

# 学生声明

## Statement

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

I have received the International Student Handbook of Zhejiang University (for non-degree students of Chinese Language & Culture Program); 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: \_\_\_\_\_

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# 浙江大学国际学生手册 (汉语言进修生)

International Student Handbook of Zhejiang University  
(for non-degree students of Chinese Language & Culture Program)

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. 新生持护照首页复印件、入境签证页复印件、《录取通知书》、已购保险凭证等文件在规定时间内到浙江大学指定地点报到。报到时领取《浙江大学国际学生手册》，同时按照《录取通知书》的要求交验其他必需的文件。

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

3. 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。中国政府奖学金生和国际中文教师奖学金生每学年开学时，必须在奖学金生登记表上签字。因故不能按时注册者，应事先办理请假手续，否则，按旷课处理。无故逾期两周未报到者，按自动退学处理，已缴学费不退，已办理的居留许可或已延期的签证报杭州市公安局出入境管理局注销。



# 体检、居留许可及签证

## 体 检

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

浙江国际旅行卫生保健中心地址：浙江省杭州市西湖区文三路 2 号，电话：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 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。

11. 汉语言与文化进修生申请下一学期延长学习签证的时间节点如下：

(1) 春夏学期里提出延长学习签证的受理截止日期一般为每年的 6 月 30 日。

(2) 秋冬学期里提出延长学习签证的受理截止日期一般为每年的 12 月 31 日。

12. 根据政府部门的有关规定，汉语言和文化进修生在杭州市的最长学习期限为两年。两年学习期满后，国际教育学院将停止向汉语言和文化进修生发放签证申请表。



# 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 周未注册且无正当事由的。



(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。

11. 国际学生须严格遵守按学校和国际教育学院的防疫政策与规定。

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

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



## 浙江大学学生违纪处理办法

浙大发本〔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) 利用校园网非法营利的，给予严重警告或者记过处分；

(三) 蓄意制作和传播病毒、垃圾邮件的，给予严重警告以上处分；

(四) 在网上蓄意诽谤他人，公开他人隐私的，给予严重警告以上处分；

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

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

(七) 登录非法网站和传播非法文字、音频、视频等资料的，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 周未参加学校教育教学计划规定活动的,按照学生学籍管理有关规定处理。

**第三十三条** 学生有违反考场纪律的,分别给予以下处分:

(一)学生有下列行为之一的,视情节轻重,给予警告或者严重警告处分:

1. 携带考试规定以外的物品进入考场并且未放在指定位置的;
2. 未在规定的座位参加考试的;
3. 考试开始信号发出前答题或者考试结束信号发出后继续答题的;
4. 在考试过程中旁窥、交头接耳、互打暗号或者手势的;
5. 在考场禁止的范围内喧哗、影响考场秩序的;
6. 未经考试工作人员同意在考试过程中擅自离开考场的;
7. 将试卷、答题纸、草稿纸等考试用纸带出考场的;
8. 用规定以外的笔或纸答题,或者在试卷规定以外的地方书写姓名、考号,或者以其他方式在答卷上标记信息的;
9. 学生在开卷考试中,携带禁止的资料或者工具的。

(二)学生有下列行为之一的,给予记过处分:

1. 在闭卷考试中,携带与考试课程内容相关的文字材料或者存储有与考试内容相关资料的电子设备等参加考试的;
2. 在考试用桌上或者身体上涂写任何与考试课程内容有关的文字和符号的;
3. 违规使用电子工具或通讯工具的;

4. 抄袭他人试卷或者与考试内容相关的材料的；
5. 故意将自己试卷或者与考试内容相关的资料让他人抄袭的；
6. 报对答案及传递纸条、试卷、答卷、草稿纸的；
7. 抢夺、窃取他人试卷、答卷或者强迫他人为自己抄袭提供方便的；
8. 借故暂离考场以得到答案的；
9. 同一科目同一考场有两份以上答卷答案雷同的。
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, 由安全安保处负责与公安、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。

