

# 学生声明

## Statement

本人已收到浙江大学国际学生（本科生）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 undergraduate students); 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 (本科生)

International Student Handbook of Zhejiang University  
(for undergraduate students)

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

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# 报到与注册

## 新生报到注册

1. 新生持护照及首页复印件、入境签证页复印件、《录取通知书》、已购保险凭证、相关证书原件（毕业证书、学位证书、语言水平证明等）在规定时间内到浙江大学国际教育学院报到。报到时领取《浙江大学国际学生手册》，按照《录取通知书》要求交验其他必需的文件，并上交 2 寸正面白底或蓝底免冠照片 2 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. 自费学生报到前可在线缴纳学费，也可在《录取通知书》规定的报到时间内现场缴纳学费。

3. 因故不能按时报到的新生，必须事先请假，且请假时间不得超过两周，未请假或请假逾期未报到者，除因不可抗力等正当理由外，视为放弃入学资格。

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，选课培训，国际学生手册学习等，相关具体安排将在报到时提供或请及时关注新生钉钉群信息公告。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。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：87852410。

## 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 类签证者，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：87071973，88209209。

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) 《外国留学人员来华确认表》（JW201 或 JW202 表）；
- (4) 录取通知书复印件一份；
- (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。

# 自费学生缴费及退费规定

## 浙江大学自费国际学生缴费及学费退费规定

浙大国教发〔2024〕1号

为规范自费国际学生的缴费和学费退费管理，提高浙江大学国际教育学院（以下简称“国教院”）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类自费国际学生。

### 一、缴费规则

（一）申请进入浙江大学学习的各类自费国际学生（包括但不限于攻读学位的学位生和不申请学位的进修生等）均应当按照招生简章所规定的标准向学校缴纳各项费用。

自费国际学生所缴纳的各项费用均以人民币结算；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。

（二）自费国际学生在学期开学注册时应当缴清学费，否则不予注册。

#### 1. 学位生的缴费规则：

（1）学位生的学费按学年缴纳，即一次缴纳一学年的学费。

（2）学位生在学制内未按时完成学业需要延长学习年限者，延长学习年限期间需按正常的学费标准缴纳延长学习年限期间的学费。

#### 2. 进修生的缴费规则：

（1）进修生的学费按学期缴纳，即一次缴纳一个学期的学费。

（2）进修生下学期需要继续学习的，须在本学期结束前一周提出申请，并缴纳下学期的学费，方可继续下一个学期的学习并延长居留许可或签证；未提出下学期继续学习的进修生，视作自动结束学习。

（三）特殊情况需要减免申请费、学费的，按如下规定执行：

1. 国教院与相关推荐机构签署有合作协议的，可按协议的约定减免相应



的申请费；其他需减免申请费的情况，由国教院院务会议研究决定。

2. 国际学生因家庭经济困难或其他特殊原因要求减免学费的，应当书面申请并提供相应证明，申请是否获准，由国教院院务会议研究决定。

## 二、退费规则

(一) 自费国际学生缴纳学费后，原则上不予退还。但如果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，可退还部分学费，具体规则如下：

### 1. 学位生的退费规则：

(1) 学位生在本学年第一个长学期（秋冬学期）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的，可退还当前学期学费的 50%和第二个长学期（春夏学期）的学费；超出 30 天的，只可退还第二个长学期（春夏学期）的学费。

(2) 学位生在本学年第二个长学期（春夏学期）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的，可退还当前学期学费的 50%；超出 30 天不予退还。

### 2. 进修生的退费规则：

(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的，可以退还 50%学费，超出 30 天不予退还。

(2) 进修生下学期继续学习的，在缴纳学费后至下学期报到注册之日前提出不再学习，可退还已缴纳学费的 80%；已办理延长居留许可的，须到杭州市公安局出入境管理局办理居留许可注销手续后方可办理退费。

### 3. 休学学生的退费规则：

休学学生经批准休学的，当前学年已缴纳的学费不予退还，所剩余时间段内相应比例的部分学费可在该生复学时经国教院核准后抵用。

(二) 有以下情形之一而退学者，无论学位生或者是进修生，学费均不予退还：

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. 连续旷课两周及以上的；
4. 一学期内无正当理由到课率未达到 70%的；
5. 超过国教院规定注册时间 2 周未注册且无正当理由的。

(三) 申请人被我校录取后，因个人原因放弃来我校报到学习的，其已



缴纳的学费不予退还。申请人因身患重大疾病或者其他特殊原因要求退费的，应当书面申请并提供相应证明，申请是否获准，由国教院院务会议研究决定。

（四）退费办理要求：

1. 已办理居留许可的自费国际学生申请退学的，应在递交退学申请后 3 天内到杭州市公安局出入境管理局办理居留许可注销手续，并将办理变更手续的相关证明文件的原件提交国教院查验，否则不予办理退费。

2. 根据高等学校财务制度，申请退费须提供原始票据，否则不予办理退费。

三、附则

（一）本规定由浙江大学国际教育学院负责解释。

（二）本规定自发文之日起施行，原《浙江大学自费国际学生缴费及学费退费规定（2019 版）》与本规定不一致的，以本规定为准。

国际教育学院

2024 年 1 月 15 日



## 法规、校纪及相关安全要求

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的管理规定》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，须到安保处办理机动车通行证。禁止摩托车进入校园。

6. 不准私自在校园内张贴、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的，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〔2020〕57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，培养德智体美劳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** 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

**第十五条** 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。

**第十六条** 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）因刑事犯罪被司法机关追究刑事责任的，给予开除学籍处分；但因防卫过当、紧急避险超过必要限度或因过失而构成刑事犯罪，且被判处管制、拘役、有期徒刑缓期执行的，根据案件实际情况和学生在学校调查处理过程中的现实表现给予留校察看或者开除学籍处分。

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。

**第十七条** 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，违反学生宿舍管理规定的，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）酒后肇事的，视情节轻重，给予警告以上处分；

（三）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；

（四）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；

（五）违反学生宿舍管理规定，在他人学生寝室留宿、容留他人在学生宿舍滞留或留宿，情节严重的，给予警告以上处分，经批评教育无效，或造成不良影响的，给予严重警告以上处分；留宿异性或在异性学生寝室留宿的，给予记过以上处分；私自将床位出租、转借他人的，或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；有违反学生宿舍管理规定的其他行为，经批评教育无效，或造成不良影响的，视情节轻重，给予警告以上处分；

（六）偷窥、偷拍等侵犯他人隐私的，视情节轻重，给予警告以上处分；

（七）通过语言、文字、图片、行为等方式对他人进行性骚扰的，或在公共场所故意裸露身体隐私部位的，视情节轻重，给予严重警告以上处分；

（八）无理取闹，妨碍工作人员执行公务的，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，或在校园内违规购买、存放或使用国家严格控制管理的剧毒、易燃、易爆等物品的，给予严重警告以上处分；

**第十八条** 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。

（四）有其他违反校园管理规定行为的，视情节轻重，给予警告以上处分。

**第十九条** 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）偷窃财物价值不足 1500 元的，给予警告或者严重警告处分；偷窃财物价值在 1500 元以上，不足 3000 元的，给予记过处分；偷窃财物价值在 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 1000 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。

**第二十条** 学生损坏或挪用公私财物的，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。

**第二十一条** 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，视情节轻重，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。

（六）有其他寻衅滋事、打架斗殴行为的，视情节轻重，给予警告以上处分。

结伙斗殴的，从重处分。

**第二十二条** 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。

**第二十三条** 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。

**第二十四条** 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。

**第二十五条** 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。



**第二十六条** 学生违反实验室有关管理制度和规定的，分别给予以下处分：

（一）违规采购剧毒化学品、第一类易制毒化学品、爆炸品、精神药品和麻醉药品、高致病性病原微生物、放射性物质等危险物品的，或私自将上述危险物品携带出实验室的，给予严重警告以上处分；

（二）违规采购第二、三类易制毒化学品、易制爆化学品、低致病性病原微生物等危险物品的，或私自将上述危险物品携带出实验室的，给予警告以上处分；

（三）病原微生物实验未在相应的生物安全等级实验室内开展的，或违规自制致病性病原微生物样本的，或违规开展转基因、人类遗传资源相关研究和实验的，给予警告以上处分；

（四）放射性实验未在行政许可场所开展的，给予警告以上处分；

（五）有其他违反实验室相关规定的，视情节轻重及造成的后果，给予警告以上处分。

**第二十七条** 学生违反消防安全及学校其他有关管理制度的，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，视情节轻重，给予警告或者严重警告处分；

（二）违章使用电器、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）过失引起火灾的，给予严重警告以上处分；违反学校规定引起火灾的，给予记过以上处分；造成人身或财产损失的应当赔偿；

（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。

（五）有违反消防安全及学校其他有关管理制度的其他行为，视情节轻重，给予警告以上处分。

**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）有其他侵犯、损害他人正当权益及人身安全，损害国家、集体利益行为的，视情节轻重，给予警告以上处分。

**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）在网络上蓄意诽谤他人，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、视频等资料的，或编造、传播虚假、有害信息的，或攻击、侵入他人计算机、移动终端和移动通讯网络系统的，视情节轻重，给予警告以上处分。

（八）有其他网络违纪行为的，视情节轻重，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 周末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。
10. 线上考试过程中违规使用网络查阅资料的，或违规使用电子设备查



阅资料的。

（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. 出现两次以上考试违纪或考试作弊的；

（四）学生有下列行为之一的，给予开除学籍处分：

1. 组织作弊的；
2. 窃取试卷的；
3. 篡改分数的；
4. 替他人参加考试或让他人代替考试的；
5. 向他人出售考试试题或答案牟取利益的；
6. 其他严重作弊或扰乱考试秩序行为的。

（五）除以上四项列举的情形之外，学生有其他违反考场纪律行为的，视情节轻重，给予警告以上处分。

**第三十四条** 经学校学术委员会认定，学生存在下列学术不端行为之一的，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：

（一）剽窃、抄袭、侵占他人学术成果的；

（二）篡改他人研究成果的；

（三）伪造或篡改科研数据、资料、文献、注释，或者捏造事实、编造虚假研究成果的；

（四）未参加研究或者创作而在研究成果、学术论文上署名，或者未经他人许可而不当使用他人署名，虚构合作者共同署名，或者多人共同完成研究而在成果中未注明他人工作、贡献的；

（五）在申报课题、成果、奖励和申请学位等过程中提供虚假学术信息的；

（六）买卖论文、由他人代写或者为他人代写论文的；

（七）在不同刊物上重复发表同一研究成果或内容无实质差别的成果的；

（八）在学术活动中故意夸大或贬低成果价值，或擅自公布应经而未经学术同行评议或有关机构鉴定的研究成果，或恶意诋毁、歪曲他人学术思想和成果的；

（九）违反规定对外泄露应保密的学术成果、数据或事项，或滥用学术





及科技保密原则，以不正当行为封锁、销毁资料、信息，严重影响正常科研、学术活动的；

(十) 违反科学研究活动有关客观性、准确性、公正性原则规定，损害社会和公众利益进行科学研究与试验的；

(十一) 有其他违反公认的学术准则、违背学术诚信、偏离伦理道德行为的。

**第三十五条** 违反国家有关保密的法律法规、学校有关保密规定，对外泄露学校有关信息、资料、文件、成果等国家秘密、工作秘密的，视情节轻重，给予严重警告以上处分。

#### 第四章 处分管理权限和处分程序

**第三十六条** 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。

**第三十七条** 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。

**第三十八条** 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。



**第三十九条** 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。

**第四十条** 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。

**第四十一条** 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。

**第四十二条** 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。学校向学生直接送达处分决定时，学生应当在处分决定接收单上签名。学生拒绝签收的，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。

**第四十三条** 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。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，由学校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。

**第四十四条** 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。

**第四十五条** 开除学籍处分的决定书由本科生院和研究生院报浙江省教育厅备案。

**第四十六条** 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。

**第四十七条** 学生处分决定经复查，存在事实认定问题的，需经重新调查等程序重新作出处理；经复查，前期事实认定清楚，只存在规范适用问题或处理结果不当的，经校务会议或者校长授权的专门会议研究，重新作出处分决定。

## 第五章 附 则

**第四十八条** 港澳台学生、留学生、接受高等学历继续教育的学生等其他类型学生的违纪处分参照本办法执行。

**第四十九条** 本办法中所谓的“以上”、“以下”均包括本项。

**第五十条** 以上所指违纪行为的标的物价值需经专业部门估价。

**第五十一条** 本办法中第十五条、第十七条至第三十五条是指未被公安、司法机关处理的违纪行为。已被公安、司法机关处理的违法行为按照第十六条进行处分。

**第五十二条** 本办法自发布之日起施行，由本科生院、研究生院负责解释。《浙江大学学生违纪处理办法》（浙大发本（2017）119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。



## 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：出现传染性等疾病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的同意，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，不要轻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；严禁无证驾驶机动车，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。不要打“黑车”。

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。



## 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) 在华学习的国际学生（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）必须购买国际学生综合保险，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](http://www.lxbx.net)。如果发生意外或生病需住院治疗，应及时通知保险公司，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（一般，自费生在一个学期内，中国政府奖学金生在一个学年内）年度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，将病历、检查项目和用药清单以及医院发票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。



# 教学管理规定

## 浙江大学国际学生（本科生）学籍管理办法

浙大发本〔2021〕69号

### 第一章 总 则

**第一条** 为积极推进国际学生教育，规范国际学生学籍管理，维护学校正常的教育教学秩序和学生合法权益，参照《普通高等学校学生管理规定》，依据《学校招收和培养国际学生管理办法》和《浙江大学章程》（党委发〔2014〕94号），结合国际学生实际，制定本办法。

**第二条** 本办法适用于学校全日制本科国际学生（以下简称国际学生）的管理。

**第三条** 国际学生应遵纪守法，刻苦学习，勇于探索，恪守学术道德，养成良好的思想品质和行为习惯，努力掌握现代科学文化知识和专业技能。

### 第二章 入学与注册

**第四条** 按学校招生规定录取的国际学生新生，凭录取通知书和有效身份证件，在规定日期内来校办理入学手续，并按规定缴费。因故不能按期办理入学手续者，应以书面形式向国际教育学院提出请假申请（未满18周岁的学生提交申请时，须监护人签字确认，其他条款涉及学生提交申请保留学籍、退学、转学、转专业等重大学习权利处置时同此要求）并附有关证明，请假时间不得超过2周。未请假或请假逾期的，除因不可抗力等正当理由以外，视为放弃入学资格。

**第五条** 学校在国际学生新生报到时，对其入学资格进行审查，审查合格的办理入学手续，予以注册学籍；审查发现新生的录取通知书、考生信息等证明材料，与本人实际情况不符，或者有其他违反招生规定情形的，取消入学资格。



**第六条** 国际学生新生如经入学体检被发现身心状况不适宜在校学习，经学校指定的二级甲等以上医院诊断认定，取消其入学资格，并限期离境。

**第七条** 每年春学期和秋学期开学时，国际学生须按校历规定时间到校办理报到注册手续。未按学校规定缴纳学费或其他不符合注册条件的，不予注册。

**第八条** 国际学生不能按时报到注册，需办理请假手续，申请暂缓报到注册，否则以旷课论处。

**第九条** 国际学生在校学习最长年限不得超过主修专业规定学制时间再加2年，超过者不予注册。

### 第三章 考勤与学习纪律

**第十条** 国际学生须参加学校教育教学计划规定的课程学习和各种教育教学环节活动（以下统称课程学习），并取得相应课程学分，自觉遵守学习纪律。国际学生未办理请假手续无故缺席的，给予批评教育，以旷课论处；课程作业存在抄袭的，情节较轻的，给予批评教育，平时成绩予以扣分；抄袭作业情节严重的，或论文存在抄袭、篡改、伪造等学术不端行为的，或者请人代写论文、替人代写论文、买卖论文的，以及违反学校规定擅自离校的，参照学校学生违纪处分相关规定给予相应的处理。

**第十一条** 国际学生旷课时间，按已选课程未到课时计算；对于部分实践教学环节可按天计算。任课教师对国际学生课程学习情况进行考评，迟到、早退、旷课等情况将纳入国际学生个人平时成绩记载，国际学生旷课超过某一课程总学时 1/3 的，该课程成绩记为“零分”。

**第十二条** 国际学生不能按时参加已选课程学习，应当事先请假并获得批准。国际学生请假原则上以天数、周数计算，特别情况下，可以计算到课时，国际学生对某一课程请假时间不能超出该课程总学时的 1/3。一个长学期（指秋学期与冬学期，或春学期与夏学期，下同）内，累计请假不能超过 4 周。因病请假须附校医院证明。

国际学生请假 2 周及以内由班主任审批（如参加校外教学活动，国际学生请假时需提交带队教师证明），并报所在学院（系）本科教育科和国际教育学院备案；请假 2 周以上由国际学生所在学院（系）和国际教育学院负责人审批。国际学生请假经审批同意后，应将请假情况及审批材料向所在学院（系）本科教育科和国际教育学院备案，并向任课教师告知请假事宜。

国际学生在准予请假期间，其所修课程可视作免听，需补交作业和补做



实验等。请假逾期未返校的，以旷课论处。

**第十三条** 国际学生在校学习期间，其学籍变动、专业变动、学习情况、奖惩记录和诚信信息等归入个人信息档案。

## 第四章 课程与成绩记载

**第十四条** 国际学生修读课程前，应按照学校有关本科生选课管理的相关规定在本科生信息平台进行选课申请，并按照选定的课程修读，方可参加课程考核并记录成绩。

**第十五条** 课程考核是教学过程的重要环节。课程考核内容包括课程平时测验、随堂考试、期中考试、期末考试、课程论文等。课程考核形式多样，包括闭卷、开卷、半开卷、论文、报告、面试、答辩、大型作业、设计图纸等。

**第十六条** 国际学生选课、修课后，须参加课程的考核，考核成绩无论通过与否，由任课教师按照学校课程考核要求真实、完整地记录在国际学生成绩单和学籍档案中，其中对补考、重修、缓考、缺考等情况予以标注。

**第十七条** 国际学生参加对外交流所获学分课程或非本校开设的课程和学校认可的开放式网络课程，可按照学校有关校外成绩认定的相关规定提出申请，经开课学院（系）认定后，进行主修专业培养方案规定课程的学分替换。

**第十八条** 国际学生因退学等情况终止学业，学校对其在校学习期间所修课程及已获学分，予以记录。对退学后再次录取入学的，不转换前一学习阶段已获课程学分。

**第十九条** 国际学生违反课程考核纪律或者作弊，学校对其该课程考核成绩记为“无效”，并视其违纪或作弊情节，按照学校学生违纪处分相关规定给予相应的处理。

## 第五章 主修与转专业

**第二十条** 国际学生进校后，应加强对学校各学科的了解，特别是对所在专业的了解，并建立自身未来的职业规划。

**第二十一条** 国际学生应按照专业培养方案要求进行选课，并修读课程。

**第二十二条** 国际学生自入学起2年内可提出一次申请转入其他专业学习。获中国政府奖学金资助的国际学生申请转专业，还应经国家留学基金管理委员会和国际学生本国驻华大使馆同意。



**第二十三条** 转专业的国际学生，其申请由转入专业学院（系）审核同意，经学校公示无异议后，方可转专业。

## 第六章 休学与复学

**第二十四条** 在学校规定的最长学习年限内，国际学生可分阶段完成学业。除服兵役保留学籍外，其它休学、保留学籍或参加对外交流项目时间，均计入学生在校学习最长年限里。

**第二十五条** 国际学生在校期间，一个长学期里请假时间超过4周的，应申请办理休学手续。学生患病经二级甲等以上医院诊断证明，并经校医院核准，认为需较长时间治疗休养的，应办理休学。

**第二十六条** 学生每次申请休学的最长时间为1学年，累计不超过2学年。请假或休学时间计算按照校历时间来确定。

**第二十七条** 国际学生在学校学习期满1年，可以凭所属国政府出具的入伍通知书或服兵役证明，申请服兵役保留学籍。服兵役保留学籍的期限最长不得超过3年，以申请时的期限为准。

**第二十八条** 国际学生休学、服兵役保留学籍或参加对外交流前应由本人提出申请，由所在学院（系）和国际教育学院签署意见。

同时，国际学生根据修课时间办理当学期在修课程以及下学期已选课程的退课或缓考等手续。

**第二十九条** 已办理休学、服兵役保留学籍等手续的国际学生，需同时办理离校手续。

**第三十条** 国际学生休学或保留学籍期满后，应按校历，于秋学期、春学期开学前，向学籍中心提出复学申请；结束对外交流项目的学生，须按时返校报到。

因病休学的国际学生申请复学时，必须持有二级甲等以上医院诊断书，并经校医院复查合格，方可复学。服兵役结束的国际学生须持所属国政府出具的已履行兵役的证明申请复学。对在休学期间发生严重违反中国法律法规行为的国际学生，取消其复学资格。

**第三十一条** 国际学生所在学院（系）根据复学国际学生修读课程学分情况确定其年级和行政班，经学籍中心核准后，编入相应的年级和行政班学习。

## 第七章 退学警告与退学

**第三十二条** 国际学生在校学习期间，有下列情况之一（毕业班除外），给予学生退学警告：

（一）连续 2 次或累计 3 次出现一个长学期获得培养方案规定课程的有效学分不足 12 学分的；

（二）汉语言专业出现一个长学期获得培养方案规定课程的有效学分不足 10 学分的；

（三）英语授课临床医学专业（MBBS 项目）出现一个长学期获得培养方案规定课程的有效学分不足 12 学分的。

**第三十三条** 国际学生在收到退学警告书之日起 10 日内，可向所在学院（系）和国际教育学院申请办理退学试读，经审批同意后，学生进入退学试读并进行学籍注册。学生逾期未提出申请办理退学试读手续的，则不予注册，视为学生放弃试读。

**第三十四条** 国际学生有下列情况之一的，应予退学处理：

（一）学生在收到退学警告书后未按照本办法第三十三条规定的期限申请办理退学试读手续的；

（二）连续 3 次或累计 4 次出现一个长学期获得培养方案规定课程的有效学分不足 12 学分的（毕业班除外）；

（三）汉语言专业连续 2 次或累计 3 次出现一个长学期获得培养方案规定课程的有效学分不足 10 学分的（毕业班除外）；

（四）英语授课临床医学专业（MBBS 项目）连续 2 次或累计 3 次出现一个长学期获得培养方案规定课程的有效学分不足 12 学分的（毕业班除外）；

（五）休学、保留学籍期满，在学校规定的期限内未按时提出复学申请逾期达 2 周以上的（已办理请假手续的除外）或申请复学经复查不合格的；

（六）对外交流结束，未按期回校报到，且未请假逾期 2 周的；

（七）超过学校规定期限未注册超过 2 周，且未履行暂缓注册手续的；

（八）未经批准连续 2 周或一个长学期里累计 2 周未参加学校规定的教学活动的；

（九）经二级甲等以上医院诊断，并经校医院确认，患有疾病或有意外伤害不能继续在校学习的；

（十）超过在校学习最长年限的；

（十一）学校规定的不能完成学业、应予退学的其他情形。学生本人申



请退学的，经学校审核同意后，可办理退学手续。

**第三十五条** 对国际学生退学的处理按以下规定程序办理：

（一）学生本人申请退学的，经学生所在学院（系）和国际教育学院依次审核，学籍中心核实，报学校审核。

（二）应予退学但学生本人未申请退学的，经国际教育学院或学生所在学院（系）提出，报学籍中心，学籍中心核实报学校审核。

**第三十六条** 学校在对国际学生作出取消入学资格、取消学籍、退学或者其他涉及学生重大利益的处理之前，给予学生拟取消入学资格、取消学籍、退学等通知书，告知学生作出决定的事实、理由及依据，以及学生享有陈述和申辩的权利，听取学生的陈述和申辩。

处理决定的通知书直接送达学生本人，学生拒绝签收的，可以以留置方式送达；已离校的，可以采取邮寄方式送达；难于联系的，可以利用学校网站、新闻媒体等以公告方式送达。

**第三十七条** 对国际学生作出取消入学资格、取消学籍、退学或者其他涉及学生重大利益的处理决定的，经合法性审查后，由学籍中心提交校务会议或校长授权的专门会议研究决定。

**第三十八条** 国际学生退学相关事宜，按以下规定办理：

（一）学生持退学文件，办理退学离校手续；

（二）退学学生可根据其学习情况发给学习证明；

（三）因患病或意外致残不能维持正常学习而退学者，由学校通知其父母或其他监护人来校协助办理相关手续；

（四）退学学生应在接到退学通知后 1 周内办理离校手续，并按规定注销学习居留许可；

（五）退学学生无故逾期 2 周不办理离校手续的，其所持的浙江大学学生证、校园卡等作废；

（六）退学学生不得在校居住、借阅图书、不再享受在校生活待遇。

**第三十九条** 对于被开除学籍处分的国际学生，学校注销该生学籍。其相关离校手续可参照第三十八条执行。

## 第八章 结业、毕业与学位

**第四十条** 在校学习最长年限内，国际学生修完主修专业培养方案规定课程并取得相应课程学分，达到毕业要求的，经核准，予以毕业。



**第四十一条** 国际学生获得主修专业培养方案规定课程总学分达 80% 及以上的（含提前毕业国际学生），需在毕业前 1 学年，向所在学院（系）提出预计毕业申请，经所在学院（系）审核后，进入毕业设计、毕业论文教学环节，逾期不予办理。

**第四十二条** 凡在规定学制年限内无法修完培养方案规定课程的国际学生，在学校规定的在校学习最长年限内，可申请延长学习时间。延长学习时间应由学生本人提出申请，由所在学院（系）审核，报国际教育学院备案。在延长学习时间里，需按规定缴纳学费和住宿费。

