



上海理工大学

外国留学生手册

USST International Students
Handbook 2015

Second Edition



**International Students Office, USST
(Seal Character of Calligraphy)**



USST International Students

Handbook 2015

Second Edition



上海理工大学留学生办公室

International Students Office, USST

二零一五年七月

July, 2015

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Notes

**本手册提供及记载的信息随时更新，了解更多信息请关注留办网站及微信信息平台 USST-ISO。

**本手册共有中、英两种文字。如有异议，以中文版本为准。

**本手册如涉及费用，若无特别说明，均用人民币结算。

**The contents of the handbook are provided as a reference only!

**The handbook is available in Chinese and English. If there is any discrepancy between the Chinese and English version, the Chinese version shall prevail.

** Amounts mentioned in this handbook, unless noted otherwise, are in RMB.

关于我们

Introduction of USST and ISO

1. 大学简介

Brief Introduction

上海理工大学是一所以工学为主，理学、管理学、经济学、文学等多学科交融发展的上海市属重点大学，已有百余年办学历史。学校办学文脉源于1906年创办的沪江大学和1907年创办的德文医工学堂，百年薪火相传，独树一帜的优秀办学传统孕育了一大批爱国青年和志士仁人，滋养了一大批学术精英、工程专家和社会翘楚，为国家和社会培养了十余万优秀专业人才，享有中国“制造业黄埔军校”之美誉。

Introduction of USST

University of Shanghai for Science and Technology is an engineering-based municipal key university with multidisciplinary blend of science, management, economics and literature. It has been over one hundred years since its inception. The university originates from Shanghai College founded in 1906 and German Medical School founded in 1907. With a glorious history of over 100 years and an incessant tradition of outstanding education, USST had cultivated a great number of young patriots with high ideals, academic elites, engineering specialists and social tops, providing the country and society with more than 100,000 professionals. It has enjoyed the reputation of “Whampoa Military Academy in Manufacturing Industry”.



2. 留学生办公室简介

Brief Introduction of ISO

上海理工大学(国际交流处)留学生办公室是学校外国留学生的主管部门。

留学生办公室的工作范围包括负责外国留学生的招生、在校留学生日常管理工作(如学生报到、签证、住宿及留学生活动安排等)、涉外事务、协调管理、学历证书电子注册发放、中国政府与上海市政府奖学金年度评审、办理签证和各种相关证明、组织社会实践及文化体验游、与国家教育部有关部门的联络并完成其下达的计划内学生的任务、为留学生在校学习提供各种服务等。

留学生办公室设主任一名，留管干部3名。

1. 留学生办公室主任：**苏明旭** 教授。
2. 留学生签证管理、居留许可办理、电子学历注册及证书发放：**华克芳** 老师。
3. 留学生招生事务：**刘溥仁** 老师。
4. 留学生奖学金审核、第二课堂及文化活动、留学生综合事务管理：**张永胜** 老师。

3. 大学文化基因

University Cultural genes

校训 Motto



注：“信义勤爱”为沪江大学时期的校训，意义为“恪守诚信，坚持正义，天道酬勤，人生重爱”。后四个字为后来所加。

信、义、勤、爱，思、学、志、远
 ——这是我们的校训，绵延的“文化基因”。
 八个字熔古铸今，启智笃行，
 铸造了百年学府的人文精魂。

“Faith, Righteousness, Diligence, Love, Thinking, Learning, Aspiration, and Ambition”
 - This is our motto, drawn from our "cultural genes."

Eight words, combining both past and present with both practice and theory, nurture the human spirit of this centenarian university.

校歌 University Anthem

上海理工大学校歌

陈泓周璟 词
周璟 曲

1=G $\frac{4}{4}$
 流畅的 速度 95

1 2 3 1 7 6 7 | 5 - - - | 1 2 3 1 7 6 5 | 6 - - - | 2 3 4 3 2 6 3 |
 滔滔奔流浦江 水， 汹涌澎湃东海 滨。 巍巍驻守沪江

2 - 2 6 7 1 | 2. 3 2 6 7 1 | 2 - - - | 1 2 3 1 7 6 7 | 5 - - - |
 群， 百年 理工著 华 章。 穿越历史承继荣 光，

1 2 3 1 7 6 5 | 6 - - - | 2 3 4 3 2 6 3 | 2 - 2 6 7 1 | 2. 3 2 6 | 5 - - - |
 五湖四海桃李芬 芳， 满载世纪强国梦 想， 你托起 华 夏朝 阳！

转1=bB 前5=后3 雄壮的、有弹性的 速度128
 (3. 3 3 3. 3 3 | 3 3 3 3 3 3 3 3 |

3 5 6 7 1 7 1 2 3 2 1 2 3 2 3 4 | 5 5 5 4 5 5 3 5 5 2 5 5 |

1. 5 5. 5 5. 5 5. 5) | 3. 2 2. 1 1. 5 1. 2 | 3 3- 6 6 |
 我 们迈 开新 时代 的 步伐， 担 起
 我 们迈 开新 时代 的 步伐， 肩 负

4. 4 3 6 | 3 2 - 2 3 4 | 5. 3 7 2 | 1 7 6 7. 1 | 2. 3 2 2 6 6 |
 明 日天 下 兴 亡， 信 义 勤 爱 思 学 志 远 燃 起 青 春 炽 热 的
 祖 国未 来 栋 梁， 信 义 勤 爱 思 学 志 远 祖 国 荣 誉 捧 在 心

1—— 2—— 宽广的、微动的 速度80
 2 2 - - | 5 - - - | 1 2 3 1 7 6 7 | 5 - - - | 1 2 3 1 7 6 5 | 6 - - - |
 火 焰。 间！ 滔 滔 奔 流 浦 江 水， 汹 涌 澎 湃 东 海 滨。

2 3 4 3 2 6 3 | 2 - 2 6 7 1 | 2. 3 2 6 7 1 | 2 - - - | 1 2 3 1 7 6 3 6 |
 巍 巍 驻 守 沪 江 群， 百 年 理 工 今 日 辉 煌。 海 纳 百 川 铸 就 你 奇

5 - - - | 1 2 3 1 7 6 6 5 | 6 - - - | 2 3 4 3 2 6 3 | 2 - 2 6 7 1 |
 想， 科 教 兴 国 化 为 你 翅 膀， 世 界 矚 目 乾 坤 朗 朗， 我 们 并

2. 3 2 6 7 5 | 1 - - 3 | 5 - - 3 | 5 - - 5 | 5 - - - | 5 - - - | 5 0 0 0 ||
 肩 创 美 好 新 希 望， 希 望， 希 望， 希 望！

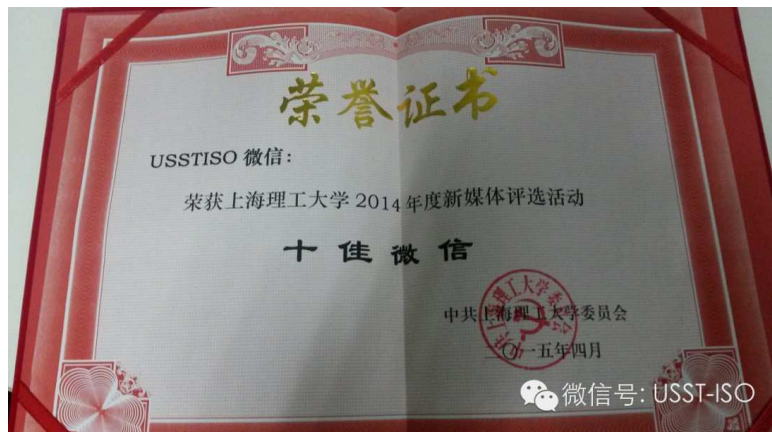
滔滔奔流浦江水，汹涌澎湃东海滨
 The Huangpu River, flows strongly,
 surging onward to the Eastern Sea.
 巍巍驻守沪江畔，百年理工著华章
 And beside it, stands our great U
 SST.
 Having created centennial history,
 穿越历史承继荣光，五湖四海桃李芬芳
 inheriting the glory of her past,
 our students spread beyond the oce
 an wide.
 满载世纪强国梦想，你托起华夏朝阳
 Lifting up to tomorrow' s sun,
 with the dream of reviving a nati
 on' s pride.
 我们迈开新时代的步伐，担起明日天下兴
 亡
 The success of our nation rests o
 n our shoulders,
 as onward we march to a new d
 ay.
 诚义勤爱思学至远，燃起青春炽热的火焰
 With honesty, love, vision and refl
 ection,
 we fan the flames of learners on
 their way.
 我们迈开新时代的步伐，肩负祖国未来栋
 梁

Cultivate the pillars of our nation.
 Onward we march to a new day.
 诚义勤爱思学至远，祖国荣誉捧起在心间
 With honesty, love, vision and refl
 ection,
 the honor of our motherland, withi
 n our hearts, will stay
 滔滔奔流浦江水，汹涌澎湃东海滨
 The Huangpu River flows strongly,
 and surges on to the Eastern Sea,
 巍巍驻守沪江畔，百年理工今日辉煌
 and beside it, stands our great US
 ST,
 looking toward another glorious cent
 ury.
 海纳百川铸就你神奇想，科教兴国化为你
 翅膀
 While diversity widens the mind' s
 eye,
 Science and Technology gives the
 wings to fly.
 世界瞩目乾坤朗朗，我们并肩创美好新希
 望，希望，希望
 So to build a name of great ren
 own,
 Let us strive together hand in han
 d,
 Strive on, strive on, strive on

4. 国际交流处微信矩阵 (附二维码版)

USST-IAO-ISO Wechat Platform Matrix(Attached QR Code)

1). 微信号: [USST-ISO\(留学生办公室微信信息平台\)](#)



2). 微信号: **USST-ACC** (美国文化交流中心)



微信扫一扫
关注该公众号
微信号: USST-ISO

3). 微信号: **USST-BCC** (英国文化交流中心)



微信扫一扫
关注该公众号

4). 微信号: **JCC** (日本文化交流中心)



微信扫一扫
关注该公众号

5). 微信号: **USST-NBCC** (北欧文化交流中心)



微信扫一扫
关注该公众号

行为规范

Code of Conduct

外国留学生行为规范

Norm of Conduct of International Students

1、 考试不得作弊!

NO CHEATING! (Zero Tolerance)

2、 外国留学生应自觉遵守学校其他规章制度。

International Students should comply with other rules and regulations issued by USST.

3、 外国留学生的一切活动均应以学习和友好为目的。外国留学生的任何活动不得妨碍中国的社会秩序，侵犯他人权益或危害中国的国家安全和利益。

The intention of all the acts of the international students should be friendly and related with study. Any act of the international students should not disrupt Chinese social order, should not impinge on others' rights, or endanger national security and interests.

4、 未经留学生办公室及相关部门批准，禁止在学校散发、张贴和展览宣传画，禁止在公共场所自行放映电影、录像等。

Distributing, posting, exhibiting posters or pictures, are prohibited without the permission of ISO; it is also prohibited to present movie or video show in public places without permission.

5、 爱护校园内的花草树木及各种设备和设施，不在球场以外的地方踢球。维护校园文明。

Please protect and cherish flowers, plants, and public facilities of the campus. Do not play football outside the football field. Maintain campus civilian.

6、 外国留学生应做到尊重老师。

International Students should respect your teachers.

7、 出入校门应主动出示证件。

Please show the university card or any other identity card when entering or leaving the campus.

留学生课堂礼仪

Classroom Protocol

When attending classes in USST, International Students should obey the following regulations:

- 1、应提前进入课堂，做好上课准备。

Enter classroom early and prepare for the lesson.

- 2、进入教室上课，要衣冠整洁，不得穿拖鞋进入教室。

Students should be dressed properly and **NO SLIPPERS in classroom**.

- 3、迟到者。应先向老师行礼报告，得到允许后才能入座。

Latecomers should first notify the lecturer, only after receiving permission should they be seated.

- 4、应接受老师的考勤点名。

International Students should respond to the lecturer's Roll Call.

- 5、认真听课，上课不得使用手机等通讯工具；保持课堂安静，不得在课堂上吃饭或做与教学无关的内容。

International Students should pay attention in class, the use of mobile phones is forbidden;

Students should maintain silence in the class, refrain from eating or participating in activities that don't pertain to the content of the class.

- 6、不得早退。如有特殊情况，须经老师允许后才能提前离开课堂。

International Students should not leave early. In special circumstances it is necessary to first get the teachers permission before exiting the classroom.

上海理工大学学生违纪处分条例

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

第一章 总 则

Chapter I General Provisions

第一条 为维护学校正常的教育教学秩序和生活秩序，依法治校、以人为本、以德育人，保障学生身心健康，促进学生德、智、体、美全面发展，根据《中华人民共和国教育法》、《中华人民共和国高等教育法》、《普通高等学校学生管理规定》、《高等学校学生行为准则》以及其他有关规定，结合我校的实际情况，制定本条例。

Article 1 Combined with the reality of University of Shanghai for Science and Technology (USST), the Regulation is formulated in accordance with *the Education Law of the People's Republic of China, the Higher Education Law of the People's Republic of China, the Student Management Stipulation of General Colleges and Universities, the Code of Conduct of Colleges and Universities* and other relevant provisions to maintain the educating, teaching and living orders, promote the comprehensive development of moral, intellectual, physical and virtue characteristics of students and reflect the principles of law-ruling administration, people orientated and moral-influential education.

第二条 本条例适用于本校所有全日制学生。

本条例所指的学生包括在我校正式注册并参加正常学习活动的本科生、第二学士学位学生、硕士研究生、博士研究生。

Article 2 The Regulation shall apply to all full-time students in USST.

The students referred in the Regulation include undergraduate students, second bachelor's degree students, graduate students and the doctoral candidates that are officially registered in USST and are participating in the regular learning activities.

第三条 本条例所指违纪，指因有违反法律、法规以及我校相关规定的行为（简称“违纪”，下同）。学生在校内有违纪行为的，依照本条例给予纪律处分。学生在校外参加教学实习、考察、社会实践、挂职锻炼等社会活动中有违纪行为，参照本条例给予纪律处分。

凡违反学校在非常时期所采取的紧急措施或规定的，视情节给予相应处分。

本条例中无明确规定而又必须给予纪律处分的，可比照本条例中相应条款予以处分。

Article 3 The disciplinary actions mentioned in the Regulation refer to actions that break the laws, regulations and the rules of USST. The Regulation is applied to students who have misconduct inside the university and used as reference for students who have misconduct during off campus teaching internship, investigation, social practice, temporary position practice, etc..

The actions that violate the emergency measures or regulations that are taken by the university during emergency circumstances shall be punished correspondingly as regard to specific

conditions.

The actions that are not clearly stipulated but must be disciplined shall be punished in the light of corresponding provisions in the Regulation.

第四条 对学生进行违纪处理实行教育与处分相结合的原则；坚持教育为本、预防为主、惩前毖后、治病救人。对违纪学生的处理，应当做到程序正当、证据充分、依据明确、定性准确、处分适当；尊重并保障学生陈述、申辩、要求听证和申诉等权利。

Article 4 The principle of discipline to the students who have misconducts shall emphasize the combination of educational and disciplinary effects and insist on educational based, prevention first, learning from past mistakes to avoid future ones and curing. The discipline to students shall conduct with due process, sufficient evidence, clear basis, accurate determined nature and appropriate disposal and shall respect and protect the students' right of presentation, defense and demanding for hearings and appeals.

第二章 违纪处分的种类与规则

Chapter II The Categories and Rules of Disciplinary Regulation

第五条 违纪处分的种类分为：

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

Article 5 The categories of disciplinary regulation include:

- (1) Warning;
- (2) Serious warning;
- (3) Demerit recording;
- (4) Probation;
- (5) Expulsion from academic status (expulsion).

第六条 对有违法、违规、违纪行为的学生，视其情节轻重，给予批评教育或者纪律处分。

对违纪的学生，应当根据学生违法、违规、违纪行为的性质，情节轻重，过错程度，认错态度，悔改表现等做出如下处理：

Article 6 The students who have illegal, regulation violating and disciplinary actions shall be given critical education or disciplinary sanctions depending on the seriousness of the case.

The students, who have disciplinary actions, shall, according to the nature of the illegal, regulation violating and disciplinary actions, the seriousness of the case, the degree of fault, the attitude of admitting the mistake, repentance performance, etc. to receive following treatments:

(一) 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;

(1) The disciplinary sanction could be averted or lightened if the circumstances are minor, the student initiates the admitting of the mistake and corrects his/her actions after critical education;

(二) 违纪情节较轻, 给国家、学校 and 他人利益或声誉造成一定损失或不良后果的, 给予警告或严重警告处分;

(2) Relative minor circumstances that cause certain loss of reputation, damage the interest or cause negative consequences to the nation, the university and others shall be given a warning or serious warning sanction;

(三) 违纪情节较重, 给国家、学校 and 他人利益或声誉造成较大损失或较严重后果的, 给予记过或留校察看处分;

(3) Relative serious circumstances that cause the great loss of reputation, damage the interest or cause relative grave consequences to the nation, the university and others shall be given a demerit recording or probation sanction;

(四) 违纪情节严重, 给国家、学校 and 他人利益或声誉造成重大损失或严重后果的, 给予开除学籍处分;

(4) Serious circumstances that cause the great loss of reputation, damage the interest or cause grave consequences to the nation, the university and others shall be given expulsion sanction;

(五) 对触犯国家法律、法规, 构成犯罪, 已被司法机关追究刑事责任的, 给予开除学籍处分; 违法但尚未构成犯罪的, 或者虽构成犯罪但依法不追究刑事责任的, 根据情节轻重给予留校察看或开除学籍处分; 在境外违反所在国家、地区的法律、法规的, 根据其行为的性质、情节和后果, 给予相应的处理;

(5) The students whose actions have broken the national laws and regulations, constitute crimes and are investigated by judicial organs for criminal responsibility shall be given expulsion sanction; actions that are illegal but not yet constitute crime, or if actions constitute crime, but are not investigated by judicial organs for criminal responsibility shall be given probation or expulsion sanctions according to the seriousness of the case; the actions that happened outside of China and break the local laws and regulations shall be given corresponding treatment according to the nature, circumstances and consequences of the conduct;

(六) 胁迫、诱骗或教唆他人违纪, 蓄意隐瞒违纪事实、销毁证据材料、干扰违纪处理过程, 对检举人、证人或其他相关人员进行威胁或打击报复, 多次违纪的, 应当从重纪律处分。

(6) The students who stress, cajole or abet violations, deliberately hide the disciplinary actions, destroy the evidence materials, interfere with the disciplinary process, threaten or retaliate against the prosecutor, witnesses or other relevant person and violate the discipline for multiple times shall be given a heavier disciplinary sanction.

第七条 违纪情节特别轻微的, 可以免于处分, 但须给予批评教育, 批评教育包括口头批评、书面警示和通报批评等方式;

Article 7 Especially mild circumstances may be exempted from punishment, however, critical education, includes verbal criticism, written caution and criticism notice, must be given.

第八条 有下列情形之一的，可以从轻处分：

- (一) 过失且未造成严重后果的；
- (二) 主动承认错误并有真诚悔改表现的；
- (三) 确系他人胁迫或诱骗，并能主动揭发，认错态度好的；
- (四) 主动劝阻他人违纪或有其他立功表现的；
- (五) 其他可以从轻处分的情形。

Article 8 Following circumstances may be given a lighter punishment:

- (1) Act by fault without serious consequences;
- (2) Initiate mistake admitting with sincere regret and correction;
- (3) Stressed or cajoled by others and initiate disclosure and admit the mistake with good attitude;
- (4) Initiate discouraging the disciplinary actions of others or have other contributions;
- (5) Other situations that may be given a lighter punishment.

第九条 有下列情形之一的，应当从重处分：

- (一) 造成严重后果的；
- (二) 胁迫、诱骗或教唆他人违纪的；
- (三) 蓄意隐瞒违纪事实、销毁证据材料、干扰违纪处理过程的；
- (四) 对检举人、证人或其他相关人员进行威胁或打击报复的；
- (五) 在本校曾受过违纪处分，再次违纪；
- (六) 妨碍调查取证或者伪造证据的；
- (七) 违纪群体的首要人员；
- (八) 勾结校外人员作案；
- (九) 有意包庇他人违纪行为的；
- (十) 确有违纪行为，但拒不承认错误的；
- (十一) 涉外活动违纪；
- (十二) 有两种以上违纪行为，或同时触犯本条例两条以上规定的；
- (十三) 其他应予从重处分的情形。

Article 9 Following circumstances shall be given a severer punishment:

- (1) Cause serious consequences;
- (2) Stress, cajole or abet violations;
- (3) Deliberately hide disciplinary actions, destroy evidence materials and interfere with the disciplinary process;
- (4) Threaten or retaliate against the prosecutor, witnesses or other relevant person;
- (5) Had received disciplinary sanction before and violate the discipline again;
- (6) Interfere with investigation or falsify evidence;
- (7) The leading person of the misconduct groups;
- (8) Collude with off-campus person to commit the disciplinary actions;

- (9) Intentionally cover up the disciplinary actions of others;
- (10) Refuse to admit the mistake of violations;
- (11) Activities concerning foreign affairs that violate the discipline;
- (12) Exist two or more disciplinary actions, or break two or more of above provisions simultaneously;
- (13) Other situations that shall be given a severer punishment.

第十条 对于屡次违反学校规定，经教育不改的，分别处理如下：

(一) 曾两次受到学校纪律处分，仍不吸取教训，再次发生违纪行为，应当给予纪律处分的，可以给予留校察看处分，但其违纪行为可以直接给予开除学籍处分的除外；

(二) 在一个学年内曾两次因违反学校规定受到通报批评，仍不吸取教训，再次发生违纪行为，应当给予通报批评的，可以给予警告处分。

Article 10 For repeated disciplinary actions in university and refusal of correcting mistake after education, it shall be punished as follow respectively:

(1) Probation sanction for students who have disciplinary actions again after having received twice of the university discipline sanctions and did not learn the lessons, except the actions needed to be given expulsion sanction directly;

(2) Warning sanction, instead of criticism notice, for students who have disciplinary actions again after having received twice of the university criticism notice discipline sanction and did not learn the lessons.

第十一条 本规定中处分期指受纪律处分的期间；处分期满，纪律处分子以解除。

Article 11 The sanction period in the Regulation refers to the lasting period of disciplinary sanction; the disciplinary sanction shall be lifted at expiration.

第十二条 警告、严重警告的处分期一般为半年；记过的处分期一般为一年；留校察看的察看期一般为一年，察看期即为处分期。

Article 12 The sanction period for warning and serious warning is six months, the sanction period for demerit is one year; the probation period is one year; the probation period is the sanction period.

第十三条 留校察看期一般为一年，从处分决定做出之日起算。在察看期内，根据其不同表现情况，分别处理如下：

(一) 有立功或突出优秀表现的，由本人申请，经学院讨论后提出建议，由学校主管部门审核，可以提前解除留校察看；

Article 13 The probation period, starting from the date of the issuance of the sanction, is one year usually. During the probation period, different treatments are taken based on different performances as follow:

(1) The students who make meritorious contributions or outstanding performance could terminate the probation in advance by steps of self-application, school discussion and suggesting and approval by the university competent department;

(二) 表现较好, 没有新的违纪行为的, 察看期满时, 由本人申请, 经学院议讨论后提出建议, 由学校主管部门审核按期解除留校察看;

(2) The students who have good performance and make no new violation could remove the probation on schedule at the expiration of the probation by steps of self-application, school discussion and suggesting and approval by the university competent department;

(三) 有新的违纪行为, 按规定尚不够给予纪律处分的, 学院议讨论后提出建议, 由学校主管部门审核, 可以延长察看期半年或一年, 以延长一次为限且察看期累计不得超过两年;

(3) For students who have new violations and could not be given disciplinary sanction according to the regulation, the school shall give suggestion after discussion to prolong the probation for six months or one year upon the examination of the university competent department. The probation period can only be prolonged for one time and the accumulated period shall not exceed two years;

(四) 有新的违纪行为, 按规定可以给予任何一种纪律处分的, 经校长会议讨论, 均直接给予开除学籍处分。

(4) The students who have new violation and could be given any category of disciplinary sanction based on regulation shall be directly given expulsion sanction after the discussion of the President office meeting;

(五) 毕业班学生毕业时还未解除留校察看的, 毕业时作结业处理。考察期间确有悔改表现并有进步的, 期满后由本人申请, 并经用人单位或者本人所在街道或乡(镇)政府鉴定和学校审查批准, 可换发毕业证书。

(5) The senior students who have not been removed the probation at the time of graduation shall be treated as completion of the study. The student who is regretful for the misconduct and is making progress can receive a certificate of graduation at the time of the probation expiration by steps of self-application, employer or street or village (town) government evaluation and the examination and approval of the university.

第十四条 受处分学生具有本条例规定的从重、从轻情节的, 应当在规定的处分限度内处分。

Article 14 The students who have been given the disciplinary sanction with the heavier or lighter circumstances shall be punished within the limit prescribed in the Regulation.

第十五条 凡受处分的学生, 在处分期内取消评定各类奖、助学金和各类荣誉称号的资格。

Article 15 The awards, grants and the qualifications of all kinds of honorary titles of the students, who have been given the disciplinary sanction, shall be canceled.

第十六条 因违法犯罪受到处罚的, 按下列规定给予处分:

(一) 因违法犯罪受到刑事处罚者, 开除学籍。

(二) 因违法犯罪被免于刑事处罚或违反《中华人民共和国治安管理处罚法》被处以治安拘留者, 给予记过以上处分。

(三) 被处以治安警告、治安罚款的,或被法院、检察院训诫责令其具结悔过者,给予警告以上处分。

(四) 被解除刑事拘留的,视其有无违法违纪行为及情节轻重决定是否给予处分。

Article 16 The disciplinary sanction is given as follow for students who break the laws and conduct criminal activities:

(1) The students who receive criminal punishment because of breaking the laws and conducting criminal activities shall be given expulsion sanction;

(2) The students who are exempt from criminal punishment or are given detentions by breaking *the Public Security Administration Punishment Law of the People's Republic of China* shall be given at least the demerit recording sanction;

(3) The students who receive police warning, fine or admonishment and order of making statement of repentance from the court and procuratorate shall be given at least warning sanction;

(4) The students who have been removed the criminal detention shall be decided whether to take disciplinary sanctions depending on the presence of violations and the seriousness of the case.

第三章 违纪行为的具体适用

Chapter III Specific Application of the Disciplinary Actions

第十七条 作为骨干分子组织、支持和鼓动下列活动的,给予开除学籍处分;作为一般人员参与的,给予记过以上处分:

(一) 反对四项基本原则,破坏国家安定团结局面;

(二) 危害国家安全,颠覆国家政权,破坏国家统一;

(三) 煽动民族仇恨、民族歧视,破坏民族团结。

Article 17 The students who act as the backbone to organize, support and instigate the following activities shall be given disciplinary sanction of expulsion and who participate as ordinary crews shall be given at least demerit recording sanction:

(1) Fight against the Four Fundamental Principles and undermine the stability and unity of the country;

(2) Jeopardize national security, subvert state power and undermine the unity of the country;

(3) Incite race hatred and discrimination and undermine the unity of the nation.

第十八条 有下列情形之一的,给予严重警告以上处分:

(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;

(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;

(三) 未经批准在重点防火单位或场所使用明火,且不听

劝阻的。

Article 18 Students with any of the following circumstances shall be given at least disciplinary sanction of serious warning:

(1) Bring guns, ammunition or flammable, explosive, toxic, radioactive and other dangerous

materials out of the specified storage place without authorization;

(2) Bring infectious or biological material that will damage the surrounding environment out of the specified storage place without authorization;

(3) Use open fire at the key unit or fire-preventing place without approval and do not follow the dissuasion.

第十九条 对寻衅滋事、打架斗殴的，视不同情形，给予以下处分：

（一）动手打人未造成伤害的，给予严重警告处分；致人轻微伤害的，给予记过以上处分；致人轻伤以上的，给予留校察看以上处分。

Article 19 The students who seek quarrel and cause disturbance and fight shall be given following disciplinary sanctions depending on different circumstances:

(1) Serious warning sanction for students who hit others but cause no injury; demerit recording and above sanctions for students who cause light injury to others; probation and above sanctions for students who cause more than light injury;

（二）在打架过程中，持一般物件威胁他人的，给予严重警告处分；持刀械器物威胁他人的，给予记过以上处分；持一般物件或者刀械器物威胁他人，造成轻伤以上后果的，给予留校察看以上处分。

(2) Serious warning sanction for students who use ordinary object to threaten others in the process of fighting; demerit recording and above sanctions for students who use knife and similar implements to threaten others; probation and above sanctions for students who use ordinary object or knife and similar implements to threaten others and cause slight injury and much severer injury;

（三）挑唆、蛊惑、组织、策划他人打架的，给予严重警告处分；造成轻微伤害以上后果的，视后果轻重给予记过以上处分。

(3) Serious warning sanction for students who incite, delude, let others to fight; demerit recording and above sanctions for students who cause light injury and much severer injury according to the seriousness of the case;

（四）以劝架为名，偏袒一方，促使殴打势态发展并产生后果的，给予记过以上处分。

(4) Demerit recording and above sanctions for students who contribute to the development of the fighting and cause consequences by taking the name of fighting to bias one side;

（五）故意为他人打架提供物件器械，未造成伤害的，给予严重警告；造成轻微伤害以上的，给予记过以上处分。

(5) Serious warning sanction for students who intentionally provide objects and instruments for other people to fight but do no cause injury; Demerit recording and above sanctions for students whose actions cause slight and much severer injuries.

第二十条 谩骂、侮辱、诽谤他人或侵犯他人隐私，造成不良影响的，给予警告以上留校察看以下处分；造成后果的，给予留校察看以上处分。

Article 20 Warning, serious warning and demerit recording sanctions for students who fling abuses, insult, slander or infringe other's privacy and cause negative effect; probation and above

sanctions for students whose actions cause consequences.

第二十一条 用信函、电话、短消息或电子邮件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，干扰他人正常生活的，造成一定后果的，视情节轻重给予严重警告以上处分。

Article 21 Serious warning and above sanctions, depending on the seriousness of the case, for students who spread rumors or malicious information by letter, telephone, message or E-mail and other means, attack and infringe the rights and interests of other people or the relevant authorities, or directly intimidate and threaten others' safety and interfere with other people's normal life and cause certain consequences.

第二十二条 在浴室、卫生间等场所进行偷窥、猥亵等行为的，给予严重警告以上处分。

Article 22 Serious warning and above sanctions for students who have peep, act obscene, etc. at locations such as bathroom and restroom.

第二十三条 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 23 Serious warning and above sanctions for students who sexually harass others through ways such as language, writing, behaviors, etc..

第二十四条 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，给予严重警告或者记过处分；次数较多、金额较大或者造成严重后果的给予留校察看以上处分。

Article 24 Serious warning sanction or demerit recording for students who illegally abort, detain, hide, open and read, falsely claim others' letters, parcels, money orders or other mail or E-mail and cause bad effect or damage; Probation and above sanctions for students who have done the actions mentioned above for multiple times, with large money amount or cause serious consequences.

第二十五条 侵犯国家、集体、他人财产权利的，视情节轻重给予以下处分：

(一) 侵占、盗窃公私财物，价值不满 500 元人民币的，给予严重警告处分；价值在 500 元以上至 1500 元以下的，给予记过以上处分；价值在 1500 元人民币以上的，给予开除学籍处分；对有两次及以上侵占、盗窃行为者，不论价值多少，给予留校察看或开除学籍处分。

诈骗、抢夺、抢劫、敲诈勒索公私财物比照侵占、盗窃行为从重处分；为作案者放风，提供信息、作案工具或者进行掩饰的，比照作案者处分。

Article 25 The students who violate the property rights of the state, the collective or others shall be given following disciplinary sanctions depending on the seriousness of the case:

(1) Serious warning sanction for students who seize and steal public or private property with the value less than RMB 500; demerit recording and above sanctions is given when the value is more than RMB 500 and less than RMB 1,500; expulsion sanction is given when the value is above RMB 1,500; probation or expulsion sanction shall be given for students who conduct above actions for twice or more without consideration of the amount;

The students who conduct public and private property fraud, snatch, robbery and racketeering shall be heavily punished in the light of seizing and stealing; the students who provide lookout, information, tool or conceal shall be punished in the light of the perpetrators;

(二) 盗窃或者故意毁坏公共图书的, 给予警告或者严重警告处分; 盗窃、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, 给予记过或留校察看处分。

(2) Warning or serious warning sanction for students who steal or intentionally damage public books; demerit recording or probation sanction for students who steal or intentionally damage orphan, rare, closely collated exquisite books, original version of foreign language books or other books and materials with high academic value;

(三) 故意毁坏公私财物的, 给予警告或者严重警告处分; 毁坏公私财物损失较大或者情节恶劣的, 给予记过以上处分。

(3) Warning or serious warning sanction for students who deliberately destroy public and private property; demerit recording and above sanctions for students who destroy public and private property and cause large losses or serious circumstances;

(四) 明知是赃物仍然收买或者窝藏的, 给予警告或者严重警告处分; 情节严重的给予记过或者留校察看处分。

(4) Warning or serious warning sanction for students who buy or shelter stolen goods with full awareness; demerit recording or probation sanction is given in serious circumstances.

