

上海理工大学文件

上理工〔2019〕123号

关于印发《上海理工大学全日制本科国际生 学籍管理补充规定》的通知

校内各部门：

经校长办公会审议通过，现将《上海理工大学全日制本科国际生学籍管理补充规定》印发给你们，请遵照执行。

上海理工大学

2019年6月17日

Official Document

University of Shanghai for Science and Technology

USST [2019] No. 123

Notice of printing and distributing *Supplementary Regulations on Full-time Undergraduate International Student Status Management of University of Shanghai for Science and Technology*

To all departments,

Supplementary Regulations on Full-time Undergraduate International Student Status Management of University of Shanghai for Science and Technology has been approved at the President Office Meeting after discussion. The Regulations is now printed and distributed to you. Please read it carefully and strictly follow the regulations thereof.

University of Shanghai for Science and Technology

June 17, 2019

上海理工大学全日制本科国际生学籍管理补充规定

Supplementary Regulations on Full-time Undergraduate International Student Status Management of University of Shanghai for Science and Technology

第一章 总 则

Chapter 1 General Provisions

第一条 为规范我校全日制本科国际生（以下简称“国际生”）的学籍管理工作，保证国际生教育教学质量，根据《普通高等学校学生管理规定》、《学校招收和培养国际学生管理办法》、《来华留学生高等教育质量规范（试行）》，以及《上海理工大学章程》和《上海理工大学全日制本科生学籍管理办法》，结合我校实际情况，特制定本补充规定。

Article 1 In order to regulate our university's full-time undergraduate international student (hereinafter referred to as "international student") status management and deliver high-quality education to international students, the Supplementary Regulations are formulated on the basis of *Regulations on the Management of Students in Regular Institutions of Higher Learning*, *Regulations on Admission and Cultivation of International Students*, *Quality Standards for Higher Education of Foreign Students in China (Trial)*, *USST Statutes* and *USST Regulations on Full-time Undergraduate Student Status Management* as well as the conditions of our university.

第二条 本规定适用于我校不具有中国国籍的全日制本科生。

Article 2 The Regulations are applicable to all currently enrolled USST undergraduate students without Chinese nationality.

第三条 国际生应当遵守中国法律法规，尊重中国风俗习惯，遵守学校规章制度，完成学校学习任务。

Article 3 International students shall observe Chinese laws and regulations, respect Chinese customs and habits, follow USST rules and regulations, and complete all academic work required.

第四条 国际生的学籍管理部门为国际交流处（留学生办公室）和教务处。

Article 4 International Students Office of International Affairs Office and the Teaching Affairs Office are responsible for international student status management.

第二章 入学与注册

Chapter 2 Enrollment and Registration

第五条 按国家招生规定录取的国际生新生，须按录取通知书载明的日期，持录取通知书和规定的证件，到校办理入学、注册手续。因故不能按期入学注册者，应向国际交流处（留学生办公室）请假，请假时间不超过四周。未请假或者请假逾期者，除因不可抗力等正当事由以外，视为放弃入学资格。

Article 5 Every international freshman who has been admitted by USST according to national admission regulations shall complete enrollment and registration procedures with USST with the presence of admission notice and required documents within the time limit indicated on the admission notice. Any international student who is unable to enroll on time shall apply to the International Students Office of International Exchanges Department for an extension of no more than four weeks. Except for force majeure and other acceptable reasons, those who fail to ask for an extension or fail to enroll after the extension period expires shall be deemed to have given up the right for entrance.

新生入学后，学校在三个月内按照国家招生规定进行复查。复查中发现存在弄虚作假、徇私舞弊等情形的，予以取消学籍；情节严重的，学校将移交有关部门调查处理。

After freshmen enrollment is completed, USST will conduct review according to

national admission regulations within three months. If any student is found to have been involved in practices of falsification and playing favoritism, his/her student status will become invalid. If the circumstances of the offense are serious, USST will entrust relevant department to conduct investigation.

第六条 国际生入学时应当按照中国卫生行政部门的规定到中国卫生检疫部门办理《外国人体格检查记录》确认手续或进行体检。体检不合格的，不予办理居留许可，国际生应在签证有效期内离境。

Article 6 For enrollment purpose, each international student shall, according to regulations of China's health administrative department, go to health and quarantine department in China to have his/her Physical Examination Record for Foreigner confirmed or receive physical examination. Any international student who fails to pass the physical examination shall not be issued Residence Permit and shall leave the territory of China before the expiration date of his/her visa.

