



长江大学外国留学生手册
Yangtze University
International Students Handbook

Office of International Exchange & Cooperation

Yangtze University

September 2017

Contents

1. Rules for International Students	1
2. Security	2
3. Registration	4
4. Physical Check-up, Residence Permit & Visa	6
5. Regulations of Fees Payment	11
6. Class Attendance and Disciplines	13
7. Examinations	17
8. Regulations of Classroom Use	19
9. Completion of Studies	20
10. Leaving the University	21
11. Student Card and Campus Card	22
12. Campus Accommodation	23
13. Off-campus Accommodation	28
14. Medical Service & Insurance	29
15. Scholarships and Awards	31
16. Punishments	33
17. Extracurricular Activities	35
18. Introduction to International Students Office	37
19. Emergency Telephone Numbers and Mailing Address	38

1. Rules for International Students

(1) General Rules

- 1) Try to know and abide by China's laws relevant to foreigners.
- 2) Observe regulations and rules of the university.
- 3) Study hard and complete assignments conscientiously.
- 4) Respect faculty members and staffs.
- 5) Preserve fraternal relationships with classmates.
- 6) Pay attention to hygiene and build up a good physique.
- 7) Respect the social customs and habits of Chinese people.
- 8) Maintain and promote close friendships with peoples of all countries.

(2) Fundamental Rules

- 1) Have rigorous scholarship and avoid plagiarism.
- 2) Acclimatize yourself to university life and always be punctual.
- 3) Attend classes regularly and be keen on campus activities.
- 4) Never be involved with either fooling or fighting.
- 5) Pay fees within prescribed time.
- 6) No swimming outside public swimming pool.
- 7) Either buying or riding motorbike is prohibited at the university.
- 8) Submit International Office application for leave or travel.
- 9) Extend residence permit at least 10 days before its expiration.
- 10) Drug use, drug trafficking, prostitution and whoring are illegal. Violators will be arrested or deported from china.
- 11) Never make any noise or play loud music to disturb others.
- 12) Always come to International Office when you need help or have requests.

2. Security

Security Regulations and Advice

- (1) Traffic safety: Comply strictly with traffic rules and regulations. No drunken biking or driving is allowed. No driving of motorcycle, fuel-powered moped and electrical bike is allowed. No carrying of others while biking. No speeding.
- (2) Prevention from fire: In school dormitories, use of high power electrical appliances is strictly prohibited; no hazardous articles are to be taken into the dormitories and stored; electric wires shall not be extended and connected arbitrarily without permission; using charcoal, coal and bottle gas is strictly prohibited. Students dwelling off campus are strongly advised to use the electricity and gas safely.
- (3) Protection against theft and life threaten: Secure doors and windows when getting out. Properly keep credentials, money and valuables safe when shopping outside or taking a public conveyance. No take-in of others for the night is allowed without permission. Always think safety first by maintaining a safe distance; avoid escalating the situation. Go outside or go shopping not alone but accompanied whenever possible; if someone makes you uneasy, stay away. Do not go or walk outside after 11 pm at night.
- (4) No alcoholism: Do not have excessive drinking in dormitory or go out for drinking late at night.
- (5) Smoking control: Smoking at public places like classroom, dining hall and elevator is strictly prohibited.
- (6) Dietetic hygiene: Do not buy beverage and food from a stand that does not have a hygienic license. Have food washed clean and adequately cooked when cooking by yourself.
- (7) Prevention of infectious diseases like flu: Please go to a hospital for treatment and inform the teacher responsible for your class as soon

as symptoms like cold and fever appear.

(8) Protection against natural disasters: Pay attention to self protection measures and ensure personal safety in case of disastrous weather like lightning stroke and rainstorm.

(9) Neither swimming nor playing water in any river or lake, especially at Baota Bay of Yangtze River in Shashi District. Do not tour around a place in threatening natural conditions.

(10) Avoidance of fraud: Make good judgment on false information and keep cautious about money transfer. If someone claiming himself as your teacher, classmate or friend asks you to lend money, remember to contact themselves for verification by phone in case of being cheated.

(11) Prevention of psychological diseases: Build up a mental health consciousness, enhance psychological adjustability and adaptability, and go timely to a hospital or psychological consultation office for help in the event of psychological perplexity.

(12) Avoidance of disputes: Help make your dormitory a quiet and comfortable place. Do not speak loudly. Do not play sound equipment in high volume. Retain self control when coming into conflict with others. Ask relevant managerial personnel to mediate and settle the dispute instead of having it your own way.

(13) Do go to a bank for currency exchange; do not exchange currency with a private store or an individual. Currency exchange with an unauthorized store is an unlawful act.

(14) To take a taxi, do choose one affiliated to an accredited taxi firm and ask for a receipt.

(15) In case of emergency, please remain self-possessed while contacting departments of public security as well as the staff.

(16) Keep your mobile phone reachable. Remember free emergency call numbers. Police: 110; Fire: 119; Traffic accident: 122/110; Ambulance: 120.

3. Registration

New Student Registration

(1) Admitted students must register within the specified time at the International Students Office, Yangtze University. During registration, they will be asked to fill in the *International Students Admission Form*, take a copy of the *Handbook for International Students*, and submit other necessary documents for verification as required by Admission Notice.

