

## 第一章 总则

### Chapter 1 General Provisions

**第一条** 为维护上海国家会计学院（亚太财经与发展学院，以下均简称“学院”）正常的教育教学秩序和生活秩序，规范学院外国留学生管理工作，根据教育部、外交部、公安部于2000年1月31日共同发布的第9号令《高等学校接受外国留学生管理规定》，结合学院外国留学生工作的实际，特制定本规定。

**Article 1** In order to ensure orderly teaching and living at Shanghai National Accounting Institute(Asia-Pacific Finance and Development Institute, hereinafter referred to as “the Institute” or SNAI/AFDI) and standardize the management of international students at SNAI, we make these regulations according to *Management Regulations on Receiving International Students for Institutes of Higher Education* jointly issued by the Ministry of Education, the Ministry of Foreign Affairs, and the Ministry of Public Security on January 31<sup>st</sup>, 2000 as well as actual conditions of international students in the Institute.

**第二条** 本规定所指外国留学生是指持外国护照在学院注册接受学历学位教育的外籍公民（不包括港、澳、台学生）。

**Article 2** International students referred to in these regulations are foreign citizens (excluding students from Macau, Hong Kong and Taiwan) who hold foreign passports and register with SNAI for diploma or degree education.

**第三条** 学院以培养人才为中心，按照国家外交方针，遵循教育规律，完善管理制度，不断提高教育质量；依法治校，从严管理，健全和完善管理制度，规范管理行为；将完善管理与加强教育相结合，不断提高管理水平。

**Article 3** Centered on talent development, the Institute follows the guidance of national diplomacy and laws of education, and constantly strives to improve quality of education; efforts are made to achieve governance according to law, step up administration, improve management mechanisms, and regulate administrative behaviors; improvement of management is also combined with enhancement of education to scale new heights.

**第四条** 留学生应当遵守中国宪法、法律、法规，遵守公民道德规范，遵守《留学生行为准则》，遵守学院管理制度，具有良好的道德品质和行为习惯；应当刻苦学习，勇于探索，积极实践，努力掌握现代科学文化知识和专业技能；应当积极锻炼身体，具有健康体魄。

**Article 4** International students shall abide by the Constitution, laws and regulations of China, comply with citizens' ethical standards, the International Student Code of Conduct, and management schemes of SNAI, and develop good ethics and behavioral habits; they shall study hard, be bold to explore, actively take part in practice, and grasp modern science and cultural knowledge as well as professional skills; they shall also do exercises to keep fit and healthy.

## 第二章 外事管理

### Chapter 2 Foreign Affairs Management

#### 第一节 签证与居留证管理

## Section 1 Visa and Residence Permit Management

**第五条** 根据《中华人民共和国出境入境管理法》，外国人入境应当向中国驻外签证机关申请办理签证。申请来学院全日制学习的外国留学生被录取后,需持有效普通护照，向中国驻所在国使领馆申请 X1 字签证入境。学生入境后,签证变更或延长均由上海市公安局出入境管理局审批。

**Article 5** In accordance with *The Exit and Entry Administration Law of the People's Republic of China*, foreigners must apply for visas from Chinese visa authorities in foreign countries before entering China. After admission, international students who apply for full-time study in the Institute must apply for X1 visa from local Chinese embassies or consulates with a valid ordinary passport. Any change of visa status or extension is subject to the approval of Entry-Exit Administration Bureau of Shanghai Public Security Bureau once international students are already in China.

**第六条** 学院为被录取学生提供《录取通知书》和《外国留学人员来华签证申请表》(JW201 或 JW202)。申请 X1 字签证所需的其他材料、办理程序和费用等,学生需向中国驻所在国使领馆咨询。

**Article 6** The Institute provides admitted students with Admission Letter and Visa Application Form for Study in China (JW201 or JW202). Students should consult local Chinese embassies or consulates for information on other materials, procedures and fees required for X1 visa application.

**第七条** 学生必须通过学院办理居留许可（学习）后方可在校学习，居留许可有效期与学制一致。

**Article 7** Students must obtain residence permit via the Institute before studying on campus. The period of validity of the residence permit should be in consistency with the length of schooling.

**第八条** 学习结束后,学生必须在签证或居留许可到期前离境。由于学生个人原因造成签证或居留许可过期所引致的行政处罚由学生本人承担。

**Article 8** Students who have finished study must leave China before the visa or residence permit expires. The administrative penalties incurred by the expiry of visa or residence permit due to personal reasons should be borne by students themselves.

**第九条** 学生应留存护照、签证或居留许可复印件,以便在护照遗失、更换或有效期延长等情况下作为必要的身份证明。护照遗失或损坏,需到出入境管理局领取《护照报失证明》后,向本国驻中国使领馆申请新护照。

**Article 9** Students should keep copies of passport, visa, and residence permit which will serve as proof of ID in case of loss of passport, passport renewal or extension. If the passport is lost or damaged, students should obtain a *Certificate of Loss of Passport* from the Shanghai Entry-Exit Administration Bureau and apply to their home country's embassy and consulates in China for a new one.

**第十条** 学生因遗失补办或到期更换等原因领取新护照后,应在 10 日内持新旧护照至学院前台重新办理《境外人员临时住宿登记单》,之后到学院留学生办公室获取相关证明,重新办理签证或居留许可（学习）。

**Article 10** After receiving a new passport due to loss of passport or passport renewal, students must apply to the front desk of SNAI with the new and/or old passports for *Registration Form of*

*Temporary Residence* again, obtain relevant papers from the International Students Office of the Institute, and reapply for visa or residence permit.

**第十一条** 发展中国家硕士项目的留学生在华期间不得携带家属（含配偶、子女、父母、配偶的父母）或亲友等，家属不可办理 S1 或 S2 签证来华。

**Article 11** International students of Master of Professional Accounting Program for Developing Countries are not allowed to bring their families (including spouses, children, parents, and parents-in-law), relatives or friends. Their family members are not entitled to applying for S1 or S2 visa for a visit to China.

## **第二节 体检与保险购买**

### **Section 2 Health Examination and Insurance Purchase**

**第十二条** 持 X1 签证入境，初次申请办理居留许可的外国留学生（包括已在国内体检者），必须在规定期限内到卫生检疫部门（上海市出入境检验检疫局国际旅行保健中心）进行体检。经检查确认患有我国法律规定不准入境疾病者，应当立即离境回国。

**Article 12** International students who carry X1 visa and apply for residence permit for the first time (including those having taken health examination in home country) must go to Shanghai Exit-Entry Inspection and Quarantine Bureau (Shanghai International Travel Health Care Center) for health examination within stipulated time. Students diagnosed with diseases stipulated by Chinese laws as entry-prohibited shall leave for home country immediately.

**第十三条** 凡在学院学习时间在 3 个月以上（含 3 个月）的外国留学生，学习期间必须购买学院指定的外国留学生团体综合保险，并作为其办理入学注册手续的必备材料。

**Article 13** International students intending to study in the Institute for 3 months or longer must purchase the comprehensive group insurance for international students designated by the Institute. The insurance policy is a compulsory document required for enrollment and registration.

**第十四条** 发展中国家硕士项目的留学生，由学院统一办理购买外国留学生团体综合保险。

**Article 14** The Institute is responsible for handling the purchase of comprehensive group insurance for international students of Master of Professional Accounting Program for Developing Countries.

## **第三章 学生管理**

### **Chapter 3 Student Management**

#### **第一节 入学与注册**

##### **Section 1 Enrollment and Registration**

**第十五条** 新生必须按规定日期，凭学院《录取通知书》办理入学手续。入学三个月内经复查合格，准予注册，取得学籍。

**Article 15** New students shall report to the Institute within stipulated time as indicated in the Admission Letter issued by the Institute. The Institute will recheck new students' enrollment qualifications during the first three months. Qualified students are allowed to complete enrollment and registration.

**第十六条** 新生有下列情况之一者，由学院留学生办公室提出，经分管留学生工作的院领导提请院长办公会审议批准后，取消入学资格：

- （一） 经查实有严重政治问题、经济问题、道德败坏，或在报考过程中徇私舞弊者；
- （二） 经检查确认患有我国法律规定不准入境疾病者；
- （三） 办理相关手续时，有弄虚作假，违反诚信原则者；
- （四） 逾期两周不报到者和因故不能按期入学者（具有不可抗拒的事由或向学院留学生管理办公室请假者除外）。

**Article 16** Upon the proposal of the International Students Office, and with consent of the president in charge of international student affairs and approval of the Presidents' Working Meeting of the Institute, students with any of the following circumstances will be disqualified from enrollment:

- 1. Verified serious political, economic or moral issues, or cheating behaviors in the application process;
- 2. Diagnosed with diseases specified in Chinese laws as entry-prohibited;
- 3. Violating the principle of integrity and exercising fraud in going through relevant formalities; and
- 4. Late for enrollment for two weeks or more or unable to get enrolled as scheduled (not including those due to Force Majeure or having asked for leave with the International Students Office).

**第十七条** 对患有疾病的新生，需持医院证明和驻华使领馆的同意函，经学院审批后将相关情况报国家留学基金委来华事务部和商务部，经批准后最多可以保留入学资格一年。保留入学资格者不具有学籍。在保留入学资格期内经治疗康复，可以向学院申请入学，由学院指定医院复查合格后，重新办理入学手续。复查不合格或者逾期不办理入学手续者，取消入学资格。

**Article 17** New students diagnosed with diseases can apply with the Institute for a maximum of one year retention of their enrollment upon production of hospital certificates and letter of consent from their country's embassy or consulates in China. The application is subject to the Institute's approval and shall be reported to the Division of International Students Affairs of China Scholarship Council and the Ministry of Commerce for final approval and record keeping. Students retaining their enrollment do not have student status. Students having recovered after medical treatment during the retention period can apply with SNAI for enrollment. After being examined by SNAI-designated hospital(s) as healthy, they can get enrolled. Those failing the hospital examination or not getting enrolled before the deadline will be disqualified for enrollment.

**第十八条** 每学期开学时，留学生必须按时到留学生办公室办理注册；不能如期注册者，应当及时请假，暂缓注册手续。无故逾期一个月不注册者，可视为放弃学籍，按自动退学处理。

**Article 18** Students must report to the International Students Office for registration at the beginning of each semester. Those who cannot register on time shall ask for leave and postponement of registration. Students who fail to register one month after the deadline without any proper reason will be considered having given up their student status and voluntary dropping out.

## 第二节 休学与复学

### Section 2 Suspension and Resumption

**第十九条** 原则上不同意发展中国家硕士项目留学生因事休学。如学生确有极特殊原因需休学，经学院院长办公会批准后予以考虑，但商务部奖学金资格不予保留。

**Article 19** In principle, international students of Master of Professional Accounting Program for Developing Countries are not allowed to suspend schooling. If a student does have particular reasons, the request for suspension is subject to approval of the Presidents' Working Meeting of the Institute. However, the entitlement to the Ministry of Commerce (MOFCOM) scholarship will not be kept.

**第二十条** 发展中国家硕士项目留学生因病申请休学，需持学院指定医院证明和驻华使领馆同意函，并经学院院长办公会批准。因病休学的期限最长为一学年。因病休学期间商务部奖学金生活费停发，不享受在校生待遇，不安排住宿，商务部奖学金资格予以保留。

**Article 20** Students of Master of Professional Accounting Program for Developing Countries who apply for suspension on sick-leave shall submit certificates of hospital(s) designated by the Institute and letter of consent from their country's embassy or consulates in China and the applications are subject to the approval of the Presidents' Working Meeting of the Institute. Sick-leave suspension lasts for a maximum of one academic year. During the time, MOFCOM scholarship and living allowances will be suspended, with enrolled student treatment and accommodation canceled, but entitlement to MOFCOM scholarship will be kept.

**第二十一条** 因病休学的发展中国家硕士项目留学生申请复学时，应在休学期满六个月前提出复学申请，并出示医院开具的康复诊断证明，经学院院长办公会批准后，再向国家留学基金委和商务部提出申请，经批准后方可复学。从报到日起，按月发放奖学金生活费。

**Article 21** When students of Master of Professional Accounting Program for Developing Countries on sick-leave suspension apply for resumption, they shall file the application six months prior to the end of the suspension and provide health recovery proof of hospital(s). The resumption is subject to the approval of the SNAI Presidents' Working Meeting and the final approval of China Scholarship Council and the Ministry of Commerce. Beginning from the day of reporting to the Institute, scholarship and living allowances will be dispensed monthly.

**第二十二条** 休学期满仍不能复学者或期满后超过一个月不申请复学者，作退学处理，学院将上报相关部门后再通知学生本人。在休学期间有严重违法行为，取消复学资格。

**Article 22** Students failing to resume study when suspension is over or those who do not apply for resumption one month after the end of suspension will be treated as quitting. SNAI will report to competent authorities and notify the students of the decision. Students conducting serious violations of laws or regulations during suspension will be disqualified for resumption.

### **第三节 退学** **Section 3 Quitting**

**第二十三条** 留学生因故申请退学，应向留学生办公室提出书面申请，并提请院长办公会审议批准后，经报商务部批准，予以退学。

**Article 23** Students shall apply to the International Students Office in written form for quitting. The application is subject to review of the Presidents' Working Meeting of the Institute and approval of the Chinese Ministry of Commerce.

**第二十四条** 留学生如有违反学院如下相关规定的，将作劝退处理。

**Article 24**In case of violation of relevant SNAI regulations, the Institute will urge students to quit.

- (一) 超过学院规定期限未注册而又未履行暂缓注册手续的;
- (二) 未经批准连续两周未参加学院规定的教学活动的;
- (三) 补考后累计两门或两门以上课程评定等级为 F 或者在学院规定年限内未完成学业的;
- (四) 考试作弊且情节恶劣者或经查实剽窃他人研究成果者;
- (五) 严重违反校规校纪者;
- (六) 本人申请退学者;
- (七) 休学、保留学籍期满, 在学院规定期限内未提出复学申请或复学申请未被批准者;
- (八) 根据学院指定医院诊断, 患有疾病或者意外伤残无法继续在校学习的;
- (九) 患有精神病、癫痫等疾病者;
- (十) 患有传染性疾病不适于在中国境内停留者;
- (十一) 在校期间有反华言行, 情节严重者;
- (十二) 触犯中国法律并被中国法律机关处以拘留以上处罚者;
- (十三) 其他原因不宜继续培养者。

- 1) Failing to register or apply for registration postponement before the deadline set by SNAI;
- 2) Unauthorized absence from study activities required by SNAI for two consecutive weeks;
- 3) Failing in two or more courses after being given a resit or inability to complete the program within the number of years set by SNAI;
- 4) Severe cheating behaviors in exams or confirmed plagiarism;
- 5) Serious violations of SNAI regulations and disciplines;
- 6) Students applying to quit from SNAI;
- 7) No or unsuccessful application for resumption before the deadline set by SNAI after the conclusion of suspension or retention;
- 8) Inability to continue with the study at SNAI due to diseases or unexpected injuries diagnosed by hospitals designated by SNAI;
- 9) Those with mental illnesses or epilepsy;
- 10) Those with epidemic diseases that are not suitable to stay in China;
- 11) Those having serious speeches or acts against China during the study period at SNAI;
- 12) Those violating Chinese laws with detention or more severe penalties imposed by Chinese enforcement authorities;
- 13) Unsuitable to continue the study due to other reasons.

**第二十五条** 退学的留学生, 必须在两周内办理签证(限期离境或注销)及校内相关证卡手续并离校, 回国旅费自理。

**Article 25** Students who have quitted shall complete visa (departure before deadline or cancellation) and SNAI credentials and cards formalities and leave school within two weeks. Expenses for returning to their home country are borne by the students themselves.

**第二十六条** 退学留学生不得申请复学。

**Article 26** Students who have quitted cannot apply for resumption of study.

#### 第四节毕业、结业与肄业

#### Section 4 Completion of Courses and Graduation

**第二十七条** 留学生在规定年限内修完留学生培养方案规定的课程，修满规定学分，成绩合格，完成学位论文并通过答辩者，准予毕业，并发给学历证书和学位证书。

**Article 27** Students who have finished and passed all required courses in the program, obtained due credits, completed and successfully defended thesis within designated time are permitted to graduate with academic and degree certificates.

**第二十八条** 留学生未能在规定年限内达到培养方案的要求，不发给学历证书和学位证书，由学院根据情况发给相关证明：

- (一) 学习不满一年者，发给学习证明；
- (二) 学习满一年，课程成绩合格者，发给肄业证书；
- (三) 修满学分，未完成毕业论文者，发给结业证书。

**Article 28** Students who fail to meet the requirements of the program within the stipulated school years will only be given other certificates instead of academic and degree certificates by the Institute, including:

- 1) Attendance certificate for those who have studied for less than one year;
- 2) Study certificate for those who have studied for one year or more and have passed all courses; and
- 3) Course-completion certificate for those who have obtained due credits but failed to finish thesis.

**第二十九条** 对未按照学院规定完成学业、汉语考试未达到要求的、未通过答辩的，学院不发给学位证书。

**Article 29** SNAI does not confer degree certificate to students who fail to complete their study as stipulated by SNAI, reach the required Chinese language proficiency, or pass the thesis defense.

**第三十条** 学历证书、学位证书、学习证明、肄业证书或结业证书遗失或损坏，不得补发，经本人申请，学院核实后可以出具相应的证明书。

**Article 30** Academic, degree, attendance, study or course-completion certificates will not be issued again in case of loss or damage. After application by the holder and verification by the Institute, relevant documents will be issued as proof.

## **第五节 提前毕业或延长学习年限** **Section 5 Early Graduation and Extended Schooling**

**第三十一条** 发展中国家硕士项目的学制为两年，一般不得提前毕业。

**Article 31** Master of Professional Accounting Program for Developing Countries requires two years of schooling and normally early graduation is not allowed.

**第三十二条** 留学生应在规定学制内完成学习任务，一般不得延长学习年限。

**Article 32** Students should finish their study within the designated period and normally extension of schooling is not allowed.

## **第六节 考勤与请假** **Section 6 Attendance and Leave**

**第三十三条** 留学生在校学习期间，应按时参加学院统一组织的各项活动。因故不能坚持正常学习者，必须及时办理请假手续。未经批准而缺席者，按旷课处理，根据学院有关规

定给予批评教育，情节严重的给予纪律处分。

**Article 33** Students shall attend all activities arranged by the Institute on time. Students who cannot maintain normal attendance must ask for leave beforehand. Absence without permission will be considered truancy, for which students will be criticized or given disciplinary punishments in case of serious violations in accordance with relevant regulations.

**第三十四条** 因病请假一天及以上的，须凭医生诊断证明、导师签署意见；因事请假，须提出书面申请并经导师签署意见，假期在一天以内的，由班主任批准；一天及以上但在一周以内由留学生办公室主任批准；一周及以上由分管留学生工作的部门主任批准；请假半月及以上的，需报院长办公会批准。需请假三日以下时，应至少提前三个工作日，请假三日及以上，需提前五个工作日，向留学生办公室书面提交《请假申请》，并提供相应证明材料。未经请假或虽经请假未获批准而缺课者，以旷课论处。

**Article 34** Students asking for one-day sick-leave or longer should provide doctor's diagnosis and supervisor's signature. Students asking for leave on grounds of personal affairs shall apply in written form, with permission from supervisor first. Leave within one day needs the approval of the class head. If the leave is longer than one day (including one day) but within one week, the final approval of the head of the International Students Office is required. If the leave is longer than one week (including one week), the final approval by the Director in charge of international students affairs is required. If the leave is two weeks and longer, the final approval by the SNAI Presidents' Working Meeting is required. For a leave within three days, the written application shall be submitted to International Students Office at least three working days in advance together with related proof materials; for a leave of three days or longer, the time requirement is five working days in advance. Absence from class without asking for leave or approval will be considered as absenteeism.

**第三十五条** 每门课程缺课累计达三分之一（不含三分之一）以上者，不得参加该门课程的期末考试，该课程不得计分。

**Article 35** Students who are absent for more than one third (not including one third) of the total course hours of a particular course are not allowed to sit in the final examination and cannot be given the course credit.

## 第七节奖励与处分

### Section7 Rewards and Punishments

**第三十六条** 对留学生的表彰和奖励采取授予“优秀毕业生”称号或其它荣誉称号、颁发学院优秀奖学金或院外机构专项奖学金等多种形式，并给予相应的精神鼓励或物质奖励。

**Article 36** Rewards to students include honorary titles such as outstanding graduates, SNAI Excellence Scholarship, special scholarships awarded by other institutions, etc. accompanied by corresponding spiritual encouragement or material incentives.

**第三十七条** 对有违法、违规、违纪行为的留学生，依其行为的性质和违纪的严重程度，学院给予批评教育，和相应的纪律处分。纪律处分的种类分为：警告；严重警告；记过；留校察看；开除学籍。具体参照《上海国家会计学院学生违纪处分条例》执行。

**Article 37** Students who violate laws, regulations or disciplines will be criticized and receive relevant disciplinary punishments from the Institute based on the nature and severity of violations. Disciplinary punishments include: warning, serious warning, demerit recording, academic probation, and dismissal from school. Refer to the *SNAI Regulations on Disciplinary Punishments*



for Students for details.

**第三十八条** 留学生有下列情形之一，学院给予开除学籍处分：

- (一) 违反中国宪法，破坏安定团结，扰乱社会秩序、公共秩序的；
- (二) 触犯国家法律，构成刑事犯罪的；
- (三) 违反治安管理规定受到行政处罚，情节严重、性质恶劣的；
- (四) 由他人代替考试、替他人参加考试、组织作弊、使用通讯设备或其他器材作弊、向他人出售考试试题或答案牟取利益，以及其他严重作弊或扰乱考试秩序行为的；
- (五) 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，情节严重的，或者代写论文、买卖论文的；
- (六) 违反本规定和学院规定，严重影响学院教育教学秩序、生活秩序以及公共场所管理秩序的；
- (七) 侵害其他个人、组织合法权益，造成严重后果的。
- (八) 两次违反学院规章制度受到纪律处分，经教育拒不改正的，第三次违反学院规章制度。

**Article 38** International students under the following circumstances will be dismissed from school:

- 1) Violating Chinese Constitution, sabotaging stability and solidarity, disturbing social and public orders;
- 2) Violating national laws to the extent of criminal crimes;
- 3) Breaching public security regulations with administrative penalties imposed;
- 4) Serious cheating or behaviors disturbing exam orders, including asking others to sit exams, sitting exams in others' stead, organizing cheating, cheating by using telecommunication equipment or other devices, and profiting from selling to others exam questions or answers;
- 5) Serious academic misconducts such as plagiarism, falsification and fabrication in degree thesis writing or published research findings, or ghost writing or trading of theses;
- 6) Violations of this regulation and other SNAI regulations that seriously affecting teaching, living and public space orders;
- 7) Infringements of legitimate rights and interests of other individuals or organizations that lead to serious consequences;
- 8) Two incidences of violating SNAI regulations and rules with disciplinary penalties imposed and no corrective measures, or the third violation.

**第三十九条** 学院对留学生的处分，应当做到依据明确、处分恰当。

**Article 39** All punishments must be appropriate and based on solid proof.

**第四十条** 学院在对留学生做出处分决定之前，应当听取留学生或者其代理人的陈述和申辩。

**Article 40** The Institute shall hear the statements and defense of students or their representatives before making decisions on punishments.

**第四十一条** 学院对留学生作出开除学籍处分决定，由分管留学生工作的院领导提请院长办公会议审议决定。

**Article 41** The decision to dismiss an international student from school shall be proposed by the president of SNAI in charge of international student affairs to the Presidents' Meeting for

approval.

