

学生声明

Statement

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

I have received the International Student Handbook of Zhejiang University (for undergraduate students); I will read and comply with all the provisions stipulated in the Handbook.

学号

Student ID: _____

姓名

Name: _____

国籍

Nationality: _____

护照号码

Passport Number: _____

签字

Signature: _____

日期

Date: _____

浙江大学国际学生手册 (本科生)

**International Student Handbook of Zhejiang University
(for undergraduate students)**

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

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报到与注册

新生报到注册

1. 新生持护照、《录取通知书》、JW201 或 JW202 表在规定时间内到浙江大学国际教育学院报到。报到时填写《浙江大学国际学生入学登记表》，领取《浙江大学国际学生手册》，同时按照《录取通知书》的要求交验其他必需的文件。报到时准备 2 寸正面白底免冠照片 4 张。研究生和专业进修生在国际教育学院报到后还需到所在学院（系）报到。
2. 自费学生报到时需出示学费缴费收据或银行相关交款证明，在《录取通知书》规定的报到时间内也可以现场交费。
3. 因故不能按时报到者，须事先征得国际教育学院的同意。无故逾期两周未报到者，按自动放弃入学资格处理。
4. 国际学生《录取通知书》以盖有浙江大学国际学生录取专用章的为准，其他任何单位或个人出具的文件均无效。

新生始业教育

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

在校生报到注册

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



体检、居留许可及签证

体检

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

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

居留许可及签证

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

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

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

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

5. 国际学生可在“外国人居留许可”的有效期限内多次出入境。

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

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

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

9. 新生办理居留许可需要准备以下文件和材料:

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

10. 国际学生办理居留许可及签证等的费用一律自理。

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

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



自费国际学生缴费及退费规定

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

1. 缴费规则

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

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

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

1.2.1 学位学生的学费按学年缴纳，即一次缴纳一年的学费。

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

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

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

2. 退费规则

2.1 自费国际学生缴纳学费后，原则上不予退还。但是如果该学生确因家

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

2.1.1 进修生的退费规则：

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

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

2.1.2 学位生的退费规则：

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

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

2.2 不得退费的情形：

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

- 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. 连续旷课两周及以上的；
- d. 一学期内无正当理由到课率未达到70%的；
- e. 超过学院规定注册时间2周末注册且无正当理由的。

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

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

2.4 退费手续的办理：



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

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

3. 本规定的生效、实施与解释

3.1 本规定的解释、组织实施均由浙江大学国际教育学院负责。

3.2 本规定自 2018 年 8 月 31 日起生效。

教学管理规定

浙江大学本科学学生学籍管理办法

浙大发本〔2018〕104号

第一章 总 则

第一条 为贯彻国家教育方针，规范本科学生的学籍管理，维护学校正常的教育教学秩序和学生合法权益，保障学生身心健康，促进学生德、智、体、美等方面全面发展，依据教育部《普通高等学校学生管理规定》和《浙江大学章程》（党委发〔2014〕94号），制定本办法。

第二条 本办法适用于学校全日制普通本科学生的管理。

第三条 学校坚持社会主义办学方向，坚持马克思主义的指导地位，全面贯彻国家教育方针；坚持以立德树人为根本，以理想信念教育为核心培育和践行社会主义核心价值观，弘扬中华民族优秀传统文化和社会主义先进文化，培养学生的社会责任感、创新精神和实践能力。

第四条 学生应认真学习国家法律法规，树立爱国主义思想，具有社会责任感，刻苦学习，勇于探索，遵纪守法，恪守学术道德，养成良好的思想品质和行为习惯，努力掌握现代科学文化知识和专业技能。

第二章 入学与注册

第五条 按国家招生规定录取的新生，凭浙江大学录取通知书、本人身份证或其它有效身份证件，在学校规定报到日期到校办理入学手续，并按规定缴费。因故不能按期办理入学手续者，须在报到日前一周内，以书面申请形式（未满 18 周岁的学生提交申请时，须监护人签字确认，其他条款涉及学生提交申请保留学籍、退学、转学、转专业等重大学习权利处置时同此要求），并附相关证明向学校本科生院教务处学籍中心（以下简称学籍中心）请假，请假时间不得超过 2 周。未请假或请假逾期的，除因不可抗力等正当理由以外，视为放弃入学资格。



第六条 学校在新生报到时,对其入学资格进行初步审查,审查合格的办理入学手续,予以注册学籍;审查发现新生的录取通知、考生信息等证明材料,与本人实际情况不符,或者有其他违反国家招生考试规定情形的,取消入学资格。

第七条 新生可以按照以下要求办理保留入学资格申请:

(一)申请人在学校规定的新生入学报到期限之前向学籍中心提交书面保留入学资格的申请。

(二)申请保留入学资格的时间仅限1年。保留入学资格期间不具有学籍,不享受在校生活待遇。

第八条 新生保留入学资格期满前应向学籍中心申请入学,经学校审查合格后,办理入学手续。审查不合格的,取消入学资格;逾期未办理入学手续的,除因不可抗力等正当理由以外,视为放弃入学资格。保留入学资格期间新生也可申请放弃入学资格。

因病申请保留入学资格的新生,在保留入学资格期满前向学籍中心申请入学时,除须按前款要求外,同时还须提交二级甲等以上医院康复证明,经学校审查以及校医院体检合格后办理入学手续。审查不合格或校医院复查不合格者,取消入学资格。

第九条 新生入学后,学校在3个月内按照国家招生规定进行复查。复查内容包括:录取手续及程序、录取资格、身份证明、考生档案、身心健康状况、特殊类型录取的专业水平等。

复查中发现学生存在弄虚作假、徇私舞弊等情形的,确定为复查不合格的,取消学籍;情节严重的,移交有关部门调查处理。

复查中发现学生身心状况不适宜在校学习,经学校指定的二级甲等以上医院诊断,需要在家休养的,可以申请保留入学资格1年;如身心状况不符合招生简章明确规定的要求的,经学校指定的二级甲等以上医院诊断确认,取消学籍。

第十条 新生到校报到注册后,应按相关规定在教育部学信网上核实学生个人信息;按《新生参保就医须知》等相关规定参加杭州市城乡居民基本医疗保险,并在规定时间内缴纳个人参保费。

第十一条 每年春学期和秋学期开学时,学生须按校历规定时间到校办理报到注册手续。未按学校规定缴纳学费或其他不符合注册条件的,不予注册。

家庭经济困难学生可通过申请助学贷款或其他资助方式,办理相关手续

后按时注册。

第十二条 学生不能按时报到注册,需办理相应的请假手续,申请暂缓报到注册,否则以旷课论处。

第十三条 学生在校学习最长年限不得超过主修专业规定学制时间再加2年,超过者不予注册。

第三章 考勤与学习纪律

第十四条 学生须参加学校教育教学计划规定的课程学习和各种教育教学环节活动(以下统称课程学习),并取得相应课程学分,自觉遵守学习纪律。对抄袭作业的,给予批评教育,平时成绩予以扣分;对无故缺席未办理请假手续的,给予批评教育,以旷课论处;对抄袭作业或论文情节严重的,存在篡改、伪造等学术不端行为的,或代写论文、买卖论文的,以及擅自离校的,依据《浙江大学学生违纪处理办法》(浙大发本〔2017〕119号)给予相应的处理。

第十五条 学生旷课时间,按已选课程未到课时计算;对于部分实践教学环节可按天计算。任课教师对学生课程学习情况进行考评,迟到、早退、旷课等情况将纳入学生个人平时成绩记载,学生旷课超过某一课程总学时1/3的,该课程成绩记为“零分”。

第十六条 学生不能按时参加已选课程学习,应当事先请假并获得批准。学生请假原则上以天数、周数计算,特别情况下,可以计算到课时,学生对某一课程请假时间不能超出该课程总学时的1/3。一个长学期(指秋学期与冬学期,或春学期与夏学期,下同)内,累计请假不能超过4周。因病请假须附校医院证明。

学生请假2周及以内由班主任审批(如参加校外教学活动,学生请假时需提交带队教师证明);请假2周以上由学生所在学院(系)或学园负责人审批。学生请假经审批同意后,应将请假情况及审批材料向学院(系)本科教育科(或学园办公室)备案,并向任课教师告知请假事宜。

学生在准予请假期间,其所修课程可视为免听,但需补交作业和补做实验等。请假逾期未返校的,以旷课论处。

第十七条 学生在校学习期间,其学籍变动、奖惩记录和诚信信息等由所在学院(系)分别归入学生的学籍档案和个人信息档案。学籍档案记载学



生修读课程方式、课程考核结果、请假记录（含休学等）、退学警告、退学试读、学籍变动、对外交流、奖惩等情况；个人信息档案记载学生品行、遵守道德规范等方面的诚（失）信信息等情况。

第四章课程与成绩记载

第十八条 学生修读课程前，应按照学校有关本科生选课管理的相关规定在本科生信息平台进行选课申请，并按照选定的课程修读，方可参加课程考核和成绩记录。

第十九条 课程考核是教学过程的重要环节。课程考核内容包括课程平时测验、随堂考试、期中考试、期末考试、课程论文等。课程考核形式多样，包括闭卷、开卷、半开卷、论文、报告、面试、答辩、大型作业、设计图纸等。

第二十条 学生选课、修课后，须参加课程学习的考核，考核成绩无论通过与否，由任课教师按照《浙江大学本科课程成绩评定与管理办法》（浙大发本〔2015〕22号）予以真实、完整地记录在学生成绩单和学籍档案中，其中对补考、重修、缓考、缺考等情况予以标注。

第二十一条 学生参加对外交流所获学分课程或非本校开设的课程和学校认可的开放式网络课程，可按照学校有关校外成绩认定的相关规定提出申请，经开课学院（系）认定后，进行主修专业培养方案规定课程的学分替换。学生成绩单上如实记载开课学校、修读学期和所修课程、成绩、学分。

第二十二条 学生参加各类学科竞赛项目、科研训练计划、创新创业、社会实践等活动，发表论文、获得专利或奖励等成果，以及海外交流经历等，按照《浙江大学本科生第二、三、四课堂学分管理办法（试行）》（浙大发本〔2017〕61号）申请折算相应学分，计入学业成绩。

第二十三条 学生因退学等情况终止学业，学校对其在校学习期间所修课程及已获学分，予以记录。学生若在5年内重新参加入学考试，符合学校录取条件，再次入学的，其已获课程学分符合学生拟毕业当年主修专业培养方案规定课程修读要求的，可按照学校本科课程学分替换管理相关规定提出申请，经开课学院（系）认定，方可转换为该生已获课程学分。

第二十四条 学生违反课程考核纪律或者作弊，学校对该课程考核成绩记为“无效”，并视其违纪或作弊情节，依据《浙江大学学生违纪处理办法》（浙大发本〔2017〕119号）给予相应的处理。

第五章主修与辅修

第二十五条 学生进校后，应加强对学校各学科的了解，特别是对所在招生类别专业的了解，并建立自身未来的职业规划。

第二十六条 学生按照《浙江大学本科生主修专业确认办法》（浙大发本〔2016〕109号），在规定的时间内申请确认主修专业。学生主修专业确认后，应按照主修专业培养方案要求进行选课，并修读课程。

第二十七条 学有余力的学生可按照浙江大学本科辅修专业、双专业、双学位管理有关规定申请校内辅修、跨校辅修或修读其他专业课程。学生申请跨校辅修时，原则上应选择学科专业水平较强的学校修课为宜。所修课程经申请、学校认定后，如实记入学生成绩单。

第六章转专业与转学

第二十八条 已确认专业的学生，自入学起2年内可以提出一次申请转入专业容量未滿的其它专业学习。

第二十九条 转专业的学生，经学校公示无异议后，方可转专业。有下列情形之一的，学生不得转专业：

- （一）国家有相关规定的；
- （二）以特殊招生形式录取的；
- （三）录取前与学校有明确约定的。

第三十条 因创新创业休学的学生，复学时，持浙江大学创新创业学院开具的创新创业成效证明，在符合转专业条件下，可申请转入与创新创业相关的专业学习且不受转入专业容量限制，经转入专业学院（系）审核同意，报学籍中心备案，学校公示无异议后，方可转专业。

正常退役后复学的学生，可根据需要申请转专业且不受转专业条件限制。其申请经转入专业学院（系）审核同意，报学籍中心备案，学校公示无异议后，方可转专业。

第三十一条 学生因患病或者有特殊困难、特别需要，无法继续在本校学习或者不适应本校学习要求的，可以申请转学。有下列情形之一，不得转学：

- （一）入学未滿一学期或者毕业前一年的；



(二)高考成绩低于拟转入学校相关专业同一生源地相应年份录取成绩的;

(三)由低学历层次转为高学历层次的;

(四)以定向就业招生录取的;

(五)无正当理由的。

第三十二条 学生转学由学生本人提出申请,说明理由,经所在学校和拟转入学校同意,由转入学校负责审核转学条件及相关证明,认为符合转入学校培养要求且有培养能力的,经转入学校校长办公会或者专题会议研究决定、公示无异议后,可以转入。转学完成后3个月内,由转入学校报所在地省级教育行政部门备案。

跨省转学的,由转出地省级教育行政部门商转入地省级教育行政部门,按转学条件确认后办理转学手续。须转户口的由转入地省级教育行政部门将有关文件抄送转入学校所在地的公安机关。

第三十三条 转学学生必须提供以下材料:

(一)浙江省普通高等学校学生转学申请(备案)表;

(二)转出学校提供的载有转学学生基本情况的省级招生部门“录取新生名册”复印件,加盖学校招录管理部门印章;

(三)拟转入学校招生部门出具的同意该生转入的证明,内含拟转入专业相应年份同生源地最低录取分数线;

(四)转学学生在校期间已学课程成绩单,加盖学生所在学院(系)教学管理部门印章;

(五)转学学生在校期间表现鉴定书,加盖转出学校学生工作部门印章;

(六)拟转入学校集体研究会议纪要(含转入学生名单和表决情况);

(七)拟转入院(系)集体研究会议纪要(含转入学生名单和表决情况);

(八)拟转入学校校长签署的同意接收函,包括学校公示的时间和结果等;

(九)与转学理由相关的证明材料。如因患病转学的,需提供二级甲等以上医院诊断书,加盖校医院印章。

第七章 休学与复学

第三十四条 在学校规定的最长学习年限内,学生可分阶段完成学业。除学生参加中国人民解放军(含中国人民武装警察部队)和被批准休学创新

创业的时间外,其它休学、保留学籍或参加对外交流项目时间,均计入学生在校学习最长年限里。

第三十五条 学生在校期间,一个长学期里请假时间超过4周的,应申请办理休学手续。学生患病经二级甲等以上医院诊断证明,并经校医院核准,认为需较长时间治疗休养的,应办理休学。

第三十六条 学生每次申请休学的最长时间为1学年,累计不超过2学年。请假或休学时间计算按照校历时间来确定。

第三十七条 新生和在校学生应征参加中国人民解放军(含中国人民武装警察部队),凭入伍通知书,可申请保留入学资格或者学籍。保留入学资格或者学籍时间最长可顺延至退役后2年,此间不计入在校学习最长年限里,退役学生须凭退役证明申请复学。

第三十八条 学生凭学校主管创新创业工作的部门证明,可申请休学创业。休学期限最长3年,此间不计入在校学习最长年限里。

第三十九条 学生在休学或参加对外交流项目、入伍(保留学籍)前,需向所在学院(系)或学园党委、行政提交申请材料,办理相关手续,学院(系)或学园党委、行政审核并签署意见后,报学籍中心确认备案。同时,学生根据修课时间办理当学期在修课程以及下学期已选课程的退课或缓考等手续。其相关学费计算按照浙江大学本科生学分制收费相关规定执行。

第四十条 学生参加海内外交流或跨校联合培养、企业或机构的科研等项目(以下简称对外交流),需办理对外交流手续。

第四十一条 已办理休学、对外交流或入伍等手续的学生,需同时办理离校手续,其相关权利和责任如下:

(一)学生在离校期间,学校为其保留学籍;

(二)不享受在校学习学生待遇;

(三)因病休学,需回家疗养;

(四)因病产生的医疗费用按照杭州市医疗保险相关规定执行。

第四十二条 学生休学、入伍(保留学籍)期满后,应按校历,于秋学期、春学期开学前或夏学期末短学期前,向学籍中心提出复学申请;结束对外交流项目的学生,须按时返校报到。

因病休学的学生申请复学时,必须持有二级甲等以上医院诊断书,并经校医院复查合格,方可复学。

第四十三条 学生所在学院(系)根据复学学生修读课程学分情况确定



其年级和行政班，经学籍中心核准后，编入相应的年级和行政班学习。

第八章 退学警告与退学

第四十四条 学生在校学习期间，出现一个长学期获得主修专业培养方案规定课程的有效学分不足 12 学分的，所在学院（系）或学园给予学生退学警告，累计有效学分达到长学期（含休学、保留学籍等时间）平均 15 学分的除外。

第四十五条 学生在收到退学警告书之日起 10 日内，可向所在学院（系）或学园申请办理退学试读，经审批同意后，学生进入退学试读。学院（系）或学园对已办理退学试读的学生进行学籍注册。学生逾期未提出申请办理退学试读手续的，则不予注册，视为学生放弃试读。

第四十六条 学生有下列情况之一者，其所在学院（系）或学园给予学生拟退学通知书，学校应予退学处理：

（一）在读期间学满 2 年（不含保留入学资格、休学或保留学籍时间），获得主修专业培养方案规定课程的有效学分不足 55 学分的；

（二）在读期间学满 3 年（不含保留入学资格、休学或保留学籍时间），获得主修专业培养方案规定课程的有效学分不足 80 学分的；

（三）学生在收到退学警告书后未按照本办法第四十五条规定的期限申请办理退学试读手续的；

（四）学生在退学试读期里，出现一个长学期里获得主修专业培养方案规定课程有效学分不足 12 学分的；

（五）保留入学资格、休学、保留学籍期满，在学校规定的期限内未按时提出复学申请，且未请假逾期 2 周的或申请复学经复查不合格的；

（六）对外交流结束，未按期回校报到，且未请假逾期 2 周的；

（七）超过学校规定期限未注册超过 2 周，且未履行暂缓注册手续的；

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

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

（十）因病休学期满 2 年，且医院复查又不合格的；

（十一）招生时有相关协议或约定，学生单向解除协议或约定的；

（十二）超过在校学习最长年限的；

（十三）学校规定的不能完成学业、应予退学的其他情形。学生本人申请退学的，经学校审核同意后，可办理退学手续。

第四十七条 对学生退学的处理：

（一）学生本人申请退学的，经学生所在学院（系）或学园，党委学生工作部依次审核，学籍中心核实，报学校审核同意后发文。

（二）应予退学但学生本人未申请退学的，经学生所在学院（系）或学园提出，党委学生工作部审核，学籍中心核实，报学校校务会议或校长授权的专门会议研究决定。

第四十八条 退学学生的相关工作，按以下规定办理：

（一）学生持退学文件，办理退学离校手续；

（二）学校注销退学学生的学籍，发肄业证书或在校修课时间一年内的写实性学习证明；

（三）退学学生的档案由学校退回家庭所在地，户口按国家相关规定迁回原户籍地或家庭户籍所在地；

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

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

（六）退学学生不得在校居住、借阅图书、不再享受在校生活待遇。

第四十九条 学校在对学生作出取消入学资格、取消学籍、退学或者其他涉及学生重大利益的处理之前，学生所在学院（系）或学园给予学生拟取消入学资格、取消学籍、退学等通知书，告知学生作出决定的事实、理由及依据，以及学生享有陈述和申辩的权利，听取学生的陈述和申辩。

