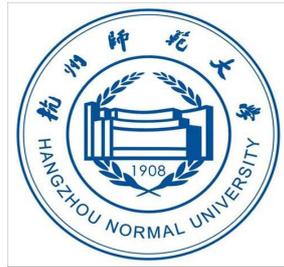


# **HANDBOOK FOR INTERNATIONAL STUDENTS**

**Hangzhou Normal University**



**Office of International Cooperation and Exchange,  
Hangzhou Normal University**

**2012**

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## Registration

### I. New Students Registration

1. New students must register within the specified time at the School of International Education of Hangzhou Normal University, bringing with them their passports, Letter of Admission and Form JW201 or JW202. During registration, they shall be asked to fill in the International Students Admission Form, take a copy of the Handbook for International Students, and submit other necessary documents for verification as required by the Letter of Admission. They need also to submit 10 passport photos (2-inch bareheaded with a white background). Degree-students and non-degree students pursuing studies other than Chinese

language and culture must also register in the schools and colleges where their academic programs are conducted.

2. Self-funded students must produce their receipts of tuition and fee payment or bank statement showing the payment at the time of registration. They may also make the payment at the time and on the spot of registration.
3. Those who for some reason are not able to register within the specified time period must obtain prior consent from the School of International Education for later registration. Failure to register within the two weeks after the specified deadline without valid reasons will be automatically regarded as giving up the admission eligibility.
4. The Letter of Admission for international students shall bear the official seal of the School of International Education of Hangzhou Normal University. No documents issued by any other organizations or individuals will be deemed valid.

## **II. Current student registration**

Current students must register at the School of International Education within the specified time period at the beginning of each semester. They must bring with them their student cards, which shall be made valid by stamping on it the registration seal. Those who are not able to register within the specified time period for some reason must apply in advance for later registration. Those who fail to pay tuition and fees as required or to meet other requirements will not be allowed for registration and consequently will not be able to participate in any educational activities organized by the university or gain credits or scores for any courses offered for the semester. Failure to register within one month after the specified deadline without valid reasons will automatically lead to the cancellation of their student status.

## **Physical Check-up, Residence Permit & Visa**

### **I. Physical Check-up**

International students who are to study at the university for one semester or more must present a “Medical Examination Report” issued by hospitals with high medical qualifications during registration. Those who cannot provide such a report must take a medical examination at Zhejiang International Travel Health Care Center and obtain within the specified time period a “Physical Examination Record for Foreigners” from the Center. The validity period of “Medical Examination Reports” or “Physical Examination Records for Foreigners” is one year. International students must present valid “Medical Examination Reports” or “Physical Examination Records for Foreigners” when applying for or renewing their residence permits. Students who are ascertained upon examination as patients of any disease due to which entry to China is not allowed, as specified in the laws of the country, shall leave immediately for their home country.

Address of Zhejiang International Travel Health Care Center: 230 Zhonghezhong Rd, Shangcheng District, Hangzhou, Zhejiang (Tel: 87852410)

### **II. Residence Permit and Visa**

1. New students with an X visa must apply for a residence permit to the Department of Entry & Exit Administration, Hangzhou Public Security Bureau, within 30 days from the entry in China. New students with an F visa must secure a visa extension or resident permit before their period of visa validity expires. Those who fail to have their visa or resident permits

extended shall face legal actions for illegal residence in accordance with relevant Chinese laws.

2. International students who are transferring from another city in China to Hangzhou Normal University must go through the move-out formalities with the Department of Entry & Exit Administration in the public security organ of that city and then go through the move-in formalities with the same institution of Hangzhou Municipal Government, within 10 days after their arrival at the university.
3. If any change occurs regarding a student's status during his/her stay at the university, he/she must have the corresponding information on his/her residence permit changed with the Department of Entry & Exit Administration of Hangzhou Public Security Bureau within 10 days after the change takes place.
4. Current students must secure a visa extension from the Department of Entry & Exit Administration of Hangzhou Public Security Bureau at least one week before their residence permit expires. Documents for visa extension application include the applicant's passport and a certification issued by the School of International Education of Hangzhou Normal University. Failure to secure extension before the expiration of residence permits will be deemed as illegal residence and thus lead to legal actions in accordance with relevant Chinese laws. Students are advised to solve their visa problems during regular semester time as they are not handled during vacations. A residence permit may be extended up to one year at a time. No extension will be possible for students who are to leave the university for graduation or completion of their course studies.
5. International students may enter and exit China for multiple times as long as their Residence Permits are valid.
6. International students who have lost their passports must inform the School of International Education and the Department of Entry & Exit Administration, Hangzhou Public Security Bureau immediately about the matter, obtain a certification for the loss, and apply for a new passport to the embassy/consulate of their home country in China and a new residence permit to the Department of Entry & Exit Administration of Hangzhou Public Security Bureau. International students who have secured a new passport must inform the School of International Education of the university and the Department of Entry & Exit Administration, Hangzhou Public Security Bureau about the matter and go through certain formalities.
7. Address of the Department of Entry & Exit Administration, Hangzhou Public Security Bureau: 35 Huaguang Rd, Hangzhou
8. To apply for a residence permit, new students need to prepare the following documents and materials:
  - (1) A certification issued by the School of International Education of Hangzhou Normal University;
  - (2) Passport;
  - (3) Original third slip of Visa Application for Study in China (Form JW201 or JW202);
  - (4) One duplicate copy of the Letter of Admission;
  - (5) One recent 2-inch photo of the applicant (front, bareheaded, with a white background );
  - (6) The Certificate of Verification of Physical Examination Record for Foreigners & Overseas Chinese;
  - (7) Temporary residence registration certification issued by the police station, which is required additionally for students dwelling off campus;

- (8) A certification of completion of studies issued by the applicant's former school in China, which is required for those with residence permits issued by the city where the applicant's former school is located.

## **Security**

### **I. A Safety Reminder for International Students**

To maintain good order at the university, protect the well-being and security of international students and ensure their smooth studies and pleasant stay, this safety reminder is hereby provided in accordance with relevant China's laws, codes of conduct and relevant regulations of the university. International students who violate any of the following provisions or ignore the relevant safety tips will have to take consequences.

1. Comply with China's laws, codes of conduct and the rules and regulations of the university. Respect China's social morality, folkways and customs.
2. Follow the relevant provisions of the public security department to apply for the residence permit, have it extended and the information on it changed in a timely fashion.
3. Ask for permission from the School of International Education for off-campus accommodation. Sign a housing lease with the owner before moving. Go through registration formalities with a local police station within 24 hours after moving in and have the new residence recorded in the Office of International Student Affairs together with the Temporary Residence Registration Certificate issued by the local police station. Comply with relevant regulations of the dwelling place and its neighborhood and cause no disturbance. Pay attention to public security, traffic security, personal and property safety when dwelling off campus. Strictly follow safety tips when using fire, water, electricity and liquefied gas.
4. Comply with dormitory management rules and regulations when living in dormitories on campus. Help make the dormitory a quiet and comfortable place. Do not speak loudly or play music or turn on TV in high volume. Do not exchange/transfer rooms/beds without the consent of the dormitory management. Do not raise pets. Do not have visitors stay in the dormitories after 11:00 pm.
5. In the dormitories, use of high-power electrical appliances or open-flame utensils, including electric cookers, electric heaters or those that are liable to cause fire such as electric blankets, is prohibited. Storage of flammable, exposable or toxic articles and other dangerous articles is prohibited. Indoor smoking is also prohibited.
6. Pay attention to dietetic hygiene. Do not buy beverage and food from a stand that does not have a hygienic license. Have food washed clean and adequately cooked when doing self cooking.
7. Take precautions against possible infectious diseases like flu: go to a hospital for treatment and inform the teacher responsible for your class as soon as symptoms like cold and fever appear.
8. Breakage, dismantling or refitting of equipment and electric lines in the dormitory building or rented houses/apartments is prohibited. Take good care of fire safety facilities.
9. Secure doors and windows when leaving your room; do not give room keys casually to others to avoid unauthorized duplication.
10. Do not go out late at night for excessive drinking or entertainment. If you do need to go out or return very late at night for something special, tell your friends in advance and keep quiet when getting back so as not to disturb the rest of others.