**第四十三条** 对已修完主修专业培养方案规定课程，但所获有效学分达到本专业毕业规定总学分的 80% 及以上的国际学生，经核准，予以结业。

**第四十四条** 达到结业要求的国际学生，可在结业离校 2 个月后至在校学习最长年限再加 1 年内，重修不及格课程，并按规定缴纳相关费用。国际学生获得重修课程学分，达到毕业要求后，向原所在学院（系）申请以结业证书换发毕业证书。结业生返校修课期间，不享受在校生活待遇。

**第四十五条** 学院（系）根据《中华人民共和国学位条例暂行实施办法》和浙江大学学位授予有关工作细则对准予毕业的国际学生进行审核，由学籍中心上报学校学士学位评定委员会，经学校学士学位评定委员会核准，投票通过后，授予学士学位。

**第四十六条** 国际学生曾因作弊、剽窃、抄袭等学术不端行为受到记过及以上处分的，学校可以不授予其学位或者暂缓一年受理其学位申请。国际学生在自毕业证发证之日满 1 年后至在校学习最长年限加 1 年的时间内，向学院（系）提交授予学士学位的书面申请，所在学院（系）初审并签署意见后，由学籍中心提交学校学士学位评定委员会讨论。学校学士学位评定委员会投票通过后，授予学士学位。

**第四十七条** 国际学生根据学业修读情况，可申请在春季或夏季毕业，结业生换发毕业证书时间为春季、夏季、秋季。

**第四十八条** 国际学生毕业、结业，均应办理离校手续。

## 第九章 证书管理

**第四十九条** 学校对于完成主修专业学业的国际学生，予以毕业的，颁发毕业证书；对予以结业的国际学生，颁发结业证书；授予学士学位的，颁发学士学位证书。



**第五十条** 学校按照国际学生招生录取时填报的个人信息和相关规定填写、颁发各类证书，国际学生在校期间变更护照名字、出生日期等证书需填写的个人信息的，应当有合理、充分的理由，并提供有法定效力的相应证明文件。毕业后不得再次变更证书上个人信息。

**第五十一条** 学校按照高等教育学籍学历电子注册管理制度，完成国际学生学历电子注册和学位信息备案，国际学生可在教育部相关网站核查本人学历和学位信息。

**第五十二条** 对违反国家招生规定取得入学资格或者学籍的，取消其学籍，学校不发给学历证书、学位证书；已发的学历证书、学位证书，学校依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的，学校依法予以撤销。被撤销的学历证书、学位证书已注册的，学校予以注销并报教育行政部门宣布无效。

**第五十三条** 学历证书和学位证书遗失或者损坏，经本人申请，学校核实后出具相应的证明书。证明书与原证书具有同等效力。

## 第十章 附 则

**第五十四条** 本实施细则适用于 2022 年秋季及以后入学的国际学生，2021 级及以前入学的国际学生可参照执行。

**第五十五条** 对学校相关涉及国际学生重大利益的处理决定有异议的，国际学生可以在接到学校处理决定书之日起 10 日内向学校学生申诉处理委员会提出书面申诉。

**第五十六条** 2018 年 8 月 1 日前已发生作弊、剽窃、抄袭等学术不端行为的国际学生，其申请授予学士学位有关规定按违纪行为发生时有关本科国际学生学籍管理办法相应规定执行。

**第五十七条** 英语授课临床医学专业（MBBS 项目）、计算机科学与技术学院中加双学位项目（SFU 项目）、海宁国际校区本科项目等，涉及特殊情形的，根据有关部门制定的补充办法执行。

**第五十八条** 本办法由本科生院教务处和国际教育学院负责解释。

**第五十九条** 本办法自发文之日起施行，《浙江大学外国留学生（本科生）学籍管理实施细则（2007 年 7 月修订）》（浙大教发〔2007〕78 号）同时废止。学校其他有关文件规定与本办法规定不一致的，以本办法为准。





## 浙江大学关于国际学生（本科生）服兵役保留学籍的规定

为了加强国际学生的学籍管理，考虑到来自不同国家、地区的国际学生承担其所属国或地区的兵役制度所规定义务的需求，特就国际学生（本科生）申请回国服兵役期间保留学籍的问题，做如下规定。

1. 根据国际学生所属国或地区的法律规定必须履行兵役义务的本科国际学生，均可以按照本规定向学校申请回国服兵役，并在服兵役期间保留学籍。

2. 服兵役保留学籍应由本人申请，并附所属国政府出具的入伍通知书或服兵役证明（中/英文原件/公证件），经所在学院和国际教育学院签署意见，报教务处审批。

3. 服兵役保留学籍的期限以实际服兵役时间为准，但不得超过3年。

4. 服兵役保留学籍起始时间须从秋学期开始，学生应在秋学期开学（以老生报到注册时间为准）两周内办理完毕相应手续。

5. 学生保留学籍手续办理完毕后，需到本科生院课程中心删除保留学籍学期的选课。

6. 国际学生在我校学习期满一年，方可申请服兵役保留学籍。因学分不足已达到退学标准的学生不予办理服兵役保留学籍；毕业班学生一般不予办理服兵役保留学籍。

7. 服兵役保留学籍的国际学生不能再办理其它原因的休学（因病休学除外），曾经办理过休学的国际学生不能再办理服兵役保留学籍。

8. 服兵役期满复学时须由本人持所属国政府出具的已履行兵役义务的证明（中/英文原件/公证件）提出申请，经所在学院和国际教育学院签署意见，报教务处审批。

9. 复学时间可根据兵役结束时间，秋冬或春夏学期均可办理，但应在学期开学（以老生报到注册时间为准）两周内办理完毕。

10. 未按学校规定办理保留学籍而擅自离校或保留学籍期满未按时复学的学生将被视为自动退学。

11. 本规定由国际教育学院负责解释。



## 浙江大学本科国际学生培养实施意见（试行）

浙大本发〔2024〕8号

为进一步规范我校本科国际学生培养工作，提升国际学生培养质量，根据《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第42号）、《来华留学生高等教育质量规范（试行）》（教外〔2018〕50号），结合我校国际学生实际情况，特对国际学生培养及课程修读提出如下意见。

### 一、培养目标

培养具有扎实的专业基本理论、基本知识和基本技能，对当代中国政治、经济、文化和社会有较为深刻理解，能够参与并促进中国与其所在国之间友好合作关系的知华、友华高素质创新型人才。

### 二、培养原则

国际学生培养遵循同质管理、兼顾特点原则。各学院（系）应参照我校国内学生本科专业培养方案，结合本文件中的“相关课程修读要求”，根据实际情况制定单独的国际学生专业培养方案。

### 三、相关课程修读要求

#### （一）通识课程

#### 1. 通识必修课程

##### （1）思政类

国际学生思政类必修课程为“中国概况”，原则上免修其他思政课程，但学科专业类别为哲学、政治学类专业的国际学生必须修读“中国近现代史纲要”“马克思主义基本原理”“毛泽东思想和中国特色社会主义理论体系概论”和“习近平新时代中国特色社会主义思想概论”四门课程。

##### （2）军体类

国际学生至少修读1学分体育课，原则上免修“军训”“军事理论”。

##### （3）外语类

国际学生外语类必修课程为“汉语”，包括“汉语（甲）”和“汉语（乙）”。其中授予学位类别为文学、历史学、哲学、教育学、艺术学与法学类专业的国际学生须修读“汉语（甲）”，授予学位类别为理学、工学、农学、医学、经济学、管理学、建筑学类专业的国际学生须修读“汉语



(乙)”。修读“汉语(甲)”可以申请替换“汉语(乙)”。

汉语言(国际学生)专业的“汉语”类课程根据实际情况在专业基础课程或专业课程中设置。

根据《来华留学生高等教育质量规范(试行)》中语言能力相关要求:中文授课专业国际学生毕业时中文能力应当至少达到《国际汉语能力标准》五级水平;英文授课专业国际学生,毕业时中文能力应当至少达到《国际汉语能力标准》四级水平。

#### (4) 计算机类

国际学生按照国内学生专业培养方案要求修读。

#### (5) 自然科学类

国际学生按照国内学生专业培养方案要求修读。

### 2. 通识选修课程

国际学生在通识选修课程中自行选择修读,完成相应通识选修总学分要求。

#### (二) 专业基础课程

国际学生原则上按照国内学生专业培养方案要求修读。

#### (三) 专业课程

国际学生原则上按照国内学生专业培养方案要求修读。

原则上,国际学生应按照培养方案要求参加实践教学环节,对于不适宜国际学生参加的实习、实践活动,国际学生所在学院(系)应进行适当调整。

#### (四) 个性修读课程

国际学生按照国内学生专业培养方案要求修读。

#### (五) 其他必修环节(认定型学分)

原则上不作认定要求,但鼓励国际学生修读。

#### (六) 第二课堂、第三课堂和第四课堂

原则上免修,但鼓励国际学生修读。

四、本意见自2024级本科国际学生起施行。由本科生院和国际教育学院负责解释。



## 浙江大学本科课程成绩评定与管理办法

浙大发本〔2022〕24号

### 第一章 总 则

**第一条** 为进一步维护学校正常教学秩序，规范本科学生的成绩评定和管理工作，保障学生合法权益，根据《普通高等学校学生管理规定》精神，结合学校实际，制定本办法。

**第二条** 课程考核是教学过程的重要环节，是检查学生学习成效、改进教学质量的必要手段。本办法旨在完整如实记载学生学期选课、修课情况，加强教学过程考核及成绩数据管理，建立健全课程成绩安全管理运行机制。

**第三条** 本办法适用于学校全日制本科生在校修读课程的成绩评定与管理各环节。

### 第二章 课程考核与成绩评定

**第四条** 学生应根据本科专业培养方案的要求修读相应课程，按时参加课程的学习与考核。学生课程考核无论通过与否，其考核成绩均将如实记录在学生成绩单和学籍档案中。

**第五条** 课程考核形式、成绩构成和评定方式等由任课教师提出，经开课学院（系）的教学委员会或基层教学组织（以下统称开课单位）认定，在课程教学大纲或教学日历中予以公布。

任课教师须于开课第一周在课堂上或通过课件等方式告知学生课程成绩构成比例和期末考核形式，并在期末考试前告知学生其平时成绩。课程成绩评定应客观、真实，准确反映学生对课程内容的掌握程度和学习质量。

**第六条** 课程成绩一般应由平时成绩和期末考核成绩构成。其中，平时成绩由期中考试、课堂讨论、平时测验、作业、实验报告、论文、出勤情况等组成；期末考核成绩是课程结束时对学生学习状况进行的一次性评价。课程考核应加强过程性评价，合理设置平时成绩的构成，平时成绩所占比例原

则上不低于课程成绩的 40%。课程期末考核一般应安排统一时间进行，考核方式分为考试和考查。

**第七条** 平时成绩和期末考核成绩可分别设置基本分数底线，未达到其中一项成绩基本分数底线的，均视为该课程不及格。基本分数底线由任课教师根据教学实际情况确定。

**第八条** 任课教师应合理控制考核难易程度和成绩分布，各门课程总成绩优秀或 90 分及以上比例一般不宜超过 30%。

**第九条** 根据课程教学大纲要求和性质不同，课程成绩评定采用百分制或等级制。其中等级制分五级制（优秀、良好、中等、及格、不及格或 A、B、C、D、F）和二级制（合格、不合格或 P、F）。学生修读课程的成绩达到 60 分及以上，及格（D）及以上，合格（P），视为通过该课程并获得相应课程学分。

**第十条** 特殊教学班的课程成绩按五级制评定，循环教学补充班的课程成绩按五级制中的“及格（D）”或“不及格（F）”评定。

**第十一条** 任课教师应按照评分标准评阅试卷。对于具有多个教学班、量大面广的课程，各开课单位原则上应统一考试时间、考试试卷、评分标准，采用集中、流水作业的方式组织批改试卷。

**第十二条** 课程学分绩点是反映学生学习量的主要指标。学生所修课程均列入课程学分绩点计算，补考成绩计入补考当学期课程学分绩点，重复修读课程成绩计入修读学期课程学分绩点。课程学分绩点的计算方式为：课程学分绩点 = 课程绩点 × 课程学分。课程绩点折算办法如下：

百分制		成绩	100-95	94-92	91-89	88-86	85-83	82-80	79-77
		对应绩点	5	4.8	4.5	4.2	3.9	3.6	3.3
		成绩	76-74	73-71	70-68	67-65	64-62	61-60	<60
		对应绩点	3	2.7	2.4	2.1	1.8	1.5	0
等级制	五级制	成绩	优秀 (A)	良好 (B)	中等 (C)			及格 (D)	不及格 (F)
		对应绩点	4.5	3.5	2.5			1.5	0
	二级制	成绩	合格 (P)			不合格 (F)			
		对应绩点	不计绩点						



**第十三条** 课程平均学分绩点是反映学生学习质的主要指标。学生修读的所有课程（含同课程号课程）的每次课程考核成绩均计入课程平均学分绩点。课程平均学分绩点的计算方式为：

$$\text{课程平均学分绩点} = \frac{\sum \text{课程学分绩点}}{\sum \text{课程学分}}$$

各学院（系）在评价学生学习成效水平时，可按培养方案的要求调整或设置课程绩点权重系数、课程学分绩点所占比例等，但应以适当方式提前告知学生。

**第十四条** 办理出国成绩单出具的专业排名，由学生所在学院（系）根据本办法第十二条、第十三条确定的计算方式执行。

本科生出国成绩单计算课程平均学分绩点用 GPA 表示，相同课程号成绩以最高一次成绩为依据，计算课程学分绩点。

2022 级本科生起出国成绩单课程绩点折算办法如下：

百分制		成绩	100-95	94-92	91-89	88-86	85-83	82-80	79-77
		对应绩点	4.3	4.2	4.1	4.0	3.9	3.6	3.3
		成绩	76-74	73-71	70-68	67-65	64-62	61-60	<60
		对应绩点	3	2.7	2.4	2.1	1.8	1.5	0
等级制	五级制	成绩	优秀 (A)	良好 (B)	中等 (C)			及格 (D)	不及格 (F)
		对应绩点	4.1	3.5	2.5			1.5	0
	二级制	成绩	合格 (P)			不合格 (F)			
		对应绩点	不计绩点						

### 第三章 选课方式与成绩记载

**第十五条** 必修课程考核未通过者，可以补考或重修该课程。选修课程考核未通过者，可以跟班补考或重修该课程，或改修其他课程。

**第十六条** 对可以申请免听的课程，如学生已修读课程平均学分绩点在



3.5 以上或已修读过该课程，可在教务系统申请免听，经任课教师同意，可自修整门课程或该课程的部分内容。申请免听课程的学生，须按要求上交作业并参加实验、研讨和课程考核等环节。未经批准，学生自行决定免听并不按时上课者，以缺课论，并计入平时成绩。下列课程不得申请免听：

(一) 思政类课程、军体类课程、美育类课程、劳育类课程、通识核心课程、研讨课程、荣誉课程等；

(二) 实验课程、教学实习、社会实践、课程设计、毕业论文（设计）等实践教学环节。

**第十七条** 除按照本办法第九条规定外，课程成绩的记载还有以下方式：“弃修”或“Q”，“缺考”或“W”，“缓考”或“W”，“无效”或“null”。

**第十八条** 任课教师在评定学生课程成绩时，对未参加课程期末考核的学生，应视本办法第十九条、第二十条、第二十一条规定的不同情况分别记载为“零分”“缺考(W)”“缓考(W)”等；对考试违纪学生，课程成绩记载为“无效(null)”，课程所获学分为“0”，计入课程学分绩点统计。

**第十九条** 有下列情况之一者，由任课教师认定，不得参加该课程期末考核，期末考核成绩和课程成绩为“零分”，所获该课程学分为“0”，计入课程学分绩点统计：

(一) 无故缺课累计超过该课程理论教学学时数 1/3 的；

(二) 实验、实习环节、研讨课等缺课累计超过其教学学时数 1/3 的或实验、实习环节考核不及格的；

(三) 平时成绩未达到基本分数底线的。

**第二十条** 选课无故不参加课程考核者按缺考论，课程成绩为“缺考(W)”，所获该课程学分为“0”，计入课程学分绩点统计。

**第二十一条** 申请缓考的学生须在考试前提出申请，经学生所在学院（系）同意，报本科生院教务处审核。因病申请缓考者，须同时提交校医院诊断证明。批准缓考的课程成绩记载为“缓考(W)”，所获该课程学分为“0”，不计入课程学分绩点统计。

**第二十二条** 考试期间，学生若遇下列情况之一的，可提前申请办理缓考手续：

(一) 因病住院或因急诊留院观察，持有校医院证明的；

(二) 因本人、直系亲属突发不可抗拒事由不能在校，持有相关有效证



明的；

（三）代表学校参加各类学术、交流、比赛等活动，持有组织单位证明的。

**第二十三条** 缓考者可选择参加后继学期开设的相同课程的期末考核，若时间冲突则顺延，也可选择参加学校统一安排补考，成绩按补考课程记载。

缓考者参加后继学期相同课程期末考核的，其课程成绩由后继学期相同课程任课教师负责评定，可只按期末考核成绩记载，也可根据期末考核成绩和平时成绩综合评定，但针对同一课程的所有缓考者，任课教师应选择同一种课程成绩评定方式。

**第二十四条** 学生应及时进入教务系统查询成绩。课程成绩未通过或课程成绩记载为“缺考（W）”的学生，有一次补考机会。由学校统一安排补考的课程，学生应在考试周结束后两周内在教务系统提出补考申请，逾期未提出补考申请的，视为放弃补考，自行参加补考视为无效；学校未统一安排补考的课程，学生可在选课期间，通过补考选课参加跟班补考。凡选择参加补考的学生不参加课程修读，直接参加课程考试或实验考核等，不缴纳重修费。

课程考核成绩为“弃修（Q）”“零分”或“无效（null）”者，不得参加课程补考。

**第二十五条** 补考课程均标注“补考”字样，课程成绩以“及格（D）”、“不及格（F）”、“缺考（W）”等记入补考发生学期。补考及格的课程学分统计在补考发生学期。

**第二十六条** 思政类课程、军体类课程、美育类课程、劳育类课程、通识核心课程、研讨课程、荣誉课程以及实验课程、教学实习、社会实践、课程设计、毕业论文（设计）等实践教学环节，学校不安排补考，未通过者均须重新参加课程修读。

**第二十七条** 结业学生的修读年限、修读方式和换发毕业证书方法等按学校本科学生学籍管理办法的相关规定执行。

**第二十八条** 学生参加境内外交流学习回校后，学校按修读学期如实记载学生跨校所修课程名称、学分和成绩，并标注所修课程学校名称。境内外交流学习所修课程的学分替换和绩点计算方法，按照学校有关交流学习管理规定执行。



**第二十九条** 学生因主修专业确认等学籍异动引起的已修课程的学分替换和绩点计算方法，按照学校有关课程学分替换管理规定执行。

#### 第四章 成绩录入、更正与归档

**第三十条** 课程考核发生学期即为该课程成绩录入学期，课程的学分、成绩、绩点等也在相同学期内进行统计。

**第三十一条** 课程成绩的处理分为发生期、公示期、稳定期三个阶段。发生期是指自课程考核日起 10 天内将课程成绩录入教务系统的时期；公示期是指自任课教师录入课程成绩后 15 个工作日内（不含寒、暑期）的时期；稳定期是指公示期满后时期。

**第三十二条** 期末考核时间不确定的课程，原则上其成绩录入开始时间默认为开课学期考试周的第一天，任课教师应在 10 天内将课程成绩录入教务系统。需跨学期完成大型作业、实践教学环节或论文的课程，开课单位应在落实课程教学任务时，在教务系统中调整默认的成绩录入开始时间。

**第三十三条** 短学期开设的课程及实习实践环节，在暑期录入成绩的，学分计入春夏学期；在秋学期录入成绩的，学分计入秋冬学期。

**第三十四条** 任课教师应在考核后或教务系统里确定的成绩录入时间 10 天内，完成课程成绩评定和成绩录入工作，经校对，打印纸质版成绩单，签名后交开课单位本科教学管理部门存档。

**第三十五条** 开课单位应严格管理、保存学生课程考核成绩单，不得遗失、不得涂改。除工作需要外，不得随意查阅学生课程考核成绩单。

原则上，课程考核纸质版成绩单在学生毕业 5 年后方可销毁。

**第三十六条** 学生如对课程成绩有异议，须在公示期内向开课单位提出书面核查申请，经开课单位教学负责人批准，由开课单位会同任课教师核查试卷。

**第三十七条** 经查证发现学生成绩认定确实有误的，任课教师须打印《浙江大学成绩更正单》，签名后交开课单位，由开课单位指定专人、专机，在教务系统中进行审核。同时，修改项目、内容等信息需在学校教务系统中公示 7 天，公示无异议后方可提交并完成课程考核成绩的修改。开课单位将纸质版成绩更正单存档。

经查证后发现无误的，任课教师应及时告知学生查询结果。



**第三十八条** 稳定期原则上不再受理成绩更正。个别成绩确需更正的，须经任课教师提出申请，开课单位教学负责人审核，报本科生院教务处确认。由本科生院教务处指定专人、专机在教务系统中进行审核，经7天公示后完成成绩更正。成绩更正材料由本科生院教务处负责存档，更正记录将与开课单位年度教学考评相关联。

**第三十九条** 任课教师将成绩提交教务系统后，未经学校许可，任何人不得更改。

## 第五章 成绩数据的使用

**第四十条** 学生可在教务系统中查询自己的课程考核成绩，特别应在公示期内及时查询。

**第四十一条** 学生可在学校行政服务办事大厅办理学业成绩单（含出国成绩单）。毕业成绩单归档材料由学生学籍所在学院（系）负责打印、签字、盖章后存档。

## 第六章 附 则

**第四十二条** 任课教师应认真、客观、真实、综合评定学生成绩，若出现违纪或随意给分等行为，经查证属实，按照学校教学事故认定与处理相关规定执行。

**第四十三条** 任课教师应按照本办法的要求，按时、准确、无误地将学生课程考核成绩录入教务系统。任课教师未按时录入、提交学生课程成绩，且无充分理由的，均视为教学事故，按照学校教学事故认定与处理相关规定执行。

**第四十四条** 学校原有相关规定若与本办法有不一致的，以本办法为准。

**第四十五条** 国际联合学院（海宁国际校区）可另行根据自身教育特点，制定相应的补充规定，经本科生院备案后实施。

**第四十六条** 本办法由本科生院负责解释。

**第四十七条** 本办法自发布之日起施行。



## 浙江大学本科课程考试考务管理实施细则（摘录）

浙大本发〔2021〕17号

### 第四章 考试纪律

**第十条** 学生应凭本人有效身份证件（学生证/身份证/校园卡）参加考试，服从监考人员的安排对号就座，配合监考人员完成证件查验，无证件者不得参加考试。

**第十一条** 线下考试学生应于开考前 15 分钟进入考场，开考后 20 分钟未进入考场者，视为迟到；线上考试学生应于开考前 20 分钟进入线上考试系统与指定考试群视频监控会议，开考前 5 分钟未进入指定考试群视频监控会议者，视为迟到。迟到考生不得参加考试，以缺考论处。

**第十二条** 考试进行 30 分钟后，方可交卷离开考场。学生未经监考人员允许擅自离开考场后，不得重新进入考场继续答卷。学生交卷后应离开考场，不得在考场内逗留或在考场附近高声交谈。

**第十三条** 除必要的文具和任课教师允许携带的物品以外，书籍资料、手机、耳机、智能手表（手环）、电子辞典、计算器等所有考试无关物品必须放在监考人员指定的位置。考试中如需借用文具，需经监考人员同意并代为借还。

**第十四条** 考试使用的试卷、答卷、草稿纸由监考人员统一发放，考试结束时全数收回，一律不得带出考场。学生在规定时间内答完试卷后，应举手示意，请监考人员收卷后方可离开考场。考试结束，学生应立即停止答卷，在座位上等待监考人员收卷、清点完毕后，方可离开考场。

**第十五条** 学生应严格遵守考试纪律，在规定的时间内独立完成答卷。线上考试应确保监控画面清晰完整，考试过程中不得偏离摄像头监控范围。违反考试纪律者，视情节轻重给予相应的纪律处分。



## 浙江大学学生实验守则

一、学生进入实验室，必须严格遵守实验室的各项规章制度，听从指导，服从管理。

二、实验前必须接受安全教育，实验时必须注意安全，防止人身和设备事故的发生。

三、实验课前，必须认真预习有关实验内容的实验指导书和教材，理解实验目的、原理和方法，未经预习或无故迟到者，指导人员有权停止其实验。

四、进入实验室要穿实验服，不得在室内随便串走、饮食、乱扔杂物。不准搬弄与本实验无关的仪器设备，实验过程中保持安静，不得喧哗。不得将与实验无关的物品带入实验室，不得将实验室物品带出实验室。

