



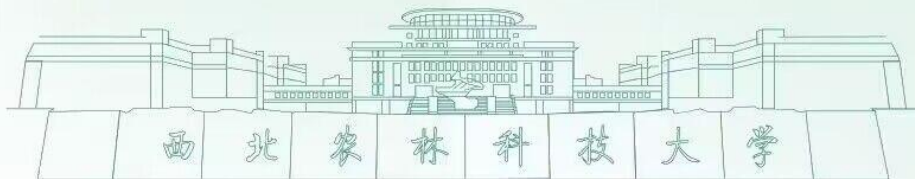
西北农林科技大学
NORTHWEST A&F UNIVERSITY

尚科學
解民生
經國本

国际学生手册 (2024版)

国际学生手册 (2024版)

International Student Handbook of NWAUFU



国际学院 CIE



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请以中文版本为权威标准，英文翻译仅供理解。

Please take the Chinese version as the authoritative standard. English translation is only for understanding.

第一部分 学校招生及培养

西北农林科技大学研究生学籍管理办法（节选）

第一章 总则

第二条 本办法适用于在我校接受普通高等学历教育的研究生。

第二章 入学与注册

第三条 按国家招生规定被我校录取的学历研究生新生，持录取通知书，按学校有关要求和规定的期限到校办理入学手续。因故不能按时入学的，应在当年新生报到时间内向学院（所）提交书面请假材料并附有关证明。请假一般不得超过2周。未请假或者请假逾期的，除因不可抗力等正当事由以外，视为放弃入学资格。

第四条 学院（所）在报到时对新生入学资格进行初步审查，审查合格的给予办理入学手续，予以注册学籍；审查发现新生的录取通知、考生信息等证明材料，与本人实际情况不符，或者有其他违反国家招生考试规定情形的，由研究生院报校长办公会研究决定后取消入学资格。

第九条 研究生新生入学后，学院（所）在3个月内根据招生规定对其进行入学资格复查。复查内容主要包括以下方面：

- （一）录取手续及程序等是否合乎国家招生规定；
- （二）所获得的录取资格是否真实、合乎相关规定；
- （三）本人及身份证明与录取通知、考生档案等是否一致；
- （四）身心健康状况是否符合报考专业或者专业类别体检要求，能否保证在校正常学习、生活；

第十条 复查中发现研究生存在弄虚作假、徇私舞弊等情形的，确定为复查不合格，由研究生院报校长办公会研究决定后取消学籍；情节严重的，移交

有关部门调查处理。

第十一条 复查中发现研究生身心状况不适宜在校学习，经二级甲等以上医院诊断，需要在家休养的，可以按照第五条、第六条的规定保留入学资格。

第十二条 每学期开学时，研究生必须按时到校，并在规定时间内到学院（所）办理注册手续。

第十三条 因故不能按时到校注册的，应履行书面请假手续，请假期限不得超过 2 周（病假须持校医院或二级甲等以上医院诊断证明）；未履行请假手续，逾期 2 周不注册的，按自动退学处理。

第三章 考核与成绩记载

第十四条 研究生应当参加培养方案规定的课程学习和培养环节，通过课程和培养环节的考核。课程和培养环节考核成绩记入成绩册，并归入个人学籍档案。

第十五条 因病或其它原因无法参加考核的研究生应在考核前申请缓考，经任课教师同意，学院（所）批准，研究生院备案，方可予以缓考，并在成绩单注明“缓考”字样。未经批准不参加考核的，视为缺考，缺考成绩以“0”分记载，在成绩单注明“缺考”字样。

第十六条 研究生课程和培养环节考核不合格的应重修，对重修获得的成绩，在成绩单注明“重修”字样。

第十七条 研究生严重违反考核纪律或者作弊的，该课程考试成绩记为无效，并应视其违纪或者作弊情节，按学校相关规定给予纪律处分。

第十八条 研究生参加创新创业、社会实践等活动以及发表论文、获得专利授权等与专业学习、学业要求相关的经历、成果，可以折算为学分，计入学业成绩，具体按照培养方案相关规定执行。

第十九条 研究生因退学等情况中止学业，其在校学习期间所修课程及已获得成绩保留 4 年。研究生重新参加入学考试、符合录取条件，再次入学的，其已获得学分，根据学校相关规定可申请认定。

第四章 转专业、转导师与转学

第二十条 原则上不允许研究生转专业。因专业调整或其他特殊原因必须转专业的，经学院（所）同意，研究生院审查，学校审核，并报省教育厅审批。

第二十一条 研究生入学指定导师后，原则上不得转导师。如因特殊原因确需转导师的，按照学校相关规定办理。

第五章 休学与复学

第二十四条 研究生一般应连续完成学业，因某种原因需暂时中止学业的，可以申请休学。研究生具有下列情形之一的，应当休学：

（一）从事创业的；

（二）身心状况不适宜在校学习，经校医院或二级甲等以上医院诊断，需停课治疗、休养超过2个月的；

（三）其他特殊原因，学校认为应当休学的。

符合国家计划生育政策，妊娠3个月以上的在校研究生，可办理休学。

第二十六条 研究生休学、保留学籍须提出申请（因病休学的应附校医院或二级甲等以上医院诊断证明），经导师同意、学院（所）审核，报研究生院审批。

第二十七条 休学、保留学籍研究生应在5个工作日内办理离校手续，档案不迁出学校。研究生休学期间，学校保留其学籍，不享受在校研究生待遇。因病休学的，治疗期间医疗费用按国家及当地的有关规定执行。

第二十九条 休学、保留学籍均计入学习年限（应征入伍除外）。

第六章 退学

第三十条 研究生有下列情形之一，应予退学：

（一）本人申请退学的；

（三）休学、保留学籍期满，逾期未提出复学申请或者申请复学经复查不合格的；

（四）经校医院或二级甲等以上医院诊断，患有疾病或者意外伤残不能继

续在校学习的；

- （五）未经批准连续 2 周末参加学校规定的教学、科研活动的；
- （六）超过学校规定期限未注册且又未办理暂缓注册手续的；
- （七）累计两门课程考核不合格，经重修后仍不合格的，或一学期有三门（含）以上课程考核不合格的；
- （八）在学校规定的最长学习年限内未完成学业的；
- （九）学校规定的不能完成学业、应予退学的其他情形。

第七章 学习年限

第三十六条 研究生的基本学习年限：硕士生 3 年，博士生 4 年，本科直博生、硕博连读生 5 年。

第三十七条 研究生的最长学习年限（含休学和保留学籍）：全日制硕士研究生 4 年，非全日制硕士研究生 5 年；全日制博士研究生 6 年，本科直博生、硕博连读生、非全日制博士研究生 7 年；休学创业的研究生在基本学习年限基础上增加 3 年。

第三十八条 研究生因客观原因在基本学习年限内未完成学业的，应在每年 6 月前，由研究生本人提出延长学习年限申请，每次申请时间不超过 1 年。申请经导师同意，学院（所）审核，报研究生院备案。

第八章 毕业、结业与肄业

第三十九条 研究生一般应在基本学习年限内毕业。对于符合毕业和学位标准规定的，经本人申请，导师同意，学院（所）审核，研究生院审批，可提前 1 年毕业。对于在基本学习年限内未能完成学业的，可申请延期毕业，延期时间不得超出最长学习年限。

第四十条 研究生在规定学习年限内，修完培养方案规定的学分和培养环节，思想政治审核和课程考核合格。

通过学位论文答辩，符合学位授予条件的，颁发毕业证书和学位证书；通过毕业论文答辩，不符合学位授予条件的，颁发毕业证书；未通过或未进行论

文答辩的，可申请结业，发给结业证书。

第四十一条 获得毕业证书的博士研究生在毕业后2年内、硕士研究生在毕业后1年内，符合学位授予条件的，可提出1次学位申请，逾期不再受理。

第四十二条 获得结业证书的研究生，在最长学习年限内，可重新申请毕业论文答辩或学位论文答辩1次。超出最长学习年限的，学校不再受理。

第四十四条 学习满1年以上的退学研究生，学校发给肄业证书；学习不满1年的退学研究生，学校发给写实性学习证明。

第四十五条 研究生达到最长学习年限时，须以毕业、结业、肄业或退学等形式终止学籍，并办理离校手续。超出最长学习年限的，学校将按期满退学处理。

第九章 电子注册

第四十六条 学校对复查合格的研究生新生进行学籍电子注册；研究生在学籍注册后30日内登录学信网查询、核实本人身份信息和学籍注册信息。

第四十七条 在每学年第一学期开学后1个月内，学校对在校研究生进行学年电子注册。学籍注销在学籍处理后15个工作日内完成。

第四十八条 学历证书电子注册分毕业证书和结业证书两种，研究生毕业或结业时，学校完成毕业证书或结业证书的学历电子注册。

第四十九条 学历注册信息应与学历证书内容保持一致。学历注册信息包括：姓名、性别、出生日期、照片、学习起止年月、专业、层次、学制、毕（结）业、学习形式、学校名称、校长姓名及证书编号等。

第五十条 学历电子注册完成并提供网上查询后，学校不再受理注册信息变更事宜。注册信息确有错误的，须提供变更申请，经学校审核，省教育厅审批后，方可修改。

第十章 学业证书管理

第五十一条 学校严格按照招生时确定的办学类型和学习形式，以及学历注册信息填写、颁发毕业证书、学位证书及其他学业证书。

第五十二条 研究生在校期间变更姓名、出生日期等个人信息的，应当有合理、充分的理由，须提供有法定效力的相应证明文件，涉及户籍信息的由户籍所在地公安机关出具有效户籍变更证明原件等材料，经导师、学院（所）审查、研究生院审核后，提交学信网变更。

第五十三条 对违反国家招生规定取得入学资格或者学籍的，学校取消其学籍，不发给毕业证书、学位证书；已发的毕业证书、学位证书，学校依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得毕业证书、学位证书的，学校依法予以撤销。

第五十四条 被撤销的毕业证书、学位证书已注册的，学校予以注销并报教育行政部门宣布无效。

第五十五条 毕业证书和学位证书遗失或者损坏，经本人申请，学校核实后出具相应的证明书。证明书与原证书具有同等效力。

第十一章 附则

第五十六条 本办法自发文之日起执行，原《西北农林科技大学研究生学籍管理办法》（校研发〔2017〕287号）同时废止。

第五十七条 本办法由研究生院负责解释。

Measures for the Registration Management of Graduates in Northwest A&F University (excerpts)

Chapter I General Provisions

Article 2 These Regulations shall apply to full-time graduates who are receiving regular higher education in the Northwest A&F University.

Chapter II Admission and Enrollment

Article 3 According to the national enrollment regulations, new graduates admitted to the Northwest A&F University shall go through the admission formalities by presenting the Admission Notice of Northwest A&F University and relevant documents required by the University. Those who are unable to enroll on time for some reason shall ask for leave from the Admission Department of the university within the time specified by the university for registration, with relevant certificates attached. The time limit for taking leave shall not exceed 2 weeks in principle. Those who do not take leave or take leave exceeding the prescribed time limit shall be deemed to have waived their admission qualifications except due to force majeure and other legitimate reasons.

Article 4 After freshmen are admitted, the college shall conduct a preliminary examination of the qualifications of the new students in accordance with the requirements of the University. Those who pass the examination can go through the registration procedures and get registered. If one's admission notice, examinee information or other credentials is found not in accordance with the personal information; or one is found to be with other circumstances in violation of Chinese national provisions, his/her admission qualification will be canceled.

Article 9 After the admission of new graduate students, the college (institute) shall review their qualifications for admission within three months in accordance with the enrollment regulations. The review mainly includes the following aspects:

(a) Whether the admission procedures and processes, etc., are in accordance with national enrollment regulations or not;

(b) Whether the admission qualification obtained is true and in accordance with the relevant regulations or not;

(c) Whether the personal identification, admission notice and candidate file are consistent or not;

(d) Whether the physical and mental health conditions meet the requirements of physical examination required by the major or professional category; whether his physical and mental health conditions can ensure normal study and life in University;

Article 10 Where any student is found practicing fraud, practicing favoritism, or making falsification, among others, during the review, The Graduate School will give a report to the council of presidents. If he or she is determined as failing to pass the review, his or her student status shall be cancelled; and where the circumstances are serious, the University shall transfer him or her to the relevant department for investigation and handling.

Article 11 Where any student is found during the review inappropriate to study at University in terms of his physical and psychological status, and needs to rest at home as diagnosed by a hospital of Grade A, Level II designated by the University, his or her admission qualification may be retained in accordance with the provision 5 and 6.

Article 12 At the beginning of each semester, graduates shall go to their colleges for registration procedures.

Article 13 If students cannot register as scheduled, they should fulfill the procedure of asking for leave in a written form, with the absence time no more than two weeks (A sick leave requires a diagnosis certificate given by the University hospital or a hospital of Grade A, Level II) ; Where he or she fails to undergo the admission formalities and get registered over 2 weeks, it shall be deemed a waiver of the admission qualification.

Chapter III Assessment and Recordation of Results

Article 14 A student shall take part in and pass the assessment of courses included in the educational and teaching planning of the University and of various educational and teaching links (hereinafter referred to as courses) . The assessment

results shall be recorded in his or her book of scores and be incorporated into his or her University roll archives.

Article 15 A graduate who is unable to attend examinations due to illness or other reasons shall apply for a late assessment before the examination. After such application is consented by the subject teacher and the college concerned, and recorded by The Graduate School, the application for late assessment can be approved, with the word “deferred” indicated on the transcript. Where a student is absent from the final examination of compulsory courses without permission, his/her credits for the course will be recorded as zero and the words “absent” will be recorded in the transcript.

Article 16 A graduate who fails in the examination of courses and graduate program shall retake the courses, and the grades obtained by retaking the courses shall be indicated as “retaking” in the transcript.

Article 17 If a student violates the examination discipline or cheats in the examination, the examination result of the course shall be invalidated. It shall be deemed to violate the examination discipline or cheat in the examination, which shall be given appropriate disciplinary actions according to the relevant regulations of the university.

Article 18 A graduate’s participation in innovation and entrepreneurship, social practice and other activities as well as his or her relevant experience and achievements related to the study of his or her specialty and academic requirements, such as publication of papers, and being granted a patent, among others, may be converted into credits and included in academic achievements. The specific measures shall be implemented in accordance with the University graduate program.

Article 19 Where a graduate suspends his or her study because he or she quits University or for any other reason, the courses he or she had taken and the credits he or she had acquired during his or her study at University shall be retained for 4 years. Where a student re-takes the entrance examination and meets the admission conditions, and enters the University again, the credits he or she had got may be recognized upon confirmation by the University that matriculated him or her. He/she can apply for the credit recognition in accordance with University regulations.

Chapter IV Major and Supervisor Change and Academic Transfers

Article 20 In principle, graduates are not allowed to change majors. If a graduate has to change his/her major due to major adjustment or other special reasons, it shall be approved by the college (institute), reviewed by The Graduate School, examined by the university, and reported to the Provincial Department of Education for approval.

Article 21 A graduate is not allowed to change his supervisor in principle after the supervisor is appointed for his/her enrollment. If it is necessary to change the supervisor for special reasons, it shall be handled in accordance with the relevant regulations of the university.

Chapter V Suspension and Reinstatement

Article 24 A graduate shall complete his or her studies continuously in general. He/she may apply for a suspension if he or she needs to suspend his or her studies temporarily for some reason. A graduate who has one of the following conditions shall be suspended from University:

(a) Those who are engaged in entrepreneurship;

(b) Those who are diagnosed by the University hospital or a hospital of Grade A, Level II or above as an illness that requires him/her to be out of University for treatment and recuperation for two months;

(c) Other special reasons that the University deems it appropriate to suspend.

Graduates who are more than three months pregnant in compliance with the Law of the People's Republic of China on Population and Family Planning are eligible for a suspension.

Article 26 A graduate shall put forward his/her application for suspension and retention of his/her academic status (The application for suspension due to illness shall be attached with a certificate of diagnosis from the University hospital or a hospital of Grade A, Level II or above shall be attached), which shall be approved by their supervisors, examined by their colleges and submitted to The Graduate School for examination and approval.

Article 27 Suspended and retained students are required to leave the University within five working days, with their files reserved in the university. During the

period of suspension, the university shall retain the student status, and students are not entitled to have treatment the students at campus have. If a graduate gets suspended due to illness, the medical expenses during the treatment period shall be implemented according to the relevant national and local regulations.

Article 29 Suspension and retention of studies are counted as years of study.

Chapter VI Withdrawal from University

Article 30 A graduate student may be withdrawn from the University for any of the following reasons:

- (a) If he or she applies for withdrawal;
- (c) If the application for reinstatement is not submitted within the time limit specified by the University or the application for reinstatement is unqualified after review, at the expiration of the period of suspension or retention of University status.
- (d) If he/she is diagnosed by the University hospital or a hospital of Grade A, Level II or above as suffering from a disease or accidental disability that prevents him/her from continuing his/her studies at University;
- (e) If he/she fails to participate in the teaching activities prescribed by the University for two consecutive weeks without approval;
- (f) If he/she fails to register within the prescribed time limit of the University and fails to perform the formalities of deferred registration;
- (g) If he/she fails in two examinations and still fails after retaking the courses, or fails in three (or more) examinations in one semester;
- (h) When the maximum length of study specified by the University is reached, the content specified in the training program has not been completed in accordance with the requirements of the University.
- (ix) Other circumstances specified by the University in which the student who is unable to complete his/her studies shall be withdrawn from the University.

Chapter VII Length of Study

Article 36 The basic length of study for graduates is as follows: 3 years for master's degree students, 4 years for doctoral degree students, and 5 years for direct Ph.D. students and students of successive postgraduate and doctoral program.

Article 37 The maximum length of study for graduates（including suspension and retention）is as follows: 4 years for full-time master's degree students, 5 years for part-time master's degree students; 6 years for full-time doctoral degree students, 7 years for part-time doctoral degree students, direct Ph.D. students and students of successive postgraduate and doctoral program; additional 3 years on the basic study period for graduates suspended for entrepreneurship.

Article 38 If a graduate fails to complete his/her study within the basic length of study due to objective reasons, he/she shall apply for extending length of study by himself/herself before June every year, and each extension length shall not exceed one year. The application shall be approved by the supervisor, scrutinized by the college and reported to The Graduate School for record.

Chapter VIII Graduation, Completion and Incompletion

Article 39 Graduates shall graduate within the basic length of study in general. For those who meet the requirements of graduation and degree standards, they may graduate one year earlier upon their own application, consent of their supervisors, examination by the college, and approval by The Graduate School. If a graduate student fails to complete his/her study within the basic length of study, he/she can apply for an extension of his/her graduation, and the extension time shall not exceed the maximum study period.

Article 40 Graduates shall complete the credits and compulsory activities stipulated in the graduate program and pass the examinations of ideological and political courses within the stipulated study years. If graduates pass the thesis defense and meet the requirements for degree conferment, they will be awarded a graduation certificate and a degree certificate; if graduates pass the thesis defense, but can't meet the requirements for degree conferment, they will be only awarded a graduation certificate; if graduates fail in thesis defense, they will be awarded a completion certificate after application.

Article 41 Doctoral students who have obtained a graduation certificate and met the conditions for degree conferment may apply for academic degree once within two years after graduation. The same applies to master's students within one

year after graduation. No acceptance after the deadline.

Article 42 Graduates who have obtained a completion certificate may re-apply for the thesis defense or once within the maximum study period. If the maximum study period is exceeded, the university will not accept the application.

Article 44 Students who have studied for one year or above and withdrawn from University shall be issued with an incompleteness certificate; Students who have studied for less than one year and withdrawn from University shall be issued with a realistic study certificate.

Article 45 When graduates reach the maximum length of study, they shall terminate their academic status in the form of graduation, completion, incompleteness and withdrawal and go through the procedures for leaving the university. If the maximum length of study is exceeded, the university will handle the case as withdrawal from the university at the end of the period.

Chapter IX Electronic Registration

Article 46 The university shall carry out electronic registration of the academic status of the new graduate students who have passed the review; graduates shall log in the China Credentials Verification of NWFU to inquire and verify their identity information and academic registration information within 30 days after the registration.

Article 47 Within one month after the commencement of the first semester of each academic year, the university shall carry out electronic registration for the enrolled students. The registration cancellation work shall be completed within 15 working days after the processing of the student status.

Article 48 The electronic registration of academic certificates is divided into two kinds: graduation certificate and completion certificate. When a graduate obtains his graduation certificate or completion certificate, the university shall complete the electronic registration work of the certificates.

Article 49 The academic registration information shall be consistent with the content of the academic certificates. The academic registration information includes: name, gender, date of birth, photo, starting and ending years of study, major, level, Universitying, graduation (completion), form of study, name of the University, the

name of the principal and certificate number.

Article 50 After the completion of the electronic registration of academic degree and the publicity of academic degree information online, the University will no longer accept changes in registration information. If there is any error in the registration information, the application for change shall be provided. The change can only be made after the examination of the University and the approval of the Provincial Department of Education.

Chapter X Academic Certificate Management

Article 51 The University fills out and issues graduate certificates, academic certificates, completion certificates and other academic certificates in strict accordance with the type of Universitying and form of study determined at the time of enrollment and the personal information filled in at the time of admission to graduate University.

Article 52 In case of modification or change of personal information necessary for certificate completion or electronic registration such as name, date of birth, identity card number, etc. during the period of Universitying, students shall have reasonable and sufficient reasons and provide corresponding supporting documents with legal effects. The change in household registration information requires the original of the valid certificates issued by the local Public Security Bureau. The change shall be put forward by students themselves, and be sent to the supervisor and college for preliminary examination, to The Graduate School for review, and to the China Credentials Verification for final change.

Article 53 For those who have obtained admission qualifications or academic status in violation of the University and national enrollment regulations, or those who have falsified in the admission process, once found, the University shall cancel their academic status and shall not issue academic certificates or degree certificates; the issued academic certificates or degree certificates shall be revoked by the University according to the law. For academic misconducts such as cheating, plagiarism, or other improper means to obtain academic certificates, degree certificates, the University shall revoke the certificates.

Article 54 If the revoked academic certificate or degree certificate has been

registered, the University shall cancel it and report it to the education administrative department to declare it invalid.

Article 55 If the academic certificate or degree certificate is lost or damaged, the corresponding certificate will be issued after verification upon the application. The certificate has the same effect as the original certificate.

Chapter XI Supplementary Provisions

Article 57 The Graduate School shall be responsible for the interpretation of these measures.

西北农林科技大学研究生课程学习管理规定（节选）

研院〔2018〕4号

第一章 总则

第二条 本规定适用于我校全体在学研究生。

第二章 课程学习计划制订

第四条 课程学习计划制订。研究生通过“研究生综合管理信息系统”（以下简称“系统”）制订（修订）课程学习计划，须经导师、学院（系、所）管理员审核通过。

第三章 课程选修、补修、免修及重修

第五条 课程选修。通过“系统”按照课程学习计划和学校公布的课程安排进行选课，选课分两个阶段：

（一）课程初选。在规定时间内选课并查看课表；

（二）课程改选。若有未能选上或停开的课程，应在第二次选课时改选。改选阶段结束，不能再更改选课结果。

研究生应按照课程学习计划，认真完成课程学习任务。选课而未完成学习者，该课程以零分计；未选课程而参加学习者视为旁听，不予记录成绩。

第六条 课程补修。以同等学力或跨一级学科（领域）录取的研究生，应补修本学科（领域）或相近学科（领域）硕士生课程或本科生高年级主干课程（学位课或对论文工作有重要影响的基础课）不少于3门。

第八条 课程重修。研究生课程考核不合格，应重新进行选课和学习。重修课程考核仍不合格，按照《西北农林科技大学研究生学籍管理办法（校研发〔2017〕287号）》有关规定处理。

第四章 其他课程学习

第九条 外出课程学习。凡我校正在开设或拟开设的研究生课程，研究生应在我校选课学习，不得外出学习。对于个别因特殊原因不能开设的课程，若确系研究需要，研究生经批准，方可到国内外相关高校、院所学习。研究生完成学习后，填写《西北农林科技大学研究生外出学习认定表》（附件 2），由所在学院（系、所）学科（领域）评定成绩，折算学分（按我校学时学分对应关系，1 学分对应课程 16 学时）。

第十条 网络课程学习。研究生选修开放式网络课程，完成全部学习环节，考核成绩合格，填写《西北农林科技大学研究生选修网络课程认定表》（附件 3），凭成绩证明等，由研究生所在学院（系、所）学科（领域）认定，每门记 1 学分。网络课程学分累计不得超过 3 学分。入学前 4 年内修读的网络课程可予免修，但不予免考。

第十一条 其他学分认定。研究生根据培养方案要求，经导师同意，参加创新创业、社会实践等活动，以及获得专利授权等与专业学习、学业要求相关的经历、成果，由研究生填写《西北农林科技大学研究生创新、实践学分认定表》（附件 4），经学科（领域）负责人审查，学院（系、所）教授委员会审核通过，评定成绩，折算学分。可作为选修课记入成绩单。

第五章 附则

第十三条 本规定由研究生院负责解释。

Graduate Course Study Management Regulations of Northwest A&F University (excerpts)

[2018] No.4

Chapter I General Principles

Article 2 These regulations apply to all graduate students currently enrolled at our university.

Chapter II Formulation of Course Study Plan

Article 4 Formulation of Course Study Plan. Graduate students shall formulate (revise) their course study plans through the “Comprehensive Management System of Information for Graduate” (hereinafter referred to as the “System”) , which shall be reviewed and approved by their supervisors and their college (department, institute) administrators.

Chapter III Elective, Supplementary, Exempt and Retaking Courses

Article 5 Elective Courses. Graduate students shall select courses according to their course study plans and the university’s published course arrangements through the “System”. The course selection is divided into two stages:

(1) Preliminary Course Selection. Select courses within the specified time and view the course schedule;

(2) Course Re-selection. If unable to select or if courses are canceled, re-selection should be made during the second selection period. After the re-selection period ends, no changes to the course selection results will be allowed.

Graduate students should complete their course tasks seriously in accordance with the course study plan. Those who select courses but do not complete the study will be scored zero for the course; those who participate in the study without selecting the courses are considered auditors and will not have their grades recorded.

Article 6 Supplementary Courses. Graduate students admitted with equivalent

academic qualifications or cross-level disciplines (fields) should take at least three supplementary courses in their own or similar disciplines, which may include master's courses or senior undergraduate core courses that are fundamental to their master's degrees and thesis work.

Article 8 Retaking Course. If a graduate student fails the course assessment, they should retake the course and study again. If the assessment of the retaken course is still not qualified, it will be dealt with in accordance with the relevant provisions of the “Regulations on Graduate Student Status Management, Northwest A&F University” (Institute of Research and Development [2017] No.287) .

Chapter IV Other Course Studies

Article 9 Off-Campus Course Study. Any graduate course that our university is currently offering or planning to offer should be taken by graduate students at our university, and they are not allowed to study off-campus. For some courses that cannot be offered for special reasons, if it is indeed necessary for research, graduate students may study at relevant universities or institutes at home and abroad with approval. After completing the study, graduate students should fill in the “Graduate Off-Campus Study Recognition Form, Northwest A&F University” (Attachment 2), and the grade will be assessed and credited according to the discipline (field) of the college (department, institute) where they are located (according to the class hour and credit ratio of our university-1 credit corresponds to 16 class hours) .

Article 10 Online Course Study. Graduate students who take open online courses and complete all learning segments with a passing assessment grade should fill in the “Graduate Online Course Recognition Form, Northwest A&F University” (Attachment 3) . With proof of grades and other relevant documents, the discipline (field) of the graduate student's college (department, institute) will recognize the course, with each course earning 1 credit. The total credits earned from online courses shall not exceed 3 credits. Online courses completed within 4 years prior to enrollment may be exempted from the requirement to take them again, but they are not exempt from the assessment.

Article 11 Other Credit Recognition. Graduate students, in accordance with the requirements of their education programs and with the consent of their supervisors,

can participate in activities such as innovation and entrepreneurship, social practice, and obtain patent authorizations, and other experiences and achievements related to professional studies and academic requirements. They should fill out the “Graduate Innovation and Practice Credit Recognition Form, Northwest A&F University” (Attachment 4) . After being reviewed by the person in charge of the discipline (field) and approved by the professor committee of the college (department, institute) , the performance will be graded and the credits will be calculated. These can be recorded as elective courses on the transcript.

Chapter V Supplementary Provisions

Article 13 The Graduate School is responsible for the interpretation of these regulations.

西北农林科技大学研究生课程考核管理规定（节选）

研院〔2018〕5号

第一章 总则

第三条 研究生选修的所有课程，都要进行考核。

第四条 本规定适用于我校全体在学研究生。

第二章 考核方式

第五条 课程考核可采用笔试/口试、闭卷/开卷、撰写论文、完成项目等形式进行。课程组根据研究生课程类型和授课方式，对全过程采用多阶段、多形式组合的考核方式。

第六条 课程考核包含平时考核和期末考核。平时考核包括实验报告、文献阅读、课堂讨论、期中考试、作业、考勤等。平时考核成绩占该门课程总成绩的比例，由课程组根据课程特点研究确定。

第七条 考核方式列入课程教学大纲，课程组应遵照教学大纲安排考核。考核方式及平时与期末考核成绩分配比例由任课教师在开课时向学生说明。如需更改，课程负责人应提前修订教学大纲，经学科（领域）负责人审查，学院教授委员会或学位评定分委员会审批通过，并报研究生院备案。

第五章 考试纪律

第十六条 考试纪律是实施考试过程，测试教学和学习效果，保证考试结果公平有效，保障考生和有关人员合法权益的先决条件，也是考试管理工作的必要措施。

第十七条 所有监考人员均要恪尽职守，认真负责，严格遵守《西北农林科技大学研究生课程考试监考规则》。

第十八条 研究生必须严格遵守《西北农林科技大学研究生课程考试考场规则》有关要求。一旦发现考试违纪或作弊行为，将按照《西北农林科技大学

学生违纪处分规定》（校学发〔2017〕285 号）严肃处理。

第六章 考试缓考

第十九条 研究生应按时参加课程考核，如确因病或重大事情不能参加考生，应在考试前 3 天到所在学院（系、所）办理缓考手续，填写《西北农林科技大学研究生课程缓考申请表》（附件 2），并附以下证明材料：

（一）因病不能参加考生者，必须持校医院或二级甲等以上医院出具的诊断证明书；

（二）因参加校外各类考试申请课程缓考者需附校外考试准考证复印件；

（三）因其它事项不能参加考生者，由本人写出缓考申请，并附相关证明材料。经导师、任课教师同意，学院（系、所）主管领导批准并经研究生院审核后，方可缓考。

第二十条 研究生课程不组织补考。考试缓考者，须在下次选课时间内通过“系统”重新选课，取得考试资格，随选课班级参加考试。缓考学生原则上只能选择同一任课教师课程班参加考试。

第八章 成绩登记、查询及异动

第二十五条 成绩查询及认定。研究生可登陆“系统”查询所修习课程的成绩。成绩单由所在学院（系、所）提供，经研究生院审核签章，方为有效。

第二十六条 成绩异动。研究生对成绩如有异议，可在成绩公布后 1 个月内，向所在学院（系、所）提出成绩复核书面申请（超过规定期限，不再受理复核），经主管领导批准后，安排专人到开课学院复核，由开课学院（系、所）组织有关人员成立工作小组进行成绩复核，主讲教师依据工作小组意见维持或更正学生成绩。

主讲教师更正成绩须填写《西北农林科技大学研究生课程成绩异动申请表》（附件 3），经学院（系、所）主管领导同意，报研究生院审批后方可办理。开课学院（系、所）应将申请复核、成绩异动相关材料归入试卷档案，存档备查。

第十章 学分绩点

第二十九条 学校采取学分成绩衡量学生的学习质量。为了便于学生对外交流，同时使用学分绩点，计算公式为：

学位课加权平均分= Z （学位课程总评成绩 x 学位课学分）/ Z 学位课学分

整体加权平均分= Z （课程总评成绩 x 课程学分）/ Z 课程学分

学分绩点= Z （课程绩点 X 课程学分）/ Z 课程学分

百分制成绩与课程绩点对应关系表

百分制成绩	90-100	85-89	82-84	78-81	75-77	71-74	68-70	65-67	62-64	60-61	<60
课程绩点	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.0

第十一章 附则

第三十一条 本规定由研究生院负责解释。

Graduate Course Assessment Management Regulations in Northwest A&F University (excerpts)

[2018] No.5

Chapter I General Principles

Article 3 All courses taken by graduate students shall be assessed.

Article 4 These regulations apply to all graduate students currently enrolled at our university.

Chapter II Assessment Methods

Article 5 Course assessments may be conducted in the form of written/oral exams, closed/open book, writing papers, completing projects, etc. The course team shall adopt a combination assessment method with multi-stage and multi-form for the entire process based on the type and teaching method of the graduate course.

Article 6 The course assessment includes daily assessment and final assessment. Daily assessment includes experimental reports, literature reading, classroom discussions, mid-term exams, homework, attendance, etc. The proportion of daily assessment scores in the total course score shall be determined by the course team according to the characteristics of the course.

Article 7 The assessment method shall be included in the course syllabus, and the course team shall arrange the assessment in accordance with the syllabus. If changes are needed, the course coordinator shall revise the teaching syllabus in advance. After it is reviewed by the discipline (field) leader and approved by the college professor committee or degree assessment subcommittee, it shall be filed with The Graduate School.

Chapter V Examination Discipline

Article 16 Examination discipline is a prerequisite for implementing the examination process, testing teaching and learning effects, ensuring the fairness and

effectiveness of the examination results, and protecting the legitimate rights and interests of the examinees and relevant personnel. It is also a necessary measure for examination management work.

Article 17 All proctors shall be diligent and conscientious, strictly abide by the “Graduate Course Examination Proctoring Rules, Northwest A&F University”

Article 18 Graduate students shall strictly abide by the requirements of the “Graduate Course Examination Room Rules, Northwest A&F University”. In case of any examination discipline violations or cheating behavior, they will be dealt with seriously in accordance with the “Northwest A&F University Student Discipline Punishment Regulations” (Institute of Student Development [2017] No.285) .

Chapter VI Examination Deferral

Article 19 Graduate students are expected to take the course assessment on time. If they cannot take the exam due to illness or significant matters, they should go through the deferral procedures at their college (department, institute) three days before the exam, fill in the “Graduate Course Deferral Application Form, Northwest A&F University” (Attachment 2) , and attach the following proof materials:

1. For those who cannot take the exam due to illness, a diagnosis certificate issued by the university hospital or a 2A-level hospital above shall be provided;

2. For those applying for course deferral due to participating in external exams, a copy of the external exam admission ticket is required;

3. For those who cannot take the exam for other reasons, they should write a deferral application and attach relevant proof materials. After the supervisor and the course teacher agree, and the relevant college (department, institute) leader in charge approves and The Graduate School reviews, the deferral may be granted.

Article 20 Graduate courses do not organize make-up exams. Students who apply for deferral shall re-enroll through the “System” during the next enrollment period to obtain the examination qualification and take the exam with the class who select the course. Deferral students can basically only choose to take the exam in the course taught by the same teacher.

Chapter VIII Grade Registration, Inquiry, and Adjustment

Article 25 Grade Inquiry and Recognition. Graduate students can log in to the “System” to inquire about the grades of the courses they have taken. The transcript shall be provided by the college (department, institute) where they are located, and it shall be valid only after being reviewed and signed by The Graduate School.

Article 26 Grade Adjustment. If graduate students have objections to the grades, they can submit a written application for grade review to their college (department, institute) within one month after the grades are announced (beyond the specified time limit, no review will be accepted). After the leader in charge approves, a person in charge will be arranged to recheck at the college where the course is offered. The college shall organize relevant personnel to form a working group for grade review, and the main teacher shall maintain or correct the student’s grade according to the opinions of the working group.

The main teacher shall fill in the “Graduate Course Grade Adjustment Application Form, Northwest A&F University” (Attachment 3) when correcting grades, and after the leader in charge of the college (department, institute) agrees, it shall be filed after being approved by The Graduate School. The college (department, institute) offering the course should file the materials related to re-evaluation applications and grade adjustments into the examination paper archives for future reference.

Chapter X Grade Point Average (GPA)

Article 29 The university uses credit grades to measure the quality of students’ learning. To facilitate students’ external exchanges, the Grade Point Average (GPA) is also used, with the following calculation formulas:

$$\text{Weighted Average Score for Degree Courses} = \frac{\sum(\text{Degree Course Total Assessment Scores} \times \text{Degree Course Credits})}{\sum \text{Degree Course Credits}}$$

$$\text{Overall Weighted Average Score} = \frac{\sum(\text{Total Assessment Scores} \times \text{Course Credits})}{\sum \text{Course Credits}}$$

$$\text{Grade Point Average (GPA)} = \frac{\sum(\text{Course Grade Points} \times \text{Course Credits})}{\sum \text{Course Credits}}$$

Table of Correspondence between Percentage Scores and Course Grade Points

Percentage Score	90-100	85-89	82-84	78-81	75-77	71-74	68-70	65-67	62-64	60-61	<60
Course Grade Point	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.0

Chapter XI Supplementary Provisions

Article 31 The Graduate School is responsible for the interpretation of these regulations.

西北农林科技大学

研究生课程考试违纪与作弊处理细则

为了维护学校研究生课程考试纪律，保证考试的公平、公正性，保障考生和有关人员的合法权益，根据《国家教育考试违纪处理办法》和《普通高等学校学生管理规定》（教育部令第 21 号）等有关规定，结合我校实际，特制定本细则。

一、对研究生课程考试违纪与作弊的纪律处分分为以下五种：

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

二、违纪行为的认定与处理

（一）有以下违纪行为的，视其情节，给予警告及以上处分：

1. 携带规定以外的物品（如书包、书籍、笔记本、手表、电子词典、通讯工具等）进入考场或者未按要求放在指定位置，经监考人员提出，仍不改正的；
2. 考试开始信号发出前答题或者考试结束信号发出后继续答题的；
3. 在考场或者学校禁止的范围内，喧哗、吸烟或者实施其他影响考场秩序的；
4. 考试中随意走动和进出考场的；
5. 不经监考教师同意互借文具（包括计算尺、计算器等）的。

（二）有以下违纪行为的，视其情节，给予记过及以上处分：

1. 不按规定座位就座的；
2. 将试卷、试题（含答题纸、答题卡）等考试材料带出考场的；
3. 威胁、侮辱、诽谤等不尊重考务人员和其他考生的。

(三) 有其它被认定为违纪行为的, 根据情节, 给予相应的纪律处分。

三、作弊行为的认定与处理

(一) 有下列作弊行为者, 视其情节, 给予严重警告及以上处分:

1. 携带与考试内容相关的文字材料或存储有与考试内容相关资料的电子设备参加考试(无论是否已经翻阅抄看过)的;
2. 考试中偷看别人试卷或有意让别人窥看的;
3. 在考试过程中旁窥、交头接耳、互打暗号或手势的;
4. 在考试中使用通讯设备的(无论是否与考试内容有关);
5. 已起身交卷复改动试卷者或在交卷之机修改答案的。

(二) 有以下作弊行为者, 视其情节, 给予记过及以上处分:

1. 抄袭或者协助他人抄袭试题答案或者与考试内容相关资料的;
2. 用规定以外的笔、纸答题或者试卷规定以外的地方书写姓名、考号或者以其他方式在答卷上标记信息的;
3. 考试工作人员协助实施作弊行为, 事后查实的。

(三) 有以下作弊行为者, 视其情节, 给予留校察看及以上处分:

1. 考试中交换试卷的;
2. 故意损毁试卷、试题或者考试材料的。

(四) 有以下作弊行为者, 给予开除学籍处分:

1. 由他人冒名代替参加考试的;
2. 在答卷上填写与本人身份不符的姓名、考号等信息的;
3. 第二次作弊的;
4. 因作弊被发现, 威胁监考人员, 情节恶劣的;
5. 在考试结束后, 管理机构发现研究生是通过伪造证明或有关材料获得考试资格或者考试成绩的。

(五) 有其它被认定为作弊行为的, 根据情节, 给予相应的纪律处分。

四、凡违反考核纪律或者作弊受到处分的研究生, 该门课程考核成绩记为无效。因考试违纪与作弊给予警告、严重警告、记过及留校察看处分的, 经教

育表现较好，在毕业前可给一次重修机会。

五、违纪与作弊处理程序

（一）对违纪与作弊学生，监考人员应终止其考试，收回其试卷（对考生用于作弊的材料、工具等，应予暂扣），并在试卷上注明考试违纪，令其退出考场。同时，监考人员要认真做好考场记录，详实记录作弊或违纪事实，经监考人员和主考人员签字连同违纪或作弊物证、作废试卷一起于本门课程考试结束后，送交研究生院培养与学位管理处（专业课程考试送交课程开设学院）。

（二）由研究生院组织的公共课程考试，直接由研究生院提出处分意见书，报学校研究决定。

由学院组织的专业课程考试，由学院直接提出处分意见书，报研究生院审核后，报学校研究决定。

（三）凡给予开除学籍处分的，须经过校长会议研究决定。

（四）受处分研究生所在学院收到处分决定书后，应及时送达被处分研究生本人，并由其签收，同时做好受处分学生的思想工作。

（五）研究生对上述处分有异议，可参照《西北农林科技大学研究生管理规定》有关规定办理。

Regulations on the Handling of Academic Dishonesty and Cheating in Graduate Course Examination in Northwest A&F University

To uphold the discipline of graduate course examinations at the university, ensure the fairness and impartiality of the exams, and guarantee the legitimate rights and interests of the examinees and relevant personnel, these detailed rules are hereby formulated in accordance with the “Regulations on the Handling of Violations in National Educational Examinations” and the “Regulations on the Administration of Students in Regular Higher Education Institutions” (Order No.21 of the Ministry of Education) , and in conjunction with the actual situation of our university.

I. Five Types of Disciplinary Penalties for Violations of Discipline and Cheating in Graduate Course Examinations:

1. Warning;
2. Severe Warning;
3. Record of Demerit;
4. Academic Probation;
5. Expulsion.

II. Identification and Handling of Misconduct Behaviors

1. Those who commit the following disciplinary violations will be subject to disciplinary action ranging from a warning to more severe penalties, depending on the severity of the case:

(1) Those who bring items not permitted by regulations (such as backpacks, books, notebooks, watches, electronic dictionaries, communication devices, etc.) into the examination room or fail to place them in the designated locations, and who do not correct the situation after being prompted by the proctors;

(2) Those who begin answering questions before the start signal is given or continue to answer after the end signal is issued during an examination;

(3) Those who make noise, smoke, or engage in other activities that disrupt

the order of the examination room or within areas prohibited by the university;

(4) Those who move around or enter and exit the examination room at will during the exam;

(5) Those who lend or borrow stationery (including rulers, calculators, etc.) without the consent of the proctor.

2. Individuals who commit the following disciplinary violations will be subject to a record of demerit or higher level of punishment, depending on the severity of the case:

(1) Those who do not take their seats according to the specified arrangement;

(2) Those who take examination materials, such as answer sheets, answer cards, out of the examination room;

(3) Those who threaten, insult, or defame exam staff and other examinees, showing disrespect.

3. Those who engage in other behaviors deemed to be disciplinary violations will receive corresponding disciplinary penalties based on the severity of the case.

III. Identification and Handling of Cheating Behaviors

1. Those who commit the following acts of cheating will be subject to severe warnings or higher levels of disciplinary action, depending on the severity of the case:

(1) Those who bring written materials related to the exam content or electronic devices containing information related to the exam content into the examination room (regardless of whether they have been reviewed or copied);

(2) Those who peek at others' papers or intentionally allow others to peek during the exam;

(3) Those who glance around, whisper, or exchange signals or gestures during the examination process;

(4) Those who use communication devices during the exam (regardless of whether it is related to the exam content);

(5) Those who stand up to submit their papers and then make changes to the exam or alter answers at the time of submission.

2. Those who engage in the following acts of cheating will be subject to

disciplinary penalties ranging from a record of demerit to more severe sanctions, depending on the severity of the case:

(1) Those who plagiarize or assist others in plagiarizing exam answers or materials related to the exam content;

(2) Those who answer questions using pens or paper not specified by the regulations, or who write their names, exam numbers, or mark information on the exam paper in areas not designated for such information;

(3) Those who cheat with the help of exam staff and are later confirmed to have done so after an investigation.

3. Those who engage in the following acts of cheating will be subject to disciplinary actions ranging from academic probation to more severe penalties, depending on the severity of the case:

(1) Those who exchange examination papers during the exam;

(2) Those who intentionally damage examination papers, answer sheets, or other exam materials.

4. Those who engage in the following acts of cheating will be subject to expulsion from the university:

(1) Those who have someone else take the exam on their behalf;

(2) Those who write names, exam numbers, or other information on the answer sheet that does not match their own identity;

(3) Those who cheat for the second time

(4) Those who threaten proctors after being caught cheating, with particularly egregious situation;

(5) Those who, after the exam, are found by the management institution to have obtained the right to take the exam or their exam results through the forged proof or related materials.

5. Individuals who engage in other behaviors deemed to be cheating will receive corresponding disciplinary penalties based on the severity of the case.

IV. Graduate students who violate examination discipline or are found cheating will have their assessment results for that course deemed invalid.

Those who are given warnings, serious warnings, demerits, or are placed under

probation for examination violations and cheating may be granted one opportunity to retake the course before graduation, provided they show good behavior and improvement through education.

V. Handling Procedures for Misconduct and Cheating

1. For students who violate examination discipline or cheat, the proctor should terminate their examination, take back their papers (temporarily confiscate materials and tools used for cheating) , and note “examination misconduct” on the paper, ordering them to leave the examination room. At the same time, the proctor should carefully make a record of the examination room, record the facts of cheating or misconduct in detail, and sign it along with the proctor and the person in charge of the examination. The materials and evidence of cheating or misconduct, along with the invalid papers, should be sent to The Graduate School’s Training and Degree Office (professional course examinations should be sent to the college offering the course) after the examination of this course is over.

2. For public course examinations organized by The Graduate School, The Graduate School should directly propose an opinion letter for punishment and report it to the university for discussion and decision-making.

For professional course examinations organized by the college, the college should directly propose an opinion letter for punishment, report it to The Graduate School for review, and then report it to the university for discussion and decision-making.

3. Those who are given the punishment of expulsion shall be decided by the meeting of university president.

4. The college or department where the disciplined graduate student is located should promptly deliver the disciplinary decision to the student upon receipt and have them sign for it, while also conducting proper ideological work with the disciplined student.

5. If the graduate student has objections to the above punishment, it can be handled in accordance with the relevant provisions of the “Regulations on Graduate Management, Northwest A&F University”.

西北农林科技大学

研究生学位论文开题论证管理规定（节选）

研院〔2018〕2号

第一章 总则

第三条 导师是研究生开题论证工作第一负责人，学位授权点负责人对本学科研究生的开题论证工作全面把关。

第四条 本规定适用于所有拟在我校取得毕业证或学位证书的研究生。

第二章 开题报告撰写

第六条 硕博连读生论文开题论证在硕博连读生博士资格考试后进行，分流为硕士生的按照硕士论文开题，分流为博士生的按照博士论文开题。

第七条 研究生开题论证必须撰写开题报告，主要包括封皮和内容两部分，开题报告封皮须使用专用格式（附件 1），内容书写排版格式与《西北农林科技大学研究生学位论文写作规范及提交要求》中的“论文打印规格与要求”相同。

第八条 开题报告内容应包括：

（一）选题依据（论文选题的背景、目的、意义、国内外研究现状分析、文献评价等）；

（二）研究内容及拟解决的关键问题；

（三）研究方案及可行性分析（研究思路与方法、技术路线、实验或调查方案及可行性分析，从事自然科学研究所需主要仪器设备和试剂，从事人文社科类研究所需要的工作条件）；

（四）预期成果、创新之处、成果预期社会效益；

（五）工作进度安排及经费预算；

（六）参考文献。

第三章 开题论证组织

第九条 开题论证工作由研究生所在学院（系、所）组织，以小组的形式进行。开题论证小组一般由 5 人及以上（奇数）组成，经学院（系、所）审核同意后方可有效。开题论证小组设开题秘书 1 人，由教学科研人员担任，不参与有关事项的表决。开题报告人导师可以列为开题论证委员会委员。

（一）博士生开题论证小组成员应为博士生导师或正高级职称人员。成员中至少有 1 名校外同行专家或校内另一相近一级学科的博士生导师。开题论证小组组长必须由我校具有正高级职称的博士生导师担任。

（二）学术型硕士生开题论证小组成员应为研究生导师或高级职称人员。成员中至少有 1 名校外同行专家或校内另一相近一级学科研究生导师。开题论证小组组长必须由我校具有高级职称的研究生导师担任。

（三）应用型硕士研究生开题论证小组成员应为研究生导师或高级职称人员。成员中应有 1 名来自行（企）业的专家。开题论证小组组长必须由我校具有高级职称的研究生导师担任。

第四章 开题论证流程

第十条 研究生开题论证时间依据本学科（专业领域）培养方案要求安排。

第十一条 研究生通过“研究生综合管理信息系统”（以下简称“系统”）提交开题申请，经导师审查，学位授权点负责人审核，学院（系、所）批准通过后，方可进行。

第十二条 开题汇报程序

（一）研究生进行开题汇报，学院（系、所）应提前 3 个工作日通过“系统”发布开题公告；

（二）开题论证小组组长主持会议，宣布成员名单、有关程序及注意事项；

（三）研究生作开题汇报（10-30 分钟）；

（四）开题论证小组成员提问、提出建议，研究生答辩（硕士生不少于 10 分钟，博士生不少于 20 分钟）；

（五）开题论证小组对开题报告做出评价，并通过无记名投票方式做出是

否同意开题通过的决议（开题报告人和其他人员回避）；

（六）开题报告汇报人入场，由组长宣布开题论证小组对开题报告的评价、表决结果；

第十四条 开题论证未通过，研究生应根据开题论证小组意见全面修改开题报告。硕士生在3个月以后，博士生在6个月以后通过“系统”重新申请开题。

第十五条 研究生一经开题，研究内容不得进行重大变化。如果研究内容发生重大调整，研究生须通过“系统”重新申请开题，通过相关审查、审核、批准后，按照学位授权点或学院安排进行。

第十六条 开题论证小组在做出是否同意开题通过的决议时，应贯彻坚持标准，保证质量的原则，以无记名投票方式，经全体成员三分之二以上同意，方可认定为通过。

第五章 附则

第十七条 本规定由研究生院负责解释。

Regulations on Graduate Thesis Proposal Defense in Northwest A&F University （excerpts）

[2018] No.2

Chapter I General Principles

Article 3 The supervisor is the primary person responsible for the thesis proposal defense of the graduate students, and the person in charge of the academic degree authorization is fully responsible for overseeing the proposal defense process of graduate students in their discipline.

Article 4 These regulations apply to all graduate students who intend to obtain a graduation certificate or degree certificate at our university.

Chapter II Thesis Proposal Writing

Article 6 For students in the combined master's and doctoral program, the thesis proposal defense should be conducted after the doctoral qualification examination for students in the combined program. Those who are channeled into a master's program should conduct proposal as the master's thesis, and those channeled into a doctoral program should conduct proposal as the doctoral thesis.

Article 7 Graduate students shall write a thesis proposal for the defense, which mainly includes two parts: the cover and the content. The cover of the thesis proposal shall use a special format （ Attachment 1 ）, and the content writing and typesetting format should follow the “Thesis Printing Specifications and Requirements” in the “Requirements of Graduate Thesis Writing Standards and Submission, Northwest A&F University”.

Article 8 The content of the thesis proposal should include:

1. The basis for the topic selection （ background, purpose, significance, analysis of domestic and foreign research status, literature evaluation, etc. ） ;
2. Research content and key issues to be solved;
3. Research plan and feasibility analysis （ research ideas and methods,

technical routes, experimental or survey plans and feasibility analysis, main instruments and reagents required for natural scientific research, working conditions required for humanities and social science research) ;

4. Expected results, innovations, and expected social benefits of the results;
5. Work schedule and budget;
6. References.

Chapter III Organization of Thesis Proposal Defense

Article 9 The thesis proposal defense work shall be organized by the college (department, institute) where the graduate student is located, in the form of a group. The thesis proposal defense group shall consist of 5 or more (odd number) members, and it shall be valid only after being reviewed and agreed upon by the college (department, institute) . The thesis proposal defense group has a defense secretary who is a teaching and research personnel and does not participate in the voting on related matters. The supervisor of the thesis reporter can be listed as a member of the thesis proposal defense committee.

1. The members of the doctoral thesis proposal defense group should be doctoral supervisors or personnel with a senior professional title. At least one member should be an expert from outside the university or a doctoral supervisor from another similar discipline within the university. The leader of the thesis proposal defense group shall be a doctoral supervisor with a senior professional title from our university.

2. The members of the academic master's thesis proposal defense group should be graduate supervisors or personnel with a senior professional title. At least one member should be an expert from outside the university or a graduate supervisor from another similar discipline within the university. The leader of the thesis proposal defense group shall be a graduate supervisor with a senior professional title from our university.

3. The members of the professional master's thesis proposal defense group should be graduate supervisors or personnel with a senior professional title. There should be one expert from the related industry. The leader of the thesis proposal defense group shall be a graduate supervisor with a senior professional title from our

university.

Chapter IV Thesis Proposal Defense Process

Article 10 The time for the graduate thesis proposal defense shall be arranged according to the training program requirements of the discipline (professional field).

Article 11 Graduate students submit a thesis proposal application through the “Comprehensive Management System of Information for Graduate” (hereinafter referred to as the “System”), and it can only be carried out after being reviewed by the supervisor, audited by the person in charge of the degree authorization, and approved by the college (department, institute).

Article 12 The Thesis Proposal Defense Procedure:

1. The graduate student makes the thesis proposal report, and the college (department, institute) should release the thesis announcement through the “System” three working days in advance;

2. The leader of the thesis proposal defense group presides over the meeting, announces the list of members, relevant procedures, and precautions;

3. The graduate student makes the thesis proposal report (10-30 minutes);

4. Members of the thesis proposal defense group ask questions and make suggestions, and the graduate student defends (no less than 10 minutes for master’s students, no less than 20 minutes for doctoral students);

5. The thesis proposal defense group evaluates the thesis proposal and makes a resolution on whether to agree to pass the proposal through secret ballot (the proposer and other personnel should be absent);

6. The proposer returns to the defense room, and the leader announces the evaluation and voting result of the thesis proposal by the defense group.

Article 14 If the thesis proposal defense is not passed, the graduate student should comprehensively revise the proposal according to the opinions of the defense group. Master’s students can reapply for the proposal through the “System” after 3 months, and doctoral students after 6 months.

Article 15 Once the thesis proposal is passed, the research content of the graduate student shall not undergo major changes. If there is a need for major

adjustments to the research content, the graduate student shall reapply for the proposal through the “System”. After passing relevant reviews, audits, and approvals, they should proceed with the defense according to the arrangements made by the degree authorization or the college.

Article 16 When the thesis proposal defense group makes a resolution on whether to agree to pass the proposal, it should adhere to the principle of maintaining standards and ensuring quality, and can only be considered passed if more than two-thirds of all members agree through secret ballot.

Chapter V Supplementary Provisions

Article 18 The Graduate School is responsible for the interpretation of these regulations.

西北农林科技大学研究生外出学习管理规定（节选）

研院〔2018〕6号

第一章 总则

第二条 外出学习指离开学校进行学习，不包括去我校校属实验示范站、校外基地、校外站点（以下简称“校属站点”）等学习，具体“校属站点”名单以学校科技推广处最新公布的“学校试验示范站（基地）清单”为准。外出学习主要包含外出课程学习、外出实习、外出实验、外出实践和外出研究等形式。

第三条 符合培养方案要求和我校有关管理规定并办理相应手续后外出的研究生属于合理外出，凡是违反我校有关规定或未办理有关手续私自外出的研究生属于违规外出。

第四条 本规定中的研究生指所有在籍研究生。

第二章 研究生外出学习管理

第五条 外出课程学习。指我校开设的课程无法满足研究生专业学习和科研需要，研究生赴校外其他单位进行不超过一学期的课程学习。具体可参照《西北农林科技大学研究生课程学习管理规定》（研院〔2018〕4号）有关要求执行。

第六条 外出实习。指研究生根据培养方案有关规定，在指导教师指导下外出完成必要的实践教学环节，具体按照《西北农林科技大学关于加强教学实习工作的实施方案》（2017年4月）有关要求执行。

第七条 外出实验。指研究生赴校外进行每年不超过3个月的短期校外实验技术学习。

第八条 外出实践。指专业学位研究生根据培养方案要求，赴实践基地进行实践研究活动。具体按照《西北农林科技大学专业学位研究生实践研究管理

办法》（研院〔2018〕1号）有关要求执行。

第九条 外出研究。指我校与国内外有关高校、院所签订有人才联合培养协议的研究生，在完成我校课程学习环节后，按照协议派出进行必要的联合科研工作。

第三章 研究生外出学习要求

第十条 研究生根据实际需要可以申请外出学习。研究生外出学习（外出实习除外），须与外出实验单位、校外实践基地、联合培养单位及导师（负责人）签订协议书，协议书应包括以下内容：

1. 外出学习单位；
2. 外出学习起止时间；
3. 外出学习主要内容、预期目标；
4. 双方导师（负责人）的权利及义务；
5. 外出学习、工作、生活、差旅及其他费用支出约定；
6. 外出学习取得成果的知识产权约定；
7. 外出学习期间科研、生活纪律和安全要求。

第十一条 研究生外出学习审批程序：须经导师同意后由本人提出申请，填写西北农林科技大学研究生外出学习审批表（见附件），经导师批准、学科点同意，学院（系、所）主管研究生教育的领导审批后方可进行（外国留学生外出学习还应经国际学院审批）。

第四章 问责及处理

第十二条 研究生外出学习应根据有关外出事项类型，履行相应的手续（具体参照本规定第二、三章执行）。如因研究生私自外出而引发的后果，由学生自行承担，并按照《西北农林科技大学学生管理规定（试行）》（校学发〔2017〕284号）和《西北农林科技大学学生违纪处分规定》（校学发〔2017〕285号）有关条例进行处理。

第十三条 未经学科点和学院（系、所）批准，研究生导师私自将研究生

派出学习的，由此引发的后果由该研究生及导师共同承担相关责任，并按照《西北农林科技大学研究生指导教师岗位职责及管理办法》（校研发〔2017〕381号）及有关文件处理。

第十四条 未经学院（系、所）批准，学科点和研究生导师私自将研究生派出学习的，由此引发的后果由该研究生、导师、学科点共同承担相关责任，并按照相关管理规定进行处理。

第五章 附则

第十八条 本规定解释权归研究生院。

Regulations on Off-Campus Study Management for Graduates in Northwest A&F University (excerpts)

[2018] No.6

Chapter I General Principles

Article 2 Off-campus study refers to studying away from the university and does not include studying at the university's affiliated experimental demonstration stations, off-campus bases, off-campus sites (hereinafter referred to as "affiliated sites") , etc. The specific list of "affiliated sites" shall be based on the latest "List of Experimental Demonstration Stations (Bases) , Northwest A&F University" published by the university's Science and Technology Promotion Office. Off-campus study mainly includes off-campus course study, internship, experiment, practice, and research.

Article 3 Graduate students who go out for study in accordance with the training program requirements and the university's relevant management regulations and have completed the corresponding procedures are considered reasonable off-campus study. Those who go out without the university's relevant regulations or without completing the relevant procedures are considered to be in violation of off-campus study.

Article 4 The graduate students in these regulations refer to all registered graduate students.

Chapter II Graduate Off-Campus Study Management

Article 5 Off-campus Course Study

It refers to the course study that cannot be met by the university's courses. Graduate students go to other units outside the university for course study for no more than one semester. Specific requirements can refer to the "Regulations on Graduate Course Study Management, Northwest A&F University" (Graduate University [2018] No.4) .

Article 6 Off-campus Internship. Graduate students, in accordance with the

relevant regulations of the training program and under the guidance of their supervisors, complete the necessary practical teaching segments outside the campus. Specific requirements are implemented in accordance with the “Implementation Plan for Strengthening Teaching Internship Work” of Northwest A&F University（April 2017）.

Article 7 Off-campus Experiment. It refers to the short-term off-campus experimental technology study that graduate students go to for no more than 3 months each year.

Article 8 Off-campus Practice. It refers to the practical research activities carried out by professional graduate students according to the requirements of the training program at the practice base. It is to be implemented in accordance with the relevant requirements of the “Regulations on Practical Research Management for Professional Graduate, Northwest A&F University”（Graduate University [2018] No.1）.

Article 9 Off-campus Research. It refers to the necessary joint scientific research work carried out by graduate students who have completed the course study at our university and are sent out in accordance with the joint training agreement for talent signed with relevant universities and institutes at home and abroad.

Chapter III Graduate Off-Campus Study Requirements

Article 10 Graduate students can apply for off-campus study according to actual needs. For off-campus study（except for off-campus internships），an agreement shall be signed with the off-campus experimental unit, off-campus practice base, or joint training unit and supervisor（person in charge），which should include the following contents:

1. Off-campus study unit;
2. Start and end time of off-campus study;
3. Main content and expected goals of off-campus study;
4. Rights and obligations of both supervisors（persons in charge）;
5. Agreements on off-campus study, work, life, travel, and other expenses;
6. Intellectual property agreement for results obtained during off-campus study;
7. Requirements for scientific research, life discipline, and safety during off-campus study.

Article 11 The Approval Procedure for Graduate Off-campus Study

The application shall be initiated by the graduate student themselves after obtaining the consent of the supervisor. They should complete the “Graduate Student Off-Campus Study Approval Form, Northwest A&F University” (see attachment), and after it is approved by the supervisor, agreed upon by the disciplines, and reviewed by the leader in charge of graduate education at the college (department, institute), it can then proceed (for international students going abroad for study, approval from the College of International Education is also required) .

Chapter IV Accountability and Handling

Article 12 Graduate students should go through the corresponding procedures according to the type of off-campus matter (for details, refer to Chapters 2 and 3 of these regulations) . If unexpected consequences arise from the graduate student’s unauthorized off-campus activities, the student shall bear the results and be dealt with in accordance with the “Regulations on Student Management, Northwest A&F University (Trial) ” (Institute of Student Development [2017] No.284) and the “Regulations on Student Disciplinary Punishment, Northwest A&F University” (Institute of Student Development [2017] No.285) .

Article 13 If the graduate student’s supervisor sends the graduate student to study without the approval of the disciplines and the college (department, institute), the consequences arising therefrom shall be jointly borne by the graduate student and the supervisor, and dealt with in accordance with the “Regulations on Graduate Supervisor Position Responsibility and Management, Northwest A&F University “ (Institute of Research and Development [2017] No.381) and other relevant documents.

Article 14 If the disciplines and the graduate student’s supervisor send the graduate student to study without the approval of the college (department, institute), the consequences arising therefrom shall be jointly borne by the graduate student, the supervisor, and the disciplines, and dealt with in accordance with the relevant management regulations.

Chapter V Supplementary Provisions

Article 18 The Graduate School is responsible for the interpretation of these regulations.

西北农林科技大学

硕士、博士学位授予工作实施细则（节选）

校研发〔2021〕73号

第一章 总则

第一条 根据《中华人民共和国学位条例》、《中华人民共和国学位条例实施办法》和国家相关文件，结合我校实际情况，制定本细则。

第二条 我校硕士、博士学位是按照国务院学位委员会批准或备案的学科专业及专业学位类别（领域）授予。

第三条 凡是遵守中国宪法和法律，达到规定的学术水平或者专业水平的，可以按照本细则的有关规定，申请相应学位。申请人不得同时向两个学位授予单位提出申请。

第二章 硕士学位

第四条 学位授予条件

申请硕士学位人员必须通过规定的基础理论课和专业课等课程考试并取得规定的学分，完成科研或实践训练，通过学位论文答辩，取得的研究成果符合所属学位评定委员会制定的成果认定标准，达到以下要求，可授予硕士学位：

- （一）在本门学科专业上掌握坚实的基础理论和系统的专门知识；
- （二）学术学位获得者须具有从事科学研究工作的能力，专业学位获得者须具有担负专业技术工作的能力。

第五条 学位论文基本要求

- （一）学术学位论文须与学术研究紧密结合，对研究的课题具有新见解，论文的研究结果具有一定的理论意义和现实意义；
- （二）专业学位论文须紧密结合实践，论文的研究结果具有较高的应用价值；

(三) 学位论文应在导师指导下由本人独立完成，论文应体现一定的工作量。在选题确定后，用于论文研究及撰写的时间一般不少于1年；

(四) 论文要求参照学校一级学科学位授权点（专业学位类别）学位授予标准执行，论文格式应符合学校学位论文写作相关规定要求。

第六条 学位申请

(一) 硕士研究生经导师审核同意后，向所在学院（系、所）提交学位申请。

(三) 博士研究生未达到博士学位授予条件，但符合硕士学位授予条件，且未获得过本学科硕士学位者，可提出硕士学位申请。

(四) 硕士研究生在毕业后1年内可提出1次学位申请，逾期不再受理。

第七条 申请人资格审查

所在学院（系、所）受理申请后，应成立资格审查小组，对申请人的课程学习情况（根据培养方案审查，包括学位课程科目、成绩、学分及课程总学分）、开题、中期考核、实践研究环节、研究成果等方面进行严格审查。

第八条 学位论文评阅

学位论文评阅前须通过学位论文学术不端行为检测。

(一) 由学位授权点聘请论文评阅人，研究生及导师可提出回避的专家名单（不超过3人）。导师、合作导师、行（企）业导师、直系亲属不能作为论文评阅人。

(二) 评阅人由2位硕士生导师或具有高级专业技术职称、熟悉论文研究内容的专家担任，其中专业学位论文评阅人至少有1位相关行业具有高级职称（或相当水平）的专家。同等学力硕士学位论文须经至少3名具有副高专业技术职称的专家评阅，其中至少有1名学位授予单位和申请人所在单位以外的专家。

(三) 评阅人对学位论文的评价一般应包括（不限于）：

1.对论文选题与学科专业领域相关性的评价；2.对论文选题理论或实际意义及经济、社会效益的评价；3.对论文作者是否了解本学科（专业）最新学术动

态和研究方法的评价；4.对论文是否有新见解、新成果和论文水平的评价；5.对学位申请人的理论水平和实际工作能力的评价；6.对论文工作量、写作规范性等的综合评价；7.提出论文存在的问题与不足、修改建议，并对是否同意答辩做出明确结论。

（四）学位论文评阅结果均为通过，研究生须根据评阅意见进行认真修改，经导师审阅同意后，进入论文答辩环节。

如有 1 个评阅结果为不通过，可增评一份，增评结果通过，可申请答辩；增评结果仍为不通过，本次学位申请终止；如果 2 个评阅结果均为不通过，本次学位申请终止。

（六）收到论文评阅结果后，6 个月内完成学位论文答辩，逾期须重新送审。

第九条 学位论文答辩

（一）学位论文答辩按照学科专业或研究方向统一组织。答辩委员会委员由学位授权点聘请，委员会由 5 人或 7 人组成。导师、合作导师、行（企）业导师、直系亲属不能作为答辩委员会委员。

同等学力硕士申请答辩前，应有两名同行专家（必须具有副高及以上职称）的推荐意见（包括被推荐人的基础理论知识、科研能力、外语水平、学位论文水平等），其中 1 人是我校相应学科的研究生导师，1 人是我校和申请人所在单位以外的同行专家。论文评阅人不能作为推荐人和学位论文答辩委员会委员。

（二）委员由具有硕士生导师资格或具有副教授及以上职称（或相当专业技术职称）专家担任。学术型硕士研究生答辩委员会至少有 1 名校内另一相邻、相近一级学科的硕士生导师或 1 名校外同行专家；专业学位硕士研究生答辩委员会至少有 1 名相关行（企）业的专家。答辩委员会主席应由相同学科具有正高级职称的研究生导师担任。

（三）答辩委员会设秘书 1 人，由中级及以上职称或具有硕士学位的教学、科研、推广人员担任。答辩委员会秘书负责答辩会场安排、答辩记录及答辩意见汇总等事宜，申请人不得参与。

(四) 学位论文答辩前一周内, 研究生应将学位论文、论文评阅(盲审)意见和取得的研究成果证明材料等送达答辩委员会委员。委员应对学位论文的学术价值和应用价值、论文新见解、科学研究的工作能力等做出评判。

(五) 学位论文答辩应公开举行(涉密课题除外), 答辩前3天应在校园网发布公告。未经公告组织的学位论文答辩无效。

(六) 论文答辩程序。论文答辩一般按下列程序进行:

1. 宣布答辩委员会组成人员名单;
2. 导师介绍答辩人在学习期间的思想政治、课程学习、论文工作情况;
3. 研究生报告论文的主要内容(30-40分钟), 并对依据评阅意见的修改情况进行说明;

4. 答辩委员及参加答辩人员向研究生提问, 研究生解答;

5. 答辩会进行审议(答辩人、导师及其他人回避)。综合评阅专家意见, 对论文的学术水平、依据评阅意见修改情况及答辩情况进行评议, 并做出是否通过答辩和是否建议授予学位的决议。决议书应对论文选题、取得的成果及水平、申请人的理论水平和实际工作能力、答辩情况等方面做出总体评价, 并指出论文存在的不足及修改建议;

6. 决议采取不记名投票方式表决, 全体成员三分之二以上同意方为通过。如果答辩未通过, 答辩委员会须明确论文存在的不足, 并给出修改建议;

7. 答辩委员会主席向申请人宣布答辩委员会决议, 并在决议书上签字。

(七) 学位申请人首次论文答辩未通过, 经答辩委员会同意, 可在1年内(不超过学校规定的最长学习年限)修改论文, 重新申请答辩一次。若答辩委员会未做出修改论文后重新答辩的决议, 或者学位申请人逾期未完成论文修改, 或重新答辩后仍不合格者, 学校将不再受理其学位申请。

第十条 学位授予程序

(一) 分委员会审议

学位申请人通过答辩后, 须根据答辩委员们提出的问题进行认真修改, 撰写论文修改说明, 导师签字确认后, 与学位申请材料一并提交分委员会审查。

分委员会在规定的期限内召开会议（全体委员的三分之二以上出席方为有效），逐一审查学位申请材料，分委员会委员对自己所属学科（专业）的学位论文审查情况进行重点汇报。

分委员会以不记名投票方式表决，全体委员过半数（不含半数）同意方为通过。分委员会根据会议表决结果，确定建议授予硕士学位人员名单，做出是否授予硕士学位的决议，提交校学位评定委员会审议。

（二）校学位评定委员会审议

校学位评定委员会召开会议（全体委员的三分之二以上出席方为有效），对学位评定分委员建议授予学位人员名单进行审议，重点审议分委员会特殊提请的事项。会议以不记名投票方式表决，全体委员过半数（不含半数）同意方为通过。校学位评定委员会根据会议表决结果，最终做出是否授予硕士学位的决议。

（三）会议不能采用通讯评议方式。会议应有文字记录。

第三章 博士学位

第十一条 学位授予条件

申请博士学位人员必须通过规定的思想政治理论课、基础理论课和专业课等课程考试并取得规定的学分，完成科研或实践训练，通过学位论文答辩，取得的研究成果符合所属学位评定分委员会制定的成果认定标准，达到以下要求，可授予博士学位：

（一）在本门学科专业上掌握坚实宽广的基础理论和系统深入的专门知识；

（二）学术学位获得者须具有独立从事科学研究工作的能力，专业学位获得者须具有独立担负专业技术工作的能力；

（三）学术学位获得者须在科学研究方面取得创新性成果，专业学位获得者须在专业技术方面取得创新性成果。

第十二条 学位论文基本要求

（一）学术博士学位论文应有独到见解，在科学研究或专业技术方面取得创新性成果，并对学术发展、经济建设和社会进步有较为重要的意义；

(二) 专业博士学位论文应具有实践性和创新性，具有较为重要的实践价值和现实意义；

(三) 学位论文在导师指导下由本人独立完成，论文工作时间一般不少于2年，论文内容应以自己获得的第一手实验数据或调查数据为基础；

(四) 论文要求参照学校一级学科学位授权点（专业学位类别）学位授予标准执行，论文格式应符合学校学位论文写作相关规定要求。

第十三条 预答辩

(一) 博士学位申请人须在学位论文盲审前公开进行预答辩，并提前3天在本学院（所）网站发布预答辩公告；

(二) 预答辩委员会委员组成和预答辩程序，参照正式答辩要求进行；

(三) 预答辩委员会应对学位论文选题、论文规范性、取得的成果及水平、科研和实践工作能力等方面做出总体评价，并指出论文存在的不足及修改建议；

(四) 预答辩委员会应做出是否通过预答辩的意见。预答辩通过，方可申请论文盲审；预答辩未通过，须对论文修改后重新组织预答辩。

第十四条 学位申请

(一) 博士研究生应经导师审核同意后，向所在学院（所）提交学位申请。

(二) 博士研究生申请学位前须通过学位论文学术不端行为检测。

(三) 博士研究生在毕业后2年内可提出1次学位申请，逾期不再受理。

第十五条 学位申请资格审查

所在学院（所）受理申请后，应成立资格审查小组，对申请人的思想品德、课程学习情况（根据培养方案审查，包括学位课程科目、成绩、学分及课程总学分）、开题、中期考核、实践研究环节、研究成果、预答辩等方面进行严格审查。

博士学位论文评阅按照学校研究生学位论文盲审相关管理办法执行。收到论文评阅结果后，6个月内完成学位论文答辩，逾期须重新送审。

第十六条 学位论文答辩

(一) 学位论文答辩按照学科专业或研究方向统一组织。答辩委员会委员

由学位授权点聘请，委员会由 5 人或 7 人组成。导师、合作导师、行（企）业导师、直系亲属不能作为答辩委员会委员。

（二）委员由具有博士生导师资格或高级专业技术职称（或相当专业技术职称）的同行专家担任，其中半数以上成员须具有正高级专业技术职称，校外同行专家不少于 1 人，答辩委员会主席应由相同学科专业具有正高专业技术职称的博士生导师担任。

（三）答辩委员会设秘书 1 人，由具有高级专业技术职称或博士学位教学、科研、推广人员担任。答辩委员会秘书负责答辩会场安排、答辩记录及答辩意见汇总等事宜，申请人不得参与。

（四）学位论文答辩前一周内，研究生应将学位论文、论文盲审意见和取得的研究成果证明材料等送达答辩委员会委员，委员应对学位论文的学术价值和实用价值、论文创新点、科学研究的工作能力等做出评判。

（五）学位论文答辩应公开举行（涉密课题除外），答辩前 3 天应在校园网发布公告，未经公告组织的学位论文答辩无效。

（六）论文答辩程序。

论文答辩一般按下列程序进行：

1. 宣布答辩委员会组成人员名单；
2. 导师介绍研究生在学期间的思想政治、课程学习、论文工作情况；
3. 研究生报告论文的主要内容（40-50 分钟），并对依据评阅意见的修改情况进行说明；
4. 答辩委员及参加答辩人员向研究生提问，研究生解答；
5. 答辩委员会进行审议（答辩人、导师及其他人回避）。综合评阅专家意见，对论文的学术水平、依据评阅意见修改情况及答辩情况进行评议，并做出是否通过答辩和是否建议授予学位的决议。决议书应对论文选题、取得的成果及水平、申请人的基础理论、专门知识、独立科研工作能力、答辩情况等方面做出总体评价，并指出论文存在的不足及修改建议。
6. 决议采取不记名投票方式表决，全体成员三分之二以上同意方为通过。

如果答辩未通过，答辩委员会须明确论文存在的不足，并给出修改建议。如答辩委员会认为学位申请人的博士学位论文虽未达到博士学位的学术水平，但已达到硕士学位的学术水平，而且申请人又尚未获得过该学科（专业）硕士学位的，经答辩委员会无记名投票表决，三分之二以上委员同意，可作出建议授予硕士学位的决议。

7. 答辩委员会主席向学位申请人宣布答辩委员会决定，并在决议书上签字。

（七）学位申请人首次论文答辩未通过，经答辩委员会同意，可在2年内（不超过学校规定的最长学习年限）修改论文后重新答辩一次。若答辩委员会未做出修改论文后重新答辩的决议，或学位申请人逾期未完成论文修改，或重新答辩后仍不合格者，学校将不再受理其学位申请。

第十七条 学位授予程序

（一）分委员会审议

学位申请人通过答辩后，须根据答辩委员们提出的问题进行了认真修改，撰写论文修改说明，导师签字确认后，与学位申请材料一并提交分委员会审查。

分委员会在规定的期限内召开会议（全体委员的三分之二以上出席方为有效），分委员会委员对自己所属学科（专业）的学位论文审查情况进行重点汇报。

分委员会以不记名投票方式表决，全体委员过半数（不含半数）同意方为通过。分委员会根据会议表决结果，确定建议授予博士学位人员名单，做出是否授予博士学位的决议，提交校学位评定委员会审议。

（二）校学位评定委员会审议

校学位评定委员会召开会议（全体委员的三分之二以上出席方为有效），对学位评定分委员建议授予学位人员名单进行审议，重点审议分委员会特殊提请的事项。会议以不记名投票方式表决，全体委员过半数（不含半数）同意方为通过。校学位评定委员会根据会议表决结果，最终做出是否授予博士学位的决定。

（三）会议不能采用通讯评议方式。会议应有文字记录。

第四章 名誉博士

第十八条 经校学位评定委员会提出，按照国家规定的审批程序，学校可以授予下列境内外卓越人士名誉博士学位：

（一）学术上造诣高深，在某一学科领域取得重大成就，具有国际学术界公认的学术地位和声望；或者在促进我国参与国际学术交流与合作方面做出了重要贡献的学者；

（二）在维护世界和平与促进人类进步事业方面做出重要贡献；或者在增进我国对外友好合作、扩大我国国际影响方面做出了长期、突出贡献的政治家；

（三）在促进国际友好往来和全面合作方面，声誉卓著；或者在繁荣和发展我国经济、教育、科学、文化、卫生和体育等事业方面做出了重大贡献的社会活动家。

第十九条 授予名誉博士学位的人选由我校提出，经校学位评定委员会讨论通过，教育部审核同意，报国务院学位委员会批准后，由我校授予。

第二十条 授予名誉博士学位工作将根据需要进行。授予名誉博士学位时要举行适当的授予仪式，由校长颁发《名誉博士学位证书》。

第五章 关于若干情况的处理办法

第二十一条 不受理学位申请

申请硕士、博士学位的研究生凡属下列情况，学院（系、所）将不受理学位申请：

- （一）未达到培养方案规定要求或不符合申请学位资格的；
- （二）预答辩或答辩未通过的；
- （三）存在学术不端行为的；
- （四）因各种原因曾受纪律处分，处分未解除的；
- （五）已发现有比较严重问题未做结论的。

第二十二条 不授予学位

学位评定分委员会和校学位评定委员会在审议过程中，发现下列情况者，学位评定分委员会可做出不授予学位的建议，校学位评定委员会可做出不授予学位的决定。

（一）思想政治审核不合格的；

（二）基础理论和专门知识的结构与水平未达到学位条例或培养方案等有关规定要求的；

（三）学位论文水平未达到相应学位水平要求的；

（四）学位论文出现作假行为的。

第二十三条 撤销学位

已经获得学位者，经查明在获得该学位过程中有下列情形之一的，经学位评定委员会审议决定，宣布撤销学位：

（一）学位论文存在严重剽窃、抄袭等情形，或者数据造假等学术不端行为，论文质量不符合标准的；

（二）以冒名顶替、徇私舞弊等非法手段取得人学资格或者毕业证书的；

（三）查明其在学习期间存在应当不授予学位的其他违法违规行为的。

第二十四条 申诉处理

对于不受理本人学位申请、不授予学位和撤销学位的处理决定应通知当事人；当事人对处理决定有异议的，可按照学校学生申诉有关规定，向学校学生申诉委员会提出申诉。学校应当在收到申诉之日起九十日内进行复核并作出复核决定。当事人对复核决定仍不同意的，可以依法申请行政复议或者提起行政诉讼。

第六章 其它

第二十五条 学位证书在校学位评定委员会做出授予学位的决议后颁发，发证日期按校学位评定委员会做出决议的日期填写。

第二十六条 来华留学生的学位论文可以用英文撰写，但须符合学校学位论文写作指南要求，并附不少于 5000 汉字的中文摘要。来华留学生申请学位参照国家相关管理办法与本细则的有关规定执行。

第二十七条 学位申请人应按时提交学位论文、学位授予等档案资料。学位论文扉页应包含答辩委员会名单，附录应包含全部论文评阅意见书。

第二十八条 本细则由校学位评定委员会办公室负责解释。

Regulations on the Implementation of Master's and Doctoral Degrees Conferment of Northwest A&F University

[2021] No.73

Chapter I General Provisions

Article 1 These rules are formulated in accordance with the Regulations of the People's Republic of China on Academic Degrees, Interim Measures for Implementation of the Regulations of Peoples Republic of China on Academic Degrees, and relevant national documents, and in the light of the actual situation of the university.

