

## 第四章 教学管理 Chapter 4 Teaching Management

### 第一节 培养方案 Section 1 Education Program

**第一条** 发展中国家硕士项目学制为两年，分为四个学期，前三个学期以授课为主，并适当安排现场教学；第四学期以撰写论文为主。

**Article 48** Master of Professional Accounting Program for Developing Countries requires two years of schooling consisting of four semesters. While the first three semesters focus on course learning, including field visits, the last one focuses on thesis writing.

**第二条** 项目课程授课语言为英文。采用课堂讲授、小组研讨、专题讲座和现场教学等相结合的教学方式。通过申请，并经留学生办公室核准，留学生也可选修由中文授课的本院课程。

**Article 49** Courses are taught in English. The pedagogies include classroom teaching, group study, thematic lectures, field trip, etc. After applying to and getting approval from the International Students Office, students can also take selective courses taught in Chinese.

**第三条** 留学生在两学年之内修满规定学分，成绩合格，完成学位论文并通过答辩者，经上海国家会计学院学位评定委员会审核批准后，授予上海国家会计学院相关学科硕士学位。

**Article 50** Students who obtain required credits, pass all courses, and finish and successfully defend their theses will be granted master's degree in relevant fields after review and approval by SNAI Academic Degree Evaluation Committee.

### 第二节 课堂与考场纪律 Section 2 Classroom and Examination Disciplines

**第四条** 留学生在上课期间需遵守课堂纪律，尊重教师的劳动，不得随意走动或进出教室，手机须静音，不得迟到早退。

**Article 51** Students shall respect teachers, observe classroom disciplines and mute their mobile phones in class. They shall not arrive late or leave early, or walk in and out of the classroom arbitrarily during class time.

**第五条** 考生按规定时间进入考场，自觉服从考务工作人员管理，不得以任何形式作弊或扰乱考场秩序。

**Article 52** Students should enter the examination room at the stipulated time and follow the instructions of the staff there. Students are not allowed to cheat or disturb the order in the examination room in any form.

### 第三节 考核与成绩记载 Section 3 Academic Assessment and Record Keeping

**第六条** 留学生应按照留学生培养方案规定修读相关课程。

**Article 53** Students shall attend relevant courses stipulated by the Master of Professional Accounting Program for Developing Countries.

**第七条** 留学生应当参加学院留学生培养方案规定的课程考核，考核成绩记入成绩册，并归入本人档案。

**Article 54** Students shall take examinations of all courses stipulated by the Master of Professional Accounting Program for Developing Countries. Grades and scores will be filed in the official transcript and personal profile.

**第八条** 考核方式

- (一) 课程考核分为考试和考查两种。考试适用于所有课程，考查适用于选修课。
- (二) 考核评分采用等级制。评分在 D 以上（含 D）为考核合格；F 为不合格。
- (三) 考核采用结构分制，即平时成绩、期末成绩各占一定比例，其中，平时成绩占最终考核成绩的权重，不低于 30%。
- (四) 核心课程和必修课程建议采用考试方式，考试形式包括闭卷考试、开卷考试等。
- (五) 考试命题以教学大纲为依据，试题量一般以 2 小时为限。

**Article 55** Means of assessment

- 1) Assessment includes exam and non-exam evaluation; the former can be used for all course while the latter can be adopted only for optional ones;
- 2) Assessment result is shown in grades; grade D or above indicates a pass; F indicates a fail;
- 3) Assessment result consists of coursework performance and term-end assessment; the weight of coursework in the final result shall be no less than 30%;
- 4) It is suggested that exam be adopted for core and compulsory courses; types of exam include close book and open book;
- 5) What is covered on the exam is based on the course syllabus and the exam is usually two hours.

**第九条** 考试组织

- (一) 课程期末考试的时间、地点由留学生办公室统一安排，于考试前两周公布。
- (二) 监考人员由留学生办公室统一安排。
- (三) 留学生无故不参加考试，或在规定时间内不交课程作业的，以旷考处理，成绩按零分登记。

**Article 56** Organization of exam

- 1) Time and venue of final exams shall be arranged and announced two weeks prior to the exams by the International Students Office;
- 2) Exam supervisors shall be organized by the International Students Office;
- 3) Students who do not sit the exam without reasons or do not turn in coursework before the deadline shall be considered as absence from exam and the score shall be recorded as zero.

**第十条** 关于缓考、补考：

(一) 缓考。留学生因特殊原因不能按时应考，须提供医院、工作单位或其它相关证明，并事先提出书面申请，经任课教师及留学生管理办公室主任批准，方可缓考。

(二) 补考。留学生如有课程考核成绩不及格，可在下学期开学两周后、一个月内参加补考，如补考合格，成绩按 D 记载，并注明系补考成绩。必修课补考不及格者，不

能授予硕士学位。选修课补考不及格者，成绩记为“不合格”，不能获取相应学分。

**Article 57** Exam postponement and re-sit

1) Exam postponement. If students cannot sit the exam due to special circumstances, they shall make written applications in advance and provide hospital, employer or other proof. The exam can be postponed subject to approval by course instructor and director of the International Students Office.

2) Re-sit. If students fail a course, they can sit a resitting exam between two weeks and one month after the start of the next semester. If they pass the resitting exam, the score is recorded as D and labeled as SP (Supplementary Pass). If students fail the resitting exam of a compulsory course, they will not be conferred master's degree; if they fail the resitting exam of an optional course, the score of the course is recorded as "fail", and they cannot get the credit of the course.

**第十一条** 留学生严重违反考核纪律或者作弊的，该课程考核成绩无效，以零分或不合格记，作弊课程成绩注明“作弊”字样，并由学院视其违纪或者作弊情节，给予批评教育和相应的纪律处分。给予留校察看及以下处分的，经教育表现较好，可对该课程给予补考机会。具体参照《上海国家会计学院外国留学硕士研究生考试管理办法》执行。

**Article 58** For serious violations of assessment disciplines or cheating in exams, the score of the course is invalid and shall be recorded as zero or F. In case of cheating, the score of the course shall be noted as "cheating", and criticism and commensurate disciplinary punishment shall be imposed by SNAI based on the severity of violation or cheating. Students with academic probation or less serious punishment can be given the opportunity to take the resitting exam if they have behaved well afterwards. Refer to the *SNAI Regulation on International Student Examination* for details on implementation.

**第十二条** 留学生不能按时参加教育教学计划规定的活动，应当事先请假并获得批准。未经批准而缺席者，按旷课处理，学院将根据有关规定给予批评教育，情节严重的给予纪律处分。

**Article 59** International students who cannot participate in activities required by the program shall ask for leave in advance and get approval. Absence without approval shall be regarded as absenteeism. SNAI will impose criticism in line with relevant regulations, or disciplinary punishments in severe cases.

## 上海国家会计学院考勤办法

(外国留学生)

# SNAI Regulations on Student Attendance Management

## (International Students)

**第一条** 留学生应自觉遵守学习纪律，按规定出勤全部课程，不得旷课、迟到和早退。未获请假批准，擅自旷课、迟到和早退的，按相应课程规定计入课程成绩。

**Article 1** International students shall comply with disciplines of learning at SNAI and attend all courses as required. Absenteeism, coming late or leaving early without permission will be recorded and counted in as part of course performance.

**第二条** 因病不能参加学院教育教学计划规定的各项活动，需请假一天以内，应以书面假条方式交班主任审批。需请假一天及以上，须凭医生诊断证明，提前向留学生办公室提出书面申请，经导师、相应课程任课教师和留学生办公室批准后，予以准假。如因病情紧急来不及提交书面申请并得到批复的，应提前向留学生办公室提出口头申请，并于事后补交书面《请假申请》及校医务室或医院开具的诊断证明。

**Article 2** If a student cannot attend activities required by the program due to sickness and has to ask for a less-than-one-day leave, s/he must file a written application to the class head for approval. If it is a longer-than-one-day leave, the written application shall be filed with the International Students Office in advance, and is permitted subject to approval by the adviser, course teacher concerned and the International Students Office. If the symptom is too acute for the student to apply in written form and get approval, s/he shall make an oral application to the International Students Office in advance and submit the written application together with the diagnosis of the SNAI clinic or a hospital afterwards.

**第三条** 因事不能参加学院教育教学计划规定的各项活动，须提前提出书面申请并经导师和相应课程任课教师签署意见。假期在一天以内，需提交书面假条，由班主任批准；一天及以上但在一周以内的，由留学生办公室主任批准；一周及以上的，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 3** If a student cannot attend activities required by the program due to personal affairs, s/he shall file a written application and get the permission of the adviser and the course teacher concerned. For a less-than-one-day leave, the application is subject to approval by the class head; a leave between one day and less than one week shall be approved by director of the International Students Office; one-week and longer leave shall be approved by director of the department in charge of international student affairs; two-week and longer leave shall be approved by the SNAI Presidents' Working Meeting. 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 without asking for leave of approval shall be considered as absenteeism.

**第四条** 学习期间不得请假旅行。利用周末外出旅行者，不得影响正常学习。

**Article 4** Asking for leave in the middle of the semester for tourism purpose is not allowed. Travel on weekends shall not interrupt with study.

## 上海国家会计学院商务部奖学金管理试行办法

## SNAI Regulations on Management of China Ministry of Commerce Scholarship

**第一条** 参加“发展中国家硕士项目”的在院留学生可按规定领取商务部奖学金。

**Article 1** Eligible students can get the Ministry of Commerce Scholarship in accordance with the requirements of Master of Professional Accounting Program for Developing Countries.

**第二条** 商务部奖学金资助年限一般为两年。

**Article 2** Ministry of Commerce Scholarship is usually two years.

**第三条** 按照商务部有关规定，“发展中国家硕士项目”奖学金的内容包括：

- (一) 免收学费；
- (二) 免收校园内单人宿舍费；
- (三) 生活津贴；
- (四) 两次国际往返旅费；
- (五) 团体综合保险（含意外伤害、住院费等）。

**Article 3** According to the relevant regulations of the Ministry of Commerce, its scholarship for Master of Professional Accounting Program for Developing Countries includes:

1. Tuition fees exemption
2. Dormitory on campus accommodation fees exemption
3. Living allowances
4. Twice round-trip international air tickets
5. Comprehensive group insurance (covering accidental injury and hospitalization, etc.)

**第四条** 商务部奖学金发放规定：

(一) 因病或其他原因，保留入学资格和保留学籍的留学生，按照中国商务部的相关规定停发奖学金。

(二) 学院按规定向获商务部奖学金的留学生按月发放生活费，并由学院财务资产部以银行卡方式支付。

(三) 每学期的学生生活费发至当月底。凡退学的，生活费发至离校当月。

(四) 开学如未能及时报到注册，逾期期间生活费不予发放，在当月十六日以后注册者，只发半月生活费。

(五) 休学期间奖学金自动停止，学院和商务部同意复学的留学生，复学同时奖学金随之恢复。被开除学籍的学生，在宣布处分决定的当月奖学金终止。

(六) 领取商务部奖学金的留学生需按规定及时到留学生办公室签到，并以此作为发放生活费的基本依据。留学生生活费不可提前支取。

(七) 按照商务部有关规定，发展中国家硕士项目的留学生应选择上海为出入境口岸或国际交通工具始、终点出入境，并提供两次往返国际交通费。留学生的途中伙食费、行李超重费和住宿费等均由留学生自理。

(八) 以上规定如与国家商务部、教育部和国家留学基金委等上级有关文件精神相抵触，以上级有关文件精神为准。

#### **Article 4** Rules of Payment of Ministry of Commerce Scholarship

1. According to relevant regulations of the Ministry of Commerce, the scholarship will be suspended for students who have admission qualification retained due to illnesses or other reasons.
2. Living allowances are paid to bank cards of scholarship recipients by the Department of Finance and Assets of the Institute monthly.
3. Living allowances of each semester shall be calculated to the end of the last month of the semester. Living allowances for students who quit schooling shall be calculated to the end of departing month.
4. Those who delay registration will not get living allowances before registration. Students who register on a date later than 16<sup>th</sup> of a month will get only half of a month's living allowances.
5. The scholarship will be ended during suspension of schooling. When request for resumption is approved by the Institute and the Ministry of Commerce, the scholarship will be resumed simultaneously. If a student is dismissed, the scholarship is ended in the same month as the decision is announced.
6. Students who receive Ministry of Commerce Scholarship should sign up in time at the International Students Office, which is the basis for scholarship payment. Living allowances are not allowed to be paid in advance.
7. According to relevant regulations of the Ministry of Commerce, students of MPAcc shall choose Shanghai as entry and exit city via international transport and can be reimbursed twice round-trip travel tickets. Food, accommodation and excess baggage charges, etc. during the trips shall be borne by students.
8. If these regulations are inconsistent with related regulations of the Ministry of Commerce, the Ministry of Education or the Chinese Scholarship Council, the latter shall prevail.

**第五条** 本办法由上海国家会计学院留学生办公室负责解释。

**Article 5** The International Students Office of SNAI is responsible for interpreting these regulations.

**第六条** 本办法自发布之日起施行。

**Article 6** These regulations come into effect on the date of promulgation.

# 上海国家会计学院留学生专项奖学金评定 试行办法

## SNAI Interim Rule on SNAI Scholarships for International Postgraduate Students

### 第一章 总则

#### Chapter 1 General Provisions

**第一条** 为了加强我院留学生培养工作，引导和激发在校留学生的知识探索与创新精神，促进中外文化交流，设立留学生专项奖学金。为做好此项奖学金的评选工作，特制定本试行办法。

**Article 1** To improve education for international students at SNAI, guide and incentivize their efforts in knowledge exploration and innovation, and promote cross-cultural communication between China and the rest of the world, SNAI scholarships have been established for international students in the master program (referred to hereinafter as international students). This interim rule is formulated to govern the selection of scholarship recipients.

