

无锡职业技术学院国际学生校内外勤工助学管理办法

Measures on the Management of On and Off-campus Work-study for International Students of Wuxi Institute of Technology

In order to adapt to the development of the education of international students in China and further standardize the work-study management of international students in our college, 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 Entry and Exit of Foreigners*, *Regulations on the Administration of Students in General Institutions of Higher Education*, *Management Measures for Enrollment and Cultivation of International Students*, *Measures on the Work-study of International Students of Higher Education Institutes*, and other laws and regulations, and in light of the actual situations of the college, the Measures are hereby formulated.

Article 1 The term work-study as mentioned in the Measures refers to the practice activities that international students, under the organization and management of the college, use their spare time to obtain legal remuneration through labor and use it to improve their study and living conditions, excluding the teaching internship and social practices of international students organized by the college in accordance with the teaching plan.

Article 2 The work-study activities on and off campus for international students are carried out under the unified leadership and overall arrangement of the college in accordance with the principles of having spare energy after study, voluntary application, giving priority to the disadvantaged, and abiding by the law.

Article 3 The college shall not arrange or authorize students to participate in toxic, harmful and dangerous production operations.

Article 4 International students engaged in work-study activities must purchase insurance covering work-study activities.

Article 5 In-campus work-study assistance for international students shall include mainly on-campus teaching assistants, scientific research assistants, administrative management assistants, and college public

services. On-campus work-study positions for international students should 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. In principle, off-campus work-study activities for international students should be related to their majors. Participating in commercial performances or participating in performances in commercial singing and dancing entertainment venues are excluded from work-study activities.

Article 6 Work-study time regulations and remuneration:

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.

1. Work-study international students are paid according to the following standards: fixed positions on campus are paid on a monthly basis. In principle, the remuneration for 40 working hours per month shall not be lower than the minimum living standard for urban residents in Wuxi, and it can fluctuate appropriately.
2. On-campus temporary positions are paid hourly. The hourly remuneration can refer to the minimum hourly wage standard for part-time workers in Wuxi city.
3. The remuneration standard for off-campus work-study shall not be lower than the minimum hourly wage standard for part-time employment in Wuxi city, 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 7 Conditions for applying for work-study:

1. At least 18 years old, having financial difficulties, and meeting the physical conditions required for work-study positions;
2. Holding a valid residence permit for study in China, and the remaining valid residence time shall be more than six months;
3. Complying with Chinese laws and regulations and college rules and regulations, be of good character and good performance, have no criminal record or violation of laws and disciplines, and have no bad living habits or history of mental illness;
4. Undergraduate students who have been studying in the current college for more than one year and have completed the registration;
5. Students shall pass the Chinese proficiency test HSK level 4, with good

academic performance, and shall not fail in course examinations;

6. Having participated in comprehensive international student insurance and purchased work-study insurance;

7. All tuition and fees for the academic year have been paid;

8. Having gone through the confirmation procedures of the *Physical Examination Records for Foreigners* in accordance with the relevant national regulations or having undergone a physical examination and passed the test.

Article 8 International students participating in off-campus work-study activities should submit a copy of the signed agreement with the employer to the college for record, and submit a unilateral commitment letter to make commitments on risk-taking and other aspects.

Article 9 International students engaged in off-campus work-study activities shall take their personal valid passports, permit of residence, approval from the college for work-study, class schedule of the semester with college stamp, certificate or written agreement issued by relevant units for accepting work-study students, a copy of the employer's business license (photocopy), a copy of the ID card, contact information and other materials of the person in charge of the employing unit. Students should apply to the Exit-Entry Administration Department of the public security organ where the school is located within 10 days in accordance with relevant regulations to apply for adding the employer, duration and other relevant information about work-study on the residence permit. Work-study activities are not allowed without adding work-study notation on the residence permits.

International students who change the off-campus work-study unit and duration should submit the new agreement and the college certification letter to the exit and entry administration department of the public security organ to apply for a change of notation information within 10 days.

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 school within ten days, and go to the exit-entry administration department of the public security organ for information change.

Article 10 International students participating in work-study must carry their passports and other relevant identification documents with them, so that the public security organs can check at any time.

Article 11 The geographical scope of work-study activities is limited to the location of the college - Wuxi City (excluding Jiangyin City and Yixing City). The duration of each application for work-study shall not exceed the validity period of the study residence permit, and the maximum period shall not exceed one year.

Article 12 If an international student is under any of the following circumstances, the college will cancel his or her work-study qualification and report to the exit and entry administration department of the public security organ in a timely manner:

1. Students who complete studies, withdraw from the college before due academic year, suspend or drop out of the college;
2. Students who violate national laws and regulations or relevant college management policies;
3. Students with inferior moral character and whose actions violate social order and good customs, and cause adverse effects;
4. Other circumstances under which the college determines that work-study has affected the student's academic performance and it is no longer appropriate to continue work-study.

Article 13 If an international student's work-study exceeds the scope of the post or the prescribed time limit, the exit and entry administration department of the public security organ shall investigate and deal with it according to law.

Article 14 Handling of accidents and disputes in work-study activities:

1. International students should immediately report to the Student Affairs Office of the School of International Education in the event of an accident during work-study, and notify the foreign-related department and the Public Security Bureau.
2. If a dispute arises between an employer and an international student, it should be settled through negotiation according to the signed agreement. If the two parties cannot resolve it through negotiation, it can be arbitrated by the labor dispute agency.

Article 15 For international students who have obtained work-study permits, their work-study permit qualifications will be revoked if one of the following circumstances occurs:

1. Violating relevant Chinese laws and regulations or college rules and regulations.

2. Exceeding the working time limit and scope of work stipulated in the work-study contract.
3. Work-study activities conflict with school teaching courses, examinations and other teaching activities.
4. The work-study activities of international students affect the normal study and life of the students on campus.
5. A total of 5 lessons have been missed.
6. Those who fail the course examination or assessment.
7. Other circumstances that are not suitable for work-study activities.

Article 16 In case of any conflict between the Measures and the relevant national laws and regulations, the national laws and regulations shall prevail.

Article 17 The School of International Education is responsible for the interpretation of the Measures.