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## 留学生居留许可及签证管理办法

根据《中华人民共和国外国人入境出境管理条例》、中华人民共和国教育部令第42号《学校招收和培养国际学生管理办法》等相关法规，制定本办法，来统一管理我校国际学生的居留许可和签证工作。

一、国际学生的居留许可和签证事项由国际教育学院学生管理办公室负责具体手续办理。

二、来徐州工业职业技术学院的国际学生应持普通护照和学习签证（X签证）入境。若学生持其它类型签证入境，无法正常在校学习，学生本人承担由此引起的全部后果。

三、国际学生入境到学校报到时应提供护照原件、签证原件、录取通知书原件、入境前在所在国家的体检合格证明原件、JW202表原件、无犯罪记录证明等资料，国际教育学院审查无误后，可按照规定办理其他相关事项。

四、国际学生到我校报到后，国际教育学院学生管理办公室应在24小时内向辖区派出所上报该生的住宿登记。

五、国际学生办理好学校报到手续后，应在一周（7天）内到徐州市检验检疫局进行体检，取得健康合格证。如不能取得健康合格证，学校不能继续为该生办理其它相关手续，并告知学生回国，由此引起的所有费用和后果由学生本人承担。

六、体检合格后，国际学生必须在入境30天内到徐州市公安局出入境管理处办理好居留许可，逾期不办者，公安局将按照规定给予处罚。在办理居留许可过程中，国际教育学院学生管理办公室应该给予指导和帮助。

七、国际学生申请办理居留许可所需文件：1. 本人有效普通护照、签证、最近入境复印件。2. 到国际教育学院领取并填写好的《外国人签证、



居留许可申请表》，该表经国际教育学院审查无误后，加盖国际教育学院公章。3. 本人照片。4. JW202表的原件（备验）和复印件。5. 徐州检验检疫局开具的健康合格证明。6. 录取通知书原件（备验）和复印件。7. 居住地派出所出具的《临时住宿登记表》8. 国际教育学院出具的《国际学生办理居留许可申请书》。

八、所有国际学生应密切关注自己护照、签证和居留许可的有效期，并在有效期内申请办理各项延期手续。否则，由于个人原因造成证件过期的，受到公安局处罚，责任和费用自行承担。

九、如居留许可需要延期或变更，学生应至少提前一月向国际教育学院提出申请，并提交相关申请材料，否则后果自负。国际教育学院审查相关材料后，指导和帮助学生办理居留许可的延期或变更。所产生的费用由学生自己承担。超出居留许可有效期、仍在中国居住的，则构成非法居留，根据《中华人民共和国入境出境管理条例》，给予警告；情节严重的，处每非法居留一日500元，总金额不超过一万元，或处五日以上十五日以下拘留，并被遣送出境。

十、国际学生申请办理居留许可的变更和延期时，如未按时缴清相关费用（例如学费、住宿费、保险费和书本费等），国际教育学院有权根据《中华人民共和国外国人入境出境管理法》的相关规定拒绝为其办理居留许可的延期或变更，所产生的后果由学生自己承担，所产生的费用由学生自己承担。申请经学校同意后，学生持填写好的《外国人签证、居留许可申请表》及相关证件向去徐州市公安局出入境管理支队申请办理。

十一、国际学生的直系亲属或朋友来华探亲或访友，应向本国申请旅游签证办理来华手续，我校不办理此类业务，不提供住房。

十二、各项签证、证件和居留许可等不得涂改、损坏；违者会受到公安机关处罚。护照丢失，学生本人应先到丢失地派出所办理丢失证明，凭丢失证明到出入境管理处办理手续开据“护照遗失证明”，尽快与所在国



使领馆联系，按照所在国规定申领新护照，然后到徐州公安局出入境管理支队重新办理签证、居留许可。如需回国办理的，需向学校申请，学校将依据时长酌情办理包括休学、保留学籍和退学在内的学籍异动。

十三、国际学生如有违反居留许可及签证管理规定的行为，一切后果自负，除应承担相关法律责任及处罚外，学校将视具体违规情节，研究做出相应的违规处理决定，处理决定包括但不限于开除学籍、限期出境、申请公安机关注销签证等。

十四、本办法执行期间，如遇国家及地方相关法律法规调整，与本办法内容发生冲突时，以国家及地方法律，或上级相关行政部门的解释为准。

十五、本办法由外事办负责解释。

十六、本办法自2018年4月 15 日起执行。



## Measures for the Administration of Residence Permits and Visas for International Students

In accordance with the Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners, the Regulations Governing the Admission and Cultivation of International Students in Schools (decree No. 42 by the Ministry of Education of the People's Republic of China) and other relevant regulations, these measures are formulated to uniformly administer the residence permits and visas for international students in our school.

**Article 1** Residence permits and visa for international students are handled by the Student Management Office at the School of International Education.

**Article 2** International students of Xuzhou Vocational College of Industrial Technology (hereinafter referred to as XZCIT) should enter China holding ordinary passport and study visa (X visa). Students who enter the country with other types of visas are not allowed to study at our school, and the students themselves bear all the consequences arising therefrom.

**Article 3** International students should present the original passport, visa, admission notice, health check certificate, JW202 form and certificate of no criminal record. School of International Education will handle the matters according to relevant regulations after verifying the documents.

**Article 4** After the international students have registered, the Student Management Office should report the check-in form to the police station for record within 24 hours.

**Article 5** International students should present themselves to Xuzhou



Inspection and Quarantine Bureau within one week upon entering XZCIT to have the physical check-up for the health certificate. Students who are unqualified in the health check will not go through other procedures and be informed to go back to their home countries. All expenses and consequences arising therefrom shall be borne by the student himself.

**Article 6** With the health certificate issued by the Inspection and Quarantine Bureau, international students must apply within 30 days to the Department of Entry and Exit Administration of Xuzhou Public Security Bureau for a residence permit. If it is overdue, the students will be penalized by the Public Security Bureau in accordance with the regulations. School of International Education will provide guidance and assistance to facilitate the procedures.

**Article 7** Required documents for the application of the residence permits include: 1. photocopy of valid passport, visa, and the latest entry record. 2. Obtain and fill in the Application form for visa and residence permit for foreigners at the School of International Education. The application forms should be verified and sealed. 3. Photos. 4. Original and photocopy of JW202 form. 5. Health certificate issued by Xuzhou Inspection and Quarantine Bureau. 6. Original (for verification) and photocopy of admission notice. 7. Temporary accommodation registration form issued by the police station. 8. Application letter for residence permit by the School of International Education.

**Article 8** All international students should pay close attention to the validity of their passports, visas and residence permits and apply for the extension within the validity period. Otherwise, the liabilities and costs shall be assumed by the students themselves if the above said certificates are overdue



for personal reasons.

**Article 9** If the residence permit needs to be renewed or changed, the student should apply to the School of International Education at least one month in advance and submit the relevant application materials. Otherwise, the consequences will be borne by themselves. After reviewing the relevant materials, the School of International Education guides and assists students in the extension or change of residence permits. The expenses incurred are borne by the students themselves. Failure to secure the extension before the expiration of residence permits will be deemed as illegal residence and thus leads to penalty of “warning” in accordance with the Regulations of the PRC on Administration of the Entry and Exit of Foreigners. If the circumstances are serious, the students concerned will be fined RMB 500 for each day with a cap of RMB10,000 in total; or the students concerned will be detained for a minimum of five days and a maximum of 15 days, and be deported.

**Article 10** When an international student applies for a change or extension of a residence permit, the School of International Education has the right to refuse to extend or change its residence permit in accordance with the relevant provisions stipulated in Regulations of the PRC on Administration of the Entry and Exit of Foreigners if he fails to pay the relevant fees (such as tuition, accommodation, etc.) on time. All the consequences arising therefrom and the expenses incurred shall be borne by the students themselves. After the application has been approved by the school, the student will apply to the Department of Entry and Exit Administration of Xuzhou Public Security Bureau with the application form for visa and residence permit, together with related documents.

**Article 11** Immediate families or friends of international students should



apply for a tourist visa to go through the formalities of coming to China. Our school does not handle such kind of business and does not provide housing.

**Article 12** Visas, passports and residence permits may not be altered or damaged; violators will be punished by public security organs. If the passport is lost, the student should first go to the local police station for the loss certificate and then go to the Entry and Exit Office for the passport loss certificate. Afterwards, the student should contact the embassy and consulate to re-apply for a new passport and apply for a new visa and residence permit at the Department of Entry and Exit Administration of Xuzhou Public Security Bureau. If the student needs to go back to his/her home country, then he/she can apply for it from the School which will help handle the student status change, including suspension of schooling, retaining the student status and dropping out.

**Article 13** If international students violate the regulations of residence permit and visa administration, all the consequences shall be borne by themselves. In addition to the relevant legal responsibility and punishment, the school will study and make the punishment decisions according to specific circumstances. The decision includes, but is not limited to, expulsion from school, leaving China within a time limit, and the cancellation of visa by public security organ, etc.

**Article 14** During the implementation of these measures, in the event of adjustment of the relevant national and local laws and regulations, the national and local laws or the interpretation of the relevant administrative departments at higher level shall prevail in case of conflict with the contents of these measures.

**Article 15** The Foreign Affairs Office shall be responsible for the





interpretation of these measures.

**Article 16** These measures shall come into effect as of April 15, 2018.



## 留学生学籍管理细则

为保障留学生合法权益，规范和加强我校留学生的学籍管理工作，提高留学生教育教学质量，根据上级有关文件精神 and 徐工职院发【2017】128号文《徐州工业职业技术学院学生学籍管理规定》，针对我校录取的普通高等学历教育的全日制专科生的管理，结合我校留学生的特殊情况，特制定我校留学生学籍管理细则如下：

### 一、入学与注册

**第一条** 符合入学标准的留学生凭《徐州工业职业技术学院录取通知书》、《外国留学人员来华签证表》和护照，在规定日期内到国际教育学院报到，办理缴费等各项入学手续。

**第二条** 因故不能按期报到者，需事先向学院请假，经同意后可延期，但一般不超过两周。否则，视为放弃入学资格（不可抗力等正当事由除外）。

**第三条** 自留学生新生报到之日起的3个月为入学资格复查期，复查内容主要包括：

（一）录取手续及程序等是否符合国家招生规定；

（二）录取资料是否真实、符合当年《徐州工业职业技术学院招生简章》；

（三）身体健康状况是否符合报考专业要求，能否保证在校正常学习、生活。

复查中发现学生存在弄虚作假、徇私舞弊等情形的，确定为复查不合格，取消学籍。

复查中发现学生身心状况不适宜在校学习，须按规定到学校指定的二级甲等（含）以上医院进行体检复查。不合格者应取消其入学资格，该学生应离校回国，费用自理。



**第四條** 每学期开学前，留学生须在规定的时间内，到国际教育学院办理学期注册手续。

## 二、学制与学习年限

**第五條** 学历留学生学制为三年制，第一年学习对外汉语、公共课和专业基础课，通过汉语水平四级考试（HSK-4）后，第二学年第三学年转入专业学习。

**第六條** 学校实行学分制管理和弹性学习年限，最长学习年限（含休学和保留学籍）为5年。对外汉语学习时间最多为2年，第2年要向学校缴纳语言学习费（与语言生相同）。专业课程学习时间最多为3年，第3年要向学校缴纳学费，所交学费与同专业中国学生相同。学生在规定的学习年限内修满本专业所规定的学分，准予毕业。学生学习年限自新生报到注册之日起计算。

## 三、课程考核与成绩记载

**第七條** 学生在学校规定学习年限内，修完教育教学计划规定的内容，成绩合格，修满学校规定的138个学分，准予毕业。

**第八條** 每学期所研读的学分，原则上最高不超过35学分，最低不少于14学分。

**第九條** 成班转入专业学习的留学生，二级学院按照留学生人才培养方案实施教学。插班转入专业学习的留学生，每个二级学院要配备专门老师来担当留学生的专业指导老师，安排留学生的学习课程。留学生的成绩由任课老师负责登录。

**第十條** 留学生课程的成绩一般应有平时成绩（含平时作业、课堂讨论、平时测验、实习报告或调查报告、期中考核等）、和期末考核等方面综合评定。

**第十一條** 所有课程的考核实行学分绩点制。学分绩点是衡量学生学习质量的依据，课程学分绩点按下列方式换算。



(一) 百分制 成绩 $\geq 60$ , 学分绩点 = (成绩 - 50) / 10

成绩 $< 60$ , 学分绩点 0

补考及格, 学分绩点 1

(二) 五级制学分绩点

| 等级 | 课程成绩 |                              | 学分绩点 |
|----|------|------------------------------|------|
| A  | 优秀   | $90 \leq \text{成绩} \leq 100$ | 4.5  |
| B  | 良好   | $80 \leq \text{成绩} < 90$     | 3.5  |
| C  | 中等   | $70 \leq \text{成绩} < 80$     | 2.5  |
| D  | 及格   | $60 \leq \text{成绩} < 70$     | 1.5  |
| E  | 不及格  | 成绩 $< 60$                    | 0    |
|    | 补考及格 | 60                           | 1    |

**第十二条** 如未通过考试, 给予留学生一次免费补考的机会; 按照徐工职院发【2018】第 129 号文件《徐州工业职业技术学院学分制管理暂行收费办法》执行。

**第十三条** 留学生因故不能参加考试, 应在考试前一周提前向班主任、任课教师、开课学院提出申请, 经批准, 报学校教务处备案, 可给予一次缓考机会。事后补办的缓考手续一律无效。因病缓考必须有医院急诊证明, 一般慢性病不能作为缓考理由。

**第十四条** 留学生在学某门课程时, 如缺课时达 1/3 以上者, 将不得参加该课程的考核或考试。

**第十五条** 留学生应严格遵守课堂考勤纪律, 不迟到, 不早退, 有事请假, 不无故缺课。

**第十六条** 留学生因病或事请假, 一天及以内的须向班主任请假并报教学事务办公室备案; 两天以上(含两天)的须书面向所在二级学院教学事务办公室请假, 经向所在二级学院分管院领导批准后方可停课并报宿舍



服务台登记备案。请病假两天以上必须有医院证明，否则将被视为无故缺课。请假未获批准而缺课或不经批准擅自离校，均作旷课处理。口头请假或事后补假一律无效。

#### 四、转专业与转学

**第十七条** 留学生在学习期间对其他专业有兴趣和专长的，可以申请转专业，在一年级下学期留学生有一次修改专业的机会。

**第十八条** 由留学生书面提出申请，说明理由，经学校同意，可以转到新申请的专业学习。

**第十九条** 学生一般应当在被录取学校完成学业。因患病或者有特殊困难、特别需要，无法继续在本校学习或者不适应本校学习要求的，可以申请转学。

**第二十条** 学生转学由学生本人提出申请，说明理由，经学校同意，可以转入其他学校。

#### 五、休学与复学

**第二十一条** 留学生因病不能坚持学习，经学校医院或指定医院诊断认为应当休学者，或因其他特殊原因确需休学者，由本人申请，学院批准后予以休学。休学申请须于每学期开学后两周内由学生本人提出（因病休学除外）。休学时间为其在华有效签证日期前两周，休学时间一般不超过11个月，具体为自休学之日起至新学年起始日。因签证护照、学校招生、外交环境等不可抗力造成休学后无法重新入学情况，后果由申请休学者承担。

**第二十二条** 休学留学生应在办完休学手续后离境回国。留学生休学期间，学院保留其学籍，但不享受奖学金等在校生待遇。

**第二十三条** 留学生休学期满，在新学期开学前两周向学校提出申请，提交复学申请书，审查通过后方可缴费注册。因病休学的留学生办理复学手续时，须提交校医院或指定医院出具的达到健康标准证明。



**第二十四條** 留學生休學期間有違法行為或超過規定期限不辦理復學手續者（除因不可抗力等正當事由以外），取消其學籍。

## 六、畢業與結業

**第二十五條** 留學生在學校規定年限內，修完教育教學計劃規定內容，成績合格，修滿 138 個學分，達到學校畢業要求，准予畢業，由學校頒發畢業證書。

**第二十六條** 留學生在學校規定年限內，修完教育教學計劃規定內容，但未達到學校畢業要求且所獲得的學分大於等於教學培養計劃規定總學分的 80%，准予結業，由學校頒發結業證書。

**第二十七條** 考試不及格或沒有參加考試者，只發給在校學習證明。

**第二十八條** 留學生全日制專科生基本學制 3 年。學生在校學習年限最多為 5 年。

## 七、畢業离校

**第二十九條** 留學生完成學業，必須按規定辦理完以下离校手續後方可發放畢業證書。

- （一）到有關部門歸還借用的物品、圖書等；
- （二）到學院財務處辦理費用結算手續；
- （三）到物業和後勤部門辦理退宿手續。

## 八、附則

**第三十條** 本辦法自 2019 年 1 月 1 日起執行。其他未盡事宜，參照徐工職院發【2017】128 號文《徐州工業職業技術學院學生學籍管理規定》和《徐州工業職業技術學院國際學生手冊》等規定執行。

**第三十一條** 本辦法由徐州工業職業技術學院國際教育學院負責解釋。



## Measures for the Management of International Student Status

These measures are formulated to protect the legal rights and interests of international students, standardize and strengthen the management of international students' status, and improve international students' education and teaching in accordance with the spirit of the relevant documents at the higher level, and the Measures for the Management of Student Status of XZCIT (No. 128, 2017). The management of College degree students together with the actual situations of international students in our College are also taken into consideration in the formulation of these measures.

### Chapter I Admission and Registration

**Article 1** International students should register at School of International Education within the prescribed date and go through various admission procedures, such as payment for fees, holding his passport, the admission notice and the Visa application form for international students studying in China.

**Article 2** Students who fail to register on time for any reason must take leave from the college prior to the prescribed time, and the registration may be extended after consent, but generally not more than two weeks. Otherwise, it is deemed to be a waiver of admission (except for legitimate reasons such as force majeure).

**Article 3** International students will be under review during the three months following the admission, including

- (1) whether the admission procedures are in conformity with the enrollment regulations of China;



(2) whether the admission materials are true and up to the admission brochure of XZCIT;

(3) whether the physical and mental status of international students meets relevant requirements and can ensure normal study and life at school.

Students who are found employing trickery and playing favoritism will have their student status cancelled.

Students who are found not up to the health standards have to re-do the physical examination at secondary class A level hospitals designated by the School. Students who fail the physical examination will be disqualified for the admission and the students should leave school at their own expenses.

**Article 4** Before the semester begins, international students must register with the School of International Education within the prescribed time.

## **Chapter II Educational System and the Length of Schooling**

**Article 5** The duration of schooling for College degree students is three years. In the first year, the courses of teaching Chinese as a foreign language (TCFL), public disciplines, and foundation courses will be covered. In the second or third year, students will study professional courses in secondary Schools after they pass HSK 4.

**Article 6** Credit system and flexible duration of schooling are adopted. The maximum years of study (including suspension and retention) shall be 5 years. TCFL study time is 2 years at most, while in the second year those who re-do the language courses shall pay the fees (equivalent to that of language students). The study time for professional courses is 3 years at most while in the third year students shall pay the tuition fees which are equivalent to those of Chinese students. Students are allowed to graduate after completing the





required credits for their major within the specified years of study. The students' years of study shall be counted from the date of registration.

### Chapter III Assessment and Achievement Record

**Article 7** International students who, within the prescribed years of the schooling, complete the contents of the teaching plan, pass the tests and obtain 138 credits shall be granted to graduate.

**Article 8** The maximum credits for each semester shall not exceed 35, and the minimum credit shall not be less than 14.

**Article 9** Secondary schools shall carry out the teaching in accordance with the training plan for international students who transfer to secondary schools for major studies. Each secondary school should arrange a teacher as the instructor to be in charge of international students' learning. Classroom teachers shall be responsible for logging in international students' assessment results.

**Article 10** The assessment results of the curriculum shall include daily performance and the final grade. Daily performance includes homework, class discussions, tests, internship reports and mid-term tests.

**Article 11** All courses are assessed under the credit point system. Credit point is the basis for measuring students' performance. Credit point is converted in the following ways.

(1) centesimal system

$\geq 60$ , credit point = (score-50) / 10

$< 60$ , credit point = 0

$\geq 60$  in the make-up exams, credit point = 1

(2) five-level credit points



| Level | Score        |                                 | Credit point |
|-------|--------------|---------------------------------|--------------|
| A     | excellent    | $90 \leq \text{score} \leq 100$ | 4.5          |
| B     | fair average | $80 \leq \text{score} < 90$     | 3.5          |
| C     | mediocre     | $70 \leq \text{score} < 80$     | 2.5          |
| D     | pass         | $60 \leq \text{score} < 70$     | 1.5          |
| E     | fail         | $\text{score} < 60$             | 0            |
|       | make-up exam | 60                              | 1            |

**Article 12** If they fail to pass the examination, international students will be given an opportunity to make up their exams free of charge according to the Measures on Interim Fees for the Administration of the Credit System of XZCIT (No. 129, 2018).

**Article 13** In case an international student is unable to take the examination for any reason, he/she shall submit an application to the head teacher, classroom teacher, and the College one week in advance before the examination. Upon approval, the application shall be submitted to the Office of Academic Affairs for the record and students in question may be given an opportunity to postpone the examination. The make-up Deferment of Examination procedures are null and void. Students defer the examination due to acute diseases must have hospital certificate, and general chronic diseases can not serve as reasons for the deferment of examination.

**Article 14** Students who are absent from a course for more than a third of the study hours shall not be allowed to take part in the test or examination of that course.



**Article 15** International students should strictly observe the discipline of class attendance. They should not be late or leave early. Students should ask for leave for failing to attend the class.

**Article 16** International students who ask for leave due to illness or business shall, for one day or less, apply for leave to the head teacher and report to the Office of Academic Affairs for the record. Those who leave for more than two days (including two days) shall ask for leave in written form to the Office of Academic Affairs at the secondary Schools. Only after the approval of the head of the department can the class be closed and reported to the dormitory service center for registration and record. Sick leave for more than two days must be certified by the hospital, otherwise it will be considered as absence for no reason. Absence from school without approval or leave without approval shall be treated as absenteeism. Oral leave or ex post-compensatory leave is invalid.

#### **Chapter IV Transfer of Majors and Schools**

**Article 17** Students who are interested and specialized in other majors during their studies may apply for a change of majors. They will have an opportunity to revise their majors in the second semester of the first year.

**Article 18** Students may apply in written form, state the reasons, and transfer to other majors with the consent of the School.

