

无锡职业技术学院

国际学生休学与复学管理办法

**Measures for the Management of Suspension and
Resumption of Schooling for International Students in
Wuxi Institute of Technology**

**I. International Students Who Have One of the Following
Circumstances Shall Be Suspended from School:**

(I) Those who are diagnosed by the hospital designated by the college (Grade 2A or above) due to illness and need to suspend classes for treatment or recuperation for more than one-third of the total hours of a semester;

(II) Absence from classes (including leave of absence) for a semester exceeds one-third of the total number of hours of the semester;

(III) A student who applies for a leave of absence for some special reason;

(VI) International students who need to take a leave of absence for some reasons, While the accumulated leave time in a semester exceeds one-third of the total number of hours of the semester.

II. Suspend Schooling for Starting up Business

(I) The college allows international students to take a break from college to start up businesses. International students who have such demand should submit written applications signed by themselves and their parents and relevant supporting documents to their colleges, and upon the agreement of the College of International Education, the Office of Student Work, the Office of Academic Affairs and other relevant departments will review and report to the president in charge for approval. Only with the approval can they go through the relevant procedures;

(II) The college does not set a limit on the number of times to take a break from college to start up businesses, and the maximum number of years of study is 9 years. The college should designate a person in charge to strengthen the management of international students who take a break from college to start up their own businesses.

III. International Students are Normally Allowed to Take A One-year

Suspension of Schooling for One Time

IV. If An International Student Leaves School in the middle of His or Her Studies for Any Reason, He or She May Apply for A Leave of Absence upon His or Her Application and the Approval of the College:

(I) International students who have studied in college for more than one year can apply for suspension of schooling;

(II) Students who apply for suspension of schooling due to alternate work must be at least 16 years old.

V. Number of Suspensions And Total Time Spent in College:

(I) The college does not set a limit on the number of suspensions, nor does it set a separate limit on the duration of suspensions during the international student's schooling, but the student's time spent in college must not exceed the total number of years of study.

(II) The total number of years of study in college is as follows:

No more than six years for a three-year junior college (including suspension of schooling and retention of student status)

VI. During the Period of Suspension of Schooling

(I) International Students are not allowed to go through the procedures related to transferring to or enrolling in other schools.

(II) The college bears no responsibility for the management of activities carried out by international students.

VII. Procedures for Applying for Suspension of Schooling

(I) International students who need to suspend their studies should submit written applications signed by their parents to colleges, and their colleges should sign written opinions and submit to President for approval after being examined and approved by the Office of Student Work and the Office of Academic Affairs for the relevant procedures. The College of International Education, the Office of Student Work, and the Office of Academic Affairs shall record the international students who are on leave of absence.

(II) For international students who have gone through procedures for suspension of schooling, the college will take back the student ID card, campus card, etc. and issue a certificate of suspension of schooling. During the period of suspension, international students will retain their student status and be deprived of the treatment of students, and need to go through the corresponding procedures of leaving the college.

VIII. Procedures for International Students to Apply for Resumption of Schooling

(I) International students should apply to the college for resumption of schooling before the start of the new semester with relevant certificates when their suspension period expires. Those who do not apply for resumption after the time limit without any reason shall be treated as dropouts.

(II) International students who have been suspended from school due to illness must present a health certificate from a hospital of Grade IIA or above when applying for resumption of schooling. They are allowed to reenter the college after passing the review of the college.

(III) The college must conduct a review to international students who request to go back to the college and were suspended from college for reasons other than injury or illness. During the suspension of schooling, an international student

1. Who receive academic probation as stipulated in the *Disciplinary Regulations for International Students of Wuxi Institute of Technology* or other punishments above academic probation because of mistakes or violation of the law are now allowed to go back to the college and will be withdrawn from college.

2. Who are disabled due to work-related injuries or accidents or those who do not meet the standards of medical examination because of illness shall not be allowed to go back to the college. Those who recover within the prescribed study period can apply for suspension of schooling again; those who cannot recover to the health level that is eligible for studying will be withdrawn from the college.

3. After the application for resumption of schooling is approved by the College of International Education, it will be reviewed and recorded by the Office of Student Work and the Office of Academic Affairs.

4. When international students resume their studies, their comprehensive scholarship level shall refer to the level assessed by the comprehensive assessment before they suspend their studies; the items and amount of fees shall refer to the standard of the year when they resume their studies, and no reduction or exemption is allowed.

5. After the international students resume their studies, they can apply for suspension of schooling once again on the ground that they have studied in college for more than one semester.

IX. International Students Shall in Principle Study with Next Grade

Students of the Original Major after Resumption of Schooling.

If there is no corresponding class for next grade students of the original major, international students who resume studies are allowed to transfer to similar majors to continue their studies according to the actual situation of the college. International students who are suspended from the college and need to change their majors due to their own situation can apply for it. The college will give priority to approving their applications in compliance with relevant regulations.