

无锡职业技术学院国际学生违纪处理规定

Regulations on Disciplinary Actions for International Students of Wuxi Institute of Technology

Chapter I General Provisions

Article 1 These regulations are formulated in accordance with the *Measures for the Enrollment and Cultivation of International Students* (Decree No. 42 of the Ministry of Education), the *Regulations on the Management of Students in Higher Education Institutions* and relevant laws and regulations, and the actual situation of the college.

Article 2 These regulations shall apply to full-time international students receiving higher education in this college.

Article 3 Disciplinary matters shall be handled with clear facts, proper procedures, sufficient evidence, clear bases, accurate determination of the nature and appropriate punishment.

Article 4 International student who violates laws, regulations or discipline (hereinafter referred to as “violate discipline”) shall receive criticism, education and disciplinary actions. The types of disciplinary actions are classified as

- (I) Warning.
- (II) Serious warning.
- (III) Demerits.
- (IV) Academic probation.
- (V) Expulsion.

Article 5 The disciplinary actions received by international students may be mitigated or reduced if one of the following cases occur.

- (I) The student takes the initiative to admit disciplinary offences, reflect profoundly and show great repentance
- (II) The student takes the initiative to expose others' disciplinary offences, which are proven to be true.

Chapter II Acts in Violation of the Discipline and Treatment

Article 6 International students shall be expelled from the college if they:

(I) Violate Chinese laws and disturb social order.

(II) Violate Chinese laws and constitute a criminal offence.

Violate the *Law of the People's Republic of China on Penalties for Administration of Public Security* and receive punishment with an offence of bad nature.

Plagiarize or copy the research results of others with serious circumstances

(V) Violate the College's regulations, seriously affect the order of education and teaching, the order of life and the order of management of public places in the college, infringe on the legitimate rights and interests of other individuals and organizations, and cause serious consequences.

(VI) Receive disciplinary actions because of violating the regulations of the college several times, but fail to change after education.

(VII) Ask or replace others to take examinations, organize cheating, use communication devices to cheat and conduct other malpractices with serious circumstances.

Article 7 Anyone who organizes and sets up illegal organizations or organizes processions, rallies, demonstrations and other activities without approval shall be put on probation or expelled from the college depending on the seriousness of the circumstances. Anyone who participates in illegal organizations, rallies, demonstrations and other activities shall be given warnings and other punishments depending on the seriousness of the circumstances.

Article 8 International student who is subject to the following public security penalties shall be given appropriate disciplinary actions.

(I) Anyone who is given a warning or a public security fine in violation of regulations of public security administration shall be given a serious warning or above.

(II) Anyone who is put into detention in violation of regulations of public security administration shall be expelled from the college.

Article 9 Anyone who creates or spreads computer viruses or uses the network to carry out "hacking" attacks shall be given a serious warning. Anyone who causes damage to the network and management system or economic losses shall be given a demerit. Anyone who accesses illegal websites to spread harmful information with serious circumstances shall be given a demerit or placed on academic probation.

Article 10 Anyone who violates the regulations of the college, affects the campus order, or infringes on the legitimate rights and interests of other individuals or organizations shall be punished as follows depending on the circumstances and consequences.

(I) A disciplinary sanction of demerit or probation shall be imposed on any person who obstructs a state personnel or an administrator of the college in the performance of his or her official duties in accordance with the law or the rules and regulations of the college.

(II) A serious warning shall be given to any person who deliberately damages public facilities or the property of the college or others, or uses electricity, fire and other dangerous objects in violation of regulations. The student shall be placed on academic probation in addition to compensation for financial loss in case of serious consequences.

(III) Anyone who insults an opposite sex shall be given a serious warning or a demerit. The student shall be placed on academic probation or above in case of serious consequences incurred,

(IV) Anyone who distributes or copies illegal books, magazines and audio-visual products, participates in illegal pyramid selling or carries out cultic or feudal superstitious activities shall be given a serious warning or a demerit.

(V) Anyone who insults, slanders, falsely accuses, frames or threatens others, or infringes on the freedom of communication of others shall be given a warning or a serious warning. The student shall be given a demerit or put on academic probation in case of serious consequences.

