

东华大学汉语言本科留学生学籍管理规定

第一章 入学与注册 Registration

第一条 凡被我校正式录取的新生，应持《东华大学录取通知书》和有关证件在规定时间内到校办理入学手续。因故不能按时报到者，须事先请假并获得批准，请假一般不得超过两周。未请假或请假未准，逾期不报到者，取消入学资格。

New students must register at ICES office during the designated time, fulfill all procedures and present their corresponding Admision Notice and other relevant documents. Those who cannot register at the designated time for some reason must ask for approval in advance, and should register within the first 2 weeks. Students that present unreasonable overdue registration will not qualify for enrollment.

第二条 新入学的留学生必须进行体检。若在国外已体检，需办理体检验证手续。如不符合入学健康标准规定，则作退学或休学处理。

New students must take a health check immediately after the registration. Those who have taken health check in their own country must go to the hospital in Shanghai for verification. If a student can't meet the health criteria, he has to suspend or drop school.

第三条 在读留学生，每学期开学初须持本人学生卡和护照按时到国际文化交流学院办公室缴纳学费（或网上付费）后，方可办理注册手续取得学籍资格。因故不能如期注册者，必须请假并获得批准。未请假或请假未准，逾期两周不到校注册者，按自动退学处理。

At the beginning of each semester, current students must come to ICES with student ID to complete the registration procedure at the designated time, pay the full tuition and accommodation fee in one time (or pay online) and present the passport. Those who cannot register at the designated time must ask for permission. 2 weeks' overdue registration without approval or without asking for leave will be considered as voluntarily withdrawal.

第四条 触犯国家法律或违反学校纪律受到勒令退学处分的留学生不予注册。

Students who have been ordered to dropout due to violation of China's law or breaking the school's regulations cannot register.

第五条 非校方原因申请退学的学生，在开学以前提出申请者可退还全部学费，开学后提出申请者，所交费用不再退还。

Students who quit the program due to personal reason before the beginning of the term will get full refund of the tuition fee. Those who apply after the beginning of the term beginning will

not get a refund.

第二章 请假与考勤 Attendance

第六条 留学生应自觉遵守学校的规章制度，按时上课，不迟到、不早退、不旷课。因病、因事不能参加各种教学环节（以下统称课程）者，要事先办理请假手续。因特殊原因不能事先请假者须在三天内办理补假手续。凡未经请假或超过假期而未续假者，一律按旷课论。

Students must attend classes on time, no late, no leave class early, nor play truant. They should ask for leave if there's any reasonable or urgent personal reasons or illness. Disapproved absence will be considered as acts of truancy.

第七条 请病假须出示医院证明，请事假要有充足的理由。三天内，向相关任课教师请假，三天以上应向学历教育部书面请假。病假或事假 3 课时折合旷课 2 课时。连续请假 8 周以上，作休学或降级处理。

If students cannot attend class due to illness, please get a sick leave from the doctor to submit to the instructor. Students applying for leave for personal reasons should get approval from the instructor for one to three days of absence, and submit a written application to Academic Office for more than three days' absence. Three sickness excused absence will be considered two unexcused absences. Eight weeks continuous leave may result in suspension or downgrade.

第八条 迟到、早退 3 次算旷课 1 次。迟到或早退一次超过 15 分钟，作旷课 1 课时处理。Three late or early drops respectively less than 15 minutes will be considered one unexcused absence. Arriving more than 15 minutes late or leaving more than 15 minutes early will be considered an unexcused absence.

第九条 1—16 周，一门课旷课超过该课程总课时三分之一者，取消该课程的期末考试资格，必须重修，重修费 250 元/学分。

Students whose hours of absence accounts for one third of a course's total class hours from 1 to 16 weeks, student will be disqualified to take the examination of that particular course. Furthermore, they have to restudy the course and pay 250 RMB restudy by themselves.

周课时 class hours per week	10	8	6	4	3	2
取消考试资格节 accumulated hours which students will be disqualified to sit for the examination	53	43	32	21	16	11

第十条 1—16 周，旷课超过总课时三分之一，或有三门必修课被取消考试资格者，予以退学。学

校将注销其拘留许可（学习）。From 1 to 16 weeks, students who have been absent from one third of the total class hours or been disqualified to sit for three compulsory courses in one semester will be ordered dropout. And their residence permits (study) will be canceled.

班级 class	1	2	3	4	5	6	7
勒令退学节数 accumulated hours which students will be dropout.	107	107	107	107	96	85	16

第十一条 任课教师按正式下达的教学班学生名单每次课后进行考勤登记，学历教育部定期对学生考勤进行统计。考勤结果占总评成绩的 10%。Teacher will check the attendance according to the name list every day. Academic office will do the statistics of attendance regularly. The record of attendance will account for 10% of the total score.

