

# 学生声明

## Statement

本人已收到浙江大学外国留学生（研究生）手册；我将仔细阅读并遵守手册内所有的规定。

I have received the International Student Handbook of Zhejiang University (for graduate students); I will read and comply with all the provisions stipulated in the Handbook.

学号

Student ID: \_\_\_\_\_

姓名

Name: \_\_\_\_\_

国籍

Nationality: \_\_\_\_\_

护照号码

Passport Number: \_\_\_\_\_

签字

Signature: \_\_\_\_\_

日期

Date: \_\_\_\_\_



# 浙江大学外国留学生手册

## （研究生）

**International Student Handbook of Zhejiang University**  
**(for graduate students)**

浙江大学国际教育学院  
International College, Zhejiang University  
2015



# 目录 CONTENTS

报到与注册.....	1
新生报到注册.....	1
新生始业教育.....	1
在校生报到注册.....	1
体检、居留许可及签证.....	2
体检.....	2
居留许可及签证.....	2
自费外国留学生缴费及退费规定.....	4
教学管理规定.....	7
浙江大学外国留学生（研究生）学籍管理办法.....	7
浙江大学研究生学籍管理实施细则 .....	12
博士、硕士研究生（留学生）培养方案的基本要求 .....	19
研究生网上选课须知 .....	22
浙江大学学生实验手册 .....	24
法规与校纪 .....	26
浙江大学学生违纪处分规定 .....	27
安全制度 .....	36
外国留学生安全须知.....	36
浙江大学外国留学生安全责任书.....	37

住宿管理制度 .....	39
外国留学生宿舍管理办法 .....	39
外国留学生校外住宿管理制度 .....	43
离校 .....	45
奖学金年度评审 .....	46
浙江大学外国留学生中国政府奖学金年度评审实施细则 .....	46
保险和医疗 .....	49

## ENGLISH TRANSLATION

Registration .....	52
New Student Registration .....	52
New Student Orientation .....	53
Current Student Registration .....	53
Physical Check-up, Residence Permit & Visa .....	54
Physical Check-up .....	54
Residence Permit & Visa .....	54
Regulations on the Payment and Refund of Tuition and Fees for Self-funded International Students .....	57
Regulations on Academic Studies .....	61
Regulations on Management of International Graduate Student Status .....	61
Measures for Implementing Zhejiang University Regulations on Management of Graduate Student Status .....	69
Some Important Information on Graduate Studies .....	80
Basic Requirements for Graduate Student's Training Schemes .....	81
Courses election and registration online .....	85

Regulations on Laboratory Experiment .....	89
China's Laws and University Disciplines.....	91
Zhejiang University Regulations for Dealing with Student Disciplinary Offences .....	92
Security .....	106
Security Regulations and Advices .....	106
Responsibility Pledge for the Security of International Students .....	107
Regulations on Dormitory Management & Off-campus Dwelling .....	110
Regulations on Management of International Student Dormitories .....	110
Regulations on Management of Off-campus Dwelling for International Students .....	117
Leaving the University .....	119
Annual Review of Scholarship .....	120
Implementation Rules of Zhejiang University on Annual Review of China Government Scholarship .....	120
Insurance and Medical Treatment .....	124





# 报到与注册

## 新生报到注册

1. 新生持护照、《录取通知书》、JW201 或 JW202 表在规定时间内到浙江大学国际教育学院报到。报到时填写《浙江大学外国留学生入学登记表》，领取《浙江大学外国留学生手册》，同时按照《录取通知书》的要求交验其他必需的文件。报到时准备 2 寸正面白底免冠照片 8 张。本科生、研究生和专业进修生在国际教育学院报到后还需到所在学院报到。

2. 自费学生报到时需出示学费缴费收据或银行相关交款证明，在《录取通知书》规定的报到时间内也可以现场交费。

3. 因故不能按时报到者，须事先征得国际教育学院的同意。无故逾期两周未报到者，按自动放弃入学资格处理。

4. 外国留学生《录取通知书》以盖有浙江大学国际教育学院公章的为准，其他任何单位或个人出具的文件均无效。

## 新生始业教育

新生入学以后，国际教育学院及有关部门将组织留学生进行始业教育，内容包括中国的有关法律、法规宣讲、校内规章制度的介绍、留学生手册的学习等，每位新生必须按国际教育学院的安排准时参加。

## 在校生报到注册

学期开学时，在校生须在规定日期持学生证和护照到国际教育学院报到注册；查验护照号码和居留许可有效期，核对住址、联系方式等个人信息，学生证加盖注册章且在研究生院管理系统中注册后方为有效。中国政府奖学金生和孔子学院奖学金生每学年开学时，必须在奖学金生登记表上签字。因故不能按时注册者，应事先办理请假手续，否则，按旷课处理。无故逾期两周未报到者，按自动退学处理，已缴学费不退，已办理的居留许可或已延期的签证报杭州市公安局出入境管理局注销。

# 体检、居留许可及签证

## 体检

学习时间在 6 个月以上的外国留学生来华后，原则上必须在规定期限内到浙江国际旅行卫生保健中心办理《境外人员体格检查记录》确认手续。无法提供《境外人员体格检查记录》者，必须在浙江国际旅行卫生保健中心进行体检。新生在获得《境外人员体格检查记录验证证明》后才能办理居留许可。经检查确认患有我国法律规定不准入境的疾病者，应当立即离境回国。

浙江国际旅行卫生保健中心地址：浙江省杭州市上城区中河中路 230 号，电话：87852410。

## 居留许可及签证

1. 持 X1 签证来校的新生须在入境后 30 天内向杭州市公安局出入境管理局申办居留许可；持 X2 签证者，应在签证注明的停留期限届满 7 日前向杭州市公安局出入境管理局申请延长停留期限，或申请办理居留许可。超过规定时间，将以非法居留受到中国有关法律的惩罚。

2. 外国留学生从中国国内其他城市转入浙江大学学习，应当先在原居留地公安机关出入境管理部门办理迁出手续，抵杭后 10 天内到杭州市公安局出入境管理局办理迁入手续。

3. 在学期间，如居留许可上填写的项目内容有变更，必须在 10 日内到市公安局出入境管理局办理变更手续。

4. 在校生在居留许可有效期限届满 30 日前凭本人护照和国际教育学院出具的证明到杭州市公安局出入境管理局申请延长居留期限。超过有效期仍未办理延长手续者，将以非法居留受到中国有关法律的惩罚。如遇学期结束，必须在学校放假以前办理，假期一般不予办理。毕业或结业离校的学生原则上不予办理延长手续，可酌情办理规定期限内的停留签证申请手续。

5. 留学生可在“外国人居留许可”的有效期内多次出入境。

6. 留学生若遗失护照，应立即向国际教育学院及杭州市公安局出入境管

理局报告，领取“护照遗失证明”并向本国驻华使、领馆申请新护照，然后到杭州市公安局出入境管理局重新办理居留许可。留学生换发新护照后，应向国际教育学院报告，并去杭州市公安局出入境管理局办理有关手续。

7. 杭州市公安局出入境管理局地址：杭州市华光路 35 号，电话：87071973。

8. 新生办理居留许可需要准备以下文件和材料：

- (1) 国际教育学院出具的办理居留许可证明；
- (2) 本人护照；
- (3) 《外国留学人员来华签证申请表》(JW201 或 JW202 表)第三联原件；
- (4) 入学通知书复印件一份；
- (5) 近期 2 寸正面白底免冠照片一张；
- (6) 学习六个月以上的学生需要《境外人员体格检查记录验证证明》；
- (7) 校内住宿的学生需宿舍管理部门出具的住宿登记单；
- (8) 校外住宿的学生需属地派出所出具的临时户口登记单；
- (9) 持有杭州以外其他城市居留许可的学生需提供原就读学校学习结束的证明、成绩证明和出勤证明。

9. 外国留学生办理居留许可及签证等的费用一律自理。

# 自费外国留学生缴费及退费规定

为规范浙江大学对境外自费留学生的收费和退费行为，提高国际教育学院对外国自费留学生管理工作的透明度，根据《高等学校接受外国留学生管理规定》（中华人民共和国教育部、外交部、公安部第九号令）和浙江大学留学生管理的相关规定，制定本规定。本规定适用于申请在浙江大学学习的各种境外自费留学生。

## 1. 缴费规则

1.1 申请进入浙江大学学习的各种境外自费留学生均应当按照招生简章所规定的标准向学校缴清各种费用。具体标准由浙江大学国际教育学院制定并报学校与上级教育行政部门核准后公布并执行。

1.1.1 留学生所缴的各种费用以人民币结算；若以外币汇入，则以兑换当日兑付银行实际执行汇率兑换成人民币后结算。

1.2 缴费项目与缴费时间：自费外国留学生在学期开学注册时应当清缴应缴纳的学费、住宿费及其他费用，否则不予办理注册手续。逾期两周未清缴学费与其它应清缴的费用者，作退学处理。

1.2.1 学位学生的学费按学年缴纳，即一次缴纳一年的学费。

1.2.2 进修生的学费按学期缴纳，即一次缴纳一个学期的学费。下学期需要继续学习的进修生，须在本学期结束前一周提出申请，并缴纳下学期的学费，方可延长居留许可或签证。

1.2.3 学位生在学制内未按时完成学业需要延长学习年限者，延长学习年限期间原则上需按正常的学费标准缴纳学费。

1.2.4 英文授课临床医学专业实习时间共 48 周，实习期间的费用按实际实习周数收取，不满一周按一周计算。学费计算公式为：实习费用 = （实际实习周数 / 48）\* 学生每学年学费。

## 2. 退费规则

2.1 自费留学生缴纳学费后，原则上不予退还。但是如果该学生确因家庭

困难或患病等特殊原因无法继续学习的，在办理退学手续及居留许可注销手续后，可按照学院的相应规定退还部分学费，具体办法如下：

#### 2.1.1 进修生的退费规则：

2.1.1.1 进修生在本学期学校规定的报到注册之日起 30 天以内（含 30 天）办理完退学和居留许可注销手续，可以退还 50% 学费，超出 30 天不予退还；

2.1.1.2 下学期需要继续学习的进修生，须在本学期结束前一周提出申请，并缴纳下学期的学费，再延长居留许可或签证。缴纳学费之后若提出不再继续学习，可退还已交学费的 80%；已办理延长居留许可手续的，须到杭州市公安局出入境管理局办理学习居留许可注销手续后方可办理退费手续。未提出下学期继续学习的同学，按自动结束学习处理。

#### 2.1.2 学位生的退费规则：

2.1.2.1 学位生在本学年第一个长学期学校规定的报到注册之日起 30 天以内（含 30 天）办理完退学和居留许可注销手续，可退还当前学期学费的 50% 和第二个长学期的学费；超出 30 天只可退还第二个长学期的学费。

2.1.2.2 学位生在学年第二个长学期学校规定的报到注册之前办理完退学和居留许可注销手续，可退还第二个长学期的学费；报到注册日期之后申请退学，学费不予退还。

#### 2.2 不得退费的情形：

2.2.1 有以下情形之一而退学者，无论进修生或者是学位生，学费均不予退还：

- a. 触犯我国法律或法规、违法违纪情节恶劣、后果严重的；
- b. 严重干扰和扰乱学校正常教学秩序、学校公共秩序、社会公共秩序的；
- c. 连续旷课两周及以上的；
- d. 一学期内无正当理由到课率未达到 70% 的；
- e. 超过学院规定注册时间 2 周未注册且无正当事由的。

2.2.2 学位生（本科生）被我校录取后，因个人原因放弃来我校报到学习或入学后申请退学，第一年学费预交部分一律不退还，剩余部分按本规定第 2.1 条执行。

2.3 休学自费生的退费规则：经批准休学的自费生，所在学期已缴学费不予退还，但其所剩余时间段内相应比例的部分学费可在该生复学时经学院核准后抵用。

#### 2.4 退费手续的办理：



2.4.1 居留许可注销：已办理了学习居留许可者申请退学，应在递交退学申请后三天内到杭州市公安局出入境管理局办理相应的签证或居留证件变更手续，并将办理变更手续的相关证明文件的原件提交学校查验，否则学费不予退还。

2.4.2 原始收据的交回：自费外国留学生应当妥善保管好各种交费凭据。根据中国的财务会计制度，凡申请退费者，必须交回原始收据，否则不能办理退费手续。

### 3. 本规定的生效、实施与解释

3.1 本规定的解释、组织实施均由浙江大学国际教育学院负责。

3.2 本规定自 2013 年 8 月 1 日起生效。

# 教学管理规定

## 浙江大学外国留学生（研究生）学籍管理办法

### 第一章 总 则

**第一条** 为促进我校的国际交流与合作，加强外国留学研究生工作的规范管理，根据教育部、外交部和公安部联合颁发的《高等学校接受外国留学生管理规定》（2000年1月31日教育部、外交部、公安部令第9号）和我校有关研究生工作和外国留学生工作的相关管理规定，结合我校外国留学研究生工作的具体情况，制定本办法。

**第二条** 在我校学习的外国留学研究生应当遵守中华人民共和国的法律法规和我校的各项规章制度；尊重教师、同学和工作人员；尊重中国人民的风俗习惯；维护和促进各国人民之间的友谊。

**第三条** 略

### 第二章 接受条件和录取手续

**第四条** 凡已取得国外或国内正规大学的硕士学位的外国人士均可申请攻读博士学位。

**第五条** 凡已取得国外或国内正规大学的学士学位的外国人士均可申请攻读硕士学位。

**第六条** 略

**第七条** 在我校学习的优秀应届外国留学本科毕业生或硕士毕业生可分别申请免试攻读硕士学位或博士学位，由相关学院组织面试考核、确定导师和研究方向，合格者由国际教育学院报研究生院招生办公室审批。应届毕业的国家计划内招收的外国留学生攻读研究生学位由国际教育学院书面上报国家留学基金管理委员会审批。

外国留学研究生在攻读硕士研究生期间，根据《浙江大学招收攻读博士学位研究生的规定》申请提前攻读博士学位的，经国际教育学院初审和推荐，



由所在学院组织面试考核、确定导师和研究方向，合格者由国际教育学院报研究生院招生办公室审批。国家计划内招收的外国留学生申请提前攻读博士学位由国际教育学院书面上报国家留学基金管理委员会审批。

**第八条** 外国留学研究生新生录取总名单由国际教育学院汇总报研究生院管理办公室，研究生院管理办公室负责编排学号并下发各学院和学校有关部门。

## 第三章 新生入学

**第九条** 外国留学研究生新生凭护照、录取通知书和来华留学签证申请表，在学校规定的时间内到国际教育学院报到注册。因故不能按时入学，必须事先向国际教育学院请假，请假一般不得超过两周。未请假或请假逾期未办理入学手续的，取消入学资格。在国际教育学院注册的外国留学研究生应按规定时间到所在学院报到，由所在学院安排相关教学事宜。

**第十条** 外国留学研究生新生复查工作由国际教育学院负责，复查要求参照《浙江大学研究生学籍管理规定实施细则》执行。

**第十一条** 外国留学研究生的研究生证和校徽由国际教育学院到研究生院领取，统一发放。

## 第四章 注册、考勤

**第十二条** 在学外国留学研究生注册由国际教育学院统一组织落实，参照《浙江大学研究生学籍管理规定实施细则》执行。

## 第五章 转学、转专业

**第十三条** 外国留学研究生转学、转专业参照《浙江大学研究生学籍管理规定实施细则》执行。国家计划内招收的外国留学研究生转学、转专业由国际教育学院书面上报国家留学基金管理委员会审批。

## 第六章 休学、停学



**第十四条** 外国留学研究生休学、停学参照《浙江大学研究生学籍管理规定实施细则》执行。休学的外国留学研究生一般应回国休养，往返路费和回国休养期间的医疗费用自理。享受奖学金的外国留学研究生休学期间其奖学金暂停发放。国家计划内招收的外国留学研究生休学、停学由国际教育学院书面上报国家留学基金管理委员会审批。

## 第七章 终止学籍、退学

**第十五条** 外国留学研究生终止学籍、退学参照《浙江大学研究生学籍管理规定实施细则》执行。国家计划内招收的外国留学研究生终止学籍、退学由国际教育学院书面上报国家留学基金管理委员会并通知其国家驻华使馆。

## 第八章 奖励、惩处

**第十六条** 外国留学研究生奖励、惩处参照《浙江大学研究生学籍管理规定实施细则》执行。外国留学研究生奖励、惩处由所在学院申报，经研究生院审核批准后实施。奖惩结果由国际教育学院和研究生院分别归档，并通报所在学院。

受到勒令退学或开除学籍处分的学生的相关材料由国际教育学院报省教育厅外事处备案。国家计划内招收的外国留学研究生的奖惩结果由国际教育学院书面上报国家留学基金管理委员会并通知其国家驻华使馆。

## 第九章 学制、学习年限

**第十七条** 外国留学研究生学制、学习年限参照《浙江大学研究生学籍管理规定实施细则》执行。国家计划内招收的外国留学研究生延长学习期限由国际教育学院书面上报国家留学基金管理委员会审批，经审批同意者在延长期限内继续享受原有待遇，免缴延期费；未获准同意者和自费外国留学研究生均应按照相应自费生学费标准缴纳延期费。

## 第十章 培养工作



**第十八条** 各学院和外国留学研究生导师应参照《浙江大学硕士生培养工作实施细则》、《浙江大学博士生培养工作实施细则》和《浙江大学硕博连读研究生培养工作实施细则》制定培养方案和个人学习计划，报研究生院和国际教育学院备案。

**第十九条** 外国留学研究生的课程学习和考核方式规定如下：

（一）外国留学研究生的总学分最低要求与国内学生一致。

（二）《中国概况》为外国留学研究生的必修课。政治理论课为哲学、政治学和经济类专业外国留学研究生的必修课，其他专业的外国留学研究生可申请免修。

（三）外国留学研究生的第一外语为《汉语》，《汉语》为外国留学研究生的必修课。外国留学研究生可根据本人汉语水平在国际教育学院选择相应的汉语课程。外国留学研究生可免修英语等外语课程。

（四）外国留学研究生的公共课程学分如不足，可用其他专业课程学分替代。在以前学历阶段学过《中国概况》课程的外国留学研究生学习其他课程，补足学分。

（五）外国留学研究生的专业课、选修课及课程考核要求参照《浙江大学硕士生培养工作实施细则》、《浙江大学博士生培养工作实施细则》和《浙江大学硕博连读研究生培养工作实施细则》中的有关规定执行。

（六）经导师同意，外国留学研究生的部分或全部课程可采用英语授课。汉语授课的外国留学研究生如汉语水平尚未达到国家规定的标准，由国际教育学院安排补习一学年汉语后，方可进入专业学习。

（七）外国留学研究生的各门课程考试成绩由各学院、国际教育学院登录到全校研究生培养信息系统中，实行规范化管理。

**第二十条** 外国留学研究生的科学研究和学位论文要求参照《浙江大学硕士生培养工作实施细则》、《浙江大学博士生培养工作实施细则》和《浙江大学硕博连读研究生培养工作实施细则》中的有关规定执行。

**第二十一条** 外国留学研究生申请学位论文答辩的要求原则上与国内研究生相同。

## 第十一章 毕业、结业

**第二十二条** 外国留学研究生毕业、结业参照《浙江大学研究生学籍管

理规定实施细则》执行。

**第二十三条** 国际教育学院负责将毕业、结业外国留学研究生名单书面上报研究生院管理办公室；各学院负责将申请学位的外国留学研究生毕业生名单与申请学位的国内毕业生名单一起书面上报研究生院学位办公室审批。外国留学研究生的学位证书由各学院负责申报发放，其毕业证书由教育部统一印制，国际教育学院负责发放。（外国留学研究生的学位证书由各学院负责申报发放，学位证书的英文翻译件由专业学院制作，国际教育学院备案；外国留学研究生的毕业证书由按照学校要求由国际教育学院统一制作发放，毕业证书的英文翻译件由国际教育学院负责制作发放。）结业生和肄业生分别发给学校印制的结业证书和肄业证书。学位（毕业）证书的英文翻译件由国际教育学院负责制作和备案。外国留学研究生的成绩单由国际教育学院按照学校研究生出国成绩单的格式制作（中、英文各一份），由研究生院培养办公室审核盖章。外国留学研究生的中文学位证书和中文成绩单的复印件由国际教育学院汇总交学校档案馆存档，外国留学研究生的学位论文由各学院交学校档案馆存档。

**第二十四条** 外国留学研究生申请延期毕业，应在既定毕业时间三个月之前办理有关手续。国家计划内招收的外国留学研究生申请延期毕业由国际教育学院书面上报国家留学基金管理委员会审批，获准同意者在延长期内享受原有待遇。自费外国留学研究生如因本人原因申请延期毕业，应按相应学费标准缴纳延期费；如在规定时间内因导师或学院日程安排上的原因无法按时毕业而申请延期毕业者，免交延期费。

## 第十二章 附 则

**第二十五条** 外国留学研究生的涉外事务管理（出入境手续、居留证办理和延长等）由国际教育学院负责，生活管理由外国留学生服务中心负责。

**第二十六条** 我校与国外院校联合培养的外国留学研究生的管理按照有关合作交流协定执行。

**第二十七条** 本办法自公布之日起试行。

**第二十八条** 本办法解释权归属研究生院和国际教育学院。

## 浙江大学研究生学籍管理实施细则

### 第一章 新生入学

**第一条** 研究生新生应当在学校规定的时间内，由本人持“录取通知书”以及“研究生新生入学须知”中规定的有关材料，按“新生报到单”内容，办妥各项入学手续。

因故不能按时报到的研究生新生，应当事先书面向研究生院管理部门请假，并附相关证明，经批准后方为有效。请假期限为2周。未请假或请假逾期仍未报到者，除因不可抗力引起的事由以外，视为放弃入学资格。

**第二条** 符合入学条件的研究生新生，因病或因其他原因超过学校规定的请假期限不能报到入学的，或在新生复查期限内发现患病不能坚持学习的，可以申请保留入学资格。

保留入学资格应当在报到期限内（因病保留入学资格可以在新生复查期限内）提出申请。保留入学资格要填写“浙江大学研究生新生保留入学资格申请表”，因病保留者，需同时提交学校指定的二级甲等及以上医院诊断其不宜在校学习的证明，并经本校医院防保部门核准，在征得所在学院同意后，将申请表及其附件交研究生院管理部门审核，批准后方为有效。保留入学资格的期限为1学年。

经研究生院审批同意保留入学资格者，不具有研究生学籍，在保留期内不享受在校研究生的待遇。因病保留者应当回家或回原单位治疗、休息。学校不受理各类保留入学资格者的出国、出境申请，不出具各类相关证明。

**第三条** 保留入学资格者应当在保留期的最后一学期末提出入学申请（填写“浙江大学研究生新生保留入学资格者入学申请表”，因病保留入学资格者需同时提交学校指定的二级甲等及以上医院出具的病愈证明并经校医院防保部门核准），经学院同意及研究生院管理部门批准后，重新办理入学手续。

