



华北电力大学来华留学研究生学籍管理规定

Regulations of North China Electric Power University on the Student Status Administration of International Postgraduate Students

为规范我校来华留学硕士和博士研究生（以下简称来华留学研究生）的教育教学管理行为，维护学校正常的教育教学秩序，加强与完善来华留学研究生学籍管理，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》（教外函〔2020〕12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，以及我校来华留学研究生的特点，特制定本规定。

To specify the education and teaching administration of international master's and doctoral students (hereinafter referred to as "international postgraduate students"), maintain the normal order of education and teaching, and strengthen and improve the administration of their student status, these Regulations are formulated in accordance with 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, Ministry of Foreign Affairs and 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 (Jiao Wai Han〔2020〕No. 12), the Measures for the Administration of Enrollment and Education of International Students by Higher Education Institutions in Beijing (Jiao Wai Han〔2020〕No. 12), the Administrative Measures for the Chinese Government Scholarship Program (Jiao Wai Ting〔2020〕No. 1) and other official documents, as well as the characteristics of international postgraduate students at the University,

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研究生学习的来华留学生，应符合教育部、国家留学基金委、北京教委颁布的相关文件要求。

Article 1 For any international student applying for full-time graduate studies at the University, they shall meet the requirements set forth in relevant documents issued by the Ministry of Education, China Scholarship Council and Beijing Municipal Education Commission.



第二条 按照国家招生规定录取的新生应持华北电力大学来华留学研究生录取通知书和《留学生入学须知》中规定的相关材料，按学校规定的日期来校办理入学手续。

Article 2 New students who are admitted in accordance with national enrollment regulations shall go through admission procedures at the University on the specified date by presenting the Admission Notice for International Postgraduate Students of North China Electric Power University and relevant materials as required in the Instructions for International Student Admission.

（一）材料包括：

(I) Materials include:

（1）本人护照；

(1) Personal 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 Form JW201);

（4）《外国人体格检查记录》；

(4) Physical Examination Record for Foreigners;

（5）《华北电力大学来华留学生入学登记表》。

(5) Admission 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.

（二）在新生报到时，国际教育学院对其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。

(II) Upon new student registration, the International Education Institute shall examine their admission application materials. Qualified students shall go through admission procedures and be registered for student status. If the application materials submitted by a student are proven by relevant authorities to contain false information or involve intentional concealment of important information, the examination shall be deemed unqualified and the student status shall be revoked. In case of serious circumstances, the University shall render the case to relevant departments for further investigation.



（三）因故不能按规定时间报到者，应以书面形式（并附有关证明）向国际教育学院请假，经批准后方可缓期报到，请假时间一般不得超过两周。未请假或者请假逾期的，除因不可抗力等正当事由以外，视为放弃入学资格。

(III) Those who cannot register on time due to justifiable reasons shall apply for leave in writing (attached with supporting documents) to the International Education Institute. Deferred registration may be allowed only upon approval, and the leave period shall not exceed two weeks in general. Those who fail to apply for leave or fail to register within the approved leave period shall be deemed to have waived their admission qualification, except for force majeure or other legitimate reasons.

第三条 学校实行来华留学生全员保险制度。来华留学研究生必须按照国家有关规定和学校要求投保。对未按规定购买保险的，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 3 The University implements a full-coverage insurance system for international students. international postgraduate students must purchase insurance in accordance with relevant national regulations and university requirements. Those who fail to purchase insurance within the specified time limit shall not be admitted; enrolled students who fail to do so shall be expelled from the University or rejected in registration.

第四条 取得学籍者，由国际教育学院发给其留学生证。

Article 4 The International Education Institute shall issue an international student card to those who have obtained student status.

（一）每学期开学时，来华留学研究生需于开学两周内持研究生证到国际教育学院教学管理办公室办理学期注册手续。

(I) At the beginning of each semester, international postgraduate students shall go through semester registration at the Teaching Administration Office of the International Education Institute with their student cards within two weeks after the semester starts.