Article 2 The master's and doctoral degrees of the University are conferred in accordance with the disciplines and professional degree categories (fields) approved or recorded by the State Council Academic Degree Committee.

Article 3 Anyone who abides by the Constitution and laws of China and reaches the prescribed academic or professional level may apply for the corresponding degree in accordance with the relevant provisions of these rules. An applicant shall not apply for the degree to two degree-conferring units in parallel.

Chapter II Master's Degree

Article 4 Conditions for Degree Conferring

The master's degree shall be conferred on graduates who have passed examinations and obtained the required credits in the basic theoretical courses and specialized courses, completed the scientific research or development training program, successfully defended their dissertations, obtained the research results in accordance with the criteria for result recognition formulated by the sub-committee of the degree evaluation, and met the following requirements:

(a) having a firm grasp of basic theories and systematic, specialized

knowledge in the discipline concerned;

(b) having the ability to undertake scientific research or independently to engage in a special technical work;

Article 5 Basic Requirements for Dissertations

(a) Academic dissertations shall be closely connected with academic research and be presented with new insights into the research topic. The research results of the dissertation shall have certain theoretical and practical significance;

(b) The dissertation for the professional degree shall be closely related to practice, and the research results shall have great value in application.

(c) The dissertation shall be completed independently by the student under the guidance of the supervisor, and reflect a certain amount of workload. After the topic selection is finalized, the time spent on the research and writing of the dissertation shall normally be not less than one year;

(d) The requirements of the dissertation shall be implemented with reference to the discipline standards of the university's master's degree and doctoral degree (professional degree categories) , and the dissertation format shall comply with the requirements of the university's relevant regulations on dissertation writing.

Article 6 Application for Degree

(a) Master's degree students shall submit their degree applications to their colleges (departments and institutes) with the approval of their supervisors.

(c) Doctoral students who failed to meet the requirements for the doctoral degree conferring, but met the requirements for the master's degree conferring, and didn't receive a master's degree in their discipline may apply for the master's degree.

(d) Master's degree students are allowed to submit one application for the degree within one year after graduation, after which the application will not be accepted.

Article 7 Eligibility of Applicants

After accepting the application, the college (department or institute) shall set up a qualification examination team to critically examine the applicant's course work (examined in accordance with the graduate program, including the subjects,

scores, credits and total course credits) , dissertation proposal, mid-term assessment, practical research sessions, and research results.

Article 8 Thesis Review

Prior to the thesis review, the academic misconduct detection for the thesis shall be passed.

(a)The thesis reviewers are appointed by the degree authorization centers, and the graduate student and their supervisor may propose a list of experts to be avoided (not more than 3 people) . Their supervisors, co-supervisors, industry supervisors, and immediate family members are not allowed to be the thesis reviewers.

(b) The reviewers shall consist of 2 master's tutors or experts with senior professional and technical titles who are familiar with the content of the thesis research. For professional degree theses, at least one reviewer shall be an expert from the relevant industry with a senior title (or equivalent level). For theses by the same-educational-level master, at least 3 experts with deputy senior professional and technical titles are required for review, including at least one expert from outside the degree-granting institution and the applicant's institution.

(c) The evaluation by the reviewers should generally include (but not be limited to) :

(1) Evaluation of the relevance of the thesis topic to the discipline and professional field; (2) Evaluation of the theoretical or practical significance and economic and social benefits of the thesis topic; (3) Evaluation of the authors understanding of the latest academic trends and research methods in the discipline (major) ; (4) Evaluation of whether the thesis has new insights, new results, and the level of the thesis; (5) Evaluation of the theoretical level and practical work ability of the degree applicant; (6) Comprehensive evaluation of the workload and writing standardization of the thesis; (7) Point out the existing problems and deficiencies of the thesis, make modification suggestions, and make a clear conclusion on whether to agree to the defense.

(d) If the results of the thesis review are all positive, indicating that the thesis has passed, the graduate student is required to make diligent revisions in accordance

with the feedback provided by the reviewers. Once the supervisor has reviewed and approved these revisions, the student may then advance to the thesis defense stage.

If one review result is not passed, an additional review may be added. If the additional review is passed, the defense can be applied for; if the additional review is still not passed, the degree application for this time is terminated; if both review results are not passed, the degree application for this time is terminated.

(f) After receiving the thesis review results, the degree thesis defense shall be completed within 6 months, and it shall be re-reviewed if overdue.

Article 9 Thesis Defense

(a) The thesis defense is organized uniformly according to the discipline, specialty, or research direction. The members of the defense committee are appointed by the degree authorization centers, and the committee should consist of 5 or 7 members. Supervisors, co-supervisors, industry supervisors, and immediate family members are not allowed to be the members of the defense committee.

For master's degree applicants with same educational level, before the defense, there should be recommendations from two peer experts (both shall have senior professional titles or above) , including the recommended persons basic theoretical knowledge, scientific research ability, foreign language level, and thesis level, etc. Between the two experts, one should be a graduate supervisor in the corresponding discipline of our university, and the other be a peer expert outside our university and the applicant's institution. Thesis reviewers cannot serve as recommenders or members of the thesis defense committee.

(b) The members of thesis defense committee are composed of experts with the qualifications of master's supervisor with associate professor or above titles (or equivalent professional and technical titles) . The defense committee for academic master's students shall have at least one supervisor from another adjacent or similar first-level discipline within the university or one peer expert from outside the university; the defense committee for professional master's students shall have at least one expert from the relevant industry or enterprise. The chairman of the defense committee should be a doctoral supervisor with a senior title in the same discipline.

(c) The defense committee shall have one secretary, who shall be a teaching, research, or extension staff member with an intermediate or higher professional title or a master's degree. The secretary of the defense committee is responsible for arranging the defense venue, recording the defense, and summarizing the defense opinions, among other duties, without the participation of the applicant.

(d) One week before the thesis defense, the graduate student should deliver the thesis, review (blind review) opinions, and certificates of research results obtained to the members of the defense committee. The members should judge the academic and application value, new insights, and the ability of scientific research work of the thesis.

(e) The thesis defense should be held publicly (except for confidential topics), and an announcement should be posted on the campus website three days before the defense. Defenses organized without an announcement are invalid.

(f) The defense procedure generally follows the following process:

(1) The list of defense committee members should be announced;

(2) The supervisor introduces the political ideology, course learning, and thesis work of the defender during his or her study period;

(3) The graduate student reports the main content of the thesis (30-40 minutes) and explains the modification situation based on the review opinions;

(4) The defense committee members and participants ask questions to the graduate student, and the graduate student answers;

(5) After the deliberation of the defense committee (without the participation of the defender, supervisor, and others), the committee integrates the opinions of the review experts, the modifications made based on the review comments, and the defense performance to evaluate the academic level of the thesis. Then, they make a resolution on whether to pass the defense and whether to recommend the degree. The resolution document should provide an overall assessment of the thesis topic, the results and level achieved, the theoretical level and practical work ability of the applicant, and the defense situation. It should also point out the deficiencies in the thesis and suggest modifications;

(6) The resolution is made by secret ballot, and it is passed only if more than

two-thirds of all members agree. If the defense is not passed, the defense committee shall clearly identify the deficiencies in the thesis and provide suggestions for revisions;

(7) The chairman of the defense committee announces the resolution of the defense committee to the applicant and signs the resolution.

(g) If the degree applicants' first thesis defense is not passed, with the agreement of the defense committee, he or she may modify the thesis and reapply for defense once within one year (not exceeding the maximum study period stipulated by the university). If the defense committee does not make a resolution to reapply for defense after modifying the thesis, or if the degree applicant fails to complete the thesis modification within the time limit, or if the re-defense is still unqualified, the university will no longer accept his or her degree application.

Article 10 Degree Conferment Procedures

(a) Subcommittee Deliberation

After passing the defense, the degree applicant shall make serious modifications according to the questions raised by the defense committee members, write a thesis modification explanation, and submit it to the subcommittee for review after the supervisor signs and confirms, along with the degree application materials.

The subcommittee holds a meeting within the specified time limit (more than two-thirds of all members shall attend for it to be valid), reviews the degree application materials one by one, and the members of the subcommittee make a key report on the review of the degree thesis in their respective disciplines (majors).

The subcommittee votes by secret ballot, and it is passed if more than half of all members (excluding half) agree. Based on the results of the meeting vote, the subcommittee determines the list of candidates recommended for the master's degree, makes a resolution on whether to confer the master's degree, and submits it to the Universitys Degree Evaluation Committee for deliberation.

(b) Deliberation of the Universitys Degree Evaluation Committee

The Universitys Degree Evaluation Committee holds a meeting (more than two-thirds of all members shall attend for it to be valid), deliberates on the list of candidates recommended for the degree by the subcommittee, and focuses on the

matters specially referred by the subcommittee. The meeting votes by secret ballot, and it is passed if more than half of all members (excluding half) agree. Based on the results of the meeting vote, the Universitys Degree Evaluation Committee finally makes a decision on whether to confer the master's degree.

(c) The meeting shall not be conducted through correspondence review. There should be written records of the meeting.

Chapter III Doctoral Degree

Article 11 Conditions for Degree Conferment

Applicants for a doctoral degree shall pass the required ideological and political theory courses, basic theory courses, and specialized courses, obtain the prescribed credits, complete scientific research or practical training, pass the thesis defense, and meet the results recognition standards formulated by the relevant degree evaluation subcommittee. They can be conferred a doctoral degree if they meet the following requirements:

(a) Have a solid and broad foundation in basic theory and systematic in-depth specialized knowledge in their discipline;

(b) Academic degree recipients shall have the ability to engage in independent scientific research work, and professional degree recipients shall have the ability to independently undertake professional and technical work;

(c) Academic degree recipients shall achieve innovative results in scientific research, and professional degree recipients shall achieve innovative results in professional technology.

Article 12 Basic Requirements for the Thesis

(a) The academic doctoral thesis should have unique insights, achieve innovative results in scientific research or professional technology, and have significant implications for academic development, economic construction, and social progress;

(b) The professional doctoral thesis should be practical and innovative, with significant practical value and significance;

(c) The doctoral thesis should be independently completed under the guidance of the supervisor, with the thesis work time generally not less than 2 years, and the

content of the thesis should be based on the first-hand experimental data or survey data obtained by oneself;

(d) The requirements of the thesis should refer to the degree conferring standards of the first-level discipline and degree authorization center (professional degree category) of the university, and the format of the thesis should comply with the relevant requirements of the university's thesis writing.

Article 13 Pre-defense

(a) Doctoral degree applicants shall conduct a public pre-defense before the blind review of the thesis and publish the pre-defense announcement on the college (institute) website 3 days in advance;

(b) The composition of the pre-defense committee members and the pre-defense procedures shall be carried out in accordance with the requirements of the formal defense;

(c) The pre-defense committee should make a comprehensive evaluation of the thesis topic, the standardization of the thesis, the results and level obtained, and the ability of scientific research and practical work, and point out the deficiencies and suggestions for modification of the thesis;

(d) The pre-defense committee should make a determination on whether the pre-defense has been passed. If the pre-defense is passed, the application for the blind review of the thesis may proceed; if the pre-defense is not passed, the thesis shall be revised and the pre-defense shall be re-organized.

Article 14 Degree Application

(a) Doctoral students should submit their degree application to the college (institute) where they are located after the approval of their supervisor.

(b) Doctoral students shall pass the academic misconduct detection of the thesis before applying for a degree.

(c) Doctoral students can submit a degree application once within 2 years after graduation, and the application will not be accepted after the deadline.

Article 15 Degree Application Qualification Review

After the college (institute) accepts the application, a qualification review team should be established to strictly review the applicants' ideological and moral

character, course learning situation (review according to the training plan, including degree course subjects, grades, credits, and total course credits), proposal, mid-term assessment, practical research, research results, pre-defense, etc.

The review of doctoral thesis shall be carried out in accordance with the relevant regulations on management of the university's blind review for graduate degree thesis. After receiving the thesis review results, the degree thesis defense shall be completed within 6 months, and it shall be re-reviewed if overdue.

Article 16 Thesis Defense

(a) The thesis defense for the degree should be organized uniformly according to the discipline, specialty, or research direction. The members of the defense committee are appointed by the degree authorization centers, and the committee consists of 5 or 7 members. Supervisors, co-supervisors, industry supervisors, and immediate family members are not allowed to be the members of the defense committee.

(b) The members of the committee should be peer experts with qualifications as doctoral supervisors or hold a senior professional and technical title (or an equivalent professional and technical title). More than half of the members shall have a full senior professional and technical title, and there should be no fewer than one peer expert from outside the university. The chairperson of the defense committee should be a doctoral supervisor with a full senior professional and technical title in the same discipline.

(c) The defense committee shall have one secretary, who shall be a teaching, research, or extension staff member with a higher professional and technical title or a doctoral degree. The secretary of the defense committee is responsible for arranging the defense venue, recording the defense, and summarizing the defense opinions, among other duties, without the participation of the applicant.

(d) One week before the thesis defense, the graduate student should deliver the thesis, blind review opinions, and certificates of research results obtained to the members of the defense committee, and the members should judge the academic and practical value of the thesis, the innovation of the thesis, and the ability of scientific research work.

(e) The thesis defense should be held publicly (except for confidential topics), and an announcement should be posted on the campus website three days before the defense. Defenses organized without an announcement are invalid.

(f) The Defense Procedure

The defense procedure generally follows the following process:

- (1) The list of defense committee members is announced;
- (2) The supervisor introduces the graduate students ideological and political, course learning, and thesis work during the study period;
- (3) The graduate student reports the main content of the thesis (40-50 minutes) and explains the modification situation based on the review opinions;
- (4) The defense committee members and participants ask questions to the graduate student, and the graduate student answers;
- (5) After the deliberation of the defense committee (without the participation of the defender, supervisor, and others), the committee integrates the opinions of the review experts, the modifications made based on the review comments, and the defense performance to evaluate the academic level of the thesis. Then, they make a resolution on whether to pass the defense and whether to recommend the degree. The resolution document should provide an overall assessment of the thesis topic, the results and level achieved, the defense situation, and the mastery degree of basic theory and specialized knowledge and independent scientific research capability of the applicant. It should also point out the deficiencies in the thesis and suggest modifications;
- (6) The resolution is passed by a secret ballot, and it is passed if more than two-thirds of all members agree. If the defense is not passed, the defense committee shall clarify the deficiencies of the thesis and give modification suggestions. If the defense committee believes that the doctoral degree applicants thesis has not reached the academic level of a doctoral degree, but has reached the academic level of a master's degree, and the applicant has not yet obtained a master's degree in that discipline (major), the defense committee can make a resolution to recommend the awarding of a master's degree after a secret ballot with more than two-thirds of the members agreement.

(7) The chairman of the defense committee announces the decision of the defense committee to the degree applicant and signs the resolution.

(g) If the degree applicants first thesis defense is not passed, with the agreement of the defense committee, he or she may modify the thesis and re-apply for defense once within two years (not exceeding the maximum study period stipulated by the university). If the defense committee does not make a resolution to re-apply for defense after modifying the thesis, or if the degree applicant fails to complete the thesis modification within the time limit, or if the re-defense is still unqualified, the university will no longer accept his or her degree application.

Article 17 Degree Conferment Procedures

(a) Subcommittee Deliberation

After passing the defense, the degree applicant shall make serious modifications according to the questions raised by the defense committee members, write a thesis modification explanation, and submit it to the subcommittee for review after the supervisor signs and confirms, along with the degree application materials.

The subcommittee holds a meeting within the specified time limit (more than two-thirds of all members shall attend for it to be valid), and the members of the subcommittee make a key report on the review of the degree thesis in their respective disciplines (majors).

The subcommittee votes by secret ballot, and it is passed if more than half of all members (excluding half) agree. Based on the results of the meeting vote, the subcommittee determines the list of candidates recommended for the doctoral degree, makes a resolution on whether to confer the doctoral degree, and submits it to the Universitys Degree Evaluation Committee for deliberation.

(b) Deliberation of Universitys Degree Evaluation Committee

The Universitys Degree Evaluation Committee holds a meeting (more than two-thirds of all members shall attend for it to be valid), deliberates on the list of candidates recommended for the degree by the subcommittee, and focuses on the matters specially referred by the subcommittee. The meeting votes by secret ballot, and it is passed if more than half of all members (excluding half) agree. Based on the results of the meeting vote, the Universitys Degree Evaluation Committee finally

makes a decision on whether to confer the doctoral degree.

(c) The meeting shall not be conducted through correspondence review. There should be written records of the meeting.

Chapter IV Honorary Doctorate

Article 18 The university may confer an honorary doctoral degree on the following outstanding individuals at home and abroad, in accordance with the approval procedures stipulated by the state, upon the proposal of the Universitys Degree Evaluation Committee:

(a) Scholars who have profound academic attainments, have made significant achievements in a certain field, and have internationally recognized academic status and reputation; or those who have made important contributions to promoting Chinas participation in international academic exchanges and cooperation;

(b) Statesmen who have made important contributions to maintaining world peace and promoting the cause of human progress; or those who have made long-term and outstanding contributions to enhancing Chinas foreign friendly cooperation and expanding Chinas international influence;

(c) Social activists who have a distinguished reputation in promoting Chinas international friendly exchanges and comprehensive cooperation; or those who have made significant contributions to the prosperity and development of Chinas economy, education, science, culture, health, and sports, etc.

Article 19 The candidates for the honorary doctoral degree are proposed by our university, discussed and passed by the Universitys Degree Evaluation Committee, reviewed and agreed by the Ministry of Education, approved by the State Councils Degree Committee, and then conferred by our university.

Article 20 The conferring of honorary doctoral degrees will be carried out as needed. When conferring honorary doctoral degrees, an appropriate conferring ceremony should be held, and the Honorary Doctoral Degree Certificate will be issued by the university's president.

Chapter V Handling Measures of Certain Cases

Article 21 Non-acceptance of Degree Application

The college (department, institute) shall not accept degree applications from graduate students applying for master's or doctoral degrees under the following cases:

- (1) Those who have not met the requirements of the education program or do not meet the qualifications for applying for a degree;
- (2) Those who have not passed the pre-defense or defense;
- (3) Those who have engaged in academic misconduct;
- (4) Those who have been disciplined and the disciplinary action has not been lifted;
- (5) Those with serious issues that have been identified but not yet concluded.

Article 22 Non-Conferral of Degree

During the deliberation process, if the degree evaluation subcommittee and the University's Degree Evaluation Committee find any of the following situations, the subcommittee may make a recommendation not to confer a degree, and the committee may make a decision not to confer a degree.

- (b) Those whose basic theory and structure and level of specialized knowledge do not meet the requirements of the degree regulations or education programs;
- (c) Those whose thesis level does not meet the requirements of the corresponding degree level;
- (d) Those whose thesis is found to be fraudulent.

Article 23 Revocation of Degree

If it is determined that a person who has obtained a degree has one of the following cases during the process of obtaining that degree, the University's Degree Evaluation Committee may, after deliberation and decision, announce the revocation of the degree:

- (a) The thesis has serious plagiarism, copying, or other academic misconduct, or data fraud, and the quality of the thesis does not meet the standards;
- (b) Those who have obtained admission qualifications or graduation certificates through impersonation, favoritism, or other illegal means;
- (c) Those who are found to have other illegal or disciplinary acts during their

studies that should not be awarded a degree.

Article 24 Appeal Process

For decisions not to accept a degree application, not to confer a degree, and to revoke a degree, the party concerned should be notified; if the party has objections to the decision, they may appeal to the University's Student Appeal Committee in accordance with the regulations on the university's student appeal. The university shall re-examine and make a decision within ninety days from the date of receiving the appeal. If the party still disagrees with the re-examination decision, they may legally apply for administrative reconsideration or file an administrative lawsuit.

Chapter VI Others

Article 25 Degree certificates are issued after the University's Degree Evaluation Committee makes a resolution to confer a degree, and the date of issuance is filled in according to the date of the committee's resolution.

Article 26 For international students studying in China, the thesis can be written in English, but it shall comply with the university's thesis writing guidelines and include a Chinese abstract of no less than 5,000 characters. International students applying for a degree shall follow the relevant national management methods and the provisions of these regulations.

Article 27 Degree applicants should submit their theses, degree conferral, and other archival materials on time. The title page of the thesis should include the list of the defense committee, and the appendix should include all thesis review opinion letters.

Article 28 These regulations are interpreted by the Office of the University's Degree Evaluation Committee.

西北农林科技大学

研究生学位论文盲审工作管理办法（节选）

校研发〔2021〕70号

第一条 研究生学位论文盲审（简称“盲审”）是指在学位论文送审及评阅过程中隐去研究生、导师以及评阅专家姓名等个人基本信息的“双盲”评阅，每篇学位论文盲审评阅专家一般为3位校外同行专家。

第二条 博士学位论文盲审

（一）博士研究生的学位论文均进行盲审，盲审工作由研究生院负责组织实施。

（二）盲审程序

1. 学位论文盲审前，研究生须完成培养环节要求，通过毕业资格审查、学位论文学术不端行为检测和预答辩。

2. 盲审的博士学位论文须经导师审核同意，学院审核通过后，由所在学院（所）按照送审要求整理好电子版学位论文等材料，提交研究生院统一送审。学院审核材料包括：成绩单、学位申请成果登记表、学位论文评审情况表、学位论文学术不端行为检测报告单及对检测结果的说明和承诺、学位论文预答辩意见书等。

（三）盲审结果的认定及使用

博士学位论文盲审结果分为“同意答辩”、“修改后直接答辩”、“修改后重新送审”和“不同意答辩”4种。其中“同意答辩”和“修改后直接答辩”认定为盲审通过，“修改后重新送审”和“不同意答辩”认定为盲审不通过。

1. 3份盲审结果均为盲审通过时，可直接申请答辩。

2. 盲审结果中有1份为盲审不通过，且为“修改后重新送审”时：

（1）申请人应按照评阅意见认真修改论文，经导师同意后将修改后的论文

送原评阅人复评。复评结果为盲审通过，可申请答辩；复评结果为盲审不通过，本次申请学位终止；

（2）若申请人及导师对专家评阅结果有异议，可提出申诉。

3. 盲审结果中有 1 份为盲审不通过，且为“不同意答辩”时：

（1）申请人应按照评阅意见认真修改论文，在下一轮学位论文集中送审时，可申请重新送审 1 份。重新送审通过，可申请答辩；重新送审不通过，本次申请学位终止；

（2）若申请人及导师对专家评阅结果有异议，可提出申诉。

4. 盲审结果中有 2 份以上（含 2 份）为盲审不通过，本次申请学位终止。

（四）盲审结果的申诉与处理

1. 申诉程序如下：

（1）申请人填写“博士硕士学位论文评阅意见申诉表”，导师审核同意；

（2）学位评定分委员会组织不少于 3 人的专家组（不包括导师）审定通过，学位评定分委员会主席签字同意后，可增评一份。

2. 增评结果为盲审通过，可申请答辩；增评结果为盲审不通过，本次申请学位终止。

3. 增评论文必须是原送审论文。

第三条 硕士学位论文抽查盲审

（一）硕士学位论文进行抽查盲审，由各学院（系、所）按照学术型硕士和专业学位硕士分类组织实施，每个类型抽查盲审比例不少于当年毕业人数的 15%。

（二）以下几种情况，必须进行学位论文盲审（不计入 15%）：

1. 申请提前毕业和延期毕业研究生的学位论文；

2. 毕业后申请学位人员的学位论文；

3. 以同等学力申请学位人员的学位论文；

4. 上一年度省级论文抽检中“存在问题论文”的导师所指导研究生的学位论文；

5. 学位授权点首届毕业生的学位论文；
6. 其他需进行质量跟踪研究生的学位论文。

(三) 抽查盲审人员名单须在各学院（系、所）网页进行公布。

(四) 硕士学位论文抽查盲审的程序、结果的认定及申诉与处理参照博士学位论文盲审执行。

第四条 申请人在收到评阅意见书后，应按评阅意见认真修改论文，填写“博士/硕士学位论文修改说明表”，经导师签字同意后，6个月内完成学位论文答辩，逾期须重新送审。

第五条 专家评阅意见书（包括盲审不通过评阅意见书、复评和增评评阅意见书）、“学位论文修改说明表”及“学位论文评阅意见申诉表”作为附件材料提交答辩委员会、学位评定分委员会审议，并与其他答辩材料一并归入学位档案。

第六条 学位论文中存在需要保密的研究成果，应在送盲审时进行适当处理。涉密的学位论文按照涉密学位论文相关管理办法执行。

第七条 申请人及导师可提出盲审中需要回避的专家名单（最多3人）。

Regulations on Management of Blind Review for Graduate Degree Thesis in Northwest A&F University (excerpts)

[2021] No.70

Article 1 Graduate degree thesis blind review (hereinafter referred to as “blind review”) refers to the “double-blind” review process where the personal information such as the names of graduate students, supervisors, and reviewers are concealed during the thesis review and evaluation process. Generally, three off-campus peer experts are invited to conduct the blind review for each degree thesis.

Article 2 Blind Review for Doctoral Degree Thesis

1. The degree theses of all doctoral graduates shall undergo blind review, which is organized and implemented by The Graduate School.

2. Blind Review Procedures

(1) Before the blind review of the degree thesis, the graduate student shall have completed the required training phases, passed the graduation qualification examination, thesis academic misconduct test, and pre-defense.

(2) The doctoral degree thesis for blind review shall be reviewed and agreed upon by the supervisor, and passed by the college review. Then, the college (institute) shall organize the electronic version of the degree thesis and other materials according to the review requirements and submit them to The Graduate School for unified review. The review materials include: transcript, achievement registration form of degree application, degree thesis review form, academic misconduct test report for the degree thesis, and explanation and commitment to the test results, pre-defense opinion form, etc.

3. Identification and Utilization of Blind Review Results

The blind review results of the doctoral degree thesis are divided into four types:

“Agree to Defense,” “Revise and Directly Defense,” “Revise and Re-review,” and “Disagree to Defense.” Among them, “Agree to Defense” and “Revise and Directly Defense” are recognized as passing the blind review, while “Revise and Re-review” and “Disagree to Defense” are recognized as not passing the blind review.

(1) If all three blind review results pass the blind review, the defense can be directly applied for.

(2) If one of the blind review results does not pass and is “Revise and Re-review”:

a. The applicant should seriously revise the thesis according to the review comments, and after the supervisor agrees, submit the revised thesis to the original reviewer for re-evaluation. If the re-evaluation result passes the blind review, the defense can be applied for; if the re-evaluation result does not pass, the degree application for this time is terminated.

b. If the applicant and the supervisor have objections to the expert’s review results, an appeal can be filed.

(3) If one of the blind review results does not pass and is “Disagree to Defense”:

a. The applicant should seriously revise the thesis according to the review comments and can apply for re-review of one copy during the next round of centralized submission of degree theses. If the re-review passes, the defense can be applied for; if the re-review does not pass, the degree application for this time is terminated.

b. If the applicant and the supervisor have objections to the expert’s review results, an appeal can be filed.

(4) If two or more (including two) blind review results do not pass, the degree application for this time is terminated.

4. Appeals and Handling of Blind Review Results

(1) The appeal process is as follows:

a. The applicant fills in the “Doctoral Degree Thesis Review Opinion Appeal Form,” and the supervisor reviews and agrees.

b. The degree assessment subcommittee organizes an expert group of no less

than three people（excluding the supervisor）to review and pass, and after the signature of the chairman of the degree assessment subcommittee, an additional review can be added.

（2）If the additional review result passes the blind review, the defense can be applied for; if the additional review result does not pass, the degree application for this time is terminated.

（3）The additional review thesis shall be the originally submitted thesis.

Article 3 Blind Review for Master's Degree Thesis

1. Master's degree theses are subject to random blind review, which is organized and implemented by each college（department, institute）according to the classification of academic master and professional master. The proportion of random blind review for each type should not be less than 15% of the graduates of that year.

2. The following situations shall undergo degree thesis blind review（not included in 15%）:

（1）Degree theses of graduate students applying for early or delayed graduation;

（2）Degree theses of personnel applying for a degree after graduation;

（3）Degree theses of personnel applying for a degree with equivalent academic qualification;

（4）Degree theses of graduate students guided by supervisors whose theses were identified as “problematic theses” in the provincial-level thesis sampling inspection of the previous year;

（5）Degree theses of the first graduates of the discipline;

（6）Degree theses of other graduate students that need to be tracked for quality.

3. The list of random blind review personnel shall be published on the website of each college（department, institute）.

4. The procedures, results identification, and appeals and handling for the random blind review for master's degree thesis shall follow the same procedures as the blind review for doctoral degree thesis.

Article 4 After receiving the review comments, the applicant should seriously revise the thesis according to them, fill in the “Doctorate/Master’s Degree Thesis Revision Explanation Form,” and after the supervisor signs and agrees, complete the degree thesis defense within 6 months. If it is overdue, it shall be re-reviewed.

Article 5 Expert review comments (including blind review non-passing review comments, re-review, and additional review comments) , “Degree Thesis Revision Explanation Form,” and “Degree Thesis Review Comment Appeal Form” shall be submitted to the defense committee and the degree assessment subcommittee for review, and shall be filed together with other defense materials into the degree archive.

Article 6 If there are research results that need to be kept confidential in the degree thesis, appropriate treatment should be made when sending it for blind review. The management of confidential degree theses shall be carried out in accordance with the relevant management measures for confidential degree theses.

Article 7 The applicant and the supervisor may propose a list of experts to be avoided in the blind review (up to 3 people) .

西北农林科技大学研究生毕业答辩管理暂行办法

校研发[2015]100 号

根据《普通高等学校学生管理规定》（教育部 2005 年第 21 号令）、《西北农林科技大学研究生学籍管理办法》（校研发〔2014〕125 号）规定，为加强研究生学籍管理，进一步完善和规范研究生毕业答辩工作，制定本办法。

第一条 研究生申请毕业答辩条件

1. 具有我校学籍的研究生，且学业期满；
2. 研究生在规定修读年限内，修满培养方案规定的学分和培养环节，完成毕业论文但不符合学位授予条件的，可进行毕业答辩；
3. 获得结业证书的研究生，在最长修读年限内，可重新申请毕业答辩（若达到学位申请条件，可申请学位论文答辩）一次；
4. 超过最长修读年限者，学校不再受理其毕业答辩事宜。

第二条 研究生申请毕业答辩程序

1. 资格审查。研究生通过“研究生综合管理信息系统”提出毕业答辩申请，经导师同意，所在学院（系、部、所）对研究生毕业答辩资格进行审查；
2. 专家评审。由学院（系、部、所）组织专家（博士毕业答辩 3 名，硕士毕业答辩 2 名），对毕业论文进行评审；
3. 答辩委员会组成。学院（系、部、所）确定 5 或 7 名毕业答辩委员会组成成员；
4. 组织答辩。答辩委员会组织毕业答辩，在答辩前应将答辩委员会组成人员名单、答辩时间和地点等信息通过“研究生综合管理信息系统”对外公告；
5. 结果备案。学院（系、部、所）将毕业答辩研究生名单及结果报研究生院备案。

第三条 对毕业论文学术水平和要求、专家对毕业论文评审的标准、毕业答辩委员会人员组成、答辩程序和要求，由各学院（系、部、所）参照研究生

学位论文及答辩要求进行审查。毕业论文评审专家、评审方式由学院（系、部、所）自行确定。

第四条 毕业答辩合格，毕业资格鉴定合格者，准予毕业，颁发毕业证书。毕业答辩未通过者，准予结业，发给结业证书。

第五条 获得博士研究生毕业证书后 2 年内，若达到博士学位申请条件，可提出博士学位论文答辩申请；获得硕士研究生毕业证书后 1 年内，若达到硕士学位申请条件，可提出硕士学位论文答辩申请。学位论文答辩通过者，提交学位评定委员会审议学位授予事宜。

第六条 未经毕业答辩资格审查，或答辩委员会组成和答辩时间与地点未进行提前公告，或答辩委员会组成未经审批者，答辩无效。

第七条 本办法自发文之日起执行，由研究生院负责解释。

Interim Regulations on Graduate Graduation Defense Management in Northwest A&F University

[2015] No.100

In accordance with the “Regulations on the Administration of Students in Institutions of Higher Learning” (Ministry of Education Order No.21 of 2005) and the “Regulations on Graduate Student Status Management, Northwest A&F University” ([2014] No.125), these regulations are formulated to strengthen the management of graduate student status and to further improve and standardize the graduation thesis defense work of graduate students.

Article 1 Conditions for Graduate Students to Apply for Graduation Defense

1. Graduate students with student status at our university and whose academic term has been completed;
2. Graduate students, within the specified duration of study, who have completed the credits and training phases stipulated by the training program and finished their graduation thesis but do not meet the degree conferral conditions may proceed to the graduation defense;
3. Graduate students who have obtained a certificate of courses completed may reapply for the graduation defense (if they meet the conditions for degree application, they may apply for the degree thesis defense) within the maximum duration of their study period;
4. Those who exceed the maximum duration of their study period will no longer be accepted by the university for graduation defense matters.

Article 2 Procedures for Graduate Students to Apply for Graduation Defense

1. Qualification Review. Graduate students submit a graduation defense application through the “Comprehensive Management System of Information for Graduate”, and after the supervisor agrees, the college (department, institute) reviews the qualification for the graduate student’s graduation defense;
2. Expert Review. The college (department, institute) organizes experts (3

for doctoral graduation defense, 2 for master's graduation defense) to review the graduation thesis;

3. Composition of the Defense Committee. The college (department, institute) determines the members of the graduation defense committee, consisting of 5 or 7 members;

4. Organization of Defense. The defense committee organizes the graduation defense, and the list of defense committee members, defense time, and location should be announced through the "Comprehensive Management System of Information for Graduate" before the defense;

5. Result Record. The college (department, institute) reports the list of graduate students participating in the graduation defense and the results to The Graduate School for record.

Article 3 The academic level and requirements of the graduation thesis, the standards for experts to review the graduation thesis, the composition of the graduation defense committee, and the defense procedures and requirements shall be reviewed by each college (department, institute) in accordance with the requirements for graduate degree theses and defenses. The experts for graduation thesis review and the review methods shall be determined by the college (department, institute) themselves.

Article 4 Those who pass the graduation defense and the qualification appraisal of graduation are qualified to graduate and will be issued a graduation certificate. Those who fail the graduation defense will be issued a certificate of completion.

Article 5 Within 2 years after obtaining the doctoral graduate certificate, if the conditions for applying for a doctoral degree are met, an application for doctoral degree thesis defense may be submitted; within 1 year after obtaining the master's graduate certificate, if the conditions for applying for a master's degree are met, an application for master's degree thesis defense may be submitted. Those who pass the degree thesis defense shall submit to the degree appraisal committee for consideration of degree conferral.

Article 6 If the qualification review for graduation defense is not conducted, or the composition of the defense committee and the defense time and location are not

announced in advance, or the composition of the defense committee is not approved, the defense is invalid.

Article 7 These regulations shall be implemented from the date of issuance and are to be interpreted by The Graduate School.

西北农林科技大学本科生学籍管理办法（节选）

校教发〔2021〕368号

第一章 总则

第二条 本办法适用于在我校接受普通高等学历教育的全日制本科生。

第二章 入学与注册

第三条 按国家招生规定，被我校录取的新生，应持《西北农林科技大学录取通知书》和学校要求的有关证件，按期到校办理入学手续。因故不能按期入学的，应在学校规定报到注册时间内向学校招生部门请假，并附有关证明。请假原则上不得超过2周，未请假或请假逾期的，除不可抗力等正当事由外，视为放弃入学资格。

第四条 新生报到时，学院应按照国家招生规定对新生入学资格进行初步审查，审查合格的方可办理入学手续，予以注册学籍。审查发现新生的录取通知、考生信息等证明材料，与本人实际情况不符，或者有其他违反国家招生考试规定情形的，报招生部门核实后，取消入学资格。

第六条 学生入学后，学院应在3个月内按照国家招生规定进行复查，复查内容主要包括以下方面：

- （一）录取手续及程序等是否合乎国家招生规定；
- （二）所获得的录取资格是否真实、合乎相关规定；
- （三）本人及身份证明与录取通知、考生档案等是否一致；
- （四）身心健康状况是否符合报考专业或专业类别体检要求，能否保证在校正常学习、生活；
- （五）艺术、体育等特殊类型录取学生的专业水平是否符合录取要求。复查中发现学生存在弄虚作假、徇私舞弊等情形的，由所在学院提出意见，教务处会同招生部门核实，确定为复查不合格的，取消学籍；情节严重的，学校移

交有关部门调查处理。复查中发现学生身心状况不适宜在校学习，经校医院或二级甲等及以上医院诊断，需要在家休养的，可以按照第五条规定申请保留入学资格。

第七条 每学期开学 1 周内，学生须持学生证到所在学院办理注册手续。不能如期注册的，应事先履行暂缓注册手续。未按学校规定缴纳学费或其他不符合注册条件的，不予注册。家庭经济困难的学生可以申请助学贷款或其他形式资助，也可向所在学院提出缓交学费申请，经批准后，可办理注册手续。

第三章 学习年限

第八条 学生在校学习年限以教育部对各本科专业规定修业年限为准，一般为 4 年（动物医学专业为 5 年）。

第十条 除另有规定外，因各种原因休学、保留学籍等时间均计入学习年限，学习年限自新生报到注册之日起计算。

第四章 选课与修读

第十一条 学生应按专业人才培养方案规定修读课程和各种教育教学环节（以下统称课程）。有严格先行后续关系的课程，应先选修先修课，再选修后续课。学有余力的，经本人申请，所在学院同意可以提前修读高年级的课程。

第十二条 学生应在规定的时间内选课，办理选课手续后方可参加上课、实验、实习、考核。课程一旦选定应按时上课，参加各种教学环节和考核。学生可以试听所选课程，开课后 1 周内，允许学生对所选课程作一次改选，逾期不再办理。

第十三条 因身体疾病或某种生理缺陷，经校医院或二级甲等及以上医院证明，可以申请免于或暂缓军事训练，体育课可转入体育保健班上课。

第十四条 已批准修读的课程，因与其他课程安排冲突的，可以申请免听（思想政治理论课除外），但必须完成教师规定的作业、实验、实习等教学环节。申请免听，应向任课教师提出申请，经批准后报所在学院备案。每学期申请免听的课程不得超过 2 门。

第十五条 学生在转专业、修读辅修专业、第二学位、双学位、转学时，如已修读合格的课程与将要修读的课程主要内容相同、学分数相当，经学生申请，所在学院审核，教务处审定后，予以认定学分。

第十七条 学生根据学校有关规定，可以申请辅修校内其他专业或者选修其他专业课程，根据校际协议跨校辅修专业或修读课程，参加学校认可的开放式网络课程学习，考核合格，经所在学院审核，教务处审定后，予以认定学分。

第十八条 学生参加创新创业、社会实践等活动以及发表论文、获得专利授权等与专业学习、学业要求相关的经历、成果，按学校有关规定折算为创新创业学分，计入学业成绩。

第五章 考核与成绩记载

第十九条 学生应参加所修课程的考核，成绩合格，取得相应学分。考核结果记入成绩单，并归入学生本人籍档案。

第二十条 课程考核分为考试、考查两种。考试一般采用闭卷考试、开卷考试、口试等形式进行，考查一般采用课程论文、报告等形式进行。

课程考核成绩采取平时考核成绩（含期中测验、作业、实验报告、实习报告、课程论文、课堂讨论、考勤以及课堂表现等）和课程结业考核相结合的方式综合评定。一般采用百分制（60分及60分以上为合格）、等级制（D等及以上为合格）记载，通识类选修课可采用二级分制（合格、不合格）记载。

平时考核成绩所占课程总评成绩的比重和成绩记载方式根据课程的性质、特点由教研室集体讨论，提交所在学院批准，由任课教师在开课时向学生宣布。

第二十一条 学生思想品德的考核、鉴定，采取个人小结、师生民主评议等形式进行。

第二十二条 学生应在规定时间、地点参加课程考试。因病、代表学校参加各类竞赛（比赛）或考试时间冲突，无法参加考试的学生，在考试前申请缓考，经所在学院批准后予以缓期考试，并告知任课教师。缓考在下一学期开学初随补考一起参加考试，缓考成绩按原课程成绩考核办法评定，缓考不及格或不能按时参加缓考，课程应重修。

第二十三条 学生课程考核不合格,应在下一学期开学前申请参加补考(明确不设置补考的课程除外),补考成绩按卷面实际得分记载。补考后仍不合格或未申请参加补考,课程应重修。

第二十四条 学生缺课累计超过一门课程教学时数 1/3 及以上或缺交作业(含实验、实习报告)超过任课教师布置的 1/3 及以上的,课程应重修。

第二十五条 学生无故不参加课程考核、违反考核纪律或者考试作弊的,该课程考核成绩记为无效,课程应重修。违反考核纪律或者考试作弊的按照学校相关规定给予相应的纪律处分。

第二十六条 学生通过补考、重修获得的成绩,在成绩单和学籍档案中予以标注。

第二十七条 学校采取平均学分绩点(Grade Point Average,以下简称 GPA)衡量学生的学业水平。为便于成绩排名的计算,同时使用平均学分成绩。

(一) 计算公式为:

平均学分绩点(课程绩点 X 课程学分) / E 课程学分

平均学分成绩 = E (课程成绩 X 课程学分) / E 课程学分

(二) 百分制、等级制成绩与课程绩点的对应关系规定如下:

百分制成绩	等级制成绩	课程绩点
95-100	A+	4.0
90-94	A	4.0
85-89	A-	3.7
82-84	B+	3.3
78-81	B	3.0
75-77	B-	2.7
71-74	C+	2.3
68-70	c	2.0
65-67	c-	1.7
62-64	D+	1.3
60-61	D	1.0
<60	F	0

(三) 特殊计算规则:

1. 记为无效的考核成绩, 课程绩点和成绩以 0 计算;
2. 采用等级制评定的考核成绩, 计算平均学分成绩时, “A+、A、A-、B+、B、B-、C+、C、C-、D+、D、F” 分别以 “98、92、87、83、80、76、73、69、66、63、61、55” 计;
3. 免修课程、辅修专业修读的课程不纳入 GPA 和平均学分成绩计算;
4. 新生研讨课、通识类选修课及毕业论文(设计) 不纳入 GPA 和平均学分成绩计算;
5. 同一课程有多次考核成绩的, 取最高绩点纳入 GPA 计算; 同一课程每次考核成绩均纳入平均学分成绩计算。

第二十八条 课程考核成绩一经评定提交, 任何人不得随意更改。如发现错漏应当更改的, 任课教师最晚应在下学期开学后 1 个月内提出申请, 经学院主管教学院长审核, 教务处审批更改。

第二十九条 学生对成绩有异议, 应最迟在下一学期开学后 3 周内向任课教师提出, 超过规定期限, 不再受理。任课教师需在 1 周内完成成绩复核并答复学生。

第七章 休学与复学

第三十四条 学生有下列情况之一的, 应予休学。

- (一) 因病经校医院或二级甲等及以上医院诊断, 需停课治疗、休养超过该学期三分之一以上的;
- (二) 在一学期内请假超过该学期三分之一以上的;
- (三) 经学校批准创业的;
- (四) 出国(境)学习 6 个月(含)以上的;
- (五) 其他特殊原因, 学校认为应当休学的。

第三十七条 学生休学、保留学籍应由本人提出书面申请, 并附有关证明, 经所在学院审核同意, 报教务处审批。学院认为学生应当休学的, 由学院提出书面报告送教务处审批。

第三十八条 休学、保留学籍学生的有关问题，按以下规定处理：

（一）休学、保留学籍学生须在 1 周内办理手续离校，回家往返路费自理，户口不迁出学校；

（二）休学、保留学籍期间，不享受在校学生的学习待遇，不能享受助学金、奖学金等；

（三）因病休学治疗，休养的医疗费用按国家及当地的有关规定执行；

（四）学生保留学籍期间与其实际所在部队、学校等组织建立管理关系。

第三十九条 学生休学、保留学籍期满，应于学期开学初持休学证明和相应证明材料向学校申请复学，经复查合格后，方可办理复学手续。因病休学学生复学时须持二级甲等及以上医院出具的病愈诊断证明书。

批准复学的学生原则上编入下一年级相同专业学习。若下一年级原专业停止招生，可编入相近专业学习。

第八章 留级与退学

第四十条 学生有下列情形之一，应予留级。

（一）一学年未通过课程学分超过该学年所选课程总学分 40% 但不超过 70% 的（通识类选修课学分不计入，延长学习年限学生除外）；

（二）本人申请留级且学院批准的。

第四十一条 留级学生的管理：

（一）留级学生学籍编入下一年级相同专业。因学校专业调整等原因无法安排在相同专业的，在所在学院内相近专业学习，原已取得的学分给予认定；

（二）学生留级申请手续须在学校规定的课程补考结束后 2 周内进行；

（三）留级学生在修读留入年级所开设课程同时，可以申请修读原年级所开课程，如在第七学期末（动物医学专业为第九学期末）所修读的学分达到了本专业人才培养方案规定的学分要求，可以申请随原年级毕业。

第四十二条 学生有下列情形之一的，应予退学：

（一）一学年未通过课程学分超过该学年所选课程总学分 70% 的（通识类选修课学分不计入，延长学习年限学生除外）；

- (二) 未通过课程学分累计超过 40 学分的（通识类选修课学分不计入）；
- (三) 休学、保留学籍期满，在学校规定期限内未提出复学申请或申请复学经复查不合格的；
- (四) 按规定必须休学而拒不休学的；
- (五) 经学校指定医院诊断，患有疾病或者意外伤残不能继续在校学习的；
- (六) 超过学校规定期限未注册而又未履行暂缓注册手续的；
- (七) 在规定的最长学习年限内未完成学业的；
- (八) 未经批准连续 2 周未参加学校规定的教学活动的；
- (九) 本人申请退学的。

第四十三条 对学生的退学处理，由所在学院填报相关材料，送教务处审核后，报校长办公会议研究决定。

第四十四条 学校对退学学生出具退学决定书并送达本人；学生拒绝签收的，以留置方式送达；已离校的，以邮寄方式送达；无法送达的，在校内公告 60 日，即视同送达，同时报上级教育行政部门备案。

第四十五条 学生因退学等情况中止学业，其在校学习期间所修课程及已获得学分保留 2 年。学生重新参加入学考试，符合录取条件，再次入学，退学前所修课程及已获得学分，经学校认定，可予以承认。

第四十七条 学生对退学处理有异议的，按照学校学生申诉程序和办法处理。

第九章 毕业、结业与肄业

第四十八条 学生在学校规定的学习年限内，按照专业人才培养方案的要求修满学分，达到学校毕业要求，准予毕业，发给毕业证书。符合《中华人民共和国学位条例》和学校学士学位授予条件的，授予相应的学士学位，发给学位证书。

第四十九条 学生按照专业人才培养方案的要求提前修满学分，可申请提前毕业。拟申请提前毕业的学生，应在第 5 学期（动物医学专业在第 7 学期）开学后 1 个月内提出书面申请和修读计划，经所在学院审核同意后，报教务处

审批。

第五十条 学生在学校规定的学习年限内，修读完专业人才培养方案规定的课程及教学环节，但未修满学分，可结业或申请延长学习年限。

第五十一条 结业学生发给结业证书，允许在结业后 1 年内以旁听的方式修读未通过的课程，成绩合格，达到毕业条件，可随下一届学生换发毕业证书，毕业时间从换发毕业证书的日期算起。

（一）结业后换发毕业证书的学生，不授予学士学位；

（二）已达到最长学习年限的学生不得换发毕业证书。

第五十二条 经批准延长学习年限的学生，在规定时间内重修未通过的课程，成绩合格，达到毕业条件，发给毕业证书。达到学士学位授予条件，授予相应的学士学位。仍未修满规定学分，准予结业。

（一）经批准延长学习年限的学生为有学籍在校生，享有在校生相同待遇，应按时缴纳学费、住宿费等相关费用，按时注册，接受学校管理；

（二）学生申请延长学习年限累计不得超过最长学习年限。

第五十三条 退学学生，在校学满 1 年及以上的，由学校发给肄业证书，不足 1 年的发给写实性学习证明。

第十章 学业证书管理

第五十四条 学校严格按照招生时确定的办学类型和学习形式，以及学生招生录取时填报的个人信息，填写、发给毕业证书、学位证书、结业证书及其他学业证书，证书书写规范按照国家及学校相关规定执行。

在校期间修改或变更姓名、出生日期、身份证号等证书填写或电子注册所必需的个人信息的，学生应当有合理、充分的理由，并提供有法定效力的相应证明文件。学生本人申请，学院初审、教务处复核后，提交教育部学籍学历信息管理平台变更。

第五十五条 学校按照高等教育学籍学历电子注册管理制度完成学生学籍学历电子注册，按照教育部学位中心要求完成学士学位授予信息的报送、备案工作。

学生应根据教育部及学校的要求完成新生学籍自查、个人信息核对及毕业生图像信息采集等工作。

第五十六条 学生辅修其他专业、修读第二学位、双学位并达到要求，由学校发给相应证书。

第五十七条 对违反国家招生规定取得入学资格或学籍的，取消其学籍，不发给学历证书、学位证书；已发给的学历证书、学位证书，学校依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的，学校依法予以撤销。被撤销的学历证书、学位证书已注册的，学校报上级教育行政部门宣布证书无效。

第五十八条 学历证书和学位证书遗失或者损坏，经本人申请，学校核实后出具相应的证明书。证明书与原证书具有同等效力。

第十一章 附则

第六十条 本办法由教务处负责解释。

Measures for the Registration Management of Undergraduates in Northwest A&F University

(excerpts)

[2021] No. 368

Chapter I General Provisions

Article 2 These Regulations shall apply to full-time undergraduates who are receiving regular higher education in the Northwest A&F University.

Chapter II Admission and Enrollment

Article 3 According to the national enrollment regulations, new students admitted to the University shall go through the admission formalities by presenting the Admission Notice of Northwest A&F University and relevant documents required by the University. Those who are unable to enroll on time for some reason shall ask for leave from the Admission Department of the university within the time specified by the university for registration, with relevant certificates attached. The time limit for taking leave shall not exceed 2 weeks in principle. Those who do not take leave or take leave exceeding the prescribed time limit shall be deemed to have waived their admission qualifications except due to force majeure and other legitimate reasons.

Article 4 After freshmen are admitted, the college shall conduct a preliminary examination of the qualifications of the new students in accordance with the requirements of the University. Those who pass the examination can go through the registration procedures and get registered. If one's admission notice, examinee information or other credentials is found not in accordance with the personal information; or one is found to be with other circumstances in violation of Chinese national provisions, his/her admission qualification will be canceled.

Article 6 After students are enrolled, the college shall conduct a review within three months in accordance with the national enrollment regulations, and the review

shall mainly include the following aspects:

(a) Whether the admission procedures and processes, etc., are in accordance with national enrollment regulations or not;

(b) Whether the admission qualification obtained is true and in accordance with the relevant regulations or not;

(c) Whether the personal identification, admission notice and candidate file are consistent or not;

(d) Whether the physical and mental health conditions meet the requirements of physical examination required by the major or professional category; whether his physical and mental health conditions can ensure normal study and life in University;

(e) Whether the professional level of students admitted in special types of arts and sports meets the admission requirements or not. Where any student is found practicing fraud, practicing favoritism, or making falsification, among others, during the review, the college will give a report to the Academic Affairs Office and the Admissions Department for further verification. If he or she is determined as failing to pass the review, his or her student status shall be cancelled; and where the circumstances are serious, the University shall transfer him or her to the relevant department for investigation and handling. Where any student is found during the review inappropriate to study at University in terms of his physical and psychological status, and needs to rest at home as diagnosed by a hospital of Grade A, Level II designated by the University, his or her admission qualification may be retained in accordance with the provision 5.

Article 7 Within one week of the beginning of each semester, students shall go to their colleges with their student ID cards for registration procedures. If students cannot register as scheduled, they should fulfill the procedure of deferred registration in advance. Students who fail to pay tuition fees according to the regulations of the university or otherwise do not meet the registration conditions cant get registered. Students from economically disadvantaged families can apply for student loans or other forms of financial assistance, or apply to their colleges for deferring the payment of tuition fees. Upon approval, they can go through the registration procedures.

Chapter III Length of programs

Article 8 The length of students study in University, based on the regulations stipulated by the Ministry of Education for each undergraduate program, is generally 4 years（5 years for Animal Medicine）.

Article 10 Unless otherwise stipulated, the time spent on leave of absence and retention for various reasons shall be counted as years of study. The length of programs shall be calculated from the date of registration of new students.

Chapter IV Course Selection and Study

Article 11 Students shall take courses and various educational and teaching links（hereinafter collectively referred to as courses）in accordance with the provisions of the professional talent undergraduate program. If there is a strict relationship between the first and the subsequent courses, students should take the first course first and then the subsequent courses. If students have the ability to learn more, they can take the courses of the higher grade in advance upon their own application and with the consent of their colleges.

Article 12 Students shall select courses within the specified time. After they go through the procedures of course selection, they are able to attend classes, experiments, internships and examinations. Once a course is selected, students shall attend classes on time and participate in various teaching sessions and examinations. Students can take a trial class and are allowed to change the selected courses once within one week after the commencement of the course. It will not be allowed to do so after the deadline.

Article 13 Due to physical illness or some kind of physiological defect, one may apply for exemption or postponement of military training, and physical education classes may be transferred to physical education and health classes, after certified by the University hospital or a hospital of Grade A, Level II or above.

Article 14 Students may apply for exemptions from the courses they have been approved to take（except for ideological and political theory courses）due to conflicts with other courses, but they must complete the assignments, experiments, internships, and other teaching sessions stipulated by the instructor. The application for exemption should be submitted to the teacher and it will be reported to the

college for record after approved by the teacher. No more than two courses can be exempted each semester.

Article 15 When students change majors, pursue minors, second degrees, double degrees, or transfer to other universities, if the main contents of the courses they have already taken are the same as those of the courses they are going to take and the number of credits is equivalent, the credits shall be recognized upon the application of the students, the examination of their colleges, and the finalization of the Academic Affairs Office.

Article 17 A student may, according to the relevant provisions of the University, apply for minoring in any other specialty or taking any other specialized course as an elective one in the University; and may apply for minoring in any specialty or taking courses in other Universities, and taking part in the open-end online courses recognized by the University. The scores (credits) obtained through taking courses may be recognized upon examination, review by the college and approval by the Academic Affairs Office.

Article 18 A student's participation in innovation and entrepreneurship, social practice and other activities as well as his or her relevant experience and achievements related to the study of his or her specialty and academic requirements, such as publication of papers, and being granted a patent, among others, may be converted into credits and included in academic achievements.

Chapter V Assessment and Recordation of Results

Article 19 Students shall take the examination of the courses they have studied. The corresponding credits can be obtained only when they pass the examinations. The assessment results shall be recorded in the transcript of study and be incorporated into his or her University roll archives.

Article 20 The assessment shall be classified into examination and check. Examinations are generally conducted in the form of closed-book exams, open-book exams, oral exams, etc. Tests are generally conducted in the form of course papers and reports.

The assessment results will be evaluated by combining the ordinary assessment results (including mid-term examinations, assignments, laboratory reports, internship reports, course papers, class discussions, attendance and class

performance, etc.) and the final course examinations. Generally, a percentage system (60 points and above are considered as passing) and a grading system (D and above are considered as passing) are adopted, and a two-tier grading system (passing and failing) is adopted for general elective courses.

The weight of the ordinary assessment results in the overall course grade and the way of recording the grade are discussed collectively by the teaching and research department according to the nature and characteristics of the course, whose results are submitted to the college for approval. Students will be informed of the results by the instructor at the beginning of the course.

Article 21 The assessment and appraisal of a student's ideology and morality shall be conducted in the form of personal brief summary and teacher-student democratic appraisal.

Article 22 A student shall take the examination at the specified time and place. A student who is unable to attend examinations due to illness, participation in various kinds of competitions on behalf of the university or conflict of examination time, shall apply for a late assessment before the examination. After the application for late assessment is approved, the subject teacher concerned shall be informed. The late examination will be held along with the supplementary examination at the beginning of the next semester. The results of the late examination will be assessed according to the original course assessment method. If a student fails the late examination or fails to take the late examination on time, the course shall be retaken.

Article 23 Students who fail the examinations shall apply for taking the supplementary examination before the beginning of the next semester (except for the courses which are explicitly not set for supplementary examination), and the score of the supplementary examination shall be recorded according to the actual score on the paper. If a student still fails to pass the supplementary examination or fails to apply for it, the course shall be retaken.

Article 24 If a student's total absence from classes exceeds 1/3 or more of the teaching hours of a course or if the missing assignments (including laboratory and internship reports) exceed 1/3 or more of those assigned by the instructor, the course shall be retaken.

Article 25 If a student fails to attend the course examination without any

reason, violates the examination discipline or cheats in the examination, the examination result of the course shall be invalidated and the course shall be retaken. Students who violate the examination discipline or cheat in the examination shall be given appropriate disciplinary actions according to the relevant regulations of the university.

Article 26 Scores earned by students through supplementary examinations or retakes shall be recorded in the transcripts and academic registration of students.

Article 27 Grade Point Average (**hereinafter referred to as GPA**) is used by the university to measure the academic level of each student and to calculate their rankings.

(1) The formula is as follows.

$$\text{Average GPA} = \frac{\sum(\text{Course Grade Points} \times \text{Course Credits})}{\sum \text{Course Credits}}$$

Where:

“Course Grade Points” refers to the points assigned to each grade in a course, typically on a scale from 0 to 4 or 5 in many educational systems.

“Course Credits” is the number of credits or units a course is worth towards graduation.

(2) The correspondence between percentile, score grade points and course GPAs is specified below:

percentile	score grade points	GPA
95-100	A+	4.0
90-94	A	4.0
85-89	A-	3.7
82-84	B+	3.3
78-81	B	3.0
75-77	B-	2.7
71-74	C+	2.3
68-70	c	2.0
65-67	c-	1.7
62-64	D+	1.3
60-61	D	1.0
<60	F	0

(3) Special calculation rules:

1. If the assessment result is recorded as invalid, a course GPA and its score is recorded as zero.

2. If the score grade points system is adopted to calculate the GPA, “A+, A, A-, B+, B, B-, C+, C, C-, D+, D, F” shall be calculated as “98, 92, 87, 83, 80, 76, 73, 69, 66, 63, 61, 55”.

3. Exempted courses and courses taken for the minor are not included in the calculation of GPA and average scores;

4. Freshman seminars, general education electives and thesis (design) are not included in the calculation of GPA and average scores;

5. If there are multiple test scores for the same course, the highest GPA of the course will be adopted; each test score for the same course will be included in the GPA calculation.

Article 28 Once the course assessment results are submitted, no one shall change them at will. If any errors or omissions are found and should be changed, the teacher concerned shall submit an application within one month after the commencement of the next semester at the latest, for the examine by the dean in charge of teaching and the approval by the Academic Affairs Office of the university.

Article 29 Students who disagree with their grades shall submit their disagreement to the teacher concerned at the latest within three weeks after the beginning of the next semester, and the disagreement will not be accepted beyond the specified period. The teacher concerned is required to complete the grade review and reply to the student within one week.

Chapter VII Suspension and Reinstatement

Article 34 A student who has one of the following conditions shall be suspended from University:

(a) Those who are diagnosed by the university hospital or a hospital of Grade A, Level II or above as an illness that requires him/her to be out of University for treatment or recuperation for more than one-third of the semester;

(b) Those who have taken sick leave for more than one-third of the semester;

(c) Those who are approved by the university to start a business;

(d) Those who study abroad for six months (or more) ;

(e) Other special reasons that the University deems it appropriate to suspend.

Article 37 A student shall apply for suspension or retention of his/her student status in writing with relevant certificates, which shall be examined and approved by his/her college and reported to the Academic Affairs Office for approval. If the college thinks that the student should be suspended, the college shall submit a written report to the Academic Affairs Office for approval.

Article 38 Problems related to students who have suspended or retained their studies shall be handled in accordance with the following provisions:

(a) Suspended and retained students are required to leave the University within one week. The students should buy the round-trip tickets from and to home at their own expenses and retain their academic status at the University;

(b) During the period of suspension or retention, students are not entitled to have treatment the students at campus have, such as grants and scholarships;

(c) Under the circumstance of taking a break from University for medical treatment due to illness, the medical expenses for recuperation shall be in accordance with the relevant national and local regulations;

(d) Students should establish a management relationship with their actual military unit, University and other organizations during the period of retention.

Article 39 Students shall apply to the University for reinstatement at the beginning of the semester with a certificate of suspension and corresponding supporting materials. After passing the review, they can be reinstated. Students who are suspended from University due to illness are required to present a recovery certificate issued by a hospital of Grade A, Level II or above when resuming University.

In principle, students approved for reinstatement will be re-graded into the next cohort and continue to study in the same major. If the major in the next year ceases to enroll students, they may be re-graded to a cohort with similar major.

Chapter VIII Repetition and Withdrawal

Article 40 A student shall be retained in any of the following cases.

(a) The percentage of credits of failing to pass course is more than 40%, but less than 70% of the total credits of courses taken in that academic year (The

credits of elective courses in general type and students with extended years are excluded) ;

(b) Students apply for retention by themselves and the college approves it.

Article 41 Management of Repeaters:

(a) Students repeating a year will be re-graded into the next cohort and continue to study in the same major. If they cannot be placed in the same major due to reasons such as major change in the university, they will study in similar majors in their colleges, and the credits they have earned will be recognized;

(b) The procedure for students to apply for retention must be carried out within two weeks after the completion of the supplementary examination of the course as prescribed by the university;

(c) Students repeating a year may apply to take courses offered in their original class while taking courses in the grade they are repeating. If the credits taken at the end of the seventh semester (the ninth semester for Animal Medicine majors) meet the credit requirements stipulated in the Talent Undergraduate program of the program, they may apply for graduation with their original class.

Article 42 A graduate student may be withdrawn from the University for any of the following reasons:

(a) If the percentage of credits of failing to pass course exceeds 70% of the total credits of courses taken in that academic year (The credits of elective courses in general type and students with extended years are excluded) ;

(b) If the total number of credits of failing to pass a course is more than 40 credits (The credits of elective courses in the general type are excluded) ;

(c) If the application for reinstatement is not submitted within the time limit specified by the University or the application for reinstatement is unqualified after review, at the expiration of the period of suspension or retention of University status;

(d) If he/she refuses to be suspended from University, but they are required to do so in accordance with the University regulations;

(e) If he/she is diagnosed by the University hospital or a hospital of Grade A, Level II or above as suffering from a disease or accidental disability that prevents him/her from continuing his/her studies at University;

(f) If he/she fails to register within the prescribed time limit of the University

and fails to perform the formalities of deferred registration;

(g)When the maximum length of study specified by the University is reached, the content specified in the training program has not been completed in accordance with the requirements of the University.

(h) If he/she fails to participate in the teaching activities prescribed by the University for two consecutive weeks without approval;

(i) If he or she applies for withdrawal;

Article 43 The withdrawal of students shall be treated through filling in the relevant materials by their colleges, sending the documents to the Academic Affairs Office for examination and approval, and giving a report to the Office of the President for final decision.

Article 44 The University shall issue a decision on the withdrawal of a student and deliver it to him/her; if the student refuses to sign for it, it shall be delivered by detention; if he/she has left the University, it shall be delivered by mail; if it cannot be delivered, it shall be deemed to be delivered when it is announced within the University notice for 60 days. Meanwhile, it shall be reported to the administrative department of education at higher level for record.

Article 45 Where a student suspends his or her study because he or she quits University or for any other reason, the courses he or she had taken and the credits he or she had acquired during his or her study at University shall be retained for two years. Where a student re-takes the entrance examination and meets the admission conditions, and enters the University again, the credits he or she had got may be recognized upon confirmation by the University that matriculated him or her. The specific measures shall be prescribed by the University.

Article 47 If students disagree with the treatment of withdrawal, they shall resort to the appeals process and methods set by the University.

Chapter IX Graduation, Completion and Incompletion

Article 48 Students who have completed the educational teaching plan and training program within the University's prescribed study period, passed the grades, and met the University's graduation requirements will be granted graduation and issued a graduation certificate. Students who meet the Regulations of the People's Republic of China on Academic Degrees and the conditions for conferring

bachelor's degrees of the university shall be conferred the corresponding bachelor's degrees and be issued with degree certificates.

Article 49 Students may apply for early graduation if they complete the credits in advance according to the requirements of the professional talent undergraduate program. Students who intend to apply for early graduation shall submit a written application and study plan within one month after the commencement of the 5th semester (the 7th semester for the major of Animal Medicine), which shall be reviewed and approved by their colleges and submitted to the Office of Academic Affairs for approval.

Article 50 Students who have completed the courses and teaching procedures stipulated in the professional talent undergraduate program within the study years stipulated by the university, but have not completed the credits, may apply for the completion or an extension of their study years.

Article 51 A completion certificate is issued to the students who have completed courses. The students are allowed to take the courses they have not passed through sitting in on the courses within one year after completion. If they pass and meet the conditions for graduation, they may exchange the completion certificate for a graduation certificate together with the next class. The graduation time shall be counted from the date of the exchange of the graduation certificate.

(a) The bachelor's degree will not be conferred to a student whose graduation certificate is issued after the completion of the program;

(b) Students who have reached the maximum length of study years shall not have their graduation certificates renewed.

Article 52 Students who have been approved to extend their study period shall be conferred with graduation certificates if they have retaken the failed courses within the specified time, passed the courses and met the graduation requirements. Students who meet the requirements for conferring bachelor's degree shall be conferred with the corresponding bachelor's degree. Students who have not yet earned the required credits shall be allowed to complete their studies.

(a) Students who have been approved to extend study years are enrolled students with academic status and enjoy the same treatment as enrolled students. They should pay tuition, accommodation fees and other related fees on time, get

registered on time and accept the management of the university;

(b) A student's application for extension of study years shall not exceed the maximum length of study years in aggregate.

Article 53 Students who have studied for one year or above and withdrawn from University shall be issued with an incompleteness certificate; Students who have studied for less than one year and withdrawn from University shall be issued with a realistic study certificate.

Chapter X Academic Certificate Management

Article 54 The University fills out and issues graduate certificates, academic certificates, completion certificates and other academic certificates in strict accordance with the type of Universitying and form of study determined at the time of enrollment and the personal information filled in at the time of admission to graduate University. The standardization of writing certificates is carried out in accordance with the relevant regulations of the state and the University.

In case of modification or change of personal information necessary for certificate completion or electronic registration such as name, date of birth, identity card number, etc. during the period of Universitying, students shall have reasonable and sufficient reasons and provide corresponding supporting documents with legal effects. The change shall be put forward by students themselves, and be sent to the college for preliminary examination, to the Academic Affairs Office for review, and to the Academic Registration and Academic Degree Information Management Platform of the Ministry of Education for final change.

Article 55 The university completes the electronic registration of students' University roll archives and qualifications in accordance with the management system of electronic registration of University roll archives and qualifications in higher education. Besides, the University completes the submission and filing of information on the conferment of bachelor's degree in accordance with the requirements of the Degree Center of the Ministry of Education.

Students should complete the self-check of new student registration, personal information verification and image information collection of graduates according to the requirements of the Ministry of Education and the University.

Article 56 The university shall issue certificates to students who minor in other

majors, study for a second degree or a double degree and meet the requirements.

Article 57 For those who have obtained admission qualifications or academic status in violation of the University and national enrollment regulations, or those who have falsified in the admission process, once found, the University shall cancel their academic status and shall not issue academic certificates or degree certificates; the issued academic certificates or degree certificates shall be revoked by the University according to the law. For academic misconducts such as cheating, plagiarism, or other improper means to obtain academic certificates, degree certificates, the University shall revoke the certificates in accordance with the law. If the revoked academic certificate or degree certificate has been registered, the University shall cancel it and report it to the education administrative department to declare it invalid.

Article 58 If the academic certificate or degree certificate is lost or damaged, the corresponding certificate will be issued after verification upon the application. The certificate has the same effect as the original certificate.

Chapter XI Supplementary Provisions

Article 60 These rules are interpreted by the Academic Affairs Office.

西北农林科技大学

全日制普通本科生学士学位授予实施细则

校教发〔2022〕1号

第一条 为了规范学士学位授予工作，保证学士学位授予的质量，树立优良学风，根据《中华人民共和国学位条例》、《中华人民共和国学位条例暂行实施办法》、国务院学位委员会《学士学位授权与授予管理办法》、《陕西省学士学位授权与授予管理办法》及《西北农林科技大学本科生学籍管理办法》相关规定，特制定本实施细则。

第二条 我校普通全日制本科毕业生，同时具备下列条件的，授予学士学位：

（一）拥护中国共产党的领导，热爱社会主义祖国，坚持四项基本原则，拥护社会主义制度，遵守法律，遵守校纪校规，品行端正；

（二）在学校规定的学习年限内，达到专业培养方案的各项要求，完成各教学环节规定的任务，取得了相应的学分，经审查准予毕业，其课程学习和毕业论文（设计）的成绩，表明其确已较好地掌握了本门学科的基础理论、专门知识和基本技能，并具有从事本专业实际工作和科学研究的初步能力。

第三条 我校普通全日制本科毕业生存在以下情况之一的，不授予学士学位。

（一）GPA 在 2.0 以下的；

（二）毕业论文（设计）成绩在中等（或 70 分）以下的；

（三）结业后换发毕业证书的；

（四）存在考试作弊行为的；

（五）存在剽窃他人学术成果等违背学术诚信行为的；

（六）受到记过及以上处分且毕业时仍在处分期的。

第四条 参加我校与国（境）内外大学联合学士学位培养项目的学生，在

最长学习年限内，在协议院校取得学士学位证书，且达到我校相关专业学士学位授予要求的，可向学校申请授予学士学位。

第五条 学生主、辅修专业均达到我校学士学位授予要求，且辅修专业与主修专业归属不同专业大类的，可向学校申请授予辅修专业学士学位。辅修专业学士学位在主修专业学士学位证书中予以标注，不单独发放学位证书。

第六条 学生参与我校设立的双学士学位复合型人才培养项目，达到项目培养要求，可向学校申请授予双学士学位。双学士学位在同一学士学位证书中予以标注，不单独发放学位证书。

第七条 学士学位授予程序：

（一）各学院毕业与学位资格审查领导小组依照本细则规定，对申请学士学位的毕业生进行初审，各学位评定分委员会进行审查并形成决议，将建议授予学士学位名单及相关材料报教务处；

（二）教务处对各学位评定分委员会的审查情况进行审核、汇总，提出拟授予学士学位名单，提交学校学位评定委员会；

（三）学校学位评定委员会对教务处审核情况进行审议，公布授予学士学位学生名单；

（四）学校或各学院举行学士学位授予仪式，授予学士学位并颁发学位证书。

第八条 对于已获得学士学位者，如发现有舞弊作伪等违反《中华人民共和国学位条例》及本细则规定的情况，学校学位评定委员会有权撤销其学士学位。

第九条 本实施细则自颁布之日起施行，原《西北农林科技大学全日制普通本科生学士学位授予实施细则》（校教发〔2018〕144号）同时废止。

Regulations for the Conferral of Bachelor's Degrees on Full-time Undergraduate Students in Northwest A&F University

[2022] No. 1

Article 1 To regulate the undergraduate degree awarding process, ensure the quality of conferring bachelor's degree and establish excellent academic style, in accordance with the Regulations of the People's Republic of China on Academic Degrees, Interim Measures for Implementation of the Regulations of Peoples Republic of China on Academic Degrees, Measures for the Administration of Degree Authorization and Conferment by the Academic Degrees Committee of the State Council, Measures for the Administration of Bachelor's Degree Authorization and Conferment of Shaanxi Province, and Measures for the Administration of Undergraduate Students' University roll archives of Northwest A&F University, we hereby formulate the detailed rules stated as follows:

Article 2 The bachelor's degree shall be conferred on full-time undergraduates of the University who meet the following conditions at the same time:

(a) Students shall support the leadership of the Communist Party of China, love the socialist motherland, adhere to the four basic principles, support the socialist system, abide by the law and the University discipline and rules, and be of good conduct;

(b) Students who have met the requirements on program curriculum, completed the required tasks stipulated in the teaching process and obtained the corresponding credits within the prescribed Universitying length, are qualified for graduation after review. As proved by the assessment results in each kind of credit-bearing modules and the dissertation (final year project), students shall show satisfactory academic performance and have a solid grasp of fundamental theories, subject specific knowledge and skills, be capable of undertaking basic research or

working in the area of their expertise.

Article 3 The ordinary full-time undergraduates will be deemed ineligible for a degree under the following circumstances.

- (a) A GPA of 2.0 or less;
- (b) A grade of moderate (or 70) or less on the thesis (design) ;
- (c) Exchanging a completion certificate for a graduation certificate after the completion;
- (d) Cheating on the examination;
- (e) the existence of plagiarism and other violations of academic integrity;
- (f) Receiving a demerit or more and still being in the disciplinary period at the time of graduation.

Article 4 Students who have participated in the Program of Joint Cultivation of Undergraduates for a Bachelor's Degree between NWFU and other Universities (at home and abroad) can apply to NWFU for the conferment of a bachelor's degree if they have obtained the bachelor's degree certificate in the joint university within the maximum study years and have met the requirements for the conferment of bachelor's degree in the relevant majors of the university.

Article 5 Students whose majors and minors meet the requirements of the university for bachelor's degree conferment and whose minor category shall be different from major category, can apply to the university for the bachelor's degree conferment of the minors. The bachelor's degree of the minor shall be indicated in the certificate of bachelor's degree of the major, and no separate degree certificate shall be issued.

Article 6 Students can apply to the university for the conferment of double bachelor's degrees if they have participated in the composite talent undergraduate program for a double bachelor's degree established by the university and met the cultivation requirements of the program. The double bachelor's degree is marked in the same bachelor's degree certificate and no separate degree certificate is issued.

Article 7 Procedures for bachelors degree conferral

- (a) The Leading Group of Graduation and Degree Eligibility Examination of each college shall conduct a preliminary examination of graduates applying for

bachelor's degree in accordance with the provisions of these rules. Each sub-committee of Degree Assessment Committee shall examine and form a resolution, and report the list of recommended bachelor's degree conferment and related materials to the Academic Affairs Office;

(b) The Academic Affairs Office shall review and summarize the documents of each sub-committee and propose a list of candidates to whom to confer bachelors degree, which shall be submitted to the University Degree Assessment Committee;

(c) The Degree Assessment Committee of the university shall make a further review and publicize the list of final candidates to whom to confer bachelors degree;

(d) The university or colleges shall hold a bachelor's degree conferral ceremony to confer the bachelor's degree and issue the degree certificate.

Article 8 Where the degree recipients are found and defined as having the academic misconduct listed in this regulation and the Academic Degree Regulations of Peoples Republic of China, the University Degree Assessment Committee have rights to revoke the conferred degree.

Article 9 The Implementation Regulations shall come into force on the date of promulgation, and the former Regulations for the Conferral of Bachelor's Degrees on Full-time Undergraduate Students in Northwest A&F University ([2018] No.144) shall be repealed at the same time.

西北农林科技大学本科生学分认定管理办法

校教发〔2021〕369 号

第一章 总则

第一条 为进一步提高我校本科生培养质量，规范本科生学分认定工作，根据教育部《普通高等学校学生管理规定》、《西北农林科技大学本科生学籍管理办法》及相关法律法规，结合我校实际，制定本管理办法。

第二条 学分认定是学生在校期间通过各类途径获得的培养方案以外的课程学分或学习成果，按照一定程序予以认定的工作过程。

第三条 学分认定分为课程置换和学分转换两种类型。我校在籍普通全日制本科生因参与境内外校际交流项目、修读开放式网络课程、校内辅修、学籍异动等修读课程及参加创新创业、社会实践等活动取得成果的学分认定事宜均适用本办法。

第二章 学分认定原则

第四条 学分认定以同质等效为基本原则，认定内容相符、难度相当，教学目标达成度一致，主要依据是专业培养方案、课程质量标准（教学大纲）和相关成果证明。

第五条 学分认定可采取“一对一”、“多对一”、“一对多”或“多对多”等多种方式进行。认定学分数原则上需大于或等于拟认定学分数。认定内容有明确学分数的按照相应学分数认定，没有明确学分数的按照以下标准换算。

（一）认定内容有明确学时或可以换算为学时的，理论课 16 学时计 1 学分，实验课 32 学时计 1 学分，综合实践（实习）环节 1 周计 1 学分。

（二）认定内容为创新创业项目等无法转换学时的，根据相关活动和项目主管部门发布的认定标准执行。

第六条 认定内容在培养方案中有对应课程的，采取课程置换的方式认定

为相应课程。认定内容在培养方案中没有对应课程的，采取学分转换的方式认定为培养方案中相应模块学分。同一认定内容不得重复认定。

第七条 通识选修课一般不允许认定为主、辅修专业培养方案中除通识选修课外的其他课程学分。

第三章 学分认定范围

第八条 学生参加校际因公派出项目、经我校备案的校际交流项目，在校外修读课程获得的学分，与我校培养方案内课程相同或相近的，可予以认定。

第九条 学生在我校指定平台修读的开放式网络课程获得的学分，可认定为培养方案内通识选修课课程学分，也可以认定为其他相同相近课程的平时考核成绩。

第十条 学生参加创新创业、社会实践等活动取得成果，相关成果可以认定为培养方案综合实践环节中相应的课程学分或创新创业类通识选修课学分。

第十一条 转学学生在原学校已完成课程获得的学分，与我校培养方案内课程相同或相近的，可予以认定。

第十二条 学生主、辅修课程学分，符合本规定认定原则的，可以相互认定。

第十三条 学生取得的培养方案外的课程学分（如转专业、跨专业修读课程等情况），符合本规定认定原则的，可以申请将其认定为主、辅修专业课程或通识选修课课程学分。

第十四条 学生未经我校批准备案，自行在外学习（实习）所修课程学分不予认定。

第四章 成绩记载规则

第十五条 按照课程置换方式进行学分认定的，记载学分同时记载成绩，按照我校规定参与 GPA 和平均学分成绩计算；按照学分转换方式进行学分认定的，只记载学分不记载成绩，视情况决定是否参与 GPA 和平均学分成绩计算。

第十六条 校外课程通过课程置换方式认定的，在成绩单和学籍档案中以

我校对应课程记载，按照我校规定参与 GPA 和平均学分成绩计算；校外课程通过学分转换认定的，在成绩单和学籍档案“校外修读学分”板块中集中显示，不显示具体课程信息，不参与 GPA 和平均学分成绩计算。

第十七条 校内课程无论通过课程置换或学分转换方式认定，原课程信息在成绩单和学籍档案均如实记载，并按照我校规定参与 GPA 和平均学分成绩计算。

第十八条 认定课程成绩记载标准与我校相同时，可直接记载，记载标准不同时，采用以下方式对应。

（一）五级分制与百分制对应关系：

（二）认定课程若有其他计分形式，需提供原成绩记载标准供我校参考。

第五章 学分认定流程

第十九条 办理程序

（一）学生申请。学生向所在学院提出认定申请，认定校外课程的还需提供成绩单和学籍档案、课程说明、课程质量标准（教学大纲）等相关材料，认定创新创业、社会实践等活动取得的成果的需要提供相关证书或证明材料。

（二）学院审核。学生所在学院对学生提交的材料进行审核。

（三）教务处复核。教务处复核相关申请流程和申请材料，并按照要求存入学籍档案。

第六章 附则

第二十条 本办法自发布之日起执行，由教务处负责解释。原《西北农林科技大学 MOOC 学分认定办法（试行）》（校教发〔2016〕226 号）、《西北农林科技大学本科生创新创业与素质教育学分管理办法（修订）》（校教发〔2016〕398 号）及《西北农林科技大学本科交流生学分认定及成绩转换管理办法（试行）》（教务〔2018〕1 号）同时废止。

Measures for the Management of Undergraduate Credit Recognition of Northwest A&F University

[2021] No. 369

Chapter I General Provisions

Article 1 In order to further improve the cultivation quality and regulate the process of credit recognition of undergraduates of NWAUFU, the University has formulated the management measures in accordance with the Provisions on the Administration of Students in Regular Institutions of Higher Education of the Ministry of Education, Measures for the Registration Management of Undergraduates in Northwest A&F University, and relevant laws and regulations, and in the light of the actual situation of the university.