第三章 考核与成绩 Score

第十二条 留学生必须参加各门课程的考核。课程总评成绩的构成为：

必修课考勤 10%、平时成绩 30%、期末成绩 60%。

选修课考勤 10%、平时成绩 40%、期末成绩 50%。

Compulsory course's total score consists of three main parts: attendance 10%, class performance 30%, final exam 60%. For elective courses, attendance 10%, class performance 40%, final exam 50%.

考勤分的计算方式如下：考勤分 = (100 分/*总节数) × 学生实际出席节数

* 必修课总节数按照“周节数×16 周”计算，

* 选修课总节数按照“周节数×实际上课周数”计算。

Attendance score can be recorded as

Attendance score = (100/*total class hours) × actual attendance hours

* Compulsory courses total class hours = class hours per week × 16

* Elective courses total class hours = class hours per week × actual weeks

第十三条 课程总评成绩均以百分制评分，成绩小于“60”分的不能取得相应课程的学分。The total score will be record by hundred-mark system. The passing grade for the course is 60.

第十四条 必修课总评成绩不及格者，允许补考一次。但期末无故旷考和被取消考试资格者，不予补考，必须重修。补考缺席或不及格者，必须重修。重修费 250 元/学分。选修课总评成

绩不及格者，不予补考。Students who failed exams of compulsory course will be allowed a supplementary exam. Those who are absence from exam without any reason or disqualified for the exam must restudy and pay 250yuan per credit for it. No supplementary exam for elective course.

- 第十五条 特殊情况不能正常参加考试者，可以申请缓考。缓考与补考同时进行。Students who cannot participate in the exam with a special reason can apply for delayed exam which will be held at the same time with supplementary exam.

第四章 转学与转专业 Transfer to Other Universities and Change of Specialties

- 第十六条 留学生入学后一般不得变更专业或中途转学。如情况特殊确实需要改变专业或转学者，须由留学生本人提出书面申请。中国政府奖学金生由其派遣国驻华使馆或有关派遣单位出具同意转学或转专业的正式函件，并报中国国家留学基金委员会批准；自费留学生经相关学院和国际文化交流学院同意，方可变更专业或转学。 Normally international students are not allowed to change specialties or transfer to other universities during their studies. In special cases, however, one should submit a written application. For the Chinese Government Scholarship students, there should be a formal admission letter of approval for transfer or change from embassy of his/her home country in China or relevant recommending organizations. The Chinese Scholarship Committee (CSC) will consider the case and make the final decision. Self-funded students should get approval from the relevant specialty college and ICES.

- 第十七条 本科二年级以上（含二年级）的留学生不得变更专业。Students who are in grade two or above will not be allowed to change specialties.

- 第十八条 凡申请变更专业或转学的留学生，未经批准之前须参加原专业学习，否则按旷课处理。因变更专业所缺课程，需重修。Students who apply for changing specialties or transferring universities should study at formal specialties (don't understand) before they get approval. Otherwise they will be considered as acts of truant. Students should restudy the missing courses because of specialties changing.

第五章 休学与复学 Postponement and Resumption of Studies

- 第十九条 学生有下列情形之一者，应予休学 Students with one of the following situations should apply for postponement:
- (一) 因疾病须停课治疗、修养 8 周以上者；Students who are seriously ill and need a long time (over eight weeks) to recover

(二) 因特殊原因，本人申请经学校批准者；Students who apply for postponement due to personal reasons.

(三) 因其他原因，学校认为必须休学者。Students whom are considered to be suspended by the university.

第二十条 学生休学累计不得超过两年（即四个学期）。学期结束前开始休学者，该学期按休学计算。
Students cannot postpone their studies more than two years (four semesters). Those who apply for postponement before the end of the semester will be considered suspended from current semester.

第二十一条 学生休学期间保留学籍，但注销学校办理的居留许可（学习）。休学时间计入在校年限，但不享受在校学习学生待遇。学生休学期间发生任何事故，学校不承担责任。The student status will be retained during the postponement period. But the university will cancel the residence permit (study). Suspension years will be counted to the schooling period (don't understand this sentence), but students in postponement cannot enjoy the same treatment as students at school. If students had an accident in postponement, university would not take any responsibility.

第二十二条 休学者应当在新学期开始前一周提出复学申请，不得中途插班学习。因病休学者，还需提供医院出示的康复证明。Students in postponement should apply for resumption one week early before the following semester. Application for resumption will not be permitted after the new semester starts. Students in postponement for illness should hand in the rehabilitation letter supplied by hospital.