**第四十二条** 学院对留学生作出处分，应当出具处分决定书，送交本人。在对留学生作出处分或者其他不利决定之前，学院须告知留学生作出决定的事实、理由及依据，并告知留学生享有陈述和申辩的权利，听取留学生的陈述和申辩。

学院对留学生出具的处分决定书应当包括：（1）留学生基本信息；（2）作出处分的事实和证据；（3）处分的类别、依据和期限；（4）申诉的途径和期限；（5）其它必要内容。

**Article 42** To impose a punishment on an international student, SNAI shall produce a written notification of punishment and deliver it to the student. Before the decision or other decisions not in favor of the student concerned are made, SNAI shall notify the student of the facts and evidences of and reasons for the decision as well as the student's right of explanation and defense, and shall listen to the explanation and defense of the student.

The notification of punishment shall include: 1) basic information on the student concerned; 2) facts and evidences of the decision; 3) type, basis and length of the punishment; 4) means and deadline of appeal; and 5) other necessary contents.

**第四十三条** 学院留学生申诉处理委员会负责受理留学生对取消入学资格、退学处理或者违规、违纪处分的申诉。

留学生申诉处理委员会应当由学院院长领导、学术委员会成员及院外独立专家等人组成。处分结果报交学院党委会，其最终决定留学生不得再申辩。

**Article 43** The SNAI Appeal Handling Committee for International Students is charged with handling international students' appeals for enrollment cancellation, quitting from school and violation of regulations and rules.

The committee shall consist of competent SNAI leader(s), members of SNAI Academic Committee, and independent experts outside of SNAI. The results will be reported to SNAI CPC Party Committee and it will be final and cannot be repealed.

**第四十四条** 留学生对处分决定有异议的，可以在接到学院处分决定书之日起10日内，可以向学院留学生申诉处理委员会提出书面申诉。

留学生申诉处理委员会对留学生提出的申诉进行审查，并在接到书面申诉之日起15日内，作出审查结论并以书面方式告知申诉人。情况复杂不能在规定限期内作出结论的，经院长批准，可延长15日。留学生申诉处理委员会认为必要的，可以建议学院暂缓执行有关决定。

**Article 44** International students who disagree with the punishment decision can make a written appeal to the Appeal Handling Committee for International Students within 10 days upon receipt of the notification.

The committee will then review the appeal and notify the appellant of the review conclusion within 15 days upon receipt of the written appeal. If a conclusion is not drawn within the required period due to complication of the circumstances, the review can be prolonged for another 15 days subject to the approval of SNAI president. In case the committee considers as necessary, it can suggest SNAI postpone the enforcement of the decision.

**第四十五条** 自处理、处分决定或者审查决定送交之日起，留学生在申诉期内未提出申诉的，视为放弃申诉，学院或者教育管理部门不再受理其提出的申诉。处理、处分或者复查决定书未告知留学生申诉期限的，申诉期限自留学生知道或者应当知道处理或者处分决定之

日起计算，但最长不得超过 6 个月。

**Article 45** The appeal period starts from the day the punishment notification or the review conclusion is delivered. International students not making an appeal within the period are considered as abandoning the right of appeal, and SNAI or education authorities will not accept their appeals any more. If the appeal period is not stated in the punishment notification or the review conclusion, the appeal period starts from the day on which the student is or should be aware of the punishment decision, with a maximum of 6 months.

**第四十六条** 被开除学籍的留学生，由学院发给学习证明。

**Article 46** The Institute will issue study certificates to students dismissed from school.

**第四十七条** 对留学生的奖励、处分材料，学院应当真实完整地归入学院档案和留学生本人档案。

**Article 47** The Institute shall file the rewards and punishments of students truthfully and completely into the Institute archives and students' personal profiles.

## 第五章生活管理

### Chapter 5 Campus Life Management

**第四十八条** 学院、留学生应共同维护校园正常教学生活秩序，保障留学生的正常学习和生活。

**Article 64** The Institute and international students are held responsible for maintaining the order of teaching and living on campus and safeguarding students' normal study and living.

**第四十九条** 留学生应当自觉遵守中国的法律、法规和道德规范，自觉遵守学院管理制度，创造文明、整洁、优美、安全的学习和生活环境。

**Article 65** Students shall abide by Chinese laws, regulations, and ethical standards, and observe the regulations of the Institute so as to create a cultured, tidy, beautiful and safe environment for study and living.

**第五十条** 留学生不得有酗酒、打架斗殴、赌博、吸毒、卖淫、嫖娼、寻衅滋事，不得干扰正常作息；传播、复制、贩卖非法书刊和音像制品等违反我国治安管理规定；不得从事或者参与有损留学生形象、有损社会公德的活动。学院发现留学生在院内有违法行为或者严重精神疾病可能对他人造成伤害的，依法采取或者协助有关部门采取必要措施。

**Article 66** Students are not allowed to engage in excessive drinking, fighting, gambling, drug abuse, prostitution, whoring, or provoking disturbances and going against the institute's daily bedtime schedule. They are prohibited from conducts which violate Chinese public security administration provisions including disseminating, copying and selling illegal books and audio-video products. Students are banned from taking part in activities that tarnish the image of international students and erode social morality. If international students are found to have acts violating laws and regulations on campus or severe mental illnesses that might cause harm to others, SNAI will take or facilitate competent authorities in taking necessary measures in accordance with law.

**第五十一条** 学院尊重外国留学生的民族习俗和宗教信仰，但不提供举行宗教仪式的场所。校内严禁进行传教及宗教聚会等活动。

**Article 67** The Institute respects international students' national conventions and religious belief, but will not provide any venue for religious service. Religious missionary work and parties are prohibited on campus.

**第五十二条** 学院提倡并支持留学生开展有益于身心健康的学术、科技、艺术、文娱、体育等活动。留学生进行课外活动不得影响学院正常的教育教学秩序和生活秩序。留学生不得擅自成立留学生团体。

**Article 68** The Institute encourages and supports students to engage in healthy academic, technological, artistic, recreational and sports activities. Students' participation in extracurricular activities shall not interfere with teaching and living order in the Institute. Students are not allowed to form groups without approval.

**第五十三条** 留学生举行集会、游行、示威等活动，应当按法律程序和有关规定获得批准。对未获批准的，学院有权依法劝阻或者制止。

**Article 69** Students must obtain official approval in accordance with laws, regulations and relevant procedures before organizing assemblies, processions and demonstrations. According to law, the Institute has the right to dissuade or stop students if there is no official approval.

**第五十四条** 新生入校后，由学院统一制作“校园一卡通”。留学生所用“校园一卡通”当前开通的功能有：公寓门锁进出、公共场所门禁进出、餐厅餐饮消费、考勤、娱乐中心消费、图书馆借阅、文印及电子阅览室上网等。

**Article 70** After registration, the Institute will make campus cards for freshmen. The functions of the campus card for international students now include: access to apartments and public venues, consumption in canteens and the recreational center, attendance checking, library borrowing, copying and printing, and Internet access in the e-reading room.

**第五十五条** 新生入学住宿由留学生办公室统一安排。学生要妥善保管好自己的财物，爱护房间内的各项设施，不得影响他人，自觉维护宿舍安全

**Article 71** Accommodation for freshmen is arranged by the International Students Office. Students shall take good care of personal belongings and facilities in their rooms, refrain from disturbing others and safeguard security in dormitory.

**第五十六条** 留学生的上网账号在办理报到手续后即行开通，其账号与校园卡卡面编号一致，初始密码由班主任自行指定。上网账号原则上一人一户。

**Article 72** Students' Internet accounts will be activated after registration. The account number is the same as the number of the student's campus card, with the initial passwords set by the class head. In principle, one student is entitled to one account.

**第五十七条** 留学生使用计算机网络，应当遵循中国和学院关于网络使用的有关规定，不得登录非法网站、传播有害信息。

**Article 73** Students must comply with regulations on Internet use in China and of the Institute and shall not log onto illegal websites or disseminate harmful information.

**第五十八条** 留学生以学为主，学院不主张、不提倡留学生以学院的集体名义离沪外出游玩。

**Article 74** Students shall focus on study. The Institute neither advocates nor encourages students to leave for other places out of Shanghai for tourist purpose in the name of the Institute.

**第五十九条** 学院规定的寒暑假期间内，所有留学生应按照学院校历和安排，及时回家和返乡。如仍需住宿，则须按照学院的安排，申请进行住宿调整。

**Article 75** During summer and winter vacations of the Institute's calendar, students shall go back to their home countries in compliance with the arrangements of the Institute. If students need accommodation during these periods, they shall apply and follow dormitory adjustment as required by the Institute.

## 第一部分：外事管理

### Part I. Foreign Affairs Management

#### 上海国家会计学院外国留学生签证和居留管理试行办法

#### SNAI Regulations on Visa and Residence Management of International Students

**第一条** 留学生应当持有效普通护照和“X1”字签证办理学习注册手续。留学生可凭《外国留学人员来华签证申请表》(JW201 或 JW202 表)和学院的《录取通知书》等材料，向中国驻所在国签证机关申请“X1”字签证。

**Article 1** Students must produce a valid ordinary passport and X1 visa for enrollment and registration. Students can apply for X1 visa from local Chinese embassies or consulates with relevant materials such as Visa Application Form for Study in China (JW201 or JW202) and Admission Letter.

**第二条** 发展中国家硕士项目的留学生在华期间不得携带家属(含配偶、子女、父母、配偶的父母)或亲友等，家属不可办理 S1 或 S2 签证来华。

**Article 2** International students of Master of Professional Accounting Program for Developing Countries are not allowed to bring their families (including spouses, children, parents, and parents-in-law) or friends. Their family members are not allowed to apply for S1 or S1 visa for a visit to China.

**第三条** 持 X1 签证入境，初次申请办理居留许可的外国留学生(包括已在国内体检者)，必须在规定期限内，由学院统一组织到卫生检疫部门(上海市出入境检验检疫局国际旅行保健中心)进行体检或进行体检材料验证证明，体检与换验证明的费用自理。经检查确认患有我国法律规定不准入境疾病者，应当立即离境回国。

体检所需材料：

1. 录取通知书原件；
2. 本人有效普通护照原件和复印件 1 张(照片页+签证有效期页+信息变更页)；
3. 2 寸免冠彩照 4 张(护照照片大小)；
4. 已在国内体检者，需提供完整的原始体检报告(由所在国家(或地区)使馆指定医院于近六个月内签发的健康检查记录原件，包括实验室化验单原件及 X 光胶片原件。)

**Article 3** International students who enter China with an X1 visa and apply for residence permit for the first time in China must, under the organization of the Institute and within the stipulated time, go to the International Travel Health Care Center of Shanghai Exit-Entry Inspection and Quarantine Bureau for health examination or verification of past health examination materials. Students shall bear the relevant costs. Students who are diagnosed with diseases specified in

Chinese laws as entry-prohibited shall leave for home country immediately.

Materials required for health examination include:

1. Original copy of Admission Letter
2. Valid passport along with one set of photocopies of the identity information page, expiry information page and the observation page.
3. 4 passport photos (2 x 2 inch, half-length, bareheaded and full-faced)
4. The complete and original report of health examination if the applicant has had one in home country (original documents of health examination within the past 6 months issued by the hospital(s) designated by Chinese embassies in home country or region, including lab test papers and X-ray films)

**第四条** 如错过学院统一组织的体检,请自行前往上海市出入境检验检疫局国际旅行保健中心(长宁区金浜路15号)进行检查,相关费用自理。因该中心实行预约制,请事先进行网上预约([www.sithc.com](http://www.sithc.com))。

**Article 4** Students missing the health examination organized by the Institute shall go to the International Travel Health Care Center of Shanghai Exit-Entry Inspection and Quarantine Bureau (No.15 Jin Bang Road, Changning District) for checkup on his/her own and relevant expenses shall be borne by students themselves. Students need to make online appointment beforehand ([www.sithc.com](http://www.sithc.com)).

**第五条** 外国人在中国境内旅馆住宿的,旅馆应当按照旅馆业治安管理的有关规定为其办理住宿登记,并向所在地公安机关报送外国人住宿登记信息。

外国人在旅馆以外的其他住所居住或者住宿的,应当在入住后二十四小时内由本人或者留宿人,向居住地的公安机关办理登记。

**Article 5** Where foreigners stay in hotels in China, the hotels shall register their accommodation in accordance with the regulations on the public security administration of the hotel industry, and submit foreigners' accommodation registration information to the public security organs in the places where the hotels are located.

For foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after the foreigners' arrival, go through the registration formalities with the public security organs in the places of residence.

**第六条** 持“X1”字签证入境的外国留学生必须在自入境之日起30日内,向当地公安机关出入境管理部门申请办理《外国人居留证》。在学期间,如居留证上填写的项目有变更,必须在10日内到当地公安机关出入境管理部门办理变更手续。

初次申请居留所需材料:

1. 本人有效普通护照原件;
2. 录取通知书原件;
3. 《外国留学人员来华签证申请表》(JW201或JW202表)原件;
4. 健康合格证原件(由上海市出入境检验检疫局国际旅行保健中心出具);
5. 《外国籍学生办证申请函》原件(由上海国家会计学院出具);
6. 《外国人签证证件申请表》;
7. 证件照1张(护照照片大小,半身免冠);
8. 《境外人员临时住宿登记单》复印件。

**Article 6** International students who enter China with an X1 visa are required to apply with the entry-exit authorities of local public security bureau for residence permit within 30 days after entry

into China. During their study in China, students are required to report to the entry-exit authorities of local public security bureau within 10 days if there is any change of items on the residence permit.

Materials required for first application of residence permit include:

1. The original valid passport
2. Original copy of Admission Letter
3. Original copy of form JW202 or form JW201
4. The original health certificate issued by the International Travel Health Care Center of Shanghai Exit-Entry Inspection and Quarantine Bureau.
5. The original Letter of Introduction provided by SNAI.
6. Visa/stay permit/residence permit application form.
7. One ID photo (same size as passport photo, half-length, bareheaded and full-faced).
8. One photocopy of Registration Form of Foreigner Temporary Residence.

**第七条** 留学生在学期间临时出境，必须在出境前办理再入境手续。签证或居留证有效期满后仍需在华学习或停留的，必须在签证或居留证有效期满之前办理延期手续。

延长居留许可所需材料：

1. 本人有效普通护照原件；
2. 《外国籍学生办证申请函》原件（由上海国家会计学院出具）；
3. 证件照 1 张（护照照片大小，半身免冠）；
4. 《境外人员临时住宿登记单》复印件；
5. 《外国人签证证件申请表》。

**Article 7** Students who intend to leave China temporarily during their study must go through re-entry procedures before leaving. Students who intend to continue their stay or study after the expiry of visa or residence permit must apply for extension beforehand.

The materials needed for residence permit extension include:

1. The original valid passport
2. Original copy of Letter of Introduction provided by SNAI
3. One ID photo (same size as passport photo, half-length, bareheaded and full-faced)
4. One photocopy of Registration Form of Foreigner Temporary Residence
5. Visa/stay permit/residence permit application form.

**第八条** 留学生毕业、结业、肄业、退学后，必须在规定的时间内出境。对受到勒令退学或开除学籍处分的留学生，学院应当及时通知公安机关出入境管理部门。公安机关出入境管理部门依法收缴其所持外国人居留证或缩短其在华停留期。

对因各种原因提前离校、休学、退学或被学校开除学籍的留学生，须按如下步骤办理居留许可注销手续：

1. 到留学生办公室申请开具《外国籍学生办证申请函》；
2. 到上海市公安局出入境管理局办理居留许可注销手续；
3. 到留学生办公室办理离校手续，并在规定时间内离华。

**Article 8** After graduation or quitting, students must leave China within designated time. The Institute shall inform the entry-exit authorities of the public security bureau in time of dismissed students. The entry-exit authorities of the public security bureau will, in accordance with the law, take back issued residence permit or shorten students' stay in China.

Students who finish study early, suspend schooling, drop out or get dismissed shall go through the following procedures to cancel their residence permits:

1. Apply with the International Students Office for Letter of Introduction;
2. Go to the Exit-Entry Administration of Shanghai Public Security Bureau to cancel the residence permit;
3. Go to the International Students Office for leaving formalities and leave China within stipulated time.

**第九条** 本规定由上海国家会计学院留学生办公室负责解释,其中有关留学生签证办理规定以上海市公安局出入境管理局的政策为准, 由该局负责解释。

**Article 9** The International Students Office of SNAI is responsible for interpreting these regulations. The Exit-Entry Administration of Shanghai Public Security Bureau is responsible for interpreting visa policies related to international students.

**第十条** 本办法自发布之日起施行。

**Article 10** These regulations come into effect on the date of promulgation.



# 上海国家会计学院外国留学生购买保险试 行办法

## SNAI Regulations on Insurance Purchase for International Students

为了维护学院的稳定环境，完善学院处理突发事件应急机制，保障留学生的合法权益，根据《高等学校接受外国留学生管理规定》和《关于印发〈高等学校要求外国留学生购买保险暂行规定〉的通知》的有关精神，结合学院实际情况，特制定本办法。

The Institute, in order to ensure a stable environment, improve the emergency response mechanism and protect the legal rights and interests of international students, takes into considerations its actual conditions and formulates the following regulations based on the *Management Rules on Receiving International Students for Institutes of Higher Education* and the *Circular on Issuing the Interim Provisions on Purchase of Insurance for International Students in Institutes of Higher Education*.

**第一条** 凡在学院学习时间在3个月以上（含3个月）的外国留学生，学习期间必须购买学院指定的外国留学生团体综合保险，并作为其办理入学注册手续的必备材料。

**Article 1** Students who plan to study in the Institute for 3 months or longer must purchase the comprehensive group insurance designated by the Institute. Insurance policy is compulsory for enrollment and registration.

**第二条** 学院为来院留学生统一办理购买外国留学生团体综合保险。

**Article 2** The Institute is responsible for handling the purchase of comprehensive group insurance for international students.

**第三条** 为保证学院留学生享受的保险保障标准一致，学院选定中国平安保险公司购买“来华留学生综合保险”，为外国留学生提供住院、意外伤害等险种。

**Article 3** To ensure consistency in coverage standards for international students, the Institute has chosen Ping An Insurance Company of China to offer comprehensive group insurance covering hospitalization, accidental injury, etc.

**第四条** 凡涉及到“来华留学生综合保险”的具体事宜，根据中国平安保险公司的具体条款执行。

**Article 4** Matters related to the comprehensive group insurance for international students are dealt with in accordance with specific provisions of Ping An Insurance Company of China.

**第五条** 个人人身保险的保险单不能作为办理入学注册和在华居留许可的文件。

**Article 5** Personal life insurance policy is not an acceptable document for registration or residence permit application.

**第六条** 留学生保险对于就诊医院规定为：公立医院（国际部除外）、普通科室就诊费

用。不包含私立医院、公立医院特需病区、外宾病区、高干病房、VIP 病房等同类病区发生的费用。

**Article 6** The international student insurance covers public hospital expenses(excluding international departments) and regular outpatient service expenses. It does not cover private hospitals or special needs wards, foreigners' wards, senior cadres' wards, VIP wards, etc. in public hospitals.

**第七条** 住院押金问题，因为保险不包含自费项目，这部分费用由学生自付。

**Article 7** The insured does not cover self-paid items. Therefore, students are expected to pay deposit for hospitalization by themselves.

**第八条** 既往症、先天性疾病属于来华人员综合保障计划的免除责任，慢性病次年不得续保，如有违反相关规定的，由本人承担相关法律及经济责任。

**Article 8** Any previous medical history or congenital disorders are not covered by this insurance plan. Chronic diseases will only be covered for the first year after onset. Any person who violates will be held accountable for corresponding legal or economic consequences.

保险公司：中国平安养老保险股份有限公司北京分公司

联系人及移动电话：投保咨询杜新平 010-59731688/13693381578

理赔咨询张春侠 010-59731677/18701635617

穆怀欣 010-59731677/13811382706

传真：010-66217668

平安服务热线：4008866338

通讯地址：北京市西城区金融大街 23 号平安大厦 9 层保险项目部

邮政编码：100033

Name of insurer: Ping An Insurance Company of China, Beijing Branch

Contact person:

Insurance: Du Xinping 01059731688/13693381578

settlement of claims: Zhang Chunxia 010-59731677/18701635617

Mu Huaixin 010-59731677/13811382706

Fax: 010-66217668

Ping An service hotline: 4008866338

Mailing Address:

Project Group for Foreign Students, 9<sup>th</sup> Floor of Ping An Building

NO. 23 Financial Street, Xicheng District, Beijing, 100033, China.

### 上海市卫生部国际紧急救援中心网络医院名录一览表

#### Hospitals of the Network of Medical Service Providers authorized by International Assistance Center of Ministry of Health of China in Shanghai

医院名称 Hospitals	医院地址 Address	邮编 Postal code
上海第二医科大学附属宝钢医院 Bao Steel Hospital Affiliated to the Second Shanghai Medical University	上海市宝山区漠河路 50 号 50 Mohe Road, Baoshan District, Shanghai	201900

上海市长海医院 Changhai Hospital,Shanghai	上海市长海路 174 号 174 Changhai Road,Shanghai	200433
上海市崇明县中心医院 The Central Hospital of ChongmingTown, Shanghai	上海市崇明县城桥镇南门港街 25 号 25 Nanmengang Road, Qiao Town,Chongming Township,Shanghai	202150
上海第二医科大学附属仁济医院 Renji Hospital Affiliated to theSecond Shanghai MedicalUniversity	上海市东方路 1630 号 1630 Dongfang Road,Shanghai	200127
复旦大学附属儿科医院 Pediatric Hospital Affiliated toShanghai FudanUniversity	上海市徐汇区枫林路 183 号 183 Fenglin Road, Xuhui District,Shanghai	200032
上海市奉贤区中心医院 The Central Hospital of FengxianDistrict,Shanghai	上海市奉贤区南桥镇大寺路 3 号 3 Dasi Road, Nanqiao Town, FengxianDistrict, Shanghai	201400
上海市长征医院 Changzheng Hospital,Shanghai	上海市黄浦区凤阳路 415 号 415 Fengyang Road,Huangpu District,Shanghai	200003
上海市嘉定区中心医院 The Central Hospital of JiadingDistrict,Shanghai	上海市嘉定区城北路 1 号 1 Chengbei Road, Jiading District,Shanghai	201800
复旦大学附属金山医院 Jinshan Hospital Affiliated toShanghai FudanUniversity	上海市金山区金一东路 91 号 91 East Jinyi Road, Jinshan District, Shanghai	200540
复旦大学附属华山医院 Huashan Hospital Affiliated toShanghai FudanUniversity	上海市静安区乌鲁木齐中路 12 号 12 Middle Wulumuqi Road, Jing'anDistrict, Shanghai	200040
上海市华东医院 Huadong Hospital,Shanghai	上海市静安区延安西路 221 号 221 West Yan'an Road, Jing'anDistrict, Shanghai	200040
上海市第一人民医院 The First People Hospital inShanghai	上海市九龙路 585 号 585 Jiulong Road,Shanghai	200080
上海第二医科大学附属瑞金医院 Ruijin Hospital Affiliated to theSecond Shanghai MedicalUniversity	上海市卢湾区瑞金二路 197 号 197 the 2nd Ruijin Road, Luwan District, Shanghai	200025
上海市第五人民医院 The Fifth People Hospital inShanghai	上海市闵行鹤庆路 801 号 801 Heqing Road, Minhang District,Shanghai	200240

上海市南汇区中心医院 The Central Hospital of NanhuiDistrict,Shanghai	上海市南汇区惠南镇人民路 3100 号 3100 Renmin Road, Huinan Town,Nanhui District,Shanghai	201300
复旦大学附属妇产科医院 Maternity Hospital Affiliated toShanghai FudanUniversity	上海市南市区方斜路 419 号 419 Fangxie Road, Nanshi District,Shanghai	200011
上海市第七人民医院 The Seventh People Hospital inShanghai	上海市浦东高桥大同路 358 号 358 Gaoqiao Datong Road, PudongDistrict, Shanghai	200137
上海市浦东新区人民医院 The People Hospital of NewPudong District,Shanghai	上海市浦东新区川沙镇川环南路 490 号 490 South Chuanhuan Road,ChuanshaTown,New Pudong District,Shanghai	201200
上海市浦东新区东方医院 DongfangHospital	上海市浦东新区即墨路 150 号 150 Jimo Road, New Pudong District,Shanghai	200120
上海中医药大学附属曙光医院 Shuguang Hospital Affiliated toShanghai Chinese MedicalUniversity	上海市普安路 185 号 185 Pu'an Road,Shanghai	200021
上海市松江区中心医院 The Central Hospital of Songjiang District,Shanghai	上海市松江区中山中路 746 号 746 Middle Zhongshan Road, Songjiang District,Shanghai	201600
同济大学附属同济医院 Tongji Hospital Affiliated to TongjiUniversity	上海市新村路 389 号 389 Xincun Road,Shanghai	200065
复旦大学附属眼耳鼻喉科医院 Eye, Ear, Nose, Throat Hospital Affiliatedto Shanghai FudanUniversity	上海市徐汇区汾阳路 83 号 83 Fenyang Road, Xuhui District,Shanghai	200031
上海市第六人民医院 The Sixth People Hospital inShanghai	上海市徐汇区宜山路 600 号 600 Yishan Road, Xuhui District,Shanghai	200233
上海市第十人民医院 The Tenth People Hospital inShanghai	上海市延长中路 301 号 301 Yanchang Road,Shanghai	200072
上海第二医科大学附属新华医院 Xinhua Hospital Affiliated to theSecond Shanghai MedicalUniversity	上海市杨浦区控江路 1665 号 1665 Kongjiang Road, Yangpu District, Shanghai	200092
上海市医疗救护中心 Shanghai Medical EmergencyCenter	上海市宜山路 638 号 638 Yishan Road,Shanghai	200233

上海第二医科大学附属第九人民医院 The Ninth People Hospital Affiliated to the Second Shanghai MedicalUniversity	上海市制造局路 639 号 639 Zhizaoju Road,Shanghai	200011
复旦大学附属中山医院 Zhongshan Hospital Affiliated toFudan University	上海枫林路 180 号 180 Fenglin Road,Shanghai	200032

**第九条** 本办法由上海国家会计学院留学生办公室负责解释。

**Article 9** The International Students Office of SNAI is responsible for interpreting these regulations.

**第十条** 本办法自发布之日起施行。

**Article 10** These regulations come into effect on the date of promulgation.

**Comprehensive Medical Insurance & Protection Scheme for Foreigners Staying in China of  
PingAn Annuity Insurance Co., Ltd.**

**To participate in conditions:**

International students: international students in China in healthy condition from 15 to 69 are eligible to this policy.

