



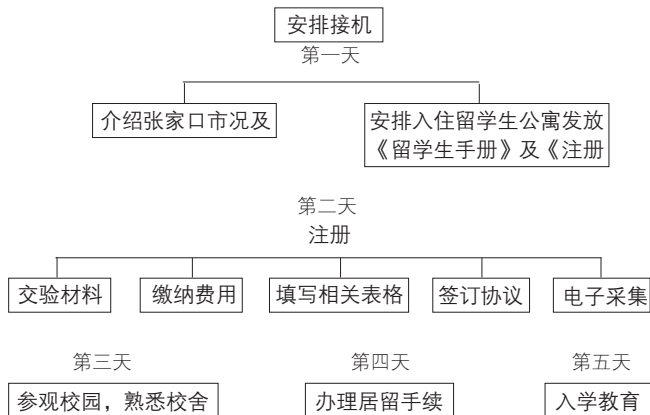
## 第一部分 新生指南

### 一、外国留学生报到须知

外国留学生须持《录取通知书》、《外国留学来华签证申请表》、和体检表，按规定时间报到注册。逾期未到校者，应说明原因并办理请假手续，开学后两周内不报到者，即取消入学资格。

到校注册严格按照《注册流程》规定办理，未完成《注册流程》内容者无法正常获得居留许可。

#### 留学生入学流程



### 二、外国留学生体检须知

凡持X签证、F签证入境者和学习期限超过半年以上的留学生，必须学校安排的法定医疗机构进行体检或验证。并交纳所需的费用（以人民币支付）。

验证者须带：

- (一) 护照及复印件
- (二) 本人在国内体检的所有健康资料：(须有当地医院签印)
  1. 《外国人体格检查记录》(原件)
  2. 《化验体检结果》(原件)
  3. X光片(原件)

体检者须携带：

1. 护照及复印件
2. 2寸免冠照片2张

新生入学体检不合格者（不符合中国国家卫生检疫部门规定的外国来华人员健康标准的）应立即回国。如患有其他疾病，经医疗单位证明，短期治疗可达到健康标准的，经本人申请，由学校批准，可准许保留入学资格一年，并在一个月内回国。

保留入学资格的留学生，必须在下学年开学前两个月向学校提出申请，保留入学资格的公费生，必须在下学年开学前两个月向中国国家留学基金管理委员会提出申请；经医院证明，学校复

查合格者，方可重新办理入学手续，复查不合格者或逾期不办理入学手续者，取消入学资格。

### 三、外国留学生办理有关证件须知

(一) 外国留学生、进修生自入境之日起三十天内，应到张家口市公安局办理来华居留许可手续，逾期不办，公安机关将按有关规定处罚，相关处罚由逾期留学生全部承担。办理居留许可时，须准备以下材料：

1. JW202 表
2. 入学通知书及担保函
3. 卫生检疫部门出具的体检、验证证明
4. 学校专用介绍信
5. 本人护照及复印件
6. 2 寸免冠照片 1 张

(二) 留学生、进修生在校期间因病、因事、假期回国或去港澳地区及其他国家旅行者，经校方同意后，方可办理出入境手续。

(三) 除学校统一组织的旅行参观外，凡个人到中国甲类以外城市旅游，需经学校批准后，由本人直接去张家口市公安局出入境管理处办理旅游手续。

(四) 需要办理居留延期或变更者，必须经校方同意后，由本人提前 10 天向留学生教育教学部申请办理延期或变更手续，

逾期不办者，将按中华人民共和国外国人管理法有关规定处罚。

(五) 留学生变更居住地址时，必须向学校提出申请，经学校和所在派出所确认居住地址安全并同意后，方可办理相关手续。

(六) 签证和各种证件应妥善保管并不得涂改和损坏，若证件遗失，应及时向遗失地所在派出所报失。

### 四、外国留学生交纳有关费用须知

(一) 留学生来华时，必须有经济担保人和可靠的资金保证，以支付在华学习期间的各项费用。

各学年费用以人民币为单位在开学一个月内交清，逾期者处 200 元 / 天滞纳金，超过 15 天仍不交费者按自动退学处理，并取消居留许可。

在校相关费用以每年交费通知单为准。

(二) 中途退学或被开除学籍者，本学期学费不退。中途入学或复学者，需交付本学期的全部费用，住宿按次年 9 月 1 日止计算。

### 五、外国留学生办理健康保险须知

凡是注册在校的留学生必须参加健康医疗保险，并在入校后两周内到留学生管理办公室办理有关手续，健康医疗保险的种类为：

平安保险 600 元 / 年





急救电话：120

匪警电话：110

火警电话：119

电话查询：114

2. 保管好护照等证件，保管好信用卡、现金、电脑等贵重物品。

3. 离开房间时一定要锁好门、窗，离校外出时一定要结伴儿行，不要独自夜间外出。

4. 不要与陌生人搭讪，更不能随便把陌生人带进自己的房间。

5. 遇到陌生人纠缠，应设法迅速离开。遇到不法分子袭击时，应立即拨打110报警。

6. 外出迷路时，请向交通警察求助。

7. 不要轻易借钱给他人。

8. 如遇到困难应及时与辅导员联系。

## 第二部分 教学管理规定

### 河北北方学院留学生学籍管理规定：

为维护学校正常的教育教学秩序，体现依法治校的思想，不断提高对外国留学生的教育教学质量，确保培养目标的实现，以《河北北方学院学生学籍管理规定》为依据，结合我校外国留学生的实际情况，特制定本规定。

## 第一章 入学与注册

**第一条** 按照学校招生规定录取的外国留学生，需持录取通知书，按学校有关的要求和规定的期限到校办理报到手续。因故不能按期入学者，应当向学校请假，假期不超过两周。未请假或者请假逾期者，除因不可抗力等正当事由外，将被视为放弃入学资格。

**第二条** 新生入学后，如有下列情况之一者，将被取消入学资格：

（一）经复查不具备我校入学资格者；

（二）健康体检中发现不符合招生条件者；

（三）开学后一个月内不能交纳各项费用者；

**第三条** 每学期开学时，学生应当按学校规定日期办理注册手续，不能如期注册者，应当履行请假手续。未按学校规定缴纳各项费用者不予注册。

## 第二章 考核与成绩记载

**第四条** 学生应当参加学校教育教学计划规定的各门课程和各种教育教学环节（以下通称课程）的考核，考核成绩记入成绩册，归入本人学籍档案。

**第五条** 考核分为考试和考查两种形式。

考试课程成绩以学期中期和末期考试成绩为主。可适当参考

平时测验、完成实验、实习、课外作业和参加课堂讨论的成绩，比重一般不应当超过总成绩的 30%，有实验的课程可达 40%。

考查课程和选修课程成绩，根据学生平时参加听课、实验、实习、课堂讨论、完成作业以及平时测验的情况进行综合评定，一般不在学期末统一考核。

有实验的课程，实验考核成绩合格者，方可参加该课程理论考核。实验考核成绩不合格者，应当补做。抄袭他人实验数据或报告者，经查证属实的，其成绩按零分处理，并按《河北北方学院外国留学生纪律处分规定》进行相应的处理。

**第六条** 课程的考核方式可根据课程的不同特点，采用笔试、口试及实际操作等形式。考试课程成绩按百分制记分，考查课程成绩可按百分制或五级制：90 分以上为优秀，80 ~ 89 分为良好，70 ~ 79 分为中等，60 ~ 69 分为及格，60 分以下为不及格。毕业考试、毕业实习采用百分制记分。学生成绩评定后，一经上报，不得随意改动。若确有差错必须改正时，需由有关教师写清原因，教研室主任审核签字，经教学学科批准后方可改正。

**第七条** 学分计算。凡成绩及格者，即可获得该门课程的学分。其成绩和学分并行记入学生成绩登记表中。学分按教学计划学时计算，即每 16 学时为 1 学分。学分的最小计量值为 0.5 学分。以周数计算的教学环节的学分，按每周 1 学分计算。

**第八条** 主干课程不及格者必须重修，重修课程成绩按实得

分数记载；非主干课程不及格者可自愿选择补考或重修；补考及格，成绩记载为补考及格；若补考不及格，必须要重修，重修课程成绩实得分数记载。毕业论文、毕业考试和毕业实习不及格者应当重修（做）。免修：学生留、降级后，可申请免修留、降级前已修的成绩及格的课程。

**第九条** 考试期间，原则上不准请事假。因病不能参加考生者，应提交学校医院出具的诊断书，于考试前向国际教育交流中心请假，经批准后，可以参加下一次同等级别考核。凡擅自缺考、违反考试纪律或作弊的学生，该课程考核成绩以零分计。根据《河北北方学院留学生违纪处分规定》给予相应的处分。受留校察看以下处分者，经本人申请，国际教育交流中心批准，毕业前可参加该课程的补考。

**第十条** 学生有下列情况之一者，不得参加课程（包括实践环节）的期末考试，补足学时后方可申请参加考试。

（一）一学期累计缺课超过该门课程学时的三分之一者；

（二）有实验的课程，缺做实验超过三分之一或缺交实验报告三分之一者；

（三）学生无故旷考、严重违反考核纪律或作弊的，该课程考核成绩以零分计，不准正常补考或重修，并由学校视其违纪或者作弊情节给予批评教育和相应的纪律处分。给予留校察看以下处分者，经教育表现较好，在毕业前可以给予一次补考机会。对

考试再次作弊的，开除学籍。

### 第三章 留、降级处理

第十一条 学生一学期内不及格和无成绩课程门数达三门，或连续两个学期结束时，不及格和无成绩课程门数达四门者须留（降）级。

第十二条 一年级第一学期不及格课程达到降级者，可跟班试读。跟班试读的学生第二学期所学课程全部及格者可以补考或重修第一学期不及格课程，补考或重修后仍有不及格者应当降级；第二学期所学课程仍有不及格者，应当退学。

第十三条 学生留级、降级时不及格课程门数，按下列规定办理：

（一）凡一门课程分几个学期讲授，而每个学期都进行考核的，每学期均按一门课程计算；

（二）凡按教学计划规定的各科实践教学环节，如单独进行考核，也按一门课程计算。

第十四条 学生留级、降级前考核成绩达到“良好（80分）”以上的课程，由本人申请，经国际教育交流中心同意批准可以免修。

第十五条 留级、降级学生，学有余力，由本人申请，经国际教育交流中心批准可以学习部分后续课程，考核成绩及格，以

后可以免修，考核不合格的，可不予补考，也不计入不及格门数。

第十六条 学生在校期间不得连续两次留级、降级（病休除外），累计不超过两次。

### 第四章 课程重修

第十七条 学生申请课程重修，经国际教育交流中心同意，报学校批准，可以重修。重修成绩注明“重修”字样。

第十八条 学生可以申请重修考核已经及格的课程，重修后该课程成绩取最高成绩记入本人档案（重修课程成绩不再记入三好学生、奖学金等的评定，但可以纳入学生综合测评管理）。

第十九条 在不涉及留降级的情况下，学生可以申请重修考核不及格的课程，重修后考核成绩在80分以上者（含80分）原不及格门次冲销，并以重修后的考核成绩记入本人学籍档案。重修后考核成绩在60-80分以下者，原不及格门次不可冲销，但以重修成绩记入本人学籍档案。重修课程考核仍不及格者，该课程记入两次不及格门次，允许再次申请重修或补考，补考在毕业前安排考核。第二次课程重修考核，考核成绩在85分以上者，原不及格门次冲销，60-85分以下者仍记为一门次不及格，仍不及格者参照本规定第四十八、四十九条执行。

第二十条 学生学习期间，学期重修课程不超过两门次；同一门课程重修次数不超过两次；学期不及格课程，无特殊原因应



当于下学期提出申请，于下一学年完成课程重修。

学生申请重修，无故不参加重修考核的，视为旷考。

## 第五章 转专业与转学

**第二十一条** 学生一般应当在被录取学校被录取专业完成学业。

**第二十二条** 学生转学的手续，按下列程序办理：

（一）学生转学应当在每学期末集中办理；

（二）学生转学应当由学生本人提出书面申请并附有足以说明情况的必要材料，经班主任同意，报国际教育交流中心审核，并经主管校领导批准；

（三）转学学生需填写《河北北方学院留学生转学申请（确认）表》（一式两份），经转出、转入学校同意并加盖学校公章；

（四）转出学校或转入学校持《河北北方学院留学生转学申请（确认）表》到学校所在地公安局外事部门办理签证注销手续。

**第二十三条** 有下列情况之一者，不得转学：

（一）新生入学未满一学期的；

（二）应予退学的；

（三）其他无正当理由的。

## 第六章 休学与复学

**第二十四条** 学生申请休学或者学校认为应当休学者，由学校批准，可以休学。

**第二十五条** 学生休学一般以一年为期。

**第二十六条** 学生有下列情况之一者，应当休学：

（一）因病经学校指定医院诊断，须停课治疗、休养占一学期三分之一（含）以上者；

（二）根据考勤情况，一学期请病假、事假缺课累计达到本学期三分之一（含）以上者；

**第二十七条** 学生休学，应当由本人填写休学申请表（附证明材料，因病休学须经学校指定医院签署意见），经学校同意，国际教育交流中心批准，发给休学证明，方可休学。

**第二十八条** 休学学生的有关问题，按下列规定办理：

（一）休学学生应当在休学手续办理完毕后方可离校，学校保留其学籍；

（二）休学的学生，应回家休养。学生休学期间不享受在校学生的待遇；

（三）休学学生回家或返校，路费自理；

（四）休学学生不得中途申请复学。

**第二十九条** 学生复学按下列规定办理：

（一）学生休学期满，应当于学期开学前向国际教育交流中心提出复学申请，经复查合格，方可复学；

(二) 因病休学的学生申请复学时, 应当经学校指定医院复查合格后, 方可复学。复查不合格者, 不得复学;

(三) 休学期间, 如有严重违法乱纪行为者, 取消复学资格。

## 第七章 退学

**第三十条** 学生有下列情形之一, 应予退学:

(一) 学生一学期内有四门课程或三门主要课程不及格者;

