

青 島 大 学

QINGDAO UNIVERSITY

外国留学生手册

International Students Handbook of
Qingdao University



青岛大学国际教育学院

College of International Education

(2019 修订版)

前 言

各位留学生：

欢迎到青岛大学学习！

青岛大学留学生手册，是留学生学习和生活的指南。本手册中的各项制度和规定是学校对每个留学生的基本要求。凡是注册在校的留学生，都应仔细阅读、理解，并无条件地接受。

留学生应认真完成学校规定的学习任务；遵守中国的法律、法规，不干预中国的内部事务，不做任何危害中国国家安全和利益的事情；自觉遵守学校的各项规章制度；自觉维护学校的教学、生活秩序；维护和增进各国人民之间的友谊，尊重各国人民的风俗习惯，尊重教师和学校的工作人员；团结同学，互相帮助；不做侵害他人利益的事情；不做与自己身份不相符的事情；讲究卫生，服饰整洁、言谈举止文明；锻炼身体，增强体质。

预祝各位同学以优异的成绩完成学业。

学 校 简 介

青岛大学位于中国的东部沿海名城—青岛。学校坐落在黄海之滨，浮山脚下，依山傍海，风景秀丽。

青岛大学始建于 1909 年。历经 80 余年的沧桑岁月，1993 年，由当时的青岛大学、青岛医学院、山东纺织工学院和青岛

师范专科学校合并成为新的青岛大学。经过多年的建设，青岛大学已经发展成为一所规模较大，集自然科学、人文社会科学多学科为一体的综合大学。

学校设有 35 个学院，1 个医学部，101 个本科专业，涵盖文学、历史学、哲学、理学、工学、医学、经济学、管理学、法学、教育学、艺术学等 11 个学科门类。现有 8 个博士后流动站，13 个一级学科博士点，博士专业学位类型 2 种（涵盖 18 个培养领域）；37 个一级学科硕士点，硕士专业学位类型 23 种（涵盖 81 个培养领域）。拥有国家重点学科 2 个，山东省重点学科 20 个，山东省一流学科 7 个；临床医学、工程学、化学、材料科学和神经科学与行为学 5 个学科进入 ESI 全球排名前 1%，列全国第 61 位；系统科学和纺织科学与工程 2 个一级学科进入教育部全国一级学科排名前十名。

学校自 1987 年起开始招收自费留学生，1997 年被国家汉办确定为国家汉语水平考试（HSK）考点，是山东省最早招收留学生和设立 HSK 考点的高校之一，学校是中国政府奖学金、国家汉办孔子学院奖学金、山东省政府奖学金和青岛市政府留学生奖学金培养单位；是国家教育部“来华留学示范基地”，是全国首批 27 所通过全国“来华教育质量”认证高校之一，是全国首批国际汉语教师证书培训、认证考点。

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第一部分 新生指南

一、外国留学生报到须知

外国留学生需持《录取通知书》、《外国留学人员来华签证申请表》(JW201/JW202 表)、体检表(原件)及相关费用,按规定时间报到注册。逾期未到校者,应说明原因并办理请假手续,开学后两周内不报到者,即取消入学资格。

注册报到流程

- 第①步 到留学生管理办公室办理报名注册(填写报到流程单、提供护照及 1 张首页复印件、录取通知书、JW202 或 JW201 原表)
- 第②步 交费 (报到流程单、现金)
- 第③步 购买保险(护照及 1 张复印件、现金 400 元/学期)
- 第④步 请到大厅前台申请宿舍(护照及 1 张复印件、住宿费)
- 第⑤步 信息登记及签证确认(护照及 1 张护照首页复印件、现持有签证页复印件、校外住宿同学提供临时登记表、学费收据、保险办理确认单、报到流程单红色联收回)
- 第⑥步:分班测试、办理听课证及学生证注册手续(报到流程单、近期个人 1 寸证件照 3 张、学费收据、学历生需提供学生证)

二、外国留学生体检须知

学生到校后需进行身体检查或者进行体检结果确认。

身体检查:

体检地址:山东省出入境检验检疫局卫生保健中心

“Shāndōng shěng chūrù jìǎn yàn jiǎnyì jú wèishēng bǎojiàn zhōngxīn”

体检地址:山东省出入境检验检疫局卫生保健中心青岛市福州南路 85 号

身体检查注意事项:

- a. 体检时间：周一至周五 上午 8：00—11：00
- b. 不吃早饭
- c. 3 张两寸照片、护照原件及复印件、签证页复印件和体检费

体检结果确认：

若您在国外已做过身体检查，请您至该地址确认体检结果。若体检结果确认不被通过，则须再次体检。体检确认所需材料：

- a. 持在国外中国使领馆认证医疗机构所出具的中文或英文身体检查结果原件（体检原件包括 X 光片及心电图原件等），
- b. 3 张两寸照片、护照原件及复印件、签证复印件

新生入学体检不合格者；（不符合中国国家卫生检疫部门规定的外国来华人员健康标准的）应立即退学回国。如患有其他疾病，经医疗单位证明，短期治疗可达到健康标准的，经本人申请，由学校批准，可准许保留入学资格一年，并在一个月内回国接受治疗。

保留入学资格的留学生，必须在下学年开学前两个月向学校提出申请，经医院证明，学校复查合格者，方可重新办理入学手续，复查不合格或逾期不办理入学手续者，取消入学资格。

三、外国留学生办理签证及居留许可须知

外国留学生应遵守中华人民共和国出入境管理法律法规。入境、旅行及居住需履行必要的手续，缴纳相关费用。

（一）外国留学生自入境之日起三十天内，应由学校协助到当地出入境管理部门办理来华居留许可手续，逾期不办，公安机关将按有关规定处罚。办理居留许可时，须准备以下材料：

- 1. JW202 表/JW201 表
- 2. 入学通知书
- 3. 卫生检疫部门出具的体检、验证证明
- 4. 青岛大学国际教育学院出具的介绍信
- 5. 本人护照及复印件
- 6. 2 寸白底免冠照片 2 张

7. 签证所需的费用（以人民币支付）

8. 在校外住宿的需提供房东合同及房东身份证复印件

青岛市出入境管理局地址： 宁夏路 272 号（可乘坐 11 路公共汽车逍遥路车站下即到）

（二）签证及居留许可费用由留学生个人承担。

（三）居留许可延期或变更

须经学校同意后，由本人在居留证件有效期限届满三十日前向青岛市公安局出入境管理局申请办理延期和变更手续，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。逾期不办者将按《中华人民共和国出境入境管理法》有关规定处罚。其中法规规定：居留许可逾期造成非法居留的，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。

（四）留学生变更居住地址时，须于入住新住所后 24 小时内到居住地派出所办理临时住宿登记。

（五）留学生若遗失护照，应立即向国际教育学院及杭州市公安局出入境管理局报告，领取“护照遗失证明”，并向本国驻华使、领馆申请新护照，然后到杭州市公安局出入境管理局重新办理居留许可。国际学生换发新护照后，应向国际教育学院报告，并去青岛市公安局出入境管理局办理有关手续。

（六）留学生因各种原因退学、休学、开除学籍、保留学籍等离校，必须到公安局出入境管理局办理相应的签证或居留证件变更手续。

（七）留学生护照的登记项目（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）。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留学生办公室报告并向出入境管理部门申请办理变更

(八) 签证和各种证件应妥善保管并不得涂改和损坏，若证件遗失，应及时向遗失地所在派出所报失。

四、外国留学生有关费用须知

(一) 留学生来华时，必须有经济担保人和可靠的资金保证，以支付在华学习期间的各项费用。学费、住宿费用如有变动以每年招生简章为准。

(二) 中途退学或被开除学籍者，本学年学费不退。

(三) 每学年的学费、住宿费应在每学年学校规定的时间内缴纳，不能按规定时间缴费者，需另交纳 5% 的滞纳金。

(四) 开学注册期限两周内不交学费者，按自动退学处理。

五、外国留学生健康保险须知

根据中国教育部相关规定，来华留学生必须按照中国有关规定投保中国境内的医疗保险，并在入校报到注册时办理有关手续。注册在案的留学生必须参加健康医疗保险，对于没有按照规定购买医疗保险的留学生，学校将不予办理注册手续。

保障责任	保险金额
身故+意外残疾	共用保额 100000
意外伤害医疗	最高保额 20000
门、急诊疾病医疗	最高保额 20000
住院医疗	最高保额 400000

六、生活住宿指南

(一) 留学生住宿有敏行楼、新楼和浩园 13 号楼

1. 地址：青岛市市南区宁夏路 308 号

2. 留学生管理办公室位于 B 层。

工作时间：周一至周五 8:30—11:30, 14:00—17:00。

3. 敏行楼二楼有中餐厅，可以用校园一卡通支付餐费。

4. 敏行楼洗衣房位于 B 层，可以投币或者微信扫码支付。13 号留学生楼一层、三层、五层设有投币洗衣房，留学生新楼设有投币洗衣房。

5. 敏行楼 B 层有 711 便利店，24 小时营业。

（二）人民币现金的兑换

1. 乘 31/316 线公交车，3 站，从远洋广场站下车，往前走 20 米十字路口有中国银行。

2. 学校正门门口右侧宁夏路上有工商银行和青岛银行。

（三）购物

1. 车站。31/316 线车站在青岛大学正门。

11/226 线车站在正门右边。

青岛多数公交车的车费是 1 元/人。

2. 佳世客：31/316 线，3 站，穿过过街地道。

3. 家乐福：31/316 线，4 站。

4. 大润发：11 线，5 站，向西步行 100 米。

5. 台东商业中心：11/226 线，台东站。

6. 即墨路小商品市场：因商品种类繁多而颇受欢迎，尤其是纪念品。您可以乘坐 301，如果您搭乘出租车去那儿，花费大约在 20 元左右。

（四）餐饮

1. 敏行楼有中餐厅和西餐厅。也可以在校园里任何学生餐厅吃饭。

2. 用校园一卡通付费，学历生由留学生办公室统一办理一卡通，语言进修生自己持护照和听课证到仁园餐厅一卡通服务大厅办理。

（五）医院

青岛大学附属医院 本部：青岛市江苏路 16 号

东院区：海尔路 59 号

青岛市立医院东院 地址：青岛市东海中路 5 号

（六）洗照片

1. 校内东西院交接处附近。

2. 辛家庄站，31/316 线，1 站到达高雄路站，向前走到十字路

口，穿过马路加油站旁。

(七) 书城(新华书店)

书城是青岛最大的书店。销售各种语言的书籍、杂志及音像制品。值得一提的是在底层有英语版的地图出售。时间：每天 9:00—21:00。31/316 线，两站到辛家庄站下车，向前走 100 米。

(八) 出租车

标准型出租车的起步费为 3 公里 10 元。

当您乘坐出租车时，请您尽可能记下车号。短距离车程可根据计价表付费，长距离车程请事先商量价钱并索要收据。

(九) 中国境内主要电话

报警电话·····	110
火警电话·····	119
急救电话·····	120
交通事故·····	122
电话查询·····	114

(十) 如有任何问题，无需顾虑，请到以下办公室咨询或拨打电话

留学生管理办公室·····	85955132
敏行楼前台·····	85953117

七、通信地址

中国 山东省青岛市市南区

宁夏路 308 号青岛大学留学生公寓(敏行楼 / 新楼 / 13 号楼)

XXX 房间

邮编：266071

八、重要提示

- (一) 一定注意不要让签证或者居留许可过期！对于签证过期造成非法居留者，给予警告，情节严重的，公安机关将会依照有关法律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
- (二) 远离毒品——非法持有毒品、吸食注射毒品、向他人提供毒品，会受到法律的严惩！
- (三) 留学生禁止非法就业！非法就业处以 5000 元以上 20000 元以

下罚款；情节严重的，处 5 日以上 15 日以下拘留，并处以 5000 元以上 20000 元以下罚款；

其他法律责任详见《中华人民共和国外国人出入境管理法》、《中华人民共和国治安管理处罚法》和学校有关制度规定。

（四）保管好护照等证件，保管好信用卡，现金、电脑等贵重物品；

（五）禁止无证及酒后驾驶机动车辆。

（六）如有住址、联系方式等变化，务必于 24 小时内报告国际教育学院。

第二部分 留学生教学管理规定

青岛大学

外国留学生教学管理办法

为促进我校的国际交流与合作，加强外国留学生教学工作的规范化管理，提高教育质量，依据中华人民共和国教育部、外交部、公安部联合颁发的《高等学校接受外国留学生管理规定》和《青岛大学留学生学籍管理规定》，特制定本办法。本办法主要适用于在校学习的学历留学生。国际教育学院语言进修生、汉语言本科生教学管理另行参照国际教育学院教学管理规定执行。

第一章 课程管理

第一条 留学生报到注册后，应按照学校教学计划安排的课程学习。

第二条 留学生必须修满教学计划规定的学时，经考核合格后，才能获得该门课程的学分。

第二章 考试管理

第三条 每学期和学年结束时，留学生应按学校教学计划的规定，参加所学课程的考试。

第四条 留学生因病或其他特殊原因不能参加考试或补考时，必须向所在学院申请缓考，国际教育学院签署意见后报教务处备案，否则以旷考论处。

第五条 考试时应遵守考场纪律，不得作弊。凡考试作弊者，该门课程为零分，视情节轻重，按《青岛大学外国留学生考场规则和学生考试违纪处理细则》给予纪律处分。

第六条 课程考试不及格，可补考一次，补考仍不及格应重修。补考及重修必须按照学校规定提前办理相关手续。重修学生可随下

一级重修。缓考、重修课程的成绩均以卷面成绩记载；补考成绩以60分记载。

第七条 在校学历留学生每学年经补考后累计仍有四门（含四门）以上不及格者，按留级处理，重新修读不及格课程。次年仅补考后累计仍有三门（含三门）以上不及格者，按退学处理。

第三章 实习管理

第八条 根据国家指导意见，原则上不允许学生回国实习。由青岛大学教学管理部门统一安排实习。

第九条 学生如有特殊情况需回本人所属国联系实习者，须在实习开始前一学期开学之前向学校提出书面申请，同时出具当地实习单位或大学的同意接收实习的证明，经学校批准后方可回国实习。

第十条 学生将接收机构接收函原件及一份复印件送交教学管理部门，教学管理部门审查后，留复印件备案，发给学生《青岛大学学生实习手册》。被批准回国实习学生如果确需再回中国实习，只能申请下年度实习计划安排。

第十一条 学生按照实习要求完成实习，实习结束后，将《青岛大学学生实习手册》交回教学管理部门审查。临床医学（英语授课）学生按照青岛大学教学管理部门本科毕业要求，参加毕业综合考试和临床技能考试，成绩合格者，方可毕业。

第四章 证书管理

第十二条 学历留学生完成教学计划的全部课程和实习，修满所规定的学分，发给毕业证书，提供成绩总表，经学校学位评定委员会审核，并按照《中华人民共和国学位条例》颁发相应学位证书。

第十三条 留学生在学制规定的基本修业年限内（临床医学英文授课专业为6年），达不到所规定的总学分，或实习不合格，只发给肄业/结业证书。

第十四条 凡中途退学者，发给肄业证书，证书上注明学习时间。

青岛大学

留学生学籍管理规定

第一章 总 则

第一条 为促进我校的国际交流与合作，加强对培养外国留学生教学工作的规范管理，提高教育质量，依据中华人民共和国教育部、外交部、公安部令第 42 号令《学校招收和培养国际学生管理办法》，特制定本规定。

第二条 教务处为全校本科留学生学籍管理的主管部门。研究生院是全校留学生研究生学籍管理的主管部门。

第二章 成绩考核与记载

第三条 留学生必须参加所修专业教学计划规定的课程考核（包括实验课、临床实习、课程设计等）。考核及格，才能获得该门课程的成绩或学分，考核成绩和获得的学分载入学籍档案，一式两份，分别交所在学院教学管理部门及交教务处备案。

