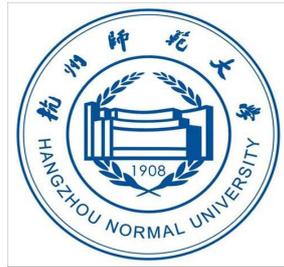


HANDBOOK FOR INTERNATIONAL STUDENTS

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 Office of International Students affairs, Department of International Cooperation and Exchange 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 Office of International Students affairs, Department of International Cooperation and Exchange 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 Department of International Cooperation and Exchange, 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 Office of International Students affairs, Department of International Cooperation and Exchange 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 Zhonghezong 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 Department of International Cooperation and Exchange 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 Office of International Students Affairs, Department of International Cooperation and Exchange 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 Office of International Students Affairs 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 Department of International Cooperation and Exchange

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 Office of International Students affairs, Department of International Cooperation and Exchange 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 Office of International Students affairs, Department of International Cooperation and Exchange 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 Office of International Students affairs, Department of International Cooperation and Exchange 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 Office of International Students Affairs, Department of International Cooperation and Exchange 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 Office of International Students Affairs, Department of International Cooperation and Exchange, 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 Office of International Students Affairs 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 Office of International Students Affairs, Department of International Cooperation and Exchange 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 Office of International Students Affairs immediately, provide possible assistance in investigation and for solution.

Rules and Regulations of Hangzhou Normal University on Academic Studies

I. Implementation Rules on Managing International Students' Academic Affairs (for undergraduate education)

Chapter One General Provisions

1. In order to promote the international student education of Hangzhou Normal University and improve the management of the academic affairs of international students, the Implementation Rules are hereby drawn up on the basis of "Management Regulations on the Enrollment of International Students by Institutions of Higher Education" (Ministries of Foreign Affairs and Public Security, Decree No.9, 2000), "Management Regulations on Student Affairs of Institutions of Higher Education" (Ministry of Education, Decree No.21, 2005) and "Management Measures of Hangzhou Normal University on Undergraduate Students' Academic Affairs" (HNU No. 111, 2010).

2. The term "international students" in this document refers to international students that are enrolled in undergraduate programs.

Chapter Two Admission and Registration

3. Non-Chinese citizens who have completed their senior high school studies and whose Chinese proficiency meets the admission requirements (for programs with Chinese as the media of instruction) can apply for admission to undergraduate programs offered by Hangzhou Normal University. Admission decisions will be made on the basis of the applicants' overall competitiveness, including academic performances in senior high schools and Chinese proficiency. Programs with English as the media of instruction do not require Chinese proficiency.

4. The Office of International Students' Affairs, Department of International Cooperation & Exchange is responsible for checking the application materials submitted and forwarding the materials to the university's Department of Undergraduate Programs for verification and approval. The Office of International Students' Affairs is also in charge of sending Admission Notices and Forms of Visa Application for Study in China to those who are admitted and making arrangement for them to start studies in their programs.

5. International students who are studying as undergraduate or associate-degree students in other universities in China or in their home countries can apply for transferring to Hangzhou Normal University as undergraduate students. The credits the transferred students have obtained in their previous studies can be recognized if they meet the credit recognition requirements of Hangzhou Normal University.

6. Newly enrolled international students are expected to register at the university and make payment of tuition and fees within the designated period of time, taking with them the Admission Notice and other required documents. Those who for certain reason cannot do so within the time period as required must send a written application, together with relevant certificates or papers, for later registration to the Office of International Students' Affairs, Department of International Cooperation & Exchange of the university. The time allowed for later registration is normally no more than 2 weeks. Except for the reasons of force majeure, failure to register within the designated or approved time period shall lead to cancellation of a student's admission eligibility.

7. Dishonesty such as cheating, fabrication or plagiarism in application, when verified and proved, shall lead to cancellation of a student's admission eligibility or student status.

8. Newly admitted international students who are diagnosed in physical checkups as having illnesses which are regarded as not suitable for schooling by Chinese regulations shall, in principle, be disqualified from enrollment and leave China within the prescribed time period. Those who are diagnosed by a hospital in China with "Grade A, Class 2" status or above as having such an illness but with the possibility of full recovery that meets the health requirements within a short period of time can apply for retaining their admission eligibility for one year and return to their home countries for medical treatment and rehabilitation after obtaining the approval from the university. Those who have fully recovered within the eligibility-retaining period can apply for re-admission and registration, taking with them certification issued by a hospital in China with "Grade A, Class 2" status or above, which is to be verified by China's health quarantine department. Failure to apply for re-admission and registration within the eligibility retaining time period will lead to cancellation of the admission eligibility.

