

WUT ID No.: \_\_\_\_\_

Dear International Students,

You are warmly welcome to join Wuhan University of Technology as a new member of our international students' family. In this handbook, we summarize most rules and regulations to be carefully read and strictly obeyed for your safe stay and successful study in China. Collecting this Handbook from the Housekeeping Office, please immediately tear off the Letter of Commitment, sign your willingness to obey those summarized Rules and Regulations and return it to our agency before your Registration as a formal student.

In case you find any conflict between the rules and regulations written in this handbook and regulations by the State or University, please, follow the latter as the standard.

The International Students Office of the School of International Education serves as an administrative agency authorized to manage affairs concerning university international students and it bears responsibility on the interpretation of regulations written in this book.

#### **International Students Office**

各位同学：

你们好！

欢迎你成为武汉理工大学的一员。

为了便于你在学校的学习和生活，我们依据国家和学校的有关政策和规定，摘编了我校《外国留学生手册》，请仔细阅读，并严格遵照执行。

本手册中之规定如有与国家和学校的相关规定相悖之处，以国家和学校规定为准。

国际教育学院留学生管理办公室系学校外国留学生的综合管理机构，本手册中之规定由留学生管理办公室负责解释。

留学生管理办公室



WUT Application No.: \_\_\_\_\_

## **Letter of Commitment**

I received Wuhan University of Technology for International Students Handbook, and hereby promise to read it thoroughly, obey rules and regulations summarized in it, rules and regulations by the University as well as laws and regulations formulated by the Chinese Government. I agree to undertake any consequences for my violation of the laws, rules and regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Date: \_\_\_\_\_

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# 武汉理工大学留学生公寓管理

为了加强留学生公寓的管理, 为住户提供良好的居住和学习环境, 特制订本管理规定。

## 一、住宿管理规定

1、住户应遵守中国政府法律、法规及学校的各项规章制度。不得在公寓内从事传教及与学生身份不相符的活动。

2、留学生的住宿由国际教育学院留学生管理办公室和后保处宿管中心统一安排。新生原则上只能住学校宿舍不得住校外。学生应在入住留学生宿舍后 24 小时内, 逐项填妥“住宿登记表”一式两联、“武汉理工大学留学生宿舍物品清单”一式三联(见附件)和外国留学生手册承诺书经宿舍管理员签审后提交所在楼栋宿舍管理员。宿管员保留“住宿登记表”和“物品清单”第一联(白联), 第二联(粉联)一并提交给留办, 学生只保留黄联。

退宿时, 学生应提交物品清单的黄联给宿管员, 以用于逐一检查房间物品是否有损毁。如有任何人为损坏房间内及公用设施设备者需照价赔偿。

只有当房间没有任何损毁、遗失或欠费学生才能获得宿管员在离校手续单上签名, 离校手续单上需附上入住登记表和物品清单的白联。房间钥匙和电卡的押金将在学生归还了上述物品后, 与当日离开学校时退还, 同时失效门禁卡。

3、任何学生未经留办书面允许不得私自调换、退房间。

每位学生在校就读学制阶段原则上最多只能申请更换房间一次, 如确有非个人原因造成的房间无法居住的, 可以适当予以调整; 如遇调整, 请至物业办公室填写申请表, 提交至留办审批。学生未经学校允许, 以任何形式私自退房, 或已经学校允许却未完成退宿手续者, 将继续缴纳住宿费。

必要时, 学校管理部门有权取消或者提前中止部分欠费、缺勤、无故不签到的留学生门禁权限。

新到自费生、交流生门禁卡期限首次 30 天, 所有学生门禁卡有效期一年一展期。必要时, 学校管理部门有权取消或者提前中止部分欠费、缺勤、无故不签到的留学生门禁权限。

4、物业公司给每位住户发放一把房间钥匙(或者门禁卡)和武汉理工大学留学生宿舍物品清单。自费生门禁卡有效期限同居留许可有效期, 所有学生门禁卡期限最长不超过该学年的 7 月 31 日。所有门禁该卡仅适用于住宿的该所住楼栋使用范围内; 如有遗失, 请及时前往办公室领取补卡证明, 并在卡务中心补办, 工本费 20 元。住户不得将钥匙转交或私配给任何人。离校退房时必须将房间钥匙退还给公寓管理员。否则由此产生的一切经济和法律后果由其本人负

责。

5、物业公司向每位住户提供一套床上用品。床上用品在规定学制内由个人保管和清洗。居住期限在一学年以上者离校时可选择将床上用品随身携带自用，居住期限在一学年以内者离校时须退还床上用品，如有损坏需照价赔偿。

6、住户应互相关照、互相谅解，主动协助驻楼留学生联络员实行自我管理，并配合学校对宿舍的定期检查。请勿在公寓内大声喧哗，开放大音量收录机、电视等音响设备，应避免影响他人学习和生活。如因为打扰到其他同学学习和生活且情节严重者，留学生管理办公室在接到相关投诉将约见并要求学生签署不打扰保证书，两次签署保证书后将代为保管音响设备，如次后再接到投诉将强制要求搬离留学生宿舍，已交住宿费在不导致住房闲置的前提下按照未住足月数办理退换手续。

7、租房不得污损墙壁、地面、天花板、家具等公用物品；不在房间墙壁上，门上钉钉子，也不得在房间内做饭。

8、如房间及房内设施设备需要维修请与所在楼栋宿管员登记，由宿管员联系专业人员处理，通常小型维修限当天处理，大型维修限一周处理。

9、留学生宿舍仅限学生本人住宿。任何住户不得私自留宿任何客人，对违反规定者一经查出，宿舍管理人员有权给予批评教育，情节严重者按照学校有关规定给予必要的处分。

10、留学生公寓内的公用电器及公用生活设施只能在指定公共区域使用，不得带入个人房间。公寓内的公共设备、物品不得转借、自行拆装和损毁；如有丢失和人为损坏，应照价赔偿。

11、自费生每年开学报到时，持学校预先准备的 ICBC 银行卡或自备的中国境内各大银行卡到 ISO 办公室网上支付缴清住宿费。拖欠费用者将被取消校内住宿及年度评先评优资格。

12、室内家具不允许置于楼道或阳台上，如有损坏，将自行照价赔偿。请勿将自行车、电动车等置于楼宇内部。

## 二、留学生宿舍出入管理规定

1、为了保证留学生正常生活和学习，本公寓的会客时间为：8:00-22:00；来访者应在 22:00 前离开。逾时未离开者有效登记身份证件由被访者于次日 8:00 后到留学生管理办公室领取并接受处理。

2、留学生应督促应邀来访者应主动向值班员出示并暂留有效身份证件，并认真填写《来访会客登记表》，在征得被访者和宿管人员同意后，方可由被访者带入留学生公寓内会客。未带任何有效证件或拒绝出示有效证件者，禁止进入公寓。未经允许进入者一经发现，将联合学校校后保处、保卫处强制清离。客人离开时，应由被访问者在会客登记表上签字确认。



被访者应对由其本人带入所在楼栋的客人在到访期间的一应行为负责。

23:00-6:00 宿舍关闭大门，晚归者需出示学生证或相关证件登记后，经宿管师傅许可方可进入；过 23:00 无正当理由禁止外出。23:00-6:00 进出本楼须在晚归登记本上登记，同一学期累计晚归次数在三次以上且累教不改者将被取消年度评先评优资格，情节严重者将给予警告，累计三次警告者将不予办理居留许可证件。

3、公寓管理人员有权利和责任对违反留学生公寓管理规定的行为予以纠正并向相关主管部门报告。

### 三、卫生管理规定

1、住户的个人房间由本人清扫。房间清扫出的垃圾应装入垃圾袋，每天早晨 8:00 以前放入楼下垃圾桶，由清洁人员处理。注意保持房间卫生、开窗通风，并做好个人卫生。

2、公寓公共部位由宿管中心保洁人员负责清扫。工作人员每天对公共场所清扫二次，楼道扶手每天擦洗一次。公用垃圾桶每天清倒二次。

3、请勿在公共场所内随地吐痰、乱丢烟头、纸屑、果皮等，不要在墙壁、家具上刻画，共同维护好大家的生活环境。

4、请勿把垃圾、纸屑、塑料袋等杂物投入厕所和下水道内，以免影响自己和他人的生活。

5、请勿在公共场所乱涂乱画和随意张贴，不要将废弃物放置于走廊、通道、楼梯间及公共活动场所。阳台上不得悬挂有碍观瞻和妨碍他人的物品。

6、请勿在厨房堆放个人烹饪用品，一旦丢失后果自负，严厉禁止任意丢放生活垃圾，未按时清理时，宿管保洁人员将代为保管。

7、禁止在楼栋或房间内饲养宠物。

### 四、公寓水电管理规定

1、学校对公寓内的用电实现配额管理，公寓用电额每人每月免费额度为：120 度，超出部分由住户自理。

2、请注意节约用电用水。住户用电当月或当年额度节余部分可转入下月或下年继续使用。当月或当年用电超支部分由住户自行到后勤集团水电管理中心购电充值，电价标准为武汉市城市居民用电价格。

3、住户应妥善保管好自己 IC 电卡，避免因遗失给自己的生活和学习带来损失和不便，如有遗失需自行补办。

4、住户离校时，应按要求到后勤集团水电管理中心办理退还 IC 电卡手续，自费用电的剩余部分予以退还。

## 五、安全管理规定

1、住户出门时应关掉除冰箱以外的所有电源；房间内禁止使用电炉、液化气炉、酒精炉、电熨斗等家用电器及任何 800W 以上的大功率电器；使用热水器时应断开电源；宿舍内装有烟雾报警器，请不要在宿舍内做饭或吸烟；也不要私拉电线，否则，由此引起的火灾等安全事故，由本人承担一切责任并负责赔偿。

2、住户离开公寓时应关好门窗，个人贵重物品由个人妥善保管；如遇物品被盗抢或丢失，应做好现场保护并及时向值班人员报告。

3、住户不得将房间钥匙交给他人保管和使用，否则由此引起的个人和公用物品遗失和被盗等一切责任均由本人负责。

4、公寓值班员受理入住留学生日常水电维修等的报告，负责公寓的安全保卫。住户有责任和义务配合公寓值班员的日常管理和检查工作。如寝室设备需维修需本人到值班员登记，并预约修理时间，按照维修工人和值班员要求做好登记。

5、宿舍内禁止聚会。住户如需举行集中聚会，活动规模在 20 人及以上，须至少提前二周报请国际教育学院批准，并报学校保卫部门备案。

6、为保证学生的安全，学生因确有需要需外出至武汉以外的城市或者离开寝室一周以上，需上报留学生管理办公室备案。宿管员如发现学生连续七天不在寝室居住，也有义务上报留学生管理办公室。

7、学校将定期或不定期组织留学生新生参加保卫部门或公安局出入境管理机关组织的消防演习或安全教育，所有学生不得无故缺席。

### 重要报警电话：

火警：119      医疗急救：120      盗抢、交通安全：110

物业公司为留学生公寓的责任管理单位。其管理人员有权对违反上述规定的行为予以纠正。住户如对公寓的管理和服务及其人员的行为有意见，可向物业公司及国际教育学院投诉。

### 投诉电话：

### 留学生管理办公室：

87608608（马区），87590525（南湖），86554406（余区）

物业公司：15377065393（马房山校区）

13971495788（南湖&鉴湖校区）

18995605298（余家头校区）

武汉理工大学\_\_\_\_\_校区外国留学生住宿登记表  
**Check-in Form for International Student Dormitory**

楼栋号 Bldg #		单元/层 Unit/Flr		房间号 Room No.		照片 Photo
英文姓 Surname			英文名 Given Name			
性别 Sex	M / F		出生日期 Date of Birth	年/y 月/m 日/d		
专业学习 起止时间 Study Period	自 From	yr	m	护照号码 及有效期 Passport No. & Expiration Date	Passport No.	年/y 月/m 日/d
	至 To:	yr	m		Expiration Date	
停(居)留证件 Visa/Residence Permit	种类 Type			有效期至 Valid Until	年/y 月/m 日/d	
	号码 No.			签证机关 Issued by		
国籍 Nationality				最近入境时间 Time of entry		
来华事由 Purpose of Stay in China				所在学院 School		
专业 Major				学习层次 Degree		
入住日期 Move-in Date	年/y 月/m 日/d			拟离开日期 Date of Departure	年/y 月/m 日/d	
本人联系电话 Telephone Number			电子邮件 EMAIL			
紧急事务 联系人 Contact Person			联系电话 Phone			
备注 Remarks	完整填写表格经宿管员核实签字后, 凭此表第二联办理相关手续。Please, fill this form nicely and return the red copy with the signature of dormitory managing staff to the International Students Office for registration and Residence Permit			本人签字 Signature		

宿舍管理员签名 (必须核实房间信息后签名):

填表日期: 年 月 日

House Keeper Signature:

Date: yy mm dd

## Inventory Checklists of International Student Dormitory

### Personal Information

房间号 Room NO.		房间类型 Room Type	单人间 <input type="checkbox"/> Single	双人间 <input type="checkbox"/> Twin-bed	小单间 <input type="checkbox"/> Small Single
申请编号 WUT App. NO.		学生姓名 Passport Name			
护照号 Passport NO.		学习期限 Study Period		至 To	
学生类别 Degree		经费来源 Sponsored by	Exchange <input type="checkbox"/> Self <input type="checkbox"/> Scholarship <input type="checkbox"/>		

### Inventory

序号 SN	物品名称 Item	数量 Quantity		价格 Price
1	衣柜/ Wardrobe	1		1450 元/ RMB
2	床/ Bed	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1135 元/ RMB
3	桌/Desk	1 <input type="checkbox"/>	2 <input type="checkbox"/>	750 元/ RMB
4	椅/Chair	1 <input type="checkbox"/>	2 <input type="checkbox"/>	135 元/ RMB
5	床头柜/ Night Table	1 <input type="checkbox"/>	2 <input type="checkbox"/>	300 元/ RMB
6	窗帘/ Curtain	1 Set		600 元/ RMB
7	床上用品/ Bed sheets	1		500 元/ RMB
8	缩拉门玻璃/ Door Glass	1		100 元/ RMB
9	空调/ Air-conditioner	1		2000 元/ RMB
10	冰箱（小）/ Fridge（Minor）	1		550 元/ RMB
	冰箱（大）/ Fridge（big）	1		1180 元/ RMB
11	遥控器/ Remote Control	1		40 元/ RMB
12	热水器/ Water Heater	1		1800 元/ RMB
13	洗脸盆/ Washbasin	1		500 元/ RMB
14	马桶/ Toilet	1		600 元/ RMB
15	钥匙/ Door Key	1		10 元/ RMB
16	电卡/ Electricity Card	1		30 元/ RMB

注：其他未经列举资产被蓄意损坏时，同样需要按照实际维修成本照价赔偿。

Remarks: the student still needs to compensate for the lost or damaged items unlisted in this Inventory according to the actual cost.

## Signature

	学生签名 Student	宿舍管理员签名 Housekeeper	日期 Date
入住/ Check-in			
退房/ Check-out			

注：留学生入住及退房签字前，请仔细阅读本清单背面的说明，本人签字即视为对说明的认可。

Remark : Before you sign for check-in or check-out here, please read the Introduction on the back side, and your signature will be regarded as agreement with them.

# 武汉理工大学留学生费用收缴管理

## 一、缴费标准

项目 (每人每年)	类别		中文 授课	英文 授课
学费	本科生	理科类专业	20000	24000
		经济及管理类专业	18000	20000
		艺术类专业	25000	30000
	硕士研究生	理科类专业	26000	30000
		经济及管理类专业	23000	27000
		艺术类专业	33000	38000
	MBA		30000	34000
	博士研究生	理科类专业	32000	35000
		经济及管理类专业	30000	33000
		艺术类专业	41000	45000
	预科		17000	
	学制外(自费延期)		10000	
住宿费	双人间		8400	
	单人间		12000	

## 二、学费规定

留学生应在规定时间内足额交纳学费，未按时交清者，不得办理入学注册，取消各级各类奖学金、表彰参评资格。

我校学费以人民币为计价单位。除特别指出外，学历生学费按学年一次性交纳，非学历生学费按学期一次性交纳。学费在开学报到日交纳(以校历为准)。

留学生有特殊原因无法在规定时间内交清者可申请缓交。缓交最长期限为开学之日起一个月内。申请缓交履行程序如下：

学生在规定交费日之前，由本人向留学生管理办公室提出书面申请，陈述缓交理由；

逾期一个月未交清全部学费者，按自动退学处理。

因退学、转学等原因终止学习的学生，按月计收当年的专业学费。

在学期间经批准休学者，已交学费不退、不转，保留至复学时继续使用。休学学生的学费等相关费用按复学后相应年级专业学生的收费标准交纳。留级和转换专业的学生，学费标准按当期转入年级专业的学费标准交纳。

在学期期间因私自离校、受到勒令退学、开除学籍等纪律处分离校者，学费不予退还。

学生在毕业（结业、肄业）前，必须缴清学费后，方能取得毕业（结业、肄业）资格，办理离校手续。

### 三、住宿费规定

我校留学生宿舍住宿费以人民币为计价单位，除无需自付外，学习一个学期以上（含一学期）的留学生办理入住手续时均须按学期一次性交清住宿费用，交费期限为开学报到日（以校历为准）。

计划学习时间不满一学期，按实际学习天数交纳住宿费用，。

留学生如调整宿舍房间，调整前应结清不同价格类型房间差价。

学期中因个人原因退房者，如已将住宿费交至学期末，则住宿费按照正常房价标准重新核算，核算后如有剩余房费，余款退还学生本人。

### 四、缴费方式

#### 1、线上支付

留学生可在马房山办公楼 407 按学年自行缴费。

备注：仅支持使用在中国大陆发行的银行卡、微信和支付宝。

#### 2、境内支付

留学生可在校内中国工商银行柜面进行转账支付（请勿使用 ATM 转账），汇款时请在备注栏写明你的申请编号，例如：备注 2016ZF001；并务必及时将附有“现金凭证”的发票回单交于留学生管理办公室 407。

学校境内帐号信息：

户名：武汉理工大学

账号：3202006729200016973

开户行：中国工商银行洪山支行

备注：此账号仅限接受学费、住宿费

户名：武汉理工大学

账号：3202006709000475962

#### 3、境外汇款

境外汇款时，请在备注栏写明你的申请编号、名字或护照号码，并务必及时提交一份汇款单复印件给留学生管理办公室 407。

学校外汇帐号信息：

Name (Payee): WU HAN LI GONG DA XUE

Foreign Account (A/C): 3202006719200487084（仅接收美元）

3202006709000475962（接收人民币及其他货币）

Bank(TO): THE INDUSTRIAL AND COMMERCIAL BANK OF CHINA , HUBEI  
BRANCH

Swift Code: ICBKCNBJHUB

Address: No.205 Luoshi Road, Mafangshan, Wuhan, P.R.China

Postcode:430070



## 武汉理工大学留学生签证管理

1、持 X2 签证入境且学习期限在 180 天以内学生，不需办理居留许可；持 X1 签证或者持 X2 签证且学习期限在 180 天以上入境学生，须于入境 30 天内，签证到期 15 日和 10 日前分别先后向留学生管理办公室、武汉市公安局出入境管理部门申请办理居留许可（不办理居留许可并造成签证过期者，根据中国相关法律，将被处以每天 500 元人民币以上的处罚，严重者将可能面临被取消学习资格、拘留审查及强制出境）。

再次申请居留许可者也须于签证到期 15 日和 10 日前分别先后向留学生管理办公室、武汉市公安局出入境管理部门申请居留许可延期申请。

2、公费留学生在报到注册后，按照其奖学金期限办理居留许可。

3、自费留学生应遵循“居留许可申办期限与缴费期限关联”的原则，严格执行一次性付清全年的学费及住宿费等相关费用，所有应缴费用必须在每学期开学第一个月底以前全部缴清，费用缴清后方可申办居留许可延期相关手续。

4、留学生家属在华停留可申请 S1/S2 签证，但须提供经公证认证的亲属关系证明或驻外使领馆的证明、在华担保及不在校住宿的承诺和家属购买的在华期间的保险凭证。陪读家属在华停留期限不得超过外国留学生居留证件的有效期限。

留学生家属入境后应携带住宿登记表、护照信息页、签证和入境章页复印件在 407 办公室登记。X2 和 S2 的批准有效期不应超过 6 个月，可再次申请，但在华 X2 和 S2 的累计有效期不得超过 1 年（从第一次 X2 和 S2 的入境日算起）。家属在华期间不得入住学校留学生宿舍，学生如要求与家属同住，需在家属抵达前搬出校内留学生宿舍。

在华出生的小孩须于出生后 2 个月内携出生证明等相关证件到武汉市公安局出入境办理登记手续（取得护照前口头报告，取得护照后履行手续，整个时限二个月）。

5、自护照报失证明签发之日起原签证将被宣布作废，作废的中国签证即使此后重新找回，仍属无效。自报失证明签发之日起 30 日内，须申领到新护照并到拟居住地公安机关办理签证手续，如无法在期限内申领到新护照，应当尽快申领代替护照的其他国际旅行证件。凡超过 30 日(不含 30 日)仍未申领到新护照或者其他国际旅行证件并到公安机关办理签证手续者，即构成非法居留，将会被依法处罚。在中国境内的外国人因证件遗失、损毁、被盗抢等原因未持有有效护照或者其他国际旅行证件，无法在本国驻中国有关机构补办的，可以向停留居

留地县级以上地方人民政府公安机关出入境管理机构申请办理出境手续。

6、外国人非法居留的，给予警告；情节严重的，处每非法居留一日五百元，总额不超过一万元的罚款或者五日以上十五日以下拘留。

7、如果未能按期缴纳全年的学费，仅能申请半年期居留许可证件，需签署《武汉理工大学来华留学生申办半年期居留许可证件责任告知书》，并按期清缴欠费，否则将取消其学习资格，不再出具居留许可延期证明并将其所持居留许可证件报请当地公安出入境管理部门予以注销。（见附件八。）

8、我校实行居留许可申办期限与考勤考绩相关联制度，凡一学期出勤率和平均成绩低于 60%，或者两种加和后平均值低于 60%的，只能申请不超过一年的居留证件；对两项加和平均值低于 50%或者出勤率低于 30%的将直接予以拒签。（见附件七。）

9、无论办理何种类型的签证，所有学生都需在出入境管理平台填写相关信息，可扫描二维码下载 APP，注册后填写。



#### 10、出入境管理局地址等信息

(1) 武汉市公安局出入境管理局武汉市江岸区金桥大道 117 号市民之家

乘车建议：地铁 2 号线转 3 号线在市民之家站下车即到

工作时间：周一至周五：上午 9：00-12：00，下午 13：30-17：00

周六：9：00-12：00

咨询电话：027-12580-0

(2) 东湖新技术开发区高新大道 777 号（高新大道与光谷四路交叉口处）

（区政务中心）

乘车建议：301、786、913、536、333 路公交车在光谷政务中心站下车即到

工作时间：周一至周五：上午 9：00-12：00，下午 13：30-17：00

咨询电话：027-50777177

# 武汉理工大学

## 来华留学生安全与法制管理

所有外国留学生须经卫生检疫机关书面认证体检合格、按期缴纳相应费用并办理有效居留签证及各项入学手续后方可正式注册成为武汉理工大学学生，可获得学生证、校园卡等，享受武汉理工大学学生的各项待遇和权利，并应服从学校的教育和管理，承担相应的义务。

留学生假期外出应至少提前 10 天主动报留学生管理办公室以备案，并注意途中安全。学期内或假期出国（境）应由本人妥善办理回头签证及居留许可延期手续。

留学生必须严格遵守我国法律、法规，不得擅自在校内宣读、散发、张贴宣传品，不得擅自组织跨院校、跨地区的群体活动。留学生在校内举行 20 人以上较大型活动应至少提前二周提出书面申请，经留学生管理办公室报校领导或上级主管部门批准后方可举行。

学校尊重留学生的民族习俗和宗教信仰，但不得提供举行宗教仪式的场所，也禁止留学生在校内进行传教及宗教聚会活动。留学生合法进行集体宗教活动，仅限在当地法定宗教场所进行。

所有留学生在学校学习期间不得从事就业、经商等任何有违学生身份的经营性活动。经批准参加校内和校外实践基地勤工助学活动的留学生，必须严格遵守有关勤工助学管理规定，超出规定的岗位范围或者时限工作的属非法就业。

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。

# 武汉理工大学保险购买和就诊/医药费报销

## 一、保险购买

学习时间超过半年及以上的公费和自费留学生（包括延期的学生）需自行在线上购买每一学期/年的保险。购买保险之后才能报道注册。

门诊、住院费用和意外事故的保险金等费用由平安养老保险股份有限公司来华人员综合医疗保险公司的相关规定负责理赔。

保障责任	保险金额 (元)	8岁—69岁	
		保险费 (元/人·半年)	保险费 (元/人·年)
身故+意外伤残	100000	400	800
意外医疗	20000		
门、急诊疾病医疗 <b>(日费用限额 600 元,免赔额 650 元以上部分按照 85%比例赔付)</b>	20000		
住院医疗	400000		

推荐购买费用：800 元人民币/1 年

网页购买流程：①打开网页 [www.lxbx.net](http://www.lxbx.net) ②输入护照和验证码

③选择保费和点击购买 ④选择支付方式 ⑤支付完成和留存凭证

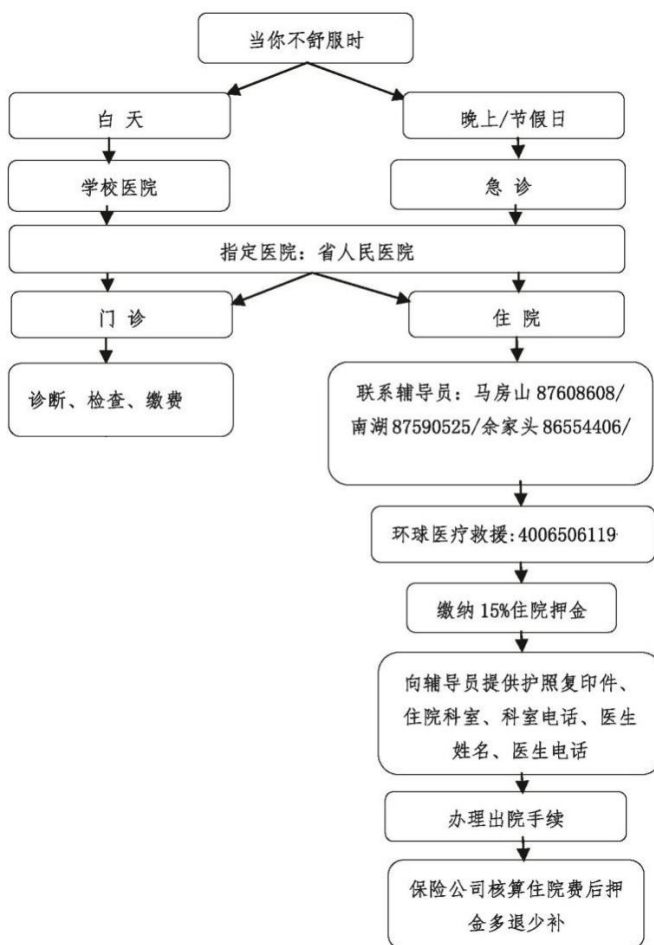
手机购买流程：①微信扫二维码



②输入护照和验证码 ③点击购买 ④选择保费 ⑤邮箱留存凭证

咨询电话：4008105119

## 二、就医指南



## 三、医药费报销的有关规定

1、留学生在校外医院就诊时应先向保险公司 4008105119 咨询，按照保险公司的提示进行就诊。如需使用垫付服务，必须在办理住院手续或住进医院后 24 小时以内电话报案，（情况紧急也要保证在 24 小时以内报案）并明确说明需要垫付，没有在要求时间以内电话申请的，将无法享受垫付服务。

2、留学生在校外医院就诊时应先向医生声明公费医疗政策，以便医生酌情用药，否则公费医疗之外的药品费用需由本人承担。

3、留学生在校外医院就医的医疗费用由本人先行垫支，医疗费报销享受与中国师生同等待遇，即医疗费费的 20%-28%由本人承担。

4、已购买了住院及人身意外伤害保险的学生如须在校外医院住院，学生本

人必须先支付 15%住院押金，确定押金支付后，其住院费用或事故赔偿金由中国平安保险公司按有关规定垫付或支付。住院期间的伙食费、交通费等费用以及保险公司按规定不予报销的部分由学生本人承担。

#### 四、医药费报销的时间和程序

来华人员综合保险保障计划简表

保障项目	保险金额	保障范围
身故+残疾保障责任	10 万元	因意外伤害事故或疾病身故/意外残疾，我们将累计给付身故/意外残疾保险金；
意外伤害医疗保险责任	2 万元	因意外伤害事故需门诊治疗，发生的医疗费用，我们将就其事故发生之日起 180 日内实际支出的按照当地社会医疗保险部门规定可报销的、必要的、合理的医疗费用给付医疗保险金；
门诊医疗保险责任	2 万元 (日限额 600 元 起付线 650 元以上的部分 85%赔付)	被保险人因疾病咨询 4008105119 转 1 进行医疗咨询，需门诊治疗发生的医疗费用，我们按照当地社会医疗保险部门规定可报销的合理费用，每个保险期内，就诊费用日限额为 600 元，在日限额的基础上累计超过 650 元(起付钱)以上的部门保险人按照 85%的比例赔付，累计给付以保险金额 20000 元为限 <b>温馨提示：</b> 被保险人在本次投保前发生重大疾病或慢性病的，保险人不承担给付保险金的责任。
住院医疗保险责任	40 万元	被保人因意外伤害事故或因疾病，经医院诊断必须住院治疗，就其实际支出的合理住院医疗费用，按 100%给付住院医疗保险金。 <b>温馨提示：</b> 被保险人在本次投保前发生重大疾病或慢性病的，保险人不承担给付保险金的责任。
全程医疗管理 紧急医疗救援		1. 因疾病或意外事故需就诊 必须直接电话致 4008105119 转 1 键，进行健康咨询，就医指导及理赔注意事项说明。如确诊需住院可向救援公司申请住院垫付。未经救援公司备案且未经门诊诊治而直接入院治疗的(包括病情未达到住院程度住院治疗的)，救援公司不负责住院费用垫付，对于未经上述程序申请的，个人自行垫支医疗费用的，将无法获得赔付。 2. 理赔咨询，重大事故报案 4008105119 转 1 键，未开通 400 电话地区可拨打 010-67185217

省份	名称	位置	电话	建议
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	强烈推荐
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	推荐
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	武汉科技大学附属医院	武汉市武昌区丁字桥涂家岭9号		

备注：武汉大学中南医院除外

## 理赔程序:

保险事故发生后, 理赔的规范程序:

1、因疾病或意外事故需就诊, 需直接致电 4008105119, 由救援医生进行健康问诊、就医指导及理赔注意事项说明。如经过问诊且门诊治疗后医生确诊需进一步住院治疗的可向救援公司申请住院垫付, 救援公司与医院沟通确认后决定是否启动住院垫付程序。凡未经救援公司医生问诊备案且未经门诊诊治而直接入院治疗的(包括病情未达到住院程度却要求门诊医生同意住院治疗的), 救援公司不负责住院费用垫付。对于未按照上述程序申请的, 个人自行垫支医疗费用的, 将无法获得赔付。

2、重大事故可通过以下联系方式报案

理赔咨询、报案电话: 4008105119

未开通 400 电话地区可拨打 010-67185217:

凡是未经 400 电话报案或者未按照要求规范程序执行的, 将无法获得赔付。

3、理赔应备文件:

按要求备齐下列资料 → 邮寄到保险公司							
所需材料 申请项目	护照复印件及签证页复印件	医院发票原件	病例复印件(每次就诊病例日期与发票日期相对应)	费用明细	意外事故证明	出院小结或住院病例复印件	银行存折复印件或银行卡客户信息表
意外门诊	需要	需要	需要		需要		需要
疾病门诊	需要	需要	需要				需要
住院(因意外)	需要	需要		需要	需要	需要	需要
住院(因疾病)	需要	需要		需要		需要	需要

(1) 身故或意外伤残

A 被保险人护照复印件及居留许可页复印件

B 被保险人伤残时需提供伤残鉴定证明(由指定鉴定机构出具鉴定报告)

C 被保险人死亡证明

D 被保险人与所有受益人关系证明及受益人身份证明复印件。

E 如意外事故须提供意外事故证明及相关部门的定性材料(如: 交通事故须出具交通部门的交通事故责任认定书, 高坠、溺水等须公安机关或相关部门出具事故属意外或自杀的定性材料, 饮酒导致事故须出具酒精含量定量报告)

F 有效投保凭证复印件

(2) 意外伤害医疗

- A 被保险人护照复印件及签证页复印件
- B 意外事故经过及证明（如是交通事故出具交通部门的交通事故责任认定书等）
- C 收费收据原件
- D 相对应每次就诊病历，费用明细，检查、化验报告单复印件
- E 有效投保凭证复印件

(3) 门诊或急诊医疗

- A 被保险人护照复印件及签证页复印件
- B 收费收据原件
- C 相对应每次就诊病历，费用明细，检查、化验报告单复印件
- D 个人银行信息单

**注：门诊理赔条件有两个：**

A 费用总额需超过 650 元，且少于 2000 元（如未达 650 元可以在有效期内将门诊金额累加）；

B 单日支出费用最高限额为 600 元（超出 600 元的部分不予计算）

最终学生可获得理赔金额=（支出总额-650）x 85%

例如：学生生病住院 4 天，每日支出费用如下：

日期	实际支出金额	理赔计算金额
第一天	500	500
第二天	660	600
第三天	450	450
第四天	400	400

由于该生第二天支出 660 元 >600 元，只按 600 元计算，

因此支出总额=500+600+450+400=1950

理赔金额=(1950-650) x 85% =1105 元

(4) 住院医疗

- A 被保险人护照复印件及签证页复印件
- B 如意外事故须提供意外事故证明（如是交通事故出具交通部门的交通事故责任认定书等）
- C 住院收据原件、费用明细原件
- D 出院小结或住院病历复印件



E 有效投保凭证复印件

以上（2）—（4）项特别说明：

A 每次赔付文件中须附上被保险人或学校指定的银行帐号，并本人签字及学校盖章。（具体内容请联系 4008105119）。

B 若一次保险事故分别在两家（含）以上医院就诊，须出具每次就诊的诊断证明书、病历复印件等相关文件。

C 就诊医院须在中华人民共和国大陆境内的公立医院，符合当地社会基本医疗保险规定报销范围的项目和费用。

D 护工费申请

① 住院期间医院或护工服务公司出具的护工费发票原件

② 护工单位出具的护工费申请并被保险本人签字加盖申请单位公章

**理赔材料寄送至：**北京市西城区金融街 23 号平安大厦 9 层

**收件人：**来华保险项目组

**电话：**4008105119/ 010-59731677

**邮编：**100022

**邮箱：**rycy@lhgj.net

## 五、以下情况将由学生承担费用

1、因打架斗殴及自杀、自伤、酗酒、交通肇事、吸毒等造成的诊疗费一律全部自理。

2、不按学校医院的规定自行就医、自购药品者，所有费用一律全部自理。

3、挂号费、交通费、会诊费、一次性消耗用品（如一次性注射器）等，费用均自理。

4、先天性疾病、整形美容手术、洁牙、人工牙种植、各种保健治疗或在入学前发现的疾病等，费用均自理。

5、住院学生应在入院 24 小时内拨打 4008105119 打电话给保险公司，否则发生费用将由学生支付，然后再办理保险理赔手续。

6、请保存保险理赔的医疗记录和相关发票。

不要到保险合作之外的医院，如中南医院就诊，否则保险公司将不予不能提前支付或垫付费用。

## 武汉理工大学奖学金发放管理

1、政府奖学金留学生的奖学金标准按国家留学基金管理委员会规定的相应标准发放。本科生 2500 元/人月、硕士生 3000 元/人月、博士生 3500 元/人月，其他类别奖学金生标准按照有关部门实际拨款执行。

2、中国政府奖学金、中国企业奖学金及学校奖学金等各类奖学金生应于每月 20 日至 25 日到就近留学生管理办公室进行指纹签到。

3、奖学金生的生活费将于每月 15 日-20 日左右由学校财务直接划入学生登记的个人银行账户。个人银行账户如有变更，应提前书面通知留学生管理办公室。因丢失银行卡等原因造成的生活费损失，留学生管理办公室不予补发。

4、奖学金生未在规定期间指纹签到，可在次月到就近留学生管理办公室进行纸质补签。1 日至 7 日期间补签，暂停的当月奖学金于下个月全额补发；8 日至 15 日期间补签，暂停的当月奖学金于下个月补发半额；未按期指纹签到及纸质补签，当月奖学金不再补发。奖学金补签必须由本人签名，他人不可代签。

5、奖学金生在开学当月十五日（含十五日）之前到校注册的，发放全月生活费；十五日以后注册的，发放半个月生活费；毕业生的生活费发至学校确定的毕业之日以后的半个月；获得奖学金的学生在学期间（正常假期除外）因个人原因离华时间超过 15 天的，其离华期间生活费停发。

6、奖学金生在学校规定的假期内或学校批准离境参加学术活动不超过 60 天的，生活费正常发放。离境超过 60 天的，暂停发放离境期间的生活费。

7、申请休学或退学的奖学金生，自休学或退学申请获批当月起停发生活费，已经发放的生活费不予追缴。休学期间不享受奖学金生待遇，往返派遣国及原住地的一切费用自理。

8、奖学金生须按规定参加奖学金年度评审，无正当理由不参加年度评审或评审不合格者，将被中止或取消奖学金资格。

9、奖学金生在享受奖学金期间如违反中国法律或学校规章制度，学校将根据情节轻重扣发、暂停或取消其奖学金。

10、奖学金生在享受奖学金期间未能完成规定的学业需要继续就读者，如未能继续取得奖学金，超期学习的全部费用由本人自理。

### 11、奖学金生住宿安排

(1) 所有年级奖学金预科生、本科生以及一年级研究生原则上限住校内；

(2) 校内住宿奖学金预科生、本科生、硕士生原则上安排双人间，博士生

安排单人间；奖学金硕士研究生如自愿按照每年 3600 元标准补足单人间差价后，在房源充足的前提下可申请入住单人间；

（3）二年级以上奖学金研究生如在上一年学年度年审通过且无考试挂科、无缺勤和无迟签漏签等不良记录者，经本人申请可准予校外住宿。获准校外自行租住者，可获得校外住宿补贴，发放标准为本科生、硕士生 700 元/人月，博士生 1000 元/人月,每 6 个月核发一次。

## 武汉理工大学年度评审管理

1、凡在我校学习年限超过一学年的学生（包括申请延期学生，上一学年奖学金不合格被中止奖学金的学生），必须参加年度评审。预计本年毕业学生、已休学学生和本年春季入学学生不参评。

2、学校依据有关规定，学生从遵规守纪、学习情况和参加活动情况方面进行自我定性评价后，由专业学院及培养单位对学生道德品行、学习成绩、学习/科研态度和活动表现对每个学生进行定性与定量评价，最后由留学生教育管理中心结合学生自评和专业学院及培养单位评审意见进行综合评定，给出最终处理意见。所有留学生年度评审结果将作为本年度评先评优依据。

3、中国政府奖学金学生，包括申请奖学金延期学生，按照规定时间提交《中国政府奖学金生年度评审表》，其评审结果将上报国家留学基金管理委员会和相关国家驻华使领馆等奖学金设立机构，并依据其最终评审结论决定是否继续，取消，中止或恢复奖学金资助。

4、参加年度评审学生于每年4月15日前（根据学期安排具体调整）提交年度评审材料，逾期视作无故不参加。无故不参加年度评审者一律按年审不合格处理。

5、年度评审意见分为“合格”和“不合格”两种，凡年度评审不合格者，由留学生教育管理中心结合学生表现情况决定自下一学年度起中止奖学金发放或取消奖学金资格。

6、进一步细化分学习层次、分年级年度评审制度。原则上，来华留学研究生课程学习阶段年审通过基本要求为：课程通过率达到90%以上，高于70%但低于90%记学业警示一次，低于70%按不通过处理；两年学制来华留学生第3学期以及三年或四年学制来华留学生第2学年必须通过论文开题答辩，研究生中期考核与开题答辩同步执行；三年或四年学制来华留学博士研究生申请奖学金延期时增加与学位论文相关的投稿证明。

7、具体评审办法参照武汉理工大学来华留学生奖学金年度评审方案（试行）。

## 武汉理工大学学生活动管理

学校将适时组织留学生开展文娱活动及文化实践活动等，其中部分活动可列为《中国文化体验》必修课课外学分认定部分，需修满 16 个学分。所有按规定应修《中国文化体验》的留学生课外学分认定包括：

序号	时间	活动内容	学时	备注
1	9月/3月	新生开学典礼及入学教育	4	一年级必选
2	10月/3月	图书馆、医疗、安全等知识讲座及消防演习	4	一年级必选
3	10月	秋季文化体验	2	可选
4	11月	秋季运动会	2	可选
5	12月	法律法规考试	4	二选一
6	3月	春季文化体验	4	可选
7	4月	法律法规考试	4	二选一
8	全年	其它文体、公益活动	2	可选

所有学生在学期内受过司法机关或学校行政记过以上处分的，自动丧失相应学年度学校组织的免费文化实践活动待遇。

留学生必须严格遵守我国法律、法规，不得擅自在校内宣读、散发、张贴宣传品，不得擅自组织跨院校、跨地区的群体活动。留学生在校内举行 20 人以上较大型活动应至少提前二周提出书面申请，经留学生管理办公室报校领导或上级主管部门批准后方可举行。

学校尊重留学生的民族习俗和宗教信仰，但不得提供举行宗教仪式的场所，也禁止留学生在校内进行传教及宗教聚会活动。留学生合法进行集体宗教活动，仅限在当地法定宗教场所进行。

# 武汉理工大学

## 来华留学本科生学籍管理

(经 2022 年第 9 次校长办公会审议通过)

### 第一章 总则

**第一条** 为全面贯彻执行国家教育方针,维护学校正常的教育教学秩序和生活秩序,保障学生合法权益,不断提高教育质量,依据《普通高等学校学生管理规定》(教育部令第 41 号)等法律法规,结合我校实际,制定本规定。

**第二条** 本规定适用于我校按照国家规定录取的接受普通高等学历教育的全日制本科生学籍管理。来华留学生、港澳台学生及少数民族学生等,适用相应规定外,其余均参照本规定执行。

### 第二章 入学与注册

**第三条** 按国家招生规定录取的我校普通全日制新生,必须持《武汉理工大学入学录取通知书》和学校规定的有关证件,按期到校办理入学手续。因故不能按期入学者,应在报到截止日期前向学校招生部门请假,假期不得超过 2 周。未经请假或请假逾期的,除因不可抗力等正当事由以外,视为放弃入学资格。

**第四条** 学校在新生报到时,对新生入学资格进行初步审查,审查合格的办理入学手续,予以注册学籍;审查发现新生的录取通知、考生信息等证明材料,与本人实际情况不符,或者有其他违反国家招生考试规定情形的,取消入学资格。

**第五条** 新生因创新创业、身心状况不佳等原因,可在入学报到前或开学 2 周内向学校招生部门申请保留入学资格。保留入学资格期间不具有我校学籍。保留入学资格的期限不超过 2 年,新生保留入学资格期满前应向学校招生部门申请入学,经学审查合格后,与应届新生一同办理入学手续。审查不合格的,取消入学资格;逾期不办理入学手续且未有因不可抗力延迟等正当理由的,视为放弃入学资格。

**第六条** 新生入学后,学校在 3 个月内按照国家规定进行复查。复查内容主要包括以下方面:

- (一) 录取手续及程序等是否合乎国家招生规定;
- (二) 所获得的录取资格是否真实、合乎相关规定;
- (三) 本人及身份证明与录取通知、考生档案等是否一致;

(四) 身心健康状况是否符合报考专业或者专业类别体检要求, 能否保证在校正常学习、生活;