保留入学资格的研究生入学后，其学习计划按照正式入学时的年级安排，修学时间按正式入学时间开始计算。

直接攻博及提前攻博研究生因病保留入学资格者，病愈后可视本人具体情况继续攻读博士学位或申请转为攻读硕士学位。

**第四条** 凡属弄虚作假、徇私舞弊或其他不正当手段取得学籍者，一经查实，取消其学籍。情节恶劣的，移交有关部门调查。

## 第二章 注册、考勤与请假

**第五条** 研究生每年注册2次，在春季学期开学和秋季学期开学时，由研究生本人持研究生证按学校校历规定的时间到所在学院研究生管理部门办理注册手续。

定向和委托培养的研究生，课程学习已结束，导师确认其当学期回原工作单位进行科研和论文工作的，应当在开学后1个月内到校注册并与导师交流研究工作情况。

不能按时注册者应当事先请假（填写“浙江大学研究生请假单”），批准后方为有效。无正当理由不按时注册超过2周的，视为自动退学。

研究生应当在每学年的第一学期注册日期前办理好各项交费手续。未按学校规定缴纳学费或者其他不符合注册条件的不予注册。

**第六条** 学校规定注册时间截止后，各学院应当及时核实未注册人员情况，并在注册当学期结束前将确认需作自动退学处理的学生名单提交给研究生院管理部门。

**第七条** 研究生应当按时参加教育教学计划规定的活动，不能按时参加者应当事先请假并获得批准。未经批准而缺席者，导师及管理人员应当对其批评教育，情节严重的给予纪律处分。

**第八条** 研究生因私请假应当填写“浙江大学研究生请假单”，经批准方有效。请假1周以内（含1周）由导师批准；请假1周以上1个月以内（含1个月），经导师同意，由学院分管领导批准。请假单留存学院研究生管理部门。

研究生除课题研究需要外，自行联系的实习视为因私行为，一般应在寒暑假期间进行。

研究生因公出差或假期在外遇特殊情况要延期返校，可以用传真、电子邮件或书信等方式请假，回校后应当补办手续，并提交必要的证明。

研究生请假期满应当办理销假手续，未办理销假者，超假时间作未请假处理。

**第九条** 研究生因培养环节需要出国、出境进行联合培养、合作研究或参加国际会议等属于公派出国，具体手续依照学校有关规定在研究生院培养



部门办理，并在研究生院管理部门备案。

## 第十条 略

### 第三章 转专业、转导师与转学

#### 第十一条 研究生入学后原则上不转专业。

个别因专业调整、导师变动或其他特殊情况必须转专业者，由研究生本人提出申请，由转出、转入专业双方导师或研究所（室）、学科负责人及学院分管领导逐级签署意见，报研究生院培养部门批准后方为有效。对同意转专业的申请报告，由研究生院管理部门备案。

研究生转专业后，应当按该专业培养要求修读课程及进行科研和学位论文工作。

**第十二条** 研究生因特殊情况可以在本学科内转导师。由研究生本人提出申请，经转出、转入双方导师、学科负责人签署意见，由学院分管领导批准方为有效。报告留存学院研究生管理部门备案。

#### 第十三条 略

#### 第十四条 略

#### 第十五条 略

### 第四章 休学与复学

**第十六条** 研究生因病需治疗、休养或因其他情况需中止一段学习时间者，可以申请休学。

研究生有下列情况者，应当办理休学：

- （一）在1个学期内因病请假或入院治疗累计超过1个月者；
- （二）经医院诊断患传染性疾病（如肝炎、肺结核等），治疗期及医生建议休养期超过1个月者；
- （三）在1个学期内事假累计超过1个月者；
- （四）已婚女研究生经学校批准生育者；
- （五）其他原因不能注册者。

**第十七条** 研究生休学由本人提出申请（填写“浙江大学研究生学籍异动申请表”）。因重病和传染病住院治疗者，可以由他人代办休学手续，同

时需提交学校指定的二级甲等及以上医院诊断意见并经校医院防保部门核准。休学申请经导师、学院分管领导签署意见，报研究生院管理部门审核，批准后方为有效。

**第十八条** 休学研究生的学籍学校予以保留。研究生在休学期间不享受在校待遇。因病休学的研究生，应当回家休养，往返路费自理。

**第十九条** 研究生休学时间按学期计算，累计不超过 2 年。因病住院治疗后休学的，休学时间应从住院之日起计算。

**第二十条** 休学期满由本人提出复学申请（填写“浙江大学研究生学籍异动申请表”，因病休学者需同时提交校医院防保部门核准的医疗诊断证明及复学的建议），并由导师、学院分管领导签署意见，报研究生院管理部门审核，批准后方为有效。对准予复学的研究生由研究生院管理部门给予注册。

**第二十一条** 略

## 第五章 退学

**第二十二条** 研究生有下列情形之一者，应予退学：

（1）经考核不宜继续攻读硕士学位或博士学位

（2）在规定期限（含批准延期）内未修完培养计划规定课程，或未完成学业的；

（3）休学期满，在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（含在休学期间有严重违法违纪行为的）；

（4）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；

（5）未请假而连续 2 周末参加学校规定的教学活动；

（6）未在规定时间内注册超过 2 周而又无正当理由的；

（7）到其他学校攻读研究生的；

（8）本人自愿申请退学的。

**第二十三条** 根据第二十二条第（1）、（2）、（3）、（5）、（6）款对研究生作退学处理以及取消学籍的，由学院研究生管理部门提出拟处理意见，并通知研究生本人。如无法联系到本人，在学校办公网公布 2 周，视作已通知本人。通知发出 2 周内本人无异议的，学院研究生管理部门将拟处理意见提交导师或研究所（室）、学院分管领导签署意见后，报研究生院管理部门处理。





根据第二十二条第（4）、（7）、（8）款自愿申请退学的，由本人提出书面申请（填写“浙江大学研究生学籍异动申请表”，因病退学的，还需附校医院防保部门核准的医疗诊断证明），经导师同意，学院分管领导签署意见，报研究生院管理部门处理。

研究生因各种原因死亡的，即自动取消学籍。由其生前所在学院研究生管理部门提交拟处理意见并附相关证明，报研究生院管理部门处理。

#### **第二十四条 略**

**第二十五条** 对研究生的退学、取消学籍的处理，经分管校长召集的专门会议研究决定，分管校长签发文件后执行。退学、取消学籍及博转硕的决定文件报浙江省教育厅备案。

#### **第二十六条 略。**

退学、取消学籍决定文件无法送交本人的，由研究生院管理部门在学校内公布2周后视作已送达。

**第二十七条** 退学研究生学习满1年以上且按计划完成课程学习，成绩合格者，发给肄业证书（直接攻博生与提前攻博生退学的作硕士生肄业）；学习不满1年者，发给学习证明。被开除学籍的学生，发给学习证明。取消学籍者不发给学习证明。

#### **第二十八条 略**

**第二十九条** 研究生对退学、取消学籍处理有异议的，按照学校有关申诉处理规定办理申诉。

## **第六章 学制、学习年限与待遇**

**第三十条** 经统一入学考试录取的博士研究生学制为3~4年，硕士研究生的学制为2~3年（根据各专业培养方案）。

**第三十一条** 研究生在规定学制时间内不能完成学业的，可以申请延长修学年限（以下简称延期）。硕士研究生延期期限最长2年；博士研究生延期期限最长3年。

**第三十二条** 研究生延期，应当在规定学制期满时的半年前提出申请，填写“浙江大学研究生学籍异动申请表”，经导师签署意见，学院分管领导审批同意。

延期申请交研究生院管理部门备案后方为有效。



经批准休学的研究生，复学后应当相应延长修学年限；经批准公派出国、出境联合培养或执行合作科研任务的研究生，在外学习时间连续计入修学年限。

**第三十三条** 研究生在学制规定期限内享受与其在校类型相应的待遇。

休学的研究生复学后延期时间未超过原休学时间的，可以继续享受与其在校类型相应的待遇。

公派出国、出境联合培养或执行合作科研任务的研究生，在外学习、研究期间得到对方资助的，不同时享受校内普通奖学金。

## 第七章 毕业、结业与就业

**第三十四条** 研究生在规定期限通过培养计划规定课程和其他环节的考核，通过学位论文答辩，德、体合格的，准予毕业；符合有关提前答辩规定条件的，在提前进行的学位论文答辩通过后准予提前毕业。

通过培养计划规定课程和其他环节的考核、但未通过学位论文答辩者，准予结业。结业生经答辩委员会同意修改论文的，可以在学校规定时间内向学校重新申请答辩，通过答辩者准予毕业。

毕业研究生由学校发给毕业证书。

结业研究生由学校发给结业证书。

完成一年以上培养计划规定课程学习，成绩合格，但未能完成其它学习环节者，准予肄业，发给肄业证书。

**第三十五条** 毕业研究生符合浙江大学学位授予条件的，学校为其颁发学位证书。

**第三十六条** 各学院研究生管理部门应当按照研究生院有关研究生毕业工作的通知，在规定时间内做好研究生毕业环节的有关工作。

**第三十七条** 结束学业的研究生在学校规定的时间内办妥各项离校手续后，到学院研究生管理部门交回离校单，方可领取学历、学位证书。

**第三十八条** 略

**第三十九条** 学校不给违反国家招生规定的入学者发学历证书、学位证书；已发的学历证书、学位证书，将予以追回。

**第四十条** 研究生的毕、结业和肄业证书遗失或者损坏，经本人申请，由原就读学院研究生管理部门证明、研究生院管理部门核实后可以出具相应



的证明书。证明书与原证书具有同等效力。

**第四十一条** 略

**第四十二条** 略

**第四十三条** 略

## 第八章 其 他

**第四十四条** 医学7年一贯制学生的学籍管理按照学校有关规定办理。

外国留学生在本校学习期间的学籍管理,按照国家和学校有关规定办理。  
留学生学历证书的发放按照教育部有关规定办理。

**第四十五条** 略

**第四十六条** 略

**第四十七条** 研究生应当妥善保管研究生证。研究生证不慎遗失的,可以申请补发,办理时间在每学期末。由研究生本人填写“浙江大学研究生证补发申请单”,经学院研究生管理部门审核后,交研究生院管理部门办理。

**第四十八条** 本细则自2005年9月1日起执行,由浙江大学研究生院负责解释。

## 延长学习年限

### 一、延期期限

1. 博士研究生原则上最多允许延期3年,硕士研究生原则上最多允许延期2年。

2. 每次申请延期的期限:硕士生不超过6个月,博士生不超过12个月。延期研究生每3个月要向导师递交学位论文进度报告,经导师同意后报学院研究生科备案;导师应加强对延期研究生学位论文及科研工作的指导和检查。经两次报告表明研究生在延期间学位论文未取得积极进展的,应停止延期,由学院对该生启动退学处理程序。

### 二、审批程序

1. 不能按期完成学业的研究生应当在学制期满前半年提出申请,经导师同意后,报学院分管领导审批。享受中国政府奖学金的留学生还须得到其驻华使馆的同意。

2. 延期到期者, 不再准予常规注册。因特殊原因需要申请继续延期的, 应当提交特别申请, 详细说明原因, 同时提交论文已完成部分的稿件、已发表论文、待完成工作内容及进度说明等, 经导师、学院审核同意后, 报研究生管理处审批。经批准继续延期的, 由研究生学籍管理办公室再给予注册。

三、公费生和自费生在延长的学习年限期间原则上均需按正常的学费标准缴纳学费, 住在校内的学生需按标准缴纳住宿费。延长学习期限的学生必须办妥医疗保险投保手续。

## 学术规范

外国研究生在我校从事学术和科学研究活动, 须遵守《浙江大学研究生学术规范》。

### 博士、硕士研究生(留学生)培养方案的基本要求

(请进一步咨询专业所在的院系, 以各专业院系的具体要求为准)

为保证培养质量, 外国博士、硕士研究生培养实行导师负责制, 也可实行以导师为主的指导小组制。导师(组)负责制订和调整研究生个人学习计划, 组织读书报告和开题报告, 指导科学研究和学位论文等。录取通知书规定的用汉语授课的外国研究生, 学位论文必须用中文撰写; 用英语授课的外国研究生, 学位论文可用英语撰写, 但必须用中文撰写论文摘要。

#### 一、学习年限

外国研究生根据录取通知书规定的学习时间在校学习。学校实行每学期四学期制教学和研究生课程学分制, 学生应根据科学研究和学位论文的需要, 在导师指导下选择适合的课程学习时间, 在学位论文答辩前完成课程学分。一般在第一年完成课程学习, 其余时间进行科学研究, 完成学位论文。

#### 二、博士研究生培养方案的基本要求

##### (一) 课程设置

博士研究生在攻读学位期间, 应修最低总学分 14 学分, 其中读书报告 2 学分。

1. 援汉语(必修课) 2 学分
2. 援中国概况(必修课) 2 学分



3. 援专业学位课：博士研究生应修专业学位课至少 2 学分。

#### 4. 援选修课

博士研究生指定选修一门专业外语课（1 学分）。同时应修本专业博士生选修课（2-5 学分）、或者全校性公共选修课、跨专业研究生课程。也可根据研究需要，经学院和专业同意，选择与论文相关的新的前沿课程，此项内容应在培养方案中予以说明。

#### 5. 援读书报告 2 学分

博士研究生在学期间做读书报告或 seminar 6 次，其中至少公开在学科或学院的学术论坛做读书报告 1~2 次。完成累计 6 次计 2 学分。

### （二）科学研究与学位论文

博士研究生在学习期间，主要从事科学研究和学位论文工作。博士学位论文选题要结合导师（组）现有的研究领域和研究条件，要有重要的理论意义和实际意义，要能体现学科领域的前沿性和先进性。论文开题报告是博士学位论文工作的重要环节，开题报告的时间，可根据博士研究生本人研究进展确定，但最迟应在入学后第二学年末进行。

博士研究生在学期间应公开发表论文，才能申请博士学位论文答辩。根据学校对博士研究生论文发表的基本要求，各学院（系）和各学部学位委员会可以根据所属各学科特点，提出高于学校基本要求的标准。博士学位论文答辩和学位授予工作按浙江大学研究生院相关规定执行。

### （三）博士研究生论文发表的基本要求

1. 援申请理学博士学位的博士生，有 1 篇与学位论文有关的学术论文在 SCI、EI 收录的刊物上发表（含录用），此外在校人事部门规定的一级刊物上发表（含录用）1 篇及以上与学位论文有关的学术论文；

2. 援申请工学、农学、医学博士学位的博士生，有 1 篇与学位论文有关的学术论文在 SCI、EI、SSCI、AHCI 收录的刊物上发表（含录用），此外在核心期刊〔即中国科学引文数据库（CSCD）核心刊源、中文社会科学引文索引（CSSCI）核心刊源，下同〕上发表（含录用）1 篇及以上与学位论文有关的学术论文；

3. 援申请哲学、经济学、法学、文学、历史学、教育学和管理学博士学位的博士生，有 1 篇与学位论文有关的学术论文在 SSCI、AHCI、SCI 收录的刊物上发表（含录用）；或在校人事部门规定的一级刊物上至少发表（含录用）1 篇与学位论文有关的学术论文，并在核心期刊上发表（含录用）1 篇及以上

与学位论文有关的学术论文。

4. 对博士生取得的其他研究成果,按如下方法计算:获得授权发明专利每项按1篇SCI类收录学术论文计;获得授权实用专利,每项按1篇核心期刊学术论文计。发表被ISTP、ISSHP收录的学术论文,按一级或核心期刊学术论文计。编写著作(不含教材)每满5万字(执笔),按1篇核心期刊学术论文计。在学期间以第一参加人申请到国家自然科学基金,每项按1篇一级或核心期刊学术论文计。发表影响因子大于5.0(含5.0)的学术论文,每篇按2篇SCI类学术论文计。研究生联合发表高影响因子的学术论文,作为主要合作者的研究生可以同时以该篇学术论文申请学位论文答辩,但前提是该学术论文的主要成果(主要合作者本人实际贡献部分)是其学位论文的核心内容之一。高影响因子期刊由学科学位委员会认定后公布。

### 三、硕士研究生培养方案的基本要求

#### (一) 课程设置

硕士研究生在攻读学位期间,应修最低总学分26学分,其中读书报告2学分。

1. 援汉语(必修)2学分
2. 援中国概况(必修)3学分
3. 援专业学位课

要求本一级学科课程、方法论课程或学院平台课程不低于6学分。

#### 4. 援选修课

指能使研究生拓宽知识面或加深某方面知识而开设的本专业或相关专业课程,包括本专业硕士选修课、全校性公共选修课、跨专业硕士选修课三大类,其中本专业硕士选修课至少5学分。

要求硕士研究生至少选修公共素质类课程1门。

#### 5. 援读书报告

硕士研究生在学期间做读书报告或seminar4次,其中至少公开在学科或学院的学术论坛做读书报告1次。完成累计4次计2学分。

#### (二) 科学研究与学位论文

硕士研究生一般应在入学后第一学年末完成学位论文开题报告,就论文选题意义、主要研究内容和研究方案等作出论证,经导师(组)审定通过后,开始撰写学位论文。硕士研究生申请答辩前发表论文的要求由各学院、各学科具体规定。

## 研究生网上选课须知

（请及时关注研究生院相关通知，以研究生院最新通知为准）

### 一、基本要求

1、我校研究生实行网上选（退）课制度。网上选课分初选、补（退）选、冬（夏）季学期补（退）选三个阶段。初选安排于每学年暑（寒）假中段至第0周开放；补（退）选安排在秋（春）季学期第一周到秋（春）季学期第二周时间段内；冬（夏）季学期补（退）选安排在秋（春）季学期第九周开始，到冬（夏）季学期第二周截止。初选、补（退）选阶段可选（退）秋冬（春夏）二个学季的课程；冬（夏）季学期补（退）选阶段只能补（退）选冬（夏）季学期课程，不能补（退）选秋（春）季学期或秋冬（春夏）季学期连上课程。

2、研究生应根据《研究生网上选课须知》的有关规定和程序进行选课。研究生培养处负责公共课选课，各学院（系）负责专业课选课。

3、网上初选课期间，选课不分先后，所有选课记录均为候选志愿，初选处理时系统将随机确定入选名单。

4、网上补（退）选课期间，全校性公共课程无需研究生培养处统一处理，有容量的课程即选即中，没有容量的课程可先候补，等有人退出后按候补志愿先后依次选入；专业课和跨专业课的补选应先由学院（系）研究生科进行处理并确认，所有专业课和跨专业课的补选记录均为候选意向。

5、网上补（退）选课期间，研究生可退选课程，退课直接在網上操作，研究生培养处、各学院（系）研究生科和任课教师不受理研究生课程退选。

6、冬（夏）季学期补（退）选阶段研究生可在网上补（退）选冬（夏）季学期的选课（不包括秋冬、春夏季学期连续的课程），在此期间所有课程的选课无需研究生培养处和学院（系）研究生科进行处理并确认，有容量的课程即选即中，没有容量的课程可先候补，等有人退出后按候补志愿先后依次选入。

7、选课〔包括初选、补（退）选〕处理将在规定时间内完成，选课处理后在网上公布选课结果。研究生培养处将在选课处理结束后，对选课结果进行数据备份，研究生的最终选课结果以备份数据为准。网上选（退）课结束，正式确定选课名单。

## 二、网上选课流程

通过研究生院主页 (<http://grs.zju.edu.cn>) 登入浙江大学研究生教育管理系统。(用户名为学生本人学号, 新生初始密码请联系国际教育学院获取。登入系统后, 请及时修改密码)

### (一) 关联培养方案

1、每位研究生均会关联一个与其个人信息中的专业相对应的培养方案, 该培养方案可以在“培养”——“方向选择”页面中查看。

2、若在该页面没有显示培养方案, 则无法进行网上选课, 请及时联系你所在的学院(系)研究生科尽快完善相应专业培养方案。

### (二) 选择研究方向

1、在培养方案中, 可能会有多个不同的研究方向, 请与你的导师讨论后选择其中一个作为未来课程修读的指南。

2、选择好研究方向以后, 请不要随意更改, 一旦更改, 后续已制定的个人学习计划将自动清除。

### (三) 制定个人学习计划

1、请在选择的研究方向中选择课程来制定个人学习计划, 制定好的个人学习计划课程需要满足培养方案中规定的学分要求和必修课要求。原则上, 各学院(系)研究生科需在研究生新生入学后二个月内完成个人学习计划的审核工作(具体时间由各学院(系)确定)。

2、汉语(课程编号 5002001, 2 学分)和中国概况(博士生的课程编号 5012001, 2 学分; 硕士生的课程编号 5022001, 3 学分)为留学生的必修课。留学生可免修英语和政治类公共学位课, 用汉语和中国概况代替公共学位课学分。留学生在制定个人学习计划时, 可通过跨专业课程模块增选国际教育学院开设的汉语(课程编号 5002001)和中国概况(博士生的课程编号 5012001; 硕士生的课程编号 5022001), 再由各专业院系研究生科办理个人学习计划特批流程。

3、个人学习计划将作为毕业时课程学分审核的依据, 是毕业时课程学分的最低要求, 若未完成该计划内制定的课程修读, 则无法顺利毕业, 因此不建议在个人学习计划中添加与毕业要求无关的课程。

4、个人学习计划需经导师和学院(系)研究生科审核后才正式生效, 在读期间通过审核并生效的个人学习计划原则上不再变动, 如有特殊原因确实需要修改的, 则需重新递交修改后的个人学习计划, 经导师和学院(系)研





究生科重新审核通过才生效。

#### （四）网上选课

1、在网上选课开放期间，根据制定好的个人学习计划进行选课。

2、若个人学习计划中的课程本学期不能进行网上选课操作，可能由于该课程未在本学期开设（部分课程在计划中标明在本学期开设，但可能因故停开，你可在网上“全校开课情况查询”栏查询或咨询开课学院（系）研究生科。），可以下次再选课；也可在导师或学院（系）研究生科指导下调整个人学习计划，改选其他课程。

3、如果你未能选上个人学习计划中的课程，你可以下次再选该门课程；也可在导师或学院（系）研究生科指导下调整个人学习计划，改选其他课程。

4、若希望选择个人学习计划外的课程进行修读，可通过“培养”——“我的课程”——“课程搜索”直接进行选课。

## 浙江大学学生实验守则

一、学生进入实验室，必须严格遵守实验室的各项规章制度，听从指导，服从管理。

二、实验前必须接受安全教育，实验时必须注意安全，防止人身和设备事故的发生。

三、实验课前，必须认真预习有关实验内容的实验指导书和教材，理解实验目的、原理和方法，未经预习或无故迟到者，指导人员有权停止其实验。

四、进入实验室要穿实验服，不得在室内随便串走、饮食、乱扔杂物。不准搬弄与本实验无关的仪器设备，实验过程中保持安静，不得喧哗。不得将与实验无关的物品带入实验室，不得将实验室物品带出实验室。

五、学生必须以实事求是的科学态度进行实验，自己动手测定数据，认真做好实验原始记录并由带课老师签字，不得草率从事，实验后要独立完成实验报告，按时交任课老师，不得抄袭或臆造。

六、使用仪器设备时，应严格遵守操作规程，若发现异常现象应停止使用，并及时向实验指导人员报告。如违犯操作规程或不听从指导而造成仪器设备损坏等事故者，按学校有关规定进行处理。

七、增强学生的安全环保意识，按有关规定领用、存放和处理生化试剂，





放射、剧毒物品，病菌，动物等实验用品。

八、实验完毕，应清理实验场地，并将仪器、工具等放还原位，经指导老师同意后，方可离开实验室。



## 法规与校纪

1. 留学生必须遵守中国的法律、法规及学校的规章制度，尊重中国的社会公德和风俗习惯。

2. 我校尊重外国留学生的民族习俗和宗教信仰，但不提供举行宗教仪式的场所。校内严禁进行宗教聚会、传教等各种宗教活动。具体请参阅《中华人民共和国境内外国人宗教活动的管理规定》。

3. 留学生在中国境内进行出版、结社、集会、游行、示威等活动，必须遵守中国有关法律、法规的规定。

4. 经学校批准，留学生可以在校内指定的地点和范围，举行庆祝本国重要传统节日的活动，但不得有反对、攻击其他国家的内容或违反公共道德的言行。

5. 驾驶机动车来校上课的留学生，须到保卫处办理机动车通行证。禁止摩托车进入校园。

6. 不准私自在校园内张贴、散发宣传品、印刷品。

7. 严禁赌博、酗酒、打架斗殴、吸毒、贩毒以及其它干扰学校的教学、科研和生活秩序的行为。

8. 任何人不得破坏学校的教学、科研和生活秩序，不得阻止他人根据学校的规定所从事的正常活动。

9. 严禁在宿舍楼、校园内燃放烟花爆竹。

10. 外国留学生在校学习期间不得就业、经商，或从事其他经营性活动，但可以按学校规定参加勤工助学活动。

外国留学生触犯中国法律构成犯罪者，按法律规定处罚；违反校纪校规，视其情节轻重按《浙江大学学生违纪处分规定》和《浙江大学校园治安管理规定》等，给予处分。

各项处罚处分一经决定，学校除向当事人宣布外，还将书面通知其本国驻华外交、代表机构或其国内派遣单位。必须中止在校学习者，应立即回国。

## 浙江大学学生违纪处分规定（摘录）

（2009年12月修订）

### 第一章 总则

**第一条** 为加强学校管理,维护正常的教学秩序和良好的学习、生活环境,建设文明和谐平安校园,教育广大学生严于律己,遵纪守法,根据《中华人民共和国高等教育法》、《高等学校学生行为准则》、《普通高等学校学生管理规定》的精神,结合我校实际,特制定本规定。