Article 2 Credit Recognition is the process of recognizing the credits or learning outcomes other than the undergraduate program acquired by students through various ways during the University years in accordance with certain procedures.

Article 3 Credit recognition is divided into two types: course replacement and credit transfer. These measures shall be applied to the credit recognition of full-time enrolled undergraduates who are engaged in the domestic and overseas inter-college exchange programs, open-end online courses, on-campus minors, and changes in a student status, as well as their achievements in innovation and entrepreneurship, and social practice activities.

Chapter II Principles of Credit Recognition

Article 4 The credits shall be recognized on the basis of the basic principle of homogeneity and equivalence. The courses whose content shall be compatible and difficulty shall be comparable, and the degree of achievement of the teaching objectives shall be consistent, can be recognized. The main recognition basis is the professional undergraduate program, the quality standard of the courses (syllabus)

and relevant achievements.

Article 5 Credit recognition can be done in various ways such as “one-to-one”, “many-to-one”, “one-to-many” or “many-to-many”. The credits can be recognized in a variety of ways. In principle, the number of credits recognized must be larger than or equal to the number of credits to be recognized. The number of credits to be recognized shall be determined according to the corresponding number of credits if the recognized courses have clear credits; if not, the converted standards are as follows.

(a) If the recognized courses have clear credit hours or can be converted into credit hours, 16 hours of theory courses will be counted as 1 credit, 32 hours of laboratory courses will be counted as 1 credit, and 1 week of comprehensive practice (internship) will be counted as 1 credit.

(b) If the recognized course is an innovation and entrepreneurship project, etc., which cannot be converted into credit hours, it shall be implemented in accordance with the recognition criteria issued by the competent authorities of the relevant activities and projects.

Article 6 If the recognized courses have corresponding courses in the undergraduate program, they shall be recognized as corresponding courses by means of course replacement. If not, they shall be recognized as corresponding module credits in the undergraduate program by means of credit transfer. The same recognized courses shall not be recognized repeatedly.

Article 7 General elective courses are not allowed to be recognized as credits for other courses except general electives in the major and minor undergraduate programs.

Chapter III Scope of Credit Recognition

Article 8 The credits students have earned through participating in inter-university official dispatch programs, inter-university exchange programs recorded by the university, courses taken outside the university, can be recognized if they are the same or similar to the courses in the undergraduate program of NWAUFU.

Article 9 The credits obtained from the open-end online courses that students

take on the learning platform designated by the university can be recognized as the credits of the general elective courses within the undergraduate program, or as the grades of the ordinary examination of other courses of the same or similar nature.

Article 10 The achievements students have made through participating in innovation and entrepreneurship, social practice and other activities can be recognized as the corresponding course credits in the comprehensive practice link of the undergraduate program or the credits of general elective courses of innovation and entrepreneurship.

Article 11 The credits earned by transfer students for the courses they have completed in the original University shall be recognized if they are the same or similar to the courses in the undergraduate program of the university.

Article 12 The credits of students' major and minor courses can be recognized with each other if they are in line with the principles of recognition of these regulations.

Article 13 The credits obtained by students outside the undergraduate program (such as credits obtained through changing majors and taking courses across majors, etc.) can be recognized as the credits of major or minor courses or general elective course if they are in line with the recognition principles of these regulations.

Article 14 The credits students obtained through learning outside the campus (internship) without the approval of the university shall not be recognized.

Chapter IV Rules for Recording Results

Article 15 If the credits are recognized according to the way of course replacement, the credits and grades shall be recorded together, and they shall be counted into the calculation of GPA and average scores according to the regulations of the university; if the credits are recognized according to the way of credit transfer, only the credits shall be recorded, and it is up to the specific situation to decide whether to participate in the calculation of GPA and average scores.

Article 16 If an off-campus course is recognized by course replacement, it will be recorded as the corresponding course in the transcript and University roll archives of the university. Also, it will get involved with the calculation of GPA and average scores according to the regulations of the university; if an off-campus course is

recognized by credit transfer, it will be shown in the Off-campus Study Credits section in the transcript and the University roll archives without specific course information. Also, it won't get involved with the calculation of GPA and average scores.

Article 17 Whether an on-campus course is recognized through course replacement or credit transfer, the original course information shall be faithfully recorded in the transcript and University roll archives of students, and the course will get involved with the calculation of GPA and average scores in accordance with the regulations of the University.

Article 18 If the recording standards of recognized courses are the same as those of NWAUFU, the scores can be downloaded directly; If not, the following methods can be used.

(a) The five-point scale corresponds to the percentage system:

(b) If other forms of credits are available for the recognized courses, the original grade recording standards shall be provided for our reference.

Chapter V Credit Recognition Process

Article 19 Procedures

(a) Student application. Students shall apply to their colleges for recognition. For recognition of off-campus courses, they are also required to provide transcripts and University roll archives, course descriptions, course quality standards (syllabus) and other relevant materials. For the recognition of the achievements made in innovation and entrepreneurship, social practice and other activities, they are required to provide relevant certificates or supporting materials.

(b) College review. Relevant colleges shall review the materials submitted by the students.

(c) Review by the Academic Affairs Office. The Academic Affairs Office shall review the relevant application process and materials and places them in the University roll archives as required.

Chapter VI Supplementary Provisions

Article 20 These Measures shall be implemented from the date of issuance and

shall be interpreted by the Academic Affairs Office. The original “Measures for the Recognition of MOOC Credits of Northwest A&F University (Trial Implementation) ” ([2016] No. 226) , “Measures for the Management of Undergraduate Credits of Innovation, Entrepreneurship and Quality Education of Northwest A&F University (Revised) ” ([2016] No. 398) and “Measures for the Credit Recognition and Conversion of Exchange Undergraduates of Northwest A&F University (Trial Implementation) ” ([2018] No. 1) are abolished at the same time.

西北农林科技大学

本科毕业论文（设计）抽检办法（试行）（节选）

校教发〔2021〕365 号

第一章 总则

第二条 教务处负责本科毕业论文（设计）抽检的组织与统筹协调工作，各学院负责具体实施。

第四条 本科毕业论文抽检工作于每年 5 月开展。抽检范围为当年应届毕业生。

第五条 本科毕业论文（设计）抽检包括重复率检测和盲审。盲审是指在论文（设计）送审中隐去作者和指导教师相关信息，反馈的评阅结果隐去评阅人信息的送审方法。

第二章 评议要点

第六条 各学院应按照专业人才培养要求自行设计毕业论文（设计）评审要点，重点从论文选题意义、论文写作、逻辑构建、专业能力以及学术规范等方面进行评议。

（一）选题意义主要考察论文选题是否具有问题导向性和需求导向性，是否属于本领域热点或前沿研究问题，是否符合专业人才目标要求；文献综述是否涵盖本领域的研究现状和最新进展。

（二）论文写作主要审查论文语言是否规范流畅、行文是否逻辑严密、层次分明、条理清楚，是否存在格式、基本构架和拼写问题。

（三）逻辑构建主要审查实验或调查数据是否可信，逻辑论证是否合理，结果表述是否准确，推论是否科学正确。

（四）专业能力综合考察工作量是否饱满，应用专业知识解决实际问题的能力、综合分析能力以及创新能力。

(五) 学术规范主要考察论文是否存在学术不端行为, 是否存在科学伦理道德缺陷, 是否存在违反常理的错误表述。

第七条 毕业论文(设计)重复率检测结果供专家评审参考。经、管、文、法、艺术类专业论文(设计)的“总文字复制比”(含校内互检复制比)原则上不得超过30%, 农、理、工类专业不得超过25%。

第三章 抽检程序

第八条 各学院按照每个专业人数不少于10%比例, 采取“随机+跟踪抽检”方式抽取盲审论文名单。

第九条 所有抽检论文应先通过重复率检测, 并按要求提交学院审查, 通过后由学院组织送审。未按规定时间提交论文者, 视为放弃当次学位申请。

第十条 每篇毕业论文(设计)评阅专家原则上为2人, 且至少有1名校外或院外相关学科专业专家。评阅人由学院研究确定, 或委托其他单位确定。

第十一条 专家评阅时间一般不超过10个工作日。负责论文送审的工作人员不得违规泄露作者、指导教师及评阅人信息。

第四章 抽检结果与使用

第十二条 专家评阅意见分为“同意答辩”、“修改后答辩”和“不同意答辩”三种。

1. 若两份评阅意见均为“同意答辩”, 视为抽检通过, 学生可直接参加答辩。
2. 若有评阅意见为“修改后答辩”的, 学生按照评阅意见认真修改论文, 指导教师在“论文修改说明”上签字同意, 评阅专家复审通过后, 视为抽检通过, 学生可参加答辩。
3. 若两份评审意见均为“不同意答辩”或有一份评审意见为“不同意答辩”, 在重新追加一位评阅专家后, 评阅意见仍为“不同意答辩”的, 均视为抽检不通过, 学生须延迟答辩。
4. 抽检不通过的论文需按专家意见进行修改, 并重新提交盲审, 通过后方可进行答辩。

第十三条 学生对抽检未通过的评阅意见存在较大异议，经指导教师和学院学位评定分委员会讨论同意后，可向学校提出一次复审申请。教务处重新送校外专家进行评议，复审结论作为最终评阅意见。

第十四条 抽检中发现学位论文存在抄袭、伪造、剽窃他人成果、代写论文等学术不端行为，一经查实将按照学校有关规定严肃处理。

第十五条 对于连续两年抽检问题较多的专业，学校对专业负责人进行质量约谈，责令限期整改。

第十六条 各学院做好毕业论文（设计）各类抽检材料存档工作。

第五章 附则

第十七条 对于上一年度授予学士学位的论文抽检，按上级部门相关文件执行。

第十八条 本办法自发布之日起实施，由教务处负责解释。

Measures on Undergraduate Thesis (Design) Sampling (Trial) of Northwest A&F University (excerpts)

[2021] No. 365

Chapter I General Provisions

Article 2 The Academic Affairs Office is responsible for the organization and coordination of undergraduate thesis (design) sampling, and the colleges are responsible for the specific implementation.

Article 4 The undergraduate thesis sampling is carried out in May every year. The scope of sampling is the fresh graduates of that year.

Article 5 The random examination of undergraduate thesis (design) includes duplication rate detection and blind examination. Blind review refers to the method of sending the thesis (design) for review in which the information about the author and the supervisor is omitted, and the information about the reviewer is omitted from the review results of the feedback.

Chapter II Points for Academic Comments

Article 6 Each college shall design its own evaluation points of the thesis (design) in accordance with the requirements of professional talent cultivation, focusing on the significance of thesis topic selection, thesis writing, logical construction, professional competence as well as academic norms and other aspects of the evaluation.

(a) The significance of thesis topic selection mainly examines whether the selected topic is problem-oriented and demand-oriented, whether it belongs to the latest trending topics in this field, whether it is in line with the target requirements of professional talents, and whether the literature review covers the current situation and latest progress of research in this field.

(b) Thesis writing mainly examines whether the language is standardized and fluent, whether the article is logical, hierarchical and clear, and whether there is any problem with formatting, basic structure and spelling.

(c) Logical construction mainly examines whether the experimental or investigative data are credible, whether the logical arguments are reasonable, whether the results are accurately presented and whether the inferences are scientifically correct.

(d) Professional competence comprehensively examines whether the workload is enough and whether the student has the ability to put professional knowledge into practice to solve practical problems, to make a comprehensive analysis and create innovation.

(e) Academic norms are mainly examined to see if the paper has any academic misconduct, any flaws in scientific ethics and morals, and any misrepresentations that violate common senses.

Article 7 The results of thesis (design) duplication rate testing shall be used for reference by experts. In principle, the “total text duplication ratio” (including the duplication ratio of mutual inspection within the university) of the thesis (design) of the majors of economics, management, literature, jurisprudence and art shall not exceed 30%, and that of the majors of agriculture, science and engineering shall not exceed 25%.

Chapter III Sampling Procedures

Article 8 The colleges shall adopt the method of random + tracking sampling to select the list of blind review papers in accordance with the proportion of not less than 10% of the number of students in each major.

Article 9 All sampled theses shall first pass the test of duplication ratio and be submitted to the college for examination as required. After the pass, the college shall organize the review work. Those who fail to submit the theses according to the required time shall be regarded as giving up the current degree application.

Article 10 Each thesis (design) shall be evaluated by two experts in principle, and at least one expert specialized in related disciplines outside the college or university. The reviewers shall be determined by the college researchers or entrusted

to other organizations.

Article 11 The time for expert review generally does not exceed 10 working days. The working staff in charge of submitting the papers for review shall not disclose the information of the authors, supervisors and reviewers.

Chapter IV Sampling Results and Use

Article 12: The comments of experts shall be divided into three types: “agreement with the defense”, “defense after modification” and “disagreement with the defense”.

1. If both comments are “Agree to defend”, it is considered that the sampling test is passed, and the student can participate in the defense directly.

2. If there is a comment on “defense after modification”, the student shall modify the thesis in accordance with the comments. After the supervisor approves and signs on the reconsideration form of “thesis modification instructions”, and the experts pass the review, it shall be regarded that the reevaluation outcome is a pass and the applicant is allowed to proceed to degree application.

3. If both comments are “disagreement with the defense” or one comment is “disagreement with the defense”, and the comment remains to be “disagreement with the defense” after a new expert is invited for review, it shall be regarded that the reevaluation outcome is a not pass. In this context, the applicant shall delay the defense.

4. The thesis whose reevaluation outcome is a not pass, shall be revised according to the expert's advice and be resubmitted for blind examination. After it passes the test, the applicant can apply for a thesis defense.

Article 13 If the applicant has disagreement with reviewers comments, he/she may apply to the university for reevaluation once after the discussion and agreement with the supervisor and the sub-committee of Academic Degree Evaluation Committee of the college. The Academic Affairs Office shall re-send the review to external experts for reevaluation, and the reevaluation outcome shall be taken as the final review opinion.

Article 14 If the academic misconducts such as plagiarism, forgery, plagiarism of other people's achievements and writing thesis on behalf of others are found in the

thesis during the random sampling, the students concerned shall be seriously punished according to the relevant regulations of the university.

Article 15 For majors with big problems in two consecutive years of sampling, the University will conduct quality interviews with the person in charge of the major and order the college to make correction within a time limit.

Article 16 The colleges shall do a good job of archiving all kinds of sampling materials of graduation thesis （ design ） .

Chapter V Supplementary Provisions

Article 17 For the thesis sampling of conferring bachelor's degree in the previous year, it shall be carried out according to the relevant documents of the higher authorities.

Article 18 These measures shall be implemented from the date of issue and interpreted by the Academic Affairs Office.

西北农林科技大学 本科生学业预警工作实施办法（节选）

校教发〔2021〕370号

第二条 学业预警是指学校依据学生管理规定、学籍管理办法及各专业培养计划的要求，通过对每学期学生的学习情况进行分析，对存在学习问题或学业困难的学生进行警示，告知学生本人及家长可能产生的不良后果，并针对性地采取相应补救和帮扶措施，帮助学生顺利完成学业的一种危机干预制度。

第三条 学业预警分为三级，预警程度由低到高依次为：黄色预警、橙色预警、红色预警，具体标准如下。

（一）黄色预警

1. 一学期未通过课程学分达到该学期所选课程总学分 5%但不足 15%的（通识类选修课学分不计入）；
2. 未通过课程累计达到 5 学分的（通识类选修课学分不计入）。

（二）橙色预警

1. 一学期未通过课程学分达到该学期所选课程总学分 15%但不足 25%的（通识类选修课学分不计入）；
2. 未通过课程累计达到 10 学分的（通识类选修课学分不计入）；
3. GPA 低于 2.2 的。

（三）红色预警

1. 一学期未通过课程学分达到该学期所选课程总学分 25%以上的（通识类选修课学分不计入）；
2. 未通过课程累计达到 15 学分及以上的（通识类选修课学分不计入）；
3. GPA 低于 2.0 的；
4. 存在旷考、旷课等学习态度不端正情况的；
5. 学习成绩大幅度下滑的；

6. 延长学习年限的；
7. 其他可能影响学业完成的情形。

第四条 学业预警工作由教务处、学生工作处、学生所在学院共同完成。教务处负责综合协调全校学业预警工作；学生工作处负责指导各学院开展学业预警工作，并定期进行考核；各学院负责学业预警工作具体实施，发出警示，采取有针对性的措施，帮助学生顺利完成学业。

第八条 本办法由教务处、学生工作处负责解释。

Implementation Measures on Undergraduate Academic Warning of Northwest A&F University (excerpts)

[2021] No. 370

Article 2 Academic warning, in accordance with the Regulations on Student Administration, the Regulations on Registration Management and the requirements of the Undergraduate Program for Each Major and through the analysis of the studying progress of students every semester, refers to an alert to a student who has study problems or academic difficulty. This crisis intervention system aims to inform the student and his/her parents of the possible adverse consequences, take corresponding remedial and supportive measures and help the student to complete his/her studies successfully.

Article 3 Academic warning is divided into three levels according to its severity: yellow warning, orange warning and red warning, with the specific criteria as follows.

(i) Yellow warning

1. The credits of failure in subject courses amount to 5%, but less than 15% of the total credits of courses taken over one semester (The credits of general electives are not counted) ;

2. The credits of failure in subject courses amount to 5 credits in total. (The credits of general electives are not counted) .

(ii) Orange warning

1. The credits of failure in subject courses amount to 15%, but less than 25% of the total credits of courses taken over one semester (The credits of general electives are not counted) ;

2. The credits of failure in subject courses amount to 10 credits in total. (The credits of general electives are not counted) .

3. GPA below 2.2.

(iii) Red Warning

1. The credits of failure in subject courses amount to more than 25% of the total credits of courses taken over one semester （ The credits of general electives are not counted ） ;

2. The credits of failure in subject courses amount to 15 credits in total. （ The credits of general electives are not counted ） .

3. GPA below 2.0;

4. Cases of absenteeism, truancy and other improper learning attitudes;

5. A significant decline in academic performance;

6. Students who extended years of study;

7. Other circumstances that may affect the completion of studies.

Article 4 The academic warning work is jointly accomplished by the Academic Affairs Office, the Student Affairs Office and the students colleges. The Academic Affairs Office is responsible for the overall coordination of the university's academic warning work; the Student Affairs Office is responsible for guiding the colleges to carry out the academic warning work and conduct regular assessment; the colleges are responsible for the specific implementation of academic warning, issuing warnings and taking targeted measures to help students successfully complete their studies.

Article 8 These measures shall be interpreted by the Academic Affairs Office and the Student Affairs Office

西北农林科技大学 学位论文作假行为处理实施细则

校研发[2013]303号

第一条 为规范学校学位论文管理，推进建立良好学风，提高人才培养质量，根据教育部《学位论文作假行为处理办法》（中华人民共和国教育部令第34号）和《教育部办公厅关于做好〈学位论文作假行为处理办法〉实施工作的通知》（教研厅函〔2013〕2号）要求，特制定本实施细则。

第二条 本实施细则适用于向学校申请博士学位、硕士学位、学士学位所提交的博士学位论文、硕士学位论文和本科学生毕业论文（毕业设计或其他毕业实践环节）（统称为学位论文）。

第三条 本实施细则所称学位论文作假行为包括下列情形：

- （一）购买、出售学位论文或者组织学位论文买卖的；
- （二）由他人代写、为他人代写学位论文或者组织学位论文代写的；
- （三）剽窃他人作品和学术成果的；
- （四）伪造数据的；
- （五）有其他严重学位论文作假行为的。

第四条 学位申请人员应当恪守学术道德和学术规范，在指导教师指导下独立完成学位论文。

第五条 指导教师应当对学位申请人员进行学术道德和学术规范教育，对其学位论文研究和撰写过程予以指导，对学位论文是否由其独立完成进行审查。

第六条 调查和处理机构及程序

（一）受理机构：研究生院负责受理博士研究生学位论文、硕士研究生学位论文作假行为的举报；教务处负责受理本科学生毕业论文（毕业设计或其他毕业实践环节）作假行为的举报。对于学位论文作假行为的举报必须为实名举报，并提供详实的证据材料方予以受理。

（二）调查机构：受理机构委托或指定相关学位评定分委员会（教授委员会）负责学位论文作假行为调查，组织有关专家对学位论文是否有作假行为进行鉴定，形成书面调查报告提交受理机构。

（三）受理机构将调查结果告知学生和指导教师，指导教师和学生对学位论文作假行为的调查结果给予确认或写出书面答复材料。

（四）认定机构：当事人所属学位评定分委员会（教授委员会）成立以主席（主任）为组长，监察处、研究生院、教务处、学生处等相关单位负责人为成员组成学位论文作假行为认定机构。认定机构召开专题会议，对调查结果进行认定，并向校学位评定委员会提出书面认定结果和处理意见。

（五）指导教师和学生对鉴定结果和处理有异议时，认定机构应当充分听取当事人陈述和申辩。

（六）处理机构：西北农林科技大学学位评定委员会为学位论文作假行为处理机构，校学位评定委员会召开会议，对学位论文作假行为做出处理决定；涉及对当事人处分时，按照学校有关规定上校长办公会处理决定。

第七条 对学位论文作假行为的处理

（一）学位申请人员的学位论文出现购买、由他人代写、剽窃或者伪造数据等作假情形的，取消其学位申请资格；已经获得学位的，撤销其学位，并注销学位证书。取消学位申请资格或者撤销学位的处理决定向社会公布。从做出处理决定之日起至少 3 年内，学校不再接受其学位申请。

（二）学位申请人员的学位论文出现购买、由他人代写、剽窃或者伪造数据等作假情形，学位申请人员为在读学生的，给予开除学籍处分；为在职人员的，除给予纪律处分外，通报其所在单位。

（三）为他人代写学位论文、出售学位论文或者组织学位论文买卖、代写的人员，属于在读学生的，给予开除学籍处分；属于我校教师和其他工作人员的，给予开除处分或者解除聘任合同。

（四）指导教师未履行学术道德和学术规范教育、论文指导和审查把关等职责，其指导的学位论文存在作假情形的，给予警告、记过处分；情节严重的，

可以降低岗位等级直至给予开除处分或者解除聘任合同。

（五）学校将学位论文审查情况纳入对学院（系、部、所）等学生培养部门的年度考核内容。多次出现学位论文作假或者学位论文作假行为影响恶劣的，对该学院（系、部、所）等学生培养部门予以通报批评，并可以给予该学院（系、部、所）负责人相应的处分。

第八条 研究生院或教务处书面告知当事人处理决定。对处理结果有异议的当事人，在接到处理或处分决定书之日起5个工作日内向学校学术委员会相关机构提出书面申诉。

第九条 校学位评定委员会对学位论文作假行为处理发文后30日内，由研究生院或教务处填写《学位论文作假行为处理备案信息表》，将处理情况通过“信息平台”报教育部学位管理与研究生教育司和省教育厅学位与研究生教育处备案。

第十条 学位论文作假行为违反有关法律法规规定的，依照有关法律法规的规定追究法律责任。

第十一条 本细则自发文之日起施行，由研究生院和教务处负责解

Implementation Details for the Handling of Academic Dishonesty in Degree Thesis in Northwest A&F University (excerpts)

[2013] No.303

Article 1 In order to standardize the management of academic theses at the university, promote the establishment of a good academic atmosphere, and improve the quality of talent cultivation, these implementation details are formulated in accordance with the “Measures for Handling Academic Dishonesty in Theses” (Ministry of Education Order No.34) and the “Notice of the General Office of the Ministry of Education on Doing a Good Job in the Implementation of the “Measures for Handling Academic Dishonesty in Theses” (Notice from [2013] No.2) .

Article 2 These implementation details apply to the doctoral dissertations, master’s theses, and undergraduate graduation theses (graduation designs or other practical graduation links) (collectively referred to as “degree theses”) submitted to the university for the application of doctoral degrees, master’s degrees, and bachelor’s degrees.

Article 3 Academic dishonesty in theses as referred to in these implementation details includes the following cases:

1. Buying, selling theses, or organizing the buying and selling of theses;
2. Having someone else write, writing for someone else, or organizing the writing of theses for others;
3. Plagiarizing others’ works and academic achievements;
4. Fabricating data;
5. Other serious academic dishonesty in theses.

Article 4 Applicants for degrees should abide by academic ethics and norms, and independently complete their theses under the guidance of their supervisors.

Article 5 Supervisors should educate applicants on academic ethics and norms,

guide them in the research and writing process of their theses, and review whether the theses are independently completed by themselves.

Article 6 Investigation and Handling Institutions and Procedures

1. The institution responsible for receiving reports: The Graduate School is responsible for receiving reports of academic dishonesty in doctoral and master's degree theses; the Office of Academic Affairs is responsible for receiving reports of academic dishonesty in undergraduate theses (design projects or other graduation practice) . Reports of academic dishonesty in theses shall be made in real name and with detailed evidence to be accepted.

2. The investigation institution: The institution responsible for receiving reports entrusts or designates the relevant degree assessment subcommittee (professor committee) to be responsible for the investigation of academic dishonesty in theses, organizes relevant experts to appraise whether there is academic dishonesty in the theses, and forms a written investigation report to be submitted to the institution responsible for receiving reports.

3. The institution responsible for receiving reports informs the student and supervisor of the investigation results, and the supervisor and student confirm or provide a written reply to the investigation results of academic dishonesty in theses.

4. The institution responsible for identification: The degree assessment subcommittee (professor committee) to which the party concerned belongs forms an identification institution for academic dishonesty in theses, with the chairman (director) as the leader, and relevant units such as the Discipline Inspection Office, Graduate University, Office of Academic Affairs, and Student Affairs Office as members. The identification institution holds a themed meeting to identify the investigation results and proposes written identification results and handling opinions to the Degree Assessment Committee of Northwest A&F University.

5. If the supervisor and student have objections to the appraisal and handling results, the identification institution should fully listen to the statements and defenses of the parties concerned.

6. The handling institution: The Degree Assessment Committee of Northwest A&F University is the handling institution for academic dishonesty in theses. The

Degree Assessment Committee holds a meeting to make a decision on academic dishonesty in theses; when involving disciplinary action against the party concerned, it is handled according to the relevant regulations of the university.

Article 7 Handling of Academic Dishonesty in Theses

1. If the degree applicant's thesis has plagiarism, fabrication of data, or other dishonest circumstances, their qualification for degree application will be canceled; if the degree has been obtained, the degree will be revoked, and the degree certificate will be canceled. The decision to cancel the qualification for degree application or revoke the degree will be announced to the public. From the date of the decision, the university will not accept their application for a degree for at least three years.

2. If the degree applicant's thesis has plagiarism, fabrication of data, or other dishonest circumstances, and the degree applicant is a current student, they will be expelled from the university; if they are on-the-job staff, in addition to disciplinary action, a notification will be sent to their employing units.

3. Those who write theses for others, sell theses, or organize the buying and selling or writing of theses, if they are students, will be expelled from the university; if they are teachers or other staff of our university, they will be dismissed or their employment contract will be terminated.

4. If the supervisor fails to fulfill the responsibilities of academic ethics and norms education, guidance, and review of the thesis, and the thesis they guide has dishonest cases, they will be given a warning or a record of demerit; if the cases are serious, they will be demoted or dismissed or have their employment contract terminated.

5. The university will include the review of theses in the annual assessment of the college (department, institute) and other student training departments. If there are multiple occurrences of academic dishonesty in theses or the behavior is extremely bad, the college (department, institute) and other student training departments will be criticized and the person in charge may be disciplined.

Article 8 The Graduate School or the Office of Academic Affairs shall inform the parties concerned of the decision in a writing form. If the party concerned has

objections to the result, they may submit a written appeal to the relevant institution of the University's Academic Committee within 5 working days from the date of receiving the decision or punishment notice.

Article 9 Within 30 days after the University's Degree Assessment Committee issues a document on the handling of academic dishonesty in theses, The Graduate School or the Office of Academic Affairs shall fill in the "Academic Dishonesty in Theses Handling Record Form" and report the handling situation through the "Information Platform" to the Degree Management and Graduate Education Department of the Ministry of Education and the Degree and Graduate Education Office of the Provincial Department of Education for the record.

Article 10 Actions of academic dishonesty in degree theses that violate relevant laws and regulations shall be held legally accountable in accordance with the provisions of related laws and regulations.

Article 11 These implementation details shall come into effect from the date of issuance and shall be interpreted by The Graduate School and the Office of Academic Affairs.

西北农林科技大学学术不端行为查处细则（节选）

校科发〔2016〕239 号

第一章 总则

第二条 本细则适用于我校在册教职工、博士后流动站研究人员、正式注册的学生，以及以“西北农林科技大学”名义从事学术活动的聘用人员、兼职人员、访问学者、进修教师等。

第二章 学术不端行为的类型

第三条 从事教学科研工作人员应遵守《中华人民共和国著作权法》、《中华人民共和国专利法》等相关法律、法规，遵循学术道德、学术惯例及基本的学术引文规范、学术成果规范、学术评价规范和学术批评规范。

第四条 学术不端行为主要包括以下几种类型：

- （一）剽窃、抄袭、侵占他人学术成果；
- （二）篡改他人研究成果；
- （三）伪造科研数据、资料、文献、注释，或者捏造事实、编造虚假研究成果；
- （四）未参加研究或创作而在研究成果、学术论文上署名，未经他人许可而不当使用他人署名，虚构合作者共同署名，或者多人共同完成研究而在成果中未注明他人工作、贡献；
- （五）在申报课题、成果、奖励和职务评审评定、申请学位等过程中提供虚假学术信息；
- （六）买卖论文、由他人代写或为他人代写论文；
- （七）其他根据有关学术组织、相关管理部门制定的规则，属于学术不端行为的。

第三章 学术不端行为受理与查处机构

第五条 学风建设专门委员会是校学术委员会下设的负责学风建设相关事务的专门机构，根据国家有关法律法规和学术委员会授权开展工作，接受校学术委员会的指导和监督。

第六条 学风建设专门委员会秘书处是学校学风建设工作的具体执行机构，负责受理学术不端行为的举报材料，并及时向学风建设专门委员会报告，执行学风建设专门委员会的相关决议等。

第四章 学术不端行为的调查认定程序

第七条 查处学术不端行为应客观、公正，程序合规，遵循教育和惩处相结合的原则。

第八条 举报人应采用真实身份、实名举报。以匿名方式举报，但是事实清楚、证据充分或者线索明确的，应当予以受理。

接受举报的机构必须为举报人保密。

第九条 学术不端行为的调查认定严格按以下程序进行：

（一）秘书处接到举报后，应当在 5 个工作日内报告学风建设专门委员会；

（二）学风建设专门委员会组织 3-5 人的调查工作组，开展独立调查取证。工作组成员一般由校学术委员会委员、学风建设专门委员会委员、相关学科的专家组成。必要时，可以聘请校外专家；

工作组成员若与举报人或被举报人存在亲属关系，或其他利害关系，应当主动提出回避；

（三）工作组调查结束后，形成书面调查报告，客观公正地提出调查结论。必要时，可举行听证会；

（四）学风建设专门委员会对工作组的调查报告进行审议，根据调查结果作出认定，并提出处理建议报学校相关会议研究；

（五）相关职能部门将学校相关会议的处理或处分决定以书面形式通知当事人；

（六）当事人对学校处理意见有异议的，可在接到书面通知 5 个工作日内

向秘书处提出书面复议申请，详细说明复议的理由和要求；

（七）学风建设专门委员会秘书处对当事人提出的复议申请进行甄别，在接到复议申请后 5 个工作日内决定是否受理复议。对于受理的复议，秘书处应当组织复查，并在接到复议申请后 30 个工作日内将复查结论书面告知当事人；

（八）当事人对复查结果有异议的，可以在接到复查结果通知书之日起 15 个工作日内向上级教育主管部门提出申诉。

第十条 工作组在调查处理过程中依法保护举报人和被举报人的名誉权、隐私权等相关权益。参与调查的人员不得随意公开有关情况。

第十二条 对有学术不端行为的正式注册学生，根据情节轻重，给予以下处理：

- （一）训诫谈话、校内通报批评；
- （二）暂缓学位论文答辩；
- （三）取消学位论文答辩资格；
- （四）撤销学位。

同时，按照《西北农林科技大学学生违纪处分规定》和《西北农林科技大学学位论文作假行为处理实施细则》有关规定，对学术不端行为责任人视情节给予警告、严重警告、记过、留校察看、开除学籍等处分。

第十三条 对有学术不端行为的访问学者和进修教师，由相关部门根据情节轻重，给予批评教育、通报所在单位、取消学习或进修资格等处理。

第十五条 学术不端行为发生后，学术不端行为责任人有下列情形之一的，给予从轻处罚：

- （一）积极配合调查、认识态度好的；
- （二）主动消除不良影响的；
- （三）其他应从轻处罚的情形。

第十六条 学术不端行为发生后，学术不端行为责任人有下列情形之一的，给予从重处罚：

- （一）伪造、销毁证据的；

- (二) 干扰、妨碍调查核实的；
- (三) 打击、报复举报人的；
- (四) 其他应从重处罚的情形。

第十七条 受到学校处分的在册教职工、博士后流动站研究人员、正式注册的学生，其学术不端行为的调查材料等资料由秘书处存档；处分决定存入个人档

第六章 附则

第十八条 本细则由监察处和科学技术发展研究院负责解释。

Regulations on the Investigation and Handling of Academic Misconduct in Northwest A&F University (excerpts)

[2016] No.239

Chapter I General Principles

Article 2 These regulations apply to all faculty members, postdoctoral researchers, officially registered students, and personnel employed, part-time worker, visiting scholars, and advanced teachers who engage in academic activities under the name of “Northwest A&F University”.

Chapter II Types of Academic Misconduct

Article 3 Teaching and research staff should abide by the “Copyright Law of the People’s Republic of China”, “Patent Law of the People’s Republic of China” and other relevant laws and regulations, follow academic ethics, conventions, basic citation standards, achievement standards, evaluation standards, and criticism standards.

Article 4 Academic misconduct mainly includes the following types:

1. Plagiarism, copying, or appropriation of others’ academic achievements;
2. Tampering with others’ research results;
3. Fabricating research data, materials, literature, annotations, or fabricating facts, making up false research results;
4. Not participating in research or creation but being listed as an author on research results or academic papers, using others’ names without permission, fabricating co-authors, or not acknowledging others’ work and contributions in results completed by multiple people;
5. Providing false academic information in the process of applying for projects, achievements, awards, and job title evaluation;

6. Buying and selling papers, having others write or writing for others;
7. Other behaviors that are considered academic misconduct according to the rules formulated by relevant academic organizations and management departments.

Chapter III Institutions for the Handling and Punishment of Academic Misconduct

Article 5 The Special Committee of Academic Integrity Construction is a special institution under the Academic Committee of the University, responsible for academic integrity construction-related affairs. It carries out work according to national laws and regulations and the authorization of the Academic Committee of the University, and is subject to the guidance and supervision of the Academic Committee of the University.

Article 6 The Secretariat of the Special Committee of Academic Integrity Construction is the specific executing institution for the university's academic integrity construction work. It is responsible for accepting reports of academic misconduct and promptly reporting to the Special Committee of Academic Integrity Construction, and implementing the relevant resolutions of the the Special Committee of Academic Integrity Construction.

Chapter IV Procedures for Investigation and Identification of Academic Misconducts

Article 7 The investigation and handling of academic misconduct should be objective, fair, compliant with procedures, and follow the principle of combining education with punishment.

Article 8 The reporter should use a real identity and make a real-name report. Anonymous reports may be accepted if the facts are clear, evidence is sufficient, or clues are clear, but the identity of the reporter shall be kept confidential.

Article 9 The investigation and identification of academic misconduct shall be conducted strictly according to the following procedures:

1. After receiving a report, the Secretariat shall report to the Special Committee of Academic Integrity Construction within 5 working days;
2. The Special Committee of Academic Integrity Construction organizes an

investigation team of 3-5 people to conduct an independent investigation and evidence collection. The members of the team are generally composed of members of the Academic Committee of the University, the Special Committee of Academic Integrity Construction, and experts in relevant disciplines. External experts may be hired when necessary;

Members of the team should recuse themselves if they have a kinship or other interest relationship with the reporter or the reported person;

3. After the investigation team finishes their work, a written investigation report is formed, and an objective and fair investigation conclusion is proposed. A hearing may be held when necessary;

4. The Special Committee of Academic Integrity Construction reviews the investigation report of the team, makes a identification based on the investigation results, and proposes handling suggestions to be studied by the relevant university meetings;

5. Relevant functional departments notify the parties concerned of the handling or punishment decisions from the relevant meetings in written form;

6. If the parties concerned have objections to the university's handling opinions, they may submit a written request for reconsideration to the Secretariat within 5 working days after receiving the written notice, detailing the reasons and requirements for the reconsideration;

7. The Secretariat of the Special Committee of Academic Integrity Construction screens the request for reconsideration submitted by the parties concerned and decides whether to accept the reconsideration within 5 working days after receiving the request. For accepted reconsideration, the Secretariat shall organize a re-examination and inform the parties concerned of the re-examination conclusion in written form within 30 working days after receiving the request;

8. If the parties concerned have objections to the re-examination results, they may submit an appeal to the higher education administrative department within 15 working days from the date of receiving the re-examination result notice.

Article 10 The investigation team shall protect the reputation rights, privacy rights, and other relevant rights and interests of the reporter and the reported person

in accordance with the law during the investigation and handling process. Participants in the investigation shall not disclose relevant information arbitrarily.

Article 12 For officially registered students with academic misconduct, the following treatments shall be given according to the severity of the situation:

1. Verbal warning and campus-wide public reprimand;
2. Postponement of thesis defense;
3. Cancellation of thesis defense qualification;
4. Revocation of degree.

At the same time, according to the relevant provisions of the “Regulations on Student Discipline Punishment, Northwest A&F University” and the “Implementation Details for Handling Academic Dishonesty in Theses, Northwest A&F University”, the person responsible for academic misconduct shall be given warnings, serious warnings, record of demerits, suspension, and expulsion from the university, etc.

Article 13 For visiting scholars and advanced teachers with academic misconduct, the relevant departments shall give criticism and education, notify the unit where they are located, cancel the qualification for study or advanced study, etc., according to the severity of the situation.

Article 15 If the person responsible for academic misconduct has one of the following circumstances after the occurrence of academic misconduct, a lighter punishment shall be given:

1. Actively cooperating with the investigation and having a good attitude of recognition;
2. Actively eliminating the adverse effects;
3. Other circumstances that should be given a lighter punishment.

Article 16 If the person responsible for academic misconduct has one of the following circumstances after the occurrence of academic misconduct, a heavier punishment shall be given:

1. Fabricating or destroying evidence;
2. Interfering with or hindering the investigation and verification;
3. Attacking or retaliating against the reporter;

4. Other circumstances that should be given a heavier punishment.

Article 17 The investigation materials of the academic misconduct of the faculty members, postdoctoral researchers, and officially registered students who have been disciplined by the university shall be archived by the Secretariat; the disciplinary decision shall be filed in the personal file.

Chapter VI Supplementary Provisions

Article 18 These regulations shall be interpreted by the Discipline Inspection Office and the Institute of Science and Technology Development.

第二部分 学校日常管理

西北农林科技大学招收和培养国际学生管理办法

第一章 总则

第一条 为规范学校招收、培养和管理国际学生工作，根据《学校招收和培养国际学生管理办法》（2017年教育部、外交部、公安部42号令）、《来华留学生高等教育质量规范（试行）》（教外〔2018〕50号）、《陕西省学校招收和培养国际学生管理规定（试行）》（陕教〔2019〕270号），以及国家对国际学生教育管理最新相关规定，结合学校实际，制定本办法。

第二条 本办法所称国际学生，是指根据《中华人民共和国国籍法》不具有中国国籍且在我校接受教育的外国学生。内地、香港特别行政区、澳门特别行政区和台湾地区居民在移民国外后作为国际学生来校参加本科阶段学习者，必须持有效的外国护照或国籍证明文件4年（含）以上，且具有最近4年（截至入学年度的4月30日前）之内在国外实际居住2年以上的记录（一年中实际在国外居住满9个月可按一年计算，以入境和出境签章为准）。

第三条 学校招收和培养国际学生应遵循以下原则，遵守中国法律法规和国家政策；维护国家主权、安全和社会公共利益；规范管理、保证质量。国际学生应遵守中国法律法规，尊重中国风俗习惯，遵守学校规章制度，完成学校学习任务。

第二章 管理体制

第四条 学校对外开放工作领导小组为国际学生工作议事机构，负责牵头制定学校国际学生发展规划、重要制度办法及实施意见；协调解决国际学生教育管理工作中的有关问题，重大事项报校党委会或校长办公会讨论决定。

第五条 学校对外开放工作领导小组办公室设在国际合作与交流处。国际合作与交流处按照国家的有关规定对国际学生涉外事务工作进行管理、指导与

协调。

第六条 国际学院是学校国际学生教育管理工作归口部门，在学校对外开放工作领导小组领导下负责国际学生的招生、日常管理服务以及毕业后校友联系等工作，代表学校接受上级部门涉及国际学生工作的业务培训和指导。

第七条 党委学生工作部、党委研究生工作部、教务处、研究生院负责统筹协调做好本科国际学生和研究生国际学生专业培养环节的相关工作。

第八条 语言文化学院负责做好国际学生汉语教学工作。

第九条 各学院是国际学生教育培养工作组织实施单位，需确定专人负责国际学生工作事务。

第十条 导师是国际学生培养过程中的主要组织者和实施者，具体负责国际学生培养工作。导师应密切关注国际学生的思想、学习和生活动态，协助专业学院和国际学院做好国际学生日常教育管理工作。

第十一条 计划财务处、后勤管理处、保卫处、校医院等部门单位参照学校相关管理规定做好各自职责范围内涉及国际学生事务。

第三章 招生管理

第十二条 学校招生委员会下设国际学生招生工作领导小组，全面负责学校国际学生招生工作。国际学生招生工作领导小组办公室设在国际学院，配备专职管理人员，负责国际学生招生、录取的日常工作。

第十三条 学校根据办学条件和培养能力自主确定国际学生招生专业和计划，国家另有规定的除外。奖学金生招生计划由奖学金设立单位下达。学校是中国政府奖学金生和地方政府奖学金生委托培养单位，在教育部、国家留学基金委管理下，按规定做好奖学金生的招生管理工作。

第十四条 国际学生按照接受学历教育的类别为：本科生、硕士研究生和博士研究生；按照接受非学历教育的类别为：预科生、进修生和研究学者；按照经费来源分为奖学金生和自费生；按照学习时间分为短期生（学习时间 180 日以内）和长期生（学习时间 180 日及以上）。

第十五条 学校根据国家招生规定，制定并发布国际学生招生简章，并按

照招生简章规定的条件和程序招收国际学生。在招生简章中公布国际学生的收费项目、收费标准、退学或转学的退费标准。收费、退费以人民币计价。

第十六条 学校招收的国际学生应符合学校规定的报名及入学条件，身心健康。自费生要有可靠的经济担保。未成年学生还应有在华事务担保人。以团组形式短期学习的国际学生，须预先与外方派遣单位签订协议，协议报国际处备案。

第十七条 各类国际学生都应按照招生简章要求提交申请材料，其中申请研究生项目的还需要提交导师接收函。符合学校招收国际学生条件的研究生导师，在给申请人发放接收函前，应采取多种形式严格审查申请人的个人背景和学术能力。

第十八条 国际学院负责对申请人提交的材料进行资格审查，然后按照具体情况送相关单位。

第十九条 各学院组织人员对通过资格审查的申请人进行综合考核；国际学院复核汇总各学院提出的初录意见。国际学院根据国际学生招生工作领导小组审议通过的国际学生奖学金指标配置及录取原则，结合指标下达单位的具体要求，形成拟录取名单，提交国际学生招生工作领导小组研究决定，最终审定的拟录取名单须公示3个工作日，公示无异议后所有中国政府奖学金生拟录取名单报国家留学基金管理委员会审批，其他国际学生拟录取名单报陕西省教育厅及陕西省人民政府外事办公室审批。审批结果由国际学院向国际学生招生工作领导小组汇报。录取名单送教务处或研究生院备案。

第二十条 录取的国际学生应当在入境前根据其学习期限向中国驻其国籍国或居住地国使领馆或外交部委托的其他驻外机构申请办理“X1”字或“X2”字签证，按照规定提交经教育主管部门备案的证明和学校出具的录取通知书等相关材料。

第二十一条 录取并获得签证的国际学生在规定时限内，须持《外国留学人员来华签证申请表》（JW201表或JW202表）、学校《录取通知书》和《外国人体格检查记录》，自费生还应提供资金证明等相关材料到学校办理入学手

续。

第二十二条 国际学生报到时，国际学院须进行入学资格复查，复查合格者办理入学手续；复查发现有材料不符、弄虚作假 或者违反我国有关规定的取消入学资格。

第二十三条 学校经征得原招生单位同意，可以接收由其他学校录取或者转学的国际学生。

第四章 教学管理

第二十四条 国际学生教学计划纳入学校总体教学计划，针对国际学生制定相应的培养方案和教学大纲，选派适合国际学生的教学师资，建立健全教育教学质量保障制度。

第二十五条 汉语和中国概况课程为接受学历教育国际学生的必修课；政治理论课程为学习哲学、政治学类专业国际学生的必修课。

第二十六条 汉语为学校培养国际学生的基本教学语言，对 接受学历教育的国际学生，学校提供必要的汉语补习条件，使其汉语水平达到专业教学要求。对接受学历教育全英文授课的国际学生，本科毕业时中文能力达到《国际汉语能力标准》四级水平，硕士和博士研究生达到三级水平。学校为国际学生开设使用外国语言进行教学的专业课程，使用外语接受学历教育的国际学生，论文可使用相应的外国文字撰写，论文摘要用汉语撰写。

第二十七条 各学院可按培养方案及教学计划的要求组织国际学生外出参加教学实习、社会实践和专业实践活动，相关信息提前在国际学院备案。

第二十八条 国际学生进入我校学习后，经学生申请、学校同意，可以转专业。

第二十九条 国际学生按期完成学业，经考核合格，颁发学历证书；符合授予学位条件的，颁发相应的学位证书。学历证书由国际学院负责制发，学位证书由研究生院或教务处负责制发。

第五章 校内管理

第三十条 学校须建立健全国际学生管理机构，配齐配好国际学生管理队伍，并保持队伍的相对稳定。设置国际学生辅导员岗位，了解国际学生的学习、生活需求，及时做好信息、咨询、文体活动等方面服务工作。国际学生辅导员配备比例不低于中国学生辅导员比例，与中国学生辅导员享有同等待遇。

第三十一条 国际学院负责在国际学生入学后对其进行入学教育，印发《国际学生手册》，使其了解中国法律法规、校纪校规、中华优秀传统文化和风俗习惯，帮助其尽快熟悉和适应校园环境。

第三十二条 学校为国际学生提供食宿等必要的生活服务设施。国际学生应遵守学生公寓的住宿管理等有关管理规定。国际学生在校外居住的，应及时到杨凌示范区公安局出入境管理处办理临时住宿登记手续。

第三十三条 学校参照中国学生学籍管理规定开展国际学生学籍管理工作。对违反学校规章制度的国际学生，严格依规进行教育和处理，情况严重者给予开除学籍、遣返回国处理。学校对国际学生做出退学处理或者开除学籍处分，按国务院教育行政部门的规定进行备案。

第三十四条 学校允许并鼓励国际学生参加学校组织举办的各类文体活动。不组织国际学生参加军训、政治性活动。国际学生可自愿参加我国在重大节日举行的庆祝活动及公益活动。

第三十五条 经学校批准，国际学生可在校内成立联谊团体，但须遵守学校有关社团管理的法律和法规。

第三十六条 学校尊重国际学生的民族习俗和宗教信仰，但不提供举行宗教仪式的场所。国际学生经国际学院批准，可在校内指定的地点和范围举行庆祝国际学生所在国重要传统节日的活动，但不得有反对、攻击其它国家的内容或违反公共道德的言行，校内严禁传教及宗教聚会活动。

第三十七条 国际学生在学期间可依相关规定参加勤工助学活动，但不得就业、经商或从事其它经营性活动。

第三十八条 国际学生突发事件参照陕西省高校外籍师生突发事件应对相

关规定和《西北农林科技大学突发公共事件应急预案》进行处理。国际学生在校内发生酗酒滋事、打架斗殴、交通事故等一般性突发事件由学校保卫处会同国际学院、党委学生工作部、党委研究生工作部、国际学生所在学院进行处理；在校外发生此类一般性突发事件由保卫处会同国际学院、党委学生工作部、党委研究生工作部、国际学生所在学院协助当地警方处理。如遇以下情形之一的，由学校国际合作与交流处会同国际学院等部门及时向教育部国际司和陕西省教育、外事、公安主管部门报告：

（一）招收的国际学生违反我国法律、法规相关规定的；

（二）招收的国际学生出现死伤、失踪失联等情形的；

（三）招收的国际学生违反《中华人民共和国出境入境管理法》、《中华人民共和国治安管理处罚法》以及《中华人民共和国外国人入境出境管理条例》、《中华人民共和国境内外国人宗教活动的管理规定》等法律规定的；

（四）其他重大突发事件。

第三十九条 学校实行国际学生全员保险制度，国际学生必须按照国家有关规定和我校要求投保。对未按照规定购买保险的，应限期投保。逾期未投保的，我校不予录取；对已在校学习的，将予以退学或不予注册。

第六章 奖学金

第四十条 中国政府为接受高等教育的国际学生设立中国政府奖学金，地方人民政府也可国际学生设立地方政府奖学金。

第四十一条 学校自主设立“西北农林科技大学国际学生奖学金”，用以吸引高层次优秀国际学生来校攻读学位，由国际学院负责组织实施。各有关学院应充分利用社会资源，积极与企事业单位、社会团体及其他社会组织和个人合作，设立国际学生奖学金。设立的奖学金不得附加不合理条件。

第四十二条 所有奖学金名额均纳入学校招生工作统一管理。有关学院需承担各类奖学金生培养任务，并优先招收中国政府 and 地方政府奖学金生。

第七章 社会管理

第四十三条 国际学生一般须持普通护照和“X”字签证办理学习注册手续。来校学习6个月以上者，凭《外国留学人员来华签证申请表》（JW201表或JW202表）、学校《录取通知书》和《外国人体格检查记录》，向中国驻其国籍国或居住地国使领馆或外交部委托的其他驻外机构申请“X1”签证；来华学习期限不满（含）6个月者，凭《外国留学人员来华签证申请表》（JW201表或JW202表）、学校《录取通知书》和《外国人体格检查记录》，向中国驻其国籍国或居住地国使领馆或外交部委托的其他驻外机构申请“X2”签证。

第四十四条 学校负责协助杨凌示范区公安局出入境管理处做好国际学生签证和居留许可的管理工作，督促和指导国际学生及时办理签证和居留许可手续；协助和配合公安司法机关依法查处涉及国际学生的各类案件。

第四十五条 国际学生所持学习签证注明入境后需要办理居留证件的，须自入境之日起30日内，前往杨凌示范区公安局出入境管理处申请办理学习类外国人居留证件。国际学生因延期毕业等原因居留证件登记事项发生变更的，须自登记事项发生变更之日起10日内到杨凌示范区公安局出入境管理处办理变更手续。

第四十六条 国际学生来校后，须在规定期限内到陕西省卫生检疫部门办理《外国人体格检查记录》确认手续或进行体检。经体检确认患有严重精神障碍、传染性肺结核或者有可能对公共卫生造成重大危害的其他传染病者，按照相关法律法规进行处理。

第四十七条 国际学生在学期间临时出境，须及时向公安机关报告。中国签证或居留证件有效期期满后仍需在华学习或停留者，必须在签证有限期满前7日、居留证件期限满前30日申请办理相关签证延期手续。

第四十八条 国际学生毕业、结业、肄业、退学后，未获准延长居留期限者，须在规定的停留居留期限届满前离境。国际学院应及时将学历留学生毕业、结业、肄业、退学、开除、休学等情况报送陕西省教育厅和杨凌示范区公安局出入境管理处等有关部门。

第八章 附则

第四十九条 本办法自印发之日起执行，由国际学院负责解释。原《西北农林科技大学外国留学生教育管理工作暂行办法》（校外发〔2012〕469 号）和《西北农林科技大学国际学生招生工作管理办法》（校外发〔2018〕99 号）同时废止。

Administrative Measures for the Enrollment and Cultivation of International Students in Northwest A&F University

Chapter I. General Provisions

Article 1 In order to regulate the enrollment, cultivation and administration of international students by Universitys, these Measures are formulated in accordance with the Administrative Measures for the Enrollment and Cultivation of International Students by Universitys (Decree No.42 of the Ministry of Education, Ministry of Foreign Affairs, and Ministry of Public Security, 2017), Provisions for Quality Standards of Higher Education on International Students (Trial) (2018 No.50), Administrative Measures for the Enrollment and Cultivation of International Students in (for Trial) (2019] No.270), as well as the latest relevant national regulations on the education and management of international students and in light of the actual situation of the university.

Article 2 For the purpose of these Measures, international students mean foreign students who do not have the Chinese nationality in accordance with the Nationality Law of the People's Republic of China and receive education at Universitys. Residents from Mainland China, Hong Kong Special Administrative Region, Macao Special Administrative Region and Taiwan who come to the university as international students after emigrating to other countries to participate in undergraduate studies shall hold valid foreign passports or documents which can prove their nationality and their stay at their country for at least four years and have a record of actually residing in a foreign country for at least two years within the last four years (up to April 30 of the year of enrollment) (actual residence in a foreign country for at least nine months in a year can be counted as one year based on the entry and exit stamps.)

Article 3 Universitys' enrollment and cultivation of international students shall abide by Chinese laws and regulations and policies of the state; shall maintain the

sovereignty, security and public interests of the state; and shall regulate administration and guarantee quality. International students shall abide by Chinese laws and regulations, respect Chinese customs and habits, abide by the rules and regulations of the university, and complete the study tasks of the university.

Chapter II. Administration System

Article 4 The Leading Team of Opening in the University, as the deliberative body of international students, shall be responsible for taking the lead in formulating the development plan for international students, important systems and methods, and implementation opinions; it shall take the responsibility of coordinating and solving the relevant problems in the education and management of international students, and reporting the major matters to the Standing Committee of the Party Committee of the university or the Office of the President for discussion and decision.

Article 5 The office of Leading Team of Opening is located in the Office of International Cooperation and Exchanges. The Office of International Cooperation and Exchanges manages, guides and coordinates the foreign affairs of international students in accordance with the relevant regulations of the state.

Article 6 The College of International Education (hereinafter referred to as CIE), as the University's centralized management department for international students education and management, under the leadership of the University's Leading Team of Opening, is responsible for their enrollment, daily management and services, and alumni contact. It shall receive the business training and guidance of the higher-level departments related to the work of international students on behalf of the University.

Article 7 The Student Affairs Department of the Party Committee, the Graduate Affairs Department of the Party Committee, the Academic Affairs Office and The Graduate School are responsible for coordinating and improving the work related to the undergraduate program and graduate program of international students.

Article 8 The College of Languages and Culture is responsible for the teaching of Chinese language to international students.

Article 9 Each college, as the organization and implementation unit of international students' education and cultivation, needs to determine a person

responsible for international students' work affairs.

Article 10 Supervisors are the main organizers and implementers in the process of cultivating international students, specifically responsible for the cultivation of international students. They shall pay close attention to the ideology, study and life dynamics of international students, and assist colleges and CIE to do a good job in the daily education and management of international students.

Article 11 The Planning and Finance Office, Logistics Management Office, the Security Office, the University Hospital and other departments and units shall handle the affairs involving international students within their respective responsibilities according to the division of responsibilities within the university

Chapter III. Enrollment Administration

Article 12 The Admission Committee of the university has set up an admission leading group, which is responsible for the enrollment of international students. The office of the admission leading group is located in CIE, equipped with full-time management personnel and responsible for the daily work of international student enrollment and admission.

Article 13 The university shall independently determine the majors and plans for enrollment of international students in accordance with the conditions of operation and cultivation capacity, except for those otherwise stipulated by the state. The enrollment plan for scholarship students shall be issued by the unit that establishes the scholarship. The university is the entrusted cultivation unit of Chinese government scholarships and local government scholarships. Under the administration of the Ministry of Education and the China Scholarship Council, the university shall handle the affairs about enrollment and management of the scholarship students according to the regulations.

Article 14 The international students enrolled by institutions of higher education for degree education may be classified as junior college (associate's) degree candidates, bachelor's degree candidates, master's degree candidates or doctoral degree candidates; and those for non-degree education may be classified as preparatory students, cultivation-course attendants or visiting scholars; they can be classified as scholarship students and self-financed students according to the sources

of funding; they can be classified as short-term students（less than 180 days of study） and long-term students（more than 180 days） according to the duration of study.

Article 15 The university shall, in accordance with the national enrollment guides, formulate and publish the enrollment guides of international students. The university shall admit international students in accordance with the conditions and procedures stipulated in the enrollment guides. Institutions of higher educations shall publish the charging items and standards for international students and the provisions on the refunds for the students who drop out of Universitys or are transferred to another Universitys in the enrollment guides. Both charges and refunds shall be calculated in RMB.

Article 16 International students enrolled shall meet the enrollment requirements set by the University and be physically and mentally healthy. Self-financed students shall have a reliable financial guarantee. Minor students shall also have a guarantor for their affairs in China. International students studying for a short period of time in the form of a group shall sign an agreement with the sending organization in advance, and the agreement shall be reported to the International Affairs Office for record.

Article 17 All kinds of international students shall submit application materials in accordance with the requirements of the enrollment guides, among which those who apply for graduate programs are also required to submit the acceptance letter from their supervisors. Before issuing the acceptance letter to the applicant, the supervisor of the graduate student who meets the requirements of the university for enrolling international students shall take various forms to strictly examine the personal background and academic ability of the applicant.

Article 18 CIE is responsible for examining the qualifications of the materials submitted by the applicants and then sending them to the relevant units according to the specific circumstances.

Article 19 The colleges shall organize personnel to conduct comprehensive assessment on the applicants who have passed the qualification examination; CIE shall review and summarize the preliminary admission list put forward by the

colleges. CIE shall form the proposed admission list according to the allocation of international student scholarship indicators and admission principles considered and approved by the enrollment leading group of international students.

The proposed admission list shall be submitted to the enrollment leading group for final research and decision and the finalized list shall be announced for three working days. The finalized list of students to be admitted shall be publicized for 3 working days without objection. The list of all Chinese Government Scholarship students to be admitted shall be submitted to the China Scholarship Council for approval. The list of other international students who are intended to be admitted will be reported to the Shaanxi Provincial Education Department and the Foreign Affairs Office of the People's Government of Shaanxi Province for approval. The results of the approval will be reported to the leadership group for the recruitment of international students by the International College. The admission list will be filed with the Academic Affairs Office or The Graduate School.

Article 20 Admitted international students should apply for an “X1” or “X2” visa at the Chinese embassy or consulate in their country of nationality or residence, or at other foreign institutions authorized by the Ministry of Foreign Affairs, before entering China according to the duration of their study. They should submit relevant materials such as proof filed with the educational authorities and the admission notice issued by the University as stipulated.

Article 21 International students who have been admitted and granted visas shall go to the university for enrollment procedures within the specified time limit with the “Application Form for Visa for Letter of Admission” of the university and the “Record of Physical Examination for Foreigners. Self-funded students shall also provide the financial proof and other relevant documents.

Article 22 When international students get registered, CIE shall review their enrollment qualifications. Those who pass the review shall go through the enrollment procedures; those who are found to have inconsistent materials, make false statements, or violate the relevant regulations of China shall be disqualified from enrollment.

Article 23 The university may accept international students admitted or

transferred from other Universities with the consent of the original enrollment unit.

Chapter IV. Teaching Administration

Article 24 The teaching plan for international students shall be included in the overall teaching plan of the university, with corresponding program and syllabus formulated for international students. The University shall select and assign teachers suitable for international student teaching, and establish and improve the education and teaching.

Article 25 Both Chinese Language and a Survey of China shall be compulsory courses for higher education. Theory of Politics shall be a compulsory course for international students whose major is philosophy or politics.

Article 26 The Chinese language shall be the basic language for international students. For international students receiving academic education, the university shall provide necessary conditions for Chinese language learning so that their Chinese language proficiency can meet the requirements for professional teaching. International students receiving academic education taught in English, shall pass HSK4 Chinese proficiency by the time they obtain bachelors degree, and shall pass HSK3 by the time they obtain master's degree and doctoral degree. The university provides international students with specialized courses taught in foreign languages, and international students receiving academic education in foreign languages may write their dissertations in the corresponding foreign languages, and abstracts of their dissertations shall be written in Chinese.

Article 27 The colleges may organize international students to go out to participate in teaching internship, social practice and professional practice activities according to the requirements of the training program and teaching plan, and the relevant information shall be filed in the College of International Studies in advance.

Article 28 After international students enter the university, they may change their majors upon the students' application and the university's consent.

Article 29 International students who complete their studies on schedule and pass the examination shall be issued with graduation certificates; if they meet the requirements for degree conferment, they shall be issued with corresponding degree certificates. The graduation certificates shall be issued by CIE, and the degree

certificates shall be issued by The Graduate School or the Academic Affairs Office.

Chapter V. University Administration

Article 30 The University shall establish and improve the administration organizations, equip them with a complete and well-qualified team for the management of international students, and maintain the relative stability of the team. Positions for international student counselors should be established to understand the learning and living needs of international students, and to provide timely services in information, consultation, and cultural and sports activities. The ratio of international student counselors should not be lower than that of Chinese student counselors, and they should enjoy the same treatment as Chinese student counselors.

Article 31 CIE is responsible for providing international students with matriculation education after their enrollment, issuing the Handbook for International Students, making them understand Chinese laws and regulations, University rules and regulations, excellent traditional Chinese culture and customs, and helping them get familiar with and adapt to the campus environment as soon as possible.

Article 32 The university shall provide international students with necessary living facilities like accommodation. International students shall abide by the regulations of the student dormitory. If international students live off-campus, they should go to the Exit-Entry Administration Office of Public Security Bureau in Yangling Demonstration Zone to apply for temporary accommodation registration in a timely manner.

Article 33 The university shall carry out the management of international students' academic registration with reference to the regulations on the Administration of Chinese Students' Academic Registration. International students who violate the rules and regulations of the university shall be educated and dealt with in strict accordance with the rules, and in serious cases, they shall be expelled from the university or repatriated to their home countries. The University shall make a record of the withdrawal or expulsion of international students in accordance with the regulations of the education administrative department of the State Council.

Article 34 The university allows and encourages international students to

participate in all kinds of cultural and sports activities organized by the university. International students shall not be organized to participate in military training or political activities. They may voluntarily participate in the celebrations and public welfare activities held on major holidays in China.

Article 35 With the approval of the university, international students may form fellowship groups within the university, but they shall abide by the laws and regulations of the university on the management of associations.

Article 36 The University respects the ethnic customs and religious beliefs of international students, but does not provide venues for religious ceremonies. With the approval of CIE, international students may hold activities to celebrate the important traditional festivals of their home countries at designated locations and within the specified scope on campus. However, they shall not include content that opposes or attacks other countries or violates public morality. Proselytizing and religious gatherings are strictly prohibited on campus.

Article 37 International students may participate in work-study activities in accordance with the relevant regulations during their study period, but they are not allowed to work, run businesses or engage in other business activities.

Article 38 Emergencies involving international students shall be handled with reference to the relevant regulations on the Response to Emergencies Involving Foreign Teachers and Students in Universities in Shaanxi Province and the Response Plan for Public Emergencies of Northwest A&F University. General emergencies such as drunkenness, fights, traffic accidents, etc. of international students on campus shall be handled by the Security Office of the university together with CIE, the Student Affairs Department of the Party Committee, the Graduate Affairs Department of the Party Committee, and the college where the international students are studying; and general emergencies such as these off-campus emergencies shall be handled by the Security Office of the university together with CIE, the Student Affairs Department of the Party Committee, the Graduate Affairs Department of the Party Committee, and the college where the international students are studying and local police. In case of any of the following situations, the Office of International Cooperation and Exchanges of the university, together with CIE and other

departments, will promptly report to the International Department of the Ministry of Education and the competent Departments of Education, Foreign Affairs and Public Security of Shaanxi Province:

(1) International students recruited who violate the relevant provisions of Chinese laws and regulations;

(2) International students recruited who are involved in cases of death, injury, disappearance, or loss of contact;

(3) International students recruited who violate the “Exit and Entry Administration Law of the People’s Republic of China,” the “Public Security Administration Punishments Law of the People’s Republic of China,” the “Regulations of the People’s Republic of China on the Administration of the Entry and Exit of Foreigners,” and the “Regulations on the Administration of Religious Activities of Foreigners within the Territory of the People’s Republic of China.”

(iv) Other major emergencies.

Article 39 The university implements a full insurance system for all international students, and international students shall purchase insurance in accordance with the relevant state regulations and the requirements of the university. Those who have not purchased insurance in accordance with the regulations shall be insured by a deadline. Those who fail to purchase insurance by the deadline shall not be admitted to the University; those who are already studying in the University shall be withdrawn from the University or shall not be enrolled.

Chapter VI. Scholarships

Article 40 The Chinese Government shall establish Chinese government scholarships for international students receiving higher education, and local people’s governments may also establish local government scholarships for international students.

Article 41 The university independently establishes “International Student Scholarships of Northwest A&F University “ to attract high-level outstanding international students to study for degrees in the university. CIE are responsible for the organization and implementation of the scholarships. All relevant colleges shall make full use of social resources and actively cooperate with enterprises, institutions,

social groups and other social organizations and individuals to set up scholarships for international students. No unreasonable conditions shall be attached to the scholarships.

Article 42 All scholarship quotas shall be included in the unified management of the university's enrollment work. The colleges concerned are required to undertake the task of training various types of scholarship students and give priority to the enrollment of students from Chinese government and local government scholarships.

Chapter VII. Social Administration

Article 43 International students generally have to hold ordinary passports and “X” visas in order to apply for study registration procedures. For those who come to study in the university for more than 6 months, they shall apply for “X1” visa to Chinese embassies and consulates in their countries of nationality or residence or other overseas institutions entrusted by the Chinese Ministry of Foreign Affairs with the “Application Form for Visa for International students to Come to China” (JW201 or JW202) , the “Admission letter” of the university and the Record of Physical Examination of Foreigners. For those whose study period in China is less than 6 months, they can apply for “X2” visa to Chinese embassies and consulates in their countries of nationality or residence or other overseas institutions entrusted by the Chinese Ministry of Foreign Affairs with the Application Form for Visa for Foreigner Studying in China (JW201 or JW202) , the “Admission letter” and the Record of Physical Examination of Foreigners.

Article 44 The university is responsible for assisting the Exit and Entry Administration Department of the Public Security Bureau of Yangling Demonstration Zone with the management of visas and residence permits for international students, supervising and guiding international students to apply for visas and residence permits in a timely manner, and assisting and cooperating with public security and judicial organs in investigating and dealing with all kinds of cases involving international students according to law.

Article 45 If the study visa held by an international student indicates that he/she needs to apply for a residence permit after his/her entry into China, he/she

shall, within 30 days from the date of his/her entry into China, go to the Exit-Entry Administration Office of the Public Security Bureau of the Yangling Demonstration Zone to apply for a foreigner's residence permit for study. In case of any change in the registered matters of the residence permit due to delayed graduation or other reasons, international students shall go to the Exit-Entry Administration Office of the Public Security Bureau of Yangling Demonstration Zone to apply for the change within 10 days from the date of the change in the registered matters.

Article 46 Upon arrival at the university, international students are required to go to the Health and Quarantine Department of Shaanxi Province to apply for confirmation of the Record of Physical Examination of Foreigners to undergo a physical examination within a specified period of time. Those who are confirmed by medical examination to be suffering from serious mental disorders, infectious tuberculosis or other infectious diseases that are likely to cause significant harm to public health shall be dealt with in accordance with relevant laws and regulations.

Article 47 International students who temporarily leave China during their study period shall promptly report to the public security departments. Those who still need to study or stay in China after the expiration of their Chinese visas or residence permits shall apply for an extension of the relevant visas 7 days before the expiration of the limited period of the visas or 30 days before the expiration of the residence permits.

Article 48 After graduation, completion, incompleteness or withdrawal, international students who have not been authorized to extend their period of stay shall leave the country before the expiration of the stipulated period of stay and residence. CIE shall promptly report the students' situation, such as graduation, completion, incompleteness, withdrawal, expulsion and suspension, to the Department of Education of Shaanxi Province and the Exit-Entry Administration Office of the Public Security Bureau of Yangling Demonstration Zone and other relevant departments.

Chapter VIII Supplementary Provisions

Article 49 These Measures shall be implemented from the date of issuance and interpreted by CIE. The former Interim Measures for the Education and

Administration of International students in Northwest A&F University (NWAFU [2012] No.469) and Measures for the Administration of International Student Enrollment in Northwest A&F University (NWAFU [2018] No.99) are repealed at the same time.

西北农林科技大学学生管理规定（试行）（节选）

校学发[2017]284号

第一章 总则

第五条 学校实施学生日常行为管理过程中, 尊重和保护学生的合法权利, 教育和引导学生承担应尽义务与责任, 鼓励和支持学生实行自我管理、自我服务、自我教育、自我监督。

第二章 学生的权利与义务

第六条 学生在校期间依法享有下列权利:

(一) 参加学校教育教学计划安排的各项活动, 使用学校提供的教育教学资源;

(二) 参加社会实践、志愿服务、勤工助学、文体体育及科技文化创新等活动, 获得就业创业指导和服务;

(三) 申请奖学金、助学金及助学贷款;

(四) 在思想品德、学业成绩等方面获得科学、公正评价, 完成学校规定学业后获得相应的学历证书、学位证书;

(五) 在校内组织、参加学生团体, 以适当方式参与学校管理, 对学校与学生权益相关事务享有知情权、参与权、表达权和监督权;

(六) 对学校给予的处理或者处分有异议, 向学校或陕西省教育厅提出申诉, 对学校、教职员工侵犯其人身权、财产权等合法权益的行为, 提出申诉或者依法提起诉讼;

(七) 法律、法规及学校章程规定的其他权利。

第七条 学生在校期间依法履行下列义务:

(一) 遵守宪法和法律、法规;

(二) 遵守学校章程和规章制度;

- （三）恪守学术道德，完成规定学业；
- （四）按规定缴纳学费及有关费用，履行获得贷学金及助学金的相应义务；
- （五）遵守学生行为规范，尊敬师长，养成良好的思想品德和行为习惯；
- （六）法律、法规及学校章程规定的其他义务。

第三章 学籍管理

第八条 本科生学籍管理按照《西北农林科技大学本科生学籍管理办法》执行。

第九条 研究生学籍管理按照《西北农林科技大学研究生学籍管理办法》执行。

第四章 校园秩序与课外活动

第十条 学校、学生应当共同维护校园正常秩序，保障学校环境安全、稳定，保障学生的正常学习和生活。

第十一条 学校应当建立和完善学生参与管理的组织形式，支持和保障学生依法、依章程参与学校管理。

第十二条 学生应当自觉遵守公民道德规范，自觉遵守学校管理制度，创造和维护文明、整洁、优美、安全的学习和生活环境，树立安全风险防范和自我保护意识，保障自身合法权益。

第十三条 学生不得有酗酒、打架斗殴、赌博、吸毒，传播、复制、贩卖非法书刊和音像制品等违法行为；不得参与非法传销和进行邪教、封建迷信活动；不得从事或者参与有损大学生形象、有悖社会公序良俗的活动。

学校发现学生有严重精神疾病症状，可能对自己或他人造成伤害的，应告知家长或亲属，要求其配合治疗，或由学校依法采取或者协助有关部门采取必要措施。

学校发现学生在校内有违法行为的，可以依法采取或者协助有关部门采取必要措施。

第十四条 学校始终坚持教育与宗教相分离原则。任何组织和个人不得在

学校进行宗教活动。

第十五条 学校应当建立健全学生代表大会制度，为学生会、研究生会等开展活动提供必要条件，支持其在学生管理中发挥作用。

学生可以在校内组织、参加学生团体。学生成立团体，应当按《西北农林科技大学学生社团管理办法》提出书面申请，报团委批准并施行登记和年检制度。

学生团体应当在宪法、法律、法规和学校管理制度范围内活动，接受学校的领导和管理。学生团体邀请校外组织、人员到校举办讲座等活动，需经学校批准。

第十六条 学校提倡并支持学生及学生团体开展有益于身心健康的学术、科技、创业、艺术、文娱、体育等活动。

各级各类文体活动不得占用学生正常教学和晚自习时间。学生进行课外活动不得影响学校正常的教育教学秩序和生活秩序。

社会实践作为大学生的必修课纳入培养方案统一管理。

学生参加勤工助学活动应当遵守法律、法规以及学校、用工单位的管理制度，履行勤工助学活动的有关协议。

第十七条 学生举行大型集会、游行、示威等活动，应当按法律程序和有关规定经有关部门批准。

第十八条 学生因病（事）不能参加培养方案规定的教育教学、科研活动时，应当办理请假手续。

因病请假的，原则上须持校医院或二级甲等以上医院出具的诊断证明。

因急事、急症等特殊无法事先请假的，应先提前向辅导员或导师电话请假，征得同意可在事后及时办理补假手续。

第十九条 本科生请假应当按以下程序履行请假手续，并报所在学院（系）办公室备案：

（一）请假3日及以下由辅导员审批；

（二）请假3日以上、1周以内，辅导员签署意见后，由学院（系）主管

学生工作领导审批；

（三）请假 1 周及以上、2 周以内，辅导员签署意见后，由学院（系）主管学生工作、主管教学工作领导审批；

（四）请假 2 周及以上，辅导员签署意见，报学院（系）主管学生工作、主管教学工作领导审核后，由院长（主任）审批，并报教务处备案；

（五）累计请假时长占本学期 1/3 及以上课时者，应按相关规定办理休学手续。学生请假手续完备后，由本人委托班长或学习委员将请假条交给任课教师。

第二十条 研究生请假应当按以下程序履行请假手续，并报学院（系、所）办公室备案：

（一）请假 1 周以内由导师审批；

（二）1 周以上 1 个月以内的，由导师签署意见，学院（系、所）主管学生工作领导、主管研究生培养工作领导审批；

（三）1 个月以上 2 个月以内的，经导师、学院（系、所）主管学生工作领导、主管研究生培养工作领导同意，报研究生院审批；

（四）2 个月以上的应办理休学手续。

第二十一条 学生请假期满，须及时办理销假手续，如需续假，须持有有关证明，按上述规定办理续假手续。不按时销假，其超假时间视为旷课。

学生未经批准擅自离校不归发生意外事故的，学校不承担责任。

第二十二条 学生应当遵守国家 and 学校关于网络使用的有关规定，不得登录非法网站和传播非法文字、音频、视频资料等，不得编造或者传播虚假、有害信息；不得攻击、侵人他人计算机和移动通讯网络系统。

第二十三条 学生应当遵守《西北农林科技大学学生住宿管理办法》。学校鼓励和支持学生通过制订公约，实施自我管理。

第五章 奖励与处分

第二十四条 学校对在德、智、体、美等方面全面发展或者在思想品德、学业成绩、创新创业、体育竞赛、文艺活动、志愿服务及社会实践等方面表现

突出的学生，给予表彰和奖励。

第二十五条 学校对学生予以表彰和奖励，确定推荐免试研究生、国家奖学金、公派出国留学人选等赋予学生利益的行为时，遵循公开、公平、公正的程序和规定，进行选拔和公示。

第二十六条 对有违规、违纪、违法行为的学生，学校根据学生违规、违纪、违法行为的性质和过错的严重程度给予通报批评或纪律处分。

第二十七条 除开除学籍以外，给予学生处分一般设置6到12个月期限。学生在处分期限内表现良好，且没有再次违规、违纪行为的，处分期满后，经本人申请，可按照学校相关程序解除处分。

第二十八条 学校对学生作出处分或者其他不利决定之前，告知学生作出决定的事实、理由及依据，并告知学生享有陈述和申辩的权利，听取学生的陈述和申辩。

第二十九条 学校成立学生违纪处理工作委员会，依据《西北农林科技大学违纪处分规定》受理学生违纪处分相关事务。

学生违纪处理工作委员会主任由分管学生工作校领导担任；成员由学生处或研究生院、教务处、团委等有关部门负责人，相关学院（系、所）主管学生工作领导组成。

学生违纪处理工作委员会下设办公室，办公室分别设在学生处和研究生院，负责学生违纪处理工作委员会的日常事务。

第三十条 学校将学生的奖励、处理、处分及解除处分等材料真实完整地归入学校文书档案和本人档案。

第六章 学生申诉

第三十一条 学校成立学生申诉处理委员会，依据《西北农林科技大学学生申诉处理工作办法》受理学生对处理或者处分决定不服提起的申诉。

学生申诉处理委员会主任由分管监察工作的校领导担任；成员由党委校长办公室、监察处、团委、学生所在学院（系、所）负责人、法律顾问、教师代表及学生代表组成。

学生申诉处理委员会下设办公室，办公室设在团委，负责学生申诉处理委员会的日常事务。

第七章 附则

第三十二条 对具有西北农林科技大学学籍，在西北农林科技大学接受成人高等学历教育的学生、访学生、港澳台侨学生、国际学生的管理，参照本规定执行。

第三十三条 本规定自印发之日起执行。学校其他有关规定与本规定不一致的，以本规定为准。

第三十四条 本规定由学生工作处、研究生院、教务处负责解释。

Regulations on Student Administration of Northwest A&F University (Trial) (excerpts)

[2017] No.284

Chapter I. General Provisions

Article 5 In the process of implementing the daily behavioral management of students, the University shall respect and protect the legitimate rights of students, educate and guide students to bear their obligations and responsibilities, and encourage and support students for self-management, self-service, self-education and self-supervision.