（二）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，开学前两周内未办理注册手续或请假逾期仍未注册的，视情节严重给予通报批评或按自动退学处理。

(II) 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 cannot register on time due to justifiable reasons shall go through deferred registration procedures. Those who fail to register within the first two weeks of the semester or within the approved leave period shall be subject to a circular criticism or treated as automatic withdrawal according to the seriousness of the case.

（三）通过注册的来华留学研究生，其学籍有效期截止到下学期开学之前，退学等特殊情况下将导致学籍立刻终止。



(III) For registered international postgraduate students, the validity period of student status shall expire before the beginning of the next semester. Student status shall be terminated immediately in case of withdrawal or other special circumstances.

第五条 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 5 Students who leave the University due to suspension of studies, retention of student status or other reasons shall not be re-registered without the University's approval.

第二章 课程考核与成绩记载

Chapter II Course Assessment and Academic Record Keeping

第六条 来华留学研究生入学后，应在导师指导下，在前两周内制订好研究生培养计划。培养计划的制订应符合专业培养方案的要求，也要适合来华留学研究生本人的实际水平。培养计划经导师同意后执行。

Article 6 After admission, international postgraduate students shall formulate their graduate training programs under the guidance of their supervisors within the first two weeks. The training program shall comply with the requirements of the professional training program and adapt to the real academic level of the student. The program shall be implemented upon approval by the supervisor.

第七条 来华留学研究生必须参加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；严重违反考核纪律或作弊的，该课程考核成绩按“0”分记，并视其情节轻重，给予批评教育和相应的纪律处分。考核成绩记入成绩册，并归入本人档案。

Article 7 International postgraduate students must attend the courses and assessment specified in the professional training program. Credits shall be earned only after passing the assessment. Those who fail the assessment will receive zero credits. Those who fail to take the course assessment for any reason shall be subject to a score of zero. Those who seriously violate assessment discipline or cheat shall be subject to a score of zero for the course, and shall receive criticism, education and corresponding disciplinary sanctions according to the circumstances. Assessment results shall be recorded in academic transcripts and filed in their personal archives.

第八条 来华留学研究生课程考试和成绩评定参照《华北电力大学研究生课程学习及成绩管理办法》执行。

Article 8 Course examinations and grading for international postgraduate students shall be implemented in accordance with the Measures of North China Electric Power University on Graduate Course Learning and Academic Record Administration.

第三章 学制与学习年限

Chapter III Length of Study and Duration of Education



第九条 根据学校规定，全日制硕士研究生学制为3年，学习年限2-4年；全日制博士研究生学制为4年，学习年限为3-8年。

Article 9 In accordance with university regulations, the standard length of study for full-time master's students is 3 years, with an actual duration of 2-4 years; for full-time doctoral students, it is 4 years, with an actual duration of 3-8 years.

（一）研究生学习年限（含休学和保留学籍）由基本学习年限与最长学习年限确定。基本学习年限参照学制执行。全日制硕士研究生最长学习年限为4年。全日制博士研究生最长学习年限为8年。

(I) The duration of study (including suspension and retention of student status) is determined by the standard length and maximum length of study. The standard length of study follows the prescribed schooling period. The maximum duration of study is 4 years for full-time master's students and 8 years for full-time doctoral students.

（二）来华留学研究生在学超过最长学习年限，学校不再保留其学籍，按自动退学处理。

(II) International postgraduate students who exceed the maximum duration of study shall have their student status revoked and be treated as automatic withdrawal.

第十条 来华留学研究生提前修完培养计划规定的学习任务，学习成绩优异，较好地完学位论文，符合培养方案中提前毕业条件的，可以申请提前一年毕业。

Article 10 International postgraduate students, who have completed all required studies in advance with outstanding academic performance and satisfactory completion of degree theses, and complied with the early graduation conditions prescribed in the training program, may apply for one-year early graduation.

第十一条 要求提前毕业的来华留学研究生，须提出书面申请，经导师同意，就读学院和国际教育学院审查同意后，报研究生院审核备案。

Article 11 International postgraduate students applying for early graduation shall submit a written application. Upon approval by the supervisor, the school, and the International Education Institute, the application shall be submitted to the Graduate School for examination and filing.