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

第五十条 对学生作出取消入学资格、取消学籍、退学、或者其他涉及学生重大利益的处理决定的，经合法性审查后，由学籍中心提交校务会议或校长授权的专门会议研究决定。

第五十一条 学生有违反宪法等行为的，学校依据《浙江大学学生违纪处理办法》（浙大发本〔2017〕119号）给予开除学籍处分的，学校注销该生



学籍。其相关离校手续可参照第四十八条执行。

第九章 结业、毕业与学位

第五十二条 在校学习最长年限内,学生修完主修专业培养方案规定课程并取得相应课程学分,德、智、体、美达到毕业要求的,经核准,予以毕业。

第五十三条 学生获得主修专业培养方案规定课程总学分达 80% 及以上的(含提前毕业学生),需在毕业前 1 学年,向所在学院(系)提出预计毕业申请,经所在学院(系)审核后报学籍中心备案,进入毕业设计、毕业论文教学环节,逾期不予办理。

第五十四条 凡在主修专业规定学制年限内无法修完培养方案规定课程的学生,在学校规定的在校学习最长年限内,可申请延长学习时间。在延长学习时间里,学生需按规定缴纳学费和住宿费。

第五十五条 对已修完主修专业培养方案规定课程,但所获有效学分少于该专业毕业规定要求总学分 15 学分及以内的学生,经核准,予以结业。

第五十六条 达到结业要求的学生,可在结业离校 2 个月后至在校学习最长年限再加 1 年内,申请选择参加不及格课程的学习,结业补考或重修,并按规定缴纳相关费用。学生获得补考或重修课程学分,达到毕业要求后,向学生原所在学院(系)申请换发毕业证书。

结业生返校修课期间,不享受在校生活待遇。

第五十七条 课程学分修读达到毕业条件的应届毕业生在思想、道德、纪律方面严重违纪,但未达到开除学籍处分的,经校务会议或校长授权的专门会议研究批准,可取消其当年的毕业资格,学生本人可申请结业。

第五十八条 学生除因学业原因引起结业外,自获取结业证书之日起的第二年可返校申请毕业,同时提交这一年在就业单位或社区表现良好的证明,经校务会议或校长授权的专门会议研究决定是否予以毕业,若未予以核准,则永久结业。

第五十九条 学院(系)根据《中华人民共和国学位条例暂行实施办法》和浙江大学学位授予有关工作细则对准予毕业的学生进行审核,报学籍中心备案,经学校学士学位评定委员会核准,投票通过后,授予学士学位。

第六十条 学生曾因作弊、剽窃、抄袭等学术不端行为受到记过及以上处分的,自毕业证书发证之日起 1 年内学校不授予其学士学位。学生可在上

述 1 年期满至在校学习最长年限加 1 年的时间内,向学院(系)提交授予学士学位的书面申请,所在学院(系)初审并签署意见后,由学籍中心提交学校学士学位评定委员会讨论,投票通过后,授予学生学士学位。

第六十一条 学生根据学业修读情况,可申请在春季或夏季毕业,结业生换发毕业证书时间为春季、夏季、秋季。

第六十二条 学生毕业、结业,均应办理离校手续。

第十章 证书管理

第六十三条 学校对于完成主修专业学业的学生,予以毕业的,颁发毕业证书;对予以结业的学生,颁发结业证书;达到其它专业辅修要求的学生,颁发辅修专业证书;授予学士学位的,颁发学士学位证书。

第六十四条 学校按照学生招生录取时填报的个人信息和相关规定填写、颁发各类证书,学生在校期间变更姓名、出生日期等证书需填写的个人信息的,应当有合理、充分的理由,并提供有法定效力的相应证明文件。

第六十五条 学校按照高等教育学籍学历电子注册管理制度,完成学生学籍电子注册和学位信息备案,学生可在教育部相关网站查询本人学历和学位信息。

第六十六条 对违反国家招生规定取得入学资格或者学籍的,取消其学籍,学校不发给学历证书、学位证书;已发的学历证书、学位证书,学校依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的,学校依法予以撤销。被撤销的学历证书、学位证书已注册的,学校予以注销并报教育行政部门宣布无效。

第六十七条 学历证书和学位证书遗失或者损坏,经本人申请,学校核实后出具相应的证明书。证明书与原证书具有同等效力。

第十一章 附则

第六十八条 学生对学校处理有异议的,可以在接到学校处理决定书之日起 10 日内向学校学生申诉处理委员会提出书面申诉。

第六十九条 本办法施行之日前已发生作弊、剽窃、抄袭等学术不端行为的学生,其申请授予学士学位有关规定按违纪行为发生时有关本科学学生学



籍管理办法相应规定执行。

第七十条 本办法由本科生院教务处负责解释。

第七十一条 本办法自 2018 年 8 月 1 日起施行，《浙江大学本科学生学籍管理办法》（浙大发本〔2017〕120 号）同时废止。学校其他有关文件规定与本办法规定不一致的，以本办法为准。

浙江大学外国留学生（本科生）学籍管理实施细则

（2007 年 7 月修订）

浙大发教〔2007〕78 号

第一章 总 则

第一条 为积极推进外国留学生教育，加强对外国留学生学籍工作的规范管理，根据教育部、外交部和公安部联合颁发的《高等学校接受留学生管理规定》（外交部、公安部令 2000 年第 9 号）、教育部《普通高等学校学生管理规定》（教育部令 2005 年第 21 号）和《浙江大学本科学生学籍管理实施细则（2005 年 7 月修订）》等规定，结合外国留学生工作的特点，特制定本实施细则。

第二条 本细则所指外国留学生，特指本科留学生。

第二章 入学与注册

第三条 凡具有高中毕业学历，汉语水平达到浙江大学入学标准的外国留学生，均可申请就读浙江大学本科专业。学校根据申请人的汉语水平、高中阶段学习成绩等，综合评价，择优录取。

第四条 获中国政府奖学金资助的外国留学生（以下简称资助生），按国家留学基金管理委员会下达的分配计划，由国际教育学院负责办理相关录取手续，安排汉语补习。每学年开学前，国际教育学院负责将完成汉语补习任务的资助生名单提交教务处，由教务处负责编制学号，安排进入各专业学习。

第五条 自费外国留学生申请材料由国际教育学院负责初审，提交教务处审批。经批准入学的自费外国留学生，由国际教育学院负责办理和寄送录取通知书和来华留学签证申请表，由教务处负责编制学号，安排进入各专业学习。

第六条 在国内外其他本科院校在读的外国留学生，和与我校签有合作交流协议的国外院校的专科毕业生，可申请转入我校本科专业学习，经审核合格后录取为插班生。插班生在原就读院校获得的课程学分，若符合我校学



分认定要求，可予以确认。

第七条 外国留学生新生应凭录取通知书和有关证件，在规定日期内来校办理入学手续，缴纳学费等相关费用。因故不能按期办理入学手续者，应以书面形式并附有关证明向国际教育学院请假，假期一般不得超过2周。除因不可抗力引起的事由外，未请假或请假逾期，视为放弃入学资格。

第八条 凡弄虚作假、徇私舞弊者，一经查实，即取消其入学资格或学籍。

第九条 外国留学生新生如经入学体检被发现患有我国规定不能在校学习的疾病，原则上应取消其入学资格，并限期离境。经二级甲等及以上医院诊断确认短期内可达到健康标准的，可由本人申请，学校批准，允许保留入学资格1年并回国治疗。保留入学资格的学生不具有学籍，不享受在校学生和休学生的待遇。

在保留入学资格期间内经治疗康复者，应凭二级甲等及以上医院出具的证明，经我国卫生检疫部门确认后，向学校申请入学，重新办理入学手续，取得学籍；逾期末办理入学手续者，则取消其入学资格。

第十条 学校实行四学期制，每学年分秋、冬、春、夏4个学期。已取得学籍的外国留学生应按校历规定的时间按时到校办理报到注册手续。每学年注册2次，分别在秋学期和春学期。每学年秋学期开学时缴纳本学年应缴费用，缴费后方予注册。不能如期注册者，应当办理暂缓注册手续或请假手续，没有办理相关手续的按旷课处理。未请假或请假逾期2周末注册者，按自动退学处理。

第十一条 外国留学生在校学习最长年限，为所学专业规定的学制年限再延长2年，逾期者不予注册。外国留学生因回国服兵役而保留学籍的，服兵役时间不计入学习年限。

第三章 考勤与纪律

第十二条 外国留学生应当参加学校培养方案规定的课程和其它教学环节（以下统称课程）的学习及学校规定的各项活动，自觉遵守学习纪律。

第十三条 对外国留学生的上课、实习、社会调查等，可采用多种方式实行考勤。外国留学生因病或其它原因无法参加学校规定的课程学习和活动时，应事先办理请假手续。未经准假或请假逾期者，按旷课处理。对旷课的学生视情节轻重，给予批评教育或纪律处分。

第十四条 外国留学生请假应事先提出书面申请，因病请假须附二级甲等及以上医院证明。请假1周以内的，由班主任和辅导员审批（在校外实习期间由带队老师审批），并报所在学院本科教育科和国际教育学院备案；请假1周以上、1个月以内的，由所在学院和国际教育学院负责人审批，并报所在学院本科教育科和国际教育学院备案；请假1个月以上的，由所在学院和国际教育学院负责人签署意见，报教务处审批备案。因特殊情况无法事先书面请假的，允许先口头请假，事后按上述程序补办书面请假手续。

第四章 课程考核与成绩记载

第十五条 为合理安排学习进程，保证外国留学生在规定时间内完成学业，每一学年学生应修课程一般不少于30学分。学校对学生学业完成情况进行分阶段审核。学满2年，学生至少应获得本专业教学计划毕业要求的1/3学分，学满3年至少获得1/2的学分。所学专业规定的学制年限在4年以上的，每学年的学分要求可适当减少。

第十六条 外国留学生应按时参加每学期所选课程及各类实践性教学环节（如实习、实验、课程设计、毕业论文/设计等）的考核，考核成绩记入学生成绩单，并归入本人学籍档案。选课未办理正式退课手续、无故不参加考核者，按旷考处理，课程成绩以零分计，并计入学分绩点统计。学生可在考试前1周申请放弃1门课程考试，经教务处批准，该课程成绩记录为“放弃考试”，不计入学分绩点统计。

在一个学期中，有下列情况之一者，均不得参加该课程的期末考核：

1. 无故缺课累计超过该课程教学时数1/3的；
2. 实验、实习缺课累计超过总时数1/3或实验、实习考核不及格的。

第十七条 考核成绩的评定，可根据课程性质的不同，采用绝对记分法和相对记分法。成绩记录可采用百分制、等级制（优秀、良好、中等、及格、不及格，或A、B、C、D、F）和二级制（合格、不合格或P、F）。课程成绩评定应兼顾学期末考核成绩与平时成绩，平时成绩应占一定的比例。学生按课程教学大纲规定完成某门课程的学习，经考核合格，即获得该门课程的学分。

第十八条 外国留学生课程考试，在规定的考试时间上可延迟半小时交卷，允许携带汉语词典。



第五章 自修、重修、缓考与免修

第十九条 学业成绩优良、自学能力强或修读课程与其它课程时间冲突的外国留学生，可由本人提出申请，经任课教师同意，所在院系教学负责人审核批准，允许自修整门课程或课程的一部分。自修某门课程或课程一部分的学生，可以申请免交作业，但应参加实验和课程考核。

第二十条 必修课程考核不及格的，可以重修。选修课程考核不及格的，可以重修，也可改修其它课程。对于毕业当学期不开课、无法安排重修的，可单独组织 1 次毕业前重修考试。课程考核及格但成绩不够理想的，也可以重修，但不得超过 2 次。重修成绩记入学生成绩档案，取其中分数最高 1 次作为有效成绩。重修课程的成绩，按第十七条的方法评定，重修成绩不列入学分绩点统计。

第二十一条 因病住院或急诊留院观察的外国留学生，可持二级甲等及以上医院证明提出缓考申请，经所在院系同意，报教务处批准后办理缓考手续。缓考者原则上须参加下一次同一课程的期末考试，如时间冲突则顺延。缓考课程的成绩一般按期末考试卷面成绩计，如考核含有实验或其它环节成绩，则由该课程的原任课教师提供，并计入期末总成绩。

第二十二条 外国留学生因转专业等学籍异动引起的培养方案更改、学分认定等问题，按学校本科生有关课程免修规定执行。

第六章 转专业

第二十三条 除汉语言专业外，其它专业外国留学生有下列情况之一者，可提出转专业申请：

1. 入学后发现某种疾病或生理缺陷，经学校指定医疗单位检查，证明其不能在原专业学习，但尚能在本校其它专业学习的；
2. 经学校有关部门认可，学习确有困难，不转专业不利于个人发展的；
3. 在某些方面有突出才能（有高水平论文、学术科研成果、获奖证书等证明），转专业更能发挥其特长的；
4. 有其它特殊原因的。

第二十四条 汉语言专业外国留学生原则上不得转入其它专业学习，但

可在退学后重新申请其它专业学习。学校根据相关入学标准重新审核其申请材料，决定是否录取。

第二十五条 符合本科留学生入学条件的汉语进修生，可转入汉语言本科专业学习，已修读并取得学分的专业课程经审核合格后可以办理学分认定。

第二十六条 外国留学生有下列情况之一者，不予转专业：

1. 三年级（含三年级）以上的；
2. 应作退学处理的；
3. 无正当理由的。

第二十七条 外国留学生转专业，应由学生本人提出申请，并附相关证明材料，经相关部门批准后方可办理转专业手续。其中，未完成主修专业确认，尚在学科大类内学习的外国留学生，转专业由国际教育学院和教务处审批；已完成主修专业确认的外国留学生，转专业由学生所在院系、接收院系、国际教育学院和教务处审批。资助生转专业还应经国家留学基金管理委员会和学生本国驻华大使馆同意。

外国留学生在校期间原则上只允许转一次专业。外国留学生转专业申请一般在春、秋学期第一周办理。

第七章 休学与复学

第二十八条 外国留学生因伤病，经二级甲等及以上医院诊断认为需较长时间治疗休学的，应休学；患有肝炎、肺结核等传染病的须办理休学；外国留学生女生因生育，可休学；有其它特殊原因的，经学校认可，可休学。

第二十九条 外国留学生休学应由本人申请，经所在学院和国际教育学院签署意见，报教务处审批。休学时间一般以 1 年为限。因病休学期满后仍不能复学的，经本人申请，教务处批准，可继续休学 1 年，但累计不得超过 2 年。

第三十条 经批准休学的外国留学生须办理休学手续离校，休学期间的管理责任由学生本人及其家属负责。

第三十一条 外国留学生休学期满后，应于学期开学前向学校提出复学申请。因伤病休学的学生申请复学时，应持有二级甲等及以上医院出具的康复证明，并经校医院确认后，方可复学；患有传染病的，须经我国卫生检疫部门确认康复后，方可复学。核准复学的学生，由教务处编入原专业相应年级学习。对在休学期间发生严重违反中国法律法规行为的外国留学生，取消其



复学资格。

第八章 退 学

第三十二条 外国留学生有下列情况之一的,应予以退学:

1. 连续3次或累计4次出现在两个学期中(一个计算单位,分别为秋冬学期和春夏学期,下同)修读规定课程取得的学分不足12学分的(毕业班除外);
2. 汉语言专业留学生连续2次或累计3次出现在两个学期(一个计算单位)中修读规定课程取得的学分不足10学分的(毕业班除外)的;
3. 在学校规定学习年限内(含休学)未完成学业的;
4. 休学期满超过2周末提出复学申请或者申请复学经复查不合格的;
5. 经二级甲等及以上医院诊断,校医院确认患有疾病或有意外伤残,无法继续在校学习的;
6. 未请假离校连续2周末参加学校规定的教学活动的;
7. 超过学校规定注册时间2周末注册,且无正当理由的;
8. 本人要求退学,经劝说无效的。

第三十三条 对外国留学生的退学处理,由校长办公会议研究决定。对退学的外国留学生,由学校出具退学决定书并送达本人。

第三十四条 外国留学生退学的善后问题,按下列规定办理:

1. 因患有某种不符合体检标准的疾病(包括意外致残不能坚持正常学习)退学的,由家长或监护人负责领回;
2. 退学学生发给退学证明,学满1年及以上的,可根据其学习年限发给肄业证书;
3. 退学学生应在接到退学通知后1周内办理离校手续。

第九章 毕业、结业与学位授予

第三十五条 外国留学生在学校规定年限内,修完注册专业培养方案规定的内容,达到毕业要求,准予毕业,由学校发给毕业证书。毕业资格的审核以学生入学当年的培养方案为依据。

第三十六条 凡在学制年限内无法修完培养方案规定课程(学分)的外

国留学生,在学校规定的学习年限内,可申请延长学习时间。申请延长学习时间应由本人提出,所在学院和国际教育学院审核,教务处批准。延长学习时间者,须按规定缴纳学费和相关费用。延长学习时间的学生可申请在春季或秋季毕业。

第三十七条 外国留学生提前修完注册专业培养方案规定内容,可申请提前毕业。提前毕业由本人申请,经所在学院和国际教育学院同意,教务处批准,并报教育主管部门备案。提前毕业申请应在预计毕业前2个学期提出,逾期不予办理。

第三十八条 毕业审核时,外国留学生所获总学分比培养方案规定学分少15学分以内(含15学分)者,作结业处理,由学校发给结业证书。

第三十九条 结业外国留学生可在结业后3个月至学习年限内申请返校重修补考其未取得学分的课程和教学环节,重修补考及格者换发毕业证书,毕业时间从换发时算起。逾期不申请补考或到规定年限考核仍不及格者,不再具有重修补考的资格。

第四十条 达到培养方案的各项要求,经审查准予毕业的外国留学生,可以授予学士学位。

第四十一条 受过记过及以上处分的外国留学生申请学位,应在毕业前2个月提出书面申请,经所在学院初审后报教务处,由教务处提交校学士学位审定委员会审议,决定是否授予学士学位。

第四十二条 毕业、结业、肄业和学位证书遗失或者损坏的,可向学校申请相应证明。经核实后,学校为其出具相应的证明书。证明书与原证书具有同等效力。

第十章 附 则

第四十三条 本实施细则适用于2007年秋季及以后入学的外国留学生,其它年级的外国留学生可参照执行。

第四十四条 本实施细则由本科生院和国际教育学院负责解释。

注:特殊项目的学生,如全英文授课的临床医学本科专业项目(MBBS项目)、计算机学院中加双学位项目(SFU项目)等,涉及的有关条款根据有关部门针对项目制定的补充办法执行。