复查中发现学生存在弄虚作假、徇私舞弊等情形的, 确定为复查不合格, 取消学籍; 情节严重的, 学校将移交有关部门调查处理。复查中发现学生身心状况不适宜在校学习, 经学校指定的二级甲等及以上医院诊断, 需要在家休养的, 学生可以按照第五条的规定保留入学资格。

**第七条** 每学期开学时, 学生须按学校规定和要求到校报到, 办理注册手续。不能如期注册的, 应当履行暂缓注册手续。未按学校规定缴纳学费或者有其他不符合注册条件的, 不予注册。未履行暂缓注册手续、逾期 2 周不注册的, 作退学处理(不可抗力等正当事由除外)。

### 第三章 学制与学习年限

**第八条** 学制是指国家对各级各类学校各专业设定的课程所需的必要学习时间的规定, 即学生完成专业设定的课程、学习任务一般所需要的学习年限。学生一般应在学制年限内完成学业, 可以提前毕业或延长学习年限。

**第九条** 学生在校学习最长年限(含休学、保留学籍时间)不超过主修专业规定学制 2 年。自主创新创业休学的学生, 经本人申请、学校批准, 学习年限可在学校规定的最长学习年限基础上延长 2 年。

### 第四章 考勤与纪律

**第十条** 学生上课、实习、实训、实验、课程设计及毕业设计(论文)、政治理论学习、劳动等都应该实行考勤。教学活动的考勤由任课教师负责, 其他活动由组织单位负责。

**第十一条** 学生应按照学校教育教学计划要求, 认真学习各门课程, 积极参加学校规定的各项活动。

学生上课时应遵守课堂纪律, 认真听课, 不得无故迟到、早退, 未经教师同意不得擅自离开教室。学生未经批准, 不得缺勤, 违者以旷课论处。

**第十二条** 学生因病或其他原因不能参加学校教育教学活动时, 须事先请假并获得批准。未经批准而缺席者, 根据学校有关规定给予批评教育, 情节严重的给予纪律处分。除因不可抗力等正当事由外, 不得事后补假。请假程序及准假权限为:

(一) 3 天以内(含 3 天), 报辅导员批准(在外实习期间由带队老师批准);

(二) 3 天以上 1 个月以内, 由学院主管学生工作的领导批准, 报学生工作部(处)备案;

(三) 1 个月以上 2 个月以内, 由学院主管教学工作的领导和主管学生工作的领导批准, 报本科生院、学生工作部(处) 备案。

学生一学期内请假累计不得超过 2 个月。超过的, 按休学或保留学籍相关规定办理。

**第十三条** 学生旷课时数按实际课时计。学生上课迟到或早退达 15 分钟以上者, 按旷课 1 学时计算; 迟到、早退少于 15 分钟的, 累计 3 次按旷课 1 学时计算。学生一学期内旷课时数累计超过该门课程教学时数 1/3 (全考勤情况下) 或旷课累计达到 3 次及以上 (抽查考勤情况下), 取消其该课程考核资格, 成绩记为零分。

## 第五章 课程与学分

**第十四条** 专业培养计划所设置的课程分为必修课程和选修课程。必修课程指培养计划规定学生必须修读的理论课程和实践性教学环节。选修课程指培养计划中列出的可以由学生结合个人志愿和专长选修的课程, 包括全校开设的选修课程以及各专业开设的选修课程。

**第十五条** 学分是计算学生学习份量的单位。培养计划中设定的各类课程均规定一定的学分。学生在校期间, 必须修完培养计划中规定的课程, 达到培养计划的学分要求, 方能毕业。

**第十六条** 学生学习的努力程度, 采用学年总学分数作为评价指标; 学生学习的质量水平, 采用平均学分绩点 (GPA) 作为评价指标。

课程学分绩点 = 课程绩点 × 课程学分

课程绩点根据课程考核成绩确定, 具体折算标准如下:

百分制	成绩	100-90	89-80	79-70	69-60	<60
	对应绩点	5.0-4.0	3.9-3.0	2.9-2.0	1.9-1.0	0
五级制	成绩	优秀	良好	中等	及格	不及格
	对应绩点	4.5	3.5	2.5	1.5	0
两级制	成绩	合格				不合格
	对应绩点	3				0

补考合格的课程, 成绩按 60 分记, 课程绩点按“1.0”折算; 补考不合格、通过重修合格的课程, 成绩按实际成绩记, 课程绩点按“1.0”折算; 考核(包括正考、补考或重修考核)合格后再次重修的课程,

在推荐免试研究生、评优评先时, 课程绩点取第一次考核合格时的折算绩



点；在申请学位、对外出具成绩单时，取最高折算绩点。

## 第六章 课程修读

**第十七条** 学生根据培养计划要求及自身情况，办理相应的选课手续后进行课程修读。选课的要求及程序按照学校学生选课管理办法执行。

学生每学期选择修读的课程学分数（不含课外学分）原则上最低不得少于 15 学分，最高不得超过 35 学分。

学校对毕业设计（论文）实行准入制度。学生所修学分达到专业规定的毕业设计（论文）准入学分，方允许进入毕业设计（论文）阶段。

**第十八条** 进校满一年的学生，成绩优良、已修课程平均学分绩点达到 3.5 及以上、平均每学期取得的学分数达到 25 学分及以上（不含课外学分）的，可申请免听部分课程。学生已经考核合格的课程，因个人需要再次重修的，可以申请免听。实验课、体育课、各类实践教学环节以及各专业规定不能免听的课程不得免听。学生每学期可以免听的课程总学分不超过 8 学分或课程门数不超过 2 门。

**第十九条** 符合规定的学生，可在开学后 2 周内提出课程免听申请，经任课教师同意，学生所在学院审核、批准后报本科生院备案。免听的学生必须完成教师指定学习任务，如作业、实验等，经教师同意后方可参加该课程的期末考核。成绩合格，取得该课程学分。

**第二十条** 进校满一年的学生，自学能力强、成绩优良、已修课程平均学分绩点达到 3.5 及以上、平均每学期取得的学分数达到 25 学分及以上（不含课外学分）的，可以申请免修通过自学已经掌握的课程。实验课、体育课、各类实践教学环节以及各专业规定不能免修的课程不得免修。

**第二十一条** 符合规定的学生，可在开学第 1 周提交课程免修申请，同时提供自学材料（作业、读书笔记等），经任课老师同意，学生所在学院审核、批准后，参加免修考核。考核成绩 70 分以上（含）的，准予免修，取得该门课程学分，成绩按免修考核实际成绩记。免修考核由开课学院命题，试题的份量和难度应与该课程结束考核相同。考核由本科生院组织，一般安排在开学后第二周进行。

**第二十二条** 学生可以申请选修本校或学校认可的外校其他专业的课程，参加学校认可的开放式网络课程学习。学生修读的课程成绩（学分），经学院、本科生院审核同意后，予以承认。

## 第七章 课程考核与成绩记载

**第二十三条** 学生应参加所选课程的考核，考核合格方能获得学分。学生不

得参加未选课程的考核。自行参加考核者，成绩无效。办理了选课手续、但未按规定参加考核且未办理退选或缓考手续者，视为旷考。

**第二十四条** 考核分为考试和考查两种，具体考核方式由任课教师或课程负责人根据课程特点及教学要求确定，学院批准后报本科生院备案。除课程结束时的考核外，任课教师要加强对学日常学习过程的考核，如期中考试、小测验、大作业、课堂讨论、实验、论文、考勤等。

课程考核成绩，由平时成绩（如期中考试、小测验、大作业、课堂讨论、实验、论文、考勤等）和课程结束时的考核成绩综合评定。课程结束时的考核成绩占总成绩的比例，由任课教师或课程负责人确定，报学院批准。体育课成绩应根据考勤、课内教学、课外锻炼活动和体质健康等情况综合评定。学生因体残、体弱无法参加体育课学习的，本人申请，经校医院诊断证明，本科生院批准，可参加体育保健课的学习，成绩记载时注明“保健课”。

**第二十五条** 考核成绩的评定，采用百分制、五级制或两级制。60分（及格或者合格）以上即取得相应学分。考试课的成绩评定采用百分制，考查课程及所有实践环节成绩评定采用五级制（优秀、良好、中等、及格、不及格）或两级制（合格、不合格）。

百分制换算为五级制：90-100，优秀；80-89，良好；70-79，中等；60-69，及格；60分以下，不及格。

五级制换算为百分制：优秀，95；良好，85；中等，75；及格，65；不及格，50。

百分制换算为两级制：60-100，合格；60分以下，不合格。

两级制换算为百分制：合格，80；不合格，50。

**第二十六条** 学生应按老师的要求按时完成课程实验（包括实验报告）及作业。缺交作业或实验报告超过应交总数的1/3者，取消考核资格，成绩记为零分。

**第二十七条** 学生应按学校公布的考核日程安排，按时参加考核。凡未经批准不参加考核者视为旷考。旷考课程的成绩记为零分，并注明“旷考”字样。

学生学习及考核过程应诚实守信，遵守学校学习和考核纪律。严重违反考核纪律或作弊的，该门课程考核成绩无效，以零分记，注明“违规”字样，并按学校考试违规处理办法给予相应的纪律处分，处分材料归入学校档案及学生学籍档案。

**第二十八条** 学生因病或其他特殊原因不能参加考核的，必须考前在教务管理系统提交缓考申请，并将缓考申请单及相关材料交学院审核，经学院批准

后生效。学生因病申请缓考须由校医院出具证明；因公缓考须由相关单位出具证明；因考试时间冲突申请缓考由学生所在学院教学办公室核实。缓考课程的考试原则上随该门课程的补考进行，成绩的评定、记载与正常考试相同。缓考不及格，不予补考。

**第二十九条** 学生首次修读且考核不合格的课程，学校在下学期开学组织一次补考。全校开设的通识教育选修课、个性课，单独设课的实验课，实践教学环节不安排补考，给予一次免费重修的机会。学生补考后取得的成绩，以 60 分记，并注明“补考”字样。

**第三十条** 有下列情形之一的，取消补考资格：

- （一）被取消考核资格的；
- （二）无故旷考的；
- （三）因违反考试纪律或考试作弊等成绩无效的。

**第三十一条** 学生补考后仍不合格的课程应当重修（学生选修课程考核不合格，可以重修或者改选其他课程）。学生课程考核合格但成绩不够理想，也可以重修，但只能重修一次。

**第三十二条** 学生重修课程必须办理选课手续。学生重修后取得的课程成绩，以实际成绩记，并注明“重修”字样。

**第三十三条** 课程考核成绩由任课教师于考后 5~7 日内上网录入。学生如对本人的考核成绩有疑义，可在课程考核成绩公布后 2 周内（寒暑假顺延）书面提出复查申请，经本科生院批准，由开课学院复查并作出结论。超过规定时限不予复查。

**第三十四条** 学生在校期间所修课程的历次考核成绩及学分均载入学生成绩表，并在学生离校（毕业、结业、肄业、退学、转学等）时归入学生个人学籍档案及学校档案。

**第三十五条** 学生因个人需要，可以在满足毕业学分要求的情况下，申请放弃 1-2 门选修课程或不在培养计划要求内的课程。放弃的课程，成绩及学分不再记入学生个人学籍档案。无论何种原因，已放弃的课程不再恢复。

**第三十六条** 学生参加创新创业、社会实践等活动以及发表论文、获得专利授权等与专业学习、学业要求相关的经历、成果，按学校有关规定折算为相应学分，计入学业成绩。

**第三十七条** 学生因退学等情况中止学业，其在校学习期间所修课程及已获得学分，予以记录。学生重新参加入学考试、符合录取条件，再次入学的，其已获得学分，经学校认定，予以承认。

## 第八章 主修专业确认、转专业、转学

**第三十八条** 按学科大类入校的学生，一般在入学 1-2 年内进行主修专业确认。主修专业确认办法由各学院负责制定，报本科生院审批后向学生公布。学院应在尊重学生意愿的基础上，加强指导。主修专业确认工作完成后，学院报本科生院办理学籍异动手续。按专业入校的学生，一般以录取专业作为主修专业。

**第三十九条** 学生有以下情况之一者，可以提出转专业申请：

（一）确有拟转入专业的专长和兴趣，转专业后更能发挥其专长和兴趣的。优先考虑参与创新创业、并取得一定成绩的学生转入相关主修专业的需求；

（二）因某种疾病或生理缺陷（隐瞒既往病史者除外），经校医院检查证明确实不能在原专业学习，但尚能在其他专业学习的；

（三）确有某种特殊困难，在原专业无法继续学习的；

（四）因社会对人才需求情况发生变化，学校专业发生合并、撤消等，需要调整到其他专业就读的。按学科大类入校的学生，主修专业确认前，学科大类视同专业。

**第四十条** 有下列情况之一，不予转专业：

（一）国家有相关规定或录取前与学校有明确约定不得转专业的；

（二）正在保留入学资格、休学、保留学籍的；

（三）应予退学处理或开除学籍处分的；

（四）无正当理由的。

**第四十一条** 学生转专业原则上应在低年级完成。本科生院于每年四月发布转专业通知，各学院负责制定本学院转专业办法，报本科生院审批后向学生公布。需要转专业的学生，提出转专业申请，经双方学院考核同意后，报本科生院审批。

**第四十二条** 学生一般应在被录取学校完成学业，有下列情况之一者，可准予转学：

（一）学生入学后发现某种疾病或生理缺陷，经学校指定医院检查证明不能在本校学习，尚能在其他高校学习的；

（二）学生有特殊困难、特别需要，不转学则无法继续学习的。

**第四十三条** 有下列情况之一，不予转学：

（一）入学未满一学期的或者毕业年级的；

（二）高考成绩低于拟转入学校相关专业同一生源地相应年份录取成绩的；

（三）由低学历层次转为高学历层次的；

- (四) 以定向就业招生录取的；
- (五) 无正当理由的；
- (六) 因其他上级主管部门规定不得转学的。

#### **第四十四条** 转学的具体程序如下：

(一) 学生申请转出的：本人提出申请，说明理由，提供相关材料，学校同意后，提交转入学校审核；转入学校同意后发接收函通知本校，可以转出。跨省转学的，由学校报湖北省教育厅商转入地省级教育行政部门，待转学条件确认后办理转学手续。

(二) 外校学生申请转入的：经转出学校同意后，学生向拟转入学院提出申请，说明理由，提供相关证明材料；学院党政联席会议研究认为符合我校培养要求且学校有教学能力的，向本科生院提交审核材料及相关证明；本科生院审核通过后，报学校专题会议研究决定，由分管校领导签署接收函，可以转入。跨省转学的，由转出地省级教育行政部门商湖北省教育厅，待转学条件确认后办理转学手续。

**第四十五条** 学生转学一般在每年 6 月份或 12 月份申请。学校按规定对转学情况进行公示，并在转学完成后 3 个月内，将转入学生名单报湖北省教育厅备案。

**第四十六条** 转出学生的转学申请一经批准，必须在 10 个工作日内办理离校手续并离校。凡不按照规定离校的学生，产生的后果，由学生本人负责。

### **第九章 休学、保留学籍、复学**

**第四十七条** 学生可以分阶段完成学业。中途中断学业的须办理休学或保留学籍手续。休学或保留学籍期满须办理复学手续后方可继续在校学习。

**第四十八条** 学生申请休学（不具有完全行为能力的学生，需经监护人同意）或学校认为应当休学的，经批准，可以休学。

学生有下列情况之一者，应予休学：

- (一) 因病经指定医院诊断，须停课治疗、病休时间在一学期内超过 2 个月的；
- (二) 一学期内因病、因事请假累计超过 2 个月的；
- (三) 因某种特殊原因，学校认为应当休学的。

**第四十九条** 学生有下列情形之一者，可以申请保留学籍：

- (一) 参加学校组织的跨校联合培养项目；
- (二) 学生个人联系并自费出国留学；
- (三) 到国际组织实习。

**第五十条** 休学期限一般为 1 年，因病重或其他原因经本科生院批准，可连续休学，但累计不能超过 2 年；休学创新创业的学生经学校认可（创业学院、本科生院、学生工作部及学生所在学院共同审核并签署意见）后可申请休学，一次最长为两年，最多可申请两次。保留学籍的期限以实际情况为准，到国际组织实习的，保留学籍的最长期限为 2 年。

**第五十一条** 学生申请休学或保留学籍需由本人提出书面申请，并附相关证明，经学院主管领导签署意见后，报本科生院批准。

学校认为应当休学的，由学院提出书面报告，并附相关材料送本科生院审批。学院提出书面报告前，应告知学生应当休学的理由和依据，并告知学生享有陈述和申辩的权利。学生有陈述和申辩要求的，以书面形式提交。按学校学籍管理规定应予退学或开除学籍的学生，不得办理休学或保留学籍手续。

**第五十二条** 学生休学或保留学籍期间，学校保留其学籍，学生户口可不迁出学校，但不享受在校生的待遇。休学和保留学籍期间的医疗待遇按国家及武汉市的有关规定处理。

**第五十三条** 学生办理休学或保留学籍，一般不得迟于学期考试周（或毕业答辩）开始前 2 周。如遇重大疾病（附医院证明）或重要事故（附相关证明），原则上在学期考试周（或毕业答辩）开始前提出申请。

**第五十四条** 学生休学或保留学籍一经批准，应立即停止校内一切活动，在 5 个工作日内办理相关手续离校。学生休学或保留学籍期间不能参加学校组织的各项教学活动，自行修读课程参加考核的，成绩无效。

**第五十五条** 学生休学或保留学籍期满，因个人原因需要续休或继续保留学籍的，应在期满前或期满后 2 周内（遇寒暑假，顺延）提出申请，程序同上。

**第五十六条** 学生休学或保留学籍期满、需要复学的，应在期满 2 周内（遇寒暑假，顺延）提出复学申请，经学院主管领导同意、本科生院批准后复学。休学或保留学籍学生原则上不能提前复学。

**第五十七条** 因病休学的学生，申请复学时必须由二级甲等及以上医院诊断，证明恢复健康，并经学校医院（心理疾病经学校心理健康教育中心）复查合格，方可复学。

**第五十八条** 休学学生复学时，必须办理降级。保留学籍学生复学时，由本科生院根据复学学生已修课程及取得学分的情况，将其编入原专业相应年级学习。如原专业已发生变化（调整、合并或中断招生），安排到其他相近专业学习。

**第五十九条** 学生休学或保留学籍期间，如有严重违纪违法犯罪行为者，一经查明，取消其复学资格，作退学处理。

**第六十条** 学生休学或保留学籍期满，未在 2 周内提出复学申请的，除不可抗力等正当事由外，取消复学资格并作退学处理。

## 第十章 辅修

**第六十一条** 学生入校后，在学有余力的情况下，经本人申请、本科生院批准，可辅修本校或外校其他专业。优先满足创新创业的学生对辅修专业学习的需求。

**第六十二条** 学生在完成主修专业学业的同时，按规定和要求修完辅修专业的全部课程，经考核成绩合格者，可发给辅修证书；符合开设学校辅修学位授予条件的，由开设学校授予辅修学位。

**第六十三条** 辅修学生管理按学校辅修管理相关规定执行。

## 第十一章 出国（境）学习

**第六十四条** 学生参加学校公派项目出国（境）学习，需本人申请，学院审核同意后报本科生院审批。

**第六十五条** 学生在国（境）外学习期间，学校保留武汉理工大学学籍。学生学习期满应履行协议按时返校，不得擅自延长或转往其他地区。在规定期限内不能按时回国者，必须及时书面告知学校在外滞留原因以及延期期限，并征得学校同意。未经批准逾期不归超过 2 周者，除不可抗力等正当事由外，作退学处理。

**第六十六条** 学生需按协议要求完成学习任务，并按期将学习成绩及学习情况反馈到所在学院。期间所修课程及学分，按学校国际合作教育与交流管理规定进行认定。

**第六十七条** 学生因私出国（境）学习，可以申请保留学籍。保留学籍的学生，不享受在校生待遇，保留学籍期满不办理复学手续且未申请延期（或申请未批准）超过 2 周的，除不可抗力等正当事由外，作退学处理。

## 第十二章 学业警示与退学

**第六十九条** 学校对学生实行学业警示制度。非毕业年级学生在一个学期取得的主修专业学分数（不含课外学分）低于 14 学分，或不及格必修课学分数达到 14 学分，将被给予学业警示。学院负责在新学期前 3 周对学生所修学分进行统计，对应受学业警示的学生出具学业警示通知单，并报本科生院备案。

**第七十条** 学生有下列情形之一，应作降级处理：

（一）在读期间累计受到两次以上学业警示，未达到退学条件，主修专业平均学期总学分数（不计课外学分）在 10-14 学分之间或主修专业不及格必修课总学分数在 14-30 学分之间的；

(二) 休学后办理复学的；

(三) 本人因其他原因申请降级的。降级工作一般在秋季学期完成。降级学生编入下一年级相同专业学习，若降级无后续专业，安排到其他相近专业学习。

**第七十一条** 学生有下列情形之一，应作退学处理：

(一) 在读期间累计受到两次以上学业警示，且主修专业不及格必修课总学分数达到 30 学分的（已经重新学习并且合格的课程不再计入）；

(二) 在读期间累计受到两次以上学业警示，且主修专业平均学期总学分数（不计课外学分）低于 10 学分的；

(三) 在读期间累计受到两次以上学业警示，且当前学年主修专业获得总学分数低于 14 学分的；

(四) 因本办法第七十条第（一）项原因降级两次后，再次达到降级条件的；

(五) 本科学生在籍时间超过其最长学习年限的；

(六) 经学校动员，因病该休学而不休学，且在一学期内缺课超过总学时 1/3 的；

(七) 经二级甲等及以上医院诊断，患有疾病或意外伤残无法继续在校学习的；

(八) 休学或保留学籍期满，未在期满 2 周内提出复学申请或申请复学经复查不合格的；

(九) 每学期开学时，未经批准逾期 2 周不报到注册的；

(十) 未经批准连续 2 周末参加学校规定的教学活动的；

(十一) 公派出国（境）学生未经批准逾期不归超过 2 周以上的；

(十二) 本人申请退学，经学校审核同意的。有前款第（五）至第（十一）项的情形，但有不可抗力等正当理由的除外。

**第七十二条** 因本办法第七十一条第一款第（一）至第（十二）项原因退学的学生，由学生所在学院提出书面报告，并附相关材料，报送本科生院。在进行合法性审查后，提交校长办公会议或校长授权的专门会议研究决定。学院提出处理报告前，应告知学生退学处理的理由和依据，并告知学生享有陈述和申辩的权利。学生有陈述和申辩要求的，以书面形式提交。

**第七十三条** 学生本人申请退学的，由本人填写退学申请表，家长签名、学院签署意见后报送本科生院，经分管校领导审核同意后，办理退学手续。

**第七十四条** 对退学学生的处理，由学校出具退学通知，学生所在学院负责



送交学生本人。学生本人拒绝签收的，可以以留置方式送达；已离校，可以采取邮寄方式送达；无法取得联系的，可以在学校对外网站上公告 60 天，公告期满视同送达。

**第七十五条** 退学学生应在通知送达（或公告）之日起 10 个工作日内办理退学手续并离校。逾期不办理离校手续的，产生的后果，由学生本人承担。经二级甲等及以上医院诊断，患有疾病或意外伤残无法继续在校学习者，由家长或抚养人负责领回。

**第七十六条** 退学学生，不得申请复学。

**第七十七条** 学生对退学处理有异议的，可以依据学校学生申诉处理办法提出申诉。

### 第十三章 毕业、结业、肄业

**第七十八条** 具有正式学籍的学生，在毕业时应全面鉴定。学生鉴定合格，在学校规定的学习年限内，修完培养计划规定的全部课程并完成规定的实践性环节，取得规定的学分者，准予毕业，由学校发给毕业证书。在规定的学制内不能毕业的学生，可按第三章规定延长学习年限。

**第七十九条** 学籍异动学生，因培养计划调整按现所在年级培养计划毕业有困难的，可申请按照入学年级至当前毕业年级间任一年级的培养计划审核毕业。

因违纪等待学校处分或受到学校纪律处分尚未解除的学生，暂不予毕业。学生处分解除后，按前款规定达到毕业条件的，准予毕业，发给毕业证书。

对完成本专业学业同时辅修其他专业并达到该专业辅修标准者，由学校颁发辅修专业证书。

**第八十条** 学生有下列情况之一，准予结业，发给结业证书：

（一）学习年限已满，修完培养计划规定的教学环节和内容，未达到毕业要求，但已取得毕业规定学分数 90%及以上（不含课外学分）的；

（二）学习年限已满，学业虽已达到毕业要求，但因违纪受到学校纪律处分尚未解除的；

（三）学习年限未满，修完培养计划规定的教学环节和内容，未达到毕业要求，但已取得规定学分数 90%及以上（不含课外学分），学生本人申请结业的。结业的学生，在离校后 1 年内可申请回校修读不及格课程，考试合格达到毕业要求的，可申请换发毕业证书，毕业证书的标注时间，按换发日期填写。

**第八十一条** 学满 1 年以上退学的学生，可发给肄业证书；未满 1 年的学生，发给学习证明书。肄业的学生不再具有我校学籍，不得继续在校参加教学

活动，学校不再向其颁发毕业证书。

**第八十二条** 开除学籍的学生，无论学习时间长短，均不能发给肄业证书，只发给学习证明书。

#### **第十四章 学士学位授予与学业证书管理**

**第八十三条** 本科学生学士学位的授予按学校学士学位授予相关办法执行。

**第八十四条** 学生已满足毕业要求、但绩点未达到学士学位授予标准的，可申请暂不毕业，延长学习期限一年。

**第八十五条** 学校严格按照国家相关规定填写、颁发学生学历证书、学位证书及其他学业证书。学生在校期间变更姓名、出生日期、身份证号等个人信息的，应当有合理、充分的理由，并需本人填写《在校生学籍信息变更申请表》，提供有法定效力的相应证明文件，经学院初审、本科生院复核后，提交教育部学籍学历信息管理平台进行变更。

**第八十六条** 学校按照高等教育学籍学历电子注册管理制度进行学生学籍学历电子注册，按照教育部学位中心要求进行学士学位授予信息的报送、备案工作。学生应根据教育部及学校的要求配合做好学籍自查、个人信息核对及毕业生图像采集等电子注册的相关准备工作。

**第八十七条** 对违反国家招生规定取得入学资格或者学籍的，取消其学籍，不颁发学历证书、学位证书；已发的学历证书、学位证书，依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的，依法予以撤销。被撤销的学历证书、学位证书已注册的，学校予以注销并报教育行政部门宣布无效。

**第八十八条** 学历证书和学位证书遗失或损坏，经本人申请，学校核实后出具相应的证明书，证明书与原证书具有同等效力。

#### **第十五章 附则**

**第八十九条** 本规定由本科生院负责解释。

**第九十条** 本规定从 2022 级本科生开始执行，学校其他有关文件与本规定不一致的，以本规定为准。原《武汉理工大学普通全日制本科学生学籍管理规定》（校教字〔2020〕34 号）同时废止。

# 武汉理工大学

## 来华留学研究生学籍管理

### 第一章 总则

**第一条** 为规范学校研究生学籍学历管理，维护正常的教育教学秩序，保障研究生合法权益，深化研究生教育改革，提高研究生培养质量，依据《高等教育法》《普通高等学校学生管理规定》（教育部令第 41 号）、《武汉理工大学学生管理规定》等法律法规和学校相关制度，制定本办法。

**第二条** 本办法适用于本校接受普通高等学历教育的研究生的管理。

### 第二章 入学与注册

**第三条** 按国家招生规定录取的研究生新生，持《武汉理工大学研究生录取通知书》和有效身份证件，按学校有关要求和规定的期限到培养单位办理入学手续。因故不能按期入学的，应当在入学期限到期前以书面形式向培养单位请假，培养单位审查汇总并报研究生院审核。请假期限不得超过两周。请假期满仍不能入学的，可按规定申请保留入学资格；未请假或者请假逾期的，除因不可抗力等正当事由以外，视为放弃入学资格。

**第四条** 培养单位应当在报到时对研究生新生入学资格进行初步审查，并将审查结果报送研究生院，审查合格的办理入学手续，予以注册学籍；审查发现新生的录取通知、考生信息等证明材料，与本人实际情况不符，或者有其他违反国家招生考试规定情形的，取消入学资格。

**第五条** 研究生新生因身心状况不适宜在校学习，经二级甲等以上医院诊断，需要在家休养的或因创业暂时无法入学的，可在新生入学后的 10 个工作日内向培养单位申请保留入学资格，培养单位审查汇总并报研究生院审核。保留入学资格期间不具有学籍。保留入学资格期限为 1 年，可申请两次。新生保留入学资格期满前两个月内应向培养单位申请入学，培养单位进行初步审查，并将审查结果报送研究生院，经审查合格后，办理入学手续。审查不合格的，取消入学资格；逾期不办理入学手续且未有因不可抗力延迟等正当理由的，视为放弃入学资格。

**第六条** 研究生入学后，培养单位应当在 3 个月内按照国家招生规定进行复查。复查内容主要包括以下方面：

（一）录取手续及程序等是否合乎国家招生规定；

- (二) 所获得的录取资格是否真实、合乎相关规定；
- (三) 本人及身份证明与录取通知、考生档案等是否一致；
- (四) 身心健康状况是否符合报考专业或者专业类别体检要求，能否保证在校正常学习、生活；
- (五) 艺术、体育等特殊类型录取研究生的专业水平是否符合录取要求。

复查中发现研究生存在弄虚作假、徇私舞弊等情形的，确定为复查不合格，应当取消学籍；情节严重的，移交有关部门调查处理。复查中发现研究生身心状况不适宜在校学习，经学校指定的二级甲等以上医院诊断，需要在家休养的，可以按照本办法第五条的规定保留入学资格。

**第七条** 每学年第一学期开学时，研究生应当缴纳学费，凭缴费发票和研究生证在培养单位办理注册手续；第二学期开学时，研究生凭研究生证在培养单位办理注册手续。因故不能如期注册的，应当在开学后的 10 个工作日内向培养单位申请暂缓注册，培养单位审查汇总并报研究生院审核；暂缓注册期限为两周。未按学校有关规定缴纳学费或者有其他不符合注册条件的，不予注册。

家庭经济困难的研究生可以申请助学贷款或者其他形式资助，办理有关手续后注册。

### 第三章 考核与成绩记载

**第八条** 研究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（以下统称课程）的考核，考核成绩记入成绩册，并归入学籍档案。考核分为考试和考查两种，考核不合格的课程可以重修。对通过补修、重修获得的成绩，在记载、出具研究生学业成绩时，予以明确标注。

**第九条** 研究生思想品德的考核、鉴定，以《武汉理工大学学生管理规定》第四条为主要依据，采取个人小结、师生民主评议等形式进行。

**第十条** 研究生每学期或者每学年所修课程或者应修学分数按个人培养计划执行。研究生根据培养相关规定，可以跨学科选修课程，选修学校认可的开放式网络课程，或申请跨校修读课程。研究生录取前或学习期间修读的相应层次的课程成绩（学分），研究生院审核同意后，予以承认。

**第十一条** 研究生参加创新创业、社会实践等活动以及发表论文、获得专利授权等与专业学习、学业要求相关的经历、成果，可以折算为学分，计入学业成绩。

**第十二条** 研究生严重违反考核纪律或者作弊的，该课程考核成绩记为无效，并视其违纪或者作弊情节，给予相应的纪律处分。给予警告、严重警告、记过及留校察看处分的，经教育表现较好，对该课程给予重修机会。

研究生因退学等情况中止学业，其在校学习期间所修课程及已获得学分，予以记录。

**第十三条** 研究生应当按时参加教育教学计划规定的活动。不能按时参加的，应当事先请假并获得批准。无故缺席的，根据学校有关规定给予批评教育，情节严重的，给予相应的纪律处分。累计缺课达 1/3 及以上的，不得参加该课程的考核。

**第十四条** 培养单位应当开展研究生“责任、诚信、成才”三项教育，以适当方式记录研究生学业、学术、品行等方面的诚信信息，建立对失信行为的约束和惩戒机制；对有严重失信行为的，按处理违规违纪相关规定给予相应的纪律处分，对违背学术诚信的，按处理学术不端相关规定对其获得学位及学术称号、荣誉等作出限制。

#### 第四章 转专业与转学

**第十五条** 研究生在学习期间对其他专业有兴趣和专长的以及因患病或者有特殊困难、特别需要，无法继续在所在专业学习的，可以申请转专业。研究生转专业原则上应在低年级完成。有下列情形之一，不得转专业：

- （一）以特殊招生形式录取的；
- （二）国家或湖北省有相关规定的；
- （三）录取前与学校有明确约定的；
- （四）学术型研究生和专业学位研究生间跨类转专业的；
- （五）正在休学、保留学籍或保留入学资格的；
- （六）应予退学或开除学籍的。

学校根据社会对人才需求情况的发展变化，需要适当调整专业的，允许在读研究生转到其他相关专业就读。休学创业后复学的研究生，因自身情况需要转专业的，优先考虑。

**第十六条** 研究生申请转专业工作由研究生院统筹安排。由研究生本人提出申请，经所在培养单位审查，拟转入专业的导师和培养单位考核通过，报校长办公会或者专题会议研究决定。

**第十七条** 被录取的研究生一般应当在本校完成学业。因患病或者有特殊困难、特别需要，无法继续在学校学习或者不适应学校学习要求的，可以申请转学。研究生转学由研究生本人提出申请，经学校同意，拟转入学校审核通过，发接收函告知学校后，可以转出。

研究生因学校培养条件改变等非本人原因需要转学的，研究生院出具证明，由湖北省教育厅审核决定。因患病或者有特殊困难、特别需要，拟转入本校的

研究生，由本人提出申请，经所在学校同意，拟转入专业的导师和培养单位考核通过，研究生院审核，报校长办公会或者专题会议研究决定。

**第十八条** 有下列情形之一，不得转学：

- （一）入学未满一学期或者毕业前一年的。
- （二）由低学历层次转为高学历层次的。
- （三）以定向就业招生录取的。
- （四）转出研究生，其拟转入学校或专业的录取控制标准高于学校或所在专业的；转入研究生，其所在学校或专业的录取控制标准低于学校或拟转入专业的。
- （五）应予退学或开除学籍的。
- （六）国家或湖北省有相关规定的或无正当理由的。

**第十九条** 研究生院按培养相关规定对转学情况进行公示，并在转学后 3 个月内，将转入本校研究生信息报湖北省教育厅备案。

**第二十条** 跨省转学的，由转出地省级教育行政部门商转入地省级教育行政部门，按转学条件确认后办理转学手续。须转户口的由转入地省级教育行政部门将有关文件抄送转入学校所在地的公安机关。

## 第五章 休学与复学

**第二十一条** 研究生各专业的学制与录取当年招生简章保持一致。学术型硕士学制为 3 年，专业学位硕士学制为 2 年或 3 年，博士学制为 3 年或 5 年研究生的学习年限一般与学制相同。全日制硕士的最长学习年限为学制加 2 年，非全日制硕士的最长学习年限为学制加 3 年，全日制博士的最长学习年限为学制加 3 年，非全日制博士的最长学习年限为学制加 5 年。休学创业的研究生，最长学习年限为 10 年。

除另有规定外，研究生应当在最长学习年限（含休学和保留学籍）内完成学业。

**第二十二条** 研究生可以分阶段完成学业，因病或因事连续两个月无法参加学校规定的教学活动的须办理休学。研究生申请休学且经导师和培养单位审查合格的或者培养单位认为应当休学的，经研究生院批准，可以休学。不具有完全民事行为能力的研究生休学还需经其监护人同意。研究生休学期限一般为 1 年，在最长学习年限内可申请两次。

**第二十三条** 研究生应征参加中国人民解放军（含中国人民武装警察部队）的，学校保留其学籍至退役后 2 年，保留学籍时间不计入学习年限。

研究生参加跨校联合培养项目，在联合培养学校学习期间，学校为其保留

学籍。

**第二十四条** 休学研究生应当在休学文件送达后 5 个工作日内办理休学离校手续。研究生休学期间，学校为其保留学籍，但不享受在校学习研究生待遇。因病休学研究生的医疗费按国家及当地的有关规定并参照学校大学生医疗费管理的相关规定处理。

**第二十五条** 研究生休学期满前应当在休学期满前两个月或休学期满后 10 个工作日内提出复学申请；研究生因入伍、联合培养保留学籍的，应当按实际情况在 1 月或 7 月提出复学申请。

复学申请经导师和培养单位审查合格，研究生院批准，方可复学。复学申请不得代办。

复学后当前所在年级由研究生院指定。

## 第六章 退学与开除学籍

**第二十六条** 研究生有下列情形之一，应作退学处理：（一）硕士累计 3 门次及以上课程考核不合格的或博士累计 2 门次及以上课程考核不合格的；

（二）休学、保留学籍期满，在规定期限内未提出复学申请或者申请复学经复查不合格的；（三）根据学校指定医院诊断，患有疾病或者意外伤残不能继续在校学习的；（四）未经批准连续两周未参加学校规定的教学活动的；（五）超过规定期限未注册而又未履行暂缓注册手续的或暂缓注册期满后仍未注册的；

（六）经中期考核筛选不合格不宜继续学习的；（七）研究生在最长学习年限到期时，未修完教育教学计划规定内容、仍有课程考核不合格或未完成学位论文开题的；（八）学校规定的不能完成学业、应予退学的其他情形。有前款第（二）、（四）、（五）项之情形，但因不可抗力等正当事由的，可不作退学处理。研究生申请退学的，经导师、培养单位和研究生院审查，并报分管校领导审核同意后，办理退学手续。不具有完全民事行为能力的研究生还需经其监护人同意。研究生申请退学不得代办。

**第二十七条** 退学的研究生，应当在退学文件送达后 10 个工作日内办理退学离校手续，按已有毕业学历和就业政策可以就业的，由学校报湖北省教育厅办理相关手续。退学研究生的档案由学校退回其家庭所在地，户口应当按照国家相关规定迁回原户籍地或者家庭户籍所在地。逾期未办理退学离校手续的，责任自负或由其监护人承担。

**第二十八条** 研究生有下列情形之一，可给予开除学籍处分：（一）违反宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序的；（二）触犯国家法律，构成刑事犯罪的；（三）受到治安管理处罚，情节严重、性质恶劣的；（四）代

替他人或者让他人代替自己参加考试、组织作弊、使用通讯设备或其他器材作弊、向他人出售考试试题或答案牟取利益，以及其他严重作弊或扰乱考试秩序行为的；（五）学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为，情节严重的，或者代写论文、买卖论文的；（六）违反本办法和学校有关规定，严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序的；（七）侵害其他个人、组织合法权益，造成严重后果的；（八）屡次违反学校有关规定受到纪律处分，经教育不改的。

**第二十九条** 被开除学籍的研究生在处分文件送达后 10 个工作日内离校，档案由学校退回其家庭所在地，户口应当按照国家相关规定迁回原户籍地或者家庭户籍所在地。逾期未办理离校手续的，责任自负或由其监护人承担。

**第三十条** 在对研究生作出学籍相关的处分或者其他不利决定之前，培养单位应当告知研究生作出决定的事实、理由及依据，并告知其享有的权利，听取研究生的陈述和申辩。研究生学籍的处理、处分决定以及处分告知书等，应当直接送达研究生本人，拒绝签收的，可以采取留置方式送达；已离校的，可以采取邮寄方式送达；无法取得联系的，可以利用学校网站、新闻媒体等以公告方式送达。

**第三十一条** 对研究生作出取消入学资格、取消学籍、退学、开除学籍或者其他涉及研究生重大利益的学籍处理或者处分决定的，由导师和培养单位提出相关意见，研究生院审核，发展规划与政策法规处进行合法性审查，报校长办公会或者校长授权的专门会议研究决定。

**第三十二条** 对研究生学籍的处理、处分及解除处分材料，培养单位应当真实完整地归入文书档案和本人学籍档案。

## 第七章 毕业与结业

**第三十三条** 注册学籍的研究生在最长学习年限内，修完教育教学计划规定内容，成绩合格，通过毕业/学位论文答辩，并经学位评定分委员会表决通过后，准予毕业并发给毕业证书。研究生因违纪在等待纪律处分或受到纪律处分尚未解除期间，不予毕业。研究生提前完成教育教学计划规定内容，获得毕业所要求的学分，可以按培养相关规定申请提前毕业。符合学位授予条件的，经校学位评定委员会表决通过后，颁发学位证书。

**第三十四条** 研究生在最长学习年限到期时，修完教育教学计划规定内容，成绩合格，完成学位论文开题，但未通过毕业/学位论文答辩的，准予结业，发给结业证书。研究生在结业后，若完成学位论文撰写并经导师同意，且达到申请相应学位条件的，可提出 1 次毕业/学位论文答辩申请。学位评定分委员会



受理申请后，按学校规定组织学位论文复制比检测、专家评议评阅和答辩，并报研究生院备案。通过毕业/学位论文答辩的，经学位评定分委员会表决通过后，准予毕业并收回结业证书、发给毕业证书。结业研究生的答辩申请受理后，若相关环节未达到要求，不再接受其答辩申请。符合申请答辩当年学位授予条件的，经校学位评定委员会表决通过后，颁发学位证书。颁发的毕业证书、学位证书记载的毕业时间、获得学位时间按发证日期填写。退学的研究生，学习时间满 1 年的发给肄业证书，其他的发给学习证明；开除学籍的研究生，发给学习证明。

## 第八章 学业证书管理

**第三十五条** 学校颁发的学历证书、学位证书及其他学业证书按照招生时确定的办学类型和学习形式，以及研究生招生录取时填报的个人信息填写。

**第三十六条** 研究生应根据教育部、湖北省及学校的要求配合做好新生学籍自查、毕业图像信息采集及个人信息核对等学籍学历电子注册准备工作。研究生在校期间要求变更或毕业、结业后要求勘误姓名、性别、出生日期、身份证号、民族等学籍学历关键信息的，应当有合理、充分的理由，并提供有法定效力的相应证明文件。

**第三十七条** 对违反国家招生规定取得入学资格或者学籍的，取消其学籍，不得发给学历证书、学位证书；已发的学历证书、学位证书，学校依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的，学校依法予以撤销。被撤销的学历证书、学位证书已注册的，学校予以注销并报教育行政部门宣布无效。

**第三十八条** 学历证书和学位证书遗失或者损坏，经本人申请，学校核实后应当出具相应的证明书。证明书与原证书具有同等效力。

## 第九章 附则

**第三十九条** 学校对港澳台侨研究生、来华留学研究生的学籍管理，参照本办法执行。

**第四十条** 学校其他有关规定与本办法不一致的，以本办法为准。

**第四十一条** 本办法由研究生院负责解释。

**第四十二条** 本办法自 2017 年 9 月 1 日起施行，原《武汉理工大学研究生学籍管理办法》（校研字〔2013〕19 号）同时废止。

附件一：

## 武汉理工大学学生住宿管理规定

学生宿舍是学生生活的重要场所，是培养学生文明行为养成的重要阵地。为加强学生住宿管理，营造文明、安全、和谐的学习居住环境，特制定本规定。

### 第一章 入住与退宿

**第一条** 按专业就近原则，由学校统一安排住宿（双人间标准，博士除外），并按规定缴纳住宿费。学生因特殊原因中途停止住宿，其住宿费按实际住宿月份收取（不满一月按一月收取，每学年度按十个月计算）。对违反学校规定自行搬出学生宿舍外住宿的学生，学校不退住宿费。