第二十六条 违反实验、实习操作规程或资料室安全制度, 违反学校有关消防管理规定, 过失给国家、学校或他人财产造成损失的, 给予警告处分。造成较大损失的, 给予记过以上处分。

Article 26 Warning sanction for students who violate the operation procedures of experiment and practice or document security system and violate relevant university fire management regulation that cause losses to the property of the country, university or others; demerit recording and above sanctions are given if large losses are caused.

第二十七条 参加非法传销, 不听劝阻的, 给予警告以上、留校察看以下处分。

Article 27 Warning, serious warning and demerit recording sanctions for students who participate in illegal pyramid selling and refuse to follow the dissuasion.

第二十八条 在校内非法组织宗教活动, 不听劝阻的, 给予严重警告以上处分。

Article 28 Serious warning and above sanctions for students who organize illegal religious activities in the university and refuse to follow the dissuasion.

第二十九条 宣扬邪教、封建迷信的, 给予记过以上处分。

Article 29 demerit recording and above sanctions for students who publicize cult and feudal superstition.

第三十条 参与赌博或明知赌博而提供赌具或场所的, 给予严重警告或记过处分; 其中有聚众赌博、屡次赌博或勾结校外人员赌博等严重情节的, 给予留校察看以上处分。

Article 30 Serious warning or demerit recording sanction for students who involve in gambling

or provide gambling devices or location with full awareness; Probation and above sanctions for students who gather and gamble, gamble on a frequently base or collude with people outside the university for gambling and have other serious circumstances.

第三十一条 吸食、注射毒品的，给予留校察看处分。

Article 31 Probation sanction for students who take in or inject narcotic drugs.

第三十二条 有卖淫、嫖娼等行为的，给予留校察看以上处分。

Article 32 Probation and above sanctions for students who prostitute oneself or pay for sex.

第三十三条 观看反动、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、组织他人观看反动、淫秽文章、书刊、图片、音像、网站等淫秽资料，或非法文章、书刊、音像等资料的，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 33 Warning sanction for students who watch reactionary or obscene books, pictures, videos, audio and video products, etc.; Serious warning and above sanctions for students who disseminate, pass around, produce, post, communicate with and organize others to watch reactionary or obscene articles, books, pictures, audio and video, web sites and such pornography materials or illegal articles, books, audio and video materials; the ones who profit from these actions shall be given probation and above sanctions.

第三十四条 扰乱公共场所（包括学生公寓）管理秩序的，分别处理如下：

（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、记过以下处分；

（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行为经教育不改的，给予警告处分，造成严重后果的，给予记过以上处分；

Article 34 Disrupt the management order of public places, including student apartments, shall be punished, respectively, as follows:

(1) Warning and serious warning sanctions for students who make noise or use audio equipment with loud noise to disturb the management order and not listen to the dissuasion;

(2) Warning sanctions for students who have intentionally conducted environmental damage actions such as drawing, posting, hanging things at improper places, dumping wastewater and rubbish, etc. and do not correct the behaviors after be educated; demerit recording and above sanctions for students whose actions cause serious consequences;

（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，给予记过处分；引起严重后果者，给予留校察看处分；

(3) Serious warning and above sanctions for students who disturb the management order by bibulosity, bustling, setting off firecrackers, deliberately breaking or knocking on stuffs, etc.; demerit recording sanction for students who bustle after being drunk, cause trouble and disturb the public order; probation sanction for students whose actions cause serious consequences;

(四) 有煽动、组织聚众闹事，破坏学校管理秩序行为的，给予记过处分；其中具有暴力、威胁、侮辱诽谤、散布谣言等严重情节的，给予留校察看以上处分；

(4) Demerit recording sanction for students who incite or organize group disturbance that disturb the management order of the university; probation and above sanctions for students whose behaviors have serious circumstances such as violence, threat, insulting and slandering, rumor spreading, etc..

(五) 违反校园交通管理规定，造成不良影响的，给予警告以上、留校察看以下处分；

(5) Warning, serious warning and demerit recording sanctions for students who violate the university traffic management provisions and the actions that cause bad influences;

(六) 扰乱教育教学管理秩序的行为，造成不良影响的，给予警告以上、记过以下处分。

(6) Warning and serious warning sanctions for students who disturb the management order of teaching and the behaviors that cause bad influence.

第三十五条 违反学生住宿管理规定的，分别处理如下：

(一) 在宿舍内容留异性过夜或在异性宿舍内滞留过夜的，给予记过或者留校察看处分；

Article 35 The sanctions for behaviors that break the provisions of the student accommodation management are, respectively, as follows:

(1) Demerit recording or probation sanction for students who accommodate the opposite sex for the night or stay in the dormitory of the opposite sex for the night;

(二) 在学生宿舍内留宿校外人员或者将学生宿舍、床位转借、转租给他人的，给予警告处分；造成后果的，给予严重警告或者记过处分；擅自调换学生宿舍或者床位，不听劝阻的，给予警告处分。

(2) Warning sanction for students who keep off-campus people in the student dormitory or lend or sublet the student dormitory and beds to others; serious warning or demerit recording sanction for those whose actions cause consequences; warning sanction for those who exchange dormitories or beds without authorization and do not listen to dissuasion.

(三) 私拉电线或使用违章电器的，给予警告处分；因私拉电线，使用违章电器、使用明火、吸烟等导致火灾或电路严重损毁的，给予记过以上处分。

(3) Warning sanction for students who connect electronic wires secretly or use illegal electronic appliances; demerit recording and above sanctions for those who cause fire or severe circuit damage by connecting electronic wires secretly, using illegal electronic appliances, using open fire, smoking, etc.;

(四) 在学生宿舍内饲养宠物且不听劝阻的，给予警告处分。

(4) Warning sanction for students who keep pets in the student dormitory and do not listen to dissuasion;

(五) 擅自改变学生宿舍（公寓）结构或调换门锁的，给予警告处分；情节严重的，给予严重警告以上处分。

(5) Warning sanction for students who unauthorizedly change the students' dormitory (apartment) structure or exchange the door lock; serious warning and above sanctions for students whose

behaviors have serious circumstances;

(六) 其他违反学生宿舍管理规定的行为，给予警告以上处分。

(6) Warning and above sanctions for students who violate others provisions regarding the administration of student dormitory.

第三十六条 伪造、变造、冒领、冒用、转让各种证件或证明文件者，给予以下处分：

(一) 伪造学生证、图书证等各种证件者，伪造各类有价证券者，给予记过以上处分；

(二) 变造、冒领、冒用各种证件并产生不良后果者，给予记过以上处分；

(三) 转借各种证件并产生不良后果者，给予警告以上处分；

(四) 违反学校有关公费医疗的规定，弄虚作假者（如修改处方、药方，开假报销单、开假证明等），给予警告以上处分；

Article 36 Forging, altering, falsely claiming, falsely using and transferring all kinds of certificates or documents shall be punished as follows:

(1) Demerit recording and above sanctions for students who forge the student ID, library card and other documents and fake all kinds of securities;

(2) Demerit recording and above sanctions for students who alter, falsely claim, falsely use all kinds of certificate and cause bad influences;

(3) Warning and above sanctions for students who under lease all kinds of certificates and cause bad influences;

(4) Warning and above sanctions for students who violate the provisions about the free medical service of the university by resorting the deception (such as modifying prescription, issuing false expense account, false certificate, etc;)

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

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

(七) 为达到个人目的有下列行为者，视其情节轻重，给予记过以上处分：

1. 私刻、伪造公章；

2. 涂改、伪造成成绩单；

3. 伪造教师签名；

4. 伪造各类获奖证书、证明、毕业证等有关证件、证明文件。

(5) Warning or serious warning sanction for student who receive grant, allowance for difficulty or student loan by using fraud or cheating method or lying about the family economic conditions;

(6) Demerit recording and above sanctions for students who hide their contagions with full awareness and refuse to accept treatment and cause bad consequences;

(7) Demerit recording and above sanctions, base on the seriousness of the case, for students who have following behaviors for reaching personal purpose:

A. Carve, without authorization, or forge official seal;

B. Obliterate or forge transcripts;

C. Forge teacher's signature;

D. Forge all kinds of awards, certificates, diplomas or other relevant documents and certificates.

第三十七条 违反有关计算机、网络安全与管理规定的，分别处理如下：

(一) 在校园网上发表、传播颠覆国家政权，影响社会稳定，有损国家利益、学校利益和他人正当利益的言论、文章，以及散布各种谣言的，视情节轻重、后果大小分别给予相应处分。

Article 37 Behaviors that violate relevant regulations of computer and network security and management, respectively, are handled as follows:

(1) Publish and spread speech, articles and all kinds of rumors that subvert the state political power, affect the social stability, undermine the national interests and the legitimate interests of others shall be punished according to the seriousness of the cases and the consequences;

(二) 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。

(2) Demerit recording and above sanctions for students who publish and spread all kinds of file data pertaining to the state secrets, or leak relevant information and data, graph (pictures) of scientific research projects that are in confidential stage;

(三) 传播淫秽、暴力等内容的文章、字句、图像的，给予严重警告以上处分。

(3) Serious warning and above sanctions for students who spread articles, words and images that are pornographic and with violent content;

(四) 用侮辱性的语言、文字对他人进行谩骂或人身攻击的，给予记过以下处分；造成严重后果的，给予留校察看以上处分。

(4) Sanctions below demerit recording are given to students who file abuse or assault to others by using offensive language or words; probation and above sanctions for those who cause serious consequences;

(五) 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。

(5) Serious warning and above sanctions for students who manufacture, intentionally spread and apply computer viruses, or unlawfully enter into other people's and organization's computer or other equipment system;

(六) 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，给予记过以下处分；造成严重后果的，给予记过以上处分。

(6) Sanctions below demerit recording are given for students who produce, disseminate or use computer viruses and other destructive procedures to impact or destroy the normal operation of computer information system, use system vulnerabilities to cause the possible danger to the system safety and have an impact on the normal use of others; demerit recording and above sanctions for those who cause serious consequences;

(七) 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、留校察看以下处分。

(7) Warning, serious warning and demerit recording sanctions, based on the losses caused, for students who unauthorizedly modify, move, destroy, copy, download files or other information in the computer or other equipment of other people or organizations;

(八) 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、留校察看以下处分。

(8) Warning, serious warning and demerit recording sanctions for students who set up agents, FTP services, etc. without permission, or steal and use the account and password of other or organization and cause adverse effect;

(九) 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。

(9) Warning sanction for students who sell or sublet self-used account to others;

(十) 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, 视情节给予相应处分。

(10) The behaviors that violate the state laws and regulations on Internet management or other provisions on the management of campus network in university shall be punished depending on the circumstances.

第三十八条 组织未曾登记注册或没有批准的社团协会开展活动, 或未经审批擅自组织学生业余活动和集会, 或未经审批擅自组织募捐、接收赞助、收取活动经费或协会会费, 造成不良影响的, 对组织者或社团组织直接负责人给予警告或严重警告处分; 给学生身心健康或经济上造成较大损害的, 给予记过以上处分。

Article 38 Warning or serious warning sanctions for the organizers or direct leaders of the organizations who organize activities in non-registered or non-approved organization and association, or organize unauthorized student extracurricular activities and assembly, or organize unauthorized fundraising, receive sponsorship, collect activities fees or association membership fees and cause adverse effects; demerit recording and above sanctions for those who cause major damage to the students physical and mental health or economic loss.

第三十九条 在校内从事或者参与未经批准的销售、租赁或者中介服务经营性活动, 给予警告或者严重警告处分。

擅自散发未经登记、审批的宣传品、印刷品, 造成不良影响, 且不听劝阻的, 给予警告或严重警告处分; 其中具有传播非法内容、人身攻击、造谣惑众等严重情节的, 给予记过或留校察看处分。

Article 39 Warning or serious warning sanction for students who engage in or participate in unauthorized sale, lease or intermediary service business activities;

Warning or serious warning sanction for students who send out non-registered and unauthorized propaganda materials and presswork and cause bad effect and do not listen to dissuasion; demerit recording or probation sanction for those who spread illegal content, launch personal attack, spread rumors to mislead others, etc..

第四十条 违反考试规则和考试纪律者，对其违纪行为及课程考核成绩按照《上海理工大学全日制本科生课程考核管理办法》认定，并作相应处分。

参加非我校组织的考试，有违反考试纪律行为的，视其违纪情形，参照本条例给予相应的纪律处分。

Article 40 The behaviors of students who violate the exam rules and disciplines shall be determined according to *University of Shanghai for Science and Technology Full-time Undergraduate Course Examination Management Provisions* and be given corresponding disciplinary sanctions.

The students who attend examinations organized by other universities and violate the disciplines shall be given corresponding disciplinary sanctions by referring the Regulation according to the circumstances.

第四十一条 未经批准而无故旷课的，给予批评教育；一学期内无故旷课累计满 12 学时的，给予警告处分；累计满 20 学时的，给予严重警告处分；累计满 30 学时的，给予记过处分；累计满 40 学时的，给予留校察看处分。

迟到或者早退三次折算为旷课一节。

Article 41 Critical education for those who miss classes without permission; warning sanction for those who miss accumulated 12 hours of classes without reasons; serious warning sanction for those who miss accumulated 20 hours of classes; demerit recording for those who miss accumulated 30 hours of classes; probation sanctions for those who miss accumulated 40 hours of classes;

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

第四十二条 在上课、实验等教学活动中，有使用手机等通讯设备或频繁出入课堂、大声喧哗等影响教学秩序的行为且不听劝阻的，给予警告或者严重警告处分。

Article 42 Warning or serious warning sanction for students who use mobile phones and other communication devices in the teaching activities in class or in experimental class, or frequently come in and go out the classroom, disturb the teaching order with loud voice and noises and do not listen to dissuasion.

第四十三条 有剽窃、抄袭或伪造实验数据、计算结果等学术不端行为的，给予记过以下处分；情节严重的，给予留校察看或开除学籍处分。

学术不端行为以学术委员会的认定为准。

Article 43 Sanctions below demerit recording for students who have academic misconduct such as plagiarism, copying without proper references or forging experimental data, calculated results, etc; probation or expulsion sanction is given in serious circumstances.

Academic misconduct is determined by the cognizance of the academic committee.

第四十四条 因学习成绩评定、转专业、就业、评奖、处分等原因，对有关人员寻衅滋事的，视其情节，给予严重警告以上处分。

妨碍学校及有关部门对违纪事实的调查的，给予警告处分；情节恶劣或者提供伪证的，给予严重警告以上处分。

Article 44 Serious warning and above sanctions, depending on the circumstances, for students who create disturbances to the relevant personnel for academic performance evaluation, major change, employment, awards, disciplinary punishment.

Warning sanction for students who obstruct the investigation concerning the disciplinary fact by university and departments; Serious warning and above sanctions in bad circumstances or for those who provide false evidence.

第四章 处分权限与处分程序

Chapter IV Authority Extent and Disciplinary Procedures

第四十五条 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；重要事件应当在二十四小时内报告，重大事件应当立即报告。

Article 45 The units or individuals who discover suspected student violations shall promptly report to the competent department of the university; important matters shall be reported within 24 hours and a major matter shall be reported immediately.

第四十六条 学校对学生的处分，应当做到程序正当、证据充足、依据明确、定性准确、处分适当。

Article 46 The disciplinary sanctions made by the university to student shall be with due process, sufficient evidence, clear basis, accurate nature determination and properly disposing.

第四十七条 对学生发生的违纪行为，一般由学生所在学院负责调查；属于职能部门管理职责范围内的，由职能部门会同学院负责调查。违纪事实调查清楚后，学院应及时向主管部门提交违纪学生情况报告及处理建议。

本科学生违纪行为的主管部门是学生处，研究生违纪行为的主管部门是研究生工作部。考试作弊行为由教务处负责调查处分。

Article 47 The School of the student is responsible for the investigation of the violation of the students; the competent departments shall be in conjunction with the school to investigate matters that belong to its scope of management responsibilities. The school shall submit the student report and suggestion to the competent department after ascertaining the fact through investigation.

The Student Affairs Office is the competent department of the undergraduate student misconduct; The Graduate Affairs Office is the competent department of the graduate student misconduct. The Teaching Affairs Office is in charge of the investigation and punishment of the exam cheating.

第四十八条 学生处、研究生工作部根据违纪学生情况报告，参考学院处理建议，做出对违纪学生的警告、严重警告、记过、留校察看处分。

开除学籍的处分决定，由学生处、研究生工作部提交校长会议研究决定。

Article 48 The Student Affairs Office and the Graduate Affairs Office issue the warning, serious warning, demerit recording and probation sanction to student according to the students report by

referring to the suggestions of the school.

Expulsion sanction is determined by the President office meeting after submitting by the Student Affairs Office and the Graduate Affairs Office.

第四十九条 本科学生违反本条例第四十条规定的，由监考老师负责取证，教务处以调查核实，并根据学生违纪情况做出对违纪学生的处理建议。

Article 49 As to the undergraduate students in violation of the provisions of Article 40 of the Regulation, the invigilating teacher is responsible for evidence collecting and the Teaching Affair Office provides the investigation and verification and makes the suggestions about the student disciplinary action according to the specific situation.

第五十条 学校在对学生做出处分决定之前，应当听取学生或者其代理人的陈述和申辩。

学生对拟处分决定有异议的，可以向学校主管部门提出申辩；其中拟给予开除学籍处分的学生有申请召开听证会的权利。

Article 50 The University shall listen to the presentation and defense of the students or their representatives before making the disciplinary decision.

The students who object the proposed decision can ask for defense to the competent department of the university; the student has the right to apply for hearing for expulsion sanction.

第五十一条 学校对学生做出处分，应当出具处分决定书，送达被处分学生本人。被处分学生应在处分决定书送达回执上签字，以表示收到处分决定书；被处分学生拒绝签字的，由送达人在送达回执上写明理由，并由在场的两名见证人签字证明，视为送达。开除学籍的处分决定书报上海市教育委员会备案。

处分决定书应当包括处分和处分事实、理由及依据，并告知学生可以提出申诉及申诉的期限。

Article 51 The University shall issue a disciplinary decision and send it to the student oneself when the disciplinary sanction is made. Suspended student shall sign the disciplinary decision in receipt for receiving; the decision is treated as delivered and the server shall indicate the reason with signatures from two witnesses if suspended student refuses to sign the decision. The decision of expulsion sanction shall be report to the Shanghai Municipal Education Commission for the record.

A disciplinary decision shall include the disciplinary sanction and facts, reasons and basis, and tell the students of the right of appealing and the duration of the appealing.

第五十二条 学生对处分决定有异议的，在接到学校处分决定书之日起5个工作日内，可以向学校提出书面申诉。学校成立学生申诉处理委员会，受理学生对违纪处分的申诉。申诉按《上海理工大学学生申诉处理条例》（上理工（2013）110号）执行。

Article 52 The students who are contentious to the decision can submit a written protest to the university within five working days as of the date of receiving the disciplinary decision. The university shall set up the Student Appealing Processing Committee to accept the disciplinary appeal. The appeal is carried out according to *the Student Appealing Processing Bylaw of*

University of Shanghai for Science and Technology. (USST (2013) No. 110).

第五十三条 学生申诉处理委员会对学生提出的申诉进行复查，并在接到书面申诉之日起 15 个工作日内，做出复查结论并告知申诉人。需要改变原处分决定的，由学生申诉处理委员会提交学校重新研究决定。

Article 53 The Student Appealing Processing Committee reviews the appealing and makes the review conclusion and inform the claimant within 15 working days as of the date of receiving the written appeal and submits the University for re-considering and re-decision if the original decision needs to be changed.

第五十四条 学生对复查结论有异议的，在接到学校复查结论书之日起 15 个工作日内，可以向上海市教育委员会提出书面申诉。

Article 54 The student who is contentious to the review conclusion can make written appealing to the Shanghai Municipal Education Commission within 15 working days as of the date of receiving the review conclusion.

第五十五条 申诉期间，不停止处分决定书的执行。

Article 55 The execution of the disciplinary decision does not stop during the appealing.

第五十六条 从处分决定书送达之日起，学生在申诉期内未提出申诉的，学校不再受理其提出的申诉。

Article 56 The appealing that is not lodged during the appeal period (start from the date of the delivery) will not accepted by the university.

第五十七条 被开除学籍的学生，由学校发给学习证明。学生应在处分决定做出之日起十日内办理离校手续。逾期不办理，学生档案、户口退回其原家庭户籍所在地。

Article 57 The University shall issue the study certificate to students who are given expulsion sanctions. The students shall finish the school-leaving procedures within ten days from the date of issuing the disciplinary decision. The student files and registered permanent residence will be returned back to the original family household registered permanent residence place if the leaving procedure is overdue.

第五十八条 纪律处分的处分期自处分决定做出之日起计算，处分期满或毕业时自动解除；学生对学校处理决定有异议，提出申诉且结论发生变化的，除免于处分外，处分期仍自原处分决定做出之日起计算，其他处理按新处分决定执行；学生在受处分期间因故休学或停学的，休学或停学的时间不计入处分期。

Article 58 The disciplinary sanction period starts from the date of disciplinary decision and is removed by the end of the period or at the time of graduation; the disciplinary period starts from the issuance date of the original sanction if the decision is changed because the students' objection of the decision and lodging an appealing, except the sanction is removed; other new disciplinary treatments follow the new decision; the period of temporarily absenting or suspension of the student is not included in the sanctions.

第五十九条 涉嫌违纪学生是共产党员的，在做出处分决定之前，学院有关部门应将情况报院系党组织及学校纪委；是共青团员的，学院有关部门应将情况通报学院团组织。

Article 59 The competent department shall inform the Communist Party of the school and the Discipline Inspection Commission of the university before making the disciplinary decision if the alleged disciplinary student is a communist party member. The competent department shall inform the Communist Youth League of the school if the alleged disciplinary student is the League member.

第六十条 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。开除学籍的处分决定书，由学校主管部门报上海市教育委员会备案。

受记过以下处分且原则上处分期已满，如真诚悔改并有良好表现的，可在毕业前三个月内向学院申请并由学校主管部门决定撤销处分，有关材料归入学校文书档案。

Article 60 The competent department shall truly and integrally include the disciplinary decision and related material into the university paper archives and the student's archive. The disciplinary decision of expulsion, reported by the university competent department, is put on record by the Shanghai Municipal Education Commission.

Sanctions below demerit recording on expiration could be removed by the decision of competent department by application of the student three months before graduation on the basis of sincere regret and correction and good performance. Related materials are included in the university paper archives.

第五章 附 则

Chapter V Supplementary Provisions

第六十一条 本条例所称“以上”包括本数，“以下”不包括本数。

Article 61 The “above” used in the Regulation includes the number itself, while the “below” used in the Regulation does not include the number itself.

第六十二条 对非学历教育研究生、继续教育学院学生、港澳台侨学生、外国留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，可以参照本条例执行。

Article 62 The disposal of violations of non-academic education graduate students, continuing education college students, students from Hong Kong, Macao and Taiwan and foreign countries is in accordance with the Regulation except there is applicable dedicated provision set by the state.

第六十三条 本条例由学生工作部（处）、研究生工作部、教务处负责解释。

Article 63 The Student Affairs Office (Department), the Graduate Affairs Office and the Teaching Affairs Office are jointly responsible for the interpretation of the Regulation.

第六十四条 本条例已经校长办公会讨论通过，自公布之日起生效。原《上海理工大学学生违纪处分条例》（上理工学[2008]4号）同时废止。

Article 64 The Regulation has been passed in the President Office Meeting after discussion and will be immediately taking effect as of the date of releasing. The dated *The Student Disciplinary Regulations of University of Shanghai for Science and Technology* (USST [2008] No. 4) shall be

repealed simultaneously.

校长办公室

2013年8月26日印发

The Office of President

Printed and Distributed on August 26, 2013

学习指南

Study Guide

上海理工大学成绩覆盖和学分认定处理规则和办理流程

USST Rules and Procedures Regarding Examination Results Covering and Credit Recognition

学生在课程重修或者重选专业、降级之后，往往遇到必须要选择修读的课程已经不再开设的情况。这时，可以有以下两种办法来解决，一是通过成绩覆盖，一是通过学分认定，以达到按计划完成要求学分的目的。如果能够选择到相近课程修读，则可办理“成绩覆盖”，把修读后获得的成绩标记到被覆盖课程上；如果没有相近课程的，但选择修读的课程与教学计划模块（即课程组）中的课程具有相同特点，则可办理“学分认定”，把该门课程标记到该计划模块中。两种处理方式的具体办理规则和流程，详述如下。

Students who have to repeat previous academic work, change major or fail to go up to the next grade may face the situation where the compulsory courses stop to be offered. There are two ways to solve the problem and meet requirement for credit: examination results covering; credit recognition. If there are courses which are similar to previous ones, the method of examination results covering can be used (examination results are recorded to the covered courses). If there are no courses which are similar to previous ones but the compulsory courses share the same characteristics of the courses of cultivation plan module (i.e. course group), the second method can be adopted. “Credit recognition” refers to the way of including the specific course into the cultivation plan module. Rules and procedures regarding the two methods are set forth as follows:

一、成绩覆盖处理规则和办理流程

I. Rules and procedures regarding examination results covering

学生重修时，如遇教学计划中已不再开设的课程，可以申请用相近课程的成绩予以替换。对此类申请，我们称为“成绩覆盖”。重选专业、降级之后，已经取得成绩的课程，有一些是相近的，这些相近的课程同样可以申请“成绩覆盖”。

Students who have to repeat previous academic work can apply for replacement of examination results of similar courses if previous courses stop to be offered according to cultivation plan. Such application is called “examination results covering”. Students who have to change major or fail to go up to the next grade can also apply for “examination results covering” if courses previously taken are similar to current courses.

相近课程界定标准，是以课程教学大纲为依据，两门课程之间的内容重叠率在 80%以上，难度级别相同、且学分相差不大于 1/3。

The standard for defining similarity between courses is based on syllabus. Specific rules: content overlapping rate of two courses shall be over 80%.; same difficulty level; difference of credit is less than 1/3.

1、成绩覆盖办理流程：

1. Procedures for examination results covering handling:

- (1) 下载《[成绩覆盖申请表](#)》，正确、完整填写表格中各栏信息；
- (2) 交学生所在学院教务办公室，签署审核意见；
- (3) 将签署学院意见的表格交至教务处（公共服务中心 43 号窗口）；
- (4) 通过审核审批后，教务处进行处理；如有异议，电话告知申请人。

(1) Please download “[Examination Results Covering Application Form](#)”. Fill in the form with true and complete information;

(2) Submit the form to Academic Affairs Office of the school where the student studies for review and comment;

(3) Submit the reviewed form to Academic Affairs Office of the University (No. 43 window at Public Services Center);

(4) Academic Affairs Office of the University will handle the matter after the application is approved. If there is objection, applicant will be informed of the matter via phone call.

2、申请成绩覆盖，还应注意以下规则：

2. Rules on examination results covering application:

(1) 课程代码相同的课程即为同一课程，同一课程修读多遍，只计算最高成绩，此种情况不需要申请成绩覆盖；

(2) 成绩覆盖后，只计算最高一次成绩；

(1) Courses with same code are regarded as the same course. Only the highest examination result of the same course will be counted no matter how many times the course have been taken. In such case, there is no need for examination results covering application;

(2) Only the highest examination result will be counted after examination results covering is realized;

(3) 计划内之间的课程不能相互覆盖；

(4) 如果计划中存在同系列、难度不同、学分不同的几门课（如，高等数学 A，高等数学 B），申请覆盖的课程之间难度级别和学分必须相对应。

(3) Courses within the same cultivation plan cannot be covered by each other;

(4) If there are several courses within the same cultivation plan which belong to the same series and are featured with different difficulty level and different credits (e.g. Higher Mathematics A, Higher Mathematics B). The difficulty level and credit of courses to be covered by each other shall match.

二、校内课程学分认定处理规则和办理流程

B. Rules and procedures regarding course credit recognition

学分认定是指因计划中某个模块学分未能修满，将修读的其他课程标记到该模块的一类申请。

Credit recognition refers to application for counting credits of other courses into a module since credits requirements set by the module fail to be met.

1、学分认定的办理流程：

1. Procedures for credit recognition:

(1) 下载《[校内课程学分认定申请表](#)》，正确、完整填写表格中各栏信息；

(2) 交学生所在学院教务办公室，签署审核意见；

(3) 将签署意见的申请表交至教务处（公共服务中心 43 号窗口）；

(4) 通过审核审批后，教务处进行处理；如有异议，电话告知申请人。

(1) Please download "[Course Credit Recognition Application Form](#)". Fill in the form with true and complete information;

(2) Submit the form to Academic Affairs Office of the school where the student studies for review and comment;

(3) Submit the reviewed form to Academic Affairs Office of the University (No. 43 window at Public Services Center);

(4) Academic Affairs Office of the University will handle the matter after the application is approved. If there is objection, applicant will be informed of the matter via phone call.

2、学分认定须符合下面两个规则：

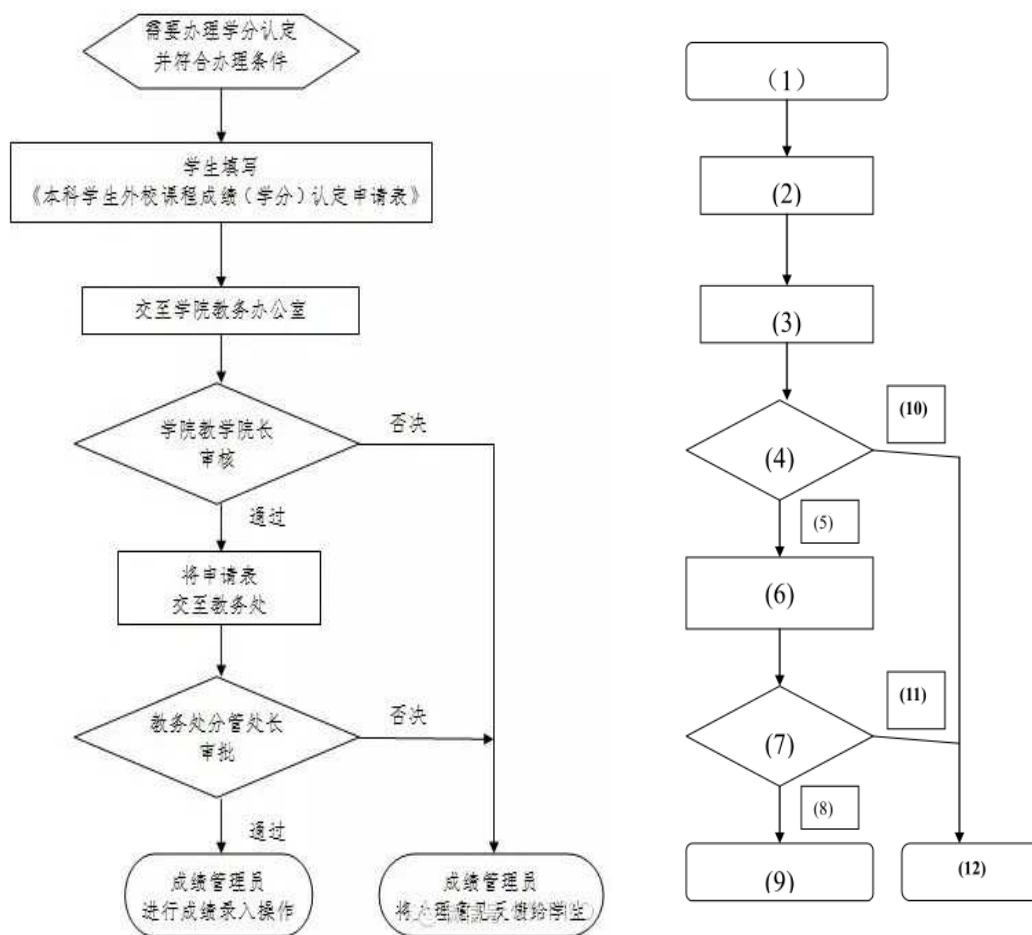
2. Rules on credit recognition:

(1) 未能完成学分要求的计划模块，该模块下的课程已经不再开设；

(2) 申请认定的课程与相应计划模块中的课程具有相同特点。

(1) If credit requirements of a cultivation plan module fail to be met, the courses within the module have stopped to be offered;

(2) Courses whose credits are expected to be recognized shall share the same characteristics of courses of the specific cultivation plan module.