第七条 国际生的日常管理由沪江学院负责，教学管理由学生专业所在学院负责。每学期开学时，国际生应在规定时间内到校办理注册手续。不能如期注册的，应向沪江学院履行请假手续。未注册的国际生，不能参加学校的教学活动。

Article 7 HUJIANG College is responsible for the daily management of international students, and the corresponding school is responsible for the teaching management of its international students. At the beginning of each semester, international students shall complete the registration procedures with USST within the specified time limit. Any international student who is unable to register on time shall apply to HUJIANG College for an intension. Those who haven't completed registration procedures shall not engage in academic activities of USST.

第三章 课程与修读管理

Chapter 3 Course and Study Management

第八条 哲学、政治学专业的国际生，政治理论为必修课；其他专业的国际生可以免修政治理论及部分军体类（具体课程见以下表格）学分，并无需另选其它课程学分替补。

Article 8 For international students majoring in philosophy and political science, political theory is a compulsory course. International students of other majors may be exempted from political theory and some military course (see the table below for specific courses) credits, and they do not need to choose other alternative courses to obtain credits.

序号 Serial number	可减免课程 Courses exempted
1	思想道德修养与法律基础 Moral Cultivation and Law Basics
2	中国近现代史纲要 Outline of Modern and Contemporary Chinese History
3	马克思主义基本原理概论 Introduction to the Basic Principles of Marxism
4	毛泽东思想和中国特色社会主义理论体系概论（ I 、 II ） Mao Zedong Thought and the Theoretical System of Socialism with Chinese Characteristics (I, II)
5	军训 Military training
6	军事理论 Military Theory
7	形势与政策（ I 、 II ） Situation and Policy (I, II)

第九条 “汉语”和“中国概况”课程为国际生必修课。

Article 9 Chinese and Overview of China are compulsory courses for international students.

第十条 有条件的学院可以为国际生开设使用外国语言进行教学的专业课程。使用外国语言接受学历教育的国际生，学位论文可以使用相应的外国文字撰写，论文摘要应为中文撰写。学位论文答辩是否使用英语，由教务处视情况确定。

Article 10 When possible, a school may deliver courses in a foreign language to international students. Those international students who seek a degree by using a foreign language may compose their thesis/dissertation in that language. The abstract shall be written in Chinese. Whether thesis/dissertation defense shall be conducted in English shall be determined by the Teaching Affairs Department.

第四章 重选专业、转学

Chapter 4 New Major and Transfer

第十一条 国际生转专业与学校重选专业同时进行，国际生填写重选专业申请表，经原专业所在学院、转入专业所在学院同意，国际交流处（留学生办公室）批准，教务处、沪江学院备案后，方可转入新的专业学习。

Article 11 International student transfer to a new major is conducted at the same time as USST's re-election of major. For transfer to a new major, an international student shall fill in the New Major Application. Upon consent of the former school and the new school, approval of International Students Office of International Affairs Office, and filing with Teaching Affairs Office and HUJIANG College, the student can be transferred to a new major.

第十二条 入学三年（不含休学期）及以上的学生，不得重选专业。

Article 12 Students who have enrolled and studied for three years (excluding

suspension period of schooling) or above in USST may not be transferred to a new major.

第十三条 无法继续在本校学习的国际生，可以申请转学。转学应由国际生本人提出申请，经学生专业所在学院、国际交流处（留学生办公室）审批同意，并签报教务处、沪江学院后，办理离校手续。未办理离校手续的，学校不予办理学籍电子注册变更。

Article 13 An international student who is unable to continue his/her studies at USST may apply for transfer. The transfer shall be requested by the international student himself/herself. Upon approval of the school which the student belongs to and the International Students Office of International Affairs Office, and reporting to the Teaching Affairs Office and Hujiang College, the procedures of leaving the campus may be handled. If the said procedures are not handled, USST will not handle the electronic registration change of the student status.

第十四条 由外校转入学校的国际生，在本校学习的时间不得少于三年。国际生应在入学两周内向教务处提出学分认定申请。

Article 14 An international student transferred to USST from another university shall continue his/her study in USST for at least three years. International students shall apply for credit identification to the Teaching Affairs Office within two weeks after enrollment.

第五章 休学、复学与退学

Chapter 5 Schooling Suspension, Schooling Resumption and Schooling

Discontinuation

第十五条 国际生应在学校规定的最长学习年限（含休学和保留学籍）内完成学业。在规定的修业年限内，国际生经批准可连续休学两年，但累计亦不得超过两年。

Article 15 International students shall complete their studies within the maximum duration of schooling (including suspension period of schooling and retention period of student status) prescribed by USST. Within the prescribed duration of schooling, an international student may suspend his/her schooling for two consecutive years upon approval, but the cumulative duration of suspension may not exceed two years.