第二十三条 休学期满，不按时复学者，做自动退学处理。Students who fail to resume their studies on time will be considered as voluntarily withdrawal.

第六章 退学 Dropout

第二十四条 学生有下列情形之一者，应予退学 Students with one of the following situations will be ordered to dropout:

(一) 汉语言本科的学习期限根据学生插入班级不同而不同，插入 4 班，学习期限为 2.5-4.5 年；插入 3 班，学习期限为 3-5 年；插入 2 班，学习期限为 3.5-5.5 年；从 1 班开始读，学习期限为 4-6 年。在学校规定的最长学习年限内（含休学）未完成全部学业的，予以退学。The schooling periods of different class are different. Schooling period of class four is 2.5-4.5 years, class three is 3-5 years, class two is 3.5-5.5 years; class 1 is 4-6 years. Students who can't graduate on schedule within the longest schooling period (including suspension) will be ordered to dropout.

(二) 累计休学超过两年的，予以退学。Students who have suspend for over two years.

- (三) 经医院诊断，患有疾病无法继续在校学习的，予以退学。Students who can't study at university any more for sickness.
- (四) 未请假连续两周未参加学校规定的教学活动的，予以退学。Students who don't participate the academic activities over two weeks.
- (五) 超过学校规定期限未注册而又无正当事由的，予以退学。Students who registered exceeded the deadline without any reasonable excuse.
退学者须在 15 天内离校，以后不得再入学。The dropout must leave within 15 days and are not allowed to resume in the future.

第七章 升级与留级 Promotion and Repetition

第二十五条 升级规定：For promotion:

- (一) 每学期修满规定的必修课学分，准予升级。Students who finish the required credits of compulsory course are allowed to promote his/her grade.
- (二) 学生升入汉语言本科 3 班学习，必须提供 HSK4 级证书(两年内的证书有效)。Students who promote to class three must provide HSK 4 certificate (valid in two years).
- (三) 学生升入汉语言本科 6 班学习，必须在东华大学参加 HSK5 级考试并通过。未能通过者不能进入学年论文写作阶段；通过者可以进行学年论文写作并自动获得 1-3 班所有课程学分。Students who promote to class six must attend and pass HSK 5 in DHU. Who do not pass HSK 5 cannot enter the stage of thesis writing; while who pass it can start writing thesis and get all credits from class one to class three automatically.

第二十六条 留级规定：For repetition

- (一) 一学期内，经补考仍有两门或以上必修课不及格，予以留级。Students who after attending supplementary exam are still disqualified for more than two compulsory courses in one term must repeat the courses.
- (二) 留级期间，重复学习的课程取成绩高的一个，另一个作废。During the repetition, the score of repetitive course will be recorded as the higher one. The previous score will be deleted.

第八章 延长学习期 Deferred Graduation

第二十七条 8 班及以后各学期末，未取得规定的全部学分者，必须申请延长学习期。申请延长学习期的学生在下一学期开学时，按规定办理报到注册手续，缴纳 5000 元学籍保留费，并按照 250 元/学分缴纳学费。未按规定办理报到注册手续者，作退学处理。Students who fail to get the required whole credits after class eight must apply for deferred graduation, and then at the

beginning of next term complete the registration procedure and pay 5000 yuan for remaining enrolled and 250 yuan per credit for tuition fee.

第八章 插班与跳级 Transference and Advanced Placement

第二十八条 申请插班者必须参加开学前的入学考试，根据考试结果插入相应的班级。Students who apply for transference must attend the entrance examination before school opens and then transfer to the corresponding class according to the results of the examination.

第二十九条 插班者如能提供插班前在中国同等水平高校本科学习的证明和成绩单（学时学分要与我校汉语言专业基本一致），可免修相应的课程并获得学分。Transferred students are allowed to get credits without taking corresponding courses if they are able to provide certificate of undergraduate study and transcript at the same level of, or consistent with, Chinese universities.

第三十条 跳级规定：For Advanced Placement

(一) 一学期内，各门必修课平均成绩 90 分以上，单科成绩不低于 85 分者，可直接跳入高一学期学习。Students whose average score of compulsory courses is more than 90 and each score is no less than 85 in one term are allowed to skip the grade (what do you mean by “the grade”?).