**Article 19** Students should generally complete their studies at the admission school. Those who are unable to continue their studies at the School or do not meet the requirements of the school due to illness or special difficulties may apply for a transfer of schools.

**Article 20** Students may apply in written form, state the reasons, and transfer to other schools with the consent of the School.



## Chapter V Suspension and Resumption of Study

**Article 21** If an international student is unable to persist in his/her study due to illness, he/she shall be suspended after the application and the approval of the college with the diagnosis by the school clinic or the designated hospitals. Applications for suspension should be made by the students within two weeks of the commencement of each semester (except for illness). The suspension should be applied two weeks before the expiry of the valid visa. The duration of suspension should not exceed 11 months. In case of force majeure including passport, visa, school enrollment, diplomatic environment which make it impossible to re-enter the school after suspension, the consequences are borne by the applicants.

**Article 22** International students who suspend from school shall leave the school and return to their countries after they have completed the withdrawal procedures. During the suspension period, the student status will be detained, but the students will not enjoy scholarships and others.

**Article 23** Students whose suspension period is over shall apply to the school on time, return to school to submit an application for resumption, and only after examination and approval shall they pay for registration. Students who are suspended from school due to illness must submit the certificate of health standards issued by the school hospital or the designated hospitals.

**Article 24** International student who commits an illegal act during the period of suspension or fails to go through the formalities for returning to school within the prescribed time limit (except due to force majeure and other legitimate reasons) shall have his or her student status cancelled.

## Chapter VI Graduation and Completion of Courses



**Article 25** International students who, within the prescribed years of the schooling, complete the contents of the teaching plan, pass the tests, obtain 138 credits, and meet the requirements of graduation, shall be granted the graduation certificate.

**Article 26** International students who, within the prescribed years of the schooling, have completed the contents of the teaching plan, but have not met the school graduation requirements and have received more than 80% of the total credits specified in the teaching and training plan, shall be permitted to complete their studies. A certificate of completion shall be issued by the school.

**Article 27** If students fail the examination or fail to take the examination, they shall only be issued with a certificate of study at school.

**Article 28** The duration of schooling for college degree students is 3 years. The maximum of study period is 5 years.

### **Chapter VII Leaving School after Graduation**

**Article 29** When an international student completes his/her studies, he or she shall go through the following formalities for leaving school according to relevant regulations:

- (1) return the borrowed articles and books to relevant departments;
- (2) go to the Finance Office for the settlement of expenses;
- (3) go to the Property and Logistics Department for lodging formalities.

### **Chapter VIII Supplementary Articles**

**Article 30** These measures shall be implemented as of January 1, 2019. Other outstanding matters shall be subject to the Regulations on Student Status Management XZCIT (No. 128, 2017) and International Student Handbook of XZCIT.



**Article 31** These measures shall be interpreted by the School of International Education.



## 留学生奖学金管理办法

### 第一章 总则

**第一条** 为鼓励留学生在校期间遵纪守法、刻苦学习、奋发向上，根据《徐州工业职业技术学院加强留学生培养工作的实施方案》（徐工职院发[2018]68号）、《徐州工业职业技术学院学生奖助学金评定办法》（徐工职院发[2017]103号）相关规定制定本办法。

**第二条** 本办法中各类奖学金评定对象为全日制在籍国际留学生。

**第三条** 留学生奖学金种类包括：

1. 遵纪奖学金
2. 成绩奖学金

**第四条** 留学生奖学金评定由“留学生事务管理委员会”根据本办法进行评定、调整和管理。

**第五条** 国际教育学院设立由负责人、学生管理人员、专业教师组成的“奖学金评定领导小组”，负责国际留学生遵纪奖学金和成绩奖学金评定工作，评定结果经学院“留学生事务管理委员会”审核后，报学工处审核备案，并提交学院“院长办公会”最终批准后发放。

**第六条** 奖学金每学年评价一次（成绩奖学金毕业学年不予评定），由财务处根据相关要求发放。

### 第二章 遵纪奖学金

**第七条** 遵纪奖学金：遵守法律法规、校纪校规的留学生可享受全额或部分学费和住宿费额度的奖励。奖励额度以学院规定、财务处核定的留学生入学年度缴纳的学费及住宿费标准额度为准，不高于该额度。

**第八条** 有下列情况之一者，不具备参评遵纪奖学金资格：

1. 违反中国法律法规受到处罚；



2. 违反学校规章制度退学；
3. 未缴清或已获得减免学费及住宿费的；
4. 中途退学或被学校开除学籍；
5. 因成绩不合格、违纪等负面行为而留级（休学、保留学籍的除外）；
6. 学校认定的其他不具备参评资格的情况。

## **第九条** 有下列情况之一者，奖励额度将被扣减

1. 学生学年内受到严重警告（含严重警告）以下处分的留学生仅发放标准奖励额度的 80%；受到严重警告（不含严重警告和退学）以上处分的留学生仅发放标准奖励额度的 60%。

2. 学生学年内如有拖欠书本费、保险费等欠费行为的，或有毁坏校园及宿舍公共物品拒绝赔偿或赔偿不及时等行为，其欠缴费用、赔偿费用将从奖励额度中扣除。

## **第十条** 评定程序及奖励

1. 由国际教育学院组织对学生评价资格进行初核，汇总学生每学年的日常遵纪及缴费情况、计算该学年奖学金额度，并按评定条件、评定办法评选出获奖学生名单，评定小组成员签字后，报国教院学生奖学金评定领导小组。

2. 奖学金评定领导小组对评定资料进行复核，确定初评名单，公示 3 天无异议后，评定结果报留学生事务管理委员会办公室。

3. 留学生事务管理委员会对评定资料进行审核无异议后，将评定资料纸稿、电子稿一并报学工处审核。

4. 学工处审核后，上报学院“院长办公会”审批后，在校内公示 5 天。对不符合条件的学生，一经发现，即予取消，不再增补。

5. 奖学金由财务处负责发放，第一、二学年的奖学金可直接冲抵次学年的学费、住宿费，毕业学年的奖学金一次性发放给学生。

## **第三章 成绩奖学金**





**第十一条** 成绩奖学金：留学生按照每学年语言或专业课的成绩表现排名，可以参与成绩奖学金的评定。成绩奖学金分为一等奖、二等奖和三等奖共三个等级。

**第十二条** 有下列情况之一者，不具备参评成绩奖学金资格：

1. 非学历生、休学或保留学籍的；
2. 评奖年度内因违反校纪、校规、法律、法规而受到警告（含警告）以上处分及以往所受处分没有解除的（评奖年度之前受到处分并已经解除处分的，学生获得表彰、奖励及其他权益，不再受原处分影响）；
3. 未通过 HSK4 级考试的；
4. 评奖年度中有单科成绩不及格或补考的；
5. 无正当理由而拖欠学费、住宿费、保险费的；
6. 评奖年度中受到公安机关处罚的；
7. 学校认定的其它不具备参评资格的情况。

**第十三条** 评定条件及奖励标准

1. 一等奖

评定条件：留学生学年平均学分绩点为同年级排名前 2%，无补考科目。

奖励金额：1000 元/人。

2. 二等奖

评定条件：留学生学年平均学分绩点为同年级排名前 10%，无补考科目。

奖励金额：800 元/人。

3. 三等奖

评定条件：留学生学年平均学分绩点为同年级前 20%，无补考科目。

奖励金额：500 元/人。

留学生每人每学年只可申请获得一次成绩奖学金。

**第十四条** 评定办法和获奖比例



按照符合评选条件学生在本专业中成绩平均分排名由高到低顺序依次按排名比例选取。获奖比例为参评学生总数的 20%。

## 第十五条 评定程序

1. 成立由年级辅导员、班主任、专业指导老师组成评定小组（不少于 7 人），对学生评价资格进行初核，收集、汇总成绩，并按评定条件、评定办法评出获奖学生名单，评定小组成员签字后，报国教院学生奖助学金评定领导小组。

2. 奖助学金评定领导小组对评定资料进行复核，确定初评名单，公示 3 天无异议后，评定结果报留学生事务管理委员会办公室。

3. 留学生事务管理委员会对评定资料进行审核无异议后，将评定资料纸稿、电子稿一并报学工处。

4. 学工处审核后，上报学院“院长办公会”审批后，在校内公示 5 天。对不符合条件的学生，一经发现，即予取消，不再增补。

## 第十六条 表彰奖励

对于获得各类奖学金的同学分别按获奖等第颁发获奖证书和奖金。每人每学年只可申请一次成绩奖学金。

## 第四章 附则

**第十七条** 本办法中按照评定比例确定人数，按小数点后“四舍五入”原则确定。

**第十八条** “学生单项奖”的评定和奖励以及其他未尽事宜，均参照《徐州工业职业技术学院奖助学金评定办法》执行。

**第十九条** 学院“留学生事务管理委员会”可视上级及学院相关政策变化等情况适时调整本办法，并有权停止各项奖学金的评审发放。

**第二十条** 本办法自 2019 年 1 月 1 日起实施，由国际教育学院负责解释。



## Measures for the Administration of International Student Scholarship

### Chapter I General Principles

**Article 1** These measures are formulated for the purpose of encouraging international students to abide by the laws and disciplines, study hard and develop in an all-round way in accordance with Measures to Strengthen the Training of International Students at XZCIT (No.68, 2018) and Measures for the Assessment of Student Scholarship and Grants of XZCIT (No.103, 2017).

**Article 2** Full-time international students shall be assessed for all kinds of scholarships.

**Article 3** Scholarships for international students include:

1. Compliance Scholarship
2. Academic Achievement Scholarship

**Article 4** The evaluation of scholarships for international students shall be adjusted and managed by the Committee for the Administration of Foreign Student Affairs in accordance with these measures.

**Article 5** School of International Education (SIE) shall establish a “Leading Group for Scholarship Evaluation” composed of school leaders, student management staff and teachers, which shall be in charge of the evaluation of compliance scholarships and academic achievement scholarships for international students. The assessment results shall be submitted to the Committee for the Administration of Foreign Student Affairs for examination and approval and the Office of Student Affairs for docketing. The scholarship will be issued after the approval of the Board Meeting.



**Article 6** Scholarships shall be assessed every academic year and paid by the Finance Office in accordance with relevant requirements. Students in the graduate year will not participate in the assessment of the academic achievement scholarship.

### **Chapter II Compliance Scholarship**

**Article 7** Compliance Scholarship: students who abide by laws and regulations shall be rewarded with the full or partial tuition and accommodation fees. The incentive amount shall be based on and no more than the standard amount of tuition and accommodation paid by international students in the year of admission stipulated by the college.

**Article 8** Students in any of the following circumstances shall not qualify for the assessment of discipline compliance:

1. Students who violate Chinese laws and regulations and are penalized;
2. Students who drop out of school in violation of school rules and regulations;
3. Students who fail to pay the tuition and accommodation fees or whose tuition and accommodation fees are remitted;
4. Students who drop out of school or are expelled from school;
5. Students who repeat grades due to negative behaviors such as substandard achievements or violation of discipline, etc. (excluding suspension of schooling or retention of student status )
6. Other circumstances where students are considered to be ineligible for the scholarship assessment.

**Article 9** Compliance scholarships will be deducted in any of the following cases.



1. Students subject to severe warnings and below (including severe warnings) will have 20% of their total tuition and accommodation fees deducted; students subject to severe warnings and more (excluding serious warnings and expulsion) will have 40% of their total tuition and accommodation fees deducted.

2. For students who fail to pay the fees for textbooks, insurance premiums and have other outstanding acts, the arrears will be deducted from the tuition fees; if the dormitory articles are damaged or when students in question fail to compensate timely, the compensation costs will be deducted from the accommodation costs.

**Article 10** Assessment procedures and awards

1. School of International Education shall conduct a preliminary examination of students' qualifications for scholarships and determine the scholarship amount based on students' performance in the annual payment and daily compliance, and produce the candidate list for the scholarships. After the signatures of the assessment group, the results will be reported to the Leading Group for Scholarship Evaluation of SIE.

2. The Leading Group for Scholarship Evaluation will review the assessment materials and determine the initial candidate list. After 3 days of public announcement without objection, the results of the evaluation will be reported to the Committee for the Administration of Foreign Student Affairs.

3. The Committee for the Administration of Foreign Student Affairs, after examination and approval, shall submit the assessment materials in written and electrical forms to the Office of Student Affairs for examination.

4. After examination and approval, the Office of Student Affairs shall submit the results to the Board Meeting. After the approval of the Board



Meeting, the assessment results will be published for 5 days. Students who do not meet the requirements will be disqualified, and the name list will not be augmented.

5. Scholarships will be issued by the Finance Office. Scholarships for the first and second academic years can balance out the tuition and accommodation fees of the following year. The scholarships to students in the graduate year shall be granted one time.

### **Chapter III Academic Achievement Scholarship**

**Article 11** International students can participate in the evaluation of academic achievement scholarships according to their academic performance in language or professional learning. Academic achievement scholarships are divided into first prize, second prize and third prize.

**Article 12** Students in any of the following circumstances shall not qualify for the assessment of academic achievement scholarship:

1. Students who are on-academic, suspending schools or retained;
2. Students who have been given warning and above penalties (including warning) for violating school disciplines, school regulations, laws and regulations during the year of award evaluation and who have not been relieved of their previous sanctions (who have been punished prior to the year of the award and who have been relieved of the punishment shall no longer be affected by the original punishment in the rewards and other rights and interests);
3. Students who fail to pass the HSK4 exam;
4. Students who fail in a single subject or in a supplementary examination in the award year;
5. Students who fail to pay tuition, accommodation and insurance fees



without proper excuse;

6. Students who have been punished by the public security organs in the year of the award evaluation;

7. Other circumstances where students are considered to be ineligible for the assessment.

**Article 13** Qualifications and reward criteria

1. The first prize

Qualification: students should top 2% in the annual grade point average and participate in no make-up examinations.

The reward is \$1000 per person.

2. The second prize

Qualification: students should top 10% in the annual grade point average and participate in no make-up examinations.

The reward is \$800 per person.

3. The third prize

Qualification: students should top 20% in the annual grade point average and participate in no make-up examinations.

The reward is \$500 per person.

**Article 14** Assessment methods and the proportion

The scholarship candidates shall be chosen according to the average score in their major from high to low. The proportion of prize-fellow is 20% of the total number of students assessed.

**Article 15.** Evaluation procedures

1. An assessment group (not less than 7 persons) composed of counselors, class teachers and professional teachers will be set up to carry out the initial examination of the students' qualifications and determine the candidate list



according to the assessment methods. After the signatures of the assessment group, the results will be submitted to the Leading Group for Scholarship Evaluation of SIE.

2. The Leading Group for Scholarship Evaluation will review the assessment materials and determine the initial candidate list. After 3 days of public announcement without objection, the results of the evaluation will be reported to the Committee for the Administration of Foreign Student Affairs.

3. The Committee for the Administration of Foreign Student Affairs, after examination and approval, shall submit the assessment materials in written and electrical forms to the Office of Student Affairs for examination.

4. After examination and approval, the Office of Student Affairs shall submit the results to the Board Meeting. After the approval of the Board Meeting, the assessment results will be published for 5 days. Students who do not meet the requirements will be disqualified, and the name list will not be augmented.

## **Article 16 Awards**

Scholarship students shall be awarded various kinds of certificates and bonuses according to the awards. International students can apply for only one academic achievement scholarship per academic year.

## **Chapter IV Supplementary Provisions**

**Article 17** The number of scholarship students mentioned in these Measures shall be determined according to the principle of “rounding off after decimal point”.

**Article 18** The evaluation and award of individual award shall be subject to Measures for the Assessment of Student Scholarship and Grants of XZCIT.





**Article 19** The Committee for the Administration of Foreign Student Affairs may adjust these Measures in due course in light of the changes in the policies of its superiors and colleges, and has the right to suspend the assessment and issuance of scholarships.

**Article 20** These Measures are implemented as of January 1, 2019. The School of International Education is entitled to explain the articles of this regulation.



## 留学生违纪处分实施细则

### 一、总则

**第一条** 为了维护学院正常的教育教学和生活秩序，严肃校风校纪、保障留学生身心健康、促进留学生全面发展，根据教育部颁布的《普通高等学校学生管理规定》、《高等学校接受外国留学生管理规定》以及《徐州工业职业技术学院违纪处理实施细则》等相关规定，结合我校实际情况，制定本细则。

**第二条** 本条例适用于本校注册的各类全日制留学生及语言培训和交流交换生。

**第三条** 对有违法、违规、违纪行为的留学生，学校根据其情节轻重、认错态度和悔改表现等，给予批评教育或者纪律处分。

**第四条** 纪律处分的种类分为：（一）警告；（二）严重警告；（三）记过；（四）留校察看；（五）开除学籍。每种纪律处分均量化计入“国际学生行为考评系统”，具体为：警告扣20分、严重警告扣40分、记过扣60分、留校察看扣80分、开除学籍扣120分。对于多次违纪行为，按照上述分值累计计算确认处分等第，直至开除学籍。

**第五条** 有下列情况之一，可以从轻处分：

（一）在规定期限内主动去有关部门承认错误并如实交代错误事实，悔改态度较好者；

（二）主动检举、揭发他人的违纪行为，积极协助学校或有关部门处理问题者；

（三）有突出立功表现者；

（四）平时一贯表现优秀，违纪属初犯，违纪后能迅速挽回损失并坚决改正者；



(五)被他人胁迫或诱骗参加违纪行为者；

(六)在违纪过程中主动放弃违纪行为并积极防止不良后果发生者。

**第六条** 凡受警告以上处分者，当年不得参加奖学金的评定和享受其他荣誉待遇。

## 二、违纪行为及处理

**第七条** 对违反我国法律、法规或受我国司法部门或其他执法部门处罚者，视情节轻重，分别给予下列处分：

(一)触犯我国刑法、被依法追究刑事责任者，给予开除学籍处分；

(二)因犯罪已被我国司法机关立案侦查，犯罪事实清楚，但因种种原因被免于刑事处罚或免于起诉者，给予留校察看处分；

(三)违反《中华人民共和国治安管理处罚条例》，被公安机关处以警告、罚款者，情节较轻，给予警告或严重警告处分；情节严重，给予记过或留校察看处分；被公安机关处以拘留者给予开除学籍处分。

(四)违反《中华人民共和国出入境管理法》非法务工者，将给予留校察看处分。如能按照公安机关处罚决定限期缴纳罚款，且留校察看期间不再出现务工行为，撤销处分；否则将给予退学处理。

**第八条** 扰乱学校正常教学、工作和生活秩序；扰乱课堂、宿舍、食堂、礼堂、体育场所和其他公共场所秩序；不服从工作人员的正常管理（如刁难、辱骂、围攻管理人员），有上述行为之一者，视情节轻重给予以下处分：

(一)情节较轻，未造成严重的后果，给予警告或严重警告处分；

(二)情节较重，影响较恶劣者，给予记过或留校察看处分；

(三)情节严重，影响十分恶劣，给予开除学籍处分。

**第九条** 凡在校园内或校外实习、见习、生活、活动场所，违反爆炸、易燃、剧毒、放射性等危险物品管理规定，私自藏匿并使用危险物品，或燃放烟花爆竹、焚烧物品、乱扔如玻璃瓶、水袋、火棒等危险物品，扰乱学



校正常秩序，危及公共安全者，给予严重警告或记过处分。造成后果的，视程度给予留校察看或以上处分。

**第十条** 故意撕毁学校各级组织的通告、布告，破坏学校宣传设施者，给予警告或严重警告处分；成立非法组织、举行非法游行、集会，书写、张贴危害我国国家安全的传单及组织煽动闹事，扰乱社会和学校秩序者，给予开除学籍处分并交公安机关处理。

**第十一条** 对偷窃、骗取、抢夺、敲诈勒索、冒领、非法占有我国国家、社会、集体和他人财物者，除追回赃款、赃物或赔偿损失外，视情节轻重、涉及金额大小，分别给予下列处分：

(一)涉及金额在500元以下（不含500元）者给予警告或严重警告处分；

(二)涉及金额达500元以上（含500元）者给予记过或留校察看处分；

(三)屡教不改者（包括已因此类行为受过一次处分，以下同），一律给予开除学籍处分；

(四)明知是赃物而购买者，没收赃物，并给予严重警告处分；

(五)为偷窃、诈骗提供消息或工具，或进行掩盖、提供伪证、知情不举，或参与窝赃、销赃等活动者，给予留校察看处分；

(六)对团伙作案为首者在以上处分基础上加重一级处理，直至开除学籍；

(七)偷窃公章、保密文件、档案等物品未造成严重后果者，给予留校察看处分；情节恶劣、造成严重后果者，给予开除学籍处分；

(八)伪造、涂改证件或假冒身份进行诈骗行为者，未遂者给予严重警告处分；造成后果者给予记过以上处分。

**第十二条** 对打人、打架斗殴相关行为，包括策划、肇事、以及为上述行为做伪证或提供凶器者，视情节与后果轻重，给予以下处分：

(一)策划者

1. 策划他人打架并造成后果者，给予留校察看处分；



2. 造成严重后果者(指严重伤人或财产严重损失, 以下同), 给予开除学籍处分。

(二)肇事者(不守秩序、不听劝阻、用语言挑逗或用各种方式挑起事端等)

1. 虽未动手打人, 但用言词污辱或其他方式触及他人, 引起事端或激化矛盾, 造成打架后果者, 给予警告处分;

2. 动手打人未造成他人伤害者, 给予严重警告处分;

3. 动手打人造成他人轻微伤害者, 给予记过或留校察看处分;

4. 动手打人造成他人伤害者, 给予开除学籍处分。

(三)打架者

1. 动手打人, 未造成他人伤害者, 给予记过处分;

2. 动手打人致他人轻微伤害者, 给予留校察看处分;

3. 动手打人造成严重后果者, 给予开除学籍处分;

(四)以参与者“劝架”为由, 偏袒一方, 促使打架事态发展并造成后果者, 给予记过以上处分。

(五)目击者提供伪证, 给予警告或记过处分。打架者触犯此规, 加重一级处理。

(六)为打架者提供凶器, 未造成后果者, 给予记过或留校察看处分; 造成后果者, 给予开除学籍处分。

(七)有聚众斗殴、持械行凶等情节者, 加重一级处理。

**第十三条** 凡以任何形式参与赌博或为赌博提供条件者, 除收缴赌资、赌具外, 视情节轻重及认错态度, 分别给予下列处分:

(一)参与赌博者, 给予记过及以上处分;

(二)给赌博提供赌具、场所者, 给予严重警告处分;

(三)赌博组织者, 给予留校察看以上处分;

