

# 上海理工大学文件

上理工〔2017〕89号

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## 关于印发《上海理工大学学生纪律处分规定》的通知

校内各部门：

经校长办公会审议通过，现将《上海理工大学学生纪律处分规定》印发给你们，请认真按照学习，遵照执行。

上海理工大学

2017年6月18日

[键入文字]

上海理工大学留学生办公室 INTERNATIONAL STUDENTS OFFICE

# Official Document

University of Shanghai for Science and Technology

USST [2017] No. 89

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Notice of printing and distributing *Student Disciplinary Regulations of University of Shanghai for Science and Technology*

To all departments,

*Student Disciplinary Regulations 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 rules thereof.

University of Shanghai for Science and Technology  
June 18, 2017

# 上海理工大学学生纪律处分规定

## Student Disciplinary Regulations of University of Shanghai for Science and Technology

### 第一章 总 则

#### Chapter 1 General Provisions

**第一条** 为规范普通高等学校学生管理行为，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，根据《普通高等学校学生管理规定》和有关法律、法规，以及《上海理工大学章程》，制定本规定。

**Article 1** To standardize students administration work of regular higher education institution, maintain normal education/teaching order and campus routine life of the University and protect the legitimate rights and interests of students, these Regulations are formulated in accordance with *Provisions on the Administration of Students in Regular Institutions of Higher Education, Regulations of University of Shanghai for Science and Technology* and relevant laws and regulations.

**第二条** 本规定适用于本校所有接受高等学历教育的研究生和本科生。

**Article 2** These Regulations are applicable to all undergraduate and postgraduates students who are receiving higher education at USST.

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**第三条** 本规定所指违纪，指有违反法律、法规以及我校相关规定的行为（简称“违纪”）。学生有违纪行为的，依照本规定给予纪律处分。

**Article 3** For the purpose of this Regulations, disciplinary violation is defined as any conduct which violates laws, regulations and USST regulations (“disciplinary violation”). Student found with disciplinary violation is subject to disciplinary punishment in accordance with the Regulations.

**第四条** 学校对学生进行违纪处理实行教育与惩戒相结合的原则。对违纪学生的处理，应当做到证据充分、依据明确、定性准确、程序正当、处分适当，尊重并保障学生陈述、申辩和申诉等权利。

**Article 4** Disciplinary sanction imposed by the University follows the principle of combination of education and punishment. Disciplinary action brought against student shall ensure sufficient evidence, accurate information, correct determination, procedural due process and appropriate punishment. Student’s rights for representation, defense and appeal shall also be respected and protected.

## 第二章 违纪处分的种类与规则

### Chapter 2 Disciplinary Punishment Types and Rules

**第五条** 纪律处分的种类分为警告、严重警告、记过、留校察看和开除学籍。警告、严重警告处分的期限为六个月，记过、留校察看处分的期限为一年。

**Article 5** Types of disciplinary punishment include warning, serious warning, demerit recording, probation and expulsion. Warning or serious warning is valid for six months. Demerit recording or probation is valid for 12 months.

处分期限自处分决定作出之日起计算。处分期限届满，按学校规定程序予以解除。

Disciplinary punishment is valid from the date when relevant decision is made. Upon expiration of the punishment period, discipline punishment is lifted in accordance with procedures set by the University.

纪律处分不可撤销，但在申诉程序中被申诉处理机构确认存在错误、明显不当或者其他应予撤销的情形除外。

Decision on disciplinary punishment cannot be rescinded except when appeal handling body finds from appeal process that there was error, inappropriateness or other circumstances where the decision must be rescinded.

**第六条** 违纪情节轻微，主动承认错误，经过批评教育后改正的，可以免于或减轻纪律处分。

**Article 6** If disciplinary violation is not serious and the relevant student admits mistakes on his/her own initiative and correct mistakes after being criticized and educated, he or she may be

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exempted from disciplinary punishment or the disciplinary punishment may be lessened.

**第七条** 有下列情形之一的，可以从轻处分：

**Article 7** Where there is any of the following circumstances, disciplinary punishment may be lessened:

（一）过失且未造成严重后果的；

(1) Committing misconduct without causing serious consequences;

（二）主动承认错误并有真诚悔改表现的；

(2) Admitting mistakes on one's own initiative and showing true repentance;

（三）确系他人胁迫或诱骗，并能主动揭发，认错态度好的；

(3) Coerced or cajoled by others; exposing wrongdoers on one's own initiative; sincere in admitting mistakes;

（四）主动劝阻他人违纪或有其他立功表现的；

(4) Dissuading the others from breaking disciplinary rules or performing other meritorious services;

（五）其他可以从轻处分的情形。

(5) Circumstances where disciplinary punishment may be reduced.

