



华北电力大学来华留学本科生学籍管理规定

Regulations of North China Electric Power University on the Student Status Management of International Undergraduate Students

为规范我校来华留学本科生学籍管理，提高培养质量，根据《普通高等学校国际学生管理规定》（教育部第 41 号令）、《学校招收和培养国际学生管理办法》（教育部、外交部、公安部第 42 号令）、《教育部关于规范我高等学校接收外国留学生有关工作的通知》（京教外〔2020〕1 号）、《北京地区高等学校招收和培养国际学生管理办法》（教外函〔2020〕12 号）、《中国政府奖学金工作管理办法》（教外厅〔2020〕1 号）等文件精神，结合我校来华留学本科生的实际情况，制定本规定。

To specify the management over student status of international undergraduate students at the University and improve the quality of education, these Regulations are formulated in light of the realities of international undergraduate students in the University and in accordance with the spirit of relevant documents including the Regulations on the Administration of Students in Ordinary Institutions of Higher Education (Decree No. 41 of the Ministry of Education), the Measures for the Administration of Enrollment and Education of International Students by Schools (Decree No. 42 of the Ministry of Education, the Ministry of Foreign Affairs, and the Ministry of Public Security), the Notice of the Ministry of Education on Specifying Relevant Work on the Reception of Foreign Students by Chinese Institutions of Higher Education (Jing Jiao Wai [2020] No. 1), the Measures for the Administration of Enrollment and Education of International Students by Institutions of Higher Education in Beijing (Jiao Wai Han [2020] No. 12), and the Measures for the Administration of Chinese Government Scholarship Program (Jiao Wai Ting [2020] No. 1).

第一章 入学与注册

Chapter I Admission and Registration

第一条 凡申请进入我校全日制本科学习的来华留学生，应符合教育部北京市教委颁布的相关条件要求。

Article 1 For any international student applying for full-time undergraduate study at the University, they shall meet the relevant conditions and requirements prescribed by the Ministry of Education and the Beijing Municipal Education Commission.

第二条 按照国家招生规定，新生入学应提交经教育主管部门备案的证明和学校出具的录取通知书等相关材料，按学校有关要求在规定的期限内来校报到，办理入学手续。因故不能按期入学的，应当事先向学校请假，假期一般不得超过两周。未经请假或请假逾期的，除因不可抗力等正当事由以外，视为放弃入学资格。

Article 2 In accordance with the national enrollment regulations, new students shall



submit certificates filed with the competent educational authorities and admission notices issued by the University, and complete admission procedures by registering at the University within the specified time limit. Those who fail to register on time due to justifiable reasons shall request leave from the school in advance, and the leave period shall not exceed two weeks in general. Those who fail to request leave or exceed the leave period shall be deemed to have abandoned their admission qualification, except for force majeure and other justifiable reasons.

第三条 学校在新生报到时对新生入学申请材料进行审查，审查合格的办理入学手续，予以注册学籍；如学生入学时提交的申请材料被其它相关机构证明存在不实信息或故意隐瞒重要信息等情形的，确定为审查不合格，取消学籍；情节严重的，学校移交有关部门查究。

Article 3 The University shall review the application materials of new students upon their registration. Those who pass the review shall complete admission procedures and be registered for student status; if the application materials submitted by students are found to have false information or intentional concealment of important information by relevant institutions, they shall be deemed to have failed the review and their student status shall be revoked; in case of serious circumstances, the University shall render the case to relevant departments for further investigation.

审查材料包括：

The reviewed materials include:

- (1) 交验本人护照；
- (1) Presentation of the student's own passport;
- (2) 华北电力大学录取通知书；
- (2) Admission notice of North China Electric Power University;
- (3) 《外国留学人员来华签证申请表》（JW202 表）或（JW201 表）；
- (3) Visa Application Form for Foreign Students Studying in China (Form JW202 or JW201);
- (4) 《外国人体格检查记录》；
- (4) Physical Examination Record for Foreigners;
- (5) 填写《华北电力大学来华留学生入学登记表》。
- (5) Completion of the Registration Form for International Students of North China Electric Power University;
- (6) 去往北京市公安局出入境管理处申请办理《外国人居留证》。
- (6) Application for a Residence Permit for Foreigners at the Exit-Entry Administration of Beijing Public Security Bureau.

第四条 学校实行来华留学生全员保险制度。来华留学生必须按照国家有关规定和学校要求投保。对未按照规定购买保险的，应限期投保，逾期不投保的，学校不予录取；对于已在学校学习的，应予退学或不予注册。

Article 4 The University implements a full-coverage insurance system for international



students. International students must purchase insurance in accordance with relevant national provisions and university requirements. Those who fail to purchase insurance as required shall be subject to a time limit to do so; those who fail to insure within the time limit shall not be admitted. Enrolled international students who fail to insure shall be expelled from the University or rejected in registration.