本实施细则 2007 年 7 月修订，此后国家、学校新颁布的规定、通知等与本实施细则相应条款有不一致之处，以新颁布的规定、通知等为准。

国际教育学院关于《浙江大学外国留学生（本科生）学籍管理实施细则（2007 年 7 月修订）》的修改补充规定

为了加强学风建设，提高外国留学生学习的积极性和主动性，现对《浙江大学外国留学生（本科生）学籍管理实施细则（2007 年 7 月修订）》中有关条款做如下补充规定。

第一条 修改为：

为积极推进外国留学生教育，加强对外国留学生学籍工作的规范管理，根据教育部、外交部和公安部联合颁发的《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第 42 号）、《普通高等学校学生管理规定》（教育部令第 41 号）和《浙江大学本科学生学籍管理办法（浙大发本〔2018〕104 号）》等规定，结合外国留学生工作的特点，特制定本实施细则。

第十四条 修改为：

外国留学生请假应事先提出书面申请，因病请假须附二级甲等及以上医院证明。请假 2 周及以内的，由班主任审批（如参加校外教学活动，需提交带队老师证明），并报所在学院本科教育科和国际教育学院备案；请假 2 周以上、1 个月以内的，由所在学院和国际教育学院负责人审批，并报所在学院本科教育科和国际教育学院备案。在一个长学期内，累计请假不能超过 4 周；请假时间超过 4 周的，应申请办理休学手续。因特殊情况无法事先书面请假的，允许先口头请假，事后按上述程序补办书面请假手续。

第十六条 修改为：

外国留学生应按时参加每学期所选课程及各类实践性教学环节（如实习、实验、课程设计、毕业论文 / 设计等）的考核，考核成绩记入学生成绩单，并归入本人学籍档案。选课后未办理正式退课手续、无故不参加考核者，按旷考处理，课程成绩以零分计，并计入学分绩点统计。

在一个学期中，有下列情况之一者，均不得参加该课程的期末考核：

1. 无故缺课累计超过该课程教学时数 1/3 的；
2. 缺课累计超过该课程教学时数 1/2 的；



3. 实验、实习缺课累计超过总时数 1/3 或实验、实习考核不及格的。

第十八条 修改为：

外国留学生课程考试，在规定的时间内可延迟半小时交卷，允许携带纸质汉语词典，个别课程另有规定的除外。

第三十二条 修改为：

外国留学生有下列情况之一的，应予以退学：

1. 连续 3 次或累计 4 次出现在一个长学期（秋冬或春夏，下同）中修读规定课程取得的学分不足 12 学分的（毕业班除外）；

2. 汉语言专业留学生连续 2 次或累计 3 次出现在一个长学期中所修读规定课程取得的学分不足 10 学分的（毕业班除外）；

3. 全英文授课的临床医学本科专业项目（MBBS 项目）留学生连续 2 次或累计 3 次出现在一个长学期中所修读规定课程取得的学分不足 12 学分的（毕业班除外）；

4. 在学校规定学习年限内（含休学）未完成学业的；

5. 休学期满超过 2 周末提出复学申请或者申请复学经复查不合格的；

6. 经二级甲等及以上医院诊断，浙江大学校医院确认患有疾病或有意外伤害，无法继续在校学习的；

7. 未请假离校连续 2 周末参加学校规定的教学活动的；

8. 超过学校规定注册时间 2 周末注册，且无正当理由的；

9. 本人要求退学，经劝说无效的。

注：学生在校期间一个长学期（秋冬或春夏）中修读学分统计指：每学期零周前对学生前一个长学期获得学分的统计，补考获得的学分记入在补考发生的学期。

第三十九条 修改为：

结业外国留学生可在结业离校 2 个月后至在校学习最长年限再加 1 年内，申请返校重修补考其未取得学分的课程和教学环节，重修补考及格者换发毕业证书，毕业时间从换发时算起。逾期不申请补考或到规定年限考核仍不及格者，不再具有重修补考的资格。

结业生返校修课期间，不享受在校生待遇。

第四十一条 修改为：

学生曾因作弊、剽窃、抄袭等学术不端行为受到记过及以上处分的，自毕业证书发证之日起 1 年内学校不授予其学士学位。学生可在上述 1 年期满

至在校学习最长年限加 1 年的时间内，向学院（系）提交授予学士学位的书面申请，所在学院（系）初审并签署意见后，由学籍中心提交学校学士学位评定委员会讨论，投票通过后，授予学生学士学位。

本补充规定由国际教育学院负责解释，自发布之日起执行。

浙江大学国际教育学院

二〇一八年八月



浙江大学关于国际学生（本科生）服兵役保留学籍的规定

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

1. 根据国际学生所属国或地区的法律规定必须履行兵役义务的本科国际学生，均可以按照本规定向学校申请回国服兵役，并在服兵役期间保留学籍。
2. 服兵役保留学籍应由本人申请，并附所属国政府出具的入伍通知书或服兵役证明（中/英文原件/公证件），经所在学院和国际教育学院签署意见，报教务处审批。
3. 服兵役保留学籍的期限以实际服兵役时间为准，但不得超过3年。
4. 服兵役保留学籍起始时间须从秋学期开始，学生应在秋学期开学（以老生报到注册时间为准）两周内办理完毕相应手续。
5. 学生保留学籍手续办理完毕后，需到选课中心删除保留学籍学期的选课。
6. 国际学生在我校学习期满一年，方可申请服兵役保留学籍。因学分不足已达到退学标准的学生不予办理服兵役保留学籍；毕业班学生一般不予办理服兵役保留学籍。
7. 服兵役保留学籍的国际学生不能再办理其它原因的休学（因病休学除外），曾经办理过休学的国际学生不能再办理服兵役保留学籍。
8. 服兵役期满复学时须由本人持所属国政府出具的已履行兵役义务的证明（中/英文原件/公证件）提出申请，经所在学院和国际教育学院签署意见，报教务处审批。
9. 复学时间可根据兵役结束时间，秋冬或春夏学期均可办理，但应在学期开学（以老生报到注册时间为准）两周内办理完毕。
10. 未按学校规定办理保留学籍而擅自离校或保留学籍期满未按时复学的学生将被视为自动退学。
11. 本规定由国际教育学院负责解释。

浙江大学本科外国留学生培养实施意见

浙大本发〔2017〕42号

为进一步做好我校本科外国留学生培养工作，根据教育部、外交部、公安部《学校招收和培养国际学生管理办法》（2017年第42号，以下简称42号令），结合我校外国留学生的实际情况，本着“趋同管理、严格要求、热情帮助、适当照顾”的原则，特对外国留学生培养目标和课程修读要求提出如下原则意见：

一、培养目标

培养对当代中国政治、经济、文化和社会有较为深刻的了解，掌握本专业基本理论、基本知识和基本技能，能够参与并促进中国与其所在国之间友好合作关系的知华、友华高素质人才。

二、原则意见

1. 对于面向外国留学生单独开班的专业，其培养方案由本科生院、国际教育学院共同组织并协同专业所在学院（系）另行单独制订。
2. 对于其他外国留学生专业，其所在学院（系）可自行决定是否单独制订培养方案，培养方案制订时应在《浙江大学本科专业培养方案》基础上，结合本文件中“相关课程修读要求”进行适当调整、修订。

三、相关课程修读要求

1. 通识课程

（1）必修课程

所有外国留学生必须修读“中国概况”和“汉语”课程，“汉语”课程包括“汉语（甲）”和“汉语（乙）”。其中“汉语（甲）”是文学、历史学、哲学、教育学、艺术学与法学类专业外国留学生的必修课，“汉语（乙）”是理学、工学、农学、医学、经济学类、管理学类专业外国留学生的必修课。

（2）思政类课程

外国留学生原则上免修思政类课程，但哲学、政治学类专业留学生必须修读“中国近现代史纲要”、“马克思主义基本原理概论”和“毛泽东思想和中国特色社会主义理论体系概论”三门课程。



（3）免修课程

外国留学生免修军体类课程、外语类课程、通识核心课程和创新创业类课程。

（4）选修课程

选修课程是指《浙江大学本科专业培养方案》中的通识选修课程。外国留学生自行选择修读相应学分，哲学、政治学类专业留学生修读的思政类课程学分可计入选修课程学分。

留学生修读免修课程中的“体育”、创新创业类课程，可计入选修课程学分。

2. 专业课程

（1）外国留学生可免修专业英语课程，但培养方案中专业英语课程的学分需通过修读相应专业选修课程的学分替代。

（2）原则上，外国留学生应按照培养方案的要求参加实践教学环节，选择实习、实践地点应当遵守国家有关规定。对于不适宜外国留学生参加的实习、实践活动，留学生所在专业应当进行调整。

3. 第二课堂、第三课堂和第四课堂

外国留学生免修。

四、学分设置和最低毕业学分要求

外国留学生的最低毕业学分按专业设置，在《浙江大学本科专业培养方案》的基础上根据本文件中“相关课程修读要求”计算学分。

五、本意见自 2017 级本科外国留学生起施行。由本科生院和国际教育学院负责解释。

浙江大学本科课程成绩评定与管理办法

浙大发本〔2015〕22号

第一章 总 则

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

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

第三条 本办法适用于浙江大学全日制本科生在校修读课程的成绩评定与管理各环节。

第二章 课程考核与成绩评定

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

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

任课教师须在开课第一周告知学生课程考核成绩构成比例和基本分数底线以及期末考核方式，并在期末考核前告知学生其平时成绩。课程成绩评定应客观、真实，准确反映学生对课程内容的掌握程度和学习质量。

第六条 课程成绩一般应由平时成绩和期末考核成绩构成。其中，平时成绩由期中考试、课堂讨论、小测验、作业、实验报告、论文、出勤情况等组成；期末考核成绩是课程结束时对学生学习状况进行的一次性评价。原则上，平



时成绩所占比例不低于课程成绩的40%。

课程期末考核须安排统一时间进行,考核方式分为考试和考查。其中,考核方式是考试的,可采用闭卷、开卷、半开卷等形式,试题难易适中;考核方式是考查的,可采用论文、报告、面试、答辩、大型作业、设计图纸等。

第七条 平时成绩和期末考核成绩均应设置基本分数底线,未达到基本分数底线的,均视为该课程不及格。基本分数底线由任课教师根据教学实际情况确定。

第八条 课程成绩的分布应遵循人才培养规律,激励和促进学生努力学习。开课单位应把课程考核的成绩分布情况作为评价课程教学质量的主要因素之一。平时成绩应基本反映学生的学习能力状况,期末考核成绩应基本符合正态分布,学生人数较少的教学班课程成绩应符合高低排序原则。

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

第十条 考查课程以及通识选修课程的成绩评定采用五级制;特殊教学班开设课程的成绩评定采用二级制;循环教学补充班的课程成绩按“及格”或“不及格”记载。

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

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

百分制	成绩	100-95	94-92	91-89	88-86	85-83	82-80	79-77					
	对应绩点	5	4.8	4.5	4.2	3.9	3.6	3.3					
百分制	成绩	76-74	73-71	70-68	67-65	64-62	61-60	<60					
	对应绩点	3	2.7	2.4	2.1	1.8	1.5	0					
五级制	成绩	优秀		良好		中等		及格	不及格				
	对应绩点	4.5		3.5		2.5		1.5	0				
	成绩	A ⁺	A	A ⁻	B ⁺	B	B ⁻	C ⁺	C	C ⁻	D	F	
	绩点	5.0	4.5	4.2	3.8	3.5	3.2	2.8	2.5	2.2	1.5	0	
二级制	成绩	合格						不合格					
	对应绩点	3						0					
	成绩	及格						不及格					
	对应绩点	1.5						0					

第十三条 课程平均学分绩点是反映学生学习质的主要指标。学生修读的所有课程(含同课程号课程)的每次课程考核成绩均计入课程平均学分绩点。各学院(系)在评价学生学习质量水平时,可按培养方案的要求调整或设置课程绩点权重系数、课程学分绩点所占比例等,但应以适当方式提前告知学生。课程平均学分绩点的计算方为:

Σ 课程学分绩点

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

第十四条 办理出国成绩单出具的专业排名,由学生所在学院(系)根



据第十二条、第十三条确定的计算办法执行。

出国成绩单计算课程平均学分绩点用 GPA 表示,其计算方法是:成绩 86 分及以上或优秀(A-及以上)的,对应绩点为 4.0,其他成绩段对应绩点参照第十二条、第十三条计算办法执行。

相同课程号成绩以最高一次成绩为依据,计算课程学分绩点。

第三章 选课方式与成绩记载

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

第十六条 学生课程平均学分绩点在 3.5 以上,或已修读过的课程可申请免听,经任课教师同意,自修整门课程或该课程的部分内容。申请免听课的学生,须按要求上交作业并参加实验、研讨和课程考核等环节。未经批准,学生自行决定免听并不按时上课者,以缺课论并计入平时成绩。下列课程不得申请免听:

(一) 政治理论课程、体育课程、实验课程、研讨课程、核心课程、荣誉课程等;

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

第十七条 除按照第九条规定外,课程成绩的记载还有以下方式:零分或 0,缺考或 W,缓考或 W,违纪或 M 等。

第十八条 任课教师在评定学生课程成绩时,对未参加课程期末考核的学生,应视不同情况分别记载为零分、缺考、缓考等,所获该课程学分为“0”;对考试违纪学生,课程成绩记载为“违纪”,课程所获学分为“0”,计入课程学分绩点统计。

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

(一) 无故缺课累计超过该课程理论教学学时数 1/3 的;

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

(三) 平时成绩未达到基本分数底线的。

第二十条 选课无故不参加课程考核者按缺考论,课程成绩为“缺考”,

计入课程学分绩点统计。

第二十一条 申请缓考的学生须在考试前提出申请,经学生所在学院(系)同意,报学校备案后方可办理缓考手续。办理课程缓考的当学期期末考核成绩和课程成绩记载为“缓考”,不计入课程学分绩点统计。

第二十二条 考试期间,学生若遇下列情况之一的,可申请办理缓考手续:

(一) 因病住院或因急诊留院观察,持有校医院证明的;

(二) 因直系亲属突发不可抗拒事由须请假离校,持有相关证明的;

(三) 代表学校参加各类学术、交流活动,持有组织单位证明的。

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

缓考者参加后继学期相同课程期末考核的,课程成绩由后继学期相同课程任课教师负责评定。可只按期末考核成绩记载,也可根据期末考核成绩和平时成绩综合评定,其中缓考者平时成绩取自该课程原任课教师记录。

第二十四条 学生应及时进入教务管理信息系统查询成绩。课程成绩未通过以及课程成绩记载为“缓考”、“缺考”的学生,如课程属于学校统一安排补考的,可在次秋(或春)学期的零周前,在教务管理信息系统中查询该课程的补考时间,并在规定时间内提出补考申请;逾期未提出补考申请的,视为放弃补考,自行参加补考视为无效。如课程属于未统一安排补考的,可在选课期间,通过补考选课参加跟班补考。

课程考核成绩为“零分”、“违纪”者,不得参加课程补考。

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

第二十六条 体育课程、实验课程、研讨课程、核心课程、荣誉课程以及军事训练、教学实习、社会实践、课程设计、毕业论文(设计)等必修实践教学环节,学校不安排补考,未通过者均须重新参加课程修读。

第二十七条 结业学生在主修专业规定学制顺延 2 年的有效期内,可返校申请结业补考或重修。

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

第二十九条 学生因主修专业确认等学籍异动引起的已修课程的学分替



换和绩点计算方法,按照学校有关课程学分替换管理规定执行。

第四章 成绩录入、更正与归档

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

第三十一条 课程成绩的处理分为发生期、公示期、稳定期三个阶段。发生期是指自课程考核日起 10 天内将课程成绩录入教务管理信息系统的时期;公示期是指自教师录入课程成绩后至次学期开始 20 天内的时期;稳定期是指公示期结束后。

第三十二条 期末考核时间不确定的课程,原则上其发生期默认为开课学期考试周的第一天;需跨学期完成大型作业、实践教学环节或论文的课程,开课单位应在该课程任务落实时,在教务管理信息系统中调整默认的成绩录入时间。成绩录入时间通常是选择后继学期考试周的第一天,该课程的学分、成绩、绩点等在成绩录入学期统计。

第三十三条 短学期开设的课程及实习实践环节,成绩录入时间在短学期的,课程成绩记载列入春夏学期;成绩录入时间在秋季学期的,课程成绩记载列入秋冬学期。

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

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

原则上,课程考核纸质版成绩单在学生毕业 5 年后方可销毁。

第三十六条 学生如对课程成绩有异议,须在该课程成绩公布之日起至次学期开学第 1 周内,向开课单位提出书面核查申请,经开课单位教学负责人批准,由开课单位会同任课教师核查试卷。

第三十七条 经查证发现学生成绩认定确实有误的,任课教师须打印《成绩更正申请》交开课单位,由开课单位指定专人、专机,在教务管理信息系统中统一进行成绩修改操作。同时,其修改项目、内容等信息需在学校教务管理信息系统中公示 7 天,公示无异议后方可提交并完成课程考核成绩的修

改。开课单位指定专人经校对后,打印纸质版成绩更正单,由任课教师签名后交开课单位存档。

经查证后开课单位发现无误的,应及时告知学生查询结果。

第三十八条 稳定期原则上不再受理成绩更正。个别成绩确需更正的,须经任课教师提出申请,开课单位教学负责人举证支持,报本科生院教务处确认。由本科生院学籍管理中心指定专人、专机操作,经 7 天公示后完成成绩更正。成绩更正材料由本科生院学籍管理中心负责存档,更正记录将与开课单位年度教学考评相关联。

第五章 成绩数据的使用

第三十九条 学生可在教务管理信息系统中查询自己的课程考核成绩,特别应在公示期内及时查询。

第四十条 学生可在学校行政办事大厅办理学业成绩单(含出国成绩单)。毕业生成绩单归档材料由学生学籍所在学院(系)负责打印、签字盖章后存档。

第四十一条 任课教师将成绩提交教务管理信息系统后,未经学校许可,任何人不得更改。

第六章 附 则

第四十二条 任课教师应认真对待学生成绩,客观、真实、综合评定。若出现违纪或随意给分等行为,经查证属实,按照《浙江大学本科教学事故认定与处理办法》处理。

第四十三条 任课教师应按照本办法的要求,按时、准确、无误地将学生课程考核成绩录入教务管理信息系统。任课教师未按期录入、提交学生课程成绩,且无充分理由的,均视为教学事故,按照《浙江大学本科教学事故认定与处理办法》处理。

第四十四条 本办法由本科生院负责解释。

第四十五条 本办法自发布之日起施行,其中第十二条、第十四条规定自 2015 级本科生起执行。学校原有相关规定若与本办法有不一致的,以本办法为准。



浙江大学本科课程考核管理办法 (摘录)