**第八条** 有下列情形之一的，应当从重处分：

**Article 8** Where there is any of the following circumstances, disciplinary punishment must be more severe:

（一）造成严重后果的；

- (1) Causing serious consequences;  
(二) 胁迫、诱骗或教唆他人违纪的;
- (2) Coercing, cajoling or abetting others to commit misconduct;  
(三) 有两种以上违纪行为, 或曾受到过纪律处分的;
- (3) Having committed at least two misconducts, or having been given disciplinary punishment;  
(四) 违纪群体的首要人员;
- (4) Key member of a group which violated disciplinary regulations;  
(五) 勾结校外人员作案的;
- (5) Colluding with people from outside the University to commit misconduct;  
(六) 有意包庇他人违纪行为的;
- (6) Intentionally covering for those who violated disciplinary regulations;  
(七) 涉外活动违纪的;
- (7) Violating disciplinary regulations when engaging in foreign affairs related activities;  
(八) 其他应予从重处分的情形。
- (8) Circumstances where disciplinary punishment must be more severe.

**第九条** 两次受到学校纪律处分, 再次发生违纪行为, 或在留校察看期内有新的违纪行为的, 直接给予开除学籍处分。

[键入文字]

**Article 9** Those who violate disciplinary regulations again after having received disciplinary punishment twice or during probation period will be expelled from the University.

**第十条** 凡受纪律处分的本科生，在处分期内取消评定各类奖学金和荣誉称号的资格。凡受纪律处分的研究生，在处分期内取消学业奖学金的发放，取消评定其他各类奖学金和荣誉称号的资格。

**Article 10** Undergraduate student who receives disciplinary punishment will be disqualified for scholarships and honorary titles during the term of the disciplinary punishment. Postgraduate student who receives disciplinary punishment will be disqualified for academic scholarships as well as other types of scholarship and honorary titles during the term of the disciplinary punishment.

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。

Student will have the right for commendation, award and other rights and interests after disciplinary punishment is lifted and the previous disciplinary punishment becomes void.

**第十一条** 因违反法律、法规受到处罚的，按下列规定给予处分：

**Article 11** Those who have violated laws and regulations and was punished accordingly will receive disciplinary punishment in accordance with the following regulations:

(一) 因违法犯罪受到刑事处罚的，给予开除学籍处分；



(1) Those who have received criminal punishment for committing crime will be expelled from the University;

(二) 被免于刑事处罚，或被行政拘留、司法拘留的，给予记过以上处分；

(2) Those who have been exempted from criminal punishment, or have been under administrative detention or judicial detention will receive the disciplinary punishment of demerit recording or more severe punishment.

(三) 受到除行政拘留、司法拘留以外的行政处罚、司法处罚的，给予警告以上处分。

(3) Those who have received administrative punishment or judicial punishment other than administrative detention or judicial detention will receive the disciplinary punishment of warning or more severe punishment.

### 第三章 违纪行为的具体适用

#### Chapter 3 Applicability of Disciplinary Violation

**第十二条** 书写、张贴、展示、散发或者通过互联网发布、转发、传播反对四项基本原则、破坏国家安定团结局面、危害国家安全、颠覆国家政权、煽动民族仇恨和民族歧视的标语、条幅、漫画、传单、书刊、光盘等材料，散布危害国家安全、公共安全和扰乱公共秩序的言论和谣言，或者煽动闹事的，给予记过以上处分。

**Article 12** Those who write, post, display, distribute or publish, forward or transmit via internet slogans, banners, cartoons, leaflets, books, discs and other materials which are against the Four Cardinal Principles, undermine the stability and unity of the country, jeopardize national security, subvert state power and incite national hatred and discrimination, those who spread speeches and rumors which jeopardize national security and public security or disrupt public order and those who ferment disturbance will receive the disciplinary punishment of demerit recording or more severe punishment.

**第十三条** 违反保密制度，公开和传播属于国家秘密的各种文件资料，或泄露处于保密阶段的科研项目有关资料、数据、图（照）片的，给予记过以上处分。

**Article 13** Those who violate confidentiality regulations, publicize and transmit documents which are state secrets, or reveal documents, data and pictures of scientific research project which is still kept confidential will receive the disciplinary punishment of demerit recording or more severe punishment.

**第十四条** 危害公共安全的，视不同情形，给予以下处分：

**Article 14** Depending on the circumstances, those who jeopardize public security will receive the following disciplinary punishment:

(一) 将枪支、弹药或易燃、易爆、有毒、有放射性等危险品擅自带出规定的保管场所，给予严重警告以上处分；

(1) Those who bring guns, ammunition or flammable, explosive, toxic, radioactive and other dangerous materials out of the specified storage place without authorization will receive the disciplinary punishment of serious warning or more severe punishment;

(二) 将有传染性或对周围环境将产生破坏的生物或物质擅自带出规定的保管场所，给予严重警告以上处分；

(2) Those who bring infectious or biological materials that will damage the surrounding environment out of the specified storage place without authorization will receive the disciplinary punishment of serious warning or more severe punishment;

(三) 未经批准在校园内使用明火的，给予严重警告以上处分。

(3) Those who use open fire on campus without authorization will receive the disciplinary punishment of serious warning or more severe punishment.

**第十五条** 违反实验、实习操作规程或资料室安全制度，给予警告以上处分。

**Article 15** Those who violate operational rules on experiment and practice or safety regulations of reference room will receive the disciplinary punishment of warning or more severe punishment.

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**第十六条** 违反学校消防管理规定，给国家、学校或他人财产造成损失的，给予严重警告以上处分。

**Article 16** Those who violate fire control regulations of the University and cause damage to the country, the University or property of the other people will receive the disciplinary punishment of serious warning or more severe punishment.