第五条 取得学籍者，由国际教育学院发给其留学生证。学生每学期应当在学校规定的时间内，缴齐当学年应缴学费后，持学生证及有关证明材料到国际教育学院办理注册手续。学生注册后取得在校学习资格，方可参加学校的选课及其他有关活动。学生证加盖注册章后方始有效。

Article 5 Students who have obtained student status shall be issued with an international student ID card by the International Education Institute. Each semester, students shall pay all tuition fees due for the academic year as required by the University, and then go through the registration procedures at the International Education Institute with their student ID cards and relevant supporting materials. Only after registration and success in obtaining the qualification for on-campus study can students participate in course selection and other relevant activities of the University. A student ID card shall be valid only after being affixed with a registration seal.

未按学校规定缴纳学费等相关费用，或者其他不符合注册条件的，不予注册。未注册期间，不予进行签证相关工作。因故不能按期注册的，应当履行暂缓注册手续，否则以旷课论处。对无故不按时注册者，第一次给予院内通报批评处分，作书面检查；第二次给予严重警告处分；第三次给予记过处分，一年内不得申请华北电力大学优秀留学生奖学金；三次以上给予留校察看直至退学处分。

Those students, who fail to pay tuition fees and other relevant expenses in accordance with university regulations or who fail to meet other registration conditions, shall not be registered. During the period of non-registration, no visa-related services shall be provided. Those who fail to register on time due to justifiable reasons shall go through the formalities for deferred registration; otherwise, they shall be treated as absent from class. For those who fail to register on time without justifiable reasons, the first offense shall result in a school-level circular criticism and a written self-criticism; the second offense shall result in a serious warning; the third offense shall result in demerit recording, and they shall not be eligible to apply for the Excellent International Student Scholarship of North China Electric Power University within one year; more than three offenses shall result in academic probation or withdrawal from university.

第六条 凡因休学、保留学籍或其它原因离校的学生，未经学校批准，不得复学注册。

Article 6 Any student who leaves school due to suspension, retention of student status or other reasons shall not re-register for study without the approval of the University.

第二章 学制、修读年限及费用

Chapter II Length of Study, Duration of Education and Fees

第七条 学校本科学制为四年，学习年限三至六年。



Article 7 The length of study for undergraduate programs in the University is four years, with an actual duration ranging from three to six years.

第八条 具有我校学籍的全日制本科留学生，在校最长年限（含休学）不能超过六年。不能在规定的学制年限内修满学分，未达退学处理的学生可申请延期。经批准者原则上安排在同专业的下一年级跟班学习，并应交纳学校规定的学费及其他有关费用。

Article 8 Full-time international undergraduate students with student status at the University shall not have more than six years of on-campus study (including suspension). Students who fail to complete the credits within the specified time of study and are not subject to withdrawal may apply for an extension. In principle, students approved shall be arranged to study with the next lower grade cohort of the same major, and shall pay the tuition fees and other relevant fees as prescribed by the University.

第九条 我校本科留学生实行学分制管理。各专业毕业学分按各专业培养方案学分要求确定。

Article 9 The international undergraduate students of the University are under the credit system management. The graduation credits for each major are determined in accordance with the credit requirements of the training program for each major.

第三章 课程修读

Chapter III Course Taking

第十条 课程分为必修课和选修课两大类，选修课分为专业选修课和公共选修课。必修课是每个学生必须修读并取得学分的课程，选修课是按照专业培养方案要求，允许有选择修读的课程。学生必须修满培养方案规定的必修课及选修课的学分。

Article 10 Courses are divided into two categories: compulsory courses and elective courses. Elective courses are further divided into professional elective courses and public elective courses. Compulsory courses are courses that each student must take and earn credits for; elective courses are courses that can be taken selectively in accordance with the requirements of the professional training program. Students must complete the credits of compulsory and elective courses as specified in the training program.

第十一条 学生当学期教学计划开设必修课程考核未通过的，允许参加补考一次，补考通过后方能取得学分，补考未通过的应当重修。

Article 11 If a student fails the assessment of any compulsory course offered in the teaching plan for current semester, they are allowed to take make-up exam once. Credits can be earned only after passing the make-up exam; those who fail the make-up exam shall retake the course.

第十二条 独立开设的实践教学环节考核未通过的，不安排补考，应当重修。

Article 12 No make-up exam will be arranged for independent practical teaching links that fail the assessment, and the course must be retaken.

