

武汉理工大学

外国留学生手册

Wuhan University of Technology

Handbook
for the International Student

国际教育学院留学生管理办公室

2014 年 7 月印制

By International Student Office, School of International Education

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各位同学：

你们好！

欢迎你成为武汉理工大学的一员。

为了便于你在学校的学习和生活，我们依据国家和学校的有关政策和规定，摘编了《外国留学生手册》，请仔细阅读，并严格遵照执行。

本手册中之规定如有与国家和学校的相关规定相悖之处，以国家和学校规定为准。

国际教育学院留学生管理办公室系学校外国留学生的综合管理机构，本手册中之规定由留学生管理办公室负责解释。

留学生管理办公室

Dear International Students,

You are warmly welcome to join Wuhan University of Technology as an international student. For your successful study and safe and sound stay, we summarize in this Handbook those closely related regulations and policies. Please read them carefully and strictly obey these must-bes.

Should the regulations written in this handbook have any conflict with the state or university regulations, please take the latter as the standard.

The International Student Office of the School of International Education is the overall administrative agency authorized to manage international student affairs of the University, who has the final right of explanations on the regulations.

International Student Office

承诺书

我已收到“武汉理工大学外国留学生手册”，承诺仔细阅读该手册全部内容，并遵守中国的法律、法规及学校的规章制度，如果违反以上规定，我愿意承担相应的责任。

承诺人：

日期： 年 月 日

武汉理工大学宿舍家具及电器清单			
家具或电器名称	单人间	双人间	签字确认
床	1	2	
写字桌	1	2	
椅子	1	2	
床头柜	1	2	
衣柜及书柜	1	1	
冰箱	1	2	
空调	1	1	

Letter of Commitment

I have received “the Handbook for International Student of Wuhan University of Technology”, and here promise to read this book thoroughly, to obey Chinese Laws and regulations and rules of the university. I am willing to undertake the responsibility related with the laws and rules if I break them.

Signature:

Date:

The list of the furniture and electrical appliance			
Name of the furniture or electrical appliance	Single-room	Twin-bed room	Signature
Bed	1	2	
Table	1	2	
Chair	1	2	
Bedside cupboard	1	2	
Wardrobe and bookcase	1	1	
Refrigerator	1	2	
Air-conditioner	1	1	

Wuhan University of Technology

Registration Guide for New International Students

Dear International Students,

You are warmly welcome to study at and be a member of Wuhan University of Technology. For the purpose of helping you in your study and living at the university, you are kindly required to read the guide carefully and obey it accordingly.

I. The Enrollment Procedures

1. Check in at your predetermined dormitory.

1) RMB 340 Yuan as deposit for accommodation and facilities before you check in;

2) Please fill the Check-in Form for International Student Dormitory, provide the white page to the dormitory manager, and pink page to the International Student Office.

3) Open ICBC(Industrial Commercial Bank of China) bank account(East part of Mafangshan Campus: 30 meters from Education Supermarket, West Mafangshan Campus: 30 meters behind President Building, Yujiatou Campus: 30 meters away from east part of NO.2 LIGONG Bridge) ;

4) Take photos(Mafangshan Campus: 10 meters away from the right side of Industrial and Commercial Bank of China in East Campus; Yujiatou campus: 20 meters away on the right side of the Bank of China) ;

5) Fee Payment: The bill for tuition, insurance (**WUT has paid for Insurance Fee for all International Students**) and/or other fee will be issued at registration. Please pay the bill at the cashier in Financial Department. RMB cash or bank card are accepted

2. From Sept. 15-19, please come to the International Student Office for registration with the following documents ready:

1) Admission Notice and Visa Application for Study in China (JW202

Form/JW201Form);

Receipt of Payment3) ;

2) Check-in Form for International Student Dormitory / Registration Form of Temporary Residence For Visitors From Overseas(1 copy);

3) Visa holder of X Type for study length over six month needs to provide Foreigner Physical Examination Form and the original blood test report;

4) Copy of certificate for opened bank account of ICBC;

5) Ordinary passport and a photocopy of the photo page、 visa page and entry stamp page;

6) 4 passport-style photos (colored, white background, formal dressed, 2 in (35*53mm), 2 in (25*35mm))and softcopy;

7) Letter of Commitment with personal signature(from Handbook for the International Students)

3. If you arrive before Sep. 1st, 1, please have your Foreigner Physical Examination Form verified at Hubei Provincial Bureau of Exit – Entry and Quarantine (address: No.417, Luoshi South Road, Hongshan District, phone: 027-87384283)

Note: If you arrive after Sep. 1st, the Office will arrange the Foreigner Physical Examination Form verification on Sept. 17 and 24, the new comers are required to arrive at the south gate of the building of International Students Office at 7: 00 AM on Sept. 17 and 24. The students must prepare the following materials for the verification: Passport, 2 photos of 2 inches, 300 RMB and the medical report from your own country. Those who refuse to re-take the medical examination or are diagnosed as suffering from diseases that are not permitted to study in China under the Chinese laws and regulations will be required to leave China.

4. On Sept. 28, the university would invite Wuhan Public Security Bureau officials to process your Residence Permit application. Please check the validity of your visa and make sure it will not be expired before Sept. 28. Otherwise please go to Wuhan Public Security Bureau to apply for your Residence Permit by yourself (Address of Wuhan Public Security Bureau:

Headquarter in Hankou: Citizen's Home, #117 Jinqiao Ave, Hankou;, Branch in Wuchang: East Lake Development Zone Office Building, Wuchang (across the Lake View Garden Hotel). Please go to Hankou applying for your visa if it's the first time .

Documents for Residence Permit:

- 1) Ordinary passport and a photocopy of the photo page、 visa page and entry stamp page;
- 2) Accommodation Registration Form/Registration Form of Temporary Residence For Visitors From Overseas;
- 3) Visa extension paper by office;
- 4) Admission notice(1 copy);
- 5) Yellow page of Visa Application Form for Study In China (JW 201/JW 202) ;
- 6) Original and Copy of Verified certificate of Foreigner Physical Examination Form;
- 7) 2 photos of 2 inches(35*53mm).

II.Other issues

1.If the international student wants to rent an apartment outside of the campus, he should hand in the copy of lease to the office and register at local police station.

2.When you go outside of the campus, please take care of yourself. In case of any emergency, please call:

The Local Police c/o: 110

Or the University Security Office: 027-87651110

3.If you have any question or need any help, you may contact us:

027-87608608 13387556113(24hrs) ,

Address of International Students Office: Room 407, #4 Teaching Building, East part of Mafangshan Campus, Wuhan University of Technology.

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Enrollment and General Affairs

1. After handing in the verified certificate authorized by Hubei Provincial Bureau of Exit – entry and Quarantine, the residence permit authorized by Wuhan Public Security Bureau, and finishing the registration procedure, then the students could be regarded as the students of Wuhan University of Technology. They will get the student card, campus card and medical book from the International Students Office. They enjoy the same rights as that Chinese students have and take corresponding obligations as well.

2. For the scholarship PhD. students who could not finish their study on time could apply for scholarship extension only once, and according to the regulation, postgraduate scholarship, distinguished scholarship, friendship scholarship and all kinds of undergraduates and master scholarship students could not apply for scholarship extension.

The scholarship PhD. students or self-supported students who want to apply for extension are required to fill “Application of the Study Affair Alteration” and submit to the Teaching Affairs Office (Room 405B) before April 20 or Nov. 20, extension application will not be accepted after above dates. And in order to encourage all the students to study harder, all the students who finally got the extension would lose the qualification for applying other awards of the university.

3. When applying for resuming his study, those students who have been permitted a leave due to sickness should mail two months in advance a valid Certificate of Health Recovery issued by an authorized hospital. Only by holding such a Certificate can he return to China and he must receive a physical examination at the university. If the health condition approves not to be good for study, he cannot resume his study.

4. After completing or winding-up study (normally it is compulsory to leave before 31 January or 31 July for degree candidates) in our university (including transmission, approved leave, or termination of study), the international students

should go through the departure formalities, complete all due expenses, and return all the books and cards. After obtaining the Certificate of Approval from the university the students may go to the Public Security Bureau to deal with the exit formalities, and return to their own country within 15 days.

5.All international students may enjoy Chinese holidays, and university vacations. He can also have 1 or 2 days off on accounts of his native important holidays. But he can only ask for such a leave twice a semester.

6.If the international student plans to travel outside in Wuhan for more than one full day during a holiday, he is required to report his schedule to the International Students Office at least one week in advance. If he travels outside China during the holidays or within the semester, he should deal with his return visa and with the extension of residence permit validity by himself.

7.The International Students Office will pay for the taxi fee for the international student's arriving in from our university during the regulated registration dates when he or she arrives for the first time. The expenses for individual traveling will be borne by him or her. The scholarship holder could get trip subsidy once from the entry port to Wuhan and from Wuhan to the leaving port with the truly transportation cost in the ticket which the student should sign his or her name on the copy, while the maximum CNY 280yuan.

8.The international students, whose tuition and accommodation fee at least one year or one semester should be paid, should follow the principle of "paying before the registration" in the first week of a new semester. The payment of tuition and accommodation cannot be delayed. If he or her has to pay later or less, he or she must fill "Application of the General Affair Alteration" and a confirmation letter to the offices of the university concerned. The tuition should be paid once a year. The accommodation fee should be paid once a semester or once a year. Only Chinese currency is acceptable. The application for delay of the payment could only be accepted once. The qualification of student to apply a scholarship that year will be canceled if the tuition fee has not been paid or paid delayed without a reason. The student who is delayed to pay off the tuition and dormitory would be charged 5% of unpaid.