**Insurance coverage:**

Ping An shall undertake the following insurance liabilities during the valid period of insurance (Insurance period (from the valid date of policy to the expiry date of the insurance period))

1. Death insurance:

Ping An shall pay the stipulated amount of insurance compensation if the Insured dies of any accident or disease. Insurance liabilities thus terminate.

2. Accidental disability insurance:

If the Insured suffers from any accident which results in any disability listed in the Injury and Disability Assessment Criteria for Personal Insurances within 180 days since the occurrence of the accident, according to the policy Ping An shall pay the insurance money, whose amount shall be calculated based on the multiplication of the sum insured, which is corresponding to insurer's responsibilities, and the proportion that is specified in the "Proportion Table of Disability Degree and Payment" of Ping An Annuity Insurance Company, Ltd. If medical treatment is still not over on the 180th day, disability evaluation shall be made on the basis of the Insured's physical condition on that day and the "Insurance of Accidental Disability" shall be paid in accordance with the "Proportion Table of Disability Degree and Payment".

If the same accident causes the Insured to suffer two or more disabilities, as are specified in the "Proportion Table of Disability Degree and Payment", the Insurer (PingAn) shall pay the total insured amount of the relevant disabilities. However, if different disabilities befall the same upper limb or lower limb, only the insured amount of one disability shall be paid; if disabilities are of different degrees, the insured amount of the disability that is more serious shall be paid.

If, with the disability resulted from this accident and the previous disability combined, the Insured can claim the insurance for the more serious disability, the insurance shall be paid in accordance with the standard for the more serious disability, but the disability insurance which has been paid previously (disabilities that have taken place before purchase of insurance, or disabilities that are caused by and as a result of liability exemption and are listed in the "Proportion Table of Disability Degree and Payment" shall be deemed as having been compensated already) shall be deducted therefrom.

Note: "Proportion Table of Disability Degree and Payment" is accessible from the website of INSURANCE ASSOCIATION OF CHINA.

The accumulative amount of payment of insurance for death or accident of each insured shall not exceed the insured sum of the insured's total insurance for the death or accident.

3. Medical Insurance for Accidental Injury:

If the Insured receives medical treatment within 180 days since the occurrence of the accident, the Insurer shall be liable for the payment of the full amount of the reasonable and necessary expenses actually paid by the Insured for the medical treatment, but the accumulative amount of payment shall not exceed the agreed sum insured, which is up to RMB 20,000 limitation. Whether an accidental injury happens to the Insured for once or several times, the Insurer shall pay the respective "medical insurance for accidental injury" in accordance with the foresaid provisions,

but the accumulative amount of payment shall not exceed the Insured's sum insured. When the accumulative amount of payment reaches the Insured's sum insured, the said insurance liability for the said Insured shall be terminated.

#### 4. Outpatient and Emergency Medical Insurance:

If the Insured receive outpatient or emergency medical treatment because of illness and actually incur reasonable and necessary expenses for medical treatment, within the insurance time, the daily limit for outpatients is RMB600. On the precondition of not exceeding the daily limit, should the daily medical cost is less than RMB600, the actual cost shall be used for calculation. if the daily medical expenses and cost is more than RMB600, the Insurer only cover RMB600 per day. For medical expenses exceeding the starting line of RMB650, their remaining amount after deducting RMB650 will be reimbursed at a percentage of 85%, and the accumulative payment shall not exceed the limit of RMB20000. The insurance liability shall be terminated once the accumulative amount of payment reaches the sum insured.

Insurance Responsibilities of emergency medical treatment and general outpatient treatment include: The fees of general outpatient treatment, emergency treatment, outpatient surgery, hospitalization for observation, emergency rescue, isolation due to infectious diseases that is certified by the public hospital or department of public health and epidemic prevention, and expense or cost of outpatient and emergency treatment before and after hospitalization that arise from the same cause of disease are also deemed as outpatient and emergency treatment.

Note:

Daily limit: The top claim limit of available medical cost

Starting-line to pay the limitation: RMB 650 (accumulative for one time during one valid insurance period). Below the starting-line, there is no claim.

#### 5. Hospitalization and Medical Insurance:

If diagnosis confirms that the Insured must be hospitalized for treatment because of suffering from the accident or the illness, Ping An shall be liable for the full payment of the "hospitalization and medical insurance" with regard to the actual and reasonable expenses for medical treatment, including reasonable and necessary fees for nursing (limited to RMB150 Yuan per day for limitation of accumulative 30 days), medical record, heating, air-conditioning, bed, examination, special examination and treatment, operation, medicine, treatment, laboratory test, radiation, etc to the insured as 100% proportion.

During one valid insurance period, whether the Insured is hospitalized for once or several times, the Insurer shall pay the costs of hospitalization as per compensation rule, but the insurance liability shall be terminated once the accumulative amount of payment reaches the limitation of RMB 400,000.

Note:

- 1) Medical organizations which are involved in all the foregoing medical insurance liabilities are limited to the public hospitals established within the border of the Chinese mainland; However, for the insured, all medical expenses incurred in sub-branch of public hospitals, ward area for foreigners, ward area for special treatment and needs, ward for special treatment and needs, ward for high-ranking officials, or similar ward area or VIP ward room or separate ward room, shall be excluded from the insurance, and such expenses for treatment shall not be covered by the insurer.
- 2) Medical treatment expenses generated by all the foregoing medical insurance liabilities are limited to the items and expenses that can be reimbursed in accordance with the local regulations of social basic medical insurance, the self-paid or partly self-paid items and expenses cannot be reimbursed by the insurer.

- 3) The first 30 days period of the first application for insurance or non-continuous coverage is waiting period (observation period). Where the insured is hospitalized or outpatient during the waiting period and related medical cost is occurred, the insurer bears no liability of compensation. The treatment for continuous insured or the Insured suffered from an accident is not subject to any waiting period.
- 4) If any third party has partially or fully paid any above-mentioned medical treatment fees, Ping An shall be liable for the amount of reasonable fees that are in accordance with the payment scope. But the fees for nursing, bed, outpatient and emergence treatment daily limitation fee and other fees within the insurance coverage are also limited. If the third party has a specified proportion for payment, then Ping An shall be liable only for the payment within its proportion deducting the already paid amount. If the third party has no specified proportion for payment, then Ping An shall be liable for the rest, not exceeding the insured sum, of the limited amount in accordance with the regulations of the local social medical insurance and with a deduction of the standard amount of this item.
- 5) If the Insured suffers from a major disease or a chronic disease before the purchase of this insurance, the Insurer shall not bear the liability of payment.

### **Liability Exemption**

#### **I. Liability Exemption for Death and Disability Insurance**

Ping An shall be exempted from the insurance liabilities for death and disability caused by any of the following circumstances on the part of the Insured:

1. Deliberate killing or injury conducted by the policy-holder or beneficiary to the Insured;
  2. Deliberate self-harm, intentional crime, resistance to criminal compulsory measures taken according to law, suicide or arrest resistance on the part of the Insured;
  3. Fighting, drunkenness and active taking, sucking or injection of drugs on the part of the Insured;
  4. Driving under the influence, driving without a legal and valid driving license or driving a motor vehicle without a valid driving license on the part of the Insured;
  5. War, military conflict, riot or armed rebellion;
  6. Nuclear explosion, nuclear radiation or nuclear pollution;
  7. Pregnancy, abortion, miscarriage, delivery (including caesarean birth) , birth control, treatment of infertility, contraceptive sterilization, artificial impregnation and related complication on the part of the Insured;
  8. Medical accident occurring to the Insured because of cosmetic surgery or other surgical operations;
  9. Taking of medicine (excluding OTC medicine taken according to instructions) without permission of doctor on the part of the Insured;
  10. During the period when the Insured suffers from AIDS or is infected with AIDS virus (HIV-positive);
  11. Sports and athletic activities of high risk only professionals participate. (The Insured engages in high risk activities such as diving, parachuting, paragliding, roller skating, skiing, skating, bungee jumping, rock climbing, wrestling, judo, taekwondo, martial art, karate, fencing, etc.
  12. The Insured passes away or become disable outside the mainland China.
  13. Those accidents that occur during the time when foreign students do their part-time work;
- If the Insured is caused dead in any of the foregoing circumstances, Ping An shall terminate the insurance liability of the Insured.



## II. Liability Exemption for Medical Insurance Liability (Medical Treatment of Accidental Injury, Outpatient, Emergency and Hospitalization)

Ping An shall be exempted from the insurance liabilities for medical expenses caused by any of the following circumstances on the part of the Insured:

1. Deliberate killing or injury conducted by the policy-holder or beneficiary to the Insured;
2. Deliberate self-harm, intentional crime or resistance to criminal compulsory measures taken according to law on the part of the Insured;
3. Fighting, drunkenness and active taking, sucking or injection of drugs on the part of the Insured;
4. Driving under the influence, driving without a legal and valid driving license or driving a motor vehicle without a valid driving license on the part of the Insured;
5. War, military conflict, riot or armed rebellion;
6. Nuclear explosion, nuclear radiation or nuclear pollution;
7. Congenital diseases, hereditary diseases, existing disease (disease or symptoms that already exist prior to the date of insurance) ;
8. AIDS or HIV infection, sexually transmitted diseases;
9. Pregnancy, miscarriage or delivery on the part of the Insured, infertility treatment, artificial insemination, prenatal and postnatal check, birth control, abortion and complications caused by above-mentioned causes;
10. Medical accident occurring to the Insured because of cosmetic surgery or other surgical operations;
11. Expenses of orthopedics, correct procedure, plastic surgery or rehabilitation therapy received by the Insurer;
12. Health check (physical examination), healing, convalesce or special care;
13. Taking, application or injection of medicine without the permission of doctor on the part of the Insurer;
14. Medical expenses incurred outside the Chinese mainland or in private hospitals of the Chinese mainland, and expenses incurred in drug stores;
15. Charge of telephone, transportation, etc. on the part of the Insured;
16. Sports and athletic activities of high risk only professionals participate. (The Insured engages in high risk activities such as diving, parachuting, paragliding, roller skating, skiing, skating, bungee jumping, rock climbing, wrestling, judo, taekwondo, martial art, karate, fencing, etc.
17. Experimental treatment and costs incurred for medical experiment purpose.
18. The insurant should turn to medical treatment in strict accordance with the hospital admissions standards. If not, the insurer does not reimburse the cost of hospitalization.
19. Fees incurred without reporting the case in advance or through the guidance channels (400 telephone number) of medical treatment under non-emergent circumstances or fees are not approved.
20. Relevant expenses incurred by foreign students during the time when they do their part-time work.

### **Insurance Liability and Amount**

Insurance Liabilities Insurance Amount (Yuan) RMB

Liability for Death + Accidental Disability 100,000

Medical Treatment for Accidental Injury 20,000

Medical Treatment for Outpatient and Emergency (With the daily limit of RMB600,beyond the start to pay limit of RMB650, the insured can enjoy 85% of reimbursement) 20,000

Hospitalization Medical Treatment 400,000

Note: Matters not mentioned herein shall be used according to “Ping An Additional Disability Guarantee Group Accident Insurance (2013) (Clause D)”, “Ping An One-year Group Term Life Insurance”, “Ping An Additional Accidental Injury Group Medical Insurance”, “Ping An Inpatient, Outpatient and Emergency Comprehensive Group Medical Insurance” and “Ping An Inpatient Group Medical Insurance”.

If any dispute arises concerning the contents mentioned above, the Chinese interpretation shall prevail.

Do be sure to firstly call 4008105119 EXT 1 to make a diagnosis inquiry before you go to see a doctor.

**Dear customers:**

If you want to learn about the services of settlement of claim of comprehensive insurance for people coming to China of Ping An Endowment Insurance Co., Ltd., please read this guide carefully.

(1) Procedures for insurance claims:

Standard procedures of insurance claims after occurrence of insurance accident:

1. Please call directly 4008105119 EXT 1 for medical consultation due to disease or accident. The rescue doctor will consult, diagnose, and provide medical guidance and precautions for insurance claim. After consulting diagnosis and outpatient treatment, if the doctor confirms that further hospitalization is required, the insured can apply for advanced payment of medical expense for hospitalization to the rescue company. After communication and confirmation of the Rescue Company and hospital, it will be decided whether the advanced payment procedures shall be started. If the insured is directly hospitalized without consulting, diagnosis and recording of doctor of the rescue company and outpatient treatment (including those whose conditions do not meet the requirements of hospitalization but require the outpatient doctor to agree with hospitalization), the rescue company will not be responsible for advanced payment of medical expense for hospitalization. If advanced payment for medical expenses is made without the above procedures, the insured will not be able to get compensation.

2. Major accident can be reported with the following contact information

Telephone number for claim consultation and reporting: 4008105119 EXT 1. You cannot get compensated without reporting through the 400 call or following the standard procedures.

(2) Document to be presented for settlement of claims:

1) One-year term life insurance

A Copy of passport and visa page of the Insured

B Disability certificate when the Insured is disabled (an evaluation report shall be issued by the assigned evaluation body)

C Death certificate of the Insured

D Certificate of relationship between the Insured and all the beneficiaries, and copy of identification proof of the beneficiaries

E Certificate of accident, in case of an accident (in case of traffic accident, the traffic unit should issue a liability confirmation of traffic accident)

2) Medical treatment for accidental injuries

A Copy of passport and visa page of the Insured

- B Course and certificate of accident (in case of traffic accident, the traffic unit should issue a liability confirmation of traffic accident, which is needed.)
- C Original of receipt
- D Medical record, detailed expenditure sheet and copy of examination report and laboratory test report of each respective treatment (date of examination and date of invoice shall be corresponding).

3) Medical treatment for outpatient and emergency

- A Copy of passport and visa page of the Insured
- B Original of receipt
- C Medical record, detailed expenditure sheet and copy of examination report and laboratory test report of each respective treatment (date of examination and date of invoice shall be corresponding).

If the fees have exceeded the minimum payment line of RMB650 Yuan, then the medical record, detailed expenditure sheet and copy of examination report and laboratory test report of treatment that costs below 650 Yuan are also required to be presented.

4) Hospitalization

- A Copy of passport and visa page of the Insured
- B Certificate of accident, in case of an accident (in case of traffic accident, the traffic unit should issue a liability confirmation of traffic accident)
- C Original of receipt and detailed expenditure sheet for hospitalization
- D Copy of hospital discharge summary or medical record of hospitalization

Special instructions to item 2) to item 4) above:

(1) Besides, the Insured's bank account opened in the mainland of China and accurate information (account No. name, opening bank information), which can be obtained from copy of deposit book and bank costumer table, in relation to the account must be attached to the claim settling documents for each request for compensation; (For details, please call 4008105119 EXT 1)

(2) Where in one insured incident, the Insured has to be treated in two or more hospitals (including two hospitals), relevant documents such as diagnosis certificate and medical record from relevant hospitals shall be presented.

(3) Hospitals for treatment shall be limited to the public hospitals within the territory of the Chinese mainland, and requested items and expenses that can be reimbursed should in accordance with the scope of local regulations of social basic medical insurance.

5) Application for nursing fee

Original Invoices of nursing fee issued by hospital or by nursing service company

Materials for claims of settlement sent to: 北京市朝阳区东三环中路 55 号双子座 B 座 303 室  
(邮编 100022)

Addressee: 来华项目理赔部

Please Dial: 4008105119 to 1

Please log in [www.lxbx.net](http://www.lxbx.net) for latest insurance introduction.

Chinese explanation prevails in case of contradiction arising out of the aforementioned contents.

第二部分：学生管理

## **Part II. Student Management**

# 上海国家会计学院学籍管理试行办法

(外国留学生)

## SNAI Regulations on Student Status Management

(International Students)

为加强外国留学生学籍管理，严肃校纪校风，维护正常教学秩序，根据《中华人民共和国高等教育法》和《高等学校接受外国留学生管理规定》等相关法律法规，结合学院具体情况，特制定本办法。

The Institute, in order to enhance student status management of international students, enforce school discipline and maintain teaching order, takes into considerations its actual conditions and formulates the following regulations based on relevant laws and regulations such as the *Higher Education Law of the People's Republic of China* and the *Management Rules on Receiving International Students for Institutions of Higher Education*.

### 第一章入学和注册

#### Chapter 1 Enrollment and Registration

**第一条** 新生必须按规定日期，凭学院《录取通知书》办理入学手续。入学三个月内经复查合格，准予注册，取得学籍。

**Article 1** New students shall report to the Institute with the Admission Letter within stipulated time. The Institute will recheck new students' enrollment qualifications within three months. Qualified students are allowed to go through registration formalities and obtain student status.

**第二条** 新生有下列情况之一者，由学院留学生办公室提出，经分管留学生工作的院领导提请院长办公会审议批准后，取消入学资格：

- (一) 经查实有严重政治问题、经济问题、道德败坏，或在报考过程中徇私舞弊者；
- (二) 经检查确认患有我国法律规定不准入境疾病者；
- (三) 办理相关手续时，有弄虚作假，违反诚信原则者。
- (四) 逾期两周不报到者和因故不能按期入学者（具有不可抗拒的事由或向学校留学生管理办公室请假者除外）。

**Article 2** Upon the proposal of the International Students Office, and with consent of the vice president in charge of international student affairs and approval of the Presidents' Working Meeting of the Institute, students with any of the following circumstances will be disqualified from enrollment:

- 1) Verified serious political, economic or moral issues or cheating behaviors in the application process;
- 2) Diagnosed with diseases specified in Chinese laws as entry-prohibited;
- 3) Violating the principle of integrity and exercising fraud in going through relevant formalities; and
- 4) Late for enrollment for two weeks or more or unable to get enrolled as scheduled (not including those due to Force Majeure or having asked for leave with the International Students Office).

**第三条** 对患有疾病的新生，需持医院证明和驻华使领馆的同意函，经学院审批后将相关情况报国家留学基金委来华事务部和商务部，经批准后最多可以保留入学资格一年。保留入学资格者不具有学籍。在保留入学资格期内经治疗康复，可以向学院申请入学，由学院指定医院复查合格后，重新办理入学手续。复查不合格或者逾期不办理入学手续者，取消入学资格。

**Article 3** New students diagnosed with diseases can apply with the Institute for a maximum of one year retention of their enrollment upon production of hospital certificates and letter of consent from their country's embassy or consulates in China. The application is subject to the Institute's approval and shall be reported to the Division of International Students Affairs of China Scholarship Council and the Ministry of Commerce for final approval and record keeping. Students retaining their enrollment do not have student status. Students who have recovered during the retention period can apply to the Institute for enrollment. After passing the health check by the hospital(s) designated by the Institute, students can reinitiate enrollment procedures. Students who fail to pass or get enrolled on time will be disqualified from enrollment.

**第四条** 每学期开学时，留学生必须按时到留学生办公室办理注册；不能如期注册者，应当及时请假，暂缓注册手续。无故逾期一个月不注册者，可视为放弃学籍，按自动退学处理。

**Article 4** Students must report to the International Students Office for registration at the beginning of each semester. Those who cannot register on time shall ask for leave and postponement of registration. Students who fail to register one month after the deadline without any proper reason will be considered having given up their student status and voluntary dropping out.

## 第二章休学与复学

### Chapter 2 Suspension and Resumption

**第五条** 原则上不同意发展中国家硕士项目留学生因事休学。如学生确有极特殊原因需休学，经学院院长办公会批准后予以考虑，并停发此期间所有奖学金生活费。

**Article 5** In principle international students of Master of Professional Accounting Program for Developing Countries are not allowed to suspend schooling. If a student does have particular reasons, the request for suspension is subject to approval of the Presidents' Working Meeting of the Institute. If approved, the stipend will be suspended too during the suspension period.

**第六条** 发展中国家硕士项目留学生因病申请休学，需持学院指定医院证明和驻华使领馆同意函，并经学院院长办公会批准。因病休学的期限最长为一学年。因病休学期间奖学金生活费停发，不享受在校生待遇，原则上不安排住宿，商务部奖学金资格不予保留。

**Article 6** Students of Master of Professional Accounting Program for Developing Countries who apply for suspension on sick-leave shall submit certificates of hospital(s) designated by the Institute and letter of consent from their country's embassy or consulates in China and the applications are subject to the approval of the Presidents' Working Meeting of the Institute. Sick-leave suspension lasts for a maximum of one academic year. During the time, the stipend will be suspended and accommodation will not be provided.

**第七条** 休学申请需报批国家留学基金委和商务部，经批准后，学院为申请休学的留学生办理缩短居留许可申请手续和离校手续，并发给休学证明。

**Article 7** Suspension applications shall be submitted to China Scholarship Council and the

Ministry of Commerce. After approval, the Institute will facilitate the applicants in going through leaving procedures and formalities and shortening residence permit, and issue a proof of suspension.

**第八条** 因病休学的发展中国家硕士项目留学生申请复学时,应在休学期满六个月前提出复学申请,并出示医院开具的康复诊断证明,经学院院长办公会批准后,再向国家留学基金委和商务部提出申请,经批准后方可复学。从报到日起,按月发放奖学金生活费。

**Article 8** When students of Master of Professional Accounting Program for Developing Countries on sick-leave suspension apply for resumption, they shall file the application six months prior to the end of the suspension and provide health recovery proof of hospital(s). The resumption is subject to the approval of the SNAI Presidents' Working Meeting and the final approval of China Scholarship Council and the Ministry of Commerce. Beginning from the day of reporting to the Institute, scholarship and living allowances will be dispensed monthly.

