

湖北医药学院留学生违纪处分办法

第一章 总 则

第一条 为了维护学校正常的教育教学秩序和生活秩序，保障学生的合法权益，根据《湖北医药学院学生违纪处分办法》，结合我校国际学生管理工作实际，特制定本办法。

第二条 本办法适用于我校留学研究生、本科生、进修生等（以下称学生）。

第三条 本办法所称违纪行为，包括违反法律、法规、规章的行为，违反校纪校规的行为，违反学生应当遵守的社会公德或者学术道德的行为。

第四条 学生在校外开展教学、实习、考察、社会实践等社会活动期间出现违纪行为的，参照本办法处理。

第五条 学校给予学生处分，坚持教育与惩戒相结合，与学生违法、违纪行为的性质和过错的严重程度相适应。

学校对学生的处分，应当做到证据充分、依据明确、定性准确、程序正当、处分适当。

第六条 学校对学生作出处分，应当出具处分决定书。

第二章 违纪处分的种类与适用

第七条 学生违反校纪校规，视情节轻重、认错态度、悔改表现，给予下列之一的处分：

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

第八条 受留校察看处分者，留校察看期限一般设置 12 个月。留校察看期内经教育不改或又违纪者，给予开除学籍处分。

第九条 被开除学籍的学生，在处分决定送达后 10 日内办理离校手续。学校发给学习经历证明，已交学杂费按学校学生收费管理相关规定予以退费，学生返程路费自理。

第十条 开除学籍处分决定，报省教育行政主管部门备案。

第十一条 受处分者，在解除该处分前，取消其处分期内的各种获奖资格和奖助学金的申请资格。

第十二条 学生违反校纪校规，情节轻微不足以给予校纪处分的，由学院给予口头或书面通报批评，督促其改正错误。

第十三条 有下列情形之一者，从重处分。

- （一）群体违纪行为的组织者或为首者；
- （二）违纪后故意隐瞒，拒不承认，无理狡辩者；

- （三）对检举人、证人进行威胁或打击报复者；
- （四）处分未解除或解除后再犯者；
- （五）因违纪行为造成严重后果者；
- （六）在校外违纪，并在社会上造成恶劣影响者；
- （七）处分决定下达前，有两项以上违纪行为者；
- （八）违纪情节、后果严重者。

第十四条 有下列情形之一的，从轻、减轻或免于处分。

- （一）情节特别轻微的；
- （二）过失违纪的；
- （三）主动承认错误并及时改正的；
- （四）主动提供情况揭发他人违法违纪行为并经查证属实者；
- （五）无法抗拒的原因或紧急避险造成违规违纪者。

第三章 违纪行为

第十五条 学生应当遵守国家法律法规，不得从事非法活动。有下列情形之一者，视情节轻重和悔改态度，可以给予记过以上直至开除学籍处分。

（一）违反《中华人民共和国游行示威法》或其他有关法律法规，组织、参加未经批准的游行示威活动；组织、策划、参与扰乱社会秩序或破坏学校正常的教学、科研、生活秩序，从事破坏安定团结的活动；

（二）张贴、投递、散发大小字报、反动传单；通过网络以及其他途径散布反动言论，混淆视听，制造混乱；

（三）组织、成立、加入非法社会团体或组织、从事非法活动；

（四）组织开展未经批准的社会政治、学术活动或举办未经批准的沙龙、俱乐部等造成恶劣影响者；

（五）违反学生社团管理的有关规定，组织成立未经批准的学生社团并开展活动、出版刊物或以合法学生社团的名义开展非法活动，或有其他违反学校学生社团管理规定并造成严重后果的行为；

（六）在学校传播宗教或组织、参与邪教、封建迷信等活动。

第十六条 违反国家法律、法令、法规，受到司法及有关部门处罚者，视其情节轻重，可以给予记过以上直至开除学籍处分。

（一）违反宪法，破坏安定团结、扰乱社会秩序的，可以给予开除学籍处分；

（二）触犯国家法律，构成刑事犯罪的，可以给予开除学籍处分；

（三）受到治安管理处罚，给予记过以上处分，情节严重、性质恶劣的可以给予开除学籍处分；

第十七条 对寻衅滋事、打架斗殴致人人身伤害者，肇事者除应赔偿经济损失并承担受害者医疗及其他必要费用外，视其情节给予以下处分：

（一）殴打他人或互殴，尚未致伤者，可以给予严重警告处分；致他人轻微伤者，可以给予记过以上处分；致他人轻伤者，可以给予留校察看以上处分；致他人重伤者，可以给予开除学籍处分；

（二）结伙斗殴者，加重处分；为首者，可以给予留校察看以上处分；

（三）故意为他人打架提供凶器，未造成伤害者，可以给予记过以上处分；造成伤害者，可以给予留校察看以上处分；

（四）策划、怂恿、挑唆、用言词侮辱或其他方式触犯他人，引起事端或激化矛盾，未造成打架后果者，可以给予严重警告以上处分；造成打架后果者，可以给予记过以上处分；

（五）以“劝架”为名，偏袒一方，促使事态扩大或造成伤害者，可以给予严重警告以上处分；

（六）在调查处理打架事件过程中，故意提供伪证，妨碍调查处理工作正常进行者，可以给予警告以上处分。

第十八条 在考试（含考查）中违反考场纪律或作弊的，根据其情节，分别给予下列处分：

（一）有下列行为之一者，应当认定为考试违纪，可以给予警告或严重警告处分：

- 1、不按指定座位就坐，经监考教师指出仍执意不改者；
- 2、考试时吸烟、喧哗或有其他影响考场秩序行为，经劝阻不改正者；
- 3、考试开始信号前答题或考试终止信号发出后继续答题者；
- 4、考试过程中，未经同意擅自离开考场者；
- 5、考试结束后拒不交卷者；
- 6、提前交卷后在考场周围大声喧哗、扰乱考场秩序者；
- 7、其他违犯考场规则但尚未构成舞弊行为的。