第八章 考试纪律

第二十六条 学生应于开考前 15 分钟进入考场。除不可抗拒的原因外, 开考后迟到 20 分钟以上者, 不得参加本次考试, 并作旷考论处; 考核进行 30 分钟后, 方可交卷离开考场。因病住院、急诊留院观察不能参加考试者应凭学校医院证明到本科生院学务处办理缓考手续。

第二十七条 学生应凭本人学生证或身份证参加考试, 服从监考人员的安排隔位就座或对号就座, 并将证件放在桌面以便监考人员查验, 无证件者不准参加考试。学生未经监考人员允许擅自离开考场后, 不得重新进入考场继续答卷。学生完成考试后应离开考场, 不得在考场内逗留或在考场附近高声交谈。

第二十八条 学生的试题、答卷、草稿纸由监考人员统一发放和回收(禁止学生自带纸张), 一律不准由学生带出考场。学生在规定时间内答完试卷后, 应举手示意, 请监考人员收卷后方可离开考场; 考试结束, 监考人员宣布收卷时, 学生应立即停止答卷, 在座位上等待监考人员收卷、清点完毕后, 方可离开考场。

第二十九条 学生应带齐必要的文具用品, 考试中一般不得互相借用, 个别学生确需借用时, 需经监考人员同意并代为借还。

第三十条 除必要的文具和开卷考试科目所允许的工具书和参考书以外, 所有书籍、讲义、笔记、手机、电子辞典、计算器等物品必须放在监考人员指定的位置。

第三十一条 学生要严格遵守考场规则, 在规定的时间内独立完成答卷。凡不服从监考人员安排, 违反考场纪律或考试作弊者, 该课程成绩记为无效, 并视情节轻重给予相应的纪律处分。

第三十二条 学生在撰写课程论文、报告等过程中不得弄虚作假, 或剽窃他人成果。

第三十三条 本办法自发文之日起实施, 由本科生院负责解释。

浙江大学学生实验守则

一、学生进入实验室, 必须严格遵守实验室的各项规章制度, 听从指导, 服从管理。

二、实验前必须接受安全教育, 实验时必须注意安全, 防止人身和设备事故的发生。

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

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

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

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

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

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



法规与校纪

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

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

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

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

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

6. 不准私自在校内张贴、散发宣传品或印刷品。

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

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

9. 严禁在宿舍楼、校园内燃放烟花爆竹。

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

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

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

浙江大学学生违纪处理办法

浙大发本〔2017〕119号

第一章 总 则

第一条 为维护正常的教育教学秩序和生活秩序，保障学生合法权益，培养德、智、体、美等方面全面发展的社会主义建设者和接班人，根据《普通高等学校学生管理规定》，结合学校实际，制定本办法。

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

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

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

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

第六条 学生对违纪处分有按程序陈述、申辩、申诉等权利。

第二章 纪律处分种类和适用

第七条 学生纪律处分的种类分为：

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

第八条 学生有下列情形之一，学校可以给予开除学籍处分：

- （一）违反宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序的；
- （二）触犯国家法律，构成刑事犯罪的；



（三）受到治安管理处罚，情节严重、性质恶劣的；
（四）代替他人或者让他人代替自己参加考试、组织作弊、使用通讯设备或其他器材作弊、向他人出售考试试题或答案牟取利益，以及其他严重作弊或扰乱考试秩序行为的；

（五）学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为，情节严重的，或者代写论文、买卖论文的；

（六）违反学校规定，严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序的；

（七）侵害其他个人、组织合法权益，造成严重后果的；

（八）屡次违反学校规定受到纪律处分，经教育不改的。

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

（一）违反治安管理规定受到处罚的；

（二）违反考场纪律或者考试作弊的；

（三）剽窃、抄袭他人研究成果的；

（四）违反学校规定，影响学校教育教学秩序、生活秩序以及公共场所管理秩序的；

（五）侵害其他个人、组织合法权益的；

（六）损害国家、学校声誉的；

（七）严重违背社会公德，造成不良影响的；

（八）屡次违反学校规定，经教育不改的。

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

（一）警告，6个月；

（二）严重警告，9个月；

（三）记过，12个月；

（四）留校察看，12个月。学生受处分期间有悔改表现，且没有再发生违纪行为，可以在纪律处分期满后提出解除处分申请，经学校批准后可以解除处分。解除处分后，学生获得表彰、奖励及其他权益，不再受原处分的影响。如学生未申请解除处分，则在学生离校之日自行解除，不另行发文。受留校察看处分的学生，在留校察看期间再次违纪的给予开除学籍处分。

第十一条 学生有下列情形之一的，从重或者加重处分：



（一）故意造成调查困难，制造障碍，妨碍取证的；

（二）实施两次以上违纪行为的；

（三）在校期间已受过处分的；

（四）对检举揭发人、证人或工作人员威胁恐吓、打击报复的；

（五）在共同违纪行为中起主要作用的；

（六）属于群体性违纪事件的召集者或组织者的；

（七）造成的后果特别严重的。

第十二条 学生有下列情形之一的，可以从轻处分：

（一）违纪未遂的；

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

第十三条 学生有下列情形之一的，可以减轻处分：

（一）主动向学校有关部门报告自己的违纪行为，或在违纪行为调查过程中主动交代学校没有掌握的违纪行为的；

（二）主动中止违纪行为或采取措施减轻违纪后果的；

（三）被他人胁迫或者诱骗实施违纪行为的。

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

第十五条 学生受处分期间，附加给予下列限制：

（一）不得申请国家助学贷款，不得申请学校各类助学金和无偿援助；

（二）不得参评奖学金及各种荣誉称号；已获奖学金的，停发未发的奖学金；

（三）开除学籍的，由学校发给学习证明，在规定时间内离校，档案由学校退回其家庭所在地，户口应当按照国家相关规定迁回原户籍地或者家庭户籍所在地；

（四）学校规定受处分者受限制的其他权益。



第三章 违纪处分细则

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

(一)违反宪法,反对四项基本原则,参与、组织、策划、实施煽动闹事或扰乱社会秩序,危害国家安全的;

(二)组织非法集会、游行,加入非法组织,参加非法组织活动的;

(三)非法传教或利用宗教进行破坏社会秩序、损害公民身体健康、妨碍国家教育制度,破坏安定团结的;

(四)煽动民族分裂、民族仇恨、民族歧视,利用宗教煽动仇恨、歧视的,或者在出版物、信息网络中刊载民族歧视、侮辱内容的。

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

(一)被处以治安警告或治安罚款的,根据情节,给予严重警告以上处分;

(二)被处以治安拘留的或因违法犯罪被免于刑事处罚的,给予记过以上处分;

(三)被司法机关判处管制、拘役或独立适用附加刑的,或被判处有期徒刑被宣告缓刑的,给予留校察看或者开除学籍处分;被判处有期徒刑以上刑罚的,给予开除学籍处分。

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

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

(一)破坏公用设施、绿化、环境卫生及其他违反学校有关公共场所管理规定的,给予警告以上处分;

(二)违反学校相关规定,违章用电、用火、用危险品及其他危害公共安全行为的,给予警告以上处分;

(三)酒后肇事的,视情节轻重,给予警告以上处分;

(四)恶意拨打特种紧急电话及学校急用值班电话的,给予警告以上处分;

(五)制造、散布谣言或捏造事实,作虚假陈述,混淆事实等,损害国家、



学校声誉的,给予警告以上处分;

(六)违反学生宿舍管理规定,在异性学生寝室留宿的、容留校外人员在学生宿舍住宿的、容留异性在学生宿舍滞留或留宿的,或私自将床位出租、转借他人的,擅自将门禁卡和寝室钥匙转借他人引起安全事件的,给予警告以上处分;

(七)有损害校园文明的其他行为的,给予警告以上处分。

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

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

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

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

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

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

(三)乱贴或散发商业性宣传品,经教育不改的,给予警告以上、记过以下处分。

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

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

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

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

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



窝赃的, 给予警告以上处分。

第二十一条 学生损坏公私财物的, 分别给予以下处分:

- (一) 过失损坏公私财物, 情节较重, 造成一定危害的, 除赔偿损失外, 给予警告或者严重警告处分;
- (二) 故意损坏或挪用公私财物, 除赔偿损失外, 视情节轻重及造成的危害程度, 给予警告以上、记过以下处分;
- (三) 情节恶劣, 后果特别严重的, 给予留校察看或者开除学籍处分。

第二十二条 学生寻衅滋事、打架斗殴的, 分别给予以下处分:

- (一) 虽未动手打人, 但用言词侮辱或其他方式触犯他人, 引起事端或激化矛盾, 造成打架后果的, 给予警告处分;
- (二) 动手打人未伤他人的, 或致他人轻微伤的, 给予严重警告或者记过处分; 致他人轻伤的, 给予留校察看处分; 致他人重伤的, 给予开除学籍处分;
- (三) 策划、怂恿他人打架斗殴, 未造成打架后果的, 给予严重警告或者记过处分; 造成打架后果的, 视其情节, 给予记过或者留校察看处分;
- (四) 故意为他人打架提供凶器, 未造成伤害的, 给予严重警告或者记过处分; 造成伤害的, 给予留校察看处分;
- (五) 其他参与者, 视其情节轻重, 给予警告以上、记过以下处分。

结伙斗殴的, 从重处分。

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

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

第二十五条 学生吸食毒品的, 视情节轻重, 给予留校察看或者开除学籍处分。

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

第二十七条 学生违反消防安全管理制度的, 分别给予以下处分:

- (一) 损坏、挪用或者擅自动用、拆除消防设施、器材的, 除赔偿损失外, 视情节给予警告或者严重警告处分;
- (二) 违章用电、用火、用危险品, 造成安全隐患的, 视情节轻重, 给予严重警告或者记过处分;



(三) 违反规定引起火灾的, 除赔偿损失外, 视情节轻重, 给予记过以上处分;

(四) 故意破坏或者伪造火灾现场的, 视情节轻重, 给予严重警告或者记过处分。

第二十八条 违反校园交通管理相关规定的, 视情节轻重, 给予警告以上处分。

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

- (一) 盗用单位、组织或他人名义为己谋私利的, 除赔偿经济损失外, 给予严重警告以上处分; 盗用他人名义冒领他人钱物的, 除返还冒领的钱物外, 给予记过以上处分;
- (二) 伪造、贩卖各类证件、印章和证明文件、材料, 或以其他不正当手段、方法来达到个人目的的, 给予严重警告或者记过处分。情节严重的, 给予留校察看或者开除学籍处分;
- (三) 恶意骚扰、恐吓、威胁他人的, 给予严重警告以上处分;
- (四) 侮辱、诽谤、陷害、诬告他人的, 给予严重警告以上处分;
- (五) 隐匿、毁弃或私自开拆他人邮件、电报的, 给予严重警告以上处分;
- (六) 泄露国家和学校秘密的, 视情节和后果, 给予严重警告以上处分。

第三十条 学生有下列网络违纪行为之一的, 分别给予以下处分:

- (一) 盗用他人网络账号与密码的, 根据造成影响的程度, 给予警告以上处分;
- (二) 利用校网非法营利的, 给予严重警告或者记过处分;
- (三) 蓄意制作和传播病毒、垃圾邮件的, 给予严重警告以上处分;
- (四) 在网络上蓄意诽谤他人, 公开他人隐私的, 给予严重警告以上处分;
- (五) 利用网络等工具煽动非法游行、集会的, 给予警告或者严重警告处分; 造成严重后果的, 给予记过以上处分;
- (六) 破坏校园网络安全防卫系统, 攻击、破坏公共网络服务设施的, 非法进入网络系统, 窃取、篡改信息数据的, 破坏公共信息系统的, 给予留校察看以上处分;
- (七) 登录非法网站和传播非法文字、音频、视频资料等, 编造或者传播虚假、有害信息的; 攻击、侵入他人计算机和移动通讯网络系统的, 视情节和影响可给予警告以上处分。



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

第三十二条 学生未经批准不参加教育教学计划规定活动的,分别给予以下处分:

- (一) 一个长学期内累计达 16 学时的,给予警告处分;
- (二) 一个长学期内累计达 24 学时的,给予严重警告处分;
- (三) 一个长学期内累计达 32 学时的,给予记过处分;
- (四) 一个长学期内累计达 40 学时的,给予留校察看处分。

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

第三十三条 学生有违反考场纪律的,分别给予以下处分:

(一) 学生有下列行为之一的,视情节轻重,给予警告或者严重警告处分:

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

9. 学生在开卷考试中,携带禁止的资料或者工具的。

(二) 学生有下列行为之一的,给予记过处分:

1. 在闭卷考试中,携带与考试课程内容相关的文字材料或者存储有与考试内容相关资料的电子设备等参加考试的;
2. 在考试用桌上或者身体上涂写任何与考试课程内容有关的文字和符号的;
3. 违规使用电子工具或通讯工具的;
4. 抄袭他人试卷或者与考试内容相关的材料的;
5. 故意将自己试卷或者与考试内容相关的资料让他人抄袭的;

6. 报对答案及传递纸条、试卷、答卷、草稿纸的;
7. 抢夺、窃取他人试卷、答卷或者强迫他人为自己抄袭提供方便的;
8. 借故暂离考场以得到答案的;
9. 同一科目同一考场有两份以上答卷答案雷同的。

(三) 学生有下列行为之一的,视情节轻重,给予留校察看或开除学籍处分:

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

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

第四章 处分管理权限和处分程序

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

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

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

违反宿舍管理规定的学生由宿舍管理部门会同学生所在单位查清事实,



根据违纪情况，提出处理意见，报本科生院或研究生院。

特殊情况由本科生院或研究生院直接提出处理意见。

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

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

第三十八条 在对学生作出处分或者其他不利决定之前，学校应当告知学生作出决定的事实、理由及依据，并告知学生享有陈述和申辩的权利，听取学生的陈述和申辩。对留校察看和开除学籍两种处分，在学校作出处分决定前，处分部门应告知学生有权申请听证。学生申请听证的，向学校听证委员会提出申请，按照《浙江大学听证制度实施办法》（党委发〔2013〕44号）执行。

第三十九条 本科生院或研究生院对有关材料进行审定后，起草处分文件，报主管校领导签发。对学生作出开除学籍或者其他涉及学生重大利益的处理或者处分决定的，应当提交校务会议或者校长授权的专门会议研究决定，并应当事先进行合法性审查。

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

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

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

第四十二条 学生处分决定应真实完整地归入学校文书档案和本人档案，

不得撤除。处分决定送达违纪学生后，违纪学生对处分决定有异议的，可在收到学校处分决定之日起10日内向学校学生申诉处理委员会提出书面申诉，由于特殊原因处分决定文件无法送达的，申诉期限自公告期满之日起计算。学生在申诉期内未提出申诉的视为放弃申诉，学校不再受理其提出的申诉请求。

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

第四十三条 学生对复查决定有异议的，在接到学校复查决定书之日起15日内，可以向浙江省教育厅提出书面申诉。

第四十四条 开除学籍处分的决定书报浙江省教育厅备案。

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

第五章 附 则

第四十六条 其他类型学生的违纪处分参照本办法执行。

第四十七条 本办法中所谓的“以上”、“以下”均包括本项。

第四十八条 以上所指违纪行为的标的物价值需经专业部门估价。

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

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



安全制度

国际学生安全须知

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

浙江大学国际学生安全责任书

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

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



严禁无照驾驶机动车，严禁酒后驾车，严禁在校园内快速开车，严禁骑车带人。

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

13. 乘坐出租车一定要选择正规出租车公司的出租车，并索取发票。

14. 不得校园、宿舍内燃放烟花爆竹和烧烤。

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

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

17. 如有住址、联系方式等变化，务必于 24 小时内报告国际教育学院。

住宿管理制度

浙江大学国际学生宿舍管理办法

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

第一条 住宿国际学生须签订住宿协议，办理住宿登记卡，缴纳住宿押金。

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

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

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

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

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

2. 按天缴纳住宿费的学生，退宿按照各楼住宿协议或入住须知规定办理



退费。

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

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

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

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

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

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

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

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

第十三条 学生宿舍实行传染病申报制度。凡有《中华人民共和国传染病防治法》规定的各类传染病患者,应主动报告楼内管理人员。住宿学生如发现宿舍内有传染性疾病疑患者,应及时报告;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,应服从学校医院的医疗指导意见,积极配合有关住宿的调整和安排。

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

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

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

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

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

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

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

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

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

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

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

第二十四条 大功率电器安装时,申请人必须持校区宿管办批准的大功



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

第二十五条 住宿学生寝室布置力求美观大方，格调健康高雅，环境整洁有序。

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

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

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

1. 影响公共秩序的行为

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

2. 影响安全的行为

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

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

3. 影响他人学习和休息的不文明的行为

- (1) 在自修时间或就寝时间大声喧哗或进行下棋、打球、踢球、溜冰等其它运动；
- (2) 使用电话、电视机、收音机等不注意控制音量或大声喧哗、哄笑、唱歌、嬉闹影响他人学习和休息；
- (3) 有歧视他人的行为。

4. 违反《浙江大学学生住宿协议书》中的有关条款。

5. 其他违反学校宿舍管理办法的行为。

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

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

第三十一条 本办法由国际教育学院和宿舍管理部门负责解释。

浙江大学国际学生校外住宿管理制度

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

二、办理校外住宿应事先做好以下准备：

1. 租赁私房的国际学生应请房东出示《治安许可证》，并与房东签订租赁合同书。
2. 住宿宾馆、饭店、租赁公寓房的国际学生应提供宾馆、饭店或所租赁的公寓房物业部门出具的有关住宿期限证明。
3. 借住亲属处的国际学生：



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

(2) 担保人须与被担保人签署书面担保书, 并承诺:

- a) 同意被担保人住宿其处;
- b) 愿意承担相应的法律责任。

三、办理校外住宿登记手续程序:

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

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

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

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

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

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

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

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

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

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

离校

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

2. 休学、毕业或结业的国际学生应在两周内离校。

3. 退学、勒令退学、开除学籍的国际学生必须在一周内离校。

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

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



奖学金年度评审

浙江大学国际学生中国政府奖学金年度评审实施细则

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

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

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

1. 获准在校学习期限超过一年的奖学金生，每年均需参加一次奖学金评审。
2. 即将完成学业，继续申请奖学金在华深造的奖学金生，在结束学习的当年，仍需参加奖学金评审。
3. 因病休学，后又获准复学的奖学金生，根据其休学前和复学后的状况进行评审，其休学期不计入已确定的学习年限。

第四条 年度评审内容：

1. 学习成绩：学年度第一学期的各科考试、考核成绩；第二学期的学习基本情况（含期中考试、考核成绩）。
2. 学习态度：按时上课，勤奋好学，任课教师或指导教师的评语在良好以上。
3. 行为表现：遵守中国法律和浙江大学校纪校规，尊敬师长，积极参加学校活动，爱护公物。
4. 在校期间的奖惩情况。

第五条 年度评审程序：

1. 年度评审工作的时间：每年4月10日至5月10日。

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

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

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

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

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

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

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

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

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

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

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

终止奖学金后退学离校者，不得申请恢复奖学金。

第七条 有下列情形之一，原则上不能通过奖学金年度评审：

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



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

5. 违反考场纪律作弊者。

6. 因各种原因被学校给予记过以上处分者，或累计受学校书面警告处分二次者。

7. 患严重身体或精神疾病无法正常学习者。

8. 因各种原因应退学者。

凡无故不接受年度评审者，取消其继续享受奖学金的资格。



保险和医疗

1. 学校各校区设有校医院，国际学生日常患病可以到校医院就诊。

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

3. 如需要紧急救援，可拨打急救中心电话，电话号码：120。

4. 国际学生综合保险

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

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

◇ 出院小结 ◇ 医院诊断证明 ◇ 住院收费收据 ◇ 住院医疗费用汇总清单

◇ 门诊病历及收费收据（若有院前或院后门诊）

◇ 护照复印件（个人信息页）

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

◇ 浙江大学医学院附属第一医院

◇ 浙江大学医学院附属第二医院

◇ 浙江大学医学院附属邵逸夫医院

◇ 杭州市第一医院

◇ 浙江省人民医院

◇ 浙江省中医院

◇ 杭州市急救中心

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



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

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

声 明

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

2. 本手册的解释权归浙江大学国际教育学院。

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

ENGLISH TRANSLATION



Registration

New Student Registration

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

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

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

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

New Student Orientation

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

Current Student Registration

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



Physical Check-up, Residence Permit & Visa

Physical Check-up

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

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

Residence Permit & Visa

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

2. International students who are transferring from another city in China shall go through the move-out formalities with the Department of Entry & Exit Administration of that city and then go through the move-in formalities with the Department of Entry & Exit Administration, Hangzhou Public Security Bureau, within 10 days from their

arrival at the university.