## 浙江大学国际教育学院汉语言和文化进修生退学处理管理规定 (暂行)

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

### 一、汉语言进修生有下列情形之一者, 予以退学处理:

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

### 二、退学处理工作办法

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



送达之日起，终止受退学处理者学籍，该受退学处理者须在 1 周内离校。

7. 受退学处理者如在校内宿舍住宿的，应当自学院发出《退学处理决定》之日起 1 周内搬离。如无法联系到本人或未能在 1 周内搬离的，其室内遗留物品有偿保管 30 日，逾期不来领取的，宿舍管理部门有权根据学校相关规定进行处理。

8. 经本人书面申请自动退学者，学院批准后不再另发《退学处理决定》。

三、本规定由浙江大学国际教育学院负责解释。

四、本规定自 2015 年 3 月 1 日起施行。

国际教育学院

二〇一五年三月一日

## 国际学生安全须知

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



## 浙江大学国际学生安全责任书

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

1. 遵守中国的法律、法规及学校的规章制度,尊重中国的社会公德和风俗习惯。
2. 必须按照公安部门的有关规定及时办理居留许可及变更、延期等手续。
3. 要在校外居住的国际学生必须经国际教育学院同意,然后与房东签订租房合同。入住后 24 小时内到当地派出所办理登记手续,并持派出所临时户口登记单到国际教育学院登记。居住在校外要遵守居住地管理部门的有关规定,不要影响周围居民的生活,注意交通、治安、消防、人身与财产的安全,注意水、电和液化气的使用安全。
4. 住在校内宿舍的同学要遵守宿舍管理规章制度。保持宿舍安静,不得大声喧哗,不得高声放音乐电视,不得擅自调换、转让房间和床位,不得饲养宠物,以免影响周围人的学习与休息。来访者必须在晚间 11 点以前离开,宿舍内不得留宿他人。
5. 宿舍内禁止使用电炉、电热器等大功率电器及电热毯等容易引起火灾的电器;不得使用明火器具;禁止存放易燃、易爆、有毒物品和其他危险品;室内禁止吸烟。
6. 禁止损坏、拆卸、改装宿舍楼或出租房内的设备和线路,爱护消防设施。
7. 离开房间要锁好门、关好窗,不要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；严禁无照驾驶机动车，严禁酒后驾车，严禁在校园内快速开车，严禁骑车带人；

12. 换汇一定要去银行，不要在私人商店或个人处换汇。在非正式营业点换汇是违法行为。

13. 乘坐出租车一定要选择正规出租车公司的出租车，并索取发票。

14. 不得校园、宿舍内燃放烟花爆竹和烧烤。

15. 严禁到江、河、湖泊、水库等非正规游泳场所游泳；不到自然条件险恶的地方游玩。

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

17. 如有住址、联系方式等变化，务必于 24 小时内报告国际教育学院。



## 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

## 浙江大学汉语言与文化进修生学籍管理暂行规定

### 申请录取入学注册

1. 身心健康、有生活自理能力的外国人均可申请就读我校的汉语言与文化专业。申请者登陆浙江大学在线申请系统填写申请表，并上传护照首页。提交申请后，需缴纳申请费。国际教育学院负责审核，向通过审核并按要求支付学费的申请者提供录取通知书和来华留学签证申请表。

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

3. 学习期限为一年以上的国际学生应在规定时间到指定医院进行体格检查；

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

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

### 入班和换班

5. 国际学生在办妥报到注册手续后，方能入班学习。

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



第三周起，国际学生不得再要求换班。

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

### 考勤与续读申请

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

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

10. 国际学生因病、因事请假，应办理请假手续：

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

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

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

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

13. 汉语言和文化进修生的当学期出勤率达到 70%，可以申请下学期继续学习。提出续读申请的截止时间一般为：春夏学期的 6 月 30 日，秋冬学期的 12 月 31 日，逾期不再受理续读申请。