11. Avoid conflicts with others on any and all occasions. Retain self-control when facing sudden and unexpected disputes in public places. Ask relevant managerial personnel or call the police number 110 for settlement or call your teacher for advice and assistance.
12. Utilization of your dormitory or rented house for activities against China's laws or university regulations is strictly prohibited.
13. Properly keep your personal belongings safe. Deposit surplus cash in a bank; do not tell others the password of your bank account. Do not leave your valuables carelessly at public places like classrooms and libraries.
14. Strictly comply with traffic rules and regulations. Do not ride motorcycles, fuel-powered mopeds and high-power battery bikes. Driving a motor vehicle without license, driving a car in a drunken state, speeding with motor vehicles or battery-powered bikes on campus, carrying someone else while biking are all strictly prohibited.
15. Do go to a bank for currency exchange; do not exchange currency with a private store or an individual. Currency exchange with an unauthorized store is an illegal act in China.
16. Do not set off fireworks and firecrackers or have barbecues on campus or in a dormitory.
17. Do not swim at non-accredited swimming places such as rivers, lakes or reservoirs. Do not tour around places in threatening natural conditions.
18. Gambling, excessive drinking, physical fights and other acts that disturb the normal working, education, and research order of the university or the normal life of the faculty and students are strictly prohibited.

## **Dormitory Management Regulations**

### **I. Measures on the Management of International Student Dormitories**

The measures are hereby developed with relevant university regulations as their basis and the management practice of international student affairs as important references.

- Article 1** International students must sign a contract and secure a registration card for dwelling in International Student Dormitories.
- Article 2** Students must dwell in the designated dormitory buildings and rooms. No one is allowed to move into a student dormitory or change his/her dwelling room/bed without the approval of the dormitory management.
- Article 3** In principle, the dormitory buildings do not provide additional rooms for students' dependents such as spouses or children. Those who have dependents to live with them must make a prior request to the School of International Education and the dormitory management. Such dependents shall not be allowed to move in until the approval is granted and relevant expenses paid.
- Article 4** Dwelling students must pay accommodation fees, water, electricity and other utility fees, etc. in a timely fashion.
- Article 5** Students who are to withdraw from dormitory dwelling must go through the withdrawal formalities with the dormitory management. For those who wish to withdraw ahead of time for reasons like graduation, completion of course studies, quitting, dismissal, suspension, transfer to another school or leaving China, refund of accommodation fees shall be granted for the remaining months (not including the month when the request for the withdrawal is submitted); for those who

withdraw for other reasons, accommodation fee for half a semester shall be charged for dwelling time less than half a semester and that for one semester charged for dwelling time more than half a semester but less than one semester. Temporary dwelling outside the designated dormitory buildings because of internship shall be counted as normal dwelling at school and therefore no withdrawal treatment shall be granted.

Students who have had withdrawal request granted and the related problems settled must remove all their personal articles out of their dormitory within a period of 3 days starting from the date on which the withdrawal formalities are complete. Those who fail to move out by the specified time limit without valid reasons shall be deemed as stay in default and their belongings shall be moved out in accordance with relevant regulations of the university.

- Article 6** Dwelling students must cooperate with the university for matters such as remodeling the dormitories/rooms or changing their functions. Students must follow the university's decision when there is a need to re-arrange their dwelling places.
- Article 7** Dwelling students must consciously maintain dormitory security, enhance their security and law awareness and their sense of precaution, and improve their ability of self aid and escaping from disastrous situations.
- Article 8** Dwelling students who have detected an accident in the dormitory, such as fire or fire alarm, must take immediate actions, calling the dormitory management or fire station (number 119) and evacuating from the site. Those who run into a criminal or public security case or the like in the dormitory must contact the campus police and the dormitory management immediately, make efforts to keep the scene intact, and provide necessary assistance for investigation.
- Article 9** Dwelling students must not take anyone that is not a dwelling student into their dormitory for the night. If they do so and their acts cause any loss of private or public property in the dormitory or physical injury of other dwellers, the doers shall bear legal and compensation liability.
- Article 10** Dwelling students must pay attention to anti-theft security and take good care of their personal articles; they must neither lend their dormitory keys to others nor change their door locks or fit an additional lock without permission. They must inform the dormitory management immediately if their key is lost so as to have their door lock changed by the dormitory management.
- Article 11** Dwelling students must consciously comply with regulations on visitor reception in dormitories, and consciously cooperate with the managerial staff in hosting visits. Visitors must register with the duty room and comply with relevant regulations on visitor reception.
- Article 12** To maintain good operational order of the dormitory facilities and equipment, management personnel shall execute relevant inspections or check-ups on regular or irregular basis, and dwelling students must cooperate with those inspections and check-ups
- Article 13** For the well-being of the dwelling students, an infectious disease declaration system is adopted in the student dormitories. Anyone who has contracted any of the infectious diseases specified in the Law of the People's Republic of China on the Prevention and Treatment of Infectious Diseases must report on his/her own initiative to the managerial personnel of his/her dormitory building. Students who find someone in the dormitory suspected of infectious disease must contact the

management timely. Infectious disease patients, pathogen carriers and suspected infectious disease patients must follow the medical instructions and advice from the university hospital and cooperate for necessary medical and accommodation arrangements before they are cured or the suspicion removed.

**Article 14** Dwelling students are expected to consciously protect public sanitation and help create a clean, tidy and orderly dwelling environment. They must dump indoor garbage directly into designated barrels, take bagged garbage timely to designated garbage stack, and put dangerous wastes into designated storage site.

**Article 15** Dwelling students are expected to be on good terms with each other. They are expected to make joint efforts to maintain an optimal order and develop a good working and living habit well in keeping with the dwelling regulations.

**Article 16** Business and other associated activities are prohibited in student dormitories. No individuals or organizations will be allowed to hold profit-oriented or fee-collecting activities such as pyramid selling in student dormitories without the approval of the dormitory management. Students who wish to conduct non-business operations of publicity type must hang posters or make decorations in designated areas, after obtaining the approval from the dormitory management.

**Article 17** Students withdrawing from dwelling in their dormitories must do so in compliance with relevant rules and regulations. When moving out, they must take good care of the dormitory property and facilities, cooperate with the managerial personnel in checking the facilities and equipment, and make all deferred payments before leaving.

**Article 18** Students must make proper use of water/electricity facilities, doors, windows, furniture, telephone sets and a variety of other facilities and equipment in their dormitory building and their rooms.

**Article 19** Students must take good care of the furniture used individually by them in the room or used jointly with others in the dormitory building. Without the consent of the management, no furniture provided in the rooms by the university shall be lent to others, and no self-provided furniture or furniture from other places moved in and used in a student dormitory. And without the management's consent, no furniture, facilities or equipment in the dormitories shall be dismantled, displaced, or discarded.

**Article 20** The dormitory management on each campus is entrusted by the university with the task of sorting, counting, checking and repairing dormitory facilities and equipment at irregular intervals. Students who find any facilities or equipment damaged or lost must contact the management for repair or replacement. Full compensation shall be made for human-induced damage, and the responsible persons must bear the cost for repair or replacement.

**Article 21** Students must pay attention to the safe use of electricity. Electrical appliances equipped in dormitories are not to be repaired or dismantled without permission. Damage of facilities or equipment caused by improper use shall be borne by the user. Students must purchase and use certified electrical products made by accredited manufacturers. Dormitory management personnel are authorized to stop electricity consuming activities that violate management regulations.

**Article 22** Relevant departments and offices of the university are mandated to stop any of the following acts found in the dormitories and to issue public reprimands or impose disciplinary sanctions or legal responsibilities for such acts, depending on the seriousness of the case.