第四条 考核成绩的评定，采用百分制或五级分制（优秀，相当于百分制 90-100 分；良好，相当 80-89 分；中等，相当 70-79 分；及格，相当 60-69 分；不及格，相当 60 分以下）记分。

第五条 课程考核成绩一般以学期末 考试成绩为主，参考期中考试成绩或阶段小测验、平时成绩（实验操作、实验报告、见习、实习、实习报告、课外作业、习题课、课堂讨论等综合评定）。课程考核成绩中期末考试成绩不得少于 60%。

第六条 每门课程的考核方式和采取的考核形式（开卷、闭卷、口试或写论文等）由学生教学管理部门决定。期中考试采取随堂考试，时间由主讲教师确定。期末考试由学校统一安排。

第七条 留学生因特殊原因不能按时参加课程考核的，应事先由本人向所在学院提出申请，持有关证明，经教学管理部门负责人

签署意见。

缓考课程的成绩以卷面成绩记载；考试未通过者按补考、重修有关规定处理。

第八条 医学教学按照基础医学教学、临床医学理论教学、临床医学实践教学三个阶段进行。学习期间必修课考核不及格者实行补考。

课程考试不及格，可补考一次，补考仍不及格应重修。补考及重修必须按照学校规定提前办理相关手续。重修学生可随下一级重修。缓考、重修课程的成绩均以卷面成绩记载；补考成绩以 60 分记载。

第九条 凡重修或补考的留学生须按学校有关规定办理相关手续。

第十条 凡擅自缺考或考试作弊者，该课程成绩以零分记载，并在成绩单中注明“旷考”或“作弊”。凡考试作弊者，视情节轻重，按《青岛大学外国留学生考场规则和学生考试违纪处理细则》，给予纪律处分。

第三章 考勤与纪律

第十一条 留学生必须在每学期开学前到校，持护照、学生证（已取得）在规定日期内到国际教育学院报到注册。因故不能如期注册者，必须办理请假手续，否则以旷课论。未经请假逾期两周不注册者，按自动退学处理。

第十二条 留学生因故需请假者，须本人提出书面申请，到所在学院办理请假批准手续，然后到国际教育学院留学生管理办公室备案。请病假的必须附校医院或有关医院证明，请事假的要附有关证明。

第十三条 留学生请假期满，应到原批假单位办理销假手续。如请假期满仍不能回校学习，应办理续假手续，否则以旷课论处。

第十四条 留学生请假超过一学期的三分之一者，令其休学，由所在学院及留学生管理办公室按有关管理规定执行，报教务处审

批，不得擅自让学生参加任何学习及考试。

第十五条 留学生累计请假、旷课超过某门课程教学时数三分之一者，不得参加本门课程的考核。旷课者根据情节轻重，给予纪律处分。

第十六条 留学生所在学院全面负责留学生的考勤工作。从开学注册之日起，按月汇总予以公布，并留档收存。

第四章 转学与转专业

第十七条 留学生应在被录取的学院和专业完成学业，原则上不予以更换专业。

第十八条 有下列情况之一者，可按有关程序允许转学或转专业：

（一）因某种疾病或生理缺陷，经校医院或学校指定的医疗单位检查证明，的确不宜在原专业学习者；

（二）经学校认可，确有某种特殊困难，不转学或转专业则无法继续学习者。

第十九条 留学生转学或转专业均由本人向所在学院提出书面申请，经接受学院同意后报国际教育学院及教务处审批备案，

第二十条 留学生确有特殊困难无法在我校学习者，可允许转至外校学习。

第二十一条 有下列情况之一者，不得转学：

（一）新生入学未满一学期者；

（二）由其它学校转入我校者；

（三）本科四年级（含四年级）以上者；

（四）作退学处理者；

（五）无正当理由者。

第五章 休学、停学与复学

第二十二条 留学生因疾病经医疗单位诊断并经本校医院复诊证明，需隔离治疗或停课治疗、休养时间超过一学期上课时间的三

分之一以上者，应予休学；因某种特殊原因，本人申请或学校认为必须休学者，应予休学。

第二十三条 留学生要求休学，应持有相关证明，经所在学院及国际教育学院审批同意后，方能休学。

第二十四条 留学生休学一般以学年为限，特殊情况经学校批准可续休，但累计不得超过三年。

第二十五条 留学生休学期满，应于开学前一个月将复学申请书及有关证明等递交国际教育学院申请复学。因病休学的须经校医院复审，合格后方可办理复学手续。复学的留学生原则上随原专业的下一年级学习。

第二十六条 休学期满不办理复学或续修手续者，取消学籍。

第六章 留级与退学

第二十七条 留学生有下列情况之一的，应予留级：

（一）每学年经补考后累计仍有四门（含四门）以上不及格者，按留级处理，重新修读不及格课程；

（二）学生在各阶段教学结束后，凡经重修或补考后仍有三门（含三门）以上课程不及格者。

第二十八条 留学生有下列情况之一的，应予退学：

（一）留级后次年经补考累计仍有三门（含三门）以上不及格者，按退学处理；

（二）每学年9月底之前，不办理留级手续者；

（三）休学或保留学籍期满后不办理复学手续者，或经复查不合格不准复学者；

（四）经指定医院确诊，患有精神病、癫痫、麻风病等严重疾病无法继续在校学习者；

（五）意外伤残不能坚持学习者；

（六）本人申请退学，经劝说无效者；

（七）不论何种原因，学历留学生在校学习时间超过学制规定

年限未完成学业者；

（八）考试再次作弊或请人、替人代考者；

（九）一学期累计旷课超过五十学时（根据《青岛大学留学生违纪处分条例》处理）者；

（十）根据青岛大学留学生违纪处分条例应作退学处理者。

第二十九条 留学生退学，经所在学院同意后报国际教育学院、教务处审批。

第三十条 退学的学生应在学校做出决定后的 10 个工作日内办结离校手续，取消学籍或退学的学生，均不得申请复学。

第七章 毕业与授予学位

第三十一条 学历留学生完成或提前完成教学计划所规定的全部课程，修满规定的学分，准予毕业，发给毕业证书；符合学位授予条件的，经学校学位委员会批准，授予相应学位。

第三十二条 有下列情况之一者，不授予学位：

（一）在修业年限内未取得毕业资格的结业生；

（二）留学生在校期间受到留校察看以上处分且在毕业前未解除处分者。

第三十三条 在规定学制时间内，未完成教学计划规定的课程者（包括毕业考试未通过），可申请延长学习时间。延长学习时间不能超过本专业最长修业年限（临床医学英文授课专业最长修业年限为 8 年）。

延长学习时间的学生须由本人向所在学院提出书面申请，待学校批准后，办理有关手续。

延长学习时间学生的学习管理由所在学院负责。延长学习时间的学生学籍编入下一年级，每学期开学到国际教育学院办理注册报到手续并正常缴纳学费；未经请假逾期两周不注册者，按自动退学处理。在延长学习期限内，重修课程全部通过，符合毕业条件，并符合学位授予标准者，授予学位。

在延长学习期限内仍有一门以上课程成绩（含一门）不及格者，

发给结业证书，执行结业生有关规定。

第三十四条 凡做结业处理的学生，发给结业证书。结业学生在本专业最长修业年限内，经重修有关课程，每半年可向所在学院申请补考一次。经批准后，参加在校学生相应课程考试及格并取满学分者，可随下一届毕业生换发毕业证书，毕业时间按发证日期填写。结业学生超出学校允许的最长修业年限的，经学校审核后做永久结业处理，不再换发毕业证书。

第三十五条 毕业时未解除留校察看处分者，不发给毕业证书，按结业处理，待留校察看期满后，由本人提出申请，所在学院及留学生管理部门对其表现写出考察意见，报学校审查批准后，方可补发毕业证书。

第三十六条 学位的授予，由留学生所在学院教学管理部门负责审查，提出名单报校学位评定委员会审批。

本规定从颁布之日起开始执行，适用于所有留学生。

青岛大学

留学生成绩考核办法

为了健全学生成绩考核制度，全面、公正地反映教师的治学精神和学生的学业水平，保证人才培养质量，特制定本办法。

第一条 教学计划中的每一门课程（包括独立的实验课、教学实习等），在课程开设时，都应按照教学规定进行考核。考核的内容与要求以实际执行的教学基本要求为主要依据。一般不另出复习提纲或指定考试范围，更不允许暗示或提示试题内容。

第二条 课程考核由教研室组织命题（A、B 两套）、评分，也可由主讲教师命题、评分，必要时需经有关部门审查。

第三条 教师阅卷与评分必须严肃认真，分数的取舍都必须有根据，同一门课程的同一试卷应采取统一评分标准。统一命题的考试，应尽量采取流水阅卷的方式进行评卷。课程的评分应以学期末考试成绩为主，实验、习题、作业、课堂讨论情况及平时测验成绩，原则不得高于课程成绩的 30%，考试成绩评定采用百分制记分。

第四条 考核的成绩应由任课教师在考核结束后三至五日内交所在学院教学管理部门，向学生公布。对不及格的学生，由所在学院通知学生本人，学生不得直接找任课教师查卷。学生若认为考试成绩和自己实际答卷差距较大，有充分理由要查询时，可向所在学院提出，通过任课教师查询。

考核成绩的更改，应由任课教师提出书面报告，经教研室主任审核，院教学副院长批准，报学院备案登记存档。

第五条 每门课程累计缺课时数（含请假、旷课）达到及超过总学时数三分之一者，或缺交作业达 1/3 以上者，取消该门课程的考试资格，以旷考论处且必须重修。

第六条 教学实习不通过者，或因故未参加者，必须补做。

第七条 凡因病无法参加考试的学生，须经所在学院批准，凡请假未获批准而未参加考试，或参加考试未交卷者，均以旷考论，

并视其情节轻重和本人对错误的认识，决定给以批评教育或给予纪律处分；考试舞弊的学生，按《青岛大学考场规则和学生考试违纪处理细则》和《青岛大学学生违纪处分办法》处理。

第八条 考试答卷应由教研室集中保管。

第九条 本办法由学院教学管理部门、国际教育学院负责解释。

青岛大学

留学生课堂规则

为了创造一个良好的学习环境，保证教学工作有秩序的进行，特制定本规则。

一、按时上课、下课、不迟到、不早退；上课时不得随意离开教室，其他人也不得将师生叫出教室。

二、上课时要专心听讲，保持良好课堂秩序。将随身所带的电子通讯工具关机或者置于静音模式。

三、学生未经批准不得到其它班级听课。未下课时，其它班级学生和其他人员不许闯入该教室，也不得在该教室门口谈笑喧哗，影响上课。严禁衣衫不整者（包括穿拖鞋、背心等）进入教室。

四、学生应讲礼貌，尊敬教师。

五、要保持教室整洁、肃静的良好环境，教室内不准大声喧哗，不准在教室内吃零食或者吸烟，未经许可不准在教室内搞与学习无关活动。

六、要爱护教学设施，不准在门窗、桌椅及墙壁上涂写、刻划或随意张贴。不准随意将教室内的桌椅和其它设备搬走。损坏公物、破坏桌椅、门窗、私自拆取照明和电教等器材，按章罚款或给予处分。

七、非我校注册留学生如需旁听课程均应到国际教育学院办理手续。

八、任课教师有权批评、制止违反本规定者，情节严重者由学校给予必要的纪律处分。

青岛大学

留学生考勤办法

一、留学生必须在每学期开学时按时到校，在规定日期内向留学生管理办公室办理报到注册手续。因故不能如期注册者，必须持有关证明办理请假手续，假期一般不得超过两周。事假期满超过两周不报到或无故逾期两周不报到者，按自动退学处理。

二、自开学第一天起，开始考勤。学生上课、实验、实习、设计、考试等教学活动，都要实行考勤。因故不能参加者，必须请假。凡未请假或请假未准，以及假期已满未续假或续假未准而缺席者，均以旷课论处。

三、学生在节假日须按学校规定的时间离校和返校。因故需提前离校或推迟返校者，须经所在学院及国际教育学院批准，擅自提前离校或推迟返校者，均以旷课论处。

四、学生因故需请假者，应事先由本人向所在学院（部）辅导员（班主任）或导师旅行书面请假手续，填写《青岛大学留学生请假审批表》。因急事、急症等特殊情况下无法事先书面请假的，可采取口头或者通讯方式请假，事后必须及时办理补假手续。。

（一）请假1天以内（含1天）者，经提交相关证明材料，由班主任或辅导员审批后报学院教科办备案；

（二）请假1天以上，7天（含7天）以内者，经提交相关证明材料，须由班主任或者辅导员签署意见后报所在学院分管院领导审批，审批通过后报学院教科办及国际教育学院备案；

（三）请假7天以上者必须递交请假报告及有关证明，经班主任或辅导员签署意见，并经所在学院分管院领导及国际教育学院院领导批准后交所在学院教科办及国际教育学院留学生管理办公室备案。因病请假的必须附校医院或有关医院证明；

（四）学生一次请假时间不得超过4周，因重大疾病或者其他特殊事由请假不得超过6周，每学期请假时间累计超过6周的，应

当办理休学手续；

（五）凡离开青岛市的请假，均需学院领导批准并报国际教育学院备案。

（六）学生在准假期限到期后，因故仍不能按时返校或者参加教学活动的，应办理续假手续。续假手续的办理程序和请假手续相同，根据累计时间长短按规定程序报批；

（七）准假期限到期后，应及时返校学习，并到所在学院销假，未办理销假的视为旷课；

青岛大学留学生

考场规则和考试违纪处理细则

为建设、培养优良的学风，端正考风，根据《青岛大学考试管理规定》和我校留学生管理工作的实际情况，特制定本管理细则。

一、考场管理

1、学生应凭学生证、护照等有效证件按时进入考场，按规定座次就座。如发生证件丢失，学生须及时向留学生管理部门办理相关证明。无任何有效证件或迟到 15 分钟以上者，不准参加该课程考试，该科目考试记录零分。

2、学生须在规定时间内，独立完成答卷。考试进行 30 分钟之后，才能交卷离开考场。

3、学生参加闭卷考试，除考试允许的考试物品外，严禁携带任何书籍、笔记、数表、草稿纸、答题纸、手机、具有记忆功能的电子文具、电子字典等。

4、学生进入考场后应检查清理考场，将自己的书包及周围范围内的上述禁带物品集中存放在教师指定位置。

5、学生应服从监考教师的指令。考试中不得相互交谈，左顾右盼，互借文具（包括工具）。试题字迹不清，可举手询问监考教师，但不能要求解释题意，答完的试卷应将卷面覆盖。

6、考场内不得吸烟和随意走动，考试期间不许离开考场。交卷后立即离开考场，不准在场内走廊上喧哗。

7、考试结束前半小时由监考教师提醒学生掌握时间。考试结束时，学生立即将试卷整理好，等候监考教师收取试卷。未经监考教师同意，不得擅自将试卷、答题纸带出考场。

8、除涂卡或制图等规定的考试之外，答卷一律用钢笔或圆珠笔（蓝、黑色），不得使用铅笔。答卷前必须在试卷上写好本人的姓名、班级等信息。

二、作弊及考试违纪处理

1、有下列情形之一者，按“违反考纪”处理，并视情节轻重给予每次扣除该门课程 5-20 分，直至取消该场考试资格及给予严重警告处分：

- (1) 未将规定以外的物品（手机等电子设备）放在指定位置；
- (2) 未在指定座位参加考试或不服从监考教师管理；
- (3) 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；
- (4) 考试过程中旁窥、交头接耳、互打暗号或手势；
- (5) 未经监考教师许可，传递计算器、空白纸张（无答案或印痕）等；
- (6) 未经监考教师同意擅自离开考场；
- (7) 提前交卷后，在考场外喧哗、吸烟、交流答案或实施其他影响考场秩序行为；
- (8) 将试卷、答卷（答题卡、答题纸）、草稿纸等带出考场；
- (9) 其他由学校认定的违纪行为；
- (10) 考试后纠缠教师要求加分。

2、有下列情形之一者，按“考试作弊”处理，由监考教师没收其考卷，责令其退出考场，该课程作零分计，并在考试记录表上注明“作弊”及情节。协同作弊者与作弊者同样处理。视其情节轻重可给予取消该课程补考资格、留校察看处分：