(二) 经补考后一学年内有四门课程(含四门)或在校期间累计达六门课程不及格的;

(三) 休学期满, 两周内未提出复学申请或者申请复学经复查不合格的;

(四) 学生因病应当休学而坚持不休学, 且在学期内缺课超过三分之一的;

(五) 经学校指定医院诊断, 患有疾病或者意外伤残无法继续在校学习的;

(六) 未请假离校连续两周末参加学校规定的教学活动的;

(七) 学期开学两周内未注册而又无正当理由的;

(八) 本人申请退学的。

学生按照上述规定退学, 不是对学生的一种处分。

**第三十一条** 学生退学, 由班主任提出报告并附有关材料, 经国际教育交流中心审核, 学校领导签署意见。

由学院领导签署意见, 对退学的学生, 由国际教育交流中心出具退学决定书并送交本人, 同时报河北省教育厅国际合作交流处备案。无法送交的, 在校内或河北北方学院校园网上公告, 公告之日起七日, 即视为送交。

**第三十二条** 学生对退学处理有异议的, 可以向学校学生申诉处理委员会提出书面申诉, 申诉程序按《河北北方学院学生校内申诉规定(试行)》办理。

## 第八章 毕业、结业与肄业

**第三十三条** 修完教学计划规定课程, 德、智、体达到毕业要求, 准予毕业, 由学校发给毕业证书。

**第三十四条** 修完教学计划规定课程, 未达到毕业要求, 准予结业, 由学校发给结业证书。

**第三十五条** 具有下列情形之一者, 准予结业, 发给结业证书:

(一) 毕业论文、毕业实习、毕业考试不及格的;

(二) 所有不及格的课程未达到留级规定者, 毕业前参加二次重修或补考后仍不及格的;

(三) 留校察看尚未解除的。

**第三十六条** 学生因课程结业的, 结业半年后, 在一年内经重修, 可以向国际教育交流中心申请补考或答辩, 及格后换发毕

业证书。不及格的或一年内不申请的，做永久结业处理。

学生因受留校察看处分结业的，结业后一年内确有悔改表现的，由国际教育交流中心做出鉴定，经学校审查达到毕业要求的，可以换发毕业证书。

对合格后颁发的毕业证书，毕业时间按发证日期填写。

## 第十章 附则

**第三十七条** 本办法自 2010 年 9 月 1 日起在我校留学生中施行。其他有关文件与本办法不一致的，以本办法为准。

**第三十八条** 本办法解释权在国际教育交流中心。

# 河北北方学院留学生考试管理规定

## 第一章 总则

**第一条** 根据教育部《来华留学生管理规定》、《河北北方学院学籍管理规定》等有关规定，为维护留学生正常的教育教学秩序，进一步规范考试管理，严肃考试纪律，维护考试的公平公正，不断提高教学质量及教学管理水平，特制定以下管理规定。

**第二条** 考试是课程考核的主要形式，考试分为正考和补考。本规定所指考试包括教学计划中的每一门课程（含实验课、实习等）的考核。每学期和学年结束时，留学生应按学校教学计划的

规定，参加所学课程的考试。

**第三条** 留学生因病或其他特殊原因不能参加考试或补考时，必须向国际教育交流中心教学管理科申请缓考，否则以旷考论处。

**第四条** 每门课程出勤率低于 70% 的学生，不得参加该课程的正考。

## 第二章 考试命题及阅卷原则

**第五条** 考试工作实行统一命题、统一时间地点和统一阅卷的三统一原则。

**第六条** 每门考试课程由命题教师出 A、B 两套难度、题量相当的试卷，一套用于期末考试，一套用于补考或建试题库（各套试卷中试题重复率不能超过 10%）。

**第七条** 命题教师由任课教师组成，主、客观试题的比例掌握在 1: 1。

**第八条** 命题教师负责提供与试题配套的参考答案和评分标准，供阅卷时使用。相关课程教师共同参与阅卷和成绩评定工作。

**第九条** 近三年的试卷内容雷同比例不得超过 25%。

## 第三章 考试

**第十条** 考场规则：

（一）严禁没有考试资格的人员进入考场参加考试，否则按

违纪处理;

(二) 考生应携带学生证按时进入指定考场,按指定位置就坐,考试中不准擅自挪动座位;

(三) 考试开始 30 分钟后,考生不准进入考场,将按无故缺考处理,考试工作人员做好记录;

(四) 考试开始 30 分钟内,考生不允许离开考场。擅自离开考场者,按考试结束处理;

(五) 考生不得携带手机等通信工具和未经主考教师允许的书籍、纸张和电子存储工具进入考场,考试中不准使用自备的答题纸和草稿纸;

(六) 答题一律用兰、黑色钢笔或圆珠笔书写(作图除外),字迹要工整、清楚,答题书写在草稿纸上的一律无效;

(七) 考试工作人员对试题内容不作任何解释,如因试卷不清晰或分发错误,考生可举手询问;

(八) 提前交卷的学生要把试卷整理好后交给主考教师或放置讲台上,方可退场;

(九) 考试结束时间到,考生应立即停止答卷,将试卷整理好后放在桌上,退出考场。延误不交卷者,该生考试成绩按零分记。严禁学生将试卷带出考场,违者按违纪处理;

(十) 考生交卷后不得在考场附近逗留、高声喧哗;

(十一) 考生必须严格遵守考场纪律,保持肃静,听从考试

工作人员指挥。对违反考试纪律者,监考人员有权当场收回考卷,取消其考试资格,令其退场,并按照《河北北方学院学生违纪处分规定》处理。

#### 第十一条 监考职责

(一) 监考人员应严格执行考场规则;

(二) 监考人员必须按考试日程表规定的时间、地点提前 15 分钟到场,根据考生名单安排考生座位(座位分配表写于黑板上),按学号间隔就座,使考生之间有足够的间隔,不允许学生自由就座;

(三) 监考人员应向学生宣布考场纪律,并令学生将手机、书包、书籍和纸张等物品集中放在教室前面;

(四) 监考人员于开考前 15 分钟之内当场拆封试卷,并清点试卷数量,防止缺卷和试卷缺页。于开考前 5 分钟之内发放试卷;

(五) 监考人员应认真核对考生证件,督查学生在考生名单上签到;

(六) 监考人员对试题内容不作任何解释和暗示,学生因试题印刷不清而举手询问时,应当场答复;

(七) 监考人员发现学生有作弊行为时,应当场制止,取消其考试资格,收回考卷,令其退场,并做记录。考试结束后将记录和有关材料立即报送国际教育交流中心教学管理科;

(八) 监考人员要认真履行监考职责,不得在考场吸烟、阅

读书报、闲聊谈笑、擅自离开考场和做与监考无关的事；

(九) 考试期间，严格要求监考人员关闭手机；

(十) 严格执行考试时间，不得以任何借口提前或延长考试时间；

(十一) 考试结束交卷时，应要求学生将试卷整理好后放在桌上或交到讲台上，然后让其退场；

(十二) 考试结束，监考人员应当清点试卷数目，保证回收与发放考卷数目相等；

(十三) 填写“考场情况登记表”、试卷袋上的相关栏目，以便阅卷、试卷存档等后续工作进行；

(十四) 对违反考试纪律者，按照《河北北方学院学生违纪处分规定》严肃处理。

#### 第十二条 考场违纪作弊的认定

考生不遵守考场纪律，不服从考试工作人员的安排与要求，有下列行为之一的，应当认定为考试违纪：

(一) 携带规定以外的物品进入考场或者未放在指定位置的；

(二) 未在规定的座位参加考试的；

(三) 考试开始信号发出前答题或者考试结束信号发出后继续答题的；

(四) 在考试过程中旁窥、交头接耳、互打暗号或者手势的；

(五) 在考试禁止的范围内，喧哗、吸烟或者实施其他影响

考场秩序行为的；

(六) 未经考试工作人员同意在考试过程中擅自离开考场的；

(七) 将试卷、答案(含答题卡、答题纸等，下同)、草稿纸等考试用纸带出考场的；

(八) 用规定以外的笔或者纸答题或者在试卷规定以外的地方写姓名、考号或者以其他方式在答卷上标记信息的；

(九) 其他违反考场规则但尚未构成作弊行为的。

**第十三条** 考生违背考试公平、公正原则，以不正当手段获得或者试图获得试题答案、考试成绩，有下列行为之一的，应当认定为考试作弊：

(一) 携带与考试相关的文字材料或者存储有与考试内容相关资料的电子设备参加考试的；

(二) 抄袭或者协助他人抄袭试题答案或者与考试内容相关材料的；

(三) 抢夺、窃取他人试卷、答卷或者强迫他人为自己抄袭提供方便的；

(四) 在考试过程中使用通讯设备的；

(五) 由他人冒名代替参加考试的或替他人参加考试的；

(六) 故意销毁试卷、答卷或者考试材料的；

(七) 在答卷上填写与本人身份不符的姓名、考号等信息的；

(八) 传、接物品或者交换试卷、答卷、草稿纸的；

(九)其他作弊行为。

第十四条 考生有考试违纪行为之一的，取消该科目的考试成绩，经教育表现较好的，可以申请补考或重修；考生有考试作弊行为的，其考试成绩无效，不允许参加正常补考或重修，经教育表现较好的，毕业前可以给予一次补考机会。

#### 第四章 试卷评阅与成绩评定

第十五条 实行参考答案和评分标准制度。教师阅卷与评分必须严肃认真，扣分与给分必须有根据，且同一课程的同一试卷应采取统一评分标准。集体阅卷时，采取流水阅卷的方式进行评卷。

第十六条 课程成绩以课程结束后的考试成绩为主。出勤、作业、实验（不包括单独设课的实验）、阶段小测验等作为平时成绩，所占比例原则上不得超过该课程总成绩的30%，考试成绩评定采用百分制。

第十七条 实习成绩由指导教师参照实习单位的意见评定，实习不通过者，或因故未参加者，必须补做。

#### 第五章 试卷存档

第十八条 成绩登录完毕后一周内，教师将“考场情况登记表”、参考答案与评分标准、一份试题及所有学生答卷和考生签

到表整理装袋后交国际教育交流中心教学管理科存档。

### 第六章 附 则

第十九条 本规定由国际教育交流中心负责解释。

## 河北北方学院留学生毕业实习管理规定（暂行）

医学实习是医学教学过程的重要组成部分，实习的质量直接影响到医学专业学生的临床实际工作能力和医德医风的培养。为加强实习管理，提高实习质量，特制定本办法。

### 第一章 目的与要求

#### 第一条 毕业实习目的

1. 熟悉本专业的工作性质，端正专业思想，培养良好的职业道德，不断增强综合素质；
2. 巩固和深化所学理论知识，培养谦虚、严谨、实事求是的科学作风，为从医学生向医务工作者过渡奠定扎实的理论与实践基础；
3. 掌握本专业基本工作内容、方法和专业技能，通过实践不断增强自学与独立思考、分析和解决问题的能力。

## 第二条 毕业实习要求

1. 原则上由本人联系实习医院，但须到国际教育交流中心领取实习授权书。学生联系好实习医院后，由医院开具接收函，将接收函原件及一份复印件送交国际教育交流中心，审查合格后，留复印件备案，发给学生《河北北方学院临床医学专业留学生实习手册》。学生本人不能联系实习单位的由国际教育交流中心统一安排实习医院，但需要交纳一年的学费；

务指导，从严要求，保证实习质量；

2. 实习学生在实习过程中，必须遵守中国法律法规、学校和实习基地的各项规章制度，积极参加所在实习单位的各项活动，培养良好的职业道德；

3. 实习学生必须尊重指导教师、虚心学习，培养严肃认真、实事求是、团结协作、勤奋刻苦的优良学风；

4. 指导教师应具有较强的教学意识和责任感，言传身教，为人师表，按照实习大纲的要求，切实做好实习学生的思想和业

5. 实习基地要把实习教学列为本单位的重要工作内容，落实和安排好实习学生的学习和生活，加强管理，确保实习工作的顺利完成。

## 第二章 实习工作管理职责

第三条 国际教育交流中心职责：国际教育交流中心在主管

院长领导下，统筹安排留学生的毕业实习工作。

1. 制定临床医学专业留学生毕业实习计划和毕业实习大纲及毕业实习手册；

2. 组织实施毕业实习计划。（确定指导教师，选择实习地点，学生的分组和实习过程的管理等）；

3. 负责专业实习基地的建设和具体管理；

4. 组织进行实习教学的质量检查评估；

6. 负责实习经费的安排与开支的审核；

7. 会同实习基地与学校有关部门研究、协调、处理实习中出现的问题；

8. 按照学校规定，做好实习学生的考勤与纪律检查工作；

9. 领导和组织实习指导老师做好实习学生的管理和思想工作。

10. 负责学生实习成绩汇总及管理；

11. 组织毕业考试及毕业论文答辩工作；

12. 考察推荐实习基地教师聘任的人选。

第四条 实习基地职责 实习基地成立实习指导小组，具体落实实习计划，组织领导与实习有关的各项工作。

1. 按照实习必备条件，做好实习学生的教学和生活安排；

2. 按照学校的实习计划安排，布置、落实具体实习教学工作；

3. 做好实习学生的各项考核（考试）、检查与管理，保证

实习考核环节的质量；

4. 定期检查各科室实习教学情况，及时解决实习过程中出现的问题；

5. 做好学生的日常管理工作。

**第五条** 科室职责 由负责人认真负责，根据工作量可安排一名教学秘书具体负责学生实习工作。

1. 根据学校实习计划和实习大纲，制定具体实习日程，落实实习指导教师；

2. 学生入科时，要做好入科教育工作；

3. 把教学列为科室的重要工作内容，与本科室工作有机地结合起来，全体工作人员有责任共同做好学生实习工作；

4. 负责学生实习考核(考试)工作(含平时考核和出科考试)，及时填写并向教学主管部门呈报考核(考试)成绩表；

5. 经常向本单位主管部门汇报实习学生的学习和思想情况，出现问题及时解决，复杂情况要迅速汇报上级部门。

### 第三章 组织管理

**第六条** 实习学生自进入教学基地之日起，在整个实习期间接受实习基地直接领导，参加教学基地统一安排的业务学习和各项活动。

**第七条** 年级辅导员或实习指导老师要认真做好实习学生的

组织管理和思想工作，要定期走访，及时解决实习过程中出现的问题。经常与各科负责人沟通情况，以书面形式向国际教育交流中心请示汇报工作。

**第八条** 各实习基地主管部门要定期与年级辅导员或实习指导老师一起，对实习学生的思想、学习进行总结和讲评，表彰先进，激励后进。总结讲评情况由年级辅导员或实习指导老师以书面形式写出，经实习基地主管部门签字，报国际教育交流中心和学校有关部门。