**第二条** 我院留学生专项奖学金评审工作本着“公开、公平、公正”的原则进行。

**Article 2** Selection of the SNAI international student scholarship is underpinned by the principles of “openness, fairness and equity”.

### 第二章 专项奖学金种类和来源

#### Chapter 2 Types and Sources of SNAI Scholarship

**第三条** 我院留学生专项奖学金共四种，分别为最佳学业奖、优秀论文奖、优秀毕业生奖、特别贡献奖。

**Article 3** SNAI scholarships for international students include Best Academic Performance Awards, Outstanding Graduate Awards, Distinction Degree Theses Awards and Special Contribution Awards.

**第四条** 专项奖学金来源分为两类：一是国内外机构赞助，可以根据赞助者要求另行制定奖学金规则，进行奖学金冠名，也可将奖学金交由学院按照本办法规定的方法统筹使用；二是学院专项奖学金。两类奖学金经留学生办公室报院长办公会后统筹或单独使用。

**Article 4** There are two sources of SNAI scholarships. One is domestic and international organization sponsorship. This can be a title sponsorship subject to request of sponsors with a separate rule developed. The scholarships can also be administered by SNAI pursuant to this rule.

The other is from SNAI funds. Both are managed by the International Student Office collectively or separately subject to approval of the SNAI Presidents' Meeting.

### 第三章 专项奖学金奖励名额与金额

#### Chapter 3 Amount and Number of Awards

##### 第五条 专项奖学金奖励名额

###### Article 5 Number of Awards

最佳学业奖设一、二、三等奖。其中，一等奖 1 人，二等奖 2 人，三等奖 3 人；

For Best Academic Performance Awards, there are one first prize, two second prizes and three third prizes respectively.

优秀论文奖不分一、二、三等奖，奖励名额为当届学生总数的 15%（如计算结果为非整数，则根据四舍五入原则取整）；

优秀毕业生奖不分一、二、三等奖，奖励名额为当届学生总数的 10%（如计算结果为非整数，则根据四舍五入原则取整）；

特别贡献奖不设固定奖励名额，奖励人数视当年具体情况而定。

The number of Distinction Thesis Award is 15% of the total number of students of the class (rounded off to whole number if the result is a decimal).

The number of Outstanding Graduate Award is 10% of the total number of students of the class (rounded off to whole number if the result is a decimal).

The number of Special Contribution Award is not fixed, but rather subject to the actual conditions of the year.

##### 第六条 专项奖学金奖励金额

###### Article 6 Amount of Awards

最佳学业奖奖励金额分别为：一等奖 4000 元/人，二等奖 3000 元/人，三等奖 2000 元/人；

优秀论文奖奖励金额为 2000 元/人；

优秀毕业生奖奖励金额为 4000 元/人；

特别贡献奖奖励金额为 1000 元/人。

For Best Academic Performance Awards:

First prize: 4,000 *yuan* per person

Second prize: 3,000 *yuan* per person

Third prize: 2,000 *yuan* per person

For Distinction Degree Theses Awards is 2,000 *yuan*.

For Outstanding Graduate Awards is 4,000 *yuan*.

For Special Contribution Awards is 1,000 *yuan*.

### 第四章 专项奖学金评选范围及要求

#### Chapter 4 Criteria and Qualification



## 第七条 专项奖学金评选范围

### Article 7 Qualifications

凡有下列情况之一，不得参加奖学金评比：

- (一) 一门或以上课程有不及格或补考记录者；
- (二) 一学期累计旷课三次及以上者；
- (三) 有学术不端行为或考试作弊者；
- (四) 违反学院规定，严重影响学院正常教学秩序、生活秩序以及公共场所管理秩序，侵害他人合法权益的；
- (五) 因违纪受到学院通报批评以上纪律处分者；
- (六) 因违法被行政处罚或刑事处罚的。

Students with any of the following instances are not eligible for the scholarships:

1. Failing or resitting one or more courses
2. Absenteeism from class for three times or more in one semester
3. Having academic misconducts or cheating in exams
4. Violating SNAI rules, seriously affecting normal teaching, living or public place order in SNAI, or infringing others' legitimate rights and interests
5. Having been imposed by SNAI circulating a notice of criticism or more severe penalties for violation of regulations
6. Having been imposed administrative or criminal penalties for violation of laws

## 第八条 专项奖学金评选要求

### Article 8 Criteria

(一) 最佳学业奖的获奖学生名单，由下列两项积分相加所得总分，从高到低依次排列确定：

1. 根据第一学年综合学业成绩获得的相应积分：  
$$\sum (\text{单门课程绩点} \times \text{对应课程学分}) \div \text{总学分} * 10$$
2. 在经学院认可的期刊杂志或会议论文集上发表专业文章获得的相应积分：2分 / 千字

说明：多人合作发表论文的，按合作人数比例得分；同一篇论文只能参加一次综合奖的评定加分；评定时，需要提交文章原件或复印件；凡证实剽窃他人成果者，将取消各类奖项的评定，并按相关校纪校规处理。凡证实剽窃他人成果者，将取消各类奖项的评定，并按相关校纪校规处理。

I) For Best Academic Performance Award selection, students are ranked by the sum of points of the following two items from the highest to the lowest:

1. Points gained from academic performance in the first academic year:  
$$\sum (\text{course grade point} * \text{course credit}) / \text{total credits} * 10$$
2. Points gained from publishing academic papers on journals or conference paper collections recognized by SNAI: 2 points per 1,000 words

(二) 优秀论文奖的评选要求为：

- 1、选题为本学科前沿，有重要的理论或现实意义；
- 2、在理论或研究方法上有创新，具有较好的社会效益或较好的应用前景；
- 3、材料翔实、推理严密、数据可靠、文笔流畅、表达准确、层次分明、图表规范；
- 4、学位论文答辩成绩应为良好以上。

II) Distinction Thesis Award criteria include:

1. The topic is at the forefront of the discipline and has key theoretical or practical relevance.
2. The thesis offers new theories or research methods, boasting good social benefits or application prospects.
3. The thesis features complete and accurate content, sound logic, reliable data, good writing fluency, exact expression, clear structure, and highly standardized charts and tables.
4. The rank for the defense performance shall be Merit or above.

(三) 优秀毕业生奖的获奖学生名单, 由下列积分相加所得总分, 从高到低依次排列确定:

1. 基础积分, 包含综合学业成绩积分与论文成绩积分:

1) 综合学业成绩积分:

$$\sum (\text{单门课程绩点} \times \text{对应课程学分}) \div \text{总学分} * 10$$

2) 论文成绩积分:

$$\text{学位论文答辩成绩} \times 30\%$$

说明: 学位论文答辩成绩为学位论文答辩委员会各委员所给定成绩平均分。

2. 综合积分, 包含科研积分与竞赛积分

1) 科研积分

在学院认可的期刊杂志或会议论文集上发表专业文章获得的相应积分: 2分 / 千字。

说明: 多人合作发表论文的, 按合作人数比例得分; 同一篇论文只能参加一次综合奖的评定加分; 评定时, 需要提交文章原件或复印件; 凡证实剽窃他人成果者, 将取消各类奖项的评定, 并按相关校纪校规处理。

2) 竞赛积分

在经学院认可的各类竞赛活动中表现优秀的同学, 予以加分。

国际性竞赛三等奖及以上 10分

全国性竞赛三等奖及以上 5分

省、市级竞赛三等奖及以上 2分

院级竞赛三等奖及以上 1分

注: 竞赛类加分包括各类学术竞赛、语言竞赛以及文体艺术类竞赛等。

III) For Outstanding Graduate Award selection, students are ranked by the sum of points of the following items from the highest to the lowest:

1. Basic points, including academic points and thesis points

1) Points gained from academic performance:

$$\sum (\text{course grade point} * \text{course credit}) / \text{total credits} * 10$$

2) Thesis points:

$$\text{Thesis defense score} * 30\%$$

Note: thesis defense score is the average of scores given by individual members of the thesis jury.

2. All-round points, including research and competition points

1) Research points:

Points gained from publishing academic papers on journals or conference paper collections recognized by SNAI: 2 points per 1,000 words

Note: if a paper has more than one author, the points are split by the number of co-authors; one paper can be submitted for all-round points just once; the original or a photocopy of the paper

shall be submitted for evaluation; those who are proved of plagiarism will be deprived of eligibility for all awards and are subject to penalties in accordance with SNAI regulations and rules.

2) Competition points:

Students who perform well in competitions recognized by SNAI will get points:

Third prize or above in international competitions 10 points

Third prize or above in national competitions 5 points

Third prize or above in provincial or municipal competitions 2 points

Third prize or above in SNAI competitions 1 points

Note: competitions include academic, linguistic, cultural, sport and art competitions.

(四) 特别贡献奖的评选主要针对做出下列杰出贡献的学生:

- 1、对学院国际化做出重要贡献;
- 2、对中外经济文化交流做出重要贡献。

IV) Students who have made outstanding contributions in the following areas are eligible for selection of the Special Contribution Award:

1. Internationalization of SNAI
2. Economic and cultural exchange between China and the rest of the world

## 第五章 专项奖学金评定程序及发放执行

### Chapter 5 Selection Procedures and Awarding

#### 第九条 专项奖学金评定程序

##### Article 9 Selection Procedures

(一) 专项奖学金的评定必须坚持原则, 坚持实事求是、民主公开的原则。

1. The principle of fact-based, democratic and transparent procedures must be upheld in selection of SNAI scholarship recipients.

(二) 留学生学业成绩、考勤情况、违纪违规情况、论文考核情况等由留学生办公室负责统计及审核。

2. The International Student Office is responsible for the collection and audit of statistics about students' academic performance, attendance, violation of regulations and rules, as well as thesis assessment.

(三) 最佳学业奖以及优秀毕业生奖的评定实行三级评审制, 即由留学生办公室成立评审小组, 根据奖学金评选条件进行初评, 并将名单报分管院领导做二次审核, 最后再报学院院长办公会进行最终审批。奖学金评审结果以邮件形式公示留学生 5 个工作日。如无异议, 则确定最终奖学金获得者名单, 并给予表彰。有异议者, 由留学生办公室于 10 个工作日内出具调查结果, 经查, 若拟获奖学生确实存在舞弊、违法等情形的, 则取消该生获奖资格。

A three-tier evaluation approach is adopted in the selection. The International Student Office will set up a selection panel, carry out the first-round selection based on scholarship types and qualifications. The shortlist is then submitted to the SNAI leadership in charge for the second-round review, and finally to the SNAI Presidents' Meeting for approval. The results are made public among international students via email for 5 working days. If there is no objection, the candidates become finalized scholarship recipients and are honored. In cases of objection, the

International Student Office is responsible for producing an investigation result in 10 working days. If a candidate student is proved to have cheated or violated laws and regulations, the eligibility of the student will be canceled.

(四) 优秀论文奖评选程序如下:

- 1、学位论文答辩委员会负责初选工作,由答辩委员会提出推荐名单并报留学生办公室;
- 2、留学生办公室对推荐名单进行汇总;
- 3、学院学术委员会依据论文质量和指导教师于评审现场的推荐意见,以无记名投票方式,提出上海国家会计学院外国留学硕士研究生优秀学位论文的入选名单;
- 4、留学生办公室对上海国家会计学院外国留学硕士研究生优秀学位论文入选名单予以公布;
- 5、学院学术委员会接受和处理有关异议事项,研究处理评选工作中的其他问题。

IV) Distinction Thesis Award selection procedures

1. The thesis defense jury does the screening work and proposes to the International Student Office a list of recommended candidates;
2. The International Student Office reviews the recommended candidates;
3. The SNAI Academic Committee carries out a secret ballot based on the quality of theses and recommendation opinions of advisers at the defense, and proposes the shortlist of SNAI Distinction Theses (International Students);
4. The International Student Office publicizes the shortlist of SNAI Distinction Theses (International Students) for challenges or complaints;
5. The SNAI Academic Committee hears and deals with issues related to the shortlisted theses, and reviews other issues concerning the selection process.

(五) 特别贡献奖评选程序如下:

- 1、留学生办公室向院长办公会推荐获奖学生名单;
- 2、院长办公会研究并决定最终获奖名单;
- 3、留学生办公室向留学生公布获奖名单。

V) Special Contribution Award selection procedures

1. The International Student Office proposes a list of candidates to the SNAI Presidents' Meeting;
2. The SNAI Presidents' Meeting reviews the list and decides on final recipients;
3. The International Student Office publicizes the result among international students.

#### **第十条** 专项奖学金发放

##### **Article 10** Awarding

最佳学业奖于第二学年开学初颁发;优秀论文奖、优秀毕业生奖于毕业典礼颁发;特别贡献奖的颁奖时间视具体情况由留学生办公室另行通知。

Best Academic Performance Award is granted at the beginning of the second academic year; Distinction Thesis Award and Outstanding Graduate Award are granted at the commencement ceremony; the awarding time of Special Contribution Award is to be announced by the International Student Office.

#### **第十一条** 专项奖学金执行

**Article 11 Administration**

本规则解释归上海国家会计学院区域项目二部留学生办公室。  
本办法自发布之日起施行。

The International Student Office of SNAI is responsible for interpreting these rules.  
This rule comes in effect on the date of promulgation.