**第二条** 新生第一年必须住校内宿舍，学生应按入住时指定的房间住宿，并服从学校的调配。寒、暑假期间，学校将视学生留校情况统一安排住宿和管理。

**第三条** 学生入住后不得擅自变更房间，不得以任何理由出借、出租房间或床位。如因特殊原因需要变更房间，须由本人提出申请，经所在学院审核，报学生工作部（处）批准后方可变更，并在计划财务处、后勤集团宿管中心或物业管理部门办理相关手续。

**第四条** 因下列特殊原因，不住学生宿舍的学生，可申请校外住宿，并按规定办理相关手续。

- 1、患传染性疾病的；
- 2、患皮肤病需单独住宿治疗的；
- 3、身患残疾生活不能自理需家长陪读的；
- 4、其他特殊情况，需单独住宿的。

符合上述特殊情况需在学生宿舍外住宿的学生，其申报程序为：

1、个人申请，说明在外住宿的特殊原因，房屋详细地址，联系方式，住宿期限等，住宿距离不得超出离校3公里以上范围；

2、患病学生要有县市一级医院证明和学校医院确认证明；

3、学习成绩情况说明，以学院教学办出具的学生成绩登记表为准；

4、其他特殊情况，须经学校有关部门书面确认；

5、申报时，由学生本人和学生家长共同签字，然后报学院审核；

6、学院要逐一登记，经学院审核研究后，明确签署意见，报学生工作部（处）审批。

7、经审批同意后的学生，持审批申请到留学生管理办公室登记备案。搬离

学生宿舍时，由后勤集团宿管中心或物业管理部门安排楼栋管理员检查验收家具、物品、设备等并结清超额水电费，方可退宿；若有损坏，照价赔偿。

**第五条** 因休学、专业和年级等发生异动需调整住宿，或者在学生宿舍外住宿期满等原因要求回到学生宿舍住宿的学生，须持教务处相关文件、所属学院相关证明（在学生宿舍外住宿期满的同学只需要学院证明）到留学生管理办公室办理相关入住手续，方可入住。

**第六条** 学生入住时，每人配备房门钥匙一把，办理入住手续时领取。钥匙必须妥善保管使用，不得自行调换门锁。值班室备用钥匙仅供应急开门使用，学生须凭学生证等有效证件才可借用。

**第七条** 学生毕业办理退宿手续时，由后勤集团宿舍管理中心或物业管理部门组织验收家具等公共设施，验收合格后方可办理退宿手续，如有损坏，应照价赔偿。办理完退宿手续的学生应该搬离学生宿舍，搬离时应将房间钥匙交还到本楼栋门卫处。

## 第二章 日常管理

**第八条** 学生宿舍日常全天供电。法定节日和遇重大活动等情况时的供电，由学校统一安排。学生在宿舍的用水用电标准按国家及学校有关管理规定执行（根据鄂价费〔2006〕183号文件精神，免费额度为用水3吨/月·生，用电8度/月·生），超出部分由学生自己承担。

**第九条** 学生宿舍楼每天23:00至次日6:00关闭大门，晚归者需出示学生证或相关证件登记后，经门卫许可方可进入。

**第十条** 学生应爱护公物，按规定使用宿舍楼和宿舍内各种公共设施，并应妥善保管。发生自然损坏，应及时到本楼栋门卫值班室登记报修；如属人为损坏，须照价赔偿。

**第十一条** 学生宿舍内务、卫生、美化属于学生自理范围。学生应根据本宿舍实际情况，制定寝室公约，张贴在寝室醒目处，并监督落实；建立轮流值班制度，保持宿舍整洁卫生，做到墙面无球印、脚印，无乱写字迹和乱贴字句。宿舍清扫垃圾必须在每天8:00前，或晚上8:00后扫到门口走廊旁边，由清洁工统一清除，其它时间，须主动清理到垃圾桶内，不得清扫到走道上。

**第十二条** 学生宿舍楼出入口、走廊、楼梯等公共场所或消防通道，应保持通畅。不得在以上地方停放自行车和堆放其它物品。自行车、摩托车等交通工具应按指定位置摆放整齐。

**第十三条** 携带大件行李及贵重物品进出学生楼时，必须到本楼栋门卫值班室登记，征得门卫同意后方可进出。

**第十四条** 未经学校同意,任何单位或个人不允许在学生宿舍区内进行各种商业宣传、经商、服务等活动,一经发现,报送保卫处处理。

**第十五条** 学生宿舍里是学生集体生活的场所,应禁止以下行为:

- 1、损坏宿舍楼和宿舍内各种公共设施;
- 2、聚众起哄、打、扔、摔、砸、烧等不安全行为;
- 3、在学生宿舍内从事打球、溜冰、大声喧哗等影响和妨碍他人生活和学习的活动;
- 4、将剩饭、剩菜以及容易堵塞水管之物倒入池内;从窗户向外泼水、抛果皮、纸屑及其他垃圾杂物;
- 5、燃烧废弃物、使用煤油炉、酒精炉、液化气炉、电炉、热得快、电饭煲等用具;私拉电线、私自换保险;使用蜡烛等其他可能危害公共设施及人身安全的用火、用电;使用劣质充电器、路由器等“三无”(没有质量合格证明、没有产品名称、没有厂家厂址标识)电器;
- 6、将易燃、易爆、有毒物品等危险品带入学生宿舍;
- 7、饲养宠物;
- 8、打麻将或赌博行为;酗酒滋事;观看、传播反动、淫秽出版物;盗窃或抢劫公私财物,敲诈勒索钱财;打架斗殴、寻衅滋事,攻击侮辱他人,危害他人人身安全,侮辱他人人格;传播封建迷信思想及非法组织活动;
- 9、私自留宿亲友、异性及其他外来人员。
- 10、其它违反学校规定的行为。

### 第三章 会客制度

**第十六条** 学生宿舍采取会客登记制度,非本楼人员进楼必须先到该楼栋值班室登记,经值班人员同意后方可入内。

**第十七条** 女生宿舍楼实行封闭管理,男性不得进入。男生宿舍楼晚上 21:00 之后,女性不得进入;晚 21:30 之前,女性必须离开男生寝室。

### 第四章 附 则

**第十八条** 凡违反本规定的,将视情节轻重根据《学生违纪处分办法》给予相应纪律处分。

**第十九条** 本规定由学生工作部(处)负责解释。

**第二十条** 本规定自公布之日起执行

附件二：

## 武汉理工大学

### 普通全日制本科学生违纪处分办法

#### 第一章 总则

**第一条** 为维护学校教育教学秩序和生活秩序，建设良好的校风和学风，教育学生养成遵纪守法的优良品质，根据教育部《普通高等学校学生管理规定》（教育部令第41号），结合我校实际情况，制定本办法。

**第二条** 本办法适用于武汉理工大学普通全日制本科学生违法、违规、违纪行为的处理。

**第三条** 对有违法、违规、违纪行为的学生，必须依照规定给予批评教育直至纪律处分。

**第四条** 处理违反纪律的学生，坚持教育与处分相结合的原则；实施纪律处分应当按规定的程序进行，以事实为依据，与违纪行为的性质、情节和过错的严重程度相适应。

#### 第二章 纪律处分的种类

**第五条** 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。

**第六条** 除开除学籍处分以外，给予学生处分设置6-12个月期限。  
纪律处分期限：

- （一）警告，6个月；
- （二）严重警告，8个月；
- （三）记过，10个月；
- （四）留校察看，12个月。

对在纪律处分期限内没有违纪行为并有悔改表现者，可以按期解除处分，解除处分由学生本人申请，经评议后由学校按规定程序予以解除。解除处分后，学生获得表彰、奖励及其他权益，不再受原处分的影响。

对有突出表现或先进事迹者，可以提前解除处分。

对处分期间无悔改表现者，由学校作出延长处分的决定，延长期限一般为6个月。

对留校察看期间有构成警告以上违纪处分行为者，给予开除学籍处分。

### 第三章 违纪与纪律处分

**第七条** 有危害国家安全的言论、行为者，视情形分别处理如下：

（一）未造成严重后果，经教育尚能改正者，给予记过或留校察看处分。经教育坚持不改者，给予开除学籍处分；

（二）造成严重后果者，给予开除学籍处分；

（三）违反国家法律、法规，破坏安定团结、扰乱社会秩序、危害国家安全者，给予开除学籍处分。

**第八条** 策划、组织、煽动闹事，破坏安定团结、扰乱社会秩序者，视不同情况分别给予下列纪律处分：

（一）唆使、煽动他人闹事，扰乱社会秩序者，给予记过直至开除学籍处分；

（二）组织、带头闹事，破坏安定团结者，给予记过直至开除学籍处分；

（三）散布违法言论或信息，煽动闹事或制造混乱者，给予记过直至开除学籍处分。

**第九条** 违反国家法律、法规，受到公安司法部门处罚者，视其处罚情况分别处理如下：

（一）违反《治安管理处罚法》被处以警告或罚款者，给予严重警告或记过处分；被处以行政拘留者，给予留校察看或开除学籍处分；

（二）构成刑事犯罪者，给予开除学籍处分。

**第十条** 有伤害他人、寻衅滋事、参与打架斗殴等行为者，视情节分别处理如下：

（一）虽未动手打人，但用语言或行为挑逗、侮辱、威胁他人，妨碍他人正常学习和生活，引起事端者，给予警告或严重警告处分；

（二）动手打人者，给予警告或严重警告处分；

（三）致他人轻微伤者，给予记过以上处分；

（四）致他人轻伤者，给予留校察看以上处分；

（五）致他人重伤者，给予开除学籍处分；

（六）结伙斗殴的一般参与者，给予严重警告或记过处分；为首者或动手殴打的主要责任者，给予留校察看以上处分，造成他人伤害者，给予开除学籍处分；

(七) 怂恿、策划他人打架斗殴者，给予记过以下处分，后果严重者，给予留校察看以上处分；

(八) 以“劝架”为名，偏袒一方，促使事态扩大或造成他人伤害者，给予严重警告或记过处分；

(九) 为他人打架提供凶器者，视造成的后果，给予严重警告以上处分；

(十) 先动手打人者，从重处分；持械打人者，从重处分；邀约校内、外人员寻衅滋事、打人、斗殴者，加重处分；对被打人、证人进行威胁、要挟、敲诈勒索、报复者，加重处分；

(十一) 知情人故意为他人作伪证或给调查造成困难者，给予严重警告或记过处分；

(十二) 凡打架斗殴，除按上述规定处理外，肇事者要赔偿受害者的经济损失并承担医疗及其它必要费用；拒绝或者不按时交纳上述费用者加重处分；肇事责任人为两人以上，由学校保卫部门根据具体情况裁定各人的赔偿份额；

(十三) 本条所称“轻微伤”、“轻伤”、“重伤”均由法医鉴定部门作出结论，法医鉴定费用由肇事方承担。

**第十一条** 违反考试纪律者，按武汉理工大学普通全日制学生考试违规处理相关规定处理。

**第十二条** 未经批准擅自缺课或离校（擅自离校，连续天数中扣除规定的节假日，每天按4学时计算，实际学时超过此数时，按实际学时计算），一学期内旷课累计达20学时者，给予警告或严重警告处分；一学期内旷课累计达30学时者，给予记过处分；一学期内旷课累计达40学时者，给予留校察看以上处分。

**第十三条** 以偷窃、勒索、诈骗、冒领等不正当手段和途径侵占公私财物者，除追回赃款、赃物或令其赔偿损失外，视情节轻重分别处理如下：

(一) 涉案价值400元以下者，给予严重警告以下处分；

(二) 涉案价值400元至1000元者，给予记过处分；

(三) 涉案价值1000元以上者，给予留校察看以上处分；

(四) 有胁迫、威逼、诱骗、抢夺等情节者加重处分，直至开除学籍；

(五) 在校期间多次作案者，按累计涉案价值适用以上条款，并根据情节加重处分，直至开除学籍；

(六) 明知赃物而购买或提供销赃窝赃条件者，给予留校察看以下处分，情节严重者，给予开除学籍处分；

(七) 偷窃印章、重要公文、档案等物品者，视其情节给予记过以上处分。

**第十四条** 故意损坏公私财物者，除按规定赔偿外，给予下列纪律处分：

（一）损坏公私财物价值在 400 元以下者，给予警告处分；

（二）损坏公私财物价值在 400 元以上、1000 元以下者，给予严重警告处分；

（三）损坏公私财物价值在 1000 元以上者，视情节轻重，给予记过直至开除学籍处分。

**第十五条** 在校园、学生生活园区内打麻将者，除收缴麻将外，给予警告处分；再犯者，视情节给予严重警告或记过处分。

**第十六条** 参与赌博或为赌博提供赌场、赌具、赌资者，视情节轻重分别处理如下：

（一）参与赌博者，视情节给予记过以上处分；

（二）为赌博提供赌具、赌场、赌资等条件者，视情节给予严重警告以上处分；

（三）屡次参与赌博者或赌博活动的主要组织者，视情节给予留校察看以上处分。

**第十七条** 有下列行为者，分别处理如下：

（一）传播、散布不健康或有害于团结的言论，或造谣、诬陷、侮辱、谩骂或威胁他人者，给予警告或严重警告处分；经批评教育不改者，给予记过处分；造成不良后果者，给予留校察看以上处分；

（二）涂写污秽语言，勾画污秽图像者，给予严重警告或记过处分；在校园、学生生活园区等公共场所观看淫秽书刊和音像制品者，给予记过或留校察看处分；传播、复制、贩卖淫秽书刊和音像制品者，给予留校察看以上处分；

（三）在校园或学生生活园区内行为不文明，经劝阻无效者，视情节给予警告或严重警告处分；

（四）以低级下流语言、动作调戏、侮辱、挑逗异性者，或强行追逐异性谈恋爱者，视情节给予严重警告直至开除学籍处分；

（五）偷窥、偷拍或传播他人隐私者，视其情节给予留校察看以下处分，造成严重后果者，给予留校察看以上处分；

（六）有陪酒、陪舞等不良行为者给予记过以上处分；

（七）在学生宿舍男女同床者，或留宿异性或在异性宿舍留宿者，给予留校察看以上处分；

（八）发生非婚性行为者，给予留校察看以上处分；

（九）参与卖淫、嫖娼、吸毒、贩毒者，给予开除学籍处分；



(十) 发送淫秽、侮辱、恐吓或其它信息，干扰他人正常生活的，视其情节给予留校察看以下处分，造成严重后果者，给予留校察看以上处分。

**第十八条** 有下列侵犯学校 and 他人正当权益行为，造成一定后果者，除赔偿损失外，视情节分别处理如下：

(一) 在校园、学生生活园区内酗酒滋事，或有其他扰乱公共秩序行为者，视其情节给予留校察看以下处分；酗酒滋事造成严重后果者，给予开除学籍处分；

(二) 违反学校用电管理规定，经批评教育不改者，视其情节给予留校察看以下处分；因违章用电造成严重后果者，加重处罚；

(三) 在学生宿舍使用电炉、热得快、电饭煲、煤炉、酒精炉、液化气炉等燃器具者，视其情节给予留校察看以下处分；造成火警、火灾等事故者，加重处罚；

(四) 在学生宿舍违章使用蜡烛等具有重大隐患的物品者，视其情节给予留校察看以下处分；造成严重后果者，加重处罚；

(五) 在学生宿舍饲养宠物者，视其情节给予留校察看以下处分；屡教不改者加重处分；

(六) 阻碍、干扰学校管理人员依校规执行公务者，视其情节给予留校察看以下处分；

(七) 隐匿、毁弃或私拆他人邮件情节较轻者，视其情节给予留校察看以下处分；情节严重者，给予开除学籍处分；

(八) 在学校内保存携带管制及危险物品，或向楼下乱扔东西，或乱烧杂物等妨碍公共安全者，视其情节给予留校察看以下处分；

(九) 故意损毁学校党政部门发布的公告、通知标牌者，视其情节给予留校察看以下处分；

(十) 学生在接受学校调查时知情不报或故意作伪证或有串供行为，妨碍学校调查者，视其情节给予留校察看以下处分；

(十一) 学生在宿舍楼道治安值班不到位而造成治安责任事故者，视其情节给予留校察看以下处分；

(十二) 学生未经学校同意擅自在外租房住宿或未经批准夜不归宿者，视其情节给予留校察看以下处分；

(十三) 学生擅自出租、出借学生宿舍或床位，或未经批准在学生宿舍私自留宿外来人员者，视其情节给予留校察看以下处分；

(十四) 寒、暑假期间不听从学校住宿安排和管理者，视其情节给予留校

察看以下处分：

（十五）故意制作和传播计算机病毒，或进行网络攻击、非法入侵他人计算机或移动通讯网络系统、实施破坏性操作等危害网络安全者，视其情节给予留校察看以下处分；情节严重者，给予开除学籍处分；在网络上非法使用他人信息者，给予记过处分，情节严重者，给予留校察看以上处分；

（十六）登录非法网站和传播非法文字、音频、视频资料等，给予警告及以上处分；编造或传播虚假、有害信息给记过及以上处分。

**第十九条** 伪造、买卖或者使用伪造、变造的国家机关、人民团体、企业、事业单位或者其他组织的公文、证件、证明文件者，或有其他弄虚作假行为者，给予记过以上处分；造成不良影响或后果者，给予留校察看以上处分。

**第二十条** 剽窃、抄袭他人研究成果造成不良影响者，给予警告以上处分，情节严重、影响恶劣者，给予开除学籍处分；违反保密规定，给予记过以上处分，情节严重的，给予留校察看以上处分。

**第二十一条** 在校园内从事未经批准的经商活动，扰乱正常教学、生活秩序，经批评教育不改者，给予警告直至记过处分。

**第二十二条** 在校内或跨校建立、参加非法组织者，视情节给予留校察看以上处分。

**第二十三条** 在校内或跨校进行封建迷信活动不听从劝阻者，给予严重警告以上处分，情节严重或造成严重后果者，给予留校察看以上处分。

**第二十四条** 在校内或跨校进行宗教活动者，给予严重警告以上处分，情节严重或造成严重后果者，给予留校察看以上处分。

**第二十五条** 累计受到3次通报批评者，给予警告处分；如再有违纪现象者，给予严重警告以上处分。

**第二十六条** 已受纪律处分或在待处分期间再次违纪者，加重处分，直至给予开除学籍处分。同时有数种违纪行为者，按其数种违纪行为中应当受到的最高处分基础上加重处分。

**第二十七条** 其他有本办法中未具体列举的违反校园管理制度、扰乱校园正常秩序行为者，参照本办法有关条款或学校有关规定给予纪律处分，报校长办公会议审定执行。

#### 第四章 纪律处分运用规则和程序

**第二十八条** 实施纪律处分必须有证据证明，以事实为根据，以本办法为准则，定性准确，处分适当，行文规范。以下各项均为有效证据：

（一）书证；

- (二) 物证;
- (三) 证人证言;
- (四) 当事人的陈述;
- (五) 视听资料;
- (六) 鉴定结论;
- (七) 勘验笔录、现场笔录;
- (八) 其他有权部门依法作出的鉴定性结论、裁定书、判决书等。

**第二十九条** 违纪行为危害后果轻微,有下列情形之一者,可以从轻处分:

- (一) 主动承认错误,如实交待错误事实,检查认识深刻,有悔改表现的;
- (二) 积极主动协助调查,有重大立功表现的;
- (三) 由于他人胁迫或诱骗的。

**第三十条** 有下列情形之一者,从重处分:

- (一) 违纪后故意隐瞒重要情节,妨碍学校调查的;
- (二) 邀约校外人员来校参与违纪行为的;
- (三) 对检举人、证人、经办人威胁或打击报复的;
- (四) 情节严重,影响恶劣的。

**第三十一条** 受到纪律处分者,附加给予下列处理:

- (一) 从处分之日起,取消当学年一切评先、奖励及福利性补助和申请资格;
- (二) 担任学生干部者,从处分之日起取消其当学年学生干部任职资格;

**第三十二条** 相关部门进行纪律处分的职权划分如下:

(一) 除考试违规按《武汉理工大学普通全日制学生考试违规处理办法》处理外,全校在籍全日制普通本科学生违纪处分的主管部门为学生工作部(处);全校在籍全日制研究生违纪处分的主管部门为研究生院研究生管理处;其他各类学生违纪处分的主管部门为其学籍的管理部门。

(二) 严重警告以下处分,学校授权违纪学生所在学院处理并作出处分决定,报相应的主管部门备案。

(三) 记过处分,由违纪学生所在学院研究处理意见后报相应的主管部门审批并作出处分决定。

(四) 留校察看处分由违纪学生所在学院提出处理意见,相应的主管部门审核。

(五) 留校察看处分察看期满,由学生本人提出书面申请,违纪学生所在班级民主评议,学院研究处理意见后报相应的主管部门审查,并报主管校领导

审批。

（六）开除学籍处分，由违纪学生所在学院提出处理意见，相应的主管部门审核，主管校领导审查，校长办公会议研究决定。

### **第三十三条 实施纪律处分的程序：**

（一）开展调查取证。学生违纪事件发生后，学院应及时报告并进行调查或主动协助有关部门开展调查，及时收集学生违纪证据，并整理有关材料。

（二）形成拟处分意见。对事实清楚或已调查清楚的学生违纪事件，违纪学生所在学院应当在 5 个工作日内，根据本办法的规定作出拟给予纪律处分的意见。

（三）听取当事人的陈述和申辩。处分决定作出之前，应当告知当事人拟给予处分的有关事实、理由和依据，并听取学生的陈述和申辩。学生陈述和申辩之后，根据笔录整理成书面报告，该书面报告和笔录原件（拟受处分学生应在笔录上签字，如果拒绝签字，由主笔人写出文字说明）归入学生处分材料，作为学生处分报告的附件。

（四）作出处分决定书。对学生的处分，应当做到程序正当、证据充分、依据明确、定性准确、处分适当。给予学生的处分应按相应的公文管理办法正式行文，出具处分决定书。处分决定书应载明违纪行为的简单经过、处分的依据和学生享有的申诉权利。

（五）处分决定书的送达。处分决定作出之后，由学生所在学院将处分决定书送达给学生本人，由学生本人签收。拒绝签收或因特殊情况不能签收的，采取留置送达、邮寄送达或公告送达，决定书生效日期以不同送达方式的法律规定为准。

（六）处分决定书的公布。处分决定视情况及时公布。

（七）处分材料的归档和管理。处分决定书及相关原始材料一律交学校主管部门，学校主管部门负责将有关材料归入学校文书档案和学生本人档案。开除学籍的处分决定书同时报湖北省教育厅备案。

**第三十四条** 学生对处分决定有异议的，在接到处分决定书之日起 10 日内，可以向学校学生申诉处理委员会提出书面申诉。申诉期间，不停止处分决定的执行。学生申诉处理委员会认为必要的，可以建议学校暂缓执行有关决定。

**第三十五条** 被开除学籍的学生，在处分生效后 10 个工作日内必须办完离校手续并离校，档案、户口退回其家庭户籍所在地，逾期不办者，其后果由学生本人承担。

## 第五章 附则

**第三十六条** 本办法所称“以上”、“以下”均包括本数。

**第三十七条** 本办法由学生工作部(处)负责解释。

**第三十八条** 本办法自 2017 年 9 月 1 日起施行，原《武汉理工大学普通全日制本科学生违纪处分办法》（校学字〔2015〕18 号）同时废止。

附件三：

# 武汉理工大学

## 研究生违纪处分办法

(经 2023 年第 4 次校长办公会议审议通过)

### 第一章 总 则

**第一条** 为维护学校正常的教育教学和生活秩序,建设良好的学风和校风,教育学生养成遵纪守法的道德风尚,保障学生合法权益,培养德、智、体、美、劳全面发展的社会主义建设者和接班人,根据《普通高等学校学生管理规定》(教育部令第 41 号)等相关规定,结合我校实际,制定本办法。

**第二条** 本办法适用于我校在籍研究生违法、违规、违纪行为的处理。

**第三条** 对有违法、违规、违纪行为的学生,必须依照本办法给予批评教育直至纪律处分。

**第四条** 处理违反纪律的学生,坚持教育与惩戒相结合,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。学校对学生的处分,应当做到证据充分、依据明确、定性准确、程序正当、处分适当。

### 第二章 纪律处分的种类

**第五条** 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。

**第六条** 除开除学籍处分外,给予学生的警告、严重警告、记过、留校察看处分对应设定 6 个月、8 个月、10 个月及 12 个月的处分期限。对在纪律处分期限内没有违纪行为并有悔改表现者,可以按期解除处分。解除处分由学生本人申请,经评议后由学校按规定程序予以解除。解除处分后,学生获得表彰、奖励及其他权益,不再受原处分的影响,其他有明确说明的除外。

对有突出表现或先进事迹者,可申请提前解除处分。

对留校察看期间再次构成警告以上违纪处分行为者,给予开除学籍处分。

### 第三章 违纪与纪律处分

**第七条** 有危害国家安全的言论或行为者，视情形分别处理如下：

（一）未造成严重后果，经教育尚能改正者，给予记过或留校察看处分。经教育坚持不改者，给予开除学籍处分；

（二）造成严重后果者，给予开除学籍处分；

（三）违反国家法律、法规，破坏安定团结、扰乱社会秩序、危害国家安全者，给予开除学籍处分。

**第八条** 策划、组织、煽动闹事，破坏安定团结、扰乱社会秩序者，视情况分别处理如下：

（一）唆使、煽动他人闹事，扰乱社会秩序者，给予记过直至开除学籍处分；

（二）组织、带头闹事，破坏安定团结者，给予记过直至开除学籍处分；

（三）侵害其他个人、组织合法权益，造成严重后果的，给予开除学籍处分；

（四）散布违法言论或信息，煽动闹事或制造混乱者，给予记过直至开除学籍处分。

**第九条** 违反国家法律、法规，受到公安司法部门处罚者，视其处罚情况分别处理如下：

（一）被处以治安警告或罚款者，给予严重警告或记过处分；

（二）被处以行政拘留者，给予留校察看或开除学籍处分；

（三）触犯国家法律，构成刑事犯罪者，给予开除学籍处分；

（四）受到治安管理处罚，情节严重、性质恶劣的，给予开除学籍处分。

**第十条** 寻衅滋事或参与打架斗殴者，视情节分别处理如下：

（一）虽未动手打人，但用语言或行为挑逗、侮辱、威胁他人，妨碍他人正常学习和生活，引起事端者，给予警告或严重警告处分；

（二）动手打人者，给予警告或严重警告处分；

（三）致他人轻微伤者，给予记过以上处分；

（四）致他人轻伤者，给予留校察看以上处分；

（五）致他人重伤者，给予开除学籍处分；

（六）结伙斗殴的一般参与者，给予严重警告或记过处分；为首者或动手殴打的主要责任者，给予留校察看以上处分；造成他人伤害者，给予开除学籍处分；

（七）怂恿、策划他人打架斗殴者，给予记过以下处分；后果严重者，

给予留校察看以上处分；

（八）以“劝架”为名，偏袒一方，促使事态扩大或造成他人伤害者，给予严重警告或记过处分；

（九）为他人打架提供凶器者，视造成的后果，给予严重警告以上处分；

（十）先动手打人者，从重处分；持械打人者，从重处分；邀约校内、外人员寻衅滋事、打人、斗殴者，加重处分；对被打人、证人进行威胁、要挟、敲诈勒索、报复者，加重处分；

（十一）凡打架斗殴，除按上述规定处理外，肇事者要赔偿受害者的经济损失并承担医疗及其他必要费用。拒绝或者不按时交纳上述费用者加重处分。肇事责任人为 2 人以上，由学校保卫部门根据具体情况裁定各人的赔偿份额；

（十二）本条所称“轻微伤”“轻伤”“重伤”均由法医鉴定部门作出结论，法医鉴定费用由肇事方承担。

**第十一条** 违反考试纪律者，依照《武汉理工大学普通全日制学生考试违规处理办法》处理。

**第十二条** 未经批准擅自缺课或离校(擅自离校,连续天数中扣除规定的节假日,每天按 4 学时计算,实际学时超过此数时,按实际学时计算)。一学期内旷课累计达 20 学时者,给予警告或严重警告处分;一学期内旷课累计达 30 学时者,给予记过处分;一学期内旷课累计达 40 学时者,给予留校察看以上处分。

**第十三条** 以偷窃、勒索、诈骗、冒领等不正当手段和途径侵占公私财物者,除追回赃款、赃物或令其赔偿损失外,视情节轻重分别处理如下:

（一）涉案价值 400 元以下者，给予严重警告以下处分；

（二）涉案价值 400 元至 1000 元者，给予记过处分；

（三）涉案价值 1000 元以上者，给予留校察看以上处分；

（四）有胁迫、威逼、诱骗、抢夺等情节者加重处分，直至开除学籍；

（五）在校期间多次作案者，按累计涉案价值适用以上条款，并根据情节加重处分，直至开除学籍；

（六）明知赃物而购买或提供销赃窝赃条件者，给予留校察看以下处分；情节严重者，给予开除学籍处分；

（七）偷窃印章、重要公文、档案等物品者，视情节给予记过以上处分。

**第十四条** 故意损坏公私财物者，除按规定赔偿外，给予下列纪律处分：

（一）损坏公私财物价值在 400 元以下者，给予警告处分；

（二）损坏公私财物价值在 400 元以上、1000 元以下者，给予严重警告处分；

（三）损坏公私财物价值在 1000 元以上者，视情节轻重，给予记过直至开除



学籍处分。

**第十五条** 在校园、学生生活园区内打麻将者，除收缴麻将外，给予警告处分；再犯者，视情节给予严重警告或记过处分。

**第十六条** 参与线上、线下赌博或为赌博提供赌场、赌具、赌资者，视情节轻重分别处理如下：

（一）参与线上、线下赌博者，视情节给予记过以上处分；

（二）为线上、线下赌博提供赌具、赌场、赌资等条件者，视情节给予严重警告以上处分；

（三）屡次参与线上、线下赌博者或赌博活动的主要组织者，视情节给予留校察看以上处分。

**第十七条** 对违反国家和学校关于网络使用的有关规定者，视情节轻重，给予以下处分：

（一）故意制作、传播计算机病毒等破坏性程序，进行网络攻击、非法入侵他人计算机或移动通讯网络系统、实施破坏性操作等危害网络安全者，视其情节给予留校察看以下处分；情节严重者，给予开除学籍处分；在网络上非法使用他人信息者，给予记过处分，情节严重者，给予留校察看以上处分；

（二）利用互联网造谣、诽谤或者发表、传播虚假、有害信息，煽动颠覆国家政权、推翻社会主义制度，或者煽动分裂国家、破坏国家统一，或者影响学校正常秩序者，给予严重警告以上处分；

（三）通过互联网窃取、泄露国家秘密、情报或者军事秘密者，给予严重警告以上处分；

（四）利用互联网煽动民族仇恨、民族歧视，破坏民族团结者，给予严重警告以上处分；

（五）利用互联网组织邪教组织、联络邪教组织成员，破坏国家法律、行政法规实施者，给予严重警告以上处分；

（六）利用互联网侵犯他人知识产权者，给予警告以上处分；

（七）在互联网上建立淫秽网站、网页，提供淫秽站点链接服务，或者传播淫秽书刊、影片、音像、图片者，给予警告以上处分；

（八）登录非法网站和传播非法文字、音频、视频资料等，给予警告以上处分；编造或传播虚假、有害信息者，给予记过以上处分；

（九）利用互联网侮辱他人或者捏造事实诽谤他人者，给予警告以上处分；

（十）非法截获、篡改、删除他人电子邮件或者其他数据资料，侵犯他人通信自由和通信秘密者，给予警告以上处分；

- （十一）利用互联网进行盗窃、诈骗、敲诈勒索者，给予严重警告以上处分；
- （十二）通过微博、微信、QQ、贴吧等互联网社会公共平台面向公众转发或发布未经查证或正处于调查过程的事件（案件）信息，侵害他人名誉、学校声誉等正当权益或者影响学校正常管理、教学秩序的，给予警告以上处分；情节严重且造成恶劣影响的，给予严重警告以上处分；
- （十三）通过微博、微信、QQ、贴吧等互联网社会公共平台面向公众发表不当言论，侵害他人名誉、学校声誉等正当权益或者影响学校正常管理、教学秩序的，给予严重警告以上处分；情节严重且造成恶劣影响的，给予严重警告以上处分；
- （十四）其他违反国家和学校使用计算机网络有关规定情形，视情节轻重，给予警告以上处分。

**第十八条** 有下列不文明行为者，分别处理如下：

- （一）传播、散布不健康或有害于团结的言论，或造谣、诬陷、侮辱、谩骂、威胁他人者，给予警告或严重警告处分；经批评教育不改者，给予记过处分；造成不良后果者，给予留校察看以上处分；
- （二）涂写污秽语言，勾画污秽图像者，拍摄污秽影像等给予严重警告或记过处分；阅读或收看涉恐、邪教、色情等非法书刊和音像制品者，给予记过或留校察看处分；制造、传播、复制、贩卖涉恐、邪教、色情等非法书刊和音像制品者，给予留校察看以上处分；
- （三）以低级下流语言、动作调戏、侮辱、挑逗他人者，或强行追逐他人谈恋爱者，视情节给予严重警告直至开除学籍处分；
- （四）偷窥、偷拍或传播他人隐私者，视情节给予留校察看以下处分；造成严重后果者，给予留校察看以上处分；
- （五）对有陪酒、陪舞等不良行为者给予记过以上处分；
- （六）在学生宿舍男女同床者，或留宿异性或在异性宿舍留宿者，给予留校察看以上处分；
- （七）参与卖淫、嫖娼、吸毒、贩毒者，给予开除学籍处分；
- （八）对组织、参与有损大学生形象、有损社会公德、违背公序良俗的活动或有其他不文明行为者，造成不良影响的，视情节给予警告以上处分；造成恶劣影响者，加重处分；
- （九）发送淫秽、侮辱、恐吓或其他信息，干扰他人正常生活的，视情节给予留校察看以下处分；造成严重后果者，给予留校察看以上处分。

**第十九条** 有下列侵犯学校和他人正当权益行为，除赔偿损

失外，视情节分别处理如下：

（一）在校园、学生生活园区内酗酒滋事，或有其他扰乱公共秩序行为者，视情节给予留校察看以下处分；酗酒滋事造成严重后果者，给予开除学籍处分；

（二）违反学校用电管理规定，经批评教育不改者，视情节给予留校察看以下处分；因违章用电造成严重后果者，加重处罚；

（三）在学生宿舍、实验室（工作室）使用电炉、热得快、电饭煲、电磁炉等违章电器者，视情节给予留校察看以下处分；造成火警、火灾等事故者，加重处罚；

（四）在学生宿舍、实验室（工作室）违规使用蜡烛、煤炉、酒精炉、液化气炉等具有重大隐患物品者，视情节给予留校察看以下处分；造成严重后果者，加重处罚；

（五）在学生宿舍、实验室（工作室）内停放电动车或进行电动车电池充电者，视情节给予留校察看以下处分；造成火警、火灾等事故者，加重处罚；

（六）在学生宿舍、实验室（工作室）饲养宠物者，视情节给予留校察看以下处分；屡教不改者加重处分；

（七）阻碍、干扰学校管理人员依照学校规定执行公务者，视情节给予留校察看以下处分；

（八）隐匿、毁弃或私拆他人邮件情节较轻者，视情节给予留校察看以下处分；情节严重者，给予开除学籍处分；

（九）在学校内保存、携带管制及危险物品，或向楼下乱扔东西，或乱烧杂物等妨碍公共安全者视情节给予留校察看以下处分；

（十）故意损毁学校发布的公告、通知牌者，视情节给予留校察看以下处分；

（十一）学生在接受学校调查时知情不报，或故意作伪证，或有串供行为，妨碍学校调查者，视情节给予留校察看以下处分；

（十二）学生擅自占用、调换学生宿舍床位，或出租、出借学生宿舍床位，或未经批准在学生宿舍私自留宿外来人员者，视情节给予留校察看以下处分；

（十三）寒、暑假期间不听从学校住宿安排和管理者，视情节给予留校察看以下处分；

（十四）未经许可在实验室、工作室等公共场所留宿者，视情节给予留校察看以下处分；

（十五）经学校统一安排集中住宿的学生，未经批准夜不归宿者，视情节给予留校察看以下处分。

**第二十条** 伪造、买卖或者使用伪造、变造的国家机关、人民团体、企业、事业单位或者其他组织的公文、证件、证明文件者，或有其他弄虚作假行为者，给予记过以上处分；造成不良影响或后果者，给予留校察看以上处分。

**第二十一条** 对违反以下学术道德规范者，视情节轻重，给予以下处分：

- （一）伪造文章、会议录用函等学术证明材料者，给予警告或严重警告处分；
- （二）剽窃、抄袭、侵占他人学术成果、研究成果、实验数据，其中对直接使用由人工智能工具生成的内容且未标注来源，视为抄袭，给予记过以上处分。
- （三）篡改他人研究成果、学术成果、实验数据，给予记过以上处分；
- （四）伪造科研数据、资料、文献、注释，或者捏造事实、编造虚假研究成果，给予记过以上处分；
- （五）未参加研究或创作而在研究成果、学术论文上署名，未经他人许可而不当使用他人署名，虚构合作者共同署名，或者多人共同完成研究而在成果中未注明他人工作、贡献，给予严重警告以上处分；
- （六）在申报课题、成果、奖励和奖学金评审评定、申请学位等过程中提供虚假学术信息，给予严重警告以上处分；
- （七）买卖学术成果（论文、专利、软著等），由他人代写或为他人代写论文、专利、软著等，给予开除学籍处分；
- （八）其他学术不端行为，给予警告以上处分。

**第二十二条** 在校园内从事未经批准的经商活动，扰乱正常教学、生活秩序，经批评教育不改者，给予警告直至记过处分。

**第二十三条** 在校内或跨校建立、参加非法组织者，视情节给予留校察看以上处分。

**第二十四条** 在校内或跨校进行邪教、封建迷信活动不听从劝阻者，给予严重警告以上处分；情节严重或造成严重后果者，给予留校察看以上处分。

**第二十五条** 在校内或跨校进行宗教活动、组织或参与宗教活动者，给予严重警告以上处分；情节严重或造成严重后果者，给予留校察看以上处分。

**第二十六条** 在违纪事件调查处理过程中，知情人故意为他人作伪证或给调查造成困难者，给予严重警告或记过处分。

**第二十七条** 学生有轻度违纪行为，尚未构成警告以上处分的，所在学院可以视情况给予警示提醒、教育训诫、年级或学院通报批评，累计受到三次通报批评者，给予警告处分；如再有违纪行为者，给予严重警告及以上处分。

**第二十八条** 已受纪律处分或在待处分期间再次违纪者，加重处分，直至给予开除学籍处分。同时有数种违纪行为者，按其数种违纪行为中应当受到的最高处

分基础上加重处分。

**第二十九条** 违反《普通高等学校学生管理规定》和学校规定，严重影响学校教育教学和生活秩序以及公共场所管理秩序的，给予开除学籍处分。

**第三十条** 其他有本办法中未具体列举的违反校园管理制度、扰乱校园正常秩序行为者，参照本办法有关条款或学校有关文件规定给予纪律处分，报校长办公会议审定执行。

#### 第四章 纪律处分运用规则和程序

**第三十一条** 实施纪律处分必须有证据证明，以事实为依据，以本办法为准则，定性准确，处分适当，行文规范。以下各项均为有效证据：

- (一) 书证；
- (二) 物证；
- (三) 证人证言；
- (四) 当事人的陈述；
- (五) 视听资料；
- (六) 鉴定结论；
- (七) 勘验笔录、现场笔录；
- (八) 公安、司法等其他有权部门依法作出的鉴定性结论、裁定书、判决书等。

**第三十二条** 违纪行为危害后果轻微，有下列情形之一者，可以从轻或减轻处分：

- (一) 主动承认错误，如实交代错误事实，检查认识深刻，有悔改表现的；
- (二) 积极主动协助调查，有重大立功表现的；
- (三) 由于他人胁迫或诱骗的；
- (四) 发生违纪行为后，主动配合善后处理，积极消除影响的。

**第三十三条** 有下列情形之一者，从重处分：

- (一) 违纪后故意隐瞒重要情节，妨碍学校调查的；
- (二) 邀约校外人员来校参与违纪行为的；
- (三) 对检举人、证人、经办人威胁或打击报复的；
- (四) 情节严重，影响恶劣的；
- (五) 利用互联网平台实施违纪行为，帖文浏览点击量、转发量触犯法律法规、规章制度有关规定，或产生网络舆情，或造成其他严重后果的。

**第三十四条** 受到纪律处分者，附加给予下列处理：

- (一) 从处分之日起，取消其当学年一切奖学金、评优评先及福利性补助

的申请资格；

（二）担任学生干部者，从处分之日起取消其当学年学生干部任职资格；

（三）受处分者是中共党员（含预备）、共青团员的，按规定程序报送党、团组织给予相应纪律处分。

### **第三十五条** 给予纪律处分的职权划分：

（一）除考试违纪依照《武汉理工大学普通全日制学生考试违规处理办法》处理外，全校在籍研究生违纪处分的主管部门为研究生院；

（二）严重警告以下处分，学校授权违纪学生所在学院处理，由学院党政联席会议作出处分决定，报相应的主管部门备案；

（三）记过处分，由违纪学生所在学院党政联席会议提出初步处理意见，报相应的主管部门审批并作出处分决定；

（四）留校察看处分，由违纪学生所在学院党政联席会议提出初步处理意见，相应的主管部门审核后报分管校领导审批并作出处分决定；

（五）开除学籍处分，由违纪学生所在学院提出初步处理意见，相应的主管部门审核，分管校领导审查，校长办公会议研究决定；

（六）严重警告以下处分期满，由学生本人提出书面申请，学生所在学院党政联席会议作出处理意见，报相应的主管部门备案；

（七）记过处分期满，由学生本人提出书面申请，学生所在学院党政联席会议形成初步处理意见，报相应的主管部门审批并作出解除处分决定；

（八）留校察看处分察看期满，由学生本人提出书面申请，学生所在学院党政联席会议形成初步处理意见，报相应的主管部门审查，并报分管校领导审批。

### **第三十六条** 实施纪律处分的程序：

（一）开展调查取证。学生违纪事件发生后，学院（含中心、部、所，下同）应及时报告并进行调查或主动协助有关部门开展调查，及时收集学生违纪证据，并整理有关材料；

（二）形成拟处分意见。对事实清楚或已调查清楚的学生违纪事件，违纪学生所在学院应当在 5 个工作日内，根据本办法的规定作出拟给予纪律处分的处理意见；

（三）听取当事人的陈述和申辩。处分决定作出之前，应当告知当事人拟给予处分的有关事实、理由和依据，并听取学生的陈述和申辩。学生陈述和申辩之后，根据笔录整理成书面报告，该书面报告和笔录原件（拟受处分学生应在笔录上签字，如果拒绝签字，由主笔人写出文字说明）归入学生处分材料，作为学生处分报告的附件；

（四）作出处分决定书。对学生的处分，应当做到程序正当、证据充分、依据明确、定性准确、处分适当。给予学生的处分应按相应的公文管理办法正式行文，出具处分决定书。处分决定书应载明违纪行为的简单经过、处分的依据和学生享有的申诉权利；

（五）处分决定书的送达。处分决定作出之后，由学生所在学院将处分决定书送达给学生本人，由学生本人签收。拒绝签收或因特殊情况不能签收的，可以留置方式送达；已离校的，可以采取邮寄方式送达；难于联系的，可以利用学校网站、新闻媒体等以公告方式送达；

（六）处分决定书的公布。处分决定视情况及时公布；

（七）处分材料的归档和管理。处分决定书及相关原始材料一律交学校主管部门，学校主管部门负责将有关材料归入学校文书档案和学生本人档案。开除学籍的处分决定书同时报湖北省教育厅备案。

**第三十七条** 学生对处分决定有异议的，在接到处分决定书之日起 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。申诉期间，不停止处分决定的执行。学生申诉处理委员会认为必要的，可以建议学校暂缓执行有关决定。

**第三十八条** 被开除学籍的学生，在处分生效后 10 个工作日内必须办完离校手续并离校，档案、户口退回其家庭户籍所在地；逾期不办者，其后果由学生本人承担。

## 第五章 附则

**第三十九条** 本办法所称“以上”“以下”均包括本数。

**第四十条** 本办法由研究生院负责解释。

**第四十一条** 本办法自发布之日起施行。原《武汉理工大学研究生违纪处分办法（试行）》（校研字〔2017〕45 号）同时废止。

#### 附件四：

## 武汉理工大学考场规则

一、学生参加所有课程考试，一律带学生证和身份证（或校园卡）进入考场，将学生证和身份证（或校园卡）放在桌面上，以便监考老师核对，凡不携带证件或证件不全者不得参加考试。

