

目 录

汉口学院简介.....	1
第一部分 报到注册.....	1
国际学生新生注册流程.....	3
国际学生老生注册流程.....	4
第二部分 国家法规.....	5
中华人民共和国出境入境管理法（摘录）.....	5
高等学校要求外国留学生购买保险暂行规定.....	9
第三部分 学校规章.....	10
汉口学院学生管理规定.....	10
汉口学院本科生（国际学生）学籍管理规定.....	14
汉口学院国际学生短期生学籍管理规定.....	19
汉口学院国际学生退学与取消学籍实施细则.....	20
汉口学院学生考试违规的认定与处理办法（修订）.....	23
第四部分 国际交流学院规定.....	23
汉口学院国际学生申请办理居留许可管理规定.....	26
汉口学院国际学生申请办理居留许可延长管理规定.....	27
汉口学院国际学生亲属来华陪读管理规定.....	28
汉口学院国际学生校外住宿管理规定.....	28
汉口学院国际学生购买综合医疗保险管理规定.....	29
汉口学院国际学生考勤管理办法.....	29
第五部分 校园管理.....	32
汉口学院国际学生公寓安全责任书.....	32
文 体 活 动.....	33
宗 教 活 动.....	33
第六部分 毕（结）业离校.....	34
毕（结）业离校程序.....	34
<u>Introduction of Hankou University.....</u>	<u>36</u>
<u>Part II Laws & Regulations of PRC.....</u>	<u>38</u>
<u>Law of PRC on the Administration of Exit-Entry (Extract).....</u>	<u>38</u>

<u>Provisional Regulations on Insurance Purchases by International Students Required</u> <u>by Institutions of Higher Education</u>	43
<u>Part III Regulations of Hankou University</u>	44
<u>Student Management Regulations of Hankou University</u>	44
<u>Regulations on Undergraduates (International Students) Status Management</u>	48
<u>Regulations on Short-term Students Status Management</u>	55
<u>Detailed Rules for the Implementation on Quitting School and Student Status</u> <u>Cancellation</u>	56
<u>Punishment Provisions for Examination Violation of Hankou University</u> <u>(Revised)</u>	60
<u>Part IV Regulations of International Exchange College of Hankou</u> <u>University</u>	65
<u>Regulations on Applying for Residence Permit</u>	65
<u>Regulations on Applying for Residence Permit Extension</u>	66
<u>Regulations of Visa on Relatives Coming to China to Accompany Students</u>	67
<u>Regulations on Off-campus Accommodation</u>	68
<u>Regulations on Purchasing Insurance</u>	69
<u>Regulations on Attendance Management for International Students</u>	70
<u>Part V Campus Management</u>	73
<u>International Students Dormitory Safety Responsibility Agreement</u>	73
<u>Cultural and Sports Activity</u>	74
<u>Religious Activity</u>	75
<u>附：无犯罪证明办理手续</u>	78
<u>如何在武汉出入境 APP 上填写居留许可申请表</u>	79
<u>国际学生保险的问与答</u>	81
<u>国际学生假期安全须知</u>	86

汉口学院校训

敢为人先

实事求是

志存高远

追求卓越

汉口学院简介

汉口学院位于中国九省通衢的湖北省武汉市，坐落在风景秀丽的汤逊湖畔，毗邻高新科技产业集聚区——“中国光谷”。校园占地千余亩，建筑面积 40 余万平方米，校园依山傍水，绿树成荫，楼阁有致，亭台生韵，鸟语花香。学校被誉为武汉地区最美最雅的新型大学园区。是经中国教育部批准成立的多学科、综合性普通高等学校，并面向全世界招生。

学校前身为华中师范大学汉口分校，其母体（华中师范大学）是追溯于 1871 年美国圣公会创办的文华书院，后经湖北省人民政府申请，中国教育部批准，更名汉口学院。目前已形成了培养硕士生、本科生、专科生，以及举办专升本教育、继续教育、职业教育、国际合作交流等完备的高等教育体系，全国同类学校排位第 15 位，教学质量位居同类院校第 13 位。

学校附属产业园区规划宏伟，实力雄厚。正在筹建德国产业园和航空产业园。

学校秉承“敢为人先、实事求是、志存高远、追求卓越”的校训，大力实施“一校一园”发展战略，以“教学改革在全国高校处于领先地位、创业者教育在全国高校处于领先地位、产学研在全国同类高校中处于领先地位”“三个领先”为办学目标，坚持以国际人才市场需求为导向设置专业，以提高教育教学质量为核心，把培养专业基础知识牢固、综合素质强、具有创新精神和实践能力的德、智、体、美全面发展的应用型高级专门人才作为人才培养的基本定位，毕业生深受用人单位欢迎。

学校基础设施完善，现拥有专业实验室 70 多个，学生固定实习基地 70 余个。图书馆建筑面积 2.68 万平方米，馆藏图书 120 多万册。学校教学和科研工作总体覆盖文、法、工、经、管、教、艺术等 7 大学科门类，坚持“结构合理、重点突出、特色鲜明、优势互补”的专业建设思路，建有 41 个硕士和本科专业、18 个专科专业。我校现有湖北省重点学科 1 个，湖北省重点培育本科专业 2 个，战略性新兴产业（支柱）产业人才培养计划项目 2 个，“专业综合改革试点”项目 5 个。为了进一步推动科研兴校战略，学校全职引进德国国家科学与工程学院院士、牛津大学教授皮特·萨赫逊担任副校长兼国际创新中心主任，具体负责学校德国产业园的筹建工作，旨在创办国内一流的高新技术研究中心，切实提高学校整体科研实力。

学校师资力量精良，拥有一支教学经验丰富、学术水平较高，职称、学历、年龄结构合理的专任教师队伍。现有专任教师 600 余人，其中院士 1 人，正教授 70 余人，副教授 190 余人，另外具有硕士、博士学位者约占专任教师的 68%，有 5 位教授享受中国国务院特殊津贴。

学校国际交流合作成效显著，现已具备完善的留学生培养体系和稳定的留学渠道。学校设有：英美项目部、欧盟项目部、韩国项目部、马来西亚项目部、澳新项目、国际高中课程中心、来华留学生服务中心、语言培训与出国留学服务中心和民办教育国际化研究所。并已招收来自全世界三十多个国家和地区的来华留学生。

新的征程中，学校全体教职员工将以饱满的热情、执着的信念、严谨的作风，朝着学生满意的、世界知名的教学型、应用型、创业型大学的目标，昂首阔步前进！

第一部分 报到注册

国际学生新生注册流程

第一步 来华留学（招生）办公室报到

Step 1 Registration in Admission Office

所需材料 Documents required:

1. 护照 Passport;
2. 签证申请表（JW201/202） JW201/202 form;
3. 录取通知书 Admission letter;
4. 学历证书和成绩单原件 Originals of diploma and transcript;
5. 2 寸照片 3 张 Three photos of 2 inch;
6. 缴纳保险费和注册费 Pay insurance and accommodation fee.

第二步 财务处缴学费、住宿费

Step 2 Pay tuition fee, accommodation fee in the Finance Office;

所需材料 Documents required:

1. 录取通知书 Admission letter;
2. 护照 Passport;
3. 缴费通知单 Bill.

第三步 教学办公室注册学籍

Step 3 Register for student status in the Teaching Affairs Office

所需材料 Documents required:

1. 录取通知书 Admission letter;
2. 一张蓝底 1 寸照片 One blue background photo.

第四步 国际交流学院咨询室办住宿手续

Step 4 Go through the formalities of accommodation in the Conference room

所需材料 Documents required:

1. 录取通知书 Admission letter;
2. 2 寸照片 1 张 One photo of 2 inch;

到咨询室领取住宿登记表 Get registration form of residence in the Conference

room.

*住校外的学生请到来华留学办公室领取校外住宿登记表，然后到当地派出所领取临时住宿登记表。The students who live outside the campus shall get a form in the Student Affairs Office, and then get the accommodation form in the local police station.

第五步 来华留学生办公室办理居留许可手续

Step 5 Go through the formalities of residence permit in the Student Affairs Office
所需材料 Documents required:

1. 录取通知书 Admission Letter;
2. 签证申请表原件和复印件 JW201/202 Form (original and copy) ;
3. 护照原件和复印件（照片及护照有效期页复印件、签证及出入境日期页复印件,每页复印两份） Passport and passport copy (Basic Personal Information Page, Entry Visa Page and Entry Date Page, 2 copies for each page) ;
4. 入境人员临时住宿登记表 Registration Form of Residence;
5. 体检证明 Medical Report Issued by Hubei International Travel Hygiene Center.

国际学生老生注册流程

第一步 持学生证和缴费单到财务处缴清学费、住宿费和保险费 Pay tuition fee, accommodation fee and insurance fee in Financial Office with your student ID card.

第二步 持学生证到来华留学公室完成注册。Finish your registration process in Student Affairs Office with your student ID card and receipt for payment.

第三步 持成绩单、住宿登记表、武汉出入境 APP 居留延期申请提交证明和护照原件（不得使用复印版或电子版护照），于留学生办公室开具居留延期证明。with your transcript, accommodation form and passport (You can't use the copy or electronic version of passport instead), please come to 111 Students' Affairs Office in School of International Education for visa extension. Meanwhile, please show the teacher that you have applied your visa extension in the APP of Wuhan Immigration Office.

第二部分 国家法规

中华人民共和国出境入境管理法（摘录）

中国是一个法治国家，签证居留有法可依，违法必究。这里摘录一些与国际学生出入境密切相关的法律条款，供大家学习掌握。

第三章 外国人入境出境

第二十一条 外国人有下列情形之一的，不予签发签证：

- （一）被处驱逐出境或者被决定遣送出境，未满不准入境规定年限的；
- （二）患有严重精神障碍、传染性肺结核病或者有可能对公共卫生造成重大危害的其他传染病的；
- （三）可能危害中国国家安全和利益、破坏社会公共秩序或者从事其他违法犯罪活动的；
- （四）在申请签证过程中弄虚作假或者不能保障在中国境内期间所需费用的；
- （五）不能提交签证机关要求提交的相关材料的；
- （六）签证机关认为不宜签发签证的其他情形。

对不予签发签证的，签证机关可以不说明理由。

第二十五条 外国人有下列情形之一的，不准入境：

- （一）未持有效出境入境证件或者拒绝、逃避接受边防检查的；
- （三）入境后可能从事与签证种类不符的活动的；
- （四）法律、行政法规规定不准入境的其他情形。

对不准入境的，出入境边防检查机关可以不说明理由。

第二十六条 对未被准许入境的外国人，出入境边防检查机关应当责令其返回；对拒不返回的，强制其返回。外国人等待返回期间，不得离开限定的区域。

第二十八条 外国人有下列情形之一的，不准出境：

- （一）被判处刑罚尚未执行完毕或者属于刑事案件被告人、犯罪嫌疑人的，但是按照中国与外国签订的有关协议，移管被判刑人的除外；
- （二）有未了结的民事案件，人民法院决定不准出境的；
- （三）拖欠劳动者的劳动报酬，经国务院有关部门或者省、自治区、直辖市人民政府决定不准出境的；
- （四）法律、行政法规规定不准出境的其他情形。

第四章 外国人停留居留

第二十九条 外国人所持签证注明的停留期限不超过一百八十日的，持证人凭签证并按照签证注明的停留期限在中国境内停留。

需要延长签证停留期限的，应当在签证注明的停留期限届满七日前向停留地县级以上地方人民政府公安机关出入境管理机构申请，按照要求提交申请事由的相关材料。经审查，延期理由合理、充分的，准予延长停留期限；不予延长停留期限的，应当按期离境。

延长签证停留期限，累计不得超过签证原注明的停留期限。

第三十条 外国人所持签证注明入境后需要办理居留证件的，应当自入境之日起三十日内，向拟居留地县级以上地方人民政府公安机关出入境管理机构申请办理外国人居留证件。

申请办理外国人居留证件，应当提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，并留存指纹等人体生物识别信息。公安机关出入境管理机构应当自收到申请材料之日起十五日内进行审查并作出审查决定，根据居留事由签发相应类别和期限的外国人居留证件。

外国人工作类居留证件的有效期最短为九十日，最长为五年；非工作类居留证件的有效期最短为一百八十日，最长为五年。

第三十一条 外国人有下列情形之一的，不予签发外国人居留证件：

- （一）所持签证类别属于不应办理外国人居留证件的；
- （二）在申请过程中弄虚作假的；
- （三）不能按照规定提供相关证明材料的；
- （四）违反中国有关法律、行政法规，不适合在中国境内居留的；
- （五）签发机关认为不宜签发外国人居留证件的其他情形。

第三十二条 在中国境内居留的外国人申请延长居留期限的，应当在居留证件有效期限届满三十日前向居留地县级以上地方人民政府公安机关出入境管理机构提出申请，按照要求提交申请事由的相关材料。经审查，延期理由合理、充分的，准予延长居留期限；不予延长居留期限的，应当按期离境。

第三十三条 外国人居留证件的登记项目包括：持有人姓名、性别、出生日期、居留事由、居留期限，签发日期、地点，护照或者其他国际旅行证件号码等。

外国人居留证件登记事项发生变更的，持证件人应当自登记事项发生变更之日起十日内向居留地县级以上地方人民政府公安机关出入境管理机构申请办理变更。

第三十四条 免办签证入境的外国人需要超过免签期限在中国境内停留的，外国船员及其随行家属在中国境内停留需要离开港口所在城市，或者具有需要办理外国人停留证件其他情形的，应当按照规定办理外国人停留证件。

外国人停留证件的有效期最长为一百八十日。

第三十五条 外国人入境后，所持的普通签证、停留居留证件损毁、遗失、被盗窃或者有符合国家规定的事由需要换发、补发的，应当按照规定向停留居留地县级以上地方人民政府公安机关出入境管理机构提出申请。

第三十六条 公安机关出入境管理机构作出的不予办理普通签证延期、换发、补发，不予办理外国人停留居留证件、不予延长居留期限的决定为最终决定。

第三十七条 外国人在中国境内停留居留，不得从事与停留居留事由不相符的活动，并应当在规定的停留居留期限届满前离境。

第三十八条 年满十六周岁的外国人在中国境内停留居留，应当随身携带本人的护照或者其他国际旅行证件，或者外国人停留居留证件，接受公安机关的查验。

在中国境内居留的外国人，应当在规定的时间内到居留地县级以上地方人民政府公安机关交验外国人居留证件。

第三十九条 外国人在中国境内旅馆住宿的，旅馆应当按照旅馆业治安管理的有关规定为其办理住宿登记，并向所在地公安机关报送外国人住宿登记信息。

外国人在旅馆以外的其他住所居住或者住宿的，应当在入住后二十四小时内由本人或者留宿人，向居住地的公安机关办理登记。

第四十条 在中国境内出生的外国婴儿，其父母或者代理人应当在婴儿出生六十日内，持该婴儿的出生证明到父母停留居留地县级以上地方人民政府公安机关出入境管理机构为其办理停留或者居留登记。

外国人在中国境内死亡的，其家属、监护人或者代理人，应当按照规定，持该外国人的死亡证明向县级以上地方人民政府公安机关出入境管理机构申报，注销外国人停留居留证件。

第四十三条 外国人有下列行为之一的，属于非法就业：

（一）未按照规定取得工作许可和工作类居留证件在中国境内工作的；

（二）超出工作许可限定范围在中国境内工作的；

（三）外国留学生违反勤工助学管理规定，超出规定的岗位范围或者时限在中国境内工作的。

第四十四条 根据维护国家安全、公共安全的需要，公安机关、国家安全机关可以限制外国人、外国机构在某些地区设立居住或者办公场所；对已经设立的，可以限期迁离。

未经批准，外国人不得进入限制外国人进入的区域。

第四十五条 聘用外国人工作或者招收外国留学生的单位，应当按照规定向所在地公安机关报告有关信息。

公民、法人或者其他组织发现外国人有非法入境、非法居留、非法就业情形的，

应当及时向所在地公安机关报告。

第六十二条 外国人有下列情形之一的，可以遣送出境：

- （一）被处限期出境，未在规定期限内离境的；
- （二）有不准入境情形的；
- （三）非法居留、非法就业的；
- （四）违反本法或者其他法律、行政法规需要遣送出境的。

其他境外人员有前款所列情形之一的，可以依法遣送出境。

被遣送出境的人员，自被遣送出境之日起一至五年内不准入境。

第七十六条 有下列情形之一的，给予警告，可以并处二千元以下罚款：

- （一）外国人拒不接受公安机关查验其出境入境证件的；
- （二）外国人拒不交验居留证件的；
- （四）外国人居留证件登记事项发生变更，未按照规定办理变更的；
- （五）在中国境内的外国人冒用他人出境入境证件的；
- （六）未按照本法第三十九条第二款规定办理登记的。

第七十七条 外国人未经批准，擅自进入限制外国人进入的区域，责令立即离开；情节严重的，处五日以上十日以下拘留。对外国人非法获取的文字记录、音像资料、电子数据和其他物品，予以收缴或者销毁，所用工具予以收缴。

