

**Regulations of Shenzhen Institute of Advanced Technology,  
Chinese Academy of Sciences on the Administration of Students**

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## Chapter I General

**Article 1** In order to maintain normal educational and teaching order, safeguard the legitimate rights and interests of students, and cultivate socialist builders and successors with comprehensive development in morality, intelligence, physical fitness, aesthetics, and labor, in accordance with the *Education Law of the People's Republic of China*, *Higher Education Law of the People's Republic of China*, and *Provisions on the Administration of Students in Regular Institutions of Higher Education* issued by the Ministry of Education, *Constitution of Shenzhen Institute of Advanced Technology*, *Chinese Academy of Sciences*, these Regulations are hereby formulated based on the actual situation of the institute.

**Article 2** These Regulations apply to all types of students, including students with academic status and students jointly trained with other universities.

**Article 3** The education shall adhere to the socialist direction of education, adhere to the guiding position of Marxism, fully implement the Party's educational policy, adhere to the fundamental principle of cultivating morality and people, take ideal and belief education as the core, cultivate and practice the socialist core values, promote the excellent traditional and revolutionary culture of China, the socialist pioneering culture, and cultivate students' sense of social responsibility, innovative spirit, and practical ability; shall adhere to the rule of law and scientific management, improve and perfect management systems, and standardize management behaviors; and shall integrate management with education, to continuously improve management and service levels.

**Article 4** The designated department is responsible for student management (hereinafter referred to as the "Student Management Department"), and it has research institutes, colleges, and academies responsible for student recruitment and training (hereinafter referred to as the "Student Training Department"). For implementing student management, it should respect and protect the legitimate rights of students, educate and guide students to fulfill their

obligations and responsibilities, encourage and support students in self-management, self-service, self-education, and self-supervision.

**Article 5** Students should support the leadership of the Communist Party of China during the semesters, strive to study Marxism-Leninism, Mao Zedong Thought, and the theoretical system of socialism with Chinese characteristics, study President Xi's thoughts on socialism with Chinese characteristics in the new era, and strengthen confidence in the path, theory, system, and culture of socialism with Chinese characteristics, and establish a common ideal of socialism with Chinese characteristics; shall establish a patriotic ideology with a spirit of unity, love for peace, diligence, bravery, and self-improvement; shall enhance the concept of the rule of law, abide by the Constitution, laws and regulations, abide by the *Provisions on the Administration of Students in Regular Institutions of Higher Education*, abide by rules and regulations, and have good moral qualities and behavioral habits; shall study hard, have the courage to explore, actively practice, and strive to master modern scientific and cultural knowledge and professional skills; and shall actively exercise our bodies, enhance physical and mental health, enhance personal cultivation, and cultivate aesthetic taste.

## **Chapter II    Rights and Obligations of Students**

**Article 6**    Students are entitled to the following rights during the semesters in accordance with the law:

1. To participate in various activities arranged by educational and teaching plan, and to use the educational and teaching resources provided by university;
2. To participate in social practice, volunteer service, work study assistance, entertainment and sports, scientific and technological cultural innovation, and professional competitions, and to receive employment and entrepreneurship guidance and services;
3. To apply for scholarships, scholarships, and student loans;
4. To receive scientific and fair evaluations in terms of ideological and moral character, academic performance, etc., and to obtain corresponding academic certificates and degree certificates after completing prescribed studies;
5. To organize and participate in student clubs in accordance with the law and regulations, to participate in the management in an appropriate manner, and to have the right to know, participate, express, and supervise matters related to the rights and interests of university and students;
6. To appeal to university or the education administrative department if they have objections to the handling or punishment given by university; and to appeal or file a lawsuit in accordance with the law if university or teaching staff infringe on their legitimate rights and interests such as personal rights and property rights;
7. Other rights stipulated by laws, regulations, and bylaws of university.

**Article 7** Students should fulfill the following obligations during the semesters:

1. To abide by the Constitution, laws and regulations, and abide by its rules and regulations;
2. To abide by academic ethics and complete the prescribed studies;
3. To cherish and maintain the reputation of university, and safeguard the interests of university;
4. To pay tuition fees and related fees in accordance with regulations, and to fulfill the corresponding obligations of obtaining student loans and financial aid;
5. To abide by student behavior norms, respect teachers, and cultivate good ideological, moral, and behavioral habits;
6. To take care of and use educational equipment and living facilities reasonably;
7. Other obligations stipulated by laws, regulations, and bylaws of university.