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

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

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

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

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

8. The Address of the Department of Entry & Exit Administration, Hangzhou Municipal Public Security Bureau is No. 169, Wujiang Road, Shangcheng District, Hangzhou, and its phone number is 87071973.



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

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

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

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

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

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

1. Regulations on the Payment of Tuition and Fees

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

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

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

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

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

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

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



2. Regulations on the Refund of Tuitions and Fees

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

2.1.1 Regulations on refund for non-degree students:

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

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

2.1.2 Regulations on refund for degree-students:

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

2.1.2.2 Degree students can get the refund of the second semester tuition fees if they finish withdrawal formalities and have the residence permit cancelled before the registration day of the second semester. Tuition refund is not possible after the

registration day.

2.2 Situations of no refund of tuition fees:

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

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

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

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

2.4 Formalities of refund:

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

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

3. Implement and explanation of these regulations

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

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

Regulations on Academic Studies

Regulations on the Academic Studies Management of Undergraduates at Zhejiang University

(Revised in July 2018, Letter No.104 [2018] by Undergraduate School, ZJU)

Chapter One General Provisions

Article 1 In order to implement China's education policy, standardize the management of undergraduate students' academic affairs, maintain normal teaching order of the University and safeguard students' legitimate rights and interests, promote students' physical and mental health as well as all-around development, these Regulations are formulated in accordance with Provisions on the Administration of Students in Regular Institutions of Higher Education (Decree No. 41 by the Ministry of Education, PRC) and Charter of Zhejiang University (Letter No. 94 [2014] issued by the CPC Committee of Zhejiang University).

Article 2 These regulations apply to the management of full-time undergraduate students at Zhejiang University.

Article 3 The University adheres to the direction of socialist school-running, upholds the guiding role of Marxism and implements national education policies thoroughly; it takes high moral values and talent cultivation as the fundamental task, fosters and practices socialist core values centering on ideal and belief education, which contributes to the promotion of fine national tradition and advanced socialist culture, as well as the fostering of students' sense of social responsibility, innovation and practical abilities.

Article 4 Students at Zhejiang University should study national laws and regulations, have a sense of social responsibility and patriotic spirits. They are



supposed to work hard and be brave in exploring. Meanwhile, students are also required to abide by laws and regulations and academic ethics, so as to develop good moral standards and habits, and master modern scientific and cultural knowledge as well as professional skills.

Chapter Two Admission and Registration

Article 5 Freshman students admitted in accordance with China's enrollment policies shall go through the admission procedures and pay the fees as required on the registration date, with Zhejiang University's admission letter, personal ID card or other valid identification document as certification. Those who fail to do so must present a written request (requests of those under 18 must be confirmed by their guardians' signatures; other articles concerning students' applications for status retainment, quitting school, transferring to another university or other majors also pose the same requirement) for a leave of no longer than two weeks, to the Student Status Management Center of the Office of Undergraduate Academic Affairs and (short as Register Management Center), coupled with relevant certificates one week prior to the registration date. Except for justified reasons such as force majeure, students who fail to ask for a leave or those who exceed the permitted length of leave shall be regarded as voluntarily giving up enrollment.

Article 6 On the registration date, the University shall conduct preliminary examinations of the freshman students' admission qualifications and grant student status to those who pass post-admission procedures; in case where certificates like the admission letter or examinee information are not consistent with realities, or where violations against the stipulations on the national college entrance examination occur, the student shall be disqualified from admission.

Article 7 Freshman students can apply for student status retainment in accordance with the following requirements:

1. The applicant should file a written application of student status retainment to the University's Student Status Management Center prior to the registration period stipulated by the University;

2. The retainment period is limited to 1 year only. During the retainment period, the applicant is not entitled to student benefits.

Article 8 Within the retainment period, the student should apply to the Student Status Management Center and go through admission procedures after the review of the University. Those who fail in the review shall be disqualified from admission. Except for justified reasons such as force majeure, students who fail to go through admission procedures during the prescribed period shall be regarded as giving up enrollment. During the retainment period, freshman students can also apply for a waiver of enrollment.

Freshman students who have applied for retainment of student status due to illness, when applying to the Student Status Management Center for admission, are required to present the certificate of recovery by a hospital above Class A Grade Two, in addition to the above requirements. After the University review and getting medical qualification from school hospital, the applicant can go through admission procedures. Those who fail to pass the University review and get medical qualification shall be disqualified from admission.

Article 9 According to China's enrollment policies, the University shall conduct reviews after the admission of freshman students within 3 months. The reviews include: admission formalities and procedures, qualifications, identification papers, examinee archives, physical and mental health and the professional level of special-type majors. In the cases of cheating, deception or irregularities, the student shall be confirmed as disqualified and dismissed; in situations of severe violations, the case shall be transferred to and handled by relevant departments. In cases where the student is found physically or mentally unsuitable to study at school and diagnosed by designated hospitals above Class A Grade Two as having to rest at home, he/she can apply for student status retainment period of 1 year; if his/her physical or mental health cannot meet requirements stipulated by enrollment regulations, and is confirmed by designated hospitals above Class A Grade Two, the student shall be disqualified from student status.

Article 10 After registration, according to relevant regulations, freshman students are expected to confirm personal information on the China Higher Education Student Information website. Students should also register for the basic medical insurance



for urban and rural residents in Hangzhou as stipulated by Guidelines on Freshman Students' Medical Treatment Engagement, and make premium payment within the prescribed period.

Article 11 At the beginning of every spring and autumn term, students should go through registration formalities at the University on the prescribed date. Those who fail to pay tuition fees as required by the University or with other disqualifications shall not be registered. Students with financial difficulties may go through relevant formalities and register on time by applying for student loans or other financing means.

Article 12 Those who fail to register on time should apply for leave and delayed registration. Those who fail to make the application shall be regarded as being absent from school without leave.

Article 13 The longest length of schooling for students to study in the University is 2 years in addition to the prescribed period of their major. Those who fail to complete the studies within this period shall not be registered.

Chapter Three Attendance and Discipline

Article 14 Students are required to take part in course studies as stipulated by the University's teaching plans and various kinds of teaching activities (referred to as course studies), gain corresponding credits and abide by study disciplines. Those who plagiarize homework shall be given criticism and education, with points deductions on classroom performance; those whose absence is not justifiable or without asking for leave, shall be given criticism and education and be treated as absenteeism; those who plagiarize homework or papers, engage in academic misconduct such as falsifying, forgery, ghost writing or paper buying and selling, as well as those who leave school without permission, shall be handled in accordance with Zhejiang University Regulations for Dealing with Student Disciplinary Offences (Letter No. 119 [2017] by ZJU).

Article 15 The length of being absent from school without asking for leave shall be counted as absent class hours of the selected course; for certain practical teaching, the length of being absent can be counted by days. The course instructor

shall assess the students' academic performance, with cases of being late for class, leaving early or absenteeism included in classroom performance records. If the length of absenteeism exceeds 1/3 of the total studying hours, the student's score of this course shall be counted as "zero".

Article 16 Students who fail to take the selected course(s) on time as required should ask for leave in advance and obtain approval. In principle, the period of leave shall be counted by days and weeks, or class hours under special circumstances. The length of leave cannot exceed 1/3 of the total studying hours of the course. During a long semester (referring to the autumn and winter semester, or spring and summer semester), the accumulated length of leave cannot exceed 4 weeks. Sick leaves must be coupled with certificates of the school hospital.

Leave applications of less than two weeks shall be examined and approved by the class instructor (in the case of asking for leave to attend off-campus teaching activities, certificate from the course instructor is required); Leave application of more than two weeks should be examined and approved by leading staffs at the School/Department where the student is concerned. After approval, the student should submit relevant certificates and approval materials to the Office of Undergraduate Affairs of the School/Department to be put on file, and inform the course instructor of the leave. During the approved leave period, the student can be regarded as not having to listen to the course, with assignments and experiments still required. Those who fail to return to school in time shall be regarded as being absent without asking for leave.

Article 17 During the period of schooling, information regarding student status changes, record of rewards and punishment as well as honesty is supposed to be included in the students' archives and personal files by his/her School/Department. Students' archives should record students' tutorial means, course performance result, leave records (including schooling suspension), warning for quitting school, changes of student status, foreign exchanges, rewards and demerits, etc.; personal files shall record students' conduct and moral standard observance including integrity or dishonesty.



Chapter Four

Academic Performance Assessment and Record of Grades

Article 18 Before taking courses, students should apply for course registration at the information platform for undergraduates and take the courses as selected. Only then can students participate in academic performance assessment and have record of grades.

Article 19 Academic performance assessment including quizzes, classroom tests, mid-term exams, final exams and term papers constitute an important part of the teaching process. The forms of assessment are varied, including closed-book exams, open-book exams, partly open-book exams, papers, reports, interviews, thesis defense, major tasks and design drawings, etc.

Article 20 After selecting and taking the courses, students are required to participate in academic performance assessment. No matter what the result might be, it shall be recorded faithfully in the student's transcript and student archives by the course instructor in accordance with Course Performance Assessment and Management Regulations for Undergraduates at Zhejiang University (Letter No.22 [2015] by ZJU), with marks on cases of make-up exams, course repeat, exam suspension or absence from exams.

Article 21 Students can apply for confirmation of credits gained through exchange activities, courses at other universities or open online courses recognized by the University, in accordance with relevant regulations on merits confirmation outside the University. After confirmation from the School/Department, work of credits substitution for the major's training program will begin. The University shall faithfully record relevant information, including the specific course, term, performance assessment, credits and at which university the course is taken.

Article 22 Students' participation in all kinds of academic competitions, scientific research training programs, innovation and entrepreneurship, social practices, paper publications, patent/reward obtainment, and foreign exchanges etc., can be counted as corresponding credits after application and included in academic performance, based on Credits Management Regulations on the Second/Third/Fourth

Classroom for Undergraduates at Zhejiang University (Letter No.61 [2017] by ZJU).

Article 23 When a student ends his/her studies due to reasons such as quitting school, the University should record his/her taken courses and gained credits. In cases where the student retakes the college entrance examination and is admitted by the University again within five years, he/she can apply for credits substitution according to relevant regulations on undergraduate course credits substitution. With the confirmation from the School/Department, former credits can be regarded as valid if they meet the training program requirements of the student's major.

Article 24 In cases of exam cheating or violations against assessment disciplines, the University shall mark the course performance assessment as "invalid". Given the gravity of disciplinary offence, the University will address properly in accordance with Zhejiang University's Regulations on Dealing with Student Disciplinary Offences (Letter No. 119 [2017] by Zhejiang University).

Chapter Five

Majoring and Minoring

Article 25 After admission, students are supposed to enhance their understanding of various disciplines at Zhejiang University, especially the category of disciplines they fall in, and start future career planning.

Article 26 Students should apply for the confirmation of major within the prescribed period in accordance with Regulations on Undergraduate Major Confirmation at Zhejiang University (Letter No. 109 [2016] by Zhejiang University). After the confirmation of major, students are supposed to select and take courses under the guidance of the major's training program requirements.

Article 27 Students who are capable of managing studies well may apply for minoring at Zhejiang University or other universities and taking courses intended for other majors according to ZJU's relevant regulations on minoring, double major and dual degree management. In applying for minoring at other universities, in principle, students are supposed to take courses at universities with competitiveness in disciplines. After applying and receiving confirmation from the University, courses taken shall be faithfully recorded in the student's transcript.



Chapter Six Transfer of Major or University

Article 28 Within two years starting from enrollment, students who have confirmed their majors may apply for transferring to other majors with acceptance capacity.

Article 29 Students who apply for major transfer can transfer to other majors only in the case of no objection during the publicity period.

In the case of any one of the following situations, students cannot transfer to other majors:

1. Restricted by relevant national stipulations
2. Admitted by special means of enrollment
3. Have specific agreements with the University before admission

Article 30 Students who suspend schooling because of innovation and entrepreneurship, when going back to school and meeting requirements of major transfer, may apply to transfer to majors related to innovation and entrepreneurship by a certificate of recognition issued by ZJU School of Innovation and Entrepreneurship, without capacity restrictions. After receiving approval from the relevant School/Department and the student's case is reported to the Student Status Management Center, the student can transfer to other majors in the case of no objection during the publicity period.

Students who have been released from military service and returns to school can apply for transferring to other majors according to their needs with no specific restrictions. After receiving approval from the relevant School/Department and the student's case is reported to the Student Status Management Center, the student can transfer to other majors in the case of no objection during the publicity period.

Article 31 Students can apply for transferring to another university if they feel unable to continue studies at the University due to illness or other difficulties. In the case of any one of the following situations, transferring to another university is not allowed.

1. In the first semester during the first year or in the last year before graduation;



2. Students whose grades in the National College Entrance Examination are lower than the required ones of the University's relevant major to be transferred to in the same area during that year.

3. Students who apply for transferring to majors with high-level academic qualifications from lower ones;

4. Students who are admitted by means of directional employment;

5. Students who have no justified reasons for transferring to another university.

Article 32 Transferring to another university requires the student to submit the application in person and give reasons. The university to be transferred to is responsible for reviewing the transfer conditions and relevant certificates. In cases where the student meets training requirements of the university to be transferred to, and obtains approval from Zhejiang University and the university to be transferred to, the student can transfer to another university if no objection is raised during the publicity period. Within three months after the completion of university transferring procedures, the university of acceptance should report to the local educational administration at the provincial level to put on file.

Students who transfer to another university in other provinces should go through transfer procedures after confirmations of transfer conditions. In cases where registered residence needs to be transferred, the educational administration at the provincial level under whose jurisdiction the university of acceptance is seated, shall transfer relevant documents to the public security bureau in the area.

Article 33 Students transferring to another university must provide the following materials:

1. Application Form (On File) for Transfer Student in Zhejiang General Institutions of Higher Education;

2. A copy of the provincial-level Enrollment Department's "Enrollment Register" provided by the current university with the transfer student's basic information and with the seal of the School Enrollment Management Department affixed;

3. Proof of consent to the transfer provided by the university to which the student is transferred. The minimum admission score line of the proposed new major in the corresponding year for students from the same place shall be included;



4. The transfer student's transcript of courses taken during the studies, with the seal of the student's School/Department Teaching Management Department affixed;

5. The appraisal of performance of the transfer student at school, with the seal of the Student Work Department affixed;

6. The minutes of the school-level meeting of the proposed university (including the list of transfer students and voting result)

7. The minutes of the School/Department-level meeting of the proposed School/Department (including the list of transfer students and voting result)

8. Letter of acceptance signed by the president of the proposed university, including the time and results of the announcement;

9. Evidence relating to the reasons for transfer. If the student wishes to transfer to a university because of disease, certificates from a hospital above Class A Grade Two shall be provided, with the seal of the school hospital affixed.

Chapter Seven

Suspension of Schooling and Resumption of Schooling

Article 34 Students can complete their studies in stages within the maximum length of schooling prescribed by the University. All the periods including suspension of schooling, retainment of student status, or participating in external exchange programs shall be included in the students' maximum length of schooling, except for the period of joining the Chinese People's Liberation Army (including the Chinese Armed Police Force) and the approved innovation and entrepreneurship period.

Article 35 Students who have taken more than four weeks off during a long semester should apply for a suspension. Students who have been diagnosed with disease by a hospital above Class A Grade Two and confirmed by the school hospital that the student needs a long period of treatment and recuperation shall be suspended from the university.

Article 36 The maximum duration of suspension in a single time students can apply for is one academic year, with no more than two academic years accumulated. The leave or suspension duration shall be counted according to the University calendar.

Article 37 New and current students who are drafted into the Chinese People's Liberation Army (including the Chinese Armed Police Force) can apply for the retainment of admission qualification or student status. The retention of admission qualification or student status may be extended up to 2 years after retirement from military service. This period shall not be included in the maximum length of schooling. Retired students must apply for resumption with the retirement certificate.

Article 38 Students can apply for suspension from the university and start their own business by certificate of the University department in charge of innovation and entrepreneurship. The maximum duration of suspension is 3 years, which shall not be included in the maximum length of schooling.

Article 39 Before starting the suspension, participating in external exchange programs or joining the army (the student status is retained), students have to submit application materials to the Party Committee and Administration of the School/Department or Academy and go through relevant procedures. The Party Committee and Administration of the School/Department or Academy shall review and sign comments and report to the Student Status Management Center for record.

At the same time, students should check out of the course or postpone the examination for the courses they are taking in the current semester and the courses they have chosen for the next semester. The relevant tuition fees shall be calculated in accordance with the provisions of the credit system for undergraduates at Zhejiang University.

Article 40 Students who participate in overseas exchanges, cross-school joint training, or scientific research of enterprises or institutions and other projects (hereinafter referred to as "external exchanges") need to go through external exchange procedures.

Article 41 Students who have gone through the formalities of suspension of schooling, exchange or enlistment need to go through the formalities of leaving school. The related rights and responsibilities are as follows:

1. The University retains the student's student status while he/she leaves school.
2. The student is not entitled to benefits given to regular on-campus students.
3. In case the student suspends schooling because of diseases. He/she should go back home for recuperation.



4. Medical expenses occurred due to illness shall be subject to the relevant provisions of Hangzhou medical insurance.

Article 42 After the expiration of the student's suspension or enlistment (the student status is retained), the student should apply for resumption of schooling to the Student Status Management Center before the beginning of the autumn term, spring term or the short term which is at the end of the summer term; students who have finished external exchange program(s) need to return to school for registration in time.