Admitted students shall bring the following documents for registration:

- 1) Valid Passport
- 2) X1/X2 Visa
- 3) Original Admission Notice
- 4) Original JW201/JW202 form
- 5) Original Highest Education Certificate
- 6) 4 photos (2 inch)
- 7) All the fees for the First Academic Year

(2) Self-funded students must provide their receipts of tuition and fee payment or bank statement showing the payment at the time of registration. They may also make the payment at the time and on the spot of registration. Admitted students are required to pay all the required fees for an academic year (study period) by one payment on registration.

(3) All admitted students are required to lodge in international student dormitory for the first academic year. They can apply to dwell

off-campus from second year. First year student shall apply for residence permit by the receipts of the accommodation fee and tuition fee. The second year and the senior students who live on campus shall apply for residence permit by the receipts of the accommodation fee and tuition fee and who live off campus by house rental contract and tuition fee receipt.

(4) Those who for some reason are not able to register within the specified time period must obtain prior consent from International Students Office for later registration. Failure to register within two weeks after the specified deadline without valid reasons will be automatically regarded as giving up the admission eligibility.

(5) Registration place: International Students Office at eastern campus Yangtze University.

For registration, admitted students shall go to ISO to get the registration procedure form at first, and then go through the procedures step by step as form shows to finish the registration.

New Student Orientation

After registration, new students will be asked to attend an orientation organized by the International Students Office and relevant divisions, which include the exposition of relevant Chinese laws and codes of conduct, introduction to the on-campus rules and regulations, explanation of the handbook for international students, etc. It is an event that all new comers are required to attend on time.

Current Student Registration

(1) Current students must register at the International Students Office within the specified period at the beginning of each semester. They need to bring with them their student cards and passports. After checking passport number, and the expiry date of residence permit, the student cards will be made valid by stamping on it the registration seal. Students of Chinese Government Scholarship must sign on the registration form for scholarship students at the beginning of each academic year.

(2) Those who are not able to register within the specified period for some reasons must request in advance for permission of later registration, or else they will be treated as truants. **Failure to register within two weeks after the specified deadline without permission will automatically lead to the cancellation of their student status;** and the paid tuition will not be refunded, and visa that has been extended and residence permit will be cancelled by the Department of Entry & Exit Administration, Jingzhou Public Security Bureau.

4. Physical Check-up, Residence Permit & Visa

Physical Check-up

International students who will study for more than 6 months must take a physical check-up at the designated organization for verification. New students can apply for residence permits after they pass the physical check-up. Those who are ascertained upon examination as patients of any disease due to which no entry is allowed, as specified in China's laws, shall leave immediately for their home country.

Residence Permit & Visa

- (1) New students holding an X1 visa shall apply for a residence permit to the Department of Entry & Exit Administration, Jingzhou Public Security Bureau, **within 30 days** from the date of entry in China. The residence permit usually will be valid not more than one year. Students with an X2 visa shall secure a visa extension 7 days prior to the expiry of the duration specified in the visa. Those who exceed the specified time will be punished in accordance with relevant Chinese laws for illegal residence.
- (2) International students who are transferring from another city in China shall go through the move-out formalities with the Department of Entry & Exit Administration of that city and then go through the move-in formalities with the Department of Entry & Exit Administration, Jingzhou Public Security Bureau, within 10 days from their arrival at the university.
- (3) If any items on the residence permit change during his/her study at the university, student shall have the relevant information changed with the Department of Entry & Exit Administration of Jingzhou Public Security Bureau within 10 days after the change takes place.
- (4) Current students shall, within 15 days prior to the expiry of the validity period on their residence permits or visa, file applications for extension of the duration of residence or stay with the Department of Entry & Exit Administration of Jingzhou Public Security Bureau. Documents for duration extension application include the applicant's passport and a certification issued by ISO, Yangtze University. Failure to secure the extension before the expiration will be deemed as illegal

residence and thus leads to penalty in accordance with relevant Chinese laws. Students are advised to solve their visa problem during regular semester time as it is not handled during vacations. A residence permit may be extended up to one year at a time.

(5) International students may enter and exit China for multiple times as long as their Residence Permits are valid.

(6) International students who have lost their passports should report to the police station where they lost the passports and obtain certificates there, then inform the International Students Office and the Department of Entry & Exit Administration, Jingzhou Public Security Bureau immediately, obtain an official certification for the loss. Then apply for a new passport to their embassy/consulate in China and a new residence permit from the Department of Entry & Exit Administration of Jingzhou Public Security Bureau. International students who have secured new passports must inform the ISO to have their personal information updated.

Residence Permit Application for New Students

To apply for a residence permit, new students need to prepare the following documents and materials.