第八十条 外国人非法就业的，处五千元以上二万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款。

介绍外国人非法就业的，对个人处每非法介绍一人五千元，总额不超过五万元的罚款；对单位处每非法介绍一人五千元，总额不超过十万元的罚款；有违法所得的，没收违法所得。

非法聘用外国人的，处每非法聘用一人一万元，总额不超过十万元的罚款；有违法所得的，没收违法所得。

第八十一条 外国人从事与停留居留事由不相符的活动，或者有其他违反中国法律、法规规定，不适宜在中国境内继续停留居留情形的，可以处限期出境。

外国人违反本法规定，情节严重，尚不构成犯罪的，公安部可以处驱逐出境。公安部的处罚决定为最终决定。

被驱逐出境的外国人，自被驱逐出境之日起十年内不准入境。

高等学校要求外国留学生购买保险暂行规定

一、为适应来华留学事业快速发展的需要，优化来华留学环境，维护高等学校稳定，完善高等学校处理突发事件应急机制、保障外国留学生（以下简称“留学生”）合法权益，制定本规定。

二、自 2008/2009 学年度起，各高等学校必须要求来华学习时间超过六个月的留学生（含按原学习计划继续学习超过六个月的学生）在我国大陆购买团体综合保险，作为其办理新学期入学注册手续的必备材料。

高等学校自行决定来华学习时间不足六个月的留学生是否必须购买团体综合保险。

三、为保证同一个学校的留学生享受的保险保障标准一致，高等学校必须选定一家中国保险监督管理委员会（<http://www.circ.gov.cn>）认可的人身险保险公司，必须选定其包括如下基本内容的一种团体综合保险：

1. 平安险（身故或残疾定额赔付），身故保额不得低于 10 万元人民币；
2. 人身意外伤害医疗险，保额不得低于 1 万元人民币；
3. 住院医疗保险，保额不得低于 40 万元人民币。

四、个人人身保险的保险单不能作为办理入学注册和在华居留许可的文件。

五、高等学校必须将留学生保险列入留学生管理制度归口管理，留学生管理部门和工作人员必须准确记录选定的保险公司有关业务人员姓名、电话、传真，以备留学生出险时协助理赔。

六、中小学接受的外国学生保险事宜可参照本通知精神办理。

第三部分 学校规章

汉口学院学生管理规定（试行稿）

第一章 总 则

第一条 为维护学校正常的教育教学秩序和生活秩序，保障学生身心健康，促进学生的全面发展，依据《高等教育法》、《普通高等学校学生管理规定》以及其他有关法律、法规，制定本规定。

第二条 学校坚持社会主义办学方向，坚持马克思主义的指导地位，坚持贯彻国家教育方针；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。坚持依法治校，科学管理，健全和完善管理制度，规范管理行为，将管理与育人相结合，不断提高管理和服务水平。

第三条 学生应当拥护中国共产党领导，自觉学习习近平总书记系列重要讲话精神和治国理政新理念新思想新战略，坚定中国特色社会主义道路自信、理论自信、制度自信、文化自信，树立中国特色社会主义共同理想；应当树立爱国主义思想，具有团结统一、爱好和平、勤劳勇敢、自强不息的精神；应当增强法治观念，遵守宪法、法律、法规，遵守学校管理制度，具有良好的道德品质和行为习惯；应当刻苦学习，努力掌握现代科学文化知识和专业技能；应当积极锻炼身体，增进身心健康。

第四条 本规定适用于汉口学院普通全日制本、专科在校学生。

第二章 校园秩序与课外活动

第五条 学校建立和完善学生参与民主管理的组织形式，通过校务公开的途径、方式，支持和保障学生依法参与学校民主管理。

第六条 学生应当自觉遵守公民道德规范，自觉遵守学校管理制度，创造和维护文明、整洁、优美、安全的学习和生活环境。

学生不得有酗酒、打架斗殴、赌博、吸毒，传播、复制、贩卖非法书刊和音像制品等违反治安管理规定和违法的行为；不得参与非法传销和进行邪教、封建迷信活动；不得从事或参与有损大学生形象、有损学校声誉、有损社会公德的活动。

第七条 学生举行大型集会、游行、示威等活动，应当按法律程序和有关规定获得批准。对未获批准的，学校将依法劝阻或制止。

第八条 学生使用计算机网络，应当遵循国家和学校关于网络使用的有关规定，不得登陆非法网站、传播有害信息。

第九条 学生可在校内成立、参加学生团体。学生成立团体，应当按学校有关规定提出书面申请，报学校批准。

学生团体应当在宪法、法律、法规和学校管理制度范围内活动，接受学校的领导和管理。学生和学生团体不得开展不健康的艺术、文娱、体育等活动；学生进行课外活动不得影响学校正常的教育教学秩序和生活秩序。

第十条 学校鼓励、支持和指导学生参加社会实践、社会服务和开展勤工助学活动。学校将学生社会实践、社会服务纳入学生培养计划，并根据实际情况给予必要帮助。

学生参加勤工助学活动应当遵守法律、法规以及学校、用工单位的管理制度，履行勤工助学活动的有关协议。

第十一条 任何组织和个人不得在学校进行宗教活动。

第十二条 学校建立健全学生宿舍管理制度。学生应当遵守学校关于学生宿舍管理的规定，接受学校的统一安排和管理，配合学校做好学生宿舍的防火、防盗、安全、卫生等工作。

第三章 处分与申诉

第一节 处 分

第十三条 对有违法、违规、违纪行为的学生，学校给予批评教育或纪律处分。纪律处分与学生违法、违规、违纪行为的性质和过错的严重程度相适应。

第十四条 纪律处分主要有以下几种类型：

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

第十五条 学生有下列情形之一者，给予开除学籍的处分：

- （一）违反宪法、反对四项基本原则、扰乱社会秩序的；
- （二）触犯国家法律，构成刑事犯罪的；
- （三）违反治安管理规定受到处罚，性质恶劣的；
- （四）由他人代替考试、替他人参加考试、组织作弊、使用通信设备作弊及有其他严重作弊行为的；
- （五）剽窃、抄袭他人研究成果，情节严重的；
- （六）违反学校规定，严重影响学校教学秩序、生活秩序以及公共场所管理秩序，侵害其他个人、组织合法权益，造成严重后果的；

（七）屡次违反学校规定受到纪律处分，经教育不改的。

第十六条 对学生的处分，由学院负责搜集有关材料，并经学院办公会讨论，提出处分的建议意见，由学生工作部审核后报主管校领导审批。开除学籍要报校长办公会研究决定。对于学生考试作弊的处理，教务处可根据情况提出处分的建议意见。

第十七条 学校对学生作出处分决定之前，要听取学生或其家长、代理人的陈述和申辩。对学生作出处分的决定书必须送达本人或其家长、代理人。处分决定书自送达之日起生效。无法送达的在校内宣传栏或校园网上公告，公告期为7天，公告期满视为送达。除开除学籍的处分外，给予学生处分一般设置6到12个月期限，到期按学校规定程序予以解除。

对学生开除学籍的处分决定书报湖北省教育厅学生处备案。

第十八条 学校对学生作出的处分决定书包括处分和处分事实、理由及依据，并告知学生可提出申诉及申诉的期限。

第十九条 被开除学籍的学生，自处分决定生效之日起一周内，学生或其代理人办理手续离校，档案、户口退回其家庭户籍所在地。逾期不办理手续离校的，学校有关部门应当注销其在校各种关系。

第二节 申诉

第二十条 学校成立学生申诉处理委员会，受理学生对学籍处理或违纪处分的申诉。学生申诉处理委员会应当由学校负责人、相关职能部门负责人、教师代表、学生代表组成。

第二十一条 学生对学籍处理或违纪处分决定有异议的，在接到学校处理或处分决定书之日起10个工作日内，可向学校学生申诉处理委员会提出书面申诉。

第二十二条 学生申诉处理委员会对学生提出的申诉进行复查，并在接到书面申诉之日起15个工作日内，作出复查结论并告知申诉人。需要改变原处理或处分决定的，由学生申诉处理委员会提交学校重新研究决定。

第二十三条 学生如对复查决定有异议，在接到学校复查决定书之日起15个工作日内，可向湖北省教育厅学生处提出书面申诉。

第二十四条 从处理、处分决定或复查决定送交之日起，学生在申诉期内未提出申诉的，学校不再受理其提出的申诉。

第二十五条 对学生的奖励、处分材料，学校应当真实完整地归入学校文书档案和本人档案。

第四章 附 则

第二十六条 学校对接受成人高等学历教育的学生、留学生的管理，参照本规定执行。

第二十七条 本规定自 2017 年 9 月 1 日起施行。其他有关文件规定与本规定不一致的，以本规定为准。

汉口学院本科生（国际学生）学籍管理规定

第一节 总 则

第一条 为了规范外籍本科生（以下称国际学生）的管理工作，维护学校正常的教育教学秩序，保障国际学生学习、生活顺利进行，促进我校国际学生教育工作的的发展，根据《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第42号，2017年3月20日）和《汉口学院学生管理规定》等规定，结合我校国际学生教育工作的特点和学校实际，制定本管理办法。

第二条 本管理办法适用于学校对接受普通高等学历教育的国际学生的学籍管理。

第三条 本管理办法所述国际学生指经教育部或湖北省教育厅批准，被学校录取的具有正式学籍的外籍本科生，不包括还在接受预科教育（含汉语补习教育）和接受非学历教育的国际学生。

第四条 国际交流学院履行全校国际学生的招生、注册、培养、学生事务与学籍事务的管理与服务职能。

第五条 国际交流学院履行国际学生教学工作的组织、实施与管理，毕业审查等培养职能。

第二节 入学与注册

第六条 按国家规定录取的国际学生，应在学校规定的期限内到国际交流学院办理入学手续。因故不能按期入学者，应当以书面形式并附相关证明材料向国际交流学院请假，请假时限原则上不得超过2周，未请假或请假超过规定时限者，（除因不可抗力等正当事由外），视为放弃入学资格。

第七条 新生入学后，国际交流学院按照国家规定对其入学资格、健康状况、证照等进行审查，审查合格者予以学籍电子注册，取得学籍。审查不合格者，由学校区别情况予以处理，直至取消入学资格。

第八条 每学期末时，在校国际学生应当按照注册规定在学校财务处缴纳第二学期学费与住宿费、保险费、办理居留许可等注册手续。

第九条 未按注册规定缴纳费用或其他不符合注册条件的在校国际学生不予注册。确因经费困难等原因不能在规定期限内注册的，经学生本人书面申请并报国际交流学院领导批准，可以暂缓注册。

无正当理由超过规定期限未注册的国际学生按旷课处理。违反注册规定，情节严重的国际学生，作自动退学，取消学籍、同时报公安部门取消居留许可处理，被取消学籍的国际学生必须在规定的一周期限内办理离校手续并离境。

未注册的国际学生不享有在校生待遇。

第三节 考 勤

第十条 国际学生应按时参加教育教学计划规定的活动，因故不能参加者应事先请假并获得批准。未经请假或请假未获批准而缺席者，即为旷课。对旷课的国际学生视情节轻重由国际交流学院给予批评教育或纪律处分并通报国际学生所在国驻华大使馆。

第十一条 国际学生请假需本人提出书面申请，因病请假应有医院证明。请假3天以内的，由国际交流学院国际学生辅导员审批；请假3天以上的，由国际交流学院分管学生事务的副院长审批。

国际学生请假申请书、医院证明及国际交流学院审批意见等材料由国际学生本人交学院辅导员保存备查。

第十二条 国际学生请假期满，应当及时向国际学生辅导员销假，如期满仍未能回校学习，应办理续假手续，未办理续假手续或续假未批准者以旷课论处。

第四节 课程考核与培养方案

第十三条 国际学生应当参加学校教育教学计划规定的课程和各种教育教学环节的考核，国际学生教学实习或社会实践应按教育教学计划与普通本科一起进行，但在选择实习或实践地点时，应当遵守有关涉外规定。

第十四条 鉴于国际学生普遍存在答卷时书写汉字速度慢等困难，国际学生的中文授课相关课程考试经国际学生集体提出申请、学院审核同意后可酌情调整评分标准。

第十五条 国际学生须修读由国际交流学院开设的《剪纸》、《书法》等语言文化类6学分选修课程。

第十六条 国际学生须修完本专业主干（核心）课程，修满140学分，完成毕业论文（毕业设计）及其他实践教学环节。

国际学生可以免修专业培养方案通识必修部分的政治理论课、军事课、大学英语等课程，但需要修读国际交流学院开设的《汉语综合1-2》（16学分）、《HSK 3-4级辅导》（16学分）、《中国文化》（6学分）等课程。

第五节 转专业

第十七条 国际学生在校学习期间可以申请转专业，但应遵守学校转专业的相关规定。

（一）申请转专业的国际学生应向国际交流学院提出申请，经国际交流学院审核后填写转专业申请表。

（二）国际学生转专业申请获国际交流学院同意后，由国际交流学院分管留学生事务的院长批准。

第六节 休学、保留学籍与复学

第十八条 国际学生因伤（病）、经济困难等原因需要暂停学习或不能坚持正常学习者，可申请休学。国际学生休学一般以一年为期，符合国家政策规定的国际学生最长休学年限为二年。

第十九条 国际学生申请休学，应由本人提出书面申请，提供相关证明材料，经国际交流学院分管留学生事务的院长批准签字认可。

第二十条 经学校批准休学的国际学生应完成离校手续、注销居留许可，持国际交流学院出具的休学证明在规定的期限内离校、离境。

第二十一条 国际学生休学期间不享有在校生待遇，学校对休学期间的国际学生不承担管理责任。

第二十二条 休学期满的国际学生应向国际交流学院提出复学申请，经国际交流学院同意后方可办理复学手续。超过休学期限未申请复学的国际学生一律作自动退学处理。

第七节 下编、延长学习期限与退学

第二十三条 在学校规定的修业年限内，国际学生因成绩不合格不作试读或退学处理，但有下列情况之一者，应予下编，同时延长学习期限：

（一）在校学习期间，考核不合格（含旷考）的必修课程学分累计达到 20 至 28 学分的国际学生，由国际国际交流学院提出下编，经国际交流学院分管留学生事务的副院长同意，学籍编入下一年级。

（二）休学期满，申请复学并获国际交流学院批准的国际学生，由国际交流学院根据休学年限下编进入相应年级。

（三）在规定的学习年限内修完教学计划规定的课程，但有课程不合格，不符合毕业要求的国际学生，应向国际交流学院申请延长学习期限，在缴纳学费、保险、办理居留许可等延长手续后，由国际交流学院将其学籍编入下一年级。

（四）下编、延长学习期限的国际学生，未合格课程学分超过 15 学分的（含毕业论文（设计）、毕业考试（考核）等），按学年学费标准缴纳学费，低于 15 学分的，按学分（国际学生收费标准）缴纳学费。

第二十四条 国际学生有下列情况之一者，应予以退学：

（一）不能自费学习的学生。

（二）无正当理由，学期结束仍未完成下学期缴费等注册手续者。

（三）在校学习期间，考核不合格（含旷考）的必修课程学分累计达到 30 学分及以上，或平均每学年所修课程学分未达到 28 学分者，或旷课累计 16 学时。

（四）休学期满，逾期未申请复学或虽申请复学但未获审批通过者。

（五）学生本人申请退学者。

第二十五条 学生依照本办法退学，完成相应离校手续，符合学校规定条件的，由学校出具学习证明或结（肄）业证书。

第八节 提前毕业

第二十六条 国际学生提前修完教育教学计划规定的课程，平均学分绩点（GPA）达到 2.0 及以上，符合毕业要求的国际学生，应在毕业学年的 3 月底之前提出提前毕业书面申请，经国际交流学院审核同意，并按学制年限缴纳全部学费后，由国际交流学院将学籍编入毕业年级。

第九节 汉语水平（H.S.K.）

第二十七条 国际学生一般没有汉语水平，但毕业时中文必须达到 HSK4 级，否则不予以授予学位证书。

第十节 插 班

第二十八条 申请插班进入其它专业学习的国际学生，由学生本人书面申请并提供大学所修课程成绩单（学分）、HSK 证书等材料，经国际交流学院留学生院长审核同意，并报学院备案后，由国际交流学院报省教育厅批准，可以插入申请专业的一年级第 2 学期、二年级、三年级第 1 学期学习。

第二十九条 国外教育机构推荐的国际学生按与学校签订的合作协议执行。

第十一节 全英文授课

第三十条 全英文授课是指根据国家文件规定，由学校自行设置，课程授课语言为英语、单独编班教学的国际学生项目，学院设立全英文授课培养国际学生。

第三十一条 全英文授课培养方案由学院参照同类专业培养方案另行制定，其专业、课程设置、学制与学分要求等应当遵守国家相关规定或学校规定，全英文授课培养方案应报教务处审批后实施。

第三十二条 全英文授课开设《汉语综合 1-4》课程，学生完成汉语课程学习后，应达到汉语初级及以上水平。

第三十三条 全英文授课的国际学生毕业论文可用英文或者中文撰写与答辩。

第十二节 毕业与结业

第三十四条 有正式学籍的学生，学生在本科四年年限内，修完教育教学计划规定内容，成绩合格，达到学校毕业要求的，准予毕业，凡符合学士学位授予条件的，由学校授予学士学位离校前发给对应证书。