第四章 转导师、转专业与转学

Chapter IV Supervisor Change, Major Transfer and University Transfer

第十二条 来华留学研究生在校期间，其指导教师因故不能继续担负指导研究生责任的，来华留学研究生可以提出在同一专业更换导师的申请。转导师申请经转出导师、接收导师及所在学院同意后报国际教育学院审批，审批通过后予以变更并报研究生院备案。每学期开学前两周内集中受理审批工作一次。

Article 12 If the supervisor of an international postgraduate student is unable to continue supervision during studies, the student may apply for a supervisor change within the same major. The application shall be approved by the current supervisor, receiving supervisor and the school, then submitted to the International Education Institute for approval. Upon approval, the change shall be made and filed with the



Graduate School. Approval applications shall be centrally accepted and processed once within two weeks before the start of each semester.

第十三条 来华留学研究生入学后，原则上不能转专业。特殊情况下，学校根据社会对人才需求情况的发展变化，所学专业调整或原指导教师变动，在原专业无法继续培养，或因其他特殊情况认为必须转专业的，经本人申请，转出导师、接收导师、转出学院负责人和接收学院负责人同意后，经国际教育学院审批，报研究生院备案。

Article 13 In principle, international postgraduate students shall not be allowed to change their majors after admission. Under special circumstances, including adjustments to the University's majors in response to changing social demands for talents, changes to their original supervisors (instructors), which make it impossible to continue their studies in the original major, or other special situations requiring a major change, students may submit an application. Upon approval by their current supervisor, the receiving supervisor, the head of the outgoing school, and the head of the receiving school, the application shall be reviewed and approved by the International Education Institute and filed with the Graduate School.

（一）转专业的来华留学研究生在转入专业的课程学习和研究时间，不得短于所在学科专业同期（从转入时间算起）的来华留学研究生。

(I) For international postgraduate students who change the major, the period of course study and research in the new major shall not be shorter than that of other international postgraduate students in the same discipline starting from the transfer date.

（二）因转专业而导致来华留学研究生延长在校学习时间，由此造成的相关费用由来华留学研究生自筹解决。

(II) Any extended study period resulting from major transfer shall be borne by the international postgraduate students at their own expense.

第十四条 来华留学研究生入学后，原则上不能转学。特殊情况下，如患病或确有某种特殊困难、特别需要，无法继续在本校学习或者不适应本校学习要求的，可申请转学。因病转学的，须附学校医院或学校指定的二级甲等（含）以上医院诊断证明。

Article 14 In principle, international postgraduate students shall not be allowed to transfer to another university after admission. Under special circumstances, such as illness, special hardship or special needs, which make continued study impossible or unsuitable, they may apply for transfer. Medical certification from a Class A secondary or higher hospital (designated by the University) is required for transfer due to illness.

第十五条 来华留学研究生转入其它学校者，须经两校同意；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批准。



Article 15 Transfer to another university requires approval from both universities. For government scholarship students, additional approval from their embassy and the China Scholarship Council is required.

第十六条 来华留学研究生有下列情形之一，不得转学

Article 16 In one of the following circumstances, international postgraduate students shall not be allowed to transfer:

（一）入学未满一学期或者毕业前1年的；

(I) Those who have been enrolled for less than one semester or are within one year before graduation;

（二）应予退学的；

(II) Those who are subject to withdrawal;

（三）无正当转学理由的。

(III) Those who have no legitimate reasons for transfer.

第十七条 来华留学研究生因病或其它特殊情况，可以申请休学。但应当在学校规定的最长学习年限（含休学和保留学籍）内完成学业。以学期为单位（从休学申请之日起，到本学期结束，计为休学1学期），每次申请限1个学期。休学期满后仍不能复学的，可继续申请休学1学期，但累计不得超过2次，累计休学时间不得超过1学年。累计休学达到1学年，仍未能复学的，按自动退学处理。

Article 17 International postgraduate students may apply for suspension of studies due to illness or other special reasons, but shall complete their studies within the maximum duration of study (including suspension and retention of student status). Suspension shall be calculated on a semester basis (from the date of application to the end of the current semester shall count as one semester of suspension), and each application is limited to one semester. Those who are still unable to resume studies upon expiration of the suspension period may apply for an additional one-semester suspension, but the total number of suspensions shall not exceed two, and the cumulative period of suspension shall not exceed one academic year. Those who fail to resume studies after the cumulative suspension period reaches one academic year shall be treated as automatic withdrawal.