**第二条** 本规定适用于具有浙江大学正式学籍的全日制本科生和研究生。其他类型学生的违纪处分参照本规定执行。

**第三条** 学校对学生的处分,应做到程序正当,证据充分,依据明确,定性准确,处分恰当;应坚持公平、公开、公正原则,坚持教育与处分相结合原则,坚持学生申诉权受保障原则。

### 第二章 处分种类和适用

**第四条** 学生纪律处分的种类分为:

- (一) 警告;
- (二) 严重警告;
- (三) 记过;
- (四) 留校察看;
- (五) 开除学籍。

**第五条** 有下列情形之一的,从重或者加重处分:

- (一) 故意造成调查困难,制造障碍,妨碍取证的;
- (二) 实施两次以上违纪行为的;
- (三) 在校期间已受过处分的;
- (四) 对检举揭发人、证人或工作人员威胁恐吓,打击报复的;
- (五) 在共同违纪行为中起主要作用的;
- (六) 属于群体性违纪事件的召集者或组织者的;
- (七) 造成的后果特别严重的。



**第六条** 有下列情形之一的，可以从轻处分：

- （一）违纪未遂的；
- （二）在违纪行为的调查过程中，如实陈述错误事实，检查认真深刻，有悔改

表现的。

**第七条** 有下列情形之一的，可以减轻处分：

- （一）主动向学校有关部门报告自己的违纪行为，或在违纪行为调查过程中主动交代学校没有掌握的违纪行为的；
- （二）主动揭发他人尚未被学校掌握的违法违纪行为并查证属实的；
- （三）主动中止违纪行为或采取措施减轻违纪后果的；
- （四）被他人胁迫或者诱骗实施违纪行为的。

**第八条** 经法定程序鉴定确认，在不能辨认或者不能控制自己行为的时候实施违纪行为的，不予处理，但是应当按照学籍管理的有关规定办理休学或退学手续；尚未完全丧失辨认或者控制自己行为能力的时候实施违纪行为的，可以从轻或者减轻处分。

**第九条** 受处分者，附加给予下列限制：

- （一）该学年不得评定奖学金及各种荣誉称号；
- （二）已获奖学金的，停发未发的奖学金；

### 第三章 违纪行为和处分

**第十条** 有违反宪法规定的基本原则的行为，组织、策划、实施煽动闹事或扰乱社会秩序，危害国家安全，组织非法集会、游行，加入非法组织，参加非法组织活动，非法传教或利用宗教进行破坏社会秩序、损害公民身体健康、妨碍国家教育制度的活动，破坏安定团结者：

- （一）情节轻微，经教育能改正的，给予记过或者留校察看处分；
- （二）情节严重，造成恶劣影响或经教育不改的，给予开除学籍处分。

**第十一条** 违反国家法律，被追究刑事责任或者受到治安处罚者：

- （一）被处以治安警告或治安罚款的，根据情节，给予严重警告以上处分；
- （二）被处以治安拘留的或因违法犯罪被免于刑事处罚的，给予记过以上处分；
- （三）被司法机关判处管制、拘役或独立适用附加刑的，或被判处有期徒刑

徒刑被宣告缓刑的，给予留校察看或者开除学籍处分；被判处有期徒刑以上刑罚的，给予开除学籍处分。

被追究刑事责任或受到治安处罚前因同一行为已被学校纪律处分，但处分明显偏轻或偏重，需要重新作出处分决定的，撤销原处分，按本规定条款处理。

**第十二条** 损害校园文明建设，扰乱正常的校园秩序、社会公共秩序者，视情节轻重，分别给予以下处分：

（一）破坏公用设施、绿化、环境卫生及其他违反学校有关公共场所管理规定的，给予警告以上、留校察看以下处分；

（二）违章用电、用火、用危险品及其他危害公共安全行为的，给予警告以上、留校察看以下处分；

（三）无理取闹，妨碍工作人员执行职务的，给予严重警告以上、留校察看以下处分；

（四）在校内起哄闹事、掷砸物品或者其行为严重影响他人学习和生活的，给予严重警告以上、留校察看以下处分；

（五）酒后肇事的，视情节轻重，给予警告以上、留校察看以下处分；

（六）恶意拨打特种紧急电话及学校急用值班电话的，给予警告以上、留校察看以下处分；

（七）制造、散布谣言或故意捏造事实，作虚假陈述，混淆事实等的，给予警告以上、留校察看以下处分；

（八）携带国家法律法规禁止的物品进入校园的、在校内违规存放或使用剧毒、易燃、易爆、易腐蚀、具有放射性、传染性、细菌或病毒标本以及其他国家法律法规禁止的物品的，给予警告以上、留校察看以下处分；

（九）违反学生宿舍管理规定，在异性学生寝室留宿的、容留校外人员在学生宿舍住宿的、容留异性在学生宿舍滞留或留宿的，给予警告或者严重警告处分；

（十）有损害校园文明的其他行为的，给予警告以上、留校察看以下处分。

**第十三条** 违反校园管理规定，组织各类营利活动或违章设摊者：

（一）未经批准，在校内组织、代理旅游业务的，给予警告或者严重警告处分，引发事端者，给予记过处分，造成严重后果的，给予留校察看处分；

（二）未经批准，设摊设点或组织各类营利性活动的，给予警告或者严重警告处分，屡教不改或造成严重后果的，给予记过或者留校察看处分；



（三）乱贴或散发商业性宣传品，经教育不改的，给予警告以上、记过以下处分。

#### **第十四条** 以各种手段非法占用国家、集体和个人合法财物者：

（一）偷窃价值不足 600 元的，给予警告或者严重警告处分；偷窃价值在 600 元以上，不足 2000 元的，给予记过处分；偷窃价值在 2000 元以上的，给予留校察看以上处分；

（二）诈骗公私财物 4000 元以下、侵占公私财物 15000 元以下、抢夺公私财物 600 元以下、敲诈勒索公私财物 4000 元以下的，给予警告以上、留校察看以下处分；

（三）偷窃公章、保密文件、档案等物品的，视其情节，给予留校察看或者开除学籍处分；

（四）以其他方式非法占用国家、集体或个人合法财产或物品的，视情节轻重，给予警告以上、留校察看以下处分。

为作案者放哨，提供信息、作案工具或进行掩盖、窝赃的，给予警告以上、留校察看以下处分。

#### **第十五条** 损坏公私财物者：

（一）过失损坏公私财物，情节较重，造成一定危害的，除赔偿损失外，给予警

告或者严重警告处分；

（二）故意损坏公私财物，除赔偿损失外，视情节轻重及造成的危害程度，给予警告以上、记过以下处分；

（三）情节恶劣，后果特别严重的，给予留校察看或者开除学籍处分。

#### **第十六条** 寻衅滋事、打架斗殴者：

（一）虽未动手打人，但用言词侮辱或其他方式触犯他人，引起事端或激化矛盾，造成打架后果的，给予警告处分；

（二）动手打人未伤他人的，或致他人轻微伤的，给予严重警告或者记过处分；致他人轻伤的，给予留校察看处分；致他人重伤的，给予开除学籍处分；

（三）策划、怂恿他人打架斗殴，未造成打架后果的，给予严重警告或者记过处分；造成打架后果的，视其情节，给予记过或者留校察看处分；

（四）故意为他人打架提供凶器，未造成伤害的，给予严重警告或者记过处分；造成伤害的，给予留校察看处分；

（五）其他参与者，视其情节轻重，给予警告以上、记过以下处分。结

伙斗殴的，从重处分。

**第十七条** 参与赌博或变相赌博者，或为他人提供赌博场所、赌资或赌具者，初犯给予警告以上、记过以下处分；屡犯给予留校察看或者开除学籍处分。

**第十八条** 制作、复制、传播或者聚众观看淫秽、封建迷信及其他有害的物品者，视情节轻重，给予严重警告以上、留校察看以下处分。

**第十九条** 吸食毒品者，视情节轻重，给予留校察看或者开除学籍处分。

**第二十条** 发生非婚性行为，造成不良后果者，给予记过或者留校察看处分。

**第二十一条** 违反国家消防法律法规和学校消防安全有关规定，擅自动用、损坏消防器材、设备者，除赔偿损失外，给予警告或者严重警告处分；引起火警者，除赔偿损失外，给予记过或者留校察看处分；造成火灾者，除赔偿损失外，视情节轻重，给予留校察看或者开除学籍处分。

**第二十二条** 侵犯、损害他人合法权益及人身安全，损害国家、集体利益者：

（一）盗用组织或他人名义为己谋私利者：

1. 盗用单位、组织或他人名义为己谋私利的，除赔偿经济损失外，给予严重警告以上、留校察看以下处分；

2. 盗用他人名义冒领他人钱物的，除返还冒领的钱物外，给予记过或者留校察看处分；

（二）伪造、贩卖各类证件、印章和证明文件、材料，或以其他不正当手段、方法来达到个人目的者，给予严重警告或者记过处分，情节严重者，给予留校察看或者开除学籍处分；

（三）恶意骚扰、恐吓、威胁他人者，给予严重警告以上、留校察看以下处分；

（四）侮辱、诽谤、陷害、诬告他人者，给予严重警告以上、留校察看以下处分；

（五）隐匿、毁弃或私自开拆他人邮件、电报者，给予严重警告以上、留校察看以下处分；

（六）泄露国家和学校秘密者，视情节和后果，给予严重警告以上、留校察看以下处分。

**第二十三条** 网络违纪者：



（一）盗用他人网络账号与密码的，根据造成影响的程度，给予警告以上、记过以下处分；

（二）利用校网非法营利的，给予严重警告或者记过处分；

（三）蓄意制作和传播病毒、垃圾邮件的，给予严重警告或者记过处分；

（四）在网络上蓄意侮辱、诽谤他人，公开他人隐私的，给予严重警告以上、留校察看以下处分；

（五）利用网络等工具煽动非法游行、集会的，给予警告或者严重警告处分；造成严重后果的，给予记过或者留校察看处分；

（六）破坏校网安全防卫系统，攻击、破坏公共网络服务设施的，非法进入网络系统，窃取、篡改信息数据的，破坏公共信息系统的，给予留校察看处分；造成网络及管理系统毁坏的，给予开除学籍处分。

## 第二十四条 作伪证者：

（一）违纪事件目击者故意作伪证，并造成调查困难的，给予警告以上、记过以下处分；

（二）违纪事件参与者故意作伪证的，从重处分。

**第二十五条** 违反教学管理规定，旷课或擅自离校、教育实践环节擅自离岗者：

（一）累计3天以上，不满1周，给予警告处分；

（二）累计1周以上，不满2周，给予严重警告处分；

（三）累计2周以上，不满3周，给予记过处分；

（四）累计3周以上，给予留校察看处分。

## 第二十六条 违反考场纪律和考试作弊者：

（一）考生有下列行为之一的，应当认定为考试违纪，视情节轻重，给予警告或者严重警告处分：

1. 携带考试规定以外的物品进入考场并且未放在指定位置的；
2. 未在规定的座位参加考试的；
3. 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；
4. 在考试过程中旁窥、交头接耳、互打暗号或者手势的；
5. 在考场禁止的范围内喧哗、影响考场秩序的；
6. 未经考试工作人员同意在考试过程中擅自离开考场的；
7. 将试卷、答题纸、草稿纸等考试用纸带出考场的；
8. 用规定以外的笔或纸答题或者在试卷规定以外的地方书写姓名、考号



或者以其他方式在答卷上标记信息的；

9. 考生在开卷考试中，携带禁止的资料或者工具的；

10. 其他违反考场规则但尚未构成作弊的行为。

(二) 考生有下列行为之一的，应当认定为考试作弊，给予记过处分：

1. 在闭卷考试中，携带与考试课程内容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等参加考试的；

2. 在考试用桌上或者身体上涂写任何与考试课程内容有关的文字和符号的；

3. 违规使用电子工具或通讯工具的；

4. 抄袭他人试卷或者与考试内容相关的材料的；

5. 故意将自己试卷或者与考试内容相关的资料让他人抄袭的；

6. 报对答案及传递纸条、试卷、答卷、草稿纸的；

7. 抢夺、窃取他人试卷、答卷或者强迫他人為自己抄袭提供方便的；

8. 借故暂离考场以得到答案的；

9. 同一科目同一考场有两份以上答卷答案雷同的；

10. 用其他手段作弊的。

(三) 考生有下列行为之一的，应当认定为考试作弊，视情节轻重，给予留校察看或开除学籍处分：

1. 使用通讯设备及其他工具发送、接收考试相关内容的；

2. 替他人参加考试或由他人代替考试的；

3. 组织作弊的；

4. 窃取试卷的；

5. 篡改分数的；

6. 出现两次以上考试违纪或考试作弊的。

**第二十七条** 在进行科学研究中，存在学术不端行为，情节轻微者，给予严重警告处分；情节较轻者，给予记过或留校察看处分；情节严重者，给予开除学籍处分。

**第二十八条** 屡次违反学校规定受到纪律处分，经教育不改者，给予开除学籍处分。

**第二十九条** 留校察看期为半年或者一年。受留校察看处分的学生，在察看期间有明显进步表现的，察看期满后，可按期解除留校察看；有立功表现的，可提前解除；继续违纪或重新违纪的给予开除学籍处分。毕业班学生

在校离毕业时间不足半年的，原则上不作留校察看处分，给予记过处分，并作结业处理（就业后一年内确有悔改表现或进步显著，经用人单位鉴定和学校审查批准，可换发毕业证书）。

#### 第四章 处分管理权限和处分程序

**第三十条** 学生发生违纪事件，一般情况下由所在单位对其进行批评、教育并提出处分意见。本科生处分意见报本科生院审定，研究生处分意见报研究生院审定。

违反《中华人民共和国治安管理处罚法》或触犯刑法的，由保卫部门负责与公安、司法机关的联系，协助和配合公安、司法机关查清事实，同时填写材料移交单，将公安、司法机关的调查和处理结果等有关材料转交本科生院或研究生院；

违反教学管理规定与考场纪律的本科生由本科生院会同学生所在单位查清事实，由本科生院提出处理意见；违反教学管理规定与考场纪律的研究生，由研究生院会同相关学科和部门查清事实，由研究生院提出处理意见；

违反宿舍管理规定的学生由宿舍管理部门根据违纪情况，提出处理意见，报本科生院或研究生院审定；

特殊情况由本科生院或研究生院直接提出处分意见。

**第三十一条** 跨单位的学生违纪事件，由本科生院或研究生院及相关部门牵头，召集学生所在单位有关负责人讨论研究，按照本规定提出处理意见。有关单位按照处理意见提出处分意见，按规定处分程序呈报处理。

**第三十二条** 学生违纪事实查清后，学生所在单位应在一周内提出处分意见，报本科生院或研究生院。

**第三十三条** 学校在对学生作出处分决定前，应当听取学生或其代理人的陈述和申辩，学生享有充分的申辩权。对留校察看和开除学籍两种处分，在学校作出处分决定前，处分部门应告知学生有权申请听证。学生申请听证的，向学校听证委员会提出申请，按照《浙江大学听证制度实施办法（试行）》执行。

**第三十四条** 本科生院或研究生院对有关材料进行审定后，起草处分文件，报主管校领导签发。对于开除学籍处分的，应经校长会议讨论决定。

**第三十五条** 处分决定作出后，学校采取适当方式在校内予以公布。处分文件一式3份，一份送交学生本人，一份送交学生所在单位，存入学生档案，

另一份留学校备案。学生在接到处分决定时，必须在处分决定接收单上签字。学生拒绝签字的，由处分决定送达人员记录在案。单位在收到学生的处分决定后要做好相应的教育工作。处分决定无法送达时，学校采用公告方式送达。

**第三十六条** 处分决定应真实完整地归入学校文书档案和学生本人档案，不得撤除。处分决定送达违纪学生后，违纪学生对处分决定有异议的，可在 5 个工作日内向学校学生申诉处理委员会提出申诉，由于特殊原因处分决定文件无法送达违纪学生的，申诉期限自公告期期满之日起计算。学校学生申诉处理委员会接到学生申诉书后的 15 个工作日内向学生作出书面答复。对学生的申诉，由学校学生申诉处理委员会核实情况，确认是否受理。对于受理的情况，由学校学生申诉处理委员会进行复查，给予答复。具体办法按《浙江大学学生申诉处理规定》（浙大发学〔2004〕21 号）执行。

**第三十七条** 略。

**第三十八条** 略。

**第三十九条** 受留校察看处分的学生，符合本规定第二十九条的解除条件者，经学生本人申请，应解除其留校察看处分。

## 第五章 附则

**第四十条** 本规定中所称的“以上”、“以下”均包括本数。

**第四十一条** 本规定所指违纪行为的标的物价值需经专业部门估价。

**第四十二条** 本规定中第十三条至第三十条是指未被公安、司法机关处理的违纪行为。

**第四十三条** 本规定由本科生院、研究生院负责解释。



# 安全制度

## 外国留学生安全须知

1. 交通安全：严格遵守交通规章制度，不准酒后骑车驾车，不准驾驶摩托车、燃油助动车和大功率电瓶车，不准骑车带人，不准超速行驶。
2. 宿舍防火：学校宿舍内严禁使用超大功率电器，不得携带存放危险物品，不私拉乱接电线，严禁使用燃气。住在校外的同学务必安全用电用气。
3. 防盗：出门时锁好门窗，在外购物、乘坐交通工具时妥善保管好证件、钱包和贵重物品，不单独去偏僻的地方，不准擅自留宿他人。
4. 饮食卫生：不在没有卫生许可证的摊点购买饮料和食品，自己烹饪时注意洗净烧熟。
5. 严禁酗酒：不在宿舍内酗酒，深夜不外出饮酒。
6. 严格控烟：不在教室、餐厅、电梯等公共场所抽烟。
7. 防范流感等传染病：出现感冒发烧等症状请立即到医院诊治并报告学院有关老师。
8. 防自然灾害：遇雷击、暴雨等灾害性天气注意自我防护，确保人身安全。
9. 防诈骗：不要轻信虚假信息，转账支付须谨慎，遇到自称老师、同学、朋友的人借口索要钱款时，请务必与相关老师、同学、朋友电话联系核实，以防被骗。
10. 预防心理疾患：树立心理健康意识，增强心理调适能力，如有心理困惑，及时到医院或学校心理咨询点寻求帮助。
11. 避免争执：保持宿舍安静，不大声喧哗，不大声播放音响，在与别人发生纠纷时保持克制，请有关管理人员调停处理，不要自行其是。
12. 遇到突发情况，请保持冷静，及时报告公安部门或有关老师。

## 浙江大学外国留学生安全责任书

为了维护学校良好的学习秩序,保护留学生的人身安全,保证留学生能够顺利完成学业,根据中国相关法律、法规及学校的有关规定,特对如下安全事项予以提醒。留学生如违反以下任何规定或忽略有关提醒,则须对所造成的后果承担相应的责任。

1. 遵守中国的法律、法规及学校的规章制度,尊重中国的社会公德和风俗习惯。

2. 必须按照公安部门的有关规定及时办理居留许可及变更、延期等手续。

3. 要在校外居住的留学生必须经留学生办公室的同意,然后与房东签订租房合同。入住后 24 小时内到当地派出所办理登记手续,并持派出所临时户口登记单到留学生办公室登记。居住在校外要遵守居住地管理部门的有关规定,不要影响周围居民的生活,注意交通、治安、消防、人身与财产的安全,注意水、电和液化气的使用安全。

4. 住在校内宿舍的同学要遵守宿舍管理规章制度。保持宿舍安静,不得大声喧哗,不得高声放音乐电视,不得擅自调换、转让房间和床位,不得饲养宠物,以免影响周围人的学习与休息。来访者必须在晚间 11 点以前离开,宿舍内不得留宿他人。

5. 宿舍内禁止使用电炉、电热器等大功率电器及电热毯等容易引起火灾的电器;不得使用明火器具;禁止存放易燃、易爆、有毒物品和其他危险品;室内禁止吸烟。

6. 禁止损坏、拆卸、改装宿舍楼或出租房内的设备和线路,爱护消防设施。

7. 离开房间要锁好门、关好窗,不要轻易将房间钥匙交给他人,以免被盗配。

8. 遵守宿舍作息制度,晚间不外出喝酒娱乐晚归。如有事确需晚归,请事先告诉你的朋友,回来时要保持安静,不影响他人休息。

9. 严禁利用宿舍或出租房从事违反法律和校规的活动。

10. 妥善保管好个人财物,应将多余的现金存入银行,银行账户密码不要告诉他人,贵重物品不要随意存放在教室、图书馆等公共场所。

11. 严格遵守交通规章制度,不使用摩托车、燃油助动车和大功率电瓶车;严禁无照驾驶机动车,严禁酒后驾车,严禁在校园内快速开车,严禁骑车带人。

12. 换汇一定要去银行,不要在私人商店或个人处换汇。在非正式营业点



换汇是违法行为。

13. 乘坐出租车一定要选择正规出租车公司的出租车，并索取发票。不要打“黑车”。

14. 不得校园、宿舍内燃放烟花爆竹和烧烤。

15. 严禁到江、河、湖泊、水库等非正规游泳场所游泳；不到自然条件险恶的地方游玩。

16. 严禁赌博、酗酒、打架斗殴以及其它干扰学校教学、科研和生活秩序的行为。

17. 如有住址、联系方式等变化，务必于 24 小时内报告国际教育学院主管老师。

# 住宿管理制度

## 浙江大学外国留学生宿舍管理办法

根据《浙江大学学生宿舍文明建设管理办法》，结合留学生管理实际，特制定本办法。

**第一条** 住宿留学生须签订住宿协议，办理住宿登记卡，缴纳住宿押金。

**第二条** 住宿学生应按照规定指定的学生宿舍楼、寝室、床位住宿。未经宿舍管理部门批准，任何人员不得私自入住学生宿舍或更换寝室、床位。奖学金博士研究生和高级进修生可安排单人间住宿；其余类别奖学金生一般安排双人间住宿，如因特殊情况需要住单人间，必须书面申请和保证按自费生标准自付住宿费，经批准同意后在房源许可的条件下予以安排。

**第三条** 宿舍原则上不额外提供夫妻、子女等家属用房。学生如有家属同住，需事先向国际教育学院和宿舍管理部门提出申请，获准并交纳一定的费用后，方可入住。

**第四条** 住宿学生应按期缴纳住宿费、水电费等。如果学生无故拖欠费用、未按学校规定时间返校或无故离校，宿舍管理部门有权取消该学生入住资格，根据学校有关规定强制将其搬出，室内遗留物品有偿保管一个月，逾期不来领取的，宿舍管理部门有权处理。住宿学生外出时，需提前告知各楼总服务台或宿舍管理人员其外出的起止时间，并办理登记手续，以便管理人员及时关闭水电，否则外出期间，任何宿舍内的财物损失，责任自负。

**第五条** 住宿学生退宿必须在规定期限内到各校区宿舍管理办公室或总台办理退宿手续。

1、按学年缴纳住宿费的学生，因毕业、结业、退学、开除、休学、转学、离境等原因提前结束学业，已交住宿费从办理退宿手续之日的次月起退还剩余月份的住宿费。因其他原因提前退宿时，住宿时间不满半年按半年收取住宿费，超过半年不满一学年按一学年收取住宿费。外出实习的学生，按正常就学对待，不办理退宿；

2、按天缴纳住宿费的学生，退宿按照各楼住宿协议或入住须知规定办理退费。



学生办理退宿手续后，须在退宿手续办理完成之日起 3 天内将所有个人物品搬离宿舍并退还宿舍房间钥匙。无特殊原因未在规定期限内搬出的或办理退宿手续的，视为违约留宿，将根据学校有关规定强制将其搬出。超过规定期限未办理退宿手续者，不再享受学生价优惠或奖学金免费住宿，按散客价全额自付超期住宿费。