Chapter II. Rights and Obligations of Students

Article 6 A student at University shall enjoy the following rights in accordance with the law:

(a) Taking part in all activities arranged within the educational and teaching planning of the University, and utilizing the educational and teaching sources as provided by the University.

(b) Taking part in social practices, volunteer services, work-study programs, recreational and sports activities, scientific and technological culture innovations and other activities, and obtaining employment and entrepreneurship guidance and services.

(c) Applying for scholarships, student subsidies and student loans.

(d) Acquiring scientific and impartial evaluation in terms of ideology, morality and academic results, among others, and obtaining the corresponding academic diploma and degree certificate after having finished studies as required by the University.

(e) Forming and attending student organizations on campus, participating in University administration in appropriate manners, and enjoying the right to know, right of participation in, right of expression on and right of supervision over the

affairs related to the rights and interests of the University and students.

(f) Filing a petition with the University or the education administrative department if he or she raises any objection to the handling measure or disciplinary action taken by the University; and filing a petition or bringing an action in accordance with the law if the University or any of faculty and staff members infringes upon his or her personal right, property right or other legitimate rights and interests.

(g) Other rights as prescribed by laws, regulations and University constitution.

Article 7 A student at University shall fulfill the following obligations:

(a) Abiding by the Constitution, laws and regulations.

(b) Abiding by University constitution, regulations and rules.

(c) Abiding by academic ethics and completing the prescribed University work.

(d) Paying tuitions and other relevant charges as required, and fulfilling the obligations regarding a student loan or student subsidies.

(e) Observing the code of conduct for students, having respect for teachers, and forming good ideology, morality, conduct and habits.

(f) Other obligations as prescribed by laws and regulations and University constitution.

Chapter III. Administration of the University Roll

Article 8 The administration of undergraduates' academic registration shall be carried out in accordance with the Measures for the Administration of Undergraduates' Academic Registration in Northwest A&F University.

Article 9 The administration of graduate students' academic registration shall be carried out in accordance with the Measures for the Administration of Graduate Students' Academic Registration of Northwest A&F University.

Chapter IV: University Order and Extracurricular Activities

Article 10 The University and its students shall jointly keep the campus in good order to ensure a safe and stable campus environment for study and living.

Article 11 Universitys shall establish and improve the organizational form of

student participation in management, and support and guarantee the participation of students in University management in accordance with law and regulations.

Article 12 Students shall abide by civil ethics, observe the Universities regulations, create and maintain a civilized, neat, graceful and safe environment for study and living, cultivate consciousness of safety risk prevention and self-protection, and protect their own legitimate rights and interests.

Article 13 Students shall not perform any illegal acts, such as alcoholic indulgence, fighting and brawling, gambling, drug abuse, and distribution, reproduction and selling of illegal books and periodicals, and audio and video products; shall not take part in illegal pyramid scheme and religious cults and feudal and superstitious activities; and shall not conduct or take part in those activities that sully the images of university students and are against the public order and good morals.

If the University discovers that a student has symptoms of a serious mental illness that may cause harm to himself/herself or others, the University shall inform the parents or relatives and ask them to cooperate with the treatment, or the University shall take or assist the relevant authorities to take the necessary measures in accordance with the law.

If the University discovers that a student has violated the law on University grounds, it may take or assist the relevant authorities to take necessary measures in accordance with the law.

Article 14 The University shall adhere to the principle of separating education from religion. Any organizations or individuals are not allowed to carry out religious activities on campus.

Article 15 The University shall establish a sound system for the student congress, provide necessary conditions for student union and graduate student union to carry out student activities, and support them to play a role in student management.

Students are entitled to set up and join student organizations. To set up student organizations, students should submit written applications, in accordance with the Measures for the Administration of Student Clubs of Northwest A&F University, to

the Youth League committee for approval and implement a registration and annual inspection mechanism.

Student organizations shall conduct their activities in compliance with the Constitution, relevant laws and regulations, as well as the Universities regulations, under the supervision and leadership of the University. When external organizations or speakers are invited by student organization to hold seminars or other activities on campus, prior approval shall be sought from and approved by the University.

Article 16 The University shall advocate and support students and student organizations to carry out academic, scientific and technological, artistic, entertainment and sports activities that are beneficial to physical and mental health, and are conducive to growth and development.

All kinds of cultural and sports activities at all levels shall not take up students' normal teaching and evening self-study time. Extracurricular activities shall not disturb the order for normal educational and teaching activities and the lives of people on campus.

Social practice shall be included in the training program as a compulsory course for students.

Students who participate in work-study programs shall abide by laws, rules and regulations, as well as the Universities and employers regulations, and fulfill their obligations stipulated in relevant agreements concerning their work-study programs.

Article 17 Activities held by students, such as large gatherings, demonstrations and parades should be approved in accordance with legal procedures and relevant regulations.

Article 18 Students who can't persist in studying and participating in research activities due to illness shall go through the procedures for sick leave.

In principle, students who take leave due to illness shall provide a diagnosis certificate from the University hospital or a hospital of Grade A, Level II.

Students who can't take a leave of absence in advance due to an emergency, urgent illness or other special circumstances shall first ask their counselor or supervisor for a leave of absence through phone in advance. They shall go through the procedure of making up the leave in time afterwards with the consent.

Article 19 Undergraduates' leave of absence shall be fulfilled in accordance with the following procedures and reported to their colleges for record:

(a) Leave of absence of up to 3 days shall be approved by the counselor or head teacher;

(b) Leave of absence of more than 3 days and less than 1 week shall be signed by the counselor and approved by the head of student work in charge of the college (department) ;

(c) Leave of absence of 1 week or more and 2 weeks or less, shall be signed by the counselor and then sent to the college (department) in charge of student work and the leader in charge of teaching work for approval;

(d) Leave of absence of 2 weeks or more shall be signed by the counselor, reported to the college (department) in charge of student work and the leader in charge of teaching work for review and sent to the dean (director) for approval and Registrar's Office for record;

(e) Those who have accumulated a leave of absence that accounts for 1/3 or more of the semester's class hours shall be suspended from University in accordance with the relevant regulations. Once the student's leave of absence is complete, he/she will entrust the class monitor or commissary in charge of studies to submit the leave of absence note to the teacher in charge of the class.

Article 20 Graduates on leave of absence shall follow the procedures below to fulfill the leave of absence procedures and report to the college (department or institute) and their colleges for record:

(a) Leave of absence of up to 1 week shall be approved by the instructor;

(b) Leave of absence for more than 1 week and less than 1 month shall be signed by the supervisor, and sent to the leader of the college (department or institute) in charge of student work and the leader in charge of postgraduate training for approval;

(c) Leave of absence for more than 1 month and less than 2 months shall be submitted to The Graduate School for approval with the consent of the supervisor, the leader in charge of student work in the college (department or institute), and the leader in charge of postgraduate training;

(d) Students who ask for leave for over two months shall be suspended from University.

Article 21 Students shall cancel their leave of absence in time upon its expiration. If they want to apply for renewal of leave, they shall go through renewal procedure with relevant certificates in accordance with the above provisions. If students fail to cancel their leave in time, it will be treated as playing the truant.

If students leave University without permit and are struck by accidents, the University shall not be responsible.

Article 22 Students shall abide by relevant regulations of the state and the University concerning the use of Internet, shall not visit illegal websites or disseminate illegal text, audio and video recordings and so on, or fabricate and disseminate false and harmful information; and shall not attack and hack into other people computer systems and mobile communication networks.

Article 23 Students shall abide by the Regulations on Dormitory Management of Undergraduates in Northwest A&F University. Implementation of student self-management is encouraged and supported through formulation of conventions.

Chapter V. Rewards and Disciplinary Actions

Article 24 The University shall give commendations or rewards to the students who have realized all-round development in terms of ethics, intellect, physique and aesthetics, or those who are outstanding in their moral conduct, academic performance, scientific and technical creation and innovation, sports competitions, cultural activities, volunteer services, social practices and other areas.

Article 25 When the university recognizes and rewards students and determines the candidates for recommendation for exemptions from graduate entrance examinations, national scholarships, studying abroad at the government's expenses, and other acts that give benefits to students, the university shall follow the procedures and regulations of openness, fairness and impartiality for selection and public announcements.

Article 26 Students who violate the Universities disciplinary regulations, laws and regulations shall be criticized and penalized by the University Student Board of Discipline. The following disciplinary actions may be imposed, depending upon

severity of the circumstance:

Article 27 The length of sanctions is normally 12 months with the exception of the sanction of expulsion from the University. If students behave well during the period of punishment and they don't violate the law or discipline again, the punishment can be lifted after the expiration of the period of punishment upon his/her own application in accordance with the relevant procedures of the university.

Article 28 Before the University makes a disciplinary or other unfavorable decision on a student, it shall inform the student of the facts, reasons and basis for the decision, inform the student of their rights to make a statement and a defense, and listen to the student's statement and defense.

Article 29 The university establishes the Student Disciplinary Committee (hereinafter referred to as the SDC) , which is responsible for dealing with matters related to student disciplinary actions in accordance with the "Regulations on Disciplinary Actions of Northwest A&F University".

The director of the SDC is the university leader in charge of student work; the members are the heads of the Student Affairs Office or The Graduate School, the Academic Affairs Office, the Youth League Committee and other relevant departments, as well as the leaders in charge of student work of the relevant colleges (departments and institutes) .

The SDC sets up sub-offices in the Student Affairs Office and Graduate University respectively, which are responsible for the daily affairs of the SDC.

Article 30 The University shall place the students' rewards, treatments, disciplinary actions, and release of punishments and other materials in the University's clerical files and their own files in a true and complete manner.

Chapter VI. Student Appeals

Article 31 The University shall establish a Student Board of Appeals, in accordance with the Measures for Handling Student Appeals of Northwest A&F University, to handle student appeals against decisions concerning the sanctions imposed on them and the associated processes.

The Student Board of Appeals shall consist of the University leaders in charge of supervision as its director and the working staff from the Party Committee and

Rector's Office, the Supervision Office, the Youth League Committee and the heads of the student's faculties (departments and institutes), legal counselors, teachers' representatives, and students' representatives as its members.

The Student Board of Appeals sets up a sub-office in the Youth League Committee, which is located in the Committee and is responsible for the daily affairs on agronomy, social sciences and Zootechnics of the Graduate Student Handbook in the University.

Chapter VII. Supplementary Provisions

Article 32 Management of students from Hong Kong, Macao and Taiwan and international students who have academic registrations of NWFU and are receiving adult higher education at NWFU shall be executed with reference to this regulation.

Article 33 This provision shall be implemented as of the date of issuance. In case of inconsistency between other relevant regulations of the University and the present provisions, the present provisions shall prevail.

Article 34 These regulations shall be interpreted by the Office of Student Affairs, The Graduate School and the Academic Affairs Office.

西北农林科技大学国际学生考勤管理规定

第一章 总则

第一条 为规范来华国际学生（以下简称国际学生）考勤制度，加强对国际学生日常行为管理，维护学校正常的教学秩序和生活秩序，保障学生合法权益，建设优良校风学风，根据《学校招收和培养国际学生管理办法》（42号令）、《中国政府奖学金工作管理办法》（教外厅〔2020〕1号）、《西北农林科技大学学生管理规定》（试行）（校学发〔2017〕284号）、《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230号），结合国际学生管理实际，制定本规定。

第二条 国际学生应当自觉遵守中国法律、法规和学校管理制度。按时参加教学计划规定以及学校统一安排、组织的各项活动。所有教学及活动都要登记考勤，国际学生必须按时参加，不得迟到、早退或无故缺席。

第二章 请假与审批

第三条 国际学生因病（事）不能参加培养方案规定的教育教学、科研活动时，应当办理请假手续。

因病请假的，原则上须持校医院或二级甲等以上医院出具的诊断证明。

因急事、急症等特殊情况无法事先请假的，应先提前向辅导员或导师电话请假，征得同意可在事后及时办理补假手续。请假时间不得超过一学期的三分之一，否则需办理休学手续。

第四条 国际学生一般不准予事假，因特殊情况必须请事假时，须提交有效证明，一学期内事假不得超过两周，并不予补课。

第五条 国际学生在校期间因特殊原因需离开杨凌、离境者，必须向国际学院和专业学院请假，请假期满须到国际学院办理销假手续。

第六条 国际本科生请假应当按以下程序履行请假手续，并报国际学院、专业学院备案：

（一）请假 3 日以内者由辅导员或班主任批准；

（二）请假 3 日以上、1 周以内，由辅导员或班主任签署意见后，由专业学院审批、国际学院备案；

（三）请假 2 周及以上，辅导员或者班主任签署意见，专业学院审批，并报教务处、国际学院备案；

（四）累计请假时长占本学期 1/3 及以上课时者，应按相关规定办理休学手续。

学生请假手续完备后，由本人委托班长或学习委员将请假条交给任课教师。

研究生请假应当按以下程序履行请假手续，并报专业学院、国际学院备案：

（一）请假 1 周以内由导师审批；

（二）1 周以上 1 个月以内的，由导师签署意见，专业学院审批，国际学院备案；

（三）1 个月以上 2 个月以内的，由导师签署意见，专业学院审批，报研究生院、国际学院备案；

（四）2 个月以上的应办理休学手续。

第七条 学生请假期满，须及时办理销假手续，如需续假，须持有关证明，按上述规定办理续假手续。不按时销假，其超假时间视为旷课。

学生未经批准擅自离校不归发生意外事故的，学校不承担责任。

第八条 学生未请假，或请假未批准擅自离校，或请假逾期未归的，视为旷课。具体参照《西北农林科技大学学生违纪处分规定》第三十八条执行。

第九条 国际学生按中国的节假日规定及学校规定的寒暑假放假，各国的节日学校不予放假。

第三章 课程考勤

第十条 国际学生课程学习期间由任课老师记录学生考勤，每月将学生的出勤情况报告辅导员或班主任。旷课 24 学时以上予以警告处分；无故旷课超过 32 学时的，予以严重警告处分，奖学金生缓发本月生活费；无故旷课超过 1/3 学时不得参加该课程的考试，应予重修。未经批准连续 2 周未参加学校规定的

教学、科研活动的，予以退学处理。

第十一条 研究生考勤采用双向反馈制，导师或学院科研助理主要记录组会或讨论等参与情况，国际学生辅导员主要记录学生生活和月签到等情况并汇总。考勤记录与奖学金发放、年度评审、评奖评优挂钩。

第四章 奖学金生签到

第十二条 奖学金生每月须在规定时间内前往国际学院进行指纹签到。有特殊原因无法按时签到的，须向国际学院提前说明情况。

在学校规定的假期内请假离境的，生活费正常发放；因个人原因当月累计请假超过 15 天或连续请假超过 15 天的，停发一个月生活费；经学校批准参加教学计划之外的学术活动离境超过 15 天的，生活费待学生返校后补发；未经批准离境超出 15 天时间的，停发生活费。

第十三条 奖学金生每月生活费按照每月签到以及课程考勤、参加组会情况发放；无故旷课、不按时参加组会，经与班主任或者导师确认后缓发当月生活费；被暂缓发放奖学金者，如缓发期内（遇寒暑假自动顺延）态度积极、表现良好，可提出奖学金发放申请，经国际学院审批通过后，予以发放。

第五章 学生活动考勤

第十四条 国际学生报名参加由学校组织的各类文化体验或学生活动，需按时参加。因故不能参加者，需至少提前 1 天通知辅导员。无故缺席将被列入黑名单，一年内不得参加所有相关活动。

第十五条 国际学生参加由学校组织的各类文化体验或学生活动作为奖学金年度评审的重要依据。

第十六条 国际学生居留许可的办理期限根据课程考勤以及活动考勤办理；原则上新生注册后办理一年居留许可；表现优异的第二年可申请办理至毕业，否则逐年办理；毕业学生居留许可办理至毕业年份的 7 月 15 日；延期学生居留许可办理延期毕业年份的 7 月 15 日。

第六章 奖励与处分

第十七条 对表现优异的国际学生予以表彰和奖励，具体实施办法如下：

1. 学业进步奖学金：对于每学期出勤率在 100% 以上，学习成绩优秀，且遵守学校各项管理规定的学生设置学业进步奖学金，由任课老师和辅导员综合评议后推选，设置 5 人，给予一定的奖励。

2. 特殊贡献奖：在校期间，在文艺竞赛，知识类竞赛，创意创新类竞赛等方面代表国际学院参加国家，省级比赛并取得优异成绩的国际学生给予一定的奖励。

3. 知华友华奖：在校期间，对华友好，积极参与社会实践或学校、学院组织的各类知华友华志愿者服务，表现优异者国际学院给予一定奖励。

第十八条 国际学生违纪行为的处理，参照《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230 号）执行。

第十九条 收到纪律处分的国际学生，视情节严重书面通知其驻华大使馆，校际交换学生学校将书面通知合作院校。凡是退学，勒令退学，开除学籍或自动退学的国际学生，必须在处理决定下达后 5 日内办理离校手续，学校将报相关部门缩短或取消其签证或居留许可，学生必须限期离境。

第七章 附则

第二十条 本规定未尽细则，参照其他规定执行。

第二十一条 本办法自公布之日起实施，由国际学院负责解释。

Attendance Management Regulations for International Students in Northwest A&F University

Chapter I. General Provisions

Article 1 In order to standardize the attendance system for international students (hereinafter referred to as international students), strengthen the daily behavior management of international students, ensure the orderly progress of teaching work, safeguard the legitimate rights and interests of the students, and build an excellent University spirit and academic style, in accordance with the Administrative Measures for Recruiting and Cultivating International Students (Decree No.42), Measures for the Administration of the Chinese Government Scholarships ([2020] No.1), Provisions on the Administration of Students in Northwest A&F University (Trial) ([2017] No.284), and the Regulations on Disciplinary Actions for Students of Northwest A&F University ([2020] No.230), and in light of the actual management situation of international students, these regulations are formulated.

Article 2 International students shall abide by Chinese laws and regulations and University disciplines and participate in the teaching plan regulations and various activities organized by the University on time. All teaching and activities shall be registered for attendance. International students shall neither be late, nor leave early, nor absent without reason.

Chapter II Leave of Absence and Approval.

Article 3 International students who can't persist in studying and participating in research activities due to illness shall go through the procedures for sick leave.

In principle, students who take leave due to illness shall provide a diagnosis certificate from the University hospital or a hospital of Grade A, Level II.

Students who can't take a leave of absence in advance due to an emergency, urgent illness or other special circumstances shall first ask their counselor or supervisor for a leave of absence through phone in advance. They shall go through

the procedure of making up the leave in time afterwards with the consent. The leave of absence shall not exceed one-third of a semester, otherwise the students shall go through the procedure of suspension.

Article 4 International students are generally not allowed to take personal leave. If they have to take personal leave due to special circumstances, they shall submit a valid certificate. The personal leave shall not exceed two weeks in a semester, and no make-up classes are

Article 5 International students who need to leave Yangling or China for special reasons during their stay at the University shall apply for leave from the College of International Education (hereinafter referred to as CIE) and their college. If the leave is over, they shall go to CIE to complete the leave procedures.

Article 6 International undergraduates' leave of absence shall be fulfilled in accordance with the following procedures and reported to CIE and their colleges for record:

(a) Leave of absence of up to 3 days shall be approved by the counselor or head teacher;

Leave of absence of more than 3 days and less than 1 week shall be signed by the counselor or head teacher, approved by the University concerned and recorded in CIE;

Leave of absence of 2 weeks or more shall be signed by counselor or head teacher, approved by the University concerned, reported to the Office of Academic Affairs and recorded in CIE;

Those who have accumulated a leave of absence that accounts for 1/3 or more of the semester's class hours shall be suspended from University in accordance with the relevant regulations.

Once the student's leave of absence is complete, he/she will entrust the class monitor or commissary in charge of studies to submit the leave of absence note to the teacher in charge of the class.

Graduates on leave of absence shall follow the procedures below to fulfill the leave of absence procedures and report to CIE and their colleges for record:

(a) Leave of absence of up to 1 week shall be approved by the instructor;

(b) Leave of absence of more than 1 week and less than 1 month shall be signed by the supervisor, approved by the University concerned and recorded in CIE;

(c) Leave of absence for more than 1 month and less than 2 months, shall be signed by the supervisor, approved by the University concerned, reported to The Graduate School and recorded in CIE;

(d) Students who ask for leave for over two months shall be suspended from University.

Article 7 Students shall cancel their leave of absence in time upon its expiration. If they want to apply for renewal of leave, they shall go through renewal procedure with relevant certificates in accordance with the above provisions. If students fail to cancel their leave in time, it will be treated as playing the truant.

If students leave University without permit and are struck by accidents, the University shall not be responsible.

Article 8 Students who leave University without leave, or leave without approval, or overstay their leave are regarded as being absent from class. For details, please refer to Article 38 of the Provisions on Disciplinary Punishments for Students of Northwest A&F University.

Article 9 International students have holidays in accordance with China's national calendar, the University's winter and summer vacations. No holidays will be given based on various countries holidays.

Chapter III. Course Attendance

Article 10 During the study period of international students' courses, the teachers record the students' attendance and report the students' attendance to the counselor or head teacher every month. Students who are absent for more than 24 hours shall be warned; students who are absent for more than 32 hours without any reason shall be severely warned, and their scholarships shall be suspended from paying the living expenses for this month; students who are absent for more than 1/3 hours without any reason shall not be permitted to take the examination of the course, and they shall be required to retake the course. Students who fail to participate in the teaching and research activities stipulated by the university for 2

consecutive weeks without permission shall be withdrawn from the university.

Article 11 A two-way feedback system is adopted for graduate attendance. The tutor or college research assistant mainly records the participation in group meetings or discussions, and the international student counsellor mainly records and summarizes student activities and monthly sign-in. Attendance records are linked to scholarship annual reviews, awards, and merits.

Chapter IV: Scholarship Student Life Thumb-printing

Article 12 Chinese government scholarship students shall go to CIE to sign in at the specified once every month. If a student cannot thumb-print on time for special reasons, such shall inform CIE in advance.

Living expenses will be paid normally if you take a leave of absence during the University holidays; If the cumulative leave of absence exceeds 15 days in the current month due to personal reasons or the continuous leave of absence exceeds 15 days, the monthly living allowance will be suspended until they report back to University; Approved by the University to participate in academic activities not included in the teaching and training program and leave the country for more than 15 days, the living allowance will be repaid after the student returns to the University; If you leave the country for more than 15 days without approval, the payment of living expenses will be suspended until you return.

Article 13 Scholarship students' monthly living expenses shall be paid according to their monthly signing-in, course attendance and participation in group meetings; unexcused absences from classes and failure to participate in group meetings on time will result in deferred payment of living expenses for the same month after confirming with the head teacher or the supervisor; those who have been deferred from the payment of scholarships can apply for the payment of the scholarships if they have a positive attitude and good performance during the deferred payment period (which will be deferred in case of the winter and summer vacations) and the scholarships shall be paid after being approved by the CIE.

Chapter V. Attendance at Student Activities

Article 14 International students who sign up to participate in various cultural

experiences or student activities organized by the University shall attend on time. Those who can't participate for some reason shall notify the counsellor at least 1 day in advance. Unexcused absences will be blacklisted and will not be allowed to participate in all related activities within one year.

Article 15 The participation of international students in various cultural experiences or student activities organized by the university is an important basis for the annual evaluation of the scholarship.

Article 16 The duration of the residence permit for international students is based on course attendance and activity attendance; in principle, new students are granted a residence permit for one year after enrollment; those who excel in their studies may apply for a residence permit for the second year until graduation, otherwise it is granted on a year-by-year basis; graduating students' residence permits are granted up to July 15 of the year in which they graduated; and deferred residence permits are granted up to July 15 of the year in which they deferred their graduation.

Chapter VI. Rewards and Disciplinary Actions

Article 17 International students with outstanding performance shall be rewarded, with specific implementation measures as follows:

1. Academic Progress Scholarship: This scholarship is set up for students who have an attendance rate of 100% or more in each semester, have excellent academic performance, and comply with the University's management regulations. The scholarship candidates are selected by the teachers and counselors after the comprehensive evaluation. It has 5 quota and give some awards to these students.

2. Special Contribution Award: This scholarship is set up for awarding international students who have participated in national and provincial competitions in arts and cultural competitions, knowledge competitions, creative and innovative competitions, etc and achieved outstanding results on behalf of CIE during the University year.

3. China Friendship Award: During This scholarship is set up for awarding international students who are friendly to China, actively participate in social practice or various kinds of China Friendship Volunteer Services organized by the

University or college, and make great achievements.

Article 18 The handling of disciplinary offenses of international students shall be carried out with reference to the Provisions on Disciplinary Actions for Students of Northwest A&F University ([2020] No.230) .

Article 19 International students who receive disciplinary actions will be notified in writing to their embassies in China depending on the seriousness of the case. The University for intercollegiate exchange students will notify the cooperating institutions in writing. Any international student who is withdrawn, ordered to withdraw, expelled or automatically withdraw from University shall go through the procedure of leaving University within 5 days after the decision of treatment is issued. The University shall report to the relevant departments to shorten or cancel their visas or residence permits, and the students shall leave the country by the deadline.

Chapter VII. Supplementary Provisions

Article 20 The present regulation shall be implemented in accordance with other provisions.

Article 21 These Regulations shall be implemented from the date of issue and shall be interpreted by CIE.

西北农林科技大学外国留学生公寓管理规定

第一章 总则

第一条 为营造洁净、安宁、温馨、和谐的学习与生活环境，更好地服务于外国留学生，根据教育部及学校有关文件精神，结合《西北农林科技大学学生住宿管理规定》，特制定外国留学生公寓管理规定。

第二条 外国留学生公寓是外国留学生学习、生活、休息的重要场所，规范管理是保障外国留学生有一个“洁净、安宁、温馨、和谐”的生活和学习环境的重要条件。

第三条 外国留学生应当自觉遵守中国的法律、法规，遵守外国留学生公寓的各项规章制度，服从和配合各部门例行的各项检查，如房间卫生检查、设备运行检查、安全检查等。管理人员因工作需要进入房间应给予配合，不得拒绝。

第二章 入住和退宿

第四条 凡在外国留学生公寓入住的外国留学生，须在国际学院缴纳住宿费后，开具入住通知单，到外国留学生公寓管理室办理入住及相关手续

第五条 外国留学生入住前须签订《西北农林科技大学外国留学生公寓住宿协议》。双方共同遵守，各自履行自己的权利和义务。

第六条 外国留学生入住须填写《外国留学生住宿登记卡》。

第七条 进入宿舍的学生对照《宿舍物品交接单》验收宿舍物品及其它设施，并与本楼管理员进行交接。

第八条 外国留学生住宿原则上安排2人/间，学期内不得申请床位调换。因特殊情况，需要一个人住一间宿舍的，可向管理人员提出申请，在宿舍条件允许的情况下，经主管部门同意，交纳相应的住宿费后，方可入住。

第九条 外国留学生结业、毕业或者按计划住满居住期限的直接到所在公寓的管理室办理正常的退宿手续。

第十条 结业和毕业生必须办理完学校其他部门的手续后，凭离校单办理

退宿手续，并在 2 周内离校。

第十一条 个人离校物品准备好后，请公寓管理员到本宿舍验收公共设施，若无损坏丢失，管理员收回宿舍钥匙，在《外国留学生离校手续单》上签字，到国际学院办理离校手续。

第十二条 公共设施如有丢失、损坏，根据情况收取赔偿费。如责任不清，则由同宿舍同学共同承担。

第十三条 同一宿舍一人退宿，则另一人一周之内由管理员安排与他人并房。

第三章 作息与会客

第十四条 外国留学生宿舍作息时间为：早 6:30 开门，每晚 23:00 锁门。外国留学生应在 23:00 前回到宿舍。

第十五条 外国留学生应保持宿舍安静，不得在宿舍内从事影响他人学习与休息的活动。外国留学生应自觉调低电视、音响等设备的音量，不得影响他人休息。

第十六条 外国留学生要遵守会客登记制度和会客时间。

（一）会客时间为每天 8:00-22:30

（二）来访者须出示本人有效身份证件并登记。会客结束后，须登记离开时间。

（三）严格遵守会客时间，外国留学生必须配合，来访者须在规定会客时间内会客。来访者超过会客规定时间应自觉离开，否则值班人员有权敦促来访者离开。

（四）来访者未经许可不得在宿舍留宿，否则将按照校纪校规严肃处理。

第四章 宿舍安全

第十七条 禁止在宿舍内从事违反法律法规和校规校纪的活动。严禁私自转让和转租宿舍，严禁留宿异性。

第十八条 外国留学生应自觉提高消防意识，掌握基本的消防知识，会使用常用灭火器，熟知公寓的紧急疏散通道，疏散出口位置，爱护公寓内的消防

设施、设备。禁止动用或损坏消防器材；禁止在宿舍内使用明火、焚烧纸张、燃放烟花爆竹等；全楼区域禁止吸烟；公寓内配有厨房，禁止在宿舍内做饭。禁止将易燃、易爆、有毒等危险物品带入公寓。

第十九条 外国留学生应安全用电，为保护楼内人员的人身财产安全，公寓依据相关法律法规进行消防安全管理，违反消防安全的不安全用电行为包括但不限于以下行为：

使用违章电器、私拉电线、损坏、拆卸、改装公寓楼内的设备和线路、盗用公共用电、无故私自拆卸配电箱等公共设施等。

1)除由学校统一安装电器设备外，以下电器在学生公寓内均属于违章电器：

(1) 电热设备以及无自动断电保护装置的电器，包括但不限于：热得快、电炉、电热毯、电暖气、电热锅、微波炉、电磁炉、电熨斗；

(2) 1000W（含 1000W）以上的大功率电器；

(3) 无国家 3C 认证的（中国强制性产品认证，China Compulsory Certification，英文缩写 CCC）电器；

(4) 电动车电池。

2) 以下行为属私拉电线：

(1) 从房间内固定插座以外（含公共场所）引出线路的；

(2) 从房间内固定插座引出线路至本房间外的。

第二十条 外国留学生应妥善保管财物、现金和贵重物品，宿舍不存放大额现金和有价证券，存折（单）应加密码，假期离校时贵重物品不要存放在宿舍，应妥善保管。

第二十一条 宿舍钥匙等重要物品妥善保管，不得借给他人，不得私配钥匙或更换门锁，钥匙丢失要及时到值班室办理更换手续。睡觉休息时要关好宿舍门，最后离开宿舍的学生要关好窗、锁好门。

第二十二条 禁止攀爬阳台、在阳台上坐立、从阳台翻入相邻宿舍。

第二十三条 禁止携带反动、色情、淫秽书刊和声像制品进入公寓，禁止在公寓内观看和播发反动、色情、淫秽书刊或声像制品。

第二十四条 禁止学生在公寓内进行赌博、酗酒、打架斗殴；禁止在公寓内非指定地点张贴标语、广告、大小字报；禁止在公寓内从事商业活动。

第二十五条 爱护宿舍公物，不得随意搬动宿舍家具、电器等物品，严禁侵占任何公共财物，否则按照校规校纪严格处罚。损坏、丢失公物照价赔偿，故意损坏公物，加倍赔偿。

第二十六条 禁止在外国留学生公寓组织、进行迷信与宗教活动。

第二十七条 提高警惕，发现火灾隐患及时报告；发现可疑人员要盘查；发生刑事案件应立即报告并保护好现场。

第五章 宿舍卫生

第二十八条 外国留学生公寓的楼道等公共场所的卫生由学生社区中心负责，宿舍内部的卫生由入住外国留学生负责。

第二十九条 自觉保持和维护公共场所及宿舍环境的卫生和秩序，不得在公共场所和楼道内堆放垃圾和存放个人物品，否则，按弃物处理。

第三十条 集体生活举止得体，公共场所不酗酒、赌博，养成良好的个人卫生和生活习惯，禁止在外国留学生公寓饲养宠物。

第三十一条 自觉打扫宿舍卫生，主动接受和配合外国留学生公寓管理部门的监督和检查。

第六章 宿舍用电

第三十二条 外国留学生每人每月免费用电额度为 40 度，超出部分电费由学生自己负担。宿舍用电超出免费额度，则自动断电，外国留学生须到学校指定地点办理购电手续。

第七章 保修与维修

第三十三条 外国留学生如果发现公共场所水、电设施设备需要维修，可报本楼值班室，由值班室负责报修，并督促维修完毕，房间内设施由学生自行在网络终端报修。

第三十四条 在维修中，外国留学生应积极配合，尽可能为维修人员提供维修操作便利。

第三十五条 自觉节约用水用电等自然资源，用电、用水做到“随用随开，随走随关”。

第八章 公用厨房使用须知

第三十六条 外国留学生公寓内的厨房，是为方便外国留学生日常生活，为了确保安全使用，特规定如下。

厨房内冰箱、微波炉、电磁炉等炊具属公共财物，任何人不得随意损坏，更不得擅自搬出厨房。如有私用或损坏者，原价赔偿。

(二) 使用微波炉、电磁炉时必须按正常操作规程进行,使用完毕，一定要做到随手关掉电源。如出现故障,要及时报告值班人员。

(三) 应自觉保持厨房内卫生，做饭结束后请将废弃物打包带离。

(四) 做饭时，不得离开厨房，以免发生火灾。

(五) 做完饭后，要关闭电器开关,拔掉电源插头，整理好灶台等共用品。离开时应将自己的物品带出，不随意将自己的餐具长期摆放在厨房内，以免影响其他同学使用。如随意摆放私人物品,并不听劝阻,工作人员有权对所放物品进行处理。

第九章 公寓洗衣机的使用须知

第三十七条 要爱护洗衣机，保持清洁，结束洗衣及时取出衣物不得长时占用洗衣机，以便他人使用。禁止用洗衣机洗鞋等其他硬物，因个人使用不当造成洗衣机的损坏者，我们将根据情节予以罚款。

第十一章 附则

第三十八条 凡违犯上述规定者，视情节轻重根据《西北农林科技大学学生违纪处分条例》给与相应处理。

第三十九条 本规定适用于在外国留学生公寓居住的各类长短期外国留学生。

第四十条 本规定由国际学院、后勤服务中心负责解释。

Accommodation Management Regulations for International Students in Northwest A&F University

Chapter I. General Provisions

Article 1 In order to create a clean, peaceful, warm and harmonious learning and living environment and to better serve foreign students, in accordance with the spirit of the relevant documents of the Ministry of Education and the university, and the “Regulations on the Management of Student Accommodation of Northwest A&F University”, the regulations are hereby formulated.

Article 2 International student dormitory is an important place for international students to study, live and rest. Therefore, the regularized management is an important condition to guarantee a “clean, peaceful, warm and harmonious” living and studying environment for international students.

Article 3 International students shall consciously abide by Chinese laws and regulations and the rules and regulations of international student accommodation, obey and cooperate with various departments for routine inspections, such as sanitary inspection, equipment operation inspection, safety inspection, and so on. Students shall cooperate with the management staff and shall not refuse.

Chapter II Check-in and Check-out

Article 4 All international students who move into the dormitories for shall pay the accommodation fee at CIE, obtain the notification of moving in and go to the accommodation management office to complete the moving-in and related formalities.

Article 5 International students are required to sign the Accommodation Agreement for International Students’ Accommodation of Northwest A&F University before moving in. Both parties shall abide by it and fulfill their rights and obligations.

Article 6 International students are required to fill in the “Registration Card for International Students” when they move in.

Article 7 International students entering the dormitory shall examine the dormitory goods and other facilities against the “ Handover Sheet of Dormitory Goods “ and hand over the goods to the administrator.

Article 8 The accommodation for international students is arranged for 2 persons/room in principle, and they are not allowed to apply for bed transfer during the semester. Those who need to live in a single room due to special circumstances may apply to the administrator. If the dormitory conditions allow, they can move in after paying the corresponding accommodation fee with the consent of the competent department.

Article 9 International students who have completed their studies, graduated, or have completed the period of residence as planned shall go directly to the accommodation management office to go through the normal check-out procedures.

Article 10 Students who obtain a completion or graduation certificate shall complete the formalities of other departments, then apply for the check-out procedures with the departure slip and leave the university within 2 weeks.

Article 11 After the personal goods are packed well, students shall ask the administrator to check and accept the public facilities in the dormitory. If there is no damage or loss, the administrator shall take back the dormitory key and sign the “Procedures for the Departure of International students from the University”. Then, students shall go to CIE to go through the departure procedures.

Article 12 If public facilities are lost or damaged, compensation will be charged according to the situation. If the responsibility is unclear, it will be shared by fellow dormitory students.

Article 13 If one person in the same dormitory withdraws from the dormitory, the other person will be arranged by the administrator to share the room with another person within one week.

Chapter III Schedule and Guest Visiting

Article 14 The opening hours the dormitory for international students: open the door at 6:30 in the morning and close it at 23:00 in the evening. International students should return to the dormitory before 23:00.

Article 15 International students shall keep the dormitory quiet and shall not

engage in activities that affect others' study and rest in the dormitory. International students shall voluntarily lower the volume of TV, stereo and other equipment so as not to affect other people's rest.

Article 16 International students shall abide by the registration system for meeting guests and the visiting time.

(a) The visiting time is from 8:00 to 22:30 every day.

(b) Visitors shall present their valid identity documents and get registered. At the end of the visiting, visitors shall register their departure time.

(c) International students shall strictly observe the visiting time, cooperate and meet visitors within the stipulated time. Visitors who visited over the visiting time shall leave voluntarily, otherwise the staff on duty has the right to urge them to leave.

(d) Visitors are not allowed to stay in the dormitory without permission, otherwise they will be dealt with seriously in accordance with the rules and regulations of the University.

Chapter IV Dormitory Safety

Article 17 It is prohibited to engage in activities in the dormitory that violate laws and regulations and University rules and discipline. It is strictly prohibited to transfer and sublet the dormitory privately, and to stay in the dormitory with a person of the opposite sex.

Article 18 International students shall consciously raise the awareness of fire fighting, master the basic knowledge of fire fighting, know how to use common fire extinguishers, familiarize themselves with the emergency evacuation routes of the dormitories and the locations of the evacuation exits, and take care of the fire fighting facilities and equipment in the dormitories. It is prohibited to use or damage the fire fighting equipment; it is prohibited to use open fire, burn paper and set off fireworks in the dormitory; it is prohibited to smoke in the whole building; the apartment is equipped with a kitchen, and it is prohibited to cook in the dormitory. It is prohibited to bring flammable, explosive, toxic and other dangerous items into the dormitory.

Article 19 International students shall use electricity safely. In order to protect

the personal and property safety of the people in the building, the working staff in the apartment carry out fire safety management in accordance with relevant laws and regulations. Unsafe use of electricity in violation of fire safety includes, but is not limited to, the following behaviors:

Using unauthorized electrical appliances, pulling electrical wires privately, damaging, dismantling, or modifying equipment and wiring in the dormitory building, stealing public electricity, and privately dismantling public facilities such as power distribution boxes without reason.

1) Except for electrical equipment installed by the university, the following electrical appliances are considered unauthorized appliances in student dormitories:

(1) Electrically heated devices and appliances without automatic power-off protection, including but not limited to: heaters, electric stoves, electric blankets, electric heaters, electric hot pots, microwave ovens, induction cookers, and electric irons;

(2) High-power electrical appliances of 1000W (including 1000W) or more;

(3) Appliances without national 3C certification (China Compulsory Certification, abbreviated CCC) ;

(4) Batteries for electric vehicles.

2) The following acts are considered private wires:

(1) Where wiring is led from other than fixed sockets in the room (including public places) ;

(2) Wiring that leads from a fixed outlet in the room to outside this room.

Article 20 International students shall take good care of their belongings, cash and valuables; they shall not store large amount of cash and securities in the dormitory, and the passbook should be encoded; they shall not store their valuables in the dormitory when they leave the university during the vacation, and they shall take good care of them.

Article 21 The dormitory keys and other important items shall be kept in a safe place, not to be lent to others. Students shall not duplicate a key or replace door locks privately. They shall go through the renewal procedure to the duty room in case of key loss. They shall close the door of the dormitory when sleeping and

resting, and the last student to leave the dormitory shall close the window and lock the door.

Article 22 It is prohibited to climb the balcony, sit or stand on the balcony, or tumble from the balcony into the neighboring dormitory.

Article 23 It is prohibited to bring reactionary, pornographic, obscene books, magazines and audio-visual products into the dormitory. It is prohibited to watch and broadcast reactionary, pornographic, obscene books, magazines or audio-visual products in the dormitory.

Article 24 Students are prohibited from gambling, alcoholism, fighting and brawling in dormitories; It is prohibited to post slogans, advertisements, large and small print in non-designated places in dormitories and get engaged in commercial activities in dormitories.

Article 25 Students shall take care of public property in the dormitory and shall not move the dormitory furniture, electrical appliances and other items. It is strictly prohibited to encroach on any public property, otherwise they shall be strictly punished in accordance with the rules and regulations of the University. Damage and loss of public property shall be compensated according to the price, and willful damage to public property shall be doubled.

Article 26 International students are strictly prohibited to organize and get engaged in superstitious and religious activities in the dormitories.

Article 27 Students shall keep vigilant and report fire hazards promptly; They shall question suspicious persons and give a report immediately protect the scene in case of criminal cases.

Chapter V Dormitory Hygiene

Article 28 The hygiene of the hallways and other public places in the dormitories for international students is the responsibility of the Student Community Center, but the hygiene inside the dormitories is students responsibility.

Article 29 Students shall consciously keep and maintain the hygiene and order of the public places and the environment of the dormitory, and shall not pile up garbage and store personal belongings in the public places and the corridors of the building, otherwise the things will be treated as abandoned.

Article 30 Students shall behave appropriately in collective livelihood and shall not abuse alcohol or gamble in public places. Students shall develop good personal hygiene and living habits. Keeping pets in the dormitories is strictly forbidden.

Article 31 Students shall clean the dormitory consciously and take the initiative to accept and cooperate with the management department for dormitory inspection.

Chapter VI Electricity in Dormitories

Article 32 The free electricity quota for each foreign student is 40 kWh per month, and the students shall bear the electricity cost in excess. If the electricity consumption of the dormitory exceeds the free quota, the electricity will be cut off automatically, and international students shall go to the designated place to apply for electricity purchase procedures.

Chapter VII Warranty and Maintenance

Article 33 If international students find that the water and electric facilities and equipment in public places need to be repaired, they can report to the duty room of the building, which will be responsible for reporting the repairs and supervising the completion of the work. The repair request of facilities in the rooms shall be liable on the students themselves who shall finish it at the network terminal.

Article 34 During the process of maintenance, international students shall actively cooperate and provide maintenance personnel with convenience as much as possible.

Article 35 International students shall consciously conserve water, electricity and other natural resources. They shall turn them on and off after they leave immediately.

Chapter VIII Notes on the Use of Communal Kitchens

Article 36 The setup of kitchens in the apartment aims to provide convenience for international students in their daily lives. In order to ensure the safe use of the kitchens, there are some regulations.

The public property, such as refrigerators, microwave ovens, induction stoves and other cooking utensils in the kitchen, shall not be damaged or moved out of the

kitchen by anyone at will without authorization. Anyone who uses or damages them for personal use will be compensated at the original price.

(b) The use of microwave ovens, induction cookers shall be carried out in accordance with normal operating procedures. After the use, it is a shall to power off. If there is a malfunction, it is necessary to report to the duty officer in time.

(c) Students shall be conscious of the hygiene in the kitchen and pack away the waste after cooking.

(d) Students shall not leave the kitchen while cooking in case of a fire hazard.

(e) After cooking, students shall turn off the electrical switches, unplug the power supply, and tidy up the cooker and other communal items. When leaving, students shall take their own belongings with themselves and shall not place their own utensils in the kitchen for a long time, so as not to affect the use of other students. If students put their personal belongings in the kitchen at will and refuse any persuasion, the staff have rights to dispose of the items there.

Chapter IX: Notes on the Use of Washing Machines in Dormitories

Article 37 Students shall take care of washing machines, keep them clean, take out the clothes in time after finishing the laundry and avoid occupying washing machines for a long time so that others can use it. It is prohibited to use the washing machine to wash shoes and other hard objects. Those who damage the washing machine due to improper use will be fined according to the circumstances.

Chapter X. Supplementary Provisions

Article 38 Anyone who violates the above provisions shall be dealt with in accordance with the “Regulations on Disciplinary Actions for Students of Northwest A&F University” depending on the seriousness of the case.

Article 39 These regulations are applicable to international students who live in long-term and short-term periods in the apartments.

Article 40 These provisions shall be interpreted by CIE and the Logistic Service Center.

西北农林科技大学国际学生校外住宿管理规定

为加强我校国际学生校外住宿管理，维护社会治安和稳定，保障国际学生合法权益和人身财产安全，根据《学校招收和培养国际学生管理办法》（中华人民共和国教育部、外交部、公安部第42号令）、《中华人民共和国外国人入境出境管理法》等有关法律法规，结合本校实际，特制定本规定。

第一条 来华一年以内的国际学生需在校内住宿，满一年属于以下情况的硕士、博士国际学生可以申请校外住宿：

1. 申请配偶或子女来华陪读的；
2. 夫妻双方均为我校学生，需同住的；
3. 有亲属或父母、配偶在杨陵区工作的；
4. 其他特殊情况必须在校外住宿的。

第二条 满足以上条件的国际学生申请办理校外住宿需准备相关材料：

1. 因家属来华校外住宿的，需提供中国大使馆认证的家属关系证明，家属签证信息及来华机票信息等相关材料。
2. 夫妻学生需同住的，需提供中国大使馆认证的婚姻关系证明。
3. 因购房或亲属在杨陵区工作的，需提供房产证明或亲属工作证明。

第三条 未经批准国际学生不得私自在校外住宿，申请校外住宿需按以下流程办理校外住宿登记及审批手续：

1. 校外住宿申请及受理在每年6月至7月集中办理。符合条件且确需校外住宿的国际学生须在每年6月10日前向国际学院日常管理办公室提交相关材料后填写《西北农林科技大学国际学生申请校外住宿审批表》。

2. 经国际学院审批同意后，国际学生可自行寻找房源。所租赁房屋必须证件齐全，房东须为房产证上的房屋所有者。

3. 找到合适房源后向将租房合同原件、复印件及房东身份证复印件交给日常管理办公室，填写《国际学生校外住宿登记表》、签署《校外住宿安全协议书》，截止7月20日国际学院不再受理任何校外住宿申请。

4. 搬出学校宿舍当天，在楼管员的陪同下进行查房，查房前需清理完宿舍所有个人物品。房间内任何物品的损坏或丢失应按照房间物品清单照价赔偿，清缴所有费用后方可搬出宿舍。

5. 房间钥匙须于查房当天交还，否则将按迟交的天数缴纳罚款，无故不交还房间钥匙，将按相关规定严肃处理。

6. 办理完所有手续，须向辅导员递交已办理完的《国际学生校外住宿审批表》。

7. 借住亲属处或居住在自行购买房屋的国际学生须提供担保人（借住亲属）的有关情况（姓名、住址、与被担保人的关系及有效证件）、担保人签字的承诺书（承诺同意被担保人住宿其处，愿意承担相应的法律责任）、担保人或国际学生本人的房屋产权证复印件。

8. 国际学生入住校外住址 24 小时内，须携带护照、居留许可、房屋租赁合同等有效证件到杨凌公安局出境入境管理处及租房所辖派出所办理住宿登记。

第四条 校外住宿国际学生需遵守以下管理条款：

1. 国际学生如变更校外住址，须提前向国际学院报告，并在更换住址后 24 小时内携带护照、居留许可、房屋租赁合同等有效证件到杨凌公安局出境入境管理处及租房所辖派出所再次登记并更新《外国人临时住宿登记表》。

2. 奖学金资助中包含住宿费的国际学生，住房补助在完成退宿手续搬离学校并交还宿舍钥匙的次月开始发放。

3. 校外住宿期间，国际学生及家属必须遵守中国的法律，履行租赁协议、尊重中国的风俗习惯和社会公德，尤其注意保持安静的居住秩序，严禁噪音扰民。要增强自身安全防范意识，对自己的人身、财产安全以及行为活动负有完全责任。如校外住宿国际学生因严重扰民被邻居投诉拒不改正者，视情节严重将根据相关处罚规定予以处罚。

4. 校外住宿国际学生须每月第一周到国际学院日常管理办公室报到，反馈其在外居住情况。连续两个月无故未报到者，视同未请假离华，将按相关条例

处理。

5. 国际学院将不定期配合公安部门对校外住宿的国际学生进行安全查访，国际学生应予以积极配合，不得无理阻拦或拒绝查访。

6. 国际学生校外住宿应与国际学院保持联系。如遇突发情况，立即报告公安部门和国际学院有关人员，并配合进行处理。

7. 国际学生在校外住宿地发生的纠纷、人身及财产安全等问题，一概由国际学生本人负责，学校不承担任何责任。

8. 若国际学生违反本规定，未获批擅自校外住宿，或已获批但未填写《国际学生校外住宿登记表》、不办理住宿登记、不办理居留证变更手续的，学校、公安机关将依法依规予以处罚。

第五条 本规定自公布之日起施行，由国际学院进行解释。外文版本（如有）仅为帮助学生理解规定内容，最终解释与执行以中文版为准。

Administration Regulations on Off-Campus Housing for International Students in Northwest A&F University

In order to strengthen the management of off-campus accommodation for international students, maintain social security and stability, and safeguard the legitimate rights and interests of international students and the safety of their personal property, these regulations are formulated in accordance with Administrative Measures for the Enrollment and Cultivation of International Students by Universitys (Decree No.42 of the Ministry of Education, Ministry of Foreign Affairs, Ministry of Public Security of the People's Republic of China), Exit and Entry Administration Law for Foreigners of the People's Republic of China and other relevant laws and regulations and in the light of the actual situation of our university.

Article 1 International students who have been in China for less than one year are required to live in on-campus accommodation. International students for Master's degree and doctoral degree who have completed one year and fall into the following categories can apply for off-campus accommodation:

1. Those who apply for their spouses or children to come to China to accompany them;
2. Both spouses are students of our University and need to live together;
3. Those who have relatives, parents or spouses working in Yangling;
4. Other special circumstances necessitating off-campus housing.

Article 2 International students who fulfill the above conditions are required to prepare relevant documents to apply for off-campus housing:

1. For those whose family come to China, they need to provide relevant documents such as family relationship certificates certified by the Chinese Embassy, visa information of their family members and air ticket information to China.

2. For students who are married and need to live together and apply for

off-campus accommodation, a marriage certificate certified by the Chinese embassy shall be provided.

3. For those who have purchased a house or whose family have worked in Yangling, they need to provide property certificate or work certificate of their family.

Article 3 International students are not allowed to live off-campus privately without permission. The application for off-campus accommodation shall be subject to the following registration and approval procedures:

1. The application and acceptance of off-campus accommodation is centralized from June to July every year. Eligible international students who really need off-campus accommodation shall submit relevant materials to the Daily Management Office of CIE and fill in the Approval Form for Application for Off-Campus Accommodation by International Students of Northwest A&F University by June 10th of each year.

2. With the approval of CIE, international students may find their own housing. The rented housing shall be fully documented and the landlord shall be the owner of the housing on the real estate license.

3. After finding a suitable room, students shall submit the original and copy of the rental contract and a copy of the landlord's ID card to the Daily Management Office, fill in the Registration Form for Off-campus Accommodation for International Students, and sign the Safety Agreement for Off-campus Accommodation. After July 20, CIE will not accept any more applications for off-campus accommodation.

4. When students move out of the University dormitory, the apartment administrator shall go through a room check. Students are required to clean up all their personal belongings in the dormitory before the room check. Any damage or loss of items in the room shall be compensated according to the list of items in the room, and all expenses shall be paid before the leave.

5. The room key shall be returned on the day of the room check, otherwise, a fine will be paid according to the number of days of late submission. Failure to return the room key without any reason will be dealt with seriously in accordance

with the relevant regulations.

6. After all procedures are completed, the completed “Approval Form for Off-Campus Accommodation for International Students” shall be submitted to the counselor.

7. International students who stay with family or live in a house purchased by themselves shall provide information (name, address, relationship with the guarantor and valid documents) about the guarantor (the family member), a commitment letter signed by the guarantor (agreeing to provide accommodation for the student and willing to bear the corresponding legal responsibility), and a copy of the real estate license of the guarantor or of the student himself/herself.

8. Within 24 hours of moving into an off-campus address, international students shall bring their passports, residence permits, housing rental contracts and other valid documents to the Exit and Entry Administration Office of Yangling Public Security Bureau and the police station in which the rented accommodation is located to apply for accommodation registration.

Article 4 International students in off-campus housing are subject to the following administrative provisions:

1. If international students change their off-campus address, they shall report to CIE in advance and bring their passports, residence permits, housing rental contracts and other valid documents to the Exit and Entry Administration Office of Yangling Public Security Bureau and the police station where the rented accommodation is located to register again and update the “Foreigner’s Temporary Accommodation Registration Form” within 24 hours after they have changed their addresses.

2. For international students whose accommodation is included in their scholarships, the housing allowance will be paid in the month following the completion of the check-out procedure and the return of the dormitory keys.

3. During off-campus housing, international students and their families shall abide by Chinese laws, fulfill the lease agreement, respect Chinese customs and social morals, and pay particular attention to maintaining a quiet living order and prohibiting noise nuisance. They shall increase their awareness of safety precautions and take full responsibility for their own personal and property safety as well as their

behavioral activities. If international students living off-campus are complained by their neighbors for serious noise disturbances and refuse to rectify the situation, they will be punished according to the relevant penalty regulations depending on the seriousness of the case.

4. International students living off-campus are required to report to the Daily Management Office of CIE in the first week of every month to give feedback on their living conditions. Those who fail to report to the office for two consecutive months without any reason are regarded as leaving China without permission and will be dealt with according to the relevant regulations.

5. CIE will cooperate with the Public Security Department from time to time to conduct security visits to international students living off-campus, and international students shall actively cooperate with them, and shall not unreasonably obstruct or refuse the visits.

6. International students staying off-campus shall keep in touch with CIE. In case of emergencies, they shall immediately report to the Public Security Department and the relevant personnel of CIE and cooperate in handling the situation.

7. The University is not responsible for any disputes, personal and property safety issues that may arise in off-campus accommodation.

8. If an international student violates these regulations by staying off-campus without permission, or if he/she has been authorized but fails to fill in the Registration Form for Off-Campus Accommodation of International Students, fails to register his/her accommodation, or fails to go through the procedure of changing his/her residence permit, he/she shall be punished by the university and the public security authorities in accordance with the law and regulations.

Article 5 These regulations shall come into force on the date of publication and shall be interpreted by the CIE. The foreign language version of these regulations (if any) is only to help students understand the content of the regulations, and the final interpretation and implementation shall be based on the Chinese version.

西北农林科技大学学生违纪处分规定

第一章 总则

第一条 为贯彻党的教育方针，落实立德树人根本任务，维护学校正常的教育教学秩序和生活秩序，保障学生合法权益，根据《普通高等学校学生管理规定》《高等学校学生行为准则》《西北农林科技大学章程》《西北农林科技大学学生管理规定》等有关规定，结合我校实际，特制定本规定。

第二条 违纪学生处分，坚持教育与惩戒相结合，与学生违法、违纪、违规行为的性质和过错的严重程度相适应。学校对学生的处分，做到证据充分、依据明确、定性准确、程序正当、处分适当。

第三条 本规定适用于在西北农林科技大学（以下简称学校）接受普通高等学历教育的研究生和本科生（以下简称学生）的管理。

第二章 处分的种类和适用

第四条 纪律处分的种类分为：

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

第五条 除开除学籍以外，给予学生处分一般设置 6 到 12 个月期限。从处分之日起到毕业离校不满 6 个月的，处分期限原则上至毕业离校之日止。

- （一）警告，不少于 6 个月；
- （二）严重警告，不少于 8 个月；
- （三）记过，不少于 10 个月；
- （四）留校察看，12 个月。

学生在处分期内表现良好，且没有再次违法违规行为的，处分期满后，经

本人申请，可按照学校相关程序解除处分。

第六条 学生在处分期内没有评奖评优、推优入党等资格。解除处分后，学生以上权益不再受原处分的影响。

第七条 违纪行为造成的财产损失或人身伤害，由违纪者赔偿或负担相关费用。

第八条 违纪者有下列情形之一的，可从轻、减轻或者免于纪律处分：

- (一) 主动承认错误并及时改正的；
- (二) 有立功表现的；
- (三) 受他人胁迫或者诱骗的；
- (四) 其他可从轻处分的情节。

第九条 违纪者有下列情形之一的，须从重或加重给予处分：

- (一) 不能认识错误，态度恶劣的；
- (二) 多次违纪的；
- (三) 对检举人、证人等打击报复的；
- (四) 教唆、胁迫或者诱骗他人违法、违纪的；
- (五) 勾结校内外其他人员违法违纪的；
- (六) 其他应予从重或加重处分的情形。

第十条 学生办理完毕业手续，但尚未离校，有违反校纪校规行为的，按本规定处理。

第三章 违纪行为和处分

第一节 触犯法律行为的处分

第十一条 违反国家法律法规的学生，受公安、司法机关处理者，学校给予相应的纪律处分：

- (一) 违反宪法、反对四项基本原则、破坏安定团结、扰乱社会秩序的，给予开除学籍处分；
- (二) 触犯国家法律，构成刑事犯罪的，给予开除学籍处分；
- (三) 受到治安管理处罚，情节严重、性质恶劣的，给予开除学籍处分；

（四）触犯国家法律，被公安机关刑事拘留，未构成刑事犯罪的，给予留校察看处分；被公安机关行政拘留，或被司法机关司法拘留的，视情节给予记过以上处分；

（五）被国家有关行政机关罚款或警告的，视情节轻重可给予警告或严重警告处分。

第二节 扰乱公共秩序、妨碍公共安全的行为和处分

第十二条 利用计算机网络扰乱公共秩序者，视情节给予以下相应处分：

（一）盗用他人 IP 地址、用户账号，危害网络安全者，视其情节轻重给予警告以上处分；造成他人经济损失的，还须承担赔偿责任；

（二）恶意攻击、侵入他人计算机和移动通讯网络系统的，视情节轻重，给予记过以下处分；

（三）在网络上编造或传播虚假、有害信息造成不良后果的，给予记过以上处分；

（四）对公共计算机信息网络功能进行非法删除、修改、增加、干扰，造成计算机信息网络不能正常运行的，给予记过或留校察看处分；

（五）散布和传播影响安定团结、扰乱社会和校园秩序、传播危害国家安全言论的，给予记过或留校察看处分；情节严重的，给予开除学籍处分；

（六）制作、故意传播计算机病毒等破坏性程序，影响或破坏计算机信息系统正常运行，造成不良后果的，给予留校察看或开除学籍处分。

（七）使用网络软件、计算机程序等恶意选课、刷课，或有其他扰乱教育教学管理秩序的行为，造成不良影响的，给予警告以上处分。

第十三条 观看、阅读、浏览非法书刊、音像制品、网站网页的，情节严重的给予警告以上处分。传播、复制、制作、贩卖非法书刊、音像制品、网站网页的，视情节给予严重警告以上处分；造成严重后果的，给予留校察看或开除学籍处分。

第十四条 进行赌博或为赌博提供条件者，视情节给予以下相应处分：

（一）有赌博行为的，给予记过以上处分；提供赌博场所或赌具者，给予

严重警告处分；

(二) 多次参与赌博的，给予留校察看处分；情节严重的，给予开除学籍处分。

第十五条 有其他扰乱公共秩序、妨碍公共安全的行为，根据情节轻重，给予相应处分。

第三节 侵犯、损害学校或他人合法权益的行为和处分

第十六条 打架斗殴、寻衅滋事者，根据情节和造成伤害及影响给予相应处分：

(一) 打人未造成他人身体伤害的，给予警告或严重警告处分；

(二) 打人造成他人身体伤害的，视情节分别给予以下相应处分：对他人身体造成轻微伤的，给予记过处分；造成轻伤但未追究刑事责任的，给予记过以上处分；

(三) 策划、挑动、教唆、指使他人打架斗殴，或结伙打架斗殴的，给予记过或留校察看处分；造成严重后果的，给予留校察看或开除学籍处分；

(四) 打架斗殴为首者，给予留校察看或开除学籍处分；

(五) 为他人提供凶器，未造成后果的，给予警告或严重警告处分；造成伤害后果的，给予记过或留校察看处分；造成严重伤害的，给予开除学籍处分；

(六) 打架事件已终止，事后又报复打人、扩大事态并造成后果者，给予留校察看或开除学籍处分；

第十七条 有下列行为者，视情节轻重，给予相应处分：

(一) 冒领、隐匿、毁弃、私自拆封或者非法检查他人邮件、快递物品的，给予严重警告以上处分；造成严重后果的，给予记过以上处分；

(二) 非法限制他人人身自由，或非法侵入他人住宅、宿舍蓄意滋事的，给予严重警告以上处分；

(三) 参与非法传销的，给予严重警告以上处分；

(四) 在校外违法违纪、败坏学校声誉的，视情节给予记过以上处分；性质恶劣或造成严重后果的，给予开除学籍处分；

（五）在涉外活动中损害学校声誉或利益的，视情节给予记过以上处分；性质恶劣或造成严重后果的，给予开除学籍处分；

（六）偷窥、偷拍、偷录他人隐私或猥亵、性骚扰他人的，视情节给予记过以上处分；性质恶劣或造成严重后果的，给予开除学籍处分；

（七）威胁、侮辱、诽谤、骚扰他人的，视情节给予严重警告或记过处分；造成严重后果的，给予留校察看或开除学籍处分。

第十八条 未经许可擅自使用或协助他人使用校属知识产权，或泄露学校科技成果、技术秘密，或有其他违反学校知识产权相关规定的行为，使学校权益受到损失的，给予严重警告或记过处分；造成严重后果的，给予留校察看或开除学籍处分。

第十九条 有违反《新时代公民道德建设实施纲要》或《高等学校学生行为准则》的言行，对学校或他人造成不良影响的，给予严重警告以上处分；造成严重后果的，给予留校察看或开除学籍处分。

第二十条 有其他侵犯、损害学校或他人合法权益的，根据情节轻重，给予相应处分。

第四节 侵犯、损害公私财产的行为和处分

第二十一条 有偷窃、诈骗、侵占、敲诈勒索、抢夺、哄抢公私财物等行为者，给予以下相应处分：

（一）偷窃：

1. 对偷窃者，根据偷盗物品的价值及情节轻重，给予警告以上处分；
2. 多次偷窃者，给予记过以上处分；
3. 经保卫或公安部门确认有撬窃行为的，视其情节，给予记过以上处分；
4. 有偷窃公章、机密文件、档案等行为的，给予记过以上处分。

（二）为盗窃者提供信息、工具，或进行窝赃、销赃、分赃或知情不报者，参照条款（一），给予相应的处分；

（三）明知或应知是赃物而有意购买者，给予警告以上处分；

（四）侵占、诈骗他人钱物者，视情节轻重，给予严重警告以上处分；

(五) 敲诈勒索或参与哄抢者, 给予严重警告以上处分; 聚众哄抢为首者, 给予留校察看或开除学籍处分。

第二十二条 凡损坏公私财物, 视情节轻重, 给予以下相应处分:

(一) 过失损坏公私财物、设施或科研成果的, 除赔偿损失外, 对情节较重或造成后果的, 给予警告或严重警告处分;

(二) 故意损坏公私财物的, 除赔偿损失外, 给予严重警告以上处分;

(三) 故意毁坏学校科研设施、损坏科研成果的, 给予记过以上处分;

(四) 故意损毁或者擅自移动路标、窨井盖或施工防围等公共设施, 影响交通、施工安全的, 视情节给予严重警告以上处分; 造成严重后果的, 给予记过或留校察看处分。

第二十三条 有其他侵犯、损害公私财产的行为, 根据情节轻重, 给予相应处分。

第五节 妨碍学校管理的行为和处分

第二十四条 学生在校期间酗酒的, 视情节给予相应处分:

(一) 在实验室、教学楼等校内教育教学公共场所饮酒的, 视情节轻重, 给予警告或严重警告处分;

(二) 酗酒滋事者, 给予警告或严重警告处分; 造成严重后果的, 给予记过或留校察看处分, 造成财产损失的还须照价赔偿。

第二十五条 在勤工助学及社团活动中违反相关规定者, 给予以下处分:

(一) 弄虚作假, 骗领奖助学金、困难补助或助学贷款等公私财物的, 给予严重警告以上处分; 情节严重的, 给予留校察看处分;

(二) 违规组织学生社团, 违规以社团名义开展活动, 或未经审批擅自组织募捐、接收赞助、收取活动经费或会费的, 对组织者或直接负责人给予警告以上处分; 造成不良影响的, 给予严重警告以上处分; 造成严重后果的, 给予记过以上处分。

第二十六条 有下列妨害学校管理秩序行为者, 视情况给予以下相应处分:

(一) 在教室、实验室、食堂、宿舍或其他公共场所喧闹起哄、寻衅滋事、

长时间占座且屡教不改等，给予严重警告或记过处分；情节严重的，给予留校察看处分；

（二）转借学生证、校园卡、医保卡等证件，造成不良影响的，给予警告以上处分；盗用、涂改、伪造学生证、校园卡、医保卡等证件的，造成不良影响的，给予严重警告以上处分；

（三）散发虚假或不健康的影视广告、字画、传单或在公共设施、建筑物、公用设备上乱涂、乱写、乱画、乱张贴的，给予警告或严重警告处分；

（四）以欺骗、贿赂或其他方法阻碍学校管理人员依法或依校纪校规执行公务的，给予严重警告以上处分；

（五）贩卖、携带或私藏匕首、三棱刀、弹簧刀或者其他管制器械者，给予严重警告或记过处分；

（六）伪造、变造、买卖或者非法取得学校公文、证件、证书、证明、成绩单、保密文件材料和个人档案的，视情节轻重，给予严重警告以上处分；违反国家和学校保密工作相关规定，造成泄密后果的，给予记过以上处分；

（七）非法刻制公章或他人印章、模仿他人签字，造成不良后果的，给予记过以上处分；

（八）冒充本校教职工或国家工作人员招摇撞骗的，给予记过以上处分；

（九）私自组织学生集体外出游玩的，给予警告或严重警告处分；造成不良后果的，给予记过以上处分；

（十）恶意拨打特种紧急电话及学校急用值班电话者，给予警告以上处分；

（十一）在校内从事或参与未经批准的销售、租赁、中介服务等经营性活动，经批评教育拒不改正的，给予警告或严重警告处分；

（十二）组织、策划、胁迫、诱骗他人参与传销活动的，给予记过以上处分；

（十三）煽动、引诱、介绍他人向不良网络平台贷款的，给予严重警告以上处分；骗取、盗用他人信息实施网络平台贷款的，给予记过以上处分；造成恶劣后果的，给予留校察看处分；

(十四) 在国家和学校重大工作部署推进或防控管理中, 违反相关规定, 拒不服从学校管理安排或散布、传播不实言论的, 给予严重警告以上处分; 造成严重后果的, 给予留校察看处分;

(十五) 有其它严重影响学校管理秩序的, 给予开除学籍处分。

第二十七条 违反《西北农林科技大学学生住宿管理办法》者, 视情节给予以下相应处分:

(一) 私拉电(网)线、使用明火、违章安装或使用发热大功率电器, 经教育不改的, 给予警告或严重警告处分;

(二) 学校规定的休息时间内, 在学生宿舍及其附近吹拉弹唱、喧哗吵闹、使用音响器材音量过大的, 经教育不改的, 给予警告或严重警告处分;

(三) 在宿舍内吸烟、存放易燃物, 经批评教育不改的, 给予警告以上处分; 造成严重后果的, 给予记过或留校察看以上处分;

(四) 未经批准私自在校外住宿的, 给予警告或严重警告处分; 屡教不改的, 给予记过或留校察看处分;

(五) 从宿舍内向外扔酒瓶、热水瓶等杂物, 给予严重警告以上处分;

(六) 在宿舍留宿他人, 屡教不改者, 给予严重警告以上处分;

(七) 在异性学生宿舍留宿或在学生宿舍留宿异性的, 给予记过以上处分;

(八) 出租校内学生宿舍或床位的, 视情节给予警告以上处分;

(九) 有其他《西北农林科技大学学生住宿管理办法》中明令禁止的行为, 视情节给予警告或严重警告处分。

第二十八条 违反《西北农林科技大学校园交通安全管理办法》, 给予以下相应处分:

(一) 在校园内驾驶机动车辆, 超速、超载、逆向行驶等违反交规的, 视情节给予警告以上处分;

(二) 在校园内无证驾驶机动车辆或驾驶摩托车、无牌照电动车, 视情节给予严重警告以上处分;

(三) 违反学校交通安全规定, 造成严重后果的, 给予留校察看或开除学

籍处分。

第二十九条 违反《西北农林科技大学禁止校园内饲养遛放宠物管理办法》，给予以下相应处分：

（一）在校园公共区域饲养、遛放宠物的，视情节给予警告以上处分；

（二）阻挠工作人员依据《西北农林科技大学禁止校园内饲养遛放宠物管理办法》执行相应公务，或散播不实舆论对学校造成不良影响的，视情节给予严重警告以上处分。

第三十条 学生违反学校实验室安全守则或管理要求的，视情节给予以下相应处分：

（一）明知未通过实验室安全准入考试或未进行必要的实验室安全培训，执意进入实验室开展实验活动的，视情节给予警告以上处分；

（二）进入实验室未穿实验服或未进行必要安全防护，经批评教育不改的，给予警告或严重警告处分；

（三）擅自带领无关人员进入实验室，经批评教育不改的，给予警告以上处分；

（四）在实验室内吸烟、做饭等，经批评教育不改的，给予警告以上处分；

（五）在实验室嬉戏打闹，经批评教育不改的，给予警告以上处分；

（六）在实验室住宿或留宿他人，经批评教育不改的，给予警告以上处分；

（七）违规私配和外借实验室钥匙，视情节给予警告以上处分；

（八）拒不配合实验室安全督导员、指导教师、实验室相关管理人员的检查督导，视情节给予警告以上处分；

（九）违反《西北农林科技大学实验室安全管理办法》以及实验室危险废弃物、危险化学品、用电等管理规定的，视情节给予严重警告以上处分。

第三十一条 在校内进行宗教活动者，视情节给予相应处分：

（一）参与或从事宗教活动者，视情节轻重，给予严重警告或记过处分。

（二）组织宗教活动、传播宗教思想、发展教徒者，视情节轻重，给予留校察看或开除学籍处分。

第三十二条 在学生违纪处理调查过程中提供伪证、干扰调查工作的，给予警告以上处分。

第三十三条 在各类评奖评优、考核评价中徇私舞弊、弄虚作假的，给予记过以下处分。

第三十四条 明知他人违法违纪，仍然隐瞒包庇的，视情节轻重给予严重警告以上处分。

第三十五条 屡次违反学校规定受到纪律处分，经教育不改的，给予开除学籍处分。

第三十六条 在留校察看处分期内，再次违纪的，给予开除学籍处分。

第三十七条 有其他妨碍学校管理的行为，根据情节轻重，给予相应处分。

第六节 违反学校教育教学规定的行为和处分

第三十八条 学生未请假，或请假未批准擅自离校，或请假逾期未归的，视为旷课（旷课1天按8学时计，一周按5天计）。视其旷课时数给予以下相应处分：

- （一）旷课累计达24学时的，给予警告处分；
- （二）旷课累计达32学时的，给予严重警告处分；
- （三）旷课累计达40学时的，给予记过处分；
- （四）旷课累计达48学时以上的，给予留校察看处分。

第三十九条 学生不遵守考场纪律，不服从考场工作人员的安排与要求，有下列行为之一的，认定为违反考场规则，该门课程考核成绩记为“无效”，并视情节给予以下处分。

- （一）有下列行为之一的，给予警告或严重警告处分：
 1. 学生不按照监考指令就坐的；
 2. 未经监考同意在考试过程中擅自离开考场的；
 3. 违反规定将试卷、答卷（含答题纸、答题卡等，下同）等考试用纸带出考场的；
 4. 其他违反考场规则但尚未构成作弊行为的。

（二）有下列行为之一的，给予记过或留校察看处分：

1. 故意销毁试卷、答卷或者考试材料的；
2. 以威胁、侮辱、诽谤、诬陷等方式侵害考场工作人员的；
3. 其他严重扰乱考试秩序行为的。

第四十条 学生违背考试公平、公正原则，在考试过程中或考试结束后有下列行为之一的，认定为考试作弊，该门课程考核成绩记为“无效”，并视情节给予以下处分。

（一）有下列行为之一者，给予记过或留校察看处分：

1. 开考后被发现携带与考试内容相关的材料或者存储有与考试内容相关资料的电子设备的；
2. 在考试过程中旁窥、交头接耳、互打暗号或者手势的；
3. 抄袭或者协助他人抄袭试题答案或者与考试内容相关资料的；
4. 抢夺、窃取他人试卷、答卷或者胁迫他人为自己抄袭提供方便的；
5. 考试过程中交换或传递试卷、答卷、草稿纸的；
6. 评卷过程中被认定为答案雷同的；
7. 以央求、送礼等不正当手段在考试前后要求老师加分的；
8. 其他以不正当手段获得或者试图获得试题答案、考试成绩的。

（二）有下列行为之一的，给予开除学籍处分：

1. 第二次考试作弊的；
2. 代替他人或者让他人代替自己参加考试（在答卷上填写与本人身份不符的姓名、考号等信息的视为代考）的；
3. 使用通讯设备或其他器材作弊的；
4. 向他人出售考试试题或答案牟取利益的；
5. 组织或参与团伙作弊的；
6. 有其他严重作弊行为的。

第四十一条 有其他严重影响学校教育教学秩序行为的，给予留校察看或开除学籍处分。

第七节 违反学术道德的行为和处分

第四十二条 违反学术道德行为的，按照《西北农林科技大学学术不端行为查处细则》和《西北农林科技大学学位论文作假行为处理实施细则》有关规定，对学术不端行为责任人视情节，给予以下相应纪律处分：

（一）恶意侵占、剽窃、抄袭他人学术成果（包括论文成果、报告、软件程序和研究数据等）的，给予记过以上处分；

（二）篡改他人研究成果的，给予警告以上处分；

（三）未参加研究或创作而在研究成果、学术论文上署名，未经他人许可而不当使用他人署名，虚构合作者共同署名，或者多人共同完成研究而在成果中未注明他人工作、贡献的，视情节严重程度，给予记过以上处分；

（四）学术论文、公开发表的研究成果存在抄袭、篡改、伪造研究数据（包括试验数据、调查数据和软件计算结果等）等学术不端行为，情节严重者，给予开除学籍处分；

（五）由他人代写论文、代他人写论文或组织代写论文的，给予开除学籍处分；

（六）在撰写学位论文或发表论文的过程中存在金钱交易行为的，给予开除学籍处分；

第四章 处分和解除程序

第四十三条 对学生进行处分的材料包括：

（一）违纪者本人自述材料；

（二）个人或组织的证明材料（书证、物证、证词、证言等）；

（三）对违纪事实的调查报告；

（四）违纪者所在单位的处理意见；

（五）学生处分登记表；

（六）学生或者代理人的陈述和申辩材料；

（七）其他与违纪事实有关的材料。

第四十四条 违纪行为处分按下列程序进行：

（一）凡给予违纪学生处分的，由相关单位按照下列情况进行查证，在 10 日内，将违纪者本人自述材料、证明材料、学生处分登记表等材料报学生违纪处理工作委员会办公室：

1. 本科生日常行为违纪事实，由学生处牵头，相关学院（系）配合调查；
2. 研究生日常行为违纪事实，由研究生院（党委研工部）牵头，相关学院（系、所）配合调查；
3. 涉及本科生旷课、考试违纪及考试作弊行为等违纪事实，由教务处牵头，相关学院（系）配合调查；
4. 涉及研究生旷课、考试违纪及考试作弊行为等违纪事实，由研究生院（党委研工部）牵头，相关学院（系、所）配合调查；
5. 涉及学生学术不端行为等违纪事实，参照《西北农林科技大学学术不端行为查处细则》执行。

（二）学生处、教务处或研究生院（党委研工部）根据违纪事实，违纪者本人陈述和申辩情况以及违纪者所在单位调查报告和处理意见，提出处分等级建议，提交学生违纪处理委员会研究。

（三）在特殊情况下，学生违纪处理工作委员会有权对违纪者直接提出处理意见。

（四）学校给予学生留校察看以下处分，由学生违纪处理委员会研究决定；学校给予学生开除学籍处分，由学生违纪处理委员会事先进行合法性审查，提出初步处理意见后，报校长办公会研究决定。

（五）学校对学生作出处分之前，学院（系、所）应告知学生作出决定的事实、理由及依据，并告知学生享有陈述和申辩的权利，听取学生的陈述和申辩。

（六）对学生的处分决定由学校发文公布，对涉及个人隐私、国家机密等情况的处分决定，按有关规定处理。

（七）违纪学生的处分决定和处分决定书由学院（系）负责送交本人，学生拒绝签收的，以留置方式送达；已离校的，采取邮寄方式送达；难于联系或

无法送达的，利用学校网站、新闻媒体等以公告，30日后视同送达。

（八）学生对处分决定有异议的，可以在接到学校处分决定书之日起10日内，向学校学生申诉处理委员会提出书面申诉。从处分决定送达之日起，学生在申诉期内未提出申诉的，视为放弃申诉，学校不再受理其提出的申诉。

第四十五条 处分决定书包含以下内容：

- （一）学生的基本信息；
- （二）作出处分的事实和证据；
- （三）处分的种类、依据、期限；
- （四）申诉的途径和期限；
- （五）其他必要内容。

第四十六条 处分期满，按下列程序予以解除：

- （一）学生受纪律处分期间，由所在学院（系、所）进行考察；
- （二）学生受纪律处分期间，有重大立功表现的，经学生违纪处理委员会研究，可提前解除；
- （三）处分期满当月，由学生本人以书面形式提出解除处分申请。提出申请后1周内，由所在学院（系、所）提出初步意见报学生违纪处理委员会研究决定。处分期满1个月内（寒暑假除外），学生本人未提出解除处分申请，视为放弃解除，学生违纪处理委员会原则上不再受理。
- （四）学生受纪律处分期间，再次违纪的，前款违纪不得按期解除或不予解除。
- （五）毕业生办理完毕业手续后至离校前受到的纪律处分，不予解除。

第四十七条 被开除学籍的学生，由学校发给学习证明，其档案、户口退回家庭户籍所在地。学生自处分决定生效之日起5个工作日内，办理完离校手续。

第四十八条 学生处分决定、处分决定书、处分登记表，学生解除处分决定、解除处分决定书、解除处分登记表，学生申诉复查结论相关材料等，分别真实完整地归入学校文书档案和学生本人档案。对学生开除学籍的处分决定书，

学校按规定报陕西省教育厅备案。

第四十九条 参与违纪处理的人员有下列情形之一的，应当主动回避或由当事人申请其回避：

- （一）当事人或者其代理人近亲属的；
- （二）与违纪问题处理有利害关系的；
- （三）与当事人或者其代理人有其他关系，可能影响违纪问题公正处理的。

第五章 附则

第五十条 本规定未涉及的违纪行为，需给予处分的，可参照本规定相近违纪行为适用条款给予处分。

第五十一条 本规定所涉及的有关情节定性，只适用于学生违纪处分。

第五十二条 本规定中关于处分界限和幅度的“以上”或“以下”均包含本级在内。

第五十三条 本规定自印发之日起施行。《西北农林科技大学学生违纪处分规定》（校学发〔2017〕285号）同时废止。

第五十四条 本规定由学生工作处商研究生院、教务处负责解释。

Regulations on Disciplinary Actions for Students of Northwest A&F University (NWAFU)

Chapter I. General Provisions

Article 1 In order to implement the Party's education policy, implement the fundamental task of establishing moral character, maintain the normal education and teaching order and life order of the University, and safeguard the legitimate rights and interests of the students, according to the Provisions on the Administration of Students in Regular Institutions of Higher Education, the Code of Conduct for Students in Higher Educational Institutions, The Charter of Northwest A&F University, Regulations on the Administration of Students in Northwest A&F University, etc., and in light of the actual situation of the university, the regulations are hereby formulated.

