



浙江财经大学
ZHEJIANG UNIVERSITY OF FINANCE & ECONOMICS

浙江财经大学国际学生手册

International Student Handbook of
Zhejiang University of Finance and Economics



2025

学生声明

Statement

本人已收到浙江财经大学国际学生手册；我将仔细阅读并遵守手册内所有的规定。

I have received the International Student Handbook of Zhejiang University of Finance and Economics; I will read and comply with all the provisions stipulated in the Handbook.

学号

Student ID: _____

姓名

Name: _____

国籍

Nationality: _____

护照号码

Passport Number: _____

签字

Signature: _____

日期

Date: _____

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一、报到与注册

新生报到注册

1.新生报到需持护照及首页复印件、入境签证页复印件、入境章页复印件、《录取通知书》、JW201 或 JW202 表、相关证书原件等材料，在规定时间内到浙江财经大学国际学院报到。报到时需提交学历证书、毕业证书、成绩单、语言水平证明原件核验，目前在华就读学生还需提供转学证明（含出勤率）。若存在材料造假、未按要求提交文件或未通过体检等情况将取消入学资格。

2.报到时需出示学费缴费收据或银行相关交款证明，国际学生可通过国际汇款、中国境内银行转账、支付宝等形式缴纳学费，也可在《录取通知书》规定的报到时间内现场缴纳学费。

3.请在规定时间内报到，不允许提前报到，因故无法按时报到的新生需提前向学校提出申请，无故逾期两周未报到者，按自动放弃入学资格处理。

4.国际学生《录取通知书》以盖有浙江财经大学录取专用章的为准，其他任何单位或个人出具的文件均无效。

新生始业教育

新生入学后，学校将组织国际学生进行始业教育，内容包括中国有关法律、法规宣讲，校内规章制度介绍，校内外住宿管理规定、签证保险等内容。具体安排将在报到时提供或请及时关注新生钉钉群信息公告。每位新生必须按时参加所有始业教育活动，以确保全面了解学校的相关规定和中国的法律法规，顺利开启留学生涯。

在校生报到注册

新学期开学时，在校生须在规定日期持学生证和护照到国际学



院报到注册，查验护照和居留许可有效期，核对住址、联系方式等个人信息，缴纳学费和购买保险，学生证加盖注册章后方为有效。不能及时报到的同学需在开学前，通过请假单、电子邮件等书面形式向辅导员请假，获得批准方视为有效。根据《浙江财经大学国际学生学籍管理规定》，未请假离校连续 2 周、未参加教学活动且没有完成报到注册的同学，将给予自动退学处理，已办理的居留许可或已延期的签证报杭州市公安局出入境管理局注销。

二、体检、居留许可及签证

体检

持 X1/X2 签证入境的国际学生新生和居留许可即将过期申请延期的老生，均需在华进行体检，通过体检并获得《外国人体格检查记录》后才能办理居留许可。新生入学体检不合格者，应立即退学回国。如患有其他疾病，经医疗单位证明，短期治疗可达到健康标准的，经本人申请，由学校批准，可准许保留入学资格一年。保留入学资格的留学生，必须在下学年开学前两个月向学校提出申请，经医院证明，学校复查合格者，方可重新办理入学手续，复查不合格或逾期不办理入学手续者，取消入学资格。老生体检不合格者，应立即办理休学或退学离校手续，并在规定时间内离境，注销其居留许可。

体检地址：

浙江省中医院下沙院区体检中心：浙江省杭州市钱塘区 9 号大街 9 号

浙江国际旅行卫生保健中心：浙江省杭州市西湖区文三路 2 号

体检时间：

工作日周一至周五 8:00-11:00，下午不开展体检业务

如何预约：

扫描下发二维码，在微信公众号提前预约



体检费用：

500-600 元（含艾滋病、梅毒、毒品检测等必检项目）

携带材料：

护照原件及复印件（首页及签证页复印件）、3 张近期白底免冠证件照（尺寸：48mm×33mm）

注意事项

1.体检前应注意休息，清淡饮食，如身体不适请推迟体检。有高血压、糖尿病等慢性疾病需长期服药者，体检当日请按照常规服药，女性尽量避开经期。

2.空腹要求：体检前一晚 22:00 后禁食，可少量饮水；

3.报告领取：一般 3-5 个工作日后凭回执单领取，具体以回执单为准；

居留许可及签证**一、入境 X1、X2 签证**

学历生持 X1 签证入境，X1 签证有效期为 30 天，留学生需在 30 天内持相关材料前往钱塘新区公安分局出入境管理大队办理居留许可。

非学历生持 X2 签证入境，X2 签证有效期为 180 天，学习期限为一学期的学生，无需转成居留许可；学习期限为一学年的学生，需在 30 天内持相关材料前往钱塘新区公安分局出入境管理大队办理居留许可。

二、居留许可办理**（一）初次申请居留许可须准备材料**

- ① 录取通知书
- ② 《外国留学人员来华签证申请表》（JW201/JW202 表）
- ③ 有效护照、签证和复印件

- ④ 《杭州市留学生签证、居留许可申请书》
- ⑤ 《签证证件办理人员信息调查表》
- ⑥ 《境外人员住宿登记表》
- ⑦ 体格检查证明（学习一个学期以上的学生需要提供）
- ⑧ 白底彩色免冠 2 寸照片一张
- ⑨ 在华事务担保证明书（未满 18 周岁的学生）

从其他高校转学来我校学习，且期间未离境的学生，还需提供：

- ① 毕业证书或结业证书
- ② 转学证明（需体现到课率且到课率需高于 70%）

（二）在校生申请居留许可延长

已有居留许可的在校留学生，如继续在校读书或延长学习期限需要继续在华停留的，需在居留许可到期至少 2 周前，向留学生管理办公室提出申请。准备以下材料：

- ① 有效护照、居留许可和复印件
- ② 《杭州市留学生签证、居留许可申请书》
- ③ 《境外人员住宿登记表》
- ④ 《签证证件办理人员信息调查表》
- ⑤ 体格检查证明（6 个月有效期内）

属于以下情况之一，留学生管理办公室不予接受居留许可延期申请：

- 1.未按规定缴清学费、住宿费和保险费等费用者；
- 2.经常旷课，到课率低于 70%等不良学习表现者；
- 3.违反中国法律、校纪校规和学院相关规章制度者；
- 4.其他不符合申请居留许可延期的情况。

三、居留许可过期

来华留学生在华学习期间，如居留许可过期，须按如下步骤办理：

（一）缴纳罚款

前往下沙白杨派出所按有关规定接受过期处罚。

（二）申请新签证

居留许可过期时间不超过三个月（含三个月）时间的留学生，申请新签证时须准备以下材料：

- ① 有效护照、居留许可和复印件
- ② 《杭州市留学生签证、居留许可申请书》
- ③ 《境外人员住宿登记表》
- ④ 《签证证件办理人员信息调查表》
- ⑤ 体格检查证明（6个月有效期内）
- ⑥ 白杨派出所居留许可过期处罚单原件

四、居留许可注销

对因各种原因提前离校、休学、退学或被学校开除学籍的留学生，其所持居留许可有效期剩余时间超过1个月的，须按如下步骤办理居留许可注销手续，申请停留签：

- 1.向留学生管理办公室辅导员出具回国机票信息，并领取居留许可注销材料；
- 2.到钱塘新区公安分局出入境管理大队办理居留许可注销手续；
- 3.到留学生管理办公室办理离校手续，并在规定时间内离境。

五、护照遗失处理流程

留学生在学习期间丢失护照，请按照以下步骤进行处理：

- 1.到留学生管理办公室联系辅导员报告丢失护照，领取《在读证明》、《外国人临时住宿登记表》；
- 2.持《在读证明》、《外国人临时住宿登记表》前往护照丢失地派出所报案，领取《接出警证明》；
- 3.持《接出警证明》、《在读证明》、丢失护照首页复印件、原居留许可页复印件、最后一次入境章的复印件、《外国人临时住

宿登记表》到杭州市公安局出入境管理局报失，领取《护照报失证明》；

4.凭《护照报失证明》至本国驻华使、领馆补办新护照或出具使馆情况说明照会；

5.持新护照至留学生管理办公室领取居留许可办理材料；

6.前往钱塘新区公安分局出入境管理大队补办居留许可。

六、居留许可变更

在华学习的留学生持学习类居留许可在我校学习，本科生四年级和研究生三年级学生因课程规定需在校外实习者，需及时联系留学生管理办公室辅导员，变更学习类居留许可，申请实习类居留许可。原则上实习单位仅限于杭州市内，实习岗位需与留学生所学专业相匹配。

办理实习类居留许可所需材料如下：

- ① 护照原件及复印件
- ② 居留许可复印件、最后入境章复印件
- ③ 《杭州市留学生签证、居留许可申请函》
- ④ 《境外人员住宿登记表》
- ⑤ 《签证证件办理人员信息调查表》
- ⑥ 体格检查证明（6个月有效期内）
- ⑦ 实习派遣函（学院出具）
- ⑧ 实习接收函（公司出具）
- ⑨ 实习合作协议
- ⑩ 实习合同

七、办理地点及时间

1.杭州钱塘新区公安分局出入境管理大队

受理地址：杭州市钱塘区金沙大道 600 号东楼

受理时间：星期一至星期五，9:00-11:30 13:30-17:00

咨询电话：0571-89898582

2.白杨派出所

受理地址：杭州市钱塘区凌云街 728 号

受理时间：星期一至星期六，8:30-11:30 13:30-17:00

咨询电话：0571-86912110

八、居留许可办理费用

学院将为符合条件的学生办理有效期至多为 1 年的居留许可，钱塘新区公安分局出入境管理大队将对每次申请居留许可的留学生收取办证费：

- 1.有效期在 1 年（含一年）以内的，收费 400 元人民币；
- 2.停留签证（有效期 30 天内），收费 160 元人民币。

三、缴费及退费规定

浙江财经大学国际学生收费管理办法（摘录）

一、收费标准

1. 报名费是指招生录取过程中审核报名材料组织相关考核及寄送录取通知等成本支出而收取的费用。收费标准为 500 元/生。

2. 学费按以下标准收取：博士研究生学费按 3 万元/学年标准收取；硕士研究生学费按 2.2 万元/学年标准收取；本科生按 1.9 万元/学年标准收取；汉语言进修生按 1.7 万元/学年收取。学费的收缴年限按照国际“+”培养计划确定的学制计算。经批准延长学习期限的，延期毕业期间学费按照本科生 800 元/学期，研究生 1000 元/学期收取。

3. 住宿费按双人间 5000 元/人/年、三人间 3000 元/人/年、四人间 2000 元/人/年的标准收取。住宿时间不满一个学期的，按实际住宿时间结算，未办理离校手续的，寒暑假时间计为住宿时间。

4. 其他费用（如来华人员综合保险费、教材费、校内医疗费、伙食费、教学计划之外的实验、实习、专业参观等）按实际成本计价收费或代收。

二、收费管理

1. 国际学生学费、住宿费等费用一般按学年一次性收取，有特殊困难的可按学期收取；中途入学或复学的学历生，需交纳应缴学费后办理入学手续。

2. 国际学生应于每学年（或学期）开学后 2 周内缴清全部费用，未按规定交纳费用的学生不予办理报到注册，取消校级各类评奖评优的参评资格。

3. 通过跨境汇款交纳费用的国际学生，应按学年（或学期）应

缴额度汇款，学校以实际到账金额为准。学校根据实际到账金额与学生结算。

4.有特殊原因无法在规定时间内缴清学费者，经国际学院批准后可申请缓交，缓交最长期限不得超过开学后一个月，逾期未缴清全部学费者，按自动退学处理。

5.国际学生住宿费原则上不予缓交，有特殊困难时，经国际学院批准后，获批期限内可按月交纳，以后按正常学年（学期）收取。未按规定交纳住宿费者，学校将取消其住宿资格。国际学生如调整宿舍房间，调整前应结清不同价格类型房间差价。

6.国际学生凡毕业、结业、退学、转学时仍未缴清费用者，学校将不提供毕业证、结业证、学位证、成绩单、学习证明、转学证明等材料。

三、退费管理

1.国际学生发生休学、退学、转学等学籍变动情况的，须缴清所欠费用后方可办理相关手续。已收取的学费，根据学生实际学习时间，按月计收，多余部分退还学生。实际学习时间的起始时点为开学日，截止时点为办理离校手续日，30天为一个月（不足15天不计费，15天到30天按整月计费），一学年按10个月计算。

2.国际学生因毕业、结业、休学、退学等原因离校，须在离校手续办理后一周内办理退宿手续。已收取的住宿费，根据学生退宿时间，按月计收，多余部分退还学生，30天为一个月（不足15天不计费，15天到30天按整月计费）。

3.自动放弃或取消入学资格的新生，已交纳的报名费，不予退还。

4.有以下情形之一而退学者，无论学位生或者是进修生，学费均不予退还：

① 触犯我国法律或法规、违法违纪情节恶劣、后果严重的；

② 严重干扰和扰乱学校正常教学秩序、学校公共秩序、社会公共秩序的；

③ 连续旷课两周及以上的；

④ 一学期内无正当理由到课率未达到 70%的；

⑤ 超过国教院规定注册时间 2 周未注册且无正当事由的。

四、附则

1. 本办法未尽事宜参照国家和学校相关国际学生管理规定和财务管理规定办理。

2. 所有外文版仅作为参考，最终解释与执行以中文版为准。

3. 本办法自发布之日起施行。本办法由计划财务处、国际学院负责解释。

四、教学管理规定

浙江财经大学国际学生学籍管理规定

第一章 总则

第一条 为规范国际学生学籍管理，维护正常教学秩序，根据中华人民共和国教育部、外交部、公安部联合颁布的第42号令《学校招收和培养国际学生管理办法》、教育部颁布的第41号令《普通高等学校学生管理规定》、第50号文《来华留学生高等教育质量规范（试行）》和浙江省高教留管会发布的《浙江省高校招收和培养国际学生指导意见》，结合学校实际情况，制定本规定。

第二条 本规定适用于我校具有正式学籍的国际学生，包括本科层次国际学生（以下简称：国际本科生）、研究生层次国际学生（以下简称：国际研究生）。

第二章 学制与学习年限

第三条 国际本科生基本学制为4年，教学实行规定学制下的弹性学习年限制度，学习年限最长为6年。

第四条 学术型国际硕士研究生基本学制3年，最长在校学习年限为4年；专业学位型国际硕士研究生基本学制为2.5年的，最长学习年限为3.5年，基本学制为3年的，最长学习年限为4（从2021级研究生开始实施）

第三章 入学与注册

第五条 被录取的国际学生应持普通护照、来华学习签证、《外国留学人员来华签证申请表》（JW201或JW202表）、录取通知书、《外国人体格检查记录》和入学申请材料原件，在规定的时间内到校办理报到手续，同时缴纳学费、住宿费等，并按规定购买保险。

第六条 新生有下列情况之一者，取消入学资格：

- （一）未经学校批准无故逾期两周不报到者；
- （二）弄虚作假获得入学资格者；
- （三）报到后一个月内无法缴清学费等相关费用者；
- （四）体检不合格者；
- （五）不宜入学的其他情形。

第七条 注册

（一）新生应在教育部高等教育学生信息网国际学生学籍学历管理平台和校内国际学生管理信息系统进行网上注册。

（二）已取得学籍的国际学生每学期应按规定时间缴费注册。因故不能如期注册者，必须事先向国际学院办理请假或暂缓注册手续。未办理请假手续或请假未获准，两周以上（含两周）不注册者，作自动退学处理。

（三）未经注册或未按规定缴清学费者，不得参加学校的教学和各项活动，所取得的成绩和学分不予确认。

第八条 国际学生完成报到和注册手续后方可申请居留许可。

第四章 考勤与请假

第九条 国际学生均须接受考勤。凡培养计划规定的上课、实习等活动及学校（学院）规定必须参加的活动均属考勤范围，考勤工作由教学或活动组织者负责，国际学生辅导员配合。

第十条 国际学生因故不能出勤时，须事先办理请假手续，提供相应的请假证明，并将已批准的请假申请告知相关任课教师。除突发情况外，事后请假一律无效。

第十一条 国际学生请假须先征得任课教师同意，由辅导员审核。请假 1-3 天，由国际学院辅导员批准；请假 4-7 天，由国际学院分管学生工作的领导批准；请假 7 天以上，由国际学院负责人批准。

第十二条 国际学生有下列情形之一者不得参加课程期末考核，

课程成绩记为“取消”，按零分计入学分绩点统计：

- （一）旷课 3 次以上者；
- （二）学生因事、因病请假，累计超过课程教学时数的三分之一者；
- （三）全学期未完成作业超过三分之一或未完成课程实验者。

取消课程考核资格由任课教师填写《取消课程考核资格认定表》，由开课学院（部）签署意见后在课程结束前通知有关国际学生，报国际学院、教务处或研究生院备案。

第十三条 未请假或未准假而缺勤者，按旷课论处。未请假或未获准假离校连续 2 周末参加学校规定的教学活动者，按自动退学处理。

第五章 课程考核与成绩记载

第十四条 课程期末考核可以采用闭卷笔试、开卷笔试、口试、课程论文等多种形式。课程综评成绩由过程性评价所形成的平时成绩和期末考试成绩综合构成。平时成绩的比重为总评成绩的 40%-70%，具体比例由课程组、课程负责老师确定，学院（部）批准。

第十五条 国际学生所有学分课程都须进行考核。对国际本科生学习质量的考核采用绩点制，课程绩点根据该门课程的成绩确定。所有课程须经考核且成绩及格，方能取得该课程的学分和相应绩点；考核成绩不及格，必修课需按有关规定进行补考或重修，选修课可选择重修，也可选择修读其他课程，补考或重修合格，则获得该门课程的学分，课程绩点按 1.5 计算；考核成绩及格后进行的重修，绩点以第一次课程成绩计算。具体课程考核按《浙江财经大学本科生课程考核管理办法》执行。

（一）绩点的换算

百分制成绩	100-95	94-90	89-80	79-70	69-60	<60
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课程绩点	5.0	4.9-4.5	4.4-3.5	3.4-2.5	2.4-1.5	0.0
五级计分成绩	优秀(95)		良好(85)	中等(75)	及格(65)	不及格
课程绩点	5.0		4.0	3.0	2.0	0.0

(二) 一门课程(环节)学分绩点, 等于该门课程(环节)的绩点数乘以该门课程(环节)的学分数, 具体计算方法如下:

课程(环节)学分绩点=课程(环节)绩点×课程(环节)学分

平均学分绩点是衡量学生学习质量的主要指标, 可按学期或学年进行计算, 作为综合考评及奖励学生的重要依据。

平均学分绩点计算公式如下:

平均学分绩点=课程(环节)学分绩点总和÷课程(环节)学分总和。

第十六条 国际本科生修读课程所得的总学分绩点除以总学分数, 即得该生在校修读总平均学分绩点, 总平均学分绩点保留小数点后两位。

第十七条 国际学生应按时参加注册课程的考试。因病或其他特殊原因不能参加考试的, 可办理缓考手续。办理缓考手续, 应在该课程考试前填写《浙江财经大学课程缓考申请表》, 并附相关证明材料, 经批准后有效。未经批准而未参加考试的, 作旷考处理。

旷考、考试违纪的课程成绩记为“旷考”或“违纪”, 按零分计入学分绩点统计。在规定时间内未办理退课手续而不参加学习被取消考试资格者, 课程成绩记为“取消”, 按零分计入学分绩点统计。

缓考成绩以考试成绩评定, 不再和平时成绩综合评定; 补考成绩根据考试成绩评定, 60分(含)以上为合格, 60分以下为不合格, 并注明“补考”; 重修成绩按平时成绩和考试成绩综合评定, 并注明“重修”。

第十八条 国际学生应及时在教务管理系统、留学生管理系统中查询本人成绩和相关的补考信息。

国际学生对本校课程考试成绩有异议时，须在开学初两周内向课程任课教师所在学院（部）提出书面申请，填写《浙江财经大学查阅成绩（试卷）申请表》。学院组织人员核查试卷，查卷后确系教师判卷有误，须更正成绩，有关教师应在《浙江财经大学查阅成绩（试卷）申请表》上签字，所在学院分管院长签字后报国际学院。

本条只适用于查阅上一学期考试的课程。试卷不存放在本校的课程和超过规定期限的课程，不受理申请。

第十九条 因阅卷计分或登记造成国际学生成绩有误需更正时，教师须填写《浙江财经大学国际学生成绩更正登记表》，说明更正理由，学院（部）分管院长审定后盖章，系统管理人员才可进行成绩更正。

第六章 缓、补考和重修

第二十条 国际学生必修课程考核不及格的，有一次补考机会。但旷考、考试违纪、被取消考试资格、重修及缓考，不安排补考。

第二十一条 必修课程由学校统一组织缓考和补考，考试安排于开学初第一周公布。其它课程国际学生可以选择参加缓考或重修，如需参加缓考，应直接申请参加下一轮该课程开课学期的期末考核，无需选课和参加课程修读。

第二十二条 课程重修按学校课程重修相关管理办法执行。

第七章 学分认定、免修和免听

第二十三条 国际学生在其他大学（含境外）已修相同课程的，可申请学分认定。

学分认定程序：

（一）国际学生提交申请表、成绩单和课程大纲等材料；

（二）专业或教学课程所在学院组织专家进行课程认定和学分认定。国际学生所修课程的大学（含境外）及其学科的国际排名高于我校相应学科且课程相似程度高，可以直接认定课程及相应学分；

若国际学生所修课程的大学（含境外）排名低于我校或我校学科，须通过笔试、面试等方式评估，通过评估的，可认定课程及相应学分。

第二十四条 课程免修是指国际学生对某一门课程有一定的基础，已通过考核达到该课程教学计划的要求，申请免修取得该课程的成绩和学分。

符合下列条件者，可以申请免修。

（一）课程代码相同即课程名称、课程内容、课程学分、课程考核方式相同的课程可以相互免修。

（二）课程代码不同但课程名称、课程内容和课程考核方式相同的课程，原则上学分少的课程不能免修学分多的课程。

（三）课程代码不同但课程内容要求相近的免修，需经课程所在学院审核同意后方可申请免修，原则上学分少的课程不能免修学分多的课程。

第二十五条 申请免修须填写《浙江财经大学课程免修申请表》，经课程所在学院分管领导审批，报国际学院备案。免修申请须在开学后三周内办理。

第二十六条 重修课程与其他正在修读课程上课时间冲突，可办理该重修课程的免听手续。

第二十七条 申请免听须提出书面申请，经任课教师同意，课程所在学院分管领导审批，报国际学院备案，结果通知任课教师。免听手续应在开学四周内办理。

第二十八条 国际学生免听课程，必须按任课教师要求完成平时作业等过程考核环节。

第八章 转学与转专业

第二十九条 学校原则上不接收转学国际学生。特殊情况需转入我校学习的，须身体健康、品行良好、成绩优秀，无不良记录，

经转出学校推荐，我校专业所在学院、国际学院审核，由教务处或研究生院批准。

第三十条 国际学生新生注册学籍前可经过个人申请，国际学院招生办公室审核学习背景，满足拟转专业招生要求的可同意转专业。

第三十一条 已注册学籍的国际学生，因各种原因需要转换专业学习的，可申请转专业。国际本科生经原专业所在学院、接收专业所在学院同意，国际研究生经导师同意，专业所在学院及接收专业所在学院同意，国际学院审核，由教务处或研究生院批准。

第九章 休学与复学

第三十二条 国际学生有下列情况之一，应予休学：

（一）因病经指定医院诊断，须停课治疗、休养占一学期总学时三分之一以上者。肝炎、肺结核等传染病及严重精神障碍患者必须休学；

（二）一学期请病假、事假缺课累计超过学期总学时三分之一者；

（三）因怀孕等原因无法正常继续学业者；

（四）因家庭困难等特殊原因，经本人申请者；

（五）其他情况学校认为必须休学者；

第三十三条 国际学生休学须填写休学申请表，专业所在学院分管院长同意，国际学院批准，报教务处或研究生院备案。

第三十四条 学生在校期间可申请一次休学，一般以一年为期。休学时间计入国际学生学习年限，但不得超过最长年限。学期中办理休学者，该学期按休学计算。因休学而不能在规定的学习年限内完成学业者，根据具体情况按退学、结业或肄业处理。

第三十五条 国际学生在休学期间的管理责任由本人及其家属承担。休学期间违反校纪校规达到留校察看以上（含留校察看）处

分者，取消复学资格。

第三十六条 国际学生复学按下列规定办理：

（一）须在休学期满前一个月，填写复学申请表，办理复学手续。其中因病休学的国际学生须经本校医院或指定医院复查合格。超过规定期限不办理复学手续者，按自动退学处理。

（二）复学国际学生一般编入原专业相应年级学习，若相应年级无原专业，可视情况编入相近专业学习。

第十章 学业预警、退学警告与退学

第三十七条 为合理安排学习进程，督促国际学生在规定时间内完成学业，学校对国际本科生学业情况进行定期审核，根据审核结果对学生进行学业预警、退学警告、退学等处理。

第三十八条 不及格课程累计达到 24 学分的，向学生发出学业预警；不及格课程累计达到 36 学分的，向学生发出退学警告。

第三十九条 学业预警、退学警告由国际学生专业所在学院会同国际学院审核签发，通知学生本人。

第四十条 对有下列情形之一者，予以退学：

- （一）本科生不及格课程累计达到 48 学分者；
- （二）规定学习年限内未完成学业者（含休学、保留学籍时间）；
- （三）休学期满不办理复学手续或复学审查不合格者；
- （四）符合休学条件但不办理休学手续者；
- （五）一学年无故旷课超过该学年总学时三分之一者；
- （六）经指定医院诊断，患有疾病或伤残无法继续在校学习者；
- （七）超过学校规定期限未注册而又未履行暂缓注册手续者；
- （八）本人申请退学者；
- （九）因其他特殊情况，学校认为必须退学者。

第四十一条 办理程序：

- （一）国际学院每学期开学 1 个月内组织进行学业情况审核，

公布审核结果名单，向学生发出学业审核结果通知，其中退学警告以书面形式送达；

（二）申请退学者，由本人填写退学申请表，家长确认，经专业所在学院同意，国际学院会同教务处或研究生院、审核后，报分管校领导批准；

（三）其他退学者，经专业所在学院同意，国际学院会同教务处或研究生院根据有关证明材料提出处理意见，由校长办公会议或校长授权的专门会议研究决定。

（四）对作退学处理的国际学生，学校出具退学决定书并送交本人，同时报省教育厅、出入境管理部门备案。学生拒绝签收的，可以以留置方式送达；已离校的，可以采取邮寄方式送达；难以联系的，可以利用学校网站、邮箱等以公告方式送达。

第四十二条 国际学生对退学处理有异议的，可以在接到学校处理或者处分决定书之日起 10 日内，向学校国际学生申诉处委员会提出书面申诉。

第四十三条 被批准退学的国际学生，应在退学决定书送达之日起两周内办理退学手续离校。同时报出入境管理部门注销居留许可。

第十一章 毕业论文（设计）

第四十四条 国际本科生应完成毕业论文（设计）环节学习。第七学期，未获得课程学分累计达到 18 分者（不含在修课程），不得进入毕业论文（设计）与毕业实习环节学习。在学习期限内，具备资格后可申请进入毕业论文（设计）与毕业实习环节学习。

第四十五条 凡毕业论文（设计）不合格者，需向所在学院申请重做或补做毕业论文（设计），经答辩通过后方能毕业。

第四十六条 国际研究生应完成学位论文环节。未修满课程学分者，不得进入学位论文写作环节。在学习期限内，具备资格后可

申请进入学位论文环节。

第十二章 毕业、结业、肄业与学位授予

第四十七条 国际学生在学校规定年限内，修完注册专业培养方案规定的课程（环节），达到毕业要求，准予毕业，发给注册专业毕业证书。

第四十八条 凡在学制年限内无法修完培养方案规定课程（环节）的国际学生，在学校规定的学习年限内，可申请延长学习时间。申请延长学习时间应由本人提出，经专业所在学院和国际学院共同审核，报教务处或研究生院批准。延长学习时间者，须按规定交纳学籍注册费等费用。

第四十九条 修完注册专业培养方案规定的课程（环节），中文能力达到相应水平，未获记过及以上处分的，可以授予学位。

学生毕业前必须通过并获得以下 HSK 证书，否则将无法毕业。

A 本科英文授课：HSK4 级，达到 180 分及以上

B 本科中文授课：HSK5 级，达到 180 分及以上

C 硕士英文授课：HSK3 级，达到 180 分及以上

*注意：以上是对学历留学生的教学管理要求。

第五十条 因中文不合格而未获学位者，可在最长学习期限内通过相应等级汉语水平考试或评估后，向学校申请学位。

第五十一条 获记过及以上处分的，处分期限内表现良好，未有其他违纪行为，处分被解除的，由国际学院会同教务处或研究生院审核，学校学位评定委员会决定是否授予相应学位。

第五十二条 国际学生毕业须办理离校手续，凭离校通知单领取毕业证书和学位证书，国际学生身份终止，及时离开学校。学校不再为毕业生办理居留许可延长手续。

第五十三条 具有正式学籍的国际本科生，在规定的修业年限内，修完本专业培养计划规定的全部课程（环节），所得学分未达

到培养计划规定要求，作结业处理。

第五十四条 具有正式学籍的国际研究生，在规定的修业年限内，修满规定的学分，但未被同意进行学位论文答辩或学位论文答辩不合格者，发给结业证书，结业者可在一年内提请答辩一次，答辩合格者，经校学位评定委员会审批同意，可授予学位，发给硕士学位证书，同时换发毕业证书，毕业证书注明换发字样。