**第九条** 国际教育交流中心要及时了解学生的实习情况，加强与各实习基地之间的联系，及时发现和解决问题，协同实习基地做好实习学生的管理和教育工作。

### 第四章 教学管理

#### 第十条 考勤制度

1. 各教学基地要建立实习学生考勤制度。按照《实习学生考勤表》每日记录考勤；

2. 实习基地各级教学管理部门要定期或不定期开展实习学生考勤抽查；

3. 实习学生因病因事请假，必须提出书面申请并持有效证明办理请假手续。原则上就地治疗，特殊病情除外。请假期满仍不能参加实习的，应及时办理续假手续，否则视为旷课。旷课的实



习学生，根据旷课时数及情节，按照《河北北方学院学生纪律处分规定》处理；

4、实习期间，缺课时间累计超过该科实习学时三分之一者，不能参加本科室的考核，视其具体情况由国际教育交流中心决定是否给予补实习。

**第十一条 实习成绩考核** 毕业实习考核成绩采用五级制，分为优、良、中、及格、不及格五个级别。实习单位、指导教师应根据学生实习考核成绩及在毕业实习中的表现（学生自己联系实习单位实习，成绩评定参照实习生的《实习手册》和实习单位评语），给予相应的成绩。

## 第五章 附则

**第十二条** 本规定适用于河北北方学院临床医学专业留学生。

**第十三条** 本规定由学校国际教育交流中心负责解释。

**第十四条** 本规定从二〇一〇年七月一日开始执行。

## 河北北方学院临床医学专业留学生毕业实习 出科考核方案

毕业实习出科考核是保证实习质量的重要环节，为了进一步

加强临床医学专业毕业实习出科考核的管理，使之更加规范化和制度化，强化临床医学专业的临床技能培养，根据《河北北方学院毕业实习考核管理暂行规定》制定本方案。

### 一、组织领导及管理办法：

1. 学校国际教育交流中心负责实习考核的宏观管理。
2. 实习基地各教学（医务）科室负责具体组织实施，相关学科教研室按照规定完成毕业实习考核工作。
3. 在每学科实习结束前，由学生填写实习情况登记表，教研室完成考核；考试后，教师将成绩填于学生《实习手册》中相应表格内。由实习医院统一上报学校国际教育交流中心记入学生档案。

### 二、考试科目及考试范围：

每个学生均要完成内科学、外科学、妇产科学、儿科学及神经内科学的考核与考试，其考核范围以《毕业实习大纲》规定的内容为准。

### 三、考核内容：

出科考核内容的重点是学生理论与实践结合，解决临床实际问题的能力 & 基本技能操作，包括：

- 1、病历书写：包括病史采集能力及内容系统性，完整性，

逻辑性等。

2、体格检查：包括物理检查方法系统性、检查方法正确及熟练程度。

3、诊疗技术操作：主要考核正确执行医疗常规技术操作的技能。

4、制定诊疗计划：包括正确诊断及鉴别诊断，提出治疗计划，合理用药，并提出正确医嘱及处方。

5、对临床基本理论、基本知识的掌握情况。

6、回答问题：包括在教学查房中分析临床资料，综合归纳要点，提出充分诊疗依据，从而反映学生的临床思维能力。

7、各科室出科技能考核内容如下：

内科学、儿科学、神经内科学以抽取病例进行考核，包括问诊、查体、做出诊断、鉴别诊断，提出诊疗方案，并回答老师相关提问，书写一般病历及首程；心电图、X光片诊断；胸腔穿刺术、腹腔穿刺术、骨髓穿刺术、腰椎穿刺术等为主要内容。

外科学以洗手、穿手术衣、戴手套、消毒、铺巾等无菌术；换药、缝合、打结、拆线、手术器械辨认与使用等为主要内容。

妇产科学以妇科检查（双合诊、宫颈刮片）及产科检查（四步触诊、骨盆测量）等为主要内容。

#### 四、考核方法及评分标准

各学科均采用平时考核、技能考核与出科理论考试相结合形式，即毕业实习出科成绩 = 平时考核成绩 + 技能考核成绩 + 出科理论考试成绩。

1、平时考核：学生在每一病区实习结束后，由其带教老师根据学生在实习中表现，填写毕业实习平时考核成绩单（详见实习手册），每学科各病区带教老师打分的平均分，即为学生该科平时考核分数，满分为 40 分。

2、技能考核：学生完成一科实习任务，轮转下一学科实习前一周，由该科教研室进行出科前技能考核，并填写技能考核评分表（详见实习手册）。技能考试试题及标准参见《临床基本技能操作规范及考核标准》的内容，满分为 30 分。

科室	考核项目	分值	考核时间 (分钟)	备注
内科 儿科 神经内科 技能	①询问病史, 根据病例进行有重点的相关体格检查。 询问实验室检查信息, 做鉴别诊断和初步诊断, 开医嘱, 并回答考核教师提问 ②胸腔穿刺术、腹腔穿刺术、骨髓穿刺术、腰椎穿刺术 ③心电图、影像学诊断	30	40	共考核两项 第①项为必考项目 第②③项中选 1 小项考核 (即考核一种穿刺或诊断项目)
外科技能	①洗手、穿手术衣、戴手套、消毒、铺巾等无菌术 ②切开、止血、打结、剪线、缝合; 手术器械的辨认与使用 ③换药及拆线 ④小夹板基本操作 ⑤影像学诊断	30	20	共考核两项 从第①至⑤项中选 2 项考核
妇产科技能	①妇科检查 ②产科检查 ③后穹窿穿刺	30	20	共考核两项 从第①至③项中选 2 项考核

3、出科理论考试: 学生完成一科实习任务, 轮转下一学科实习前一周进行出科理论考试, 理论考试试卷由临床学院组织教研室利用学校试题试卷库组卷或自行命题, 考试时间 90 分钟, 试卷满分 100 分。学生考试成绩按照 30% 折合后登记为出科理论考试成绩, 满分 30 分。

### 五、考核要求:

1、实习基地的各临床教研室, 应根据本方案制定出本学科具体考核计划。

2、各教研室要安排专人负责此项考核工作, 以保证考核工作连续性和考核标准统一性。

3、参与考核的教师及学生要严格遵守学校有关考务管理规定。

六、本考核方案由国际教育交流中心负责解释。

河北北方学院

## 关于授予来华留学生学位实施办法

### 第一章 总 则

**第一条** 为促进我校的国际交流与合作, 保证我校授予来华留学生学士学位的质量, 根据《中华人民共和国学位条例》和《中

华人民共和国学位条例暂行实施办法》，参照《河北北方学院本科毕业生授予学士学位工作细则》并结合我校临床医学留学生教育的实际情况，特制定本工作细则。

**第二条** 授予来华留学生学位，按照国务院学位委员会批准我校有权授予学位的学科、专业或学位类型授予。

**第三条** 我校留学生在校学习期间必须遵守我国的法律、法规及学校纪律。

## 第二章 学士学位评定

**第四条** 按照《河北北方学院本科毕业生授予学士学位工作细则》，学校成立留学生学位评定分委员会。分委员会在学校学位委员会指导下工作，成员三分之二以上应为教授、副教授（或相当职称），委员会由6—8人组成，设主席一人，秘书长一人。负责留学生学士学位的初审、推荐工作。

**第五条** 留学生学位评定分委员会职责：

1. 审核留学生在校期间的遵守校规校纪、课程学习和毕业（教育）实习、毕业设计、毕业论文、毕业考试及毕业鉴定等材料；
2. 根据“学士学位授予标准”向学校学位评定委员会推荐留学生拟授予学士学位名单及有关材料；
3. 向学校学位评定委员会提出留学生授予学士学位工作中有争议的问题和其他有关事项的建议；

4. 做好学校学位评定委员会交办的事宜。

**第六条** 我校培养的留学本科生，符合本实施办法的规定，经审核准予毕业，达到《河北北方学院本科毕业生授予学士学位工作细则》（以下简称《授予学士学位工作细则》）第八条规定的学术水平者，授予学士学位。具体要求如下：

1. 通过本专业规定的基础理论课程、专业主干课程的考试和选修课程的考查；
2. 初步掌握汉语。要求具有使用生活用语和阅读本专业汉语资料的初步能力。《中国概况》应作为来华留学本科生的必修课来安排和要求；
3. 完成有相应规定的本科毕业设计或毕业实践环节。

**第七条** 授予留学本科毕业生学士学位，按以下程序进行：

1. 校学位委员会办公室（以下简称“学位办”）按照《授予学士学位工作细则》第三章的规定，对来华留学本科毕业生进行审核；
2. 校学位办将审查合格的学士学位申请者名单报相关学位分委员会主席签字后报校学位委员会。经校学位委员会审议通过，授予相应学科门类的学士学位。

## 第三章 学士学位授予标准

**第八条** 授予学士学位的品德、操守要求：留学生应遵守我

国法律、法规，遵守校规校纪，品行端正，具有扎实的专业知识和良好的职业操守和奉献精神。

**第九条** 授予学士学位的学业水平要求：留学生已完成教学计划的各项要求，经审核准予毕业，其各门课程和毕业实习（设计）、毕业考试的成绩，表明确已较好地掌握了本专业的基础理论、专业知识和基本技能，并具有从事科研工作或担负专门技术工作的初步能力。

**第十条** 有下列情形之一者，不授予学士学位：

1. 有违反我国法律、法规等违法行为并受到惩处者；
2. 受到校规“记过”及其以上处分者；
3. 擅自缺考者；
4. 考试作弊受“严重警告”处分及其以上者；
5. 毕业论文、毕业设计等在学术上有弄虚作假者；
6. 学习期间曾留、降级或随班试读者；
7. 学习期间累计六门以上课程不及格者；
8. 毕业时尚有两门以上课程（包括毕业实习、毕业设计、毕业论文、毕业考试）不及格或未完成，而暂发结业证者，不论补考或补做及格与否，均不授予学士学位；

#### 第四章 附则

**第十一条** 本暂行实施办法经校学位委员会审议通过，由 年

月 日校长工作会议批准实施。本实施办法解释权和修改权属校学位委员会。

#### 河北北方学院外国留学生课堂守则

为了创造一个良好的学习环境，保证留学生教育教学工作有秩序地进行，特制订本规则。

一、按时上课、下课、不迟到、不早退；上课时不得随意离开教室，其他人也不得将师生唤出教室。

二、上课时要专心听讲，保持良好的课堂秩序。不许将随身携带的电子通讯工具至于待机状态，更不准接打手机。

三、学生未经批准不得到其他班级听课，未下课时，其他学生和其他人员不许闯入教室，不得在教室门口谈笑喧哗，影响课堂教学。严禁衣着不整者（包括穿拖鞋、背心等）进入教室。

四、学生应讲究礼貌，尊敬教师。上课前由班长喊起立、坐下；在教师提问或回答问题时应起立；课间休息时尽量不要找教师答疑。

五、要保持教室整洁、严肃的良好环境，教室内不准大声喧哗，不准吃瓜子和乱扔果皮纸屑，不准吸烟，未经许可不准在教室内搞非教学活动。

六、课前、课间休息应由班长组织同学将黑板擦净。要爱护公共财产，不准在门窗、桌椅、墙壁上涂写、刻画或随意张贴。

不准随意将教室内的桌椅和其他设备搬走。损坏公物、破坏桌椅、门窗、私自拆取照明和电教等器材，按章罚款或给予处分。

七、不论本校或外单位人员旁听课程均应到国际教育交流中心办理手续，不得影响学生正常课堂教学。

八、违反本规则者，要进行批评教育。任课教师及班干部有权批评、禁止，情节严重者由学校给予必要的纪律处分。

河北北方学院留学生考勤办法（适用于医学专业学生）

为加强留学生教育教学工作，强化教学管理，提高留学生培养质量，特制定本办法。

一、学生必须在每学期开学时按时到校，持学生证在规定日期内向国际教育交流中心留学生管理办公室报到并办理注册手续。因故不能如期注册者，必须办理请假手续，否则以旷课论处，并予以通报批评。未经请假逾期两周不注册者，按自动退学处理。

二、开学第一天起，开始考勤。学生上理论课、实验、实习、设计、考试和班会等教育活动，都要实行考勤。因故不能参加者，必须请假。凡未请假或请假未批准，以及假期已满未续假或续假未批准而缺席者，均以旷课论处。

三、留学生在节假日须按学校规定的时间离校或返校。因故需提前离校或推迟返校者，须经留学生管理办公室批准，擅自提前离校或者推迟返校者，均以旷课论处。

四、学生因故需请假者，按规定办理。

请假一天以内者，由班长审核，交辅导员老师审核批准签字后，报留学生管理办公室备案，并由班长填入周记。

请假一周以内者，须到留学生管理办公室领取请假单，交辅导员审核签字后，到留学生管理办公室办理请假手续，批准后将请假单交给班长，由班长填入班级周记内。

请假超过一周者必须递交请假报告，经辅导员签署意见，并经教学管理部门负责人批准后交留学生管理办公室备案。因病请假的必须附校医院或有关医院证明。

请假期满，到留学生管理办公室办理销假手续。

五、学生请假应事先办理手续，除急病或紧急不可预测因素外，不得事后补假。因病因事请假缺课超过一学期的三分之一者，由留学生管理办公室报国际教育交流中心令其休学，不得参加考核。

