

高等学校国际学生勤工助学管理办法

Measures for the Management of International Students

Work-study in Institutions of Higher Education

In order to standardize the work-study management of international students in institutions of higher education and further improve the quality and efficiency of study in China, the Ministry of Education, the Ministry of Public Security, the Ministry of Human Resources and Social Security, and the National Immigration Administration jointly formulated the *Measures for the Management of International Students Work-study in Institutions of Higher Education*, which is hereby issued to you for your compliance and implementation.

Article 1 In order to regulate work-study activities of international students in institutions of higher education and improve the level of education opening-up, in accordance with the *Exit and Entry Administration Law of the People's Republic of China*, *The Regulations of the People's Republic of China on the Administration of the Entry and Exit of Foreigners*, *Regulations on the Administration of Students in Regular Institutions of Higher Education* and *Measures for the Administration of Enrollment and Training of International Students*, these Measures are hereby formulated.*

Article 2 The Measures shall apply to institutions of higher education (hereinafter referred to as schools) that implement higher education for academic qualifications.

Article 3 The term “work-study” as mentioned in the Measures refers to the practical activities that international students, under the organization and management of the college, obtain legal remuneration through labor work in spare time to improve study and living conditions. Students participating in teaching practice and social practice according to teaching plan is not a part of it.

Article 4 The work-study activities on and off campus of international students are carried out under the leadership and overall arrangement of the college in accordance with principles of having spare energy, voluntary application, priority given to students with difficulties, and abiding by the law. The college shall formulate relevant implementation rules, clarifying the specific measures of work-study of international

students and responsibilities of the corresponding internal functional departments.

Article 5 In principle, international students can work on and off campus for no more than 8 hours per week and no more than 40 hours per month. During winter and summer vacations, in principle, no more than 16 hours per week and no more than 80 hours per month.

Article 6 Colleges must not arrange or authorize students to participate in toxic, hazardous and dangerous production operations, and must ensure that international students engaged in work-study activities have purchased insurance covering those activities.

Article 7 For on-campus work-study of international students, the positions should be mainly on-campus teaching assistants, scientific research assistants, administrative management assistants, and college public services related. Positions shall meet the needs of students and avoid taking up normal study time. The remuneration of international students' on-campus work-study activities shall be arranged by the college as a whole.

Article 8 Work-study of international students are paid according to the following standards: fixed positions on campus are paid on a monthly basis. In principle, the remuneration of 40 working hours per month shall not be lower than the minimum living standard of local residents, and it can fluctuate appropriately.

On-campus temporary positions are paid hourly. The hourly remuneration can be reasonably determined with reference to the minimum hourly wage standard stipulated by the people's government in the district where the college is located.

The remuneration standard for off-campus work-study shall not be lower than the minimum wage standard stipulated by the people's government or relevant departments in the district where the college is located, which shall be determined by the employer through consultation with the student, and the amount of remuneration shall be stated in the employment agreement.

Article 9 International students engaged in off-campus work-study activities must meet the following basic conditions:

(I) At least 18 years old and meet the physical conditions required for work-study positions;

(II) Hold a valid residence permit for study in China, and the validity for the permit shall be more than six months;

(III) Abide by Chinese laws and regulations and rules and regulations of college, act with etiquette and civility, and have no criminal record or violation of laws and disciplines;

(IV) Undergraduate students, graduate students, advanced students and research scholars who have been studying in the current school for more than one year;

(V) Academic progress and attendance meet college requirements;

(VI) Other conditions set by the college.

Article 10 Students should submit a copy of the signed agreement with the employer to the college for the record, and submit a unilateral commitment letter to make commitments on risk-taking and other aspects.

Article 11 International students engaged in off-campus work-study activities must present the agreement, college certification letter and related materials, and apply for residence permit with apostille including working unit and working hours to the exit and entry administration department of the public security organ in the district where the school is located within ten days in accordance with relevant regulations. Holders of a residence permit without work-study related information are not allowed to engage in off-campus work-study activities.

International students who change the off-campus work-study unit and period should submit a new agreement and the college's certification letter to the exit-entry administration of local public security organ within ten days to apply for a change of information.

International students who terminate off-campus work-study activities due to reasons such as the employer's termination of the agreement should submit a written report to the college within ten days, and apply for information changes to the exit and entry administration department of the local public security organ.

Article 12 The geographical scope of work-study is limited to the municipal administrative area where the college is located. The duration of work-study each time shall not exceed the validity period of the study residence permit, and the maximum period shall not exceed one year.

Article 13 If an international student has one of the following circumstances, the college shall cancel his/her work-study qualification and report to the exit and entry administration department of the public security organ in a quick manner:

Completed school, studied in school, suspended or dropped out of school;

Violating national laws and regulations or college-related management systems;

Poor moral character, violation of social order and good customs, and causes adverse effects;

Other situations where the college considers that it is no longer appropriate for students to continue work-study because work-study affects studies.

Article 14 International students whose work-study beyond the scope of their positions or the prescribed time limit shall be investigated and dealt with by the exit and entry administration department of the public security organ according to law.

Article 15 Each provincial education administrative department should coordinate and supervise the work-study activities of international students within its own administrative region together with the local public security, immigration management, human resources and social security and other departments. They are also responsible for guiding colleges within its own administrative region to formulate and improve the implementation rules of work-study for international students, and implement dynamic management of the scope of work-study positions for international students in accordance with relevant local regulations base on facts.

Article 16 Colleges should earnestly fulfill the main responsibility of international student work-study management, strengthen daily education, inspection and tracking management, and standardize international students' on-campus and off-campus work-study activities.

Article 17 The Measures shall come into force from the date of issuance.