五、学生必须以实事求是的科学态度进行实验，自己动手测定数据，认真做好实验原始记录并由带课老师签字，不得草率从事，实验后要独立完成实验报告，按时交任课老师，不得抄袭或臆造。

六、使用仪器设备时，应严格遵守操作规程，若发现异常现象应停止使用，并及时向实验指导人员报告。如违犯操作规程或不听从指导而造成仪器设备损坏等事故者，按学校有关规定进行处理。

七、增强学生的安全环保意识，按有关规定领用、存放和处理生化试剂，放射、剧毒物品，病菌，动物等实验用品。

八、实验完毕，应清理实验场地，并将仪器、工具等放还原位，经指导老师同意后，方可离开实验室。

# 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

浙大国教发〔2024〕8号

**第一条** 为加强中国政府奖学金管理，提高中国政府奖学金生培养质量，做好中国政府奖学金年度评审工作，根据教育部《中国政府奖学金年度评审办法》（2000年）及国家留学基金委相关规定，特制定本实施细则。

**第二条** 成立浙江大学国际学生中国政府奖学金评审工作小组，由国际教育学院主要负责人担任组长、相关负责人担任成员，负责统筹和指导开展中国政府奖学金年度评审工作。由学生事务办公室具体负责制定年度评审工作方案、发布年度评审通知、撰写学校奖学金年度评审报告等。

**第三条** 年度评审工作的原则是公正公开、公平合理，目的是进一步规范中国政府奖学金的管理，发挥奖学金的激励作用，引导国际学生努力学习、遵纪守法、团结友好，培养品学兼优的国际人才。

**第四条** 年度评审的对象为下一年度拟继续享受中国政府奖学金的学生，包括在校学习一学年以上非毕业年级奖学金生，当年无法按计划完成学业、符合申请延长奖学金期限条件的学生，以及上一年度奖学金评审不合格被中止奖学金资格拟申请恢复奖学金的学生。

申请延长奖学金资助期限的博士研究生，需通过所有课程考核、开题报告、中期考核等，经本人申请、所在学院（系）审核合格后方可列入评审对象。

**第五条** 年度评审分为学生自评、导师评价、学校评审三个环节，采取定量与定性相结合的方式对学生情况进行评价，评价内容包括：

（一）道德品行：包括身心健康，品行优良，全面发展；尊敬师长，团结同学，爱护公物；遵守法律法规、校纪校规，无违法违规违纪行为等。

（二）学习与科研情况：本科生包括本学年第一学期的学习成绩、第二



学期的选课上课及学习情况（含期中考试等）等；研究生包括本学年第一学期的学习成绩、第二学期的选课上课及学习情况（含期中考试等）和学年内取得的科研进展、成果等。

（三）学习与科研态度：勤奋认真，学风严谨；在学术研究、学科竞赛、科技发明等方面表现优良，遵守学术诚信，按时完成各项学习或科研任务。

（四）活动表现：包括参与学校组织的各类文化交流、学科竞赛、社会实践、志愿服务和文体活动等方面的表现。

**第六条** 年度评审工作的时间：每年4月至5月，具体以国家留学基金委的相关文件为准。

### **第七条** 年度评审程序：

（一）通知发布：根据国家留学基金管理委员会关于中国政府奖学金年度评审要求发布评审通知。

（二）学生自评：参加评审的学生登录国家留学基金管理委员会信息系统（以下简称信息系统），填写“奖学金年度自评”，提交自评信息并上传附加材料，申请延期学生须导师和所在学院（系）审核意见。

（三）学业评审：根据教学管理部门出具参评学生成绩单进行评审。

（四）导师评审：导师（或导师联系人）登录评审信息系统，进入“奖学金学生考评”，对指导的学生打分和填写考评人意见。

（五）学校评审：国际教育学院根据学生自评情况、学业和在校表现等情况，及所在学院（系）和导师意见进行学校评审，包括在信息系统中填写评审意见、撰写评审报告等，并按照规定要求上报国家留学基金管理委员会。

**第八条** 年度评审决定分为“合格”和“不合格”两种。

对于合格者，下一年度继续提供中国政府奖学金；

对不合格者，中止或取消中国政府奖学金资格。

**第九条** 有下列情况之一者，中止其享受中国政府奖学金资格一年：

（一）所修课程考核不合格或研究生经中期考核后无法达到培养要求的等情况，不宜继续学习的；

（二）受到留校察看处分的；

（三）患严重身体或精神疾病无法正常学习办理休学的。

被中止享受中国政府奖学金资格者，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。



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

**第十条** 有下列情况之一者，取消其享受中国政府奖学金的资格：

- （一）受到勒令退学或者开除学籍处分的；
- （二）在校学习期间累计两次未通过年度评审的；
- （三）无正当理由不参加年度评审的；
- （四）涉嫌违法犯罪被有关部门依法依规处理的。

被取消享受中国政府奖学金资格者，从公布之日起停发奖学金，其享受中国政府奖学金的资格不得再恢复。

**第十一条** 本细则由国际教育学院负责解释。

**第十二条** 本细则自发布之日起施行，《浙江大学国际学生中国政府奖学金年度评审实施细则》（浙大国教发〔2022〕3号）同时废止。



## 浙江大学国际学生荣誉称号评定管理办法（试行）

浙大发〔2021〕18号

**第一条** 为表彰先进、树立典型，鼓励国际学生刻苦学习、勇于探索，积极融入在华学习生活实践，引导国际学生成长成才，落实立德树人根本任务，根据《学校招收和培养国际学生管理办法》、《来华留学生高等教育质量规范（试行）》（教外〔2018〕50号）和《浙江大学国际学生教育管理体制机制改革方案》（党委发〔2018〕37号）等，结合学校国际学生教育管理实际，制定本办法。

**第二条** 本办法评选对象为浙江大学全日制在校国际学生。

**第三条** 国际学生按本办法申报荣誉称号应符合以下基本条件：

（一）道德品质优良，身心健康，全面发展；

（二）遵守中国的法律法规和国家政策，遵守学校校纪校规，无违法违规违纪行为；

（三）学习勤奋，学风严谨，成绩优良；

（四）尊敬师长，团结同学，积极参加各类集体活动。

**第四条** 本办法规定的国际学生荣誉称号包括优秀国际学生、国际学生单项奖和优秀毕业生。

**第五条** 优秀国际学生评定条件：德、智、体、美、劳等发展全面，原则上必须同时获得学业优秀奖和至少1项其他单项奖，积极参加学校组织的各项活动，表现突出。

**第六条** 国际学生单项奖包括学业优秀奖、学术科研优秀奖、创新创业优秀奖、公益服务优秀奖、文体活动优秀奖和中外交流优秀奖，评定条件如下：

（一）学业优秀奖评定条件：学习勤奋努力，学习成绩优良，本学年成绩在人文、社科、理工农医等大类国际学生中排名居前列。

（二）学术科研优秀奖评定条件：在学术研究、学科竞赛、科技发明等方面表现优秀，具有显著的科研创新能力，申请的本科生、硕士生至少发表1篇高质量论文或获得其他科研成果；申请的博士生至少发表2篇高质量论文或获得其他科研成果。

（三）创新创业优秀奖评定条件：在创新创业教育或实践中表现突出，特别是在校级、省级及以上创新创业类比赛中取得优异成绩。



(四) 公益服务优秀奖评定条件: 在公益活动、志愿服务、社会实践、社团管理、同学帮扶、劳动实践等方面富有成效、表现突出, 获得师生一致好评。

(五) 文体活动优秀奖评定条件: 具有文体特长, 积极参加学校组织的各类文体活动, 在重要文体活动中表现突出。

(六) 中外交流优秀奖评定条件: 积极参加中外交流活动, 在文化交流、文明互鉴中表现突出。

**第七条** 优秀毕业生荣誉称号授予在校期间表现优秀并取得学位的应届毕业生。申请者必须符合以下条件:

(一) 申请的本科生累计获 2 次及以上(五年制及以上的须累计获 3 次及以上)国际学生荣誉称号, 研究生累计获 1 次及以上国际学生荣誉称号;

(二) 毕业设计(论文)成绩在良好及以上。

**第八条** 优秀国际学生、国际学生单项奖、优秀毕业生均不设固定名额, 评选总数原则上不超过参评学生总人数的 35%, 根据当学年实际情况和学生表现进行评定, 宁缺勿滥。

**第九条** 各类国际学生荣誉称号, 由学校予以表彰, 颁发荣誉证书。

**第十条** 各类国际学生荣誉称号的评选结果, 将作为各类国际学生奖学金评选的重要依据。

**第十一条** 国际学生荣誉称号的评定工作由学校奖学金评审委员会领导, 国际教育学院负责荣誉称号评审的日常工作, 包括组织、协调和材料审核等工作。各学院(系)在评定工作中予以协同配合。

**第十二条** 国际教育学院设立国际学生评奖评优工作小组, 具体负责国际学生荣誉称号评定工作。

**第十三条** 国际学生荣誉称号评选采用“申请-审核”制度, 由学生向国际教育学院提出申请, 国际学生评奖评优工作小组按规定程序进行评审, 报学校奖学金评审委员会审定。

**第十四条** 在国际学生荣誉称号评定过程中, 应及时做好公示工作。

**第十五条** 国际学生荣誉称号每学年评定一次。优秀国际学生、国际学生单项奖评选于秋冬学期进行, 优秀毕业生评选于毕业学年的春夏学期进行。

**第十六条** 国际学生对申请材料的真实性负责, 如有弄虚作假行为, 学校将撤销相应荣誉和追回相应奖励, 并依据相关规定予以处理。

**第十七条** 本办法由国际教育学院负责解释。

**第十八条** 本办法自发布之日起施行。



## 浙江大学国际学生荣誉称号评定实施细则

浙大国教发〔2023〕3号

为表彰先进、树立典型，鼓励国际学生刻苦学习、勇于探索，积极融入在华学习生活实践，引导国际学生成长成才，落实立德树人根本任务，根据《浙江大学国际学生荣誉称号评定管理办法（试行）》及学校评奖评优工作的总体安排，结合学校国际学生教育管理实际，制定本实施细则。

### 一、评选对象

参评学年注册在校的全日制国际本科生和研究生，申报时为一年级或学籍状态处于延长学习期限的学生除外。

### 二、参评基本条件

（一）遵守中国的法律法规和国家政策，遵守学校校纪校规，无违法违规违纪行为。

（二）道德品质优良，身心健康，全面发展。

（三）学习勤奋，学风严谨，成绩优良。

（四）尊敬师长，团结同学，积极参加社会实践、担任社会工作或从事社会公益活动等。

### 三、荣誉称号类别及评定条件

（一）国际学生单项奖

#### 1. 学业优秀奖

评定条件：学习勤奋努力，学习成绩优良，本学年成绩在人文、社科、理工农医等大类国际学生中排名居前列。

#### 2. 学术科研优秀奖

评定条件：在学术研究、学科竞赛、科技发明等方面表现优秀，具有显著的科研创新能力，申请的本科生、硕士生至少发表1篇高质量论文或获得其他科研成果；申请的博士生至少发表2篇高质量论文或获得其他科研成果。

#### 3. 创新创业优秀奖

评定条件：在创新创业教育或实践中表现突出，特别是在校级、省级及以上创新创业类比赛中取得优异成绩。

#### 4. 公益服务优秀奖



评定条件：在公益活动、志愿服务、社会实践、社团管理、同学帮扶、劳动实践等方面富有成效、表现突出，获得师生一致好评。

#### 5. 文体活动优秀奖

评定条件：具有文体特长，积极参加学校组织的各类文体活动，在重要文体活动中表现突出。

#### 6. 中外交流优秀奖

评定条件：积极参加中外交流活动，在文化交流、文明互鉴中表现突出。

#### （二）优秀国际学生

评定条件：德、智、体、美、劳等发展全面，须获得参评学年学业优秀奖或学术科研优秀奖，同时至少获得1项其他单项奖。

### 四、荣誉称号评定流程及量化规则

#### （一）评定流程

荣誉称号评定实行“申请-审核”制度。国际教育学院设立国际学生评奖评优工作小组，具体负责国际学生荣誉称号评定工作。工作小组根据学生申请综合考虑学生课程成绩、科研成果、社会活动、日常表现等方面的因素，以量化形式排定名次，择优选择，评选出各类国际学生单项奖预评人选；根据学业优秀奖或学术科研优秀奖、其他单项奖预评获奖情况以及在校表现情况，确定优秀国际学生预评人选。

预评人选名单经公示无异议后，报学校审定国际学生荣誉称号获得者，并由学校发文表彰。

#### （二）量化规则

##### 1. 学业优秀奖

学业优秀奖主要考察学生的课程学习成绩。

对于本科生，要求参评学年成绩在人文、社科、理工农医等大类国际学生中排名居前列，以教务管理系统统计的绩点为准。

对于研究生，成绩量化评定公式为：

$$M=M1\times 70\%+M2\times 30\%$$

其中，M1为学位课程成绩加权平均分，包括培养方案所规定的公共学位课程和专业学位课程。M2为选修课程成绩加权平均分，指培养方案所规定的除学位课程以外的其他课程。

课程成绩加权平均分 = [（课程 A 成绩\*课程 A 学分）+（课程成绩 B\*课



程 B 学分) +..... (课程成绩 N\*课程 N 学分) ]/总课程学分。

五级计分制课程按优秀 90 分、良好 80 分、中等 70 分、及格 60 分计算。两级计分制课程成绩“通过”按 70 分计算。

### 2. 学术科研优秀奖

学术科研成果计分为论文专著、专利发明、学术会议等各项分数之和。  
每名学生的每个单项得分=基准分×署名排序系数。

#### 基准分

项 目		基准分值
SCI 收录期刊	JCR 分区 Q1 区	100
	JCR 分区 Q2 区	75
	JCR 分区 Q3 区	50
	JCR 分区 Q4 区	25
EI 收录期刊		25
人文社科类期刊	权威期刊或 SSCI 收录期刊	100
	CSSCI A 类期刊或 A&HCI 收录期刊	75
	其他 CSSCI 期刊	50
	非 CSSCI 期刊	25
会议论文	国际会议优秀论文奖	50
	在国际会议发表论文/在大会报告	25
	在国内国家级学术会议发表论文/在大会报告	20
	普通会议论文	5
科研成果获奖	国家级 (一、二、三等奖)	100、80、60
	省部级 (一、二、三等奖)	80、60、40
正式出版教材或专著		50
专利	发明专利 (授权)	60
	实用新型专利 (授权) (仅本科生加分)	10
	外观设计专利 (授权) (仅本科生加分)	5
	软件著作权	10

#### 署名排序系数

① 上表中所列成果，去除导师 (或导师组) 名单后，按学生署名单独排



序,按照排名第一、第二、第三署名系数分别为100%、50%、10%。其他排序不计分。

② 学术论文量化分计算中,如多位学生为共同一作,按照一作排名第一、第二、第三署名排序系数分别为100%、60%、40%。

### 3. 创新创业优秀奖

创新创业计分按下表计分。

项目	获奖情况	分值
学科竞赛、 创新创业大赛	国际比赛特等奖	50
	国际比赛一等奖、国家比赛特等奖	40
	国家比赛一等奖、省部级比赛特等奖	30
	国家比赛二等奖、省部级比赛一等奖	20
	国家比赛三等奖、省部级比赛二等奖	10
	省部级比赛三等奖、校级比赛一等奖	8
	校级比赛二等奖	5
	校级比赛三等奖	2

备注:

以团体项目参与各类活动并获奖的,按对应获奖等级的一半分值计算。若团队中有多个成员参赛,获奖后根据排名按系数(1.0:0.8:0.6:0.4:0.2:0.1:0.1.....)计算分数。

### 4. 公益服务优秀奖

公益服务计分按下表计分。

项目	具体内容	分值	
社团管理	学生组织负责人(主席、会长、社长)	5	
	学生组织负责人(副主席、副会长、副社长)	3	
	学生组织部长	1	
社会实践	完成社会实践项目	立项人	3
		参与者	2
	国家级的先进团队或个人	15	
	省级的先进团队或个人	10	
	校级的先进团队或个人	6	
	院级的先进团队或个人	3	



项目	具体内容	分值
志愿活动	国家级的志愿服务项目	10
	省级的志愿服务项目	8
	校级的志愿服务项目	5
	院级及其他的志愿服务项目	2

备注:

(1) 在同一学生组织、社团内担任多于一项职务的, 视同一项职务。

(2) 以担任一学年为单位计算, 担任半学年以上但不满一学年的, 分数减半; 担任不满半学年的, 不计分。

(3) 实践和志愿服务项目需提供证明材料, 评定时间以发文时间为准。

(4) 先进团队加分限主要负责人, 原则上不超过 5 人。

### 5. 文体活动优秀奖

文体活动计分按下表计分。

项目	获奖情况	分值
参加国际级活动获奖者	特等奖	60
	一等奖	50
	二等奖	40
	三等奖/单项奖	30
参加国家级活动获奖者	特等奖	40
	一等奖	35
	二等奖	30
	三等奖/单项奖	25
参加省(部)级活动获奖者	特等奖	30
	一等奖	25
	二等奖	20
	三等奖/单项奖	15
参加校级活动获奖者	特等奖	20
	一等奖	15
	二等奖	10
	三等奖/单项奖	5



项目	获奖情况	分值
参加学院级活动获奖者	特等奖	10
	一等奖	5
	二等奖	2
	三等奖/单项奖	1

备注:

(1) 文体活动主要内容为学院级以上文体活动、实践项目、社会活动等。

(2) 以名次计奖的竞赛项目, 获得第 1-3 名等同于一等奖; 第 4-6 名等同于一等奖; 第 7-10 名等同于三等奖, 10 名之后不再计算。

(3) 以团体项目参与各类活动并获奖的, 按对应获奖等级的一半分值计算。

#### 6. 中外交流优秀奖

中外交流计分按下表计分。

具体内容	分值
参加国家级单位组织的中外交流活动	10
参加省部级单位组织的中外交流活动	8
参加学校组织的中外交流活动	5
参加学院组织的中外交流活动	2

#### 五、其他

(一) 所有计分业绩原则上须为参评学年(上一年度的 9 月 1 日至当年的 8 月 31 日)公开发表的业绩。

(二) 用于参评各类荣誉称号的论文、成果、竞赛获奖等, 参评者必须以浙江大学为署名单位。

(三) 发表论文需提供刊物的封面、目录、论文首页。其中 SCI/SSCI/A&HCI、EI 论文需提供由图书馆开具的收录证明及论文首页。专利需提供专利证书。获奖需提供获奖证书。著作需提供封面及版权页。国际、国内会议论文需提供论文集(应有正式出版号)的封面、目录、论文首页。

(四) 同时符合两个及以上计分标准条件的项目, 取高分值。

(五) 当年度中科院文献情报中心发布的预警期刊上发表的论文不计入评奖评优论文范围。

六、本细则自 2023 年秋冬学期开始实施, 由国际教育学院负责解释。

浙江大学国际教育学院

2023 年 12 月 5 日



# 住宿管理制度

## 浙江大学国际学生公寓管理办法

浙大国际教发〔2021〕2号

### 第一章 总 则

**第一条** 为营造良好的学习生活环境，加强对学生公寓的管理，维护正常的生活秩序，提高学生的基础文明素质，保障全体住宿学生的利益，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。

**第二条** 浙江大学国际教育学院外国专家留学生服务中心（简称：外服中心）负责学生公寓的综合管理事务，包括住宿资源调配、公寓文化建设、文明行为养成教育、及其他学生管理事务等。外服中心在各校区公寓楼设立总台具体负责学生公寓日常管理和服务工作。

**第三条** 本办法所称学生公寓，包括校外外用于安排浙江大学国际学生住宿的楼舍。适用于浙江大学国际学生公寓内所有在住学生（简称：住宿学生）

### 第二章 入住、调整、退宿及相关费用

**第四条** 凡本校录取的国际学生，愿意遵守本办法规定的，均可按规定申请入住学生公寓；经学校同意来校的各类其他学生，可由学校相关部门联系外服中心办理住宿申报手续，也可由学生个人凭学校相关部门证明材料及有关证件，向外服中心申请住宿。

**第五条** 经批准同意入住的学生凭本人有效证件及相关材料到总台办理入住登记手续并签订入住协议。住宿学生需服从管理人员的统一安排，按照指定的公寓楼、寝室、床位住宿。住宿学生身份信息（护照、签证、居留许可有效期、入境日期等）如有变更，须在完成变更手续后 24 小时内到总台办



理登记手续。有效证件到期未办理变更手续或办理变更后未及时到总台登记的，外服中心有权终止其住宿。

**第六条** 学生公寓一律不安排家属居住，请自行解决随行家属的住宿。

**第七条** 如遇学生公寓用途调整、维修改造、寝室核定床位数调整、学生的学习场所变更、规定住宿期限异动等情况时，外服中心有权对学生的住宿寝室和床位进行调整。个人住宿调整须经外服中心审批同意后方可调整，并在调整住宿手续办理完成之日起3天内完成搬迁。

延期毕业的学生，凭学籍异动相关证明到外服中心申请办理延期住宿手续。外服中心根据房源情况重新安排延期学生住宿。

**第八条** 未经外服中心批准，任何人员不得私自入住学生公寓或更换寝室、床位。空置寝室或床铺由外服中心统一调配管理，住宿学生需配合安排，不得擅自占用。

**第九条** 住宿学生因休学毕业、结业、退学、被开除学籍、转学等原因中断或提前结束学业的，须在一周内携带相关材料到公寓总台办理退房手续；办理退房手续时须将所有个人物品搬离公寓，保证寝室内原设施设备完整、适用，并将寝室打扫干净。若查房时发现房内物品损坏或遗失，需按价格表照价赔偿。办理退房手续后室内遗留物品外服中心有权予以清理，如造成损失，由学生自行承担。未在规定期限内办理退宿手续或搬离的，视为违规留宿，外服中心有权强制将其搬出，超过规定期限后的住宿费不再享受任何住宿费优惠。

**第十条** 办理退房手续时，需携带押金单，若押金单遗失，押金不予退还。线上支付押金的，直接去总台办理。住宿学生离宿时应做到遵纪守法、文明离宿，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费或需赔偿的费用。

**第十一条** 各校区、各公寓楼的收退费标准以国际教育学院网站公布最新信息为准。

### 第三章 安全管理及相关责任

**第十二条** 住宿学生应自觉维护公寓安全，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。自觉参加安全教育、知识和技能培训、灭火及应急疏散演练等活动。

**第十三条** 住宿学生应注意安全用电。公寓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。住宿学生应购买和使



用正规厂家生产的、通过正规途径购买的并经过国家安全认证（3C）的、适宜学生公寓使用的合格电器产品。公寓管理人员有权制止、查处违章用电和不安全用电行为，违者将按第七章的规定处理。违章电器由外服中心代为保管，学生毕业或离校时领回。

**第十四条** 住宿学生不得在规定的访客时间外容留和留宿非本宿舍人员。因容留或留宿造成财产损失、人身伤害的，容留者将承担连带赔偿责任或法律责任。

**第十五条** 住宿学生应提高防盗意识。妥善保管个人物品，不宜在学生寝室内存放贵重物品和大额现金。住宿学生应遵守人脸识别管理规定。进出时刷脸进行身份识别，杜绝陌生人尾随进入公寓；妥善保管个人物品，不得将寝室钥匙、房卡借予他人，不得私自调换或另加门锁（含插销）；丢失房卡后应及时到总台申领新的房卡并支付相应费用；离开寝室和夜间应关好门窗，关闭电源；外出2天以上，须到总台登记备案。

**第十六条** 住宿学生应遵守消防安全管理规定。确保消防通道的通畅。公寓内严禁发生任何违反相关消防安全法规、条例、学校消防相关管理规定和本办法第七章规定的其他行为。

**第十七条** 住宿学生应自觉遵守公寓会客制度，自觉配合管理。如有亲友来访，须出示有效证件（护照、身份证、学生证、工作证等），并办理会客登记手续。会客时间为每日的9:00-20:00。如遇特殊时期，公寓有权拒绝访客进入大楼。

**第十八条** 为确保学生人身财产安全，公寓管理人员、安保人员和维修人员有权依据相关法律、法规及学校相关规定，进入公寓和寝室按要求实施必要的维修和消防安全检查，共同确保公寓良好的日常运转。

入室检查：在下列情况下，管理人员和其他经授权的人员可以进入学生的寝室。

- （一）当学生的健康和安全受到直接威胁时
- （二）当需要维护校园秩序、安全或纪律时
- （三）在消防演习、地质灾害或恶劣天气疏散时
- （四）日常维护、维修或检查时
- （五）常规检查公寓内违禁物品和本办法中违禁事宜时

**第十九条** 学生公寓实行传染病申报制度。凡患有《中华人民共和国传染病防治法》规定的各类传染病的住宿学生，应主动向外服中心报告。住宿学生如发现公寓内有传染性疾病或疑似患者，应及时向外服中心报告；传染病病人、病源携带者和疑似传染病病人，在治愈前或者在排除传染病嫌疑前，