六、考核期间不准请事假，对急、重病者需有校医院出具证明，办理缓考审批手续。考核期间各类病假应严格控制。

七、凡旷课或假满未归，或经常迟到，早退者，班级组织应给予批评帮助，督促其即时改正。若教育无效，由留学生管理办公室令其检讨，并视情节轻重，根据《河北北方学院留学生违纪处分办法》给予处分。

八、学生考勤由各班班长负责，每天实行考勤，每周填报表送留学生管理办公室。留学生管理办公室要加强指导与督促检查。

### 第三部分 奖惩管理规定

#### 河北北方学院留学生奖励与处分实施细则（试行）

##### 第一章 总 则

第一条 为了加强我校校风建设，维护正常的教学、工作和生活秩序，激励留学生在校期间刻苦学习、奋发向上，增强留学生遵纪守法的自觉性，培养留学生良好的道德品质和行为规范，根据《高等学校学生行为规范》，结合我校的实际情况，制定本细则。

第二条 留学生在在校期间，根据各方面的表现和学业成绩，可给予学业奖学金奖励。

第三条 留学生在校内或教学见习课外活动中有违纪行为者，按照本细则给予处分。

第四条 留学生犯严重错误，经教育后认识错误较好，并有悔改表现者，可从轻或减轻处分。

第五条 违反本细则者，有下列情形之一，且危害后果轻微，从轻处分：

（一）能主动承认错误，如实交待错误事实，检查认识深刻，有悔改表现者；

（二）确属他人胁迫或诱骗，并能主动揭发，认错态度好者。

第六条 违反本细则者，有下列情形之一，从重处分：

（一）故意隐瞒、歪曲、捏造事实，以及妨碍有关部门、单位调查，或者拒不承认错误者；

（二）对有关人员打击报复、威胁恐吓者；

（三）第二次违纪，且认错态度不好者；

（四）在本校曾受过两次警告以上处分，第三次违纪时，给予留校察看以上处分；

（五）有两种以上（含两种）违纪行为者；

（六）勾结校外人员作案，违反本细则者。

第七条 受处分者，应同时受到下列处理：

（一）取消其当年（指学年度，下同）参加学业奖学金评定的资格；

（二）学士学位的授予按《河北北方学院学士学位授予细则》相关规定处理。

##### 第二章 奖 励

第八条 学业奖学金

评定条件奖励标准：

一等奖，学年各门课程平均成绩在 85 分（含）以上，单科成绩均不低于 80 分者，控制在总人数的 2% 以内，奖学金 1000 元/人；

二等奖, 学年各门课程平均成绩在 80 分(含)以上, 单科成绩均不低于 75 分者, 控制在总人数的 4% 以内, 奖学金 600 元/人;

三等奖, 学年各门课程平均成绩在 75 分(含)以上, 单科成绩均不低于 70 分者, 控制在总人数的 6% 以内, 奖学金 300 元/人;

单项奖, 担任学生干部且表现优秀者(每班限定一人), 奖励 500 元/人。

### 第三章 处 分

第九条 对留学生的处分有以下五种: ①警告, ②严重警告, ③记过, ④留校察看, ⑤开除学籍。

第十条 留学生有下列情形之一者, 开除学籍:

- (一) 反对中国政府, 破坏安定团结, 扰乱社会秩序的;
- (二) 因故意触犯中国的法律, 构成刑事犯罪的;
- (三) 违反治安管理法规受到处罚, 性质恶劣的;
- (四) 拉帮结伙, 欺侮同学, 以任何形式向同学收取保护费的;
- (五) 由他人代替考试、替他人参加考试、组织作弊、使用通讯设备作弊及其他作弊行为严重的;
- (六) 剽窃、抄袭他人研究成果, 情节严重的;
- (七) 违反学校规定, 严重影响学校教育教学秩序、生活秩

序以及公共场所管理秩序, 侵害其他个人、组织合法权益, 造成严重后果的;

(八) 屡次违反学校规定受到纪律处分, 经教育不改的。

第十一条 违反中国法律、法规, 受到司法部门处罚者, 给予留校察看以上处分。

第十二条 留学生不得有反对中国政府的言论和行为, 不得从事非法的社会、政治、宗教活动, 有下列情形之一者, 视其情节, 给予记过以上处分:

(一) 违反《中华人民共和国游行示威法》或其它有关法律、法规, 组织、参加未经批准的游行、示威活动; 组织、策划或参与扰乱社会秩序或破坏学校的管理秩序, 从事破坏安定团结的活动。

(二) 张贴、投递、散发大小字报、反动传单, 以及通过网络等其他途径散布反动言论, 混淆视听, 制造混乱的。

(三) 组织、成立、加入非法社会团体或组织, 从事非法活动的。

(四) 组织开展未经批准的社会政治、学术活动或举办未经批准的沙龙、俱乐部等。

(五) 违反学生社团管理的有关规定, 组织成立未经批准的学生社团并开展活动, 出版刊物, 或以合法学生社团的名义开展非法活动, 或有其他违反社团管理规定并造成严重后果的。

(六) 组织进行非法宗教、邪教、封建迷信活动的。

(七) 泄露国家秘密, 造成不良后果的。



第十三条 违反公民道德准则和大学生行为准则，给予下列处分：

(一)故意损坏馆藏图书，以旧换新，偷用他人证件借书者，视情节轻重，给予警告以上处分。

(二)伪造、冒领、冒用、转让各种证件或证明文件者，可给予以下处分：

1、私刻他人印章或非法刻制公章，偷窃公章、保密文件、档案等物品者，给予记过以上处分；造成损失和不良后果的，给予留校察看以上处分。

2、以欺骗手段冒领学生证或其他证件者，给予严重警告以上处分。

3、私拆、藏匿或偷看他人信件、日记等侵犯人权行为者，经教育不改给予警告以上处分。

4、冒充教师签名，擅自涂改或填写成绩者，给予严重警告以上处分。

5、伪造学生证、图书证、各类获奖证书、证明、毕业证等各种证件者，给予严重警告以上处分。

6、转借各种证件并产生不良后果者，视情节轻重给予警告以上处分。

7、冒用学校或他人名义，侵害学校或他人利益，给学校或他人造成不良影响或损失者，除赔偿经济损失外，视其情节，给

予记过以上处分。

(三)侮辱、谩骂、造谣、诬陷、威胁或恐吓他人，经教育不改者，给予警告处分，造成不良后果者，给予严重警告以上处分。

(四)因综合测评成绩评定、评奖、处分等原因，对有关人员寻衅滋事者，视其情节轻重，给予警告以上处分。

(五)拒绝、阻碍国家工作人员或学校管理人员依法或依校规校纪执行公务者，视其情节，给予警告以上处分。

## 第四部分 生活管理规定

### 留学生公寓管理规定

#### 河北北方学院关于外国留学生宿舍安全管理的暂行规定

根据中华人民共和国教育部、外交部和公安部《高等学校接受外国留学生管理规定》中有关规定，为加强校外住宿外国留学生的管理，防止遭受生命、财产损失，特制定本规定。

1. 留学生不得在宿舍内焚烧任何物品，不得在有禁烟标志的场所吸烟，吸烟者要将烟头熄灭。

2. 宿舍内或公共场所如发生火警、漏电、煤气泄露等意外事件，请速向国际教育交流中心留学生办公室、服务台或值班老师报告。

3. 不能私自移动消防器材和灭火器。

4. 禁止在室内存放易燃、易爆物品，不得在楼内或向窗外燃放烟花爆竹。

5. 请勿在房间内存放大量现金、贵重物品。进出房间一定要把门锁好。遗失钥匙，要及时向管理人员报告。经赔偿后予以换锁。

6. 禁止在室内使用电炉、电饭锅、电暖气、液化气炉等容易引发火灾的器具。不准在室内、大楼里乱拉电线。违者将按学校有关规定严肃处理。

7. 因实习、旅游或其他原因长期外出时，要关闭自来水截门，切断室内所有电源。

8. 凡不遵守有关规定，酿成火灾者，赔偿一切损失。后果严重者将由司法机关追究刑事责任。

### 河北北方学院关于外国留学生校外住宿的暂行规定

根据中华人民共和国教育部、外交部和公安部《高等学校接受外国留学生管理规定》中有关规定，加强外国留学生校外住宿的管理，防止遭受生命、财产损失，特制定本规定。

1. 住宿校外的外国留学生须到国际教育交流中心留学生教育教学部办理有关校外住宿手续并签署校外住宿合同。

2. 办理校外住宿程序：

向国际教育交流中心留学生教育教学部递交本人要求校外住宿的书面申请（内容应有姓名、国别、所在班级、申请校外住宿

的理由及声明）声明内容为“住宿校外是我个人的意愿，不管发生什么事情，与校方无关，我自己负责”，同时提供治安许可证、租赁合同等相关材料。

领取《河北北方学院留学生校外住宿登记表》，《张家口市公安局外管处留学生住宿申请表》、如实填写后交国际教育交流中心留学生教育教学部签字、盖章。填写“变更居住地”表格然后按表上提示去公安局办理有关手续。

持《张家口市公安局外管处留学生住宿申请表》去住宿地所在警署（派出所）办理临时住宿登记表。

到国际教育交流中心留学生教育教学部结清住宿费用，清点宿舍物品，归还房间钥匙。

3. 校外住宿的外国留学生必须遵守国家有关法律、法规和学校的规章制度，尊重中国的社会公德和风俗习惯，接受有关部门关于安全、法律方面的教育、指导和管理。

### 留学生公寓会客制度

一、会客时间：

星期一至星期五：16：00～22：30

周末，节假日：9：00～22：30

二、留学生的客人来访时，须出示证明本人有效身份的证件，经验证后，填写来访客人登记，并把证件暂放在传达室，方可会

客。客人来访,必须由被访人到传达室来接方可进入,会客结束后,来访人应及时去会证件。

三、未带证件或不出示证件者一律不能会客。

四、需邀请校外中国朋友进入自己房间学习,或在会客时间之外有特殊情况需邀请客人进入自己房间的留学生,要事先向主管部门提出书面申请,经同意办理会客手续后方可入内。

五、客人不得私自住宿留宿,如需住宿者,须事先办理住宿手续,一旦发现私自留宿,将作违纪处理。

六、严格遵守会客时间,留学生必须配合,让来访者在会客时间结束前离开宿舍。

七、凡违反以上规定者,由有关部门酌情处理。

留学生车辆管理规定

一、摩托车,助动车进出院门必须慢行。

二、所有车辆应有序停放在院内,不准在楼道里随意停放。

三、保管好自己的车辆,新买车辆应及时去市、区有关部门登记,纳税。

四、购买旧的自行车或摩托车要有发票,并更改户名,以免造成不必要的损失和麻烦。

五、无证驾驶摩托车,助动车或驾驶无牌照的摩托车,助动车以及错道驾驶都属违法行为。不准将摩托车,助动车借给无证人员驾驶。

六、严禁在院内练习驾驶摩托车,助动车。

七、严禁酒后驾驶。一经发现,从重处罚。

八、所有机动车辆在校内的行驶速度不能超过5千米/小时。

## 第五部分 离校管理规定

河北北方学院留学生办理离校手续规定

留学生离校(包括转学、退学、毕业),应持“离校通知单”到留学生教育教学、财务室等部门办理离校手续:

结清各项费用;

清点宿舍的实物和钥匙;

毕业(或修业期满)的留学生,应于毕业或结业后两周内离校。不按期离校者,不再享受留学生待遇。

毕业或结业的留学生,在离校前两天要通知公寓管理人员,并办理退房手续。

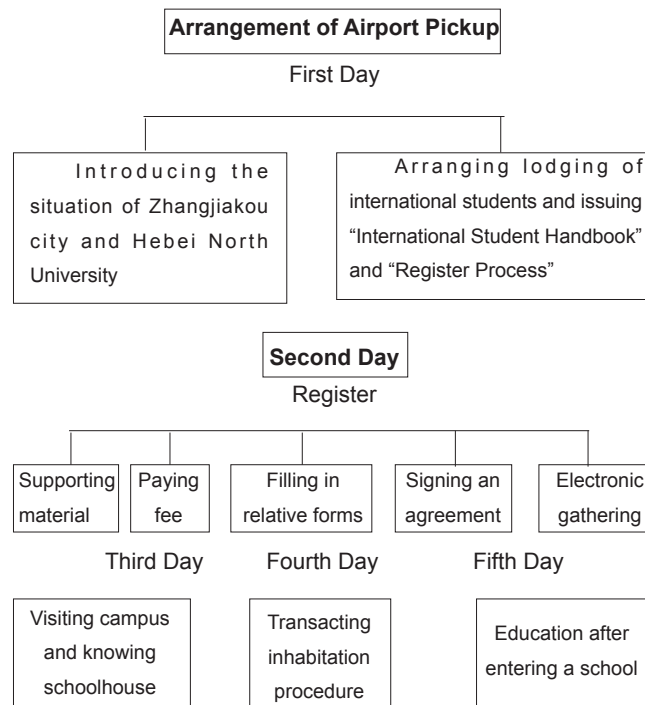
## Part One Guidelines for New International Students

### I .Registration

International students should report to the International Students Affairs Office at the stated time with Admission Notice, JW202 Form and Physical Examination Record for Foreigners. Those who cannot register on time should ask for leave from the office. If he/she doesn't register within two weeks, the university will cancel his/her admission.

The registration in the university should strictly follow the rules of registration process. The ones who don't finish the registration can't normally get the permission to stay in China

### Entrance process of overseas students



## II Physical Examination

Students who hold Visa X or Visa F and study in China more than half of a year should go to medical institutions arranged by school to have their health checked up or their Physical Examination Record for Foreigners verified with the following documents.