**第六条** 学校对学生宿舍用途的调整以及住宿学生学习场所的变更等情况，对学生的住宿进行调整时，相关住宿学生应积极配合，服从学校统一安排，不得以任何理由阻挠调整工作。

**第七条** 住宿学生应自觉维护宿舍安全，增强安全意识和法制观念，提高防范能力、自我管理能力和自救逃生能力。

**第八条** 住宿学生发现火警、火灾等事故时，应及时采取报警、撤离现场等措施。发现刑事、治安等案件时，应保护现场，及时报告保卫部门和宿舍管理部门，并协助处理。

**第九条** 住宿学生不得在宿舍内留宿非本宿舍人员。因擅自留宿非本宿舍人员造成其他同学或集体财产损失、人身伤害的，留宿者将承担连带赔偿责任或法律责任。

**第十条** 住宿学生应注意防盗安全，妥善保管个人物品；不得将寝室钥匙借予他人，私自调换或另加门锁；丢失钥匙后要及时报告宿舍管理部门，由宿舍管理部门更换门锁。

**第十一条** 住宿学生应自觉遵守宿舍会客制度和宿舍安全管理制度，自觉配合管理人员的管理。来访客人须在值班室登记，遵守相应的会客管理规定。

**第十二条** 学生宿舍实行查房制度。宿舍管理人员定期或不定期实施相关检查，维护宿舍公共秩序，保障宿舍公用设施、设备完好。

**第十三条** 学生宿舍实行传染病申报制度。凡有《中华人民共和国传染病防治法》规定的各类传染病患者，应主动报告楼内管理人员。住宿学生如发现宿舍内有传染性疾病的患者，应及时报告；传染病病人、病原携带者和疑似传染病病人，在治愈前或者在排除传染病嫌疑前，应服从学校医院的医疗指导意见，积极配合有关住宿的调整和安排。

**第十四条** 住宿学生应自觉保护公共环境卫生，共同创造文明、整洁、有序的住宿环境。尊重、珍惜工作人员劳动成果，保持走廊“24 小时无垃圾”；室内垃圾请直接倒入卫生桶内，袋装垃圾请及时带到指定的垃圾堆放点；危险废弃物放入指定的存放点；自觉爱护宿舍周围绿化地。



**第十五条** 住宿学生应互相尊重，团结友爱，自觉维护公共秩序，遵守作息時間，养成良好的学习生活习惯。

**第十六条** 学生宿舍内禁止经商或其他相关行为。未经宿舍管理部门批准，任何学生及单位、团体不得在学生宿舍内从事各种传销、经营性活动及收费性活动。住宿学生需举办非经营性宣传类活动，须经宿舍管理部门批准后，在指定的区域张贴或布置。

**第十七条** 住宿学生离宿时应做到遵纪守法、文明离宿。在离宿期间要注意爱护宿舍内公共财产，主动配合工作人员清点公共设施和設備，按规定自觉缴纳所有欠繳或需赔偿的费用。

**第十八条** 住宿学生应爱护学校公共财产，妥善使用宿舍楼和寝室內的水电设施、门窗、玻璃、家具、固定电话及其他各项设施、設備。

**第十九条** 寝室內个人使用的家具由使用者本人保管，共同使用的家具由宿舍成员共同负责。未经宿舍管理部门同意，不得将任何由学校统一配置的家具转借他人，或将自备或其它场所的家具搬入学生宿舍使用，或私自拆卸、移动、损坏、丢弃宿舍内家具及设施设备。

**第二十条** 各校区宿舍管理部门受学校委托不定期对公用设施、設備进行清点检查和修理。住宿学生如发现设施设备有损坏、丢失等现象，应及时到值班室登记报修。人为损坏的，要照价赔偿，相关责任人须自行承担维修、更换费用。

**第二十一条** 住宿学生应注意安全用电。宿舍内统一配置的电器不得擅自修理或拆卸，由于使用不当引起的后果由责任人负责。住宿学生应购买、使用正规厂家生产的、经过认证的合格电器产品。宿舍管理人员有权制止违章用电行为。

**第二十二条** 住宿学生应节约用电、用水，杜绝浪费现象。水电使用量的收费标准根据学校有关规定执行。

**第二十三条** 住宿学生在宿舍内安装和使用额定功率大于200瓦的电器，须向校区宿管办提出申请。申请人本人签署安全用电履约承诺，并由宿舍管理部门签署同意意见后，方可安装使用。大功率电器使用中如出现涉及影响他人而产生矛盾和纠纷等问题，由申请人自行协调解决。

**第二十四条** 大功率电器安装时，申请人必须持校区宿管办批准的大功率电器安装许可证明，陪同专业安装人员安装在指定的位置，不得随意变更。在使用过程中发生故障时，须联系生产厂家或专业人员维修，不得随意拆卸。



**第二十五条** 住宿学生寝室布置力求美观大方，格调健康高雅，环境整洁有序。

**第二十六条** 住宿学生应严格遵守校纪校规、宿舍管理办法和住宿协议等规定，恪守有关文明公约。违纪者将按学校有关规定处理，直至追究相应的经济、法律责任。

**第二十七条** 宿舍楼内发生违纪行为的，将根据《浙江大学学生违纪处分暂行规定》给予当事人相应纪律处分，情节严重的还将追究其相关的经济、法律责任。

**第二十八条** 宿舍内发现有下列行为，学校有关部门有权制止，并视情节轻重给予通报批评或纪律处分，乃至追究法律责任。

### 1. 影响公共秩序的行为

- (1) 拒绝配合学校卫生、纪律和安全检查；
- (2) 在楼内外乱丢垃圾、乱泼污水或将水倒入垃圾桶内；
- (3) 在墙壁、楼道乱涂乱画，张贴、散发各种海报、传单等；
- (4) 擅自装修寝室，或在墙面上凿进铁钉等硬物；
- (5) 私自移动、拆装家具及设施设备；
- (6) 私自安装大功率电器；
- (7) 在走廊和房间内擅自拉绳晾晒衣物等；
- (8) 饲养宠物；
- (9) 将剩饭菜倒入下水道中，造成堵塞；
- (10) 造成公共用水用电严重浪费；
- (11) 酗酒、赌博、嫖娼、吸毒、贩毒等违法犯罪活动；
- (12) 其他影响公共环境和秩序的行为。

### 2. 影响安全的行为

- (1) 使用床头灯和充电应急灯；
- (2) 私拉网线、电话线，私调水电表；
- (3) 在门厅、走廊、消防通道、寝室、阳台堆放自行车、丢弃杂物等；
- (4) 乱丢烟蒂；
- (5) 攀爬门窗、顶楼、栏杆等危险行为；
- (6) 私自配房门钥匙、调换门锁或将寝室钥匙私借他人；
- (7) 私自调换寝室、床位，占用其它床位，或将床位转租、转借他人；
- (8) 违反门禁管理规定；

(9) 存放易燃、易爆物品;

(10) 使用电炉、电热锅、电取暖器等各种大功率电器及电热毯等易燃物品;

(11) 在房间内烹饪、烧烤;

(12) 其他影响公共安全的行为。

### 3. 影响他人学习和休息的不文明的行为

(1) 在自修时间或就寝时间大声喧哗或进行下棋、打球、踢球、溜冰等其它运动;

(2) 使用电话、电视机、收音机等不注意控制音量或大声喧哗、哄笑、唱歌、嬉闹影响他人学习和休息;

(3) 有歧视他人的行为。

4. 违反《浙江大学学生住宿协议书》中的有关条款。

5. 其他违反学校宿舍管理办法的行为。

**第二十九条** 住宿学生如违反宿管办法或住宿协议规定,且屡教不改的,宿舍管理部门有权取消其住宿资格。待其重新承诺愿意遵守宿管办法及住宿协议规定后,经校区宿管办批准,重新办理住宿手续。

**第三十条** 留学生根据学校统一安排入住各校区不同的宿舍大楼。各宿舍大楼根据具体情况制定有相应的管理规定(或入住须知)。留学生在遵守本办法的同时,还应遵守所住宿舍大楼的管理规定(或入住须知)。

**第三十一条** 本办法由国际教育学院和宿舍管理部门负责解释。

## 外国留学生校外住宿管理制度

一、留学生一般应在学校宿舍内住宿,确需住宿校外者应先向国际教育学院申请,并按照公安出入境管理部门的规定办理有关校外住宿手续。

二、办理校外住宿应事先做好以下准备:

1 援租赁私房的留学生应请房东出示《治安许可证》,并与房东签订租赁合同书。

2 援住宿宾馆、饭店、租赁公寓房的留学生应提供宾馆、饭店或所租赁的公寓房物业部门出具的有关住宿期限证明。

3 援借住亲属处的留学生:

(1) 须提供担保人(指借住地户主)的有关情况(姓名、住址、与被担



保人的关系及有效证件）。

（2）担保人须与被担保人签署书面担保书，并承诺：

- a) 同意被担保人住宿其处；
- b) 愿意承担相应的法律责任。

三、办理校外住宿登记手续程序：

1. 首先应向国际教育学院有关办公室递交《浙江大学外国留学生校外住宿申请表》，并提供租赁合同等相关材料供审核，经国际教育学院同意才能在校外住宿。

2. 入住后 24 小时内，持本人护照等有效身份证件去住宿地所在派出所办理临时《境外人员申报临时户口凭证》。

3. 持《境外人员申报临时户口凭证》到国际教育学院存档，并登记住所电话或手机号码等联系方式。

4. 变更校外住址的留学生，在地址变更 24 小时内须重新履行上述有关手续。

四、校外住宿学生因病因事不能来校参加教学活动时，应按照有关学籍管理规定履行请假手续。

五、外国留学生在校外住宿应注意人身和财产安全，不使用违章电器，不违章驾驶摩托车，遇到可疑人员或紧急情况及时向有关保卫人员或公安部门报告。

六、外国留学生在校外住宿必须严格遵守中国法律条例，不得从事危害中国国家安全以及违反中国法律和有关治安条例的活动。

七、国际教育学院将不定期配合公安部门对校外住宿的外国留学生进行安全查访，留学生应予以积极配合，不得无理阻拦或拒绝查访。

八、留学生校外住宿发生突发情况，应立即报告公安部门和国际教育学院有关人员，并配合进行处理。

校外住宿申请表可在国际教育学院网站下载（<http://iczu.zju.edu.cn>）。

## 离 校

1. 留学生休学、退学、毕业或结业离校时，须到国际教育学院领取《离校手续单》，结清费用，交还所借图书等应交回的物品；校内住宿学生离校时必须退还宿舍房间钥匙。
2. 休学、毕业或结业的外国留学生应在两周内离校。
3. 退学、勒令退学、开除学籍的外国留学生必须在一周内离校。
4. 因各种原因学期中途离校的留学生，必须到杭州市公安局出入境管理局办理相应的签证或居留证件变更手续。
5. 应当离校但仍以各种理由滞留在学校者，滞留期间所发生的各种事情由学生自行承担责任。学校将及时通知公安机关出入境管理部门注销其学生身份和在华停留资格。

# 奖学金年度评审

## 浙江大学外国留学生中国政府奖学金年度评审实施细则

**第一条** 根据中国国家留学基金管理委员会关于外国留学生奖学金年度评审制度，浙江大学作为接受中国政府奖学金生的高等院校和年度评审单位，特制定本实施细则。

**第二条** 年度评审的目的是为了规范来华留学生奖学金的管理，发挥奖学金的激励作用，提高外国留学生努力学习、遵纪守法、团结友好的自觉性、培养品学兼优的人才。

**第三条** 年度评审的对象为所有享受中国政府全额奖学金或部分奖学金的在学人员（以下简称奖学金生，含本科生、硕士研究生、博士研究生、普通进修生、高级进修生等）。

1. 获准在校学习期限超过一年的奖学金生，每年均需参加一次奖学金评审。
2. 即将完成学业，继续申请奖学金在华深造的奖学金生，在结束学习的当年，仍需参加奖学金评审。
3. 因病休学，后又获准复学的奖学金生，根据其休学前和复学后的状况进行评审，其休学期不计入已确定的学习年限。

**第四条** 年度评审内容：

1. 学习成绩：学年度第一学期的各科考试、考核成绩；第二学期的学习基本情况（含期中考试、考核成绩）。
2. 学习态度：按时上课，勤奋好学，任课教师或指导教师的评语在良好以上。
3. 行为表现：遵守中国法律和浙江大学校纪校规，尊敬师长，积极参加学校活动，爱护公物。
4. 在校期间的奖惩情况。

**第五条** 年度评审程序：

1. 年度评审工作的时间：每年4月10日至5月20日。
2. 由国际教育学院负责向参加年审的政府奖学金生发放年审表格和有关

材料，做好说明解释工作。

3. 由申请下一年度政府奖学金生本人填写《外国留学生奖学金年度评审表》第一面，填写后交留学生科。

4. 学习汉语的政府奖学金生根据其出具成绩单和老师评语，按年度评审内容的要求，评审该生在本学年的情况。

5. 在各系（所）进修的政府奖学金生由各系（所）出具成绩单和老师评语，按年度评审内容要求，评审该生在本学年的情况，系主任签字后送留学生科。

6. 进入学位课程学习的奖学金生由各系（所）出具成绩单和导师评语，按年度评审内容要求，评审该生在本学年的情况，系主任签字后送国际教育学院。

7. 进入学位论文阶段的政府奖学金生，由导师写出本学年的评语，系主任签字后送国际教育学院。

8. 由国际教育学院综合所在系和导师（教师）的意见，按教育部的要求，填写评审表第二面，经国际教育学院负责人签字并加盖公章后，于每年5月31日前正式行文上报国家留学基金管理委员会。

9. 国家留学基金管理委员会于每年6月30日前将评审决定通知学校并由学校通知申请人。必要时，通知学生派遣国的驻华使馆或派遣单位。

**第六条** 年度评审决定分为“通过”和“未通过”两种。凡未通过者，其享受奖学金的资格自下一学年起终止。终止奖学金的期限为一学年。

终止奖学金者，可向学校提出书面申请，在获得学校同意后可自费或者减免费用留校继续学习。

终止奖学金后留校学习者，可在终止期满后申请恢复奖学金。申请者须向学校提出书面申请，并由学校按规定审核，同意后，报国家留学基金管理委员会核准。

终止奖学金后退学离校者，不得申请恢复奖学金。

**第七条** 有下列情形之一的，原则上不能通过奖学金年度评审：

1. 本科生一学期有三门或者两门主要课程经补考后仍不及格者。
2. 硕士研究生一学期有两门学位课程考试不合格，或有一门学位课程经补考后仍不合格者。
3. 博士研究生有一门学位课程考试不合格者。
4. 各类研究生经过中期考核后仍被认为不宜继续培养者或学位论文工作中明显表现出科研能力弱者。



浙江大学

外国留学生手册（研究生）



5. 违反考场纪律作弊者。
  6. 因各种原因被学校给予记过以上处分者，或累计受学校书面警告处分二次者。
  7. 患严重身体或精神疾病无法正常学习者。
  8. 因各种原因应退学者。
- 凡无故不接受年度评审者，取消其继续享受奖学金的资格。



## 保险和医疗

- 1、学校各校区设有校医院，留学生日常患病可以到校医院就诊。
- 2、如有必要，留学生可以到校外医院就诊，建议到市内省级或市级公立医院就诊，就诊时请出示学生证。
- 3、如需要紧急救援，可拨打急救中心电话，电话号码：120。
- 4、外国留学生综合保险
  - (1) 全额奖学金生和全额交付学费的自费留学生（学习时间在半年以上）免费享受外国留学生综合保险，内容包括意外伤害医疗、住院医疗、意外残疾及死亡保险责任；就诊医院仅限于中华人民共和国大陆境内公立医院。有关留学生保险条款请参阅留学保险网（[www.lxbx.net](http://www.lxbx.net)）的来华留学生保险产品简介。如果发生意外或生病需住院治疗，应及时通知国际教育学院主管老师，以便处理保险理赔事宜。
  - (2) 学生住院治疗期间的医药费先由学生本人垫付，出院时准备好以下材料，再申请保险理赔支付。
    - ◇出院小结 ◇医院诊断证明 ◇住院收费收据 ◇住院医疗费用汇总清单
    - ◇门诊病历及收费收据（若有院前或院后门诊）
    - ◇护照复印件（个人信息页）
  - (3) 在以下医院住院治疗可办理第三方垫付服务，学生无需自己垫付所有住院费用，但必须在确定住院前先联系主管老师。
    - ◇浙江大学医学院附属第一医院
    - ◇浙江大学医学院附属第二医院
    - ◇浙江大学医学院附属邵逸夫医院
    - ◇杭州市第一医院
    - ◇浙江省人民医院
    - ◇浙江省中医院
    - ◇杭州市急救中心
  - (4) 因打架、斗殴等违反法律、校纪行为导致伤亡事故所支付的医疗及其他有关费用，保险公司将拒绝理赔，由当事人自理。
  - (5) 留学生保险事务主管老师联系地址：玉泉校区 31 舍 219 室，电话：



87953837

5、享受在华留学生综合保险的学生门诊就医须到正规公立医院就诊，年度门诊医疗费总额超过 650 元者可申请办理 650 元以上部分的门诊医疗费理赔手续，凭病历、检查项目和用药清单以及医院发票由国际教育学院初审后寄往北京的留学生保险承保公司办理理赔审核手续，保险公司将按规定审核报销 650 元以上的部分门诊医疗费（挂号费不能报销，请务必向医院财务人员说明，分别开具挂号费和医药费）。镶牙、补牙、拔牙、配眼镜、分娩、人工流产、性病、矫正生理缺陷、美容、购买营养补品和其他超出公费医疗支付范围和标准的费用以及治疗来华前已患的慢性疾病的费用，都不在保险范围内，须由本人自理。

6、在华学习的留学生必须要有医疗保险。没有全额缴纳学费且无全额奖学金的学生（含交流生和延长学习期限、同意减免学费的学生及在我校实习不满一年、按周缴纳学费的 MBBS 项目学生）必须自行购买在华外国留学生综合保险或其本国的海外医疗保险（需要提供其本国保险公司开具的相关证明）。

## 声 明

1. 本手册内容正式版用中文表述，并提供相应的英文翻译，当英文翻译与中文版内容有出入时，以中文版为准。
2. 本手册的解释权归浙江大学国际教育学院。
3. 本手册定稿于 2015 年 8 月 31 日，如政府部门、学校新颁布的法规与本手册有不一致之处，以新颁布的法规为准。



# **ENGLISH TRANSLATION**



# Registration

## New Student Registration

1. New students must register within the specified time at the International College, Zhejiang University, bringing with them their passports, Letter of Admission and Form JW201 or JW202. During registration, they will be asked to fill in the International Students Admission Form, take a copy of the Handbook for International Students, and submit other necessary documents for verification as required by the Letter of Admission. They need also to submit 4 passport photos (2 -inch bareheaded with a white background). Postgraduate students and high-level non-degree students pursuing studies other than Chinese language and culture must also register in the schools and colleges where their academic programs are conducted.

2. Self-funded students must produce their receipts of tuition and fee payment or bank statement showing the payment at the time of registration. They may also make the payment at the time and on the spot of registration.

3. Those who for some reason are not able to register within the specified time period must obtain prior consent from International College for later registration. Failure to register within two weeks after the specified deadline without valid reasons will be automatically regarded as giving up the admission eligibility.

4. The Letter of Admission for international students shall bear the official seal of the International College, Zhejiang University. No other documents issued by any organizations or individuals shall be deemed valid.

## **New Student Orientation**

After registration, new students will be asked to attend an orientation organized by the International College and relevant divisions, which include the exposition of relevant Chinese laws and codes of conduct, introduction to the on-campus rules and regulations, explanation of the handbook for international students, etc. It is an event that all new comers are expected to attend on time.

## **Current Student Registration**

Current students must register at the International College within the specified period at the beginning of each semester. They need to bring with them their student books and passports, which will be made valid by verifying the passport number and the valid date of the residence permit and stamping on it the registration seal. Besides, the students need to get registered in the Graduate School Management System. Chinese Government Scholarship students and Confucius Institute students must sign their names on the registration form of scholarship students. Those who are not able to register with in the specified period for some reasons must request in advance for permission of later registration, or else they will be treated as truants. Failure to register within the two weeks after the specified deadline without permission will automatically lead to the cancelation of their student status.



# Physical Check-up, Residence Permit & Visa

## Physical Check-up

International students who will study for more than 6 months should take a physical check-up in principle at Zhejiang International Travel Healthcare Center (ZITHC); those who have taken the Physical Check-up in other places and hold a “Physical Examination Record for Foreigners” should go to ZITHC to have it verified. New students can apply for residence permits after they obtain a “Certificate of Verification of Physical Examination Record for Foreigners” issued by ZITHC. Those who are ascertained upon examination as patients of any disease due to which no entry is allowed, as specified in China's laws, shall leave immediately for their home country.

The Address of Zhejiang International Travel Healthcare Center: 230 Zhonghezong Rd, Shangcheng District, Hangzhou. Tel: 87852410.

## Residence Permit & Visa

1. New students holding an X1 visa shall apply for a residence permit to the Department of Entry & Exit Administration, Hangzhou Public Security Bureau, within 30 days from the date of entry in China. Students with an X2 visa shall secure a visa extension 7 days prior to the expiry of the duration specified in the visa, or apply for a resident permit. Those who exceed the specified time will be punished in accordance with relevant Chinese laws for illegal residence.

2. International students who are transferring from another city in China shall go through the move-out formalities with the Department of Entry & Exit Administration of that city and then go through the move-in formalities with the Department of Entry & Exit Administration, Hangzhou Public Security Bureau, within 10 days from their

arrival at the university.

3. If any items on the residence permit change during his/her study at the university, student shall have the relevant information changed with the Department of Entry & Exit Administration of Hangzhou Public Security Bureau within 10 days after the change takes place.

4. Current students shall, within 30 days prior to the expiry of the validity period on their residence permits or visa, file applications for extension of the duration of residence or stay with the Department of Entry & Exit Administration of Hangzhou Public Security Bureau. Documents for duration extension application include the applicant's passport and a certification issued by International College, Zhejiang University. Failure to secure the extension before the expiration will be deemed as illegal residence and thus leads to penalty in accordance with relevant Chinese laws. Students are advised to solve their visa problem during regular semester time as it is not handled during vacations. A residence permit may be extended up to one year at a time. No extension will be possible for students who are to leave the university for graduation or completion of their course of study, but stay permits with specified duration may be applied for according to the circumstances.

5. International students may enter and exit China for multiple times as long as their Residence Permits are valid.

6. International students who have lost their passports should inform the International College and the Department of Entry & Exit Administration, Hangzhou Public Security Bureau immediately, obtain a certification for the loss, apply for a new passport to their embassy/consulate in China and a new residence permit from the Department of Entry & Exit Administration of Hangzhou Public Security Bureau. International students who have secured new passports must inform the International College to have their personal information updated.

7. The Address of the Department of Entry & Exit Administration, Hangzhou Municipal Public Security Bureau is 35# Huaguang Road, Hangzhou, and its phone number is 87071973.

8. To apply for a residence permit, new students need to prepare the following documents and materials.

(1) A certification issued by the International College;



- (2) Passport;
  - (3) The Original third slip of Visa Application for Study in China (Form JW201 or JW202);
  - (4) One duplicate copy of the Admission Notice;
  - (5) One recent 2-inch photo of the applicant (front, bareheaded, with a white background);
  - (6) The Certificate of Verification of Physical Examination Record for Foreigners & Overseas Chinese, which is required for students who will study for more than 6 months;
  - (7) Residence registration certification issued by dormitory management department of university , which is required for students dwelling on campus;
  - (8) Temporary residence registration certification issued by the local police station, which is required for students dwelling off campus;
  - (9) A certification of completion of study, a transcript and a certificate of class attendance issued by the student's former school in China, which is required for those with residence permits issued by the city where the student's former school is located.
9. International students are responsible for all costs shall settle their residence permit, visa, etc at their own cost.



# Regulations on the Payment and Refund of Tuition and Fees for Self-funded International Students

## 1. Regulations on the Payment of Tuition and Fees

1.1 Self-funded International Students of Zhejiang University should pay tuition and fees in time.

1.1.1 Tuition and fees paid by international students shall be settled in RMB and, if remitted in a foreign currency, shall be settled in RMB based on the bank exchange rate on the same day.

1.2 Items of fees and time of payment: Self-funded international students shall pay their tuition, accommodation fees and other payable fees at the time of registration at the beginning of a semester or academic year, or else they will not be able to go through the registration formalities. Failure to pay tuition and other payable fees two weeks after the registration day will lead to the cancelation of student status.

1.2.1 Tuition fees of degree students shall be paid by academic year, i.e. once for the whole academic year.

1.2.2 Tuition fees of non-degree students of Chinese language and culture are paid by semester, i.e., once for the whole semester. Non-degree students of Chinese language and culture who plan to continue studying for another semester must make an application one week before the end of the current semester and pay tuition fees for the coming semester before their residence permits or visas can be extended.