(四)因赌博引起打架、斗殴或造成其他严重后果者, 宿舍内聚众赌博、



赌资数额较大,情节严重,影响很坏者,给予开除学籍处分。

**第十四条** 无故缺课,不按时归校及学期结束前未经允许提前离校者,将受到如下处分:

(一)累计达10学时者,给予警告处分;

(二)累计达20学时者,给予严重警告处分;

(三)累计达30学时者,给予记过处分;

(四)累计达40学时者,给予留校察看处分;

(五)累计达60学时者或未请假离校连续两周而未参加规定的教学活动者,予以开除学籍处分。

**第十五条** 对在考试、考查中有违纪和作弊行为者,依据违纪情节和程度,给予纪律处分。

(一)学生在考场不遵守考场纪律,不服从考试安排,如携带考试规定以外物品入场、未在规定座位考试、提前答题或结束后仍答题、交头接耳打手势暗号、考场喧哗、未经同意擅自离场、试卷上做记号或将试卷带出考场、未经同意传递物品等,应当认为考试违纪,经教育劝阻无效,给予严重警告及以上处分。

(二)学生违背公平公正原则,以不正当手段试图获得试题、答案、考试成绩,如携带考试相关资料或设备参加考试、抄袭他人、抢夺或窃取他人试卷答案或胁迫他人为自己抄袭提供方便、交换试卷答案或草稿纸、试卷填写他人姓名考号等作弊行为,应当认定为考试作弊,给予留校察看处分。

(三)考生在考场有严重违纪情节,如代替他人或他人代替考试、组织作弊、使用通讯设备或器材、向他人出售试卷或答案等严重作弊或扰乱考场秩序行为,视为严重作弊,给予开除学籍处分。

**第十六条** 对违反学校校园管理有关规定者,视情节轻重,给予以下处分:



(一)在个人房间内使用可能给公共安全带来隐患的各种电炉、电热杯、电火锅等电热设备或其他用具,经批评教育不改者,或造成严重后果者,除赔偿经济损失外,给予记过以上处分;

(二)在规定休息时间内,在宿舍内喧哗吵闹,严重影响他人休息,且不听劝阻或屡教不改者,给予警告、严重警告或记过处分,发起者给予记过以上处分;

(三)在宿舍内留宿异性者,第一次给予记留校察看处分,两次以上给予开除学籍处分;对本宿舍同学留宿异性不制止不报告者,给予警告处分。

(四)对因吸烟、使用蜡烛或其他原因引起火险、火灾者,除赔偿经济损失外,给予严重警告处分;对造成严重后果者,给予留校察看以上处分。

(五)对挪动或破坏消防器材、应急灯、私改电路等行为者,给予严重警告或记过处分;对造成严重后果者,给予留校察看以上处分。

**第十七条** 应当在校居住的留学生未经学校批准夜不归宿,给予警告或严重警告处分,屡教不改给予留校察看以上处分。未经批准擅自在校外租房居住的,给予严重警告处分并勒令其立即搬回学校。

**第十八条** 对酗酒滋事、扰乱正常校园秩序者,视情节轻重,给予以下处分:

(一)在校内酗酒,经教育仍不改者,给予警告或严重警告处分。

(二)对酒后滋事,扰乱正常教学秩序或社会秩序者,视情节轻重、影响大小,参照相关条款给予严重警告以上直至开除学籍处分。

**第十九条** 有吸毒、介绍他人吸毒、贩毒等相关行为者,给予开除学籍处分。

**第二十条** 违反国家、学校网络管理规定,扰乱网络管理秩序,视其情节,给予下列处分:

(一)通过网络发布不良信息,制作、复制、存储、张贴、传播封建迷信、淫秽色情、暴力凶杀及其他非法音像、影视、文字作品或其他有害



信息，捏造或歪曲事实，散布谣言，侮辱他人或捏造事实诽谤他人或机构，扰乱网络管理秩序的，给予警告以上处分。

(二)制作、传播计算机病毒或实施妨碍计算机及网络安全行为者，给予记过以上处分；造成网络及管理系统等毁坏者，除赔偿损失外，给予留校察看处分。

**第二十一条** 对损坏公共财物或他人财物者，视情节轻重和造成后果的严重程度，给予以下处分：

(一)对在建筑物、教室或实验室的公用设备、仪器、公共标志等公物上乱刻、乱涂、乱画、乱贴，不听劝阻者，除责令限期恢复原状外，视情节轻重，给予警告或严重警告处分；

(二)对损坏校园设施、建筑物设施、教室或实验室等公用设备仪器者，除赔偿经济损失外，给予严重警告或记过处分；

(三)对故意损坏公共设施后果严重者，除赔偿经济损失外，给予留校察看处分；情节特别恶劣或后果特别严重的，给予开除学籍处分；

(四)对蓄意损坏他人财物者，在事实清楚的前提下，除赔偿经济损失外，情节较轻者，给予警告或严重警告处分；情节严重者，给予记过以上处分；

(五)毕业生在离校期间损坏公物，除按规定处理外，暂缓办理离校手续。

**第二十二条** 污辱或妨碍他人者，分别给予下列处分

(一)污辱、诽谤、诬告、陷害或威胁、恐吓他人，未触及刑事处罚者，视其情节给予严重警告以上处分；

(二)妨碍他人通讯自由但未构成刑事责任者，给予严重警告以上处分。

**第二十三条** 调戏、猥亵妇女或异性，或以恋爱为名玩弄异性，未构成刑事责任者，视其情节轻重，给予记过以上处分。

**第二十四条** 对其他违纪者，视情节轻重，给予以下处分：





(一)非法管制他人,或非法搜查他人身体、住处,未构成法律责任者,给予严重警告以上处分;

(二)写恐吓信、打骚扰电话、发不良信息或用其他方法威胁他人安全或干扰他人正常生活,给予严重警告以上处分;

(三)教学、实验、实习、见习期间,违反操作规程造成事故者,给予严重警告以上处分;

(四)见习期间,不服从管理或擅自离队者,视情节轻重,给予严重警告或记过处分;

(五)转借留学生证、校徽,甚至涂改伪造证件、伪造证明,欺骗他人、包庇坏人,情节轻微,尚未构成刑事犯罪者,视其具体情况和认错态度,给予警告以上处分;

(六)故意损坏馆藏图书,以旧换新,偷用他人证件借书者,视情节轻重,给予严重警告以上处分;

(七)隐匿、毁弃或私拆他人邮件造成不良影响或损失者,除赔偿经济损失外,视情节轻重,给予警告以上处分;

(八)伪造他人签名者,视情节轻重,给予记过以上处分;

(九)对参与邪教、封建迷信活动,有损留学生形象者,视情节、后果轻重,给予留校察看或开除学籍处分;

(十)剽窃、抄袭他人研究成果者,情节轻微,影响不大,给予严重警告处分情节严重;影响恶劣,给予开除学籍处分。

**第二十五条** 对同时出现多种违纪行为者,由国际教育学院报送学工处,提请学校专门研究进行处分。

### 三、违纪处理程序

**第二十六条** 留学生处分决定的审批程序和权限:

(一)留学生违纪事件,班主任应及时了解违纪情况,然后向辅导员汇报;辅导员获悉情况后,应立即向国际教育学院分管学生工作副院长



汇报。

(二) 留学生违纪事实的初步认定:留学生违纪事实是指特定的行为实施的违纪行为,属于我校管辖范围,依照本条例对留学生违纪行为给予确认。

(三) 留学生违纪事实的调查取证:学校相关职能部门的工作人员和从事留学生工作的专、兼职教师有权在我国国家法律、政策规定允许的范围内对留学生所犯错误进行调查或委托有权依法管理、调查、鉴定的机构进行调查、取证。调查内容如下:

1. 询问当事人;

2. 询问证人。调查人员对留学生违纪事实的调查内容应做成笔录,经被询问人核实无误后,由被询问人签字、按手印;

3. 提取书证、物证;

4. 对违纪留学生作出处分决定之前,应当听取留学生或者其代理人的陈述和申辩,并做好笔录;结束时拟受处分留学生或其代理人应在笔录上签字,如果拒绝签字,由主笔人写出文字说明。

(四) 在下列情况下,国际教育学院应分别会同相关部门处理:

1. 涉及违反《治安管理处罚条例》或涉嫌犯罪者,应会同公安部门、保卫处处理,学工处参与;

2. 涉及违反《学籍管理规定》、旷课、考试违纪的,应会同教务处处理,学工处参与;

3. 其他违纪行为者应会同学工处及相关部门处理。

(五) 给予留学生警告或严重警告处分的,由国际教育学院办公会议研究讨论,提出处理意见,提交学工处审核,报分管院领导审核,报院长办公会批准。

(六) 给予留学生记过及以上处分的,由国际教育学院办公会议提出处理建议,连同原始材料提交学工处,学工处提出处理意见,报分管院领



导审核，报院长办公会批准。

(七)给予留学生开除学籍处分的，在上述基础上，提交报院长办公会研究决定后发文并公告，报省教育厅备案，必要时需通报留学生所在国在华使馆。

(八)处分决定公告后，国际教育学院应及时将处分决定通知留学生本人，并尽可能通知其家长，以便配合教育，留学生的处分材料应当真实、完整地归入学校文书档案。

**第二十七条** 留学生违纪处分呈报材料包括：

- (一)留学生处分登记材料；
- (二)违纪事实材料或相关证明材料；
- (三)违纪留学生对所犯错误的认定和检查材料。

**第二十八条** 违纪学生的教育管理

(一)可根据受处分留学生的悔改表现，由其本人向国际教育学院提出消过评议申请，国际教育学院会同相关部门给予评议，作出是否取消或减轻处分决定，评议材料归入学校文书档案；

(二)国际教育学院应对受处分的留学生落实帮教措施，定期进行考察；

(三)留校察看期限一般为一年。在留校察看期间，有突出表现者，可提前解除察看，但不得少于6个月；留校察看期间经教育不改或再次受处分者，给予开除学籍处分。

(四)毕业班留学生受留校察看处分的，毕业时作结业处理。

(五)对被开除学籍的留学生，学校开具学习证明，并按学校规定期限2周内离校。

#### 四、附则

**第二十九条** 本条例没有列举的违纪行为，确应给予处分者可参照相近条款给予处理，如果不能参照的可按处分权限及学校研究处理。



**第三十条** 本条例所涉事宜,与以往规定有抵触的,以本条例为准。本条例未尽事宜,遵从《徐州工业职业技术学院学生违纪处理实施细则》执行。

**第三十一条** 本条例关于处分界限和幅度的以上或以下均包含本级在内。

**第三十二条** 本规定自2018年4月20日起执行。



## 学生违纪处分决定告知书

受处分学生所属学院（公章）：\_\_\_\_国际教育学院\_\_\_\_

|   |  |      |  |
|---|--|------|--|
| 告知文书内容  |  |      |  |
| 告知文书文号  |  |      |  |
| 姓 名   |  | 性 别  |  |
| 所在班级  |  | 学 号  |  |
| 处分事由  |  |      |  |
| 处分依据  |  |      |  |
| 处分种类  |  | 行文时间 |  |
| <p>给予开除学籍处分的留学生，会在10日之内注销留学签证。签证被注销后，外国人继续在国内停留的，其行为将被视为非法居留，公安机关将有权对该外国人实施强制遣返的措施，包括在遣返前将外国人羁押至拘留所内等待遣返。</p> |  |      |  |
| <p>接收人（受处分学生或其代理人）签名：<br/>                 _____ 年____月____日</p>  |  |      |  |
| <p>告知人（辅导员）签名：<br/>                 _____ 年____月____日</p>   |  |      |  |



|   |  |  |
|---|--|--|
| <p>备注</p> <p>若受处分学生或其代理人拒绝签字，或因特殊原因需采取邮寄告知或公告告知的，则在此栏予以标注、签名。</p> | <p>其他告知方式</p>  | <p>①受处分学生或其代理人拒绝签字。 <input type="checkbox"/></p> <p>②因特殊原因，采取邮寄送达。 <input type="checkbox"/></p> <p>③因特殊原因，采取公告送达。 <input type="checkbox"/></p> |
|   | <p>告知人（辅导员）签名：_____年__月__日</p>   |  |
| <p>说明</p>   | <p>1. 本告知书一式二份，学生本人及所在学院各执一份。</p> <p>2. 本告知书由各二级学院填写并送达。如接收人拒绝签收，可以以留置方式送达，告知人须在说明档予以说明，并有2名以上证明人签名。</p> <p>3. 如邮件告知，须寄挂号信，相关凭证粘贴在告知书背面。</p> |  |
|   | <p>告知依据：《徐州工业职业技术学院学生违纪处理实施细则》第三十六条</p>  |  |



## Rules for the Implementation of Punishments on International Students Violating Disciplines

### Chapter I General Principles

**Article 1** These measures are formulated for the purpose of maintaining a normal teaching and living order, strictly enforcing school disciplines and spirit, ensuring international students' all-round development in accordance with the regulations on the Management of Students in Colleges and Universities, the Regulations on the Administration of Accepting International Students in Colleges and Universities promulgated by the Ministry of Education, the Rules for the Implementation of Punishments on Students Violating Disciplines of XZCIT, combined with the actual situation of our School.

**Article 2** These rules are applicable to the full-time international students, language training students and exchange students.

**Article 3** International students who violate laws, rules or disciplines, are to receive criticism or disciplinary punishment depending on the seriousness and their act or other expressions of repentance.

**Article 4** Disciplinary punishments are classified into “warning”, “serious warning”, “record demerit”, “under observation”, and “expulsion”. Each disciplinary punishment is quantified into the “behavior assessment system for international students”. Students will be deducted 20 points for “warning”, 40 for “serious warning”, 60 for “record demerit”, 80 for “under observation”, and 120 for “expulsion”. For students who violates many disciplines, the above



mentioned points will be added up to determine the punishment until “expulsion” is applicable.

**Article 5** Punishment can be alleviated for the following persons.

(1) Those who admit their violating behaviors and give repentance with good attitude in time.

(2) Those who expose others’ violating behaviors and give school assistance.

(3) Those who make clear contributions.

(4) Those good international students who make the first violating behavior and can make up for the loss with a strong promising.

(5) Those who are intimidated or induced to make the violating behaviors.

(6) Those who cut off violating behaviors and prevent the bad results positively.

**Article 6** International students given “warning” or higher-level punishment are deprived of the privilege of obtaining scholarship or other honors.

## Chapter II Violating Behaviors and Punishments

**Article 7** Those who violate Chinese laws and rules or other judicial stipulations are given the following punishments respectively according to the seriousness of the circumstances:

(1) Those international students who violate criminal laws and are imposed criminal responsibility are to be “expelled”.

(2) Those international students who are registered by judicial organs with obvious criminal fact but are free of punishment and prosecution, are to be given “under observation”.

(3) Those international students who violate Regulations of People’s





Republic of China on Administrative Penalties for Public Security are imposed “warning” or penalty by public security organs, are given “warning” or “serious warning” if the behavior is light, and are given “record demerit” or “under observation” if the behavior is serious. Those who are detained by public security organs shall be expelled from school.

(4) Those who work against the regulations stipulated in the Regulations of the People’s Republic of China on Administration of the Entry and Exit of Foreigners shall be imposed “under observation”. If students can pay the fine before the prescribed deadline by the public security organ, and no longer work during the period of “under observation”, the punishment can be cancelled; otherwise, the students concerned will be expelled.

**Article 8** Those who disturb the teaching, working or living order, destroy the public order in classroom, dormitory, canteen room, auditorium, stadium or others or disobey even offend the administrator (creating difficulties, verbally abusing, or ambushing the administrators) will be given the following punishments:

(1) “Warning” or “serious warning” is given when the behavior is light.

(2) “Record demerit” or “under observation” is given when the behavior is worse and has got worse effects.

(3) “Expulsion” is given when the behavior is serious and has got worst effects.

**Article 9** “Serious warning” or “record demerit” is given to those who violate the regulations on the administration of explosive, flammable, poisonous, radioactive and other dangerous goods, conceal and use dangerous objects privately, set off fireworks and firecrackers, or burn objects in or outside the campus, throw dangerous objects such as glass bottles, water bags,



fire sticks and so on, disturbing the normal order of the school, and endangering public safety. “Under observation” or above is given when bad effects occur.

**Article 10** “Warning” or “serious warning” is given to those who on purpose destroy announcements, bulletins or other propagandas; “expulsion” is given to those who make illegal organizations, parades, assembly, disseminate illegal leaflets, and destroy public order and the public security organ is to be engaged in.

**Article 11** Those who are engaged in burglary, deception, plunder, racketeering or illegal occupation must make up for the loss, and are given the following punishments in accordance with the seriousness of the circumstances and the money involved.

(1) “Warning” or “serious warning” is given to those engaged in the case involving a maximum of RMB 500 yuan (excluding RMB 500 yuan).

(2) “Record demerit” or “under observation” is given to those engaged in the case involving a minimum of RMB 500 yuan and above (including RMB 500 yuan).

(3) “Expulsion” is given to those who refuse to mend his or her ways despite repeated education.

(4) “Serious warning” is given to those who knowingly buy stolen goods. The stolen goods shall be confiscated.

(5) “Under observation” is given to those who provide convenience and shield to burglary, or cover up, provide false testimony, fail to report the facts, or participate in activities such as concealment and protection of stolen goods, etc.



(6) The head of the gang is given a heavier penalty until “expulsion” is applicable.

(7) “Under observation” is given to those who steal official seal, secret document, and archives if no serious effect occurs; if not, “expulsion” is applicable.

(8) For forging & altering credentials or bluffing, “serious warning” is given when the crime is abortive, and “record demerit” or above is given when the crime is solid.

**Article 12** Those who engage in fighting including organizing, peace breaking or giving false testimony or providing weapons shall be given the following punishments:

(1) Of organizers

① “Under observation” is given to those who instigate others to fight if no aftereffect occurs.

② “Expulsion” is given to those who cause serious effects (serious injury or loss of property).

(2) Of peace breakers

① “Warning” is given to those who only say insulting words and lead to the fight.

② “Serious warning” is given to those who strike others, but not hurt others.

③ “Record demerit” or “under observation” is given to those who strike others and cause minor harm to others.

④ “Expulsion” is given to those who hurt others seriously.

(3) Of participators

① “Record demerit” is given to those who strike others, but not hurt



others.

② “Under observation” is given to those who start fighting and cause minor harm to others.

③ “Expulsion” is given to those who hurt others seriously.

(4) “Record demerit” or above is given to those who help one of the participators with an excuse of reconciling and cause worse effects.

(5) “Warning” or “record demerit” is given to the witnesses who give false testimony. A fighter who commits perjury is given a more serious punishment.

(6) “Record demerit” or “under observation” is given to those who provide a weapon to the fighters if no serious effect occurs; if not, “expulsion” is applicable.

(7) More serious punishment is given to those who are engaged in affray or armed assault.

#### **Article 13** Of gamblers

(1) “Record demerit” and above are given to those who gamble.

(2) “Serious warning” is given to those who provide gambling equipment or places for the gamble.

(3) “Under observation” or above is given to those who organize gambling.

(4) “Expulsion” is given to those who gamble and cause other bad effects and those who gamble in the dorms with a large amount of money.

**Article 14** Those who are absent without permission or don’t return to the School on time, or leave school without permission before classes are officially over, shall be subject to the following punishments:

(1) “Warning” is given to those who are absent for 10 or more class hours.



(2) “Serious warning” is given to those who are absent for 20 or more class hours.

(3) “Record demerit” is given to those who are absent for 30 or more class hours.

(4) “Under observation” is given to those who are absent for 40 or more class hours.

(5) “Expulsion” is given to those who are absent for 60 or more class hours, or stay away from the school for 2 weeks without permission.

**Article 15** Punishment is given to those who have violating behaviors during examinations and tests.

(1) “Serious warning” and above are given to those who do not observe the disciplines of the examination and refuse to obey instructions despite education. The violating behaviors are included as follows:

entering classrooms with items other than those stipulated in the examination instructions, not sitting in the prescribed seat, answering questions in advance or after the closure of the exam or test, sending secret signals, making a noise in the examination room, leaving the test room without permission, marking the test paper or taking it out of the examination room, and delivery of goods without permission, etc.

(2) “Under observation” is given to those who, in violation of the principle of fairness and impartiality, attempt to obtain test questions, answers, test results by improper means, such as taking test-related materials or equipment, plagiarizing others, robbing or stealing the answers of other test papers or coercing others to provide convenience for their plagiarism, exchanging test paper answers or draft papers, filling in other students’ names



and exam numbers, etc. All the above behaviors will be regarded as cheating in examinations and be given the punishment of “under observation”.

(3) “Expulsion” is given to those who cheat seriously in the examination including, sitting the exam for others or having others sit the exam for oneself, organizing cheating, using communication equipment or apparatus in the examination, selling test papers or answers to others, or other behaviors disturbing the order of the examination. All the above behaviors will be deemed to have cheated seriously.

#### **Article 16** Of violating behaviors in dorms

(1) “Record demerit” with compensation is given to those who use electric utensils which may cause danger in dorms, and refuse to mend their ways despite repeated education or cause bad effects.

(2) “Warning”, “serious warning” or “record demerit” is given to those who make noise during rest time, and refuse to mend their ways despite repeated education. The prime mover will be given “record demerit” or above.

(3) “Record demerit” is given to those who accommodate the opposite sex for the first time. “Expulsion” is given when that happens to the same person twice or more. “Warning” is given to those in the same dorm if they fail to prevent or report that.

(4) “Serious warning” with compensation is given to those who cause fire through smoking or candle. If bad effect occurs, “under observation” or above is given.

(5) “Serious warning” or “record demerit” is given to those who more or destroy fire-control equipment, emergency lamp, or remove electric wires without permission. If bad effect occurs, “under observation” or above is given.



**Article 17** “Warning” or “serious warning” is given to those who don’t accommodate in the dorm without permission. “Under observation” or above is given to those who refuse to mend their ways despite repeated education or criticism. “Serious warning” and “a return order” are given to those who rent outside without permission.

**Article 18** Of drunk and disorderly behaviors

(1) “Warning” or “serious warning” is given to those who indulge in excessive drinking in the school and remain untamed after education.

(2) “Serious warning” or above, and “expulsion” are given to those who provoke incidents after getting drunk and disturbing normal teaching or social order depending on the seriousness of the circumstances.

**Article 19** Those who engage in taking drugs, introducing others to take drugs, drug trafficking and other related acts shall be expelled from school.

