

Jiangsu Vocational College of Electronics and Information

Rules for the Management of International Students

(Trial)

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Chapter I General Provisions

Article 1 In order to maintain the normal education and teaching order and life order of the College, strengthen the standardized management of international students, improve the educational quality of international students, and ensure the physical and mental health of international students, according to the regulations on the management of students in ordinary institutions of higher learning (Order No. 41 of the Ministry of Education of the People's Republic of China, 2017) and the administrative measures for recruiting and cultivating international students (Order No.42 of Ministry of education, Ministry of foreign affairs and Ministry of public security, 2017) as well as the actual situation of the College, the measures are formulated in accordance with the relevant provisions, such as No. 42 order of the people's Republic of China, quality standard for higher education of international students (Trial Implementation) (Jiao Wai [2018] No. 50), administrative measures for recruiting and training international students in universities of Jiangsu Province (SJW [2019] No. 84), etc.

Article 2 International students referred to in these Measures refer to foreign students who do not have Chinese nationality according to the nationality law of the people's Republic of China and receive academic education (hereinafter referred to as academic degree students) or non-academic education (hereinafter referred to as non-academic degree students) in colleges and universities. Residents of the mainland, Hong Kong, Macao and Taiwan who have emigrated to other countries to study in our college as international students must hold valid foreign passport or nationality certificate for more than 4 years, and have a record of living abroad for more than 2 years in the last 4 years (up to April 30 of the year of enrollment) (9 months in a year lived abroad, it can be counted as one year, subject to the entry and exit signatures).

Chapter II Management System

Article 3 International Education School is the centralized management department of international students affairs, which is responsible for the overall management of the work of international students in the whole college, the formulation of relevant systems for the management of international students in accordance with the relevant provisions of the state, specifically responsible for the enrollment, student status management, teaching management and various foreign affairs of international students, and coordinate other departments to deal with the management of international students.

Article 4 According to the division of work within the college, the academic affairs department, the students' affairs department and the security department are responsible for the teaching management, daily management, recreational and sports activities, safety work, etc. for international students.

Article 5 International Education School is responsible for the accommodation management and the use of living service facilities for international students in accordance with relevant regulations.

Chapter III Obligations and rights of international students

Article 6 International students shall perform the following obligations in accordance with the law during their schooling:

- (1) Abide by the constitution, laws and regulations of China;
- (2) Abide by the college management system and regulations;
- (3) Study hard and finish the study according to the regulations;
- (4) Pay tuition fees and other fees in full according to the regulations, and fulfill the corresponding obligations of the scholarship obtained;
- (5) Cultivate good moral character and behavior habits, respect teachers and unite students;
- (6) Other obligations stipulated by relevant laws and regulations.

Article 7 International students shall enjoy the following rights in accordance with the law during their schooling:

- (1) Participate in the activities arranged by the college education and teaching Program;
- (2) Use the educational and teaching resources provided by the college;
- (3) Participate in student groups and recreational and sports activities within the prescribed

scope;

- (4) Apply for scholarships for international students;
- (5) Get fair evaluation in terms of moral level and academic performance, and obtain the corresponding academic certificate after completing the regulations;
- (6) Other rights stipulated by relevant laws and regulations.

Chapter IV Enrollment and Admission

Article 8 Education for international students mainly includes diploma education and non-academic education. Academic education is a three-year junior college education; non-academic education includes short-term and long-term Chinese advanced students, as well as inters school cooperation, student exchange, visiting learning and other project students.

Article 9 The College may, on its own, recruit international students at its own expense and in intercollegiate exchanges that meet the admission requirements, or recruit students through legal intermediary agencies.

Article 10 International Education School shall be responsible for formulating the enrollment rules for international students, issuing enrollment brochures and recruiting international students in accordance with regulations.

Article 11 The international students accepted by the college shall be admitted by International Education School after being submitted to the relevant departments at higher levels for examination and approval. In accordance with the notice of the general office of the Ministry of education on the trial implementation of electronic registration of new student status and academic certificate of international students in ordinary colleges and universities (Order No. 5, Jiao wai,2007), the student status shall be electronically registered and formal student status shall be obtained.

Article 12 Others uncovered in the enrollment and admission of international students shall be implemented with reference to the measures for the administration of international students' enrollment of Jiangsu Vocational College of Electronics and Information (for Trial).

Chapter V Daily Management of International Students

Article 13 The functional departments of the college shall, within their respective functions

and, actively provide support for the management and service of international students. The management and service of international students requires all departments to work together to bring the daily management service of international students into the whole college system, so that international students can truly integrate into college life. The management of international students should emphasize "assimilation" and "integration", and take into account the particularity of foreign affairs.

Article 14 International Education School shall make good contact with the Ministry of education, the Department of education of Jiangsu Province, the entry and Exit Administration Bureau of Jiangsu Provincial Public Security Department, the entry-exit management detachment of Huai'an Public Security Bureau, the embassies and consulates of foreign students' countries in China, as well as the communication and implementation of the spirit of documents of relevant departments.