1. Apply for credit recognition and eligible for application
2. Student fill in “Undergraduate Application Form for Recognition of Examination Results (Credit) of Courses at Other Educational Institutions”
3. Submit the form to Academic Affairs Office of the school where the student studies
4. Head of the school reviews the application form
5. Approved
6. Submit the form to Academic Affairs Office of the University
7. Director of Academic Affairs Office of the University who is in charge of the matter reviews the application form
8. Approved
9. Examination results administrator records examination results
10. Rejected
11. Rejected
12. Examination results administrator give feedback on application to the student concerned

上海理工大学学分制收费实施办法

Measures of USST on Credit System Based Charging

为进一步规范学校学分制收费管理，根据上海市教育委员会、上海市物价局、上海市财政局颁发的《关于上海市高等学校试行学分制收费办法的通知》，结合学校实际情况，制定本实施办法。

The Measures is formulated on the basis of the specific condition of USST and *Notice on Pilot Credit System Based Charging at Higher Educational Institutions in Shanghai* issued by Shanghai Municipal Education Commission, Shanghai Price Bureau and Shanghai Municipal Finance Bureau with a view to regulating the management of credit system based charging work of the University.

一、适用范围

本办法适用于我校全日制本科生的学费收费管理工作。

I. Application

The Measures is applicable to the management of credit system based charging work targeted at all full-time undergraduates of USST.

二、收费原则

II. Principles for Charging

1. 各专业学生根据本专业培养计划（不含重新选修及超出培养计划要求修读学分）要求完成学业，以学分制收费的学费总额不超过实行学年制收费的学费总额。

1. Students of all specialties shall meet academic requirements for graduation on the basis of cultivation plans of each specialty (excluding retaking elective courses or earning credits beyond cultivation plan). The amount of tuition related to credit system based charging shall not exceed that of tuition related to academic year system based charging.

2. 学校根据各专业培养计划要求的学分，按国家规定的学年制收费标准，换算成各专业每学分的收费标准，并据此核算超出培养计划修读学分（简称超计划学分）单价。

2. On the basis of credit requirements of each specialty and state standards for academic year system based charging, the University sets up per-credit charging standard for each specialty and per-credit charging standard for credits earned beyond cultivation plan (“beyond plan credit”).

3. 学生修读的总学分包括学生所有修读的课程学分（包括未取到学分的课程）和进行转换、认定的课程学分。

3. Credits earned by an individual standard include all credits earned from courses taken (including courses from which no credits earned) and credits converted and recognized.

三、收费标准

III. Standard for Charging

1. 各专业学分收费标准

专业学分单价=学年学费标准（元）×4/各专业培养计划规定的要求学分

学年学费标准按照按国家和上海市规定执行。

1. Credit charging standard of specialty

Per-credit charging = Academic year tuition standard (yuan) ×4/ Credits required by cultivation plan of specialty

Academic year tuition standard follows national regulations and regulations of Shanghai.

2. 超计划学分收费标准

超计划学分是指除本年级本专业培养计划规定的学分要求以外修读的学分（包括重修、转换和认定学分）。

超计划学分收费标准学校根据各年级入学时各专业的学分单价水平，另行核定。具体收费标准参见附表。

2. Charging standard for “beyond plan credit”

“Beyond plan credit” refers to credit earned beyond required credits of cultivation plan of specialty (including credits earned from retaking courses and converted/recognized credits)

Charging standard for “beyond plan credit” is set separately according to the per-credit charging

standard of each specialty at the time of new academic year. See Appendix for details.

3. 辅修第二专业（学位）的学分收费标准根据专业的学分收费标准核算。

3. Credit charging standard for minor (degree) is calculated according to credit charging standard of specialty.

4. 学籍变更后收费标准

重选专业、转专业学生如前后专业学年学费标准不同，则采用分段计费的方式。转专业后的学分按照新专业学分学费标准进行收费，先前所修学分费用按原专业学分学费标准计算。

4. Charging standard for new student status

As for students who change specialty, charging will be based on tuition of the different period (before and after change of specialty). Credit charging after change of specialty follows credit charging standard of new specialty while credit charging before change of specialty follows credit charging standard of previous specialty.

5. 休学、退学的收费标准

如果在开学后前四周办理相关手续，则当学期所修读课程学费不予统计；如果在第四周后办理相关手续，不论修读情况如何，均据实计费。

5. Charging standard for Schooling suspension and discontinuation

If formalities for Schooling suspension and discontinuation are conducted within four weeks of a new semester, there will be no charge for courses taken. If formalities for Schooling suspension and discontinuation are conducted after four weeks of a new semester, there will be charging for any courses taken regardless of the actual completion of the course.

6. 交流与联合培养学生的学分收费标准

交流与联合培养的学生按培养方案的总学分计算学分学费，其在交流与联合培养期间的学分学费按在本校教务管理系统中转换的课程学分数计收学费。

6. Credit charging standard for exchange student and jointly cultivated student

Credit charging standard for exchange student and jointly cultivated student is based on the total credit requirement of cultivation plan. Charging for credits earned during exchange program and joint cultivation process is based on the converted credits recorded in University academic administration system.

7. 延长学习年限的学分收费标准

延长学习期限的学生按照学年缴费，毕业前学校按照学生修读课程的总学分数结清实际发生的全部费用。

7. Credit charging standard for extension of study

Students asking for extension of study are charged for each academic year spent at the University.

The University charges for all credits earned before graduation.

四、学费的收取与结算

IV. Tuition Collection and Settlement

1. 收费方式采用预收制。财务处在每学年学生注册前按国家规定的学年收费标准预收学费，每学年对学生学分学费进行预结算。

1. Collection of tuition adopts advance collection method. Financial Department collects tuition in advance according to national regulations before student registration each academic year and settles credit-based tuition account in advance each academic year.

2. 在学生因毕业、退学、转学办理离校手续之前，教务处统计每位学生在校期间修读的总学分和超计划学分，财务处根据学分收费标准，对学生预收学费金额与应收学费金额进行核对，根据多退少补的原则进行结算。

2. Before student completes formalities for graduation, schooling suspension and transfer, Financial Department calculates total credits and “beyond plan credits” earned by student during Schooling. On the basis of credit charging standard, Financial Department checks the amount of advance tuition and payable tuition and settles the account on the principle of refund for any overpayment and supplementary payment for any deficiency.

3. 为给学生提供更多的学习机会，考虑到学校资源情况，超计划学分在 5 学分以内的，免收超计划学分学费。

3. To offer more opportunities for students and on the basis of the overall resources reserves of the University, there is no charge for any “beyond plan credits” if the credits are less than 5.

五、其他

1. 本办法经校长办公会议通过，自公布之日起施行，原《上海理工大学学分制收费实施细则》（上理工〔2010〕36号）同时废止。

2. 本办法由教务处和财务处负责解释。

V. Miscellaneous matters

1. The Measures is adopted by president office meeting and is implemented since the date of promulgation. The original *Rules of USST on Credit System Based Charging* (USST [2010] No.36) becomes invalid.

2. Academic Affairs Office and Financial Department are responsible for the interpretation of the Measures.

附件：2014 级各专业学分收费标准

Appendix: Credit Charging Standard for Students Enrolling in 2014

附件

Appendix

2014 级各专业学分收费标准

Appendix: Credit Charging Standard for Students Enrolling in 2014

专业类别 Program	学年收费标准（元） Charging Standard for Academic Year (yuan)	超计划学分收费标准（元/ 学分） ² Charging Standard for Beyond Plan Credits (yuan/credit) ²	学分单价 计算依据 （元） Calculation Basis for Per-credit Charging (yuan)
一般本科专业 Undergraduate Program	5000	100	学年收费 标准（元） ×4÷各专
艺术类专业	10000	200	

Art Program			业培养计划规定的 要求学分 Charging standard for academic year (yuan)×4 ÷credits required by specialty cultivati on plan
中美合作专业 Sino-American Joint Program	12000	220	
中德合作专业 Sino-German Joint Program	15000	220	
中英合作专业 (除工商管理) Sino-British Joint Program (excluding business administration)	15000	220	
中英合作专业 (工商管理) Sino-British Joint Program (business administration)	28000	220	
第二学位各专业 ¹ Second degree programs	5000	100	

注:

1. 第二学位各专业指通过招生考试录取的修读第二学位学生.

2. 超计划学分收费起算点为学生所属专业培养计划规定的学分要求数; 超计划学分数 = 学生实际修读的学分总数 (包括重修学分、转换和认定学分) - 所属专业培养计划规定的学分要求数。

Note:

1. "Second degree programs" refers to students pursuing a second degree after passing entrance examination.

2. Calculation starting point of "beyond plan credit" charging is the credit number required by specialty cultivation plan: beyond plan credit=credits earned by student (including credit earned

from retaking courses, converted/recognized credits) – number of credit required by specialty cultivation plan.

外国留学生学籍管理

Study Management

基本参照上海理工大学教务处关于本科生的学籍与管理规定 (<http://jwc2010.usst.edu.cn/>) 以及研究生部关于研究生的学籍与管理规定 (<http://yjs.usst.edu.cn/>)。

Basically students shall refer to the website of Teaching Affairs Department for undergraduates <http://jwc2010.usst.edu.cn/> or the website of the Graduate School <http://yjs.usst.edu.cn/>.

日常学习中遇到与教务相关的问题，比如选课、成绩等，应向所在学院的教务办公室咨询。Questions related to teaching affairs, e.g., course selection and assessment, etc., shall be enquired to Teaching Affairs Office in the school/college.

外国留学生

入学

Enrollment

接受我校教育的外国留学生，凭《录取通知书》和《外国留学人员来华签证表》，在规定日期内到上海理工大学留学生办公室和所在学院报到，办理各项入学手续。因故不能按期报到者，须事先向留学生办公室请假，经同意后可延期，但一般不得超过两周。否则，视为放弃入学资格（不可抗力等正当事由除外）。

International students should bring Admission Notice and Visa Application for Study in China to USST International Students Office (ISO) and school office to register for schooling before due date. Approval should be obtained from the ISO for late registration. Normally two weeks after the due date of registration, the admission will become void (except for force majeure).

新生到校后须按规定进行体检或验证。体检不合格者将被取消入学资格并立即离校回国，费用自理。

Students should undertake health check after arrival. The disqualified student has to leave the university and China immediately at his/her own cost. T

注册

Registration

外国留学生必须于每学期开学之前，在规定的时间内，新生凭《录取通知书》，自费生另需凭学费发票，到留学生办公室和所在学院办公室办理注册手续；老生凭校园一卡通或学

生证，自费生另需凭学费付费单到留学生办公室开具《注册通知单》，到所在学院办公室办理注册手续，以取得本学期的学习资格。

International students should register within due date at the beginning of each semester to ISO and school office with student card or e-campus card (for freshmen with Admission Notice; commoners with receipt of tuition in addition) .

学生因故不能如期注册者，必须履行请假手续，否则以旷课论。未经请假逾期两周不注册者，按自动退学处理；未经注册，不得参加各项教学活动。

Students who can not register in time, have to go through formalities to ask for leave, otherwise, they will be considered as playing truant. Those who has not registered two weeks after due date without approval from ISO and school office will be regarded as voluntarily quitting school. And students are not supposed to participate in any academic activity before registration.

请假

Asking for Leave

外国留学生应自觉遵守学习纪律。如因病、因事不能上学，应办理请假手续：

International students are expected to conscientiously abide by the management rules and should go through formalities to ask for leave for their sickness or their private affairs:

(1) 因病请假，需有医生证明，并及时报告任课教师。请病假一天可以口头向辅导员提出；请病假二天或二天以上须书面向辅导员提出；请病假三至七天，病假应附医院证明，辅导员同意后，须报学院批准；请病假七天以上的，病假应附医院证明，辅导员、学院同意后，须报留学生办公室批准。不按规定执行的，视同旷课。

When asking for leave for sickness, it is necessary to show a doctor's note for sick leave and report it to the respective lecturers in time; a 1-day leave needs an oral permission by the assistant of the school/college; a 2-day leave needs to be asked in written form to the assistant; a leave lasting for 3 to 7 days needs both the permission by the assistant and the school/college. A 7-day-plus leave should be jointly approved by the assistant of the school/college, the school/college office and the ISO (in case of sickness, with a sickness note). The one who does not follow the rules will be regarded as playing truant.

(2) 因事请假，应及时报告任课老师。请事假一天可以口头向辅导员提出；请事假二天或二天以上须书面向辅导员提出；请事假七天以上的，辅导员、学院同意后，须报留学生办公室批准。不按规定执行的，视同旷课。

When asking for leave for personal affairs, it is necessary to notify respective course-giving lecturers in time. A 1-day leave needs an oral permission by the assistant of the college; a 2-day leave needs to be asked in written form to the assistant; a leave lasting for 3 to 7 days needs both the permission by the assistant and the school/college; a 7-day-plus leave should be jointly approved by the assistant of the school/college, the school/college office and ISO. The act of breaching the rules will be regarded as playing truant.

外国留学生享受我国的节假日及学校的寒暑假。外国留学生派遣国的重大节假日及国外的其他节假日，学校均不放假。

International students are entitled to enjoy the days off for China's holidays and the university's summer and winter vacations. They are not supposed to take time off for holidays of their home countries and other foreign countries during their study at USST.

奖励与处分

Rewards and Punishments

中国政府奖学金学生受校纪处分的决定由留学生办公室通报中国国家留学基金委、外国留学生派遣国驻华大使馆。

The decision about the disposal of Chinese Government Scholarship student, who has violated school discipline, will be reported to the China Scholarship Council and the embassy of the student's home country in China by ISO.

休学、停学与复学

Suspending, Discontinuing and Resuming Schooling

外国留学生因特殊原因需停止学业，但又不符合休学条件者，由本人书面申请停学。外国留学生休学或停学，本科生由学院报教务处、留学生办公室批准，研究生由学院报教务处、留学生办公室批准。可休学或停学并保留学籍一年。

The student, who is unqualified for suspending schooling but needs to discontinue the study for some special reasons, must apply in writing. The application of suspending/discontinuing schooling from both international undergraduates and postgraduates need to be reported to the academic administration and ISO by respective school/colleges. If the application is accepted, the admission qualification can be kept for no more than 1 year.

休学、停学申请一经批准，学生应立即办理离校手续，并在 15 天内离校，费用自理。

Once the application is accepted, the student must do the leaving procedure, and leave the campus within 15 days, fees by the student himself/herself.

因病休学者要求复学，应在开学前三个月内向留学生办公室提交书面申请，同时提供外国留学生所在国（地）公立医院出具的医学健康证明及相关资料。

The student, who has suspended schooling for sickness, wishing to resume schooling after recovery needs to apply to ISO on paper within the previous three months before the beginning of the semester and to provide the health certificate and relevant documents issued by a public hospital of his/her home country.

因其他原因休学、停学的学生要求复学，须在开学前三个月，向所在学院提交复学申请，经指定医院健康检查合格，学院主管副院长同意，本科生报留学生办公室、教务处批准，研究生报留学生办公室、研究生院批准，方可复学。经同意复学的学生，由留学生办公室负责为其办理《复学通知书》和《外国留学人员来华签证申请表》。逾期未办理复学手续者，作自动退学处理。

The student, who has suspended schooling for other reasons, wishing to resume schooling, needs to apply to the school/college. Then, the student needs to do physical examination at the designated hospital, being proved as qualified. The undergraduate's application needs to be accepted by the associate dean of the school/college, by ISO, and by the academic administration. The postgraduate's application needs to be accepted by ISO, and the Postgraduate Department. Only if the application is accepted, the student can resume the study. After the acceptance of the application, ISO will be responsible for dealing with the student's Notice of Resuming Schooling and Visa Application of Study for Foreigners in China. The one, who fails to attend to the resuming schooling formalities before the deadline, automatically, will be consider as quitting school.

中国国家或地方政府奖学金生停学、非健康原因休学者，奖学金资格不予保留。中国国家或地方政府奖学金生休学期间，停发学习生活费，停止享受公费医疗待遇；复学后其休学期间的学习生活费不补发，医疗费不报销。

Chinese Government/local Government Scholarship student, who has suspended schooling for other reasons but not sickness, his/her scholarship qualification will not be kept. The stipend for him/her will not be provided during the students' suspension period and the medical care will be stopped. When the student resumes schooling, the stipend and the medical cost will not be reimbursed.

外国留学生如要求在休学期间保留原住房，须按房价的 50%在离校前一次付清房租(其金额=房价×50%×休学天数)，如外国留学生不能按时复学，外国留学生宿舍管理中心有权处理房中物品，并将住房安排给他人使用。

If the student, who suspends schooling, want to keep his/her room during the absent days, he/she has to pay 50% accommodation fee all at once before he/she leaves the campus (total payment = room price × 50% × absent days). If the student can not resume their study as planned, the International Student Apartment (ISA) is entitled to deal with the stuff in the rooms and re-arrange the rooms.

获准复学的中国政府奖学金生的奖学金期限将自动顺延，顺延期限不得超过其休学期。

The Chinese Government Scholarship student, who resumes the study, can get the postponed scholarship, but the postponement should not be over the period of suspending schooling.

对于休学、停学以及复学的中国政府奖学金学生，留学生办公室将上报国家留学基金委审核，并通报该外国留学生所属国驻华大使馆。

Concerning the situation of the Chinese Government Scholarship student who suspends, and resumes study, ISO will report to China Scholarship Council, and to the embassy of the student's home country in China.

退学

Quitting Schooling

学生退学，本科生由学院报教务处、留学生办公室批准，研究生由学院报教务处、留学生办公室批准，注销其学籍。退学者须立即办理离校手续，并在 15 天之内离开学校。

Both undergraduates and postgraduates, who apply for quitting schooling, should get the permission by the school/college, Academic Administration of the university and ISO. Once the application is approved, the applicant should do the leaving procedure immediately, and leave the campus within 15 days.

中国国家或地方政府奖学金生自退学之日起，奖学金资格自动取消，回国费用自理。

As for the Chinese/local Government Scholarship student, his/her scholarship qualification will be canceled automatically and the travelling expenses will be paid by the student.

对于退学的中国政府奖学金生，留学生办公室将上报国家留学基金委，并通报该外国留学生所属国驻华大使馆。

Concerning the situation of the scholarship student who quits study, ISO will report to China Scholarship Council, and to the embassy of the student's home country in China.

转学和转专业

Transferring Schooling and Changing Majors

外国留学生一般不得转学和转专业。中国政府奖学金生如因特殊原因需转学或转专业的，必须由外国留学生本人提出书面申请，由外国留学生派遣国驻华大使馆或有关派遣单位出具同意转学或转专业的正式函件，有关学院、有关部门（包括留学生办公室）签署意见，报主管校长批准。批准件经复印

Generally, international students are not supposed to transfer school or to change their majors once admitted by the university. The scholarship student who wishes to transfer school or to change majors for some special reasons, is requested to submit his/her written application and an official document from his/her employer or embassy of his/her home country in China. After that, it must be reviewed by the respective school/colleges and offices (including ISO), and finally approved by the president in charge. The student should get a copy for the permission.

自费生和其他政府奖学金学生如因特殊原因需转专业的，必须由外国留学生本人提出书面申请，由其所在学院、有关接收学院、有关部门（包括留学生办公室）签署意见，报主管校长批准。

The commoner or other kinds of governmental scholarship student wishing to change majors, should submit his/her written application and an official document from his/her employer or embassy of his/her home country in China. After that it must be reviewed by the respective school/colleges and offices (including ISO), and finally approved by the president in charge.

学位授予

Degree Awarding

我校外国留学生中的本科生、硕士研究生、博士研究生可根据《中华人民共和国学位条例》的规定，申请授予相应的学士、硕士、博士学位。

The international students embracing bachelor candidates, master candidates and doctoral candidates may apply to be awarded their respective degrees in accordance with the Regulations for Awarding Degrees of the People's Republic of China.

凡申请授予学士、硕士、博士学位的外国留学生必须完成各自教学计划的各项要求，成绩合格，经审核准予毕业，其课程学习，毕业论文答辩的成绩分别达到学士、硕士、博士学位所要求的水平。本科生参见教务处规定，研究生参见研究生部规定。

The international students who apply to be awarded degrees must have fulfilled the requirements prescribed in their degree programs. Their course achievements and theses should be up to the level required by responding degree programs, and they must have been approved of graduation. The requirements for the degree awarding towards undergraduates can be consulted at Academic Administration. As for the requirements of postgraduates, please take the reference of Requirements for Graduation Theses and Opposition of International Students issued by USST Postgraduates Department.

毕业与离校

Graduation and Departure

毕业生应在学校举行毕业典礼之日以后 15 天内离校回国，不得以等待颁发学位证书为由拖延离校。外国留学生应在回国前办妥离校手续，否则不得领取毕业证书和学位证书；

International graduates are expected to leave for their home country within 15 days after the graduation ceremony of the university. They are not allowed to extend their stay on their excuse of waiting for the issue of their degree certificates. They are entitled to get their graduation certificates and their degree certificates only after the departure clearance is made.

外国留学生如有特殊原因不能及时离校，必须事先提出申请，经批准后方可办理延期离境手续。

The international students, who are unable to leave for special reasons, must apply in advance. They are not allowed to postpone the departure time until the application is approved.

外国留学生无故滞留不归有悖于来华留学宗旨，也违反我国外国人入出境管理法规的有关规定，学校将会同公安部门采取必要措施，促其归国。

The international students who extend their stay for no reason will be regarded as going against the aims of their studying in China and as violating the corresponding regulations and the Law of the People's Republic of China on Entry and Exit of Aliens. Upon this, the university will take emergency measures jointly with the Public Security Bureau to urge them to leave for their home countries.

上海理工大学关于本科留学生学籍管理的补充规定

Supplementary Provisions on International Undergraduate Student Records Management of University of Shanghai for Science & Technology

上理工[2013]133号

USST [2013] No.133

为保证和加强我校外国本科留学生的教育教学质量，根据《高等学校接受外国留学生管理规定》（教育部、外交部、公安部令第9号）和《上海理工大学全日制本科学生学分制学籍管理规定》，结合我校实际情况，制定补充规定，以规范我校外国本科留学生（以下简称“留学生”）的学籍管理。

In accordance with *Administrative Rules on the Acceptance of International Students by Institute of Higher Learning* (Order No. 9 jointly issued by Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security) and *USST Provisions on Student Records Management for Full-time Undergraduate Students Under Credit System*, and considering the specific conditions of the University, the following supplementary provisions are formulated in order to offer an ever-improving quality education for international undergraduate students of the University and regulate international undergraduate student (hereinafter referred to as “International Student”) records management.

第一章 入学与注册

Chapter I Enrollment and Registration

第一条 按国家招生规定录取的留学生新生，持录取通知书和规定的证件，按期到校办理入学、注册手续。因故不能按期入学注册者，应向学校请假，请假时间不超过两周。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 1 New international students admitted according to state regulations shall take admission notice and all the necessary papers and enroll and register on schedule. If anyone cannot enroll and register on schedule, he or she shall ask for a maximum of two-week leave from the University. If anyone fails to ask for a leave or one's leave exceeds the time limit, he or she will be disqualified from entrance into the University (except for acceptable reasons such as force majeure).

第二条 留学生新生因健康原因不能按时到校注册者，可向我校提出书面申请，保留其入学资格一年。保留入学资格者暂无学籍。

Article 2 New international student can submit a written application to the University if he or she cannot register on schedule due to health problems. The admission qualification of those students will be valid for one year, but his or her name will not appear on student rolls.

第三条 每学期开学时，留学生必须在规定时间内到校办理注册手续。不能如期报到者，应履行请假手续，请假五天（含）以内的由学院审批，超过五天的应由所在学院签报国际交流处留学生办公室（以下简称留学生办公室）审批。

每学期请假时间累计达到或超过 30 天者，应办理休学手续。

Article 3 Each international student shall register within the prescribed time period at the start of a new term and ask for a leave if he or she cannot do so. Request for a five-day (or less) leave shall be approved by the School. Request for a leave of more than five days shall be submitted by the School to Admission Office for International Students (hereinafter referred to as “International Students Office”) for approval. Those whose leave of absence for each academic term reaches or exceeds 30 days are required to suspend schooling.

第四条 留学生回国服兵役，应到留学生办公室办理休学手续，并在兵役结束半年内来我校凭相关证明办理复学手续。因服兵役而休学的期间不计入修读年限。

Article 4 International students who have to return home for military service shall go to International Students Office for schooling suspension formalities. Within 6 months after the completion of their military service, those students shall take necessary papers and go through schooling resumption formalities. The absence will not be counted in their length of schooling.

未办理手续而自行离校者，按相关规定，作退学处理。复学时无法提供服兵役证明者，休学期间计入修读年限，休学时间超过两年的作退学处理。

For those who fail to go through necessary formalities before leaving school, an order of schooling discontinuation will be issued according to relevant regulations. For those who cannot provide military service certificate while asking for schooling resumption, his or her absence will be counted in their length of schooling. Those whose schooling suspension exceeds two years will be asked to discontinue their schooling.

第二章 修业年限

Chapter II Length of Schooling

第五条 本科留学生基本修业年限为四年，因故不能及时毕业者可以申请延长，但延长时间以二年为限。提前修完本专业规定学分的学生可以申请提前毕业，但本科课程的在校学习时间不得少于三年。

Article 5 Length of schooling for international undergraduate students is four years which can be extended for a maximum of two years if schooling cannot be completed on schedule. Those who satisfy credit requirements ahead of schedule can apply for an early graduation, but course work for bachelor's degree shall be not less than three years.

第三章 课程与修读管理

Chapter III Courses and Coursework Management

第六条 留学生均应按所在专业培养计划要求修读课程,并取得相应的学分方可毕业。但本规定下面第七条~第十二条之内容,对此另有特别要求。

Article 6 International students shall complete all the coursework and satisfy credit requirements set by their specialty before graduation. Special requirements concerning this matter are stated in Article 7 ~ Article 12 of this Provision.

第七条 就读于哲学、政治学 and 经济学类专业的留学生,政治理论为其必修课;其他专业的留学生可以申请免修政治理论(下表所列课程)学分,并无需另选其它课程学分替补。

Article 7 International students majoring in philosophy, political science and economics shall take political theory as compulsory course. International students in other majors can apply for an exemption from obtaining credits in political science (see the following table for specific courses) and no credits from other courses as a replacement are required.

序号 No.	可减免课程 Courses Exempted
1	思想道德修养与法律基础 Ideological & Moral Cultivation and Legal Basis
2	中国近现代史纲要 Outline of Modern Chinese History
3	马克思主义基本原理概论 Introduction to 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 Introduction to Mao Zedong Thought and Theoretical System of Socialism with Chinese Characteristics
5	军训 Military Training
6	军事理论 Military Theory
7	形势与政策 Situation and Policy

第八条 体育课作为选修课程,由学生自主选择是否修读,但相应课程学分要求须修读其他课程学分子以替补。

Article 8 Students can choose to take PE, which is an elective course, or not at their own discretion, but credits from other courses as a replacement are required.

第九条 母语或其来源国(地区)官方语言为英语的学生可免修大学英语课程,但相应学分须修读其他课程学分子以替补。

Article 9 Those students whose first language is English or who come from countries (regions) where English is the official language are eligible for exemption from College English course, but credits from other courses as a replacement are required.

第十条 母语或其来源国（地区）官方语言为非英语的学生，大学英语课程可作为选修课，由学生自主选择是否修读；未选修大学英语课程者，其相应学分则须修读其他课程学分予以替补。

Article 10 Those students whose first language is not English or who come from countries (regions) where English is not the official language can take College English as an elective course. The decision is at the discretion of the students. For those who haven't taken College English as an elective course, credits from other courses as a replacement are required.

第十一条 “汉语”和“中国概况”为接受学历教育留学生的必修课，可用于替换大学英语学分，学分替换由教务处认定。

Article 11 “Chinese Language” and “Brief Introduction to China” are two compulsory courses for international students who are pursuing a degree. Credits from these two courses can be used as a replacement for College English course. Credit replacement shall be affirmed by Teaching Affairs Office.

第十二条 有条件的学院可以为留学生开设使用英语等其他外国语言进行教学的专业课程。但使用非汉语语言接受学历教育的留学生，毕业论文摘要必须用汉语文字撰写。

Article 12 If possible, schools can offer courses taught in foreign language such as English. For those international students whose undergraduate program is delivered in languages other than Chinese, the abstract of their thesis shall be written in Chinese.

第十三条 留学生实行学分制收费。学分单价计算公式：留学生学年收费标准（元） $\times 4$ /专业培养计划规定的要求学分。

Article 13 The University charges international students according to credit system. Per credit rate is calculated as follows: tuition fees per academic year (RMB) $\times 4$ / credits required by specific program per training plan.

每学年初，学校按年度留学生学费收费标准预收学年学费；在学生毕业前，学校按学生修读课程的总学分数结清实际发生的全部费用。

At the start of each academic year, the University collect tuition in advance according to International Students tuition & fees standards. Before graduation, the University shall settle all expenses according to total credits attained by students' coursework.

获得奖学金（含免学费的）的留学生，免交学费；未通过奖学金（含免学费的）年度评审的留学生，在暂停奖学金期间，留学生按照年度留学生学费收费标准支付学费。

Those international students who are awarded scholarships (including tuition exemption) are eligible for tuition exemption. Those international students who fail in annual scholarships (including tuition exemption) review shall pay tuition according to International Students tuition & fees standards during scholarship suspension period.

超计划修读课程（含重修学分、转换和认定学分）学分，按照留学生修读专业学分数额定单价计算，另行收费。

International students who earn credits beyond what is required in training plan (including retaking courses, credit conversion and verification) will be charged additionally according to Credit Unit Price Standards.

第四章 转专业、转学

Chapter IV Transfer to New Major or Another University

第十四条 留学生入学报到后有转专业要求者，应在第一学期开学后三周内、或第二学期和第四学期结束前提出转专业申请，填写转专业申请表，经院(系)、教务处、留学生办公室审批同意后，方可转入新的专业学习。留学生进入第三学年学习，则不再受理其转专业申请。

Article 14 If any international student wants to transfer to a new major after enrollment, he or she shall submit the application within three weeks after the first term starts or before the end of the second term or fourth term and fill in major transfer application form. The request will be granted after the application form is reviewed and approved by the School (Department), Teaching Affairs Office and International Students Office. No major transfer application will be reviewed after the students start their third year of study.

第十五条 留学生如有患病或其他特殊困难，无法继续在本校进行学习，可以申请转学。

转出学籍程序为：本人提出申请，经院(系)、留学生办公室审核，教务处审批同意后方可办理转学手续，由教务处出具相关证明。

Article 15 If any international student cannot continue his schooling due to health problems or other difficulties, he or she may transfer to another college or university. The relevant procedure is as follows: Application submitted → Application reviewed by the School (Department) and International Students Office and approved by Teaching Affairs Office → Transfer formalities completed → Teaching Affairs Office provides written verification.

第十六条 由外校转入的留学生，应在入学两周内向教务处提出学分认定申请，其在上海理工大学学习的时间不少于三年。

Article 16 Those international students who transfer from another college or university shall submit transfer credit verification application to Teaching Affairs Office within two weeks after their enrollment and their length of schooling at USST shall not be less than three years.