**第十七条** 参加传销活动的，给予警告以上处分；鼓动、教唆他人参加传销组织的，给予记过以上处分。

**Article 17** Those who participate in pyramid selling scam will receive the disciplinary punishment of warning or more severe punishment. Those who instigate or abet other people to join pyramid selling organization will receive the disciplinary punishment of demerit recording or more severe punishment.

**第十八条** 宣扬邪教、封建迷信的，给予记过以上处分。

**Article 18** Those who spread heresy or feudal superstition will receive the disciplinary punishment of demerit recording or more severe punishment.

**第十九条** 在校内参与或组织宗教活动，给予严重警告以上处分。

**Article 19** Those who participate in or organize religious activities on campus will receive the disciplinary punishment of serious warning or more severe punishment.

**第二十条** 未经审批组织学生群众性团体、学生活动或集会，或未经审批组织募捐、接收赞助、收取活动经费或会

费，对组织者给予警告或严重警告处分；对学生身心健康或经济上造成较大损害的，对组织者给予记过以上处分。

**Article 20** Those who organize mass-type student group, student activity or meeting without approval, and those who organize fundraising, accept sponsorship or collect activity fees or membership fees without approval will receive the disciplinary punishment of warning or serious warning. If serious damage has been caused to physical and mental health of students or there is great economic loss, the organizer(s) will receive the disciplinary punishment of demerit recording or more severe punishment.

**第二十一条** 参与赌博或为赌博提供条件的，给予严重警告或记过处分；有聚众赌博、屡次赌博或勾结校外人员赌博等情节严重的，给予留校察看以上处分。

**Article 21** Those who engage in gambling or create conditions for gambling will receive the disciplinary punishment of serious warning or demerit recording. Those who commit gross misconduct such as gathering people together for gambling, engaging in frequent gambling or colluding with people from outside the University for gambling will receive the disciplinary punishment of probation or more severe punishment.

**第二十二条** 有卖淫、嫖娼等行为的，给予留校察看以上处分。

**Article 22** Those who engage in prostitution or pay for sex will receive the disciplinary punishment of probation or more severe punishment.

**第二十三条** 吸食、注射毒品的，给予留校察看以上处分。

**Article 23** Those who take in or inject narcotic drugs will receive the disciplinary punishment of probation or more severe punishment.

**第二十四条** 违反有关计算机、网络安全与管理规定的，视不同情形，给予以下处分：

**Article 24** Depending on the circumstances, those who violate rules on computer, network security and management will receive the following disciplinary punishment:

(一) 制造、故意传播和应用计算机病毒，或非法侵入他人、组织的计算机等设备系统的，给予严重警告以上处分；  
(1) Those who create, deliberately spread and use computer viruses or intrude into computers or other equipment systems of other people or organizations will receive the disciplinary punishment of serious warning or more severe punishment;

(二) 制作、传播或利用计算机病毒等破坏性程序，影响或破坏计算机信息系统的正常运行的，利用系统漏洞做出可能危害系统安全行为的，有影响其他使用者正常使用行为的，给予警告以上处分；造成严重后果的，给予记过以上处分；

(2) Those who influence or disrupt normal operation of computer information system by creating, spreading or using destructive programs such as computer viruses, those who endanger system security through system vulnerabilities and those who disturb normal usage by other people will receive the disciplinary punishment of warning or more severe punishment. Those who cause serious consequences will receive the disciplinary punishment of demerit recording or more severe punishment;

(三) 未经允许，修改、移动、破坏、复制、下载他人或组织的计算机等设备中的文件或其他信息的，依据所造成的损失，给予警告以上处分；

(3) Those who modify, move, destroy, copy, download files or information from computer or other equipment of other people or organizations without permission will receive the disciplinary punishment of warning or more severe punishment on the basis of losses caused;

(四) 未经允许开设代理、FTP 等服务，或盗用他人、组织的账号、密码，造成不良影响的，给予警告以上处分；

(4) Those who set up agents, FTP services and other services without permission, or steal and use the account and password of other people or organizations and cause adverse consequences will receive the disciplinary punishment of warning or more severe punishment;

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(五) 将本人使用的帐号转让、租借给他人不正当使用的，给予警告处分；

(5) Those who sell or sublet one's own account to others for improper application will receive the disciplinary punishment of warning;

(六) 违反国家有关互联网管理的法律法规或者学校关于校园网管理的其它规定的，给予警告以上处分。

(6) Those who violate the state laws and regulations on internet management or provisions of the University regarding campus network management will receive the disciplinary punishment of warning or more severe punishment.

**第二十五条** 观看淫秽书刊、图片、视频、音像制品等的，给予警告处分；传看、传阅、制作、张贴、传播、组织他人观看淫秽文章、书刊、图片、音像、网站等淫秽资料，给予严重警告以上处分；其中有牟利行为等严重情节的，给予留校察看以上处分。

**Article 25** Those who read obscene books or watch obscene pictures, videos, audio and video products will receive the disciplinary punishment of warning. Those who disseminate, circulate, make, post, transmit and organize others to read obscene articles and books or watch obscene pictures, audio and video, websites and other obscene materials will receive the disciplinary punishment of serious warning or more severe punishment. the ones who profit from these actions. Those who also commit



gross misconduct such as profiteering will receive the disciplinary punishment of probation or more severe punishment.