第十三条 学生重修须本人提出申请，经所在学院批准后于开课学期的第二周内到国际教育学院报名并办理相关手续，安排在本专业或相近专业下一年级相同课程跟班进行。

Article 13 Students must apply for retaking courses in person. After being approved by



their respective college, they shall register at the International Education Institute and complete relevant procedures within the second week of the semester when the course is offered, and be arranged to take the same course in the following grade of their own major or a related major.

第十四条 选修课程考核未通过的，可以改选，也可以重修，但学生应当修满培养方案规定的选修课学分。

Article 14 If a student fails the assessment of an elective course, they may re-select the course or retake it. However, students must complete the credits of elective courses as specified in the training program.

第十五条 补考、重修成绩按实际成绩记载并予以注明。

Article 15 The scores of make-up exams and retaken courses shall be recorded as the actual scores and clearly marked accordingly.

第十六条 重修课程不能申请免修，不能申请缓考，不能参加重考。不及格者只能再次重修。

Article 16 No exemption, deferred exam or re-exam is allowed for retaken courses. Those who fail can only retake the course again.

第四章 课程考核与成绩记载

Chapter IV Course Assessment and Score Recording

第十七条 本科留学生必须参加所在专业培养计划规定的课程学习和考核，考核通过，方能获得规定的学分；考核不通过，学分为“0”。无论何种原因未能参加课程考核的，成绩均以“0”分计。考核成绩记入成绩登记表，并归入本人档案。

Article 17 International undergraduate students must participate in the course learning and assessment as specified in the training plan of their major. Credits can be earned only after passing the assessment; if the assessment fails, the credit will be recorded as “0”. In case of failure to participate in the course assessment for any reason, the score will be recorded as “0”. The assessment results shall be recorded in the score registration form and filed in the student’s personal file.

第十八条 课程考核分为考试与考查两种。

Article 18 Course assessment is divided into written exams and practical assessments.

（一）必修课为考试课，考试方式根据课程性质、教学改革要求，可采用多种方式进行。成绩评定以课程结课考试与平时成绩相结合，按百分制记载。

(I) Compulsory courses are exam-based courses. The exam methods can be diversified according to the nature of the course and teaching reform requirements. The score assessment shall be based on the combination of the final exam and usual performance, recorded in a hundred-point system.

（二）选修课为考查课，其成绩由平时作业、小论文、小测验、实验报告、课程总结、笔试、口试等方式评定。成绩以百分制或五级分制记载。

(II) Elective courses are assessment-based courses. Their scores are assessed by means of usual assignments, short papers, small quizzes, experimental reports, course summaries,



written exams, oral exams, etc. The scores are recorded in a hundred-point system or a five-level system.

（三）独立开设实践教学环节成绩以百分制或五级分制记载。

(III) The scores of independently offered practical teaching links are recorded in a hundred-point system or a five-level system.

五级分制与百分制可按如下关系折算：

The conversion between the five-level system and the hundred-point system is as follows:

序号 S/N	等级对应百分制分数 Grades Corresponding to Percentage Scores	百分制分数区间对应等级 Percentage Score Ranges Corresponding to Grades
1	优秀：95 Excellent: 95	[90,100]：优秀 [90,100]：Excellent
2	良好：85 Good: 85	[80,90)：良好 [80,90)：Good
3	中等：75 Fair: 75	[70,80)：中等 [70,80)：Fair
4	及格：65 Pass: 65	[60,70)：及格 [60,70)：Pass
5	不及格：60 分以下 Fail: below 60	[0,60)：不及格 [0,60)：Fail

（四）有作业和实验的课程，学生应按任课教师的要求按时完成作业和实验（包括实验报告）方可以参加考核。到课程结束时仍未完成作业和实验的，取消考核资格，该课程成绩以“0”分计，注明“作业未交”或“实验未完成”字样。

(IV) For courses with assignments and experiments, students must complete assignments and experiments (including experimental reports) on time as required by the instructor. Only by doing so, can they be eligible for the assessment. Those who fail to complete assignments and experiments by the end of the course will be disqualified from the assessment, and the course score will be recorded as “0” with the words “Failure to Submit Assignments” or “Unfinished Experiments”.

第十九条 学生无故缺课，视为旷课。累计超过该学期相应课程教学时数的三分之一的，不得参加该课程的考核，成绩以“0”分计，注明“旷考”字样。

Article 19 Absence from class without justifiable reasons is deemed absenteeism. Any student whose cumulative absences exceed one-third of the teaching hours of the corresponding course in the semester shall not be eligible for the course assessment, and the score will be recorded as “0” with the words “Absent from Exam”.