第十六条 国际生请假五天及五天以内的由沪江学院审批，超过五天的由沪江学院审批，并报送国际交流处（留学生办公室）备案。国际生每学期请假时间累计达到四周及四周以上的，应办理休学手续。

Article 16 Application by an international student for private affairs leave which lasts five days or less shall be approved by HUJIANG College, and that lasting for more than five days shall be approved by HUJIANG College and filed with International Students Office of International Affairs Office. If an international student's leave time in each semester reaches four weeks or more, he/she shall go through the procedures of suspension.

国际生因个人原因（包括生病等）需休学的，应提交书面申请，并提供有关证明（因病休学应由校卫生科签署意见），经学生专业所在学院、沪江学院、教务处批准后方可休学。

If an international student needs to suspend his or her schooling for personal reasons (including diseases, etc.), he/she shall submit a written application and provide relevant evidence (USST's health department shall sign opinions in the case of suspension of schooling due to diseases). The suspension of schooling takes effect upon approval of the school which the student belongs to, HUJIANG College and the Teaching Affairs OFFICE.

国际生出现《上海理工大学全日制本科生学籍管理办法》规定的应当休学的情形时，

沪江学院可以通知国际生休学。国际生应在接到沪江学院有关通知后一周内办理休学手续离校。逾期不办理休学手续者，视作已处于休学状态，由学校直接执行其休学程序，要求国际生离校。

Where an international student must suspend his/her schooling in accordance with *USST Regulations on Full-time Undergraduate Student Status Management*, HUJIANG College may notify the student to suspend his/her schooling. The international student shall go through relevant procedures and leave the campus within one week after receiving a notice from HUJIANG College. Any international student who fails to go through the procedures of leaving the campus within given time limit shall be deemed to have suspended his/her schooling, and USST may directly perform the procedures of suspending his/her schooling and ask the student to leave the campus.

第十七条 国际生在休学期间不享受在校生待遇。学校不对国际生在休学期间发生的各类事故、事件承担责任。若国际生在休学期间违法、违纪，按学校相关违纪处分条例处理。

Article 17 No international student is entitled to benefits enjoyed by current students during his/her schooling suspension period. USST shall not assume any liabilities for any accident or incident that an international student has been involved in during his/her schooling suspension period. If an international student has been found with violation of laws or discipline during schooling suspension period, USST shall punish the student according to discipline violation punishment rules of USST.

第十八条 国际生应当在休学期满前三个月办理复学或者提出继续休学的书面申请。因病休学的国际生，申请复学时应当提供学校指定医疗机构出具的健康证明，经校卫生科复查属实、专业所在学院、沪江学院、教务处批准，方可复学；经复查没有恢复

健康的，应当继续办理休学手续，如休学时间已超过学校规定的休学期限或达到最长修业年限，予以退学处理。

Article 18 An international student shall apply for resumption of schooling or submit a written application for continuing the suspension of his/her schooling within three months before the expiration of his/her schooling suspension period. For an international student who has suspended his/her schooling due to diseases shall provide a health proof issued by a medical institution designated by USST upon application for resumption of his/her schooling. The student may resume his/her schooling upon review and confirmation by USST's health department, and approval of the school which the student belongs to, HUJIANG College and the Teaching Affairs Office. If the student is found through review to have not recovered from diseases, he/she shall apply to continue the suspension of his/her schooling. If his/her schooling suspension period has exceeded USST's prescribed period of suspension or maximum length of schooling, the schooling of the student will be discontinued.

逾期未办理复学手续者，视为自动放弃学籍，由学校按相关规定做退学处理。被取消学籍、退学、开除学籍的国际生，不得申请复学。

Any international student who fails to apply for resumption of schooling within prescribed time limit shall be deemed to have abandoned his/her student status. In such case, USST will complete schooling discontinuation procedures according to relevant rules. Any international student whose student status has been canceled or who has discontinued his/her schooling, or who has been expelled from the university is not allowed to resume schooling.

