

宁波大学外国来华留学汉语进修生培养与管理 工作暂行规定

Provisional Regulations for International Students of Language Studies at Ningbo University

为规范我校非学历汉语进修类留学生管理，根据中华人民共和国教育部、公安部、外交部有关文件精神，结合我校语言类留学生的实际情况，特制定本管理规定。

In accordance with the policies set by Ministry of Education of the People's Republic of China, Ministry of Public Security of the People's Republic of China and Ministry of Foreign Affairs of the People's Republic of China as well as the realities of the international language students (non-degree) on our campus, we have established these regulations to effectively administer the studies of our international students (non-degree).

第一条 新生应持来华有效签证（X1 或 X2 签证）和《录取通知书》按期到宁波大学国际交流学院办理入学手续。因故不能按期入学者，应以书面形式向学院请假，请假时间一般不得超过两周。未经请假、请假未经批准或请假逾期者，以旷课论处，无故超过两周不报到者，取消其入学资格。

1. The new students should arrive at Ningbo University on time with a valid X1/X2 visa and their admission notice to register for enrollment. Students who are not able to arrive on time should submit written notice to request an approval of late arrival. For most cases this period of absence is limited to a maximum of two weeks. Once enrolled, if a student leaves without permission or a period of absence exceeds the permitted leave time, the absence will be regarded as truancy. If a student does not register within the first two weeks, he/she will no longer be allowed to enroll.

第二条 新生来华后需按照我院安排到宁波国际旅行卫生保健中心进行体检。体检不合格者不予注册。不符合中国卫生检疫法规定的健康标准者，应立即离境，一切费用自理。

2. New students should go through a physical examination according to NBU's schedule in Ningbo International Travel Healthcare Center. If it is not approved, enrollment will be revoked. Those who do not abide by the health standards instituted in the Chinese laws on sanitation and quarantine will be required to leave China immediately at their own expense.

第三条 取得入学资格并全额缴纳学杂费的一年期及以上学习者 由宁波大学国际交流

学院签发其留学生证。每学期开学时,语言班留学生必须按规定时间到学院办理注册手续(具体注册时间见校历)。因故不能如期注册者,必须提前履行请假手续,否则以旷课论处。

3. Once enrolled, after paying off one year's Tuition, Insurance and Registration fees, students will get international student ID cards from Ningbo University. At the beginning of each semester, international students should register on time according to NBU Academic Calendar. Those who cannot register as scheduled for any reason should request approval for a late arrival; otherwise the student's absence will be regarded as truancy.

第四条 对于未按时注册的学生,分别按病、事假或旷课等予以处理和记载。

4. Students who cannot register on time will be followed up on and their absence will be recorded as sick leave, personal leave, or truancy accordingly.

第五条 缴费与退费

(一)语言班留学生,无论新老生,在校学习期间,每学期都必须按时全额交纳相关费用,不按时交费者,不予注册,不予延长签证,并取消其入学资格。

(二)因故获批推迟入学的语言生、插班生及旁听生,无论中途何时插入学习,均须全额缴纳当前整个学期的学费、报名费和保险费。

(三)开学后,在离学校注册日7天内提出退学,可退还60%学费;14天内提出退学,可退还30%学费;超过注册日15天的(包括15天),不退还学费。报名费和保险费一律不退。

(四)下学期需要继续学习的进修生,须在每年6月1日-15日或12月1日-15日提出申请,并全额缴纳下学期学费。交纳学费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的,须自行到宁波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。

(五)有以下情形之一而退学者,学费均不予退还:

- (1)一学期内缺课总时数超过学期总学时40%者;
- (2)实施严重干扰和扰乱学校正常教学秩序、社会公共秩序者。
- (3)触犯中国法律法规、违反宁波大学校纪校规者。
- (4)连续旷课两周者。

5. Fees payment and Refund

a. During the period of study, all fees stipulated by the university should be paid on time each term. Those who fail to pay on time are not allowed to register and extend visas. In addition, his/her study qualification will be eliminated.

b. Latecomers, transferred students and auditors, no matter how late for registration, have to

pay full tuition, registration and insurance fees for the whole current semester.

c. After the semester begins, 60% of the tuition fee can be returned to the students who quits the study within seven days from the registration day and 30% of the tuition can be returned to the students who quits the study within fourteen days from the registration day. However, no tuition fee will be returned if the student quits the study after fourteen days from the registration day. In no case will application and insurance fees be returned.

d. Current students who plan to continue studying for another semester must make an application and pay tuition fees for the coming semester from December 1st to 15th or June 1st to 15th every year. 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 Resident Permit for continuing studies must have the Resident Permits cancelled in the Immigration Authority of Ningbo before the refund of tuition fees.

e. Situations of no refund of tuition fees

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

(1) Those whose total hours of absence from class within a semester exceed 40% of total class hours of the semester.