第三十五条 学生修业期满有以下情况之一者，作结业处理：

- 1、修完教学计划规定内容，但未达到学校毕业要求；
- 2、毕业论文未经答辩或答辩不合格者；
- 3、体育课不及格者；
- 4、实习不合格者。

第三十六条 对退学的学生，学校发给肄业证书或者写实性学习证明。

第十三节 附 则

第三十七条 本办法对 2017 年 9 月及以后入学的国际学生施行，由国际交流学院负责解释。

汉口学院国际学生短期生学籍管理规定

第一条 为了促进我校国际交流与合作工作，规范我校国际学生（非学历）培养管理，保障国际学生（非学历）学习、生活顺利进行，结合我校国际学生（非学历）教育工作特点和学校实际，制定本办法。

第二条 非学历国际学生根据来校学习目的主要为语言生，不包括学历生（学位生）。

第三条 接受非学历教育的国际学生修读汉口学院课程，应在考勤、平时作业、实验、考核考试等教学环节自觉遵守学校（院）教学管理制度，服从学校（院）管理，如有违反，按学校（院）管理制度处理。

第四条 修读汉语课程的语言生课程成绩单办理办法：

1. 国际学生在课程期末考试结束 1 周后，可向国际交流学院申请办理《汉口学院国际学生成绩单》，学习结束、结业的国际学生应同时办理离校程序。

2. 国际学生结业离校时间早于课程成绩出具时间，可出具委托书，委托他人代为领取《汉口学院国际学生成绩单》；或自行选择邮寄方式，填写邮寄资料、备足邮资，由学生学生辅导员代邮《汉口学院国际学生成绩单》。

汉口学院国际学生退学与取消学籍实施细则

第一章 总 则

第一条 为了进一步规范国际学生学籍管理工作，明确国际学生退学与取消学籍处理程序，依据《汉口学院本科生学籍管理实施细则（修订）》、《汉口学院国际学生（本科）学籍管理办法（修订）》有关管理规定，结合我校国际学生教育工作实际，制定本实施细则。

第二条 国际学生退学分为因个人原因退学和学校予以退学 2 类。

第三条 本实施细则适用于所有在校国际学生。

第二章 国际学生因个人原因退学

第四条 国际学生因个人原因退学包括因个人健康原因、经济原因、学习困难原因等。

第五条 攻读学士学位的国际学生因个人原因申请退学，在国际交流学院来华留学生办公室领取《汉口学院国际学生退学申请表》一式 2 份，如实填写个人信息和申请退学原因，经学院教学秘书、负责留学生工作院长审批。

国际交流学院来华留学生办公室负责将审批结果通知到国际学生本人。

接受非学历教育、修读本科课程的国际学生申请退学参照本条执行。

第六条 国际学生申请退学，获国际交流学院批准后，应在国际交流学院管理办公室领取《汉口学院国际学生离校程序单》，根据表格要求，完成离校程序。

国际学生（语言生）申请退学只需完成《汉口学院国际学生离校程序单》。

第七条 国际交流学院每学期汇总经审批同意退学且完成离校手续的国际学生信息，报分管国际教育工作的校领导审批、签发《汉口学院关于同意国际学生退学的通知》。

第八条 国际交流学院将《汉口学院关于同意国际学生退学的通知》报国家教育行政部门和出入境管理部门备案，并在来华留学生学籍学历管理平台修改其学籍状态。

第三章 学校对国际学生予以退学

第九条 国际学生有符合学校学籍管理规定的下列应予退学情况之一者，予以退学：

- （一）不能自费学习的留学生；
- （二）无正当理由，学期结束仍未完成缴费等注册手续者；

（三）休学期满，逾期未申请复学或虽申请复学但未获审批通过者：

（四）国际学生（本科）在校学习期间考核不合格（合旷考）的必修课程累计达到 30 学分及以上或平均每学年必修课程学分未达到 28 学分者，累计旷课 16 学时者。

第十条 国际交流学院通知符合予以退学条件的国际学生接受处理，对公告、通知无果且严重违反注册规定、或无学习记录、或居留许可超期、或失联的国际学生经分管国际学生辅导员确认后报学院负责留学生院长经办公会研究处理。

第十一条 国际交流学院通过网站、公告栏等方式公示院长办公会拟予以退学的处理决定和学生名单，公示期结束、涉及国际学生无异议后，报分管校长研究决定。

第十二条 国际交流学院根据分管校长研究决定和签发《汉口学院关于对国际学生予以退学的处理决定》。

第十三条 国际交流学院将《汉口学院关于对国际学生予以退学的处理决定》报国家教育行政部门和出入境管理部门备案，并在来华留学生学籍学历管理平台修改其学籍状态。

第十四条 本实施细则自 2017 年 9 月起开始实施，由国际交流学院负责解释。

附件：1. 汉口学院国际学生（本科）退学申请表
附 件：

汉口学院国际学生（本科）退学申请表

Hankou University International Students (Undergraduates) Application for
Quitting School

专业 Major: 年 Yr. 月 Mon. 日 Date

姓名 Name		学号 Student Number		性别 Gender		国籍 Nationality	
退学原因 Reason for Quitting School	(可以另附页说明事实, 并附相关证明材料的复印件 (additional sheets can be attached to state the facts, with copies of relevant supporting documents))						
国际交流学院意见 Opinion of School of International Educationt	教学秘书审核 (Approval of Teaching Secretary)						
	年 Yr. 月 Mon. 日 Date						
备注 Remarks	主管留学生院长 签章 Dean of Teaching Affairs (Dean of Department) Signature / Seal:						
	年 Yr. 月 Mon. 日 Date						

汉口学院国际交流学院制表

咨询电话 Number for inquiries: 027-59410097

汉口学院学生考试违规的认定与处理办法（修订）

为进一步严肃考风考纪，规范我校考试违规行为的认定及处理程序，根据教育部《普通高等学校学生管理规定》和《国家教育考试违规处理办法》（教育部第33号令），结合实际情况，学校制定了《汉口学院考试违规处理办法》，现予印发执行。原《汉口学院学生考试违规的认定与处理办法》（汉口学院行字〔2010〕74号）同时废止。

第一章 总则

第一条 为严肃考风考纪、规范考试违规行为的认定和处理，维护考试的公平、公正，根据《中华人民共和国高等教育法》、教育部《普通高等学校学生管理规定》和《国家教育考试违规处理办法》的有关规定，结合我校实际，制定本办法。

第二条 本办法所称考试是指我校专业人才培养方案和学位授予条例所规定的各种考核以及由学校组织、承办的各类非学历证书考试及毕业论文（设计）等。

第三条 本办法适用于学校全日制本、专科在校生。

第二章 违规行为的认定

第四条 考生有下列情况之一的，认定为考试违纪：

- （一）携带规定以外的物品进入考场或者未放在指定位置的；
- （二）未在规定的座位参加考试的；
- （三）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；
- （四）在考试过程中旁窥、交头接耳、互打暗号或者手势的；
- （五）在考场内喧哗、吸烟或者实施其他影响考场秩序的行为的；
- （六）未经考试工作人员同意在考试过程中擅自离开考场的；
- （七）将试卷、答卷（含答题卡、答题纸等，下同）、草稿纸等考试用纸带出考场的；
- （八）用规定以外的笔或者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；
- （九）他人强拿自己的试卷、答卷或草稿纸未予拒绝的；
- （十）其他违反考场规则但尚未构成作弊的行为。

第五条 考生有下列情况之一者，认定为考试作弊：

- （一）携带与考试内容相关的材料或者存储有与考试内容相关资料的电子设备参加考试的；
- （二）抄袭或者协助他人抄袭试题答案或者与考试内容相关的资料的；
- （三）抢夺、窃取他人试卷、答卷或草稿纸或胁迫他人為自己抄袭提供方便的；

- (四) 携带具有发送或者接收信息功能的设备;
- (五) 由他人冒名代替参加考试的;
- (六) 故意销毁试卷、答卷或者考试材料的;
- (七) 在答卷上填写与本人身份不符的姓名、考号等信息的;
- (八) 传、接物品或者交换试卷、答卷、草稿纸的;
- (九) 在评卷中被认定为答卷雷同的;
- (十) 通过伪造证件、证明、档案及其他材料获得考试资格、加分资格和考试成绩的;
- (十一) 其他以不正当手段获得或者试图获得试题答案、考试成绩的行为;
- (十二) 毕业论文(设计)有剽窃抄袭或伪造数据行为的;
- (十三) 以央求、送礼、请客、威胁等手段要求老师提分、加分或隐瞒违纪作弊事实的;
- (十四) 其他应认定为作弊的行为。

第三章 违规行为的处理

第六条 对考试违规学生的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。

第七条 考生有第四条所列考试违纪行为之一的,应视情节轻重给予警告或警告以上处分,该门课程总成绩以零分计,不得参加正常补考。

第八条 考生有第五条所列考试作弊行为之一的,应视情节轻重给予记过或记过以上处分,该门课程总成绩以零分计,不得参加正常补考。

第九条 考生及其他人员应当自觉维护考试秩序,服从考试工作人员的管理,有下列扰乱考试秩序的行为之一的,责令离开考场;影响考试进行的,视情节轻重,按照本规定第七条或第八条处理;违反《中华人民共和国治安管理处罚法》的,交由公安机关依法处理;构成犯罪的,由司法机关依法处理追究刑事责任。

- (一) 故意扰乱考点、考场、评卷场所等考试工作场所秩序;
- (二) 拒绝、妨碍考试工作人员履行管理职责;
- (三) 威胁、侮辱、诽谤、诬陷或者以其他方式侵害考试工作人员、其他考生合法权益的行为;
- (四) 故意损坏考场设施设备;
- (五) 其他扰乱考试管理秩序的行为。

第十条 考生有下列行为之一的，可给予开除学籍处分：

- （一）由他人代替参加考试的；
- （二）代替他人参加考试的；
- （三）组织作弊的；
- （四）使用通讯设备作弊的；
- （五）向考场发送、传递试题信息的；
- （六）第二次考试作弊的；
- （七）其他考试违规行为严重的。

第四章 违规行为认定与处理程序

第十一条 考试中的违纪作弊行为应以监考人员的当场认定为准。监考人员应将当事人姓名、学号、违纪作弊主要情节如实记录在《考场记录》中或写成书面材料,由两名以上（含两名）监考人员签字确认，连同试卷和物证一并在该课程考试结束后及时交教务处考试中心。

巡考人员发现考生违纪作弊，应立即向考场监考人员说明情况，由监考人员按上述办法处理。巡考人员应在《考场记录》上签名。

教师在判卷或其他情况下发现的作弊问题，要及时书面报告（连同物证）学生所在学院办公室。

第十二条 学生所在学院办公室接到教务处考试中心转交的或教师递交的反映违纪作弊的记录和材料后，应立即着手核查并报学院主管领导。各学院必须严格按照本规定及时作出处分决定或提出处理意见。

第十三条 学院在考试违纪作弊行为发生后3个工作日内,将考生本人的书面检讨（含作弊情节和本人认识）、有关材料和学院的处分决定或处理意见报教务处。

第十四条 对考试违纪作弊的处理程序和处分审批权限、处理决定的告知、归档及学生申诉等后续问题，依照《汉口学院学生申诉处理暂行办法》执行。处理结果向全校通报。

第五章 附则

第十五条 本办法自公布之日起施行，学校此前颁布的有关考试违规的处理规定同时废止。

第十六条 学校对接受成人高等学历教育的学生、留学生的管理、参照本校规执行。本办法由教务处、国际交流学院负责解释。

第四部分 国际交流学院规定

汉口学院国际学生申请办理居留许可管理规定

1. 国际学生新生入境后需按学校规定的时间按时到校报到注册。
 2. 国际学生新生到校后，必须在 24 小时内到国际交流学院来华留学生办公室办理相关住宿登记手续。
 3. 国际学生新生到校后可按其需求办理居留许可。
 - (1) 办理居留许可的条件：
 - ① 国际学生新生所持签证必须是 X1 或 X2 签证。入境后，如学习期限超过其签证规定的期限，自入境之日起 30 天内必须到武汉市公安局出入境管理局办理居留许可。
 - ② 在校学习时间在半年以上的国际学生新生。
 - (2) 关于居留有效期的规定：
 - ① 非学历生的居留有效期至学习期满之日（3 月 30 日或第二年 7 月 10 日）。
 - ② 学历生的居留有效期至第二年 7 月 10 日止。
 - (3) 办理居留许可的手续：
 - ① 携带由本国出具的体检证明前往湖北国际旅行卫生保健中心进行查验，领取体检合格报告；
 - ② 注册完毕后，持入学通知书、JW201 或 JW202 表原件、《外国人临时住宿登记表》、护照原件和复印件、1 张 2 寸登记照片、体检合格报告以及在武汉出入境 app 上提交的居留许可申请表（详细填写办法见附件）到来华留学办公室办理《公函》。
 - ③ 国际学生持以上材料前往武汉市公安局出入境管理局办理居留许可。
 - ④ 3 周以后到出入境管理局取回护照，务必仔细查看居留有效期并记住该日期。
- 国际学生新生如不在签证有效期内办理居留许可，视为在中国非法居留，将面临中国公安机关的处罚。非法居留的国际学生，根据《中华人民共和国出境入境管理法》规定可以处警告或者每非法居留 1 日，处 500 元罚款，总额不超过 10000 元；或者处 3 日以上、10 日以下的拘留。情节严重的，并处限期出境。

汉口学院国际学生申请办理居留许可延长管理规定

第一条 申请居留许可延长的条件

- 1、在学习期限内,居留证到期,本人尚未完成学业;
- 2、学习期限已到,学生未取得毕业资格,需要继续学习;
- 3、学习期满,被我校录取为汉语进修生继续攻读更高学位的国际学生。

第二条 关于居留许可延长期限的规定

居留证件签发的有效期与考勤成绩密切相关。考勤成绩采取计分制。考勤计分按出勤率*5分计算,全勤计5分;成绩计分按各科目平均成绩*0.5分计算,考试平均成绩满分计5分;考勤成绩总分满分合计10分。

- (1)对总分6分以上(含6分)的留学生,签发有效期不超过1年的居留许可;
- (2)对总分6分以下或考勤低于3分的国际学生,不予延长居留许可。

第三条 办理申请延长居留许可的方法

- 1、符合“申请延长居留许可的条件1”的学生:
 - (1)缴清下一学年学费、保险费,并完成注册;
 - (2)前往国际交流学院来华留学生办公室办理学生证明并去当地派出所领取住宿证明(校外住宿的学生需到房屋所管辖派出所领取《国外人员临时住宿登记表》);
 - (3)前往国际交流学院来华留学生办公室领取成绩单和考勤表;
 - (4)前往国际交流学院来华留学办公室提交延长居留许可申请表并办理《公函》。
- 2、符合“申请延长居留许可的条件2”的国际学生:
 - (1)提前1个月到国际交流学院来华留学生办公室领取延长学习申请表;
 - (2)主管留学生院长在申请表上填写是否同意延长意见;
 - (3)如获同意,前往财务处交纳申请延长学习期间所需学费;如未获同意,请三天之内办理离校手续;
 - (4)前往后勤管理办公室领取住宿证明(校外住宿的国际学生需到住房管辖派出所领取《国外人员临时住宿登记表》);
 - (5)在武汉出入境 app 上提交延长居留许可申请表;
 - (6)前往来华留学办公室办理延长居留许可手续。

第四条 居留到期且未及时办理相关手续,造成居留许可逾期,后果由国际学生自负。

汉口学院国际学生亲属来华陪读管理规定

1. 办理陪读居留证的条件

- (1) 取得汉口学院正式学籍并在我校学习一学年以上的学历生；
- (2) 申请来华陪读的国际学生亲属仅限于国际学生本人的直系亲属。直系亲属的定义是：国际学生本人配偶和其未满 18 周岁的子女；
- (3) 学习态度端正、刻苦勤奋、学习成绩良好；
- (4) 遵守中国法律，遵守汉口学院校纪校规，表现良好；
- (5) 具备一定的经济能力，可以负担亲属陪读期间的费用。

2. 申请居留证所需材料

- (1) 本人及家属护照原件；
- (2) 亲属关系证明，包括：结婚证、子女出生证明、大使馆出具的公证书等；
- (3) 校外住宿证明。

国际学生本人及家属前往国际交流学院来华留学办公室办理《公函》。

3. 相关要求

- (1) 国际学生亲属来华后，不允许居住在留学生宿舍。
- (2) 国际学生亲属来华陪读办理居留初始时间原则不超过半年，居留延期时间最长不得超过学生本人居留证件有效期。
- (3) 国际学生亲属来华后必须遵守中国政府相关法律、法规和汉口学院相关管理规定。
- (4) 如遇国际学生未按期毕业需要延长学习，不予办理其亲属陪读居留证。