9. International students who have obtained the status of a full-time undergraduate of Hangzhou Normal University must report to the university and get registered within the time periods as shown in the school calendar. Students need to register twice in each academic year, and they must make full payment of the tuition for the whole academic year at the beginning of the first semester before getting registered. Those who for certain reason are not able to register at the designated time period must make application for delayed registration. Failure to pay tuition or meet other relevant requirements shall lead to refusal for registration, without which no students will be allowed to participate in the university's teaching activities or obtain credits for courses. Failure to get registered within one month after a semester begins without valid reasons shall lead to cancellation of one's student status.

10. International students are expected to complete their studies within the period of time as prescribed by their programs. They are allowed, however, to prolong their studies for two years at most if they wish to do so. For students who suspend their studies for military service as required by their home countries, the period of suspension shall not be counted as part of the total length of their studies.

Chapter Three Attendance and Disciplines

11. International students must take all the courses and participate in all related activities (courses as the general term hereafter) as required by their programs. They must conscientiously follow the disciplines in their studies.

12. International students' attendance of course studies, internships, social surveys, etc. shall be recorded on file via various methods. Students who are not able to attend course studies and other activities required by the university because of illness or other reasons must apply for leave of absence in advance. Failure to apply for leave or exceeding the permitted leave shall be dealt with as absenteeism, against which disciplinary actions shall be taken as follows: within one semester, "Warning" for absence of 10 class hours, "Serious Warning" for absence of 20 class hours, "Demerit" for absence of 30 class hours, and "Probation" for absence of 40 class hours.

13. International students must submit in advance a written application for leave of

absence. Certification from a hospital with “Grade A, Class 2” status or above is necessary for applying for sick leave. Applications for leave within 3 days are to be submitted for approval to the Office of Teaching Affairs of the applicant’s school, those for leave of more than 3 days and less than 2 weeks to the dean of the applicants’ school in charge of teaching affairs, and those for leave of over 2 weeks to both the dean of the applicants’ school in charge of teaching affairs and the university’s Office of International Students’ Affairs, Department of International Cooperation and Exchange. All applications for leave of over 3 days shall be kept on file in the Office of International Students’ Affairs, Department of International Cooperation and Exchange. Students who cannot submit a written application for special reasons are allowed to apply orally before taking the leave, but they must go through the application formalities as described above afterwards.

Chapter Four Academic Performance Assessment and Recording of Achievements

14. Students need to take a reasonable pace in their studies so as to complete their program work within the prescribed time limit. They are expected to take courses of no less than 12 credits and no more than 30 credits in each semester. Assessment of students’ academic progress shall be made phase by the university.

15. International students must attend the tests and examinations of all the courses they take and the assessment of other related practice components (including internships, experiments, course projects, graduation theses/projects, etc). The results of the tests, examinations and assessments will be filed in the students’ academic records. Failure to attend the required tests, examinations or assessments without valid reasons shall be counted as “Absenteeism” and thus leads to the filing of the “Non-pass” grade in a student’s academic record. Any of the following cases with regard to a student’s work for a particular course in a semester will result in the disqualification of the student from taking the final test or examination of the course:

- 1) Absence from class (for reasons including illness, personal affairs, absenteeism) amounting to over 1/3 of the total class hours for a course;
- 2) Failure to submit over 1/3 of the coursework or experiment reports required by a course;
- 3) Copying others’ coursework, experiment reports, etc. and keeping doing it after such misconduct has been found and a warning has been given to the doer;
- 4) Failure to do quizzes and assignments of the course with no valid reasons.

16. The assessment of a student’s coursework shall take one of the two forms: tests or examinations, depending on the different nature of a course. Credits shall be granted to those who have passed the test or examination. A centesimal system shall be used to score results of examinations (with 60 points and above as “Pass”, and a five-grade system for assessment of other sorts of program work including test, experiments, internships, graduation theses or designs, etc., with the 5 grades being “Excellent”, “Good”, “Average”, “Pass” and “Non-pass”.

The final score a student may gain from a course shall be based on both his/her result of the course-end examination/test and his/her performance in other coursework, which shall normally constitute no less than 30% of the final score.