- 1) Valid Passport with X1 visa on it;
- 2) Full fees payment receipt of the current academic year;
- 3) An application form for residence permit (from ISO);
- 4) A certificate issued by the International Students Office (from ISO);
- 5) The Original third slip of Visa Application for Study in China

- (Form JW201 or JW202) (from ISO);
- 6) A photocopy of the Admission Notice;
 - 7) The Certificate of Verification of Physical Examination Record for Foreigners & Overseas Chinese, which is required for students who will study for more than 6 months;
 - 8) Residence registration certification issued by dormitory management office, which is required for students dwelling on campus;
 - 9) Temporary residence registration certification issued by the local police station, which is required for students dwelling off campus(ISO help provide);
 - 10) A certification of completion of study, a transcript and a certificate of class attendance issued by the student's former school in China, which is required for those with residence permits issued by the city where the student's former school is located.

Extension of Residence Permit

- (1) If students change their living address, they shall do temporary accommodation registration in local police station with passport and lease contract (only students dwelling off-campus).
- (2) 15 days before the expiry date, students are required to apply for extension of residence permit in ISO visa office with passport, fees payment receipts, and lease contract (only students living outside).
- (3) The teacher in ISO visa office shall update the passport information and make an appointment online. An application form will be printed at the same time.

(4) The teacher in ISO visa office will help students to apply for residence permit in the Department of Entry & Exit Administration of Jingzhou Public Security Bureau.

(5) To apply for residence permit extension, students need to prepare the following documents and materials:

- 1) Valid passport and one photocopy of the first information page(within picture on it)
- 2) A photocopy of latest valid residence permit page, entry stamp;
- 3) A photocopy of the third slip of Visa Application for Study in China (Form JW201 or JW202) (from ISO);
- 4) A photocopy of the Admission Notice;
- 5) A photocopy of lease contract (only students living outside);
- 6) Residence permit extension application form (from ISO);
- 7) Confirmation letter with stamp issued by ISO.

(6) The teacher in International Students office will help students to apply for new residence permit in the Department of Entry & Exit Administration of Jingzhou Public Security Bureau. It takes 15-20 working days for issuing residence permit, not including weekends and national holidays. Usually a photocopy of the residence permit will be kept in International Students Office.

(7) International students are responsible for all costs shall settle their residence permit, visa, etc at their own cost.

5. Regulations of Fees Payment

(1) Types of fees

1) Self-funded international students (Hereinafter referred to as students) admitted into Yangtze University should pay application & registration fee, tuition, accommodation fee, insurance fee, physical examination fee, residence permit fee, textbook fee and other appropriate fees. All fees are calculated and paid in Chinese yuan.

2) New applicants or students, whether they are enrolled or not, should pay Yangtze University application & registration fee.

3) Tuitions should be paid per academic year. Tuitions of short-term (less than one year) students should be calculated and paid according to their study duration.

4) Students should pay 12 months accommodation fee per year. The actual incurred fee is collected in accordance with the months of their stay. The short term students should pay accommodation fee for months of their stay.

5) Students should pay medical insurance fee immediately after their arrival at Yangtze University according to China's laws. The fee should be paid annually during their stay at the university.

6) Students should pay residence permit fee, textbook fee, fees for electricity and water, internet fee and other fees for their study.

(2) Rules of payment

1) **Students, including new students, should pay their fees within seven days after their arrival or the commencement of new academic year; otherwise, the students won't get registered.**

2) Student who can not pay tuition and accommodation fees due to special situations should submit written application to ISO within seven days after arrival or the commencement of new academic year. With an official permission from the office, the student must get through the

procedure that allows him or her to pay within a granted time.

3) The university won't help process residence permits for new students if they don't pay tuition and accommodation fee within 15 days after their arrival. If students only paid a part of their tuition and accommodation fees for one year, the Office would deal with their residence permits that could be valid for not more than six months.

4) If students had remaining fees to pay without formal application for delay of their payments, the students couldn't apply for any scholarships or sit for any exam.

5) If students deliberately owe the university dues for one year, they will not be registered for the next academic year and their residence permits will not be processed. The university will not process the students' application for graduation, completion of course, suspension of schooling, dropout, transfer and other certificates before they have cleared all dues.

6) Students who haven't paid all fees before graduation from the university will not obtain graduation certificate, degree certificate, transcript, attendance certificate or other certificates.

7) If students apply for suspension of schooling due to their personal situation, the tuition for the period of the suspension will not be refunded to the students. The tuition will be transferred to the remaining years when they resume their study at the university.

8) Tuition and accommodation fee won't be refunded to students who discontinue their studying, or receive academic dismissal and expulsion.

9) Students who should join lower grades due to poor academic performance should pay same tuition of the lower grades. When their study duration is extended, the students should pay for extended years.

6. Class Attendance and Disciplines

(1) International students should be on the campus on time at the beginning of each term and register with their student's identity card in the International Students' Affairs Office within the stipulated date. Those who are unable to register on time must transact the formalities of leave; otherwise, they will be treated as playing truant and criticized publicly. Those who fail to register two weeks after the stipulated date without asking for leave will be treated as leaving school voluntarily.

(2) Attendance will be checked from the first day of the term. Attendance in the class, experiment, practice, course design, examination and other teaching activities will be checked. Those who cannot attend these activities should ask for leave in advance. Those who are absent without asking for leave, those who have asked for leave but the leave has not been permitted, those who haven't asked to extend the leave when the leave is due, or those who have asked to extend the leave but the extended leave has not been permitted, will be treated as playing truant.