二、学生应在开考前 10 分钟进场，迟到 30 分钟以上者不得进入考场，并作缺考处理。开考 30 分钟内不准退场。考试完毕后自行退场，不得再进入考场。

三、学生必须按照监考教师编排的座位入座，不得擅自更换位置，不听劝告者即取消考试资格。

四、考场不得使用手机和具有储存、查询功能的载体以及自备的草稿纸。闭卷考试时，学生只能携带必要的文具。若将手机、书籍、笔记、纸张、书包等带入考场，一律按指定地点存放（手机必须关闭并放入书包里）；开卷考试时，不准借别人的书本、笔记等，否则取消考试资格或以作弊论处。

五、考试时不准交头接耳、传条、示意、对答案，不准偷看别人的试卷或抄袭。违者视情节作违反考场纪律或作弊处理；严禁代考，违者双方将要受到开除学籍处分。

六、开考后考场保持安静，不准喧哗，不准自由走动，必须提问时应举手示意；考试期间不得离开考场，如确有特殊情况，必须经主考同意，而且只限一次。

七、学生必须在规定时间内交卷，逾期交卷者按旷考处理。

八、除主考、监考、应考人员和学校派出的巡视人员外，其他人一律不准进入考场。考场内人员不得以任何形式启发、诱导学生答卷。

九、监考教师有权监督学生遵守考场纪律，对违反考场规则者，应视情节做出相应处理。

十、监考失职、或袒护、包庇学生作弊者，学校将根据情节轻重，严肃处理。



## 附件五：

# 违法违纪案例汇总

## 一、打架斗殴处罚

2013年10月，某校三名2013级本科生和一名2010级本科生因情感纠葛与其他高校的一名学生发生肢体冲突，冲到对方宿舍将对方打伤。所有涉案留学生受到所在学校严厉的批评并自动丧失所在年度评先评优资格，并按照公安部门规定赔偿受害方财务损失和医疗费用合计人民币?元，其中一名学生被劝退。

同年12月，某校一名2013级本科女生因怀疑另一所高校女同胞与其男友产生感情纠葛，擅自闯入她人女生寝室，用刀片将该女生身上多处划伤。经公安机关严肃批评和教育，责令该生承担受害人在医院的所有医疗支出，并被取消当年评先评优资格。

## 二、醉酒驾驶肇事

2014年6月，某校一名2012级本科生从酒吧大量饮酒后开车返回住所途中，遭遇车祸，造成自己面部受伤，并造成同车两名女生受伤。

该生被紧急送往医院进行了手术治疗并自行承担本人及其它同乘人员全部医疗费用。因涉嫌醉驾，该生受到公安交管部门依法作出的行政拘留6个月处罚。处罚生效后，该生在校学习资格将被取消，并驱逐出境。

## 三、签证恶意超期离境

2013年底，某校2011级一名硕士研究生因恶意拖欠上一学年学费被责令限期续办签证后立即离境。但该生抱有侥幸心理，编造各种理由拒不办理相关手续，造成签证恶意超期。公安出入境管理管理部门依法对其作出行政拘留处罚、责令其限期出境，五年不许入境中国。

## 四、偷盗处罚

2013年3月至4月期间，某校一名2013级预科留学生多次潜入某留学生宿舍楼实施盗窃行为，窃走多名留学生的笔记本电脑、数码照相机、手机等贵重物品。经司法机关缜密侦办并依法审理后，该生被判处3个月有期徒刑。服刑期间该生学习资格被取消，服刑期满后被司法机关驱逐出境，五年不许入境中国。

## 五、醉酒致死事件

2014年3月，某校2012级一名成年博士留学生四小内在校内宿舍和校外酒吧连续饮酒，凌晨独自一人从酒吧返回校内宿舍的途中不幸坠落到地意外身亡，给其有孕在身的妻子以及多名未成年的子女造成巨大伤痛。

## 六、骚扰他人的处罚

2013年12月，某校一名2013级硕士研究生因酒后在校外对一名女士言语侮辱和强行搂抱等不当行为，被公安机关依法处以伍佰元罚款，被所在学校给予该生严重警告处分。

## 七、涉毒处罚

2013年12月，某校一名2016级本科生因犯贩卖毒品罪，被公诉机关判处有期徒刑三年六个月，处罚生效后，该生在校学习资格将被取消，服刑期满后被司法机关驱逐出境。

## 附件六：

# 武汉理工大学来华留学生安全常识

## 一、紧急求助电话

民警（POLICE）：110

火警（FIRE）：119

交通事故（TRAFFIC）：122

医疗急救（FIRST AID）：120

武汉理工大学校内报警电话：87651110

武汉理工大学留学生管理办公室电话：

87608608（马房山校区）

87590525（南湖校区）

86554406（余家头校区）

留学生管理办公室非工作时段紧急求助电话：13387556113

留学生管理办公室电子邮箱：fstudent@whut.edu.cn

## 二、交通安全

- 1、在校园内道路上要文明骑车，不互相追逐。
- 2、穿越公路时要看清来往车辆，走人行横道线，不闯红灯，不骑车逆向行驶。
- 3、在校内外驾驶非机动车时要注意快慢车道，靠右行驶；绝对禁止酒后驾驶，不飙车，禁止驾驶无牌照、超标、燃油车。
- 4、请遵守交通规则。不允许骑摩托车，电动自行车使用须遵守武汉市交通规定，办理牌照后方可骑行，且不得骑车带人和高速行驶（校内限速 5km/h），以免发生交通事故。

## 三、加强自我保护

- 1、如果身体不适，务必及时就医。如果不知道如何看病，务必向自己在校或者在华的亲朋好友或老师咨询，不要因为怕麻烦耽误了治疗。
- 2、务必随身携带一张紧急联络人电话的卡片。紧急联络人可以使自己在华的监护人，也可以是学校的老师、朋友或者在武汉的亲戚。
- 3、坐车、吃饭、住宿、买东西要到正规营业机构并索要发票。
- 4、离开武汉主城区旅游应最好告知留学生管理办公室，做到两人以上结伴

而行，互相照应；旅游期间务必于亲人或同学、留学生管理办公室保持联系；应避免夜间外出。

5、在车站、旅游景点等人多的地方要注意防盗，要防止裤后袋、背包里的钱物被人偷走，将背包放在身前，提高警惕。

6、在教室、图书馆、学生食堂以及体育活动场所，书包、衣物，尤其是收集、皮夹等不要随意乱放，人离开时要随身携带或托熟人保管。

7、在自助取款机上取款时。遇到身边有人，不轻易输入密码；遇到自助取款机发生机器故障时，不要离开取款机，应立即拨打银行电话。

中国工商银行：95588

中国农业银行：95599

中国建设银行：95533

中国交通银行：95559

中国银行：95566

#### 四、防骗小常识

1、不要将护照、学生证、校园一卡通等个人证件借给他人，以防被冒用。

2、不要轻易将护照号码，手机号码，银行卡号等个人信息资料随意提供给他人，以防被人利用。

3、不要轻易将钱等重要财物借给自己不了解的人。

4、不要轻易相信网络、手机上的如中奖、赈灾捐款或信用卡高额消费等短信，以防被骗。

5、勤工助学时必须通过正当途径并上报留学生管理办公室，以防上当受骗。

6、未经留学生管理办公室允许，不得私自参加任何机构举办的任何商业活动。

#### 五、校外住宿提示

1、找校外住房时，一定要保证住房信息来源的可靠，租赁手续完整合法。

2、与房东签署合同后，请让房东持合同原件及复印件和你的护照原件及复印件到当地派出所办理校外住宿登记表，并尽快到留学生管理办公室登记备案。

3、搬入新居是要仔细核对、检查房屋设备和家具的完好情况，并及时通知当地的物业管理部门，这样可以更好地保障大家的校外住宿安全。

4、要经常检查租住房屋的设备，尤其是家用电器、燃气设备，发现问题要及时报修。要注意安全使用燃气和电气设备。

5、与房东、邻居和睦相处。当与房东、邻居发生纠纷时，可以找当地警察

协助解决。

6、如果要变更住宿地点，请一定要及时到当地派出所和留学生管理办公室登记，以便学校和你及时联系。

## 六、预防火灾小常识

1、安全使用公共厨房内电器，离开房间时或临睡前公共厨房时要确认关闭电源及燃气。

2、不乱扔烟头，不躺在床上吸烟，不在住所内乱点蜡烛。

3、不挪动和损坏消防器材，不堵塞消防通道。

4、不在易燃易爆物品附近擅自使用明火，不在校园住所内燃放烟花爆竹，不将氧气、氢气等易燃易爆气体混放在一起。

5、一旦发生火灾，立即拨打“119”或校内报警电话，一边用水或灭火器将初始火源及时扑灭。

6、不在寝室内使用大功率违规电器。

7、天气寒冷的时候，在离开公寓之前，应该关闭房间内的所有水电供应。在冬天，只允许使用空调取暖，禁止使用任何其他类型的取暖器。禁止在房间内做饭，不得在房间使用任何厨房用具。禁止使用大功率电器。例如，请不要在公寓内使用煤炉、电炉、液化石油气炉、酒精炉、电饭锅、电磁炉或其他类型的炉灶、炊具或取暖器。宿舍内严禁存放易燃、易爆以及有毒物质，应注意防火。如果因用电不当引起火灾，后果自负。 不能为所有的损失负责。

8、严禁私自连接电线。

## 附件七:

# 关于强化来华留学生费用、考勤考绩与居留许可申办期限关联的通知

自 2017 年 7 月起,武汉市公安局出入境管理局出台将来华留学生居留许可延期与留学生在校成绩及考勤记录相关联的规定,明确强调凡一学期出勤率和课程通过率低于 60%,或者两种加和后平均值低于 60%的,只能申请不超过一年的居留证件;对两项加和平均值低于 50%或者出勤率低于 30%的将直接予以拒签。为帮助全体在校留学生广泛知晓、严格遵守和规范执行相关规定,现就我校有关来华留学生考勤考绩管理措施重申如下:

1、学校将继续严格执行居留许可证申办期限与缴费期限关联制度,凡无故拖欠费用者自下一学期按照自动退学处理,该学期学习结束前自行安排离校回国,由学校报当地出入境管理局备案;

凡因费用原因办理半年期居留许可证件的留学生在申办时签发相应责任知晓书,承诺在居留许可证件到期前 60 天缴清欠费,否则在居留许可证件到期前 30 天自行安排离校回国,由学校报当地出入境管理局备案。

2、学校除继续严格执行奖学金生按月生活补贴发放与指纹签到关联制度以外,自 2017 年 9 月开始全面执行全体在校生每月 25 日至月末最后一天按月指纹签到制度。凡每学期无故未执行指纹签到三次以上者,居留许可证件申办期限最长不超过六个月;

3、所有学历生专业学习结束日期前半年不得离开学校,获准延长期最后半年执行按月指纹签到和指导教师书面签字双确认制度;奖学金生获准延长期最后半年按月生活补贴发放严格执行“双确认”制度;

4、每学期每隔四周分别组织文化实践活动、平时成绩抽查、学生评教以及期末考试抽查等活动,凡无故不参加三次以上者按下学期自动退学处理,不再出具居留许可申办证明;

5、严格执行考勤制度,凡迟到或早退达十五分钟以上或者迟到、早退累计三次者按旷课一学时计算;凡单门课程无故缺课累计学时超过三分之一取消考试资格;凡一学期缺勤率不到 30%或者课程通过率低于三分之一的学生,给予学业警示一次,并记录在留学生管理系统的奖惩记录中;凡一学年学业警示累计两次以上者,该学期学习结束前自行安排离校回国,自下一学期或者学年度按自动退学处理;

6、进一步细化分学习层次、分年级年度评审制度。原则上，来华留学研究生课程学习阶段年审通过基本要求为课程通过率达到90%以上，课程通过率高于70%但低于90%的记学业警示一次，课程通过率低于70%的按不通过处理；两年学制来华留学生第3学期以及三年学制来华留学生第2学年必须通过论文开题答辩，研究生中期考核与开题答辩同步执行；三年学制来华留学博士研究生申请延期时增加与学位论文相关的投稿证明；

7、所有来华留学研究生在课程学习阶段与导师联系每月不得少于一次，论文撰写毕业阶段不少于两次。凡每学期累计三个月不达标者，居留许可证件申办期限最长不超过六个月。

8、凡入住校内留学生宿舍留学生所持门禁卡期限与居留许可证期限一致，原则上一年一办。入住期间，经查实晚归记录达五次以上者记学业警示一次；经批准入住校外留学生一学期出勤率或者课程通过率低于50%者记学业警示一次。

附件八：

## 武汉理工大学来华留学生 申办半年期居留许可证件责任知晓书

本人（护照姓名）\_\_\_\_\_国籍：\_\_\_\_\_，护照号码：\_\_\_\_\_申请编号：\_\_\_\_\_因个人原因导致仅能申请半年期居留许可证件至\_\_\_\_年\_\_月\_\_日。谨此，我承诺知晓以下约束事项并承诺严格遵守，如有违犯所造成的任何责任将由我本人承担：

1、居留许可证件获批后次日将最新居留许可证件扫描件上传至电子邮箱 hxb@whut.edu.cn;

2、在本学期结束前两个月（11月30日或者5月31日以前）或者新办居留许可证件到期前60天清缴个人欠费并缴纳下一期全部费用方可办理相应的居留许可证件延期；

3、在校期间严格遵守法律法规校纪校规，确保按月指纹签到及出勤率在80%以上；

4、如果每一学期出勤率低于30%或者当期历史欠费未缴清，自所在学期结束前一个月（12月31日或者6月30日）或者新办居留许可证件到期前30天开始启动离校离境手续，自动放弃在华学习资格；

5、学校在每年1月31日或者7月31日将取消违反以上规定或者不符合继续在华学习的留学生的学习资格，不再出具居留许可延期证明并将其所持居留许可证件报请当地公安出入境管理部门予以注销；

6、凡被处以居留许可证件注销的学生的重新入学申请可能被拒绝。

签字：

受理人：

日期：



## 附件九：

# 中华人民共和国外国人入境出境管理条例摘要

## 住宿

### 住宿登记

- 如果你居住或停留在酒店以外的住所，你或为你提供住宿者应在你到达后 24 小时内向当地公安机关报告以及填写临时住宿登机表格。

### 非法逗留/居留

- 不得在中国非法居留，否则将给予警告；情节严重者，将处以每天五百元人民币的罚款，一万元封顶，或者拘留五至十五天。

### 窝藏或藏匿非法居留在中国的外国人

- 不得窝藏、藏匿非法居留在中国的外国人，否则将处以二千元以上一万元以下的罚款；情节严重者，将被拘留五至十五天，并处五千元以上二万元以下罚款。

### 非法就业

- 在中国工作应始终持有工作许可证和工作居留证。否则处五千元以上二万元以下罚款；情节严重者，将被拘留五至十五天，并处五千元以上二万元以下罚款。

### 交通规则

- 外国人应遵守交通规则。如果你想要在中国驾驶汽车或机动车，你需要把国际驾照换成中国驾照。

- 未经许可，不得驾驶他人的机动车。饮酒后，切勿驾驶车辆。

### 噪音

- 不得制造噪音干扰他人的日常生活，否则给予警告；警告后不改正者，处以二百元以上、五百元以下的罚款。

### 毒品

- 中国法律严禁吸食、贩卖毒品。
- 中国禁止吸食毒品，包括鸦片、可卡因、大麻等。

附件十：

## 武汉理工大学 来华留学自费生申请须知

### 申请流程

1、打开申请网站，网址为 [admission.whut.edu.cn](http://admission.whut.edu.cn)，用 email 注册账号，如图：

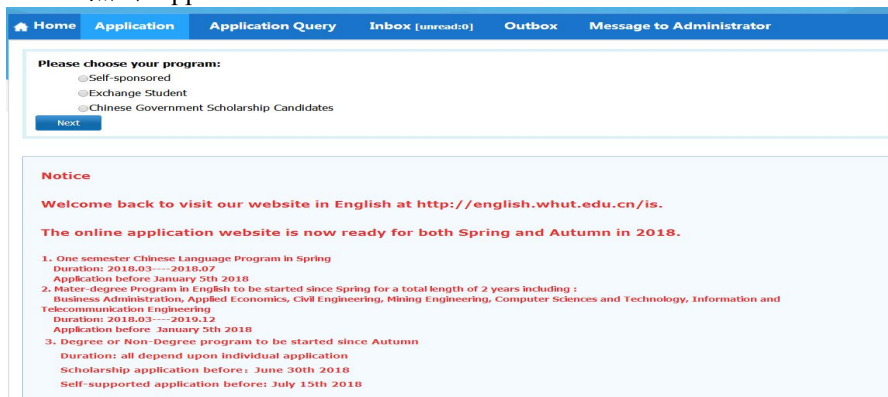


具体步骤如下：

(1) 进入申请页面



(2) 点击 Application



(3) 选择自费 Self-sponsored

**Please choose your program:**

- Self-sponsored  
Applicant who would be self-sponsored, or sponsored by other government, organisation, company, individuals, etc.
- Exchange Student
- Chinese Government Scholarship Candidates

[Next](#)

#### (4) 选择本科/硕士/博士项目

**please choose your type :**


- Doctoral Student
- Postgraduate Student
- Undergraduate Student
- Senior Visiting Scholar
- General Scholar/ Preparatory Student
- Chinese Language Student

[Prior-Back](#) [Next](#)

#### (5) 填写个人完整信息，同时上传申请材料原件扫描件；

**Home Application Application Query Inbox [unread:0] Outbox Message to Administrator**

**1. Basic Info**

**Personal Photo**  Please upload your recent full-faced passport size photo (\*.jpg,\*.jpeg,\*.png).  
[Add your photo](#)

*Family Name(as on passport)	<input type="text"/>	*Given Name(as on passport)	<input type="text"/>
*Chinese Name (f available)	<input type="text"/>	*Gender	<input type="radio"/> male <input type="radio"/> female
*Marital Status	<input type="radio"/> unmarried <input type="radio"/> married	*Nationality	Please choose
*Birth Date	<input type="text"/>	*Country of Birth	Please choose
*Place of Birth(City,Province)	<input type="text"/>	*Native language	Please choose
*Highest Level of Education	-choose-	*Religion	-choose-
*Employer or Institution Affiliated	<input type="text"/>	*Occupation	-choose-
Health Status	<input type="text"/>	Emigrant from mainland China, Hong Kong, Macau, and Taiwan?	<input type="radio"/> yes <input checked="" type="radio"/> no
Hobby	<input type="text"/>		

**Passport And Visa**

\*Passport No.  \*Passport Expiration Date

[Save and Next](#)

其中关于附件相关材料如下：

- ① 最高学位（学历）证书；
- ② 最高学位毕业成绩单；
- ③ 有效护照（外国有效护照或者国籍证明四年以上，且最近四年在所在国连续居住两年及以上）；
- ④ 两封教授、副教授或相关单位的推荐信（申请人申请研究生或者高级进修生必备）；
- ⑤ 个人学习和研究计划（研究生申请人需要）；

⑥ 授课语言为汉语的申请人如免修汉语类课程或者预科教育者，缴验有效 HSK 通过证书；

⑦ 原就读院校同意转出函（如果申请人在中国）；

⑧ 托福成绩 70 分或以上，或雅思成绩 5.5 分或以上，或相关的英语学习证书（申请人申请全英文授课专业）；

⑨如有其他证明，请提供；

（6）申请提交成功后可查看系统自动生成的申请编号。

2、银行缴纳报名费 500 元，上传至系统个人账户内。（人民币账户信息如下，账户名：武汉理工大学，账号：3202 0067 0900 0475 962，开户行：中国工商银行湖北支行，SWIFT CODE: ICBKCNBJHUB）

3、请申请人注意在提交完整申请材料时，申请人签证或者居留许可有效期距离来校注册截止日期应 90 天或以上、护照有效期 180 天或以上。

4、申请人如有涉及申请就读问题，请联系留学生招生办公室，电话：+86-

(0) 27-87166636 Email: fstudent@whut.edu.cn

附件十一：

## 武汉理工大学生活指南

■余家头校区与马房山校区班车时刻表：

### 1: Nanhu Campus——Yvjiatou Campus (Commuter buses) ↵

Monday to Friday (One medium-sized bus)↵	departure time and location of Nanhu Campus↵	departure time and location of Yvjiatou Campus↵
	<b>Time:</b> 7:00、13:00 <b>Location:</b> Boxue East Building, Boxue Road, Nanhu Campus↵	<b>Time:</b> 17:30↵ <b>Location:</b> Yujiatou Activity Center↵

↵

### 2.Nanhu Campus South Campus —— Yujiatou Campus (Teaching shuttle bus) ↵

Monday to Friday ( One medium-sized passenger car )↵	departure time and location of Nanhu Campus↵	departure time and location of Yvjiatou Campus↵
	<b>Time:</b> 8:50、12:30、15:50、18:30、21:35↵ <b>Location:</b> Boxue East Building, Boxue Road, Nanhu Campus↵	<b>Time:</b> 6:50、8:40、12:30↵ 13:00、15:50、18:30、21:35↵ <b>Location:</b> Yujiatou Activity Center↵

■南湖校区与马房山校区班车时刻表：

	南湖校区→马房山校区 (新二教学楼前)	马房山校区→南湖校区 (第四教学楼前)
周一至周五	上午 7:30; 9:40	7:30; 9:40

	下午 13:30; 15:40	13:30; 15:40
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- 马房山校区：**中国武汉市珞狮路 205 号
  - 工商银行地址：**东院教育超市 30 米处  
西院第一行政楼背后 30 米处
  - 照相地址：**东院工商银行右侧台阶下 10 米处
  - 留学生管理办公室地址：**东院第四教学楼 407 办公室 电话 87608608
  - 留学生招生办公室地址：**507 办公室 电话 87166636
  - 留学生教学办公室地址：**402 办公室 教学事务电话 87658253（研究生教学事务）87884569（本科生及非学历生教学事务）
  
- 南湖校区：**中国武汉市雄楚大道 9 号楼留学生公寓
  - 留学生接待室地址：**南湖九号楼 N9S204 电话 87590525
  
- 余家头校区：**中国武汉市和平大道 1040 号
  - 工商银行地址：**理工 2 桥东头 30 米处
  - 照相地址：**中国银行右侧 20 米处
  
- 体检验证地址：**  
武汉东湖新技术开发区高新大道 430 号；  
前往建议：地铁 2 号线——武汉东站——（步行）目的地。
  
- 出入境管理局：**
  - 1、武汉市公安局出入境管理局武汉市江岸区金桥大道 117 号市民之家  
可乘坐地铁 2 号线转 3 号线在市民之家站下车即到  
电话：027-85395433
  - 2、武汉市高新大道 777 号（高新大道与光谷四路交汇处）可乘坐 301、786、913、536、333 路公交车在光谷政务中心站下车即到  
Tel: 027-12580
  
- 湖北省武汉市洪兴公证处（每周一至周六，节假日除外）：**
  - 地址：**湖北省武汉市洪山区珞珈山路 19 号中科开物大厦 13 楼
  - 电话：**027-87165050、87165051
  - 公交车可以乘坐 586 路公共汽车在珞珈山劝业场站下车或者步行 1.8 公里**
  - 地图网址：**<https://j.map.baidu.com/dVHPP>
  - 所需证件：**护照
  - 办理公证所需提供材料：**  
—**未受刑事处罚公证：**未受刑事处罚证明  
(注：凡申办未受刑事处罚公证书的，由留学生管理办公室提供证明，须加盖单位保卫部门印章证明，同时携带护照和留学生教学办公室出具的

在校证明。)

#### —学历/学位公证:

1.学历公证: 学历证书; 2.学位公证: 学历证书、学位证书

#### —成绩单/在读证明公证:

1.成绩单公证: 学历证书和成绩单; 2.在读证明公证: 在读证明

**上述公证办理时限:** 一周取证

#### ■中国高等教育学历证书查询及认证申请办法:

中文页面: <http://www.chsi.com.cn/xlzx/>

英文页面: <http://www.chsi.com.cn/en/>

#### ■货币及银行服务

在中国只能使用人民币。人民币的单位是元, 辅币是角和分, 缩写符号是RMB。常用的币值有 100 元、50 元、20 元、10 元、5 元、2 元、1 元、5 角共 8 种。常用的硬币有 1 元、5 角、1 角。

#### 货币兑换

英镑、港币、美元、欧元、日元、加拿大元、澳大利亚元等外币都可以兑换成人民币。

有七种外币信用卡可以在指定的兑换处兑换, 它们是:

美国运通卡 (America Express)

万事达卡 (Master Card)

VISA 卡

大来卡 (Dinner's Club Card)

JCB 卡

百万卡 (Million Card)

万事发达卡 (Federal Card)

在中国各大银行, 可以办理人民币和外币 (包括旅行支票等) 的兑换及存款业务。请一定不要在街头随便换钱, 以免遭受经济损失。换钱需要出示护照或居留许可。具体问题可以向银行咨询。

校园内有中国银行、中国工商银行的营业点, 校园周边有中国银行、中国建设银行、中国工商银行、中国农业银行、中国商业银行的营业点, 都可以办理人民币和各种外币的存款、取款业务。开账户时需要携带有效护照。

在这些银行, 可以直接存入的外币有英镑、港元、美元、欧元、日元、加拿大元、澳大利亚元和欧元共计七个币种。

**中国银行** 客户服务电话: 95566

**中国工商银行** 客户服务电话: 95588

**中国建设银行** 客户服务电话: 95533

**中国农业银行** 客户服务电话: 95599

## ■预定火车票及飞机票

学校东院靠近西南门和西院西八栋附近有火车票和飞机票预订点，同学们也可以通过微信、去哪儿网和支付宝等网络方式进行预订。

## ■武汉市内抵校交通指南

起点	终点	建议交通方式	预估费用
天河机场	马房山校区	地铁 2 号线	人民币 6
		出租车	人民币 150
	南湖校区	地铁 2 号线	人民币 6
		出租车	人民币 170
	余家头校区	出租车	人民币 110
	武汉火车站	马房山校区	地铁 4 号线转 2 号线
Taxi			人民币 60
南湖校区		地铁 4 号线转 2 号线	人民币 6
		出租车	人民币 80
余家头校区		出租车	人民币 30
汉口火车站		马房山校区	出租车
	地铁 2 号线		人民币 4
	南湖校区	地铁 2 号线	RMB 4
		出租车	人民币 80
	余家头校区	出租车	人民币 40
	武昌火车站	马房山校区	出租车
地铁 3 号线			人民币 4
南湖校区		地铁 2 号线	人民币 2
		出租车	人民币 20
余家头校区		出租车	人民币 40

路线引导：

\*1: 武汉火车站地铁站→地铁 4 号线，黄金口方向→洪山广场站，转乘地铁 2 号线，光谷广场站方向→街道口地铁站下车，A 出口(马房山西院) B 出口(马房山东院)。

\*2: 汉口火车站地铁站→地铁 2 号线，光谷广场站方向→街道口站下车，B 出口。

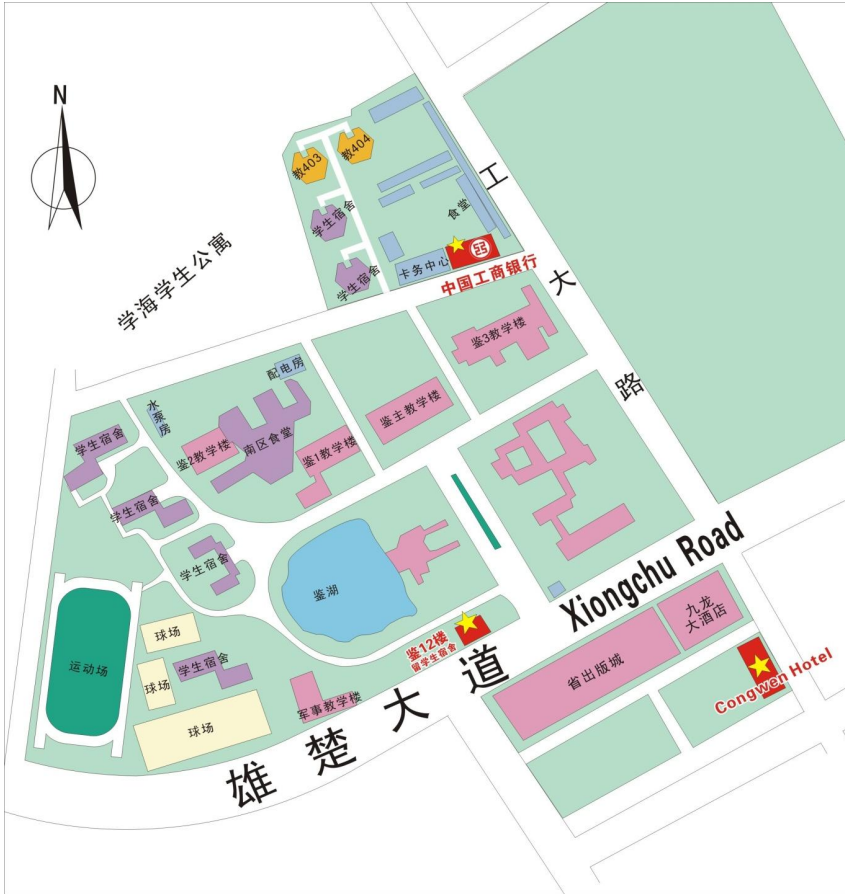
\*3: 武昌火车站地铁站→地铁四号线，武汉火车站方向→中南路地铁站，转乘地铁 2 号线，光谷广场站方向→街道口地铁站下车，A 出口(马房山西院) B 出口(马房山东院)。



马房山校区在地铁站 A/B 出口南向 500 米处，宿舍被分配至鉴湖校区的同学可在马房山校区内乘坐校车前往鉴湖。







# International Dormitory Regulations of Wuhan University of Technology

In order to provide a good environment for living and study, some below-given regulations have to be well followed:

## I. Regulations of Accommodation

1. All the students living in the International Students' dormitory should obey the laws, regulations and rules of Chinese government and the university. No conducts that are not suitable for a student's status are allowed.

2. The Property Management Department and the International Students Office are both in charge of the room arrangement. In principle, freshmen can only live in school dormitories instead of living off campus. While checking in at the International Dormitory upon 24 hours, students are required to submit properly filled 'Check-in Form for International Students Dormitory' in duplicate; 'Inventory of International Student Dormitory' in triplicate (refers to attachment) and Letter of Commitment of International Students Handbook to the doorkeeper to be signed and submitted to the building administrator. The white pages of the two forms mentioned above should be kept by the doorkeeper, the pink pages have to be signed by doorkeeper and submit to the International Students Office the time of checking in, and the yellow pages are kept by students.

While checking out, students should present the yellow page of the 'Inventory of International Student Dormitory' to the doorkeeper to check whether there is a damage or loss of the listed facilities one by one. Any damage or loss of any listed item shall be restored with the expenses paid by students as per the price listed in the Inventory Checklists.

Only when there is no damage, loss or unpaid bills, students are able to obtain with the signature by the doorkeeper in the form of 'International Students Graduation Procedures', attached with the two white pages of 'Check-in Form for International Students Dormitory' and 'Inventory of International Student Dormitory', and the deposit of their entrance guard card, room key and electricity card could be refunded on the day they returned and leave the university, at that time the entrance guard card will be expired.

3. Students cannot change room or check out without permission in written from the International Students Office.

Every student has only one chance to change the room during his/her study at the university. If the room is identified unable to live for non-personal reasons, it

can be changed properly. In case of changing room, please fill in the application form at the property office and submit it to the International Students Office for approval. Students who check out without permission from the school, or approved by the school but without completing the procedures, will continue to pay the accommodation fee.

If necessary, the school management department shall have the right to cancel or suspend the gate card of students whose tuition fees in arrears and students who are absent or not sign in the attendance.

The new gate cards for self-funded and exchange students are available for the first 30 days, and the validity period of all students' gate cards is extended once a year. University administration has right to cancel or terminate the authority of using dormitory gate card in advance if the student doesn't pay, show bad class attendance or doesn't sign for the scholarship without a proper reason.

4. Every student is given a room key (or gate card) and the Inventory of International Student Dormitory. Leaving neither the original nor the copy of the key to any other person is not allowed. The key has to be returned to doorkeeper before leaving the university. In otherwise situation, the person concerned becomes fully responsible for the economic and legal consequence. The usage period of self-support students' access card can be used until the expiry date of residence permit or visa, yet all the cards can only last until 31st July of the academic year. Cards are only for the gates of the dormitory. If a student loses it, he/she has to get a certificate of applying a new card from the International Students Office and apply for a new one at the card service center at a cost of 20 RMB. The tenant shall not transfer or privately distribute the key to any person. The key to the room must be returned to the dormitory keeper when leaving school. Otherwise, all economic and legal consequences arising therefrom shall be her/his own responsibility.

5. Each student is provided one set of bedclothes. The bedclothes should be kept and cleaned by the student during the registered length of the school. Those whose residence period is over one academic year can take the bedclothes with them at the time of leaving the university. Those whose resident period is less than one academic year must return the bedclothes to doorkeeper before leaving the university. Compensation will occur in full price if there is any damage to the bedclothes.

6. Students should be friendly with each other. Students have to be able to understand each other, be supportive to dormitory representatives and show good self-management, accepting regular inspections of dormitories. Make loud noise in the dormitory is not allowed. Students who use tape recorder or other sound sets

should control the sound low so that it will not affect others' study and rest. Students who severely bother others with receiving complaints will be asked by the International Students Office to sign a promising letter of not bothering others to behave appropriately. Those who receiving two complaints even after two promising letters have to move out from the dormitory. Rest of the payment for the non-lived period will be returned if the room is not empty and everything is in place with the room and its properties.

7. Scribbling or nailing on the walls, floors, doors or furniture and so on is prohibited. Cooking inside the room is also not allowed.

8. If there is something wrong with the equipment and appliance located in the apartment, the building manager should be contacted. In such cases, the manager sends a professional technician to do repair; any maintenance or processing by the student is not allowed. Generally, a small repair is handled within two days after report, and complicated repairs can take up to one week's time.

9. In principle, the dormitory is confined to students themselves. Whoever accommodates a guest for the night in person will be criticized and educated by the managing staff of the dormitory. As for the serious violators, it will be handled in terms of the related regulations.

10. Public facilities of the apartment can be used only in the specified public area; it is not allowed to take them into rooms. Students are required not to lend, destroy, take apart and install the equipment and appliances located in the apartment. If such cases occur, the student concerned will be fined to the value of destroyed object.

11. Self-support students should take the ICBC prepared by the university in advance or other bank cards issued by other banks in China to pay the accommodation fee online in the International Students Office. For those who have a debt concerning to the due payments, the qualification to study and to apply for scholarship or rewards at WHUT will be canceled.

12. Indoor furniture is not allowed to be placed in the hallway or on the balcony, and any damage will be compensated for at your own expense. Please do not place bicycles, motorized vehicles, etc. inside the building.

## **II.Regulations on Entry/Exit of International Students Dormitory**

1. Visitors can only be received at a proper time between 8:00 and 22:00. No guest is allowed to stay inside the building after 22:00. Visitors stayed overnight without permission are required to come to take their documents (IDs, passports, student cards) from the reception of the International Students Office on the following day at 8 am. Regulations of the university will be well explained to the

visitor by the assistant at the reception while returning his/her documents.

2. All visitors should show their valid Identity Card to the person on duty in the presence of the room owner. Identity card is kept by the person on duty until the visitor leaves the dormitory. Visitors have to fill in 'Guest Receiving Record Book' honestly before they are allowed to enter the building and they can be taken inside by the host student. Those who don't carry any valid certificate or refuse to show their Identity Card or fill in the form are required to leave the dormitory immediately. Unauthorized visitors will be forced to leave by the dormitory staff and the security office. At the time of leave, the visitor has to sign on the Book to confirm his/her check-out time. The host students accepting the visitors have to take full responsibility for anything occur involving the visitors.

The dormitory will be closed from 23:00 in the evening till 6:00 in the morning. Unless student ID or relevant documents are shown and registered, doorkeeper will not allow the student to enter. Students are not allowed to go out after 23:00 in the evening. The students who enter or leave the building between 23:00 and 6:00 are required to register in the Late-entry Registration Form. If the number of late entries exceeds 3 times in a semester, the student will lose qualification for applying for the scholarship for the current year. A warning will be given to students in severe cases, for who receiving the cumulative three times of warnings will not be allowed to apply for residence permit documents.

3. The managing staff has the right and responsibility to correct the violations according to the regulations on the Accommodation Management of International Apartment and report to the related competent authorities.

### **III.Regulations of Sanitary Issues**

1. Every student should clean his own apartment. The rubbish must be gathered into the garbage bag and put into the trash can outside of dormitory for cleaners to pick it up.

2. The cleaners are responsible for cleaning public places of international students' dormitory building. The cleaners should clean public places twice a day, handrails once and the public dustbins twice a day.

3. It is prohibited to spit in public places. It is also prohibited to litter public places with cigarette ends, waste papers and etc. Scribbling or nailing on the walls, floors or furniture is not allowed. All students are expected to protect university environment.

4. It is prohibited to throw garbage, wastepaper, plastic bags and other wastes into toilets and sewers. By doing so, students may cause a problem not only to themselves but also to others.



5. It is prohibited to scribble and paste any posters in public places. It is also prohibited to pile any wastes in the corridors or in any other public places. It is not allowed to hang anything at the balcony that is visually intrusive and disturbing.

6. Please do not pile up personal kitchen ware in the kitchen. Once lost, it will be at their own risk. Throwing household garbage at will is strictly prohibited, otherwise that will be cleaned up by the cleaning staff.

7. It is forbidden to keep pets in buildings or rooms.

#### **IV. Regulations of Electricity and Water**

1. The University provides the international students with an electricity subsidy. The limit of subsidy is 120kwh a month per person. The tenant needs to pay for the exceeded quota.

2. It is advised not to waste electricity and water. If there will be any surplus of the current quota of electricity, it can be transferred and added up to that of next month or next year. Any extra consumption of electricity over the quota will be paid by the student and it can be bought in the Center of Water and Electricity Administration. The price for the extra consumption of electricity will be charged following the tariff standards applied for local residents.

3. The IC card holders should take good care of their IC cards to avoid loss and inconvenience occurring in the process of restoring it. The students need to apply for a new IC card, if they lose it.

4. It is compulsory to return the electricity IC card to the Center of Water and Electricity Administration at the time of check-out from the dormitory. The Center refunds the surplus of the electricity bought.

#### **V. Regulations of Security Issues**

1. Before leaving the apartment, the host must turn off all the electricity devices except the refrigerator. Electric, LPG or LNG, spirit stoves, electric irons and any other kinds of electric appliances with the power of over 800W are not allowed to use. The student is highly advised to make sure to cut off the power of the electronic water heater at the time of a shower. All the rooms are equipped with smoke detector alarm, so, students are not advised to cook or smoke in the room. If a fire arises by improper use of the above-mentioned appliances, the host student becomes responsible for all the losses.

2. Locking the doors and windows before leaving is highly recommended. The host student has to take good care of his/her private belongings and valuables. If the student notices that any of his/her stuff is lost, s/he has to keep the scene unchanged and inform doorkeeper immediately.

3. It is not good to leave keys to any other people. The student concerned is fully responsible for the case of theft if s/he doesn't take good care of his/her keys.

4. Doorkeeper is responsible for the security of the apartment and its daily water and electricity supply. Doorkeeper should examine the implementation of the regulations regularly. All the students are obliged to cooperate with doorkeeper on the implementation of the regulations. In case of any need to fix facilities, the students should cooperate with doorkeeper and arrange appointment with the repairman through doorkeeper.

5. Parties are prohibited in the dormitory. If a student plans a get-together party in the international students building with visitors over 20, s/he must get permission from the International Students Office and the date must be reported to the Security Office of the University 2 weeks in advance.

6. The university organizes training for the new international students on fire drills and security training involving the local security officers or the entry and exit administration. Students cannot be absent without permissible reason.

Important Emergency Contact Numbers:

Fire Alarm: 119

Emergency Medical Aid: 120

Local police: 110

The Department of Property Management is responsible for the management of international students' apartment. The staff of the department is authorized to correct the behaviors violating the above regulations. Any opinions on the apartment management, services available and the staff can be talked to the Department of Property Management or the School of International Education.

**Hot-line for advices and reports:**

International Students Office:

87608608(Mafangshan), 87590525(Nanhu), 86554406(Yujiatou)

武汉理工大学\_\_\_\_\_校区外国留学生住宿登记表  
**Check-in Form for International Student Dormitory**

楼栋号 Bldg #		单元/层 Unit/Flr		房间号 Room No.		照片 Photo
英文姓 Surname			英文名 Given Name			
性别 Sex	M / F		出生日期 Date of Birth	年/y 月/m 日/d		
专业学习 起止时间 Study Period	自 From	yr	m	护照号码 及有效期	Passport No.	年/y 月/m 日/d
	至 To:	yr	m	Passport No. & Expiration Date	Expiration Date	
停(居)留证件 Visa/Residence Permit	种类 Type			有效期至 Valid Until	年/y 月/m 日/d	
	号码 No.			签证机关 Issued by		
国籍 Nationality				最近入境时间 Time of entry		
来华事由 Purpose of Stay in China				所在学院 School		
专业 Major				学习层次 Degree		
入住日期 Move-in Date	年/y	月/m	日/d	拟离开日期 Date of Departure	年/y	月/m 日/d
本人联系电话 Telephone Number			电子邮件 EMAIL			
紧急事务 联系人 Contact Person			联系电话 Phone			
备注 Remarks	完整填写表格经宿管员核实签字后, 凭此表第二联办理相关手续。Please, fill this form nicely and return the red copy with the signature of dormitory managing staff to the International Students Office for registration and Residence Permit			本人签字 Signature		

宿舍管理员签名 (必须核实房间信息后签名):

填表日期: 年 月 日

House Keeper Signature:

Date: yy mm dd

## Inventory Checklists of International Student Dormitory

### Personal Information

房间号 Room NO.		房间类型 Room Type	单人间 <input type="checkbox"/> Single	双人间 <input type="checkbox"/> Twin-bed	小单间 <input type="checkbox"/> Small Single
申请编号 WUT App. NO.		学生姓名 Passport Name			
护照号 Passport NO.		学习期限 Study Period		至 To	
学生类别 Degree		经费来源 Sponsored by	Exchange <input type="checkbox"/> Self <input type="checkbox"/> Scholarship <input type="checkbox"/>		

### Inventory

序号 SN	物品名称 Item	数量 Quantity	价格 Price
1	衣柜/ Wardrobe	1	1450 元/ RMB
2	床/ Bed	1 <input type="checkbox"/> 2 <input type="checkbox"/>	1135 元/ RMB
3	桌/Desk	1 <input type="checkbox"/> 2 <input type="checkbox"/>	750 元/ RMB
4	椅/Chair	1 <input type="checkbox"/> 2 <input type="checkbox"/>	135 元/ RMB
5	床头柜/ Night Table	1 <input type="checkbox"/> 2 <input type="checkbox"/>	300 元/ RMB
6	窗帘/ Curtain	1 Set	600 元/ RMB
7	床上用品/ Bed sheets	1	500 元/ RMB
8	缩拉门玻璃/ Door Glass	1	100 元/ RMB
9	空调/ Air-conditioner	1	2000 元/ RMB
10	冰箱 (小) / Fridge (Minor)	1	550 元/ RMB
	冰箱 (大) / Fridge (big)	1	1180 元/ RMB
11	遥控器/ Remote Control	1	40 元/ RMB
12	热水器/ Water Heater	1	1800 元/ RMB
13	洗脸盆/ Washbasin	1	500 元/ RMB
14	马桶/ Toilet	1	600 元/ RMB
15	钥匙/ Door Key	1	10 元/ RMB
16	电卡/ Electricity Card	1	30 元/ RMB

注：其他未经列举资产被蓄意损坏时，同样需要按照实际维修成本照价赔偿。

Remarks: the student still needs to compensate for the lost or damaged items unlisted in this Inventory according to the actual cost.