9.The international students should submit a written report for absence on account of sickness or other excuses. If the absence is shorter than 7 days, he should get the permission from his school or department; if it is longer than 7 days, he should get the permission from the International Student Office. The student will be warned in written letter for absence 10% of one course or accumulated more than 10%, forward reported to related embassy or related organizations for absence 20% of the total classes, and withdraw the qualification to apply distinction scholarship or any other scholarships, even cancel the recognized status as a student in our university for absence 30% of the total classes. If the students are absent for totally more than 2 months because of illness or 4 weeks because of private business in one semester would be required apply for study suspension or study cancel.

10.The payment will not be refunded if the international student asks for leaving school, completing the study ahead of time or leave without permission.

11.The extra accommodation fees must be borne by the scholarship holders, who get married or have baby which should be reported to the international student office on time during the stay here. The students are required to carry birth certificate and related documents to register in the immigration office in 2 months start from the date the child is born in China(The immigration office needs the parents to report to them before they get the passport for the child, and apply the visa after they get the passport, the whole length would be limited for 2 months).

12.The university will organize interesting free visits or cultural tours for the international students. But those, who have had been punished with administrative sanction by university or any lawful agency, will not be accepted automatically.

13.The international students should strictly obey the rules and regulations. Without permission, they shouldn't post propaganda material. Neither could they organize any across-districts or across-universities group activities. If they want to organize any activity with over 20 persons involved, they should

submit a written application at least two weeks in advance, and get the permission from the International Student Office before the activity.

14.The university respect students' traditional customs and religions, but could not provide any places to hold any religious ritual, and all the students are not allowed to do any missionary work or any religious gathering. The students are required to have lawful religious gathering, and which could only go to local lawful religious sites.

15.In principle, scholarship students are required to live in the international student dormitory. And if the self-supported student wants to rent an apartment outside the campus, he or she should submit an written application paper to the International Student Office to approve, and register in the local police station within 24 hrs with lease contract. The students who live outside the university are required to submit the lease contract, room or hotel registration paper from the local police station, and tuition payment sheet so as to apply the visa. Those students who could not guarantee their tuition or accommodation, and want to apply visa, have to apply for approval by the office.

16.Those students carrying X2 visa come to China to study for more than 3 months, while less than 6 months, are not required to apply a Residence Permit Visa; those who carrying a X1 visa or X2 visa to study more than 6 months should apply Residence Permit Visa in 30 days after entering China and 7 days before the expiration of the visa, or they will be charged at least CNY 500 Yuan per day after the visa expired. For who would reapply for residence permit, it is required to apply 15 days before your visa expiration. Those family members of students could apply for S1/S2 visa, which is required to have Notarial Certificate of Kindred, and the stay of the family members could not over the visa expriation date of student. After the entry of family members, they are requied to carry Check-in Form for International Student Dormitory, passport information page, visa page and entry stamp page copy to register in Room 407. X2/S2 visa could be valid no more than 6 months, if you want to apply again, the whole accumulated valid period of X2/S2 visa could only be less than 1 year (start from the first entry date of X2/S2 visa).

17. The students who transferred from other university in China are required to go to Wuhan Public Security Bureau to apply the Residence Permit change within 10 days after they leave their previous university.

18. All the international students are required to pay CNY 30 Yuan if he is trying to applying a campus card. The short-term visiting or exchange student should pay CNY 30 Yuan as deposit if he or she would like to apply for a campus card and the deposit will be return back when he finishes all the leaving procedure.

19. All the international students are not allowed to have any paid activities concerned with employment or business during the study period. For the students permitted to participate on-campus internship, must strictly obey related regulation, and the scope or time which are over the regulation could be regarded as illegal.

20 All the students who would like to apply for any certificate are required to download from the website and fill by themselves, then send to the International Students Office to get approval to stamp (download address: <http://sie.whut.edu.cn/english/ShowClass.asp?ClassID=265>). Any related with visa, dormitory registration, payment, medical issue, study affairs, please try to make appointment with International Student Office

Reception Schedule:

Accmmodation: every Tuesday in the afternoon

Payment: every Wednesday in the afternoon

Visa related: every Thursday in the morning

Medical rebursement: every last Friday of the month

Contact information:

Visa, residence permit, dormitory registration(inside campus), invitation letter for family members, please contact general affairs office, Tel: 87608608

Registration certificate or On-Campus certificate, study result certificate :
post-graduates: 87658253; undergraduates/non-degree students: 87884569

Email: fstudent@whut.edu.cn

入学及日常管理

1、所有外国留学生须经卫生检疫机关书面认证体检合格并办理有效居留签证及各项入学手续后方可正式成为武汉理工大学学生，可获得学生证、校园卡、医疗证等，享受武汉理工大学学生的各项待遇和权利，并应服从学校的教育和管理，承担相应的义务。

2、对于在规定奖学金学习期限内因故不能如期完成学业的博士研究生可以按照规定程序申请一次奖学金延期，原则上自主招生奖学金生、优秀自费生、友谊奖学金及各类本科生、硕士研究生不得申请奖学金延期。

申请奖学金延期博士留学生或者自费延期的其他类别留学生将逐项填妥的《学习事项变更申请表》于4月或11月20日前交回留学生教学办公室，逾期不再受理。为鼓励学生努力向上，所有获准延期学生延长期限内不再享受评先评优资格。

3、因健康原因休学期满者，应在2个月前将身体恢复健康的医院证明寄达学校。获准同意后，方可来华。入校后须接受复查，不符合健康要求者不得复学。

4、留学生学习期满毕（结）业离校前（包括转学、休学、退学等）应向留学生管理办公室申请办理离校手续，结清所有费用，交还应交回的图书、证件等，方可携学校出具的证明前往公安机关办理出境手续，并自毕业之日起半月内（学历生一般为1月31日左右或7月31日前）离校回国。

5、留学生享受我国的节假日及学校的寒暑假待遇。遇留学生派遣国的重大节日，可根据其本人申请，准假1—2天，每学期不超过两次。

6、留学生假期外出应至少提前一周主动报留学生管理办公室以备案，并注意途中安全。学期内或假期出国（境）应由本人妥善办理回头签证及居留许可延期手续。

7、留学生在学校规定时间内入学武汉市内抵交通费用由留学生管理办公室负责据实报销，其它个人外出活动交通费自行负责。中国政府奖学金生可以一次性报销来、回程火车票各一张（火车票价在 280 元以上者，报销 280 元整；火车票价在 280 元以下者，据实报销。学生必须在火车票复印件上签字方能报销）。

8、留学生的学费及应由其本人承担的其它费用应在开学第一周内按“先缴纳、后注册”的原则付清全年（学期）的学费及住宿费等相关费用，原则上不允许拖欠。特殊情况，需缓交、减免的，须由学生本人提出书面“日常事务变更申请”并提供相应证明，报学校批准。学费应按年度缴纳，住宿费按学期或学年缴交。学费及住宿费均以人民币支付。缓交时间至多一个学期可且只能申请一次。凡无故拖延学费一次以上者取消当学年评先评优资格。所有缓交者按照缓交金额的 5%收取滞纳金。

9、留学生因病、因事请假须办理书面请假手续，并经批准后生效。请假在七天以内由院（系）批准，七天以上由留学生管理办公室批准。凡每学期单门课程或者累计无故缺勤达 10%者书面警告一次，无故缺勤达 20%者通报驻华使（领）馆或有关机构，无故缺勤达 30%者取消年度评优及推荐申报优秀奖学金资格，直至取消学籍；一学期累计事假四周或连续病假两个月以上者应按规定办理休学、退学手续。

10、留学生因故退学、提前结业或擅自离校等，所交费用不予退还。

11、留学生在校期间如有结婚、生育等应及时报告，超标准住房等一切费用自理，且在华出生的小孩须于出生后 2 个月内携出生证明等相关证件到武汉市公安局出入境办理登记手续（取得护照前口头报告，取得护照后履行手续，整个时限二个月）。

12、学校将适时组织留学生开展文娱活动及参观、旅行等。所有学生在学期内受过司法机关或学校行政记过以上处分的，自动丧失相应学年度学校组织的免费旅行或者文化实践活动待遇。

13、留学生必须严格遵守我国法律、法规，不得擅自在校内宣读、散

发、张贴宣传品，不得擅自组织跨院校、跨地区的群体活动。留学生在校园内举行 20 人以上较大型活动应至少提前二周提出书面申请，经留学生管理办公室报校领导或上级主管部门批准后方可举行。

14、学校尊重留学生的民族习俗和宗教信仰，但不得提供举行宗教仪式的场所，也禁止留学生在校园内进行传教及宗教聚会活动。留学生合法进行集体宗教活动，仅限在当地法定宗教场所进行。

15、公费生原则上限住校内，自费生在校外租用住房须由本人提出书面申请，经留学生管理办公室批准后，持房屋出租许可证明在入住 24 小时之内到租赁房屋辖区派出所办理户口登记手续。校外居住学生凭校外房屋租赁合同、住宿登记证明、学费缴清凭证方可申办居留许可手续。不能保障在中国境内学习所需学习、生活费用，其签证需要批准。