1. Acts that affect public order:

- (1) Refusing to cooperate with the university in sanitary, disciplinary and safety inspections;
  - (2) Carelessly dumping garbage inside and outside buildings, splashing unclean water or pouring water into a garbage bin;
  - (3) Scrawling over walls and corridors or carelessly posting and circulating various posters, fly sheets and the like;
  - (4) Furnishing a dwelling room without permission or driving iron nails or other hard objects into wall surface;
  - (5) Displacing or dismantling furniture, facilities or equipment without permission;
  - (6) Installing a high-power electrical appliance without permission;
  - (7) Raising pets;
  - (8) Dumping leftovers into sewage and causing jam;
  - (9) Causing serious waste of public water/electricity consumption;
  - (10) Illicit and criminal acts such as excessive drinking, gambling, whoring, drug abuse and drug trafficking;
  - (12) Other acts that disturb public order.
2. Acts that affect security
- (1) Fixing electric lines, Internet wires or telephone wires without permission;
  - (2) Piling up bikes or discarding sundries and the like in a hallway, corridor, fire passage, dwelling room or balcony;
  - (3) Dangerous behaviors like climbing over a door/window, attic or railing;
  - (4) Duplicating a room door key or changing a door lock without permission or lending a dwelling room key to others without permission;
  - (5) Exchanging rooms and beds with others, taking over another bed, or lending or re-letting a bed to others without permission;
  - (6) Misusing the entrance guard system of the dormitory building;
  - (7) Storing flammable/explosive articles;
  - (8) Using various high-power electric appliances such as electric cookers, electric pots and electric radiators or flammable articles like electric blankets;
  - (9) Cooking or barbecuing food in a room;
  - (10) Other acts that affect public security.
3. Acts that disturb others' studies or rest
- (1) Speaking loudly, playing chess or doing other indoor sports when others are doing self-studies or having a rest;
  - (2) Failure to control the sound volume of electronic audio or video devices; talking, laughing, singing and frolicking loudly late at night.
4. Other acts in violation of the Dormitory Dwelling Rules of the university

**Article 23** The dormitory management reserves the right to cancel the dwelling eligibility of

students who violate the provisions of the Dormitory Dwelling Rules or fail to abide by the dwelling contract and refuse to change their ways of behavior despite of repeated admonition. To regain their eligibility, such students must make a pledge to comply with the dwelling rules and the provisions of the dwelling agreement so as to attain forgiveness and approval from the dormitory management and then re-start the dwelling application procedures.

**Article 24** International students shall be asked to dwell in different dormitory buildings on different campuses according to the unified arrangement of the university. Relevant management regulations (or important information for dwellers) have been developed for each dormitory building, as the case may be. At the same time of complying with this methodology, international students must also comply with the management regulations (or important information for dwellers) of the dwelling building they reside in.

**Article 25** Interpretation of this document shall be the responsibility of the School of International Education and the dormitory management of the university.

## **Regulations on Management of Off-campus Dwelling for International Students**

- I. International students are expected to dwell in a dormitory of the university in normal cases. Those who do need to dwell off campus must apply first to the School of International Education of the university, and go through relevant off-campus dwelling formalities in accordance with the regulations issued by the Public Security Bureau of Hangzhou Municipal Government.
- II. The following preparations need to be made in advance for the approval of off-campus dwelling:
  1. International students who lease a private living place shall ask the owner to produce a Public Security License and enter into a lease contract with the owner.
  2. International students who dwell in a guest house, hotel or leased apartment shall provide a relevant certificate specifying the dwelling period from the property branch.
  3. For international students who lodge at their kinfolk's places:
    - (1) Relevant information about their warrantor (i.e. householder of the lodging place) must be provided, including his/her name, address, relationship with the warrantee and valid credentials.
    - (2) The warrantor must sign a written letter of guarantee with the warrantee and agree:
      - a) to have the warrantee dwell at his/her place;
      - b) to willingly bear relevant legal liabilities.
- III. Procedures of off-campus dwelling registration:
  1. The students must, first of all, submit a Request Form for Off-campus Dwelling of International Students at Hangzhou Normal University to the School of International Education and provide relevant documents, such as the lease contract, for verification. They must not start dwelling off campus before obtaining the approval from the Office of International Students Affairs.
  2. Within 24 hours after moving in, they must go to the local police station in the

dwelling area for a provisional Voucher of Temporary Residence Applied for by Overseas Visitors, taking with them valid identity credentials such as their own passports.

3. They must also go to the School of International Education to file away the Voucher of Temporary Residence Applied for by Overseas Visitors and have their contact information, such as domicile telephone or cell phone number recorded.
  4. International students who change their off-campus dwelling places must go through the aforesaid procedures once again.
- IV. When unable to come to the university for teaching activities due to illness or private business, off-campus dwelling students must go through the leave application procedures in accordance with relevant student status management regulations.
- V. When dwelling off campus, international students must pay attention to personal and property security; they must not use rule-breaking electric appliances or motorcycling in violation of traffic regulations. When running into suspicious persons or in case of emergency, they must contact immediately relevant security personnel or public security sectors.
- VI. When dwelling off campus, international students must strictly comply with China's laws and regulations and must not engage in activities endangering national security of China or in violation of China's laws and relevant public security regulations.
- VII. The School of International Education shall work with the public security institutions at irregular intervals in security visits to international students' off-campus dwelling places. International students must cooperate and provide assistance in those visits.
- VIII. International students who come into an emergency situation when dwelling off campus must contact relevant public security departments or the School of International Education immediately, provide possible assistance in investigation and for solution.

## **Hangzhou Normal University Regulations on Managing the Student Status of Non-degree-seeking International Students of Chinese Language and Culture**

### **I. Application, Admission and Registration**

1. Foreign nationals aged between 18 and 65, in good health and capable of self-care can apply for studies of Chinese Language and Culture at Hangzhou Normal University. Applicants must truthfully fill in the "Hangzhou Normal University Application Form of Admission for International Students", which can be downloaded at the website of the School of International College, Hangzhou Normal University: <http://sie.hznu.edu.cn>, and then send it together with a copy of valid passport and application fee to the school, which will be responsible for verifying the applications and sending to the admitted applicants the Admission Notification and Visa Application Form for Study in China (form JW202 or JW201).
2. With the Admission Notification and the Visa Application Form for Study in China issued by Hangzhou Normal University, the applicant can then apply for visa to China at a Chinese embassy or consulate of his/her home country. The admitted international students must arrival at the university for registration within the specified time frame. Students who are not able to do so within the time frame for certain reasons must apply in advance for later registration, with the leave of absence no longer than 2 weeks. For

those who do not apply for later registration or have had their leave of absence exceeding 2 weeks but still have not arrived for registration, the university shall not retain their admission eligibility. Application for leave of absence must be verified and then granted by the School of International Education of the university.

3. International students who plan to study for more than one year must have physical check-ups at a hospital designated by the university within the specified time frame. Those who already have had physical check-ups prior to coming to China must have their examination reports verified and their physical conditions rechecked after registration. Students who are found to be physically unfitting for registration shall have their admission eligibility cancelled.
4. Students who have done studies at the university in the past semester and plan to continue in the new semester must register at the School of International Education within the time frame specified in the university calendar. Registration must be completed by students themselves and therefore they need to take with them their student ID cards. Tuition fees must be paid before registration, and those who for certain reasons are unable to arrive at the university within the specified time frame must apply for later registration and leave of absence.
5. It is required by China's Ministry of Education that all international students be medically insured throughout their period of study in China. International students with no valid medical insurance purchased at their home countries must buy via the university the insurance from Chinese insurance companies. Students who do not have valid medical insurance and refuse to purchase it via the university shall not be able to get registered for program studies.

## **II. Class Entry and Switch**

6. International students shall begin their studies in class only after their registration procedures are completed.
7. New international students shall be placed in classes according to their results from the Placement Test of Chinese Language Proficiency. If a student finds after entering a class that the courses taught there do not match well his/her current level of Chinese language proficiency, he/she may apply to the course instructors for a class switch within the first week after the class begins. The switch shall not take place until the application is approved by the School of International Education and the course instructors. No application for a class switch shall be accepted after the second week begins.
8. Students with experience of studying Chinese language and culture at Hangzhou Normal University in the previous semester/year shall be placed in new classes for the new semester after registration according to their learning performance in the previous semester. Students who wish to switch to a higher-level class must apply to the International College on the condition that their final result of the course of Intensive Chinese Reading in the previous semester exceeds 90. The applicants then must take the placement test together with new students, and if their test score meets the specified requirement, their application shall be approved and they can switch to a higher-level class.

## **III. Attendance**

9. International students must follow the university calendar to do course studies, and they must arrange relaxation and recreational activities for China's public holidays and the university's summer/winter vacations according to relevant regulations of the university.