汉口学院国际学生校外住宿管理规定

1. 要求到校外住宿的国际学生老生需提前 10 天向国际交流学院提出校外住宿申请，办理校外住宿相关手续。

2. 学生在来华留学办公室领取《汉口学院国际学生校外住宿登记表》，并完整填写好每一项内容。

3. 学生将填好的《汉口学院国际学生校外住宿登记表》交到来华留学办公室并在此办理校外住宿相关手续。

4. 学生办理好校外住宿相关手续后，学生本人携带护照及复印件、租房合同及

复印件，与租户（出租户需带户口本、本人身份证）一起到居住地所属派出所办理核查及上网登记手续，保存好《境外人口基本信息》表，同时到武汉市公安局出入境管理局备案。

5. 学生在校外住宿的地址每发生一次地址变动，都必须及时到来华留学办公室重新办理校外登记手续，然后到当地派出所备案。时间不能超过 10 天。

6. 学生在校外住宿应该严格遵守中国的相关法律、法规，与房主及左邻右舍和睦相处，如果违反将按照中国的相关法律、法规进行处理。

7. 如不按照规定办理校外住宿而居住在校外者，造成违法行为，将依据中国法律、法规和校规进行处理。

汉口学院国际学生购买综合医疗保险管理规定

1. 保险名称：外国来华留学生综合医疗保险；

2. 保险内容：外国来华留学生综合医疗保险包括团体平安保险和团体附加意外伤害医疗保险、团体住院医疗保险和团体高额医疗保险等四项内容（详见保险手册）；

3. 投保时间：在办理成功居留许可有效期内（保险生效日期也是一样的）。

4. 来报到注册办理投保流程：

（2）保费由个人自理（800 元/学年，400 元/半学年），注册时交费购买保险。

（注意：根据中国政府规定，国际学生未购买中国境内指定保险者，不得注册学籍）

5. 了解更多投保相关信息：

（1）登入 <http://www.lxbx.net> 查看更多详细的内容，点击网站内使用指南查看使用信息，enter <http://www.lxbx.net> and click the 使用指南；

（2）在有需要就医的病情发生的时候拨打保险卡上的电话 4008105119 转 1 键，服务公司会提供医生问诊以及治疗建议。

6. 特别说明

根据中国政府规定，所有国际学生来校注册时必须购买保险。

汉口学院国际学生考勤管理办法

为严肃校纪校规，保持优良学风，保证课堂效率和国际学生学业的顺利完成，根据《汉口学院本科生学籍管理规定（修订）》，结合国际学生实际情况，特制定

本管理办法。

第一条 全体国际学生必须按照汉口学院的校历规定参加学习，按时报到注册，按照教学计划选课，按时上课下课。假期按照中国政府确定的法定节假日和学校的寒暑假休假。任何其他国家和地区的节假日，不做休假安排。

第二条 学校实行考勤登记和记录制度，由授课教师将考勤情况录入考勤管理系统。上课时，学生应自觉遵守课堂纪律，衣着整洁、不迟到、不早退、不聊天、不大声喧哗、不在教室吸烟、不在课堂进食、不接听电话或者收发短信。

第三条 授课教师每月向国际学生辅导员通报每名学生的考勤情况。旷课次数达到当月该门课程总次数的三分之一，由国际交流学院下达书面警告。旷课次数达到该门课总学时的三分之一，由国际交流学院下达取消期末考试资格通知。旷课累计 16 学时，开除处理。

第四条 每学期末，国际交流学院根据武汉市出入境管理局制定的《关于进一步加强外国留学生居留证件管理的工作规范》，核查每名学生的考勤率和成绩单，签发有效期与考勤成绩相匹配的居留证件。

第五条 因事、因病不能参加学校规定的教学科研活动，应事先(疾病急性发作或者紧急事故除外)办理请假审批手续，否则按旷课论处。学生请假需本人提出书面申请，前往国际交流学院来华留学生办公室填写《汉口学院国际学生请假审批表》，因病请假应有医院诊断证明。

1. 病假时间在一周以内或者事假两天以内的，由国际交流学院国际学生辅导员批准，病假时间超过一周或者事假三天以上的，需由国际交流学院学生工作书记批准。

2. 请假审批表原件、医院证明等材料由培养学院学生辅导员保存备案，并通报任课老师，作为考勤凭证。

3. 请假期满应及时办理销假手续。请假期满仍不能回校学习者，应按照上述办法办理续假手续并附相关书面证明材料。

附 件

年 Yr. 月 Mon. 日 Date

咨询电话 Number for inquiries: 027-59410097

第五部分 校园管理

汉口学院国际学生公寓安全责任书

为了做好学生公寓安全管理工作，防止各类事故的发生，保障学生人身、财产安全，促进和谐校园建设，根据国家有关法律和学校有关规定，结合近年来的经验教训，特制订本安全责任书。责任人应做到以下各项：

自觉遵守校纪校规及公寓管理规定，尊重管理人员，服从管理，自愿接受管理人员的安全检查工作。

在学生宿舍内，不私拉乱接电线和网线，不在房间内使用热得快、电磁炉、电饭煲、电取暖器、电热毯、电热杯、电吹风、电烫斗、电磁炉、微波炉、卷发器等电器，不在房间内吸烟，不使用蜡烛照明。不在房间内生火做饭、焚烧杂物。自觉做到台灯、充电器、插座等用电设备规范使用和存放。离开房间应切断电源，防止火灾事故发生。

能积极主动开展消防知识、逃生知识、防盗知识的学习和宣传；做好本公寓内部的防火、防盗工作；能养成良好的生活习惯，做到离开房间关闭电源、关紧窗、锁好门、保管好个人贵重物品。

不在公寓内饲养宠物，不在公寓内参与起哄、大声喧哗、敲打物品、高频率播放音乐等行为，干扰他人的正常学习和休息；

未经批准公寓内不留宿他人。

不参与任何形式的赌博、不酗酒滋事。不打架斗殴，不砸酒瓶，不破坏公共财产，不传播色情图片、视频、文字、不捏造和传播虚假恐慌信息。

不将易燃易爆物品带入公寓内，不携带或私藏违反中国法律法规明令禁止的物品。

不在宿舍内经商，不在学校公寓区摆摊设点。

患传染病或者其他不适合集体居住的疾病时，应遵照医嘱在指定的地点住宿或回国休养。

主动配合学校有关部门做好安全防范工作，发生或发现可疑案件、火灾时立即报警。

学生干部应起到带头作用，对有违反以上规定的学生应主动加以劝告，对不接受劝告的同学应及时上报来华留学生办公室，由相关主管部门进行批评教育。

若违反以上各条，自觉接受学校相关部门的处罚，并承担相关财产损失的赔偿。

文体活动

第一条 汉口学院国际学生组织、开展、参与任何形式的文体活动，都必须严格遵守中国的法律、法规以及汉口学院的校纪、校规。

第二条 国际交流学院会定期为国际学生举办各类有益于身心健康的文体活动，鼓励并支持国际学生积极参加学校和所在院组织开展的各类文体活动。

第三条 国际学生在不影响自身正常学业的前提下，可自愿参加社会上开展的各项合法公益活动，参加活动前需报国际交流学院来华留学生办公室备案。

第四条 国际学生如需举行庆祝本国重要传统节日的活动或自行组织学生之间的文体活动，活动开始 10 天前，必须以书面报告的形式向国际交流学院来华留学生办公室提出申请，详细说明活动的宗旨、地点、规模以及参加人员等。活动方案上报，待国际交流学院领导同意后，方可举行。活动期间，不得有违法、违纪行为发生。

第五条 国际学生组织、开展正当的文体活动需借用场地，需提前一周以书面形式上报国际交流学院来华留学生办公室，待申请批准后，国际交流学院可根据活动实际情况协调安排活动场所。

第六条 国际学生在开展各类文体活动时，须爱护活动场所的公共设施，维护场地的卫生；活动完毕，需及时清扫场地；公共设施如因人为因素被损坏，将按价赔偿。

第七条 根据《中华人民共和国境内外国人宗教活动的管理规定》，汉口学院及国际交流学院不会为任何国际学生提供举办宗教仪式的场所，严禁进行各种传教、宗教聚会等宗教活动。

第八条 国际交流学院来华留学办公室负责指导汉口学院国际学生联合会或第三方活动运行单位协助组织、策划、开展各类国际学生文体活动。

第九条 国际交流学院对于本校国际学生自主开展的各类文体活动，将在场地、车辆、活动经费等方面予以一定的帮助与支持。

宗教活动

1. 学校尊重国际学生的民族习俗和宗教信仰，依法保护和管理国际学生的宗教活动，但不提供举行宗教活动的场所。

2. 任何组织和个人不得在学校进行宗教活动，不允许国际学生在个人宿舍内进行宗教活动，也不允许国际学生将宿舍进行宗教装饰，更不允许国际学生举行集体宗教活动。

3. 国际学生可根据自己的宗教信仰，在不影响学业完成的前提下，在依法登记的寺院、宫观、清真寺、教堂参加宗教活动。

第六部分 毕（结）业离校

毕（结）业离校程序

国际学生在规定的学习年限内修完教学计划规定的课程，成绩合格，达到毕（结）业要求，应及时前往国际交流学院来华留学生办公室领取《汉口学院学生毕业审批表》和《汉口学院国际学生离校程序单》，按要求完成后交给国际交流学院来华留学生办公室。

Leaving Procedures of Graduation and Completion

International students who complete the courses prescribed in the teaching plan within the prescribed years of study, and whose results are qualified and meet the requirements of graduation and completion, should go to the Students Affairs Office in the School of International Education to get the “Graduation Examination Form for Hankou University Students” and the “Leaving Procedures for Hankou University International Students”. After complete them as required, please submit them to the Students Affairs Office in the School of International Education.

汉口学院国际学生离校程序单

Hankou University International Student's Procedure for Leaving School

中文名 Chinese Name		英文名 English Name		国别 Nationality	
离校时间 Date for Leaving School		年 Yr. 月 Mon. 日 Date		学号 Student number	
学生类别 Student Status		学院 Department		专业 Major	
离校原因 Reason for Leaving School		休学 () Suspend	转学 () Transfer	退学 () Quit	结业 () Complete 毕业 (◆) Graduate
学校图书馆 University Library		注销图书馆证 Cancellation of Library Card			
		签章 Signature /Seal: 年 Yr. 月 Mon. 日 Date			
学校财务处 Financial Office		结清费用 Settlement of Payment			
		签章 Signature /Seal: 年 Yr. 月 Mon. 日 Date			
后勤保障处 Housing Center		注销住房 Cancellation of Residence			
		签章 Signature /Seal: 年 Yr. 月 Mon. 日 Date			
国际交流学院来华留学生学生 办公室 Student Affairs Office		注销签证或居留许可 Cancellation of Visa or Residence permit		校友信息登记 Alumni Information	
		签章 Signature /Seal: 年 Yr. 月 Mon. 日 Date		签章 Signature /Seal: 年 Yr. 月 Mon. 日 Date	
国际交流学院教学办公室 Teaching Office		申请证书 Applying for Certificate			
		1.进修证明书 () Certificate of Completion Studies			
		2.毕业证书 () Graduation Certificate			
		3.学位证书 () Degree Certificate			

汉口学院国际交流学院制表

1.咨询电话 Number for inquiries: 027-59410097

2.办理程序: 来华留学生办公室领取离校程序单, 按有关要求填写, 到相关部门签字盖章, 将离校程序单交来华留学生办公室。Steps: Get this form in Students Affairs Office → Fill in personal information → Go to the above specified departments/offices one by one for signature/seal → Hand in the form to Students Affairs Office.

Introduction of Hankou University

Hankou university is located in Wuhan, Hubei province, a thoroughfares of nine provinces in China. The campus covers an area of more than 1,000 mu, with a construction area of more than 400,000 square meters. The university has been praised as the most beautiful and elegant new-type university park in Wuhan. Approved by the Ministry of Education of China, it is a multidisciplinary, comprehensive and ordinary institution which enrolls students from all over the world.

The former Hankou branch of Huazhong Normal University (Huazhong Normal University) can be traced by the name of Wenhua Academy founded by the episcopal church of the United States in 1871. At present, it has formed a complete higher education system of cultivating master's students, undergraduate students and junior college students, as well as holding undergraduate education, continuing education, vocational education, international cooperation and exchange, etc., ranking the 15th among similar universities in China and the 13th among similar universities in terms of teaching quality.

The industrial park attached to the university has magnificent planning and strong strength. Germany industrial park and aviation industrial park are under construction.

Adhering to the "seeking truth from facts, before others, ideals, the pursuit of excellence," the school motto, University vigorously implement the "one university one park" development strategy, with "teaching reform in national college education is in the lead position, entrepreneurs are in a leading position in the national colleges and universities among similar colleges and universities in the country and hold "the three leading" as the goal. University adhere to the international talent market demand as the guidance set up professional in order to improve the teaching quality of education as the core. The basic orientation of talent cultivation is to cultivate application-oriented senior professionals with solid professional basic knowledge, strong comprehensive quality, innovative spirit and practical ability who are well developed morally, intellectually, physically and aesthetically. University graduates are welcomed by employers.

The university has perfect infrastructure with more than 70 professional laboratories and over 70 fixed internship bases for students. The library has a building area of 26,800 square meters and a collection of more than 1.2 million books. The university's teaching and research work covers seven major disciplines, including liberal arts, law, engineering, economics, management, education and art. At present, our university has one key discipline and two key undergraduate majors in Hubei province, two strategic emerging

(pillar) industry talent training program projects, and five "professional comprehensive reform pilot projects". In order to further promote the scientific research high school full-time introduction of the German national academician of the science and engineering college, Oxford University professor Peter Sacher served as vice President and director of the center for international innovation, specifically be responsible for school German industrial park planning work, and to establish domestic first-class high-tech research center, and improve the overall scientific research strength.

The university has excellent teaching staff, with a team of full-time teachers who has rich teaching experience, high academic level, and reasonable professional title, educational background and age structure. Currently, there are more than 600 full-time teachers, including 1 academician, 70 full professors and 190 associate professors. In addition, those with master's or doctor's degrees account for 68% of the total number of full-time teachers.

The university has achieved remarkable results in international exchange and cooperation which has a sound international student training system and stable channels for studying abroad. The university has: British and American project department, European project department, Korean project department, Malaysian project department, Australian and New Zealand project department, international high school curriculum center, service center for international students in China, language training and study abroad service center and private education internationalization institute. And the international exchange college has enrolled students from more than 30 countries and regions around the world.

In the new journey, all the faculty and staff of the university will stride forward with full enthusiasm, persistent faith and rigorous style towards the goal of a world-renowned teaching, application and entrepreneurial university that is satisfactory to students.

Part II Laws & Regulations of PRC

Law of PRC on the Administration of Exit-Entry (Extract)

China is a country ruled by law. Here are some of the legal provisions that are closely related to the entry and exit of international students.

Section 3 Exit and Entry of Foreigners

Article 21 Foreigners who have one of the following situations shall not be granted visas:

- (1) Being deported or decided to be deported, not exceeding the time limit for which entry is not allowed;
- (2) Suffering from serious mental disorders, infectious tuberculosis, or other infectious diseases that may cause great harm to public health;
- (3) Being involved in the activities which may endanger China's national security and interests, disrupt public order or engaging in other illegal and criminal activities;
- (4) Practicing fraud in the process of applying for a visa or failing to cover the expenses incurred within the territory of China;
- (5) Failing to submit relevant materials required by the visa authorities;
- (6) Other circumstances under which the visa authority deems it inappropriate to issue a visa.

If a visa is not issued, the visa authority may not give reasons.

Article 25 Foreigners shall not be allowed to enter China under any of the following circumstances:

- (1) Failing to hold valid exit and entry certificates or refusing or evading border inspection;
- (3) May engage in activities inconsistent with the type of visa after entry;
- (4) Other circumstances under which entry is not allowed as provided for by laws and administrative regulations.

For those who are not allowed to enter the country, the entry-exit frontier inspection authorities may not give reasons.

Article 26 For foreigners who have not been allowed to enter China, the entry-exit frontier inspection authorities shall order them to return. Those who refuse to return will

be forced the return. Foreigners shall not leave the restricted area while waiting for their return.

Article 28 Foreigners shall not be allowed to leave China under any of the following circumstances:

(1) Being sentenced to criminal punishment has not been completed or belonging to the defendant or criminal suspect in a criminal case, except in accordance with the relevant agreements signed between China and foreign countries, transferring the sentenced to custody;

(2) The people's court has decided that exit from the country shall not be allowed in cases of unresolved civil cases;

(3) Being in arrears with remuneration of laborers is prohibited from leaving the country by decision of the relevant department of the state council or the people's government of a province, autonomous region or municipality directly under the central government;

(4) Other circumstances as stipulated by laws and administrative regulations that prohibit exit from the country.

Section 4 Foreigners Stay

Article 29 Foreigners whose period of stay indicated in the visa does not exceed 180 days shall stay within the territory of China according to the period specified in the visa.

Article 30 Foreigners who need to apply for residence permits after their entry into China shall, within 30 days from the date of entry, apply to the exit and entry administrative organ of the public security organ of the local people's government above the county level in the place where they intend to stay.

In applying for foreigners' residence permits, they shall submit their passports or other international travel documents, as well as relevant materials for the purposes of application, and retain biometric information such as fingerprints. The exit and entry administrative organ of the public security organ shall, within 15 days from the date of receiving the application materials, examine the application and make a decision on the examination, then issue the residence permit with relevant kinds and stay period.

The validity of foreigners' working residence certificates shall be a minimum period of ninety (90) days, with a maximum period of five years. The validity of non-work residence certificates shall be a minimum period of 180 days, with a maximum period of five years.