When applying for resumption of schooling, students who suspend due to diseases must hold a certificate of diagnosis from a hospital above Class A Grade Two and should be reexamined and approved by the school hospital.

Article 43 The student's School/Department shall determine his/her grade and administrative class according to the credits of the returnees. After the verification and approval of the Student Status Management Center, such students shall be arranged to study in the corresponding grade and administrative class.

Chapter Eight

Withdrawal Warning & Withdrawal from Studies

Article 44 During students' stay in the University, if they obtain less than 12 valid credits prescribed by the training program of the major, they shall be warned of withdrawal by the School/Department or the Academy, except that their accumulative valid credits have reached 15 credits on average for one semester (including suspension, retention of student status, etc.).

Article 45 Students should apply to their School/Department or Academy for a withdrawal probation within 10 days from the date of the receipt of the withdrawal warning notice. After approval, students can start their withdrawal probation. The School/Department shall register the students who have completed the withdrawal probation. Students who fail to submit an application for the withdrawal probation after the deadline shall not be registered and shall be deemed to have abandoned the probation.

Article 46 Students in any one of the following cases shall be given a notice of withdrawal by the School/Department or Academy and asked to withdraw from their



studies:

1. Those who obtain less than 55 valid credits prescribed by the training program of the major in 2 years of study (excluding retention of admission qualification, suspension of study or retention of student status);

2. Those who obtain less than 80 valid credits prescribed by the training program of the major in 3 years of study (excluding retention of admission qualification, suspension of study or retention of student status);

3. Those who fail to apply for a withdrawal probation within the time limit prescribed in Article 45 after receiving the withdrawal warning;

4. Those who fail to obtain 12 valid credits prescribed by the training program of the major in one semester during their withdrawal probation;

5. Those who fail to apply for resumption of studies after the expiration of retention of admission qualification, suspension of study or retention of student status, and are absent from school for 2 weeks without asking for leave and those whose application for resumption fails to meet the requirements upon verification;

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

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

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

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

10. Those who have been on disease suspension for two years and are not qualified after hospital verification;

11. Those who have a relevant agreement with the school at the time of enrollment and unilaterally rescind the agreement;

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

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



Article 47 Treatment of students' withdrawal:

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

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

Article 48 The relevant work of withdrawal students shall be handled in accordance with the following provisions:

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

2. The University shall revoke withdrawal students' student status. A Certificate of Incompletion or a Certificate of Study within one year of schooling shall be provided;

3. The student file shall be returned to the place where the student's family is located. The registered permanent residence shall be moved back to the former place of domicile or family domicile according to the relevant national regulations.

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

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

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

Article 49 Before the University makes decisions related to the student's vital interests including disqualification, academic dismissal and withdrawal, the student's School/Department or Academy shall give the student the notification of disqualification, academic dismissal and withdrawal to inform the student of the facts, reasons and basis for their decision. Students shall have the right to defend themselves, and the University shall listen to their statements and defence.

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

Article 50 Decisions related to the student's vital interests including disqualification, academic dismissal and withdrawal shall go through legality review and then shall be submitted by the Student Status Management Center to the school council or the special meeting authorized by the president to make the final decision.

Article 51 Students with behaviors of violating the Constitution shall be dealt with expulsion according to the Zhejiang University Regulations for Dealing with Student Disciplinary Offence (Letter No.119 [2017] by ZJU) and their student status shall be revoked by the University. The relevant procedures of leaving school shall be carried out with reference to Article 48.

Chapter Nine Completion of the Course of Study, Graduation & Academic Degree

Article 52 Within the maximum length of schooling, students who have completed their course of studies prescribed by the training program of their major, with the corresponding course credits obtained, and are qualified morally, intellectually, physically and aesthetically, shall be allowed to graduate after verification.

Article 53 Students who have obtained 80% or more of the total credits (including those who graduate in advance) specified in the major training program, shall submit an application for the expected graduation to the School/Department one school year before graduation. The School/Department shall verify the application and report to the Student Status Management Center for the record. Then students shall start their graduation design and graduation thesis teaching. This procedure shall be carried out within the time limit.

Article 54 Students who fail to complete the course specified in the training program within the prescribed period of schooling of the major can apply for an



extension of study time within the maximum length of schooling stipulated by the University. Students need to pay tuition and accommodation fees during the extended study period.

Article 55 Students, who have completed the courses specified in the major training program yet have only received 15 credits (or less than 15 credits) less than the total credits required by the graduation regulation of the major, shall be approved to complete their studies.

Article 56 Students, who meet the requirements for completion of the course, can apply for admission to the failing course of study, make-up examination of completion of the course or restudy within 2 months after completion of the course to one year after the maximum period of schooling, and pay relevant fees according to the regulations. After the students obtain the credits of the make-up examination or the restudy and meet the graduation requirement, they shall apply to the student's former School/Department to renew the graduation certificate.

Students who have completed the course of study shall not be entitled to the benefits granted to on-campus students during their return to the school.

Article 57 If a current year's graduate, whose course credit study has met the graduation requirements, seriously violates rules in ideology, morality and discipline but not to the extent of receiving expulsion from the University, he/she shall be disqualified from graduation in the current year upon the approval of the school administrative meeting or special meeting authorized by the president, and the student can apply for the completion of the course of study.

Article 58 Students, who have completed the course of study due to causes other than academic reasons, can return to school to apply for graduation in the second year from the date of obtaining the certificate of completion, and submit a certificate of good performance in the employment unit or community. The school administrative meeting or special meeting authorized by the president shall determine whether the student is qualified to graduate or not, and if not, his/her completion of the study status shall be regarded as permanent.

Article 59 The School/Department shall, in accordance with the Provisional Measures for the Implementation of the Regulations on Academic Degrees of the

People's Republic of China and other relevant rules on the degree granting of Zhejiang University, examine and verify the students who are allowed to graduate, and report them to the Student Status Management Center for the record and obtain the approval of the school's Bachelor Degree Assessment Committee. With the voting results agreeing on graduation, the University shall grant students with a bachelor's degree.

Article 60 Students, who have been punished with demerit or more serious punishment for academic dishonorable behaviour such as cheating or plagiarism, shall not be granted a bachelor's degree within one year from the date of issuance of the certificate of graduation. A student may submit a written application for the bachelor's degree to the School/Department within the period from the expiry of the above mentioned one year to the maximum time limit of schooling plus one year. After the initial examination and opinions signing of the School/Department, the student status management center shall submit the opinions to the school's Bachelor Degree Assessment Committee for discussion. With the voting results agreeing on graduation, the school shall award the students a bachelor's degree.

Article 61 Students can apply to graduate in spring or summer according to their academic study, and completion graduate students can apply for certificates in spring, summer and autumn.

Article 62 Students, be it graduation or completion of the course of study, shall all go through the procedures of leaving school.

Chapter Ten Certificate Management

Article 63 The University shall issue a Certificate of Graduation to students who have completed their major studies; a Certificate of Completion to students who complete the course of study; a Certificate of Minor Major to students who meet the minor major requirements of other majors; a Certificate of Bachelor Degree to students who are granted the bachelor's degree.

Article 64 The University shall fill in and issue all kinds of certificates according to the personal information the students fill in when they are admitted and relevant regulations. If a student changes his/her name, date of birth and other

personal information needed in the certificates during the school period, he/she needs to have justified and sufficient reasons and provide relevant legal and valid supporting documents.

Article 65 In accordance with the administrative system for the electronic registration of academic degrees of students of higher education, the University shall complete the electronic registration of students' academic degrees and the records of degree information. Students can check their academic degrees and degree information on the relevant websites of the Ministry of Education.

Article 66 The University shall not issue certificates of academic qualifications or certificates of academic degrees for students who have obtained admission qualifications or student status in violation of the national provisions on enrollment; in case where the certificates have been issued, the University shall revoke the certificates of academic qualifications and degrees. The University shall revoke academic certificates or degrees obtained by academic misconducts including cheating, plagiarism or other improper means. If the revoked certificates of academic qualifications or academic degrees have been registered, the University shall cancel them and report them to the administrative department of education for invalidation.

Article 67 If the certificates of academic qualifications and certificates of academic degrees are lost or damaged, corresponding certificates shall be issued after verification by the University upon application. The certificate is equally authentic with the original one.

Chapter Eleven Supplementary Articles

Article 68 If a student has any objection to the school's decisions of the case, he/she can submit a written appeal to the Student Appeals Committee within 10 days from the date of receiving the decision.

Article 69 For students who have had academic misconducts as exemplified by cheating or plagiarism before the implementation of these regulations, the relevant Regulations on Academic Studies Management of Undergraduates at the time of the violation of discipline shall be implemented in terms of granting the bachelor's degree

accordingly.

Article 70 The Office of Academic Affairs of the Undergraduate School is responsible for the interpretation of the Rules of this document.

Article 71 The implementation of these regulations shall be effectuated from August 1, 2018. The former Regulations on Academic Studies Management of Undergraduates at Zhejiang University (Letter NO.120 [2017] by ZJU) shall be abolished accordingly.

In case of any discrepancy between the provisions of other relevant documents and the present regulations, the present regulations shall prevail.



Rules for the Implementation of Management of International Student (Undergraduate Student) Academic Affairs

(Revised in July 2007, Letter No.78 [2007] by Undergraduate School, ZJU)

Chapter One General Provisions

1. In order to promote Zhejiang University's international student education and improve the management of academic affairs of international students, the Rules of Implementation are drawn up on the basis of "Management Regulations on Higher Learning Institutions Enrolling" (Ministry of Foreign Affairs, and Ministry of Public Security No.9 Decree 2000), "Management Regulations of Higher Learning Institution Students" (Ministry of Education No.21 Decree 2005) and " Rules of Implementation of Zhejiang University Undergraduate Students Academic Affairs" (Revised in July 2005).

2. The international students referred to in this document refer in particular to international undergraduate students.

Chapter Two Admission and Registration

3. Any international student who have completed their senior high school studies and whose Chinese proficiency meets admission requirements can apply for undergraduate programs in Zhejiang University. The university enrollment will be made on the basis of competitive selection according to the students' academic performance in senior high school and Chinese proficiency.

4. The International College is responsible for the admission, enrollment and arranging preparatory Chinese language course for International students who are sponsored by Chinese Government Scholarship (CSC student in abbreviation)

according to the allocation plan issued by China Scholarship Council. Before the beginning of the new academic year, International College will submit a name list of CSC students who have completed their preparatory language courses to the University's Office of Academic Affairs which is responsible for allocating student numbers and arranging the students to go to respective specialties to study.

5. The International College is responsible for checking the application materials submitted by self-sponsored students and forwarding the materials to the Office of Academic Affairs for examination and approval. The International College is in charge of sending Admission Notices and forms of Visa Application for Study in China to students who are admitted. The Office of Academic Affairs is in charge of allocating student numbers and making arrangement for students to go to respective specialties to study.

6. International students who are studying as undergraduates in other universities home and abroad or students who have completed special training studies in foreign colleges which have signed cooperation and communication agreements with Zhejiang University can apply to transfer to Zhejiang University to study as undergraduate students after going through certain examination procedures. The credits the transferred students have obtained in their previous studies can be acknowledged if they meet the credit requirements of Zhejiang University.

7. International students are expected to come to the university within designated period of time to get registered with Admission Notice and related identification papers and make payment of tuition fee and other fees. Those who fail to get registered should ask for leave from the International College in written form and related certificates and papers. In principle leave should be no more than 2 weeks. Except for the reason of force majeure, those who fail to ask for a leave or those who exceed their permitted leaves will be regarded as voluntarily giving up enrollment.

8. Anyone who is checked and found to have practiced fraud, deception or irregularities will be deprived of his/her admission qualifications and student status.

9. New international students who are diagnosed in physical checkup as having illnesses which are regarded as not suitable for schooling by Chinese regulations will, in principle, be disqualified from enrollment and asked to leave China by the prescribed time. Students who are diagnosed by China's Second Class Grade A



hospitals as being possible to meet the health requirements in short period of time can apply for retaining admission qualification for one year and return to his/her home country for medical treatment after getting approval from the university. During the qualification retaining period, if the student is fully recovered, he/she can apply for re-admission with the certificate by a Chinese Second Class Grade A hospital which is verified by China's health quarantine department. Those who fail to apply for re-admission during the period will be disqualified from the admission.

10. Each academic year consists of four semesters, namely, autumn semester, winter semester, spring semester and summer semester. International students who have been admitted must arrive at the school to get registered on time according to the school calendar. There are two registrations in one academic year, respectively on autumn semester and spring semester. Tuition fee for one academic year must be paid at the beginning of autumn semester. Registration will be made until after the tuition fee is paid. Those who fail to register on time should make application for delayed registration. Those who fail to make the application will be regarded as being absent from school without leave. Those who do not apply for leave or fail to register two weeks after the leave will be regarded as quitting schooling.

11. The longest length of schooling for international students to study in the university is 2 years in addition to the prescribed period of the specialty. Those who fail to complete the studies within the period will NOT be registered. For students who retain their student status while going back to home countries to serve military service, the time of military service is not to be calculated into the length of schooling.

Chapter Three Attendance and Discipline

12. International students must attend all the courses and other education links (courses as the general term hereafter) stipulated in the university's education arrangement and all the other compulsory activities prescribed by the university. Students must conscientiously observe study disciplines.

13. Various methods can be applied to record the attendance of international students' course studies, internships and social surveys, etc. Students who are not

able to attend course studies and other activities prescribed by the university because of illness or other reasons should make application for leave in advance. Those who fail to ask for a leave or those who exceed their permitted leaves will be regarded as cutting classes. Students who cut courses will be criticized or given disciplinary penalties according to the seriousness of the cases.

14. International students should submit written application in advance for leave. Certificate from hospital of Class A Grade two or above is necessary for applying for sick leave. Leave application less than one week should be examined and approved by the class instructor (Ban-zhu-ren) and tutor (Fu-daoyuan) (Tutoring teacher is responsible for examination and approval of leave application during internship off the campus) and submitted to the Office of Undergraduate Affairs of the school and International College to be put on file. Leave application more than one week and less than one month should be examined and approved by teachers concerned in the school and International College and submitted to the Office of Undergraduate Affairs of the school and International College to be put on file. Written opinions from the teachers concerned in both the school and International College are needed for leave application more than one month, which will then be submitted to the university's Office of Academic Affairs to be approved and put on file. Students who fail to hand in written application in advance can first make a spoken leave application, and make written application afterwards.

Chapter Four Academic Performance Assessment and Record of Grades

15. To make sure the international students to have a reasonable study pace and be able to complete their studies in a prescribed period of time, the compulsory courses in each academic year should be no less than 30 credits.

The university will appraise the students' completion of studies in stages. Students who have studied for two years are expected to obtain at least 1/3 credits required for graduation; Students who have studied for three years are expected to obtain at least 1/2 credits required for graduation. The required amount of credits for each academic year can be properly reduced in the case that the prescribed length of



the schooling of the specialty is longer than 4 years.

16. International students must attend on schedule the assessment of all the courses and practical education links (including internship, experiment, course project, graduation thesis/project, etc). The result of the assessment of a course will be recorded in the student's transcript and placed on file. If a student fails to drop a course through official formalities and attend the assessment of it, he/she will be regarded as being absent from test without good reason. Thus the course will be scored ZERO and it will be recorded into credit system. Students can apply for dropping a course one week before the examination and with the approval from the university's Office of Academic Affairs, the result of the assessment of the course will be Giving up Examination and not recorded into credit system.

Students in the cases as follows are NOT allowed to take the final examination of a course:

I. Being absent for 1/3 of the total class hours of a course;

II. Being absent for 1/3 of the total hours of an internship or an experiment or being unable to pass the assessment of an internship or an experiment.

17. Both Absolute Scoring System and Relative Scoring System can be applied to evaluate international students' academic performance according to the different natures of the courses. Hundred-mark system, Grade system (A, B, C,D, F) and Two-grade system (pass or fail) can be applied to record the study result.

Both final examination result and performance during the semester/term should be taken into consideration to evaluate a student's academic performance in a course. The latter should cover a reasonable proportion. Students will obtain the credits of a course after they complete the studies as stipulated in the course syllabus and pass the assessment.

18. International students are allowed to carry a Chinese dictionary to examinations and have an extra half an hour in addition to the prescribed time for an examination.

Chapter Five

Self-education, Re-taking the Course, Postponing Test and Course Exemption

19. Students with good academic performance, strong self-teaching ability or whose courses clash with each other in time can apply for exemption from the whole course or part of a course with the approval of the course teacher and the person in charge of academic affairs in his/her specialty school. The students who are exempted from a course or part of a course can apply for being exempted from handing assignment, but they shall still attend experiments and examinations.

20. Students can re-attend a compulsory course if they fail the assessment. Students can choose to either re-attend the course or take another course if they fail the assessment of an optional course. A re-examination can be offered before the students' graduation in the case that the course is not offered in the last term before graduation and thus re-attending the course is not possible. If a student is not satisfied with the test result of a course, although he/she has passed the assessment, he/she can re-take the course for no more than twice.

The result of re-taking the course will be put on academic file and the higher mark/grade will be recorded as the valid result. The academic performance of re-taking a course will be evaluated as stipulated in No.17 Clause and the result will NOT be recorded into credit system.

21. International students who are hospitalized or have to stay in a hospital for further observation in emergency cases can apply for postponing exam(s) with certificate from hospitals of Class A Grade two or above. The application shall be approved by the specialty school and submitted to the university's Office of Academic Affairs. The students in the case of postponing exam (s), in principle, should attend the final examination of the same course (s) next time, another postponement arrangement shall be made in case the times of different examinations clash with each other.

The result of a postponed test is usually the mark/grade a student gets from the final examination paper. In case the assessment of the course includes experiment (s) or other links, the previous course teacher is responsible for providing the mark/grade



which will be integrated into the final assessment result.

22. Issues including the change of the education scheme, the transfer of the credits and so on caused by the student status change for reasons such as specialty transfer will be dealt with according to relevant university regulations on undergraduate student course exemption.

Chapter Six Specialty Transfer

23. International students of other than Chinese as Second Language majors can apply for specialty transfer with reasons as follows:

I. Certain illness or physiological defect is found after the student gets enrolled by the university and certain medical institutions designated by the university produce the proof that with the illness or physiological defect, the student is not able to continue studies in the current specialty but able to study in other specialties within the university;

II. Students, verified by relevant university departments and offices, indeed have difficulty studying the current specialties and his/her personal development will be hindered if the specialty is not transferred;

III. Students have outstanding achievements in certain fields (high standard paper, academic research achievement, award certificate, etc) and their talents will be better developed if the specialty is transferred;

IV. Students with other special reasons.

24. Students of CSL (Chinese as Second Language) major, in principle, are not allowed to transfer to other specialties. But they can apply for other specialties after quitting their current schooling. The university will check their application materials according to certain admission requirements and decide whether to enroll the students or not.