10. International students must observe the learning disciplines of the university. They are expected to attend classes on time, not to be late or absent for classes, or leave when classes are still going on. When doing self studies, they must keep quiet and do not disturb other students.
11. If an international student has to be absent due to sickness or other personal reasons, he/she must apply for leave of absence:
  - a) To request a sick leave, the student must have a sick-leave suggestion from a hospital, and the course instructor must be informed promptly. Absence from class for one day because of illness can be counted as sick leave if the absentee has the approval from the course instructor/s even if with no hospital suggestion submitted. Sick absence exceeding one day shall not be counted as sick leave unless the hospital suggestion is submitted to the School of International Education on the day when the absentee's illness begins or a day after and the sick-leave request is approved. Sick absence exceeding one day with no hospital suggestions submitted within the required time limit shall be treated as absenteeism.
  - b) To request leave for personal matters other than sickness, the student must submit a written application to the course instructor/s in advance. Leave of more than 3 days must be approved by the School of International Education. Absence with no application for leave or with application that has not been approved shall be counted as absenteeism.
12. A student whose unapproved absence for a single course amounts to one third of the total classes of the course within one semester shall be disqualified to take the final exam of the course and his/her final score for the course shall be recorded as Zero. A student whose total unapproved absence of a semester exceeds half of total class hours of the semester shall be dismissed from the school.

#### **IV. Assessment of Studies**

13. The assessment shall be in the forms of exams and performance tests. Scores of exams will be given by applying the 100-points system, with 60 as the passing score. Students' achievement of a courses with exams shall be based mainly on their scores of the final exam, with due reference to their regular coursework. The final score for a course with exam shall be composed of the scores for the final (60%) and mid-term exams (20%) and attendance to classes (20%). Students' achievements for courses with no exams but performance tests shall be recorded with the application of the five-grade system or the 100-point system. The five grades are: Excellent, Good, Satisfactory, Pass and Fail. A student's absence from the exams of a course without valid reasons shall be treated as "Absenteeism from the Exams" and his/her score for the course shall be recorded as Zero, with no makeup exams to be organized for him/her.
14. Students must do their course assignments carefully, independently and in a timely fashion. Those who have failed to hand in assignments up to more than one third of the total for a course without valid reasons shall be disqualified to take the exams or performance tests of the course.
15. Students must have their student ID cards with them when taking exams. During the exams, they must closely follow exam regulations and must not cheat in any way. Those who are found to cheat in an exam shall immediately be disqualified to take the exam and their result of the course shall be recorded as "Zero" with a mark of "Cheating" attached. No makeup exams shall be arranged for those students.

## **V. Scholarships**

16. To encourage international students to work hard and achieve all-round excellence, Hangzhou Normal University has been running various scholarship schemes for international students. The scholarships are managed by the “International Student Scholarship Committee” of the university and awarded by the School of International Education once every semester.
17. Qualifications for Scholarships:
  - a) Observing Chinese laws and regulations, complying with university disciplines and rules; showing respect to the faculty and staff; keeping good relationship with fellow students of different cultures and customs.
  - b) Working diligently and earnestly in studies, with results of all courses entering the top 15% of the class.
  - c) Course attendance rate exceeding 90%;
  - d) Participating with enthusiasm in activities organized by the university and the School of International Education.
  - e) Having studied at Hangzhou Normal University for more than one semester.

## **VI. Suspension, Resumption and Dismissal**

18. International students who have been diagnosed with an illness that requires a long period of time for recuperation may apply for suspension from school. On-suspension students who wish to resume their studies must present a certificate of full recovery issued by a government-authorized hospital. Students who resume studies after suspension must pay tuition and fees for additional part of their program resulting from their suspension.
19. Students that fall in any of the following categories shall be requested to withdraw from schooling or be dismissed from the university:
  - a) those who have been diagnosed by a hospital with illness that would prevent them from doing long-term studies;
  - b) those who have been missed over 50% of the total classes in a semester because of absenteeism;
  - c) those with actions severely disrupting public order or the educational order of the university;
  - d) those with actions seriously violating China’s laws or regulations and causing severe consequences;
  - e) those with other reasons that prevent them from continuing studies at the university;
20. No re-admission opportunities shall be given to dismissed students that fall into Categories “c” or “d” in Article 18 above.

## **VII. Student ID Cards, Score Reports, Certificates of Enrollment and Program Studies**

21. After registration, international students shall be issued the “Student ID Card” of Hangzhou Normal University through the School of International Education. The card is an important document showing one’s student status of the university. Individuals who were

enrolled in the Chinese language and culture program of the university as full-time students in the previous semester/year must get registered at the School of International Education at the beginning of the new semester, taking with them their Student ID Cards, which shall be made valid by having the Registration Seal stamped on them. Students are expected to take good care of their ID cards. Lending the card to others or unauthorized alteration of the information on it is in violation of university regulations. Students who have lost their ID cards must immediately inform the School of International Education for its nullification and then apply for a replacement.

22. If needed, international students can apply for an official “Certificate of Enrollment” issued by the School of International Education during their studies at the university.
23. International student’s course achievements of each semester shall be uploaded to the “Students’ Course Achievements Management System”. Students can request a transcript of the current semester from the School of International Education after the final exams of the semester.
24. Students who have completed their program studies can request a Certificate of Program Studies and a Score Report from the School of International Education. No certificates will be granted to those whose absence from classes has exceeded one third of the total of the program.

#### **VIII. Leaving the University**

25. International students who need to leave the university due to suspension, dismissal or completion of studies must obtain the “Deregistration Procedure Form” from the School of International Education and complete it, settle all payments, and return books and other university-owned articles or equipment.
26. International students who have obtained approval for suspension or have completed their program studies must move out of the university within two weeks.
27. International students who have withdrawn from studies or have been dismissed or expelled must leave the university within one week after the notification of withdrawal, dismissal or expulsion is received.
28. Students who for any reasons are to quit their ongoing studies and leave the university must go to the Department of Exit-Entry Administration of Hangzhou Municipal Public Security Bureau to have the validity of their Student Residence Permits shortened.
29. Students who are supposed to leave the university but still linger on shall be responsible for anything that happens to them ( including costs incurred ) during their stay. The university shall follow the relevant regulations and notify the Department of Exit-Entry Administration to cancel their student status and eligibility for stay in China.

### **China’s Laws and University Disciplines**

1. International students must obey China’s laws and comply with the rules and regulations of Hangzhou Normal University. They must respect China’s social morals and customs.
2. Hangzhou Normal University respects the ethnic customs and religious beliefs of international students, but does not provide places for religious gatherings. Religious activities, including meetings, preaching, etc, are strictly prohibited on campuses. Details in this regard can be found in “Provisions on the Administration of Religious Activities of Aliens within the Territory of the People’s Republic of China”.

3. International students must obey China's laws and regulations when organizing activities such as publishing, assembly, association, procession and of demonstration.
4. With the approval from the university, international students can organize activities to celebrate important traditional festivals of their nations in designated locations on campus. The activities must not contain any verbal or physical acts against other nations or China's public morality.
5. International students who drive automobiles to the university must apply for a pass from the university security office. No motorcycling is permitted on campus.
6. Unauthorized posting or spreading of printed matter or other propaganda materials on campus is strictly prohibited.
7. Gambling, excessive drinking, physical assaulting, drug taking and trafficking, and any other behavior that disrupts the university's educational, research and life order are strictly prohibited.
8. No one is allowed to interfere with others' normal activities regulated by the university.
9. Discharging fireworks near dormitory buildings on the university premises is strictly prohibited.
10. No registered international students are allowed to seek employment, do business, or engage in any other commercial activities. They can, however, participate in work-study programs in accordance with the university's regulations.

- ◆ International students whose violation of Chinese laws constitutes a crime shall face legal sanctions; those who break the university's rules and regulations shall face disciplinary penalties, based on the severity of the cases, in accordance with "Hangzhou Normal University Regulations on Disciplinary Penalties for Students' Misconducts" and "Hangzhou Normal University Regulations on Campus Security".

Once a decision on the disciplinary penalty is made, the university shall notify the students concerned; in addition, a written notice shall be sent to the diplomatic or representative organization of the students' home country in China or the institution from which the student has been sent. Students whose education at the university is to be terminated as a result must leave China for their home countries immediately.