应服从医院的医疗指导意见，积极配合有关住宿的调整和安排。

#### 第四章 公共环境及秩序

**第二十条** 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，保持公寓走廊“24小时无垃圾”；及时清扫寝室内垃圾，遵守垃圾分类管理规定，袋装垃圾及时带到指定的垃圾投放点或垃圾房分类投放；自觉爱护公寓周围绿化地。

**第二十一条** 根据政府有关公共场所控制吸烟的规定，学生公寓楼内禁止吸烟。

**第二十二条** 住宿学生应养成良好文明行为习惯。相互尊重，团结友爱，自觉维护公共秩序，遵守作息时间，养成良好的学习生活习惯，不做影响他人学习和生活的不文明行为。

**第二十三条** 学生宿舍内禁止经商或其他相关行为。未经外服中心批准，任何学生、单位和团体不得在学生公寓内从事各类商业传销、经营性活动及收费性活动。住宿学生如需举办非经营性宣传类活动，须经外服中心批准后，方可在指定的区域张贴或布置。

#### 第五章 公用设施管理

**第二十四条** 住宿学生应爱护公共财产。妥善使用公寓和寝室内的水电设施、门窗、家具、网络及其他各项设施、设备、装饰。遵守公共厨房、各类活动室等公共空间的相关管理和使用规定。

**第二十五条** 寝室内个人使用的家具由使用者本人保管。不得私自拆卸、移动、损坏、丢弃统一配置的家具；不得将其他公共场所的家具搬入公寓内使用。

**第二十六条** 各校区公寓管理部门不定期对公用设施、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，应及时报修。人为损坏的，相关责任人须自行承担维修、更换费用。

#### 第六章 水电使用

**第二十七条** 住宿学生应节约用水、用电，倡导低碳生活，节能减排，杜绝浪费。住宿学生须主动缴纳水电费。



**第二十八条** 住宿学生如需在寝室内安装和使用额定功率大于 200 瓦的自购电器（经学校允许的电器除外）及额定功率小于 200 瓦的洗衣机、冰箱，须向外服中心提出书面申请。审批同意后，方可购买、安装和使用。未经外服中心书面批准同意而私自安装和使用的大功率电器（含洗衣机、冰箱）视同违章电器。

**第二十九条** 大功率电器使用中如出现涉及影响他人而产生的矛盾和纠纷等问题，由申请人自行协商解决。大功率电器（含洗衣机、冰箱）在使用过程中若发生故障，申请人须及时联系生产厂家或专业人员维修，因电器故障或私自维修而造成的损失，由申请人本人承担。

## 第七章 违规行为及处理

**第三十条** 住宿学生应严格遵守校纪校规、本办法和外服中心发布的规定。违纪者将按照学校有关规定处理，乃至追究相应的经济、法律责任。

**第三十一条** 在公寓内发现有下列行为的，视情节轻重给予批评教育（包括口头批评、书面警告等），乃至追究法律责任。

### （一）影响公共秩序的行为

1. 拒绝配合外服中心开展卫生、纪律和安全检查。
2. 干扰、阻碍学校工作人员依法、依规（校规）履行公寓检查职责或管理职责。
3. 起哄闹事、掷砸物品、摔爆响物等。
4. 酗酒、打架斗殴、赌博或者变相赌博。
5. 从事未经审批的各类集会、营利性活动、收费性活动。
6. 饲养动物。
7. 违反传染病申报制度。
8. 未经批准擅自在校外住宿。
9. 其他影响公共环境和秩序的行为。

### （二）影响、危害安全的行为

1. 将电动自行车或其电瓶、电动平衡车带入公寓充电和进入公寓（包括地下室和地下车库）
2. 拥有和使用违章电器，学生公寓的违章电器主要包括：未经外服中心批准而私自安装和使用的额定功率 200 瓦以上的电器及额定功率 200 瓦以下的洗衣机、冰箱；除空调、电风扇以外的取暖、降温设备，如电热褥、暖手宝、取暖器、暖风机等；所有电热器具，如电热水器、烘鞋器、电熨斗等；



除统一提供的饮水机以外的所有烧水器具，如热得快、电水壶等；电饭锅、微波炉、电烤箱、电饼铛等炊事用电器；无国家3C认证或不符合国家最新安全标准要求的电器、劣质电器、三无电器，以及其他不适宜在集体宿舍内使用的电器，如电动自行车、平衡车及其电池。

3. 不规范、不安全使用电器的行为，如入离寝室未切断电器电源，电器放在易燃物上使用或电器周边堆放易燃物等。

4. 拥有或使用不符合国家最新安全标准的接线板，以及超过接线板额定功率的用电行为。

5. 私撬强弱电箱，私改、私拉强弱电线路，侵占公共用电、用水，私调水电表，擅自改装配电设备。

6. 违反消防安全管理规定，擅自移动、动用、损坏、破坏消防和消控设施设备，非紧急情况下触发楼内消控报警，堵塞消防通道、妨碍消防通道畅通。

7. 使用明火（如焚烧纸张或杂物、点燃蜡烛、香薰、蚊香等），使用酒精炉、煤油炉、卡式炉气罐等各类用明火的器具。

8. 存放或使用：剧毒、易燃、易爆、易腐蚀物；细菌或病毒标本；具有放射性、传染性的危险物品。

9. 攀爬门窗、顶楼、栏杆，高空抛物等危险行为。

10. 私自调换、加装门锁（含插销）或将寝室钥匙、房卡私借他人。

11. 因个人物品或个人行为引发火情、火警。

12. 其他影响或危害公共安全的行为。

### （三）损害学生公寓文明建设的行为

1. 私自调换寝室、床位，占用其他床位，将床位转租、转借他人；拒绝外语中心安排其他人员入住，或试图迫使室友从寝室搬出。

2. 在规定的访客时间外，在他人学生寝室滞留或留宿，容留他人在学生寝室滞留或留宿。

3. 破坏绿化、环境卫生、公共设施。

4. 在公寓楼内吸烟，在住宿区乱丢烟蒂。

5. 在墙壁、楼道乱涂乱画，污损墙面。

6. 擅自装修寝室，如在墙面上钉钉子等硬物。房内擅自粘贴挂钩（如因粘贴挂钩，纸张造成墙面或者衣橱损坏则需要照价赔偿。）

7. 在走廊及公共区域内擅自拉绳晾晒衣物等。

8. 将杂物倒入下水道中，造成堵塞。

9. 未按要求做好寝室卫生，不配合工作人员的检查督促，不进行整改。



10. 不爱惜他人劳动成果。
11. 有歧视他人的行为。
12. 破坏公共财产，私自移动、拆装家具和设施设备等。
13. 在房内烧煮饭菜。
14. 不按垃圾分类规定投放生活垃圾。
15. 在寝室门口、走廊、通道等公共区域放置私人物品和垃圾（若出现物品损坏或遗失，应由住宿学生本人负责）。
16. 其他影响学生公寓文明建设的行为。

（四）影响他人学习和休息的行为

1. 大声喧哗、嬉闹等影响他人的行为。
2. 不注意控制计算机、电器设备的音量影响他人学习和休息。
3. 通话声音过大影响他人。
4. 违反会客管理规定的行为。
5. 违反《校内住宿合同》中有关条款的行为。
6. 其他影响他人学习和休息的行为。
7. 其他违反学校宿舍管理规定的行为。

**第三十二条** 住宿学生如违反本办法或校内住宿合同规定，处罚方式依照情节严重程度分为书面警告和取消住宿资格，同时把相关违纪违法情况通报学院。触犯中国法律的将移交相关部门处理。

住宿学生被取消公寓住宿资格的，具体处理流程如下：

（一）外服中心应将书面通知及时送达住宿学生，无法送达本人的，按所留邮箱地址发送通知或将书面通知张贴在其房门上，视为送达。

（二）住宿学生应在收到书面通知或者公告后7日内搬离公寓，并至公寓总台办理水电费、房费结算等退房手续。

（三）住宿学生拒不搬离的，将通报学院。外服中心可以禁止其进入公寓，并指定两名以上工作人员清理其个人物品，由此产生的清理打包费用，由被取消公寓住宿资格的学生承担。

（四）如学生重新承诺愿意遵守本办法及校内住宿合同规定后，经外服中心批准，可重新办理住宿手续。

## 第八章 附 则

**第三十三条** 本办法由浙江大学国际教育学院外国专家留学生服务中心解释，未尽事宜，另行规定。

## 浙江大学国际学生校外住宿管理规定

浙大国教发〔2021〕3号

**第一条** 为加强国际学生校外住宿管理，保障国际学生校外住宿安全，根据境外人员住宿管理相关法律法规和学校关于住宿管理相关要求，特制定本规定。

**第二条** 国际学生确需校外住宿者应先向国际教育学院报备，并按照公安出入境管理部门的规定办理境外人员校外住宿登记相关手续。

**第三条** 校内住宿的国际学生需要搬至校外住宿的，须向国际教育学院提交境外人员住宿登记凭证，经国际教育学院审核同意后，按照校内公寓管理部门要求办理退宿手续。

**第四条** 国际学生在校外租房，须在入住后 24 小时内持本人护照等有效身份证件去居住地派出所办理境外人员住宿登记凭证，并将境外人员住宿登记凭证交至国际教育学院备案。

**第五条** 国际学生完成境外人员住宿登记凭证办理后，应及时登录国际学生管理系统完成“校外住宿地址登记”，更新校外住宿地址等信息。

**第六条** 国际学生在校外住宿期间如变更校外住址，在住址变更 24 小时内，须重新履行上述第四条、第五条规定。

**第七条** 国际学生校外租房时应当与房东或中介机构签订租房合同，明确双方责任和义务，避免产生不必要的纠纷。

**第八条** 国际学生在校外住宿期间应注意人身和财产安全，不使用违章电器，不违章驾驶各类交通工具。

**第九条** 国际学生在校外住宿时必须严格遵守中国的法律法规和风俗习惯，不得从事危害中国国家安全以及违反中国法律和法规的活动。

**第十条** 国际教育学院将根据需要不定期配合公安部门或社区工作人员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。

**第十一条** 国际学生在校外住宿时发生突发或紧急情况，应及时报告公安部门或社区管理人员和国际教育学院，并积极配合进行处理。

**第十二条** 本规定由国际教育学院负责解释，自发布之日起施行。



## 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. 因各种原因在居留许可有效限内休学、退学、毕业、结业的国际学生，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。

## 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2024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 should bring their passport and a copy of the personal information page, a copy of the entry visa page, a copy of the Admission Notice, and the registration form (verify and fill in accurate information in the “New Student Registration” section of the personal application account in the Online Application System for International Students of Zhejiang University). Additionally, bring Original Copies of relevant certificates (diplomas, degree certificates, language proficiency certificates, etc.) to register at the International College of Zhejiang University within the specified time. Upon registration, students will receive the "Zhejiang University International Student Handbook" and submit other required documents as specified in the Admission Notice. Please prepare two 2-inch front-facing photos with a white or blue background without a hat. Postgraduate and General/Advanced Scholars must also register at their respective colleges (departments) after registering at the International College.

2. Self-financed students can pay tuition fees online before registration or pay them on-site during the registration period specified in the Admission Notice.

3. New students who are unable to register on time due to certain reasons must apply for leave of absence in advance. The leave of absence should not exceed two weeks. Those who do not apply for leave or who do not report within the approved leave period, except for justified reasons such as force majeure, will be considered to have forfeited their admission.

4. The Letter of Admission for international students shall bear the official seal of the International College, 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. The specific arrangements will be provided at the time of registration. Relevant information may also be announced via ZJU Dingtalk Group. 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 books will be made valid by stamping on it the registration seal. 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 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 Check-up 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 Check-up 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: 87852410.

## 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 accommodation registration certification issued by the dormitory office (or temporary residence registration certification 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. International students leaving school by reasons such as dropping out school, suspension, expulsion, and retention of student status, must go to the Department of Entry & Exit Administration, Hangzhou Public Security Bureau to go through the corresponding visa or residence permit change procedures.

8. The Address of the Department of Entry & Exit Administration, Hangzhou



Municipal Public Security Bureau is 169# Wujiang Road, Shangcheng District, Hangzhou, and its phone number is 87071973, 88209209..

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 Confirmation Form 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 Check-up 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 management department of university which is required 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.

# Regulations on the Payment and Refund for Self-funded Students

## 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 (including degree students and non-degree students) of Zhejiang University shall pay tuition and fees in time.

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 Self-funded international students shall pay their tuition 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.

#### 1.2.1 Regulations on payment for degree students

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

1.2.1.2 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.

#### 1.2.2 Regulations on payment for non-degree students

1.2.2.1 Tuition fees of non-degree students are paid by semester, i.e., once for the whole semester.

1.2.2.2 Non-degree students 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. Students who do not ask for extending their stay for another semester will be automatically treated as those who have completed their studies.



1.3 In special cases where the application fee or tuition fees need to be waived, the following regulations shall be followed:

1.3.1 If there is a cooperation agreement between the International College and relevant recommendation agencies, the application fee can be waived according to the agreement. Other cases where the application fee need to be waived shall be decided by the International College.

1.3.2 International students who request tuition reduction or exemption due to financial difficulties or other special reasons shall apply in writing and provide corresponding proof. Whether the application is approved shall be decided by the International College.

## **2. Regulations on the Refund of Tuition and Fees**

2.1 Tuition 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 degree-students:

2.1.1.1 Degree students can get a refund of 50% of the first long-term semester (Fall & Winter Semester) tuition fees and all of the second long-term semester (Spring & Summer 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 long-term semester tuition fees are refundable if the withdrawal exceeds 30 days from the registration day of the first semester.

2.1.1.2 Degree students can get a refund of 50% of the second long-term semester (Spring & Summer Semester) tuition fees if they finish withdrawal formalities and have the residence permit cancelled within 30 days (include 30 days) from the the registration day of the second long-term semester. Tuition refund is not possible if the withdrawal exceeds 30 days from the registration day.

2.1.2 Regulations on refund for non-degree students:

2.1.2.1 New non-degree students can get a refund of 50% of tuition fees if they finish withdrawal formalities and have the residence permit cancelled within 30





days (include 30 days) from the registration day. Tuition refund is not possible if the withdrawal exceeds 30 days from the registration day.

2.1.2.2 Current non-degree students who have paid tuition fees for the coming semester but decide not to continue studying before the registration day can get a refund of 80% of the tuition fees. Those who have obtained extension of residence permits for continuing studying must have the residence permits cancelled in the Department of Entry & Exit Administration, Hangzhou Public Security Bureau before the refund of tuition fees.

2.1.3 Regulations on refund for suspended students:

Self-funded students whose studies are suspended with the approval from the university will not have their tuition fees for the current academic year refunded. The unused part of tuition fees can be used after the approval of the International College when their studies are resumed.

2.2 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.

2.3 Once an applicant is admitted, any tuition fees paid by the applicant will not be refunded if the applicant decides not to register and study due to personal reasons. If applicants request a refund due to serious illness or other special reasons, they must apply in writing and provide corresponding proof. Whether the application is approved shall be decided by the International College.

2.4 Formalities of refund:

2.4.1 Students who have obtained residence permits planning to quit schooling must have their residence permits cancelled at the Department of Entry & Exit



Administration of Hangzhou Public Security Bureau within three days after submitting their drop-out requests, and have the related original documents checked by the International College, or else no tuition fees will be refunded.

2.4.2 According to Chinese financial and accounting regulations, students who request refund must provide their original payment receipts, or else no tuition fees will be refunded.

### **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 as of the date of promulgation. In the event of any inconsistency between the original regulations (the 2019 version) and these regulations, the latter shall prevail.

International College

January 15, 2024



## **China's Laws, University Disciplines and Related Safety Requirement**

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 "Regulations of Religious Activities of Foreigners in the People's Republic of China" and "Implementation Rule of the Regulations of Religious Activities of Foreigners in 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 Offences" 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 Offences (Revised in 2020)

### Chapter One General Principles

I. In order to maintain good education order and an optimal living and learning environment, to create a harmonious campus and to inculcate in students self-discipline and conformity to laws and regulations, the regulations are formulated herein by Zhejiang University in accordance with the "Higher Education Law of the People's Republic of China", the "Code of Conduct for University Students" and "Regulations for University Student Management", as well as the practicalities at Zhejiang University.



**II.** The Regulations are applicable to both registered full-time undergraduate and graduate students who are attending general higher education at Zhejiang University (hereafter all referred to as “the students”).

**III.** Disciplinary violations mentioned in the document refer to violations of the Constitution, laws, regulations or various management regulations of the university.

**IV.** The university shall give warnings to students who violate the discipline, and disciplinary action shall be taken if the circumstances are severe. Warnings include verbal criticism, written warning and other educational methods.

**V.** Disciplinary actions shall combine punishments with education and conform to the nature and severity of students' violation actions. To impose disciplinary actions, the university shall strictly follow legitimate procedures, collect adequate evidence, seek accuracy in determining the nature and seriousness of an offence and appropriateness in making decisions. Principles to be followed in dealing with students' disciplinary offences also include justice, openness and fairness.

**VI.** Students are ensured with the right to make a statement or plea or appeal according to the procedure.

## **Chapter Two**

### **Types of Disciplinary Actions and Their Applicability**

**VII.** Types of Disciplinary Actions:

- (I) Warning;
- (II) Serious Warning;
- (III) Demerit;
- (IV) Probation;
- (V) Expulsion.

**VIII.** A student may be expelled from the university under any of the following circumstances:

- (I) Violating the Constitution, opposing the Four Cardinal Principles, undermining stability and unity, and disturbing social order;



(II) Violating the laws of China and constituting a criminal crime;

(III) Being punished for public security administration, and the circumstances are serious and the nature is abominable;

(IV) Taking exam for other students or being taken exam by other people, organizing cheating, using communication equipment or other equipment to cheat, selling examination questions or answers to others for profit, and other serious behaviors of cheating or disrupting examination administration;

(V) Academic misconduct such as plagiarism, tampering or forgery in academic dissertation or published research results if the circumstances are serious, or writing theses on behalf of others, buying or selling theses;

(VI) Violating school regulations and seriously affecting education and teaching order, daily life order and public management order;

(VII) Infringing upon the lawful rights and interests of other individuals or organizations, resulting in severe consequences;

(VIII) Repeatedly violating school regulations and refuse to change after education.

**IX.** Students falling into any of the following categories whose nature and severity of fault are not up to the provisions of Article VIII, may be given the punishment of warning or detention under observation:

(I) Being punished for violating the regulations on public security administration;

(II) Violating examination discipline or cheating in examinations;

(III) Plagiarizing or copying the research results of others;

(IV) Violating school regulations which affecting order of university's academic activities, campus life, and public place management;

(V) Infringing upon the lawful rights and interests of other individuals or organizations;

(VI) Damaging the reputation of China or Zhejiang University;

(VII) Seriously violating social ethics and causing adverse effects;

(VIII) Repeatedly violating school regulations and refuse to change after education.

**X.** In addition to the punishment of school expulsion, the period of disciplinary



action shall be calculated from the date the decision is made, and the time limit is as follows:

- (I) Warning, six months;
- (II) Serious warning, nine months;
- (III) Demerit, twelve months;
- (IV) Probation twelve months.

Students who show repentance during the punishment period and have no further violation of discipline could apply for cancellation of the punishment after the expiration of the punishment period, and the punishment may be removed with the approval of the university. After being relieved of the punishment, the student will no longer be affected by the original punishment when they receive commendation, awards and other rights and interests. Students who do not apply for cancellation of punishment will get the cancellation of the punishment on the day leaving school.

Students under the punishment of academic probation who violate the discipline again during the probation shall be expelled from school.

**XI.** More severe actions shall be taken for the following cases:

- (I) Deliberate hampering of investigation or obstructing the collection of evidence;
- (II) Over two disciplinary offences have been committed by a single individual;
- (III) Having previous experience of receiving punitive actions at the university;
- (IV) Threatening or taking revenge on someone who gives the information about the offence or serves as witnesses, investigators, etc.;
- (V) Play a leading role in a group disciplinary offence;
- (VI) Organizing group disciplinary offences;
- (VII) Offences with extraordinarily severe consequences.

**XII.** Mild actions will be taken for the following cases:

- (I) Offences that are not actually committed;
- (II) During investigation, the offender tells the facts about the offence truthfully and shows deep regret for the offence;

**XIII.** More lenient actions shall be taken for cases that fall into any of the following categories:



(I) Voluntarily informing the university about one's own offence, or voluntarily providing facts about one's own offence that are not yet known to the university during investigation;

(II) Voluntarily stopping misconducts or taking measures to mitigate the consequences of the offence;

(III) Committing offences as a result of others' threat or inveiglement;

**XIV.** During the punishment period, the following restrictions shall be added:

(I) National student loans and all kinds of school grants or non-reimbursable assistance are not allowed to apply for;

(II) Not allowed to participate in the selection of scholarships or honorary titles; and unissued scholarships will be suspended for scholarship holders;

(III) Students being expelled from school will be issued a study certificate by the university and shall leave the university within the due time. Their archives shall be returned by the university to the place where their families are located, and their household registration shall be transferred back to the place of their original residence or the place of their family registration in accordance with the relevant provisions of the State.

(IV) Other rights and interests subject to restrictions stipulated by the university.

### **Chapter Three**

#### **Disciplinary Offences and Punitive Actions**

**XV.** Students who have committed minor offences under the following cases shall be given a Demerit or be put on Probation; students who have committed serious offences under the following cases with grave consequences or have committed repeated offences with no intention to change shall be expelled from the university.

(I) Violating basic constitutional principles; organizing, planning and stirring up trouble or disturbing social order; threatening national security;

(II) Organizing unlawful assemblies or demonstrations; joining in illegal organizations and engaging in their illegal activities;



(III) Illegal religious mission or mis-using religions to disrupt social order, harm people's health, interfere with the national education system; subverting stability and unity.

(IV) 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.

**XVI.** Punitive Actions for those who have violated laws and therefore been prosecuted for criminal liability or those who have been punished for disturbing public security:

(I) 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 offence;

(II) For students that are held in custody for violating public security rules or those who have committed criminal offences but have been exempted from criminal penalties, a Demerit record or above shall be filed;

(III) For students who are investigated for criminal responsibility by judicial organs for criminal crimes, the punitive action to be imposed shall be Expulsion. However, those who are sentenced to public surveillance, criminal detention or fixed-term imprisonment with suspension of execution due to excessive defense, emergency risk avoidance exceeding the necessary limit or negligence constituting a criminal crime, the punitive action shall be Probation or Expulsion depending on the severity of the offence and the actual performance of the student in the investigation and handling process of the school.

For students who have already been punished by the university prior to his or her prosecution for criminal liability or penalties for violating public security rules for the same offence, and 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.

**XVII.** Students who do harm to the development of harmonious campuses or disrupt social order shall be subject to following punitive actions based on the severity of their offences:



(I) For damaging public utilities, lawns, public sanitation or any other violations of the university's regulations on the management of public places, the punitive action shall be Warning or above;

(II) For causing disturbances after excessive drinking, the punitive action shall be Warning or above;

(III) For making public or university emergency calls for malicious purposes, the punitive action shall be Warning or above;

(IV) For making up and spreading rumors or fabricating information, making false statements, distorting facts and the like, the punitive action to be imposed shall be Warning or above;

(V) For students who stay in other students' dormitory or allow others to stay or stay in students' dormitory and thus violate dormitory regulations, if the circumstances are serious, the punitive action shall be Warning or above. If the criticism and education are ineffective or cause adverse effects, the punitive action shall be Serious Warning or above. Students who stay with the opposite sex or in the dormitory of the opposite sex students shall be Demerit or above. Those who rent or lend beds to others without authorization, or lend access control cards and dormitory keys to others without authorization, causing security incidents, shall be Warning or above. Students who have other behaviors in violation of the regulations of student dormitory management, which are invalid after criticism and education, or have adverse effects, the punitive action to be imposed shall be Warning or above depending on the severity of the offence;

(VI) For violating others' privacy by peeping or taking pictures shall be Warning or above depending on the severity of the offence;

(VII) For sexually harassing others through words, texts, pictures or behaviors, or deliberately exposing private parts of their bodies in public places, shall be Serious Warning or above depending on the severity of the offence;

(VIII) For deliberately hindering university staff from exercising their duties, punitive actions to be imposed shall be Serious Warning or above;

(IX) For causing disturbances, throwing and smashing objects on university premises or any other actions that severely disrupt others' studies or life, punitive actions to be imposed shall be Serious Warning or above;



(X) For taking objects prohibited by China's laws into the university, 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, punitive actions to be imposed shall range from Warning to Probation; For unauthorized use of electricity, fire, hazardous equipment or any other behavior that is likely to threaten public safety, punitive actions to be imposed shall be Warning or above;

**XVIII.** For organizing profit-making activities or setting up unauthorized stalls on university premises:

(I) For organizing tourism business or serving as travel agencies without permission from the university, the punitive action to be imposed shall be Warning or Serious Warning; for activities like this that have caused disturbance or with severe consequences, the punitive actions shall be Demerit and Probation respectively;

(II) For setting up stalls or organizing profit-making activities without the university's permission, punitive actions shall be Warning or Serious Warning; for repeated offences or those activities with severe consequences, Demerit or Probation;

(III) For posting or distributing commercial promotional materials without permission, punitive actions shall range from Warning to Demerit if the offender does not follow the dissuasion of the university staff to stop the activities;

(IV) For other violation of campus management regulations shall be Warning or above according to the severity of the circumstances.