16、持 X2 签证入境且学习期限在 180 天以内学生，不需办理居留许可；持 X1 签证或者持 X2 签证且学习期限在 180 天以上入境学生，须于入境 30 天内，签证过期 7 日前申请办理居留许可（不办理居留许可并造成签证过期者，根据中国相关法律，将被处以每天 500 元人民币以上的处罚）。再次申请居留许可者须于签证过期 15 日前申请居留许可延期申请。留学生家属在华停留可申请 S1/S2 签证，但须提供经公证认证的亲属关系证明，陪读家属在华停留期限不得超过外国留学生居留证的有效期限。留学生家属入境后应携带住宿登记表、护照信息页、签证和入境章页复印件在 407 办公室登记。X2 和 S2 的批准有效期不应超过 6 个月，可再次申请，但在华 X2 和 S2 的累计有效期不得超过 1 年（从第一次 X2 和 S2 的入境日算起）。

17、中国境内转学生需在离开原来学习地点之日起 10 天内到转入地出入境管理部门办理居留许可事项变更手续。

18、所有留学生申领校园一卡通须缴纳 30 元人民币的工本费和年费。短期交流生申领校园一卡通须缴纳押金 30 元人民币。离校时办妥离校手续以后退还押金。

19、所有留学生在校学习期间不得从事就业、经商等任何有违学生身份的经营性活动。经批准参加校内勤工助学活动的留学生，必须严格遵守有关勤工助学管理规定，超出规定的岗位范围或者时限工作的属非法就业。

20、学生开具相关证明需从网上下载相关证明模板，并自行填写好相关信息发至留学生管理办公室审核以后盖章。（下载地址：<http://sie.whut.edu.cn/english/ShowClass.asp?ClassID=265>）。留学生如需办理有关签证、住宿、缴费、医疗、学籍等手续，请尽量通过 EMAIL 提前与留学生管理办公室预约。

日常事务集中接待日安排：

住宿：每周二下午 缴费：每周三下午 签证：每周四上午

医疗报销：每月最后一个星期五

签证、居留、住宿登记(校内居住)、家属邀请函：日常事务 87608608，

在校证明、成绩证明：研究生教学事务 87658253

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Teaching and Student Status Management

I.General Rules

Refer to The Student Status Management Method of Full-time Regular Institutions of Higher Education issued by the Ministry of Education of People's Republic of China as well as the related regulations of the university, the management of foreign students' status, degrees, grade level are carried out. After enrollment, foreign students shall contact Chinese classmates or the tutors to look up and get familiar with the related training plan or download it from the internet as soon as possible.

1. Foreign students shall abide by the rules and regulations of the university, and shall attend classes on schedule. Those who are absent from class without permission or cause shall be considered as playing truant. Relevant units shall comment on the handling of those breaking school rules with multiple offences according to school rules, and report to the leader of the university via international students' office and enforcement.

2. After enrollment, foreign students cannot change major or transfer to another university halfway. Newly arrived foreign students shall apply for changing any learning item within 4 weeks after school begins. If foreign students are allowed to enroll late for some reasons, the time that they apply for changing learning items is the same as the other students at the university. Providing that elder students actually need to change major or transfer to another university, they have to fill in Teaching Affairs Change Application Form shall be filled in and the business correspondence issued by targeted university shall be provided by April 20th. In addition to getting their formalities prescribed in Learning items Change Application ready in time, students with the Chinese Scholarships Council (CSC) scholarship have to offer the certificate issued by the accredited state's embassy or consulate stationed in China. The formalities and the certificate shall be subject to approval from the

college and the leader in charge of foreign students' affairs before reporting to the China Scholarship Council for approval. Self-funded students or students without scholarship can apply for changing major or transferring to another university by April 30th every year once they get the approval from the university's teaching affairs office and their related fees are fully paid up. If students transfer from students with a degree to students without a degree, tuition and accommodation fees will not be exempted.

II.Study requirements

1. An academic year is divided into two semesters: autumn and spring. Each semester, foreign students shall be checked on attendance for attending class, internship, academic lectures, experiments, course design and graduation design (thesis), social practice, etc.

2. Foreign students shall complete all the courses according to the teaching schedule and take an active part in other teaching links and activities prescribed by the university (college) in accordance with the requirements of the specialty training plan.

3. Foreign students shall abide by class discipline, listen to the teachers carefully, and cannot leave classroom without the teacher's permission. Attendance mainly depends on the record of lecturers, and the examination of class leaders, tutor and advisor shall be a complement of attendance. Foreign students cannot be absent from class without permission, otherwise they will be considered as playing truant.

4. Foreign students shall not be late for class or leave early. Late or leave early over 15 minutes will be regarded as playing truant for an hour. Late or leave early 3 times will be regarded as playing truant for an hour. If foreign students' unexcused absence from class exceeds 1/3 of the course teaching hours in a semester, they will be disqualified course examination and get a zero for this course.

5. Foreign students shall abide by examination discipline. For those who cannot take an exam for illness or other special reasons, should go through the

procedures of asking for leave according to the related regulations before the exam, provide a written application for postponing the examination. The application will come into effect once be checked and approved the competent departments of the college where foreign student studies, School of International Education and teaching affairs office.

III.Asking for Leave

Foreign students shall go through the written procedure of taking a leave a week earlier in advance. With the exception of force majeure or other justified reasons, asking for a leave after an event shall not be allowed to. The procedures of taking a leave and the rights to approve a leave are as follows:

1. Leave for 3 days(including 3 days) shall be reported to the lecturer or tutor (the leading teacher during the internship) for approval;
2. Leave for 3 days to 2 weeks shall be approved by the college leaders in charge of student affairs and be report to the foreign student office for the record;
3. Leave for 2 weeks to 2 months shall be approved by the college leaders in charge of teaching and college leaders in charge of students` affairs, as well as be reported to the teaching affairs office and students affairs department (office) for the record.

IV.Grade Evaluation

1. The results of the examination are often evaluated by 100-mark system and grading system. Over 90 points is regarded as excellent, and a pass mark is determined by the university's teaching affairs office according to the related regulations.

2. The course assessment result is decided by the university comprehensive assessment which is consist of regular results (including midterm examination, quizzes, assignments, class discussions, experiments, papers and attendance) and the exam results at the end of the course. The proportion of regular results and paper exam scores in the comprehensive evaluation will be determined by lecturers and approved by the college before

course begins. Generally speaking, the proportion of regular results does not exceed 30 percent.

3. Foreign students will acquire credits after completing the study and assessment of courses. Foreign students cannot be assessed of unselected courses. Participating assessment without permission will lead to an invalid assessment results.

4. Foreign students who go through the procedure of selecting a course without participating in assessments or going through procedure of withdrawing the course or applying for postponing the exam, the result of the course will be recorded as zero.

5. Foreign students shall complete course experiments (including test reports) and homework on time according to teachers' requirements. Providing the times of lack of homework or test reports exceed 1/3 of the total times that students should hand in, students will be disqualified the exams and the result of the course will be recorded as zero.

6. Foreign students shall take the exams on time according to the exam schedule arranged by the university (college). Late for the exam for half an hour will be considered as waiver the exams. Those who miss exams or do not take exams without permission will be regarded as abandoning examinations.

V.Results Recorded

1. After finishing the course assessment, results should be handed in within 3 weekdays, and then input into the system. Lecturers shall submit the original copy of results to the teaching affairs office. Once evaluated, the scores will not be allowed to change at will.

2. The monitors will get the assessment results by taking class as a unit 2 weeks after the assessments taking place. Foreign students are not expected to inquiring the results in the international students' office individually.

3. Those who have any objection to the exam results can submit a written application of reviewing the results after the announcement of course results till within two weeks of the following semester. Once approved by the college

competent leaders, the results will be reviewed and a definite conclusion will be drawn by the teaching affairs office. Reviewing the results will not be allowed after the stipulated time,. Reviewing the results should only be restricted to the failure to record on the paper and data-entry errors.

4. The assessment results and credits of periodic courses shall be recorded in the result register and be comprised in the student's annual review form in the current period; the complete assessment results during the school duration shall be placed in the student's archives.

5. Results and credits of all assessments (including make-up examination, repeating a course) will be recorded in the student's mark sheet, and be placed in the university's (college's) archives. 'Postponing examination' will be marked in the mark sheet for those who postpone examination; 'Abandoning the exams' should be marked in mark sheet for those who abandon examinations.

VI. Make-up examination and course retake

1. If foreign students study and fail the course (excluding practical teaching links) for the first time, make-up examination is allowed for one time, however practical teaching links shall be retaken once fail.

2. If foreign students failed the assessment of the required course, they can go through procedure of retaking the course in accordance with the regulations.

3. If foreign students under one of the following circumstances, make-up examinations are not allowed:

- 1) the course that is disqualified the examination;
- 2) the course that they abandon examinations;
- 3) The course that the examination results are zero due to breach of exam discipline or cheating in the exam.