(3) International students must attend classes in accordance with the timetable. Either absence from school without asking for leave, or being late or leaving early from classes is not allowed. Students must have both textbooks and notebooks while having classes in the classroom.

(4) Students who ask for a leave should transact related formalities in advance. Except for acute disease or accident, students cannot ask for leave after the event. Those students who are absent from one subject for more than 1/3 (one third) class hours (including leave) are not allowed to

join the final exam of the subject. Besides, they have to retake the classes of the specific subject with the junior class.

(5) Whether being on sick leave or private affairs leave, students whose absence from class exceed 1/3 (one third) class hours in more than 4 subjects (including four) in one semester are not allowed to go up to next grade and should stay down for one extra semester.

(6) International students who leave and return to the campus in festivals or holidays should obey the stipulated date of the university. Those who have to leave earlier or return later for some particular reasons should first get permission from International Students' Affairs Office. Those who leave earlier or return later without permission will be treated as playing truant.

(7) During examination period, leave for private affairs will not be permitted. Leave for an acute or a serious disease needs certification from the school hospital. Sick leave should be strictly limited.

(8) The class advisor and class representatives should help those who play truant, those who haven't returned when the holiday is over, those who often come late to class, those who leave earlier before the class is over, in order to urge them to correct their misconducts timely. If they refuse to correct, their colleges and the International Students' Affairs Office should ask them to make self-criticism and give them disciplinary penalty concerning their misconducts according to the Implementation Measures of Disciplinary Punishment of International Students of Yangtze University.

(9) Those who missed classes without proper reasons, those who asked for leave but didn't return to school on time, or those who left school

without asking permission shall be given the punishment as follows:

- 1) **Warning** will be given to those who are absent for 12 class hours accumulatively.
- 2) **Serious warning** will be given to those who are absent for 24 class hours accumulatively.
- 3) **Demerit record** will be registered for those who are absent for 36 class hours accumulatively.
- 4) **Disciplinary probation** will be put on those who are absent for 48 class hours accumulatively.
- 5) **Expelling from university** will be put on those who are absent for more than 60 class hours accumulatively.

(10) The procedure for Leave Request

Leave request is only processed by International Students Office(ISO).

Step 1: Come to ISO personally beforehand with written application and related documents. The applicant who can not come to office personally beforehand due to illness or other emergency should ask CR to come ISO with application and related documents before his leave. Leave for illness requires the related physical examination reports, doctor ' s description and treatment reports. Leave for private affairs requires the related certification and permission from the student ' s parents.

Step 2: Get permission from ISO. Leave for illness and private affairs one time will be maximally 1 week. The student ' s academic study will be suspended if his/her leave is more than one month accumulatively in one semester.

Step 3: Receive two copies of permission forms form ISO. One

copy should be given to class adviser while the other one to CR. CR will show teacher the official permission for classmates' leave. Only the official permission certificates can be used for teacher to mark leave for students.

Step 4: Return the copy of permission the CR has got to office within 2 days after the leave permission is over.

Step 5: If the applicant wants to extend his/her leave, he should come to ISO personally or entrust CR to come to ISO before the termination of his previous leave.

If you have queries about procedures for leave request, consult International Students Office. Contact Number: 8060097.

7. Examinations

(1) Tests of required and elective courses are graded with the 100-mark system. **Full mark is 100** and **pass mark is 60**. Few subjects are assessed according to ‘Excellent\Good\Not bad\Bad\Failure’ system.

(2) **International students (hereinafter referred to as students) who are absent for more than one third of the total class hours of a subject are not allowed to sit for the final exam of the subject. Students who attend supplementary exams should clear dues as required at least one day before the exams begin.**

(3) If student is absent from final exam or supplementary exam of one subject, the result of the exam will be zero.

(4) Students should reach the arranged exam room/place 10 minutes in advance with **their ID cards, either student card or passport**, before the exam begins. The students must take their seats as ordered and put their ID cards on the top left corner of tables. Start the exam according to scheduled time.

(5) The students are not allowed to take books, notes, reference books, scrip, any kind of communication tools, including mobile phones, or electronic aids inside the exam room. If the tools or aids are inside the room, they must be off and kept by invigilators during the exam. **The students are prohibited from touching their mobile phones for any purpose during the exam.**

(6) The students are prohibited to go inside the exam room 30 minutes after the exam has begun. Students should hand in their papers 30 minutes after the beginning of the exam and leave the exam room immediately after the papers are handed in. They cannot stay or talk nearby the exam room.

(7) The students must be well prepared for any exam and are not allowed to go to washroom during the exam.

(8) After paper is handed out, the student should first check all pages of the paper. If there is any print problem with the paper, raise hand and request another copy of the paper from invigilators.

(9) The students should fill out their full names, roll No, class No and so on at given spaces before starting the exam. The papers cannot be valid if the information of the student is written beyond the given spaces, or special marks are made in the paper or answer sheet.

(10) All answers must be written in black/blue gel pen or ball pen except special requirements.

(11) The students are not allowed to ask meanings of test questions. If the questions are illegible or erroneous, raise hand for help of the invigilators. It is forbidden to ask for help of other students.