第五章 休学、复学与退学

Chapter V Schooling Suspension, Schooling Resumption & Schooling Discontinuation

第十七条 留学生申请休学的，应向学校提交书面申请，说明理由并提供有关证明（因病休学学生须校卫生科签署意见），送所在学院审核同意，经留学生办公室、教务处批准备案，由教务处出具“休学决定书”后，方可休学。

在规定的修业年限内，留学生经批准可连续休学两年，但累计亦不得超过两年。

Article 17 Those international students who ask for schooling suspension shall first submit written application specifying reasons and provide relevant verifications (if the suspension is due to health problems, University Health Department shall provide relevant papers with comments). The request can only be granted after the application is reviewed by the School and approved & kept on file by International Students Office as well as Teaching Affairs Office (the latter shall also provide a paper called “Decision on Schooling Suspension”).

An international student can suspend schooling for two consecutive years within the prescribed length of schooling, but the accumulated length of suspension shall not exceed two years.

第十八条 休学留学生应当在办理休学手续后离校。休学期间的留学生不享受在校待遇，学校不对其休学期间发生的任何人身及财产事故承担责任。

Article 18 International students whose request for schooling suspension has been approved cannot leave school without going through relevant formalities. During the period of schooling suspension, students will not enjoy the rights in-school students would enjoy and the University bears no responsibility for any damages or losses to person and property caused by accidents during the leave of those international students.

第十九条 留学生复学按下列规定办理：

Article 19 Schooling resumption for international students shall follow the rules stated below:

1. 留学生休学期满后，应于学期开学前持休学证明（因伤、病休学的学生申请复学时，必须持有正规医院的诊断书，证明已恢复健康，并经国内有关医院复查合格）、经所在院（系）和留学生办公室签署意见，教务处核准后，方可复学。

1. At the end of schooling suspension, international students, to resume his or her schooling, shall take schooling suspension certificate before the start of the new academic term and obtain comments from the School (Department) and International Students Office as well as approval from Teaching Affairs Office (Those who suspend schooling due to injury or illness shall take medical certificate from regular hospital which states that the student has already recovered and his/her recovery needs to be verified by local hospital).

2. 若休学者在休学期间有发生违反中国法律、法规情形的，可驳回其复学申请，取消其学籍。

3. If any international student violates Chinese laws and regulations during schooling suspension period, his or her schooling resumption application may be rejected and his or her name be dismissed from school.

第二十条 有下列情形之一者，应予退学：

Article 20 If any of the following happens, the student concerned will be ordered to discontinue his or her schooling:

1. 休学期满，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者；

1. Fail to submit schooling resumption application within prescribed time limit or fail to pass schooling resumption application review process at the end of schooling suspension period;

2. 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者；

2. Unable to continue schooling after being diagnosed with illness or accidental disability by hospital designated by the University;

3.一学期内连续旷课两周者;

3. Be absent without approved leave application for two consecutive weeks during one academic term;

4.超过学校规定期限未注册而又无正当事由者;

4. Fail to register within prescribed time limit and unable to provide legitimate reasons;

5.本人申请退学者;

5. Submit quitting school application;

6.在校期间有反华言行，情节严重者;

6. Have anti-China words and deeds and the circumstance are rather serious

7.触犯中国法律并被中国司法机关处以拘留以上处罚者。

7. Violate Chinese law and receive a penalty of detention or above from Chinese judicial authorities.

第二十一条 退学者应在离校前办好各类退学手续，包括校内的证卡手续和来华签证手续。

Article 21 Those who request schooling discontinuation shall complete all relevant formalities before leaving the University including formalities concerning certificates & cards issued by the University as well as visa.

发生学校对留学生作勒令退学或开除学籍处分情形时，应在处分决定作出后 7 日内，上报上海市教委备案；如受到上述处分者为国家计划内招收的留学生，学校还应在处分决定作出后 30 日内，以书面形式通知国家留学基金管理委员会。

If any international student is ordered to discontinue schooling or academic dismissed, the relevant orders shall be submitted to Shanghai Municipal Education Commission within 7 days after the punishment decision has been made. If the punishment is targeted at international students admitted according to state plan, the University shall notify China Scholarship Council (CSC) in written form within 30 days after the punishment decision has been made.

第六章 毕业与学位

Chapter VI Graduation & Academic Degree

第二十二条 学生完成培养计划规定的全部课程，取得所在专业规定的学分数，允许毕业，发给毕业证书。在六年内未获得本专业毕业所规定的应修学分者，经本人申请且符合学校相关规定的，可发给其结业证书或肄业证书。

Article 22 Any student who has completed prescribed coursework and obtained enough credits will be allowed to graduate and be issued a graduation certificate. If anyone fails to obtain the prescribed credits within six years, he or she can receive Certificate of Completion or Certificate

of Attendance after submitting an application and the application is proved to comply with University regulations.

第二十三条 经审查准予毕业的留学生，凡符合国务院学位委员会颁发的《关于普通高等学校授予来华留学生我国学位的试行办法》和上海理工大学规定的学士学位授予条件的，由教务处提名，经学校学位评定委员会审议通过后，可授予其学士学位。

Article 23 Any international student who has been allowed to graduate after review and approval process will be awarded a bachelor's degree if he or she meets the requirements stated in *Rules on Awarding Degrees to International Students by Institutions of Higher Learning (Trial)* issued by State Council Degree Committee and requirements set by USST concerning bachelor's degree awarding. Teaching Affairs Office shall first nominate the candidate and the degree will be finally awarded after the nomination has been examined and approved by USST Degree Evaluation Committee.

第七章 其他

Chapter VII Miscellaneous and Others

第二十四条 经注册取得学籍的外国留学生的日常教学管理和学生管理由其专业所在学院负责。

Article 24 The School shall take charge of the routine student management regarding those international students who have enrolled and been listed on school roll.

第二十五条 前述各条款中的所有注册、申请等相关事项的办理手续，均须留学生本人亲自出面方予受理；但有特殊许可情形且持有申请人亲笔签署、具有法律效力的委托书者不受此限。

Article 25 Formalities concerning issues stated above such as registration and application can be dealt with only when the international student appears in person. Under special circumstances, this rule shall not apply if any trustee can provide a letter of authorization which is of legal validity and bears the signature of the applicant.

第二十六条 其他未尽事宜，结合我校实际情况，参照上海理工大学学生手册的有关规定执行。

After 26 When dealing with issues not mentioned herein, follow the rules set in USST Student Handbook combined with the specific situation of the University.

本规定经校长办公会议审议通过后，自发文之日起实施，由教务处、国际交流处留学生办公室负责相关解释。

After being reviewed and approved by the President office meeting, the provisions shall be implemented as of the date of release. Teaching Affairs Office and International Students Office are responsible for the interpretation of the provisions.

凡享受中国政府奖学金的留学生，学习期限在一年以上的，都要接受一年一次的奖学金评审。即将完成学业，继续申请奖学金在华学习的奖学金生，在结束学业的当年，仍应参加奖学金评审。

一、评审程序

- 1、奖学金学生必须于每年 4 月上旬（具体时间请留意国际交流处留学生办公室网站的通知）领取并如实填写《中国政府奖学金年度评审表》。在 3 日内（不得晚于 4 月 15 日）完成并交留学生办公室，由留学生办公室汇总后交各学院。
- 2、各学院根据留学生的学习成绩和综合情况填写《中国政府奖学金年度评审表》，由学院主管领导签字、加盖公章，4 月底前交留学生办公室。
- 3、留学生办公室根据留学生本人申请及学院意见提出审核意见，报主管校长审定，并将评审结果正式行文上报国家留学基金管理委员会。
- 4、每年 6 月 30 日前，中国国家留学基金委决定通知下达。7 月，由留学生办公室网上发布评审通过的学生名单。

二、评审的具体内容及标准

1、奖学金年度评审的内容为：

- 1) 学习成绩，包括本学年第一学期的各科考试、考核成绩和第二学期的学习基本情况；
- 2) 学习态度和考勤情况；
- 3) 行为表现奖惩情况。

2、有下列情况之一者，中止其享受中国政府奖学金资格一年：

- 1) 因上学年考核成绩不及格留级或者降级的；
- 2) 所修课程连续两年未达到规定学分的；
- 3) 受到留校察看处分的学生。

年度评审未通过者，其享受奖学金资格自下一学年度起中止。中止期为一年。中止奖学金者，如继续以自费方式留校学习，须于接到评审决定起向留学生办公室提出书面申请，由留学生办公室会同有关学院审批。被中止中国政府奖学金的学生中止期满前可提出书面申请(每年 4 月中旬以前)，参加当年的年度评审，如评审合格，经国家留学基金管理委员会批准后，可以自下一学年起恢复享受奖学金。

3、有下列情况之一者，取消其享受中国政府奖学金的资格：

- 1) 受到勒令退学或者开除学籍处分的;
- 2) 在校学习期间累计两次未通过年度评审的;
- 3) 无正当理由不参加年度评审的。

被取消享受中国政府奖学金资格者，从公布之日起停发其奖学金，其享受中国政府奖学金的资格不得再恢复。

此办法由国际交流处留学生办公室负责解释。

国际交流处留学生办公室

二〇一一年三月

The Trial Method of Annual Review of Chinese Government Scholarship in University of Shanghai for Science and Technology

International students with Chinese Government Scholarship (hereafter referred to as “the scholarship students”) who will study in China for more than one year are subject to the annual review of the said scholarship. Those who will take advanced study with Chinese Government Scholarship are also subject to the annual review in their last year of current study period.

1. Review Procedure

- (1) Every mid-April scholarship students should take the **Form for Annual Review of Chinese Government Scholarship Status** from International Students Office (hereafter referred to as ISO) (notice will be on the website of ISO) and fill the form according to the facts, then submit the form to ISO in due time. ISO will collect and submit to relevant school/college.
- (2) Relevant school/college gives the appraisal opinion with proper signature and stamp according to the academic record and other status of the student.
- (3) The opinion of the school/college will be forwarded to ISO and relay to the president in charge for final internal review, the result of which will be reported formally to CSC.
- (4) Before each June 30th, ISO will publicize the approved students list online upon receiving the notice from CSC. And the result will be publicly announced on ISO website.

2. Content and criteria of the review

- (1) The annual review contents:
 - 1) Academic record, including exams results of the first semester of the academic year and the study status of the second semester
 - 2) Attitude and attendance
 - 3) Behavior and award/punishment status
- (2) Cases falling in the following occasions will be subject to one year suspension of Chinese Government Scholarship.

- 1) Failure to go up to the next grade or degrade owing to failure in the exams of the last academic year
- 2) Failure in obtaining required credits in two consecutive years
- 3) Disciplinary probation

Scholarship students who failed the annual review will be disqualified of the scholarship from the next academic year, and they should apply to ISO in written form for one-year suspension, and upon approval, the students will study as commoner for one year and before mid-April the next year they should apply in written form for annual review, and they can resume study as scholarship students from the coming academic year if they successfully pass the annual review.

3. Scholarship students who fall into following groups will be disqualified for the scholarship:

- (1) Who receive academic dismissal or are expelled from school
- (2) Who fail in the annual audit in two consecutive years
- (3) Who do not attend the annual audit without justification

For those who are disqualified for the scholarship, the scholarship will be stopped from when it is publicly announced and will not be resumed.

This method is subject to explanation of ISO.

International Students Office,
January, 2011

上海市政府奖学金年度评审

The Method of Annual Review of Shanghai Government Scholarship in USST

第一条 为加强对上海政府奖学金的管理，发挥上海政府奖学金的效益和作用，根据上海政府奖学金有关管理规定，实施上海政府奖学金年度评审制度（以下简称年度评审），特制定本办法。

Article 1 The method is made in accordance to relevant regulation as regarding Shanghai Government Scholarship with the aim to make full use of the scholarship by strengthening management.

第二条 年度评审是指通过对享受上海政府奖学金来华学习的外国留学生（以下简称奖学金生）每年进行一次综合评价，决定其是否具有继续享受或者恢复享受上海政府奖学金的资格。

Article 2 International scholarship students with Shanghai Government Scholarship hereinafter referred to as the “scholarship students” are subject to the annual review of the said scholarship.

第三条 留学生办公室负责年度评审的组织实施工作和有关协调工作，二级学院负责对本校奖学金生进行年度评审。

Article 3 International Students Office hereinafter referred to as ISO will organize and coordinate the review process. Schools/colleges are responsible for the annual review of their scholarship students.

第四条 年度评审的对象为，享受上海市政府外国留学生奖学金的学历生以及申请恢复上海市政府外国留学生奖学金的学历生。

Article 4 Degree scholarship students granted with Shanghai Government Scholarship and those applying for resuming the scholarship are subject to annual review.

第五条 年度评审的内容为：

Article 5 Content of annual review:

1. 学习成绩，包括上学年第二学期、本学年第一学期的各科考试、考核成绩（所有选课记录及成绩，以加盖教务处章的学生成绩单为准）；

1. Academic record, including list of all courses selected and test/evaluation results in the second semester of previous school year and the first semester of current school year, as stamped by Teaching Affairs Department.

2. 学习态度和考勤情况；

2. Study attitude and attendance;

3. 行为表现和奖惩情况。

3. Behavior and awards/penalty.

第六条 二级学院根据本办法提出年度评审意见。

Article 6 Schools/colleges provide annual review comments based on the method as stated herein.

留学生办公室根据二级学院的评审意见，决定是否继续向奖学金生提供上海政府奖学金，或者中止、取消其继续享受上海政府奖学金资格。

ISO will give the list of scholarship students who succeed in the annual review, as well as the list of scholarship students who are suspended/terminated from enjoying the scholarship.

第七条 有下列情况之一者，中止其享受上海政府奖学金资格一年：

Article 7 Scholarship students will be suspended for one year for cases falling in below occasions:

1. 因考核成绩不合格留级或者降级的；

1. Scholarship students who repeat a year of study or degrade;

2. 所修课程连续两年未达到规定学分的；

2. Scholarship students who fail to earn enough credits in two consecutive school years;

3. 已学习一年以上学生前一年所选课程的通过率低于 70%的；学习时间一年以内学生第一学期所选课程的通过率低于 50%的；

3.Scholarship students who have studied for more the one year, with a pass rate less than 70% (ratio of the number of courses with pass record over the number of all selected courses); scholarship students who have studied for less than one year and with a pass rate less than 50%;

4. 受到留校察看处分的。

4.Scholarship students who are under probation.

被中止享受上海政府奖学金资格者，自下一学年开学起停发其奖学金，但本人可按照学校有关规定申请自费留校继续学习。中止期满前，经本人申请，可以参加当年的年度评审，如评审合格，经留学生办公室批准后，可以自下一学年起恢复发给奖学金。

Students who are suspended from scholarship could go on study and undertake tuition by themselves. The scholarship can be resumed if after one year they apply and pass the annual review.

第八条 有下列情况之一者，取消其享受上海政府奖学金的资格：

Article 8 Scholarship students will be disqualified of Shanghai Government Scholarship in cases falling in below occasions:

1. 受到勒令退学或者开除学籍处分的；

1.Scholarship students who are dismissed from school;

2. 在校学习期间累计两次未通过年度评审的；

2 Scholarship students who fail the annual review twice;

3. 无正当理由不参加年度评审的。

3. Scholarship students who do not attend annual review without any justified reason.

被取消享受上海政府奖学金资格者，从公布之日起停发其奖学金，其享受上海政府奖学金的资格不得再恢复。

Disqualification of Shanghai Government Scholarship takes immediate effect once announced and the scholarship can not be recovered.

第九条 年度评审按以下程序进行：

Article 9 Procedure of the annual review:

1. 奖学金生须按照学校留学生办公室规定的时间和要求，领取和如实填写由留学生办公室统一印制的《上海政府奖学金年度评审表》（以下简称《评审表》），并按于4月16日前交留学生办公室。

1. Scholarship students should take the annual review form from ISO, properly fill in the form and submit the form to ISO before April 16th.

2. 二级学院按照年度评审要求和标准，将评审意见填入《评审表》，于每年4月30日前报送留学生办公室。

2. Schools/colleges receive the annual review form from ISO, fill in and make comments, then submit to ISO by April 30th.

3. 需要转院的奖学金生，由转出学院负责对其进行年度评审，并负责将评审材料和评审决定转到转入学院。

3. For scholarship students transferring from one school/college to the other, the annual review will be firstly carried out in the former school/college and then relay to the receiving school/college.

4. 留学生办公室于每年 5 月 31 日前将评审决定通知有关二级学院，学院将评审决定通知奖学金生本人。

4. ISO will inform relevant school/college of the result of annual review by May 31st and the scholarship students will be informed by school/college afterwards.

第十条 本办法自公布之日起施行。

Article 10 The method will take effect once publicly announced.

上海理工大学国际交流处留学生办公室

International Student Office,

International Affairs Office, University of Shanghai for Science and Technology

2014 年 4 月 9 日

April, 2014

附：上海市政府外国留学生奖学金年度评审表

Attachment: Annual Review Form of Shanghai Government Scholarship

<http://iso.usst.edu.cn/s/13/t/67/79/3f/info31039.htm>

上海理工大学外国留学生奖学金生每月反馈表

Monthly Report for Scholarship Student of USST

下载链接: <http://iso.usst.edu.cn/s/13/t/67/05/04/info66820.htm>

上海理工大学外国留学生奖学金生每月反馈表

Monthly Report for Scholarship Student of USST

Monthly Report for Scholarship Student of USST

国籍 Nationality		中文姓名 Chinese name		护照姓名 Passport name	
Email				电话(tele.)	
类别 pre-college <input type="checkbox"/> undergraduate <input type="checkbox"/> postgraduate <input type="checkbox"/> doctorate <input type="checkbox"/>					
经费来源 Chinese Government Scholarship <input type="checkbox"/> Shanghai Governmental Scholarship A <input type="checkbox"/> Shanghai Governmental Scholarship B <input type="checkbox"/> (if others, please state: _____)					
情况反馈 monthly report					
本人签名 Signature					
导师或学院辅导员意见 tutor comment					
签字 Signature					

学院意见 college/ school

学院盖章 Seal

留办审核意见 Comments from ISO

负责人签字 Signature

上海理工大学留学生办公室制表

注:

1. 第一步: 学院**导师或辅导员**签字, **学院盖章** 最后提交留学生办公室 101 室, 张老师, 021-55271930
2. 如果每月未按时提交本表, 全奖学生则不能领取下月的生活费
3. 对于 2014 年秋季新生, 如果每月未按时提交本表, 全奖学生 (CSC、SGSA) 则不能领取下月的生活费, SGSB 类学生则无法通过奖学金年审
4. 情况反馈一栏, 应从以下几个方面填写: 学习、学术、参加的活动、遇到的问题及困难等, **不得少于四行。**

办理各种证明、证件手续

Procedures for Study Proof or Certificate

	Monday 周一	Tuesday 周二	Wednesday 周三	Thursday 周四	Friday 周五	
08:30-09:00	For Study Proof or Student Status Proof and other Certificate.	Regular Meeting @ Conference Room. CLOSED!		For Study Proof or Student Status Proof and other Certificate.		
09:00-10:00						
10:00-11:15						
13:00-14:00						
14:00-15:00						
15:00-16:30						
17:00 and beyond	<i>Closed!</i> <i>Contact us in case of emergencies!</i>					

办理时间：每周一、周四上午 8:30—11:15。

TIME: Every Monday and Thursday morning, 8:30-11:15

办理地点：军工路 516 号 思福堂 -- 留学生办公室（101 室）

PLACE: Jungong Road 516, Virginia Hall -- International Students Office (Room 101)

签证指南

Guide to VISA

外国留学生签证与居留许可

Regulations on Visa / Residence Permit (RP)

一、入境签证

Applying for Visa to Enter China

凭学校的录取通知书、JW202 或 JW201 表、外国人体格检查记录（学习半年以上的学生）到中华人民共和国驻外使领馆申请来华入境 X1 签证(学习期限超过 180 天)或 X2 签证（学习期限在 180 天以内并且学习期间不离开中国）。

Students should use the Admission Notice and JW202/JW201 Form to apply for visa X1 (with a Health Certificate issued by the hospital designated by the Embassy or Consulate for students who study more than 180 days or visa X2 (for students who study for less than 180 days and will not leave China with the duration of study) from the Chinese Embassy or Consulate in the student's home country.

二、居留许可

Residence Permit (RP for study)

1、持 X1 签证入境的国际学生必须在入境之日起 30 天内办理居留许可申请手续，在办理居留许可前须提供上海市出入境检验检疫局国际旅行卫生保健中心出具的《健康证明》。

International student entering China by holding visa X1 should apply for RP within 30 days from the day he/she enters into China. Before applying, the applicant needs to provide the Health Certificate issued by the Shanghai International Travel Healthcare Center of Shanghai Entry-Exit Inspection and Quarantine Bureau.

2、在中国学习时间不满 180 天、持 X2 签证的国际学生在签证有效期内不需要办理居留许可。

友情提示：如果在其他学校学习已超过一学期，且没有办理居留许可的，继续持 X2 签证入境的学生必须办理居留许可。

Students with visa X2, staying less than 180 days, need not apply for RP. Yet, if the student holding visa X2 has studied in other institution for more than 1 semester and has not applied for RP, he/she must apply for RP.

4、入境 24 小时内应办理临时住宿登记。住校内的学生在国际学生公寓前台办理，住校外

的学生须在所住旅馆前台办理或向住宿地所在派出所申请。

Registration of temporary residence should be done within first 24 hours after entry. Students who live on campus should apply for Registration Form of Temporary Residence at reception of International Student Apartment, and students who live off-campus should get the registration form issued by the hotel or the police substation of the area where the lodging takes place.

5、免签证入境的外国留学生不能直接办理学习类签证或居留许可，应在免签证停留有效期届满前出境后，申请 X1 或 X2 签证再次入境后申请办理学习类居留许可。

International students entering without visa could not apply for X type visa or residence permit. Residence permit could be applied only after reentry with visa X1 or X2.

6、受理居留许可申请和办理签证的部门是：上海市公安局出入境管理局

The Exit-Entry Administration of Shanghai Public Security Bureau handles RP and visa application.

地址：中国 上海 浦东新区 民生路 1500 号

Address: No.1500, Mingsheng Road, Pudong District, Shanghai, China.

服务时间：星期一至星期六 9:00—17:00

Opening Hour: Monday to Saturday 9:00—15:00

咨询电话: 86-21-28951900

Tel.: 86-21-28951900

7、首次申请居留许可时应提交以下材料：

Document for Applying Residence Permit (study) for the First Time:

(1) 申请人有效护照及签证原件；

Original of valid passport

(2) 校方出具的录取通知书原件；

Original of Admission Notice

(3) 《外国留学人员来华签证申请表》JW202 或 JW201 签证申请表第三联原件；

Original of JW202/JW201 Form (the third form in yellow)

(4) 由上海出入境检验检疫局国际旅行卫生保健中心出具的健康证明原件；

Health Certificate (issued by the International Travel Healthcare Center of Shanghai Entry-Exit Inspection and Quarantine Bureau)

(5) 外国留学生办证申请函（留学生办公室出具）；

Application Form for International Students (issued by ISO)

(6) 填写完整的《外国人签证证件申请表》，近期 2 寸半身、正面、免冠、浅色背景彩色照片 1 张；

Foreigner Visa and Residence Permit Application Form completely filled up and one recent 2-inch half-length, bareheaded and full-faced photograph

(7) 办理居留许可的费用人民币 400 元（一年以内）；

Application fee of 400 CNY (for residence permit within 1 year)

(8) 《境外人员临时住宿登记表》(原件及复印件)。

The original and copy of Registration Form of Temporary Residence

8、再次申请居留许可应提交以下材料:

Document for Extending RP (study):

(1) 申请人有效护照及居留许可原件

Original Passport

(2) 外国留学生办证申请函(留学生办公室出具。如由于学生延长学习年限需要再次申请居留许可的,应向留学生办公室出具教务处或研究生院的相关同意证明);

Application Form for RP (issued by ISO. In case of reapplication from extension of study period, the approval form from Teaching Affairs Department or Graduate Student Institute needs be presented to ISO)

(3) 填写完整的《外国人签证证件申请表》,近期2寸半身、正面、免冠、浅色背景彩色照片1张;

Foreigner Visa and Residence Permit Application Form completely filled up and one recent 2-inch half-length, bareheaded and full-faced photograph

(4) 办理居留许可的费用人民币400元(一年以内);

Application fee of 400 CNY (for residence permit within 1 year)

(5) 《境外人员临时住宿登记表》(原件及复印件)。

Registration Form of Temporary Residence (the original and a copy which are issued by the reception of ISA or by the local police station)

(6) 具有以下情况之一的,还应提交健康证明原件:1 上次居留许可有效期届满3个月后再次办理居留许可;2 上次办理居留许可时申请人未满18周岁,现已年满18周岁的。

Health certificate should also be submitted in cases falling in following occasions: 1. Last resident permit has expired for 3 months; 2. the applicant was under 18 when applied for last residence permit but is now over 18

三、居留许可有效期

Period of Validity of RP

留学生办公室所开具的《外国留学生办证申请函》具体原则如下:

The detailed principles of Application Form issued by ISO are as follows:

1、公费生每次居留许可有效期不超过一年。

Scholarship students should apply for RP each year.

2、自费生每次居留许可有效期视其已缴纳学费而定。

For commoners, length of RP depends on the tuition the student has paid.

3、居留许可有效期不得超过其在校学习的计划学制或护照有效期。

The validity of RP should not go beyond length of study or validity of passport.

四、居留许可办理费用、再入境签证办理费用和办证所需时间

Fees and time needed for RP application

1、出入境管理局向国际学生收取居留许可的办证费:

有效期在一年以内（不含 365 天）的，收费 400 元人民币；有效期超过一年的，收费 800 元至 1000 元。

RP application fee:

1 day \cong validity of RP < 1 year : 400CNY

1 year \cong validity of RP : 800CNY– 1000CNY

2、出入境管理局受理并办毕申请居留许可的工作时间为 7 个工作日。（出入境管理局每周 6 个工作日，周一至周六）

7 working days is needed for processing RP application at Exit-Entry Administration Bureau of Shanghai Public Security Bureau (for each week, there are 6 working days, i.e., from Monday to Statuary).

五、居留许可变更、注销

Registration of RP Change

1、居留许可持有人的居留登记事项（姓名、居留事由、护照号码）、偕行人等情况发生变化的；居留许可持有人的住址、就读院校等情况发生变化的，须在该事项发生变更之日起 10 日以内向出入境管理局申请办理变更。

Items such as residence registration entry (name, residence subject, passport number) or accompanying person(s) of the holder of the residence permit has/have been changed; or the residence address, school of the holder of the residence permit has/have been changed, should the holder apply for modification to the Shanghai exit-entry administration bureau within 10 days since the change(s) took place.

2、提交材料:

(1) 申请人有效护照及居留许可原件;

Original of valid passport

(2) 《境外人员临时住宿登记表》（原件及复印件）。

The original and copy of Registration Form of Temporary Residence

(3) 外国留学生办证申请函（留学生办公室出具）;

Application Form for International Students (issued by ISO)

(4) 填写完整的《外国人签证证件申请表》，近期 2 寸半身、正面、免冠、浅色背景彩色照片 1 张；

Foreigner Visa and Residence Permit Application Form completely filled up and one recent 2-inch half-length, bareheaded and full-faced photograph

注：变更就业、就学单位的须提交原学校学习结束证明原件、原就职单位离职证明原件并提交复印件；新学校的 JW202（201）表第 3 联原件或国家留学基金委员会

签发的转学通知复印件、录取通知书；护照信息和住址变更的，须先变更境外人员临时住宿登记表。

Note: In case of change of study institution or from employee to student, should he/she submit the original as well as the copy of certificate of termination of study from former institution, or the certificate of resignation from former employer; original 3rd page of JW202 (201) or original & copy of transfer notice issued by China Scholarship Council ; admission notice. In case of change of passport information and address, new Registration Form of Temporary Residence should be prepared.

具有以下情况之一的，还应提交健康证明原件：1、上次居留许可有效期届满3个月后再次办理居留许可；2、上次办理居留许可时申请人未满18周岁，现已年满18周岁。

Health certificate is also necessary in the following cases: 1. Last RP has expired for over 3 months; 2. The applicant is under 18 when last RP was applied and is presently over 18 years old.

3、办理休学手续后复学的外国留学生办理居留许可，应提交以下材料：

- (1) 申请人有效护照及居留许可原件；

Original of valid passport

- (2) 《境外人员临时住宿登记表》（原件及复印件）。

The original and copy of Registration Form of Temporary Residence

- (3) 外国留学生办证申请函（留学生办公室出具）；

Application Form for International Students (issued by ISO)

- (4) 填写完整的《外国人签证证件申请表》，近期2寸半身、正面、免冠、浅色背景彩色照片1张；

Foreigner Visa and Residence Permit Application Form completely filled up and one recent 2-inch half-length, bareheaded and full-faced photograph

- (5) 留学生办公室出具的录取（入学）通知书或学籍证明原件；

Original Admission Notice or Study Status Certificate issued by ISO

- (6) 如休学时间超过3个月（距原居留许可有效期最后一天间隔3个月以上），应重新办理并提交出入境检验检疫部门出具的健康证明原件；自费外国留学生，还应重新办理并提交《外国留学人员来华签证申请表》（JW202）第3联原件，公费外国留学生应提交留学生办公室的相关证明，无须重新办理《外国留学人员来华签证申请表》（JW201）

If suspension of schooling is longer than 3 months (over 3 month's time span from last day of former RP), health report is needed; commoners should also submit the original 3rd page of JW202 while for students with Chinese Government Scholarship, relevant proof letter from ISO, instead of JW201, is needed.

- (7) 公安出入境管理部门可视情要求未持X1签证入境的复学外国留学生，向我驻该外签证机关申请X1签证后，再次入境申请办理学习类居留许可。

Exit-Entry Administration Bureau might request students who do not enter with visa X1 to make study RP application upon their re-entry with visa X1.

4、外国留学生家属所持私人事务类居留许可的登记项目，以及其居住地址等情况发生变化的，也应在 10 日内按规定向公安出入境管理部门申请变更。

If there is any change of registration items in Private Affairs Class RP held by family members of international students, or any change of their residence address, etc., the holder should apply for modification to the Shanghai Exit-entry Administration Bureau within 10 days since the change(s) took place.

5、出入境管理局受理并办毕申请居留许可的工作时间为 7 个工作日

Time limit of handling and winding up a case: within 7 working days, if application documents are complete.

对因各种原因提前离校的外国留学生，应持学校留学生办公室出具的《办证申请函》到上海市出入境管理局办理签证或居留许可注销手续，再到留学生办公室办理离校手续后离华。

For student who leaves the university for various reason, he/she should go to the Shanghai Exit-entry Administration Bureau to cancel his/her RP with the Application Form provided by ISO, and then go through leaving formalities before leaving China.

六、补办护照和居留许可

Making up Passport and RP

先持身份证明（如护照复印件、有照片的身份证件、驾驶执照、入境机票等）和学校开具的《办证申请函》以及在沪临时住宿登记证明及复印件到上海市公安局出入境管理局领取护照报失证明，然后到本国驻华使、领馆补办护照，最后到上海市公安局出入境管理局补办居留许可或其他签证。

The student should firstly apply to ISO the application letter by presenting identity certificate (the copy of passport, the identity credential with photo on it, the driving license, the entry air ticket, etc.). Secondly, he/she should go to the Exit-Entry Administration Bureau of Shanghai Public Security Bureau to report the loss with the fore-said application letter, identity certificate, as well as original and copy of Registration Form of Temporary Residence, and obtain the loss-reporting certificate.;thirdly, he/she should go to the embassy or the consulate of his/her own country in China to apply for a new passport. Lastly, the student should go to the Exit-Entry Administration Bureau to apply for new RP or other visa.

七、外国留学生亲属申请居留许可、签证

Visa and Residence Permit for Student's Relatives

1、在沪外国留学生亲属申请私人事务类居留许可的条件：

Qualifications for applying Private Affairs Class Residence Permit (family members of international students)

(1) 持有居留许可的外国留学生的配偶、子女（未满 18 岁），（岳）父母，可申请办

理不超过该留学生在华居留许可期限的私人事务类居留许可。

Spouse, parents, parents-in-law and child under the age of 18 of international students are applicable to Private Affairs Class Residence Permit, the term of validity of which should not exceed that of the students.

(2) 持 S1 签证入境的外国留学生家属，应在入境 30 天内申请办理私人事务类居留许可。

Family members of international students entering with visa S1 should apply for RP within 30 days after entry into China.

(3) 持 S2 签证入境且在沪居留超过 6 个月的外国留学生亲属，经出入境管理部门同意，可申请办理私人事务类居留许可。

Family members of international students entering with visa S2 who will stay in Shanghai for over 6 months could apply for RP upon approval from Shanghai Exit-entry Administration Bureau.