4 The highest score of make-up examination is 60. 'Make-up examination' should be recorded.

教学与学籍管理

一、通则

1、留学生在校学习期间的学籍、学位管理及升、留级等，参照中华人民共和国教育部颁发的《全日制普通高等学校学籍管理办法》和学校学籍管理相关规定执行。留学生入学后应尽快联系同班中国学生或导师查阅并熟悉或上网自行下载培养计划。

2、留学生应遵守我校的各项规章制度，按时参加考勤。未经允许无故缺课者，以旷课论处。留学生违反校纪、校规，屡教不改者，由有关单位依据校纪、校规提出处理意见，经留学生管理办公室报学校领导核准执行。

3、留学生入学后，一般不能中途转专业或转学。新到留学生申请变更任一学习事项限开学后四周内，因故获准晚到学生学习事项变更申请受理时间与在校生同步。老生确需转专业或转学者，须在4月20日以前填写“教学事务变更申请表”并提交目标院校出具的商请函件。中国政府奖学金生除及时办妥《学习事项变更申请表》规定手续外必须出具派遣国（单位）驻华使（领）馆的证明，并经所在学院及留学生主管领导同意后再报中国国家留学基金委员会批准同意。个人自费或其他非奖学金生需报学校教务部门批准同意，并缴清校内费用后方可办理，受理截止日期为每年4月30日。学历生转非学历生不免除学费和住宿费。

二、修业

1、学校每学年分秋季、春季二个学期，每学期留学生上课、实习、听学术讲座、实验、课程设计及毕业设计（论文）、社会实践等均实行考勤。

2、留学生须按照学校专业培养计划的要求，按教学进度完成各门课

程，积极参加其它教育教学环节以及学校（学院）规定的各项活动。

3、留学生须遵守课堂纪律，认真听课，未经教师同意，不得擅自离开教室。考勤以任课老师记载为主，班干部、班主任及班导师考查为补充。留学生未经批准，不得缺勤，违者以旷课论处。

4、留学生上课不得迟到或早退。迟到或早退达十五分钟以上者，按旷课一学时计算，迟到、早退累计三次按旷课一学时计算。留学生一学期内无故缺课累计超过该门课程教学时数三分之一，则取消其该课程考核资格，成绩记为零分。

5、留学生须遵守考试纪律要求。如因病或其它特殊原因不能参加试者，必须在考前按规定办理请假手续，提出缓考的书面申请，经**留学生所属学院、国际教育学院及教务主管部门**审核、批准后方可生效。

三、请假

留学生请假须**提前一周**办理书面请假手续。除因不可抗力等正当事由以外，不得事后补假。请假程序及准假权限为：

1、三天以内（含三天），上报任课老师或班主任批准（在外实习期间由带队教师批准）；

2、三天以上二周以内，由学院主管学生工作的领导批准，报留学生办公室备案；

3、二周以上两个月以内，由学院主管教学工作的领导和主管学生工作的领导批准，报教务处、学生工作部（处）备案。

四、成绩评定

1、考核成绩的评定，采用百分制或等级制。九十分以上记为优秀，**及格标准由学校教务主管部门按有关规定予以认定。**

2、课程考核成绩，由平时成绩（如期中考试、小测验、大作业、课堂讨论、实验、论文、考勤等）和课程结束时的考试成绩综合评定产生。**平时成绩和卷面考试成绩在综合评定时所占比例由任课教师开课确定**

并经学院审批后备案，原则上平时成绩占比不超过 30%。

3、留学生在参加所修课程的学习和考核后，考核合格方能获得学分。留学生不得参加未选课程的考核。自行参加考核者，成绩无效。

4、办理了选课手续、但未按规定参加考核且未办理退选或者缓考手续者，该门课程考核成绩记为零分。

5、留学生须按教师要求按时完成课程实验（包括实验报告）及课后作业。缺交作业或实验报告超过应交总数的三分之一者，取消考核资格，成绩记为零分。

6、留学生须按学校（学院）公布的考试日程安排，准时参加考试。迟到半小时视作自动放弃考试资格。凡擅自缺考或未经批准不参加考试者视为旷考。

五、成绩记载

1、课程考核成绩评定后，任课教师于规定考核时间结束后三个工作日内上交成绩，之后系统提交成绩，并将原始成绩送交学院教学办公室。留学生成绩一经评定不得随意更改。

2、考试结束二周后由各班班长以班级为单位领取考试成绩，留学生个人不得自行到留学生办公室查询考试成绩。

3、留学生如对自己的考核成绩有异议，可在课程考核成绩公布后至下学期开学两周内书面向学院提出复查申请，经学院主管领导同意、批准后，由学院教学办复查并作出结论。超过规定时限不予复查。复查仅限于卷面漏记或录入错误。

4、留学生阶段性课程考核成绩及学分载入成绩记录册，归入学生本人当期年度评审表；学习期限内完整学习成绩归入学生本人学籍档案。

5、留学生历次考核（包括补考、重修）成绩及学分均载入学生本人成绩总表，归入学校（学院）档案。缓考者在成绩表上加注“缓考”字样，旷考者加注“旷考”字样。

六、补考、重修

1、留学生第一次修读且考核不合格的课程（不含实践性教学环节），可补考一次，实践性教学环节须重修。

2、留学生必修课程考核不合格，可以按规定办理重修手续。

3、留学生有下列情形之一者，不得参加该门课程的补考：

（1）被取消考核资格的课程；

（2）无故旷考的课程；

（3）因违反考试纪律或考试作弊等考核成绩被记为零分的课程。

4、留学生补考后通过的课程成绩，最高记为六十分，并注明“补考”字样。

Scholarship Evaluation and Management

1.The allowance of each month for Chinese Government Scholarship holder will be provided based on the standard regulated by CSC.

2.In accordance with the regulation of the university, all the international students who have been approved to study at WUT for more than one year must participate in the Annual Review from April 1 to 30. The university will undertake the review comprehensively of those aspects of the scholarship students such as the study performance, attitude towards study, attendance, and daily conduct. The Annual Review result will be forward told to the CSC, embassies and the related scholarship organizations that will make the final decision to maintain suspend or withdraw the scholarship for the following year.

3.The self-sponsored student should submit the annual performance inspection documents as well as the scholarship student from April 1 to 30, the students would be regarded to give up their qualification automatically if the office could not receive the documents on time, and the inspection result of all the student should be considered in the annul honor competition.

4.From 25 to 30 of every month, the scholarship holders sponsored by Chinese government, Foreign governments, Chinese enterprises, Wuhan University of Technology, and other all kinds of scholarship should go in person to the International Students Office to arrange fingerprint signature and signature on the Scholarship Award Form for drawing the scholarship. The allowance will be deposited directly into the registered bank account of the student by the Financial Department around the 10th date of each month. If there is a change of the account, the student should report in written form to the International Students Office. The holder himself should sign for the drawing of the Scholarship Award, and no substitution is allowed. The students, who didn't sign in the above period and without finishing the absence procedure in the office, would be suspended scholarship for that month. And if students could

sign between 1st and 7th of that month, the suspended scholarship could be returned in the following month; and if sign it between 8th and 15th of that month, the suspended scholarship would be only returned half in the following month; the students who don't sign the scholarship for continuous two times, and the scholarship suspended would not be returned.

The scholarship holders who don't have living allowance support or enjoy the discounting of tuition or accommodation, would be reported to the scholarship sponsor agencies to cancel scholarship or automatically lose the qualification of awards evaluation if missing signature on time twice.

5.If the student needs to have an internship or to do the research outside campus but in China, he or she needs to get permission from supervisor, accepted school and International Students Office. The student could get scholarship if the time is limited within 30 days and the location is inside China, and scholarship would be stopped if the time is more than 30 days. Student is required to clear the internship or research registration after finishing the internship or research, and the scholarship stopped in the absence would be returned after the clearance of registration according to the regulation of the university. But the student who doesn't clear the registration would not accept the scholarship in the absence, and the student stay more than 30 days would not receive the scholarship for the prolonged period.

6.If master and Ph.D. students need to have some related research back home after the Thesis Proposal Report is finished, and they have got the permission to leave, their scholarship would be stopped from the following the month they leave China, and they could be returned for at most 6 months scholarship if they could be back on time (master should return 3 months before the thesis defense, and Ph.D. is 6 months before the thesis defense) , the overdue scholarship would not be returned, and for the students could not return on time would be punished for not return the scholarship. This application could and only be accepted once during your designated study terms(including study extension)

7.Allowance would be delivered every month, and it would be delivered

based on exact days staying at university if the scholarship holder could not stay for the whole month. Allowance would only be accounted for 15 days after graduation. And for those who quit, be suspended or finish the study, the allowance would not be returned if it is already delivered.

8.The international students may enjoy the allowance during the legal holidays and the university vacations, except those who do not return to study on time after the holiday or vacation ends.

9.Those who cannot accomplish the study within the stipulated period should be responsible for his living expenses during the excessive study time.

10.Those who terminate the study shall not enjoy the scholarship during the period of termination and take responsibility for the ticket for a-round trip.

11.The university is requiring the Phd students to publish academic paper with certain standard before final defense, and encourages all the international students to publish their academic papers with high quality during their study in the agency name of Wuhan University of Technology, and awards them for those who hand in the index certificate of the published paper and related documents in famous journal in that academic year to the International Students Office within designated date by themselves. The International Students Office would report to the Post-graduate Office every June.