Article 15 The college may organize international students to voluntarily participate in public welfare labor or celebrations held on major festivals in China; allow and encourage international students to participate in recreational and sports activities organized by the student union of the college; and provide necessary conditions for international students to hold recreational and sports activities beneficial to their physical and mental health.

Article 16 With the approval of the college, international students may set up friendship groups in the college and conduct activities within the scope prescribed by the laws and regulations of China, and obey the leadership and management of the college.

Article 17 The College shall respect the ethnic customs and religious beliefs of international students, but shall not provide places for holding religious ceremonies. International students are strictly prohibited from conducting missionary and religious activities on campus.

Article 18 With the approval of the college, international students may hold activities to celebrate the important traditional festivals of their own countries in the places and areas designated by the college. However, they are not allowed to object to or attack the contents of China and other countries or words and deeds that violate public morality.

Chapter VI Work-study for International Students

Article 19 During their studies at college, international students are not allowed to work or

engage in business, but may participate in work study activities in accordance with the regulations of the college. International Education School designates a special person to be responsible for the work study program. The work study program shall not affect the normal teaching, learning, life and collective activities of the college.

Article 20 International students applying for work study shall meet the following requirements:

- (1) At least 18 years old, in good health and qualified in physical examination;
- (2) Hold valid study residence permit;
- (3) To receive academic education;
- (4) Have studied for more than 1 semester, and the remaining learning time is more than 1 semester (inclusive);
- (5) No criminal record, mental history and infectious diseases, and good attendance and academic performance.

Article 21 The job scope of work study program includes:

- (1) Teaching assistants in language training institutions outside college;
- (2) Part time job related to your own specialty or major;
- (3) Work study posts provided by the college;
- (4) Other educational posts that meet the legal requirements and do not violate the public order and good customs.

Article 22 The duration of work study activities shall not exceed 20 hours per week (including Saturdays and Sundays); during winter and summer vacation, it shall not exceed 40 hours per week (including Saturdays and Sundays).

Article 23 International students shall submit the recommendation form of work study for international students to International Education School, and International Education School shall examine and verify it according to the attendance rate, academic performance, performance and economic status of the international students. International students participating in work study should apply to the exit and Entry Administration Department of the public security organ with their valid passport, residence certificate, the recommendation form of international students' work study program approved and sealed by the college, and

relevant work study materials.

Article 24 International students who work beyond the post scope or time limit stipulated in the work study program and are found to be illegally employed shall be dealt with by the public security organ according to law.

Chapter VII Teaching Management of International Students

Article 25 The talent training program for international students shall be jointly formulated by International Education School and the secondary college affiliated to the major of international students, and approved by the academic affairs department. International Education School shall be responsible for the teaching management of Chinese and other public courses, and the secondary college of International students' specialty shall be responsible for the teaching management of specialized courses.

Article 26 Chinese and the general situation of China are compulsory courses for international students with academic qualifications.

Article 27 The organization of teaching practice and social practice for international students shall be carried out in accordance with the teaching plan and the relevant regulations on Foreign Affairs shall be observed when selecting the place of.

Article 28 According to the needs of the college's training plan, if it is necessary to practice in an off campus internship unit determined by the college, International Education School shall carry out the examination and verification according to the students' attendance rate, academic performance, and apply to the exit Entry Administration Department of the public security organ on behalf of the college.

Article 29 The teaching of international students with non-academic qualifications shall be organized and implemented by International Education School, and the teaching shall be arranged reasonably in combination with the specific situation of international students.

Article 30 According to the teaching needs, International Education School shall provide necessary learning conditions for international students. International students who use other equipment and obtain other materials outside the teaching plan shall submit an application to the college for examination and approval in accordance with relevant regulations and procedures.

Article 31 The college shall manage the student status of international students in accordance with the relevant national laws and the detailed rules for the management of international students' status of Jiangsu Vocational College of Electronics and Information (Trial).

Article 32 The College shall, in accordance with relevant regulations, issue graduation certificates (completion certificates and completion certificates) or realistic academic certificates to international students.

Article 33 Others uncovered in this article shall be implemented in accordance with the provisions on the management of international students' teaching in Jiangsu Vocational College of Electronics and Information (Trial).

Chapter VIII Management of international Affairs of International Students

Article 34 International Education School shall be responsible for assisting international students to go through all the entry and exit procedures during their study period in accordance with relevant regulations. The medical examination fee, certificate fee and visa fee incurred in the process of handling the procedures shall be borne by the international students themselves.

Article 35 According to the requirements of the "Interim Regulations on the purchase of insurance by international students by colleges", students studying for more than six months must purchase comprehensive insurance including FPA, accident insurance and inpatient medical insurance in Chinese mainland. The cost of insurance is borne by the students themselves. For those who fail to purchase insurance in accordance with the regulations, they shall be insured within a time limit. If they fail to do so, they shall not be admitted by the college; if they have studied in the college, they shall be withdrawn from college or not registered.

Article 36 After graduation, completion, or withdrawal, international students must leave the country before the expiration of the prescribed period of stay. For international students who have been expelled from college, the college shall inform the exit Entry Administration Department of the public security organ in time to take over their residence permit or shorten their stay in China.