**第二十六条** 扰乱校园管理秩序的，视不同情形，分别处理如下：

**Article 26** Depending on the circumstances, those who disrupt campus management order will receive the following disciplinary punishment:

（一）有喧哗或使用音响器材音量过大等扰乱管理秩序的行为，且不听劝阻的，给予警告以上处分；

(1) Those who make noise or use audio equipment with loud noise and disrupt management order and not listen to dissuasion will receive the disciplinary punishment of warning or more severe punishment;

（二）有乱涂画、乱张贴、乱挂放、乱倒污水、乱倒垃圾等故意破坏环境卫生且不听劝阻的，给予警告以上处分；

(2) Those who intentionally damage general sanitation by scribbling, posting, hanging objects at improper places or by dumping waste water and rubbish and do not listen to dissuasion will receive the disciplinary punishment of warning or more severe punishment;

（三）有酗酒、哄闹、燃放鞭炮、故意摔砸敲打各种物品、设施等扰乱管理秩序行为的，给予严重警告以上处分；酒后哄闹，寻衅滋事，破坏公共场所正常秩序者，给予记过以上处分；

[键入文字]

(3) Those who disrupt management order by drinking excessively, making a racket, setting off firecrackers and deliberately smashing objects and facilities will receive the disciplinary punishment of serious warning or more severe punishment. Those who make a racket after getting drunk, provoke trouble and disrupt the order of public place will receive the disciplinary punishment of demerit recording or more severe punishment;

(四) 违反校园交通管理规定，给予警告以上处分。

(4) Those who violate campus traffic regulations will receive the disciplinary punishment of warning or more severe punishment.

**第二十七条** 打架斗殴的，视不同情形，给予以下处分：

**Article 27** Depending on the circumstances, those who engage in fistfight and scuffle will receive the following disciplinary punishment:

(一) 动手打人未造成伤害的，给予严重警告以上处分；致人伤害的，给予记过以上处分；

(1) Those who beat others and cause no injury will receive the disciplinary punishment of serious warning or more severe punishment. Those who cause injury to others will receive the disciplinary punishment of demerit recording or more severe punishment;

(二) 持器械威胁或殴打他人的，给予严重警告以上处分；情节严重的，给予留校察看以上处分；

(2) Those who use tool to threaten or beat others will receive the disciplinary punishment of serious warning or more severe punishment. Those who commit gross misconduct will receive the disciplinary punishment of probation or more severe punishment;

(三) 挑唆、蛊惑、组织、策划他人打架的，给予严重警告以上处分；情节严重的，予以记过以上处分；

(3) Those who abet, entice, organize and make plan for others to engage in fistfights will receive the disciplinary punishment of serious warning or more severe punishment. Those who commit gross misconduct will receive the disciplinary punishment of demerit recording or more severe punishment;

(四) 以劝架为名，偏袒一方，促使殴打势态加剧的，给予记过以上处分；

(4) Those who pretend to try to stop relevant parties from fighting and show partiality during the process and thereby aggravating the situation will receive the disciplinary punishment of demerit recording or more severe punishment;

(五) 为他人打架提供器械，给予严重警告以上处分；情节严重的，给予记过以上处分。

(5) Those who provide others with tools for fistfight will receive the disciplinary punishment of serious warning or more severe punishment. Those who commit gross misconduct will receive the disciplinary punishment of demerit recording or more severe punishment.

[键入文字]

**第二十八条** 谩骂、侮辱、诽谤他人或侵犯他人隐私，造成不良影响的，给予警告以上处分；造成后果的，给予留校察看以上处分。

**Article 28** Those who fling abuses, insult, slander or infringe on the privacy of others and thereby causing adverse consequences will receive the disciplinary punishment of warning or more severe punishment. Those who cause serious consequences by their behavior will receive the disciplinary punishment of probation or more severe punishment.

**第二十九条** 用信函、电话、短消息或网络通讯工具等方式散播谣言或者不良信息，攻击他人或者有关机构、侵害他人权益，或直接恐吓、威胁他人安全，干扰他人正常生活，造成严重后果的，给予严重警告以上处分。

**Article 29** Those who spread rumors or malicious information via letter, telephone, short message, network communication tools and other means, or attack others and relevant institutions and infringe on the rights and interests of others, or directly intimidate others and threaten others' safety and interfere with other people's normal life and thereby causing serious consequences will receive the disciplinary punishment of serious warning or more severe punishment.

**第三十条** 有偷窥、猥亵等行为的，给予记过以上处分。

**Article 30** Those who engage in peeping or indecent act will receive the disciplinary punishment of demerit recording or more severe punishment.

**第三十一条** 通过语言、文字、行为等方式对他人进行性骚扰的，给予警告以上处分。

**Article 31** Those who engage in sexual harassment through language, written words or specific behavior will receive the disciplinary punishment of warning or more severe punishment.

