

Administrative Rules on International Students Affairs

In order to improve the education services for international students and streamline the routine administration of international students affairs, these rules are hereby formulated in accordance with The Exit and Entry Administration Law of the People's Republic of China, The Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners, The Administrative Rules on the Acceptance of Foreign Students by Colleges and Universities and based on the characteristics of Shandong University of Technology (SDUT).

Chapter I Passport, Visa, Residence Permit and Accommodation Registration of International Students

Article 1 International students are required to hold ordinary passports to come and study in China. International students shall always carry with, keep safe, and be ready to present their passports for inspection and verification by the police. Passports shall not be obliterated, altered, smeared, damaged, transferred to others, or stamped without permission.

Article 2 International students coming to study in China are required to hold ordinary passports and study visas (X1 or X2) to enter into the territory of China. X1-visas will expire in 30 days after entry and X2-visas shall expire as per date designated on the visa.

Students holding X1-visas shall apply within 30 days after entry for residence permits for study or bear the consequences of expiry and fines. Students holding X2-visas do not need to apply for residence permits.

Article 3 International students shall lodge their applications for accommodation registration with the public security department within 24 hours after entry to China. The applications of students who live on campus shall be lodged by the School of International Education, while students who live off campus shall lodge their applications within 24 hours after entry, together with the property owners, at the local police station by presenting their passports, ID cards, household registers and lease agreements. International students who have changed their addresses, passports, visas or residence permits, or re-enter after exit from China, shall re-register in due time.

Article 4 International students applying for visas and residence permits etc. shall obtain prior approval from the International Student Service Office of the School of International Education.

Article 5 International students applying for visas or residence permits, should first pay their insurance premiums and tuition fees, and apply for visas or residence permits based on the cover period of insurance and the tuition period.

Article 6 International students whose visas or residence permits have expired or are about to expire upon arrival for study, will not be accepted by the School for registration, and shall go to the exit and entry service of the public security bureau to accept penalties.

Chapter 2 Violation of Disciplines by International Students

Conducts of international students that violate disciplines include:

Article 1 Endanger the national security of China, instigate hatred among different nationals, races, ethnics and undermine the solidarity among different countries.

Article 2 Bring dangerous items that are inflammable, explosive, poisonous, radioactive etc. or infectious biomaterials or substances that are destructive to the environment out of prescribed storage areas without permission, use naked fire in key fire control areas or places that pose substantial public hazards.

Article 3 Involvement in brawls and scuffles, pick quarrels and make trouble, provoke disputes or partake in plots, provide equipment or weapons, cause incidents to escalate by hook or by crook etc.

Article 4 Abuse, insult, libel and slander or infringe the privacy of other people; intimidate other people or threaten the safety of other people by way of letters, phone calls, SMS or emails; interfere with or interrupt the daily life of other people; peep on others in the bathroom or washing room etc., harass others verbally, physically, in written form or by any other behaviors etc.

Article 5 Deliberately hide, discard, destroy, illegally possess or dispose of notices, documents, letters or emails of others.

Article 6 Infringe on the property of other people or any organizations by stealing, extorting, cheating or falsely claiming etc.; deliberately destroy or damage the public buildings, dorms or public facilities on campus; alter or refurbish public buildings, dorms or public facilities on campus without prior permission; intentionally damage or destroy the communication networks or equipment of the campus radio or television broadcasting system, telephone or internet etc.

Article 7 Transfer or approve others to use the intellectual property rights of SDUT, or disclose scientific or technological achievements or confidential expertise of SDUT

without prior permission, or any other conduct that violates the regulations on intellectual property rights of SDUT.

Article 8 Violate the operating procedures of experiments and internships as well as the fire control regulations of SDUT, which results in the loss or damage of properties of the country, the University or other people.

Article 9 Use the name or logo of SDUT openly in campaign materials for personal business activities, such as shop signs, advertisements, posters or documents without prior permission; issue public notices, news or make irresponsible promises to the community in the name of SDUT, the School or a student organization without prior permission; participate in activities in society in the name of SDUT, the School or a student organization etc. without prior permission; or any other conducts that damage the reputation of SDUT.

Article 10 Refuse to sit in a designated seat in the exam venue or do not follow the instructions of the supervisors during exams; bring materials such as related books or notes, auxiliary equipment and tools such as draft papers, answer sheets, calculators or electronic dictionaries, or communication tools such as mobile phones without prior permission and refuse to place them at a designated place as required when the test papers are to be handed out; or any other conduct that violates the disciplines on exams.