**XIX.** Punitive actions to be imposed for illegally taking for possession public or personal property by any means:

(I) For stealing property worth less than RMB 1500 yuan, the punitive actions shall be Warning or Serious Warning; for stealing property worth more than RMB 1500 yuan but less than RMB 3000 yuan, the actions shall be Demerit; for such offences involving more than RMB 3000 yuan, the actions shall be Probation or above;

(II) For swindling public or personal property worth less than RMB 6000 yuan, snatching public or personal property worth less than RMB 1000 yuan, extorting



public or personal property worth less than RMB 4000 yuan, punitive actions shall be Warning or above;

(III) For stealing official seals, confidential documents, files and the like, the punitive action shall be Probation or Expulsion, depending on the severity of the offence;

(IV) For illegally taking for possession rightful public or personal property by any means, punitive actions shall be Warning or above, depending on the severity of the offence.

For providing information, assistance or tools for disciplinary offences, covering up facts of the offences, or hiding stolen goods for others, punitive actions shall be Warning or above.

**XX. For damage done to public or private properties:**

(I) For unintentionally doing rather severe damage to public or personal property, the punitive action shall be Warning or Serious Warning in addition to compensation for the losses;

(II) For deliberately damaging public or personal property, the punitive actions shall range from Warning to Demerit in addition to compensation for the losses depending on the severity of the offence and the damage caused;

(III) For severe offences with grave consequences, the punitive action shall be Probation or Expulsion.

**XXI. For causing disturbances, assaulting and physical fighting:**

(I) For provoking others through verbal insults or other methods into physical fighting, the punitive action shall be Warning;

(II) For assaulting others with no or slight injuries, the punitive action shall be Serious Warning or Demerit; for assaults causing minor injuries, Probation; for those causing serious injuries, Expulsion;

(III) For plotting, instigating physical fights with no consequences, the punitive action shall be Serious Warning or Demerit; if with consequences, the punitive action shall be Demerit or Probation depending on the severity of the offence;

(IV) For providing others with fighting tools, if no injury is caused, the punitive action shall be Serious Warning or Demerit; if any injury is caused,



Probation;

(V) For other types of involvement in offences of physical fighting, the punitive actions shall range from Warning to Demerit depending on the severity of the offences.

(VI) For other acts of causing troubles or provoking fighting or physical fighting, the punitive actions shall be above Warning depending on the severity of the offences.

Severe punitive actions shall be imposed for group physical fights.

**XXII.** For gambling or disguised gambling, or providing places, fund, or devices for gambling, the punitive actions for the first offence shall be Warning;

**XXIII.** For creating, copying, spreading pornographic, superstitious and other harmful materials or organizing group showing of such materials, punitive actions shall be above Serious Warning depending on the severity of the offence.

**XXIV.** For drug abuse, punitive actions shall be Probation or Expulsion depending on the severity of the offence.

**XXV.** 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.

**XXVI.** For violating the management system and regulations of the laboratory, the following punitive actions will be given:

(I) For illegally purchasing of highly toxic chemicals, class I precursor chemicals, explosives, psychotropic drugs and narcotic drugs, highly pathogenic microorganisms, radioactive substances and other dangerous goods, or taking the above-mentioned dangerous goods out of the laboratory without authorization, the punitive action shall be given above Serious Warning;

(II) For illegally purchasing class II and class III precursor chemicals, explosive precursor chemicals, low-pathogenic pathogenic microorganisms and other dangerous goods, or taking the aforesaid dangerous goods out of the laboratory without authorization, the punitive action above Warning shall be given;



(III) For conducting experiments on pathogenic microorganisms in the corresponding biosafety laboratory, or making samples of pathogenic microorganisms in violation of regulations, or carrying out researches and experiments related to transgenic and human genetic resources in violation of regulations, the punitive action shall be given above Warning;

(IV) For failing to carry out radioactive experiments in places with administrative permission, the punitive action shall be given above Warning;

(V) For other violations of regulations of the laboratory, punitive action above Warning shall be given according to the severity of the case and the consequences caused;

**XXVII.** For violation of school fire control laws and regulations, the following punitive actions will be given:

(I) For the unauthorized use of or causing damage to firefighting equipment, punitive actions of Warning or Serious Warning shall be imposed in addition to compensation for the losses;

(II) For the illegal use of electrical appliances, fire and dangerous goods causing safety hazard, Serious Warning or Demerit shall be imposed;

(III) For causing a fire by negligence, Serious Warning or Demerit shall be imposed; for causing a fire by violating school regulation, punitive actions above Demerit shall be imposed in addition of compensation for the losses;

(IV) For deliberately destroying or forging fire scene, the punitive actions shall be Demerit or Probation depending on the severity of the offence;

(V) For violating fire safety and other management regulations of the school, punitive actions shall be given above Warning depending on the severity of the offence.

**XXVIII.** For violating regulations of campus traffic management, punitive actions to be imposed shall be Warning or above depending on the severity of the offence.

**XXIX.** For violating, damaging others' legitimate interest and personal safety; causing damage to China's national or collective interest:

(I) For unauthorized use of the identities of organizations or other individuals for personal interest, punitive actions to be imposed shall be Serious Warning or

above in addition to compensation for the losses; For unauthorized use of others' identities to claim their money or properties, punitive actions to be imposed shall be Demerit or above in addition to the return of the money or property that has been claimed;

(II) For forging and selling certificates, seals and supporting documents or materials, or using other illegitimate methods for one's personal interest, punitive actions shall be Serious Warning or Demerit; for severe offences, Probation or Expulsion;

(III) For maliciously harassing, intimidating, threatening others, punitive actions shall be Serious Warning or above;

(IV) For malicious insults, calumnies, framing or false accusations aimed to damage others' reputations, punitive actions shall be Serious Warning or above;

(V) For concealing, intercepting, destroying or opening other's letters or telegrams with no authorization, punitive actions shall be Serious Warning or above;

(VI) 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.

**XXX.** For the following network offences:

(I) For unauthorized use of others' network account and/or passwords, punitive actions shall be Warning or above depending on the severity of the offences;

(II) For using university network to seek illegal gains, punitive actions shall be Serious Warning or Demerit;

(III) For deliberately creating and spreading computer viruses, spamming emails, the punitive action shall be Serious Warning or above;

(IV) For deliberately insulting or calumniating others or releasing others' private matters over the net, punitive actions shall be Serious Warning or above;

(V) For instigating unlawful demonstrations or assemblies via network and the like, the punitive action shall be Warning or Serious Warning; for such fences with severe consequences, punitive actions shall be Demerit or above;

(VI) 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 doing damage to the public



information system, the punitive action shall be above Probation;

(VII) For logging in illegal websites and spreading illegal texts, audio, video materials, fabricating and spreading false or harmful information, attacking or invading other people's computers, mobile terminals, mobile communication network systems, punitive action shall be Warning or above depending on the severity of the offence.

(VIII) For other network offenses, punitive action shall be Warning or above depending on the severity of the offence.

**XXXI.** For providing false or misleading testimony as a witness of an offence or helping violators hide facts, avoid inspection and processing to cause complications for the investigation, punitive actions shall be Warning or above; for deliberately providing false or misleading testimony as a participant in an offence, severe punitive actions shall be imposed.

**XXXII.** For failing to participate in activities prescribed in the educational teaching plan without approval, the following rules on punitive actions shall be imposed:

(I) For the time of absence totaling 16 credit hours in one semester, the punitive action to be imposed shall be a Warning;

(II) For the time of absence totaling 24 credit hours in one semester, the punitive action to be imposed shall be a Serious Warning;

(III) For the time of absence totaling 32 credit hours the punitive action to be imposed shall be a Demerit;

(IV) For the time of absence totaling 40 credit hours in one semester, the punitive action to be imposed shall be Probation.

Six credit hours per day are calculated during the exam week or during the weekly practice session. Failing to participate in the activities prescribed in the school educational teaching plan for two consecutive weeks without approval shall be dealt with in accordance with student status management regulations.

**XXXIII.** For violations of examination regulations:

(I) Behavior that falls into any of the following categories shall be deemed as violations of examination regulations, for which the punitive action to be imposed shall be Warning or Serious Warning depending on the severity of the violations:





1. Carrying irrelevant objects into examination locations without placing them in the designated places;
2. Failing to follow the seating arrangement when taking the exam;
3. Starting to do the test before the starting signal or continuing to do it after the ending signal;
4. Side-glance, whispering, signaling and gesticulating during the exam;
5. Making noises at the examination location and disrupting the exam order;
6. Leaving the examination location during the exam without the supervisors' permission;
7. Taking exam papers, answer sheets, scratch paper, etc. out of the examination location;
8. Answering with pen or paper that are not allowed by regulations; writing names or exam numbers in areas on the exam paper that are not allowed by regulations, or making other message-carrying marks on the answer sheet;
9. Taking forbidden materials or tools into the examination location during an open-book exam.

(II) Behavior that falls into any of the following categories shall be deemed as cheating, for which the punitive action of Demerit shall be imposed:

1. Taking exam-related text materials or electronic devices stored with exam-related information into the location for a close-book exam;
2. Writing any exam-related words or making any exam-related symbols on the exam desk or one's body;
3. Unauthorized use of electronic or communication devices;
4. Copying other's paper or exam-related materials;
5. Deliberately letting others copy one's own exam paper or exam-related materials;
6. Comparing each other's answers, or passing notes, exam papers, answer sheets and scratch papers without the supervisors' permission or instruction;
7. Snatching or stealing other's exam papers or answer sheets, or forcing others to provide convenience for copying;
8. Leaving examination location temporarily for the purpose of obtaining answers;



9. Giving all answers exactly the same as those on the answer sheet of another examinee during the same course examination in the same location;

10. Using of network or electronic devices in online examination against rules.

(III) Behavior that falls into any of the following categories would lead to punitive action of Probation or Expulsion depending on the severity of the violations:

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

2. Having violated exam regulations or committed cheating for over two times.

(IV) Behavior that falls into any of the following categories would lead to punitive action of Expulsion:

1. Organizing cheating;

2. Stealing exam papers;

3. Falsifying scores;

4. Taking an exam in another person's name or having one's own exam taken by someone else;

5. Getting profit from selling examination questions or answers to others;

6. Other serious cheating behavior or disturbing the order of the examination

(V) Apart from the four circumstances listed above, students who have other violations of examination discipline, the punitive action shall be Warning or above depending on the severity of the offenses.

**XXXIV.** As determined by the university academic committee, if a student commits any of the following academic misconduct, punitive action of Warning or Serious Warning shall be imposed on slight offences, punitive action of Demerit or Probation shall be imposed on serious offences, and punitive action of Expulsion shall be imposed on very serious offences.

(I) Plagiarism or misappropriation of the academic achievements of others;

(II) Tampering with other people's research;

(III) Forging or tampering with scientific research data, materials, documents or notes, or fabricating facts or research results;

(IV) Signing one's name on research results or academic papers without participating in research, or improperly using others' name without permission,

adding fictional co-authors, or failing to indicate others' work or contribution in research results when completing research jointly;

(V) Providing false academic information in the process of applying for projects, achievements, awards or academic degrees;

(VI) Buying or selling theses, or writing theses on behalf of others;

(VII) Repeatedly publishing the same research with no substantial difference in content in different journals;

(VIII) Deliberately exaggerating or belittling the value of achievements, or publishing research achievements without required appraisal by relevant institutions in academic activities, or maliciously slander or distort others' academic ideas and achievements;

(IX) Disclosing academic achievements, data or matters that should be kept confidential, or abusing the principle of academic and scientific and technological confidentiality, blocking or destroying materials and information by improper acts, seriously affecting normal scientific research and academic activities;

(X) Conducting scientific research or experiment in violation of the principles of objectivity, accuracy and impartiality in scientific research activities, and harming the interests of society and the public;

(XI) Other behaviors that violate recognized academic standards, academic integrity, or ethics.

**XXXV.** Violating the laws and regulations of China on confidentiality and the relevant regulations of the University by disclosing the university's relevant information, materials, documents, achievements and other state secrets and work secrets, punitive action of Serious Warning or above shall be imposed according to the severity of the offense.

## **Chapter Four**

### **Administrative Authority for Disciplinary Actions and Relevant Procedures**

**XXXVI.** Generally, if a student commits a disciplinary offence, the school/college he/she is affiliated to shall be in charge of admonishing and



educating him/her and proposing 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 facts, as well as filling the Material Transference Form and passing the result of investigation and procedures from public security and judicial organs on to the Undergraduate School or Graduate School of the university;

Violations of education or examination regulations involving undergraduate students shall be handled by the Undergraduate School, which will work together with the school/department that the students are affiliated to in verifying the facts and then make proposals for disciplinary actions; such violations involving graduate students shall be handled by the Graduate School, which will work together with the school/department that the students are affiliated to in verifying the facts and then make proposals for disciplinary actions;

Violations of dormitory rules shall be handled by the university Dormitory Management Office, which shall verify the facts and make proposals for disciplinary actions. Such proposals shall be reviewed and approved by the Undergraduate School or Graduate School;

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

**XXXVII.** For disciplinary offences that involve students from different schools/departments, the Undergraduate School or Graduate School shall assemble discussions with heads of the schools/departments concerned for proposals to deal with the offences in accordance with the regulations of this document. Based on the proposals, the schools/departments shall submit suggestions of punitive actions following the regulated procedures.

**XXXVIII.** Once the student's disciplinary offence has been ascertained, the school/department that the student is affiliated to shall submit the proposal for



punitive actions to the Undergraduate School or Graduate School for review within 5 working days.

**XXXVIX.** The university shall listen to the student or his/her agent's description of facts and defense before imposing punitive actions. Students have the full right to defend themselves. For Probation and Expulsion, the university shall notify the students concerned of the right to apply for a hearing before the punitive actions are imposed. Students who wish to have a hearing must submit application to the University Hearing Committee for the hearing, which shall be organized following the regulations of "Zhejiang University Hearing System Implementation Procedures (Trial)".

**XL.** After reviewing the relevant materials, the Undergraduate School or Graduate School shall draft out documents for disciplinary actions, which are to be signed by the president of the university in charge. Decisions on Expulsion shall be made by the Presidents Meeting after checking the legality.

**XLI.** The university shall issue a written decision on punishment to students who violate discipline. The written punishment decision shall include the following contents:

- (I) Basic information about students;
- (II) Facts and evidence for making the punishment;
- (III) The type, basis and time limit of the punishment;
- (IIIV) Channels and deadlines of appeal;
- (V) Other necessary contents.

**XLII.** Once decisions on disciplinary actions are made, the university shall publicize them in proper ways within the university. The documents for imposing the actions shall be in triplicate, one for the student, one for the school/department that the student is affiliated to, and still another one for the university's file keeping. The student must sign the delivery notice upon receiving the document. Refusal to sign it shall be recorded on file by the document delivery personnel. The school/department that the student is affiliated to shall give an appropriate admonitory education to the student after receiving the document. If the document cannot reach the student concerned, the university shall publicize it as a substitute for delivery.



**XLIII.** Documents for disciplinary actions shall be recorded truthfully in the University Administrative files in its entirety. 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 does not file an appeal within the appeal period, it will be regarded as a waiver of the appeal, and the school will no longer accept the appeal request.

The University Student Appeals Administration Committee shall give a written reply to the student within 15 days after receiving the appeal. The Committee shall verify the student's appeal and then decide if the appeal is to be accepted. For accepted appeals, the Committee shall re-investigate the case and give a reply. The specific measures shall be implemented in accordance with the relevant provisions of the school on the handling of student complaints.

**XLIV.** Students who have objections to the decision of the review may appeal to the Education Department of Zhejiang Province in writing within 15 days after receiving the decision of the review.

**XLV.** The Undergraduate School and Graduate School shall report the decision of expulsion to the Education Department of Zhejiang Province for the record.

**XLVI.** If a student shows repentance after being punished, he/she shall be relieved of the punishment with the approval of the school, and the materials for the termination shall be truthfully and completely included in the school documents and his/her own files.

**XLVII.** After reviewing the disciplinary decision, if a problem in fact determination is affirmed, re-investigation should be conducted; after reviewing the disciplinary decision, if re-investigation concludes that the facts of aforementioned offence are valid, but the application of rules or the verdict is inappropriate, a new disciplinary decision shall be made after discussion by school council or a special meeting authorized by the President.



## **Chapter Five Supplementary Provisions**

**XLVIII.** The disciplinary punishments of students from Hong Kong, Macao and Taiwan, international students, students receiving higher education continuing education and other types of students shall refer to these Measures.

**XLIX.** For any "more than", "less than", "above", "below" and so forth in the Rules, the original value is included.

**L.** The price of commodities related to disciplinary offences in the Regulations shall be assessed by specialized department.

**LI.** The disciplinary offences listed in Article XV and XVII-XXXV of this document refer to those that are not processed by the public security and judicial organs. Illegal acts that have been dealt with by public security or judicial organs shall get punitive action in accordance with Article XVI.

**LI.** These Measures shall come into force from the date of promulgation. The Undergraduate School and Graduate School are responsible for the interpretation of the Rules of this document. Zhejiang University Regulations for Dealing with Student Disciplinary Offenses (Zhejiang University 2017, No.119) 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.



## 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 psychological consultation office 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, explosible 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 the International College within 24 hours.

## 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 student ID card while in hospital.

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

### 4. Comprehensive Insurance for International Students

(1) All international students studying in China (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 have the Comprehensive Insurance for International Students, which includes insurances for medical treatments of accidental injuries, 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](http://www.lxbx.net)) for details. Students are



advised to promptly contact the insurance company 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. International students with comprehensive insurance are requested to seek medical treatment at regular public hospitals. If annual outpatient medical expenses are more than RMB 650 in an insurance period (generally, one semester for self-funded students, one academic year for Chinese government scholarship students), the insured can apply for part of the reimbursement. By submitting the medical records, Physical Check-ups and medicines list, and the invoices from the hospital 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 RMB 650 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.



# Regulations on Academic Studies

## Regulations on the Academic Studies Management of International Undergraduate Student at Zhejiang University

(Revised in December 2021, Letter No. 69 [2021] by Undergraduate School,  
ZJU)

### Chapter One General Provisions

**Article 1** In order to actively promote the education of international students, standardize the management of international undergraduate students' academic affairs, maintain normal teaching order of the university and safeguard students' legitimate rights and interests. These regulations are combined with the reality of international students and formulated in accordance with *Provisions on the Administration of Students in Regular Institutions of Higher Education* (Decree No. 41 by the Ministry of Education, PRC), *Administrative measures for the enrollment and training of international students* and *Charter of Zhejiang University* (Letter No. 94 [2014] issued by the CPC Committee of Zhejiang University).

**Article 2** These regulations apply to the management of full-time international undergraduate students (hereinafter called international students) at Zhejiang University.

**Article 3** International students are supposed to abide by the law, study hard and be brave in academic inquiry. Meanwhile, international students are also required to abide by academic ethics, so as to develop good moral standards and behavior habits, and master modern scientific and cultural knowledge as well as professional skills.



## **Chapter Two**

### **Admission and Registration**

**Article 4** Freshman students admitted in accordance with Zhejiang University's enrollment policies shall go through the admission procedures and pay the fees as required on the registration date, with Zhejiang University's admission letter, personal ID card or other valid identification document as certification. Those who fail to do so must present a written request (requests of those under 18 must be confirmed by their guardians' signatures; other articles concerning students' applications for status retention, quitting school, transferring to another university or other majors also pose the same requirement) for a leave of no longer than two weeks, to the International College. Except for justified reasons such as force majeure, students who fail to ask for a leave or those who exceed the permitted length of leave shall be regarded as voluntarily giving up enrollment.

**Article 5** On the registration date, the University shall conduct review of the international freshman students' admission qualifications and grant student status to those who pass post-admission procedures; in case the review finds that the new student's admission letter, candidate information and other supporting documents do not match actual situations, or if there are other circumstances that violate the admission regulations, the admission qualification will be cancelled.

**Article 6** If the physical and mental condition of an international students is found to be unsuitable for study in school after admission, he/she shall be diagnose and determined by a hospital above Class A Grade Two designated by the school, and he/she shall be disqualified from admission and leave China within a limited period of time.

**Article 7** At the beginning of every spring and autumn term, international students should go through registration formalities at the University on the prescribed date. Those who have not paid their tuition fees as required by the University or who are otherwise ineligible for registration will not be registered.



**Article 8** Those who fail to register on time should apply for leave and delayed registration. Those who fail to make the application shall be regarded as being absent from school without leave.

**Article 9** The longest length of schooling for international students to study in the University is the prescribed period of their academic major plus 2 years. Those who fail to complete the studies within this period shall not be registered.

### Chapter Three Attendance and Discipline

**Article 10** International students are required to take part in course studies as stipulated by the University's teaching plans and various kinds of teaching activities (referred to as course studies), gain corresponding credits and abide by study disciplines. Those whose absence is not justifiable or without asking for leave, shall be given criticism and education and be treated as absenteeism; those who plagiarize course assignment, shall be given criticism and education and their performance grading in class shall be deducted; those who plagiarize homework or papers, engage in academic misconduct such as falsifying, forgery, ghost writing or paper buying and selling, as well as those who leave school without permission, shall be handled in accordance with *Zhejiang University Regulations for Dealing with Student Disciplinary Violation*.

**Article 11** The length of being absent from school without asking for leave shall be counted as absent class hours of the selected course; for certain practical teaching, the length of being absent can be counted by days. The course instructor shall assess the international students' academic performance, with cases of being late for class, leaving early or absenteeism included in classroom performance records. If the length of absenteeism exceeds 1/3 of the total studying hours, the student's score of this course shall be counted as "zero".

**Article 12** International students who fail to take the selected course(s) on time as required should ask for leave in advance and obtain approval. In principle, the period of leave shall be counted by days and weeks, or class hours under special circumstances. The length of leave cannot exceed 1/3 of the total studying hours of





the course. During a long semester (referring to the autumn and winter semester, or spring and summer semester), the accumulated length of leave cannot exceed 4 weeks. Sick leaves must be coupled with certificates of the school hospital.

Leave applications of less than two weeks shall be examined and approved by the class instructor (in the case of asking for leave to attend off-campus teaching activities, certificate from the course instructor is required) and report to the College/Department where the international student is concerned, as well as International College for recording. Leave application of more than two weeks should be examined and approved by leading staffs at the College/Department where the international student is concerned, as well as International College. After approval, the international student should submit relevant certificates and approval materials to the Office of Undergraduate Affairs of the College/Department and International College to be put on file, and inform the course instructor of the leave.

During the approved leave period, international students can be exempted from attending their courses and are required to make up assignments and experiments, etc. Those who fail to return to school in time shall be regarded as being absent without asking for leave.

**Article 13** During the period of schooling, information regarding international student status changes, major change, learning situation, record of rewards and punishment as well as honesty is supposed to be included in the students' personal files.

## **Chapter Four**

### **Academic Performance Assessment and Record of Grades**

**Article 14** Before taking courses, international students should apply for course registration at the information platform for undergraduates and take the courses as selected. Only then can students participate in academic performance assessment and have record of grades.

**Article 15** Academic performance assessment including quizzes, classroom tests, mid-term exams, final exams and term papers constitute an important part of the teaching process. The forms of assessment are varied, including closed-book



exams, open-book exams, partly open-book exams, papers, reports, interviews, thesis defense, major tasks and design drawings, etc.

**Article 16** After selecting and taking the courses, international students are required to participate in academic performance assessment. No matter what the result might be, it shall be recorded faithfully in the international student's transcript and their archives by the course instructor in accordance with requirements of Zhejiang University curriculum assessment, with marks on cases of make-up exams, course re-taking, exam suspension or absence from exams.

**Article 17** International students can apply for confirmation of credits gained through exchange activities, courses at other universities or open online courses recognized by the University, in accordance with relevant regulations on merits confirmation outside the University. After confirmation from the College/Department, work of credits substitution for the major's training program will begin.

**Article 18** International students whose studies have been terminated due to reasons such as quitting school will be recorded for the courses they have taken and the credits they have gained while studying at the University. If a student is re-admitted to the University after withdrawal, no credits will be transferred from the previous period of study.

**Article 19** In cases of exam cheating or violations against assessment disciplines, the University shall mark the course performance assessment as "invalid". Given the gravity of disciplinary offence, the University will address properly in accordance with *Zhejiang University's Regulations on Dealing with Student Disciplinary Violation*.

## Chapter Five

### Major and Transfer of Major

**Article 20** After admission, international students are expected to enhance their understanding of various disciplines at Zhejiang University, particularly their own academic major, and start future career planning.

**Article 21** International students are supposed to select and take courses under the guidance of the major's training program requirements.



**Article 22** Within two years starting from enrollment, international students may apply for transferring to other majors. The application for transfer major by international students funded by the Chinese Government Scholarship shall also be approved by the China Scholarship Council and the Embassy of the international students in China.

**Article 23** International students who apply for change of their major will be allowed to do so only after their application has been approved by the College/Department to which they are transferring, and after a public announcement by the university with no objections.