12. Qualification and Procedure for Application of WUT Friendship Scholarship:

1) Applicants selected by the office are required to submit Friendship Scholarship Application Form and related documents before every May 30th, and they are required to participate the Annual Review in the designated period;

2) All the self-supported degree students after studying at WUT over one year could have the opportunity to apply;

3) The application materials would be previewed by the office, then reported to the responsible dean to approve, and the list would be stamped and be in publicity for one week after the consent of the school meeting, the list could be saved into students' archive and revised in the system;

4) Those candidates whose average score over 80, are ranked the first

among their peer students registered in the same year for the same level of degree in the same field of discipline, if never have a poor record in each semester of unreasonable absence and without any bad record could be awarded First Scholarship of free tuition;

5) Those candidates whose average score over 75, are ranked the second among their peer students registered in the same year for the same level of degree in the same field of discipline could be awarded Second Scholarship of 50% discount of tuition; those candidates whose average score over 75, are ranked the third among their peer students registered in the same year for the same level of degree in the same field of discipline could be awarded Second Scholarship of 30% Discount of Tuition. Both of above are required to never have a poor record in each semester of unreasonable absence and without any bad record;

6) Full Friendship Scholarship holders are getting scores between 75 and 80 would be degraded to partial scholarship. All the Friendship Scholarship holders must sign in person at the International Students Office between 25th and 30th in each month. Any two late signatures in person in each semester at the International Students Office shall result in denial, suspension or cancel of your status of scholarship or discount winners since the next semester;

7) Self-supported undergraduates with excellent study results could principally be recommended to China Scholarship Council for Chinese Government Scholarship for Distinguished Self-supported International Student with the priority. After approval by CSC, the holders could be listed into WUT Friendship Scholarship enjoying free tuition in the next academic year, and the dormitory on campus could be deducted from the payment assigned by the government.

奖学金评审与发放

1、政府奖学金留学生的奖学金标准按国家留学基金管理委员会规定的相应标准发放。

2、凡在我校学习年限超过一学年的各类留学生，每年4月1日至30日须接受评审。学校依据有关规定，组成评审小组对留学生的学习成绩（上一自然年度）、考勤情况（本学期）、学习态度、行为表现等进行综合考核。评审结果将作为本年度评先评优依据并将上报国家留学基金管理委员会和相关国家驻华使领馆等奖学金设立机构，并依据其最终评审结论决定是否继续或中止或恢复奖学金资助。

3、非奖学金生参照奖学金生年度评审方法于每年4月1日至30日提交年度评审材料，逾期视作无故不参加。所有留学生年度评审结果纳入年度评先评优体系。

4、中国政府、外国政府、中国企业奖学金及学校奖学金等各类奖学金生应于每月25日至30日到留学生管理办公室办理指纹签到及本人奖学金签名领取手续。奖学金将于每月10日左右由学校财务直接划入学生登记的银行账户。个人银行账户如有变更应提前书面通知留学生管理办公室。奖学金领取手续必须由本人签名，他人不得代签。凡上述规定时间未签到且未办理请假手续的奖学金生当月奖学金一律暂停。如本人在当月1日至7号之间补签者，暂停当月奖学金可在下一月全额补发；如本人在当月8日至15号之间补签者，暂停当月奖学金可在下一月补发一半；如未按期补签或者连续两次未签到者，停发期间部分奖学金不再补发。

无生活费补贴或享受学费、住宿费减免奖励的其他类型奖学金生，如连续两次未签到者将上报奖学金设立机构取消或自下一学期开始自动丧失奖学金减免或评先资格。

5、如学生需要外出在中国大陆内地实习调研，须在出发前至少一周

提出书面申请，并经导师、所在院系和留学生管理办公室同意后方可成行。境内调研时间 30 天以内奖学金可照常发放，超过 30 天的一律暂停发放其奖学金，学生回校后必须至办公室销假，请假期间所有奖学金随同销假下月按照学校相应规定一同发放。未按期销假者或者超期部分奖学金不再补发。

6、奖学金硕士生、博士生在论文开题答辩通过后经批准可离境或者回国结合论文选题进行调研，其奖学金自离境下月起暂停，分别在答辩前至少三个月或者六个月返校签到后可以补发最多六个月奖学金，超期部分或未按期返校者不再补发。规定学制（含批准延长期限内）内此类申请仅限一次。

7、奖学金按月发放，不足一月按实际在校天数发给。毕业生奖学金发至毕业之后半个月。凡因休学、退学、结业回国者已经发给的当月奖学金不再收回。

8、在学校规定的假期内奖学金照发，但未经同意休假逾期不归者，超过期限内奖学金停发。

9、奖学金生在享受奖学金期间未能完成规定的学业而继续就读者，如未能继续取得奖学金，超期学习的全部费用由本人自理。

10、奖学金学生休学期间不享受奖学金生待遇，往返派遣国及原住地的一切费用自理。

11、学校规定博士研究生在答辩前必须发表合乎一定要求的学术论文，同时鼓励全体留学生在读期间以武汉理工大学名义发表高水平学术论文，学校在每年 6 月对在上一年 6 月 1 日至当年 5 月 31 日期间发表过学术论文的研究生根据相关规定给予适当的奖励，留学生须按学校规定时间将论文发表材料及检索证明主动提供给留学生管理办公室报研究生院核定。

12、武汉理工大学友谊奖学金评选：

（1）每年 5 月份依据年度评审结果拟订武汉理工大学友谊奖学金初步人选，入选候选人除要求在年度评审时按期提交完整年度评审材料，还

应如实填报和按期提交优秀自费生或友谊奖学金申请材料；

（2）所有在校学习一学年以上的自费来华留学学历生均可申请；

（3）申请材料由留学生管理办公室初审后，集中报国际教育学院主管留学生的院长审核，审定名单经报院党政联席会通过并公示一周后发文并盖留学生管理办公室章，存入学生档案中并修改系统相应信息；

（4）学费全免的友谊奖学金获得者年审期间所修全部课程平均成绩须达到 80 分以上，同类排名第一且无无故旷课及其它不良记录；

（5）学费减免 50% 及 30% 的友谊奖学金获得者年审期间所修全部课程平均成绩须达到 75 分以上，同类分别排名第二、三且无无故旷课及其它不良记录；

（6）全额奖学金获得者在读期间学习成绩若低于 80 分但高于 75 分，将自动降为部分奖学金等级。友谊奖学金获得者必须按月签到，凡连续两次无故未签到者从下一学期开始自动丧失奖学金资格或者参评资格；

（7）成绩特别优异的自费本科生，原则上可优先推荐至国家留学基金委申报中国政府优秀自费生奖学金。获批后可在下一学年度优先列为武汉理工大学友谊奖学金学费全免名单，校内相应住宿费从国家下拨奖励额度内扣除。

Graduation Affairs

1. Every beginning of May, the proposed graduates on the year are required to confirm their information of graduation certificates in teaching affairs office or postgraduates office of the major school, then return the certificates to the International Student Office (Room 405B) after signature,.

2. Before May 30th, students are required to confirm the information of graduation certificates again and sign or scan the signature and send to the office through email, and please submit 4 pieces of size 1 and 2 pieces of size 2 photos in blue background, as well as softcopy(the photo and softcopy are required to be the same one which submitted to the major school) .

3. The formation of the English translation for graduation certificate or diploma is standard by International Student Office, and students could download the certificate from the website of School of International Education and modify your name, date of birth, and nationality (all these information are required to be accordance with passport information), research orientation could be added to the certificate in the proper way, and the students could choose to use "Certificate of Graduation" or "Diploma" . After confirming the information of graduation certificates and sign it or scan the signature and send to the office through email, Besides above information, no other parts could be changed in any circumstances. All the certificates or diplomas in Chinese version and in English version or translation could only be officially printed and stamped after the students signing on the copy of the certificates.

4. The graduation certificates can and only be taken by students personally. If could only be accepted by others due to some special reasons, the persons are required to show the authorization letter by the students or email from the student, and the person need to sign when taking.

5. After confirmation and taking the certificate, if the students need to redo the certificate due to personal reasons, should pay 100 RMB per certificate (the Chinese degree certificate would not be redone when missing, and could only

provide confirmation certificate) . Any certificates to mail to the students are required to pay by themselves, and the students have the responsibility to ensure the safety of the certificates.

毕（结）业管理

1、每年 5 月初，预计当年毕业的学生在答辩前到所在专业学院教学办或研工办领取各自的模板核对信息，确认无误后签字交回留学生办公室。

2、5 月 30 日前学生集中签字确认或者 EMAIL 签字扫描确认完毕，签字确认的同时提交 4 张 1 寸和 2 张 2 寸的蓝底照片及照片电子版（与提交学院的版本一致）。

3、证书的英文翻译件格式由留学生管理办公室统一确定，学生可以自行在国际教育学院主页下载并仅限修改本人姓名、生日、国籍（须和护照一致）、适当附注专业研究方向、选择毕业文凭对应英文名称“Certificate of Graduation”或“Diploma”，当面确认提交或者 EMAIL（签字扫描确认）至留学生教学办公室。证书其它部分一律不得擅自修改。所有中英文版证书或翻译件经留学生本人在复印件上签字确认后方可统一印制正式版本并盖章。

4、证书须由学生本人签字后领取。如需其他人代领，须有学生本人签名的委托函或从学生本人电子信箱发来的电子邮件，由代领人签字。

5、确认领取证书后，如由个人原因遗失或需重做证书的，每份证书须缴纳 100 元人民币（遗失中文学位证不予补办，只能开具证明），证书做好后需邮寄给本人的，须自行负担邮费并负责其途中安全。

The International Apartment Regulations of Wuhan University of Technology

In order to provide a good environment for living and study, we make the regulations as follows:

1. Regulations of Accommodation

1) All the students living in the International Students' Apartments should obey the laws, regulations and rules of Chinese government and our university. No conducts that are not suitable for a student's status are allowed.

2) The Property Management Company and International Student Office are both in charge of the room arrangement. Within 24hrs of moving inside the room, the students are required to submit the "Check-in Form for International Student Dormitory" (two copies, please see the attachment), the first copy (white) is required to give to the dormitory manager, the second copy (pink) is required to be signed by the dormitory manager and submitted to the International Student Office.