1. Those who have their Physical Examination Record for Foreigners verified should cover all the expenses for verification and take with them:

Passport and copy of the passport;

Health Certificates completed in their countries, which include the original Physical Examination Record for Foreigners with the photo and the seal, and original result of blood test, chest X-ray and electrocardiogram.

2. Those who have their health checked up should cover all the expenses for their medical check-ups and take with them:

A. Passport and copy of the passport ;

B. 2-inch size photos.

Anyone who is unqualified for the medical check-ups according to the healthy standards for international students

required by the Ministry of Education of China should leave the university and China immediately. Those who suffer from diseases that can be cured in a short time with a certificate of medical unity can apply for reserving their admission. Subject to the approval of the university, they will get a reservation of admission for one year and leave China within one month.

Those who reserved their admission should make an application two months ahead of academic year. If they are the scholarship students, they should make application to China scholarship Council (CSC) two months ahead of the next academic year. After the medical check-ups taken by Zhangjiakou Quarantine Office and being qualified, they will go through procedures for registration. Those who are unqualified for the health check-ups or fail in registering at the stated time will be cancelled for admission.

## III .Entry residence and travel formalities

International students should abide by the law of the People's Republic of China on Entry and Exit of Aliens. In order to enter, reside and travel in China, they must go through necessary procedures and pay for the charges.

Students should go to Zhangjiakou Public Security Bureau to apply for residence card within 30 days after their arrival in China. Failure to do so will result in penalty in accordance with the law. Application for residence card needs the following document:

JW 202 Form;

Admission Notice and Invitation Letter;

Health Verification Certificate issued by Zhangjiakou Quarantine Office;

Certificate from the University;

Passport and copy of the passport;

One passport-size photo.

2. Students who want to go back to their home country or visit other countries, Hong Kong region, may apply to the Public Security Bureau for a re-entry visa with a certificate from the university.

3. Students who want to make a visit in the areas not open to the foreigners may go to the Public Security Bureau for a travel permit only with approval and a certificate from the university.

4. Students who need to prolong their residence or change

any item in their residence cards should apply for an extension or register such change before ten days with a certificate the university. Those who do not do things according to the related laws and regulations of People's Republic of China will be punished.

6. Students who want to move out of the dormitory must apply to the International Students Affairs Office and get permission from the university and public security organizations. And then they may go to the Public Security Bureau to register their address change in their residence cards.

7. Holders should not alter or damage their visas or residence cards. Otherwise, there will be penalties. In case the residence card is lost, the student must report to the local police station and file a lost property notice in the local newspaper declaring it invalid. Then, he/she can apply for a new residence card at the Public Security Bureau with a certificate from the university.

#### IV .Fees

Students should have available financial support to pay the costs during their study at the university.

Tuition fees:

All fees of every year must be paid off once within the first month in RMB. If the students cannot pay fees on time, they will be fined 200yuan for the delay.

Those who do not pay their fees for fifteen days will automatically be withdrawn from the university and canceled residence permit.

Relative fees in the school are according to notice of payment.

Those students who dropout or are dismissed will not be refunded. Students who dropout or go back to school need to pay off all the fees of this semester. Lodging is until September 1st next year.

## V . Health Insurance

Students have to undertake health insurance and go to the International Students Affairs Office to go through the procedures for their health insurance within two weeks after an academic year starts.

Peace Insurance: RMB 600yuan per year

## VI . Living Facilities

Dining halls

There are canteens for Muslim students and common students at campus. Students can buy food card.

2. Laundry

The laundry is located in the buildings for international students. Students may pay the workers to clean their clothes.

Internet Use

## VII .Address, Telephone, and E-mail Address of Office

### Related to Medical Education

International Student Affairs Office

The office is responsible for overall administration of international students.

Address: Office 525 at the building of Hongzheng.

Tel: (0313) 4029406

Email: 5300wanglei@163.com

2. Apartment Administration Office

The office is in charge of the administration and service of international students' daily life, arrangement and repairs of

rooms for students. It is located on the first floor of apartment building for international student.

Tel: 0313-4029343

### VIII .Correspondence Address

International Students Building

Hebei North University School

Number11, Diamond south road, Gaoxin district,

Zhangjiakou, Hebei, 075000

China

IX. Notes

1. Please remember the following phone number:

120 (medical first-aid)

110 (robbing alarm)

119 (fire alarm)

114(phone information)

2. Please take good care of your passport, credit card, cash, computer and other valuable.

3. Please lock doors and windows when you leave your rooms, and go out of the campus with your friends. Do not go out alone at night.

4. Please do not talk too much with stranger in the street or take them to your rooms.

5. Please leave quickly when a stranger nags at you, and call 110 at once when a lawbreaker strikes you.

6. Please ask the traffic policemen for help when you lose your way.

7. Please do not lend money to stranger.

8. Please ask your teachers on duty for help when you are in trouble.

## Party Two

### The Regulations of the Administration of Status for International Students

The regulations are constituted according to the Regulations of the Administration of Status of International Students of Hebei North University and combined with the actual situation of foreign students in our university , which aim to maintain the normal education teaching order, embody the thought of lawful management, continuously improve the



education quality of teaching foreign students and ensure the realization of training goal.

### **Chapter one entrance and registered**

1. the international student , who is admitted according to the school enrollment regulations , needs to take the enrollment notification and transact registration procedure according to school related requirements and prescribed time-limit . Student who cannot be into school in prescribed time should ask for leave to school and the leave should be less than two weeks.

The one who do not ask for leave or be overdue will be regarded as giving up his or her admission , unless for some legitimate reasons such as unavoidable accident and sudden event.

2. After new student's entrance,if anyone of the following cases happens, his or her admission qualification will be cancelled:

A. the one who does not have the admission qualification of our school in the review

B. The one who is found that do not confirm to the recruit student conditions in the healthy check-up.

C. the one can not pay the fees in one mouth after the new semester beginning.

3. At the beginning of each semester,students should register according to the regulation of the school date. The one who can not duly register shall perform leave formalities.The one who can not pay the fees according to the regulation of school shall be rejected for registration.

### **Chapter two assessment and performance records**

4. student should attend school education teaching plan of each course and the provisions of( the following called course) course the education teaching link of assessment. The assessment result will be recorded in result book and then into the student's status files.

5. evaluation of student's performance: test and examination

the result of examination course is mainly based on the middle and the end of semester exam results, which can be appropriately reference at ordinary times, complete test experiment , practice , assignment and participation in class discussions . the general proportion of the reference shall not

exceed 30% of the grade , courses with experiments may range over 40%.

the test course and elective course grade will be comprehensively evaluated according to the students' participation in lectures in daily times , experiment , practice , and class discussions , homework and ordinary test , which will not be the unified examination at the end of the semester.

For the experiment course,only the student whose experimental inspection result is qualified can join the curriculum theory examination .student not qualified ought to make it up .the one who copy others ' experimental data or report ,if proved to be true , will be punished by zero point processing and the related corresponding processing according to the Hebei Northern Nniversity Foreign Students Disciplinary Regulations.

6. The method and form of course assessment , according to the different characteristics of each course , adopts written examination , interview , practical operation and so on . exam course grades adopt hundred-mark systems and the curriculum result adopt the hundred-mark system or the five-degree system . Being excellent is equal to 90-100 marks; good, 80-89; middle, 70-79; pass, 60-69; flunk, below 60. Graduation exam

and graduation practice adopts the hundred-mark system.After the students' performance rating, once reported , do not get optional change. If you have to correct mistakes , you should ask related teachers to write the reason clearly , then head of the teaching and research section audits and signs, finally teach discipline approves to correct them.

7. Credits . All that with passing grades can obtain the credits of the course. Grade and credit scores will be parallelly recorded in the student achievement registration form .School credits will be recorded according to the teaching plan .Namely every 16 classes for 1 credit . The minimum credits value for a course is 0.5 credit. The credits of teaching steps which is measured by weeks will get 1 credit every week.

8. Those whose main courses result below 60 must restudy the course. The result of restudied course will be recorded according to the mark on the test paper to replace the original result.the minor course reject may voluntarily choose a makeup examination or restudy a course.If the makeup examination passes, the result will be recorded as pass. If failed, the student needs to restudy the course then the result will be recorded as the final result of the course . student whose graduation thesis ,

graduation exam and graduation practice fails ,needs to restudy it (or do it once more).

10. students have one of the following cases, will lost the chance to attend the final examination of that course(including the practice) unless the student complement the required class hour can he attend the examination of that course.

A.the accumulative absence hours of that course is beyond one-third of the whole class hours.

B. The experiment course, short of doing the experiment more than one-third or lack of paying one third of the experiment reports

C. For those who don't take park in the examination without permission or those who cheat on examination, the result of the course will be zero and the course must be restudied. Depending on the discipline or cheating plot, they will be punished in the way of critical education and corresponding disciplinary action.for those who are given the probation disposition, if his education performance is good, he can get a make-up exam opportunity before graduation.those who cheat in the exam once again will be expelled from the university.

### Chapter 3 Failing to Go Up to Next Grade and Leaving School

11. In a semester ,student who fail and has no scores for three courses,or for those at the end of two continious semesters,can not pass the exam and no score for four courses shall drop the level.

12. Is grade one to disqualified a course to attain to lose stripe the first semester, can be as the footman try to read.The footman tries to read of student the second semester the course learned all pass can make up exam or rebuild to disqualified a course in the first semester, make-up exam or rebuild behind still have already disqualified should lose stripe;The course learned still has already disqualified in the second semester, should drop out from school.

13. When students fail to go up to next grade and fail courses, they will be disposed according to following rules.

a. One course is taught in several semesters, and students attend examination in every term. Every term calculates one course.

b. Practical teaching link of every discipline ruled by

teaching program is calculated in one course. For example, one link is examined alone.

14. Those courses, which amount to more than 80% of the credit required of the school year before failing to go up to next grade, are allowed exemption, by students applying for in person International Education Exchange Center promising.

15. If those who fail to go up to next grade have energy, they can apply for subsequent course in person by International Education Exchange Center promising. If applicants pass relative examination, they need not to attend the course. If they fail, they need not to make up examination. The applied course is not recorded.

16. Students must not fail to go up to next grade continuously twice (ill leave is exception), nor beyond twice in total.

#### **Chapter Four Relearn Course**

By students applying for, International Education Exchange Center agreeing, university approving, students can relearn a course. The grade is recorded "relearn".

Students can relearn passed courses, and a higher

grade is recorded in dossier. (Grades of relearned courses are not considered during assessment of "three good" student and scholarship, but can be recorded in comprehensive assessment.)

On condition that students do not fail to go up to next grade, they can apply for relearning courses not passed. If grade of a relearned course is above 80 (including 80), the not passed course will be written off. The grade of relearned course is recorded in dossier. If the grade of relearned course is between 60 and 80, the not passed course will not be written off, but the grade of relearned course is recorded in dossier. If the relearned course is not passed again, the course will be recorded fail twice, and allowed to be relearned made up examination again. Make-up examination is arranged near graduation. If the grade of relearned course twice is above 85, the not passed course will be written off. If the grade of is between 60 and 85, the not passed course is recorded not passed once. The student who still not passes a course twice will be disposed according to forty-eighth and forty-ninth rules.

Relearned courses are not allowed to beyond two in one term. The same course must not be relearned twice. Students

should apply for relearning not passed courses next term without special reasons, and finish relearning next term.

Students applying for relearning do not attend examination, and are recorded absent examination.

### **Chapter Five Transference and Change of Major**

International students should finish their schooling in the college in which they are matriculated.

Procedures of students transferring to another school are managed as follows:

Transferring to another school is transacted in the end of term.

Students offer written application for transferring to another school and necessary stuffs. They must be examined by the International Education Exchange Center, and approved by charging main school leaders.

Students transferring to another school have to fill in the form “Hebei North University International Transferring Application (confirmation) Form” (in duplicate), which sealed with the school official seals after roll-out and roll-in schools promising.

Roll-out or roll-in schools should take the form “Hebei North University International Transferring Application (confirmation) Form” to cancel passports at Public Security Bureau foreign affair section in school's location.

Those whose condition accords with one of the following are not allowed to transfer:

- a. Those who are freshmen and have not finished the first term;
- b. Those who are promised to transfer
- c. Those who have no valid reasons to justify themselves to transfer or change major.

### **Chapter Six Suspension and Resume the Schooling**

Students, who apply for or are agreed and approved by school, can be in suspension.

The period of transferring generally is one year.

Students should suspend in following conditions:

If, because of a disease diagnosed by a hospital appointed by the school hospital, suspending beyond one-third term, an international student has to be quarantined, or has to suspend class, in order to receive treatment and or to recover, for be

suspended.

According to attendance, if the time of sick leave or affair leave in total is beyond one-third term, the international student has to suspend.

Those who apply to suspend schooling should first apply to the International Students' Affairs Office in written form (with related certification attached. After being signed by the responsible officer, the application should be reported to the Dean's Office.) After being agreed by school, approved by International Education Exchange Center, students given certification of suspension.

Relative problems about suspension students are solved in following rules:

Students can leave school after finishing suspension procedures, and school keeps their registrations.

Students in suspension should recuperate at home. Students in suspension do not enjoy treatment in school.

Students in suspension pay off travelling expenses by themselves.

Students must not apply for going back to school during suspension.

Going back to school is transacted in following rules:

Students whose suspension will be in end should apply for International Education Exchange Center, checked well can go back to school.

Students suspending after applying for going back to school and checked well can attend school. Otherwise, they must not attend.

During suspension, students breaking laws and regulations are canceled qualification of going back to school.

## Chapter Seven Leaving School

30. Those who meet one of the following conditions will have to leave school:

- a. Students fail in four courses or three major courses.
- b. Students fail in at least four courses (including four courses) after make-up examination in one school year. Students in school fail in six courses in total.
- c. Those who have suspended schooling but do not transact the formalities for passed the reexamination of the schooling when the period is due; or those who haven't passed the reexamination of the school hospital and have been refused

to resume schooling.

d. Students because of disease should suspend but insist not suspending, and they have been absent from beyond one-third one term.

e. Students diagnosed by appointed hospital disease or wounded cannot study further in school.

f. Students, who do not ask for a leave, go out of school and do not attend school's teaching activities for two weeks.

g. Students do not register after two weeks from a term beginning and have no reasons.

h. Students apply for leaving schools.