**Article 20** International students who violate national and school administrative regulations on computer network and disturb the order of network management shall be given punishments as follows:

(1) “Warning” or above is given to those having the following violating behaviors: spreading defective information, producing, copying, storing, posting or disseminating feudal superstition, pornographic and violent contents and other illegal audio and video productions, film and television programs, written works or other harmful information through the internet; fabricating or distorting facts, spreading rumors, insulting others or fabricating facts to slander others or institutions, and disturbing the order of network management.

(2) “Record demerit” or above is given to those who produce and spread computer virus, hence imperiling computer and network security. “Under observation” with compensation is given to those who damage the network and



management system.

**Article 21** Such punishments shall be given to international students damaging public properties or private properties.

(1) International students who cut, scribble or pastern anything on public facilities, apparatus and signs of buildings, classrooms and labs without approval and ignore warning and persuasion shall receive warning or serious warning depending on the situation. In addition, they shall be ordered to clean those places within the limited time.

(2) International students who damage campus facilities, building infrastructure or public equipment and apparatus in classrooms and labs shall be given “serious warning” or “record demerit” in addition to compensation for the losses.

(3) International students who damage public facilities on purpose and cause severe consequences shall compensate for the losses and be under observation. If there are especially bad behaviors or severe consequences, expulsion from academic status shall be given.

(4) International students who damage the properties of others on purpose shall compensate for the losses if the fact is clear. “Warning” or “serious warning” shall be given if the adverse effects are minor; “record demerit” or above shall be given if the consequences are serious.

(5) Graduates who damage public properties before leaving school shall get the concrete formalities delayed and shall be punished according to the regulations.

**Article 22** International students who insult or do harm to others shall receive punishments as follows:

(1) “Serious warning” or above shall be given to those who insult, defame,





accuse falsely, frame or threaten other people but the circumstances are not serious enough for criminal punishment.

(2) “Serious warning” or above shall be given to those who obstruct the freedom of communication of others but do not constitute criminal liability.

**Article 23** International students who assail females with obscenities or deceit females with love as disguise shall be given a record demerit or above according to situation when circumstances are not serious enough for criminal punishment.

**Article 24** Other violators shall be punished according to the situation as follows:

(1) International students who illegally control other people or search the body or residence of others but when circumstances are not serious enough for criminal punishment shall receive “serious warning” or above punishments.

(2) International students who endanger other people’s safety or interfere the lives of others through writing letters of intimidation, harassing phones or SMS messages of bad contents shall be given serious warning or above punishments.

(3) International students who violate operation regulations during teaching, experiments, internship or novitiate and cause accidents shall be given “warning” or above punishments.

(4) International students who deliberately ignore the administration or leave the team without approval during novitiate shall receive serious warning or “record demerit”.

(5) International students who lend their student ID card and school emblem, or alter or forge credentials to deceit others, organize or harbor



dangerous persons but do not constitute criminal liability shall receive “warning” or above punishments.

(6) International students who attain library books on purpose, replace brand new books with old ones or borrow books with stolen cards shall be given serious warning or above punishments.

(7) International students who hide, scrape or illegally open others’ postal articles and cause adverse influences or damages shall be given “serious warning” or above punishments in addition to compensation for losses according to the circumstance.

(8) International students who forge the signatures of others shall receive “record demerit” or above punishments in accordance with the gravity of the circumstances.

(9) International students who participate in the activities of evil religions or superstition spoiling the image of international students shall be under observation or expelled in accordance with the seriousness of the consequences.

(10) International students who plagiarize or copy the research findings of others shall be given “serious warning” if the situation is not serious, and be expelled if the situation is grievous.

**Article 25** For international students who breach many principles, the School of International Education will report the violating behaviors to the Office of Student Affairs and submit to the College for deliberating the punishment.

### **Chapter III Procedures for Punishments**

**Article 26** The examination and approval procedures and authority for the decision of the punishment on international students:



(1) When an international student violates disciplines, the teacher in charge of the class should be informed and report it to the counsellor; the counselor then shall report the case to the deputy dean of the School of International Education responsible for student affairs.

(2) The initial confirmation of violating behaviors: incidents of violating discipline refers to the specific behaviors of the offender, which falls within the jurisdiction of our school. Their behaviors shall be confirmed in accordance with this provision.

(3) Inspections on the violating behaviors of international students: stuffs of concerned departments of school and all-time or part-time teachers in charge of international students' affairs have the right to inspect the mistakes made by international students or entrust the inspection to institutions which have the right to carry out the functions of management, inspection and verification.

1. Inquiring the participators;

2. Inquiring the witness, and the contents of inspections into the violations of regulations of international students shall be in written form with the signature and finger print of the person inquired after he/she has checked the record;

3. Collecting the paper evidence or material evidence;

4. Listening to the citation and explication of the international student or his/her attorney which shall be well recorded on paper before the punishing decision has been made; in the end, the international student to be punished or his/her attorney should sign the record, otherwise declaration shall be added in written form;



(4) Departments concerned to deal with circumstances as follows:

① Cooperation with the Department of Public Security and the Office of Security of our School as well as Office of Student Affairs is required where international students violate the regulations of the PRC on Administrative Penalties for Public Security or are suspected of crime.

② Cooperation with the Office of Academic Affairs as well as Office of Student Affairs is required where international students violate Regulations on the Administration of Student Status, play truant and breach the principles in examinations or tests.

③ Cooperation with Office of Student Affairs is required where international students violate other regulations.

(5) When “warning” or “serious warning” is given, School of International Education shall study and discuss the matter, propose its opinions on handling the matter, and then submit it to the Office of Student Affairs for examination and approval before submitting it to the Board Meeting for approval.

(6) When “record demerit” or above is given, School of International Education shall propose its opinions on handling the matter, and then submit it to the Office of Student Affairs for the final treatment, and report it to the school leader in charge of student affairs for examination and approval.

(7) When “expulsion” is given, School of International Education shall, on the above basis, submit a document to the Board Meeting for studying and issuing a public announcement, and report it to Jiangsu Education Department for docketing. If necessary, the embassy of their home countries will also be informed.



(8) School of International Education ought to inform the international students and if possible their parents of the decision of the punishment in time after it has been made so as to make the education undergo well. The documents of the penalty should be archived completely in the school files.

**Article 27** Documents of punishment on international students who violate regulations to be submitted include:

- (1) Registration forms of punishment on international students.
- (2) Documents of violation fact or relevant certificate materials.
- (3) Documents of affirmation and self-criticism of the international students in violation of regulations.

**Article 28** Afterward education and management

(1) The international student given punishment can put forward the application to the School of International Education for removing the punishment according to his/her remedial behaviors. The School of International Education shall convene with relevant departments to make assessment and decide whether the punishment will be concealed or bated. The assessment documents will be archived in the school.

(2) School of International Education is responsible to carry out the relevant education and periodic inspection.

(3) The term of “under observation” is generally 1 year. During this period, international students who have outstanding behaviors can get the “under observation” terminated ahead of schedule, but no shorter than 6 months. International students who do not alter their bad behaviors despite repeated education or receive punishment again shall be expelled.

(4) If international students are kept under “under observation” in their senior year, they shall receive certification for completing courses instead of



diploma.

(5) The international students who are expelled will get study proofs and shall leave the school within the prescribed period (two weeks).

#### **Chapter IV Supplementary Provisions**

**Article 29** Refer to similar provisions in these regulations for punishments where violations are not listed in this regulation. If there are no references, disposals for punishment can be made by the school within the judicial purview.

**Article 30** If any conflicts between these regulations and preceding ones occur, these regulations shall prevail. Cases not explained in these regulations are subject to the regulations stipulated in the Rules for the Implementation of Punishments on Students Violating Disciplines of XZCIT.

**Article 31** In numerical phrase containing the words lighter or more serious punishments used in these Rules, the indicated punishments are included.

**Article 32** These regulations shall come into effect as of April 20, 2018.



**Notice for Students' Disposition**  
**School of International Education (Seal)**

|   |  |            |  |
|---|--|------------|--|
| Contents of the notice  |  |            |  |
| No. of the notice   |  |            |  |
| Name  |  | Sex        |  |
| Class   |  | Student ID |  |
| Reason  |  |            |  |
| Legal grounds   |  |            |  |
| Type  |  | Date       |  |
| <p>Students who are expelled from school will have his/her student visa canceled within 10 days. If a foreigner continues to stay in the country after the visa has been canceled, his act will be deemed to be an illegal residence, and the public security organ will have the power to enforce compulsory repatriation measures against the foreigner, including detaining the foreigner in a detention facility till repatriation.</p> |  |            |  |
| <p>Recipient (Student punished or his/her agent) Sign: _____ Date: _____</p>  |  |            |  |
| <p>Announcer (Teacher) Sign: _____ Date: _____</p>  |  |            |  |



|   |  |  |
|---|--|--|
| <p>Remark</p> <p>If the punished student or his/her agent refuses to sign or, for special reasons, needs to be notified by post or by public notice, it should be marked and signed in this column.</p> | <p>Other ways of announcement</p>  | <p>1.The punished student or his/her agent refuses to sign.           □</p> <p>2. Needs to be notified by post for special reasons.               □</p> <p>3. Needs to be notified by public notice for special reasons.       □</p> |
| <p>Announcer (Teacher) Sign: _____ Date: _____</p>  |  |  |
| <p>Explain</p>  | <p>1. There are two copies of this notice, one copy to be held by each party.</p> <p>2. This notice is completed and delivered by secondary Schools. If the recipient refuses to sign, it may be delivered on a lien. The announcer should explain it on the specification file and sign by more than two witnesses</p> <p>3. If this notice is delivered by mail, it ought to be sent by registered mail, and the relevant voucher is pasted on the back of the notice.</p> |  |
| <p>Legal ground: Article 36 of the Rules for the Implementation of Punishments on Students Violating Disciplines of XZCIT.</p>  |  |  |





## 留学生突发事件应急处置管理办法

### （一）“留学生突发事件”的范围

本预案“留学生突发事件”的范围是指危及留学生身心健康和生命安全的突发性意外事件,如留学生自杀、自残、自虐性事件,留学生离校出走或失踪事件,留学生打架或群殴事件,留学生重大失窃事件,留学生发生交通意外或其他重大恶性事故,留学生宿舍发生火灾事件,留学生突发性疾病、食物中毒或发生群体性流行疾病等事件。

### （二）留学生突发事件应急处理原则

本预案是学校处理留学生突发事件的主要依据。学院一旦发生留学生突发事件,应立即启动应急处理预案,全力投入突发事件的处理工作。

### （三）留学生突发事件应急处理

#### 1. 留学生自杀、自残和自虐性事件的处理

（1）留学生发生自杀、自残、自虐性事件,知情人员除立即实施救治外,还应及时将情况报告班主任和辅导员;

（2）班主任和辅导员获悉情况后,应立即向国际教育学院领导汇报,并在第一时间赶到现场,组织人员及时将伤员送至学院医务所或市区医院;外国留学生突发事件应急处置工作小组应在2小时内将情况报告学院领导小组;

（3）外事办应及时将情况联系通知留学生家长及所在国使领馆,并做好家长和使领馆来校的接待和安抚工作;

（4）应急处置工作小组立即组织有关职能部门开展调查,必要时应配合公安机关做好情况不明的案件的侦查工作。

#### 2. 留学生离校出走或失踪事件的处理

（1）留学生擅自离校后,知情人员应及时将情况报告班主任和辅导



员；

(2) 班主任和辅导员在获悉留学生擅自离校的情况下,应立即向国际教育学院领导汇报,并及时进行调查了解;对去向不明的留学生应立即组织查找,及时查明该留学生的去向;

(3) 在无法查明留学生去向的情况下,应急处置工作小组应在2小时之内将情况向学院领导小组汇报,及时联系通知留学生家长及所在国使领馆;

应急处置工作小组应在2小时内向公安机关报案,并报告上级有关部门。

### 3. 留学生打架或群殴事件的处理

(1) 留学生发生打架或群殴事件,知情人员应立即报告保卫处(校园110),并及时将情况报告班主任和辅导员;

(2) 保卫处和班主任或辅导员在获悉情况后,应在第一时间赶到现场,设法稳定局势,防止事态恶化;如有人员受伤,应立即组织人员将伤员送至学院医务室或市区医院诊治;同时班主任和辅导员应立即将情况向国际教育学院领导汇报;

(3) 国际教育学院应在获悉情况后2小时内报告应急处置工作小组;

(4) 发生留学生伤亡的,外事办应及时联系通知留学生家长及所在国使领馆,并做好家长和使领馆来校的接待和安抚工作;

(5) 应急处置工作小组将严重的留学生打架事件在2小时内向上级主管部门汇报;

(6) 应急处置工作小组应积极配合有关部门开展调查取证工作,尽早向目击者了解事件的真实情况,及时查清突发事件的原因和经过;

(7) 国际教育学院应立即提出整改措施,加强对留学生的思想教育。

### 4. 留学生重大失窃事件的处理

(1) 留学生发生重大失窃事件,应在第一时间向保卫处报案,同时将



情况报告班主任或辅导员：

(2) 班主任和辅导员应立即采取应急措施, 组织保护现场；

(3) 保卫处在接到留学生或老师的报案后, 应立即组织人员到达现场进行勘察, 同时向公安机关报案外, 并应在 2 小时内将情况及时向应急处置工作小组汇报；

(4) 应急处置工作小组应积极配合公安机关做好现场勘察和事件的调查工作。

#### 5. 留学生发生交通意外或其他重大恶性事故的处理

(1) 留学生发生交通事故, 班主任和辅导员在接到通知后应立即向国际教育学院领导汇报, 外事办及时与留学生家长和所在国使领馆取得联系；

(2) 国际教育学院应在 2 小时内将情况向应急处置工作小组汇报, 并积极配合医院和交管部门, 做好留学生的救治和事故处理工作；

(3) 应急处置工作小组做好留学生家长来校的接待和安抚工作。

#### 6. 留学生宿舍发生火灾等突发事件的处理

(1) 留学生宿舍发现火情后, 应立即开展灭火, 同时立即向留学生宿管员和保卫处报告；

(2) 相关人员应第一时间到达现场, 及时到位, 组织留学生有序疏散, 切断电源和气源, 正确使用消防器材尽快扑灭火源, 及时进行救援, 稳定局势；

(3) 采取有效措施做好稳定人心、缓解情绪、查明原因、联系有关单位、减少损失和影响的工作；

(4) 做好灾情记录和汇报, 吸取经验教训, 杜绝类似事件再次发生。

#### 7. 留学生突发性疾病、食物中毒或发生群体性流行疾病等事件的处理

(1) 留学生突发性疾病、食物中毒或发生群体性流行疾病等事件, 知情人员除立即实施简单救治外, 还应及时将情况报告班主任和辅导员；

(2) 班主任和辅导员获悉情况后, 应立即向国际教育学院领导汇报,



并在第一时间赶到现场,组织人员及时将病人送至学院医务所或市区医院;国际教育学院应在 2 小时内将情况报告应急处置工作小组;

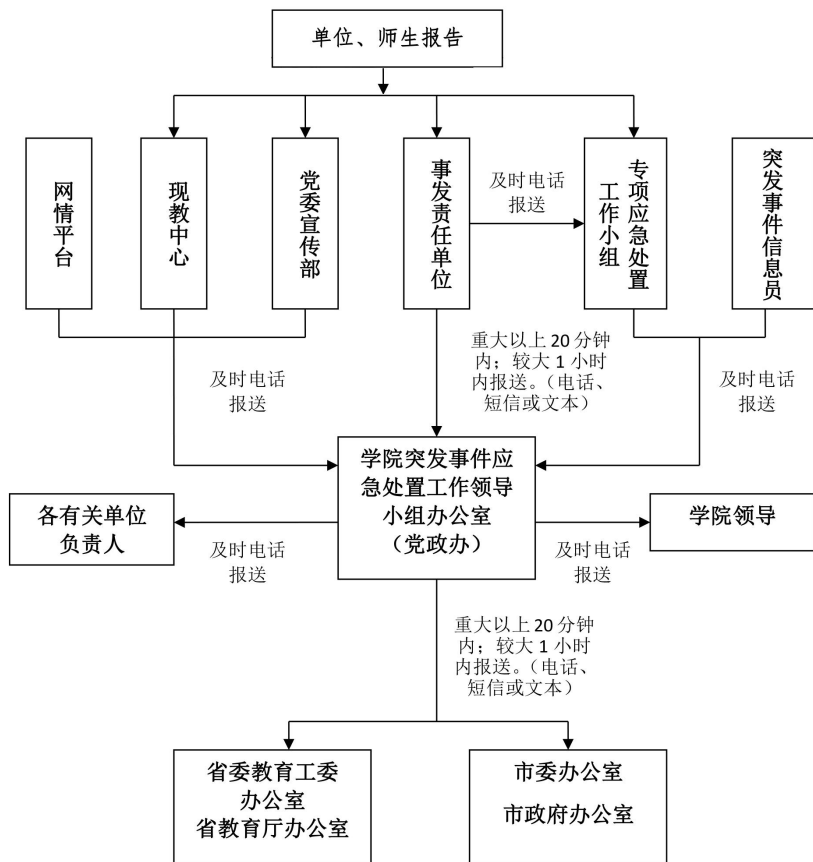
(3) 病情严重的,应及时将情况通知留学生家长和所在国使领馆,并做好家长和使领馆来校的接待和安抚工作;

(4) 应急处置工作小组应立即组织有关职能部门开展调查,必要时应配合公安机关做好情况不明的案件的侦查工作。



附件

### 突发应急事件报送流程图



学院突发事件应急办(党政办) 电话: 85782009; 传真: 85782009  
 社会安全类突发事件应急办(党政办) 电话: 85782009  
 事故灾难类突发事件应急办(党政办) 电话: 85782009  
 自然灾害类突发事件应急办(后勤中心) 电话: 85782201  
 消防安全类突发事件应急办(保卫处) 电话: 85782558  
 公共卫生类突发事件应急办(后勤中心) 电话: 85782201  
 网络与信息安全类突发事件应急办(现教中心) 电话: 85782118  
 考试安全类突发事件应急办(教务处) 电话: 85782578  
 外国留学生突发事件应急办(国际教育学院) 电话: 85782253



## Emergency Plans for International Students

### I. Definition and Scope of Emergencies

The emergencies of the international students in the plan mainly refer to the emergencies which may endanger physical and mental health or the life of international students, e.g. suicide, self-mutilation, self-abuse of international students, leaving college without permission or disappearance, fighting or group fistcuffs, serious theft, traffic accidents or other serious accidents incurred by international students, fire in the dormitory, sudden disease, food poisoning or mass infectious diseases and etc..

### II. Principles in handling international student emergencies

The plan constitutes the major basis for the university to handle the emergency of international students. In the event of the international student emergency in the College, the College shall initiate the contingency plan immediately and be fully involved in handling the emergency cases.

### III. Procedures for the handling of emergencies

1. Handling the international student's suicide, self-mutilation and self-abuse

(1) In the event of suicide, self-mutilation and self-abuse of international students, the informed shall report the cases to the teacher in charge or the tutor besides conducting cure and treatment immediately.

(2) Upon being informed of the event, the teacher in charge or the tutor shall forthwith report to the leader of the School of International Education, come to the scene immediately, and send the injured to the School clinic or the urban hospitals. The contingency leadership team should report the emergency



case to the School leadership team within 2 hours.

(3) The Office of Foreign Affairs shall notify the embassy and parents of the international student promptly and be prepared to receive and conciliate the international student's parents;

(4) The contingency leadership team shall immediately organize relevant departments to conduct investigation, and if necessary, shall cooperate with the public security organs in investigating unclear cases.

2. Handling international students leaving school without permission or missing

(1) The informed shall immediately report the case to the teacher in charge or the tutor if any international student is found leaving school without permission.

(2) Upon being informed of the event, the teacher in charge or the tutor shall forthwith report to the leader of SIE, and meanwhile conduct investigation, organize search of the international student whose whereabouts are unknown, and find out the whereabouts of the international student.

(3) In the event where it is impossible to find out the whereabouts of the international student, the contingency leadership team should report the emergency case to the School leadership team within 2 hours and notify the embassy and the international student's parents.

The contingency leadership team shall immediately report the case to the public security organs within 2 hours and report it to superior departments concerned.

3. Handling fighting or group fistcuffs of international students

(1) In the event of fighting or group fistcuffs of international students, the informed shall immediately report it to the Security Department of the College



(Campus 110), and meanwhile report the event to the teacher in charge or the tutor.

(2) Upon being informed of the event, the Security Department and the teacher in charge or the tutor shall immediately come to the scene and try to control the situation and prevent it from getting worse. In the event of occurrence of the injured, send the injured to the School clinic or urban hospitals for treatment; meanwhile the teacher in charge of the class or the tutor shall immediately report it to the leader in charge of SIE.

(3) SIE shall report the event to the contingency leadership team within 2 hours.

(4) In the event of occurrence of injury or death of international students, the Office of Foreign Affairs shall notify the parents of the international students and the embassy promptly and be prepared to receive and conciliate international student's parents.

(5) The contingency leadership team will report the case to the superior department within 2 hours following the occurrence of serious fighting of international students.

(6) The contingency leadership team shall actively cooperate with relevant departments to conduct investigation and evidence collection, in order to find out the true facts of the event as soon as possible and find out the reason and course of the emergency.

(7) SIE concerned shall promptly propose rectification measures and strengthen ideological education of international students.

#### 4. Handling serious theft of international students

(1) In the event of serious theft, international students shall report the case to the Security Department immediately and meanwhile report it to the teacher





in charge or the tutor.

(2) The teacher in charge or the tutor shall take contingency measures immediately and protect the scene.

(3) Upon receiving the case reported by international students or teachers, the Security Department shall immediately organize personnel to go to the scene and conduct investigation, and meanwhile besides reporting the case to public security organs, report the case to the contingency leadership team within 2 hours.

(4) The contingency leadership team shall actively cooperate with the public security organs in conducting scene investigation and investigation of the case.

5. Handling traffic accident or other serious accidents incurred by international students

(1) In the event of traffic accidents incurred by international students, the teacher in charge or the tutor shall report it to the leader of SIE immediately upon receipt of the notice. The Office of Foreign Affairs should contact the parents of the international students and the embassy immediately.

(2) SIE shall report the case to the contingency leadership team within 2 hours, and actively cooperate with the hospital and the traffic police authority in the treatment of international students and the accident handling.

(3) The contingency leadership team and relevant functional departments shall be prepared to receive and conciliate the embassy and the parents of international students.

6. Handling fire and other emergencies in the dormitory of international students

(1) In the event of discovery of fire in the dormitory of international students, the informed should put out the fire immediately, and meanwhile



report it to the Accommodation Officer and the Security Department.