- (1) 携带与考试内容相关的材料或者存有考试相关内容的电子设备，不论使用与否；
- (2) 抄袭或者协助他人抄袭试题答案；
- (3) 故意撕毁试卷、答题卡等考试材料；
- (4) 在答卷上填写与本人身份不符的姓名、考号等信息；
- (5) 考试中或交卷时交头接耳；
- (6) 已起立交卷再改动试卷；
- (7) 宣布考试结束，尚未交卷前，相互通报答题情况或看他人答案者；

- (8) 在评卷过程中被认定为答案雷同；
- (9) 以不正当手段获取试题答案、修改考试成绩的行为；
- (10) 其他由学校认定的作弊行为。

3、有下列情形之一者，按“严重作弊”处理。视其情节轻重可给予取消该课程补考资格、留校察看和开除学籍的处分：

- (1) 由他人代替考试、替他人参加考试的；
- (2) 组织作弊、使用通讯设备作弊及其他作弊行为严重的；
- (3) 屡教不改，重犯考试作弊的；

(4) “违反考纪”或“考试作弊”后，不服从监考老师管理，情节严重的。

三、其他：

1、外国留学生的考试组织、监考等其他考务管理参照《青岛大学考试违规处理办法》。

2、本管理细则主要适用于在校学习的学历留学生，语言生和普通进修生可参考本细则执行。

3、本管理细则由教务处、国际教育学院负责解释。

第三部分 留学生生活管理规定

青岛大学留学生住宿管理规定

为了给留学生创造一个安全、整洁、舒适、有序的住宿和生活环境，特制定本规定。

一、入住管理规定

1. 被我校录取注册或交流的留学生凭本人有效护照和有效签证，可申请入住留学生公寓。

2. 服从安排，按指定的房间住宿，标准间如只剩一人住宿时，在尽量照顾国籍和生活习惯的前提下，公寓有权安排他人合租或进行房间调整。

3. 入住时需一次性交清本学期住宿费（奖学金生与学校结算）

及住宿押金（800 元人民币），并办理门禁卡。住宿费用按实际住宿天数结算。如发生房间及房间物品损坏，根据情况扣除相应费用。拖欠住宿费超过 10 天，每人每天交纳滞纳金人民币 10 元，拒不交者，取消住宿资格。

4. 入住时留学生要与公寓签订入住协议，一般以留学生学业期限为单位，学业期限中没有特殊理由不能随便更换房间，除完全离校的情况以外，在协议的居住期间内不能申请退还房费。

5. 不允许无正式婚姻关系的男女学生同住一室。

二、日常管理规定

1. 严格遵守中国法律法规、学校各项规章制度以及留学生公寓《住宿管理规定》、《会客登记制度》。

2. 按指定房间住宿，不得私自搬移或独自强占房间，房屋内空间及设备应与同屋平均使用，禁止转让、出租、出借床位，不得私自留宿他人，一旦发现私自留宿，将视情节轻重给予违纪处分。

3. 原则上不允许调换房间，如有特殊情况须向外事服务部提出申请，由管理人员视具体情况决定是否给予办理。如因学校用房等原因需要调整宿舍时，学生须在规定时间内按要求调整完毕。

4. 因特殊情况不能按时缴纳住宿费者，应由本人提出书面申请，经外事服务部主任同意后，方可缓交。没有提出缓交申请，未在规定缴费时间按时交住宿费者，按自动退房处理。

5. 留学生的客人来访时，须出示证明本人有效身份的证件，经验证后，填写来访客人登记，并把证件暂放在门卫处，方可会客。未带证件或不出示证件者一律不能进入留学生公寓。

6. 遵守秩序，保持楼内安静。禁止在公寓公共部位和房间内吸烟、酗酒、打架斗殴，禁止大声播放音乐、大声喧哗吵闹。留学生

聚会应事先报国际教育学院同意后，方可在指定的地点聚会。公寓内禁止进行传教及宗教集会等活动。

7. 爱护公物，禁止在墙壁上踩踏脚印、乱涂乱写；禁止破坏公共设施，如对房间内配置物品和楼内公共设施造成人为损坏，须照价赔偿。禁止在学校和宿舍的公共场所私自放映电影和录像；禁止在学校散发、张贴和展览宣传品；留学生张贴海报、通知须经留学生办公室同意，在指定地点张贴。

8. 维护公共卫生、保持室内外清洁。一切日常用具要干净整齐有序，保持室内外清洁整洁美观，不准往窗外投弃物品，垃圾要倒在指定地方，不得饲养宠物。

9. 节约水电，遵守用水、用电规定。标准间每月每床免费提供 70 度电，单人间每月免费提供 100 度电，超出部分按每度 0.7 元自费购买。

10. 注意用电安全，禁止私自拆卸和改装宿舍楼内的设备及供电线路，不得使用热得快、电炉、电热毯、电热锅、电加热风扇等电热设备以及无自动断电保护装置的电器，不得使用 1000W 以上的用电器，不得使用无国家 3C 认证（中国强制性产品认证 China Compulsory Certification）的电器。因使用违规电器而引发事故，其全部损失由肇事者负责，并追究其法律责任。

11. 住宿人负责清扫和保持所住房间的卫生，并自觉维护环境卫生。禁止从窗口向外泼水、倒垃圾；不得将剩饭、杂物倒入水池或便池内，以防下水道堵塞；自觉维护楼道畅通，不得在楼道堆放物品。

12. 注意防火，房间内严禁使用明火，严禁存放易燃易爆危险品等，严禁移动或损害消防器材。长期外出时，要切断室内所有电源。

13. 各房间内公共设施只供本房间留学生使用，其他人员不得

挪用。如不需要，须通知公寓管理人员并由其妥善保管，同时做好登记。

14. 保管好个人钱财及有关证件，出门时关好门窗，防止失窃。

15. 留学生每晚应在 23:00 前回到公寓，并不再外出，晚归须办理登记手续。

16. 工作人员有进房间检查设施的权利，工作人员进房间会提前通知住宿人员，并且 2 人以上进入房间。

17. 公寓内配有公共厨房，住宿人员要按照张贴的使用规定规范使用，使用后要清理好卫生。

三、退房管理规定

1. 如搬到校外居住，需提前 1 天提出《退房申请》并经外事服务部主任批准后，办理《外国人临时住宿登记表》，交给公寓服务台存档。否则，公寓不予退宿。

2. 办理退宿手续应提前 1 天通知服务台。不得私自复制房间钥匙。退宿前应搬走所有个人物品并在退宿时归还宿舍钥匙，结清各项费用。凡已失去我校留学生资格者，应在规定期限内搬离公寓，逾期公寓有权处理室内物品。

3. 因外出、回国等原因产生新出入境记录的，学生返回校内后需在 24 小时内到公寓服务台进行新的入境记录信息的登记传输。

四、违反管理规定处罚办法

1. 破坏公寓公共财产、物品及消防公共设施者，必须照价赔偿，对拒不交纳赔偿费者，住宿押金不予退还。

2. 违反公寓日常管理规定者，将视情节予以警告、严重警告、取消住宿资格等处分。

3. 对触犯国家法律、行政法规、地方性法规并受到公安、司法

机关处罚者，视情节交由学校及公安部门处理。

留学生校外住宿管理规定

（一）留学生确需住宿校外者应先向国际教育学院申请，并按照国家公安出入境管理部门的规定办理有关校外住宿手续

（二）办理校外住宿程序：

（1）首先应向留学生管理办公室递交本人的书面申请（内容应有姓名、国别、所在班级、申请校外住宿的理由及免责声明），并提供房屋租赁合同、房东身份证复印件等相关材料。经国际教育学院同意才能在校外住宿。留学生校外住宿所有安全问题由个人负责。

（2）到留学生管理办公室领取《青岛大学留学生校外住宿登记表》，如实填写后交留学生管理办公室存档，

（3）留学生搬出宿舍 24 小时以内须持学校开具的证明信去住宿地所在警署（派出所）办理临时住宿登记，将临时住宿登记表复印件交留学生管理办公室存档。

（4）外国人居留证件的登记项目（包括：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）和居住地址发生变更时，应当自登记事项发生变更之日起 24 小时内内向住宿所在地派出所及留学生管理办公室进行登记。

（5）留学生在校外住宿应注意人身和财产安全，不使用违章电器，不违章驾驶摩托车，遇到可疑人员或紧急情况及时向有关保卫人员或公安部门报告。

（6）留学生在校外住宿必须严格遵守中国法律条例，不得从事危害中国国家安全以及违反中国法律和有关治安条例的活动

留学生校园交通安全管理规定

（一）校安全管理处为学校交通安全管理部门。凡在校园内通行的车辆、行人以及与道路交通活动有关的单位和个人，都应自觉遵守《中华人民共和国道路交通安全法》和本规定，服从学校管理。

（二）进出校园的人员、车辆，必须遵守国家的法律法规和学校交通安全管理的相关规定，服从门卫管理，自觉接受查询。

（三）各种车辆进出校门须限速慢行，服从门卫执勤人员指挥和查验。

（四）校门内、外禁停区域禁止停放任何车辆，禁止任何阻碍校门畅通的行为。

（五）校园内道路划分为机动车道、非机动车道和人行道，机动车、非机动车、行人各行其道。没有划分机动车道、非机动车道和人行道的，本着行人和非机动车优先的原则通行。

（六）任何单位和个人未经安全管理处批准，不得占用道路摆摊设点、堆物作业、搭建棚房或进行其他有碍交通的活动。

（七）任何单位和个人不得擅自设置、移动、毁损交通标志、交通路障等道路交通设施。

（八）任何单位和个人不得在校园道路上试车或练车，禁止教练车在校园内从事教练活动。

（九）进入校园的机动车辆必须具有公安交管部门核发的“两证一牌”，即驾驶证、行驶证、号牌。无牌无证机动车辆禁止入校。

（十）机动车辆进入校园，必须按照校园交通标志、标线行驶和停放，禁止在校园主干道（划有停车位除外）及禁停区域停放，严禁占用消防通道。

（十一）机动车辆在校园内行驶，时速不得超过 20 公里。行驶时主动避让行人和非机动车辆。严禁鸣笛。

（十二）自行车、电动自行车、三轮车等非机动车辆在校园内行驶应确保车闸、车铃等安全有效，靠道路右侧行驶，时速不得超过 10 公里。严禁在道路上曲线穿插、追逐戏闹、坡路冲行。

（十三）非机动车辆必须在指定地点有序停放，未设停放地点的，停放不得妨碍其他车辆和行人通行。

（十四）行人应在人行道内行走，没有人行道的靠路边行走；横穿道路应走斑马线，没有斑马线的应确认安全后快速通过。

（十五）任何人不得在道路上使用滑板、旱冰鞋等滑行器具从事有碍交通安全的行为。

（十六）对违反本规定的，视具体情节给予批评教育、责令整改、没收占道物品等处罚。

（十七）毁损道路及交通安全设施的，承担被毁损设施相应经济赔偿。

（十八）对校园中行驶的无牌无证车辆，安全管理处协同公安交管部门查扣处理。

（十九）校园内行驶的车辆严重违章或不服从管理的，视其情节采取取消门禁通行授权、禁止入校、移交公安机关处理等措施。

（二十）在校园内发生交通事故，车辆驾驶员（骑乘人）应当立即停车，保护现场。造成人身伤亡的，车辆驾驶员（骑乘人）应当立即进行救助，并迅速向交警部门和 120 急救中心报警，同时向学校安全管理处报告。因抢救受伤人员而变动现场的，应标明位置。仅造成轻微财产损失，未造成人身伤亡的交通事故，基本事实清楚、当事人对事故责任无争议的，可按公安交通管理部门有关规定进行协商处理，即行撤离现场，恢复交通。

其他事宜参照《青岛大学校园交通安全管理规定》执行。

第四部分 留学生违纪处分条例

第一章 总则

第一条

为维护学校正常的教育教学秩序和生活秩序，确保留学生良好的学习、生活环境，以促使留学生在留学期间自觉遵守国家各项法律法规和学校各项规章制度，根据教育部、外交部、公安部《学校招收和培养国际学生管理办法》、《青岛大学学生管理规定》以及《青岛大学外国留学生工作管理规定》及相关文件精神，特制定本条例。

第二条

本条例所指留学生，是指在青岛大学正式注册、不具有中国国籍的学历生和非学历生。

第三条

对违纪学生的处分，遵循公正、公开的原则，坚持教育与处分相结合的原则，教育学生自觉遵守校规校纪。

第四条

学校给予学生的处分，应当与学生违法、违规、违纪行为的性质和过错的严重程度相适应。

第二章 处分的种类和运用

第五条

对学生违反校规校纪，视情节轻重给予相应纪律处分，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。

第六条 凡受处分者，附加给予以下处罚：

- (一)取消其学校各类荣誉称号的评选资格;
- (二)取消其各类奖学金、助学金的评选资格;
- (三)担任学生干部的，应当撤销其职务;
- (四)学位的授予按学校相关规定处理;
- (五)有其它规定的按照相关规定进行处理。

第七条 有下列情形之一的，可从轻处分或者减轻处分：

- (一) 情节特别微轻，未造成严重后果的;
- (二) 违反后主动承认错误，并及时改正的;
- (三) 确系受他人胁迫或者诱骗，事后能主动承认错误，主动检举揭发的;
- (四) 主动配合违纪调查且对调查取证有贡献的。

第八条 有下列情形之一的，从重或加重处分：

- (一) 违纪行为影响恶劣或者严重破坏学校声誉的;
- (二) 违纪后恶意串通，故意提供虚假证据，妨碍调查取证的;
- (三) 对检举人、证人或者其他有关人员进行打击报复的;
- 教唆、胁迫、诱骗他人违纪的;
- (四) 共同违纪行为中的组织者和为首者;
- (五) 纠集校外人员在校内违纪，违反本条例者;
- (六) 在校期间曾受过处分的。

第九条 留校察看处分的察看期从做出处分决定之日起计算，期限为一年。留校察看期满须由学生本人提出申请，院系提出意见，国

际教育学院决定按时或者延期解除察看。留校察看期又发生违纪行为的，给予开除学籍处分。留校察看期间进步明显并由突出表现的，可申请提前解除察看。察看期原则上不少于半年，解除留校察看不是撤消处分。

第三章 违反校规校纪的行为和处分

第十条 对违反中国法律，法令、法规，视其情节给予下列处分：

（一）触犯中国的法律，被依法追究刑事责任者，给予开除学籍处分。

（二）违反治安管理条例者：

1. 被处以治安拘留者，视所犯错误情节给予留校察看或开除学籍处分；

2. 被处治安警告或罚款者给予警告、严重警告或留校察看处分；

3. 被司法机关收容审查释放者，视情节给予留校察看或开除学籍处分。

第十一条 有下列情节之一的，给予开除学籍处分，并交公安机关处理。

（一）非法持有毒品的；

（二）向他人提供毒品的；

（三）吸食、注射毒品的。

第十二条 对干扰和破坏社会公共秩序和学校正常教学秩序者，视其情节给予下列处分：

（一）在校园内出版非法刊物、成立非法社团、张贴散发未经审批的宣传品、印刷品者，给予警告以上处分；造成严重后果者，给予留校察看以上处分；

（二）在公共场所哄闹，扰乱课堂、食堂、图书馆、会场、宿

舍等秩序，经劝告不听者，给予警告或者严重警告处分；私自占用、改变用途或损坏公共设施，除赔偿损失外，给予警告或者严重警告处分，情节严重者，给予留校察看以上处分；

（三）煽动、组织聚众闹事，破坏学校正常教学和生活秩序者，给予严重警告以上处分，造成严重后果者，给予留校察看及以上处分；

（四）乱涂、乱写、乱画、乱张贴、乱挂放或故意破坏校园环境卫生，经教育不改者，给予警告以上处分；故意撕毁学校重要通知，通告、文件者，给予警告以上处分；

（五）拒绝、妨碍、影响有关人员执行公务者，严重违反学校门卫制度者，给予警告以上处分；

（六）组织或者开展未经批准的社会政治、学术活动或者举办未经批准的沙龙俱乐部等活动，给予严重警告以上处分；

（七）违反校园交通管理规定的给予严重警告以上处分；

（八）擅自购买、收藏、携带匕首、三棱刀、弹簧刀等管制刀具或购买、持有、使用其他违禁物品的给予严重警告以上处分，情节严重的给予留校察看处分；

（九）隐匿、毁弃或私拆他人邮件及私自使用他人物品的给予警告以上处分；

（十）违反规定使用证件或伪造证明、证件的给予严重警告及以上处分；

（十一）有以上行为，情节严重，造成严重后果者，给予开除学籍处分。

第十三条 对于旷课者，视其情节轻重给予下列处分

（一） 学生一学期内累计旷课 10 课时以下的，给予通报批评。

一学期内累计旷课达到以下课时者（上课以实际授课时

记，实习实训、军训、学校组织的集体活动等每天按6课时计；请假逾期不归者、擅自离校者，一天按旷课六课时计算。节假日除外。）分别给予下列处分：

- 1、在一学期中，旷课累计10-19学时者，给予警告处分；
- 2、旷课累计20-29学时者，给予严重警告处分；
- 3、旷课累计30-39学时者，给予记过处分；
- 4、旷课累计40-49学时者，给予留校察看及以上处分；
- 5、旷课累计50学时以上者，给予开除学籍处分