(12) In exam rooms, all students must respect and follow the invigilators and keep order. It is not allowed to whisper to each other, to glance right and left, to pass things, to make secret signs, or to take a peek at others' papers/answer sheets. It is also prohibited to plagiarize others' answers, to let others copy answers, to appear in exams as impostor, to cheat with mobile phone, or to make other fraudulent behaviors.

(13) Students must stop writing and hand in their papers immediately when the test time is over. They must leave the exam rooms as the invigilators require. It is strictly prohibited to carry away test papers, answer sheet or other papers handed out in the exam.

(14) Violation of the above rules, especially cheating in exam, will lead to failure of subject, academic punishments from **serious warning, disciplinary probation to expelled from the university.**

Note: Supplementary exam is arranged at the beginning of new semester to students who failed in subjects of previous semester. Each student can take one time supplementary exam for each subject. Students who need to take the supplementary exam should apply and register for it at the ISO within the first two weeks of new semester. The pass mark of the supplementary exam is recorded as 60.

8. Regulations of Classroom Use

(1) According to the university regulations of classrooms, separate classrooms are provided to international students and international students should study in the designated classrooms in the daytime or at night.

(2) Any international students should follow classrooms management regulations of this university and especially pay attentions to the following regulations.

1) The designated classrooms for international students are closed before 9:00 pm. International students should get out of classrooms before 9:00 pm.

2) Share classrooms which are open for students to study or prepare for exams overnight.

3) Getting into other classrooms through window or even breaking the window is serious violation of the university regulations.

4) Keep silence in teaching building. Smoking, playing loud music, singing, dancing or loud talking in classroom or corridor is strictly forbidden at any time.

5) Keep classroom neat and clean always. Take care of the public properties, including tables, desks, chairs, multimedia teaching facilities, etc. Any facilities in classrooms cannot be moved and used for personal purposes without permission. Students will be responsible for damages incurred by them and will receive academic punishments.

6) Posters, leaflet or other items unrelated with teaching and learning can neither be put on walls of teaching building nor delivered in classrooms. ***No Scrawling and posting on screens of teaching multimedia or on walls of classrooms and corridors.***

9. Completion of Studies

(1) International students studying in higher learning institutions in China for Degree should fulfill the HSK requirements: the students of science, including medical and engineering students, should obtain New HSK Level 4, and the liberal arts students should obtain New HSK Level 5 before graduation.

To know more information of new HSK test, please visit <http://www.chinesetest.cn/index.do>.

(2) Certificate of Course Completion is issued to the non-degree students who have attended the classes regularly as required and passed the examinations. Those who do not take the examinations or fail to pass the examinations will be given only a written statement certifying they have studied at the university.

(3) Certificate of graduation is awarded to those undergraduate and graduate students who have completed all the prescribed courses, accumulated sufficient credits and passed all the examinations and graduation thesis without failure in any subject.

(4) Certificate of degree as well as its English version is conferred to those who are up to the standards stated in the “Interim Measures for the Implementation of the Regulations of the People’s Republic of China on Academic Degrees”.

Note: Certificate of graduation/degree can’t be reissued when it is lost or damaged.

(5) In the middle of last semester, students who have not fulfilled the requirement of graduation should apply to prolong the study span or leave the university with Certificate of Completion.

10. Leaving the University

(1) Before leaving the university on graduation or completion of their studies, students are required to clear their fees, return all their borrowed articles and books to the departments concerned. **They should return the student cards/ campus cards to ISO.**

(2) Students should inform ISO or the Campus Dorms Management Office of their leaving and return their room keys before their departure. Students must pay off all dues and other expenses if any.

(3) Students must leave the university within two weeks after their graduation or completion of studies. Those who wish to postpone their leaving from China for special reasons must come to ISO to account for the delay. Extension may be approved but it must not exceed one month. Fees will be charged in accordance with the regulations.

(4) Students who have decided to transfer to other universities or quit their schooling must submit written applications to ISO and fill up Application for Leaving at ISO themselves. Only with formal permission can the students leave for other universities with documents issued from ISO.

11. Student Card and Campus Card

(1) The university processes student cards/ campus cards twice a year for new degree students who have been registered to study at the university.

(2) Any degree students who have dues to pay can not get student cards.

(3) Degree students who happen to lose their cards are required to go through certain procedures so that the university may issue them new ones. For this purpose, the students should go to ISO, where they have to fill out application forms explaining where, when and how their cards were lost, provide passport-sized photos and pay service fees.

(4) Student card/campus cards must be returned to ISO before leaving the university.

(5) With campus cards, degree students can borrow books from libraries, buy snack food and pay for meals on the campuses.

(6) Students should follow rules to borrow books from library.

(7) The period for keeping the borrowed books is 60 days. Students should renew the books if they want to keep them longer. Otherwise, a fine will be imposed in accordance with the relevant regulations.

(8) Take good care of the borrowed books. Scribbling or damage is not allowed.

(9) Students are required to compensate for the loss or damage of the borrowed books.

(10) The campus card can only be used by the card's holder and should not be lent to anyone else.

12. Campus Accommodation

(1) General Principles

1) The regulations are made to conduct the management of international student's campus accommodation and provide international students with a harmonious, safe and comfortable learning and living environment.