Article 2 Disciplinary punishment for students shall be based on the combination of education and discipline, and shall be appropriate to the nature of the student's illegal, undisciplined, or unlawful behavior and the severity of the fault. The University's disciplinary actions against students shall be based on sufficient evidence, clear grounds, accurate characterization, proper procedures, and appropriate punishments.

Article 3 These regulations shall apply to the graduate and undergraduate students (hereinafter referred to as students) receiving general higher education at Northwest A&F University (hereinafter referred to as NWAFU) .

Chapter II. Types and Application of Disciplinary Actions

Article 4 The types of disciplinary actions are divided into:

- (i) Warning;
- (ii) Serious warning;
- (iii) Demerits;
- (iv) Probation;
- (v) Expulsion from University.

Article 5 In addition to expulsion from the university, the period of disciplinary action for students is generally set at 6 to 12 months. If the period from the date of punishment to the date of graduation is less than six months, the period of punishment shall, in principle, end on the date of graduation.

- (i) A warning, no less than six months;
- (ii) Serious warning, no less than eight months;
- (c) Demerit, no less than 10 months;
- (iv) Probation for 12 months.

If a student behaves well during the disciplinary period and does not violate the law again, the student may be relieved of the punishment upon expiration of the disciplinary period upon his/her own application in accordance with the University's relevant procedures.

Article 6 Students shall not be qualified to appraise prizes and honors, or to promote themselves to the Party during the period of disciplinary action. After the lifting of the punishment, the above rights and interests of students are no longer affected by the original punishment.

Article 7 Any property damage or personal injury caused by disciplinary actions shall be compensated or covered by the offender.

Article 8 An offender may be mitigated, alleviated or exempted from disciplinary actions under any of the following circumstances:

- (a) Those who voluntarily admit their mistakes and correct them in a timely manner;
- (b) Those who have meritorious performance;
- (c) Those who are coerced or induced by another person;
- (d) Other mitigating circumstances.

Article 9 The disciplinary actions shall be heavier or more severe if the offender has any of the following circumstances:

- (a) Those who are unable to recognize mistakes with bad attitudes;
- (b) Those who make multiple disciplinary offenses;
- (c) Those who take revenge on investigators or witness;
- (d) Those who abet, coerce or entice others to violate the law or discipline;

(e) Those who violate the law or discipline through colluding with other persons on or off campus;

(f) Other situation that can consider severe penalty.

Article 10 Students who have completed the graduation procedures but have not yet left the University and have violated University discipline shall be dealt with in accordance with these provisions.

Chapter III. Disciplinary Actions and Punishments

Section I. Acts Violating Laws and Regulations Thereto

Article 11 Students who violate the laws and regulations of the state and are dealt with by the public security or judicial organs shall be given corresponding disciplinary actions by the University:

(a) Those who violate the Constitution, opposes the four basic principles, undermines stability and unity, or disrupts social order shall be expelled from University;

(b) Those who have violated the laws of the country and constituted a criminal offense shall be punished by expulsion from the University;

(c) Those who are punished by public security management, with the circumstances serious or of a bad nature shall be expelled from the University;

(d) Those who have violated the laws of the State and have been criminally detained by the public security organs, without constituting a criminal offense, shall be placed on probation; those who have been administratively detained by the public security organs or judicially detained by the judicial organs shall be given a demerit or above, depending on the circumstances;

(e) Those who have been fined or warned by the relevant State administrative authorities shall be given a warning or a serious warning, depending on the severity of the case.

Section II. Acts Disrupting Public Order and the Punishments Thereto

Article 12 Students who use the computer network to disrupt public order shall be given the following appropriate penalties depending on the circumstances:

(a) Those who steal other people's IP address or user account and jeopardizes

network security shall be given a warning or more, depending on the severity of the case; if they cause other people's economic loss, they shall also be liable for compensation;

(b) Those who maliciously attack or infringe on other people's computer and mobile communication network system shall, depending on the seriousness of the case, be punished by a demerit of not more than a demerit;

(c) Those who fabricate or disseminate false or harmful information on the Internet causing adverse consequences shall be given a demerit or above;

(d) Those who illegally delete, modify add to, or interfere with the functions of the public computer information network, causing the computer information network to fail to operate normally, shall be given a demerit or placed on probation;

(e) Those who spread and disseminate words that affect stability and unity, disrupt social and campus order, or disseminate words that jeopardize national security shall be given a demerit or probation; in serious cases, they shall be expelled from the university;

(f) Those who produce or intentionally spread computer viruses and other destructive programs that affect or damage the normal operation of computer information systems, resulting in adverse consequences, shall be punished by probation or expulsion from the university.

(g) Those who use network software, computer programs, etc. to select or brush up classes maliciously, or have other behaviors that disrupt the order of education and teaching management and cause adverse impacts, shall be given a penalty of warning or higher.

Article 13 Those who watch, read or browse illegal books, magazines, audio-visual products or website pages shall be given a warning or more, depending on the seriousness of the case. Those who disseminate, reproduce, produce or sell illegal books, magazines, audio-visual products, websites or web pages shall be given a serious warning or more, depending on the circumstances; if serious consequences are caused, they shall be put on probation or expelled from the university.

Article 14 Those who get engaged in gambling or provide conditions for

gambling shall be subject to the following appropriate penalties, depending on the circumstances:

(a) Those who get engaged in gambling shall be punished by a demerit or higher; those who provide gambling venues or gambling equipment shall be punished by a serious warning;

(b) Those who repeatedly participate in gambling shall be placed on probation; in serious cases, they shall be expelled from University.

Article 15 Any other behavior that disrupts public order or hinders public safety shall be punished according to the seriousness of the case.

Section III. Acts Violating and Damaging the Legal Rights and Interests of the University and Others Thereto

Article 16: Those who fight or provoke trouble shall be punished according to the circumstances and the injuries and effects caused.

(a) Those who beat others, but fail to result in bodily injury shall be given a warning or serious warning;

(b) Those who beat others and result in bodily injury shall be given punishments according to the following circumstances: a demerit shall be imposed if minor injuries are caused to the body of others; a demerit or more shall be imposed if minor injuries are caused but criminal responsibility is not pursued;

(c) Those who plan, provoke, instigate, or instruct others to fight or brawl, or gang up to fight or brawl, shall be given a demerit or placed on probation; if serious consequences are caused, they shall be placed on probation or expelled from University;

(d) Those who are the leaders of a fight or brawl shall be placed on probation or expelled from University;

(e) Those who provide others with a murder weapon but fail to result in serious consequences, shall be punished by a warning or serious warning; Those who result in injury shall be given a demerit or probation; Those who result in serious consequences shall be expelled from University;

(f) Those who have terminated a fight, then retaliated by hitting someone else and expanding the situation and causing consequences shall be placed on probation

or expelled from University;

Article 17 Those who commit the following acts shall be punished accordingly, depending on the seriousness of the case:

(a) Those who fraudulently claim, conceal, destroy, privately unseal or illegally inspect other people's mail or express items shall be given a serious warning or more; if serious consequences are caused, they shall be given a demerit or more;

(b) Those who illegally restrict other's personal freedom, or illegally invades other's residence or dormitory with the intention of causing trouble, shall be given a serious warning or more;

(c) Those who participate in an illegal pyramid scheme shall be punished by a serious warning or more;

(d) Those who violate the law or discipline outside the University and tarnish the reputation of the University shall be punished with a demerit or above depending on the circumstances; if the nature is bad or serious consequences are caused, expulsion from the University shall be imposed;

(e) Those who damage the reputation or interests of the university in foreign-related activities shall be given a demerit or higher depending on the circumstances; if the nature of the damage is bad or serious consequences are caused, expulsion shall be given;

(f) Those who spy on, photograph or record others' privacy, molest or sexually harass others shall be punished by a demerit or above, depending on the circumstances; and if the nature of the offense is serious or serious consequences are caused, expulsion shall be imposed;

(g) Those who threaten, insult, slander or harass others shall be given a serious warning or a demerit, depending on the circumstances; if serious consequences are caused, they shall be put on probation or expelled from University.

Article 18 Those who use or assist others to use the intellectual properties of the university without permission, or disclose the scientific and technological achievements or technical secrets of the university, or commit other acts in violation of the regulations related to the intellectual properties of the university, which causes

the university's rights and interests to suffer losses, shall be given a serious warning or a demerit; and if it results in serious consequences, a probationary suspension or expulsion from the university shall be given.

Article 19 Those who violate the Outline of the Implementation of the Construction of the Moral Citizen in the New Era or the Code of Conduct for Students in Higher Educational Institutions, and cause an adverse impact on the University or on others, shall be given a serious warning or more; and if serious consequences are caused, they shall be put on probation or expelled from the University.

Article 20 Those who cause other infringement or damage to the legitimate rights and interests of the University or others shall be punished according to the seriousness of the case.

Section IV. Acts Violating and Damaging Public and Private Property Thereto

Article 21 Those who commit theft, fraud, misappropriation, extortion, robbery, or coaxing of public or private property shall be punished accordingly as follows:

(a) Theft:

1. Those who steal will be given a warning or more depending on the value of the items stolen and the severity of the case;

2. Those who steal repeatedly shall be penalized with a demerit or higher;

3. If the security or public security department confirms that people have committed theft, depending on the circumstances, they shall be given a demerit or above;

4. Those who steal an official seal, confidential documents, files, etc. shall be given a demerit or more.

(b) Those who provide information or tools to the thief, or who harbor, sell, or distribute stolen goods, or who knowingly fail to report the theft, shall be punished accordingly with reference to clause (a) ;

(c) Those who knowingly purchase stolen goods, or shall know that they are stolen, shall be given a warning or more;

(d) Those who misappropriate or defraud other's money or property shall, depending on the severity of the case, be given a serious warning or more;

(e) Those who extort or participate in looting shall be given a serious warning or more; those who are the leader of a mob looting shall be put on probation or expelled from University.

Article 22 Those who damage public or private property shall, depending on the seriousness of the case, be punished accordingly as follows:

(a) If students negligently damages public or private property, facilities or scientific research results, in addition to compensating for the loss, they shall be given a warning or a serious warning if the situation is more serious or if it causes consequences;

(b) Those who intentionally damage public or private property shall be given a serious warning or more, in addition to compensation for the loss;

(c) Those who willfully destroy the university's research facilities or damage the results of research shall be given a demerit or more;

(d) Those who intentionally damage or move without authorization public facilities such as road signs, manhole covers, or construction fences, affecting traffic or construction safety, shall be given a serious warning or more, depending on the circumstances; if serious consequences are caused, they shall be given a demerit or probation.

Article 23 Any other violation or damage to public or private property shall be punished according to the severity of the case.

Section V. Acts Obstructing University Management Thereto

Article 24 Students who abuse alcohol at University shall be punished according to the circumstances:

(a) Those who drink alcohol in laboratories, teaching buildings and other public places of education and teaching on campus shall be punished by a warning or a serious warning, depending on the seriousness of the case;

(b) A warning or a serious warning will be given to those who engage in drunkenness; a demerit or probation will be given to those who cause serious consequences, and they will be required to pay for any damage caused to property.

Article 25 Those who violate the relevant regulations in the activities of work-study and clubs shall be subject to the following punishments:

(a) Those who make false statements and fraudulently receive public or private property such as scholarships, hardship grants, or student loans shall be given a serious warning or more; if the circumstances are serious, they shall be put on probation;

(b) Those who illegally organize a student association, carry out activities in the name of the association, or organize fund-raising, receive sponsorship, or collect funds for activities or membership fees without approval shall be given a warning or more; if it causes an adverse impact, it shall be given a serious warning or more; if it causes serious consequences, it shall be given a demerit or more.

Article 26 Those who get engaged in the following behaviors that disrupt the orderly management of the University shall be subject to the following appropriate penalties, depending on the circumstances:

(a) In classrooms, laboratories, cafeterias, dormitories or other public places, those who make noise, provoke trouble, occupy seats for a long period of time and fail to make rectifications after being given criticism and education many times, shall be given a serious warning or a demerit; in serious cases, they shall be put on probation;

(b) Those who borrow a student ID card, campus card, health insurance card, or other documents and cause adverse effects shall be given a warning or more; those who steal, alter, or forge a student ID card, campus card, health insurance card, or other documents and cause adverse effects shall be given a serious warning or more;

(c) Those who distribute false or unhealthy film and television advertisements, wordings, drawings, leaflets or scribbling, writing, painting or post on public facilities, buildings or public equipment shall be punished by a warning or serious warning;

(d) Those who obstruct a University administrator in the performance of their official duties in accordance with the law or University discipline by deception, bribery or other means shall be given a serious warning or more;

(e) Those who sell, carry or possess daggers, three-pronged knives, spring-loaded knives or other controlled instruments shall be given a serious

warning or a demerit;

(f) Those who forge, alter, trade or illegally obtain official documents, papers, certificates, proofs, report cards, confidential documents and materials and personal files of the University shall, depending on the seriousness of the case, be given a serious warning or more; and Those who violate relevant regulations on confidentiality of the state and the University and causes leakage of confidentiality shall be given a punishment of a demerit or more;

(g) Those who illegally engrave an official seal or other's seal or imitates other's signature and result in adverse consequences, shall be given a demerit or more;

(h) Those who bluff and deceive by impersonating a member of the University faculty or staff or a state employee shall be given a demerit or higher;

(l) Those who organize group outings privately shall be given a warning or a serious warning; those who cause adverse consequences shall be given a demerit or more;

(m) Those who maliciously give a call to special emergency numbers and University emergency duty numbers shall be punished by a warning or more;

(n) Those who get involved in or participate in unauthorized sales, leasing, intermediary services and other business activities on campus, and refuse to rectify the situation after being criticized and educated, shall be given a warning or a serious warning;

(o) Those who organize, plan coerce or entice others to participate in pyramid selling activities shall be punished with a demerit or more.

(p) Those who incite, induce or introduce others to take out loans from unscrupulous online platforms shall be given a serious warning or more; those who fraudulently obtain or steal others' information to carry out loans from online platforms shall be given a demerit or more; those who cause adverse consequences shall be put on probation;

(q) In the promotion or prevention and control management of the major work deployment of the state and the university, those who violate the relevant regulations, refuse to obey the management arrangements of the university or spread or

disseminate untrue statements shall be given a serious warning or above; those who cause serious consequences shall be put on probation;

(r) Those who have any other serious acts disrupting the University's administration shall be expelled from the University.

Article 27 Those who violate the Measures for the Administration of Student Accommodation of Northwest A&F University shall be given the following corresponding punishments depending on the circumstances:

(a) Those who pull electric (network) wires privately, use open fire, install or use heat-generating high-power electrical appliances in violation of regulations, and fail to make rectifications after being given education, shall be given a warning or a serious warning;

(b) Those who play and sing, make noise and clamor, or use sound equipment with excessive volume in the student dormitory and its vicinity during the rest time set by the University, and who fail to make rectifications after being given education, shall be given a warning or a serious warning;

(c) Those who smoke and store flammable materials in the dormitory, and fail to make rectifications after being given criticism and education, shall be given a warning or more; if serious consequences are caused, they will be given a demerit or probation or more;

(d) Those who stay off-campus privately without authorization shall be given a warning or a serious warning; if they fail to make rectifications after being given criticism and education many times, they shall be given a demerit or placed on probation;

(e) Those who throw liquor bottles, hot water bottles, and other debris outward from the dormitory shall be punished with a serious warning or more;

(f) Those who stay with others in the dormitory and fail to make rectifications after being given criticism and education many times shall be given a serious warning or more;

(g) Those who stay overnight in a student residence of the opposite sex or who stay overnight in a student residence of the opposite sex shall be given a demerit or higher;

(h) Those who rent out on-campus student dormitories or beds shall be punished by a warning or more, depending on the circumstances;

(m) Those who have any other behaviors expressly prohibited in the Measures for the Administration of Student Accommodation of Northwest A&F University shall be punished by a warning or a serious warning, depending on the circumstances.

Article 28 Those who violate the Regulations on the Administration of University Traffic Safety of Northwest A&F University shall be punished accordingly as follows:

(a) Those who driving a motor vehicle within the campus and violate traffic regulations, such as speeding, overloading and driving in the opposite direction will be punished with a warning or more depending on the circumstances;

(b) Those who drive a motor vehicle without a license or drive a motorcycle or unlicensed electric vehicle on campus shall be punishable by a serious warning or more, depending on the circumstances;

(c) Those who violate University transportation safety rules and result in serious consequences shall be given a probation or expulsion from University.

Article 29 Those who violate the Administrative Measures on the ban on Pet Raising and Walking in the Campus of Northwest A&F University shall be punished accordingly as follows:

(a) Those who keep or walk a pet in a public area of the campus shall be given a warning or more, depending on the circumstances;

(b) Those who obstruct the staff from carrying out their official duties according to the Administrative Measures on the ban on Pet Raising and Walking in the Campus of Northwest A&F University, or spreads untruthful public opinion that causes adverse impact on the university, shall be given a serious warning or more depending on the circumstances.

Article 30 Students who violate the University's laboratory safety code or management requirements shall be subject to the following appropriate Punishments depending on the circumstances:

(a) Those who insist on entering a laboratory to conduct experimental

activities, knowing that they haven't passed the laboratory safety permit test or haven't undergone the necessary laboratory safety training, shall be given a warning or more, depending on the circumstances;

(b) Those who enter a laboratory without wearing a lab coat or without the necessary safety protection and fail to make rectifications after being given criticism and education, shall be given a warning or a serious warning;

(c) Those who guide unrelated personnel into the laboratory without authorization, and fail to make rectifications after being given criticism and education, shall be given a warning or more;

(d) Those who smoke, cook etc. in the laboratory, and fail to make rectifications after being given criticism and education, shall be given a warning or more;

(e) Those who play around in the laboratory and fail to make rectifications after being given criticism and education will be given a warning or more;

(f) Those who lodge or stay with others in the laboratory and fail to make rectifications after being given criticism and education, shall be given a warning or more;

(g) Those who illegally duplicate laboratory keys and lend laboratory keys to others shall be penalized with a warning or more depending on the circumstances;

(h) Those who refuse to cooperate with the inspection and supervision of laboratory safety supervisors, instructors, and relevant managers of the laboratory shall be punished by a warning or more depending on the circumstances;

(1) Those who violate the Measures for Laboratory Safety Administration of Northwest A&F University and the Administration Regulations of hazardous waste, dangerous chemicals and electricity in laboratories shall be punished by serious warning or more depending on the circumstances.

Article 31 Those who engage in religious activities on campus shall be punished accordingly depending on the circumstances:

(a) Those who participate in religious activities shall be given a serious warning or a demerit, depending on the severity of the case.

(b) Those who organize religious activities, spread religious ideas, or develop

a congregation, depending on the seriousness of the case, shall be placed on probation or expelled from University.

Article 32 Those who provide false testimony or interfere with the investigation in the process of handling student disciplinary actions shall be given a warning or more.

Article 33 Those who show favoritism or falsification in the evaluation of awards and merits and in the assessment of appraisals shall be given a punishment of less than a demerit.

Article 34 If students knowingly conceal and harbor those people who violate laws and regulations, the students shall be given a serious warning or more, depending on the seriousness of the case.

Article 35 Those who repeatedly violate University regulations and are subject to disciplinary actions, and fail to make rectifications after being given education, shall be expelled from the University.

Article 36 Those who violate disciplines again within the period of disciplinary probation shall be expelled from the university.

Article 37 Those who have any other behavior that hinders the University management shall be punished according to the seriousness of the case.

Section VI Acts Violating University Education Regulations and Discipline Thereo

Article 38 Students who leave University without leave of absence or without approval of leave of absence, or who fail to return after expiration of the leave, shall be deemed absent from University (One day of absence is counted as eight hours, and one week is counted as five days). Depending on the number of absences, the following punishments will be imposed:

(a) A warning shall be given if the total number of absenteeism reaches 24 credit hours;

(b) A serious warning shall be given if the total number of absenteeism reaches 32 credit hours;

(c) A demerit shall be given if the total number of absenteeism reaches 40 credit hours;

(d) The students shall be placed on probation if the total number of absenteeism is 48 or more credit hours.

Article 39 Students who do not comply with the disciplines in the examination room, and do not obey the arrangement and meet the requirements made by the examination working personnel, and who have conducted one of the following behaviors shall be deemed to have violated the examination disciplines. The examination results shall be recorded as “invalid”, and the students shall be given the following punishments according to the circumstances.

(a) A warning or serious warning shall be given for any of the following acts:

1. Failing to attend the examination at the designated seat;
2. Leaving the examination room without authorization during the examination
3. Bringing examination papers, answer sheets (including answer cards, answer paper, etc.) , and draft paper outside the examination room;
4. Other violations of the examination room regulations which do not amount to cheating.

(b) A demerit or probation shall be imposed for any of the following behaviors:

1. Intentionally destroying examination papers, answer sheets or other examination materials;
2. Threatening, humiliating, slandering, or libeling the examination working personnel or other examinees;
3. Other behaviors that disturb the management and order of the examination.

Article 40 If students violate the principle of fairness and impartiality of the examination and commit any of the following acts during or after the examination, they shall be deemed to have cheated in the examination. Their examination results shall be deemed “invalid”, and they shall be given the following punishments according to the circumstances.

(a) A demerit or probation shall be imposed for any of the following behaviors:

1. Bringing written materials that are related to the content of the examination or electronic devices with storage of materials that are related to the content of the

examination to the examination rooms after the beginning of the examination;

2. Peeking at other examinee's examination paper, whispering to each other, or signaling to each other during the examination;

3. Plagiarizing or assist others in plagiarizing examination answers or materials related to the content of the examination;

4. Grabbing or stealing other people's examination papers or answer sheets, or forcing others to assist in their plagiarizing;

5. Exchanging examination papers, answer sheets, and draft papers during the process of examinations;

6. Examination papers found to have similar answers during the grading process;

7. Asking the teacher for extra marks before and after the examination by improper means such as begging or giving gifts;

8. Any other improper means of obtaining or attempting to obtain test answers or test scores.

(b) Expulsion from University shall be imposed for any of the following acts:

1. Cheating on the second examination;

2. Substituting for others or allowing others to take the examination in their places (filling in the name, examination number and other information on the answer sheet that does not match their identity is considered as a substitute examination) ;

3. Using communication devices or other equipment for cheating;

4. Selling examination questions or answers to others for profit;

5. Organizing or participating in gang cheating;

6. Other serious cheating behaviors.

Article 41 Those who have other behaviors that seriously affect the order of education and teaching in the University shall be punished by probation or expulsion.

Section VII. Acts Violating Academic Ethics Thereto

Article 42 Students who have academic misconducts, in accordance with the Regulations for Investigation and Punishment of Academic Misconducts in

Northwest A&F University” and the Measures for the Handling of Acts to Falsify Dissertations in Northwest A&F University, shall be given the following corresponding disciplinary actions depending on the circumstances.

(a) Those who have the following behaviors, such as malicious appropriation and plagiarism of others’ academic results (including thesis results, reports, software programs and research data, etc.) shall be punished by a demerit or above;

(b) Those who fabricate or alter other’s research results shall be given a warning or more;

(c) Those who sign their names on research results or academic papers without taking part in the research or creation activities, improperly use other’s name without their permission, co-sign names with fictitious collaborators, fail to indicate other’s contribution in the group research shall be given a demerit or more, depending on the seriousness of the case;

(d) Those who have academic misconducts such as plagiarism, tampering, falsification of research data (including experimental data, survey data, and software calculation results, etc.) in academic papers and publicly published research results, in serious cases, shall be expelled from the university;

(e) Those who have others ghostwrite a thesis, ghostwrite a thesis for others, or organize the ghostwriting activities shall be expelled from the university;

(f) Those who get involved in a monetary transaction in the process of writing a dissertation or publishing a thesis shall be expelled from the university;

Chapter IV. Procedures for Disposition and Dismissal

Article 43 The materials for disciplining a student include:

- (a) The violator’s own self-reporting materials;
- (b) Supporting materials (documentary evidence, physical evidence, testimony, witness statements, etc.) from individuals or organizations;
- (c) A report on the investigation of the facts of the offense;
- (d) The opinion of the violator’s organization on how to handle cases;
- (v) Student disciplinary registration form;
- (f) The student’s or agent’s statements and defense materials;
- (g) Other materials related to disciplinary facts.

Article 44 The disciplinary actions are carried out in accordance with the following procedures:

(a) Whenever a disciplinary action is given to a student who has violated the law, the relevant units shall investigate the case in accordance with the following circumstances, reporting the materials of the violator's own self-declaration, supporting materials, and the registration form of the student's disciplinary actions to the office of the Student Discipline Committee within 10 days:

1. The daily disciplinary actions of undergraduate students shall be investigated by the Student Affairs Office, with the cooperation of the relevant colleges (departments) ;

2. The daily disciplinary actions of graduate students shall be handled, under the guidance of The Graduate School (Graduate Affairs Office of the University Committee), with the cooperation of relevant colleges (departments and institutes) in the investigation;

3. The disciplinary actions of undergraduate students, such as absenteeism, and examination cheating etc., shall be handled, under the guidance of the Academic Affairs Office, with the cooperation of the relevant colleges (departments) in the investigation;

4. The disciplinary actions of graduate students, such as absenteeism, and examination cheating etc., shall be handled, under the guidance of The Graduate School, with the cooperation of the relevant colleges (departments) in the investigation;

5. The punishments of students' academic misconducts and other disciplinary actions shall be implemented in accordance with the the Regulations for Investigation and Punishment of Academic Misconducts in Northwest A&F University.

(b) The Student Affairs Office, the Academic Affairs Office or The Graduate School (the Research and Work Department of the Party Committee), based on the facts of the disciplinary actions, the statement and defense of the violators themselves, and the investigation report of the violator's unit and the opinions on the treatment, shall make a recommendation on the grade of the punishments and submit

it to the Student Discipline Committee for study.

(c) In exceptional cases, the Student Discipline Committee is authorized to make direct recommendations to the violators.

(d) If the University place probation on the violators, the Student Discipline Committee shall study and decide; if the University gives a student a punishment of expulsion, the Student Discipline Committee shall conduct a legality review in advance and put forward a preliminary opinion on the punishment before submitting it to the President's Office for study and decision.

(e) Before the University imposes a punishment on students, the college (department or institute) shall inform the students of the facts, reasons and basis for the decision, and inform the students of their rights to make a statement and a defense, and listen to their statement and defense.

(f) The decision on disciplinary actions against students shall be published in a document issued by the University, and the decision on disciplinary actions in cases involving personal privacy, state secrets, etc. shall be handled in accordance with the relevant regulations.

(g) The disciplinary decision and the form of decision for punishment shall be sent to students by the college (department) . If the students refuse to sign for it, it shall be served by detention; if the students have already left the University, it shall be served by mail; if it is difficult or impossible to contact the student, it shall be served by public announcement by using the website of the University and the news media, etc., which shall be deemed to be served after 30 days.

(h) If students disagree with the disciplinary decision, they may, within 10 days from the date of receipt of the form of decision for punishment, submit a written appeal to the University's Student Appeal Committee. If students fail to file an appeal within the appeal period from the date of delivery of the disciplinary decision, they are deemed to give up the appeal, and the University will no longer accept the appeal they have filed.

Article 45 The form of decision for punishment contains the following elements:

(a) Basic information about the student;

- (b) The facts and evidence on which the punishment was imposed;
- (c) The type, basis and duration of the sanction;
- (d) The means and time limits for filing an appeal;
- (e) Other necessary elements.

Article 46 The expiration of a punishment shall be lifted in accordance with the following procedure:

(a) During the period in which students are subject to disciplinary actions, the students shall be examined by their college (department or institute) ;

(b) Students who have demonstrated significant merits during the period of disciplinary actions may be discharged early after a study by the Student Disciplinary Committee;

(c) In the month of the expiration of the disciplinary period, the students themselves shall submit applications for the lifting of the disciplinary actions in writing. Within 1 week after the application is made, the college (department or institute) shall put forward preliminary opinions and report them to the Student Disciplinary Committee for decision. If a student fails to apply for the lifting of the punishment within one month after the expiration of the punishment (except for the winter and summer vacations) , they are deemed to give up the lifting of the punishment, and the Student Disciplinary Committee shall not accept the application in principle.

(d) If students commit another offense during the period of disciplinary actions, the previous violations shall not be terminated or dismissed.

(e) Graduates shall not be relieved of any disciplinary action taken after completion of graduation procedures and before leaving the university.

Article 47 Students who are expelled from University shall be issued with a certificate of study by the University, and their files and accounts shall be returned to the place of their family domicile. The student shall complete the formalities for leaving the University within five working days from the effective date of the disciplinary decision.

Article 48 The decision on the disciplinary actions, the form of decision for punishment, the registration form for the disciplinary actions, the decision on the

dismissal of the students, the form of decision on the dismissal of the disciplinary actions, the registration form for the dismissal of the disciplinary actions, and the materials related to the conclusion of the review of the student's appeal are truthfully and completely filed in the University's clerical file and the student's own file respectively. The decision of expulsion of a student from University shall be reported to the Shaanxi Provincial Department of Education for the record in accordance with the regulations.

Article 49 Personnel who get involved in handling disciplinary actions or have the person concerned shall apply for their recusal in any of the following circumstances:

- (a) If a party or the agent is their close relatives;
- (b) If they have an interest in the handling of disciplinary actions;
- (c) If they have other relationships with the person concerned or their agent that may affect the fair handling of disciplinary actions.

Chapter V. Supplementary Provisions

Article 50 If disciplinary actions are to be imposed for disciplinary offenses not covered by these provisions, they may be imposed with reference to the applicable provisions of these provisions for similar disciplinary offenses.

Article 51 These provisions about the relevant circumstances shall apply only to the disciplinary actions imposed on students.

Article 52 In this provision, the words "above" or "below" in relation to the limits and ranges of Punishments include this level.

Article 53 These provisions shall come into force on the date of issuance. The Regulations on Disciplinary Actions for Students of Northwest A&F University ([2017] No.285) shall be repealed at the same time.

Article 54 These regulations shall be interpreted by the Student Affairs Office in consultation with The Graduate School and the Academic Affairs Office.

西北农林科技大学学生申诉处理工作办法

校学发[2017]290 号

第一章 总则

第一条 为了保障学生合法权益，规范学生申诉处理工作，根据教育部《普通高等学校学生管理规定》（教育部令第 41 号），结合学校实际情况，制订本办法。

第二条 本办法所称学生申诉，是指学生对学校作出的违纪处分、取消入学资格或退学处理以及法律法规规定的其他可以申诉事项的处理决定（以下简称“处理决定”）不服提起的申诉。

第三条 本办法适用于在西北农林科技大学（以下简称学校）接受普通高等学历教育的研究生和本科生。

第二章 申诉处理机构

第四条 学校成立学生申诉处理委员会，负责受理学生对处理决定不服提起的申诉。

学生申诉处理委员会处理学生申诉应当遵循公平、公正、公开原则，恪守“实事求是、有错必纠”的原则。

第五条 学生申诉处理委员会主任由分管监察工作的校领导担任；成员由党委校长办公室、监察处、校团委、学生所在学院负责人、法律顾问 1 名、教师代表 2 名、学生代表 2 名组成。

第六条 学生申诉处理委员会设办公室，负责学生申诉处理委员会的日常事务。学生申诉处理委员会办公室设在校团委，校团委书记兼任办公室主任。

第三章 申诉处理程序

第七条 申诉处理程序由提出申诉、受理申诉和处理申诉并作出决定三个环节组成。

第八条 学生对学校的处理决定有异议的，可以在接到学校处理决定书之日起 10 日内，向学生申诉处理委员会提出书面申诉。未在规定期限内提出申诉的，学生申诉处理委员会不予受理。

第九条 学生提出申诉，应当向学生申诉处理委员会办公室提交《西北农林科技大学学生申诉书》（附件 1，以下简称申诉书），内容包括：申诉人姓名、所在学院、专业年级、联系方式、申诉请求及所依据的事实与理由、家庭联系人及联系方式、家庭通信地址、申诉人签名、申诉日期等事项。

第十条 学生申诉处理委员会办公室接到申诉书后，对申诉书内容完整的申诉，予以受理；对于申诉书内容不完整的申诉，予以登记并要求申诉人限期补充材料。申诉人按期递交补充材料且内容完整的，递交之日为受理申诉之日。申诉人逾期未递交补充材料的，视为自动撤回申诉。

第十一条 学生申诉处理委员会处理学生申诉采取会议形式集体研究决定。会议由学生申诉处理委员会主任主持，须有三分之二以上成员参加，原处理、处分决定部门列席会议。议事程序为：

1. 申诉人陈述申诉理由；
2. 学生违纪原处理部门介绍学生违纪情况并提供相应证据材料；
3. 申诉人所在学院作补充说明；
4. 委员发表意见；
5. 委员填写《关于 XX 同学申诉的表决意见书》（附件 2）。

表决结果须经参会成员的三分之二以上表决通过，并将不同意见记录在案。原处理决定认定事实清楚、适用规章制度正确、处分处理恰当的，学生申诉处理委员会作出维持原处分决定的意见；原处理决定认定的事实、处理依据、程序等存在不当，学生申诉处理委员会作出建议撤销或变更的复查意见，送交原处理决定作出部门重新研究。

第十二条 学生申诉处理委员会应当在受理学生申诉之日起 15 日内作出复查决定并通知申诉人。不能直接通知申诉人的，可以委托申诉人所在学院通知其父母或成年家属。因情况复杂不能在规定期限内做出决定的，经申诉处理

委员会主任批准，可延长 15 日。学生申诉处理委员会认为必要的，可以建议学校暂缓执行有关决定。

第十三条 学生对学生申诉处理委员会作出的复查决定有异议的，可以在收到复查决定之日起 15 日内向陕西省教育厅提出书面申诉。

第十四条 申诉复查期间，原处理决定不停止执行。

第十五条 在复查决定作出之前，申诉人可以向学生申诉处理委员会办公室书面要求撤回申诉。撤回申诉的，视为未提出申诉。

第四章 附则

第十六条 对于在本校接受高等学历继续教育的学生、港澳台侨学生、国际学生提出的申诉，可以参照本办法予以处理。

第十七条 本办法自发布之日起施行，原《西北农林科技大学学生申诉处理委员会工作办法（校党发〔2014〕38 号）》同时废止。

第十八条 本办法由校团委负责解释。

Measures for Handling Student Appeals in Northwest A&F University

[2017] No.290

Chapter I. General Provisions

Article 1 In order to safeguard the legitimate rights and interests of students and regularize the handling of students' complaints, the present Regulations are formulated in accordance with the Provisions on the Administration of Students in Regular Institutions of Higher Education (Decree No.41 of the Ministry of Education) and in the light of the actual situation of the university.

Article 2 The student appeal referred to in these Measures refers to the appeal lodged by students against the University's decisions on disciplinary actions, disqualification or withdrawal from University, as well as other appealable matters stipulated by laws and regulations (hereinafter referred to as "decisions").

Article 3 These Regulations shall apply to graduate candidates and undergraduate candidates who receive general higher education in Northwest A&F University (hereinafter referred to as the University).

Chapter II. Appeal-handling Bodies

Article 4 The university shall establish the Student Appeal Committee, which is responsible for accepting students' appeals against handling decisions.

The Student Appeal Committee, when handling student appeals, shall follow the principles of fairness, impartiality and openness and abide by the principle of "seeking truth from facts and correcting errors wherever possible".

Article 5 The director of the Student Appeal Committee shall be the University leader in charge of supervision work; the members shall be composed of the Party Committee President's Office, Supervision Office, the Youth League Committee, the person in charge of the student's college, a legal counselor, two teacher representatives and two student representatives.

Article 6 The Student Appeal Committee shall set up an office responsible for the daily affairs of the Student Appeal Committee. The office is located in the Youth League Committee, and the secretary of the Youth League Committee is the head of the office.

Chapter III. Appeal Handling Procedures

Article 7 The appeal handling procedure consists of three stages: filing an appeal, accepting an appeal and handling the appeal and making a decision.

Article 8 If a student disagrees with the University's decision, he/she may submit a written appeal to the Student Appeal Committee within 10 days from the date of receipt of the University's decision. If the appeal is not filed within the prescribed period, the Student Appeal Committee shall not accept it.

Article 9 If students lodge an appeal, they shall submit to the Office of the Student Appeal Committee the Student Appeal Form of Northwest A&F University (Attachment 1, hereinafter referred to as the Appeal Form) . The form includes the following information: the complainant's name, his/her college, his/her major and grade, his/her contact information, his/her request for appeal and the facts and reasons based on which the appeal is filed, his/her family contact person and contact information, his/her family mailing address, the complainant's signature and the date of the appeal.

Article 10 The Office of the Student Appeal Committee, upon receipt of an appeal, shall accept the appeal if it is complete, and shall request the complainant to submit supplementary materials by a deadline if it is incomplete and. If the complainant submits the supplementary materials with complete content by the deadline, the date of submission shall be the date of acceptance of the complaint. If the complainant fails to submit the additional information by the deadline, the complaint is deemed to have been automatically withdrawn.

Article 11 The Student Appeal Committee handles student appeals in the form of a meeting for collective study and decision. The meeting shall be presided over by the director of the Student Appeal Committee, with more than two thirds of the members attending, and the department that made the original decision on the treatment or punishment being present at the meeting. The proceedings are as

follows:

1. The complainant states the grounds for the appeal;
2. The department that originally handled the student's disciplinary actions shall introduce the student's disciplinary situation and provide appropriate evidence and materials;
3. Additional information from the complainant's college;
4. Members make comments;
5. Members fill in the "Opinion Letter on the Appeal of Student XX" (Attachment 2) .

The result of the vote shall be approved by at least two thirds of the members participating in the meeting, and the dissenting opinions shall be recorded. If the original decision is clear in facts, correct in application of rules and regulations, and appropriate in disciplinary treatment, the Student Appeal Committee shall maintain the original disciplinary decision; if the original decision is inappropriate in facts, treatment basis and procedures, the Student Appeal Committee shall suggest to revoke or change the decision, and send it to the department that made the original decision to re-study it.

Article 12 The Student Appeal Committee shall make a review decision and notify the complainant within 15 days from the date of accepting the student's appeal. If the complainant cannot be notified directly, the college where the complainant resides may be entrusted with the task of notifying his or her parents or adult family members. If a decision cannot be made within the prescribed period due to the complexity of the situation, it can be extended for 15 days with the approval of the director of the Student Appeal Committee. If the Student Appeal Committee deems it necessary, it may recommend that the university suspend the implementation of the decision.

Article 13 If a student disagrees with the review decision made by the Student Appeal Committee, he/she may submit a written appeal to the Shaanxi Provincial Department of Education within 15 days from the date of receiving the review decision.

Article 14: The original decision shall not be suspended during the review of

the complaint.

Article 15 Before the decision on review is made, the complainant may request in writing to the Office of the Student Appeal Committee to withdraw the complaint. If the complaint is withdrawn, it is deemed that no complaint has been filed.

Chapter IV. Supplementary Provisions

Article 16 Complaints lodged by students receiving higher continuing education in the University, students from Hong Kong, Macao and Taiwan, and international students, may be handled with reference to these Measures.

Article 17 These Measures shall come into force on the date of promulgation, and the former Measures of the Student Appeal Committee of Northwest A&F University ([2014] No.38) shall be repealed at the same time.

Article 18 These measures shall be interpreted by the Youth League Committee of the University.

学生违纪案例汇编

一、扰乱公共秩序、妨碍公共安全的案例和处分

1. 网上发布不实消息

2023年3月,XX学院XXX同学假借舍友名义在西农表白墙微信平台发布不良信息,对舍友的名誉和精神造成伤害。

上述案例中,学生违反《西北农林科技大学学生违纪处分规定》(校学发〔2020〕230号)第三章第二节第十二条第三款规定“在网络上编造或传播虚假、有害信息造成不良后果的,给予记过以上处分”。

经学校学生违纪处理工作委员会研究,决定给予该名同学记过处分,处分期限10个月。

2. 网上发布失实、包含有害信息的调查报告

2018年11月,XX学院X同学在网络平台上擅自组织策划相关主题的校内问卷调查,并发布内容失实、包含有害信息的调查报告,对学校和我校学生形象造成了一定的负面影响。事后,该同学充分认识自身错误,事后及时删除涉事网络文章,关停网络平台,做出深刻的书面检讨。

上述案例中,学生违反《西北农林科技大学学生违纪处分规定》(校学发〔2020〕230号)第三章第二节第十二条第三款规定“在网络上编造或传播虚假、有害信息造成不良后果的,给予记过以上处分”,结合学生主动承认错误的情况,符合第二章第八条第一款“违纪者有主动承认错误并及时改正的情形,可从轻、减轻或者免于纪律处分”。

经学校学生违纪处理工作委员会研究,决定给予该生警告处分,处分期限6个月。

3. 在社区信息栏、篮球场围网等公共设施上乱张贴字报

2023年5月,XX学院XX同学私自在北校区学生社区信息栏、篮球场围网等公共设施上乱张贴字报,经学校发现后,第一时间主动撕掉所有字报,认错态度良好,并作出深刻反思和检讨。

上述案例中，学生违反《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230 号）第二章第八条第一款规定“散发虚假或不健康的影视广告、字画、传单或在公共设施、建筑物、公用设备上乱涂、乱写、乱画、乱张贴的，给予警告或严重警告处分”，结合学生主动承认错误的情况，符合第二章第八条第一款“违纪者有主动承认错误并及时改正的情形，可从轻、减轻或者免于纪律处分”。

经学校学生违纪处理工作委员会研究，决定给予该生警告处分，处分期限 6 个月。

二、侵犯、损害学校或他人合法权益的案例和处分

1. 与同学打架斗殴

2023 年 4 月，X 学院，A、B 两名学生在酒后发生肢体冲突，造成 B 同学左侧肩关节脱位。

上述案例中，A 同学违反《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230 号）第三章第三节第十六条第二款“打人造成他人身体伤害的，视情节分别给予以下相应处分：对他人身体造成轻微伤的，给予记过处分；造成轻伤但未追究刑事责任的，给予记过以上处分”和第三章第五节第二十四条第二款“酗酒滋事者，给予警告或严重警告处分；造成严重后果的，给予记过或留校察看处分，造成财产损失的还须照价赔偿”；B 同学违反第三章第三节第十六条第一款“打人未造成他人身体伤害的，给予警告或严重警告处分”和第三章第五节第二十四条第二款“酗酒滋事者，给予警告或严重警告处分；造成严重后果的，给予记过或留校察看处分，造成财产损失的还须照价赔偿”。

经学生违纪处理工作委员会研究，决定给予 A 同学记过处分，处分期限 10 个月；给予 B 同学严重警告处分，处分期限 8 个月。

2. 偷窥他人隐私

2021 年 10 月，XX 学院 XX 男同学在学院女厕所偷窥他人隐私，经保卫处人员及公安人员调查核实，该生偷窥事实清楚、证据充足，侵害他人权益，造成恶劣影响。

上述案例中，学生违反《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230号）第三章第三节第十七条第六款规定“偷窥、偷拍、偷录他人隐私或猥亵、性骚扰他人的，视情节给予记过以上处分；性质恶劣或造成严重后果的，给予开除学籍处分”。

经学校学生违纪处理工作委员会研究，决定给予该生记过处分，处分期限10个月。

3. 在聊天群内辱骂同学

2018年3月，XX学院XX同学在学院本科生微信群内发布辱骂同学的信息，言辞恶劣，在学生中产生了不良影响，且在学院处理事件过程中，该生曾对辅导员进行言语攻击。

上述案例中，学生违反《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230号）第三章第五节第二十六条第四款规定“威胁、侮辱、诽谤、骚扰他人的，视情节给予严重警告或记过处分；造成严重后果的，给予留校察看或开除学籍处分”和第三章第三节第十七条第七款规定“以欺骗、贿赂或其他方法阻碍学校管理人员依法或依校纪校规执行公务的，给予严重警告以上处分”。

经学校学生违纪处理工作委员会研究，决定给予该生严重警告处分，处分期限8个月。

4. 损害他人财产

2022年3月，X学院H同学在因琐事与舍友发生矛盾，故意损坏舍友衣物，损害他人财产。

上述案例中，学生违反《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230号）第三章第四节第二十二条第二款规定“故意损坏公私财物的，除赔偿损失外，给予严重警告以上处分”。

经学校学生违纪处理工作委员会研究，决定给予该生严重警告处分，处分期限8个月。

三、妨碍学校管理的案例和处分

1. 对学院教育教学和管理秩序造成严重影响

2018 年 9 月，XX 学院 2 名学生因对学院本科生免试推荐研究生公示结果不满，在未按照程序提请复议的情况下，先后两次采取在学院办公室喧闹起哄等过激行为向学院反映个人诉求，对学校及学院教育教学和管理秩序造成严重影响。

上述案例中，学生违反《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230 号）第三章第五节第二十六条第一款规定“在教室、实验室、食堂、宿舍或其他公共场所喧闹起哄、寻衅滋事、长时间占座且屡教不改等，给予严重警告或记过处分；情节严重的，给予留校察看处分”。

经学校学生违纪处理工作委员会研究，决定给予上述 2 名学生严重警告处分，处分期限 8 个月。

2. 在推进文明教室创建工作中，不服从学校管理

2020 年 10 月，XX 学院 XX 同学在学校推进文明教室创建工作中，在已接受学院的警示教育，知晓学校文明教室创建相关规定的情况下，仍抱有侥幸心理，违规将个人物品长时间放置于教学楼内。

上述案例中，学生违反《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230 号）第三章第五节第二十六条第一款“在教室、实验室、食堂、宿舍或其他公共场所喧闹起哄、寻衅滋事、长时间占座且屡教不改等，给予严重警告或记过处分；情节严重的，给予留校察看处分”以及第十四款“在国家 and 学校重大工作部署推进或防控管理中，违反相关规定，拒不服从学校管理安排或散布、传播不实言论的，给予严重警告以上处分；造成严重后果的，给予留校察看处分”。

经学校学生违纪处理工作委员会研究，决定给予该生严重警告处分，处分期限 8 个月。

3. 未经批准，私自校外住宿

2022 年 2 月，XX 学院 XXX 同学未经审批私自在校外住宿。

上述案例中，学生违反《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230号）第三章第五节第二十七条第四款“未经批准私自在校外住宿的，给予警告或严重警告处分；屡教不改的，给予记过或留校察看处分”。

经学生违纪处理工作委员会研究，决定给予该学生严重警告处分，处分期限8个月。

4. 酗酒并晚归后发生意外坠楼事件

2021年12月，XX学院4名学生酗酒、晚归，其中1人发生意外坠楼事件，妨碍学校管理秩序，对他人造成不良影响。

上述案例中，学生违反《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230号）第三章第五节第二十四条规定：“学生在校期间酗酒的，视情节给予相应处分：（二）酗酒滋事者，给予警告或严重警告处分；造成严重后果的，给予记过或留校察看处分，造成财产损失的还须照价赔偿”。

经学校学生违纪处理工作委员会研究，决定给予上述4名学生严重警告处分，处分期限8个月。

四、违反学校教育教学规定的案例和处分

1. 考试作弊

2022年1月，XX学院，X同学在课程考试过程中夹带与考试内容相关的纸条。整个过程事实清楚，证据充分，构成考试作弊。

上述案例中，学生违反《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230号）第三章第六节第四十条第一款规定“开考后被发现携带与考试内容相关的材料或者存储有与考试内容相关资料的电子设备的，认定为考试作弊，该门课程考核成绩记为‘无效’，给予记过或留校察看处分”。

经学校学生违纪处理工作委员会研究，决定给予该生记过处分，处分期限10个月，同时该门课程考核成绩记为“无效”。

2. 违反考场规则

2021年12月，XX学院，X同学在课程考试过程中，违规将考试试卷带出考场，整个过程事实清楚，证据充分，该生行为构成违反考场规则。

上述案例中，学生违反《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230 号）第三章第六节第三十九条第一款第三项规定“有下列行为之一的，给予警告或严重警告处分：违反规定将试卷、答卷（含答题纸、答题卡等）等考试用纸带出考场的”。

经学校学生违纪处理工作委员会研究，决定给予该生严重警告处分，处分期限 8 个月，同时该课程考核成绩记为“无效”。

3. 旷课

2018-2019 学年第一学期，X 学院 XX 同学旷课累计 50 学时以上。

上述案例中，学生违反《西北农林科技大学学生违纪处分规定》（校学发〔2020〕230 号）第三章第六节第三十八条第四款规定“学生未请假，或请假未批准擅自离校，或请假逾期未归的，视为旷课（旷课 1 天按 8 学时计，一周按 5 天计），旷课累计达 48 学时以上的，给予留校察看处分”。

经学校学生违纪处理工作委员会研究，决定给予该生留校察看处分，处分期限 12 个月。

Compilation of Student Disciplinary Cases

I. Cases and Punishments of Disrupting Public Order and Impeding Public Safety

1. Posting False Information Online

In March 2023, a student from XX College, using the name of a roommate, posted inappropriate information on the Confession of Wall WeChat platform in Northwest A&F University (referred to as NWAFU), causing damage to the roommate's reputation and mental health.

In the case mentioned above, the student violated the "Regulations on Disciplinary Actions for Students of Northwest A&F University" (No.230 of 2020), Article 12, Paragraph 3 of Section 2, Chapter 3, which states "Those who fabricate or disseminate false and harmful information online and cause adverse consequences shall be given a demerit or higher punishment."

After research by the University Student Disciplinary Committee, it was decided to give the student a demerit, with a punishment period of 10 months.

2. Posting Untrue and Harmful Information in Survey Reports

In November 2018, a student from XX College organized and planned a University-themed questionnaire survey on the online platform without permission and published a survey report with false content and harmful information, which had a certain negative impact on the University and the image of our students. After the incident, the student fully recognized his own mistakes, promptly deleted the involved online articles, shut down the online platform, and made a profound written self-criticism.

In the case mentioned above, the student violated the "Regulations on Disciplinary Actions for Students of Northwest A&F University" (No.230 of 2020), Article 12, Paragraph 3 of Section 2, Chapter 3, which states "Those who fabricate or disseminate false and harmful information online and cause adverse consequences shall be given a demerit or higher punishment." Considering the student's active admission of the error, it complies with Article 8, Paragraph 1 of

Chapter 2, which states “If the violator actively admits the error and corrects it in time, the disciplinary punishment may be reduced or exempted.”

After research by the University Student Disciplinary Committee, it was decided to give the student a warning, with a punishment period of 6 months.

3. Posting Randomly on Community Bulletin Boards, Basketball Court Fences, and Other Public Facilities

In May 2023, a student from XX College posted random notices on the public facilities such as the student community bulletin board and the basketball court fence in the North Campus. After the University discovered it, the student proactively tore down all the notices, had a good attitude of admitting the mistake, and made a deep reflection and self-criticism.

In the case mentioned above, the student violated the “Regulations on Disciplinary Actions for Students of Northwest A&F University “ (No.230 of 2020) , Article 8, Paragraph 1 of Chapter 2, which states “Those who distribute false or unhealthy film and television advertisements, calligraphy, leaflets, or who scribble, write, draw, or post randomly on public facilities, buildings, and public equipment shall be given a warning or severe warning punishment.” Considering the student’s active admission of the error, it complies with Article 8, Paragraph 1 of Chapter 2, which states “If the violator actively admits the error and corrects it in time, the disciplinary punishment may be reduced or exempted.”

After research by the University Student Disciplinary Committee, it was decided to give the student a warning, with a punishment period of 6 months.

II. Cases and Punishments of Infringement and Damage to the Legal Rights and Interests of the University or Others

1. Fighting with Classmates

In April 2023, two students from XX College, A and B, had a physical conflict after drinking, resulting in dislocation of the left shoulder joint of student B.

In the case mentioned above, student A violated the “Regulations on Disciplinary Actions for Students of Northwest A&F University “ (No.230 of 2020) , Article 16, Paragraph 2 of Chapter 3, which states “Those who hit others and cause minor injuries shall be given a demerit; those who cause minor injuries

without criminal responsibility shall be given a demerit or higher punishment.” And Article 24, Paragraph 2 of Chapter 3, which states “Those who make trouble while drunk shall be given a warning or severe warning punishment; if serious consequences are caused, a demerit or probation shall be given, and if property damage is caused, compensation shall be made according to the price.” Student B violated Article 16, Paragraph 1 of Chapter 3, which states “Those who hit others without causing physical harm shall be given a warning or severe warning punishment.” And Article 24, Paragraph 2 of Chapter 3, which states “Those who make trouble while drunk shall be given a warning or severe warning punishment; if serious consequences are caused, a demerit or probation shall be given, and if property damage is caused, compensation shall be made according to the price.”

After research by the University Student Disciplinary Committee, it was decided to give student A a demerit, with a punishment period of 10 months; student B was given a severe warning, with a punishment period of 8 months.

2. Peeping at Others' Privacy

In October 2021, a male student from XX College peeped at others' privacy in the women's restroom of the college. After investigation and verification by the security and public security personnel, the student's peeping facts were clear and the evidence was sufficient, infringing on the rights of others and causing a bad influence.

In the case mentioned above, the student violated the “Regulations on Disciplinary Actions for Students of Northwest A&F University “ (No.230 of 2020) , Article 17, Paragraph 6 of Chapter 3, which states “Those who peep, take photos, record, harass, or sexually harass others shall be given a demerit or higher punishment according to the situation; if the nature is bad or serious consequences are caused, expulsion will be given.”

After research by the University Student Disciplinary Committee, it was decided to give the student a demerit, with a punishment period of 10 months.

3. Insulting Classmates in the Chat Group

In March 2018, a student from XX College posted insulting information about classmates in the undergraduate WeChat group of the college. The words were bad

and had a bad influence among the students. Moreover, during the college's handling of the incident, the student verbally attacked the counselor.

In the case mentioned above, the student violated the “Regulations on Disciplinary Actions for Students of Northwest A&F University “（No.230 of 2020）, Article 26, Paragraph 4 of Chapter 3, which states “Those who threaten, insult, defame, or harass others shall be given a severe warning or demerit according to the situation; if serious consequences are caused, probation or expulsion shall be given.” And Article 17, Paragraph 7 of Chapter 3, which states “Those who hinder University management personnel from performing their duties according to the law or University discipline and regulations by deception, bribery, or other methods shall be given a severe warning or higher punishment.”

After research by the University Student Disciplinary Committee, it was decided to give the student a severe warning, with a punishment period of 8 months.

4. Damaging Others' Property

In March 2022, a student from XX College, H, deliberately damaged his roommate's clothes due to trivial matters, damaging others' property.

In the case mentioned above, the student violated the “Regulations on Disciplinary Actions for Students of Northwest A&F University “（No.230 of 2020）, Article 22, Paragraph 2 of Chapter 3, which states “Those who deliberately damage public and private property shall be given a severe warning or higher punishment in addition to compensating for the loss.

After research by the University Student Disciplinary Committee, it was decided to give the student a severe warning, with a punishment period of 8 months.

III. Cases and Punishments of Impeding University Management

1. Having a Serious Impact on the Educational and Management Order of the College

In September 2018, two students from XX College were dissatisfied with the publicized results of the undergraduate recommendation for graduate students. Without following the prescribed procedures to request a review, they took extreme actions such as making a fuss in the college office twice to express their personal demands, which seriously affected the University and college's educational and

management order.

In the case mentioned above, the students violated the “Regulations on Disciplinary Actions for Students of Northwest A&F University “ (No.230 of 2020) , Article 26, Paragraph 1 of Chapter 3, which states “Those who make a fuss, provoke trouble, occupy seats for a long time and refuse to correct in classrooms, laboratories, canteens, dormitories, or other public places shall be given a severe warning or demerit; if the situation is serious, probation will be given.”

After research by the University Student Disciplinary Committee, it was decided to give the two students a severe warning, with a punishment period of 8 months.

2. Disobeying University Management in Promoting the Creation of a Civilized Classroom

In October 2020, a student from XX College, knowing the University’s regulations on the creation of a civilized classroom and having received warning education from the college, still took a chance and placed personal items in the teaching building for a long time.

In the case mentioned above, the student violated the “Regulations on Disciplinary Actions for Students of Northwest A&F University “ (No.230 of 2020) , Article 26, Paragraph 1 of Chapter 3, which states “Those who make a fuss, provoke trouble, occupy seats for a long time and refuse to correct in classrooms, laboratories, canteens, dormitories, or other public places shall be given a severe warning or demerit; if the situation is serious, probation shall be given.” And Paragraph 14, which states “Those who violate regulations and refuse to obey University management arrangements or spread false statements during the promotion of national and University major work deployment or epidemic prevention and control management shall be given a severe warning or higher punishment; if serious consequences are caused, probation shall be given.”

After research by the University Student Disciplinary Committee, it was decided to give the student a severe warning, with a punishment period of 8 months.

3. Living Off-Campus Without Approval

In February 2022, a student from XX College lived off-campus without

approval.

In the case mentioned above, the student violated the “Regulations on Disciplinary Actions for Students of Northwest A&F University “ (No.230 of 2020) , Article 27, Paragraph 4 of Chapter 3, which states “Those who live off-campus without approval shall be given a warning or severe warning; if they persist and do not correct, a demerit or probation shall be given.”

After research by the University Student Disciplinary Committee, it was decided to give the student a severe warning, with a punishment period of 8 months

4. Alcohol Consumption and Late Return Leading to an Accidental Falling Incident

In December 2021, four students from XX College consumed alcohol and returned late, one of whom had an accidental falling incident, which hindered the University management order and had a bad influence on others.

In the case mentioned above, the students violated the “Regulations on Disciplinary Actions for Students of Northwest A&F University “ (No.230 of 2020) , Article 24 of Chapter 3, which states “Students who consume alcohol during University hours shall be given corresponding punishments according to the situation: (2) Those who make trouble while drunk shall be given a warning or severe warning; if serious consequences are caused, a demerit or probation shall be given, and if property damage is caused, compensation shall be made according to the price.”

After research by the University Student Disciplinary Committee, it was decided to give the four students a severe warning, with a punishment period of 8 months.

IV. Cases and Punishments of Violating University Education and Teaching Regulations

1. Cheating in Exams

In January 2022, a student from XX College carried notes related to the exam content during the course exam. The whole process was clear and the evidence was sufficient, constituting cheating in exams.

In the case mentioned above, the student violated the “Regulations on

Disciplinary Actions for Students of Northwest A&F University “ (No.230 of 2020) , Article 40, Paragraph 1 of Chapter 3, which states “Those who are found carrying materials related to the exam content or electronic devices storing data related to the exam content after the exam starts shall be identified as cheating, and the course assessment score shall be recorded as ‘invalid’, and a demerit or probation shall be given.”

After research by the University Student Disciplinary Committee, it was decided to give the student a demerit, with a punishment period of 10 months, and the course assessment score was recorded as “invalid.”

2. Violating Examination Room Rules

In December 2021, a student from XX College took the exam paper out of the examination room during the course exam, which was clear and had sufficient evidence, and the student’s behavior constituted a violation of the examination room rules.

In the case mentioned above, the student violated the “Regulations on Disciplinary Actions for Students of Northwest A&F University “ (No.230 of 2020) , Article 39, Paragraph 1, Item 3 of Chapter 3, which states “Those who have one of the following behaviors shall be given a warning or severe warning: taking the exam paper, answer sheet (including answer paper, answer card, etc.) and other exam papers out of the examination room in violation of regulations.”

After research by the University Student Disciplinary Committee, it was decided to give the student a severe warning, with a punishment period of 8 months, and the course assessment score was recorded as “invalid.”

3. Absenteeism

In the first semester of the 2018-2019 academic year, a student from XX College was absent for more than 50 class hours.

In the case mentioned above, the student violated the “Regulations on Disciplinary Actions for Students of Northwest A&F University “ (No.230 of 2020) , Article 38, Paragraph 4 of Chapter 3, which states “Students who leave University without asking for leave, or leave without approval, or return late after asking for leave are considered to be absent (absent for one day is calculated as 8

class hours, one week is calculated as 5 days) , and those who are absent for more than 48 class hours will be given a probation.”

After research by the University Student Disciplinary Committee, it was decided to give the student a probation, with a punishment period of 12 months.

第三部分 国家法律及有关规范文件

中华人民共和国出境入境管理法

第一章 总则

第一条 为了规范出境入境管理，维护中华人民共和国的主权、安全和社会秩序，促进对外交往和对外开放，制定本法。

第二条 中国公民出境入境、外国人入境出境、外国人在中国境内停留居留的管理，以及交通运输工具出境入境的边防检查，适用本法。

第三条 国家保护中国公民出境入境合法权益。

在中国境内的外国人的合法权益受法律保护。在中国境内的外国人应当遵守中国法律，不得危害中国国家安全、损害社会公共利益、破坏社会公共秩序。

第四条 公安部、外交部按照各自职责负责有关出境入境事务的管理。

中华人民共和国驻外使馆、领馆或者外交部委托的其他驻外机构（以下称驻外签证机关）负责在境外签发外国人入境签证。出入境边防检查机关负责实施出境入境边防检查。县级以上地方人民政府公安机关及其出入境管理机构负责外国人停留居留管理。

公安部、外交部可以在各自职责范围内委托县级以上地方人民政府公安机关出入境管理机构、县级以上地方人民政府外事部门受理外国人入境、停留居留申请。

公安部、外交部在出境入境事务管理中，应当加强沟通配合，并与国务院有关部门密切合作，按照各自职责分工，依法行使职权，承担责任。

第五条 国家建立统一的出境入境管理信息平台，实现有关管理部门信息共享。

第六条 国家在对外开放的口岸设立出入境边防检查机关。

中国公民、外国人以及交通运输工具应当从对外开放的口岸出境入境，特

殊情况下，可以从国务院或者国务院授权的部门批准的地点出境入境。出境入境人员和交通工具应当接受出境入境边防检查。

出入境边防检查机关负责对口岸限定区域实施管理。根据维护国家安全和出境入境管理秩序的需要，出入境边防检查机关可以对出境入境人员携带的物品实施边防检查。必要时，出入境边防检查机关可以对出境入境交通工具载运的货物实施边防检查，但是应当通知海关。

第七条 经国务院批准，公安部、外交部根据出境入境管理的需要，可以对留存出境入境人员的指纹等人体生物识别信息作出规定。

外国政府对中国公民签发签证、出境入境管理有特别规定的，中国政府可以根据情况采取相应的对等措施。

第八条 履行出境入境管理职责的部门和机构应当切实采取措施，不断提升服务和管理水平，公正执法，便民高效，维护安全、便捷的出境入境秩序。

第二章 中国公民出境入境

第九条 中国公民出境入境，应当依法申请办理护照或者其他旅行证件。

中国公民前往其他国家或者地区，还需要取得前往国签证或者其他入境许可证明。但是，中国政府与其他国家政府签订互免签证协议或者公安部、外交部另有规定的除外。

中国公民以海员身份出境入境和在国外船舶上从事工作的，应当依法申请办理海员证。

第十条 中国公民往来内地与香港特别行政区、澳门特别行政区，中国公民往来大陆与台湾地区，应当依法申请办理通行证件，并遵守本法有关规定。具体管理办法由国务院规定。

第十一条 中国公民出境入境，应当向出入境边防检查机关交验本人的护照或者其他旅行证件等出境入境证件，履行规定的手续，经查验准许，方可出境入境。

具备条件的口岸，出入境边防检查机关应当为中国公民出境入境提供专用通道等便利措施。

第十二条 中国公民有下列情形之一的，不准出境：

- （一）未持有效出境入境证件或者拒绝、逃避接受边防检查的；
- （二）被判处刑罚尚未执行完毕或者属于刑事案件被告人、犯罪嫌疑人的；
- （三）有未了结的民事案件，人民法院决定不准出境的；
- （四）因妨害国（边）境管理受到刑事处罚或者因非法出境、非法居留、非法就业被其他国家或者地区遣返，未满不准出境规定年限的；
- （五）可能危害国家安全和利益，国务院有关主管部门决定不准出境的；
- （六）法律、行政法规规定不准出境的其他情形。

第十三条 定居国外的中国公民要求回国定居的，应当在入境前向中华人民共和国驻外使馆、领馆或者外交部委托的其他驻外机构提出申请，也可以由本人或者经由国内亲属向拟定居地的县级以上地方人民政府侨务部门提出申请。

第十四条 定居国外的中国公民在中国境内办理金融、教育、医疗、交通、电信、社会保险、财产登记等事务需要提供身份证明的，可以凭本人的护照证明其身份。

第三章 外国人入境出境

第一节 签证

第十五条 外国人入境，应当向驻外签证机关申请办理签证，但是本法另有规定的除外。

第十六条 签证分为外交签证、礼遇签证、公务签证、普通签证。

对因外交、公务事由入境的外国人，签发外交、公务签证；对因身份特殊需要给予礼遇的外国人，签发礼遇签证。外交签证、礼遇签证、公务签证的签发范围和签发办法由外交部规定。

对因工作、学习、探亲、旅游、商务活动、人才引进等非外交、公务事由入境的外国人，签发相应类别的普通签证。普通签证的类别和签发办法由国务院规定。

第十七条 签证的登记项目包括：签证种类，持有人姓名、性别、出生日

期、入境次数、入境有效期、停留期限，签发日期、地点，护照或者其他国际旅行证件号码等。

第十八条 外国人申请办理签证，应当向驻外签证机关提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，按照驻外签证机关的要求办理相关手续、接受面谈。

第十九条 外国人申请办理签证需要提供中国境内的单位或者个人出具的邀请函件的，申请人应当按照驻外签证机关的要求提供。出具邀请函件的单位或者个人应当对邀请内容的真实性负责。

第二十条 出于人道原因需要紧急入境，应邀入境从事紧急商务、工程抢修或者具有其他紧急入境需要并持有有关主管部门同意在口岸申办签证的证明材料的外国人，可以在国务院批准办理口岸签证业务的口岸，向公安部委托的口岸签证机关（以下简称口岸签证机关）申请办理口岸签证。

旅行社按照国家有关规定组织入境旅游的，可以向口岸签证机关申请办理团体旅游签证。

外国人向口岸签证机关申请办理签证，应当提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，按照口岸签证机关的要求办理相关手续，并从申请签证的口岸入境。

口岸签证机关签发的签证一次入境有效，签证注明的停留期限不得超过三十日。

第二十一条 外国人有下列情形之一的，不予签发签证：

- （一）被处驱逐出境或者被决定遣送出境，未满不准入境规定年限的；
- （二）患有严重精神障碍、传染性肺结核病或者有可能对公共卫生造成重大危害的其他传染病的；
- （三）可能危害中国国家安全和利益、破坏社会公共秩序或者从事其他违法犯罪活动的；
- （四）在申请签证过程中弄虚作假或者不能保障在中国境内期间所需费用的；

(五) 不能提交签证机关要求提交的相关材料的;

(六) 签证机关认为不宜签发签证的其他情形。

对不予签发签证的, 签证机关可以不说明理由。

第二十二条 外国人有下列情形之一的, 可以免办签证:

(一) 根据中国政府与其他国家政府签订的互免签证协议, 属于免办签证人员的;

(二) 持有效的外国人居留证件的;

(三) 持联程客票搭乘国际航行的航空器、船舶、列车从中国过境前往第三国或者地区, 在中国境内停留不超过二十四小时且不离开口岸, 或者在国务院批准的特定区域内停留不超过规定时限的;

(四) 国务院规定的可以免办签证的其他情形。

第二十三条 有下列情形之一的外国人需要临时入境的, 应当向出入境边防检查机关申请办理临时入境手续:

(一) 外国船员及其随行家属登陆港口所在城市的;

(二) 本法第二十二条第三项规定的人员需要离开口岸的;

(三) 因不可抗力或者其他紧急原因需要临时入境的。

临时入境的期限不得超过十五日。

对申请办理临时入境手续的外国人, 出入境边防检查机关可以要求外国人本人、载运其入境的交通运输工具的负责人或者交通运输工具出境入境业务代理单位提供必要的保证措施。

第二节 入境出境

第二十四条 外国人入境, 应当向出入境边防检查机关交验本人的护照或者其他国际旅行证件、签证或者其他入境许可证明, 履行规定的手续, 经查验准许, 方可入境。

第二十五条 外国人有下列情形之一的, 不准入境:

(一) 未持有效出境入境证件或者拒绝、逃避接受边防检查的;

(二) 具有本法第二十一条第一款第一项至第四项规定情形的;

（三）入境后可能从事与签证种类不符的活动的；

（四）法律、行政法规规定不准入境的其他情形。

对不准入境的，出入境边防检查机关可以不说明理由。

第二十六条 对未被准许入境的外国人，出入境边防检查机关应当责令其返回；对拒不返回的，强制其返回。外国人等待返回期间，不得离开限定的区域。

第二十七条 外国人出境，应当向出入境边防检查机关交验本人的护照或者其他国际旅行证件等出境入境证件，履行规定的手续，经查验准许，方可出境。

第二十八条 外国人有下列情形之一的，不准出境：

（一）被判处刑罚尚未执行完毕或者属于刑事案件被告人、犯罪嫌疑人的，但是按照中国与外国签订的有关协议，移管被判刑人的除外；

（二）有未了结的民事案件，人民法院决定不准出境的；

（三）拖欠劳动者的劳动报酬，经国务院有关部门或者省、自治区、直辖市人民政府决定不准出境的；

（四）法律、行政法规规定不准出境的其他情形。

第四章 外国人停留居留

第一节 停留居留

第二十九条 外国人所持签证注明的停留期限不超过一百八十日的，持证人凭签证并按照签证注明的停留期限在中国境内停留。

需要延长签证停留期限的，应当在签证注明的停留期限届满七日前向停留地县级以上地方人民政府公安机关出入境管理机构申请，按照要求提交申请事由的相关材料。经审查，延期理由合理、充分的，准予延长停留期限；不予延长停留期限的，应当按期离境。

延长签证停留期限，累计不得超过签证原注明的停留期限。

第三十条 外国人所持签证注明入境后需要办理居留证件的，应当自入境之日起三十日内，向拟居留地县级以上地方人民政府公安机关出入境管理机构

申请办理外国人居留证件。

申请办理外国人居留证件，应当提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，并留存指纹等人体生物识别信息。公安机关出入境管理机构应当自收到申请材料之日起十五日内进行审查并作出审查决定，根据居留事由签发相应类别和期限的外国人居留证件。

外国人工作类居留证件的有效期最短为九十日，最长为五年；非工作类居留证件的有效期最短为一百八十日，最长为五年。

第三十一条 外国人有下列情形之一的，不予签发外国人居留证件：

- （一）所持签证类别属于不应办理外国人居留证件的；
- （二）在申请过程中弄虚作假的；
- （三）不能按照规定提供相关证明材料的；
- （四）违反中国有关法律、行政法规，不适合在中国境内居留的；
- （五）签发机关认为不宜签发外国人居留证件的其他情形。

符合国家规定的专门人才、投资者或者出于人道等原因确需由停留变更为居留的外国人，经设区的市级以上地方人民政府公安机关出入境管理机构批准可以办理外国人居留证件。

第三十二条 在中国境内居留的外国人申请延长居留期限的，应当在居留证件有效期限届满三十日前向居留地县级以上地方人民政府公安机关出入境管理机构提出申请，按照要求提交申请事由的相关材料。经审查，延期理由合理、充分的，准予延长居留期限；不予延长居留期限的，应当按期离境。

第三十三条 外国人居留证件的登记项目包括：持有人姓名、性别、出生日期、居留事由、居留期限，签发日期、地点，护照或者其他国际旅行证件号码等。

外国人居留证件登记事项发生变更的，持证件人应当自登记事项发生变更之日起十日内向居留地县级以上地方人民政府公安机关出入境管理机构申请办理变更。

第三十四条 免办签证入境的外国人需要超过免签期限在中国境内停留

的，外国船员及其随行家属在中国境内停留需要离开港口所在城市，或者具有需要办理外国人停留证件其他情形的，应当按照规定办理外国人停留证件。

外国人停留证件的有效期最长为一百八十日。

第三十五条 外国人入境后，所持的普通签证、停留居留证件损毁、遗失、被盗抢或者有符合国家规定的事由需要换发、补发的，应当按照规定向停留居留地县级以上地方人民政府公安机关出入境管理机构提出申请。

第三十六条 公安机关出入境管理机构作出的不予办理普通签证延期、换发、补发，不予办理外国人停留居留证件、不予延长居留期限的决定为最终决定。

第三十七条 外国人在中国境内停留居留，不得从事与停留居留事由不相符的活动，并应当在规定的停留居留期限届满前离境。

第三十八条 年满十六周岁的外国人在中国境内停留居留，应当随身携带本人的护照或者其他国际旅行证件，或者外国人停留居留证件，接受公安机关的查验。

在中国境内居留的外国人，应当在规定的时间内到居留地县级以上地方人民政府公安机关交验外国人居留证件。

第三十九条 外国人在中国境内旅馆住宿的，旅馆应当按照旅馆业治安管理的有关规定为其办理住宿登记，并向所在地公安机关报送外国人住宿登记信息。

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

第四十条 在中国境内出生的外国婴儿，其父母或者代理人应当在婴儿出生六十日内，持该婴儿的出生证明到父母停留居留地县级以上地方人民政府公安机关出入境管理机构为其办理停留或者居留登记。

外国人在中国境内死亡的，其家属、监护人或者代理人，应当按照规定，持该外国人的死亡证明向县级以上地方人民政府公安机关出入境管理机构申报，注销外国人停留居留证件。

第四十一条 外国人在中国境内工作，应当按照规定取得工作许可和工作类居留证件。任何单位和个人不得聘用未取得工作许可和工作类居留证件的外国人。

外国人在中国境内工作管理办法由国务院规定。

第四十二条 国务院人力资源社会保障主管部门、外国专家主管部门会同国务院有关部门根据经济社会发展需要和人力资源供求状况制定并定期调整外国人在中国境内工作指导目录。

国务院教育主管部门会同国务院有关部门建立外国留学生勤工助学管理制度，对外国留学生勤工助学的岗位范围和时限作出规定。

第四十三条 外国人有下列行为之一的，属于非法就业：

- (一) 未按照规定取得工作许可和工作类居留证件在中国境内工作的；
- (二) 超出工作许可限定范围在中国境内工作的；
- (三) 外国留学生违反勤工助学管理规定，超出规定的岗位范围或者时限在中国境内工作的。

第四十四条 根据维护国家安全、公共安全的需要，公安机关、国家安全机关可以限制外国人、外国机构在某些地区设立居住或者办公场所；对已经设立的，可以限期迁离。

未经批准，外国人不得进入限制外国人进入的区域。

第四十五条 聘用外国人工作或者招收外国留学生的单位，应当按照规定向所在地公安机关报告有关信息。

公民、法人或者其他组织发现外国人有非法入境、非法居留、非法就业情形的，应当及时向所在地公安机关报告。

第四十六条 申请难民地位的外国人，在难民地位甄别期间，可以凭公安机关签发的临时身份证明在中国境内停留；被认定为难民的外国人，可以凭公安机关签发的难民身份证件在中国境内停留居留。

第二节 永久居留

第四十七条 对中国经济社会发展作出突出贡献或者符合其他在中国境内

永久居留条件的外国人，经本人申请和公安部批准，取得永久居留资格。

外国人在中国境内永久居留的审批管理办法由公安部、外交部会同国务院有关部门规定。

第四十八条 取得永久居留资格的外国人，凭永久居留证件在中国境内居留和工作，凭本人的护照和永久居留证件出境入境。

第四十九条 外国人有下列情形之一的，由公安部决定取消其在中国境内永久居留资格：

- （一）对中国国家安全和利益造成危害的；
- （二）被处驱逐出境的；
- （三）弄虚作假骗取在中国境内永久居留资格的；
- （四）在中国境内居留未达到规定时限的；
- （五）不适宜在中国境内永久居留的其他情形。

第五章 交通运输工具出境入境边防检查

第五十条 出境入境交通运输工具离开、抵达口岸时，应当接受边防检查。对交通运输工具的入境边防检查，在其最先抵达的口岸进行；对交通运输工具的出境边防检查，在其最后离开的口岸进行。特殊情况下，可以在有关主管机关指定的地点进行。

出境的交通运输工具自出境检查后至出境前，入境的交通运输工具自入境后至入境检查前，未经出入境边防检查机关按照规定程序许可，不得上下人员、装卸货物或者物品。

第五十一条 交通运输工具负责人或者交通运输工具出境入境业务代理单位应当按照规定提前向出入境边防检查机关报告入境、出境的交通运输工具抵达、离开口岸的时间和停留地点，如实申报员工、旅客、货物或者物品等信息。

第五十二条 交通运输工具负责人、交通运输工具出境入境业务代理单位应当配合出境入境边防检查，发现违反本法规定行为的，应当立即报告并协助调查处理。

入境交通运输工具载运不准入境人员的，交通运输工具负责人应当负责载

离。

第五十三条 出入境边防检查机关按照规定对处于下列情形之一的出境入境交通运输工具进行监护：

（一）出境的交通运输工具在出境边防检查开始后至出境前、入境的交通运输工具在入境后至入境边防检查完成前；

（二）外国船舶在中国内河航行期间；

（三）有必要进行监护的其他情形。

第五十四条 因装卸物品、维修作业、参观访问等事由需要上下外国船舶的人员，应当向出入境边防检查机关申请办理登轮证件。

中国船舶与外国船舶或者外国船舶之间需要搭靠作业的，应当由船长或者交通运输工具出境入境业务代理单位向出入境边防检查机关申请办理船舶搭靠手续。

第五十五条 外国船舶、航空器在中国境内应当按照规定的路线、航线行驶。

出境入境的船舶、航空器不得驶入对外开放口岸以外地区。因不可预见的紧急情况或者不可抗力驶入的，应当立即向就近的出入境边防检查机关或者当地公安机关报告，并接受监护和管理。

第五十六条 交通运输工具有下列情形之一的，不准出境入境；已经驶离口岸的，可以责令返回：

（一）离开、抵达口岸时，未经查验准许擅自出境入境的；

（二）未经批准擅自改变出境入境口岸的；

（三）涉嫌载有不准出境入境人员，需要查验核实的；

（四）涉嫌载有危害国家安全、利益和社会公共秩序的物品，需要查验核实的；

（五）拒绝接受出入境边防检查机关管理的其他情形。

前款所列情形消失后，出入境边防检查机关对有关交通运输工具应当立即放行。

第五十七条 从事交通运输工具出境入境业务代理的单位，应当向出入境边防检查机关备案。从事业务代理的人员，由所在单位向出入境边防检查机关办理备案手续。

第六章 调查和遣返

第五十八条 本章规定的当场盘问、继续盘问、拘留审查、限制活动范围、遣送出境措施，由县级以上地方人民政府公安机关或者出入境边防检查机关实施。

第五十九条 对涉嫌违反出境入境管理的人员，可以当场盘问；经当场盘问，有下列情形之一的，可以依法继续盘问：

- （一）有非法出境入境嫌疑的；
- （二）有协助他人非法出境入境嫌疑的；
- （三）外国人有非法居留、非法就业嫌疑的；
- （四）有危害国家安全和利益，破坏社会公共秩序或者从事其他违法犯罪活动嫌疑的。

当场盘问和继续盘问应当依据《中华人民共和国人民警察法》规定的程序进行。

县级以上地方人民政府公安机关或者出入境边防检查机关需要传唤涉嫌违反出境入境管理的人员的，依照《中华人民共和国治安管理处罚法》的有关规定执行。

第六十条 外国人有本法第五十九条第一款规定情形之一的，经当场盘问或者继续盘问后仍不能排除嫌疑，需要作进一步调查的，可以拘留审查。

实施拘留审查，应当出示拘留审查决定书，并在二十四小时内进行询问。发现不应当拘留审查的，应当立即解除拘留审查。

拘留审查的期限不得超过三十日；案情复杂的，经上一级地方人民政府公安机关或者出入境边防检查机关批准可以延长至六十日。对国籍、身份不明的外国人，拘留审查期限自查清其国籍、身份之日起计算。

第六十一条 外国人有下列情形之一的，不适用拘留审查，可以限制其活动范围：

- （一）患有严重疾病的；
- （二）怀孕或者哺乳自己不满一周岁婴儿的；
- （三）未满十六周岁或者已满七十周岁的；
- （四）不宜适用拘留审查的其他情形。

被限制活动范围的外国人，应当按照要求接受审查，未经公安机关批准，不得离开限定的区域。限制活动范围的期限不得超过六十日。对国籍、身份不明的外国人，限制活动范围期限自查清其国籍、身份之日起计算。

第六十二条 外国人有下列情形之一的，可以遣送出境：

- （一）被处限期出境，未在规定期限内离境的；
- （二）有不准入境情形的；
- （三）非法居留、非法就业的；
- （四）违反本法或者其他法律、行政法规需要遣送出境的。

其他境外人员有前款所列情形之一的，可以依法遣送出境。

被遣送出境的人员，自被遣送出境之日起一至五年内不准入境。

第六十三条 被拘留审查或者被决定遣送出境但不能立即执行的人员，应当羁押在拘留所或者遣返场所。

第六十四条 外国人对依照本法规定对其实施的继续盘问、拘留审查、限制活动范围、遣送出境措施不服的，可以依法申请行政复议，该行政复议决定为最终决定。

其他境外人员对依照本法规定对其实施的遣送出境措施不服，申请行政复议的，适用前款规定。

第六十五条 对依法决定不准出境或者不准入境的人员，决定机关应当按照规定及时通知出入境边防检查机关；不准出境、入境情形消失的，决定机关应当及时撤销不准出境、入境决定，并通知出入境边防检查机关。

第六十六条 根据维护国家安全和出境入境管理秩序的需要，必要时，出

入境边防检查机关可以对出境入境的人员进行人身检查。人身检查应当由两名与受检查人同性别的边防检查人员进行。

第六十七条 签证、外国人停留居留证件等出境入境证件发生损毁、遗失、被盗抢或者签发后发现持证人不符合签发条件等情形的，由签发机关宣布该出境入境证件作废。

伪造、变造、骗取或者被证件签发机关宣布作废的出境入境证件无效。

公安机关可以对前款规定的或被他人冒用的出境入境证件予以注销或者收缴。

第六十八条 对用于组织、运送、协助他人非法出境入境的交通运输工具，以及需要作为办案证据的物品，公安机关可以扣押。

对查获的违禁物品，涉及国家秘密的文件、资料以及用于实施违反出境入境管理活动的工具等，公安机关应当予以扣押，并依照相关法律、行政法规规定处理。

第六十九条 出境入境证件的真伪由签发机关、出入境边防检查机关或者公安机关出入境管理机构认定。

第七章 法律责任

第七十条 本章规定的行政处罚，除本章另有规定外，由县级以上地方人民政府公安机关或者出入境边防检查机关决定；其中警告或者五千元以下罚款，可以由县级以上地方人民政府公安机关出入境管理机构决定。

第七十一条 有下列行为之一的，处一千元以上五千元以下罚款；情节严重的，处五日以上十日以下拘留，可以并处二千元以上一万元以下罚款：

- （一）持用伪造、变造、骗取的出境入境证件出境入境的；
- （二）冒用他人出境入境证件出境入境的；
- （三）逃避出境入境边防检查的；
- （四）以其他方式非法出境入境的。

第七十二条 协助他人非法出境入境的，处二千元以上一万元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五千元以上二万元以下罚款，

有违法所得的，没收违法所得。

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

第七十三条 弄虚作假骗取签证、停留居留证件等出境入境证件的，处二千元以上五千元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五千元以上二万元以下罚款。

单位有前款行为的，处一万元以上五万元以下罚款，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

第七十四条 违反本法规定，为外国人出具邀请函件或者其他申请材料的，处五千元以上一万元以下罚款，有违法所得的，没收违法所得，并责令其承担所邀请外国人的出境费用。

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并责令其承担所邀请外国人的出境费用，对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

第七十五条 中国公民出境后非法前往其他国家或者地区被遣返的，出入境边防检查机关应当收缴其出境入境证件，出境入境证件签发机关自其被遣返之日起六个月至三年以内不予签发出境入境证件。

第七十六条 有下列情形之一的，给予警告，可以并处二千元以下罚款：

- （一）外国人拒不接受公安机关查验其出境入境证件的；
- （二）外国人拒不交验居留证件的；
- （三）未按照规定办理外国人出生登记、死亡申报的；
- （四）外国人居留证件登记事项发生变更，未按照规定办理变更的；
- （五）在中国境内的外国人冒用他人出境入境证件的；
- （六）未按照本法第三十九条第二款规定办理登记的。

旅馆未按照规定办理外国人住宿登记的，依照《中华人民共和国治安管理处罚法》的有关规定予以处罚；未按照规定向公安机关报送外国人住宿登记信

息的，给予警告；情节严重的，处一千元以上五千元以下罚款。

第七十七条 外国人未经批准，擅自进入限制外国人进入的区域，责令立即离开；情节严重的，处五日以上十日以下拘留。对外国人非法获取的文字记录、音像资料、电子数据和其他物品，予以收缴或者销毁，所用工具予以收缴。

外国人、外国机构违反本法规定，拒不执行公安机关、国家安全机关限期迁离决定的，给予警告并强制迁离；情节严重的，对有关责任人员处五日以上十五日以下拘留。

第七十八条 外国人非法居留的，给予警告；情节严重的，处每非法居留一日五百元，总额不超过一万元的罚款或者五日以上十五日以下拘留。

因监护人或者其他负有监护责任的人未尽到监护义务，致使未满十六周岁的外国人非法居留的，对监护人或者其他负有监护责任的人给予警告，可以并处一千元以下罚款。

第七十九条 容留、藏匿非法入境、非法居留的外国人，协助非法入境、非法居留的外国人逃避检查，或者为非法居留的外国人违法提供出境入境证件的，处二千元以上一万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款，有违法所得的，没收违法所得。

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

第八十条 外国人非法就业的，处五千元以上二万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款。

介绍外国人非法就业的，对个人处每非法介绍一人五千元，总额不超过五万元的罚款；对单位处每非法介绍一人五千元，总额不超过十万元的罚款；有违法所得的，没收违法所得。

非法聘用外国人的，处每非法聘用一人一万元，总额不超过十万元的罚款；有违法所得的，没收违法所得。

第八十一条 外国人从事与停留居留事由不相符的活动，或者有其他违反

中国法律、法规规定，不适宜在中国境内继续停留居留情形的，可以处限期出境。

外国人违反本法规定，情节严重，尚不构成犯罪的，公安部可以处驱逐出境。公安部的处罚决定为最终决定。

被驱逐出境的外国人，自被驱逐出境之日起十年内不准入境。

第八十二条 有下列情形之一的，给予警告，可以并处二千元以下罚款：

- （一）扰乱口岸限定区域管理秩序的；
- （二）外国船员及其随行家属未办理临时入境手续登陆的；
- （三）未办理登轮证件上下外国船舶的。

违反前款第一项规定，情节严重的，可以并处五日以上十日以下拘留。

第八十三条 交通运输工具有下列情形之一的，对其负责人处五千元以上五万元以下罚款：

- （一）未经查验准许擅自出境入境或者未经批准擅自改变出境入境口岸的；
- （二）未按照规定如实申报员工、旅客、货物或者物品等信息，或者拒绝协助出境入境边防检查的；
- （三）违反出境入境边防检查规定上下人员、装卸货物或者物品的。

出境入境交通运输工具载运不准出境入境人员出境入境的，处每载运一人五千元以上一万元以下罚款。交通运输工具负责人证明其已经采取合理预防措施的，可以减轻或者免于处罚。

第八十四条 交通运输工具有下列情形之一的，对其负责人处二千元以上二万元以下罚款：

- （一）中国或者外国船舶未经批准擅自搭靠外国船舶的；
- （二）外国船舶、航空器在中国境内未按照规定的路线、航线行驶的；
- （三）出境入境的船舶、航空器违反规定驶入对外开放口岸以外地区的。

第八十五条 履行出境入境管理职责的工作人员，有下列行为之一的，依法给予处分：

- （一）违反法律、行政法规，为不符合规定条件的外国人签发签证、外国

人停留居留证件等出境入境证件的；

（二）违反法律、行政法规，审核验放不符合规定条件的人员或者交通运输工具出境入境的；

（三）泄露在出境入境管理工作中知悉的个人信息，侵害当事人合法权益的；

（四）不按照规定将依法收取的费用、收缴的罚款及没收的违法所得、非法财物上缴国库的；

（五）私分、侵占、挪用罚没、扣押的款物或者收取的费用的；

（六）滥用职权、玩忽职守、徇私舞弊，不依法履行法定职责的其他行为。

第八十六条 对违反出境入境管理行为处五百元以下罚款的，出入境边防检查机关可以当场作出处罚决定。

第八十七条 对违反出境入境管理行为处罚款的，被处罚人应当自收到处罚决定书之日起十五日内，到指定的银行缴纳罚款。被处罚人在所在地没有固定住所，不当场收缴罚款事后难以执行或者在口岸向指定银行缴纳罚款确有困难的，可以当场收缴。

第八十八条 违反本法规定，构成犯罪的，依法追究刑事责任。

第八章 附则

第八十九条 本法下列用语的含义：

出境，是指由中国内地前往其他国家或者地区，由中国内地前往香港特别行政区、澳门特别行政区，由中国大陆前往台湾地区。

入境，是指由其他国家或者地区进入中国内地，由香港特别行政区、澳门特别行政区进入中国内地，由台湾地区进入中国大陆。

外国人，是指不具有中国国籍的人。

第九十条 经国务院批准，同毗邻国家接壤的省、自治区可以根据中国与有关国家签订的边界管理协定制定地方性法规、地方政府规章，对两国边境接壤地区的居民往来作出规定。

第九十一条 外国驻中国的外交代表机构、领事机构成员以及享有特权和

豁免的其他外国人，其入境出境及停留居留管理，其他法律另有规定的，依照其规定。

第九十二条 外国人申请办理签证、外国人停留居留证件等出境入境证件或者申请办理证件延期、变更的，应当按照规定缴纳签证费、证件费。

第九十三条 本法自 2013 年 7 月 1 日起施行。《中华人民共和国外国人入境出境管理法》和《中华人民共和国公民出境入境管理法》同时废止。

Exit and Entry Administration Law of the People's Republic of China

(Adopted at the 27th meeting of the Standing Committee of the Eleventh National People's Congress on June 30, 2012)

Chapter I General Provisions

Article 1 This law is now formulated to regulate exit/entry administration, safeguard the sovereignty, security, and social order of the People's Republic of China, and promote foreign exchanges and opening to the outside world.