(4) 持 S1、S2 以外其他签证入境的外国留学生家属，如需在沪居留超过 6 个月以上的，经出入境管理部门同意，可申请办理私人事务类居留许可。

Family members of international students entering with visa other than S1 or S2 who will stay in Shanghai for over 6 months could apply for RP upon approval from Shanghai Exit-entry Administration Bureau.

(5) 免签证入境的外国留学生家属不能直接办理居留许可，应在免签证停留有效期届满前出境，申请 S1 或 S2 签证再次入境后方可申请办理私人事务类居留许可。

Family members of international students entering without visa can not apply for RP directly. They need exit China first and then enter China again with visa S1 or S2 so that they are applicable to RP.

2、外国留学生家属办理私人事务类居留许可，应到上海市公安局出入境管理局提交以下材料：

International students should bring the following documents to Exit-Entry Administration Bureau of Shanghai Public Security Bureau to apply for visa.

(1) 申请人的有效护照及签证原件；

The valid passport and RP of the international student

(2) 填写完整的《外国人签证证件申请表》，近期 2 寸半身、正面、免冠、浅色背景彩色照片 1 张；

Foreigner Visa and Residence Permit Application Form completely filled up and one recent 2-inch half-length, bareheaded and full-faced photograph

(3) 《境外人员临时住宿登记表》(原件及复印件)。

The original and copy of Registration Form of Temporary Residence

(4) 外国留学生办证申请函(留学生办公室出具)；

Application Form for International Students (issued by ISO)

(5) 所探望外国留学生护照、居留许可原件及复印件；

Original and copy of passport, residence permit of the international student

(6) 亲属关系证明：有关国家主管部门出具的结婚证明、出生证明、收养证明、其他亲属关系证明以及相关公证；外国驻华使、领馆出具的婚姻证明、出生证明、其他亲属关系证明、姓名等资料变更证明等。外国主管部门或者公证部门出具的婚姻证明、出生证明、亲属关系证明等应当经中国驻该国使领馆认证，或由该国驻华使领馆出具证明。外文证明应经具有翻译资质的翻译机构出具中文翻译，英文可除外。

Relationship certificate: Authenticated relationship certificate like marriage certificate, birth certificate, adoption certificate and other relationship certificate, issued by relevant national authorities; marriage certificate, birth certificate, other relationship certificate, items modification in documents, issued by foreign diplomatic and consular missions in China. Marriage certificate, birth certificate and other relationship certificate, that are issued by foreign authorities or notary offices, should also be verified by China's diplomatic missions in the holder's home country or foreign diplomatic and consular missions in China. Certificate in language other than English should be translated to Chinese by qualified translation agency.

3、在沪外国留学生家属申请 S2 签证的条件及申请材料：

Qualification and application document for family members of international student to apply for visa S2:

(1) 持有学习类居留许可的外国留学生的配偶、父母、配偶的父母、未满十八岁的子女，在沪短期探望（6 个月以内）外国留学生的，可申请办理 S2 签证。

Spouse, parents, parents-in-law, child under age 18 of international students holding study PR, who will stay in Shanghai for less than 6 months, could apply for visa S2 to Shanghai Exit-entry Administration Bureau.

(2) 外国留学生家属持 S2 签证入境，可以申请延长停留期限，或换发并增加 S2 签证入境次数，但 S2 签证延长停留期限不得超过其入境所持的 S2 签证原停留有效期，及留学生居留许可有效期，且延期或换发时在华累计停留期限不得超过 6 个月。

Family members of international students entering with visa S2 could apply for extension of stay period, or apply for another visa S2 and addition of number of entries, who will stay in Shanghai for over 6 months could apply for RP upon approval from Shanghai Exit-Entry Administration Bureau. The extension period should not exceed that of the former visa S2 or the validity of RP of the international student. The total stay period will not exceed 6 months in case of extension or changing to visa S2.

(3) 持其他类签证入境的外国留学生家属，经出入境管理部门同意，可申请换发 3 个月以下“一次”入境有效的 S2 签证。

Family members of international students entering with other visa could apply for 3 months and one time entry visa S2 upon approval of Shanghai Exit-Entry Administration Bureau.

(4) 外国留学生家属办理 S2 签证换发、延期手续时，应提交以下材料：

Documents to be submitted to apply for visa S2 or extension of visa for family members of international students.

a 申请人的有效护照及签证原件；

The valid passport and RP of the international student

b 填写完整的《外国人签证证件申请表》，近期 2 寸半身、正面、免冠、浅色背景彩色照片 1 张；

Foreigner Visa and Residence Permit Application Form completely filled up and one recent 2-inch half-length, bareheaded and full-faced photograph

c 《境外人员临时住宿登记单》（原件及复印件）。

The original and copy of Registration Form of Temporary Residence

d 外国留学生办证申请函（留学生办公室出具）；

Application Form for International Students (issued by ISO)

e 所探望外国留学生护照、居留许可原件及复印件；

Original and copy of passport, residence permit of the international student

f 亲属关系证明（同外国留学生亲属办理私人事务类居留许可所需材料）

Relationship certificate (same as what is required of to apply for Private Affairs Class of Residence Permit for family members of international student)

八、护照和居留许可查验

Checking of Visa and RP

在中国居留或停留的年满 16 岁以上的国际学生及家属须随身携带护照，以备外事警官的检查。

International students and their relatives, who are over 16-year-old, should carry about the Visa/RP for random inspection by foreign affairs police officer.

外国留学生健康证明(申请居留许可用)

Health Certificate preparation (for the purpose of RP application)

初次申请居留许可或原居留许可逾期 3 个月以上需重新申请居留许可的，须取得《健康证明》（由上海出入境检验检疫局国际旅行卫生保健中心出具）

Health Certificate as issued by Shanghai International Travel Healthcare Center is necessary for RP application for the first time or when the RP need be reapplied after it has expired for more than 3 months.

(1) 受理健康检查的部门：上海出入境检验检疫局国际旅行卫生保健中心

Shanghai Entry-exit Inspection and Quarantine Bureau International Travel Health Center accepts and delivers health check for international students

地址：中国上海市长宁区金浜路 15 号

Address: No.15, Jinbang Rd, Changning District, Shanghai

服务时间：星期一至星期五 8:00—11:30 13:00—15:00

Office hour: Monday through Friday, 8:00-11:30 & 13:00-15:00

预约网址：<http://www.sithc.com/>

Online reservation (medical appointment): <http://www.sithc.com/sithcen/>

咨询电话：86-21-62688851

Consulting call: 86-21-62688851

(2) 健康检查和验证须持以下材料：

materials to be brought along for health check or health report verification include:

1. 学生证/录取通知书复印件 1 份或学校出具在学证明 1 份
one copy of student identification/admission notice, or, Proof of Study offered by the university
2. 护照原件和复印件
passport original and copy
3. 4 张 2 寸免冠彩色照片
four 2-inch passport sized photo
4. 验证者需提供 6 个月内的境外体检报告原件（包括 X 光片、实验室报告等）
full sets of medical examination report(Health Certificate) to be verified if the medical examination is conducted overseas within 6 months
5. 健康检查费 500 元或验证费 80 元—500 元人民币
health check fee of RMB500 or verification fee of RMB80-500

留学生实习指南

Guide to Internships

外国留学生校外实习办理流程须知(实习加注)

Instruction on Formalities Related to International Students Off-campus Internship (Internship Annotation)

一、外国留学生校外教学实习活动，是指外国留学生按照学校教育教学计划组织实施的，不获取任何劳动报酬（车贴、餐贴除外）的校外实习活动。

A. International students off-campus internship refers to off-campus internship conducted by international students in accordance with teaching plan where no remuneration (except traffic & meal allowance) is involved.

二、从事校外教学实习活动的外国留学生，应符合以下条件：1. 在上海理工大学学习；2. 持有上海市出入境管理局签发，包含实习加注信息的学习类居留证件；3. 不得同时在两个（含）以上单位从事校外教学实习活动；4. 实习内容应和本人学习专业有关。

B. International students who engage in off-campus internship shall meet the following conditions: 1. Study in University of Shanghai for Science and Technology; 2. Hold study-type residence permit issued by Exit-Entry Administration Bureau of Shanghai Public Security Bureau including complementary annotation of internship; 3. Internship shall not be carried out at two or above enterprises; 4. Internship program shall be relevant to the student's specialty.

三、外国留学生从事校外教学实习活动前，应向留学生办公室提交校内申请表和本专业教学计划，留学生办公室对教学计划审核同意后，指导、协助外国留学生，向实习单位提交“外国留学生教学实习单位指导意见书”（样式见附件一，以下简称为“意见书”），以便其知晓接受留学生实习的相关法律规定并加盖公章，给予反馈。

C. International students who are ready for off-campus internship shall first submit Internship Application Form For International Students and teaching plan of his/her specialty to International Students Office (hereinafter referred to as ISO) for review and approval. After that, the “Guide to enterprises providing internship to international student” should be delivered to enterprises concerned (see Appendix 1) (hereinafter referred to as “the Guide”) informing them of related laws and regulations before affixing seal on the Guide.

外国留学生实习单位在外省市的，可请实习单位在意见书上敲章后传真至校方。

If the enterprise is located outside of Shanghai, fax of the Guide with proper seal will be accepted.

四、院校留学生管理部门收取实习单位反馈的“意见书”后，填写 相关信息表发送至

市出入境管理局。

D. After receiving the Guide from the enterprise, ISO shall fill out relevant form to Shanghai Exit-Entry Administration Bureau via email.

五、市出入境管理局在七个工作日内对校方提交“信息表”上有关信息审核并同意后，留学生办公室向外国留学生出具统一格式的“外国留学生校外实习证明”复印件，并在“国际学生办证申请函”上填写实习加注内容。

E. Shanghai Exit-Entry Administration Bureau reviews the form within 7 working days and gives feedback to ISO (no feedback if approved). ISO will then prepare copy of “Proof of Off-campus Internship of International Student” (hereinafter referred to as "the Proof") for student(s) (see Appendix 3), and add internship annotation application in “Visa Application Letter for International Students” (see Appendix 4)

六、外国留学生申请加注时，应向出入境管理部门提交本人护照、住宿登记表、“实习证明”（复印件）以及填写实习加注内容的“国际学生办证申请函”，如需同时办理居留许可，还应提交其他相应材料。

F. International students shall submit original passport, temporary accommodation registration form, the Proof (copy) and “Visa Application Letter for International Students” (with internship annotation application). Other documents will be required if the student also applies for residence permit.

外国留学生在办理居留许可的同时申请实习加注，按居留许可办理业务收费，不另行收取费用；已持有居留许可的外国留学生申请实习加注，收费为 200 元/次。

When residence permit and internship annotation are applied at the same time, application fee is in line with that of residence permit. No extra fee will be charged. International student who already has got residence permit will be charged RMB200 for internship annotation application.

七、外国留学生校外教学实习期间，如发生就读院校、实习单位变更等情况，应暂时中断实习活动，留学生办公室为符合校外教学实习条件的外国留学生重新办理备案或加注手续后，才可恢复实习。

G. Off-campus internship shall be suspended if the international student studies in another university or shift to another enterprise. The internship can be resumed only after relevant documents and/or internship annotation are properly prepared.

（一）外国留学生实习期间就读院校发生变更的，应按规定办理居留许可变更手续。仍需实习的，经由校方办妥备案手续后，按照第六条相关要求，办理实习加注手续。

1) Formality for changing residence permit shall be carried out if the student studies in another university. If the student wants to continue internship, internship annotation application shall be prepared according to article F.

（二）外国留学生实习期间实习单位发生本市或外省市同一地级市内变更的，校方应指导、协助外国留学生，向实习单位提交“意见书”，待敲章反馈后，参照本办法第四条，重新办理备案手续。实习单位跨省(市)或地级市变更的，应参照本办法第三至第六条，重新办理实习备案和加注手续。

2) If the location of the enterprise changes within the city during internship period, ISO shall help the student to prepare the Guide and apply again for internship annotation in accordance with Article D. If the enterprise moves to another city, internship annotation formalities in accordance with Article C to F.

八、外国留学生校外教学实习期间，如发生护照、居留证件换、补发或延期等情况，无须中断实习活动，但应通知校方参照第七条第一项再次办理备案手续，并协助外国留学生重新办理居留许可和实习加注手续。

H. If any of the following, replacement, renewal or extension of passport and/or residence permit,

occurs during off-campus internship period, the internship will not be affected. However, ISO shall complete filing formalities in accordance with Article G / item 1 and assist student in residence permit and internship annotation application.

重新办理居留许可时未同时申请办理加注手续，视作此次校外实习活动的终止。

If internship annotation is applied at the same time with residence permit, the off-campus internship shall be deemed to have come to an end.

九、未按本办法规定办理实习加注或备案手续，或超越“信息表”上所载明时间、单位等范围的实习活动，为非法就业行为，本市各级出入境管理部门将根据有关法律法规对违法单位和个人进行处罚。

I. Failure to complete internship annotation or relevant filing formalities, or conducting internship beyond the scope that is put in the Form (including time period and employer information) shall be regarded as illegal employment. The student and the enterprise involved will be subject to punishment by exit-entry administration department of Shanghai in accordance with relevant laws and regulations.

外国留学生一定在加注手续受理完毕并取得相应办证回执后，才能从事校外实习活动。

请外国留学生注意实习起止日期，以防超期限实习而被认定为非法就业。

International student shall obtain annotation on the residence permit before starting off-campus internship. Students shall pay special attention to the starting and ending date as put in the annotation to avoid illegal employment.



外国留学生校外实习备案材料

Documentation materials for Out-campus Internship

- 1、校内申请表（附件2）；
Internship Application Form For International Students (appendix 2)
- 2、申请人护照首页和签证页（“学习类居留证件”）；
first page and visa (study type residence permit) page
- 3、有明确实习内容的教学计划（交换学生的，两校交换协议复印件+交换学生名单加盖学院章或留学生管理部门印章，交换协议中未注明实习内容的，应提供我校实习教学计划）；
teaching plan with clear description of internship (for exchange student, memorandum of cooperation of two universities and teaching plan of USST if the internship is not clearly stated in the memorandum)
- 4、外国留学生教学实习单位指导意见书原件（实习单位在外省市的，可为复印件）；
original Guide to enterprises providing internship to international student (copy is accepted if the location of the enterprise is not in Shanghai)
- 5、外国留学生校外实习证明原件
original of *Proof of Off-campus Internship of International Student*

附件一： Appendix 1:

外国留学生教学实习单位指导意见书

Guide to enterprises providing internship to international student

贵单位在接受外国留学生教学实习期间，请勿给予实习者任何劳动报酬（车贴、餐贴除外），并协助提醒、督促实习外国留学生，实习之前应办妥居留许可加注，随身携带护照等相关身份证明证件以备查验。

During the internship period, no remuneration shall be paid to the intern except traffic & meal allowance. Please remind and urge the intern to complete and obtain residence permit and internship annotation before the internship is actually carried out. Moreover, personal identity certificate like passport shall be brought along for inspection.

本单位已知晓意见书相关内容。

The enterprise has been fully informed of the above content.

（单位印章）

(seal of the enterprise)

----年--月--

year/month/date

注：本意见书请院校留学生管理部门妥善归档以备查验。

Note: the original of this Guide is to be filed with ISO for inspection

附件 2 Appendix 2

上海理工大学外国留学生教学实习申请表

University of Shanghai for Science and Technology
Internship Application Form For International Students

中文姓名 Chinese Name	护照姓名 Passport Name	
院系 School/College Registered in	专业 Subject	
性别 Gender	国籍 Nationality	学号 Student no.
护照号码 Passport no.	居留许可号码 Residence Permit no.	手机号 Cell Phone no.
学生类别 Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Student Type Doctorate <input type="checkbox"/> Exchange <input type="checkbox"/>	实习期限 from _____(d)_____(m)_____(y) Internship Period to _____(d)_____(m)_____(y)	
实习单位（中文） Company (in Chinese)		
实习单位地址（中文） Company Address (in Chinese)		
实习内容描述 Internship Description		
本人签名 Signature		
日期 Date		
导师意见（仅限研究生） Supervisor's Comments(Postgraduate Students Only)		
导师签名 Signature		
日期 Date		
学院意见（学院需确认实习内容符合：1.教学计划；2. 所学专业） School/College's Comments		

负责人签名 Signature

单位盖章 Seal

日期 Date

教务处意见(仅限本科生)Comments from Teaching Affairs Office (Undergraduate Students Only)

负责人签名 Signature

单位盖章 Seal

日期 Date

留学生办公室意见 Comments from International Students Office

负责人签名 Signature

单位盖章 Seal

日期 Date

附件三：Appendix 3

外国留学生校外实习证明

Proof of Off-campus Internship of International Student

市出入境管理局：

兹有_____（学校名）外国留学生（护照姓名：_____；国籍：_____；
护照号码：_____；居留许可号：_____；学生类别_____；专业：_____）
于：____年__月__日至____年__月__日期间，在_____（省、市、自治区）_____（地
级市）_____（地址）的_____（单位）开展校外教学实习活动。
特此通报。

（院校留学生管理部门印章）

____年__月__日

注：本证明请院校留学生管理部门妥善归档以备查验。

附件四：Appendix 4

在沪国际学生办证申请函
 Visa Application Letter for International Student

上海市出入境管理局：

兹有_____籍学生（英文名）_____在我校学习，学习期限自_____年_____月_____日起至_____年_____月_____日，其家属（英文名）_____，敬请根据有关规定给予办理签证、居留许可为盼。

申请项目：

在沪国际学生	居留许可申请： <input type="checkbox"/> 申请居留期限至_____年_____月_____日
	居留许可变更申请： <input type="checkbox"/> 变更住址：_____路_____弄_____号_____室/座 我校留学生宿舍_____
	<input type="checkbox"/> 其它：_____
	签证延期申请： <input type="checkbox"/> 申请本次停留期限至：_____年_____月_____日
	签证申请： <input type="checkbox"/> 换发 <input type="checkbox"/> 补发 签证种类：_____ 本次停留期限至：_____年_____月_____日 入境有效期至：_____年_____月_____日 入境次数：_____次 每次入境停留天数：_____
停留证件申请： <input type="checkbox"/> 申请事由：_____	
申请停留期限至_____年_____月_____日	
在沪国际学生亲属	居留许可申请： <input type="checkbox"/> 私人事务 申请居留期限至_____年_____月_____日
	签证延期申请： <input type="checkbox"/> 申请本次停留期限至：_____年_____月_____日
	签证申请： <input type="checkbox"/> 换发 <input type="checkbox"/> 补发 签证种类：_____ 本次停留期限至：_____年_____月_____日 入境有效期至：_____年_____月_____日 入境次数：_____次 每次入境停留天数：_____
	停留证件申请： <input type="checkbox"/> 申请事由：_____
申请停留期限至：_____年_____月_____日	
实习加注	实习加注申请： <input type="checkbox"/> _____年_____月_____日至_____年_____月_____日，在_____（省、市、自治区）_____（地级市）_____（公司名称）的开展校外教学实习活动。

备 注 _____ :

学校盖章：_____年_____月_____日

（此申请函有效期为 10 天）

费用指南

Guide to Fees

外国留学生生活和学习费用

Cost of Living and Study

自费生

Commoners

1、自费生的一切费用自理。

Commoners are expected to pay for any cost by themselves.

外国留学生奖学金生

Scholarship Students

享受中国国家和地方政府奖学金全奖的外国留学生，免收学费、住宿费和基本教材费，并每月领取相应的在华学习生活费，享受公费医疗（具体规定请查《外国留学生普通门诊、急诊及综合医疗保险试行规定》）。享受中国国家和地方政府部分奖学金的外国留学生，按入学通知规定执行。

Full scholarship students are exempt from tuition, accommodation, medical care and basic textbook fees, and are entitled to receive stipend every month. Partial scholarship students are entitled to have the right as stated in Admission Notice.

奖学金生须按规定参加奖学金年度评审，评审通过，方能继续享受奖学金生待遇。

Scholarship students must take part in the annual review of the scholarship. They can go on enjoying the scholarship if they have passed the annual review.

1、外国留学生外国留学生外国留学生奖学金生生活费发放办法

Stipend to Full Scholarship Students

所获奖学金中包含生活费的，奖学金生的生活费从该生到校之日起计发（1~15 日到校的按 1 个月计，16 日及以后到校的按半个月计，迟到的不补发，也不能延长使用）。新生应按照规定办理中国农业银行银联借记卡，凭一卡通和中国农业银行银联借记卡在新学期开学的三日内向留学生办公室申请发放当月生活费，以后在每月 25 日之前向留学生办公室申请发放下月生活费；老生在新学期开学的三日内向留学生办公室申请发放当月生活费，以后在每月 25 日之前向留学生办公室申请发放下月生活费。每月生活费一般于当月 5 日之前发放。

Scholarship students are entitled to their stipends since the day they are registered at the

university. (A whole month stipend will be dealt out to those who arrive between 1st – 15th of the month, while only the half-month stipend will be allocated for those who arrive at or after 16th of the month. The make-up stipend will not be given to those who come late and no extension is allowed). Students should have a China UnionPay debit card issued by Agricultural Bank of China (ABC) according to relevant regulations. With the debit cards and their all-purpose cards, students should apply for the one-month stipend 3 days before the beginning of a new semester to the ISO. From then on, students should apply for the stipend on 25th of each month to the ISO. The stipend of current month will be offered before 5th of the next month.

奖学金生在学期间，寒暑假回国休假，生活费照发。逾期未归者，不发逾期期间的生活费。Scholarship students are entitled to the stipends when they go back to their home country during summer and winter holidays. The stipends for the absent days will not be provided if they have not returned to school on time.

奖学金生休学期间，生活费停发，复学后不补发。

Scholarship students will lose their stipends, which can not be made up even if they resume their studies.

2、奖学金生教材领用办法

About Getting Textbook

所获奖学金中包含基本教材费的，外国留学生本科生应根据学院教务办公室审核同意的领购教材单，到学校教材科（第3教学楼1楼）领取教材，教材费用由留学生办公室与教材科结算。研究生购买基本教材后，应向留学生办公室提供购书发票（发票抬头应为“上海理工大学”）和购书清单（由导师及学院教务办公室签字确认为基本教材），申请报销。

International students taking bachelor's program, who have got scholarship embracing basic textbook fees, shall go to collect the books at the textbook office (the 1st floor of No.3 Teaching Building) according to book list provided by school teaching affairs office, and the relevant textbook fees will be settled between ISO and textbook office; international students taking master's or doctoral program shall prepay the expenses for purchasing basic textbook and then apply to ISO for reimbursement with original invoice titled "University of Shanghai for Science and Technology" and booklist affirmed as basic textbook and signed by supervisor and teaching affairs office of the school.

学费及其它费用标准

Tuition & other fees

费用项目	费用金额 人民币（元）			
	文科	理科	工科	艺术
学费/年				
本科生	20,500	23,000	30,000	38,000
硕士研究生	24,000	30,000	35,000	
博士研究生	30,000	35,000	40,000	

费用项目	费用金额			人民币 (元)
普通进修生	20,000	23,000	30,000	
高级进修生	20,000	23,000	30,000	
语言进修生	19,000			
研究学者/月	3,000	3,500	4,000	
报名费: 进修生、语言生	400	教材费/年	约 800	
报名费: 本科生、研究生	800	住宿费/年	约 18,000	
综合医疗保险/年	约 800	餐费/年	约 10,000	

收费帐号

Bank Account Information

帐户名: 上海理工大学

帐号: 033720-00801018818

开户行名称: 中国农业银行上海分行五角场支行

SWIFT 号: ABOCCNBJ090

请务必在“用途”处注明学生姓名及“报名费”或“学费”等字样

Charges for International Students - estimated cost of students for one academic yearExpense Items / Amounts in CNY				
Tuition / year	Humanities	Science	Engineering	Arts
undergraduate	20,500	23,000	30,000	38,000
master	24,000	30,000	35,000	
doctorate	30,000	35,000	40,000	
visiting student	20,000	23,000	30,000	
advanced visiting student	20,000	23,000	30,000	
language student	19,000			
visiting scholar / month	3,000	3,500	4,000	
Application fee for visiting students and language students	400	Textbook / year	approx. 800	
Application fee for undergraduate and graduate students	800	Rental / 12 months	approx. 18,000	
Medical insurance / year	approx. 600	Meal / 12 months	approx. 10,000	

Bank Account Information

Account Name: University of Shanghai for Science & Technology

Account No.: 033720-00801018818

Bank Name: Agricultural Bank of China Shanghai Branch Wu Jiao Chang Sub-branch

SWIFT: ABOCCNBJ090

Please indicate **nature of the transfer** such as “application fee” and the **name of the student** in the bank documents

上海理工大学国际学生公寓房间价目表

房间类型	数量	房间楼层及室号	每天单价	备注
双人房（15-16m ² ）	40 间	一层：125、124、122、120、118（南）、 116、114、112（东） 123、121、119、115（西）12 间 二层：227、226、224、222、220（南）、 218、216、214、212（东） 225、223、 221、219、215（西）14 间 三层 327、326、324、322、320（南）、 318、316、314、312（东） 325、323、321、319、315（西）14 间	35 元/天.间	公用卫生
双人房（18m ² ）	1 间	409	110 元/天.间	公用卫生
双人套房	2 间	411（12+15m ² ）/430（13+10 厅+13m ² ）	110 元/天.间/ 110 元/天.间	公用卫生
双人标房（15-16m ² ）	27 间	一层 106、108、110（东）111、113（西）、 101、103、105、107（南）9 间 二层 206、208、210（东） 211、213（西）、 201、203、205、207（南）9 间 三层 306、308、310（东） 311、313（西）、 301、303、305、307（南）9 间	45 元/天.间	独用卫生
双人标房（12m ² ）	3 间	102 202 302	45 元/天.间	独用卫生
双人标房（19.5m ² ）	3 间	104 204 304	45 元/天.间	独用卫生
单人房（11m ² ）	3 间	422 424 426（南）	55 元/天.间	公用卫生
单人房（13-14m ² ）	18 间	401、403、405（南） 404、406、408、 410、412、414、416、418（东） 413、 415、417、419、423、425、427（西）	55 元/天.间	公用卫生
单人房（16m ² ）	1 间	407（南）	55 元/天.间	公用卫生

单人房 (11m ² 暗间)	2 间	428 402	55 元/天.间	公用卫生
单人标间 (11.5m ²)	3 间	109 209 309 (朝南、西)	45 元/天.间	独用卫生

Price List for USST International Student Apartment

Room Types	Rooms	Room No.& Floors	Price/Night/Room	Notes
Double Room (15-16m ²)	40	Floor 1 (12 Rooms) : South: 125、124、122、120、118; East: 116、114、112 West: 123、121、119、115 Floor 2 (14 Rooms) : South: 227、226、224、222、220; East: 218、216、214、212 West: 225、223、221、219、215 Floor 3 (14 Rooms) : South: 327、326、324、322、320; East: 318、316、314、312; West: 325、323、321、319、315	CNY 35/Night/Room	Shared Bathroom
Double Room (18m ²)	1	409	CNY 110/Night/Room	Shared Bathroom
Suite (Double Rooms)	2	411 (12+15 m ² ; 430 (13+10+13 m ²)	CNY 110/Night/Room;CNY 110/Night/Room	Shared Bathroom
Double Room (15-16m ²)	27	Floor 1(9 Rooms): East:106 、 108 、 110;West: 111、 113 South: 101、 103、 105、 107 Floor 2 (9 Rooms): East:206 、 208 、 210;West: 211、 213 South: 201、 203、 205、 207 Floor 3(9 Rooms): East:306 、 308 、 310;West:311、 313 South:301、 303、 305、 307	CNY45/Night/Room	Private Bathroom
Double Room (12m ²)	3	102 202 302	CNY 45/Night/Room	Private Bathroom
Double Room (19.5m ²)	3	104 204 304	CNY 45/Night/Room	Private Bathroom
Single Room (11m ²)	3	South: 422 424 426	CNY 55/Night/Room	Shared Bathroom
Single Room (13-14m ²)	18	South: 401、 403、 405; East: 404、 406、 408、 410 、 412、 414、 416、 418; West:413、 415、 417、 419、 423、 425、 427	CNY 55/Night/Room	Shared Bathroom
Single Room (16m ²)	1	South: 407	CNY 55/Night/Room	Shared Bathroom

Single Room/ Inner Room (11m ²)	2	428 402	CNY 55/Night/Room	Shared Bathroom
Standard Single Room (11.5m ²)	3	South/West: 109 209 309	CNY 45/Night/Room	Private Bathroom

保险指南

Guide to Insurance

外国留学生医疗费用及保险

International Student Medical Expenses and Insurance

A、外国留学生患病，到校医务室就诊的，医疗费学生本人支付 10%，挂号费自付。在校医务室就诊发生的费用不包含在平安综合保险保障计划中。

International students will undertake all registration fee and 10% of medical treatment expenses if they will get treatment in the Clinique of the university. The expenses incurred will not be included in the Comprehensive Insurance & Protection Scheme.

B、到学校指定医院的新华医院就诊或其他公立医院（按照平安综合保险保障计划简介的要求）就诊的，医疗费一般先由外国留学生支付。请务必保留好所有就诊的材料、发票、清单。

International students shall go to designated hospital, like Xinhua Hospital or other public hospital as defined in the Comprehensive Insurance & Protection Scheme to take outpatient service. Usually the students should prepay the expenses themselves. Students should keep all documents generated during medical treatment process, including invoices, list of medicine, etc., in good condition for claim settlement.

C、根据中国教育部规定，来华学习超过 6 个月的学生（含按原学习计划继续学习超过 6 个月的学生）必须购买来华人员综合保险（即参加平安综合保险保障计划），作为其办理新学期入学注册手续的必备材料。其他短期学习的留学生可自行决定是否购买。

According to regulations stipulated by the China Education Ministry, international students staying in China for over 6 months shall purchase comprehensive insurance, i.e., to join Piangan Comprehensive Insurance & Protection Scheme, which is also mandatory for new term registration. Other short-term students can decide whether to buy the insurance at their own disposal.

D、平安综合保险保障计划简介

<http://www.lxbx.net/tbzn/lxbx-tb07-s2.html>

1. 来华留学生保险服务微信平台(微信扫码)

International Students Insurance Service Wechat Platform (Scan the QR Code and log in by your passport number)



2. 来华留学生保险服务平台（网址）
International Students Insurance Service Platform(Website)
http://www.lhgj.net/insurance/gwcx/gwcx_list.jsp
3. 留学生保险 24 小时热线: 400-810-5119 转 1
Service Hotline For 24 Hours: 400-810-5119 transit 1
4. 登陆 www.lxbx.net 获取更多信息
You can register to the www.lxbx.net and check more information.

5.

常见问题

FAQ(Frequently Asked Question)

留学生问：我要看病时该怎么办？

保险公司答：记住你的保险服务电话：如果因生病要看医生，务必拨打 400-810-5119 转 1，可随时咨询，取得正确的就医、理赔指导。

留学生问：当需要住院垫付的时候，我应该如何处理？

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

留学生问：疾病门诊包括哪些类型？

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

留学生问：我如果生病了去医院门诊治疗的，保险公司会理赔吗？（非意外类型的）

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

就诊时须注意：1) 就诊医院必须为中国大陆境内的公立医院；

2) 公费医疗标准范围内的费用，自费项目不能报销；

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

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

留学生问：“起付线”是什么意思？

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

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

保险公司答：不可以。

留学生问：如果我在保险期限内多次住院，保险公司也理赔吗？

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

留学生问：怎样领取理赔款？

保险公司答：在资料提交时提交收款人帐户。

1) 帐户需为本人在中国大陆境内的帐户。

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

保险使用流程

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

门诊治疗：先学生支付，后期材料快递救援公司进行垫付报销

住院治疗：病情确实需住院治疗（提交委托书及护照复印件，启用救援公司垫付）

门诊费用理算例

以起付线 650 元为例：小 A 在保险期间内因病在当地的公立医院就诊，2014 年 2 月 1 日花费 900 元，5 月 3 日花费 400 元，7 月 15 日花费 700 元（就诊费用均为合理费用）。

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

S: What should I do when seeing the doctor?

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

S: when I must pay in advance for hospital expenses, what should I do?