第五十五条 具有正式学籍的国际本科生，在作退学处理时，在校学习一学年以上者，可发给证明其实际修业年限的肄业证书；具有正式学籍的国际研究生，其他情况者，出具退学决定书及学业成绩单。

第五十六条 具有正式学籍的国际研究生，在校学习满一年及以上，完成培养计划课程学习要求且成绩合格，但因各种原因未能完成学业者，发给肄业证书。获肄业证书者，不予换发毕业证书及补发学位证书。学习不满一年者，发给写实性学习证明。

第十三章 附则

第五十七条 本规定经学校批准后自发文之日起开始执行，由国际学院负责解释。

浙江财经大学国际学生考勤管理工作细则

第一章 总则

第一条 为维护国际学生教育教学秩序，根据教育部、外交部、公安部联合制定的《学校招收和培养国际学生管理办法》、《来华留学生高等教育质量规范（试行）》（教外〔2018〕50号）和《浙江省关于加强高校国际学生招收和培养的指导意见》（浙高留分会〔2021〕004号），结合学校实际情况，制定本细则。

第二条 本细则适用于学校所有在校国际学生，考勤结果作为国际学生奖惩、居留许可办理等的重要依据。

第二章 考勤范围与计算

第三条 凡培养方案规定的课堂教学、实践教学等活动及学校规定必须参加的活动（含会议、文化活动等）均需组织考勤。

第四条 实行考勤的各项活动，学生不得无故缺席或迟到、早退；除特殊情况外，因故不能参加者，必须事先履行请假手续，否则按缺勤处理。

第五条 国际学生每周需完成1次“钉钉”人脸识别打卡签到，考勤结果纳入考勤汇总。

第六条 国际学生总出勤率是课堂考勤、活动考勤与“钉钉”签到三类出勤总学时与总应出勤学时之比。具体考勤计算方法如下：

（一）考勤计算的基本单位为学时；

（二）课堂教学考勤中，未履行请假手续、请假未获批准或超过假期未及时返校者计为旷课，旷课课时数每天超过4学时的，按实际授课时数计，不足4学时或无课每天按4学时计算；

（三）迟到、早退在15分钟以内按迟到、早退计，迟到、早退15分钟（含）以上45分钟以内的，按旷课1学时计，迟到、早退15分钟以下累计3次作旷课1学时计；

（四）学校、学院统一安排的活动（包括班会，会议，学术讲座、文化活动等），按实际时间折合为学时（45 分钟/学时）计；

（五）到校“钉钉”人脸识别签到按每周 3 学时计。

第三章 考勤程序与要求

第七条 国际学院是国际学生考勤管理的牵头部门，负责国际学生各类考勤表发放、收集、统计工作。

第八条 任课教师是课堂考勤的第一责任人，应严格落实课堂考勤要求，根据课程实际情况，采取点名册点名、“上课啦”签到、学生本人签到等方式做好考勤，认真做好考勤记录，记录旷课、迟到、早退及请假等。

第九条 任课教师应及时汇总考勤情况，定期向所在班级公布考勤结果，保证考勤数据的客观性和准确性。国际学生对课堂考勤有疑问的，任课教师应及时核实，并做好解释或更正工作。

第十条 国际学生活动组织者须做好活动考勤，国际学院须做好“钉钉”打卡签到，并及时汇总。

第十一条 班主任及国际学生辅导员要及时了解国际学生出勤情况，定期进行考勤抽查，对缺勤、迟到、早退的学生进行约谈，对屡教不改者按照有关规定进行处理。

第十二条 国际学生因故不能出勤时，须事先通过“上课啦”或“钉钉”等应用程序办理请假手续。未经请假或请假未获批准而没有参加教育教学计划规定活动的，按旷课论处。

第十三条 任课教师具有对学生课程请假的最终审批权。学生请假应在课前通过课堂考勤系统（“上课啦”应用）请假，附相关证明（如病假须附校卫生所或医院出具的需要休息证明），经任课教师同意后方可认定为请假。任课教师应认真审核学生请假事由，事由不充分者应予以拒绝。国际学生非课程请假由带班辅导员或相关领导审批。涉及节假日等正常离校的，学生必须按规定的要求和

时间执行。因故需提前离校、推迟返校者须主动向辅导员办理请假手续，请假时间一般不得超过两周。具体要求如下：

- （一）请假 1-3 天，由留学生辅导员审批；
- （二）请假 4-7 天，由国际学院分管学生工作负责人审批；
- （三）请假 7 天以上，由国际学院主要负责人批准。

第十四条 国际学生考勤要严格按照规定进行，不得出具虚假考勤数据或考勤统计。将手机交给他人代为打卡签到等考勤弄虚作假者、参与作假者均处警告以上处分。

第四章 考勤结果及应用

第十五条 国际学院负责做好考勤复核和汇总，并应及时向学生反馈考勤结果，对缺勤者做好批评教育，缺勤严重者要求提交个人检查，并给予相应纪律处分。

第十六条 考勤结果用于国际学生签证及居留许可办理。出勤率低于属地出入境管理要求者，原则上不予办理居留许可证件申请。特殊情况的，须如实填写出勤率，提交出入境管理部门审核。

第十七条 考勤结果用于奖学金评审。出勤率低于 70%者，取消其奖学金申请资格。

第十八条 无故缺勤的，视情节轻重应给予相应处理或纪律处分。

（一）新生未经学校批准无故逾期两周不报到者，取消入学资格；

（二）已取得学籍的国际学生因故不能如期注册者，必须事先向国际学院办理请假或暂缓注册手续。未办理手续，两周以上（含两周）不注册者，作自动退学处理。

（三）本科生因事、因病请假，累计超过课程教学时数的三分之一，或旷课 5 课时以上者，不得参加课程期末考核，任课教师应在教务系统中提交取消考试资格申请。研究生同一门课程缺勤次数

累计达三次（含）以上的，任课教师可取消其期末考核资格，该门课程成绩以零分计。

（四）学生一学期旷课累计达 10-19 学时，给予警告处分；旷课累计达 20-29 学时，给予严重警告处分；旷课累计达 30-39 学时，给予记过处分；旷课累计达 40 学时及以上者，给予留校察看处分。学生一学期平均到课率低于 70%，将视情节轻重可追加处分，给予严重警告直至开除学籍处分。

（五）未请假或未获准假离校连续 2 周，未参加学校规定的教学活动者，按自动退学处理。

第五章 附则

第十九条 本细则自公布之日起实施，由国际学院负责解释。原《浙江财经大学国际学生考勤管理办法（试行）》（浙财大国际〔2020〕13 号）同时废止。

浙江财经大学考场规则

1.考生凭学生证（或准考证）等有效证件参加考试，并将证件放在课桌右上角，便于监考人员检查，未带有效证件者，不得参加考试。

2.考生须按规定的时间提前 15 分钟进入考场。迟到 15 分钟以上者，不得参加考试，作旷考处理，考试 30 分钟后，准予交卷离场。

3.考生应听从监考人员安排，在指定的座位就坐。不听从监考人员安排者，监考人员可以取消其考试资格。

4.考生除必备的文具用品、试卷上规定允许使用的工具和开卷考试科目所允许的工具书和参考书以外，若将书包、书籍、笔记本、稿纸等物品带入考场，须在开考前按要求放置在指定位置，不得放在座位上或抽屉内。

5.考生不得将手机、电脑笔记本、电子词典等电子设备带入考场。若带入考场者须在开考前关闭后按要求放置在指定位置，否则视为违纪。

6.考生应保持考场肃静。除试卷分发错误或印刷模糊等问题可举手询问外，凡与试题有关的问题，监考人员一律不作回答。考试中，不准交头接耳，不准私自互借文具（包括计算器），不准偷看（旁窥）、夹带、抄袭或协助他人抄袭答题内容，不准传接与考试课程有关的资料或交换试卷、答卷、草稿纸，不准擅自离开考场，在开卷考试中不准借用他人的资料，不准在考试用课桌上、身上等涂写与考试有关的内容，不准在试卷或答卷上标记特殊信息，不准委托他人代交试卷或擅自将试卷、答卷带出考场或发生其它违纪行为。严禁请人代考或替他人考试。

7.考生须在试卷指定位置上正确填写本人姓名、学号等信息，答题一般须用钢笔、圆珠笔书写；除特殊要求外，用红笔、铅笔答

题的答卷视为无效。

8.提前交卷的考生，交卷后必须立即离开考场，不得在考场内外停留、喧哗，以免影响他人答卷；考试结束时间一到，考生须立即停止答卷，并将试卷翻放在桌上，待监考人员收卷清点后，方可离开考场。

9.考生如有违纪，按《浙江财经大学学生违纪处分条例》处理，并在全校予以通报。

10.省级以上（含省级）各类考试除有特殊规定外，亦按本规则执行。

11.本规则从2014年9月1日起开始执行，原《浙江财经学院考场规则》同时废止。

12.本规则由教务处负责解释。

五、住宿管理

浙江财经大学国际学生住宿管理规定

第一章 总则

第一条 为加强学校国际学生校内、校外住宿管理，根据教育部、外交部、公安部联合制定的《学校招收和培养国际学生管理办法》、《来华留学生高等教育质量规范（试行）》（教外〔2018〕50号）和《浙江省关于加强高校国际学生招收和培养的指导意见》（浙高留分会〔2021〕004号）等文件精神，结合学校实际情况，制定本规定。

第二条 国际学生住宿管理在学校安全保卫部、后勤服务中心统一指导与要求下开展，国际学院负责做好国际学生住宿人员管理及协调，鑫泽公司等做好国际学生公寓物业管理与服务。

第二章 住宿资格

第三条 持普通护照并在学校注册的外籍学生，可入住学校国际学生公寓。住宿时间不得超过学习时间和外国人居留证件有效时间。

第四条 原则上低年级学生均要求在校内住宿，高年级学生或实习生可有条件地允许申请校外住宿，延长学制学生不再提供校内住宿。

第五条 符合下列条件之一的国际学生，可申请校外住宿：

- （一）父母、配偶在杭州市有固定住所的；
- （二）有较严重的身体或心理疾病，校外住宿有利于康复的；
- （三）其他特殊情况必须在校外住宿的。

第六条 校内住宿容量足够时，汉语言进修生要求校内住宿，校内住宿容量不足时，汉语言进修生可按规定程序申请校外住宿。

第三章 校内入住与退宿

第七条 国际学生新生凭本人录取通知书和普通护照，到国际学院学生管理办公室，填写《国际学生住宿登记表》，办理登记入住手续。入住时签《国际学生公寓住宿协议》，并须缴纳 800 元住宿押金。

第八条 学生应服从国际学院与公寓管理人员的安排，按指定房间住宿，不得私自换房（床位）、转借他人居住或强占房间（床位），严禁留宿异性，严禁到异性住宿区域故意逗留或实施骚扰行为。

第九条 住宿费按学年或学期缴纳，未及时缴纳住宿费，且欠费三个月以上的，限期一个月内搬离。特殊情况未能按时缴纳住宿费的，需提出申请并签承诺书，批准后方可继续居住。

第十条 假期留校住宿的国际学生，须在学期结束前一周填写《国际学生假期留宿申请表》，由国际学院批准，报安全保卫部、鑫泽公司备案。

第十一条 中途退宿住校外者，须填写《国际学生校外住宿申请表》，到国际学生公寓办理退宿手续；毕业生离校前，持《浙江财经大学国际学生离校手续清单》，在规定时间内到国际学生公寓办理退宿手续，并由宿管员报鑫泽公司备案。

第十二条 学生退宿时，须由公寓管理员检查房间内的设施以及物品。若其使用的家具、物品、设备等有人为因素导致的物品缺失或严重损坏，需进行赔偿。押金多退少补。结清各项费用、交回寝室钥匙后给予办理退宿手续。

第十三条 退宿手续办理完毕 7 日内，学生应搬离国际学生公寓。遗留私人物品视为自愿放弃，学校有权处置。

第四章 校内住宿管理

第十四条 为确保公寓安全，国际学生公寓采用人脸识别门禁

系统。入住学生应自觉按照门禁系统识别要求出入。

第十五条 学生应自觉遵守公寓作息时间，周日至周四返回公寓时间不得晚于 22:30，周五、周六返回公寓时间不得晚于 23:30。如有特殊原因，须提前向辅导员报备。晚归者须给予教育、通报批评等处理，无正当理由晚归三次以上给予警告处分，屡教不改者，给予严重警告及以上处分。

第十六条 国际学生公寓实行来客登记制度。来访人员须将本人证件放在值班室，由被访人陪同并登记方可进入。公寓不得留宿外来人员。

第十七条 公寓管理人员、辅导员、安全保卫部工作人员等学校管理人员，因工作原因，可以在有人员陪同情况下，进入房间开展必要的安全等检查。

第十八条 学生应自觉加强安全防范意识。离开房间锁好门窗，贵重物品妥善保管。发现可疑人员及时通知宿舍管理员、辅导员等管理人员。

第十九条 学生应正确使用房内设备和公共设施，发现损坏及时报修。因使用不当等人为因素造成设备设施损坏的，照价赔偿，恶意损坏者，双倍赔偿。

第二十条 学生不得私自装修，不得破坏、改变房间结构和功能，不得私自拆卸床、衣柜等家具物品。

第二十一条 学生应保持房间干净整洁，垃圾投放指定地点，保障消防通道畅通，不得在公共区域存放个人物品或堆放杂物。

第二十二条 公寓内不得从事违法犯罪活动，不得进行赌博、酗酒等影响公寓公共秩序或他人身心健康的活动，公寓内不得私自开展营利性活动。

第二十三条 公寓内不得私藏和饲养动物，不得吸烟，不得大声喧哗、哄闹，不得进行其他可能妨害他人正常生活或休息的行为。

第二十四条 学生应增强消防意识，确保行为符合消防安全有关法规。违反消防安全行为包括但不限于：

- （一）吸烟；
- （二）故意损坏、遮挡、擅自挪动消防器材；
- （三）储藏或使用易燃、易爆、强腐蚀性物品；
- （四）将电动自行车电池带进宿舍充电；
- （五）使用大功率电器、私拉电线、损坏、私自改动供电线路、盗用公共用电。

第二十五条 公共厨房的开放时间为 7:00-22:00。使用期间须爱护厨房配备的设备设施，不得擅自拆卸、改装、损坏或占为己用，严禁使用酒精、液化气、炭火等明火燃料。

第二十六条 国际学院应会同有关部门，定期对学生公寓进行检查，开展卫生与安全等评比，重点关注大功率电器等消防安全隐患，及时通报检查结果，评比结果用于奖学金评选。

第二十七条 公寓安排楼长、层长，学生助管等，协助做好宿舍安全与卫生管理工作。

第五章 校外住宿管理

第二十八条 校外住宿要求：

- （一）原则上须在杭州市钱塘区范围内（实习除外），且离学校通勤距离一般不得超过 5 公里；
- （二）须由国际学生本人签订租房合同。

第二十九条 校外住宿申请流程：

- （一）填写《校外住宿申请表》（需家长或担保人亲笔签名的免责声明），提交国际学院学生管理办公室，获批后可签订租房合同；
- （二）提交租房合同（复印件），填写《校外住宿登记表》；
- （三）持本人护照、签署国际学院意见后的《校外住宿登记表》、

租房合同、免责声明、房东（或其亲属）身份证件复印件，到住宿地所在派出所办理相关手续，填写《临时住宿登记表》；

（四）持派出所签署意见的《临时住宿登记表》，报国际学院、学校安全保卫部备案。

第三十条 校外住宿规定：

（一）运用合理、合法、正当手段维护人身安全和财产安全，在与其他人产生纠纷时，冷静处理，紧急情况需及时联系国际学院学生管理办公室，或寻求公安机关帮助；

（二）自觉做好卫生管理，自觉遵守校纪校规，不参加任何非法活动；

（三）在手机号码及其他联系方式发生变更时，及时通知辅导员；

（四）在校外住宿地点发生变更时，需重新完成校外住宿申请流程；

（五）服从属地管理，自觉维护留学生群体和学校的声誉；

（六）按要求定期到校内参加考勤打卡。

第三十一条 单次申请校外住宿时间一般不少于 1 学期。申请校外住宿期满后，可申请校内住宿，也可继续按流程申请校外住宿。

第三十二条 校外住宿国际学生违反中国法律法规、校纪校规，情节较重者，取消其校外住宿资格，并根据相关规定加以处分。

第三十三条 校外住宿管理应建立校外住宿联系卡等规范台账，一人一档，详细记录校外住宿地点、合同时间、房东联系人、辖区派出所联系民警等信息，定期更新校外住宿学生清单。

第六章 附则

第三十四条 本管理规定自发布之日起实施，由国际学院负责解释。原《浙江财经大学国际学生校内住宿管理规定》（浙财大国际〔2023〕9 号）、《浙江财经大学国际学生校外住宿管理规定》（浙财大国际〔2023〕10 号）同时废止。

浙江财经大学国际学生校外住宿安全责任告知书

为进一步规范我校国际学生校外住宿的管理，保障学校正常的教学、生活秩序，维护国际学生的切身利益，根据《学校招收何培养国际学生管理办法》以及学校相关制度规定，对国际学生校外住宿期间的安全责任告知如下：

1.国际学生在校外住宿前应领取并如实填写《浙江财经大学国际学生校外住宿登记表》，国际学生应对所填写信息的真实性和完整性负责。

2.国际学生应签署安全责任告知书，表明对学校管理规定知情。

3.以上住宿登记表、安全责任告知书均应由国际学生本人向国际学院备案。

4.在校外住宿期间，国际学生应保持通讯畅通。电话号码如发生变更，应在2个工作日内通知辅导员，并在变更后3日内到国际学院备案。若未及时通知或者备案，产生的不利后果自行承担。

5.在校外住宿期间，国际学生应提高自身安全意识。注意防火、防盗、防毒品、防电信诈骗、防煤气中毒、防食物中毒、防交通事故、防人身侵害等。

6.在校外住宿期间，国际学生应当服从学校的教育和管理，及时完成各项学习任务，积极参加学校、学院和班级所组织的各项集体活动。

7.在校外住宿期间，一旦发生意外情况，国际学生应第一时间拨打相应的社会应急电话（公安机关报警电话：110 急救电话：120 消防报警电话：119）寻求帮助，并及时与辅导员取得联系，报告情况，以便获得更多帮助。

8.在校外住宿期间，国际学生应妥善处理与自身有关的一切事宜。如发生的人身伤害、财产损失、纠纷事故等，应自行承担 responsibility。



学校不承担任何责任。

9.本人及监护人已经阅读本安全责任告知书，已明白无误地知悉、理解此告知书的全部内容和含义并完全接受。此告知书一式两份，自签署之日起正式生效。

浙江财经大学国际学生公寓公共厨房使用须知

公共厨房是为方便国际学生日常生活而提供的公共场所，为杜绝安全隐患，保持厨房干净整洁，特制定使用规则如下：

1.公共厨房限时开放，请在规定时间内烹饪。开放时间：早上 6:00-晚上 22:00；同一时段内原则上使用人数不超过 8 人。

2.公共厨房内严禁使用酒精、液化气、炭火等明火燃料。

3.公共厨房内禁止吸烟、酗酒以及大声喧哗。

4.爱护厨房内公共设备，使用公共设备须按照正常操作流程，严禁中途离开。如遇故障，应立即报告管理员。

5.保管好橱柜/储物柜钥匙，所有炊具及烹饪物品须存放于橱柜或储物柜。如发现私自在寝室内违规存放或使用厨房电器，将没收违章电器，并予以处分。

6.自觉保持厨房内清洁卫生。使用厨房后须将灶台、水池、台面及地面等清理干净，并将垃圾投放入楼下垃圾箱内。严禁将剩饭、剩菜及杂物等倒入水池，如因此造成下水道堵塞，须由行为人负责疏通或承担疏通费用。

7.节约用水用电，及时关闭水龙头和电源。

8.离开时应整理好自己的物品，带出或者妥善存放于指定位置，不得随意将锅、碗等长时间摆放在厨房内，影响其他同学使用。

9.公共厨房实行卫生值日制，值日人员由学院统一安排、轮流担任。

10.值日人员有责任与义务监督所有使用厨房人员遵守相关规定，并在值日期间维护公共厨房的安全卫生。

“和合之家”使用须知

“和合之家”是浙江财经大学“一站式”学生社区的重要组成部分，设有会客交流区、运动娱乐区和阅读学习区，是中外学子交流学习休闲的活动空间。为规范“和合之家”的使用和管理，保持良好的学习生活环境，制订本须知。

一、开放时间

“和合之家”对中外学生免费开放，开放时间为每天 7:30-22:30。

二、爱护公物

爱惜活动室内公共设施设备，不得随意挪动，使用后须物归原貌。严禁将各类设施设备带出活动室。严禁在桌椅、墙壁、玻璃等表面涂写刻画。

三、节约用电

离开活动室时如室内无人，请随手关灯、关空调等电器设备。

四、讲究卫生

室内严禁饮食、吸烟、饮酒，不得随意丢弃垃圾。请保持桌面整洁，离开时带走个人物品和垃圾。

五、保持安静。

自觉维护秩序，保持室内安静。严禁室内播放音乐、大声喧哗、追逐打闹等行为。

六、安全使用

安全规范用电，严禁私拉电线或使用大功率电器。正确使用运动器材，避免危险动作。

七、遵纪守法

不得在室内从事宗教、赌博、涉黄等非法活动，违反者依法依规处置。

八、本须知由国际学生管理办公室负责制订、调整 and 解释，自公布之日起执行。

“和合之家”是中外学生学习、生活、交往的重要场所，是大家温馨的港湾，请大家相互监督、共同维护、携手创造美好的家园！

六、奖学金评审

浙江财经大学国际学生奖学金评审细则

第一章 总则

第一条 为鼓励在校国际学生努力学习、积极向上，提高我校国际学生的综合素质，激发国际学生的创新创业精神，发挥他们在各方面的特长，促进中外文化之间的交流，吸引更多优秀国际学生来我校学习，根据《浙江财经大学国际学生奖学金管理办法》（浙财大〔2020〕154号），特制定本细则。

第二条 本细则适用于本校正式注册的全日制来华国际学生本科生、硕士生、博士生及汉语进修学习时间一年及以上者。

第三条 国际学生奖学金评审过程坚持“公开、公平、公正”的原则，对国际学生日常表现、学业成绩和综合素质等方面进行全面考核，形成一个综合评价成绩，作为国际学生申报和评定各类奖学金及荣誉称号的主要依据。

第四条 奖学金设置：

新生奖学金分为特等、一、二、三等奖；新生奖学金根据学生前置学历学习期间的成绩、语言能力、荣誉特长等材料，由招生领导小组综合评定。

省政府奖学金分为省 A、B、C 三等奖，具体奖励人数根据浙江省政府来华留学生奖学金分配计划执行，其评审过程及结果公示纳入学历奖学金评审程序。

学历生奖学金分为特等、一、二、三等奖；具体奖励人数由学校国际学生奖学金评审小组根据每年实际情况拟定。

单项奖学金分为学术之星、体育之星、文艺之星、社会活动之星及创新创业之星。评比标准按照各项加分排名确定，具体奖励人

数由学校国际学生奖学金评审小组根据每年实际情况拟定。

第二章 指标体系

第五条 国际学生综合测评由日常表现、学业成绩和综合素质三方面组成。其中，日常表现占 25%，学业成绩占 50%，综合素质占 25%（具体比例根据实际情况可适时调整）。

第六条 国际学生各类加减分按项记入，本细则规定的加分值或减分值，均为未乘权数前的分值，各项成绩的总分均不超过 100 分：

国际学生综合测评成绩=日常表现分×25%+学业成绩分×50%+综合素质分×25%。

第三章 日常表现测评

第七条 日常表现测评分为：出勤情况、文明行为、集体活动等三个方面（日常表现测评不合格者不得参与奖学金评定）。上述三个方面的基本内容如下：

一、出勤情况

按时参加学校规定的各项教学和科研活动，不无故旷课、迟到，按时到校参加考勤打卡。

二、文明行为

学习目标明确，谦虚好学，认真刻苦，尊敬师长。遵守中国法律和公共秩序，认真遵守校纪校规、宿舍管理等各项规定。

三、集体活动

树立身心健康意识，建立良好的人际关系，积极参加课外体育活动、体育竞赛和各种文化、艺术和娱乐活动。

日常表现测评主要由国际学生工作办公室辅导员考核，总分为 100 分，出勤情况占 50%，文明行为考核占 30%，集体活动考核占 20%。测评分数低于 60 分者，其日常表现测评结果为不合格。

第八条 若有下列情况之一，日常表现实行扣分：

一、受到警告处分，一次扣 10 分。

二、未履行请假手续，缺席学校或国际学院组织的重要会议及文体活动；每次扣 5 分。

三、一学年内，连续两个学期被评为 C 级卫生寝室的，不得参评奖学金；

一个学期被评为 C 级卫生寝室的，寝室所有成员扣 5 分；评为 B 级卫生寝室的，寝室所有成员扣 2 分；校外住宿学生未及时提供有效居住登记信息的，每次扣 10 分。

四、未按时填报相关信息或填报信息不实者、每次扣 5 分。

第九条 若有下列情况之一，日常表现为不合格。日常表现测评不合格者，不得参与奖学金评定。

一、违反法律法规，已经受到司法部门或公安机关处罚者；

二、违反校纪校规，受严重警告及以上处分者；

三、言行不当，给学校或集体造成不良社会影响者。

第四章 学业成绩测评

第十条 学业成绩以国际学生平均成绩计分。其计算公式为：

学习平均成绩 = { $\sum$ (每门课程成绩 × 学分) } ÷ 总学分。

其中课程指该学年所学课程，学业成绩测评以期末考试成绩为准。考试不及格课程以实际分数计算，不采纳补考成绩；缓考课程 2 门及以下者，剔除缓考课程，正常参评；缓考课程超过 2 门者，待缓考成绩公布后参评；考试作弊课程按零分计算。

所在学年学习平均成绩不及格者，则视为该生的学业成绩测评不合格，则没有资格参加学业奖学金的评定。

第十一条 自 2025-2026 学年起，将汉语水平考试（HSK）纳入学业成绩测评范围，当学年未通过 HSK 相应等级者，不得参评奖学金。本科英文授课的，第一学年末应通过 HSK2 级及以上，第二学年末应通过 HSK3 级及以上，第三学年末应通过 HSK4 级；本科

中文授课的，第三学年末应通过 HSK5 级；硕士研究生英文授课的，第一学年末应该 HSK2 级及以上，第二学年末应通过 HSK3 级。

第五章 综合素质测评

第十二条 综合素质是指国际学生在本年度内通过各自特长获得的在学术、体育、文艺、社会活动或者创新创业等方面的成果。学校鼓励国际学生在学习之余积极参加各级各类学术、体育、文艺、社会活动和创新创业，以了解中国文化，促进相互沟通。

第十三条 综合素质测评分=基础分+附加分。国际学生参加学校组织的各级各类活动或比赛（原则上每生每学期不少于 3 次），可得基础分 60 分。国际学生积极参加各级各类学术、体育、文艺、社会活动、创新创业或担任各级各类团体、学生组织的负责人，有突出表现者，以基础分为起点，根据下列规定进行加分，加分合计不超过 40 分。

第十四条 学术方面加分标准如下：

1、参加各项学术比赛、活动、讲座，按照国际级（含国家级）、省级、市级、校级、院级，加 20 分、15 分、10 分、5 分、3 分。

2、参加以上级别比赛（活动）获奖者按照一等奖（含特等奖）、二等奖、三等奖分别乘以 2、1.5 和 1.2 的系数加分。

3、以第一或通讯作者在 SSCI 或 SCI 一区二区发表论文，加 20 分；以第一或通讯作者在 SSCI 或 SCI 三区四区发表论文，以及在国际化英文报纸，期刊发表署名文章（含正面讲述中国经历与中国故事类）加 10 分；在中文核心期刊发表论文，加 20 分；在中文非核心期刊发表文章，加 10 分。外文期刊发表论文，按照学校科研处最新期刊认定标准，对照相应级别中文期刊加分。

4、获得校级、市级、省级、国家级课题研究与科技发明专利的（以通过相应鉴定为准）分别加 20 分、15 分、10 分、5 分，参与教师相关项目或成果，凭负责教师出具实质性参与证明与相关成果

给予以上分值一半的分数。

5、学年平均成绩超过 90 分或 GPA 超过 4.5 分，可直接获得学术之星。

6、其他未列出情况参照以上标准，由国际学院奖学金评定工作组酌情赋分。

第十五条 体育方面加分标准如下：

1、校运动会的总教练加 10 分，各单项运动队的教练、队长各加 5 分，参加者加 2 分；

2、参加各项比赛（含集体项目）获奖者（含教练队长）按照获奖名次（第一至第八名）分别加 8 分、7 分、6 分、5 分、4 分、3 分、2 分、1 分。

3、其他未列出情况参照以上标准，由国际学院奖学金评定工作组酌情赋分。

第十六条 文艺方面加分标准如下：

1、参加各项文艺活动按照国际级（含国家级）、省级、市级、校级、院级分别加 10 分、8 分、6 分、4 分、2 分。

2、参加以上级别比赛（活动）获奖者按照一等奖（含特等奖）、二等奖、三等奖分别乘以 2、1.5 和 1.2 的系数加分。

3、文艺活动得到新闻媒体报道，按照国际级（含国家级）、省级、市级分别乘以 1.6、1.4、1.2 系数加分。

4、5 人以上，参加国际级（含国家级）、省级、市级活动团队负责人分别加 10 分、8 分、6 分。

5、其他未列出情况参照以上标准，由国际学院奖学金评定工作组酌情赋分。

第十七条 社会活动方面加分标准如下：

1、参加各项社会活动、志愿服务等按照国际级（含国家级）、省级、市级、校级、院级分别加 10 分、8 分、6 分、4 分、2 分；

2、参加以上级别比赛（活动）获奖者按照一等奖（含特等奖）、二等奖、三等奖分别乘以 2、1.5 和 1.2 的系数加分；

3、活动得到新闻媒体报道，按照国际级（含国家级）、省级、市级分别乘以 1.6、1.4、1.2 系数加分。

担任国际学生协会、社团等负责人加 5 分、成员加 3 分；担任班长、宿舍助管等学生干部加 5 分；所有负责人、学生干部需进行学年考核，根据其服务实践情况给予一定加分。考核结果优秀加 7、良好加 5 分、合格加 3 分、不合格加 0 分。