(二) 跳级仅限于一年级内，如一年级第一学期结束可跳入二年级第一学期，需获得 HSK4 级 195 分以上；一年级第二学期结束可跳入二年级第二学期，需获得 HSK4 级 210 分以上。Advanced Placement is only for students of grade one. Students are required to pass HSK 4 with score of more than 195 to skip from the end of first term of grade one to the first term of grade two (don't understand) and to gain HSK 4 with score of more than 210 to skip from the end of second term of grade one to the second term of grade two. (don't understand)

(三) 由于专业课程的原因，二年级开始不予跳级。Students in grade two and above are not allowed to skip the grade for the reason of major courses.

第九章 奖励与处分 Rewards and Penalties

第三十一条 东华大学特为留学生设立了各类奖学金，获奖者可免交与奖学金等额的学费，具体奖励标准请参见《东华大学在校留学生奖学金评定和荣誉称号授予办法》。DHU sets up many kinds of ‘Scholarship’ for international students. The winner student can enjoy the tuition waiver equivalent to the scholarship amount. For specific reward standard please see regulation of “Measures of Granting Scholarships and Honorary Titles for

Registered International Students at DHU” .

- 第三十二条 学院鼓励留学生参加各项文体活动，具体奖励标准请参见《东华大学在校留学生奖学金评定和荣誉称号授予办法》。ICES encourages students to join activities, for specific reward standard please see regulation of “Measures of Granting Scholarships and Honorary Titles for Registered International Students at DHU” .
- 第三十三条 学生必须严格遵守考场纪律，不得以任何形式作弊。如发现有作弊现象，立即取消考试资格，该课程作零分处理，并视情节轻重给予相应的纪律处分。Students must strictly abide by the examination regulations and shall not cheat in any forms. Those who are found cheating will be cancelled the qualification of examination, recorded with the score as 0 and punished according to the seriousness.
- 第三十四条 对无视学校纪律、经常旷课、考试作弊、破坏公共财产、酗酒、斗殴或有其它不良行为者，视情节轻重分别给予警告、严重警告、留校察看，勒令退学直至开除学籍的处分。Students who defy the school regulations by skipping class frequently, cheating in the examinations, destroying public properties, (may be better not to include the word “excessive”) drinking, engage in physical fights or other bad behaviors, will be punished by criticizing (don’t understand), warning, serious warning, probation in school or being ordered to dropout according to the seriousness.

第十章 毕业、结业与学位 Graduation, Completion and Degree

- 第三十五条 满足下列条件者准予毕业并授予学位：Students meeting the following requirements are allowed to graduate and be granted a degree.
- (一) 具有学籍的学生，在规定学习年限内，取得教学计划规定的 155 学分，准予毕业，颁发毕业证书。Students who are within status of student and get 155 credits required by teaching program within required study period, are allowed to graduate and be granted certificate of graduation.
- (二) 平均学分绩点大于 1.7。GPA is over 1.7.
- (三) 获得 HSK6 级或 BCT5 级证书。Getting certificate of HSK 6 or BCT 5.
- (四) 符合以上条件，颁发学士学位证书。Students meeting all the above will be granted certificate of Bachelor’s degree.

第三十六条

- (一) 具有学籍的学生，在规定学习年限内，修读教学计划规定的全部课程，但未取得教学计划规定的全部学分，准予结业，颁发结业证书。Students who are within status of student studied all the courses but do not get the whole credits required by teaching plan within

required study period, are allowed to complete the study and will be granted certificate of completion.

(二) 结业者在入学算起的最长学习年限内,重修取得课程学分者,可换发毕业证书,符合学士学位授予条件的,授予学士学位。毕业证书、学位证书中的时间按发证日期填写。Students who complete the study and then restudy to get the credits are allowed to change the certificate of completion to graduation. Bachelor's degree is granted to those who meet the all requirements. The date on the certificate of graduation and degree is accordance with the date of granting.

第三十七条 具有学籍的学生,学满一学年以上但未修完教学计划规定的全部课程者,按其已取得学分的数量,颁发相应年限的肄业证书。肄业生不能回校重修,不能换发毕业证书。Students who are within the status of student and study for more than one school year but fail to pass all courses required by teaching plan, are granted transcript with study year in correspondence to the number of gained credits. Those students are not allowed to restudy and change to the certificate of graduation.

第三十八条 毕业、结业、肄业和学位证书遗失或损坏,不予补发。经本人申请,学院核实,可出具相应的证明书,证明书与原证书具有同等效力。The certificate of graduation, completion, transcript and degree will not be reissued if it get lost or damaged. Through personal application and ICES's verification, corresponding certificate can be provided, which has the same value as the original certificate.

注:本规定及其他未尽事宜以国际文化交流学院学历教育部解释为准。Note: this regulation and other matters not mentioned will be subject to the Academic Office of ICES.