**第九条** 休学期满仍不能复学者或期满后超过一个月不申请复学者,作退学处理,学院将上报相关部门后再通知学生本人。在休学期间有严重违法行为,取消复学资格。

**Article 9** Students failing to resume study when suspension is over or those who do not apply for resumption one month after the end of suspension will be treated as quitting. SNAI will report to competent authorities and notify the students of the decision. Students conducting serious violations of laws or regulations during suspension will be disqualified for resumption.

### **第三章退学** **Chapter 3 Quitting**

**第十条** 留学生因故申请退学,应向留学生办公室提出书面申请,并提请院长办公会审议批准后,予以退学。

**Article 10** Students shall apply to the International Students Office in written form for quitting. The request is subject to the approval of the Presidents' Working Meeting of the Institute before taking effect.

**第十一条** 留学生凡有下列情况之一者,由分管留学生工作的院领导提请院长办公会议审议后,应予劝退:

- (一) 超过学院规定期限未注册而又未履行暂缓注册手续的;
- (二) 未经批准连续两周未参加学院规定的教学活动的;
- (三) 补考后累计两门或两门以上课程评定等级为 F 或者在学院规定年限内未完成学业的;
- (四) 考试作弊且情节恶劣者或经查实剽窃他人研究成果者;
- (五) 严重违反校规校纪者;
- (六) 本人申请退学者;
- (七) 休学、保留学籍期满,在学院规定期限内未提出复学申请或复学申请未被批准者;
- (八) 根据学院指定医院诊断,患有疾病或者意外伤残无法继续在校学习的;
- (九) 患有精神病、癫痫等疾病者;
- (十) 患有传染性疾病不适于在中国境内停留者;
- (十一) 在校期间有反华言行,情节严重者;
- (十二) 触犯中国法律并被中国法律机关处以拘留以上处罚者;

(十三) 其他原因不宜继续培养者。

**Article 11** In case of any of the following circumstances, the Institute will, via proposal by the president in charge of international student affairs and approval by the Presidents' Working Meeting of the Institute, urge students to quit:

- 1) Failing to register or apply for registration postponement before the deadline set by SNAI;
- 2) Unauthorized absence from study activities required by SNAI for two consecutive weeks;
- 3) Failing in two or more courses after being given a re-sit or inability to complete the program within the number of years set by SNAI;
- 4) Severe cheating behaviors in exams or confirmed plagiarism;
- 5) Serious violations of SNAI regulations and disciplines;
- 6) Students applying to quit from SNAI;
- 7) No or unsuccessful application for resumption before the deadline set by SNAI after the conclusion of suspension or retention;
- 8) Inability to continue with the study at SNAI due to diseases or unexpected injuries diagnosed by hospitals designated by SNAI;
- 9) Those with mental illnesses or epilepsy;
- 10) Those with epidemic diseases that are not suitable to stay in China;
- 11) Those having serious speeches or acts against China during the study period at SNAI;
- 12) Those violating Chinese laws with detention or more severe penalties imposed by Chinese enforcement authorities; and
- 13) Unsuitable to continue the study due to other reasons.

**第十二条** 学院应及时将留学生退学申请或劝退情况及学院意见上报国家留学基金委和商务部，得到批准后为学生办理离校手续。

**Article 12** The Institute shall report in time cases of voluntary and urged quitting and opinions of the Institute to China Scholarship Council and the Ministry of Commerce for approval. After obtaining approval, the Institute will go through leaving formalities for students.

**第十三条** 退学的留学生，必须在两周内办理签证（限期离境或注销）及校内相关证卡手续并离校，回国旅费自理。

**Article 13** Students who have quitted shall complete visa (departure before deadline or cancellation) and SNAI credentials and cards formalities and leave school within 2 weeks. Expenses for returning to their country are borne by the students.

**第十四条** 退学留学生不得申请复学。

**Article 14** Students who have quitted cannot apply for resumption of study.

#### 第四章毕业、结业与肄业

#### Chapter 4 Completion of Courses and Graduation

**第十五条** 留学生在规定年限内修完留学生培养方案规定的课程，修满规定学分，成绩合格，完成学位论文并通过答辩者，准予毕业，并发给学历证书和学位证书。

**Article 15** Students who have finished and passed all required courses in the program, obtained due credits, completed and successfully defended thesis within designated time are permitted to graduate with academic and degree certificates.

**第十六条** 留学生未能在规定年限内达到培养方案的要求，不发给学历证书和学位证



书，由学院根据情况发给相关证明：

- (一) 学习不满一年者，发给学习证明；
- (二) 学习满一年，课程成绩合格者，发给肄业证书；
- (三) 修满规定学分，未完成毕业论文者，发给结业证书。

**Article 16** Students who fail to meet the requirements of the program within the stipulated school years will only be given other certificates instead of academic and degree certificates by the Institute, including:

1. Attendance certificate for those who have studied for less than one year,
2. Study certificate for those who have studied for one year or more and have passed all courses, and
3. Course-completion certificate for those who have obtained credits but failed to finish thesis.

**第十七条** 对未按照学院规定完成学业、汉语考试未达到要求的、未通过答辩的，学院不发给学位证书。

**Article 17** SNAI does not confer degree certificate to students who fail to complete their study as stipulated by SNAI, reach the required Chinese language proficiency, or pass the thesis defense.

**第十八条** 学历证书、学位证书、学习证明、肄业证书或结业证书遗失或损坏，不得补发，经本人申请，学院核实后可以出具相应的证明书。

**Article 18** Academic, degree, attendance, study or course-completion certificates will not be issued again in case of loss or damage. After application by the holder and verification by the Institute, relevant documents will be issued as proof.

## 第五章提前毕业或延长学习年限

### Chapter 5 Early Graduation and Extended Schooling

**第十九条** 发展中国家硕士项目的学制为两年，一般不得提前毕业。

**Article 19** Master of Professional Accounting Program for Developing Countries requires two years of schooling and normally early graduation is not allowed.

**第二十条** 留学生应在规定学制内完成学习任务，一般不得延长学习年限。

**Article 20** Students shall finish their study within the designated period and normally extension of schooling is not allowed.

## 第六章附则

### Chapter 6 Appendix

**第二十一条** 本办法由上海国家会计学院留学生办公室负责解释。

**Article 21** The International Students Office of SNAI is responsible for interpreting these regulations.

**第二十二条** 本办法自发布之日起施行。

**Article 22** These regulations come into effect on the date of promulgation.

# 上海国家会计学院学生违纪处分条例

## SNAI Regulations on Disciplinary Punishments for Students

### 第一章 总则

#### Chapter One General Provisions

**第一条** 为维护学校正常的教学管理秩序，使在校大学生拥有良好的学习和生活环境，保障学生健康成长，实现依法治校，以德育人的管理目标，根据教育部《高等教育法》、《高等学校学生行为准则》、《普通高等学校学生管理规定》、《上海国家会计学院外国留学生管理规定》的有关要求，结合我校实际，特制定本规定。

**Article 1** The regulations are formulated to maintain the Institute's teaching order, provide students with a sound learning and living environment, ensure students' healthy development, and achieve the goals of rule of law in managing the Institute and educating students with good ethics, according to the *Law on Higher Education*, the *Code of Conduct for Students in Institutions of Higher Learning* and the *Regulations on the Administration of Students in Regular Institutions of Higher Learning* issued by the Ministry of Education, the *SNAI Regulations on International Student Management* and the actual conditions of the Institute.

**第二条** 本规定所指国际研究生或留学生，是取得上海国家会计学院正式学籍，并在本校接受学历教育的外国留学硕士研究生。

**Article 2** International graduate students or international students in the regulations refer to international students having obtained student status of SNAI and studying in a master's program at SNAI.

**第三条** 对违纪学生的处分，应坚持依据充分、处理恰当。

**Article 3** Disciplinary punishments for international students shall be appropriate and based on solid evidences.

### 第二章 违纪处分的种类和运用原则

#### Chapter Two Types of Disciplinary Punishments and Principles in Use

**第四条** 对有违法、违规和违纪行为的学生，学校可视其情节轻重给予批评教育、警告、严重警告、记过、留校察看和开除学籍等纪律处分。

纪律处分共分五种：

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

**Article 4** Students who violate laws, regulations or disciplines will be imposed by SNAI such disciplinary punishments as criticism, warning, serious warning, demerit recording, academic

probation and dismissal from school depending on severity of violations.

Disciplinary punishments include five types:

1. Warning,
2. Serious warning,
3. Demerit recording,
4. Academic probation,
5. Dismissal from school.

**第五条** 有下列情形之一者，予以从轻或减轻处分：

- （一）主动承认错误，检查深刻，有悔改表现者；
- （二）揭发他人的违法违纪行为者；
- （三）确系为他人胁迫或诱骗，认错态度较好者。

**Article 5** A lighter or mitigated punishment is given under one of the following circumstances:

1. Voluntarily admitting the mistake, self-examining thoroughly and making corrections;
2. Revealing violations of others;
3. Confirmed to have been coerced or induced by others and having a good attitude in admitting the mistake.

**第六条** 有下列情形之一者，从重或加重处分：

- （一）拒不承认错误者；
- （二）对检举揭发人、履行职责的国家公务人员、学院管理人员或其他相关人员进行打击报复、威胁恫吓者；
- （三）在院期间已受记过及以上处分者；
- （四）有两种以上违纪行为（含两种），或同时触犯本规定两条（含两条）以上者；
- （五）勾结院外人员作案者；
- （六）涉外活动违纪者；
- （七）发生群体性违纪事件的首首者或组织者；
- （八）其他应予从重处分者。

**Article 6** A heavier punishment is given under one of the following circumstances:

1. Refusing to admit the mistake;
2. Retaliating or threatening informants, public servants who are performing their duties, SNAI administrative staff or other related people;
3. Having been given demerit recording or more severe punishments before during the SNAI program;
4. Having two or more types of violation or violating or violating simultaneously two or more articles of this regulation;
5. Committing violations together with outsiders;
6. Violating foreign-related disciplines;
7. Head or organizer of group violation incidents;
8. Others that shall be given a heavier punishments.

**第七条** 凡违反学院有关规章、制度的，均应视情节轻重给予相应的处分。

**Article 7** Anyone who violates SNAI regulations or rule shall be imposed punishments commensurate with severity of the violation.

**第八条** 凡因违反法律法规而受到行政制裁或刑事制裁者，酌情给予院纪处分。

**Article 8** Those imposed administrative or criminal punishments due to violation of laws and regulations shall be given SNAI disciplinary punishments as seen appropriate.

**第九条** 留院察看处分以一年为期，留院察看时间自宣布处分之日算起。受留院察看处分的留学生在察看期间有悔改表现的，可按期解除；有立功表现的，可提前解除；察看期间有一定进步，但犯有轻微错误，可延长察看期三个月或半年；屡教不改或重新违反院纪院规并应处以纪律处分的，可以给予开除学籍的处分。

**Article 9** Academic probation is one year long and starts from the announcement date. If the student has shown repentance during probation, the punishment shall terminate as scheduled; if the student has performed meritorious service, the punishment shall terminate prior to schedule; if the student makes some progress during probation but commits minor mistakes, the probation can be extended by 3 or 6 months; if the student shows no repentance or violates SNAI regulations and rules again and shall be impose disciplinary punishments, dismissal from school can be imposed.

### **第三章 违纪行为及处分规定**

#### **Chapter Three Regulations on Disciplinary Offenses and Disciplinary Punishments**

**第十条** 学生违规、违纪行为同时触犯国家和地方法律、法令、法规，受到公安、司法部门处罚者，同时给予下列处分：

（一）被处以劳动教养或依法判处管制、拘役、有期徒刑者，视情节轻重，给予留院察看或开除学籍处分；

（二）被处以行政拘留者，视情节轻重，给予严重警告直至开除学籍处分；

（三）被处以治安处罚者，给予警告直至留院察看处分；

（四）经司法或公安部门认定违反国家和地方法律、法令、法规，情节较轻，未予处罚者，学院可视其情节轻重给予警告直至开除学籍处分。

**Article 10** Students whose infractions of regulations and disciplines of the Institute also violate national or local laws, ordinances and regulations and are imposed penalties by public security or judicial authorities, shall be punished by the Institute as follows:

1. Students who are imposed rehabilitation through labor, public surveillance, criminal detention or fixed-term imprisonment shall be given academic probation or dismissal from school, depending on severity of the matter;

2. Students put under criminal detention shall be given punishments ranging from serious warning to dismissal from school depending on severity of the matter;

3. Students receiving public security punishments shall be given punishments ranging from warning to academic probation;

4. Students confirmed by judicial or public security authorities to have violated national or local laws, ordinances and regulations but not imposed penalties due to minor adverse effects shall be given punishments ranging from warning to dismissal from school depending on severity of the matter.

**第十一条** 对扰乱社会秩序和学院的教学、科研、工作等校园秩序，以广播、网络、文字及其它形式煽动、策划或组织闹事，破坏安定团结者；未经批准擅自组织、参加游行示威活动者；张贴、散发反动传单，混淆视听，制造混乱者；组织成立、加入非法社会团体

或组织，从事非法活动者；组织、参加邪教或封建迷信活动者，分别给予下列处分：

（一）策划或组织者，经教育仍坚持错误，不思悔改者，给予开除学籍处分；

（二）策划或组织者，经教育能认识并改正错误的，给予留院察看处分；

（三）一般参加者，经批评教育后，视其参加程度及对错误的认识态度，给予警告直至留院察看处分。

前款行为构成犯罪，受到刑事处罚的，给予开除学籍处分。

**Article 11** Students who disturb social order and campus order in teaching, research and work, or sabotage stability and unity through instigating, planning or organizing public disturbances in such forms as broadcasting, network and script, organize and participate in procession and demonstration without approval, post and disseminate reactionary flyers to confuse the public and create disturbances, establish or join illegal social groups or organize and engage in illegal activities, or organize or participate in cult or superstitious activities shall be imposed punishments as follows:

1. Dismissal from school for organizers or planner who refuse to correct their mistakes and show no repentance even after education;

2. Academic probation for organizers or planner who recognize and correct their mistakes after education;

3. Warning up to academic probation for ordinary participants depending on their involvement and attitude towards their mistakes after education.

Students who are imposed criminal punishment due to above-mentioned behaviors shall be dismissed from school.

**第十二条** 对有下列妨害公共安全行为之一者，视其情节，给予下列处分：

（一）违反宿舍管理规定，视其情节轻重，给予警告直至开除学籍处分；

（二）故意破坏涉及公共安全的消防器材、安全通道等设施者，视其情节轻重，给予警告直至开除学籍处分；

（三）以散布谣言等方式造成集体恐慌和秩序混乱，给公共安全造成威胁者，视其情节轻重给予严重警告直至开除学籍处分。造成严重后果者，视其情节轻重，给予记过直至开除学籍处分；

（四）学院或所在地区发生火灾、地震、疫情、爆炸等紧急情况时，不服从统一管理者，视其情节轻重，给予警告直至留院察看处分；有谎报险情、制造混乱等破坏行为者，视其情节轻重，给予记过直至开除学籍处分；

（五）故意隐瞒传染病病情，或者恶意传播传染病而给他人健康和公共安全造成危害者，视其情节轻重，给予记过直至开除学籍处分。

前款行为构成犯罪，受到刑事处罚的，给予开除学籍处分。

**Article 12** Students who commit one of the following acts and endanger public safety shall be punished depending on the severity of the matter:

1. Warning up to dismissal from school for those violating dorm management rules depending on severity;

2. Warning up to dismissal from school for those intentionally damaging fire-fighting, safety passage and other facilities related to public security depending on severity;

3. Serious warning up to dismissal from school for those creating crowd panic and disorder by spreading rumors and endangering public security depending on severity, and demerit recording up to dismissal from school for those causing severe consequences;

4. Warning up to academic probation for those disobeying overall arrangements in cases of fire, earthquake, epidemics, explosion or other emergencies taking place on campus or in the region, and demerit recording up to dismissal from school for those lying about the situation and creating disorder depending on severity of the case;

5. Demerit recording up to dismissal from school for those intentionally covering infectious diseases or spreading infectious diseases with ill intentions to endanger health of others and public security depending on severity of the case.

Students who are imposed criminal punishment(s) due to above-mentioned behaviors shall be dismissed from school.

**第十三条** 有下列侵犯他人人身权利行为之一，尚不够行政处罚者，给予下列处分：

（一）侮辱、诽谤、威胁他人者，给予警告处分，经教育不思悔改或造成不良后果者，给予严重警告直至开除学籍处分；

（二）对隐匿、毁弃、私拆他人信件或其他物品者，给予警告直至记过处分；造成不良影响或损失者，除赔偿经济损失外，视其情节轻重，给予严重警告直至留院察看处分；

（三）以匿名信、大小字报、网络传播等形式有意造谣、诬陷他人者，视其情节轻重及后果，给予警告直至开除学籍处分；

（四）以其他方式严重干扰他人正常的学习、生活、工作秩序或环境者，视其情节轻重，给予警告直至开除学籍处分。

**Article 13** Students who have one of the acts of infringing others' rights but not severe enough to receive administrative penalties shall be imposed punishments as follows:

1. Students who insult, slander or threat others shall be imposed warning; those showing no repentance or causing adverse consequences shall be given serious warning up to dismissal from school;

2. Students who hide, damage or open without permission mails or other belongings of other people shall be given warning up to demerit recording; those causing adverse impact or losses shall be given serious warning up to academic probation depending on severity of the matter, in addition to economic compensation;

3. Students who intentionally start a rumor against or frame others through anonymous letter, big/small character poster or the network shall be given warning up to dismissal from school depending on severity and consequences of the matter;

4. Students who severely disturb the order and environment of others' learning, living and work shall be given warning up to dismissal from school depending on severity of the matter.

**第十四条** 对打架斗殴寻衅滋事者，视其情节轻重，给予下列处分：

（一）参与打架者，给予警告直至开除学籍处分；

（二）作伪证、为他人打架提供凶器者，给予严重警告直至开除学籍处分；

（三）在学期间参与打架三次（含三次）以上者，给予开除学籍处分。

**Article 14** Students who are involved in fight, brawling or causing disturbances will be punished according to severity of the matter as follows:

1. Students fighting with others shall be given warning up to dismissal from school;

2. Students making false testimony or providing lethal weapons for others' fight shall be given serious warning up to dismissal from school.

3. Students participating in fight for three time or more during the program shall be dismissed

from school.

**第十五条** 对偷窃、诈骗、抢夺、敲诈勒索、非法占用国家、集体或私人财产者，视其情节轻重，给予警告直至开除学籍处分：

- (一) 所涉价值未满 100 元者，给予警告处分；
- (二) 所涉价值满 100 元累计未满 300 元者，给予严重警告处分；
- (三) 所涉价值满 300 元累计未满 500 元者，给予记过处分；
- (四) 所涉价值满 500 元累计未满 1000 元者，给予留院察看处分；
- (五) 所涉价值 1000 元以上者，给予开除学籍处分；
- (六) 对结伙作案者，均以所涉总价值计算，按以上款项处分，为首者加重处分；
- (七) 对屡教不改者，给予开除学籍处分；
- (八) 经保卫部门或公安部门确认盗窃未遂者，虽未窃得财物，视其情节轻重，给予必要的纪律处分；
- (九) 明知或应当知道为赃物而购买者，视情节轻重，给予必要纪律处分，赃物按有关法律法规的规定处理。

**Article 15** Acts of theft, fraud, robbery, extortion and unlawful occupation of state, collective or private properties shall be given punishments from warning up to dismissal from school depending on severity of the matter:

- 1. Warning for a case of less than 100 *yuan* in value;
- 2. Serious warning if the value reaches 100 *yuan* but less than 300;
- 3. Demerit recording if the value reaches 300 *yuan* but less than 500;
- 4. Academic probation if the value reaches 500 *yuan* but less than 1,000;
- 5. Dismissal from school for a case of more than 1,000 *yuan* in value;
- 6. Acts of a gang shall be punished based on the total value concerned of the case with the head of gang given heavier punishments;
- 7. Dismissal from school for repetitive offenders;
- 8. Those confirmed by the SNAI security department or the public security authorities as committing unsuccessful theft attempt shall be given necessary punishments according to severity of the matter;
- 9. Those who know or should know what they purchase are illegally acquired goods shall be given necessary punishments according to severity of the matter; and illegally acquired goods shall be disposed of in accordance to law.

**第十六条** 对故意损坏公共财物者，除赔偿损失外，视其情节轻重，给予警告直至开除学籍处分：

- (一) 所涉价值未满 100 元者，给予批评教育或警告处分；
- (二) 所涉价值满 100 元未满 300 元者，给予严重警告处分；
- (三) 所涉价值满 300 元未满 500 元者，给予记过处分；
- (四) 所涉价值满 500 元未满 1000 元者，给予留院察看处分；
- (五) 所涉价值 1000 元以上者，给予开除学籍处分；
- (六) 故意损坏公共财物者，加重处分。

**Article 16** Students who damage public properties shall be given warning up to dismissal from school based on severity of the matter as follows:

- 1. Criticism or warning if the value of the property is less than 100 *yuan*;
- 2. Serious warning if the value reaches 100 *yuan* but not 300;

3. Demerit recording if the value of the property reaches 300 *yuan* but not 500;
4. Academic probation if the value of the property reaches 500 *yuan* but not 1,000;
5. Dismissal from school if the value of the property is more than 1,000 *yuan*;
6. Those who intentionally damage public properties shall be given heavier punishments.

**第十七条** 对制造、传播电脑病毒，故意删除（改）、破坏他人计算机或公用计算机中的重要工作软件、数据，攻击、破坏或删改校园网、图书馆电子资源或其他网站及公共信息服务系统者，视其情节轻重，给予严重警告直至开除学籍处分。

**Article 17** Students who create or spread computer viruses, intentionally delete (modify) or damage critical work software or data in public or others' computers, or attack, damage or delete (modify) electronic resources on the campus intranet or of the library, other websites or public information service systems shall be given serious warning up to dismissal from school depending on severity of the case.

**第十八条** 有下列破坏社会和校园文明风气行为之一者，视其情节轻重，给予下列处分：

- （一）对参加赌博者，视其情节轻重、认错态度，给予记过直至开除学籍处分；
- （二）对酗酒闹事者，视其情节轻重，给予警告直至开除学籍处分；
- （三）调戏、侮辱异性或进行其他流氓活动者，视其情节轻重，给予留院察看或开除学籍处分；
- （四）违反治安管理规定受到处罚，性质恶劣的，给予开除学籍处分；
- （五）对制作、复制、传播、收看淫秽书刊、音像制品者，给予记过直至开除学籍处分；
- （六）吸食或参与非法制造、买卖、传播毒品或其他禁用药品者，视其情节轻重，给予留校察看或开除学籍处分；
- （七）其他道德败坏、在学校和社会上造成恶劣影响者，给予记过或留校察看处分。情节特别严重者，给予开除学籍处分。

**Article 18** Students who commit one of the following acts that undermines the civility of society and campus shall be given punishments according to severity of the matter:

1. Demerit recording up to dismissal from school for those participating in gambling depending on severity of the case and attitude for correction;
2. Warning up to dismissal from school for those drinking excessively and creating disturbances depending on severity of the case;
3. Academic probation or dismissal from school for those molesting or insulting women or engaged in other indent activities depending on severity of the case;
4. Dismissal from school for those imposed penalties due to serious violations of public security regulations;
5. Demerit recording up to dismissal from school for those producing, replicating, spreading or receiving porn publications or audio-video products;
6. Academic probation or dismissal from school for those using or engaged in illegal production, trading or spreading of narcotic drugs or other prohibited drugs depending on severity of the case;
7. Demerit recording or academic probation for those having caused bad impact on school and society due to moral degradation; and dismissal from school for extremely serious cases.