Article 31 Foreigners in any of the following circumstances shall not be issued residence certificates:

(1) The categories of visas held shall be those for which residence certificates for foreigners shall not be issued;

(2) Practicing fraud in the application process;

(3) Failing to provide relevant supporting materials as required;

(4) In violation of the relevant Chinese laws and administrative regulations, unsuitable for residence within the territory of China;

(5) Other circumstances under which the issuing authority considers it inappropriate to issue residence certificates for foreigners.

Article 32 Foreigners who reside in China shall, 30 days before the expiration of the valid period of their residence certificate, file an application with the exit and entry administrative organ of the public security organ of the local people's government above the county level in the place of residence, and submit relevant materials as required. If the reasons for extension are reasonable and sufficient after examination, the extension of the period of residence is granted; Those who do not get extension of residence shall leave the country as scheduled.

Article 33 Registration items of foreigners' residence certificates include the name, gender, date of birth, reason for residence, duration of residence, date of issue, place of residence, passport number or number of other international travel documents, etc.

If the registered items of a foreigner's residence certificate have been changed, he/she shall apply to the exit and entry administrative organ of the public security organ of the local people's government above the county level in the place of residence for change within 10 days from the date of the change.

Article 35 After a foreigner enters China, if the ordinary visa or residence certificate held by him or her is damaged, lost, or stolen, or if it is necessary to replace or reissue according to the provisions of the state, he or she shall file an application with the exit and entry administrative organ of the public security organ of the local people's government above the county level in the place where he or she stays.

Article 36 The decision of the exit-entry administration organization of a public security organ not to extend, renew or reissue ordinary visas, not to handle residence certificates for foreigners or to extend the period of residence shall be final.

Article 37 Foreigners who stay in China shall not engage in activities inconsistent with the purposes for which they stay, and shall leave the country before the expiration of the prescribed period of residence.

Article 39 If a foreigner is to stay in a hotel within the territory of China, the hotel shall, in accordance with the relevant provisions of the public security administration of the hotel industry, register his or her accommodation, and submit the registration information of the foreigner to the local public security organ.

If a foreigner lives or lodges in other place other than a hotel, he or he shall register with the public security organ of the place of residence within 24 hours after his or her arrival.

Article 40 The parents or agents of foreign infants born within the territory of China shall, within 60 days of the birth of the infant, take the birth certificate of the infant to the exit and entry administrative organ of the public security organ of the local people's government above the county level in the place of their parents' stay or residence and register the residence for them.

If a foreigner dies within the territory of China, his family members, guardians or agents shall, in accordance with the relevant regulations, submit their death certificates to the exit and entry administrative organ of the public security organ of the local people's government above the county level, and cancel their residence certificates.

Article 43 Foreigners who commit any of the following ACTS shall be illegally employed:

- (1) Failing to obtain work permits and working residence certificates as required to work in China;
- (2) Working in China beyond the scope of work permit;
- (3) Foreign students who, in violation of the regulations on work-study administration, work in China beyond the prescribed post scope or time limit.

Article 44 Foreigners shall not enter areas restricted to foreigners without approval.

Article 45 Units that employ foreigners to work or recruit foreign students shall, in accordance with relevant regulations, report relevant information to the local public security organ.

If a citizen, a legal person or other organizations discover that a foreigner has entered the country illegally, is residing illegally or has been employed illegally, shall promptly report to the local public security organ.

Article 62 Foreigners may be deported under any of the following circumstances:

- (1) If he is ordered to leave the country within a prescribed time limit and fails to leave the country within the prescribed time limit;
- (2) Situations that entry is not allowed;
- (3) Illegal residence or illegal employment;
- (4) Persons who, in violation of this law or other laws or administrative regulations, need to be deported.

Persons deported shall not be allowed to enter China for one to five years from the date of deportation.

Article 76 A warning may be given under any of the following circumstances and a fine of not more than 2,000 yuan may be concurrently imposed:

(1) Foreigners who refuse to accept the inspection of their exit and entry certificates by the public security organs;

(2) Foreigners who refuse to submit their residence certificates for examination;

(4) When the registration items of the residence certificates of foreigners have been changed, and the changes have not been handled in accordance with the provisions;

(5) Where a foreigner within the territory of China illegally uses another person's exit and entry certificates;

(6) Failing to register in accordance with the provisions of paragraph 2 of article 39 of this law.

Article 77 Foreigners who, without approval, enter areas where foreigners are restricted shall be ordered to leave immediately. If the circumstances are serious, he shall be detained for five days to ten days. The written records, audio-visual materials, electronic data and other articles illegally obtained by foreigners shall be confiscated or destroyed, and the tools used shall be confiscated.

Article 80 Foreigners who engage in illegal employment shall be fined from 5,000 to 20,000 yuan. If the circumstances are serious, the offender shall be detained for more than five days but not more than 15 days, and shall also be fined not less than 5,000 yuan but not more than 20,000 yuan.

Whoever introduces foreigners into illegal employment shall be fined 5,000 yuan for each person who illegally introduces him or her, and the total amount shall not exceed 50,000 yuan.

Whoever illegally hires a foreigner shall be fined 10,000 yuan for each illegal employment and the total amount shall not exceed 100,000 yuan. If there is illegal income, the illegal income shall be confiscated.

Article 81 Foreigners who engage in activities inconsistent with the purposes of stay or who violate Chinese laws and regulations and are not fit to continue to stay in China may be ordered to leave the country within a time limit.

The ministry of public security may deport foreigners who, in violation of the provisions of this law, with serious cases but do not constitute a crime. The punishment decision of the ministry of public security is final.

Foreigners who have been deported are not allowed to enter China for 10 years from the date of deportation.

Provisional Regulations on Insurance Purchases by International Students Required by Institutions of Higher Education

(1) These regulations are formulated in order to meet the needs of the rapid development of the cause of studying in China, to optimize the environment for studying in China, to maintain the stability of institutions of higher education, to improve the mechanism for handling emergencies in institutions of higher education, and to protect the lawful rights and interests of international students.

(2) From the 2008/2009 academic year, all institutions of higher education must require international students who will study in China for more than six months (including students who continue to study in China for more than six months according to the original study plan) to purchase group comprehensive insurance in the mainland of China as necessary materials for their new term enrollment.

Institutions of higher education independently decide whether students studying in China for less than six months must purchase group comprehensive insurance.

(3) In order to ensure that the insurance standards for international students of the same school are consistent, institutions of higher education must select a life insurance company approved by China insurance regulatory commission (<http://www.circ.gov.cn>), and must select a group comprehensive insurance that includes the following basic contents:

① FPA insurance (fixed payment for death or disability), and the insurance amount shall not be less than RMB 100,000 yuan;

② Medical insurance amount for personal accidental injury shall not be less than RMB 10,000 yuan;

③ The medical insurance amount for in-patient treatment shall not be less than 400,000 RMB.

(4) The insurance policy of personal life insurance cannot be used as a document for registration and residence permit in China.

(5) The institutions of higher education must include the international student insurance in the management system of international students for centralized management. The international student management department and staff must record the names, telephone numbers and facsimile of the relevant business personnel of the selected insurance company for the purpose of assisting in the settlement of claims when international students are in danger.

Part III Regulations of Hankou University

Student Management Regulations of Hankou University (Trial)

Section 1 General Rules

Article 1 These provisions are formulated in accordance with the higher education law, regulations on the administration of students in ordinary institutions of higher learning and other relevant laws and regulations in order to maintain the normal order of education, teaching and life in schools, safeguard students' physical and mental health and promote their all-round development.

Article 2 The university adheres to the direction of socialist education, the guiding position of Marxism and the state educational policy. We should foster and practice core socialist values with moral integrity as the foundation and education of ideals and beliefs as the core. We will continue to run schools in accordance with the law, conduct scientific management, improve and perfect the management system, standardize management behavior, combine management with education, and constantly improve management and service levels.

Article 3 Students should support the leadership of the communist party of China, consciously learn the spirit of general secretary Xi Jinping's series of important speeches and the new ideas, new ideas and new strategies of governance, be confident in the path, theory, system and culture of socialism with Chinese characteristics, and establish the common ideal of socialism with Chinese characteristics. We should foster the spirit of patriotism, unity and unity, love peace, diligence and courage, and ceaseless self-improvement. We should strengthen the concept of the rule of law, abide by the constitution, laws and regulations, abide by the school management system, and have good moral quality and behavior habits; They should study hard and strive to master modern scientific and cultural knowledge and professional skills. We should take active exercise to improve our physical and mental health.

Article 4 These regulations are applicable to ordinary full-time undergraduate and junior college students of Hankou university.

Section 2 Campus Order and Extracurricular Activities

Article 5 The university shall establish and improve the organizational form of students' participation in democratic management, and support and guarantee students' participation in democratic management according to law through the ways and means of school affairs publicity.

Article 6 Students should consciously abide by the code of civic ethics, consciously abide by the school management system, and create and maintain a civilized, clean, beautiful and safe learning and living environment.

Students shall not be allowed to drink, fight, gamble, take drugs, disseminate, copy or sell illegal books, periodicals, audio-visual products and other ACTS in violation of the regulations on public security administration and laws; They shall not participate in illegal pyramid schemes or activities involving cults or feudal superstitions; Students are not allowed to engage in or participate in activities that may damage the image of university students, the reputation of the university or social morality.

Article 7 The holding of large gatherings, processions, demonstrations and other activities by students shall be approved in accordance with legal procedures and relevant regulations. For those not approved, the school will dissuade or stop them according to law.

Article 8 Students using computer networks shall abide by the relevant regulations of the state and schools on network use and shall not log on illegal websites or spread harmful information.

Article 9 Students may form and join student groups on campus. A student shall, according to the relevant regulations of the university, apply in writing for the establishment of a group and submit it to the university for approval.

Student organizations shall, within the scope of the constitution, laws, regulations and the school management system, accept the leadership and management of the school. Students and student organizations shall not engage in unhealthy activities such as art, entertainment and sports; Students' extracurricular activities shall not affect the normal order of education, teaching and life in schools.

Article 10 The school encourages, supports and guides students to participate in social practice, social services and carry out work-study activities. The school will include students' social practice and social services into the student training plan, and provide necessary help according to the actual situation.

Students participating in work-study activities shall abide by laws and regulations, as well as the management system of the school and the employing unit, and perform the relevant agreements on work-study activities.

Article 11 No organization or individual may conduct religious activities in schools.

Article 12 The university has established and improved the student dormitory management system. Students shall abide by the regulations of the school on the management of student dormitories, accept the unified arrangement and management of the school, and cooperate with the school in the work of fire prevention, anti-theft, safety and health of student dormitories.

Section 3 Punishment and Appeal

Chapter1 Punishment

Article 13 Students who violate laws, regulations or disciplines shall be given critical education or disciplinary punishment by the school. Disciplinary actions are in accordance with the nature and severity of students' violations of laws, regulations and disciplines.

Article 14 There are mainly the following types of disciplinary actions:

1. warning; 2. serious warnings; 3. records; 4. detention; 5. expulsion from school.

Article 15 Students in any of the following circumstances shall be given the punishment of expulsion :

1. Violating the constitution, opposing the four cardinal principles and disturbing public order;

2. Violating state laws and constituting a criminal offence;

3. Those who have been punished for violating the provisions on administration of public security and are of a bad nature;

4. Having others take the place of the examination, taking the examination for others, organizing cheating, using communication equipment to cheat or committing other serious cheating ACTS;

5. Plagiarizing or plagiarizing the research results of others, if the circumstances are serious;

6. Violating the regulations of the university, seriously affecting the order of teaching and living in the university and the order of management in public places, infringing upon the legitimate rights and interests of other individuals and organizations, and causing serious consequences;

7. being disciplined for repeatedly violating the regulations of the school and refusing to change after education.

Article 16 As for the punishment of students, the college is responsible for collecting relevant materials, discussing with the general office of the college, putting forward Suggestions and opinions on the punishment, which shall be reviewed by the student affairs department and reported to the school leaders for approval. Expulsion should be reported to the President's office for decision. For students cheating in the examination, the office of academic affairs can put forward Suggestions and opinions according to the situation.

Article 17 Before a school makes a decision on disciplinary action against a student, it shall hear the statement and plea of the student or his parent or agent. The written decision on the punishment of a student must be delivered to the student himself or his parents or his agent. The disciplinary decision shall take effect from the date of service. Can not be served in the campus bulletin board or campus online bulletin, the announcement period of 7 days, the announcement expires as service. In addition to the punishment of expulsion, the punishment is generally set for 6 to 12 months, which shall be removed according to the procedures stipulated by the school.

The decision on the expulsion of students shall be reported to the student affairs office of the education department of Hubei province for the record.

Article 18 The punishment decision made by the school to the students includes the punishment and the facts, reasons and grounds, and informs the students of the time limit for filing a complaint.

Article 19 Students who are expelled from the school shall, within one week from the effective date of the punishment decision, go through the procedures for leaving the school and return their files and household registration to the place where their family is registered. If a student fails to go through the formalities for leaving the university within the prescribed time limit, the relevant department of the university shall cancel his/her relationship with the university.

Chapter2 Appeal

Article 20 The university has set up a student complaint handling committee to handle students' complaints about student status or disciplinary violations. The student complaint handling committee shall be composed of the person in charge of the school, the person in charge of the relevant functional department, the teacher's representative and the student's representative.

Article 21 If a student has any objection to the decision on the disposition of his/her student status or disciplinary action, he/she may submit a written appeal to the school's student complaint handling committee within 10 working days from the date of receiving the written decision.

Article 22 The student appeal handling committee shall review the appeal submitted by the student and, within 15 working days from the date of receiving the written appeal, make the conclusion of the review and inform the applicant. If the original disposition or punishment decision needs to be changed, the student appeal handling committee shall submit it to the school for restudy and decision.

Article 23 If a student has any objection to the decision made after the review, he/she may appeal in writing to the student affairs office of the education department of Hubei province within 15 working days after receiving the decision made after the review.

Article 24 If a student fails to submit a complaint within the period of appeal, the university will no longer accept the appeal lodged by him/her, starting from the date of submission of the decision of handling or punishment or the decision of review.

Article 25 The reward and punishment materials for students shall be truthfully and completely included in the school's files and the archives of the students themselves.

Section 4 Attached

Article 26 These provisions shall apply to the administration of students and international students receiving adult higher education.

Article 27 This regulation will take effect from September 1st, 2017. In case of any inconsistency between the provisions of other relevant documents and these provisions, these provisions shall prevail.

Regulations on Undergraduates (International Students) of Status Management

Section 1 General Rules

Article 1 In order to regulate foreign undergraduates) (hereinafter referred to as the "international students management work, maintain the school normal education teaching order, safeguarding the smooth progress of the international students learning, life, promote the development of the international students education work, according to the measures for the administration of the school and to develop international students (the ministry of education, the ministry of foreign affairs, the public security ministry make no. 42, March 20, 2017) and" Hankou University student management stipulation "rules, according to the characteristics of the international students education work and school

practice, the management measures.

Article 2 These administrative measures are applicable to the school roll management of international students receiving general higher education.

Article 3 The international students mentioned in these measures refer to the foreign undergraduates with formal school status admitted by the university upon approval of the ministry of education or the education department of Hubei province, excluding the international students who are still receiving preparatory education (including Chinese remedial education) and non-academic education.

Article 4 The school of international exchange performs the functions of enrollment, registration, training, student affairs and student status management.

Article 5 The college of international exchange performs the training functions of organizing, implementing and managing the teaching work of international students, as well as graduation examination.

Section 2 Admission and Registration

Article 6 International students admitted according to national regulations shall go through the enrollment procedures at the international exchange college within the time limit set by the university. If a student fails to enter the university as scheduled, he/she shall apply for leave in written form with relevant supporting documents to the international exchange school. In principle, the time limit for leave shall not exceed 2 weeks. If he/she fails to ask for leave or ask for leave beyond the prescribed time limit (except for Force Majeure and other legitimate reasons), he/she shall be deemed to have given up the qualification for admission.

Article 7 After new students enter the school, the international exchange school shall, in accordance with the national regulations, examine their admission qualifications, health conditions, certificates, etc., and those who pass the examination shall be granted the electronic registration of student status and obtain the student status. Those who fail to pass the examination shall be dealt with by the university according to the circumstances, or even be disqualified.

Article 8 At the end of each semester, international students in school shall, in accordance with the registration regulations, pay the tuition fee, accommodation fee, insurance fee, residence permit and other registration procedures at the finance office of the university.

Article 9 International students who fail to pay the registration fee or do not meet the registration requirements will not be registered. If the student is unable to register within the prescribed period due to financial difficulties or other reasons, the registration may be postponed after the student applies in writing and reports to the leadership of the international exchange college for approval.

International students who fail to register within the prescribed time limit without justified reasons will be punished as absenteeism. International students who violate the registration regulations and seriously violate the regulations shall be deemed to have withdrawn from the university automatically, their school status shall be canceled and their residence permits shall be canceled at the same time.

International students who are not registered will not be treated as on-campus students.