1.2.3 Those degree students who fail to finish their schooling within the specified length of programs and need to extend their length of studies must pay regular tuition fees for the extended year or semester.

1.2.4 Internship of English-instructed Clinical Medicine major amounts to 48 weeks. Fees of internship are paid according to actual internship weeks. Internship of less than a week will be counted as a week. The formula of fees is: Internship fees = (the



actual internship weeks/ 48) \* tuition fees of each academic year.

## 2. Regulations on the Refund of Tuitions and Fees

2.1 Tuitions fees paid by self-funded international students will not be refunded in principle. However, if a self-funded international student are unable to continue his/her studies for special reasons such as illness or poor financial situation of his/her family after paying tuition fees, the university will refund part of the fees. Details of refund policies are as follows:

### 2.1.1 Regulations on refund for non-degree students:

2.1.1.1 New non-degree students can get a refund of 50% of the tuition fees after finishing withdrawal formalities and having the residence permit cancelled within 30 days (include 30 days) from the registration day. Refund is not possible if the withdrawal exceeds 30 days from the registration day.

2.1.1.2 Current non-degree students of Chinese language and culture who plan to continue studying for another semester must make an application one week before the end of the current semester and pay tuition fees for the coming semester before their residence permits or visas can be extended. Those who decide not to continue studying in the coming semester after paying tuition fees can get a refund of 80% of the tuition fees. Those who have obtained extension of residence permits for continuing studies must have the residence permits cancelled in the Department of Entry & Exit Administration, Hangzhou Public Security Bureau before the refund of tuition fees. Students who do not ask for extending their stay for another semester will be automatically treated as those who have completed their studies.

### 2.1.2 Regulations on refund for degree-students

2.1.2.1 Degree students can get a refund of 50% of the first long-term semester tuition fees and all of the second long-term semester tuition fees after finishing withdrawal formalities and having the residence permit cancelled within 30 days (include 30 days) from the registration day of the first semester of the academic year. Only the second semester tuition fees are refundable if the withdrawal exceeds 30 days from the registration day of the first semester.

2.1.2.2 Degree students can get the refund of the second semester tuition fees if they finish withdrawal formalities and have the residence permit cancelled before



the registration day of the second semester. Tuition refund is not possible after the registration day.

## 2.2 Situations of no refund of tuition fees:

2.2.1 No tuition fees will be refunded to those who drop out for the following causes:

- a. those with actions in violation of Chinese laws or regulations, causing severe consequences;
- b. those with actions severely disrupting public order or the educational order of the university;
- c. those who are absent from class without approval for two or more consecutive weeks;
- d. those with attendance of one semester less than 70% without valid reasons ;
- e. those who fail to get registered with delay exceeding 2 weeks and without valid reasons.

2.2.2 Advance payment of tuition fees is not refundable for new admitted degree students (Undergraduates) who are unable to register and study in Zhejiang University or quit schooling after registration for personal reasons. Refund of the rest part of tuition fees is in accordance with regulation 2.1.

2.3 Self-funded students whose studies are suspended with the approval from the university will not have their tuition fees for the current semester refunded. Part of the unused tuition fees will be used when their studies are resumed.

## 2.4 Formalities of refund:

2.4.1 Cancellation of residence permit: Students who have obtained residence permits planning to quit schooling must have their visa or residence permits modified at the Department of Entry & Exit Administration of Hangzhou Public Security Bureau within three days after submitting their drop -out requests, and have the original documents of visa modification checked by International College, or else no tuition fees will be refunded.

2.4.2 Self-funded students are advised to keep original payment receipts properly. According to Chinese financial and accounting regulations, those who request refund must give back their original payment receipts, or else refund formalities can not be conducted.



### **3. Implement and explanation of these regulations**

3.1 International College is responsible for the explanation and implement of these regulations.

3.2 These regulations shall go into effect on August 1st, 2013.

# Regulations on Academic Studies

## Regulations on Management of International Graduate Student Status

### Chapter 1 General

**Article 1** The Management Measures described as follows are developed in accordance with the Regulations on Management of Acceptance of International Students by Universities in China (issued jointly by the Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security), and with reference to the specific practice of Zhejiang University in developing international graduate education, for the purpose of promoting the university's international exchange and cooperation and optimizing the management of international graduate students' affairs.

**Article 2** International graduate students doing studies at Zhejiang University shall comply with the laws and codes of the People's Republic of China and various rules and regulations of the university. They must show respect to teachers, fellow students and the university staff, show respect to the folkways and customs of the Chinese people, and maintain and promote friendship between peoples of all nations.

**Article 3** (N/A)

### Chapter 2 Acceptance Conditions and Admission Formalities

**Article 4** Any foreign citizens with a master's degree gained from an overseas or domestic accredited university is eligible to apply for doctoral studies.

**Article 5** Any foreigner with a bachelor's degree gained from an overseas or domestic accredited university is eligible to apply for master's degree studies.

**Article 6** (N/A)

**Article 7** Excellent international graduates with a bachelor's or master's



degree gained from Zhejiang University in the current year may apply for admission without exams to master's degree or doctoral programs of the university respectively. The admission procedures include interviews organized by the relevant colleges, the decision on supervisors and the research orientation. The admission decision shall be made by the Recruitment Office of Graduate School, to which information about the qualified applicants are sent by the International College. Applications for graduate studies of international graduates of the current year who have been enrolled previously as a result of implementing the national plan shall be sent to China Scholarship Council via International College for examination and approval.

If an international graduate students currently working for the master's degree wishes to start doctoral studies before completing his master's degree studies, he may submit application to the International College for initial examination and recommendation, following the Regulations of Zhejiang University on Recruitment of Graduate Students for doctoral Studies. After the interviews organized by the relevant colleges are conducted and the decisions on supervisors and research orientation made, the application of qualified candidates shall be sent by International College to the Recruitment Office of Graduate School for further examination and approval. Applications for early start of doctoral studies from beneficiaries of Chinese government scholarships shall be sent to China Scholarship Council via International College for examination and approval.

**Article 8** N/A

## **Chapter 3**

### **Entrance of New students**

**Article 9** New international graduate students must register with the International College within the time period specified by the university, bringing with them their passports, Letters of Admission and Visa Application Form for Study in China. Those who cannot register within the time period for some reason must ask in advance for permission of later registration from the International College. Such delay shall not exceed two weeks in normal cases. Those who fail to ask for later registration or fail to register before the permitted time period ends will be deprived of their admission

eligibility. International graduate students who have registered with International College must also do so within the specified time period with colleges that offer their study programs and make arrangements for their studies.

**Article 10** International College shall take charge of the new students rechecking work, which is to be done in accordance of the Measures for Implementing Zhejiang University Regulations on Management of Graduate Student Status.

**Article 11** International graduate students' ID cards and school badges will be obtained from the Graduate School and distributed by International College.

## **Chapter 4**

### **Registration & Attendance Check**

**Article 12** Registration of current international graduate students shall be organized and carried out by International College in a unified manner by referring to the Measures for Implementing Zhejiang University Regulations on Management of Graduate Student Status.

## **Chapter 5**

### **Transfer to Another School or Program**

**Article 13** The Measures for Implementing Zhejiang University Regulations on Management of Graduate Student Status shall be referred to for transfer of international graduate students to another school or program. Transfer application of beneficiaries of Chinese government scholarships to another school or program shall be sent in writing by the International College to China Scholarship Council for examination and approval.

## **Chapter 6**

### **Suspension from School**

**Article 14** The Measures for Implementing Zhejiang University Regulations on Management of Graduate Student Status shall be referred to for suspension



of international graduate students from school. International graduate students suspending from school shall normally return to their home country for rest and recovery. They will be responsible for the cost of the two-way trips and expenses for medical treatment in their home country. Scholarships for those who have been granted scholarships will be paused during such suspension. Suspension from school of those international graduate students who have been recruited as a result of implementing the national plan shall be reported in writing by International College to China Scholarship Council for examination and approval.

## **Chapter 7**

### **Termination of Student Status**

**Article 15** The Measures for Implementing Zhejiang University Regulations on Management of Graduate Student Status shall be referred to for termination of international graduate students. Documentations regarding termination of the student status concerning beneficiaries of Chinese government scholarships shall be sent in writing by International College to China Scholarship Council and the embassy of the students' home country.

## **Chapter 8**

### **Encouragement & Punishment**

**Article 16** The Measures for Implementing Zhejiang University Regulations on Management of Graduate Student Status shall be referred to for encouragement or punishment involving international graduate students. Actions of encouragement or punishment involving international graduate students shall be taken by the college to which the students concerned are affiliated after the verification work is done and approval of the actions is given by the Graduate School. Results of encouragement/punishment shall be filed with International College and Graduate School respectively and made known to the colleges the students concerned are affiliated to. Relevant documents about Students who are given a sanction of removal or dismissal from school shall be reported by International College to the Foreign Affairs Section of



the provincial education department to put on records. Results of encouragement/punishment of beneficiaries of Chinese government scholarships shall be sent in writing by International College to China Scholarship Council and their embassy in China notified.

## Chapter 9

### Schooling System & Length of Programs

**Article 17** The Measures for Implementing Zhejiang University Regulations on Management of Graduate Student Status shall be referred to as regards the schooling system and length of programs for international graduate students. Applications for expending the length of schooling for beneficiaries of Chinese government scholarships shall be sent in writing by International College to China Scholarship Council for examination and approval. Those for whom such extension is approved continue their beneficiary status for the extended period of time without paying an extension fee; those who fail to obtain the approval and self-funded international graduate students shall pay an extension fee following the relevant tuition fee standard for self-funded students.

## Chapter 10 Training Work

**Article 18** Relevant colleges and all international graduate student supervisors shall develop training schemes and individual study plans for the students by referring to the 3 documents, namely Implementation Rules on Master's Degree Candidates Training Work of Zhejiang University, Implementation Rules of Zhejiang University on Doctoral Candidate Training Work, and Implementation Rules of Zhejiang University on Training Graduate Students connecting Master's Degree and Doctoral Programs; the training schemes and individual study plans are to be filed with the Graduate School and International College of the university.

**Article 19** The assessment criteria of course studies for international graduate students are specified as follows:

A. The minimum requirement for total credits to be gained by international



graduate students shall be consistent with that for domestic students.

B. “China Survey” is a required course for international graduate students. “Political Theories” is a required course for international graduate students of programs categorized in philosophy, politics and economics. International graduate students registered in other programs may apply for exemption from the course

C. The primary foreign language for international graduate students is Chinese, which is a required course for them. International graduate students may select an appropriate Chinese language course at the International College, depending on their current degree of Chinese language proficiency. International graduate students may remain exempt from courses of English or other foreign language.

D. International graduate students who have gained insufficient credits from the common curriculum may have credits gained by taking courses of their program curriculum as supplement. International graduate students who have taken “China Overview” in their previous programs may take other courses to meet the credit requirement.

E. Requirements regarding international graduate student' program courses, elective courses and the related assessment are to be worked out in accordance with the 3 documents, namely Implementation Rules on Master's Degree Candidates Training Work of Zhejiang University, Implementation Rules of Zhejiang University on Doctoral Candidate Training Work, and Implementation Rules of Zhejiang University on Training Graduate Students connecting Master's Degree and Doctoral Programs.

F. Subject to the consent of their supervisor, part or all courses for international graduate students may be offered in English. International graduate students registered in programs with Chinese as the working language but with no Chinese language proficiency up to the level for taking the courses shall be arranged by the International College to learn Chinese for one year before starting their program studies.

G. Examination results of all courses for international graduate students shall be entered into the university graduate student training information system by their college and International College to effectuate standardized management.

**Article 20** Relevant provisions of the 3 documents, namely Implementation Rules on Master's Degree Candidates Training Work of Zhejiang University, Implementation Rules of Zhejiang University on Doctoral Candidate Training Work,

and Implementation Rules of Zhejiang University on Training Graduate Students connecting Master's Degree and Doctoral Programs, shall be referred to as regards requirements for the scientific research and degree theses of international graduate students.

**Article 21** Requirements on oral defense of international graduate student's thesis for applying for a degree shall be same in principle as those concerning domestic graduate students.

## **Chapter 13**

### **Graduation & Completion of a Course of Study**

**Article 22** The Measures for Implementing Zhejiang University Regulations on Management of Graduate Student Status shall be referred to as regards international graduate students' graduation or completion of a course of study.

**Article 23** International College shall take charge of submitting in writing the list of international graduate students graduating or completing a course of study to the Administration Office of Graduate School while individual colleges shall take charge of submitting in writing the list of graduating international graduate students applying for a degree, together with the list of domestic graduates, to the Degree Office of Graduate School for examination and approval. Individual colleges shall take charge of distributing diplomas to international graduate students and producing the English translation of diplomas of graduation which shall be put on records by the International College; the International College shall produce and distribute to the international students the certificates of graduation and the English translation according to the requirements of the university. Students who are not eligible for graduation shall be granted Certificates of completion of a course of study or certificates of course attendance printed by the university. The academic reports for international graduate students shall be prepared by the International College with one copy in Chinese and another in English, and verified by the Training Office of the Graduate School with an official seal.

**Article 24** International graduate students who apply for a delay in graduation shall go through relevant formalities at least three months ahead of set time for



graduation. Such applications from beneficiaries of Chinese government scholarships shall be submitted in writing via International College to China Scholarship Council for examination and approval. Those who are granted the approval will be able to continue their beneficiary status; self-funded international graduate students who apply for the delay due to private reasons shall pay a program extension fee, and those who submit the application due to the arrangement of the college or the supervisors shall be exempt from such payment.

## Chapter 14 Supplementary Articles

**Article 25** International College shall take charge of managing foreign affairs concerning international graduate students (entry & exit formalities, settlement and extension of residence permit, etc.) while the International Student Service Center shall take charge of issues related to their life on campus.

**Article 26** International graduate students training of programs jointly run by overseas colleges/universities and Zhejiang University shall be managed in accordance with the provisions of relevant cooperation and exchange agreement.

**Article 27** The measures hereby stipulated shall be enforced on a trial basis as of the date of proclamation.

**Article 28** The right of interpreting this document belongs to Graduate School and International College.

## **Measures for Implementing Zhejiang University Regulations on Management of Graduate Student Status**

### **Chapter 1 Entrance of New Students**

**Article 1** New graduate students shall, carrying with them the Letter of Admission and relevant documents specified in the Important Information about Entrance of Graduate New students, settle various entrance formalities in accordance with the contents of New Students Check-in Sheet by the time specified by the university.

New graduate students who cannot check in for registration within the specified time period for some reason shall ask in writing, with relevant certifications attached, for permission to delay the registration from the administrative division of Graduate School in advance. Such a delay shall not be deemed as valid until the approval is granted to the applicant. The time limit of such absence is 2 weeks. Failure to ask for the permission or to get registered after the permitted time of absence expires for those who do have obtained the permission shall be deemed as giving up the admission eligibility unless the failure is caused by force majeure.

**Article 2** Eligible new graduate students who cannot show up within the time limit for later registration specified by the university due to illness or other valid reasons and those who are found during the time limit of new-students rechecking unable to do studies due to illness may apply for the retention of their admission eligibility.

Application for the retention of admission eligibility must be submitted within the time limit for registration (or within the time limit of new -students rechecking for applicants with illness). The applicants need to fill in the Request Form for Retention of Entrance Eligibility for New Graduate Students at Zhejiang University, and those who apply due to illness must also submit a certificate from a 2nd-Class Grade A or a higher-grade hospital designated by the university, which states that the

applicants concerned are unable to pursue studies due to the illness and is subject to the verification of the Epidemic Prevention and Health Care Division of the university hospital. Applicants must also obtain the consent of the college they are affiliated to before submitting their applications and attached materials to the administrative division of the Graduate School for examination and approval, and such retention shall not become valid until the approval is obtained.

The time limit for retaining the admission eligibility is 1 academic year.

Those who have their admission eligibility retained by the Graduate School shall not have the graduate student status and are not entitled to the treatment granted to the on-campus graduate students during the period of retention. Those with retention for reason of illness shall return home or to their original organizations for medical treatment and rest. The university will not issue any certifications for those students during their retention period.

**Article 3** Students with their admission eligibility retained must apply for registration for studies at the end of the last semester of the period of retention (by filling in an Entrance Application Form for New Graduate Students with Retention of Entrance Eligibility at Zhejiang University; those with retention due to illness must submit at the same time a certificate of recovery from a 2nd-Class Grade A or a higher-grade hospital designated by the university and obtain the approval from the Epidemic Prevention and Health Care Division of the university hospital). They must also obtain the consent from the college to which they are affiliated and the approval from the administrative division of Graduate School before doing the re-entry registration.

After entrance, the study plan of graduate students with their entrance eligibility retained shall be arranged according to those for the students being admitted on the regular basis, and their study time shall be counted starting from the day of their re-entry registration.

Doctoral students (and those who start doctoral studies ahead of time) with their entrance eligibility retained due to illness may continue their doctoral studies or apply for transferring to a master's degree program upon recovery, depending on their own situation.

**Article 4** Anyone who obtains the student status by cheating or other devious

means will be deprived of his/her student status as soon as the truth is verified. Those in flagrant cases shall face legal investigation of relevant authorities.

## **Chapter 2**

### **Enrollment, Attendance Check & Leave**

**Article 5** Graduate students shall get registered twice a year. At the beginning of the spring semester and the fall semester, graduate students shall, bringing with them their graduate student cards, go through registration formalities at the Graduate Student Management Division of their colleges within the time period specified on the university calendar. Graduate students who cannot get registered within the specified time limit must apply for a delay in registration in advance (by filling in a Leave Sheet for Graduate Students at Zhejiang University). Such a delay shall not become valid until the approval is granted. Failure to register on time with absence exceeding 2 weeks without valid reasons will be deemed as automatic withdrawal from schooling.

Graduate students shall settle various fee payment formalities by the registration date of the first semester of each academic year. Those who fail to pay tuition fees as specified by the university or otherwise do not meet the registration requirements will not be able to get registered.

**Article 6** Upon the expiration of the time limit for registration specified by the university, individual colleges shall verify the cases of students absent for registration and submit to the administrative division of the Graduate School the list of students who have been confirmed as students that are to be treated as automatic drop-outs before the end of the semester in which the registration period is set.

**Article 7** Graduate students must participate on time in the activities specified in their educational/teaching plans; those who cannot participate on time must ask in advance for leave and obtain approval. Serious cases of absence without permission will lead to disciplinary sanctions.

**Article 8** Graduate students who ask for leave for a personal reason shall fill in a Leave Sheet for Graduate Students at Zhejiang University; such leave shall not become valid until the approval is granted. Leave for one week or less shall be approved by one's supervisor while leave for more than a week but less than a month (inclusive)

shall be approved, with the supervisor's consent, by a college leader in charge. The leave sheet shall be kept on file by the Graduate Student Management Division of the college.

Internship as a result of a graduate student's personal networking, unless required for research, shall be deemed as a private act and shall normally take place during winter/summer vacation.

Graduate students who are away on business trips or on vacation have to delay returning to the university for some unexpected reasons may ask for leave of absence by facsimile, e-mail or letters. They must go through the makeup formalities and submit necessary certifications after returning to the university.

**Article 9** Graduate students who need to leave Mainland China for joint training, collaborative research or international conferences shall be treated as those sent by the university on a business trip abroad. Such students shall settle the specific formalities with the training division of the Graduate School in accordance with relevant regulations of the university and file a record with the administrative division of the Graduate School.

**Article 10** (N/A)

### Chapter 3

#### Program or Institution Transfer and Supervisory Changes

**Article 11** In principle graduate students shall not transfer to another program after beginning their studies.

In rare cases, if a graduate student has to transfer to another program due to readjustment of his/her current program, change of his/her supervisors or other unexpected reasons, he/she must personally submit an application, which is to be processed for comments on hierarchical basis from a number of individuals and one institute, namely the supervisors or institutes of both the applicant's current program and the program he/she wishes to transfer to, the heads of the discipline and the school to which the programs are affiliated. The transfer shall not become effectuated until the application is approved by the training division of Graduate School. Application reports with comments of approval on them shall be filed with the administrative



division of the Graduate School.

After transfer to another program, the students shall take courses, do research and prepare degree thesis writing to the training requirements of the new program.

**Article 12** A graduate student may apply, for some special reasons, for supervisory changes within the same discipline. To do this, the student him/herself shall submit an application, which is to be processed for comments from both his/her current and prospective supervisors, and the head of the discipline to which the applicant's program is affiliated. Such change shall not become effectuated until the approval is granted from the school/college leader in charge. The application report shall be filed with the Graduate Student Management Division of their college.

**Article 13** N/A.

**Article 14** N/A.

**Article 15** N/A

## Chapter 4

### Suspension and Resumption of Graduate Studies

**Article 16** Graduate students who have to suspend their studies for a period of time for treatment or convalescence due to illness or other reasons may request suspension.

Graduate students who are in one of the following cases must request suspension from school:

A. Those who have asked for sick leave or been hospitalized totally for more than one month within a semester;

B. Those who have been diagnosed by a hospital as patients of infectious diseases (such as hepatitis and pulmonary tuberculosis) with length of treatment and convalescence suggested by the doctor exceeding one month;

C. Those whose leave of absence for private affairs within one semester exceed one month;

D. Female graduate students giving birth to children;

E. Those who cannot do registration for other reasons.

**Article 17** Graduate students who intend to suspend studies must submit an



application themselves (by filling in an Application Form for Graduate Students at Zhejiang University to Change Student Status). Those who are hospitalized due to serious illness or infectious disease may entrust others with the application task, having them submit the diagnostic report issued by a 2nd-Class Grade A or higher-grade hospital designated by the university, which are to be checked by the epidemic prevention and health care division of the university hospital. The suspension shall not be effectuated until positive comments on the application are made by the applicant's supervisor and the college leader in charge and approval is granted by the administrative division of Graduate School after the verification work is done.

**Article 18** The status of graduate students on suspension shall be retained by the university. Such students are not eligible for the treatment given to regular on-campus students. Students suspending studies due to illness shall return home for convalescence. They shall be responsible for their round-trip expenses.

**Article 19** The time of suspension shall be counted by semester and shall not exceed 2 years in total. The time of suspension of those who started suspension after hospitalization shall be counted from the day of hospitalization.

**Article 20** Students whose period of suspension expires must submit application for resumption of studies (by filling in a Request Form for Graduate Students at Zhejiang University to Change Student Status. Those who have suspended their studies due to illness must also submit the medical diagnostic certification and resumption suggestion that have been verified by the epidemic prevention and health care division of the university hospital). The resumption shall not be effectuated until positive comments on the application are made by the applicant's supervisor and the college leader in charge and approval is granted by the administrative division of Graduate School after the verification work is done. Graduate students whose application for resuming studies will be asked to get registered with the administrative division of the Graduate School.

**Article 21** (N/A)

## Chapter 5

### Withdrawal from Studies

**Article 22** Graduate students in one of the following cases shall be asked to withdraw from their studies:

(1) Those who are found via assessment to be unsuitable for graduate studies for a master's or doctoral degree;

(2) Those who are not able to take all the courses specified by the training plan within the set time frame (including the time limit for approved delay) or complete the entire course work;

(3) Those who fail to submit application for resuming studies within the specified time limit or those whose application for resumption fails to meet the requirements upon verification (including those who have been found to be involved in serious offences during their suspension period.)

(4) Those who cannot continue studies for illness or disabilities caused by unexpected injuries with diagnostic certificates from a hospital designated by the university;

(5) Those who fail to attend academic activities required by the university for 2 successive weeks without asking for leave;

(6) Those who fail to get registered within the specified time period with delay exceeding 2 weeks and without valid reasons;

(7) Those who have registered with another institution to pursue graduate studies;

(8) Those who apply voluntarily for withdrawal.

**Article 23** Where a graduate student is treated as a withdrawer with his/her student status canceled as per (1), (2), (3), (5) or (6) of Article 22 above, the Graduate Student Management Division of the student's college shall send a treatment suggestion to the student himself/herself. If it's impossible to contact the student himself/herself, the suggestion will be posted on the official web of the university for a period of 2 weeks and this shall be deemed as notifying the student himself/herself. If no objection from the student himself/herself is received within a period of 2 weeks after the notification, the Graduate Student Management Division of the student's



college will submit the treatment suggestion to the student's supervisor or research institute/office and the college leader in charge for positive comments before the treatment is effectuated.