第十四条 在考试、考核或撰写论文中作弊者，给予下列处分：

（一）违反考纪者，视其情节轻重给予严重警告以上处分；考试作弊者，给予留校察看处分；由他人代替考试、替他人参加考试、组织作弊、使用通讯设备作弊及其他作弊行为严重的，给予开除学籍处分；

（二）在教学过程中，撰写、发表学术论文中或在课程设计、毕业设计中剽窃他人成果者，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 寻衅滋事，打架斗殴的，视情节分别给予下列处分：

（一）虽未动手打人，但直接引起事端或激化矛盾造成打架事件发生的，给予严重警告以上处分；

（二）组织、教唆和指挥打架的，给予记过以下处分；造成严重后果的，给予留校察看以上处分；

（三）对打架斗殴事件不予制止且参与一方的行动、构成帮凶的，给予留校察看以下处分；

（四）企图持械侵害对方的，给予记过或留校察看处分；已经持械完成侵害行为的，无论对方是否受到伤害，给予留校察看以上处分；为打架者提供器械的，给予警告或严重警告处分，造成严重后果的，

给予记过以上处分；

(五) 动手打人未伤他人的，给予严重警告处分；致他人轻微伤的，给予记过或留校察看处分；致他人轻伤以上的，给予留校察看以上处分；

(六) 先动手、持械、寻衅报复打人的或侮辱、殴打教师的，按第(五)款所列各项加重处分；

(七) 误伤造成严重后果的，视其原因、误伤程度给予警告以上处分；

(八) 三人以上群架的，对当事人从重处分，对组织者或引发人加重处分。

第十六条 破坏、偷盗、诈骗、抢夺、侵占或以其它不正当手段侵犯公私财物的，除追回赃款、赃物外，分别给予下列处分：

(一) 价值不满 500 元、尚不够公安机关立案的，初次作案的，给予记过以下处分；二次作案的，给予留校察看处分；三次以上作案的，给予开除学籍处分；

(二) 价值 500 元以上的，给予留校察看以上处分；

(三) 假冒身份、伪造或涂改证件等实施欺诈行为骗取他人财物的，给予严重警告以上处分；

(四) 参与窝藏赃物或分赃、销赃的，参照本条(一)、(二)款处理；

(五) 撬窃或具有其它严重作案情节的，从重处分；

(六) 利用社会工作之便或内外勾结将公私财物据为己有的，从重处分；

(七) 敲诈、勒索、抢劫的，给予开除学籍处分。

第十七条 以任何物品为赌注进行赌博或为赌博者提供条件的，除没收赌具、赌资外，分别给予下列处分：

(一) 初次参与的，视情节记过以下处分；

(二) 教育不改的，给予留校察看以上处分；情节严重的给予开除学

籍处分；

(三) 自己虽未参与赌博，但为赌博提供工具或者场所的，给予警告以上处分。

第十八条 违反网络管理规定，视其情节轻重给予下列处分：

(一) 妨害网络正常运行者，视情节轻重给予警告以上处分：

1. 盗用 IP 地址，使用非法手段查看他人电子邮件者；
2. 入侵系统，攻击政府、社会团体、企事业单位等网站者；
3. 恶意传播系统漏洞知识，教唆他人攻击、入侵网站系统者；

(二) 利用网络制作，复制、发布、传播有害信息，造成严重后果者，给予留校察看以上处分，并报有关部门追究法律责任。

1. 散布淫秽，色情、赌博、暴力、凶杀、恐怖内容或教唆犯罪者。
2. 进行人身攻击，中伤他人，损害他人声誉者。
3. 制作，复制、发布、传播法律禁止的其他内容者。

(三) 盗用他人名义在网上发布信息，造成严重后果者，给予警告以上处分。

第十九条 恐吓、威胁他人人身安全、干扰他人正常生活的或者以各种方式偷窥、偷拍、窃听、散布他人隐私的，视情节给予警告以上处分。

第二十条 捏造事实对他人、组织进行侮辱或诽谤，侵害他人、组织合法权益的，视情节给予警告以上处分；经教育不改者给予留校察看以上处分。

第二十一条 因酗酒而造成严重后果者，除赔偿有关损失外，给予以下处分：

(一) 酗酒并寻衅滋事，败坏校风者，情节轻微给予警告处分；

(二) 情节严重，经教育对问题有深刻认识并愿意悔改者，给予留校察看处分；

（三）对多次聚赌，酗酒、情节严重、屡教不改者，给予开除学籍处分。

第二十二条 损坏公私财物者，按照学校有关规定赔偿经济损失，交纳罚款（五百人民币以上）处理外，视其情节轻重给予下列处分：

（一）私拉电线，私用电炉、电暖气等电器设备者，除没收违纪物品外，给予通报批评；造成严重损害或恶劣影响者，给予警告以上处分；

（二）违反实验、实习操作规定，给国家、学校和个人造成损失或不良影响者，给予警告以上处分；

（三）有意损坏他人财物者，给予警告以上处分；

（四）有意破坏校园建筑物，破坏教室、宿舍及通讯线路、消防防火等设施者，给予警告以上处分；

第二十三条 侵犯学校正当权益者，除没收非法所得并赔偿有关损失外，视情节轻重给予下列处分：

（一）参与非法经商者，给予警告或以上处分；

（二）弄虚作假、骗取学校奖学金者，给予警告或以上处分；

（三）私自涂改成绩，伪造证件、证明、伪造他人签字或印章者，给予留校察看或以上处分；

（四）对多次肆意毁坏公物，情节恶劣者，给予开除学籍处分。

第二十四条 违反学校防火消防管理规定，造成失火者，除赔偿损失外，视责任大小和损失程度给予下列处分：

（一）尚未造成严重损失，给予警告处分；

（二）造成严重损失者，给予留校察看处分；

（三）对认定故意纵火并造成严重损失者，给予开除学籍处分。

第二十五条 违反道德行为规范者，视其情节轻重给予下列处分：

（一）举止行为违反公共道德和精神文明者，给予批评教育，经教

育不改者，给予警告处分；

（二）无视和有意违反学校各种规定和规章制度者，视情节给予警告或以上处分；

（三）采取各种手段对新生进行威逼，利诱、恐吓，要求或强迫对方做出违背本人意愿的事情，造成不良影响者，视情节给予警告或以上处分；

（四）以威胁手段逼迫一方与其谈恋爱，并造成严重后果者，视情节给予警告或以上处分；

（五）采取各种手段尾随跟踪，骚扰、挑逗对方，对他人正常学习和生活造成干扰和影响者，视情节给予警告或以上处分；

（六）非法留宿异性或在异性宿舍过夜者，视情节轻重给予留校察看或开除学籍处分。非法同居，给予开除学籍处分。有窥视、滋扰等流氓行为者，视情节轻重给予严重警告或以上处分。屡教不改者，给予开除学籍处分；

（七）观看，储存、制作、传播、复制、贩卖淫秽制品，视情节给予留校察看或以上处分；

（八）在公共场合散布淫秽言论，乱写乱画淫秽书画，经教育不改者，视情节给予留校察看或以上处分；

（九）侮辱妇女或发生不正当性行为者，视情节给予留校察看或开除学籍处分。

第二十六条 对于违反学校公寓管理规定者，视其情节给予下列处分：

（一）未经批准在留学生宿舍留宿非本宿舍人员者，视其情节轻重给予警告以上、记过以下处分；非法留宿异性者，视情节轻重，给予留校察看或开除学籍处分；

（二）对于经常迟归、不归者，在宿舍内从事影响他人学习和休息

的活动；高声放音乐、跳舞、敲击物品、大声喧闹等，给予警告或
以上处分；

（三）在宿舍内搞流氓活动并危及他人，或有意提供娼宿场所者，
给予留校察看或以上处分；

（四）其他违反宿舍管理相关规定，视情节给予相应处罚。

第二十七条 三次以上违反学校规定受到纪律处分的，给予开除学
籍处分。

第四章 纪律处分的决定

第二十八条 在对违纪学生做出纪律处分决定之前，学生所在学院
应当告知受处分学生作出纪律处分决定的事实、理由及依据，并并
告知受处分学生有权进行陈述和申辩。如学生本人对处分依据的事
实有异议，经本人申请，学院可以召开听证会，听取学生陈述和申
辩。

第二十九条 学校对违纪学生作出处分，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。

第三十条 处分决定作留学生违纪处分程序：

（一）给予留学生警告、严重警告、记过处分，由所在学院（部）
查证后做出处分决定，经学院（部）领导批准，报国际教育学院审
核后备案；

（二）给予留学生留校察看处分，由所在学院（部）查证后，
经学院（部）领导批准后提出初步处理意见，报国际教育学院

会商后提出处分决定，报主管校领导签批；

（三）给予留学生开除学籍处分，由所在学院（部）查证后，经学院（部）领导批准后提出初步处理意见，报国际教育学院会商后提出处分决定，由校长办公会研究做出决定；

对于留学生开除学籍的处分，由国际教育学院负责，上报教育部国际司、山东省教育厅、青岛市公安局外管处备案，同时，抄送有关使、领馆并通知学生家长。

第三十一条 留学生违纪后认错态度差或曾因类似问题受过处分者，加重一级处分。

第三十二条 处分告知书及处分决定书，由学生所在学院（部）送达学生本人签字，拒绝签字的，已留置方式送达，工作人员如实记录在案。处分决定无本人签字，同样有效。

第三十三条 处分决定送达违纪学生后，违纪学生对处分决定有异议的，可在收到学校处分决定之日起 10 日内向学校学生申诉处理委员会提出书面申诉，由于特殊原因处分决定文件无法送达的，申诉期限自公告期期满之日起计算。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请求。学校学生申诉处理委员会接到学生申诉书后的 15 日内向学生作出书面答复。对学生的申诉，由学校学生申诉处理委员会核实情况，确认是否受理。对于受理的情况，由学生申诉处理委员会进行复查，给予答复。具体办法按学校学生申诉处理相关规定执行。

第三十四条 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，可以向省教育厅提出书面申诉。

第三十五条 开除学籍处分的决定书报浙江省教育厅备案。

第三十六条 凡被开除学籍的留学生，自处分决定生效之日起，即被取消学籍，解除和学校的权利义务。由青岛市公安局注销该学生的居留许可。应在接到处分决定的5日内办理完离校手续。凡无理取闹，拒不离校者，学校和公安机关将采取强制措施，限期离校。

第五章 附则

第三十七条 本条例由国际教育学院负责解释。

第三十八条 本条例自 2019 年 9 月 1 日起执行。

第五部分 留学生奖励管理规定

青岛大学来华留学生 在校政府奖学金评审（暂行）办法

第一章 总则

第一条 为选拔培养优秀外国来华留学生（以下简称留学生），提高留学生培养质量，根据教育部《关于推荐“优秀来华留学生奖学金”人选的通知》和《山东省政府外国留学生奖学金管理办法》、《青岛市政府来华留学生奖学金管理暂行办法》，结合我校留学生工作实际，制定本办法。

第二条 青岛大学来华留学生在政府奖学金的评审工作本着“公开、公平、公正”的原则进行。

第二章 奖学金申办办法

第三条 申请人应为正式注册的在校留学生，评审时已经完成在青岛大学学习期满一学期以上，且将继续在校学习至少一学期；中国政府优秀来华留学生奖学金面向本科二、三年级在校自费生。

第四条 遵守中国法律法规和学校规章制度，尊敬师长、团结同学，热爱中华文化，对华友好，无违规违纪记录。

第五条 申请人学习态度端正，出勤率（含请假）达到 80%以上；且成绩优秀达到以下条件者：学历生专业必修课平均成绩须达到 70 分（含）以上且无不及格课程，非学历语言进修生专业必修课平均成绩须达到 80 分（含）以上且无不及格课程。

第六条 英文授课项目学生汉语课程成绩达到班级前 30%者和学生干部可适当放宽成绩要求但须无不及格课程。

第七条 申请人须积极参加学校（院）组织的活动、社会实践和公

益活动，获奖后愿意承担学校（院）的志愿服务并签署“青岛大学外国留学生优秀在校生奖学金承诺书”。

第八条 校际交流学生、已获得中国各级政府类奖学金奖励资助的来华留学生，不再享受在校生奖学金。

第九条 申请人需按学校要求提供所需材料：

- 1、《青岛大学来华留学生在在校生奖学金申请表》
 - 2、个人护照复印件
 - 3、学习成绩单
 - 4、推荐信（须由本人导师、班主任或者主要专业课程教师推荐）
 - 5、本学年参加社会实践活动的获奖证书或证明等支撑性材料。
- 其中第 1-4 项为必备材料。申请材料不实或者不全视为放弃申请。

第三章 奖学金评审办法

第十条 国际教育学院根据本年度各级奖学金计划分配名额、下发评审通知。

第十一条 个人申请。凡符合本办法规定申请条件的来华留学生，可在规定时间内向所在学院提出申请，提交申请材料。

第十二条 学院推荐。各学院负责组织院内申请者的选拔推荐，根据分配的名额进行等额推荐。

第十三条 本着“公开、公平、公正”的原则，学校对各学院推荐的奖学金申请人进行评审，提出候选名单在校内公示。公示期不少于 3 天。

第十四条 学校审批上报。经公示通过的奖学金获得者名单及时上报国家留学基金委、山东省教育厅及青岛市教育局。

第四章 奖学金发放与管理

第十五条 奖学金按照相应政策要求发放，由国际教育学院和财务处具体组织发放实施。

第十六条 对于违反国家和学校规定的奖学金获得者，应终止其奖学金资格并收回奖金。出现下列情况之一的，取消其获奖资格：

- 1、违反我国法律法规，散布对华不友好言论，做出对华不友好行为；
- 2、参与非法社团组织活动，非法集会、结社、传教等；
- 3、严重违反校纪校规，迟到、旷课次数达 1/3 及以上、不认真完成各项教学活动；入学体检不合格，或因各种原因中途退学、修学者，则取消或终止奖学金资格
- 4、奖学金获得者未能按照学校规定时间办理报到及注册手续的，将视为自动放弃奖学金处理。

第五章 附则

第十七条 本办法自 2019 年 5 月起施行，由青岛大学国际教育学院组织实施和解释。

声 明

1. 本手册内容正式版用中文表述，并提供相应的英文翻译，当英文翻译与中文版内容有出入时，以中文版为准。
2. 本手册的解释权归青岛大学国际教育学院。
3. 本手册定稿于 2019 年 8 月 31 日，如政府部门、学校新颁布的法规与本手册有不一致之处，以新颁布的法规为准。

Qingdao University

Handbook for International Students

Foreword

To all students:

Welcome to Qingdao University!