(2) The personnel concerned shall come to the scene immediately and assuming their responsibilities, disperse international students, shut off the power and gas, accurately use the fire equipment to put out the fire, conduct timely rescue and stabilize the situation.

(3) Take effective measures to reassure the public, set their emotions at ease, find out the reasons, and contact relevant units in order to reduce the damage and the influence.

(4) Make a good record of the disaster, report the accident, and learn lessons so as to avoid reoccurrence of similar events.

7. Handling sudden disease of international students, food poisoning or mass infectious disease, etc.

(1) In the event of sudden disease of international students, food poisoning or mass infectious disease, etc., the informed shall immediately report it to the teacher in charge or the tutor besides carrying out simple treatments.

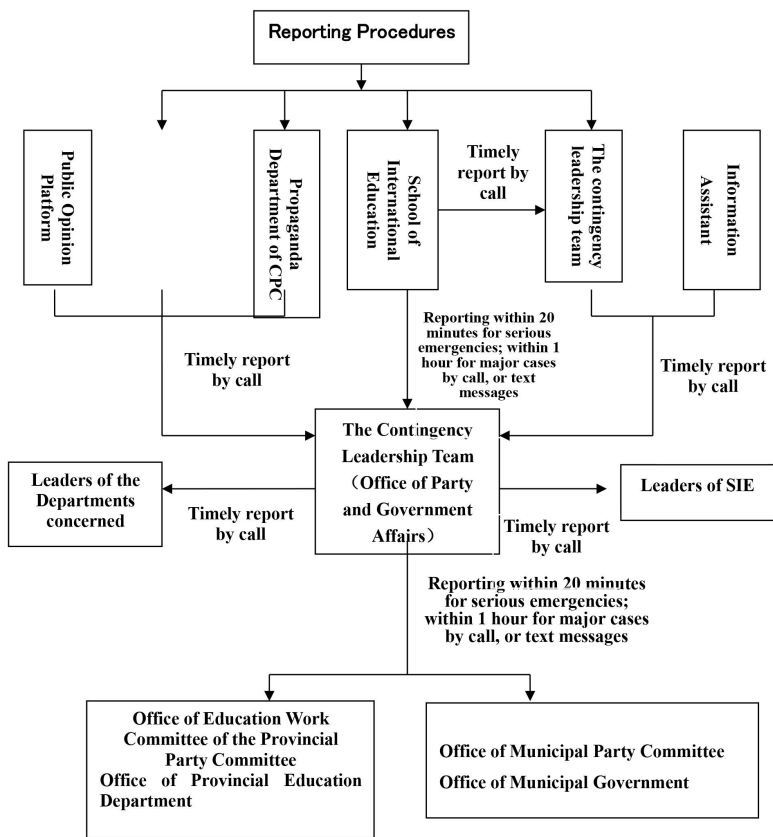
(2) Upon being informed of the event, the teacher in charge or the tutor shall forthwith report to the leader of SIE, and come to the scene immediately, send the injured to the School clinic or urban hospitals; SIE shall report the event to the contingency leadership team within 2 hours.

(3) Where the case is serious, the Office of Foreign Affairs shall notify the parents of the international student in time and be prepared to receive and conciliate the embassy and the parents of the international student.

(4) The contingency leadership team shall immediately organize relevant functional departments to conduct investigation and if necessary, shall cooperate with the public security organs in investigating unclear cases.



# Annex: Emergency reporting flow chart



- SIE Emergency Response Office (Office of Party and Government Affairs): 85782009; fax: 85782009
- Emergency Response Office for Social Security ( Office of Party and Government Affairs) Phone No.: 85782009
- Emergency Response Office for Accident Disasters (Office of Party and Government Affairs) Phone No.: 85782009
- Emergency Response Office for Natural Calamities (Office of Party and Government Affairs) Phone No.: 85782201
- Emergency Response Office for Fire Safety (Office of Party and Government Affairs) Phone No.: 85782558
- Emergency Response Office for Public Health (Logistics Department) Phone No.: 85782201
- Emergency Response Office for Network and Information Safety (Center of Modern Education) Phone No.: 85782118
- Emergency Response Office for Exam Security (Office of Academic Affairs) Phone No.: 85782578
- Emergency Response Office for Foreign Students (School of International Education) Phone No.: 85782253



## 学生住宿管理规定

为加强在校学生住宿管理，创建一个优美、文明、健康、和谐的学习、生活环境，培养学生良好的行为习惯和道德风尚，促进我校校风和学生宿舍精神文明建设，根据教育部《普通高等学校学生管理规定》、《高等学校学生行为准则》，特制定本规定。

### 第一条 住宿安排

(一) 学生应当在每学年第一学期开学时，向学校缴纳由物价部门核定的住宿费。

(二) 学生凭缴费凭据在指定的宿舍和床位入住。

(三) 学生休学、退学毕业离校应当按有关规定办理离校退宿手续。

### 第二条 住宿秩序

(一) 在校学生应当在学校住宿，学生应当在指定房间和床位住宿，未经许可不得随意调换，不得擅自到校外住宿。

(二) 学生应当凭能够证明其学生身份的有效证件出入宿舍楼，并服从宿舍管理人员的管理。学生不得在宿舍私自留宿外来人员。

(三) 学生应当遵守作息制度，按时作息，不得无故夜不归宿。休息时间应当保持宿舍区安静，不得在宿舍区内高声喧哗、打闹、播放音响、打牌、下棋以及其它影响别人休息的活动。

(四) 学生应当爱护公物，不得随意调换、拆装家具、门窗、玻璃、线路、电器等宿舍设施。丢失和损坏，应当照价赔偿。

(五) 不得从事违反宪法、反对四项基本原则、非法政治性活动。

(六) 不得进行宗教活动。

(七) 学生不得有酗酒、打架斗殴、吸毒、传播、复制、贩卖非法书刊和音像制品等违反治安管理规定的行为；不得参与非法传销和进行邪教、封建迷信活动；不得从事或者参与有损大学生形象、有损社会公德的



活动。

(八) 宿舍内不得带入和饲养宠物。

### **第三条 住宿环境与卫生**

(一) 学生应当坚持宿舍值日制度，保持室内整洁；

(二) 宿舍内布置应当文明大方。

### **第四条 住宿安全**

(一) 学生应当注意宿舍安全，认真做好防水、防火、防盗工作，切实保证个人的人身及财产安全。

(二) 宿舍内不得使用与保存电炉、电热杯、电热毯、电饭锅、电磁炉等电热器具和易燃、易爆、有毒、有害物品。不得私接电线或电话线，要做到人离电断。

(三) 不得在宿舍使用蜡烛等明火；不得在宿舍内烧水、做饭。

(四) 学生外出实习或假期离校期间，个人贵重物品由本人妥善保管。

(五) 发生被盗案件，学生应当注意保护现场，及时报保卫处。

(六) 不得携带存放管制类刀具、棍棒和其它违反《治安管理处罚条例》的物品。

### **第五条 住宿纪律要求**

(一) 未经批准不得私自调换宿舍门锁，不得将钥匙借给非本宿舍人员使用；

(二) 正常上课时间，无特殊情况，不得在宿舍睡觉；

(三) 正常上课或晚休时间不得打牌、赌博，看电视、玩游戏等；

(四) 不得在宿舍内抽烟、喝酒；

(五) 不得留宿异性或到异性宿舍住宿；

(六) 不得违反第二条中住宿秩序相关规定。

### **第六条 其他**

(一) 学生应当遵守本规定，如有违反，依照《徐州工业职业技术学院学生违纪处理实施细则》(试行)处理。

(二) 宿舍管理人员应当树立为学生服务的思想，认真履行岗位职责，



作好本职工作。

（三）入住辅导员应当及时了解学生思想动态，关心学生学习生活，及时化解各种矛盾。

**第七条** 本规定自发布之日起施行。由学生工作处负责解释。



## Regulations on the Administration of Student Accommodation

These regulations are formulated to standardize the administration of student apartment, create a civilized and comfortable studying and living environment, and protect the rights and interests of international students based on Regulations on the Management of Students in Colleges and Universities and Code of Conduct for Students in Colleges and Universities.

### **Article 1** Accommodation schedule

(1) Students shall, at the beginning of the first semester of each academic year, pay the dormitory fee.

(2) Students should check in the designated dormitory and bed with the payment receipt.

(3) Students shall go through the formalities of leaving school in accordance with the relevant regulations when they suspend from school and leave school after dropping out.

### **Article 2** Accommodation order

(1) Students on campus should stay in the school, and stay in designated rooms and beds. Without permission, they should not change their rooms at will or live outside of school.

(2) Students shall enter and leave the dormitory building with valid certificates which can prove their student identity. Students should follow the instructions of dormitory officers. Students are not allowed to accommodate others in the dormitory.

(3) Students should abide by the regulations on study and rest, and must not stay out all night without proper reasons. They should keep the dormitory



quiet and make no loud noises, play cards, play chess or other activities that may disturb other students in the dormitory.

(4) Students should take good care of public property and should not replace or disassemble furniture, doors and windows, glass, wiring, electrical appliances and other dormitory facilities. Loss or damage should be compensated according to the cost.

(5) Students are prohibited to engage in any activities in violation of the constitution, opposing the four cardinal principles and engage in illegal political activities.

(6) No religious activities shall be carried out in campus.

(7) Students shall not engage in alcoholism, fights, drug abuse, dissemination, reproduction or trafficking of illegal books, peddling periodicals and audio-visual products in violation of public security regulations; they shall not engage in illegal pyramid selling, heretical cults and feudal superstition; they shall not engage or participate in activities harmful to the image of university students and social morality.

(8) Pets should not be brought into the dormitory.

### **Article 3** Accommodation environment and sanitation

(1) Students shall adhere to the rules of dormitories, keeping the room clean and tidy;

(2) The dormitory should be neat.

### **Article 4** Accommodation safety

(1) Students shall pay attention to the safety of the dormitory and waterproof, fire and theft prevention, ensuring the personal and property safety of individuals.

(2) No electric stove, electric cup, electric blanket, electric rice cooker,





induction cooker and other electric heating apparatus and inflammable, explosive, toxic and harmful substances shall be used and preserved in the dormitory. No private wires or telephone lines should be connected, and electricity should be cut off when no one is in the dorm.

(3) Candles and other open fires should not be used in the dormitory; heating up water or cooking is not allowed in the dormitory;

(4) Personal valuables should be properly kept by themselves when they go out for internships or leave school during the holidays.

(5) In case of theft, students shall pay attention to the protection of the scene and report to the security department in time.

(6) No controlled knives, sticks and other articles shall be brought with students in violation of the Regulations of the PRC on Administrative Penalties for Public Security.

#### **Article 5** Disciplinary requirements for accommodation

(1) Students are not allowed to change the lock of the dormitory without approval, nor to lend the key to other students for use;

(2) Students should not sleep in the dormitory without special reasons during normal class hours;

(3) Students should not play cards, gamble, watch TV, play games, etc. during the normal class time or evening break;

(4) Students should not smoke or drink alcohol in the dormitory;

(5) Students should not accommodate the opposite sex or stay in the dormitory of the opposite sex;

(6) Students should not violate the relevant provisions on accommodation order stipulated in Article 2.

#### **Article 6** Others



(1) Students shall abide by these provisions, and in case of violation, refer to the Rules for the Implementation of Punishments on International Students Violating Disciplines of XZCIT.

(2) Counselors should set up the idea of serving students and conscientiously perform their duties and obligations.

(3) Counselors should keep updated of students' ideological trends, care about students' study and life, and promptly resolve contradictions.

**Article 7** The regulation is executed from the date of promulgation. Office of Student Affairs is entitled to explain the articles of this regulation.



## 留学生入学生活指导

欢迎您来徐州工业职业技术学院学习！

### 1. 图书馆

您可以凭借学生卡借阅图书。

### 2. 学生餐厅

校园内有多处餐厅，您可以凭学生卡在餐厅就餐。学生卡可通过网络充值。

用餐时间：6:00 — 8:00（早餐），11:30 — 12:30（午餐），17:30 — 18:30（晚餐）。

校园附近也有许多餐馆供您选择。

### 3. 校医院

您在校医院就医费用和中国学生相同。您可以凭学生卡到校医院就医看病，或者可以根据保险合同的范围就医。

### 4. 银行

校园内有中国建设银行和中国银行，校园内设有ATM机。

### 5. 电话卡

您可在校内办理电话卡，并免费使用互联网。

### 6. 购物

校园及宿舍有店铺和超市。

### 7. 快递

学校有快递点供您处理国内及国际的快递事务。

您的通信地址及信息可写：

江苏省徐州市鼓楼区襄王南路1号

徐州工业职业技术学院



您的姓名

邮编：221005

## 8. 公交线路

6路：工业学院东门→市一院，文化宫

37路：工业学院西门→市二院，中央百大

## 9. 安全问题

请保管好您的护照、证件、现金等以防被盗，请将多余的现金存入银行，贵重物品不要随意存放在教室、图书馆等公共场所。换汇一定要去银行，不要在私人商店或与个人兑换。

请严格遵守交通法规。如需驾驶汽车、摩托车及电动车，您必须持有交通管理部门核发的驾驶执照和合法的车辆牌照。乘车或骑车外出旅游要注意安全，不要骑车带人。

如遇紧急情况，请及时报警并通知国际教育学院。

报警电话：110

国际教育学院电话：0516-85782253



## Living at XZCIT

### 1. Library

You can read and borrow books with your student card.

### 2. Cafeterias

There are several cafeterias on our campus. You can have meals at any of the cafeterias with your student card. You may also top up the card on line.

The time: 6:00am to 8: 00 am (breakfast), 11:30am to 12:30am (lunch), 17:30pm to 18:30pm (dinner).

In addition, there are many restaurants on our campus or around.

### 3. School clinic

You can go to see the doctor at the School clinic in case you are ill with your Student Card at any time.

### 4. Banks

There are ATMs of Construction Bank of China and Bank of China in the campus.

### 5. Phone-card

You can buy mobile phone cards in campus and free internet service is available at campus.

### 6. Shopping

There are several grocery stores at campus.

### 7. Express delivery

Express delivery is available at campus for you to handle domestic and international express affairs. Your address and information can be: Xuzhou Vocational College of Industrial Technology  
No. 1, Xiangwang South Road, Gulou District, Xuzhou, Jiangsu Province  
P. R. China Code: 221005



## 8. Traffic Routes

6. Gongyexueyuan Dongmen→1st hospital, Cultural Palace

37: Gongyexueyuan Ximen→2nd hospital, Central Department Store

## 9. Security

Please take good care of your own passport, certificates, cash, and other valuables. Please deposit excess money in banks. Don't put your valuable belongings in public places like classrooms and libraries. You should exchange money from banks rather than shops.

Please obey the traffic rules. Do remember that if you want to drive a car, a motorcycle or electric motorcycle in China, you must get the driving license and legal car number from Vehicle Management Office. Take care when travelling by car or bicycle; do not pick up someone when cycling.

Please report to the police officers and School of International Education in case of any emergency to ask for help.

Police Tel: 110

International Office Tel: 0516-85782253



# 中华人民共和国出入境管理法

## 第一章 总则

**第一条** 为了规范出境入境管理，维护中华人民共和国的主权、安全和社会秩序，促进对外交往和对外开放，制定本法。

**第二条** 中国公民出境入境、外国人入境出境、外国人在中国境内停留居留的管理，以及交通运输工具出境入境的边防检查，适用本法。

**第三条** 国家保护中国公民出境入境合法权益。

在中国境内的外国人的合法权益受法律保护。在中国境内的外国人应当遵守中国法律，不得危害中国国家安全、损害社会公共利益、破坏社会公共秩序。

**第四条** 公安部、外交部按照各自职责负责有关出境入境事务的管理。

中华人民共和国驻外使馆、领馆或者外交部委托的其他驻外机构（以下称驻外签证机关）负责在境外签发外国人入境签证。出入境边防检查机关负责实施出境入境边防检查。县级以上地方人民政府公安机关及其出入境管理机构负责外国人停留居留管理。

公安部、外交部可以在各自职责范围内委托县级以上地方人民政府公安机关出入境管理机构、县级以上地方人民政府外事部门受理外国人入境、停留居留申请。

公安部、外交部在出境入境事务管理中，应当加强沟通配合，并与国务院有关部门密切合作，按照各自职责分工，依法行使职权，承担责任。

**第五条** 国家建立统一的出境入境管理信息平台，实现有关管理部门信息共享。

**第六条** 国家在对外开放的口岸设立出入境边防检查机关。

中国公民、外国人以及交通运输工具应当从对外开放的口岸出境入境，特殊情况下，可以从国务院或者国务院授权的部门批准的地点出境入



境。出境入境人员和交通运输工具应当接受出境入境边防检查。

出入境边防检查机关负责对口岸限定区域实施管理。根据维护国家安全和出境入境管理秩序的需要，出入境边防检查机关可以对出境入境人员携带的物品实施边防检查。必要时，出入境边防检查机关可以对出境入境交通运输工具载运的货物实施边防检查，但是应当通知海关。

**第七条** 经国务院批准，公安部、外交部根据出境入境管理的需要，可以对留存出境入境人员的指纹等人体生物识别信息作出规定。

外国政府对中国公民签发签证、出境入境管理有特别规定的，中国政府可以根据情况采取相应的对等措施。

**第八条** 履行出境入境管理职责的部门和机构应当切实采取措施，不断提升服务和管理水平，公正执法，便民高效，维护安全、便捷的出境入境秩序。

## 第二章 中国公民出境入境

**第九条** 中国公民出境入境，应当依法申请办理护照或者其他旅行证件。

中国公民前往其他国家或者地区，还需要取得前往国签证或者其他入境许可证明。但是，中国政府与其他国家政府签订互免签证协议或者公安部、外交部另有规定的除外。

中国公民以海员身份出境入境和在国外船舶上从事工作的，应当依法申请办理海员证。

**第十条** 中国公民往来内地与香港特别行政区、澳门特别行政区，中国公民往来大陆与台湾地区，应当依法申请办理通行证件，并遵守本法有关规定。具体管理办法由国务院规定。

**第十一条** 中国公民出境入境，应当向出入境边防检查机关交验本人的护照或者其他旅行证件等出境入境证件，履行规定的手续，经查验准许，方可出境入境。





具备条件的口岸，出入境边防检查机关应当为中国公民出境入境提供专用通道等便利措施。

**第十二条** 中国公民有下列情形之一的，不准出境：

- (一) 未持有有效出境入境证件或者拒绝、逃避接受边防检查的；
- (二) 被判处刑罚尚未执行完毕或者属于刑事案件被告人、犯罪嫌疑人的；
- (三) 有未了结的民事案件，人民法院决定不准出境的；
- (四) 因妨害国（边）境管理受到刑事处罚或者因非法出境、非法居留、非法就业被其他国家或者地区遣返，未满不准出境规定年限的；
- (五) 可能危害国家安全和利益，国务院有关主管部门决定不准出境的；
- (六) 法律、行政法规规定不准出境的其他情形。

**第十三条** 定居国外的中国公民要求回国定居的，应当在入境前向中华人民共和国驻外使馆、领馆或者外交部委托的其他驻外机构提出申请，也可以由本人或者经由国内亲属向拟定居地的县级以上地方人民政府侨务部门提出申请。

**第十四条** 定居国外的中国公民在中国境内办理金融、教育、医疗、交通、电信、社会保险、财产登记等事务需要提供身份证明的，可以凭本人的护照证明其身份。

### 第三章 外国人入境出境

#### 第一节 签证

**第十五条** 外国人入境，应当向驻外签证机关申请办理签证，但是本法另有规定的除外。

**第十六条** 签证分为外交签证、礼遇签证、公务签证、普通签证。

对因外交、公务事由入境的外国人，签发外交、公务签证；对因身份特殊需要给予礼遇的外国人，签发礼遇签证。外交签证、礼遇签证、公务



签证的签发范围和签发办法由外交部规定。

对因工作、学习、探亲、旅游、商务活动、人才引进等非外交、公务事由入境的外国人，签发相应类别的普通签证。普通签证的类别和签发办法由国务院规定。

**第十七条** 签证的登记项目包括：签证种类，持有人姓名、性别、出生日期、入境次数、入境有效期、停留期限，签发日期、地点，护照或者其他国际旅行证件号码等。

**第十八条** 外国人申请办理签证，应当向驻外签证机关提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，按照驻外签证机关的要求办理相关手续、接受面谈。

**第十九条** 外国人申请办理签证需要提供中国境内的单位或者个人出具的邀请函件的，申请人应当按照驻外签证机关的要求提供。出具邀请函件的单位或者个人应当对邀请内容的真实性负责。

**第二十条** 出于人道原因需要紧急入境，应邀入境从事紧急商务、工程抢修或者具有其他紧急入境需要并持有有关主管部门同意在口岸申办签证的证明材料的外国人，可以在国务院批准办理口岸签证业务的口岸，向公安部委托的口岸签证机关（以下简称口岸签证机关）申请办理口岸签证。

旅行社按照国家有关规定组织入境旅游的，可以向口岸签证机关申请办理团体旅游签证。

外国人向口岸签证机关申请办理签证，应当提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，按照口岸签证机关的要求办理相关手续，并从申请签证的口岸入境。

口岸签证机关签发的签证一次入境有效，签证注明的停留期限不得超过三十日。

**第二十一条** 外国人有下列情形之一的，不予签发签证：



(一) 被处驱逐出境或者被决定遣送出境，未满足入境规定年限的；

(二) 患有严重精神障碍、传染性肺结核病或者有可能对公共卫生造成重大危害的其他传染病的；

(三) 可能危害中国国家安全和利益、破坏社会公共秩序或者从事其他违法犯罪活动的；

(四) 在申请签证过程中弄虚作假或者不能保障在中国境内期间所需费用的；

(五) 不能提交签证机关要求提交的相关材料的；

(六) 签证机关认为不宜签发签证的其他情形。

对不予签发签证的，签证机关可以不说明理由。

**第二十二条** 外国人有下列情形之一的，可以免办签证：

(一) 根据中国政府与其他国家政府签订的互免签证协议，属于免办签证人员的；

(二) 持有效的外国人居留证件的；

(三) 持联程客票搭乘国际航行的航空器、船舶、列车从中国过境前往第三国或者地区，在中国境内停留不超过二十四小时且不离开口岸，或者在国务院批准的特定区域内停留不超过规定时限的；