**第十九条** 凡在学院内以各种形式非法经商者，分别给予下列处分：

- （一）对非法经营者，除没收非法所得外，视经营价值大小和情节轻重给予警告或严重警告



处分；

（二）对屡教不改者，除没收非法所得外，给予记过、留院察看或开除学籍处分。

**Article 19** Students engaged in illegal business operations of any kind shall be given punishments as follows:

1. Illegal business operators shall be given warning or serious warning depending on the value and severity of the case, on top of confiscation of proceeds from illegal operations;
2. Those refusing to stop illegal operations shall be given demerit recording, academic probation or dismissal from school, on top of confiscation of illegal proceeds.

**第二十条** 违反教学管理规定，擅自离校、旷课，或在教育教学实践环节中擅自离岗者，一个学期内累计达到一定天数，给予下列处分：

- （一）2 周以内，给予警告直至记过处分；
- （二）2 周以上（含 2 周），1 个月以内，给予记过或留院察看处分；
- （三）1 个月以上（含 1 个月），给予开除学籍处分；
- （四）请假逾期而未办理销假手续者，按旷课处理。

**Article 20** Students who violate academic regulations, including leaving school, absence from class, or abandoning their posts during practical learning activities without permission, for certain number of days in a semester shall be given punishments as follows:

1. Less than two weeks, warning up to demerit recording;
2. Two weeks to less than one month, demerit recording or academic probation;
3. One month or more, dismissal from school;
4. Returning to school later than the approved leave period or not reporting back from leave shall be considered absenteeism.

**第二十一条** 对违反考场纪律和考试作弊者，根据《上海国家会计学院外国留学生管理规定》及《上海国家会计学院外国留学生考试管理办法》的相关规定处理。

**Article 21** Students violating examination disciplines or cheating in exams shall be handled in accordance with *SNAI Regulations on International Student Management* and *SNAI Regulations on International Student Examinations*.

**第二十二条** 有学术行为不端者，按照上海国家会计学院关于研究生学术道德规范的相关规定处理。

**Article 22** Students committing academic misconducts shall be handled in line with SNAI regulations and rules on postgraduate academic ethics.

**第二十三条** 有下列妨害学院管理秩序行为之一者，视其情节，给予相应处分：

- （一）对伪造、涂改、冒领、盗用或转让（借）各种证件并产生不良后果者，视其情节轻重，给予警告直至开除学籍处分；
- （二）违反学院其他管理规定者，除按相关规定给予处理外，视其情节轻重，给予警告直至开除学籍处分；
- （三）故意同学院管理人员发生冲突，阻挠、妨碍其履行管理职责，破坏相关部门管理秩序者，除按有关规定处理外，视其情节轻重，给予严重警告直至开除学籍处分。

**Article 23** Students committing one of the following acts that disrupt order of campus administration shall be punished as follows:

1. Warning up to dismissal from school for those falsifying, altering, falsely claiming, using under

another name or transferring credentials of any type and causing adverse consequences, depending on severity of the case;

2. Warning up to dismissal from school for those violating other SNAI regulations depending on severity of the cases, in addition to being handled in accordance with related regulations;

3. Serious warning up to dismissal from school for those intentionally conflicting with SNAI administrative staff, preventing and disrupting them from performing their duties, and sabotaging order of administration by competent departments, depending on severity of the case, in addition to being handled in accordance with related regulations.

**第二十四条** 外国留学生受处分者，另附加给予下列处罚和限制：

（一）受警告或严重警告者，不得参加优秀奖学金和专业奖学金评定，不得评选和授予各类荣誉称号；受记过至留院察看处分者，在院期间不得参加优秀奖学金和专业奖学金评定，不得评选和授予各类荣誉称号；

（二）受记过（含记过）以上处分者，毕业时不得授予相应学位；

（三）被开除学籍处分的留学生不得复学并只发学习证明，并按学院规定期限离院。

**Article 24** International students given punishments shall be supplemented with restrictions as follows:

1. Those given warning or serious warning shall not be eligible for SNAI Excellence Scholarship or Special Scholarship selection, or participate in selection or conferment of any honorary titles; those given demerit recording or academic probation shall not be eligible for SNAI Excellence Scholarship or Special Scholarship selection, or participate in selection or conferment of any honorary titles during their program period at SNAI;

2. Those having been given demerit recording or heavier punishments shall not be conferred the academic degree concerned at the time of graduation;

3. International students dismissed from school shall not resume study and shall be given only the certificate of learning, and must leave the Institute before the deadline stipulated by SNAI.

**第二十五条** 在异性寝室留宿或留宿异性的，给予警告；情节严重的，给予记过处分；留宿外来人员的，给予警告处分。经教育劝说不改者，给予严重警告处分；造成严重后果者，给与记过处分。

**Article 25** Students who stay in the dormitory of the opposite sex or accommodate the opposite sex overnight will receive demerit recording; if the nature of the case is severe, students will receive demerit recording; students who accommodate people from outside overnight will receive warning. Those who refuse to correct their wrong behaviors after education will receive serious warning; if serious consequences are caused, students will receive demerit recording.

**第二十六条** 违规使用电器或明火，给予教育批评。经教育、劝说不改者，给予严重警告处分。

引起火警、火灾的，除赔偿经济损失外，给予记过以上处分。

**Article 26** Students who use electric appliances or open fire against the rules of the Institute will receive criticism. Those who refuse to correct their wrong behaviors after education will receive serious warning.

Students who cause fire alarm or fire accidents will receive demerit recording or harsher punishments apart from making economic compensation.

**第二十七条** 剽窃、抄袭他人研究成果的，给予严重警告以上处分；情节严重的，给予开除学籍处分。

**Article 27** Students who plagiarize or copy others' research will receive serious warning; if the nature of the case is severe, students will be dismissed from school.

## **第四章 处分的程序及权限**

### **Chapter 4 Punishment Procedures and Authority**

**第二十八条** 处分权限及处分程序：

**Article 28** Authority and procedures of punishment

#### **（一）处分权限**

警告、严重警告处分由区域项目二部留学生办公室做出处理决定，记过、留院察看处分由分管留学生工作的院领导做出处理决定，开除学籍处分由院长办公会议审议、决定。

##### **1. Authority of punishment**

Warning and serious warning decisions shall be made by the International Students Office of Regional Capacity Building Department II; demerit recording and academic probation decisions shall be made by the SNAI vice president in charge of international student affairs; dismissal from school decision shall be reviewed and made by the SNAI Presidents' Meeting.

#### **（二）处分程序**

外国留学生违纪事件，由留学生办公室对其进行批评教育，并提出处分意见报分管院领导审定：

- 1、对违反国家和学校治安管理处罚规定的，由后勤部查清事实，按照规定权限给予相应的处分，学院张榜公布；
- 2、对违反教学管理规定者，由留学生办公室审定后按照规定权限决定处分后，学院张榜公布；
- 3、对违反考场纪律者，由监考老师及考务管理人员如实填写考生违纪情况表，经违纪学生本人签字确认后，留学生办公室签署处理意见，按照规定权限决定处分，学校张榜公布；
- 4、对违反宿舍管理有关规定者，由后勤部查清有关事实，按照规定权限决定处分后，学院张榜公布；
- 5、情况紧急的，留学生办公室可以直接提出处理意见，按照规定程序决定处分并公布。

##### **2. Procedures of punishment**

If international students violate SNAI disciplines, the International Students Office will educate them and raises a proposal of punishment to the SNAI vice president in charge for review:

- 1) For violation of state and SNAI security and order related regulations, the logistics department shall investigate and make things clear before giving appropriate punishments within its designated authority; SNAI will then publicize the punishment decision;
- 2) For violation of SNAI teaching management, the International Students Office will review the case and decide on punishment within its authority, after which SNAI will publicize the decision;
- 3) For violation of examination disciplines, the exam supervisor(s) and staff will fill up the Student Violation of Disciplines Form faithfully, and have it signed up by the violator himself/herself for confirmation; the International Students Office will sign on the form and decide on punishment within its authority, followed by SNAI publicity and announcement;
- 4) For violation of dorm management rules, the logistics department shall investigate and make things clear before giving appropriate punishments within its authority; SNAI will then publicize

the punishment decision;

5) In cases of emergency, the International Students Office can raise its proposal directly, decide on punishment according to the required procedures, and make public the decision.

(三) 在对学生做出处分决定之前, 应当听取学生或其代理人的陈述和申辩, 在做出处分决定时, 必须附有学生违纪的有关材料、证据及其他必要材料。

3. Before the punishment decision is made, the Institute shall hear the explanation and defense of students or their entrusted agents; the punishment decision shall be attached with related materials, evidences and other necessary materials of the violation.

(四) 对学生做出开除学籍处分决定, 须报商务部、留学生基金委、上海市教育委员会备案。

4. The decision on dismissing a student from school shall be reported to the Ministry of Commerce, China Scholarship Council and Shanghai Municipal Commission of Education for recording filing.

(五) 处分决定书以书面形式由学院送达被处分学生本人。被处分学生应在处分决定送达回执上签字, 以表示收到处分决定书; 学生拒绝签收的, 送达人可将处分决定书留置于学生住所, 并由送达人在回执上做具体说明后, 请在场其他人员签字证明, 视为送达。处分决定书因故无法送达本人的, 由学院在院内进行公示, 公示满两周, 视为送达学生。

5. The punishment notification is a written document delivered by SNAI to the punished student, who shall sign on the delivery receipt to acknowledge receipt of the notification; if the student refuses to sign, the deliverer can leave the notification in the student's residence, describe the situation on the delivery receipt and have it signed by other person(s) present as a proof, which is considered as completion of delivery. If the notification cannot be delivered to the punished student due to decent reasons, it shall be publicized in SNAI for two weeks, which is also considered as completion of delivery.

(六) 学院对留学生出具的处分决定书应当包括: (1) 留学生基本信息; (2) 作出处分的事实和证据; (3) 处分的类别、依据和期限; (4) 申诉的途径和期限; (5) 其它必要内容。

6. The notification of punishment shall include: 1) basic information on the student concerned; 2) facts and evidences of the decision; 3) type, basis and length of the punishment; 4) means and deadline of appeal; and 5) other necessary contents.

(七) 违纪学生如对处分决定有异议, 可在接到处分决定起 10 日内向留学生申诉处理委员会提出书面申诉。留学生申诉处理委员会对留学生提出的申诉进行审查, 并在接到书面申诉之日起 15 日内, 作出审查结论并以书面方式告知申诉人。情况复杂不能在规定限期内作出结论的, 经院长批准, 可延长 15 日。研究生申诉处理委员会认为必要的, 可以建议学院暂缓执行有关决定。

留学生申诉处理委员会应当由学院院长领导、学术委员会成员及院外独立专家等人组成。

7. Students who disagree with the punishment decision can make a written appeal to the Appeal Handling Committee for International Students within 10 days upon receipt of the notification. The committee will then review the appeal and notify the appellant in written form of the review conclusion within 15 days upon receipt of the written appeal. If a conclusion is not drawn within the required period due to complication of the circumstances, the review can be prolonged for

another 15 days subject to the approval of SNAI president. In case the committee considers as necessary, it can suggest SNAI postpone the enforcement of the decision.

The Appeal Handling Committee for International Students shall consist of competent SNAI leader(s), members of SNAI Academic Committee, and independent experts outside of SNAI.

（八）自处理、处分决定或者审查决定送交之日起，留学生在申诉期内未提出申诉的，视为放弃申诉，学院或者教育管理部门不再受理其提出的申诉。处理、处分或者复查决定书未告知研究生申诉期限的，申诉期限自研究生知道或者应当知道处理或者处分决定之日起计算，但最长不得超过 6 个月。

8. The appeal period starts from the day the punishment notification or the review conclusion is delivered. International students not making an appeal within the period are considered as abandoning the right of appeal, and SNAI or education authorities will not accept their appeals any more. If the appeal period is not stated in the punishment notification or the review conclusion, the appeal period starts from the day on which the student is or should be aware of the punishment decision, with a maximum of 6 months.

（九）受开除学籍处分的学生，应在接到正式通知后一周内办理离校手续并离校。

9. Students dismissed from school shall complete all departure procedures within one week after receipt of the official notification and leave SNAI.

（十）所有对留学生的违纪处分由留学生办公室汇总、归档、备案、上报。

10. All disciplinary punishments imposed on international students shall be gathered, filed, kept in record and reported to competent organizations by the International Students Office.

**第二十九条** 对留学生违纪行为的处理过程，职能部门要各司其职，相互协调。

**Article 29** Functional departments shall perform their duties respectively and work in coordination in handling violation of disciplines of international students.

**第三十条** 违纪留学生在受处分期间表现突出，获院级及院级以上个人表彰者，按照规定程序，可申请减轻或撤销处分。

**Article 30** If a student performs remarkable services during the punishment period and is individually acknowledged by SNAI or higher authorities, s/he can apply for mitigation or removal of the punishment pursuant to stipulated procedures.

**第三十一条** 处分决定由区域项目二部留学生办公室在学院范围内公布。处分决定、解除留院察看处分决定同时归入留学生本人档案和学院档案。

**Article 31** The punishment decision shall be publicized within the scope of SNAI by the International Students Office of Regional Capacity Building Department II. The punishment decision and the decision on termination of academic probation shall be filed in both the archives of the student concerned and the Institute.

## **第五章 附则** **Chapter 5 Appendix**

**第三十二条** 发生本规定未列入的违纪违规行为，按照国家有关规定，参照本规定相近条款及精神，经院长办公会讨论决定，可给予相应的处分。

**Article 32** Disciplinary violations not covered in these regulations can be punished in accordance with the relevant regulations of the PRC and similar articles and principles of these regulations if the Presidents' Working Meeting of the Institute deems it as necessary.

**第三十三条** 本规定由上海国家会计学院留学生办公室负责解释。

**Article 33** The International Students Office of SNAI is responsible for interpreting these regulations.

**第三十四条** 本规定自发布之日起实施。

**Article 34** These regulations come into effect on the date of promulgation.

## 上海国家会计学院留学生院内申诉办法

# SNAI Rules on Appeal by International Students Within SNAI

## 第一章 总则

### Chapter 1 General Provisions

**第一条** 为规范留学生院内申诉制度，确保学院处理行为的客观、公正，切实保障学生的合法权益，根据《中华人民共和国教育法》和《普通高等学院学生管理规定》的要求，制定本实施办法。

**Article 1** These rules are formulated to regulate international students' appeal within SNAI, ensure their appeals are handled in an objective and fair manner and protect the lawful rights and interests of students, in line with the *Education Law of the People's Republic of China* and the *Rules on Student Management in Ordinary Institutes of Higher Learning*.

**第二条** 本办法所称的申诉是指留学生对学院作出的涉及其本人权益的处理决定不服，向学院留学生申诉处理委员会提出意见和要求。

**Article 2** The appeal referred to in these rules is opinions and requests international students raise to SNAI Appeal Handling Committee for International Students when they disagree with SNAI decisions concerning their own rights and interests.

**第三条** 本办法适用于已取得上海国家会计学院正式学籍，并在校接受学历教育的外国留学硕士研究生。

**Article 3** These rules apply to international students who have gained SNAI student status and are studying in a formal graduate program at the Institute.

**第四条** 留学生应坚持严肃、认真、诚实的原则提出申诉；学院坚持公开、公正、实事求是

和有错必纠的原则处理留学生的申诉。

**Article 4** The appeal made by international students shall be serious, earnest and honest; the Institute shall handle appeals in the principles of openness, justice, seeking truth from facts and correcting all mistakes once identified.

## **第二章 申诉的受理**

### **Chapter 2 Acceptance of Appeals**

**第五条** 留学生对学院作出的涉及本人权益的下列处理决定不服，须在收到决定或公告之日起五个工作日内向学院提出申诉。涉及留学生申诉的种类：

（一）学院对申诉人作出的取消入学资格处理、退学处理；

（二）学院对申诉人作出的违规、违纪处分事项，包括警告、严重警告、记过、留院察看、开除学籍等五项处分。

**Article 5** If international students disagree with SNAI decisions concerning their own rights and interests, they shall make an appeal to the Institute within five days since the day the decision is delivered or publicized. Types of appeal made by international students include:

1. SNAI decision on cancellation of enrolment qualification and quitting from school;
2. SNAI decision on punishments for violation of regulations or disciplines, including warning, serious warning, demerit recording, academic probation and dismissal from school.

**第六条** 受理申诉的机构是上海国家会计学院留学生申诉处理委员会。学院成立由学院相关领导、院学术委员会成员、院外独立专家等组成的上海国家会计学院留学生申诉处理委员会（以下简称“申诉处理委员会”），其主要职能是受理、处理和答复留学生对本细则第五条所列事项的申诉。

学院党委办公室作为申诉处理委员会常设机构，负责其日常事务。

**Article 6** Appeals shall be made to SNAI Appeal Handling Committee for International Students (referred to hereinafter as Appeal Handling Committee), which, set up by the Institute, consists of competent SNAI leader(s), members of SNAI Academic Committee, and independent experts outside of SNAI. Its main function is to accept, handling and reply to appeals made by international students as list in Article 5 of these rules.

The CPC Party Affairs Office of the Institute is the permanent institution of the Appeal Handling Committee and is in charge of its routine work.

**第七条** 留学生提出申诉时，应当通过留学生办公室向申诉处理委员会递交申诉申请书，并附上学院作出的处理或处分决定（复印件）。申诉书应当载明下列内容：

- （一）申诉人的姓名、年级、专业、学号及其它基本情况；
- （二）申诉的事项、理由及要求；
- （三）申诉人认为原处理决定错误或不当的相关证据及补充材料；
- （四）提出申诉的日期，本人签名（章）；
- （五）申诉人的详细通讯地址、联系电话；
- （六）其它相关内容。

**Article 7** If international students wish to appeal, they shall submit the Appeal Application Form to the Appeal Handling Committee via the International Students Office, together with the SNAI decision on punishment (photocopy). The application form shall state clearly:

1. Name, class, major, student number and other basic information of the appellant;
2. Item, reason and request of the appeal;
3. Evidence and supplementary materials based on which the appellant believes the decision is wrong or improper;
4. The date of the appeal and appellant signature (seal);
5. Detailed mail address and telephone of the appellant;
6. Other related contents.

**第八条** 对留学生提出的申诉，申诉处理委员会应当在接到申诉书之日起三个工作日内，区别不同情况作出如下处理：

- (一) 予以受理，同时告知申诉人；
- (二) 申诉材料不齐备，限期补正。过期不补正的视为不再申诉。

**Article 8** The Appeal Handling Committee shall take the following actions within three working days after receipt of the appeal based on different situations:

1. Accepting the appeal and notifying the appellant of the acceptance;
2. Telling the appellant the appeal materials are incomplete and to resubmit before the deadline; failure to provide required materials before the deadline shall be considered as abandoning the appeals.

**第九条** 对决定予以受理的申诉，申诉处理委员会应当在接到申诉申请书后的五个工作日内，启动申诉的处理程序，对申诉人提出的申诉进行复查，并在自接到申诉申请书后的 15 个工作日内作出对申诉的处理决定并告知申诉人。

**Article 9** If an appeal is accepted, the Appeal Handling Committee shall initiative the review procedures within five working days after receipt of the appeal, conduct investigation, and make a conclusion and notify the appellant of the result within 15 working days after receipt of the appeal.

### **第三章 申诉的处理程序**

#### **Chapter 3 Appeal Review Procedures**

**第十条** 申诉处理委员会对涉及学生申诉的事项，有权进行查询和调查。

**Article 10** The Appeal Handling Committee has the right to inquiry and investigate into appeal items raised by students.

**第十一条** 申诉处理委员会根据实际情况可采取书面审查或开听证会的方式处理申诉。采取书面审查方式的，申诉处理委员会也应对相关当事人进行询问，开展必要的查证。

**Article 11** The Appeal Handling Committee can make investigation in written form or organize a hearing to review the appeal; if it is written investigation, the Appeal Handling Committee shall inquiry related person(s) and conduct necessary verification.

**第十二条** 经申诉处理委员会主任授权，申诉处理委员会可指定若干名委员听取申诉人的申诉，并将有关情况报告给申诉处理委员会。

**Article 12** Authorized by the chairperson, the Appeal Handling Committee can designate some of its members in hearing the appellant's defense and report to the committee.

**第十三条** 申诉处理委员会要根据实际情况提出处理意见，区别不同情况，作出下列决定：

- (一) 原处理决定正确的，维持原处理决定；



（二）原处理决定依据不当或者处理明显不当的，作出变更原处理决定的决定或建议。对变更留院察看以下处分的，直接做出决定；对变更退学处理或开除学籍处分的，提出建议，提交院长办公会议审定。

**Article 13** Based on its review, the Appeal Handling Committee shall draw a conclusion in the following ways depending on different situations:

1. If the original decision is correct and appropriate, keep it unchanged;
2. If the original decision is ill-grounded or apparently inappropriate, have it overruled or make a proposal on it; for academic probation or less severe punishments, the Appeal Handling Committee can overrule it directly; for quitting or dismissal from school, the committee will make a proposal on the original decision to SNAI Presidents' Meeting for its review.

**第十四条** 申诉处理委员会要将申诉处理决定书及时送达申诉人。送达方式可采取下列任何一种：本人签收；按申请书通讯地址邮寄并在院内布告栏内公告。

**Article 14** The Appeal Handling Committee shall deliver its review conclusion to the appellant in a timely manner; any of the ways of delivery can be used: signed up by the appellant, and sending the conclusion to the mail address in the appeal application form and publicizing it on the SNAI bulletin board.

**第十五条** 在申诉期间，原处理决定不停止执行。

**Article 15** During the period of appeal, execution of the original decision does not pause stop.

**第十六条** 在未作出申诉处理决定前，学生可以撤回申诉。要求撤回申诉的，必须以书面形式向院申诉处理委员会提出。申诉处理委员会在接到关于撤回申诉的申请书后，可以停止受理工作。

**Article 16** Before the review conclusion of an appeal is drawn, the student can withdraw the appeal. The withdrawal shall be applied in written form to the Appeal Handling Committee and the committee can stop its actions about the appeal once the withdrawal application is received.

## **第四章 附则**

### **Chapter 4 Appendix**

**第十七条** 本办法自发布之日起施行。

**Article 17** These rules come into force on the date of issuance.

## 第四部分生活管理

## Part IV. Campus Life Management

# 上海国家会计学院“校园一卡通”使用办法

(外国留学生)

## SNAI Regulations on Use of Campus Card

(International Students)

### 第一条 “校园一卡通”功能

“校园一卡通”是学院为方便学员在院内学习、生活而提供的一种服务措施。留学生所用“校园一卡通”当前开通的功能有：公寓门锁进出、公共场所门禁进出、餐厅餐饮消费、考勤、娱乐中心消费、图书馆借阅、文印及电子阅览室上网等。

本卡片还是外国留学生在读期间的身份识别卡，可用于进出校园、接入互联网等需要验证身份的情形。

### Article 1 Campus card functions

Campus card is designed to facilitate students' study and living in the Institute. The functions of the campus card for international students now include: access to apartments and public venues, consumption in canteens and the recreational center, attendance checking, library borrowing, copying and printing, and Internet access in the e-reading room.

The campus card is also the ID for international students during their study and is used for entry and exit of the campus, Internet access and other situations when ID is required.

### 第二条 “校园一卡通”使用范围和期限

本卡片只限在上海国家会计学院范围内使用。

外国留学生在入学时统一制作校园卡，毕业离校时统一注销卡片。

### Article 2 Scope and validity of campus card

The campus card is used only with the Institute.

Campus card is made for international students upon enrolment and canceled when they leave school.

### 第三条 “校园一卡通”卡片保管和操作须知

“校园一卡通”采用先进的非接触射频卡技术，卡片内镶嵌集成电路芯片和微型天线，持卡人请注意以下事项：

- 1、不要将卡片扭曲、暴晒或置于高温、强磁、过潮等恶劣环境下，以免卡片受损。
- 2、卡片是循环流通使用的，请不要在卡片上任意涂抹，保持卡面整洁。
- 3、卡片有一定的感应距离，用户可放在塑料套或钱包内短距离内刷卡。
- 4、卡片刷卡有一定的读取时间，请在听到刷卡成功提示音后再取回卡片。

### Article 3 Keeping and using campus card

Non-contact RFID technology is used for campus card, with embedded IC chip and micro antenna. Things to note for card holders are:

1. Do not twist campus card, expose it under blazing sun or put it in high temperature, strong magnet or high humidity environment;
2. Campus card is designed to be reused; keep the card tidy and refrain from doodling;
3. Campus card can be sensed from a certain distance and therefore can be put in a purse or cardholder when swiped;
4. It takes some time for campus card to be read, so do not take it back before a beep sound is heard.