Students leave school with above reasons, are not punished.

After the teacher in charging of a class reports and offers relative materials, the International Education Exchange Center examines, and school leader signs, International students can leave school.

School leader signs, International Education Exchange Center offers decision letter to suspending students and hand in Department of Education of Hebei to register.

Letters cannot be handed in are publicized in Hebei North

University Website seven days from publicizing day, which is treated handing in.

Students are not agreed with transaction offer written appeal to school students appealing transacting committee. Appealing procedure is transacted according to "Hebei North University Appeal Rules".

## Chapter Eight Graduation

After finishing compulsory courses in school, reaching required level in morality, intelligence and physical training.

After finishing compulsory courses in school, not meeting graduation demand, students are promised to graduate, and granted graduation certification.

Students can be granted graduation certification meeting following conditions:

Students fail in graduation thesis, practice and examination.

All fail the course did not reach the conveyance of fail, attend

to relearn, but fail in make-up examination.

Students are kept in school and observed, which is not released.

Students graduate half a year later, relearn in one year, can apply for make-up examination to International Education Exchange Center. They who pass make-up examination can get graduation certification. Students failing or not applying in one year are treated graduation with not passed course forever.

Students graduate due to observed in school and correct after graduation. After the International Education Exchange Center appraisal, school's examination, students can get graduation certification.

Granting certification time is written in granted time.

## **Chapter Ten Supplementary Articles**

These rules are used in Hebei North University international students from September 1st 2010.

These rules are explained by the International Education Exchange.

## **Hebei North University International Students Examination Management Rules:**

### **Chapter One General Rules**

According to Educational Department relevant regulations, "International Students Management Rules in China" and "Hebei North University Register management Rules" In order to maintain normal education teaching order of foreign students, further standardize examination management, make examination discipline serious, maintain exam fair, and constantly improve the quality of teaching and the teaching management level, the following rules are made.

The exam is the main form of assessing course, The exam is divided into examination and make-up examination. Examinations referred include all exams in teaching plan (including experiment and practice). During the whole term, international students should attend courses studied according to teaching plan.

International students cannot attend examinations or make-up examinations because of illness or specific reasons. They must apply teaching management section in International Education Exchange Center. Otherwise, they are treated absent examinations.

Students attend less than 70% lessons and must not take part in examinations.



## Chapter Two Examination Proposition and Correcting Papers

The exam under unified proposition, unified time place and unity of the three unified principle marking.

Each exam course is arranged A and B two sets of papers, equal difficulty and quantity. One set is used to examination, and the other is to make-up exam or store of questions (Each set of examination paper try to repeat rate must be less than 10%).

Teachers of proposition are teaching teachers. Proposition between subjective questions and objective questions is 1:1.

Teachers of proposition offer relative answers and correcting standards, which are used in correcting papers. Teachers related to courses take part in correcting and assessment.

Identical proportion of papers in recent three years must be not beyond 25%.

## Chapter Three Examination

### 10. Examination rules

a. Abandoning people without test qualifications taking part in examination, otherwise transacting in breaking regulations.

b. Students should take student id card into examination rooms and sit in the specified position. They cannot move at random during exam.

c. The examination began 30 minutes later. Candidates are not allowed to enter the examination room and transacted in absent examination. The exam staff make record.

d. The examination began 30 minutes. Candidates are not allowed to leave the room. Candidates leave room without permission, and transacted as exam ending.

e. The examinee may not bring mobile communications tools allowed such as phone and books, paper and electronic store tools into the examination room. Tests are not permitted to use their own answer sheet and draft paper.

f. The answer will be written with blue and black ballpoint pen (except drawing).The handwriting is neat and clear, the answer written on scratch paper is invalid.

g. The exam staff do not make any content explanation. If the papers are not clear or distributing mistakes, candidates can raise your hand to ask.

h. Students have to tidy up the papers and hand to the teacher, place the platform, then leave room.

i. Examination is to end. The examinee should immediately stop test, clean up your papers, put on the table and leave room. Students delay

j. The examinee must not in the examination room once after sticking around, nor talk loudly.

k. Students must strictly abide by the examination discipline, keep quiet, listen to the exam staff command. When students violating exam, supervisors will have the right to take the examination paper, cancel the test qualifications, make its exits. Students breaking regulations are transacted according to "Hebei North University Breaking Punishment Regulation".

#### 11. Invigilation duties

a. Supervisor should strictly carry out the examination room rules;

b. Supervisors will have to come to examination room 15 minutes in advance, according to the list of candidates arrange the examinee seat. (Seat allocation schedule was written in the blackboard.) Make the examinee enough between interval, students are not allowed to free onto the table, according to the

student id interval onto the table

c. Examiners should announce the examination room discipline to students, and make students put mobile phones, bag, books and paper in front of the classroom.

d. Supervisors will unpack test paper bag 15 minutes before exam check number of examination paper, prevent the lack of volume. release papers 15 minutes before exam.

e. Supervisor should carefully check the examinee certificate, urged examinee sign in list.

f. Supervisors will do not make any explanation and hints about exam content. The student for printing, puts up hands, supervisors should be the answer.

g. After researchers find that students cheated, should stop them, cancel the test qualifications, take an examination paper, make its exits, and make a record. After the exam, relevant materials will be recorded and sent to International Education Teaching Administration Section.

h. Supervisors will earnestly perform their duties to monitors, must not smoke in the examination room, read books, talk without authorization, leave the room and do things not relative with examination.

i. During exam, strictly require examiners to take off phones.

j. Strictly carry out the test time, shall not, with any excuses advance or extend the test time.

k. Exam is over. Students should be asked to clean up papers, put on the table, hand in on the platform, and then exit.

l. When exam is over, Supervisor shall count the number of papers. Ensure recovery and issuing papers are equal in number.

m. Fill in "The examination room condition registration form" and relevant column on the examination paper bag, so that reading, examination paper smoothly go on.

n. Students violating exam rules are transacted according to "Hebei North University Students Disciplinary Regulations".

#### 12. Cognizance of cheating in the examination room.

Candidates are not abide by the examination discipline, don't obey the exam staff arrangement and requirements. It shall be ascertained as the exam discipline in following conditions:

a. Carry prescribed items into the examination room or do not put in the specified position.

b. Do not comply with the seat of to take an examination

c. The examination began before the signal answer or exam is over but students continue to writing.

d. In the process of examination revealed, whisper, mutual dozen sign or gestures.

e. In the test banning areas, within the scope of the noise, smoking or carrying out other influence the behavior of order;

f. Without the examination personnel in the exam promising, without authorization process agreed to leave the room.

g. Taking papers, answers, (including sheet, the answer sheet etc, following the same), draft papers out of room.

h. Answer Without prescribed pen or paper, answer beyond specified place in paper, by any other means mark in information.

i. Other acts in violation of the rules but not lead to cheating.

13.the examinees who go against the principle of fairness and justice, and obtain or attempt to obtain answers to questions or exam results by improper means, and who have one of the following acts will be considered as cheating in exam:

a. the examinees bring with the relevant materials of examination or with electronic equipment which includes the

relevant material of examination.

- b. cheating or helping others cheat in the exam.
- c. robbing and stealing other people's papers or forcing other people to provide convenient for cheating
- d. using a communication device in the process of examination
- e. making others to go instead of you in examination or taking part in examination for other people
- f. destructing examination papers or other materials on examination intentionally
- g. filling in the papers with the wrong name and number
- h. sending and receiving articles or exchange the examination paper and answer sheet
- i. other cheating acts

14. if the examinee has one of the acts of cheating in exam, his test scores will be cancelled ,. Performing good after educating, he can apply for make-up examination or rebuilt. The examinee should not cheat. Those who cheat in examinations will get zero for the course and will not be allowed to restudy the course performing good after educating, we will give onechance to take part in the make-up exam.

## Chapter 4 Peper appreciating and results evaluating

15. the reference answer and evaluation criterion system will be put in practice. teachers should be serious on reviewing and scoring papers. Penalty points and give points must basis in principles, and the same course of the same test paper should adopt the Unified score standard. When collective marking, we should take water marking way.

16. Curriculum result give priority to the end of the course exam results. Attendance, homework, the experiment (except 2. the experiment class which is setting alone) , Stage small test etc. is regarded as Usually results, and In principle, the proportion of the results should not exceed the 30% of the course grade .hundred-mark system should be adopted into the points.

17. Practice result should be evaluated with reference to the opinions of the internship units evaluation by guidance teacher. the people who does not pass through the practice or not participate in for other reasons must do it again.

## Chapter Five Papers filed

18. when the Results complete the login within a week, after finishing bagging,teachers will hand the papers in to

the teaching management division of international education exchange center to file, which includeing the materials of The registration form of examination room condition, The answer and grading standard reference, A test and all the students answers and the form of the examinee attendance.

## Chapter Nine attachment

19. the international education exchange center is responsible for the explanation of the regulations

### Regulations on Fieldwork Administration

Medical practice is an important part in process of the medical teaching , the quality of the internship directly affect the medical students' clinical practice ability and the training of medical ethics.In order to strengthen the practice management,the regulations are formulated to improve the quality of practice .

#### Chapter one goal and requirements

##### Article 1 purpose of graduation practice

1. Be familiar with the nature of work in his profession,

form regular professional thought, cultivate good professional ethics, and continuously enhance the overall quality;

2. Strengthening and deepening learned theory knowledge, cultivating humility, rigorous, practical and realistic scientific style, to lay solid theory and practical foundation for students' transition from a medical student to a medical worker ;

3. To understand the basic professional work content, method and professional skills, continuously strengthen self-study and independent thinking, analysis and problem solving ability through the practice.

##### Article 2 requirements of the graduation fieldwork

1. In principle students should contact with practice hospital by themselves, but should ask for the authorization form from the international educational center. After contacting with the hospital, the hospital offers a letter of acceptance, student should send the original and copy of the letter to the international education center. After examination and proving to be qualified , the copy will be as a record and students will receive the medical professional students practice handbook of Hebei North University.For the students who can not contact practice units, the internationaleducation center will help them

arrange the training hospital, but need to pay the tuition fee.

2. In the process of practice, students must abide by Chinese laws and regulations, rules and regulations of each school and the practice base, and actively participate in the activities of the practice unit, cultivate good professional ethics;

3. Students must respect teacher, study with a humble attitude, should form the spirit of seriousness, seeking truth from facts, unity and cooperation, hardworking style;

4. Teachers should have strong teaching consciousness and sense of responsibility, verbal instructions, setting example for students. In accordance with the requirements of the internship program, to perform the guidance task well in both student's thought and business, strict requirements, ensure the quality of practice;

Practice base to the practice teaching of the entity listed as an important work contents and carry out and arranged for students study and the life, strengthen management, ensure the practice work was completed.

## **chapter 2 responsibilities of practice work management**

**Article 3** the international education exchange center

responsibilities: international education exchange center director in charge leadership, the overall arrangement of the foreign students graduation field work.

1. Make the clinical medicine specialized student graduation practice and graduation practice plan outline and graduation practice handbook;

2. Graduation practice organization and implementation plan. (sure teachers, choose site, the grouping of students practice and practice of management process etc.);

3. Responsible for professional practice base construction and the specific management;

4. The organization of the practice teaching quality inspection appraisal;

6. Responsible for practice of the funds of the arrangement and spending review;

7. In conjunction with the relevant departments and practice base school study, coordinate and deal with the problems in practice;

8. According to the regulation of the school, check the students to practice with discipline inspection work attendance;

9. Leadership and organization practice guide teacher do

students management and ideological work.

10. Responsible for students practice results collection and management;

11. Organization graduation exam and graduation thesis reply work;

12. Investigation recommended candidate teachers of practice base.

**Article 4** the practice base duties practice base established practice guidance group, and the concrete implementation internship program, organization, leadership and practice the work.

1. According to practice prerequisite, make arrangements of students' teaching and living ;specific practice teaching work;

3. Do students of all the assessment (test), inspection and management, ensure the quality of practice examination link;

4. Check each department practice teaching, and solve the problems appeared in the course of practice;

5. Make the daily management of the students.

**Article 5** departments of duties by responsible, according to the workload can be arranged for a specific practice teaching secretary responsible for students.

1. According to the school practice plan and practice outline, make specific practice agenda, and carry out the teacher leading practice;

2. Students into the families, to do the work, education;

3. The teaching as an important content of department work, and undergraduate course office organically, the staff has the responsibility for student common practice work;

4. Responsible for students to practice examination (test) work (including usually inspects and also test), complete and submit to the teaching department assessment (test) scores table;

5. Often to this unit department to report the student's learning and practice thought circumstance, to solve the problems in time, complex situation report superior departments to quickly. According to the school practice plan, layout, carry out In the third chapter organization management

**Article 6** students since entering the teaching base date, during my internship in the whole accept direct leadership practice base, participate in teaching base of learning and unified arrangement of the business activities.

**Article 7** grade teacher teaching practice guidance

counselor or to do the students organization and thought education work, to visit, and solve the problems appeared in the course of practice. Often with various branches chief communication circumstance, in writing to the international education exchange center report for instructions.

**Article 8** all practice base competent department shall regularly and grade teaching practice guidance counselor or with the teacher, the students of the thoughts, summarized the study and evaluation, the commendation advanced, incentive junior. Summarize evaluation from grade teacher teaching practice guidance counselor or write in written form and signed by the practice base departments and submitted to the international education exchange center and school related department.

**Article 9** the international education exchange center in time to understand the student's practice, strengthen the practice base and the connection between the two, to find and solve problems, make students intern with practice base of the management and education work.