As an international student of Qingdao University, you should strive to accomplish the academic tasks set by the university. You should also abide by the Chinese laws and decrees. You should not interfere in China's internal affairs, endanger the national security of China, harm its public interests, or disturb its public order. You should observe the university's regulations concerning administration of international students in order to keep its teaching, your studying and your living in a good order. Please show respect for the moral standards and customs of people from different countries. Please respect the faculty and staff, as well as respect and help your peers. Students should not infringe upon other people's interests nor participate in activities incompatible with the status of a student. The international office encourages all students to maintain good health by exercising, eating healthily, having good hygiene, dressing nicely for class, and by spreading good words and deeds. We hope you have great success in your studies.

Note:

This handbook is intended for international students of Qingdao University. Those international students who register in Qingdao University should read this handbook carefully and observe the all the provisions in this handbook.

An Introduction to Qingdao University

Qingdao University is situated in the eastern coastal city of Qingdao, China, in a beautiful setting between the coast of the Yellow Sea and Mount Fushan.

Founded in 1909, Qingdao University became even more versatile when it was merged with three other major universities in 1993. The rich local culture blended with the spirit of the times and the favorable support from the Shandong Provincial Government enabled Qingdao University to develop into a new type of comprehensive university.

With 35 colleges and 1 Faculty of Medicine, Qingdao University encompasses 101 undergraduate programs covering such disciplines as liberal arts, history, law, economics, management, sciences, engineering, medicine, and education. There are 8 post-doctoral mobile stations, 13 first-class doctor degree programs, 7 first-class master degree programs, 2 types of professional doctor degree covering 18 cultivation fields and 23 types of professional master degree programs covering 81 cultivation fields.

Qingdao University started enrolling self-funded international students from 1987. Qingdao University was approved as HSK test center by Confucius Institute Headquarters (Hanban) in 1997. QU was approved as host institute of Chinese Government Scholarship, Confucius Institute Scholarship, Shandong Government Scholarship and Qingdao Municipal Scholarship. QU was authorized as The Demonstration Education Base of Study in China by MOE in 2014 and was authorized as one of 27 universities which is in conformity with the International Students Education standard in China. In 2015, Qingdao University (Zhongyu International) was authorized as one of 12 test and training centers of CTC SOL.

Part One Guidelines for New International Students

I. Registration

Register at the International Students' Affairs Office during the stated time with Admission Notice, JW202/JW201 Form, Physical

Examination Record for Foreigners, and fees. Those who cannot register on time should ask for leave from the office. If he/she doesn't register within two weeks, the university will cancel the student's admission.

Registration Process

STEP ①: Registration

Fill in “Registration Sheet” , Passport and 1 copy; Original copy of your JW202 form (or JW201 form) ;Admission notice;

STEP ②: Paying Fee Cash & Registration Sheet

STEP ③: Insurance (Passport and 1 copy)

STEP ④: Reception Desk in the lobby for Accommodation
(Passport and 1 copy)

STEP ⑤: Information Confirmation and Visa Affairs check
(Passport and copy of basic information page and current visa page, Fees Receipt, Insurance Receipt, Registration Sheet (red page))

STEP ⑥: Chinese Level Test and Students ID Registration
(Registration Sheet, 3 1-inch photo, Students ID for degree-seeking Ss)

II. Physical Examination

To apply for a residence permit, you will need a health check. If you have already had a health check in your country, you only need to have it verified by local authorities.

● To have a health check, go to the following location:

Place: Entry-Exit Inspection & Quarantine Bureau (山东省出入境检验检疫局卫生保健中心)

“Shāndōng shěng chūrùjìng jiǎnyàn jiǎnyì jú wèishēng bǎojiàn zhōngxīn”

Address: No. 85 Fuzhou Nan Road (福州南路 85 号) “Fúzhōu nán lù bāshíwǔ hào”

We recommend you take a taxi and show the driver the above address.

Hours: 8:00 a.m. – 11:00 a.m. Monday – Friday

Note: Do not eat breakfast!

Bring: Passport
 Copy of your passport and visa page
 Three 2-inch, passport-sized photos (white background)
 Fees

● To verify an existing health check, bring your original health check documents to the above location. If your health check documents are not approved, you will have to do a new health check. Please bring the following:

- Your original documents in Chinese or English, including your X-ray photos or a CD with the digital X-ray images, as well as an original electrocardiogram (ECG).
- Passport
- Copy of your passport and visa page
- Three 2-inch, passport-sized photos (white background)
- Fees

Student who is not qualified for the medical check-ups according to the health standards for international students required by the Ministry of Education of China should leave the university and China immediately. Those who suffer from diseases that can be cured in a short time with a certificate of medical unity can apply for retaining their admission. Subject to the approval of the university, student status will be retained for one year.

Those whose students' status was retained should make an application two months in advance before the next academic year. If the health check result taken by the Qingdao Quarantine Office meet the required standard, they will go through procedures for registration. Those whose health checks don't meet the requirement or any student who fails to register at the stated time will be cancelled for admission.

III. Visa and Residence Permit

International students should abide by the law of the People's Republic of China on Entry and Exit of Aliens. In order to enter, reside and travel in China, they must go through necessary procedures and pay

for the charges.

1. International student with X1 visa should apply for a residence permit within 30 days after entry into China. Failure to do so will result in penalty in accordance with the law. Application for residence permit needs the following documents:

- JW 202 Form
- Admission Notice
- Health Verification Certificate issued by Shandong Quarantine Office
- Certificate from the University
- Passport and copy of the passport
- Two Passport-size Photos
- Fees for visa
- Rent contract & Copy of landlord's ID Card

Address of Qingdao Bureau of Exit & Entry Administration:
No.272 Ningxia road. (Take No.11 bus then get off at Xiaoyao Road bus stop)

2. Fees are required to pay for residence permit application.

3. Students who need to extend their residence or change any item in their residence permit should apply for an extension or such changes at least 30 days before the expiration date with a certificate from the university. Those who are rejected residence permit should exit before visa expire. 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.

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

5. Where the registered item (name, sex, date of birth, reason for

residence and duration of residence of the holder, date and place of issuance, passport number) in a student's residence permit has changed, the holder shall, within 10 days from the date of change, apply to the international students' office and exit/entry administration for going through the formalities for alteration.

6. International students who have lost their passports should inform the International College and the Department of Entry & Exit Administration, Hangzhou Public Security Bureau immediately, obtain a certification for the loss, apply for a new passport to their embassy/consulate in China and a new residence permit from the Department of Entry & Exit Administration of QINGDAO Public Security Bureau. International students who have secured new passports must inform the International College to have their personal information updated.

7. Students who are to quit their ongoing studies and leave school for any reason must go to the Department of Exit-Entry Administration of QINGDAO Municipal Public Security Bureau and have their Student Residence Permits or visas changed.

8. In the case that a residence card is damaged, lost or stolen, the student must report to the local police station immediately. Then, he/she can apply for a new residence card at the Public Security Bureau with a certificate from the university.

IV. Fees

1. Students should have financial support to pay the costs during their study at the university. Fees standard may be adjusted for each year and are subject to yearly enrollment brochure.

2. No refund of tuition fee for students who leave school after registration.

3. Students should pay tuition, accommodation fee on registration

date for each semester. Late fees of 5% of tuition fees should be paid by students who cannot pay on set time.

4. Any student who does not pay in two weeks after registration date will be regarded as drop out of school automatically

V. Health Insurance

According to relative policy in China, ALL International students are required to purchase Health Insurance set by Insurance Company in China. This insurance should cover the following liabilities:

Insurance	Liabilities	Insurance	Converge RMB
Death/Accident	Disability	Joint	Coverage of RMB100000
Medical treatment for accidental injury		Maximum	RMB20000
Outpatient and Emergency Medical Injury		Maximum	RMB20000
Inpatient	medical insurance liability	Maximum	RMB400000

Students without required health insurance cannot be registered and get visa.

VI. Living &Accommodation Guide

1. Minking Building, New Building and No.13 building are dormitory building for International Students.

(1) Address: No.308 Ningxia Road, Shinan District, Qingdao, China.

(2) **The International Students' Affairs Office** *is on the B floor*. Office Hours: 8:00—11:30 13:30—17:00 from Monday to Friday.

(3) The Cafeteria is on the second floor. Campus E -card can be used to pay in the cafeteria.

(4) The Laundry Room with coin-operated washing machines is on the B floor

(5) 711 24-hours convenient store is located at the end of Minxing Building.

2. Money exchange / Location of Bank of China

(1) Bus 31/ 316, 3 stops, Yuanyang Square stop

(2) Industrial and Commercial Bank of China and Bank of Qingdao can be found on the right side of campus gate.

3. Shopping Places

(1) *Bus station*: Bus 31/ 316 are opposite to the main gate of the university. Buses 11/ 226 are to the right of the main gate. For most buses in Qingdao, the fare is 1 RMB once per person.

(2) *Jusco*: Bus 31/ 316, three stops, across the underground.

(3) *Carrefour*: Bus 31/ 316, four stops.

(4) *RT-mart*: Bus 11, 5 stops from the bus stop on the right side of the main gate, 100 meters walk toward east (back).

(5) *Taidong Commercial Area*: Bus 11/226, Taidong stop.

(6) *Jimo Bargaining Market*: popular among visitors for its wide variety of merchandise, especially souvenirs. Bus 301, Zhongshan Road stop. Taxi fee: about 20 RMB.

4. Food

(1) Chinese food canteen and Western food restaurant are located in Minxing building . Several cafeterias on campus can serve various food for students.

(2) E-card can be used to pay. Degree students can get card at office and Language students can apply for card at Card service Centre with passport copy and class card

5. Hospital

※ 青岛市立医院东院 Qingdao Municipal Hospital

地址：青岛市东海中路 5 号 NO.5, Donghai RD 88905062

※ 青岛大学附属医院 The Affiliated Hospital of QU

地址：本部：青岛市江苏路 16 号 NO.16, Jiangsu RD

东院区：海尔路 59 号 No.59, Haier Rd
0532—88905062 96166

6. Developing films

(1) *A photo studio near the underpass between the East campus and West campus.*

(2) *Xinjia Zhuang Stop, Bus 31/ 316, one stop, 200 meters ahead, cross street next to gas station.*

7. Book City (Xinhua Bookstore)

Located at a crossroad, Book City is the biggest bookstore in Qingdao. Books, magazines, audio-video products, etc. in different languages are available. Various maps in English are available on the first floor. Hours: 9:00—21:00. Bus 31/ 316, two stops, 100 meters ahead.

8. Taxi

The fare for standard cars is 10 yuan for the first three kilometers。Please make sure take receipt when get off taxi and take down the taxi car plate.

9. Important telephone in China

Police.....110

Fire.....119

First-aid Center.....120

Traffic Accidents.....122

Directory Inquiries.....114

10. Key office telephone at QU

1. International Students' Office.....85955132

2. Reception desk of Minxing Building..... 85953117

VII. Correspondence Address

Postcode: 266071

Room No.

International Students Building (Minxing Building/New International

Students Building/No 13 International Students Building)
Qingdao University
No.308 Ning Xia road
Qingdao City
Shandong Province
People's Republic of China

VIII. Important Notification

1. Pay close attention to your visa or residence permit expire date to avoid illegal stay! 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.
2. Stay away from narcotic drugs!——Illegally hold narcotic drugs, provide drugs to others or ingest or inject narcotic drugs shall get heavy pealty!
3. 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.
4. Please take good care of your passport, residence card, credit card, cash and other valuables.
5. No driving without license, No drunk driving.
6. If the living address, contact information, etc. change, students shall update them to your office staff within 24 hours.

Part Two Regulations on Teaching Administration for International Students

Measures of Teaching Administration of International Students of Qingdao University

The measures are constituted according to related laws of the People's Republic of China, to promote international communication and cooperation, to enforce the teaching administration of international students, and to improve the quality of teaching of international students.

Chapter One Course Administration

1. After the international students have registered, they should study the courses according to the teaching plan created by the university.
2. International students should first attend the required class hours of a course, and after passing the final exam, they can obtain the credit of the course.

Chapter Two Examination Administration

3. At the end of each term and school year, international students should take the examinations of the courses they have attended during the period as stipulated in the university teaching plan.

4. Those who cannot take the examination or supplemental examination for health reason or other reasons must apply to their colleges and International Education College for a delayed examination.

The application will be reported to the Teaching Affairs Department to be put in records. Otherwise, the students will be regarded as absent from the examination.

5. During examinations, international students should obey the examination disciplines, and should not cheat. Those who cheat in examinations will get a zero for the course and have to restudy the course. At the same time, they will be punished concerning the severity of their misdoings, according to the Regulations and Detailed Rules about Cheating on Examinations at Qingdao University.

6. Those who failed in the examination can take in the supplemental examination one time. Those who fail in the supplemental examination should retake the failed courses. Supplemental examination and restudy should be applied to the Teaching Administration Department in advance according to the regulations of the University. Those who have to restudy can attend classes with the next grade. The record of the suspended examinations and restudied courses will be recorded based on paper marks while the marks of supplemental examinations will be recorded as 60.

7. Those who still fail in more than four courses (including four) after the supplemental examination each academic year will be sent back a grade to restudy. Those who have been sent back still fail three or above courses of the repeated year will be expelled from school.

Chapter Three Internship Administration

8. Students are encouraged to have internship at school guided by Teaching Affairs office, Qingdao University. Basically, no internship in other countries is approved.

9. Those who are planning to conduct internship at home country are required to present the reception certificate of the Receiving Unit and get approval from school one semester in advance before the internship begins.

10. The students who are planning to conduct internship at home country should present the original reception letter of the receiving Unit and one copy of the letter to the Teaching Administration office. After being checked, the copy will be put in file. Students who change to have internship at Qingdao University from home countries are arranged to

take internship with the next year internship after get approval from school.

11. Qingdao University Internship Manual is supposed to be submitted after finishing internship as required. MBBS students cannot graduate until they can pass the graduation examination and clinical skills examination .

Chapter Four Certificate Management

12. After finishing all the courses and internship required as the teaching plan and obtained the required credit, students are granted the graduation certificate, and offered the academic report. After being reviewed by the Academic Degrees Committee of Qingdao university, they can be granted the corresponding diploma according to the Regulations on Academic Degrees of the People's Republic of China.

13. Those who haven't obtained the required credit within the stipulated period (6 years for MBBS), or failed to meet the requirements of clinical fieldwork, will only be granted a certificate of completion of schooling or study certificate.

14. Those who leave school and don't finish study will be given only study certificate marked with study period.

The Administration Regulations of International Students School Status of Qingdao University

Chapter One General Principles

1. The regulations are constituted according to related laws of the People's Republic of China, in order to promote international exchange and cooperation, to enforce the teaching administration of international students, and to improve the quality of teaching of international students.
2. The Teaching Administration Department is in charge of the school status of international bachelor degree students while Graduate School is in charge of school status of international master&doctor degree students

Chapter Two Result Assessment and Recordation

3. All international students are required to take the assessment prescribed in the teaching plan of the courses, which includes experimental class, clinical fieldwork, course design, and so on. Those who pass the examination can obtain the result or credit, which will be recorded in three copies in the files of their status as a student. One copy will be reserved by the Teaching Administration Department of the college, another by the International Students' Affairs Office, and the other by the Teaching Administration Department.

4. The hundred-mark system and the five-degree system are adopted to grade the results of students. Being excellent is equal to 90-100 marks; good, 80-89; middle, 70-79; pass, 60-69; flunk, below 60.

5. The assessment of courses based mainly on the marks of the final examination, with reference to the the mid-term examination marks or quizzes, and general performance (including performance in experiment operation, experiment report, probation, fieldwork, report of fieldwork, schoolwork, exercises class, in-class discussion, and so on). The percentage of mark in the final examination should not be lower

than 60%.

6. The method and form of assessment (open-book examination, close-book examination, interview or term paper, and so on) are determined by the Teaching Administration Department of the college. Mid-term examination is conducted in class, determined by the responsible teacher. The final examination is arranged by the university.