第三部分：教学管理

## **Part III. Teaching Management**

# 上海国家会计学院发展中国家会计硕士专业学位项目研究生培养方案

## **SNAI Graduate Student Education Program for Master of Professional Accounting Program for Developing Countries**

### 一、背景与特色

#### I. Background and Features of the Program

在中国教育部和商务部的支持下，上海国家会计学院于 2015 年秋季学期启动了“发展中国家会计硕士专业学位项目”（Master of Professional Accounting Program for Developing Countries）。该项目以培养国际化的高层次、应用型财经人才为宗旨，是学院推进国际化、建设高水平大学、培养发展中国家财经人才的重要举措，是我国在平等互利基础上开展国际财经与发展领域能力建设援助计划的组成部分，也是国际社会为实现全民教育和可持续发展目标而进行南南合作、南北合作的共同行动。因此，本学位计划具有以下特点：1)科学制定计划，加强国际化运作与管理。项目将通过制定科学合理的教学计划、严格的教学组织与先进的国际化管理，使学员获得的知识更能适应发展的需要；2)创新学位模式，理论知识与实践经验相结合。以英语为教学语言，重视理论与实践相结合，采用课堂讲授、小组研讨、专题讲座和实地考察等多种形式；3)促进区域发展，国际经验与地区实践相结合。世界银行、亚洲开发银行、国际货币基金组织、国际会计准则理事会、澳大利亚 APEC 研究中心等机构将为项目提供有力支持，共同搭建国际化的能力建设平台。

With the support from the Ministry of Education and the Ministry of Commerce, SNAI launches the Master of Professional Accounting Program for Developing Countries in the fall semester of 2015. This program aims to nurture high-level and application-oriented talents with an international perspective in finance and economics and constitutes a vital part of China's foreign aid plan of enhancing capability-building in the field of international finance and development on the basis of equality and mutual benefit. It is also a joint effort of the international community to press ahead with South-South and North-South cooperation for universal education and sustainable development. Therefore, this program boasts the following features: 1) scientific planning which strengthens international cooperation and management. By combing scientific planning, strict teaching and advanced international management, the program enables students to acquire knowledge that follows the trend of development; 2) degree mode innovation which combines theory with practice. Courses are taught in English in many forms including classroom teaching, group research, thematic lectures and field trips, with emphasis on both theory and practice; 3) excellent localization which integrates international experience into local practices. International institutions including the World Bank, Asian Development Bank, International Monetary Fund, International Accounting Standards Board and Australian APEC Study

Center will provide the program with strong support and join efforts to establish an international capability-building platform.

## 二、培养目标

### II. Training Goals

根据发展中国家财经与发展领域的需求，本学位计划旨在实现以下目标：

This program aims to realize the following goals based on the needs of developing countries in finance, economics and development:

1. 培养具有扎实的财经专业知识、较强的财经政策分析能力的财经决策者和研究者；

1. To nurture decision-makers and researchers in finance and economics who have both solid professional knowledge and strong analytic skills in financial and economic policies.

2. 培养具有研究能力、实践能力、决策能力、能够领导财经改革促进国家发展的财经管理人员。

2. To nurture management professionals in finance and economics who have research, practical and decision-making abilities and can lead China's financial and economic reform for better development of the country.

## 三、招生对象与要求

### III. Program Candidates and Requirements

具有学士或同等学位的经济学、管理学等相关领域的政府官员，或者有志于从事财经工作的大学毕业生或在职人员，有领导决策经验者优先考虑；非英语国家的学生需要提供有效的英语水平证明；年龄一般不超过 40 岁。

Government officials in economics, management and relevant fields, with a bachelor's degree or equivalent qualifications; college graduates or current employees who aspire to engage in the field of finance and economics. Decision-making or leadership experience is a plus. Students from non-English speaking countries shall provide effective documents proving their level of English proficiency; and normally candidates shall be under the age of 40.

## 四、学习方式及年限

### IV. Training mode and length of schooling

采用脱产培养方式，全日制学习年限一般为 2 年。

The program requires full-time study and the length of schooling is 2 years.

## 五、课程设置

### V. Course Design

该项目课程体系分为四个基本模块：发展理论与实践、财会专业基础、财经视野拓展以及中国文化认知等，详见附件。

The program comprises four basic modules, namely Theory and Practice of Development, Accounting and Corporate Finance, Development Track Courses, and Chinese Culture. See attachment for more details.

## 六、教学方式

### VI. Teaching Methods

课程主要以英语为教学语言，重视理论与实践相结合，采用课堂讲授、小组研讨、案例分析、实地考察等多种方式。选择中国城乡不同发展水平的单位或部门，进行相关内容的考察和教学实践。成立导师组负责研究生的指导，导师将采取面谈、电话、电子邮件等多种方



式对学生的学位论文进行全过程指导。

Courses are mainly taught in English and in many forms including classroom teaching, group research, case analysis and field trips, with emphasis on both theory and practice; government departments or institutions in different regions of China and with varied development levels are chosen for field trips and teaching practices. A panel of advisers will be formed and guide graduate students through the whole process of thesis writing through face-to-face conversation, phone calls, emails, etc.

### 七、课程考核和评价

#### VII. Course Examination and Evaluation

课程考核与评价可参照如下方式开展，具体可视各门课程的实际情况而定。

Course examination and evaluation can be conducted in the following ways depending on the real situations of courses.

##### (一) 考核和评价方式

##### I) Methods of Examination and Evaluation

1. 出勤率/课堂参与情况占总成绩 20%  
1. Attendance/Class Participation 20% of Total Score
2. 课程作业占总成绩 30%  
2. Coursework 30% of Total Score
3. 考试考查 50%  
3. Test Score 50% of Total Score

##### (二) 评分标准

##### II) Grading Standards

|                   | 等级 Grade | 成绩 Score | 绩点 GPA |
|-------------------|----------|----------|--------|
| 优秀<br>Distinction | A        | 93-100   | 4      |
|                   | A-       | 88-92    | 3.7    |
| 良好<br>Merit       | B+       | 83-87    | 3.3    |
|                   | B        | 78-82    | 3      |
|                   | B-       | 75-77    | 2.7    |
| 合格<br>Pass        | C+       | 72-74    | 2.3    |
|                   | C        | 69-71    | 2      |
|                   | C-       | 66-68    | 1.7    |
|                   | D+       | 63-65    | 1.3    |
|                   | D        | 60-62    | 1      |
| 不合格<br>Fail       | F        | 0-59     | 0      |

### 八、学位论文及学位授予

#### VIII. Degree Thesis and Degree Conferring

(一) 学位论文选题应紧密联系财经工作实践，论文形式一般是专题研究性论文，特殊情况也可以是高水平的调研报告或案例分析报告。论文应体现学生运用会计及相关学科的理论、知识、方法分析与解决财经实际问题的能力。论文字数不少于 1.5 万字，采用英文写作。

D) The selection of thesis topic shall be closely related to the practice of finance and economics. Usually a thesis shall be a monographic research. Under special circumstances, it can also be a high-level research or case analysis report. The thesis shall reflect students' ability to analyze and

solve practical problems in finance and economics by applying the knowledge, theories and methodologies in accounting and relevant subjects. The thesis shall be written in English with a minimum of 15,000 words.

(二) 论文答辩在学院进行。答辩委员会成员由3至5名本学科或相关学科的专家组成，其中应有1至2名来自院外的具有高级职称或专业技术资格的专家。

II) Thesis defense takes place in the Institute. The thesis defense jury shall consist of three to five experts in the field of study or related disciplines, including one or two non-SNAI experts with a professor-level or senior professional title.

(三) 在规定年限之内修满规定学分，成绩合格，完成学位论文并通过论文答辩者，经上海国家会计学院学位评定委员会审核批准后，授予会计硕士专业学位。每届规定学分数由留学生办公室负责解释。

III) Students who have obtained required credits and passed the thesis defense shall be granted master's degree in accounting, subject to review and approval by the SNAI Degree Evaluation Committee. The number of required credits may vary from one year to another, which is to be determined by the International Students Office.

#### 九、其它

#### IX. Other Matters

学位授予地点在中国的上海国家会计学院。

The venue for degree conferment is SNAI in China.

#### 附件：课程设置 Attachment: Course Design

MPAcc for Developing Countries (2016-2018):

| 课程类型<br>Types                | 模块名称<br>Modules   | 课程名称<br>Course Titles                                       | 学分<br>Credits |
|------------------------------|---|---|---------------|
| 必修课<br>Compulsory<br>Courses | 发展理论与<br>实践<br>Theory and<br>Practice of<br>Development | 1.宏观经济学<br>Macro-economics                                  | 2             |
|                              |   | 2.国际金融合作<br>International Financial Cooperation             | 2             |
|                              |   | 3.金融市场与金融工具<br>Financial Market and Financial<br>Instrument | 2             |
|                              |   | 4.战略管理与领导力<br>Strategic Management and<br>Leadership        | 2             |
|                              |   | 5.绩效评价理论<br>Public Program Monitoring and<br>Evaluation     | 2             |
|                              |   |   | 16            |

|   |  |  |  |   |
|---|--|--|--|---|
|   |  | 6.发展经济学<br>Development Economics   | 2  |   |
|   |  | 7.中国金融改革<br>Financial Reform of China  | 2  |   |
|   |  | 8.国际商务<br>International Business   | 2  |   |
|   | 财会专业基础<br>Accounting and<br>Corporate<br>Finance | 9.高级财务会计<br>Advanced Financial Accounting  | 2  | 8 |
|   |  | 10.国际会计准则与比较<br>International Accounting Standards<br>and International Comparison | 2  |   |
|   |  | 11.高级财务管理<br>Advanced Financial Management   | 2  |   |
|   |  | 12.高级管理会计<br>Advanced Management Accounting  | 2  |   |
|   | 中国文化认知<br>Chinese<br>Culture                     | 13.现代汉语<br>Chinese Language  | 6  | 8 |
|   |  | 14.中国概况<br>Introduction to China   | 2  |   |
|   | 选修课<br>Optional<br>Courses                       | 财经视野拓展<br>Development<br>Track Courses   | 15.亚洲开发银行发展系列讲座<br>ADB Series on Development | 2 |
| 16.财经专题讲座<br>Thematic Lectures on Finance and<br>Economics              |  |  | 3  |   |
| 17.中国改革与发展现场教学<br>On-site Teaching of China's Reform<br>and Development |  |  | 3  |   |
| 18. 独立研究与论文写作指导<br>Guidance on Independent Study and<br>Thesis Writing  |  |  | 1  |   |

MPAcc for Developing Countries (2017-2019):

| 课程类型<br>Types                | 模块名称<br>Modules   | 课程名称<br>Course Titles                           | 学分<br>Credits |    |
|------------------------------|---|---|---------------|----|
| 必修课<br>Compulsory<br>Courses | 发展理论与<br>实践<br>Theory and<br>Practice of<br>Development | 1.宏观经济学<br>Macro-economics                      | 2             | 14 |
|                              |   | 2.国际金融合作<br>International Financial Cooperation | 2             |    |
|                              |   | 3.金融市场与金融工具<br>Financial Market and Financial   | 2             |    |

|  |  |  |   |    |   |
|--|--|--|---|----|---|
|  |  | Instrument   |   |    |   |
|  |  | 4.战略管理与领导力<br>Strategic Management and Leadership                              | 2   |    |   |
|  |  | 5.发展经济学<br>Development Economics   | 2   |    |   |
|  |  | 6.中国金融改革<br>Financial Reform of China  | 2   |    |   |
|  |  | 7.国际商务<br>International Business   | 2   |    |   |
|  | 财会专业基础<br>Accounting and Corporate Finance | 8.高级财务会计<br>Advanced Financial Accounting                                      | 2   | 8  |   |
|  |  | 9.国际会计准则与比较<br>International Accounting Standards and International Comparison | 2   |    |   |
|  |  | 10.高级财务管理<br>Advanced Financial Management                                     | 2   |    |   |
|  |  | 11.高级管理会计<br>Advanced Management Accounting                                    | 2   |    |   |
|  | 中国文化认知<br>Chinese Culture                  | 12.现代汉语<br>Chinese Language  | 8   | 11 |   |
|  |  | 13.中国概况<br>Introduction to China   | 3   |    |   |
|  | 选修课<br>Optional Courses                    | 财经视野拓展<br>Development Track Courses  | 14.亚洲开发银行发展系列讲座<br>ADB Series on Development            | 2  | 9 |
|  |  |  | 15.财经专题讲座<br>Thematic Lectures on Finance and Economics | 2  |   |
| 16.中国改革与发展现场教学<br>On-site Teaching of China's Reform and Development |  |  | 4   |    |   |
| 17. 独立研究与论文写作指导<br>Guidance on Independent Study and Thesis Writing  |  |  | 1   |    |   |

备注：每年的课程设置或有微调，以留学生办公室最终发布的为准。

Note: Courses may vary from one year to another. Please check the announcement of the International Students Office.

# 上海国家会计学院外国留学生课程成绩评定与管理暂行办法

## SNAI Interim Rules on Course Grading and Management for International Students

**第一条** 本办法适用于上海国家会计学院外国留学硕士研究生课程的成绩评定与管理。

**Article 1** These rules apply to course grading and management for international students of master programs at SNAI.

**第二条** 本校在籍外国留学生应当参加所修课程考核，考核结果记入学生成绩记载表，并归入本人档案，成绩合格者可获得相应学分。

**Article 2** All enrolled international students of SNAI shall participate in the evaluation of their registered courses. Results of evaluation shall be recorded in the students' transcripts and included in their archives. Those who pass the evaluation will earn the credits of the courses.