第二十条 考生在考试过程中，应当自觉遵守考场纪律。考试违规的，该课程考核成绩无效，且根据实际情况注明“违纪”、“作弊”、“严重作弊”等字样，给予相应的纪律处分，具体参照《华北电力大学学生违纪处理规定》执行。



Article 20 Exam candidates must consciously abide by exam discipline during exams. In case of exam violations, the assessment result of the course shall be invalid, and the words “Violation of Rules”, “Cheating” or “Serious Cheating” shall be marked according to the actual situation, with corresponding disciplinary sanctions imposed in accordance with the Regulations of North China Electric Power University on Disciplinary Sanctions Against Students.

第二十一条 未经批准的学生缺交某门课程作业的次数累计超过总数的 1/3 或缺课累计超过某门课程学时数 1/3，取消该课程考核资格，该课程必须重修。

Article 21 Those students, who fail to submit assignments for a course without approval for a cumulative number of times exceeding one-third of the total number of assignments or miss classes for a cumulative number of hours exceeding one-third of the total teaching hours of the course, shall be disqualified from the course assessment and obliged to retake the course.

第二十二条 学生确因患病或其他原因不能参加课程的考核时，应当在考前办理缓考手续，填写缓考申请表（因病须有医院证明），经国际教育学院或教务处批准后方能生效。因事一般不准缓考。缓考随下学期开学补考一同进行，缓考成绩按正常考试记载，注明“缓考”字样。考试通过后方能取得学分，考试未通过的应当重修。

Article 22 Those students, who are unable to attend the course assessment due to illness or other justifiable reasons, must complete the deferred exam formalities before the assessment, fill out the Deferred Exam Application Form (with a hospital certificate for illness-related reasons), and the application shall take effect only after being approved by the International Education Institute or the Academic Affairs Center. In general, deferred exams are not allowed for other reasons. Deferred exams will be held together with the make-up exams at the start of the next semester. The deferred exam score will be recorded as a normal exam score with the words "Deferred Exam". Credits can be earned only after passing the exam; those who fail must retake the course.

第五章 升级与退学

Chapter V Promotion and Withdrawal

第二十三条 学生学完本学年教学计划规定的课程，经考核成绩合格，准予升级。

Article 23 Students who have completed the courses specified in the teaching plan of the current academic year and passed the assessment shall be promoted to the next grade.

第二十四条 学生的课程修读，均以学生入学时间和主修专业综合培养计划规定的正常进度为标准，在每学期结束后进行审核。

Article 24 The course study of students shall be based on the student enrollment time and the normal progress specified in the comprehensive training plan of their major, and reviewed after the end of each semester.

第二十五条 学生在前六个学期所获得的学分应达到主修专业前六学期所要求修读学分的 3/4，方可参加毕业论文（设计）环节。

Article 25 Students must earn at least three-fourths of the credits required for the first



six semesters of their major, so that they can be eligible for the graduation thesis (design) session.

第二十六条 除本细则其它条款所列退学或开除学籍的情况外, 学生有下列情况之一者, 应予退学处理:

Article 26 In addition to the circumstances of withdrawal or expulsion from school as specified in other clauses of these regulations, students shall be dismissed if they meet any of the following conditions:

(一) 每学年补考后, 学生一学年所取得必修课程 (环节) 学分未达到该学年教学计划规定的必修课程 (环节) 总学分的 30% 的。

(I) After the make-up exam of each academic year, the credits of compulsory courses (links) earned by the student in the academic year are less than 30% of the total credits of compulsory courses (links) specified in the teaching plan of the academic year;

(二) 因病连续或累计休学两年期满, 经体检复查身体不合格;

(II) Physical examination recheck shows that the student is ineligible after being suspended for two consecutive or cumulative years due to illness;

(三) 经二级甲等以上医院确诊, 患有精神病、癫痫、麻风病及其他严重传染病等疾病, 或者意外伤残无法在学校继续学习;

(III) Diagnosed with mental illness, epilepsy, leprosy, other serious infectious diseases or accidental disability by a Class A secondary or higher hospital, making it impossible to continue studying at the University;

(四) 休学、保留学籍期满, 在学校规定期限内未提出复学申请或者申请复学经复查不合格的;

(IV) Failure to apply for re-admission within the time limit specified by the University or failing the re-admission recheck after the expiration of the suspension or retention of student status;

(五) 学生本人申请退学的, 经学校审核同意后, 办理退学手续;

(V) The student applies for withdrawal, and the withdrawal procedures are completed after being approved by the University;

(六) 在学校规定的最长学习年限内 (含休学和保留学籍) 未完成学业的;

(VI) Failure to complete the studies within the maximum duration of study specified by the University (including suspension and retention of student status);

(七) 未经批准连续两周未参加学校规定的教学活动的;

(VII) Failure to attend the teaching activities specified by the University for two consecutive weeks without approval;

(八) 超过学校规定期限未注册而又未履行暂缓注册手续的。

(VIII) Failure to register within the time limit specified by the University and failure to complete the deferred registration formalities.