7. International student who cannot take the final examination on time, he himself should apply to their colleges in advance with valid certification. Late examination can be given with the approval of directors of Teaching Affairs Administration.

The result of the postponed examination is recorded in accordance with the mark on the test paper. Failure in the postponed examination will be dealt with according to the related regulations on makeup and restudy.

8. The teaching arrangement of medicine major consists of three stages, namely, teaching of basic medical science, teaching of clinical theories, and teaching of clinical practice. Those who fail a compulsory course will have to take part in the supplemental examination or restudy the course.

Those whose result is below 60 must take part in the supplemental examination. Those who still fail in the supplemental examination should restudy the failed courses. They should apply to restudy the course as soon as possible within the stipulated period, lest it should affect the study of follow-up courses. These students should restudy the course with the next grade.

Those who will take part in a supplemental examination or restudy a course should go through related formalities of the university in advance.

The result of restudied course will be recorded according to the mark on the test paper to replace the original result. The result of the supplemental examination will be recorded as 60.

9. Those who will take part in a supplemental examination or restudy a course are required to go through related formalities of the university.

10. For those who don't take part in the examination without permission or those who cheat on examination, the result of the course will be recorded as zero. Those who cheat in examinations will be

punished according to the Regulations and Detailed Rules about Cheating on Examinations at Qingdao University.

Chapter Three Attendance and Disciplines

11. International students should register at the beginning of each semester during the set periods. Leave permission is required for late registration or will be regarded absence. Two weeks late without leave permission will be regarded to drop school automatically.

12. A written form with approval of colleges need to be submitted to International Students' office for students who ask for a leave. A sick leave must be attached with the certification of the school hospital or designated hospitals. A leave application for personal reason must be attached with valid certification.

13. Back report need to be given to International Students' Affairs Office after students come back. Students should apply to extend the leave permission if they cannot return on time or is regarded as truancy.

14. If the leave time exceed one third of a semester, the student's schooling should be suspended by their colleges and the International Students' Affairs Office in accordance with the related formalities and be reported to the Teaching Administration Department to be authorized. The student should not be allowed to attend class or any examination.

15. Those whose total leave time exceeds one third of one course cannot take the final examination of that course. And those who play truant will take disciplinary punishment according to the severity of their behavior.

16. The colleges the foreign students study in are in full charge of the attendance check of international students. From the date of register, the attendance will be publicized monthly and kept in file.

Chapter Four Transference and Change of Major

17. International students should finish their schooling in the college in which they are admitted. In principle, they cannot change majors.

18. Those whose condition accords with one of the following can be allowed to transfer or change major:

1). Those who indeed have a certain disease or defect, which has been confirmed by the school hospital or hospital designated by the university, and are not suitable to study the original major;

2). Those who indeed have particular difficulty, which has been validated by the university, and cannot continue study if they do not transfer or change the major.

19. Those who intend to transfer or change major should apply to their colleges by themselves. After approved by the college and department (major) to which they intend to transfer, their application should be put for file by the International Students' Affairs Office and the Teaching Administration Department.

20. Those who indeed have particular difficulty and cannot continue the study in this university can be allowed to transfer to another university.

21. Students are not allowed to transfer to another school under any of the following circumstances:

- 1). Those who haven't finish the first semester study;
- 2). Those who have transferred from other universities;
- 3). Those who are in his/her fourth year study of undergraduate program;
- 4). Those who are treated as school dropout;
- 5). Those who have no rational reasons for transfer

Chapter Five Suspension, Stop and Resume the schooling

22. If international students have to receive diagnose or recuperate

affirmed by designated hospital for a long period which exceed one-third of one semester, his schooling has to be suspended.

23. Those who apply to suspend schooling should first apply to their colleges in written form with related certification attached. Then the application should be reported to the International Students' Affairs Office and Teaching Administration Department. If approved, the student then can transact the required formalities.

24. The suspension of schooling is normally given by one academic year. For some necessary reason, after approved by the university, the suspension period can be prolonged. However, the total accumulative suspension period should not exceed three years.

25. One month before the suspension is due, students should give the International Students' Affairs Office the application form of resuming schooling and related certificates to apply to resume. Those whose suspension is due to illness should go to hospital to recheck and then resume schooling if qualified. In theory, students after suspension will study with the next-grade students.

26. If the suspension period is due but the student doesn't transact the formalities to resume schooling, his status as a student will be cancelled.

Chapter Six Repeat a Grade and Drop out

27. Students should repeat a grade and retake courses under any of the following circumstances:

1). Those who still fail in more than four courses (including four) after the supplemental examination each academic year.

2). When all the teaching phrases are over, the students still have three or more (including three) failed courses after having restudied or taken part in the supplemental examinations.

28. Students should drop out school under any of the following circumstances:

1). Students still fail to pass in more than three courses (including three) after repeating a grade;

2). Those who don't transact the formalities for repeating a grade before the end of September of each academic year.

3). Students don't finish application for resuming schooling when suspension period is due; or those who are not qualified to resume after check.

4). Students who suffer from mental diseases, epilepsy, leprosy or any other serious disease which hinder them studying at school.

5). Those who cannot continue study for accidental disability;

6). Students who insist on dropping out.

7). Degree students who haven't finished study in the longest schooling years;

8). Students who cheat in examinations again, or ask others to take the examination for themselves, or take examination for others;

9) Those who play truant for over 60 class hours in one term and are punished according to Measures of Disciplinary Punishment of International Students of Qingdao University.

10) Those who are given sanction of dropping out according to Measures of Disciplinary Punishment of International Students of Qingdao University.

29. An international student's application to leave school must be approved by their colleges first then reported to the College of International Education and Teaching Affairs Office.

30. Those whose school status has been cancelled or those who have dropped out should leave school in 10 days after the decision is given and cannot resume schooling.

Chapter Seven Graduation and Degree Grant

31. Degree international students who have finished all the courses and obtained the required credit in accordance with the program requirements and meet graduation qualification can be conferred graduation and be granted graduation certificate. Degree can be conferred by School Academic Degrees Committee to students who meet the requirements.

32. Students cannot be awarded degrees under any of the following circumstances:

1). Those who are not qualified to graduate during set schooling years;

2). Those who have been given academic probation and not been removed yet before graduation.

33. Those who fail to complete the courses specified in the training program within the prescribed period of schooling of the major or have failed the graduation examination can apply to extend the schooling period. The extended period cannot exceed the longest schooling year of the programs. (The maximum length of schooling year is 8 years for MBBS)

Those who intend to have their schooling period extended should apply by themselves to their colleges in written form and transact the related formalities after being approved by the university.

The colleges where foreign students study are responsible for the teaching administration of those who have had their schooling period prolonged. Those students' statuses will be administered with the statuses of the students of the next grade. If the students pass all the restudied courses within the prolonged period and meet all the requirements for graduation certificate will be given and Degree will be awarded if required standard can be met.

Those who still fail one or more courses within the prolonged study period will be granted the certificate of completion from the period of study.

34. Those who have been granted the Completion Certificate can apply for restudy failed courses and take supplemental examination once each semester in the longest schooling year of program. When they have acquired the required credit after restudy and retake the examination, they can get the graduation certificate after submitting completion certificate. The graduation date on the certificate is marked the date as the graduation certification is granted. Students who cannot meet the requirement of graduation in the longest schooling year can not apply for graduation certificate and degree.

35. Students whose sanction of academic probation haven't been removed on their graduation cannot be granted the graduation certificate. When the surveillance period expires, they themselves should apply to the International Students' Affairs Office for removal of sanction and get approval from school after review. Students can apply for graduation certificate after their sanction is removed by school.

36. The award of degree will be supervised by the Teaching Administration Department of the colleges where foreign students study, who will then report the name list of the students to be granted bachelor's degree to the Evaluation Committee of Academic Degrees of the university to be checked and approved.

The regulations above can only be explained by the International Education College, the Teaching Administration Department and the Postgraduates' School. The regulations come into effect from the day when they are issued and they can be applied to all international students of Qingdao University.

Courses Assessment Method of International

Students of Qingdao University

The measures are constituted to improve the assessment system of the course results, to indicate teachers' teaching efficiency comprehensively and fairly, to reflect students' true study levels, and to ensure the quality of teaching.

1. Each course in the teaching plan, including independent experimental class, teaching practice, and so on, should be assessed according to the assessment method stipulated in the teaching plan. The contents of assessment depend mainly on the contents of teaching that has been actually conducted. Teachers are prohibited from formulating review outline, specify the range of examination, hint or imply the contents of the test questions.

2. Test papers (test paper A and B) can either be composed or graded by the teaching and research group, or by the leading lecturer of the course. If necessary, test papers will be checked by the related department.

3. Teachers should be serious and attentive in grading the test papers. Grading should be based on facts. Same grading standard should be applied to grade the same test paper of the same course. If possible, uniformed test papers should be graded in the form of a workflow. The results should be mostly composed of the marks in the final examination. In principle, performance in experiments, exercises, schoolwork, in-class discussions and quizzes should not exceed 30% of the final mark. The hundred-mark system is adopted in grading the test paper.

4. The results of the courses will be reported by the teacher to the Teaching Affairs Office of the colleges respectively in three to five days after the examination. The colleges will publicize the results to the

students. The International Students' Affairs Office will report the results to those who fail the course. Those students are not allowed to directly contact the teacher to check the test paper. Those who think that their actual result is much lower than what they should get from the test paper and have enough reasons to inquire about the test paper can apply to their colleges

If a result needs to be changed, the teacher who has taught the course should first put forward a written report. After being checked by the director of the teaching and research group and approved by the vice-dean who is in charge of teaching, the changed result will be reported to the colleges and put in records.

5. Those whose absence from the class (including asking for leave and truant) accumulates to one third or more of the class hours of the course, or those who haven't handed in one third or more of their schoolwork, will not be allowed to attend the examination of the course. "Absence from the examination" will be marked in the result records. Those students absent from the examination have to restudy the courses.

6. Those who haven't met the requirements of the teaching practice or those who have failed to take part in the teaching practice will have to take part in the teaching practice again.

7. Those who cannot attend exam for health reason must get approval from college. Students who don't attend exam without approval or don't submit test paper after exam is regarded as absent from the examination. Criticize or disciplinary punishment will be given based on students' understanding of own mistake. Those who cheat in examinations will be punished according to the Regulations and Detailed Rules About Cheating on Examinations at Qingdao University

8. The test papers should be under centralized management of the teaching and research group.

9. The Teaching Administration Department is responsible to explain these measures.

Regulations on Class for Students of Qingdao

University

The regulations are constituted to create good environment for study, and to ensure orderly teaching affairs.

1. Students are required to attend class on time, they are not allowed to be late for class and leave class earlier. When having class, they are prohibited from leaving the classroom casually; others are not allowed to call the teacher or students out of the classroom.
2. Students should concentrate on the class and keep order in class. Cell phone should be switched off or set on silent mode.
3. Students are not allowed to sit in other classes without permission. Before the class is over, students from other class or other people are not allowed to enter the classroom or make noise at the door of the classroom.
4. Students should be polite and respect the teachers.
5. Students should keep the classroom tidy and quiet. They are not allowed to make loud noise, eat snacks or smoke in the classroom. Without permission, they should not conduct activities irrelevant with study in classroom.
6. Students shall protect public properties, free of graffiti and posting of signs on desks, chairs and walls. Without permission, they are not allowed to take the desks, chairs, or other equipment away from the classroom. Those who damage the public property, desks, chairs, doors, windows, or tear down and take away the lamps or teaching equipment in the classroom will be fined or punished according to related regulations.
7. Application process is required for anyone who wants to sit in

classes for international students.

8. Punishment will be given to students who violate the regulations.

Measures of Check on Attendance of International Students of Qingdao University

1. International students should 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 criticized as playing truant. If he/she doesn't register within two weeks, the university will cancel the student's admission.
2. Attendance will be checked from the first day of the term. Attendance for class, experiment, practice, course design, examination and other teaching activities will be checked. Those who don't attend these activities should ask for leave in advance. Those who are absent for class without leave permission will be treated as playing truant.
3. Students should return to school on time after leave.
4. Leave permission should be applied through follow process:
 - 1) One-day leave will be checked and approved by the teacher in charge of the class;
 - 2) If the leave is more than 1 day and less than 7 days (including 7 days) , the international students should get approval from both teachers in charge and leaders of colleges. Leave application form will be reported to Teaching Affairs Office and International Students' Education College for record.
 - 3) If the leave is more than 7 days, the international students should submit related certificates with leave application. After informing parents', the leave application should be approved by teachers in charge,

college leader and leader of International Education College. Application form should be reported to teaching affairs office and International Education Office for record. Hospital certificate or clinical file should be submitted for sick leave.

4) Leave application once cannot exceed 4 weeks. Leave application cannot exceed 6 weeks for serious disease or special reasons. Students who need to ask for leave for more than 6 weeks should apply for suspension.

5) Students who ask for permission to leave Qingdao City should get approval from both leader of college and the College of International Education.

6) Students should ask for extension of leave if he or she cannot come back on time. The process of leave extension is the same as process of leave application based on the total leave time.

7) Students should report back from leave and return to study . No report will be regarded as absence.

Regulations and Detailed Rules about Cheating on Examinations at Qingdao University

In order to have an honest and ethical study and examination environment in accordance with the Regulations on Examinations at Qingdao University, the following practical rules apply to the international students:

I. Examination room management.

1. International students should enter the examination hall on time with student identity card, passport, or other required credentials. Those who have no such credentials should apply to the International Students'

Affairs Office for a certification. Those who have no student identity card with them, or are 15 minutes or more late for the examination will not be allowed to attend the examination and be treated as absent from the examination.

2. Students are required to finish their examination within the prescribed time. Students are not allowed to hand in test papers in 30 minutes after exam starts.

3. On a closed-book examination, students are allowed to use only the necessary items for the examination. Any book, notebook, statistics, draft paper, answer sheet, beeper, mobile phone, electronic device with recollection function, electronic dictionary, and so on, are not allowed into the examination room.

4. After entering into examination room, students should put away all the forbidden items mentioned above to the prescribed place.

5. Students should obey the instructions given by the proctor. Students are prohibited from talking with each other, looking in other directions, or borrowing stationery or other supplies from each other. If the print is not clear on the test paper, the student may raise their hand to ask the proctor to read it, but they cannot ask the proctor to explain the meaning of any examination question. The completed test paper should be covered or turned over.

6. Students are not allowed to walk around the room or smoke during the examination. Students may not leave the examination room at any time until they have completed their exam. Students must leave the examination hall immediately after completing their exam and may not linger in the hallway outside the examination room.

7. Half an hour before the examination ends, the proctor will remind students of the remaining time. When the time is up, students should put their test paper in order and wait for the proctor to collect it. Students should not take test paper or answer sheet out of the examination room without the proctor's permission.

8. Students are required to write in blue or black ink. Writing in pencil is not allowed. Before doing the test questions, they should first fill in their class number, student number, and names on the test paper.

II. Punishment for violating the rules or cheating

1. Students will be regarded as “violation of exam regulation” under any of the following circumstances and be given punishment of deducting 5-20 points from the course to cancel exam qualification or a sanction of serious warning based on the seriousness.

- 1) Not putting forbidden items in prescribed place.
- 2) Not sitting in the stated seats or not following instruction given by proctor.
- 3) Not stopping answering papers before or after exam
- 4) Look at other’s test paper, talking, giving gesture to cheat
- 5) Passing any items without permission
- 6) Leave exam room without getting permission.
- 7) Making loud noise, smoking, talking about answer outside of exam room or any other behaviors which disturb exam orders.
- 8) Taking test papers, answer sheets or scratch paper etc. out of exam room
- 9) Other violations regarded by university
- 10) Pestering teachers for more points

2. Students will be regarded as “cheating on examination” under any of the following circumstances. Students need to leave exam room immediately. The exam is given zero and kept “cheating “in exam record. Students who help cheating will be given the same punishment. Students will not be allowed to attend supplementary exam or be given a sanction of academic probation

- 1). Taking materials or electronic equipment related to exam

contents into exam room, no matter they are used or not.