**第三十二条** 非法毁弃、扣留、藏匿、拆阅、冒领他人信件、包裹、汇票或者其他邮件、电子邮件，造成不良影响或者损失的，给予严重警告以上处分。

**Article 32** Those who illegally abandon & destroy, detain, hide, open & read and falsely claim others' letters, parcels, money orders or mail/E-mail and thereby causing adverse consequences or damage will receive the disciplinary punishment of serious warning or more severe punishment.

**第三十三条** 侵犯国家、集体、他人财产权利的，视情节轻重，给予以下处分：

**Article 33** Depending on the circumstances, those who infringe on the property rights of the state, collective or the others will receive the following disciplinary punishment:

(一) 侵占、诈骗、盗窃、哄抢或故意毁坏公私财物，价值不满五百元人民币的，给予严重警告处分；价值在五百元以上，不满一千五百元的，给予记过以上处分；价值在一

[键入文字]

千五百元人民币以上的，给予开除学籍处分；对有两次以上侵占、盗窃行为者，不论价值多少，给予留校察看以上处分；

(1) Those who engage in embezzlement, fraud, theft, open plundering or intentional damage behavior regarding public or private property with the value less than RMB 500 will receive the disciplinary punishment of serious warning or more severe punishment. If the value is more than RMB 500 and less than RMB 1500, those concerned will receive the disciplinary punishment of demerit recording or more severe punishment. If the value is more than RMB 1500, those concerned will receive the disciplinary punishment of expulsion. Those who engage in embezzlement or theft behavior twice will receive the disciplinary punishment of probation or more severe punishment regardless of the value;

(二) 侵占、诈骗、盗窃、哄抢或故意毁坏公共图书的，给予警告或者严重警告处分；侵占、诈骗、盗窃、哄抢或故意毁坏孤本、珍本、善本、原版外文图书或者其它学术价值较高的图书、资料的，给予记过以上处分；

(2) Those who engage in embezzlement, fraud, theft, open plundering or intentional damage behaviors regarding public books will receive the disciplinary punishment of warning or serious warning. Those who engage in embezzlement, fraud, theft, open plundering or intentional damage behaviors regarding the only existing copy of books, rare edition of books, reliable edition of books, original version of foreign language books and other

books/materials of high academic value will receive the disciplinary punishment of demerit recording or more severe punishment;

(三) 明知是赃物仍然收买或者窝藏的，给予警告以上处分。

(3) Those who buy or shelter stolen goods with full awareness will receive the disciplinary punishment of warning or more severe punishment.

**第三十四条** 学生违反考核纪律或者作弊的，该课程考核成绩记为无效。违反考核纪律的，给予警告以上处分；作弊的，给予留校查看以上处分。

**Article 34** If student violates assessment related disciplinary rules or cheats in examination, the assessment result of the subject concerned will be disqualified. Those who violate assessment related disciplinary rules will receive the disciplinary punishment of warning or more severe punishment. Those who cheat in examination will receive the disciplinary punishment of probation or more severe punishment.

具体关于考核违纪、作弊的认定，本科生依据《上海理工大学全日制本科生课程考核管理办法》，研究生依据《上海理工大学研究生考纪及考试违规处理办法》。

Determination of assessment related disciplinary violation and cheating in examination is based on *Management Rules on Full-time Undergraduate Course Assessment of University of Shanghai for Science and Technology* (for undergraduate students)

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*and Rules on Handling Examination Disciplinary Violation by Postgraduate Students of University of Shanghai for Science and Technology* (for postgraduate students).

学生参加学校组织的其他类型考核，有违反考核纪律或者作弊的，参照上述文件执行。

If student violates assessment related disciplinary rules or cheats in examination when receiving other types of assessment organized by the University, rules in the above-mentioned documents shall apply.

参加非我校组织的考试，有违反考试纪律或作弊行为的，除按照适用于该考试的规定予以处理外，同时适用本条规定予以处分。

If student violates examination related disciplinary rules or cheats in examination organized by institutions other than USST, both the rules on the management of the specific examination and provisions contained in this article shall apply and student concerned shall receive disciplinary punishment accordingly.

**第三十五条** 剽窃、抄袭他人研究成果，或伪造实验数据、计算结果，或由他人代写学位论文、毕业论文、实习论文、调查报告等属于学术不端行为。

**Article 35** Behaviour such as plagiarism, copying others' research results without proper references, fabricating experiment data and calculation results or asking others to ghostwrite academic thesis, graduation thesis, internship thesis and



investigation report is considered as academic misconduct.

其他学术不端行为的认定，依据《上海理工大学关于学术不端行为的处理办法》、《上海理工大学学位论文作假行为处理办法实施细则（试行）》。

Determination of other types of academic misconduct is based on *Management Rules on Academic Misconduct of University of Shanghai for Science and Technology* and *Implementation Rules on Management of Academic Thesis Fabrication of University of Shanghai for Science and Technology (Trial)*.