## **Chapter Six**

### **Suspension of Schooling and Resumption of Schooling**

**Article 24** International students can complete their studies in stages within the maximum length of schooling prescribed by the University. All the periods including suspension of schooling, retention of student status, or participating in external exchange programs shall be included in the students' maximum length of schooling, except for the period of performing military service(the student status is retained).

**Article 25** International students who have taken more than four weeks off during a long semester should apply for a suspension. Students who have been diagnosed with disease by a hospital above Class A Grade Two and confirmed by the school hospital that the student needs a long period of treatment and recuperation shall be suspended from the university.

**Article 26** The maximum duration of suspension in a single time students can apply for is one academic year, with no more than two academic years accumulated. The leave or suspension duration shall be counted according to the University calendar.

**Article 27** When an international student expires one year of study in a school, he/she may apply for military service retention on the basis of a notice of enlistment or a certificate of military service issued by the government of the country to which the belongs. The maximum period of retention of student status in military service



shall not exceed 3 years, whichever is the time limit at the time of application.

**Article 28** Before applying for suspension of studies, retaining their academic status due to military service or participating in overseas exchange activities, international students should make applications by themselves and have their College/Department and the International College sign their opinions.

At the same time, international students should check out of the course or postpone the examination for the courses they are taking in the current semester and the courses they have chosen for the next semester.

**Article 29** International student that have gone through the formalities of suspending, performing military service (the student status is retained) need to go through the formalities of leaving school at the same time.

**Article 30** After the expiration of the student's suspension or student status' retaining, the international student should apply for resumption of schooling to the Student Status Management Center before the beginning of the autumn term, spring term; International students who have finished external exchange program(s) need to return to school for registration in time.

When applying for resumption of schooling, students who suspend due to diseases must hold a certificate of diagnosis from a hospital above Class A Grade Two and should be reexamined and approved by the school hospital. International students who have completed their military service must apply for resumption of school on the basis of a certificate issued by the government of the country in which they have performed military service. For international students who commit serious violations of Chinese laws and regulations during the suspension period, they shall be cancelled to resume their studies.

**Article 31** The international student's College/Department shall determine his/her grade and administrative class according to the credits of the returnees. After the verification and approval of the Student Status Management Center, such international students shall be arranged to study in the corresponding grade and administrative class.

## Chapter Seven

### Withdrawal Warning & Withdrawal from Studies



**Article 32** During international students' stay in the University, he/she in any one of the following cases (except graduating class) shall be given a notice of withdrawal warning by the School/Department:

1. Those who fail to obtain 12 valid credits prescribed by the training program of the major in one semester in two consecutive times or three cumulative times;
2. Students of CSL(Chinese as Second Language) major who fail to obtain 10 valid credits prescribed by the training program of the major;
3. Students in the English-instructed undergraduate program of clinical medicine(MBBS program) who fail to obtain 12 valid credits prescribed by the training program of the major.

**Article 33** International students should apply to their College/Department and International College for a withdrawal probation within 10 days from the date of the receipt of the withdrawal warning notice. After approval, students can start their withdrawal probation and registration. Students who fail to submit an application for the withdrawal probation after the deadline shall not be registered and shall be deemed to have abandoned the probation.

**Article 34** International students in any one of the following cases shall be given a notice of withdrawal and asked to withdraw from their studies:

1. Those who fail to apply for a withdrawal probation within the time limit prescribed in Article 33 after receiving the withdrawal warning;
2. Those who fail to obtain 12 valid credits prescribed by the training program of the major in one semester in three consecutive times or four cumulative times (graduating students excluded);
3. Students of CSL (Chinese as Second Language) major who fail to obtain 10 valid credits prescribed by the training program of the major in one semester in two consecutive times or three cumulative times (graduating students excluded);
4. Students in the English-instructed undergraduate program of clinical medicine(MBBS program) who fail to obtain 12 valid credits prescribed by the training program of the major in one semester in two consecutive times or three cumulative times (graduating students excluded);
5. Those who fail to apply for resumption of studies after the expiration of



suspension of study or retention of student status, and are absent from school for 2 weeks without asking for leave and those whose application for resumption fails to meet the requirements upon verification;

6. Those who fail to go back to register as scheduled after the end of external exchange, and are absent from school for 2 weeks without asking for leave;

7. Those who fail to get registered for more than 2 weeks after the specified time limit set by the school and have not applied for deferred registration;

8. Those who fail to attend academic activities required by the University for 2 successive weeks or 2 accumulative weeks in one semester without approval;

9. Those who cannot continue studies due to illness or disabilities caused by unexpected injuries with diagnostic certificates from a hospital above Class A Grade Two and verification from the school hospital;

10. Those who exceed the maximum length of schooling at the University;

11. Other situations prescribed by the University that students shall not complete their studies and shall withdraw from school. Those who apply voluntarily for withdrawal and obtain approval from the university can withdraw from school.

**Article 35** Treatment of international students' withdrawal:

1. Students' College/Department, International College and the Student Status Management Center shall verify it when students apply voluntarily for withdrawal, and then the document shall be issued after the verification and approval of the University;

2. For students who are asked to withdraw without voluntary application, International College or the students' College/Department shall put it forward to be verified by the Student Status Management Center and further get reported to the school council or a special meeting authorized by the president for decision.

**Article 36** Before the University makes decisions related to the international student's vital interests including disqualification, academic dismissal and withdrawal, the University shall give the student the notification of disqualification, academic dismissal and withdrawal to inform the student of the facts, reasons and basis for their decision. Students shall have the right to defend themselves, and the University shall listen to their statements and defence.



The notification of the decision shall be sent directly to the student himself. If the student refuses to sign, it shall be served as a lien. For students who have left school, it shall be delivered by post. For students who are hard to contact, it shall be delivered as announcement via school websites, news media, etc.

**Article 37** Decisions related to the international student's vital interests including disqualification, academic dismissal and withdrawal shall go through legality review and then shall be submitted by the Student Status Management Center to the school council or the special meeting authorized by the president to make the final decision.

**Article 38** The relevant work of withdrawal international students shall be handled in accordance with the following provisions:

1. Students shall hold a withdrawal document to complete the withdrawal procedures;

2. Students who withdraw from school may issue certificates of study according to their learning conditions;

3. Students who withdraw from school due to illness or disabilities caused by unexpected injuries, the University shall inform their parents or other guardians to come to school to assist with the relevant procedures;

4. Students who withdraw from school shall go through the formalities of leaving school within one week after receiving the notice of withdrawal and cancel the study residence permit according to the regulations;

5. If a withdrawal student fails to complete the procedures of leaving school within 2 weeks without reason, his/her student ID card and campus card of Zhejiang University shall be invalid;

6. Withdrawal students shall not live in the school dormitory, borrow books from the library and are not entitled to the benefits granted to on-campus students.

**Article 39** International students with behaviors of violating the Constitution shall be dealt with expulsion and their student status shall be revoked by the University. The relevant procedures of leaving school shall be carried out with reference to Article 38.



## Chapter Eight

### Completion of the Course of Study, Graduation & Academic Degree

**Article 40** Within the maximum length of schooling, international students who have completed their course of studies prescribed by the training program of their major, with the corresponding course credits obtained, shall be allowed to graduate after verification.

**Article 41** International students who have obtained 80% or more of the total credits (including those who graduate in advance) specified in the major training program, shall submit an application for the expected graduation to the College/Department one school year before graduation. The College/Department shall verify the application. Then students shall start their graduation design and graduation thesis teaching. This procedure shall be carried out within the time limit.

**Article 42** International students who fail to complete the course specified in the training program within the prescribed period of schooling can apply for an extension of study time within the maximum length of schooling stipulated by the University. The extension of study time should be submitted by the students themselves. Students' College/Department shall verify the application and submit it to the International College for the record. Students need to pay tuition and accommodation fees during the extended study period.

**Article 43** International students, who have completed the courses specified in the major training program yet have obtained 80% or more of the total credits required by the graduation regulation of the major, shall be approved to complete their studies.

**Article 44** International students who have met the requirements for completion can apply to retake failed courses 2 months after leaving the university but within 1 year after the maximum number of years of study in the university, and pay the relevant fees as required. International students who obtain credits for the





retaken courses and meet the requirements for graduation can apply to their original College/Department to exchange the certificate of completion for a diploma.

During the period of returning to the university to retake the course, the students concerned shall not be entitled to the benefits granted to regular registered students.

**Article 45** The College/Department shall, in accordance with the *Provisional Measures for the Implementation of the Regulations on Academic Degrees of the People's Republic of China* and other relevant rules on the degree granting of Zhejiang University, examine and verify the students who are allowed to graduate, and shall report to the school's Bachelor Degree Assessment Committee by the Student Status Management Center and obtain the approval of them. With the voting results agreeing on graduation, the University shall grant students with a bachelor's degree.

**Article 46** International students, who have been punished with demerit or more serious punishment for academic dishonorable behaviour such as cheating or plagiarism, shall not be granted a bachelor's degree within one year from the date of issuance of the certificate of graduation. An international student may submit a written application for the bachelor's degree to the College/Department within the period from the expiry of the above mentioned one year to the maximum time limit of schooling plus one year. After the initial examination and opinions signing of the College/Department, the student status management center shall submit the opinions to the school's Bachelor Degree Assessment Committee for discussion. With the voting results agreeing on graduation, the school shall award the students a bachelor's degree.

**Article 47** International students can apply to graduate in spring or summer according to their academic study, and completion graduate students can apply for certificates in spring, summer and autumn.

**Article 48** International students, be it graduation or completion of the course of study, shall all go through the procedures of leaving school.

## **Chapter Nine**

### **Certificate Management**



**Article 49** The University shall issue a Certificate of Graduation to international students who have completed their major studies; a Certificate of Completion to international students who complete the course of study; a Certificate of Bachelor Degree to international students who are granted the bachelor's degree.

**Article 50** The University shall fill in and issue all kinds of certificates according to the personal information the international students fill in when they are admitted and relevant regulations. If a student changes his/her passport name, date of birth and other personal information needed in the certificates during the school period, he/she needs to have justified and sufficient reasons and provide relevant legal and valid supporting documents.

**Article 51** In accordance with the administrative system for the electronic registration of academic degrees of international students of higher education, the University shall complete the electronic registration of international students' academic degrees and the records of degree information. International students can check their academic degrees and degree information on the relevant websites of the Ministry of Education.

**Article 52** The University shall not issue certificates of academic qualifications or certificates of academic degrees for international students who have obtained admission qualifications or student status in violation of the national provisions on enrollment; in case where the certificates have been issued, the University shall revoke the certificates of academic qualifications and degrees. The University shall revoke academic certificates or degrees obtained by academic misconducts including cheating, plagiarism or other improper means. If the revoked certificates of academic qualifications or academic degrees have been registered, the University shall cancel them and report them to the administrative department of education for invalidation.

**Article 53** If the certificates of academic qualifications and certificates of academic degrees are lost or damaged, corresponding certificates shall be issued after verification by the University upon application. The certificate is equally authentic with the original one.



## Chapter Ten

### Supplementary Articles

**Article 54** These supplementary articles shall apply to international students enrolled in the autumn of 2022 and after, and the international students enrolled in Grade 2021 and before may execute by reference.

**Article 55** If an international student has any objection to the school's decisions of the case involved significant interests, he/she can submit a written appeal to the Student Appeals Committee within 10 days from the date of receiving the decision.

**Article 56** For international students who have committed academic misconduct such as cheating, plagiarism, plagiarism, etc. before August 1, 2018, the relevant Regulations on Academic Studies Management of Undergraduates at the time of the violation of discipline shall be implemented in terms of granting the bachelor's degree accordingly.

**Article 57** English-instructed undergraduate program of clinical medicine (MBBS program), dual-degree program by China and Canada (SFU program) in the College of Computer Science and Technology, Undergraduate Programs on Haining international campus and so on, involving special circumstances, shall be implemented in accordance with the supplementary measures formulated by the relevant departments.

**Article 58** The Office of Academic Affairs of the Undergraduate School and International College are responsible for the interpretation of the Rules of this document.

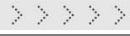
**Article 59** The regulations hereby stipulated shall be enforced as of the date of proclamation. The Rules for the Implementation of Management of International Student(Undergraduate Student) Academic Affairs at Zhejiang University (Revised in July 2007,Letter NO.78 [2007] by ZJU) shall be abolished accordingly.

In case of any discrepancy between the provisions of other relevant documents



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and the present regulations, the present regulations shall prevail.



## Regulations on Retaining Student Status for International Students (Undergraduate students) During Their Army Service

In the light of the fact that some international students shoulder the responsibility of performing military service in their home countries, regulations regarding international students (undergraduate students) application for retaining student status when they go back to their home countries to serve in the army are given as follows in order to improve the management of academic affairs of international students:

1. International undergraduates being subject to military service in accordance with the laws of their home countries can apply to return to their countries for military service and retain student status during that period according to the university regulations.

2. Application for retaining student status during the period of military service should be made by the student him/herself, with the attachment of enlistment notice or military service certificate (original or notarized copy in Chinese or English) issued by their country governments. These documents shall be verified by the specialty school and the International College and submitted to the Office of Undergraduate Affairs of the school for approval.

3. The duration of retaining student status when the students leave for military service is subject to the actual enlistment, but it shall be no more than three years.

4. Retaining student status for those who perform military service shall start from the autumn term and students are expected to complete all the relevant formalities within two weeks from the current students' registration date at the beginning of autumn term.

5. Students shall delete the courses of the semester during which they are to leave for military service at the course selection center after they complete the formalities of retaining student status.

6. International students are able to apply for retaining student status during the period of military service on condition that they have been studying at our



university for at least one year. Those who shall be asked to withdraw from their studies due to the lack of credits are not allowed to retain student status for military service. Generally, no such application will be possible for graduating students.

7. International students having applied to retain student status for military service will not be granted other forms of schooling suspension (excluding suspension due to illness). Those who have once applied for schooling suspension are not allowed for retaining student status during the period of military service.

8. Application for resuming studies at the end of the enlistment should be made by the student him/herself, with the military service certificate (original or notarized copy in Chinese or English) issued by their country governments. Their application shall be verified by the specialty school and the International College and submitted to the Office of Undergraduate Affairs of the school for approval.

9. Time for resuming studies is based on when the enlistment is over. The relevant formalities can be gone through both in autumn/winter and spring/summer semesters, and shall be completed within two weeks from the current students' registration date at the beginning of a semester.

10. Those who fail to go through the prescribed formalities and leave the school without permission and those who fail to resume their studies on time when the retaining period of their student status expires will automatically lead to the cancelation of their student status.

11. Zhejiang University International College reserves the right for the interpretation of the above regulations.



## Regulations on the Implementation of the Cultivation of International Students (Undergraduates), Zhejiang University (Trial)

(Revised in July 2024, Letter 8 [2024] by Undergraduate School, ZJU)

To further improve the cultivation of international undergraduate students in our university and promote the cultivation quality for international students, in accordance with the Management Measures for Recruiting and Training International Students (No. 42 of the Ministry of Education, Ministry of Foreign Affairs, and Ministry of Public Security) and the Quality Standards for Higher Education of International Students in China (Trial) (JW [2018] No. 50), and considering the actual situation of international students in our university, the following opinions are proposed regarding the training and course requirements for international students.

### **I. Training Objectives**

To cultivate high-quality, innovative talents who possess solid fundamental theories, basic knowledge, and basic skills in their professional fields, have a deep understanding of contemporary Chinese politics, economy, culture, and society, and can participate in and promote friendly cooperation between China and their home countries.

### **II. Training Principles**

The training of international students follows the principle of homogeneous management while considering their characteristics. Each college (department) should refer to the undergraduate professional training program for domestic students in our university, combine it with the "relevant course requirements" in this document, and formulate a separate professional training program for international students based on the actual situation.

### **III. Relevant Course Requirements**

#### **1.General Education Courses**

##### **1.1 General Education Required Courses**

###### **1.1.1 Ideological and Political Courses**



The required ideological and political course for international students is Introduction to China. In principle, other ideological and political courses are exempted. However, international students majoring in philosophy or political science must take the following four courses: Outline of Modern Chinese History, Basic Principles of Marxism, Mao Zedong Thought and Theoretical System of Socialism with Chinese Characteristics, and Introduction to Xi Jinping Thought on Socialism with Chinese Characteristics for a New Era.

### **1.1.2 Military and Physical Education Courses**

International students must take at least 1 credit of physical education courses. In principle, they are exempted from "Military Training" and "Military Theory".

### **1.1.3 Foreign Language Courses**

The required foreign language course for international students is "Chinese", which includes "Chinese (A)" and "Chinese (B)". International students in majors awarding degrees in literature, history, philosophy, education, arts, and law must take "Chinese (A)", while those in majors awarding degrees in science, engineering, agriculture, medicine, economics, management, and architecture must take "Chinese (B)". "Chinese (A)" can be applied to replace "Chinese (B)".

For the Chinese language major (international students), "Chinese" courses are set as basic or professional courses based on actual situations.

According to the Quality Standards for Higher Education of International Students in China (Trial) related language proficiency requirements: international students in Chinese-taught programs should have Chinese proficiency at least at level five of the International Chinese Proficiency Standards upon graduation; international students in English-taught programs should have Chinese proficiency at least at level four of the International Chinese Proficiency Standards upon graduation.

### **1.1.4 Computer Courses**

International students follow the requirements of the domestic student professional training program.

### **1.1.5 Natural Science Courses**

International students follow the requirements of the domestic student professional training program.





## **1.2 General Education Elective Courses**

International students choose and complete the required total credits for general education elective courses.

## **2. Basic Professional Courses**

In principle, international students follow the requirements of the domestic student professional training program.

## **3. Professional Courses**

In principle, international students follow the requirements of the domestic student professional training program. In principle, international students should participate in practical teaching sessions according to the training program requirements. For internships and practical activities unsuitable for international students, the colleges (departments) should make appropriate adjustments.

## **4. Individualized Study Courses**

International students follow the requirements of the domestic student professional training program.

## **5. Other Required Elements (Certification Credits)**

In principle, no certification is required, but international students are encouraged to complete them.

## **6. Second Classroom, Third Classroom, and Fourth Classroom**

In principle, they are exempted, but international students are encouraged to participate.

**IV. These guidelines will be implemented starting from the 2024 cohort of undergraduate international students. The Undergraduate School and the International College are responsible for the interpretation of these guidelines.**



Regulations on Student Study Assessment and Result Management of Undergraduate Course in Zhejiang University (Revised in June 2022, Letter No.24 [2022] by Undergraduate School, ZJU)

**Chapter 1**  
**General**

1. In order to maintain good education order, standardize student study assessment and result management and protect the lawful rights and interests of students, the regulations are formulated herein by Zhejiang University in accordance with the “Regulations for University Student Management”, as well as the practicalities at Zhejiang University.

2. Assessment is an important part of course study, and also a necessary method for reviewing students' academic performance and improving education quality. The regulations hereby are aimed to make complete records of course selection and course taken, strengthen process assessment and improve data management of assessment result, establish and improve the safety management and operation mechanism of study assessment.

3. The regulations are applicable to every session of study assessment and result management of courses taken by full time undergraduate students of Zhejiang University.

**Chapter 2**  
**Study Assessment and Result Evaluation**

4. Students should take courses in accordance with the requirements of training schemes of the undergraduate program, and participate in course study and assessment on schedule. Assessment result should be truthfully recorded in the transcript and student status archives, no matter the student passes it not.

5. Forms of study assessment, result composition and ways of evaluation



should be proposed by the course instructor, and confirmed by the teaching committee of the school (department), or other teaching organizations (herein after referred to as the school), and announced in the course syllabus or teaching calendar.

Course instructor should inform students the proportion distribution of result composition and the form of final examination in the class or through the courseware in the first week of course teaching, and inform students their usual performance score before the final examination. The assessment should be objective, authentic and accurately reflect students' mastery of knowledge and learning quality.

6. Course study assessment result should consist of usual performance score and final examination score/grade. Usual performance assessment should consist of middle exam, class discussion participation, quiz, assignment, experiment report, thesis, attendance and etc. Final examination is a one-time evaluation of learning outcome when students finish course learning. The course study assessment should strengthen the process evaluation and reasonably set up the composition of usual performance score. The proportion of usual performance should be above 40% of course study assessment result.

Final examination should generally be arranged at the same time for all students. Final examination can be carried out in two ways: exam and assessment.

7. The bottom-line score can be set separately for usual performance and final examination. Those whose score is under either bottom line should be regarded as failing the course. The bottom line score should be decided by course instructor according to teaching reality.

8. The course instructor should reasonably control the degree of difficulty of assessment and the distribution of assessment result. The proportion of students who get Distinction or score above (including) 90 in course assessment should not exceed 30%.

9. Result evaluation should adopt hundred-mark system or grading system according to requirements of course syllabus. There can be five grades (Distinction, Merit, Middle, Pass and Fail or A,B,C,D,F) or two grades(Pass & Fail or P&F). Students whose assessment score is above (including)60 or whose grade is above



(including) Pass (D) or who get Pass(P) are deemed as passing the course and can obtain relevant credits.

10. Courses for special class should adopt five-grade system. Courses for cycle teaching classes should be graded “Pass (D)” or “Fail(F)” as in five-grade system.

11. The course instructor should mark exam papers according to relevant criteria. For courses taught in more than one class, the time of exam, exam paper and marking criteria should be unified by the school, and marking work should be carried out in an intensive and stream-line way.

12. Grade point is a major indicator of students' learning quantity. All courses taken by a student should be counted for grade point calculation. Score of make-up exam should be counted in the calculation of the grade point of the current semester. Score of retaken course should be counted in the calculation of the grade point of the course retaking semester. The formula is: grade point= grade value \*credit point. The following chart is for grade value conversion.

100 Mark System	Score	100-95	94-92	91-89	88-86	85-83	82-80	79-77
	Grade Value	5	4.8	4.5	4.2	3.9	3.6	3.3
	Score	76-74	73-71	70-68	67-65	64-62	61-60	<60
	Grade Value	3	2.7	2.4	2.1	1.8	1.5	0
Five Grade System	Score	Distinction (A)	Merit(B)	Middle(C)	Pass(D)	Fail(F)		
	Grade Value	4.5	3.5	2.5	1.5	0		
Two Grade System	Score	Pass(P)				Fail(F)		
	Grade Value	not counted in the calculation of grade point						

13. Grade Point Average is a major indicator of students' learning quality. Each assessment result of all courses taken by students should be counted in the



calculation of Grade Point Average. Formula for Grade Point Average calculation is:

$$\text{Grade Point Average} = \frac{\sum \text{grade point}}{\sum \text{credit point}}$$

When assessing students' learning quality, the college can adjust or set up the weight coefficient of grade value and proportion of grade point according to training scheme and should inform students beforehand in a proper way.

14. Academic rating in transcript for study abroad application should be implemented by the school which the student belongs to according to Article 12 and 13.

Grade Point Average is abbreviated as GPA in the transcript for study abroad. The courses of the same course number should adopt the highest assessment result for calculation of grade points.

The GPA conversion method of the transcript for study abroad since the 2022 intake is as follows:

100 Mark System	Score	100-95	94-92	91-89	88-86	85-83	82-80	79-77
	Grade Value	4.3	4.2	4.1	4.0	3.9	3.6	3.3
	Score	76-74	73-71	70-68	67-65	64-62	61-60	<60
	Grade Value	3	2.7	2.4	2.1	1.8	1.5	0
Five Grade System	Score	Distinction (A)	Merit(B)	Middle(C)			Pass(D)	Fail(F)
	Grade Value	4.1	3.5	2.5			1.5	0
Two Grade System	Score	Pass(P)				Fail(F)		
	Grade Value	not counted in the calculation of grade point						



### Chapter 3

## Course Study Mode and Assessment Result Record

15. Students who fail compulsory courses can take makeup exam or study the course again. Students who fail elective courses can take makeup exam, study the course again or change course.

16. For classes which could be applied for exemption from attending, students whose Grade Point Average is above 3.5 or have already studied the course can apply for exemption from attending class. After approval of course instructor, students can study the whole course or part of the course by themselves. Students who apply for exemption from attending class should submit assignments, participate in experiment, discussion, assessment etc. Those who don't attend class without approval will be regarded as absent from class in usual performance assessment.

Attendance exemption cannot be applied for the following courses:

1) ideological and political course, military and physical education course, aesthetic education course, labor education course, core course of general education, seminar course, honor course etc.

2) practical education session such as experiment course, field trip, social practice activities, curriculum design, graduation thesis(project) etc.

17. Besides regulations in Article 9, assessment result can also be recorded in the following ways: "Quit" or "Q", "Absent" or "W", "Deferred" or "W", "Invalid" or "null".

18. When assessing students who didn't attend final examination, results should be recorded as 0, absent or deferred according to corresponding situations specified in articles 19, 20 and 21. For students who have violated exam discipline, results should be recorded as "Invalid (null)". The credit point should be 0 and be counted in the calculation of grade point.

19. Students who are in one of the following cases cannot participate in final examination after the confirmation of course instructor, and results of the final examination and course study assessment should be 0, and the credit point should be 0, and be counted in the calculation of grade point.