- 2). Copying or help copying answers
- 3). Tearing up test paper or answer sheet
- 4). Filling in false information, i.e. name, test number on test paper.
- 5). Talking in the examination
- 6) Writing on test paper after standing up for handing in
- 7) Communication on test content or look at others' paper before exam ends.
- 8) The exam answer is found very similar or the same when they are marked.
- 9) Getting exam answers, change exam result with unjustified means
- 10) Other behaviors regarded as "cheating on examination" by school. Students will not be allowed to attend supplementary exam or be given a sanction of academic probation or

3. Students will be regarded as "Serious cheating on examination" under any of the following circumstances. Students need to leave exam room immediately. The exam is given zero and kept "cheating" in exam record. Students who help cheating will be given the same punishment. Students will not be allowed to attend supplementary exam or be given a sanction of academic probation or school expulsion.

- 1). Ask others to take exam for themselves or take exams for others.
- 2). Organize cheating, cheat using technology or other equipment or other cheating methods.
- 3). Repeated cheating on examinations.
- 4) Disobeys the management after "violation of exam

regulation” or “cheating on examination”.

III. Others

1. The administration and management of the examinations for international students, including supervising, proctoring and scoring the exams are governed by the Regulations of Examinations for Qingdao University.

2. These detailed rules apply mainly to the degree-seeking international students but may be used as reference for all language training students.

3. The Teaching Administration Department and the International Education College, Qingdao University reserves the right to change and to explain these regulations as deemed necessary.

Part Three Regulations on Living Administration of International Students

Regulations on the Management of International Students Accommodation in Qingdao University

In order to create a safe, clean, comfortable and orderly accommodation and living environment for international students, these regulations are formulated.

I. Check-in regulations

1. International students who have been enrolled in our school as a regular or exchange student can apply for admission to our international student apartment with their own valid passport and visa.

2. Students should abide by the arrangement, live in their designated room. If there is only one person living in the standard room, the apartment has the right to arrange others to share the room or make

room adjustment under the premise of taking nationality and living habits into consideration as much as possible.

3. Students who are living in the dormitory need to pay the accommodation fee (scholarship students' accommodation fees will be settled with school) and accommodation deposit at the time of check-in (800 yuan) for access control card. Accommodation costs are based on actual accommodation days. If the room and room items are damaged, corresponding expenses will be deducted according to the situation. All the students must pay the dormitory fees on time, in case of arrears of accommodation for more than 10 days, each person shall pay a fine of RMB 10 per day. If student refuse to pay, he/she will be disqualified of accommodation.

4. International students should sign an accommodation agreement with the apartment upon check-in. Generally, the period of study of international students is taken as the unit. There is no special reason not to change rooms during the term. The room cannot be replaced at any time without a proper reason, apart from completely leaving from the school. Students cannot apply for a refund of the accommodation fee during the agreement period.

5. Students without formal marriage are not allowed to live in the same room.

II. Daily Management Regulation

1. Strictly abide by the Chinese laws and regulations, the University rules and regulations and international students apartment "accommodation management regulations", "guest registration system."

2. Students must live in the designated room, and must not move to other room or privately occupy the room alone, room space and equipment should be shared with roommate, transfer, lease or loan dormitory to others are strictly prohibited, outsiders are forbidden to

stay overnight without permission

3. In principle, the room is not allowed to be exchanged, and if there is a special case, it is necessary to apply to the Foreign Affairs Department, and the management will decide whether to give it. If the dormitory needs to be adjusted due to reasons such as school use, students should finish the adjustment according to the requirements within the prescribed time.

4. In case the accommodation fee cannot be paid on time due to special circumstances, the applicant shall submit a written application, and the payment can be postponed only with the approval of the director of the foreign affairs service department. Those who do not apply for postponement of payment and do not pay the accommodation fee within the prescribed time will be automatically checked out.

International students should show their valid identification when visiting, and fill in the visitor registration after verification, and leave the identification at the guard office temporarily before receiving visitors. No one can enter the international student's apartment without his or her identification.

6. Observe order and keep quiet in the building. Smoking, drinking, fighting and playing music loudly are prohibited in the public areas of the apartment and the room. International students should report to the school of international education in advance before gathering at the designated place. Missionary and religious activities are prohibited in the apartment.

7. Take good care of public property. It is forbidden to trample on footprints or scribble on the walls. It is forbidden to damage public facilities; if room configuration items and public facilities inside the building are damaged, the apartment has the right to ask the destroyer to compensate according to the cost. It is forbidden to show films and videos without permission in public places of schools and dormitories;

Distribution, Posting and exhibition of promotional materials in schools are prohibited; Posters and notices must be posted in designated places with the approval of the international student office.

8. Students must maintain public health and keep indoor and outdoor clean. All the daily utensils must be kept clean and in good order, to maintain indoor and outdoor cleanliness and beauty; students are not allowed to throw objects out of the window; garbage should be dumped into the designated place; Pets are not allowed in apartment.

9. Save water and electricity, comply with water and electricity regulations. Standard room offers 70 kilowatt-hours of electricity per month per bed for free, and the single room provides 100 kilowatt-hours of electricity a month for free; each additional unit costing 0.7 yuan per unit should be purchased privately.

10. Pay attention to the safety of electricity, unauthorized removal and modification of dormitory equipment and power supply lines is prohibited, shall not use thermos bottle heater, electric stove, electric blanket, electric hot pot, electric heating fan and other electrical equipment and appliances without automatic power protection device , electric device with more than 1000W shall not be used, electric device may not be used without national 3C certification (China Compulsory Product Certification, China Compulsory Certification). All losses caused using illegal electrical appliances shall be the responsibility of the perpetrators and their legal liabilities shall be held accountable.

11. The lodgers are responsible for cleaning and maintaining the sanitation, and consciously maintain environmental sanitation. Do not pour water or garbage out of the window. Do not dump leftovers and sundries into the sink or toilet to prevent sewer blockage; Consciously maintain the corridor smooth, do not pile up goods in the corridor.

12. Pay attention to fire prevention. Open fire is strictly prohibited in the room. When going out for a long time, cut off all the power in the room.

13. The public facilities in each room are only for international students in the room. If not, the apartment management personnel shall be notified and kept in good custody and registration shall be completed.
14. Take good care of personal money and relevant documents, and close doors and Windows when going out to prevent theft.
15. Students should return to the apartment every night before 11:00 pm and don't go out, someone who want to go back late need to register.
16. Apartment Staff have the right to check the facilities in the room, 2 or more staff will inform students before entering the room.
17. The apartment is equipped with a public kitchen. The lodgers should use it according to the posted rules, and clean up after use.

III. Check-out Management Regulations

1. If you move to live off-campus housing, you need to submit the "check-out application" 1 day in advance and get approved by the Director of Foreign Affairs Services, and "handle the registration form of temporary residence for foreigners" to the apartment service desk to archive. Otherwise the apartment will not be checked-out.
2. You should inform the service desk one day in advance to check out. Do not copy the room key without permission. All personal belongings should be removed before check-out and the key of the dormitory should be returned at check-out time. All fees should be settled. Students who have lost the qualification of international students in our university should move out of the apartment within the prescribed time limit.
3. Students who have new entry and exit records due to going out or returning to China shall register and transmit the new entry records at the apartment service desk within 24 hours after returning to the campus.

IV. Penalties for Violations of Regulatory Provisions

1. Those who damage the public property, articles and firefighting facilities of the apartment must pay compensation according to the price. For those who refuse to pay compensation, the accommodation deposit will not be returned.
2. Those who violate the daily management regulations of the apartment will be given a warning, severe warning, and the disqualification of accommodation according to the circumstances.
3. Those who violate national laws, administrative regulations and local regulations and are punished by public security and judicial authorities shall be handed over to the school and public security departments according to the circumstances.

Regulations on off-campus accommodation for international students

I. If International students really need to stay off campus, they must apply first to the International College and go through relevant off-campus dwelling formalities in accordance with the regulations of the entry & exit administration of the public security bureau.

II. Procedures for off-campus accommodation:

1. The applicant shall first submit a written application (name, country, class, reasons for applying for off-campus accommodation and disclaimer) to the international student office, and provide relevant materials such as the lease contract and the copy of the landlord's id card. All safety issues in off-campus accommodation are the responsibility of the individual.

2. Get the registration form of off-campus residence for international students of Qingdao university at the international student management office, fill it in truthfully and submit it to the international student management office with signature.

3. within 24 hours after students move out of the dormitory, they shall go to the police station where they stay with the certificate issued by the school to handle the registration of temporary accommodation. Copy of the temporary accommodation paper should be kept by International Student Office.

4. When the registration items of foreigner residence documents (including name, sex, date of birth, cause of residence, duration of residence, date of issuance, place of issuance, passport or other international travel document number, etc.) and the residence address are changed, the foreigner's residence documents shall be registered with the local police station and the Administration Office of overseas students within 24 hours from the date of the change of the registration items.

III. When dwelling off campus, international students must pay attention to personal and property security; they must not use rule-breaking electric appliances or drive a motorcycle in violation of regulations. When running into suspectable persons or in case of emergency, they must contact immediately relevant security personnel or police.

IV. When dwelling off campus, international students must strictly comply with Chinese laws and regulations and must not engage in activities endangering national security of China or in violation of Chinese laws and relevant public security regulations.

Regulations on of Traffic Safety within Campus on

International Students

1. The Security Department of Qingdao University is responsible for traffic management on campus. All vehicles, pedestrians and other traffic activities on campus shall comply with the Law of the People's Republic of China on Road Traffic Safety, this regulation and obey the authorities' instructions.
2. People and vehicles in and out of campus must comply with the relevant provisions of laws and regulations of state and school level. They are also required to subject to guards' management and accept their query consciously.
3. Various types of vehicles going in and out of the campus must be within the speed limit and are subject to the guards' command and inspection.
4. The no-parking area outside the gates prohibits the parking of any vehicles and other behavior impeding transportation through the gateway.
5. Roads within the campus are divided into motor vehicle driveways, non-motor vehicle driveways and pavements which are designed for motor vehicles, non-motor vehicles and pedestrians respectively. If the roads have not been marked for specific subjects, pedestrians and non-motor vehicles enjoy the priority.
6. Any unit or individual without the approval of the Security Department shall not occupy the road to set up their stalls, pile up goods, build a shack or other activities affecting traffic operation.
7. Any unit or individual is not allowed to set up, move, damage traffic signs, traffic barricades and other transport facilities.
8. Any unit or individual shall not conduct any car driving or training

on campus.

9. Motor vehicles entering the campus must have a drivers license, vehicle license and plates issued by police authorities. Vehicles without these documents are prohibited.
10. Motor vehicles entering the campus must be in accordance with campus traffic signs and markings. Parking on main streets, in no-parking area or taking up fire exits is strictly forbidden.
11. Motor vehicles traveling on campus shall not exceed 20 km/h and drivers shall take the initiative to avoid pedestrians and non-motorized vehicles. Whistling is prohibited.
12. Non-motor vehicles such as bicycles, electric bicycles and tricycles traveling on campus shall insure the validity of brakes and bells and be along the left side the road at the speed less than 10km/h. Randomly turning, chasing and accelerating up along the slope is strictly prohibited
13. Non-motor vehicles must be parked in designated locations orderly and if there is no specific parking area, parked cars shall not impede other vehicles and pedestrians.
14. Pedestrians should walk on the sidewalk. If there is no sidewalk, please walk on the roadside. Crossing the road should take the zebra lines and make sure it is safe before proceeding.
15. No person shall use skateboards or roller skates on the road in such a way that traffic safety is compromised.
16. Any violation of this provision will lead to being criticized and educated, ordered to rectify the behavior or deprived of goods depending on the specific circumstances.
17. Damages to traffic safety facilities shall be compensated.
18. Vehicles traveling within the campus without relevant documents issued by police authorities shall be seized by the security department of Qingdao University and police authorities.
19. Vehicles traveling within the campus seriously violating or

disobeying the authority's instructions, depending on their circumstances, will be taken to cancel their access into the school or transferred to public security.

20. Drivers involved in an accident shall stop immediately and remain at the scene of the accident. If injuries occur, the drivers involved shall conduct first aid operation and contact the traffic department and emergency center to inform the security department. Any alteration of the scene due to rescuing the wounded shall be marked. Parties shall settle the matter by negotiation and leave the scene in accordance with relevant regulations if there are no casualties and parties are content with the division of responsibility.

Part Four Regulation on Disciplinary Punishment of International Students

Chapter one General Principles

Article 1. These regulations are to maintain orderly teaching and living activities, guarantee a good study and living environment and to strongly encourage international students to abide by the laws of China and regulations and rules of Qingdao University.

These measures are formulated according to the 《Administrative Regulation for accepting International Students by the University》 (Issued by the Ministry of Education、 Ministry of Foreign Affairs and Ministry of Public Security) 《Administrative Regulation for Students of Qingdao University》 and 《Regulation for the Management of the International Students of Qingdao University》 .

Article 2. “Students” in this regulation refer to those degree and non-degree students who are studying at Qingdao University without Chinese nationality

Article 3. The punishment rule to disobedient students should fulfil the fair, impartial and open rules to combine education with punishment to help students obey rules by themselves.

Article 4. The punishment to students should be based on the fact and seriousness of students’ disobedient activities.

Charpter Two Punishments Categories and Practice

Article 5. International students who violates the disciplines of Qingdao University, in accordance with the seriousness, willingness of acknowledging mistakes, repentance and other aspects, shall be given the following punishments:

- 1. Warning**
- 2. Serious warning**

3. Recording a demerit

4. Academic Probation

5. Expulsion from school

Article 6. Students who are given punishment should be given additional disciplinary sanctions as following:

1. Disqualification of any honorary title
2. Disqualification of any scholarships and grants
3. Disqualification of students leaders
4. Degree granting follow the school's regulations
5. Follow other relative regulations if there is any

Article 7. Students can be given a lighter or mitigated punishment under any of the following circumstances.

- 1.The offense is minor and no serious harm is caused.
- 2.Students admit their mistakes and correct them in time
- 3.Students are coerced or cheated to violate the regulations and admit their mistakes and correct them in time
- 4.Students can assistant investigation of violation and obtain evidence.

Article 8. Students can be given a heavier punishment under any of the following circumstances:

- 1.The violation ccaused very bad influence and ruin the school's reputation.
2. Get involved in malicious collusion after violating regulation and provide false evidence to impede an investigation
3. Etaliates against prosecutors, witnesses and other relative people; Instigates, coerces or induces others to violate laws and regulations
4. Organize or lead the violation of laws and regulations.
5. Guide people from outside to violate disciplines on campus
6. Students who once be given disciplinary punishment

Article 9. The period of academic probation is one year from the punishment decision is given. The academic probation can be extended or removed after approved by colleges and International Education

College as applied by students. Academic dismissal and expulsion will be given to students who violates discipline during the period of academic probation. Academic probation sanction can be ended earlier from students who have made progress but cannot be less than 6 months. Earlier end doesn't mean removal of punishment.

Chapter Three Behaviors Violating School disciplines and Punishments

Article 10. Students who violate the law, acts or regulations of China will be given following punishments in the light of circumstances:

1. Those who are investigated for criminal responsibility for violating the law of China will be given sanction of Academic dismissal and expulsion.
2. Those who violate "the Public Security Administration Regulation":
 - a. Academic probation or academic dismissal and expulsion will be given for those who are given detention sanction.
 - b. Warning, Serious warning or Recording a demerit will be given to those who was given sanction of warning or fine for violating the Public Security Administration Regulation
 - c. Academic probation or academic dismissal and expulsion will be given to those who were released after being detained for interrogation

Article 11. Academic dismissal and expulsion will be given for one of following acts and be sent to police for penalty:

1. Illegally hold narcotic drugs
2. Provide drugs to others
3. Ingest or inject narcotic drugs

Article 12. Those who disturb public orders or school's teaching orders, punishment will be given as follow in the light of circumstances:

1. Those who publish illegal publications, establish illegal organization or put up or distribute publicity materials and printed materials without approval, will be given Warning or Serious Warning. Those who have caused serious consequence will be given punishment of Academic probation or more serious punishment.