A: Before seeing a doctor, dial 4008105119 and then transfer 1, provide the passport number and service card number when buying the insurance. If confirmed for in-patient by the company, the insured will be helped to the nearest hospital (or the Internet hospital required by the insured), treat in hospital and pay the relevant in-patient expenses in advance.

S: What kind of diseases does the service cover?

A: It covers the costs associated with general outpatient, emergency, outpatient operation, emergency observation, and emergency treatment arising; the expenses resulting from quarantine

because of infectious diseases provided by public hospitals or health and epidemic prevention departments and the expenses before and after in hospital.

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

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

Pay attention while in treatment period:

- 1) the hospital must be the mainland public hospital.
- 2) the medical standard costs within the scope of the project, not including the excursion costs.
- 3) in each period of insurance, the daily limit to the medical expenses is 600 yuan. If the accumulated amount comes at more than 2000 yuan, the insurer will pay 85% of the total.
- 4) the materials must be complete: the original invoice, a copy of each outpatient medical record, expense details, the copy of passport, copy of bank account, the claim for the power of attorney (download the sample in the Internet).

S: What does “the pay line” mean?

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

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

A: No, you can't.

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

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

S: How to receive indemnity?

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

- 1) Account must be the mainland's account in China.
- 2) If using a bank card, print statement or statements in the bank counter, to obtain the correct name and account opening branch information, so as to ensure the accuracy of transfer.

Insurance Policy Guideline

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

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

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

The cases of outpatient expenses calculation

Take the pay line 650 yuan as an example: A got treatment in a local public hospital in the insurance period. On February 1, 2014, he spent 900 yuan; on May 3, 400 yuan; on July 15, 700 yuan (medical expenses are reasonable expenses).

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

理赔材料寄送地址:

北京市朝阳区东三环中路 55 号双子座 B 座 303 室 (邮编 100022)

收件人: 来华项目组 电话: 4008105119 转 1 键

Materials for Claims of Settlement sent to:

Project Group for Foreigners Room 303 of Twin Towers Side B, No. 55 East Third Ring Middle Road, Beijing 100022 China. Please dial 4008105119 to 1.

Addressee: DU Xinping

If any dispute arises concerning the contents mentioned above, the Chinese interpretation shall prevail.

住宿指南

Guide to Accommodation

上海理工大学外国留学生公寓管理规定

USST Administrative Regulation of International Students Apartment (ISA)

住宿规定

Rules and Regulations

一、留学生住宿由留学生办公室统一安排，凡取得我校留学生学籍者或校际交流与交换生，可按留学生收费标准申请入住外国留学生公寓。

International Students Office (Hereinafter referred to as ISO) is in charge of apartment arrangement. All registered international students of USST, including degree students, exchange students and visiting students (hereafter referred to as students), can apply to live in ISA according to rent rate for international students.

(1) 留学生应自觉遵守各项中国法律、校纪校规和规章制度。

Students who live in ISA must abide by Chinese laws and all rules and regulations of USST.

(2) 外国留学生公寓仅限留学生本人居住，主要安排公费留学生住宿和新生留学生 1 年的住宿，视房源情况接受自费留学生住宿，留学生入住外国留学生公寓须提出申请和签订《住宿协议》。

Only successful applicants themselves will live in ISA. ISA will accommodate full scholarship students and freshmen in their first school year in the first place, and rest of the apartments will be open to applications (*Accommodation Application Form* should be filled and *Accommodation Agreement* is to be signed).

(3) 卧具、淋浴费、洗衣费、网络使用费由留学生自费购买。

Bedding, shower fees, laundry fees and internet fees will be paid by the students.

(4) 新生入住登记，凭入学通知书和护照办理登记手续。入住登记时，公费留学生须支付租房押金 500 元（人民币），自费留学生须支付租房押金 1000 元。

When freshmen check in, please bring your **Admission Notice** and **Passport**.

Full scholarship students should pay rental deposit RMB 500, while commoners should pay rental deposit RMB 1,000.

(5) 租房以学期为租赁期，自费留学生入住须按规定足额缴纳住宿费，入住时一次性付清一个学期的房费。逾期不交者，加收违约金（违约金指欠费部分每个日历日加 3% 的费用），如超过 10 天，外国留学生公寓服务台有权终止服务，并依法追缴欠费和违约金。在学期中途不得退房或换房，在租赁期内如搬离公寓不退房费。校际交流生与交换生可按月支付房费，中途不退房费。

Deposit and rent are prepaid by semester. Penalty will be 3% of arrearage each calendar day if due amount is not paid before entry; and if overdue is not paid within 10 days, ISA has the right to reclaim the apartment and demand payment of arrearage and penalty in accordance with law. No application of apartment change will be accepted in the middle of a semester. Rent prepaid will not be returned if students check out within the lease period. Visiting students and exchange students can pay rent by month, but rent prepaid will not be returned within the lease period.

(6) 公费预科生、本科生和硕士研究生（包括普通进修生）安排两人合住一间，博士生和高级进修生可选单人间。

All full scholarship pre-students, bachelor candidates, master candidates and visiting students have to share two-bed apartment. Doctoral candidates and advanced visiting students can choose to live in one-bed room.

(7) 原则上不受理公费预科生，本科生、硕士研究生和普通进修生单住申请。如有特殊情况，需由本人提出申请，留学生办公室视当时房源情况和其本人具体情况予以酌情处理，但公费学生须支付所产生的房费差价。

Principally no application from full scholarship pre-student, bachelor candidates, master candidates and visiting students to take one-bed room will be accepted. In special cases, application should be submitted by full scholarship student and upon approval from ISO, the student should pay for the difference in rent.

(8) 留学生须按指定房间住宿，不得私自调换房间或留宿他人，不得强占房间，不得将房间转租他人，不允许无正式婚姻关系的男女生同住一室。

Students should live in the designated apartment and should not accroach or exchange apartment, or keep outsiders in the apartment during night time. No sublet is allowed; male and female students not in marriage can't live in the same room.

(9) 留学生在住宿期间调换房间，须向留学生办公室递交书面材料申请，留学生办公室将根据具体情况处理。

During rental period, if any student will apply for room change, formal application should be submitted to ISO.

(10) 自费留学生继续住宿，学期结束前 20 天向留学生办公室提交申请，获得同意须预付下一学期住宿费。如学生在规定期限内未提出申请，公寓将视其为退房收回住房。

Please apply for extension of rental period 20 days before the end of the semester, and upon approval from the ISO, students need to prepay rent of the next semester immediately. If students do not submit application timely, the room will be reclaimed at the end of current rent period.

(11) 凡修业期满仍需居住者，应与服务台联系。其房费按全价收取。公费学生毕业、结业后未及时离校，应按规定支付房费。外国留学生公寓对拒付房费者限期交房。留学生家属来公寓住宿，不享受留学生补贴房价，按全价收取房费。

Students who finish study program in USST but still need to live in the apartment should contact the receptionist, and full rent will be charged. Full scholarship students who live in the

apartment after completing study program should pay full rent. The student will be required to checkout if he/she declines to pay the fees. When student family members rent apartment in ISA, they will not enjoy discount and will be charged full rent.

二、若发现房内设施、物品有人为污损或遗失，公寓管理人员有权请其按件赔偿。对故意损坏的，如不能说明造成损坏的直接责任人，则赔偿费由本室人员均摊，情节严重者报留学生办公室处理。宿舍的钥匙和门卡不得随意转借他人，严禁私自换锁、配钥匙或另加门锁。住宿期间请自行保管好房间门卡或钥匙。如果遗失钥匙和门卡，请及时向服务台报告，带有效证件到服务台登记补办，经赔偿费用后给予换锁，发卡。

Facilities, furniture and appliances in ISA should be taken good care of. Furniture and other items in the apartments should not be moved or changed arbitrarily. Nor is addition or alternation of furniture allowed. Any man-made damage and loss has to be refunded. If no one is held directly responsible for any intentional damage, students who share the apartment will go halves for the damage. In serious cases, ISO will be involved in settlement. Key or access card should not be lent to others, and changing lock or bitting of key or installing new lock is strictly forbidden. When the key to apartment or access card gets lost, please report to receptionist, register for lock replacement with valid personal identity certificate, and fund the replacement

三、保持宿舍的清洁与安静。禁止在公寓举行社交聚会、大声喧哗及高音量播放音乐等。不得在室内或楼道内随意打洞或涂划张贴；不得在公寓区内或向窗外乱扔杂物；不得在楼道内堆放私人物品；不得在公寓内饲养宠物。保持宿舍楼层通道的畅通，所有学生物品必须放在宿舍房间内，交通工具等应按指定停车点或车库停放，不得随意停放或带入公寓楼内。

Please keep the room clean and quiet. No scrawling on the wall, personal belongings are not allowed to be placed in the public areas, no littering anywhere, and no pet is allowed to be kept in the apartment. Students' transportation vehicles should be parked at designated place, and should not be brought in the apartment building.

四、公寓房间每周打扫一次，每月末公寓管理员检查各房间的卫生与安全情况。因工作需要（例如，空调、管道、消防设施等的检查和维修）要进入留学生房间，公寓管理人员提前通过张贴通知等方式告知留学生，在通知规定的时间内，不管留学生是否在房间内，公寓管理人员有权进入房间施工或检查。遇到紧急情况（例如，火灾、医疗急救、抢险等），工作人员可在未通知同学的情况进入其房间。每次须有两个以上的工作人员同时进入房间。

The apartment will be cleaned once every week, and the apartment administrator will check the sanity and safety condition at the end of each month. Notice will be given publicly in advance if entry in apartments is a must (such as air-conditioner, pipe, fire distinguisher check, maintenance and repair, etc.). Whether students are in the apartment or not, staffs have the right to enter to do their jobs after notice is given; in emergency (such as fire, EMT, flood and others), entry without notice may happen. However, each time two staffs will enter into the room together.

五、凡毕业、退学、开除学籍等留学生，从相关部门发出离校通知之日起一周内，或

在学校通知离校期内须办理退宿手续并离开外国留学生公寓。

Students need to check out by the date as noticed by the university, or within one week after they formally graduate, quit school or are dismissed from school.

(1) 入住时，留学生签收外国留学生公寓物品清单；退宿时，公寓管理员将检查房间，留学生须结清学生宿舍的住宿费、水电费、网络费，对使用不当损坏或丢失设施设备和家具的，须照价赔偿。学生结清费用后方可办理离校手续。

At check in, students will sign to receive the properties in the apartment. When students check out, the apartment administrator will check the room and students will settle all the fees including rent, water, electricity and internet, as well as any damages.

(2) 退宿时，请将物品自行清理干净，不得私人物品滞留在宿舍内，否则，将遗留物品将作废弃物品或按无主物品处理。退房时间以还钥匙和门卡为准，到服务台填写“出门证”，并将出门证交给管理人员。

Before checking out, please pack all your belongings, for after checking out, any personal belongings will be disposed of as castoff or items without the Lord. Check-out time is fixed when the key and access card are returned. Please go to receptionist to fill in application form for leaving.

(3) 遇到特殊情况不能按时退房者，应及时与服务台联系并办理居住延长手续。到规定的居住截止日期未退房且未与服务台联系者，将为其保留房间 1 天；1 天后仍未退房且未取得联系者，其房内物品将遗留物品将作废弃物品或按无主物品处理。

Any student who needs to stay longer than planned under special circumstances please contact receptionist to extend the rental period. After the rental expires, the apartment will be kept for 1 more day only, in that day students need to contact us immediately, otherwise all the belongings will be disposed of as castoff or items without the Lord.

(4) 学期结束留学生退房，须提前 2—3 天办齐离校手续，不得借故推诿。

When the semester is over, students should go through all the formalities for leaving 2-3 days in advance. Not any excuse is to be accepted.

六、宿舍或公共场所的设施如有损坏，请及时报告管理人员，到服务台登记，以便工人及时修理。

Please contact us when there is any damage of the facilities in public area or in your room so that they can be repaired in time.

七、留学生需住校外，应提出申请，并办妥有关手续。未经批准，擅自住宿校外者，一切后果自负。

Students who need to live outside the campus should fill the application and finish all the procedures. Otherwise all the responsibilities should be taken by the student.

八、如有违反住宿规定者，外国留学生公寓有权视情节轻重给予罚款、赔偿等经济处罚及其他处理。严重违规者，将被取消居住资格，所付房费不予退还并报留学生办公室严肃处理。

Those who violate the regulations above will be given a disciplinary warning, be fined, or

compensate for the damage, etc. Serious violation will subject to cancellation of the qualification to live in ISA, the prepaid rent will not be refunded and ISO will deal toughly with it.

安全告知

Safety Notice

1. 严禁把酒精炉、煤油炉、蜡烛、烟花爆竹等易燃易爆品带入外国留学生公寓，禁止在公寓内焚烧任何物品，严禁在公寓楼内吸烟。由此造成事故的，须负责赔偿并承担相关法律责任。

Alcohol heaters, kerosene heaters, candles, fireworks and other inflammable and explosive materials are forbidden to bring in the apartment. Open fire and smoking is forbidden in the apartment. Students held responsible for incidences arising from above mentioned misconduct are to bear legal consequences.

2. 自觉遵守学校管理制度，禁止在校内外及宿舍内酗酒、赌博等影响校内及宿舍公共秩序的活动，不得在公共场所内大声喧哗，禁止播放高音量音响等影响他人学习与休息的活动，严禁在宿舍区内经商及推销，违者依法严肃处理。遵守学校作息制度，外出者平时请于 23:00 点前返回外国留学生公寓，23:00 以后进出公寓的留学生须在服务台登记姓名和外出原因，不得从一楼窗户进入公寓。对拒绝登记和说明外出原因的留学生，报留学生办公室处理。

Observe school regulations. Too much drink, gambling and other activities affecting public order are strictly forbidden. Please keep the dormitory quiet, do not make noise or play high volume sound that will disturb others. No business transactions or marketing activities are allowed. Please return to ISA before 23:00 p.m.; and after 23:00 p.m., entry and exit should be registered and ample reason should be given. Climbing in through the windows on the first floor is not allowed. Behavior like declining to register or providing justification will be reported to ISO.

3. 注意安全用电，宿舍内严禁私接电线，私移插座，严禁损坏、私自改动供电线路，严禁盗用公用电源，不得私自接装电话。房间内禁止使用电热毯、电炉、电饭煲、电炒锅、取暖器及其他等容易引发火灾的电器设备。因违章购买电器，公寓管理人员予以收缴，如违章使用而发生事故，将追究使用者的法律责任。

Ensure safe electrical operation. Appliances like electric stove, electric blanket, electric oven, rice cooker, electric cooker, heating device, etc., that are easy to cause fire are strictly forbidden to use in apartment. Above mentioned appliances found in apartments will be taken over by ISA administrators. The legal liability of any incidence arising from wrong operation of electricity will be pursued.

4. 遵守防火规定，严防火灾。注意防火，不得在房内点蜡烛，严禁使用明火。严禁乱动配电箱和消防器材，室内禁止存放易燃易爆物品，不得在楼内外燃放烟花爆竹等，因个人责任酿成火灾者，须赔偿一切损失，严重者将由司法机关追究刑事责任。公寓内如发生

火警、漏电等意外事故，要镇静应对，速向公寓服务台、物业管理办公室报告，做到有序疏散（疏散路线图见门后）。

Please abide by fire proof regulations. Please do not light candles or use open fire. Keep away from electricity distribution box and fire extinguishing appliances. Students should not store any inflammable, explosive, poisonous and dangerous goods in the apartment, and fireworks are also forbidden in and outside the apartment, it is required for students who will bear the legal responsibility for any damage. In case of fire or electricity leak, please keep calm and inform the receptionist and property management office as soon as possible, and evacuate orderly if necessary. (Please find the chart of the evacuation route behind the door.)

5. 妥善保管好个人的现金和贵重物品，注意自身安全。离房前请锁好房门，关闭窗户和所有电源开关，以防发生意外。

Keep your belongings safe, take good care of the cash and valuables. Please close the windows, lock the door and switch off the electricity as you leave the apartment.

6. 留学生在校园内聚会，需事先向留学生办公室提出申请，经批准方可进行。聚会时，不可大声喧哗、不可播放高音量音响，在规定时间内结束，以免影响其他学生的学习和休息。

Students should submit application to ISO before having a party on campus. During the gathering, please do not make noises or play high volume sound, and please end the party in time in order not to disturb others.

7. 公寓区域内严禁无牌照摩托车进出及停放，违法者予以没收。车辆必须停放在指定的停车处。

Motorcycles and bicycles are not allowed to enter the ISA. Speed of vehicle should be controlled lower than 5km/hour. Any motorcycle or bicycle without plate will be confiscated. Vehicles must be parked in designated area.

8. 请记住以下常用电话号码： 救护 120 公安 110 火警 119 电话查询 114

Please keep following emergency phone numbers:

Ambulance 120

Police 110

Fire alarm 119

Phone Number Enquiry 114

会客须知

Meeting Notice

1. 自觉遵守《访客制度》并主动配合管理人员做好工作。留学生有义务督促来访者进入外国留学生公寓时办理会客登记，离开时由被访人签字后交还外国留学生公寓服务台注销。

Voluntary compliance with meeting rules and cooperation with administrative staff are required. Guests should register for entry and cancel it with hosts' signature before leaving.

2. 留学生可在外国留学生公寓一楼大厅会见来客，不得擅自将来客带入宿舍房间内。

Students should meet guests in the meeting hall on the first floor of the apartment. Guests are not allowed to enter students' apartment.

3. 为保障入住留学生的安全，来访者因特殊原因需进入留学生宿舍会客，须出示本人有效身份证件（护照、工作证或身份证等），填写会客单，经公寓管理人员审验，方可进公寓会客。

For safety concern, if guests must meet the students in their room for special reasons, they should present their valid identity documents (passport, work permit or identification card) and fill in the meeting application form. After the documents and application are inspected by the administrative staff, guests are allowed to enter.

4. 留学生和来访客人必须严格遵守会客的时间规定，来访者应在规定会客时间结束前离开公寓。违者谢绝来访。

Students and guests should abide by the rules strictly and guests must leave the apartment within given time. Those who violate the rules will not get the permission to meet students in ISA any more.

5. 来访者不得在外国留学生公寓留宿。特殊情况需要留宿者，须经公寓管理人员同意，报留学生办公室备案，须办理临时住宿登记手续，由公寓管理人员另外安排房间留宿，留宿者其房费按全价收取房费准收取。

Guests should not stay overnight in the apartment. If guests have to stay overnight in special cases, a written-form application is required and it will be reported to ISO. After completing application procedure, temporary accommodation registration should be made. Apartment administrator will arrange other rooms for the guests at full price.

6. 会客时间：周一至周五【09:00~22:15】 周六、周日【09:00~22:45】

Meeting hour:

Monday to Friday: [9:00-22:15]

Saturday and Sunday: [9:00-22:45]

本制度各项规定的解释权归留学生办公室。

The International Students Office reserves the right of the final interpretation of above rules and regulations.

二零一四年六月九日 发布

Released in June 9, 2014

上海理工大学留学生办公室

International Students Office, USST

上海理工大学外国留学生公寓防火管理规定及补充说明

USST International Students Apartment Supplemental Rules

根据上海理工大学违纪处分条例（上理工【2013】128号），第三章第三十五条规定，因吸烟等导致火灾或电路严重损毁的，给予记过以上（开除学籍）处分。

According to USST Discipline and Punishment Regulations(USST【2013】NO.128), Article 35 of Chapter three has put it that any severe fire accident or circuit damages caused by smoking will lead to punishment. The directly responsible person and other directly liable persons shall be given a **sanction of Expulsion from Academic Status**.

留学生公寓内禁止吸烟及随意丢弃烟蒂。如有违反管理规定，执行通报批评，终止或降低其奖学金、取消其住宿资格、取消其学籍、移送公安机关等的处罚决定。

NO SMOKING IN INT'L STUDENTS APARTMENT(ISA). Int'l Students Apartment(ISA) is a 100% smoke free environment. A designated outdoor smoking area is available!Please contact apartment associate / house lady for the location.

Circulating a notice of criticism, Terminating CSC or SGS scholarship, Expelled from ISA, Dismissal from USST and Invited to police station and so forth will be implemented if the students violate the rules.

另，请大家尤其注意以下几点：

BTW, please attach more importance to the rules as following:

1. **楼道、盥洗室、公共厨房、淋浴间及房间内，禁止吸烟。**禁止在公寓内焚烧任何物品。**严禁随意丢弃烟头。**由此造成事故的，须负责赔偿并承担相关法律责任。

It's forbidden to smoke in the aisle, lavatory, public kitchen, shower enclosure and living room of the ISA. Discarding cigarette butts randomly is strictly forbidden. Any students who cause the FIRE Accident shall be responsible for compensation and bear the relevant legal responsibility.

2. **楼道、公共厨房等公共场合，禁止饮酒；禁止醉酒后携带酒瓶在公寓内闲逛；**如因醉酒与他人发生冲突及造成伤害，则属于**刑事案件**。

Alcohol drinking is prohibited in public places such as the aisle, the public kitchen etc. It's prohibited to hang around with bottles in the ISA under the influence of alcohol. Conflicting with others and causing harm under the influence of alcohol belongs to Criminal Case.

3. 留学生宿舍个人之物品，包括鞋子、袜子、卫生清洁工具等，**不得外放**，禁止置于门口及走廊处。

Personal belongings including shoes, socks and hygienic cleaning tools shall not be placed outside the room. It's not allowed to put them in the doorway.

4. **在非紧急情况和无危险情况下，不得谎报险情，大声呼救，制造恶作剧。**若造成严重安全事故或后果的，需负全责。

It's forbidden to make false fire alarm and yell for help to make a prank in non-emergency situations without any danger. Any students who cause safety accidents or consequences should take the full responsibility.

5. **禁止遮挡或触碰烟雾探测器。**

It's not allowed to cover or touch the Smoke Detector without permission.

6. **不得从一楼窗户进入公寓，严禁从二楼翻墙进入公寓。**

It's firmly forbidden to enter into ISA from the window or climbing the wall and jumping into the second floor.

上海理工大学留学生办公室

二零一四年六月

International Students Office, USST

June , 2014

留学生公寓设施使用说明

房间设施:

设施	配备情况	使用说明
家具	床、衣橱、书桌、椅子、书橱等	请爱护使用,不可将家具随意搬至走廊或别处。
电器	空调(其他电器严禁使用)	请按说明操作,非人为损坏请报修。
卧具	床单、被絮、垫被、被套、枕套、枕头(各一件),短期交流学生卧具由公寓提供。	房间内不提供床上用品,长期留学生的卧具须个人购买,请自行更换和清洗。
网络	宽带网络接口	网络使用费由留学生自费购买(购卡使用)。
卫生间	淋浴、台盆,坐便器、浴帘、热水电源等	请爱护使用,非人为损坏请报修。
喷淋烟感	每个房间各配置二个	若室内烟雾大及发生火灾时,烟感和喷淋会自动报警、喷水。

1.房间用电:每月免费用电量为200度,超出部分需付费充电,0.617元/度。

2.淋浴使用:淋浴每次使用需刷一卡通,按时间计费。

3.退房须知:学习期满离校或中途退房,需结清房费、超电费,经查验房间设施及电器无损坏后,凭房间门卡到公寓服务台办理退房手续。若设施或电器有人为损坏,须照价赔偿。

4.检查须知:每月公寓管理人员检查用电量、房间安全和卫生情况,请自觉配合。

公共设施:

设施	配备情况	使用说明
直饮水机	每层公用间配1台直饮水机,冷热水均可直接饮用	请按照使用说明小心操作,避免烫伤;开水为饮用水,不可用于洗衣等用途。
自助洗衣机	底楼层公用洗衣间配6台自助洗衣机、2台烘干机	自助洗衣机需使用洗衣卡,洗衣一次3.5元,烘干(每桶7元,低于8公斤)。购买洗衣卡至公寓服务台,每张洗衣卡50元,其中押金15元。
公共厨房	二至四层公共厨房配电磁灶1个、微波炉1台、桌子1个、椅子4把	请按照使用说明操作;使用时不要离开,以防溢出引起漏电;不得将电磁灶挪到其它地方。使用插卡,用完请关闭电源。
公共区域	桌子2个、椅子6把	公寓二至三层楼梯过道
会客区	桌子、椅子	公寓一层
	大门和各楼层房间	大门门禁,卡靠近刷卡机,门开即入。若遗

门禁钥匙		失，请立即到公寓服务台挂失，办理新卡或房门钥匙需支付 15 元。
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相关事宜：

- 1.请仔细阅读并自觉遵守国际学生公寓各项管理规定。
- 2.请爱护公寓内各类电器、家具；严禁违章使用电器；保持房内和公共区域整洁。
- 3.报修方式：请至公寓服务台填写报修单，紧急情况请致电 55125006。
- 4.有关电话：
公寓服务台：55125006
留学生办公室：55271930
紧急电话：救护 120，公安 110，火警 119，电话查询 114

Instruction of Facilities in International Student Apartment

Indoor Facilities:

Facilities	Items	Instructions
Furniture	bed, wardrobe, desk, chair, bookshelf, etc.	Please use carefully and don't move it to aisles or other places.
Electric Appliance	air conditioner. (Other electric appliance is forbidden to use).	Please operate according to instruction. And any non man-made breakdown is to be reported for repairs.
Bedding	Bedclothes embracing bed sheet, quilt, mattress, quilt cover, pillowcase, pillow (one for each) are provided for short-term visiting students by the apartment.	Please change and clean beddings all by yourself, and return all the articles while checking out; as for long-term visiting/exchange students, the bedclothes will not be prepared by the apartment but yourselves.
Internet	broadband access.	Students need to pay for internet fee by yourselves (see more in <i>Instructions for Cards Purchase</i>).
Bathroom	sprayer, basin, toilet, shower curtain, hot water power, etc.	Please take care of the facilities. And any non man-made breakdown is to be reported for repairs.
Spraying smoke sensor	two in each room.	If there is heavy smoke or fire in the room, the smoke sensor will alarm automatically and start to spray water.

- **Indoor electricity:** Monthly quota of free of charge electricity is 200KWh per room. Over quota consumption of electricity will be charge at the price of CNY0.617/KWh.
- **Shower:** The E-campus card must be used to take hot water in the bathroom and is charged by time.
- **Check-out:** When you need to check out by the end of the study period or in the midway, you need to settle the rent as well as the over-quota electricity fee. If it is confirmed that there is no damage to the facilities in the room, you can check out with your room card at the reception desk of the apartment. The cost of repair needs to be paid for any damage to

the facilities.

- **Check:** Cooperation will be appreciated when administrative staffs of the apartment enter your room to check the power consumption, safety and sanitation condition each month.

Public Facilities:

Facilities	Items	Instruction
Water Dispenser	1 in each public room on each floor; hot & cold drinking water	Please follow the instruction in case of the scald. Don't use drinking water for other purpose.
Laundry Service	6 automatic washing machines and 2 drying machines in the laundry room of the ground floor	CNY3.5/barrel for washing. CNY7/barrel for drying (8Kg full load). A washing card is needed for laundry service. Please buy the card at the reception desk of the apartment with CNY50/card (including a deposit of CNY15).
Public Kitchen	1 induction cooker, 1 microwave oven, 1 table, and 4 chairs in each public kitchen from Floor 2 to Floor 4	Please follow the instructions and stay aside while cooking to avoid electric leakage from spill-over. Insert card to take electricity and switch off electricity when finish. Don't move the oven to other places.
Public Area	2 desks, 6 chairs	The hallways of Floor 2 and Floor 3.
Guest Hall	tables, chairs	Floor 1
Access Control	Main entrance and room entrance	Put the card close to the imprinters of the gate, wait for the green light before entering; Report the loss of the card at the reception desk and pay CNY15 for a new card/room key.

Reminders:

1. Please read carefully each of the rules of living in the International Student Apartment and behave yourself accordingly.
2. Please protect facilities and always keep your room and public area clean.
3. Report for repairs: go to reception center to fill in the repair form or call 55125006 in an emergency.

4. Useful Tel. numbers:

Reception Center of ISA: 55125006

International Students Office: 55271930

Emergency Calls: Medical Aid/Ambulance: 120 Security Police: 110

Fire: 119

Tel. No. Inquiry:

校外住宿须知

- 1.住宿校外的留学生应具有一定的汉语能力,不满20周岁的留学生应有家长的同意书。
- 2.留学生租房必须通过房产中介。租赁私房应向房东索取治安许可证,并与房东签订租赁合同。
- 3.留学生租房后,须在入住后24小时内,携带护照、租赁合同,到留学生办公室办理校外住宿登记,并到住址所在公安派出所办理临时住宿登记,超过3天不登记者将受到罚款等处理。入住后10日内到上海市公安局外国人出入境管理处办理居留许可变更手续。不办理校外住宿登记及居留许可变更手续的留学生,公安机关将依法予以处罚。
- 4.外出一定要锁好门,并关好窗户及水、电、煤气的开关。妥善保管好自己的财物,注意自身安全,如发生意外应及时报告所在学院辅导员和留学生办公室。
- 5.上海市区不能办理摩托车牌照,驾驶摩托车属于违法行为,请同学们不要购买摩托车。
- 6.请记住以下常用电话号码:救护120,公安110,火警119,电话查询114。

Guide to Living outside Campus

- Students living off-campus should have certain Chinese communicative ability. Those at the age under 20 should demonstrate the approval letter from their parents for off-campus accommodation.
- Students who want to rent an apartment have to rent/buy via regular estate agencies. A student needs to ask for a Liability Letter for Lease Security from the landlord when renting a private property. He also has to sign a rental contract with the landlord.
- International students should bring his/her passport, rental contract, security license (provided by the landlord) to international student office to get the *Off-campus Accommodation Registration Form* and go to local police station with required documents to get registered within 24 hours after moving into the lodging place. Anyone who does not register within three days will be fined. Then the student will go to the Division of Foreigners, Exit-Entry Administration of Shanghai Public Security Bureau to update his/her Residence Permit within 10 days after moving into the lodging place; otherwise, he/she will be punished by the police force.
- Close windows, turn off electricity, water taps and gas taps, and lock the door whenever you leave your apartment. Keep an eye on your personal property. Pay attention to your own safety and security. If there is any accident, please do not hesitate to notify the counsellor of the college and the International Students Office.
- In urban area of Shanghai, motorcycle license is not applicable. Please do not buy any

motorcycle.

- Please bear in mind the following commonly used phone numbers:

Police 110

First-Aid 120

Fire 119

Telephone number inquiry 114

外国留学生校外住宿登记流程及注意事项

首先请下载“校外住宿登记表”，填写相关内容

链接地址：<http://iso.usst.edu.cn/s/13/t/67/62/25/info25125.htm>

办理程序：

1. 留学生与房屋出租人签订房屋租赁合同。
2. 留学生办公室登记。留学生如实填写完“校外住宿登记表”后，交留学生办公室审核盖章，留学生办公室向留学生出具《外国籍学生办证申请函》，及“校外住宿登记表”第二联。
3. 派出所登记。具体注意事项见注意事项。
4. 上海市公安局出入境管理局登记。留学生持派出所签发的《临时住宿登记表》(黄页)、外国籍学生办证申请函、及“校外住宿登记表”第二联去出入境管理局办理校外住宿登记手续。
5. 校外住宿变更登记程序同上。
6. 上诉第 4 项，持 F 学习签证的留学生不需办理。

注意事项：

一、按照《中华人民共和国外国人入境出境管理法实施细则》第三十条规定，入住居民家中留学生必须在 24 小时内到居住地派出所办理临时住宿登记，超过三天不登记者将受到罚款等处理。

二、留学生与房东签署房屋租赁合同时，一定要求房东提供所租房屋的租赁治安责任书。没有该责任书的房屋租赁行为将受罚。

三、租房者须带好：

- 1、护照和护照复印件（有照片首页、签证页各复印一张）；
- 2、2 寸照片 1 张；
- 3、房屋租赁合同；
- 4、房屋租赁治安责任书（由房东提供）；
- 5、“校外住宿登记表”第二联。

所租房屋为其他地区的，请到居住地派出所办理登记手续。

上海市公安局出入境管理局地址：浦东新区民生路 1500 号。电话 0086-021-68541199

Procedures and Notes for Off-Campus Accommodation Registration

Website link for *Off-Campus Accommodation Registration Form for International Students*:

<http://iso.usst.edu.cn/s/13/t/67/62/25/info25125.htm>

Procedures:

1. International students sign a contract with the landlord.
2. International students register in International Students Office. After filling in this form, the students should give the form to International Students Office to be stamped. And an introduction letter for international students will be given. International students should keep the second page of this form.
3. Register in local police station. Details are on the following Notes.
4. Register in Exit-Entry Bureau of Shanghai Police Station. International students should take Temporary Accommodation Registration Form (the yellow page) from local police station, the introduction letter from the university, the second page of this form to Exit-Entry Bureau to go through the procedures to live off-campus.
5. If you want to change your off-campus address, the procedures are the same.
For Item 4, if you hold an F visa for study, you don't need to do it.