第十九条 有下列情形之一者，应予退学：

Article 19 An international student shall discontinue his/her schooling under any of

the following circumstances:

(一) 超过学校规定期限未注册而又未履行暂缓注册手续的;

(1) A student fails to register and perform the procedures to suspend the registration within USST's prescribed time limit;

(二) 在收到“退学警告通知书”之后再次出现学业警示情形的;

(2) A student falls again under a circumstance of schooling warning after receipt of a "Notice of Schooling Discontinuation Warning";

(三) 休学、保留学籍期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格且无法再次休学的;

(3) A student fails to file schooling resumption application within USST's prescribed time limit after expiration of schooling suspension period or student status retention period, or fails to pass schooling resumption application review and cannot apply to suspend schooling again;

(四) 经学校指定医院诊断，患有疾病或者意外伤残无法继续在校学习的;

(4) Based on diagnosis by a hospital designated by the university, a student is unable to continue academic study due to diseases or accidental disability;

(五) 未经批准连续两周未参加学校规定的教学活动的;

(5) A student fails to participate in academic activities as required by the university for two consecutive weeks without permission;

(六) 在学校规定修业年限内未完成学业的;

(6) A student fails to complete schooling within USST's prescribed period of schooling;

(七) 逾期不按照规定购买保险的;

(7) A student fails to purchase insurance within prescribed time limit in accordance

with regulations;

(八) 学校规定的应予退学的其他情形。

(8) Other circumstances as stipulated by USST where schooling shall be discontinued.

第二十条 国际生因各类原因被予以取消入学资格、取消学籍、退学，由学校按相应程序处理，经校长办公会或者校长授权的专门会议研究决定，出具处理决定书。

Article 20 Should any international student have his/her entrance qualifications or student status canceled, or be expelled from the university, the university will handle the case in accordance with relevant procedure. Relevant decision shall be made by president office meeting or special meeting authorized by the president.

处理决定书应送交本人，国际生本人拒绝签收的，以留置方式送达；国际生本人已离校或难于联系的，通过学校网站以公告方式送达。自公告发出之日起，经过 30 日，视为送达。

The written decision shall be sent to the student concerned. If the student concerned refuses to sign and accept the notice, the notice will be delivered in the form of detention. If the notice cannot be delivered because the student concerned has already left the campus or is difficult to get in touch with, the notice will be delivered via university website or public announcement. The notice shall be deemed to have been delivered to the student 30 days after the public announcement is released.

第二十一条 办理退学的国际生应当在退学决定做出之日起两周内办理退学离校手续，逾期不办理者，按自动退学办理。

Article 21 An international student shall complete schooling discontinuation procedures within two weeks after he/she makes the decision. If the student concerned fails to do so within prescribed time limit, his/her schooling shall be discontinued

automatically.

第二十二条 在学期间因意外死亡、失踪或病故的国际生，按退学处理。

Article 22 Where an international student dies accidentally, disappears or dies from a disease during academic study, his/her schooling shall be discontinued.

第六章 毕业与学位

Chapter 6 Graduation and Degree

第二十三条 国际生应按所在专业培养计划及本办法有关课程修读的管理规定修读课程，达到注册专业毕业要求。以中文为专业教学语言的学科、专业，毕业时国际生中文能力应当达到《国际汉语能力标准》五级水平，以外语为专业教学语言的学科、专业，毕业时国际生中文能力应当至少达到《国际汉语能力标准》四级水平。

Article 23 International students shall take courses according to the professional training plan and the provisions of these regulations on taking of courses, and meet the graduation requirements of their registered majors. Before graduation, international students with their professional courses taught in Chinese language shall reach Level 5 of International Chinese Proficiency Scales. Those with professional courses taught in English shall reach Level 4 of International Chinese Proficiency Scales.

第二十四条 凡符合《上海理工大学全日制本科毕业生授予学士学位管理办法》规定的国际生，经校学士学位授予工作委员会审议通过后，可授予其学士学位。

Article 24 Any international student who meets the provisions of the *USST Administrative Measures for Bachelor Degree Awarding of Full-time Undergraduate Graduates* may be awarded a bachelor's degree after being approved by the Bachelor's Degree Awarding Working Committee of the university.

第七章 其他规定

Chapter 7 Supplementary Provisions

第二十五条 本规定由国际交流处（留学生办公室）、教务处负责解释。

Article 25 International Students Office of International Affairs Office and the Teaching Affairs Office are responsible for the interpretation of these regulations.

第二十六条 有特殊情形的，可由申请人委托他人办理学籍相关事宜，被委托人应持有申请人亲笔签署且具有法律效力的委托书。

Article 26 In special circumstances, the applicant may entrust another person to handle matters related to student status. The entrusted person shall hold a letter of authorization signed by the applicant and having legal effect.

第二十七条 本规定经校长办公会议审议通过后，自 2019 年 9 月 1 日起实施，原《上海理工大学关于外国本科留学生学籍管理的补充规定》（上理工〔2013〕133 号）同时废止。

Article 27 These regulations are approved by president meeting and shall come into force as of September 1, 2019. The former *USST Supplementary Regulations on Undergraduate International Student Status Management* (USST [2013] No. 133) are abolished at the same time.

校长办公室

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President Office

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