第二十七条 在对学生做出退学决定之前, 学校会告知学生做出决定的事实、理由及依据, 并告知学生享有陈述和申辩的权利, 听取学生的陈述和申辩。



Article 27 Before making a student withdrawal decision, the University shall inform the student of the facts, reasons and basis for the decision, inform the student of the right to make statements and explanations, and listen to the student's statements and explanations.

第二十八条 除本人申请退学外，其他情况退学均须提交校长办公会或者校长授权的专门会议研究决定。

Article 28 Except for applications for withdrawal filed by the students themselves, all other withdrawal cases must be reviewed and decided by the President's Office or a special meeting authorized by the President.

第二十九条 学生对退学处理有异议，在收到退学决定书之日起 10 日内，可以按程序进行申诉，具体按《华北电力大学学生校内申诉管理规定》办理。

Article 29 Students who object to the withdrawal decision may file an appeal in accordance with the procedures within 10 days from the date when they receive the withdrawal decision letter. For details, see the Regulations of North China Electric Power University on the Administration of On-campus Student Appeals.

第三十条 退学处理决定书一般直接送达学生本人，学生拒绝签收的，可以以留置方式送达；已离校的，可以采取邮寄方式送达；难于联系的，可以利用学校网站、新闻媒体等以公告方式送达，公告日期为 15 日。

Article 30 In general, the withdrawal decision letter shall be delivered directly to the student. If the student refuses to sign for receipt, service by leaving the document at the residence may be adopted. For students who have left school, service may be made by post. For those who are difficult to contact, service may be given by public announcement via the university website, news media or other means, with a public notice period of 15 days.

第三十一条 本人申请退学的学生，须填写《华北电力大学留学生休、复、退、转学等申请表》（附证明材料，因病退学须有医院签署的意见），经国际教育学院审核，由国际教育学院报教务处，并报主管校长批准。

Article 31 For students applying for withdrawal in person, they must fill out the Application Form for Suspension, Resumption, Withdrawal, Transfer of School for International Students of North China Electric Power University (attached with supporting materials; for withdrawal due to illness, an opinion signed by the hospital is required), which shall be reviewed by the International Education Institute, reported to the Academic Affairs Center by the International Education Institute, and approved by the president in charge.

第三十二条 学生退学的善后问题，按下列规定办理：

Article 32 The follow-up matters of student withdrawal shall be handled in accordance with the following provisions:

（一）被处理退学和开除学籍的学生，应在收到正式退学通知后 10 天内，办理退学手续并离校。过期不办理和离校者，由学校按有关规定处理。享受奖学金的留学生自退学或受到退学处分之日起取消奖学金，不再享受中国政府奖学金生的一切待遇。

(I) Students who are dismissed or expelled from school shall complete the withdrawal procedures and leave the university within 10 days after receiving the official withdrawal



notice. Those who fail to complete the procedures and leave on time shall be handled by the University in accordance with relevant regulations. International students who enjoy scholarships shall have their scholarships revoked as of the date of withdrawal or expulsion, and no longer enjoy all the benefits of Chinese Government Scholarship recipients.

（二）经诊断为精神病等不符合体检标准之疾病（包括意外致残）者，由留学生所在国驻中国使（领）馆或学生家长或抚养人负责领回。

(II) Students diagnosed with mental illness or other diseases (including accidental disability) that do not meet the physical examination standards shall be repatriated by the embassy (consulate general) of the student's home country in China, or their parents or guardians.

（三）自动退学和作退学处理的学生由学校发给学习证明，学习时间满一年者发给肄业证书。

(III) Students in automatic withdrawal or expulsion from school shall be issued with a study certificate by the University; those who have studied for more than one year shall be issued with a certificate of completion.

（四）未经学校批准，擅自离校的学生不发给肄业证书和退学证明。

(IV) Students who leave the University without approval shall not be issued with a certificate of completion or a withdrawal certificate.

（五）被处理退学的学生，不予退还任何费用。

(V) No fees shall be refunded to students who are expelled from school.