**第三条** 成绩评定与记载

- (一) 课程分为计分课程和参与课程两种类型；
- (二) 计分课程的考核成绩，构成部分和各部分比例由各门课程的任课教师确定，并在开课初在教学大纲中向学生公布说明；考核等级评定方法如下：

**Article 3** Grading and recording

1. Courses are divided into standard grading courses and non-standard grading courses;
2. For standard grading courses, the composition and weights of grading components shall be determined by the course instructor and announced and explained to students in the course syllabus at the beginning of the course; the grading methods are as follows:

| 分数     | 等级 | 绩点  | 五级制 | 描述   |
|--------|----|-----|-----|--|
| 93-100 | A  | 4.0 | 优秀  | 熟练掌握课程相关知识，对相关议题具有独立思考 and 见解，并有较强的逻辑和分析能力 |
| 88-92  | A- | 3.7 |     |  |
| 83-87  | B+ | 3.3 |     |  |
| 78-82  | B  | 3.0 | 良好  | 理解并熟悉课程相关知识，对课程议题有一定的批判性思考和分析              |
| 75-77  | B- | 2.7 |     |  |
| 72-74  | C+ | 2.3 |     |  |
| 69-71  | C  | 2.0 | 中等  | 理解课程相关知识，并能运用相关知识解答作业和考试中的简单问题             |
| 66-68  | C- | 1.7 |     |  |
| 63-65  | D+ | 1.3 | 及格  | 对课程相关知识有泛泛了解                               |
| 60-62  | D  | 1.0 |     |  |
| 0-59   | F  | 0.0 | 不及格 | 对课程相关知识了解有限且无法运                            |

用，对课程议题无分析能力

| Score  | Grade | Grade point | Indication   | Description  |
|--------|-------|-------------|--------------|--|
| 93-100 | A     | 4.0         | Distinction  | Skillful grasp of course related knowledge, independent thinking and perspective on related issues, strong logic and analytics   |
| 88-92  | A-    | 3.7         |              |  |
| 83-87  | B+    | 3.3         | Merit        | Understanding of and familiarity with course related knowledge, some extent of critical thinking and analytics for course issues |
| 78-82  | B     | 3.0         |              |  |
| 75-77  | B-    | 2.7         |              |  |
| 72-74  | C+    | 2.3         | Intermediate | Understanding course related knowledge, addressing simple questions in course work and exams with related knowledge              |
| 69-71  | C     | 2.0         |              |  |
| 66-68  | C-    | 1.7         |              |  |
| 63-65  | D+    | 1.3         | Pass         | Some level of understanding of course related knowledge  |
| 60-62  | D     | 1.0         |              |  |
| 0-59   | F     | 0.0         | Fail         | Limited understanding of course related knowledge and inability to use, lack of analytical capability for course issues          |

(三) 参与课程的考核等级为“P(及格)”或“F(不及格)”，不计绩点；

3. The grades for non-standard grading courses are “P” (pass) or “F” (fail), and there is no grade points;

(四) 平均绩点  $GPA = \Sigma(\text{计分课程绩点} * \text{该课程学分}) \div (\text{计分课程的总学分数} + \text{考核等级为 F 的参与课程的总学分数})$ ；

4.  $GPA = \Sigma(\text{grade point of standard grading course} * \text{credits of course}) / (\text{total credits of standard grading courses} + \text{total credits of non-standard grading courses in which a student gets an F})$ ;

(五) 学生计分课程的考核等级为 F，可以申请一次补考；补考后如评定等级在 D 或以上，则该课程等级以 D 记载；如评定等级仍为 F，则以 F 为准，不再予以补考机会；

5. If a student gets an F in a standard grading course, s/he can apply for re-sitting exam; if the result is D or higher grades in the re-sit, the grade for this course shall be recorded as D; if the result is still F, then recorded as F and no more resitting exam will be given;

(六) 学生补考后累计两门或两门以上课程评定等级为 F，予以退学处理。

6. After re-sit, if a student gets an F in two or more courses, s/he shall be treated as quitting from school.

#### 第四条 试卷评阅

(一) 教师应当公正、科学地评阅试卷，坚持以参考答案和评分标准为依据，做到评判准确，给分有据；

(二) 阅卷后要进行复核，发现漏评、漏记或总分统计错误应及时更正；

- (三) 在试卷、答卷或成绩记载表上,对已经评定分数或统分记录进行修改时,阅卷教师或统分人员应在修改处签名。

#### **Article 4** Exam paper assessment

1. Teachers' assessment of exam papers shall be just, reasonable and based on reference answers and scoring standards, so as to ensure accurate and appropriate assessment;
2. A check-up shall be done after assessment; omissions and errors in adding up scores shall be corrected timely;
3. If existing scores or records of scores are to be modified on exam papers, answer sheets or score sheets, assessing teachers or those recording the scores shall sign at places where modifications are made.

#### **第五条** 成绩审核与报送

- (一) 任课教师应在课程考核后一周内完成成绩评定工作,并将学生成绩录入留学生管理信息系统,同时打印纸质成绩表,签字后(或签字后的扫描件)与评定完成的学生答卷一起送交留学生办公室;
- (二) 教师未按时送交所任课程的成绩时,应提出书面情况说明及相关证明材料,报送留学生办公室;
- (三) 留学生办公室收到成绩记载表和评定完成的学生答卷,确认无误后封存,并安排相关缓考、补考事宜。

#### **Article 5** Review and submission of assessment results

1. Course teachers shall complete assessment work within one week after course assessment and input students' scores into the international student management information system; in the meantime, they shall print out the score sheets, sign up (or the scan copy of the signed sheets) and submit to the International Students Office together with assessed students' answer sheets;
2. Teachers who fail to submit their course assessment results shall produce a written explanation and submit to the International Students Office together with proof materials;
3. The International Students Office, after receiving score sheets and assessed students' answer sheets and double checking for any mistakes or errors, shall have them sealed for record keeping and arrange necessary postponed and resitting exams.

#### **第六条** 查卷与成绩查询、更正、告知

- (一) 学生对考核成绩有异议时,可以在下一学期开学第一周向留学生办公室提出书面查卷申请,经留学生办公室主任批准,由留学生办公室组织非任课教师的相关专业教师统一查阅。逾期不予受理。
- (二) 按程序核查试卷后,确系教师判卷或统分有误,需更正成绩的,经部门主管领导签署书面意见,由留学生办公室修正录入,并通知学生本人;
- (三) 教师提出查卷或修改自己已经提交的成绩时,应于开学第一个月向留学生办公室提出书面情况说明及相关证明材料;
- (四) 课程考核成绩不张榜公布,但留学生办公室应于期末放假后一个月内将本期考核成绩告知学生本人。

#### **Article 6** Exam paper auditing and score retrieval, modification and notification

1. If students have objection to their scores, they can file a written application for exam paper auditing to the International Students Office in the first week of the next semester; subject to the

approval by its head, the International Students Office organizes non-course teachers for a centralized auditing; applications after the deadline will not be accepted;

2. After auditing according to procedures, if there are errors in scoring or adding up scores due to teachers who assessed the papers and modification is needed, with the consent and signature of head of the competent department, the International Students Office will input the modification(s) into the system and notify the student(s) concerned;

3. If assessing teachers wish to audit the papers or modify the assessment results they have submitted, they shall make a written statement to the International Students Office together with related proof materials within one month after start of the new semester;

4. Course assessment results are not publicized, but the International Students Office shall notify students of their own scores within one month after conclusion of the semester.

**第七条** 留学生办公室封存成绩记载表和评定完成的学生答卷，不得遗失，未经批准不得随意开封查阅或更正，对于随意更改成绩，或成绩管理不善造成不良后果的，要追究责任，从严处罚。

**Article 7** The International Students Office is responsible for sealing up score sheets and assessed students' answer sheets for safekeeping, and shall never open the sealing for retrieval or modification without permission; those who modify scores frivolously or cause adverse consequences due to poor score management shall be held accountable and imposed severe punishments.

**第八条** 学生因休（复）学等原因，进入下一年级学习时，如果培养方案中课程设置有变化，应以学生当前就读年级的培养方案为准，对已经修过的相同课程，成绩有效；对已经开过但未修读的个别课程，需要补修，且要取得合格成绩。

**Article 8** When a student resumes study from suspension in a new academic year, if there are changes in courses of the program, the program of the current class of the student shall be adopted; for courses of the new program that the student has already taken, his/her scores remain valid; the student shall make up for and pass the courses not yet taken.



# 上海国家会计学院外国留学生考试管理规定

## SNAI Regulations on International Student Examinations

### 第一章 总则

#### Chapter One General Provisions

**第一条** 为进一步加强对外国留学生考试工作的管理，严肃考纪，端正考风，优化教风、学风，提高教育教学质量，依据《中华人民共和国高等教育法》和教育部《普通高等学校学生管理规定》，制定本规定。

**Article 1** These regulations are formulated, in line with the *Higher Education Law of the People's Republic of China* and the *Regulations on the Administration of Students in Regular Institutions of Higher Learning* issued by the Ministry of Education, to step up administration of international student examinations, strengthen exam disciplines, improve the styles of teaching and learning, and enhance quality of education.

**第二条** 考试是对留学生学习情况进行检查，也是对教师教学效果进行检验的一个重要方法。考试必须做到真实、严格、公平、公正。

**Article 2** Examination is an important way to test how much international students have learned and how well the teachers taught; truth, seriousness, equity and fairness shall be guaranteed in exams.

**第三条** 本规定适用于留学生的课程考试及我校组织的有关国家级或省级考试等。国家级或省级考试另有规定的按上级有关部门的规定执行。

留学生在校外违反考试纪律的，根据负责单位通报的情况，按本规定相应条款处理。

**Article 3** These regulations are applicable to course exams for international students and SNAI-organized national or provincial exams related to international students; for national and provincial exams governed by other regulations, rules of competent authorities shall prevail.

International students violating exam disciplines outside the Institute shall be handled in line with related articles of these regulations based on information provided by exam owners.

### 第二章 考试组织

#### Chapter Two Organization of Examinations

**第四条** 考试由留学生办公室在规定的时段内统一组织，并委派人员监考。

**Article 4** The International Students Office organizes exams within specified periods and dispatches exam supervisors.

**第五条** 任课教师提前或推后考试，均需经留学生办公室批准后方可实行。

**Article 5** Course teachers shall not reschedule their exams without approval from the International Students Office.

**第六条** 监考人员由留学生办公室统一安排。监考员应按照《上海国家会计学院外国留学硕士研究生考场规则》认真组织考试，严格监考，如实填写《上海国家会计学院研究生考场情况登记表》（放入试卷袋内），并认真清点试卷和答卷，及时送交留学生办公室。

**Article 6** Arranged by the International Students Office, exam supervisors shall perform their duties seriously and rigorously pursuant to the *SNAI Rule on International Graduate Student Examinations*, fill up the *SNAI Registration Form of Graduate Examination Rooms* (which shall be put into the exam paper bag) truthfully, collect all exam papers and answer sheets, and turn in to the International Students Office timely.

### 第三章 考试方式与时间

#### Chapter Three Methods and Time of Examination

**第七条** 考试方式分闭卷笔试、开卷笔试和口试等。课程考试应采取考核知识与考核能力相结合的原则来确定考试方式。课程的考试方式，严格按照各专业培养方案的要求执行。

**Article 7** Methods of examination include close-book written, open-book written and oral; methods of course exam shall be determined in the principle of assessing both course knowledge and practical competence, and shall be consistent with the requirements of programs.

**第八条** 笔试时间一般为 120 分钟。考试时间不得随意更改。

**Article 8** Written exams are usually 120 minutes long and exam time shall not be changed without permission.

### 第四章 考试资格审查

#### Chapter Four Exam Eligibility Check

**第九条** 留学生考试资格由任课教师和留学生办公室审查。未按有关规定注册或未办理选课手续以及未经批准而修读该课程者不得参加考试，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。

**Article 9** Eligibility check falls in the responsibility of course teachers and the International Students Office; students not enrolled pursuant to related regulations, not going through the procedures to select the course, or taking the course without approval shall not sit the exam of the course; those who are absent from class for more than one third of total course hours are not allowed to sit the final exam of the course.

**第十条** 任课教师应于考试一周前分别将参加考试、缓考和被取消考试资格的留学生姓名、学号及原因报留学生办公室审定，并及时通知留学生本人。

**Article 10** The course teacher shall submit to the International Students Office the lists of students sitting the exam, postponing exam and disqualified for the exam including names, student numbers and reasons for postponement or disqualification at least one week prior to the

exam, and notify the students of such information.

**第十一条** 留学生因特殊原因不能按时应考，需在考试一周前填写《上海国家会计学院留学生缓考申请表》并附有关证明，经任课教师及留学生办公室主管领导审核同意后实施。经批准同意缓考的留学生一般应与下一年级留学生同堂考试。

**Article 11** International students who cannot attend the exam as scheduled under special circumstances shall turn in the SNAI Exam Postponement Application for International Students one week prior to the exam together with related proof materials; the application is subject to approval by the course teacher and leading officials of the International Students Office; those approved for exam postponement shall usually take the exam together with the next class of international students.

**第十二条** 考试不合格的留学生应按规定参加补考。

**Article 12** International students failing an exam shall take the resitting exam in accordance with related regulations.

**第十三条** 因缺课量超过三分之一而被取消考试资格者，该课程成绩记为零分；因违反考试纪律或者作弊而被取消考试资格者，该课程成绩记为零分，并由学院视其违纪或作弊情节，给予批评教育和相应纪律处分。经教育表现较好者，可以对该课程给予补考机会。

**Article 13** Those disqualified for an exam due to absence from class for more than one third of the course hours shall get zero score for the course; those disqualified due to cheating or violation of exam disciplines shall get zero score for the course and be given criticism and commensurate disciplinary punishments based on severity of violation or cheating; those performing well after disciplinary education can be given the chance to take a resitting exam of the course.

**第十四条** 不按规定参加考试者，以旷考论处。凡旷考的留学生，该次考试成绩以零分记，并予以通报批评。

**Article 14** Those not taking the exam pursuant to related regulations shall be treated as absence from exam, recorded as zero score in the exam and given circulated criticism.

## 第五章 命题与制卷

### Chapter Five Preparation and Printing of Exam Paper

**第十五条** 任课教师应根据教学大纲的要求命题。命题应科学、客观、合理，题意准确，文字通顺，图表清晰，难易适当，题量适中，知识点覆盖面广。

**Article 15** Course teachers shall prepare the exam paper in line with the course syllabus; questions selected shall be objective, reasonable, science-based, accurate and straight-forward in description, with clear charts and tables; the exam paper shall be appropriate in difficulty and amount of questions and has a wide coverage of course knowledge.