The fourth chapter teaching management

**Article 10** the attendance system

1. All the teaching base to build students intern attendance system. According to "students intern attendance table of daily

attendance records;

2. Practice base the teaching management departments at various levels shall regularly or not regularly carry out students intern attendance selective examination;

3. Students intern for cause things off work, must submit a written application and valid certificates for leave formalities. In principle in situ treatment, special except illness. Still can't leave expires in practice, should be dealt with in time XuJia formalities, or it will be considered absent from class. Absent from classes students, according to hours and plot is absent from school, in accordance with the northern hebei college students disciplinary regulations processing;

4, during my internship, accumulative absence of practice hours from school exceeds one-third of the total time cannot take part in the undergraduate course assessment, depending on the specific situation by the international education exchange center to decide whether to fill an intern.

**Article 11** practice achievement assessment practice examination results the graduation category system, divided into excellent, good, in, pass mark, fail five levels. Internship units, teachers should be based on the practice examination scores,



and in the performance of the graduation practice (student contact internship units practice, assessment with reference to the practice handbook of interns and practice of unit comments), give corresponding results.

### Chapter 5 remarks

**Article 12** these provisions shall apply to the northern hebei college clinical medicine specialized students.

**Article 13** the provisions of the international education exchange center by the school is responsible for the explanation.

**Article 14** of these regulations from two O — O July 1, started.

### **Hebei northern college graduation practice clinical medicine specialized students also examining plans**

Graduation practice is to guarantee the quality assessment and also the important link of practice, in order to further strengthen the clinical medicine specialized graduation practice and also the management of the assessment, and make it

more standardized and institutionalized, strengthen clinical medical professional clinical skills, according to the northern hebei college graduation practice examination management provisional regulations of this scheme formulated.

### **A, leadership and management measures:**

1. The school international education exchange center is responsible for practice examination of the macro management.

2. Practice base the teaching (medical) department responsible for the actual implementation, related discipline according to provisions of graduation practice research completed the inspection work.

3. In every subject before the end of practice, the students fill in practice condition registration form, staff room complete assessment; After the test, the teacher will fill the student scores the internship manual "corresponding form. By practice report international education school uniform hospital exchange center credited to students' records.

### **B, the subjects and test range:**

Each student to finish all internal medicine, surgery, journal of obstetrics and gynaecology, and nerve of pediatrics internal medicine

assessment and examination, the evaluation scope to the graduation practice outline of the content of the regulations shall prevail.

### **C, evaluation content:**

Examination content also is the focus of the students combining theory with practice, to solve practical problems of clinical ability and basic skill and operation, including:

1, case file writing: including history collection ability and the content system, integrity, logical, etc.

2, physical examination: including physical examination method of systematic, check method correctly and proficiency.

3 and treatment technology, operation: the main assessment implemented correctly medical routine operation skills technology.

4, make diagnosis and treatment plan: including the correct diagnosis and differential diagnosis, treatment plan put forward and rational drug use, and put forward the right doctor's advice and prescription.

5, for clinical the basic theories, basic knowledge of the master.

6, answer the questions: including in teaching of clinical

data analysis patient rounds, comprehensive summarize the main points, put forward based on full diagnosis and treatment, so as to reflect the students' clinical thinking ability.

7 all hospitals, and skill examination content also as follows:

Internal medicine pediatrics, nerve internal medicine, to extract cases evaluation, including interrogation, physical examination, making the diagnosis, differential diagnosis, put forward the therapeutic regimen, and answer the teacher related questions, writing general medical records and the first process; The electrocardiogram, X-ray diagnosis; Therefore, abdominal technic, chest bone marrow, lumbar trabeculopuncture trabeculopuncture etc as the main content.

Surgery to wash hands, wear ShouShuYi, wear gloves, disinfection, spread towels asepsis art; Change medicine,, knot, take out stitches suture, surgical instruments such as identification and used as the main content.

In obstetrics and gynecology gynaecology (ShuangGe examine, cervical blade) and maternity check (four steps touch, pelvic measurement) as the main content.

### D, evaluation methods and score standards

The subject is using usually inspects, skills assessment and also by combined means of test theories, namely the graduation practice result assesses achievement at ordinary times also = + skill examination results also + theory examination results.

1, usually inspects: students in each treatment area after practice, by its take to teach the teacher according to the student in practice performance, fill in the graduation practice examination at ordinary times report card (see practice handbook), each discipline all healing teacher scoring average zones, namely the examination score for students at ordinary times, full marks for 40 minutes.

2, skills assessment: students complete a family practice tasks, a subject under rotation practice the previous week, by the staff room for former skill examination also, and fill in the skills assessment scale (see practice manual). Skills examination papers and standard [see "the operation regulation of basic clinical skills and assessment of the standards of content, full marks for 30 points.

Secco room	Exam content	score	Examination time (minutes)	note
Medical pediatric nerve medicine skills	1)ask medical history, according to patients have the focus of the relevant medical examination.Ask laboratory information,do a preliminary diagnosis and differential diagnosis, open the doctor's advice,and answer questions (2) assessment teachers chest, pneumonia, bone marrow trabeculopuncture technic of percutaneous lumbar spine, technic of electrocardiogram, (3) imaging of the first two	30	40	assessment of (1) for the first; (2) (3) study project among selective assessment (namely evaluation a puncture or diagnosis project)
Surgical skills	(1)wash hands, wear ShouShuYi, wear gloves, disinfection, spread towels asepsis art (2) cut, hemostatic, knot, trimming, suture; Surgical instrument is the identification and use (3) and (4) the small plywood take out stitches change medicine basic operation (5) imaging of 3020 assessment two from the first (1) to (5) select a two evaluation	30	20	assessment two from the first (1) to (5) select a two evaluation
Gynecology and obstetrics skills	Gynaecology and maternity check after puncture of the vault	30	20	assessment two from the first (1) to (3) to select a two evaluation

3, also test theories: students complete a family practice tasks, a subject under rotation is one week before the practice and also theory examination, theory exam papers by clinical research institute to use school library group coil or test papers to proposition, the test time 90 minutes, the examination paper full marks 100 points. Student test scores according to 30% or registered after also theory for test scores, full marks 30 points.

3, test theories: students complete a family practice tasks, a subject under rotation is one week before the practice and also theory examination, theory exam papers by clinical research institute to use school library group coil or test papers to proposition, the test time 90 minutes, the examination paper full marks 100 points. Student test scores according to 30% or registered after also theory for test scores, full marks 30 points.

#### **Five, the assessment requirements:**

1, the practice base of the clinical staff room, shall, in accordance with the plan worked out a detailed examination of the subject plan.

2, the staff room to arrange person for the assessment work, in order to ensure that the assessment work continuity

and evaluation standard of unity.

3, participate in the assessment of teachers and students to strictly abide by the relevant examination management school rules.

### **Six, the inspection plan by the international education exchange center is responsible for the explanation.**

## **Hebei northern college Foreign students granted on the measures for the implementation of the degree**

### **Chapter I General Principles**

**Article 1** in order to promote our international exchange and cooperation, and ensure that our quality of foreign students' school awarded bachelor's degree, according to the law of the People's Republic degree regulations and the degree of the interim regulations of the People's Republic of implementing measures of the reference to the "hebei northern college

undergraduate course graduate award bachelor's degree work detailed rules" and combined with clinical medicine students in our school education the actual situation, the detailed rules are formulated.

**Article 2** foreign students awarded degree, in accordance with state council degree commission approved our school have the authority to grant degree discipline, professional or degree types award.

**Article 3** the foreign students studying at the college must abide by Chinese laws and regulations and school discipline.

## Chapter 2 bachelor's degree evaluation

**Article 4** in accordance with the detailed rules of undergraduate course graduate institute of Hebei north university award bachelor's degree work ", the school founded the academic degree evaluation committee . Branch committee will be under the guidance of the work, more than two thirds of the members shall be the professor, associate professor (or rather the title), the committee consists of six to eight members, a chairperson, one secretary-general. Responsible for students of the first trial, recommend a bachelor's degree.

**Article 5** duties of students the academic degree evaluation branch committee:

1. Foreign students during the period of school compliance audit rules and principles, course learning and graduation (education) practice, graduate design, graduate thesis, graduate exams, and graduation identification materials;

2. According to "the bachelor's degree awarding standard" to school the academic degree evaluation committee to award bachelor's degree students recommended list and related materials;

3.The academic degree evaluation committee to school put forward controversial issues of bachelor's degree students work and other relevant matters suggestion;

4. The academic degree evaluation committee, completes the school assigned by matters.

**Article 6** the cultivation of undergraduate study in our school, conform to the implementation regulations, audited allow graduates, reached the hebei college graduates north award bachelor's degree work detailed rules "(hereinafter referred to as the" award bachelor's degree work detailed rules ") article 8 the academic level of the regulation, award bachelor's degree.

Specific requirement as follows:

1. Through this major provisions of the basic theory of course, professional backbone course examination and elective course examination;

2. Try to grasp the Chinese. Should have used everyday expressions and reading this professional Chinese material preliminary ability. The China situation of the students should be as an undergraduate compulsory to arrange and requirements;

3. Complete have the corresponding provisions of undergraduate course graduation design or graduation practice.

**Article 7** the undergraduate course graduate study in awarded bachelor's degree, according to the following procedures:

1. The school degree committee office (hereinafter referred to as "XueWeiBan") in accordance with the award bachelor's degree work detailed rules "the provisions of chapter iii of the students is undergraduate course graduates audit;

2. XueWeiBan school will examine qualified applicants for a bachelor's degree in list related degree points committee chairman of the newspaper after signing the academic degrees committee. The school degree committee, through, conferred

appropriate subject categories of a bachelor's degree.

### Chapter 3 standards of bachelor's degree awarding

**Article 8** award bachelor's degree of moral character, integrity requirements: students should abide by Chinese laws and regulations, abide by rules and principles, decency, has the solid specialized knowledge and professional integrity and devotion.

**Article 9** the award bachelor's degree education level requirements: students completed the requirements of teaching plans, the examination shall be permitted to graduate, the various curriculum and graduation practice (design), the graduation exam results, show that it has mastered the basic theory of the profession, professional knowledge and basic skills, and have engaged in scientific research work or take special technical work preliminary ability.

**Article 10** where any of the following circumstances shall not award bachelor's degree:

1. In violation of laws, regulations and other illegal behavior and the punishment;

2. "association" and by the school rules above disposition;

3. Off the exam without authorization;
4. By cheating in the exam "serious" warning sanction and older;
5. have fraud in academic graduation thesis, graduate design ;
6. During study had left, down or try to follow a class reader;
7. During study accumulative failed courses are total above six ;
8. Before graduation, above two courses (including graduation practice, graduate design, graduate thesis, graduation exam) failed or unfinished, and temporary license certificate hair, whether make-up examination or fill do pass the exam or not, are not awarded bachelor's degree;

#### **Chapter 4 the supplementary Articles**

The measures for the implementation are examined and adopted by academic degrees committee. They will be put into practice when approved by the headmaster. The academic degrees committee is responsible to explain and modify these measures.

#### **Regulations in Class**

The regulations are constituted to create good environment for study, and to ensure orderly teaching affairs.

1. Students are required to come to class, and leave class on time, they are not allowed to be late for class and leave class earlier. When having class, they are prohibited to leave the classroom casually; others are not allowed to call the teacher or students out of the classroom.

2. Students should concentrate on the class and keep order in class. They are prohibited to keep the electronic communication device on operation.

3. Students are not allowed to sit in other classes without permission. Before the class is over, students from other class or other people are not allowed to enter the classroom or make noise

at the door of the classroom. Those who are sloppily dressed (including wearing slippers or vest) are not allowed to enter the classroom.

4. Students should be polite and respect the teachers. Before the class begins, the monitor should ask the classmates to stand up to greet the teacher and then sit down. When the

teacher asks a student to answer a question, the student should stand up to answer it. Students may not ask the teachers to explain questions during the break.

5. Students should keep the classroom tidy and quiet. They are not allowed to make loud noise, eat sunflower seeds, litter fruit skins and waste paper, or smoke in the classroom. With out permission, they should not conduct non-teaching activities in classroom.

6. Before class and during the break, the monitor should appoint students to brush the blackboard. Students should cherish the possessions of the university. They should not doodle, scratch, or paste on the doors, windows, desks, chairs, or walls. Without permission, they are not allowed to take the desks, chairs, or other equipment away from the classroom. Those who damage the public property, desks, chairs, doors, windows, or tear down and take away the lamps or teaching equipments in the classroom will be fined or punished according to related regulations.

7. Any student or person from other organization who wants to sit in class should first go through the formalities in the Dean's Office and should not affect the normal class activities.

8. Those who violate the regulations will be criticized. The teachers or the class cadres have the right to criticize or stop those who violate the regulations. Those who seriously violate the regulations will undergo disciplinary penalty of the university.

### **Measures of Check on Attendance of International Students (Medicine)**

1. International students should be on the campus on time at the beginning of each term and register with their student' s identity card in the International Students' Affairs Office within the stipulated date. Those we are unable to register on time must transact the formalities of leave; otherwise, they will be treated as playing truant and criticized publicly. Those who fail to register two weeks after the stipulated date without asking for leave will be treated as leaving school voluntarily.

2. Attendance will be checked from the first day of the term. Attendance in the class, experiment, practice, course design, examination, political study and other teaching activities will be checked. Those who cannot attend these activities should ask for leave in advance. Those who are absent without asking for leave, those who have asked for leave but the leave has not being permitted, those who haven' t asked to extend the leave



when the leave is due, or those who have asked to extend the leave but the extended leave has not been permitted, will be treated as playing truant.

3. International students who leave and return to the campus in festival or holidays should obey the stipulated date of the university. Those who have to leave earlier or return later for some particular reasons should first get permission from the International Students' Affairs Office. Those who leave earlier or return later without permission will be treated as playing truant.

4. Those who have to ask for leave for particular reasons should transact related formalities. One-day leave will be checked and approved by the monitor, signed by the teacher in charge of the class and counselor of the class, then reported to the International Students' Affairs Office, and recorded in the weekly diary of the class by the monitor.