来华留学研究生有以下情形之一，应当休学：

In one of the following circumstances, international postgraduate students shall suspend studies:

（一）在一学期内请假或入医院治疗累计达3周以上者；

(I) Those who have been on leave or received hospital treatment for a total of more than three weeks in one semester;

（二）经医院诊断为严重传染性疾病（如肝炎、肺结核等）者；

(II) Those who are diagnosed with serious infectious diseases such as hepatitis and pulmonary tuberculosis;

（三）因特殊原因需中断学业者



(III) Those who need to interrupt studies for special reasons.

第十八条 来华留学研究生休学，按照以下程序办理：

Article 18 Suspension procedures for international postgraduate students shall be handled as follows:

（一）一般由本人提出书面申请，并附有关证明（因病休学者须持医院病情证明书），经导师同意，就读学院审核后，报国际教育学院批准，研究生院备案。

(I) A written application with supporting documents (medical certificate for illness) shall be submitted by the student, approved by the supervisor, examined by current school, then approved by the International Education Institute and filed with the Graduate School.

（二）应当休学而不办理休学手续者，由就读学院提出具体处理意见，报国际教育学院批准，研究生院备案。

(II) For those who should suspend but refuse to go through procedures, the school shall propose disposal opinions, which shall be approved by the International Education Institute and filed with the Graduate School.

（三）休学的来华留学研究生必须在接到休学通知之日起两周内办理休学离校手续，学校保留其学籍。休学期间不享受在校学习来华留学研究生待遇，不得擅自跟班上课和参加考核。

(III) Suspended students must complete leave procedures within two weeks upon receiving the suspension notice. The University shall retain their student status. During suspension, they shall not enjoy the benefits of enrolled students and shall not attend classes or take assessments without permission.

（四）因病休学的来华留学研究生，应回国疗养。

(IV) Students suspended due to illness shall return to their home countries for recuperation.

（五）来华留学研究生休学回国及回国期间的一切费用自理。

(V) All expenses incurred during suspension and return travel shall be borne by the students themselves.

（六）由我国政府资助的奖学金来华留学研究生休学期间不能享受我校公费医疗待遇，不能享受政府奖学金。

(VI) Chinese Government Scholarship students shall not enjoy public medical care or scholarship benefits during suspension.

第十九条 来华留学研究生休学期满，应当于休学期满一周前提出复学书面申请。因病休学的来华留学研究生，申请复学时必须由所在国公立医院诊断，证明恢复健康，并经学校复查合格，确认能坚持正常学习，经导师、学院同意，报国际教育学院批准、研究生院备案，方可复学。

Article 19 International postgraduate students shall apply for resumption in writing one week before the suspension expires. Those suspended due to illness must



provide a medical certificate of recovery issued by a public hospital in their home country, which shall be re-examined and confirmed by the University as capable of normal study. Resumption shall be allowed only upon approval by the supervisor, school, International Education Institute as well as filing with the Graduate School.

第二十条 来华留学研究生休学期间，如发现有严重违法乱纪、不宜继续培养者，经学校批准，取消其复学资格，予以退学处理。

Article 20 During suspension, those students, who have been found to have committed serious violations of laws or disciplines and are unfit for continued education, shall be disqualified from resumption and expelled upon approval of the University.

第五章 退学

Chapter V Withdrawal from Studies

第二十一条 来华留学研究生有下列情形之一者，应予退学：

Article 21 In one of the following circumstances, international postgraduate students shall be expelled:

（一）未经请假批准，逾期两周未注册而又无正当事由者；

(I) Failing to register for more than two weeks without approval or legitimate reasons;

（二）未经批准连续两周不参加学校规定的教学活动者；

(II) Being absent from required teaching activities for two consecutive weeks without approval;

（三）休学期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格者；

(III) Failing to apply for resumption within the specified period or failing the re-examination upon suspension expiration;