Those who apply voluntarily for withdrawal from graduate studies as per (4), (7) or (8) of Article 22 above shall submit an application in writing themselves (by filling in an Application Form for Graduate Students at Zhejiang University for to Change Student Status, with the attachment of a diagnostic certificate verified by the epidemic prevention and health care division of the university hospital for those who apply for withdrawal due to illness); such applications shall be submitted to the applicant's supervisor and college leader in charge for positive comments before the administrative division of the Graduate School grants the approval.

The student status of graduate students who have died for whatever reasons will be automatically canceled. The Graduate Student Management Division of the deceased student's college is responsible for submitting a proposal for the cancellation, with relevant certificates attached, to the administrative division of the Graduate School for verification and approval.

**Article 24** N/A

**Article 25** Decisions on graduate students' withdrawal from studies, cancellation of their student status and transfer from doctoral studies to master's degree programs shall be made through special meetings convened by the vice president in charge and effectuated by issuing a document signed by the vice president.

**Article 26** Where the decision documents about withdrawal from studies or cancellation of the student status cannot be delivered to the student himself/ herself, an announcement by the administrative division of the Graduate School within the university for a period of more than 2 weeks shall be deemed as a substitute for successful delivery.

**Article 27** Graduate students who have studied for more than one full year and completed course studies as planned with satisfactory results before withdrawing from studies will be granted a certificate of completion of course studies (those who withdraw as students doing doctoral programs ahead of time will be granted certificates for master's degree students), and those who have done studies for less than a year and those who are dismissed from school will be granted an official note certifying their



study experience at the university. No certificates of study will be granted to those whose student status has been canceled.

**Article 28** ( N/A )

**Article 29** Graduate students who have objections to the university's decisions on their withdrawals, dismissals and cancellation of their student status can lodge appeals in accordance with relevant regulations of the university.

## **Chapter 6**

### **Study System, Length of Programs & Treatment**

**Article 30** The length of doctoral programs is 3–4 years; the length of master's degree programs is 2–3 years (depending on specific training schemes of individual programs).

**Article 31** Graduate students who cannot complete their studies within the specified time limit may request an extension of the length of schooling (hereinafter “extension” ). Master's degree candidates can be granted an extension up to 2 years while doctoral candidates an extension up to 3 years.

**Article 32** Graduate students who wish to have an extension must submit an application by filling in the Application Form for Graduate Students at Zhejiang University to Change Student Status half a year before the specified time limit expires. The application is to be verified by the applicant's supervisor for positive comments and approved by the college leader in charge. The extension shall not become valid until the application is filed with the administrative division of the Graduate School.

Graduate students who come back to resume studies after their approved suspension ends shall be granted extension that corresponds the length of their suspension. Graduate students who are sent out of Mainland China by the university for joint research or training shall have the time they spend out of Mainland China continuously counted as part of their length of studies.

**Article 33** Graduate students are entitled to the treatment given to them according to their status during the specified time limit of their programs.

Graduate students who come back to resume studies after their suspension ends can continue to have the treatment given to them according to their status if

the extension they are granted after the resumption does not exceed their previous suspension in length.

Graduate students who are sent out of China or Mainland China by the university for joint research or training with funds provided by partner institutions are not entitled to receive at the same time ordinary scholarships offered internally by Zhejiang University.

## Chapter 7

### Graduation, Completion of a Course of Study & Employment

**Article 34** Graduate students who have completed their course of studies within the specified time limit, with the oral defense of their degree theses passed and the requirements for other components of the training met, qualified morally and physically, shall be allowed to graduate. Those who meet relevant conditions specified for having the oral defense ahead of schedule shall be allowed to graduate ahead of time after passing the oral defense that takes place ahead of time.

Those who have completed their course of studies within the specified time limit, with requirements for other components of the training scheme met, but fail to pass the oral defense of their degree theses will be allowed to conclude their studies with relevant certificates. Students who have concluded studies and are allowed to revise their theses with the consent of the thesis defense committee may reapply to the university for oral defense within the time limit specified by the university and shall be allowed to graduate if they pass the defense.

Graduate students qualified for graduation shall be granted the certificates of graduation by the university.

Graduate students who are allowed to conclude their studies shall be granted a certificate of completion by the university.

Those who have finished more than one year's course studies specified by the training plan with satisfactory results, but have failed to complete other training components, will be granted a certificate of attendance.

**Article 35** Graduate students who meet the requirements for degree conferment of Zhejiang University will be granted degree certificates by the university.

**Article 36 (N/A)**

**Article 37** Graduate students who have completed or terminated schooling will not be able to receive their certificates of education until they return their School Leaving Sheet to the Graduate Student Management Division of their college after settling various school leaving formalities within the time specified by the university.

**Article 38 ( N/A )**

**Article 39** The university will not issue an academic certificate to students who have entered the university in violation of the recruitment regulations issued by the state. Certificates that have already been given to those students shall be re-collected.

**Article 40** Graduate students whose certificate of graduation/completion/attendance is lost or damaged may apply for a new certificate by submitting an application for verification to the Graduate Student Management Division of the college where they have studied and for approval to the administrative division of Graduate School. The new certificate shall have the same legal power as the original certificate.

**Article 41 ( N/A )****Article 42 ( N/A )****Article 43 ( N/A )**

## Chapter 8 Miscellaneous

**Article 44** The student status management concerning students of the 7year medical program shall be implemented in accordance with relevant regulations of the university. Status management concerning international students during their study at the university shall be implemented in accordance with relevant regulations of the state and the university. Academic certificates for international students shall be granted in accordance with relevant regulations of the Ministry of Education.

**Article 45 ( N/A )****Article 46 ( N/A )**

**Article 47** Graduate students must properly keep their student cards. Those who have lost their cards due to negligence may apply for a new card at the end of each semester. To do this, the graduate students themselves must fill in the Application



Sheet for Reissuance of the Graduate Student Card at Zhejiang University, which is to be verified by the Graduate Student Management Division of the college and approved by the administrative division of the Graduate School.

**Article 48** The implementation rules of this document shall be effectuated as of September 1, 2005, and its interpretation shall be the responsibility of the Graduate School of Zhejiang University.

## Some Important Information on Graduate Studies

### Extending Periods of Schooling

#### I. Extension Limitations

1. In principle, the extension for doctoral studies can be up to 3 years, and that for master's degree studies up to 2 years.

2. Extensions applied for each time is no more than 6 months for master's degree candidates and no more than 12 months for doctoral candidates. Graduate students who have been granted extensions must submit reports on thesis writing progress every 3 months, which are to be verified by their supervisors and filed with the Section of Graduate Student Affairs. Supervisors are expected to enhance their inspection and guidance on the thesis writing and research work of students who have extended their graduate studies. If two reports a graduate student has submitted indicate that he/she has not been making positive progress on thesis writing during the extended period, the extension shall be terminated, and the student's school/college shall start procedures on his/her withdrawal from graduate studies.

#### II. Extension Application Procedures

1. Graduate students who are unable to finish their studies within the prescribed time frame and wish to prolong their studies must submit application for extension six months before the time frame ends. The application is subject to the consent of the student's supervisor and the verification and approval of the student's school/college leader in charge. International students as beneficiaries of Chinese government scholarships must obtain in addition the consent from the embassies of their home



countries in China.

2. No regular registration shall be arranged for graduate students whose extension is due. If, for special reasons, a student wishes to prolong studies again, he/she must submit a special application explaining in detail reasons for the continuous extension, attached with the draft of the completed parts of the thesis, published papers, the contents and progress of the work yet to be completed, which are to be verified by the student's supervisors and the school/college leader in charge and approved by the Administration Division of the Graduate School. Students whose application for continual extension is approved will be allowed for registration by the Office of Graduate Student Status Management.

III. In principle, Chinese government-funded and self-funded students shall both pay standard tuition fees for the extension period, and students dwelling in dormitories on campus need to pay standard accommodation fee. Students who apply for study extension must participate in a medical insurance policy.

## Academic Norm

International graduate students must comply with “Zhejiang University Academic Norm for Graduate Students” when pursuing academic studies or doing scientific research at Zhejiang University

## Basic Requirements for Graduate Student's Training Schemes (for International Students)

**(For further information, please consult individual colleges, whose specific requirements shall prevail.)**

To ensure the quality of graduate education of international PhD and Master's degree students, Zhejiang University implements a supervisor responsibility system or supervisory-team responsibility system with the supervisor playing the main function. The supervisor (or the team) will be responsible for making and modifying the graduate



student's personal study plan, arranging book reports and research proposals, guiding research, dissertation writing and matters of a similar nature. For international students who have registered in programs with Chinese as the working language, as specified in their Admission Notifications, their dissertations must be written in Chinese. For those who have registered in programs with English as the working language, their dissertations can be written in English, but the abstracts must be written in Chinese.

### **I. Time Frame for Graduate Studies**

International students shall do their studies within the time frame specified in their Admission Notifications. Zhejiang University adopts a quarter for each academic year and a course credit system for graduate studies, and therefore students must arrange properly, under the guidance of their supervisors, their time for course studies according to their needs of research and dissertation writing. They must acquire sufficient credits before the thesis defense. In normal cases, students will complete their course studies in the first year of their graduate studies, and spend the remaining years on research and thesis writing.

### **II. Basic Requirements of PhD Candidates Training Schemes**

#### **(I) Course requirements**

The minimum credits required for doctoral programs are 14, of which book reports account for 2 credits.

1. “Chinese Language” (Required Course): 2 credits
2. ” China Overview” (Required Course): 2 credits
3. The minimum credits that PhD Candidates must acquire by taking specialized degree courses: 2
4. Optional Courses

PhD Candidates are required to select a predetermined foreign language course (1 credit). They must also take optional courses related to their specialized programs (2–5 credits), optional common courses offered at the university level or cross-disciplinary graduate courses. If research demands it, with the consent of their college and programs, they can take new courses with cuttingedge topics related to their dissertation writing. This needs to be explicated in training schemes.

#### **5. Book Reports: 2 credits**

PhD Candidate are required to present book or seminar reports at least 6 times

during their doctoral studies, of which at least 1~2 reports must be presented at the academic forums organized by their disciplines or colleges. The total of the 6 presentations will count for 2 credits.

## (II) Scientific Research and Dissertation

PhD candidates mainly work on scientific research and their dissertations during their university years. The topics of their dissertations should be relevant to the current research areas and conditions of the supervisors (supervisory teams), with great theoretical and practical significance, capable of representing the cutting-edge and advancement of the discipline. The dissertation proposal is an important step of the PhD candidate's work of dissertation writing. The time for dissertation proposal writing can be determined according to the progress of the PhD candidate's research, but it must be no later than the end of the students' second year of graduate studies.

PhD candidates will not be able to apply for the dissertation defense unless they have already had their research papers published at the time of the application. Based on the university's basic paper publishing requirements for doctoral studies, the Academic Degree Committees of individual colleges (departments) faculties can set higher standards for publications in accordance with their disciplinary features. Doctoral dissertation defenses and degree conferment are arranged with reference to relevant regulations formulated by the Graduate School of Zhejiang University.

## (III) Basic Requirements for Doctoral Students' Paper Publication

1. A doctoral student who applies for the degree of Doctor of Sciences must have one research paper relevant to his/her dissertation published (or accepted for publication) in journals that are included in SCI or EI in addition to one or more research papers relevant to his/her dissertation published (or adopted) in a first-class journal defined by the Personnel Department of the university.

2. A doctoral student who applies for the degree of Doctor of Engineering, Agriculture or Medicine must have one research paper relevant to his/her dissertation published (or accepted for publication) in journals that are included in SCI, EI, SSCI or AHCI in addition to one or more papers relevant to his/her doctoral dissertation published (or accepted for publication) in the Core Journals [ i.e. the source journals of Chinese Science Citation Database ( CSCD ) or Chinese Social Science Citation Index ( CSSCI ) ] ;



3. A doctoral student who applies for the degree of Doctor of Philosophy, Economics, Laws, Arts, History, Education or Management must have one research paper relevant to his/her dissertation published (or accepted for publication) in journals that are included in SSCI, AHCI, SCI; or have at least one research paper published (or accepted for publication) in a journal defined by the Personnel Department of the university as a first-class one and one or more papers published (or adopted) in the Core Journals. The publications must be relevant to the applicant's doctoral dissertation.

4. Other kinds of research achievements made by doctoral students shall be counted as follows: each invention patent will count as equivalent to one SCI journal paper; and each utility model patent one Core-journal paper. Published research papers in journals included in ISTP and ISSHP are counted as firstclass or core journal papers. For books (textbook excluded) written or compiled, every 50,000 words (actual written) are counted as one core journal paper. If a doctoral student has succeeded during his/her graduate studies in his/her application for doing NSFC projects as the first participant, one project shall count as one first-class or core journal paper. Every published paper with Impact Factor over 5.0 (5.0 included) will count as two SCI included papers. For jointly published papers of high Impact Factor, doctoral students as chief collaborators can apply for a doctoral dissertation defense jointly using the paper, provided the main achievement proposed by the paper (the actual contribution of the chief collaborators) constitutes the paper's core substance. Periodicals of high impact factors will be verified and publicized by the Academic Degrees Committee of the disciplines.

### **III. Basic Requirements of Master's Degree Candidates Training Schemes**

#### **(I) Course Requirement**

The minimum credits required for Master's degree programs are 26, of which book reports account for 2 credits.

1. "Chinese Language" (Required Course): 2 credits
2. "China Overview" (Required Course): 3 credits
3. Specialized Degree courses:

Credits gained by taking courses of the student's current first-level discipline, methodology courses or college common courses shall be no less than 6.

#### 4. Optional Courses

The courses refer to those of the students' fields or the related fields that are offered to broaden the students' knowledge scope or deepening their knowledge in certain aspects. The courses fall into 3 categories, namely degree courses of the students' fields, university-wide common courses, and cross disciplinary courses. Master's degree students should acquire at least five credits for optional courses of their fields of studies. Master's degree students are required to select at least one common course.

#### 5. Book Report

Master's degree students are required to present book or seminar reports at least 4 times during their graduate studies, of which at least one report must be presented at the academic forums organized by their disciplines or colleges. The total of the 4 presentations will count for 2 credits.

#### (II) Scientific Research and Master's Degree Thesis

Master's degree candidates generally shall complete at the end of their first academic year their thesis proposals, which demonstrate the significance of the theses topics, the main research tasks and the methodology. Master's degree candidates shall begin writing their thesis after their proposals are reviewed and approved by their supervisors (or supervisory team). Requirements for paper publication before thesis defenses are to be worked out by individual colleges or disciplines.

### **Courses election and registration online**

**(Pay attention to relative notices from the Graduate School, all of which subjects to the latest ones.)**

#### **I. Basic Requirements**

1. Graduate student of Zhejiang University should select their courses through the online system. Online elective is consisted of 3 stages, i.e. primary selection, by-selection (or drop selection) and by-selection (or drop selection) for the winter (summer) semester. Primary selection opens between at the middle of the winter (summer) vacation and the zero week. By-selection (or drop selection) is arranged between the



first and second week of the autumn (spring) semester. By-selection (or drop selection) of the winter (summer) semester begins at the ninth week of the autumn (spring) semester and ends at the second week of the winter (summer) semester. At the stage of primary and by-selection (or drop selection), students are allowed to select (drop) the courses of autumn and winter (spring and summer). At the stage of by-selection (or drop selection) of winter (summer) semester, students can only by-select (or drop select) the courses of winter (summer) semester, cannot by-select (or drop select) the courses of autumn (spring) semester or courses that last from autumn to winter (spring to summer).

2. Graduate should select courses under the rules and procedures of Graduate Online Elective Handbook. Training Office of the Graduate School deals with online elective of public courses, while each school (or department) deals with the major courses.

3. During the period of primary online elective, selection is arranged in a random order. All elective records are candidate choices and the system will decide the shortlist.

4. During the period of online by-select (or drop select), Training Office of the Graduate School don't have to deal with the campus-wide public courses. Students can easily get the position of unfilled courses. As for courses that without vacancy, students who choose them will be put in the waiting list and get their position according to their candidate choices when someone else drops the course. As for the by-selection of major or cross-major courses, Graduate Student Management Division of the college (or department) will deal with and verify the selection. All by-selection records of major or cross-major courses are candidate choices.

5. During the period of online by-selection (drop selection), graduate students are allowed to by-select or drop select the courses. Drop selection should be operated directly through the online system. Training Office of the Graduate School, Graduate Student Management Division of the college (or department) and teachers will not handle any drop selection.

6. During the period of by-selection (or drop selection) of the winter (summer) semester, graduate can by-select (drop select) the courses that open for the winter(summer) semester (the courses that last from autumn and winter, spring and

summer are not included) through the online system. All selections during this period don't have to be dealt with and verified by the Training Office of the Graduate School and Graduate Student Management Division of the college (or department). Students can easily get the position of unfilled courses. As for courses that without vacancy, students who choose them will be put in the waiting list and get their position according to their candidate choices when someone else drops the course.

7. The Graduate School will deal with the online elective (including primary selection, by-selection and drop selection) for a stated period of time, after which the elective result will be put on the internet. When all elective being dealt with, the Training Office of the Graduate School will perform a database backup of the elective result. The final result of graduate online elective will be subjected to the database backup. When the online elective is finished, elective lists will finally be decided.

## **II. Online Elective Procedures.**

Open the homepage of Graduate School of Zhejiang University ( <http://grs.zju.edu.cn> ) and login to the graduate education management information system. (User ID is your student number. Contact School of International Education to get your primary password. Reset the password timely after logging on to the system.)

### **1. Training scheme correlation**

(1). Each graduate will have a training scheme correlation according to his or her major. The scheme is available on the page of “Training” and “Choice of Specialty” .

(2). Graduate cannot operate online elective if the training scheme is not displayed on that page. Please contact the Graduate Student Management Division of your college (or department) timely to develop your training scheme as soon as possible.

### **2. Choose the research direction**

(1). There might be several different research directions in your training scheme. Discuss with your supervisor and choose one of them as the guide for your future courses.

(2) Don't change your research direction easily after having chosen your direction. Otherwise, your personal study plan will be removed.

### **3. Make personal study plan.**



(1). Please choose the courses under your research direction to make your personal study plan. The study plan should meet the requirement of credit and obligatory courses that prescribed in the training scheme. In principle, Graduate Student Management Division of the college (or department) will check and approve the personal study plan within two months after the admission of graduate students (the specific time will be determined by each school or department).

(2). Chinese (course number: 5002001, 2 credits) and An Overview of China (doctoral candidate course number: 5012001, 2 credits; master candidate course number: 5022001, 3 credits) are obligatory courses for foreign students. Overseas students are exempted from the public course of English and Politics and are allowed to replace public course credit with Chinese and An Overview of China. When making personal study plan, overseas student can choose Chinese (course number: 5002001) and An Overview of China (doctoral candidate course number: 5012001, master candidate course number: 5022001) offered by the School of International Education under the cross major course module. Graduate Student Management Division of the college (or department) will then handle a special approval for your personal study plan.

(3). Credit audit before graduation will be based on your personal study plan. You can't graduate if you don't finish the courses that prescribed in your plan and meet the minimum credit requirement. So choose the course that is not relevant to your study plan is not suggested.

(4). Personal study plan will come into effect only after checking and approving by your supervisor and Graduate Student Management Division of the college (or department). In principle, the study plan that comes into effect will not change. If you do want to change for some particular reasons, you have to submit your revised study plan again. The revised one will come into effect only after checking and approving by your supervisor and Graduate Student Management Division of the college (or department).

#### 4. Online elective.

(1). Please select courses based on your personal study plan during the opening time of the online elective system.

(2). If you can't select course that is in your study plan in a certain term, maybe



it's because the course is not available in that certain term (some courses that marked in the study plan are available in a certain term may be cancelled because of some reasons. You can check the column named “school course query” or consult the Graduate Student Management Division of the college or department that offers the course), then you can select them in other terms. Also, you can adjust your study plan under the guide of your supervisor or Graduate Student Management Division of the college (or department) and select other courses.

(3). If you cannot select the courses in your study plan successfully, you can try next time. Also, adjust your study plan under the guide of your supervisor or Graduate Student Management Division of the college (or department) and select other course is welcomed.

(4). If you want to take courses outside of your study plan, click “training”—“my courses” — “course search” and select course directly.

## **Regulations on Laboratory Experiment**

I. Students having entered a lab must strictly comply with various rules and regulations of the lab, follow instructions and cooperate with the management.

II. Prior to an experiment, students must receive safety education and must pay attention to safety during experiments to prevent personal and equipment accidents from happening.

III. Prior to an experiment lesson, students must study seriously experiment instructions and school books related to the experiment, and understand the targets, principles and methods of doing the experiment. Instructing personnel are entitled to cancel the experiments of those who have not done the pre-studies or arrive late without valid reasons.

IV. Students shall get into a lab in experiment costumes and shall not walk around, eat food or throw sundries carelessly in labs. They are not allowed to fiddle with instruments and equipment irrelevant to the experiment and shall keep quiet, refrain from talking loudly during experiments. They shall neither bring articles irrelevant to the experiment into the lab nor take lab articles out of the lab.



V. Students must carry out experiments with a scientific attitude of being practical and realistic, take action themselves in determining data, seriously keep an original experiment record instead of scamping it and have the supervising teacher sign it. They must complete reports independently, with no plagiarizing or fabricating, after doing experiments and submit them on time to the course teacher.

VI. When using instruments and equipment, students must strictly comply with the application instructions. They must stop using the instruments or equipment if something unusual is detected, and then inform immediately the experiment instructor. Those who fail to follow the application instructions and cause damage to the instruments and equipment or other accidents will be subject to disciplinary actions taken by the university.

VII. Student's consciousness of safety and environment protection shall be enhanced. Students shall receive, use, store and dispose of biochemical reagents, radioactive or virulent articles, germ, animals and other experiment stuff in accordance with relevant regulations.

VIII. Upon completion of doing experiments, students shall clear the experiment site and put instruments, tools and the like back to their original positions, and shall not leave the lab without the consent of the instructing teacher.

## **China's Laws and University Disciplines**

1. International students must obey Chinese laws and comply with rules and regulations of Zhejiang University; they must respect China's social morals and customs.

2. Zhejiang University respects the ethnic customs and religious beliefs of international students, but does not provide places for religious gathering. Any religious activity, such as religious meeting, preaching, etc, is strictly prohibited on the university premises. Details in this regard can be found in “Provisions on the Administration of Religious Activities of Aliens within the Territory of The People's Republic of China” .

3. International students must obey relevant Chinese laws and regulations for activities like publishing, association, assemblies, parades, demonstrations, etc.

4. With permission from the university, international students can, within the designated locations, organize celebration activities for their nations' traditional festivals. The celebrations must not contain any verbal act against other nations, or any behavior in violation of social morals.

5. International students who drive automobiles to the university must apply for a pass from the university security office. No motorcycle is allowed within the university.

6. Unauthorized posting and spreading of propaganda and printed materials on campus is strictly prohibited.

7. Gambling, excessive drinking, physical assaulting, drug taking and trafficking, and any other behavior that disrupts the university's educational, research and life order are strictly prohibited.

8. No one is permitted to disturb the university's educational, research and life order or stop others' normal activities regulated by the university.

9. Discharging fireworks near dormitory buildings on the university premises is strictly prohibited.



10. During the school years, international students must not seek employment, do business, or engage in any other commercial activities, though they can participate in work-study programs in accordance with the university's regulations.

*International students whose violation of Chinese laws constitutes a crime will be punished legally; those who break the university's rules and regulations shall face disciplinary penalties, based on the severity of the cases, in accordance with "Zhejiang University Regulations for Dealing with Student Disciplinary Offences" and "Zhejiang University Regulations on Campus Security".*

*Once a decision on the disciplinary penalty is made, the university shall notify the student concerned; in addition, a written notice shall be sent to the diplomatic or representative organization of the students' home country in China or the institution from which the student has been sent. Students whose education at the university is to be terminated must return to their home countries immediately.*

## **Zhejiang University Regulations for Dealing with Student Disciplinary Offences (Excerpts)**

(Revised in Dec. 2009)

### **Chapter One General Principles**

**I.** In order to maintain good education order and an optimal living and learning environment, to create a harmonious campus and to inculcate in students self-discipline and conformity to laws and regulations, the regulations are formulated herein by Zhejiang University in accordance with the "Higher Education Law of the People's Republic of China", the "Code of Conduct for University Students" and "Regulations for University Student Management", as well as the practicalities at Zhejiang University.