Section 3 Attendance

Article 10 International students should take part in the activities stipulated in the education and teaching plan on time. Absenteeism is defined as absence without leave or approval of leave. Depending on the seriousness of the case, international students who are absent from class will be given a critical education or disciplinary punishment by the international exchange college and notified to the embassy of the country where the international students are located.

Article 11 International students should apply for leave in writing, and a hospital certificate is required. Leave for less than 3 days will be approved by the international student counselor of international exchange college. Leave for more than 3 days will be approved by the deputy dean in charge of student affairs.

International students' application for leave, hospital certificate, approval opinions of international exchange school and other materials shall be kept by the instructor of international students themselves for future reference.

Article 12 International students shall cancel his/her leave from the international student counselor in time after the expiration of the leave period. If he/she fails to return to the university after the expiration of the leave period, he/she shall go through the procedures for the extension of leave.

Section 4 Curriculum Assessment and Training Program

Article 13 International students shall take part in the courses specified in the school's education and teaching plan and the assessment of various links of education and teaching. International students' teaching practice or social practice shall be carried out together with ordinary undergraduates according to the education and teaching plan.

Article 14 In view of the common difficulties of international students, such as slow writing speed of Chinese characters, the scoring standards of the courses taught in Chinese by international students can be adjusted as appropriate after the application of international students and the approval of the school.

Article 15 International students are required to take 6 credit elective courses of language and culture such as Paper cutting and Calligraphy offered by the school of international exchange.

Article 16 International students are required to complete the main (core) courses of their major, complete 140 credits, and complete the graduation thesis (graduation design) and other practical teaching links.

International students can be exempted from political theory courses, military courses, college English and other courses required for general education program, but they need to take courses such as comprehensive Chinese 1-2 (16 credits), HSK level 3-4 guidance (16 credits) and Chinese culture (6 credits) offered by the college of international exchange.

Section 5 Transfer to Another Major

Article 17 International students can apply for major change while studying in school, but they should abide by the relevant regulations of the school.

(1) international students who apply for changing majors should apply to the school of international exchange, and fill in the application form for changing majors after being examined and verified by the school of international exchange.

(2) after the application of international students to change majors is approved by the school of international exchange, it shall be approved by the dean in charge of international students affairs of the school of international exchange.

Section 6 Suspension Retention and Reinstatement

Article 18 International students who need to suspend their study due to injury (illness) or financial difficulties or who cannot stick to normal study may apply for

suspension. The suspension period for international students is generally one year, and the maximum suspension period for international students in line with national policies is two years.

Article 19 If an international student applies for suspension of schooling, he/she shall submit a written application, provide relevant certification materials, and be approved and signed by the dean in charge of international students affairs of the school of international exchange.

Article 20 International students who have been approved to suspend their studies by the university shall complete the procedures for leaving the university, cancel their residence permits, and leave the university or China within the prescribed time limit with the certificate of suspension issued by the international exchange school.

Article 21 International students do not enjoy the treatment of on-campus students during their suspension, and the university does not assume management responsibility for international students during their suspension.

Article 22 International students who have suspended their studies shall apply to the international exchange school for resuming their studies. International students who do not apply for resumption of study after the suspension period will be treated as automatic withdrawal.

Section 7 Extending the Study Period and Dropping Out

Article 23 International students who fail to pass the probation or drop out of the university within the prescribed length of schooling shall be listed below and the duration of study shall be extended if:

(1) international students who fail to pass the required course credits of 20 to 28 credits in total during the period of study in the university, shall be assigned to the next grade by the school of international exchange and approved by the deputy dean in charge of international students affairs of the school of international exchange.

(2) international students who apply to resume their studies after the suspension period and are approved by the college of international exchange, shall be classified into the corresponding grades by the college of international exchange according to the suspension period.

(3) within the prescribed period of schooling as prescribed by the teaching plan our courses, but there are courses is unqualified, international students do not meet the requirements of graduation, should apply to the institute of international exchange extend

study period, in pay tuition fees, insurance, residence permits and other extension formalities, by the college of international exchange, student status into the next grade.

(4) for international students whose duration of study is longer than 15 credits (including graduation thesis (design), graduation examination (assessment), etc.), the tuition fee shall be paid according to the standard of the academic year. For international students whose duration of study is less than 15 credits, the tuition fee shall be paid according to the standard of credit (international student fee standard).

Article 24 International students who:

(1) Students who cannot study at their own expense.

(2) failing to complete registration procedures such as payment for the next semester even after the end of the semester without proper reasons.

(3) during the period of study in the university, the accumulative credits of compulsory courses that are not qualified in the examination (including the absenteeism during examination) reach 30 credits or above, or the credits of courses that are completed in an average academic year fail to reach 28 credits, or the accumulative credits of 16 class hours of truancy.

(4) those who have not applied for resumption of schooling after the expiration of the suspension period or whose application for resumption of schooling has not been approved.

(5) the student applies for withdrawal.

Article 25 Students who have dropped out of school in accordance with the school rules and completed the corresponding school procedures and satisfied the requirements as required by the school will receive a sound reputation or a certificate.

Section 8 Graduation in Advance

Article 26 If international students education have finished teaching plan of our courses ahead of time, with credit grade point average (GPA) of 2.0 or above and meet the requirements of the graduate international students, graduation in advance should be put forward before the end of march in advance with written application. After with the approval of the International exchange college, and the payment of all fees according to the fixed number of year of the school system, Students will be enrolled in the graduation year by international exchange college.

Section 9 Graduation in Advance

Article 27 International students generally do not have Chinese level, but the graduation of Chinese must reach HSK4 level, otherwise will not be granted a degree certificate.

Section 10 Transfer

Article 28 International students apply for entering into other professional learning, I written application by the students and provide the university courses completed transcript (credits), HSK certificate, such as material, with the approval of the international exchange, dean of the college students to review, and submitted to the college for the record, after the approval submitted to the provincial department of education, college of international exchange, can apply for professional insert 2nd semester grade one, grade two and grade three semester 1.

Article 29 International students recommended by foreign educational institutions shall abide by the cooperation agreement signed with the university.

Section 11 English Teaching Program

Article 30 Full English teaching refers to the international student program, which is set up by the university itself according to the provisions of national documents, and the course is taught in English with separate classes. The college sets up full English teaching to cultivate international students.

Article 31 The training program taught in English shall be separately formulated by the college with reference to the similar professional training program. The major, curriculum, academic system and credit requirements shall comply with the relevant national or university regulations. The training program taught in English shall be submitted to the office of academic affairs for approval before implementation.

Article 32 An all-English teaching program shall offer Comprehensive Chinese 1-4, and students shall reach the level of Chinese elementary level or above after completing the Chinese course.

Article 33 Graduation thesis of international students taught in English can be written and defended in English or Chinese.

Section 12 Graduation and completion

Article 34 Have the student of formal school roll, the student is in undergraduate course inside 4 years of fixed number of year, finish teaching plan regulation content, achievement is eligible, those who achieve a school to graduate requirement, grant

graduation, where accord with the condition that bachelor's degree awards, grant corresponding certificate before bachelor's degree leaves the school by the school.

Article 35 Students who have one of the following circumstances at the end of their studies shall be considered as graduates:

1. Completed the content stipulated in the teaching plan, but failed to meet the school's graduation requirements;
2. Graduation thesis without defense or defense is not qualified;
3. Fail in physical education;
4. Unqualified intern.

Article 36 To the student that drop out of school, the school issues certificate of incomplete study or certificate of realistic study.

Section 13 Supplementary Provisions

Article 37 The rules apply to international students who enroll in September 2017 and afterwards, and the college of international exchange is responsible for the interpretation.

Regulations on Short-Term Student Status Status Management

Article 1 In order to promote the international exchange and cooperation in our school, regulate the training and management of international students (non-academic) in our school, and ensure the smooth progress of international students (non-academic)'s study and life, the measures are formulated according to the characteristics of international students (non-academic)'s education and the actual situation of our school.

Article 2 Non-academic international students are mainly language students according to the purpose of studying in the university, excluding academic students (degree students).

Article 3 International students receiving non-academic education shall consciously abide by the school's (school's) teaching management system and obey the school's (school's) management in teaching links such as attendance, homework, experiment and examination, etc. If they violate the school's (school's) management system, they will be punished according to the school's (school's) management system.

Article 4 Procedures for transcripts of language students taking Chinese courses:

1. International students can apply for the transcripts of international students of Hankou University to the school of international exchange one week after the end of the

final examination of the course. International students who have finished their studies and completed their studies should go through the procedures of leaving the school at the same time.

2. International students who have completed their studies and left school earlier than the time of issuing course results may issue a power of attorney and entrust others to receive the transcripts of international students of Hankou university on their behalf; Or choose your own mailing method, fill in the mailing information and get enough postage, and the student counselor will post the transcripts of international students of Hankou University on behalf of you.

Detailed Rules for the Implementation on Quitting School and Student Status

Cancellation

Section 1 General Rules

Article 1 In order to further standardize the international student registration management work, is clear about the international students drop out of school and cancel one's status as a handler, on the basis of undergraduate student status management detailed rules for the implementation of the institute of Hankou (revision), international students (undergraduate) one's status as a student of the institute of Hankou management approach (revised) "related management regulations, combining the reality of international students education work, formulate the detailed rules for the implementation.

Article 2 International students drop out of school for personal reasons or school to drop out of 2 categories.

Article 3 These rules apply to all international students on campus.

Section 2 International Students Drop out for Personal Reasons

Article 4 International students drop out of school for personal reasons including personal health reasons, economic reasons, learning difficulties, etc.

Article 5 International students studying for a bachelor's degree who apply for dropping out for personal reasons shall receive the application form for dropping out for international students of Hankou University in duplicate from the international students office of the international exchange college. The application form shall be filled in with the personal information and the reasons truthfully.

The office of international students in China is responsible for informing the international students of the result of examination and approval.

International students receiving non-academic education and taking undergraduate courses shall refer to this article for application for withdrawal.

Article 6 International students who apply for dropping out of school and are approved by the school of international exchange should get the "procedure sheet of international students leaving school of Hankou University" from the management office of the school of international exchange and complete the procedure according to the requirements of the form.

International students (language students) only need to complete the procedures for international students to leave Hankou University.

Article 7 Each semester, the school will collect the information of international students who have been approved to drop out and have completed the procedures for leaving the school, and submit it to the school leaders in charge of international education for approval and issuance of the "notice of Hankou University on agreeing to drop out of international students".

Article 8 The school of international exchange reports the notice of Hankou university on agreeing to the withdrawal of international students to the national education administration department and the entry and exit administration department for the record, and modifies the status of the student status of international students in China on the academic record management platform.

Section 3 International Students' Quitting School

Article 9 International students who are subject to any of the following circumstances which are in conformity with the school status management regulations shall be expelled:

- (1) Scholarship students who are disqualified and cannot study at their own expense.
- (2) Failing to complete the payment and other registration procedures at the end of the semester without justified reasons.
- (3) Failing to apply for the reinstatement of the suspension upon the expiration of the suspension period or failing to be approved despite the application for reinstatement.
- (4) International students (undergraduate) who fail to pass the assessment during the period of study (combined examination) and whose required courses have accumulated 30 credits or above or whose required courses have failed to achieve 28 credits per academic year on average, and who have missed 16 class hours in total.

Article 10 International students who have been informed by the college of international exchange that they are eligible for withdrawal will be dealt with. International students who fail to make announcement or notification and seriously

violate the registration regulations, or who have no learning records, or whose residence permits are overdue, or who have lost contact with the college will be reported to the dean of international students in charge of the college for investigation and handling by the general office after being confirmed by the counselor in charge of international students.

Article 11 The college of international exchange shall publicize the decision of the dean's office on the withdrawal and the list of students through the website, bulletin board and other means. After the publicity period is over and there is no objection from international students, the decision shall be reported to the President in charge of the study.

Article 12 According to the research decision of the President in charge of the school of international exchange, the decision of Hankou University on the disposition of international students withdrawing from school is signed and issued.

Article 13 The college of international exchange will report the decision of Hankou University on the treatment of international students' withdrawal to the national education administration department and the entry and exit administration department for the record, and modify the status of international students' enrollment on the academic record management platform for international students in China.

Article 14 The implementation rules will be implemented from September 2017 and will be interpreted by the school of international exchange.

Attachment: 1. Application form for international students (undergraduate) from
Wuhan University

汉口学院国际学生（本科）退学申请表

Hankou University International Students (Undergraduates) Application for
Quitting School

专业 Major:		年 Yr. 月 Mon. 日 Date					
姓名 Name		学号 Student Number		性别 Gender		国籍 Nationality	
退学原因 Reason for Quitting School	(可以另附页说明事实, 并附相关证明材料的复印件 (additional sheets can be attached to state the facts, with copies of relevant supporting documents))						
国际交流学院意见 Opinion of School of International Education	教学秘书审核 (Approval of Teaching Secretary)						
	年 Yr. 月 Mon. 日 Date						
	主管留学生院长 签章 Dean of Teaching Affairs (Dean of Department) Signature / Seal: 年 Yr. 月 Mon. 日 Date						
备注 Remarks							

汉口学院国际交流学院制表

咨询电话 Number for inquiries: 027-59410097

Punishment Provision for Examination Violation of Hankou university (revised)

For further serious test, the standard test in our school for violations of the determination and handling procedures, according to the ministry of education of common colleges and universities student management stipulation "and" national education examination irregularities processing method "(33rd order) of ministry of education, combined with the actual situation, the school formulated the" Hankou University examination irregularities processing method ", are hereby printed and distributed to execute. The original measures for the determination and handling of examination violations by students of Hankou university (no.74 [2010] of Hankou University) shall be repealed simultaneously.

Section 1 General Rules

Article 1 with a view to a serious test, standard test and processing of irregularities, maintenance examination of fairness and justice, according to the *Higher Education Law of the People's Republic of China*, *Ministry of Education of Ordinary Colleges and Universities Student Management Rules* and the *National Education Examination Irregularities Processing Method* concerned regulation, combining the reality of our university, these measures are formulated.

Article 2 the term "examination" as mentioned in these measures refers to all kinds of examinations specified in the regulations on the cultivation of professional talents in our university and the awarding of academic degrees, as well as all kinds of non-academic certificate examinations and graduation theses (designs) organized and undertaken by our university.

Article 3 these measures apply to full-time undergraduate and junior college students.

Section 2 Determination of Violations

Article 4 an examinee who has one of the following circumstances shall be deemed to have violated the examination discipline:

- (1) bringing items other than those specified into the examination room or failing to put them in the designated place;
- (2) failing to take the examination at the prescribed seat;
- (3) answering questions before the examination begins or continuing to answer

questions after the examination ends;

(4) peeping around, whispering to each other, or exchanging signs or gestures during the examination;

(5) making noises, smoking or carrying out other behaviors affecting the order of the examination room;

(6) leaving the examination room without the permission of the examination staff;

(7) taking examination papers, answer sheets (including answer CARDS and answer sheets, the same below) and draft papers out of the examination room on paper;

(8) using a pen or paper other than the one specified in the test paper, or writing the name or test number in a place other than the one specified in the test paper, or marking information on the test paper by other means;

(9) where the examination paper, answer sheet or draft paper has not been rejected by another person by force;

(10) other behaviors that violate the rules of the examination room but do not constitute cheating.

Article 5 a candidate who has one of the following conditions shall be deemed to have cheated in the examination:

(1) taking the examination with materials related to the examination contents or electronic devices storing materials related to the examination contents;

(2) copying or assisting others in copying the answers to the examination questions or materials related to the examination contents;

(3) robbing or stealing others' examination papers, answer papers or draft papers, or coercing others to provide convenience for plagiarism;

(4) carrying equipment capable of sending or receiving information;

(5) taking an examination under another person's name;

(6) deliberately destroying examination papers, answer papers or examination materials;

(7) fill in the answer sheet with information such as name and examination number inconsistent with one's identity;

(8) transferring or receiving articles or exchanging examination papers, answer papers or draft papers;

(9) the same answer sheet is determined to be identical in the marking;

(10) obtaining examination qualification, additional score qualification and examination result through forging certificates, certificates, files and other materials;

- (11) other ACTS of obtaining or attempting to obtain the answers to the test questions or examination results by improper means;
- (12) plagiarism or falsification of data in graduation thesis (design);
- (13) requiring the teacher to raise points or score extra points by means of pleading, giving gifts, treating or threatening, or concealing the fact of cheating;
- (14) other ACTS that shall be deemed as cheating.

Section 3 Handling of Violations

Article 6 the types of disciplinary actions against students who violate the examination rules are as follows:

- (1) warning;
- (2) a serious warning;
- (3) demerit recording;
- (4) detention;
- (5) expulsion from school.

Article 7 a candidate who commits any of the test discipline violations listed in article 4 shall be given a warning or more disciplinary punishment according to the seriousness of the case. The total score of the course shall be zero and he/she shall not take the normal make-up examination.

Article 8 a candidate who commits any of the cheating ACTS listed in article 5 shall be given a demerit record or more demerit record according to the seriousness of the case.

Article 9 the examinee and other personnel shall consciously maintain the order of the examination, obey the management of the examination staff, and shall be ordered to leave the examination room if they commit any of the following ACTS disturbing the order of the examination. Article 7 or article 8 of these provisions shall apply to those who affect the conduct of the examination, depending on the seriousness of the case; Those who violate the law of the People's Republic of China on administrative penalties for public security shall be dealt with by public security organs according to law. If the case constitutes a crime, the judicial organ shall handle and investigate the criminal responsibility according to law.