## **Hangzhou Normal University Regulations on Punitive Actions against Student Disciplinary Offences (Excerpts, Revised in 2007)**

### **Chapter One General Principles**

- Article 1 In order to maintain good education order and an optimal living and learning environment, to create a harmonious campus and to inculcate in students self-discipline and conformity to laws and regulations, this document is formulated herein by Hangzhou Normal University in accordance with the "Higher Education Law of the People's Republic of China", the "Code of Conduct for University Students" and "Management Regulations on University Students' Affairs", as well as the practicalities of Hangzhou Normal University.
- Article 2 The Regulations are applicable to registered full-time undergraduate and graduate students of Hangzhou Normal University. Disciplinary actions concerning students of other types shall be imposed with reference to this document.
- Article 3 To impose disciplinary actions, the university shall strictly follow legitimate procedures, collect adequate evidence, and seek accuracy in determining the nature and seriousness of

an offence and appropriateness in making decisions. Principles to be followed in dealing with students' disciplinary offences also include maintaining justice, openness and fairness, combining punishment with education, and ensuring students' right to appeal.

## **Chapter Two Types of Disciplinary Actions and their Applicability**

Article 4 Types of Disciplinary Actions:

1. Warning;
2. Serious Warning;
3. Demerit;
4. Probation;
5. Expulsion

Article 5 More severe actions shall be imposed on individuals or in cases that fall into any of the following categories:

1. Deliberate hampering of investigation or obstructing the collection of evidence;
2. Having already committed two or more disciplinary offences;
3. Having previous experience of receiving punitive actions at the university;
4. Threatening or taking revenge on someone who gives the information about the individual's offence or serves as witnesses, investigators, etc. in cases concerning the individual;
5. Playing a leading role in a committing group offences;
6. Organizing group disciplinary offences;
7. Offences with extraordinarily severe consequences.

Article 6 Mild actions shall be taken against the following cases:

1. Offences that are attempted but not actually committed;
2. During investigation, the offender tells the facts about the offence truthfully and shows deep repentance.

Article 7 More lenient actions shall be taken for cases that fall into any of the following categories:

1. Voluntarily informing the relevant university department about one's own offence, or voluntarily providing facts about one's own offence that are not yet known to the university department during investigation;
2. Voluntarily providing truthful facts about others' offences unknown to the university;
3. Voluntarily stopping misconducts or taking measures to mitigate the consequences of the offence;
4. Committing offences as a result of others' threat or inveiglement;

Article 8 Offences that are verified through legal procedures to have been committed when the offender was not able to identify or control his/her own behavior will not be punished by disciplinary actions, but such offenders shall be told to suspend or withdraw from normal studies in accordance with relevant regulations on students' status management. Offences that were committed by individuals who did not lose their power totally to identify or control their behavior shall be dealt with through mild or less severe punitive actions.

### **Chapter Three Disciplinary Offences and Punitive Actions**

Article 9 Offences to be dealt with by punitive actions include: violating China's basic constitutional principles; organizing, planning and stirring up trouble or disturbing social order; threatening China's national security; organizing unlawful assemblies or demonstrations; joining in illegal organizations and engaging in their illegal activities; holding illegal religious mission or misusing religious right to disrupt social order; doing harm to others' health; interfering with China's national education system; subverting stability and unity, etc.

1. Students who have committed minor offences listed above shall be face the punitive actions of Demerit or Probation;
2. Students who have committed serious offences listed above with grave consequences or have committed such offences repeatedly with no intention to change shall be expelled from the university.

Article 10 Punitive Actions for those who have violated laws and therefore been prosecuted for criminal liability or those who have been punished for disturbing public security:

1. For students who have been given a Warning or those who have been told to pay a fine by the Public Security, a "Serious Warning" or above shall be imposed according to the severity of the offence;
2. For students that are held in custody for violating public security rules or those who have committed criminal offences but have been exempted from criminal penalties, a Demerit record or above shall be filed;
3. For students sentenced by the judicial authority to public surveillance, criminal detention or independently applicable supplementary punishment, or sentenced to the fix-term imprisonment with a reprieve, punitive actions of Probation or Expulsion shall be imposed; for students sentenced to the fix-term imprisonment and above, the action of Expulsion shall be imposed.

For students who have already been punished by the university prior to his or her prosecution for criminal liability or penalties for violating public security rules for the same offence, if the punitive actions taken by the university need to be adjusted for being obviously too lenient or severe, the original punitive actions shall be withdrawn and new ones shall be imposed according to the relevant provisions of this document.

Article 11 Students who do harm to the development of harmonious campuses or disrupt social order shall be subject to following punitive actions based on the severity of their offences:

1. For damaging public utilities or lawns, harming public sanitation or any other violations of the university 's regulations on public location management, punitive actions to be imposed shall range from Warning to Probation;
2. For unauthorized use of electricity, fire, hazardous equipment or any other behavior that is likely to threaten public safety, punitive actions to be imposed shall range from Warning to Probation;
3. For deliberately hindering university staff from performing their duties, punitive actions to be imposed shall range from Serious Warning to Probation;
4. For causing disturbances, throwing and smashing objects in university premises or doing other things that severely disrupt others' life or work, punitive actions to be imposed shall range from Serious Warning to Probation;
5. For causing disturbances after excessive drinking, punitive actions to be imposed shall range from Warning to Probation based on the severity of the offence;
6. For making public or university emergency calls for malicious purposes, punitive actions

to be imposed shall range from Warning to Probation

7. For making up or spreading rumors or fabricating information, making false statements, distorting facts and the like, punitive actions to be imposed shall range from Warning to Probation;
8. For taking objects prohibited by China's laws into the university, storing or using on campus without authorization highly toxic, inflammable, explosive, corrosive, radioactive, contagious, bacteria/virus materials or any other objects prohibited by China's laws, punitive actions to be imposed shall range from Warning to Probation;
9. For violating dormitory regulations to let outsiders stay overnight in the dormitory, punitive actions to be imposed shall range from Warning to Serious Warning;
10. For any other acts that disrupt the university's moral construction, punitive actions to be imposed shall range from Warning to Probation.

Article 12 For organizing profit-making activities or setting up unauthorized stalls on university premises:

1. For doing tourism business or serving as travel agencies without permission from the university, the punitive action to be imposed shall be Warning or Serious Warning; for activities like this that have caused disturbance or with severe consequences, the punitive actions shall be Demerit and Probation respectively;
2. For setting up stalls or organizing profit-making activities without the university's permission, punitive actions shall be Warning or Serious Warning; for repeated offences of this kind with severe consequences, Demerit or Probation;
3. For posting or distributing business promotional materials without permission, punitive actions shall range from Warning to Demerit if the offender does not follow the dissuasion of the university staff and stop the activities;

Article 13 Punitive actions to be imposed for illegally taking for possession public or personal property by any means:

1. For stealing property worth less than RMB 600 *yuan*, the punitive actions shall be Warning or Serious Warning; for stealing property worth more than RMB 600 *yuan* but less than RMB 2000 *yuan*, the actions shall be Demerit; for such offences involving more than RMB 2000 *yuan*, the actions shall be Probation or more severe ;
2. For swindles involving public or personal property worth less than RMB 4000 *yuan*, illegally taking for possession public or personal property worth less than RMB 15000 *yuan*, snatching public or personal property worth less than RMB 600 *yuan*, extortion involving public or personal property worth less than RMB 4000 *yuan*, punitive actions shall range from Warning to Probation;
3. For stealing official seals, confidential documents, files and the like, the punitive action shall be Probation or Expulsion, depending on the severity of the offence;
4. For illegally taking for possession rightful public or personal property by any means, punitive actions shall range from Warning to Probation, depending on the severity of the offence. For providing information, assistance or tools covering up facts of the offences, or hiding stolen goods for others, punitive actions shall range from Warning to Probation.