Once a room is assigned to a student the student himself cannot change the room without permission from the International Student Office.

Every student has only one chance to change the room during the study at the university. The campus card of long-term students could be used as dormitory gate card, and short-term students could only apply for temporary card. The using period of self-supported students are equal to the payment of dormitory, but all the cards could only be used less than the period of residence permit or visa. And the cards could only be used for the gate of the dormitory, please apply and pay 30 RMB if you lose it. Every 15th of the month (postpone if it is weekend or holidays), the office would send staff to help the students to deal with dormitory gate card procedure, and the students need to give the

campus card to dormitory manager before 15th of the month.

When necessary, the administrative agency of the university has right to cancel or terminate the authority of using dormitory gate card in advance when the students don't pay, no class attendance or no scholarship signature without proper reason.

3)Each student will be provided a room key (or gate card) and the list of the articles in the room by Property Management Company. Either leave or copy the key to any other people is not allowed. The key has to be returned to the housekeeper before leaving our university. Otherwise the person concerned has to be fully responsible for the economic and legal consequence.

4)Each student will be provided one set of bedclothes. The bedclothes are kept and cleaned personally during the registered length of school. Those whose resident period is over one academic year can take the bedclothes away when leaving our university. Those whose resident period is less than one academic year must return the bedclothes to the housekeeper before leaving our university. Compensation will be occurred in full price if there is any damage to the bedclothes.

5)Students should be friendly with each other and mutual understanding, and be supportive to assistant the dormitory representative to realize the self-management . Please don't make big noise in the apartment. While using recorder or other sound sets the students should control the sound so low that it would not affect others' study and rest. If the students severely bother the other's study and life, after receiving the complaint, the International Students Office would ask the offenders to sign the promising letter to promise not to offend again. If complaints received after signing two promising letters, the offenders have to move outside the dormitory, and payment for the dormitory for the part not living in the dormitory could be applied to return in the condition that the dormitory is not wasted.

6)Please don't scribble or nail on the public places, such as walls, floors, doors or furniture, etc. Cooking is forbidden in inner room.

7) If there is something wrong with the equipment and appliance allocated

in the apartment, please contact the manager. The manager will send the professional technician to repair. Any maintenance or processing by oneself is not allowed. Generally, small repair is required to be handled on the day of report, and complicated repair is required to be finished in one week.

8)The dormitory is only provided for the students principally, but if the family members of the students need to stay, the students are required to apply to get approval, and apply for the visa and finish the payment procedure. Please take care of the children and be full responsible for their safety. Please be comity with each other when using public facilities.

9)The public facilities in the apartment can be used only in the public area. Please don't take them into private room. Please don't lend, destroy, take apart and install the equipments and appliances allocated in the apartment. Should it happens, the person concerned should be fined according to its value. (Reference to the Equipment and Price List) .

10)Those self-funded students should go to the Financial Office to pay off the tuition and lodging fee with the Payment Notice issued by International Student Office when they register for each academic year. If someone who is in arrears with the payment, the qualification to study and to apply scholarship or rewards at WUT will be cancelled.

11)Please don't accommodate any person without permission of the Apartment Management Center to report to the International Students Office to get the approval. If someone violates the rule, the housekeeper has the right to stop or inform the related office of WUT. Those who refuse advice could be lectured by the manager, and who insist on violating the rule will be punished according to the concerned regulations of WUT.

12)All the international students should pay RMB 340 Yuan as deposit for accommodation and facilities before they check in. The deposit will be returned if no damage to the room and facilities is occurred and all the fees are cleared. If damage found, the compensation would be taken from the deposit, and the students are required to pay if the compensation is more than the deposit. "Check-in Form for International Student Dormitory"(first copy) is required to

be attached to the back of the Form of Leaving Procedure.

13) In order to make the security of the students, the students are required to report to the International Students Office if they would travel outside of Wuhan city or leave the dormitory for more than 7 days necessarily. If the manager finds empty room for more than 7 days, needs to report to the office.

2.Regulations on Entry/Exit of International Student Building

1) For the sake of guaranteeing the students' normal study and rest, visitors can only be received at a proper time between 8:00 and 22:30. No guest is allowed to stay inside the building after 23:00. Overdue visitor would be required to take his or her valid certificate from the International Student Office on the following day at 8 am by the reception student, and the reception student is required to be educated due to the regulation of the university.

2) All visitors should actively show their valid Identity Card to the person on duty under the inspection of the room owner, and the Identity card would be kept by person on duty until the visitor leaves the dormitory, fill in the "Guest Receiving Form" honestly before they are allowed to enter the building, and could only be taken inside by the students themselves. Those who don't carry any valid certificate or refuse to show their Identity Card or fill in the form are required to leave immediately. When the guests leave, the visited party must sign on the Form for confirmation. The students being visited are taking full responsibility for any things happened by the visitors.

The students who entry or leave the building between 23:00 and 6:00 are required to register in the Late-entry Registration Form, and would be cancelled the qualification of applying scholarship of that year if the number of late entry is accounted more than 3 times in one semester, and don't try to correct the behavior.

3) In case any foreign guest needs to stay for night temporally, he must report in advance to the housekeeper for permission and fill in "Registration Form of Temporary Residence for People from Abroad". Without the permission from the housekeeper, no foreign visitors can stay or share the room

with the being visited. If a foreign guest intends to live in a separate room or share the room for more than 3 days, he needs to report to the International Student Office and pay for the accommodation in advance. And under any occasions, no Chinese students or visitors are permitted to stay in the International Student Apartments for overnight.

4) The housekeeper has the right and responsibility to correct the violations according to **the regulations on the Accommodation Management of International Apartment** and report to the Security Office of WUT.

3.Regulations of Sanitary Issues

1) The host should clean his own apartment. The rubbish must be gathered into the garbage bag and be put into the trash can for cleaners to collect it.

2) The cleaners are responsible for cleaning the public places of international student building. The cleaners should clean the public places twice a day, the handrail once a day, and the public dustbins twice a day.

3) It is prohibited to spit in the public. Please don't litter in the public with cigarette ends, waste paper, etc. Please don't scribble or nail on the walls, floors or furniture, etc. All students are expected to protect everybody's environment.

4)It is prohibited to throw garbage, wastepaper, plastic bags and other wastes into toilets and sewers in order not to cause troubles to yourself and others.

5)It is prohibited to scribble and paste any posters in public places. It is also prohibited to pile any wastes in the corridors or any other public space. It is not allowed to hang anything that may be unsightly and disturbing.

4.Regulations of Electricity and Water

1) The University provides the international students with an electricity subsidy that is 120kwh per person. And each student who registered in the International Students Office will get extra 150kwh for the winter and summer holiday. The tenant needs to pay for the exceeded quota.

2) Please save on electricity and water. Should there be any surplus of the current quota of electricity they can be transferred and added up to that for the

next month or next year. Any extra consumption of electricity over the quota will be paid by the student residing in that room and it can be bought in the Center of Water and Electricity Administration. The price for the extra consumption of electricity will be charged according to the existing price list for local residents.

3) The electricity IC card for the specific meter shall be well kept by the student himself in order to avoid causing troubles to your study and life here. The students need to apply by themselves if lose the card.

4) Please return the electricity IC card to the Center of Water and Electricity Administration when you check out. The Center will refund the surplus of the electricity bought by the student himself.

5.Regulations of Security Issues

1) Before leaving the apartment, the host must turn off all the electricity except that of the refrigerator. Please don't use electric stoves, LPG or LNG stoves, alcohol stoves, electric irons and any other kinds of electric appliances with the power over 800W. If a fire was aroused by improper use of the above-mentioned appliances, the host must be responsible for all the loss.

2) Please lock the door and windows before leaving. The private belongings and valuables must be taken good care of by the host. When anything is lost, please keep the scene well and inform the housekeeper in time.

3) Don't leave your keys to any other people. The person concerned must be fully responsible for the case of theft if he doesn't take good care of the keys.

4) The housekeeper is responsible for the security of the apartment and accepting the requests of daily maintenance. The housekeeper should examine the implementation of the regulations regularly. All the students are obligatory to cooperate with the housekeeper on the implementation of the regulations. The facilities fixing needs students to register in the dormitory manager, and make appointment, and cooperate with repairman and manager.

5) When the participants of a get-together in the international student

building are over 20, the students must get permission for the get-together from International School and it must be reported to the Security Office of the University two weeks in advance..

6) The university will organize the new international students to attend the fire drill and security education held by the local security or the entry and exit administration. Without legal reason, the students cannot be absent.

Fire number: 119 First -aid number: 120 The local police: 110

The Property Management Company is responsible for the management of international student apartment. The staff of the company is authorized to correct the behaviors violating the above regulations. Any opinions of the apartment management, its service and the staff can be put forward to The Property Management Company or School of International Education.