（二）有下列行为之一者，应当认定为考试违纪或作弊，可以给予记过处分：

- 1、携带夹带、存贮设备等含有考试内容的物品，以及手机进入考场；
- 2、在考试过程中旁窥、左顾右盼、交头接耳、互打暗号或手势者；
- 3、未经允许将试卷、答卷（含答题卡、答题纸等）和草稿纸等带出考场者；
- 4、交卷后再返回修改答题内容者；
- 5、扰乱考试秩序，故意销毁试卷、答卷或其他考试材料者；
- 6、其他舞弊行为者。

（三）有下列行为之一者，应当认定为考试作弊，可以给予留校察看处分：

- 1、在考试过程中获取他人答题信息或为他人提供答题信息者；
- 2、闭卷考试中翻看书籍或偷看夹带（含写在桌面、衣服或身体各部位与考试内容有关的文字或图标）者；
- 3、在考试过程中索要、抢夺或窃取他人试卷、答卷、草稿纸，或强迫他人為自己抄袭提供方便者；
- 4、在试卷或答卷上填写与本人身份不符的姓名、学号等虚假信息者；
- 5、通过伪造证件、证明及其他材料获得某门课程考试资格和考试成绩者；
- 6、在考试过程中使用通讯设备者，或利用通讯设备以及其他技术手段作弊者；
- 7、考试后以不正当手段更改考试成绩者；
- 8、评卷时被认定为雷同试卷并确认有作弊条件者；
- 9、其他作弊行为较为严重者。

（四）有下列情况之一者，应当认定为考试作弊，可以给予开除学籍处分：

- 1、代替他人或者让他人代替自己参加考试者；
- 2、行贿或胁迫教师更改评定分数或向教师提出无理送分要求者；
- 3、威胁、引诱他人作弊或组织作弊者；
- 4、利用信息技术手段团伙作弊，上传题目或提供答案者；
- 5、违反考试纪律受到处分后，又重犯者；
- 6、明知是考试作弊却不加制止，又为其提供帮助及其他舞弊行为严重、影响恶劣者；
- 7、向他人出售考试试题或答案牟取利益者；
- 8、其他严重作弊或扰乱考试秩序行为。

（五）考试时作弊未发现，事后经举报查实者，按本条相应款项予以处分。

第十九条 学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为的可以给予记过以上处分，情节严重的或者代写论文、买卖论文的给予开除学籍处分。

第二十条 发布相关代考、代写论文，买卖论文、作业等信息者，或违反本规定和学校规定，影响学校教育教学秩序、生活秩序以及公共场所管理秩序的，视情节轻重、可以给予警告以上处分，并追究相应法律责任。