Article 14 For damage done to public or private properties:

1. For doing rather severe damage unintentionally to public or personal property, the punitive action shall be Warning or Serious Warning in addition to compensation for the losses;
2. For deliberately damaging public or personal property, the punitive actions shall range

from Warning to Demerit in addition to compensation for the losses depending on the severity of the offence and the damage caused;

3. For severe offences with grave consequences, the punitive action shall be Probation or Expulsion.

Article 15 For causing disturbances, assaulting and physical fighting:

1. For provoking others through verbal insults or other methods into physical fighting, the punitive action shall be Warning;
2. For assaulting others with no or slight injuries, the punitive action shall be Serious Warning or Demerit; for assaults that cause minor injuries, Probation; for those that cause serious injuries, Expulsion;
3. For plotting, instigating physical fights with no consequences, the punitive action shall be Serious Warning or Demerit; if with consequences, the punitive action shall be Demerit or Probation depending on the severity of the offence;
4. For providing others with fighting tools, if no injury is caused, the punitive action shall be Serious Warning or Demerit; if any injury is caused, Probation;
5. For other types of involvement in offences of physical fighting, the punitive actions shall range from Warning to Demerit depending on the severity of the offences. Severe punitive actions shall be imposed for group physical fights.

Article 16 For gambling or disguised gambling, or providing places, fund, or devices for gambling, the punitive actions for the first offence shall range from Warning to Demerit; for repeated offences, Probation or Expulsion.

Article 17 For creating, copying, spreading pornographic and other harmful materials or organizing group showing of such materials, punitive actions shall range from Serious Warning to Probation depending on the severity of the offence.

Article 18 For drug abuse, punitive actions shall be Probation or Expulsion depending on the severity of the offence.

Article 19 For violation of state or school fire control laws and regulations, or unauthorized use or damaging of fire fighting equipment, punitive actions of Warning or Serious Warning shall be imposed in addition to compensation for the losses; for such offences that cause a fire alarm, Demerit or Probation shall be imposed in addition to compensation for the losses; for such offences that cause a fire, Probation or Expulsion shall be imposed in addition of compensation for the losses.

Article 20 For infringing others' legitimate interest or affecting others' personal safety; doing damage to China's national or collective interest:

1. For unauthorized use of the names of organizations or individuals for one's own personal interest;
  - (1) For unauthorized use of the names of organizations or individuals for one's own personal interest, punitive actions shall range between Serious Warning and Probation in addition to compensation for the losses;
  - (2) For unauthorized use of others' names to claim their money or properties, the punitive actions of Demerit or Probation shall be imposed in addition to the return of the money or property that has been claimed;
2. For forging and selling certificates, seals and other official documents or materials, or using other illegitimate methods for one's personal interest, punitive actions shall be Serious Warning or Demerit; for severe offences, Probation or Expulsion;
3. For maliciously harassing, intimidating, threatening others, punitive actions shall range

from Serious Warning to Probation;

4. For malicious insults, calumnies, framing or false accusations aimed to damage others' reputations, punitive actions shall range from Serious Warning to Probation;
5. For concealing, intercepting, destroying or opening other's letters or mailing materials with no authorization, punitive actions shall range from Serious Warning to Probation;

Article 21 Network Offences:

1. For unauthorized use of others' network account and/or passwords, punitive actions shall range from Warning to Demerit depending on the severity of the offences;
2. For using university network to seek illegal gains, punitive actions shall be Serious Warning or Demerit;
3. For deliberately creating and spreading computer viruses, spamming emails, the punitive action shall be Serious Warning or Demerit;
4. For deliberately insulting or calumniating others or releasing others' private matters over the net, punitive actions shall range from Serious Warning to Probation;
5. For instigating unlawful demonstrations, assemblies or other activities via network, the punitive action shall be Warning or Serious Warning; for such offences with severe consequences, Demerit or Probation;
6. For damaging the safety system of the university network, attacking or damaging the service facilities of the public network, accessing the network system without authorization, stealing or falsifying data, or doing damage to the public information system, the punitive action shall be Probation; for such offences with destructive effects on the network or the management system, Expulsion.

Article 22 Perjurer:

1. For providing false or misleading testimony as a witness of an offence to cause complications for the investigation, punitive actions shall range from Warning to Demerit;
2. For deliberately providing false or misleading testimony as a participant in an offence, more severe punitive actions shall be imposed.

Article 23 For offences including violations of the education regulations, absenteeism, or leaving the school without permission or evading the educational internship arrangements without approvals, the following rules on punitive actions shall be followed:

1. For the time of offence totaling 10 class hours within one semester, the punitive action to be imposed shall be Warning;
2. For that totaling 20 class hours within one semester, Serious Warning;
3. For that totaling 30 class hours within one semester, Demerit;
4. For that totaling 40 class hours within one semester, Probation.

Article 24 For violations of examination regulations:

1. Acts that falls into any of the following categories shall be deemed as violations of examination regulations, for which the punitive action to be imposed shall be Warning or Serious Warning depending on the severity of the violations:
  - (1) Carrying into examination locations objects irrelevant to the exams and failing to place them in the designated places;
  - (2) Failure to follow the seating arrangement when taking an exam;
  - (3) Starting to do the test before the starting signal is given or continuing to do it after the

ending signal is given;

- (4) Side-glance, whispering, signaling and gesticulating during exams;
  - (5) Making noises at the prohibited area of the examination location and disrupting the exam order;
  - (6) Leaving the examination location during the exam without the supervisors' permission;
  - (7) Taking exam papers, answer sheets, scratch paper, etc. out of the examination location;
  - (8) Answering with pen or paper that are not allowed by regulations; writing the names, exam numbers in areas on the exam paper that are not allowed by regulations, or making other message-carrying marks on the answer sheet;
  - (9) Refusing to present to the exam supervisors certificates for taking the exam when asked;
  - (10) Other acts in violation of examination regulations that are not deemed as cheating.
2. Acts that fall into any of the following categories shall be deemed as cheating, for which the punitive action of Demerit shall be imposed:
- (1) Taking exam-related text materials or electronic devices stored with exam-related information into the location;
  - (2) Writing any exam-related words or making any exam-related symbols on the exam desk or one's body;
  - (3) Unpermitted use of electronic or communications devices;
  - (4) Copying or helping copying keys to the exams or other exam-related materials;
  - (5) Deliberately destroying exam paper, answer sheets or exam-related materials;
  - (6) Filling in on the test paper incorrect personal information such as names and student ID numbers;
  - (7) Snatching or stealing others' exam papers or answer sheets, or forcing others to provide convenience for copying;
  - (8) Taking in or passing exam-related information to exam rooms or exchanging exam paper, answer sheets or scratch paper;
  - (9) Giving all answers exactly the same as those on the answer sheet of another examinee during the same course examination in the same location;
  - (10) Keeping staying in the exam room after handing in one's own exam paper with the attempt to give others keys to the exam questions;
  - (11) Obtaining exam eligibility and exam results via forging relevant documents;
  - (12) Cheating acts detected after exams end;
  - (13) Participating group cheating;
  - (14) Cheating by other means.
3. Offences that fall into any of the following categories shall be deemed as serious cheating, for which the punitive action of Expulsion shall be imposed:
- (1) Using internet, communications equipment or other devices to send and receive exam-related data;
  - (2) Taking an exam in another person's name or having one's own exam taken by someone else;
  - (3) Organizing group cheating with pre-preparations;
  - (4) Organizing group cheating by using internet or other communications tools;

- (5) Other acts of serious cheating.
- (6) Having violated exam regulations or committed cheating for over two times.

Article 25 For misconducts in scientific research such as plagiarizing, punitive actions shall range from Serious Warning to Expulsion, depending on the seriousness of the case.

Article 26 For repeated violation of university regulations, the punitive action to be imposed shall be Expulsion if previous disciplinary actions imposed on the offender have proved no effect.

Article 27 The duration of Probation shall be 6 months or 1 year. Students on probation can have the punitive action removed when the probation period is over if they show significant improvement during the probation; they may also have their Probation status cancelled ahead of the schedule if they perform extremely well during probation. Students on probation continue to violate the same university regulations or commit other offences shall face the punitive action of Expulsion. Graduating students with less than 6 months left for completing studies shall have the punitive action of Demerit imposed on them instead of Probation, even though the latter is more appropriate for the offence. Such graduating students shall not be granted diplomas, but a Certificate for Completion Course Studies shall be issued to them.

#### **Chapter Four Administrative Authority for Imposing Disciplinary Actions and Relevant Procedures**

Article 28 Generally, if a student commits a disciplinary offence, the school/college he/she is affiliated to shall be responsible for the individual's corrective education and propose relevant punitive actions. Such Proposals involving undergraduate students shall be submitted to the university Department of Undergraduate Student Affairs for verification, and those involving graduate students shall be submitted to the Department of Graduate Student Affairs for verification.