（四）经过考核认为不宜继续培养者，或学位（毕业）论文工作明显表现出科研能力差的；

(IV) Deemed unfit for continued education upon assessment, or demonstrating poor research ability in degree (graduation) thesis work;

（五）经学校指定医院诊断，患有精神病、癫痫病、麻疯、夜游症以及其它疾病或者意外伤残无法继续在校学习者；

(V) Diagnosed by a university-designated hospital with mental illness, epilepsy, leprosy, somnambulism or other diseases or accidental disabilities, making continued study impossible;

（六）在学校规定年限内（含休学）未完成学业者；

(VI) Failing to complete studies within the specified period (including suspension);

（七）本人申请退学者；

(VII) Applying for voluntary withdrawal;

（八）因其他特殊原因需退学的。

(VIII) Needing to withdraw for other special reasons.



第二十二条 来华留学研究生主动申请退学或自动退学的处理，由就读学院和国际教育学院审查，主管校领导审批，并报研究生院备案。中国政府奖学金生须报国家留学基金委备案。其他情形退学的处理由国际教育学院报校长办公会或者校长授权的专门会议研究决定，并进行合法性审查。对退学的来华留学研究生，由国际教育学院出具退学通知书并送达本人，因特殊情况无法送达本人的，在学校网站公告30日期满后即视为送达。

Article 22 Voluntary or automatic withdrawal shall be examined by current school and International Education Institute, approved by the university leader in charge, and filed with the Graduate School. Chinese Government Scholarship students shall be filed with the China Scholarship Council. For other withdrawal cases, the International Education Institute shall submit them to the President's Office Meeting or an authorized special meeting for decision and legality review. A withdrawal notice shall be issued by the International Education Institute and delivered to the recipient. In case of failure to deliver the notice to the recipient, public notice on the university website for 30 days shall be deemed valid service.

第二十三条 退学的善后问题，按下列规定办理：

Article 23 Follow-up arrangements for withdrawal shall be handled as follows:

（一）退学和因各种原因处理离校的来华留学研究生，应当在决定公布之日起两周内办理离校手续并离开学校。享受奖学金的来华留学研究生自受到退学或开除学籍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 drop out of or are expelled from the University shall complete leave procedures and leave the University within two weeks from the date of decision. Scholarship students shall lose scholarship eligibility and all related benefits from the date of withdrawal or expulsion.

（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，由来华留学研究生所在国驻中国使（领）馆或学生家长或抚养人负责领回。

(II) Those diagnosed with mental illness or other unqualified conditions (including accidental disability) shall be taken back by their home country's embassy in China, parents or guardians.

（三）被处理退学的来华留学研究生，不予退还该学年学费。

(III) Tuition fees for the current academic year shall not be refunded for withdrawn students.

（四）被开除学籍、勒令退学和触犯刑律的来华留学研究生，一律不予退还当年学费。

(IV) Tuition fees for the current academic year shall not be refunded to any student who have been expelled from school, ordered to withdraw, or have violated criminal laws.



第二十四条 来华留学研究生如对退学处理有异议，可向学校学生申诉处理委员会提出书面申诉，申诉程序参照《华北电力大学学生校内申诉管理规定》办理。

Article 24 International postgraduate students objecting to the withdrawal decision may file a written appeal to the University's Student Appeal Committee in accordance with the Regulations of North China Electric Power University on the Administration of On-campus Student Appeals

第六章 毕业、结业与肄业

Chapter VI Graduation, Complete/Incomplete Education

第二十五条 来华留学研究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，完成毕业（学位）论文并通过答辩，达到学校毕业要求，学校准予毕业并在离校前颁发毕业证书。

Article 25 International postgraduate students, who complete all courses specified in the education and teaching plan within the prescribed length of study, achieve qualified academic results, finish and defend their graduation (degree) theses successfully, and meet the University's graduation requirements, shall be permitted to graduate and be conferred graduation certificates before leaving the University.