1) Those with class absence more than 1/3 in the course theory teaching session.

2) Those with absence more than 1/3 in the session of experiment, internship, seminar etc. or those who fail in the experiment and internship assessment.

3) Those whose usual performance score is under bottom line.

20. Students who don't participate in study assessment after selecting the course should be recorded as absent, and the assessment result should be "absent (W)" and the credit point should be 0, and counted in the calculation of grade point.

21. Students who apply for deferred assessment shall file application beforehand, which should be approved by the school and submitted to the Academic Affairs Office of Undergraduate College for review. Those who apply for deferred assessment due to illness should also submit the diagnosis certificate of the school hospital. The course study assessment result of those courses approved for deferred assessment should be recorded as "deferred (W)", and the credit point should be 0, and not counted in the calculation of grade point.

22. Students in one of the following cases can apply for deferred assessment beforehand:

1) Those who are hospitalized or kept under observation for emergency treatment, and with hospital certificate.

2) Those who can't be at school because of force majeure incidents happened to oneself or direct relatives, and with relevant valid proof.

3) Those who participate in academic or exchange activities or competitions on behalf of the university, and with certificate from the organizer.

23. Students who are approved for deferred assessment can participate in final examination of the same course in the following semester. If there is time conflict, students can postpone the examination to the next semester or take makeup exam arranged by the university, and results should be recorded as makeup exam results.

For students who participate in final examination of the same course in the following semesters, course study assessment result should be determined by the instructor of the following semesters, and can be recorded according to final examination or combined assessment of final examination and usual performance. But the course instructor should choose the same course assessment method for all



the students of the same course who are approved for deferred assessment.

24. Students should check their assessment score in the university teaching management platform in a timely manner. Students who fail the course or whose result is “absent (W)” have a chance for the make-up exam. For those courses of which the make-up exam is arranged by the university, students should apply for make-up exams within two weeks after the end of the final exam season. Those who haven't file the application in time will be regarded as giving up make-up exam. If they take make-up exam without application, it will be regarded as invalid. If make-up exam is not arranged by the university, students can take exam with class of the following semesters after make-up course selection. Students who choose to take the make-up exam and not attend the course, but directly take the course exam or experiment assessment don't have to pay the course retaking fee.

Students whose assessment result is “quit (Q) or “0” or “null” cannot take make-up exam.

25. Make-up course should be marked with “make-up”, and assessment result should be recorded as “Pass (D)”, “Fail (F)” or “Absent (W)”. Credit of the “Pass” course should be recorded in the semester of the make-up exam.

26. Make-up exam will not be arranged for practical courses such as ideological and political course, military and physical education course, aesthetic education course, labor education course, core course of general education, seminar course, honor course, experiment course, field trip, social practice activities, curriculum design, graduation thesis (project) etc. Students who haven't passed the above courses shall participate in course study for the second time.

27. The number of years of study, the way of study and the method of changing graduation certificate for students who have completed the courses shall comply with the relevant provisions of the university's student status management regulations.

28. For students who participate in exchange programs in domestic or overseas universities, their course names, credit points and assessment results should be recorded truthfully in the current semester, and the name of the course-providing university should be marked. Credit transfer and calculation of grade points should be implemented according to relevant exchange program administration regulations.





29. If the student status changes because of major confirmation, credit transfer and calculation of grade points of the taken courses should be implemented according to relevant regulations on credit transfer administration.

## Chapter 4

### Assessment result input, correction and filing

30. Assessment result input should be done in the semester when the assessment takes place. Credit points, grades or score, and grade points should also be calculated in the same semester.

31. There are three phases for dealing with assessment result: the first phase (input phase) is for result input in the teaching management platform within 10 days from the assessment day; the second phase (publicity phase) is the period of 15 working days (excluding winter and summer vacation) from the date when the course instructor inputs the result; the third phase (stable phase) is from the end of the second phase.

32. For courses without certain final exam time, the start time for result input is deemed as the first day of the final exam season, and the course instructor should input the results to the teaching management platform within 10 days. For courses with big assignments, practical training session or thesis that need to be completed in more than one semester, the school should adjust the tacitly deemed result input time in the teaching management platform.

33. For courses, internship and practical training taken in the short semester, , if assessment result is input in the summer vacation, the credit points should be recorded in the spring & summer semester. If it is input in the fall semester, the credit points should be recorded in the fall & winter semester.

34. Course instructor should finish assessment and result input within 10 days after final exam or in the time stipulated in the teaching management platform. After proofreading, the instructor should print the transcript out and sign it. Then the transcript shall be handed in to the undergraduate education office of the school to place on file.

35. The school should strictly manage and keep the transcript without losing or



altering. Except work demand, transcript should not be checked at will.

In principle, paper transcript can be disposed 5 years after the student's graduation.

36. Students who have dissent about the assessment result should file paper application for recheck in the publicity phase. After being approved by the teaching affair director, the school and the instructor can recheck exam paper together.

37. If error is found in assessment result recheck, the instructor should submit “assessment result modification form of Zhejiang University” with the signature to the school. The college should assign a teacher to operate the audit in the teaching management platform on a certain computer. The modification item and content should be announced in the platform for 7 days. If there is no dissent, the modification can be submitted and completed. The result modification paper should be kept on file by the college.

If error is not found in the recheck, the student should be informed timely by the course instructor.

38. Modification application will not be accepted in stable phase (the third phase). If there is indeed need of modification, the instructor should file application, and the director of teaching affairs should review, and the university undergraduate teaching affairs office should confirm the application. The university undergraduate teaching affairs office should assign a certain teacher to audit and modify the assessment result after 7 days of publicity on a certain computer. Documents of the modification should be kept on file by the undergraduate teaching affairs office. Records of modification should be related to the annual teaching assessment of the school.

39. No one is allowed to modify assessment result without approval from the university after the instructor submitting the result in the teaching management platform.



## **Chapter 5**

### **Usage of assessment result data**

40. Students can check the assessment result in the teaching management platform and should check in time in the publicity phase (the second phase).

41. Students can apply for paper transcript (including transcript for study abroad) in the Administrative Affair Service Hall of Zhejiang University. Transcript of graduates should be printed, signed, stamped and kept on file by the school which the student's status belongs to.

## **Chapter 6**

### **Supplementary Articles**

42. Course instructor should make serious, objective, honest and comprehensive assessment. Any discipline violation or making assessment at will should be disposed according to Regulations on University Teaching Accident Identification and Disposition.

43. Course instructor should input students' assessment result in the teaching management platform timely and accurately according to the above articles. It will be deemed as a teaching accident if the instructor does not input or submit assessment result in the stipulated time without valid excuse and will be disposed according to Regulations on University Teaching Accident Identification and Disposition.

44. If there are regulations already existing inconsistent with the above regulations, the new ones shall prevail.

45. International Campus (Haining) may formulate corresponding supplementary regulations according to its own educational characteristics, which shall be implemented after being filed by the Undergraduate School.

46. The right of interpreting this document belongs to the Undergraduate School of Zhejiang University.

47. The regulations hereby shall come into force as of the date of promulgation.



Measures on Management of Undergraduate Course  
Examination (Excerpts)  
Revised in June 2021, Letter No.17 [2021] by Undergraduate School,  
ZJU

**Chapter 4**  
**Examination Disciplines**

**Article 10** Students should take the exam with their valid ID (student ID/ID card/campus card), follow the invigilator's arrangement to be seated, and cooperate with the invigilator to verify the certificate. Those without a valid ID are not allowed to take the test.

**Article 11** Students of the offline examination shall enter the examination room 15 minutes before the start of the examination. Those who are late for over 20 minutes should be deemed as being late; Students of the online examination shall enter the online examination system and the video surveillance conference of the designated examination group 20 minutes before the opening of the examination. Those who haven't enter the video surveillance meeting of the designated examination group 5 minutes before the start of the examination shall be deemed as being late. Late examinees are not allowed to take the examination, and the results are recorded as "absence from the examination".

**Article 12** 30 minutes after the examination, students are allowed to hand in the papers and leave the examination room. Students who leave the examination room without the permission of the invigilator are not allowed to re-enter the examination room to continue the examination paper. Students should leave the examination room after handing in their papers. They are not allowed to stay in the examination room or talk loudly near the examination room.

**Article 13** Except for necessary stationery and articles allowed by teachers, books, mobile phones, headphones, smartwatches (bracelets), electronic dictionaries, calculators and other non-examination items must be placed in the positions designated by the invigilators. If needed, the invigilator can borrow and return stationery during the examination on behalf of the students.



**Article 14** Examination papers, answer papers and draft papers shall be distributed by the invigilators, all of which shall be collected at the end of the examination, and shall not be taken out of the examination room. After the students have finished answering the examination papers within the prescribed period, they should raise their hands and ask the invigilators to collect the papers before leaving. Students should stop answering the papers immediately at the ending time and wait in their seats for the invigilators to collect and count the papers before leaving the examination room.

**Article 15** Students shall strictly observe the discipline of the examination and complete the examination papers independently within the specified time. The online examination should ensure that the monitoring picture is clear and complete, and that the examinee should not deviate from the scope of camera monitoring during the examination. Those who violate the discipline of the examination shall be given corresponding disciplinary actions according to the seriousness of the circumstances.

## Regulations on Laboratory Experiment

**I.** Students having entered a lab must strictly comply with various rules and regulations of the lab, follow instructions and cooperate with the management.

**II.** Prior to an experiment, students must receive safety education and must pay attention to safety during experiments to prevent personal and equipment accidents from happening.

**III.** Prior to an experiment lesson, students must study seriously experiment instructions and school books related to the experiment, and understand the targets, principles and methods of doing the experiment. Instructing personnel are entitled to cancel the experiments of those who have not done the pre-studies or arrive late without valid reasons.

**IV.** Students shall get into a lab in experiment costumes and shall not walk around, eat food or throw sundries carelessly in labs. They are not allowed to fiddle with instruments and equipment irrelevant to the experiment and shall keep quiet,



refrain from talking loudly during experiments. They shall neither bring articles irrelevant to the experiment into the lab nor take lab articles out of the lab.

**V.** Students must carry out experiments with a scientific attitude of being practical and realistic, take action themselves in determining data, seriously keep an original experiment record instead of scamping it and have the supervising teacher sign it. They must complete reports independently, with no plagiarizing or fabricating, after doing experiments and submit them on time to the course teacher.

**VI.** When using instruments and equipment, students must strictly comply with the application instructions. They must stop using the instruments or equipment if something unusual is detected, and then inform immediately the experiment instructor. Those who fail to follow the application instructions and cause damage to the instruments and equipment or other accidents will be subject to disciplinary actions taken by the university.

**VII.** Student's consciousness of safety and environment protection shall be enhanced. Students shall receive, use, store and dispose of biochemical reagents, radioactive or virulent articles, germ, animals and other experiment stuff in accordance with relevant regulations.

**VIII.** Upon completion of doing experiments, students shall clear the experiment site and put instruments, tools and the like back to their original positions, and shall not leave the lab without the consent of the instructing teacher.



# Annual Review of Scholarship

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

**I.** In pursuit of bolstering the management of the Chinese Government Scholarship, enhancing the quality of education for Chinese Government Scholarship awardees, and ensuring the meticulous execution of the annual evaluation process, these Implementation Rules are devised in strict adherence to the guidelines stipulated in the Ministry of Education's "Annual Evaluation Measures of the Chinese Government Scholarship" (2000), along with relevant regulations of the China Scholarship Council.

**II.** The establishment of the Zhejiang University International Student Chinese Government Scholarship Review Working Group is hereby announced. This group will be led by the principal leader of the International College, with relevant personnel serving as members. Their duties include overall coordination and guidance in conducting the annual evaluation of the Chinese Government Scholarship. The Student Affairs Office will be specifically responsible for formulating the annual evaluation plan, issuing annual evaluation notices, and preparing the annual evaluation report for school scholarships.

**III.** The guiding principles of the annual review process are fairness, openness, and equity, with the objective of further standardizing the administration of the Chinese Government Scholarship, harnessing its incentivizing effect, guiding international students towards diligent study, lawful conduct, unity, and friendship, and nurturing internationally competitive individuals of exemplary character.

**IV.** The subjects of the annual evaluation encompass students slated to continue receiving the Chinese Government Scholarship in the ensuing year. This



includes scholarship recipients enrolled for more than one academic year who are not in their final year of study, those unable to fulfill their academic requirements as scheduled in the current year but meet the criteria for extending their scholarship tenure, and students whose scholarship was suspended due to unsatisfactory evaluation in the previous year and who seek reinstatement of their scholarship eligibility.

Doctoral candidates applying for an extension of the scholarship funding period must successfully complete all course assessments, present their research proposals, undergo mid-term evaluations, etc. Only after their personal application and approval from their respective college (department) can they be considered for evaluation.

V. The annual review includes self-evaluation, evaluation by supervisor and evaluation by school. The review is carried out in a combination of quantitative and qualitative methods which contains:

(I) Moral conduct: including physical and mental health, good conduct, all-round development; respecting teachers, uniting students, and taking good care of public property; abiding by laws and regulations, rules and regulations of the school, and no violation of laws and regulations.

(II) Academic and scientific research:

1. Undergraduate students: academic performance in the first semester of current academic year, course selection, performance in class and academic performance in the second semester (including mid-term exams, etc.);

2. Postgraduate: the academic performance in the first semester of current academic year, the course selection, performance in class and academic performance in the second semester (including mid-term exams, etc.) and the scientific research progress and achievements made in current academic year.

(III) Attitude in study and research: including diligent and serious, rigorous style of study; performing well in academic research, discipline competitions, scientific and technological inventions, abiding by academic integrity, and completing all study or research tasks on time.

(IV) Activity performance: including performance in various cultural exchanges activities, discipline competitions, social practice, voluntary service and





extracurricular activities organized by the school.

**VI.** Time of annual review: From April to May each year, subject to the relevant documents of China Scholarship Council.

**VII.** Procedures of Annual Review:

(I) Announcement: The announcement will be issued in accordance with the requirements of the Annual Review of Chinese Government Scholarships issued by China Scholarship Council.

(II) Student Self-evaluation: Students who participate in the evaluation shall log into the information system of China Scholarship Council (hereinafter referred to as the information system), fill in the "Annual Self-evaluation of Scholarship", submit the self-evaluation information and upload additional materials, and the application for extension shall be reviewed by their supervisor and their school (department).

(III) Academic evaluation: The evaluation shall be conducted according to the transcript issued by the teaching department.

(IV) Supervisor evaluation: The supervisor (or contact person) should log in to the information system, enters the "Scholarship Student Evaluation", score the supervised students and fill in the evaluation opinions.

(V) School evaluation: International College will conduct school evaluation according to the students' self-evaluation, academic and other performance as well as the opinions from the school (department) and supervisor. It includes inputting evaluation opinions and reports in the information system, and submitting them to China Scholarship Council as required.

**VIII.** The results of the Annual Review will be either "Pass" or "Fail". Chinese Government Scholarship will be offered in the next year for "Pass" and suspended or cancelled for "Fail".

**IX.** Qualification of Chinese Government Scholarship get suspended for one year under the following cases:

(I) Students who fail in the assessment of their courses, or postgraduate students who fail to meet the cultivation requirements after the mid-term assessment, and are not suitable for further study;

(II) Students who have received "Probation" as disciplinary actions from the



university;

(III) Students who apply for suspension due to suffering from serious physical or mental diseases and unable to study normally;

Students who are disqualified from the Chinese Government Scholarship can apply to the university in writing and continue their study at their own expense or with reduced fees after obtaining the consent from university.

Students who continue study after getting suspension of scholarship can apply for the restoration of scholarship after the suspension expires. The applicant shall submit a written application to the university. After being examined and approved by the university, application will be submitted to the Chinese Scholarship Council for approval.

**X. Qualification of Chinese Government Scholarship get cancelled under the following cases:**

(I) Students who are ordered to terminate enrollment in the university or expelled from university;

(II) Students who fail to pass the Annual Review twice in total during study in university;

(III) Students who do not participate in the Annual Assessment without valid reasons;

(IV) Students who are suspected of violating laws or committing crimes and being handled by relevant departments according to laws and regulations.

Those who have been disqualified from Chinese Government Scholarship their scholarship will be suspended from the date of announcement, and their eligibility for Chinese Government Scholarship cannot be restored.

**XI. International College is responsible for the interpretation of these rules.**

**XII. These Rules shall come into force as of the date of promulgation, and the Implementation Rules for the Annual Evaluation of Chinese Government Scholarships for International Students of Zhejiang University (Zhejiang University International College (2022) No. 3) shall be abolished at the same time.**



## Measures for the Evaluation and Management of International Student Honorary Titles of Zhejiang University (Trial)

**Article I** In order to commend advanced students, establish models, encourage international students to study hard ,dare to explore to actively integrate into the study and life in China, guide international students to grow and become successful, and implement the fundamental task of morality education, combined with the actual situation of international students education and management of Zhejiang University, the present Measures are formulated in accordance with the Administrative Measures for Recruiting and Cultivating International Students, the Code of Quality of Higher Education for International Students (Trial) , and the Reform Program of International Students Education Management Mechanism of Zhejiang University (Published by Party Committee [2018] No.37), etc.

**Article II** The selection objects of these Measures are full-time international students of Zhejiang University.

**Article III** International students shall meet the following basic conditions when applying for the honorary title according to these Measures:

- (a) Have good moral character, be physically and mentally healthy, and develop in an all-round way;
- (b) Abide by Chinese laws, regulations and national policies, abide by school disciplines and rules, and have no illegal or disciplinary violations;
- (c) Study diligently, have a rigorous style of study, and have excellent grades;
- (d) Respect teachers, unite classmates, and actively participate in various group activities.

**Article IV** The international student honorary titles stipulated in these Measures include Outstanding International Student, International Student Individual Award and Outstanding Graduate.

**Article V** Evaluation criterion for Honorary Title for Outstanding International Student: In principle , those well-rounded students must win the Academic



Excellence Award and at least one other individual award at the same time; In addition, they must actively participate in various activities organized by the school and perform outstandingly.

**Article VI** The International Student Individual Awards include Academic Excellence Award, Academic Research Excellence Award, Excellence in Innovation and Entrepreneurship Award, Excellence in Public Service Award, Extracurricular Excellence Award and Excellence in International Exchange Award. The specific evaluation conditions are as follows:

(a) Academic Excellence Award: Study diligently and have excellent academic performance. This academic year's performance ranks among the top among international students in humanities, social sciences, science, engineering, agriculture and medicine.

(b) Academic Research Excellence Award: Excellent performance in academic research, subject competitions, scientific and technological inventions, etc., with significant scientific research and innovation capabilities. Applicants for undergraduate and master's degrees must publish at least one high-quality paper or obtain other outstanding scientific research results; applicants for doctoral students must publish at least 2 high-quality papers or obtain other scientific research results.

(c) Excellence in Innovation and Entrepreneurship Award: Outstanding performance in innovation and entrepreneurship education or practice, especially outstanding results in innovation and entrepreneurship competitions at the school level, provincial level and above.

(d) Excellence in Public Service Award: Effective and outstanding performance in public welfare activities, volunteer services, social practice, club management, classmate support, labor practice, etc., and won unanimous praise from teachers and students.

(e) Extracurricular Excellence Award: Have cultural and sports expertise, actively participate in various cultural and sports activities organized by the school, and perform outstandingly in important cultural and sports activities.

(f) Excellence in International Exchange Award: Actively participate in Chinese and foreign exchange activities, and perform outstandingly in cultural exchanges and mutual learning among civilizations.



**Article VII** The Honorary Title for Outstanding Graduate is awarded to fresh graduates who have performed well during their studies and have obtained a degree. Applicants must meet the following conditions:

(a) Applicants for undergraduate's degree must win international student honorary title for two or more times (three or more times for five-year or above); applicants for master's degree must win international student honorary title for one or more times;

(b) The grade of graduation design (paper) is good or above.

**Article VIII** There is no fixed quota for Outstanding International Student, International Student Individual Award and Outstanding Graduate. In principle, the total number of the awards shall not exceed 35% of the total number of the applicants, and the awards shall be evaluated according to the actual situation of the current academic year and the performance of the students, and it is better to put quality before quantity.

**Article IX** All kinds of international student honorary titles shall be commended by the university and honorary certificates shall be issued.

**Article X** The results of the international student honorary titles will be used as an important basis for the selection of international student scholarships.

**Article XI** The evaluation of international student honorary titles is supervised by the Scholarship Evaluation Committee of the university, and the International College is responsible for the daily work of the evaluation of honorary titles, including the organization, coordination and examination of materials. All colleges (departments) shall cooperate with each other in the evaluation work.

**Article XII** The International College sets up a working group for international students' awards and honors, which is specifically responsible for the evaluation of international student honorary titles.

**Article XIII** The selection of international student honorary title adopts the system of "application-examination", in which the students apply to the International College, and the working group for international students' awards and honors evaluates the applications according to the stipulated procedures, and then submits them to the Scholarship Evaluation Committee of the university for examination and approval.



**Article XIV** In the evaluation process of international student honorary title, public announcement shall be made in a timely manner.

**Article XV** The international student honorary titles are evaluated once every academic year. The selection of Outstanding International Student and International Student Individual Award is held in the autumn and winter semesters, and the selection of Outstanding Graduate is held in the spring and summer semesters of the graduation year.

**Article XVI** International students shall be responsible for the authenticity of the application materials. In case of falsification, the university will revoke the corresponding honors and recover the corresponding awards, and punish them according to the relevant regulations.

**Article XVII** The International College is responsible for the interpretation of these Measures.

**Article XVIII** These Measures come into force on the date of promulgation

## Guidelines for Awarding Honorary Titles to International Students of Zhejiang University

These guidelines have been established to recognize outstanding achievements, set exemplary standards, and encourage international students to excel academically and embrace new challenges. They aim to promote active integration into Chinese academic and cultural life, foster personal and professional growth among international students, and uphold our core mission of character education. These guidelines are formulated under the 'Measures for the Evaluation and Management of International Student Honorary Titles of Zhejiang University (Trial Version)' and the university's overall framework for awards and commendations, taking into account the practical aspects of international student education and management in the university.

### **I. Eligible candidates**

(a) All full-time international undergraduate and postgraduate students registered for the current academic year under evaluation are eligible, except for first-year students and those who have extended their study period beyond the standard duration at the time of application.

### **II. Basic eligibility requirements**

(a) Abide by Chinese laws, regulations, and national policies, comply school disciplines and rules, and have no record of illegal or disciplinary violations;

(b) Demonstrate exemplary character, be physically and mentally healthy, and exhibit well-rounded personal development;

(c) Study diligently, maintain academic integrity, and achieve excellent grades;

(d) Respect teachers, foster unity among classmates, actively participate in social practice, undertake social work, or engage in community service activities.

### **III. Honorary title categories and evaluation**

(a) International Student Individual Awards

(1) Honorary Title for Academic Excellence

Evaluation criteria: Demonstrated diligence in study with outstanding



academic performance. Academic performance ranks top among international students in their respective fields (humanities, social sciences, natural sciences, engineering, agriculture, or medicine) for the current academic year.

(2) Honorary Title for Academic Research Excellence

Evaluation criteria: Excellent performance in academic research, subject competitions, scientific and technological inventions, etc., with significant scientific research and innovation capabilities. Undergraduate and master's applicants must have published at least one high-quality paper or achieved other notable research accomplishments; applicants for doctoral students must have published at least 2 high-quality papers or achieved other significant research accomplishments.

(3) Honorary Title for Excellence in Innovation and Entrepreneurship

Evaluation criteria: Outstanding performance in innovation and entrepreneurship education or practice, especially in achieving outstanding results in innovation and entrepreneurship competitions at school level, provincial level, or higher.

(4) Honorary Title for Excellence in Public Service

Evaluation criteria: Effective and outstanding performance in public welfare activities, volunteer services, social practice, club management, peer support, labor practice, etc., earned widespread recognition from teachers and students.

(5) Honorary Title for Extracurricular Excellence

Evaluation criteria: Demonstrated talent in cultural and sports activities, active participation in various school-organized events, and perform outstandingly in important cultural and sports activities.

(6) Honorary Title for Excellence in International Cooperation and Communications

Evaluation criteria: Active participation in Chinese and foreign exchange activities, and demonstrating outstanding performance in cultural exchanges and mutual learning among civilizations.

(b) Honorary Title for Outstanding International Student

Evaluation criteria: Those well-rounded students must win the Academic Excellence Award or the Academic Research Excellence Award for the current academic year, as well as at least one other individual award.





#### **IV. Evaluation process and scoring criteria for honorary titles**

##### **(a) Evaluation process**

The evaluation of honorary titles follows an "application-review" system. The International College has established an International Student Award assessment committee, which is specifically responsible for the evaluation of honorary titles for international students. The Working Group comprehensively evaluates student applications, considering factors such as course grades, research achievements, social activities, and overall performance, etc., and ranks candidates quantitatively, selecting the best performers as nominees for various international student individual awards. According to the Honorary Title for Academic Excellence or the Honorary Title for Academic Research Excellence, other individual awards pre-evaluation and school performance, determine the Honorary Title for Outstanding International Student pre-evaluation candidates.

The list of nominees will be publicly announced for review. If no objections are raised, it will be submitted to the university for final approval. The university will then officially announce and commend the recipients of the honorary titles for international students.