5、其他未列出情况参照以上标准，由国际学院奖学金评定工作组酌情赋分。

第十八条 创新创业方面加分标准如下：

1、参加国家、省大学生创新创业训练计划等活动中，被批准立项的，每项加 3 分。

2、参加全国“互联网+”和“挑战杯”创新创业赛事，获得国家级一、二、三等奖，及其它奖项的，分别加 10、8、7、6 分；获得省级一、二、三等奖，及其它奖项的，分别加 7、6、5、4 分。

3、参加创业学院倡导的，或者科技系统、教育系统、人社系统、团系统、发改委系统等官方组织的其它创新创业类赛事或路演，获得国家级一、二、三等奖，及其它奖项的，分别加 10、8、7、6 分；获得省级一、二、三等奖，及其它奖项的，分别加 7、6、5、4 分。

4、参加创业学院倡导的创新创业类赛事或路演，获得市、校级一、二、三等奖，及其它奖项的，分别加 6、5、4、3 分。成功报名参赛但没能获奖的，每次加 2 分。

5、关于团队项目的成员加分，按照成员在团队中的排序，2、3、4、5、6 名分别按照第一负责人得分标准的 90%、80%、70%、60%、50% 计分。排位在 7 及以后的成员不得分。

6、同一学年参加创新创业赛事，同一个项目某个学生的加分不

可累计，按最高的单次得分加分。

7、学生获奖等级及在团队中排序认定等存在争议的，由国际学院和创业导师综合各方信息进行具体评定。

8、其他未列出情况参照以上标准，由国际学院奖学金评定工作组酌情赋分。

第六章 评审机构及评审程序

第十九条 国际学生奖学金每学年评审一次，于每年的7月份开始。新生从入学后第二学年开始申请，毕业班学生不组织奖学金评审。

第二十条 国际学院作为学校国际学生奖学金评审牵头单位，具体负责国际学生奖学金评审工作，相关具体工作由包含辅导员、学生代表的国际学生奖学金评审小组完成。

第二十一条 评审程序

提交申请材料。国际学院发布奖学金申请通知，学生提交申请材料。

资格审核。评审小组审核学生申请材料，确定符合资格条件的学生名单。

综合测评。根据计算办法，测算学生综合表现成绩，按照成绩高低排序，并进行班级公示。若学生对测评结果有异议的，需在公示之日起3日内书面向国际学生管理办公室提出复核申请。

按综合测评成绩及排名，确定奖学金等次，依次序授予省政府奖学金、学历生奖学金、单项奖等。

评审结果在一定范围内予以公示，学生对评审结果有异议，须在公示之日起十个工作日内向评审小组提交申诉书面材料。

第二十二条 本细则由国际学院负责解释，自2024-2025学年起执行，原办法同时废止。

七、违纪处分及安全须知

浙江财经大学国际学生违纪处分规定

第一章 总则

第一条 为加强校风、学风建设，规范国际学生行为，维护学校正常的教育教学秩序和生活秩序，促进国际学生德、智、体、美全面发展，根据教育部第 41 号令《普通高等学校学生管理规定》、教育部、外交部、公安部第 42 号令《学校招收和培养国际学生管理办法》、教育部第 50 号文《来华留学生高等教育质量规范（试行）》等法律法规，结合我校实际，制定本规定。

第二条 本规定适用于我校所有国际学生，包括学历生和非学历生。

第三条 本规定坚持以立德树人为根本，教育与惩戒相结合，贯彻依法治校、科学管理、管理与育人相结合和公开、公平、公正原则。对国际学生违纪处分应当做到证据充分、依据明确、定性准确、程序正当、处分适当，保障国际学生的合法权益。

第二章 处分种类和适用

第四条 国际学生违法、违规、违纪（以下简称国际学生违纪），学校给予批评教育并视情节轻重，给予如下纪律处分：

- （一）警告；
- （二）严重警告；
- （三）记过；
- （四）留校察看；
- （五）开除学籍。

第五条 除开除学籍外，其他国际学生处分设置 6-12 个月的期限（警告、严重警告 6 个月；记过 10 个月；留校察看 12 个月）。

留校察看期间再有违纪行为并达到警告以上处分的，给予开除学籍处分。

第六条 有下列情形之一者，可酌情从轻或减轻处分：

- （一）公安机关认定有自首情节，并被免于刑事处罚者；
- （二）主动提供情况，积极协助查清违纪、违法事件者；
- （三）主动揭发他人违法违纪行为并经查证属实者；
- （四）被他人胁迫或诱骗参加违纪行为的；
- （五）在违纪行为过程中主动放弃违纪行为或积极防止不良后果发生的；
- （六）具有从轻或减轻处分其他情节的。

第七条 有下列情形之一者，可酌情从重或加重处分：

- （一）制造障碍，妨碍调查取证或故意造成调查困难者；
- （二）违纪后拒不承认错误和事实，毁灭证据、伪造事实的；
- （三）对检举揭发人、证人或工作人员威胁恐吓，打击报复者；
- （四）重复实施违纪行为或有多项违纪行为者，可以加重处分，直至开除学籍；
- （五）具有从重或加重处分其他情节的。

第八条 国际学生有违反校纪校规的行为，但情节轻微，尚不足以给予处分的，应由国际学院给予通报批评并督促其改正错误。

第九条 对本规定未列举的违纪行为，可以根据最相类似的原则参照本规定相关条款给予相应处分。

第十条 经中国有关部门认定为限制责任能力者，根据实际情况酌情处理。

第十一条 国际学生违纪行为的追溯期为两年。

第十二条 国际学生违反《中华人民共和国治安管理处罚法》或触犯《中华人民共和国刑法》等涉嫌犯罪的，由保卫处向公安机关报案或移送有关国家机关查处。

第三章 违纪行为和处分

第十三条 国际学生不得有违反中国法律法规、校纪校规和影响校园安全稳定的言论和行为，不得从事各类非法的社会、政治活动。有下列情形之一者，视不同情况分别给予下列处分：情节轻微，经教育能改正者，给予记过处分；情节严重，尚未造成恶劣影响，经教育能改正者，给予留校察看处分；情节严重，造成恶劣影响或经教育不改者，给予开除学籍处分。

（一）违反《宪法》、《中华人民共和国游行示威法》或其他有关法律法规，组织、参加未经批准的游行示威活动或大型集会、聚会；组织、策划和参与扰乱社会秩序或破坏学校正常教学、科研、生活秩序，从事破坏安定团结的活动；

（二）张贴、投递、散发大小字报、反动传单；传播、出版、贩卖非法刊物和音像制品；通过网络以及其他途径散布反动言论，混淆视听，制造混乱；

（三）组织、成立、加入邪教、非法宗教、非法社会组织或社团，从事非法活动或组织开展非法的社会政治、学术活动、举办非法政治性沙龙、俱乐部等；

（四）违反学校学生社团管理有关规定，组织、成立未经批准的国际学生社团并开展非法活动，或以合法社团名义开展非法活动，或有其他违反学校学生社团管理规定并造成严重影响和恶劣后果的行为；

（五）窃取或泄露中国国家秘密。

第十四条 因个人原因违反《中华人民共和国出境入境管理法》和《中华人民共和国外国人入境出境管理条例》的，分别给予以下处分：

（一）入境或变更住宿地址 24 小时之内未向居住地的公安机关办理住宿信息登记的给予严重警告以上处分；

（二）经公安机关认定非法就业的给予留校察看以上处分；

（三）签证、居留许可超期的，参照出入境相关规定给予警告及以上处分，并上报出入境管理等部门。

第十五条 违反国家法律、法规，受到司法、公安部门处罚者，视不同情况分别给予下列处分：

（一）被司法机关依法逮捕、判处管制、拘役、有期徒刑刑罚者，给予开除学籍处分；

（二）违反治安管理规定受到公安机关部门处罚者，视情节或后果轻重，给予警告以上留校察看以下处分；性质恶劣的，给予开除学籍处分。

第十六条 以各种手段盗窃、侵占、诈骗、敲诈勒索、抢夺及抢劫中国国家、集体或个人合法财物者，除追回赃款赃物外，视不同情况分别给予下列处分：

（一）作案价值盗窃不足 1000 元、侵占不足 5000 元、诈骗不足 2000 元、敲诈勒索不足 700 元、抢夺不足 500 元的给予警告或严重警告处分；作案价值盗窃在 1000 元以上 2000 元（不含）以下、侵占在 5000 元以上 10000 元（不含）以下、诈骗在 2000 元以上 4000 元（不含）以下、敲诈勒索在 700 元以上 1500 元（不含）以下、抢夺在 500 元以上 1000 元（不含）以下的，视情节或后果轻重，给予记过或者留校察看处分；作案价值盗窃在 2000 元以上、侵占在 10000 元以上、诈骗在 4000 元以上、敲诈勒索在 1500 元以上、抢夺在 1000 元以上的，给予开除学籍处分；

（二）抢劫的，视情节或后果轻重，给予留校察看以上处分；

（三）作案未遂的，可以比照作案既遂的从轻或者减轻处理；

（四）合伙作案与个人作案同等处分，为首者加重一级处分；

（五）盗窃公章、保密文件、档案等物品者，视情节或后果轻重，给予记过或留校察看处分；造成严重后果的，给予开除学籍处

分。

第十七条 违反消防安全管理规定，擅自动用、损坏消防器材、设备者；违章用电（如私接电源、乱拉电线、宿舍内使用大功率电器等）、用火（如在宿舍内烧煮食物、焚烧废纸杂物等）、用危险品者，视情节或后果轻重，给予警告或严重警告处分；造成后果的给予记过处分；后果严重的给予留校察看以上处分。

第十八条 损害校园文明建设，扰乱正常的校园秩序、社会公共秩序，违反学校管理规定者，视不同情况分别给予下列处分：

（一）在楼道倒水、踢球、乱涂墙面等影响环境卫生情节严重者，给予警告或严重警告处分；

（二）在学生公寓内，从事严重影响他人正常休息的行为且不听劝告者，屡次晚归等违反学校作息时间者，擅自留宿校外人员或未经批准擅自在校外住宿者，视情节或后果轻重，给予警告或严重警告处分，造成后果的给予记过处分，后果严重的给予留校察看处分；

（三）故意损毁学校尚在生效的布告、通告、通报者，视情节或后果轻重，给予警告以上记过以下处分；

（四）未经批准，在校园内设摊点或组织各类营利性活动者，视情节或后果轻重，给予警告或严重警告处分，因此引发事端或造成后果者，从重处分；

（五）在公共场所起哄闹事、掷砸物品，给予严重警告处分；不听劝阻、无理取闹，妨碍工作人员执行公务者，给予记过处分；为首或组织者，加重处分；

（六）故意破坏绿化、公用设施，损坏公私财物，除赔偿损失外，视情节或后果轻重，给予警告以上记过以下处分，后果严重的给予留校察看以上处分；

（七）在校园内无证驾驶，或驾驶无证无牌车辆的，给予警告

以上记过以下处分，发生事故的给予留校察看以上处分；

（八）违反学校规定，严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序，侵害其他个人、组织合法权益，视情节或后果轻重，给予警告以上留校察看以下处分；造成严重后果的，给予开除学籍处分。

第十九条 组织、策划打架；肇事，教唆、怂恿打架；打架；参与打架者，其行为构成犯罪的按本规定**第十五条**第一款规定处理，未构成犯罪的，视不同情况分别给予下列处分：

（一）组织、策划他人打架斗殴者：

1.组织、策划他人打架斗殴者，给予警告或严重警告处分；

2.组织、策划他人打架斗殴并造成后果者，给予记过或留校察看处分；

3.组织、策划他人打架斗殴并致人轻微伤以上者，给予开除学籍处分。

（二）肇事者；唆使、怂恿他人打架者：

1.导致打架者，给予警告或严重警告处分；

2.导致打架并致人轻微伤者，给予记过或留校察看处分；

3.导致打架并致人轻伤以上者，给予开除学籍处分。

（三）打架者：

1.动手打人未伤人者，给予严重警告处分；

2.打人并致人轻微伤者，给予记过或留校察看处分；

3.打人并致人轻伤以上者，给予开除学籍处分。

（四）参与打架，并在打架过程中起次要作用，视后果轻重给予警告以上记过以下处分。

（五）以劝架为名，偏袒一方，促使打架事态发展并产生后果者，给予严重警告或记过处分。

（六）在打架过程中，持械打人者，比照打架者加重一级处分。

（七）为他人打架提供凶器，未造成打架后果的，给予记过或留校察看处分；致人轻微伤以上者，给予开除学籍处分。

（八）结伙斗殴为首者，加重一级处分。

（九）不听从管理并殴打执行公务、实施管理的学校工作人员的，视情节或后果轻重，给予严重警告以上留校察看以下处分；情节恶劣的，给予开除学籍处分。

第二十条 有性骚扰行为、男女混宿等行为者，视不同情况分别给予下列处分：

（一）猥亵、侮辱他人或有其他性骚扰行为者，情节较轻的，给予警告或严重警告处分；情节较重的，给予记过或留校察看处分；造成严重后果的，给予开除学籍处分；

（二）在国际学生公寓的同一房间内有男女混宿行为，情节较轻的，给予警告以上记过以下处分；情节严重，影响恶劣的，给予留校察看以上处分；

（三）参与卖淫、嫖娼者，给予开除学籍处分。

第二十一条 有下列行为之一者，给予警告或严重警告处分，情节较重的，给予记过或留校察看处分：

（一）因成绩、评奖、处分、毕业等原因，对学校工作人员寻衅滋事者；

（二）拒绝、阻碍中国工作人员或学校管理人员依法或依规执行公务者；

（三）因各种目的用各种手段对学校教师或管理人员进行威胁、恐吓者。

第二十二条 视听、制作、复制、传播、贩卖淫秽及其他非法书刊和音像制品者，没收一切传播品，视情节或后果轻重，给予下列处分：

（一）观看、收听淫秽及其他非法书刊和音像制品者，给予警

告或严重警告处分；

（二）制作、复制或隐匿不交淫秽及其他非法书刊和音像制品者，给予记过或留校察看处分；

（三）传播、贩卖非法书刊和音像制品者，给予开除学籍处分。

第二十三条 参与非法传销的，视情节或后果轻重，给予警告以上记过以下处分，因此引发事端或造成后果者，给予留校察看以上处分。组织非法传销的加重一级处分。

第二十四条 以任何形式参与赌博或变相赌博者，或为他人提供赌博场所、赌资或赌具者，视不同情况分别给予下列处分：

（一）一般参与者或初犯者，给予警告或严重警告处分；为首者加重一级处分；

（二）参与赌博，数额较大的，视情节或后果轻重，给予留校察看以上处分；

（三）屡次参与赌博者，给予开除学籍处分；

（四）提供赌博场所、赌资或赌具者，给予警告以上记过以下处分；性质恶劣的，给予留校察看以上处分。

第二十五条 侵犯他人、组织或中国合法权益，危害公共安全者，承担全部赔偿义务及法律责任外，视情节或后果轻重分别给予严重警告以上留校察看以下处分：造成严重后果的，给予开除学籍处分：

（一）恶意骚扰、恐吓、威胁他人人身安全，干扰他人正常生活的；

（二）非法扣留、隐匿、冒领和毁弃他人信件（含拆阅）、包裹、汇票或其它邮件的；

（三）侮辱、诽谤、陷害、诬告他人的；

（四）伪造、贩卖各类证件、印章和证明文件、材料的；

（五）其他侵犯他人、组织或中国合法权益，危害公共安全行

为的。

第二十六条 使用计算机信息网络和现代通讯工具时，有下列行为者，视情节或后果轻重，给予警告以上留校察看以下处分；造成严重后果的，给予开除学籍处分：

（一）捏造或者歪曲事实，散布谣言或虚假信息，扰乱社会秩序和学校稳定的；

（二）宣扬邪教、封建迷信、淫秽、色情、赌博、暴力、凶杀、恐怖、教唆犯罪的；

（三）故意制作、传播计算机病毒等破坏性程序，影响或破坏计算机信息系统正常运行的；

（四）冒用校园网服务器 IP 地址或他人 IP 地址，蓄意攻击或扫描服务器及各种网络设备的；

（五）盗用他人公共信息网络上账号、密码上网的；

（六）冒用他人名义发布信息的；

（七）发短信或打电话骚扰他人的；

（八）其他利用网络 and 现代通讯工具违纪的；

（九）在网络上发表、传播颠覆中国国家政权、影响社会稳定的言论、文章、视频、音频等。

第二十七条 聚众喧哗、酗酒者，视不同情况分别给予下列处分：

（一）聚众喧哗，影响他人学习休息，造成不良后果者，给予警告或严重警告处分；

（二）酗酒者，给予警告或严重警告处分；酗酒滋事造成后果者，给予留校察看处分。

第二十八条 摔公私财物、焚火及摔酒瓶等器皿杂物，扰乱校园秩序的，视情节或后果轻重，给予警告以上留校察看以下处分。

第二十九条 购买、吸食毒品、为他人提供吸食毒品的场所、

诱骗他人吸食毒品及其他与吸食毒品有关的违纪行为者，给予开除学籍处分。

第三十条 在进行科学研究及撰写论文、实习作业、毕业论文（设计）中，有篡改、伪造实验数据等弄虚作假行为或抄袭他人成果的，视情节轻重，给予严重警告以上留校察看以下处分；由他人代写毕业论文（设计）或替他人写毕业论文（设计）或参与买卖学术论文的，给予开除学籍处分。

第三十一条 未经请假或请假未获批准而没有参加教育教学计划规定活动的，按旷课论处。学生一学期旷课累计达 10-19 学时，给予警告处分；旷课累计达 20-29 学时，给予严重警告处分；旷课累计达 30-39 学时，给予记过处分；旷课累计达 40 学时及以上者，给予留校察看处分。一学期平均到课率低于 70%者，视情节轻重，给予严重警告直至开除学籍处分。

第四章 考试违纪行为与处分

第三十二条 在考试（含考查，下同）过程中有以下行为之一的，视情节轻重给予警告或严重警告处分：

- （一）不听从监考人员安排或不按指定位置就座或擅自交换考试座位者；
- （二）携带规定以外的物品进入考场且未放在指定位置者；
- （三）考试开始信号发出前答题或结束信号发出后继续答题者；
- （四）未经监考人员同意互借文具者；
- （五）未经监考人员同意在考试过程中擅自离开考场者；
- （六）委托他人代交试卷者；
- （七）其他扰乱考场秩序者。

第三十三条 在考试过程中有下列行为之一的，给予记过处分：

- （一）违反考场规则携带与考试内容有关的文字材料或电子设备者；

（二）在开卷考试中借用其他考生的书籍、笔记、资料等物品者；

（三）在课桌、墙面等地方书写与考试有关的内容者；

（四）在考试过程中旁窥、交头接耳、互打暗号或手势者；

（五）在试卷或答卷上标记特殊信息者；

（六）答卷被其他考生拿走却不及时向监考人员报告者；

（七）擅自将试卷、答卷带出考场或参加考试故意不上交试卷者；

（八）携带手机等通讯工具，经检查含有考试相关内容者；

（九）采用与上述情节相近的其他手段作弊者。

第三十四条 在考试过程中或考试完成后有下列行为之一的，给予留校察看处分：

（一）抄袭他人答卷或与考试内容相关的资料者；

（二）有意将自己试题答卷或与考试内容相关的资料让他人抄袭者；

（三）传、接与考试课程有关的信息、资料或物品者；

（四）传递或交换试卷、答卷、草稿纸者；

（五）借故到考场外偷看有关考试内容的资料，或与他人交谈有关考试内容者；

（六）抢夺、窃取他人试卷、答卷或强迫他人为自己抄袭提供方便者；

（七）团伙作弊参与者；

（八）故意销毁试卷、答卷或考试材料者；

（九）使用不正当手段更改试卷答案或考试成绩者；

（十）在考试过程中使用通讯设备作弊情节较轻者；（十一）替人考试者（包括替校外人员）；

（十二）与上述情节相近的其他作弊者。

第三十五条 在考试过程中或考试完成后有下列行为之一的，给予开除学籍处分：

- （一）请人代考者（包括请校外人员）；
- （二）在考试过程中使用通讯设备或其他器材作弊情节严重者；
- （三）团伙作弊组织者；
- （四）故意销毁考场作弊证据者；
- （五）向他人出售考试试题或答案牟取利益者；
- （六）其他严重作弊或严重扰乱考试秩序行为者。

第三十六条 国际学生触犯本规定**第三十条**、第三十二至三十五条者，考试课程（环节）成绩以零分计，其成绩单上注明“违纪”字样。

第五章 处分管理权限与处分程序

第三十七条 国际学生发生违纪事件，由国际学院对其进行批评教育，并会同相关部门（学院）调查取证并形成相关材料（违纪记录表、情况说明、佐证材料等）。给予警告、严重警告的，由国际学院处理并发文；给予记过及以上处分的，由国际学院会同相关部门提出处分意见，由学校处理并发文。

（一）违反《中华人民共和国治安管理处罚法》或触犯《中华人民共和国刑法》等法律法规的，由保卫处负责与公安、司法机关联系，会同国际学院协助和配合公安、司法机关查清事实，根据公安、司法机关的调查和处理结果形成相关材料，提出处分意见，由学校处理并发文。

（二）违反教学管理规定与考场纪律的，由国际学院会同教务处或研究生院及相关学院查清事实并形成相关材料。给予警告、严重警告的，由国际学院处理并发文；给予记过及以上处分的，由国际学院会同教务处或研究生院形成处分意见，由学校处理并发文。

（三）违反国际学生公寓管理规定的，由国际学院查清事实、

审核并形成有关材料。给予警告、严重警告的，由国际学院处理并发文；给予记过及以上处分的，国际学院提出处分意见，由学校处理并发文。

（四）国际学生的其他日常违纪行为，分别由国际学院和保卫处负责调查，并按规定程序处理。

（五）其他特殊情况可由国际学院会同相关部门直接提出处分意见。

（六）给予国际学生开除学籍处分的，需事先进行合法性审查，并报校长办公会或校长授权的专门会议研究决定。

第三十八条 国际学生的违纪行为，原则上应在国际学生违纪事件发生后 10 日内查清事实。国际学生违纪事实查清后，由国际学院在 5 日内按本规定规定的处分管理权限作出或提出处分意见。

第三十九条 在对国际学生作出处分决定之前，国际学院应当告知国际学生作出处分决定的事实、理由和依据，并告知国际学生或其代理人享有陈述和申辩的权利，听取国际学生或者其代理人的陈述和申辩。

第四十条 学校对国际学生作出处分，应当出具书面的处分决定书，内容包括国际学生的姓名、性别、年龄、专业、年级等基本信息；违反法律法规或者学校规章制度的事实和证据；处分的种类、依据、期限；申诉的途径和期限，学校名称和处分日期；其他必要内容。

第四十一条 对违纪国际学生的处分材料必须齐全，存档保留。材料包括：情况说明、佐证材料、处分决定等原始材料。

第四十二条 违纪处分决定可以采取适当方式在校内予以公布。开除学籍的处分决定书作出后按规定报上级相关部门备案。

第四十三条 国际学生在处分期内无其他违纪行为，且有较大进步及确有突出表现的，处分期满由本人提出申请，经国际学院审

核，学校发文予以解除。

第四十四条 对国际学生的处分材料应当真实完整地归入学校文书档案。

第四十五条 国际学生处分未解除前，不得评定奖学金及各种综合荣誉称号。解除处分后，国际学生获得表彰、奖励及其他权益，不再受原处分影响。

第四十六条 违纪国际学生在接到处分通知后，对处分决定有异议，可以自接到处分决定之日起 10 日内，向学校学生申诉处理委员会提出书面申诉，逾期不予受理。申诉处理委员会接到违纪国际学生书面申诉书起的 15 日内进行复查并向违纪国际学生作出答复。需改变原处分决定的，由学生申诉处理委员会提交学校重新研究决定。

第四十七条 违纪处分决定和申诉处理决定书由国际学院送达国际学生，并告知国际学生家长；国际学生拒绝签收的，以留置方式送达；已离校或回国或难以联系的，利用国际学院网站发布公告，公告 15 个工作日视为送达。受到开除学籍处分的国际学生，由学校将处分情况书面通知受处分国际学生国籍国驻华使（领）馆或派遣单位。

第四十八条 受开除学籍处分的国际学生，由学校发给学习证明，国际学生应当自处分决定生效之日起两周之内办理完离校手续。逾期不办理的，由国际学院为其代办手续。

第六章 附则

第四十九条 本规定所称的“以上”、“以下”，除特别注明外，均包括本项；本规定中的“屡次”指 3 次以上。

第五十条 本规定所称的“肇事者”，是指用语言或行动挑逗、辱骂，用各种方式挑衅，致使打架后果发生者；所称的“唆使、怂恿他人打架者”，是指以产生打架后果为主观意图，用语言、行动或其



他方式诱使他人打架者。

第五十一条 本规定自发文之日起开始执行，由国际学院负责解释，其他相关文件规定与本规定不一致的，以本规定为准。

国际学生安全须知

1.签证不超期：一定注意不要让签证或者居留许可过期！对于签证过期造成非法居留者，给予警告，情节严重的，公安机关将会依照有关法律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；

2.远离毒品：非法持有毒品、吸食注射毒品、向他人提供毒品，会受到法律的严惩！

3.不非法就业：非法就业处以 5000 元以上 20000 元以下罚款；情节严重的，处 5 日以上 15 日以下拘留，并处以 5000 元以上 20000 元以下罚款；其他法律责任详见《中华人民共和国外国人出入境管理法》、《中华人民共和国治安管理处罚法》和学校有关制度规定。

4.注意交通安全：严格遵守交通规章制度，不准酒后骑车驾车，不准驾驶摩托车和大功率电瓶车，不准骑车带人，不准超速行驶。

5.注意宿舍防火：宿舍或公寓内严禁使用大功率电器，不得携带存放危险物品，不私拉乱接电线，严禁使用明火。

6.严禁酗酒：不在宿舍内酗酒，深夜不外出饮酒，不去酒吧、KTV 等人员混杂的场所。

7.注意防盗：出门时锁好门窗，在外购物、乘坐交通工具时妥善保管好证件、钱包和贵重物品，不单独去偏僻的地方，不准擅自留宿他人。

8.严禁传教：在校园等公共场所，不能从事传教、不能组织宗教集会等活动、不允许散发宗教宣传品等。

9.严禁吸烟：不在宿舍、教室、餐厅、电梯等场所抽烟，不随地乱扔烟头。校园生活

10.防自然灾害：遇台风、雷击、暴雨、高温等灾害性天气注意自我防护；主动远离危险水域，不私自下水游泳或嬉戏，不盲目下

水救人，确保人身安全。

11.外出要报备：外出离杭或离开中国，要提前一周线上报备，审批通过后方可出行。及时关注天气预报和预警信息，提前做好行程线路，外出游玩尽量结伴而行。

12.防诈骗：不要轻信虚假信息，转账支付须谨慎，遇到自称老师、同学、朋友的人借口索要钱款时，请务必与相关老师、同学、朋友电话联系核实，以防被骗。

13.预防心理疾患：树立心理健康意识，增强心理调适能力，如有心理困惑，及时到医院或学校心理咨询点寻求帮助。

14.避免争执：保持宿舍安静，不大声喧哗，不大声播放音乐；在外与别人发生纠纷时保持克制，及时报告公安部门或有关老师和工作人员，严禁打架斗殴。

15.保持通讯畅通：及时阅读学校微信、钉钉、邮件消息，如有住址、联系方式等变化，务必于 24 小时内报告国际学院。

国际学生医疗和保险

日常就医

学校设有医务室，国际学生日常患病可以凭护照和校园码到学校医务室就诊。医务室配备有专业的医护人员和基本的医疗设备，可以解决感冒、咳嗽、发烧等常见病症。如果病情严重或需要进一步检查，请携带护照前往学校附近的公立医院就诊。如需要紧急救援，可拨打急救中心电话，电话号码：120。

A.浙江省中医院（钱塘院区）

地址：浙江省杭州市钱塘区 9 号大街 9 号

电话：0571-86918600

B.浙江大学医学院附属邵逸夫医院（钱塘院区）

地址：浙江省杭州市钱塘区下沙路 368 号

电话：0571-86090073

保险

1.根据中华人民共和国教育部及浙江财经大学的规定，凡在我校学习的来华留学生，须自费购买国际学生综合保险，否则学校将不予注册。购买医疗保险的留学生可在生病、受伤及住院后享受相关理赔服务，否则将全额自付医疗费用。

2.建议国际学生可在入学时选择购买中国人民财产保险股份有限公司（PICC）或中国平安保险公司（PAIC）专为国际学生提供的国际学生综合保险，保费为一年 800 元，半年 400 元。内容包括意外伤害医疗、门诊医疗、住院医疗、身故/残疾保险责任。费用可通过保险公司所提供的网站或二维码自行支付。（具体费用由保险方案的不同有所差异）