第二十一条 对无故旷课、请假逾期不归和擅自离校者给予如下处理：

（一）三天以上，五天（含五天）以内（15-25学时），可以给予警告或严重警告处分；

（二）五天以上，十天（含十天）以内（26-50学时），可以给予记过处分；

（三）十天以上，十五天（含十五天）以内（51-75学时），可以给予留校察看处分；

（四）未经批准连续两周未参加学校规定的教学活动的，可以按学校学籍管理制度给予退学处理；

（五）多次旷课，旷课总学时按实际课时累计计算。请假逾期未归者，自逾期之日起计算旷课时间。擅自离校者，自离校当日计算时间。

第二十二条 盗窃、勒索、诈骗、冒领、侵占国家、集体和他人财物者，除追回赃款、赃物或赔偿损失外，视情节轻重，分别给予以下处分：

（一）有盗窃、勒索、诈骗、冒领、侵占行为，视其情节轻重，分别给予以下处分；

1、尚未造成经济损失者，可以给予警告处分；

2、案值200元（含200元）以下者，可以给予警告或严重警告处分；

3、案值200元以上、500元（含500元）以下者，可以给予严重警告或记过处分；

4、案值500元以上、1000元（含1000元）以下者，可以给予记过或留校察看处分；

5、案值1000元以上者，可以给予开除学籍处分；

（二）偷窃公章、保密文件、档案等物品者，视其情节，可以给予留校察看以上处分并追究其法律责任；

（三）盗用他人（含单位）账号或各类通讯卡账号和密码者，除赔偿损失外可以给予记过以上处分；

（四）拾物不还、非法占有遗失物或他人财物，视其情节，可以给予警告以上处分；

（五）为作案者望风，提供信息、作案工具或进行掩盖、窝赃等，可以比照作案者处理；

（六）共同作案的，区分责任，一并处理。

第二十三条 损坏公私财物者，除赔偿损失外，视其情节给予下列处分；

（一）故意损坏公私财物，可以给予严重警告以上处分；

（二）情节恶劣，造成严重后果的，可以给予留校察看以上处分。

第二十四条 违反学生社区管理有关规定，扰乱学生社区管理、生活秩序者，视情节给予以下处分：

（一）未经批准私自调换宿舍门锁造成救险困难；将钥匙借给非本宿舍人员使用造成财产损失的，可以给予警告以上处分；

（二）扰乱宿舍管理秩序，对其他人的正常学习、生活造成影响，经批评教育不改者，可以给予警告以上处分；

（三）未经批准，私自租房居住，经劝阻不改者，可以给予警告及以上处理并承担因租房引起不良后果的全部责任；

（四）未经批准擅自调整、占用、骗取或出租校内公共用房、学生宿舍及床位者，除返还不当收入和赔偿损失外，可以给予严重警告以上处分；

（五）未经批准，留宿校外人员，可以给予严重警告处分；

（六）因留宿非本宿舍成员造成不良后果者，可以给予记过以上处分；

（七）在集体宿舍留宿异性或在异性宿舍留宿者，可以给予开除学籍处分；

（八）违章用电或违规使用电器引起火警、火灾者，除赔偿损失外，视其危害程度，可以给予记过及以上处分；

（九）其他违反学生宿舍管理规定的行为，可以视其情节轻重，给予校纪处分。

第二十五条 损害校园文明建设，扰乱正常的校园秩序、社会公共秩序，并造成恶劣影响者，视情节轻重，给予以下处分：

（一）破坏校园绿化、环境卫生、公用设施，违反学校有关公共场所管理规定者，经劝阻无效者，可以给予警告以上处分；

（二）违章使用易燃、易爆、有毒等危险品，但未造成不良后果者，可以给予警告以上处分；

（三）无理取闹，妨碍工作人员执行公务者，可以给予严重警告以上处分；

（四）在公共场所起哄闹事、打砸物品，不听劝阻者，可以给予严重警告以上处分；

（五）酗酒无理取闹者，可以给予警告以上处分；

（六）恶意拨打特种紧急电话及学校急用值班电话者，可以给予严重警告以上处分；

（七）制造、散布谣言或故意捏造事实，作虚假陈述，混淆事实等，可以给予警告以上处分；

（八）携带国家法律法规禁止的物品进入校园或违反规定将校内物品携带出校者，可以给予警告以上处分并追究其法律责任；

（九）在校园内违章驾驶、无证驾驶机动车辆者，可以给予警告以上处分。

第二十六条 以任何形式（包括网络）参与赌博或变相赌博者，视情节轻重，给予以下处分：

（一）提供赌博场所、赌资或赌具者，可以给予严重警告以上处分；

（二）一般参与者或初犯者可以给予严重警告以上处分；为首者可以给予记过以上处分；情节严重者，可以给予留校察看以上处分；

（三）屡犯者，可以给予留校察看以上处分；

（四）由赌博引起打架、斗殴或造成其他后果者，参照其他相应条款加重处分。

第二十七条 观看、制作、复制、传播淫秽、封建迷信及其他非法、有害的音像或文字作品者，视情节轻重，可以给予严重警告以上处分。

第二十八条 使用、私藏有毒、有害物品及违禁药品者，除移交司法机关追究责任外，视其情节，给予以下处分：

（一）走私、贩卖、运输、制造毒品者，可以给予开除学籍处分；

（二）教唆、胁迫、诱骗他人吸食毒品或为他人提供吸毒场所者，可以给予开除学籍处分；

（三）吸食毒品者，视情节给予记过以上处分，在一定期限内无法做到戒毒，可以给予开除学籍处分；

（四）使用、私藏违禁药品及有毒有害物品，可以给予记过以上处分；

（五）知情不报、故意隐瞒者，可以给予警告以上处分。

第二十九条 违反消防安全管理法规、办法，擅自动用、损坏消防器材、设备者，除赔偿损失外，视后果轻重，可以给予警告以上处分。

第三十条 侵犯、损害他人正当权益及人身安全，损害国家、集体利益者，视其情节，给予下列处分：

（一）盗用、冒用组织或他人名义为己谋私利者，除赔偿损失外，可以给予严重警告以上处分，因此引发事端或造成后果者，加重处分；

（二）恶意骚扰、恐吓、威胁他人或组织者，可以给予严重警告以上处分；

（三）侮辱、诽谤、陷害、诬告他人或组织者，可以给予严重警告以上处分；

（四）隐匿、毁弃或私自开拆他人邮件、电报者，可以给予严重警告以上处分；

（五）伪造、贩卖各类证件、印章和证明文件、材料，或以其他不正当手段、方法来达到个人目的者，可以给予记过以上处分；

（六）弄虚作假，骗取学校奖学金、助学金、困难补助、国家助学贷款者，取消所骗奖、助学金，可以给予记过以上处分；

第三十一条 违反国家、学校网络管理规定，扰乱网络管理秩序，视其情节，给予下列处分：

（一）私自提供网络服务，发展网络用户，为他人提供网络接口者，可以给予警告或严重警告处分。

（二）擅自将自己的 IP 或邮件地址借给他人使用造成不良后果的，可以给予严重警告以上处分。

（三）通过网络或手机登录非法网站和传播非法文字、音频、视频资料的，编造或者传播虚假、有害信息的，可以给予严重警告以上处分。

（四）私自安装、配置网络系统，盗用或滥用网络资源；盗用 IP 地址或邮件地址，冒用他人或组织名义行事；影响网络正常使用和运行者，可以给予记过以上处分。

（五）利用网络进行诈骗或泄露国家、学校机密者，视情节和后果，可以给予记过以上处分。

（六）攻击、侵入他人计算机和移动通讯网络系统，可以给予记过以上处分。造成网络及管理系统等毁坏者，除赔偿损失外，可以给予开除学籍处分。

第三十二条 违反法律和校园管理规定，组织或参与各类非法营利性活动，视其情节，给予如下处分：

（一）乱贴、散发商业性宣传品，经教育不改者，可以给予警告以上处分；

（二）未经批准，在校园内开展旅游组织业务者（包括作为旅游经营单位的代理者），可以给予警告处分，因此引发事端或造成后果者，加重处分；

（三）未经批准，设摊设点或组织各类营利性活动者，可以给予警告以上处分；屡教不改的或造成严重后果者，可以给予记过以上处分；

（四）参与非法传销者，可以给予记过以上处分。组织或胁迫、欺骗、诱使他人参与传销者，可以给予开除学籍处分；

（五）参与或组织网贷等非法集资行为，可以给予记过以上处分；屡教不改的或造成严重后果者，可以给予开除学籍处分；