**第十六条** 在条件具备的情况下，核心课和必修课可以建立试卷（题）库。

**Article 16** If conditions allow, an exam paper (question) bank can be established.

**第十七条** 未建立试卷（题）库的课程，任课教师应编制两套分量和难度相当的试题（试题与上一年度试题不得有重复内容），提前二周交留学生办公室。

**Article 17** For courses without an exam paper (question) bank, the course teacher shall prepare two sets of questions of equivalent level of difficulty and amount of questions (no overlapping questions with the exam paper of the previous year), and submit to the International Students Office two weeks prior to the exam.

**第十八条** 同一学期由多名教师讲授且教学要求相同的课程，应统一命题。

**Article 18** If a course is taught by more than one teacher in the same semester with the same course requirements, the exam questions shall be prepared by the teachers collectively.

**第十九条** 笔试试卷应统一按照标准格式采用上海国家会计学院留学生考试试题纸命题。

**Article 19** Written exam papers shall be in the standard format for SNAI international student exams.

**第二十条** 由留学生办公室统一组织考试、印制试卷，并负责试卷的全过程管理。

**Article 20** The International Students Office is responsible for exam organization as well as printing and whole-process administration of exam papers.

**第二十一条** 试卷内容必须严格保密。教师不得制订复习提纲、划定复习范围以及变相泄露考试内容。考试中多余的试卷应如数交回留学生办公室。

**Article 21** Contents of exam papers shall be kept in strict confidentiality; teachers shall not prepare revision outlines, give scope of revision or leak exam contents in disguise; surplus exam papers shall be all returned to the International Students Office.

## **第六章 阅卷与成绩评定** **Chapter Six Marking and Grading**

**第二十二条** 阅卷方式由任课教师决定。

**Article 22** Means of marking are decided by course teachers.

**第二十三条** 阅卷必须严肃、认真，评分要公正、合理、准确，不得随意加分或扣分。成绩评定后，不得擅自更改。

**Article 23** Marking must be serious and scoring must be just, reasonable and accurate, and points shall not be added or deducted frivolously; once decided, the grading shall not be changed without authorization.

**第二十四条** 考试成绩采用等级制评定。D 以上（含 D）为合格。

**Article 24** Results of exam are expressed in grades; D and higher grades indicate a pass.

**第二十五条** 课程成绩的评定，以期末考试成绩为主，但平时成绩的比重不低于 30%。

**Article 25** The score of the final exam shall be a major part in the assessment of course, but the

weight of course work shall be no less than 30%.

**第二十六条** 教师评卷结束后应于一周内将考试有关材料（含试题、标准答案及评分标准、考试试卷、留学生考试成绩册等）交留学生办公室，并由其按照学院相关档案管理规定归档。

**Article 26** Teachers shall submit to the International Students Office exam related materials (including exam questions, standard answers, grading standards, exam papers and score sheets of international students) within one week after completion of marking; the International Students Office shall archive these materials in accordance with related SNAI archiving regulations.

**第二十七条** 如需销毁考试试卷，须经上海国家会计学院分管留学生工作的院领导报院长办公会议审批。

**Article 27** If exam papers are to be destroyed, the SNAI vice president responsible for international student affairs shall report to the SNAI Presidents' Meeting for review.

**第二十八条** 需要查卷的留学生，应于每学期开学第一周提出书面申请（申请查卷的课程应为上一学期所考试的课程），经上海国家会计学院留学生办公室主管领导批准，由留学生办公室组织非任课教师的相关专业教师统一查阅。逾期不予受理。

**Article 28** Students who wish to check their exam papers shall file a written application for exam paper auditing in the first week of each semester (only for courses they attended the exam in the previous semester); with approval of its head, the International Students Office will organize non-course teachers for a centralized auditing; applications after the deadline will not be accepted.

**第二十九条** 留学生办公室每学期应组织专家对留学生考试试卷进行检查、抽样分析，将结果在本部门通报并上报上海国家会计学院学术委员会。学院不定期组织专家对检查情况进行抽查，并公布结果。

**Article 29** The International Students Office shall organize experts in inspection of international student exam papers and sampling for analysis, and circulate the results within its department and report to SNAI Academic Committee; the Institute will also organize experts in random check-up of the inspection work and publicize the check-up results.

## 第七章 考试违纪、作弊的认定及处理

### Chapter Seven Confirmation and Handling of Cheating and Violations of Exam Disciplines

**第三十条** 留学生必须严格遵守《上海国家会计学院外国留学硕士研究生考场规则》和有关考试纪律。

**Article 30** International students shall strictly comply with the *SNAI Rule on International Graduate Student Examinations* and other disciplines related to exams.

**第三十一条** 考生违反考试纪律的行为，分为考试违纪、考试作弊和扰乱考试工作秩序三种。学院对违反考试纪律的留学生给予相应纪律处分，处分的种类分为：

- (一) 警告；
- (二) 严重警告；

- (三) 记过;
- (四) 留院察看;
- (五) 开除学籍。

应受处分的学生，该门课程成绩以零分计。

**Article 31** Students' violations of exam disciplines are divided into disciplinary violation, cheating in exam and disturbing exam orders; the Institute gives violating students commensurate disciplinary punishments, including:

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

Students given disciplinary punishments get zero in the course.

**第三十二条** 留学生在考试过程中有下列行为之一的，认定为考试违纪：

- (一) 不按指定位置就座，不服从监考员安排的；
- (二) 拒绝出示考试有效证件的；
- (三) 携带规定以外的物品进入考场的；
- (四) 自带答题纸或草稿纸的；
- (五) 考试开始信号发出前答题或考试结束信号发出后继续答题的；
- (六) 未经监考员允许传递或借用他人考试工具的；
- (七) 在考场及考场附近喧哗或实施其他影响考场秩序行为但情节轻微的；
- (八) 在考试过程中旁窥、交头接耳、打暗号或手势的；
- (九) 他人拿自己的试卷、答卷、草稿纸未加拒绝或为他人偷看提供方便的；
- (十) 考试过程中未经监考员同意擅自进出考场的；
- (十一) 将试卷、答卷（含答题卡、答题纸等）、草稿纸等考试用纸带出考场的；
- (十二) 其他违纪行为。

**Article 32** International students with one of the following acts in exams are affirmed as violating exam disciplines:

1. Not sitting in the designated seat or following the instructions of exam supervisors;
2. Refusing to produce valid credentials for the exam;
3. Bringing into the exam room items that are not allowed;
4. Bringing one's own answer sheet or draft paper;
5. Answering exam questions before the start signal or after the ending signal;
6. Passing or borrowing tools of others without supervisor permission;
7. Making big noises or other acts that affect exam orders but with minor consequences in or around the exam room;
8. Peeping or whispering with others, or making gestures or secret signals during the exam;
9. Not refusing when others take your own exam paper, answer sheet or draft paper, or providing convenience to others for peeping;
10. Entering and leaving the exam room during the exam without supervisor permission;
11. Taking out of the exam room exam papers, answer sheets (including answer cards and sheets), draft papers and other exam related paper;
12. Other violations.

**第三十三条** 留学生在考试过程中有下列行为之一的，认定为考试作弊：

- (一) 闭卷考试中携带与考试内容相关的资料（含把有关考试内容写在身上、桌椅上或考试时视力可及的其他地方）或存储有与考试内容相关资料的电子设备参加考试的；
- (二) 抄袭他人试题答案或与考试内容相关资料，或协助他人抄袭答案的；
- (三) 考试过程中借故离开考场，在考场外偷看与考试内容相关的资料，或与他人交流有关考试内容的；
- (四) 传、接、拿、交换与考试内容相关的资料的；
- (五) 已交答卷，又强行取回涂改的；
- (六) 故意销毁试卷、答卷或其他考试材料的；
- (七) 强拿他人试卷、答卷、草稿纸或者强迫他人为自己抄袭提供方便的；
- (八) 使用通讯设备的（开启视为使用）；
- (九) 由他人代替考试或替他人考试的，以及请与考试无关人员进入考室协助作弊或与考试无关人员进入考室协助他人作弊的；
- (十) 在答卷上填写与本人身份不符的姓名、考号等信息或相互交换试卷的；
- (十一) 参与有组织作弊的；
- (十二) 策划组织作弊的；
- (十三) 其他作弊行为。

**Article 33** International students with one of the following acts in exams are affirmed as cheating in the exam:

1. Bringing to close-book exams materials related to exam contents (including writing down contents related to the exam on your own body, desk, chair or other places your sight can reach during the exam) or electronic devices on which materials related to the exam are stored;
2. Copying others' answers or exam-related materials, or helping others in doing so;
3. Leaving the exam room on excuses during the exam to view in secret materials related to the exam or communicate with others about exam contents;
4. Passing, receiving, taking or exchanging materials related to the exam;
5. Taking back the answer sheet by force for alteration after turning it in;
6. Destroying intentionally exam papers, answer sheets or other exam materials;
7. Taking by force exam papers, answer sheets or draft paper of others or forcing others to provide convenience for copying;
8. Using telecommunication devices (turning on a device is regarded as using);
9. Asking others to sit exams or sitting exams in others' stead, inviting irrelevant people to the exam room to assist cheating, or entering the exam room together with irrelevant people to assist others in cheating;
10. Putting on the answer sheet names, exam numbers and other information needed for the exam that are not consistent with your own identity, exchanging exam papers;
11. Participating in organized cheating;
12. Planning or organizing cheating; and
13. Other cheating acts.

**第三十四条** 在考试过程中或者在考试结束后发现下列情形之一的，应当认定直接相关人员实施了考试作弊行为：

- (一) 通过涂改、伪造证件、证明、档案及其他材料非法获得考试资格和考试成绩

的；

- (二) 评卷过程中被发现同一科目同一考场有两份以上(含两份)答卷答案雷同的；
- (三) 教师或者考试工作人员协助实施作弊行为，事后查实的；
- (四) 考场纪律混乱、考试秩序失控，出现大面积考试作弊现象的；
- (五) 其他应认定为作弊行为的。

**Article 34** Those discovered in or after the exam to be directly involved in one of the following circumstances shall be affirmed as cheating in the exam:

1. Obtaining exam qualification or scores by illegally altering or falsifying credentials, proof, archives or other materials;
2. Two or more answer sheets from the same exam room for the same course are found identical in the process of marking;
3. Acts of facilitating cheating by teachers or exam staff are affirmed after the exam;
4. Poor exam disciplines, exam orders out of control, or cheating of many students;
5. Other acts that shall be affirmed as cheating.

**第三十五条** 留学生有下列情形之一的，应当认定为扰乱考场及考试工作场所秩序：

- (一) 故意扰乱考点、考场、评卷场所等考试工作场所秩序；
- (二) 拒绝、妨碍考试工作人员履行管理职责；
- (三) 威胁、侮辱、扭打、诽谤、诬陷教师、考试工作人员或其他考生；
- (四) 其他扰乱考试管理秩序的行为。

**Article 35** International students with one of the following circumstances shall be affirmed as disturbing orders of exam rooms and venues:

1. Disturbing intentionally orders of exam venues, rooms or marking venues;
2. Refusing or disrupting exam staff in performing their management duties;
3. Threatening, insulting, beating, slandering or framing teachers, exam staff or other students;
4. Other acts that disturb orders of exams.

**第三十六条** 留学生有第三十二条所列考试违纪行为之一的，分别给予以下处分：

- (一) 有第一至第七款之任一种行为的，视情节轻重，给予警告或严重警告处分；
- (二) 有第八至第九款之任一种行为的，给予严重警告处分；
- (三) 有第十至第十一款之任一种行为的，给予记过处分；
- (四) 有第十二款行为的，视情节轻重，分别给予警告、严重警告或记过处分。

**Article 36** International students shall be given punishments as follows if they conduct one of the acts listed in Article 32:

1. Warning or serious warning for any of the acts in section 1 to 7 depending on severity;
2. Serious warning for any of the acts in section 8 and 9;
3. Demerit recording for any of the acts in section 10 and 11; and
4. Warning, serious warning or demerit recording for any acts in section 12 depending on severity.

**第三十七条** 留学生有第三十三条所列考试作弊行为之一的，分别给予以下处分：

- (一) 有第一至第五款之任一种行为的，给予记过处分；
- (二) 有第六至第七款之任一种行为的，视情节轻重，给予记过或留院察看处分；



(三) 有第八至第十二款之任一种行为的, 视情节轻重, 给予留院察看或开除学籍处分;

(四) 有第十三款行为的, 视情节轻重, 给予记过及以上处分。

**Article 37** International students shall be given punishments as follows if they conduct one of the cheating acts listed in Article 33:

1. Demerit recording for any of the acts in section 1 to 5;
2. Demerit recording or academic probation for any of the acts in section 6 and 7 depending on severity;
3. Academic probation or dismissal from school for any of the acts in section 8 to 12 depending on severity; and
4. Demerit recording or heavier punishments for any of the acts in section 13 depending on severity.

**第三十八条** 留学生有第三十四条所列考试作弊行为之一的, 视情节轻重, 给予记过及以上处分。

**Article 38** International students shall be given demerit recording or heavier punishments if they conduct one of the cheating acts listed in Article 34 depending on severity.

**第三十九条** 留学生有第三十五条所列扰乱考试工作秩序行为之一的, 给予留院察看处分, 情节严重的, 开除学籍; 留学生的行为违反《治安管理处罚条例》的, 由公安机关进行处理; 构成犯罪的, 由司法机关依法追究刑事责任。

**Article 39** International students shall be given academic probation if they conduct one of the acts disturbing exam orders listed in Article 35, or dismissal from school for severe cases; students who violate the *Regulations on Administrative Penalties for Public Security* shall be handled by the public security authorities; students who commit crimes shall be investigated by the judicial authorities for criminal responsibilities.