### 成绩考核

14. 学生必须按时参加每学期所学的必修课和选修课，方能参加考核。

15. 考核分为考试、考查两种。考试成绩一般采用百分制，60 分以上为及格。考试课程的成绩以期中、期末考试成绩为主，适当参考平时成绩。考查成绩采用五级记分或百分制。五级记分分为：优秀、良好、中等、及格、不及格。学生无故不参加考试，作“旷考”处理，记零分，不得补考。除了



特殊团队项目（签署的协议中明确说明提前考试要求），学院原则上不安排提前考试。

16. 国际学生应认真、按时、独立完成教师布置的作业，凡无故不交作业三分之一以上者，不得参加该课程的考试或考查。

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

### 休学、复学和退学

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

19. 有下列情形之一者，予以退学：

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

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

### 在学证明、成绩单和进修证书

21. 国际学生在校期间，如有需要可以申请《在学证明》一份。

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

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

# 住宿管理制度

## 浙江大学国际学生公寓管理办法

浙大国教发〔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房手续或搬离的，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配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，由申请人自行协调解决。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,如人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、破坏消防和消防控制设施设备,非紧急情况下触发楼内消防报警,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、易腐蚀性;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；拒绝外服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。

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和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. 因各种原因退学、休学、开除学籍、保留学籍等离校的 international 学生，必须到杭州市公安局出入境管理局办理相应的签证或居留证件变更手续。。
5. 应当离校但仍以各种理由滞留在学校者，滞留期间所发生的各种事情由学生自行承担责任。学校将及时通知公安机关出入境管理部门注销其学生身份和在华停留资格。

## 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 make registration at the designated place of Zhejiang University within the specified time with a copy of the first page of their passports, a copy of the entry visa page, a copy of the Admission Notice and other documents. At the time of registration, you will receive the International Student Handbook of Zhejiang University and submit other necessary documents according to the requirements of the Admission Notice.

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

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

## New Student Orientation

After registration, new students will be asked to attend an orientation organized by the International College and relevant divisions, which include the exposition of relevant Chinese laws and codes of conduct, introduction to the on-campus rules and regulations, explanation of the handbook for international students, etc. 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. Students of Chinese Government Scholarship and International Chinese Language Teachers Scholarship must sign on the registration form for scholarship students at the beginning of each academic year. Those who are not able to register within the specified period for some reasons must request in advance for permission of later registration, or else they will be treated as truants. Failure to register within the two weeks after the specified deadline without permission will automatically lead to the cancelation of their student status; and the paid tuition will not be refunded, and visa that has been extended and residence permit will be cancelled by the Department of Entry & Exit Administration, Hangzhou Public Security Bureau.



# Physical Check-up, Residence Permit & Visa

## Physical Check-up

International students who will study for more than 6 months should take a Physical Check-up in principle at Zhejiang International Travel Healthcare Center (ZITHC); those who have taken the Physical Check-up in other places and hold a “Physical 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 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 who are to quit their ongoing studies and leave school for various reasons, such as withdrawal, 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 office (for students dwelling on campus);
- (8) Temporary residence registration certification issued by the local police station, which is required for students dwelling off campus;
- (9) A certification of completion of study, a transcript and a certificate of class attendance issued by the student's former school in China, which is required for those with residence permits issued by the city where the student's former school is located.

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

11. The timeline for non-degree students of Chinese Language & Culture Program to apply for extension of study visa for the following semester is as follows:

- (1) In principle, the deadline to apply for extension of study visa during the spring and summer semesters is June 30th of each year.
- (2) In principle, the deadline to apply for extension of study visa during the autumn and winter semesters is December 31st of each year.

12. According to the relevant regulations of government departments, the



longest study period for non-degree Chinese language and culture students in Hangzhou is two years. Therefore, after the two-year period expires, the International College will stop issuing visa application forms to international students of this category.