3.就诊医院仅限于中国大陆境内公立医院，私立医院不予理赔。有关国际学生保险的具体条款请参阅留学保险网信息或国际学院网

站信息。如果发生意外或生病需住院治疗，应及时通知保险公司，以便处理保险理赔事宜。

4.国际学生门诊就医须到正规公立医院挂普通号就诊，不能选择特需号、外宾号、国际医疗部等，请医生尽量使用医保范围内的药物（如甲类、乙类药物），尽量少用自费及部分自费的药物。在一个保险期内（一般在一个学年内）年度门诊医疗费总额超过 650 元者，可申请办理 650 元以上部分的门诊医疗费理赔手续。门诊看病所有费用需由留学生本人先行垫付，待治疗结束后，邮寄护照复印件、病历本、检查报告、用药清单、发票、银行卡信息等材料至承保公司办理理赔审核手续，保险公司将按规定审核报销 650 元以上的部分门诊医疗费。

5.国际学生住院治疗期间的医药费先由学生本人垫付，出院时准备好护照复印件、个人银行卡信息、出院小结、医院诊断证明、住院发票、住院医疗费用汇总清单、化验单、检查报告单、处方等材料，再申请保险理赔支付。

6.镶牙、补牙、拔牙、配眼镜、分娩、人工流产、性病、矫正生理缺陷、美容、购买营养补品、和其他超出公费医疗支付范围和标准的费用以及治疗来华前已患的慢性疾病的费用，都不在保险范围内，须由本人自理。

7、因打架、斗殴等违反法律、校纪行为导致伤亡事故所支付的医疗及其他有关费用，因违反校纪，触犯法律而造成事故及交通肇事所支付的医疗费以及有关费用、因故意自我伤害行为所需的抢救和医疗费用，保险公司将拒绝理赔，由当事人自理。

八、离校

浙江财经大学国际学生离校手续

国际学生休学、退学、毕业或结业离校时，须办理离校手续，先至国际学院领取《浙江财经大学国际学生离校手续清单》，按表办理如下手续：

- 1.到桃李苑国际学生公寓管理处办理退宿手续并盖章。检查房间设施，结清水电费用，归还钥匙、空调遥控器等；
- 2.到图书馆归还所借图书资料，结清逾期图书罚款后盖章；
- 3.到国际学生管理办公室查询、结清相关费用并盖章；
- 4.到国际学生管理办公室注销学校所发证件、登记离校日期；填写校友信息，加入校友组织并申领电子校友卡；
- 5.凭离校手续清单到国际学院教学办公室领取毕业证书、学位证书等材料。
- 6.因休学、退学、毕业或结业的国际学生应在两周内离校。离校时居留许可仍在有效限内的，必须到杭州市公安局出入境管理局办理相应的签证或居留证件变更手续，超期滞留者学校将及时通知公安机关出入境管理部门注销其学生身份和在华停留资格。

九、附录

中华人民共和国外国人入境出境管理条例

第一章 总则

第一条 为了规范签证的签发和外国人在中国境内停留居留的服务和管理，根据《中华人民共和国出境入境管理法》（以下简称出境入境管理法）制定本条例。

第二条 国家建立外国人入境出境服务和管理工作协调机制，加强外国人入境出境服务和管理工作的统筹、协调与配合。

省、自治区、直辖市人民政府可以根据需要建立外国人入境出境服务和管理工作协调机制，加强信息交流与协调配合，做好本行政区域的外国人入境出境服务和管理工作。

第三条 公安部应当会同国务院有关部门建立外国人入境出境服务和管理信息平台，实现有关信息的共享。

第四条 在签证签发管理和外国人在中国境内停留居留管理工作中，外交部、公安部等国务院部门应当在部门门户网站、受理出境入境证件申请的地点等场所，提供外国人入境出境管理法律法规和其他需要外国人知悉的信息。

第二章 签证的类别和签发

第五条 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。

第六条 普通签证分为以下类别，并在签证上标明相应的汉语拼音字母：

（一）C 字签证，发给执行乘务、航空、航运任务的国际列车乘务员、国际航空器机组人员、国际航行船舶的船员及船员随行家属和从事国际道路运输的汽车驾驶员。

(二) D 字签证, 发给入境永久居留的人员。

(三) F 字签证, 发给入境从事交流、访问、考察等活动的人员。

(四) G 字签证, 发给经中国过境的人员。

(五) J1 字签证, 发给外国常驻中国新闻机构的外国常驻记者; J2 字签证, 发给入境进行短期采访报道的外国记者。

(六) L 字签证, 发给入境旅游的人员; 以团体形式入境旅游的, 可以签发团体 L 字签证。

(七) M 字签证, 发给入境进行商业贸易活动的人员。

(八) Q1 字签证, 发给因家庭团聚申请入境居留的中国公民的家庭成员和具有中国永久居留资格的外国人的家庭成员, 以及因寄养等原因申请入境居留的人员; Q2 字签证, 发给申请入境短期探亲的居住在中国境内的中国公民的亲属和具有中国永久居留资格的外国人的亲属。

(九) R 字签证, 发给国家需要的外国高层次人才和急需紧缺专门人才。

(十) S1 字签证, 发给申请入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满 18 周岁的子女、配偶的父母, 以及因其他私人事务需要在中国境内居留的人员; S2 字签证, 发给申请入境短期探亲的因工作、学习等事由在中国境内停留居留的外国人的家庭成员, 以及因其他私人事务需要在中国境内停留的人员。

(十一) X1 字签证, 发给申请在中国境内长期学习的人员; X2 字签证, 发给申请在中国境内短期学习的人员。

(十二) Z 字签证, 发给申请在中国境内工作的人员。

第七条 外国人申请办理签证, 应当填写申请表, 提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关

材料。

（一）申请 C 字签证，应当提交外国运输公司出具的担保函件或者中国境内有关单位出具的邀请函件。

（二）申请 D 字签证，应当提交公安部签发的外国人永久居留身份确认表。

（三）申请 F 字签证，应当提交中国境内的邀请方出具的邀请函件。

（四）申请 G 字签证，应当提交前往国家（地区）的已确定日期、座位的联程机（车、船）票。

（五）申请 J1 字及 J2 字签证，应当按照中国有关外国常驻新闻机构和外国记者采访的规定履行审批手续并提交相应的申请材料。

（六）申请 L 字签证，应当按照要求提交旅行计划行程安排等材料；以团体形式入境旅游的，还应当提交旅行社出具的邀请函件。

（七）申请 M 字签证，应当按照要求提交中国境内商业贸易合作方出具的邀请函件。

（八）申请 Q1 字签证，因家庭团聚申请入境居留的，应当提交居住在中国境内的中国公民、具有永久居留资格的外国人出具的邀请函件和家庭成员关系证明，因寄养等原因申请入境的，应当提交委托书等证明材料；申请 Q2 字签证，应当提交居住在中国境内的中国公民、具有永久居留资格的外国人出具的邀请函件等证明材料。

（九）申请 R 字签证，应当符合中国政府有关主管部门确定的外国高层次人才和急需紧缺专门人才的引进条件和要求，并按照规定提交相应的证明材料。

（十）申请 S1 字及 S2 字签证，应当按照要求提交因工作、学习等事由在中国境内停留居留的外国人出具的邀请函件、家庭成员关系证明，或者入境处理私人事务所需的证明材料。

（十一）申请 X1 字签证应当按照规定提交招收单位出具的录取通知书和主管部门出具的证明材料；申请 X2 字签证，应当按照规定提交招收单位出具的录取通知书等证明材料。

（十二）申请 Z 字签证，应当按照规定提交工作许可等证明材料。

签证机关可以根据具体情况要求外国人提交其他申请材料。

第八条 外国人有下列情形之一的，应当按照驻外签证机关要求接受面谈：

- （一）申请入境居留的；
- （二）个人身份信息、入境事由需要进一步核实的；
- （三）曾有不准入境、被限期出境记录的；
- （四）有必要进行面谈的其他情形。

驻外签证机关签发签证需要向中国境内有关部门、单位核实有关信息的，中国境内有关部门、单位应当予以配合。

第九条 签证机关经审查认为符合签发条件的，签发相应类别签证。对入境后需要办理居留证件的，签证机关应当在签证上注明入境后办理居留证件的时限。

第三章 停留居留管理

第十条 外国人持签证入境后，按照国家规定可以变更停留事由、给予入境便利的，或者因使用新护照、持团体签证入境后由于客观原因需要分团停留的，可以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换发签证。

第十一条 在中国境内的外国人所持签证遗失、损毁、被盗抢的，应当及时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补发签证。

第十二条 外国人申请签证的延期、换发、补发和申请办理停留证件，应当填写申请表，提交本人的护照或者其他国际旅行证件

以及符合规定的照片和申请事由的相关材料。

第十三条 外国人申请签证延期、换发、补发和申请办理停留证件符合受理规定的，公安机关出入境管理机构应当出具有效期不超过 7 日的受理回执，并在受理回执有效期内作出是否签发的决定。

外国人申请签证延期、换发、补发和申请办理停留证件的手续或者材料不符合规定的，公安机关出入境管理机构应当一次性告知申请人需要履行的手续和补正的申请材料。

申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在中国境内合法停留。

第十四条 公安机关出入境管理机构作出的延长签证停留期限决定，仅对本次入境有效，不影响签证的入境次数和入境有效期，并且累计延长的停留期限不得超过原签证注明的停留期限。

签证停留期限延长后，外国人应当按照原签证规定的事由和延长的期限停留。

第十五条 居留证件分为以下种类：

（一）工作类居留证件，发给在中国境内工作的人员；
（二）学习类居留证件，发给在中国境内长期学习的人员；
（三）记者类居留证件，发给外国常驻中国新闻机构的外国常驻记者；

（四）团聚类居留证件，发给因家庭团聚需要在中国境内居留的中国公民的家庭成员和具有中国永久居留资格的外国人的家庭成员，以及因寄养等原因需要在中国境内居留的人员；

（五）私人事务类居留证件，发给入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满 18 周岁的子女、配偶的父母，以及因其他私人事务需要在中国境内居留的人员。

第十六条 外国人申请办理外国人居留证件，应当提交本人护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材

料，本人到居留地县级以上地方人民政府公安机关出入境管理机构办理相关手续，并留存指纹等人体生物识别信息。

（一）工作类居留证件，应当提交工作许可等证明材料；属于国家需要的外国高层次人才和急需紧缺专门人才的，应当按照规定提交有关证明材料。

（二）学习类居留证件，应当按照规定提交招收单位出具的注明学习期限的函件等证明材料。

（三）记者类居留证件，应当提交有关主管部门出具的函件和核发的记者证。

（四）团聚类居留证件，因家庭团聚需要在中国境内居留的，应当提交家庭成员关系证明和与申请事由相关的证明材料；因寄养等原因需要在中国境内居留的，应当提交委托书等证明材料。

（五）私人事务类居留证件，长期探亲的，应当按照要求提交亲属关系证明、被探望人的居留证件等证明材料；入境处理私人事务的，应当提交因处理私人事务需要在中国境内居留的相关证明材料。

外国人申请有效期 1 年以上的居留证件的，应当按照规定提交健康证明。健康证明自开具之日起 6 个月内有效。

第十七条 外国人申请办理居留证件的延期、换发、补发，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

第十八条 外国人申请居留证件或者申请居留证件的延期、换发、补发符合受理规定的，公安机关出入境管理机构应当出具有效期不超过 15 日的受理回执，并在受理回执有效期内作出是否签发的决定。

外国人申请居留证件或者申请居留证件的延期、换发、补发的手续或者材料不符合规定的，公安机关出入境管理机构应当一次性

告知申请人需要履行的手续和补正的申请材料。

申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在中国境内合法居留。

第十九条 外国人申请签证和居留证件的延期、换发、补发，申请办理停留证件，有下列情形之一的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请：

（一）未满 16 周岁或者已满 60 周岁以及因疾病等原因行动不便的；

（二）非首次入境且在中国境内停留居留记录良好的；

（三）邀请单位或者个人对外国人在中国境内期间所需费用提供保证措施的。

外国人申请居留证件，属于国家需要的外国高层次人才和急需紧缺专门人才以及前款第一项规定情形的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请。

第二十条 公安机关出入境管理机构可以通过面谈、电话询问、实地调查等方式核实申请事由的真实性，申请人以及出具邀请函件、证明材料的单位或者个人应当予以配合。

第二十一条 公安机关出入境管理机构对有下列情形之一的外国人，不予批准签证和居留证件的延期、换发、补发，不予签发停留证件：

（一）不能按照规定提供申请材料的；

（二）在申请过程中弄虚作假的；

（三）违反中国有关法律、行政法规规定，不适合在中国境内停留居留的；

（四）不宜批准签证和居留证件的延期、换发、补发或者签发停留证件的其他情形。

第二十二条 持学习类居留证件的外国人需要在校外勤工助学

或者实习的，应当经所在学校同意后，向公安机关出入境管理机构申请居留证件加注勤工助学或者实习地点、期限等信息。

持学习类居留证件的外国人所持居留证件未加注前款规定信息的，不得在校外勤工助学或者实习。

第二十三条 在中国境内的外国人因证件遗失、损毁、被盗抢等原因未持有效护照或者国际旅行证件，无法在本国驻中国有关机构补办的，可以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申请办理出境手续。

第二十四条 所持出境入境证件注明停留区域的外国人、出入境边防检查机关批准临时入境且限定停留区域的外国人，应当在限定的区域内停留。

第二十五条 外国人在中国境内有下列情形之一的，属于非法居留：

- （一）超过签证、停留居留证件规定的停留居留期限停留居留的；
- （二）免办签证入境的外国人超过免签期限停留且未办理停留居留证件的；
- （三）外国人超出限定的停留居留区域活动的；
- （四）其他非法居留的情形。

第二十六条 聘用外国人工作或者招收外国留学生的单位，发现有下列情形之一的，应当及时向所在地县级以上地方人民政府公安机关出入境管理机构报告：

- （一）聘用的外国人离职或者变更工作地域的；
- （二）招收的外国留学生毕业、结业、肄业、退学，离开原招收单位的；
- （三）聘用的外国人、招收的外国留学生违反出境入境管理规定的；

（四）聘用的外国人、招收的外国留学生出现死亡、失踪等情形的。

第二十七条 金融、教育、医疗、电信等单位在办理业务时需要核实外国人身份信息的，可以向公安机关出入境管理机构申请核实。

第二十八条 外国人因外交、公务事由在中国境内停留居留证件的签发管理，按照外交部的规定执行。

第四章 调查和遣返

第二十九条 公安机关根据实际需要可以设置遣返场所。

依照出境入境管理法**第六十条**的规定对外国人实施拘留审查的，应当在 24 小时内将被拘留审查的外国人送到拘留所或者遣返场所。

由于天气、当事人健康状况等原因无法立即执行遣送出境、驱逐出境的，应当凭相关法律文书将外国人羁押在拘留所或者遣返场所。

第三十条 依照出境入境管理法第六十一条的规定，对外国人限制活动范围的，应当出具限制活动范围决定书。被限制活动范围的外国人，应当在指定的时间到公安机关报到；未经决定机关批准，不得变更生活居所或者离开限定的区域。

第三十一条 依照出境入境管理法第六十二条的规定，对外国人实施遣送出境的，作出遣送出境决定的机关应当依法确定被遣送出境的外国人不准入境的具体期限。

第三十二条 外国人被遣送出境所需的费用由本人承担。本人无力承担的，属于非法就业的，由非法聘用的单位、个人承担；属于其他情形的，由对外国人在中国境内停留居留提供保证措施的单位或者个人承担。

遣送外国人出境，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。

第三十三条 外国人被决定限期出境的，作出决定的机关应当在注销或者收缴其原出境入境证件后，为其补办停留手续并限定出境的期限。限定出境期限最长不得超过 15 日。

第三十四条 外国人有下列情形之一的，其所持签证、停留居留证件由签发机关宣布作废：

- （一）签证、停留居留证件损毁、遗失、被盗抢的；
- （二）被决定限期出境、遣送出境、驱逐出境，其所持签证、停留居留证件未被收缴或者注销的；
- （三）原居留事由变更，未在规定期限内向公安机关出入境管理机构申报，经公安机关公告后仍未申报的；
- （四）有出境入境管理法第二十一条、第三十一条规定的不予签发签证、居留证件情形的。

签发机关对签证、停留居留证件依法宣布作废的，可以当场宣布作废或者公告宣布作废。

第三十五条 外国人所持签证、停留居留证件有下列情形之一的，由公安机关注销或者收缴：

- （一）被签发机关宣布作废或者被他人冒用的；
- （二）通过伪造、变造、骗取或者其他方式非法获取的；
- （三）持有人被决定限期出境、遣送出境、驱逐出境的。

作出注销或者收缴决定的机关应当及时通知签发机关。

第五章 附则

第三十六条 本条例下列用语的含义：

- （一）签证的入境次数，是指持证人在签证入境有效期内可以入境的次数。
- （二）签证的入境有效期，是指持证人所持签证入境的有效时间范围。非经签发机关注明，签证自签发之日起生效，于有效期满当日北京时间 24 时失效。

（三）签证的停留期限，是指持证人每次入境后被准许停留的时限，自入境次日开始计算。

（四）短期，是指在中国境内停留不超过 180 日（含 180 日）。

（五）长期、常驻，是指在中国境内居留超过 180 日。

本条例规定的公安机关出入境管理机构审批期限和受理回执有效期以工作日计算，不含法定节假日。

第三十七条 经外交部批准，驻外签证机关可以委托当地有关机构承办外国人签证申请的接件、录入、咨询等服务性事务。

第三十八条 签证的式样由外交部会同公安部规定。停留居留证件的式样由公安部规定。

第三十九条 本条例自 2013 年 9 月 1 日起施行。1986 年 12 月 3 日国务院批准，1986 年 12 月 27 日公安部、外交部公布，1994 年 7 月 13 日、2010 年 4 月 24 日国务院修订的《中华人民共和国外国人入境出境管理法实施细则》同时废止。

中华人民共和国境内外国人宗教活动管理规定实施细则

(2025 年修订)

第一章 总 则

第一条 根据《中华人民共和国境内外国人宗教活动管理规定》等有关规定，制定本实施细则。

第二条 本实施细则所称外国人，是指依照《中华人民共和国国籍法》的规定，不具有中国国籍的人。

第三条 本实施细则所称境内外国人宗教活动，是指外国人在中国境内按照其宗教信仰举行或者参加宗教仪式，以及与中国宗教团体、宗教院校、宗教活动场所和宗教教职人员进行宗教方面交往交流等活动。

第四条 中国尊重境内外国人的宗教信仰自由，依法保护境内外国人宗教活动。

中国依法保护境内外国人在宗教方面与中国宗教界进行的友好往来和文化学术交流活动。

第五条 境内外国人进行宗教活动，应当遵守中国的法律、法规、规章，尊重中国宗教独立自主自办原则，接受中国政府依法管理；不得利用宗教损害中国国家利益、社会公共利益和公民合法权益，不得违背中国的公序良俗。

第二章 集体宗教活动

第六条 境内外国人集体宗教活动应当在依法登记为宗教活动场所的寺院、宫观、清真寺、教堂（以下称寺观教堂）进行，由寺观教堂提供专场服务；寺观教堂不能够提供专场服务的，可以在省级人民政府宗教事务部门批准的外国人集体宗教活动临时地点（以下简称临时地点）进行。

本实施细则所称境内外国人集体宗教活动，是指境内外国人组

织的、有一定数量外国人参加的宗教活动，不包括本实施细则**第十九条**规定的情形。

前款规定的一定数量，由省级人民政府宗教事务部门确定。

第七条 境内外国人申请在寺观教堂举行集体宗教活动或者申请设立临时地点，应当推选三名以上召集人。

召集人应当遵守中国的法律、法规、规章，无歧视中国言行，无不良记录，能够承担相应的法律责任，在中国境内合法居留。

外国驻中国外交代表机构、领事机构人员以及其他享有特权和豁免的外国人，不得担任召集人。

第八条 境内外国人拟在寺观教堂举行集体宗教活动，应当由召集人向所在地设区的市（地、州、盟）宗教团体提出书面申请。

设区的市（地、州、盟）宗教团体根据申请和当地寺观教堂的情况，确定为境内外国人集体宗教活动提供专场服务的寺观教堂，并报设区的市级人民政府宗教事务部门备案。寺观教堂不具备提供专场服务条件的，设区的市（地、州、盟）宗教团体应当书面答复召集人。召集人可以按照本实施细则的规定申请设立临时地点。

第九条 为境内外国人集体宗教活动提供专场服务的寺观教堂应当与召集人签订协议，明确集体宗教活动的时间安排、活动方式、活动次数、活动人数、安全措施、双方权利义务、法律责任等事项，并自协议签订之日起十日内将协议文本及召集人有关情况报所在地设区的市级人民政府宗教事务部门备案。

第十条 境内外国人在寺观教堂举行集体宗教活动，由该寺观教堂安排中国宗教教职人员主持；确需由外国人主持宗教活动的，该寺观教堂应当向所在地设区的市级人民政府宗教事务部门备案。

第十一条 申请设立临时地点，应当具备下列条件：

（一）拟在临时地点进行的活动不妨碍周围单位和居民正常的生产、学习、生活，接受所在地宗教事务部门的管理；

（二）对拟作为临时地点的建筑设施具有使用权；

（三）拟作为临时地点的建筑设施符合规划、建设、消防、建筑安全等法律法规规定，适合进行集体宗教活动。

第十二条 申请设立临时地点，召集人应当填写境内外国人集体宗教活动临时地点申请表，同时向申请设立临时地点所在地省级人民政府宗教事务部门提交下列材料：

（一）设区的市（地、州、盟）宗教团体出具的寺观教堂不具备提供专场服务条件的书面答复；

（二）所信仰宗教的主要经典，该宗教基本情况的说明；

（三）拟参加集体宗教活动的境内外国人的姓名、国籍、现居住地、有效中国签证或者停留居留证件等说明；

（四）召集人的承诺书；

（五）召集人的护照以及居留证件的原件、复印件；

（六）拟主持集体宗教活动的人员，集体宗教活动的时间安排、活动方式、活动次数、活动人数、安全措施等说明；

（七）对拟作为临时地点的建筑设施具有使用权的有效材料，以及该建筑设施符合规划、建设、消防、建筑安全等法律法规规定的材料。

前款所要求提交的材料除第二项中所信仰宗教主要经典外，应当使用中文。宗教事务部门应当依法保护材料中涉及个人隐私的信息。

在第一款第四项的承诺书中，召集人应当承诺，做好临时地点集体宗教活动的监督管理，督促参加活动的外国人遵守中国的法律、法规、规章，不妨碍周围单位和居民正常的生产、学习、生活，接受所在地宗教事务部门的管理，临时地点的外部不设置宗教标志物。所有召集人均应当在承诺书上签字。

境内外国人集体宗教活动临时地点申请表式样由国家宗教事务

局制作。

第十三条 省级人民政府宗教事务部门收到设立临时地点的申请材料后，征求拟设立临时地点所在地县级人民政府宗教事务部门、设区的市级人民政府宗教事务部门以及省、自治区、直辖市宗教团体的意见，自受理申请之日起二十个工作日内作出批准或者不予批准的决定。

在县级行政区域内，对信仰同一宗教、能够使用同一语言进行集体宗教活动的，一般只批准一处临时地点。

临时地点有效期最长为二年。期满后仍需要在该临时地点举行集体宗教活动的，应当在期满三十日前按照本实施细则第十二条的规定重新申请。

境内外国人在临时地点举行集体宗教活动时，应当由所在地县级人民政府宗教事务部门负责管理。

第十四条 在临时地点的集体宗教活动，应当至少有一名召集人在现场负责管理。

召集人应当加强临时地点集体宗教活动的安全管理，参加活动的人数不得超过临时地点批准文书中载明的活动人数。

第十五条 在临时地点的集体宗教活动，需要邀请中国宗教教职人员主持的，应当由召集人向临时地点所在地设区的市（地、州、盟）宗教团体提出，由该宗教团体安排合适的宗教教职人员主持。

第十六条 除按照本实施细则规定安排或者邀请主持宗教活动的中国宗教教职人员外，境内外国人举行的集体宗教活动，仅限于境内外国人参加。

第十七条 为境内外国人集体宗教活动提供专场服务的寺观教堂和临时地点建筑设施的提供方，发现境内外国人集体宗教活动有违反中国法律、法规、规章行为的，应当及时向所在地宗教事务部门或者其他相关部门报告。

第十八条 临时地点的召集人、时间安排、活动方式、活动人数需要变更的，应当在拟变更三十日前向省级人民政府宗教事务部门提出变更申请并提交相关材料。

第十九条 境内外国人经所在地宗教团体同意，可以邀请中国宗教教职人员按宗教习惯为其举行洗礼、婚礼、葬礼和道场、法会等宗教仪式。

第三章 宗教交往

第二十条 境内外国人与中国宗教团体、宗教院校和宗教活动场所等进行宗教方面的友好往来和文化学术交流活动，应当通过全国性宗教团体或者省、自治区、直辖市宗教团体进行。

第二十一条 以宗教教职人员身份入境的外国宗教教职人员，经全国性宗教团体或者省、自治区、直辖市宗教团体邀请，可以在寺观教堂讲经、讲道。

以其他身份入境的外国宗教教职人员，经全国性宗教团体或者省、自治区、直辖市宗教团体邀请，并经国家宗教事务局或者省级人民政府宗教事务部门同意，可以在寺观教堂讲经、讲道。

被邀请人应当符合下列条件：

（一）遵守中国的法律、法规、规章，尊重中国宗教独立自主自办原则，无歧视中国的言行，无宗教极端思想倾向；

（二）拟讲授的内容不违反中国的法律、法规、规章，不干涉中国的宗教事务，不违背中国的公序良俗。

第二十二条 以其他身份入境的外国宗教教职人员，拟在寺观教堂讲经、讲道的，全国性宗教团体或者省、自治区、直辖市宗教团体应当分别向国家宗教事务局或者省级人民政府宗教事务部门提交下列申请材料：

（一）申请书，内容包括邀请理由以及拟安排讲经、讲道的寺观教堂的情况；

（二）被邀请人的有关背景情况、宗教教职身份、入境身份说明及拟讲授的主要内容；

（三）拟安排讲经、讲道的寺观教堂书面同意的材料。

国家宗教事务局、省级人民政府宗教事务部门应当自受理申请之日起二十个工作日内，作出批准或者不予批准的决定。

第二十三条 外国人同中国宗教团体、宗教院校、宗教活动场所开展宗教文化学术交流活动，携带超出本人自用、合理数量的宗教印刷品、宗教音像制品和其他宗教用品入境，应当符合下列条件：

（一）所携带的宗教印刷品、宗教音像制品和其他宗教用品不含有危害中国国家安全、损害社会公共利益以及违背中国宗教独立自主自办原则等内容；

（二）宗教印刷品、宗教音像制品和其他宗教用品接收单位是宗教团体、宗教院校或者宗教活动场所；

（三）所携带的宗教印刷品、宗教音像制品和其他宗教用品符合宗教文化学术交流项目或者协议需要；

（四）经全国性宗教团体或者省、自治区、直辖市宗教团体同意。

宗教印刷品和宗教音像制品自用、合理数量的范围，是指单行本发行的出版物每人每次十册（份）以下，成套发行的出版物每人每次三套以下。其他宗教用品自用、合理数量的范围，是指每种三个基本单位以下。

散发性宗教印刷品以及宗教音像制品，禁止进境。

第二十四条 外国人携带超出本人自用、合理数量的宗教印刷品、宗教音像制品和其他宗教用品入境，接收单位应当向所在地省级人民政府宗教事务部门提出申请，提交下列材料：

（一）申请书，内容包括该外国人以及宗教文化学术交流的情况介绍，所携带的宗教印刷品、宗教音像制品和其他宗教用品的目

录、样品、数量及用途说明；

（二）宗教文化学术交流项目或者协议的文本；

（三）全国性宗教团体或者省、自治区、直辖市宗教团体同意的书面材料。

接收单位为全国性宗教团体及其设立的宗教院校的，由全国性宗教团体将申请材料报国家宗教事务局。

国家宗教事务局、省级人民政府宗教事务部门应当自受理申请之日起二十个工作日内，作出批准或者不予批准的决定。

第二十五条 外国人经批准携带超出本人自用、合理数量的宗教印刷品、宗教音像制品和其他宗教用品入境时，应当向海关申报，海关凭国家宗教事务局或者省级人民政府宗教事务部门的批准文件予以验放。