第六章 转专业与转学

Chapter VI Transfer of Major and Transfer of School

第三十三条 学生有下列情况之一者，可允许转专业、转学：

Article 33 Students may be allowed to transfer majors or schools if they meet any of the following conditions:

（一）学生大学一年级学分绩排名位于所在专业前 5%者；

(I) The student's GPA (Grade Point Average) ranking in the first year of university is among the top 5% of their major;

（二）学生确有专长，转专业、转学更能发挥其专长者；

(II) The student has special expertise, and transfer of major or school helps better develop their expertise;

（三）学生入学后发现某种疾病或生理缺陷，经二级甲等以上医院检查证明，不能在原专业学习，但尚能在本校或其它高等学校别的专业学习者；

(III) After enrollment, the student is found to have a certain disease or physical defect, which is certified by a Class A secondary or higher hospital as unable to study in the original major, but able to study in other majors of the University or other institutions of higher education;

（四）经学校认可，学生确有某种特殊困难，不转专业或不转学则无法继续学习者。

(IV) Recognized by the University, the student has special difficulties that make it



impossible to continue studying without transfer of majors or schools.

第三十四条 有下列情况之一者，不予考虑转专业、转学：

Article 34 Transfer of major or school will not be considered in any of the following cases:

- (一) 新生入学未满一学期者；
- (I) New students who have been enrolled for less than one semester;
- (二) 由低学历层次转高学历层次者；
- (II) Those who apply for a transfer from a lower academic level to a higher academic level;
- (三) 本科三年级以上（含三年级）者；
- (III) Students in the third year or above of the undergraduate program;
- (四) 其它不符合有关规定和无正当理由者。
- (IV) Those that do not meet relevant regulations or have no justifiable reasons.

第三十五条 学生转专业、转学均由留学生本人提出申请并说明理由。具体手续，按下列办法办理：

Article 35 Applications for major transfer or school transfer must be submitted by the international student themselves with valid reasons specified. The specific procedures shall be handled in accordance with the following measures:

(一) 学生在本校范围内转专业，须就读专业和拟转入专业所在学院同意，由国际教育学院审核，报学校教务处备案；

(I) For students who change their major within the University, consent must be obtained from both the school of their current major and the school of the intended major. The application shall be reviewed by the International Education Institute and filed with the Academic Affairs Center of the University.

(二) 转入其它学校者，经学校和拟转入学校同意，按照国家有关规定执行。政府奖学金留学生还须由其大使馆及国家留学基金管理委员会同意批准；

(II) For students who transfer to another university, consent must be obtained from both the current university and the intended receiving university, and the transfer shall be processed in accordance with relevant national regulations. International students holding government scholarships shall also obtain approval from their embassy and the China Scholarship Council.

(三) 学生转专业、转学的手续，上半年应在五月底前办理，下半年应在十一月底前办理，其它时间一般不予办理。

(III) Procedures for major change and university transfer shall be completed by the end of May in the first semester and by the end of November in the second semester. In general, such applications will not be processed at other times.

第七章 休学与复学

Chapter VII Suspension and Resumption of Studies

第三十六条 留学生有下列情况之一者，应休学：

Article 36 International students shall suspend their studies in one of the following



circumstances:

（一）因病经二级甲等以上医院诊断须停课治疗、休养占一学期总学时 1/3 以上者；

(I) Those who, upon diagnosis by a Class-A secondary or higher hospital, are required to suspend classes for treatment or recuperation for more than one-third of the total class hours in a semester;

（二）根据考勤，一学期请假缺课超过该学期总学时 1/3 者；

(II) Those whose leave of absence and missed classes exceed one-third of the total class hours in a semester according to attendance records;

（三）因某种特殊原因，本人申请或学校认为必须休学者。

(III) Those who apply for suspension on special grounds or whom the University deems necessary to suspend studies.

第三十七条 留学生休学一般以一年为期（因病经学校批准，在最长修读年限内，可连续休学两年），累计不得超过两年。

Article 37 The duration of suspension for international students is generally one academic year (for medical reasons, consecutive suspension for up to two years may be approved by the University within the maximum length of study). The cumulative period of suspension shall not exceed two years.

第三十八条 留学生休学的有关问题，按照下列规定办理：

Article 38 Issues related to study suspension of international students shall be handled in accordance with the following provisions:

（一）凡因病或其它原因获准休学者应由留学生本人填写《华北电力大学休、复、退、转学等申请表》（附证明材料，因病休学、退学须有医院签署的意见），经就读学院同意，由国际教育学院审核报教务处备案，方可休学。休学留学生必须在接到休学通知之日起两周内办理离校手续，否则作自动退学处理；学生未办离校手续又不参加培养计划的活动以旷课计。休学期间不得擅自跟班上课和参加考核。

(I) Students, who are approved for study suspension due to illness or other reasons, shall fill out the Application Form for Suspension, Resumption, Withdrawal and Transfer of School of North China Electric Power University (attached with supporting materials; for suspension and withdrawal due to illness, an opinion signed by the hospital is required), which shall be approved by the student's current school, reviewed by the International Education Institute, and filed with the Academic Affairs Center before the suspension takes effect. Students under suspension must complete departure procedures within two weeks from the date of receiving the suspension notice; otherwise, they shall be deemed to have dropped out voluntarily. Students who fail to complete departure procedures and do not participate in the training program activities shall be recorded as absent without leave. During the suspension period, students shall not attend classes or take examinations without permission.