# 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 “Provisions on the Administration of Religious Activities of Aliens within the Territory of The People’s Republic of China” and “Rules for the Implementation of the Provisions on the Administration of Religious Activities of Aliens within the Territory of The People’s Republic of China ”

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

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

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

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

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

8. No one is permitted to disturb the university's educational, research and life



order or stop others' normal activities regulated by the university.

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

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

11. International students must strictly abide by the epidemic prevention policies and regulations of the university and the International College.

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

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

## Zhejiang University Regulations for Dealing with Student Disciplinary Offenses (Revised in 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, together with 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 school 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.

**XXV.** 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 between examination cycles or during weekly educational practice sessions. 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 the 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, the punitive action to be imposed shall be a Serious Warning or above 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.

**XXXIX.** 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 the facts are clearly determined in the early stage and there are only problems in the application of norms or improper handling results, a new



disciplinary decision shall be made after the school council or a special meeting authorized by the President. conducting research.

## 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.

**LII.** 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.



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

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

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

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

### **II.** Implementation rules of student dismissal

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



and the International College shall issue a dismissal decision document.

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

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

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

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

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

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

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

**IV.** These regulations shall go into effect on March 1<sup>st</sup>, 2015.





## Security Regulations and Advices

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

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

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

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

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

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

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

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

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



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

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

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

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

## Responsibility Pledge for the Security of International Students

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

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

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

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

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

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

5. In the dormitories, use of high-power electrical appliances like electric cooker and electric heater or those that are liable to cause fire such as electric blankets is prohibited. No open -flame utensils shall be used. Storage of flammable, 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 your office staff within 24 hours.

#### Regulations on Dormitory Management & Off-campus Dwelling

## 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

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

### I. Application, Admission and Registration

1. Foreign nationals in good physical and mental health and capable of self-care can apply for studies of Chinese Language and Culture at Zhejiang University. Applicants shall visit Zhejiang University's online application system to fill in the application form and upload the front page of their passports. After submitting the application, you need to pay the application fee. The International College will be responsible for the review of application and provide the applicants, who have passed the review and paid the tuition fee as required, with the Admission Notice and the Visa Application Form for studying in China.

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

3. International students who plan to study for more than one year must have physical check-ups at a hospital designated by the university within the specified time frame. Those who already have had physical check-ups prior to coming to



China must have their examination certificates verified and their physical conditions rechecked after registration. Students who are found to be physically unfit for registration will have their admission eligibility cancelled.

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

## **II. Class Entry and Switch**

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

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

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

## **III. Attendance and Application for Continuing Studies**

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





university's summer/winter vacations.

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

10. If an international student has to be absent due to sickness or personal reasons, he/she must apply for leave of absence:

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

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

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

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

13. If the attendance rate in the current semester reaches 70%, students of the



non-degree Chinese language and culture can apply to continue their studies in the following semester. Generally, the deadlines for submitting applications for continuing studies are: June 30 in the spring and summer semesters, and December 31 in the autumn and winter semesters. Applications for continuing studies will NOT be accepted after the deadlines.

#### **IV. Achievement Evaluation**

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

15. The evaluation shall be in the forms of exams and performance assessments. Scores of exams will be granted by applying the 100-points system, with 60 as the passing score. Students' achievements for courses with exams shall be based mainly on their scores of the mid-term and final exams, with due reference to their regular course work. Students' achievements for courses with no exams but performance assessments shall be recorded with the application of the five -grades system or the 100-points system. The five grades are: Excellent, Good, Satisfactory, Pass and Fail. A student's absence from the exam of a course without valid reasons shall be deemed as "Absenteeism from Exam" and his/her score for the course recorded as Zero, and no makeup exams shall be organized for him/her. Except for special group programs whose agreements state clearly the requirements of taking exams ahead of schedule, the College shall not arrange exams before the specified date in principle.

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

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

## **VI. Suspension, Resumption and Dismissal**

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

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

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

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

## **VII. Certificates of Enrollment, Score Reports and Post-Experience Certificate**

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

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



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

# Regulations on Dormitory Management and Off-campus Dwelling

## 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 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.