第二十六条 外国组织或者个人在中国境内招收以培养宗教教职人员为目的的留学人员，由全国性宗教团体或者省、自治区、直辖市宗教团体根据需要统筹安排并选派。

外国组织或者个人不得在中国境内擅自招收以培养宗教教职人员为目的的留学人员。

外国人来中国宗教院校留学，应当经全国性宗教团体或者省、自治区、直辖市宗教团体同意。

第二十七条 外国人经中国宗教院校按照法定程序聘用，可以作为外籍专业人员到宗教院校讲学。

第二十八条 凡在中国境内没有相应的合法的中国宗教组织的外国宗教组织及其成员与中国政府部门或者宗教团体、宗教院校、宗教活动场所等交往的，应当符合下列条件：

（一）对中国友好；

（二）在所在国（地区）有合法地位或者身份；

（三）无不良记录；

（四）尊重中国宗教独立自主自办原则，拟在中国境内进行的交往活动不违反中国的法律、法规、规章。

中方单位应当向国家宗教事务局提出申请，提交下列材料：

（一）申请书，内容包括交往的目的、事项、时间、地点、人数；

（二）外国宗教组织及其成员和该宗教的基本情况，以及外国宗教组织及其成员符合前款所列条件的说明；

（三）中方单位及主要参加人员的基本情况。

国家宗教事务局应当自受理申请之日起二十个工作日内，作出批准或者不予批准的决定。

第二十九条 境内外国人不得进行下列涉宗教的活动：

（一）干涉和支配中国宗教团体、宗教院校、宗教活动场所的事务，干涉宗教教职人员的认定和管理；

（二）成立宗教组织，设立宗教办事机构、宗教活动场所或者宗教院校；

（三）宣扬宗教极端思想，支持、资助宗教极端主义和非法宗教活动，利用宗教破坏中国国家统一、民族团结、宗教和睦与社会稳定；

（四）擅自开展讲经、讲道或者举行集体宗教活动；

（五）在中国公民中发展宗教教徒，委任宗教教职人员；

（六）利用宗教进行妨碍中国司法、教育、婚姻、社会管理等制度实施的活动；

（七）制作或者销售宗教书刊、宗教音像制品、宗教电子出版物等宗教用品，散发宗教宣传品；

（八）接受中国组织及公民宗教性的捐赠；

（九）组织开展宗教教育培训；

（十）利用互联网进行非法宗教活动；

（十一）其他涉宗教的违法活动。

第四章 法律责任

第三十条 公职人员在境内外国人宗教活动管理工作中滥用职权、玩忽职守、徇私舞弊，应当给予处分的，依法给予处分；构成犯罪的，依法追究刑事责任。

第三十一条 境内外国人擅自设立临时地点举行集体宗教活动的，依据《宗教事务条例》第六十九条第二款予以处理。

第三十二条 境内外国人在寺观教堂或者临时地点举行集体宗教活动违反本实施细则规定或者承诺书内容的，由宗教事务部门责令改正，召集人负有责任的，责令撤换召集人；情节严重的，责令寺观教堂停止为外国人集体宗教活动提供专场服务或者责令临时地点停止活动。

第三十三条 中国宗教团体、宗教院校、宗教活动场所违反本实施细则规定的，依据《宗教事务条例》第六十五条予以处理。

中国宗教教职人员违反本实施细则规定的，依据《宗教事务条例》第七十三条予以处理。

第三十四条 为境内外国人违法宗教活动提供条件的，依据《宗教事务条例》第七十一条予以处理。

第三十五条 违反本实施细则其他规定的，由宗教事务部门和其他有关部门依据《中华人民共和国境内外国人宗教活动管理规定》、《宗教事务条例》予以处理。

违反本实施细则规定，同时违反其他法律法规的，由相关部门依法予以处理；构成犯罪的，依法追究刑事责任。

第五章 附 则

第三十六条 在直辖市行政区域内，本实施细则规定的设区的市（地、州、盟）宗教团体的职责，由直辖市（县）宗教团体履行；县级人民政府宗教事务部门和设区的市级人民政府宗教事务部

门的职责，由直辖市（县）人民政府宗教事务部门履行。

第三十七条 县（市、区、旗）无相关宗教团体的，本实施细则规定的相应职责由设区的市（地、州、盟）宗教团体履行。

设区的市（地、州、盟）、直辖市（县）无相关宗教团体的，相应职责由省、自治区、直辖市宗教团体履行。

省、自治区、直辖市无相关宗教团体的，相应职责由全国性宗教团体履行。

第三十八条 本实施细则自 2025 年 5 月 1 日起施行。

中华人民共和国治安管理处罚法（2012 年修订）

第一章 总则

第一条 为维护社会治安秩序，保障公共安全，保护公民、法人和其他组织的合法权益，规范和保障公安机关及其人民警察依法履行治安管理职责，制定本法。

第二条 扰乱公共秩序，妨害公共安全，侵犯人身权利、财产权利，妨害社会管理，具有社会危害性，依照《中华人民共和国刑法》的规定构成犯罪的，依法追究刑事责任；尚不够刑事处罚的，由公安机关依照本法给予治安管理处罚。

第三条 治安管理处罚的程序，适用本法的规定；本法没有规定的，适用《中华人民共和国行政处罚法》的有关规定。

第四条 在中华人民共和国领域内发生的违反治安管理行为，除法律有特别规定的外，适用本法。在中华人民共和国船舶和航空器内发生的违反治安管理行为，除法律有特别规定的外，适用本法。

第五条 治安管理处罚必须以事实为依据，与违反治安管理行为的性质、情节以及社会危害程度相当。实施治安管理处罚，应当公开、公正，尊重和保障人权，保护公民的人格尊严。办理治安案件应当坚持教育与处罚相结合的原则。

第六条 各级人民政府应当加强社会治安综合治理，采取有效措施，化解社会矛盾，增进社会和谐，维护社会稳定。

第七条 国务院公安部门负责全国的治安管理工作。县级以上地方各级人民政府公安机关负责本行政区域内的治安管理工作。治安案件的管辖由国务院公安部门规定。

第八条 违反治安管理的行为对他人造成损害的，行为人或者其监护人应当依法承担民事责任。

第九条 对于因民间纠纷引起的打架斗殴或者损毁他人财物等

违反治安管理行为，情节较轻的，公安机关可以调解处理。经公安机关调解，当事人达成协议的，不予处罚。经调解未达成协议或者达成协议后不履行的，公安机关应当依照本法的规定对违反治安管理行为人给予处罚，并告知当事人可以就民事争议依法向人民法院提起民事诉讼。

第二章 处罚的种类和适用

第十条 治安管理处罚的种类分为：

- （一）警告；
- （二）罚款；
- （三）行政拘留；
- （四）吊销公安机关发放的许可证。

对违反治安管理的外国人，可以附加适用限期出境或者驱逐出境。

第十一条 办理治安案件所查获的毒品、淫秽物品等违禁品，赌具、赌资，吸食、注射毒品的用具以及直接用于实施违反治安管理行为的本人所有的工具，应当收缴，按照规定处理。违反治安管理所得的财物，追缴退还被侵害人；没有被侵害人的，登记造册，公开拍卖或者按照国家有关规定处理，所得款项上缴国库。

第十二条 已满十四周岁不满十八周岁的人违反治安管理的，从轻或者减轻处罚；不满十四周岁的人违反治安管理的，不予处罚，但是应当责令其监护人严加管教。

第十三条 精神病人在不能辨认或者不能控制自己行为的时候违反治安管理的，不予处罚，但是应当责令其监护人严加看管和治疗。间歇性的精神病人在精神正常的时候违反治安管理的，应当给予处罚。

第十四条 盲人或者又聋又哑的人违反治安管理的，可以从轻、

减轻或者不予处罚。

第十五条 醉酒的人违反治安管理的，应当给予处罚。醉酒的人在醉酒状态中，对本人有危险或者对他人的人身、财产或者公共安全有威胁的，应当对其采取保护性措施约束至酒醒。

第十六条 有两种以上违反治安管理行为的，分别决定，合并执行。行政拘留处罚合并执行的，最长不超过二十日。

第十七条 共同违反治安管理的，根据违反治安管理行为人在违反治安管理行为中所起的作用，分别处罚。教唆、胁迫、诱骗他人违反治安管理的，按照其教唆、胁迫、诱骗的行为处罚。

第十八条 单位违反治安管理的，对其直接负责的主管人员和其他直接责任人员依照本法的规定处罚。其他法律、行政法规对同一行为规定给予单位处罚的，依照其规定处罚。

第十九条 违反治安管理有下列情形之一的，减轻处罚或者不予处罚：

- （一）情节特别轻微的；
- （二）主动消除或者减轻违法后果，并取得被侵害人谅解的；
- （三）出于他人胁迫或者诱骗的；
- （四）主动投案，向公安机关如实陈述自己的违法行为的；
- （五）有立功表现的。

第二十条 违反治安管理有下列情形之一的，从重处罚：

- （一）有较严重后果的；
- （二）教唆、胁迫、诱骗他人违反治安管理的；
- （三）对报案人、控告人、举报人、证人打击报复的；
- （四）六个月内曾受过治安管理处罚的。

第二十一条 违反治安管理行为人有下列情形之一，依照本法应当给予行政拘留处罚的，不执行行政拘留处罚：

- （一）已满十四周岁不满十六周岁的；

(二) 已满十六周岁不满十八周岁，初次违反治安管理的；

(三) 七十周岁以上的；

(四) 怀孕或者哺乳自己不满一周岁婴儿的。

第二十二条 违反治安管理行为在六个月内没有被公安机关发现的，不再处罚。前款规定的期限，从违反治安管理行为发生之日起计算；违反治安管理行为有连续或者继续状态的，从行为终了之日起计算。

第三章 违反治安管理的行为和处罚

第一节 扰乱公共秩序的行为和处罚

第二十三条 有下列行为之一的，处警告或者二百元以下罚款；情节较重的，处五日以上十日以下拘留，可以并处五百元以下罚款：

(一) 扰乱机关、团体、企业、事业单位秩序，致使工作、生产、营业、医疗、教学、科研不能正常进行，尚未造成严重损失的；

(二) 扰乱车站、港口、码头、机场、商场、公园、展览馆或者其他公共场所秩序的；

(三) 扰乱公共汽车、电车、火车、船舶、航空器或者其他公共交通工具上的秩序的；

(四) 非法拦截或者强登、扒乘机动车、船舶、航空器以及其他交通工具，影响交通工具正常行驶的；

(五) 破坏依法进行的选举秩序的。聚众实施前款行为的，对首要分子处十日以上十五日以下拘留，可以并处一千元以下罚款。

第二十四条 有下列行为之一，扰乱文化、体育等大型群众性活动秩序的，处警告或者二百元以下罚款；情节严重的，处五日以上十日以下拘留，可以并处五百元以下罚款：

(一) 强行进入场内的；

(二) 违反规定，在场内燃放烟花爆竹或者其他物品的；

(三) 展示侮辱性标语、条幅等物品的；

（四）围攻裁判员、运动员或者其他工作人员的；

（五）向场内投掷杂物，不听制止的；

（六）扰乱大型群众性活动秩序的其他行为。因扰乱体育比赛秩序被处以拘留处罚的，可以同时责令其十二个月内不得进入体育场馆观看同类比赛；违反规定进入体育场馆的，强行带离现场。

第二十五条 有下列行为之一的，处五日以上十日以下拘留，可以并处五百元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款：

（一）散布谣言，谎报险情、疫情、警情或者以其他方法故意扰乱公共秩序的；

（二）投放虚假的爆炸性、毒害性、放射性、腐蚀性物质或者传染病病原体等危险物质扰乱公共秩序的；

（三）扬言实施放火、爆炸、投放危险物质扰乱公共秩序的。

第二十六条 有下列行为之一的，处五日以上十日以下拘留，可以并处五百元以下罚款；情节较重的，处十日以上十五日以下拘留，可以并处一千元以下罚款：

（一）结伙斗殴的；

（二）追逐、拦截他人的；

（三）强拿硬要或者任意损毁、占用公私财物的；

（四）其他寻衅滋事行为。

第二十七条 有下列行为之一的，处十日以上十五日以下拘留，可以并处一千元以下罚款；情节较轻的，处五日以上十日以下拘留，可以并处五百元以下罚款：

（一）组织、教唆、胁迫、诱骗、煽动他人从事邪教、会道门活动或者利用邪教、会道门、迷信活动，扰乱社会秩序、损害他人身体健康的；

（二）冒用宗教、气功名义进行扰乱社会秩序、损害他人身体

健康活动的。

第二十八条 违反国家规定，故意干扰无线电业务正常进行的，或者对正常运行的无线电台（站）产生有害干扰，经有关主管部门指出后，拒不采取有效措施消除的，处五日以上十日以下拘留；情节严重的，处十日以上十五日以下拘留。

第二十九条 有下列行为之一的，处五日以下拘留；情节较重的，处五日以上十日以下拘留：

（一）违反国家规定，侵入计算机信息系统，造成危害的；

（二）违反国家规定，对计算机信息系统功能进行删除、修改、增加、干扰，造成计算机信息系统不能正常运行的；

（三）违反国家规定，对计算机信息系统中存储、处理、传输的数据和应用程序进行删除、修改、增加的；

（四）故意制作、传播计算机病毒等破坏性程序，影响计算机信息系统正常运行的。

第二节 妨害公共安全的行为和处罚

第三十条 违反国家规定，制造、买卖、储存、运输、邮寄、携带、使用、提供、处置爆炸性、毒害性、放射性、腐蚀性物质或者传染病病原体等危险物质的，处十日以上十五日以下拘留；情节较轻的，处五日以上十日以下拘留。

第三十一条 爆炸性、毒害性、放射性、腐蚀性物质或者传染病病原体等危险物质被盗、被抢或者丢失，未按规定报告的，处五日以下拘留；故意隐瞒不报的，处五日以上十日以下拘留。

第三十二条 非法携带枪支、弹药或者弩、匕首等国家规定的管制器具的，处五日以下拘留，可以并处五百元以下罚款；情节较轻的，处警告或者二百元以下罚款。非法携带枪支、弹药或者弩、匕首等国家规定的管制器具进入公共场所或者公共交通工具的，处五日以上十日以下拘留，可以并处五百元以下罚款。

第三十三条 有下列行为之一的，处十日以上十五日以下拘留：

（一）盗窃、损毁油气管道设施、电力电信设施、广播电视设施、水利防汛工程设施或者水文监测、测量、气象测报、环境监测、地质监测、地震监测等公共设施的；

（二）移动、损毁国家边境的界碑、界桩以及其他边境标志、边境设施或者领土、领海标志设施的；

（三）非法进行影响国（边）界线走向的活动或者修建有碍国（边）境管理的设施的。

第三十四条 盗窃、损坏、擅自移动使用中的航空设施，或者强行进入航空器驾驶舱的，处十日以上十五日以下拘留。在使用中的航空器上使用可能影响导航系统正常功能的器具、工具，不听劝阻的，处五日以下拘留或者五百元以下罚款。

第三十五条 有下列行为之一的，处五日以上十日以下拘留，可以并处五百元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款：

（一）盗窃、损毁或者擅自移动铁路设施、设备、机车车辆配件或者安全标志的；

（二）在铁路线路上放置障碍物，或者故意向列车投掷物品的；

（三）在铁路线路、桥梁、涵洞处挖掘坑穴、采石取沙的；

（四）在铁路线路上私设道口或者平交过道的。

第三十六条 擅自进入铁路防护网或者火车来临时在铁路线路上行走坐卧、抢越铁路，影响行车安全的，处警告或者二百元以下罚款。

第三十七条 有下列行为之一的，处五日以下拘留或者五百元以下罚款；情节严重的，处五日以上十日以下拘留，可以并处五百元以下罚款：

（一）未经批准，安装、使用电网的，或者安装、使用电网不

符合安全规定的

（二）在车辆、行人通行的地方施工，对沟井坎穴不设覆盖物、防围和警示标志的，或者故意损毁、移动覆盖物、防围和警示标志的；

（三）盗窃、损毁路面井盖、照明等公共设施的。

第三十八条 举办文化、体育等大型群众性活动，违反有关规定，有发生安全事故危险的，责令停止活动，立即疏散；对组织者处五日以上十日以下拘留，并处二百元以上五百元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。

第三十九条 旅馆、饭店、影剧院、娱乐场、运动场、展览馆或者其他供社会公众活动的场所的经营管理人员，违反安全规定，致使该场所有发生安全事故危险，经公安机关责令改正，拒不改正的，处五日以下拘留。

第三节 侵犯人身权利、财产权利的行为和处罚

第四十条 有下列行为之一的，处十日以上十五日以下拘留，并处五百元以上一千元以下罚款；情节较轻的，处五日以上十日以下拘留，并处二百元以上五百元以下罚款：

（一）组织、胁迫、诱骗不满十六周岁的人或者残疾人进行恐怖、残忍表演的；

（二）以暴力、威胁或者其他手段强迫他人劳动的；

（三）非法限制他人人身自由、非法侵入他人住宅或者非法搜查他人身体的。

第四十一条 胁迫、诱骗或者利用他人乞讨的，处十日以上十五日以下拘留，可以并处一千元以下罚款。反复纠缠、强行讨要或者以其他滋扰他人的方式乞讨的，处五日以下拘留或者警告。

第四十二条 有下列行为之一的，处五日以下拘留或者五百元以下罚款；情节较重的，处五日以上十日以下拘留，可以并处五百

元以下罚款：

- （一）写恐吓信或者以其他方法威胁他人人身安全的；
- （二）公然侮辱他人或者捏造事实诽谤他人的；
- （三）捏造事实诬告陷害他人，企图使他人受到刑事追究或者受到治安管理处罚的；
- （四）对证人及其近亲属进行威胁、侮辱、殴打或者打击报复的；
- （五）多次发送淫秽、侮辱、恐吓或者其他信息，干扰他人正常生活的；
- （六）偷窥、偷拍、窃听、散布他人隐私的。

第四十三条 殴打他人的，或者故意伤害他人身体的，处五日以上十日以下拘留，并处二百元以上五百元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。有下列情形之一的，处十日以上十五日以下拘留，并处五百元以上一千元以下罚款：

- （一）结伙殴打、伤害他人的；
- （二）殴打、伤害残疾人、孕妇、不满十四周岁的人或者六十周岁以上的人的；多次殴打、伤害他人或者一次殴打、伤害多人的。

第四十四条 猥亵他人的，或者在公共场所故意裸露身体，情节恶劣的，处五日以上十日以下拘留；猥亵智力残疾人、精神病人、不满十四周岁的人或者有其他严重情节的，处十日以上十五日以下拘留。

第四十五条 有下列行为之一的，处五日以下拘留或者警告：

- （一）虐待家庭成员，被虐待人要求处理的；
- （二）遗弃没有独立生活能力的被扶养人的。

第四十六条 强买强卖商品，强迫他人提供服务或者强迫他人接受服务的，处五日以上十日以下拘留，并处二百元以上五百元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。

第四十七条 煽动民族仇恨、民族歧视，或者在出版物、计算机信息网络中刊载民族歧视、侮辱内容的，处十日以上十五日以下拘留，可以并处一千元以下罚款。

第四十八条 冒领、隐匿、毁弃、私自开拆或者非法检查他人邮件的，处五日以下拘留或者五百元以下罚款。

第四十九条 盗窃、诈骗、哄抢、抢夺、敲诈勒索或者故意损毁公私财物的，处五日以上十日以下拘留，可以并处五百元以下罚款；情节较重的，处十日以上十五日以下拘留，可以并处一千元以下罚款。

第四节 妨害社会管理的行为和处罚

第五十条 有下列行为之一的，处警告或者二百元以下罚款；情节严重的，处五日以上十日以下拘留，可以并处五百元以下罚款：

（一）拒不执行人民政府在紧急状态情况下依法发布的决定、命令的；

（二）阻碍国家机关工作人员依法执行职务的；

（三）阻碍执行紧急任务的消防车、救护车、工程抢险车、警车等车辆通行的；

（四）强行冲闯公安机关设置的警戒带、警戒区的。阻碍人民警察依法执行职务的，从重

第五十一条 冒充国家机关工作人员或者以其他虚假身份招摇撞骗的，处五日以上十日以下拘留，可以并处五百元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。冒充军警人员招摇撞骗的，从重处罚。

第五十二条 有下列行为之一的，处十日以上十五日以下拘留，可以并处一千元以下罚款；情节较轻的，处五日以上十日以下拘留，可以并处五百元以下罚款：

（一）伪造、变造或者买卖国家机关、人民团体、企业、事业

单位或者其他组织的公文、证件、证明文件、印章的；

（二）买卖或者使用伪造、变造的国家机关、人民团体、企业、事业单位或者其他组织的公文、证件、证明文件的；

（三）伪造、变造、倒卖车票、船票、航空客票、文艺演出票、体育比赛入场券或者其他有价票证、凭证的；

（四）伪造、变造船舶户牌，买卖或者使用伪造、变造的船舶户牌，或者涂改船舶发动机号码的。

第五十三条 船舶擅自进入、停靠国家禁止、限制进入的水域或者岛屿的，对船舶负责人及有关责任人员处五百元以上一千元以下罚款；情节严重的，处五日以下拘留，并处五百元以上一千元以下罚款。

第五十四条 有下列行为之一的，处十日以上十五日以下拘留，并处五百元以上一千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款：

（一）违反国家规定，未经注册登记，以社会团体名义进行活动，被取缔后，仍进行活动的；

（二）被依法撤销登记的社会团体，仍以社会团体名义进行活动的；

（三）未经许可，擅自经营按照国家规定需要由公安机关许可的行业的。有前款第三项行为的，予以取缔。取得公安机关许可的经营者，违反国家有关管理规定，情节严重的，公安机关可以吊销许可证。

第五十五条 煽动、策划非法集会、游行、示威，不听劝阻的，处十日以上十五日以下拘留。

第五十六条 旅馆业的工作人员对住宿的旅客不按规定登记姓名、身份证件种类和号码的，或

者明知住宿的旅客将危险物质带入旅馆，不予制止的，处二百

元以上五百元以下罚款。旅馆业的工作人员明知住宿的旅客是犯罪嫌疑人员或者被公安机关通缉的人员，不向公安机关报告的，处二百元以上五百元以下罚款；情节严重的，处五日以下拘留，可以并处五百元以下罚款。

第五十七条 房屋出租人将房屋出租给无身份证件的人居住的，或者不按规定登记承租人姓名、身份证件种类和号码的，处二百元以上五百元以下罚款。房屋出租人明知承租人利用出租房屋进行犯罪活动，不向公安机关报告的，处二百元以上五百元以下罚款；情节严重的，处五日以下拘留，可以并处五百元以下罚款。

第五十八条 违反关于社会生活噪声污染防治的法律规定，制造噪声干扰他人正常生活的，处警告；警告后不改正的，处二百元以上五百元以下罚款。

第五十九条 有下列行为之一的，处五百元以上一千元以下罚款；情节严重的，处五日以上十日以下拘留，并处五百元以上一千元以下罚款：

（一）典当业工作人员承接典当的物品，不查验有关证明、不履行登记手续，或者明知是违法犯罪嫌疑人、赃物，不向公安机关报告的；

（二）违反国家规定，收购铁路、油田、供电、电信、矿山、水利、测量和城市公用设施等废旧专用器材的；

（三）收购公安机关通报寻查的赃物或者有赃物嫌疑的物品的；

（四）收购国家禁止收购的其他物品的。

第六十条 有下列行为之一的，处五日以上十日以下拘留，并处二百元以上五百元以下罚款：

（一）隐藏、转移、变卖或者损毁行政执法机关依法扣押、查封、冻结的财物的；

（二）伪造、隐匿、毁灭证据或者提供虚假证言、谎报案情，

影响行政执法机关依法办案的；

（三）明知是赃物而窝藏、转移或者代为销售的

（四）被依法执行管制、剥夺政治权利或者在缓刑、暂予监外执行中的罪犯或者被依法采取刑事强制措施的人，有违反法律、行政法规或者国务院有关部门的监督管理规定的行为。

第六十一条 协助组织或者运送他人偷越国（边）境的，处十日以上十五日以下拘留，并处一千元以上五千元以下罚款。

第六十二条 为偷越国（边）境人员提供条件的，处五日以上十日以下拘留，并处五百元以上二千元以下罚款。偷越国（边）境的，处五日以下拘留或者五百元以下罚款。

第六十三条 有下列行为之一的，处警告或者二百元以下罚款；情节较重的，处五日以上十日以下拘留，并处二百元以上五百元以下罚款：

（一）刻划、涂污或者以其他方式故意损坏国家保护的文物、名胜古迹的；

（二）违反国家规定，在文物保护单位附近进行爆破、挖掘等活动，危及文物安全的。

第六十四条 有下列行为之一的，处五百元以上一千元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五百元以上一千元以下罚款：

（一）偷开他人机动车的；

（二）未取得驾驶证驾驶或者偷开他人航空器、机动船舶的。

第六十五条 有下列行为之一的，处五日以上十日以下拘留；情节严重的，处十日以上十五日以下拘留，可以并处一千元以下罚款：

（一）故意破坏、污损他人坟墓或者毁坏、丢弃他人尸骨、骨灰的；

(二)在公共场所停放尸体或者因停放尸体影响他人正常生活、工作秩序，不听劝阻的。

第六十六条 卖淫、嫖娼的，处十日以上十五日以下拘留，可以并处五千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。在公共场所拉客招嫖的，处五日以下拘留或者五百元以下罚款。

第六十七条 引诱、容留、介绍他人卖淫的，处十日以上十五日以下拘留，可以并处五千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。

第六十八条 制作、运输、复制、出售、出租淫秽的书刊、图片、影片、音像制品等淫秽物品或者利用计算机信息网络、电话以及其他通讯工具传播淫秽信息的，处十日以上十五日以下拘留，可以并处三千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。

第六十九条 有下列行为之一的，处十日以上十五日以下拘留，并处五百元以上一千元以下罚款：

(一)组织播放淫秽音像的；

(二)组织或者进行淫秽表演的；

(三)参与聚众淫乱活动的。明知他人从事前款活动，为其提供条件的，依照前款的规定处

第七十条 以营利为目的，为赌博提供条件的，或者参与赌博赌资较大的，处五日以下拘留或者五百元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五百元以上三千元以下罚款。

第七十一条 有下列行为之一的，处十日以上十五日以下拘留，可以并处三千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款：

(一)非法种植罂粟不满五百株或者其他少量毒品原植物的；

（二）非法买卖、运输、携带、持有少量未经灭活的罂粟等毒品原植物种子或者幼苗的；

（三）非法运输、买卖、储存、使用少量罂粟壳的。有前款第一项行为，在成熟前自行铲除的，不予处罚。

第七十二条 有下列行为之一的，处十日以上十五日以下拘留，可以并处二千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款：

（一）非法持有鸦片不满二百克、海洛因或者甲基苯丙胺不满十克或者其他少量毒品的；

（二）向他人提供毒品的；

（三）吸食、注射毒品的；

（四）胁迫、欺骗医务人员开具麻醉药品、精神药品的。

第七十三条 教唆、引诱、欺骗他人吸食、注射毒品的，处十日以上十五日以下拘留，并处五百元以上二千元以下罚款。

第七十四条 旅馆业、饮食服务业、文化娱乐业、出租汽车业等单位的人员，在公安机关查处吸毒、赌博、卖淫、嫖娼活动时，为违法犯罪行为人通风报信的，处十日以上十五日以下拘留。

第七十五条 饲养动物，干扰他人正常生活的，处警告；警告后不改正的，或者放任动物恐吓他人的，处二百元以上五百元以下罚款。驱使动物伤害他人的，依照本法第四十三条第一款的规定处罚。

第七十六条 有本法第六十七条、第六十八条、第七十条的行为，屡教不改的，可以按照国家规定采取强制性教育措施。

第四章 处罚程序

第一节 调查

第七十七条 公安机关对报案、控告、举报或者违反治安管理行为人主动投案，以及其他行政主管部门、司法机关移送的违反治

安管理案件，应当及时受理，并进行登记。

第七十八条 公安机关受理报案、控告、举报、投案后，认为属于违反治安管理行为的，应当立即进行调查；认为不属于违反治安管理行为的，应当告知报案人、控告人、举报人、投案人，并说明理由。

第七十九条 公安机关及其人民警察对治安案件的调查，应当依法进行。严禁刑讯逼供或者采用威胁、引诱、欺骗等非法手段收集证据。以非法手段收集的证据不得作为处罚的根据。

第八十条 公安机关及其人民警察在办理治安案件时，对涉及的国家秘密、商业秘密或者个人隐私，应当予以保密。

第八十一条 人民警察在办理治安案件过程中，遇有下列情形之一的，应当回避；违反治安管理行为人、被侵害人或者其法定代理人也有权要求他们回避：

（一）是本案当事人或者当事人的近亲属的；

（二）本人或者其近亲属与本案有利害关系的；

（三）与本案当事人有其他关系，可能影响案件公正处理的。

人民警察的回避，由其所属的公安机关决定；公安机关负责人的回避，由上一级公安机关决定。

第八十二条 需要传唤违反治安管理行为人接受调查的，经公安机关办案部门负责人批准，使用传唤证传唤。对现场发现的违反治安管理行为人，人民警察经出示工作证件，可以口头传唤，但应当在询问笔录中注明。公安机关应当将传唤的原因和依据告知被传唤人。对无正当理由不接受传唤或者逃避传唤的人，可以强制传唤。

第八十三条 对违反治安管理行为人，公安机关传唤后应当及时询问查证，询问查证的时间不得超过八小时；情况复杂，依照本法规定可能适用行政拘留处罚的，询问查证的时间不得超过二十四小时。公安机关应当及时将传唤的原因和处所通知被传唤人家属。

第八十四条 询问笔录应当交被询问人核对；对没有阅读能力的，应当向其宣读。记载有遗漏或者差错的，被询问人可以提出补充或者更正。被询问人确认笔录无误后，应当签名或者盖章，询问的人民警察也应当在笔录上签名。被询问人要求就被询问事项自行提供书面材料的，应当准许；必要时，人民警察也可以要求被询问人自行书写。询问不满十六周岁的违反治安管理行为人，应当通知其父母或者其他监护人到场。

第八十五条 人民警察询问被侵害人或者其他证人，可以到其所在单位或者住处进行；必要时，也可以通知其到公安机关提供证言。人民警察在公安机关以外询问被侵害人或者其他证人，应当出示工作证件。询问被侵害人或者其他证人，同时适用本法第八十四条的规定。

第八十六条 询问聋哑的违反治安管理行为人、被侵害人或者其他证人，应当有通晓手语的人提供帮助，并在笔录上注明。询问不通晓当地通用的语言文字的违反治安管理行为人、被侵害人或者其他证人，应当配备翻译人员，并在笔录上注明。

第八十七条 公安机关对与违反治安管理行为有关的场所、物品、人身可以进行检查。检查时，人民警察不得少于二人，并应当出示工作证件和县级以上人民政府公安机关开具的检查证明文件。对确有必要立即进行检查的，人民警察经出示工作证件，可以当场检查，但检查公民住所应当出示县级以上人民政府公安机关开具的检查证明文件。检查妇女的身体，应当由女性工作人员进行。