- (1) deliberately disturbing the order of the examination site, examination room, marking and other examination workplaces;
- (2) refusing or obstructing examination personnel from performing their

administrative duties;

(3) threatening, insulting, slandering, framing or other ACTS that infringe upon the lawful rights and interests of the examination staff or other examinees;

(4) deliberately damage the facilities and equipment of the examination room;

(5) other ACTS that disturb the order of examination management.

Article 10 a candidate who commits one of the following ACTS may be expelled from the university:

(1) taking an examination in the place of another person;

(2) taking an examination in the place of another person;

(3) organizing cheating;

(4) cheating by using communication equipment;

(5) sending or passing test question information to the examination room;

(6) cheating in the examination for the second time;

(7) other serious examination violations.

Section 4 Procedures for Identification and Handling of Violations

Article 11 the invigilator's determination on the spot shall prevail in the case of cheating in the examination. Invigilators shall truthfully record the name, student number and major circumstances of discipline violation and cheating in the examination room record or written materials, signed and confirmed by two or more invigilators, together with the examination paper and material evidence, timely submit to the examination center of the office of academic affairs after the examination of this course.

Examinee inspector found cheating, should immediately explain to the examination room invigilator, invigilator according to the above method. The inspector should sign on the examination room record.

Teachers in marking papers or other circumstances found cheating problems, timely written report (together with physical evidence) students' college office.

Article 12 the office of the college where the student is located shall immediately check and report the records and materials of discipline violation and cheating handed over by the examination center of the office of academic affairs or handed over by the teacher to the competent leader of the college after receiving them. Each college must make disciplinary decisions or put forward opinions in strict accordance with this regulation in a timely manner.

Article 13 the college shall, within 3 working days after the occurrence of cheating in the examination, submit the written review of the examinee (including the circumstances of cheating and my understanding), relevant materials and the decision or opinion of the college on punishment or handling to the office of academic affairs.

Article 14 for the follow-up issues such as the handling procedures, examination and approval limits of punishment, notification and archiving of handling decisions, and appeals by students, etc., the interim measures for handling appeals by students of Hankou University shall be followed. Report the result to the whole school.

Section 5 Supplementary Provisions

Article 15 These measures shall come into force as of the date of promulgation.

Article 16 The regulations of the university shall apply to the administration of students and international students receiving higher education for adult education. The office of academic affairs and the college of international exchange are responsible for the interpretation of these regulations.

Part IV International Exchange College Regulations

Regulations on Applying for Residence Permit

1. New international students are required to register at the school on time after entering China.
2. New international students must go to the international students office of the international exchange college for registration of accommodation within 24 hours upon arrival.
3. Upon arrival, international students can apply for residence permits according to their needs.

(1) conditions for residence permit:

- ① The visa for international students must be X1 or X2. After entry, if the period of study exceeds the period specified in the visa, the student must apply for residence permit at the exit and entry administration bureau of Wuhan public security bureau within 30 days from the date of entry.
- ② international students who have studied in school for more than half a year.

(2) provisions on the term of residence:

- ① the term of residence for non-degree students shall expire on the date of expiration of the study period (March 30 or July 10 in the second year).
- ② the period of residence for students with academic qualifications shall expire on July 10 of the next year.

(3) residence permit procedures:

- ① carry the physical examination certificate issued by the country to Hubei international travel health care center for examination, and get the physical examination report;
- ② after the registration, hold the letter of admission, original JW201 or JW202, "registration form of temporary residence", the original and copy of passport and one 2 inch photo, medical examination report and residence permit application form submitted on the entry and exit the app in Wuhan (fill in to see the attachment) to study abroad in China office to deal with the official letter.
- ③ international students with the above materials to Wuhan public security bureau exit and entry administration for residence permits.
- ④ When you get your passport back from the immigration bureau after 3 weeks, be sure to check the validity period of your stay carefully and remember the date.

New international students, such as not to handle the residence permit, visa valid as illegally in China, China will face a public security organ of the punishment. International students illegally, according to the regulations of the exit and entry administration law of the People's Republic of China may be served a warning or illegally per 1, 500 yuan, the total does not exceed 10000 yuan. Or he shall be detained for a period of not less than 3 days but not more than 10 days. If the circumstances are serious, the offender shall also be ordered to leave the country within a prescribed time limit.

Regulations on Applying for Residence Permit Extension

Article 1 Conditions for applying for extension of residence permit

1. During the study period, the residence permit expires and I have not completed my study;
2. The study period has come, and students have not obtained the qualification for graduation, so they need to continue their study;
3. International students admitted by our school as advanced Chinese language students to pursue higher degrees after the completion of study.

Article 2 Provisions on the extension of residence permits

The validity period of the residence permit is closely related to the attendance record. Attendance records are scored. The attendance score is calculated according to the attendance rate *5 points, and the total attendance score is 5 points; The score will be calculated according to the average score of each subject *0.5, and the full mark of the average score will be 5 points. The total score is 10 out of 10.

- (1) for international students with a total score of 6 or above (including 6 points), a residence permit valid for no more than one year shall be issued;
- (2) for international students whose total score is less than 6 or whose attendance is less than 3, the residence permit shall not be extended.

Article 3 Methods for applying for extension of residence permit

1. Students who meet the "conditions for application for extension of residence permit 1" :
 - (1) pay the tuition fee and insurance premium for the next academic year, and complete the registration;
 - (2) go to the international student office of the international exchange college to apply for the student certificate and go to the local police station to get the accommodation

certificate (students who live off-campus shall go to the police station under the jurisdiction of the house to get the registration form of temporary accommodation for foreign personnel);

(3) go to the foreign students office of the international exchange college to get the transcript and attendance sheet;

(4) go to study in China office of international exchange college to submit the application form for extension of residence permit and handle the official letter.

2. International students who meet the "conditions for application for extension of residence permit 2" :

(1) go to the office of international students in China to get the extension application form one month in advance;

(2) the dean in charge of overseas students should fill in the application form whether he agrees to the extension;

(3) if approved, go to the finance office to pay the tuition fees required for the extension of study period; If not, please complete the departure procedures within three days.

(4) go to the logistics management office to get the accommodation certificate (international students who live off-campus shall go to the police station under the jurisdiction of the housing office to get the registration form of temporary accommodation for foreign personnel);

(5) submit the application form for extension of residence permit on the entry and exit app in Wuhan;

(6) go to the office of overseas study in China to apply for the extension of residence permit.

Article 4 The international student shall be responsible for the overdue residence permit if he/she fails to complete the relevant formalities when his/her residence expires.

Regulations of Visa on Relatives Coming to China to Accompany Students

1. Qualification to Apply for Residence Permit for Relatives

(1) Degree students who have obtained the student status of Wuhan university and have studied in our school for more than one academic year.

(2) Relatives of international students are limited to their immediate family members. Immediate family is defined as the spouse of an international student and the child under the age of 18.

- (3) Take a good attitude to study, study hard and get good marks.
- (4) Obey Chinese law and regulations and rules of Wuhan University, and perform very well.

- (5) Own enough finance to support his/her relative during his/her stay.

2. Materials for Applying for Residence Permit Required

- (1) Original passports of international students and their relatives.
- (2) Certificates of relationship, including marriage certificate, children's certificate of birth, notarization issued by embassy, etc.
- (3) Proof of residence outside school.

International students and their relatives shall go to Student Affairs office (Room 111) to get a letter with above-mentioned materials.

3. relevant requirements

- (1) International students' relatives are not allowed to live in the international students' dormitory after coming to China.

- (2) The initial stay period for relatives of international students shall not exceed half a year, and the longest period of stay shall not exceed the validity of students' residence permit.

- (3) The relatives of international students must abide by the relevant laws and regulations of the Chinese government and the regulations of Wuhan university.

- (4) For international students who can not graduate in their school length and need to extend their study, their relatives' residence permit application shall not be approved.

Regulations on Off-Campus Accommodation

1. Students who require off-campus accommodation should apply for off-campus accommodation 10 days in advance to the logistics office (first floor, building 3, international student apartment), and handle the procedures related to off-campus accommodation.

2. Go to Student Affairs Office to receive the registration form of off-campus accommodation for international students of Hankou university and complete each item.

3. Submit the completed registration form of off-campus accommodation for international students of Hankou university to Student Affairs Office and go through the relevant procedures of off-campus accommodation.

4. Carry a passport and photocopy, and the rental contract, together with the landlord to local police station for verification and online registration formalities, keep the Residence Registration Form issued by police station, at the same time to exit and entry administration of Wuhan city public security bureau for the record.

5. For each change in the address of the student's residence outside the campus, the student must go to Student Affairs Office in time for relevant formalities and then go to local police station for registration. The time shall not exceed 10 days.

6. Students residing outside campus should strictly abide by the relevant laws and regulations of China and live in harmony with roommates and neighbors. If they violate the laws and regulations of China, they will be dealt with in accordance with the relevant laws and regulations of China.

7. If the person fails to handle off-campus accommodation registration according to the above mentioned rules, which results in illegal behaviors, he/she shall be dealt with in accordance with Chinese laws, regulations and school regulations.

Regulations on Purchasing Insurance

1. Insurance: comprehensive medical insurance for foreign students in China;

2. Insurance content: comprehensive medical insurance for foreign students in China includes group safety insurance, group additional accidental injury medical insurance, group hospitalization medical insurance and group high medical insurance (see insurance manual for details);

3. Insured time: within the valid period of the successful residence permit (the effective date of the insurance is the same).

4. Registration and insurance procedures:

(2) the premium is paid by the individual (800 yuan/school year, 400 yuan/half school year).

(note: according to Chinese government regulations, international students who have not purchased the designated insurance in China are not allowed to register as students)

5. Learn more about insurance:

(1) login <http://www.lxbx.net> to view more detailed content, click the site to use the guide to see the use of information, enter <http://www.lxbx.net> and click the use of the guide;

(2) in case of illness requiring medical treatment, please dial 4008105119 on the insurance card to turn to 1, and the service company will provide doctors with consultation and treatment Suggestions.

6. Special notes

According to Chinese government regulations, all international students must purchase insurance when registering at the university.

Regulations on Attendance Management for International Students

In order to take the rules and regulations of Hankou university seriously, maintain a good academic atmosphere, and ensure the classroom efficiency and the smooth completion of international students' studies, this management method is formulated in accordance with the regulations on the management of undergraduate student status of Hankou university (revised) and in combination with the actual situation of international students.

Article 1 All international students must participate in the study in accordance with the school calendar of Hankou university, register on time, select courses according to the teaching plan, and finish classes on time. Holidays shall be in accordance with the statutory holidays set by the Chinese government and the winter and summer vacations of schools. Holidays in other countries and regions will not be arranged.

Article 2 The school shall implement the attendance registration and record system, and the teachers shall record the attendance into the attendance management system. In class, students should consciously abide by the classroom discipline, dress neatly, not late, not early leave, not talking, not talking loudly, not smoking in the classroom, not eating in the classroom, do not answer the phone or send and receive text messages.

Article 3 The instructor shall inform the international student counselor of each student's attendance for each course on a monthly basis. If the number of absences reaches one third of the total number of this course in that month, the school of international exchange will issue a written warning. If the number of absences reaches one third of the total class hours of the course, the school of international exchange will issue a notice to cancel the qualification of the final examination. Absenteeism accumulative 16 class hours, expel processing.

Article 4 At the end of each semester, the international exchange college shall check the attendance rate and transcripts of each student and issue the residence certificate whose validity period matches the attendance score in accordance with the work regulations on further strengthening the management of residence certificates for foreign students issued by Wuhan administration of exit and entry.

Article 5 If a student is unable to participate in the teaching and scientific research

activities stipulated by the school due to a matter or illness, he/she shall go through the leave examination and approval procedures in advance (except for acute illness or emergency); otherwise, he/she shall be regarded as absent from school. Students should submit a written application for leave, and go to the international students office of international exchange college to fill in the application form for leave of international students of Hankou University.

1. Sick leave less than one week or personal leave less than two days shall be approved by the international student counselor of international exchange college, and sick leave more than one week or personal leave more than three days shall be approved by the student work secretary of international exchange college.

2. The original leave approval form, hospital certificate and other materials shall be kept for the record by the student counselor of the school, and the teacher shall be notified as the attendance certificate.

3. Apply for leave cancellation in time. If a student is unable to return to school after the expiration of the leave period, he/she shall go through the procedures for the extension of leave in accordance with the above measures and submit relevant written evidence.

Attachment: 2. Application form for international students (undergraduate) from
Wuhan University
Attachment

汉口学院国际学生请假审批表

Hankou University International Students Application for
Asking a Leave

专业 Major:		年 Yr. 月 Mon. 日 Date					
姓名 Name		学号 Student Number		性别 Gender		国籍 Nationality	
请假原因 Reason for Asking a Leave	(可以另附页说明事实, 并附相关证明材料的复印件 (additional sheets can be attached to state the facts, with copies of relevant supporting documents))						
请假时间 Date for Asking a Leave	三天以上请注明返校日期 (Please indicate the date back to school if more than 3 days)						
国际交流学院意见 Opinion of School of International Educationt	学生辅导员审核 (Approval of Students Instructor)						
	主管留学生院长 签章 Dean of Teaching Affairs (Dean of Department) Signature / Seal: 年 Yr. 月 Mon. 日 Date						
备注 Remarks							

汉口学院国际交流学院制表

咨询电话 Number for inquiries: 027-59410097

Part V Campus Management

International Students Dormitory Safety Responsibility Agreement

In order to do a good job in the safety management of student apartments, prevent all kinds of accidents, ensure the safety of students' personal and property, and promote the construction of harmonious campus, this safety responsibility letter is formulated according to relevant national laws and regulations and in combination with the experience and lessons in recent years. The students shall:

Consciously abide by the school rules and regulations and the apartment management regulations, respect staff and obey the management, and voluntarily accept the safety inspection of the management personnel.

In the student dormitory, do not privately pull disorderly or connect the electric wire and the net line, do not use in the room to "speedy heater", electromagnetism furnace, electric rice cooker, electric heater, electric blanket, electric cup, electric hair dryer, electric iron, microwave oven, curlers and other electric appliances, do not smoke in the room, do not use candle for lighting. Do not light a fire in the room to cook or burn debris. Consciously use and store the lamp, charger, socket and other electrical equipment in a normal way. Power should be cut off to prevent fire accident when leaving the room.

Actively participate in the study and publicity of fire control knowledge, escape knowledge and anti-theft knowledge; Do a good job in the fire prevention and anti-theft work within the apartment; develop a good living habits, cut off the power, close the windows and lock the door when leaving the room, and take good care of personal valuables.

Do not keep pets in the apartment or make loud noise, hit objects or play music at high frequency to disturb others' normal study and rest.

Do not accommodate others in the apartment without permission.

No gambling, no drinking. No fights, no damage to public property, no distribution of pornographic images, video, text, no fabrication and dissemination of false panic information.

Do not bring inflammable and explosive articles into the apartment, and do not carry or hide articles prohibited by Chinese laws and regulations.

Do not do business in the dormitory, do not set up a booth in the school apartment area.

When suffering from infectious diseases or other diseases which are not suitable for collective living, you should stay in the specified place or go back to your country for recuperation according to the doctors' advice.

Actively cooperate with relevant departments of the school to do a good job of safety and prevention, and immediately report to the police when a suspicious case or fire occurs.

The student cadre should take the lead and give advice to the students who violate the above regulations. The students who do not accept the advice should be reported to the college's general affairs office in a timely manner, and the relevant authorities should criticize them.

If you violate the above clauses, you should accept the punishment of relevant department of the school and bear the compensation for the relevant property loss.

Cultural and Sports Activity

Article 1 When International students organize, hold and participate in any form of cultural and sports activities, they must strictly abide by the laws and regulations of China as well as the school discipline and regulations of Wuhan university.

Article 2 School of international education will hold various kinds of cultural and sports activities for international students on a regular basis, and encourage and support international students to actively participate in various cultural and sports activities organized by our university or the training school (department).

Article 3 International students may voluntarily participate in all kinds of legal public welfare activities in the society on the premise of not affecting their normal studies, and they should report to Student Affairs Office of School of International Education before participating in the activities.

Article 4 If international students need to hold activities to celebrate important traditional festivals of their country or organize cultural and sports activities among students by themselves, they must submit a written report to Student Affairs Office of School of International Education 10 days before the start of the activities, and specify the purpose, location, scale and participants of the activities in the report. The activity plan shall be reported, and it can only be held after the approval of the leaders of School of International Education college. During the activity, no illegal or disciplinary behavior shall occur.

Article 5 If international students need to borrow the venue for organizing, or holding proper cultural and sports activities, they should submit the written application materials to Student Affairs Office of School of International Education one week in

advance. After the application is approved, School of International Education can coordinate and arrange the venue according to the actual situation of the activity.

Article 6 When carrying out various cultural and sports activities, international students shall take good care of the public facilities of the activity site and maintain its hygiene. After the activity is completed, the site should be cleaned in time. If the public facilities are damaged due to human factors, they will be compensated at the price.