For violations of the "Law of the People's Republic of China on Public Security Administration Punishments" or China's criminal laws, the university's Security Department shall be responsible for contacting the public security and judicial organs, assisting and cooperating with them to ascertain facts, as well as forwarding the information about the investigation from public security and judicial organs on to the Departments of Undergraduate Student Affairs or Department of Graduate Student Affairs of the university;

Violations of education or examination regulations involving undergraduate students shall be handled by the Department of Undergraduate Student Affairs, which will work together with the school/department that the students are affiliated to in verifying the facts and then make proposals for disciplinary actions; such violations involving graduate students shall be handled by the Department of Graduate Student Affairs, which will work together with the school/department that the students are affiliated to in verifying the facts and then make proposals for disciplinary actions;

Violations of dormitory rules shall be handled by the university Dormitory Management Office, which shall verify the facts and make proposals for disciplinary actions. Such proposals shall be reviewed and approved by the Department of Undergraduate Student Affairs or Department of Graduate Student Affairs;

For special cases, the Department of Undergraduate Student Affairs or Department of Graduate Student Affairs may propose disciplinary actions directly.

- Article 29 For disciplinary offences that involve students from different schools/departments, the Department of Undergraduate Student Affairs or Department of Graduate Student Affairs shall assemble discussions with responsible representatives from the schools/departments concerned for proposals to deal with the offences in accordance with the regulations formulated in this document. Based on the proposals, the schools/departments shall submit suggestions of punitive actions following the regulated procedures.
- Article 30 Once the student's disciplinary offence has been ascertained, the school/department that the student is affiliated to shall submit, within one week, the proposal for punitive actions to the Department of Undergraduate Student Affairs or Department of Graduate Student Affairs for review.
- Article 31 The university shall listen to the student or his/her agent's description of facts and defense before imposing punitive actions. Students have the full right to defend themselves. For Probation and Expulsion, the university shall notify the students concerned of the right to apply for a hearing before the punitive actions are imposed. Students who wish to have a hearing must submit application to the University Hearing Committee for the hearing, which shall be organized following the regulations of "Hangzhou Normal University Regulations on Managing Students' Appeals" (HNU No. 116, 2007).
- Article 32 After reviewing the relevant materials, the Department of Undergraduate Student Affairs or Department of Graduate Student Affairs shall draft out documents for disciplinary actions, which are to be signed by the president of the university in charge. Decisions on Expulsion shall be made by the Presidents Meeting.
- Article 33 Decisions on disciplinary shall be publicized in proper ways within the university. The documents for imposing the actions shall be in triplicate, one for the student, one for the school/department that the student is affiliated to, and still another one for the university's file keeping. The student must sign the delivery notice upon receiving the document. Refusal to sign it shall be recorded on file by the document delivery personnel. The school/department that the student is affiliated to shall give an appropriate admonitory education to the student after receiving the document. If the document cannot reach the student concerned, the university shall publicize it as a substitute for delivery.
- Article 34 Documents for disciplinary actions shall be recorded truthfully in the university administrative files in its entirety. Upon receiving the document, if the student concerned has any objection to it, he/she can lodge an appeal to the University Student Appeals Management Committee within 5 work days; if the document cannot reach the student, the 5-day limit shall start at the end of the document publicizing period. The University Student Appeals Management Committee shall give a written reply to the student within 15 work days after receiving the appeal. The Committee shall verify the student's appeal and then decide if the appeal is to be accepted. For accepted appeals, the Committee shall re-investigate the case and give a reply. Specific procedures for processing appeals are to be found in "Hangzhou Normal University Regulations on Managing Students' Appeals" (HNU No. 116, 2007).

## **Chapter Five    Supplementary Provisions**

- Article 35 The Department of Undergraduate Student Affairs , Department of Graduate Student Affairs and Department of International Cooperation and Exchange of the university are responsible for the interpretation of this document.

## **Certificate Issues**

### **I. Obtaining a Student ID Card and a Campus Card**

The School of International Education shall help International students to obtain Student ID Cards within one month and Campus Cards within one week respectively after a semester begins. The former is a certification showing the holder's student status of Hangzhou Normal University, and the latter, as a multi-functional card, serves various purposes for the holder, including renting books from the university libraries, dining at the cafeterias of all campuses of the university, shopping at different campus convenience stores, etc. Details concerning obtaining the two cards shall be provided by the School of International Education through some other means.

### **II. Physical Examination**

International students may have a physical examination at a public hospital in their home countries prior to their trips to China, but before doing it, they must obtain a relevant physical examination sheet from the Chinese embassy or consulate general in their home countries and then take the physical examination according to the instructions and the listed items given on the sheet. The original reports of physical examinations conducted outside China must be verified by Zhejiang Health Center for International Travel under Zhejiang Provincial Bureau of Entry-Exit Inspection and Quarantine in exchange for the verification certificate that is required for studying at the university.

International students with no physical examination reports issued by qualified hospitals outside China must have the physical examination at Zhejiang Health Center for International Travel to obtain the physical examination report required for studying at the university.

1. Materials required for the physical examination or verification of the physical examination reports issued by hospitals outside China:

- a. Passport;
- b. an official letter issued by The School of International Education;
- c. 4 "50 cm × 50 cm" color photos;
- d. RMB 400 *yuan* for physical examination.

2. Place for the physical examination: No. 230, Middle Zhonghe Road, Zhejiang Entry-Exit Inspection and Quarantine Bureau (Zhejiang Health Center for International Travel)

Tel: 0571-8785 2407; 0571-87852408

### **III. Registration for Temporary Residence**

1. International students are required to get registered for temporary residence at the local police station within 24 hours after their entry into China. Registration for temporary residence of those who lodge on campus shall be done by the university, and that of those who lodge off campus need to be done by themselves at the police station in their neighborhood.

2. International students who need to go back to their home countries for health or other reasons or travel outside China during vacations must submit applications to the School of International Education 10 days before they actually make the trips. They must not leave China before the approval is granted. They must report to the School of International Education within 24 hours after their re-entry into China and get registered for temporary residence again.

## **VI. Obtaining a Residence Permit**

International students must obtain a Residence Permit within 30 days after their entry into China.

1. Materials required for obtaining a Residence Permit:
  - a. the physical examination report;
  - b. the “Application Form of Foreigner’s Visa” ;
  - c. an official letter issued by the School of International Education ;
  - d. the “Registration Form of Foreigner’s Temporary Residence” (to be obtained at the local police station in the neighborhood of the student’s residence);
  - e. the “Visa Application Form for Studying in China” ;
  - f. the applicant’s passport and a copy of it;
  - g. 2 “50 cm × 50 cm” photos;
2. Venue: Entry-Exit Administration Office of Hangzhou Municipal Public Security Bureau ,  
No.35 Huaguang Road, Hangzhou, Tel: 0571-8728 0561; 8728 0539 (English)

## **V. Extension of Residence Permit and Change of Residence Registration**

During their studies at the university, international students who need to have their Residence Permits extended or changed or have their Residence Registrations modified because of moving in or out of a certain residential area must apply 2 weeks in advance to the School of International Education, with whose approval they can then proceed with the relevant procedures at Hangzhou Municipal Entry-Exit Administration of Public Security Bureau. The charges for the services provided by China’s public security organs shall be paid by the applicants themselves.

## **VI. Loss of Certificates**

International students are not to transfer or damage their visas and various other certificates issued by the university or China’s governmental organizations; neither should they alter the information on those official documents. Those who have found their passports lost for lack of precautions must report the case to the police station of the area where the passport has been found missing and meanwhile to the School of International Education. With the “Case Acceptance Notification” issued by the police station, the passport loser then needs to apply to the Entry-Exit Administration Division of Hangzhou Public Security Bureau for a certification of “Passport Loss Report” , with which he/she can apply for a new passport to his home country’s embassy or consulate in China. After obtaining the new passport, the holder must go as soon as possible to the Entry-Exit Administration Division of Hangzhou Public Security Bureau, taking with him/her an official letter from the School of International Education, for a make-up visa and Residence Permit. Foreigners who have lost their Residence Permit must have a statement carried in an officially designated newspaper, with the cost paid by themselves, declaring the invalidity of their lost Residence Permit in addition to reporting the case to the Entry-Exit Administration Division of Hangzhou Public Security Bureau before applying for a make-up document.