第八十八条 检查的情况应当制作检查笔录，由检查人、被检查人和见证人签名或者盖章；被检查人拒绝签名的，人民警察应当在笔录上注明。

第八十九条 公安机关办理治安案件，对与案件有关的需要作为证据的物品，可以扣押；对被侵害人或者善意第三人合法占有的

财产，不得扣押，应当予以登记。对与案件无关的物品，不得扣押。对扣押的物品，应当会同在场见证人和被扣押物品持有人查点清楚，当场开列清单一式二份，由调查人员、见证人和持有人签名或者盖章，一份交给持有人，另一份附卷备查。对扣押的物品，应当妥善保管，不得挪作他用；对不宜长期保存的物品，按照有关规定处理。经查明与案件无关的，应当及时退还；经核实属于他人合法财产的，应当登记后立即退还；满六个月无人对该财产主张权利或者无法查清权利人的，应当公开拍卖或者按照国家有关规定处理，所得款项上缴国库。

第九十条 为了查明案情，需要解决案件中有争议的专门性问题的，应当指派或者聘请具有专门知识的人员进行鉴定；鉴定人鉴定后，应当写出鉴定意见，并且签名。

第二节 决定

第九十一条 治安管理处罚由县级以上人民政府公安机关决定；其中警告、五百元以下的罚款可以由公安派出所决定。

第九十二条 对决定给予行政拘留处罚的人，在处罚前已经采取强制措施限制人身自由的时间，应当折抵。限制人身自由一日，折抵行政拘留一日。

第九十三条 公安机关查处治安案件，对没有本人陈述，但其他证据能够证明案件事实的，可以作出治安管理处罚决定。但是，只有本人陈述，没有其他证据证明的，不能作出治安管理处罚决定。

第九十四条 公安机关作出治安管理处罚决定前，应当告知违反治安管理行为人作出治安管理处罚的事实、理由及依据，并告知违反治安管理行为人依法享有的权利。违反治安管理行为人有权陈述和申辩。公安机关必须充分听取违反治安管理行为人的意见，对违反治安管理行为人提出的事实、理由和证据，应当进行复核；违反治安管理行为人提出的事实、理由或者证据成立的，公安机关应

当采纳。公安机关不得因违反治安管理行为人的陈述、申辩而加重处罚。

第九十五条 治安案件调查结束后，公安机关应当根据不同情况，分别作出以下处理：

（一）确有依法应当给予治安管理处罚的违法行为的，根据情节轻重及具体情况，作出处罚决定；

（二）依法不予处罚的，或者违法事实不能成立的，作出不予处罚决定；

（三）违法行为已涉嫌犯罪的，移送主管机关依法追究刑事责任；

（四）发现违反治安管理行为人有其他违法行为的，在对违反治安管理行为作出处罚决定的同时，通知有关行政主管部门处理。

第九十六条 公安机关作出治安管理处罚决定的，应当制作治安管理处罚决定书。决定书应当载明下列内容：

（一）被处罚人的姓名、性别、年龄、身份证件的名称和号码、住址；

（二）违法事实和证据；

（三）处罚的种类和依据；

（四）处罚的执行方式和期限；

（五）对处罚决定不服，申请行政复议、提起行政诉讼的途径和期限；

（六）作出处罚决定的公安机关的名称和作出决定的日期。决定书应当由作出处罚决定的公安机关加盖印章。

第九十七条 公安机关应当向被处罚人宣告治安管理处罚决定书，并当场交付被处罚人；无法当场向被处罚人宣告的，应当在二日内送达被处罚人。决定给予行政拘留处罚的，应当及时通知被处罚人的家属。有被侵害人的，公安机关应当将决定书副本抄送被侵

害人。

第九十八条 公安机关作出吊销许可证以及处二千元以上罚款的治安管理处罚决定前，应当告知违反治安管理行为人有权要求举行听证；违反治安管理行为人要求听证的，公安机关应当及时依法举行听证。

第九十九条 公安机关办理治安案件的期限，自受理之日起不得超过三十日；案情重大、复杂的，经上一级公安机关批准，可以延长三十日。为了查明案情进行鉴定的期间，不计入办理治安案件的期限。

第一百条 违反治安管理行为事实清楚，证据确凿，处警告或者二百元以下罚款的，可以当场作出治安管理处罚决定。

第一百零一条 当场作出治安管理处罚决定的，人民警察应当向违反治安管理行为人出示工作证件，并填写处罚决定书。处罚决定书应当当场交付被处罚人；有被侵害人的，并将决定书副本抄送被侵害人。前款规定的处罚决定书，应当载明被处罚人的姓名、违法行为、处罚依据、罚款数额、时间、地点以及公安机关名称，并由经办的人民警察签名或者盖章。当场作出治安管理处罚决定的，经办的人民警察应当在二十四小时内报所属公安机关备案。

第一百零二条 被处罚人对治安管理处罚决定不服的，可以依法申请行政复议或者提起行政诉讼。

第三节 执行

第一百零三条 对被决定给予行政拘留处罚的人，由作出决定的公安机关送达拘留所执行。

第一百零四条 受到罚款处罚的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。但是，有下列情形之一的，人民警察可以当场收缴罚款：

（一）被处五十元以下罚款，被处罚人对罚款无异议的；

（二）在边远、水上、交通不便地区，公安机关及其人民警察依照本法的规定作出罚款决定后，被处罚人向指定的银行缴纳罚款确有困难，经被处罚人提出的；

（三）被处罚人在当地没有固定住所，不当场收缴事后难以执行的。

第一百零五条 人民警察当场收缴的罚款，应当自收缴罚款之日起二日内，交至所属的公安机关；在水上、旅客列车上当场收缴的罚款，应当自抵岸或者到站之日起二日内，交至所属的公安机关；公安机关应当自收到罚款之日起二日内将罚款缴付指定的银行。

第一百零六条 人民警察当场收缴罚款的，应当向被处罚人出具省、自治区、直辖市人民政府财政部门统一制发的罚款收据；不出具统一制发的罚款收据的，被处罚人有权拒绝缴纳罚款。

第一百零七条 被处罚人不服行政拘留处罚决定，申请行政复议、提起行政诉讼的，可以向公安机关提出暂缓执行行政拘留的申请。公安机关认为暂缓执行行政拘留不致发生社会危险的，由被处罚人或者其近亲属提出符合本法**第一百零八条**规定条件的担保人，或者按每日行政拘留二百元的标准交纳保证金，行政拘留的处罚决定暂缓执行。

第一百零八条 担保人应当符合下列条件：

- （一）与本案无牵连；
- （二）享有政治权利，人身自由未受到限制；
- （三）在当地有常住户口和固定住所；
- （四）有能力履行担保义务。

第一百零九条 担保人应当保证被担保人不逃避行政拘留处罚的执行。担保人不履行担保义务，致使被担保人逃避行政拘留处罚的执行的，由公安机关对其处三千元以下罚款。

第一百一十条 被决定给予行政拘留处罚的人交纳保证金，暂

缓行政拘留后，逃避行政拘留处罚的执行的，保证金予以没收并上缴国库，已经作出的行政拘留决定仍应执行。

第一百一十一条 行政拘留的处罚决定被撤销，或者行政拘留处罚开始执行的，公安机关收取的保证金应当及时退还交纳人。

第五章 执法监督

第一百一十二条 公安机关及其人民警察应当依法、公正、严格、高效办理治安案件，文明执法，不得徇私舞弊。

第一百一十三条 公安机关及其人民警察办理治安案件，禁止对违反治安管理行为人打骂、虐待或者侮辱。

第一百一十四条 公安机关及其人民警察办理治安案件，应当自觉接受社会和公民的监督。公安机关及其人民警察办理治安案件，不严格执法或者有违法违纪行为的，任何单位和个人都有权向公安机关或者人民检察院、行政监察机关检举、控告；收到检举、控告的机关，应当依据职责及时处理。

第一百一十五条 公安机关依法实施罚款处罚，应当依照有关法律、行政法规的规定，实行罚款决定与罚款收缴分离；收缴的罚款应当全部上缴国库。

第一百一十六条 人民警察办理治安案件，有下列行为之一的，依法给予行政处分；构成犯罪的，依法追究刑事责任：

- （一）刑讯逼供、体罚、虐待、侮辱他人的；
- （二）超过询问查证的时间限制人身自由的；
- （三）不执行罚款决定与罚款收缴分离制度或者不按规定将罚没的财物上缴国库或者依法处理的；
- （四）私分、侵占、挪用、故意损毁收缴、扣押的财物的；
- （五）违反规定使用或者不及时返还被侵害人财物的；
- （六）违反规定不及时退还保证金的；
- （七）利用职务上的便利收受他人财物或者谋取其他利益的；

（八）当场收缴罚款不出具罚款收据或者不如实填写罚款数额的；

（九）接到要求制止违反治安管理行为的报警后，不及时出警的；

（十）在查处违反治安管理活动时，为违法犯罪行为人通风报信的；

（十一）有徇私舞弊、滥用职权，不依法履行法定职责的其他情形的。办理治安案件的公安机关有前款所列行为的，对直接负责的主管人员和其他直接责任人员给予相应的行政处分。

第一百一十七条 公安机关及其人民警察违法行使职权，侵犯公民、法人和其他组织合法权益的，应当赔礼道歉；造成损害的，应当依法承担赔偿责任。

第五章 附则

第一百一十八条 本法所称以上、以下、以内，包括本数。

第一百一十九条 本法自 2006 年 3 月 1 日起施行。1986 年 9 月 5 日公布、1994 年 5 月 12 日修订公布的《中华人民共和国治安管理处罚条例》同时废止。



I. Registration

A. Registration of Freshmen

(1) Freshmen should register at the School of International Education and Studies of Zhejiang University of Finance and Economics during the specified time with original passport, a copy of the passport information page, X1/X2 visa page, latest customs stamp page, the original Admission Letter, the original JW201 or JW202 form, and the original relevant certificates (graduation certificate, HSK level certificate, etc.). Please submit other required documents in accordance with the requirements of the Admission Letter upon registration. Prepare 4 2-inch front-facing photos with white or blue background when you register.

(2) You need to present the tuition fee payment receipt when registering, and you can also pay the fee on site during the registration time specified in the Admission Letter.

(3) If you are unable to register on time for some reasons, you must obtain the consent of the School of International Education and Studies in advance. Those who fail to register for two weeks without reason will be treated as automatically abandoning their admission qualifications.

(4) The Admission Letter for international students shall be subject to the special seal for international students admission of Zhejiang University of Finance and Economics, and the documents issued by any other unit or individual shall be invalid.

B. Orientation Education for Freshmen

After freshman's registration, the School of International Education and Studies will carry out orientation education for international students, including the publicity of relevant Chinese laws and regulations, the introduction of school rules and regulations, regulations on management of international student apartment etc., relevant arrangements will be provided at the time of registration or please pay



attention to the message of the freshmen DingTalk group in time. Each new student must attend the orientation Education punctually as arranged by the School of International Education and Studies.

C. Registration of Current Students

At the beginning of the new semester, current students must register at the School of International Education and Studies with the student ID book and passport on the specified date, check the validity period of their passport and residence permit, check the residence address, contact information and other personal information, and the registration will be regarded as successful only after the student ID book is stamped with the registration stamp. Those who cannot register on time for any reason should go through the leave procedures in advance, otherwise they will be treated as absenteeism. Those who fail to register within two weeks without reason will be treated as automatic withdrawal, tuition fees paid will not be refunded, and the residence permit or extended visa that has been processed shall be cancelled by the Exit-Entry Administration Bureau of the Hangzhou Municipal Public Security Bureau.

II. Visa Application and Medical Check

A. Medical check

Freshmen entering China with X1/X2 visas and current students applying for an extension of residence permit must undergo a medical examination in China. Only those who pass the examination and obtain the Foreigner Physical Examination Record may proceed to apply for or extend their residence permit. Freshmen who fail the entrance medical examination must withdraw from the university and return to their home country immediately. If diagnosed with a treatable condition that can be remedied within a short period—as certified by a medical institution—the student may apply for a one-year deferral of admission, subject to approval by the university. Current students who fail the medical examination must apply for a suspension of studies or withdraw from the university immediately, depart China within the required period, and cancel their residence permit.

Medical Examination Addresses:

(1) Health Management Center, Xiasha Branch of Zhejiang Provincial Hospital of Traditional Chinese Medicine

No. 9, 9th Avenue, Qiantang District, Hangzhou, Zhejiang Province

(2) Zhejiang International Travel Healthcare Center

No. 2 Wensan Road, Xihu District, Hangzhou, Zhejiang Province

Examination Hours:

Monday to Friday (workdays), 8:00 AM – 11:00 AM

No examinations are available in the afternoon.

How to Make an Appointment:

Scan the QR code below to make an appointment in advance via the official WeChat account.

**Fee:**

RMB 500–600 (Includes mandatory tests for HIV, syphilis, drug use, etc.)

Required Documents:

- (1) Original passport and photocopies (main page and visa page)
- (2) Three recent bareheaded passport-sized photos (48mm × 33mm) with white background

Important Notes:

(1) Get adequate rest and maintain a light diet before the examination. If you feel unwell, please postpone your appointment. Those with chronic conditions such as hypertension or diabetes requiring long-term medication should take their medication as usual on the day of the exam. Female students are advised to avoid scheduling during menstruation.

(2) Fasting is required: Refrain from eating after 10:00 PM the night before the exam. A small amount of water is permissible.

(3) Report collection: Reports can generally be collected 3–5 working days later upon presentation of the receipt. Please refer to the receipt for specific instructions.

B. Residence Permits and Visas**1. Entry visa**

Degree students enter China with X1 visa which is only valid for 30 days after entry. International students must take documents from student affair office and go to visa center of Qiantang District for residence permit.



Non-degree students enter China with X2 visa which is valid for 180 days after entry. If the study period is one semester, X2 visa is no need to be changed into residence permit. If the study period is one year, students must take documents from Student Affairs' Office and go to visa center of Qiantang District for residence permit.

2. Residence permit application

(1) First-time application for residence permit

- ① Admission letter of ZUFE
- ② JW 202 form
- ③ Valid passport and photocopy
- ④ Hangzhou international students residence permit application form
- ⑤ Information form of applicant for residence permit
- ⑥ Registration voucher of residence for overseas visitors
- ⑦ Health examination certificate
- ⑧ One 2- inch photo
- ⑨ Guardian proof(students under 18 needed)

Students who transfer from other universities also need following documents:

- ① Diploma or study completion certificate
- ② Transfer letter with attendance above 70%

(2) Residence permit extension

Students with residence permit who continue to study at ZUFE need to report to the Student Affairs' Office at least 2 weeks before the residence permit expires. Following documents are required:

- ① Valid passport and photocopy
- ② Hangzhou international students residence permit application form
- ③ Registration voucher of residence for overseas visitors

④ Information form of applicant for residence permit

⑤ Guardian proof(students under 18 needed)

Students can't be offered residence permit extension if:

① They have not paid all the tuition fee, accommodation fee and insurance fee

② Their class attendance is lower than 70%

③ They violate the Chinese Laws and university rules.

④ They do not meet the requirements of residence permit extension for other unspecified reasons.

3. Expiration of residence permit

If the residence permit of students expires during the study in China, please follow the steps below:

Pay for the fine

Go to Baiyang Police Station and accept the punishment according to the relevant rules.

Apply for new residence permit

Students whose residence permit has been invalid for 3 months or less, following documents are required:

① Valid passport and photocopy

② Hangzhou international students residence permit application form

③ Registration voucher of residence for visitors from overseas

④ Information form of applicant for residence permit

⑤ Original punishment form from Baiyang Police Station

4. Cancellation of residence permit

International students, who quit the study or are expelled by the university with the residence permit valid for more than one month, need to apply for the cancellation of residence permit and apply for stay visa with following steps:



① Submit the flight ticket to the student affair office and take the documents for cancellation of residence permit.

② Go to visa center of Qiantang District and finish the procedure of canceling the residence permit.

③ Complete the leave procedure in student affair office and leave China within the stipulated time.

5. Procedures for the loss of passport

If international students lose passports during study, please follow the steps below:

① Report to the Student Affairs' Office and take study certificate, registration voucher of residence for overseas visitors.

② Go to the police station of the same area where you lose the passport with study certificate, registration voucher of residence for overseas visitors, student ID book or campus card in order to get a statement.

③ Go to the visa center of Hangzhou Public Security Bureau with statement from Baiyang Police Station, study certificate, registration voucher of residence for overseas visitors, student ID book or campus card, the photocopy of passport basic information page, visa page and last entry stamp page in order to get a report of lost of passport.

④ Apply to the embassies or consulates of your own country in China for a new passport or a statement, carrying the report of the loss of your passport.

⑤ Take residence permit documents from Student Affairs' Office with new passport.

⑥ Go to visa center in Qiantang District to apply new residence permit with documents given by Student Affairs' Office.

6. Change of residence permit

International students study in China with study residence permit. Students in the fourth year of bachelor's candidate or the third year of



master's candidate study who need to take internship according to the curriculum should change the type of residence permit and apply the internship residence permit. The internship position should be related to the major, otherwise the application will be refused.

Documents for internship residence permit are as follows:

- ① Original passport and photocopy
- ② Photocopy of the page of study residence permit and last entry stamp
- ③ Hangzhou international students residence permit application form
- ④ Registration voucher of residence for visitors from overseas
- ⑤ Information form of applicant for residence permit
- ⑥ Internship dispatch letter(provided by school)
- ⑦ Internship acceptance letter(provided by company)
- ⑧ Internship collaboration agreement
- ⑨ Internship contract

7. Address and working hours

Visa center of Qiantang District

Address: No. 600, Jinsha Avenue, Qiantang District, Hangzhou

Time: Monday-Friday, 9:00-11:30, 13:30-17:00

Tel: 0571-89898582

Baiyang Police Station

Address: No. 728, Lingyun Street, Qiantang District, Hangzhou

Time: Monday-Saturday, 8:30-11:30, 13:30-17:00

Tel: 0571-86912110

8. Service fee

The School of International Education can extend the residence permit valid for at most 1 year to qualified students. Visa center of Qiantang District will charge service fee each time.

Valid within 1 year (including 1 year), service fee is 400 RMB.



Stay visa (valid within 30 days), service fee is 160 RMB.

III. Payment and Refund Policy

A. ZUFE International Student Fee Management Measures (Excerpt)

I. Fee Standards

(1) Application Fee: This fee covers the costs associated with reviewing application materials, organizing relevant assessments, and sending admission notices during the recruitment and admission process. The fee is set at RMB 500 per student.

(2) Tuition Fees: Tuition fees are charged according to the following standards:

Doctor Degrees: RMB 30,000 per academic year

Master Degrees: RMB 22,000 per academic year

Bachelor Degrees: RMB 19,000 per academic year

Language Students: RMB 17,000 per academic year

The duration for tuition fee payment is calculated based on the length of study specified in the international student's training plan. For students who have received approval to extend their study period, the tuition fee during the extended period (for delayed graduation) is charged at RMB 800 -1000RMB per academic year.

(3) Accommodation Fees: Accommodation fees are charged according to the following standards:

Double Room: RMB 5,000 per person per year

Triple Room: RMB 3,000 per person per year

Quad Room: RMB 2,000 per person per year

For stays shorter than one semester, fees will be calculated based on the actual duration of stay. If the check-out procedure is not completed, winter and summer vacation periods will be counted as occupancy time.

(4) Other Fees: Fees for items such as Insurance, textbook costs, on-campus medical fees, meal plans, and experiments, internships, or

professional visits not included in the teaching plan will be charged based on actual cost or collected on behalf of the service provider.

II. Fee Management

(1) Tuition and accommodation fees for international students are generally collected in a lump sum per academic year. Payment by semester may be allowed in cases of special difficulty. Degree students enrolling or re-enrolling mid-term must pay the required tuition fees before completing registration procedures.

(2) International students must pay all required fees within two weeks after the start of each academic year (or semester). Students who fail to pay fees according to regulations will not be allowed to register and will be disqualified from participating in any university-level awards or evaluations.

(3) International students paying fees via international wire transfer must remit the amount due for the academic year (or semester). The university will base accounting on the amount actually received. Settlement with the student will be according to the actual received amount.

(4) Students who are unable to pay tuition fees in full by the deadline due to special circumstances may apply for a deferred payment upon approval by the School of International Education and Studies. The maximum deferral period shall not exceed one month after the semester begins. Students who fail to pay all tuition fees by the deferred deadline will be automatically dropped out.

(5) Deferred payment of accommodation fees is generally not permitted for international students. In cases of genuine financial hardship and upon approval by the School of International Education and studies, students may pay monthly within the approved period, after which fees will revert to the standard annual/semester payment schedule. Students who fail to pay accommodation fees in accordance with

regulations will have their accommodation eligibility revoked. International students requesting a room change must settle any outstanding price difference between room types prior to the adjustment.

(6) International students who have outstanding fees at the time of graduation, program completion, withdrawal, or transfer will not be issued any of the following documents: diplomas, certificates of completion, degree certificates, academic transcripts, study certificates, or transfer documentation.

III. Refund Management

(1) International students who suspend their studies, withdraw, or transfer must settle any outstanding fees before related procedures can be processed. For prepaid tuition fees, charges will be calculated monthly based on the actual study period, with the excess amount refunded. The actual study period starts on the official semester start date and ends on the date the departure procedures are completed. A month is calculated as 30 days (less than 15 days incurs no charge; 15 to 30 days counts as a full month). One academic year is calculated as 10 months.

(2) International students leaving the university due to graduation, completion, suspension, or withdrawal must complete the check-out procedure within one week after completing departure procedures. For prepaid accommodation fees, charges will be calculated monthly based on the actual check-out date, with the excess amount refunded. A month is calculated as 30 days (less than 15 days incurs no charge; 15 to 30 days counts as a full month).

(3) The application fee will not be refunded to new students who voluntarily give up or have their admission offer rescinded.

(4) No tuition refund will be granted for students who withdraw under the following circumstances, regardless of whether they are degree or non-degree students:

- ① Violation of Chinese laws or regulations, involving serious circumstances or consequences.
- ② Serious disruption or disturbance of the university's normal teaching order, public order on campus, or public social order.
- ③ Absence from classes without leave for two consecutive weeks or more.
- ④ Class attendance rate below 70% in one semester without valid reason.
- ⑤ Failure to register within two weeks after the registration deadline set by the School of International Education and Studies without a legitimate reason.

IV. Supplementary Provisions

- (1) Matters not covered in these Measures shall be handled in accordance with relevant national and university regulations concerning international student management and financial management.
- (2) Any version in a foreign language is for reference only. The Chinese version shall prevail for final interpretation and implementation.
- (3) These Measures take effect from the date of issuance. The Planning & Finance Office and the School of International Education and Studies are responsible for interpreting these Measures.

IV. Teaching and Student Status Management

A. Regulations on the Academic Studies Management of ZUFE International Students

Chapter 1 General Provisions

Article 1 In order to standardize the management of international students' school registration and maintain normal teaching order, according to Decree No. 42 of the People's Republic of China on Measures for the Administration of Schools on the Recruitment and Cultivation of International Students, Decree No. 41 of the Ministry of Education of the People's Republic of China on Provisions on the Administration of Students in Ordinary Schools of Higher Education, and Document No. 50 of the Code of Quality of Higher Education for International Students (Trial), the Ministry of Education of the People's Republic of China "Guidelines for the Recruitment and Cultivation of International Students in Universities in Zhejiang Province" issued by the Zhejiang Higher Education Retaining Council, and taking into account the actual situation in the university.

Article 2 These regulations are applicable to international students with official academic status in the University, including international students at undergraduate level (hereinafter referred to as international undergraduates) and international students at graduate level (hereinafter referred to as international students).

Chapter 2 Academic Structure and Years of Study

Article 3 The basic academic system for international undergraduates is four years, and the teaching implements the system of flexible study years under the stipulated academic system, with the maximum study years being six years.

Article 4 Academic international master's degree students shall

have a basic academic term of 3 years and a maximum study period of 4 years; professional degree international master's degree students shall have a basic academic term of 2.5 years and a maximum study period of 3.5 years, while those with a basic academic term of 3 years shall have a maximum study period of 4 years. (to be implemented starting from the graduate students of the class of 2021)

Chapter 3 Admission and Enrollment

Article 5 Admitted international students shall present their ordinary passports, visas for studying in China, Application Form for Visa for International Students Coming to China (Form JW201 or JW202) , Admission Notices, Record of Physical Examination for Foreigners and original documents of application for enrollment to the university within the stipulated time to go to the university for check-in procedures, and at the same time pay the tuition fees, accommodation fees, etc., and take out insurance in accordance with the regulations.

Article 6 A new student shall be disqualified from enrollment if he/she has any of the following conditions:

- (1) Anyone who fails to report for duty for two weeks without the approval of the school;
- (2) Those who obtained enrollment by fraud;
- (3) Those who are unable to pay tuition and other related fees within one month of arrival;
- (4) Failure to pass a medical examination;
- (5) Other circumstances that make enrollment in the school inappropriate.

Article 7 Registration

(1) New students should register online on the international student registration and academic qualification management platform of the Ministry of Education's Higher Education Student Information Network and the university's international student management information

system.

(2) International students who have obtained the status of students should pay the fees and register in accordance with the prescribed schedule every semester. Those who are unable to register as scheduled for some reasons must apply for leave of absence or postponement of registration to the School of International Education in advance. Those who fail to register for more than two weeks (including two weeks) without applying for leave of absence or leave of absence without authorization will be automatically withdrawn from the university.

(3) Those who are not registered or have not paid the tuition fees in full shall not be allowed to participate in the studying and activities of the school, and the grades and credits obtained shall not be recognized.

Article 8 International students may not apply for a residence permit until they have completed the arrival and registration procedures.

Chapter 4 Attendance and Leave of Absence

Article 9 International students are required to take attendance. Attendance in classes, internships and other activities stipulated in the cultivation plan, as well as activities required by the university (college), shall be included in the scope of attendance, which is the responsibility of the organizer of the teaching or activities, with the cooperation of the counselor of the international students.

Article 10 When international students are unable to attend the classes for any reason, they must go through the procedure of leave of absence in advance, provide appropriate proof of leave of absence, and inform the relevant teachers of the approved leave application. Except for emergencies, any leave of absence after the fact is invalid.

Article 11 International students' leave of absence must first be approved by the teachers and reviewed by the counselor. Leave 1-3 days shall be approved by the counselor; leave of 4-7 days shall be approved by the leader in charge of student work of SIE; leave of more than 7

days shall be approved by the head of SIE.

Article 12 International students shall not be allowed to take the final examination of the course under any of the following circumstances, and the grade of the course shall be recorded as “canceled” and counted as zero in the statistics of GPA:

(1) Absenteeism for more than 3 times;

(2) A student who has taken a leave of absence due to business or illness and has accumulated more than one-third of the hours of instruction in the course;

(3) Failure to complete more than one-third of the assignments for the entire semester or failure to complete the course laboratory.

The disqualification of course examination is determined by the instructor of the course by filling out the "Disqualification of Course Examination " form, which is signed by the school of the course and then notified to the international students concerned before the end of the course, and reported to the School of International Education, the Registrar's Office or the Graduate School for the record.

Article 13 Anyone who is absent without a leave of absence or without being granted a leave of absence shall be treated as absent from school. Those who are absent from school without leave of absence or unauthorized leave of absence for two consecutive weeks without attending the instructional activities prescribed by the school shall be treated as automatic withdrawal from the school.

Chapter 5 Course Assessment and Record of Grades

Article 14 The final examination of a course may take various forms, such as closed-book written examination, open-book written examination, oral examination and course thesis. The overall evaluation grade of the course is composed of the usual grade formed by the process evaluation and the final examination grade. The weighting of the usual grade is 40%-70% of the overall evaluation grade, and the

specific proportion shall be determined by the course group and the teacher in charge of the course and approved by school.

Article 15 All credit courses for international students are subject to assessment. The assessment of international undergraduates' learning quality adopts the grade point system, and the grade point of a course is determined according to the grade of the course. All courses must be assessed and passed in order to obtain the credits and corresponding GPA of the course; if the students fail in the assessment, the compulsory courses need to take make-up exams or retake the courses in accordance with the relevant regulations, and the elective courses can choose to retake the courses or choose to take other courses, and if the students pass the make-up exams or retake the courses, they can obtain the credits of the courses, and their GPAs will be calculated according to 1.5; if the students retake the courses after they have passed in the assessment, their GPAs will be calculated according to the grades of the first time courses. The GPA of the course is calculated as 1.5. Specific course assessment is carried out in accordance with the Measures for the Administration of Undergraduate Course Assessment of ZUFE.

(1) Conversion of performance points

percentage mark	100-95	94-90	89-80	79-70	69-60	<60
course grade point	5.0	4.9-4.5	4.4-3.5	3.4-2.5	2.4-1.5	0.0
Five-level scoring score	Outstanding (95)		Good (85)	Medium (75)	Pass (65)	fail
course grade point	5.0		4.0	3.0	2.0	0.0

(2) A course (session) credit grade point is equal to the number of grade points in the course (session) multiplied by the number of credits in the course (session), calculated as follows:

Course (Session) Credit GPA = Course (Session) GPA × Course (Session) Credits

The GPA is the main indicator of the quality of student learning

and can be calculated on a semester or academic year basis as an important basis for comprehensive assessment and rewarding students.

The GPA formula is as follows.

$$\text{GPA} = \text{Total course (session) GPA} \div \text{Total course (session) credits}.$$

Article 16 The total GPA of the courses taken by international undergraduates shall be divided by the total number of credits to obtain the total average GPA of the courses taken by the student, and the total average GPA shall be retained to two decimal places.