17. When taking examinations/tests in Chinese for courses that are attended by both

Chinese and international students, international students are allowed to use Chinese dictionaries and delay submitting their examination/test papers for half an hour after the prescribed time for those examinations/tests is over.

Chapter Five Self-taught Learning, Retaking Courses, Delay of taking Examinations/Tests and Course Exemption

18. International students with good study records (GPA 3.5 and above), strong self-taught ability and with no single course graded “Non-pass” are eligible for course exemption. Applicants for exemption from a certain course must take an examination, and those who have gained 85 points and above in the examination shall be granted exemption from the course and the result of the examination shall be recorded as their achievement for the course. Applicants whose results of the examination are below 85 points shall not be granted the exemption treatment.

Students who are not able to attend all or part of the classes of a course for reasons such as transfer to other school or programs, taking different courses with schedules in conflict with each other, etc. can apply for full or partial exemption from attending the classes of the course. During the exemption period and before the examination/test of the course, the students who have been granted the exemption must submit the assignment that they do through self-taught learning as required by their instructors in a timely fashion. They must also attend and complete all the practice components of the coursework and take the test and/or examination of the course.

Students who wish to apply for exemption from a course or attending the classes of a course must submit relevant application forms and go through certain formalities.

Exemption from courses or attending classes of a course applies to some GE required courses, basic courses of Primary Categories, core and optional courses of various programs as listed in the training schemes of different programs of the university. It does not apply to courses or course components such as experiments, graduation designs or theses, course designs, PE, GE optional courses, and practices.

Applicants for exemption as described above must follow the regular processes to select courses.

A student’s credits gained from courses from which exemption has been granted must not exceed 6 in each semester.

Students must pay tuition for courses from which exemption has been granted.

19. Students who fail in the examination/test of a course shall be given an opportunity of retaking it. Those who have passed shall have their actual results of the examination/test kept in their study records, and those who fail in retaking the examination/test must retake the course. There is no limit for students’ retaking courses. Students who have passed the examination/test of a course but are not satisfied with the results can also apply for retaking the course, and they can have the best results of the examination/test that they have taken/retaken recorded as their course achievements. Students who choose to retake a course must follow the course selecting procedures, and they must pay tuition for the course in accordance with “Management Measures of Hangzhou Normal University on Credit-system Tuition Collection for Full-time Undergraduate Students”. Students who fail in the examination/test of a GE course can apply for retaking it or taking a different course. For students who are in the graduating semester of their programs but wish to retake a course that is not offered then, a special examination/test of the

course shall be arranged for them before their graduation.

20. International students who are hospitalized or have to stay in a hospital for further observation in emergency cases can apply for taking the examinations/tests at a later time with certificates issued by hospitals with “Grade A, Class 2” status or above. Applications must be submitted for approval to the applicants’ school and the Office of International Students’ Affairs, Department of International Cooperation and Exchange, and applicants must also go through the formalities for taking examinations/tests later. Failure to do so shall be treated as absenteeism. Examinations/tests for later examinees are usually arranged at the beginning of the following semester (specific information regarding the time of the examinations/tests can be obtained from the Office of Teaching Affairs of a student’s school), and the scores that the students obtained from those examinations are normally treated in the same way as those they would do from regular examinations.

21. Issues including the change of training scheme, the transfer of credits and so on caused by the change of the student status for reasons such as program transfer shall be dealt with according to relevant university Regulations on Undergraduate Student Course Exemption.

Chapter Six Program/Major Transfer

22. International students can apply for Program/Major transfer if they belong in one of the following categories:

1) Students who are found through the physical check-up from a university designated medical institution to have certain illness or physiological defects that disqualify them from staying in their current program/major but are able to do studies in other programs/majors of the university;

2) Students who, verified by their schools and relevant administrative departments of the university, are unable to overcome the difficulties of their current programs/majors and therefore shall not achieve personal development without transferring to other programs/majors;

3) Students who have shown special talents through their high-standard papers, research achievement, awards, etc., and therefore are likely to make better use of their talents if transferring to other programs/majors;

4) Students with other special reasons for programs/major transfer.

23. International students in one of the following cases shall NOT be allowed to transfer to other programs/majors:

1) Students who are in their third year of program/major studies;

2) Students who are to be expelled from school for disciplinary offences;

3) Students who apply with no valid reasons;

4) Students who have been registered in their current programs/majors for no more than one semester;

5) Students who have already done transfer once.