**第四十条** 留学生因违反考试纪律受到和应受到处分, 有下列情形之一者, 给予开除学籍处分。

- (一) 受到和应受到三次记过处分的;
- (二) 受到和应受到一次留院察看处分及一次记过处分的。
- (三) 受到和应受到两次留院察看处分的。

**Article 40** International students who are or shall be given punishments due to violations of exam disciplines shall be dismissed from school under one of the following circumstances:

1. Given or shall be given demerit recording for three times;
2. Given or shall be given academic probation once and demerit recording once; or
3. Given or shall be given academic probation twice.

**第四十一条** 对在考试组织工作中有违规或失职行为的教师和工作人员, 学院将根据有关规定给予相应纪律处分。

**Article 41** Teachers and staff members who violate rules or neglect their duties in organization of exams shall be given commensurate disciplinary punishments pursuant to related regulations.

## 第八章 违规行为的处理程序

## Chapter Eight Procedures of Handling Disciplinary Violations

**第四十二条** 一经发现考试违纪的考生，监考人员应立即责令其中止考试、退出考场，并取消其考试资格。

**Article 42** Once a student is found to violate exam disciplines, exam supervisors shall immediately urge the student to stop answering questions and leave the exam room, and cancel his/her exam qualification.

**第四十三条** 监考员应将考试违规留学生的姓名、学号及违规的主要情节在《上海国家会计学院留学生考场情况登记表》中如实记录并签名，在明确告知留学生本人违规记录的内容后，连同试卷和其他物证材料及时交留学生办公室。必要时可附加补充说明材料。

**Article 43** Exam supervisors shall record faithfully the student's name, student number and key elements of violation in the *SNAI Registration Form of Graduate Examination Rooms* and sign it up; after notifying the student of the violation record, supervisors shall turn in the form timely to the International Students Office together with the exam paper and other exhibits; supplementary materials can be attached if necessary.

**第四十四条** 巡视人员发现留学生考试违规，应立即向考场监考员说明情况，由监考员按上述办法处理。巡视人员应在《上海国家会计学院留学生考场情况登记表》上签名。

**Article 44** If exam inspectors discover violations of international students, they shall inform exam supervisors immediately and the latter shall handle the violations according to the procedures mentioned above; inspectors shall sign on the *SNAI Registration Form of Graduate Examination Rooms*.

**第四十五条** 在其他情况下发现违反考试规定的行为，由留学生办公室负责组织调查。经调查核实，视其情节轻重，按相应条款处理。

**Article 45** Violations of exam disciplines discovered under other circumstance shall be investigated by the International Students Office; once verified after investigation, the Office will take actions pursuant to related articles depending on severity of the case.

**第四十六条** 留学生办公室审核有关材料后形成处理意见，报相关领导审批。开除学籍处分，由分管留学生工作的院领导提请院长办公会议审议决定。留学生办公室将考试违规留学生的情况通报全院。

**Article 46** The International Students Office shall review related materials and make a proposal of handling to competent SNAI leaders for review and approval; the punishment of dismissal from school shall be submitted by the SNAI vice president in charge of international students to the SNAI Presidents' Meeting for review; the International Students Office will also circulate the information on students violating exam disciplines within the Institute.

**第四十七条** 对留学生考试违规行为作出处分，由学院出具处分决定文件，送交留学生本人。因特殊情况无法送交本人的，在院内发布公告，自发出公告之日起，经过七天，即视为送交。处分决定文件归入留学生本人档案。

**Article 47** To impose punishments to international students who violate exam disciplines, SNAI shall issue a punishment decision document and have it delivered to the student concerned; if the

document cannot be delivered to the student due to special circumstances, it shall be publicized within the Institute, which is regarded as completion of delivery seven days after the publication; the document shall be filed to the personal archives of the student.

**第四十八条** 留学生对处理决定有异议的，在接到学院处分决定文件之日起五个工作日内，可以向上海国家会计学院学生申诉处理委员会提出书面申诉。逾期不予受理。  
**Article 48** International students who disagree with the punishment decision can make a written appeal to the Appeal Handling Committee for International Students within 5 working days upon receipt of the punishment decision. Appeals after the deadline will not be accepted.

## **第九章 附则** **Chapter Nine Appendix**

**第四十九条** 本规定由上海国家会计学院留学生办公室负责解释。  
**Article 49** The International Students Office of SNAI is responsible for interpretation of these rules.

**第五十条** 本规定自发布之日起施行。  
**Article 50** These rules come into effect on the date of promulgation.

# 上海国家会计学院外国留学硕士研究生课程考查管理办法

## SNAI Regulations on Graduate Course Evaluation Management

为加强学院外国留学硕士研究生课程考查管理，进一步规范考查方法，提高教学质量，结合学院留学生培养工作的实际需求，特制订本办法。

These regulations are formulated to strengthen and standardize the evaluation management of graduate courses and improve the quality of teaching, with consideration of the actual needs of international students' education in the Institute.

### 第一条 考查方法

采用考查方式来考核的课程，成绩以平时考查成绩和期末考查成绩结合的形式进行记录，对有独立见解或创新的学生可以加鼓励分（最多占总成绩的5%）。平时考查一般包括学习态度、上课出勤、课堂讨论、测验、平时作业等内容；期末考查由任课教师根据课程实际情况，可采取闭卷考试、专题论文、专项设计、课程作业、案例分析等形式。考查课程的总成绩中，平时成绩占比不低于30%。

#### Article 1 Evaluation Methods

Course evaluation includes both routine review and final evaluation. Students with original or innovative ideas will be awarded bonus credits (accounting for no more than 5% of total score). Routine review includes learning attitude, attendance, class discussion, test, coursework, etc. Final evaluation may, based on the teacher's decision, consist of one or more forms such as closed-book exam, thematic paper, special design, coursework, case analysis, etc. The weight of course work in the final score shall be no less than 30% for evaluation courses.

### 第二条 考查时间

期末考查应当在每学期结束前完成。

#### Article 2 Evaluation Time

Final evaluation shall be finished before the end of each semester.

### 第三条 考查命题

#### （一）命题方式

由任课教师根据课程的特点确定命题方式。

#### （二）命题基本要求

（1）命题范围以教学大纲和人才培养目标为主要依据，重点考查学生职业素养和技能的掌握情况；同时，也要检查学生对本门课程基本理论、基本知识、基本技能的理解和掌握情况。通过相应难度的题目，检查学生的独立思考和能力分析能力，每份试卷的题量和难易程度适中。

（2）题目的类型。可采取客观性与主观性相结合的形式，也可以根据课程特点，采取专题论文、专项设计、课程作业、案例分析等题目类型。

(3) 题目的内容要科学无误，既能体现知识要求，又能体现能力要求，特别是对学生综合能力培养的要求；知识点、能力训练点分布合理，难易适度，有层次感和阶梯性；能联系社会、生活实际，体现知识的应用。

(4) 所有考查均须由个人完成，不得以任何团队作业的方式完成。

期末考查的题量必须与完成题目所需的时间相适应。

### **Article 3** Evaluation questions

#### **I) Determining evaluation questions**

Questions are determined by course teachers based on the characteristics of the course.

#### **II) Basic requirements for questions**

1. Scope of questions shall be based on course syllabus and talent development goals, with a focus on students' professional competence and grasp of skills; students' understanding and grasp of the basic theories, knowledge and skills of the course shall also be evaluated; students' independent thinking and analysis shall be examined through questions at varied levels of difficulty; the number of questions and level of difficulty of each exam paper shall be intermediate;

2. Types of question. This can be a combination of objective and subjective questions, or thematic paper, themed design, course work or case study based on the characteristics of the course;

3. Questions shall be science-based and reflect the requirements for both knowledge and competence, especially that for comprehensive capacity of students; knowledge and competence points shall be reasonably distributed, with varied levels of difficulty; questions shall also be related to social and life reality and reflect knowledge application;

4. All questions shall be done by individuals rather than in teams.

The amount of questions in term-end evaluation shall be consistent with the time required to finish the questions.

### **第四条** 考查的组织和时间安排

任课教师应在课程结束前三周上交考查方案（包括题目要求），供留学生办公室备案。可根据教学计划和教学进程确定考查时间。补考由任课教师负责命题，由留学生办公室审核并组织实施。

### **Article 4** Time and Arrangement of Evaluation

Teachers shall submit evaluation plans (including topic requirements) three weeks before the end of the course to the International Students Office for record. The time of evaluation may be determined according to teaching plan and progress. Course teachers determine questions for make-up exams and the International Students Office is responsible for review and implementation.

### **第五条** 考查评阅

任课教师在进行评阅时，应本着严肃认真的态度，严格按照标准答案和评分标准进行评阅；统分要细致、正确，累加总分应准确无误。

### **Article 5** Marking

Course teachers shall adopt a serious attitude in marking, strictly in line with standard answers and scoring standards; score calculation and adding up shall be accurate and correct.

### **第六条** 成绩录入与成绩分析

(一) 考查成绩须在考查结束后一周内输入学院留学生管理信息系统，并将由任课教师签字或签章的纸质成绩报告单送交留学生办公室。成绩一经上交，原则上不予更改。

(二) 考查成绩一般应符合正态分布规律。评分在 D 以上（含 D）为考核合格；每门课程评分在 C 以下（不含 C）的人数，不得少于修读留学生总数的 10%；评分在 A-（含 A-）以上的人数，不得超过修读留学生总数的 20%。

(三) 任课教师在考查后应及时做好成绩统计分析，总结学生在考查过程中存在的问题，提出有针对性和可行性的改进意见。

#### **Article 6 Score Input and Analysis**

1. Scores must be put into the international student information management system of the Institute within one week after the final evaluation. The paper form of score report with the course teacher's signature or seal shall be submitted to the International Students Office simultaneously. In principle, no alteration is allowed after submission.

2. Results of evaluation shall be normal distribution in general; Grade D and above are considered as pass; in every course, students who get a grade inferior to C shall be no less than 10% of the total international students; those getting A- and higher grades shall be no more than 20% of the total international students.

3. Teachers shall conduct statistical analysis of scores in time after evaluation, summarize the problems and put forward targeted and viable comments for improvement.

#### **第七条 考查违纪、作弊的认定及处理**

纳入课程考核范围内的任何课程作业、小组汇报与展示、课程论文等，均不得有任何形式的抄袭和作弊。一经查实，课程成绩按零分记载，并按考试违纪作弊的相关条例处理。

#### **Article 7 Affirmation and Handling of Cheating and Violations of Disciplines in Evaluation**

For any course work, group presentation and course paper within the scope of course evaluation, any forms of plagiarism or cheating are not allowed; once affirmed after investigation, those involved shall be recorded a zero for this course and handled in line with the regulations governing cheating and violations in exams.

#### **第八条 本办法由上海国家会计学院留学生办公室负责解释。**

**Article 8** The International Students Office of SNAI is responsible for interpreting these regulations.

#### **第九条 本办法自发布之日起施行。**

**Article 9** These regulations come into effect on the date of promulgation.

# 上海国家会计学院留学生考场规则

## SNAI Examination Rules

**第一条** 考生应当自觉服从考务工作人员管理，不得以任何理由妨碍考务工作人员履行职责，不得扰乱考场秩序。

**Article 1** Students shall follow the instructions of examination staff. Students are not allowed to prevent staff from performing duties under any circumstances or disturb the order of examination.

**第二条** 考生凭本人有效身份证件（校园卡或学生证），按规定时间和地点参加考试。

**Article 2** Students shall carry valid ID (campus card or student card) and attend examination at designated time and venue.

**第三条** 考生不得携带任何书刊、报纸、稿纸、资料、通讯工具（如手机、寻呼机及其他无线接收、传送设备等）或有存储、编程、查询功能的电子用品以及涂改液、修正带等物品进入考场。

**Article 3** Students are not allowed to take the following items into the exam room: books, magazines, newspapers, scratch paper, reference materials, communication tools (such as mobile phones, pagers, and other devices of wireless reception and transmission), electronic devices which have storing, programming, and searching functions, correction fluid and tapes, etc.

**第四条** 考生入场后，对号入座，将有效身份证件放在座位靠过道的角上以便核验。考生领到答题纸和试卷后，应在指定位置和规定的时间内准确清楚地填涂姓名、考生编号等栏目。凡漏填、错填或字迹不清的答卷无效。

遇试卷分发错误及试卷字迹不清等问题，可举手询问；涉及试题内容的疑问，不得向监考员询问。

**Article 4** Upon entering the exam room, students shall be seated by number and put valid ID on the table corner next to the aisle for verification. After receiving the answer sheet and test paper, students shall fill items clearly and correctly such as candidate name and number in designated places and time. If these items are missing, incorrect or illegible, the answer sheet will be deemed invalid. Students may raise hands for inquiries in case of mistaken distribution of test paper or illegible content in the test paper, but no inquiries are allowed for content of the questions.

**第五条** 考生进入考场后，应将座位周围的纸张清理干净，并检查座位周围是否写有与考试课程有关的字迹，如有，应及时报告监考员。开考后，监考员如发现考生座位有与考试课程相关的纸张或字迹，该座位的考生一律按违反考试纪律论处。

**Article 5** After entering the exam room, students shall clear all paper around their seats and report to exam supervisors immediately if they find any handwriting related to the course around their seats; after the exam starts, if supervisors find any paper or handwriting related to the course around the seat of a student, the student shall be treated as violating exam disciplines.

**第六条** 不到规定的开考时间，考生不得进行答卷。

**Article 6** Students are not allowed to answer the papers before the starting time.

**第七条** 考生迟到 15 分钟后，不得参加当次科目考试，交卷出场时间不得早于考试结束前 30 分钟。考生交卷出场后不得再进场续考，也不得在考场附近逗留或交谈。

**Article 7** Those who are 15 minutes later or more are not allowed to sit the exam. Students are not allowed to hand in their papers until 30 minutes before the end of exam. After handing in their papers, students are not allowed to reenter the exam room to continue with the test, nor are they allowed to stay around or talk to others about the exam.