## **Chapter III Student Registration Management**

### **Enrollment and Registration**

**Article 8** New students should present the admission notice and other relevant documents issued by university:

1. According to the requirements and dates specified in the admission notice, report to the designated location for enrollment;
2. Those who are unable to report on time due to reasons should apply for leave in writing to the Student Management Department in advance, and the leave period should not exceed ten working days;
3. Those who have not taken leave or failed to report within the prescribed time limit shall be deemed to have waived their admission qualifications, except for legitimate reasons such as force majeure.

**Article 9** When new students register, the student management department should conduct a preliminary review of their admission qualifications. Those who pass the review should complete the admission procedures and be registered as students; and if it is found through review that the admission notice, candidate information, and other supporting materials of the new student do not match the actual situation of the student, or there are other violations of the national enrollment examination regulations, the admission qualification shall be cancelled with the approval of university.

**Article 10** After enrollment, the Student Management Department should conduct a comprehensive review of the student's identity information, final academic degree certificate, physical condition, and other aspects in accordance with relevant national and university's regulations within three months. The review mainly includes the following aspects:

1. Whether the admission procedures and procedures comply with national and university's enrollment regulations;

2. Whether the admission qualifications obtained are true and in compliance with relevant regulations;

3. Whether the personal and identity documents are consistent with the admission notice, candidate files, etc.;

4. Whether the physical and mental health status meets the physical examination requirements of the applied major or professional category, and whether it can ensure normal learning and life in university;

If it is found during the review that the student has engaged in fraud, favoritism, and other situations, it shall be determined that it is unqualified after review, and the student's enrollment shall be cancelled with the approval of university; and those with serious circumstances shall be transferred to relevant departments for investigation and handling.

**Article 11** New students can apply to retain their admission qualifications. During the period of retaining their admission qualifications, they do not have academic status and do not enjoy the treatment of students of university.

1. During the enrollment qualification review period, if students are found to be unsuitable for study in university due to their physical and mental conditions: if they can be cured in a short period of time after being certified by hospitals of Grade II, Grade A or above, the students themselves shall apply and retain their admission qualifications for one year after being examined by the student management department and approved by university;

Students who have been treated and recovered during the period of retaining admission qualifications should apply to the student management department for admission with the health certificate of the second-class and first-class hospitals before the expiration of the period of retaining admission qualifications; and after verification by the Student Management Department, the student is required to go to the designated hospital to pass the reexamination and confirm that the student can persist in his study before he can go through the admission formalities.



2. For new students who apply to join the People's Liberation Army of China (including the Chinese People's Armed Police Force) or start their own businesses, the students themselves shall apply and provide relevant proof materials. After being reviewed by the Student Management Department and approved by university, their admission qualifications shall be retained;

Those who have retained their admission qualifications for the Chinese People's Liberation Army (including the Chinese People's Armed Police Force) due to recruitment shall retain their admission qualifications for two years after retirement; and the period for retaining admission qualifications for independent entrepreneurship is one year.

3. New students should submit their admission application before the expiration of the retention period, and after being reviewed and approved by the Student Management Department, they can proceed with the admission procedures. Those who fail the review will have their admission qualifications cancelled; and those who fail to complete the enrollment procedures within the deadline and have no legitimate reasons for delay due to force majeure shall be deemed to have waived their enrollment qualification.

**Article 12** Students should complete registration procedures according to university's regulations for each semester. Those who cannot register as scheduled should apply for a temporary suspension of registration. Registration shall not be granted in any of the following circumstances:

1. Unable to register as scheduled and failing to complete the registration suspension procedures;
2. Failure to pay tuition and accommodation fees in accordance with regulations without justifiable reasons;
3. Those who should be given the treatment of withdrawal from university.

**Article 13** university shall provide educational assistance to students from economically disadvantaged families in accordance with relevant national regulations, ensuring that students do not give up their studies due to financial difficulties.

Students from financially disadvantaged families can apply for student loans, reduce or defer tuition fees, and register after completing relevant procedures.