24. The application for program/major transfer must be submitted for approval by the applicant him/herself, together with relevant certificates and materials. It shall be processed by relevant offices of the applicants’ current school, the school that offers the program/major that the applicant wishes to transfer to, and the Office of International Students’ Affairs, Department of International Cooperation of the university. Applications from Chinese Government

Scholarship Students must also be approved by China Scholarship Council and the embassies of the applicants' home countries in China.

In principle, students are allowed to do transfer one time only during their stay in the university. Applications for program/major transfer are generally processed in the 8th week of the 2nd semester of each academic year.

Chapter Seven Suspending and Resuming Studies

25. International students who are diagnosed by hospitals with “Grade A, Class 2” status or above as in need of long-time rest for recovery from illness must suspend their studies. The policy applies to students who suffer from hepatitis, TB or other infectious diseases and female international students who are not able to continue regular studies because of childbirth. Students with other valid reasons can also suspend their studies by submitting their applications and having them approved by the university.

26. Application for suspension of studies must be made by the applicant him/herself to the relevant office of the applicant's school and the Office of International Students' Affairs, Department of International Cooperation & Exchange for verification and to the Office of Undergraduate Programs of the university for approval. The period of suspension shall be no more than one year. Students who are not able to resume studies after one year's suspension due to illness can apply to the Office of Undergraduate Programs of the university for extending suspension up to an additional year, but the accumulative period of suspension must not exceed two years.

27. Students whose application for suspension has been approved by the university authority must go through the relevant procedures and leave the university. The students themselves and their relatives are held responsible for all their affairs during their suspension period.

28. After their suspension period is over, the students must make application for resuming schooling at a time prior to the beginning of a new semester. Students who have been on suspension for illnesses or injuries applying for resuming studies must provide recovery certificates issued by a hospital in China with “Class 2, Grade A” status or above, which must be verified by the university hospital. Students who have been on suspension due to infectious diseases can resume studies only after their full recovery is confirmed by China's health quarantine institutions. The university's Office of International Students Affairs, Department of International Cooperation & Exchange is responsible for placing students who are to resume studies in the appropriate classes of their original programs. Students who have seriously violated China's laws during their suspension period shall be disqualified from resuming studies.

Chapter Eight Quitting School

29. International students who fall in one of the following categories shall be disqualified from continuing schooling or be permitted to quit school:

- 1) Students who have failed in 3 successive semesters to gain a minimum of 12 credits in each semester;
- 2) Students in a 4-year undergraduate program who fail to gain credits as required for 2

successive semesters during their 3rd academic year and consequently with an accumulative deficiency of 20 or more credits;

3) Students in the 5-year undergraduate program of Clinical Medicine who fail to gain credits as required for 2 successive semesters during their 4th academic year and consequently with an accumulative deficiency of 20 or more credits;

4) Students who fail to complete studies within the prescribed length of studies (periods of approved suspension included);

5) Students who fail to apply for resuming schooling 2 weeks after the periods of approved suspension or the student status retention ends or those whose application for resuming studies is not approved;

6) Students who are diagnosed by a hospital in China with “Class 2, Grade A” status or above as being unable to continue their studies due to illnesses or injuries;

7) Students who are absent from classes and other university activities for 2 weeks without asking for a leave;

8) Students who fail to get registered 2 weeks after the stated registration date without good reason;

30. Cases of quitting school involving international students as the execution of the university’s regulations shall be discussed and decided upon by the university presidents meeting. An official decision of quitting school shall be issued by the university and delivered to the student concerned.

31. Affairs concerning students’ quitting school shall be dealt with according to the following principles:

1) Students who quit school because of illness or physical disabilities caused by unexpected accidents shall be taken back home by their relatives or guardians;

2) Students who quit school shall be issued with a quitting-school document, and those who have completed studies of one full year or more shall be issued with a certificate showing their study experiences and results at the university;

3) Students who quit school are expected to complete the quitting procedures and leave the university within 2 weeks after receiving the quitting-school notice.

Chapter Nine Graduation, Completion of Course Studies and Degree Awarding

32. International students who have completed all the studies within the prescribed length of schooling and met all the requirements for graduation shall be issued Certificates of Graduation. Qualifications for graduation shall be verified in accordance with the training scheme formulated in the year of the students’ admission.