## Signature

	学生签名 Student	宿舍管理员签名 Housekeeper	日期 Date
入住/ Check-in			
退房/ Check-out			

注：留学生入住及退房签字前，请仔细阅读本清单背面的说明，本人签字即视为对说明的认可。

Remark : Before you sign for check-in or check-out here, please read the Introduction on the back side, and your signature will be regarded as agreement with them.

# Payment Measures for International Students

## 1. Payment Standard

Item (per person per year)	Program Types		Taught in Chinese (RMB)	Taught in English (RMB)
Tuition Fee	Bachelor	Engineering	20000	24000
		Economics & Management	18000	20000
		Art	25000	30000
	Master	Engineering	26000	30000
		Economics & Management	23000	27000
		Art	33000	38000
	MBA		30000	34000
	Ph. D	Engineering	32000	35000
		Economics & Management	30000	33000
		Art	41000	45000
	Chinese Language		17000	
Beyond the school period (self-supported extension)		10000		
Accommodation Fee	Twin room		8400	
	Single Room		12000	

## 2. Tuition Fees

International students shall pay the tuition fees in full within the prescribed time. Those who fail to make payment on time shall not be enrolled and their qualification of scholarships and rewards will be canceled.

The tuition fees shall be paid in RMB. Except for special reasons, tuition fees for degree students shall be paid once a school year, and tuition fees for non-degree students shall be paid once a semester. Tuition fees are paid on the registration day ( according to the school calendar).

International students who are unable to pay within the prescribed time for special reasons may apply for a deferral of payment. The maximum deadline for deferral is within one month from the commencement day of the school. The procedure of applying for deferring the payment is as follows:

Before the date of payment, students shall submit a written application to illustrate reasons to the International Office.

Those whose tuition fees are overdue more than one month within the time limit shall be considered as automatically dropping out.

Students who terminate their studies due to dropping out, transferring to another school or other reasons will be charged the tuition fees of that year on a monthly basis.

Tuition fees will not be refunded or transferred for students who are approved suspension of schooling, and will be used when they resume their studies. The tuition fees and other related expenses of suspended students shall be paid according to the charge standard of the corresponding grade after returning to the school.

Students who repeat or change major shall pay tuition fees in accordance with the standard of the new grade or major.

Tuition fees shall not be refundable to students who leave school privately or due to receiving a punishment of dropping out or expulsion during the semester .

Students must pay the tuition fees before graduation (completion, in-completion), then go through the procedures of leaving the university.

### **3. Accommodation fees**

The accommodation fee of our university student dormitory is paid in RMB, except that there is no need to pay for it, students who study for more than one semester (including one semester) must pay the accommodation fee once a semester, the time limit of payment is the date of commencement (according to the school calendar).

International students who study less than one semester shall pay the accommodation fees according to the actual number of study days.

International students who change the dormitory room shall settle the price difference before changing.

If the accommodation fee has been paid to the end of the semester, students who check out due to personal reasons shall be recalculated according to the normal price standard, the balance shall be returned to the student after calculating.

### **4. Payment Method**

(1) Online payment

Mafangshan Office 407

Note: only bank cards issued in mainland China , Wechat and Alipay are accepted.

(2) Domestic payment

International students can make payment at the counter of Industrial and

Commercial Bank of China (please do not use ATM transfer) on campus. Please specify your application number in the notes column, such as reference 2016ZF001; and be sure to return the invoice with "cash certificate" to the international Office without delay.

School account information:

Name (Payee): WU HAN LI GONG DA XUE

A/C: 3202006729200016973

Bank (TO): THE INDUSTRIAL AND COMMERCIAL BANK OF CHINA , HONGSHAN BRANCH

Note: Only for tuition and accommodation fees.

(3) International Transfer

When remitting money abroad, please specify the application number, name or passport number in the notes column, and be sure to submit a copy of the remittance order to the international office (Room 407,Teaching building 4).

Account information:

Name (Payee): WU HAN LI GONG DA XUE

Foreign Account (A/C): 3202006719200487084 (only for US dollars)  
3202006709000475962 (for RMB and other currency)

Bank(TO): THE INDUSTRIAL AND COMMERCIAL BANK OF CHINA , HUBEI BRANCH

Swift Code: ICBKCNBJHUB

Address: No.205 Luoshi Road, Mafangshan, Wuhan, P.R.China

Postcode:430070



## **Visa application for international students**

1. Those holders of X2 visa whose duration of stay and study last for maximum 180 days is not required to apply for a Residence Permit. However, those holders of X1 visa or X2 visa whose stay and study last for more than 6 months should apply for a Residence Permit within 30 days after entering China or 10-15 days before the expiration of their entry visa through the International Students Office and Exit-entry Department of Wuhan Public Security Bureau. In otherwise case, they get fined for at least CNY 500 Yuan per day after entry visa expiration. Severe cases may cause student to lose his/her study qualification. Worse scenario may become student's detention for further review or his/her enforcement to leave China. Those who re-apply for a Residence Permit are required to start the process 15 days before the visa expires.

2. Scholarship holders will get their resident permit according to their study period after registration.

3. Self-sponsored students should strictly follow the principle of "Same Length of Residence Permit as the Length of the Payment". The tuition or accommodation fees should be paid off once an academic year, and all dues should be paid off no later than the end of the first month of a new semester. After clearing all the payments can one student apply for the resident permit.

4. Family members of students who would like to visit China can apply for S1/S2 visa. To apply for this visa, a family member has to submit notarized copy of Certificate of Relationship or Certificate from the relevant embassies and consulates to confirm the relationship, Letter of Guarantee from a residence living in China, Letter of Commitment to live out of the campus as well as Insurance Certificate. The family members cannot stay longer than the visa expiration date of the student.

Family members of a student are required to submit documents to office 407 to get registered together with Check-in Form, a copy of their passport information, visa and entry stamp pages right after their arrival. X2/S2 visa is valid for no more than 6 months. In case, if you want to apply again, please, note that the whole valid period for X2/S2 visa can only be a year or less (starting from the first entry date the visa). Family members are not allowed to live in the dormitory; students who desire to live together with their family members should move out the dormitory before the arrival of the family members. International students who get married or have a baby while at school should report to the International Students Office on time. The students are required to take birth certificate and related documents to register in the Exit-entry Department of Wuhan Public Security Bureau within 2

months starting from the date of the birth ( the whole length of time from oral report before getting the passport for the child and apply for the visa is limited to 2 months) .

5. The original visa would be canceled since the date of issuance for the certificate of the loss passport, and that the canceled Chinese visa would still be invalid even if it is recovered later. Within 30 days since the date of issuance for the certificate of the lost passport, the applicant should apply for a new passport and go through the visa formalities in the public security organ . If the applicant cannot obtain a new passport within the time limit, the applicant should apply for other international travel documents in place of the passport as soon as possible. Those who fail to get a new passport or other international travel documents after 30 days (excluding 30 days) and don't go through the visa formalities with the public security organs would be regarded as illegal residence and would be punished according to law. A foreigner who does not hold a valid passport or other international travel documents due to loss, damage, destruction, theft, robbery or other reasons and cannot get the said passport or documents reissued by the relevant institution of his own country stationed in China may apply for exit formalities to the exit and entry administration authority of the public security organ of the local people' s government at or above the county level in the place of his or her stay or residence.

6. Foreigners who reside in China illegally shall be given a warning; where circumstances are serious, they shall be imposed with a fine of RMB 500 yuan per day, with a cap of RMB 10,000 yuan in total, or be detained for not less than five days but not more than 15 days.

7. If one student is unable to pay the full year tuition fee, he can only apply 6 months resident permit and is required to sign Letter of Commitment to the Responsibility with Half-Year Validity of My Residence Permit and clear his balance as required. (Appendix VIII)

8. Students should follow the principle of Strengthening the Connection between the Attendance & Performance and Residence Permit extension period, those international students whose Pass rate (passed courses among the required courses) or attendance rate is respectively lower than 60% or the average value of two rates is lower than 60% can only get the residence permit less than one year; whose total rate of these 2 added up is lower than 50% or attendance rate is lower than 30% their residence permit extension application will be rejected by the immigration office.(Appendix VII)

9. Students apply for any type of visa should complete the relevant information on the immigration management platform by scanning the QR code to download App and fill in the information after registration.



10. Address and other information for Exit-Entry Administration Bureau:

(1) Wuhan Municipal Entry and Exit Administration Bureau: Citizen House, No.117 Jin Qiao Avenue, Jiang An District, Wuhan.

Public Transport: MTR Line 2 transfer to Line 3 and get off at the Citizen House Station.

Working Hours: Monday to Friday 9am to 12 am, 1:30pm to 5pm.  
Saturday:9am-12am.

Contact Number: 027-12580-0

(2) District Administration Center: No. 777 Gao Xin Avenue, Donghu New Technology Development Zone.( The intersection of Gao Xin Avenue and the 4th Guang Gu Road).

Public Transport: Bus No. 301, 786, 913, 536, 333 to get off at the bus station of Guang Gu Administration Center.

Working Hours: Monday to Friday 9am to 12 am, 1:30pm to 5pm.

Contact Number: 027-50777177

## **Management of Safety & Law for International Students of Wuhan University of Technology**

After obtaining the Certificate of Physical Examination Verification issued by Hubei Provincial Bureau of Exit-entry and Quarantine, clearing all dues as well as the residence permit authorized by Wuhan Public Security Bureau, the international students can start the registration procedure and obtain the formal status of student at Wuhan University of Technology. The registered international students shall be entitled with student card, campus card and medical book from the International Students Office. From this time on, international students can enjoy the same rights as Chinese students do, yet at the same time, they must bear the same obligations too.

International students who plan to travel outside Wuhan during a holiday are required to report the schedule to the International Students Office at least 10 days in advance. They must be well aware of the safety rules of the trip. International students who travel outside China during the holidays or within the semester should deal with the return visa and the extension of residence permit by themselves.

International students should strictly obey the rules and regulations. They shouldn't post propaganda materials without prior written permission by the university administration. Students are also not allowed to organize any group activities across districts or universities without permission. If they want to organize any activity with 20 or more people involved, they should submit a written application at least two weeks in advance and get the permission from the International Students Office prior to the due activity.

The university respects students' traditional customs and religions, yet, cannot provide any places to hold any religious rituals. No students are allowed to get involved in any missionary work or any religious gathering. Students are required to practice their religious rituals in lawful religious institutions (mosques, churches etc.) .

No international students are allowed to start business activities and to employ others for the business during the period of their study. Students permitted to participate in on-campus internship must strictly obey related regulations. Time spent and scope embraced over the regulation can be regarded as illegal.

# Insurance purchase and Reimbursement of Medical Service

## 1. Insurance purchase

International students at scholarship and self-support ( including students who extend their study time) whose study period is more than half a year are required to purchase insurance online by themselves for each academic semester/year. Students cannot register without insurance purchase.

Service of outpatient, hospitalization and accident insurance shall be covered by the relevant regulations of Comprehensive Medical Insurance & Protection Scheme for Foreigners Staying in China of Ping An Annuity Insurance Co., Ltd.

Insurance Liabilities	Insurance Amount (Yuan) RMB	Age 8—69	
		Insurance Premium (Yuan per half a year per person)	Insurance Premium (Yuan per year per person)
Liability for Death + Accidental Disability	100000	400	800
Accidental Medical Treatment	20000		
Medical Treatment for Outpatient and Emergency  <b>(With a daily limit of 600 yuan; the medical expenses exceeding 650 yuan can apply for a claim, that excess portion will be reimbursed at a proportion of 85%)</b>	20000		
Hospitalization Medical Treatment	400000		

Fee: 800 yuan/ 1 year

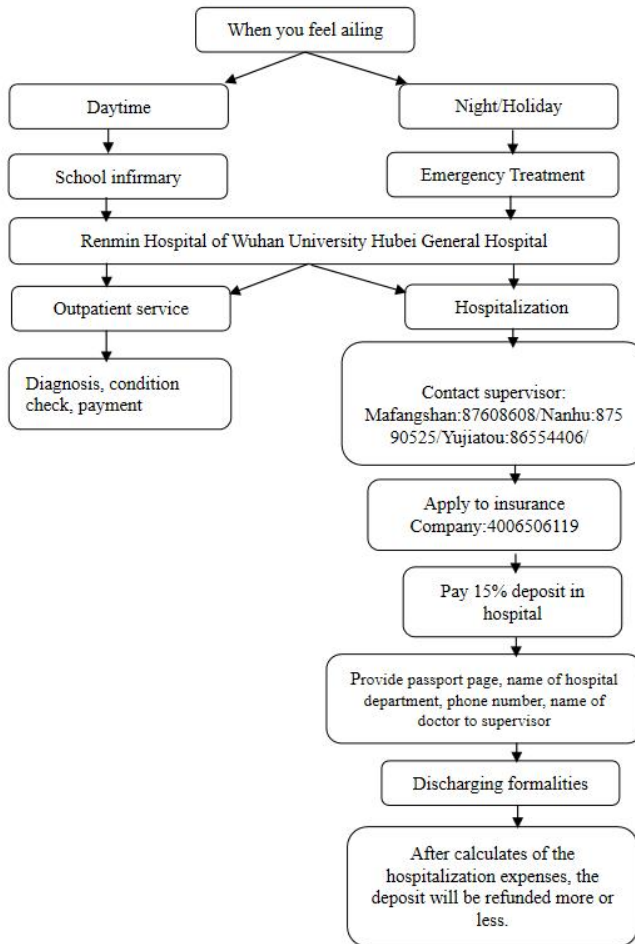
Website purchase process: ①Open link: [www.lxbx.net](http://www.lxbx.net) ②Type your passport number and verification code ③Choose insurance package and click to purchase ④Payment method ⑤Payment completed and save your purchase receipt



Mobile phone purchase process: ①Scan QR code by Wechat ②Type your

passport number and verification code ③Click to purchase ④Choose insurance package  
 ⑤Payment completed and save your purchase receipt in your email box  
 Consulting Tel:4008105119

**2. Guide to Medical Treatment:**



**3. The Regulation on Applying for the Treatment fee Reimbursement Profile on Comprehensive Insurance Guarantee Schemes for Foreigners in China**

(1) Students who have to take clinical treatment outside the campus hospital are required to call 4008105119 to consult with insurance company and follow the guidance of the company. If students who need to use the advance service, must report before going through the hospital procedures or within 24 hours after admitted to the hospital,(always ensure the report within 24 hours even at emergency) and made a clear application for advance payment, otherwise, the

student will not be able to enjoy the advance services.

(2) Before receiving a diagnosis and a treatment, the student should inform the doctor who is in charge of taking care of issues concerning socialized medicine so that the doctor can prescribe appropriate medicine following insurance regulations. In otherwise case, the student has to pay for the medicine not included on the list of socialized medicine.

(3) If the student gets treatment in the hospital located outside the campus, s/he should pay the fee-for-service personally in advance. 20-28 percent of the fee must be borne by the student, the same rate as that of Chinese teachers and students.

(4) If the student who have taken out insurance for hospitalization and personal accident insurance seeks for a treatment from a hospital outside the campus, s/he is required to pay 15% in advance as the deposit to the hospital and China Ping An Insurance Company pays for hospitalization according to stipulations. During the hospitalization, expenses of the food, transportation and some others which cannot be covered by the insurance company should be paid by the student himself/herself.

**4. The Time and Procedure for Applying for the Reimbursement Procedure of claim settlement:**

Guarantee items	Insurance amount	Insurance coverage
Die+physical disability insurance liability	100,000 yuan	Die for accidental injury or illness/accidental dismemberment will get die/accidental dismemberment insurance benefit.
Accidental injury medical insurance liability	20,000 yuan	As for the medical expenses occurred because of accident, we will compensate for the allowable, necessary and reasonable medical expenses of the actual expenses within 180 days since the occurrence of the accident.

Outpatient service insurance liability	20,000 yuan (Day sum limited 600 yuan;deductible:compensate 85% for above 650 yuan part)	<p>The expenses occur when the insured dials 4008105119 and transfers to 1 to consult and is diagnosed to have the necessity to get outpatient service will take the allowable reasonable expenses required by local social medical insurance sector into consideration. During each period of insurance, the day sum limited is 600 yuan. On the basis of day sum limit, the part exceeds 650 yuan (deductible) will be compensated for 85%. 20,000 will be the top amount in total.</p> <p>Reminder: If the insured suffered serious illness or chronic disease before participating in the insurance, the insurer will not have the responsibility to compensate the insurance expenses.</p>
Hospitalization insurance liability	400,000 yuan	<p>The insured is diagnosed to have a must to be in hospital because of accident or illness will be compensated for 100% of the medical insurance expense considering the actual expense.</p> <p>Reminder: If the insured suffered serious illness or chronic disease before participating in the insurance, the insurer will not have the responsibility to compensate the insurance expenses.</p>
Medical management in the whole course Emergency medical relief		<p>1. Whoever suffers from illness or accident and requires for seeing a doctor must dial 4008105119 directly and transfer to 1 to consult. Notice on guidance on seeing a doctor and settlement of claim. If the insured is diagnosed to live in hospital, he can apply the rescue company for advance payment. Whoever doesn't have be put on record by rescue company and lives in hospital directly (including the condition of illness doesn't arrive at the requirements of living in hospital), rescue company will not be responsible for advance payment. Whoever doesn't apply for the above procedures will not be compensated for the medical expenses paid by oneself.</p> <p>2. Consult on compensation, report a serious accident:dial 4008105119 and transfer to 1. Or else, 010-67185217 is also feasible for other areas.</p>

Province	Name	Location	Phone number	Suggestion
Hubei	Remin hospital of Wuhan University	No. 238 of Jiefang Road, Wuchang District, Wuhan, Hubei Province	027-88076808	Highly recommended
Hubei	Tongji Hospital Affiliated to Tongji Medical College of HUST	No.1095 of Liberation Avenue, Hankou, Wuhan, Hubei Province	027-83663645	Recommend



Hubei	Union Hospital Affiliated to Tongji Medical College of HUST	No.1277 of Liberation Avenue, Hankou, Wuhan, Hubei Province	027-85726114	
Hubei	Wuhan Emergency Center, Hubei Province	No.10 of Xinhua Road, Jiangnan District, Wuhan, Hubei Province	027-85792248	
Hubei	No.1 Staff Hospital of Wuhan Iron & Steel	No.29 of Yejin Avenue, Qingshan District, Wuhan, Hubei Province	027-86803612	
Hubei	Liyuan Hospital Affiliated to Tongji Medical College of HUST	Liyuan New Residential Quarters, East Lake, Wuchang District, Wuhan, Hubei Province	027-8679043	
Hubei	Affiliate Hospital of HUST	No.9 of Tujia Ridge, T-bridge, Wuchang District, Wuhan		

**Note: Zhong Nan hospital is not included.**

Prepare the following data as required--send to insurance company by post

Applica tion items	Requir ed data	Duplicate of passport or visa	Original copies of receipts in hospital	Duplicate of case of illness (dates of seeing the doctor and correspondin g date of receipts)	Details of charges	Accident confirmatio n	Discharge summary or duplicate of admission note	Duplicate of bankbook or customer information sheet of bank card
Accident section for outpatients		Needed	Needed	Needed		Needed		Needed
Illness section for outpatients		Needed	Needed	Needed				Needed
Be in hospital (for accident)		Needed	Needed		Needed	Needed	Needed	Needed
Be in hospital (for illness)		Needed	Needed		Needed		Needed	Needed

Standard procedures of insurance claims after occurrence of insurance accident:

1、 Please call directly 4008105119 for medical consultation due to disease or accident. The rescue doctor will consult, diagnose, and provide medical guidance and precautions for insurance claim. After consulting diagnosis and outpatient

treatment, if the doctor confirms that further hospitalization is required, the insured can apply for advanced payment of medical expense for hospitalization to the rescue company. After communication and confirmation of the Rescue Company and hospital, it will be decided whether the advanced payment procedures shall be started. If the insured is directly hospitalized without consulting, diagnosis and recording of doctor of the rescue company and outpatient treatment ( including those whose conditions do not meet the requirements of hospitalization but require the outpatient doctor to agree with hospitalization ), the rescue company will not be responsible for advanced payment of medical expense for hospitalization. If advanced payment for medical expenses is made without the above procedures, the insured will not be able to get compensation.

2、Major accident can be reported with the following contact information.

Telephone number for claim consultation and reporting: 4008105119. You can call 010-67185217 in the areas without telephone number beginning with 400.

You cannot get compensated without reporting through the 400 call or following the standard procedures.

3、Document to be presented for settlement of claims:

**(1) One-year term life insurance**

- ① Copy of passport and resident permit page of the Insured.
- ② Disability certificate when the Insured is disabled ( an evaluation report shall be issued by the assigned evaluation body ) .
- ③ Death certificate of the Insured.
- ④ Certificate of relationship between the Insured and all the beneficiaries, and copy of identification proof of the beneficiaries.
- ⑤ Certificate of accident, in case of an accident ( in case of traffic accident, the traffic unit should issue a liability confirmation of traffic accident ) .
- ⑥ Copy of valid insurance certificate

**(2) Medical treatment for accidental injuries**

- ① Copy of passport and visa page of the Insured
- ② Course and certificate of accident ( in case of traffic accident, the traffic unit should issue a liability confirmation of traffic accident )
- ③ Original of receipt
- ④ Medical record, detailed expenditure sheet and copy of examination report and laboratory test report of each respective treatment
- ⑤ Copy of valid insurance certificate

**(3) Medical treatment for outpatient and emergency**

- ① Copy of passport and visa page of the Insured.
- ② Original of receipt.

③ Medical record, detailed expenditure sheet and copy of examination report and laboratory test report of each respective treatment.

④ Copy of valid insurance certificate.

**Refund can be done under the following 2 conditions:**

① Monies spend over a period should exceed 650yuan and less than 2000yuan in total. (if 650yuan start-line is not achieved, the amount of outpatient service can be accumulated within the validity period).

② A day's cost should not exceed 600yuan, if it exceeds, only 600yuan of that day's cost would be considered.

If these two conditions are followed the calculation for refund would be:

(Total Cost of Money Spend - 650yuan) \* 85% = Money That Would Be Refunded

For example: Assuming a student goes to the hospital for four days and monies spent daily reads:

Day	Money Spent	Amount calculated
1	500	500
2	660	600
3	450	450
4	400	400

Due to the student spent 660yuan which exceeded the 600yuan allowance on the second day, the instance only 600yuan of the 660yuan spent would be used for the calculation. Therefore the calculation would be:

【(Day1+Day2+Day3+Day4) - 650】 \* 85% = Amount that would be refunded

That is: 【(500+600+450+400) - 650】 \* 85% = 1105yuan

**(4) Hospitalization**

① Copy of passport and visa page of the Insured.

② Certificate of accident, in case of an accident (in case of traffic accident, the traffic unit should issue a liability confirmation of traffic accident) .

③ Original of receipt and detailed expenditure sheet for hospitalization.

④ Copy of hospital discharge summary or medical record of hospitalization.

⑤ Personal Bank information list.

**Special instructions to item (2) to item (4) above:**

① Besides, the Insured's bank account with signature or school-assigned bank account with school stamp must be attached to the claim settling documents. (Specific content please dial 4008105119)

② Where in one insured incident, the Insured has to be treated in two or more hospitals; relevant documents such as diagnosis certificate and medical record from relevant hospitals shall be presented.

③ Hospitals for treatment are limited to the public hospitals within the territory of the Chinese mainland, and items and expenses that can be reimbursed should in accordance with the scope of local regulations of social basic medical insurance.

#### **Application for nursing fee**

① Original Invoices of nursing fee issued by hospital or by nursing service company

② The application for nursing fee issued by the nursing unit shall be signed by the Insured him/herself and stamped with the official seal of the unit.

**Address for posting the related materials:** 北京市西城区金融街 23 号平安大厦 9 层

Addressee: 来华保险项目

Telephone: 4008105119 010-59731677

Post code: 100022

Email: rycy@lhgj.net

Web: [www.lxbx.net](http://www.lxbx.net)

#### **5. The students must bear all the fee-for-service under the following conditions**

(1) The disease caused by fighting, suicide, self-injury, alcoholism, traffic accidents and drug addiction etc.

(2) Not abiding by the rules and regulations of the school hospital when seeing a doctor and buying medicine.

(3) Registration and consultation fees, traveling expenses, disposable consumables (such as disposable syringes).

(4) Congenital diseases, plastic and cosmetic surgeries, teeth cleansing, artificial tooth planting, various health treatments or diseases caught before the enrollment etc.

(5) Students who are hospitalized should call the insurance company by 4008105119-1 within 24 hours after admission to the hospital, otherwise, fees occur should be paid by students and then go through procedures of insurance claims.

(6) Please keep the medical records and related invoices for insurance claims.

Do not go to hospitals without cooperation with insurance companies such as Zhongnan Hospital of Wuhan University, otherwise the insurance company will not reimburse or pay in advance.

## Provisions on Granting Scholarships

1. The allowance for Chinese Government Scholarship holder is provided on the basis of regulated standard by CSC as follows: undergraduate students: 2,500 CNY per person per month, postgraduate students: 3,000 CNY per person per month, doctoral students: 3,500 CNY per person per month and the standard of other types of scholarships refer to the actual appropriation of related departments.

2. Every month from 20th to 25th (subject to email notification from the payment teacher), the scholarship holders sponsored by Chinese government, Chinese enterprises, Wuhan University of Technology and other parties should go in person to the nearby International Students Office to do fingerprint.

3. The allowance is deposited directly into the registered bank account of the student by the Financial Department around 15th-20th of each month. If there is a change in the bank account, the student should report in written form to the International Students Office in advance. Due to losing of bank cards and other reasons caused by the loss of allowance, the international office will not reissue.

4. The monthly allowance shall be suspended for the current month if scholarship students don't sign the attendance within the specified time unless going through absence report procedure. If a student can sign a attendance form in the nearby International Students Office between 1st and 7th of that month, then, the suspended scholarship allowance can be paid in the following month. If a student signs between 8th and 15th of that month, the suspended scholarship allowance can only be paid in half amount in the following month. The suspended allowance of those students who don't sign for two times per semester will not be paid. The scholarship must be signed in person and it can't be signed by others.

5. Scholarship students who register at school before the 15th day of the first month (including 15 days) shall be paid a full month's allowance , those register after 15 days shall be paid half of it; The allowance of students going to graduate shall be paid half a month after the graduation date determined by the school; The allowance of those who leave China for more than 15 days for personal reasons during the semester (except for normal holidays) shall be suspended during their departure from China.

6. The allowance of scholarship students who leave China for holidays or overseas academic activities approved by the school for no more than 60 days shall be paid normally. Beyond 60 days, it shall be suspended during departure.

7. The allowance for those who suspend their study or drop out shall be

suspended from the month of approval. Students cannot enjoy the scholarship and shall pay for traveling expenses and all fees in their own country during the suspension period.

8. Scholarship students shall participate in annual assessment of the scholarship. The scholarship shall be suspended or canceled without a valid reason for failing to participate in the annual assessment.

9. If scholarship students violate Chinese laws or school rules and regulations during the scholarship period, the scholarship will be held or canceled in accordance with the seriousness of the case.

10. Scholarship students who fail to complete the required studies during the scholarship period need to continue the study but fail to obtain the scholarship, the full cost of the extended study shall be borne by themselves.

11. The accommodation arrangement for scholarship students.

(1) In principle, all the foundation year students, undergraduates and first year postgraduates with scholarship can only live on campus.

(2) Foundation year students, undergraduates and master degree students with scholarships are arranged to live in the double-bed room, doctoral students in the single-bed room. Master students with scholarships can apply for single-bed room if they pay the price difference of CNY 3600/year. Single-bed rooms can be provided afterwards if there is enough amounts of rooms available.

(3) Second year postgraduates who pass the annual assessment in the previous year and all the courses successfully, have no record of absence or lateness can apply for living off campus. Once approved, monthly subsidy will be granted as the following standard: CNY 700/month for undergraduates and master degree students and CNY 1000/month for doctoral students, issued once every 6 months.

# Management of Annual Review

## Annual Review

1. Students who have been approved to study at WUT for more than one year (including students who apply for extension and who has been stopped his scholarship support last year) must participate in the annual assessment. Students who are graduating, suspending their study and start from this spring semester needn't attend this year annual review.

1. After students make self-assessment, the host schools make a judgement for each students from aspects like study performance, study attitude, attendance as well as daily conduct of scholarship student, then the assessment group from the university undertakes comprehensive review of the students and give final decisions. The result will be considered for distinguished student assessment.

2. For scholarship students, the annual assessment result will be forward to CSC, relevant embassies and scholarship organizations that make a final decision to whether allow or withdraw the scholarship for the following year. For self-support students, the annual assessment result will be considered by the assessment group to decide whether provide scholarship for those students.

3. Both self-support and scholarship student should submit the annual assessment documents before 15<sup>th</sup>, April ( it changes according to the arrangement of each semester). Being late for submission will be regarded as abandonment of qualification automatically. Those who don't participate in the annual assessment without any reason will be regarded as disqualified. The review result of all the students is taken into consideration of the selection process of candidates for Distinguished Scholarship.

4. The assessment result will be PASS or FAIL. If the student gets FAIL, the assessment group will give a decision about stopping his scholarship support for next year or cancelling his qualification for scholarship.

5. The annual assessment system should be further refined according to the learning level and the grade. In principle, the basic requirement of annual assessment for international postgraduate students should be up to 90% of all courses. Students whose pass rate is between 70% to 90% will receive an academic warning and those below 70% will be considered as disqualified in the annual assessment. Two-year international students should pass the thesis proposal in the third semester while Three-year or four-year international students in the second academic year. International postgraduate students should conduct mid-term assessment and the thesis proposal at the same time. Three-year international

doctorate students apply for extension of scholarship should provide proof of paper submission related to degree thesis.

6. More details and assessment methods can be found in *WUT Scholarship Annual Review Methods for International Students (2022)*.



## Management of Extracurricular Activity

Wuhan University of Technology organizes free excursions or cultural tours for the international students. Some excursions and cultural tours are organized as a part of the course ‘Experiencing Chinese Culture’, thus, students gain appropriate marks and eventually their credits by the course by being present at such extracurricular activities. 16 points are needed.

In accordance with the regulations, required credits of ‘Experiencing Chinese Culture’ can be gained only after performing following extracurricular activities.

No.	Time	Activities	Hours	Notes
1	September/ March	Opening Ceremony and Orientation	4	Required for 1st year
2	October/Mar ch	Lectures on Library, Medical Service and Safety, Fire-drill	4	Required for 1st year
3	October	Autumn Excursion---Cultural Experience	4	Elective
4	November	Autumn Sports Meeting	4	Required for 1st year
5	December	Examinations on Laws and Regulations	4	Alternative
6	March	Spring Excursion—Cultural Experience	4	Elective
7	April	Examinations on Laws and Regulations	4	Alternative
8	All year	Other Sports、 Public Benefit Activities	2	Elective

Students who show poor performance from the courses and have bad records of marks are not allowed to participate in such free excursions or cultural tours organized by WHUT.

International students should strictly obey the rules and regulations. They shouldn’t post propaganda materials without prior written permission by the university administration. Students are also not allowed to organize any group activities across districts or universities without permission. If they want to organize any activity with 20 or more people involved, they should submit a written application at least two weeks in advance and get the permission from the International Students Office prior to the due activity.

The university respects students’ traditional customs and religions, yet, cannot provide any places to hold any religious rituals. No students are allowed to get involved in any missionary work or any religious gathering. Students are required to practice their religious rituals in lawful religious institutions (mosques, churches etc.) .

# **Wuhan University of Technology**

## **Management of Undergraduate Students Studying in China**

### **Chapter I General Provisions**

**Article 1** These regulations are formulated in accordance with the Regulations on the Administration of Students in Colleges and Universities (Decree No. 41 of the Ministry of Education) and other laws and regulations, and in the light of the actual situation of the university, in order to comprehensively carry out the national education policy, maintain the normal order of education and teaching in the university and the order of life, safeguard the lawful rights and interests of the students, and continuously improve the quality of education.

**Article 2** These regulations shall apply to the management of the academic registration of full-time undergraduates who are admitted to receive general higher education in accordance with the state regulations. Except for international students, students from Hong Kong, Macao and Taiwan, and ethnic minority students, who are subject to the corresponding regulations, the rest of the students shall refer to these regulations.

### **Chapter II Admission and Registration**

**Article 3** Full-time undergraduates who are admitted to the university in accordance with the national enrollment regulations must arrive at the university on time for enrollment procedures with the Admission Notice of Wuhan University of Science and Technology and the relevant documents stipulated by the university. If you cannot enroll on time for any reason, you should apply for a leave of absence from the university before the deadline for enrollment, and the leave of absence shall not exceed two weeks. If the applicant fails to apply for leave of absence or the leave of absence is overdue, he/she shall be regarded as giving up his/her qualification for enrollment, except for justifiable reasons such as force majeure.

**Article 4** The school in the new student registration, the new student admission qualification for preliminary examination, examination of qualified for enrollment procedures, to be registered; examination of the new student's admission notice, candidate information and other supporting materials, and the actual situation does not match, or there are other violations of the provisions of the national admissions examination, cancellation of enrollment qualifications.

**Article 5** New students can apply to the admissions department of the

university to retain their qualifications for reasons such as innovation and entrepreneurship, poor physical and mental condition, etc., before they report to the university or within 2 weeks after the commencement of the school year. During the period of reservation of enrollment qualification, the student shall not be enrolled in the university.

The period of retained qualification shall not exceed 2 years. Before the expiration of the period of retained qualification, the new students shall apply for admission to the university admission department, and after passing the examination, they shall go through the admission procedures together with the new students. If the examination fails, the enrollment qualification shall be canceled.

Failure to pass the examination will lead to disqualification for enrollment; if the applicant fails to go through the enrollment procedures after the expiration of the retention period and there is no justifiable reason for delay due to force majeure, he/she will be regarded as giving up his/her qualification.

**Article 6** After the new students are enrolled in school, the school will review them within 3 months according to the national regulations. Review content mainly includes the following aspects:

(a) whether the admission procedures and procedures in accordance with the national enrollment regulations;

(b) Whether the qualification of admission is true and in accordance with relevant regulations;

(c) Whether the identity of the applicant and his/her proof of identity are consistent with the admission notice and the applicant's file;

(d) Whether the physical and mental health condition meets the requirements of medical examination for the specialty or professional category applied for, and whether it can ensure normal study and life in school;

If it is found in the review that a student has committed fraud or favoritism, the student shall be determined to have failed the review and be disqualified from enrollment; if the circumstances are serious, the school shall transfer the case to the relevant departments for investigation and handling. If it is found in the review that the student's physical and mental condition is not suitable for studying in school, and if the student needs to recuperate at home after being diagnosed by the hospital of Grade 2A or above designated by the school, the student can retain the qualification for enrollment in accordance with the provisions of Article 5.

**Article 7** At the beginning of each semester, students shall report to school according to the regulations and requirements of the school and go through the registration procedures. If they cannot register as scheduled, they shall fulfill the

procedure of deferred registration. Students who fail to pay the tuition fee according to the regulations of the university or who do not meet the registration conditions shall not be registered. If the student fails to fulfill the registration procedure and fails to register for 2 weeks, he/she will be withdrawn from the school (except for force majeure and other justifiable reasons).

### **Chapter III Academic Structure and Study Period**

**Article 8** Academic system refers to the national regulations on the necessary study time required for the courses set for each major at all levels and types of schools, that is, the number of years of study generally required for students to complete the courses set for the major, the study tasks. Students shall generally complete their studies within the duration of the academic program, and may graduate earlier or extend their study period.

**Article 9** The maximum number of years of study (including the time of suspension and retention of academic status) shall not exceed two years of the academic system of the major. For students who take a leave of absence for innovation and entrepreneurship, the study period can be extended by 2 years on the basis of the maximum study period stipulated by the university upon their own application and the approval of the university.

### **Chapter IV Attendance and Discipline**

**Article 10** Students shall take attendance in classes, internships, practical training, experiments, course design and graduation design (thesis), political theory study and labor. Attendance of teaching activities is the responsibility of the teachers, while other activities are the responsibility of the organizing unit.

**Article 11** Students shall study each course conscientiously in accordance with the requirements of the school's education and teaching program and actively participate in all activities stipulated by the school.

Students shall observe classroom discipline and listen attentively in class, shall not be late or leave early without reason, and shall not leave the classroom without the consent of the teacher. Students shall not be absent from class without authorization, and violators shall be punished as absenteeism.

**Article 12** When a student is unable to participate in the educational and teaching activities of the school due to illness or other reasons, he/she must ask for leave and obtain approval in advance. Those who are absent without approval shall be criticized and educated according to the relevant regulations of the school, and

disciplinary actions shall be taken if the circumstances are serious. Except for force majeure and other legitimate reasons, no leave shall be made up afterwards. The procedures for leave of absence and the authority for granting leave are:

(a) Within 3 days (including 3 days), it shall be reported to the counselor for approval (during the internship period, it shall be approved by the teacher in charge);

(b) For more than 3 days and less than 1 month, it shall be approved by the head of the college in charge of student work and reported to the Department of Student Work for record;

(c) For a period of more than one month and less than two months, it shall be approved by the head of the college in charge of teaching and the head of the college in charge of student work, and shall be reported to the College of Undergraduate Studies and the Department of Student Affairs for the record.

The total leave of absence for a semester shall not exceed 2 months. If the duration exceeds 2 months, it shall be handled in accordance with the relevant regulations on suspension or retention of student status.

**Article 13** The number of absenteeism is counted according to the actual class hours. If a student is late for class or leaves class early for more than 15 minutes, he/she will be counted as absent for one semester; if he/she is late for class or leaves class early for less than 15 minutes, he/she will be counted as absent for one semester if he/she is absent for a total of three times. If the total number of absenteeism exceeds 1/3 of the teaching hours of the course (in the case of full attendance) or if the total number of absenteeism reaches 3 times or more (in the case of random attendance), the student will be disqualified from the examination of the course, and his/her grade will be recorded as zero.

## **Chapter V Courses and Credits**

**Article 14** The courses set up in the program are divided into compulsory courses and elective courses. Compulsory courses refer to the theoretical courses and practical teaching sessions that students must take according to the cultivation plan. Elective courses refer to the courses listed in the cultivation plan which can be taken by students in accordance with their personal choice and specialty, including the elective courses offered by the whole university and the elective courses offered by each major.

**Article 15** Credits are the units for calculating students' learning. All the courses in the cultivation program have a certain number of credits. During the period of study, students must complete the courses stipulated in the cultivation

plan and meet the credit requirements of the cultivation plan in order to graduate.

**Article 16** The total number of credits in the academic year shall be used as the evaluation index for students' efforts in learning; the quality level of students' learning shall be used as the evaluation index for the grade point average (GPA).

$$\text{Course GPA} = \frac{\text{Course GPA} \times \text{Course Credits}}{\text{Course Credits}}$$

Centesimal	grade	100-90	89-80	79-70	69-60	<60
	GPA	0-4.0	3.9-3.0	2.9-2.0	1.9-1.0	0
Five-level	grade	excellent	good	intermediate	pass	fail
	GPA	4.5	3.5	2.5	1.5	0
Two-level	grade	pass				fail
	GPA	3				0

The course GPA is determined based on the course assessment results, and the specific conversion criteria are as follows:

Courses that pass the remedial examination will be recorded as 60 points and the GPA will be converted to "1.0"; courses that fail the remedial examination but pass the course through retake will be recorded as the actual grade and the GPA will be converted to "1.0"; courses that pass the examination (including the regular examination, the remedial examination or the retake examination) and then retake the course again will be recorded as the actual grade and the GPA will be converted to "1.0". ) of a course that is passed and then retaken again.

When recommending graduate students for exemption and evaluating merits and prizes, the GPA of the course shall be the converted GPA of the first time the student passes the examination; when applying for a degree or issuing a transcript to the outside world, the highest converted GPA shall be taken.

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When recommending graduate students for exemptions and evaluating merits and prizes, the GPA of the course shall be converted into the GPA of the first time when the student passes the examination; when applying for a degree or issuing a transcript to the outside world, the highest GPA shall be taken as the highest

converted GPA.

## **Chapter VI Courses**

**Article 17** Students shall select courses according to the requirements of the cultivation plan and their own situation and then go through the procedures of course selection. The requirements and procedures of course selection shall be carried out according to the university's administrative measures for students' course selection.

In principle, the number of credits (excluding extracurricular credits) that students choose to take in each semester shall not be less than 15 credits and not more than 35 credits.

The university implements an admission system for graduation design (thesis). Students are allowed to enter the graduation design (thesis) stage only when the credits they have studied reach the graduation design (thesis) admission credits stipulated by majors.

**Article 18** Students who have entered the university for one year and have good grades, the average GPA of the courses they have studied is 3.5 or above, and the average number of credits they have obtained in each semester is 25 credits or above (excluding extracurricular credits) can apply for exemption from listening to part of the courses. Students can apply for exemption if they need to retake a course that they have already passed due to personal needs. Students may not be exempted from experimental courses, physical education courses, practical teaching sessions, or courses that are not exempted under the regulations of each major. Students can be exempted from listening to no more than 8 credits or 2 courses per semester.

**Article 19** Students who meet the requirements can apply for course exemption within 2 weeks after the commencement of the semester. The application shall be approved by the instructor of the course, and then submitted to the College of Undergraduate Studies for record after review and approval. Students who are exempted from listening to the course must complete the study tasks assigned by the instructor, such as homework, experiments, etc., and can attend the final examination of the course only after the instructor's approval. Students who pass the examination will obtain the credits of the course.

**Article 20** Students who have been admitted to the university for one year, who are capable of self-study, who have good grades, who have an average GPA of 3.5 or above in the courses they have studied, and who have earned an average of

25 credits or above per semester (excluding extracurricular credits) can apply for exemptions from the courses that they have mastered through self-study. Students shall not be exempted from experimental courses, physical education courses, various practical teaching sessions and other courses that cannot be exempted according to the regulations of each major.

**Article 21** Students who meet the requirements can submit the application for exemption in the first week of the semester and provide the self-study materials (homework, reading notes, etc.), which will be examined and approved by the college in which the students are enrolled with the consent of the teachers of the courses, and then participate in the exemption examination. Students who score 70 points or more in the examination will be exempted from the course and will receive credit for the course, and their grades will be recorded according to the actual grades of the exemption examination. The exemption examination shall be organized by the College of Undergraduate Studies, and the weight and difficulty of the examination questions shall be the same as that of the end examination of the course. The examination is organized by the College of Undergraduate Studies and is usually arranged in the second week after the commencement of the course.

**Article 22** Students can apply for taking courses of other majors of the university or other foreign universities recognized by the university, and participate in the open online courses recognized by the university. The grades (credits) of the courses taken by students shall be recognized after the examination and approval of the college and the College of Undergraduate Studies.

## **Chapter VII Course Assessment and Record of Grades**

**Article 23** Students shall attend the examination of the selected courses and pass the examination in order to get the credits. Students are not allowed to take the examination of the courses they have not selected. Students who attend the examination on their own shall have their grades invalidated. Students who have gone through the procedures of course selection but fail to attend the examination without withdrawing from the examination or deferring the examination shall be regarded as absent from the examination.

**Article 24** The examination shall be divided into two kinds: examination and test, and the specific examination methods shall be determined by the teacher or the course leader according to the characteristics of the course and the teaching requirements, and approved by the college and then reported to the College of Undergraduate Studies for the record. In addition to the assessment at the end of the course, the course instructor shall strengthen the assessment of students' daily



learning process, such as midterm examinations, quizzes, large assignments, class discussions, experiments, theses, attendance, etc. The assessment results of the course shall be determined by the usual grades.

The course assessment grade is a combination of the usual grades (such as midterm exams, quizzes, homework, class discussions, experiments, papers, attendance, etc.) and the end-of-course assessment. The percentage of the end-of-course assessment grade to the total grade shall be determined by the instructor or course director and submitted to the college for approval. Physical education grades shall be evaluated on the basis of a combination of attendance, in-class instruction, extracurricular exercise activities, and physical fitness. If a student is unable to participate in physical education due to physical disability or infirmity, he/she can apply for it himself/herself, be diagnosed and certified by the university hospital, and be approved by the College of Undergraduate Studies to participate in physical education and health care class, and the grade shall be indicated as "health care class".