### 第四条 “校园一卡通”使用安全须知

1. 本卡片是本院学生身份识别的标识，卡片内存储有持卡人个人信息和消费余额，卡片仅限个人使用，不得外借或互换，否则因此造成的后果与损失由持卡人本人承担。
2. 卡片一旦遗失或损坏，请及时通过班主任向卡片管理部门联系办理挂失或报损手续，以免给个人造成经济损失或影响正常的学习和生活。对于因未及时挂失造成的损失，由持卡人本人

承担。

3. 卡片挂失后原卡片将禁止一切功能，可在挂失后的下一个工作日内办理换卡或补卡手续。遗失或损坏补办根据学院规定适当收取工本费。

4. 为降低用户使用风险，单次刷卡消费上限设置为 2000 元。**Article 4** Security issues for use of campus card

1. Campus card is the ID for a student of the Institute that stores personal information and balance of account of the holder. It is for use by the holder only. No lending or switching of the card is allowed, or the consequences or loss incurred shall be borne by the holder.
2. In cases of card loss or damages, please report immediately to the card administrative department via the class head so as not to cause economic losses to or affect normal study and living of the holder. Losses incurred due to failure to report loss of card in time shall be borne by the holder.
3. After the report of card loss, all functions of the original card will be disabled. Application for card reissuance can be filed on the next working day, with cost of card charged in accordance with relevant regulations of the Institute.
4. To mitigate the risk for card holders, a ceiling of 2,000 yuan is set for one swipe of the campus card.

#### **第五条** “校园一卡通”消费须知

1. 外国留学生自行到公寓前台充值并开具发票，充入的金额一概不退返现金，毕业前卡内余额请及时使用以免造成损失。

2. 外国留学生持卡片在指定消费终端消费，消费标准由学院统一制定。

3. 外国留学生在娱乐中心出示卡片后进行娱乐活动，收费标准由学院统一制定。

4. 全日制研究生可持卡到分布在校园的触摸屏查询终端上自行查看消费流水和卡内余额，如对消费有疑问请通过班主任向管理部门提请核实。

#### **Article 5** Notes for campus card consumption

1. International students can top up their campus cards at the front desk of the apartment and ask for invoices. The top up is not refundable. It is advisable to use up the balance before graduation to avoid losses.

2. Students can pay with their campus cards at designated POS, with pricing standards set by the Institute.

3. Students can use the facilities in the recreational center upon production of the campus card. The charges are set by the Institute.

4. Full-time graduate students can use their campus card to check consumption records and balance at touch-screen inquiry terminals on campus and apply with competent departments via class head for verification if they have any doubts about consumption.

#### **第六条** 本办法由上海国家会计学院留学生办公室负责解释。

**Article 6** The International Student Office of SNAI is responsible for interpreting these regulations.

第七条 本规定自发布之日起发布并施行。

**Article 7** These regulations come into effect on the date of promulgation.

# 上海国家会计学院研究生宿舍管理办法

(外国留学生)

## SNAI Regulations on Graduate Dormitory Management

(International Students)

### 第一章总则

#### Chapter 1 General Provisions

**第一条** 为维护学院正常教学、生活秩序,根据教育部关于《高等学校接受外国留学生管理规定》的精神,结合学院的实际情况,制定本办法。

**Article 1** These regulations are formulated to maintain teaching and living order of the Institute, based on the *Management Rules on Receiving International Students for Institutes of Higher Education* and actual conditions of the Institute.

**第二条** 留学生宿舍是留学生群体居住、学习、生活、休息的场所。在宿舍区域内,留学生应当遵守我国法律、法规和学院各项规章制度;积极配合宿舍管理人员的安排和管理。

**Article 2** The dormitory is the place for international students to live, study and rest. Students shall comply with Chinese laws and regulations as well as rules and regulations of the Institute in the dorm area and follow the instructions of the dorm administrative staff.

### 第二章组织机构

#### Chapter 2 Organization

**第三条** 留学生宿舍的管理工作由学院后勤部负责。

**Article 3** The Logistics Department of the Institute is responsible for the management of international student dormitory.

**第四条** 留学生宿舍实行管理员负责制。管理员负责宿舍内外的卫生监督检查、治安巡视、协调本宿舍楼其他事宜。

**Article 4** An administrator accountability system is adopted for the international student dormitory. The administrator(s) are responsible for hygiene supervision and inspection inside and outside the dormitory, making security inspection tours, and coordination of other matters of the dorm building.

**第五条** 留学生办公室指派男女留学生各一名作为联络人,负责协助宿舍管理员的工作。

**Article 5** The International Student Office designates one male and one female international student as liaison persons to assist the administrator(s).

### 第三章房间设施与卫生

#### Chapter 3 Room Facilities and Hygiene

**第六条** 不得向室外和公用区域吐痰、倒水、乱扔瓜皮果壳、纸屑、烟头、酒瓶等杂物。

**Article 6** Spitting and water pouring to the outside of rooms or public areas as well as littering trash, paper scraps, cigarette butts and wine bottles are strictly prohibited.

**第七条** 爱护房间内各项设施设备,发生损坏后及时报修。不得擅自往墙壁、家具上敲

钉、装锁、涂写、刻画和胡乱张贴。违反本条造成家具设备、建筑物损坏的，应承担赔偿责任。

**Article 7** Equipment and facilities in dorm rooms shall be used with good care and any damages shall be reported in time. Kicking the door open is strictly prohibited, so is nailing, locking, scribbling, inscribing or bill sticking on walls or furniture without permission. Those who violate this article and cause damages to furniture, facilities or the building are responsible for making compensations.

**第八条** 不得擅自改变房间内各种家具、设施的位置以及接入线路的走向、接口。必须保持房屋结构与外观的完好无损。除学院配备的家具外，住宿留学生不得自行在宿舍配置家具，如简易床等。

**Article 8** Altering the positions of furniture and facilities or the routes and ports of wires without permission is prohibited. Room structure and appearance shall be kept intact. Students must not equip dorm rooms with extra furniture, such as cots, except for those provided by the Institute.

**第九条** 保持室内、公用阳台、卫生间和走廊卫生，垃圾由留学生自行送至一楼垃圾收集处。每月的第一周进行大扫除（上级检查除外）。

**Article 9** The dorm rooms, public balconies, washrooms and corridors shall be kept clean. Students shall take domestic waste to the waste collection point(s) on the first floor by themselves. A thorough cleanup is scheduled in the first week of each month, except for cases where there is an inspection by higher authorities.

**第十条** 因工作需要，每周由宿舍管理员进入学生房间执行房间卫生检查。房间卫生成绩连续两次不合格的宿舍，由留学生办公室发出整改通知。

**Article 10** Dorm administrator(s) will conduct a hygiene inspection of student rooms every week. Rooms that fail the inspection twice on a row will receive an improvement notice from the International Student Office.

## 第四章宿舍水电

### Chapter 4 Water and Electricity in the Dorm

**第十一条** 学院按照国家有关规定为住宿留学生免费提供水电。住宿留学生应当节约用水，安全用电。

**Article 11** The Institute supplies water and electricity to international student dormitory free of charge in accordance with relevant national regulations. Students shall conserve water and ensure safety in electricity use.

**第十二条** 严禁私拉电线、违章使用电器，一经发现按违反校纪校规处理，同时没收违章电器。若造成灾害事故，则移交司法机关处理。

**Article 12** Electrical wiring without approval and use of electrical appliances in breach of regulations are strictly prohibited; once identified, these actions are treated as violation of rules and disciplines of the Institute and the appliances will be expropriated. In cases where the actions cause disastrous accidents, the violator(s) will be turned over to judicial authorities.

**第十三条** 留学生宿舍可以使用的电器为：性能安全合格的台灯、收音机、充电器、电脑、电吹风。其它电热器具不得使用，一经发现，不论使用与否一律没收，并视情形给予相应的纪律处罚。对没收的违章电器等禁用品不予退还。

**Article 13** Electrical appliances allowed to be used in the international student dorm include: safe and good-performance table lamps, radio-cassette players, chargers, computers and hair dryers. Other appliances are not allowed to be used and will be expropriated once found in dorm rooms regardless whether they are in use or not. Disciplinary punishments will be imposed depending on the circumstances. Expropriated appliances and other prohibited items will not be returned.

## 第五章钥匙管理

## Chapter 5 Room Key Management

**第十四条** 新生进校时应当与学院签订住宿协议，在房间物品清单上签字确认。然后，方可向其交付带有本宿舍门禁功能的校园卡。

**Article 14** New students shall sign the SNAI Accommodation Agreement with the Institute upon enrolment and sign on the List of Room Items and Facilities as confirmation. After that, the campus card which has the function of door access of the dorm room will be delivered to the students.

**第十五条** 不得私自调换门锁和私自申请拥有本宿舍门禁功能的校园卡；不得将校园卡转借他人。不慎遗失校园卡，应及时通知班主任老师，并办理挂失补办事宜。如校园卡遗失而导致房间失窃，由遗失校园卡者承担全部损失。

**Article 15** Change of door lock without permission and private application for campus card (with door access function) are not allowed. The holder shall not lend his/her campus card to others. In cases of campus card loss, the holder shall notify the class head immediately and apply for reissuance of card. In cases of dorm room theft due to loss of campus card, the holder shall bear all losses.

**第十六条** 留学生毕业时按协议注销校园卡，注销后的卡片自行保管。

**Article 16** Upon graduation, international students shall cancel the campus card as prescribed in the accommodation agreement. Cancelled cards can be kept by students.

**第十七条** 无特殊情况，留学生宿舍物业管理部门不外借备用房卡。留学生借用本人居住房间房卡时，须凭本人有效证件或者提供相关证明，由宿舍管理员一同前往房间开门。无证件的留学生，则需持有效证件的同学证明并登记后，方可申请宿舍管理员开门。

**Article 17** The property management department for the international student dormitory lends out backup room keys only in special circumstances. A student shall produce his/her valid ID credentials or relevant certificate(s) when borrowing the backup key of his/her room. The dorm administrator then goes together with the student to open the room. If the student does not carry any ID credentials, s/he needs testimony of another student with valid ID credentials and register for asking the dorm administrator to open the door.

## 第六章宿舍安全

### Chapter 6 Dormitory Safety

**第十八条** 留学生应当积极、主动配合宿舍管理人员或者学院有关职能部门工作人员进行安全、卫生检查。

**Article 18** International students shall actively and voluntarily assist dorm administrative staff or competent functional departments of the Institute in safety and hygiene inspections.

**第十九条** 留学生宿舍禁止男、女生互串。不得私自调换出借宿舍，不得私自入住他人房间。禁止留学生宿舍留宿外来人员。院外人员来访，必须出示有效证件，并经门岗登记后方可进入学院。至公寓楼，需经宿舍管理员登记，填写《访客登记表》，留下合法有效身份证件后，由被访者带入公寓楼内。院外人员须在当日二十二点前离开留学生公寓楼。出楼时被访者须在《访客登记表》上签字交还宿舍管理员，换领身份证件。若未交还并换领证件的，被访者须配合宿舍管理员随时核实情况。

**Article 19** It is not allowed for male students to enter the dorm rooms of female students arbitrarily or vice versa. Changing or lending out one's room or staying in other's room overnight privately is not allowed. Accommodating outside visitors in the international student dormitory is prohibited. Outside visitors shall produce valid credentials and register at the entrance post before entry into the campus. Outside visitors shall also register with the dorm administrator by filling the Visitor Registration Form, and surrender legal, valid ID credentials before entering the dorm building with the accompany by the visited student(s). Outside visitors must depart the dorm building by 10 pm on the same day. Before leaving, visitors shall have the Visitor Registration

Form signed by the visited student(s) and return it to the dorm administrator in exchange for ID credentials. If the registration form is not returned in exchange for credentials, the visited student(s) shall assist the administrator in verification at any time.

**第二十条** 住宿留学生应当妥善保管好自己的证件、有价票证、现金、存折、贵重物品以及学习和生活用品。丢失不予负责。

**Article 20** Resident students shall take care of their own credentials, valuable coupons, cash, deposit books, valuable goods as well as study and living items. The Institute is not responsible for any losses.

**第二十一条** 提高防火意识，留学生宿舍严禁存放易燃易爆和有害物品，严禁宿舍内吸烟，严禁使用明火，严禁燃放烟花爆竹，严禁烧煮食物，若因使用违章电器、明火或乱丢烟蒂等原因造成灾害的，应当赔偿经济损失并承担相应的法律责任。

**Article 21** Safety and fire prevention awareness must be enhanced. Storage of flammable, explosive and hazardous goods, smoking, use of open fire, setting off fireworks and crackers, and cooking food in the dormitory are strictly prohibited. Students who cause disastrous accidents due to use of unpermitted electrical appliances, open fire or littering cigarette butts shall be responsible for making economic compensation and bearing commensurate legal consequences.

**第二十二条** 保持走廊及楼梯通畅，不得在走廊、楼梯、房间内停放自行车和堆放杂乱物品。不得攀爬门窗。

**Article 22** Corridors and stairways shall be kept clear. Bicycle parking or stacking items in corridors, stairways or dorm rooms are not allowed. Climbing doors or windows is also prohibited.

**第二十三条** 凡在宿舍内有下列行为者，给予处分或移交司法机关：（一）各种赌博行为；（二）酗酒闹事；（三）打架斗殴、损害他人人格、危害他人人身安全；（四）存放或使用易燃易爆危险品或有毒有害物品；（五）观看和传播反动、淫秽物品；（六）偷盗公私财物，敲诈、勒索、骗取他人财物；（七）传播宗教及进行宗教聚会活动；（八）有辱他人宗教信仰的行为；（九）卖淫、嫖娼行为；（十）法律禁止的其他行为。

**Article 23** Students having the following behaviors in the dormitory shall be imposed punishment or turned over to judicial authorities: 1) gambling; 2) excessive drinking and causing disturbance; 3) fighting, humiliating others, or jeopardizing others' safety; 4) storage or use of flammable and explosive goods or poisonous, hazardous goods; 5) viewing and spreading reactionary or porn items; 6) stealing public or private properties, blackmailing or swindling others' properties; 7) spread of religion and religious assembly; 8) disgracing others' religious belief; 9) prostitution and whoring; and 10) other behaviors prohibited by law.

**第二十四条** 不得在宿舍内高音开启视听设备、吹奏乐器和高声喧哗、起哄、饲养宠物，扰乱周围环境。不得从事或者参与有损留学生形象的活动。

**Article 24** Use of audio/video equipment and playing musical instruments at high volume, talking loudly, booing, raising pets or disturbing others around in the dorm are prohibited. Students shall not conduct or participate in activities that impair the image of international students.

**第二十五条** 不得随便动用设在宿舍楼里的消防设施，损坏应当照价赔偿。

**Article 25** Arbitrary use of fire-fighting equipment in the dorm is prohibited. In cases of damages of the equipment, compensation shall be made according to the prices.

**第二十六条** 不得将宿舍专设为宗教活动用房。

**Article 26** It is prohibited to use the dorm as a dedicated venue for religious activities.

**第二十七条** 携带大件贵重物品离开宿舍楼，必须出示有效证件并登记，经宿舍管理员查验后方可带出。

**Article 27** To leave the dorm building with large, valuable goods, one shall produce valid credentials and register with the dorm administrator who will do an inspection before letting go.



**第二十八条** 因工作需要，如空调、管道、消防设施等检查和维修，进入留学生房间，公寓工作人员将提前通过张贴通知等方式告知留学生；在通知规定的时间内，无论留学生是否在房间内，公寓工作人员将进入房间施工。遇到紧急情况，公寓工作人员可在未通知学生的情况下进入房间，每次至少两名工作人员以上同时进入房间。住宿学生需予以配合，不得拒绝，更不能私换、私装锁具。

**Article 28** In circumstances where entry into students' rooms is necessary for such work as inspection and repair of air conditioners, pipelines and fire-fighting equipment, dorm staff will notify students by bill posting in advance. Dorm staff will then enter students' rooms within the specified periods for work regardless whether the students are in the rooms or not. In emergencies, dorm staff can enter students' rooms without prior notice, but shall do so with at least two members entering the rooms together. Resident students shall provide assistance. Objection or changing or installing locks privately are not allowed.

## 第七章住宿

### Chapter 7 Accommodation

**第二十九条** 发展中国家硕士项目留学生必须接受学院统一安排住宿，禁止校外租房。

**Article 29** Students in the Master of Professional Accounting Program for Developing Countries must stay in campus accommodation according to SNAI overall arrangement. Seeking accommodation outside the Institute is not allowed.

**第三十条** 新生入学住宿由留学生办公室根据招生名单统一安排。留学生需服从学院对宿舍的统一安排，按照学院规定的时间入住或搬离相关宿舍，如遇学院规划需要或住宿调整，留学生应积极配合，服从调配。

**Article 30** New student accommodation is arranged by the International Student Office based on the enrolment list. Students shall accept such arrangement of the Institute, moving in or vacating their dorm rooms in line with the stipulated periods. In cases of arrangement changes due to SNAI planning or accommodation adjustment, students shall actively cooperate and follow the instructions.

**第三十一条** 办理入住手续时，应对照《宿舍设备验收单》检查房间设备及设施是否完好，无异议后签名认可。

**Article 31** In the check-in process, students shall check against the Dorm Equipment Checklist and see if the equipment and facilities in the room are in good conditions. Students shall sign as a confirmation if they have no problems with the facilities.

**第三十二条** 因校园设施整修维护需要，寒暑假期间学院将关闭留学生宿舍，以进行必要的维护。禁止在校留宿。无人居住的房间由学院统一安排其他用途，未经许可任何人不得擅自进入。

**Article 32** For repair and maintenance purpose, the Institute will close the international student dormitory during summer and winter vacations. Staying in the dorm room during these periods is not allowed. Non-occupied rooms will be used by the Institute for other purposes. Therefore, nobody shall enter the rooms without permission.

## 第八章离校退宿

### Chapter 8 Departure and Check-out

**第三十三条** 留学生毕业或因故中途离校退宿时，后勤部应当对其使用家具及设备设施清点验收。

**Article 33** When students check out from dorm rooms due to graduation or leaving school in the middle of study, the Logistics Department shall conduct a departure inspection on the furniture and equipment in the rooms.

**第三十四条** 房间内设备设施如有损坏,应当照价赔偿。所还家具物品与留学生宿舍设备设施验收单不符,按丢失论处并需照价赔偿。

**Article 34** Damaged equipment or facilities shall be compensated according to the prices. Any inconsistency between the furniture and items returned and those on the Dorm Equipment Checklist shall be treated as loss and compensated according to the prices.

**第三十五条** 房间内设施设备经验收合格后,方可由留学生办公室在离校循环表上签名盖章。

**Article 35** Students who have passed the inspection of room equipment and facilities can have their departure forms chopped by the International Student Office.

**第三十六条** 毕业留学生应当在学院规定的离校期限内办理退宿手续并搬离宿舍

**Article 36** Graduating international students shall complete the check-out procedures and vacate the room within periods stipulated by the Institute.

## 第九章 罚则

### Chapter 9 Punishments

**第三十七条** 对私自出借宿舍,或发生偷窃等违法犯罪行为并经后勤部认定后,学院将对相关留学生做出相应处理。

**Article 37** Students who lend out their dorm rooms privately or commit criminal actions such as stealing, once confirmed by the Logistics Department, shall be imposed punishment(s) by the Institute.

**第三十八条** 违反本办法有关规定,视情节轻重,给予批评教育及相应的纪律处罚。触犯中国法律行为,将依法予以追究。

**Article 38** Students who violate these regulations shall be criticized or given commensurate disciplinary punishments based on the severity of the matter.

## 第十章附则

### Chapter 10 Appendix

**第三十九条** 本办法由上海国家会计学院留学生办公室负责解释。

**Article 39** The International Student Office of SNAI is responsible for interpreting these regulations.

**第四十条** 本办法自发布之日起施行。

**Article 40** These regulations come into effect on the date of promulgation.

# 上海国家会计学院上网账号管理办法

## SNAI Regulations on Internet Accounts

**第一条** 为科学管理校园网络，合理利用网络资源，特制定本管理办法。

**Article 1** These regulations are formulated to achieve science-based management of networks of the Institute and rational utilization of network resources.

**第二条** 上网账号可提供学生在学院范围内访问互联网资源、无线局域网认证，在学院外进行 VPN 认证。

**Article 2** Students have use their Internet accounts for Internet connection and wireless LAN authentication within the Institute, and for VPN authentication outside the Institute.

**第三条** 学院上网认证服务归口信息与远程教育部所属网络信息中心负责管理，并应指定专人（网络管理员）负责账号管理、客户端配置、日志记录和故障受理等服务。

**Article 3** The Network and Information Center affiliated to the Information and Distance Learning Department of the Institute is responsible for the management of network connection authentication. It shall designate network administrator(s) who take charge in such services as account management, client configuration, log record, fault handling, etc.

**第四条** 学生的上网账号在办理报到手续后即行开通，其账号与校园卡卡面编号一致（卡片丢失补发后不受影响），初始密码由班主任指定。

**Article 4** Students' Internet accounts will be activated after registration. The account number is the same as the number of the student's campus card (not affected in cases of card loss and reissuance), with the initial passwords set by the class head.

**第五条** 上网账号的设置原则是一人一户，不允许一户多用或一人多户。

**Article 5** In principle, one student is entitled to one account. Multiple users for one account or one user for multiple accounts are not allowed.

**第六条** 学生在初次使用上网认证系统时应修改个人密码，出于安全考虑，修改密码要求六位以上，最好由数字、字母或各种符号组成，以增加安全性，并建议每 1-2 个月更换一次。

**Article 6** Students shall modify their personal passwords when using the Internet authentication system for the first time. The password shall be six digits or more and consist of numbers, letters and/or symbols so as to enhance the level of security. It is advisable to change the password every one or two months.

**第七条** 若密码遗失，可由本人申请，到网络信息中心办理密码重置，网络信息中心将在一个工作日内完成密码重置。

**Article 7** If the password is forgotten, the account owner can apply with the Network and Information Center for password reset. The Network and Information Center will complete the reset within one working day.

**第八条** 网络信息中心网络管理员需对所有办理的账号信息进行登记备案，以便日后查询。

**Article 8** The network administrator(s) shall have all accounts registered and filed for future inquiries.

**第九条** 网络信息中心网络管理员须保证学生上网内容的私密性。

**Article 9** The network administrator(s) shall ensure confidentiality of students' web contents.

**第十条** 因管理需要,网络信息中心网络管理员有权对账号实施密码强制修改、启用、停用和查看上网日志等操作。

**Article 10** In cases of necessity out of administrative considerations, the network administrator(s) are authorized to enforce password modification, activation and suspension and check log records of accounts, among other actions.

**第十一条** 学生上网认证系统在使用过程中若发生故障,可首先报驻院物业单位维修人员进行故障排查,遇故障不能解决时,可由物业维修人员按相关流程报网络信息中心,由网络信息中心网络管理员负责处理。

**Article 11** In cases of faults during use of the Internet authentication system, students can first report to maintenance staff of the property management organization stationed in the Institute for trouble-shooting. If the problem cannot be solved, maintenance staff of the property management organization will report to the Network and Information Center through due procedures and the network administrator(s) will fix the problem.