Hot-line and Email:

International Student Office: 87608608 15337129312 (24hrs)

fstudent@whut.edu.cn

Property Management Company: 87651111

武汉理工大学留学生公寓管理（试行）

为了加强留学生公寓的管理,为住户提供良好的居住和学习环境,特制订本管理规定。

一、住宿管理规定

1、住户应遵守中国政府法律、法规及学校的各项规章制度。不得在公寓内从事传教及与学生身份不相符的活动。

2、留学生的住宿由国际教育学院留学生管理办公室和后保处宿管中心统一安排。学生应在入住留学生宿舍后 24 小时内,逐项填妥“住宿登记表”一式两联(见附件)将第一联(白色)提交所在楼栋宿舍管理员,第二联(粉色)经宿舍管理员签审后在报到时提交留办。

任何学生未经留办书面允许不得私自调换房间。

每位学生在校就读学制阶段原则上最多只能申请更换房间一次;长期生的门禁卡即为学生一卡通,短期生为临时门禁卡。自费生门禁卡有效期限同住宿费已缴期限,所有学生门禁卡期限最长不超过获批居留许可期限。所有门禁该卡仅适用于住宿的该所住楼栋使用范围内;如有遗失,请及时补办并补交工本费 30 元。办公室于每月 15 日(如为周末或节假日延后)派专人办理校园卡申请门禁手续,请需要办理的学生在 15 日之前将校园卡交到宿管员手中。

必要时,学校管理部门有权取消或者提前中止部分欠费、缺勤、无故不签到的留学生门禁权限。

3、物业公司给每位住户发放一把房间钥匙(或者门禁卡)和房内物品清单。住户不得将钥匙转交或私配给任何人。离校退房时必须将房间钥匙退还给公寓管理员。否则由此产生的一切经济和法律后果由其本人负责。

4、物业公司向每位住户提供一套床上用品。床上用品在规定学制内由个人保管和清洗。居住期限在一学年以上者离校时可选择将床上用品随身携带自用，居住期限在一学年以内者离校时须退还床上用品，如有损坏需照价赔偿。

5、住户应互相关照、互相谅解，主动协助驻楼留学生联络员实行自我管理。请勿在公寓内大声喧哗，开放大音量收录机、电视等音响设备，应避免影响他人学习和生活。如因为打扰到其他同学学习和生活且情节严重者，留学生管理办公室在接到相关投诉将约见并要求学生签署不打扰保证书，如两次签署保证书后再接到投诉将强制要求搬离留学生宿舍，已交住宿费在不导致住房闲置的前提下按照未住足月数办理退换手续。

6、租房不得污损墙壁、地面、天花板、家具等公用物品；不在房间墙壁上，门上钉钉子，也不得在房间内做饭。

7、如房间及房内设施设备需要维修请与所在楼栋宿管员登记，由宿管员联系专业人员处理，通常小型维修限当天处理，大型维修限一周处理。

8、留学生宿舍原则上仅限学生本人住宿，如有直系亲属同住应事先办理报批、签证及费用补缴手续。带家属的住户请照看好自己的孩子，在使用公用设施设备时请注意礼让其他住户。

9、留学生公寓内的公用电器及公用生活设施只能在指定公共区域使用，不得带入个人房间。公寓内的公共设备、物品不得转借、自行拆装和损毁；如有丢失和人为损坏，应照价赔偿。

10、自费生每年开学报到时持国际教育学院留学生管理办公室开具的缴费单到学校财务处缴清住宿费。拖欠费用者将被取消校内住宿及年度评先评优资格。

11、未经宿管中心报经留学生管理办公室书面同意，任何住户不得私自留宿任何客人，对违反规定者一经查出，宿舍管理人员有权给予批评教育，情节严重者按照学校有关规定给予必要的处分。

12、各类住户均须缴纳 340 元人民币住宿押金，住户离开公寓时经检

查无拖欠费用和人为损坏房间内及公用设施设备者住宿押金将全额退还。退宿前如发现物品有损坏，从押金中扣除，超出押金的赔偿金额学生由当事人另行补交。住宿登记表（第一联）粘贴至离校手续单背面。

13、为保证学生的安全，学生因确有需要需外出至武汉以外的城市或者离开寝室一周以上，需上报留学生管理办公室备案。宿管员如发现学生连续七天不在寝室居住，也有义务上报留学生管理办公室。

二、留学生宿舍出入管理规定

1、为了保证留学生正常生活和学习，本公寓的会客时间为：8:00-22:30；来访者应在 23:00 前离开。逾时未离开者有效登记身份证件由被访者于次日 8:00 后到留学生管理办公室领取并接受处理。

2、留学生应督促应邀来访者应主动向值班员出示并暂留有效身份证件，并认真填写《来访会客登记表》，在征得被访者和宿管人员同意后，方可由被访者带入留学生公寓内会客。未带任何有效证件或拒绝出示有效证件者，禁止进入公寓。客人离开时，应由被访问者在会客登记表上签字确认。

被访者应对由其本人带入所在楼栋的客人在到访期间的一应行为负责。

23:00-6:00 进出本楼须在晚归登记本上登记，同一学期累计晚归次数在三次以上且屡教不改者将被取消年度评先评优资格。

3、境外来访者如需临时留宿留学生公寓内时，应事先报告公寓管理员并填写《入境人员临时住宿登记表》后，方可与接待人员合住。须单独住宿或共住三天以上者，应提前报留学生管理办公室并缴纳住宿费用。中国学生及中国来访者不得在留学生公寓内留宿。

4、公寓管理人员有权利和责任对违反留学生公寓管理规定的行为予以纠正并向校保卫部门报告。

三、卫生管理规定

1、住户的个人房间由本人清扫。房间清扫出的垃圾应装入垃圾袋，每天早晨 8:00 以前放入楼下垃圾桶，由清洁人员处理。注意保持房间卫生、开窗通风，并做好个人卫生。

2、公寓公共部位由宿管中心保洁人员负责清扫。工作人员每天对公共场所清扫二次，楼道扶手每天擦洗一次。公用垃圾桶每天清倒二次。

3、请勿在公共场所内随地吐痰、乱丢烟头、纸屑、果皮等，不要在墙壁、家具上刻画，共同维护好大家的生活环境。

4、请勿把垃圾、纸屑、塑料袋等杂物投入厕所和下水道内，以免影响自己和他人的生活。

5、请勿在公共场所乱涂乱画和随意张贴，不要将废弃物放置于走廊、通道、楼梯间及公共活动场所。阳台上不得悬挂有碍观瞻和妨碍他人的物品。

四、公寓水电管理规定

1、学校对公寓内的用电实现配额管理，公寓用电额每人每月免费额度为：120 度，寒暑假期间登记留校学生每人另外各增加 150 度免费用电额度，超出部分由住户自理。

2、请注意节约用电用水。住户用电当月或当年额度节余部分可转入下月或下年继续使用。当月或当年用电超支部分由住户自行到后勤集团水电管理中心购电充值，电价标准为武汉市城市居民用电价格。

3、住户应妥善保管好自己 IC 电卡，避免因遗失给自己的生活和学习带来损失和不便，如有遗失需自行补办。

4、住户离校时，应按要求到后勤集团水电管理中心办理退还 IC 电卡手续，自费用电的剩余部分予以退还。

五、安全管理规定

1、住户出门时应关掉除冰箱以外的所有电源；房间内禁止使用电炉、液化气炉、酒精炉、电熨斗等家用电器及任何 800W 以上的大功率电器；否则，由此引起的火灾等安全事故，由本人承担一切责任并负责赔偿。

2、住户离开公寓时应关好门窗，个人贵重物品由个人妥善保管；如遇物品被盗抢或丢失，应做好现场保护并及时向值班人员报告。

3、住户不得将房间钥匙交给他人保管和使用，否则由此引起的个人和公用物品遗失和被盗等一切责任均由本人负责。

4、公寓值班员受理入住留学生日常水电维修等的报告，负责公寓的安全保卫。住户有责任和义务配合公寓值班员的日常管理和检查工作。如寝室设备需维修需本人到值班员登记，并预约修理时间，按照维修工人和值班员要求做好登记。

5、住户如需举行集中聚会，活动规模在 20 人及以上，须至少提前二周报请国际教育学院批准，并报学校保卫部门备案。

6、学校将定期或不定期组织留学生新生参加保卫部门或公安局出入境管理机关组织的消防演习或安全教育，所有学生不得无故缺席。

重要报警电话：

火警：119

医疗急救：120

盗抢、交通安全：110

物业公司为留学生公寓的责任管理单位。其管理人员有权对违反上述规定的行为予以纠正。住户如对公寓的管理和服务及其人员的行为有意见，可向物业公司及国际教育学院投诉。

投诉电话及电子邮件：

留学生管理办公室：87608608 13387556113（24 小时），

fstudent@whut.edu.cn

物业公司：87651111

Attachment:

武汉理工大学_____校区外国留学生住宿登记表

Check-in Form for International Student Dormitory

楼栋号 Bldg #		单元/层 Unit/Flr		房间号 Room No.		照片 Photo
英文姓 Surname			英文名 Given Name			
性别 Sex	____M / F____		出生日期 Date of Birth	年/y 月/m 日/d		
专业学习 起止时间 Study Period	自 From yr m		护照号码 及有效期	Passport No.	年/y 月/m 日/d	
	至 To: yr m		Passport No. & Expiration Date	Expiration Date		
停（居）留证件 Visa/Residence Permit	种类 Type			有效期至 Valid Until	年/y 月/m 日/d	
	号码 No.			签证机关 Issued by		
国籍 Nationality				最近入境时间 Time of entry		
来华事由 Purpose of Stay in China				所在学院 School		
专 业 Major				学习层次 Degree		
入住日期 Move-in Date	年/y 月/m 日/d			拟离开日期 Date of Departure	年/y 月/m 日/d	
本人联系电话 Telephone Number			电子邮件 EMAIL			
紧急事务联系 人 Contact Person			联系电话 Phone			
备注 Remarks	完整填写表格经宿管员核实签字后，凭此表第二联办理相关手续。Please fully complete this form and return the Red copy with the Housekeeper's signature to ISO for registration and RP.			本人签字 Signature		

宿舍管理员签名（必须核实房间信息后签名）：

填表日期： 年 月 日

House Keeper Signature: _____

Date: yy mm dd

The Reimbursement of Medical Service

1.Categories of Person's Enjoying Socialized Medicine

The Socialized Medicine is enjoyed by the International Students under enrollment whose study period is more than 1 year. The students, who take hospitalization, could be reimbursed by China Ping An Insurance Company by having received the insurance covering the cost of hospitalization and personal accident according to the related regulation.