Important Notes:

1. According to Item 30 in P.R.O China Exit-Entry Regulations for Foreigners, foreigners must register in local police station within 24 hours after living in local resident's home. Anybody who does not register within three days will be fined.
2. When international students sign a contract with the landlord, it is a must that the landlord should provide a security license for the apartment. Renting behavior without a security license will be fined.
3. You should go to local police station to register with:
For tenants:
 - 1.) Passport and copy of passport (the page with picture & visa)
 - 2.) One passport-sized photo
 - 3.) Contract
 - 4.) Security License (provided by the landlord)
 - 5.) The second page of this form

If your address is in other district, you can go to local police station to go through the procedures.

Exit-Entry Bureau of Shanghai Police Station: No.1500 Mingsheng Road.
Tel:0086-021-68541199.

关于向中国政府奖学金学生发放校外住宿补贴的通知

Notice on Out-campus Accommodation Allowance

从 2015 年 6 月 1 日起，学校将向住宿在校外（已搬离留学生公寓，并结清押金等费用）的中国政府奖学金全奖学生，发放校外住宿补贴。

From June 1st, Chinese Government Scholarship student who has moved out of International Students Apartment, cleared all relevant expenses and lived out of campus will enjoy monthly allowance.

住宿费补贴标准：

Standard of out-campus accommodation allowance:

本科生：700 元每人每月

硕士研究生：700 元每人每月

博士研究生：1000 元每人每月

undergraduate students: CNY700 per person per month

master's students: CNY700 per person per month

doctoral students: CNY1000 per person per month

符合条件的留学生应携带住房合同和付款凭证每月到留学生办公室思福堂 101 申请。住宿费补贴将和生活费一起，每月发放一次。

Out-campus accommodation allowance will be transferred to students' bank account once per month together with living allowance. Students shall bring rental contract and payment voucher to **ISO (RM.101, Virginia Hall) Mr. Zhang** to apply for the allowance on monthly basis.



生活指南

Life Guide

留学生生活指南

遵纪守法

- 1.在学期间，必须遵守中国法律法规。
- 2.若出现触犯刑法或违反治安案件（盗窃、抢劫、吸毒、贩毒、打架斗殴、参与赌博、纵火、杀人、走私、酒后失控、性侵犯、卖淫嫖娼、诈骗、赌博、违法飙车、交通肇事、签证过期等），将会被处以刑罚或行政处罚（警告、罚款、行政拘留、限期出境、驱逐出境等）。

安全常识

上海治安情况良好，但是仍不能掉以轻心。请注意以下事项：

- 1.保管好自己的护照和钱物，平时不要把大量的钱款带在身上。出门前一定要关好水电开关，关好门窗。
- 2.随时注意预防火灾。离开住处时要关闭所有电源。不乱扔烟头，不躺在床上吸烟，不在住所内乱点蜡烛。不挪用和损坏消防器材，不堵塞消防通道。
- 3.随身携带一张紧急联络人电话卡片，以备急用。紧急联络人可以是自己在华的监护人，也可以是学校的老师、朋友、在上海的亲戚等。
- 4.坐车、住宿、买东西或在外就餐，应到正规营业单位，消费后应索要发票。
- 5.出行时要遵守交通法规，注意交通安全。出游务必与亲人或学校同学保持联系，尽量避免夜间单独外出和酒后出行。任何时候都要保管好自己的护照和钱物，提高警惕，防止后裤袋、背包里的钱物被偷，应将背包放在身前。
- 6.骑自行车时，不要随意将书包放在车兜里或夹在后座架上，以免被拎走。
- 7.在教室、餐厅以及体育活动场所，书包、衣物、手机、皮夹等不要随便乱放，要随身携带或托人保管。
- 8.在自动取款机上取款时，若身边有陌生人，注意不可暴露密码。若取款机发生故障，不要离开取款机，立即拨打取款机上所示银行电话。
- 9.防止被骗：
 - (1) 不要将护照、学生证、一卡通等个人证件借给他人，以防冒领。
 - (2) 不要将个人信息（住址、电话等）随意提供给他人，以防被人利用。
 - (3) 不要轻信陌生人，更不要将钱或手机借给不了解的陌生人。

(4) 不要轻易相信网上信息或手机电话、短信息，防止受骗上当。

(5) 即将毕业的学生实习、申请就业等，均须通过正当渠道办理。

就诊须知

1.发现身体不适，应及时就医。如不清楚在中国如何看病，可向在华的亲朋好友或老师咨询。千万不要因怕麻烦或感到不方便而耽搁自己的病情。

2.留学生患病，病情不严重可带学生证到学校医院就诊。就诊时间为周一至周五 8:00 至 16:30，晚间及周末有值班医生。如果病情严重，要及时到校外医院就诊。

3.持有学校指定购买“中国平安人寿股份有限公司来华人员综合保险”的留学生，请至学校推荐医院就诊。若住院治疗，本人或亲朋需于 24 小时内通知留学生办公室，以便及时办理投保事宜。

4.自行购买其他医疗保险（至少包含意外伤害和住院医疗两个险种）的留学生，就诊时要特别注意医疗保险的范围和使用方法。请向投保公司详细了解该医疗保险在中国、在上海的使用方法和注意事项，严格按照保险合同的条款操作，务必了解得详细一些，如应往什么医院看病，门诊能否报销等，以避免产生麻烦。

车辆管理

1.自觉遵守交通法规，文明驾驶，不飚车、不逆向行驶，不闯红灯。校园内减速行驶。严禁酒后驾车。

2.上海市区不能办理摩托车牌照，请不要购买摩托车。校园内不允许停放或驾驶无照摩托车。

Life Guide for International Students

● Observing Laws and Regulations

1. During the study period, international students (hereafter referred to as students) must abide by Chinese laws and regulations.
2. If there are cases against the laws and regulations (theft, robbery, drug abuse & trade, assault, arson, murder, smuggling, drunk out of control, sexual abuse, prostitution, fraud, gambling, illegal joyride, traffic accident, visa expiration, etc.), students will be imposed on penalty or administrative punishment (warnings, fines, administrative detention, order to leave China within specific time, deportation, etc.)

● Safety Tips

The good public order and security in Shanghai is impressive, but you still need to keep your eyes open and pay attention to the following tips:

1. Take good care of your passport, money and other property. DO NOT carry about large

amount of cash. Lock the door, close the window and turn off water taps and electric switches whenever you leave the room.

2. Watch out for fire at any time. Shut off all power while leaving the room. DO NOT smoke while lying in bed or throw cigarette ends casually. DO NOT burn a candle in the lodging place carelessly. Take good care of the extinguishers. DO NOT move them, nor block the fire passages.
3. Bring a contact information card of someone you can get in touch with in an emergency. He/she could be your guardian, teacher, friend or relative in Shanghai.
4. Go to regular business places for lodging, purchasing, dining or riding and ask for receipt afterwards.
5. Observe traffic regulations and pay attention to the traffic safety when you're out. Keep in touch with your relatives or schoolmates while traveling. Try to avoid going out alone at night or after drink. Always keep one eye on your passport and belongings. It is better to carry your bag in front of you.
6. Do not put your bag in the front basket or the back spring board while cycling.
7. Do not place your schoolbag, clothes, cell phone or wallet casually while in the classroom, dining hall, sport courts or other public places. It is better to carry them around or ask someone to take care of it.
8. Be careful of your password while withdrawing money from ATM. If there's any sudden breakdown, stay where you are and call the number as instructed on the machine. However, DO NOT expose your password at anytime.
9. Tips against deceiving:
 - 1) DO NOT lend your personal ID card or documents, including the passport, Student Card to the others.
 - 2) DO NOT casually provide your personal information, for example, the address or telephone numbers to the strangers
 - 3) DO NOT give your trust easily to the strangers, nor lending your cell phone or money to them.
 - 4) Look out for any unknown calls or unidentified information from the SMS or internet.
 - 5) For students about to graduate, please apply for any job or internship via formal channel.

● **How to see a doctor?**

1. If you feel uncomfortable, please go to see the doctor immediately. You may consult your friends or teachers how to see a doctor in China. Please don't hesitate or feel inconvenient to miss the best treatment time.
2. If the sickness is not serious, you can go to the university clinic with your E-campus card. The opening hour is from 8:00 to 16:30 from Monday to Friday, and on-duty staffs are available during the night and weekends. If the sickness is severe, please go to hospital outside campus immediately.

3. If you have purchased “Ping An Life Insurance’s Overall Insurance & Benefit Plan for People Coming to China”, please go to public hospital as recommended for treatment. If you will be hospitalized, please inform Internationals Students Office and call the insurance company at 4008105119 by yourself or your friends beforehand or within 24 hours in order to undertake insurance procedures.
4. If you purchased other medical insurance policy by yourself (It should at least cover accidental injury medical treatment and hospitalization medical treatment), please check the insurance coverage and usage guide carefully before seeing the doctor. Please consult your insurance company for detailed instruction and how the insurance is applied in Shanghai, China. Please strictly follow the terms and conditions of the policy contract, such as which hospital to go to, whether out-patient treatment expense is covered etc. in order to avoid troubles.

● **Vehicle Management & Driving Security**

1. Abide by the traffic regulations; no driving after taking drinks, no illegal joyride, no driving on the wrong side; no running the red light. Drive slowly on campus.
2. In urban area of Shanghai, motorcycle licenses are not applicable. Please do not buy motorcycle. Parking or driving motor vehicles without license is not permitted on campus.

常用生活信息

出租车：随处可见。

3 公里的起步费为 14 元，然后每公里 2.4 元，乘距超 10 公里单价加计 50%。晚上 11 点至早上 6 点之间，3 公里的起步费为 18 元，车费需增加 30%。为了防止随身物品遗失到出租车上无法找回，请在下车时索要发票并妥善保管。按照上海市出租车管理的相关规定，如果司机不能提供有效发票，乘客有权拒绝支付车费。推荐乘坐绿色出租车（大众出租、巴士出租）、黄色出租车（强生出租）和白色出租车（锦江出租）。

建议购买一张交通卡。交通卡在任何一个轨道交通或地铁的站点都可以购买。通常第一次购买需要支付 100 元（包括 20 元卡片押金和 80 元交通费），而且自第一次乘坐以上交通工具起，两个小时内换乘其他交通工具，还有 1 元的换乘优惠。此优惠限地铁与公交间的换乘。

磁悬浮列车：

如果你想体验一下世界上目前唯一正式运营的磁悬浮列车，可以在地铁 2 号线龙阳路站换乘，单程前往浦东机场车费为 50 元。

燃气助动车及摩托车：摩托车属于机动车。

根据中国法律规定，驾驶摩托车必须持合法的《机动车驾驶证》方能驾驶。目前，除购买合法二手车外，几乎没有途径获得正规牌照。若无证驾驶无牌摩托车，属于违法行为，将受到公安机关严厉处罚。燃油、燃气助动车也是一种行驶速度很快的车辆，而且通常这种车辆多为无牌车辆，且不能在上海市区内行驶，事故发生率也很高，因此建议同学们不要

购买。

类别	信息详情
交通	
浦东国际机场至学校	从机场四线(浦东国际机场站)上车,坐 2 站至五角场, 步行至邯郸路换乘 59 路(邯郸路五角场站)上车,坐 7 站至(军工路控江路站)下车; 或从机场四线(浦东国际机场站)上车,坐 1 站至(德平路站)下车,步行约 1 分钟到换乘点转大桥四线(德平路站)上车,坐 5 站至(安图路站)下车
虹桥机场至学校	从 911 路(沪青平公路航东路(田图)站)上车,坐 28 站至(西藏南路站)下车,步行约 1 分钟到换乘点转 135 路(西藏南路淮海东路站)上车,坐 18 站至(军工路控江路站)下车
上海火车站至学校	从地铁三号线(上海站)上车,坐 5 站至(大柏树站)下车,步行约 1 分钟到换乘点转 59 路(汶水东路广纪路站)上车,坐 12 站至(军工路控江路站)下车
周边公交车	学校附近有 874 路, 59 路, 124 路, 135 路, 103 路, 6 路, 22 路等
轨道交通	4 号线, 8 号线, 10 号线
市内交通问询	丁丁地图网站或上海交通网站 http://www.ddmap.com/ 或 http://www.jt.sh.cn/ , 或拨打问询电话 16088160
出租车订车电话	强生 62580000; 大众出租车: 96822; 锦江出租车: 96961;
机场航班问询	虹桥机场: 52604620 浦东机场: 96990
机票预定	中国东方航空公司: 95808 中国上海航空公司: 8008201018
电子客票验证网址	http://www.travelsky.com/travelsky/static/home/
查询旅行及旅游和飞机订票	http://english.ctrip.com/ 或 http://www.elong.net/
铁路交通	火车票预定: 8008207890 上海站火车班次问询: 63179090
火车票电话售票	8008207890
火车票代售点	内江路 362 号(近周家嘴路)电话: 65664568
签证	
上海市出入境管理局	浦东新区民生路 1500 号, 服务时间: 周一至周六 9:00-11:30, 13:30-16:30, 咨询电话: 86-21-28951900 从 135 路(军工路控江路站)上车,坐 16 站至(中山东一路汉口路站)下车,步行约 11 分钟到换乘点转地铁二号线(南京东路站)上车,坐 4 站至(上海科技馆站)下车, 3 号出口
上海出入境检验检疫局国际旅行卫生保健中心	金浜路 15 号, 服务时间: 星期一至星期五 8:00—11:30 13:00-15:00, 预约和咨询电话: 86-21-62688851 从学校出发, 乘坐 135 路(军工路控江路站),坐 17 站至(小北门站)下车,步行约 1 分钟到换乘点, 转 911 路(淮海东路站)上车,坐 23 站至(上海动物园站)下车
就医	
校卫生所	55276394
新华医院	65790000, 从 6 路起点站乘坐 5 站至(新华医院站)下车
银行	
中国农业银行	长白路 1 号(近图们路) 电话: 55825012
中国建设银行	图们路 15 号乙 电话: 65383043

类别	信息详情
中国工商银行	军工路周家嘴路口，周二及周五营业
购物	可步行 5-10 分钟至军工路周家嘴路口的易初莲花超市购买基本生活用品和食品； 可乘坐 59 路至五角场，那里商场汇聚，是上海最大的商业中心之一
天气	http://weather.tq121.com.cn/
汇率	http://www.safe.gov.cn/model_safe_en/index.jsp
中国移动通信（买手机，办入网）	长白路 27 号（近图们路），营业时间:8:30-18:30 电话：13817710081

Useful Living Information

Taxi:

Taxi is very convenient. The first 3 kilometers costs 12 RMB and then 2.4 RMB per kilometer for the following driving. If the driving distance is over 10 kilometers, the cost for per kilo will rise by 50%. From 11:00 PM to 6:00 AM, the cost shall rise by 30%. Please ask for the receipt and keep it safely in case you lose your personal belongings on the taxi. According to the regulations on taxi management in Shanghai, if the driver can't provide valid receipt, the passenger can refuse to pay. White taxi and green taxi are recommended as qualified companies which provide good services.

It is recommended to buy a transportation card which is available at any metro station. Usually you have to pay 100 RMB for a new card (including 20 RMB deposit and 80 RMB transportation fee). When you take the above transportation and then transfer to other transportation within 2 hours, you can enjoy 1 RMB discount.

Maglev train:

If you want to experience the only officially-run maglev train in the world, you can take Line 2 and interchange at Longyang Road Station. A single trip to Pudong Airport costs 50 RMB.

Gas powered scooter and motorbike:

Motorbike belongs to motor vehicle. In accordance with Chinese law, only the one with a legal "Motor Vehicle Driving License" can ride a motorbike. The license can only be gained after one takes the training courses organized by public security bureau and pass the exam. In addition, according to the law, one must apply for a license plate for a newly purchased motorbike from public security bureau. Riding a motorbike without driving license and license plate is illegal and one who does that will be severely punished by public security bureau. Gas powered scooter is also a high-speed vehicle. Since usually most of the scooters have no license plate with high accident rate and are not allowed to drive in Shanghai urban area, they are not suitable for students' daily use.

Subject	Details
Transportation	

Subject	Details
Pudong Airport (PVG) to USST	Take airport No.4 bus at the airport to its stop at WuJiaoChang, exchange bus No.59 at HanDan Rd WuJiaoChang Rd and take off at JunGong Rd KongJiang Rd; Or, take airport No.4 bus at the airport to its stop at DePing Rd, exchange bus DaQiao No. 4 at its DePing Rd stop and take off at AnTu Rd stop
Hongqiao Airport to USST	Take bus No.911 to its XiZangNan Rd stop and exchange bus No.135 at its XiZangNan Rd HuaiHaiDong Rd and take off at JunGong Rd KongJiang Rd
Shanghai Railway Station to USST	Take subway No.3 at Shanghai railway station to its stop at DaBaiShu, exchange bus No.59 at WenShuiDong Rd GuangJi Rd, take off at JunGong Rd KongJiang Rd stop
Surrounding bus lines	No.874, No.59, No.124, No.135, No.33, No.6, No.22, etc.
Query on intercity transportation	http://www.ddmap.com/ or http://www.jt.sh.cn/ or Tel: 16088160
Taxi reservation	DaZhong Taxi reservation call: 96822 JinJiang Taxi reservation call: 96961
Query on flights of Pudong airport	Tel:38484500
Query on flights of Hongqiao airport	Tel:62688918
Website for verification of electronic airline ticket	http://www.travelsky.com/travelsky/static/home/
Query on railway transportation	63179090
Freephone to buy railway ticket	8008207890
Nearly railway ticket selling agency	No.362 NeiJiang Rd (near ZhouJiaZui Rd) Tel: 65664568
Booking for travel (plane and hotel)	http://english.ctrip.com/ 或 http://www.elong.net/
USST to Exit-Entry Bureau of Shanghai Police Station	Address: No. 1500, MinSheng Rd, Pudong, Shanghai Office hour: Monday- Saturday 9:00-11:30, 13:30-16:30 Consulting call: 86-21-28951900 Take bus No.135 at JunGong Rd near KongJiang Rd to exchange subway at its NanJing Dong Rd station and take off at Shanghai Science & Technology Stadium station (take exit 3)
USST to Shanghai Entry-exit Inspection and Quarantine Bureau International Travel Health Center	Address: No.15, Jinbang Rd, Changning District, Shanghai Office hour: Mondy through Friday, 8:00-11:30 & 13:00-15:00 Reservation and consulting call: 86-21-62688851 Take bus No.135 at Jungong Rd near Kongjiang Rd to its XiaoBeiMen stop and exchange bus No.911 at its HuaiHaiDong Rd stop and take off at Shanghai Zoo stop
Medical Service	
Clinique of USST	Tel:55276394

Subject	Details
Xinhua Hospital	Tel: 65790000, take bus No.6 at TuMen Rd and take off at the Xinhua Hospital stop
Bank	
Agricultural Bank of China	No.1 Changbai Rd (near Tumen Rd) Tel: 55825012
Construction Bank of China	No.15 Tumen Rd Tel: 65383043
Industrial and Commercial Bank of China	At the cross of Jungong Rd and ZhouJiaZui Rd Office day: Tuesday and Friday
Shopping	The Lotus Supermarket is at the crossroads of ZhouJiaZui Rd and Jungong Rd (5 minutes walk distance from the school gate) Take bus No.59 to WuJiaoChang where a commercial central is located
Weather forecast	http://weather.tq121.com.cn/
Exchange rate	http://www.safe.gov.cn/model_safe_en/index.jsp
China Mobile business hall (buy cellphone and online service)	No.27 Changbai Rd near Tumen Rd Office hour: 8:30-18:30 Tel: 13817710081

军工路校区校园道路名称

Street Name in Jungong road Camp(North Campus and South Campus)

序号	路段	名称
军工路 334 号校区		
1	第五学生公寓 3 号楼—第六食堂—理学院楼—外语楼	海学南路
2	清真食堂—运动场—管理学院	海志南路
3	第五学生公寓 1 号楼—第五学生公寓 4 号楼—国际教育中心（待建）	尚文路
4	第六食堂—清真食堂—第十宿舍—第七宿舍	尚理路
军工路 470 号、516 号校区		
5	仁义大道—综合楼—湛恩大道	海思路
6	仁义大道—运动场—音乐堂—湛恩大道	海学路
7	运动场—篮球场—大礼堂—思晏堂	海志中路
8	湛恩大道—格致堂—思晏堂—学生活动中心—勤勉大道	海晏路
9	公共服务中心—第一学生公寓—第一食堂—第三教学楼	海远中路
10	湛恩大道观江台—第一学生公寓—小花园—勤勉大道	海聆路
11	沪江国际文化园—研究生院—大礼堂—思晏堂—思斐堂—思伊堂—第七宿舍	尚思路
12	暖屋爱心超市—教工活动中心—第三学生公寓 2 号楼—小花园	志摩路

军工路 580 号校区		
13	勤勉大道—学生发展中心西侧	海思北路
14	勤勉大道—体育活动中心东侧	海学北路
15	第三教学楼—机械学院—图文信息中心	海志北路
16	第四学生公寓 2 号楼—档案馆—第四学生公寓 3 号楼	海远北路
17	图书馆—第四学生公寓 1 号楼—第五食堂	思勉路

序号	名称	译文
1	海学南路	SOUTH HAIXUE ROAD
2	海志南路	SOUTH HAIZHI ROAD
3	尚文路	SHANGWEN ROAD
4	尚理路	SHANGLI ROAD
5	海思路	H AISI ROAD
6	海学路	HAIXUE ROAD
7	海志中路	MIDDLE HAIZHI ROAD
8	海晏路	HAIYAN ROAD
9	海远中路	MIDDLE HAIYUAN ROAD
10	海聆路	HAILING ROAD
11	尚思路	SHANGSI ROAD
12	志摩路	ZHIMO ROAD
13	海思北路	NORTH HAISI ROAD
14	海学北路	NORTH HAIXUE ROAD
15	海志北路	NORTH HAIZHI ROAD
16	海远北路	NORTH HAIYUAN ROAD
17	思勉路	SIMIAN ROAD

入学前应安装的 APP 软件

Recommended APP in China

Recommended APP in China:

There are many phone apps which make living in China much easier. Here is a list of free applications that may help you:

WeChat is the Chinese equivalent of WhatsApp. If you want to stay in contact with Chinese friends, this is probably the most convenient and popular way for Chinese people.

Pleco is an amazing free Chinese language dictionary. This is the best Chinese dictionary app you will find.

Baidu Map is slightly better than Google Maps in China. However, you will need

to be familiar with pinyin or Chinese characters to use it properly.

上海轨道交通系统介绍及安全手册

Shanghai Rail Transit System and Safety Booklet

详情见留办官网(Download weblink): <http://iso.usst.edu.cn/s/13/t/67/d8/4e/info55374.htm>

沪江国际文化园

Shanghai International Cultural Park

* 一个国内首创的校园国际文化社区

China's first international cultural community on a university campus

* 一张沪上百年名校隽永的文化名片

A new international cultural identity for a university with 100-year history

1. 概况:

沪江国际文化园，位于上海理工大学军工路北校区的历史建筑群。

上海理工大学是拥有百年人文校史的沪上名校，她源于创办于 1906 年的沪江大学以及创办于 1907 年的德文医学堂。百年历史为学校留下了众多珍贵历史保护建筑，是目前上海保存最完好的历史建筑群。位于军工路北校区核心位置的七幢独体别墅，分别建于 1907-1936 年间，曾经是教师住宅。如今，这七幢风格迥异的历史建筑构成了“沪江国际文化园”园内设德国、美国、英国、法国、日本、澳大利亚、北欧等 7 个中心，共同构成了一个独特的校园国际文化社区。

1. Overview

Shanghai International Cultural Park is located on the north campus of the University of Shanghai for Science & Technology (USST) on Jun Gong Road.

USST is well-known in Shanghai. Its one hundred year history can be traced to the University of Shanghai founded in 1906 and Deutsche Eedizinschule founded in 1907. Many original buildings have been preserved and retained in the university, and are considered among the best-preserved historical buildings in the city. Seven detached villas at the main campus on Jun Gong Road, built between 1907 and 1936, are former faculty residences. At present, they make up the Shanghai International Cultural Park. Currently, there are designated centers for Germany, the United States of America, the United Kingdom, France, Japan, Australia and Nordic-Baltic Countries. Together they form a unique international cultural community on campus.

2. 对大学的意义:

Contributions to the University

3.1 整合校内资源、搭建国际文化学习体验平台：为广大的师生、校友提供多元文化交流学习平台，为实施国际化教育营造良好的氛围与环境。

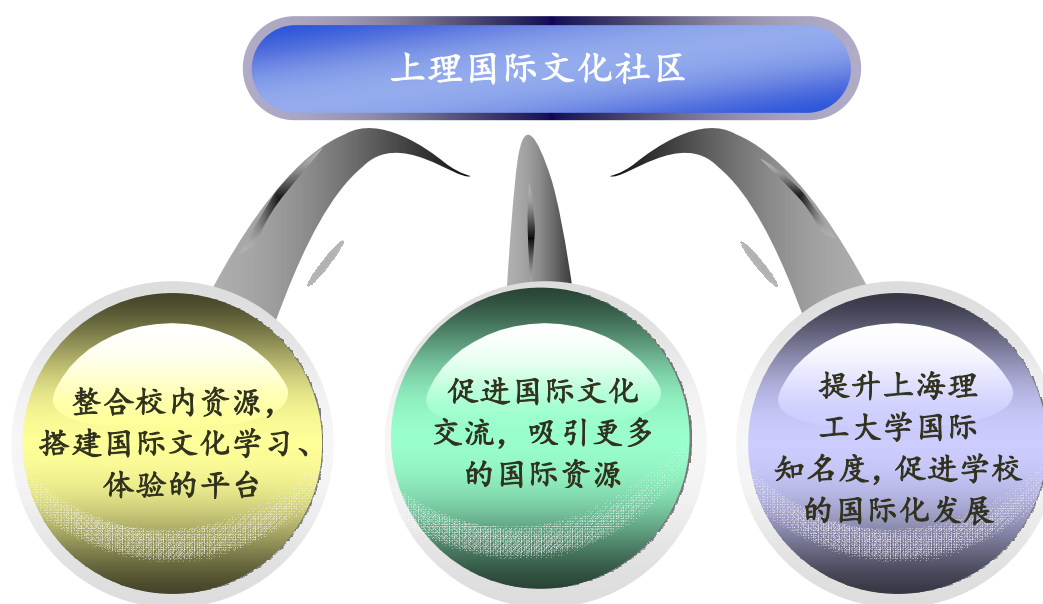
The International Cultural Park will integrate campus resources and build an international platform for cultural learning experiences. The Park will provide faculty, students and alumni of USST with an information clearinghouse for multicultural exchange and learning, and offer support and encouragement for scholars with international educational goals.

3.2 吸引更多的国际资源，促进国际文化交流：通过多元文化学习与交流，吸引更多优质的国际资源，促进国际文化交流，开拓学生的国际视野，培养学生的国际情怀。

The Park will expand current international resources and provide support for the growth of programs in international cultural exchange. Through multicultural learning and exchange, the Park will attract more first-rate international resources, promote international cultural exchange, broaden students' international horizons and promote their sensitivity to cultural differences.

3.3 促进学校的国际化发展，提升上海理工大学国际知名度：通过多元文化交流，扩大上海理工大学社会影响力，促进学校各项国际化事业发展，提升大学的国际知名度。

The Park will promote the international development of the university and enhance its international reputation. Expanded international opportunities and multicultural exchanges will enhance the social impact of USST and raise the University's visibility in the international scholarly community.



3. 文化园的功能

拥有百年人文校史和上海理工大学以“卓越工程教育”为目标。沪江国际文化园正是致力于服务卓越工程人才培养的目标，并由此延伸出五大核心功能。

The International Culture Park directly contributes to USST's current goal of providing "Excellent Engineering Education" through the five core functions of its cultural village: -

3.1 国际文化学习中心: 在这里, 您可以聆听来自不同文化的声音, 通过学术演讲、文化讲座、文化节等形式, 更好地感受并理解这些文化;

International Cultural Learning: The Centers will sponsor scholarly lectures throughout the academic year in a broad array of academic disciplines that are part of the university curriculum. The USST community will have frequent opportunities to become familiar with a wide variety of different international voices in many academic fields.

3.2 国际文化体验中心: 在这里, 我们将会提供各个文化最具代表性的文化场景, 让您有机会亲身参与其中并享受不同文化带来的全新体验;

International Cultural Experience: Representative programs will include a broad array of cultural experiences from the scientific and professional to the cultural and artistic.

3.3 国际特色主题活动中心: 在这里, 您将有机会参与来自不同国家、涉及各类主题的文化活动, 包括该文化的科技、创新、传统文化、语言、生活方式等各个方面。我们也会在不断发展的国际交流中寻求主题活动的不断更新。

International Special Programs: Thematic programs ranging from technology and innovation to language, traditional cultures and lifestyles will be scheduled from time to time providing an opportunity for in-depth exploration of topics of special interest.

3.4 高校与国际教育、研究机构交流合作中心: 在这里, 我们将通过研讨会、论坛等形式, 展开更加广泛的教育与科研合作。这里不仅仅是一个多元文化交流中心, 还是一个多元文化背景下智慧与创新集聚的中心。

Exchange and Cooperation between universities, International Education and Research Institutes: The diverse elements of the Park provide a unique opportunity for building cooperative programs in international research and education. The Park builds on current international partnerships through expanded communication and program planning.

3.5 高校与国际企业互动、合作中心: 在这里, 我们将提供大学与来自各种文化背景的企业进行“零距离”接触的机会, 寻求更多的大学与企业间合作与交流的机会。

Interaction and Cooperation between Universities and international enterprises: The Park creates opportunities to partner with a variety of enterprises from different cultural backgrounds in “zero distance,” and promotes internationalized school-enterprise cooperation.

4.服务对象

能够享受中心服务的人群包括:

上海理工大学的本科生和研究生 (留学生/交换生)

上海理工大学的教职员工

来自国外的访问学者、艺术家、科学家和研究人员

上海市民

对该中心项目及其展览抱有浓厚兴趣而来到上海的参观者

The Audience

The audiences served by Center activities include:

- **USST undergraduate and graduate students (International Students)** ;
- **USST faculty and administrative staff**;
- Visiting scholars, artists, scientists and researchers;
- Members of the Shanghai community;
- Visitors to Shanghai with a professional interest in Center programming and exhibits.

常用网站推荐

Frequent Used Website link

1、上海理工大学: <http://www.usst.edu.cn/>, 这是学校的门户。在这里, 你可以很容易的找到发生在校园里的最新新闻和各个院系的信息。

University of Shanghai for Science and Technology

<http://www.usst.edu.cn/>

On this portal site, each student can have access to the most current news from the university and as well as the information regarding each department.

2、上海理工大学留学生办公室: <http://iso.usst.edu.cn/>, 这是留学生办公室的门户, 是你在上海理工大学留学期间应该经常浏览的一个网站。在这里, 你可以获得留学生活动的最新信息, 以及留学生办公室发布的各类通知、公告。

International Students Office, University of Shanghai for Science and Technology

<http://iso.usst.edu.cn/>

This is the portal site of the International Students Office of USST, which you should frequently log onto while studying at USST. On this portal, you can get the most current news about foreign students' activities as well as announcements from the ISO.

3、上海理工大学图书馆: <http://library.usst.edu.cn/>。

Library, University of Shanghai for Science and Technology

4、 Tianxing VPN

Download “天行 VPN” browser from Baidu, then you enjoy Youtube, facebook, google and so forth with limit.

学校体育活动中心开放使用办法

Instructions for the Opening and Use of USST Leisure Center

为合理安排好学生、教职工的活动以及双休日对外开放工作，体育教学部就体育活动中心使用制定了《学校体育活动中心使用管理办法》。

In order to balance the relationship between students, teaching staff's activities and the operation of the center, Department of Physical Education draws up the Instructions for the Management and Use of USST Leisure Center.