Article 17 International students shall take the examinations of registered courses on time. If they cannot attend the examination due to illness or other special reasons, they can apply for deferred examination procedures. The application form for deferred examination shall be filled in before the examination of the course and attached with relevant supporting materials, which shall be valid after approval. Failure to attend the examination without approval will be treated as failure to attend the examination.

If a student misses an exam or is disciplined for an exam, the course grade will be recorded as "Absent" or "Discipline" and will be counted as a zero for the purpose of calculating GPA. If a student is disqualified from taking a test because he/she has not withdrawn from the course within the specified time, the course grade will be recorded as "canceled" and zero points will be counted in the GPA statistics.

The grade of the probationary examination will be assessed by the examination results and will no longer be combined with the usual grades; the grade of the supplementary examination will be assessed according to the examination results, with 60 points (inclusive) or above as a passing grade and 60 points or less as a failing grade, with the indication of "Supplementary Examination"; and the grade of the retake will be assessed according to the combination of the usual grades and the examination grades, with the indication of "Retake". Repeat grades

will be assessed on the basis of the combination of regular grades and examination grades, with "repeat" indicated.

Article 18 International students should check their grades and related supplementary examination information in the Academic Affairs Management System and International Students Management System in a timely manner.

International students who have objections to the examination results of the University's courses shall apply in writing to the School of International Education of the course teacher within two weeks at the beginning of the academic year, and fill in the "Zhejiang University of Finance and Economics Application Form for Accessing the Results (Examination Papers)". the School of International Education organizes the personnel to check the examination paper, after checking the examination paper, if the teacher is sure that there is an error in judging the examination paper and the grade must be corrected, the teacher concerned should sign on the Application Form for Accessing the Grade (Examination Paper) of ZUFE, and the dean in charge of his/her college should sign it and then report it to the School of International Education.

This section applies only to access to courses that were examined in the previous semester. Requests will not be entertained for courses in which the examination papers are not stored at the University and for courses in which the deadline has passed.

Article 19 When there is an error in international students' grades due to marking or registration, teachers shall fill in the Registration Form for Correction of International Students' Grades of Zhejiang University of Finance and Economics, explaining the reasons for the correction, and the dean in charge of the school shall validate it and stamp it, and then the system administrators can correct the grades.

Chapter 6 Probation, Make-ups and Retakes

Article 20 International students who fail a compulsory course

examination shall have one opportunity to take a supplementary examination. However, no make-up examination will be arranged for absenteeism, examination discipline, disqualification from examination, re-study and deferred examination.

Article 21 The compulsory courses shall be organized by the university to take deferred examinations and make-up examinations, and the examination arrangement shall be announced in the first week of the beginning of the academic year. International students of other courses can choose to take the deferred examination or retake the examination. If they need to take the deferred examination, they should apply directly to take the final examination of the next round of the semester in which the course is offered, and they do not need to choose the course and attend the course.

Article 22 Course retakes shall be implemented in accordance with the school's administrative measures related to course retakes.

Chapter 7 Credit Recognition, Exemptions and Free Attendance

Article 23 International students who have taken the same courses in other universities (including overseas) may apply for credit recognition.

Credit Recognition Procedures:

(1) International students submit application forms, transcripts and course syllabus;

(2) The school where the major or teaching course is located shall organize experts to recognize the courses and credits. If the international ranking of the university (including overseas) and its disciplines in which the international students are studying is higher than that of the corresponding disciplines of the university and the degree of similarity of the courses is high, the courses and corresponding credits can be recognized directly; if the ranking of the university (including overseas) and its disciplines in which the international students are studying is

lower than that of the university or the disciplines of the university, the international students have to be evaluated by means of a written test or an interview, etc., and if they pass the evaluation, they can be recognized as having the courses and the corresponding credits.

Article 24 Course exemption refers to international students who have a certain foundation in a course, have met the requirements of the teaching plan of the course through examination, and apply for exemption to obtain the grades and credits of the course.

Exemptions may be requested if the following conditions are met.

(1) Courses with the same course code, i.e., the same course title, course content, course credits, and course assessment methods may be exempted from each other.

(2) Courses with different course codes but the same course title, course content and course assessment methods cannot, in principle, be exempted from a course with more credits if the course has fewer credits.

(3) Exemption of courses with different course codes but similar course content requirements shall be subject to the approval of the School of International Education in which the course is held before application for exemption. In principle, a course with fewer credits cannot be exempted from a course with more credits.

Article 25 The application for exemption shall be made by filling out the Application Form for Exemption from Courses of ZUFE, approved by the supervisor of the School of International Education where the course is held, and reported to the School of International Education for record. The application for exemption shall be processed within three weeks after the commencement of the semester.

Article 26 If a retaken course conflicts with the class time of other courses in progress, a waiver of the retaken course may be granted.

Article 27 An application for exemption from listening shall be

made in writing, approved by the instructor of the course, approved by the supervisor of the school where the course is held, reported to the School of International Education for the record, and the result shall be notified to the instructor of the course. The application for exemption shall be processed within four weeks after the commencement of the semester.

Article 28 International students are exempted from listening to the course and must complete the usual assignments and other process assessment sessions as required by the instructor.

Chapter 8 Transferring and Changing Majors

Article 29 In principle, the university does not accept transfer international students. Those who need to transfer to our university for study under special circumstances must be in good health, good conduct, have excellent grades, and have no bad records, and be recommended by the transferring school, examined by the school in which they are majoring in our university and the School of International Education, and approved by the Office of Academic Affairs or Graduate School.

Article 30 Before the registration of new international students, they can apply for individual application, and the Admission Office of the School of International Education will review their study background and agree to change majors if they meet the admission requirements of the proposed change of majors.

Article 31 International students who have been registered for study and need to change their majors for study for various reasons may apply for changing majors. International undergraduates shall be approved by the school of the original major and the school of the receiving major, international graduate students shall be approved by their supervisors, the school of the major and the school of the receiving major, and the School of International Education shall review and approve the application, which shall be approved by the Office of

Academic Affairs or Graduate School.

Chapter 9 Suspension and Reinstatement

Article 32 International students shall be suspended from their studies under any of the following circumstances:

(1) Those who must be suspended from school for treatment and recuperation for more than one-third of the total school hours in a semester due to illnesses diagnosed by a designated hospital. Hepatitis, tuberculosis and other infectious diseases and patients with serious mental disorders must be suspended from school.

(2) Those who have missed more than one-third of the total semester credit hours in a semester due to sick leave or personal leave;

(3) Those who are unable to continue their studies normally due to pregnancy or other reasons;

(4) For special reasons such as family difficulties, upon application by the person himself/herself;

(5) Other cases where the school deems it necessary to suspend the student;

Article 33 International students shall fill in the application form for leave of absence, the dean in charge of the school where they major in shall give consent, the School of International Education shall approve the application, and the application shall be submitted to the Academic Affairs Office or Graduate School for record.

Article 34 A student may apply for a leave of absence once during his/her studies, normally for a period of one year. The duration of the leave of absence is counted as the number of years of study for international students, but it shall not exceed the maximum number of years. If a student applies for a leave of absence in the middle of a semester, the semester will be counted as a leave of absence. Students who cannot complete their study within the stipulated study period due to the leave of absence shall be dealt with as withdrawal, completion or

incompletion according to the circumstances.

Article 35 The responsibility for the management of international students during the period of suspension shall be borne by the students themselves and their families. Those who violate the school rules and regulations during the suspension period and reach the punishment of probation or above (including probation) will be disqualified from resuming studies.

Article 36 Reinstatement of international students is governed by the following provisions:

(1) One month before the expiration of the suspension period, students must fill in the application form for resumption of study and go through the procedures for resumption of study. International students who are on leave of absence due to illness must pass the review by the University hospital or the designated hospital. Those who do not apply for reinstatement procedures after the specified period will be treated as automatic withdrawal from the university.

(2) International students resuming their studies are generally assigned to study in the corresponding grade of their original major; if there is no original major in the corresponding grade, they may be assigned to study in similar majors as the case may be.

Chapter 10 Academic Alerts, Withdrawal Warnings and Withdrawals

Article 37 In order to rationalize the study process and urge international students to complete their studies within the specified time, the university conducts regular audits on the academic status of international undergraduates, and according to the results of the audits, students will be subject to academic warning, withdrawal warning, and withdrawal from the university.

Article 38 If the total number of failed courses reaches 24 credits, an academic warning is issued to the student; if the total number of

failed courses reaches 36 credits, a withdrawal warning is issued to the student.

Article 39 Academic warnings and withdrawal warnings shall be reviewed and issued by the faculty of the international student's major in conjunction with the School of International and Education, and the student shall be notified.

Article 40 The student shall be withdrawn from the school under any of the following circumstances:

(1) Undergraduate students who have accumulated 48 credits of failed courses;

(2) Those who have not completed their studies within the prescribed study period (including the period of suspension and retention);

(3) Failure to complete the procedures for resumption of studies upon expiration of the suspension period or failure to pass the review for resumption of studies;

(4) Those who meet the conditions for suspension but do not go through the suspension procedure;

(5) Unexcused absences from classes in a school year exceeding one-third of the total number of hours in that school year;

(6) Those who have been diagnosed by a designated hospital as suffering from an illness or disability that prevents them from continuing their studies;

(7) Failure to register beyond the deadline set by the university and failure to comply with the procedure for suspending registration;

(8) Withdrawal of students by their own application;

(9) For other special circumstances, the school deems it necessary to withdraw the student.

Article 41 Procedures:

(1) The School of International and Education organizes an

academic review within one month of the beginning of each semester, publishes a list of the results of the review, and sends a notice of the results of the academic review to the student, in which a warning of withdrawal is delivered in writing;

(2) If a student applies for withdrawal, he/she shall fill in the application form for withdrawal, the parents shall confirm the application, the school in which he/she majors shall agree to the application, and the School of International Education, together with the Registrar's Office or the Graduate School, shall review the application and report it to the head of the university in charge for approval;

(3) For other withdrawals, with the consent of the school in which the major is located, the School of International and Education, in conjunction with the Academic Affairs Office or the Graduate School, will put forward opinions on the handling of the case based on the relevant supporting materials, and the decision will be examined by the Office of the President or a special meeting authorized by the President.

(4) For international students who are withdrawn from school, the school issues a decision on withdrawal and sends it to the student himself/herself, and at the same time reports it to the Provincial Department of Education, the Immigration Bureau and other departments for the record. If the student refuses to sign for it, it can be delivered by detention; if he/she has left the school, it can be delivered by mail; if it is difficult to contact him/her, it can be delivered by announcement using the school's website or mailbox.

Article 42 If an international student disagrees with the treatment of withdrawal, he/she can submit a written appeal to the International Student Appeal Handling Committee of the university within 10 days from the date of receipt of the university's decision on the treatment or disciplinary action.

Article 43 International students who have been approved to

withdraw from the university shall complete the withdrawal procedures and leave the university within two weeks from the date of delivery of the withdrawal decision. At the same time, they shall report to the Exit-Entry Administration Department for cancellation of their residence permits.

Chapter 11 Thesis (Design)

Article 44 International undergraduates shall complete their graduation thesis (design). In the seventh semester, students who have not earned 18 credits (excluding courses in progress) shall not be allowed to enter the graduation thesis (design) and graduation internship. Within the study period, they can apply for entering the graduation thesis (design) and graduation internship when they are qualified.

Article 45 Anyone who fails in the thesis (design) is required to apply for redoing or making up the thesis (design) to his/her college, and can only graduate after passing the defense.

Article 46 International graduate students shall complete the dissertation session. Those who have not completed the course credits shall not enter the dissertation writing session. Within the study period, they may apply to enter the dissertation session when they are qualified.

Chapter 12 Graduation, Completion, Incompletion and Degree Conferral

Article 47 International students who have completed the courses (links) stipulated in the cultivation program of their registered majors and met the requirements for graduation within the stipulated years of the university shall be allowed to graduate and be issued with a certificate of graduation of their registered majors.

Article 48 International students who are unable to finish the courses (links) stipulated in the cultivation program within the academic year may apply for an extension of study time within the study period stipulated by the university. The application for extension of study time

shall be submitted by the student himself/herself, examined by the school where he/she majors and the School of International Education, and then submitted to the Academic Affairs Office or the Graduate School for approval. Those who apply for extension of study time are required to pay the registration fee and other fees according to the regulations.

Article 49 The degree can be conferred on those who have completed the courses (links) stipulated in the cultivation program of the registered majors, whose Chinese proficiency has reached the corresponding level, and who have not been given a demerit or above.

Article 50 Those who have not been awarded a degree due to failure in Chinese language may apply for a degree from the university after passing the examination or assessment of Chinese language proficiency at the corresponding level within the maximum study period.

Article 51 If a person who has received a demerit or above, has good performance within the period of punishment, has not committed any other disciplinary act, and the punishment is lifted, the School of International Education, together with the Academic Affairs Office or Graduate School, shall examine the case and the Degree Evaluation Committee of the university shall decide whether to confer the corresponding degree.

Article 52 International students are required to go through the procedure of leaving the university upon graduation, receive the diploma and degree certificate by presenting the notice of leaving the university, terminate the status of international students, and leave the university in a timely manner. The university will not extend the residence permit for graduates.

Article 53 International undergraduates with official registration shall complete all the courses (links) stipulated in the cultivation plan of

their majors within the stipulated years of study, and if the credits obtained do not meet the requirements stipulated in the cultivation plan, they shall be dealt with as completion of the course.

Article 54 International postgraduates with formal academic registration, who have completed the required credits within the stipulated years of study but have not been agreed to defend their dissertations or have failed to defend their dissertations, shall be issued with a certificate of completion, and those who have completed their dissertations may request for a defense once within one year, and those who have passed the defense may be awarded a degree and issued with a certificate of master's degree upon the approval and consent of the Academic Degree Evaluation Committee of the university and the certificate of graduation shall be exchanged for another one. The certificate of graduation will be exchanged with the word "exchanged".

Article 55 International undergraduate students with official academic status shall be issued with a certificate of incompleteness certifying their actual years of study if they have been in school for more than one academic year when they are withdrawn from the university, and international graduate students with official academic status shall be issued with a letter of decision to withdraw from the university and a transcript of academic performance in other cases.

Article 56 International postgraduates with official academic registration who have been studying in the university for one year or more, have completed the requirements of the courses under the cultivation plan and passed the grades, but fail to complete their studies for various reasons, shall be issued with incomplete certificates. The certificate of incompleteness shall not be exchanged for the certificate of graduation and the certificate of degree shall not be reissued. Those who have studied for less than one year shall be issued a certificate of realistic study.

Chapter 13 Bylaws

Article 57 These regulations shall be enforced from the date of issuance after approval by the University and shall be interpreted by the School of International Education.

B. Zhejiang University of Finance and Economics Detailed Implementation Rules for International Student Attendance Management

Chapter I General Provisions

Article 1 To maintain the order of education and teaching for international students, these Detailed Rules are formulated in accordance with the “Administrative Measures for the Enrollment and Cultivation of International Students”, the "Higher Education Quality Standards for International Students in China (Trial)" , and the "Zhejiang Province Guiding Opinions on Strengthening the Enrollment and Cultivation of International Students in Higher Education Institutions" jointly issued by the Ministry of Education, the Ministry of Foreign Affairs, and the Ministry of Public Security, considering the actual circumstances of the University.

Article 2 These Rules apply to all registered international students of the Zhejiang University of Finance and Economics. Attendance records serve as important basis for student rewards/penalties and residence permit applications.

Chapter II Attendance Scope and Calculation

Article 3 Attendance checking is required for all activities stipulated by the program, including courses, practical teaching, and activities mandatory per university regulations (including meetings, cultural events, etc.).

Article 4 For all activities implementing attendance checking, students shall not be absent, late, or leave early without reason. Except under special circumstances, those unable to participate must request

leave in advance. Otherwise, it will be treated as an absence.

Article 5 International students must complete one weekly DingTalk facial recognition sign-in in the office. The result will be included in the overall attendance record.

Article 6 The overall attendance rate for international students is the ratio of the total actual attendance hours (from course attendance, activity attendance, and "DingTalk" attendance) to the total required attendance hours. Specific calculation methods are as follows:

(1) The basic unit for attendance calculation is the class hour;

(2) For courses attendance, unauthorized absence, unapproved leave, or failure to return on time after leave constitutes absenteeism. Absences exceeding 4 hours per day are counted as the actual number of class hours missed; absences under 4 hours or on days without classes are counted as 4 hours;

(3) Lateness or early departure under 15 minutes is recorded as such. Lateness or early departure lasting 15 minutes (inclusive) to 45 minutes is counted as 1 hour of absenteeism. Three instances of lateness/early departure under 15 minutes collectively count as 1 hour of absenteeism;

(4) Activities uniformly arranged by the University (including class meetings, conferences, academic lectures, cultural activities, etc.) are converted into class hours based on actual time (45 minutes per class hour);

(5) On-campus "DingTalk" sign-ins count as 3 class hours per week.

Chapter III Attendance Procedures and Requirements

Article 7 The School of International Education and Studies is the lead department for international student attendance management, responsible for distributing, collecting, and compiling various types of attendance records.

Article 8 Course instructors are primarily responsible for classroom attendance. They must strictly implement attendance requirements, utilizing methods such as roll call via roster, "Shangkela" check-in, or manual student sign-in based on the course specifics. Records of absences, lateness, early departure, and leave must be accurately maintained.

Article 9 Course instructors should promptly compile attendance records, regularly publish results to the class, and ensure objectivity and accuracy. Instructors must verify and explain or correct any attendance queries raised by international students.

Article 10 Organizers of international student activities must manage activity attendance. The School of International Education and Studies is responsible for "DingTalk" sign-in management and timely compilation.

Article 11 Class advisors and international student counselors must stay informed about attendance, conduct regular spot checks, counsel students with absences/lateness/early departure, and handle repeat offenders according to relevant regulations.

Article 12 International students unable to attend must request leave in advance via "Shangkela" or "DingTalk". Unauthorized absence or participation without approved leave in activities stipulated by the education teaching plan will be treated as absenteeism.

Article 13 Course instructors hold final approval authority for course-related leave. Students must request leave before class via the classroom attendance system ("Shangkela" app), submitting relevant documentation (e.g., medical certificate from university clinic or hospital for sick leave). Leave is only recognized upon instructor approval. Instructors must rigorously review leave reasons and deny insufficient requests. Non-course related leave requires approval from the counselor or relevant leader. Students must comply with stipulated

requirements and schedules for normal leave (e.g., holidays). Those needing to leave early or return late must proactively request leave from their counselor, typically not exceeding two weeks. Specific requirements:

(1) Leave for 1-3 days: Approved by the international student counselor;

(2) Leave for 4-7 days: Approved by the School of International Education and Studies official responsible for student affairs;

(3) Leave over 7 days: Approved by the primary responsible official of the School of International Education and Studies.

Article 14 Attendance checking must be strictly conducted per regulations. Fabricating attendance data or statistics is prohibited. Students engaging in or participating in falsification (e.g., having someone else check-in via their phone) will receive a warning or more severe disciplinary action.

Chapter IV Attendance Results and Application

Article 15 The school of International Education and Studies is responsible for reviewing and compiling attendance records, providing timely feedback to students, counseling those with absences, requiring written self-criticisms for severe cases, and imposing appropriate disciplinary actions.

Article 16 Attendance results are used for visa and residence permit applications. Students with attendance rates below local immigration requirements will generally not be supported for residence permit applications. Under special circumstances, actual attendance rates must be truthfully reported for immigration department review.

Article 17 Attendance results are used for scholarship evaluation. Students with an attendance rate below 70% are disqualified from applying for scholarships.

Article 18 Unexcused absences will result in corresponding

measures or disciplinary actions based on severity:

(1) New students failing to register without reason and without university approval for two weeks will have their admission revoked;

(2) Current international students unable to register on time must request leave or deferred registration from the SIES in advance. Those failing to do so for two weeks or more will be automatically dropped out;

(3) Undergraduate students taking leave (personal/medical) exceeding one-third of the course hours, or with over 5 hours of unexcused absence, are barred from the final exam. The instructor must submit an exam disqualification request in the academic system. Postgraduate students accumulating three or more absences in a single course may be barred from the final exam by the instructor, resulting in a zero score;

(4) Students accumulating 10-19 hours of unexcused absence in a semester receive a warning; 20-29 hours receive a serious warning; 30-39 hours receive demerit; 40 hours or more receive probation. Students with a semester average attendance rate below 70% may face additional penalties, from serious warning up to expulsion;

(5) Students absent from teaching activities for two consecutive weeks without leave or approval are treated as automatically dropped out.

Chapter V Supplementary Provisions

Article 19 These Detailed Rules take effect from the date of issuance and are interpreted by the School of International Education and Studies. The former "Zhejiang University of Finance and Economics International Student Attendance Management Measures (Trial)" are simultaneously repealed.

C. Zhejiang University of Finance and Economics Examination Rules

1. Students must present a valid student ID card (or examination permit) to enter the examination room. The ID must be placed on the upper right corner of the desk for invigilators' inspection. Those without valid identification will not be permitted to take the exam.

2. Students must enter the examination room 15 minutes before the scheduled start time. Those arriving more than 15 minutes late will not be allowed to take the exam and will be recorded as absent. Students may leave the room 30 minutes after the exam has started, provided they have submitted their papers.

3. Students must follow the seating arrangements designated by the invigilators. Those who refuse to comply may be disqualified from taking the exam by the invigilators.

4. Except for necessary stationery, tools specified as permitted on the exam paper, and reference books allowed for open-book exams, items such as bags, books, notebooks, and scratch paper brought into the examination room must be placed in designated locations before the exam begins, as required. They must not be kept on the desk or in the desk drawer.

5. Electronic devices such as mobile phones, laptops, and electronic dictionaries are not allowed in the examination room. If brought in, they must be turned off before the exam starts and placed in designated locations as instructed. Failure to comply will be considered a violation of exam rules.

6. Students must maintain silence in the examination room. Except for raising hands to inquire about distribution errors or illegible printing on the exam paper, invigilators will not answer any questions related to the exam content. During the exam, the following are prohibited: whispering to others; borrowing stationery (including calculators)



without permission; peeking at others' papers, concealing notes ("cheat sheets"), copying, or assisting others in copying; exchanging exam-related materials or swapping exam papers, answer sheets, or scratch paper; leaving the examination room without permission; borrowing others' materials during open-book exams; writing exam-related content on desks or one's body; marking special information on exam papers or answer sheets; having someone else submit your paper; removing exam papers or answer sheets from the examination without permission; and any other violation behaviors. Taking an exam for someone else or having someone else take an exam for you is strictly prohibited.

7. Students must correctly fill in their name, student ID number, and other required information in the designated areas on the exam paper. Answers should generally be written in pen or ballpoint pen. Unless otherwise specified, answer sheets written in red pen or pencil will be considered invalid.

8. Students who finish early must leave the examination room immediately after submitting their papers and must not loiter or make noise inside or outside the examination room, so as not to disturb others. Once the exam time is over, students must stop writing immediately, turn their papers over on the desk, and may only leave after the invigilators have collected and counted all papers.

9. Any violation of exam rules will be handled according to the "Zhejiang University of Finance and Economics Disciplinary Regulations" and will be announced university-wide.

10. Unless otherwise specified, various examinations at the provincial level and above (including provincial level) are also governed by these rules.

11. The rules take effect from September 1, 2014. The former "Zhejiang University of Finance & Economics Examination Rules" are



simultaneously repealed.

12. The Academic Affairs Office is responsible for interpreting these rules.

V. Management of Accommodation

A. Regulations on Management of International Student Accommodation

Chapter 1 General provisions

Article 1 In order to strengthen the management of on-campus and off-campus accommodation for international students in the school, according to the Measures for the Administration of Schools on Recruitment and Cultivation of International Students jointly formulated by the Ministry of Education, the Ministry of Foreign Affairs, and the Ministry of Public Security, the Norms on the Quality of Higher Education for International Students Coming to China (for Trial Implementation) (Education and Foreign Affairs〔2018〕No. 50), and the Guiding Opinions on Strengthening the Recruitment and Cultivation of International Students in Colleges and Universities of Zhejiang Province (Zhejiang Higher Education and Retention Branch [2021 004]) and other documents, combined with the actual situation of the university, to formulate this regulation.

Article 2 The management of international students' accommodation is carried out under the unified guidance and requirements of the Department of Safety and Security and the Logistic Service Center of the university. The School of International Education is responsible for the management and coordination of the international students' accommodation personnel, and Xinze Company and other companies do a good job in the property management of international students' apartments and services.

Chapter 2 Eligibility for accommodation

Article 3 Foreign students who hold ordinary passports and are registered at the university may stay in the university's international student residence. The duration of the accommodation shall not exceed the time of study and the validity of the foreigner's residence permit.

Article 4 In principle, all students in the lower grades are required to live on-campus, while students in the upper grades or internships are conditionally allowed to apply for off-campus accommodation, and on-campus accommodation is no longer provided for students in the extended study program.

Article 5 International students who meet one of the following conditions may apply for off-campus housing:

- (1) Parents and spouses who have a fixed residence in HCM City;
- (2) Have a more serious physical or mental illness for which off-campus accommodation is conducive to recovery;
- (3) Other special circumstances necessitating off-campus accommodation.

Article 6 When the capacity of on-campus housing is sufficient, advanced Chinese language students shall request on-campus housing, and when the capacity of on-campus housing is insufficient, advanced Chinese language students may apply for off-campus housing in accordance with the stipulated procedures.

Chapter 3 On-campus Check-in and Check-out

Article 7 New international students shall go to the Student Affair's Office of the School of International Education with their admission notices and passports, fill in the International Student Accommodation Registration Form and go through the registration procedures. When they move in, they will sign the "Accommodation Agreement of International Student Residence" and have to pay a deposit of 800 RMB.

Article 8 Students shall obey the arrangements of the the School of International Education and the apartment management personnel, stay in the designated rooms, shall not privately change rooms (beds), transfer others to live in or forcibly occupy the rooms (beds), and are strictly prohibited from staying with the opposite sex, intentionally

staying in the accommodation area of the opposite sex or committing harassment behaviors.

Article 9 Accommodation fees are paid according to the academic year or semester. Those who fail to pay the accommodation fees on time and are in arrears for more than three months are given a deadline of one month to move out. Those who fail to pay the accommodation fee on time under special circumstances are required to apply and sign an undertaking, and can continue to reside in the dormitory only after approval.

Article 10 International students who stay on campus during vacation must fill in the Application Form for Staying in Campus during Vacation of International Students one week before the end of the semester, which will be approved by the School of International Education and reported to the Department of Safety and Security and Xinze for record.

Article 11 Those who leave the dormitory in the middle of the day and live off-campus shall fill in the Application Form for Off-campus Accommodation for International Students and go to the International Student Residence to go through the procedures of leaving the dormitory; before the graduates leave the university, they shall hold the List of Procedures for the Leaving of Zhejiang University of Finance and Economics by International Students and go to the International Student Residence to go through the procedures of leaving the dormitory within the stipulated period of time, and the dormitory supervisor shall report it to Xinze Company for record.

Article 12 When students check out of the dormitory, they must have the apartment manager check the facilities in the room as well as its contents. If there are missing or seriously damaged items caused by human factors such as furniture, goods, and equipment used by them, they are required to make compensation. Deposits are refundable.

Students will be checked out of the dormitory after settling all charges and returning the key to the dormitory.

Article 13 Students shall move out of the International Student Residence within 7 days after the check-out procedure is completed. Personal belongings left behind are regarded as voluntary abandonment and the university has the right to dispose of them.

Chapter 4 Management of on-campus accommodation

Article 14 In order to ensure the safety of the apartments, the International Student Residence adopts the face recognition access control system. Students should consciously follow the requirements of the access control system to enter and exit.

Article 15 Students shall consciously abide by the time of work and rest in the apartment and return to the apartment not later than 22:30 from Sunday to Thursday, and not later than 23:30 on Friday and Saturday; if there is any special reason, they shall report to the counselor in advance. Late returners will be educated and criticized, and will be given a warning if they return late more than three times without a valid reason, and will be given a serious warning if they fail to do so.

Article 16 The International Students' Residence Hall adopts the system of and to register visitors. Visitors must leave their documents in the duty room and be accompanied by the person they are visiting before they can enter. No foreigners are allowed to stay in the apartment.

Article 17 Apartment managers, counselors, staff of the Department of Safety and Security, and other school administrators may, for work-related reasons, enter a room accompanied by a person to carry out necessary safety and other inspections.

Article 18 Students should consciously strengthen the awareness of safety precautions. Lock the doors and windows when leaving the room and keep valuables in a safe place. Students should notify the dormitory manager, counselor and other management personnel of any suspicious

persons.

Article 19 Students shall use the equipment and public facilities in the room correctly and report the damage in time. If the equipment and facilities are damaged due to improper use and other human factors, they shall be compensated according to the price, and if they are damaged maliciously, they shall be compensated double.

Article 20 Students shall not privately decorate, destroy or change the structure and function of the room, or privately dismantle furniture items such as beds and closets.

Article 21 Students shall keep their rooms clean and tidy, put garbage in designated places, ensure that fire escapes are clear, and shall not store personal belongings or pile up sundries in public areas.

Article 22 No illegal and criminal activities are allowed in the apartment, no gambling, alcoholism and other activities that affect the public order of the apartment or the physical and mental health of others, and no private profit-making activities are allowed in the apartment.

Article 23 No animals shall be kept or kept in the apartment, no smoking, no loud noises, no cacophony, and no other behaviors that may disturb the normal life or rest of others.

Article 24 Students shall increase their awareness of fire prevention and ensure that their behavior complies with fire safety related regulations. Fire safety violations include, but are not limited to:

Smoking;

Intentionally damaging, obscuring, or moving firefighting equipment without authorization;

(3) Storage or use of flammable, explosive or highly corrosive substances;

(4) Bringing electric bicycle batteries into the dormitory for charging;

(5) Use of high-power electrical appliances, pulling electrical wires

privately, damaging or altering power supply lines privately, and stealing public electricity.