Article 2 This Law applies to the administration of the exit and entry of Chinese citizens, the entry and exit of foreigners, the stay and residence of foreigners in China, and the exit/entry border inspection of transport vehicles.

Article 3 The State protects Chinese citizen's legitimate rights and interests in exiting and entering the country.

The legitimate rights and interests of foreigners in China shall be protected by laws. Foreigners in China shall abide by Chinese laws and not endanger China's national security, harm public interests, or disrupt social and public order.

Article 4 The Ministry of Public Security and the Ministry of Foreign Affairs are responsible for administering exit/entry affairs within the scope of their respective responsibilities.

Embassies and consulates of the People's Republic of China and other institutions stationed abroad entrusted by the Ministry of Foreign Affairs (from now on referred to as "the visa-issuing authorities abroad") shall be responsible for issuing foreign entry visas. Exit/entry border inspection authorities shall be responsible for carrying out exit/entry border inspections. Public security organs under local people's governments at or above the county level and their exit/entry administrations shall be responsible for administering the stay and residence of foreigners.

The Ministry of Public Security and the Ministry of Foreign Affairs may, within the scope of their respective responsibilities, entrust exit/entry administrations of

public security organs or foreign affairs departments under local people's governments at or above the county level to accept foreigners' applications for entry, stay and residence in China.

In the administration of exit/entry affairs, the Ministry of Public Security and the Ministry of Foreign Affairs shall strengthen communication and cooperation, cooperate closely with relevant departments under the State Council, exercise functions and powers, and bear liabilities within the scope of their responsibilities by law.

Article 5 The State shall establish a uniform exit/entry administration information platform to share information among relevant administrative departments.

Article 6 The State shall establish exit/entry border inspection authorities at the ports open to foreign countries.

Chinese citizens, foreigners, and transport vehicles shall exit or enter China via the ports open to foreign countries or the places approved by the State Council or by the departments authorized by the State Council under special circumstances. Personnel and transport vehicles that exit or enter China shall be subject to exit/entry border inspection.

Exit/entry border inspection authorities shall be responsible for relevant administration work in the restricted zones of ports. Based on the need to safeguard national security and maintain the order of exit/entry administration, exit/entry border inspection authorities may conduct border inspections on the belongings of the persons who exit or enter China. When necessary, exit/entry border inspection authorities may conduct border inspection on the goods carried by transport vehicles that exit or enter China. However, exit/entry border inspection authorities shall notify the Customs of such inspections.

Article 7 Upon approval by the State Council, the Ministry of Public Security and the Ministry of Foreign Affairs may, based on the need for exit/entry administration, set forth regulations on the collection and keeping of fingerprints and other biometric identification information of the persons who exit or enter China.

Where foreign governments have special regulations on issuing visas to Chinese

citizens or the exit/entry administration of Chinese citizens, the Chinese government may, as the circumstances require, take corresponding and equivalent measures.

Article 8 Departments and institutions responsible for exit/entry administration shall take practical measures, constantly improve service and administration, enforce laws impartially, provide convenient and efficient service, and ensure the security and conveyance of the exit/entry procedures.

Chapter II Exit and Entry of Chinese Citizens

Article 9: Chinese citizens who exit or enter China must, by law, apply for passports or other travel documents.

Chinese citizens bound for other countries or regions shall obtain visas or other entry permits from destination countries unless the Chinese government has signed visa exemption agreements with the governments of those countries or otherwise stipulated by the Ministry of Public Security and the Ministry of Foreign Affairs.

Chinese citizens who exit or enter China as seamen or work on foreign ships shall apply for seamen's certificates by law.

Article 10 Chinese citizens who travel between the Mainland and the Hong Kong Special Administrative Region, between the Mainland and the Macao Special Administrative Region, and between the Mainland and Taiwan Region shall apply for exit/entry permits by the law and abide by the relevant provisions of this Law. The State Council shall stipulate the specific administrative measures.

Article 11 Chinese citizens who exit or enter China shall submit their exit/entry documents, such as passports or other travel documents, to the exit/entry border inspection authorities for examination, go through the prescribed formalities, and may exit or enter upon examination and approval.

For ports that meet relevant conditions, exit/entry border inspection authorities shall provide convenience, such as special lanes for the exit and entry of Chinese citizens.

Article 12 Under any of the following circumstances, Chinese citizens are not allowed to exit China:

- (1) Hold no valid exit/entry documents or refuse or evade border inspection;
- (2) Are sentenced to criminal punishments, the execution of which have not

been completed, or are suspects or defendants in criminal cases;

(3) Are involved in unsettled civil cases and not allowed to exit China upon decision of the people's courts;

(4) Are subject to criminal punishment for impairing border administration or are repatriated by other countries or regions due to illegal exit from China, illegal residence or illegal employment, and the No-Exit-from-China period has not expired;

(5) May endanger national security or interests and are not allowed to exit China upon decision by competent departments under the State Council; or

(6) Other circumstances in which laws or administrative regulations do not allow exit from China.

Article 13 Chinese citizens residing abroad who desire to return to China for permanent residence shall, before entry, file applications with Chinese embassies or consulates or other institutions stationed abroad entrusted by the Ministry of Foreign Affairs. They may also file such applications to the overseas Chinese affairs departments under the local people's governments at or above the county level of the proposed places of permanent residence on their own or via their relatives in China.

Article 14 Chinese citizens residing abroad may provide their passports as proof of identity when handling financial affairs or affairs involving education, medical treatment, transportation, telecommunications, social insurance, or property registration, where identity certificates are required.

Chapter III Entry and Exit of Foreigners

Section 1 Visa

Article 15 To enter China, foreigners shall apply for a visa at the visa-issuing authorities stationed abroad, except as otherwise provided for in this Law.

Article 16 Visas are categorized as diplomatic visas, courtesy visas, official visas and ordinary visa.

Diplomatic or official visas shall be issued to foreigners who enter China for diplomatic or official reasons, and courtesy visas shall be issued to foreigners given courtesy due to their special status. The Ministry of Foreign Affairs shall stipulate the scope and measures for issuing diplomatic, courtesy, and official visas.

Appropriate types of ordinary visas shall be issued to foreigners who enter China for non-diplomatic or official reasons, including work, study, family visits, travel, business activities, and talent introduction. The State Council shall stipulate the types of ordinary visas and relevant issuance measures.

Article 17 The registered items of a visa shall include visa type, name, sex, date of birth, number of allowed entries, validity period of entry and duration of stay of the holder, date and place of issuance, as well as passport number or other international travel documents number.

Article 18 Foreigners who apply for visas shall submit their passports or other international travel documents and information on specific application matters to the visa-issuing authorities stationed abroad. They shall go through relevant formalities and accept interviews by the requirements of the visa-issuing authorities stationed abroad.

Article 19 Where foreigners applying for visas must provide written invitations issued by entities or individuals within China, the applicants shall provide such invitations according to the requirements of the visa-issuing authorities abroad. Entities or individuals that issue written invitations shall be liable for the fidelity of the contents.

Article 20 Foreigners who need to enter China urgently for humanitarian reasons, or are invited to enter China for urgent business or rush repair work, or have other urgent needs, and hold materials that prove the competent departments' approval of their applying for visas at port, may apply for port visas with the visa-issuing authorities entrusted by the Ministry of Public Security at the ports（from now on referred to as “port visa authorities”）which are approved to issue port visas by the State Council.

Travel agencies organizing inbound tourism according to relevant state regulations may apply for group tourist visas from port authorities.

Foreigners who apply to port visa authorities for visas shall submit their passports or other international travel documents and relevant information on specific application matters. They shall undergo relevant formalities by the requirements of the port visa authorities and enter China at the ports where they apply for visas.

Visas issued by port visa authorities are single-entry, and the duration of stay may not exceed 30 days.

Article 21 Under any of the following circumstances, visas shall not be issued to foreigners:

(1) Was deported or was repatriated upon decision, and the No-Entry-into-China period has not expired;

(2) Is suffering from serious mental disorders, infectious tuberculosis or other infectious diseases that may severely jeopardize the public health;

(3) May endanger China's national security or interests, disrupt social and public order, or engage in other illegal or criminal activities;

(4) Resort to fraudulent acts in visa application or cannot guarantee expected expenditures during their stay in China;

(5) Fail to submit relevant information required by the visa-issuing authorities;

or

(6) Other circumstances in which visa authorities consider a visa should not be issued.

The visa-issuing authorities are not required to give reasons for refusing the issuance of a visa.

Article 22 Under any of the following circumstances, foreigners may be exempt from applying for visas:

(1) So exempted based on the visa exemption agreements signed by the Chinese government with the governments of other countries;

(2) Hold valid foreigners' residence permits;

(3) Hold connected passenger tickets and are in transit to a third country or region by an international aircraft, ship or train via China, will stay for not more than 24 hours in China without leaving the port of entry, or will stay in the specific zones approved by the State Council within the prescribed time limit; or

(4) Other circumstances stipulated by the State Council in which visas may be exempted.

Article 23 Where foreigners under any of the following circumstances need to enter China temporarily, they shall apply to exit/entry border inspection agencies to

go through the formalities for temporary entry:

(1) Foreign seamen and their accompanying family members disembark at cities where the ports are located;

(2) Persons specified in Subparagraph (3) of Article 22 of this Law need to leave ports; or

(3) Foreigners must temporarily enter China due to force majeure or any other urgent reason.

The duration of stay for temporary entry shall not exceed 15 days.

Exit/entry border inspection authorities may require foreigners who apply to go through the formalities for temporary entry, the persons in charge of the transport vehicles used for such foreigners' entry, or the agencies handling the exit/entry business for transport vehicles to provide necessary guaranty measures.

Section 2 Entry and Exit

Article 24 Foreigners who enter China shall submit their passports, other international travel documents, visas or other entry permits to the exit/entry border inspection authorities for examination, go through the prescribed formalities, and may enter upon examination and approval.

Article 25 Under any of the following circumstances, foreigners shall not be allowed to enter China:

(1) Hold no valid exit/entry documents or refuse or evade border inspection;

(2) Are involved in any of the circumstances specified in Subparagraph (1) through (4) of the first paragraph of Article 21 of this Law;

(3) May engage in activities not conform to the types of visa after entering China or

(4) Other circumstances in which laws or administrative regulations do not allow entry.

Exit/entry border inspection authorities are not required to give reasons for denying an entry.

Article 26 Exit/entry border inspection authorities shall order foreigners who are denied entry in China to return and shall force the return of those who refuse to do so. While waiting for return, those foreigners shall not leave the restricted zones.

Article 27 Foreigners who exit China shall submit their exit/entry documents, including passports or other international travel documents, to the exit/entry border inspection authorities for examination, undergo prescribed formalities, and may exit upon examination and approval.

Article 28 Under any of the following circumstances, foreigners shall not be allowed to exit China:

(1) Are sentenced to criminal punishments, the execution of which is not completed, or suspects or defendants in criminal cases, except those who are convicted and transferred under relevant agreements between China and foreign countries;

(2) Are involved in unsettled civil cases and are not allowed to exit China upon decision of the people's courts;

(3) Are in arrears of paying off labor remuneration and, therefore, are not allowed to exit by decision of the relevant departments under the State Council or of the people's governments of provinces, autonomous regions or municipalities directly under the Central Government; or

(4) Other circumstances in which exit shall not be allowed by laws or administrative regulations.

Chapter IV Stay and Residence of Foreigners

Section 1 Stay and Residence

Article 29 Where the duration of stay specified in a visa held by a foreigner does not exceed 180 days, the holder may stay in China within the stipulated duration.

Where the duration of stay needs to be extended, the visa holder shall file an application with the exit/entry administration of a public security organ under the local people's government at or above the county level in the place of his stay seven days before the expiry of the duration specified in the visa and shall submit information of specific application matters by relevant requirements. If, upon examination, the reasons for the extension are appropriate and sufficient, such an extension shall be granted; if an extension is denied, the foreigner shall leave China at the expiration of the duration.

The accumulated extension length shall not exceed the original duration of stay specified in the visa.

Article 30 Where visas held by foreigners specify that foreigners need to apply for residence permits after entry, such foreigners shall, within 30 days from the date of their entry, apply to the exit/entry administrations of public security organs under local people's governments at or above the county level in the proposed places of residence for foreigners? Residence permits.

Applicants for foreigners' residence permits shall submit their passports or other international travel documents, as well as relevant information on specific application matters, and provide biometric identification information such as fingerprints. The exit/entry administrations of public security organs shall, within 15 days of receipt, conduct an examination and decide thereupon. Based on the purpose of residence, those administrations shall issue the appropriate types of foreigners' residence permits with the duration.

The validity period of a foreigner's work-type residence permit shall be 90 days at the minimum and five years at the maximum, and the validity period of a non-work-type foreigner's residence permit shall be 180 days at the minimum and five years at the maximum.

Article 31 Under any of the following circumstances, a foreigner's residence permit shall not be issued:

- (1) The visa held does not belong to the type for which a foreigner's residence permit should be issued;
- (2) Resorts to fraudulent acts in application;
- (3) Fails to provide relevant supporting materials by relevant regulations;
- (4) Is not eligible to reside in China because of violation of relevant Chinese laws or administrative regulations; or
- (5) Other circumstances in which the issuing authority considers a foreigner's residence permit should not be issued.

Foreigners with expertise, foreign investors who conform to relevant State regulations, or foreigners who need to change their status from stay to residence for humanitarian or other reasons may undergo the formalities for obtaining foreign

residence permits upon approval by the exit/entry administrations of public security organs under local people's governments at or above the city with districts.

Article 32 Foreigners residing in China who apply for the extension of the duration of residence shall, within 30 days before the expiry of the validity period on their residence permits, file applications with the exit/entry administrations of public security organs under local people's governments at or above the county level, and submit relevant information of specific application matters by applicable requirements. If, upon examination, the reasons for extension are appropriate and sufficient, an extension shall be granted; if an extension is denied, the foreigner concerned shall leave China on the expiry of the validity period specified in their residence permits.

Article 33 The registered items of a foreign residence permit shall include name, sex, date of birth, reason for residence and duration of residence of the holder, date and place of issuance, passport number or other international travel documents number county level in the places of residence for examination.

Where the registered item in a foreigner's residence permit has changed, the holder shall, within 10 days from the date of the change, apply to the exit/entry administration of a public security organ under the local people's government at or above the county level in the place of residence for going through the formalities for alteration.

Article 34 Where visa-exempt foreigners need to stay in China longer than the visa-free period, or foreign seamen and their accompanying family members need to leave the cities where the ports are located, or under other circumstances in which foreigners' stay permits should be applied for, they shall apply for such licenses by relevant regulations.

The maximum validity period of a foreigner's stay permit shall be 180 days.

Article 35 Where ordinary visas, stay or residence permits held by foreigners need to be reissued due to damage, loss, theft, robbery or other reasons in compliance with relevant State regulations after foreigners enter China, those foreigners shall apply for a reissue with the exit/entry administrations of public security organs under local people's governments at or above the county level in the places of stay or

residence by relevant regulations.

Article 36 Decisions made by the exit/entry administration of the public security organ on rejecting applications for visa extension or re-issuance, not issuing foreigners' stay or residence permits, or not extending the duration of residence shall be final.

Article 37 Foreigners who stay or reside in China shall not engage in activities not corresponding to the purpose of stay or residence and shall leave China before the prescribed duration of stay or residence.

Article 38 Foreigners who have reached the age of 16 who stay or reside in China shall carry their passports or other international travel documents, or foreigners' stay or residence permits, and accept the inspection of public security organs.

Foreigners who reside in China shall, within the prescribed time limit, submit foreign residence permits to public security organs under local people's governments at or above the

Article 39 Where foreigners stay in hotels in China, the hotels shall register their accommodation according to the regulations on the public security administration of the hotel industry and submit foreigners' accommodation registration information to the public security organs in the places where the hotels are located.

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

Article 40 For foreign infants born in China, their parents or agents shall, within 60 days after they are born, on the strength of the birth certificates, go through the formalities for stay or residence registration for them with the exit/entry administrations of public security organs under people's governments at or above the county level in the places of their parents' stay or residence.

For foreigners who die in China, their relatives, guardians, or agents shall, by relevant regulations, on the strength of the death certificates, report their death to the exit/entry administrations of the public security organs under local people's

governments at or above the county level to cancel their stay or residence permits.

Article 41 Foreigners in China shall obtain work permits and work-type residence permits as required by relevant regulations. No entities or individuals shall employ foreigners without such permits or work-type residence permits.

The State Council shall stipulate the administrative measures for foreigners working in China.

Article 42 The competent Department of Human Resources and Social Security and the competent department in charge of foreign experts affairs under the State Council shall, in conjunction with relevant departments under the State Council, formulate and regularly adjust the guiding catalogue for foreigners working in China based on the needs for economic and social development as well as the supply and demand of human resources.

The competent department of education under the State Council shall, in conjunction with relevant departments under the State Council established an administrative system for international students working to support their studies in China. They set forth regulations on the scope of jobs and the limit of work time for such international students.

Article 43 Any of the following acts of foreigners shall be deemed unlawful employment:

- (1) Work in China without obtaining work permits or work-type residence permits following relevant regulations;
- (2) Work in China beyond the scope prescribed in the work permits; or
- (3) Foreign students work in violation of the regulations on the administration of foreign students working to support their study in China and work beyond the prescribed scope of jobs or time limit.

Article 44 On the basis of the need for maintaining national security and public security, public security organs and national security organs may impose restrictions on foreigners and foreign institutions from establishing places of residence or work in certain areas and may order that established places of residence or work be relocated within a prescribed time limit.

Without approval, foreigners shall not access foreign-restricted areas.

Article 45 Entities that employ foreigners or enroll foreign students shall report relevant information to local public security organs by relevant regulations.

Citizens, legal persons or other organizations who find foreigners illegal to enter, reside or work in China shall duly report such matters to the local public security organs.

Article 46 Foreigners applying for refugee status may, during the screening process, stay in China on the strength of temporary identity certificates issued by public security organs; foreigners recognized as refugees may stay or reside in China on the strength of refugee identity certificates issued by public security organs.

Section 2 Permanent Residence

Article 47 Foreigners who have made remarkable contributions to China's economic and social development or meet other conditions for permanent residence in China may obtain permanent residence status upon application approved by the Ministry of Public Security.

The administrative measures for examination and approval of foreign permanent residence in China shall be stipulated by the Ministry of Public Security and the Ministry of Foreign Affairs in conjunction with relevant departments under the State Council.

Article 48 Foreigners who have obtained permanent residence status may reside or work in China on the strength of permanent residence permits and exit or enter China on the strength of their passports and permanent residence permits.

Article 49 Where foreigners fall under any of the following circumstances, the Ministry of Public Security shall decide to cancel their permanent residence status in China:

- (1) Endanger China's national security or interests;
- (2) Are deported;
- (3) Obtain permanent residence status in China by fraudulent acts;
- (4) Fail to reside in China for the prescribed time limit; or
- (5) Other circumstances in which foreigners cannot reside in China permanently.

Chapter V Border Inspection of Transport Vehicles Exiting/Entering China

Article 50 Transport vehicles that exit or enter China shall be subject to border inspection when leaving or arriving at ports. Border inspection of entering transport vehicles shall be conducted at the first arriving port in China; border inspection of exiting transport vehicles shall be conducted at the last port when they leave China. Under special circumstances, border inspection may be conducted in places designated by competent authorities.

Without the permission of exit/entry border inspection authorities by prescribed procedures, transport vehicles that exit China shall not embark or disembark passengers or load and unload goods or articles between exit inspection and exit, and nor shall transport vehicles that enter China do so between entry and entry inspection.

Article 51 Persons in charge of transport vehicles or agencies handling the exit/entry business for transport vehicles shall, by relevant regulations, report to the exit/entry border inspection authorities in advance on the entering or exiting transport vehicles⁵ time of arrival at or departure from the port and the places of stay, and truthfully declare information including staff, passengers, goods and articles.

Article 52 Persons in charge of transport vehicles or agencies handling the exit/entry business for transport vehicles shall provide cooperation in exit/entry border inspection and shall immediately report any violations of this law and thereby give assistance in the investigation and handling of such violations.

Where transport vehicles that enter China carry persons who are not allowed to enter China, the persons in charge of the transport vehicles are responsible for their departure.

Article 53 Exit/entry border inspection authorities shall supervise transport vehicles that exit or enter China under any of the following circumstances:

- (1) Between exit border inspection and exit for transport vehicles that exit China, and between entry and entry border inspection for transport vehicles that enter China;
- (2) When foreign ships navigate in China's inland waters; or
- (3) Other circumstances in which supervision is necessary.

Article 54 Persons who must embark on or disembark from foreign ships for goods loading or unloading, maintenance operations or visits shall apply to exit/entry

border inspection authorities for boarding passes.

Where a Chinese ship needs to berth alongside a foreign ship or a foreign ship needs to berth alongside another, the captain or the agency handling the exit/entry business for relevant transport vehicles shall apply to the exit/entry border inspection authority for going through formalities for berth.

Article 55: Foreign ships and aircraft shall navigate according to prescribed routes.

Ships and aircraft that exit or enter China shall not have access to areas outside the ports open to foreign countries. The aforesaid ships or aircraft that access such areas due to unforeseeable emergencies or force majeure shall immediately report to the nearest exit/entry border inspection authority or local public security organ and accept supervision and administration.

Article 56 Under any of the following circumstances, transport vehicles shall be not allowed to exit or enter China; those that have left ports may be ordered to return:

- (1) Exit or enter China without examination and approval when leaving or arriving at port;
- (2) Change the port of exit or entry without approval;
- (3) Are suspected of carrying persons who are not allowed to exit or enter China and therefore, need to be inspected and verified;
- (4) Are suspected of carrying articles endangering national security or interests or disrupting social or public order and therefore need to be inspected and verified; or
- (5) Other circumstances in which transport vehicles refuse to subject themselves to exit/entry border inspection authorities⁵ administration.

After the circumstances specified in the preceding paragraph disappear, exit/entry border inspection authorities shall immediately release relevant transport vehicles.

Article 57 Agencies handling the exit/entry business for transport vehicles shall file records with exit/entry border inspection authorities. For agents engaging in such a business, the entities they work for shall file relevant records with exit/entry border inspection authorities.

Chapter VI Investigation and Repatriation

Article 58 Measures for on-the-spot interrogation, continued interrogation, detention for investigation, movement restriction and repatriation prescribed in this Chapter shall be enforced by public security organs under local people's governments at or above the county level or by exit/entry border inspection authorities.

Article 59 Persons suspected of violating the regulations on exit/entry administration may be interrogated on the spot; upon on-the-spot interrogation, the persons above may be interrogated in continuation by the law under any of the following circumstances:

- (1) Are suspected of illegally exiting or entering China;
- (2) Are suspected of assisting others in illegally exiting or entering China;
- (3) Are foreigners suspected of illegally residing or working in China or
- (4) Are suspected of endangering national security or interests, disrupting social or public order, or engaging in other illegal or criminal activities.

On-the-spot and continued interrogation shall be conducted according to the procedures prescribed in the People's Police Law of the People's Republic of China.

Where public security organs under local people's governments at or above the county level or exit/entry border inspection authorities need to summon the persons suspected of violating the regulations on exit/entry administration; they shall handle the matter by the relevant regulations of the Law of the People's Republic of China on Penalties for Administration of Public Security.

Article 60 Where foreigners involved in any of the circumstances specified in the first paragraph of Article 59 of this Law cannot be cleared of suspicion after on-the-spot interrogation or continued interrogation and therefore need to be further investigated, he may be detained for investigation.

When detaining a foreigner for investigation, the authority concerned shall present a written decision on detention for investigation and interrogate the detained foreigner within 24 hours. Where the aforesaid organ finds that a foreigner should not be detained for investigation, it shall immediately release him from detention for investigation.

The period of detention for investigation shall not exceed 30 days; for complicated cases, the period may be extended to 60 days upon approval by the public security organs under the local people's governments at the next higher level or by the exit/entry border inspection authorities at the next higher level. For foreigners whose nationalities and identities are unknown, the period of detention for investigation shall be calculated from the date when their nationalities and identities are found.

Article 61 Under any of the following circumstances, detention for investigation does not apply to foreigners; however, their movements may be restricted:

- (1) Suffer from serious diseases;
- (2) Are pregnant or breast-feeding their infants under one year of age;
- (3) Are under 16 years of age or have reached the age of 70; or
- (4) Other circumstances in which detention for investigation should not be applied.

Foreigners whose movements are restricted shall subject themselves to investigation as required and shall not leave the restricted zones without the approval of public security organs. The period of movement restriction shall not exceed 60 days. For foreigners whose nationalities and identities are unknown, the period of movement restriction shall be calculated from when their nationalities and identities are found.

Article 62 Under any of the following circumstances, foreigners may be repatriated:

- (1) Are ordered to exit China within a prescribed time limit but fail to do so;
- (2) Are involved in circumstances in which they are not allowed to enter China;
- (3) Illegally reside or work in China; or
- (4) Need to be repatriated for violation of this Law or other laws or administrative regulations.

Other overseas personnel who fall under the circumstances prescribed in the preceding paragraph may be repatriated by the law.

Repatriated persons shall not be allowed to enter China for one to five years, calculated from the date of repatriation.

Article 63 Persons who are detained for investigation or who are to be

repatriated upon decision but cannot be repatriated promptly shall be held in custody in detention houses or places of repatriation.

Article 64 Foreigners dissatisfied with the measure imposed on them by this Law, such as continued interrogation, detention for investigation, movement restriction or repatriation, may apply for administrative reconsideration by the law, and the administrative reconsideration decision shall be final.

Where other overseas personnel dissatisfied with the decision of repatriation imposed on them by this Law apply for administrative reconsideration, the preceding paragraph's provisions apply.

Article 65 Where persons are not allowed to exit or enter China upon decisions made by the law, the decision-making authorities shall duly inform the exit/entry border inspection authorities of such decisions by relevant regulations; where the circumstances in which the persons are not allowed to exit or enter China disappear, the decision-making authorities shall duly cancel the decisions above and inform exit/entry border inspection authorities of the cancellation.

Article 66 Based on the need to safeguard national security and maintain the order of exit/entry administration, exit/entry border inspection authorities may, when necessary, search for persons entering and exiting the country. Personal Search shall be conducted by two border inspectors who are the same sex as the persons subject to the search.

Article 67 In such cases that the exit/entry documents such as visas or foreigners' stay or residence permits are damaged, lost or stolen, or that after the issuance of such documents, the holders are found not eligible for being issued such documents, the issuing authorities shall declare the documents above void.

Exit/entry documents that are forged, altered, obtained by fraudulent means, or declared void by issuing authorities shall be invalid.

Public security organs may cancel or confiscate the exit/entry documents prescribed in the preceding paragraph if they are used fraudulently by persons other than the specified holders.

Article 68 Public security organs may seize the transport vehicles used to organize, transport, or assist others in illegally exiting or entering China and the

articles needed as evidence in handling the cases.

Public security organs shall seize banned articles, documents, and data involving state secrets, as well as tools used in activities violating exit/entry administration regulations, and handle them according to relevant laws or administrative regulations.

Article 69 The authenticity of exit/entry documents shall be determined by the issuing authorities, the exit/entry border inspection authorities or public security organs' exit/entry administrations.

Chapter VII Legal Liabilities

Article 70 Unless otherwise provided for in this Chapter, the administrative penalties prescribed in this Chapter shall be decided by the public security organs under local people's governments at or above the county level or the exit/entry border inspection authorities. Penalties involving the imposition of warnings or fines of not more than RMB 5,000 yuan may be decided by public security organs' exit/entry administrations under local people's governments at or above the county level.

Article 71 Persons who commit any of the following acts shall be fined not less than RMB 1000 yuan but not more than RMB 5,000 yuan; where circumstances are serious, such persons shall be detained for not less than five days but not more than ten days and may also be fined not less than RMB 2,000 yuan but not more than RMB 10,000 yuan.

(1) Exit or enter China with forged, altered or fraudulently obtained exit/entry documents;

(2) Exit or enter China using others⁵ exit/entry documents;

(3) Evade exit/entry border inspection; or

(4) Illegally exit or enter China in any other way.

Article 72 Persons who assist others in illegally exiting or entering China shall be fined not less than RMB 2,000 yuan but not more than RMB 10,000 yuan; where circumstances are serious, they shall be detained for not less than 10 days but not more than 15 days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan, and the illegal gains, if any, shall be confiscated.

Entities engaging in any acts prescribed in the preceding paragraph shall be fined at least RMB 10,000 yuan. Still, not more than RMB 50,000 yuan, with the

illegal gains confiscated if there are any, and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished by the provisions in the preceding paragraph.

Article 73 Persons who obtain exit/entry documents such as visas or stay or residence permits by resorting to fraudulent acts shall be fined not less than RMB 2,000 yuan but not more than RMB 5,000 yuan; where circumstances are serious, they shall be detained for not less than 10 days but not more than 15 days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan.

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan. Still, not more than RMB 50,000 yuan, and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished by the provisions in the preceding paragraph.

Article 74 Persons who issue written invitations or other application materials to foreigners in violation of this Law shall be fined not less than RMB 5,000 yuan but not more than RMB 10,000 yuan, with the illegal gains confiscated, if there are any, shall also be ordered to bear the exit expenses of the invited foreigners.

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000 yuan, with the illegal gains confiscated if there are any, and shall also be ordered to bear exit expenses of the invited foreigners; the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished by the provisions in the preceding paragraph.

Article 75 Where Chinese citizens are repatriated due to illegally going to other countries or regions after exiting China, exit/entry border inspection authorities shall confiscate their exit/entry documents. Exit/entry document issuing authorities shall refuse to issue new exit/entry documents to such citizens for a period ranging from six months to three years, calculating from the date of their repatriation.

Article 76 Under any of the following circumstances, a warning shall be given, and a fine of not more than RMB 2,000 yuan may also be imposed:

(1) Foreigners refuse to accept examination of their exit/entry documents by public security organs;

- (2) Foreigners refuse to submit their residence permits for examination;
- (3) Persons concerned fail to go through the formalities for foreigners' birth registration or death declaration by relevant regulations;
- (4) Foreigners fail to go through the formalities for altering registration by the relevant regulations when there is any change in the registered items in their residence permits;
- (5) Foreigners in China use others' exit/entry documents; or
- (6) Persons concerned fail to go through registration formalities by the provisions in the second paragraph of Article 39 of this Law.

Hotels that fail to process accommodation registration for foreigners shall be punished by the relevant provisions of the Law of the People's Republic of China on Penalties for Administration of Public Security: hotels that fail to submit foreigners' accommodation registration information to public security organs shall be given a warning; where circumstances are serious, such hotels shall be fined not less than RMB 1,000 yuan but not more than RMB 5,000 yuan.

Article 77 Foreigners accessing foreigner-restricted areas without approval shall be ordered to leave promptly; where circumstances are serious, such foreigners shall be detained for not less than five days but not more than ten days. The text records, audio-visual data, electronic data, and other articles illegally obtained by foreigners shall be confiscated or destroyed, and the tools used for the aforementioned purposes shall be confiscated.

Foreigners or foreign institutions refusing to execute decisions made by public security organs or national security organs ordering them to relocate within a prescribed time limit shall be given a warning and be relocated mandatorily; where circumstances are serious, relevant responsible persons shall be detained for not less than five days but not more than fifteen days.

Article 78 Foreigners who reside in China illegally shall be given a warning; where circumstances are serious, they shall be imposed with a fine of RMB 500 yuan per day, with a cap of RMB 10,000 yuan in total, or be detained for not less than five days but not more than 15 days.

Where guardians or other persons responsible for guardianship fail to perform

their obligations and result in foreigners under 16 years of age residing in China illegally, the said guardians or other obligated persons shall be given a warning and may also be fined not more than RMB 1,000 yuan.

Article 79 Persons harboring or hiding foreigners who illegally enter or reside in China, or assisting such foreigners in evading inspection, or providing, in violation of the law, exit/entry documents for foreigners who illegally reside in China shall be fined not less than RMB 2,000 yuan but not more than RMB 10,000 yuan; where circumstances are serious, such persons shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan, with the illegal gains confiscated if there are any.

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan. Still, not more than RMB 50,000 yuan, with the illegal gains confiscated if there are any, and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished by the provisions in the preceding paragraph.

Article 80 Foreigners who work in China illegally shall be fined not less than RMB 5,000 but not more than RMB 20,000 yuan; where circumstances are serious, they shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan.

Persons who introduce jobs to ineligible foreigners shall be fined RMB 5,000 yuan for each job illegally introduced to one foreigner, with a cap of not more than RMB 50,000 yuan in total. Entities that introduce jobs to ineligible foreigners shall be fined RMB 5,000 yuan for each job illegally introduced to one foreigner, with a cap of RMB 100,000 yuan in total. The illegal gains, if any, shall be confiscated.

Individuals or entities that illegally employ foreigners shall be fined RMB 10,000 yuan for each foreigner, with a cap of RMB 100,000 yuan total, and the illegal gains, if any, shall be confiscated.

Article 81: Where foreigners engage in activities not corresponding to the purposes of stay or residence or otherwise violate the laws or regulations of China, which makes them no longer eligible to stay or reside in China, they may be ordered to

exit China within a time limit.

Where a foreigner's violation of this Law is serious but not a crime, the Ministry of Public Security may deport them. The Ministry of Public Security's decision on the penalty is final.

Deported foreigners shall not be allowed to enter China within 10 years from the deportation date.

Article 82 Under any of the following circumstances, relevant persons shall be given a warning and may also be fined not more than RMB 2,000 yuan:

- (1) Disrupt the administrative order of the restricted zones of ports;
- (2) Foreign seamen or their accompanying family members disembark without going through the formalities for temporary entry or
- (3) Embark on or disembark from foreign ships without obtaining boarding passes.

Persons who violate Subparagraph (1) of the preceding paragraph may be detained for not less than five days but not more than ten days if the circumstances are serious.

Article 83 Where transport vehicles fall under any of the following circumstances, the persons in charge of the transport vehicles shall be fined not less than RMB 5,000 yuan but not more than RMB 50,000 yuan:

- (1) Exit or enter China without examination and approval or change the ports of exit or entry without approval;
- (2) Fail to truthfully declare information of staff, passengers, goods or articles, or refuse to assist in exit/entry border inspection; or
- (3) Embark or disembark passengers or load or unload goods or articles violating the regulations on exit/entry border inspection.

Transport vehicles that enter China carrying persons who are not allowed to exit or enter China shall be fined no less than RMB 5,000 yuan. Still, not more than RMB 10,000 yuan for each aforesaid person carried. Where the persons in charge of the transport vehicles prove they have taken reasonable preventative measures, they may be mitigated or exempted from penalties.

Article 84 Where transport vehicles fall under any of the following

circumstances, the persons in charge of the transport vehicles shall be fined not less than RMB 2,000 yuan but not more than RMB 20,000 yuan:

- (1) Chinese or foreign ships berth alongside foreign ships without approval;
- (2) Foreign ships or aircraft fail to navigate according to the prescribed routes in China; or
- (3) Ships and aircraft that exit or enter China access areas outside the ports open to foreign countries.

Article 85 Where staff members performing the duty of exit/entry administration commit any of the following acts, they shall be given disciplinary sanctions in accordance with the law:

- (1) In violation of laws or administrative regulations, issue exit/entry documents such as visas or stay or residence permits to foreigners who do not meet the prescribed conditions;
- (2) In violation of laws or administrative regulations, examine and allow the exit or entry of persons or transport vehicles that do not meet the prescribed conditions;
- (3) Divulge personal information gained in exit/entry administration work and infringing the legitimate rights and interests of relevant parties;
- (4) Fail to turn over by relevant regulations to the State Treasury the fees, fines illegal gains or property that are collected or confiscated by the law;
- (5) Privately share, encroach on or misappropriate the funds or articles confiscated or seized or the fees collected; or
- (6) Other failures in performing statutory duties by the law, such as abuse of power, dereliction of duty, or resorting to malpractice for personal gain.

Article 86 In the case of violation of regulations on exit/entry administration and that a fine of not more than RMB 500 yuan should be imposed, the exit/entry border inspection authorities may make a penalty decision on the spot.

Article 87 Persons or entities fined for violation of regulations on exit/entry administration shall pay their fines in the designated banks within 15 days from receiving the written decision on penalty. Where it is difficult to collect fines after a fine is imposed because the person or entity subject to the penalty has no fixed

domicile in the place where the fine is imposed or it is difficult to pay a fine to the designated bank at the port, the fine may be collected on the spot.

Article 88 Where a violation of this Law constitutes a crime, criminal liabilities shall be investigate in accordance with the law.

Chapter VIII Supplementary Provisions

Article 89 Definitions of the following terms mentioned in this Law:

Exit refers to leaving the Chinese mainland for other countries or regions, for the Hong Kong Special Administrative Region or the Macao Special Administrative Region, or for Taiwan Region.

Entry refers to entering the Chinese mainland from other countries or regions, such as the Hong Kong Special Administrative Region, the Macao Special Administrative Region, or the Taiwan Region.

Foreigners refer to persons without Chinese nationality.

Article 90 Upon approval by the State Council, provinces and autonomous regions bordering on neighboring countries may, by the boundary administration agreements signed by China with relevant countries, formulate local regulations or local government rules to regulate the association of residents in border areas of the two countries.

Article 91 Where there are other regulations on the administration of the entry/exit, stay or residence of the members of foreign diplomatic and consular missions in China, or the entry/exit, stay or residence of other foreigners who enjoy diplomatic privileges and immunities, these regulations shall prevail.

Article 92 Foreigners who apply for exit/entry documents such as visas or foreigner stay or residence permits or apply for document extension or alteration shall pay visa fees or document fees by relevant regulations.

Article 93 This Law shall come into force as of July 1, 2013. The Law of the People's Republic of China on the Entry and Exit Administration of Foreigners and the Law of the People's Republic of China on the Entry and Exit Administration of Chinese Citizens shall be annulled simultaneously

中华人民共和国外国人入境出境管理条例

第一章 总则

第一条 为了规范签证的签发和外国人在中国境内停留居留的服务和管理，根据《中华人民共和国出境入境管理法》（以下简称出境入境管理法）制定本条例。

第二条 国家建立外国人入境出境服务和管理工作协调机制，加强外国人入境出境服务和管理工作的统筹、协调与配合。

省、自治区、直辖市人民政府可以根据需要建立外国人入境出境服务和管理工作协调机制，加强信息交流与协调配合，做好本行政区域的外国人入境出境服务和管理工作。

第三条 公安部应当会同国务院有关部门建立外国人入境出境服务和管理信息平台，实现有关信息的共享。

第四条 在签证签发管理和外国人在中国境内停留居留管理工作中，外交部、公安部等国务院部门应当在部门门户网站、受理出境入境证件申请的地点等场所，提供外国人入境出境管理法律法规和其他需要外国人知悉的信息。

第二章 签证的类别和签发

第五条 外交签证、礼遇签证、公务签证的签发范围和签发办法由外交部规定。

第六条 普通签证分为以下类别，并在签证上标明相应的汉语拼音字母：

（一）C字签证，发给执行乘务、航空、航运任务的国际列车乘务员、国际航空器机组人员、国际航行船舶的船员及船员随行家属和从事国际道路运输的汽车驾驶员。

（二）D字签证，发给入境永久居留的人员。

（三）F字签证，发给入境从事交流、访问、考察等活动的人员。

（四）G字签证，发给经中国过境的人员。

（五）J1 字签证，发给外国常驻中国新闻机构的外国常驻记者；J2 字签证，发给入境进行短期采访报道的外国记者。

（六）L 字签证，发给入境旅游的人员；以团体形式入境旅游的，可以签发团体 L 字签证。

（七）M 字签证，发给入境进行商业贸易活动的人员。

（八）Q1 字签证，发给因家庭团聚申请入境居留的中国公民的家庭成员和具有中国永久居留资格的外国人的家庭成员，以及因寄养等原因申请入境居留的人员；Q2 字签证，发给申请入境短期探亲的居住在中国境内的中国公民的亲属和具有中国永久居留资格的外国人的亲属。

（九）R 字签证，发给国家需要的外国高层次人才和急需紧缺专门人才。

（十）S1 字签证，发给申请入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满 18 周岁的子女、配偶的父母，以及因其他私人事务需要在中国境内居留的人员；S2 字签证，发给申请入境短期探亲的因工作、学习等事由在中国境内停留居留的外国人的家庭成员，以及因其他私人事务需要在中国境内停留的人员。

（十一）X1 字签证，发给申请在中国境内长期学习的人员；X2 字签证，发给申请在中国境内短期学习的人员。

（十二）Z 字签证，发给申请在中国境内工作的人员。

第七条 外国人申请办理签证，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

（一）申请 C 字签证，应当提交外国运输公司出具的担保函件或者中国境内有关单位出具的邀请函件。

（二）申请 D 字签证，应当提交公安部签发的外国人永久居留身份确认表。

（三）申请 F 字签证，应当提交中国境内的邀请方出具的邀请函件。

（四）申请 G 字签证，应当提交前往国家（地区）的已确定日期、座位的联程机（车、船）票。

（五）申请 J1 字及 J2 字签证，应当按照中国有关外国常驻新闻机构和外

国记者采访的规定履行审批手续并提交相应的申请材料。

(六) 申请 L 字签证, 应当按照要求提交旅行计划行程安排等材料; 以团体形式入境旅游的, 还应当提交旅行社出具的邀请函件。

(七) 申请 M 字签证, 应当按照要求提交中国境内商业贸易合作方出具的邀请函件。

(八) 申请 Q1 字签证, 因家庭团聚申请入境居留的, 应当提交居住在中国境内的中国公民、具有永久居留资格的外国人出具的邀请函件和家庭成员关系证明, 因寄养等原因申请入境的, 应当提交委托书等证明材料; 申请 Q2 字签证, 应当提交居住在中国境内的中国公民、具有永久居留资格的外国人出具的邀请函件等证明材料。

(九) 申请 R 字签证, 应当符合中国政府有关主管部门确定的外国高层次人才和急需紧缺专门人才的引进条件和要求, 并按照规定提交相应的证明材料。

(十) 申请 S1 字及 S2 字签证, 应当按照要求提交因工作、学习等事由在中国境内停留居留的外国人出具的邀请函件、家庭成员关系证明, 或者入境处理私人事务所需的证明材料。

(十一) 申请 X1 字签证应当按照规定提交招收单位出具的录取通知书和主管部门出具的证明材料; 申请 X2 字签证, 应当按照规定提交招收单位出具的录取通知书等证明材料。

(十二) 申请 Z 字签证, 应当按照规定提交工作许可等证明材料。

签证机关可以根据具体情况要求外国人提交其他申请材料。

第八条 外国人有下列情形之一的, 应当按照驻外签证机关要求接受面谈:

- (一) 申请入境居留的;
- (二) 个人身份信息、入境事由需要进一步核实的;
- (三) 曾有不准入境、被限期出境记录的;
- (四) 有必要进行面谈的其他情形。

驻外签证机关签发签证需要向中国境内有关部门、单位核实有关信息的, 中国境内有关部门、单位应当予以配合。

第九条 签证机关经审查认为符合签发条件的，签发相应类别签证。对入境后需要办理居留证件的，签证机关应当在签证上注明入境后办理居留证件的时限。

第三章 停留居留管理

第十条 外国人持签证入境后，按照国家规定可以变更停留事由、给予入境便利的，或者因使用新护照、持团体签证入境后由于客观原因需要分团停留的，可以向停留地县级以上地方人民政府公安机关出入境管理机构申请换发签证。

第十一条 在中国境内的外国人所持签证遗失、损毁、被盗抢的，应当及时向停留地县级以上地方人民政府公安机关出入境管理机构申请补发签证。

第十二条 外国人申请签证的延期、换发、补发和申请办理停留证件，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

第十三条 外国人申请签证延期、换发、补发和申请办理停留证件符合受理规定的，公安机关出入境管理机构应当出具有效期不超过 7 日的受理回执，并在受理回执有效期内作出是否签发的决定。

外国人申请签证延期、换发、补发和申请办理停留证件的手续或者材料不符合规定的，公安机关出入境管理机构应当一次性告知申请人需要履行的手续和补正的申请材料。

申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在中国境内合法停留。

第十四条 公安机关出入境管理机构作出的延长签证停留期限决定，仅对本次入境有效，不影响签证的入境次数和入境有效期，并且累计延长的停留期限不得超过原签证注明的停留期限。

签证停留期限延长后，外国人应当按照原签证规定的事由和延长的期限停留。

第十五条 居留证件分为以下种类：

- (一) 工作类居留证件，发给在中国境内工作的人员；
- (二) 学习类居留证件，发给在中国境内长期学习的人员；
- (三) 记者类居留证件，发给外国常驻中国新闻机构的外国常驻记者；
- (四) 团聚类居留证件，发给因家庭团聚需要在中国境内居留的中国公民的家庭成员和具有中国永久居留资格的外国人的家庭成员，以及因寄养等原因需要在中国境内居留的人员；
- (五) 私人事务类居留证件，发给入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满 18 周岁的子女、配偶的父母，以及因其他私人事务需要在中国境内居留的人员。

第十六条 外国人申请办理外国人居留证件，应当提交本人护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料，本人到居留地县级以上地方人民政府公安机关出入境管理机构办理相关手续，并留存指纹等人体生物识别信息。

(一) 工作类居留证件，应当提交工作许可等证明材料；属于国家需要的外国高层次人才和急需紧缺专门人才的，应当按照规定提交有关证明材料。

(二) 学习类居留证件，应当按照规定提交招收单位出具的注明学习期限的函件等证明材料。

(三) 记者类居留证件，应当提交有关主管部门出具的函件和核发的记者证。

(四) 团聚类居留证件，因家庭团聚需要在中国境内居留的，应当提交家庭成员关系证明和与申请事由相关的证明材料；因寄养等原因需要在中国境内居留的，应当提交委托书等证明材料。

(五) 私人事务类居留证件，长期探亲的，应当按照要求提交亲属关系证明、被探望人的居留证件等证明材料；入境处理私人事务的，应当提交因处理私人事务需要在中国境内居留的相关证明材料。

外国人申请有效期 1 年以上的居留证件的，应当按照规定提交健康证明。健康证明自开具之日起 6 个月内有效。

第十七条 外国人申请办理居留证件的延期、换发、补发，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

第十八条 外国人申请居留证件或者申请居留证件的延期、换发、补发符合受理规定的，公安机关出入境管理机构应当出具有效期不超过 15 日的受理回执，并在受理回执有效期内作出是否签发的决定。

外国人申请居留证件或者申请居留证件的延期、换发、补发的手续或者材料不符合规定的，公安机关出入境管理机构应当一次性告知申请人需要履行的手续和补正的申请材料。

申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在中国境内合法居留。

第十九条 外国人申请签证和居留证件的延期、换发、补发，申请办理停留证件，有下列情形之一的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请：

- （一）未满 16 周岁或者已满 60 周岁以及因疾病等原因行动不便的；
- （二）非首次入境且在中国境内停留居留记录良好的；
- （三）邀请单位或者个人对外国人在中国境内期间所需费用提供保证措施的。

外国人申请居留证件，属于国家需要的外国高层次人才和急需紧缺专门人才以及前款第一项规定情形的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请。

第二十条 公安机关出入境管理机构可以通过面谈、电话询问、实地调查等方式核实申请事由的真实性，申请人以及出具邀请函件、证明材料的单位或者个人应当予以配合。

第二十一条 公安机关出入境管理机构对有下列情形之一的外国人，不予批准签证和居留证件的延期、换发、补发，不予签发停留证件：

- （一）不能按照规定提供申请材料的；

- (二) 在申请过程中弄虚作假的;
- (三) 违反中国有关法律、行政法规规定, 不适合在中国境内停留居留的;
- (四) 不宜批准签证和居留证件的延期、换发、补发或者签发停留证件的其他情形。

第二十二条 持学习类居留证件的外国人需要在校外勤工助学或者实习的, 应当经所在学校同意后, 向公安机关出入境管理机构申请居留证件加注勤工助学或者实习地点、期限等信息。

持学习类居留证件的外国人所持居留证件未加注前款规定信息的, 不得在校外勤工助学或者实习。

第二十三条 在中国境内的外国人因证件遗失、损毁、被盗抢等原因未持有有效护照或者国际旅行证件, 无法在本国驻中国有关机构补办的, 可以向停留居留地县级以上地方人民政府公安机关出入境管理机构申请办理出境手续。

第二十四条 所持出境入境证件注明停留区域的外国人、出入境边防检查机关批准临时入境且限定停留区域的外国人, 应当在限定的区域内停留。

第二十五条 外国人在中国境内有下列情形之一的, 属于非法居留:

- (一) 超过签证、停留居留证件规定的停留居留期限停留居留的;
- (二) 免办签证入境的外国人超过免签期限停留且未办理停留居留证件的;
- (三) 外国人超出限定的停留居留区域活动的;
- (四) 其他非法居留的情形。

第二十六条 聘用外国人工作或者招收外国留学生的单位, 发现有下列情形之一的, 应当及时向所在地县级以上地方人民政府公安机关出入境管理机构报告:

- (一) 聘用的外国人离职或者变更工作地域的;
- (二) 招收的外国留学生毕业、结业、肄业、退学, 离开原招收单位的;
- (三) 聘用的外国人、招收的外国留学生违反出境入境管理规定的;
- (四) 聘用的外国人、招收的外国留学生出现死亡、失踪等情形的。

第二十七条 金融、教育、医疗、电信等单位在办理业务时需要核实外国

人身份信息的，可以向公安机关出入境管理机构申请核实。

第二十八条 外国人因外交、公务事由在中国境内停留居留证件的签发管理，按照外交部的规定执行。

第四章 调查和遣返

第二十九条 公安机关根据实际需要可以设置遣返场所。

依照出境入境管理法第六十条的规定对外国人实施拘留审查的，应当在 24 小时内将被拘留审查的外国人送到拘留所或者遣返场所。

由于天气、当事人健康状况等原因无法立即执行遣送出境、驱逐出境的，应当凭相关法律文书将外国人羁押在拘留所或者遣返场所。

第三十条 依照出境入境管理法第六十一条的规定，对外国人限制活动范围的，应当出具限制活动范围决定书。被限制活动范围的外国人，应当在指定的时间到公安机关报到；未经决定机关批准，不得变更生活居所或者离开限定的区域。

第三十一条 依照出境入境管理法第六十二条的规定，对外国人实施遣送出境的，作出遣送出境决定的机关应当依法确定被遣送出境的外国人不准入境的具体期限。

第三十二条 外国人被遣送出境所需的费用由本人承担。本人无力承担的，属于非法就业的，由非法聘用的单位、个人承担；属于其他情形的，由外国人在中国境内停留居留提供保证措施的单位或者个人承担。

遣送外国人出境，由县级以上地方人民政府公安机关或者出入境边防检查机关实施。

第三十三条 外国人被决定限期出境的，作出决定的机关应当在注销或者收缴其原出境入境证件后，为其补办停留手续并限定出境的期限。限定出境期限最长不得超过 15 日。

第三十四条 外国人有下列情形之一的，其所持签证、停留居留证件由签发机关宣布作废：

- （一）签证、停留居留证件损毁、遗失、被盗抢的；

(二) 被决定限期出境、遣送出境、驱逐出境，其所持签证、停留居留证件未被收缴或者注销的；

(三) 原居留事由变更，未在规定期限内向公安机关出入境管理机构申报，经公安机关公告后仍未申报的；

(四) 有出境入境管理法第二十一条、第三十一条规定的不予签发签证、居留证件情形的。

签发机关对签证、停留居留证件依法宣布作废的，可以当场宣布作废或者公告宣布作废。

第三十五条 外国人所持签证、停留居留证件有下列情形之一的，由公安机关注销或者收缴：

(一) 被签发机关宣布作废或者被他人冒用的；

(二) 通过伪造、变造、骗取或者其他方式非法获取的；

(三) 持有人被决定限期出境、遣送出境、驱逐出境的。

作出注销或者收缴决定的机关应当及时通知签发机关。

第五章 附则

第三十六条 本条例下列用语的含义：

(一) 签证的入境次数，是指持证人在签证入境有效期内可以入境的次数。

(二) 签证的入境有效期，是指持证人所持签证入境的有效时间范围。非经签发机关注明，签证自签发之日起生效，于有效期满当日北京时间 24 时失效。

(三) 签证的停留期限，是指持证人每次入境后被准许停留的时限，自入境次日开始计算。

(四) 短期，是指在中国境内停留不超过 180 日（含 180 日）。

(五) 长期、常驻，是指在中国境内居留超过 180 日。

本条例规定的公安机关出入境管理机构审批期限和受理回执有效期以工作日计算，不含法定节假日。

第三十七条 经外交部批准，驻外签证机关可以委托当地有关机构承办外国人签证申请的接件、录入、咨询等服务性事务。

第三十八条 签证的式样由外交部会同公安部规定。停留居留证件的式样由公安部规定。

第三十九条 本条例自 2013 年 9 月 1 日起施行。1986 年 12 月 3 日国务院批准，1986 年 12 月 27 日公安部、外交部公布，1994 年 7 月 13 日、2010 年 4 月 24 日国务院修订的《中华人民共和国外国人入境出境管理法实施细则》同时废止。

Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners

Chapter I General Provisions

Article 1 These Regulations are formulated by the Exit and Entry Administration Law of the People's Republic of China (hereinafter referred to as the Exit and Entry Administration Law) to regulate the issuance of visas, provision of services to, and administration of affairs of foreigners who stay or reside within the territory of China.

Article 2 The State establishes a mechanism for coordinating the services and administration regarding foreigners' entry and exit to improve the overall arrangement, coordination, and cooperation in this field.

The people's governments of provinces, autonomous regions, and municipalities directly under the Central Government may, where necessary, establish mechanisms for coordinating the services and administration regarding foreigners' entry and exit to increase information exchange, facilitate coordination and cooperation, and provide services and administration within their respective administrative regions.

Article 3 The Ministry of Public Security shall, in conjunction with the relevant departments of the State Council, establish a platform for information concerning the services and administration regarding foreigners' entry and exit to share information in this field.

Article 4 In issuing visas and in administering the stay and residence of foreigners within the territory of China, the Ministry of Foreign Affairs, the Ministry of Public Security and other departments of the State Council shall, on their portals and websites and at the places where exit or entry applications are accepted, make available the laws and regulations on the administration of the entry and exit of foreigners and other information that foreigners need to know.

Chapter II Categories and Issuance of Visas

Article 5 The scope and measures for issuance of diplomatic, courtesy and

official visas shall be specified by the Ministry of Foreign Affairs.

Article 6 Ordinary visas are divided into the following categories and shall be marked with corresponding letters in the Chinese phonetic alphabet:

(1) The C visa is issued to crewmembers performing duties on board an international train, aircraft or vessel and the accompanying family members of vessel crewmembers and vehicle drivers engaged in international transportation services;

(2) The D visa is issued to persons who come to China for permanent residence;

(3) The F visa is issued to persons who come to China for exchanges, visits, study tours or other relevant activities;

(4) The G visa is issued to persons who transit through China;

(5) The J1 visa is issued to resident foreign journalists of permanent offices of foreign news agencies in China; the J2 visa is for foreign journalists who come to China for short-term news coverage;

(6) The L visa is issued to persons who come to China for travel; persons who come to China for group travel can be issued Group L visas;

(7) The M visa is issued to persons who come to China for commercial trade activities;

(8) The Q1 visa is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who apply for residence in China for family reunion, as well as for persons who apply for residence in China for fosterage or other purposes; the Q2 visa is for relatives of Chinese citizens living in China, or relatives of foreigners with permanent residence status in China, who apply for a short-term visit;

(9) The R visa is issued to foreigners of high talent who are needed or specialists who are urgently needed by the State;

(10) The SI visa is issued to the spouses, parents, children under the age of 18 or parents-in-law of foreigners residing in China for work, study or other purposes who apply for a long-term visit to China, as well as for persons who need to reside in China for other personal matters; the S2 visa is for family members of foreigners staying or residing in China for work, study or other purposes who apply for a short-term visit to

China, as well as for persons who need to stay in China for other personal matters;

(11) The XI visa is issued to persons who apply for long-term study in China; the X2 visa is for persons who apply for short-term study in China; and

(12) The Z visa is issued to people applying for work in China.

Article 7 A foreigner applying for a visa shall fill out the application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of the application.

(1) To apply for the C visa, the applicant shall submit the letter of guarantee provided by a foreign transportation company or the letter of invitation provided by the entity concerned in China;

(2) To apply for the D visa, the applicant shall submit the form issued by the Ministry of Public Security confirming his or her permanent residence status;

(3) To apply for the F visa, the applicant shall submit the invitation letter provided by the inviting party in China;

(4) To apply for the G visa, the applicant shall submit a through ticket (air, road, rail or sea) to another country or region with the date and seat number on it;

(5) To apply for the J1 or J2 visa, the applicant shall go through the formalities of examination and approval by the Chinese provisions on news coverage by permanent offices of foreign news agencies in China and by foreign journalists and submit the relevant application material;

(6) To apply for the L visa, the applicant shall, as required, submit travel plans, itinerary and other material; in the case of a group tour, the applicant shall also submit the letter of invitation provided by the travel agency;

(7) To apply for the M visa, the applicant shall, as required, submit the letter of invitation provided by the commercial or trade partner in China;

(8) To apply for the Q1 visa, in the case of applying for residence in China for a family reunion, the applicant shall submit the invitation letter provided by a Chinese citizen living in China or by a foreigner with permanent residence status in China and proof of family relationship; and in the case of applying for entry for fosterage or other purposes, the applicant shall submit such certification documents as a power of attorney; to apply for the Q2 visa, the applicant shall submit such certification

documents as the letter of invitation provided by the Chinese citizen living in China or by the foreigner with permanent residence status in China;

(9) To apply for the R visa, the applicant shall meet the qualifications and requirements set by the competent authorities of the Chinese government for inviting persons of high talent or urgently needed specialists, and the applicant shall, by relevant provisions, submit the relevant certification documents;

(10) To apply for the SI or S2 visa, the applicant shall, as required, submit the invitation letter provided by the foreigner staying or residing in China for work, study or other purposes and proof of family relationship or the certification documents required for dealing with personal matters in China;

(11) To apply for the XI visa, the applicant shall, by relevant provisions, submit the admission notice issued by the admission institution and the certification documents provided by the competent authority; to apply for the X2 visa, the applicant shall, by relevant provisions, submit such certification documents as the admission notice issued by the admission institution; and

(12) To apply for the Z visa, the applicant must submit the work permit and other certification documents by the relevant provisions.

In light of specific cases, the visa authority may require a foreigner to submit additional application material.

Article 8 In one of the following circumstances, a foreigner shall be interviewed as required by the visa authority abroad:

- (1) The applicant applies for entry into China for residence;
- (2) Information about the applicant's identity or his or her purpose of entry requires further verification;
- (3) The applicant has a record of being denied entry into China or ordered to exit China within the prescribed time limit; or
- (4) Other circumstances where an interview is necessary.

Where the visa authority abroad requires relevant departments or entities in China to help verify relevant information, the latter shall cooperate.

Article 9 Where the visa authority, upon examination, deems the applicant to be eligible for being issued a visa, it shall issue to the applicant the appropriate category

of visa. Where the applicant needs to obtain a residence permit after entry, the visa authority shall specify the time limit for applying for such permit after entry

Chapter 10 Administration of Stay and Residence

Article 10 Where, after entry with a visa, a foreigner changes his or her purpose of stay or is granted entry conveniences by relevant provisions of the State, or where a foreigner starts using a new passport or needs to stay separately from his or her tour group after entering China with a group visa due to objective reasons, the applicant may apply to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay for a change of visa.

Article 11 Where the visa of a foreigner in China is lost, damaged, destroyed, stolen or robbed, the applicant shall promptly apply to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay for reissuance of the visa.

Article 12 To apply for an extension, change or issuance of a visa or a stay permit, a foreigner shall fill out an application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

Article 13 Where a foreigner's application for extension, change or reissuance of a visa, or for a stay permit, meets the acceptance provisions, the exit and entry administration authority of the public security organ shall issue a receipt of acceptance valid for a period not exceeding 7 days, and decide on whether to issue the visa within the validity period of the receipt of acceptance.

Where the procedures followed or material submitted by a foreigner for extension, change, or issuance of a visa or for issuance of a stay permit does not conform to relevant provisions, the exit and entry administration authority of the public security organ shall, in a one-off manner, notify the applicant of the procedure (s) to be followed and the material to be supplemented and corrected.

During the period when the applicant's passport or other international travel documents are retained for processing his or her application for a visa or permit, the applicant may stay in China legally on the strength of the receipt of acceptance.

Article 14 The decision made by the public security organ's exit and entry administration authority to extend the duration of stay specified in a visa is only valid for the current entry. It does not affect the number of entries or the validity period of the entry specified in the visa. However, the total period of extension shall not exceed the original duration of stay specified in the visa.

When the duration of stay specified in the visa is extended, a foreigner shall adhere to the purpose specified in the original visa and stay within the extended duration of stay.

Article 15 Residence permits are divided into the following types:

(1) The residence permit for work is issued to persons who work in China;
(2) The residence permit for study is issued to persons who pursue long-term studies in China;

(3) The residence permit for journalists is issued to resident foreign journalists of permanent offices of foreign news agencies in China;

(4) The residence permit for reunion is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who need to reside in China for family reunion and to persons who need to reside in China for foster or other purposes; and

(5) The residence permit for personal matters is issued to spouses, parents, children under the age of 18 or parents-in-law of foreigners residing in China for work, study or other purposes, who apply for long-term visits to China, as well as for persons who need to reside in China for other personal matters.

Article 16 A foreigner applying for a residence permit shall submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of the application, go through the relevant formalities in person with the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the proposed places of his or her residence, and provide biometric identification information such as fingerprints thereto.

(1) To apply for a residence permit for work, the applicant shall submit such certification documents as a work permit; in the case of a person of high talent who is

needed or a specialist who is urgently needed, by the State, the applicant shall submit relevant certification documents by relevant provisions;

(2) To apply for a residence permit for study, the applicant shall, by relevant provisions, submit such certification documents as a letter indicating the duration of study provided by the admission institution;

(3) To apply for a residence permit for journalists, the applicant shall submit the letter provided and the Press Card issued by the competent department;

(4) To apply for a residence permit for reunion, the applicant shall submit proof of family relationship and certification documents relating to the purpose of application; if the applicant needs to reside in China for foster or other purposes, he or she shall submit such certification documents as a power of attorney; and

(5) To apply for a residence permit for personal matters, in the case of a long-term visit, the applicant shall, as required, submit such certification documents as proof of kinship and the residence permit of the foreigner to be visited to apply for entry to deal with personal matters, the applicant shall submit the documents certifying the need to reside in China.

When applying for a residence permit valid for more than 1 year, a foreigner shall, by relevant provisions, submit his or her health certificate. A health certificate is valid for six months from the date of issue.

Article 17 To apply for an extension, change or issuance of a residence permit, a foreigner shall fill out an application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

Article 18 Where a foreigner's application for a residence permit or extension, change or reissuance of a residence permit meets the acceptance provisions, the exit and entry administration authority of the public security organ shall issue a receipt of acceptance valid for a period not exceeding 15 days, and decide on whether to issue the visa within the validity period of the receipt of acceptance.

Where the procedures followed or material submitted by a foreigner for a residence permit or for extension, change, or issuance of a residence permit does not conform to relevant provisions, the exit/entry administration authority of the public

security organ shall, in a one-off manner, notify the applicant of the procedure (s) to be followed and the material to be supplemented and corrected.

When the applicant's passport or other international travel documents are retained for processing his or her application for a residence permit, the applicant may legally reside in China on the strength of the acceptance.

Article 19 In one of the following circumstances, the inviting entity or individual, the relative of the applicant or the specialized service agency concerned may apply for an extension, change or issuance of a visa or residence permit or apply for a stay permit on behalf of the applicant:

(1) The applicant is under the age of 16 or over the age of 60, or it would unduly inconvenience the applicant due to illness or other reasons;

(2) The applicant's current entry is not his or her first entry into China, and the applicant has a good record of stay or residence in China or

(3) The inviting entity or individual has guaranteed to cover the applicant's necessary expenses incurred in China.

If the applicant is a person of high talent who is needed or a specialist who is urgently needed by the State or is in the circumstance prescribed by subparagraph (1) of the preceding paragraph, the inviting entity or individual, the relative of the applicant or the specialized service agency concerned may apply for a residence permit on his or her behalf.

Article 20 The exit and entry administration authority of the public security organ may verify the purpose of the application through interview, telephone inquiry, and on-the-spot investigation, and the applicant and the entity or individual that has provided the letter of invitation or certification documents shall cooperate.

Article 21 In one of the following circumstances, the exit and entry administration authority of the public security organ shall not approve the application for extension, change or issuance of a visa or residence permit or the application for a stay permit submitted by a foreigner:

(1) The applicant fails to provide material supporting his or her application by relevant provisions;

(2) The applicant has knowingly falsified information in the application

process;

(3) The applicant is not eligible to stay or reside in China due to violation of relevant Chinese laws or administrative regulations or

(4) Other circumstances where it is not appropriate to approve the applicant's application for extension, change or issuance of a visa or residence permit or issuance of a stay permit.

Article 22 Where a foreigner holding a residence permit for study intends to engage in off-campus work-study or internship, he or she shall, upon the approval of the school, apply to the exit and entry administration authority of the public security organ to have such information as the location and duration of the work-study program or internship placement specified in his or her residence permit.

A foreigner holding a residence permit for study shall not engage in any off-campus work-study or internship unless the information prescribed in the preceding paragraph is specified in his or her residence permit.

Article 23 A foreigner who does not hold a valid passport or other international travel documents due to loss, damage, destruction, theft, robbery or other reasons and cannot get the said passport or documents reissued by the relevant institution of his own country stationed in China may apply for exit formalities to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay or residence.

Article 24 A foreigner whose area of stay is specified in his exit and entry documents or a foreigner who is approved temporary entry into China with restrictions on the area of stay by the exit and entry border inspection authority shall stay in the specified or restricted area.

Article 25 In one of the following circumstances, a foreigner shall be deemed to be residing in China illegally:

(1) The applicant's stay or residence exceeds the duration specified in his or her visa, stay permit or residence permit;

(2) The applicant overstays the visa-free period and fails to obtain a stay permit or residence permit;

(3) The activities of the applicant go beyond the restricted area of stay or

residence; or Other circumstances where foreigners reside illegally.

Article 26 Upon discovery of one of the following circumstances, the entity that employs a foreigner or admits a foreign student shall, promptly, report to the exit and entry administration authority of the public security organ of the local people's government at or above the county level:

- (1) A foreigner employed resigns or changes employment location;
- (2) A foreign student admitted has graduated, completed his or her course (s) or study, has quit school, or has left the school ungraduated;
- (3) A foreigner employed or a foreign student admitted violates the provisions on administration of exit and entry or
- (4) A foreigner employed or a foreign student admitted dies, disappears, or other serious circumstances arise.

Article 27 Where necessary, finance, education, medical, telecommunications or other entities may, for business purposes, apply to the exit and entry administration authority of the public security organ for verifying the information of a foreigner's identity.

Article 28 The stay or residence permits for foreigners who need to stay or reside in China for diplomatic or official purposes shall be issued and administered by the provisions of the Ministry of Foreign Affairs.

Chapter IV Investigation and Repatriation

Article 29 Public security organs may establish places for repatriation in light of actual needs.

A foreigner who is to be detained for investigation under Article 60 of the Exit and Entry Administration Law shall be sent to a detention house or a place of repatriation within 24 hours of his or her detention.

Where a foreigner cannot be repatriated or deported immediately due to weather, health, or other reasons, he or she shall be detained in a detention house or a place of repatriation with relevant legal instruments.

Article 30 Where a foreigner's scope of activities is to be restricted by the provisions of Article 61 of the Exit and Entry Administration Law, a written decision on such restriction (s) shall be issued. The foreigner subject to the restriction (s)

shall report to the public security organ at the designated time. Without the approval of the decision-making organ, he or she shall not change his or her living residence or leave the restricted area.