**第十二条** 本办法由上海国家会计学院留学生办公室负责解释。

**Article 12** The International Student Office of SNAI is responsible for interpreting the regulations.

**第十三条** 本办法自发布之日起施行。

**Article 13** These regulations come into effect on the date of promulgation.

# 上海国家会计学院计算机网络使用管理规定

## SNAI Regulations on Use of Computer Networks

### 第一章 总则

#### Chapter 1 General Provisions

**第一条** 为合理使用学院计算机网络资源,规范学生上网行为,更好地服务于留学生的在院学习和生活,特制定本规定。

**Article 1** The regulations are formulated to ensure rational utilization of computer network resources of the Institute, regulate student behaviors on the Internet, and better service international students' study and living in the Institute.

**第二条** 学院信息与远程教育部是管理学院计算机网络的职能部门,负责保障和维护计算机网络的正常运行,包括但不限于网络安全管理、上网账号管理、上网行为管理等。

**Article 2** The Information and Distance Learning Department of the Institute is the functional department for SNAI computer network administration, and is responsible for maintaining the smooth operation of the computer networks, including network security, Internet account management and Internet behaviors regulation.

### 第二章 日常管理

#### Chapter 2 Routine Administration

**第三条** 学生应严格遵守《计算机信息网络国际联网安全保护管理办法》和《公众计算机信息网络安全管理规范》,不得利用国际互联网从事危害中国国家安全、泄露中国国家秘密等违法犯罪活动。

**Article 3** Students shall strictly comply with the *Administrative Measures on Computer Information Network and Internet Security and Protection* and the *Regulations on Public Computer Information Network Security*, and shall not engage in illegal or criminal activities through the Internet, such as undermining China's national security and leaking national secrets.

**第四条** 根据《上海国家会计学院上网账号管理办法》,学生的上网账号在办理报到手续后即行开通,账号与其校园卡卡面编号一致(卡片丢失补发后不受影响),初始密码由班主任自行指定。学生名单确定后由信息与远程教育部统一开通,有效期设定为两年。

**Article 4** Pursuant to the *SNAI Regulations on Internet Accounts*, students' Internet accounts will be activated after registration. The account number is the same as the number of the student's campus card (not affected in cases of card loss and reissuance), with the initial passwords set by the class head. All student accounts will be activated together by the Information and Distance Learning Department once the student list is finalized, with a two-year validity period.

**第五条** 学生的电子邮箱账号在办理报到手续后即行开通,其账号为: [留学生姓氏@mpa.snai.edu](mailto:surname@mpa.snai.edu),初始密码由学院自行指定。学生名单确定后由信息与远程教育部统一开通,有效期为二年半。

**Article 5** Students' email accounts will be activated after registration. The format is [surname@mpa.snai.edu](mailto:surname@mpa.snai.edu). Initial passwords are set by the institute. All accounts will be activated together by the Information and Distance Learning Department once the student list is finalized,

with a validity period of two and a half years.

**第六条** 学院不会在学生接入互联网的过程中对其访问流量进行限制,但学院会视需要在指定时段内屏蔽某些大流量的上网行为(或限制访问者的带宽)。

**Article 6** The Institute will not control the visiting traffic when students are using the Internet, but will block some high traffic Internet applications (or limit the bandwidth of visitors) in stipulated periods as deemed necessary.

**第七条** 学院目前只提供网络接入服务,对于因个人电脑(软、硬件)故障所导致的网络使用问题,学生应自行处理。

**Article 7** The Institute currently provide Internet access service only. Students shall resolve network problems caused by their computers' (software and hardware) failures by themselves.

**第八条** 根据《互联网安全保护技术措施规定》,学院会采取技术措施(上网认证系统)对学生的上网日志自动留存6个月。

**Article 8** Pursuant to the Regulations on Technical Measures for Internet Security Protection, the Institute will keep six-month log records of students automatically through technical measures (Internet authentication system).

**第九条** 学生毕业离院前,须前往信息与远程教育部办理上网账号等的注销手续。

**Article 9** Before leaving the Institute upon graduation, students shall visit the Information and Distance Learning Department for cancellation of Internet accounts.

**第十条** 本办法由上海国家会计学院留学生办公室负责解释。

**Article 10** The International Student Office of SNAI is responsible for interpreting the regulations.

**第十一条** 本规定自发布之日起施行。

**Article 11** These regulations come into effect on the date of promulgation.

# 上海国家会计学院图书馆使用管理规定

## SNAI Regulations on Library Use

### 第一章 总则

#### Chapter 1 General Provisions

**第一条** 为合理有效地使用学院图书馆资源，特制定本规定。

**Article 1** The regulations are formulated to ensure rational and effective use of library resources of the Institute.

### 第二章 使用图书馆规范流程

#### Chapter 2 Standard Procedures of Library Use

**第二条** 学生在读期间享有自由使用图书馆资源的权利和遵守图书馆规章制度的义务。

**Article 2** Students have the right to using library resources freely and the obligation of observing the library rules and regulations during their study in the Institute.

**第三条** 每届学生正式入学前，留学生办公室应将本级留学生名单提前一周统一送到图书馆，图书馆馆员将名单加入图书馆读者库并激活其借阅图书功能。

**Article 3** One week before enrolment of new students, the International Student Office shall provide a name list of this year's new students to the library, so that the librarians can add the names to the reader database and activate the borrowing function for the new students.

**第四条** 图书馆前台不接受单个学生要求开通借阅图书馆文献的功能。

**Article 4** The library front desk does not accept individual student's request for activating the borrowing function.

**第五条** 校园卡带有借书功能，校园卡一次性可以外借图书馆文献 10 册，借期为 2 个月，可续借 2 个月；过刊借期为 1 个月，不得续借；音像借期为 7 天，不得续借。

**Article 5** The campus card has the book borrowing function. With campus card, a student can check out 10 volumes of library literature at a time for two months, with a renewal for another two months; back issues can be loaned for one month, with no renewal; and seven days for audio-video materials with no renewal.

**第六条** 学生经批准，可以通过 VPN 在校外自由使用图书馆所有电子资源。

**Article 6** Once approved, students can access all electronic resources of the library via VPN from outside the Institute.

**第七条** 学生丢失图书馆文献将按相关规定进行赔偿，赔偿金交财务资产部。

**Article 7** Students shall compensate for the library literature they loss in accordance with relevant regulations. The compensation is paid to the Finance and Assets Department.

**第八条** 学生毕业前，班主任应提前一个月通知图书馆馆员做好学生毕业离校准备，图书馆将向班主任提供本班学生在借和应还图书清单，班主任应提醒学生在毕业前归还图书馆文献，否则图书馆将不予办理离校手续。

**Article 8** Before graduation of students, the class head shall notify librarians one month in advance for the latter to get prepared. The library will then provide the class head a list of books on loan by the students. The class head shall remind the students that books on loan must be returned to the library before graduation, or their departure formalities will be stopped at the library.

**第九条** 离校时,须持有上海国家会计学院外国留学生离校循环表到图书馆办公室办理手续,图书馆从读者库中注销其记录和账号。

**Article 9** To leave school, students shall take their SNAI International Student Departure Form to the library office to go through the formalities, where the library cancels students' accounts and records from the reader database.

### 第三章 入馆须知

#### Chapter 3 Need-to-know in the Library

**第十条** 学生凭校园卡可以使用图书馆收藏的所有文献资源(讲义除外)以及电子阅览室的计算机。

**Article 10** Students can use their campus card to access all literature resources (except for lecture handouts) of the library collection and computers in the e-reading room.

**第十一条** 不得将本人校园卡外借他人使用。

**Article 11** Lending one's campus card to others is prohibited.

**第十二条** 进入图书馆必须衣冠整洁,不大声喧哗,不吃零食,不抽烟。

**Article 12** Students shall be neatly dressed for entry into the library. Talking loudly, snacks or smoking are not allowed inside the library.

**第十三条** 不得在图书馆文献资料上涂划,不得撕毁,不得任意地将图书馆文献带出。

**Article 13** Scribbling on or tearing up of library literature materials or taking them out of the library arbitrarily are prohibited.

**第十四条** 阅览后请将书、刊、报放回原处,自觉维持资料有序。

**Article 14** Please return books, periodicals and newspapers to where they were after reading and voluntarily keep the literature materials in good order.

**第十五条** 图书馆开放时间:周一至周日 8:00---22:00,节假日另行通知。

**Article 15** The library is open 8:00 to 22:00 hours from Monday to Sunday. Opening hours for holidays is subject to notice.

### 第四章 图书馆上网说明

#### Chapter 4 Instructions for Internet Use in the Library

**第十六条** 图书馆电子阅览室实行校园一卡通管理,学生须持校园卡方能使用电子阅览室计算机。

**Article 16** Students shall produce their campus card to get access to the e-reading room and use the computers there.

**第十七条** 学生使用校园卡在图书馆入口处前台感应机上刷卡登入,在计算机开启界面上输入卡号以确认;如 XY034。学生出馆时请再一次在前台感应机刷卡登出。

**Article 17** Students can swipe their campus card on the induction machine at the entrance of the library for check-in and confirm by inserting the card number in the start interface of the computer, for example, XY034. Students shall swipe their campus card again on the induction machine for check-out when leaving the library.

**第十八条** 学生不得要求图书馆前台开通教学机,凡开“教学用机”须图书馆主管许可。

**Article 18** Students shall not request the library front desk to activate the teaching machine. Permission by library supervisor is required for the activation.

**第十九条** 图书馆电子阅览室为学生提供以下在线服务:访问 Internet 资源;检索图



书馆电子数据库；检索图书馆本馆馆藏书目信息以及读者个人外阅信息。

**Article 19** The e-reading room offers the following online services for students: access to Internet resources, retrieval in the e-database of the library, retrieval in title catalog of the library collection, and personal reading and borrowing record.

## 第五章 图书馆上网规定

### Chapter 5 Rules on Internet Use in the Library

**第二十条** 学生应严格遵守《计算机信息网络国际联网安全保护管理办法》和《公众计算机信息网络安全管理规范》，不得利用互联网从事危害中国国家安全等违法犯罪活动。

**Article 20** Students shall strictly comply with the *Administrative Measures on Computer Information Network and Internet Security and Protection* and the *Regulations on Public Computer Information Network Security*, and shall not engage in illegal or criminal activities through the Internet, such as undermining China's national security.

**第二十一条** 严格遵守上机操作规范，不得携带非法、盗版及未经本馆工作人员许可的CD盘及各种外接存储设备上机使用，一经发现，经工作人员劝告无效后，将取消上网资格。

**Article 21** Students shall strictly observe the rules on Internet use. Carrying or using CD discs and external storage devices that are illegal, pirate or unauthorized by library staff are prohibited. Those found with such conducts and refuse to correct after persuasion from the staff will be disqualified from Internet use.

**第二十二条** 进入互联网后，不得擅自进入未经许可的计算机系统；不得在网络上散发恶意信息，冒用他人名义发送信息，侵犯他人隐私；不得制作、传播计算机病毒及从事其他侵犯他人合法权益的活动；不得在电子阅览室收听、收看、拷贝有关淫秽、迷信、反动等不健康内容的网页，不得下载游戏软件、流氓插件，不得无故向他人发送恶意的挑衅性的邮件和商业广告，由此造成的一切法律责任均由学生本人承担。

**Article 22** Once connected to the Internet, students are not allowed to visit unauthorized computer systems, to spread malicious information, send information in other's name, or intrude into others' privacy, to produce or spread computer viruses and infringe on others' legitimate rights and interests, to listen to, view and duplicate web pages containing porn, superstitious, reactionary or other unhealthy content, to download compute game software or malicious plug-ins, or to send malevolent or provoking mails and commercial advertising to other. All legal consequences caused shall be borne by the violator.

**第二十三条** 上网若遇到难以解决的问题，应及时通知图书馆工作人员，未经允许，不得对图书馆计算机网络功能及网络中存储、处理、传输的数据和应用程序进行删除、修改或增加。

**Article 23** In cases of difficult problems associated with Internet use, library staff shall be notified timely. Without permission, users are not allowed to remove, alter or add functions of the library computer network or the data and programs stored, processed and transmitted in the network.

**第二十四条** 爱护图书馆设施，自觉维护设备安全，因人为原因造成设备或电脑软件系统损坏，需赔偿相应损失。

**Article 24** Students shall use library facilities with care and voluntarily maintain safety of equipment. Damages of equipment or computer software systems due to human reasons shall be compensated by damagers.

**第二十五条** 礼貌用语，举止文明。保持馆内环境卫生，不随地吐痰，禁止吸烟，禁止大声喧哗。

**Article 25** Good manners and polite languages are required. Spitting, smoking or talking loudly are prohibited to maintain a hygienic environment in the library.

**第二十六条** 不得在电子阅览室内从事与图书馆性质无关的活动。

**Article 26** Activities irrelevant to the nature of library are not allowed in the e-reading room.

**第二十七条** 凡是违反规定者图书馆工作人员有权终止其使用电子阅览室。

**Article 27** The library staff is authorized to stop those violating library regulations from using the e-reading room.

## 第六章 毁坏书、刊、设备赔偿规定及赔偿程序

### Chapter 6 Rules on Compensation for Damaged Books, Periodicals and Equipment and the Procedures

**第二十八条** 关于书刊丢失赔偿:

(一) 凡丢失图书(单本出版的)以单本原价的 2 倍赔偿,对于图书馆收藏的孤本图书按原价的 3 倍赔偿;

(二) 凡丢失图书(多卷出版的)以多卷书总价的 2 倍赔偿;

(三) 凡丢失期刊(连续出版物)以全年订价的 2 倍赔偿;

(四) 凡丢失或毁坏音像以原价的 2 倍赔偿。

**Article 28** Compensation for lost books and periodicals:

1. For lost books (single volume), twice the original price of the lost book(s); three times the original price if the book is the only copy in the library collection;
2. For lost books (multiple volumes), twice the price for the full set;
3. For lost periodicals (serial publication), twice the price for a whole year;
4. For lost or damaged audio/video materials, twice the original price.

**第二十九条** 关于毁坏书刊以及图书馆设备的赔偿:

(一) 凡故意撕毁或偷窃书刊,按上述标准的 3 至 5 倍赔偿;情节恶劣者,按 5 至 10 倍赔偿,并给予通报批评和相应的纪律处分;

(二) 图书馆禁止吸烟,凡发现吸烟每次处罚 50 元,由吸烟导致烧毁地毯、桌椅,每焦印按 100 元处罚;

(三) 爱护图书馆电脑,凡损坏计算机及外部设备,按图书馆上网规定处理;

(四) 保持图书馆整洁,凡将咖啡或有色饮料泼洒图书馆地毯,按每单块 20 元清洗费处罚。

**Article 29** Compensation for damaged books, periodicals and library equipment

1. In cases of intentional tearing up or theft of books and periodicals, three to five times of the above-mentioned standards; in circumstances of severity, five to ten times of the above-mentioned standards, as well as circulated criticism and commensurate disciplinary punishment(s);
2. Smoking is prohibited in the library and incurs a 50-yuan fine for each instance. In cases of burned carpet, desk or chair, each burned mark incurs a 100-yuan fine;
3. Library computers shall be used with good care. Damages to computers and external devices shall be handled pursuant to the provisions of the *Rules on Internet Use in the Library*.
4. The library shall be kept clean and tidy. If coffee or colored drinks are spilled to the carpet, a cleaning fee of 20 yuan per piece shall incur.

**第三十条** 赔偿过程及解决问题程序:

1、上述赔款,责任者须到学院财务部门面交款项,取得交款凭证;

2、夜晚在图书馆开放过程中,出现上述现象,视情况恶劣程度可由保安协助处理;

3、处罚发生争议可由留学生办公室与图书馆协商处理。

**Article 30** Procedures of compensation and problem settlement

1. The aforementioned fines shall be paid to SNAI Finance Department by the person(s) held accountable in person, in exchange of a payment certificate;
2. If the aforementioned behaviors take place in the library in the evening, security guards can get involved in handling depending on the severity of the behaviors;
3. Disputes on fines can be settled through consultation between the library and the

International Student Office.

**第三十一条** 本办法由上海国家会计学院图书馆和留学生办公室负责解释。  
**Article 31**The International Student Office of SNAI is responsible for interpreting the regulations.

**第三十二条** 本规定自发布之日起施行。  
**Article 32**These regulations come into effect on the date of promulgation.

# 上海国家会计学院外国留学生安全常识

## Safety Knowledge for International Students of SNAI

### 一、交通安全

1. 在校园内道路上要文明骑车，不相互追逐。
2. 穿越公路时要看清来往车辆，走人行横道线，不闯红灯，不骑车逆向行驶。
3. 绝对禁止无照驾驶、酒后驾驶。

### I. Road Safety

1. When riding bicycle on campus, behave with good manners and do not chase one another.
2. When crossing the road, look out for vehicles and walk on the zebra lines; no red light jumping or cycling in the opposite direction.
3. Driving without a license or after drinking is strictly prohibited.

### 二、加强自我保护

1. 如果身体不适，务必及时就医。如果不知道如何就医，务必向自己在校或者在华的亲朋好友或老师咨询，不要因为怕麻烦耽误了治疗。
2. 务必随身携带一张紧急联络人电话的卡片。紧急联络人可以是自己在华的监护人，也可以是学校的老师、朋友或者在华的亲戚。
3. 坐车、吃饭、住宿、买东西应到正规营业机构并索要发票。
4. 离开上海旅游或访友应告知留学生办公室，做到两人以上结伴而行；外出期间务必与亲人或同学、留学生办公室保持联系；应避免夜间外出。
5. 在车站、旅游景点等人多的地方要注意防盗，要防止后裤袋、背包里的钱物被人偷走，将背包放在身前，提高警惕。
6. 在教室、图书馆、学生食堂以及体育活动场所，书包、衣物，尤其是手机、皮夹等不要随意乱放，人离开时要随身携带或托熟人保管。
7. 在自助取款机上取款时，遇到身边有人时，不轻易输密码；遇到自助取款机发生机器故障时，不要离开取款机，应立即拨打银行电话。

### II. Self-protection

1. If not feeling well, see a doctor immediately. If not knowing how to see a doctor, consult with your relatives, friends or teachers in the Institute or in other places of China. Never delay treatment.
2. Bring a card with the telephone number of your emergency contact on it. The emergency contact can be your guardian in China, your teacher(s) and friends in the Institute, or your relatives in China.
3. Ride, dine, lodge and shop with formal organizations and ask for invoices.
4. Notify the International Student Office before departing from Shanghai for tourism or visiting friends and try to go with a companion; stay in contact with relatives, classmates or the International Student Office during the journey; refrain from going out at night.
5. Pay attention to thieves at railway and coach stations, tourist attractions and other populated places; prevent theft of money or belongings in back pockets and backpack; put the backpack in front of yourself and stay alert.
6. Do not put your school bag, clothes, and in particular, mobile phone and wallet arbitrarily in classroom, library, student canteen or sport venue; bring them with yourself or leave them attended by friends if you wish to be away for a while.
7. In case someone is around you when you withdraw money from the ATM, be careful in

entering the password; in cases of ATM breakdown, call the bank hotline immediately instead of leaving the ATM.

### 三、防骗小常识

1. 不要将护照、校园一卡通等个人证件借给他人，以防被冒用。
2. 不要轻易将护照号码，手机号码，银行卡号等个人信息资料随意提供给他人，以防被人利用。
3. 不要轻易将钱等重要财物借给自己不了解的人。
4. 不要轻易相信网络、手机上的如中奖、赈灾捐款或信用卡高额消费等短信，以防被骗。
5. 不要违法相关法律和法规，发展中国家硕士项目留学生只允许在学院内进行勤工助学，禁止在外兼职或参加任何有偿活动，防止上当受骗。

### III. Counter-swindle knowledge

1. Do not lend your passport, campus card or other personal credentials to others to avoid falsely use.
2. Do not provide easily your passport number, mobile number, bank card number or other personal information to others to avoid being exploited.
3. Do not give money or valuable goods to persons you do not know well.
4. Do not easily believe such messages on the Internet or mobile phone as award winning, donation for disaster relief, and high value credit card consumption to avoid swindle.
5. Do not violate laws and regulations. International students of Master of Professional Accounting Program for Developing Countries are allowed to engage in work-study activities only within the Institute. Part-time jobs or engagement in paid activities are prohibited.

### 四、预防火灾小常识

1. 安全使用电器，离开宿舍时或临睡前要确认关闭电源及燃气。
2. 不乱扔烟头，不躺在床上吸烟，不在住所内乱点蜡烛。
3. 不挪动和损坏消防器材，不堵塞消防通道。
4. 不在易燃易爆物品附近擅自使用明火，不在校园、住所内燃放烟花爆竹，不将氧气、氢气等易燃易爆气体混放在一起。
5. 一旦发生火灾，立即拨打“119”或校内报警电话，一边用水或灭火器将初始火源及时扑灭。

### IV. Fire prevention knowledge

1. Use electrical appliances safely; turn off electricity and gas when leaving dorm room or going to sleep.
2. Do not litter cigarette butts, smoke in bed, or light candles in the residence.
3. Do not move or damage fire-fighting facilities or block fire engine access.
4. Do not use open fire around flammable and explosive goods, set off fireworks and crackers on campus or in residence, or mix flammable and explosive gases such as oxygen and hydrogen.
5. In cases of fire, dial 119 or the alert hotline on campus immediately, and take timely measures to put out the fire source with water or extinguisher.

# 上海国家会计学院校园治安秩序管理规定

## SNAI Regulation on Campus Security and Order Management

为了优化育人环境,加强高等学院校园管理,确保校园安全,保护师生员工的合法权益,及时有效地预防和制止各种违反法律、法规、院规的活动,维护教学、科研、生活秩序和安定团结的局面,建立有利于培养社会主义现代化建设专门人才的校园秩序,根据教育部《高等学院校园秩序管理若干规定》,结合我院情况,制定本规定。

In line with the *Regulations on Campus Orders of Institutions of Higher Learning* of the Ministry of Education, this Regulation is formulated based on the reality of SNAI, with a view to improving the learning environment and campus management, ensuring campus safety and security, protecting the legitimate rights and interests of faculty, students and staff, timely and effectively preventing and stopping violations of laws, regulations and SNAI rules, safeguarding the orders of teaching, research and campus life as well as peace and unity, and creating a sound campus order conducive to developing professionals for the socialist modernization drive.

**第一条** 进入院门的院内人员应主动出示本人的本院有效证件,接受门卫核验。未持有以上证件的人员,在履行登记手续后方可进入学院。骑自行车出入院门时应下车推行。驾驶机动车进院,应自觉接受门卫询查。携带大件、贵重物品出院,需凭本人证件或物品放行证,经门卫核查后方可离院。严禁翻越围墙。严禁携带危险品进入校园。严禁带宠物进入校园。

**Article 1** SNAI people shall voluntarily present valid credentials of their own to entrance guards before entering the institute; those without SNAI credentials must get registered for entry. Those riding a bicycle shall get off the bicycle for entry; those driving a vehicle shall voluntarily subject themselves to checkups by entrance guards. To take big or valuable items out of SNAI, one shall present personal credentials or an item release permit and go through inspection by entrance guards. It is forbidden to climb the wall, bring hazardous items or pets to campus.

**第二条** 进院的人员,应当遵守法律、法规、规章和学院的制度,自觉维护校园公共秩序,文明礼貌,相互尊重,言行举止得当,服从学院管理人员的管理,不得从事与身份不符的活动,不得危害校园安全,不得干扰和破坏学院的教学、科研工作和生活秩序,不得损害公私财产和其他公民的权利。

**Article 2** On campus, one shall abide by laws, regulations, bylaws and SNAI rules, voluntarily safeguard campus order, be polite, respect each other, behave properly, and follow the instructions of SNAI management staff; it is prohibited to engage in activities unsuitable for one's identity, jeopardize campus safety and security, disturb teaching, research or living orders of the institute, or cause losses to public or private assets or rights of other citizens.

**第三条** 爱护公共设施、花草树木,严禁擅自动用和损坏通信、电力、消防等设施、设备、器材。损坏公私财物应予赔偿。损害他人和集体利益应及时改正。

**Article 3** Be careful with public facilities and flowers and trees; it is prohibited to use without permission or damage facilities, equipment or devices for communications, power and fire-fighting; those who damage public or private belongings shall make compensations and those violating others' or collective interests shall take corrective measures.