2.The Regulation on Applying for the Reimbursement of Curatorial Fee

1) When seeing a doctor in the school hospital with his/her school medical record, the student should pay off for registration and 12 percent of the fees for testing and medicine, with the school paying the rest according to the regulation.

2) A certification of transferring must be obtained from the doctor in the campus if the patient really needs to be transferred to the hospital appointed by the university to be treated outside the campus.

3) Students go to clinic outside the campus hospital are required to call 4008105119 via 1 to consult with insurance company, and follow the guidance of the company.

4) Before receiving a diagnosis and a treatment, the student should inform the doctor that he/she is restrained for the socialized medicine so as that the doctor can give medicine accordingly, otherwise the student have to pay the medicine, which is not on the list of socialized medicine.

5) If treated in the hospital outside the campus, the student should pay in advance the fee-for-service personally. 20-28 percent of the fee must be borne by the student, of which the rate is the same as that of Chinese teachers and students.

6) If the student needs to be in hospital outside the campus, the student is required to pay 15% in advance as the deposit to the hospital, and China Ping An Insurance Company will pay for hospitalization according to stipulations. During the hospitalization, the food, transportation and other expenses which

could not be covered by the insurance company would be carried by student him or herself.

3. The Time and Procedure for Applying for the Reimbursement

Teachers and students can only apply for the reimbursement of curatorial fee in the last week per quarter. To make it convenient for the international students, he/she may, unlike the Chinese students who themselves should apply for reimbursement in the school hospital, apply for in advance reimbursement in the International Students Office with his/her school medical record, certification of transferring hospital, medical record of the visited hospital and formal invoices which bear the signature of the head of the hospital and the doctor who agreed him/her to see a doctor outside the campus. All the documents above and Medical expense reimbursement paper should be signed by the head of the Public Health Service Office. The students could bring signed paper to submit the required receipts the last Thursday or Friday of every month to International Students Office.

4. The students must bear all the fee-for-service under the following conditions

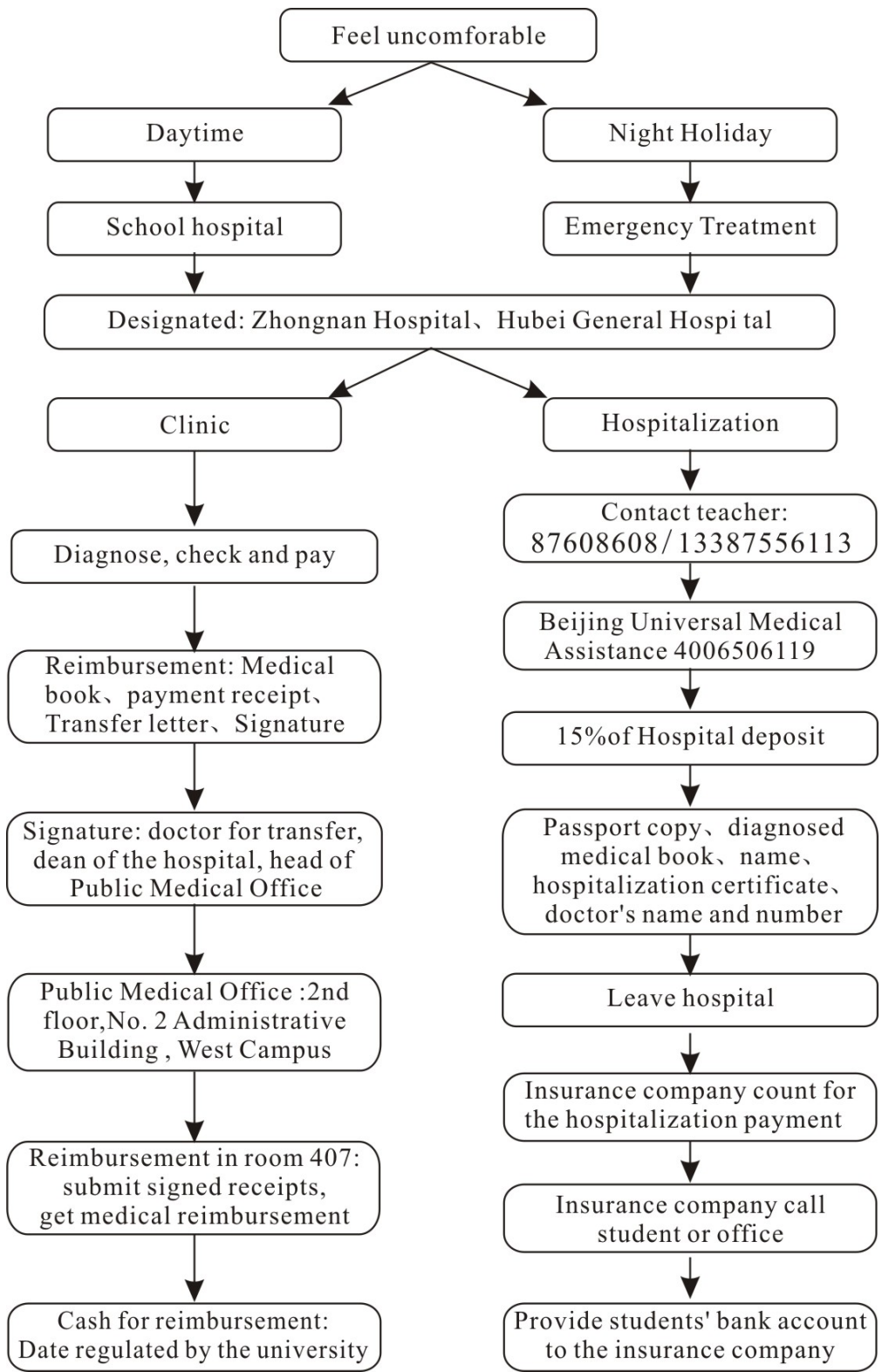
1) The disease caused by fighting, suicide, self-injury, bibulosity, traffic accidents and drug addiction, etc.

2) Seeing a doctor and buying medicine not according to the rules and regulations of the school hospital.

3) Registration fee, traveling expenses, consultation fee, one-off expendable such as one-off injector, etc.

4) Congenital diseases, plastic surgery, cosmetic surgery, teeth cleansing, putting a false tooth, health care treatment, students who have caught disease before the enrollment, etc.

Clinic Procedure



就诊/医药费报销

一、适用人员和范围

1、各类学习期限一学年以上的留学生可凭本人病历到校医院就诊并享受公费医疗待遇。

2、自行购买或被赠予住院及人身意外保险的学生在校外医院住院的有关费用由中国平安保险公司按相关规定负责理赔。

二、医药费报销的有关规定

1、留学生可持本人的学校病历在校医院看病，除挂号费 100%外，化验检查和药费的 12%由本人承担，其他费用按规定由学校支付。

2、留学生因病确需转到校外医院进行治疗的，须由本校医生和有关科室主任同意并在其病历上注明和开具转诊单方可外出，并在学校指定的医院治疗。

3、留学生在校外医院就诊时应先向保险公司 4008105119 转 1 咨询，按照保险公司的提示进行就诊。

4、留学生在校外医院就诊时应先向医生声明公费医疗政策，以便医生酌情用药，否则公费医疗之外的药品费用需由本人承担。

5、留学生在校外医院就医的医疗费用由本人先行垫支，医疗费报销享受与中国师生同等待遇，即医疗费费的 20%-28%由本人承担。

6、奖学金生和被告知学校已为其购买了住院及人身意外伤害保险的学生，如须在校外医院住院，学生本人必须先支付 15%住院押金，确定押金支付后，其住院费用或事故赔偿金由中国平安保险公司按有关规定垫付或支付。住院期间的伙食费、交通费等费用以及保险公司按规定不予报销的部分由学生本人承担。

三、医药费报销的时间和程序

为方便留学生报销医药费，经过与校医院协商，留学生在经过校医院同意并按规定在校外医院看完病后，可持校医院病历、转诊单、对口医院病历和发票到校医院找同意其外出治病的医生和医院院长签字，然后持上述票据连同医疗费报销单到公费医疗办公室（西院第二行政楼2楼）办理报销比例手续，于每个月最后一个星期四和星期五到留学生管理办公室提交票据，并按有关规定进行报销。

四、注意事项

1、因打架斗殴及自杀、自伤、酗酒、交通肇事、吸毒等造成的诊疗费一律全部自理。

2、不按学校医院的规定自行就医、自购药品者，所有费用一律全部自理。

3、挂号费、交通费、会诊费、一次性消耗用品（如一次性注射器）等，费用均自理。

4、一切先天性疾病、矫形、美容、洁牙、镶牙、配眼镜、各种保健性治疗、学生入学前所患疾病等，治疗费用一律全部自理。