(2) Those who act in such a way that normal teaching order of Ningbo University or social public order is seriously interfered with and disturbed.

(3) Those who violate the laws or codes of China or the regulations of Ningbo University.

(4) Those who are absent from class for two consecutive weeks without permission.

第六条 考勤与纪律

(一) 语言班留学生要按时参加教学计划规定的课程和学校统一安排、组织的活动。语言班留学生上课实行考勤制度，因故不能参加者，须向宁波大学国际交流学院请假。凡未经请假或请假逾期者，一律以旷课论处。对旷课学生，根据旷课时间多少、情节轻重及其检查态度，给予批评教育，直至纪律处分。一学期累计旷课超过 70 节（含 70 节），作退学处理，不予发放语言生学习证明。

(二) 学生生病、有事，须履行请假手续。学生因回国、外出等原因请假，必须填写《请假申请表》，并征得班主任的同意，请假三天或以上者还应报留学生办公室批准。准假后，学生应通知任课老师。未经批准擅自离校或超假不回校以及不按时销假者按旷课论处。

(三) 语言班留学生享受我国传统节日及学校的寒暑假。若逢语言班留学生本国的重大节日，语言班留学生可向国际交流学院申请放假 1 天。此类请假每年不得超过 2 次。

6. Attendance and Discipline

a. Students should attend classes and take part in activities as stipulated by the university and the relevant teaching curriculum. Students' attendance rate will be assessed each semester. Those who cannot attend classes or other activities for any reason should request permission from International College of Ningbo University. Students who leave without permission or take leave longer than a permitted duration, or those who are late for three times will be regarded as truants. Disciplinary measures will be implemented in accordance with the period of absence, the seriousness of the breach of regulation and the student's attitude towards self-improvement. If a student is absent for 70 or more classes in a term, he/she will not receive his/her study certificate. Upon receipt of truancy notice over three times in one semester and you have not improved, you will be expelled from the School.

b. Students who are absent for personal or health reasons must get approval from the head teacher of each class. Those who need to return to their country or travel outside the campus must submit an application form of temporary absence to the head teacher; those who ask for leave for 3 days or above should submit application to the office and get permission before leaving. If a student leaves without the School's permission or returns to school later than the permitted duration, he / she will be regarded as a truant.

c. International students can have time off for the usual allotted Chinese traditional holidays, summer/winter vacations. Chinese language students can apply for one day's leave through the International College on the occasion of important holidays of their countries. This will be permitted twice a year as maximum.

第七条 语言班留学生必须按照教学计划规定参加课程考核,考核成绩录入留学生学籍管理系统,并归入本人档案。考核成绩评分,以期末考核成绩为主,参考考勤情况、期中考核和平时成绩。一般期末成绩占40%,期中考核占30%,考勤情况和平时成绩占30%。

7. Students should attend course examinations as scheduled. Course results will be recorded and put into students' files. Course results are made up of the scores in the final exam as well as the attendance and general performance. Generally, the final exam scores count for 40% of the course results, the results of mid-term exams 30%, the attendance and general performance 30%.

第八条 根据教学计划的总体安排,语言班留学生应在规定时间参加课程考核,不得无故缺考。

因故不能参加考核者,须提前至少一周以书面形式提出缓考申请,经批准后方可缓考。

凡擅自缺考、考核作弊的学生，该课程成绩以零分计，学校不予提供任何形式的宁波大学学习证明。考核作弊或协助作弊及其它违反考场纪律的学生，视其情节轻重，按有关规定，给予警告直至开除学籍的纪律处分。

8. Students must attend final exams unless they have acceptable reasons for being excused.

A student who cannot attend scheduled examinations for any reason should submit a request at least one week in advance to the International College of Ningbo University explaining the reason of absence. This request must be approved by both the International Students' Office and the student's teachers.

Students who are absent without permission or are caught cheating during a test will not be assessed for their performance nor be issued any type of study Certificate. A student who is caught cheating, caught helping others to cheat, or otherwise caught violating testing procedure, will be subject to warnings or dismissal from the school.

第九条 语言班留学生旷课、请假累计超过某门课程学时数的 1/3，取消该课程考核资格，考核成绩按零分计。

9. If a student is absent and/or asks for leave for 1/3 of the total periods in which that subject is held, the student will fail the course and cannot attend the exams, and the assessment result is graded as Zero.

第十条 语言班留学生学完本学期教学计划规定的课程，经考核成绩合格，准予升级。综合课和其它任一科目总评成绩不及格者，不予升级。

10. After completing courses and passing exams for all subjects in a term, students may progress to the next level. Students who fail Comprehensive Chinese and another subject must repeat all courses for this semester.