(VI) Anyone one who put up guests outside the dorm for the night in the dorm of the college without permission shall be given a warning or a serious warning.

(VII) Anyone who drinks heavily and creates trouble shall be given a warning. The student shall be put on academic probation or above in case of serious consequences.

Article 11 Anyone who conducts theft, fraud or extortion of property (securities) without constituting a crime shall be given the following disciplinary actions respectively after recovering the stolen money or goods or compensating for the loss:

(I) A warning or a serious warning shall be given to anyone who conducts theft or fraud of objects with a value of less than RMB 500. Anyone who conducts theft or fraud of objects with a value of more than RMB 500 shall be given a demerit or placed on academic probation.

(II) Anyone who extorts or blackmails property shall be given a demerit or placed on academic probation.

Article 12 International students who engage in fights or brawls, which do not constitute a crime, shall be given disciplinary actions as follows depending on the responsibilities and consequences after paying for the medical and other expenses of the injured.

(I) Anyone who has not hit others but caused fights shall be given a serious warning or above. Anyone who causes a fight with serious consequences or plans a fight shall be placed on probation.

(II) Anyone who starts a fight shall be given a serious warning or above. The student shall be placed on academic probation in case of serious consequences.

(III) Anyone who invites people outside the college to cause trouble or fight inside the college shall be given a demerit. The student shall be placed on academic probation in case of serious consequences.

(IV) Anyone who provides equipment for fighting shall be given a serious warning. The student who threatens or hits someone with equipment shall be given a demerit or placed on academic probation.

(V) A demerit shall be given to anyone who causes or participates in a group fight. Anyone who leads a group fight shall be placed on academic probation.

(VI) A serious warning or a demerit shall be given to anyone who intentionally gives false testimony in a fight.

(VII) Anyone who kicks up a fuss or takes sides at the scene or in the name of "persuasion" or "mediation", which contributes to the deterioration of the situation, shall be given a warning or a serious warning.

Article 13 The following penalties shall be imposed on those who engage in gambling or drug abuse without violating the *Criminal Law*.

(I) Anyone who participates in gambling with cash, securities or other articles as gambling funds shall be given a demerit. Anyone who organizes gambling or repeatedly participates in gambling shall be punished by being placed on academic probation. Anyone who provides conditions for gambling or indirect gambling shall be punished in the same way as a participant in gambling.

(II) Anyone who takes drugs or abets others to take drugs shall be given a demerit or placed on academic probation.

Article 14 Anyone who seriously violates social morality in the relationship between men and women and causes adverse effects shall be given a demerit or placed on academic probation.

Article 15 International student who is required to live on campus but stays out all night without permission or rent a room outside the campus without permission shall be punished by criticism, education, a warning or a serious warning. Anyone who rents a room outside the campus and causes adverse effects to the college in violation of relevant regulations shall be given a demerit or placed on probation.

Article 16 International student who has been absent from school for a certain number of credit hours in a semester shall be given the following treatment or disciplinary actions.

(I) Anyone who misses less than 10 credit hours of classes shall be given criticism and education.

(II) Anyone who misses 11 to 30 credit hours of classes shall be given a warning or a serious warning.

(III) Anyone who misses 31 to 50 credit hours of classes shall be given a demerit

(IV) Anyone who misses 51 credit hours of classes shall be placed on academic probation.

Article 17 International student who fails to attend the teaching activities stipulated by the college for less than one week in a semester without taking leave shall be given a serious warning. Anyone who has been absent for more than one week but less than two weeks shall be given a demerit or placed on academic probation. Anyone who has been absent for more than two weeks shall be dealt with in accordance with the regulations on the management of academic status.