（二）因病休学的留学生，建议回国疗养。

(II) Those international students, who are suspended due to illness, are advised to return to their home countries for recuperation.



（三）由我国政府资助的奖学金留学生休学期间不能享受公费医疗，不能享受奖学金。

(III) International students receiving Chinese government scholarships shall not be entitled to public medical care or scholarship benefits during the suspension period.

（四）留学生休学回国，一切费用自理。

(IV) All expenses, which are incurred by international students for returning to their home countries during study suspension, shall be borne by the students themselves.

第三十九条 留学生因其它特殊原因需中途休学，经本人申请，学校批准，可保留学籍一年，不享受在校学习学生待遇。保留学籍期满不办理复学手续者，取消学籍。

Article 39 International students who need to suspend studies midway for other special reasons may apply for a one-year retention of student status upon approval by the University, during which they shall not enjoy the benefits of enrolled students. Those who fail to complete resumption procedures upon expiration of the retention period shall have their student status revoked.

第四十条 学生复学按下列规定办理：

Article 40 Resumption of studies shall be processed in accordance with the following provisions:

（一）学生休学期满，应当于开学第一周持有关证件，向学校申请复学并办理有关手续。因病休学的学生申请复学时，应当经学校指定的二级甲等以上医院或专科医院复查，复查合格后，方可复学。复查不合格的，不得复学。

(I) Upon expiration of the suspension period, students shall hold relevant certificates to apply for resumption and complete relevant procedures at the University within the first week of the semester. Students suspended due to illness shall undergo re-examination by a Class-A secondary or higher hospital or a specialized hospital designated by the University, and may resume studies only after passing the re-examination. Those who fail the re-examination shall not resume studies.

（二）休学学生复学后，编入原专业的相应年级。如相应年级无该专业，可由就读院系提出建议，经国际教育学院会同教务处等有关部门研究批准编入相近的专业学习。

(II) Students who resume studies shall be admitted to the corresponding grade of their original major. If the major is not offered in the corresponding grade, the student's school may propose a recommendation, which shall be reviewed and approved by the International Education Institute in conjunction with the Academic Affairs Center and other relevant departments for admission to a similar major.

（三）复学的学生，已修读并经过考核合格的课程，可不再修读；因休学未能参加补考或重修的不及格课程，复学后应当申请该课程的补考或重修。

(III) For students resuming their studies, courses already taken and passed in assessments may be exempted from retaking. For failed courses that the students were unable to make up or retake due to suspension of study, they shall apply for a make-up exam or course retaking upon resuming studies.



第四十一条 保留入学资格、保留学籍、休学的学生，在保留入学资格、保留学籍、休学期间，要遵守大学生行为规范。有违法乱纪行为的，取消复学资格，按退学处理。

Article 41 Students with reserved admission qualification, reserved student status or under study suspension shall abide by the Code of Conduct for College Students during the relevant period. Those who violate laws or disciplines shall be disqualified from resuming studies and shall be treated as withdrawal.

第八章 毕业、结业与学位

Chapter VIII Graduation, Completion of Studies and Academic Degrees

第四十二条 学生在学校规定的学习年限内，修完教育教学计划规定内容，成绩合格，达到学校毕业要求的，学校准予毕业，并在学生离校前发给毕业证书。

Article 42 Students, who complete all courses specified in the teaching plan within the prescribed length of study, achieve qualified academic results, and meet the University's graduation requirements, shall be permitted to graduate and be conferred graduation certificates before leaving the University.

第四十三条 在修满本专业学分的同时，修满辅修专业学分并达到“辅修专业”毕业要求的，由学校发给辅修专业证书。

Article 43 Students, who complete all required credits of their major and a minor, and meet the graduation requirements for the minor, shall be conferred a minor certificate by the University.

第四十四条 学生在学校规定学习年限内，修完教育教学计划规定内容，但未达到学校毕业要求的，学校可以准予结业，发给结业证书。

Article 44 Students, who complete all courses specified in the teaching plan within the prescribed length of study but fail to meet the University's graduation requirements, may be permitted to complete their studies and be conferred a certificate of completion.