##### **(b) Scoring Criteria**

###### **(1) Honorary Title for Academic Excellence**

The Honorary Title for Academic Excellence is primarily based on a student's academic performance.

For undergraduates, the requirement is to rank in the top among international students in categories such as humanities, social sciences, science, agriculture, and medicine in the current academic year, based on GPA statistics from the educational administration system.

For postgraduates, the quantitative assessment formula is:

$$M=M_1\times 70\%+M_2\times 30\%$$

Among them,  $M_1$  is the weighted average score of degree courses, including public degree courses and professional degree courses specified in the training program.  $M_2$  is the weighted average score of elective courses, which refers to courses other than degree courses specified in the training program.

Course grade weighted average score = [(Course A grade \* Course A credits)



+ (Course B\* Course B credits) +... (Course N\* Course N credits)]/ Total course credits.

For courses using a five-level grading system, points are assigned as follows: Excellent = 90, Good = 80, Average = 70, and Pass = 60. For courses using a two-level (pass/fail) grading system, a 'Pass' is assigned 70 points.

(2)Honorary Title for Academic Research Excellence

A. The score for academic research achievements is the sum of the scores of papers, monographs, patented inventions, academic conferences, and other relevant contributions The score for each item per student = benchmark score \* signature ranking factor.

B. Benchmark score

Category		Benchmark score
SCI journals	Journal Citation Reports Q1	100
	Journal Citation Reports Q2	75
	Journal Citation Reports Q3	50
	Journal Citation Reports Q4	25
EI journals		25
Humanities and social sciences journals	Authoritative journals or SSCI journals	100
	CSSCI A journals or A&HCI journals	75
	Other CSSCI journals	50
	Not CSSCI journals	25
Conference papers	Outstanding paper award at international conference	50
	Presented papers at international academic conferences/ Delivered plenary or keynote at international conferences	25
	Presented papers at national academic conferences/reported at conferences	20
	General conference papers	5
Award of scientific research achievements	National (1st, 2nd and 3rd Prizes)	100、 80、 60
	Provincial (1st, 2nd and 3rd prizes)	80、 60、 40
Officially published textbooks or monographs		50



Category		Benchmark score
Patents	Invention patent (authorized)	60
	Utility model patent (authorized) (for undergraduate students only)	10
	Design patent (authorized) (for undergraduate students only)	5
	Software copyright	10

### C. Authorship Position Factor

① For the achievements listed in the table above, after removing the names of supervisors (or supervisory teams), the authorship position factor for students is calculated as follows: first author - 100%, second author - 50%, third author - 10%. No points are awarded for other authorship positions.

② When calculating the quantitative score for academic papers with multiple student co-first authors, the authorship position factors are 100% for the first listed co-first author, 60% for the second, and 40% for the third.

### (3) Honorary Title for Excellence in Innovation and Entrepreneurship

The scores for Honorary Title for Excellence in Innovation and Entrepreneurship are calculated according to the table below:

Items	Achievements	Score
Academic Competition, Innovation and Entrepreneurship Competition	Grand Prize in an International Competition	50
	First Prize in an International Competition, Grand Prize in a National Competition	40
	First Prize in a National Competition, Grand Prize in a Provincial or Ministerial-Level Competition	30
	Second Prize in a National Competition, First prize in a Provincial or Ministerial-Level Competition	20
	Third Prize in a National Competition, Second Prize in a Provincial or Ministerial-Level Competition	10
	Third Prize in a Provincial or Ministerial-Level Competition, First Prize in Campus-Level Competition	8
	Second Prize in Campus-Level Competition	5
	Third Prize in Campus-Level Competition	2



**Notes:**

For team projects participating in various activities and receiving awards, the score is calculated as half of the corresponding award level's value. If the team has multiple members, the score for each member after winning is calculated based on their ranking using the following coefficients: 1.0, 0.8, 0.6, 0.4, 0.2, 0.1, 0.1, ..."

**(4) Honorary Title for Excellence in Public Service**

The scores for Honorary Title for Excellence in Public Service are calculated according to the table below:

Items	Specific Details	Score	
Club Management	Student Organization Leader (President, Chairperson Club President)	5	
	Student Organization Deputy Leader (Vice President, Vice Chairperson Vice Club President)	3	
	Student Organization Department Head	1	
Social Practice	Completion of a Social Practice Project	Project Initiator	3
		Participant	2
	National-Level Advanced Team or Individual	15	
	Provincial-Level Advanced Team or Individual	10	
	Campus-Level Advanced Team or Individual	6	
Institutional-Level Advanced Team or Individual	3		
Volunteer Activities	National-Level Volunteer Service Project	10	
	Provincial-Level Volunteer Service Project	8	
	Campus-Level Volunteer Service Project	5	
	Institutional-Level and other Volunteer Service Project	2	

**Notes:**

A. Serving in more than one position within the same student organization or club is considered as holding a single position.

B. Points are calculated based on a full academic year of service. If a position is held for more than half an academic year but less than a full year, the points are halved. No points are awarded for positions held for less than half an academic year.

C. Proof of participation in social practice and volunteer service projects is



required, and the evaluation time is based on the date of the official document issuance.

D. Additional points for advanced teams are limited to the primary leaders, typically not exceeding 5 individuals.

(5) Honorary Title for Extracurricular Excellence

The scores for cultural and sports activities are calculated based on the table below.

Items	Achievements	Score
International-level event	Special award	60
	First prize	50
	Second prize	40
	Third prize / Category award	30
National-level event	Special award	40
	first prize	35
	second prize	30
	Third prize / Category award	25
Provincial or ministerial-level event	Special award	30
	First prize	25
	Second prize	20
	Third prize / Category award	15
School-level event	Special award	20
	First prize	15
	Second prize	10
	Third prize / Category award	5
College-level events	Special award	10
	First prize	5
	Second prize	2
	Third prize / Category award	1



Notes:

A. The main content of the cultural and sports activities includes college-level and above cultural and sports events, practical projects, and social activities.

B. In competitions where prizes are awarded based on ranking, the top 3 winners are equivalent to first prize, 4th to 6th are equivalent to second prize, and 7th to 10th are equivalent to third prize. No rankings will be given beyond 10th place.

C. For group projects that receive awards, individual scores are calculated at half the value of the corresponding award level.

(6) Honorary Title for Excellence in International Cooperation and Communications

Scores for the Honorary Title for Excellence in International Cooperation and Communications will be calculated based on the table below:

Details	Score
Participation in an international exchange program organized by a national organization	10
Participation in an international exchange program organized by a provincial or ministerial institution	8
Participation in an international exchange program organized by the university	5
Participation in an international exchange program organized by the college	2

V. Others

(a) All achievements considered for scoring must have been publicly announced or published during the evaluation period (from September 1 of the previous year to August 31 of the current year).

(b) For papers, achievements, awards, etc. used for participating in various honorary titles, the applicant must have Zhejiang University listed as their institutional affiliation.

(c) For published papers, provide the journal cover, table of contents, and the first page of the paper. For SCI/SSCI/A&HCI and EI indexed papers, additionally provide the indexing certificate issued by the library and the first page of the paper. For patents, provide the patent certificate. For awards, provide the award certificate.



For books or monographs, provide the cover and copyright page. first page of the conference proceedings (which should have an official publication number).

(d) For items that meet two or more scoring criteria simultaneously, the highest applicable score will be used.

(e) Papers published in journals listed on the current year's Early Warning List issued by the National Science Library, Chinese Academy of Sciences, will not be considered for awards or honors.

**VI. These Rules Will Be Implemented Starting From The Fall-Winter Semester Of 2023, And The International College Is Responsible For The Interpretation Of These Rules.**

International College

December 05, 2023



# Regulations on Dormitory Management and Off-campus Dwelling Security

Regulations on Management of International Student  
Dormitories at Zhejiang University

## Chapter 1 General Provisions

**Article 1** With a view to ensuring a favorable environment for learning and living, strengthening the management of international student dormitory, maintaining the normal order of life, improving the basic civilization quality of students, and safeguarding the legitimate rights and interests of international students, the regulatory rules are hereby formulated in accordance with the Student Dormitory Civilization Construction Management Procedures at Zhejiang University (hereinafter referred to as ZJU) in light of the actual circumstances of ZJU.

**Article 2** The Foreign Expert and Student Service Center of Zhejiang University (hereinafter referred to as FESSC) is responsible for the overall management of the international student dormitory, including students' accommodation arrangement, the construction of dormitory culture, the development of civilized behavior and other student management affairs. The reception of each dormitory building is set up to deal with the daily running of international student dormitory.

**Article 3** The international student dormitory mentioned in the Regulatory Rules include the buildings inside and outside the university that are used to arrange accommodation for international students of ZJU. These regulatory rules shall





apply to those students living in the international student dormitory at ZJU (hereinafter referred to as residents).

## **Chapter 2**

### **Check-in, Accommodation Adjustment, Check-out and Expenses**

**Article 4** All international students admitted by ZJU who are willing to abide by the regulatory rules can apply for on-campus accommodation. Other students who come with the approval of the university can contact the relevant departments of the university to apply for accommodation to FESSC, or students can apply for accommodation to FESSC by presenting the certifications from relevant departments of the university and their identity documents.

**Article 5** Students who have been approved to move in should go to the reception to check in and sign a dwelling contract by presenting their valid identity documents and relevant documents. Residents must dwell in designated dormitory buildings and rooms. Residents are required to re-register within 24 hours in the following cases: the extension and renewal of the passport and visa, changes of validity period of residence permit and entry date. FESSC reserves the right to cancel the dwelling eligibility of those students who fail to renew their identification documents before expiration or register at the reception after the alteration.

**Article 6** Student dormitory buildings do not provide family accommodation. Those who have dependents shall arrange it by themselves.

**Article 7** FESSC reserves the right to rearrange residents' dwelling places for matters such as changing the use of dormitories/rooms or maintenance and renovation, fixed bed conversion, campus relocation and adjustment of accommodation deadline. Dormitory adjustment shall be approved by FESSC and the relocation shall be completed within 3 days after the completion of dormitory adjustment procedures.

Students who have their study duration extended need to apply for extended accommodation to FESSC with relevant certificates of student status changes, and FESSC will rearrange their accommodation according to the room availability.



**Article 8** No one is allowed to move into a student dormitory or change their dwelling room/bed without the approval of FESSC. Residents must follow the unified arrangement. The vacant dormitories or beds shall be allocated and managed by FESSC. Residents shall not occupy them without authorization.

**Article 9** Residents who withdraw ahead of time for reasons like suspension, graduation, completion of a course of study, dropping out, dismissal or transfer to another school must go through the withdrawal formalities in the reception within a week. Residents who have had withdrawal formalities settled must remove all their personal articles out of their dormitory and make it clean. If there were any loss or damage of property in the dormitory room, the liability to pay compensation shall be assumed by residents according to the price list. FESSC is authorized to dispose residents' left objects after they check out and residents shall be responsible for any loss. Those who fail to move out by specified time limit will be deemed as illegal stay and their belongings will be moved out. Those who have not had withdrawal formalities settled within the specified time cannot continue to enjoy the discount price for students.

**Article 10** Residents withdrawing from dwelling in their dormitories shall return the deposit receipt. If the slip is lost, the deposit will not be refunded. If the deposit is paid online, residents shall go to the reception for withdrawal procedures. 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 11** The charging and refunding standards of respective campus and dormitory are subject to the latest information posted on the International College website.

### Chapter 3 Dormitory Security Management

**Article 12** Residents must consciously maintain dormitory security, enhance their security and law awareness, and improve their ability of precaution, self-aid and evacuating from disastrous situations. They should take part in activities such as safety education, knowledge and skills training, fire extinction and emergency



evacuation drills.

**Article 13** Residents must pay attention to the electrical safety. 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. Residents must purchase and use certified electrical products with China Compulsory Certification made by accredited manufacturers and applicable for student dormitories. Dormitory management personnel are entitled to stop electricity consuming activities in violation of regulations. Violators will be handled under Chapter 7. FESSC will keep the illegal electrical appliances and residents can take them back when they graduate or leave school.

**Article 14** Residents should not take in a person other than from their own dormitories for the night or beyond the unscheduled time. If they do so and the act causes any loss of private or public property in the dormitory or physical injury of other residents, the doers will have to bear legal and compensation liabilities

**Article 15** Residents must pay attention to anti-theft security and take good care of their personal articles. It is not appropriate to put valuables and large amounts of cash in the dormitory. Residents shall comply with the facial recognition management regulation. Swipe their face when entering or leaving the dormitory, preventing strangers from following into the building. They shall neither lend their dormitory keys or room cards to others nor change their door locks or fit in an additional lock or latch without permission. They must inform the dormitory management immediately if their key or room card is lost and pay for a new key or room card. Door and windows shall be closed if they leave their dormitories. If they leave more than two days, they shall register at the reception.

**Article 16** Residents shall comply with fire safety regulations. Fire escape shall be unobstructed. It is strictly forbidden to do anything in violation of fire safety laws and regulations, the university fire control regulations and other behaviors stipulated in Chapter 7.

**Article 17** Residents shall consciously comply with regulations on visitors in dormitories and cooperate with the managerial staff in management. Visitors and guests are permitted from 9:00 to 20:00 upon registry with valid ID cards (passport, ID, student ID card and work permit). The dormitory reserves the right to exclude visitors from the building under special circumstances.



**Article 18** In order to maintain the residents' personal and property safety, dormitory management staff, security personnel and maintenance personnel are entitled to enter the dormitory and residents' rooms for necessary maintenance and fire safety inspection according to relevant laws, regulations and the university's regulations, jointly ensuring a satisfactory operation of the dormitory.

Room Entry: Dormitory management staff members and other authorized personnel may enter a resident's room under the following circumstances:

- when there is an immediate threat to the health and safety of residents
- when it is necessary to preserve campus order, security, or discipline
- during fire drills or severe weather evacuations
- for routine maintenance, repairs or inspections
- routine inspections for prohibited items and behaviors

**Article 19** 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 to FESSC. Residents who find a suspected infectious disease patient in dormitories must contact FESSC timely. Infectious disease patients, pathogen carriers and suspected infectious disease patients must follow the medical instructions and advice from hospitals and actively cooperate with necessary medical and accommodation arrangements before they are cured or the suspicion removed.

## Chapter 4 Public Environment and Order

**Article 20** Residents are expected to consciously protect public sanitation and help create a clean, tidy and orderly dwelling environment. Residents shall respect and cherish the work achievements of the staff, and keep the corridor of the dormitory "24 hours garbage free". They must dump indoor garbage directly into designated barrels or take bagged garbage timely to designated garbage room, and take good care of the greens around the dormitories.

**Article 21** Smoking is prohibited in student dormitory according to government regulations on smoking control in public places.



**Article 22** Residents shall develop good habits of civilized behavior. Respect each other, keep united and friendly, consciously maintain public order, develop good habits of study and life, and do not behave in an uncivilized manner that affects the study and life of others.

**Article 23** 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 in student dormitories without the approval of FESSC. Residents who need to conduct non-business operations of publicity shall hang posters or make arrangements in designated areas after obtaining the approval of FESSC.

## **Chapter 5**

### **Management of Public Facilities**

**Article 24** Residents shall take good care of public property. They must make proper use of water/electricity facilities, doors, windows, furniture, internet and a variety of other facilities and equipment in their dormitory buildings and dwelling rooms. They shall comply with the management terms in public kitchen, activity room and other public places.

**Article 25** Furniture used in the dwelling room must be properly kept by the user. Without the consent of the management staff, no furniture in the dormitories can be dismantled, displaced, or discarded. No furniture from public places should be moved into a student dormitory.

**Article 26** 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. Residents who find any facility or equipment damaged or lost must contact the reception for repair or replacement. Full compensation shall be made for any artificial facility or equipment damage, and the responsible persons must bear the cost for repair or replacement.



## Chapter 6

### Use of Water and Electricity

**Article 27** Residents should save water and electricity, advocate a low-carbon life, save energy, reduce emission, and put an end to waste. Residents are required to take the initiative to pay utility bills.

**Article 28** Residents who are to install and use an electrical appliance with rated power over 200 watts, electrical appliances permitted by the university are excluded, and washing machines, refrigerators with rated power lower than 200 watts in the dormitory must make an application and wait for approval from FESSC. High-power electrical appliances (including washing machines and refrigerators) installed and used without written approval of FESSC shall be regarded as prohibitive electrical appliances.

**Article 29** If there are problems such as conflicts and disputes involving others in the use of high-power electric equipment, they should be coordinated and solved by the applicant. In case of a failure arising when the appliance is in operation (washing machines and refrigerators included), the user must contact the manufacturer or a professional for repair and mustn't dismantle it at will. The loss caused by electrical failure or private maintenance shall be borne by the applicant himself/herself.

## Chapter 7

### Punishments for Violation

**Article 30** Residents shall comply with university disciplines, Regulations on Management of International Student Dormitories at Zhejiang University and other regulations issued by FESSC. Violators will be treated in accordance with relevant articles, and they will be held responsible for economic and legal liability.

**Article 31** Current residents shall be imposed with punishments in the case of any illegal behavior stipulated below on the basis of the severity; verbal warning, written warning or even investigate and affix legal responsibilities.

1. Acts that affect public order



(1) Refusing to cooperate with FESSC in sanitary, disciplinary and safety inspections;

(2) Interfering or preventing the university staff in performing the inspection or management duties of dormitories according to the laws and regulations (including the university regulations);

(3) Creating disturbances, throwing goods including explosive objects;

(4) Excessive drinking, fighting, gambling or disguised gambling;

(5) Engaging in all gatherings such as profit-making activities and fee-collecting activities without approval;

(6) Raising a pet;

(7) Violation of infectious disease declaration system;

(8) Living off campus without permission;

(9) Other acts that disturb public environment and order.

## 2. Acts that affect security

(1) Charging the electric bicycle (including the battery) or electric self-balancing scooter in the dormitory and bringing them in the dormitory (including basement and underground parking lot);

(2) Possession and use of prohibitive electrical appliances including electrical appliances with rated power above 200 watts, washing machines and refrigerators with rated power lower than 200 watts without the approval of FESSC; heating and cooling equipment in addition to air conditioners and electric fans, such as electric heating pads, hand warmers, heaters and air heaters; all electric heating appliances, such as electric water heater, shoe dryer and electric iron; all water appliances, such as hot water heaters and electric kettles, except the water dispensers provided uniformly; electric rice cooker, microwave oven, electric oven, electric baking pan and other cooking appliances; electrical appliances without China Compulsory Certification certifications or not in line with the latest national safety standards, inferior electrical appliances, three non-products and other electrical appliances that are not suitable for use in the dormitory, such as electric bicycles, balance vehicles and their batteries.

(3) Non-standard and unsafe use of electrical appliances, such as leaving the dormitory without cutting off the power supply, using electrical appliances on combustibles or piling around the combustibles;



(4) Possession or use of the terminal block that does not conform to the latest national safety standards, and use electricity that exceeds the rated power of the terminal block;

(5) Opening strong and weak electricity box without permission; modification, extending strong and weak wire without permission; occupation of public electricity; adjusting the water/electricity meter without permission; unauthorized modification of power distribution equipment;

(6) Violating regulations on fire safety management. Moving, using, damaging and destroying firefighting, fire control facilities and equipment without authorization. Trigger fire control alarm in the building under non-emergency circumstances. Blocking the fire control passageway and obstructing the fire control passageway;

(7) Use of open fire (such as burning paper or sundries, candles, incense, mosquito repellent incense), use of alcohol furnace, kerosene furnace, cartridge furnace gas tank and other types of open fire appliances;

(8) Storage or use: highly toxic, flammable, explosive, corrosive substances; bacteria or disease specimens of poison; dangerous articles with radioactivity and infectivity;

(9) Dangerous behaviors like climbing the door and window, attic or railing or throwing things from upstairs;

(10) Changing the door lock or adding lock including latch or lending the room key or card to others without permission;

(11) Fire or fire alarm caused by personal belongings or personal behavior;

(12) Other behaviors that affect public security.

### 3. Behaviors that damage the civilization of dormitory

(1) Exchanging dwelling rooms and beds with others, occupying other bed, or lending or relending the bed to others without permission; refusing to accommodate others or trying to force roommate to move out of the room;

(2) Staying or staying overnight in another student's dormitory room outside the prescribed visiting time, and allowing another person to stay or stay overnight in the student's dormitory room;

(3) Damaging the greening, environmental sanitation and public facilities;

(4) Smoking in dormitory buildings and littering cigarette butts in





accommodation areas;

(5) Scrawling over walls and corridors, making the wall dirty and damaged;

(6) Decorating a dwelling room without permission or hammering nails or other hard stuff into wall. Hanging hooks without permission in the room (if the damages of wall or wardrobe are caused by sticking hooks and paper, they needs to be compensated according to the price).

(7) Preparing clothesline to dry clothes in corridors and public areas without permission;

(8) Dumping leftovers into sewage and causing blockage;

(9) Failing to meet the requirements of dormitory hygiene. Refusing to cooperate with the inspection and supervision of the staff and make corrections;

(10) Not caring for the work of others;

(11) Acts that discriminate against others;

(12) Damaging public property, moving or dismantling furniture and facilities without permission;

(13) Cooking in the room;

(14) Throwing garbage against the provisions of garbage classification;

(15) Leaving personal belongings and rubbish at the door, corridor, passageway and other public areas of the dormitory (the responsibility for any damage or loss of belongings should be borne by residents themselves);

(16) Other acts that disturb the civilization of dormitory.

4. Behaviors that disturb others' study or rest

(1) Speaking loudly or frolicking loudly during self-study or sleeping time;

(2) Failure to control the sound volume of electronic audio or video devices with no attention to others' study and rest;

(3) Loud voice affecting others;

(4) Violating the visitor management regulations;

(5) Violation of relevant provisions of the Dwelling Agreement for Students at Zhejiang University;

(6) Other behaviors that disturb others' study and rest;

(7) Other behaviors in violation of the dormitory dwelling rules of the university

**Article 32** Current residents shall be imposed with punishments in the case of



violations of accommodation regulatory rules on the basis of the severity: written warning and cancellation of on-campus residence qualification. Relevant violations of discipline and law will be reported to the International College. Those who violate Chinese laws will be handed over to relevant departments.

Steps of enforcing the punishment of cancelling current residents' on-campus residence qualification:

1. FESSC shall deliver a written notice to the resident in a timely manner. If the notice cannot be delivered to the resident, the documents shall be considered served on posting the written notice on the door of the resident or sending notifications to the recording email address.

2. The resident should move out within 7 days after receiving the written notice or notification and make a settlement regarding the accommodation fees and water, electricity bills at the reception.

3. In the event that the resident refuses to move out, FESSC shall be entitled to inform the International College, keep the resident from entering the dormitory, and assign more than 2 staffs to clean up their personal belongings. Any cost and expenses arising out of such measures will be borne by the resident.

4. If the student makes a renewed commitment to abide by these rules and the Dwelling Agreement for Students, he/she can go through the accommodation formalities again with the approval of FESSC.

## Chapter 8 Supplementary Provisions

### Article 33 Supplementary Provisions

These regulatory rules shall be interpreted by FESSC of International College. Issues not covered herein shall be stipulated separately.

## Regulations on Management of Off-campus Dwelling for International Students

**I.** In order to strengthen the management of off-campus dormitories for international students and ensure the safety of off-campus accommodation for international students, these regulations are formulated in accordance with the relevant laws and regulations on the management of off-campus dormitories for international students and the relevant requirements of the university.

**II.** 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 regulations of the entry & exit administration of the public security bureau.

**III.** If an international student needs to move to off-campus accommodation, he/she shall submit the accommodation registration certificate to the International College. After approval by the International College, he/she shall go through the procedures of checking out in accordance with the requirements of the apartment management department on campus.

**IV.** International students who rent houses off campus shall go to the local police station with valid identity documents such as passports to apply for accommodation registration certificates for foreigners within 24 hours after check-in, and submit the accommodation registration certificates to the International College.

**V.** After completing the accommodation registration certificate for international students, students should log in to the International Student Management system to complete the “Off-campus Accommodation Address registration” and update the accommodation address and other information.

**VI.** If an international student changes his/her address during his/her off-campus accommodation, he/she shall comply with Article 4 and Article 5 above within 24 hours by the time address is changed.

**VII.** International students should sign a rental contract with the landlord or an intermediary agency to clarify the responsibilities and obligations of both parties



and avoid unnecessary disputes.

**VIII.** International students should pay attention to personal and property safety during off-campus accommodation. They should not use illegal electrical appliances or drive illegal vehicles.

**IX.** When living off-campus, international students must strictly abide by Chinese laws, regulations and customs, and must not engage in activities that endanger China's national security or violate Chinese laws and regulations.

**X.** International College will cooperate with the public security department or community staff to conduct security visits to international students living off campus from time to time. International students shall actively cooperate and shall not unreasonably block or refuse the visits.

**XI.** International students should report to the public security sector or community management personnel and the International College in time if there is any emergency while living off-campus, and actively cooperate to handle it.

**XII.** International College is responsible for the interpretation of this regulation and it shall take effect as of the date of promulgation.

## 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 room 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.

### 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, 2024. 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.