Article 18 International student who does not abide by the discipline of the examination room or does not obey the arrangements and requirements of the examination staff shall be deemed to violate the discipline of the examination if he/she has one of the following acts in the examination room. A serious warning shall be given to anyone who violates the discipline of the examination:

(I) Bringing items other than those specified into the examination room or failing to put them in the designated place;

(II) Failing to take the examination at the prescribed seat;

(III) Answering questions before the signal to start the examination or continuing to answer questions after the signal to end the examination has

been given;

(IV) Spying, talking to each other, making secret signals or gestures to each other in the course of an examination;

(V) Making noise or committing any other act that affects the order of the examination room within the area prohibited by the examination room or the college;

(VI) Leaving the examination room in the course of an examination without the consent of the examination staff;

(VII) Taking examination papers, answer sheets (including answer cards, answer sheets, etc., the same below), draft papers and other examination papers out of the examination room;

(VIII) Using a pen or paper other than that prescribed for answering questions or writing his or her name or examination number or otherwise marking information on the answer sheet in a place other than that prescribed for the examination;

(IX) Any other acts in violation of the rules of the examination room which does not yet constitute cheating.

Article 19 International student who violates the principles of fairness and impartiality in examinations, obtains or attempts to obtain answers to test questions or examination results by improper means, and commits any of the following acts shall be deemed to have cheated in examinations and shall be placed on academic probation:

(I) Bringing to the examination room written materials or electronic devices storing information related to the content of the examination;

(II) Copying or assisting others to copy answers to test questions or materials related to the content of the examination;

(III) Robbing or stealing another person's examination paper or answer sheet or forcing another person to facilitate his or her own copying;

(IV) Intentionally destroying test papers, answer scripts or examination materials;

(V) Passing or receiving objects or exchanging examination papers, answer scripts or draft paper;

(VI) Filling in information on the answer sheet such as name and examination number that does not correspond to one's identity

(VII) Other acts of cheating.

Article 20 International student who commits any of the following acts in

the examination room shall be deemed as having conducted serious cheating and shall be expelled from the college:

(I) Taking an examination by another person in his or her place or taking an examination for another person.

(II) Organizing cheating.

(III) Cheating by using communication devices

(IV) Altering the name of another person's examination paper, cheating twice during the school year or other serious cheating acts.

Article 21 Anyone who falsifies, forges documents, deceives the organization, deceives others, fails to value honesty in online study, or has serious behavior of skipping classes online and fails to correct several times shall be given a serious warning or a demerit depending on the severity of the case.

Article 22 The international student who violates the discipline shall be subject to disciplinary action and deprived of admission qualification after being admitted while before he/she obtains the academic status.

Article 23 International student who commits another disciplinary offence during academic probationary period shall be liable to disciplinary actions and be expelled from the college. International student who commits another disciplinary offence after being released from academic probationary period shall be liable to disciplinary actions, and the punishment imposed on him/her could be increased by one level.

Article 24 If the consequences of disciplinary offences by international student mentioned in Articles 10, 11, 12, 14 and 15 are particularly serious or have particularly bad effects, the student shall be expelled from academic status.

Chapter III Disciplinary Actions Procedures

Article 25 Investigation of acts in violation of the discipline by international students:

(I) The Security Office shall take the responsibility for carry out the investigation of acts in violation of the discipline involving violations of the law and campus security with the participation of the School of International Education and the Student Work Office. The Office of Academic Affairs shall be responsible for carry out the investigation of acts in violation of the discipline of exam room with the participation of the Office of Student Work and the School of the international student. In other cases, the School of International Education or the Office of Student

Work is responsible for carry out such investigation with the participation of the relevant departments.

(II) The investigation of acts in violation of the discipline shall be based on facts and collection of relevant evidences and materials. A survey report shall be finished after relevant department provides guidance to the student who is later profoundly aware of self-conducted mistakes and submits written a self-criticism.

(III) The school of the international student who commits the disciplinary offence shall, according to the facts of the international student's disciplinary offence and the relevant regulations of the college, make a determination of the nature of the mistake and put forward a preliminary opinion on the punishment, and report it to the relevant unit for research and determination in accordance with the authority of the punishment.

Article 26 The authority of approval of disciplinary actions.

(I) The treatment suggestion for disciplinary actions of academic probation and below shall be discussed and proposed by the student work meeting of the School of International Education, and after examination by the Student Work Office of the School, they shall be reported to the Head of the School in charge for determination. The Office of Student Work is responsible for issuing the document and reporting it to the General Office of the college, the Office of Academic Affairs, the faculty and the relevant departments for record respectively. In the case of disciplinary actions are imposed on international students involved in more than two faculties, the Office of Student Work may deal with them directly after consulting the faculty.