(四) 国务院规定的可以免办签证的其他情形。

**第二十三条** 有下列情形之一的外国人需要临时入境的，应当向出入境边防检查机关申请办理临时入境手续：

(一) 外国船员及其随行家属登陆港口所在城市的；

(二) 本法第二十二条第三项规定的人员需要离开口岸的；

(三) 因不可抗力或者其他紧急原因需要临时入境的。

临时入境的期限不得超过十五日。

对申请办理临时入境手续的外国人，出入境边防检查机关可以要求外国人本人、载运其入境的交通运输工具的负责人或者交通运输工具出境入



境业务代理单位提供必要的保证措施。

## 第二节 入境出境

**第二十四条** 外国人入境，应当向出入境边防检查机关交验本人的护照或者其他国际旅行证件、签证或者其他入境许可证明，履行规定的手续，经查验准许，方可入境。

**第二十五条** 外国人有下列情形之一的，不准入境：

- （一）未持有有效出境入境证件或者拒绝、逃避接受边防检查的；
- （二）具有本法第二十一条第一款第一项至第四项规定情形的；
- （三）入境后可能从事与签证种类不符的活动的；
- （四）法律、行政法规规定不准入境的其他情形。

对不准入境的，出入境边防检查机关可以不说明理由。

**第二十六条** 对未被准许入境的外国人，出入境边防检查机关应当责令其返回；对拒不返回的，强制其返回。外国人等待返回期间，不得离开限定的区域。

**第二十七条** 外国人出境，应当向出入境边防检查机关交验本人的护照或者其他国际旅行证件等出境入境证件，履行规定的手续，经查验准许，方可出境。

**第二十八条** 外国人有下列情形之一的，不准出境：

- （一）被判处刑罚尚未执行完毕或者属于刑事案件被告人、犯罪嫌疑人的，但是按照中国与外国签订的有关协议，移管被判刑人的除外；
- （二）有未了结的民事案件，人民法院决定不准出境的；
- （三）拖欠劳动者的劳动报酬，经国务院有关部门或者省、自治区、直辖市人民政府决定不准出境的；
- （四）法律、行政法规规定不准出境的其他情形。

## 第四章 外国人停留居留

### 第一节 停留居留



**第二十九条** 外国人所持签证注明的停留期限不超过一百八十日的，持证人凭签证并按照签证注明的停留期限在中国境内停留。

需要延长签证停留期限的，应当在签证注明的停留期限届满七日前向停留地县级以上地方人民政府公安机关出入境管理机构申请，按照要求提交申请事由的相关材料。经审查，延期理由合理、充分的，准予延长停留期限；不予延长停留期限的，应当按期离境。

延长签证停留期限，累计不得超过签证原注明的停留期限。

**第三十条** 外国人所持签证注明入境后需要办理居留证件的，应当自入境之日起三十日内，向拟居留地县级以上地方人民政府公安机关出入境管理机构申请办理外国人居留证件。

申请办理外国人居留证件，应当提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，并留存指纹等人体生物识别信息。公安机关出入境管理机构应当自收到申请材料之日起十五日内进行审查并作出审查决定，根据居留事由签发相应类别和期限的外国人居留证件。

外国人工作类居留证件的有效期最短为九十日，最长为五年；非工作类居留证件的有效期最短为一百八十日，最长为五年。

**第三十一条** 外国人有下列情形之一的，不予签发外国人居留证件：

- (一) 所持签证类别属于不应办理外国人居留证件的；
- (二) 在申请过程中弄虚作假的；
- (三) 不能按照规定提供相关证明材料的；
- (四) 违反中国有关法律、行政法规，不适合在中国境内居留的；
- (五) 签发机关认为不宜签发外国人居留证件的其他情形。

符合国家规定的专门人才、投资者或者出于人道等原因确需由停留变更为居留的外国人，经设区的市级以上地方人民政府公安机关出入境管理机构批准可以办理外国人居留证件。

**第三十二条** 在中国境内居留的外国人申请延长居留期限的，应当在



居留证件有效期限届满三十日前向居留地县级以上地方人民政府公安机关出入境管理机构提出申请，按照要求提交申请事由的相关材料。经审查，延期理由合理、充分的，准予延长居留期限；不予延长居留期限的，应当按期离境。

**第三十三条** 外国人居留证件的登记项目包括：持有人姓名、性别、出生日期、居留事由、居留期限，签发日期、地点，护照或者其他国际旅行证件号码等。

外国人居留证件登记事项发生变更的，持证件人应当自登记事项发生变更之日起十日内向居留地县级以上地方人民政府公安机关出入境管理机构申请办理变更。

**第三十四条** 免办签证入境的外国人需要超过免签期限在中国境内停留的，外国船员及其随行家属在中国境内停留需要离开港口所在城市，或者具有需要办理外国人停留证件其他情形的，应当按照规定办理外国人停留证件。

外国人停留证件的有效期最长为一百八十日。

**第三十五条** 外国人入境后，所持的普通签证、停留居留证件损毁、遗失、被盗抢或者有符合国家规定的事由需要换发、补发的，应当按照规定向停留居留地县级以上地方人民政府公安机关出入境管理机构提出申请。

**第三十六条** 公安机关出入境管理机构作出的不予办理普通签证延期、换发、补发，不予办理外国人停留居留证件、不予延长居留期限的决定为最终决定。

**第三十七条** 外国人在中国境内停留居留，不得从事与停留居留事由不相符的活动，并应当在规定的停留居留期限届满前离境。

**第三十八条** 年满十六周岁的外国人在中国境内停留居留，应当随身携带本人的护照或者其他国际旅行证件，或者外国人停留居留证件，接受



公安机关的查验。

在中国境内居留的外国人，应当在规定的时间内到居留地县级以上地方人民政府公安机关交验外国人居留证件。

**第三十九条** 外国人在中国境内旅馆住宿的，旅馆应当按照旅馆业治安管理的有关规定为其办理住宿登记，并向所在地公安机关报送外国人住宿登记信息。

外国人在旅馆以外的其他住所居住或者住宿的，应当在入住后二十四小时内由本人或者留宿人，向居住地的公安机关办理登记。

**第四十条** 在中国境内出生的外国婴儿，其父母或者代理人应当在婴儿出生六十日内，持该婴儿的出生证明到父母停留居留地县级以上地方人民政府公安机关出入境管理机构为其办理停留或者居留登记。

外国人在中国境内死亡的，其家属、监护人或者代理人，应当按照规定，持该外国人的死亡证明向县级以上地方人民政府公安机关出入境管理机构申报，注销外国人停留居留证件。

**第四十一条** 外国人在中国境内工作，应当按照规定取得工作许可和工作类居留证件。任何单位和个人不得聘用未取得工作许可和工作类居留证件的外国人。

外国人在中国境内工作管理办法由国务院规定。

**第四十二条** 国务院人力资源社会保障主管部门、外国专家主管部门会同国务院有关部门根据经济社会发展需要和人力资源供求状况制定并定期调整外国人在中国境内工作指导目录。

国务院教育主管部门会同国务院有关部门建立外国留学生勤工助学管理制度，对外国留学生勤工助学的岗位范围和时限作出规定。

**第四十三条** 外国人有下列行为之一的，属于非法就业：

- (一) 未按照规定取得工作许可和工作类居留证件在中国境内工作的；
- (二) 超出工作许可限定范围在中国境内工作的；



(三) 外国留学生违反勤工助学管理规定，超出规定的岗位范围或者时限在中国境内工作的。

**第四十四条** 根据维护国家安全、公共安全的需要，公安机关、国家安全机关可以限制外国人、外国机构在某些地区设立居住或者办公场所；对已经设立的，可以限期迁离。

未经批准，外国人不得进入限制外国人进入的区域。

**第四十五条** 聘用外国人工作或者招收外国留学生的单位，应当按照规定向所在地公安机关报告有关信息。

公民、法人或者其他组织发现外国人有非法入境、非法居留、非法就业情形的，应当及时向所在地公安机关报告。

**第四十六条** 申请难民地位的外国人，在难民地位甄别期间，可以凭公安机关签发的临时身份证明在中国境内停留；被认定为难民的外国人，可以凭公安机关签发的难民身份证件在中国境内停留居留。

### 第二节 永久居留

**第四十七条** 对中国经济社会发展作出突出贡献或者符合其他在中国境内永久居留条件的外国人，经本人申请和公安部批准，取得永久居留资格。

外国人在中国境内永久居留的审批管理办法由公安部、外交部会同国务院有关部门规定。

**第四十八条** 取得永久居留资格的外国人，凭永久居留证件在中国境内居留和工作，凭本人的护照和永久居留证件出境入境。

**第四十九条** 外国人有下列情形之一的，由公安部决定取消其在中国境内永久居留资格：

- (一) 对中国国家安全和利益造成危害的；
- (二) 被处驱逐出境的；
- (三) 弄虚作假骗取在中国境内永久居留资格的；





- (四) 在中国境内居留未达到规定时限的；
- (五) 不适宜在中国境内永久居留的其他情形。

### 第五章 交通运输工具出境入境边防检查

**第五十条** 出境入境交通运输工具离开、抵达口岸时，应当接受边防检查。对交通运输工具的入境边防检查，在其最先抵达的口岸进行；对交通运输工具的出境边防检查，在其最后离开的口岸进行。特殊情况下，可以在有关主管机关指定的地点进行。

出境的交通运输工具自出境检查后至出境前，入境的交通运输工具自入境后至入境检查前，未经出入境边防检查机关按照规定程序许可，不得上下人员、装卸货物或者物品。

**第五十一条** 交通运输工具负责人或者交通运输工具出境入境业务代理单位应当按照规定提前向出入境边防检查机关报告入境、出境的交通运输工具抵达、离开口岸的时间和停留地点，如实申报员工、旅客、货物或者物品等信息。

**第五十二条** 交通运输工具负责人、交通运输工具出境入境业务代理单位应当配合出境入境边防检查，发现违反本法规定行为的，应当立即报告并协助调查处理。

入境交通运输工具载运不准入境人员的，交通运输工具负责人应当负责载离。

**第五十三条** 出入境边防检查机关按照规定对处于下列情形之一的出境入境交通运输工具进行监护：

- (一) 出境的交通运输工具在出境边防检查开始后至出境前、入境的交通运输工具在入境后至入境边防检查完成前；
- (二) 外国船舶在中国内河航行期间；
- (三) 有必要进行监护的其他情形。

**第五十四条** 因装卸物品、维修作业、参观访问等事由需要上下外国



船舶的人员，应当向出入境边防检查机关申请办理登轮证件。

中国船舶与外国船舶或者外国船舶之间需要搭靠作业的，应当由船长或者交通运输工具出境入境业务代理单位向出入境边防检查机关申请办理船舶搭靠手续。

**第五十五条** 外国船舶、航空器在中国境内应当按照规定的路线、航线行驶。

出境入境的船舶、航空器不得驶入对外开放口岸以外地区。因不可预见的紧急情况或者不可抗力驶入的，应当立即向就近的出入境边防检查机关或者当地公安机关报告，并接受监护和管理。

**第五十六条** 交通运输工具有下列情形之一的，不准出境入境；已经驶离口岸的，可以责令返回：

- (一) 离开、抵达口岸时，未经查验准许擅自出境入境的；
- (二) 未经批准擅自改变出境入境口岸的；
- (三) 涉嫌载有不准出境入境人员，需要查验核实的；
- (四) 涉嫌载有危害国家安全、利益和社会公共秩序的物品，需要查验核实的；
- (五) 拒绝接受出入境边防检查机关管理的其他情形。

前款所列情形消失后，出入境边防检查机关对有关交通运输工具应当立即放行。

**第五十七条** 从事交通运输工具出境入境业务代理的单位，应当向出入境边防检查机关备案。从事业务代理的人员，由所在单位向出入境边防检查机关办理备案手续。

## 第六章 调查和遣返

**第五十八条** 本章规定的当场盘问、继续盘问、拘留审查、限制活动范围、遣送出境措施，由县级以上地方人民政府公安机关或者出入境边防检查机关实施。



**第五十九条** 对涉嫌违反出境入境管理的人员，可以当场盘问；经当场盘问，有下列情形之一的，可以依法继续盘问：

- （一）有非法出境入境嫌疑的；
- （二）有协助他人非法出境入境嫌疑的；
- （三）外国人有非法居留、非法就业嫌疑的；
- （四）有危害国家安全和利益，破坏社会公共秩序或者从事其他违法犯罪活动嫌疑的。

当场盘问和继续盘问应当依据《中华人民共和国人民警察法》规定的程序进行。

县级以上地方人民政府公安机关或者出入境边防检查机关需要传唤涉嫌违反出境入境管理的人员的，依照《中华人民共和国治安管理处罚法》的有关规定执行。

**第六十条** 外国人有本法第五十九条第一款规定情形之一的，经当场盘问或者继续盘问后仍不能排除嫌疑，需要作进一步调查的，可以拘留审查。

实施拘留审查，应当出示拘留审查决定书，并在二十四小时内进行询问。发现不应当拘留审查的，应当立即解除拘留审查。

拘留审查的期限不得超过三十日；案情复杂的，经上一级地方人民政府公安机关或者出入境边防检查机关批准可以延长至六十日。对国籍、身份不明的外国人，拘留审查期限自查清其国籍、身份之日起计算。

**第六十一条** 外国人有下列情形之一的，不适用拘留审查，可以限制其活动范围：

- （一）患有严重疾病的；
- （二）怀孕或者哺乳自己不满一周岁婴儿的；
- （三）未满十六周岁或者已满七十周岁的；
- （四）不宜适用拘留审查的其他情形。



被限制活动范围的外国人，应当按照要求接受审查，未经公安机关批准，不得离开限定的区域。限制活动范围的期限不得超过六十日。对国籍、身份不明的外国人，限制活动范围期限自查清其国籍、身份之日起计算。

**第六十二条** 外国人有下列情形之一的，可以遣送出境：

- （一）被处限期出境，未在规定期限内离境的；
- （二）有不准入境情形的；
- （三）非法居留、非法就业的；
- （四）违反本法或者其他法律、行政法规需要遣送出境的。

其他境外人员有前款所列情形之一的，可以依法遣送出境。

被遣送出境的人员，自被遣送出境之日起一至五年内不准入境。

**第六十三条** 被拘留审查或者被决定遣送出境但不能立即执行的人员，应当羁押在拘留所或者遣返场所。

**第六十四条** 外国人对依照本法规定对其实施的继续盘问、拘留审查、限制活动范围、遣送出境措施不服的，可以依法申请行政复议，该行政复议决定为最终决定。

其他境外人员对依照本法规定对其实施的遣送出境措施不服，申请行政复议的，适用前款规定。

**第六十五条** 对依法决定不准出境或者不准入境的人员，决定机关应当按照规定及时通知出入境边防检查机关；不准出境、入境情形消失的，决定机关应当及时撤销不准出境、入境决定，并通知出入境边防检查机关。

**第六十六条** 根据维护国家安全和出境入境管理秩序的需要，必要时，出入境边防检查机关可以对出境入境的人员进行人身检查。人身检查应当由两名与受检查人同性别的边防检查人员进行。

**第六十七条** 签证、外国人停留居留证件等出境入境证件发生损毁、遗失、被盗抢或者签发后发现持证人不符合签发条件等情形的，由签发机关宣布该出境入境证件作废。



伪造、变造、骗取或者被证件签发机关宣布作废的出境入境证件无效。

公安机关可以对前款规定的或被他人冒用的出境入境证件予以注销或者收缴。

**第六十八条** 对用于组织、运送、协助他人非法出境入境的交通运输工具，以及需要作为办案证据的物品，公安机关可以扣押。

对查获的违禁物品，涉及国家秘密的文件、资料以及用于实施违反出境入境管理活动的工具等，公安机关应当予以扣押，并依照相关法律、行政法规规定处理。

**第六十九条** 出境入境证件的真伪由签发机关、出入境边防检查机关或者公安机关出入境管理机构认定。

## 第七章 法律责任

**第七十条** 本章规定的行政处罚，除本章另有规定外，由县级以上地方人民政府公安机关或者出入境边防检查机关决定；其中警告或者五千元以下罚款，可以由县级以上地方人民政府公安机关出入境管理机构决定。

**第七十一条** 有下列行为之一的，处一千元以上五千元以下罚款；情节严重的，处五日以上十日以下拘留，可以并处二千元以上一万元以下罚款：

- (一) 持用伪造、变造、骗取的出境入境证件出境入境的；
- (二) 冒用他人出境入境证件出境入境的；
- (三) 逃避出境入境边防检查的；
- (四) 以其他方式非法出境入境的。

**第七十二条** 协助他人非法出境入境的，处二千元以上一万元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五千元以上二万元以下罚款，有违法所得的，没收违法所得。

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并对其直接负责的主管人员和其他直接责任人员依照前款



规定予以处罚。

**第七十三条** 弄虚作假骗取签证、停留居留证件等出境入境证件的，处二千元以上五千元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五千元以上二万元以下罚款。

单位有前款行为的，处一万元以上五万元以下罚款，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

**第七十四条** 违反本法规定，为外国人出具邀请函件或者其他申请材料的，处五千元以上一万元以下罚款，有违法所得的，没收违法所得，并责令其承担所邀请外国人的出境费用。

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并责令其承担所邀请外国人的出境费用，对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

**第七十五条** 中国公民出境后非法前往其他国家或者地区被遣返的，出入境边防检查机关应当收缴其出境入境证件，出境入境证件签发机关自其被遣返之日起六个月至三年以内不予签发出境入境证件。

**第七十六条** 有下列情形之一的，给予警告，可以并处二千元以下罚款：

- (一) 外国人拒不接受公安机关查验其出境入境证件的；
- (二) 外国人拒不交验居留证件的；
- (三) 未按照规定办理外国人出生登记、死亡申报的；
- (四) 外国人居留证件登记事项发生变更，未按照规定办理变更的；
- (五) 在中国境内的外国人冒用他人出境入境证件的；
- (六) 未按照本法第三十九条第二款规定办理登记的。

旅馆未按照规定办理外国人住宿登记的，依照《中华人民共和国治安管理处罚法》的有关规定予以处罚；未按照规定向公安机关报送外国人住宿登记信息的，给予警告；情节严重的，处一千元以上五千元以下罚款。



**第七十七条** 外国人未经批准，擅自进入限制外国人进入的区域，责令立即离开；情节严重的，处五日以上十日以下拘留。对外国人非法获取的文字记录、音像资料、电子数据和其他物品，予以收缴或者销毁，所用工具予以收缴。

外国人、外国机构违反本法规定，拒不执行公安机关、国家安全机关限期迁离决定的，给予警告并强制迁离；情节严重的，对有关责任人员处五日以上十五日以下拘留。

**第七十八条** 外国人非法居留的，给予警告；情节严重的，处每非法居留一日五百元，总额不超过一万元的罚款或者五日以上十五日以下拘留。

因监护人或者其他负有监护责任的人未尽到监护义务，致使未满十六周岁的外国人非法居留的，对监护人或者其他负有监护责任的人给予警告，可以并处一千元以下罚款。

**第七十九条** 容留、藏匿非法入境、非法居留的外国人，协助非法入境、非法居留的外国人逃避检查，或者为非法居留的外国人违法提供出境入境证件的，处二千元以上一万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款，有违法所得的，没收违法所得。

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

**第八十条** 外国人非法就业的，处五千元以上二万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款。

介绍外国人非法就业的，对个人处每非法介绍一人五千元，总额不超过五万元的罚款；对单位处每非法介绍一人五千元，总额不超过十万元的罚款；有违法所得的，没收违法所得。

非法聘用外国人的，处每非法聘用一人一万元，总额不超过十万元的



罰款；有违法所得的，没收违法所得。

**第八十一条** 外国人从事与停留居留事由不相符的活动，或者有其他违反中国法律、法规规定，不适宜在中国境内继续停留居留情形的，可以处限期出境。

外国人违反本法规定，情节严重，尚不构成犯罪的，公安部可以处驱逐出境。公安部的处罚决定为最终决定。

被驱逐出境的外国人，自被驱逐出境之日起十年内不准入境。

**第八十二条** 有下列情形之一的，给予警告，可以并处二千元以下罚款：

- (一) 扰乱口岸限定区域管理秩序的；
- (二) 外国船员及其随行家属未办理临时入境手续登陆的；
- (三) 未办理登轮证件上下外国船舶的。

违反前款第一项规定，情节严重的，可以并处五日以上十日以下拘留。

**第八十三条** 交通运输工具有下列情形之一的，对其负责人处五千元以上五万元以下罚款：

- (一) 未经查验准许擅自出境入境或者未经批准擅自改变出境入境口岸的；
- (二) 未按照规定如实申报员工、旅客、货物或者物品等信息，或者拒绝协助出境入境边防检查的；
- (三) 违反出境入境边防检查规定上下人员、装卸货物或者物品的。

出境入境交通运输工具载运不准出境入境人员出境入境的，处每载运一人五千元以上一万元以下罚款。交通运输工具负责人证明其已经采取合理预防措施的，可以减轻或者免于处罚。

**第八十四条** 交通运输工具有下列情形之一的，对其负责人处二千元以上二万元以下罚款：

- (一) 中国或者外国船舶未经批准擅自搭靠外国船舶的；





(二) 外国船舶、航空器在中国境内未按照规定的路线、航线行驶的；

(三) 出境入境的船舶、航空器违反规定驶入对外开放口岸以外地区的。

**第八十五条** 履行出境入境管理职责的工作人员，有下列行为之一的，依法给予处分：

(一) 违反法律、行政法规，为不符合规定条件的外国人签发签证、外国人停留居留证件等出境入境证件的；

(二) 违反法律、行政法规，审核验放不符合规定条件的人员或者交通运输工具出境入境的；

(三) 泄露在出境入境管理工作中知悉的个人信息，侵害当事人合法权益的；

(四) 不按照规定将依法收取的费用、收缴的罚款及没收的违法所得、非法财物上缴国库的；

(五) 私分、侵占、挪用罚没、扣押的款物或者收取的费用的；

(六) 滥用职权、玩忽职守、徇私舞弊，不依法履行法定职责的其他行为。

**第八十六条** 对违反出境入境管理行为处五百元以下罚款的，出入境边防检查机关可以当场作出处罚决定。

**第八十七条** 对违反出境入境管理行为处罚款的，被处罚人应当自收到处罚决定书之日起十五日内，到指定的银行缴纳罚款。被处罚人在所在地没有固定住所，不当场收缴罚款事后难以执行或者在口岸向指定银行缴纳罚款确有困难的，可以当场收缴。

**第八十八条** 违反本法规定，构成犯罪的，依法追究刑事责任。

第八章 附则

**第八十九条** 本法下列用语的含义：

出境，是指由中国内地前往其他国家或者地区，由中国内地前往香港



特别行政区、澳门特别行政区，由中国大陆前往台湾地区。

入境，是指由其他国家或者地区进入中国内地，由香港特别行政区、澳门特别行政区进入中国内地，由台湾地区进入中国大陆。

外国人，是指不具有中国国籍的人。

**第九十条** 经国务院批准，同毗邻国家接壤的省、自治区可以根据中国与有关国家签订的边界管理协定制定地方性法规、地方政府规章，对两国边境接壤地区的居民往来作出规定。

**第九十一条** 外国驻中国的外交代表机构、领事机构成员以及享有特权和豁免的其他外国人，其入境出境及停留居留管理，其他法律另有规定的，依照其规定。

**第九十二条** 外国人申请办理签证、外国人停留居留证件等出境入境证件或者申请办理证件延期、变更的，应当按照规定缴纳签证费、证件费。

**第九十三条** 本法自2013年7月1日起施行。《中华人民共和国外国人入境出境管理法》和《中华人民共和国公民出境入境管理法》同时废止。



# Exit and Entry Administration Law of the People's Republic of China

## Chapter I General Provisions

**Article 1** In order to regulate exit/entry administration, safeguard the sovereignty, security and social order of the People's Republic of China, and promote foreign exchanges and opening to the outside world, this Law is hereby formulated.