**Article 25** The evaluation of examination grades shall be based on a percentage system, a five-level system or a two-level system, and students who score 60 points (pass or pass) or above shall obtain the corresponding credits. The grades of examination courses shall be assessed on a percentage basis, and the grades of examination courses and all practical sessions shall be assessed on a five-grade system (excellent, good, moderate, pass, fail) or a two-grade system (pass, fail).

The percentage system is converted into a five-grade system: 90-100, excellent; 80-89, good; 70-79, moderate; 60-69, pass; 60 points or less, fail.

The five-point scale is converted to a five-point scale: excellent, 95; good, 85; moderate, 75; pass, 65; fail, 50.

Percentages are converted to a two-point scale: 60-100, pass; less than 60, fail.

The two-grade system is converted into a percentage system: pass, 80; fail, 50.

**Article 26** Students shall complete the experiments (including lab reports) and assignments on time according to the teacher's requirements. Students who fail to submit more than 1/3 of the total number of assignments or lab reports shall be disqualified from the examination and their grades shall be recorded as zero.

**Article 27** Students shall attend the examination on time according to the examination schedule announced by the university. Those who do not attend the examination without authorization are regarded as absentees. The grade of the absentee course shall be recorded as zero, and the word "absentee" shall be indicated.

Students should be honest and trustworthy in the study and assessment

process, and abide by the school's study and assessment discipline. In case of serious violation of the examination discipline or cheating, the examination grade of the course shall be invalidated and recorded as zero, with the word "violation", and the corresponding disciplinary actions shall be taken according to the school's examination violation measures, and the disciplinary materials shall be filed in the school's files and the students' academic records.

**Article 28** If a student is unable to attend the examination due to illness or other special reasons, he/she must submit an application for deferred examination in the Academic Affairs Management System before the examination, and submit the application form for deferred examination and related materials to the college for examination, which will be effective after the approval of the college. Students applying for deferred examination due to illness shall be certified by the university hospital; students applying for deferred examination due to official business shall be certified by the relevant organization; applications for deferred examination due to conflicting examination time shall be verified by the Teaching Office of the college in which the students are enrolled. In principle, the examination of the deferred course will be conducted with the make-up examination of the course, and the evaluation and record of the results will be the same as that of the normal examination. If a student fails in the deferred examination, he/she shall not take the make-up examination.

**Article 29** If a student fails a course for the first time, the university shall organize a supplementary examination at the beginning of the next semester. The general education elective courses, individualized courses, experimental courses and practical teaching courses offered by the university shall not arrange make-up exams, and students shall be given an opportunity to retake the courses free of charge. The grade obtained by a student after a make-up examination shall be recorded as 60 points with the words "make-up examination".

**Article 30** Students shall be disqualified from taking the supplementary examination under any of the following circumstances:

- (a) Being disqualified from the examination;
- (b) Absent without reason;
- (c) The results are invalidated due to violation of examination discipline or cheating.

**Article 31** Courses which students still fail after the supplementary examination shall be retaken (students who fail the examination of elective courses may retake or change to other courses). Students who pass the course examination but their grades are not satisfactory enough can also retake the course, but they can only retake the course once.

**Article 32** Students must go through the procedure of course selection to repeat a course. The grades obtained by students after repeating a course shall be recorded as the actual grades with the word "Repeated".

**Article 33** The examination results of a course shall be recorded online by the instructor within 5 to 7 days after the examination. If students have any doubts about their examination results, they can apply for review in writing within 2 weeks after the announcement of the course examination results (or later during winter and summer vacations), and upon approval by the College of Undergraduate Studies, the college of the course will review the results and make a conclusion. No review will be conducted beyond the specified time limit.

**Article 34** The grades and credits of the courses taken by students during their study in the university shall be recorded in the student's grade list, and shall be included in the student's personal academic record and the university's file when the student leaves the university (graduation, completion, incompleteness, withdrawal, transfer, etc.).

**Article 35** Students can apply for dropping 1 or 2 elective courses or courses not in the cultivation plan if they need to meet the requirements of graduation credits. The grades and credits of the dropped courses will no longer be recorded in the student's personal academic record. No matter what reasons are given, the dropped courses will not be reinstated.

**Article 36** Students' experiences and achievements related to professional learning and academic requirements such as participating in innovation and entrepreneurship, social practice and publishing thesis, obtaining patent authorization, etc., shall be converted into corresponding credits according to the relevant regulations of the university and be counted into the academic results.

**Article 37** If a student discontinues his/her study due to withdrawal, the courses he/she has taken and the credits he/she has earned during his/her study in school shall be recorded. If a student re-takes the entrance examination, meets the admission requirements and re-enrolls in the university, the credits he/she has earned shall be recognized by the university.

## **Chapter 8 Confirmation of Major, Change of Major and Transfer of Studies**

**Article 38** Students admitted to the university according to major disciplines shall normally confirm their majors within 1 or 2 years of their admission. The methods of major confirmation shall be formulated by each college and announced to students after submitting them to the College of Undergraduate Studies for approval. Faculties should respect students' wishes and provide guidance to them. Upon completion of the confirmation of the major, the college shall report to the

College of Undergraduate Studies for the procedure of changing the academic status. Students who are admitted to the university according to their majors generally take the admitted major as their major.

**Article 39** Students may apply for changing majors under one of the following circumstances:

(a) They do have expertise and interest in the major to be changed and can better utilize their expertise and interest after the change of major. Priority will be given to students who are involved in innovation and entrepreneurship and have made certain achievements in transferring to the relevant major;

(b) Due to certain diseases or physical defects (except for those who conceal their past medical history), it is proved by the university hospital that they really can't study in their original majors, but they can still study in other majors;

(c) There is a special difficulty that makes it impossible to continue the study in the original specialty;

(d) Due to the change of the demand for talents in the society, the merger or abolition of majors in the university, students need to be adjusted to other majors. For students who enter the university according to the major categories, the major categories are regarded as the same as the majors before the confirmation of the majors.

**Article 40** Students shall not be transferred to other majors under any of the following circumstances:

(a) There are relevant regulations in the country or there is an explicit agreement with the university before admission that students shall not be allowed to change majors;

(b) Those who are retaining the qualification for admission, taking a leave of absence, or retaining the academic status;

(c) The student should be withdrawn from the university or expelled from the university;

(d) There is no justifiable reason.

**Article 41** The transfer of students to other majors shall in principle be completed in the lower grades. The College of Undergraduate Studies publishes the notice of changing majors in April every year. Each college is responsible for formulating the method of changing majors in the college and submitting it to the College of Undergraduate Studies for approval before announcing it to the students. Students who need to change majors shall submit applications for changing majors, and report to the College of Undergraduate Studies for approval after being assessed and agreed by both colleges.

**Article 42** Students shall generally complete their studies in the school they

are admitted to, and may be allowed to transfer to another school under one of the following circumstances:

(a) A student who discovers a certain disease or physiological defect after enrollment and is certified by the hospital designated by the university that he/she cannot study in the university and is still able to study in other colleges and universities;

(b) The student has special difficulties and special needs and cannot continue his study without transferring to another university.

**Article 43** Students shall not be transferred under any of the following circumstances:

(a) Those who have been enrolled for less than one semester or in their graduation year;

(b) The scores of the college entrance examination are lower than the admission scores of the corresponding year in the same place of origin of the relevant majors of the school to be transferred;

(c) Transferring from a lower academic level to a higher academic level;

(d) Admitted with directed employment enrollment;

(e) Without justifiable reasons for transfer; and

(f) Transferring to another school is not allowed due to other regulations of higher authorities.

**Article 44** The specific procedures for transfer are as follows:

(a) If a student applies for transferring out: he/she applies in person, explains the reasons, provides relevant materials, and after the school agrees, submits it to the transferring school for examination and approval; the transferring school agrees and sends a letter of acceptance to notify the school that he/she can transfer out. Transfer across the province, the school reported to the Hubei Provincial Department of Education to transfer to the provincial education administration department, to be confirmed after the transfer conditions for transfer procedures.

(b) Students from other schools applying for transfer: after the consent of the transferring school, the students will apply to the proposed transferring college, explain the reasons and provide relevant certificates; if the joint meeting of the party and government of the college thinks that it is in line with the cultivation requirements of the university and the school has the ability to teach, it will submit the review materials and relevant certificates to the College of Undergraduate Studies; if the College of Undergraduate Studies passes the review and approval, it will report to the school's special meeting to study and decide, and the school leader in charge of the school will sign the acceptance letter, which can be transferred in. The students can be transferred. In case of inter-provincial transfer,

the provincial education administrative department of the place of transfer will discuss with the Department of Education of Hubei Province, and the transfer procedures will be handled after the conditions of transfer are confirmed.

**Article 45** Students usually apply for transfer in June or December every year. The school shall publicize the transfer according to the regulations and report the list of transferring students to the Department of Education of Hubei Province for record within three months after the transfer is completed.

**Article 46** Once the transfer application of the outgoing students is approved, they must go through the procedures of leaving the school and leave the school within 10 working days. Students who do not leave the school in accordance with the regulations shall be responsible for the consequences.

## **Chapter IX Suspension, Retention and Reinstatement of Students**

**Article 47** Students can complete their studies in stages. Students who interrupt their studies in the middle of their studies shall apply for suspension or retention of their academic status. At the end of the suspension or retention period, students must go through the procedure of resumption before they can continue to study in school.

**Article 48** Students who apply for suspension (for students who do not have full ability to act, the consent of their guardians is required) or the school thinks that they should be suspended from school can be suspended from school upon approval.

Students shall be suspended from school under one of the following circumstances:

(a) The student has to be suspended from school for treatment due to illness diagnosed by the designated hospital, and the duration of the suspension is more than 2 months in one semester;

(b) The total leave of absence due to illness or work exceeds two months in one semester;

(c) For some special reasons, the university thinks that the student should be suspended from school.

**Article 49** A student may apply for retaining his/her academic status if he/she has any of the following circumstances:

(a) Participating in the inter-university joint training program organized by the university;

(b) The student makes personal contact and goes abroad to study at his/her own expense;

(c) Internship in international organizations.

**Article 50** The duration of academic suspension is generally one year. Students who are seriously ill or for other reasons can be suspended continuously with the approval of the College of Undergraduate Studies, but the total number of years cannot exceed 2 years; students who take a break from their studies for innovation and entrepreneurship can apply for a break from their studies with the approval of the university (the College of Entrepreneurship, the College of Undergraduate Studies, the Department of Student Work, and the college in which the students reside shall jointly examine and sign the opinions), and the longest duration of the break is two years at one time, and the students can apply for a break at most twice. The period of retaining academic status shall be based on the actual situation. For internship in international organizations, the maximum period of retaining academic status shall be 2 years.

**Article 51** Students applying for suspension or retention of academic status shall submit a written application with relevant certificates by themselves, and the application shall be submitted to the College of Undergraduate Studies for approval after the supervisor of the college has signed the opinion.

If the university thinks that the student should be suspended from the university, the college shall submit a written report with relevant materials to the College of Undergraduate Studies for approval. Before submitting the written report, the college shall inform the student of the reasons and grounds for the suspension, and inform the student of his/her right to make a statement and a defense. If the student has a request for statement and defense, he/she shall submit it in writing. Students who should be withdrawn or expelled from school according to the regulations on school registration shall not go through the procedures of suspending or retaining school registration.

**Article 52** During the period of suspension or retention of school registration, the school shall retain the student registration and the student's account may not be moved out of the school, but he/she shall not enjoy the treatment of the enrolled students. The medical treatment during the period of suspension or retention shall be handled in accordance with the relevant regulations of the State and Wuhan City.

**Article 53** The students shall apply for suspension or retention of their academic status normally not later than 2 weeks before the examination week (or graduation defense) of the semester. In case of serious diseases (with hospital certificate) or important accidents (with relevant certificates), the application shall be made before the beginning of the semester examination week (or graduation defense) in principle.

**Article 54** Upon approval of the suspension or retention of academic status, students shall immediately stop all activities in the university and leave the university within 5 working days after completing the relevant procedures. During the period of suspension or retention, students are not allowed to take part in the teaching activities organized by the university, and the grades of the courses they take on their own will be invalid.

**Article 55** If a student needs to renew his/her leave of absence or retain his/her academic status upon expiration of his/her leave of absence or retain his/her academic status due to personal reasons, he/she shall apply for renewal within 2 weeks before or after the expiration of the leave of absence (or in case of the winter and summer vacations, the application shall be postponed), and the procedure shall be the same as the above.

**Article 56** If a student needs to resume his/her studies upon the expiration of his/her leave of absence or retention, he/she shall apply for resumption of his/her studies within two weeks of the expiration of his/her leave of absence or retention (in case of winter and summer vacations, the application shall be postponed). In principle, students who are on leave of absence or on academic reserve cannot be reinstated in advance.

**Article 57** Students who are suspended from school due to illness must be diagnosed by a hospital of Grade 2A or above, proving that they have regained their health, and must be qualified by the school hospital (or by the school's Mental Health Education Center for mental diseases) before they can resume their studies.

**Article 58** When a student who has suspended his/her studies resumes his/her studies, he/she must apply for a grade reduction. When a student who has retained his/her registration resumes his/her studies, the Undergraduate School shall assign him/her to the corresponding grade of his/her original major according to the courses he/she has taken and the credits he/she has obtained. If the original major has been changed (adjusted, merged or interrupted), the student shall be arranged to study in other similar majors.

**Article 59** If a student commits a serious violation of discipline and law during the period of suspension or retention, he/she shall be disqualified from resuming studies and be withdrawn from the university once he/she is found to have committed such a crime.

**Article 60** If a student fails to apply for resumption of study within two weeks upon the expiration of the suspension or retention period, he/she shall be disqualified from resumption of study and be withdrawn from the university, except for justifiable reasons such as force majeure.



## **Chapter X. Minor Studies**

**Article 61** After entering the university, students can minor in other majors of the university or other universities upon their own application and the approval of the College of Undergraduate Studies if they have the ability to do so. Priority shall be given to satisfy the needs of innovative and entrepreneurial students for minor study.

**Article 62** Students who have completed all the courses of the minor according to the regulations and requirements while completing their major studies and passed the examination can be issued a certificate of the minor; if they meet the conditions for granting the degree of the minor in the school that offers it, the school that offers it will grant the degree of the minor.

**Article 63** The management of minor students shall be carried out according to the relevant regulations of the university on the management of minors.

## **Chapter XI Study Abroad**

**Article 64** Students who participate in the official program of the university to study abroad shall apply in person and submit their applications to the Undergraduate School for approval after examination and approval by the faculty.

**Article 65** During the period of study abroad, the university shall keep the student registration of Wuhan University of Technology. Students shall fulfill the agreement and return to the university on time at the end of the study period, and shall not extend or transfer to other regions without authorization. If a student cannot return to his/her home country on time within the stipulated period, he/she must inform the university in writing in time about the reason for his/her stay as well as the period of extension, and obtain the consent of the university. If the student fails to return for more than 2 weeks without authorization, he/she shall be withdrawn from the university except for justifiable reasons such as force majeure.

**Article 66** The students shall complete the study tasks according to the requirements of the agreement and feedback the study results and study situation to the college on schedule. Courses and credits taken during the study period shall be recognized according to the regulations of the university on international cooperative education and exchanges.

**Article 67** Students who go abroad for personal reasons can apply for retention of their academic status. Students who are retained in the school are not entitled to the treatment of enrolled students. If students do not apply for re-enrollment at the expiration of the retention period and do not apply for an

extension (or if the application is not approved) for more than 2 weeks, they shall be withdrawn from the school except for justifiable reasons such as force majeure.

## **Chapter 12 Academic Warning and Withdrawal**

**Article 69** The university implements the academic warning system for students. If the number of credits (excluding extracurricular credits) obtained by a non-graduating student in one semester is less than 14, or the number of failed compulsory courses reaches 14, he/she will be given an academic warning. The faculty is responsible for counting the number of credits earned by the students in the first three weeks of the new semester, and will issue a notice of academic warning to the students who should be put on academic warning and report it to the College of Undergraduate Studies for record.

**Article 70** A student shall be downgraded if he/she has any of the following circumstances:

(a) A student who has received two or more academic warnings during his/her study period and has not met the requirement of withdrawing from the university, and the total average semester credits (excluding extracurricular credits) of his/her major is between 10-14 credits, or the total number of failing required courses of his/her major is between 14-30 credits;

(b) The student is reinstated after taking a leave of absence from the program;

(c) The student applies for downgrading for other reasons. The drop process is normally completed in the fall semester. Students who are downgraded will be assigned to the same major in the next year. If there is no subsequent major for downgrading, students will be assigned to other similar majors.

Students shall be withdrawn from the university under any of the following circumstances:

(1) The student has received two or more academic warnings during his/her study period, and the total number of failed compulsory courses in his/her major has reached 30 credits (courses that have been re-studied and passed will not be counted again);

(2) Receiving two or more academic warnings during the study period, and the total average semester credits (excluding extracurricular credits) of the major is less than 10 credits;

(3) If the student has received two or more academic warnings during his/her enrollment, and the total number of credits earned in his/her major for the current academic year is less than 14 credits;

(4) After being downgraded twice for the reason stated in Article 70 (1) of

these Regulations, the conditions for downgrading are met again;

(5) Undergraduates who have been enrolled in the program for more than the maximum number of years of study;

(6) Upon the mobilization of the university, a student who should take a leave of absence due to illness but does not do so and misses more than one-third of the total credit hours in a semester;

(7) The student is diagnosed by the hospital of grade 2A or above that he/she is unable to continue his/her study in school due to illness or accidental disability;

(8) The student fails to apply for re-enrollment within two weeks after the expiration of the suspension or retention period, or fails to pass the re-enrollment review after the application;

(9) Failure to report for registration at the beginning of each semester for two weeks without approval;

(10) Failure to participate in the teaching activities stipulated by the university for two consecutive weeks without authorization;

(11) Students who are sent abroad without authorization and overstay for more than 2 weeks;

(12) I apply for withdrawal from the school, the school examination and approval. In the cases from (5) to (11) of the preceding paragraph, except for justifiable reasons such as force majeure.

**Article 72** A student who withdraws from the university for the reasons stated in items (1) to (12) of paragraph 1 of Article 71 of these Measures shall be reported in writing by the student's college, with relevant materials attached, to the Undergraduate School. After reviewing the legality, the report shall be submitted to the Office of the President or a special meeting authorized by the President for study and decision. Before the college submits the report on the treatment, it shall inform the student of the reasons and basis for the treatment of withdrawal and inform the student of his/her right to make a statement and plead his/her case. If a student has a request for statement and defense, he/she shall submit it in written form.

**Article 73** If a student applies for withdrawal in person, he/she shall fill in the application form for withdrawal, signed by his/her parents and signed by the college, and submit it to the Undergraduate School, and the withdrawal procedures shall be carried out after the examination and approval of the school supervisor in charge.

**Article 74** The school shall issue a notice of withdrawal to the withdrawn student, and the college in which the student resides shall be responsible for delivering the notice to the student himself/herself. If the student refuses to sign

for it, it can be served by detention; if the student has left the school, it can be served by mail; if the student cannot be contacted, it can be announced on the external website of the school for 60 days, and the expiration of the announcement period is regarded as the same as the delivery of the notice.

**Article 75** A student who withdraws from the school shall go through the withdrawal procedures and leave the school within 10 working days from the date of service (or announcement) of the notice. If the student fails to complete the formalities for leaving the university after the deadline, the consequences shall be borne by the student himself/herself. Students who are diagnosed with diseases or accidental disabilities by hospitals of Grade 2A or above and cannot continue to study in school shall be taken back by their parents or dependents.

**Article 76** Students who withdraw from school shall not apply for reinstatement.

**Article 77** Students who disagree with the treatment of withdrawal from school can file an appeal according to the school's student appeal handling measures.

## **Chapter 13 Graduation, Completion and Incompletion**

**Article 78** Students with official school registration shall be fully appraised at the time of graduation. Students who pass the appraisal, finish all the courses stipulated in the cultivation plan and complete the required practical sessions within the school's stipulated study period, and obtain the required credits, shall be allowed to graduate, and the school shall issue a certificate of graduation. Students who cannot graduate within the prescribed study period may extend their study period according to the provisions of Chapter III.

**Article 79** Students who have difficulty in graduating according to the cultivation plan of the current grade due to the adjustment of the cultivation plan may apply for graduation according to the cultivation plan of any grade between the entrance grade and the current graduation grade.

Students who are waiting for disciplinary actions from the school or have not yet been released from disciplinary actions from the school shall not be graduated temporarily. If the student meets the requirements for graduation according to the preceding paragraph after the disciplinary action is lifted, the student shall be allowed to graduate and be issued a certificate of graduation.

For students who have completed their majors and minored in other majors and reached the standard of the minor, the school shall issue a certificate of minor.

**Article 80** A student shall be allowed to complete the program and be issued a

certificate of completion under one of the following circumstances:

(a) The study period has been completed, and the students have completed the teaching links and contents stipulated in the cultivation plan, and have not met the requirements for graduation, but have obtained 90% or more of the credits required for graduation (excluding extracurricular credits);

(b) Students who have completed their study period and have fulfilled the requirements for graduation, but have not yet been dismissed from the school's disciplinary measures for disciplinary reasons;

(c) The students who have not completed the study period, have completed the teaching links and contents stipulated in the cultivation plan, and have not met the requirements for graduation, but have obtained 90% or more of the required credits (excluding extracurricular credits), and the students apply for the completion of the course themselves. Students who have completed their studies can apply for returning to school to take the failed courses within one year after leaving school, and if they pass the examination and meet the requirements for graduation, they can apply for exchange of graduation certificates, and the time of the graduation certificates shall be filled in according to the date of exchange.

**Article 81** Students who have withdrawn from the university after studying for one year or more shall be issued a certificate of incompleteness; students who have not studied for one year shall be issued a certificate of study. Students who fail to complete their studies shall no longer be registered in the university and shall not be allowed to continue to participate in teaching and learning activities in the university, and the university shall not issue a certificate of graduation to them.

**Article 82** Students who are expelled from the university shall not be issued with a certificate of incompleteness, but only a certificate of study, regardless of the duration of their studies.

#### **Chapter XIV Awarding of Bachelor's Degree and Management of Academic Certificates**

**Article 83** The conferment of bachelor's degree of undergraduates shall be executed according to the relevant measures of the university for conferring bachelor's degree.

**Article 84** Students who have fulfilled the requirements for graduation but their GPAs do not reach the standard for bachelor's degree conferment can apply for a one-year extension of their study period without graduation.

**Article 85** The university shall fill in and issue academic certificates, degree certificates and other academic certificates in strict accordance with the relevant regulations of the state. If a student changes his/her name, date of birth, ID card

number and other personal information during his/her study period, he/she shall have reasonable and sufficient reasons and shall fill in the Application Form for Change of Academic Record Information of Current Students by himself/herself, provide the corresponding supporting documents with legal effect, and submit it to the Academic Record and Academic Degree Information Management Platform of the Ministry of Education to make the change after the preliminary examination of the college and the review of the School of Undergraduate Studies.

**Article 86** The university shall carry out electronic registration of students' academic records and qualifications in accordance with the management system of electronic registration of academic records and qualifications of higher education, and report and record the information of bachelor's degree conferment in accordance with the requirements of Academic Degree Center of the Ministry of Education. Students shall cooperate with the Ministry of Education and the university to do the self-check of school registration, personal information verification and image collection of graduates in accordance with the requirements of the Ministry of Education and the university for the preparation of electronic registration.

**Article 87** For those who obtain the enrollment qualification or school registration in violation of the national enrollment regulations, their school registration shall be canceled, and the academic certificates and degrees shall not be issued; the academic certificates and degrees that have been issued shall be revoked in accordance with the law. The academic certificates and degree certificates issued shall be revoked in accordance with the law for those who have obtained the academic certificates and degree certificates by cheating, plagiarism, plagiarism and other academic misconduct or other improper means. If the revoked academic certificates and degree certificates have been registered, the university shall cancel them and report them to the administrative department of education to declare them invalid.

**Article 88** If the academic certificates and degree certificates are lost or damaged, the university shall issue corresponding certificates after verification upon application by the student, and the certificates shall have the same effect as the original certificates.

## **Chapter XV Supplementary Provisions**

**Article 89** The College of Undergraduate Studies shall be responsible for the interpretation of these regulations.

**Article 90** These regulations shall be enforced from the beginning of 2022

undergraduates. If other relevant documents of the university are inconsistent with these regulations, these regulations shall prevail. The former Regulations on the Management of Academic Records of Full-time Undergraduates of Wuhan University of Science and Technology (No. 34 of [2020]) shall be repealed at the same time.

# Wuhan University of Technology

## International Postgraduates Student Status Management

### Chapter I General Provisions

**Article 1** These Measures are formulated in accordance with the Law of Higher Education, Provisions on the Administration of Students in Colleges and Universities (Decree No. 41 of the Ministry of Education), Provisions on Student Administration of Wuhan University of Science and Technology and other laws and regulations as well as relevant systems of the university for the purpose of standardizing the management of postgraduates' academic records and qualifications, safeguarding the normal order of teaching and learning, ensuring the lawful rights and interests of the postgraduates, deepening the reform of postgraduates' education and improving the quality of postgraduate cultivation.

**Article 2** These Measures are applicable to the management of postgraduates receiving general higher education.

### Chapter II Admission and Registration

**Article 3** New graduate students admitted according to the national enrollment regulations shall go to the training unit for enrollment procedures according to the relevant requirements of the university and the stipulated period with the Admission Notice for Postgraduates of Wuhan University of Science and Technology and valid identity documents. Those who can't enroll on time for any reason shall apply for leave of absence in writing to the cultivation unit before the expiration of the enrollment period, and the cultivation unit shall review and summarize the information and report it to the Graduate School for examination and approval. The period of leave of absence shall not exceed two weeks. If the leave of absence expires and the applicant is still unable to enroll in the program, the applicant may apply for retaining the qualification for enrollment in accordance with the regulations; if the applicant fails to apply for leave of absence or if the leave of absence is overdue, he/she shall be regarded as giving up the qualification for enrollment, except for justifiable reasons such as force majeure.



**Article 4** The training unit shall conduct a preliminary examination of the qualifications of new graduate students at the time of registration and report the examination results to the Graduate School; if the examination passes, the new students shall go through the enrollment procedures and be registered; if the examination reveals that the notification of acceptance of the new students, information of the candidates and other certificates do not conform to the actual situation of the new students or if the new students have violated the provisions of the National Admission Examination, the qualifications for enrollment shall be canceled.

**Article 5** If a new graduate student is physically or mentally unfit to study in school, diagnosed by a hospital of grade 2A or above, and needs to recuperate at home, or is temporarily unable to enroll in school due to entrepreneurship, he/she can apply for retention of enrollment eligibility to the cultivation unit within 10 working days after his/her enrollment, and the cultivation unit will review the summary and report it to the Graduate School for examination and approval. The training unit will review and summarize the application and submit it to the Graduate School for examination and approval. The period of the qualification for admission retention is one year, and the application can be made twice. New students shall apply for admission to the training unit within two months before the expiration of the qualification retention period. The training unit shall conduct a preliminary examination and report the examination result to the Graduate School, and after passing the examination, the students shall go through the admission procedures. If the applicant fails to pass the examination, he/she shall be disqualified from enrollment; if he/she fails to go through the enrollment procedures after the expiration of the retention period and there is no justifiable reason for delay due to force majeure, he/she shall be regarded as giving up his/her qualification.

**Article 6** After the enrollment of postgraduates, the training unit shall conduct a review within 3 months in accordance with the national enrollment regulations. Review content mainly includes the following aspects:

(1) whether the admission procedures and procedures are in accordance with

the national enrollment regulations;

(2) Whether the qualification for admission is true and in accordance with the relevant regulations;

(3) Whether the identity of the applicant and his/her proof of identity are consistent with the admission notice and the applicant's file;

(4) Whether the physical and mental health condition meets the medical examination requirements of the specialty or professional category applied for, and whether the applicant can ensure normal study in school.

(5) Whether the physical and mental health condition meets the medical examination requirements of the specialty or specialty category applied for, and whether it can guarantee normal study and life in school;

(6) Whether the professional level of the graduate students admitted in special types such as art and sports meets the admission requirements.

If it is found in the review that the graduate student has made false statements or committed fraud for personal gain, the graduate student shall be determined to be unqualified in the review and shall be disqualified from the school; if the situation is serious, the graduate student shall be transferred to the relevant departments for investigation and treatment. If it is found in the review that the physical and mental condition of the graduate student is not suitable for school study, and if the graduate student needs to recuperate at home after diagnosed by the hospital of grade 2A or above designated by the university, the enrollment qualification can be retained in accordance with the provisions of Article 5 of the Measures.

**Article 7** At the beginning of the first semester of each academic year, postgraduates shall pay the tuition fee and register in the training unit with the invoice of payment and postgraduate certificate; at the beginning of the second semester, postgraduates shall register in the training unit with the postgraduate certificate. If a graduate student is unable to register as scheduled for any reason,

he/she shall apply for deferred registration to the training unit within 10 working days after the commencement of the semester, and the training unit shall review and submit the summary to the Graduate School for examination and approval; the period of deferred registration shall be two weeks. Students who have not paid the tuition fee according to the regulations of the university or who do not meet the registration conditions will not be registered.

Graduate students with financial difficulties can apply for student loans or other forms of financial assistance and register after going through the relevant procedures.

### **Chapter III Examination and Record of Achievements**

**Article 8** Postgraduates shall participate in the examination of the courses and various educational and teaching links (hereinafter collectively referred to as courses) stipulated in the educational teaching plan of the university, and the examination results shall be recorded in the grade book and filed in the academic records. The examination shall be divided into two kinds: examination and test. Courses which fail in the examination may be retaken. The grades obtained through remedial study and re-study shall be clearly marked when recording and issuing the academic grades of postgraduates.

**Article 9** The assessment and appraisal of postgraduates' ideological character shall be based on Article 4 of the Regulations on Student Administration of Wuhan University of Technology, and shall be carried out in the form of personal summary and democratic evaluation by teachers and students.

**Article 10** The number of courses or credits to be taken by postgraduates in each semester or academic year shall be carried out according to the individual cultivation plan. Graduate students can take courses across disciplines, take open network courses recognized by the university, or apply for taking courses across campuses according to the relevant regulations of cultivation. The grades (credits) of the courses at the corresponding level taken by the graduate students before admission or during the study shall be recognized by the Graduate School after examination and approval.

**Article 11** The experiences and achievements of postgraduates who participate in activities such as innovation and entrepreneurship, social practice, as well as publishing thesis, obtaining patent authorization and other experiences and achievements related to professional learning and academic requirements can be converted into credits and counted in the academic results.

**Article 12** If a graduate student seriously violates the examination discipline or cheats, the examination result of the course shall be invalidated, and depending on the circumstances of his/her violation or cheating, he/she shall be given appropriate disciplinary actions. If a graduate student is given a warning, a serious warning, a demerit or a probation, he/she shall be given the opportunity to repeat the course if he/she performs well after education.

If a postgraduate student suspends his/her study due to withdrawal, the courses he/she has taken and the credits he/she has earned during his/her study in the university shall be recorded.

**Article 13** Postgraduates shall participate in the activities stipulated in the education and teaching plan on time. If they cannot attend the activities on time, they shall ask for leave and get approval in advance. In case of unexcused absence, the students shall be criticized and educated according to the relevant regulations of the university, and if the situation is serious, the students shall be given corresponding disciplinary actions. Students who are absent from 1/3 or more of the classes are not allowed to take the examination of the course.

**Article 14** The training unit shall carry out the education of graduate students on "responsibility, integrity and success", record the integrity information of graduate students in academic, academic and behavioral aspects in an appropriate way, and establish a mechanism to restrain and punish the behavior of breach of trust; for the serious breach of trust, the students shall be given corresponding disciplinary actions in accordance with the relevant regulations on disciplinary violations, and for the violation of academic integrity, the students shall be given corresponding disciplinary actions in accordance with the relevant regulations on academic disciplinary violations. In case of violation of academic integrity,

restrictions shall be imposed on the obtaining of degrees, academic titles and honors in accordance with the relevant regulations on handling academic misconduct.

#### **Chapter IV Changing Specialties and Transferring Studies**

**Article 15** Graduate students who have interest and expertise in other majors during their study as well as those who are unable to continue their study in their majors due to illness or special difficulties or special needs may apply for changing majors. In principle, graduate students shall complete the transfer of majors in the lower grades. One of the following circumstances shall not be allowed to change majors:(1) Admitted in special admission form;(2) There are relevant regulations in the state or Hubei Province;(3) There is an explicit agreement with the university before admission;(4) Academic and professional degree students can change majors across categories;(5) Being on leave of absence, retaining academic status or retaining the qualification for admission;(6) Should be withdrawn or expelled from the university.

If the university needs to adjust the specialties appropriately according to the development and change of the demand for talents in the society, the enrolled postgraduates are allowed to transfer to other related specialties. Graduate students who resume their studies after taking a leave of absence to start a business and need to change their majors due to their own circumstances shall be given priority.

**Article 16** The application for changing majors by graduate students shall be coordinated by the Graduate School. Graduate students shall apply in person, be examined by their training units, and be approved by the supervisor of the major to be transferred and the training unit, and then be reported to the president's office or special meeting for research and decision.

**Article 17** Admitted postgraduates shall generally complete their studies in the university. Those who cannot continue their study in the university due to illness or special difficulties or special needs, or those who do not adapt to the study requirements of the university, may apply for transfer. Graduate students can transfer out of the university after the graduate students themselves apply for the transfer, the university agrees with the application, and the university to which the graduate students are to be transferred passes the examination and approves the application, and sends a letter of acceptance to inform the university of the

transfer.

If a postgraduate student needs to transfer to another school for reasons other than his/her own, the Graduate School shall issue a certificate, and the decision shall be examined by the Hubei Provincial Department of Education. If a graduate student intends to be transferred to the university due to illness or special difficulties or special needs, he/she shall apply for the transfer by himself/herself, with the consent of his/her school, the supervisor of his/her proposed major and the training unit shall pass the examination and approval, and the Graduate School shall review the application, and report to the President's Office or a special meeting to study and decide the application.

**Article 18** Students shall not be allowed to transfer under any of the following circumstances: (1) Enrollment for less than one semester or one year before graduation. (2) Transferring from a lower academic level to a higher academic level. (3) Admission by directed employment enrollment. (4) Transferring out graduate students whose admission control standard of the school or specialty to which they intend to transfer is higher than that of the school or the specialty in which they are enrolled; transferring in graduate students whose admission control standard of the school or specialty in which they are enrolled is lower than that of the school or the specialty to which they intend to transfer. (5) The student should be withdrawn or expelled from the school. (6) If there are relevant regulations of the state or Hubei Province, or if there is no justifiable reason for transferring to another school.

**Article 19** The Graduate School shall publicize the transfer situation according to the relevant regulations on cultivation, and report the information of graduate students transferred to the university to the Hubei Provincial Department of Education for record within 3 months after the transfer.

**Article 20** In case of inter-provincial transfer, the provincial education administrative department of the place of transfer shall consult with the provincial education administrative department of the place of transfer, and handle the transfer formalities after confirming the conditions of transfer. If the transfer of household registration is required, the provincial education administrative

department of the transferring place shall copy the relevant documents to the public security organs of the transferring school.

## **Chapter V Suspension and Re-enrollment**

**Article 21** The duration of each major of postgraduates shall be consistent with the enrollment prospectus of the year of admission. The academic system for academic master's degree is 3 years, the academic system for professional degree master's degree is 2 or 3 years, and the academic system for doctoral degree is 3 or 5 years. The study period of postgraduates is generally the same as the academic system. The maximum study period for full-time master's degree is the academic system plus 2 years, that for part-time master's degree is the academic system plus 3 years, that for full-time doctoral degree is the academic system plus 3 years, that for part-time doctoral degree is the academic system plus 5 years. The maximum study period for postgraduates who take a leave of absence to start their own business shall be 10 years.

Unless otherwise specified, postgraduates shall complete their studies within the maximum study period (including suspension and retention).

**Article 22** Graduate students can complete their studies in stages. If they are unable to participate in the teaching activities stipulated by the university for two consecutive months due to illness or other reasons, they have to apply for a leave of absence. If a postgraduate student applies for a leave of absence and is qualified by the supervisor and the training unit, or if the training unit thinks that the postgraduate student should take a leave of absence, the postgraduate student may take a leave of absence with the approval of the Graduate School. Graduate students who do not have full capacity for civil behavior are required to obtain the consent of their guardians to take a leave of absence from the university. The period of study leave for postgraduates is generally one year, and they can apply for it twice within the maximum study period.

**Article 23** If a postgraduate student is recruited into the Chinese People's Liberation Army (including the Chinese People's Armed Police Force), the university shall retain his/her academic status until two years after his/her discharge from

military service, and the time of retaining his/her academic status shall not be counted as the number of years of study.

The time of retention shall not be counted as the years of study. Graduate students participating in inter-university joint cultivation programs shall be retained by the university during the period of study in the joint cultivation school.

**Article 24** A graduate student on leave of absence shall go through the procedures of leaving the university within 5 working days after the documents of leave of absence are delivered. During the period of suspension, the university shall retain the student status for the graduate students, but they shall not enjoy the treatment of graduate students studying in the university. The medical expenses of postgraduates who are suspended due to illness shall be handled in accordance with the relevant national and local regulations and the relevant regulations on the management of medical expenses of university students.

**Article 25** A postgraduate student shall apply for resumption of study within two months before the expiration of the suspension period or within 10 working days after the expiration of the suspension period; if a postgraduate student retains his/her study status due to enlistment in the armed forces or joint cultivation, he/she shall apply for resumption of study in January or July according to the actual situation.

The application for reinstatement shall be approved by the Graduate School after the supervisor and the training unit have examined and approved the application. The application for reinstatement shall not be made on behalf of the applicant.

The Graduate School will designate the current year of study after reinstatement.

## **Chapter 6 Withdrawal and Expulsion**

**Article 26** Postgraduate student shall be withdrawn from the university under any of the following circumstances. (1) Fail to pass the examination of three or



more courses for master's degree or two or more courses for doctor's degree; (2) Fail to apply for re-enrollment within the prescribed period or fail to pass the re-enrollment examination after the prescribed period of suspension or retention; (3) Fail to continue the study in the university because of illness or accidental disability according to the diagnosis of the hospital designated by the university; (4) Fail to participate in the teaching activities prescribed by the university for two consecutive weeks without approval; (5) Fail to register beyond the prescribed period without fulfilling the procedure of deferred registration or still fail to register after the period of deferred registration expires; (6) Failure to pass the mid-term examination and screening is not suitable for further study; (7) The graduate student fails to complete the content of the educational teaching plan, fails the course examination or fails to complete the dissertation topic when the maximum study period expires; (8) The university stipulates that the graduate student cannot complete his/her study and should be withdrawn from the university under other circumstances. In the cases of (2), (4) and (5) of the preceding paragraph, but due to force majeure and other justifiable reasons, the student may not be withdrawn from the university. If a student applies for withdrawal from the university, he/she shall be withdrawn from the university after examination by the supervisor, the training unit and the Graduate School, and the approval of the head of the university in charge. Graduate students who do not have full capacity for civil behavior must obtain the consent of their guardians. The application for withdrawal from the university by a graduate student shall not be handled on behalf of the student.

**Article 27** A postgraduate student who withdraws from the university shall go through the procedures of withdrawal from the university within 10 working days after the document of withdrawal is sent to the university. If the postgraduate student has already graduated from the university and can be employed according to the policy of employment, the university shall report to the Department of Education of Hubei Province for the relevant formalities. The file of the withdrawn graduate student shall be returned to his/her family location by the university, and his/her household registration shall be moved back to his/her original household registration or family registration location in accordance with the relevant state

regulations. If a graduate student fails to complete the withdrawal procedures, he/she shall be responsible for his/her own responsibility or his/her guardian shall be responsible for his/her own responsibility.

**Article 28** Postgraduates may be expelled from the university under the following circumstances: (1) violating the Constitution, opposing the four basic principles, undermining stability and unity, and disturbing the social order; (2) violating the laws of the country and constituting a criminal offense; (3) being punished by the public security administration, and the circumstances are serious and the nature of the punishment is bad; (4) substituting for another person or letting another person substitute for him or her to sit for the examination, organizing cheating, using communication equipment or other devices to cheat, or using a communication device or other equipment to cheat, or using a communication device to cheat. communication equipment or other devices to cheat, selling test questions or answers to others for profit, and other serious cheating or disrupting the order of the examination; (5) academic misconduct such as plagiarism, falsification, forgery, etc. in the dissertation or publicly published research results, under serious circumstances, or writing the dissertation on behalf of others or buying or selling the dissertation; (6) violation of the present Measures and the relevant provisions of the university, which seriously affects the order of education, teaching, life and management of public places of the university. (7) violating the lawful rights and interests of other individuals or organizations, resulting in serious consequences; (8) repeatedly violating the relevant provisions of the university and being subject to disciplinary actions, and failing to change after education.

**Article 29** A graduate student who has been expelled from the university shall leave the university within 10 working days after the delivery of the disciplinary documents, and the records shall be returned by the university to his/her family, and his/her household shall be moved back to his/her original place of residence or his/her family's place of residence in accordance with the relevant provisions of the state. If a graduate student fails to complete the formalities for leaving the university after the deadline, he/she shall be responsible for his/her own responsibility or his/her guardian shall be responsible for it.

**Article 30** Before making disciplinary or other unfavorable decisions on the academic status of a graduate student, the training unit shall inform the graduate student of the facts, reasons and basis of the decision, as well as inform him/her of his/her rights, and listen to his/her statement and defense. The treatment of graduate student's academic status, the decision of disciplinary action and the letter of notification of disciplinary action shall be directly delivered to the graduate student himself/herself, and if he/she refuses to sign for it, it may be delivered by means of retention; if he/she has already left the university, it may be delivered by means of postal mail; if he/she is unable to get in touch with him/her, he/she may be served with announcements by using the website of the university or the press and media.

**Article 31** If a decision is made on the cancellation of enrollment qualification, cancellation of academic status, withdrawal from the university, expulsion from the university, or any other decisions on the treatment or punishment of academic status that involves the significant interests of the graduate students, the supervisor and the training unit shall put forward the relevant opinions, the Graduate School shall review them, and the legality review shall be carried out by the Department of Development Planning, Policies and Laws and reported to the President's Office or the special meeting authorized by the President for study and decision.

**Article 32** The materials of the treatment, punishment and removal of punishment on the academic status of postgraduates shall be truthfully and completely filed in the file of documents and the file of their academic status by the training unit.

## **Chapter VII Graduation and Completion**

**Article 33** Within the maximum study period, the registered postgraduates shall be allowed to graduate and be issued with graduation certificates after they have completed the contents of the educational teaching plan, passed the graduation/degree dissertation defense and approved by the sub-committee of degree evaluation. Graduate students shall not be allowed to graduate while they are waiting for disciplinary actions or have not been dismissed from disciplinary

actions due to disciplinary reasons. Postgraduates who have completed the contents of the educational teaching program in advance and obtained the credits required for graduation can apply for early graduation according to the relevant regulations on cultivation. If they meet the requirements for degree conferment, they shall be awarded degree certificates after the vote of the Academic Degree Evaluation Committee of the university.