**II.** The Regulations are applicable to registered full-time undergraduate and

graduate students of Zhejiang University. Disciplinary actions concerning students of other types shall be imposed with reference to this document.

**III.** To impose disciplinary actions, the university shall strictly follow legitimate procedures, collect adequate evidence, seek accuracy in determining the nature and seriousness of an offence and appropriateness in making decisions. Principles to be followed in dealing with students disciplinary offences also include justice, openness and fairness; combining punishment with education; ensuring students' right to appeal.

## **Chapter Two**

### **Types of Disciplinary Actions and their Applicability**

#### **IV. Types of Disciplinary Actions:**

- (I) Warning;
- (II) Serious Warning;
- (III) Demerit;
- (IV) Probation;
- (V) Expulsion

**V.** More severe actions shall be imposed for cases that fall into any of the following categories:

- (I) deliberate hampering of investigation or obstructing the collection of evidence;
- (II) Over two disciplinary offences have been committed by a single individual;
- (III) Having previous experience of receiving punitive actions at the university;
- (IV) Threatening or taking revenge on someone who gives the information about the offence or serves as witnesses, investigators, etc.;

- (V) Play a leading role in a group disciplinary offence;
- (VI) Organizing group disciplinary offences;
- (VII) Offences with extraordinarily severe consequences.

**VI.** Mild actions will be taken for the following cases:

- (I) Offences that are not actually committed;
- (II) During investigation, the offender tells the facts about the offence truthfully and shows deep regret for the offence;

**VII.** More lenient actions shall be taken for cases that fall into any of the



following categories:

(I) Voluntarily informing the university department about one's own offence, or voluntarily providing facts about one's own offence that are not yet known to the university department during investigation;

(II) Voluntarily providing truthful facts about others' offences unknown to the university;

(III) Voluntarily stopping misconducts or taking measures to mitigate the consequences of the offence;

(IV) Committing offences as a result of others' threat or inveiglement;

**VIII.** If a student is verified by legal procedures to have committed an offence when he/she was not able to identify or control his/her own behavior, he/she will not face disciplinary actions. But such students will be told to suspend or withdraw from normal studies in accordance with relevant regulations on students' status management. If a student has committed an offence when he/she was not able to totally identify or control his/her own behavior, he/she will receive mild or light punitive actions.

**IX.** (N/A)

### Chapter Three

#### Disciplinary Offences and Punitive Actions

**X.** Violations of basic constitutional principles; organizing, planning and stirring up trouble or disturbing social order; threatening national security; organizing unlawful assemblies or demonstrations; joining in illegal organizations and engaging in their illegal activities; illegal religious mission or mis-using religions to disrupt social order, harm people's health, interfere with the national education system; subverting stability and unity.

Students who have committed the above -mentioned offences shall face punitive actions as explained in the following (I) and (II) respectively:

(I) Students who have committed minor offences shall be given a Demerit or be put on Probation;

(II) Students who have committed serious offences with grave consequences or

have committed repeated offences with no intention to change shall be expelled from the university.

**XI.** Punitive Actions for those who have violated laws and therefore been prosecuted for criminal liability or those who have been punished for disturbing public security:

(I) For students who have been given a Warning or those who have been told to pay a Fine by the Public Security, a “Serious Warning” or above shall be given according to the severity of the offence;

(II) For students that are held in custody for violating public security rules or those who have committed criminal offences but have been exempted from criminal penalties, a Demerit record or above shall be filed;

(III) For students sentenced by the judicial authority to restriction of freedom, detention or subjected to accessory punishment, or sentenced to the fixterm imprisonment with reprieve, punitive actions of Probation or Expulsion shall be imposed; for students sentenced to the fix-term imprisonment and above, the action of Expulsion shall be imposed.

For students who have already been punished by the university prior to his or her prosecution for criminal liability or penalties for violating public security rules for the same offence, and if the punitive actions taken by the university needs to be adjusted for being obviously too lenient or severe, the original punitive actions shall be withdrawn and new ones shall be imposed according to the relevant provisions of this document.

**XII.** Students who do harm to the development of harmonious campuses or disrupt social order shall be subject to following punitive actions based on the severity of their offences:

(I) For damaging public utilities, lawns, public sanitation or any other violations of the university's regulations on the management of public locations, punitive actions to be imposed shall range from Warning to Probation;

(II) For unauthorized use of electricity, fire, hazardous equipment or any other behavior that is likely to threaten public safety, punitive actions to be imposed shall range from Warning to Probation;

(III) For deliberately hindering university staff from exercising their duties,



punitive actions to be imposed shall range from Serious Warning to Probation;

(IV) For causing disturbances, throwing and smashing objects on university premises or any other actions that severely disrupt others' studies or life, punitive actions to be imposed shall range from Serious Warning to Probation;

(V) For causing disturbances after excessive drinking, punitive actions to be imposed shall range from Warning to Probation based on the severity of the offence;

(VI) For making public or university emergency calls for malicious purposes, punitive actions to be imposed shall range from Warning to Probation

(VII) For making up and spreading rumors or fabricating information, making false statements, distorting facts and the like, punitive actions to be imposed shall range from Warning to Probation;

(VIII) For taking objects prohibited by China's laws into the university, storing or using on campus without authorization highly toxic, inflammable, explosive, corrosive, radioactive, contagious, bacteria/virus materials or any other objects prohibited by China's laws, punitive actions to be imposed shall range from Warning to Probation;

(IX) For violation of dormitory regulations, staying over in the dormitory of the opposite sex, letting outsiders and students of the opposite sex linger or stay in the dormitory, punishment will range from Warning to Serious Warning.

(X) For any violations of the university moral standards, punitive actions to be imposed shall range from Warning to Probation.

**XIII.** For organizing profit-making activities or setting up unauthorized stalls on university premises:

(I) For organizing tourism business or serving as travel agencies without permission from the university, the punitive action to be imposed shall be Warning or Serious Warning; for activities like this that have caused disturbance or with severe consequences, the punitive actions shall be Demerit and Probation respectively;

(II) For setting up stalls or organizing profit-making activities without the university's permission, punitive actions shall be Warning or Serious Warning; for repeated offences or those activities with severe consequences, Demerit or Probation;

(III) For posting or distributing commercial promotional materials without permission, punitive actions shall range from Warning to Demerit if the offender does not follow the dissuasion of the university staff and stop the activities;



**XIV.** Punitive actions to be imposed for illegally taking for possession public or personal property by any means:

(I) For stealing property worth less than RMB 600 yuan, the punitive actions shall be Warning or Serious Warning; for stealing property worth more than RMB 600 yuan but less than RMB 2000 yuan, the actions shall be Demerit; for such offences involving more than RMB 2000 yuan, the actions shall be Probation and above;

(II) For swindling public or personal property worth less than RMB 4000 yuan, illegally taking for possession public or personal property worth less than RMB 15000 yuan, snatching public or personal property worth less than RMB 600 yuan, extorting public or personal property worth less than RMB 4000 yuan, punitive actions shall range from Warning to Probation;

(III) For stealing official seals, confidential documents, files and the like, the punitive action shall be Probation or Expulsion, depending on the severity of the offence;

(IV) For illegally taking for possession rightful public or personal property by any means, punitive actions shall range from Warning to Probation, depending on the severity of the offence.

For providing information, assistance or tools for disciplinary offences, covering up facts of the offences, or hiding stolen goods for others, punitive actions shall range from Warning to Probation.

**XV.** For damage done to public or private properties:

(I) For unintentionally doing rather severe damage to public or personal property, the punitive action shall be Warning or Serious Warning in addition to compensation for the losses;

(II) For deliberately damaging public or personal property, the punitive actions shall range from Warning to Demerit in addition to compensation for the losses depending on the severity of the offence and the damage caused;

(III) For severe offences with grave consequences, the punitive action shall be Probation or Expulsion.

**XVI.** For causing disturbances, assaulting and physical fighting:

(I) For provoking others through verbal insults or other methods into physical fighting, the punitive action shall be Warning;



(II) For assaulting others with no or slight injuries, the punitive action shall be Serious Warning or Demerit; for assaults causing minor injuries, Probation; for those causing serious injuries, Expulsion;

(III) For plotting, instigating physical fights with no consequences, the punitive action shall be Serious Warning or Demerit; if with consequences, the punitive action shall be Demerit or Probation depending on the severity of the offence;

(IV) For providing others with fighting tools, if no injury is caused, the punitive action shall be Serious Warning or Demerit; if any injury is caused, Probation;

(V) For other types of involvement in offences of physical fighting, the punitive actions shall range from Warning to Demerit depending on the severity of the offences. Severe punitive actions shall be imposed for group physical fights.

**XVII.** For gambling or disguised gambling, or providing places, fund, or devices for gambling, the punitive actions for the first offence shall range from Warning to Demerit; for repeated offences Probation or Expulsion.

**XVIII.** For creating, copying, spreading pornographic, superstitious and other harmful materials or organizing group showing of such materials, punitive actions shall range from Serious Warning to Probation depending on the severity of the offence.

**XIX.** For drug abuse, punitive actions shall be Probation or Expulsion depending on the severity of the offence.

**XX.** (N/A)

**XXI.** For violation of state or school fire control laws and regulations, or unauthorized use or damaging of fire fighting equipment, punitive actions of Warning or Serious Warning shall be imposed in addition to compensation for the losses; for such offences that cause a fire alarm, Demerit or Probation shall be imposed in addition to compensation for the losses; for such offences that cause a fire, Probation or Expulsion shall be imposed in addition of compensation for the losses.

**XXII.** For violating, damaging others' legitimate interest and personal safety; doing damage to China's national or collective interest:

(I) For unauthorized use of the identities of organizations or other individuals for personal interest:

1. For unauthorized use of the identities of organizations or other individuals for one's personal interest, punitive actions shall range between Serious Warning and

Probation in addition to compensation for the losses;

2. For unauthorized use of others' identities to claim their money or properties, punitive actions of Demerit or Probation shall be imposed in addition to the return of the money or property that has been claimed;

(II) For forging and selling certificates, seals and supporting documents or materials, or using other illegitimate methods for one's personal interest, punitive actions shall be Serious Warning or Demerit; for severe offences, Probation or Expulsion;

(III) For maliciously harassing, intimidating, threatening others, punitive actions shall range from Serious Warning to Probation;

(IV) For malicious insults, calumnies, framing or false accusations aimed to damage others' reputations, punitive actions shall range from Serious Warning to Probation;

(V) For concealing, intercepting, destroying or opening other's letters or telegrams with no authorization, punitive actions shall range from Serious Warning to Probation;

(VI) (N/A)

### **XXIII. Network Offences:**

(I) For unauthorized use of others' network account and/or passwords, punitive actions shall range from Warning to Demerit depending on the severity of the offences;

(II) For using university network to seek illegal gains, punitive actions shall be Serious Warning or Demerit;

(III) For deliberately creating and spreading computer viruses, spamming emails, the punitive action shall be Serious Warning or Demerit;

(IV) For deliberately insulting or calumniating others or releasing others' private matters over the net, punitive actions shall range from Serious Warning to Probation;

(V) For instigating unlawful demonstrations or assemblies via network and the like, the punitive action shall be Warning or Serious Warning; for such offences with severe consequences, punitive actions shall be Demerit or Probation;

(VI) For damaging the safety system of the university network, attacking or damaging the service facilities of the public network, accessing the network system without authorization, stealing or falsifying data, or doing damage to the public information system, the punitive action shall be Probation; for such offences with



destructive effects on the network or the management system, Expulsion.

**XXIV. Perjurer:**

(I) For providing false or misleading testimony as a witness of an offence to cause complications for the investigation, punitive actions shall range from Warning to Demerit;

(II) For deliberately providing false or misleading testimony as a participant in an offence, severe punitive actions shall be imposed.

**XXV.** For offences including violations of the education regulations, absenteeism, or leaving the school without permission or evading the educational practice arrangement without authorization, the following rules on punitive actions shall be followed:

(I) For the time of offence totaling between 3 days and 1 week, the punitive action to be imposed shall be Warning;

(II) For that totaling between 1 and 2 weeks, Serious Warning;

(III) For that totaling between 2 and 3 weeks, Demerit;

(IV) For that totaling over 3 weeks, Probation;

**XXVI.** For violations of examination regulations:

(I) Behavior that falls into any of the following categories shall be deemed as violations of examination regulations, for which the punitive action to be imposed shall be Warning or Serious Warning depending on the severity of the violations:

1. Carrying into examination locations objects irrelevant to the exams without placing them in the designated places;

2. Failure to follow the seating arrangement when taking the exam;

3. Starting to do the test before the starting signal is given or continuing to do it after the ending signal is given;

4. Side-glance, whispering, signaling and gesticulating during the exam;

5. Making noises at the prohibited area of the examination location and disrupting the exam order;

6. Leaving the examination location during the exam without the supervisors' permission;

7. Taking exam papers, answer sheets, scratch paper, etc. out of the examination location;

8. Answering with pen or paper that are not allowed by regulations; writing the names, exam numbers in areas on the exam paper that are not allowed by regulations, or making other message-carrying marks on the answer sheet;

9. Taking forbidden materials or tools into the examination location during an open-book exam;

10. Other behavior in violation of examination regulations that are not deemed as cheating.

(II) Behavior that falls into any of the following categories shall be deemed as cheating, for which the punitive action of Demerit shall be imposed:

1. Taking exam-related text materials or electronic devices stored with exam-related information into the location for a close-book exam;

2. Writing any exam-related words or making any exam-related symbols on the exam desk or one's body;

3. Unauthorized use of electronic or communication devices;

4. Copying other's paper or exam-related materials;

5. Deliberately letting others copy one's own exam paper or exam-related materials;

6. Comparing each other's answers, or passing notes, exam papers, answer sheets and scratch papers without the supervisors' permission of instruction;

7. Snatching or stealing other's exam papers or answer sheets, or forcing others to provide convenience for copying;

8. Leaving examination location temporarily for the purpose of obtaining answers;

9. Giving all answers exactly the same as those on the answer sheet of another examinee during the same course examination in the same location;

10. Cheating by any other means.

(III) Any of the following behaviors should be deemed as cheating, punishment will be Probation or Expulsion depending on the severity of the offence:

Behavior that falls into any of the following categories shall be deemed as cheating, for which the punitive action of Probation or Expulsion shall be imposed depending on the severity of the offences:

1. Using communication equipment or other devices to send and receive exam-related data;



2. Taking an exam in another person's name or having one's own exam taken by someone else;

3. Organizing cheating;

4. Stealing exam papers;

5. Falsifying scores;

6. Having violated exam regulations or committed cheating for over two times.

XXVII. Misconduct in scientific research shall be punished with the following rules: for slight violation of the research norm, the punitive action to be imposed shall be Serious Warning; for minor violations, Demerit or Probation; for serious violations, Expulsion.

XXVIII. For repeated violation of university regulations, the punitive action to be imposed shall be Expulsion if previous disciplinary actions imposed on the offender have proved no effect.

XXIX. The duration of Probation shall be 6 months or 1 year. Students on probation can have the punitive action removed when the probation period is over if they show significant improvement during the probation; they may also have their Probation status cancelled ahead of the schedule if they perform extremely well during probation. Students on probation continue to violate the same university regulations or commit other offences shall be expelled. Graduating students with less than 6 months before graduation shall have the punitive action of Demerit imposed on them instead of Probation, even though the latter is more appropriate for the offence. Such graduating students shall not be granted diplomas, but a Course-Completion Certificate shall be given to them. (If the student has significant improvement or perform extremely well in the year after obtaining employment, he/she can be granted a Diploma with the employer's verification and the university's approval).

## Chapter Four

### Administrative Authority for Disciplinary Actions and Relevant Procedures

XXX. Generally, if a student commits a disciplinary offence, the school/college he/she is affiliated to shall be in charge of admonishing and educating him/her and

proposing relevant punitive actions. Such Proposals involving undergraduate students shall be submitted to the Undergraduate School for verification, and those involving graduate students shall be submitted to the Graduate School for verification.

For violations of the “Law of the People's Republic of China on Public Security Administration Punishments” or China's criminal laws, the university's Security Department shall be responsible for contacting the public security and judicial organs, assisting and cooperating with them to ascertain facts, as well as filling the Material Transference Form and passing the result of investigation and procedures from public security and judicial organs on to the Undergraduate School or Graduate School of the university;

Violations of education or examination regulations involving undergraduate students shall be handled by the Undergraduate School, which will work together with the school/department that the students are affiliated to in verifying the facts and then make proposals for disciplinary actions; such violations involving graduate students shall be handled by the Graduate School, which will work together with the school/department that the students are affiliated to in verifying the facts and then make proposals for disciplinary actions;

Violations of dormitory rules shall be handled by the university Dormitory Management Office, which shall verify the facts and make proposals for disciplinary actions. Such proposals shall be reviewed and approved by the Undergraduate School or Graduate School;

For special cases, the Undergraduate School or Graduate School shall propose disciplinary actions directly.

**XXXI.** For disciplinary offences that involve students from different schools/departments, the Undergraduate School or Graduate School shall assemble discussions with heads of the schools/departments concerned for proposals to deal with the offences in accordance with the regulations of this document. Based on the proposals, the schools/departments shall submit suggestions of punitive actions following the regulated procedures.

**XXXII.** Once the student's disciplinary offence has been ascertained, the school/department that the student is affiliated to shall submit the proposal for punitive actions to the Undergraduate School or Graduate School for review within 1 week.



**XXXIII.** The university shall listen to the student or his/her agent's description of facts and defense before imposing punitive actions. Students have the full right to defend themselves. For Probation and Expulsion, the university shall notify the students concerned of the right to apply for a hearing before the punitive actions are imposed. Students who wish to have a hearing must submit application to the University Hearing Committee for the hearing, which shall be organized following the regulations of “Zhejiang University Hearing System Implementation Procedures (Trial)”

**XXXIV.** After reviewing the relevant materials, the Undergraduate School or Graduate School shall draft out documents for disciplinary actions, which are to be signed by the president of the university in charge. Decisions on Expulsion shall be made by the Presidents Meeting.

**XXXV.** Once decisions on disciplinary actions are made, the university shall publicize them in proper ways within the university. The documents for imposing the actions shall be in triplicate, one for the student, one for the school/department that the student is affiliated to, and still another one for the university's file keeping. The student must sign the delivery notice upon receiving the document. Refusal to sign it shall be recorded on file by the document delivery personnel. The school/department that the student is affiliated to shall give an appropriate admonitory education to the student after receiving the document. If the document cannot reach the student concerned, the university shall publicize it as a substitute for delivery.

**XXXVI.** Documents for disciplinary actions shall be recorded truthfully in the University Administrative files in its entirety. Upon receiving the document, if the student concerned has any objection to it, he/she can lodge an appeal to the University Student Appeals Administration Committee within 5 work days; if the document cannot reach the student, the 5-day limit shall start at the end of the document publicizing period. The University Student Appeals Administration Committee shall give a written reply to the student within 15 work days after receiving the appeal. The Committee shall verify the student's appeal and then decide if the appeal is to be accepted. For accepted appeals, the Committee shall re-investigate the case and give a reply. Specific procedures for processing appeals are to be found in “Zhejiang University Regulations on Processing Student Appeal” (Z.U.P.S. (2004) No.21).



**XXXVII.** (N/A)

**XXXVIII.** (N/A)

**XXXIX.** N/A)

## **Chapter Five**

### **Supplementary Provisions**

**XXXX.** For any “more than” , “less than” , “above” , “below” and so forth in the Rules, the original value is included.

**XXXXI.** The price of commodities related to disciplinary offences in the Regulations shall be assessed by specialized department.

**XXXXII.** The disciplinary offences listed in Clauses XIII to XXX of this document refer to those that are not processed by the public security and judicial organs.

**XXXXIII.** The Undergraduate School and Graduate School are responsible for the interpretation of the Rules of this document.



# Security

## Security Regulations and Advices

1. Traffic safety: Comply strictly with traffic rules and regulations. No drunken biking or driving is allowed. No driving of motorcycle, fuel-powered moped and high-powered battery bike is allowed. No carrying of others while biking. No speeding.

2. Prevention from fire: In school dormitories, use of super -high power electrical appliances is strictly prohibited; no hazardous articles are to be taken into the dormitories and stored; electric wires shall not be extended and connected arbitrarily without permission; use of fuel gas is strictly prohibited. Students dwelling off campus are strongly advised to use the electricity and gas safely.

3. Protection against theft: Secure doors and windows when getting out. Properly keep credentials, money and valuables safe when shopping outside or taking a public conveyance. Do not go to an out-of-the-way place alone. No take-in of others for the night is allowed without permission.

4. Dietetic hygiene: Do not buy beverage and food from a stand that does not have a hygienic license. Have food washed clean and adequately cooked when cooking by yourself.

5. No alcoholism: Do not have excessive drinking in dormitory or go out for drinking late at night.

6. Smoking control: Smoking at public places like classroom, dining hall and elevator is strictly prohibited.

7. Prevention of infectious diseases like flu: Please go to a hospital for treatment and inform the teacher responsible for your class as soon as symptoms like cold and fever appear.

8. Protection against natural disasters: Pay attention to self protection measures and ensure personal safety in case of disastrous weather like lightning stroke and rainstorm.

9. Avoidance of fraud: Make good judgment on false information and keep

cautious about money transfer. If someone claiming himself as your teacher, classmate or friend asks you to lend money, remember to contact them themselves for verification by phone in case of being cheated.

10. Prevention of psychological diseases: Build up a mental health consciousness, enhance psychological adjustability and adaptability, and go timely to a hospital or psychological consultation office for help in the event of psychological perplexity.

11 Avoidance of disputes: Help make your dormitory a quiet and comfortable place. Do not speak loudly. Do not play sound equipment in high volume. Retain self-control when coming into conflict with others. Ask relevant managerial personnel to mediate and settle the dispute instead of having it your own way.

12. In case of emergency, please remain self-possessed while contacting departments of public security as well as the staff.

## **Responsibility Pledge for the Security of International Students**

To maintain good study order at the university, protect personal security of international students and ensure they can complete their schooling smoothly, this safety reminder is hereby provided in accordance with relevant Chinese laws, codes and relevant regulations of the university. International students who violate any of the following provisions or ignore the relevant safety tips must take appropriate consequences.

1. Comply with Chinese laws, codes and the rules and regulations of the university. Respect Chinese social morality, folkways and customs.

2. Residence permit, its change, extension and other formalities must be settled timely in accordance with relevant provisions of public security sector.

3. Students shall ask for permission from the International College for residing off campus and sign a house rental contract with the owner afterwards.

They shall go through registration formalities with local police station within 24 hours from move-in and register with the international student office, along with a temporary residence registration sheet issued by the police station. When residing off campus, they shall comply with relevant regulations of the administrative department



of the dwelling place, cause no impact on the life of nearby residents, pay attention to traffic security, public security, fire safety and personal and property safety, and pay attention to water, electricity and gas usage safety.

4. Comply with dormitory management rules and regulations when living in dormitories on campus. Help make the dormitory a quiet and comfortable place. Do not speak loudly or play music and TV in high volume. Do not exchange/transfer rooms/beds without the consent of the dormitory management. Do not raise pets. Do not have visitors stay in the dormitories after 11:00 pm.

5. In the dormitories, use of high-power electrical appliances like electric cooker and electric heater or those that are liable to cause fire such as electric blankets is prohibited. No open-flame utensils shall be used. Storage of flammable, explosible or toxic articles and other dangerous articles is prohibited. Smoking is prohibited indoors.

6. Breakage, dismantling or refitting of equipment and lines in the dormitory building or rented house is prohibited. Take good care of fire facilities.

7. Secure doors and windows when leaving your room; do not simply give your room key to somebody else to avoid unauthorized duplication.

8. Do not go out late at night for excessive drinking or entertainment. If you do need to go out or return very late at night for something special, please tell your friends in advance and keep quiet when getting back so as not to disturb others.

9. Utilization of your dormitory or rented house for activities against laws and university regulations is strictly prohibited.