第二十六条 来华留学研究生在校学习已满基本学习年限，修完教育教学计划规定内容，成绩合格，毕业（学位）论文完成，但未达到毕业要求的，学校准予结业，颁发结业证书。研究生结业后，不再补做毕业（学位）论文和答辩，不换发毕业证书。

Article 26 International postgraduate students, who have completed the standard length of study as well as courses specified in the education and teaching plan, achieved qualified academic results, finished graduation (degree) theses but failed to meet graduation requirements, shall be permitted to complete education and be conferred the completion certificates. No supplementary thesis defense or graduation certificate replacement shall be allowed after completion.

第二十七条 学习期满一学年以上退学的留学生，学校颁发肄业证书或写实性学习证明。

Article 27 International postgraduate students who withdraw after one or more academic years of study shall be conferred a certificate for incomplete education or a descriptive certificate of study.

第二十八条 学校严格按照招生时确定的办学类型和学习形式，以及学生招生录取时填报的个人信息，填写、颁发学历证书及学位证书。

Article 28 The University shall accurately complete and issue academic and degree certificates in accordance with the type of education, study mode and personal information recorded at admission.

第二十九条 学校执行高等教育学籍学历证书电子注册管理制度，每年将颁发的毕（结）业证书信息报教育部备案。



Article 29 The University implements the electronic registration system for higher education academic certificates and submits graduation(completion) certificate information to the Ministry of Education for filing annually.

第三十条 对违反国家招生规定取得入学资格或者学籍的，学校将取消其学籍，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，学校依法予以撤销。被撤销的学历证书、学位证书已注册的，学校予以注销并报教育行政部门宣布无效。

Article 30 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.

第三十一条 来华留学研究生毕业或结业，须在离校前一星期凭本人研究生证到国际教育学院留学生管理办公室领取《离校通知单》，并按表上程序办理相关手续。学生办完离校手续后，须将《离校通知单》及研究生证、学生卡交回国际教育学院，否则，不予领取证书。未办理手续而擅自离校的学生，学校不予办理其学习证明、学习成绩单及毕（结）业证书等文件。

Article 31 Upon graduation or completion of studies, international postgraduate students shall, one week ahead of leaving the University, present their postgraduate ID card to the International Student Affairs Office of the International Education Institute, in order to get the Notice on Leave from School, and complete relevant procedures in accordance with the form. After finishing all leave procedures, students must submit the Notice on Leave from School, together with their postgraduate ID card and student card, to the International Education Institute; otherwise, they shall not be conferred graduation or completion certificates. Students who leave the university without permission and without going through the procedures shall not be conferred any documents including study certificates, academic transcripts, or graduation/completion certificates by the University.

第三十二条 毕业、结业、肄业证书和学位证书如有遗失或者损坏，不再补发。若确实需要，经本人申请，国际教育学院核实后可出具相应的证明书。证明书与原证书具有同等效力。

Article 32 Graduation certificates, completion certificates, certificates for incomplete education as well as degree certificates shall not be reissued if lost or damaged. If truly necessary, students may apply for corresponding certification



documents, which shall be issued upon verification by the International Education Institute. Such certification documents shall have the same effect as the original certificates.

第七章 奖励与处分

Chapter VII Rewards and Sanctions

第三十三条 对于品学兼优的来华留学研究生，给予表扬（口头或通报），颁发奖状、证书、奖励金等奖励方式。

Article 33 Outstanding international postgraduate students with excellent academic performance and conduct shall be commended (orally or circularly) and conferred certificates, prizes or scholarships.

第三十四条 对有违法、违规、违纪行为的来华留学研究生，视其具体情况给予批评教育或者警告、严重警告、记过、留校察看和开除学籍等纪律处分。

Article 34 International postgraduate students who violate laws, rules or disciplines shall receive criticism, education or disciplinary sanctions including warning, serious warning, demerit, academic probation and expulsion from school according to the circumstances.

第八章 附 则

Chapter VIII Supplementary Provisions

第三十五条 本规定自2022年9月1日起施行，未尽事宜，按国家现行有关规定办理。

Article 35 These Regulations shall take effect on September 1, 2022. Matters not covered herein shall be handled in accordance with the relevant national regulations currently in force.

第三十六条 本规定适用于在我校学习的全日制来华留学研究生，由国际教育学院负责解释。

Article 36 These Regulations apply to full-time international postgraduate students at the University and shall be interpreted by the International Education Institute.