**第八条** 考试进行中，考生不得随意离开考场。确有特殊原因需中途离开考场者，必须举手示意并经监考员批准，方可离开。否则，监考员有权中止其考试，并对其按违反考试纪律处理。

**Article 8** Students shall not leave the exam room freely in the middle of an exam; those having to leave due to special circumstances must raise their hands to ask for permission of supervisors; otherwise, supervisors have the right to stop the student from sitting the exam and treat him/her as violating exam disciplines.

**第九条** 考生在试卷、答题纸所规定的地方答题。不准用规定以外的笔和纸答题，不准在试卷、答题纸上做任何标记。

**Article 9** Students shall write answers on papers and answer sheets as prescribed by rules. They are not allowed to use pens or papers other than prescribed by rules, nor are they allowed to make any marks on papers or answer sheets.

**第十条** 考生不得以任何形式作弊。考生在考试中应严格遵守考试纪律，独立完成答题。关于考试违纪、作弊和扰乱考试工作秩序等违反考试纪律的行为的认定及处理，参见《上海国家会计学院外国留学硕士研究生考试管理办法》。

**Article 10** Students shall not cheat in any form. Students shall strictly comply with exam disciplines and answer all questions independently; for affirmation and handling of acts of violating exam disciplines including cheating and disrupting exam orders, see the *SNAI Regulation on International Student Examination*.

**第十一条** 考试规定时间结束时，考生应立即停止答卷，在考务工作人员将试卷、答题纸（或答卷）、草稿纸等考试材料收齐并核查无误后，方可逐一离开考场。否则，试卷、答卷遗失的后果由考生本人负责。试卷、答题纸（或答卷）和草稿纸不准带走。违反者其答卷作废，并按违反考试纪律论处。

**Article 11** Once the examination time is up, all students shall immediately stop answering the papers. Students shall not leave the examination room before the staff collects and checks all exam papers, answer sheets and draft paper, or otherwise they shall be held accountable for any consequences of exam paper or answer sheet loss. Students are not allowed to take away exam papers, answer sheets or draft papers. Violators shall be treated as breaching exam disciplines and their answer sheets shall be made void.

**第十二条** 提前交卷的考生，由本人将试卷、答卷、草稿纸送交监考员，不得由他人传递或代交。交卷后应立即离开考场，不得在考场内或附近逗留、谈笑、喧哗，否则按违反考试纪律论处。

**Article 12** Students who finish the exam ahead of scheduled time shall turn in their exam paper, answer sheet and draft paper in person to supervisors rather than asking others to pass or turn in exam papers; students shall leave the exam room immediately after turning in exam papers and shall not stay, talk or make noises within or around the exam room, or otherwise be treated as violating exam disciplines.



**第十三条** 违反考试纪律的考生，不得与监考员或巡视员纠缠，更不得威胁监考员或巡视员，否则学院将给予严肃处理。

**Article 13** Students who violate exam disciplines shall not pester or threaten exam supervisors or inspectors, or otherwise be given severe punishments by the Institute.

**第十四条** 本规则自发布之日起实施。

**Article 14** These regulations come into effect on the date of promulgation.

# 上海国家会计学院外国留学硕士研究生试卷评阅及存档办法

## SNAI Rules on Marking and Archiving of International Student Exam Papers

为进一步规范考试试卷管理工作，强化考试试卷的评阅、分析与保管，根据《上海国家会计学院外国留学硕士研究生考试管理规定》及《上海国家会计学院研究生档案管理规定》，制定本办法。

These rules are formulated to regulate management of exam papers and improve marking, analysis and maintenance of exam papers, based on the *SNAI Regulations on International Student Examinations* and the *SNAI Regulations on Graduate Archives Management*.

### 一、试卷评阅

(一) 考试结束后，试卷的评阅工作应在两周内完成。试卷的评阅应严格按照参考答案和评分标准进行，避免出现误判、错判和随意扣分、送分现象。

(二) 凡一门课程同学分、同要求，有2名及以上教师任课的试卷评阅工作，应由任课教师通过统一地点、统一时间、流水作业方式进行集体评阅。

(三) 试卷评阅后，所得总分应等于各题得分的总和，平时成绩不应该在卷面上体现。

(四) 阅卷结束后，任课教师应按要求及时登录留学生管理信息系统登记学生成绩。

(五) 每门课程的总分、原始成绩单、网上登录的成绩三者要统一。

### I. Marking of exam papers

I) When an exam ends, marking of exam papers shall be completed within two weeks; marking of exam papers shall be strictly based on reference answers and scoring standards to avoid mistakes, errors or frivolous adding or deducting points.

II) For a course taught by two or more teachers with the same credits and requirements, marking of exam papers shall be done by the teachers collectively in flow process in the same place within the same time period.

III) After an exam paper is marked, the total score shall be equal to the sum of points for each question and not include the points for course work.

IV) When marking is finished, course teachers shall input students' scores into the international student management information system in a timely manner as required.

V) Total scores of each course, the original transcript and scores input in the information system must be consistent.

(六) 试卷批改的具体要求如下：

- 1、必须批改试卷中的所有试题；
- 2、评阅时必须使用红色钢笔或红色圆珠笔批改；

- 3、要有题首得分，总分合计要准确，所得总分应等于各题得分的总和；
- 4、每道小题的批改：除选择、判断、填空题等的小题外，其它小题须使用阿拉伯数字在右侧标记正分；
- 5、所有大题须在标题左侧标出正分，表示该大题所得分数；
- 6、对于在批改试卷中的误笔（包括分数改动），应在其错误处打双横杠后改正，并在其下方签改判教师的全名；
- 7、批改标记和分数应书写工整，易于辨认；
- 8、保持试卷的整洁，不得在试卷上出现与试卷批改无关的字迹；
- 9、评阅后必须进行认真复查，严防误判、漏判。

#### VI) Requirements for marking of exam papers

1. All questions in the exam paper must be marked;
2. A red ink pen or ball-pen shall be used for marking;
3. A score shall be marked at the beginning of a question; calculation of total score shall be accurate; total score shall be equal to the sum of scores of each and every question;
4. Sub-question marking: except for multiple choice, true-false and cloze questions, a score shall be marked in positive Arabic number to the right of each sub-question;
5. A positive score shall be marked to the left of each question to indicate the score for the question;
6. For miswriting (including change of score) in marking, correction shall be made after a double underline beneath the error place, with the full name of the teacher who makes the correction signed under the correction;
7. Marking symbols and scores shall be clearly written for good legibility;
8. Exam papers shall be kept neat and tidy; handwriting that is not related to marking shall not appear on exam papers;
9. Exam papers shall be double checked after marking to avoid mistakes and omissions.

（七）被纳入期末考核范围内的平时作业的评阅，也参照同样办法执行。

#### VII) These rules apply to marking of course work that is included in the term-end assessment.

### 二、试卷质量分析与评估

（一）任课教师登录完学生成绩后，应对所任课程学生总体成绩情况进行相关分析，并填写《试卷分析报告》。《试卷分析报告》与试卷一起交留学生办公室存档备查。

（二）考试成绩一般应符合正态分布规律，优秀率原则上需控制在1/4 以内。若成绩不符合正态分布，如优秀率或不及格率偏高，任课教师应对此进行分析和总结，提交说明报告，制定改进措施。

（三）任课教师上交试卷和试卷分析报告后，留学生办公室每学期组织专家对留学生考试试卷进行检查、抽样分析，将结果在本部门通报并上报上海国家会计学院学术委员会。学院不定期对检查情况进行抽查，并公布结果。

#### II. Analysis and evaluation of exam papers

I) Course teachers, after inputting students' scores into the international student management information system, shall conduct a general analysis of the scores and fill up the Exam Paper Analysis Report, which shall be turned in together with exam papers to the International Students Office for archiving.

II) The scores of an exam usually conform to normal distribution law and the ratio of distinction is

kept below one quarter in principle; if it is not a normal distribution, such as overly high ratio of distinction or fail, course teachers shall conduct an analysis and draw a conclusion, submit an explanation, and make plans for improvement.

III) After course teachers turn in exam papers and analysis reports, the International Students Office will organize experts in inspecting, sampling and analyzing international student exam papers every semester, circulate the results within the department and submit the results to SNAI Academic Committee; the Institute will have random checks from time to time and publicize the results.

### 三、试卷存档范围及方式

#### (一) 保存范围

正常考试课程的试卷及补考(缓考)试卷、笔试的考查课程试卷、重修试卷、纳入考核的课程作业。试卷档案归档内容:目录、试题、评分标准及标准(参考)答案、试卷、考试考查成绩单、试卷分析报告、试卷丢失、成绩改动等情况说明。

### III. Scope and ways of exam paper archiving

#### I) Scope

Course exam papers and those for resitting and postponed exams, written exam papers of assessment courses, exam papers of retaken courses, and course work included in assessment; archived exam paper elements: table of contents, exam questions, scoring standards and standard (reference) answers, exam papers, score sheets, exam paper analysis report, explanations for exam paper loss and score changes, etc.

#### (二) 保存方式

- 1、试卷在评阅记分后应由任课教师及时将试卷移交留学生办公室,并填写一式两份的试卷保存移交清单。
- 2、试卷按课程分学期、分专业进行保存,留学生办公室应在本学期前6周内整理完前一学期的试卷,集中保存于留学生档案室。存放规范,方便查找,确保安全。
- 3、保存的试卷要用学院统一格式的档案盒按专业进行分装。
- 4、按专业进行的考试试卷分析报告应由留学生办公室分学期、专业、年级集中归入课程档案中。
- 5、补考试卷参照本办法相关条款执行。  
课程考查的作业等也参照同样办法保存和存档。

#### II) Ways of archiving

1. After marking, course teachers shall turn in exam papers timely to the International Students Office and fill in duplicate the list of transferred exam papers;
2. Exam papers shall be kept by course, semester and major; the International Students Office shall complete in the first six weeks of the semester classifying exam papers of the previous semester and keep them in the international student archives room, safely and orderly for future retrieval;
3. Exam papers shall be put into uniform archives boxes by major;
4. Exam paper analysis reports shall be put into course archives by semester, major and grade by the International Students Office;
5. Related articles of these rules also apply to papers of resitting exams.

Course work included in course evaluation shall be kept and archived in the same ways.

(三) 试卷的保存年限

试卷应保存到留学生毕业离校后不少于三年。

III) Number of years exam papers are kept

Exam papers shall be kept till at least three years after graduation of international students.

四、其它

本办法由上海国家会计学院留学生办公室负责解释。

本办法自发布之日起施行。

IV. Others

SNAI International Students Office is responsible for interpretation of these rules.

These rules come into effect on the date of promulgation.

# 上海国家会计学院外国留学硕士研究生课程助理工作管理办法

## SNAI Rules on Teaching Assistant Management for International Students

为提高学院留学生教育质量，更好地为留学生教学提供管理与服务支持，培养留学生勤学、自立、互助的精神，结合我院实际情况，特制定本办法。

These rules are formulated based on SNAI realities to improve quality of education for international students, provide better management and services to teaching international students, and develop students' spirit of diligence, independence and mutual help.

### 第一章 课程助理岗位的设置

#### Chapter One Establishment of Course Teaching Assistants

**第一条** 留学生课程中所有由院内师资授课的课程均需设置课程助理岗位。

**第二条** 课程助理岗位的设置权属在留学生办公室。

**第三条** 课程助理岗位按需聘用。留学生办公室负责公布所需的课程助理岗位，并对岗位聘用方式进行说明。

**Article 1** All international student courses taught by SNAI faculty shall have course teaching assistant (TA).

**Article 2** Course TA establishment falls into the responsibility of the International Students Office.

**Article 3** Course TA posts are set as per needs; the International Students Office publicizes the needs for course TAs and explains the procedures.

### 第二章 课程助理聘用的基本原则

#### Chapter Two Basic Principles of Hiring Course TAs

**第四条** 课程助理的聘用必须坚持核定岗位、公开招聘、择优录取、定期考核的原则。

**第五条** 承担课程助理岗位的留学生应满足以下条件：

1. 在校全日制学习并正式注册；
2. 在读期间无任何违纪违规行为且品学兼优者。

**Article 4** Principles of hiring course TAs include clearly defined posts, open recruitment, selection of the best, and regular evaluation.

**Article 5** International students who work as TAs shall:

1. Be enrolled at SNAI in a full time program;
2. Excel at both study and ethics and have no violations of regulations or disciplines during the study period.

### 第三章 课程助理岗位的申请

## Chapter Three Application for Course TA

**第六条** 留学生申请课程助理岗位,需以书面形式向留学生办公室提出申请,并填写《上海国家会计学院留学生课程助理岗位申请表》,经课程主讲教师及主管留学生办公室的主任同意后,报留学生办公室备案。

**Article 6** To apply for a TA, international students shall file a written application to the International Students Office and fill up the *SNAI TA Application Form for International Students*; once approved by the course teacher(s) and the director responsible for the International Students Office, the application shall be submitted to the International Students Office for archiving.

## 第四章 课程助理岗位的职责

### Chapter Four Responsibilities of Course TAs

**第七条** 担任课程助理留学生主要协助教师做好与学生之间的沟通、协助留学生办公室进行日常教学管理、参与留学生管理信息系统网站建设等。具体职责如下:

- 1.在与留学生办公室确认课程时间和地点后于每次课前一天提醒主讲教师;
- 2.课前做好其他相关准备工作,并随堂听课;
- 3.协助主讲教师做好每次课程的考勤,并记录学生的课堂表现;
- 4.协助主讲教师整理、翻译或传发各项学习资料;
- 5.帮助组织学生讨论、教师辅导或答疑;
- 6.帮助收集反馈各类学习问题和评价意见;
- 7.帮助主讲教师收发日常作业;
- 8.定期向主讲教师汇报交流听课情况;
- 9.按照主讲教师要求协助完成其他教学工作任务。

**Article 7** International students who work as course TAs shall facilitate communications between teachers and students, assist the International Students Office in routine teaching administration, and participate in development of the international student management information system; specifically:

1. Reminding the course teacher the time and venue one day before class after confirming with the International Students Office;
2. Making other related preparations before class and attending the class;
3. Helping the course teacher to record attendance of students and their class performance;
4. Helping the course teacher to arrange, translate or disseminate learning materials;
5. Facilitating in organizing student discussion, teacher coaching or question taking;
6. Helping collecting study questions and comments and giving feedback;
7. Helping the course teacher collect and distribute course work;
8. Reporting to the course teacher and communicating on class attendance regularly; and
9. Completing other teaching assignments as required by the course teacher.