Article 11 Whisper to each other during exams; exchange secret signals or pass exam-related messages; peek at test papers of others or allow others to peek at your test papers; bring test papers or answer sheets out of the exam venue to alter, or alter after handing in the test papers; any other cheating behavior that arises as the situation permits.

Article 12 Test related materials such as books, notes, slips or written messages (except those permitted before the exam) are found on your desk, seat or body after the exam starts; read materials related to the exams outside the exam venue by taking advantage of such opportunities as going to the washing room during exams; pass, relay or receive materials related to the exams such as slips during exams; pass, relay or receive test papers or answer sheets without prior permission during exams; answers from one exam venue are found substantially the same and are deemed as plagiarism after investigation; any other cheating behaviors that are pre-plotted and implemented.

Article 13 Steal test papers or answer sheets or deliberately hide, destroy the test papers or answer sheets of others; ask another person to sit for an exam on your behalf; cheat on exams by means of communication devices; any conduct that involves pre-plotting, joint planning and implementation of cheating with others.

Article 14 Violate exam disciplines in exams that are not organized by the School of International Education.

Article 15 Tamper with, forge academic transcripts, signatures, seals, recommendation letters or any other qualifications or academic level certificates; academic misconducts such as plagiarizing, copying or forging experiment data or computing results etc.

Article 16 Conduct that disrupts the administration order of public venues (including the student apartments) by making loud noises or using amplifiers etc and not accepting discouraging advice; conduct that involves deliberately undermining the environmental hygiene with graffiti, posting or hanging items randomly etc.; conduct that disrupts the administration order such as indulging in excessive drinking, horsing around, setting off fireworks, deliberately throwing, beating and knocking various items or facilities etc.; conduct that disrupts the administration order of SDUT such as instigating or organizing a crowd to make trouble.

Article 17 Violate the administration regulations on student accommodation or computer, internet, campus transport and teaching order etc.; borrow or lend student ID cards, steal, tamper with or forge documents such as student ID cards or any other documents of the same identification nature.

Article 18 Organize illegal religious activities and do not accept discouragement; distribute, without prior permission, unregistered and unapproved propaganda or printed materials that result in negative influences and do not accept discouragement; any conduct that involves fabricating news, or disseminating rumors, which cause negative influences.

Article 19 Obstructing working staff to perform their tasks; deliberately give perjury or create difficulties for investigation during the process of discipline-violation event investigations.

Article 20 Pass around, read, watch, produce, post, disseminate pornographic materials such as pornographic articles, books, magazines, pictures, videos or websites; get involved in gambling or provide gambling tools or venues for gambling knowingly; prostitute oneself or go whoring etc.

Chapter 3 Penalties for Discipline Violations of International Students

The penalties for international students who violate disciplines are divided into four levels: written warning, circulating a notice of criticism, disciplinary probation and expulsion (language students being ordered to leave school). International students who violate any one of the above provisions, will be given a due penalty based on the nature of the case. International students who repeatedly violate the entry and

exit laws and regulations of China will be given the penalty of disciplinary probation or above; International students who refuse to provide or procrastinate in providing all the necessary documents required to enter and exit China and reside in China, or who violate the entry and exit laws and regulations of China will be given the penalty of disciplinary probation or above; international students who require supervision to exit China or be dispatched from China will be expelled from school.

The disciplinary probation period will last one semester. If the international students who receive a disciplinary probation can rectify their misconduct, and improve their performance during the period, the penalty will be cancelled by the end of the period; if the international students refuse to rectify their misconduct during and after probation, they will be expelled from school (language students being ordered to leave school).

Chapter 4 Penalty Procedures for Discipline Violations of International Students

Article 1 Organizations or individuals finding international students suspected of violating disciplines shall report to the School of International Education.

Article 2 The School of International Education shall conduct a comprehensive investigation of the details of discipline violation by international students and collect evidence.

Article 3 International students are entitled to make statements, collect their own evidence and defend themselves etc. within the limit of law during the investigation and evidence collection process.

Article 4 Upon completing the investigation and evidence collection, the School of International Education shall make decisions as to whether the students should be given a penalty or not as well as the level of penalty if the students should be given a penalty, based on the facts.

Article 5 The penalty decision notice shall be issued to the students concerned and the decision made public within the School of International Education.

Article 6 International students objecting to the penalty decision can appeal to SDUT or upper governing departments.

Chapter 5 Other issues unspecified by these rules will be executed in accordance with *Regulations on Penalties for Discipline Violations of Students of SDUT*.

Chapter 6 The Chinese version of these rules shall prevail in any case and be interpreted by International Cooperation and Exchange as well as the School of International Education.

Office of International Cooperation & Exchange

The School of International Education

Shandong university of Technology