10. Properly keep your personal belongings safe. Deposit surplus cash in a bank; do not tell others about your bank account password. Do not leave your valuables carelessly at public places like classrooms and libraries.

11. Strictly comply with traffic rules and regulations. Do not ride motorcycles, fuel-powered moped and high-power battery bikes. Driving a motor vehicle without license, driving a car after drinking, driving rapidly on campus and carrying someone else while biking are all strictly prohibited.

12. Do go to a bank for currency exchange; do not exchange currency with a private store or an individual. Currency exchange with an unauthorized store is an unlawful act.

13. To take a taxi, do choose one affiliated to an accredited taxi firm and ask for



of a receipt.

14. Do not set off fireworks and firecrackers or barbecue food on campus or in a dormitory.

15. Swimming at non -accredited swimming places like river, lake and reservoir is strictly prohibited. Do not tour around a place in threatening natural conditions.

16. Gambling, excessive drinking, physical fight and other behaviors that disturb the working, education, research order of the university or the normal life of the faculty and students are strictly prohibited.

17. If the living address, contact information, etc. change, students shall update them to your office staff within 24 hours.



# Regulations on Dormitory Management & Off-campus Dwelling

## Regulations on Management of International Student Dormitories at Zhejiang University

The measures are hereby developed with relevant university regulations as their basis and international student management practice as important references.

**Article 1** Dwelling international students must sign a dwelling contract and secure a dwelling registration card and pay accommodation deposit..

**Article 2** Students must dwell in the designated dormitory buildings and rooms. No one is allowed to move into a student dormitory or change his/her dwelling room/bed without the approval of the dormitory management department.. Doctoral students with scholarship and high -level non-degree students can be accommodated in single rooms. Other scholarship students will be accommodated in double rooms. If a student needs single room due to special reasons, he/she must file an application and guarantee to pay accommodation fee which is the same as self-funded students. Dormitory management office will arrange a single room if it is available and the applicant gets approval.

**Article 3** In principle, student dormitory buildings do not provide additional rooms for students' dependents like spouse or children. Those who have dependents to live with them must make a prior request to International College and the dormitory management. Such dependents will not be able to move in until the approval is obtained and certain expenses paid.

**Article 4** Dwelling students must pay accommodation fees, water & electricity fees, etc. in a timely fashion. If a student is behind in payment without sound reasons, does not return to school after vacation in the scheduled time, or leave school without

sound reasons, the dormitory management office has the right to cancel the student's dwelling eligibility, and force the student to move. The dormitory management office will offer paid service of keeping the student's left objects for a month. If the student still does not show up, the office is authorized to dispose these objects. If dwelling students need to leave school for some time, they should inform the service desk on every floor or the dormitory management office the duration of their leaving beforehand and make a registration. Thus, the office can turn off their electricity and water in time. Otherwise, any loss of property in the dormitory room is on their own responsibility.

**Article 5** Students who are to withdraw from dormitory dwelling must go through the withdrawal formalities with the dormitory management office or the front desk on the campus within the specified time.

1. For those who pay accommodation fee by academic year, if they withdraw ahead of time for reasons like graduation, completion of a course of study, dropping out, dismissal, suspension, transfer to another school or leaving China, refund of the paid accommodation fee will be granted for the remaining months (not including the month when the request for the withdraw is submitted); for those who withdraw for other reasons, accommodation fee for half a year will be charged for dwelling time less than half an academic year, and that for one year will be charged for dwelling time more than half an academic year but less than one academic year. Temporary dwelling outside the designated dormitory buildings because of internship shall be treated the same as normal dwelling in school and therefore no withdrawal treatment will be granted.

2. For those who pay accommodation fee by day, refund shall be handled according to the accommodation agreement or check-in notes of each dormitory building.

Students who have had withdrawal formalities settled must remove all their personal articles out of their dormitory and return the room key within a period of 3 days starting from the date on which the withdrawal formalities are complete. Those who fail to move out by specified time limit without valid reasons will be deemed as stay in default and their belongs will be moved out in accordance with relevant regulations of the university. Those who have not had withdrawal formalities settled within the specified time can not continue to take the advantage of the discount price



for students or free accommodation for scholarship students, and shall pay full-price for the accommodation of the exceeding days.

**Article 6** Dwelling students must cooperate with the university for matters such as remodeling or changing the use of the dormitories/rooms. They must follow the unified arrangement of the university when there is a need to re-arrange their dwelling places.

**Article 7** Dwelling students must consciously maintain dormitory security, enhance their security and law awareness, and improve their ability of precaution, self aid and evacuating from disastrous situations.

**Article 8** Those dwelling students who detect an accident, such as fire and fire alarm, shall timely take actions like giving an alarm and evacuating from the site. Those who run into a criminal or public security case or the like shall keep the scene intact, contact the security division and dormitory management immediately and provide necessary assistance.

**Article 9** Dwelling students should not take in a person other than from their own dormitory for the night. If they do so and the act causes any loss of private or public property in the dormitory or physical injury of other dwellers, the doers will have to bear legal and compensation liabilities.

**Article 10** Dwelling students must pay attention to anti-theft security and take good care of their personal articles; they shall neither lend their dormitory keys to others nor change their door locks or fit an additional lock without permission. They must inform the dormitory management immediately if their key is lost and have their door lock changed by the dormitory management.

**Article 11** Dwelling students shall consciously comply with regulations on visitor reception in dormitories and on dormitory security management, and consciously cooperate with the managerial staff in management. Visitors must register with the duty room and comply with relevant regulations on visitor reception management.

**Article 12** To maintain good operational order and keep dormitory facilities and equipment running well, dormitory management personnel are to execute relevant inspections or check-ups on regular or irregular basis.

**Article 13** An infectious disease declaration system is effectuated in student dormitories. Anyone who contracts any of the infectious diseases specified in the



Law of the People's Republic of China on the Prevention and Treatment of Infectious Diseases shall report on his/her own initiative to managerial personnel in his/her building. Students who find a suspectable infectious disease patient in the dormitories must contact the management timely. Infectious disease patients, pathogen carriers and suspectable infectious disease patients must follow the medical instructions and advice from the university hospital and actively cooperate for necessary medical and accommodation arrangements before they are cured or the suspicion removed.

**Article 14** Dwelling students are expected to consciously protect public sanitation and help create a clean, tidy and orderly dwelling environment. They must dump indoor garbage directly into designated barrels, or take bagged garbage timely to designated garbage stack, put dangerous wastes into designated storage site. Please consciously take good care of the greens around the dormitories.

**Article 15** N/A

**Article 16** Business and other associated activities are prohibited in student dormitories. No individuals or organizations will be allowed to hold profit-oriented or fee-collecting activities such as pyramid selling in student dormitories without the approval of the dormitory management. Students who need to conduct non-business operations of publicity must hang posters or make arrangements in designated area, after obtaining the approval of the dormitory management.

**Article 17** Students withdrawing from dwelling in their dormitories must do so in compliance with relevant disciplines and regulations. When moving out, they must take good care of the dormitory property and facilities, cooperate with personnel in checking the facilities and equipment, and make all deferred payments before leaving.

**Article 18** Students must make proper use of water/electricity facilities, doors, windows, furniture, fixed telephone and a variety of other facilities and equipment in their dormitory building and dwelling rooms.

**Article 19** Furniture used by an individual in the dwelling room must be properly kept by the user. Shared furniture must be taken good care of jointly by those who share it. Without the consent of the management, no furniture equipped in the rooms by the university should be lent to others, and no self-provided furniture or furniture from other places moved in and used in a student dormitory. And without the management's consent, no furniture, facilities or equipment in the dormitories can be



dismantled, displaced, or discarded

**Article 20** The dormitory management on each campus is entrusted by the university with the task of sorting, counting, checking and repairing dormitory facilities and equipment at irregular intervals. Students who find any facility or equipment damaged or lost must contact the dormitory duty room for repair or replacement. Full compensation shall be made for any facility or equipment damage, and the responsible persons must bear the cost for repair or replacement.

**Article 21** Students must pay attention to the safe use of electricity. Electrical appliances equipped in dormitories are not to be repaired or dismantled without permission; damage of facilities or equipment caused by improper use will be borne by the user. Students must purchase and use certified electrical products made by accredited manufacturers. Dormitory management personnel are entitled to stop electricity consuming activities in violation of regulations.

**Article 22** ( N/A )

**Article 23** A dwelling student who is to install and use an electrical appliance with rated power over 200 watts in the dormitory must make an application to and be approved by the dormitory management office. The applicant should sign a pledge for safe electric consumption.

**Article 24** For installation of a high-power electrical appliance, the applicant must, along with the high-power electrical appliance installation permission from the dormitory management, have the installation professional to install it in the designated place. In case of a failure arising when the appliance is in operation, the user must contact the manufacturer or a professional for repair and mustn't dismantle it at will.

**Article 25** Students should follow the layout specifications of their dwelling rooms, to decorate their dwelling rooms in a healthy and elegant style.

**Article 26** Dwelling students shall comply with university disciplines, regulations, etc. Violators will be treated in accordance with relevant articles.

**Article 27** In the event that a discipline violation takes place in a dormitory building, those who are involved will be subject to relevant disciplinary sanction in accordance with the Rules of Zhejiang University on the Treatment of Student Disciplinary Violations and, in serious cases, their related economic and legal responsibilities will be imposed.

**Article 28** Relevant division of the university shall be entitled to stop any of the following acts found in the dormitories and give a public reprimand or disciplinary sanction, depending on the seriousness of the case, or even investigate and affix legal responsibilities.

1. Acts that affect public order:

(1) Refusing to cooperate with the university in sanitary, disciplinary and safety inspections;

(2) Dumping garbage at random inside and outside buildings; carelessly splashing contaminated water or pouring water into a garbage bin;

(3) Scrawling over walls and corridors or carelessly posting and circulating various posters, fly sheets and the like;

(4) Furnishing a dwelling room without permission or driving iron nails or other hard stuff into wall surface;

(5) Displacing or dismantling furniture, facilities or equipment without permission;

(6) Installing a high-power electrical appliance without permission;

(7) (N/A)

(8) Raising a pet;

(9) Dumping leftovers into sewage and causing jam;

(10) Causing serious waste of public water/electricity consumption;

(11) Illicit and criminal activities like excessive drinking, gambling, whoring, drug abuse and drug trafficking;

(12) Other acts that disturb public order.

2. Acts that affect security

(1) (N/A)

(2) Extending an Internet wire or telephone wire without permission or adjusting a water/electricity meter without permission;

(3) Piling up bikes or discarding sundries and the like in a hallway, corridor, fire passage, dwelling room or balcony;

(4) (N/A)

(5) Dangerous behaviors like climbing a door/window, attic or railing;

(6) Duplicating a room door key or changing a door lock without permission or



lending a dwelling room key to others without permission;

(7) Exchanging dwelling rooms and beds with others, occupying other bed, or lending or relenting a bed to others without permission;

(8) Violating entrance guard management regulations;

(9) Storing flammable/explosible articles;

(10) Using various high-power electric appliances like electric cooker, electric pot and electric radiator or flammable articles like electric blanket;

(11) Cooking or barbecuing food in a room;

(12) Other behaviors that affect public security.

3. Behavior that disturb others' study or rest

(1) Speaking loudly or playing chess or ball games; doing other forms of sports during self-study or sleeping time;

(2) Failure to control the sound volume of electronic audio or video devices; talking, laughing, singing and frolicking loudly late at night with no attention to others' study and rest.

4. Violation of relevant provisions of the Dwelling Agreement for Students at Zhejiang University

5. Other behaviors in violation of the dormitory dwelling rules of the university

**Article 29** The dormitory management reserves the right to cancel the dwelling eligibility of those students who violate the provisions of the dormitory dwelling rules or fail to abide by the dwelling contract and refuse to change their ways of behavior despite of repeated admonition. To regain their eligibility, such students must make a pledge that they are willing to comply with the dwelling rules and the provisions of the dwelling agreement, obtain the approval of the dormitory management and then resettle the dwelling formalities.

**Article 30** Students will be asked to dwell in different dormitory buildings on different campuses according to the unified arrangement of the university. Relevant management regulations (or advices) are developed for each dormitory building; students must also comply with them.

**Article 31** Interpretation of this document shall be the responsibility of International College and the dormitory management.

## **Regulations on Management of Off-campus Dwelling for International Students**

I. International students are expected to dwell in a dormitory of the university in normal cases. Those who do need to dwell off campus must apply first to the International College and go through relevant off-campus dwelling formalities in accordance with the regulations of the entry & exit administration of the public security bureau.

II. The following preparations need to be made in advance for the approval of off-campus dwelling:

1. International students who lease a private living place shall ask the owner to produce a Public Security License and enter into a lease contract with the owner.

2. International students who dwell in a guest house, hotel or leased apartment shall provide a relevant certificate specifying the dwelling period from the property branch.

3. For international students who lodge at their kinfolk's or friend's places:

(1) Relevant information about their kinfolk or friend must be provided, including his/her name, address, relationship with the student and valid credentials.

(2) The kinfolk or friend must sign a written letter of guarantee with the student and agree:

a) to have the student dwell at his/her place;

b) to willingly bear relevant legal liabilities.

III. Procedures of off-campus dwelling registration:

1. The students must, first of all, submit a Application Form for Off-campus Dwelling of International Students at Zhejiang University to relevant office of International College and provide relevant documents, such as lease contract, for verification. They must not start dwelling off campus before obtaining the consent from the International College.

2. Within 24 hours after move-in, they must go to the local police station in the dwelling area for a residence registration, taking with them their own passports.

3. They must also go to International College to have their contact information,



such as domicile telephone or cell phone number recorded, taking with the slip given by the police station when they do registration.

4. International students who change their off-campus dwelling places must go through the aforesaid procedures once again within 24 hours.

IV. When unable to come to the campus for teaching activities due to illness or private business during off-campus dwelling, international students must go through the ask-for-absence formalities in accordance with the relevant student status management regulations.

V. When dwelling off campus, international students must pay attention to personal and property security; they must not use rule-breaking electric appliances or drive a motorcycle in violation of regulations. When running into suspectable persons or in case of emergency, they must contact immediately relevant security personnel or police.

VI. When dwelling off campus, international students must strictly comply with Chinese laws and regulations and must not engage in activities endangering national security of China or in violation of Chinese laws and relevant public security regulations.

VII. International College will work with public security sectors at irregular intervals in security visits to international students' off-campus dwelling places. International students must cooperate and provide assistance in those visits.

VIII. International students who come into an emergent situation when dwelling off campus must contact the public security sector and relevant staffs of International College immediately and provide possible cooperation in investigation and efforts for solution.

The Application Form for Off-campus Dwelling can be downloaded at <http://iczu.zju.edu.cn>, the website of International College.

## Leaving the University

1. International students who need to leave the university due to suspension, dismissal or completion of studies must obtain a Deregistration Procedure Form from the International College, settle all payments, and return books and other university –owned articles or equipment. On –campus dwelling students must return dormitory room keys before leaving.

2. Students who have obtained approval for suspension, graduated or completed their studies must move out of the school within two weeks.

3. International students who have withdrawn or are dismissed or expelled from schooling must leave school within one week after the notification of withdrawal, dismissal or expulsion is received.

4. Students who are to quit their ongoing studies and leave school for any reason must go to the Department of Exit–Entry Administration of Hangzhou Municipal Public Security Bureau and have their Student Residence Permits or visas changed.

5. Students who are supposed to leave school but still linger at the university shall be responsible for anything that happens to them. Zhejiang University will notify the Department of Exit–Entry Administration to cancel their student status and eligibility for stay in China.



# Annual Review of Scholarship

## Implementation Rules of Zhejiang University on Annual Review of Chinese Government Scholarship for International Students

**I.** The implementation procedures of the annual review of Chinese Government Scholarships are formulated by Zhejiang University in accordance with the Annual Review Regulations on International Student Scholarships issued by China Scholarship Council.

**II.** The purpose of annual review is to standardize the management of the Chinese Government Scholarships for International Students, to maximize the stimulating effects of the scholarships, to encourage hard work and good performance of international students and to foster international talents both in character and learning.

**III.** The objects of the annual review are student beneficiaries of the full or partial scholarships of the Chinese Government (Hereby referred to as "scholarship students", which include undergraduates, master's degree candidates, PhD candidates, and non-degree students for further studies at general and advanced levels).

1. Scholarship students who are to study for more than one year at the university are subject to scholarship review once every year.

2. Scholarship students who are about to complete their current studies but wish to do further studies with the support of the scholarships must participate in the annual review of the year in which their current studies are completed.

3. Scholarship students who have resumed their studies with the approval from the university after a suspension due to illness shall participate in the assessment, with their overall performance before the suspension and after the resumption being assessed. The time of their suspension will not be included in the confirmed time frame of their studies.

### **IV.** Contents of the Annual Review:

1. Course achievements: grades of the first semester of an academic year; general



performance of the second semester (scores or grades of mid-term exams or quizzes).

2. Attitude: observation of rules on class attendance, diligence in studies, fair grades and comments from course instructors or supervisors.

3. Behavior: Obedience to China's laws, observation of university rules and regulations, respect for teachers and staff members, participation in university activities, care of university property, etc.

4. Awards and penalties received during the university schooling.

#### **V. Procedures of Annual Review**

1. Time: April 20th to May 10th each year.

2. The International College shall be in charge of explaining and issuing the Annual Review Form to the government scholarship students.

3. Students who apply for the scholarship of the subsequent academic year must fill in the first page of the form, and then submit it to the International College.

4. The annual review of scholarship for students of Chinese language and culture shall be based on the students' transcripts, course instructors' comments, and other aspects of their overall performance specified above under "Contents of the Annual Assessment".

5. The annual review of scholarship students doing advanced studies in various colleges (departments) shall be based on the transcripts issued by their colleges (departments) together with their teachers' comments and other aspects of their overall performance specified above under "Contents of the Annual Review".

The review results shall be signed by the department chairman and then be submitted to the International College.

6. The annual review of scholarship students of degree programs offered by various colleges (departments) shall be based on the transcripts issued by their colleges (departments) together with their teachers' comments and other aspects of their overall performance specified above under "Contents of the Annual Assessment". The review results shall be signed by the department chairman and then be submitted to the International College.

7. The annual review of government scholarship students who are in the phase of writing the degree thesis shall be based on the comments on the students' overall performance during the semester provided by the students' supervisors. The



supervisors' comments are to be signed by the department chairman and then be submitted to the International College.

8. The International College shall fill in the second page of the review form by integrating the comments of the students' departments and supervisors (teachers) in accordance with the requirements of the Ministry of Education. The review forms shall be officially sealed and signed by the head of the International College and then be submitted to China Scholarships Council before May 31 each year.

9. China Scholarships Council shall notify Zhejiang University of the review results before June 30 each year, and the university will then notify the students concerned. If necessary, the embassies of the students' home countries in China or the institutions from which the students have been sent will be notified.

**VI.** The results of the Annual Review will be either "Pass" or "Fail". Those with the "Fail" results shall have their eligibility for the scholarships terminated at the beginning of the following academic year. The duration for scholarship termination is one academic year.

Students with their scholarships terminated can submit written applications to the University for Continuing Studies at the university. If their applications are approved, they can do so by paying full or reduced tuition fees.

Students who have their scholarships terminated but have been permitted to continue their studies at Zhejiang University can apply for restoring their eligibility for the scholarship after the termination period is over. The applicants must submit to the university written applications, which are to be approved through the verification process in accordance with relevant regulations. Upon the university's approval, the applications shall then be submitted to China Scholarships Council for authorization.

Students who have withdrawn from Zhejiang University after having their scholarships terminated are not eligible to restore their scholarships.

**VII.** In principle, students who fall into any of the following categories shall not pass the Annual Review.

1. Undergraduate students who fail in two or three main courses in one semester even after makeup exams.

2. Master's degree candidates who fail in two degree courses, or fail in one degree course in a single semester even after a makeup exam.



3. PhD candidates who fail in one degree course.
  4. Any graduate student that is deemed as unsuitable for further studies or shows obvious lack of research ability during dissertation writing.
  5. Students who violate examination regulations.
  6. Students who have received one "demerit" or above or two "Written Warnings" as disciplinary actions from the university due to various offences.
  7. Students who can not continue study due to physical or mental diseases.
  8. Students who are to be dismissed due to various offences.
- Students who do not participate in the Annual Assessment without valid reasons shall have their eligibility for the scholarships canceled.



## Insurance and Medical Treatment

1. The university has hospitals on all campuses. International students can be treated at those hospitals for minor health problems.

2. If necessary, international students can seek treatment from off-campus hospitals. Provincial or municipal public hospitals in Hangzhou are recommended. Students should show student ID card while in hospital.

3. For medical emergency, please call Emergency Center Number: 120.

### 4. Comprehensive Insurance for International Students

(1) Students on a full scholarship and self-funded students who have paid tuition fees in full (with their time of studies exceeding 6 months) are entitled for the Comprehensive Insurance for International Students, which includes insurances for medical treatments of accidental injuries, hospitalization, accidental disability and death. Only public hospitals on the mainland of the People's Republic of China are applicable for this insurance. Students can refer to the introduction of this insurance on the international student insurance website ([www.lxbx.net](http://www.lxbx.net)) for details. Students are advised to promptly contact the teacher in charge at the International College for insurance claims if hospitalization is needed for them due to accidents or sickness.

(2) The expenses for hospitalization shall be paid by the student during the treatment and the following materials are needed to apply for insurance claims:

- ◇ Discharge Summary
  - ◇ Hospital Certificates of Diagnosis
  - ◇ Receipts of hospitalization expenses
  - ◇ Lists of Total Hospitalization Expenses
  - ◇ Clinical History and Receipts of payment (if there are clinic services pre or post hospitalization)
  - ◇ Photocopy of Passport (data and photo page)
- (3) Students hospitalized in one of the following hospitals may have a third party payment of the expenses, provided they have contacted the teacher in charge prior to hospitalization.

- ◇ The First Affiliated Hospital of College of Medicine, Zhejiang University.
- ◇ The Second Affiliated Hospital of College of Medicine, Zhejiang University.
- ◇ Sir Run Run Shaw Hospital affiliated to the School of Medicine, Zhejiang

University

- ◇ Hangzhou People's Hospital No.1
- ◇ Zhejiang Provincial People's Hospital
- ◇ Zhejiang Provincial TCM Hospital
- ◇ Hangzhou Emergency Medical Center

(4) Medical expenses incurred as a result of students' criminal or disciplinary offences such as physical fights and assaults shall be covered by the offenders themselves.

(5) The office and telephone number of the teacher in charge of insurance affairs of international students: Room 219, Dorm. 31, Yuquan Campus; Tel:87953837.

5. Students benefiting from free medical services are requested to seek medical treatment at regular public hospitals. If annual outpatient medical expenses are more than RMB 650, the insured can apply for part of the reimbursement. And they need to submit the medical record, list of physical checkups and medicines and the invoices from the hospital to the International College for verification and then these documents will be sent to the insurance company at Beijing for insurance claims. The insurance company will evaluate and pay part of the outpatient expenses beyond the starting-line RMB650 according to the policy. (Registration fee can not be reimbursed, so students must inform the hospital and separate registration fee from other medical fees). Expenses for dental prosthetics, dental filling, tooth extraction, glasses, childbirth, abortion, STD, physiological defect correction, cosmetology, nourishment and any other fees outside the coverage of the free medial service, as well as the expenses for treating chronic disease contracted prior to the students' arrival in China shall be covered by students themselves.

6. International students studying in China must have medical insurance. Students who have not paid the tuition fees in full and have no full scholarship (including exchange students, the students who have their study duration extended and tuition fees exempted and the MBBS program students taking internship for a period less than one year and paying tuition by weekly basis) must purchase the



浙江大学

外国留学生手册（研究生）



comprehensive insurance for international students or the abroad medical insurance from their home country at their own expense (Relevant insurance certificates from the insurance company of their home country are required to be presented).

## Declaration

1. The official version of this handbook is in Chinese, with English translation provided for convenience. In case of any discrepancy between the English translation and the original Chinese text, the Chinese text shall prevail.

2. Zhejiang University International College reserves the right for the final interpretation of this handbook.

3. This handbook was finalized on August 31, 2015, If the new laws and regulations promulgated by government departments or the university after this date are inconsistent with those in this handbook, the new ones shall prevail.