3. Those who make loud noise to disturb the order of class, canteen, library, meeting room and dorm etc. and refuse to stop the acts, will be given the punishment of Warning or Serious Warning; Occupy without permission, change the use or damage public facilities will be given a Warning or Serious Warning or Academic probation or more heavier punishment for causing serious Sequence besides compensate for loss;

4. Those who incites or engineer illegal gathering to disturb teaching and living orders will be given a serious warning or more serious punishment; Academic probation or more heavier punishment will be given those who cause serious sequences.

5. Those who intentionally put on, draw, scratch or destroy campus environment and refused to follow dissuasions, will be given a warning or more serious punishment; intentionally destroy major notification, notice or documents will be given a warning or more serious punishment.

6. Those who Organize social, political and academic activities without permission or hold club and association without approval, will be given a serious warning.

7. Those who violates the Public Traffic Regulations will be given a serious warning or more serious punishment.

8. Those who illegally purchase, keep or carry daggers, flick knife or

other implements under control according to state regulations will be given a serious warning or more serious punishment. Academic probation will be given to those who cause serious sequences.

9. Those who hide, destroy, discard, stealthily opens the mail of another person , or stealthily use others' belongs will be given a warning or more serious punishment.

10. Those who forge or illegally use certificate, documents will be given Serious Warning or more serious punishment.

11. Those who have above acts ,and if the circumstance is serious and cause serious sequences, will be given Academic dismissal and expulsion.

Article 13. Those who are absent from class without permission will be given following punishment based on the seriousness of circumstance:

1. Those who are absent for less than accumulated 10 class hours in one semester will be given criticism. Those who are absent from class without permission will be given the following punishment based on hours of absence: (Refer to actual teaching schedule. On day of internship, military training or activities organized by school is calculated as six hours class; six hours' absenteeism is calculated for one day overdue return of leave permission or one day leave from school without permission)

- a. Warning will be given for accumulated absence reach to 10-19 class hours in one semester;
- b. Serous warning will be given for accumulated absence reach to 20-29 class hours in one semester;

- c. Recording a demerit will be given for accumulated absence reach to 30-39 class hours in one semester;
- d. Academic probation or more heavier punishment will be given for accumulated absence reach to 40-49 class hours in one semester;
- e. Academic dismissal and expulsion will be given for cumulative absence reach to 50 and above class hours in one semester;

Article 14. Those who cheat in examination, evaluation or writing thesies will be given the following punishment:

1. Those who cheat in examinations will be given academic Probation or more heavier punishment according to the seriousness of their cases; those who cheat in examinations for several times will be expelled from school; those who ask others to take examinations for themselves, those who take examinations for others, those who organize cheating, cheat with communication tools, or those with other serious cheating behaviors will be expelled from school;
2. Those who plagiarize in writing and publishing their essays, course design or graduation design will be given academic probation; if the case is serious, they will be expelled from school.

Article 15. Those who provoke trouble or brawl will be given the punishment based on the seriousness of circumstance:

1. Serious warning will be given for those who intensify contradictions and cause fighting or brawling.
2. Recording a demerit or less heavier punishment will be given to those who organize, instigate or guide fighting or brawling; Academic probation or more heavier punishment will be given for those who

cause serious sequences.

3. Academic probation or more heavier punishment will be given to those who don't stop but get involved in fighting or brawling to be a accomplice.

4. Recording a demerit or Academic probation will be given to those who attempt to hurt others with implements; Academic probation or more heavier punishment will be given to those who have attacked others with implements no matter if injury is caused ; Warning or serious warning will be given to those who provide implements to others in a fight, Recording a demerit will be given if serious sequence is caused.

5. Serious warning will be give for beating up others without injury caused; Recording a demerit or Academic probation will be given for causing minor injury to others; Academic probation or more heavier punishment will be given for causing more serious than minor injury.

6. Those who provoke trouble,retaliate, beat up or insult teachers, will be given more heavier punishment based on term 5 above.

7. Warning or more heavier punishment will be given depending on reason, injury degree, to those who cause serious sequence with injuring accidently

8. Those who get into Gang-fight involved in more than three persons will be given heavier punishment ; those who organize or cause gang-fight will be given more heavier punishment.

Articl 16. Those who destroy public or private property by illegal means as damaging , stealing , defrauding , robbery,

will be given the following punishment after recovering illicit money and booty.

1. Recording a demerit will be given if illicit money amount is less than 500RMB or commit for the first time; Academic Probation will be given to those who commit for two times , Expulsion from school will be given to those who commit for three times or above.
2. Academic Probation will be given if illicit money amount is more than 500RMB
3. Those who defraud to get others' personal property by forging , altering identification or certificate to use others' identity, will be given serious warning or more heavier punishment.
4. Those who help harbor , transfer or destroy stolen goods will be given punishment based on provision 1 and 2 in this article.
5. Heavier punishment will be given for serious acts.
6. Those who occupy public or other persons' personal property by taking the advantage of the position or collusion, will be given heavier punishment.
7. Those who racketeer, rob others will be expelled from school.

Article 17. Those who engage in or provide conditions for gambling will be given the following punishment after confiscating gambling tools and money:

1. Those who engage for the first time will be given Recording a demerit in light of the seriousness of the circumstances and actual situation;
2. Academic Probation will be given to those who refuse to make amends despite repeated admonition; Expulsion from school will be

given if the situation is serious.

3. Warning or more heavier punishment will be given to those who provide conditions for gambling even if they don't engage in gambling.

Article 18 Students who violate the Internet administration regulations will be given the following penalties according to the seriousness of their cases:

1. A warning will be imposed on those who disturb the normal order of the network.

Those who misappropriate IP and read other's email with illegal means;
Those who attack the Internet system and hack the websites of the government, enterprises or institutions;

Those who maliciously spread the knowledge of loophole in Internet system and instigate other to attack and hack the website.

2. Those who make copy, distribute or spread harmful information through Internet and cause serious consequences will be kept in school but placed under surveillance or given more serious punishment, and will be reported to the judicial department.

a. Those who spread obscene, pornography, gambling, violence, murder, or horror, or instigate others to commit crime;

b. Those who spread personal attack, slanderous rumors and reflect upon other's honor;

c. Those who make, copy, distribute or spread illegal information against laws.

3. Those who misappropriate other's name to release information and cause serious consequences will be given a warning or more serious punishment.

Article 19 Warning or more heavier punishment will be given for intimidation or threatening the personal safety, peeping, secretly taking photos, eavesdropping, or spreading the privacy of another person to disturb others' normal life.

Article 20 Those who infringe upon the legitimate rights and interests of citizens, legal persons or other organizations, by openly humiliating or slandering them with fabricating stories, will be given warning or heavier punishment in light of the seriousness of the circumstances and actual situation; Academic Probation will be given to those who refuses to make amends despite admonition.

Article 21 Students who cause serious consequences because of heavy drinking will be given the following punishments besides compensating for the losses:

1. Those who provoke trouble or brawl after heavy drinking will be given a warning if the adverse effects are extremely minor.

2. if the adverse effects are serious, but they can realize their mistakes and try to make amends, they will be given academic probation;

3. Those who engage in gang-gambling, heavy drinking and cause serious consequences and refuse to make amends despite admonition will be expelled from school.

Article 22. Those who damage public or personal property shall be given the following punishment in light of the seriousness of the circumstances as well as compensate for economic losses , and in addition, be fined no less than 500 yuan.

1. Those who connect electric wires or use electric appliances such as electric stoves and heaters without permission will be given a notice of criticism as well as confiscation of these appliances. If their violations cause serious losses or have bad effect, they will be given a warning or more serious punishment;

2. Those who violate the operating procedures of experiments and fieldwork and cause serious losses or bad effect will be given a warning or more serious punishment;

3. Those who intentionally damage other's property will be given a warning or more serious punishment;

4. Those who intentionally destroy the facilities of the campus, classrooms and dormitories, communication apparatus or fire extinguisher will be given a warning or more serious punishment.

Article 23. Those who infringes on the lawful rights and interests of school will be given the following punishment as well as compensate for economic losses. The illegal gains will be confiscated.

1. A warning will be given for take part in illegal business.

2. Those who cheat of scholarship by false information or documents will be given warning or more heavier punishment.

3. Those who alter academic records, forge identification, certificate, others' signature or seals, will be given Academic Probation or more heavier punishment.

4. Those who deliberately damage public property for several times and the circumstances are serious, will be expelled from school.

Article 24 Students who violate the fire regulations and cause fire

will be given the following penalties according to the seriousness of the cases besides the compensations for the losses:

1. Those whose haven't caused heavy losses will be given a warning;
2. Those whose have caused heavy loss will be kept in school but placed under surveillance;
3. Those who have been confirmed as fire-risers and have caused heavy losses will be expelled from school.

Article 25 Students who transgress morals will be subjected to the following penalties according to the seriousness of the cases:

- 1) Those who transgress morals will be criticized. If offenders do not correct their mistakes after being criticized, they will be given a warning;
- 2) Those who ignore and violate the rules and regulations of the university will be given a warning or more serious punishment according to the seriousness of their cases;
- 3) Those who open others' mail or postage without permission, or damage others' property will be given a warning or more serious punishment according to the seriousness of their cases;
- 4) Those who, with any means, intimidate, induce, threaten, demand or force new students to do something against their will and cause serious consequences, will be given a warning or more serious punishment according to the seriousness of their cases;
- 5) Those who force another person to date and cause serious consequences will be given a warning or more serious punishment according to the seriousness of their cases;

6) Those who tail, follow, harass or tease others and disturb others' daily life and study will be given a warning or more serious punishment according to the seriousness of the cases;

7) Those who accommodate opposite sex or stay overnight in the dormitory of the opposite sex will be kept in school but placed under surveillance or given more serious punishment according to the seriousness of their cases. Male and female students who cohabit will be expelled from school. Those who watch others stealthily or cause trouble to disturb others will be kept in school but placed under surveillance or given more serious punishment according to the seriousness of their cases. Those who refuse to correct their bad behaviors will be expelled from school;

8) Those who watch, store, manufacture, distribute or sell pornographic materials will be kept in school but placed under surveillance or given more serious punishment according to the seriousness of their cases;

9) Those who spread obscenities or scribble obscene pictures and refuse to correct will be kept in school but placed under surveillance or given more serious punishment according to the seriousness of their cases;

10) Those who humiliate women or have sex illegal will be kept in school but placed under surveillance or expelled from school according to the seriousness of their cases.

Article 26. Students who violate the regulations on dormitory management will be given the following punishments according to the seriousness of their cases:

1. Those who accommodate other people without permission will be given a warning or more serious punishment according to the seriousness of the case;

2. Those who often come back late do not return, disturb other's rest in the dormitory, play music loudly, dance , strike things, or make loud noise and refuse to correct will be given a warning or more serious punishment according to the seriousness of the case;
3. Those who are engaged in hoodlum activity in the dormitory and affect others, or offer place for prostitution will be kept in school but placed under surveillance for a year;
4. Students who violate the other regulations on dormitory management will be given the punishments according to the seriousness of their cases.

Article 27. Students who have been given punishment for three and above times shall be expelled from school.

Chapter Four

The Decision of Conducting disciplinary punishments

Article 28. The University shall listen to the student or his/her agent's description of the facts and defense before imposing punitive actions. Students have the full right to defend themselves. For Probation and Expulsion, the university shall notify the student concerned of his/her right to apply for a hearing before the punitive actions are imposed.

Article 29 When punishing a student who violates discipline, the university shall issue a written punishment decision, which shall include the following contents:

1. Basic information about the student;
2. The facts and evidence of the disciplinary action;
3. The type, evidence and time limit of the disciplinary action;

4. The means and duration of the appeal;

5. Other necessary contents.

Article30. The procedures of Conducting disciplinary punishments:

1. Punishment such as warning, serious warning , Recording a demerit are decided by the colleges where students study after being identified. The decision need to be signed by the dean of his/her college and reported to the College of International Education for record.

2. Academic Probation punishment need to be verified by his/her college and submit preliminary opinion to International Education College. The final decision will be made by president-in-charge after consultation by both colleges.

3. Expulsion from school need to be verified by his/her college and submit preliminary opinion to International Education College. The final decision will be made by presidents' meeting after consultation by both colleges

Article31. Aggravated Penalties shall be given to students who are given punishment for the same violation.

Article32. After decisions regarding disciplinary actions have been made, The student must sign the delivery notice upon receiving the document. If a student refuses to sign it, the notice shall be delivered in the way of retention and recorded on file by the person who delivers it. Decision valid even without signature .

Article33. Documents regarding disciplinary action shall be recorded truthfully in the University Administrative files in their entirety and are irrevocable. Upon receiving the document, if the student concerned has any objection to it, he/she can lodge an appeal to the University Student Appeals Administration Committee within 10 days. If the student cannot receive the document, this 10-day limit shall start at the end of the document publicizing period. If a student fails to lodge an appeal within the set period, he/she shall be deemed to have relinquished his/her right

to appeal, and the university shall not accept any subsequent appeal requests. The University Student Appeals Administration Committee shall send a written reply to the student within 15 working days after receiving an appeal. The Committee shall verify the student's appeal and then decide whether or not it is acceptable. If the appeal is accepted, the Committee shall re-investigate the case and issue a response. Specific procedures for processing appeals are provided in the relevant regulations.

Article34. Students who object to the decisions made after such re-examination can protest to the Education Department of Shandong province in writing within 15 days of receiving the university's re-examination decision.

Article35. An Expulsion decision will be reported to the Education Department of Shandong province, for the record.

Article36.Those who are expelled from the school will forfeit the status of the student of the university and their right and responsibility with the school is terminated. The residence permission is cancelled accordingly by the Qingdao Public Security Bureau. The students should go through the procedures of leaving the university within 5 days after they receive the penalty decision. Those who make trouble willfully and refuse to leave the university will be forced to leave within a specified time.

Chapter Five Supplementary Provisions

Article 37.Qingdao University International College reserves the right for the interpretation of the above regulations。

Article 38. The present regulations shall be implemented from September 1st,2019.

Part Five Regulations on Awards of International Students

Regulations on Awards for Excellent International Students of Qingdao University

1. General Principles:

In order to encourage international students to foster morals and study hard, excellent students and class leaders will be awarded.

The awards for excellent students and class leaders are based on the principles of openness, justness and fairness.

The regulations are formulated to regulate and specify the principles and procedures of the award.

2. The policy of the selection:

1) The colleges where students study are responsible for the selection of award of excellent international students according to the selection policy of scholarship.

2) Students who come to study Chinese, undergraduates, postgraduates, and doctoral students who have formally registered have the right to participate in the selection. Those who participate in the selection should abide by the laws of China, the rules and regulations of the university and have no criminal records.

3) The instructors are required to submit the marks and the absence records of the students, the name lists of the applicants and the related materials to the International Students' Affairs Office.

4) The International Students' Affairs Office and the instructors are responsible for the check of the performance of the applicants.

3. The submission and approval:

The primary results of selection for excellent students will be made public for three days, and will be submitted to the University for approval after soliciting opinions.

4. Appealing:

Students who have objections to the primary result can appeal to the International Students' Affair Office within 3 weekdays after the publication of the primary results. After receiving the appeal, the International Students Affair Office will investigate, solicit opinions and make the decision within 3 days and then submits the decision to the higher authorities. After the decision is approved, the students who appeal will be informed.

Note: The College of International Education College is responsible to explain the regulation.

Declaration

1. The official version of this handbook is in Chinese, with English translation provided for convenience. In case of any discrepancy between the English translation and the original Chinese text, the Chinese text shall prevail.
2. Qingdao University International Education College reserves the right for the final interpretation of this handbook.
3. This handbook was finalized on August 31, 2019, If the new laws and regulations promulgated by government departments or the university after this date are inconsistent with those in this handbook, the new ones shall prevail.