2) International students who are registered to study at Yangtze University can apply to live in the international student's campus dorms during their study. International students (hereinafter referred to as students) whose residence permits have expired are not allowed to live inside the dorms.

(2) Check-in

1) New enrolled students must live in the campus dorms for **minimum one academic year** and should pay one year accommodation fees as well as deposit if necessary. The students who live in the campus dorms should pay accommodation fees by year.

2) With Campus Accommodation Arrangement issued from International Students Office (ISO), student goes to check in and take his or her bed according to the arrangement. The students are not allowed to change bed or room without formal permission.

3) Each student should sign his or her name on the paper with checklist of public facilities in one dorm after confirming the items.

(3) Check out

1) If students, while living inside, request to check out of the dorms, they should submit one week advance written applications themselves before check out. After getting permission, the students go through the check out procedure at Campus Dorms Management Office and ISO.

2) The check out procedure should be finished within office hours from Monday to Friday. Students who need check out should inform Campus Dorms Management Office and ISO three days in advance and finish the check out procedure, clear fees and return keys on time. All personal belongings must be moved out and the room should be kept tidy before check out. Any damage or loss of facilities in the dorm should be paid for according to the prices of facilities in the dorm.

3) Students who will graduate from Yangtze University or should leave the university must move out before a given deadline. After the deadline, the university has the right to deal with the students' stuff left in their rooms.

(4) Rules for Campus Accommodation

1) Students who live in campus dorms should consciously have safety concerns and precautions.

2) The door and windows should be locked when nobody is inside the room/dorm. Valuables must be kept well and a big amount of cash should be deposited in banks.

3) The key to the dorm door can not be lent to others. Without permission, students are prohibited from changing locks, copying keys or adding locks. If the key was lost, student should report it to Campus Dorms Management Office or ISO and apply for a new key.

4) **The bed can not be transferred, rented or lent to others. Students are not allowed to accommodate others at any time.**

5) Public facilities should be taken care of and properly used. It should be reported to Campus Dorms Management Office or ISO that any public facilities can not work. When damage or loss of facilities in the rooms happens due to carelessness or incorrect use, the students who use them should take the responsibility to pay for it. If nobody confesses the damage or loss, the students who share the room or the dorm should

share the compensation.

6) **Students should clean the dorm and keep their rooms tidy themselves. Either scattering trash through windows or pouring any waste into washbasin and toilet is forbidden;** the drain of the dorm can be stopped and the students are responsible for repairs.

7) Noises, excessive drinking, affray, gambling, drug taking, prostitution and whoring are strictly prohibited in the dorms. Disturbing others is banned while using computers or listening to music. **Keeping pets and playing fireworks are forbidden.**

8) Either posters or leaflet can not be put on the wall or delivered in the dorms. **No Scrawling and posting on the wall of corridor and rooms.**

9) Do not damage or move fire fighting equipments in the dorms. Any damage or loss of the equipments should be reported to Campus Dorms Management Office or ISO. No open flame in the dorm. **Cooking food and smoking in the rooms are forbidden.**

10) No sword or gun in rooms. No flammable, explosive or corrosive materials inside the dorm. Electrical wire is not allowed to damage or change. **Stealing electricity and water is strictly forbidden.**

11) Students will be informed through written notice or telephone of when to check or maintain facilities such as air-conditioner and drain pipe in their dorms. Staff and serviceman can go inside the dorm to do check or maintainance within the notified time whether the students are inside or not. In case of emergence like fire, medical aid, rescuer, or staff can enter into rooms without notice to the students.

12) Students should follow the timetable and get back to their rooms before 11:00 pm every night. Visitors of students must leave the campus dorms by 11:00 pm and cannot stay overnight in the dorms without permission.

13) Boy students are forbidden to go inside girls' dorms at any

time. Girl students are also forbidden to go inside boys' dorms at any time. Going inside will be punished.

14) Violation of above rules regarding behaviors that are not allowed will result in different academic punishments from **WARNING, DISCIPLINARY PROBATION** to **BEING EXPELLED**, depending on seriousness of the behaviors. Students who are expelled from the university can not get back either accommodation balance or deposit.

15) Student who is involved with any of behaviors listed below will get the possibility to be expelled from the university based on seriousness.

- a. Conduct illegal activities in the dorms
- b. Undermine the safety of the dorms
- c. Transfer or rent beds/rooms to others
- d. Accommodate others without permission

(5) Instructions of Water and Electricity Use

1) Intelligent water and electricity supply system is equipped in the campus dorms. Deposit money in the IC card for water and electricity at designated time.

2) Once the deposit finishes, water and electricity will be cut automatically.

3) The balance for water and electricity can be refundable after check out.

**In case of a fire in dorm,
Dial 119 and contact ISO staff immediately.**

Regulations of Public Kitchen Use

(1) The public kitchens in international student's campus dorms are only for international students who live in the buildings. The kitchens should be used between 6:00 am and 9:00 pm daily except holidays.

(2) Take good care of all facilities in the kitchen, such as electricity and water meters. Unauthorized dismantlement, refitting, damaging, or appropriation is prohibited. The violator has to compensate for damages or loss.