Article 37 The international students' emergencies shall be jointly handled by the relevant

functional departments of the college including International Education School, and shall be reported to the higher authorities in a timely manner in accordance with the relevant provisions.

Chapter IX Management of Ideological Education for International Students

Article 38 Strengthen the ideological education of international students and the education of Chinese excellent traditional culture, and train excellent international talents with "knowledge of China", "friendship with China" and "love China" according to the guiding ideology of the Ministry of education on the cultivation of international students.

Article 39 The cross-cultural training for teachers, management personnel and international students will promote cross-cultural communication and understanding on the basis of people-oriented, help international students adapt to the new cultural atmosphere as soon as possible, and promote the construction of international atmosphere in our college.

Chapter X Information Management of International Students

Article 40 International Education School shall establish documentary files for each international student, truthfully record the major matters in the whole process of enrollment, admission, academic performance, academic record and degree certificate, leaving and alumni contact, collect relevant important documents and properly file them.

Article 41 All secondary schools shall actively cooperate with the submission of relevant information of international students, deeply understand the situation of students, and timely report relevant information on sensitive and hot issues at home and abroad to International Education School.

Article 42 International Education School shall file all kinds of information according to the requirements, sort out the obtained information in time and report it to the relevant departments at higher levels as required.

Chapter XI Rewards and Punishments

Article 43 The College may reward and commend international students who abide by the college's discipline and perform well. The disciplinary action against international students shall be put forward by International Education School in conjunction with relevant functional departments and secondary schools, and submitted to the college for approval.

Article 44 The College shall commend and reward international students who have developed in an all-round way in morality, intelligence, physique and beauty, or have outstanding performance in ideological and moral education, academic achievements, scientific and technological creation, sports competitions, literary and artistic activities, voluntary service and social practice.

Article 45 The College shall award various kinds of honorary titles and scholarships to international students and give them corresponding spiritual encouragement or material rewards. For specific measures, please refer to the implementation measures for evaluation and reward of international students of Jiangsu Vocational College of Electronics and Information (Trial)

Article 46 The College shall commend and reward students, establish open, fair and just procedures and regulations, and establish and improve corresponding selection and publicity systems.

Article 47 The college shall give criticism and education to students who violate laws and regulations, the regulations on the management of students in ordinary institutions of higher learning issued by the Ministry of education and the college's discipline, and shall, according to the seriousness of the case, give the following disciplinary sanctions: (1) warning; (2) serious warning; (3) recording a mistake; (4) staying in the college for inspection; and (5) expulsion from college.

Article 48 The College shall punish the students, adhere to the combination of education and punishment, and adapt to the nature and severity of the students' violations of law and discipline. The punishment of students should be based on sufficient evidence, clear basis, accurate nature, proper procedure and proper punishment. For details, please refer to the implementation rules of disciplinary punishment for international students of Jiangsu Vocational College of Electronics and Information (Trial).

Chapter XII Appeal of International Students

Article 49 The College shall set up a student complaint handling committee to accept the appeal filed by students who are not satisfied with the decision on handling or punishment.

Article 50 The student complaint handling committee is composed of the relevant person in

charge of the college, the person in charge of the functional department, the teacher's representative, the student's representative, and the person in charge of the relevant organization in charge of legal affairs, etc., and may employ experts in law and education outside the college to participate.

Article 51 If a student has any objection to the decision of the college, he / she may, within 5 working days from the date of receiving the decision, file a written appeal to the student appeal handling Committee of the college. The complaint shall contain the following contents:

- (1) The appellant's name, school, class, student number, correspondence address and contact telephone number, etc.;
- (2) Matters, reasons (with relevant supporting materials) and requirements of the complaint;
- (3) The appellant's signature and the date of filing the complaint.

Article 52 The student appeal handling Committee shall review the appeal submitted by the student, and make a review conclusion and inform the appellant within 15 days from the date of receiving the written appeal. If the situation is complex and it is impossible to reach a conclusion within the prescribed time limit, it can be extended for 15 days with the approval of the person in charge of the college. The student appeal committee may, if necessary, recommend that the college suspend the implementation of the relevant decisions.

Article 53 After reexamination, if the student complaint handling committee considers that the facts, basis and procedures for handling or punishing are improper, it may make a review opinion on the revocation or change, and request the relevant functional departments to study it and re submit it to the president's office meeting or special meeting for decision.

Article 54 From the date of service of the decision on handling, punishment or reexamination, if a student fails to file a complaint within the period of appeal, it shall be deemed that he has given up his appeal and the college will not accept the appeal.

Article 55 Students who think that the college and its staff have violated these provisions and infringed upon their legitimate rights and interests, or the rules and regulations formulated by the college are in conflict with the laws, regulations and these measures, they may file a

complaint with the provincial education administrative department where the college is located.

Chapter XIII Supplementary Provisions

Article 56 The interpretation of these measures shall be vested in International Education School.

Article 57 These measures shall be implemented as of the date of promulgation.