33. International students who are not able to complete their studies within the prescribed period of time can apply for extending their studies within the time limit set up by the university. The application must be made by the student him/herself and be submitted for approval to the school that the applicant is affiliated to and the Office of International Students’ Affairs, Department of International Cooperation and Exchange. Tuition and fees incurred as a result of the extension must be paid in accordance with the relevant regulations of the university.

34. International students who complete their studies as required by the training scheme of their registered program ahead of the prescribed schedule can apply for earlier graduation.

Application for earlier graduation must be made by the student him/herself and be submitted for approval to the school that the applicant is affiliated to and the Office of International Students' Affairs, Department of International Cooperation and Exchange. Applications for earlier graduation must be submitted no later than April each year. Normally no later application will be accepted.

35. International students shall be issued by the university certificates that indicate their completion of course studies instead of diplomas if they have a deficiency of 10 or less credits in their overall study records at the time when they are expected to graduate.

36. International students who have met all requirements of the training scheme of their undergraduate programs, whose assessment score for each degree course is 70% and above, with a GPA of 2.0 and above, and therefore are qualified for graduation, shall be awarded the Bachelor's Degree.

37. International students who have been given a "Demerit" or more serious disciplinary action but wish to be awarded the degree upon graduation must submit a written application 2 months prior to the time of graduation to the relevant office of the school that they are affiliated to and the university's Office of International Students' Affairs, Department of International Cooperation and Exchange, which will, after a preliminary verification, forward the application to the University Committee for Bachelor's Degree Awarding Matters for the final decision whether or not to award the degree.

38. Students who have had their university-issued certificates (including those of graduation, completion of course studies, degrees, etc.) lost or damaged can apply to the university for corresponding certifications, which shall have the same validity as the original certificates.

Chapter Ten Supplementary Articles

39. The Department of Undergraduate Programs and the Office International Students' Affairs, Department of International Cooperation and Exchange are responsible for the interpretation of this document.

40. This document is available in Chinese and English. In case of inconsistency between the two versions, the Chinese version shall prevail.

II. Rules of Conduct of Hangzhou Normal University on Students' Doing Experiments in Laboratories

1. Upon entering a lab, students must strictly observe various rules and regulations of the lab, follow instructions and cooperate with the management.
2. Prior to an experiment, students must be given a safety orientation, and during the experiment, they must always be on alert against all possible accidents that may cause personal injury and/or equipment damage.
3. Prior to an experiment lesson, students must preview seriously the instructions and textbooks related to the experiment so as to understand fully the targets, principles and methods of doing the experiment. Experiment instructors are mandated to cancel the eligibility for doing the experiment of students who fail to do pre-studies or arrive late without valid reasons.

4. Students must wear experiment gowns when doing experiments in a lab. They must not walk around aimlessly, eat food or throw sundries carelessly in labs. They are not allowed to fiddle with lab equipment that is irrelevant to the experiment. They must keep quiet and refrain from talking loudly during experiments. They must neither bring articles irrelevant to the experiment into the lab nor take lab articles out.
5. Students must take a scientific attitude to experiments, be honest with data collecting and processing, keep well the original experiment record and have the supervising teacher sign it. They must complete the experiment report independently, with no plagiarizing or fabricating, and submit them on time to the course teacher after the experiments.
6. When using instruments and equipment, students must strictly follow the application instructions. If something unusual is detected about the experimental facilities, they must stop using them and inform the lab staff immediately. Failure to follow the application instructions and therefore cause accidents or damage to the facilities shall lead to disciplinary actions in accordance with relevant university regulations.
7. Students must have a strong sense of environment protection when doing experiments. They must strictly observe relevant regulations when taking in, using, storing, and disposing of biochemical reagents, radioactive or virulent articles, germs, animals and other experiment materials.
8. Upon completion of experiments, students must clear the experiment site and take instruments, tools, etc. back to their original places. They must not leave the lab until they are told to do so by the experiment supervisor.