Article 31 Where a foreigner is to be repatriated by the provisions of Article 62 of the Exit and Entry Administration Law, the organ that decides on his or her repatriation shall, by law, decide on the specific duration of time in which the said foreigner shall not be allowed to enter China.

Article 32 A foreigner subject to repatriation shall bear the related expenses. If he or she is not able to do so, the entity or individual that employed him or her shall bear the expenses in the case of illegal employment; in other circumstances, the entity or individual that has guaranteed to cover the expenses of the foreigner during his or her stay or residence in China shall bear the expenses.

Foreigners' repatriation shall be carried out by the public security organs of the local people's governments at or above the county level or the exit and entry border inspection authorities.

Article 33 Where it is decided that a foreigner will exit China within a certain time limit, the decision-making authority shall, after cancelling or confiscating his or her original exit and entry documents, go through the formalities for his or her stay in China and set the time limit for his or her exit. The time limit shall not exceed 15 days.

Article 34 In one of the following circumstances, the visa, stay permit or residence permit held by a foreigner shall be declared null and void by the issuing authority:

(1) His or her visa, stay permit or residence permit is lost, damaged, destroyed, stolen or robbed;

(2) The time limit for his or her exit, repatriation or deportation from China has been decided, and his or her visa, stay permit or residence permit has not been confiscated or cancelled;

(3) The original purpose of residence has been changed, but he or she fails to report to the exit and entry administration authority of the public security organ within the prescribed time limit and fails to do so even after the said organ has given a public notice thereon; or

(4) Circumstances in which a visa or residence permit shall not be issued as prescribed by the provisions of Article 21 or Article 31 of the Exit and Entry Administration Law.

Where the issuing authority is to declare a visa, stay permit or residence permit null and void by law, it may do so on the spot or through a public notice.

Article 35 In one of the following circumstances, the visa, stay permit or residence permit held by a foreigner shall be cancelled or confiscated by a public security organ:

- (1) The issuing authority declares it null and void, or it is being used fraudulently by someone else;
- (2) It is forged, altered, or obtained by fraud or other illegal means; or
- (3) The holder has been decided on a time for exit, repatriation or deportation from China.

The authority that decides on the cancellation or confiscation of a visa stay permit or residence permit shall, in a timely manner, notify the issuing authority.

Chapter V Supplementary Provisions

Article 36 Meaning of terms in these Regulations:

- (1) The number of entries specified in the visa means the number of times that the visa holder may enter China within the validity period of the entry specified in the visa;
- (2) The validity period of the entry specified in the visa means the valid period during which the visa holder may enter China. Unless otherwise specified by the issuing authority, a visa is valid from the date of issuance until Beijing time 24:00 on an expiring day;
- (3) The duration of stay specified in the visa means the period during which the visa holder is allowed to stay in China after each entry. It begins from the next day of entry;
- (4) Short-term means staying in China for a period not exceeding 180 days (including 180 days) ; and Long-term or resident means residing in China for 180 days.

The period for examination and approval or the validity period of the receipt of

acceptance of the exit and entry administration authority of the public security organ in these Regulations is calculated in terms of working days, excluding legal holidays.

Article 37 With the approval of the Ministry of Foreign Affairs, visa authorities abroad may entrust local institutions with services such as receiving visa application material, data input, and consultancy.

Article 38 The format of visas, stay permits, and the Ministry of Foreign Affairs shall prescribe residence permits in conjunction with the Ministry of Public Security.

Article 39 These Regulations shall be effective as of September 1, 2013. The Rules on the Implementation of the Law of the People's Republic of China on the Entry and Exit of Aliens, approved by the State Council on December 3, 1986, promulgated by the Ministry of Public Security and the Ministry of Foreign Affairs on December 27, 1986, and revised by the State Council respectively on July 13, 1994 and April 24, 2010, shall be repealed simultaneously.

中华人民共和国治安管理处罚法

第一章 总则

第一条 为维护社会治安秩序，保障公共安全，保护公民、法人和其他组织的合法权益，规范和保障公安机关及其人民警察依法履行治安管理职责，制定本法。

第二条 扰乱公共秩序，妨害公共安全，侵犯人身权利、财产权利，妨害社会管理，具有社会危害性，依照《中华人民共和国刑法》的规定构成犯罪的，依法追究刑事责任；尚不够刑事处罚的，由公安机关依照本法给予治安管理处罚。

第三条 治安管理处罚的程序，适用本法的规定；本法没有规定的，适用《中华人民共和国行政处罚法》的有关规定。

第四条 在中华人民共和国领域内发生的违反治安管理行为，除法律有特别规定的外，适用本法。

在中华人民共和国船舶和航空器内发生的违反治安管理行为，除法律有特别规定的外，适用本法。

第五条 治安管理处罚必须以事实为依据，与违反治安管理行为的性质、情节以及社会危害程度相当。

实施治安管理处罚，应当公开、公正，尊重和保障人权，保护公民的人格尊严。

办理治安案件应当坚持教育与处罚相结合的原则。

第六条 各级人民政府应当加强社会治安综合治理，采取有效措施，化解社会矛盾，增进社会和谐，维护社会稳定。

第七条 国务院公安部门负责全国的治安管理工作。县级以上地方各级人民政府公安机关负责本行政区域内的治安管理工作。

治安案件的管辖由国务院公安部门规定。

第八条 违反治安管理的行为对他人造成损害的，行为人或者其监护人应

当依法承担民事责任。

第九条 对于因民间纠纷引起的打架斗殴或者损毁他人财物等违反治安管理行为，情节较轻的，公安机关可以调解处理。经公安机关调解，当事人达成协议的，不予处罚。经调解未达成协议或者达成协议后不履行的，公安机关应当依照本法的规定对违反治安管理行为人给予处罚，并告知当事人可以就民事争议依法向人民法院提起民事诉讼。

第二章 处罚的种类和适用

第十条 治安管理处罚的种类分为：

- (一) 警告；
- (二) 罚款；
- (三) 行政拘留；
- (四) 吊销公安机关发放的许可证。

对违反治安管理的外国人，可以附加适用限期出境或者驱逐出境。

第十一条 办理治安案件所查获的毒品、淫秽物品等违禁品，赌具、赌资，吸食、注射毒品的用具以及直接用于实施违反治安管理行为的本人所有的工具，应当收缴，按照规定处理。

违反治安管理所得的财物，追缴退还被侵害人；没有被侵害人的，登记造册，公开拍卖或者按照国家有关规定处理，所得款项上缴国库。

第十二条 已满十四周岁不满十八周岁的人违反治安管理的，从轻或者减轻处罚；不满十四周岁的人违反治安管理的，不予处罚，但是应当责令其监护人严加管教。

第十三条 精神病人在不能辨认或者不能控制自己行为的时候违反治安管理的，不予处罚，但是应当责令其监护人严加看管和治疗。间歇性的精神病人在精神正常的时候违反治安管理的，应当给予处罚。

第十四条 盲人或者又聋又哑的人违反治安管理的，可以从轻、减轻或者不予处罚。

第十五条 醉酒的人违反治安管理的，应当给予处罚。

醉酒的人在醉酒状态中，对本人有危险或者对他人的人身、财产或者公共安全有威胁的，应当对其采取保护性措施约束至酒醒。

第十六条 有两种以上违反治安管理行为的，分别决定，合并执行。行政拘留处罚合并执行的，最长不超过二十日。

第十七条 共同违反治安管理的，根据违反治安管理行为人在违反治安管理行为中所起的作用，分别处罚。

教唆、胁迫、诱骗他人违反治安管理的，按照其教唆、胁迫、诱骗的行为处罚。

第十八条 单位违反治安管理的，对其直接负责的主管人员和其他直接责任人员依照本法的规定处罚。其他法律、行政法规对同一行为规定给予单位处罚的，依照其规定处罚。

第十九条 违反治安管理有下列情形之一的，减轻处罚或者不予处罚：

- （一）情节特别轻微的；
- （二）主动消除或者减轻违法后果，并取得被侵害人谅解的；
- （三）出于他人胁迫或者诱骗的；
- （四）主动投案，向公安机关如实陈述自己的违法行为的；
- （五）有立功表现的。

第二十条 违反治安管理有下列情形之一的，从重处罚：

- （一）有较严重后果的；
- （二）教唆、胁迫、诱骗他人违反治安管理的；
- （三）对报案人、控告人、举报人、证人打击报复的；
- （四）六个月内曾受过治安管理处罚的。

第二十一条 违反治安管理行为人有下列情形之一的，依照本法应当给予行政拘留处罚的，不执行行政拘留处罚：

- （一）已满十四周岁不满十六周岁的；
- （二）已满十六周岁不满十八周岁，初次违反治安管理的；
- （三）七十周岁以上的；

(四) 怀孕或者哺乳自己不满一周岁婴儿的。

第二十二条 违反治安管理行为在六个月内没有被公安机关发现的，不再处罚。

前款规定的期限，从违反治安管理行为发生之日起计算；违反治安管理行为有连续或者继续状态的，从行为终了之日起计算。

第三章 违反治安管理的行为和处罚

第一节 扰乱公共秩序的行为和处罚

第二十三条 有下列行为之一的，处警告或者二百元以下罚款；情节严重的，处五日以上十日以下拘留，可以并处五百元以下罚款：

(一) 扰乱机关、团体、企业、事业单位秩序，致使工作、生产、营业、医疗、教学、科研不能正常进行，尚未造成严重损失的；

(二) 扰乱车站、港口、码头、机场、商场、公园、展览馆或者其他公共场所秩序的；

(三) 扰乱公共汽车、电车、火车、船舶、航空器或者其他公共交通工具上的秩序的；

(四) 非法拦截或者强登、扒乘机动车、船舶、航空器以及其他交通工具，影响交通工具正常行驶的；

(五) 破坏依法进行的选举秩序的。

聚众实施前款行为的，对首要分子处十日以上十五日以下拘留，可以并处一千元以下罚款。

第二十四条 有下列行为之一，扰乱文化、体育等大型群众性活动秩序的，处警告或者二百元以下罚款；情节严重的，处五日以上十日以下拘留，可以并处五百元以下罚款：

(一) 强行进入场内的；

(二) 违反规定，在场内燃放烟花爆竹或者其他物品的；

(三) 展示侮辱性标语、条幅等物品的；

(四) 围攻裁判员、运动员或者其他工作人员的；

（五）向场内投掷杂物，不听制止的；

（六）扰乱大型群众性活动秩序的其他行为。

因扰乱体育比赛秩序被处以拘留处罚的，可以同时责令其十二个月内不得进入体育场馆观看同类比赛；违反规定进入体育场馆的，强行带离现场。

第二十五条 有下列行为之一的，处五日以上十日以下拘留，可以并处五百元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款：

（一）散布谣言，谎报险情、疫情、警情或者以其他方法故意扰乱公共秩序的；

（二）投放虚假的爆炸性、毒害性、放射性、腐蚀性物质或者传染病病原体等危险物质扰乱公共秩序的；

（三）扬言实施放火、爆炸、投放危险物质扰乱公共秩序的。

第二十六条 有下列行为之一的，处五日以上十日以下拘留，可以并处五百元以下罚款；情节较重的，处十日以上十五日以下拘留，可以并处一千元以下罚款：

（一）结伙斗殴的；

（二）追逐、拦截他人的；

（三）强拿硬要或者任意损毁、占用公私财物的；

（四）其他寻衅滋事行为。

第二十七条 有下列行为之一的，处十日以上十五日以下拘留，可以并处一千元以下罚款；情节较轻的，处五日以上十日以下拘留，可以并处五百元以下罚款：

（一）组织、教唆、胁迫、诱骗、煽动他人从事邪教、会道门活动或者利用邪教、会道门、迷信活动，扰乱社会秩序、损害他人身体健康的；

（二）冒用宗教、气功名义进行扰乱社会秩序、损害他人身体健康活动的。

第二十八条 违反国家规定，故意干扰无线电业务正常进行的，或者对正常运行的无线电台（站）产生有害干扰，经有关主管部门指出后，拒不采取有效措施消除的，处五日以上十日以下拘留；情节严重的，处十日以上十五日以

下拘留。

第二十九条 有下列行为之一的，处五日以下拘留；情节严重的，处五日以上十日以下拘留：

（一）违反国家规定，侵入计算机信息系统，造成危害的；

（二）违反国家规定，对计算机信息系统功能进行删除、修改、增加、干扰，造成计算机信息系统不能正常运行的；

（三）违反国家规定，对计算机信息系统中存储、处理、传输的数据和应用程序进行删除、修改、增加的；

（四）故意制作、传播计算机病毒等破坏性程序，影响计算机信息系统正常运行的。

第二节 妨害公共安全的行为和处罚

第三十条 违反国家规定，制造、买卖、储存、运输、邮寄、携带、使用、提供、处置爆炸性、毒害性、放射性、腐蚀性物质或者传染病病原体等危险物质的，处十日以上十五日以下拘留；情节较轻的，处五日以上十日以下拘留。

第三十一条 爆炸性、毒害性、放射性、腐蚀性物质或者传染病病原体等危险物质被盗、被抢或者丢失，未按规定报告的，处五日以下拘留；故意隐瞒不报的，处五日以上十日以下拘留。

第三十二条 非法携带枪支、弹药或者弩、匕首等国家规定的管制器具的，处五日以下拘留，可以并处五百元以下罚款；情节较轻的，处警告或者二百元以下罚款。

非法携带枪支、弹药或者弩、匕首等国家规定的管制器具进入公共场所或者公共交通工具的，处五日以上十日以下拘留，可以并处五百元以下罚款。

第三十三条 有下列行为之一的，处十日以上十五日以下拘留：

（一）盗窃、损毁油气管道设施、电力电信设施、广播电视设施、水利防汛工程设施，或者水文监测、测量、气象测报、环境监测、地质监测、地震监测等公共设施的；

（二）移动、损毁国家边境的界碑、界桩以及其他边境标志、边境设施或

者领土、领海标志设施的；

（三）非法进行影响国（边）界线走向的活动或者修建有碍国（边）境管理的设施的。

第三十四条 盗窃、损坏、擅自移动使用中的航空设施，或者强行进入航空器驾驶舱的，处十日以上十五日以下拘留。

在使用中的航空器上使用可能影响导航系统正常功能的器具、工具，不听劝阻的，处五日以下拘留或者五百元以下罚款。

第三十五条 有下列行为之一的，处五日以上十日以下拘留，可以并处五百元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款：

（一）盗窃、损毁或者擅自移动铁路设施、设备、机车车辆配件或者安全标志的；

（二）在铁路线路上放置障碍物，或者故意向列车投掷物品的；

（三）在铁路线路、桥梁、涵洞处挖掘坑穴、采石取沙的；

（四）在铁路线路上私设道口或者平交过道的。

第三十六条 擅自进入铁路防护网或者火车来临时在铁路线路上行走坐卧、抢越铁路，影响行车安全的，处警告或者二百元以下罚款。

第三十七条 有下列行为之一的，处五日以下拘留或者五百元以下罚款；情节严重的，处五日以上十日以下拘留，可以并处五百元以下罚款：

（一）未经批准，安装、使用电网的，或者安装、使用电网不符合安全规定的；

（二）在车辆、行人通行的地方施工，对沟井坎穴不设覆盖物、防围和警示标志的，或者故意损毁、移动覆盖物、防围和警示标志的；

（三）盗窃、损毁路面井盖、照明等公共设施的。

第三十八条 举办文化、体育等大型群众性活动，违反有关规定，有发生安全事故危险的，责令停止活动，立即疏散。对组织者处五日以上十日以下拘留，并处二百元以上五百元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。

第三十九条 旅馆、饭店、影剧院、娱乐场、运动场、展览馆或者其他供社会公众活动的场所的经营管理人员，违反安全规定，致使该场所有发生安全事故危险，经公安机关责令改正，拒不改正的，处五日以下拘留。

第三节 侵犯人身权利、财产权利的行为和处罚

第四十条 有下列行为之一的，处十日以上十五日以下拘留，并处五百元以上一千元以下罚款；情节较轻的，处五日以上十日以下拘留，并处二百元以上五百元以下罚款：

（一）组织、胁迫、诱骗不满十六周岁的人或者残疾人进行恐怖、残忍表演的；

（二）以暴力、威胁或者其他手段强迫他人劳动的；

（三）非法限制他人人身自由、非法侵入他人住宅或者非法搜查他人身体的。

第四十一条 胁迫、诱骗或者利用他人乞讨的，处十日以上十五日以下拘留，可以并处一千元以下罚款。

反复纠缠、强行讨要或者以其他滋扰他人的方式乞讨的，处五日以下拘留或者警告。

第四十二条 有下列行为之一的，处五日以下拘留或者五百元以下罚款；情节较重的，处五日以上十日以下拘留，可以并处五百元以下罚款：

（一）写恐吓信或者以其他方法威胁他人人身安全的；

（二）公然侮辱他人或者捏造事实诽谤他人的；

（三）捏造事实诬告陷害他人，企图使他人受到刑事处罚或者受到治安管理处罚的；

（四）对证人及其近亲属进行威胁、侮辱、殴打或者打击报复的；

（五）多次发送淫秽、侮辱、恐吓或者其他信息，干扰他人正常生活的；

（六）偷窥、偷拍、窃听、散布他人隐私的。

第四十三条 殴打他人的，或者故意伤害他人身体的，处五日以上十日以下拘留，并处二百元以上五百元以下罚款；情节较轻的，处五日以下拘留或者

五百元以下罚款。

有下列情形之一的，处十日以上十五日以下拘留，并处五百元以上一千元以下罚款：

（一）结伙殴打、伤害他人的；

（二）殴打、伤害残疾人、孕妇、不满十四周岁的人或者六十周岁以上的人的；

（三）多次殴打、伤害他人或者一次殴打、伤害多人的。

第四十四条 猥亵他人的，或者在公共场所故意裸露身体，情节恶劣的，处五日以上十日以下拘留；猥亵智力残疾人、精神病人、不满十四周岁的人或者有其他严重情节的，处十日以上十五日以下拘留。

第四十五条 有下列行为之一的，处五日以下拘留或者警告：

（一）虐待家庭成员，被虐待人要求处理的；

（二）遗弃没有独立生活能力的被扶养人的。

第四十六条 条强买强卖商品，强迫他人提供服务或者强迫他人接受服务的，处五日以上十日以下拘留，并处二百元以上五百元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。

第四十七条 煽动民族仇恨、民族歧视，或者在出版物、计算机信息网络中刊载民族歧视、侮辱内容的，处十日以上十五日以下拘留，可以并处一千元以下罚款。

第四十八条 冒领、隐匿、毁弃、私自开拆或者非法检查他人邮件的，处五日以下拘留或者五百元以下罚款。

第四十九条 盗窃、诈骗、哄抢、抢夺、敲诈勒索或者故意损毁公私财物的，处五日以上十日以下拘留，可以并处五百元以下罚款；情节较重的，处十日以上十五日以下拘留，可以并处一千元以下罚款。

第四节 妨害社会管理的行为和处罚

第五十条 有下列行为之一的，处警告或者二百元以下罚款；情节严重的，处五日以上十日以下拘留，可以并处五百元以下罚款：

(一) 拒不执行人民政府在紧急状态情况下依法发布的决定、命令的；
(二) 阻碍国家机关工作人员依法执行职务的；
(三) 阻碍执行紧急任务的消防车、救护车、工程抢险车、警车等车辆通行的；

(四) 强行冲闯公安机关设置的警戒带、警戒区的。

阻碍人民警察依法执行职务的，从重处罚。

第五十一条 冒充国家机关工作人员或者以其他虚假身份招摇撞骗的，处五日以上十日以下拘留，可以并处五百元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。

冒充军警人员招摇撞骗的，从重处罚。

第五十二条 有下列行为之一的，处十日以上十五日以下拘留，可以并处一千元以下罚款；情节较轻的，处五日以上十日以下拘留，可以并处五百元以下罚款：

(一) 伪造、变造或者买卖国家机关、人民团体、企业、事业单位或者其他组织的公文、证件、证明文件、印章的；

(二) 买卖或者使用伪造、变造的国家机关、人民团体、企业、事业单位或者其他组织的公文、证件、证明文件的；

(三) 伪造、变造、倒卖车票、船票、航空客票、文艺演出票、体育比赛入场券或者其他有价票证、凭证的；

(四) 伪造、变造船舶户牌，买卖或者使用伪造、变造的船舶户牌，或者涂改船舶发动机号码的。

第五十三条 船舶擅自进入、停靠国家禁止、限制进入的水域或者岛屿的，对船舶负责人及有关责任人员处五百元以上一千元以下罚款；情节严重的，处五日以下拘留，并处五百元以上一千元以下罚款。

第五十四条 有下列行为之一的，处十日以上十五日以下拘留，并处五百元以上一千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款：

(一) 违反国家规定，未经注册登记，以社会团体名义进行活动，被取缔

后，仍进行活动的；

（二）被依法撤销登记的社会团体，仍以社会团体名义进行活动的；

（三）未经许可，擅自经营按照国家规定需要由公安机关许可的行业的。

有前款第三项行为的，予以取缔。

取得公安机关许可的经营者，违反国家有关管理规定，情节严重的，公安机关可以吊销许可证。

第五十五条 煽动、策划非法集会、游行、示威，不听劝阻的，处十日以上十五日以下拘留。

第五十六条 旅馆业的工作人员对住宿的旅客不按规定登记姓名、身份证件种类和号码的，或者明知住宿的旅客将危险物质带入旅馆，不予制止的，处二百元以上五百元以下罚款。

旅馆业的工作人员明知住宿的旅客是犯罪嫌疑人员或者被公安机关通缉的人员，不向公安机关报告的，处二百元以上五百元以下罚款；情节严重的，处五日以下拘留，可以并处五百元以下罚款。

第五十七条 房屋出租人将房屋出租给无身份证件的人居住的，或者不按规定登记承租人姓名、身份证件种类和号码的，处二百元以上五百元以下罚款。

房屋出租人明知承租人利用出租房屋进行犯罪活动，不向公安机关报告的，处二百元以上五百元以下罚款；情节严重的，处五日以下拘留，可以并处五百元以下罚款。

第五十八条 违反关于社会生活噪声污染防治的法律规定，制造噪声干扰他人正常生活的，处警告；警告后不改正的，处二百元以上五百元以下罚款。

第五十九条 有下列行为之一的，处五百元以上一千元以下罚款；情节严重的，处五日以上十日以下拘留，并处五百元以上一千元以下罚款：

（一）典当业工作人员承接典当的物品，不查验有关证明、不履行登记手续，或者明知是违法犯罪嫌疑人、赃物，不向公安机关报告的；

（二）违反国家规定，收购铁路、油田、供电、电信、矿山、水利、测量和城市公用设施等废旧专用器材的；

(三) 收购公安机关通报寻查的赃物或者有赃物嫌疑的物品的;

(四) 收购国家禁止收购的其他物品的。

第六十条 有下列行为之一的, 处五日以上十日以下拘留, 并处二百元以上五百元以下罚款:

(一) 隐藏、转移、变卖或者损毁行政执法机关依法扣押、查封、冻结的财物的;

(二) 伪造、隐匿、毁灭证据或者提供虚假证言、谎报案情, 影响行政执法机关依法办案的;

(三) 明知是赃物而窝藏、转移或者代为销售的;

(四) 被依法执行管制、剥夺政治权利或者在缓刑、保外就医等监外执行中的罪犯或者被依法采取刑事强制措施的人, 有违反法律、行政法规和国务院公安部门有关监督管理规定的行为。

第六十一条 协助组织或者运送他人偷越国(边)境的, 处十日以上十五日以下拘留, 并处一千元以上五千元以下罚款。

第六十二条 为偷越国(边)境人员提供条件的, 处五日以上十日以下拘留, 并处五百元以上二千元以下罚款。

偷越国(边)境的, 处五日以下拘留或者五百元以下罚款。

第六十三条 有下列行为之一的, 处警告或者二百元以下罚款; 情节严重的, 处五日以上十日以下拘留, 并处二百元以上五百元以下罚款:

(一) 刻划、涂污或者以其他方式故意损坏国家保护的文物、名胜古迹的;

(二) 违反国家规定, 在文物保护单位附近进行爆破、挖掘等活动, 危及文物安全的。

第六十四条 有下列行为之一的, 处五百元以上一千元以下罚款; 情节严重的, 处十日以上十五日以下拘留, 并处五百元以上一千元以下罚款:

(一) 偷开他人机动车的;

(二) 未取得驾驶证驾驶或者偷开他人航空器、机动船舶的。

第六十五条 有下列行为之一的, 处五日以上十日以下拘留; 情节严重的,

处十日以上十五日以下拘留，可以并处一千元以下罚款：

- （一）故意破坏、污损他人坟墓或者毁坏、丢弃他人尸骨、骨灰的；
- （二）在公共场所停放尸体或者因停放尸体影响他人正常生活、工作秩序，不听劝阻的。

第六十六条 卖淫、嫖娼的，处十日以上十五日以下拘留，可以并处五千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。

在公共场所拉客招嫖的，处五日以下拘留或者五百元以下罚款。

第六十七条 引诱、容留、介绍他人卖淫的，处十日以上十五日以下拘留，可以并处五千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。

第六十八条 制作、运输、复制、出售、出租淫秽的书刊、图片、影片、音像制品等淫秽物品或者利用计算机信息网络、电话以及其他通讯工具传播淫秽信息的，处十日以上十五日以下拘留，可以并处三千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。

第六十九条 有下列行为之一的，处十日以上十五日以下拘留，并处五百元以上一千元以下罚款：

- （一）组织播放淫秽音像的；
- （二）组织或者进行淫秽表演的；
- （三）参与聚众淫乱活动的。

明知他人从事前款活动，为其提供条件的，依照前款的规定处罚。

第七十条 以营利为目的，为赌博提供条件的，或者参与赌博赌资较大的，处五日以下拘留或者五百元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五百元以上三千元以下罚款。

第七十一条 有下列行为之一的，处十日以上十五日以下拘留，可以并处三千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款：

- （一）非法种植罂粟不满五百株或者其他少量毒品原植物的；
- （二）非法买卖、运输、携带、持有少量未经灭活的罂粟等毒品原植物种子或者幼苗的；

(三) 非法运输、买卖、储存、使用少量罂粟壳的。

有前款第一项行为，在成熟前自行铲除的，不予处罚。

第七十二条 有下列行为之一的，处十日以上十五日以下拘留，可以并处二千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款：

(一) 非法持有鸦片不满二百克、海洛因或者甲基苯丙胺不满十克或者其他少量毒品的；

(二) 向他人提供毒品的；

(三) 吸食、注射毒品的；

(四) 胁迫、欺骗医务人员开具麻醉药品、精神药品的。

第七十三条 教唆、引诱、欺骗他人吸食、注射毒品的，处十日以上十五日以下拘留，并处五百元以上二千元以下罚款。

第七十四条 旅馆业、饮食服务业、文化娱乐业、出租汽车业等单位的人员，在公安机关查处吸毒、赌博、卖淫、嫖娼活动时，为违法犯罪行为人通风报信的，处十日以上十五日以下拘留。

第七十五条 饲养动物，干扰他人正常生活的，处警告；警告后不改正的，或者放任动物恐吓他人的，处二百元以上五百元以下罚款。

驱使动物伤害他人的，依照本法第四十三条第一款的规定处罚。

第七十六条 有本法第六十七条、第六十八条、第七十条的行为，屡教不改的，可以按照国家规定采取强制性教育措施。

第四章 处罚程序

第一节 调查

第七十七条 公安机关对报案、控告、举报或者违反治安管理行为人主动投案，以及其他行政主管部门、司法机关移送的违反治安管理案件，应当及时受理，并进行登记。

第七十八条 公安机关受理报案、控告、举报、投案后，认为属于违反治安管理行为的，应当立即进行调查；认为不属于违反治安管理行为的，应当告知报案人、控告人、举报人、投案人，并说明理由。

第七十九条 公安机关及其人民警察对治安案件的调查，应当依法进行。严禁刑讯逼供或者采用威胁、引诱、欺骗等非法手段收集证据。

以非法手段收集的证据不得作为处罚的根据。

第八十条 公安机关及其人民警察在办理治安案件时，对涉及的国家秘密、商业秘密或者个人隐私，应当予以保密。

第八十一条 人民警察在办理治安案件过程中，遇有下列情形之一的，应当回避；违反治安管理行为人、被侵害人或者其法定代理人也有权要求他们回避：

- （一）是本案当事人或者当事人的近亲属的；
- （二）本人或者其近亲属与本案有利害关系的；
- （三）与本案当事人有其他关系，可能影响案件公正处理的。

人民警察的回避，由其所属的公安机关决定；公安机关负责人的回避，由上一级公安机关决定。

第八十二条 需要传唤违反治安管理行为人接受调查的，经公安机关办案部门负责人批准，使用传唤证传唤。对现场发现的违反治安管理行为人，人民警察经出示工作证件，可以口头传唤，但应当在询问笔录中注明。

公安机关应当将传唤的原因和依据告知被传唤人。对无正当理由不接受传唤或者逃避传唤的人，可以强制传唤。

第八十三条 对违反治安管理行为人，公安机关传唤后应当及时询问查证，询问查证的时间不得超过八小时；情况复杂，依照本法规定可能适用行政拘留处罚的，询问查证的时间不得超过二十四小时。

公安机关应当及时将传唤的原因和处所通知被传唤人家属。

第八十四条 询问笔录应当交被询问人核对；对没有阅读能力的，应当向其宣读。记载有遗漏或者差错的，被询问人可以提出补充或者更正。被询问人确认笔录无误后，应当签名或者盖章，询问的人民警察也应当在笔录上签名。

被询问人要求就被询问事项自行提供书面材料的，应当准许；必要时，人民警察也可以要求被询问人自行书写。

询问不满十六周岁的违反治安管理行为人，应当通知其父母或者其他监护人到场。

第八十五条 人民警察询问被侵害人或者其他证人，可以到其所在单位或者住处进行；必要时，也可以通知其到公安机关提供证言。

人民警察在公安机关以外询问被侵害人或者其他证人，应当出示工作证件。询问被侵害人或者其他证人，同时适用本法第八十五条的规定。

第八十六条 询问聋哑的违反治安管理行为人、被侵害人或者其他证人，应当有通晓手语的人提供帮助，并在笔录上注明。

询问不通晓当地通用的语言文字的违反治安管理行为人、被侵害人或者其他证人，应当配备翻译人员，并在笔录上注明。

第八十七条 公安机关对与违反治安管理行为有关的场所、物品、人身可以进行检查。检查时，人民警察不得少于二人，并应当出示工作证件和县级以上人民政府公安机关开具的检查证明文件。对确有必要立即进行检查的，人民警察经出示工作证件，可以当场检查，但检查公民住所应当出示县级以上人民政府公安机关开具的检查证明文件。

检查妇女的身体，应当由女性工作人员进行。

第八十八条 检查的情况应当制作检查笔录，由检查人、被检查人和见证人签名或者盖章；被检查人拒绝签名的，人民警察应当在笔录上注明。

第八十九条 公安机关办理治安案件，对与案件有关的需要作为证据的物品，可以扣押；对被侵害人或者善意第三人合法占有的财产，不得扣押，应当予以登记。对与案件无关的物品，不得扣押。

对扣押的物品，应当会同在场见证人和被扣押物品持有人查点清楚，当场开列清单一式二份，由调查人员、见证人和持有人签名或者盖章，一份交给持有人，另一份附卷备查。

对扣押的物品，应当妥善保管，不得挪作他用；对不宜长期保存的物品，按照有关规定处理。经查明与案件无关的，应当及时退还；经核实属于他人合法财产的，应当登记后立即退还；满六个月无人对该财产主张权利或者无法查

清权利人的，应当公开拍卖或者按照国家有关规定处理，所得款项上缴国库。

第九十条 为了查明案情，需要解决案件中有争议的专门性问题的，应当指派或者聘请具有专门知识的人员进行鉴定；鉴定人鉴定后，应当写出鉴定意见，并且签名。

第二节 决定

第九十一条 治安管理处罚由县级以上人民政府公安机关决定；其中警告、五百元以下的罚款可以由公安派出所决定。

第九十二条 对决定给予行政拘留处罚的人，在处罚前已经采取强制措施限制人身自由的时间，应当折抵。限制人身自由一日，折抵行政拘留一日。

第九十三条 公安机关查处治安案件，对没有本人陈述，但其他证据能够证明案件事实的，可以作出治安管理处罚决定。但是，只有本人陈述，没有其他证据证明的，不能作出治安管理处罚决定。

第九十四条 公安机关作出治安管理处罚决定前，应当告知违反治安管理行为人作出治安管理处罚的事实、理由及依据，并告知违反治安管理行为人依法享有的权利。

违反治安管理行为人有权陈述和申辩。公安机关必须充分听取违反治安管理行为人的意见，对违反治安管理行为人提出的事实、理由和证据，应当进行复核；违反治安管理行为人提出的事实、理由或者证据成立的，公安机关应当采纳。

公安机关不得因违反治安管理行为人的陈述、申辩而加重处罚。

第九十五条 治安案件调查结束后，公安机关应当根据不同情况，分别作出以下处理：

（一）确有依法应当给予治安管理处罚的违法行为的，根据情节轻重及具体情况，作出处罚决定；

（二）依法不予处罚的，或者违法事实不能成立的，作出不予处罚决定；

（三）违法行为已涉嫌犯罪的，移送主管机关依法追究刑事责任；

（四）发现违反治安管理行为人有其他违法行为的，在对违反治安管理行

为作出处罚决定的同时，通知有关行政主管部门处理。

第九十六条 公安机关作出治安管理处罚决定的，应当制作治安管理处罚决定书。决定书应当载明下列内容：

- （一）被处罚人的姓名、性别、年龄、身份证件的名称和号码、住址；
- （二）违法事实和证据；
- （三）处罚的种类和依据；
- （四）处罚的执行方式和期限；
- （五）对处罚决定不服，申请行政复议、提起行政诉讼的途径和期限；
- （六）作出处罚决定的公安机关的名称和作出决定的日期。

决定书应当由作出处罚决定的公安机关加盖印章。

第九十七条 公安机关应当向被处罚人宣告治安管理处罚决定书，并当场交付被处罚人；无法当场向被处罚人宣告的，应当在二日内送达被处罚人。决定给予行政拘留处罚的，应当及时通知被处罚人的家属。

有被侵害人的，公安机关应当将决定书副本抄送被侵害人。

第九十八条 公安机关作出吊销许可证以及处二千元以上罚款的治安管理处罚决定前，应当告知违反治安管理行为人有权要求举行听证；违反治安管理行为人要求听证的，公安机关应当及时依法举行听证。

第九十九条 公安机关办理治安案件的期限，自受理之日起不得超过三十日；案情重大、复杂的，经上一级公安机关批准，可以延长三十日。

为了查明案情进行鉴定的期间，不计入办理治安案件的期限。

第一百条 违反治安管理行为事实清楚，证据确凿，处警告或者二百元以下罚款的，可以当场作出治安管理处罚决定。

第一百零一条 当场作出治安管理处罚决定的，人民警察应当向违反治安管理行为人出示工作证件，并填写处罚决定书。处罚决定书应当当场交付被处罚人；有被侵害人的，并将决定书副本抄送被侵害人。

前款规定的处罚决定书，应当载明被处罚人的姓名、违法行为、处罚依据、罚款数额、时间、地点以及公安机关名称，并由经办的人民警察签名或者盖章。

当场作出治安管理处罚决定的，经办的人民警察应当在二十四小时内报所属公安机关备案。

第一百零二条 被处罚人对治安管理处罚决定不服的，可以依法申请行政复议或者提起行政诉讼。

第三节 执行

第一百零三条 对被决定给予行政拘留处罚的人，由作出决定的公安机关送达拘留所执行。

第一百零四条 受到罚款处罚的人应当自收到处罚决定书之日起十五日内，到指定的银行缴纳罚款。但是，有下列情形之一的，人民警察可以当场收缴罚款：

（一）被处五十元以下罚款，被处罚人对罚款无异议的；

（二）在边远、水上、交通不便地区，公安机关及其人民警察依照本法的规定作出罚款决定后，被处罚人向指定的银行缴纳罚款确有困难，经被处罚人提出的；

（三）被处罚人在当地没有固定住所，不当场收缴事后难以执行的。

第一百零五条 人民警察当场收缴的罚款，应当自收缴罚款之日起二日内，交至所属的公安机关；在水上、旅客列车上当场收缴的罚款，应当自抵岸或者到站之日起二日内，交至所属的公安机关；公安机关应当自收到罚款之日起二日内将罚款缴付指定的银行。

第一百零六条 人民警察当场收缴罚款的，应当向被处罚人出具省、自治区、直辖市人民政府财政部门统一制发的罚款收据；不出具统一制发的罚款收据的，被处罚人有权拒绝缴纳罚款。

第一百零七条 被处罚人不服行政拘留处罚决定，申请行政复议、提起行政诉讼的，可以向公安机关提出暂缓执行行政拘留的申请。公安机关认为暂缓执行行政拘留不致发生社会危险的，由被处罚人或者其近亲属提出符合本法第一百零八条规定条件的担保人，或者按每日行政拘留二百元的标准交纳保证金，行政拘留的处罚决定暂缓执行。

第一百零八条 担保人应当符合下列条件：

- (一) 与本案无牵连；
- (二) 享有政治权利，人身自由未受到限制；
- (三) 在当地有常住户口和固定住所；
- (四) 有能力履行担保义务。

第一百零九条 担保人应当保证被担保人不逃避行政拘留处罚的执行。

担保人不履行担保义务，致使被担保人逃避行政拘留处罚的执行的，由公安机关对其处三千元以下罚款。

第一百一十条 被决定给予行政拘留处罚的人交纳保证金，暂缓行政拘留后，逃避行政拘留处罚的执行的，保证金予以没收并上缴国库，已经作出的行政拘留决定仍应执行。

第一百一十一条 行政拘留的处罚决定被撤销，或者行政拘留处罚开始执行的，公安机关收取的保证金应当及时退还交纳人。

第五章 执法监督

第一百一十二条 公安机关及其人民警察应当依法、公正、严格、高效办理治安案件，文明执法，不得徇私舞弊。

第一百一十三条 公安机关及其人民警察办理治安案件，禁止对违反治安管理行为人打骂、虐待或者侮辱。

第一百一十四条 公安机关及其人民警察办理治安案件，应当自觉接受社会和公民的监督。

公安机关及其人民警察办理治安案件，不严格执法或者有违法违纪行为的，任何单位和个人都有权向公安机关或者人民检察院、行政监察机关检举、控告；收到检举、控告的机关，应当依据职责及时处理。

第一百一十五条 公安机关依法实施罚款处罚，应当依照有关法律、行政法规的规定，实行罚款决定与罚款收缴分离；收缴的罚款应当全部上缴国库。

第一百一十六条 人民警察办理治安案件，有下列行为之一的，依法给予行政处分；构成犯罪的，依法追究刑事责任：

- （一）刑讯逼供、体罚、虐待、侮辱他人的；
- （二）超过询问查证的时间限制人身自由的；
- （三）不执行罚款决定与罚款收缴分离制度或者不按规定将罚没的财物上缴国库或者依法处理的；
- （四）私分、侵占、挪用、故意损毁收缴、扣押的财物的；
- （五）违反规定使用或者不及时返还被侵害人财物的；
- （六）违反规定不及时退还保证金的；
- （七）利用职务上的便利收受他人财物或者谋取其他利益的；
- （八）当场收缴罚款不出具罚款收据或者不如实填写罚款数额的；
- （九）接到要求制止违反治安管理行为的报警后，不及时出警的；
- （十）在查处违反治安管理活动时，为违法犯罪行为人通风报信的；
- （十一）有徇私舞弊、滥用职权，不依法履行法定职责的其他情形的。

办理治安案件的公安机关有前款所列行为的，对直接负责的主管人员和其他直接责任人员给予相应的行政处分。

第一百一十七条 公安机关及其人民警察违法行使职权，侵犯公民、法人和其他组织合法权益的，应当赔礼道歉；造成损害的，应当依法承担赔偿责任。

第六章 附则

第一百一十八条 本法所称以上、以下、以内，包括本数。

第一百一十九条 本法自 2006 年 3 月 1 日起施行。

Law of the People's Republic of China on Penalties for Administration of Public Security

(Adopted at the 17th Meeting of the Standing Committee of the Tenth National People's Congress on August 28, 2005, and amended by the Decision on Revising the Law of the People's Republic of China on Penalties for Administration of Public Security made by the Standing Committee of the Eleventh National People's Congress at its 29th Meeting on October 26, 2012)

Chapter I General Provisions

Article 1 This Law is formulated to maintain the order of public security, safeguard public safety, protect the lawful rights and interests of citizens, legal persons and other organizations, and regularize and guarantee the performance of the duties for administration of public security by public security organs and people's police according to law.

Article 2 A person who disturbs public order, endangers public safety, infringes on the rights of person and property or hampers social administration, which is harmful to the society and which, according to the provisions of the Criminal Law of the Peoples Republic of China, constitutes a crime, shall be investigated for criminal responsibility according to law. If such an act is not serious enough for criminal punishment, the public security organ shall impose on him a penalty for the administration of public security according to this Law.

Article 3 The provisions of this Law apply to the procedure of penalties for administration of public security; and to cases for which no such provisions are stipulated in this Law, the relevant provisions of the Law of the People's Republic of China on Administrative Penalty shall be applicable.

Article 4 This Law shall apply to acts committed against the administration of public security within the territory of the People's Republic of China, except where specially provided for by other laws.

This Law shall apply to acts against the administration of public security

committed aboard ships or aircraft of the People's Republic of China, except where specially provided for by other laws.

Article 5 A penalty for administration of public security shall be based on facts and fit the nature and circumstances of the act committed against the administration of public security and the extent of harm done to society.

Penalties for the administration of public security shall be imposed openly and impartially, human rights shall be respected and safeguarded, and the dignity of citizens shall be protected.

The principle of combining education with penalty shall be upheld in dealing with cases of public security.

Article 6 People's governments at various levels shall comprehensively improve public security and take effective measures to dissolve social contradictions, enhance social harmony and maintain social stability.

Article 7 The Department of Public Security under the State Council shall be responsible for administering public security throughout the country. The public security organs of the local people's governments at or above the county level shall be responsible for public security within their respective administrative areas.

The Department of Public Security, under the State Council, will determine jurisdiction over public security cases.

Article 8 Where an act against the administration of public security causes harm to another person, the person committing such act or his guardian shall bear civil liability according to law.

Article 9 In respect of acts against the administration of public security, such as brawling and damaging or destroying another person's property, which are caused by civil disputes, if the circumstances are relatively minor, the public security organ may dispose of them through mediation. No penalties shall be imposed when the parties concerned reach an agreement through mediation by the public security organ. Where no agreement is reached through mediation or the agreement, although reached, is not executed, the public security organ shall, by the provisions of this Law, impose penalties upon the persons committing the acts against the administration of public security and notify the parties concerned that they may, according to law, bring a civil

action before a people's court in respect of the civil disputes.

Chapter II Types of Penalties and Their Application

Article 10 Penalties for acts against the administration of public security are divided into the following types:

- (1) Warning;
- (2) Fine;
- (3) Administrative detention; and
- (4) Revocation of licenses issued by public security organs.

To a foreigner who acts against the administration of public security, leaving the country within a time limit or deportation attached to a penalty may be applicable.

Article 11 Contraband seized in dealing with cases of public security such as drugs and pornographic objects, gambling devices, money for gambling, devices used for ingesting or injecting drugs, and the instruments owned and directly used by the persons in their acts against the administration of public security shall be taken over. It shall be disposed of according to relevant regulations.

The money and things of value obtained through acts against the administration of public security shall be recovered and returned to the victim. Where no victim is involved, they shall be registered and sold by auction or disposed of according to the relevant regulations of the State. All the proceeds therefrom shall be handed over to the State Treasury.

Article 12 If a person who has attained the age of 14 but not the age of 18 commits an act against the administration of public security, he shall be given a relatively light or mitigated penalty. If a person who has not attained the age of 14 commits such an act, he shall not be penalized, but his guardian shall be instructed to subject him to strict discipline.

Article 13 Where a mentally disordered person commits an act against the administration of public security at the time when he is unable to recognize or control his conduct, he shall not be penalized. Still, his guardian shall be instructed to keep a strict guard on him and to subject him to medical treatment when an intermittently insane person commits an act against the administration of public security. At the same time, in normal mental condition, he shall be penalized.

Article 14 Where a blind or deaf-mute person commits an act against the administration of public security, he may be given a relatively light or mitigated penalty, or shall not be penalized.

Article 15 Where an intoxicated person commits an act against the administration of public security, he shall be penalized.

Where an intoxicated person in a drunken state may cause danger to himself or threaten another person's personal safety or property or public safety, protective measures shall be taken to restrain him until he sobers up.

Article 16 Where a person commits two or more acts against the administration of public security, decisions shall be made separately but executed concurrently. Where penalties of administrative detention are concurrently executed, the maximum term of such detention shall not exceed 20 days.

Article 17 Where an act is committed jointly against the administration of public security, the persons committing such act shall be penalized separately, depending on the role played by each of them in the act.

Where a person instigates or coerces another person to act against the administration of public security or lures the person into such act, he shall be penalized according to the seriousness of the act committed due to his instigation, coercion or luring.

Article 18 Where a unit commits an act against the administration of public security, the persons directly in charge and the other persons directly responsible shall be penalized by the provisions of this Law. Where other laws or administrative regulations provide that penalty shall be imposed on a unit for the same act, the unit shall be penalized by the provisions there.

Article 19 The penalty to be imposed on a person who commits an act against the administration of public security shall be mitigated, or no penalty shall be imposed on him, under one of the following circumstances:

- (1) The adverse effects are extremely minor;
- (2) The person takes the initiative to remove or lessen the adverse effects and gains the victim's forgiveness;
- (3) The act is committed under the coercion or luring by another person;

(4) The person surrenders himself to the police and truthfully states his illegal act to the public security organ or

(5) The person has performed meritorious service-

Article 20 Under one of the following circumstances, a heavier penalty shall be imposed on a person who commits an act against the administration of public security:

(1) The adverse effects are relatively serious;

(2) The person instigates or coerces another person to commit an act against the administration of public security, or lures the person into such act;

(3) The person retaliates against the reporter, accuser, informant or witness; or

(4) The person has been penalized for his act against the administration of public security within the past six months.

Article 21 Under one of the following circumstances, the penalty of administrative detention shall not be executed against the person who has committed an act against the administration of public security, although such a penalty should be imposed on him/ her according to the provisions of this Law:

(1) The person has attained to the age of 14 but not to the age of 16;

(2) The person has attained the age of 16 but not the age of 18, and such an act is committed for the first time;

(3) The person is over 70 years old; or

(4) The person is pregnant or breast-feeds her baby who is not one year old.

Article 22 Where the public security organ does not discover an act committed against the administration of public security within six months, the person committing such an act shall no longer be penalized.

The period specified in the preceding paragraph shall be counted from the date the act is committed against the administration of public security. If such an act is continual or continuing, the period shall be counted from the date the act ends.

Chapter III Acts Against the Administration of Public Security and Penalties

Section 1 Acts Disturbing Public Order and Penalties

Article 23 A person who commits one of the following acts shall be given a warning or be fined not more than RMB 200 yuan. If the circumstances are relatively

serious, he shall be detained for not less than 5 days but not more than 10 days and may, in addition, be fined not more than 500 yuan:

(1) Disturbing the order of government departments, public organizations, enterprises or institutions, thus making it impossible for work, production, business operation, medical care, teaching or scientific research to go on normally but not causing serious losses;

(2) Disturbing the public order at stations, ports, wharves, airports, department stores, parks, exhibition halls or other public places;

(3) Disturbing the public order on board buses, trolleybuses, trains, ships, aircraft and other means of public transportation;

(4) Illegally intercepting or forcibly boarding or holding on to motor vehicles, ships, aircraft and other means of public transportation, thus hampering the normal operation of the means of public transportation; or

(5) Disrupting the order of elections conducted according to law.

Where a crowd commits the acts mentioned in the preceding paragraphs, the ringleader shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than 1,000 yuan.

Article 24 A person who commits one of the following acts, thus disturbing the order of such large-scale activities of a mass character as cultural and sports activities, shall be given a warning or be fined not more than 200 yuan. If the circumstances are serious, he shall be detained for not less than 5 days but not more than 10 days and may, in addition, be fined not more than 500 yuan:

(1) Forcibly entering the arena;

(2) Setting off fireworks, firecrackers or other articles in the arena in violation of regulations;

(3) Displaying such articles as humiliating slogans and streamers;

(4) Joining with other persons in attacking a referee, player or any other worker;

(5) Throwing odds and ends into the arena and turning a deaf ear to the order to stop or

(6) Other acts disturbing the order of large-scale mass activities.

A person on whom the penalty of detention is imposed because he disturbs the

order of a sports competition may, at the same time, be ordered not to enter a stadium or gymnasium to watch a competition of the same sport within 12 months if he enters a stadium or gymnasium in violation of the order, he shall be forcibly brought out of the spot.

Article 25 A person who commits one of the following acts shall be detained for not less than 5 days but not more than 10 days and may, in addition, be fined not more than 500 yuan. If the circumstances are relatively minor, he shall be detained for not more than 5 days or be fined not more than 500 yuan:

(1) Intentionally disturbing public order by spreading rumors, making false reports of dangerous situations and epidemic situations or raising false alarms or by other means;

(2) Disturbing public order by putting in fake hazardous substances such as explosive, toxic, radioactive and corrosive substances or pathogens of infectious diseases; or

(3) Disturbing public order by threatening to set fire, set off explosions, or put in hazardous substances.

Article 26 A person who commits one of the following acts shall be detained for not less than 5 days but not more than 10 days and may, in addition, be fined not more than 500 yuan; and if the circumstances are relatively serious, he shall be detained for not less 10 than days but not more than 15 days and may, in addition, be fined not more than 1,000 yuan:

(1) Gang-fighting;

(2) Chasing or intercepting another person;

(3) Forcibly taking and obstinately seizing, or willfully damaging and occupying public or private property; or

(4) Other provocative acts.

Article 27 A person who commits one of the following acts shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than 1,000 yuan. If the circumstances are relatively minor, he shall be detained for not less than 5 days but not more than 10 days and may, in addition, be fined not more than 500 yuan:

(1) Organizing, instigating, coercing, inducing or inciting another person to engage in activities of cults, superstitious sects, or secret societies, or making use of cults, superstitious sects, secret societies, or superstitious activities to disturb social order and harm the health of another people; or

(2) Disturbing social order and harming the health of another person by masquerading under the name of religion or qigong.

Article 28 A person who, in violation of State regulations, intentionally interferes with the normal operation of the radio business or brings about harmful interference with the normal operation of radio stations and refuses to take effective measures to eliminate such interference after the competent department points out the fact, shall be detained for not less than 5 days but not more than 10 days; and if the circumstances are serious, he shall be detained for not less than 10 days but not more than 15 days.

Article 29 A person who commits one of the following acts shall be detained for not more than five days, and if the circumstances are relatively serious, he shall be detained for not less than 5 days but not more than 10 days:

(1) In violation of State regulations, invading a computer information system, which causes harm to the system;

(2) In violation of State regulations, deleting, changing, increasing or interfering with the functions of a computer information system, which makes it impossible for the system to operate normally;

(3) In violation of State regulations, deleting, changing or increasing the stored, processed or transmitted data and the application program of a computer information system; or

(4) Intentionally making up or transmitting such destructive programs as computer virus, which adversely affects the normal operation of a computer information system.

Section 2 Acts Impairing Public Security and Penalties

Article 30 A person who, in violation of State regulations, manufactures, buys, sells, stores, transports, mails, carries, uses, provides or disposes of hazardous substances such as explosive, toxic, radioactive and corrosive substances or

pathogens of infectious diseases shall be detained for not less than 10 days but not more than 15 days. If the circumstances are relatively minor, he shall be detained for not less than 5 days but not more than 10 days.

Article 31 A person who fails to report, as required by relevant regulations, when such hazardous substances as explosive, toxic, radioactive and corrosive substances or pathogens of infectious diseases are stolen, robbed or lost shall be detained for not more than five days; and if he intentionally conceals the fact, he shall be detained for not less than 5 days but not more than 10 days.

Article 32 A person who illegally carries such implements under control according to State regulations as firearms and ammunition, or crossbows and daggers shall be detained for not more than five days and may, in addition, be fined not more than 500 yuan; and if the circumstances are

A person who illegally carries such implements under control according to State regulations as firearms and ammunition, or crossbows and daggers to a public place or aboard a public transportation means shall be detained for not less than 5 days but not more than 10 days and may, in addition, be fined not more than 500 yuan.

Article 33 A person who commits one of the following acts shall be detained for not less than 10 days but not more than 15 days:

(1) stealing or destroying oil or gas pipe-line installations, electric power and telecommunications facilities, radio and TV facilities, and water-conservancy and flood-control engineering facilities, or such public utilities as ones for hydrological monitoring, hydrographic survey, meteorological monitoring and weather forecast, environmental monitoring, geological monitoring and seismologic monitoring;

(2) Moving to another place or destroying boundary tablets and markers of the national border and other boundary markers and installations, or marking installations of territorial land and waters; or

(3) Conducting illegal activities affecting the alignment of the national border (frontier) line or constructing installations that hamper national border (frontier) administration.

Article 34 A person who steals, damages or moves to another place without permission from aviation facilities in use or forcibly enters an aircraft's control cabin

shall be detained for not less than 10 days but not more than 15 days.

A person who uses implements or tools aboard an aircraft that may impair the normal function of the navigation system and turn a deaf ear to dissuasions shall be detained for not more than 5 days or be fined not more than 500 yuan.

Article 35 A person who commits one of the following acts shall be detained for not less than five days but not more than 10 days and may, in addition, be fined not more than 500 yuan. If the circumstances are relatively minor, he shall be detained for not more than 5 days or be fined not more than 500 yuan:

- (1) Stealing, destroying or moving to another place without permission railway facilities equipment, rolling stock appendages or safety markers;
- (2) Placing obstacles on railway lines or intentionally throwing things at trains;
- (3) Digging holes or quarrying and taking sand along railway lines, on bridges or in culverts; or
- (4) Privately setting up road junctions or level crossings on railway lines.

Article 36 A person who enters railway shelter networks without permission or walks, sits or lies down on railway lines, or rushes across railway lines when a train is approaching, which endangers traffic safety, shall be given a warning or be fined not more than 200 yuan.

Article 37 A person who commits one of the following acts shall be detained for not more than five days or be fined not more than 500 yuan; and if the circumstances are serious, he shall be detained for not less than 5 days but not more than 10 days and may, in addition, be fined not more than 500 yuan:

- (1) Installing or using electrified wire nettings without permission or installing or using them at variance with the regulations on safety;
- (2) Failing to place covers, fences or warning signs for ditches, wells, ridges and holes when engaging in construction at places where vehicles and pedestrians pass, or intentionally destroying or moving to another place the covers, fences or warning signs; or
- (3) Stealing or destroying public utilities and covers on road surfaces and lighting facilities.

Article 38 Where an accident endangering safety may occur during such

large-scale mass activities as cultural and sports activities held in violation of relevant regulations, such activities shall be ordered to stop, and the participants shall be immediately evacuated; the organizer shall be detained for not less than 5 days but not more than 10 days and shall, in addition, be fined not less than 200 yuan but not more than 500 yuan; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than 500 yuan.

Article 39 Where the manager of a hotel, restaurant, cinema, theatre, entertainment center, sports ground, exhibition hall or other places for public activities violates regulations on safety, so that an accident endangering safety may occur at such a place, and refuses to rectify after a public security organ orders him to do so, he shall be detained for not more than five days.

Section 3 Acts Infringing upon Rights of the Person and of Property and Penalties

Article 40 If a person commits one of the following acts, he shall be detained for not less than 10 days but not more than 15 days and shall, in addition, be fined not less than 500 yuan but not more than 1,000 yuan; and if the circumstances are relatively minor, he shall be detained for not less than 5 days but not more than 10 days and shall, in addition, be fined not less than 200 yuan but not more than 500 yuan:

(1) Organizing or coercing persons who have not attained the age of 16 or who are disabled to give terrifying or inhumane performances or luring such persons into giving such performances;

(2) Forcing another person to work using violence or threat or other means; or

(3) Illegally restricting another person's freedom of the person, breaking into another person's house or illegally making a body search of another person.

Article 41 A person who coerces another person to go begging, lures such person into begging or uses the person in begging shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than 1,000 yuan.

A person who continually pesters or forcibly begs from another person or begs by other irritating means shall be detained for not more than five days or be given a warning.

Article 42 A person who commits one of the following acts shall be detained for

not more than five days or be fined not more than 500 yuan; and if the circumstances are relatively serious, he shall be detained for not less than 5 days but not more than 10 days and may, in addition, be fined not more than 500 yuan:

(1) Writing letters of intimidation or threatening the personal safety of another person by other means;

(2) Openly humiliating another person or slandering another person by fabricating stories;

(3) Framing up another person by fabricating stories in an attempt to make the person subject to criminal investigation or penalty for administration of public security;

(4) Threatening, humiliating or beating up a witness or his close relative or retaliating against either of them;

(5) Repeatedly dispatching pornographic, humiliating, intimidating or other information to disturb the normal life of another person; or

(6) Peeping, secretly taking photos, eavesdropping, or spreading another person's privacy.

Article 43 A person who beats up another person or intentionally hurts the body of another person shall be detained for not less than 5 days but not more than 10 days and shall, in addition, be fined not less than 200 yuan but not more than 500 yuan; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than 500 yuan.

A person who commits one of the following acts shall be detained for not less than 10 days but not more than 15 days and shall, in addition, be fined not less than 500 yuan but not more than 1,000 yuan:

(1) Gang-fighting and hurting another person;

(2) Beating up and hurting a disabled person, pregnant woman, or a person who has not attained the age of 14 or who is over 60 years old; or

(3) Beating up and hurting another person more than two times or beating up and hurting more than two persons at once.

Article 44 A person who molests another person or intentionally exposes his/her body in a public place, if the circumstances are abominable, shall be detained for not

less than 5 days but not more than 10 days; if a person molests a mentally disabled person, or a person suffering mental disorder, or a person who has not attained to the age of 14, or commits such act with other serious circumstances, he shall be detained for not less than 10 days but not more than 15 days.

Article 45 A person who commits one of the following acts shall be detained for not more than five days or be given a warning:

- (1) Maltreating a family member who demands handling of the matter; or
- (2) Abandoning a supported person who cannot look after himself.

Article 46 A person who forcibly buys or sells commodities, forces another person to provide services or to accept services shall be detained for not less than 5 days but not more than 10 days and shall, in addition, be fined not less than 200 yuan but not more than 500 yuan; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than 500 yuan.

Article 47 A person who incites national hatred or national discrimination or publishes content about national discrimination or humiliation in publications or computer information networks shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than 1,000 yuan.

Article 48 A person who claims under pretenses, hides, destroys, discards, stealthily opens or illegally examines another person's mail shall be detained for not more than five days or be fined not more than 500 yuan.

Article 49 A person who steals, defrauds, forcibly seizes, openly robs, racketeers or intentionally destroys public or private property shall be detained for not less than 5 days but not more than 10 days and may, in addition, be fined not more than 500 yuan. If the circumstances are relatively serious, he shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than 1,000 yuan.

Section 4 Acts Impeding Social Administration and Penalties

Article 50 A person who commits one of the following acts shall be given a warning or be fined not more than 200 yuan, and if the circumstances are serious, he shall be detained for not less than 5 days but not more than 10 days, and may, in addition, be fined not more than 500 yuan:

(1) Refusing to carry out the decision or order issued according to law by the people's government in a state of emergency;

(2) Obstructing the staff member of a government department from performing his duties according to law;

(3) Obstructing the passage of such vehicles as fire engines, ambulances, engineering emergency trucks and patrol wagons on emergency duties; or

(4) Forcibly breaking through a warning belt or area set up by a public security organ.

People who obstruct the police from performing their duties according to the law shall be given a heavier penalty.

Article 51 A person who pretends to be a staff member of a government department or uses another false identity to practice fraud shall be detained for not less than 5 days but not more than 10 days and may, in addition, be fined not more than 500 yuan; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than 500 yuan.

If a person cheats people by passing himself off as a member of the army or the police, he will be punished more severely.

Article 52 A person who commits one of the following acts shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than 1,000 yuan; and if the circumstances are relatively minor, he shall be detained for not less than 5 days but not more than 10 days and may, in addition, be fined not more than 500 yuan:

(1) Forging, altering, buying or selling official documents, certificates, testimonial papers or seals of a government department, people's organization, enterprise, institution or other organization;

(2) Buying, selling or using forged or altered official documents, certificates or testimonial papers of a government department, people's organization, enterprise, institution or other organization;

(3) Forging, altering, reselling train or bus tickets, ship tickets, air tickets, admission tickets for theatrical performances or sports competitions, or other negotiable bills or vouchers; or

(4) Forging or altering a certificate of vessel registration, buying, selling or using a forged or altered certificate of vessel registration, or altering the number of a vessel engine.

Article 53 Where a vessel, without permission, enters or berths at the waters or islands, which the State forbids or restricts, the leading person of the vessel and the person to be held responsible shall each be fined not less than 500 yuan but not more than 1,000 yuan; and if the circumstances are serious, they shall each be detained for not more than five days and shall, in addition, be fined not less than 500 yuan but not more than 1,000 yuan.

Article 54 A person who commits one of the following acts shall be detained for not less than 10 days but not more than 15 days and shall, in addition, be fined not less than 500 yuan but not more than 1,000 yuan; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than 500 yuan:

(1) Continuing to engage in activities in the name of a public organization after it is banned because, in violation of State regulations, it engages in activities without registration;

(2) Continuing to engage in activities in the name of a public organization after its registration is cancelled according to law; or

(3) Without a license, operating a business for which, according to State regulations, a license issued by a public security organ is required.

The act mentioned in Subparagraph (3) of the preceding paragraph shall be banned.

If a business operator who has obtained a license from a public security organ violates the relevant administrative regulations of the State and the circumstances are serious, the public security organ may revoke its license.

Article 55 A person who incites or engineers an illegal gathering, parade or demonstration and refuses to listen to dissuasions shall be detained for not less than 10 days but not more than 15 days.

Article 56 If a worker of the hotel industry fails to register the name or the type and number of the identification certificate of a lodging guest by relevant regulations

or knowingly fails to stop a lodging guest from bringing hazardous substances into the hotel, he shall be fined not less than 200 yuan but not more than 500 yuan.

If a worker of hotel industry fails to report to the public security organ when he clearly knows that a lodging guest is a criminal suspect or is wanted by the public security organ, he shall be fined not less than 200 yuan but not more than 500 yuan; and if the circumstances are serious, he shall be detained for not more than five days and may, in addition, be fined not more than 500 yuan.

Article 57 Where a house lessor leases out his house to a person without an identification certificate or fails to register the name or type and number of the identification certificate of the lessee by relevant regulations, he shall be fined not less than 200 yuan but not more than 500 yuan.

If a house lessor fails to report to the public security organ when he knows that the lessee is using the house for criminal activities, he shall be fined not less than 200 yuan but not more than 500 yuan; if the circumstances are serious, he shall be detained for not more than five days and may, in addition, be fined not more than 500 yuan.

Article 58 A person who, in violation of the provisions of the law on prevention and control of pollution by the noise emitted in the course of social activities, makes noise to impair the daily life of another person shall be given a warning; and if he fails to make amends after the warning, he shall be fined not less than 200 yuan but not more than 500 yuan.

Article 59 If a person commits one of the following acts, he shall be fined not less than 500 yuan but not more than 1,000 yuan; and if the circumstances are serious, he shall be detained for not less than 5 days but not more than 10 days and shall, in addition, be fined not less than 500 yuan but not more than 1,000 yuan:

(1) Where the worker of a pawnshop is concerned, failing to examine the relevant certificates or to go through the formalities of registration in dealing with the article pawned, or failing to report to the public security organ when he knows that the pawned is a criminal suspect who violates the law and the article is something stolen;

(2) In violation of State regulations, purchasing waste and old equipment specially used for railways, oilfields, power supply, telecommunications, mineral mines, water conservancy and survey, as well as urban public utilities;

(3) Purchasing stolen goods searched for in the circular of a public security organ, or suspected stolen goods; or

(4) Purchasing of other articles, which the State prohibits.

Article 60 A person who commits one of the following acts shall be detained for not less than 5 days but not more than 10 days and shall, in addition, be fined not less than 200 yuan but not more than 500 yuan:

(1) Hiding, transferring, selling off or destroying the property or thing of value distrained sealed up or frozen by an administrative law-enforcement organ according to law;

(2) Forging, concealing or destroying evidence, or providing false testimony or giving false information about a case, which affects the administrative law-enforcement organ in dealing with the case according to law;

(3) Knowingly harboring, transferring or selling stolen goods for another person; or

(4) Where a criminal being put under surveillance or deprived of political rights according to law, serving a sentence outside the prison under surveillance, such as being under a suspended execution of a sentence and being released on medical parole, or a person being subjected to compulsory criminal measures according to law is concerned, committing an act in violation of laws, administrative regulations or of the regulations of the public security department under the State Council on supervision and control.

Article 61 A person who assists in making arrangements for another person illegally to cross or transport another person across the national border (frontier) shall be detained for not less than 10 days but not more than 15 days and shall, in addition, be fined not less than 1,000 yuan but not more than 5,000 yuan.

Article 62 A person who provides conditions to another person for illegally crossing the national border (frontier) shall be detained for not less than 5 days but not more than 10 days and shall, in addition, be fined not less than 500 yuan but not more than 2,000 yuan.

A person who illegally crosses the national border (frontier) shall be detained for not more than five days or be fined not more than 500 yuan.

Article 63 A person who commits one of the following acts shall be given a warning or be fined not more than 200 yuan, and if the circumstances are relatively serious, he shall be detained for not less than 5 days but not more than 10 days and shall, in addition, be fined not less than 200 yuan but not more than 500 yuan:

(1) Cutting, smearing, or deliberately damaging by other means cultural relics, scenic spots or historic sites protected by the State; or

(2) In violation of State regulations, conducting such activities as blasting and excavation in the vicinity of historic and cultural sites under State protection, which threatens the safety of cultural relics.

Article 64 A person who commits one of the following acts shall be fined not less than 500 yuan but not more than 1,000 yuan, and if the circumstances are serious, he shall be detained for not less than 10 days but not more than 15 days and shall, in addition, be fined not less than 500 yuan but not more than 1,000 yuan:

(1) Driving another person's motor vehicle without permission; or

(2) Driving without obtaining a driver's license or permission from another person's aircraft or motor vessel.

Article 65 A person who commits one of the following acts shall be detained for not less than 5 days but not more than 10 days; and if the circumstances are serious, he shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than 1,000 yuan:

(1) Intentionally destroying or defacing the grave of another person, or damaging or discarding the remains or ashes of another person; or

(2) Placing a corpse in a public place or disturbing another person's normal life or work order due to the placing of a corpse and refusing to listen to dissuasion.

Article 66 A prostitute or a person who goes whoring shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than 5,000 yuan; and if the circumstances are relatively minor, she or he shall be detained for not more than five days or be fined not more than 500 yuan.

A person who, in a public place, touts for prostitution or invites another person for whoring shall be detained for not more than five days or be fined not more than 500 yuan.

Article 67 A person who seduces, shelters or introduces another person to engage in prostitution shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than 5,000 yuan; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than 500 yuan.

Article 68 A person who produces, transports, duplicates, sells or lends pornographic materials, including books, periodicals, pictures, movies and audio-video products, or disseminates pornographic information by making use of computer information networks, telephones, or other means of communications shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than 3,000 yuan; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than 500 yuan.

Article 69 A person who commits one of the following acts shall be detained for not less than 10 days but not more than 15 days and shall, in addition, be fined not less than 500 yuan but not more than 1,000 yuan:

- (1) Arranging for broadcasting pornographic audio or video tapes;
- (2) Arranging for or giving obscene performances; or
- (3) Joining a crowd in licentious activities.

A person who provides conditions to people while knowing that they are engaged in the activities specified in the preceding paragraph shall be penalized by the provisions of the preceding paragraph.

Article 70 A person who provides conditions for gambling to make profits or participates in gambling with a relatively big amount of money shall be detained for not more than five days or be fined not more than 500 yuan; and if the circumstances are serious, he shall be detained for not less than 10 days but not more than 15 days and shall, in addition, be fined not less than 500 yuan but not more than 3,000 yuan.

Article 71 A person who commits one of the following acts shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than 3,000 yuan; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than 500 yuan:

- (1) Illegally cultivating opium poppies of less than 500 plants or a small number

of mother plants of other narcotic drugs;

(2) Illegally buying, selling, transporting, carrying or possessing a small quantity of the seeds or seedlings of the mother plants of narcotic drugs, such as the opium poppy, which have not been inactivated; or

(3) Illegally transporting, buying, selling, storing or using a small quantity of opium poppy shells.

A person who commits the act specified in Subparagraph (1) of the preceding paragraph uproots the plants, of his own accord, before they are ripe shall not be penalized.

Article 72 A person who commits one of the following acts shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than 2,000 yuan; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than 500 yuan:

(1) Illegally possessing opium of less than 200 grams, heroin or methamphetamine of less than 10 grams or a small amount of other narcotic drugs;

(2) Providing another person with narcotic drugs;

(3) Ingesting or injecting narcotic drugs; or

(4) Coercing a medical worker to prescribe narcotic drugs or psychotropic substances or cheating the worker into doing the same.

Article 73 A person who instigates, lures or cheats another person to or into drug ingestion or injection shall be detained for not less than 10 days but not more than 15 days and shall, in addition, be fined not less than 500 yuan but not more than 2,000 yuan.

Article 74 When the public security organ investigates and deals with drug ingestion or injection, gambling, prostitution or whoring activities, a worker of the hotel industry, catering trade, cultural and recreational industry, taxi trade, etc., providing the information to a person who commits a crime in violation of law shall be detained for not less than 10 days but not more than 15 days.

Article 75 A person who raises animals that disturb another person's daily life shall be given a warning; if he fails to make amends after the warning is given or connives at his animals, scaring another person, he shall be fined not less than 200

yuan but not more than 500 yuan.

A person who unleashes his animal to hurt another person shall be penalized by the provisions of the first paragraph of Article 43 of this Law.

Article 76 Where a person who commits an act specified in Articles 67, 68 and 70 refuses to make amends despite repeated admonition, compulsory educational measures may be adopted by State regulations.

Chapter IV Procedure of Penalties

Section 1 Investigation

Article 77 A public security organ shall promptly accept a case reported, an accusation or a case informed of, or the voluntary surrender of a person who acts against the administration of public security, as well as cases of acts against the administration of public security transferred by another administrative department or judicial organ, and have the case registered.

Article 78 After accepting a case reported, an accusation or a case informed of, or a voluntary surrender, which the public security organ considers to be an act against the administration of public security, it shall immediately conduct an investigation; otherwise, it shall notify the reporter, accuser or informant, or the person who surrenders himself to the police of the fact and explain the reasons.

Article 79 Public security organs and the people's police shall investigate cases of public security according to law. Extorting confessions by torture or collecting evidence by illegal means such as intimidation, enticement, or deception is strictly prohibited.

Evidence collected by illegal means shall not be taken as the basis of penalty.

Article 80 When public security organs and the people's police deal with public security cases involving State secrets, commercial secrets or individual privacy, they shall keep the secret.

Article 81 Where a people's policeman comes under one of the following circumstances when dealing with a case of public security, he shall withdraw; and the person who commits an act against the administration of public security, the victim, their statutory representative shall have the right to demand the policeman's

withdrawal:

- (1) Being a party or a close relative of the party to the case;
- (2) He or a close relative of his has an interest in the case; or
- (3) Having other relations with a party to the case may affect the impartial

handling of the case.

The withdrawal of a people's policeman shall be decided by the public security organ to which he belongs, and the public security organ shall decide the withdrawal of a leading person of a public security organ at the next higher level.

Article 82 Where it is necessary to summon a person who commits an act against the administration of public security for investigation, the matter shall be subject to approval by the department's leading person handling the case under a public security organ, and a summons shall be used. Where a person committing an act against the administration of public security is discovered on the spot, he may be summoned orally after the people's policeman shows his work certificate, which shall be noted in the written record of interrogation.

The public security organ shall notify the person summoned of the reasons for and basis of the summons. A person who refuses to accept a summons without justifiable reasons or evades one may be summoned compulsorily.

Article 83 Immediately after the person who commits an act against the administration of public security answers the summons, the public security organ shall conduct interrogation and investigation, which shall not exceed eight hours. If the circumstances are complicated and, according to the provisions of this Law, a penalty of administrative detention may be applied, the time for the interrogation and investigation shall not exceed 24 hours.

The public security organ shall notify the family members of the person summoned of the reasons for the summons and the place of detention without delay.

Article 84 The written record of interrogation shall be checked by the interrogated, and if the latter cannot read, the written record shall be read out to him. The interrogator may request supplements or corrections if there are omissions or errors in the record. When the interrogator confirms that the written record is free of error, he shall sign or affix his seal on it, and the people's policeman who does the

interrogation shall also sign the record.

If the interrogator requests, of his own accord, to provide written materials on the matters interrogated, permission shall be given, and when necessary, the people's policeman may also request the interrogator to write down the materials himself.

When a person who commits an act against the administration of public security and who has not attained the age of 16 is to be interrogated, his parents or guardian shall be notified of the need to be present.

Article 85 To interrogate a victim or other witness, the People's policeman may do it in the unit which he belongs to or at the place where he lives, and when necessary, the People's Policeman may also notify the victim or witness that he comes to the public security organ to provide testimony.

When a people's policeman interrogates a victim or other witness outside of the public security organ, he shall show his work certificate.

The provisions of Article 84 of this Law are, at the same time, applicable to the interrogation of a victim or other witness.

Article 86 If the person committing an act against the administration of public security, the victim or other witness who is deaf-mute is interrogated, assistance shall be provided by persons who have a good command of the sign language, which shall be noted clearly in the written record of the interrogation.

If the person committing an act against the administration of public security, the victim, or another witness who is not familiar with the spoken or written language common in use in the locality is interrogated, interpreters shall be provided, and this shall be noted clearly in the written record of the interrogation.

Article 87 The public security organ may inspect the place, articles, and persons related to an act against the administration of public security. For such inspection, at least two policemen shall show their work certificates and the certifying document for inspection issued by the public security organs under the people's government at or above the county level. Where it is really necessary to conduct an inspection immediately, the policemen may, upon showing their work certificates, inspect the spot; however, to inspect the domicile of a citizen, they shall show the certifying document for inspection issued by the public security organ under the people's

government at or above the county level.

Inspecting the person of a woman shall be done by female workers.

Article 88 A written record of the inspection shall be made, which shall be signed by or affixed with the seals of the inspectors, the inspected and the witnesses; and if the inspected refuses to sign his name, the peopled police shall state the fact clearly in the written record.

Article 89 For handling a public security case, the public security organ may distrain the articles related to the case and need to be taken as evidence. It shall not distrain the property lawfully possessed by the victim or the bona-fide third party but shall have such property registered. It shall not distrain articles that are not related to the case.

The number of the articles distrained shall be checked accurately with the witnesses on the spot and the person who possesses those articles. A list of such articles shall be prepared in duplicate on the spot, which shall be signed, by or affixed with the seals of the inspectors, witnesses and the possessor, and of which one copy shall be given to the possessor and the other shall be attached to the file of the case for the reference.

The articles distrained shall be preserved properly and not be used for other purposes, and relevant regulations shall dispose of the articles unsuitable to be kept for a long period. The articles proved to be unrelated to the case upon investigation shall be returned immediately; the articles that belong to the lawful property of another person upon verification shall be immediately returned after they are registered; and if at the expiration of six months, nobody lays claim to such property or there is no way of identifying the obliges, the articles shall be publicly sold by auction or be disposed of by the relevant regulations of the State, and the proceeds therefrom shall be handed over to the State Treasury.

Article 90 Where it is necessary to solve the special problems in dispute in a case to find out the truth, persons with special knowledge shall be designated or invited to make an appraisal; after appraisal, the experts shall write down their opinions and sign their names.

Section 2 Decision

Article 91 Penalties for administration of public security shall be decided on by public security organs under the people's government at or above the county level, among which ,a warning or a fina of not more than 500 yuan may be decided on by local police stations

Article 92 With regard to a person, before the decision on a penalty of administrative detention is made, a compulsory measure for restricting his freedom of person has been adopted, and the period for such measure shall be offset. One day of restricted freedom of person shall be offset against one day of administrative detention.

Article 93 In investigating and handling a case of public security, the public security organ may, in the absence of statements made by the offender, decide on a penalty for the administration of public security when the facts of the case can be proved by other evidence. However, where there are only statements made by the offender but no other evidence to prove the facts, the decision on a penalty for the administration of public security shall not be made.

Article 94 Before deciding on a penalty for the administration of public security, the public security organ shall notify the person who commits an act against the administration of public security of the facts, reasons and basis for such penalty, as well as of the rights he enjoys according to law.

A person who commits an act against the administration of public security shall have the right to make statements and defend himself. The public security organ must fully listen to the said person's opinions and review the facts, reasons and evidence put forth by the person. If the facts, reasons or evidence put forth by the person are tenable, the public security organ shall accept them.

The public security organ shall not impose a heavier penalty on the person who commits an act against the administration of public security because the person has made his statements or defended himself.

Article 95 After the investigation into a case of public security is concluded, the public security organ shall decide on the merits of the case as follows:

- (1) If the illegal act has certainly been committed for which a penalty for

administration of public security should be imposed according to law, a decision to such an effect shall be made in light of the seriousness of the circumstances and actual situation;

(2) If no penalty should be imposed according to law, or the facts about the illegal act are untenable, a decision on no penalty shall be made;

(3) If the illegal act is suspected of being a crime, the case shall be transferred to a competent organ which shall investigate the criminal responsibility according to law; or

(4) When finding that the person who commits an act against the administration of public security has committed other illegal acts, it shall notify the relevant administrative department in charge of handling the case while deciding on a penalty for the said act.

Article 96 When the public security organ decides on a penalty for the administration of public security, it shall make a written decision on such penalty. In the written decision, the following shall clearly be stated:

(1) The name, sex, age, title and number of identity card, and address of the person penalized;

(2) Facts and evidence of the illegal act committed;

(3) Type and basis of the penalty;

(4) Means for executing the penalty and the period of the penalty;

(5) Channels and time limit for making an application for administrative reconsideration or for bringing an administrative suit if a person is dissatisfied with the decision on penalty; and

(6) name of the public security organ that decides on penalty and the date on which such a decision is made.

The seal of the public security organ that makes the penalty decision shall be affixed to the written decision.

Article 97 The public security organ shall read out the written decision on penalty for administration of public security to the person penalized and hand it over to him on the spot; and where there is no way of reading it out to such person on the spot, the written decision shall be served on the person within two days. Where a

decision on the penalty of administrative detention is made, the family members of the person penalized shall be notified without delay.

Where there is a victim in the case, the public security organ shall send a duplicate of the written decision to the victim.

Article 98 Before deciding to revoke the license or to impose a fine of not less than 2,000 yuan as a penalty for the administration of public security, the public security organ shall notify the person who commits an act against the administration of public security that he has the right to demand the holding of a hearing. Where the person demands a hearing, the public security organ shall promptly hold the hearing according to law.

Article 99 The period for the public security organ to handle a case of public security shall not exceed 30 days from the date it accepts the case. Where it is a major and complicated case, the period may be extended for another 30 days upon approval by the public security organ at the next higher level.