### **Assessment and Performance Record**

**Article 14** Students should participate in the assessment of the courses specified in the training plan and various educational and teaching links (hereinafter referred to as courses); and there are two types of assessment: examination and review. The Student Management Department should truthfully and completely record the student's academic performance, record it in the student's transcript, and annotate the scores obtained through make-up exams or retakes. Student transcripts, graduation dissertation proposal mid-term defense, and other related materials should be included in my personal file:

1. The assessment methods and performance evaluation methods, as well as whether those who fail the assessment will retake or make up the exam, shall be handled in accordance with the relevant regulations of university;

2. The assessment and appraisal of students' ideological and moral character shall be based on Article 5 of these Regulations, and shall be conducted in the form of personal summaries, democratic evaluations by faculty and students, etc.;

3. University provide integrity education to students therein, and the Student Management Department shall record integrity information on their academic, academic, and moral aspects in an appropriate manner, serving as an important basis for assessing and evaluating their ideological and moral character; and those who engage in serious dishonesty shall be dealt with in accordance with the relevant regulations of university;

4. Students can cross university courses according to inter university agreements between university and other higher education institutions, and the course grades and credits taken at other universities will be recognized after being reviewed by university;

5. Where a student seriously violates the assessment discipline or cheats, the assessment score will be recorded as zero or failing, and corresponding disciplinary action will be given depending on the severity of the violation or cheating;

6. Students who are placed on probation or punished below due to serious violation of examination discipline or cheating shall seriously repent and guarantee that they will not make mistakes again, and university may give them the opportunity to make up the examination or retake it. If they do it again afterwards, the assessment score will be cancelled and no longer be given the opportunity to make up or retake the exam.

**Article 15** The requirements for the courses or grades to be taken by students in each semester or academic year, as well as the requirements for promotion, skipping, repetition and demotion, shall be stipulated separately.

**Article 16** university encourages students to participate in innovation, entrepreneurship, social practice and other activities. to establish files for innovation and entrepreneurship; and activities such as innovation and entrepreneurship and social practice related to professional learning and academic requirements can be converted into credits, which shall be implemented in accordance with the relevant provisions of university.

**Article 17** If a student suspends his studies due to withdrawal from university or other circumstances, the courses he has taken and the credits he has obtained during his study in university shall be recorded. If a student re-takes the entrance examination, meets the admission requirements and re-enters university, he or she has obtained credits, which are recognized by university. The specific measures will be stipulated separately.

**Article 18** Students should participate in the activities specified in the education and teaching plan on time. Those who cannot attend on time should take leave in advance and obtain approval. Students who are absent without approval or for no reason will be subject to criticism, education, or disciplinary action by university depending on the circumstances, until they are expelled.

### **Major Adjustment and Transfer**

**Article 19** Based on the principle of mutual selection between students and supervisors, before students enter the stage of graduate dissertation research and learning, the Student Training Department should determine and record the supervisors for students.

**Article 20** The change of student's supervisors shall be carried out in accordance with relevant regulations in the following situations:

1. Where a student requests to change the guidance teacher, the student shall submit a written application in person. Where the Student Management Department deems the reasons sufficient, it can be processed with the consent of the new supervisor;

2. Where the supervisor proposes to terminate the guidance relationship, the Student Management Department may allow students to choose a new supervisor based on specific circumstances;

3. Where the Student Training Department proposes to change the supervisor, the student's consent shall be obtained;

4. The Student Management Department shall change the supervisor or make other corresponding adjustments based on the principle of not affecting the relevant students' studies.

In case of the above circumstances, according to the relevant provisions, students who cannot re-determine the supervisor within three months should be treated as withdrawal from university.

**Article 21** Where there is no special reason for students to complete their studies during their study period, they should generally complete their studies in the subject of admission. According to the development needs, or in case of special circumstances such as the transfer of supervisors, students can apply for adjustment of their major.

The adjustment of students' majors is carried out in the following situations:

1. The adjustment of a student's major within a first-level discipline shall be approved by the Student Training Department and reported to university for the record.

2. If the student's major is adjusted across a first-level discipline, the student's individual training plan shall be revised in accordance with the training plan of the discipline to be adjusted and the requirements of the supervisor before applying for the adjustment of the major. It shall be preliminarily reviewed by the Student Training Department and submitted to university for review and approval.