III. Exam/Test Rules of Hangzhou Normal University

1. Students must be present at the exam location 5 minutes before the exam/test begins. Those who are late for over 30 minutes, except for irresistible factors, shall not be allowed to take the ongoing exam/test and their act of being late shall be deemed as Absenteeism. Examinees must not hand in their exam/test papers and leave the examination location until 30 minutes after the exam/test commences. Examinees are generally not allowed to leave the exam location when doing the exam/test. Those who cannot take an exam due to hospitalization or retention in a hospital for emergency treatment or observation must apply to the Office of Teaching Affairs of the school that they are affiliated to, as soon as they can, for taking the exam/test at a later time with a certification issued by the university hospital.
2. Students must show their ID cards when taking exams/tests. They must follow the instructions of the exam supervisor for seating arrangements. They must place their ID cards on the top of the desk for ease of verification by exam supervisors. Students with no ID cards will not be allowed to take the exam/test. Students who have left the exam/test location without the supervisor's permission will not be allowed not re-enter the room to continue the exam/test. After handing in the exam/test paper, students must leave the exam/test location immediately rather than keep staying there or talk loudly at a nearby place.
3. Exam/test papers, answer sheets and scratch papers shall be distributed and collected by exam supervisors in a unified manner (examinees are not allowed to bring their own sheets with them), and in no case are to be taken out of the exam/test location by examinees. Examinees should raise their hands to indicate that they have completed their exam paper before the allocated time is over. They must not leave the exam/test location before their papers are collected by the supervisor. When the exam/test is over and the supervisors announce the time for paper collecting, students must stop writing on the exam papers, remaining seated until all papers are collected and counted by the supervisors.
4. Students must take with them a complete set of necessary stationery to the exam/test location. Normally they are not to borrow stationery from each other during exams/tests. If

such a need does come up with certain students, they must ask for permission and assistance from exam supervisors, who shall borrow and return the stationery on their behalf.

5. All books, teaching materials, notebooks, cell phones, E-dictionaries, calculators and other articles, except for necessary stationery and reference books allowable during open-book exams/tests, must be put aside in a place designated by the supervisors.
6. Students must strictly comply with the exam/test rules and regulations and complete the exam/test independently within the allocated time. Students that fail to follow the arrangements made by the supervisors, violate the exam/test rules, or commit cheating in the exam/test shall face disciplinary actions in accordance with the seriousness of the case, and no achievement shall be filed for them for the corresponding course.
7. Students must not commit cheating or plagiarize others' research findings when writing course papers or reports.
8. The measures specified here shall be enforced as of the date of issuance. Its interpretation is the responsibility of the Office of Undergraduate Programs and the Department of International Cooperation and Exchange of the university.

IV. Hangzhou Normal University Implementation Measures on Makeup Exams/Tests for Undergraduate Courses

In order to execute makeup exams/tests of undergraduate courses in an orderly manner, the Implementation Measures are hereby developed in accordance with the relevant provisions specified in the Ministry of Education Ordinance No. 21 and based on the Implementation Rules of Hangzhou Normal University on Managing International Students' Academic Affairs (HNU No.111 [2010]).

1. Upon the completion of the regular exams/tests of a course, the course instructor shall complete the assessment and grading work and have the students' course achievements filed in a timely manner, and students must check their course achievements and the information on makeup exams as soon as they are available on line with the Modern Management System for Teaching and Learning Affairs.
2. Students who have failed in the assessment of a course can either sit for a makeup exam/test of the course arranged at the beginning of the following semester or choose to give up the makeup exam/test and retake the course directly. Upon the completion of a makeup exam/test, the course instructor shall have the results entered in the Modern Management System for Teaching and Learning Affairs within 3 days after the exam/test so as to enable the exam/test takers to know if they need to retake the courses once again.
3. Students who choose to give up the makeup exam/test of a course and retake it must pay tuition based on the number of credits the course is worth.
4. The score that a student has obtained via a makeup exam/test of a course shall be entered in the student's academic record, with the words "MAKEUP EXAM" against it as an annotation.
5. The score to be recorded on file shall be "Zero" for students who deliberately stay away from a regular exam/test with no valid reasons or those who violate the rules during the regular exams/tests; students who have applied with approval for giving up or postponing taking an exam/test shall be given ONE opportunity for a makeup exam/test.
6. Pre-graduation makeup examinations/tests shall be arranged for students who have failed in regular exams/tests of courses that they have previously taken in different semesters. Makeup exams/tests shall normally take place in the 8th week of the semester during which

the students are to graduate. No pre-graduation makeup examinations/tests will be arranged for students who plan to graduate in summer but have failed in the regular exams/tests of courses that they take or retake in the spring semester immediately before summer.

7. Students who are to sit for pre-graduation makeup exams/tests must apply with approval to the Office of Teaching Affairs of the colleges that they are affiliated to. They must follow the unified arrangement of the university to take the makeup exams/tests.
8. The degree of difficulty of makeup exams/tests shall be equal to that of the regular exams/tests. No fees shall be charged for makeup exams/tests.