一、开放时间：

Opening Hours:

体育活动中心开放时间安排表

Schedule Table for USST Leisure Center

开放时间 Opening Hours	开放内容和对象 Contents
周一~周五 8:00~9:45 Monday~Friday 8:00~9:45	体育活动中心保洁、有组织的安排活动 Sanitation work and other organized work
周一~周五 9:45~14:45 Monday~Friday 9:45~14:45	体育课上课使用 Teaching course of Physical Education
周一~周五 15:00~17:00 Monday~Friday 15:00~17:00	体育竞赛使用、部分场地上课使用、空闲场地学生课外活动使用 16:00 后部分场地教工使用 Sports competition; part of the place used for teaching; the rest place used for students' extracurricular activities; after 16:00, part of the place will be used for the teaching staff.
周一~周五 17:00~20:00 Monday~Friday 17:00~20:00	学生课外活动、部分场地教工使用 Extracurricular activities for students and teaching staff.
周一~周五 20:00~21:30 Monday~Friday 20:00~21:30	学生体育社团活动 Activities of physical education communities
周六上午 8:00~11:30 Saturday Morning 8:00~11:30	对本校学生、教职工免费开放 Free of charge for USST students and staff.
周六下午 12:00~21:00、 Saturday Afternoon 12:00~21:00、 周日、假期 9:00~21:00 Sunday and Holiday 9:00~21:00	收费开放 Entering with payment

二、双休日和假期开放办法和收费标准

Opening Hours and Cost during Weekends and Holidays

1、每周六上午 8:00~11:30，本校学生、教职工凭本人校园卡免费进入活动。

With university ID card, all the students and staff of USST can enter the center with no charge on Saturday mornings from 8:00 to 11:30.

2、双休日和假期其他时间开放采用收费进入活动办法:

Opening and the Cost for other times of Weekends and Holidays

校外人员每人每小时收费 10 元

10 CNY/hour/person for the external person who does not study/work in USST

教职工凭本人校园卡每人每小时收费 5 元

5 CNY/hour/person for teaching staff, who have to show their university ID cards

学生凭本人校园卡每人每小时收费 3 元

3 CNY/hour/person for students, who have to show their university ID cards

3、校外人员活动须购买专门的体育活动中心活动卡。体育活动中心活动卡充值 100 元。

开放时间为周六 12:00~21:00、周日、假期 9:00~21:00。

External people have to buy the rechargeable activity card (100 CNY) issued by the center.

Opening hours for external people: Saturday 12:00~21:00; Sunday and Holidays 9:00~21:00.

4、进入体育活动中心活动器材请自备。

Exercisers should prepare exercise equipments by themselves.

三、注意事项:

Points for Attention:

1、双休日和假期开放包括国定节假日（春节国定节假日休息）。

Weekends and holidays include holidays proclaimed by the state (except for spring festival holidays).

2、双休日和假期收费开放期间的体育活动中心活动消费卡由物业管理负责销售。任何部门和个人不得利用体育活动中心场馆进行收费活动。

During weekends and holidays, the rechargeable activity cards will be sold by the property management department. Any other people or department can not sell the cards without permission.

3、体育教学部是体育活动中心的管理部门，除双休日和假期收费开放时间外，所有进入体育活动中心举办的活动应事先向体育教学部提出书面申请，申请报告须经学院分管学生工作的总支副书记签字同意，部门使用须经所在部、处长签字同意，由体育教学部批准后并填写“体育活动中心使用单”方可进行活动。

Physical Education Department is the management department of the center. Except for weekends and holidays, all the activities held in the center need the permission of the Physical Education Department. The applicants need to apply in written form for the permission to the vice secretary of the Party committee of their respective departments in advance. The departments, who want to apply for the use of the center, have to gain the permission with the signature of the section chief of respective departments. After being approved by the Physical Education Department who will fill in the Notice of Using USST Leisure Center, the applicant can enter and use the center.

四、使用须知

Terms for Use:

1、进入体育活动中心参加体育锻炼必须穿运动鞋，不得穿有铁钉、胶皮钉和有鞋跟的鞋入内活动，以免造成伤害和损坏场地。

The users who enter into the leisure center and do physical exercises should wear sports shoes. In order to protect the facilities and the ground of the center, shoes with nails and heels are forbidden to wear here.

2、进入体育活动中心活动，须听从工作人员的管理，场地使用原则为一个小时轮换。

When entering into the center, all of the people should comply with the management of the working staff. The use of the place will change each hour.

3、双休日和假期收费开放时间，所有人员一律刷卡进入，出门刷卡计算活动费用。首次进入 10 分钟内出门不计算费用。超过 10 分钟~1 小时，按 1 小时计算费用，1 小时以上的每半小时进行计算。

During the opening hours of weekends and holidays, all the people who enter into the center need to swipe the consuming card across the reader and clock out when exiting. If the stay in the center lasts less than 10 minutes for the first time, it will cost no fee. If the stay lasts more than 10 minutes but less than 1 hour, the user will be charged 1-hour's cost. If the stay is more than 1 hour, the time will be calculated per half an hour.

4、学生校园卡内不足 3 元的须充值后才能够入内，教职工校园卡内不足 5 元的须充值后才能够入内，校外人员活动卡内不足 20 元的须充值后才能够入内。

If the amount in the university card for the student is less than 3 CNY, the student needs to recharge money onto it before entering the center. As for the working staff, the amount should be no less than 5 CNY; as for the external people, the consuming card of the center should be no less than 20 CNY.

5、收费时间段如出门不刷卡计算活动费用的，计费系统将按从进入至当天开放结束时间结算自动扣除活动费用，务请入内活动人员自觉遵守进出管理的要求。

The user should swipe the card across the reader to clock out after leaving, or else, the counting system will automatically treat the leaving as late as the closing time of the center. Hence, please conscientiously follow the administrative rules for entering and exiting of the center.

6、本校学生、教职工一律凭本人校园卡进入体育活动中心活动，本人校园卡不得转借他人使用。由于校园卡在收费开放的时间段有一定的折扣，发现转借他人使用的，由校园卡所有人按校外人员收费标准支付发生的费用。课外活动中发现转借他人使用的，交由所在学院和部门处理。

Students and working staff of the university have to enter the leisure center with their university cards. The cards are forbidden to lend to other people. If the act of lending has been discovered, the owner of the card has to pay the cost according to the charge standard for

external people. If the act has been discovered during the extracurricular activity, the card owner will be processed by his/her department.

7、体育活动中心禁止用现金直接进入消费，欢迎大家监督举报。

It is strictly forbidden to consume with cash in the leisure center. The supervision from the mass is encouraged.

未尽事宜由学校体育教学部负责解释和处理。

The Physical Education Department reserves the right of the final interpretation of above rules and regulations.

2015-2016 校历

Academic Calendar 2015-2016 Timetable

课 时 表			
时间	大节	小节	起止时间
上午	一	1	08:00~08:45
		2	08:50~09:35
	二	3	09:55~10:40
		4	10:45~11:30
		5	11:35~12:20
下午	三	6	13:15~14:00
		7	14:05~14:50
	四	8	15:05~15:50
		9	15:55~16:40
晚上	五	10	18:00~18:45
		11	18:50~19:35
		12	19:40~20:25

上海理工大学
University of Shanghai for Science and Technology

2015-2016 学年
本科教学日历



Academic Calendar 2015-2016 Semester 1

2015-2016学年第一学期									
月份	周序	星期							工作内容
		日	一	二	三	四	五	六	
八	1	23	24	25	26	27	28	29	短学期开始
	2	30	31	1	2	3	4	5	本科新生报到
九	3	6	7	8	9	10	11	12	
	4	13	14	15	16	17	18	19	
	5	20	21	22	23	24	25	26	理论教学开始
十	6	27	28	29	30	1	2	3	中秋节, 国庆节
	7	4	5	6	7	8	9	10	
	8	11	12	13	14	15	16	17	
	9	18	19	20	21	22	23	24	
	10	25	26	27	28	29	30	31	
十一	11	1	2	3	4	5	6	7	
	12	8	9	10	11	12	13	14	
	13	15	16	17	18	19	20	21	
	14	22	23	24	25	26	27	28	
十二	15	29	30	1	2	3	4	5	
	16	6	7	8	9	10	11	12	
	17	13	14	15	16	17	18	19	
	18	20	21	22	23	24	25	26	
一	19	27	28	29	30	31	1	2	元旦
	20	3	4	5	6	7	8	9	
	21	10	11	12	13	14	15	16	考试周
	22	17	18	19	20	21	22	23	考试周
	23	24	25	26	27	28	29	30	寒假开始
二	24	31	1	2	3	4	5	6	
	25	7	8	9	10	11	12	13	春节
	26	14	15	16	17	18	19	20	
	27	21	22	23	24	25	26	27	寒假结束

短学期开始 - Start of Short-time Exercitation

本科新生报到 - Registration for New Admitted Chinese Undergraduates

理论教学开始 - Start of Official Academic Teaching Month

中秋节 - Mid-autumn Day

国庆节 - National Day

元旦 - New Year's Day

考试周 - Exam Period

寒假开始 - Start of Winter Vacation

春节 - Spring Festival

寒假结束 - End of Winter Vacation

Academic Calendar 2015-2016 Semester 2

2015-2016学年第二学期									
月份	周序	星期							工作内容
		日	一	二	三	四	五	六	
三	1	28	29	1	2	3	4	5	理论教学开始
	2	6	7	8	9	10	11	12	
	3	13	14	15	16	17	18	19	
	4	20	21	22	23	24	25	26	
四	5	27	28	29	30	31	1	2	
	6	3	4	5	6	7	8	9	清明节
	7	10	11	12	13	14	15	16	
	8	17	18	19	20	21	22	23	
	9	24	25	26	27	28	29	30	
五	10	1	2	3	4	5	6	7	劳动节
	11	8	9	10	11	12	13	14	
	12	15	16	17	18	19	20	21	
	13	22	23	24	25	26	27	28	
六	14	29	30	31	1	2	3	4	
	15	5	6	7	8	9	10	11	端午节
	16	12	13	14	15	16	17	18	
	17	19	20	21	22	23	24	25	考试周
七	18	26	27	28	29	30	1	2	考试周
	19	3	4	5	6	7	8	9	短学期
	20	10	11	12	13	14	15	16	短学期
八	21	17	18	19	20	21	22	23	暑假开始
	22	24	25	26	27	28	29	30	
	23	31	1	2	3	4	5	6	
	24	7	8	9	10	11	12	13	
	25	14	15	16	17	18	19	20	
	26	21	22	23	24	25	26	27	暑假结束

说明：1. 节假日安排按照国务院通知执行；
2. 秋季学期计22周；寒假5周；春季学期计20周；暑假6周。

理论教学开始 - Start of Official Academic Teaching Month

清明节 - Tomb-sweeping Day

劳动节 - May Day

端午节 - Dragon-boat Festival

考试周 - Exam Period

短学期 - Short-time Exercitation

暑假开始 - Start of Summer Vacation

暑假结束 - End of Summer Vacation

支付宝使用指南

A Complete Guide to Registering on Alipay

Registering for Alipay is a major headache for foreigners in China - there's no English version of the personal registration site, and to access the full features of the service, you need to complete a verification process.

If you can get past the initial hurdles, a wonderful land awaits on the other side with as many easy, convenient Taobao orders as your heart desires.

Here's a step-by-step guide to completing both the registration and verification processes.

ALIPAY REGISTRATION STEP-BY-STEP 1 Switch to email registration

Alipay is set up to register you by phone number by default, but this option requires a Chinese ID card. Click the link circled below to register by email.

1 创建账户 2 设置身份信息 3 设置支付方式 成功

个人账户 企业账户

国籍/地区 中国大陆

手机号 86 请输入你的手机号码 DO NOT FILL THIS OUT YET.

短信校验码 校验码是6位数字 获取验证码

同意《支付宝服务协议》

下一步

使用邮箱注册 Click here to register via email.

Enter account info

On the next page, enter your country, email, and captcha. You may have to complete an additional step where Alibaba will send you an SMS to your phone number containing a password, which you'll then enter onto the page - similar to the process of getting on most public WIFI networks in China.

1 创建账户 Set Up Account

2 设置身份信息 Set Up Personal Info

3 设置支付方式 Set up Payment Method

成功 Success!

个人账户 企业账户

Country 国籍/地区 United States (美国)

Email 电子邮箱 请输入常用电子邮箱

Verification Code 验证码 请输入验证码

Agree to ToS 同意《支付宝服务协议》

下一步 Next

使用手机号注册

Also, note that Alipay separates country by region. Unfortunately, not all countries are listed under this menu - if yours isn't, it's not yet possible for you to register. We hope to see this change soon.

1 创建账户

2 设置身份信息

3 设置支付方式

成功

个人账户 企业账户

Country 国籍/地区 United States (美国)

Email 电子邮箱

Verification Code 验证码

中国大陆 香港 澳门 台湾

Asia Europe Americas Africa Oceania

Colombia (哥伦比亚)

Mexico (墨西哥)

Panama (巴拿马)

Peru (秘鲁)

United States (美国)

Venezuela (委内瑞拉)

Virgin Islands, British (英属维尔京群岛)


Complete email verification

After you press "next", you'll get an email from Alipay. Follow the link within the email to continue.



Enter personal info

The next screen is where you'll enter your personal account info.

支付宝账户名  @hiredchina.com

Registration Password
登录密码 登录时需验证，保护账户信息

Password 登录密码

Repeat 再输入一次

Payment Password (6 Digit Number)
支付密码 交易付款或账户信息更改时需输入，与登录密码不一样，安全级别更高

Password 支付密码

Repeat 再输入一次

Security Question
安全保护问题 忘记密码时，可通过回答问题找回密码

安全保护问题 -- 请选择 -- Choose one

安全保护答案 Answer

你的身份信息 请输入真实的个人资料 **Personal Information**

Name 真实姓名

Gender 性别 Male 男 Female 女

ID Type 证件类型 **护照** Passport

ID Number 证件号码 Passport Number Here

Occupation 职业 **其他 (包括学生等)** "Other"

Address 中国境内联系地址 Province 广东省 City 深圳市 District 南山区

Type address here

Success!

Congrats, you've completed the registration process!



From here, we recommend you get your account verified to access all of Alipay's features. Some users report getting by with an unverified account by topping up their Alipay using e-banking (more on this later) - but verification is the next official step.

ALIPAY VERIFICATION STEP-BY-STEP

1 . Enter the verification portal

On your Alipay homepage, click the "未认证" link next to your email address to enter the verification portal.



2 . Choose the "foreigner" option

On the next screen, click "foreigner".



外籍会员实名认证 [返回选择其他方式](#) | [使用遇到问题](#)

1.填写外籍会员信息 2.确认信息 3.填写打入卡内的金额 认证申请成功

账户名:

* 真实姓名:
真实的姓名里要有姓名字。请点击打开生新字库进行选择。

* 护照号码:

* 护照图片: Passport Scan (photo page)
仅支持 .jpg .bmp .jpeg 的图片格式。

* 入境证明: Passport Scan (entry page)
仅支持 .jpg .bmp .jpeg 的图片格式。查看特别

* 常用地址:

* 联系电话:
推荐填写中国大陆的手机号码。海外或港澳台地区地区请尝试国际号码

* 校验码:  [看不清，换一张](#)
请输入右侧图片中的内容。

3 . Enter your bank info

Make sure all these details match what your bank entered for you, particularly your name.

外籍会员实名认证 [返回选择其他方式](#) | [使用遇到问题](#)

1.填写外籍会员信息 2.确认信息 3.填写打入卡内的金额

请填写您的银行卡信息，该银行账户仅用于认证您的身份。

* 银行开户名: [修改](#) Name of account owner
必须使用以 为开户名的银行账户进行认证。 [?]

* 开户银行: Choose your bank
不支持信用卡和存折进行认证。

* 银行所在城市: [?] City where account was opened
如果找不到所在城市，可以选择所在地区或者上级城市。

* 银行卡号: Bank card number

支付宝会给该账户打入一笔1元以下的确认资金，您需要查询银行卡的收支明细单，正确输入这笔资金才能通过认证。

Next step

4 . Complete verification via bank transfer

Within 2 days, Alipay will wire a small amount of money (under 1RMB) to your bank account. Most major banks send SMS messages when a transfer is made - if yours doesn't, you can check at an ATM.



5 . Verify transfer amount online

After you receive the wire transfer, come back to the verification portal (same process as Step 1) and you'll be prompted to enter the transfer amount.



6 . Success!

If the amounts match, you'll be brought to this screen. Nice work, you've (finally) verified your Alipay account!



安全信息

Safety Information from ISO

安全信息

Safety Information

A.

留学生办公室提醒我校所有留学生，请注意交通安全，遵守交通法规。尤其不要驾驶无牌无证助动车，不要酒后驾车，不要闯红灯，不要骑车逆向行驶等。

International Students Office reminds all the international students to attach more importance to your own safety and to observe the traffic regulations. In particular, please do not drive moped without license, do not drive while intoxicated, do not run the red light and do not ride or drive the reverse direction, etc.

B. 电信诈骗(Telecommunication Fraud)

留学生办公室在此提醒各位同学：如果接到让同学们把钱汇到别人银行账户的电话，不管是因为什么原因，请同学们不要理睬，挂断电话。

International Students Office reminds all students that if you have received a phone call that asked you to transfer the money to one specific bank account of another person for whatever reasons, please immediately hang up and report it to the police.

C.

出游或离开上海一天以上，请首先到留学生办公室报告并填写简表；外出期间，请务必与学校同学及老师保持联系，应避免夜间或单独外出，碰到危险情况，可拨打电话 110，请求警察帮助。

When going out for a travel or leave Shanghai more than one day, student should go to ISO and fill one form first, he or she shall keep contact with his classmates or teachers. Student shouldn't go out at night or alone. In case of emergency, police are available for help by calling 110.

D.

校外紧急求助电话

匪警: 110

火警: 119

交通事故: 122

医疗急救: 120

校内紧急求助电话

334 号校区校内报警电话: 65710319

516 号校区校内报警电话: 55270724, 55270383

1100 号校区校内报警电话: 65557690

消防校内报警电话: 55270669

PUBLIC EMERGENCY NUMBERS

POLICE: 110

FIRE: 119

TRAFFIC: 122

FISRT AID: 120

CAMPUS EMERBENCY NUMBERS

Jungong Rd 334 Campus POLICE NUMBER: 65710319

Jungong Rd 516 Campus POLICE NUMBER: 55270724, 55270383

Jungong Rd 1100 Campus POLICE NUMBER: 65557690

CAMPUS FIRE EMERGENCY NUMBER: 55270669

E.

留学生办公室提醒各位同学不要酗酒。如因醉酒与他人发生冲突及造成伤害, 则属于刑事案件。

Warning from ISO: DO NOT ABUSE ALCOHOL. Fights between the drunk are now being investigated as Criminal Case.

F.

乘坐出租车请索取发票, 若遗失物品, 方便找回。

Please ask for the receipt or invoice when taking a taxi, in case that you lost your properties in the taxi (you can find your properties easier with your receipt or invoice).

G.

在自动取款机上取款时, 遇到身边有人时, 不轻易输密码; 遇到取款机发生故障时, 不要离开取款机, 立即拨打银行电话。

农业银行: 95599; 中国银行: 95566;

建设银行: 95533; 工商银行: 95588;

招商银行：95555；交通银行：95559

When using a ATM, don't enter your PIN if there is other people around you to peek. If the ATM was going wrongly, stay in the ATM and call the bank hotline immediately:

ABC (Agricultural Bank of China): 95599

BOC (Bank of China): 95566

CCB (China Construction Bank): 95533

ICBC (Industrial and Commercial Bank of China): 95588

CMB (China Merchants Bank Ltd): 95555

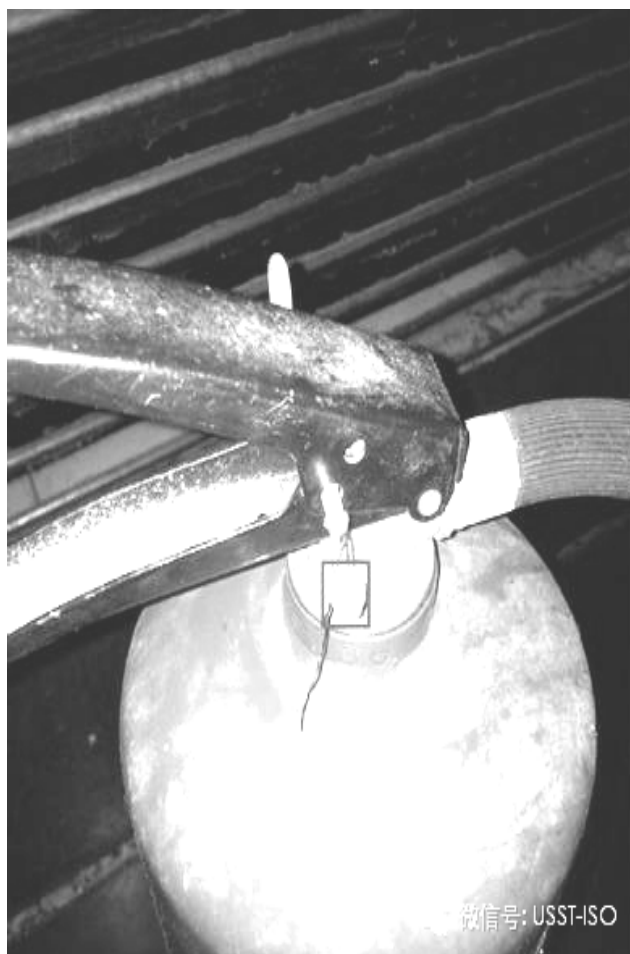
BCM (Bank of Communications): 95559

如何使用灭火器？

How to use fire extinguisher?

下面介绍常用的干粉灭火器使用方法

1. 使用前要将瓶体颠倒几次，使筒内干粉松动
2. 然后除掉铅封



3. 拔掉保险销



4. 左手握着喷管



5. 右手提着压把



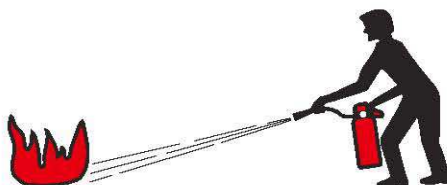
在距火焰两米的地方，右手用力压下压把，左手拿着喷管左右摇摆，喷射干粉覆盖燃烧区，直至把火全部扑灭



1. HOLD EXTINGUISHER UPRIGHT AND PULL THE RING (SAFETY) PIN



2. STAND BACK FROM THE FIRE AND AIM AT THE BASE OF THE FIRE NEAREST YOU



3. SQUEEZE HANDLES TOGETHER AND SWEEP THE EXTINGUISHER STREAM SIDE TO SIDE



**REMEMBER THIS SIMPLE WORD -
P A S S**

PULL AIM SQUEEZE SWEEP

留学生活动

International Students Activities

留学生新学期活动一览表（部分）

Activities for Semester 2015-2016

回顾：2014 年留学生国际文化节

USST International Students Culture Festival 2014

2014 年 12 月 11 日，上海理工大学 2014 年留学生国际文化节开幕式在学校音乐堂举行。

开幕式上，我校五位留学生联袂主持，五位主持人使用汉语、英语、乌克兰语以及阿拉伯语向大家问候，给大家带来联袂中文诗歌表演《百年辉煌，大美理工》，一句句赞美母校的中文诗歌声情并茂，打动人心。随后播放了 2014 年留学生国际文化节宣传片，介绍了留学生文化节的各项文化体验活动、社会实践活动、各类文体赛事、模拟联合国大会、迎新晚会等。在节目汇演中，中国文化和西方文化完美交融，中国国粹之“川剧变脸”、杂技“双人柔术”与以及来自德国留学生的原创爱情音乐、蒙古留学生的集体歌曲《我们亲爱的国家》、越南留学生的古琴演奏、哈萨克斯坦留学生的舞蹈表演、德国留学生的花样跳绳表演等，令大家印象深刻，现场掌声连连。

开幕式结束后，大家共同移步至沪江文化园外大草坪处参加“我看中国，你看世界”各国展台展览游园会和“十全十美，舌尖世界”各国饮食文化展。本次游园会共设 23 个展馆，包括大中华馆（中国大陆馆、中国香港馆、中国澳门馆、中国台湾馆）、尼泊尔馆、瑞典及爱沙尼亚馆、蒙古馆、法国馆、德国馆、肯尼亚馆、老挝馆、越南馆、哈萨克斯坦馆、阿拉伯馆、缅甸馆、柬埔寨馆、韩国馆、中非共和国馆、墨西哥馆孟加拉国馆、多米尼克国家馆和特立尼达和多巴哥国家馆。每个国外展馆均由我校相应国家留学生精心设计和布展，让每位参观游园会的同学印象深刻，异国风味浓厚。

文化节搭建了一个良好的中外文化交流平台，推动留学生们与中国师生共享和谐世界的魅力，促进国际文化的交流，增进对各国文化的理解。既提供了理解中国文化的窗口，又提供了展示异国风情的舞台。本次文化节的举办特别注重让留学生们体验中国文化，感知中国，融入中国，让留学生们能更好的融入到我校的学习和生活中来，促进中外学生的

交流了解和相互沟通，碰撞思维与智慧的火花。让中外同学们在紧张的学习之余以轻松的方式体会异国文化，领略异国风情，提高文化素养，活跃校园氛围，丰富校园文化。



序号 NO.	活动名称 Name	备注 Note
1	Culinary culture and Cuisine Tasting	
2	Chinese Floral Arrangement	
3	Chinese Bridge Competition	
4	International Friendship Party	
5	Dragon-boat Festival	
6	Volunteering Teaching in USST Elementary School	
7	Football Tournament	
8	The USST International Cultural Festival 2015	
9	The 6th China Culture Inheritance Day	
10	2016 Chinese New Year Party	
11	Autumn Social Activities	
12	SIYU CUP English Competition	
13	Model United Nations Conference	

大赛及活动信息

Competitions and Specific Activity Information

活动详情请关注留学生办公室微信信息平台

Please Scan the QR code or visit <http://isoe.usst.edu.cn/> for more information.



附录

Appendix

军工路校区校园地图

Map of Jungong road Camp(North Campus and South Campus)

下载地址(Download weblink): <http://iso.usst.edu.cn/s/13/t/67/p/1/c/4144/list.htm>

上海交通轨道线路图

Shanghai Metro Network Map

Metro APP: <http://service.shmetro.com/en/dtapp/index.htm>

English Map Download: <http://service.shmetro.com/en/>

国际交流处办公室分布图

Guide of Virginia Hall

101 室	留学生办公室 Supervisor of International Students , International Students Office (ISO)
102 室	国际文化园 Assistant Teacher , USST International Culture Park
103 室	会议室 Meeting Room
201 室	国际交流处 副处长 Deputy Director, International Affairs Office (IAO) 留学生办公室 主任 Director , International Students Office (ISO)
202 室	留学生、港澳台学生办公室 招生 International Students Office and HK, Macau, and TW Students Office. Admissions
203 室	国际交流处 出国审批 International Affairs Office, Application and Verification of Academic Staff Exchange Program
204 室	国际交流处处长 Director , International Affairs Office
205 室	国际交流处 外宾接待、合作办学 International Affairs Office, Protocol Arrangements and Sino-foreign Joint Program
303 室	国际交流处 外国交换生 助理 Coach , Foreign Exchange Students

304 室	国际交流处 院校合作及海外学习项目 International Affairs Office, International Relations and Exchange Students Program
305 室	国际交流处 国际认证 International Affairs Office, International Certification

留学生办公室校园位置图

Location of International Students Office



International Students Office (ROOM 101 and Room 202, Virginia Hall)

****Admissions, VISA , dormitory arrangement and so forth : ROOM 202, VIRGINIA HALL (Ms.Hua and Mr.Liu)**

****Scholarship, Proof of Study, sign up for allowance, and so forth: ROOM 101, VIRGINIA HALL (Mr. Zhang)**

留学生校友联络

上海理工大学从 2006 年起接收外国留学生,是中国教育部首批认定接收外国留学生教育的院校之一。十多年来,上海理工大学共接收培养了来自世界 109 个国家和地区 4000 余名留学生,其中有不少留学生经过系统学习,获得了上海理工大学颁发的学士、硕士和博士学位。

我们希望通过网站校友板块,在校友与母校之间搭建起一座交流沟通的桥梁,使母校能更好地为校友服务,同时使校友能够及时了解母校发展动态,关心母校的发展。

校友录 1:

<http://iso.usst.edu.cn/s/13/t/67/p/1/c/224/d/248/list.htm>

校友录 2:

<http://iso.usst.edu.cn/s/13/t/67/p/1/c/225/d/293/list.htm>

联系方式:上海市军工路 516 号思福堂,邮编:200093

电话: +86-21-55271502 (主任)

+86-21-55271930 (管理)

+86-21-55270783 (招生)

传真: +86-21-55270783

邮箱: fso@usst.edu.cn

微信信息平台: USST-ISO

Facebook 脸谱账号: Usst Iso

网址: iso.usst.edu.cn(中文) isoe.usst.edu.cn(英文)

尚理之歌——献给敬爱的母校亲爱的你

<http://utv.usst.edu.cn/s/41/t/139/aa/95/info43669.htm>

ALUMNI

University of Shanghai for Science and Technology (USST) was certified to be the first party of qualified schools that can accept foreign students and embraced her first foreign students in 2006. Since then, USST received more than 4000 foreign students from 109 different countries. Many of them were certified for a bachelor's degree, master's degree or even doctor's degree for their systematic study here by USST through their effort.

Hopefully, we want to build a platform that bridges the alumni and the school through the website. Thus, we can serve our alumni better and the alumni can better know the current conditions of our university as well.

Alumni website link 1 :

<http://iso.usst.edu.cn/s/13/t/67/p/1/c/224/d/248/list.htm>

Alumni website link 2:

<http://iso.usst.edu.cn/s/13/t/67/p/1/c/225/d/293/list.htm>

Address: Virginia Hall, No.516 Jungong Rd,Shanghai, P.R.China

Zipcode: 200093

Telephone: +86-21-55270783(Admissions Office),+86-21-55271930

Fax: +86-21-55270783

Mailbox: fso@usst.edu.cn;

usstiso@gmail.com

We-chat information platform: USST-ISO

Facebook: Usst Iso

Website: isoe.usst.edu.cn(In English)

ISO

The International Students Office (ISO) is responsible for the enrollment and management of international students of USST.

Address: Virginia Hall, No.516 Jungong Rd,Shanghai, P.R.China

Zipcode: 200093

Mailbox: fso@usst.edu.cn

usstiso@gmail.com

We-chat information platform: USST-ISO

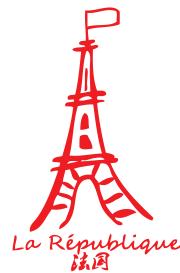
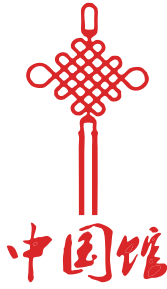
Facebook: Usst Iso

Website: isoe.usst.edu.cn(In English)





上海理工大学
外国留学生
国际文化节



Orientation Minutes



学生声明

Statement

本人会认真阅读上海理工大学外国留学生手册，并愿意遵守所有的规定。

I will read through the USST International Students Handbook and I am willing to abide by all the rules and regulations

签字(Signed by): _____

国籍 (Nationality) : _____

护照号码 (Passport Number): _____

日期(Date): _____

注：此页左侧应该有装订线，放在最后一页，目的是让留学生填写签名后撕下来存档，本手册发给学生使用。



不少同学在学习期间地址和联系方式会发生变化，在这种情况下大家一定要记得及时将你新的地址、电话和Email地址告诉留学生办公室。因为留学生办公室经常会向留学生发送重要通知，在紧急情况下需要和同学们联系，只有留学生办公室掌握了准确的联系方式，我们之间才有可能保持经常而顺畅的联络，当同学们有困难和问题是留办也可以及时帮助大家。留学生办公室会为你的联系方式保密。

留学生办公室紧急联系电话：55271930；55270783

The information contained in this handbook changes in accordance with our policy, please visit the ISO website to get the newest version.

<http://iso.usst.edu.cn/>

BTW, please inform us your new mobile phone number if you change it for the sake of your interest. We will keep you posted pertaining to the important information you needed.



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上海理工大学 留学生办公室编写小组