3. Before applying for the adjustment of the major, the individual training plan of the students should be revised according to the training plan of the subject to be adjusted and the requirements of the supervisor. After the preliminary review by the Student Training Department, it shall be reviewed by the meeting of the Degree Evaluation Committee to be transferred and submitted to university for approval.

The implementation measures for the selection of major and minor double majors/double degrees for undergraduate students shall be stipulated separately.

**Article 22** No application for professional adjustment shall be made in any of the following circumstances:

1. Apply for inside 6 months before graduation is registered;
2. Discipline degree majors shall be adjusted to academic degree majors;
3. If there are relevant national regulations or clear agreements with the Student Training Department before admission;
4. Without other justifiable reasons.

**Article 23** Students should generally complete their studies at university without special reasons during the semester. Where there are special difficulties that make it impossible to continue studying in the admitted training department, the training department may be changed with the consent of the transfer-out unit and the transfer-in unit and the confirmation of the reasons by university.

**Article 24** The training department shall not be changed if a student encounters one of the following circumstances:



1. Those who have not completed one semester of enrollment;
2. There is a clear agreement with the student training department before admission;
3. Those who should be expelled from university;
4. Apply for inside 6 months before graduation is registered;
5. Without other justifiable reasons.

**Article 25** Students who are unable to continue their studies at university due to illness, special difficulties, or special needs, or who do not meet university's learning requirements, may apply for transfer. Specific requirements shall be handled in accordance with relevant regulations of the state and education administrative departments.

**Article 26** The application for transfer to university shall be discussed and decided by the principal's office, and the students who apply for transfer shall first pass the review of the Degree Evaluation Committee. The student shall not be transferred in university in any of the following circumstances:

1. Those who have not completed one semester of enrollment or one year before graduation;
2. Those from provinces where the source of students does not belong to the corresponding year of university's college entrance examination enrollment;
3. Undergraduate students whose college entrance examination scores are lower than the admission scores of the same major in the corresponding year of the same source of students in university;
4. Graduate students who have been transferred out of university or whose admission control standards are lower than those of the relevant majors of university;
5. Those with lower education levels shall be transferred to higher education levels;
6. Those should be expelled from university upon transfer;
7. Those admitted through targeted employment enrollment;
8. Without justifiable reasons for transfer.

**Article 27** Students transferred to university shall complete their studies within the maximum number of years of study in accordance with the provisions of university's education, teaching and related training plans. The maximum number of years of study is calculated from the time the student is enrolled in university of transfer.

**Article 28** university shall publicize the transfer of students, and within three months after the transfer is completed, the transferring college shall report to the provincial education administrative department where it is located for record.

### **Suspension and Resumption**

**Article 29** Students who are unable to persist in their studies due to entrepreneurship or other personal reasons may suspend their studies upon application by themselves, review by the Student Management Department and approval by university; and for special reasons, if the Student Management Department considers that they should suspend their studies, they may suspend their studies upon proposal by the Student Management Department and approval by university:

1. Suspended students should go through the formalities to leave university and retain their academic status during the suspension period;
2. During the period of student leave, students are not entitled to the treatment of students studying in university. Medical expenses for students who are absent due to illness shall be handled in accordance with relevant national and local regulations;
3. Students who take a leave of absence from university are generally limited to six months, with a maximum of one year for graduate students and two years for undergraduate students;
4. If a student commits any illegal or disciplinary behavior during the suspension period, corresponding disciplinary action shall be given.

**Article 30** Students should submit an application to the student management department within ten working days before the expiration of the suspension period, and only after the examination and approval of the Student Management Department and university, can they resume their studies. Students who apply for resumption of their studies due to sick leave at the end of the semester shall be reexamined and qualified by hospitals at or above the second level designated by university.

**Article 31** Students should participate in the Chinese People's Liberation Army (including the Chinese People's Armed Police Force) and retain their academic status for two years after retirement. During the retention of student status, the Student Management Department should establish a management relationship with the actual unit they are in.