International Student Scholarships

Measures on the Implementation of the International Student Scholarships Scheme of Hangzhou Normal University

In order to encourage excellent international students from different parts of the world to come to study at Hangzhou Normal University and current international students of the university to work hard and achieve all-round excellence, the university has set up various scholarships specially for international students, and the implementation measures are hereby formulated for the optimal awarding and management of the scholarships.

I. Types of Scholarships and their Eligibility

Hangzhou Normal University offers 4 types of scholarships (namely Type A, Type B, Type C and Type D respectively) to international students.

1. Type A: Eligible students are those who apply to be enrolled in the university's regular undergraduate, Master's or PhD degree programs of the current year. Beneficiaries of the scholarship do not need to pay the registration fee, tuition and accommodation fees during the time period (on the basis of academic years, with no more than 4 years for undergraduate students and no more than 3 years for Master's or PhD degree students) for which the scholarship is awarded, and they shall be provided with insurance for major health problems and accidents and a monthly living allowance of RMB 1200 *yuan* for undergraduate students, 1500 *yuan* for Master's degree students and 2000 for Doctoral candidates for 12 months in an academic year.
2. Type B: Eligible students are those who apply to be enrolled in the university's undergraduate, Master's or PhD degree programs of the current year. Beneficiaries of the scholarship do not need to pay the registration fee, tuition and accommodation fees during the time period (on the basis of academic years, with no more than 4 years for undergraduate students and no more than 3 years for Master's or PhD degree students) for which the scholarship is awarded, and they shall be provided with insurance for major health problems and accidents.
3. Type C: Eligible students are those who apply to be enrolled in the university's undergraduate, Master's or PhD degree programs in the current year without pursuing degrees. Beneficiaries of the scholarship shall be provided with a monthly living allowance of RMB 800 *yuan* (for those enrolled in undergraduate programs) and RMB 1000 *yuan* (for those enrolled in graduate programs) for no more than 2 academic years;
4. Type D: The scholarship is to be awarded in the form of a lump sum of no more than RMB 2000 *yuan* to current students who have shown remarkable excellence in academic

studies or social activities that contribute to the university's advancement.

II. Availability of scholarships

The number of scholarships of different types to be awarded in the year shall be publicized on the website of the School of International Education, Hangzhou Normal University (<http://sie.hznu.edu.cn>) .

III. Eligibility Criteria for the Scholarships

1. For Types A, B and C:
 - a. Applicants for the scholarships must be non-Chinese citizens with good health;
 - b. Applicants for Master's degree programs must be Bachelor degree holders normally at the age of 40 and below, and those for undergraduate programs must have high-school diplomas normally at the age of 25 and below;
 - c. Applicants for Master's degree programs must be those who have graduated, with excellent academic achievements, from the undergraduate programs of a university in or out of China that is recognized by the Chinese government, and applicants for undergraduate programs must be those who have graduated, with good study records, from a high school in or out of China;
 - d. Applicants must have already been admitted as new students of the university in the current year;
 - e. Applicants must not be beneficiaries of other scholarships.
2. For Type D:
 - a. Applicants must be registered self-supported international students who have studied at the university as degree-seeking students at least for 1 full academic year, or at least for 1 full semester as non-degree-seeking students whose total length of study is 1 academic year or more ;
 - b. Applicants must be those who have well abided by China's laws and the university's rules and regulations;
 - c. Applicants must show a good attitude towards studies and work hard with excellent academic records;
 - d. Applicants must have been actively participating in various activities organized by the university or its subsidiary schools for public interest or social practice;
 - e. Applicants must not be beneficiaries of other scholarships.

IV. Application Materials

1. For Types A, B and C:
 - a. 2 copies of "Application Form of Hangzhou Normal University for International Student Scholarships (Type A, B and C)", which can be downloaded from the website of the School of International Education, Hangzhou Normal University (<http://sie.hznu.edu.cn>);
 - b. 1 copy of the admission notice of Hangzhou Normal University;
 - c. Personal statement, which includes the applicant's history of education and work, the goal and plan of studying at Hangzhou Normal University, research areas and interest, career development, etc.
 - d. Publications, certifications and other documents that may demonstrate the applicants' academic achievements and/or research potential;

- e. Recommendation letters respectively from 2 academics with the rank of full professor or associate professor if the applicant wishes to apply for scholarships for graduate studies; one recommendation letter from the applicant's high school principle if the applicant wishes to apply for scholarships for undergraduate students. The letters must be written in Chinese or English.
2. Application materials for Type D scholarship:
- a. 2 copies of “Application Form of Hangzhou Normal University for International Student Scholarships (Type D)”, which can be downloaded from the website of the School of International Education, Hangzhou Normal University (<http://sie.hznu.edu.cn>);
 - b. Score reports of the courses that the applicant has taken in the previous academic year (or the previous semester for non-degree-seeking students);
 - c. Certifications of prizes and/or awards the applicant has won for participating in various activities.