（六）在学生寝室内饲养宠物者不听劝阻，可以给予警告处分。

第三十三条 违反公民道德准则和大学生行为准则者，视情节轻重，给予下列处

分：

（一）无视校园公共场所，谈情说爱时公然接吻、搂抱及其他违背大学生行为准则的行为，如上课穿吊带、背心者，经劝阻无效者，可以给予警告处分；

（二）调戏、侮辱或以其他方式骚扰他人者，可以给予严重警告以上处分；

（三）卖淫、嫖娼行为当事人及参与者，可以给予留校察看以上处分；

（四）学校坚持教育与宗教相分离的原则，在学校进行或组织宗教活动的，可以给予留校察看以上处分。

第三十四条 本办法中没有列举的违纪行为，可参照本细则有关条款予以相应处分。

第四章 纪处分的程序与权限

第三十五条 学院成立学生违纪处分委员会负责审理学生违纪事件并作出处分或解除处分的决定。

第三十六条 违纪处分委员会委员由相关管理人员、师生代表组成。

第三十七条 学生违纪处分审理程序如下：

（一）学生处分由留学生管理科提出书面建议，连同原始材料，提交学生违纪处分委员会审理决定。

（二）在对学生作出处分决定之前，学院应当书面告知学生作出决定的事实、理由及依据，并告知学生享有陈述和申辩的权利。如果违纪学生或其代理人对学院的处理意见持有异议，可以在3天内以书面形式向学校学生违纪处分委员会提出申辩。

第三十八条 处分决定以及处分告知书可依次采取直接送达、留置送达、邮寄送达、公告送达等方式。

第三十九条 违纪处分的解除

（一）违纪处分的期限

警告、严重警告处分设置6个月期限，记过处分、留校察看处分设置12个月的期限（毕业年级学生除外），到期按学校规定程序予以解除。

毕业年级学生处分期限自处分之日起至毕业之日止，毕业时按学校规定程序予以解除，违纪情节严重、影响恶劣的除外。

处分期限内，取消其个人各种获奖资格和各类奖助学金申请资格。解除处分后，学生获得表彰、奖励及其他权益，不再受原处分的影响。

在处分期限内，再次发生违纪违规行为的，按照本办法相关规定进行处理。

（二）解除处分的程序

在处分期限内，悔过表现良好，且没有再次发生违规违纪行为的，经违纪学生个人申请、班级评议及辅导员审核、留学生管理科审议通过，报违纪处分委员会进行审理。

第五章 附 则

第四十条 本办法自公布之日起生效，学校原有规定和其他有关文件规定与本办法不一致的，以本办法为准，国家、省另有规定的，则按新规定执行。

第四十一条 本办法由国际教育学院负责解释。

Implementation Measures for Punishment of Disciplinary Violations of International Students in Hubei University of Medicine

Chapter 1 General Principles

Article 1 In order to maintain the normal teaching and living order, safeguard students' legitimate rights and interests, based on Implementation Measures for Punishment of Disciplinary Violations of Students in Hubei University of Medicine, in connection with the practical situation of the administration of international students in our university, these Measures are hereby enacted.

Article 2 These Measures are applicable to all the international students including postgraduates, undergraduates, visiting students, etc. (hereinafter referred to collectively as "students").

Article 3 The "acts violating disciplines" mentioned in these Measures include behaviors violating Chinese laws, regulations and rules, University disciplines and rules, social and academic morality that students should abide by.

Article 4 Students who violate disciplines while carrying out social activities such as teaching, internship, investigation and social practice outside the University shall be executed in light of these Measures.

Article 5 The punishment on students shall adhere to the principle of combining critical education with penalty. The punishment shall befit the nature and severity of the violation.
The punishment shall be sufficient in evidence, definite in basis, accurate in characterization, proper in procedures and appropriate in execution.

Article 6 The University shall present a written letter of decision of the punishment on students.

Chapter 2 Types and Applications of Punishment of Disciplinary Violations

Article 7 Students who violate school regulations shall be punished as follows according to the severity of the case, attitude of confession and act of repentance:

1. Warning
2. Serious Warning
3. Demerit Record
4. Retention under Observation
5. Deprivation of Student Status

Article 8 For those who get the punishment of "Retention under Observation", the period of

“Retention under Observation” is generally 12 months. Those who refuse to make amends or violate regulations again during the period shall be given the punishment of “Deprivation of Student Status”.