- ◆ International students are advised to pay special attention to the validity of their visas. According to Article 42 of “Rules for Implementation of the Law of the People's Republic of China on Control of the Entry and Exit of Aliens” , foreigners who have

committed the offence of illegal residence are likely to face a warning, a fine of 500 RMB for each day of the offence, or detention of 3 to 10 days. For serious cases, the offender shall be forced to leave China within a limited time.

## Life Guide

### I. Transportation

#### 1. Airport

##### a. Shanghai Pudong International Airport

Shanghai Pudong International Airport is located in the New District of Pudong, Shanghai, some 30 km away from the city center. Its flights connect over 90 international destinations and 62 domestic ones. The airport has shuttle buses running to and from two terminals in Hangzhou, namely Huanglong Sports Center and Wulinmen Civil Aviation Ticket Office, both in the city center. There are 13 departures each day, with the earliest and latest being 8:40 am and 7:00 pm respectively. The fare is RMB 100 *yuan* for Huanglong Sports Center and RMB 85 *yuan* for Wulinmen Civil Aviation Ticket Office as the terminals. It takes about 3 hours for a one-way bus ride between the airport and the two terminals in Hangzhou, where one can take a taxi to different campuses of Hangzhou Normal University.

##### b. Hangzhou Xiaoshan International Airport

Hangzhou Xiaoshan International Airport is located at Xiaoshan District, Hangzhou City and is about 27 km in the south of the urban area of the city. The flights in and out of Xiaoshan Airport connect over 30 important destinations within the border of China and overseas, including Beijing, Guangzhou, Xi' an, Hong Kong, Macao, Seoul, Tokyo, Osaka, Bangkok, Singapore, etc.

The airport shuttle bus (fare: one way RMB 15 *yuan*) runs between the airport and Wulinmen Civil Aviation Ticket Office in the downtown of Hangzhou every 15 minutes to 30 minutes, with one way taking about 50 minutes. At Wulinmen Civil Aviation Ticket Office (No. 390 Tiyuchang Road), one can take a taxi to the different Campuses of Hangzhou Normal University.

#### 2. Railways

Hangzhou is the railway hinge of Zhejiang Province with 3 stations, where normal-speed trains, Bullet trains and high-speed express trains run to different parts of the country, so it is very convenient to travel to and from Hangzhou by train. At any of the 3 stations, one can take a taxi or bus to different campuses of Hangzhou Normal University.

#### 3. Buses

As another convenient means of transportation, buses from 4 general terminals take passengers from Hangzhou to different parts of Zhejiang Province and the neighboring provinces. For buses running in the urban area of Hangzhou, a one-ticket system is applied, with fares of RMB 2 or 3 *yuan* for air-conditioned buses and 1 *yuan* for buses with no air conditioning.

Most buses in Hangzhou are self-ticketing and no change will be made on bus, so it' s necessary to prepare changes or buy a bus IC card before boarding a bus.

#### 4. Taxi

Taxi fares in Hangzhou are as follows: RMB 11 *yuan* for the first 3 km and 2.5 *yuan*/km for

the rest of the ride, to be paid according to what is indicated by the fare meter. When paying taxi fares, ask for a receipt from the driver, which will help you to find the taxi easily if you have left something behind in it after getting off.

### ● **Reminder of Traffic Security**

1. It is prohibited to ride a motorcycle or motorbike on campus. Motorcycles, motorbikes and bicycles must be parked in parking sheds (lots) or designated places on different campuses.
2. Keep a low speed when riding a bike on campus roads. Do not chase each other.
3. Be sure to look carefully before crossing a street. Use zebra crossings. Never run red lights or ride in the reverse direction.

## **II. Insurance & Medical Treatment**

### **1. Insurance**

Students who are to study at Hangzhou Normal University for one semester or more continuously are required to purchase the comprehensive health insurance, which covers accidents, hospitalized treatments, disability and death insurance.

### **2. Medical Treatment:**

There are all sorts of hospitals in Hangzhou. The following are a few of them that international students can choose to visit for treatment:

#### a. Sir Run Run Shaw Hospital

The hospital is affiliated with the Medical College of Zhejiang University, highly internationalized with medical professionals employed from different countries.

Address: No.3 Qingchun Eastern Road Tel.: 86090073 Website: [www.srrsh.com](http://www.srrsh.com)

#### b. No. 1 Affiliated Hospital of the Medical College, Zhejiang University (one of the hospitals in Hangzhou reputed for top-quality treatment in internal medicine)

Address: No.79 Qingchun Road Tel.: 87236666 Website: [www.zy91.com](http://www.zy91.com)

#### c. No. 2 Affiliated Hospital of the Medical College, Zhejiang University (one of the hospitals in Hangzhou reputed for top-quality injury treatment)

Address: No.88 Jiefang Road Tel.: 87783777 Website: <http://www.z2hospital.com/>

#### d. Zhejiang Provincial Tongde Hospital (a general hospital)

Address: at the crossing of Gucui Road and Wenyi Road, close to Wenyi Campus of Hangzhou Normal University

#### e. Zhejiang Provincial Hospital of Chinese Traditional Medicine (Xiasha Branch)

Address: 9 the 9th Street, Xiasha Economic & Technological Development Zone  
Tel: 0571-86911001

## **III. China's public holidays, festivals and university vacations**

1. New Year Holiday: January 1 to 3
2. Tomb-Sweeping Day: April 4
3. May Day Holiday: May 1 to 3
4. Mid-Autumn Festival: August 15 (China's lunar calendar)
5. China's National Day Holiday: October 1 to 7
6. The university's winter vacation: generally from the end of January to the middle of February

7. The university's summer vacation: generally from early July to early September

#### **IV. Useful telephone numbers:**

1. Emergency Police Number: 110 (Service available in 12 languages)
2. Fire station: 119
3. Medical emergency: 120
4. Traffic accident: 122
5. Telephone number inquiry: 114
6. Weather forecast: 96121
7. Taxi booking: 96520, 28811111
8. Express courier: 85080993 (UPS), 11185 (China Post)
9. Visa service telephones: 87280561 (Entry-Exit Administration Office of Hangzhou Municipal Public Security Bureau)
10. Zhejiang Entry-Exit Inspection and Quarantine Bureau: 88381111

#### **V. What to do in case of emergency**

##### **1. Fire**

- a. When you detect a fire, call out in a loud voice and let the neighbors know that there is a fire. Remain calm and at the same time try to locate correctly the source of the fire, and then take measures yourself or jointly with others to put out the fire or keep it from spreading.
- b. Immediately make an emergency call to 119, regardless of the size of the fire, reporting the location and the condition of the fire.
- c. At the same time report to the campus police by calling 28869110.
- d. Leave the fire spot immediately if the fire is out of control. Try to protect your nose and mouth from inhaling smoke with a moist towel and proceed by keeping yourself as low as possible.

##### **2. Theft**

- a. If you become a victim of theft, try to keep the site intact and report immediately to your teacher for advice or to the police when necessary.
- b. If you find someone suspicious, contact the campus police by calling 28869110.

##### **3. Sudden illness or injury**

If sudden illness or injury occurs to you, contact your teacher for help or call 120 if you are able to. If the illness or injury occurs to your fellow students, give help by contacting relevant teachers and calling 120 for an ambulance and emergency treatment.

##### **4. Electric Leaks**

If you detect any electricity leak in your dormitory or in your rented housing off campus, please pull down the electric brake to stop power supply and inform the management or the landlord immediately for repair.

##### **5. Water Leaks**

If you detect any water leak in your dormitory or in your rented housing off campus, please shut the water valve off to stop water supply and inform the management or the landlord immediately for repair.

##### **6. Gas Leaks**

- a. When you detect any gas leak in your rented off-campus housing, open the door and windows immediately and try to locate the leakage for solution.
- b. Never use any open flame or turn on the power switch when there is a gas leak. Avoid any collision of objects to produce sparks that may cause gas explosion.
- c. In case of serious gas leakage, leave your living place immediately after taking quick measures as mentioned above to avoid gas poisoning.
- d. Inform your housing landlord to correct the leak in time.