(II) The treatment suggestion for disciplinary actions of expulsion shall be discussed and proposed by the Student Work Meeting of the School of International Education, reviewed by the Student Work Office of the School and agreed by the Head of the School in charge, and then reported to the Dean's Office for research and determination. The General Office of the School is responsible for issuing the document and sending it to the relevant departments of the School as well as the Department of Education of Jiangsu Province for record.

Article 27 Before making a decision on disciplinary action against an international student, the college shall inform the international student of the facts, reasons and basis for the decision, and inform the international student of his or her right to make representations and arguments, and listen to student's representations and arguments. The School of International Education shall be responsible for follow-up works in case of cognitive bias or unjustified reasons of the student. Relevant unit shall

review and make up the evidence or collect new evidence one again in case of a deviation from the facts and characterization.

Article 28 The School for international students shall issue a decision letter of disciplinary action including the disciplinary action and relevant facts, reasons and grounds, and shall also inform the international students of the possibility of filing an appeal and the time limit for the appeal. The decision letter of disciplinary action shall be delivered directly to the international student himself/herself. If the student refuses to sign for delivery, the letter could be delivered by lien. If the student has left the college, the letter could be delivered by mail. If it is difficult to contact the student himself/herself, the letter could be delivered by announcement on the website of the college or through news media, etc.

Article 29 If an international student disagrees with the decision on disciplinary action, he or she may file an appeal in accordance with the *Regulations of Wuxi Institute of Technology on Appeal Settlement for International Student*. If an international student does not file an appeal within the appeal period, the college shall no longer accept the appeal filed by him/her.

Chapter IV Education and Management of International Students Violating the Discipline

Article 30 Upon the delivery of decision letter of disciplinary action, the School of International Education shall promptly inform the parents of the student (the notification must be recorded). At the same time, relevant staff of the faculty shall talk to the international student who has been imposed on disciplinary actions to further help him/her raise awareness.

Article 31 A student cadre, supervisor or teacher shall be designated as contact person to carry out frequent talks with international student who is placed on academic probation or below. International student who is placed on academic probation shall regularly (no more than three months) report in written forms to the class committee, class teacher or student supervisor on his/her reflections, and the written report shall be submitted to the student supervisor.

Article 32 The investigation period for the punishment of warning and serious warning, a demerit and academic probation is 6 months, 9 months, and 12 months respectively, and the investigation period is calculated from the date of issuing the document. At the end of the probation period, if the student can rectify the mistake, he/she can apply for the release of the disciplinary action based on the attachment of relevant report on his/her reflections and supporting documents from the relevant unit. The

disciplinary actions could be lifted after the classmate, class teacher and student supervisor sign suggestions, and the student work meeting of the School of International Education discuss and put forward relevant suggestions. In addition, relevant materials shall be reviewed by the student work office and reported to the head of the college in charge for determination. Disciplinary Actions imposed on student who has outstanding performance could be lifted ahead of time. After lifting disciplinary actions, international student will no longer be affected by the original punishments when he/she receives commendations, awards or enjoy other rights and interests.

Article 33 The disciplinary measures imposed on international students shall be recorded in the School's archives and in the international students' own files in a true and complete manner.

Article 34 International student who has been expelled from the college shall be provided with a study certificate by the college, and shall go through procedures of leaving the college or country within two weeks of receiving the decision letter of disciplinary actions.

Chapter 5 Supplementary Provisions

Article 35 The punishments referred to in these regulations as "above" or "below" include the punishments at this level.

Article 36 These regulations shall be interpreted by the School of International Education and the Office of Student Work.

Article 37 Where the provisions of other relevant documents of the college are inconsistent with these regulations, these regulations shall prevail.

Article 38 These Regulations shall come into effect on September 1, 2020. The former Regulations on Disciplinary Actions for International Students of Wuxi Institute of Technology shall be repealed at the same time.

Wuxi Institute of Technology