**第四条** 在校园道路驾驶各种车辆，应自觉遵守交通法规，禁止超速行驶和鸣笛，在规定区域内停放，不准堵塞通道。校园内严禁学习驾驶机动车。载物出院门的，要接受门卫检查。

**Article 4** When driving on campus roads, one shall abide by traffic laws and rules and refrain from overspeed driving or honking; vehicles must be parked in designated zones and shall not block passages; learning how to drive is prohibited on campus; vehicles shipping things out of campus must be inspected by entrance guards.

**第五条** 学院教室、会议室、报告厅等设施一般不得私自外借。如要外借，必须由管理单位报请学院有关部门批准。

**Article 5** Classrooms, conference rooms, auditoriums and other SNAI facilities are not allowed to be leased out without permission; departments that manage these facilities shall apply with competent SNAI authorities for approval before leasing out.

**第六条** 在校园设置临时或永久建筑物（含改建、扩建、改变建筑物的结构等），安装音响、广播、电视设施，悬挂横幅、气球、横幅、标语，设置、安装者应当报请学院有关机构审批。告示、通知、启事等张贴物，应张贴在学院指定或许可的地点，并须署真实姓名、所属单位。散发宣传品、印刷品，应当经学院有关机构同意。

**Article 6** Installers shall apply with competent SNAI authorities for approval before setting up on campus temporary or permanent establishments (including modification, expansion and change in structure of architecture), installing audio, radio or television devices, or putting up banners, balloons or posters; notices, announcements and bulletins must be posted in designated or permitted places by SNAI and contain true and authentic information on name and affiliation; distribution of promotional and printed materials is subject to approval by competent SNAI departments.

**第七条** 在校园内组织集会、演出、讲座、报告等各类大型公共活动，组织者须在七十二小时前向学院提出申请，明确安全责任人，获得批准后方可进行，并落实安全措施，确保活动安全、有序。

**Article 7** To organize large-scale public events on campus such as assemblies, performances, seminars and lectures, the organizer shall file an application to SNAI at least 72 hours in advance and make it clear who is responsible for safety and security; once approved, the organizer must put in place measures to ensure a safe and orderly event.

**第八条** 集会、演出、讲座、报告、宣传等活动应符合我国的教育方针和各项法律、规章。不得反对我国宪法确立的根本制度，不得损害国家利益和其他公民的权利，不得干扰学院正常秩序。

**Article 8** Events such as assemblies, performances, seminars, lectures and promotion campaigns must comply with China's education policies as well as laws and regulations; they must not

contradict with the fundamental systems established in China's Constitution, damage national interests or rights of other citizens, or disturb the orders of the institute.

**第九条** 不得参加未经批准的集会、游行、示威、演讲等活动。不得鼓动、串连家长或其他社会人员进行非法的上访、示威或者冲击、围堵办公场所的活动。

**Article 9** It is prohibited to attend unauthorized assemblies, processions, demonstrations or public speaking events, or to agitate or organize family members or others in attending illegal petitions or demonstrations, or attacking or surrounding office areas.

**第十条** 组织社团，应当按照《社会团体登记管理条例》的规定办理。成立院内非社团组织，应当在成立前由其组织者报请学院有关机构批准。未经批准不得成立和开展活动。

**Article 10** Establishing social organizations shall comply with the Regulation on Registration and Administration of Social Organizations; establishing non-social-organization entities in SNAI is subject to approval by competent SNAI authorities; without approval, such organizations must not be established or conduct activities.

**第十一条** 院内非社团组织和院内报刊必须遵守法律、规章，贯彻我国的教育方针和遵守学院的制度，接受学院的管理。不得进行超出其宗旨的活动。

**Article 11** Non-social-organization entities and newspapers and magazines within SNAI shall abide by laws and regulations, follow China's education policies and SNAI rules, and subject themselves to administration of the Institute; they must not be engaged in activities beyond the scope of their mandates.

**第十二条** 凡在院内从事商业、服务业经营活动的，必须持有合法证照，经学院批准后在学院指定的地点，在规定的经营范围内合法经营。禁止在校园道路上摆摊设点。禁止串楼推销商品。未经学院同意，不得以各种名义在校园内从事有经营性质的产品介绍、展览、广告宣传、电脑网吧、游戏厅等活动。

**Article 12** Those having permits and licenses and SNAI approval are allowed to do commercial and service businesses in designated places by the Institute within their lawful business scopes; peddling on campus roads or marketing commodities from one building to another are prohibited; without SNAI approval, it is forbidden to engage in such for-profit activities as product promotion, exhibition, advertising, Internet bar or game room.

**第十三条** 学生宿舍不得私自转让、转租或留宿他人。因特殊情况需要临时留宿的，须经学院宿管部门批准，经保卫部门许可并办理登记手续。禁止在学生宿舍内留宿异性。宿舍内不得使用加热器或私拉乱接电线。

**Article 13** Student dorm must not be transferred, sublet or used to accommodate others; if there is a need to accommodate visitors temporarily under special circumstances, it must be approved by the SNAI dorm management department, with consent of and registration at the security department; it is prohibited to accommodate women in men's dorm and vice versa; use of heaters or unauthorized power wiring are prohibited.

**第十四条** 校园内禁止各种宗教、迷信和非法传销活动。

**Article 14** Religious, superstitious and illegal pyramid selling activities are prohibited on campus.



**第十五条** 严禁赌博、吸毒、酗酒肇事、打架斗殴、复制和传播非法书刊和音像电子制品。严禁窝藏、买卖来路不明的物品。

**Article 15** Gambling, drug use, trouble making after excessive drinking, fighting and brawling, replication and dissemination of illegal books, magazines and AV electronic products are prohibited; hiding and trading things of unidentified origin are strictly forbidden.

**第十六条** 严禁私藏、携带管制刀具、枪械。严禁携带化学危险品在公共场所活动。

**Article 16** Possessing or carrying banned knives and firearms are strictly prohibited; it is also prohibited to carry dangerous chemicals in public space.

**第十七条** 应当自觉遵守计算机信息网络使用管理规定，不得从事危害计算机信息网络安全的活动。不准在网上发布、转帖各种不良信息。

**Article 17** Students shall voluntarily abide by regulations on use of computer information networks; it is prohibited to engage in activities undermining security of computer information networks or posting or forwarding improper information on networks.

**第十八条** 不准在校园内乱涂抹、乱刻划、乱张贴、乱扔杂物（含建筑垃圾）。

**Article 18** No scribbling, inscribing, bill sticking or littering (including construction waste) on campus.

**第十九条** 不准在校园车道、草坪等场地进行球类、旱冰、滑板等活动。

**Article 19** Ball games, roller-skating and skateboarding are prohibited on campus driveways or lawns.

**第二十条** 不准在校园内的湖、河中游泳。不准擅自在校园内渔猎。严禁在校园内饲养家畜家禽和宠物。

**Article 20** No swimming in lakes or rivers on campus; no unauthorized fishing on campus; it is prohibited to raise livestock or pets on campus.

**第二十一条** 未经批准，禁止在学院燃放烟花爆竹。

**Article 21** It is forbidden to set off crackers or fireworks on campus without authorization.

**第二十二条** 未经批准，不得驾车进入校园；经批准驾车进入校园的，临时停放不得超过 12 小时。在校园内驾车应当遵守限行限速规定，不得鸣笛。

**Article 22** Unauthorized vehicles are prohibited from entering the campus; authorized vehicles are allowed to park on campus temporarily for no longer than 12 hours; driving on campus shall not exceed speed limit and honking is not allowed.

**第二十三条** 对违反本规定，经过劝告、制止仍不改正的者，学院可视情节给予行政处分和经济处罚。属于违反治安管理处罚条例行为的，移送公安机关依法处理。情节严重构成犯罪的，交由司法机关处理。

**Article 23** Violators who refuse correction after being persuaded or stopped are subject to administrative punishments and fines as seen appropriate by SNAI; those violating the

Regulations on Administrative Penalties for Public Security will be sent to public security authorities for handling according to law; those committing crimes will be sent to judicial authorities.

**第二十四条** 本规定自发布之日起施行。

**Article 24** This regulation shall come into effect on the date of issuance.

# 上海国家会计学院留学生节假日安全工 作细则

## SNAI Rules on Holiday Security of International Students

为确保我院留学生人身、财产安全，创造和谐、安全的学习和生活环境，更好地促进留学生健康成长和成才，特制定本实施细则。

These rules are formulated to ensure personal and property security of SNAI international students, create a harmonious and safe environment for learning and living, and promote healthy development of international students.

**第一条** 留学生应提高自我防范意识，自觉遵守国家和学院有关法律法规，努力确保人身和财产安全。

**Article 1** International students shall build up their awareness of self-protection, voluntarily abide by laws and regulations of the state and SNAI, and try their best to ensure personal and property security.

**第二条** 留学生以学为主，学院不主张、不提倡留学生在法定节假日期间离沪外出游玩，也不以集体名义组织留学生参加各种类型的春游、秋游活动。未经学院同意，禁止留学生借用学院车辆。节假日期间，离沪返家或外出旅游的留学生，应当到留学生办公室履行书面申报备案手续。申报人需要提交书面备案报告，包括旅游最终目的地、联系方式、回程的时间和乘坐的交通工具等。

**Article 2** International students shall focus on their study; SNAI does not encourage students to travel out of Shanghai during statutory holidays and festivals, nor will it organize any types of spring or autumn excursions for students; without the consent of SNAI, students are not allowed to borrow vehicles of the institute; students who leave Shanghai for home or tourism during holidays and festivals shall make applications and record-filing with the International Student Office; applicants shall submit a written application, including information on destination, contact, return time and means of transportation.

**第三条** 学院规定的寒、暑假，建议所有留学生按照学院校历，回国休假。需要住宿奥园的留学生，需要在放假前一周向留学生办公室提出书面申请，经过批准后方可住宿奥园。

**Article 3** SNAI suggest all international students go back to their own countries during winter and summer holidays; those who want to stay in Olympic Garden during the two holidays shall file a written application with the International Student Office ONE WEEK prior to the end of the semester and only those approved are allowed to stay.

**第四条** 节假日期间，住宿奥园的留学生在学院宿舍以及所在生活园区内，不得酗酒、大声喧哗、抛洒杂物、留宿他（她）人、赌博、参与和组织传销、吸毒、个人经商、违章用电、寻衅滋事等。

**Article 4** International students staying in Olympic Garden during winter or summer holidays shall refrain from excessive drinking, making loud noises, littering, accommodating others in the dorm, participating in or organizing pyramid selling, drug use, for-profit activities, unauthorized use of electricity, or trouble making.

**第五条** 加强校园网、互联网等媒介的管理。在校园网、互联网和手机等传播、发布言论、图片、信息等，要严格遵守国家有关法律和院纪院规的规定，不得传播违反四项基本原则和危害国家安全的言论、图片和信息等。

**Article 5** On management of campus intranet and the Internet, students shall abide by national laws and SNAI regulations in disseminating speeches, pictures and information on campus intranet and the Internet or via mobile phone; it is prohibited to spread speeches, pictures or information that are against the Four Fundamental Principles or jeopardize national security.

**第六条** 本细则自发布之日起施行。

**Article 6** These rules shall come into effect on the date of issuance.

# 上海国家会计学院留学生因私出国（境）管理办法

## SNAI Regulation on Outbound Travel for Private Purposes of International Students

为维护学院正常教学和工作秩序，依据国家有关规定的精神和要求，制定本办法。

This regulation is formulated in line with the spirit and requirements of national regulations concerned, to ensure teaching and working orders of the institute.

**第一条** 本规定用于规范学院留学生因私出国（境）行为，包括因私出国（境）探亲、出国（境）旅游及其他因私出国（境）。

**Article 1** This regulation aims to regulate outbound travel for private purposes of SNAI international students, including visiting family members, tourism and other private purposes.

**第二条** 留学生因私出国（境）均安排在假期期间进行，假期包括国家法定节假日、寒暑假。其他时间不予受理。

**Article 2** Students' outbound travel for private purposes are only allowed during holidays, including statutory festivals and holidays as well as winter and summer holidays. Applications for other periods are not accepted.

**第三条** 寒暑假期间因私出国（境）须按以下程序办理备案手续：

- (一) 留学生于出国（境）前一个月向留学生办公室提交《留学生因私出国（境）备案登记表》。
- (二) 备案材料经指导教师、班主任、留学生办公室签字认可。
- (三) 留学生于回国后 24 小时内，向留学生办公室提交《留学生因私出国（境）回国报备表》，做好回国返校报备，并在宿舍前台进行住宿登记。

**Article 3** Students shall go through the following record-filing procedures for outbound travel for private purposes during winter and summer holidays.

1. Students submit the *Outbound Travel Registration Form* to the International Student Office one month prior to the departure date;
2. The registration form shall be signed up by the student's advisor, the class head and the International Student Office;
3. Within 24 hours of returning to China, students shall report to the International Student Office by submitting the *Registration Form for Return from Outbound Travel*, and make accommodation registration at the front desk of the dorm.

**第四条** 留学生未遵守因私出国（境）相关规定，视情节严重程度，学院予以相应纪律处分：

- (一) 出国（境）后，未经审批逾期 3 天以内未归者，给予留院察看及以上处分；出国（境）后，未经审批逾期 3 天及以上未归者，作自动退学处理；
- (二) 未按程序办理备案手续擅自出国（境）者，给予留院察看及以上处分；
- (三) 出国（境）期间违反中国国家法律法规、社会公共行为准则、学院规章制度的留学生，依据《上海国家会计学院留学生手册》，给予相应纪律处分。

**Article 4** International students who violating the regulation on outbound travel for private purposes are subject to disciplinary punishments commensurate with severity of violation.

1. For a delayed return of less than three days, students are given academic probation or more severe punishments; a delay of three days or longer will be treated as voluntary dropping out;
2. Students traveling outbound without going through the required procedures will be given academic probation or more severe punishments;
3. Students violating Chinese laws and regulations, social codes of conduct, or SNAI regulations and rules during the outbound travel will be given commensurate disciplinary punishments in accordance with the *SNAI Handbook for International Students*.

**第五条** 本办法自公布之日起执行。

**Article 5** This regulation shall come into effect on the date of issuance.

**第六条** 本办法由学院留学生办公室负责解释。

**Article 6** The International Student Office is responsible for interpretation of this regulation.

# 上海国家会计学院保健室工作范围规定

## SNAI Rules on Clinic Scope of Work

**第一条** 执行学院规定的各项医疗保健制度和 workflows。

**Article 1** Implementing the medical and health care systems and work processes stipulated by SNAI.

**第二条** 积极开展以学院为范围、个人为单位、健康为中心的集预防、保健、健康宣传教育为一体的综合性学院卫生保健服务。

- 1、对学生提出的健康咨询，给予正确的指导和建议。
- 2、为学生进行基础卫生保健服务（测体温、量血压等）。
- 3、负责学院健康保健和预防知识的宣传工作。

**Article 2** Providing comprehensive medical and health care services consisting of disease prevention, health care and health education within SNAI.

1. Giving appropriate instructions and recommendations to students who ask for health consultancy;
2. Providing basic medical and health services (temperature and blood pressure measurement, etc);
3. Publicity of knowledge on health, wellness and disease prevention.

**第三条** 学生游泳卡办理。

**Article 3** Issuing student swimming cards.

**第四条** 仅对简单轻微外伤进行初步处置，做好消毒包扎工作；提前做好转诊前的准备工作，需要时及时转诊。

**Article 4** Primary processing of slight bodily wounds, including disinfection and dressing; preparing for referral, and handling referral timely if necessary.

**第五条** 对急、重症学生实施常识性抢救处理，立即实施转诊，送诊过程中要全程协助护理并按照应急预案有序开展各项本职工作。发现疫情立即上报防疫站、市教育局，立即做好消毒、隔离和转诊工作，并做好病患者的回访和登记。

**Article 5** Taking common sense rescue measures for students with acute, intensive symptoms and immediately referring patients to hospital; assisting with nursing patients during the entire transportation process and performing the duties according emergency response plans; reporting epidemics to epidemic prevention station and the municipal education authorities in the first time; immediate disinfection, separation and referral, and follow-up visit and registration of patients.

**第六条** 协助留学生办公室做好学生健康卫生指导工作。

**Article 6** Assisting the International Student Office in providing students with health instructions.

**第七条** 保健室无处方药物，不做诊疗行为，不开药，不注射。

**Article 7** The clinic does not provide prescription medicine, diagnosis, prescribing or injection.





# 上海国家会计学院留学生档案管理暂行规定

## SNAI Interim Regulation on Management of International Student Archives

### 第一章 总则

#### Chapter 1 General provisions

**第一条** 为实现留学生档案管理的规范化、科学化，特制定本规定。

**Article 1** This regulation is formulated to achieve standardized and science-based management of international student archives.

**第二条** 留学生档案是指留学生在报名、录取、培养、毕业、学位授予、就业等活动过程中形成的，记载个人学习情况、科研能力、奖惩情况的具有重要保存价值的文字材料，是相关部门全面考察了解和选拔人才的重要依据。

**Article 2** International student archives refer to valuable written materials recording the academic performance, research capability, awards and punishments of individuals that are generated in the process of enrolment, recruitment, development, graduation, degree conferment and employment seeking of international students; they are key evidences for learning about and selecting talent.

### 第二章 档案材料的构成范围

#### Chapter 2 Composition of archives

**第三条** 招生过程中形成的有关材料：报名登记表、家庭情况表等。

**Article 3** Materials generated in student recruitment: application form, family information form, etc.

**第四条** 培养过程中形成的有关材料：入学登记表、中期考核分流表、学籍成绩登记表等。

**Article 4** Materials generated in student development: registration form at enrolment, interim assessment form, academic performance sheet, etc.

**第五条** 教育管理过程中形成的有关材料：奖惩记载及毕业登记表等。

**Article 5** Materials generated in education administration: records of awards and punishments, registration form at graduation, etc.

**第六条** 学位授予过程中形成的有关材料：学位授予通知书（存档件）等。

**Article 6** Materials generated at degree conferment: notice on degree conferment (for archives), etc.

**第七条** 更改姓名、出生日期形成的有关材料：本人申请书、公安部门出示的更改证明等。

**Article 7** Materials generated in changing name and date of birth: application form, certificate of change provided by the public security authorities, etc.

### **第三章 档案材料的收集、整理与归档**

#### **Chapter 3 Collecting, classifying and filing archives**

**第八条** 学院留办应建立留学生人事档案材料的收集、整理、归档制度。

**Article 8** The International Student Office shall put in place a system of collecting, classifying and filing international student archives.

**第九条** 各有关部门所形成的留学生档案材料应完整齐全、文字清楚、内容真实、手续完备、归档对象明确。个人撰写的材料应有形成的时间和本人签字。业务材料应有形成的时间、领导审批意见、组织部门盖章等。在整理过程中应认真鉴别，分类准确，编排有序。全部完成方可归档。

**Article 9** Archives materials generated from all competent departments shall be complete, clear, authentic, with complete procedures and clearly defined filing target; materials generate by students shall contain date and signature of students; materials related to businesses shall contain date, decision of leadership and seal of organizational department; all archives shall be verified, correctly classified and placed in good order before being filed.

**第十条** 档案文字材料不得用圆珠笔、铅笔、红色墨水笔书写或复写纸复写。应该手工填写的内容不得打印或手写纸条粘贴。不得使用复印件代替原件存档。

**Article 10** In the archives materials, use of ballpen, pencil, red ink or carbon paper is not allowed; contents that shall be hand-written shall not be printed or replaced by a hand-written slip; photocopy is not allowed to replace original copy in filing.

### **第四章 档案材料的使用**

#### **Chapter 4 Use of archives materials**

**第十一条** 使用范围：

- (一) 主管部门因工作业务需要，需了解留学生本人档案有关情况时，可提供查阅。
- (二) 留学生培养过程中，因工作需要，经留办负责人批准，可以调阅有关档案。

**Article 11** Scope of use:

- 1) Due to work or business needs, competent authorities can retrieve archives of international students for required information;
- 2) In the process of student development, due to work needs, archives can be accessed with consent of head of the International Student Office.

**第十二条** 留学生档案一般不得外借。

**Article 12** In general, international student archives shall not be lent out.

### **第五章 附则**

#### **Chapter 5 Appendix**

**第十三条** 本规定自发布之日起施行。

**Article 13** This regulation shall come into effect on the date of issuance.

# 上海国家会计学院关于留学生婚育的规定

## SNAI Regulations on Marriage and Birth-giving of International Students

**第一条** 在学期间结婚的学生，不享受婚假，不得让配偶留宿宿舍。

**Article 1** Students who get married during the program period are not entitled to marriage leave, nor are they allowed to accommodate their spouses in the dorm.

**第二条** 学生在院期间的主要任务是学习。怀孕生育者应持医院证明在怀孕初期主动向留办说明情况并提出休学或退学申请。按照学院学籍管理规定，原则上休学时间为一年。为保护留学生的身体健康，学院可以根据具体情况，建议怀孕或生育留学生办理休学或退学手续。若留学生本人已怀孕而不主动申请办理休学或退学手续的，由此引发的一切后果由怀孕留学生本人承担。

**Article 2** The primary task of students during the program is study. Those who are pregnant shall voluntarily notify the International Student Office and submit hospital certificates at the initial stage of pregnancy and apply for schooling suspension or quitting. As per SNAI Regulation on Student Status, the suspension is one-year long in principle. For the sake of the health of international students, SNAI may suggest pregnant or birth-giving students go through suspension or quitting procedures depending on actual situations. If a pregnant student does not voluntarily apply for suspension or quitting, all consequences shall be borne on the pregnant student herself.

**第三条** 怀孕生育的留学生，根据学院学籍管理规定应在怀孕 1—5 个月内办理休学，休学期限为 1 年。办理休学手续程序如下：

1. 填写《上海国家会计学院留学生学籍变动申请表》一式三份交导师；
2. 导师应根据学生学业、科研等进展情况，提出具体意见，然后将《上海国家会计学院留学生学籍变动申请表》报留学生办公室，由留学生办公室审核后报分管院领导审批；
3. 学院分管院长提出处理意见，由留学生办公室备案并办理休学。

**Article 3** As per SNAI Regulation on Student Status, pregnant students shall go through the suspension procedures within 1-5 months of pregnancy, with no longer than one year of suspension. The steps are as follows:

1. The student submits three copies of filled-up *SNAI Application for Changing Student Status for International Students* to the adviser;
2. Based on the student's academic and research schedules, the adviser makes comments and turn the *SNAI Application for Changing Student Status for International Students* to the International Student Office, which will review the application and report to the SNAI vice president in charge for approval;
3. After the vice president in charge makes a decision, the International Student Office will do filing work and proceed with the suspension procedures.

**第四条** 其他

1. 怀孕生育留学生休学期间,不享受在校留学生待遇。不得在校住宿或使用学校各项设施。休学期间一切私人事宜由怀孕留学生本人承担。
2. 怀孕生育留学生休学期间,原则上要求离校回国。
3. 怀孕生育留学生休学期满,须提前 1 个月向留学生办公室提出书面复学申请。经留学生办公室审核同意、报学院审批通过后方可复学。逾期不办理复学手续者,将视为自动退学。

**Article 4 Others**

1. During the suspension period, pregnant or birth-giving students are not entitled to enrolled students treatment or allowed to live on campus or use SNAI facilities; all private matters shall be handled by the students themselves.
2. During suspension, pregnant or birth-giving students are required to leave SNAI and return to their home country in principle.
3. When suspension ends, pregnant or birth-giving students shall file a written application for resumption of schooling to the International Student Office. They can resume schooling after the application is reviewed by the International Student Office and approved by SNAI. Those who fail to complete the schooling resumption procedures in time will be considered as voluntary quitting.

**第五条** 本规定自发布之日起执行。

**Article 5** This regulation shall come into effect on the date of issuance.