### **Drop-out**

**Article 32** If a student has one of the following circumstances, he shall be given the treatment of dropping out of university:

1. An undergraduate student who has not obtained a total of 20 credits (inclusive) or more during his or her stay in university;
2. A master's graduate student (hereinafter referred to as a master's student) who has failed two degree courses in one semester, must retake the failed degree courses, and still has failed one degree course after retaking; or who has failed three or more degree courses accumulatively within the number of years of study;

3. Where a doctoral student (hereinafter referred to as a Ph.D. student) fails to pass the examination of one degree course, he or she must retake the course and still fails after retaking the course, or fails to pass two degree courses accumulatively within the number of years of study;

4. Those who, after assessment, are deemed unsuitable for further training in their graduation dissertation work;

5. Those who have not completed their studies within the prescribed maximum length of study (including leave of absence);

6. If they have taken a leave of absence or their student status has expired, and they have not submitted an application for resumption of study within the prescribed time limit, or if their application for resumption of study is found to be unqualified after review;

7. Those who have been diagnosed by a hospital designated by university and are unable to continue their studies in university due to illness or accidental disability;

8. Those who have not taken leave or left university without approval for ten consecutive working days, and have not participated in the prescribed teaching and scientific research activities;

9. Those who fail to register within the prescribed period without justifiable reasons.

**Article 33** If a student applies for withdrawal from university, he or she shall go through the withdrawal formalities after the approval of university.

**Article 34** The withdrawal of a student shall be proposed by the Student Management Department and decided by the president's office meeting or a special meeting authorized by the president.

1. For students who drop out of university, university shall issue a decision to drop out of university and deliver it to the student; if the student refuses to sign for it, it shall be served in the form of lien; if the student has left university, it may be served by mail; and if it is difficult to contact, it shall be served by public announcement.

2. Students who drop out of university shall go through the formalities of dropping out of university within the time limit prescribed by university. Graduate students who drop out of university and are eligible for employment according to their existing graduation qualifications and employment policies shall apply to the provincial graduate employment department where university is located to handle relevant procedures; and where there is no employer within the prescribed time limit of university, the student shall complete the procedures for dropping out and leaving university.

3. The files of dropouts shall be returned by university to their home location, and their household registration shall be moved back to their original registered residence or registered permanent residence in accordance with relevant national regulations.

4. Dropout students should complete the required procedures and leave university within one week from the date of university's approval or withdrawal decision.

**Article 35** For students who drop out of university, if they have completed their studies for one year or more, completed the training plan requirements, and passed the grades, university will issue a certificate of dropout; if the study period is less than one year, a study certificate shall be issued; and those who leave university without approval will not be issued a certificate of completion or a certificate of study.

### **Graduation and Completion**

**Article 36** The learning time required for students to complete the content specified in their subject training program (hereinafter referred to as the academic system) is generally determined and recorded by the Student Management Department in advance during the enrollment and admission stage. The academic system for each type of student is as follows:

1. Undergraduate students have a four-year academic system;
2. For Ph.D. students admitted through regular recruitment and master's and doctoral programs, the academic system is three or four years;
3. Ph.D. students recruited through direct doctoral programs have a academic system of five or six years;
4. Master's students have a academic system of two or three years;
5. The academic system for master's students of the minority backbone program who need to participate in intensive training is four years, and that for master's students of the minority backbone program who do not participate in intensive training is three years.

**Article 37** Students who fail to complete their studies within the longest period of study should be expelled.

1. The maximum length of study for undergraduate students (including leave of absence) shall not exceed six years;

2. The maximum length of study (including leave of absence) for master's students with a two-year academic system shall not exceed three years; and the maximum length of study (including leave of absence) for master's students with a three-year academic system shall not exceed four years;

3. The maximum length of study (including leave of absence) for Ph.D. students admitted through regular examinations shall not exceed six years;

4. The maximum length of study (including leave of absence) for Ph.D. students recruited through direct doctoral programs (hereinafter referred to as direct Ph.D. students) shall not exceed eight years;

5. Ph.D. students recruited through the combination of master's and doctoral studies (hereinafter referred to as Master. Ph.D. students), including the longest duration of study (including leave of absence) during the master's stage, shall not exceed eight years;



6. The maximum length of study (including leave of absence) for minority backbone master's students who need to participate in centralized and strengthened training shall not exceed five years; and the maximum length of study (including leave of absence) for master's students of ethnic minority backbone programs who do not participate in centralized intensive training shall not exceed four years.

**Article 38** Ph.D. students recruited through the combination of master's and doctoral studies and direct doctoral studies, who are deemed unsuitable for pursuing a doctoral degree by the Student Training Department, may convert their doctoral status into a master's status after approval by university.