If the leave is less than a week, the international students should first get an application form of leave in the International Students' Affairs Office. After filling it, they should ask the teacher in charge of the class or the counselor of the class to check and sign it, and then they should transact the leave formalities with related certification in the International Students'

Affairs Office. After the leave being permitted, they will hand in the leave in the weekly diary of the class.

If the leave is more than a week, the international students should first hand in a leave report, which, after being signed by the teacher in charge of the class or the counselor of the class, and approved by the responsible officer of the teaching administration department, will be handed in to the International Students' Affairs Office to put in records. Sick leave must be attached with certification from the school hospital or relevant hospital.

When the leave expires, the students should report back in the Teaching Affairs Office of the college.

5. Students who ask for leave should transact related formalities in advance. Except for acute disease or accident, students cannot ask for leave after the event. The International Students' Affairs Office will report those who are absent from class for over one third of the have their schooling suspended. They will not be allowed to take part in the examinations of the term.

6. During examination period, leave for private affairs will not be permitted. Leave for an acute or a serious disease needs

certification from the school hospital. Sick leave should be strictly limited.

7. The class should help those who play truant, those who haven't return when the holiday is over, those who often come late for class, those who leave earlier before the class is over, in order to urge them to correct their misdoings timely. If they refuse to correct, the International Students' Affairs Office should ask them to make self-criticism and give them disciplinary penalty concerning their misdoing according to the Regulations on International Students' Violation of Disciplines of Xi'an Jiao tong University.

8. The monitor is responsible to check the attendance. The check of attendance is conducted daily, and filled in a form and reported to the International Students' Affairs Office weekly. The International Students' Office should strengthen the instruction and supervision of the check on attendance.

### **Part 3 Regulations on Awards and Disciplinary Punishment Administration Measure of Awards and Disciplinary**

## **Punishment of International Students of Hebei North University ( Pilot Programme )**

### **Chapter one General Principle**

1. These measures are to maintain the orderly teaching and living activities, and motivate the international students to work hard in college. And they are also to strengthen the consciousness of the international students to observe the related regulations and to develop nice moral character. These measures are formulated according to the documents of the Ministry of Education, the rated regulations of Disciplinary Punishment Act of Students of Hebei North University, and the actual situation of the international students of our university.

2. The international students in college can be awarded scholarship according to their performances and academic credits.

3. When they stay in the university or they attend the teaching training in extracurricular activities, the international students who violate the disciplines will be punished according to the regulations.

4. For the international students who make serious mistakes, if they have good attitudes to admit their mistakes and they tend to correct their mistakes after being educated by leaders, the punishments can be mitigated.

5. For the international students who violate the regulations, if their cases are included in the following cases and the consequence is not serious, the punishments will be relieved.

(1) They can initiatively admit their mistakes, truthfully account of the facts of the mistakes, and have a deep understanding of their mistakes with the tendency to correct their mistakes.

(2) It is true that they are threatened or coaxed by others. And they can initiatively expose the guilt and have favorable attitudes to admit their mistakes.

6. For the international students who violate the regulations, if their cases are included in the following cases, the punishments will be severe.

(1) Deliberately concealing, wrenching, fabricating the facts, and hindering the survey of the related departments without the intention to admit their mistakes;

(2) Retaliating, threatening the related people;

(3) The second disciplinary violation without favorable attitudes to admit their mistakes;

(4) Having been given two warnings in college, they will be kept in school but placed under surveillance for the 3rd disciplinary violation;

(5) Having two or more disciplinary offenses;

(6) Committing crimes with outside school personnel.

7. For the forfeiters, they will be punished as follows:

(1) Abolishing their qualifications to evaluate the scholarship at that year (namely the academic year, hereinafter inclusive).

(2) The awarding of the bachelor's degree will follow the regulations of the Awarding of the Bachelor's Degree of Hebei North University.

## Chapter 2 The Awards

8. Academic scholarship

**The requirements and standards for the awards:**

**The first prize:** The average score of each course in the academic year should be 85 points or more, and the score of each course is not less than 80 points. The number of the qualified individuals will be less than 2 percent of the total

number. And they will be awarded the scholarship RMB 1000/ person.

**The second prize:** The average score of each course in the academic year should be 80 points or more, and the score of each course is not less than 75 points. The number of the qualified individuals will be less than 4 percent of the total number. And they will be awarded the scholarship RMB 600/ person.

**The third prize:** The average score of each course in the academic year should be 75 points or more, and the score of each course is not less than 70 points. The number of the qualified individuals will be less than 6 percent of the total number. And they will be awarded the scholarship RMB 300/ person.

**Individual award:** The student cadres and outstanding performances are required (one person/class). They will be awarded the scholarship RMB 500/ person.

### Chapter 3 punishment

9. There are six types of punishment:

a. Warning;

- b. Serious warning;
- c. Record of demerit;
- d. Being kept in school but placed under surveillance;
- e. Expelling from school.

10. If the international students commit one of the following cases, they will be expelled from the university:

(1) Being against GOC, damaging stability and unity, and disturbing social order;

(2) Deliberately breaking the law of China to be a criminal offence;

(3) Being punished for violating the regulations on public security administration with abominable nature.

(4) Organizing small groups to bullying the classmates and to charge the classmates for the protection fee;

(5) Letting others take the examinations in your name or take the examinations for others, and organizing cheating or using the communication facility to cheat as well as other serious cheating;

(6) Plagiarizing or copying others' research achievements with serious consequences.

(7) Violating the regulation of the college and severely

disturbing the college teaching order, life order and public management order, and infringing on the legal rights of individuals and organizations leading to serious consequences;

(8) Violating the regulation of the college for several times and being punished, but without the tendency to correct their mistakes.

11. Students who break Chinese laws, decrees or regulations and are punished by the judicial department or administrative department will be punished to be kept in school but placed under surveillance.

12. the international students can not conduct any speech or action against Chinese government and they can not be engaged in the illegal activities in politics, religion and society. Those who commit one of the following cases will be punished with the record of demerit or above according to their consequences.

(1) Violating the demonstration law of the People's Republic of China and other relevant laws and regulations to organize and participate in the parade and demonstrations without official approval; organizing, planning and participating in the activities to disturb social order, to destroy administration order of the

university and to damage stability and unity.

(2) Putting up posters, publishing illegal leaflets, or distributing publicity materials and printed materials without approval, and distributing the reactionary speech and confusing the public to make a mess by means of the internet or others.

(3) Organizing, establishing and participating in the illegal social groups and organizations to undertake the illegal activities.

(4) Organizing the social politics and other academic activities or holding the salon and other clubs without approval.

(5) Violating the relevant provisions of the students' organization management to organize and establish the students' organization without the official approval, and to operate the activities, to publish journals, or to operate illegal activities in the name of the student community legal in, or other violate community management regulations and cause serious consequences

(6) Organizing and conducting illegal activities in religion, heresy, feudal and superstition

(7) Leaking state secrets, and resulting in the adverse consequences.

13. Those, who violate the civil code of ethnics and standard of behavior for college students, will be punished as follows:

(1) Those, who deliberately damage the books in the library, trade the new ones for the old, and steal others' certificates to borrow books, will be punished with a warning or more.

(2) Those, who forge, falsely claim, falsify or transfer all sorts of certificates and testimonial papers, will be punished as follows.

① Those, who privately engrave others' seals or illegally engrave the official seals, steal the official seals, confidential documents, files and other objects, will be punished with the record of demerit; if the great loss and negative consequences are made, they will be punished to be kept in school but placed under surveillance or more serious punishments.

② Those, who falsely claim student's identity card or other certificates, will be punished with serious warning or more.

③ Those, who privately tear open, conceal or peep others' letters, diaries and other illegal actions infringing human rights, will be punished with a warning or more, if they don't correct their mistakes after being educated.

④ Those, who forge teachers' signature, alter or fill in the academic grades, will be given serious warning or more serious punishments.

⑤ Those, who forge student's identity card, library card, all kinds of honor certificates, and other certificates, will be punished with serious warnings or more.

⑥ Those, who lend all kinds of certificates resulting in negative consequences, will be punished with warnings or more according to the real consequences.

⑦ Those, who infringe on the interests of the college or others in the name of them resulting in negative consequences and loss, must compensate for the economic loss and will be punished with record of demerit or more according to the real consequences.

(3) Those, who insult, abuse, rumor, frame, or threaten others, will be punished with warnings after being educated but without the tendency to correct the mistakes. While those, who bring about the negative consequences, will be punished with serious warning or more.

(4) For the comprehensive evaluation of academic assessment, awards, sanctions and other reasons, those

who pick a quarrel and make trouble for the related persons, will be punished with warnings or more according to their real consequences.

(5) Those, who refuse or obstruct state personnel or school personnel to conduct the official business in accordance with the rules and laws, will be punished with warnings or more according to their real consequences.

## Part 4

### Regulations on Living Administration

#### Regulations on Dormitory Administration

#### Regulations on Dormitory Safety of Hebei North University

The regulations are constituted according to related laws of the People's Republic of China, so as to strengthen **the administration of the international students living off the Campus, in case of the loss of property or the danger of life.**

1. Burning anything in the buildings and smoking in bed are

forbidden. Smoking is not allowed in any public place with no smoking signs. Cigarette ends must be put out.

2. When fire, leakage of electricity or gas happens in the dormitory or public places, students should immediately report to the duty officer or teachers on duty.

3. Fire-fighting equipment is not allowed to be moved.

4. Any inflammable and explosive materials should not be stored in the dormitory. Firework or fire crackers are not allowed to be set off in the corridors or out of windows.

5. Large amount of cash and valuables should not be kept in the dormitories. Students should lock the doors and windows when going out. If the keys are lost, report to the administrative office timely. The lock will be change after compensation is paid.

6. The equipment that can easily cause fire, such as electric stoves, electric cookers, electric heaters and gas stoves, are prohibited to be used in the dormitories. Students are not allowed to connect any electric wire in the dormitories or the corridors. Those who break the regulation will be punished.

7. Students who leave for a long time for fieldwork or travel should cut off the power.

8. Students, who cause fires will compensate for all the losses and, in grave case, will be prosecuted by the juridical department.

### **Regulations of Hebei North University on Living off the Campus**

The regulations are constituted according to related laws of the People's Republic of China, so as to strengthen **the administration of the international students living off the Campus, in case of the loss of property or the danger of life.**

1. International students who live off the campus should apply for the International Students Affairs Office in international communication center and sign the contract to live off the campus.

2. The procedure to live off the campus:

The students should first submit an application to the International Students Affairs Office in the international communication center. The application must include name, nationality, class, reason and the statement—"I am willingly living off the campus. No matter what happens, the university

will have nothing to do with it and I will be responsible for all the consequences." The applicants should provide security licenses and lease contracts and other related materials.

Then the students should go to the International Students Affairs Office and get the fill in the Registration Form of Accommodation off the Campus for the International Students of XJTU and the Application Form of Accommodation for the International Students by Foreign Affairs Office of Xi'an Public Security Students. Fill in the forms and submit to the International Students Affairs Office for signature and seal. Fill in the Form for Alteration of Residence, and then go to Xi'an Public Security Bureau to go through related formalities.

The students then go to the local public security station and then go through the formalities for registration of temporary residence with the Application Form of Accommodation for the International Students by Foreign Affairs Office of Xi'an Public Security Bureau.

The student then go to the International Students Affairs Office and pay up the fees check the items in the dormitory and return the keys.

3. The international students living off the campus



must observe the Chinese related laws and rules as well as university's regulations. They should respect Chinese social morality and custom, and they should be also subjected to education, direction and supervision in security and law from the related departments

### **Regulations on Receiving Visitors in the Dormitory**

1. The time for receiving visitors:

From Monday to Friday: 16:00-22:30

Saturday and Sunday: 9:00-22:30

2. All visitors should show valid certificates. After the credentials are examined, they should register names and put their credentials at the guard's. Before entering the student's rooms, the visitor should be met by the visited students at the guards'. The visitor will get back their credentials when leaving.

3. Visitor without credentials or refuse to show the credentials will not be allowed in.

4. Those who want to invite Chinese friends who are not students of the university to their rooms, or those who need to invite visitor to the administrative office beforehand in written form. Visitor can enter after getting permission and going

through the procedures.

5. Visitor should not stay overnight in the students' dormitories. If visitor need to stay, related formalities should be gone through first. Stay without permission will be penalized.

6. Students should follow the regulations for receiving visitor and ask their visitor to leave before 10:30pm.

7. Students who violate the regulations above will be punished.

### **Regulations on International Students' Vehicles**

1. Students should drive their motorbikes, electric bicycles slowly when going through the gate.

2. Vehicles should be parked orderly in the yard and should not be parked in the corridors.

3. Students should take care of their vehicles. Those who buy new vehicles should go to the relevant department to register and pay taxes.

4. Students who buy second-hand bicycles or motorbikes should ask the sellers for the receipt and change the name of holder in order to avoid unnecessary loss or trouble.

5. Driving motorbikes, electric bicycles without licenses,

or driving without number plates, or driving in the wrong lane are behaviors against the laws. Students are not allowed to lend their motorbikes or electric bicycles to the people without licenses.

6. Practice of driving motorbikes or electric bicycles in the yard is strictly forbidden.

7. Drunk driving is strictly prohibited and will be severely punished.

8. The speed of motor vehicles should not exceed 5km/h on the campus.

## Part 5

### Regulations on Leaving the University

1. Students who leave school (including graduating, transferring or withdrawing) should take the Clearance Forms to the International Students' Affairs Office, the Financial Department and others to go through the procedures for leaving school:

- a. To settle all the accounts;
- b. To check the items in the dormitory and the keys;

2. Students who graduate or finish their courses should leave the university within two weeks after the graduation or completion. Those who fail to leave on time will not enjoy the status of international students.

3. Students who graduate or complete their courses should inform the administrative office of dormitory building two days before leaving and then check out.