存在学术不端行为的，视不同情形，分别处理如下：

Depending on the circumstances, those who commit academic misconduct will receive the following disciplinary punishment:

（一）在论文或者研究报告中伪造数据的，给予严重警告处分；造成不良影响的，给予记过以上处分；

(1) Those who fabricate data in thesis or research report will receive the disciplinary punishment of serious warning. If adverse effects are caused, those involved will receive the disciplinary punishment of demerit recording or more severe punishment;

（二）抄袭他人论文或者剽窃他人研究成果的，给予严重警告处分；情节严重的，给予记过以上处分；

(2) Those who copy others' thesis without proper references or plagiarize research results of the others will receive the disciplinary punishment of serious warning. Those who commit gross

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misconduct will receive the disciplinary punishment of demerit recording or more severe punishment;

(三) 介绍他人买卖论文的，给予记过处分；情节严重的，给予留校察看以上处分；由他人代写论文，代他人写论文，或者买卖论文的，给予开除学籍处分；

(3) Those who mediate selling and purchase of thesis for others will receive the disciplinary punishment of demerit recording. Those who commit gross misconduct will receive the disciplinary punishment of probation or more severe punishment. Those who ask others to ghostwrite thesis, ghost thesis for others or sell/purchase thesis will receive the disciplinary punishment of expulsion;

(四) 其他学术不端行为，视情节严重，给予严重警告以上处分。

(4) Depending on the circumstances, those who commit other types of academic misconduct will receive the disciplinary punishment of serious warning or more severe punishment.

**第三十六条** 有弄虚作假及不诚信行为的，视不同情形，给予以下处分：

**Article 36** Depending on the circumstances, those who resort to trickery and dishonesty will receive the following disciplinary punishment:

(一) 冒领、冒用、转借、转让学生证、图书证、一卡通等各种证件或凭证的，给予警告以上处分；伪造、变造公

章、成绩单、签名、各类获奖证书、证明、毕业证等有关证件、证明文件的，给予记过以上处分；

(1) Those who falsely claim, falsely use, lend or transfer credentials and certificates such as student card, library card and smart card will receive the disciplinary punishment of warning or more severe punishment. Those who fabricate official seal, transcript, signature, award certificate, certificate, diploma or other kinds of documents and certificates will receive the disciplinary punishment of demerit recording or more severe punishment;

(二) 违反学校医疗保险报销或理赔相关规定，伪造处方、药方、报销单等相关证明的，给予警告以上处分；

(2) Those who violate USST regulations on medical insurance reimbursement or payment of claims and fabricate credentials such as prescription and reimbursement form will receive the disciplinary punishment of warning or more severe punishment;

(三) 谎报家庭经济状况，骗领奖助学金、困难补助或助学贷款，给予警告或严重警告处分；

(3) Those who receive scholarship/grant, hardship allowance or student loan by lying about the family economic conditions will receive the disciplinary punishment of warning or serious warning;

(四) 明知自身患有严重精神疾病、传染病却隐瞒病情、拒不接受治疗并造成不良后果者，给予记过以上处分；

(4) Those who hide their health condition even though they know they have serious mental disease or infectious disease and refuse

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to accept treatment and thereby causing adverse consequences will receive the disciplinary punishment of demerit recording or more severe punishment;

(五) 妨碍学校及有关部门对违纪事实调查的：如蓄意隐瞒违纪事实、销毁证据材料的，或对检举人、证人或其他相关人员进行威胁或打击报复的，或伪造证据提供伪证等，给予警告处分；情节恶劣的，给予记过以上处分。

(5) Those who interfere in disciplinary violation investigation by the University and relevant departments will receive the disciplinary punishment of warning. Specific behaviors include: intentionally hiding disciplinary violation fact; destroying evidence; threatening or retaliating informer, witness or other people involved; fabricating evidence and providing false evidence. Those who commit gross misconduct will receive the disciplinary punishment of demerit recording or more severe punishment.

**第三十七条** 一学期内无故旷课累计满十二学时的，给予警告处分；累计满二十学时的，给予严重警告处分；累计满三十学时的，给予记过处分；累计满四十学时的，给予留校察看处分

**Article 37** Those who miss accumulated 12 hours of classes without reason during one academic term will receive the disciplinary punishment of warning. Those who miss accumulated 20 hours of classes without reason during one academic term will receive the disciplinary punishment of serious warning. Those who

miss accumulated 30 hours of classes without reason during one academic term will receive the disciplinary punishment of demerit recording. Those who miss accumulated 40 hours of classes without reason during one academic term will receive the disciplinary punishment of probation.

迟到或者早退三次折算为旷课一学时。

Three times of being late or leaving early are converted into one hour of missing class.

**第三十八条** 扰乱教育教学秩序的，如在上课、实验等教学活动中，使用手机等通讯设备或频繁出入课堂、大声喧哗等且不听劝阻的，给予警告以上处分。

**Article 38** Those who disrupt education and teaching order by using mobile phones and other communication devices during teaching activities such class or experimental class, or frequently coming in and going out the classroom, making loud noises and refusing to listen to dissuasion will receive the disciplinary punishment of warning or more severe punishment.