Article 7 Wuhan university will not provide a place for any international students to hold religious ceremonies in accordance with the regulations on the administration of foreigners religious activities within the territory of the People's Republic of China.

Article 8 Student Affairs Office of School of International Education shall be responsible for guiding the international students union of Wuhan university, international cultural exchange association or third-party activity operation unit to organize, plan and hold various kinds of international students' cultural and sports activities.

Article 9 School of International Education will provide assistance and support to all kinds of cultural and sports activities independently held by international students in the school in the aspects of venue, vehicle and activity funds.

Article 10 School of International Education shall not allow international students from any country to hold cultural and sports activities involving off-campus students and groups in the form of parties, dinners, talks, symposiums and festivals.

Religious Activity

1. Our school respects the national customs and religious beliefs of international students, protects and administers the religious activities of international students according to law, but does not provide a place for religious activities.

2. No organization or individual is allowed to conduct religious activities in the school, no international students are allowed to conduct religious activities in their dormitories, no international students are allowed to decorate their dormitories full of religion, and no international students are allowed to hold collective religious activities.

3. International students may, according to their religious beliefs, participate in religious activities in temples, mosques and churches that are registered in accordance with the law without affecting the completion of their studies.

Part VI Leaving Procedures of Graduation and Completion

International students who complete the courses prescribed in the teaching plan within the prescribed years of study, and whose results are qualified and meet the requirements of graduation and completion, should go to the Students Affairs Office in the School of International Education to get the “Graduation Examination Form for Hankou University Students” and the “Leaving Procedures for Hankou University International Students”. After complete them as required, please submit them to the Students Affairs Office in the School of International Education.

Hankou University International Student's Procedure for Leaving School

汉口学院国际交流学院制表

- 77

附件：

无犯罪证明办理手续

1. 携带学生证前往国际交流学院来华留学办公室开具无犯罪证明；
2. 前往国际交流学院党支部办公室盖章；
3. 前往汉口学院保卫处盖章；
4. 前往武汉有涉外公证资质的公证处进行公证。

Procedures of Non-criminal Certificate

1. With your student ID card, go to Students' affairs office in the School of International Education to issue the non-criminal certificate;
2. Go to the fourth floor in the School of International Education for the stamp;
3. Go to the Security Department of Hankou University for another stamp;
4. Go to a notary office with foreign-related notarization qualification in Wuhan for notarization.

如何在武汉出入境 APP 上填写居留许可申请表

The steps about how to download the APP in your cell phone are as follows.

1. scan the QR code and download the app.

扫一扫下载手机APP
出入境业务掌上办理

武汉市出入境公共服务平台



signers



residence permit

4. fill your personal information

Having a residence permit and applying for extension

国籍变更
Citizenship Change
Residence permit and extension application
Residence permit and extension application
for renewal of residence permit

扫一扫下载手机APP
出入城市码上办理

1

资料填写

带*星号为必填项

性别 *
Sex
男 M 女 F

出生日期 *
Date of birth

国籍 *
Nationality

出生地 *
Place of birth

申请人电话 *
Phone number

电子邮件 *
E-mail

在华单位 *
Institution/University

联系人 *
Contact

联系电话 *
Contact Number

下一步(Next)

Categories of certificates

签证证件种类 *
Visa type

签证证件号码 *
Visa NO.

入境日期 *
Date of Entry

入境日期指最近一次
来华入境日期

准予停留日期 *
Valid until

入境有效期至 指最近一次
来华入境日期的有效期。

居留事由 *
Purpose of Residence

下一步(Next)

您当前持有 *
Previous passport NO.

现持有有效证件种类
Categories of certificates

居留证件
Residence certificate

签证号码 *
Visa NO.

有效期至 *
Residence(stay)expiry date

入境日期 *
Date of Entry

原居留事由 *
Previous purpose of Residence

下一步(Next)

国籍
Nationality
GNQ 赤道几内亚

证件类型
Passport type
普通护照 Ordinary

护照号码
Passport No.

申请业务
Apply for business
居留许可证换发

办理地点
Permit address
武汉市市民之家

居留证件申请事由
Purpose of residence
学习 Study

在华联系方式
Contact person

Categories of certificates

居留证件
Residence certificate

签证号码 *
Visa NO.

有效期至 *
Residence(stay)expiry date

入境日期 *
Date of Entry

入境日期指最近一次
来华入境日期

原居留事由 *
Previous purpose of Residence

下一步(Next)

确认提交(SUBMIT)

申请业务
Apply for business
居留许可证延期

办理地点
Permit address
武汉市民之家

and submit it

国际学生保险的问与答

1. 问：请问我看病的时候是否用保险服务卡（红色的卡）去医院刷卡就医，是否需要付费？

答：不能，本服务卡不具备直接垫付功能。本卡的作用在于提醒学生记得服务卡号，以及服务卡上的救助电话（最好把电话号码及服务卡号保存到手机里防止服务卡遗失），在就医前或需紧急就医时可拨打服务卡上 24 小时救援电话 **400-810-5119** 进行咨询。

Q: When I see a doctor, should I use the insurance service card (red card) for the medical treatment, and should I pay for it?

A: No, the service card does not have the payment function directly. The function of the card is to remind students of remembering the service card number, and the emergency telephone number on the card(It's better to keep the phone number and service card number in the mobile phone to prevent the loss of the card). Before going to see the doctor or for emergency medical treatment, you can dial the 24 hour emergency number **400-810-5119** on the service card for consultation.

2. 问：我在哪里可以了解到更详细的保险说明？

答：请登录 www.lxbx.net → 点击【相关责任】，可查看有七种语言的详细说明。

Q: Where can I learn more information on insurance?

A: Please login on www.lxbx.net → click on [Pertinent Responsibilities] to find more in seven languages.

3. 问：我们买的保险哪种情况不能赔付？

答：请登录 www.lxbx.net → 点击【相关责任】，可查看其中的责任免除说明，凡在免除责任范围内发生的事故，均不能赔付。

Q: In what kind of situation we cannot claim the insurance we bought?

A: Please login on www.lxbx.net → click on [Pertinent Responsibilities] and you can read the liability exemption. Any accident occurred within the scope of the exemption, you cannot get compensation.

4. 问：我要看病时该怎么办？

答：记住你的保险服务电话：如果因生病要看医生，务必拨打 **400-810-5119** 转 1。

Q: What should I do when seeing the doctor?

A: Remember your insurance service phone number: in case of a sickness, you can call **400-810-5119** ext. 1, then you may get consulting at any time, and get right treatment and claims guide too.

5. 问: 当需要住院垫付的时候, 我应该如何处理?

答: 在就诊前必须拨打服务电话 **400-810-5119** 再按 1 键, 提供投保时的护照号及服务卡号, 经服务公司确认需要住院的, 会协助被保险人到就近的网络医院 (或按照被保险人要求的网络医院) 进行住院救治并垫付相关合理的住院费用。

Q: When I must pay in advance for hospital expenses, what should I do?

A: Before seeing a doctor, dial 400-810-5119 and then transfer 1, provide the passport number and service card number when buying the insurance. If confirmed for in-patient by the company, the insured will be helped to the nearest hospital (or the Internet hospital required by the insured), treat in hospital and pay the relevant in-patient expenses in advance.

6. 问: 疾病门诊包括哪些类型?

答: 普通门诊、急诊、门诊手术、急诊留观、急诊抢救所产生的相关费用, 由公立医院或卫生防疫部门提供证明的传染病因隔离期间所产生的相关费用、及因与住院同一病因产生的院前、院后门所产生的费用等均归属于门急诊医疗责任范围内。

Q: What kind of diseases does the service cover?

A: It covers the costs associated with general outpatient, emergency, outpatient operation, emergency observation, and emergency treatment arising; the expenses resulting from quarantine because of infectious diseases provided by public hospitals or health and epidemic prevention departments and the expenses before and after in hospital.

7. 问: 我如果生病了去医院门诊治疗的, 保险公司会理赔吗? (非意外类型的)。

答: 必须通过 **4008105119** 再按 1 键电话进行报案及问诊, 如果确实需治疗的, 留学生自己先垫付, 然后将资料快递到如下地址申请理赔。构成保险责任才能赔付, 如果未构成保险的则不能赔付。

就诊时须注意:

1) 就诊医院必须为中国大陆境内的公立医院;

2) 公费医疗标准范围内的费用, 自费项目不能报销;

3) 每个保险期间内, 就诊费用日限额为 600 元, 累计超过起付线 2000 元以上的部分保险人按照 85%的比例赔付;

4) 资料必须齐全：发票原件、每次就诊的门诊病历复印件、费用明细、护照复印件、银行存折复印件、理赔申请垫付委托书（网页上下载样版）。

Q: If I get sick and go to see the doctor for the out-patient treatment, will the insurance company pay for it? (not accidental insurance)

A: It is necessary to dial **4008105119** and then transfer 1 for the report and inquiring diagnosis. If really in need of treatment, the students can pay in advance, and then deliver the materials to the following address for claim. A compensation can only be available upon such case as constituting the insurance liability, or no compensation shall be applied.

Pay attention while in treatment period:

1) the hospital must be the mainland public hospital.

2) the medical standard costs within the scope of the project, not including the excursion costs.

3) in each period of insurance, the daily limit to the medical expenses is 600 yuan. If the accumulated amount comes at more than 2000 yuan, the insurer will pay 85% of the total.

4) the materials must be complete: the original invoice, a copy of each outpatient medical record, expense details, the copy of passport, copy of bank account, the claim for the power of attorney (download the sample in the Internet).

8. 问：“起付线”是什么意思？

答：也称免赔额，是保险公司对被保人门诊医疗责任理赔费用的计算起点，起付线以下的门诊费用由被保险人自己支付。

Q: What does “the pay line” mean?

A: It is also known as deductible amount, the starting point for the insurance company to pay the outpatient medical liability claim. The expenses below the pay line shall be paid by the insured.

9. 问：如果我在公立医院住院，想住包房、外宾部、高干病房、特需病房，也可以进行理赔吗？

答：不可以。

Q: If I stay in the public hospital, and I want to live in a chartered ward, foreign ward, senior cadre ward, and special ward, can I still get claim?

A: No, you can't.

10. 问：如果我在保险期限内多次住院，保险公司也理赔吗？

答：被保险人不论一次或多次住院治疗，本公司均在规定的限额内给付保险金，分项累计给付金额达到其保险金额时（40 万元人民币），该项保险责任终止。

Q: If I am in-patient for many times in the duration of insurance, shall the company compensate?

A: The insurance company will pay the claims in the given limit whether the insured be in hospital for one time or several times. When the accumulative payments are beyond the insurance amount (400,000 yuan), then the insurance liability ends.

11. 问：怎样领取理赔款？

答：在资料提交时提交收款人帐户。

1) 帐户需为本人在中国大陆境内的帐户；

2) 如果是银行卡，需要在银行柜面打印账单明细或对账单，目的是获取正确的户名和开户分支行信息，保证转账准确性。

Q: How to receive indemnity?

A: Submit the account of payee in the data submission.

1) Account must be the mainland's account in China.

2) If using a bank card, print statement or statements in the bank counter, to obtain the correct name and account opening branch information, so as to ensure the accuracy of transfer.

12. 保险使用流程

从不舒服开始→致电 4008105119 转 1 键→服务公司医生问诊、给出治疗建议

门诊治疗：先学生支付，后期材料快递救援公司进行垫付报销

住院治疗：病情确实需住院治疗（提交委托书及护照复印件，启用救援公司垫付）

Insurance Policy Guideline

Insurance Policy Guideline Begin from the comfortable feeling→dial 4008105119 and transfer 1→diagnosis and treatment recommendations by the doctor

Outpatient treatment: prepayment by the students, courier case information to the rescue company for repayment

In-patient: really in need of hospitalization (submit a power of attorney and a copy of the passport, enabling the company payment in advance)

13. 门诊费用理赔计算

以起付线 650 元为例：

小 A 在保险期间内因病在当地的公立医院就诊，2014 年 2 月 1 日花费 900 元，5 月 3 日花费 400 元，7 月 15 日花费 700 元（就诊费用均为合理费用）。

理赔计算公式：{（600 元+400 元+600 元）-650 元}*85%=807.50 元

The cases of outpatient expenses calculation

Take the pay line 650 yuan as an example:

A got treatment in a local public hospital in the insurance period. On February 1, 2014, he spent 900 yuan; on May 3, 400 yuan; on July 15, 700 yuan (medical expenses are reasonable expenses).

The calculation formula of claims: $\{(600 \text{ yuan} + 400 \text{ yuan} + 600 \text{ yuan} - 650 \text{ yuan}) * 85\% = 807.50 \text{ yuan}\}$

武汉地区联网医院

地区	医 院	地 址	电 话
湖北	华中科技大学同济医学院附属同济医院	湖北省武汉市汉口解放大道 1095 号	027-83663645
湖北	华中科技大学同济医学院附属协和医院	湖北省武汉市汉口解放大道 1277 号	027-85726114
湖北	湖北省武汉市急救中心	湖北省武汉市江汉区新华路 10 号	027-85792248
湖北	湖北省武汉钢铁公司第一职工医院	湖北省武汉市青山区冶金大道 29 号	027-86803612
湖北	华中科技大学同济医学院附属梨园医院	湖北省武汉市武昌东湖梨园新村	027-86793043
湖北	武汉大学人民医院	湖北省武汉市武昌区解放路 238 号	027-88076808

国际学生假期安全须知

1. 不酗酒，不扰民，不滋事，不去酒吧聚众喝酒。

No drinking and no disturbing. Don't gather a crowd to drink in a bar.

2. 外出时注意随身携带护照。

Carry your passport when you go out.

3. 注意防火、防盗，离开房间时要切断水电，关好窗户，锁好房门。

Pay attention to fire prevention and anti-theft, and make sure cut off the power and water supply. Shut the windows and lock the door when you leave your room.

4. 要遵守交通规则，文明出行，文明过马路，文明驾驶；不酒驾，不疲劳驾驶，不独自搭乘黑摩的、黑出租；不购买、不骑行、不乘坐无牌无证的两轮摩托、电动（燃油）三轮摩托车和电动自行车。

Obey the traffic rules when traveling, crossing roads and driving. No drunk driving and fatigue driving. Do not take unlicensed taxis alone. Do not buy, ride, or take unlicensed motorcycles.

5. 留校同学须遵守宿舍管理规定，严禁使用大功率电器明火，晚上 11:00 以前必须回宿舍。

Students who stay in dormitories shall obey the accommodation regulations. High-power electrical appliances and fire are prohibited. You should be back to your rooms before 11:00 at night.

6. 在遇到抢劫、行凶、盗窃、电子诈骗等重大事件时，请及时拨打公安报警电话 110。如遇火警，请拨打电话：119。如遇交通事故或意外伤病需要急救时，请拨打救护电话：120。

In the event of robbery, violence, theft, electronic fraud and other events, please call the police: 110. Fire Police: 119. Please call: 120 when you encounter traffic incidents or accident injuries.

7. 节假日期间同学们如果遇到什么问题，请与办公室老师联系。假期有老师轮流值班。

During the holidays, if you meet any problems, please call the teacher. Teachers are on duty in the holidays.

8. 假期留校的学生若外出旅游，须向老师报告；假期留校并且住在校内的学生，若不住宿舍，需向学生辅导员报告。

Those students who stay here for the vacation should tell the teacher if go traveling in other places; those students who stay here for the vacation and live in the dormitory should tell the students instructor if they are not living in the dormitory.

9. 不私自下水游泳；不擅自与人结伴游泳；不在无家长或教师带领的情况下游泳；不到无安全措施，无救援人员的水域游泳；不到不熟悉的水域游泳，不熟悉水性的学生不擅自下水施救。

Don't go swimming without permission; don't take the liberty of going swimming with others; don't go swimming without parents' or teachers' guidance; don't go swimming in places where there are no safe facilities or aiding staffs; don't go swimming in unfamiliar places; those students who don't know how to swim shouldn't come to rescue others.

10. 手机务必保持畅通。离校外出前，一定要把个人去向及联系方式告知辅导员、舍友及家长，并务必保持通讯工具畅通，以便遇有情况能够及时发现并协助处理解决。

The phone must be kept clear. Before leaving school, be sure to inform the counselors, roommates and parents about their whereabouts and contact information, and be sure to keep the communications tools open so that they can be found in time and we can help solve them..

11. 警惕过分热情的陌生人。不轻信陌生人言行，不轻易饮用或食用陌生人的饮料、食物；不随便接受陌生人提包、买票、照看东西等帮助。对于涉世未深的大学生来说，防人之心不可无。

Be ware of overzealous strangers. Do not believe in the words and deeds of strangers; do not easily drink or eat stranger's beverages, food; do not just accept strangers to carry bags, buy tickets, look after things and other help. For college students who are inexperienced, the defense of others cannot be avoided.

12. 出行时，最好不要携带大量现金和贵重物品，背包一定要放在视野范围内，或者交给同伴看管。

When traveling, you had better not carry a large amount of cash and valuables. The backpack must be placed in sight or given to peers.

13. 请勿将个人门禁卡，房门钥匙借给其他学生或外校学生。

Do not lend your personal access card or door key to other students or students in other schools.