Generally, Master. Ph.D. students can apply to become master's students after two years of transitioning from master's to doctoral, and should complete their studies as master's students within one year; and direct Ph.D. students can generally apply to become master's students after four years of enrollment, and should complete their studies as master's students within one year.

**Article 39** According to the training plan, students who have completed the required courses and required credits within the longest duration of study, completed their graduation dissertation and passed the defense in accordance with the regulations, are approved by the Student Management Department and submitted to university for approval before graduation, are allowed to graduate. Students who have excellent grades and outstanding performance in the academic system and meet the graduation requirements ahead of time can graduate ahead of time, up to one year ahead of time, after being reviewed and approved by the relevant Degree Evaluation Committee and submitted to university for approval.

**Article 40** According to the provisions of the training plan, graduate students who have completed the course study and compulsory credits within the maximum number of years of study, completed the graduation/dissertation according to the provisions, but failed to pass the defense, are allowed to complete the course after being reviewed by the Student Management Department and approved by university. After completion, graduate students will no longer make up for the graduation dissertation defense and will not renew their diplomas.

**Article 41** The relevant requirements for the completion of undergraduate student courses shall be stipulated separately.

### **Academic Certificate Management**

**Article 42** university will issue a certificate of completion to the students who are allowed to complete the course, and the time of completion will be filled in according to the date of issuance.

**Article 43** university will issue a diploma to the students who are allowed to graduate, and the graduation time will be filled in according to the date of issuance.

Students who are allowed to graduate may apply for a degree according to the regulations. university will issue degree certificates to students who meet the requirements of degree award.

**Article 44** While completing the courses and dissertations of this major, students who minor in other majors according to the relevant regulations of university and meet the relevant requirements of the major will be issued corresponding minor certificates by university.

**Article 45** university should implement the management system of electronic registration of students' status and academic qualifications in higher education, and complete the electronic registration of students' status and academic qualifications in time. university should fill in and issue academic certificates, degree certificates and other academic certificates in strict accordance with the types of running schools and learning forms determined at the time of enrollment, as well as the personal information filled in by students at the time of enrollment.

For those who have obtained admission qualifications or academic status in violation of national enrollment regulations, their academic status shall be cancelled and no academic or degree certificates shall be issued; and the issued academic certificates and degree certificates shall be revoked by university in accordance with the law. For those who obtain academic certificates or degree certificates

through academic misconduct such as cheating, plagiarism, or other improper means, university shall revoke them in accordance with the law.

If the revoked academic certificate or degree certificate has been registered, university shall cancel it and declare it invalid to the education administrative department.

**Article 46** If the graduation, graduation, or degree certificate is lost or damaged, the student shall apply to the Student Management Department. After verification by university, a corresponding certificate can be issued, which has the same legal effect as the original certificate.

## **Chapter IV Campus Order and Extracurricular Activities**

**Article 47** university shall maintain normal education and teaching as well as campus order in accordance with the law, ensuring the normal learning and life of students.

**Article 48** university supports the establishment of student unions at all levels:

1. Student unions are democratically elected by students;
2. The student union accepts the leadership of university, party committee, student management department, and guidance from the Communist Youth League organization and higher-level student unions;
3. Student unions should actively promote students' "self-education, self-management, self-service, and self-supervision".

**Article 49** Students can form and participate in student groups within university:

1. Students who set up student groups shall submit a written application for approval in accordance with the relevant provisions of university and the Student Management Department;
2. Student organizations should operate within the scope of the Constitution, laws, regulations, and the management system of university, and accept leadership and management;

**Article 50** Students are not allowed to engage in illegal activities such as drinking, fighting, gambling, drug use, spreading, copying, and selling illegal books, magazines, and audiovisual products; not allowed to participate in illegal pyramid schemes and engage in cult and feudal superstition activities; and it is prohibited to engage in or participate in activities that damage the image of college students and are contrary to social order and good customs.

If university discovers that a student has engaged in illegal activities on campus, or if a serious mental illness may cause harm to others, it may take necessary measures in accordance with the law or assist relevant departments in taking necessary measures.