**Article 34** If the postgraduates have completed the contents stipulated in the educational teaching plan, passed the grades and finished the dissertation opening questions but failed to pass the graduation/dissertation defense at the expiration of the maximum study period, they shall be allowed to complete the course and be issued with the completion certificate. After the completion of the program, if the graduate students have completed the dissertation writing with the consent of their supervisors and meet the requirements for applying for the corresponding degree, they can apply for the graduation/dissertation defense once. After accepting the application, the Sub-committee of Degree Evaluation will organize the dissertation copy ratio test, expert evaluation and defense according to the regulations of the university, and report it to Graduate School for record. After passing the defense of graduation/dissertation, the sub-committee of degree evaluation will approve the graduation and take back the certificate of completion and issue the graduation certificate. After the defense application of the final graduate students is accepted, if the relevant links have not met the requirements, the defense application will not be accepted anymore. If they meet the requirements for degree conferment in the year of application for defense, the degree certificate shall be issued after the vote of the Academic Degree Evaluation Committee of the university. The time of graduation and the time of obtaining the degree recorded in the diploma and degree certificate issued shall be filled in according to the date of issuance. Graduate students who have withdrawn from the university shall be issued with incomplete certificates if they have studied for one year or more, and certificates of study shall be issued to those who have been expelled from the university.

## **Chapter VIII Management of Academic Certificates**

**Article 35** The academic certificates, degree certificates and other academic

certificates issued by the university shall be filled out in accordance with the types of schools and forms of study determined at the time of enrollment and the personal information filled out at the time of enrollment and admission of postgraduates.

**Article 36** Postgraduates shall cooperate with the requirements of the Ministry of Education, Hubei Province and the university to do the preparatory work for the electronic registration of academic qualifications, such as the self-examination of new students' academic registration, the collection of graduation image information and the verification of personal information. If a postgraduate student requests to change his/her name, gender, date of birth, ID card number, ethnicity and other key information of his/her school registration and academic qualifications during his/her study period or request to errata his/her name, gender, date of birth, ID card number, ethnicity and other key information of his/her school registration and academic qualifications after his/her graduation or graduation, he/she shall have a reasonable and sufficient justification, and shall provide the corresponding supporting documents with legal effect.

**Article 37** If a student obtains the enrollment qualification or school registration in violation of the national enrollment regulations, his/her school registration shall be canceled, and no academic certificate or degree certificate shall be issued; and the school shall revoke the issued academic certificate or degree certificate in accordance with the law. The university shall revoke the academic certificates and degree certificates of those who have obtained the academic certificates and degree certificates by cheating, plagiarism, plagiarism and other academic misconducts or other improper means in accordance with the law. If the revoked academic certificates and degree certificates have been registered, the university shall cancel them and report them to the administrative department of education to declare them invalid.

**Article 38** If the academic and degree certificates are lost or damaged, the school shall issue corresponding certificates after verification upon the application of the student. The certificate shall have the same effect as the original certificate.

## **Chapter IX By-laws**

**Article 39** The university shall refer to these Measures for the management of the academic status of the graduate students from Hong Kong, Macao, Taiwan and overseas, and the graduate students studying in China.

**Article 40** In case of inconsistency between other relevant regulations of the university and these Measures, these Measures shall prevail.

**Article 41** These Measures shall be interpreted by the Graduate School.

**Article 42** These Measures shall come into force on September 1, 2017, and the former Measures for the Administration of Graduate Student Registration of Wuhan University of Science and Technology (Research Word [2013] No. 19) shall be repealed at the same time.

## **Wuhan University of Technology Students Accommodation Regulations**

The dormitory is not only an important place for students to live, but it also is a significant front for developing the students' civilized behaviors. The regulations are made to improve the accommodation management and create a living environment for civilization, safety and harmony.

### **I. Check-in and check-out**

1. In principle, the university shall arrange the lodging for international students close to the college where they belong, normally 2 students share one room(except PHD students), and the students shall pay the dormitory bill according to the stipulation. If the students do not live in the dormitory for special reasons in midstream, the dormitory bill shall be paid by the actual months (if the students live in the dormitory for less than one month, the students shall pay one month's bill, and 10 months in an academic year is calculated). For those who break the university regulations and move out of the dormitory by themselves without a written application and approval, the university shall not return the dormitory bill to them.

2. New international students shall live in the school dormitory in the first year. The students shall check in at the designated room in time and abide by the university's arrangement. During the summer and winter holidays, the university shall arrange and manage the lodging according to the number of students staying in the university.

3. After the students live in the room, they can not change the room with others without permission, or lend, rent their rooms and beds to others for any reason. If they want to change the room for special reasons, the students shall turn in an application, report it to the International Students Office for approval, and then they shall be allowed to change the room. What's more, they have to go to the building keeper for the relevant procedures.

4. Students who do not stay in the student dormitory due to the following special reasons may apply for off-campus accommodation and go through the relevant procedures according to the regulations.

- (1)、Suffering from infectious diseases;
- (2)、Suffering from skin disease needing separate accommodation for treatment;
- (3)、Students with disabilities who cannot take care of themselves and need to

be accompanied by their parents;

(4)、 Other special circumstances that require separate accommodation.

For students who need to stay outside the dormitory under the above special circumstances, the declaration procedure is as follows:

(1)、 Individual application, explaining the special reasons for lodging outside the dormitory, detailed address of the house, contact information, duration of lodging, etc., and the distance of lodging shall not be more than 3 kilometers away from the school;

(2)、 Sick students should have a certificate from the county or city hospital and a confirmation certificate from the school hospital;

(3)、 The description of academic performance, subject to the student performance registration form issued by the Teaching Office of the college;

(4)、 Other special circumstances shall be confirmed in writing by the relevant departments of the school;

(5)、 The declaration shall be signed by the student himself/herself and the student's parents, and then submitted to the college for examination;

(6)、 The colleges shall register one by one, and after review and study by the colleges, they shall clearly sign the opinions and report to the Student Affairs Department (Division) for approval.

(7)、 After the approval and consent, the students will hold the application for approval and register in the International Students Management Office. When moving out of the student dormitory, the Hostel Management Center of Logistics Group or the property management department will arrange the building administrator to check and accept the furniture, articles, equipment, etc. and settle the excess utilities before checking out of the dormitory; if there is any damage, the price will be compensated.

5. International students who change room due to suspension, changing major or grade, or move back to the dormitory due to the off-campus accommodation expires, shall hold the relevant documents of the academic Affairs Department and the relevant certificate of the school where students study ( Only school certificate is needed for students whoes off-campus accommodation expires ) to go through the relevant check-in formalities in the International Students Office.

6. Each student receives a key to the room when they check in. The student must keep the key safe, and cannot exchange the lock of the door by oneself. The spare key in the duty room is available only in case of emergency, and the students can borrow it by valid cards like student card.

7. When the students check out, the logistics group dormitory management center or property management department checks and inspect facilities like furniture, etc. After they meet the standard of acceptance checks, the students can



check out. They will pay the full price for anything damaged. The students who complete the check-out procedures should leave the dormitory and hand the key back to the guard in the building.

## **II. Daily Management**

8、 The dormitory is supplied with power the whole day. Water and power standards are performed according to the country's and university's related regulations ( in accordance with the spirit of NO. 183 Document, Hubei Price [2006] , each student's free quota of water is 3 ton per month, and each student's free quota of power is 8 kwh per month) and the student must pay any extra costs.

9、 The gate of the dormitory is closed form 23:00 pm to 6:00 am the following day. Late students are asked to show student card or relevant cards for the registration and then can enter the dormitory after the guard agrees.

10、 Students shall care for public property, use all kinds of public facilities in the dormitory and keep them safe in accordance with the regulations. If destroyed naturally, the students shall report to the guard's office for repairs; if destroyed due to human error, the students must pay the full price.

11、 The affairs, sanitation and decoration in the dormitory shall be done by the students. Based on the real cases, the students should make a rule for the dormitory and put it on the prominent place and implement it; build a duty-roster system to keep the room clean and tidy, make sure that there are no ball marks, footprints or scribbles on the wall. The students must sweep the litter in the dormitory beside the corridor before 8:00 in the daytime or after 8:00 in the evening, and the cleaner takes it out. At other times, the students mustn't sweep the rubbish on the sidewalk but put the rubbish into the dustbin.

12、 Fire control passageways or public places like the entrances, corridors, and stairs in the dormitory should be kept clear. The students mustn't park bikes and pile up other articles in the areas above. Such transports as bicycles and electric motor cars should be put in order at a given place. Ban the use of motorcar. Once discovered, the traffic police department and the security office shall punish those students according to the related regulations.

13、 When the students have access to the dormitory with large parcels and precious articles, they have to register in the guard office in the building. The students can enter or leave after the guard permits.

14、 Without the university consent, any entity or individual is prohibited from carrying out commercial publicity, doing business and configuring a service and so on. Once discovered, any entity or individual shall be punished by the security office.

15、 The dormitory is the place for students to live, so the following actions

shall be prohibited:

- (1) Destroy public facilities in the dormitory;
- (2) Such unsafe activities as swarming, fighting, throwing, smashing and burning;
- (3) Play ball games, skate, and speak aloud in the dormitory and interfere with others' life and learning;
- (4) Pour leftovers and things that easy to block up the pipe into the sink; Pour water, scatter bits of litter and other wastes through the window;
- (5) Burn waste, use appliances like electric stove, electric heater, cookers, coal furnace, alcohol stove, gas stove in the students' dormitory; join the electrical wires and change a fuse without permission; use fire and power like candles that is liable to endanger facilities and human safety; use 'three-no appliances' ( no qualification, no product name and no signs of factory name and address ) like inferior chargers and routers;
- (6) Bring inflammable, explosive and noxious articles to the students' dormitory;
- (7) Raise pets;
- (8) Play mahjong or gamble; look for trouble because of drinking; watch and propagate radical and obscene publications; steal or rob public and private property, extort property; fight, make trouble, insult, endanger and humiliate others; propagate feudal and superstitious ideas and organize illegal activities;
- (9) Lodge relatives and friends, the opposite sex and other outsiders without permission;
- (10) Other behaviors that break the university's rules.

### **III.Visiting System**

16. The system of registration is carried out in the students' dormitory. People from other places have to register in the duty office, and then can enter the dormitory after the guard on duty agrees.

17. People from other places have to leave the dormitory before 22:00 in the evening.

### **IV.Supplementary Regulations**

18. Whoever disobeys the regulations shall be punished in according with the seriousness of the cases and with The Disciplinary Provisions for Students.

19. The students' working department shall be responsible for interpreting the regulations.

20. The regulations shall come into force on the date of propagation.

## Appendix II:

# Wuhan University of Technology Full-time Undergraduate Student Disciplinary Punishment Provisions

## I. General Principles

**Article 1.** According to the Regulations on the Management of College Students (Decree No.41) by the Ministry of Education, combining with the actual situation of our university, these provisions are formulated to keep the order of teaching and living, to create a good learning environment and to educate students to abide by the law and discipline.

**Article 2.** These provisions are applied to undergraduate students at Wuhan University of Technology who break the rule and the law to receive a disciplinary punishment.

**Article 3.** Those who break the law, regulations and disciplines shall be given criticism and education up to disciplinary punishment according to the provisions.

**Article 4.** On dealing with students breaking rules, we have to adhere to both education and punishment; Disciplinary punishment shall be implemented on the basis of the stipulated process and the facts as well as conform to the nature and situation of actions of breaking rules and the degree of faults.

## II. Types of Disciplinary Punishment

**Article 5.** Types of disciplinary punishment are classified into:

- (1) Warning
- (2) Severe warning
- (3) Record a demerit
- (4) Academic probation
- (5) Expulsion

**Article 6.** Apart from expulsion, disciplinary punishment lasts for 6-12 months starting from the date of the decision.

The duration of the disciplinary punishment is as follow:

- (1) Warning: 6 months;
- (2) Severe warning: 8 months;
- (3) Record a demerit: 10 months;
- (4) Academic probation: 12 months;

Whoever has no disciplinary behavior but shows signs of repentance during the disciplinary punishment period, disciplinary punishment shall be canceled on time. The cancellation of disciplinary punishment shall be applied by the student and approved by the school after appraising it through discussion according to the prescribed procedure. After cancellation, the awarding and other rights and interests of the student shall no longer be affected by the original punishment.

For those who behave better and do model deeds, disciplinary punishment shall be canceled ahead of time.

For those who show no signs of repentance during the period, the punishment shall be extended for six months by the university.

Whoever is given punishment as more than warning during the academic probation shall be expelled from the university.

### **III. Discipline and Disciplinary Punishment**

**Article 7.** Whoever endangers national security speech and has reactionary behavior shall be treated as follows according to the circumstances:

(1) For those who do not cause serious consequences and may correct their mistakes after persuasion, they are given a punishment of recording a demerit or academic probation. For those who preserve their errors after persuasion, they shall be expelled from the university.

(2) For those who cause serious consequences, they shall be expelled from the university.

(3) For those who break the law and the rule, disrupt stability and unity, disturb the social order as well as jeopardize national security, they shall be expelled from the university.

**Article 8.** Whoever plans, organizes and instigates others to riot as well as disrupts stability and unity, disturbs the social order shall be treated as follows according to the circumstances:

(1) For those who instigate others to riot and disturb the social order, they shall be given a punishment of recording a demerit up to school expulsion.

(2) For those who organize and take the lead in stirring up trouble as well as disrupt stability and unity, they shall be given a punishment of recording a demerit up to school expulsion.

(3) For those who disseminate illegal speech or information, incite trouble or creates chaos, they shall be given a punishment of recording a demerit up to school expulsion.

**Article 9.** Those who break the law and the rule and are punished by the public security and judicial departments shall be treated as follows according to the

circumstances:

Those who break the Public Security Management Punishment Law with a warning or fine, they shall be given a serious warning or recording a demerit; Those with a security detention shall be given an academic probation or school expulsion; Those who break the law and lead to a criminal offence shall be expelled from the university.

**Article 10.** Those who hurt others, cause trouble, participate in fights and shall be punished as follows according to the circumstances:

(1) Those who don't strike a blow but tease, insult and threaten others, disturb others' normal life and learning, and cause trouble shall be given a warning or serious warning;

(2) Those who strike a blow at others shall be given a warning or serious warning;

(3) Those who bring others slight injury shall be given punishment as more than recording a demerit;

(4) Those who bring others minor injury shall be given punishment as more than an academic probation;

(5) Those who bring others serious injury shall be expelled from the university;

(6) Those who participate the gang fight shall be given a serious warning or recording a demerit; those who lead or strike a blow at others shall be given punishment as more than an probation; those who bring others some injuries shall be expelled from the university;

(7) Those who tempt and organize others to fight shall be given punishment as less than a black mark; for those who cause serious consequences, they shall be given punishment as more than an academic probation.

(8) Those who favor either side under the pretext of "mediate a quarrel" and make the affairs worse shall be given a serious warning or recording a demerit;

(9) Those who provide the weapon for others to fight shall be given punishment as more than a serious warning according to the consequences produced;

(10) Those who begin the fight and strike a blow at others with tools shall be punished seriously; those who invite people inside and outside the university to cause trouble and fight shall be given increasing punishment; those who threaten , racketeer and revenge the beaten person or witness shall be punished seriously;

(11) For the insider who gives false testimony to others on purpose or those who pose difficulty in investigation, they all shall be given a serious warning or recording a demerit;

(12) Besides punishing the offenders according to the provisions above, they shall compensate for the economic loss for the victims and pay the medical and other necessary expenses for them; those who refuse to pay the expenses above or do not pay then in time shall be punished seriously; if the offenders are more than two people, the college security department shall rule the compensation share in accordance with the specific situation;

(13) The called ‘slight injury’, ‘minor injury’, and ‘serious injury’ in the article are concluded by the forensic corroboratory department, and forensic appraisal fees shall be borne by the offenders.

**Article 11.** Whoever breaks the examination discipline shall be dealt with according to Treatment of the Examination Discipline.

**Article 12.** Leave school without permission and take French leave (deduct festivals and vacations from the running days, calculated at 4 credit hours a day, if the actual hours is more than this number, calculate in terms with the actual hours). Those whose absence from school is up to 20 hours shall be given a warning or serious warning; those whose absence is up to 30 hours shall be given a punishment of recording a demerit; those whose absence is up to 40 hours shall be given punishment as more than an academic probation;

**Article 13.** Besides recovering the stolen money and goods or compensating for the loss, whoever encroaches on public and private property by improper means such as stealing, extortion, fraud and false claim shall be treated as follows according to the seriousness of circumstances:

(1) Whoever involves less than 400 Yuan in the case shall be given punishment as less than a serious warning;

(2) Whoever involves between 400 Yuan and 1000 Yuan in the case shall be recorded a demerit;

(3) Whoever involves over 1000 Yuan in the case shall be given punishment as more than an academic probation;

(4) Those who intimidate, cheat or rob others shall be punished severely, until they shall be expelled from the university;

(5) The provisions above also applies to deal with those who commit a crime several times during the university according to the accumulative value involved in the case, and they shall be punished severely, until be expelled from the university;

(6) Those who buy stolen goods, provide the conditions for hiding and selling stolen goods when they know the source of the stolen goods shall be given punishment as less than an academic probation; if the circumstances are serious, they shall be expelled from the university;

(7) Those who steal seals, important documents and files shall be given

punishment as more than recording a demerit according to the circumstances.

**Article 14.** Those who destroy public and private property on purpose shall be given the following treatments besides compensating for the loss by rule:

(1) If the value of public and private property the student destroys is less than 400 Yuan, a punishment of a warning will be given;

(2) If the value of public and private property the student destroys is between 400 Yuan and 1000 Yuan, a punishment of a severe warning will be given;

(3) If the value of public and private property the student destroys is more than 1000 Yuan, a punishment of recording a demerit or up to school expulsion will be given according to the circumstances.

**Article 15.** Besides confiscating the mahjong, those playing mahjong on campus or in living area shall be given a punishment of a warning; if they do it again, they shall be given a punishment of a severe warning or recording a demerit according to the circumstances.

**Article 16.** Those who take part in gambling or provide the casino, gambling money and gambling equipment shall be treated respectively as follows:

(1) Whoever takes part in gambling shall be given punishment as more than recording a demerit according to the circumstances.

(2) Those who provide the casino, gambling money and gambling equipment shall be given punishment as more than a severe warning according to the circumstances;

(3) Those taking part in gambling repeatedly or the main organizers of gambling shall be given punishment as more than an academic probation according to the circumstances.

**Article 17.** Whoever seriously violates ethics and the university's related provisions shall be treated respectively as follows:

(1) Whoever disseminates unhealthy words or speech bad for unity, slanders, frames up, insults and threatens others shall be given a warning or serious warning; those who cling to their mistakes after persuasion shall be recorded a demerit; those who cause bad consequences shall be given punishment as more than an academic probation;

(2) Whoever scribbles filthy language and delineates filthy pictures shall be given a severe warning or recording a demerit; Whoever watches filthy books and periodicals and audio-video products in public places such as on campus and in life areas shall be recorded a demerit or academic probation; those who spread, copy and sells filthy books and periodicals and audio-video products shall be given punishment as more than an academic probation;

(3) Whoever has uncivilized behaviors on campus and in living areas and

perseveres them after persuasion shall be given a warning or a severe warning according to the circumstances.

(4) Those who molest insult and provoke the opposite sex with bad language and actions or force the opposite sex to fall in love shall be given a severe warning or school expulsion according to the circumstances.

(5) Those who peek furtively, take photos in secret or spread others' privacy shall be given punishment as less than an academic probation, those who cause bad consequences shall be given punishment as more than an academic probation ;

(6) Those who drink and dance with a guest shall be given punishment as more than recording a demerit;

(7) Those who share a bed with an opposite sex in the students' dormitory or lodge the opposite sex or stay in the dormitory of the opposite sex shall be given punishment as more than an academic probation;

(8) Whoever has unmarried sex shall be given punishment as more than an academic probation;

(9) Whoever involves in prostitution, drug taking and selling drugs shall be expelled from the university;

(10) Whoever sends filthy, insulting or threatening or other messages which disturb others' normal life shall be given punishment as less than an academic probation, if those activities cause serious consequences, participants shall be given punishment as more than an academic probation.

**Article 18.** Besides compensating for the loss, whoever has the following actions that infringe the rights of the university and others and that cause some consequence shall be punished as follows according to the circumstances:

(1) Whoever cause trouble on campus or in the living area because of drinking or disturb public order shall be given punishment as less than an academic probation according to the circumstances;

(2) Whoever breaks the rules of power management but adheres to their errors after persuasion shall be given punishment as less than an academic probation according to the circumstances; whoever causes serious consequences because of using power for security violation shall be given an increasing punishment;

(3) Whoever uses the flammable appliances such as electric stove, cookers, coal furnace, alcohol stove, gas stove in the students' dormitory shall be given a punishment as less than an academic probation according to the circumstances; whoever causes the fire accidents shall be given an increasing punishment;

(4) Whoever uses articles like candles that are of great hidden danger to security in the students' dormitory shall be given punishment as less than an



academic probation according to the circumstances; whoever causes serious consequences shall be given an increasing punishment;

(5) Whoever keeps pets in the dormitory shall be given punishment as less than an academic probation according to the circumstances; Multiple offenders shall be given an increasing punishment;

(6) Whoever prevents college's administration personnel from carrying out their duties according to the rules of the university shall be given punishment as less than an academic probation according to the circumstances;

(7) Whoever hides, destroys and secretly dismantles others' letters with minor circumstances shall be given punishment as less than an academic probation according to the circumstances; whoever has serious circumstances shall be expelled from the university.

(8) Whoever carries and keeps dangerous and controlled articles, throws things downstairs or burns debris, which impedes public security, shall be given punishment as less than an academic probation according to the circumstances;

(9) Whoever deliberately destroys bulletins, notices and signs issued by the university and party and government leading offices shall be given punishment as less than an academic probation according to the circumstances;

(10) Whoever withholds information from the university, deliberately gives false testimony or is in collusion, which hinders the investigation of the university when surveyed, shall be given punishment as less than an academic probation according to the circumstances;

(11) Whoever causes security accidents because the administration personnel are off duty in the students' dormitory corridor shall be given punishment as less than an academic probation according to the circumstances;

(12) Whoever rents a room outside the university or does not come back to the dormitory without the college's permission shall be given punishment as less than an academic probation according to the circumstances;

(13) Whoever rents, lends the student's bed or dormitory to others or lodges the visitors in their dormitory without the college's permission shall be given punishment as less than an academic probation according to the circumstances;

(14) Whoever is not at the management personnel's disposal of the lodging on summer and winter holidays shall be given punishment as less than an academic probation according to the circumstances;

(15) Whoever deliberately creates and propagates computer virus, launches attacks on internet sites or enters unlawfully others' computers and exercises deconstructive operation so as to endanger network shall be given punishment as less than an academic probation according to the circumstances; if the

circumstances are serious, they shall be expelled from the university;

(16) Whoever logs on to illegal websites and disseminates illegal text, audio and video materials shall be or more than given a warning; Those who fabricate or disseminate false, harmful information shall be or more than to be recorded a demerit.

**Article 19.** Whoever forges, buys and sees or uses the forged and altered documents, certificates, documentary evidences of state organs, state-owned companies, enterprises, institutions and people's organizations or employs trickery shall be given punishment as more than recording a demerit; whoever causes influence or consequences shall be given a punishment as more than an academic probation.

**Article 20.** Whoever causes bad influences for plagiarizing or copying others' research results shall be given punishment as more than a warning; if the circumstances are serious and the influence is baneful, they shall be expelled from the university; Whoever violate the confidentiality stipulations shall be or more than to be recorded a demerit; whoever causes consequences shall be given a punishment as more than an academic probation.

**Article 21.** Whoever engages in unapproved commercial activities on campus which disrupts the normal teaching and life as well as adheres to their errors after persuasion shall be given punishment as warning until they shall be recorded a demerit.

**Article 22.** Whoever sets up or take part in unlawful organizations on campus or outside the university shall be given punishment as more than an academic probation according to the circumstances.

**Article 23.** Whoever carries out superstitious activities on campus or outside the university and does not yield to persuasion shall be given punishment as more than a severe warning; if the circumstances are serious or causes grave consequences, they shall be given punishment as more than an academic probation .

**Article 24.** Whoever conducts religious activities on campus or outside the university shall be given punishment as more than a severe warning; if the circumstances are serious or causes grave consequences, they shall be given punishment as more than an academic probation.

**Article 25.** Whoever is criticized by circulating a notice three times shall be given punishment as warning; whoever breaks the rules again shall be given punishment as more than a severe warning.

**Article 26.** Whoever was punished for breaking the rules or disobeys the rules again before receiving the punishment shall be given an increasing punishment until they shall be expelled from the university. Whoever has several disciplinary

offence shall be given an increasing punishment based on the most serious punishment among them.

**Article 27.** Whoever breaks campus rules and disrupts campus normal order that are excluded in the provisions shall be punished according to the related articles or relevant provisions of the school as well as to be reported to the principal office meeting for approval and execution.

#### **IV. Application Rules and Procedure**

**Article 28.** Based on the facts, we must make the provision the standard and have proof to exercise disciplinary punishment that is accurate, appropriate and normal. The following evidences are all valid:

- (1) Textual evidence;
- (2) Material evidence;
- (3) Witness and testimony;
- (4) The statement of the parties;
- (5) Video materials;
- (6) Expert conclusion;
- (7) Records of the on-site investigation and records made on the scene;
- (8) Expert conclusion, written orders and written judgment made by other relevant authorities according to law.

**Article 29.** Whoever causes light harmful consequences shall be punished lightly in one of the following circumstances:

- (1) Whoever confesses one's mistakes, faithfully tells the truth, has a profound understanding and shows signs of repentance;
- (2) Whoever assists in investigation and performs major meritorious service;
- (3) Whoever is intimidated or enticed by others;

**Article 30.** Whoever has one of the following circumstances shall be punished severely:

- (1) Deliberately hides the important cases and hinders the investigation of the college after breaking the rule;
- (2) Invite people outside the university to participate in violating the discipline;
- (3) Threaten or revenge the prosecutor, witness and agent;
- (4) Have serious circumstances and a baneful influence.

**Article 31.** Whoever is punished by breaking the rules shall be given the following punishments:

- (1) Cancel all qualifications of applying excellent students, rewards and subsidies in that semester on the date of being punished;

(2) If the offenders are student cadres, cancel their qualifications in that semester on the date of being punished;

**Article 32.** The division of rights on disciplinary punishment:

(1) Besides the fact that the teaching office deals with the test discipline according to the examination discipline measures, the students' office is mainly responsible for dealing with offenses of undergraduates in full-time education all over the university; the postgraduates' administration office is mainly responsible for dealing with offenses of postgraduates in full-time education all over the university; the university's administration office is in charge for handling other kinds of offence;

(2) The punishment of a severe warning or less than it should be decided by the school which is authorized by the university and to be reported to the competent department for the record;

(3) The punishment of recording a demerit should be proposed and reported by the school to the competent department for approval and decision making;

(4) The punishment of an academic probation should be proposed by the school and checked by the competent department;

(5) When the academic probation expires, a written application should be submitted by the student, the class where the student breaking rules belong appraises it democratically, the school proposes the handling suggestion and reports it to the competent department for check, and to the competent leader of the university for approval;

(6) The handling suggestion of the punishment of school expulsion is proposed by the school, checked by the competent department, investigated by the competent leader of the university and then decided by the principal office meeting after research.

**Article 33.** The procedures of disciplinary punishment:

(1) Investigate and collect evidence. After the student breaks the rules, the school shall report it to the competent department or actively assist in the investigation of the related departments in time, promptly collect the evidence of student violating discipline and collate the relevant materials;

(2) Form the draft handling suggestions. For the offense is clear or that is clearly investigated, the school should give a draft handling suggestion of it according to the provision within five working days;

(3) Listen to the statement and argument of parties. Before making the decision of the punishment, the competent department shall tell the parties the relevant facts, reasons and bases on the punishment to be given. And listen to the statement and argument of the parties. After that, sorting out the written record into a written report, classify the written record and the written report (the student

that will be punished signs on the written record, if the student refuses to do it, the person responsible for the report has to present a statement in written) as the punishment materials attached on the report of punishing the student;

(4) Make a written judgment on punishment. When punishing a student, we shall have a proper procedure, and enough evidence, clear basis and accurate and appropriate punishment. A formal written document should be composed in accordance with the document management measures and then propose a written judgment on punishment that shall record the brief process of violating discipline, the base of punishment and the right to appeal.

(5) Deliver a written judgment on punishment. After deciding a punishment, the school shall deliver it to the student and the student signs for it. If the student refuses to sign it or can not sign it due to special cases, it shall be delivered by lien, post or public notice, and the effective date of the decision shall be subject to the legal provisions of different modes of delivery.

(6) Publish a written judgment on punishment. Promptly publish a written judgment on punishment according to the circumstances.

(7) File and keep punishment materials. A written judgment on punishment and the related original materials submit to the competent department of the university that puts the relevant materials in the university document file and the student's file. The written judgment on dismissal from the university shall report to Hubei Provincial Education Department for the record.

**Article 34.** If the student has any objection to the punishment, the student can put forward a written appeal to the student appeal committee of the university within 10 working days on the date of receiving the written judgment. The punishment shall continue to be executed during the appeal. The student appeal committee may recommend that the school suspend the implementation of the decision if it deems it necessary.

**Article 35.** Once punishment of school expulsion takes into effect, the student has to go through the procedures of leaving university within 10 working days. The file and residence registration shall be returned to where the student's residence is registered. Whoever fails to do so within the time limit shall bear the consequences.

## **V. Supplementary Provisions**

**Article 36.** The terms of 'more than', and 'less than' as mentioned in the present provisions all include the figure itself.

**Article 37.** The Students' Affairs department shall be responsible for interpreting the provisions.

**Article 38.** The provisions shall come into force on September 1, 2017. In the meantime, Wuhan University of Technology Full-time Undergraduate Student

Disciplinary Punishment Provisions (Xiao Xue Zi [2015] No.18) shall be repealed.

## Appendix III:

# Wuhan University of Technology Postgraduate Students Disciplinary Punishment Provisions

## Chapter I General Principles

**Article 1** In order to maintain the normal order of education, teaching and life of the university, to build good academic and school spirit, to educate students to cultivate the morality of abiding by discipline and law, to protect the legitimate rights and interests of the students, to cultivate socialist builders and successors with all-round development in morality, intellectuality, physique, aesthetics, and labor, the Measures are formulated in accordance with Regulations on the Administration of Students of General Institutions of Higher Learning (Ministry of Education Decree No. 41) and other relevant regulations, and in the light of the actual situation of our university.

**Article 2** These measures are applicable to the handling of illegal, irregular and disciplinary behaviors of graduate students enrolled in the university.

**Article 3** Students who have violated the law or discipline shall be criticized and educated in accordance with these Measures until disciplinary actions are taken.

**Article 4** The handling of students who violate discipline shall be based on the combination of education and punishment, and shall be appropriate to the nature of the student's violation of law or discipline and the seriousness of the fault. The school's disciplinary actions against students shall be based on sufficient evidence, clear grounds, accurate characterization, due process, and appropriate punishment.

## Chapter II Types of Disciplinary Actions

**Article 5** The types of disciplinary actions are divided into:

- (1) Warning;
- (2) Serious warning;
- (3) demerit;

- (4) probation;
- (5) Expulsion from school.

**Article 6** In addition to the punishment of expulsion from the university, students shall be given warnings, serious warnings, demerits, and probation for a period of six, eight, ten, and twelve months. Students who have not violated any disciplinary act and have shown remorse within the disciplinary period may be released from the punishment. The student applies for the dismissal of the disciplinary action, and the school will dismiss the action in accordance with the stipulated procedures after the student's evaluation. After the lifting of the punishment, the student will no longer be affected by the original punishment if he/she receives commendations, awards and other rights and interests, except for other cases explicitly stated.

For those who have outstanding performance or advanced deeds, they may apply for early release of the punishment.

For those who constitute disciplinary actions above warning again during the probation period, they will be expelled from the school.

### **Chapter III Discipline and Disciplinary Actions**

**Article 7** Those who have made remarks or behaviors endangering national security shall be dealt with as follows depending on the circumstances:

(1) Those who have not caused serious consequences and can still be corrected after education shall be given a demerit or be put on probation. Those who insist on not changing after education shall be expelled from the university;

(2) If serious consequences are caused, expulsion from the university shall be imposed;

(3) Those who violate national laws and regulations, undermine stability and unity, disrupt social order and jeopardize national security shall be expelled from the university.

**Article 8** Those who plan, organize or incite disturbances to undermine stability and unity and disturb social order shall be dealt with as follows depending on the circumstances:

(1) Anyone who instigates or incites others to make trouble and disturb the social



order shall be given a demerit or even expulsion from the university;

(2) Those who organize or lead disturbances and disrupt the stability and unity of society shall be given demerits up to expulsion from the university;

(3) Infringing on the legitimate rights and interests of other individuals or organizations, resulting in serious consequences, shall be punished by expulsion from the university;

(4) Spreading illegal speech or information, inciting trouble or creating confusion, shall be given a demerit until expulsion from the university.

**Article 9** Those who violate national laws and regulations and are punished by the public security and judicial departments shall be dealt with as follows, depending on their punishment:

(1) Those who are sentenced to public security warning or fine shall be given a serious warning or a demerit;

(2) Those who are sentenced to administrative detention shall be put on probation or expelled from school;

(3) Those who have violated the laws of the country and constituted a criminal offense shall be punished by expulsion from the university;

(4) Those who have been punished by public security management, and the circumstances are serious and the nature of the offense is bad, shall be punished by expulsion from the university.

**Article 10** Anyone who provokes trouble or participates in fights and brawls shall be dealt with as follows depending on the circumstances:

(1) Those who, though not hitting others with their hands, provoke, insult or threaten others with words or behaviors, impede others' normal study and life, and cause trouble, shall be given a warning or a serious warning;

(2) Those who hit others with their hands shall be given a warning or serious warning;

(3) Those who cause minor injuries to others shall be given a demerit or above;

(4) If the student causes minor injuries to another person, he/she shall be placed on probation or above;

(5) A person who causes serious injury to another person shall be expelled from the school;

(6) A serious warning or a demerit shall be given to the average participant in a gang fight; the leader or the person primarily responsible for the assault shall be placed on probation or more; and the person who causes injury to another person shall be expelled from the school;

(7) Encouraging or planning others to fight or brawl shall be punished with a demerit or less; if the consequences are serious, the student shall be put on probation or above;

(8) Taking sides in a fight in the name of "persuasion", causing the situation to worsen or causing injuries to others, shall be given a serious warning or a demerit;

(9) Anyone who provides a weapon for another person to fight will be given a serious warning or more depending on the consequences;

(10) Whoever strikes first shall be punished severely; whoever strikes with a weapon shall be punished severely; whoever invites people from inside or outside the school to provoke trouble, strike, or fight shall be punished more severely; whoever threatens, blackmails, blackmails, or retaliates against the person being struck, or witnesses, shall be punished more severely;

(11) Where there is a fight or a brawl, in addition to being dealt with in accordance with the above provisions, the perpetrator is required to compensate for the victim's financial loss and to bear the medical and other necessary expenses. Those who refuse or fail to pay the above expenses on time shall be subject to heavier punishment. If there are more than two persons responsible for the incident, the school security department will decide the compensation share of each person according to the specific situation;

(12) "Slight injuries", "light injuries" and "serious injuries" referred to in this article shall be concluded by the forensic medical appraisal department, and the costs of forensic medical appraisal shall be borne by the party responsible for the accident.

**Article 11** Violators of examination discipline shall be dealt with in accordance with "Measures for Handling Violations of the Examination for Full-time Students of Wuhan University of Science and Technology".

**Article 12** Unauthorized absence from class or school (unauthorized absence from school shall be counted as 4 semester hours per day, minus the number of consecutive days and holidays, and the actual semester hours shall be counted

according to the actual semester hours if the actual semester hours are more than this number). If the total number of absenteeism reaches 20 semester hours in one semester, the student shall be given a warning or serious warning; if the total number of absenteeism reaches 30 semester hours in one semester, the student shall be given a demerit; if the total number of absenteeism reaches 40 semester hours in one semester, the student shall be put on probation or above.

**Article 13** Anyone who appropriates public or private property by stealing, extorting, swindling, fraud, fraudulent claiming and other improper means and ways shall be dealt with as follows, depending on the seriousness of the case, in addition to the recovery of the stolen money and goods or the compensation for the losses:

(1) If the value of the case is less than 400 yuan, the person shall be given a serious warning or less;

(2) If the value of the case is between 400 yuan and 1,000 yuan, a demerit shall be given;

(3) If the value of the case is more than RMB 1,000 yuan, the student shall be put on probation or above;

(4) If there are circumstances of coercion, bullying, enticement, robbery, etc., the punishment will be aggravated until expulsion from the school;

(5) If a student commits multiple offenses while in school, the above provisions shall apply according to the cumulative value of the offenses involved, and the punishment shall be aggravated according to the circumstances until expulsion from the university;

(6) Anyone who purchases or provides conditions for the sale of stolen goods, knowing that the goods are stolen, shall be placed on probation or below; in serious cases, expulsion from the university shall be the sanction;

(7) Those who steal seals, important documents, files and other articles shall be punished with a demerit or above depending on the circumstances.

**Article 14** Anyone who intentionally damages public or private property shall be given the following disciplinary sanctions in addition to the required compensation:

(8) Anyone who damages public or private property valued at less than 400 yuan shall be given a warning;

(9) Those who damage public or private property valued at more than 400

yuan but less than 1,000 yuan shall be given a serious warning;

(10) Those who damage public or private property valued at more than 1,000 yuan shall, depending on the seriousness of the case, be given a demerit or even expulsion from the university.

**Article 15** Anyone who plays mahjong on the campus or in the student life park shall be given a warning in addition to the seizure of the mahjong; if the offense is repeated, the student shall be given a serious warning or a demerit depending on the circumstances.

**Article 16** Those who participate in online and offline gambling or provide casinos, gambling equipment and gambling money for gambling shall be dealt with as follows, depending on the circumstances:

(1) Those who participate in online and offline gambling shall be given a demerit or above depending on the circumstances;

(2) Those who provide gambling equipment, casinos, gambling funds and other conditions for online and offline gambling shall be given a serious warning or more depending on the circumstances;

(3) Those who repeatedly participate in online or offline gambling or the main organizers of gambling activities shall be given disciplinary sanctions of probation or above depending on the circumstances.

**Article 17** Those who violate the relevant regulations of the state and the university on the use of the Internet shall be given the following punishments depending on the seriousness of the circumstances:

(1) Those who intentionally produce or spread computer viruses and other destructive programs, carry out network attacks, illegally invade other people's computer or mobile communication network systems, or carry out destructive operations that jeopardize the safety of the network shall be given punishments of probation or less depending on the circumstances of the case; in serious cases, expulsion from the university; those who illegally use other people's information on the network shall be given a demerit punishment; in serious cases, they shall be given punishments of probation or more.

(2) Using the Internet to spread rumors, rumors, or rumors about others; Those who use the Internet to spread rumors, slander or publish or disseminate false or harmful information, incite subversion of state power or overthrowing of

the socialist system, or incitement to split the country or undermine the unity of the country, or affect the normal order of the university, shall be given a punishment of more than a serious warning;

(3) Whoever steals or leaks state secrets, intelligence or military secrets through the Internet shall be given a serious warning or more;

(4) Those who use the Internet to incite ethnic hatred and discrimination and undermine national unity shall be given a serious warning or more;

(5) Those who use the Internet to organize cults, contact members of cults, and undermine the implementation of national laws and administrative regulations shall be given a serious warning or more;

(6) Those who use the Internet to infringe upon the intellectual property rights of others shall be given a warning or more;

(7) Those who set up obscene websites or web pages on the Internet, provide services linking to obscene sites, or disseminate obscene books, films, audio-visuals and pictures shall be given a warning or more;

(8) Those who log on illegal websites and disseminate illegal text, audio and video materials, etc., shall be given a warning or more; those who fabricate or disseminate false or harmful information shall be given a demerit or more;

(9) Those who use the Internet to insult others or fabricate facts to slander others shall be given a warning or more;

(10) Anyone who illegally intercepts, tampers with or deletes other people's e-mails or other data, infringing on other people's freedom and secrecy of communication, shall be given a warning or more;

(11) Those who utilize the Internet to commit theft, fraud, extortion and blackmail shall be given a serious warning or more;

(12) Through microblogging, WeChat, QQ, posting and other Internet social public platforms for the public to forward or publish unverified or is in the process of investigation of the incident (case) information, infringement of other people's honor, the school's reputation and other legitimate rights and interests, or affecting the normal management of the school, the teaching order, be given more than a warning; the circumstances are serious and cause a bad impact, be given more than a serious warning of disciplinary action;

(13) Publication of inappropriate remarks to the public through microblogging,

WeChat, QQ, posting and other social public platforms on the Internet, infringing on the reputation of others, the school's reputation and other legitimate rights and interests, or affecting the normal management of the school and the teaching order, shall be given more than a serious warning; if the circumstances are serious and the impact is severe, the school shall be given more than a serious warning;

(14) Other violations of the state and the school use of computer network regulations, depending on the severity of the case, shall be given a warning or more sanctions.

**Article 18** Those who have the following uncivilized behaviors shall be dealt with as follows:

(1) Those who spread or disseminate unhealthy or unity-harmful remarks, or make rumors, false accusations, insults, abuses, or threats against others shall be given a warning or a serious warning; those who do not change after criticism and education shall be given a demerit; those who cause adverse consequences shall be given a disciplinary measure of probation or above;

(2) Those who write obscene language, sketch obscene images, or take obscene images shall be given a serious warning or a demerit; those who read or watch illegal books, magazines and audio-visual products related to terrorism, cults, pornography, etc. shall be given a demerit or put on probation; and those who manufacture, disseminate, reproduce, or sell illegal books, magazines and audio-visual products related to terrorism, cults, pornography, etc. shall be given a penalty of probation or more;

(3) Those who molest, insult, or tease others with vulgar and indecent language and gestures, or forcibly pursue others in love, shall be given a serious warning up to expulsion from the university depending on the circumstances;

(4) Anyone who spies on, takes pictures of, or spreads the privacy of others shall be punished with less than probation depending on the circumstances; if serious consequences result, he/she shall be punished with more than probation;

(5) Those who have accompanied alcohol, dancing and other bad behaviors will be given more than a demerit punishment;

(6) Those who share a bed with a man or a woman in a student dormitory, or those who stay in a dormitory of the opposite sex or in a dormitory of the opposite sex, shall be given a punishment of probation or above;

(7) Those who participate in prostitution, patronizing prostitutes, drug addiction or drug trafficking shall be punished by expulsion from the university;

(8) Those who organize or participate in activities that tarnish the image of university students, undermine social morality, violate public order and morals, or engage in other uncivilized behaviors, and cause adverse impacts, shall be given more than a warning depending on the circumstances; those who cause adverse impacts shall be given heavier penalties;

(9) Anyone who sends obscene, insulting, threatening or other messages that interfere with the normal life of others shall be given a punishment of less than probation depending on the circumstances; those who cause serious consequences shall be given a punishment of more than probation.

**Article 19** Anyone who violates the legitimate rights and interests of the school and others as follows shall be punished as follows, depending on the circumstances, in addition to compensation for the losses.