Article 9 Students who have been expelled shall go through the formalities to leave the University within 10 working days after delivery of the letter of decision. The University shall issue students a proof of learning experience in the University. Tuition and other fees paid by the students shall be refunded according to the relevant regulations on charge management. Students’ return journey expenditures shall be borne by themselves.

Article 10 The decision of “Deprivation of Student Status” shall be reported to the provincial administrative department of education for the record.

Article 11 Before the punishment is terminated, those who have received punishment shall be disqualified from various awards, scholarships and stipends during the punishment period.

Article 12 For students who violate University regulations but the case is not serious enough for punishment by the University, the School shall circulate a verbal or written notice of criticism urging the student to correct their mistakes.

Article 13 Under any of the following circumstances, the punishment shall be heavier:

1. Organizer or head of a group violating disciplines;
2. Deliberately concealing facts, refusing to confess, or unreasonably arguing;
3. Threatening or retaliating against the prosecutor or witness;
4. Violating regulations again before or after punishment rescission;
5. Serious consequences are caused due to violation of disciplines;
6. Violating disciplines outside the University and causing adverse effects in society;
7. Having two or more disciplinary violations before the letter decision of punishment is delivered;
8. Where the cases and consequences are serious.

Article 14 Under any of the following cases, punishment may be mitigated, reduced or exempted:

1. If the cases are minor;
2. Violating disciplines by negligence;
3. Admitting mistakes voluntarily and correct them in time;
4. Providing information to expose others people’s violations of law and regulations which is verified to be true;
5. Violating disciplines for irresistible reasons or emergency avoidance.

Chapter 3 Acts Violating Disciplines

Article 15 Students shall abide by Chinese laws and regulations, and not engage in illegal activities. Those who have any of the following circumstances, depending on the severity of the cases and

repentance performance, shall be given punishment ranging from “Demerit Record” to “Deprivation of Student Status”.

1. Violating The Law of the People’s Republic of China on Assemblies, Processions and Demonstrations or other related laws and regulations, organizing or participating in unauthorized processions or demonstrations; organizing, plotting or participating in activities disturbing social order, damaging the University’s normal order of teaching, scientific research, and living, or undermining the stability and unity;
2. Posting, delivering, disseminating reactionary leaflets; spreading reactionary speech through the Internet and other means to mislead the public and create confusion;
3. Organizing, establishing or joining in illegal social groups or organizations, and engaging in illegal activities;
4. Organizing and conducting unapproved social, political or academic activities; or holding unapproved salons or clubs which caused adverse effects;
5. Violating the regulations on the management of students’ associations, establishing students’ associations without approval, carrying out activities and publishing publications; or carrying out illegal activities in the name of legitimate student’s associations; or any other behaviors violating the regulations on the management of students’ associations and causing serious consequences;
6. Spreading religion, organizing or engaging in heresy or feudal superstition in the University.

Article 16 Those who violate Chinese laws, decrees, and regulations, and are punished by the judicial and related departments, depending on the severity of the cases, shall be given the punishment ranging from “Demerit Record” to “Deprivation of Student Status” .

1. Those who violate The Constitution, undermine stability and unity, and disrupt social order shall be given the punishment “Deprivation of Student Status”;
2. Those who violate Chinese laws and constitute a criminal offence shall be given “Deprivation of Student Status”;
3. Those who are subject to a penalty for administration of public security shall be given at least “Demerit Record”. If the case is serious or of a bad nature, the punishment shall be “Deprivation of Student Status”;

Article 17 Those who are engage provocative acts or brawl and cause personal injury, in addition to compensating for economic loss and bearing victim’s medical and other necessary expenses, shall be punished as follows:

1. Those who strike others or fight each other, but cause no injury, shall be given “Serious Warning”; Those who fight and cause slight injuries to others shall be given at least “Demerit Record”; Those who fight and cause minor injuries to others shall be given at least “Retention under Observation”; Those who fight and cause serious injuries to others shall be given “Deprivation of Student Status”.
2. Those who engage in a group fight shall be punished heavier. Those who are the head shall be given at least “Retention under Observation”.
3. Those who intentionally provide others with weapons for a fight, if no injury is caused, shall be given at least “Demerit Record”; If causing injuries, they shall be given at least “Retention under

Observation”.

4. Those who plot, abet, instigate, use insulting words or other means to provoke incidents or aggravate contradiction, but not causing a fight, shall be given at least “Serious Warning”; If causing a fight, the punishment shall be at least “Demerit Record”.
5. Those who pretend to meditate but actually favor one side which make the fight even bigger or cause injuries, shall be given at least “Serious Warning”.
6. Those who deliberately provide fake evidences and obstruct the normal handling of the investigation shall be given at least “Warning”.

Article 18 Students who violate disciplines in examinations or cheat in the examination shall be given the following punishment:

1. Those who conduct any of the following acts shall be considered as violating disciplines, and shall be given “Warning” or “Serious Warning”.
 - (1) Not sitting at the designated seat, and refusing to correct after the teacher points out;
 - (2) Smoking, making noise, or conducting other behaviors which affect the order of the examination area, refusing to correct after dissuasion;
 - (3) Answering the questions of the examination before the signal to commence emits or keeping on answering questions of the examination after the signal of completion emits;
 - (4) Leaving the examination room during the period of examination without obtaining the permission;
 - (5) Refusing to hand in the test paper after the examination ends;
 - (6) Making loud noise outside the examination room after handing in test paper ahead of time, and disrupting the order of the examination area;
 - (7) Other behaviors violating the regulations of examination area but not serious enough to be considered as cheating in the examination.
2. Those who conduct any of the following acts shall be considered as violating disciplines or cheating in the examination, and shall be given “Demerit Record”:
 - (1) Taking materials or storage equipment which contain examination contents into the examination room; taking mobile phone into the examination room;
 - (2) Peeping, looking around, whispering, sending secret signals, motioning to each other in the course of the examination;
 - (3) Taking the examination paper, answer paper (including answer card, answer sheet, etc.) and draft paper out of the examination room without permission;
 - (4) Returning to correct the answers after handing in the test papers;
 - (5) Disrupting examination order, deliberately destroying test paper, answer paper or other examination materials;
 - (6) Other cheating behaviors.
3. Those who conduct any of the following acts shall be considered as cheating in the examination, and shall be given “Retention under Observation”:
 - (1) Obtaining other people’s answers, or providing answers to other people in the course of the

examination;

- (2) Flipping through a book or peeking at materials (including words or icons which are written on the desktop, clothes, or body part and related to the examination contents) in closed-book examinations;
- (3) Demanding, robbing or stealing others' test paper, answer paper, draft paper; or forcing others to facilitate plagiarizing in the course of examination;
- (4) Filling in the test paper or answer paper with false information of one's identity, such as name, roll number, etc.;
- (5) Obtaining the qualification to take the examination or the result of the examination through counterfeiting ID cards, certificates and other documents;
- (6) Using telecommunication equipment in the course of the examination; or cheating by using telecommunication equipment and other technical means;
- (7) Changing examination result after the examination by improper means;
- (8) Identified as identical in the answers on the test papers and confirmed that there were conditions for cheating;
- (9) Other serious cheating behaviors.

4. Those who conduct one of the following acts shall be considered as cheating in the examination, and shall be given "Deprivation of Student Status".

- (1) Substituting for others in examination; or asking others to replace them in examination;
- (2) Bribing or coercing teachers to change the score; or unreasonably asking teachers to raise the score;
- (3) Threatening or seducing others to cheat; or organizing cheating;
- (4) Group cheating by using information technology, uploading questions or providing answers;
- (5) Violating examination disciplines again after being punished for violation of examination regulations;
- (6) Knowing that others are cheating in the examination, but don't stop them while providing assistance; other cheating behaviors which are serious and have adverse effect;
- (7) Selling examination questions or answers to others for profit;
- (8) Other serious cheating or behaviors disrupting examination order.

5. This Article also applies to the situation where cheating was not found on the spot in the examination but is verified after the examination.

Article 19 Those who have academic misconducts such as plagiarism, tampering and forgery in academic dissertations and publicly published research results shall be given at least "Demerit Record". Those who have serious cases, or those who write papers for others, or sell and buy papers, shall be given "Deprivation of Student Status".

Article 20 Those who put out information of taking exams for others, writing papers for others, selling and buying papers or assignments, which disturb the normal order of teaching, living and public places management, shall be given at least "Warning" and investigated for legal

responsibility.

Article 21 Those who miss class without proper reasons, or those who ask for leave but don't return to school on time, or those who leave school without asking for permission shall be given the punishment as follows:

1. Over 3 days but within 5 days (including 5 days) (15-25 teaching hours), the punishment shall be "Warning" or "Serious Warning";
2. Over 5 days but within 10 days (including 10 days) (26-50 teaching hours), the punishment shall be "Demerit Record";
3. Over 10 days but within 15 days (including 15 days) (51-75 teaching hours), the punishment shall be "Retention under Observation";
4. Students who haven't participated in the teaching activities stipulated by the university for 2 consecutive weeks shall be ordered to leave university according to the University's academic management regulations;
5. For those who miss classes for many times, the total hours of absenteeism are counted according to the actual teaching hours. For those who ask for leave but don't return to school on time, the hours of absenteeism are counted from the day they are supposed to be back. For those who leave school without permission, the hours of absenteeism are counted from the day they leave the University.

Article 22 Those who steal, blackmail, swindle, falsely claim, and misappropriate China's national, collective or other people's properties, in addition to recovering the stolen money, properties or compensation for the loss, shall be punished as follows depending on the severity of the cases:

1. Those who steal, blackmail, swindle, falsely claim, and misappropriate, depending on the severity of the cases, shall be punished as follows:
 - (1) Those who have not caused economic loss shall be given "Warning";
 - (2) If the monetary value of the case is 200 yuan or less, the punishment shall be "Warning" or "Serious Warning";
 - (3) If the monetary value of the case is over 200 yuan but less than 500 yuan (including 500 yuan), the punishment shall be "Serious Warning" or "Demerit Record";
 - (4) If the monetary value of the case is over 500 yuan but less than 1,000 yuan (including 1,000 yuan), the punishment shall be "Demerit Record" or "Retention under Observation";
 - (5) If the monetary value of the case is over 1,000 yuan, the punishment shall be "Deprivation of Student Status".
2. Those who steal official seals, confidential documents and archives, shall be given at least "Retention under Observation", and investigated for legal responsibility.
3. Those who use others' (including working units') account number, or account number and password of various types of communication cards, in addition to compensating for the loss, shall be given at least "Demerit Record".
4. Those who do not return the stuff they picked, or illegally take other people's lost properties, shall be given at least "Warning".

5. Those who keep watch, provide information or tools for the perpetrator, or hide the facts of stolen goods for perpetrator, shall be punished in accordance with the punishment for the perpetrator.
6. For acts committed jointly, responsibilities will be distinguished and punished respectively.