## 第五章 课程助理岗位的考核

### Chapter Five Assessment of Course TAs

**第八条** 课程助理的考核,由主讲教师及留学生办公室共同给出考核评定意见,填写《上海国家会计学院留学生课程助理岗位考评细则表》并留存。考核结果作为是否继续聘用的依据。

**第九条** 课程助理应遵照教学安排准时到岗，在规定时间内不能迟到、早退，不得私自无故不到岗。

**第十条** 对于不认真履行职责或有虚假信息的课程助理，主讲教师可予以解聘，并填好《上海国家会计学院外国留学硕士研究生课程助理岗位考评细则表》，报留学生办公室备案。

**Article 8** TAs are assessed jointly by course teachers and the International Students Office; the *SNAI International Student TA Assessment Form* shall be filled and kept in archives; results of assessment are used as the basis for continuing to hire TAs or not.

**Article 9** TAs shall arrive at their post on time as per teaching arrangements, not to be late or leave early, or be absent without permission.

**Article 10** If a TA does not duly perform the duties or provide false information, the course teacher can fire the TA; the *SNAI International Student TA Assessment Form* shall be filled up and submitted to the International Students Office for record keeping.

## 第六章 其他事项

### Chapter Six Other Matters

**第十一条** 本办法由上海国家会计学院留学生办公室负责解释。

**第十二条** 自公布之日起执行。

**Article 11** SNAI International Students Office is responsible for interpretation of these rules.

**Article 12** These rules come into effect on the date of promulgation.

附：

上海国家会计学院留学生课程助理岗位申请表

上海国家会计学院留学生课程助理岗位考评细则表

上海国家会计学院留学生课程助理岗位岗位职责协议书

Appendix:

SNAI TA Application Form for International Students

SNAI International Student TA Assessment Form

SNAI Agreement on Responsibilities of International Student TAs



# 上海国家会计学院关于外国留学硕士研究生参加学术活动的规定

## SNAI Regulations on Graduate Students' Participation in Academic Activities

(外国留学生)

为进一步规范学院留学生参加学术活动，调动留学生自觉参加学术活动的积极性，提高留学生的学术水平，特制定以下规定。

The following regulations are formulated to regulate and encourage graduate students' participation in academic activities and enhance graduate students' academic level.

**第一条** 留学生参加学术活动（包括做学术报告、参加学术报告会、前沿讲座以及各种专题讨论班等）是学院留学生培养的一个重要环节。

**Article 1** Participation in academic activities (including delivering academic presentation and taking part in academic symposiums, frontier seminars, and thematic seminars) is an integral part of graduate student education in SNAI.

**第二条** 留学生必须积极、主动地参加校内外本专业或其他相关专业的各种学术活动。凡在学院举行或由留学生所在部门组织举行的学术活动，相关专业的留学生均应参加。

**Article 2** Graduate students shall actively participate in academic activities of their major and other relevant majors in or out of the Institute. Graduate students of relevant majors are required to participate in academic activities organized by their department or the Institute.

**第三条** 应加强对留学生参加学术活动的组织、指导与督促检查。留学生办公室负责记录留学生参加学术活动的情况。

**Article 3** Organization, guidance and supervision of graduate students' participation in academic activities shall be strengthened. The International Students Office is responsible for keeping record of students' participation.

**第四条** 鼓励留学生在导师的指导下，进行公开学术报告。进行学术报告的，报告内容应体现前沿性、新颖性或交叉性，选题应基于近年学术期刊的原始文献资料，陈述要精练、层次分明、思路清晰、表达清楚。拟作公开学术报告者应提前一周贴出告示，并写出报告摘要（中英文对照）交指导教师审查，合格者才能作报告。

**Article 4** International students are encouraged to deliver academic presentations publicly under the guidance of their advisers. The academic presentations delivered shall be original, cutting-edge or cross-disciplinary in contents, with topics based on the original literature from academic journals in recent years, and concise and clearly articulated statements featuring good structure and logic. Those who plan to deliver an academic presentation shall post a notice one week in advance and submit an executive summary of the presentation (in both English and Chinese) to their advisers for review. Only those passing the review can make the presentation.

**第五条** 留学生作学术报告应以研究小组为基本单位组织开展,由两名指导教师和一名留学生负责,每次由若干名留学生作报告,然后由与会者提问、报告者作答并研讨。

**Article 5** International students' academic presentations shall be organized with research groups as basic units and headed by two instructors and one international student; each time, some students make presentations, followed by questions and answers session.

**第六条** 留学生作学术报告结束后,指导教师根据报告的记录要点,同时结合留学生写出的报告摘要及报告准备工作、内容、表达能力等进行综合平衡后,评定分数并记载成绩。

**Article 6** After an international student finishes an academic presentation, the adviser will give a score by taking into account the key point of the presentation, the executive summary, the preparation, contents and delivery, and record the score.

**第七条** 指导教师和组长在每次学术报告结束时要进行点评,并时常注意关心和指导自己的留学生多参加各种学术讲座、学术报告会及各种专题讨论班。

**Article 7** advisers and heads of groups shall make comments at the end of each academic presentation, and encourage international students to participate in lectures, academic presentations and thematic seminars through regular coaching.

**第八条** 留学生听取和作学术报告应记录在案,根据记载的情况由分管留学生办公室的主任评定总成绩,决定是否达到要求。

**Article 8** International students attending and making academic presentations shall be recorded, based on which the director in charge of the International Students Office will give an overall score to see if the students meet the requirements.

**第九条** 留学生参加学术活动的情况与各种评优、评奖挂钩;凡未达到学院相关要求的留学生,不得申请评优、评奖。

**Article 9** Graduate students' participation in academic activities is linked up with awards and rewards. Those who fail to meet the requirements of the Institute are not eligible for application.

**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 Students Office of SNAI is responsible for interpreting these 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.

# 上海国家会计学院外国留学硕士研究生学术交流资助管理办法

## SNAI Regulations on Sponsoring Academic Exchange of International Students

为进一步调动留学生参加学术活动的积极性，在广大留学生中营造崇尚科学、积极进取、勇于创新的优良学术氛围，提高我院留学生的科学研究水平，学院将资助留学生参加在国际国内举行的高水平学术会议。为做好有关工作，特制定本管理办法。

To further motivate international students to participate in academic activities, create among them the good atmosphere of respecting science, enterprising and boldness to innovate, and improve the scientific research level of SNAI international students, the Institute sponsors international students in attending premium academic conferences held in and outside China. These regulations are formulated to this regard.

### 一、资助内容

- (一) 国际学术会议
- (二) 全国性机构举行的国内学术会议

#### I. Content of sponsorship

- a) International academic conferences
- b) Domestic academic conferences hosted by national institutes

### 二、资助对象

- (一) 申请人应为我院全日制在读留学生，品学兼优，成绩优良。
- (二) 申请人提交的学术论文被本学科领域高水平的学术会议正式接收（本人为第一作者），申请人得到会议正式邀请或书面通知。
- (三) 申请时有下列情形之一者，不予资助：
  - 1、在校期间受过处分，或有学术不端行为的；
  - 2、因身体或其他不可抗拒原因，不适合参加学术会议的；
  - 3、申请资助的学术会议召开日期超出申请者毕业派遣日期的；
  - 4、申请材料内容不齐备、或申请材料中提供虚假信息的。

#### II. Targets of sponsorship

- a) Applicants shall be full time international students who currently study at SNAI, excellent in both ethics and study;
- b) Applicants whose academic paper submitted is officially accepted by high level academic conference(s) of the subject discipline (the applicant is the first author) and are invited by the conference(s) via an official invitation letter or written notice;
- c) Sponsorship is not granted for the following circumstances:
  - i. Applicants have been given punishment(s) during the study period or have had

- academic misconducts;
- ii. Unsuitable to participate in academic conferences due to health reasons or force majeure;
- iii. The date of the academic conference applied is later than the commencement date of the applicant;
- iv. Incomplete application materials or false information provided in application materials.

### 三、资助形式

#### 1. 资助会议类型

全国性机构举办的国内学术会议和国际学术会议两种。

#### 2. 资助范围

- (1) 会议注册费
- (2) 住宿补助费（仅限上海市以外地区举办的学术会议）
- (3) 伙食补助费（仅限上海市以外地区举办的学术会议）
- (4) 差旅费（仅限上海市以外地区举办的学术会议）
- (5) 市内交通费（仅限上海市内举办的学术会议）

#### 3. 资助方式

会议注册费、一次性往返差旅费（火车、飞机经济舱）、市内交通费将按照实报实销的原则。住宿补助费、伙食补助费的资助金额将参照《中央和国家机关差旅住宿费和伙食补助标准》确定。

### III. Formats of sponsorship

#### a) Types of conferences sponsored

Domestic academic conferences hosted by national institutes and international academic conferences.

#### b) Scope of sponsorship

- i. Registration fees
- ii. Accommodation allowances (for academic conferences held outside Shanghai only)
- iii. Meal allowances (for academic conferences held outside Shanghai only)
- iv. Travel allowances (for academic conferences held outside Shanghai only)
- v. Local transportation (for academic conferences held in Shanghai only)

#### c) Ways of sponsorship

Registration fee, one-shot return tickets (train or air tickets, economy class) and local transportation shall be reimbursed according to the actual amounts; sponsorships for accommodation and meal allowances shall be consistent with the *Central and National Organs Standards for Travel, Accommodation and Meal Allowances*.

### 四、工作流程

#### (一) 申请人提交申请材料

申请学术会议资助的留学生应在规定时间内向学院区域项目二部留学生办公室提交以下申请材料：

- 1、《上海国家会计学院外国留学硕士研究生参加国内学术会议申请表》。
- 2、《上海国家会计学院外国留学硕士研究生参加国内学术会议资助协议书》。该协

议书一式两份，由申请者本人和导师签字确认；

3、申请人参加会议正式邀请函或书面通知。其中，电子邮件形式的邀请函需由导师签字确认，非英语邀请函应提供经导师签字确认的中文翻译件；

4、参会论文或摘要或其他复印件；

5、论文或摘要或其他已被会议录用的证明；

6、与参加会议有关的其他资助来源的证明材料。

#### IV. Work Procedures

##### a) Submission of application materials

International students applying for academic conference sponsorship shall submit the following materials to the International Students Office of SNAI Regional Capacity Building Department II within the required period:

- i. SNAI Application Form for International Students Attending Domestic Academic Conferences;
- ii. SNAI Agreement on Sponsoring International Students' Attendance of Domestic Academic Conferences, which shall be prepared in duplicate and signed by both the applicant and his/her adviser;
- iii. Office invitation or written notice to attend the conference for the applicant; invitations sent via email shall be signed by the adviser for confirmation; non-English invitations shall be provided together with the Chinese translation signed by the adviser for confirmation;
- iv. Paper(s) submitted to the conference or executive summary or other photocopies;
- v. Proof of acceptance of paper, executive summary or others by the conference;
- vi. Proof of sources of other sponsorship related to attendance of the conference.

##### (二) 区域项目二部审核、申报

学院区域项目二部对留学生所参加学术会议内容、在所属学科领域的学术水平等情况进行审核，确定资助名单，并在申报时间内将审核通过的申请人名单及上述各项申请材料报分管留学生工作院领导审批。

##### b) Review and reporting by the Regional Capacity Building Department II

The Regional Capacity Building Department II reviews the contents and academic level of academic conferences students wish to attend and determines the list of sponsored candidates; the list will be submitted together with the aforementioned application materials to the SNAI vice president in charge of international student affairs for approval.

##### (三) 区域项目二部完成资助事宜

1、受资助者应在会议结束后 10 天之内（假期除外）持《上海国家会计学院留学生参加学术会议情况汇总表》及论文（摘要）集封面、目录、文章（摘要）页、参会照片到区域项目二部审核，审核前须将电子汇报材料（其中照片格式为jpg格式）发送至留学生办公室，审核通过后办理费用报销手续。

2、有下列情形之一者，不予以资助：

(1) 未成行者；

(2) 未经区域项目二部批准而私自变更会议或改变会议行程者；

(3) 无故未在规定时间内上报汇报材料者；

(4) 汇报材料内容不完整、或汇报材料中提供虚假信息者。

- c) Execution of sponsorship by the Regional Capacity Building Department II
- i. The sponsored student shall go to the Regional Capacity Building Department II within 10 days (excluding holidays) after the conference with SNAI Academic Conference Attendance Form for International Students, cover page, table of contents and paper page of the paper (executive summary) collection of the conference, as well as photos taken at the conference for review; prior to that, electronic materials (jpg format for all photos) shall be sent to the International Students Office; when the student passes the review, s/he can proceed with the reimbursement procedures.
  - ii. Sponsorship will not be granted in the following circumstances:
    - (1) No participation in the conference;
    - (2) Changing conference or itinerary without approval by the Regional Capacity Building Department II;
    - (3) Not submitting required materials before deadline without decent reasons;
    - (4) Incomplete materials or false information provided in the materials.

五、本办法由上海国家会计学院区域项目二部负责解释，自公布之日起实施。

- V. These regulations come into effect on the date of promulgation and the Regional Capacity Building Department II is responsible for its interpretation.