**第三十九条** 违反《上海理工大学学生宿舍管理规定》的，视不同情形，分别处理如下：

**Article 39** Depending on the circumstances, those who violate provisions of *Rules on Student Dormitory Management of University of Shanghai for Science and Technology* will receive the following disciplinary punishment:

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(一) 推诿、拒绝、阻碍学校对学生宿舍进行安全卫生管理，且不听劝阻的，给予警告以上处分；

(1) Those who shift responsibilities, refuse or interfere when the University implements student dormitory safety and sanitation management and refuse to listen to dissuasion will receive the disciplinary punishment of warning or more severe punishment;

(二) 学生不按指定的楼、室入住或者私自调换、私占、出借、转让床位的，给予警告以上处分；

(2) Those who fail to live in building or room as designated or exchange, occupy, lend or transfer bed without permission will receive the disciplinary punishment of warning or more severe punishment;

(三) 私拉私装电线或使用违章电器的，给予警告以上处分；

(3) Those who connect electronic wires secretly or use prohibitive electronic appliances will receive the disciplinary punishment of warning or more severe punishment;

(四) 私自更换学生宿舍门锁、私自将寝室钥匙转借他人、私自配置其他寝室钥匙或者在学生宿舍内留宿非本寝室人员的，给予警告以上处分；

(4) Those who replace student dormitory door locks, lend dormitory door key to others, duplicate door key of other dormitory or put up people not normally living in the dormitory for a night without

permission will receive the disciplinary punishment of warning or more severe punishment;

(五) 其他违反学生宿舍管理规定的行为，视情节严重程度，给予警告以上处分。

(5) Depending on the circumstances, those who violate other rules on student dormitory management will receive the disciplinary punishment of warning or more severe punishment.

**第四十条** 在校内从事或者参与未经批准的销售、租赁或者中介服务等经营性活动的，给予警告或者严重警告处分。

**Article 40** Those who engage in or participate in business activities such as unauthorized sale, lease and intermediary service on campus will receive the disciplinary punishment of warning or serious warning.

**第四十一条** 擅自散发未经登记、审批的宣传品、印刷品，且不听劝阻的，给予警告或严重警告处分。

**Article 41** Those who distribute propaganda materials and printed materials which have not been registered or approved without permission and refuse to listen to dissuasion will receive the disciplinary punishment of warning or serious warning.

## 第四章 处分权限与处分程序

### Chapter 4 Jurisdiction and Procedures of Disciplinary Punishment

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**第四十二条** 发现学生涉嫌违纪的单位或个人应当及时向学校主管部门报告。

**Article 42** Unit or individual who detects disciplinary violation by student shall immediately report to competent department of the University.

**第四十三条** 对学生的违纪行为，提出处分建议的调查部门，依照下列规定确定：

**Article 43** Investigation department which makes suggestions for disciplinary punishment shall follow the following regulations when determining student's disciplinary violation:

（一）学生违反安全、公共秩序管理规定，需要给予处分的，由保卫处提出建议；

(1) Security Division shall make suggestions when student violates regulations on safety and public order management and deserves disciplinary punishment;

（二）学生违反外事管理规定，需要给予处分的，由国际交流处提出建议；

(2) International Exchange Office shall make suggestions when student violates foreign affairs related management regulations and deserves disciplinary punishment;

（三）学生违反教学管理规定，需要给予处分的，研究生由研究生院提出建议，本科生由教务处提出建议，接受成人高等学历教育的学生由继续教育学院提出建议；



(3) When student violates teaching management regulations and deserves disciplinary punishment, Graduate School shall make suggestions when postgraduate student is involved, Teaching Affairs Office shall make suggestions when undergraduate student is involved and School of Continuing Education shall make suggestions when student who receives certificate-oriented adult education is involved;

(四) 学生违反宿舍管理规定，需要给予处分的，由后勤管理处提出建议。

(4) Logistics Management Division shall make suggestions when student violates dormitory management regulations and deserves disciplinary punishment.

确定提出处分的调查部门有困难的，由各部门协商解决。

If it's difficult to determine which investigation department shall make suggestions, the matter shall be resolved by all departments concerned through consultation.

**第四十四条** 提出处分的调查部门在提出处分建议前，应当收集学生违纪的证据，核对学生的基本信息，告知学生作出处分决定的事实、理由及依据，告知学生享有陈述和申辩的权利。

**Article 44** Prior to making suggestions for disciplinary punishment, investigation department shall collect evidence on disciplinary violation by student, check basic information of student,

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inform student of fact, reason and proof on which the disciplinary punishment decision is made and inform student that he/she has the rights for representation and appeal.

提出处分的调查部门提出处分建议后，应当经学院进行核实、法律事务室进行合法性审查，由学生工作部（处）或研究生工作部审查并作出纪律处分决定。需要给予开除学籍处分的，由校长办公会议研究决定。

After investigation department makes suggestions for disciplinary punishment, relevant school shall verify the matter, Legal Affairs Office shall conduct legality review, Student Affairs Department(Division) or Postgraduate Student Affairs Department shall conduct review and make decision on disciplinary punishment. If disciplinary punishment of expulsion shall be given, the matter shall be discussed and determined at President Office's meeting.

对于违反第四十三条（三）教学管理规定，需要给予处分的，研究生由研究生院作出处分决定，本科生由教务处作出处分决定，接受成人高等学历教育的学生由继续教育学院作出处分决定。

When student violates teaching management regulations in Article 43 (3) and deserves disciplinary punishment, Graduate School shall make suggestions when postgraduate student is involved, Teaching Affairs Office shall make suggestions when undergraduate student is involved and School of Continuing

Education shall make suggestions when student who receives certificate-oriented adult education is involved.