The time spent evaluating a case to determine its facts shall not be counted as time spent handling a case of public security.

Article 100 Where the facts about the act committed against the administration of public security are clear and the evidence is irrefutable, for which a warning is to be given, or a fine of not more than 200 yuan is to be imposed, the decision on such a penalty for administration of public security may be made on the spot.

Article 101 Where a decision on a penalty for the administration of public security is made on the spot, the people's policeman shall show his work certificate to the person who commits an act against the administration of public security and fill out a written decision on the penalty. The written decision on the penalty shall, on the spot, be handed over to the person penalized, and where there is a victim in the case, the duplicate of the written decision shall be sent to him.

In the written decision on the penalty mentioned in the preceding paragraph shall clearly be stated the name of the person penalized, the illegal act, the basis for the penalty, the amount of the fine, the date, place, and the title of the public security organ, and the written decision shall be signed by, or affixed with the seal of, the people's policeman who handles the case.

Where the decision on a penalty for administration of public security is made on the spot, the people's policeman who handles the case shall, within 24 hours, report the matter for the record to the public security organ to which he belongs.

Article 102 Where the person penalized is not satisfied with the decision on penalty for administration of public security, he may apply for administrative reconsideration or bring an administrative suit according to law.

Section 3 Execution

Article 103 The person on whom the penalty for administrative detention is imposed upon the decision shall be delivered by the public security organ to the house of detention to execute the decision it made.

Article 104 The person on whom a fine is imposed as a penalty shall pay the fine to a designated bank within 15 days of receiving the written decision on the penalty. However, under one of the following circumstances, the people's policeman may collect the fine on the spot:

(1) if the amount of the fine imposed is not more than 50 yuan and the person penalized has no objection to the fine;

(2) if in an outlying area, or on water, or in a place not easily accessible where the public security organ or the people's policeman decides on a fine by the provisions of this Law, the person penalized makes such a proposal because it is really difficult for him to pay the fine to the designated bank; or

(3) if it is difficult to enforce the penalty unless the fine is collected on the spot because the person penalized has no permanent dwelling place in the locality.

Article 105 The people's policeman who collects a fine on the spot shall, within two days from the date he collects the fine, hand the fine over to the public security organ to which he belongs; if a fine is collected on the spot on water or aboard a train, he shall, within two days from the date he arrives at the port or railway station, hand the fine over to the public security organ which he belongs to. Within two days of receiving the fine, the public security organ shall hand it over to the designated bank.

Article 106 When a people's policeman collects a fine on the spot, he shall produce to the person penalized a voucher for the fine, which is uniformly printed and issued by the finance department of the people's government of a province,

autonomous region, or municipality directly under the Central Government; and if no such voucher is produced, the person penalized

shall have the right to refuse to pay the fine.

Article 107 Where a person penalized who refuses to accept the decision on a penalty of administrative detention applies for administrative reconsideration or brings an administrative suit, he may apply to the public security organ for a deferred enforcement of the administrative detention. If the public security organ believes that such deferment will not create a danger to society, and after the person penalized or his close relative proposes a guarantor who conforms to the conditions provided for in Article 108 of this Law, or after the bail is paid at the rate of 200 yuan per day for the administrative detention, the decision on the penalty of administrative detention shall be deferred from enforcement.

Article 108 A guarantor shall meet the following conditions:

- (1) Being not involved in the case concerned;
- (2) Enjoying political rights and his freedom of person is not restricted;
- (3) Having a registered permanent residence and a permanent dwelling locally;

and

- (4) Having the ability to perform the obligations of a guarantor.

Article 109 A guarantor shall guarantee that the person guaranteed will not escape from the enforcement of the penalty of administrative detention.

Where the guarantor fails to perform his obligations so that the person guaranteed escapes from the enforcement of the penalty of administrative detention, the public security organ shall impose on him a fine of not more than 3,000 yuan.

Article 110 Where a person on whom the penalty of administrative detention is imposed upon decision escapes from the enforcement of the penalty after payment of the bail for deferred execution of the administrative detention, the bail shall be confiscated and handed over to the State Treasury, and the decision already made on the penalty of administrative detention shall be executed all the same.

Article 111 Where the decision on the penalty of administrative detention is withdrawn or the penalty of administrative detention begins to be executed, the bail collected by the public security organ shall be returned to the payer without delay.

Chapter V Law Enforcement Supervision

Article 112 Public security organs and the people's police shall handle cases of public security according to law and in an impartial, strict, and highly efficient manner. They shall enforce laws with civility and shall not engage in malpractices for private gain.

Article 113 In handling cases of public security, public security organs and the people's police are forbidden to beat, abuse, mistreat or humiliate the persons who commit acts against the administration of public security.

Article 114 In handling cases of public security, public security organs and the people's police shall voluntarily accept supervision by the society and citizens.

Where a public security organ and people's policeman fails to strictly enforce laws in handling cases of public security or commits an act in violation of laws or rules of discipline, any unit or individual shall have the right to report to or lodge an accusation before a public security organ or the people's procuratorate or an administrative supervisory organ. Without delay, the organ that receives such a report or accusation shall handle it in compliance with its duties.

Article 115 When executing the penalty of a fine according to law, the public security organ shall, by the provisions of relevant laws and administrative regulations, separate the decision-making on fines from the collection of fines, and all the fines collected shall be handed over to the State Treasury.

Article 116 If a people's policeman commits one of the following acts when handling public security cases, he shall be given an administrative sanction according to law. If a crime is committed, he shall be investigated for criminal responsibility according to law:

(1) Extorting a confession by torture or physically punishing, maltreating or humiliating another person;

(2) Exceeding the period set for interrogation, investigation and verification, thus restricting the freedom of person;

(3) Failing to carry out the system of separating the decision on fines from the collection of fines or failing to hand the fines collected or the property confiscated over to the State Treasury by the provisions or failing to dispose of such property according to law;

(4) Privately dividing, seizing, misappropriating, or intentionally damaging the money or things of value collected or distrained;

(5) In violation of regulations, using or failing to return the property or things of value to the victim;

(6) In violation of the provisions, failing to return the bail promptly;

(7) Taking advantage of the position to accept or receive the property or things of value from another person or seek other benefits;

(8) Failing to produce a voucher for a fine collected on the spot or failing to fill out the amount of a fine truthfully;

(9) Failing to dispatch the police to the scene as soon as receiving a request for stopping an act against the administration of public security;

(10) Sending secret messages to a person who violates the law or commits a crime when investigating and handling activities against the administration of public security or

(11) Other acts involving engagement in malpractices for personal gain, abuse of power or failure to perform the statutory duties according to law.

Where a public security organ commits one of the acts mentioned in the preceding paragraph while handling cases of public security, the persons directly in charge and the other persons directly responsible shall be given appropriate administrative sanctions.

Article 117 Where public security organs and the peopled police unlawfully exercise their functions and powers and infringe upon the legitimate rights and interests of citizens, legal persons or other organizations, they shall make apologies. Where damages are caused, they shall be responsible for compensation according to law.

Chapter VI Supplementary Provisions

Article 118 The figures used to follow the terms “not less than or not more than” or “within” in this Law include these figures themselves.

Article 119 This Law shall go into effect as of March 1, 2006. The Regulations of the People’s Republic of China on Administrative Penalties for Public Security promulgated on September 5, 1986, and revised and promulgated on May 12, 1994, shall be nullified at the same time.

中华人民共和国境内外国人宗教活动 管理规定实施细则

（2000 年 8 月 11 日国家宗教事务局令第 1 号公布，根据 2010 年 11 月 29 日国家宗教事务局令第 9 号公布的《国家宗教事务局关于修订〈中华人民共和国境内外国人宗教活动管理规定实施细则〉的决定》修正）

第一条 根据《中华人民共和国境内外国人宗教活动管理规定》，制定本实施细则。

第二条 中华人民共和国境内外国人（以下简称“境内外国人”）是指依照《中华人民共和国国籍法》的规定，在中国境内不具有中国国籍的人，包括在华常住人员和短期来华人员。

第三条 境内外国人宗教活动是指外国人在中国境内按照各自的宗教信仰习惯举行和参与的各种宗教仪式，与中国宗教社会团体、宗教活动场所和宗教教职人员所发生的宗教事务方面的联系，及其有关的各种活动。

第四条 中华人民共和国尊重在中国境内的外国人的宗教信仰自由，依法保护和管理境内外国人的宗教活动。

中华人民共和国依法保护境内外国人在宗教方面同中国宗教界进行的友好往来和文化学术交流活动。

第五条 外国人在中国境内可以根据自己的宗教信仰在依法登记的寺院、宫观、清真寺、教堂参加宗教活动。

第六条 以宗教教职人员身份来访的外国人，经省、自治区、直辖市以上宗教社会团体邀请，可以在依法登记的宗教活动场所讲经、讲道。

以其他身份入境的外国宗教教职人员，经省、自治区、直辖市以上宗教社会团体邀请，并经省级以上人民政府宗教事务部门同意，可以在依法登记的宗教活动场所讲经、讲道。

应邀在依法登记的宗教活动场所讲经、讲道的外国宗教教职人员，应该遵

守该场所的管理规章，尊重该场所人员的信仰习惯。

第七条 境内外国人集体进行宗教活动要在由县级以上人民政府宗教事务部门认可的经依法登记的寺院、宫观、清真寺、教堂，或在由省、自治区、直辖市人民政府宗教事务部门指定的临时地点举行。

境内外国人在临时地点集体进行宗教活动时，应由县级以上人民政府宗教事务部门负责管理。

第八条 外国人同中国宗教界的友好往来和文化学术交流活动，应通过省、自治区、直辖市以上宗教社会团体进行。

第九条 凡在中国境内没有相应的合法的中国宗教组织的外国宗教组织及其成员，以宗教组织或宗教教职人员身份与中国政府有关部门或宗教界进行交往活动的，须经省级政府宗教事务部门同意后，报国家宗教事务局批准。

第十条 经中国的宗教社会团体同意，境内外国人可以邀请中国宗教教职人员按各教习惯为其举行洗礼、婚礼、葬礼和道场、法会等宗教仪式。其中，举行婚礼的外国人必须是已经依法缔结婚姻关系的男女双方。

中国宗教教职人员是指由依法登记的宗教社会团体认定、备案的各种宗教教职人员。

第十一条 经有关全国性宗教社会团体或省、自治区、直辖市有关宗教社会团体同意，并经当地省级以上人民政府宗教事务部门批准认可，外国人可以根据有关宗教文化学术交流的项目或协议，携带用于宗教文化学术交流的宗教用品入境。

符合前款规定和海关有关规定的宗教用品入境，海关凭省、自治区、直辖市人民政府宗教事务部门或国家宗教事务局的证明予以放行。

第十二条 下列宗教印刷品、宗教音像制品和其他宗教用品不得进境：

- (一) 超出个人自用合理数量，且不属于第十一条规定范围的；
- (二) 有危害中国国家安全和公共利益内容的。

发现有违反前款规定的宗教印刷品、宗教音像制品和其他宗教用品，由海关依法进行处理。

违反第一款规定已经携带入境或通过其他手段运入境内的宗教印刷品、宗教音像制品和其他宗教用品，一经发现，由县级以上人民政府宗教事务部门或其他有关部门依法进行处理。

第十三条 外国组织或个人向中国提供的以培养宗教教职人员为目的的出国留学人员名额或资金，由中国全国性宗教社会团体根据需要接受并统筹选派出国留学人员。

外国组织或个人不得在中国境内擅自招收以培养宗教教职人员为目的的出国留学人员。

第十四条 外国人到中国宗教院校留学，须符合《高等学校接受外国留学生管理规定》的有关规定，并经全国性宗教社会团体同意。

第十五条 外国人到中国宗教院校讲学，须根据《宗教院校聘用外籍专业人员办法》的规定办理。

第十六条 外国人在中国境内进行宗教活动，应当遵守中国的法律、法规。

外国人不得干涉中国宗教社会团体、宗教活动场所的设立和变更，不得干涉中国宗教社会团体对宗教教职人员的选任和变更，不得干涉和支配中国宗教社会团体的其他内部事务。

外国人在中国境内不得以任何名义或形式成立宗教组织、设立宗教办事机构、设立宗教活动场所或者开办宗教院校、举办宗教培训班。

第十七条 外国人不得在中国境内进行下列传教活动：

- （一）在中国公民中委任宗教教职人员；
- （二）在中国公民中发展宗教教徒；
- （三）擅自在宗教活动场所讲经、讲道；
- （四）未经批准在依法登记的宗教活动场所以外的处所讲经、讲道，进行宗教聚会活动；
- （五）在宗教活动临时地点举行有中国公民参加的宗教活动，被邀请主持宗教活动的中国宗教教职人员除外；
- （六）制作或销售宗教书刊、宗教音像制品、宗教电子出版物等宗教用品；

(七) 散发宗教宣传品；

(八) 其他形式的传教活动。

第十八条 国际性宗教组织、机构及其成员与中国宗教社会团体、宗教活动场所和宗教教职人员发生宗教事务方面的联系，及其有关活动，须事先向省级以上人民政府宗教事务部门提出申请，经同意后方可进行。

第十九条 境内外国人违反本细则进行宗教活动的，由县级以上人民政府宗教事务部门和其他有关部门依法予以制止。

境内外国人违反本细则进行宗教活动，构成违反《中华人民共和国外国人入境出境管理法》、《中华人民共和国治安管理处罚条例》等法律法规的，由公安机关依法予以处理；构成犯罪的，由司法机关依法追究刑事责任。

第二十条 外国组织在中华人民共和国境内的宗教活动适用本细则。

第二十一条 本细则由国家宗教事务局负责解释。

第二十二条 本细则自发布之日起施行。

Rules for the Implementation of the Provisions on the Administration of Religious Activities of Aliens within the Territory of the People's Republic of China

Article 1 These Rules are formulated by the Provisions on the Administration of Religious Activities of Aliens within the Territory of the People's Republic of China.

Article 2 Aliens within the territory of the People's Republic of China refers to those who are within Chinese territory without Chinese nationalities under the Nationality Law of the People's Republic of China, including long-term residing China personnel and short-term visiting China personnel.

Article 3 Religious activities of aliens within Chinese territory refer to the religious ceremonies that aliens conduct or participate in according to their religious belief customs, contacts with Chinese religious bodies, sites for religious activities and religious personnel in respect of religion, and other relevant activities.

Article 4 The People's Republic of China respects the freedom of religious belief of aliens within Chinese territory and protects and administrates the religious activities of aliens within Chinese territory by law.

The People's Republic of China protects friendly contacts and cultural and academic exchanges of aliens within Chinese territory with Chinese religious circles in respect of religion by law.

Article 5 Aliens may participate in religious activities at Buddhist monasteries, Taoist temples, mosques, and churches lawfully registered within Chinese territory according to their own religious beliefs.

Article 6 At the invitation of Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government, aliens visiting China as religious personnel may preach and expound the scripture at lawfully registered sites for religious activities.

At the invitation of Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government, and after

being approved by the departments of religious affairs of the people's governments at or above the provincial level, aliens entering China as another status may preach and expound the scripture at lawfully registered sites for religious activities.

Foreign religious personnel who are invited to preach and expound the scripture at the lawfully registered sites for religious activities shall abide by the administrative rules of these sites and respect the belief customs of the personnel of these sites.

Article 7 The collective religious activities of aliens within Chinese territory shall be conducted at the Buddhist monasteries, Taoist temples, mosques, and churches recognized by the departments of religious affairs of the people's government at or above the county level, or at the temporary sites appointed by the departments of religious affairs of the people's governments of the province, autonomous region or municipality directly under the Central Government.

Where aliens within Chinese territory collectively conduct religious activities at temporary sites, they shall be administrated by the departments of religious affairs of the people's governments at or above the county level.

Article 8 The friendly contacts and cultural and academic exchanges of aliens with Chinese religious circles shall be conducted via Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government.

Article 9 Foreign religious organizations that have no corresponding legitimate Chinese religious organizations within Chinese territory and their members must get consent from the departments of religious affairs of the people's governments at the provincial level and approval from the State Administration for Religious Affairs before conducting contacts in the name of these organizations or as religious personnel with relevant departments of the Chinese government or Chinese religious circles.

Article 10 Consented by Chinese religious bodies, aliens within Chinese territory may invite Chinese religious personnel to conduct such religious ceremonies as baptism, weddings, funerals,

Taoist or Buddhist rites according to each religious custom. Among these ceremonies, the aliens conducting weddings must be males and females who have

already set up a marriage relationship by law.

The Chinese religious personnel refer to those who have been recognized and recorded by lawfully registered religious bodies.

Article 11 Consented by national religious bodies or relevant religious bodies at the level of province, autonomous region or municipality directly under the Central Government, and approved by the departments of religious affairs of the local people's governments at or above the provincial level, aliens entering Chinese territory may carry religious articles used in religious cultural and academic exchanges by relevant programs and agreements of religious cultural and academic exchanges.

Where the religious articles conform to the stipulations of the previous paragraph and the relevant provisions of the Chinese customs, they shall be passed by the customs based on the certificates issued by the departments of religious affairs of the people's governments of province, autonomous region and municipality directly under the Central Government or the State Administration for Religious Affairs.

Article 12 It is prohibited to bring the following religious printed matter, religious audio-visual products and other articles into Chinese territory:

(1) If the amount exceeds that for personal rational use, and they do not belong to the category stipulated in Article 11;

(2) If the contents of these articles are detrimental to Chinese national security and the public interests of Chinese society.

Where the religious printed matters, religious audio-visual products and other religious articles are found to be those mentioned in the previous paragraph, the case shall be dealt with by the customs by law.

Where the religious printed matters, religious audio-visual products and other religious articles which violate the stipulations of the first paragraph have been brought into Chinese territory or transported into Chinese territory by other means, once being found, they shall be dealt with by the departments of religious affairs or other related departments of the people's governments at or above the county level by law.

Article 13 The enrollment of study abroad or capital provided to China by

foreign organizations or individuals to train religious personnel shall be accepted by Chinese national religious bodies based on need, and the study abroad personnel shall be selected and dispatched by Chinese national religious bodies as a whole plan.

Foreign organizations or individuals may not recruit students within Chinese territory for their study and training abroad as religious personnel without permission.

Article 14 Aliens who intend to come to China to study at Chinese religious institutions must conform to the stipulations set by the Provisions on the Administration of Accepting Foreign Students by Chinese Institutions of Higher Learning, get approval from Chinese national religious bodies, and keep records at the State Administration for Religious Affairs.

Article 15 Aliens who intend to come to China to teach at Chinese religious institutions must be subject to the Methods of Engaging Foreign Professionals by Religious Institutions.

Article 16 Aliens who conduct religious activities within Chinese territory shall abide by Chinese laws and regulations.

Aliens may not intervene in the establishment and change of Chinese religious bodies or sites for religious activities, the selecting, appointing and changing of religious personnel by Chinese religious bodies, nor may they intervene in or manipulate other internal affairs of Chinese religious bodies.

Within Chinese territory, aliens may not establish religious organizations, institute religious offices, set up sites for religious activities, run religious institutions or hold religious classes in any names or forms.

Article 17 Aliens may not engage in the following missionary activities within Chinese territory:

- (1) Appointing religious personnel among Chinese citizens;
- (2) Developing religious followers among Chinese citizens;
- (3) Preaching and expounding the scripture at the sites for religious activities without permission;
- (4) Preaching and expounding the scripture or conducting religious gathering activities at places outside the lawfully registered sites for religious activities;
- (5) Conducting religious activities in which Chinese citizens are admitted to

participate at the temporary sites for religious activities, except that the Chinese religious personnel are invited to preside over the religious activities;

(6) Producing or selling religious books and journals, religious audio-visual products, religious electronic goods or other religious articles;

(7) Distributing religious promotion materials;

(8) Other missionary activities.

Article 18 Where the international religious organizations, offices and their members intend to contact or conduct other related activities with Chinese religious bodies, sites for religious affairs and religious personnel, they shall make applications to the departments of religious affairs of the people's governments at or above the provincial level in advance. The contact or other related activities may be conducted only after approved by the departments of religious affairs of the people's governments at or above the provincial level.

Article 19 Where aliens within Chinese territory conduct religious activities that violate these Rules, the departments of religious affairs and other related departments of the people's governments at or above the county level shall stop them by law.

Where religious activities conducted by aliens within Chinese territory violate these Rules as well as the Law of the Control on the Entry and Exit of Aliens of the People's Republic of China and the Regulations on Administrative Penalties for Public Security, the aliens shall be dealt with by the public organs by law; where a crime is constituted, the aliens shall be investigated for their criminal liability by the judicial organs by law.

Article 20 These Rules apply to religious activities conducted by foreign organizations within Chinese territory.

Article 21 The State Administration for Religious Affairs shall be responsible for the interpretation of these Rules.

Article 22 These Rules shall enter into force as of the date of promulgation

关于允许优秀外籍高校毕业生在华就业 有关事项的通知

人社部发〔2017〕3号

各省、自治区、直辖市人力资源社会保障厅（局）、外事办公室、教育厅（教委）：

为贯彻落实《关于深化人才发展体制机制改革的意见》（中发〔2016〕9号），拟允许部分无工作经历的优秀外籍高校毕业生在华就业。按照《外国人在中国就业管理规定》，现就有关事项通知如下：

一、人员范围

外籍高校毕业生包括在中国境内高校取得硕士及以上学位且毕业一年以内的外国留学生，以及在境外知名高校取得硕士及以上学位且毕业一年以内的外籍毕业生。

二、审批条件

外籍高校毕业生在中国就业，应具备以下条件：

- （一）年满18周岁，身体健康；
- （二）无犯罪记录；
- （三）学习成绩优秀，平均成绩不低于80分（百分制，其他分制换算成百分制处理）或B+/B（等级制）以上，在校期间无不良行为记录；
- （四）取得相应的学历与学位；
- （五）有确定的聘用单位，从事工作岗位与所学专业对口。薪酬原则上不低于当地城镇单位在岗职工平均工资，具体标准由各省级人力资源社会保障部门根据就业市场实际和引进人才工作的需要合理确定；
- （六）持有有效护照或能代替护照的其他国际旅行证件。

三、办理程序

用人单位聘用符合条件的外籍高校毕业生，应向当地人力资源社会保障部

门或外国专家归口管理部门提出申请，并提供以下材料：

- （一）拟聘用者履历证明；
- （二）聘用意向书（包括意向薪酬）；
- （三）聘用原因报告（包括当地公共就业和人才服务机构面向国内劳动者公开发布招聘信息满 30 天的证明）；
- （四）拟聘用者健康状况证明；
- （五）拟聘用者无犯罪记录证明；
- （六）拟聘用者所取得的学历学位证明材料；
- （七）拟聘用者所就读学校出具的在校期间无不良行为记录（境外高校外籍毕业生可免除）和成绩证明材料；
- （八）拟聘用者 6 个月内正面免冠照片。

人力资源社会保障部门或外国专家归口管理部门按规定进行审批。对符合条件的外国留学生发放外国人就业许可证书（或工作许可，下同）和外国人就业证（或工作证，下同）。

对符合条件的境外高校外籍毕业生发放外国人就业许可证书。取得外国人就业许可证书的海外高校外籍毕业生，应按规定办理 Z 字签证，入境后办理外国人就业证。

四、其他事项

（一）外国人就业证有效期首次为 1 年。聘用外籍高校毕业生就业期满，用人单位拟继续聘用的，按规定履行审批手续后可以继续聘用，期限不超过 5 年。外籍高校毕业生所缴纳个人所得税低于意向薪酬应付税额、或用人单位拟给予其的薪酬低于规定标准的，就业证不予延期。

（二）外籍高校毕业生在华就业实行配额管理。各省级人力资源社会保障部门要根据本省企业对外籍高校毕业生的需求数量、本地区高校毕业生就业形势等因素，提出本省配额需求数量，于每年 12 月 1 日前报送人力资源社会保障部。人力资源社会保障部将综合研究确定下一年度全国及各省（区、市）的配额数量，以适当方式公开公示，并抄送外交、教育、公安配合实施。2017 年配

额需求由各省级人力资源社会保障部门于 2017 年 1 月 31 日前提出申请。

(三) 本通知自印发之日起执行。

人力资源社会保障部

外交部

教育部

2017 年 1 月 6 日

Notice of Ministry of Human Resources and Social Security, Ministry of Foreign Affairs, and Ministry of Education on Matters Relevant to Allowing Outstanding Foreign Graduates to Get Employment in China

Human Resources and Social Security Departments (Bureaus), Foreign Affairs Offices, and Education Departments (Education Commissions) of various provinces, autonomous regions, and municipalities directly under the central government:

To implement the Opinion on Deepening the Reform on the Talent Development Systems and Mechanisms ([2016] No. 9 released by the General Office of the CPC Central Committee), it is planned to allow some outstanding foreign college graduates without work experience to find employment in China. According to the "Regulations on the Management of the Employment of Foreigners in China", the relevant matters are hereby notified as follows:

1. Scope of personnel involved

Foreign college graduates include foreign students who have obtained a master's degree or above within one year and graduated from a university in China and foreign graduates who have obtained a master's degree or above from a well-known overseas university and graduated within one year.

2. Approval conditions

Foreign college graduates are required to meet the following conditions for employment in China:

- (1) At least 18 years old, healthy;
- (2) No criminal record;
- (3) Excellent academic performance, with an average score of not less than 80 points (100-point system, other points system is converted to the 100-point system) or B + / B (grading system) or above, no records of bad behaviors during school;

(4) Obtaining the corresponding academic qualification and degree;

(5) There should be a definite employer, and the working positions match the major that the employee has studied. In principle, the remuneration should not be lower than the average wage of employees in local urban units. The specific standards are determined by the provincial human resources and social security departments by the actual employment market and the need to bring in talent;

(6) Holding a valid passport or other international travel documents that can replace a passport.

3. Handling procedures

Employers employing qualified foreign college graduates should apply to the local human resources and social security department or the foreign expert administrative department and provide the following materials:

(1) Credential of the intended employee;

(2) Offer of employment (including intention intended payment) ;

(3) Report on reasons for employment (including proof showing that the local public employment and talent service agency has publicly released recruitment information for domestic workers for 30 days) ;

(4) Health certificate of intended employee;

(5) Certificate of No Criminal Record of an intended employee;

(6) Certificate of the academic degree obtained by an intended employee;

(7) No records of bad behaviors (exempt from foreign graduates from overseas colleges) and academic transcripts issued by the school the intended employee attends;

(8) The bareheaded and full-faced photo of an intended employee within the last 6 months.

Human resources and social security departments or administrative departments of foreign experts shall conduct examination and approval procedures by regulations. Foreigner employment permits (or work permits, the same below) and foreigner employment certificates (or work permits, the same below) are issued to eligible foreign students.

Foreign graduates from overseas colleges and universities who meet the

requirements are issued foreigner employment permits for foreigners. Foreign graduates of foreign colleges and universities who have obtained a foreigner's employment permit should apply for a Z visa by regulations and apply for a foreigner's employment permit after entry.

4. Other issues

(1) The validity period of the foreigner's employment certificate is 1 year for the first time. If the employment period of the hired foreign college graduates expires, and the employer intends to continue hiring, it may continue to hire after completing the examination and approval procedures by the regulations, and the period shall not exceed 5 years. If the personal income tax paid by a foreign college graduate is lower than the tax payable for the intended salary or the salary the employer intends to pay is lower than the prescribed standard, the employment certificate shall not be extended.

(2) Foreign college graduates are subject to quota management for employment in China. The provincial human resources and social security departments shall propose the number of quota requirements in the province based on the number of foreign college graduates in the province and the employment situation for college graduates in the region and submit the quota requirements to the Ministry of Human Resources and Social Security before December 1 of each year. The Ministry of Human Resources and Social Security will conduct a comprehensive study to determine the quotas for the whole country and provinces (autonomous regions and municipalities) in the next year, publicly appropriately announce them, and copy them to ministries of foreign affairs, education and public security for joint implementation. The quota requirements for 2017 should be submitted by the provincial human resources and social security departments before January 31, 2017.

(3) This notice shall be implemented from the date of issuance.

Ministry of Human Resources and
Social Security Ministry of Foreign
Affairs Ministry of Education
January 6, 2017

普通高等学校学生管理规定

第一章 总则

第一条 为规范普通高等学校学生管理行为，维护普通高等学校正常的教育教学秩序和生活秩序，保障学生合法权益，培养德、智、体、美等方面全面发展的社会主义建设者和接班人，依据教育法、高等教育法以及有关法律、法规，制定本规定。

第二条 本规定适用于普通高等学校、承担研究生教育任务的科学研究机构（以下称学校）对接受普通高等学历教育的研究生和本科、专科（高职）学生（以下称学生）的管理。

第三条 学校要坚持社会主义办学方向，坚持马克思主义的指导地位，全面贯彻国家教育方针；要坚持以立德树人为根本，以理想信念教育为核心，培育和践行社会主义核心价值观，弘扬中华优秀传统文化和革命文化、社会主义先进文化，培养学生的社会责任感、创新精神和实践能力；要坚持依法治校，科学管理，健全和完善管理制度，规范管理行为，将管理与育人相结合，不断提高管理和服务水平。

第四条 学生应当拥护中国共产党领导，努力学习马克思列宁主义、毛泽东思想、中国特色社会主义理论体系，深入学习习近平总书记系列重要讲话精神 and 治国理政新理念新思想新战略，坚定中国特色社会主义道路自信、理论自信、制度自信、文化自信，树立中国特色社会主义共同理想；应当树立爱国主义思想，具有团结统一、爱好和平、勤劳勇敢、自强不息的精神；应当增强法治观念，遵守宪法、法律、法规，遵守公民道德规范，遵守学校管理制度，具有良好的道德品质和行为习惯；应当刻苦学习，勇于探索，积极实践，努力掌握现代科学文化知识和专业技能；应当积极锻炼身体，增进身心健康，提高个人修养，培养审美情趣。

第五条 实施学生管理，应当尊重和保护学生的合法权利，教育和引导学生承担应尽的义务与责任，鼓励和支持学生实行自我管理、自我服务、自我教

育、自我监督。

第二章 学生的权利与义务

第六条 学生在校期间依法享有下列权利：

（一）参加学校教育教学计划安排的各项活动，使用学校提供的教育教学资源；

（二）参加社会实践、志愿服务、勤工助学、文体体育及科技文化创新等活动，获得 就业创业指导和服务；

（三）申请奖学金、助学金及助学贷款；

（四）在思想品德、学业成绩等方面获得科学、公正评价，完成学校规定学业后获得相应的学历证书、学位证书；

（五）在校内组织、参加学生团体，以适当方式参与学校管理，对学校与学生权益相关事务享有知情权、参与权、表达权和监督权；

（六）对学校给予的处理或者处分有异议，向学校、教育行政部门提出申诉，对学校、教职员工侵犯其人身权、财产权等合法权益的行为，提出申诉或者依法提起诉讼；

（七）法律、法规及学校章程规定的其他权利。

第七条 学生在校期间依法履行下列义务：

（一）遵守宪法和法律、法规；

（二）遵守学校章程和规章制度；

（三）恪守学术道德，完成规定学业；

（四）按规定缴纳学费及有关费用，履行获得贷学金及助学金的相应义务；

（五）遵守学生行为规范，尊敬师长，养成良好的思想品德和行为习惯；

（六）法律、法规及学校章程规定的其他义务。

第三章 学籍管理

第一节 入学与注册

第八条 按国家招生规定录取的新生，持录取通知书，按学校有关要求和

规定的期限到校办理入学手续。因故不能按期入学的，应当向学校请假。未请假或者请假逾期的，除因不可抗力等正当事由以外，视为放弃入学资格。

第九条 学校应当在报到时对新生入学资格进行初步审查，审查合格的办理入学手续，予以注册学籍；审查发现新生的录取通知、考生信息等证明材料，与本人实际情况不符，或者有其他违反国家招生考试规定情形的，取消入学资格。

第十条 新生可以申请保留入学资格。保留入学资格期间不具有学籍。保留入学资格的条件、期限等由学校规定。

新生保留入学资格期满前应向学校申请入学，经学校审查合格后，办理入学手续。审查不合格的，取消入学资格；逾期不办理入学手续且未有因不可抗力延迟等正当理由的，视为放弃入学资格。

第十一条 学生入学后，学校应当在3个月内按照国家招生规定进行复查。复查内容主要包括以下方面：

- (一) 录取手续及程序等是否合乎国家招生规定；
- (二) 所获得的录取资格是否真实、合乎相关规定；
- (三) 本人及身份证明与录取通知、考生档案等是否一致；
- (四) 身心健康状况是否符合报考专业或者专业类别体检要求，能否保证在校正常学习、生活；
- (五) 艺术、体育等特殊类型录取学生的专业水平是否符合录取要求。

复查中发现学生存在弄虚作假、徇私舞弊等情形的，确定为复查不合格，应当取消学籍；情节严重的，学校应当移交有关部门调查处理。

复查中发现学生身心状况不适宜在校学习，经学校指定的二级甲等以上医院诊断，需要在家休养的，可以按照第十条的规定保留入学资格。

复查的程序和办法，由学校规定。

第十二条 每学期开学时，学生应当按学校规定办理注册手续。不能如期注册的，应当履行暂缓注册手续。未按学校规定缴纳学费或者有其他不符合注册条件的，不予注册。

家庭经济困难的学生可以申请助学贷款或者其他形式资助，办理有关手续后注册。

学校应当按照国家有关规定为家庭经济困难学生提供教育救助，完善学生资助体系，保证学生不因家庭经济困难而放弃学业。

第二节 考核与成绩记载

第十三条 学生应当参加学校教育教学计划规定的课程和各种教育教学环节（以下统称课程）的考核，考核成绩记入成绩册，并归入学籍档案。

考核分为考试和考查两种。考核和成绩评定方式，以及考核不合格的课程是否重修或者补考，由学校规定。

第十四条 学生思想品德的考核、鉴定，以本规定第四条为主要依据，采取个人小结、师生民主评议等形式进行。

学生体育成绩评定要突出过程管理，可以根据考勤、课内教学、课外锻炼活动和体质健康等情况综合评定。

第十五条 学生每学期或者每学年所修课程或者应修学分数以及升级、跳级、留级、降级等要求，由学校规定。

第十六条 学生根据学校有关规定，可以申请辅修校内其他专业或者选修其他专业课程；可以申请跨校辅修专业或者修读课程，参加学校认可的开放式网络课程学习。学生修读的课程成绩（学分），学校审核同意后，予以承认。

第十七条 学生参加创新创业、社会实践等活动以及发表论文、获得专利授权等与专业学习、学业要求相关的经历、成果，可以折算为学分，计入学业成绩。具体办法由学校规定。

学校应当鼓励、支持和指导学生参加社会实践、创新创业活动，可以建立创新创业档案、设置创新创业学分。

第十八条 学校应当健全学生学业成绩和学籍档案管理制度，真实、完整地记载、出具学生学业成绩，对通过补考、重修获得的成绩，应当予以标注。

学生严重违反考核纪律或者作弊的，该课程考核成绩记为无效，并应视其违纪或者作弊情节，给予相应的纪律处分。给予警告、严重警告、记过及留校

察看处分的，经教育表现较好，可以对该课程给予补考或者重修机会。

学生因退学等情况中止学业，其在校学习期间所修课程及已获得学分，应当予以记录。学生重新参加入学考试、符合录取条件，再次入学的，其已获得学分，经录取学校认定，可以予以承认。具体办法由学校规定。

第十九条 学生应当按时参加教育教学计划规定的活动。不能按时参加的，应当事先请假并获得批准。无故缺席的，根据学校有关规定给予批评教育，情节严重的，给予相应的纪律处分。

第二十条 学校应当开展学生诚信教育，以适当方式记录学生学业、学术、品行等方面的诚信信息，建立对失信行为的约束和惩戒机制；对有严重失信行为的，可以规定给予相应的纪律处分，对违背学术诚信的，可以对其获得学位及学术称号、荣誉等作出限制。

第三节 转专业与转学

第二十一条 学生在学习期间对其他专业有兴趣和专长的，可以申请转专业；以特殊招生形式录取的学生，国家有相关规定或者录取前与学校有明确约定的，不得转专业。

学校应当制定学生转专业的具体办法，建立公平、公正的标准和程序，健全公示制度。学校根据社会对人才需求情况的发展变化，需要适当调整专业的，应当允许在读学生转到其他相关专业就读。

休学创业或退役后复学的学生，因自身情况需要转专业的，学校应当优先考虑。

第二十二条 学生一般应当在被录取学校完成学业。因患病或者有特殊困难、特别需要，无法继续在本校学习或者不适应本校学习要求的，可以申请转学。有下列情形之一，不得转学：

- (一) 入学未满一学期或者毕业前一年的；
- (二) 高考成绩低于拟转入学校相关专业同一生源地相应年份录取成绩的；
- (三) 由低学历层次转为高学历层次的；
- (四) 以定向就业招生录取的；

（五）研究生拟转入学校、专业的录取控制标准高于其所在学校、专业的；

（六）无正当理由的。

学生因学校培养条件改变等非本人原因需要转学的，学校应当出具证明，由所在地省级教育行政部门协调转学到同层次学校。

第二十三条 学生转学由学生本人提出申请，说明理由，经所在学校和拟转入学校同意，由转入学校负责审核转学条件及相关证明，认为符合本校培养要求且学校有培养能力的，经学校校长办公会或者专题会议研究决定，可以转入。研究生转学还应当经拟转入专业导师同意。

跨省转学的，由转出地省级教育行政部门商转入地省级教育行政部门，按转学条件确认后办理转学手续。须转户口的由转入地省级教育行政部门将有关文件抄送转入学校所在地的公安机关。

第二十四条 学校应当按照国家有关规定，建立健全学生转学的具体办法；对转学情况应当及时进行公示，并在转学完成后 3 个月内，由转入学校报所在地省级教育行政部门备案。

省级教育行政部门应当加强对区域内学校转学行为的监督和管理，及时纠正违规转学行为。

第四节 休学与复学

第二十五条 学生可以分阶段完成学业，除另有规定外，应当在学校规定的最长学习年限（含休学和保留学籍）内完成学业。

学生申请休学或者学校认为应当休学的，经学校批准，可以休学。休学次数和期限由学校规定。

第二十六条 学校可以根据情况建立并实行灵活的学习制度。对休学创业的学生，可以单独规定最长学习年限，并简化休学批准程序。

第二十七条 新生和在校学生应征参加中国人民解放军（含中国人民武装警察部队），学校应当保留其入学资格或者学籍至退役后 2 年。

学生参加学校组织的跨校联合培养项目，在联合培养学校学习期间，学校同时为其保留学籍。

学生保留学籍期间，与其实际所在的部队、学校等组织建立管理关系。

第二十八条 休学学生应当办理手续离校。学生休学期间，学校应为其保留学籍，但不享受在校学习学生待遇。因病休学学生的医疗费按国家及当地的有关规定处理。

第二十九条 学生休学期满前应当在学校规定的期限内提出复学申请，经学校复查合格，方可复学。

第五节 退学

第三十条 学生有下列情形之一的，学校可予退学处理：

（一）学业成绩未达到学校要求或者在学校规定的学习年限内未完成学业的；

（二）休学、保留学籍期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格的；

（三）根据学校指定医院诊断，患有疾病或者意外伤残不能继续在校学习的；

（四）未经批准连续两周未参加学校规定的教学活动的；

（五）超过学校规定期限未注册而又未履行暂缓注册手续的；

（六）学校规定的不能完成学业、应予退学的其他情形。

学生本人申请退学的，经学校审核同意后，办理退学手续。

第三十一条 退学学生，应当按学校规定期限办理退学手续离校。退学的研究生，按已有毕业学历和就业政策可以就业的，由学校报所在地省级毕业生就业部门办理相关手续；在学校规定期限内没有聘用单位的，应当办理退学手续离校。

退学学生的档案由学校退回其家庭所在地，户口应当按照国家相关规定迁回原户籍地或者家庭户籍所在地。

第六节 毕业与结业

第三十二条 学生在学校规定学习年限内，修完教育教学计划规定内容，成绩合格，达到学校毕业要求的，学校应当准予毕业，并在学生离校前发给毕

业证书。

符合学位授予条件的，学位授予单位应当颁发学位证书。

学生提前完成教育教学计划规定内容，获得毕业所要求的学分，可以申请提前毕业。学生提前毕业的条件，由学校规定。

第三十三条 学生在学校规定学习年限内，修完教育教学计划规定内容，但未达到学校毕业要求的，学校可以准予结业，发给结业证书。

结业后是否可以补考、重修或者补作毕业设计、论文、答辩，以及是否颁发毕业证书、学位证书，由学校规定。合格后颁发的毕业证书、学位证书，毕业时间、获得学位时间按发证日期填写。

对退学学生，学校应当发给肄业证书或者写实性学习证明。

第七节 学业证书管理

第三十四条 学校应当严格按照招生时确定的办学类型和学习形式，以及学生招生录取时填报的个人信息，填写、颁发学历证书、学位证书及其他学业证书。

学生在校期间变更姓名、出生日期等证书需填写的个人信息的，应当有合理、充分的理由，并提供有法定效力的相应证明文件。学校进行审查，需要学生生源地省级教育行政部门及有关部门协助核查的，有关部门应当予以配合。

第三十五条 学校应当执行高等教育学籍学历电子注册管理制度，完善学籍学历信息管理办法，按相关规定及时完成学生学籍学历电子注册。

第三十六条 对完成本专业学业同时辅修其他专业并达到该专业辅修要求的学生，由学校发给辅修专业证书。

第三十七条 对违反国家招生规定取得入学资格或者学籍的，学校应当取消其学籍，不得发给学历证书、学位证书；已发的学历证书、学位证书，学校应当依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的，学校应当依法予以撤销。

被撤销的学历证书、学位证书已注册的，学校应当予以注销并报教育行政部门宣布无效。

第三十八条 学历证书和学位证书遗失或者损坏，经本人申请，学校核实后应当出具相应的证明书。证明书与原证书具有同等效力。

第四章 校园秩序与课外活动

第三十九条 学校、学生应当共同维护校园正常秩序，保障学校环境安全、稳定，保障学生的正常学习和生活。

第四十条 学校应当建立和完善学生参与管理的组织形式，支持和保障学生依法、依章程参与学校管理。

第四十一条 学生应当自觉遵守公民道德规范，自觉遵守学校管理制度，创造和维护文明、整洁、优美、安全的学习和生活环境，树立安全风险防范和自我保护意识，保障自身合法权益。

第四十二条 学生不得有酗酒、打架斗殴、赌博、吸毒，传播、复制、贩卖非法书刊和音像制品等违法行为；不得参与非法传销和进行邪教、封建迷信活动；不得从事或者参与有损大学生形象、有悖社会公序良俗的活动。

学校发现学生在校内有违法行为或者严重精神疾病可能对他人造成伤害的，可以依法采取或者协助有关部门采取必要措施。

第四十三条 学校应当坚持教育与宗教相分离原则。任何组织和个人不得在学校进行宗教活动。

第四十四条 学校应当建立健全学生代表大会制度，为学生会、研究生会等开展活动提供必要条件，支持其在学生管理中发挥作用。

学生可以在校内成立、参加学生团体。学生成立团体，应当按学校有关规定提出书面申请，报学校批准并施行登记和年检制度。

学生团体应当在宪法、法律、法规和学校管理制度范围内活动，接受学校的领导和管理。学生团体邀请校外组织、人员到校举办讲座等活动，需经学校批准。

第四十五条 学校提倡并支持学生及学生团体开展有益于身心健康、成长成才的学术、科技、艺术、文娱、体育等活动。

学生进行课外活动不得影响学校正常的教育教学秩序和生活秩序。

学生参加勤工助学活动应当遵守法律、法规以及学校、用工单位的管理制度，履行勤工助学活动的有关协议。

第四十六条 学生举行大型集会、游行、示威等活动，应当按法律程序和有关规定获得批准。对未获批准的，学校应当依法劝阻或者制止。

第四十七条 学生应当遵守国家 and 学校关于网络使用的有关规定，不得登录非法网站和传播非法文字、音频、视频资料等，不得编造或者传播虚假、有害信息；不得攻击、侵入他人计算机和移动通讯网络系统。

第四十八条 学校应当建立健全学生住宿管理制度。学生应当遵守学校关于学生住宿管理的规定。鼓励和支持学生通过制定公约，实施自我管理。

第五章 奖励与处分

第四十九条 学校、省（区、市）和国家有关部门应当对在德、智、体、美等方面全面发展或者在思想品德、学业成绩、科技创新、体育竞赛、文艺活动、志愿服务及社会实践等方面表现突出的学生，给予表彰和奖励。

第五十条 对学生的表彰和奖励可以采取授予“三好学生”称号或者其他荣誉称号、颁发奖学金等多种形式，给予相应的精神鼓励或者物质奖励。

学校对学生予以表彰和奖励，以及确定推荐免试研究生、国家奖学金、公派出国留学人选等赋予学生利益的行为，应当建立公开、公平、公正的程序和规定，建立和完善相应的选拔、公示等制度。

第五十一条 对有违反法律法规、本规定以及学校纪律行为的学生，学校应当给予批评教育，并可视情节轻重，给予如下纪律处分：

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

第五十二条 学生有下列情形之一，学校可以给予开除学籍处分：

- （一）违反宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序的；

- (二) 触犯国家法律，构成刑事犯罪的；
- (三) 受到治安管理处罚，情节严重、性质恶劣的；
- (四) 代替他人或者让他人代替自己参加考试、组织作弊、使用通讯设备或其他器材作弊、向他人出售考试试题或答案牟取利益，以及其他严重作弊或扰乱考试秩序行为的；
- (五) 学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为，情节严重的，或者代写论文、买卖论文的；
- (六) 违反本规定和学校规定，严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序的；
- (七) 侵害其他个人、组织合法权益，造成严重后果的；
- (八) 屡次违反学校规定受到纪律处分，经教育不改的。

第五十三条 学校对学生作出处分，应当出具处分决定书。处分决定书应当包括下列内容：

- (一) 学生的基本信息；
- (二) 作出处分的事实和证据；
- (三) 处分的种类、依据、期限；
- (四) 申诉的途径和期限；
- (五) 其他必要内容。

第五十四条 学校给予学生处分，应当坚持教育与惩戒相结合，与学生违法、违纪行为的性质和过错的严重程度相适应。学校对学生的处分，应当做到证据充分、依据明确、定性准确、程序正当、处分适当。

第五十五条 在对学生作出处分或者其他不利决定之前，学校应当告知学生作出决定的事实、理由及依据，并告知学生享有陈述和申辩的权利，听取学生的陈述和申辩。

处理、处分决定以及处分告知书等，应当直接送达学生本人，学生拒绝签收的，可以以留置方式送达；已离校的，可以采取邮寄方式送达；难于联系的，可以利用学校网站、新闻媒体等以公告方式送达。

第五十六条 对学生作出取消入学资格、取消学籍、退学、开除学籍或者其他涉及学生重大利益的处理或者处分决定的，应当提交校长办公会或者校长授权的专门会议研究决定，并应当事先进行合法性审查。

第五十七条 除开除学籍处分以外，给予学生处分一般应当设置 6 到 12 个月期限，到期按学校规定程序予以解除。解除处分后，学生获得表彰、奖励及其他权益，不再受原处分的影响。

第五十八条 对学生的奖励、处理、处分及解除处分材料，学校应当真实完整地归入学校文书档案和本人档案。

被开除学籍的学生，由学校发给学习证明。学生按学校规定期限离校，档案由学校退回其家庭所在地，户口应当按照国家相关规定迁回原户籍地或者家庭户籍所在地。

第六章 学生申诉

第五十九条 学校应当成立学生申诉处理委员会，负责受理学生对处理或者处分决定不服提起的申诉。

学生申诉处理委员会应当由学校相关负责人、职能部门负责人、教师代表、学生代表、负责法律事务的相关机构负责人等组成，可以聘请校外法律、教育等方面专家参加。

学校应当制定学生申诉的具体办法，健全学生申诉处理委员会的组成与工作规则，提供必要条件，保证其能够客观、公正地履行职责。

第六十条 学生对学校的处理或者处分决定有异议的，可以在接到学校处理或者处分决定书之日起 10 日内，向学校学生申诉处理委员会提出书面申诉。

第六十一条 学生申诉处理委员会对学生提出的申诉进行复查，并在接到书面申诉之日起 15 日内作出复查结论并告知申诉人。情况复杂不能在规定限期内作出结论的，经学校负责人批准，可延长 15 日。学生申诉处理委员会认为必要的，可以建议学校暂缓执行有关决定。

学生申诉处理委员会经复查，认为做出处理或者处分的事实、依据、程序等存在不当，可以作出建议撤销或变更的复查意见，要求相关职能部门予以研

究，重新提交校长办公会或者专门会议作出决定。

第六十二条 学生对复查决定有异议的，在接到学校复查决定书之日起 15 日内，可以向学校所在地省级教育行政部门提出书面申诉。

省级教育行政部门应当在接到学生书面申诉之日起 30 个工作日内，对申诉人的问题给予处理并作出决定。

第六十三条 省级教育行政部门在处理因对学校处理或者处分决定不服提起的学生申诉时，应当听取学生和学校的意见，并可根据需要進行必要的调查。根据审查结论，区别不同情况，分别作出下列处理：

（一）事实清楚、依据明确、定性准确、程序正当、处分适当的，予以维持；

（二）认定事实不存在，或者学校超越职权、违反上位法规定作出决定的，责令学校予以撤销；

（三）认定事实清楚，但认定情节有误、定性不准确，或者适用依据有错误的，责令学校变更或者重新作出决定；

（四）认定事实不清、证据不足，或者违反本规定以及学校规定的程序和权限的，责令学校重新作出决定。

第六十四条 自处理、处分或者复查决定书送达之日起，学生在申诉期内未提出申诉的视为放弃申诉，学校或者省级教育行政部门不再受理其提出的申诉。

处理、处分或者复查决定书未告知学生申诉期限的，申诉期限自学生知道或者应当知道处理或者处分决定之日起计算，但最长不得超过 6 个月。

第六十五条 学生认为学校及其工作人员违反本规定，侵害其合法权益的；或者学校制定的规章制度与法律法规和本规定抵触的，可以向学校所在地省级教育行政部门投诉。

教育主管部门在实施监督或者处理申诉、投诉过程中，发现学校及其工作人员有违反法律、法规及本规定的行为或者未按照本规定履行相应义务的，或者学校自行制定的相关管理制度、规定，侵害学生合法权益的，应当责令改正；

发现存在违法违纪的，应当及时 进行调查处理或者移送有关部门，依据有关法律和相关规定，追究有关责任人的责任。

第七章 附则

第六十六条 学校对接受高等学历继续教育的学生、港澳台侨学生、留学生的管理，参照本规定执行。

第六十七条 学校应当根据本规定制定或修改学校的学生管理规定或者纪律处分规定，报主管教育行政部门备案（中央部委属校同时抄报所在地省级教育行政部门），并及时向学生公布。

省级教育行政部门根据本规定，指导、检查和监督本地区高等学校的学生管理工作。

第六十八条 本规定自 2017 年 9 月 1 日起施行。原《普通高等学校学生管理规定》（教育部令第 21 号）同时废止。其他有关文件规定与本规定不一致的，以本规定为准。

Provisions on the Administration of Students in Regular Institutions of Higher Education

Order No. 41 of the Ministry of Education of the People's Republic of China

The Provisions on the Administration of Students in Regular Institutions of Higher Education were revised and adopted at the 49th Ministerial Meeting of the Ministry of Education on December 16, 2016. They are hereby promulgated and shall be implemented as of September 1, 2017.

Chen Baosheng, Minister of Education February 4, 2017

Provisions on the Administration of Students in Regular Institutions of Higher Education

Chapter I General Provisions

Article 1 These Provisions are formulated by the Education Law, the Higher Education Law and relevant laws and regulations to standardize the management behavior of students in regular institutions of higher education, maintain the normal educational, teaching and living order in regular institutions of higher education, safeguard the legitimate rights and interests of students, and foster socialist builders and successors with all-round development in terms of morality, intelligence, physique and aesthetics.

Article 2 These Provisions apply to the management of postgraduates, undergraduates, and junior college (higher vocational college) students (hereinafter referred to as students) who receive regular higher degree education from regular institutions of higher education and scientific research institutions undertaking postgraduate education tasks (hereinafter referred to as schools) .

Article 3 Schools shall adhere to the socialist orientation of running schools and the guiding position of Marxism and fully implement the national education policy; shall adhere to the fundamental task of building morality and cultivating people, take

the ideal and belief education as the core, cultivate and practice core values of socialism, carry forward Chinese excellent traditional culture, revolutionary culture and advanced socialist culture, and cultivate students' sense of social responsibility, innovative spirit and practical ability; shall manage schools by-laws, exert scientific management, establish and improve the management system, standardize the management behavior, and shall combine the management with educating people, and continuously improve the management and service level.

Article 4 Students shall support the leadership of the Communist Party of China, strive to study Marxism-Leninism, Mao Zedong Thought and the theoretical system of socialism with Chinese characteristics; shall study in depth the spirit of General Secretary Xi Jinping's series of important speeches and the new concepts, ideas and strategies for governing the country, strengthen the confidence in the path, theory, system and culture of socialism with Chinese characteristics, and establish the common ideal of socialism with Chinese characteristics; shall build up the patriotism and possess spirits of unity and solidarity, loving peace, being industrious and brave, and constantly striving to become stronger; shall strengthen the concept of the rule of law, observe the constitution, laws, regulations, code of ethics for citizens and management system of schools, and possess good moral traits, behaviors and habits; shall work hard, dare to explore, vigorously carry out practices, and make great efforts to master modern scientific and cultural knowledge and professional skills; and shall take active physical exercise, enhance physical and mental health, improve self-cultivation, and cultivate aesthetic taste.

Article 5 When managing the students, the schools shall respect and protect their legal rights, educate and guide them to assume due obligations and responsibilities and encourage and support them to implement self-management, self-service, self-education and self-supervision.

Chapter II Rights and Obligations of Students

Article 6 Students at school shall enjoy the following rights according to law:

(1) Take part in all activities arranged within the education and teaching planning of the schools and utilizing the education and teaching sources as provided by the school;

(2) Take part in social practice, volunteer service, work-study program, entertainment and sports, scientific and technological cultural innovation and other activities, and obtain guidance and service in employment and entrepreneurship;

(3) Apply for scholarships, student grants and student loans;

(4) Acquire scientific and fair appraisal in the aspect of ideology, morality and academic results, and obtain an academic certificate and diploma after finishing studies specified by the school ;

(5) Organize and join student organizations in the school, appropriately participate in school management, and enjoy the right to know, participate, express and supervise affairs related to the school and students' rights and interests;

(6) File a complaint to the school or the administrative department for education if there is an objection to a sanction or punishment imposed by the school, and file a complaint or lawsuit if the school or the faculty and staff encroach on the legitimate rights and interests like the personal right or property right;

(7) Other rights stipulated by laws, regulations and the school constitution.

Article 7 Students at school shall fulfil the following obligations according to law:

(1) Observe the Constitution, laws and regulations;

(2) Observe the school constitution and rules and regulations;

(3) Abide by academic morality and complete prescribed course work;

(4) Pay the tuition and other relevant charges according to provisions and fulfil obligations regarding a student loan or grant;

(5) Observe the code of conduct for students, respect the teachers and cultivate good ideology, morality and behavior habits;

(6) Other obligations stipulated by laws, regulations and the school constitution.

Chapter III Management of Student Status

Section I Admission and Registration

Article 8 Freshmen admitted by the national enrollment regulations shall go through the admission procedures with the admission notice according to the relevant

requirements and within the prescribed time limit. Those who fail to enroll on time shall ask for leave from the school. Those who do not ask for leave or exceed the time limit shall be deemed to have given up their admission qualification except for legitimate reasons such as force majeure.

Article 9 Schools should conduct a preliminary examination of freshmen's admission qualifications at registration. Those who pass the preliminary examination shall go through the admission procedures and be registered as students if it is found in the examination that the freshmen's admission notice, candidate information and other certification materials are inconsistent with their actual situation or there are other violations of the provisions of the national enrollment examination, the admission qualification shall be cancelled.

Article 10 Freshmen may apply to retain their admission qualifications. They shall not have student status during the retention period. The conditions and time limit for retention of admission qualifications shall be subject to the school.

Freshmen should apply to the school for admission before the expiration of retention of their admission qualification, and go through the admission procedures after passing the examination by the school. The admission qualification of those who fail to pass the examination shall be cancelled; those who fail to go through the admission procedures within the time limit and have no justifiable reasons, such as force majeure, shall be deemed to have given up their admission qualification.

Article 11 The school shall conduct a reexamination within 3 months according to the national enrollment regulations after students enter the school. The reexamination mainly includes the following aspects:

- (1) Whether the admission procedures and process comply with the national enrollment regulations;
- (2) Whether the admission qualification obtained is true and complies with relevant provisions;
- (3) Whether the student and his/her identity certificate are consistent with the admission notice and candidate files;
- (4) Whether the status of physical and mental health meets the physical examination

requirements of the major or major category, and whether it can ensure normal study and life at school;

(5) Whether the level of expertise of students admitted to special types such as art and sports meets the admission requirements.

If students are found to play fraud or favoritism and commit irregularities in the reexamination and are determined to fail, their student status shall be cancelled; in case of serious circumstances, the school shall transfer them to relevant departments for investigation and handling.

If the reexamination finds that the student's physical and mental conditions are not suitable for studying at school and that they need to rest at home after being diagnosed by the second-class and level-A hospital or above designated by the school, their admission qualification may be retained by the provisions of Article 10.

The procedures and methods for review shall be subject to the school.

Article 12 At the beginning of each semester, students shall go through the registration procedures according to the provisions of the school. Those who cannot make the registration within the time limit shall go through the procedures of suspension of registration. Those who fail to pay the tuition according to the provisions of the school or are not in line with the registration conditions shall be denied for the registration.

Students from families with financial difficulties may apply for student loans or financial aid in other forms and make the registration after going through relevant procedures.

Schools should provide educational assistance for students from families with financial difficulties by the relevant state provisions, improve the student financial aid system, and ensure that students do not give up their studies due to family financial difficulties.

Section II Assessment and Record of Results

Article 13 Students shall take part in the assessment of courses prescribed in the education and teaching planning of the school and that of all education and teaching links (hereinafter referred to as courses), and the assessment results shall be recorded in the book of results and be incorporated into the student status archives.

The assessment shall be classified into two categories: examination and check. The methods of assessment and results evaluation, or whether to retake the course or take make-up examination for the course fail to pass the assessment, shall be subject to the school.

Article 14 The assessment and appraisal of students' ideology and morality shall be based on Article 4 of these Provisions and conducted in the form of a personal summary and teacher-student democratic appraisal.

The results of students' physical courses shall focus on process management and shall be evaluated comprehensively according to attendance, in-class teaching, extracurricular exercise activities, and physical health.

Article 15 The courses and minimum credits that students shall take and have in a semester or academic year, as well as the requirements for upgrading, skipping a grade, repeating a year, and degrading, shall be subject to the school.

Article 16 Students may apply for minoring in other majors or taking other major courses as electives by relevant provisions of the school; they may apply for trans-school minor majors or courses and participate in open online courses recognized by the school. The school may recognize the course scores (credits) obtained through taking courses upon examination.

Article 17 Students' participation in activities such as innovation entrepreneurship and social practice, and other experiences and achievements related to professional studies and academic requirements such as publishing papers and obtaining patent licensing may be converted into credits and included in their academic results. Specific measures shall be subject to the school.

Schools shall encourage, support, and guide students to participate in social practice, innovation, and entrepreneurship activities. They can establish innovation and entrepreneurship archives and set up innovation and entrepreneurship credits.

Article 18 Schools should improve the management system of students' academic results and student status archives, record and issue their academic results truly and completely, and mark the scores obtained through make-up examination and retaking.

If students seriously violate the assessment discipline or cheat in the assessment,

the course results shall be recorded as invalidity. They will be given corresponding disciplinary punishment according to the severity of the circumstances of their violation or cheating. Those who are given warnings, serious warnings, demerits and academic probation may be allowed to take a make-up examination or retake the course if they perform well in education.

If students suspend their studies because they drop out of school, the courses they have taken and the credits they have obtained during their studies shall be recorded. If students retake the entrance examination, meet the admission requirements, and reenter the school, their credits obtained may be recognized by the school upon confirmation. Specific measures shall be subject to the school.

Article 19 Students shall participate in the activities prescribed in the education and teaching planning on time. Those who fail to take part on time shall ask for leave in advance and obtain approval. Those who are absent without any reason shall be given criticism and education according to relevant provisions of the school and shall be given corresponding disciplinary punishment in case of serious circumstances.

Article 20 Schools should carry out honesty-credit education for students, record their honesty-credit information in terms of academic and moral aspects in an appropriate way, and establish a restraint and disciplinary mechanism for dishonest conduct; those with serious dishonest conduct shall be given corresponding disciplinary punishment according to provisions, and those who violate academic integrity may be restricted from obtaining degrees, academic titles and honours.

Section III Major Change and School Transfer

Article 21 Students who are interested in and specialized in other majors during their study in the school may apply for changing majors; students admitted in the form of special enrollment are not allowed to change their majors if the State has relevant regulations or there is a clear agreement with the school before admission.

The school should formulate specific measures for students to change majors, establish fair and impartial standards and procedures, and improve the public disclosure system. According to the development and change of social demand for talents, the school should allow students who need to change their majors appropriately to transfer to other related majors.

The school should give priority to students who quit school to start a business or return to school after retirement and need to change majors due to their own needs.

Article 22 Students should generally complete their studies at the admitted schools. Students who are unable to continue studying in the school or failing to meet the study requirements of the school due to illness or special difficulties and special needs can apply for a school transfer. School transfer shall not be allowed in case of any of the following circumstances:

- (1) Students are enrolled for less than one semester or will graduate within one year;
- (2) The score of the college entrance examination is lower than the admission score in the same year of the relevant majors in the school to be transferred;
- (3) Transfer from lower education level to higher education level;
- (4) Enrollment by directional employment;
- (5) The admission control standard of the school or major to which the postgraduate intends to transfer is higher than that of the current school or major;
- (6) No justifiable reason for school transfer.

If students need to transfer to another school because of changes in the training conditions of the school, the school should issue a certificate, and the provincial administrative department for education where the school is located shall coordinate the transfer to a school of the same level.

Article 23 Students shall apply for school transfer by themselves, explain the reasons, and obtain the consent of the current school and the school to be transferred. The school to be transferred shall be responsible for reviewing the transfer conditions and relevant certificates. If the school considers that the students meet the training requirements and the school has the training ability, the students may be transferred after approval by the president's office meeting or a special meeting of the school. School transfer of postgraduates should also be approved by the tutor of the major to be transferred.

In the case of trans-provincial school transfer, the transfer procedures shall be handled after the school transfer conditions are confirmed by the provincial administrative department for education in the transfer-out region and the provincial

administrative department for education in the transfer-in region upon consultation. If the registered permanent residence needs to be transferred, the provincial administrative department for education in the transfer-in region shall copy the relevant documents to the public security organ of the place where the school is located.

Article 24 The school should establish and improve specific measures for school transfer of students by the relevant state regulations; the transfer condition should be publicized in time. Within 3 months of the completion of the school transfer, the transfer-in school should report to the provincial administrative department for education where the school is located for the record.

The provincial administrative department for education should strengthen the supervision and management of the transfer of schools within the region, and correct the violative school transfer in time.

Section IV Suspension and Resumption

Article 25 Students may complete their studies in stages. Unless otherwise specified, they should complete their studies within the maximum period of schooling (including suspension and retention of student status) stipulated by the school.

Students who apply for suspension or whose school considers that suspension is necessary may suspend schooling with the approval of the school. The number and duration of suspension shall be subject to the school.

Article 26 The school may establish and implement a flexible studying system according to circumstances. For students who suspend schooling to start a business, the maximum period of schooling can be stipulated separately, and the approval procedure for suspension can be simplified.

Article 27 If freshmen and students at school are recruited to join the Chinese People's Liberation Army (including the Chinese People's Armed Police Force), the school should retain their admission qualification or student status for 2 years after retirement.

If students participate in the trans-school joint training program organized by the school, the school shall keep their student status simultaneously during the study period in the joint training school.

During the retention period of student status, a management relation shall be established with their actual troops, schools and other organizations where they are located.

Article 28 Students who suspend their schooling should go through procedures to leave school. During the period of suspension, their student status shall be retained by the school. However, they do not enjoy the treatment of students studying in school. The medical expenses of students suspended schooling due to illness shall be handled according to the relevant national and local regulations.

Article 29 Students shall apply for resumption within the time limit specified by the school upon the expiration of the suspension, and may resume schooling only after passing the review of the school.

Section V Dropout

Article 30 If students fall under any of the following circumstances, the school shall give them a punishment of dropping out of school:

(1) Academic results not meeting the requirements of the school or failing to complete studies within the period of schooling stipulated by the school;

(2) Failing to apply for resumption of school or failing to pass the review within the time limit specified by the school upon the expiration of the suspension or retention of student status;

(3) Suffering from disease or accidental disability and are unable to continue studying in the school, diagnosed by the hospital designated by the school;

(4) Failing to participate in teaching activities prescribed by the school for two consecutive weeks without approval;

(5) Failing to register within the time limit stipulated by the school and failing to go through the procedures of postponing registration;

(6) Other circumstances stipulated by the school in which students are unable to complete their studies and should drop out of school.

If students apply for dropping out, they shall go through the procedures of dropping out after being reviewed and approved by the school.

Article 31 Students who drop out of school shall go through the dropout procedures and leave school within the time limit stipulated by the school. Graduate

students who drop out of school and are eligible for employment according to their graduation degrees and employment policies shall go through relevant procedures after the school reports to the local provincial graduate employment department; those who are not employed within the time limit stipulated by the school shall go through the dropout procedures and leave school.

Archives of the students who drop out of school shall be returned by the school to the locality of their families, and their registered permanent residence shall be returned to the place of domicile or the place of domicile of their families by the relevant national provisions.

Section VI Graduation and Completion

Article 32 If students have completed the contents specified in the education and teaching planning within the period of schooling stipulated by the school, achieved qualified results and met the school's requirements for graduation, the school should grant graduation and issue graduation certificates to the students before they leave school.

If the conditions for degree granting are met, the degree-granting unit shall issue degree certificates.

Students who complete the contents specified in the education and teaching planning in advance and get the credits required for graduation can apply for graduation ahead of schedule. The conditions for students to graduate ahead of schedule shall be subject to the school.

Article 33 If students have completed the contents specified in the education and teaching planning within the period of schooling stipulated by the school, but failed to meet the school's requirements for graduation, the school should grant completion and issue completion certificates.

Upon completion of a course, whether the students can take a make-up examination, retake or make up the graduation project, thesis and defense, and whether a graduation certificate and degree certificate are issued, shall be subject to the school. The graduation date and the time of obtaining a degree on the graduation certificate and degree certificate issued after passing the examination shall be filled in as per the issuing date.

For students who drop out of school, the school shall issue an incompleteness certificate or a realistic learning certificate according to the circumstances.

Section VII Academic Certificate Management

Article 34 The school shall fill in and issue academic certificates, degree certificates and other academic certificates in strict accordance with the type of school and form of learning determined at the time of enrollment and the personal information provided by the students at the time of enrollment.

Students should provide reasonable and sufficient reasons and provide corresponding supporting documents with legal effect when changing their personal information such as name and date of birth that needs to be filled in certificates in-school period. In the process of verification, if the school needs the assistance of the provincial administrative department for education in the origin of students and the relevant departments, the departments concerned shall cooperate.

Article 35 The school shall implement the management system of electronic registration of student status and academic qualification for higher education, improve the management methods for student status and academic qualification information, and complete the electronic registration of student status and academic qualification promptly according to relevant provisions.

Article 36 The school shall issue minor certificates to the students who have completed their majors and minored in another major and have met the minor requirements.

Article 37 The school shall cancel the student status of those who have obtained admission qualification or student status in violation of the national enrollment provisions and shall not issue academic certificates and degree certificates; the school shall revoke the issued academic certificates and degree certificates according to law. The school shall revoke the academic certificates and degree certificates obtained by cheating, plagiarizing and other academic misconduct or other improper means.

The school shall cancel the academic certificates and degree certificates which have been registered, and report them to the administrative department for education for declaration of invalidity.

Article 38 If the academic certificates and degree certificates are lost or

damaged, the school shall issue corresponding certification upon the application by students and verification by the school- The certification shall have the same effect as the original certificates.

Chapter IV Campus Order and Extracurricular Activities

Article 39 The school and students should jointly maintain the normal order of campus, ensure the safety and stability of the school environment and ensure the normal study and life of students.

Article 40 The school should establish and improve the organizational form of students to participate in the management, and support and guarantee students to participate in the school management according to law and the constitution.

Article 41 Students should consciously observe the moral code of citizens and the school management system, create and maintain a civilized, clean tidy, beautiful and safe study and living environment, establish safety risk prevention and self-protection awareness, and protect their legitimate rights and interests.

Article 42 Students shall not commit illegal acts such as excessive drinking, fighting and brawling, gambling and drug taking, and spreading, reproducing and selling illegal books and periodicals as well as audio and video products; shall not take part in illegal pyramid selling and carry out heresy and feudal superstition activities; and shall not engage in or take part in activities that damage the image of college students and run counter to public order and good morals.

The school may take or assist relevant departments to take necessary measures according to law if it is found that the illegal act or serious mental illness of students on the campus may cause harm to others.

Article 43 The school should adhere to the principle of separating education from religion. No organization or individual is allowed to conduct religious activities in the school.

Article 44 The school shall establish and improve the student congress system, provide necessary conditions for the student union and graduate student union to carry out activities, and support them to play their roles in student management.

Students could establish and engage in various student organizations on campus. When students establish the organizations, they should submit a written application

according to relevant regulations issued by the school, report it to the school for approval and implement the registration and annual inspection system.

The student organizations should organize activities as per the constitution, laws, regulations and management systems of the school, and also be subject to the leadership and management of the school. When student organizations invite out-of-school organizations and personnel to the campus to hold lectures and other activities, it is required to be approved by the school.

Article 45 The school advocates and supports students and the student organizations to conduct various activities involving academics, technology, arts, entertainment and sports, which are beneficial to both physical and mental health as well as growth and personal development.

Extracurricular activities of students shall not affect the normal education, teaching and living order of the school.

When participating in the work-study program, students shall comply with laws, regulations, and management systems stipulated by the school and the employer, and perform the agreement about the work-study program.

Article 46 Students should obtain permission when they hold large-scale assemblies, parades, protests and other activities according to legal procedures and relevant regulations. The school would legally discourage or deter students from holding it once such permission is refused.

Article 47 Students shall comply with relevant regulations on the use of networks issued by the state and the school. It is forbidden to log in to illegal websites and spread illegal words, audio, and video materials, fabricate or spread fake or harmful information; nor attack or access to others' computers or mobile communication network systems.

Article 48 The school shall establish and improve the student accommodation management system. Students shall comply with regulations related to the student accommodation management issued by the school. The school encourages and supports students to achieve self-management via formulating the convention.

Chapter V Rewards and Punishments

Article 49 The school, provincial (regional, municipal) and state departments concerned shall grant commendations and rewards to students who have a well-rounded development in morality, intelligence, physique and aesthetics or stand out in such fields as ideology and morality, academic grades, technological creation, sports competitions, recreational activities, volunteer service and social practice.

Article 50 Commendations and rewards given to students shall be in multiple forms, such as granting "merit student" titles or other honorary titles or scholarships, thereby giving them moral encouragement or material incentives.

To commend and reward students, or to determine postgraduate students recommended exempt from admission examination, national scholarships, or personnel studying abroad as funded by the government or to carry out other acts benefiting students, the school shall establish the open, fair and impartial procedures and provisions, as well as establish and improve the corresponding selection and public disclosure systems.

Article 51 For violation of laws and regulations, these Provisions and the school's disciplines, the school shall give criticism and education to those students, and even give the following disciplinary punishments in light of the seriousness of circumstances:

- (1) Warning;
- (2) Serious warning;
- (3) Demerit;
- (4) Academic probation;
- (5) Expulsion from school-

Article 52 Students may be expelled from school if they fall under any of the following circumstances:

- (1) Violate the constitution, object to the four cardinal principles, damage the stability and solidarity and disturb the social order;
- (2) Violate national laws and constitute a criminal offence;
- (3) Be given a public security punishment, with serious circumstances and egregious nature;

(4) Substitute for others or ask others to take an examination, organize cheating, cheat by using communication equipment or any other devices, seek profits by selling examination questions or answers to others, or practice a grave cheat or disturb the examination order in any other form;

(5) Plagiarize, tamper with or forge academic dissertation or research achievements published or conduct any other academic misconduct with serious circumstances, or write on behalf of someone else, or buy or sell papers;

(6) Violate these Provisions and the school's provisions, severely affect the education and teaching order, living order and public place management order of the school;

(7) Infringe legal rights and interests of others and organizations, which causes serious consequences;

(8) Subject to disciplinary punishment due to several violations of the school's provisions, while failing to correct upon education.

Article 53 The school shall issue a written decision when giving punishment against the student. The written decision of punishment shall consist of the following information:

- (1) Basic information of the student;
- (2) Fact and evidence for the punishment;
- (3) Category, basis and time limit of the punishment;
- (4) Way and time limit of filing complaints;
- (5) Other necessary information.

Article 54 When the school gives punishment against the student, it shall combine the education with punishment and make the punishment in line with the nature of the violation of laws or disciplines and the seriousness of the fault. The punishment given by the school against the student shall be based on sufficient evidence, explicit basis, accurate determination of the nature, justified procedures, and proper punishment.

Article 55 The school shall, when giving punishment or making other adverse decisions, inform the students of the facts, reasons, and basis for doing so, and their rights of presentation and defending for themselves, and it shall also be ready to listen

to their presentation or defending.

The handling or punishment decision and notification of punishment shall be directly served on the students. Where the students refuse to sign to acknowledge the receipt of the decision or the notification, the service may be made by leaving it at a prescribed place; where the students have left the school, the service may be made by mail; and where it is difficult to contact the students, the service may be made using public announcements through the website of the school or news media.

Article 56 Where decisions on cancelling the admission qualification or student status, forcing the students to withdraw or be expelled from the student status or taking any other handling measure or punishment which involves the major interests of students are made, they shall be submitted to the office meeting of the president or the special meeting authorized by the president for deliberation, and be subject to the examination of legitimacy in advance.

Article 57 Except for the punishment of cancelling the student status, the punishment given to students shall be within a time limit of 6 to 12 months and will be cancelled at the time of expiration as per the school's provisions. After the punishment is cancelled, students can be commended, rewarded and granted other rights and interests without being affected by the original punishment any more.

Article 58 The materials for rewarding, handling, giving and cancelling the punishment of students shall be included by the school in the documentary archives of the school and the archives of students authentically and completely.

The school shall grant studying certificates to students who are expelled from student status. When students leave the school within the time limit stipulated by the school, their archives shall be returned by the school to the locality of their families, and their registered permanent residence shall be returned to the place of domicile or the place of domicile of their families by the relevant national provisions.

Chapter VI Complaints Filed by Students

Article 59 The school shall establish the Student Complaints Handling Committee, which shall take charge of receiving complaints filed by the students against the decisions on handling or punishment.

The Student Complaints Handling Committee shall consist of relevant

responsible persons of the school, responsible persons of functional departments, teacher representatives, student representatives, and responsible persons of relevant institutions in charge of legal affairs. In addition, out-of-school experts in the field of law and education shall also be recruited as required.

The school shall formulate specific measures for the complaints of students, improve the composition and working rules of the Student Complaints Handling Committee, and provide necessary conditions to ensure that it can perform its duties in an objective and fair way.

Article 60 When students raise any objection to the decision on handling or punishment against them made by the school, they may file written complaints with the Student Complaints Handling Committee of the school within 10 days of the receipt of the written decision of the school on handling or punishment.

Article 61 The Student Complaints Handling Committee shall review the complaints filed by the students and make a conclusion for the review within 15 days of receiving the written complaints, and then inform the complainants. If no conclusion may be made within the specified period because the circumstances are complicated, the period may be extended by 15 days upon approval by the head of the school. If the Student Complaints Handling Committee deems it necessary, it may recommend the school to suspend the implementation of the relevant decision.

Upon review, the Student Complaints Handling Committee reckons that the facts, basis and procedures for handling or punishment are improper, to the point that it is essential to make the review opinion for suggesting the cancelling or modifying, hence, it requires relevant functional departments to study on it and resubmit it to the office meeting or special meeting for making corresponding decisions.

Article 62 When students raise any objection to the decision on review, they may file written complaints to the provincial administrative department for education where the school is located within 15 days of the receipt of the review decision of the school.

The provincial administrative department for education shall deal with the complainants' problems and decide within 30 working days of the receipt of the written complaints from the students.

Article 63 The provincial administrative department for education shall listen to the opinions of the students and the school and may conduct necessary investigations as required when dealing with the complaints filed by students with an objection to the school's decision on handling or punishment. The following handling decisions shall be made according to the review conclusions depending on different situations:

(1) In case of clear facts, explicit basis, accurate determination, justified procedures and proper punishment, it shall be maintained;

(2) In case the facts do not exist, or the school exceeds its authority and violates the provisions of the superior law when making a decision, the school shall be ordered to revoke it;

(3) In case of clear facts, incorrect circumstances, inaccurate determination, or incorrect applicable basis, the school shall be ordered to change or make a new decision;

(4) In case of unclear facts and insufficient evidence, or violations of the procedures and authority stipulated by these Provisions and the school, the school shall be ordered to make a new decision.

Article 64 From the date when a written decision on handling, punishment or review is served, the failure of filing complaints by students during the complaint period shall be deemed as a waiver of filing complaints, and the school or provincial administrative department for education will no longer accept such complaints.

Where the written decision on handling and punishment or review fails to inform the students of the time limit for complaint filing, then the period of complaint filing shall be calculated from the date of deciding on handling or punishment that the students know or are supposed to know, with the maximum period no more than 6 months.

Article 65 When students reckon that the school or its staff violates these Provisions and infringes the legitimate rights and interests; or the regulations and systems formulated by the school are in contradiction with laws, regulations and these Provisions, they are allowed to file complaints to the provincial administrative department for education where the school is located.

In the process of implementing supervision or handling appeals and complaints,

if the school and its staff are found to violate laws, regulations and these Provisions, or fail to perform corresponding obligations by these Provisions, or violate the relevant management systems and provisions formulated by the school itself, which infringe upon the legitimate rights and interests of students, the competent administrative department for education shall order the school to make corrections; if any violations of laws or disciplines are found, they shall be investigated promptly or transferred to relevant departments, and related responsible persons shall be held accountable by relevant laws and regulations.

Chapter VII Supplementary Provisions

Article 66 For the management targeted at students who are pursuing further education of higher-level qualifications, students from Hong Kong, Taiwan, and Macao as well as overseas students, it could refer to these Provisions for implementation.

Article 67 The school shall formulate or revise the regulations on student administration or disciplinary punishment of the school by these Provisions, and report them to the competent administrative department for education for the record (the affiliated school of central ministries and commissions shall also send a copy to the local provincial administrative department for education as well) , and publish them to the students promptly.

The provincial administrative department for education shall guide, inspect and supervise the administration of students in local institutions of higher education by these Provisions.

Article 68 These Provisions shall be implemented as of September 1, 2017. The previous Provisions on the Administration of Students in Regular Institutions of Higher Education (Order No. 21 of the Ministry of Education) shall be abolished simultaneously. In case of any inconsistency between the provisions of other relevant documents and these Provisions, the latter shall prevail.