Article 23 Those who damage public or private properties, in addition to compensating for the loss, shall be given following punishment:

1. Those who deliberately damage public or private properties shall be given at least “Serious Warning”;
2. If the case is very serious and cause bad consequence, the punishment shall be at least “Retention under Observation”;

Article 24 Those who violate the regulations on student community management, disturb the management of student community and living order, shall be given following punishment depending on the severity of the cases:

1. Those who change the door lock of the dormitory without permission and cause difficulty in dealing with emergencies, or lend the dormitory key to people who do not live in the dormitory and cause economic loss, shall be given at least “Warning”;
2. Those who disturb dormitory management order and cause bad effects to other people’s normal study and life, and refuse to correct, shall be given at least “Warning”;
3. Those who rent a house without permission and refuse to move back after dissuasion shall be giving at least “Warning”, and shall bear all the responsibilities for negative consequences caused by renting room;
4. Those who change, occupy, defraud or lease public-owned rooms, student dormitories or beds without permission, in addition to returning improper earnings and compensating for the loss, shall be given at least “Serious Warning” ;
5. Those who accommodate off-campus people without permission shall be given “Serious Warning”;
6. Those who accommodate people who don’t live in the dormitory and cause adverse consequences shall be given at least “Demerit Record”;
7. Those who accommodate a person of another sex for the night in the school dormitory, or stay the night in the dormitory of another sex, shall be given “Deprivation of Student Status”;
8. Those who use electricity or electrical appliances in violation of regulations, and cause fire alarm or fire, in addition to compensating for the loss, shall be given at least “Demerit Record”;
9. Other acts in violation of regulations on students’ dormitory management shall be punished depending on the severity of the cases.

Article 25 Those who damage campus civilization construction, disturb campus and social order, and cause adverse consequences, shall be punished as follows depending on the severity of the cases:

1. Those who damage campus landscaping, environment and public facilities, violate the regulations on public places management of the University, and turn a deaf ear to the dissuasion, shall be given at least “Warning”;

2. Those who use flammable, explosive, toxic and other dangerous goods in violation of regulations, without causing adverse consequences, shall be given at least “Warning”;
3. Those who make trouble out of nothing or hinder staff’s work shall be giving at least “Serious Warning”;
4. Those who stir up trouble, damage goods in public places, and turn a deaf ear to dissuasion, shall be given at least “Serious Warning”;
5. Those who make a disturbance after drinking alcohol shall be given at least “Warning”;
6. Those who viciously dial emergency numbers or University emergency numbers shall be given at least “Serious Warning”;
7. Those who put out or spread rumors, fabricate stories, make false statements to confuse facts, shall be given at least “Warning”;
8. Those who bring prohibited stuff into the campus or take school stuff out of the campus in violation of Chinese laws or University regulations, shall be given at least “Warning”, and investigated for legal responsibility;
9. Those who drive vehicles against regulations on campus or drive without a driving license shall be given at least “Warning”.

Article 26 Those who participate in gambling or gamble in disguised forms by any means (including the Internet) shall be given the following punishments depending on the severity of the cases:

1. Those who provide places, money or tools for gambling shall be given at least “Serious Warning”;
2. Ordinary participants or first offender shall be given at least “Serious Warning”. Those who are the head shall be given at least “Demerit Record”; Those who have serious cases shall be given at least “Retention under Observation”;
3. Those who have gambled for many times shall be given at least “Retention under Observation”;
4. If gambling causes brawling or other serious consequences, students shall be punished heavier by reference to the relevant articles.

Article 27 Those who watch, produce, reproduce or spread pornographic, superstitious and other illegal and harmful audio-visual products or written works shall be given at least “Serious Warning” depending on the severity of the cases.

Article 28 Those who use or unlawfully possess toxic, harmful articles or illicit drugs, in addition to being transferred to judicial authorities for legal liabilities, shall be punished as follows:

1. Those who smuggle, sell, deliver or make narcotics shall be given “Deprivation of Student Status”;
2. Those who instigate, coerce or induce other people to take drugs or provide places for taking drugs shall be given “Deprivation of Student Status”;
3. Those who take drugs shall be given at least “Demerit Record” depending on the severity of the cases. Those who can not quit drugs within a certain period of time shall be given “Deprivation of Student Status”;
4. Those who use or unlawfully possess illicit drugs, toxic or harmful substances shall be given at least “Demerit Record” ;

5. Those who fail to report or intentionally conceal the facts shall be give at least “Warning”.

Article 29 Those who violate the rules and regulations on fire safety management, use or damage fire-fighting appliances and equipment without permission, in addition to compensating for the loss, shall be given at least “Warning” depending on the severity of the cases.

Article 30 Those who infringe or damage other people’s legitimate rights and personal safety, or damage China’s national or collective interests, shall be given the following punishment depending on the cases:

1. Those who seek personal gains by falsely using or embezzling the name of organization or others, in addition to compensating for the loss, shall be given at least “Serious Warning”. The punishment shall be heavier if causing incidents or serious consequences;
2. Those who maliciously harass, intimidate or threaten other people or organizations shall be given at least “Serious Warning”;
3. Those who insult, defame, frame, falsely accuse other people or organizations shall be given at least “Serious Warning”;
4. Those who conceal, destruct or open a mail or telegram addressed to other people without authorization shall be given at least “Serious Warning”;
5. Those who counterfeit or sell ID cards, official seals, testimonial documents, materials, or used other improper means to achieve personal goals, shall be given at least “Demerit Record”;
6. Those who get scholarships, student subsidies, poverty subsidies or national student loan by deception shall be deprived of scholarships or subsidies obtained and be given at least “Demerit Record”.