第四十五条 结业处理的学生，在不超过学校规定的最长学习期限之内返校重修，并按学校规定交纳费用，达到毕业要求的换发毕业证书。

Article 45 Students, who have been conferred a certificate of completion, may return to the University for re-study within the maximum length of study prescribed by the University, pay relevant fees in accordance with University regulations, and be issued a new graduation certificate upon meeting the graduation requirements.

第四十六条 退学的学生，学满 1 年及以上退学的，学校颁发肄业证书；不足 1 年的发给写实性学习证明。

Article 46 For students who drop out from the University, those who have studied for one academic year or more shall be conferred a certificate of incomplete education; those who have studied for less than one academic year shall be conferred a descriptive certificate of study.

第四十七条 符合《华北电力大学学位授予工作细则》和《华北电力大学授予来华留学生学位工作办法》相关要求的，授予相应学士学位证书。



Article 47 Students who meet the relevant requirements of the Detailed Rules of North China Electric Power University on Degree Conferral and the Measures of North China Electric Power University on the Conferral of Academic Degrees to International Students shall be conferred corresponding bachelor's degree certificate.

在取得本专业学位证书的同时，修满辅修学位课程和完成毕业设计（论文）并取得学分，符合“辅修学位”规定的，授予相应辅修学位。

Students, who obtain the degree certificate of their major, complete all required courses and graduation design (thesis) for a minor degree and earn corresponding credits, and meet the requirements for a minor degree, shall be conferred the corresponding minor degree.

第四十八条 学校严格按照招生时确定的办学类型和学习形式，以及招生录取时学生填报的个人信息，填写、颁发学历证书、学位证书及其他学业证书。

Article 48 The University shall strictly complete and issue academic certificates, degree certificates and other academic documents in accordance with the type and form of education as determined at the time of admission, as well as the personal information provided by students at the time of admission and enrollment.

（一）学生在校期间变更姓名、出生日期等证书需填写的个人信息的，应当有合理、充分的理由，并提供有法定效力的相应证明文件。学校进行审查，必要时需要学生生源国驻华使领馆及有关部门协助核查。

(I) If students change their name, date of birth or other personal information that will be included in the certificates during their study, they shall provide reasonable and sufficient reasons and supporting documents of legal validity. The University shall conduct verification and, when necessary, seek assistance from the student's home country embassy or consulate in China and relevant authorities for verification.

第四十九条 学校执行高等教育学籍学历电子注册管理制度，完善学籍学历信息管理办法，按相关规定及时完成学生学籍学历电子注册。

Article 49 The University implements the electronic registration management system for higher education student status and academic records, improves relevant information management measures, and completes electronic registration of students' status and academic records in a timely manner as per relevant regulations.

第五十条 对违反国家招生规定取得入学资格或者学籍的，学校取消其学籍，不发给学历证书、学位证书；已发的学历证书、学位证书，学校将依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的，学校将依法予以撤销。被撤销的学历证书、学位证书已注册的，学校应当予以注销并报教育行政部门宣布无效。

Article 50 The University shall revoke the student status of those who have obtained admission or student status in violation of national admission regulations, and shall not issue academic or degree certificates. In case academic or degree certificates have been already issued, they shall be revoked in accordance with the law. Academic or degree certificates, which are obtained through academic misconduct such as cheating, plagiarism or other



improper means, shall be revoked in accordance with the law. For revoked academic or degree certificates that have been registered, the University shall cancel the registration and report to the educational administrative department for declaration of invalidity.

第五十一条 毕业、结业、肄业证书和学位证书遗失或者损坏，经本人申请，学校核实后出具相应的证明书。证明书与原证书具有同等效力。

Article 51 In case of loss or damage of graduation certificates, completion certificates, incomplete education certificates and degree certificates, the University shall issue corresponding certification documents upon application and verification. Such certification documents shall have the same effect as the original certificates.

第五十二条 学士学位授予的相关规定按《华北电力大学授予来华留学生学位工作办法》执行。

Article 52 Relevant provisions on bachelor's degree conferral shall be implemented in accordance with the Measures of North China Electric Power University on the Conferral of Academic Degrees to International Students.

第九章 其他

Chapter IX Supplementary Provisions

第五十三条 本规定自 2022 年 9 月 1 日起施行，未涉及的其它事宜，参照学校相近条文或有关规定处理。

Article 53 These Regulations shall come into force on September 1, 2022. Matters not covered herein shall be handled in accordance with relevant articles or regulations of the University.

第五十四条 本规定适用于在我校学习的全日制本科留学生，由国际教育学院负责解释。

Article 54 These Regulations shall apply to full-time international undergraduate students studying at the University and shall be interpreted by the International Education Institute.