**Article 51** university supports students and student groups in carrying out extracurricular activities. university encourages academic, technological, artistic, entertainment, sports and other activities that are beneficial to physical and mental health; and encourages, supports, and guides students to participate in social practice, social services, and carries out work study activities. university should provide necessary assistance based on the actual situation:

1. Students engaging in extracurricular activities shall not affect the normal order of education, teaching, and daily life;

2. If a student undertakes part-time social work in their spare time, they shall file a record with the Student Management Department and assume corresponding legal responsibilities and obligations;

3. Students participating in work study activities shall comply with laws, regulations, and the management system of university and the employer, and fulfill the relevant agreements of work study activities;

**Article 52** No organization or individual is allowed to engage in religious activities within university.

**Article 53** Students who hold large-scale gatherings, marches, demonstrations, and other activities should obtain approval in accordance with legal procedures and relevant regulations. university should dissuade or stop those who have not been approved in accordance with the law.

**Article 54** Students should comply with the relevant regulations of the country and university regarding the use of the internet, and are not allowed to log in to illegal websites or disseminate illegal text, audio, video materials, etc., are not allowed to fabricate or disseminate false or harmful information; and do not attack or invade other people's computers and mobile communication network systems.

**Article 55** Student dormitories are public places where students live, study, and rest. Students should abide by dormitory management regulations, not engage in behavior that obstructs others, not engage in business activities, and not disclose privacy. Specific regulations will be made separately.

## **Chapter V Rewards and Punishments**

**Article 56** university should regularly conduct comprehensive assessments of students, awarding honorary titles such as "Three Good Students", "Three Good Student Pacesetters", "Excellent Student Cadres" and "Excellent Graduates", awarding certificates, medals, scholarships and other forms. Students with all-round development in morality, intelligence, physique, aesthetics and labor or outstanding

performance in Ideological and moral character, academic achievements, scientific and technological creation, sports competitions, literary and artistic activities, voluntary service and social practice should be rewarded and praised. Specific selection methods shall be stipulated separately.

**Article 57** university shall give students who violate the law, regulations, and disciplines a critical education or take disciplinary action against them. Disciplinary action against students shall be based on proper procedures, sufficient evidence, clear basis, accurate determination of the nature, and appropriate punishment. Disciplinary action against students shall be commensurate with the nature of the student's violation of the law, regulations, and disciplines and the severity of the fault. Specific implementation measures shall be stipulated separately.

**Article 58** For the reward and punishment materials of students, the Student Management Department shall, in accordance with the relevant provisions, truthfully and completely include them in the documents and files of the students themselves.

## Chapter VI Student Complaints

**Article 59** university should set up student complaint handling committee according to their jurisdiction, and according to the principle of "who approves, and who accepts", accept students' complaints about cancellation of admission qualification, cancellation of student status, withdrawal from university, or violation of rules and regulations. The student complaint handling committee is composed of the person in charge of the department, the person in charge of the functional department, the representative of the teacher, the representative of the student, and the person in charge of the relevant institution responsible for legal affairs, and may invite experts in law and education from outside university to participate.

**Article 60** Where a student has any objection to the decision of cancellation of admission qualification, cancellation of student status, withdrawal from university or punishment, he or she may, within ten working days from the date of receiving the decision, submit a written appeal to the student complaint handling committee of the unit that has made the decision:

1. The student complaint handling committee shall review the complaint lodged by the student, and make a conclusion of the review and inform the complainant within 15 working days from the date of receiving the written complaint;



2. After review, the student complaint handling committee considers that the facts, basis and procedures of the handling or punishment are inappropriate, and puts forward the review comments suggesting revocation or alteration, which shall be submitted to university's office meeting for re study and decision;

3. Where students have objections to the review decision, they may file a written appeal to university's student complaint handling committee or higher-level education administrative department within fifteen working days from the date of receiving the review decision;

4. From the date of submission of the decision or review decision, if the student fails to lodge an appeal within the appeal period, university will no longer accept the appeal.

## **Chapter VII Bylaw**

**Article 61** The administration of students from Hong Kong, Macao, Taiwan and overseas Chinese, overseas students and non-academic education students who receive academic education in university shall be carried out with reference to these Regulations.

**Article 62** The Student Management Department shall establish and improve corresponding rules and regulations in accordance with these Regulations and in light of the actual situation of the unit, publish them to students in time, and copy them to university for the record.

**Article 63** The Students' Affairs Department shall be responsible for the interpretation of these Regulations, which shall be implemented as of the date of issuance.