第十一条 奖学金

(一) 为鼓励留学生刻苦学习，遵纪守法，国际交流学院特设立“宁波大学优秀汉语进修生奖学金”，该奖学金经费由国际交流学院从本院留学生经费中支出，国际交流学院具体负责实施，每学期评选一次。

(二) 奖学金评选条件：

- (1) 遵纪守法，尊重教师及工作人员，团结同学。
- (2) 学习勤奋认真，成绩优秀。
- (3) 在学校、学院各类活动中表现积极。
- (4) 在本校汉语言（非学历）项目学习一学期以上。

11. Scholarship

a. To encourage international student' hard work and excellent performance, the International College has set up the "Scholarship for Excellent International Students of Language Studies at Ningbo University". The scholarships are managed and awarded by the International College once every semester.

b. Qualifications for Scholarship:

(1) Observing Chinese laws and regulations, complying with university disciplines and rules; showing respect to faculty and staff; keeping good relations with fellow students; maintaining and promoting friendship between peoples of different nations.

(2) Aiming high, working diligently and earnestly in studies with good grades.

(3) Participating in activities organized by the college and university with enthusiasm.

(4) Having studied at Ningbo University for more than one semester.

第十二条 休学、复学和退学

(一) 留学生患有疾病经医院认为需要较长时间治疗休养者，可申请休学。因病休学后复学者须有正规的医院的痊愈证明。复学学生应补足差额部分的学费。

(二) 有下列情形之一者，予以退学。

(1) 患有疾病，经医院诊断，认为难以坚持长期学习者。

(2) 一学期内缺课总时数超过学期总学时 40%者。

(3) 严重干扰和扰乱学校正常教学秩序、社会公共秩序者。

(4) 触犯我国法律或法规、违法违纪情节恶劣、后果严重者。

(5) 因其他原因不宜继续学习者。

(三) 退学的留学生须在 15 天内离校。

12. Suspensions, Resumption and Dismissal

a. If an international student is diagnosed with a sickness that requires a period for recuperation, he/she may apply for suspension from school. Students who have been on suspension wish to resume their studies must present a certificate of full recovery issued by a government-authorized hospital for resumption. Students who resume studies after suspension must pay tuition fees for the additional part of their program resulting from their suspension.

b. Students in the following cases shall be requested to withdraw from schooling or shall be dismissed from the university:

(1) Those who have been diagnosed with illness that prevents them from long term studies.

(2) Those with absence from classes exceeding 40% of the total class hours of a semester.

(3) Those with actions severely disrupting public order or the educational order of the university.

(4) Those with actions seriously in violation of Chinese laws or regulations, causing severe consequences;

(5) Those with other reasons that prohibit continued studies.

c. A dismissed student shall leave Ningbo University within fifteen days after receiving the dismissal notification.

第十三条 语言班留学生修完教学计划规定的全部课程，考试合格，符合条件者，发给语言生学习证明。

13. After completing courses and passing exams for all subjects in a term, qualified language students will be granted the language study certificates.

第十四条 不得给无入学资格学生发放任何形式的语言生学习证明或就读证明。

14. Language study certificates or any other type of language study testimonial will not be given to students who can not meet the enrollment qualification.

第十五条 语言班留学生结业，须在离校前一星期凭本人学生证到国际交流学院领取《离校手续表》办理相关手续。不办理离校手续而自行离校的学生，学校将不予提供其在校的学习证明、学习成绩单等文件。

15. After completion of studies, students should bring their student ID Card to the International Student Office to get a copy of the “School Departure Process Form” a week before leaving Ningbo University and then undergo departure procedure.

Students who leave without performing these procedures will not be allowed to get the relevant university documents such as study certificate, study testimonials and transcripts.

第十六条 语言班留学生对学校颁发的语言生学习证明应妥为保存，如有遗失不再补发。若确属需要，应由本人申请，经国际交流学院审查后，只出具就读证明，学生须缴纳 500 元补办证费用。

16. Students should retain the language study certificates. Lost certificates will not be renewed again. Only a testimonial of study can be issued after student pay off the service fee (CNY500) upon a student’s request, which needs the approval of the International College of Ningbo University.

第十七条 本细则适用于在我校学习的语言班留学生，细则自发布之日起实行，解释权

归宁波大学国际交流学院及宁波大学留学生办公室。

17. These regulations are for all international students of Language Studies. They are effective from here forward. The right of interpreting the details of these regulations belongs to the International College & International Student Office of Ningbo University.

(二〇一五年修订)

(Revised in 2015)