V. Application Procedures and Review Mechanism

1. For Types A, B and C: Information regarding the 3 types of scholarships to be offered for the current year, including the application time, shall be publicized on the website of the School of International Education, Hangzhou Normal University (<http://sie.hznu.edu.cn>);
- a. Applicants must submit application materials, either directly or by mail, to the Office of International Student Affairs, Department of International Cooperation and Exchange of the university, which is responsible for verifying the eligibility and qualifications of the applicant;
 - b. The University Evaluation Working Group for International Student Scholarships shall review the applications and make decisions, which shall be publicized on the website of the School of International Education, Hangzhou Normal University (<http://sie.hznu.edu.cn>) within the last 10 days of June and be made known to the winners by sending them the “Scholarship Awarding Notification” one week afterwards.
2. For Type D Scholarship: The application time shall be between Sept. 15 and 25 every year.
- a. Applicants must submit application materials to the schools to which they are affiliated, which is responsible for verifying their eligibility and qualifications and forwarding the list of scholarship candidates and the related materials to the university's Office of International Student Affairs;
 - b. The University Evaluation Working Group of International Student Scholarships shall review the applications and make decisions, which shall be publicized on the website of the School of International Education, Hangzhou Normal University (<http://sie.hznu.edu.cn>) within the last 10 days of October and be made known to the winners by sending them the “Scholarship Awarding Notification” one week afterwards.
3. The University Evaluation Working Group of International Student Scholarships may require for an applicant's on-site oral defense when necessary.

VI. Retaining and Cancelling of Scholarship Eligibility

1. Students who are to be awarded scholarships must get registered within the time limit as

prescribed by the university. Failure to do so without the pre-approval of the university shall be automatically deemed as giving up the student status and the eligibility for scholarships.

2. Holders of Type A, B and C Scholarships for over 1 year must participate in an annual evaluation of scholarships. Those who fail to participate in the evaluation without valid reasons or fail to pass the evaluation shall be disqualified for the scholarship and their scholarships shall be stopped.
3. Scholarship holders who have been approved by the university for suspension of studies due to serious illnesses shall have their scholarships stopped during the suspension, but their eligibility for the scholarships shall be retained for 1 year at most. Those who suspend studies for other reasons shall not have their scholarship eligibility retained.

VII. Provision Rules of the Scholarships

1. Holders of Types A and B Scholarships shall be exempted directly by the university from paying tuition and accommodation fees. Living allowance for relevant scholarship students shall be provided on monthly basis starting from the month as described in the “Scholarship Awarding Notification”. A full-month allowance shall be provided for new students if the registration dates fall in the 1st half of the month (on the 15th or earlier); otherwise a half-month allowance shall be provided;
2. The allowance for graduating students shall be extended for half a month after the date of graduation;
3. The allowance shall be stopped for students who suspend studies or quit schooling starting from the month following the actual suspending or quitting date;
4. The allowance shall be provided as usual during China’s public holidays or vacation periods of the university;
5. The eligibility for scholarships can be suspended or even cancelled for students who have violated China’s laws or the university’s rules or regulations during their scholarship-awarding period, depending on the seriousness of the offences.

VIII. Miscellaneous

1. The interpretation of this document is the responsibility of the Department of International Cooperation and Exchange, as authorized by the university’s Evaluation Working Group for International Student Scholarships.
2. This document shall take effect from the date of its promulgation in the university. Its previous version issued as Document “HNU No. 121 (2009)” shall be abolished on the same day.

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 Office of International Students Affairs of Department of International Cooperation and Exchange (OISA) 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 OISA 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 OISA;
- 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 OISA 10 days before they actually make the trips. They must not leave China before the approval is granted. They must report to OISA 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 OISA ;
 - 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 OISA, 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 OISA. 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 OISA, 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

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

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.