**Article 2** This Law is applicable to the administration of exit and entry of Chinese citizens, entry and exit of foreigners, stay and residence of foreigners in China, and the exit/entry border inspection of transport vehicles.

**Article 3** The State protects Chinese citizens' legitimate rights and interests of exiting and entering the country.

The legitimate rights and interests of foreigners in China shall be protected by laws. Foreigners in China shall abide by the Chinese laws, and shall not endanger China's national security, harm public interests and disrupt social and public order.

**Article 4** The Ministry of Public Security and the Ministry of Foreign Affairs shall, within the scope of their respective responsibilities, be responsible for administering exit/entry affairs.

Embassies and consulates of the People's Republic of China and other institutions stationed abroad entrusted by the Ministry of Foreign Affairs (hereinafter referred to as "the visa-issuing authorities abroad") shall be responsible for issuance of entry visas to foreigners. Exit/entry border inspection authorities shall be responsible for carrying out exit/entry border inspection. Public security organs under local people's governments at or



above the county level and their exit/entry administrations shall be responsible for the administration of the stay and residence of foreigners.

The Ministry of Public Security and the Ministry of Foreign Affairs may, within the scope of their respective responsibilities, entrust exit/entry administrations of public security organs or foreign affairs departments under local people's governments at or above the county level to accept foreigners' applications for entry, stay and residence in China.

In the administration of exit/entry affairs, the Ministry of Public Security and the Ministry of Foreign Affairs shall strengthen communication and cooperation, cooperate closely with relevant departments under the State Council, and exercise functions and powers and bear liabilities within the scope of their respective responsibilities in accordance with the law.

**Article 5** The State shall establish a uniform exit/entry administration information platform to share information among relevant administrative departments.

**Article 6** The State shall establish exit/entry border inspection authorities at the ports open to foreign countries.

Chinese citizens, foreigners as well as transport vehicles shall exit or enter China via the ports open to foreign countries, or via the places approved by the State Council or by the departments authorized by the State Council under special circumstances. Personnel and transport vehicles that exit or enter China shall be subject to exit/entry border inspection.

Exit/entry border inspection authorities shall be responsible for relevant administration work in the restricted zones of ports. On the basis of the need for safeguarding national security and maintaining the order of exit/entry administration, exit/entry border inspection authorities may conduct border



inspection on the belongings of the persons who exit or enter China. When necessary, exit/entry border inspection authorities may conduct border inspection on the goods carried by transport vehicles that exit or enter China. However, exit/entry border inspection authorities shall notify the Customs of such inspections.

**Article 7** Upon approval by the State Council, the Ministry of Public Security and the Ministry of Foreign Affairs may, on the basis of the need for exit/entry administration, set forth regulations on the collection and keep of fingerprints and other biometric identification information of the persons who exit or enter China.

Where foreign governments have special regulations on issuing visas to Chinese citizens or the exit/entry administration of Chinese citizens, the Chinese government may, as the circumstances require, take corresponding and equivalent measures.

**Article 8** Departments and institutions that are responsible for the exit/entry administration shall take practical measures, constantly improve service and administration, enforce laws impartially, provide convenient and efficient service and ensure the security and conveyance of the exit/entry procedures.

## **Chapter II Exit and Entry of Chinese Citizens**

**Article 9** Chinese citizens who exit or enter China shall, in accordance with the law, apply for passports or other travel documents.

Chinese citizens bound for other countries or regions shall obtain visas or other entry permits from destination countries, unless the Chinese government has signed visa exemption agreements with the governments of those countries,



or otherwise stipulated by the Ministry of Public Security and the Ministry of Foreign Affairs.

Chinese citizens who exit or enter China as seamen or work on foreign ships shall apply for seamen's certificates in accordance with the law.

**Article 10** Chinese citizens who travel between the Mainland and the Hong Kong Special Administrative Region, between the Mainland and the Macao Special Administrative Region, and between the Mainland and Taiwan Region, shall apply for exit/entry permits in accordance with the law, and abide by the relevant provisions of this Law. The specific administrative measures shall be stipulated by the State Council.

**Article 11** Chinese citizens who exit or enter China shall submit their exit/entry documents such as passports or other travel documents to the exit/entry border inspection authorities for examination, go through the prescribed formalities, and may exit or enter upon examination and approval.

For ports that meet relevant conditions, exit/entry border inspection authorities shall provide convenience such as special lanes for the exit and entry of Chinese citizens.

**Article 12** Under any of the following circumstances, Chinese citizens are not allowed to exit China:

- (1) Hold no valid exit/entry documents, or refuse or evade border inspection;
- (2) Are sentenced to criminal punishments, the execution of which have not been completed, or are suspects or defendants in criminal cases;
- (3) Are involved in unsettled civil cases and not allowed to exit China upon decision of the people's courts;



(4) Are subject to criminal punishment for impairing border administration, or are repatriated by other countries or regions due to illegal exit from China, illegal residence or illegal employment, and the No-Exit-from-China period has not expired;

(5) May endanger national security or interests, and are not allowed to exit China upon decision by competent departments under the State Council; or

(6) Other circumstances in which exit from China is not allowed in accordance with laws or administrative regulations.

**Article 13** Chinese citizens residing abroad who desire to return to China for permanent residence shall, prior to the entry, file applications with Chinese embassies or consulates or other institutions stationed abroad entrusted by the Ministry of Foreign Affairs. They may also file such applications to the overseas Chinese affairs departments under the local people's governments at or above the county level of the proposed places of permanent residence on their own or via their relatives in China.

**Article 14** When handling financial affairs or affairs involving education, medical treatment, transportation, telecommunications, social insurance or property registration, where identity certificates are required, Chinese citizens residing abroad may provide their passports for proof of identity.

### **Chapter III Entry and Exit of Foreigners**

#### Section 1

#### Visa

**Article 15** In order to enter China, foreigners shall apply to the visa-issuing authorities stationed abroad for a visa, except as otherwise provided for in this Law.



**Article 16** Visas are categorized as diplomatic visa, courtesy visa, official visa and ordinary visa.

Diplomatic or official visas shall be issued to foreigners who enter China for diplomatic or official reasons; and courtesy visas shall be issued to foreigners who are given courtesy due to their special status. The scope and measures for issuing diplomatic, courtesy and official visas shall be stipulated by the Ministry of Foreign Affairs.

Appropriate types of ordinary visa shall be issued to foreigners who enter China due to non-diplomatic or official reasons including work, study, family visit, travel, business activities and talent introduction. The types of ordinary visa and relevant issuance measures shall be stipulated by the State Council.

**Article 17** The registered items of a visa shall include visa type, name, sex, date of birth, number of allowed entries, validity period of entry and duration of stay of the holder, date and place of issuance, as well as passport number or other international travel documents number.

**Article 18** Foreigners who apply for visas shall submit their passports or other international travel documents, as well as information of specific application matters, to the visa-issuing authorities stationed abroad. They shall go through relevant formalities and accept interviews in accordance with the requirements of the visa-issuing authorities stationed abroad.

**Article 19** Where foreigners applying for visas need to provide written invitations issued by entities or individuals within China, the applicants shall provide such invitations in accordance with the requirements of the visa-issuing authorities abroad. Entities or individuals that issue written invitations shall be liable for the fidelity of the contents.





**Article 20** Foreigners who need to enter China urgently for humanitarian reasons, or are invited to enter China for urgent business or rush repair work, or have other urgent needs, and hold materials that prove the competent departments' approval of their applying for visas at port, may apply for port visas with the visa-issuing authorities entrusted by the Ministry of Public Security at the ports (hereinafter referred to as "port visa authorities") which are approved to issue port visas by the State Council.

Travel agencies that organize inbound tourism in accordance with relevant State regulations may apply for group tourist visas from port visa authorities.

Foreigners who apply to port visa authorities for visas shall submit their passports or other international travel documents, as well as relevant information of specific application matters. They shall go through relevant formalities in accordance with the requirements of the port visa authorities, and enter China at the ports where they apply for visas.

Visas issued by port visa authorities shall be single entry and the duration of stay shall not exceed 30 days.

**Article 21** Under any of the following circumstances, visas shall not be issued to foreigners:

- (1) Was deported, or was repatriated upon decision, and the No-Entry-into-China period has not expired;
- (2) Is suffering from serious mental disorders, infectious tuberculosis or other infectious diseases that may severely jeopardize the public health;
- (3) May endanger China's national security or interests, or disrupt social and public order, or engage in other illegal or criminal activities;
- (4) Resort to fraudulent acts in visa application or cannot guarantee expected expenditures during their stay in China;



(5) Fail to submit relevant information required by the visa-issuing authorities; or

(6) Other circumstances in which visa authorities consider a visa should not be issued.

The visa-issuing authorities are not required to give reasons for refusing the issuance of a visa.

**Article 22** Under any of the following circumstances, foreigners may be exempt from applying for visas:

(1) So exempted based on the visa exemption agreements signed by the Chinese government with the governments of other countries;

(2) Hold valid foreigners' residence permits;

(3) Hold connected passenger tickets and are in transit to a third country or region by an international aircraft, ship or train via China, will stay for not more than 24 hours in China without leaving the port of entry, or will stay in the specific zones approved by the State Council within the prescribed time limit; or

(4) Other circumstances stipulated by the State Council in which visas may be exempted.

**Article 23** Where foreigners under any of the following circumstances need to enter China temporarily, they shall apply to exit/entry border inspection agencies for going through the formalities for temporary entry:

(1) Foreign seamen and their accompanying family members disembark at cities where the ports are located;

(2) Persons specified in Subparagraph (3) of Article 22 of this Law need to leave ports; or



(3) Foreigners need to enter China temporarily due to force majeure or for any other urgent reason.

The duration of stay for temporary entry shall not exceed 15 days.

For foreigners who apply for going through the formalities for temporary entry, exit/entry border inspection authorities may require such foreigners, the persons in charge of the transport vehicles used for such foreigners' entry or the agencies handling the exit/entry business for transport vehicles to provide necessary guaranty measures.

## Section 2

### Entry and Exit

**Article 24** Foreigners who enter China shall submit their passports, other international travel documents, visas or other entry permits to the exit/entry border inspection authorities for examination, go through the prescribed formalities, and may enter upon examination and approval.

**Article 25** Under any of the following circumstances, foreigners shall not be allowed to enter China:

(1) Hold no valid exit/entry documents, or refuse or evade border inspection;

(2) Are involved in any of the circumstances specified in Subparagraph (1) through (4) of the first paragraph of Article 21 of this Law;

(3) May engage in activities not conform to the types of visa after entering China; or

(4) Other circumstances in which entry is not allowed in accordance with laws or administrative regulations.

Exit/entry border inspection authorities are not required to give reasons for denying an entry.



**Article 26** Exit/entry border inspection authorities shall order foreigners who are denied entry in China to return, and shall force the return of those who refuse to do so. While waiting for return, those foreigners shall not leave the restricted zones.

**Article 27** Foreigners who exit China shall submit their exit/entry documents including passports or other international travel documents to the exit/entry border inspection authorities for examination, go through prescribed formalities, and may exit upon examination and approval.

**Article 28** Under any of the following circumstances, foreigners shall not be allowed to exit China:

(1) Are sentenced to criminal punishments, the execution of which are not completed, or suspects or defendants in criminal cases, except those who are sentenced and transferred under relevant agreements between China and foreign countries;

(2) Are involved in unsettled civil cases and are not allowed to exit China upon decision of the people's courts;

(3) Are in arrears of paying off labor remuneration and therefore are not allowed to exit by decision of the relevant departments under the State Council or of the people's governments of provinces, autonomous regions or municipalities directly under the Central Government; or

(4) Other circumstances in which exit shall not be allowed in accordance with laws or administrative regulations.

## **Chapter IV Stay and Residence of Foreigners**

### Section 1

#### Stay and Residence



**Article 29** Where the duration of stay specified in a visa held by a foreigner does not exceed 180 days, the holder may stay in China within the duration specified therein.

Where the duration of stay needs to be extended, the visa holder shall file an application with the exit/entry administration of public security organ under the local people's government at or above the county level in the place of his stay seven days prior to the expiry of the duration specified in the visa, and shall submit information of specific application matters in accordance with relevant requirements. If upon examination, the reasons for extension are appropriate and sufficient, such extension shall be granted; if an extension is denied, the foreigner shall leave China on the expiry of the duration.

The accumulated length of extension shall not exceed the original duration of stay specified in the visa.

**Article 30** Where visas held by foreigners specify that foreigners need to apply for residence permits after entry, such foreigners shall, within 30 days from the date of their entry, apply to the exit/entry administrations of public security organs under local people's governments at or above the county level in the proposed places of residence for foreigners' residence permits.

Applicants for foreigners' residence permits shall submit their passports or other international travel documents, as well as relevant information of specific application matters, and provide biometric identification information such as fingerprints. The exit/entry administrations of public security organs shall, within 15 days upon the date of receipt, conduct examination and make a decision thereupon. Based on the purpose of residence, those administrations shall issue the appropriate types of foreigners' residence permits with the duration.



The validity period of a foreigner's work-type residence permit shall be 90 days at the minimum and five years at the maximum; and the validity period of a non-work-type foreigner's residence permit shall be 180 days at the minimum and five years at the maximum.

**Article 31** Under any of the following circumstances, a foreigner's residence permit shall not be issued:

- (1) The visa held does not belong to the type for which a foreigner's residence permit should be issued;
- (2) Resorts to fraudulent acts in application;
- (3) Fails to provide relevant supporting materials in accordance with relevant regulations;
- (4) Is not eligible to reside in China because of violation of relevant Chinese laws or administrative regulations; or
- (5) Other circumstances in which the issuing authority considers a foreigner's residence permit should not be issued.

Foreigners with expertise and foreign investors who conform to relevant State regulations or foreigners who need to change their status from stay to residence for humanitarian or other reasons, may undergo the formalities for obtaining foreigner's residence permits upon approval by the exit/entry administrations of public security organs under local people's governments at or above the city with districts.

**Article 32** Foreigners residing in China who apply for the extension of the duration of residence shall, within 30 days prior to the expiry of the validity period on their residence permits, file applications with the exit/entry administrations of public security organs under local people's governments at or above the county level, and submit relevant information of specific



application matters in accordance with relevant requirements. If upon examination, the reasons for extension are appropriate and sufficient, an extension shall be granted; if an extension is denied, the foreigner concerned shall leave China on the expiry of the validity period specified in their residence permits.

**Article 33** The registered items of a foreign residence permit shall include name, sex, date of birth, reason for residence and duration of residence of the holder, date and place of issuance, passport number or other international travel documents number.

Where the registered item in a foreigner's residence permit has changed, the holder shall, within 10 days from the date of change, apply to the exit/entry administration of public security organ under the local people's government at or above the county level in the place of residence for going through the formalities for alteration.

**Article 34** Where visa-exempt foreigners need to stay in China longer than the visa-free period, or foreign seamen and their accompanying family members need to leave the cities where the ports are located, or under other circumstances in which foreigners' stay permits should be applied for, they shall apply for such permits in accordance with relevant regulations.

The maximum validity period of a foreigner's stay permit shall be 180 days.

**Article 35** Where ordinary visas, stay or residence permits held by foreigners need to be reissued due to damage, loss, theft, robbery or other reasons in compliance with relevant State regulations after foreigners enter China, those foreigners shall apply for a reissue with the exit/entry administrations of public security organs under local people's governments at



or above the county level in the places of stay or residence in accordance with relevant regulations.

**Article 36** Decisions made by the exit/entry administration of public security organ on rejecting applications for visa extension or reissuance, or on not issuing foreigners' stay or residence permits or not extending the duration of residence shall be final.

**Article 37** Foreigners who stay or reside in China shall not engage in activities not corresponding to the purpose of stay or residence, and shall leave China prior to the expiry of the prescribed duration of stay or residence.

**Article 38** Foreigners having reached the age of 16 who stay or reside in China shall carry with them their passports or other international travel documents, or foreigners' stay or residence permits, and accept the inspection of public security organs.

Foreigners who reside in China shall, within the prescribed time limit, submit foreigners' residence permits to public security organs under local people's governments at or above the county level in the places of residence for examination.

**Article 39** Where foreigners stay in hotels in China, the hotels shall register their accommodation in accordance with the regulations on the public security administration of the hotel industry, and submit foreigners' accommodation registration information to the public security organs in the places where the hotels are located.

For foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after the foreigners' arrival, go through the registration formalities with the public security organs in the places of residence.





**Article 40** For foreign infants born in China, their parents or agents shall, within 60 days after they are born, on the strength of the birth certificates, go through the formalities for stay or residence registration for them with the exit/entry administrations of public security organs under people's governments at or above the county level in the places of their parents' stay or residence.

For foreigners who decease in China, their relatives, guardians or agents shall, in accordance with relevant regulations, on the strength of the death certificates, report their death to the exit/entry administrations of the public security organs under local people's governments at or above the county level to cancel their stay or residence permits.

**Article 41** Foreigners who work in China shall obtain work permits and work-type residence permits in accordance with relevant regulations. No entities or individuals shall employ foreigners who have no work permits or work-type residence permits.

The administrative measures for foreigners working in China shall be stipulated by the State Council.

**Article 42** The competent department of human resources and social security and the competent department in charge of foreign experts affairs under the State Council shall, in conjunction with relevant departments under the State Council, formulate and regularly adjust the guiding catalogue for foreigners working in China based on the needs for economic and social development as well as the supply and demand of human resources.

The competent department of education under the State Council shall, in conjunction with relevant departments under the State Council, establish an administrative system for international students working to support their



study in China and set forth regulations on the scope of jobs and the limit of work time for such international students.

**Article 43** Any of the following acts of foreigners shall be deemed unlawful employment:

(1) Work in China without obtaining work permits or work-type residence permits in accordance with relevant regulations;

(2) Work in China beyond the scope prescribed in the work permits; or

(3) international students work in violation of the regulations on the administration of international students working to support their study in China and work beyond the prescribed scope of jobs or prescribed time limit.

**Article 44** On the basis of the need for maintaining national security and public security, public security organs and national security organs may impose restrictions on foreigners and foreign institutions from establishing places of residence or work in certain areas; and may order that established places of residence or work be relocated within a prescribed time limit.

Without approval, foreigners shall not access foreigner-restricted areas.

**Article 45** Entities that employ foreigners or enroll international students shall report relevant information to local public security organs in accordance with relevant regulations.

Citizens, legal persons or other organizations who find foreigners illegal enter, reside or work in China shall duly report such matter to the local public security organs.

**Article 46** Foreigners applying for refugee status may, during the screening process, stay in China on the strength of temporary identity certificates issued by public security organs; foreigners who are recognized as



refugees may stay or reside in China on the strength of refugee identity certificates issued by public security organs.

## Section 2

### Permanent Residence

**Article 47** Foreigners who have made remarkable contribution to China's economic and social development or meet other conditions for permanent residence in China may obtain permanent residence status upon application approved by the Ministry of Public Security.

The administrative measures for examination and approval of foreigners' permanent residence in China shall be stipulated by the Ministry of Public Security and the Ministry of Foreign Affairs in conjunction with relevant departments under the State Council.

**Article 48** Foreigners who have obtained permanent residence status may reside or work in China on the strength of permanent residence permits, and exit or enter China on the strength of their passports and permanent residence permits.

**Article 49** Where foreigners fall under any of the following circumstances, the Ministry of Public Security shall decide to cancel their permanent residence status in China:

- (1) Endanger China's national security or interests;
- (2) Are deported;
- (3) Obtain permanent residence status in China by fraudulent acts;
- (4) Fail to reside in China for the prescribed time limit; or
- (5) Other circumstances in which foreigners are not eligible to reside in China permanently.

## Chapter V Border Inspection of Transport Vehicles Exiting/Entering China



**Article 50** Transport vehicles that exit or enter China shall be subject to border inspection when leaving or arriving at ports. Border inspection of entering transport vehicles shall be conducted at the first arriving port in China; border inspection of exiting transport vehicles shall be conducted at the last port when they leave China. Under special circumstances, border inspection may be conducted in places designated by competent authorities.

Without the permission of exit/entry border inspection authorities in accordance with prescribed procedures, transport vehicles that exit China shall not embark or disembark passengers, or load and unload goods or articles between exit inspection and exit, and nor shall transport vehicles that enter China do so between entry and entry inspection.

**Article 51** Persons in charge of transport vehicles or agencies handling the exit/entry business for transport vehicles shall, in accordance with relevant regulations, report to the exit/entry border inspection authorities in advance on the entering or exiting transport vehicles' time of arrival at or departure from the port and the places of stay, and truthfully declare information including staff, passengers, goods and articles.

**Article 52** Persons in charge of transport vehicles or agencies handling the exit/entry business for transport vehicles shall provide cooperation in exit/entry border inspection, and shall immediately report any violations of this Law found thereby and give assistance in the investigation and handling of such violations.

Where transport vehicles that enter China carry persons who are not allowed to enter China, the persons in charge of the transport vehicles shall be responsible for their leaving.



**Article 53** Exit/entry border inspection authorities shall supervise transport vehicles that exit or enter China under any of the following circumstances:

(1) Between exit border inspection and exit for transport vehicles that exit China, and between entry and entry border inspection for transport vehicles that enter China;

(2) When foreign ships navigate in China's inland waters; or

(3) Other circumstances in which supervision is necessary.