In addition to compensating for the losses, the following punishments shall be imposed depending on the circumstances:

(1) Anyone who gets drunk and makes trouble on the campus or in the student living area, or any other behavior that disturbs the public order, shall be punished with probation or less depending on the circumstances; anyone who gets drunk and makes trouble and causes serious consequences shall be expelled from the school;

(2) Violating the regulations on the use of electricity in the university and failing to change after criticism and education shall be punished with probation or less depending on the circumstances; those who cause serious consequences due to illegal use of electricity shall be given heavier penalties;

(3) Those who use illegal electrical appliances such as electric stoves, heaters, rice cookers, induction cookers, etc. in student dormitories and laboratories (studios) shall be given probation or less depending on the circumstances; and those who cause accidents such as fires or fires shall be given heavier penalties;

(4) Those who illegally use candles, coal stoves, alcohol stoves, liquefied petroleum gas stoves and other items with major hidden dangers in student dormitories and laboratories (studios) shall be sentenced to probation or less depending on the circumstances; those who cause serious consequences shall be given heavier penalties;

(5) Anyone who parks an electric car or charges the battery of an electric car in a student dormitory or laboratory (studio) shall be punished with probation or less depending on the circumstances; those who cause accidents such as fire or fire will be given heavier penalties;

(6) Keeping pets in student dormitories and laboratories (studios) shall be punished by probation depending on the circumstances; repeated offenders shall be given heavier punishments;

(7) Obstructing or interfering with school management staff in performing their official duties in accordance with school regulations shall be subject to disciplinary action up to probation depending on the circumstances;

(8) Concealing, destroying or dismantling other people's mail under less serious circumstances shall be punished by not more than probation depending on the circumstances; under serious circumstances, expulsion from school shall be punished;

(9) Keeping or carrying controlled and dangerous objects in the school, or throwing things downstairs, or burning debris that obstructs public safety shall be punished by probation or less, depending on the circumstances;

(10) Anyone who willfully damages the bulletin or notice signs issued by the school will be given a punishment of not more than probation depending on the circumstances;

(11) A student who knowingly fails to report an incident under investigation by the school, or who willfully commits perjury, or who engages in collusion to obstruct the school's investigation shall be placed on probation or less, depending on the circumstances;

(12) A student who occupies or switches a bed in a student dormitory without authorization, or rents or lends a bed in a student dormitory, or who stays in a student dormitory without authorization, shall be punished by not more than probation, depending on the circumstances;

(13) Those who do not obey the school's accommodation arrangements and administrators during the winter and summer vacations shall be given disciplinary action up to probation depending on the circumstances;

(14) Those who stay overnight in public places such as laboratories and studios without permission will be given disciplinary action up to probation depending on



the circumstances;

(15) Students who have been arranged for centralized lodging by the university and stay out at night without permission shall be given disciplinary punishments of not more than probation depending on the circumstances.

**Article 20** Anyone who forges, trades in, or uses forged or altered official documents, papers, certificates, or certifying documents of state organs, people's organizations, enterprises, institutions, or other organizations, or commits other acts of falsification, shall be given a punishment of demerit or above; and anyone who causes any adverse impact or consequence shall be given a punishment of probation or above.

**Article 21** Those who violate the following academic ethics shall be given the following punishments depending on the seriousness of the case:

(1) Those who falsify articles, conference acceptance letters and other academic supporting materials shall be given a warning or serious warning;

(2) Plagiarizing, copying, or misappropriating others' academic achievements, research results, and experimental data, of which the direct use of content generated by AI tools without attribution is considered plagiarism, and shall be given a demerit or above.

(3) Misappropriation of others' research results, academic achievements, and experimental data, and shall be given a demerit or above;

(4) Falsifying scientific research data, information, literature, annotations, or fabricating facts or making up false research results, and shall be given a demerit or above;

(5) Signing names on research results or academic papers without participating in the research or creation, improperly using the names of others without their permission, fictitious co-authorship of collaborators, or multiple people completing the research together without noting others' work or contribution in the results, shall be punished by a severe warning or above;

(6) Providing false academic information in the process of declaring projects, achievements, awards and scholarships assessment and evaluation, and applying for degrees, etc., which shall be punished by a serious warning or above;

(7) Buying and selling academic achievements (thesis, patents, softwritings, etc.), writing thesis, patents, softwritings, etc. by others or for others, shall be

punished by expulsion from the university;

(8) other academic misconduct, given a warning or above. Article 22 Those who engage in unauthorized business activities on campus and disturb the normal order of teaching and living, and fail to change after criticism and education, shall be given a warning or even a demerit.

**Article 23** Anyone who establishes or participates in an illegal organization on campus or across campuses shall be punished by probation or more depending on the circumstances.

**Article 24** Anyone who engages in cult or feudal superstition activities on campus or across campuses and does not listen to dissuasion shall be given a serious warning or more; if the circumstances are serious or serious consequences result, he/she shall be put on probation or more.

**Article 25** Anyone who engages in religious activities or organizes or participates in religious activities on campus or across campuses shall be given a serious warning or more; if the circumstances are serious or cause serious consequences, he/she shall be put on probation or more.

**Article 26** In the process of investigation and handling of disciplinary incidents, a person who knowingly gives false testimony for others or causes difficulties to the investigation shall be given a serious warning or a demerit.

**Article 27** If a student commits a mild disciplinary act which does not constitute a warning or above, his/her college may give him/her a warning reminder, an educational admonition, or a notification and criticism from his/her grade or college depending on the situation; if he/she receives three notifications and criticisms cumulatively, he/she shall be warned; if he/she commits a disciplinary act again, he/she shall be given a serious warning or above.

**Article 28** Those who have already received disciplinary actions or have violated discipline again during the period of pending disciplinary actions shall be subject to heavier disciplinary actions until they are expelled from the school. Those who have several kinds of disciplinary offenses at the same time shall be subject to heavier punishments on the basis of the highest punishments they should be subjected to among the several kinds of disciplinary offenses.

**Article 29** Anyone who violates the Provisions on the Administration of Students in General Colleges and Universities and the regulations of the university

and seriously affects the order of education, teaching and life in the university as well as the order of management in public places shall be expelled from the university.

**Article 30** Anyone who violates the campus management system and disrupts the normal order of the campus which is not specifically listed in these Measures shall be given disciplinary sanctions with reference to the relevant provisions of these Measures or the relevant documents of the school, which shall be reported to the Office of the President for finalization and implementation.

#### **Chapter IV Rules and Procedures for the Application of Disciplinary Actions**

**Article 31** The implementation of disciplinary actions must be proved by evidence, based on facts and the guidelines of these Measures, characterized accurately, appropriately sanctioned, and standardized in writing. All of the following are valid evidence:

- (1) Documentary evidence;
- (2) Physical evidence;
- (3) Witness testimony;
- (4) Statements of the parties;
- (5) Audio-visual materials;
- (6) appraisal conclusions;
- (7) the investigation transcripts, scene transcripts;
- (8) Identification conclusions, rulings and judgments made by other competent authorities in accordance with the law, such as public security, justice and so on.

**Article 32** The disciplinary actions have slight harmful consequences, and those who have one of the following circumstances may be given lighter or less severe punishment:

- (1) The person who takes the initiative to admit the mistake, give a truthful account of the facts of the mistake, have a deep understanding of the examination, and have the performance of repentance;
- (2) proactively assist in the investigation, there are significant meritorious performance;
- (3) As a result of coercion or enticement by others;

(4) After the occurrence of disciplinary offenses, take the initiative to cooperate with the aftermath, and actively eliminate the impact.

**Article 33** A person who has one of the following circumstances shall be punished more severely:

(1) intentionally concealing important circumstances after a disciplinary offense and obstructing the school's investigation;

(2) Inviting people from outside the school to participate in the disciplinary offense;

(3) Threatening or retaliating against informants, witnesses, or handlers;

(4) Seriousness of the situation and bad influence;

(5) Using the Internet platform to commit disciplinary offenses, and the number of clicks and retweets of the postings violates the relevant provisions of laws, regulations, rules and regulations, or generates Internet public opinion, or causes other serious consequences.

**Article 34** Those who are subject to disciplinary actions shall be additionally given the following treatments:

(1) From the date of the disciplinary action, he/she shall be disqualified from applying for all scholarships, merits and prizes, and welfare subsidies in the current academic year;

(2) A student cadre shall be disqualified from serving as a student cadre in the current academic year from the date of punishment;

(3) If the disciplined person is a member of the CPC (including preparatory) or a member of the Communist Youth League, he/she shall be submitted to the Party or League organization for corresponding disciplinary actions in accordance with the stipulated procedures.

**Article 35** The division of authority to give disciplinary action:

(1) In addition to examination disciplinary actions in accordance with the Measures for Handling Examination Violations of Ordinary Full-time Students of Wuhan University of Science and Technology, the competent authority for disciplinary actions for all graduate students enrolled in the university shall be the Graduate School;

(2) For disciplinary actions below serious warning, the university authorizes the college where the disciplined student resides to deal with them, and the

decision on disciplinary actions will be made by the joint meeting of the party and government of the college and reported to the corresponding competent department for the record;

(3) A demerit sanction shall be proposed by the joint meeting of the Party and Government of the college where the disciplined student is enrolled as a preliminary opinion on the handling of the case, which shall be reported to the corresponding competent department for approval and a decision on the sanction shall be made;

(4) The sanction of probation shall be proposed by the joint meeting of the Party and government of the college in which the disciplined student is enrolled, and reviewed by the corresponding competent department and submitted to the head of the university in charge for approval and a decision on the sanction;

(5) The sanction of expulsion from the university shall be proposed by the college in which the disciplined student is enrolled as a preliminary opinion, reviewed by the corresponding competent department, examined by the university leader in charge, and decided by the presidential office meeting;

(6) The expiration of the sanction of less than a serious warning, the student himself/herself submits a written application, and the Party and Government Joint Conference of the college where the student is enrolled makes an opinion on the treatment, which is reported to the corresponding competent department for the record;

(7) Upon expiration of the punishment of demerit, the student himself/herself shall submit a written application, and the Party and Government Joint Conference of the college where the student is studying shall form a preliminary opinion on the handling of the case, and report it to the corresponding competent department for approval and make a decision on the lifting of the punishment;

(8) The probationary punishment shall expire on the expiration of the probationary period, and the student himself/herself shall submit a written application, and the Party and Government Joint Conference of the college where the student is studying shall form a preliminary opinion on the handling of the matter, report it to the corresponding competent department for examination and approval, and report it to the head of the university in charge for examination and approval.

**Article 36** The implementation of disciplinary procedures:

(1) Conducting investigation and obtaining evidence. After the occurrence of student disciplinary incidents, the college (including centers, departments and institutes, the same below) shall promptly report and investigate or take the initiative to assist the relevant departments to carry out investigations, collect evidence of student disciplinary violations in a timely manner, and organize the relevant materials;

(2) Formation of proposed disciplinary opinions. For student disciplinary incidents that are clear or have been investigated clearly, the college where the disciplinary student is enrolled shall, within 5 working days, make an opinion on the proposed disciplinary action in accordance with the provisions of these Measures;

(3) Hearing the statement and defense of the parties concerned. Before the disciplinary decision is made, the person concerned shall be informed of the relevant facts, reasons and basis for the proposed disciplinary action, and the student's statement and defense shall be heard. After the student's statement and defense, a written report shall be compiled based on the transcript, and the written report and the original transcript (the student to be disciplined shall sign the transcript, and if he or she refuses to sign it, the principal writer shall write a textual explanation) shall be filed in the student's disciplinary materials as an attachment to the report on the student's disciplinary action;

(4) Make a decision on the disciplinary action. The disciplinary action against the student shall be in accordance with due process, sufficient evidence, clear basis, accurate characterization, and appropriate punishment. Sanctions given to students shall be formally documented in accordance with the corresponding official document management methods, and a decision letter on the sanction shall be issued. The disciplinary decision shall contain a brief description of the disciplinary offense, the basis of the punishment and the student's right to appeal;

(5) The delivery of the disciplinary decision. After the disciplinary decision is made, the college in which the student is enrolled shall deliver the disciplinary decision letter to the student himself/herself, and the student shall sign for it. If the student refuses to sign for it or cannot sign for it due to special circumstances, it can be served by detention; if he/she has already left the school, it can be served by mail; if he/she is difficult to be contacted, it can be served by public announcement

using the website of the school and the news media;

(6) Publication of the disciplinary decision. The disciplinary decision shall be published in a timely manner as appropriate;

(7) Filing and management of disciplinary materials. The decision on the disciplinary action and the related original materials shall be handed over to the competent department of the school, which is responsible for filing the related materials in the school's paper archives and the student's own archives. The disciplinary decision on expulsion from school shall be reported to the Hubei Provincial Department of Education for record at the same time.

**Article 37** If a student disagrees with the disciplinary decision, he/she may, within 10 working days from the date of receiving the disciplinary decision, submit a written appeal to the Student Appeal Committee of the school. During the appeal period, the execution of the disciplinary decision shall not be stopped. If the Student Appeals Committee deems it necessary, it can recommend the university to suspend the execution of the decision.

**Article 38** A student who is expelled from the school shall complete the procedures of leaving the school and leave the school within 10 working days after the effective date of the disciplinary action, and the archives and household accounts shall be returned to the place where his/her family is registered; if he/she fails to do so, he/she shall be responsible for the consequences.

## **Chapter V By-laws**

**Article 39** The terms "above" and "below" in these Regulations include the present number.

**Article 40** These Measures shall be interpreted by the Graduate School.

**Article 41** These Measures shall come into force on the date of promulgation. The original "Measures for Disciplinary Punishment of Postgraduates of Wuhan University of Technology (for Trial Implementation)" (School Research Word [2017] No. 45) shall be abolished at the same time.

## Appendix IV:

### WUT Examination Rules

1. When taking examinations, all student's identity cards and ID card (or campus card) should be put on the table for supervisors to check. Candidates who don't bring all the certificates are not allowed to take the examination.

2. Candidates should arrive at the examination room 10 minutes ahead of the starting time. Any candidate who is late over 30 minutes shall be deprived the qualification to take the examination and shall be considered as absence. No candidates are allowed to leave within 30 minutes. After the examination, candidates should leave instantly and not return to the examination room anymore.

3. Candidates should take the seat randomly arranged by the person monitoring the examination, could not change the seat without permission. Otherwise they would be disqualified from the examination.

4. Cell phones, carriers of store and inquiry function or the self-prepared scratch papers are not allowed to be taken into the examination room. When taking close-book examination, candidates should only bring necessary stationery. Cell phones, notes, papers or backpacks should be placed in the assigned place (Cell phones should be powered-off and put into the backpack). When taking open-book examination, candidates should not borrow books or notes. Otherwise they would be disqualified from the examination or considered as cheating.

5. During the examination, whispering, passing notes, giving signs, correcting answers or peeking others' exam papers or plagiarism would be regarded as violating the examination rules or considered as cheating. Taking examination for others is strictly prohibited or both the violators would suffer the punishment of expulsion.

6. During the examination, candidates should keep quiet, no shouting or walk freely. Candidates should raise hands when necessary. Any candidate is not allowed to leave the examination room. If there are any special circumstances, they should be permitted by supervisors for only once.

7. Candidates should hand in examination paper within the required time, or they would be considered as absence.

8. Anyone is not allowed to enter the examination room except supervisor in charge, supervisor, and candidates who taking exams and the inspectors assigned by the school. Supervisors should not inspire or guide candidates.

9. Supervisors have the right to supervise candidates to observe the examination rules. As to the violators, corresponding punishment would be adopted according to specific circumstances.

Supervisors who neglect their duties or shield candidates who cheat the exams should be dealt with seriously according to the specific circumstances.



## **Appendix V:**

# **Cases of Ill Performance**

## **I. Punishment for fighting**

In October, 2013, three undergraduates enrolled in 2013 and an undergraduate enrolled in 2010 at a university had physical altercations with a student in another university due to romantic entanglement. Then they four rushed to the student's dormitory and wounded him. All the students involved were severely criticized by the university and deprived of the qualifications to be assessed as excellent students of the year. Meanwhile, they had to compensate the injured party for the financial losses and medical costs according to the regulations of the public security department. One of the four was persuaded to be withdrawn from the university.

In December of the same year, a female undergraduate enrolled in 2013 at a university crashed into the girl dormitory in another university and used the blade to cut the girl just because she suspected that the girl had romantic entanglement with her boyfriend. The public security department seriously criticized and educated her and ordered her to bear all the medical expenses that the injured party paid in hospital. Additionally, she was deprived of the qualifications to be assessed as excellent students the same year.

## **II. Drunken Driving Accidents**

In June, 2014, an undergraduate enrolled in 2012 at a university drank a lot in the bar and drove home. On the way home, he had an accident and was wounded in the face, causing two girls injured in the same car.

The student was taken to the hospital and treated surgically in time. He had to bear his own and the other two girls' medical expenses. Inviting suspicion of drunken driving, the public security department gave him 6 months of administrative detention. After the punishment came into effect, he was deprived of the qualification of study at the university and was expelled from the country.

## **III. Malicious extension of visa and leaving the country over due**

At the end of 2013, a master degree candidate enrolled in 2011 at a university was demanded to extend visa in a stipulated time and leave the country immediately since he defaulted on the tuition of last semester. However, the student held the minds of fluke, made up every excuse and refused to go through procedure of visa extension, in the end causing the malicious extension of visa. The public security exit-entry administration gave him an administrative detention,

ordered him to leave the country within the given time, and forbade him to enter the country in 5 years according to the law.

#### **IV. Punishment for Theft**

From March to April, 2014, a foundation year student enrolled in 2013 at a university stole into a international students' dormitory to steal many times, such as precious articles such as laptops, digital cameras, mobile phones. After the judicial organs investigated the event carefully and transacted it according to the law, the student was sentenced to 3 months of fixed-term imprisonment. While serving the sentence, he was deprived of the qualification of study at the university, and he was expelled from the country and was banned to enter the country in 5 years.

#### **V. Fatal accidents resulting from drunkenness**

In March, 2014, an adult doctor degree candidate enrolled in 2012 at a university drank continually for four hours in the dormitory on campus and in the bar off campus. In the early morning, he returned the dormitory on campus from the bar alone. Unluckily, he fell down and died on the way to the dormitory, which brought huge pain to his pregnant wife and the young children.

#### **VI. Punishment for Harassing Others**

In December, 2013, a master degree candidate enrolled in 2013 at a university insulted and coddled a lady off campus after drinking. As a result, he was fined Yuan 500 by the public security department according to the law as well as was given a serious warning by the university where he studied.

#### **VII. Drug-related penalties**

In December 2013, a 2016 undergraduate student of a university was sentenced to three years and six months' imprisonment by the public prosecution for drug trafficking, and after the punishment took effect, the student's eligibility to study in the school would be revoked and he would be deported from the country by the judicial authorities after serving his sentence.

## Appendix VI:

# Safety Information

### Emergency Contacts:

**Police:** 110

**Fire Department:** 119

**Traffic Accidents:** 122

**First Aid and Ambulance:** 120

**On-campus Security Office:** 87651110

**International Student Office:**

87608608 (Mafangshan Office)

87590525 (Nanhu Office)

### TRAFFIC SAFTY

1. Civilly ride bicycles or drive vehicles on campus. Do not chase each other.
2. Look both sides when crossing a road. Use the pedestrian crossing. Do not jays walk or run the red light. Do not ride or drive against traffic.
3. When driving vehicles off-campus, use the appropriate lane. Drive on the right. Speeding, driving after drinking alcohol or driving with no license and registration are strictly prohibited.
4. Please obey the traffic rules. Motorcycles are not allowed, the use of electric bicycles must comply with the Wuhan traffic regulations, for a license plate before riding, and may not ride with people and high speed (school speed limit of 5km / h), in order to avoid traffic accidents.

### SELF-PROTECTION

1. Please see a doctor when you feel sick. Consult a friend or an international student's advisor if you are not familiar with how to visit a Chinese hospital. Many insignificant illnesses are worsened by delayed treatment.
2. Always carry an emergency contact card with you. Your emergency contact can be your legal guardian or supervisor in China, a teacher, friend or relative in Wuhan.
3. When taking a bus, eating at a restaurant, staying at a hotel or shopping, always use a formal (e.g. state-run) institution and ask for receipts and /or invoices.
4. Inform the International Student Office when you travel outside the Wuhan

area. Try to travel with a partner or in a group and take care of each other. Stay in touch with your relatives, friends or International Student Office. Avoid going out alone at night.

5. When finding yourself in a crowded situation like a bus station, train station, airport or tourist attraction spot, try to avoid petty theft by using your common sense. Items in your back pockets and backpack are easy targets for pickpockets. Wear your bag on your front, beware of your surroundings and be on alert.

6. In places like classrooms, the library, the dining hall and the gym, do not lay around your school bag, clothes, cell phone or wallet randomly. Do not leave your valuables unattended, always carry them with you or entrust a friend with them.

7. When using an ATM, do not enter the password if you think someone is peeking over. If you encounter a technical difficulty, do not leave the machine. Instead, call your bank's customer service immediately.

Industrial and Commerce Bank of China (ICBC) :95588

China Agricultural Bank: 95599

China Construction Bank: 95533

China Communication Bank: 95559

Bank of China: 95566

### **FRAUD PREVENTION**

1. Do not lend your passport, student ID card, campus card or other ID card to people you don't know or you've just met in case of identity theft.

Do not release your personal information such as your passport number, cell phone number or bank account number to strangers in case of identity theft.

2. Do not lent money or other valuables to strangers.

3. Modern crimes have taken on many few forms. Do not be gullible in believing message like lottery winning, disaster donation or high credit line approval through the Internet or cell phone.

4. If you want to find a part-time job, report to the SAO of International College and apply through legal agencies.

5. International students are not allowed to join any commercial activities held by any institution without the permission of the office.

### **FINDING YOUR OWN HOUSING**

1. When you try to find housing other than the International Students Dormitory either on or off campus, make sure that the housing information is reliable and the leasing procedure is complete and legal.

2. After signing the lease, make sure to ask the landlord to bring you to register

in the local police station with the original and copy of your lease as well as your original and copy of the passport, and then bring the registration paper to the International Student Office.

3. For the safety, make sure that all the furniture and apparatus are in good condition when you move into a house.

4. During your stay, check all the apparatus regularly. If there's a problem, report it to your landlord and have it fixed immediately. Use all the apparatus safety.

5. Try getting along with your landlord and neighbors. Most people are very friendly. Contact the International Students Office or call the police if any unsolvable problem is caused.

6. If you are moving into a new place, please update your address and other contact information with both the International Student Office and the local police station.

#### **FIRE PREVENTION / SAFE ELECTRICITY OPERATION IN WINTER**

1. Observe all the safety measures when using electrical apparatus in public kitchen. Turn off electricity and gas when you leave your house or before going to bed.

2. Do not smoke in bed. Do not throw cigarette butts everywhere. Do not light candles inside the house.

3. Do not remove or damage the fire house and other fire-fighting equipment. Do not block the "fire department use only passage".

4. Do not expose combustibles or explosives to open flame. Do not mix oxygen, hydrogen or other explosive gases together.

5. In case of fire, call 119 or the campus police station right away. Then, use water or extinguisher to fight the fire.

6. These provisions will be effective starting on the day of issue. International College is responsible for interpretation of these provisions.

7. In the cold weather before leaving your apartment, you are supposed to shut off all water and electricity supply inside the room. In winter only air-conditioner is permitted to be used for you to warm yourself. All other kinds of heaters are forbidden to use. Cooking is also forbidden in your room and any kind of kitchen ware cannot be used in your room. High-power electric appliance is forbidden. For example, please don't use coal stove, electric stove, LPG stove, spirit stove, electric cooker, induction cooker or other kinds of stoves, cookers or heaters in your apartment. The flammable, explosive and the virulent substances are prohibited in the dormitory and attention should be paid to the fire prevention. If a fire was aroused by improper use of electricity operation, the host must be

responsible for all the loss.

8. Unauthorized wires connection is strictly forbidden



## **Notice for Strengthening the Connection between the Attendance & Performance and Residence Permit Extension period**

Recently, the Immigration Office of Wuhan City promulgated regulations that the extension of international students' residence permit shall be related with students' performance and attendance at university. It has been emphasized that those international students whose course pass rate among the required courses or attendance rate is respectively lower than 60% or the average value of two rates is lower than 60% can only get the residence permit less than one year; whose total rate of these 2 added up is lower than 50% or attendance rate is lower than 30% their residence permit extension application will be rejected by the immigration office. In order to have those regulations widely understood in our university, and to help international students strictly observe and abide by them, the WUT Attendance and Performance Regulations for International Students are reiterated hereby as follows:

1.The university will continue to strictly enforce the associated system between the residence permit extension period and the payment period .Anyone who have tuition arrears without valid reason will automatically trigger the self-withdrawal of their student status since the next semester and be ready to leave China for home before the end of that semester. Those students who no more have their student status shall be reported to local immigration office to have their Residence Permit canceled;

Students who have balance for tuition fee or accommodation fee are required to sign an informed consent to get 6 months residence permit extension. The students are required to clear all the balance and pay for the following semester before 30<sup>th</sup> November, 30<sup>th</sup> May or 2 months before residence permit expiry date (whichever comes first). If the attendance rate is lower than 30% or the payment balance has not been cleared for the semester, the students are required to start the procedure of leaving the university and leaving China one month before the end of the semester (31st December or 30th June) or one month before the expiry date of the residence permit. The study status in the university will be canceled automatically. The university will cancel the study status of those students who break the regulations above or those who are not qualified to continue the study here on 31st January or 31st July each year. The university will not issue any residence permit extension certificate for them, and will report to the local immigration office to cancel the residence permit they are holding.

2. Not only all scholarship holders are required to strictly abide by the regulation governing the monthly living allowance and their monthly fingerprinting on time, but also the other students of self-supported or other financial sources are supposed to have their monthly fingerprinting at the closest ISO from the 25th to the last day of each month since this semester. Any students who fail to confirm their monthly fingerprints over three times per semester shall not be allowed to apply for Residence Permit more than six months.

3. All students should not leave the university in the last six months before the ending date of their study length. During the last six months of the extended length of study, all students should have double confirmation of their stay at the university by both monthly fingerprint at ISO and their supervisor personal signature. Without fully implementation of such a double confirmation in last six months during the extension period the students shall lose the chance to get their monthly living allowance;

4. Every four weeks in each semester the University shall respectively organize cultural experiences, random checking the attendance from their lecturers, participation in teaching evaluation or behavior in final exams for international students. Those who are found three absences from these four activities shall lose their student status since the next semester and the chance to have their residence permit extended.

5. All students are supposed to strictly observe the roll-marking regulations. Any international students who are late in each class over 15 minutes, or late or leave earlier over 3 times shall be regarded as one absence; Any international student who are found absent from each course over 30% of total class hours shall lose the chance to take the final examinations. Any absence over 30% of the total teaching hours or failure over one third of total exams in each semester shall be marked one Warning of Study in the Management System; Any two Warnings in each semester shall automatically trigger the withdrawal of their student status since next semester, and shall be leaving China before the end of that semester.

6. To further specify the level and grade of the annual review. Theoretically, international students must pass exams around 90% of all the courses during study time in China. If the student who has scores higher than 70% but passes less than 90% of the total will be given academic warning for once, student who passes less than 70% of the total will be disqualified; The 2-year international students must make the thesis proposal report defense at the third semester, the 3-year international students must make the thesis proposal report defense at the second academic year, meanwhile the middle-term master review will take steps with thesis proposal report defense; 3-year international doctorate students must add proof of



paper submission to extend graduation.

7. All the international students must contact with supervisor at least once a month during the course study period, and no less than two times during thesis writing period before graduation. International students who could not meet above requirements for 3 months in each semester will get the residence permit less than 6 months.

8. Campus cards held by students who live on campus will have the same validity with his residence permit. In principle, campus card should be updated yearly. During the period of living in university, students who have been recorded for returning dormitory late more than five times, we will give him/her a warning of studying. Students

who have been permitted to live outside university, if his course attendance rate or exam pass rate is less than 50%, we will give him/her a studying warning.

## **Letter of Commitment to the Responsibility with Half-Year Validity of My Residence Permit**

I (passport name) \_\_\_\_\_ Nationality \_\_\_\_\_, passport number \_\_\_\_\_, Application number \_\_\_\_\_ Due to my personal reasons I'm only qualified to apply a half-year residence permit with validity until \_\_\_ year \_\_\_ month \_\_\_ date. Hereby, I swear that I fully understand and strictly abide by the following regulations, and I shall be responsible for all the consequences for my violation of these regulations.

1. Students are required to send a scanned copy of the latest Residence Permit page to chenying510@whut.edu.cn no later than the next day after it's issued.

2. Students are required to clear all the balance (tuition fee and accommodation fee) and pay for the following semester no later than 2 months before the end of each semester (30<sup>th</sup> November or 30<sup>th</sup> May) or 60 days before the expiry date of their residence permit.

3. Students are required to abide by Chinese law and university principles and regulations during their study here, to monthly confirm their fingerprint, and make sure that their attendance rate is never lower than 80%.

4. If my attendance rate is lower than 30% or the payment balance hasn't been cleared for the semester before the time-line as Item 3, I am supposed to start the procedure of leaving the university and China no later than one month before the end of the semester (31<sup>st</sup> December or 30<sup>th</sup> June) or no later than one month before the expiry date of my Residence Permit. As a result I willingly agree to give up my study status in the university.

5. Before each 31<sup>st</sup> January or 31<sup>st</sup> July the university will cancel the study status of those students who break the above regulations or those who are not qualified to continue their study here. The university will not issue any official certification for such applicants to renew residence permit, and will report to the local immigration office to cancel the residence permit within validity.

6. Any admission application from those students whose residence permit had been canceled before might be rejected by the host university.

Recipient:

Signature :

Date:

## Appendix IX:

# Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners

## Accommodation

### Accommodation registration

- If you reside or stay in domiciles other than hotels, you or the persons who accommodate you shall, within 24 hours after your arrival, report to the local public security organ and fill in the registration forms of temporary accommodation.

### Illegal Stay/Residence

- Do not reside illegally in China, or you shall be given a warning; where circumstances are serious, you shall be imposed with a fine of RMB 500 Yuan per day, with a cap of RMB 10,000 Yuan in total, or be detained for not less than five days but not more than 15 days.

### Harboring or hiding foreigners who illegally reside in China

- Don't harbor or hide foreigners who illegally reside in China, or you'll be fined not less than RMB 2,000 but not more than RMB 10,000; where circumstances are serious, you shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than RMB 5,000 Yuan but not more than RMB 20,000 Yuan.

### Illegal Employment

- Working in China should always be with a working permit and a working resident permit. Or you shall be fined not less than RMB 5,000 but not more than RMB 20,000 Yuan; where circumstances are serious, you shall be detained for not less than 5 days but not more than 15 days and shall also be fined not less than RMB 5,000 Yuan but not more than RMB 20,000 Yuan.

### Traffic Regulations

- Foreigners should obey traffic regulations. If you want to drive a car or motor vehicle in China, you need to change the international driving license into Chinese driving license.

- Do not drive anyone's motor vehicles without permission. Do not drive any vehicles after drinking alcohol.

**Noise**

- Do not make noise to disturb the daily life of another person, or you shall be given a warning; if you fail to make corrections after warning, you shall be fined not less than RMB 200 but not more than RMB 500.

**Drugs**

- Taking or trafficking drugs is strictly forbidden according to the Chinese law.
- Smoking drugs is not allowed in China, including opium, cocaine, hemp (cannabis), etc.

## Appendix X:

# Wuhan University of Technology Application Guide for Self-supported International Students

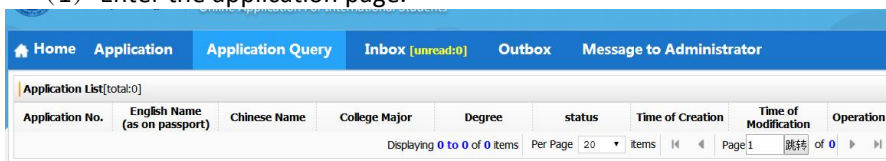
## Application Procedure

1. Open the application website at admission.whut.edu.cn. Use email to register the account, shown as the following picture:

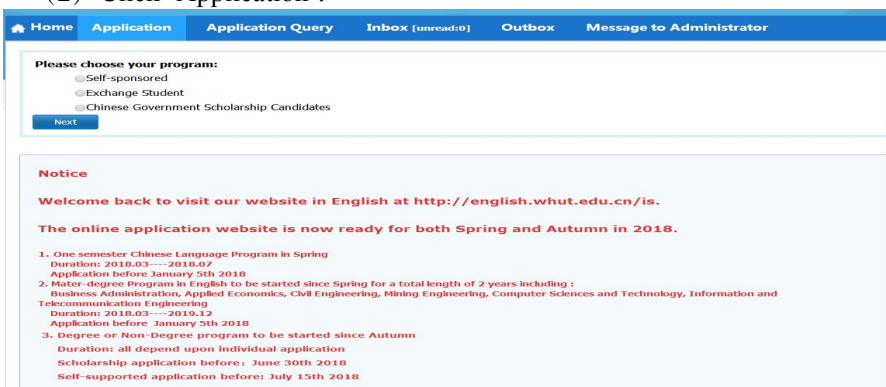


The specific steps are as follows:

(1) Enter the application page.



(2) Click 'Application'.



(3) Choose 'Self-sponsored'.

**Please choose your program:**

- Self-sponsored  
Applicant who would be self-sponsored, or sponsored by other government, organisation, company, individuals, etc.
- Exchange Student
- Chinese Government Scholarship Candidates

[Next](#)

(4) Choose your type: undergraduate/postgraduate/doctoral student.

**please choose your type :**

- Doctoral Student
- Postgraduate Student
- Undergraduate Student
- Senior Visiting Scholar
- General Scholar/ Preparatory Student
- Chinese Language Student

[Prior-Back](#) [Next](#)

(5) Fill in the complete personal information and meanwhile upload the original scanning copy of the application materials.

**Home Application Application Query Inbox [unread:0] Outbox Message to Administrator**

**1.Basic Info**


**2.Study Plan**

**3.Education & Employment**

**4.Additional Info**

**5.Contact Info**

**6.Application Form Pre-review**

**\*Personal Photo**  Please upload your recent full-faced passport size photo (\*.jpg,\*.jpeg,\*.png).  
[Add your photo](#)

Family Name(as on passport)	Given Name(as on passport)
Chinese Name (if available)	*Gender <input type="radio"/> male <input type="radio"/> female
*Marital Status <input type="radio"/> unmarried <input type="radio"/> married	*Nationality <input type="text" value="Please choose"/>
*Birth Date <input type="text"/>	*Country of Birth <input type="text" value="Please choose"/>
*Place of Birth(City,Province)	Native language <input type="text" value="Please choose"/>
*Highest Level of Education <input type="text" value="-choose-"/>	*Religion <input type="text" value="-choose-"/>
*Employer or Institution Affiliated	*Occupation <input type="text" value="-choose-"/>
Health Status	Emigrant from mainland China, Hong Kong, Macau, and Taiwan? <input type="radio"/> yes <input type="radio"/> no
Hobby	

**Passport And Visa**

\*Passport No.  \*Passport Expiration Date

[Save and Next](#)

The relevant documents to be attached as follows:

- ① Certificate of the highest degree ;
- ② Highest degree transcripts ;
- ③ Valid passport (A valid foreign passport or certificate of nationality for more than four years and a continuous residence of two years or more in the host country for the last four years) ;
- ④ Letters of recommendation from two professors, associate professors or relevant organizations (required for applicants apply for postgraduate or advanced studies) ;

⑤ Personal study and research plan (required for Postgraduate applicants);  
⑥ A valid HSK certificate must be submitted by the Chinese Language applicants who apply for exempting from taking a Chinese language course or a foundation course.

⑦ A release letter from the original School(if the applicant is in China);

⑧ TOEFL score of 70 or above, IELTS score of 5.5 or above, or relevant English learning certificate (applicant applies for English teaching majors)

⑨ If there are any other certificates, please provide;

(6) The automatically generated application number can be viewed after the application has been submitted successfully.

2. Make a payment of a registration fee of 500 yuan and upload it to the personal account in the bank system. (Bank account information is as follows: Account name: Wuhan University of Technology, account number: 3202 0067 0900 0475 962, Bank Name: Industrial and Commercial Bank of China Hubei Branch, SWIFT CODE: ICBKCNBJHUB)

3. Please note that the applicant's visa or residence permit should be valid for 90 days or more and the passport should be valid for 180 days or longer than the registration date.

4. If there is anything related to application for admission, please contact the International Students Office.

Telephone:+86- (0) 27-87166636

Email: fstudent@whut.edu.cn

Appendix XI:

## Living Guidance for New International Students

Timetable of School Buses Running between Yujiatou Campus and Mafangshan Campus

### 1: Nanhu Campus——Yvjiatou Campus (Commuter buses) ↵

Monday to Friday (One medium-sized bus)↵	departure time and location of Nanhu Campus↵	departure time and location of Yvjiatou Campus↵
	<b>Time:</b> 7:00、13:00 <b>Location:</b> Boxue East Building, Boxue Road, Nanhu Campus↵	<b>Time:</b> 17:30↵ <b>Location:</b> Yujiatou Activity Center↵

↵

### 2.Nanhu Campus South Campus —— Yujiatou Campus (Teaching shuttle bus) ↵

Monday to Friday ( One medium-sized passenger car )↵	departure time and location of Nanhu Campus↵	departure time and location of Yvjiatou Campus↵
	<b>Time:</b> 8:50、12:30、15:50、18:30、21:35↵ <b>Location:</b> Boxue East Building, Boxue Road, Nanhu Campus↵	<b>Time:</b> 6:50、8:40、12:30↵ 13:00、15:50、18:30、21:35↵ <b>Location:</b> Yujiatou Activity Center↵

Timetable of School Buses Running between Nanhu Campus and Mafangshan Campus

	Departure Time Outside the Building 2 at Nanhu Campus	Departure Time Outside the Building 4 at Mafangshan Campus
Monday to	7:30 9:40	7:30 9:40



Friday	13:30 15:40	13:30 15:40
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■ **Mafangshan Campus:**

No. 205 Luoshi Road, Hongshan District, Wuhan, Hubei, China

● **Industrial and Commercial Bank of China (ICBC) at the East Campus:**

30 meters from The Office Supplies Supermarket

● **Industrial and Commercial Bank of China (ICBC) at the West Campus:**

30 meters from the back of President's Building

● **Photo shop:**

10 meters from the right side of ICBC

● **International Students Office :**

Teaching Building 4

Room 500 - Admission Office: Telephone: 87166636

Room 407 - General Affairs: 87608608

Room 402 - Teaching Affairs: 87658253 (Postgraduates)

87884569 ( Undergraduates and non-degree

students)

■ **Nanhu Campus :**

International Students Dormitory, Building 9, Xiongchu Avenue, Wuhan , China

● International Students Office address: Room N9S204

Telephone: 87590525

■ **Yujiatou campus: No. 1040 Heping Avenue, Wuhan ,Hubei, China**

● **Industrial and Commercial Bank of China (ICBC) :**

30 meters from the east of No 2 Ligong Bridge

● **Photo shop:**20 meters from the right side of the Bank of China

● **International Students Office:**

The first floor of the Foreign Students Apartment, phone number: 86554406.

■ **Medical Certificate Verification:**

Hubei International Tourism Health Center

Add: No. 430, Gaoxin Avenue, East Lake New Technology Development Zone, Wuhan

■ **Public Security Bureau/Immigration Office:**

1. Exit and Entry Administration Department of Wuhan Public Security Bureau

Department No 117, Jinqiao Avenue, Jiang'an district, Wuhan;

Subway Line 2 -Subway Line 3 and get off on Civic Center station.

Tel: 027-85395433

2. No.777 High-tech Road, Wuhan (junction between High-tech Road and No.4 Optics Valley Road)

Take No. 301, 786, 913, 536 or 333 and get off on Optics Valley Governmental Affairs Center station.

Tel: 027-12580

■ **Hubei Province Wuhan City Hongxing Notary Public Office (Monday to Saturday, Holidays excluded) :**

● **Address:** 20th floor, Zhongkekaiwu mansion, Luojiashan Road No.19, Hongshan district, Wuhan, Hubei;

● **Tel:** 027-87165050、87165051

● Bus 586 to Luojiashan Quanyechang Station

● Baidu Map: <https://j.map.baidu.com/dVHPP>

● **Necessary documents:**

— **Passport**

— **Notarized Non-criminal Certificate:** Non-criminal Certificate ( provided by International Students Office and stamped by security office of the university, joint with your study status certificate)

— **Notarized Diploma/Degree Certificate:**

Diploma / Degree Certificate

— **Notarized Transcript / Study Certificate:**

Transcript / Study Certificate

**All the notarization may take a week`s time.**

■ **China higher education :**

<http://www.chsi.com.cn/xlrz/ct05.shtml>

■ **The procedure to apply for diploma and graduation certificate authentication:**

<http://www.chsi.com.cn/xlcx/>

■ **Monetary and Banking Services**

In China, only RMB can be used. Unit of the RMB is “Yuan” (100cents), “Jiao” (10cents) and “Fen” (1 cent), abbreviation is RMB. The most general Chinese currency includes 8 types in total, which are 100yuan, 50yuan, 20yuan, 10yuan, 5yuan, 2yuan, 1yuan, and 5jiao. The most general coins are 1yuan, 5jiao, and 1jiao.

Currency Exchange

GBP, HKD, USD, Euro, Japanese yen, Canadian dollar, Australian dollar and other foreign currency can be converted into RMB.

Seven foreign currency credit cards in the designated exchange offices can be used for exchange, they are:

1. American Express
2. Master Card
3. VISA Card

4. Dinner's Club Card
5. JCB Card
6. Million Card
7. Federal Card

Most of The Chinese banks can handle the RMB and foreign currency (including traveler's checks, etc.) exchange and deposit services. Be sure not to suffer economic loss. When you change money you need to show passport or residence permits. For specific problem, you can consult to the bank.

On the campus there are the Bank of China, ICBC, and there are other banks around campus like China Construction Bank, China Industrial and Commercial Bank, Agricultural Bank of China, China's Commercial Banks, which provide a variety of RMB and foreign currency deposits, withdrawals services. Opening new accounts needs valid passport.

In these bank, foreign currency can be deposited directly into a GBP, Hong Kong dollar, U.S. dollar, euro, Japanese yen, Canadian dollar, Australian dollar and the euro, a total of seven currencies.

1. Bank of China Customer Service Number:95566
2. Industrial and Commercial Bank of China customer service Number:95588
3. China Construction Bank Customer Service Number:95533
4. Agricultural Bank of China Service Numbe:95599

### ■Ticket Booking

You could go to Ticket Booking Agency to book train ticket or air ticket, one is close to the southwest gate of East campus, and the other one is close to the X8 International Dormitory of West campus. You could also choose to book the ticket from Wechat、Qunar.com or Alipay.

### ■Transportation to the campus

#### Arrival by Plane:

For a student who comes to Wuhan for the first time, it recommended to take a taxi from the Tianhe Airport. The taxis are available in a designated zone indicated by the signs in the airport. To guarantee your safety and rights, please take legally approved taxi which has a uniform coating and avoid the "Unlicensed taxi", which might overcharge you illegally. Please remember to ask for the receipt before you get off. The fee in normal traffic condition is as follows:

Starting Point	Destination	Suggested Vehicle	Estimated Cost
Tianhe Airport	Mafangshan Campus	Subway Line 2	RMB 6
		Taxi	RMB 150

	Nanhu Campus	Subway Line 2	RMB 6
		Taxi	RMB 170
	Yujiatou Campus	Taxi	RMB 110
Wuhan Railway Station	Mafangshan Campus	Subway Line 4 to 2	RMB 4
		Taxi	RMB 60
	Nanhu Campus	Subway Line 4 to 2	RMB 4
		Taxi	RMB 80
Yujiatou Campus	Taxi	RMB 30	
Hankou Railway Station	Mafangshan Campus	Taxi	RMB 60
		Subway Line 2	RMB 4
	Nanhu Campus	Subway Line 2	RMB 4
		Taxi	RMB 80
Yujiatou Campus	Taxi	RMB 40	
Wuchang Railway Station	Mafangshan Campus	Taxi	RMB 20
		Subway Line 3	RMB 4
	Nanhu Campus	Subway Line 2	RMB 2
		Taxi	RMB 20
Yujiatou Campus	Taxi	RMB 40	

#### Route Guide:

\*1: Wuhan Railway Station → Subway Line 4, Huangjinkou Direction → Hongshan Square Station, Switch to Subway Line 2, Guanggu Square Direction → Get off at Jiedaokou Station, Exit B.

\*2: Hankou Railway Station → Subway Line 2, Guanggu Square Direction → Get off at Jiedaokou Station, Exit B.

\*3: Wuchang Railway Station → Subway Line 4, Wuhan Railway Station Direction → Zhongnan Road Station, Switch to Subway Line 2, Guanggu Square Direction → Get off at Jiedaokou Station, Exit B.

Mafangshan Campus is 500m south from the Exit B. Students who are assigned to live in Jianhu Campus can take the school bus in Mafangshan Campus to there.