**第四十五条** 学校对学生作出纪律处分，应当出具处分决定书。处分决定书应当包括下列内容：学生的基本信息；作出处分的事实和证据；处分的种类、依据、期限；申诉的途径和期限；其他必要内容。

**Article 45** When disciplinary punishment is given, the University shall issue written decision on disciplinary punishment. The written decision shall contain the following information: basic information of student; facts and evidence regarding the disciplinary punishment; type, proof and term of the disciplinary punishment; channel and term of appeal; other information required.

处分告知书及处分决定等，应当直接送达学生本人，本人拒绝签收的，以留置方式送达；本人已离校或直接送达有困难的，以邮寄方式送达；本人难于联系，或者用本条规定的其他方式无法送达的，通过学校网站以公告方式送达。自发出公告之日起，经过三十日，即视为送达。

Disciplinary punishment notice and written decision shall be directly sent to student concerned. If student concerned refuses to sign and accept the notice and written decision, they shall be sent in lien mode. If student concerned has already left the campus and it's difficult to directly send notice and written decision to him/her, they shall be send by mail. If it's impossible to contact student concerned or notice and written decision cannot be sent through

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other means prescribed in this Article, they shall be sent via USST website in the form of public notice. Notice and written decision shall be deemed to have been sent 30 days after the public notice is announced.

**第四十六条** 学生对处分决定有异议的，在接到学校处分决定书之日起十日内，可以向学校提出书面申诉。申诉按《上海理工大学学生申诉处理规定》执行。

**Article 46** If student raises objection to disciplinary punishment decision, he/she may submit written appeal within 10 days after receiving written decision on disciplinary punishment from the University. The appeal shall be handled in accordance with *Regulations on Student Appeal of University of Shanghai for Science and Technology*.

**第四十七条** 学生对学校处分决定提出申诉的，处分期限仍自原处分决定作出之日起计算。学生在受处分期间因故休学的，休学的时间处分期中断。

**Article 47** If student appeals against USST decision on disciplinary punishment, the term of disciplinary punishment shall be calculated from the date when the original decision is made. If student suspends schooling during the term of disciplinary punishment, the disciplinary punishment is suspended accordingly.

**第四十八条** 违纪学生是中共党员的，处分决定作出部门应在作出处分决定之前将情况通报校纪委和校党委组织

部；违纪学生是共青团员的，处分决定作出部门应在作出处分决定之前将情况通报校团委。

**Article 48** If student is a CPC member, department which makes disciplinary punishment decision shall inform USST committee for discipline inspection and organization department of Party committee before the decision is made. If student is a League member, department which makes disciplinary punishment decision shall inform USST Youth League committee before the decision is made.

**第四十九条** 处分决定书及相关材料应当由学校主管部门真实完整地归入学校文书档案和本人档案。

**Article 49** Written decision on disciplinary punishment and relevant materials shall be kept in USST administrative archives and personal archives of student in true and complete manner by USST competent department.

**第五十条** 受到开除学籍处分的，学生应在处分决定作出之日起三十日内办理离校手续。学生档案应退回家庭所在地；学生户口已迁入学校的，应迁回原户籍地。

**Article 50** Those who receive the disciplinary punishment of expulsion shall go through leaving school formalities within 30 days since the disciplinary punishment decision is made. Student archives shall be returned to his/her home domicile. If student registered permanent residence has been moved to USST, it shall

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be relocated to the original place of registered permanent residence.

## 第五章 附 则

### Chapter 5 Supplementary Provisions

**第五十一条** 本规定所称“以上”、“以下”均包括本数。

**Article 51** Both “the above-mentioned” and “the below mentioned” in the Regulations include the current number.

**第五十二条** 对非学历教育研究生、继续教育学院学生、港澳台侨学生、国际学生违纪行为的处理，国家有专门规定的，按专门规定处理；国家无专门规定的，依据本规定执行。

**Article 52** Punishment of disciplinary violation by postgraduate student pursuing non-certificate oriented education, student of School of Continuing Education, student from CHINA Hong Kong, CHINA Macao, and CHINA Taiwan and international student shall be handled in accordance with state regulations (if any). If there are no such state regulations, the Regulations shall apply.

中英国际学院学生违纪具体处理办法由中英国际学院依法依规制定，未规定的依据本规定执行。

Rules on punishment of disciplinary violation by student from The Sino-British College shall be formulated by The Sino-British College

in accordance with laws and regulations. If there are no such rules, the Regulations shall apply.

**第五十三条** 本规定由学生工作部（处）、研究生工作部负责解释。

**Article 53** Student Affairs Department ( Division ) and Postgraduate Student Affairs Department shall be responsible for the interpretation of the Regulations.

**第五十四条** 本规定自 2017 年 9 月 1 日起施行。原《上海理工大学学生违纪处理规定》（上理工[2016]151 号）同时废止。

**Article 54** The Regulations shall come into force since September 1, 2017. The original *Student Disciplinary Regulations of University of Shanghai for Science and Technology* (USST [2016] No. 151) shall be abolished simultaneously.

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校长办公室

2017 年 6 月 26 日印发

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President Office

Printed and distributed on June 26, 2017

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