(3) In case of any breakdown of facility in the kitchen, please inform Campus Dorms Management Office or International Students Office promptly. Artificial damaging should be compensated by the student who uses the kitchen improperly.

(4) Maintain the cleanliness of the kitchen. After using facilities of the kitchen, international students must put away all personal belongings, clean up the leftover and lock the door and windows.

(5) Avoid any action that can lead to obstruction in the drainage. Students who cause an obstruction should be responsible to pay for the maintenance.

(6) Electricity in the kitchen is paid by the user and charged through the meter. Each international student should buy IC card at Campus Dorms Management Office. The students deposit money in their cards by themselves.

(7) The electricity supplying system in the kitchen is different from that of the bedroom. The detailed way of operation: the electricity will be switched on after inserting and withdrawing your card for once, and then you may use the electric appliance; Insert and withdraw your card for a second time to cut off the electricity supply.

(8) Balance of the card can be checked while using. Please go to Recharging Office for deposit if the deposit is used up.

(9) The university has the right to close the public kitchen if the kitchen is not clean or neat, or students use it beyond prescribed time.

(10) **Any praying is prohibited in public kitchen at any time.**

13. Off-campus Accommodation

(1) International students, except new students, who want to apply for off-campus accommodation, must go through a procedure at International Students Office (ISO). The procedure includes the following steps.

Step 1 Submit ISO completed application form

Step 2 Give ISO parents' letter of permission

Step 3 Show ISO contract of rental between you and the landlord

Step 4 Fill Temporary Residence Registration Form

Step 5 Move to the rented place

(2) International students are responsible for the safety of their own property and life when they live outside.

(3) Students who live outside are required to notify ISO the address of their off-campus accommodation immediately after changing their rooms and to keep their mobile phones reachable.

(4) Students who live outside should observe the university regulations and rules. Any student who has misconducts will be given punishments based on seriousness.

(5) Rules for off-campus Accommodation:

Have safety concerns and precautions to prevent theft and robbery. The doors and windows should be locked or bolted when you sleep at night or when you are not inside the room.

Use electricity and fire safely and carefully. Do not use electrical heating bedding. No cooking and no smoking in your bedroom. Take care of your neighbors. Do not make noise at night.

Stay in rooms after 11:00 pm. Keep rooms tidy and neat daily.

14. Medical Service & Insurance

1. According to *The Ministry of Education, The ministry of Foreign Affairs, The ministry of Public Security Order No. 42 (July 1, 2017)* Management Regulations on School Recruiting and Cultivating International Students. International students must purchase insurance in accordance with the requirements of the relevant provisions of the country and school. If the insurance is not purchased in accordance with the regulations, it shall be insured within a given period of time, and the school will not accept the student if he/she fails to purchase insurance; if the student has been studied in the school, the student will not be registered. The insurance fee is non-refundable.

2. The university has hospitals on all campuses. International students can be treated at those hospitals for minor health problems. Insurance will not cover expenses in the campus universities.

3. If necessary, international students can seek treatment from off-campus hospitals. Provincial or municipal public hospitals in Hangzhou are recommended. When consulting a doctor, the patient shall register at the registry and pay a registration fee.

4. For medical emergency, please call Emergency Center Number: 120.

5. Comprehensive Insurance for International Students

1) Now, international students in YU are required to purchase the Accidental Injury Medical Treatment Insurance, Hospitalization Medical Insurance, and Loss of Life Insurance. **Disease medical treatment in the out-patient area of hospital is not included. It is important that students should confirm the type of treatment with ISO staffs or**

insurance manager before or shortly after admitting in hospital.

2) The expenses for accidental injury in the outpatient area of the hospital shall be paid first by the student during the treatment and the following materials are needed to apply for insurance claims:

- ◇ Medical Records Book
- ◇ Hospital Certificates of Diagnosis
- ◇ Receipts of accidental injury outpatient treatment expenses
- ◇ Certificates of Accident from ISO or Police Office.
- ◇ Photocopy of Passport (data and photo page)
- ◇ Student's Bank account information (for receiving claim money from Insurance Company)

3) The expenses for hospitalization shall be paid first by the student during the treatment and the following materials are needed to apply for insurance claims after discharging:

- ◇ Discharge Summary
- ◇ Hospital Certificates of Diagnosis
- ◇ Receipts of hospitalization expenses
- ◇ Detail Lists of Total Hospitalization Expenses
- ◇ Photocopy of Passport (data and photo page)
- ◇ Student's Bank account information (for receiving claim money from Insurance Company)

4) Students should bear the expenses on such items as dentures, glasses, abortion, nutriment, tonics and other medicines that cannot be applicable to claim according to the insurance policies. Anyone who violates laws and regulations resulting in accidental injuries should be responsible for all the subsequent expenses incurred.

15. Scholarships and Awards

To encourage and support more international students to study at Yangtze University, and provide an inspiring learning environment on the campus, Yangtze University sets up International Students Scholarships.

(1) Requirements for Scholarships

1) Candidates must be registered students who have been studying in the university for one year or above. Students whose tuition are waived and who are going to graduate within 6 months cannot be scholarship candidates.