25. Non -degree Chinese Language Program students who meet the admission requirements of undergraduate program can apply to transfer to CSL (Chinese as Second Language) program. The credits they have obtained from specialty courses in the previous studies can be transferred after verification.

26. International students in the following cases will NOT be allowed to specialty transfer:

- I. Students who are in their third year of studies;
- II. Students who should be ordered to quit school;
- III. Students who apply without good reasons.

27. The application for specialty transfer should be made by the student him/herself with relevant certificates and materials for departments and offices concerned to approve. Applications from students who are still studying in the Broad Discipline will be dealt with by International College and the university's Office of Academic Affairs. Applications from students who have chosen their major of study will be dealt with by their current school, the school they apply to transfer to, International College and the university's Office of Academic Affairs. Applications from Chinese government scholarship students should be approved by China Scholarship Council and their countries' embassies in China.

In principle, only one specialty transfer will be allowed for an international student when he/she is in the university. Generally the transfer application should be made in the first week of spring or autumn term.

Chapter Seven Suspension of Schooling and Resuming Schooling

28. International students who are diagnosed by hospitals of Class A Grade two or above as in need of long time rest should suspend schooling. Students who suffer from hepatitis, TB or other infectious diseases should suspend schooling. Female international students can apply for suspension of schooling because of child-bearing. Students with other special reasons can apply for suspension of schooling after getting approval from Zhejiang University.

29. Application for suspension of schooling should be made by the student him/herself and verified by the specialty school and International College and submitted to the university's Office of Academic Affairs for approval. The period of suspension should be less than one year. If a student can not resume schooling after suspension due to illness, he/she can apply for another one year of suspension with the approval



from the university's Office of Academic Affairs. The accumulative total period of suspension should be no more than two years.

30. Students who are approved by the university authority to suspend schooling should go through suspension application procedures before leaving the university. Students themselves and their relatives are held responsible for the safety of the students during the period of suspension.

31. After the end of the suspension, international students can make application for resuming schooling before the new term begins. When students who suspend schooling due to illnesses apply for resuming schooling, they should provide recovery certificates from hospitals of Class A Grade two or above and be confirmed by campus hospital. Students who suspend schooling due to infectious illnesses can resume schooling until after their recovery is confirmed by China's health quarantine institution. The university's Office of Academic Affairs is responsible for arranging the students who resume schooling to return to the original specialty and suitable grade to study. Students who seriously violate Chinese laws and regulations during the suspension period will be disqualified from resuming schooling.

Chapter Eight Discontinuing Schooling

32. International students in the following cases should be ordered or permitted to quit school:

I. Students who, successively 3 times or accumulatively 4 times, obtain less than 12 credits in the prescribed courses in two terms (autumn/winter term and spring/summer term respectively as one computation unit) (graduating students excluded);

II. CSL students who, successively twice or accumulatively 3 times, obtain less than 10 credits in the prescribed courses in two terms (autumn/winter term and spring/summer term respectively as one computation unit) (graduating students excluded);

III. Students who fail to complete the studies within the prescribed length of schooling (suspension of schooling included);

IV. Students who fail to apply for resuming schooling 2 weeks after the end of suspension of schooling or whose applications for resuming schooling are not accepted;

V. Students who are diagnosed by hospitals of Class A Grade two or above as being unable to continue their studies due to illnesses or accidental disabilities;

VI. Students who are absent from classes and other university activities for 2 weeks without asking for a leave;

VII. Students who fail to register 2 weeks after the stated registration date without good reason;

VIII. Students who voluntarily apply to quit school and cannot be dissuaded from the decision.

33. The case of international student quitting schooling is to be discussed and decided by the Zhejiang University Presidents meeting. The university will issue a Quitting Schooling Notice and deliver it to the student concerned him/herself.

34. The aftermath of students' discontinuing schooling will be dealt with according to rules as follows:

I. Students who quit schooling because of illness (including unexpected disability) should be taken back home by their parents or guardians;

II. Students who quit schooling are entitled to a Discontinuing Schooling Certificate; those who have studied more than one year can apply for a certificate proving the study experiences.

III. Students who quit schooling are expected to complete the quitting procedures within one week after receiving the Quitting Schooling Notice.

Chapter Nine Graduation, Completion of Studies and Degree Conferment

35. International students who complete all the studies within the prescribed length of schooling and meet all the requirements for graduation will be issued Certificates of Graduation. Qualifications for graduation should be based on the education scheme formulated in the year of admission.

36. International students who are not able to finish the studies within the prescribed length of studies can apply for extending schooling years. The application should be made by the student him/herself and verified by the specialty school and International College and approved by the Office of Academic Affairs. Extra tuition fee



and other fees due to extension should be paid by the applicants.

Students in the case of extended schooling years can apply for graduation in spring or autumn terms.

37. Earlier graduation can be applied if a student manages to complete all the study tasks prescribed in the syllabus ahead of the schedule. The application should be made by the student him/herself and approved by the specialty school, International College and permitted by the university's Office of Academic Affairs and submitted to the responsible education authorities to be put onto file. Application for earlier graduation should be made two terms before the estimated time of graduation, otherwise it will not be handled.

38. If the total amount of credits an international student obtains when he/she graduates is 15 credits less (including 15 credits) than the amount of required credits stipulated in the university syllabus, he/she will be issued a Certificate of Completion instead of a Certificate of Graduation.

39. International students in the case of completion of studies can apply for returning to the university to re-attend the course(s) or other education links or re-take the examination (s) for credits they fail to obtain previously. The application will be only accepted 3 months after the completion of studies and before the end of fixed length of study expires. Students who pass the re-examinations can change their Certificates of Completion to Certificates of Graduation. Their graduation date will be the date when the certificates are changed. Those who fail to make applications within the stated period of time or those who are not able to pass the examination (s) within the stated period of time are NOT qualified to re-attend the course(s) or re-take the examination(s).

40. A bachelor's degree will be conferred if a student meets all the requirements of the syllabus and is verified by the university as being able to graduate.

41. When an international student who has been given a demerit or more serious disciplinary action applies for degrees, he/she should make a written application two months before graduation. The written application will be first verified by the school where the student studies in and then submitted to the Office of Academic Affairs which will submit the application to the University Bachelor Degree Committee for review and final decision about whether to confer the degree or not.

42. In case the Certificate of Graduation, the Certificate of Completion, the Certificate of Attendance and the Degree Certificate is lost or damaged, students can apply for corresponding testimonials. The university, after verification, will issue corresponding testimonials which have the same effect as the original certificates.

Chapter Ten Supplementary Articles

43. The Rules of Implementation applies to international students who get enrolled in autumn semester 2007 and thereafter. It also applies to international students of other grades on a reference basis.

44. The university's Office of Academic Affairs and the International College are responsible for interpretation of this Rules of Implementation.

Note: For students in special programs, such as the English-instructed undergraduate program of clinical medicine (MBBS program) and Sino-Canada dual-degree undergraduate program offered by College of Computer Science (SFU program), relevant provisions shall be enforced in accordance with the specific guidelines developed by the relevant colleges.

The rules in this document were revised in July 2007. If the new relevant rules and regulations promulgated by government departments or the university are inconsistent with those in the above document, the new ones shall prevail.



Supplementary Regulations on “Rules for the Implementation of Management of International Student (Undergraduate Student) Academic Affairs

(Revised in July 2007) ”

To enhance the style of study and give full play to international students' enthusiasm and initiative in studies, the International College of Zhejiang University hereby makes the following supplementary regulations on the relevant provisions of "Rules for the Implementation of Management of International Student (Undergraduate Student) Academic Affairs (Revised in July 2007)".

TO MODIFY ARTICLE 1 AS FOLLOWS:

1. In order to promote Zhejiang University's international student education and improve the management of academic affairs of international students, the Rules of Implementation are drawn up on the basis of " Administrative Measures for the Enrolment and Cultivation of International Students by Schools " (Ministry of Education, Ministry of Foreign Affairs, and Ministry of Public Security No.42 Decree 2017), "Management Regulations of Higher Learning Institution Students" (Ministry of Education No.41 Decree 2017) and " Regulations on the Academic Studies Management of Undergraduates at Zhejiang University " (Revised in July 2018).

TO MODIFY ARTICLE 14 AS FOLLOWS:

14. International students should submit written application in advance for leave. Certificate from hospital of Class A Grade two or above is necessary for applying for sick leave. Leave application less than two weeks should be examined and approved by the class instructor (Ban-zhu-ren) (in the case of asking for leave to attend off-campus teaching activities, certificate from the course instructor is required) and submitted to the Office of Undergraduate Affairs of the school and International College to be put on file. Leave application more than two weeks and less than one month should be examined and approved by teachers concerned in the school and International College and submitted to the Office of Undergraduate Affairs of the school and International College to be put on file. During a long semester, the accumulated length of leave



cannot exceed 4 weeks. Students who have taken more than four weeks off during a long semester should apply for a suspension. Students who fail to hand in written application in advance can first make a spoken leave application, and make written application afterwards.

TO MODIFY ARTICLE 16 AS FOLLOWS:

16. International students must attend on schedule the assessment of all the courses and practical education links (including internship, experiment, course project, graduation thesis/project, etc). The result of the assessment of a course will be recorded in the student's transcript and placed on file. If a student fails to drop a course through official formalities and attend the assessment of it, he/she will be regarded as being absent from test without good reason. Thus the course will be scored ZERO and it will be recorded into credit system.

Students in one of the following cases are NOT allowed to take the final examination of a course:

- I. Being absent for 1/3 of the total class hours of a course without valid reasons;
- II. Being absent for 1/2 of the total class hours of a course;
- III. Being absent for 1/3 of the total hours of an internship or an experiment or being unable to pass the assessment of an internship or an experiment.

TO MODIFY ARTICLE 18 AS FOLLOWS:

18. International students are allowed to carry a paper-based Chinese dictionary to examinations and have an extra half an hour in addition to the prescribed time for an examination, unless otherwise stipulated by a few courses.

TO MODIFY ARTICLE 32 AS FOLLOWS:

32. International students in one of the following cases should be ordered or permitted to quit school:

- I. Students who, successively 3 times or accumulatively 4 times, obtain less than 12 credits in the prescribed courses in one long semester (i.e. autumn/winter semester or spring/summer semester, similarly hereinafter) (graduating students excluded);
- II. CSL students who, successively twice or accumulatively 3 times, obtain less than 10 credits in the prescribed courses in one long semester (graduating students excluded);
- III. International students in the English-instructed undergraduate program of



clinical medicine (MBBS program) who, successively twice or accumulatively 3 times, obtain less than 12 credits in the prescribed courses in one long semester (graduating students excluded);

IV. Students who fail to complete the studies within the prescribed length of schooling (suspension of schooling included);

V. Students who fail to apply for resuming schooling within 2 weeks after the end of suspension of schooling or whose applications for resuming schooling are not accepted;

VI. Students who are diagnosed by hospitals of Class A Grade two or above and verified by Zhejiang University hospital as being unable to continue their studies due to illnesses or accidental disabilities;

VII. Students who are absent from classes and other university activities for successively 2 weeks without asking for a leave;

VIII. Students who fail to register within 2 weeks after the stated registration date without valid reasons;

IX. Students who voluntarily apply to quit school and cannot be dissuaded from the decision.

Note: Credits obtained by students in one long semester (autumn/winter semester or spring/summer semester) of their study period refer to the previous long semester's credits calculated before the first week of each term. Credits obtained via the makeup exams are to be recorded into the semester during which the students take the makeup exams.

TO MODIFY ARTICLE 39 AS FOLLOWS:

39. International students in the case of completion of studies can apply for returning to the university to re-attend the course(s) or other education links or re-take the examination (s) for credits they fail to obtain previously. The application will be only accepted within 2 months after completion of the course to one year after the maximum period of schooling. Students who pass the re-examinations can change their Certificates of Completion to Certificates of Graduation. Their graduation date will be the date when the certificates are changed. Those who fail to make applications within the stated period of time or those who are not able to pass the examination (s) within the stated period of time are NOT qualified to re-attend the course(s) or re-take

the examination(s).

Students who have completed the course of study shall not be entitled to the benefits granted to on-campus students during their return to the school.

TO MODIFY ARTICLE 41 AS FOLLOWS:

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

Zhejiang University International College reserves the right for the interpretation of the above supplementary regulations, which shall be implemented from the effective date set forth in the public notice.

International College
Zhejiang University
August, 2018



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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

(Revised in July 2017, Letter No.42 [2017] by Undergraduate School, ZJU)

In order to further improve the cultivation of international undergraduate students in our university, according to the Management Measures for Recruiting and Training International Students (No. 42, 2017, hereinafter referred to as Letter No. 42) issued by



the Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security, and in the light of the actual situation of international students in our university, and in line with the principle of “convergence management, strict requirements, warm help and appropriate care”, the following principles are put forward for the training objectives of international students and the requirements for course study:

I Training Objectives

Cultivate high-quality talents who have a deep understanding of contemporary Chinese politics, economy, culture and society; can master the basic theories, basic knowledge and basic skills of the chosen major; and is able to participate in and promote friendly and cooperative relations between China and their own countries.

II Principles

1. For majors that are open to international students independently, the training programs shall be jointly organized by the University’s Undergraduate School and the International College, and separately formulated in collaboration with the associated colleges (departments) of the majors.

2. For other majors of international students, the associated colleges (departments) may decide on their own whether to work out independent training programs. The training programs shall be formulated on the basis of the Cultivation Programs of Undergraduates, Zhejiang University, and appropriate adjustments and revisions shall be made in conjunction with the requirements for relevant courses in this document.

III Requirements for Relevant Courses

1. General Courses

Compulsory Courses

All international students are required to take the compulsory courses of Introduction to China and Chinese Language. The course of Chinese Language includes Chinese (A) and Chinese (B), in which Chinese (A) is a compulsory course for international students majoring in literature, history, philosophy, education, art and law, while Chinese (B) is for students majoring in science, engineering, agriculture, medicine, economics and management.

Thought Politics Courses

In principle, international students are exempted from taking thought politics courses, but students majoring in philosophy and political science are required to study Outline of Modern Chinese History, Basic Principles of Marxism and Introduction to Maoism and Theoretical System of Socialism with Chinese Characteristics.

Exemption Courses

International students are exempted from taking military sports courses, foreign language courses, general core courses and innovative entrepreneurship courses.

Elective Courses

Elective courses refer to the general elective courses in Cultivation Programs of Undergraduates, Zhejiang University. International students can self-choose to study for the corresponding credits; for students majoring in philosophy and political science, their credits of thought politics courses can be counted as elective course credits.

Credits of the exemption courses, such as Sports and innovative entrepreneurship courses, gained by international students can be counted as elective course credits.

2. Professional Courses

International students are exempted from taking specialized English courses, but the credits of specialized English courses in the training program should be replaced by the credits of the corresponding elective courses.

In principle, international students should take part in practical teaching in accordance with the requirements of the training program, and abide by the relevant regulations of the state when choosing the places of internship and practical activities. For internship and practical activities that are not suitable for foreign students, their majors should be adjusted appropriately.

3. Second Classroom, Third Classroom and Fourth Classroom

International students are exempted from this part.

IV Credit Setting and Minimum Credits for Graduation

The minimum credits for graduation credit for international students shall be set according to their majors, and the credits shall be calculated according to the requirements of relevant courses in this document on the basis of Cultivation Programs

of Undergraduates, Zhejiang University.

V These regulations shall come into effect as of 2017 international undergraduate students. The Undergraduate School and the International School are responsible for the interpretation of these regulations.

The Undergraduate School of Zhejiang University
The International School of Zhejiang University

Regulations on Student Study Assessment and Result Management of Undergraduate Course in Zhejiang University

Revised in March 2015, Letter No.22 [2015] by Undergraduate School, ZJU

Chapter 1 General

1. In order to maintain good education order, standardize student study assessment and result management and protect the lawful rights and interests of students, the regulations are formulated herein by Zhejiang University in accordance with the “Regulations for University Student Management” , as well as the practicalities at Zhejiang University.
2. Assessment of course–study is an important part of higher education, and also a necessary method for reviewing students’ academic performance and improving education quality. The regulations are aimed to make complete records of course selection and course taken, strengthen process assessment and improve data management of assessment result.
3. The regulations are applicable to every step of study assessment and result management of courses taken by full time undergraduate students of Zhejiang University.

Chapter 2 Study Assessment and Result Measurement

- 4.Students should take courses in accordance with the requirements of training schemes of the undergraduate program, and participate in course study and assessment in a timely manner. Assessment result should be recorded in the transcript and student status archives, no matter the student passes it or not.
- 5.Mode of assessment (including forms of assessment, measurement scheme and



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

Course instructor should inform students the proportion distribution of course study assessment result, the border-line score and final appraisal methods in the first week of course teaching, and inform students their usual performance score before the final appraisal. Assessment should be objective, authentic and accurately reflect students' mastery of knowledge and learning quality.

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

Final appraisal should be arranged at the same time for all students. Final appraisal can be carried out in two ways: exam and evaluation. Forms of exam are closed-book exam, open-book exam and half-closed-book exam with moderate difficulty. Forms of evaluation consist of thesis, report, interview, assignment, design paper and etc.

7. There should be a border line for usual performance score and final appraisal score. Those whose score is under the border line should be regarded as failing the course. The border line should be decided by course instructor according to teaching reality.

8. Distribution of student study assessment result should be in conformity with student education regularity and encourage students to make more efforts in study. The college should take the distribution situation as one of the main factors in course teaching quality evaluation. Usual performance score should reflect students' learning ability. Final appraisal score should accord with normal distribution. For courses with small student population, final appraisal score should accord with high and low sequence principle.

9. Student study assessment should adopt hundred-mark system or

grading system according to requirements of course syllabus. There can be five grades (Distinction, Merit, Middle, Pass and Fail or A,B,C,D,E) or two grades (Pass & Fail or P&F, Qualified & Unqualified or D&F). Students whose assessment score is above (including) 60 (hundred-mark system) or whose grade is above (including) Pass or D in five-grade system or who get Pass or Qualified (P or D) in two-grade system are deemed as pass the course and can obtain relevant credits.

10. Courses that do not require exams and selective general courses should adopt five-grade system for assessment. Courses for special class should adopt two-grade system. Courses for cycle teaching classes should be graded "Pass" or "Fail".

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

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

100 Mark System	Score	100-95	94-92	91-89	88-86	85-83	82-80	79-77
	Grade Value	5	4.8	4.5	4.2	3.9	3.6	3.3
	Score	76-74	73-71	70-68	67-65	64-62	61-60	<60
	Grade Value	3	2.7	2.4	2.1	1.8	1.5	0
Five Grade System	Score	Distinction	Merit	Middle	Pass	Fail		
	Grade Value	4.5	3.5	2.5	1.5	0		
	Score							
	Grade Value							



Two Grade System	Score	Qualified	Unqualified
	Grade Value	3	0
	Score	Pass	Fail
	Grade Value	1.5	0

13. Grade Point Average is a major indicator of students' learning quality. Each assessment result of all courses taken by students should be counted in the calculation of Grade Point Average. When assessing students' learning quality, the college can adjust or set up the weight coefficient of grade value and proportion of grade point according to training scheme and should inform students beforehand in a proper way. Formula for Grade Point Average calculation is:

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

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

Grade Point Average is abbreviated as GPA in the transcript for study abroad. Rule for calculation of GPA is : for assessment result above 86 or Distinction (above A-), the corresponding grade value is 4.0. For assessment results in other ranges, grade value should refer to Article 12 and 13.