Article 31 Those who violate Chinese national or university regulations on network management, disturb the network management order shall be given the following punishment:

1. Those who provide network service without authorization, develop network users, or offer network interface to others, shall be given “Warning” or “Serious Warning” ;
2. Those who lend their own IP or email address to others, and cause adverse consequences, shall be given at least “Serious Warning”;
3. Those who log in to the illegal website or disseminate illegal messages, audio or video materials through the Internet or mobile phone, or fabricate or disseminate false or harmful information, shall be given at least “Serious Warning”;
4. Those who install or configure network system without permission, steal or misuse network resources, steal IP or email address or act in the name of other people or organizations, which disturb the normal use and operation of network, shall be given at least “Demerit Record”;
5. Those who commit fraud or let out Chinese or University confidential information through the Internet shall be given at least “Demerit Record” depending on the cases and consequences;
6. Those who attack and invade others’ computers and mobile communication network systems shall be given at least “Demerit Record”; If causing damage to network and management system, in addition to compensating for the loss, they shall be given “Deprivation of Student Status”.

Article 32 Those who, in violation of the laws and campus management regulations, organize or participate in any kind of illegal profit-making activities, shall be given the following punishment:

1. Those who put up or spread commercial advertisements and refuse to correct their behavior shall be given at least “Warning”;
2. Those who organize tourism on campus (including acting as the travel agent) without permission shall be given “Warning”. They shall be punished heavier if causing incidents or adverse consequences;
3. Those who open vendors’ stand or organize profit-making activities without permission shall be given at least “Warning”. Those who refuse to correct their behavior or cause serious consequences shall be given at least “Demerit Record”;
4. Those who participate in illegal pyramid selling shall be given at least “Demerit Record”. Those who organize, intimidate, deceive or induce other people to participate in pyramid selling shall be given “Deprivation of Student Status”;
5. Those who participate in or organize illegal fund-raising activities, such as online lending, shall be given at least “Demerit Record”. Those who refuse to correct their behaviors or cause serious consequences shall be given the punishment of “Deprivation of Student Status”;
6. Those who keep pets in students’ dormitories and turn a deaf ear to the dissuasion shall be given “Warning”.

Article 33 Those who violate The Citizens’ Moral Code or College Students’ Code of Conduct shall be given the following punishment depending on the severity of the cases:

1. Those who flagrantly kiss or cuddle on campus, or conduct other behaviors against College Students’ Code of Conduct, such as wearing sling clothes or vest in class and turn a deaf ear to the dissuasion shall be given “Warning”;
2. Those who molest, insult or seriously harass others by other means shall be given at least “Serious Warning”;
3. Those who participate in the prostitution or whoring shall be given at least “Retention under Observation”;
4. The University adheres to the principle of separation of education and religion. Those who conduct or organize religious activities in the University shall be given at least “Retention under Observation”.

Article 34 Acts violating disciplines which are not listed in these Measures shall be punished by reference to relevant articles.

Chapter 4 Procedure and Jurisdiction of Punishment

Article 35 The School sets up a Disciplinary Punishment Committee responsible for the review of students’ disciplinary violations and the punishment decision.

Article 36 The members of the Committee are composed of relevant administrators, teachers and students representatives.

Article 37 The review procedures of the punishment for disciplinary violations are as follows:

1. The International Students' Affairs Office submits a written suggestion on the punishment for students' disciplinary violations, together with the original materials, to the Disciplinary Punishment Committee for review.
2. Before making the decision on the punishment, the School shall inform students in a written form the facts, reasons and basis for the proposed punishment, and that they have the right to state and defend. If the students or their agents have objection to the punishment decision, they can file a written complaint to the Disciplinary Punishment Committee within 3 days.

Article 38 The Letter of decision and notice for the punishment shall be delivered in the following sequence: directly delivering to the students, leaving the notice to the students, posting to the students, making an announcement publicly.

Article 39 Release of punishment of disciplinary violations

1. The term of punishment of disciplinary violation The term for the punishment of "Warning" and "Serious Warning" is 6 months. The term for "Demerit Record" and "Retention under Observation" is 12 months (except for the students who are in the last year of study). The due punishment shall be released according to the regulations and procedures.

The term of punishment for students in the last year of study is from the date getting punishment to the graduation date. Except for those of serious case and adverse effect, the punishment will be released when they graduate according the regulations and procedures.

During the term of punishment, the qualification for various awards, scholarships, stipends shall be canceled. After punishment is released, students can have the right for awards and prizes.

Within the term of punishment, those who violate disciplines again shall be punished according the relevant regulations in these Measures.

2. Procedures to release the punishment

Within the term of punishment, those who have repentance performances, and haven't violated disciplines again can apply for the release of punishment. After discussed by the class examined by the class supervisor, and approved by the International Students' Affairs Office, their applications shall be submitted to the Disciplinary Punishment Committee of the University for review.

Chapter 5 Supplementary

Article 40 The Regulations come into force as of the day of promulgation.

In case of inconsistency with the former regulations and other relevant documents, these new regulations shall prevail.

Article 41 The School of International Education is responsible for the explanation of the Measures.