2) Candidates must abide by China's laws and obey regulations of Yangtze University. The candidates respect faculty members and administrative staff, get well along with fellow students, have good behavior and are diligent to study with good grades in exams. The candidates are keen on campus activities and social practices arranged by the university.

3) Candidates must pass all the prescribed exams. Graduates must be recommended by their supervisors for their research and creativity in their academic areas.

Preferred candidates are the following students:

- a. Students who have passed new HSK tests (level 4 or above).
 - b. Students who have published research papers on official periodicals.
 - c. Students who pay all fees on time.
 - d. Students who have got awards from the university or Chinese governments.
 - e. Students who are class representatives or student leaders.
- 4) Candidates must be healthy students with honesty and integrity.

Besides, the candidates have good sense of time and can be punctual to attend classes and activities.

(2) Evaluation Procedure

- 1) Set scholarships and select candidates.
- 2) Evaluate the candidates' academic results, behaviors as well as collect assessment from teachers and classmates.
- 3) Apply for the approval from university/government.
- 4) Announce scholarship winners.

(3) Students who abide by the university disciplines and regulations and have outstanding performances in leadership, researches, campus activities and contests will be granted with special honors and awards.

(4) Scholarships are not given to the following students.

- a. Students who get academic punishment.
- b. Students who fail in subjects due to any reason
- c. Students who delay payment of their fees.
- d. Students who smoke or ride motorbike.
- e. Students who disrespect teachers, students and other people.
- f. Students who damage the reputation of the university.
- g. Students who violate China's laws
- h. Students who do not register within given dates.

16. Punishments

(1) International students with improper conducts shall get criticisms or disciplinary sanctions from the university according to the seriousness. And the punishments are categorized as follows.

- 1) Warning
- 2) Serious warning
- 3) Demerit record
- 4) Disciplinary probation
- 5) Expelled from the university

Once the decision for the above-mentioned disciplinary measure concerned is made, the student will be notified of it. Besides, a written notification will be also sent to his/her family, or to the sending organization at home country.

The disciplinary measure against him/her may be lifted if the student put on disciplinary probation has clearly corrected his/her misconduct within a prescribed period. If the student fails to correct his/her misconduct or repeat the misconduct while on disciplinary probation, he/she has to be expelled from the university.

(2) Students shall be expelled from the university if they:

- 1) Violate China's laws and commit any crime.
- 2) Damage public property.
- 3) Steal the state, collective or personal property.
- 4) Are involved in activities such as fighting, gambling or whoring.
- 5) Conduct immoral acts like fooling, fraud, etc.
- 6) Violate other regulations and rules of the university in a serious manner.

(3) The expelled students will not be given the Schooling Certificate.

(4) Students who have been punished because of improper conducts, illegal acts or serious violations of the university regulations may not be conferred degrees or other certificates.

17. Extracurricular Activities

(1) In the university, there are sports centers, swimming pools, gymnasiums, tennis courts, basketball courts, football fields and the like. International students can use these facilities according to the relevant rules and regulations.

(2) Films are often arranged in the campus auditorium at weekends. Tickets are sold at the ticket office.

(3) International students are encouraged to join in different students' associations which organize on-campus extracurricular activities, such as cultural and technological performances, sports games and so on. They are also welcome to take part in the various campus activities held by Chinese students.

(4) International students can plan and hold well-prepared campus activities themselves after their written applications are processed at ISO.

(5) Public group extracurricular activities, such as cricket competition on the playground, travel outside the campus, can't be organized without the formal approval from ISO.

(6) Students are not allowed to use other schools' playgrounds without permission upon formal application.

Note: According to China's law, public places, except mosque or church, are not allowed to have religious activities in any kind form. Muslim students should pray at mosque or in their bedrooms.

18. Introduction to International Students Office

International Students Office (ISO) is a suboffice of Office of International Exchange & Cooperation, Yangtze University. The ISO conducts administration of international students' affairs and provides services to international students of the university.

The International students' affairs include:

- 1) Consultation
- 2) Admissions
- 3) Registration
- 4) Academics
- 5) Visa and residence permit applications
- 6) Guidance of Tuition fee payment
- 7) Extracurricular activities
- 8) Accommodation
- 9) Accidental and emergency issues
- 10) Medical Insurance

For more information of your study at Yangtze University, please contact International Students Office located on East Campus by phone at 0086-716-8060267, 8062267 or by e-mail at fao@yangtzeu.edu.cn.

19. Emergency Telephone Numbers and Mailing Address

POLICE: 110

FIRE: 119

TRAFFIC ACCIDENT: 110

AMBULANCE: 120

UNIVERSITY SECURITY GUARD: 8060110

Mailing address for receiving parcel while studying at YU

Office of International Exchange & Cooperation
Yangtze University
Add: 1 Nanhuan Road Jingzhou Hubei P. R. China
Zip code: 434023 Area code: 0716

International Student's Promise

I have already read through *Yangtze University International Students Handbook* and I am promising to abide by all the rules and regulations in the handbook.

Full Name:

Nationality:

Passport Number:

Batch/Class:

Signature:

Date:

Note: The promise must be filled out by international students themselves and submitted to International Students Office for their student cards or campus cards.