Courses of the same course number should adopt the highest assessment result for calculation of grade points.

Chapter 3

Course Study Mode and Assessment Result Record

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

course again or change course.

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

- 1). political theory course, physical education course, experiment course, seminar course, core course, honor course and etc.
- 2). practical education session such as military training, field trip, social practice activities, curriculum design, graduation thesis(project) and etc.

17. Besides regulations in Article 9, assessment result can also be recorded in the following ways: zero or 0, absent or W, deferred or W, discipline violation or M.

18. When assessing students who didn't attend final appraisal, results should be recorded as 0, absent or deferred according to corresponding situations, and the credit point should be 0. For students who have violated discipline, results should be recorded as discipline violation. The credit point should be 0 and be counted in the calculation of grade point.

19. Students who are in one of the following cases can not participate in final appraisal with the confirmation of course instructor, and results of the final appraisal and course study assessment should be 0 and be counted in the calculation of grade point.

- 1). Those with class absence more than 1/3 in the course theory teaching session.
- 2). Those with absence more than 1/3 in the session of experiment, internship, seminar and etc. or those who fail in the experiment and internship assessment.
- 3). Those whose usual performance score is under border line.

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

21. Students who apply for deferred assessment shall file application beforehand and go through relevant formalities after getting approval from the college and being



put on record by the university. The final appraisal and course study assessment result should be recorded as “deferred” and not counted in the calculation of grade point.

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

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

2) Those who need to leave school because of force majeure incidents happened to direct relatives, and with relevant proof.

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

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

For students who participate in final appraisal of the same course in the following semesters, course study assessment result should be determined by the instructor of the following semesters, and can be recorded according to final appraisal or comprehensive assessment of final appraisal and usual performance. The usual performance score should be determined by the student's teaching instructor

24. Students should check their assessment score in the university education administration system in a timely manner. Students who fail the course or whose result is “deferred” or “absent” should check the make-up exam time in the administration system before the beginning of next fall (spring) semester and file make-up exam application in the scheduled time. Those who haven't file the application in time will be regarded as giving up make-up exam. If they take make-up exam without application, it will be regarded as invalid. If make-up exam is not arranged, students can take exam with class of the following semesters after make-up course selection

Students whose assessment result is “0” or “discipline violation” can not take make-up exam.

25. Make-up course should be marked with “make-up”, and assessment

result should be recorded as “Pass”, “Fail” or “Absent”. Credit of the “Pass” course should be recorded in the semester of make-up exam.

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

27. Students can apply for make-up exam or retaking the course within 2 years after completing the prescribed years of major study.

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

29. If there is student status change because of major confirmation, credit transfer and calculation of grade point should be implemented according to relevant regulations on credit transfer administration

Chapter 4

Assessment result input, correction and filing

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

31. There are three phases for dealing with assessment result: the first phase (input phase) is for result input in the education administration system within 10 days from the assessment day; the second phase (publicity phase) is from the result input time to 20 days after the beginning of next semester; the third phase (stable phase) is from the end of the second phase.

32. For courses without certain final exam time, the first phase is tacitly deemed as the first day of the final exam season. For courses with big assignments, practical training session or thesis that need to be completed in more than one semester,



the college should adjust the tacitly deemed result input time in the education administration system. Result input time is commonly the first day of the final exam season in the course's last semester. Credit point, grade/score and grade point should be calculated in the assessment result input semester.

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

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

35. The college should strictly manage and keep the transcript without losing or altering. Except work demand, transcript should not be checked at will.

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

36. Students who have dissent about the assessment result should file paper application for recheck in the period from the result announcement day to the first week of next semester. After approval of college teaching affair director, the college and the instructor can recheck exam paper together.

37. If error is found in assessment result recheck, the instructor should submit "assessment result modification application" to the college. The college should assign a teacher to operate the modification in administration system on a certain computer. The modification item and content should be announced in the system for 7 days. If there is no dissent, the modification can be submitted and completed. After proof-reading, the result modification paper should be signed by the instructor and then kept on file by the college.

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

38. Modification application will not be accepted in stable phase(phase three). If there is indeed need of modification, the instructor should file application, the director of college teaching affairs should provide support with proof, and the university

undergraduate teaching affairs office should confirm the application. The university Undergraduate Status Administration Center should assign a certain teacher to modify the assessment result with 7 days of publicity. Documents of the modification should be kept on file by the Undergraduate Status Administration Center. Records of modification should be related to the annual teaching assessment of the college.

Chapter 5

Usage of assessment result data

39. Students can check the assessment result in the education administration system and should check in time in the publicity phase(phase two).

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

41.No one is allowed to modify assessment result without approval from the university after the instructor submitting the result in education administration system.

Chapter 6

Supplementary Articles

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

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

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



45. The regulations hereby stipulated shall be enforced on the date of proclamation. Article 12 and 14 shall be implemented in students who enter university in and after the year of 2015. If there are regulations already existing inconsistent with the above regulations, the new ones shall prevail.

Measures on Management of Undergraduate Course Examination (Excerpts)

Chapter 8 Examination Disciplines

Article 26 Students shall enter the examination room 15 minutes before the examination begins. Those who are late for over 20 minutes, except for irresistible reasons, shall not be allowed to take the ongoing exam and their absence shall be treated as “evading the exam”. Students shall not hand in their exam papers and leave the examination room until 30 minutes after the exam commenced. Those who cannot take an exam due to hospitalization or retention in a hospital for emergency treatment and observation shall take a certificate from the university hospital to go through exam suspension formalities with the Student Affairs Office of Undergraduate School.

Article 27 Students must show their own student cards or ID cards when taking examinations. They must follow the instructions of the exam supervisor for seating arrangements. They must place their ID cards on the top of the desk for ease of verification by exam supervisors. Students without credentials will not be permitted to take the examination. Students who have left the examination room without the supervisor's permission may not re-enter the room to continue the exam. Upon completion of the examination, students must leave the examination room instead of staying in the room or talking loudly at a nearby place.

Article 28 Exam papers, answer sheets and scratch papers for students will be distributed and collected by exam supervisors, students are not allowed to bring their own sheets with them. Students should raise their hands to indicate that they have

completed their exam, and must not leave the examination room before their papers are collected by an exam supervisor. When the exam is over and the supervisors announce the time for paper collecting, students must stop writing on the exam papers immediately, remaining seated in the room until all papers are collected and counted by the supervisors.

Article 29 Students shall bring a complete set of necessary stationery with them for exams. They shall normally borrow no stationery from each other during examinations. If such a need does come up with certain students, they shall ask for permission and assistance from exam supervisors, who shall borrow and return the stationery on their behalf.

Article 30 All books, teaching materials, notebooks, cell phones, E-dictionaries, calculators and other articles, except for necessary stationery and reference books allowable for open-book exam subjects, must be put to a place designated by exam supervisors.

Article 31 Students must strictly comply with the rules of the examination and complete their answer papers independently within the specified time. Students who fail to follow the arrangement, violate the rules of the examination or cheat in the examination will have to face disciplinary actions in accordance with the seriousness of the case, and their scores for the course will be recorded as invalid.

Article 32 Students must not cheat or plagiarize other people's research when writing a course paper, report or the like.

Article 33 Undergraduate School of Zhejiang University reserves the right of the interpretation of the measures specified here.

Regulations on Laboratory Experiment

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

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

III. Prior to an experiment lesson, students must study seriously experiment



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

IV. Students shall get into a lab in experiment costumes and shall not walk around, eat food or throw sundries carelessly in labs. They are not allowed to fiddle with instruments and equipment irrelevant to the experiment and shall keep quiet, refrain from talking loudly during experiments. They shall neither bring articles irrelevant to the experiment into the lab nor take lab articles out of the lab.

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

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

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

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

China's Laws and University Disciplines

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

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

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

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

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

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

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

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



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

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

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

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

Zhejiang University Regulations for Dealing with Student Disciplinary Offenses

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

Chapter One General Provisions

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

Article 2 The Regulations are applicable to both undergraduate and graduate students who are attending common higher education at Zhejiang University (hereafter all referred to as "the students").

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

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

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

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



Chapter Two

Types of Disciplinary Actions and their Applicability

Article 7 Types of Disciplinary Actions:

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

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

1. Violations of the Constitution, opposing the Four Cardinal Principles, undermining stability and unity, and disrupting the social order.
2. Violations of the national laws and committing criminal offenses.
3. Punishment by the public security administration of a serious nature.
4. Acting as surrogate exam-taker or allowing others to sit examinations on their behalf, organizing cheating, using communication or other equipment to cheat, and selling test questions or answers to others for profit, together with other serious behaviors of cheating or disrupting examination administration.
5. Presenting dissertations and publicly published research papers containing plagiarized, falsified or forged results, and other serious academic misconduct, plus writing papers for others, and buying or selling papers.
6. Violations of the university regulations, seriously affecting the university's education and teaching order, life order and public area management order.
7. Infringements of the legitimate rights and interests of other individuals and organizations that cause serious consequences.
8. Repeated violations of the university regulations that cause disciplinary punishment and failing to correct one's behavior despite education.

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



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

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

1. Warning, six months;
2. Serious Warning, nine months;
3. Demerit, twelve months;
4. Probation, twelve months.

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

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

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

1. Deliberate hampering of the investigation or obstruction of the collection of evidence;



2. More than two disciplinary offenses have been committed by a single individual;

3. Having previous experience of receiving punitive actions imposed by the university;

4. Threatening or taking revenge on someone who gives the information about the offense or serves as a witness, investigator, etc.;

5. Playing a leading role in a group disciplinary offense;

6. Organizing group disciplinary offenses;

7. Committing offenses with extraordinarily severe consequences.

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

1. Offenses that are planned but not actually committed;

2. During the investigation, the offender reveals the facts related to the offense truthfully and shows deep regret for it.

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

1. Voluntarily informing the university department about one's offense, or voluntarily providing facts about it that are not yet known to the university department during the investigation;

2. Voluntarily stopping misconduct or taking measures to mitigate the consequences of the offense;

3. Committing an offense as a result of others' threats or inveiglement.

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

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

1. Students will be unable to apply for a national student loan, as well as various student grants and gratuitous aids from Zhejiang University.

2. Students will be unable to receive a scholarship or various honorary titles, and any scholarships that have been awarded will be suspended.

3. If a student is expelled, the university will issue a certificate of study. The student shall leave the university within the set time, and his/her personal records will be returned to the student's homeplace by the university.

4. Other restrictions of student rights according to the university's regulations.

Chapter Three

Details of the Disciplinary Actions

Article 16 Students who fall into any of the following categories shall face punitive actions as follows: students who have committed minor offenses and correct one's behavior after education shall be given a Demerit or be placed on Probation; students who have committed serious offenses with grave consequences or have committed repeated offenses with no intention of changing shall be expelled from the university.

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

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

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

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

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

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



according to the severity of the offense;

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

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

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

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

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

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

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

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

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

6. For the violation of the dormitory regulations, spending the night in a dormitory of the opposite sex, letting outsiders and students of the opposite sex linger

or stay in the dormitory, privately renting out or lending a bed, causing security issues due to privately lending access cards or dorm keys, the punitive action to be imposed shall be a Warning or above;

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

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

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

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

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

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

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

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

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

1. For stealing property worth less than RMB 1500 yuan, the punitive actions to



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

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

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

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

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

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

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

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

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

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

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

2. For assaulting others with no or slight injuries, the punitive action to be taken

shall be a Serious Warning or Demerit; for assaults causing minor injuries, the punitive action to be taken shall be Probation; for assaults causing serious injury, the punitive action to be taken shall be Expulsion;

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

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

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

Severe punitive actions shall be imposed for group physical fights.

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

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

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

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

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

1. For the unauthorized use of or causing damage to firefighting equipment, the punitive action to be taken shall be a Warning or Serious Warning, in addition to compensation for the loss;



2. For the illegitimate use of electricity, fire and other dangerous cargo, and causing safety hazards, the punitive action to be taken shall be a Serious warning or a Demerit, according to the severity of the offense.

3. For violations of the relevant regulations and causing fires, the punitive action to be taken shall be a Demerit or above, in addition to compensation for the loss;

4. For intentionally damaging or tampering with the scene of a fire, the punitive action to be taken shall be a Serious Warning or a Demerit, according to the severity of the offense.

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

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

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

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

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

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

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

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



offense.

Article 30 Network Offenses:

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

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

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

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

5. For instigating unlawful demonstrations or assemblies via networks and the like, the punitive action to be taken shall be a Warning or a Serious Warning; for offenses of this nature that have severe consequences, the punitive action to be taken shall be a Demerit or above;

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

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

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

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

1. For the time of absence totaling 16 class hours, the punitive action to be



imposed shall be a Warning;

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

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

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

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

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

1. Behavior that falls into any of the following categories shall be deemed as a violation of examination regulations, for which the punitive action to be applied shall be a Warning or a Serious Warning, depending on the severity of the violations;

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

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

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

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

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

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

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

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

1.9 Taking forbidden materials or tools into the examination location during an

open-book exam.

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

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

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

2.3 The unauthorized use of electronic or communication devices;

2.4 Copying others' paper or exam-related materials;

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

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

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

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

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

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

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

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

3.3 Organizing cheating;

3.4 Stealing exam papers;

3.5 Falsifying scores;

3.6 Selling exam questions or answers to others for profit;

3.7 Violating exam regulations or cheating more than twice.

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

Article 34 The punitive actions to be imposed for misconduct in scientific research shall be as follows: for slight violations of the research norm, the punitive



action to be imposed shall be a Warning or Serious Warning; for more serious violations, the punitive action to be imposed shall be a Demerit or Probation; for very serious violations, the punitive action to be imposed shall be Expulsion.

Chapter Four

Administrative Authority for Disciplinary Actions and Relevant Procedures

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

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

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

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

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

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

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

Article 38 The University shall listen to the student or his/her agent's description of the facts and defense before imposing punitive actions. Students have the full right to defend themselves. For Probation and Expulsion, the university shall notify the student concerned of his/her right to apply for a hearing before the punitive actions are imposed. Students who wish to do so, should apply to the University Hearing Committee for a hearing, which shall be organized following the regulations of "Zhejiang University Hearing System Implementation Procedures (Trial)".

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

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

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

Article 41 After decisions regarding disciplinary actions have been made, the university shall publicize them appropriately throughout the university. The documents



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

Article 42 Documents regarding disciplinary action shall be recorded truthfully in the University Administrative files in their entirety and are irrevocable. Upon receiving the document, if the student concerned has any objection to it, he/she can lodge an appeal to the University Student Appeals Administration Committee within 10 days. If the student cannot receive the document, this 10-day limit shall start at the end of the document publicizing period. If a student fails to lodge an appeal within the set period, he/she shall be deemed to have relinquished his/her right to appeal, and the university shall not accept any subsequent appeal requests.

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

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

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

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

Chapter Five Supplementary Provisions

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

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

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

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

Article 50 The present regulations shall be implemented from September 1st, 2017. Both the graduate and undergraduate colleges will be responsible for explaining the regulations. Zhejiang University Regulations for Dealing with Student Disciplinary Offenses (Zhejiang University 2009, Letter No.113) shall be repealed simultaneously. If the former relevant provisions are found to be inconsistent with those outlined in the above regulations, the measures outlined here shall prevail.



Security

Security Regulations and Advices

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

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

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

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

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

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

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

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

9. Avoidance of fraud: Make good judgment on false information and keep cautious about money transfer. If someone claiming himself as your teacher, classmate or friend asks you to lend money, remember to contact them themselves for verification by phone in case of being cheated.

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

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

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

Responsibility Pledge for the Security of International Students

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

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

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

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



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

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

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

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

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

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

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

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

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

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

unlawful act.

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

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

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

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

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



Regulations on Dormitory Management and Off-campus Dwelling

Regulations on Management of International Student Dormitories at Zhejiang University

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

inspections or check-ups on regular or irregular basis.

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

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

Article 15 (N/A)

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

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

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

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



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

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

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

Article 22 (N/A)

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

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

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

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

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

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

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

1. Acts that affect public order:

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

2. Acts that affect security

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



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

3. Behavior that disturb others' study or rest

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

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

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

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

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

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

Regulations on Management of Off-campus Dwelling for International Students

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

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

1. International students who lease a private living place shall ask the owner to produce a Public Security License and enter into a lease contract with the owner.
2. International students who dwell in a guest house, hotel or leased apartment shall provide a relevant certificate specifying the dwelling period from the property branch.

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

- (1) Relevant information about their kinfolk or friend must be provided, including his/her name, address, relationship with the student and valid credentials.
- (2) The kinfolk or friend must sign a written letter of guarantee with the student and agree:
 - a) to have the student dwell at his/her place;
 - b) to willingly bear relevant legal liabilities.

III. Procedures of off-campus dwelling registration:

1. The students must, first of all, submit a Application Form for Off-campus Dwelling of International Students at Zhejiang University to relevant office of International College and provide relevant documents, such as lease contract, for verification. They must not start dwelling off campus before obtaining the consent from the International College.
2. Within 24 hours after move-in, they must go to the local police station in the dwelling area for a residence registration, taking with them their own passports.
3. They must also go to International College to have their contact information,



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

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

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

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

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

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

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

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

Leaving the University

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

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

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

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

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



Annual Review of Scholarship

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

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

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

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

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

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

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

IV. Contents of the Annual Review:

1. Course achievements: grades of the first semester of an academic year; general performance of the second semester (scores or grades of mid-term exams or quizzes).

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

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

4. Awards and penalties received during the university schooling.

V. Procedures of Annual Review

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

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

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

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

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

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

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

7. The annual review of government scholarship students who are in the phase of writing the degree thesis shall be based on the comments on the students'



overall performance during the semester provided by the students' supervisors. The supervisors' comments are to be signed by the college (department) chairman and then be submitted to the International College.

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

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

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

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

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

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

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

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

2. Master's degree candidates who fail in two degree courses, or fail in one degree course in a single semester even after a makeup exam.

3. PhD candidates who fail in one degree course.

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

5. Students who violate examination regulations.

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

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

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

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



Insurance and Medical Treatment

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

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

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

4. Comprehensive Insurance for International Students

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

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

- ◇ Discharge Summary
- ◇ Hospital Certificates of Diagnosis
- ◇ Receipts of hospitalization expenses
- ◇ Lists of Total Hospitalization Expenses
- ◇ Clinical History and Receipts of payment (if there are clinic services pre or post hospitalization)

◇ Photocopy of Passport (data and photo page)

(3) Students hospitalized in one of the following hospitals may have a third party payment of the expenses, provided they have contacted the teacher in charge prior to

hospitalization.

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

University

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

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

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

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



Declaration

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

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

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