

无锡职业技术学院国际学生请假制度

International Student Leave Policy of Wuxi Institute of Technology

Article 1 Leave policy for international students

1. International students must strictly follow the work and rest timetable of the college. Those who cannot attend classes on time for some reason shall go through the ask-for-leave procedures. The specific rules are as follows:

(1) After admission, international students are generally organized into classes according to their majors. The major-based classes shall check the attendance of students in the activities organized and arranged by the major-based classes. Students take lessons in the subject-based classes which are responsible for the checking of student class attendance. Those who cannot attend for any reason must ask for leave in advance, otherwise they will be treated as absenteeism;

(2) International students are not allowed to leave the local area without approval during their study at the college. Students who are granted leave of absence must leave and return to the college within the specified time, otherwise they will be treated as absenteeism;

(3) Class leaders and course teachers are responsible for the checking attendance, and the college and the School of International Education will arrange relevant personnel to conduct random checks.

2. International students shall have written applications when applying for leave, and attach a certificate if necessary (sick leave should be certified by the college hospital or with signed opinion). Requests for leave within 2 days shall be approved by the class head teacher or counselor; requests for leave of 3 to 5 days shall be approved by the leaders of the School of International Education; requests for leave of more than 6 days shall be approved by the Student Affairs Office. Under special circumstances, requests shall be reported to the corresponding leader for approval. If the period of leave coincides with the intensive academic period such as the internship week, curriculum design week and modular courses, the students shall ask for permission of the course teacher. International students who fail to apply for leave in accordance with the prescribed procedures or take leave with incomplete application procedures will be treated as absenteeism.

3. Student sick leave notes and personal leave notes (regardless of the

length of the leave) are collectively kept by the School of International Education. The School shall notify the dormitory management office the leave of absence of students for registration by class.

Article 2 Student management during weekends and holidays

1. International students who need to leave the school on weekends and holidays and cannot return on time shall apply for leave in advance (apply via the International Studies Service Online Platform by following the relevant the procedures; offline leave notes shall be approved by the class head teacher first, and then submitted to the School of International Education for approval). After the completion of online and offline leave applications, the School of International Education will uniformly submit the collective list of leave notes to the International Student Apartment Management Office for registration.

2. International students on leave shall return to the college within the specified time, pay attention to personal safety, abide by the laws and regulations and exercise self-discipline. Safety and the legal responsibilities during leave shall be borne by the students themselves.

3. Protect natural environment, do not break tree branches or climb trees, do not trample on green spaces and lawns, do not cook in the open air, play with fire or swim in lakes or rivers, do not litter around, do not graffiti.

4. International students who organize tourism activities in the name of class, school or college shall submit a written report to the Student Management Office of the School of International Education, and can only travel after approval.

5. Class head teachers and counselors shall conduct long-term and comprehensive behavioral education for international students, and know clearly the whereabouts of students before and after weekends and holidays.

The Policy enters into effect as of the date of issuance, and the School of International Education is responsible for the interpretation.

Wuxi Institute of Technology