**Article 54** Persons who need to embark on or disembark from foreign ships for reasons such as goods loading or unloading, maintenance operations or visit shall apply to exit/entry border inspection authorities for boarding pass.

Where a Chinese ship needs to berth alongside a foreign ship, or a foreign ship needs to berth alongside another foreign ship, the captain or the agency handling the exit/entry business for relevant transport vehicles shall apply to the exit/entry border inspection authority for going through formalities for berth.

**Article 55** Foreign ships and aircrafts shall navigate according to prescribed routes.

Ships and aircrafts that exit or enter China shall not access areas outside the ports open to foreign countries. The aforesaid ships or aircrafts that access such areas due to unforeseeable emergencies or force majeure shall immediately report to the nearest exit/entry border inspection authority or local public security organ, and accept supervision and administration.

**Article 56** Under any of the following circumstances, transport vehicles shall be not allowed to exit or enter China; those that have left ports may be ordered to return:



(1) Exit or enter China without examination and approval when leaving or arriving at port;

(2) Change the port of exit or entry without approval;

(3) Are suspected of carrying persons who are not allowed to exit or enter China and therefore need to be inspected and verified;

(4) Are suspected of carrying articles endangering national security or interests or disrupting social or public order and therefore need to be inspected and verified; or

(5) Other circumstances in which transport vehicles refuse to subject themselves to exit/entry border inspection authorities' administration.

After the circumstances specified in the preceding paragraph disappear, exit/entry border inspection authorities shall immediately release relevant transport vehicles.

**Article 57** Agencies handling the exit/entry business for transport vehicles shall file records with exit/entry border inspection authorities. For agents engaging in such a business, the entities they work for shall file relevant records for them with exit/entry border inspection authorities.

## **Chapter VI Investigation and Repatriation**

**Article 58** Measures for on-the-spot interrogation, continued interrogation, detention for investigation, movement restriction and repatriation prescribed in this Chapter shall be enforced by public security organs under local people's governments at or above the county level or by exit/entry border inspection authorities.

**Article 59** Persons suspected of violating the regulations on exit/entry administration may be interrogated on the spot; upon on-the-spot interrogation,



the aforesaid persons may be interrogated in continuation in accordance with the law under any of the following circumstances:

- (1) Are suspected of illegally exiting or entering China;
- (2) Are suspected of assisting others in illegally exiting or entering China;
- (3) Are foreigners suspected of illegally residing or working in China; or
- (4) Are suspected of endangering national security or interests, disrupting social or public order, or engaging in other illegal or criminal activities.

On-the-spot interrogation and continued interrogation shall be conducted in accordance with the procedures prescribed in the People's Police Law of the People's Republic of China.

Where public security organs under local people's governments at or above the county level or exit/entry border inspection authorities need to summon the persons suspected of violating the regulations on exit/entry administration, they shall handle the matter in accordance with the relevant regulations of the Law of the People's Republic of China on Penalties for Administration of Public Security.

**Article 60** Where foreigners involved in any of the circumstances specified in the first paragraph of Article 59 of this Law cannot be cleared of suspicion after on-the-spot interrogation or continued interrogation and therefore need to be further investigated, he may be detained for investigation.

When detaining a foreigner for investigation, the authority concerned shall present a written decision on detention for investigation and shall interrogate the detained foreigner within 24 hours. Where the aforesaid organ finds that a foreigner should not be detained for investigation, it shall immediately release him from detention for investigation.



The period of detention for investigation shall not exceed 30 days; for complicated cases, the period may be extended to 60 days upon approval by the public security organs under the local people's governments at the next higher level or by the exit/entry border inspection authorities at the next higher level. For foreigners whose nationalities and identities are unknown, the period of detention for investigation shall be calculated from the date when their nationalities and identities are found out.

**Article 61** Under any of the following circumstances, detention for investigation is not applicable to foreigners, however, their movements may be restricted:

- (1) Suffer from serious diseases;
- (2) Are pregnant or breast-feeding their own infants under one year of age;
- (3) Are under 16 years of age or have reached the age of 70; or
- (4) Other circumstances in which detention for investigation should not be applied.

Foreigners whose movements are restricted shall subject themselves to investigation as required, and shall not leave the restricted zones without approval of public security organs. The period of movement restriction shall not exceed 60 days. For foreigners whose nationalities and identities are unknown, the period of movement restriction shall be calculated from the date when their nationalities and identities are found out.

**Article 62** Under any of the following circumstances, foreigners may be repatriated:

- (1) Are ordered to exit China within a prescribed time limit but fail to do so;





- (2) Are involved in circumstances in which they are not allowed to enter China;
- (3) Illegally reside or work in China; or
- (4) Need to be repatriated for violation of this Law or other laws or administrative regulations.

Other overseas personnel who fall under any of the circumstances prescribed in the preceding paragraph may be repatriated in accordance with the law.

Repatriated persons shall not be allowed to enter China for one to five years, calculating from the date of repatriation.

**Article 63** Persons who are detained for investigation or who are to be repatriated upon decision but cannot be repatriated promptly shall be held in custody in detention houses or places of repatriation.

**Article 64** Foreigners dissatisfied with the measure imposed on them in accordance with this Law, such as continued interrogation, detention for investigation, movement restriction or repatriation, may apply for administrative reconsideration in accordance with the law, and the administrative reconsideration decision shall be final.

Where other overseas personnel dissatisfied with the decision of repatriation imposed on them in accordance with this Law apply for administrative reconsideration, the provisions in the preceding paragraph are applicable.

**Article 65** Where persons are not allowed to exit or enter China upon decisions made in accordance with the law, the decision-making authorities shall duly inform the exit/entry border inspection authorities of such decisions in accordance with relevant regulations; where the circumstances in which the



persons are not allowed to exit or enter China disappear, the decision-making authorities shall duly cancel the aforesaid decisions and inform exit/entry border inspection authorities of the cancellation.

**Article 66** On the basis of the need for safeguarding national security and maintaining the order of exit/entry administration, exit/entry border inspection authorities may, when necessary, search the persons entering and exiting the country. Personal Search shall be conducted by two border inspectors who are the same sex as the persons subject to the search.

**Article 67** In such cases that the exit/entry documents such as visas or foreigners' stay or residence permits are damaged, lost or stolen, or that after the issuance of such documents, the holders are found not eligible for being issued such documents, the issuing authorities shall declare the aforesaid documents void.

Exit/entry documents which are forged, altered, obtained by fraudulent means or are declared void by issuing authorities shall be invalid.

Public security organs may cancel or confiscate the exit/entry documents prescribed in the preceding paragraph or used fraudulently by persons other than the specified holders.

**Article 68** Public security organs may seize the transport vehicles used to organize, transport or assist others in illegally exiting or entering China as well as the articles needed as evidence in handling the cases.

Public security organs shall seize banned articles, documents and data involving state secrets, as well as tools used in activities violating the regulations on exit/entry administration, and handle them in accordance with relevant laws or administrative regulations.



**Article 69** The authenticity of exit/entry documents shall be determined by the issuing authorities, the exit/entry border inspection authorities or the exit/entry administrations of public security organs.

### **Chapter VII Legal Liabilities**

**Article 70** Unless otherwise provided for in this Chapter, the administrative penalties prescribed in this Chapter shall be decided by the public security organs under local people's governments at or above the county level or the exit/entry border inspection authorities. Penalties involving the imposition of warnings or fines of not more than RMB 5,000 yuan may be decided by the exit/entry administrations of public security organs under local people's governments at or above the county level.

**Article 71** Persons who commit any of the following acts shall be fined not less than RMB 1,000 yuan but not more than RMB 5,000 yuan; where circumstances are serious, such persons shall be detained for not less than five days but not more ten days and may also be fined not less than RMB 2,000 yuan but not more than RMB 10,000 yuan.

- (1) Exit or enter China with forged, altered or fraudulently obtained exit/entry documents;
- (2) Exit or enter China using others' exit/entry documents;
- (3) Evade exit/entry border inspection; or
- (4) Illegally exit or enter China in any other way.

**Article 72** Persons who assist others in illegally exiting or entering China shall be fined not less than RMB 2,000 yuan but not more than RMB 10,000 yuan; where circumstances are serious, they shall be detained for not less than 10 days but not more than 15 days and shall also be fined not less than RMB



5,000 yuan but not more than RMB 20,000 yuan, and the illegal gains, if any, shall be confiscated.

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000 yuan, with the illegal gains confiscated if there are any; and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

**Article 73** Persons who obtain exit/entry documents such as visas or stay or residence permits by resorting to fraudulent acts shall be fined not less than RMB 2,000 yuan but not more than RMB 5,000 yuan; where circumstances are serious, they shall be detained for not less than 10 days but not more than 15 days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan.

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000 yuan; and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

**Article 74** Persons who issue written invitations or other application materials to foreigners in violation of this Law shall be fined not less than RMB 5,000 yuan but not more than RMB 10,000 yuan, with the illegal gains confiscated if there are any, and shall also be ordered to bear exit expenses of the invited foreigners.

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000



yuan, with the illegal gains confiscated if there are any, and shall also be ordered to bear exit expenses of the invited foreigners; the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

**Article 75** Where Chinese citizens are repatriated due to illegally going to other countries or regions after exiting China, exit/entry border inspection authorities shall confiscate their exit/entry documents. Exit/entry document issuing authorities shall refuse to issue new exit/entry documents to such citizens for a period ranging from six months to three years calculating from the date of their repatriation.

**Article 76** Under any of the following circumstances, a warning shall be given, and a fine of not more than RMB 2,000 yuan may also be imposed:

(1) Foreigners refuse to accept examination of their exit/entry documents by public security organs;

(2) Foreigners refuse to submit their residence permits for examination;

(3) Persons concerned fail to go through the formalities for foreigners' birth registration or death declaration in accordance with relevant regulations;

(4) Foreigners fail to go through the formalities for altering registration in accordance with the relevant regulations when there is any change in the registered items in their residence permits;

(5) Foreigners in China use others' exit/entry documents; or

(6) Persons concerned fail to go through registration formalities in accordance with the provisions in the second paragraph of Article 39 of this Law.

Hotels that fail to process accommodation registration for foreigners shall be punished in accordance with the relevant provisions of the Law of the



People's Republic of China on Penalties for Administration of Public Security; hotels that fail to submit foreigners' accommodation registration information to public security organs shall be given a warning; where circumstances are serious, such hotels shall be fined not less than RMB 1,000 yuan but not more than RMB 5,000 yuan.

**Article 77** Foreigners accessing foreigner-restricted areas without approval shall be ordered to leave promptly; where circumstances are serious, such foreigners shall be detained for not less than five days but not more than ten days. The text records, audio-visual data, electronic data and other articles illegally obtained thereof by the foreigners shall be confiscated or destroyed, and the tools used for the aforementioned purposes shall be confiscated.

Foreigners or foreign institutions refusing to execute decisions made by public security organs or national security organs ordering them to relocate within a prescribed time limit shall be given a warning and be relocated mandatorily; where circumstances are serious, relevant responsible persons shall be detained for not less than five days but not more than fifteen days.

**Article 78** Foreigners who reside in China illegally shall be given a warning; where circumstances are serious, they shall be imposed with a fine of RMB 500 yuan per day, with a cap of RMB 10,000 yuan in total, or be detained for not less than five days but not more than 15 days.

Where guardians or other persons responsible for guardianship fail to perform the guardian obligation and result in foreigners below 16 years of age residing in China illegally, the said guardians or other obligated persons shall be given a warning and may also be fined not more than RMB 1,000 yuan.

**Article 79** Persons harboring or hiding foreigners who illegally enter or reside in China, or assisting such foreigners in evading inspection, or



providing, in violation of the law, exit/entry documents for foreigners who illegally reside in China shall be fined not less than RMB 2,000 yuan but not more than RMB 10,000 yuan; where circumstances are serious, such persons shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan, with the illegal gains confiscated if there are any.

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000 yuan, with the illegal gains confiscated if there are any; and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

**Article 80** Foreigners who work in China illegally shall be fined not less than RMB 5,000 but not more than RMB 20,000 yuan; where circumstances are serious, they shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan.

Persons who introduce jobs to ineligible foreigners shall be fined RMB 5,000 yuan for each job illegally introduced to one foreigner, with a cap of not more than RMB 50,000 yuan in total; and entities that introduce jobs to ineligible foreigners shall be fined RMB 5,000 yuan for each job illegally introduced to one foreigner, with a cap of RMB 100,000 yuan in total; and the illegal gains, if any, shall be confiscated.

Individuals or entities that illegally employ foreigners shall be fined RMB 10,000 yuan for each illegally employed foreigner, with a cap of RMB 100,000 yuan in total; and the illegal gains, if any, shall be confiscated.



**Article 81** Where foreigners engage in activities not corresponding to the purposes of stay or residence, or otherwise violate the laws or regulations of China, which makes them no longer eligible to stay or reside in China, they may be ordered to exit China within a time limit.

Where a foreigner's violation of this Law is serious but does not constitute a crime, the Ministry of Public Security may deport them. The penalty decision made by the Ministry of Public Security shall be final.

Deported foreigners shall not be allowed to enter China within 10 years calculating from the date of deportation.

**Article 82** Under any of the following circumstances, relevant persons shall be given a warning and may also be fined not more than RMB 2,000 yuan:

- (1) Disrupt the administrative order of the restricted zones of ports;
- (2) Foreign seamen or their accompanying family members disembark without going through the formalities for temporary entry; or
- (3) Embark on or disembark from foreign ships without obtaining boarding passes.

Persons who violate Subparagraph (1) of the preceding paragraph may be detained for not less than five days but not more than ten days if the circumstances are serious.

**Article 83** Where transport vehicles fall under any of the following circumstances, the persons in charge of the transport vehicles shall be fined not less than RMB 5,000 yuan but not more than RMB 50,000 yuan:

- (1) Exit or enter China without examination and approval, or change the ports of exit or entry without approval;





(2) Fail to truthfully declare information of staff, passengers, goods or articles, or refuse to assist in exit/entry border inspection; or

(3) Embark or disembark passengers, or load or unload goods or articles in violation of the regulations on exit/entry border inspection.

Transport vehicles that exit or enter China carrying persons who are not allowed to exit or enter China shall be fined not less than RMB 5,000 yuan but not more than RMB 10,000 yuan for each aforesaid person carried. Where the persons in charge of the transport vehicles prove that they have taken reasonable preventative measures, they may be given mitigated penalties or be exempt from penalties.

**Article 84** Where transport vehicles fall under any of the following circumstances, the persons in charge of the transport vehicles shall be fined not less than RMB 2,000 yuan but not more than RMB 20,000 yuan:

(1) Chinese or foreign ships berth alongside foreign ships without approval;

(2) Foreign ships or aircrafts fail to navigate according to the prescribed routes in China; or

(3) Ships and aircrafts that exit or enter China access areas outside the ports open to foreign countries.

**Article 85** Where staff members performing the duty of exit/entry administration commit any of the following acts, they shall be given disciplinary sanctions in accordance with the law:

(1) In violation of laws or administrative regulations, issue exit/entry documents such as visas or stay or residence permits to foreigners who do not meet the prescribed conditions;



(2) In violation of laws or administrative regulations, examine and allow the exit or entry of persons or transport vehicles that do not meet the prescribed conditions;

(3) Divulge personal information gained in exit/entry administration work and infringing the legitimate rights and interests of relevant parties;

(4) Fail to turn over in accordance with relevant regulations to the State Treasury the fees, fines or illegal gains or property that are collected or confiscated in accordance with the law;

(5) Privately share, encroach on or misappropriate the funds or articles confiscated or seized or the fees collected; or

(6) Other failures in performing statutory duties in accordance with the law, such as abuse of power, dereliction of duty, or resorting to malpractice for personal gain.

**Article 86** In the case of violation of regulations on exit/entry administration and that a fine of not more than RMB 500 yuan should be imposed, the exit/entry border inspection authorities may make a penalty decision on the spot.

**Article 87** Persons or entities that are fined for violation of regulations on exit/entry administration shall pay their fines in the designated banks within 15 days from the date of receiving the written decision on penalty. Where it is difficult to collect fines after a fine is imposed because the person or entity subject to penalty has no fixed domicile in the place where the fine is imposed or it is difficult to pay fine to the designated bank at the port, the fine may be collected on the spot.

**Article 88** Where a violation of this Law constitutes a crime, criminal liabilities shall be investigated in accordance with the law.



## Chapter VIII Supplementary Provisions

**Article 89** Definitions of the following terms mentioned in this Law: Exit refers to leaving the Chinese mainland for other countries or regions, for the Hong Kong Special Administrative Region or the Macao Special Administrative Region, or for Taiwan Region.

Entry refers to entering the Chinese mainland from other countries or regions, from the Hong Kong Special Administrative Region or the Macao Special Administrative Region, or from Taiwan Region.

Foreigners refer to persons without Chinese nationality.

**Article 90** Upon approval by the State Council, provinces and autonomous regions bordering on neighboring countries may, in accordance with the boundary administration agreements signed by China with relevant countries, formulate local regulations or local government rules to regulate the association of residents in border areas of the two countries.

**Article 91** Where there are other regulations on the administration of the entry/exit, stay or residence of the members of foreign diplomatic and consular missions in China, or the entry/exit, stay or residence of other foreigners who enjoy diplomatic privileges and immunities, these regulations shall prevail.

**Article 92** Foreigners who apply for exit/entry documents such as visas or foreigner stay or residence permits or apply for document extension or alteration shall pay visa fees or document fees in accordance with relevant regulations.

**Article 93** This Law shall come into force as of July 1, 2013. The Law of the People's Republic of China on the Entry and Exit Administration of Foreigners and the Law of the People's Republic of China on the Entry and Exit Administration of Chinese Citizens shall be annulled simultaneously.



## 中华人民共和国境内外国人宗教活动管理规定

**第一条** 为了保障中华人民共和国境内外国人的宗教信仰自由，维护社会公共利益，根据宪法，制定本规定。

**第二条** 中华人民共和国尊重在中国境内的外国人的宗教信仰自由，保护外国人在宗教方面同中国宗教界进行的友好往来和文化学术交流。

**第三条** 外国人可以在中国境内的寺院、宫观、清真寺、教堂等宗教活动场所参加宗教活动，经省、自治区、直辖市以上宗教团体的邀请，外国人可以在中国宗教活动场所讲经、讲道。

**第四条** 外国人可以在县级以上人民政府宗教事务部门认可的场所举行外国人参加的宗教活动。

**第五条** 外国人在中国境内，可以邀请中国宗教教职人员为其举行洗礼、婚礼、葬礼和道场法会等宗教仪式。

**第六条** 中国人进入中国国境，可以携带本人自用的宗教印刷品、宗教音像制品和其他宗教用品；携带超出本人自用的宗教印刷品、宗教音像制品和其他宗教用品入境，按照中国海关的有关规定办理。

禁止携带有危害中国社会公共利益内容的宗教印刷品和宗教音像制品入境。

**第七条** 外国人在中国境内招收为培养宗教教职人员的留学人员或者到中国宗教院校留学和讲学，按照中国的有关规定办理。

**第八条** 外国人在中国境内进行宗教活动，应当遵守中国的法律、法规，不得在中国境内成立宗教组织、设立宗教办事机构、设立宗教活动场所或者开办宗教院校，不得在中国公民中发展教徒、委任宗教教职人员和进行其他传教活动。

**第九条** 外国人违反本规定进行宗教活动的，县级以上人民政府宗教事务部门和其他有关部门应当予以劝阻、制止；构成违反外国人入境出境管理行为或者治安管理行为的，由公安机关依法进行处罚；构成犯罪的，



由司法机关依法追究刑事责任。

**第十条** 外国组织在中华人民共和国境内的宗教活动适用本规定。

**第十一条** 侨居国外的中国公民在中国境内，台湾居民在大陆，香港、澳门居民在内地进行宗教活动，参照本规定执行。

**第十二条** 本规定由国务院宗教事务部门负责解释。

**第十三条** 本规定自发布之日起施行。



## Regulations on Administration of Religious Activities of Aliens in China

**Article 1** These Provisions are formulated in accordance with the Constitution in order to ensure the freedom of religious belief of aliens within the territory of the People's Republic of China and to maintain the public interests of the society.

**Article 2** The People's Republic of China respects the freedom of religious belief of aliens within Chinese territory and protects friendly contacts and cultural and academic exchanges of aliens with Chinese religious circles in respect of religion.

**Article 3** Aliens may participate in religious activities at Buddhist monasteries , Taoist temples、mosques、churches and other sites for religious activities within Chinese territory. Aliens may preach and expound the scripture at Chinese sites for religious activities at the invitation of Chinese religious bodies at or above the level of province, autonomous region and municipality directly under the Central Government.

**Article 4** Aliens may hold religious activities attended by aliens at the sites for religious activities approved by the department of religious affairs of the people's government at or above the county level.

**Article 5** Aliens within Chinese territory may invite Chinese religious personnel to conduct such religious ceremonies as baptism, weddings, funerals, Taoist and Buddhist rites.

**Article 6** Aliens entering Chinese territory may carry religious printed matter , religious audio-visual products and other religious articles for personal



use ; if the amount of such religious printed matters , religious audio-visual products and other religious articles is greater than for personal use , it shall be dealt with in accordance with the provisions of the Chinese Customs.

Religious printed matter or religious audio-visual products whose contents are detrimental to the public interests of Chinese society are forbidden to bring into Chinese territory.

**Article 7** Aliens within Chinese territory shall recruit the persons to study abroad to be trained as religious personnel, or come to study or teach at Chinese religious institutions in accordance with the relevant provisions of China.

**Article 8** Aliens who conduct religious activities within Chinese territory shall abide by Chinese laws and regulations, shall not establish religious organizations, set up religious offices, sites for religious activities or run religious institutions within Chinese territory, not may they develop followers , appoint religious personnel or engage in other missionary activities.

**Article 9** Where aliens conduct religious activities that violate these Provisions, the departments of religious affairs and other related departments of the people's government at or above the county level shall dissuade or stop them; where those activities violate the control of the entry and exit of aliens or administration of public security, the public security organs shall punish them in accordance with the law; where a crime is constituted, they shall be investigated for their criminal responsibility by the judicial organs.

**Article 10** These Provisions are applicable to religious activities of foreign bodies within Chinese territory.

**Article 11** Chinese citizens residing abroad within Chinese territory , Taiwan residents on the Mainland, the residents of Hong Kong and Macao in



the inland shall conduct religious activities with reference to these Provisions.

**Article 12** The department of religious affairs of the State Council shall be responsible for the interpretation of these Provisions.

**Article 13** These Provisions shall enter into force as of the date of promulgation.