Article 25 The opening hours of public kitchens are from 7:00 to 22:00, during which the equipment and facilities in the kitchens shall be taken care of, and shall not be disassembled, modified, damaged or occupied without authorization, and the use of alcohol, liquefied petroleum gas, charcoal and other open-flame fuels is strictly prohibited.

Article 26 The School of International Education shall, in cooperation with relevant departments, conduct regular inspections of student apartments, carry out health and safety evaluations, focusing on fire safety hazards such as high-power electrical appliances, and inform the results of the inspections in a timely manner, and the results of the evaluations shall be used for the selection of scholarships.

Article 27 The apartment arranges for the head of the building, the head of the floor, and the student assistants to assist in the management of safety and hygiene in the dormitory.

Chapter 5 Management of Off-campus Accommodation

Article 28 Off-Campus Housing Requirements:

(1) In principle, they must be located within the Qiantang District of Hangzhou (except for internships), and the commuting distance from the school should not normally exceed 5 kilometers;

(2) The rental contract must be signed by the international student himself/herself.

Article 29 Off-Campus Housing Application Process:

(1) Fill in the Application Form for Off-Campus Accommodation (with a signed waiver from the parent or guarantor) and submit it to the Student Administration Office of the School of International Education, and a rental contract can be signed upon approval;

(2) Submit the rental contract (copy) and fill in the Registration Form for Off-campus Accommodation;

(3) Take your passport, the Registration Form for Off-campus Accommodation after signing the opinion of the School of International Education, the rental contract, a disclaimer, and a copy of the identity document of the landlord (or his/her relative) to the police station where you are staying to complete the relevant procedures and fill in the Registration Form for Temporary Accommodation;

(4) With the Temporary Accommodation Registration Form signed by the police station, report it to the School of International Education and the Department of Safety and Security of the university for record.

Article 30 Off-Campus Housing Regulations:

(1) Use reasonable, legal and legitimate means to safeguard personal and property safety, and when disputes arise with others, deal with them calmly. In case of emergency, you should contact the Student Management Office of the School of International Education or seek help from the public security organs in a timely manner;

(2) Be conscious of good hygiene management, abide by school rules and regulations, and refrain from participating in any illegal activities;

(3) Notify the counselor of any change in cell phone number or other contact information;

(4) In the event of a change in the location of off-campus housing, you will be required to complete the off-campus housing application process again;

(5) Obey the local management and consciously protect the reputation of the international student community and the university;

(6) Attend school regularly for attendance clocking as required.

Article 31 A single application for off-campus accommodation shall normally last for not less than one semester. Upon expiration of the period of application for off-campus housing, one may apply for on-campus housing or continue to apply for off-campus housing in

accordance with the procedure.

Article 32 International students living off-campus who violate Chinese laws and regulations, school discipline and school rules in more serious cases shall be disqualified from off-campus accommodation and be punished according to relevant regulations.

Article 33 The management of off-campus accommodation shall establish standardized accounts such as off-campus accommodation contact cards, one person, one file, with detailed records of the location of the off-campus accommodation, the time of the contract, the contact person for the landlord, the contact person for the police at the police station under the jurisdiction of the district, etc., and regularly update the list of students who are staying at the off-campus accommodation.

Chapter 6 Bylaws

Article 34 These administrative regulations shall be implemented from the date of issuance, and the School of International Education shall be responsible for the interpretation. The former Administrative Regulations on On-campus Accommodation for International Students of Zhejiang University of Finance and Economics (No. 9 of Zhejiang University of Finance and Economics [2023]) and Administrative Regulations on Off-campus Accommodation for International Students of Zhejiang University of Finance and Economics (No. 10 of Zhejiang University of Finance and Economics [2023]) are repealed at the same time.

B. Safety Responsibility Notification for Off-campus Accommodation

In order to regulate the management of off-campus accommodation for international students in ZUFE, ensure the normal teaching and living order of the school, and protect the vital interests of international students, in accordance with the *"Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners"*, the

safety responsibilities of international students during their off-campus accommodation are as follows:

1. International students should collect and fill in "*Off-campus Accommodation Application Form*" truthfully before they live off campus, International students are responsible for the authenticity and completeness of the information filled in.

2. International students should sign the safety responsibility notification form, indicating that they are aware of the school management regulations

3. International students should submit the above accommodation registration form and safety responsibility notification to SIES.

4. During off-campus accommodation, international students should keep in touch with SIES. When the mobile phone number is changed, you shall notify the counselors within 2 working days, and the change should be filed at SIES within 3 days.

5. During off-campus accommodation, international students should raise their own safety awareness. Pay attention to fire prevention, theft prevention, narcotics prevention, telecom fraud prevention, gas poisoning prevention, food poisoning prevention, traffic accidents prevention, personal infringement prevention, etc.

6. During off-campus accommodation, International students should obey the education and management of the school, complete various learning tasks in a timely manner, and actively participate in various activities organized by schools, colleges and classes.

7. During off-campus accommodation, in the event of an accident, international students should call the corresponding social emergency number (public security agency alarm number: 110, emergency number: 120, fire alarm number: 119) for help, and contact counselors in time to report the situation.

8. During off-campus accommodation, International students

should properly handle all matters related to themselves. In the event of personal injury, property loss, disputes, etc., you should bear the responsibility yourself. The school does not take any responsibility.

9. You and your guardian should read this notice of safety responsibility, have clearly understood all the content and meaning of this notification, and fully accept it. This notice will be in duplicate, and it will become effective from the date of signing.

C. Rules of Public Kitchen

Public kitchen is a public facility for international students. To prevent accidents and keep it clean, please follow the rules below:

1. Public kitchen is available only between 6:00-22:00. Please cook within the time as stipulated; Generally, the number of students cooking at the same time should be no more than 8.

2. It is strictly prohibited to use alcohol, liquefied gas, charcoal and other open flame fuels in public kitchen.

3. Smoking, drinking and loud noise are prohibited in the public kitchen.

4. Follow the instructions when using microwave oven, cooker and range hood. In case of failure of kitchen equipment and facilities, please report for repair in time.

5. Keep your cabinet/locker keys safe, cookers and other personal cooking stuffs shall be placed in the kitchen locker properly. No cooking, no electrical appliances using or storage in your room.

6. Keep the kitchen clean and sanitary. After using it, clean up the stove, pool, table and ground, and place the garbage at the collection point outside the building. It is strictly prohibited to pour leftovers and sundries into the pool. If the sewer is blocked as a result, the doer shall be responsible for dredging or bear the dredging expenses.

7. Save water and electricity, turn off lights and faucet when it is not needed.



8. Arrange your own items after use, personal belongings shall be promptly put into cabinets or lockers, and shall not occupy public space.

9. Public kitchens shall regulate cleaning duties, and student on duty shall be arranged by school office and take turns.

10. The personnel on duty shall have the responsibility and obligation to supervise all the personnel using the kitchen to comply with relevant regulations, and maintain the safety and hygiene of the public kitchen during the duty period.

D. “Hehe Family” Usage Guidelines

“Hehe Family” is an integral part of the “One-Stop” student community at Zhejiang University of Finance and Economics. Featuring designated areas for social interaction, sports and recreation, and study, it serves as a central hub where Chinese and international students engage in cultural exchange, collaborative learning, and leisure. To standardize its usage and sustain an optimal living and learning environment, the regulations are formulated herein by the International Student Affairs’ Office.

1. Access Hours

The “Hehe Family” is open to all students free of charge daily from 7:30 AM to 10:30 PM.

2. Facility Preservation

All users shall utilize public furnishings and equipment appropriately and restore them to designated configurations after use. Unauthorized displacement or removal of any institutional property from the premises is strictly prohibited. Any act of defacing surfaces including but not limited to writing, carving, or etching on tables, chairs, walls, or glazed surfaces—constitutes a violation subject to the regulations.

3. Electricity Conservation

Deactivate all electrical equipment, including lighting and air

conditioning units when “Hehe Family” is unoccupied.

4. Hygiene Requirement

No eating, drinking, and smoking in the “Hehe Family”. Please maintain clean and tidy desktops, and take all personal belongings and waste with you when leaving.

5. Noise Control

All students shall maintain a quiet and orderly environment. The operation of audio devices without headphones, boisterous communications, or engagement in physically disruptive activities (e.g., chasing, roughhousing) are strictly prohibited.

“Hehe Family” functions as a vital hub and a warm community for studying, living, and cultural exchange between Chinese and international students. Let’s work hand in hand to build our cherished community through jointly upholding the usage guidelines.

VI. Scholarship Evaluation

A.ZUFE International Student Scholarship Review Regulations

Chapter I General Provisions

Article 1 To encourage enrolled international students to study hard, strive for excellence, improve their comprehensive quality, stimulate their innovation and entrepreneurship spirit, utilize their strengths in various areas, promote cultural exchange between China and other countries, and attract more outstanding international students to study at our university, these regulations are formulated in accordance with the "Zhejiang University of Finance and Economics International Student Scholarship Management Measures" (Zhejiang University of Finance and Economics [2020] No. 154) .

Article 2 These regulations apply to formally registered full-time international undergraduate, master's, and doctoral students, as well as those studying Chinese language for one year or more.

Article 3 The international student scholarship review process adheres to the principles of "openness, fairness, and justice." It conducts a comprehensive assessment of international students' daily performance, academic performance, and comprehensive quality, forming a comprehensive evaluation score which serves as the primary basis for applying for and awarding various scholarships and honorary titles.

Article 4 Scholarship Categories

Freshman Scholarships are divided into Special, First, Second, and Third Class. They are comprehensively evaluated by the Admissions Leadership Group based on materials such as previous academic records, language proficiency, honors, and special skills.

Provincial Government Scholarships are divided into Provincial A, B, and C classes. The number of awards is determined by the Zhejiang Provincial Government International Student Scholarship allocation plan. Their evaluation process and result announcements are incorporated into

the degree student scholarship review procedure.

Degree Student Scholarships are divided into Special, First, Second, and Third Class. The specific number of awards is proposed by the university's International Student Scholarship Review Group based on the actual situation each year.

Merit-based Scholarships include Academic Star, Sports Star, Arts Star, Social Activity Star, and Innovation & Entrepreneurship Star. Selection is based on ranking according to the respective bonus points. The specific number of awards is proposed by the university's International Student Scholarship Review Group based on the actual situation each year.

Chapter II Evaluation Index System

Article 5 The comprehensive evaluation of international students consists of three aspects: daily performance (25%), academic performance (50%), and comprehensive quality (25%). These proportions may be adjusted according to actual circumstances.

Article 6 Various bonus and penalty points for international students are recorded item by item. The bonus or penalty values specified in these regulations are the values before applying weights. The total score for each aspect shall not exceed 100 points.

Comprehensive Evaluation Score = Daily Performance $\times$ 25% + Academic Performance $\times$ 50% + Comprehensive Quality $\times$ 25%.

Chapter III Daily Performance Evaluation

Article 7 The daily performance evaluation covers three areas: attendance, civilized behavior, and participation in group activities. (Those who fail the daily performance evaluation are ineligible for scholarship assessment).

The basic content of these three aspects is as follows:

Attendance: Attending all teaching and research activities required by the university on time, without unexcused absences or tardiness, and



punctually completing attendance check-ins.

Civilized Behavior: Having clear learning goals, being modest and eager to learn, diligent, and respecting teachers. Abiding by Chinese laws and public order, and strictly observing university regulations, dormitory management rules, and other stipulations.

Group Activities: Fostering physical and mental health awareness, building good interpersonal relationships, and actively participating in extracurricular sports activities, sports competitions, and various cultural, artistic, and recreational activities.

The daily performance evaluation is primarily assessed by counselors from the International Student Affairs Office, with a total score of 100 points: Attendance accounts for 50%, civilized behavior for 30%, and group activities for 20%. Students scoring below 60 points fail the daily conduct evaluation.

Article 8 Deductions from the daily conduct score apply in the following cases:

Receiving a warning: deduct 10 points each time.

Absence from important meetings or cultural/sports activities organized by the university or international school without following leave procedures: deduct 5 points each time.

Having dormitory Grade C for hygiene for two consecutive semesters within one academic year: disqualifies from scholarship evaluation.

Grade C for one semester: all dorm members deduct 5 points; Grade B: all dorm members deduct 2 points; Students living off-campus who fail to provide valid residence registration information promptly: deduct 10 points each time. Failing to submit required information on time or providing false information: deduct 5 points each time.

Article 9 Daily performance is deemed unsatisfactory in any of the following cases. Those who fail the daily conduct evaluation are

ineligible for scholarship assessment.

Violating laws or regulations and receiving penalties from judicial or public security authorities.

Violating university rules and receiving a serious warning or higher disciplinary action.

Engaging in improper words or actions that cause negative social impact for the university or the community.

Chapter IV Academic Performance Evaluation

Article 10 Academic performance is scored based on the international student's average grade. The calculation formula is:

Average Academic Score = $\{ \sum (\text{Grade for each course} \times \text{Credit hours}) \} \div \text{Total credit hours}$.

Courses refer to those taken in the current academic year. Evaluation is based on final exam scores. Failed courses are calculated using the actual score; make-up exam scores are not considered. Students with 2 or fewer postponed exam can be evaluated normally, excluding the postponed courses; those with more than 2 postponed exam are evaluated after the postponed exam results are published. Courses where cheating occurred are scored as 0.

If the average academic score for the academic year is failing, the student's academic performance evaluation is deemed unsatisfactory, and they are ineligible for scholarship evaluation.

Article 11 Starting from the 2025-2026 academic year, the Chinese Proficiency Test (HSK) will be included in the academic performance evaluation. Students who do not pass the required HSK level within the academic year are ineligible for scholarship evaluation.

Requirements:

English-taught undergraduates:

HSK Level 2 or above by the end of the first year, HSK Level 3 or above by the end of the second year, HSK Level 4 by the end of the

third year;

Chinese-taught undergraduates:

HSK Level 5 by the end of the third year;

English-taught Master's students:

HSK Level 2 or above by the end of the first year, HSK Level 3 by the end of the second year.

Chapter V Comprehensive Quality Evaluation

Article 12 Comprehensive quality refers to achievements obtained by international students through their strengths in areas such as academics, sports, arts, social activities, or innovation and entrepreneurship during the year. The university encourages international students to actively participate in various academic, sports, arts, social activities, and innovation/entrepreneurship events at all levels to understand Chinese culture and promote mutual communication.

Article 13 Comprehensive quality Score = Base Score + Bonus Points. International students participating in activities or competitions organized by the university (in principle, no less than 3 times per student per semester) receive a base score of 60 points. Students who actively participate in various academic, sports, arts, social activities, innovation/entrepreneurship events, or serve as leaders in groups or student organizations, and demonstrate outstanding performance, start from the base score and receive bonus points according to the following rules, with the total bonus points not exceeding 40.

Article 14 Academic bonus points standards:

Participating in academic competitions, activities, lectures:
International (including national): +20 pts; Provincial: +15 pts;
Municipal: +10 pts; University-level: +5 pts; School/College-level: +3 pts.

Winning awards in the above competitions (activities): Multiply the

base participation points by coefficients: First Prize (incl. Special Prize): x2; Second Prize: x1.5; Third Prize: x1.2.

Publishing a paper as first or corresponding author in SSCI or SCI Zone 1/2: +20 pts; SSCI or SCI Zone 3/4, or publishing a signed article in an international English newspaper/journal (incl. positive stories about China experiences): +10 pts; Publishing in a Chinese core journal: +20 pts; Publishing in a Chinese non-core journal: +10 pts. Papers in foreign language journals are scored according to the latest journal classification standards from the University Research Office, corresponding to equivalent Chinese journals.

Obtaining university-level, municipal-level, provincial-level, national-level research project approval or technological invention patents (upon passing appraisal): +20, +15, +10, +5 pts respectively. Substantive participation in teacher-related projects or achievements, certified by the responsible teacher: half of the above points.

Average academic score exceeding 90 or GPA exceeding 4.5 directly qualifies for Academic Star.

Other unlisted cases are assessed by the International School Scholarship Review Working Group referencing the above standards.

Article 15 Sports bonus points standards:

Head coach for university sports meet: +10 pts; Coach or captain for specific sports teams: +5 pts each; Participant: +2 pts.

Winning awards in competitions (incl. team events) (incl. coaches/captains): Based on ranking (1st to 8th): +8, +7, +6, +5, +4, +3, +2, +1 pts respectively.

Other unlisted cases are assessed by the International School Scholarship Review Working Group referencing the above standards.

Article 16 Arts bonus points standards:

Participating in arts activities: International (incl. national): +10 pts; Provincial: +8 pts; Municipal: +6 pts; University-level: +4 pts;

School/College-level: +2 pts.

Winning awards in the above competitions (activities): Multiply the base participation points by coefficients: First Prize (incl. Special Prize): x2; Second Prize: x1.5; Third Prize: x1.2.

Arts activities reported by news media: Multiply the base participation points by coefficients: International (incl. national): x1.6; Provincial: x1.4; Municipal: x1.2.

Team leader for groups of 5+ participants in International (incl. national), provincial, municipal activities: +10, +8, +6 pts respectively.

Other unlisted cases are assessed by the International School Scholarship Review Working Group referencing the above standards.

Article 17 Social activities bonus points standards:

Participating in social activities, volunteer services: International (incl. national): +10 pts; Provincial: +8 pts; Municipal: +6 pts; University-level: +4 pts; School/College-level: +2 pts.

Winning awards in the above competitions (activities): Multiply the base participation points by coefficients: First Prize (incl. Special Prize): x2; Second Prize: x1.5; Third Prize: x1.2.

Activities reported by news media: Multiply the base participation points by coefficients: International (incl. national): x1.6; Provincial: x1.4; Municipal: x1.2.

Serving as head of International Student Association, club, etc.: +5 pts; Member: +3 pts; Serving as Class Monitor, Dormitory Assistant, etc.: +5 pts. All leaders and student cadres undergo annual assessment: Excellent: +7 pts; Good: +5 pts; Pass: +3 pts; Fail: +0 pts.

Other unlisted cases are assessed by the International School Scholarship Review Working Group referencing the above standards.

Article 18 Innovation and entrepreneurship bonus points standards:

Project approval in national, provincial student innovation/entrepreneurship training programs, etc.: +3 pts per item.

Participating in national "Internet+" and "Challenge Cup" innovation/entrepreneurship competitions: National 1st, 2nd, 3rd prize, other awards: +10, +8, +7, +6 pts respectively; Provincial 1st, 2nd, 3rd prize, other awards: +7, +6, +5, +4 pts respectively.

Participating in other official innovation/entrepreneurship competitions or roadshows organized by the School of Entrepreneurship, or by Sci-Tech, education, human resources, youth league, NDRC systems: National 1st, 2nd, 3rd prize, other awards: +10, +8, +7, +6 pts respectively; Provincial 1st, 2nd, 3rd prize, other awards: +7, +6, +5, +4 pts respectively.

Participating in innovation/entrepreneurship competitions or roadshows advocated by the Entrepreneurship School: Municipal/University-level 1st, 2nd, 3rd prize, other awards: +6, +5, +4, +3 pts respectively. Successful registration and participation without winning: +2 pts each time.

Bonus points for team members: Based on member ranking: 2nd, 3rd, 4th, 5th, 6th receive 90%, 80%, 70%, 60%, 50% of the points awarded to the first responsible person. Members ranked 7th and below receive 0.

For the same project participated in multiple competitions within the same academic year, points are not cumulative; the highest single score applies.

Disputes regarding award levels or team member ranking are assessed by the International School and entrepreneurship mentors based on comprehensive information.

Other unlisted cases are assessed by the International School Scholarship Review Working Group referencing the above standards.

Chapter VI Evaluation Organization and Procedure

Article 19 International students scholarships are evaluated once per academic year, starting each July. Freshmen can apply starting from

their second academic year. Graduating students are not included in the scholarship review.

Article 20 SIES serves as the leading unit for the international student scholarship evaluation, responsible for the specific work, which is completed by the International Student Scholarship Review Group including counselors and student representatives.

Article 21 Review Procedure:

Submit application materials. The School of International Education issues the scholarship application notice, students submit application materials.

Eligibility review. The evaluation group review student applications to determine the list of eligible students.

Comprehensive evaluation. Calculate the comprehensive performance score according to the method, rank students by score, and publicize the results within the class. Students disputing the results must submit a written request for review to the International Student Affair Office within 3 days of the publicity date.

Determine scholarship levels based on the comprehensive evaluation score and ranking, awarding Provincial Government Scholarships, Degree Student Scholarships, Merit-based Scholarships, etc., in order.

Publicize the review results within a certain scope. Students disputing the results must submit written appeal materials to the review group within ten working days of the publicity date.

Article 22 These regulations are interpreted by the School of International Education and take effect from the 2024-2025 academic year. The previous measures are simultaneously abolished.

VII. Disciplinary Regulation and Safety Guidelines

A. ZUFE International Students Disciplinary Regulations

Chapter 1 General Provisions

Article 1: In order to strengthen the construction of school and academic atmosphere, regulate the behavior of international students, maintain the normal education and teaching order and life order of the school, and promote the comprehensive development of international students in morality, intelligence, physical fitness, and aesthetics, in accordance with the Ministry of Education's Order No. 41 "Regulations on the Management of Students in Ordinary Higher Education Institutions", the Ministry of Education, the Ministry of Foreign Affairs, the Ministry of Public Security's Order No. 42 "Measures for the Administration of the Recruitment and Cultivation of International Students in Schools", and the Ministry of Education's Order No. 50 "Quality Standards for Higher Education for International Students in China (Trial)" and other laws and regulations, combined with the actual situation of our university, these regulations are formulated.

Article 2: These regulations apply to all international students in our school, including both academic and non academic students.

Article 3: These regulations adhere to the fundamental principle of cultivating virtue and educating people, combining education with punishment, implementing the principles of governing schools according to law, scientific management, combining management with education, and openness, fairness, and justice. The disciplinary action against international students should be based on sufficient evidence, clear evidence, accurate characterization, proper procedures, and appropriate punishment to safeguard the legitimate rights and interests of international students.

Chapter 2 Types and Application of Punishments

Article 4: International students who violate laws, regulations, or disciplinary rules (hereinafter referred to as international student disciplinary violations) shall be criticized and educated by the school, and depending on the severity of the circumstances, the following disciplinary actions shall be taken:

- (1) Warning;
- (2) Serious warning;
- (3) Demerit;
- (4) Probation;
- (5) Expulsion from school.

Article 5: Except for expulsion from school, other international students shall be subject to disciplinary measures with a period of 6-12 months (warning or severe warning for 6 months; demerit for 10 months; and probation for 12 months). If there is another violation of discipline during the probation period and the punishment reaches a warning or above, the student will be expelled from school.

Article 6: Anyone who falls under any of the following circumstances may be given a lighter or mitigated punishment:

- (1) Those who have been found by the public security organs to have surrendered and have been exempted from criminal punishment;
- (2) Proactively provide information and actively assist in identifying those who violate discipline or law;
- (3) Proactively exposing others' illegal and disciplinary behaviors and verifying their authenticity through investigation;
- (4) Being coerced or lured by others to participate in disciplinary violations;
- (5) Those who voluntarily give up their disciplinary actions or actively prevent adverse consequences during the process of violating discipline;

(6) Other circumstances that result in lighter or mitigated punishment.

Article 7: Anyone who falls under any of the following circumstances may be given a heavier or more severe punishment:

(1) Those who create obstacles, obstruct investigations and evidence collection, or intentionally cause difficulties in investigations;

(2) Refusing to admit mistakes and facts, destroying evidence, and forging facts after violating discipline;

(3) Threatening, intimidating, or retaliating against whistle-blowers, witnesses, or staff;

(4) Repeatedly committing disciplinary violations or having multiple violations can result in increased punishment, up to and including expulsion from school;

(5) Other circumstances that result in heavier or aggravated punishment.

Article 8: If international students violate school discipline and rules, but the circumstances are minor enough to warrant disciplinary action, the School of International Education shall issue a notice of criticism and urge them to correct their mistakes.

Article 9: For disciplinary violations not listed in these regulations, corresponding penalties may be imposed based on the most similar principles and relevant provisions of these regulations.

Article 10: Those who have been identified by relevant Chinese departments as having limited liability capacity shall be dealt with at their discretion according to the actual situation.

Article 11: The prosecution period for international students' disciplinary violations is two years.

Article 12: International students who violate the Public Security Administration Punishment Law of the People's Republic of China or are suspected of committing crimes such as violating the Criminal Law



of the People's Republic of China shall be reported by the Security Department to the public security organs or transferred to relevant state organs for investigation and punishment.

Chapter 3 Disciplinary Actions and Punishments

Article 13: International students shall not have any speech or behavior that violates Chinese laws and regulations, school discipline and rules, or affects campus safety and stability, and shall not engage in any illegal social or political activities. Those who fall under any of the following circumstances shall be subject to the following penalties depending on the specific circumstances: if the circumstances are minor and can be corrected through education, they shall be given a demerit; If the circumstances are serious and have not caused any adverse effects, and can be corrected through education, the offender shall be given a disciplinary measure of probation in school; Those who have serious circumstances that cause adverse effects or fail to change their behavior after education shall be expelled from school.

(1) Organizing or participating in unauthorized marches, demonstrations, large-scale gatherings, or gatherings in violation of the Constitution, the Law of the People's Republic of China on Processions and Demonstrations, or other relevant laws and regulations; Organize, plan, and participate in activities that disrupt social order or disrupt normal teaching, research, and daily life in schools, and engage in activities that undermine stability and unity;

(2) Posting, delivering, and distributing posters and reactionary flyers; Spreading, publishing, and selling illegal publications and audiovisual products; Spreading reactionary remarks through the internet and other channels, confusing the public and creating chaos;

(3) Organize, establish, join cults, illegal religions, illegal social organizations or societies, engage in illegal activities or organize illegal social, political, academic activities, hold illegal political salons, clubs,

etc;

(4) Violating relevant regulations on the management of student associations in schools, organizing and establishing unapproved international student associations and conducting illegal activities, or conducting illegal activities in the name of legal associations, or engaging in other behaviors that violate the management regulations of student associations in schools and cause serious impact and adverse consequences;

(5) Stealing or leaking Chinese state secrets.

Article 14 Those who violate the Law of the People's Republic of China on the Administration of Exit and Entry and the Regulations of the People's Republic of China on the Administration of the Entry and Exit of Aliens for personal reasons shall be given the following sanctions respectively:

(1) Those who fail to register their accommodation information with the public security organs of their place of residence within 24 hours of entering or changing their accommodation address shall be given a serious warning or above;

(2) Those who have been identified by the public security organs as illegally employed shall be subject to disciplinary measures such as probation or above;

(3) Those whose visas and residence permits have expired shall be given a warning or above in accordance with relevant immigration regulations, and shall be reported to the immigration management department.

Article 15: Those who violate national laws and regulations and are punished by judicial or public security departments shall be subject to the following sanctions depending on the circumstances:

(1) Those who are lawfully arrested, sentenced to public surveillance, detention, or fixed-term imprisonment by judicial

authorities shall be expelled from school;

(2) Those who violate the regulations on public security management and are punished by the public security organs shall be given disciplinary actions ranging from warning to probation, depending on the severity of the circumstances or consequences; Those with malicious nature shall be expelled from school.

Article 16: Those who steal, embezzle, defraud, extort, seize, or rob the legitimate property of the Chinese state, collectives, or individuals by various means shall, in addition to recovering the stolen money and goods, be subject to the following sanctions depending on the circumstances:

(1) Those who commit value theft of less than 1000 yuan, embezzlement of less than 5000 yuan, fraud of less than 2000 yuan, extortion of less than 700 yuan, and robbery of less than 500 yuan shall be given a warning or serious warning punishment; Those who commit value theft of more than 1000 yuan but less than 2000 yuan (excluding), embezzlement of more than 5000 yuan but less than 10000 yuan (excluding), fraud of more than 2000 yuan but less than 4000 yuan (excluding), extortion of more than 700 yuan but less than 1500 yuan (excluding), and robbery of more than 500 yuan but less than 1000 yuan (excluding) shall be given a demerit or probation depending on the severity of the circumstances or consequences; Those who commit value theft of more than 2000 yuan, embezzlement of more than 10000 yuan, fraud of more than 4000 yuan, extortion of more than 1500 yuan, and robbery of more than 1000 yuan shall be expelled from school;

(2) For those who commit robbery, depending on the severity of the circumstances or consequences, they shall be given disciplinary measures such as probation or above;

(3) Those who attempt to commit a crime may receive lighter or mitigated treatment compared to those who have completed the crime;

(4) The punishment for committing a crime in partnership is the same as that for committing an individual crime, and the punishment for the leader is increased by one level;

(5) Those who steal official seals, confidential documents, archives, and other items shall be given a demerit or probation depending on the severity of the circumstances or consequences; Those who cause serious consequences shall be expelled from school.

Article 17: Those who violate fire safety management regulations by using or damaging fire equipment and devices without authorization; Those who violate electricity regulations (such as privately connecting power sources, randomly pulling wires, using high-power electrical appliances in dormitories, etc.), use fire (such as cooking food, burning waste paper and debris in dormitories, etc.), and use dangerous goods shall be given a warning or a serious warning depending on the severity of the situation or consequences; Those who cause consequences shall be given a demerit; Those with serious consequences shall be given disciplinary measures such as probation or above.

Article 18: Those who damage campus civilization construction, disrupt normal campus order and social public order, and violate school management regulations shall be subject to the following sanctions depending on the situation:

(1) Those who seriously affect environmental hygiene, such as pouring water, playing soccer, or painting walls in the hallway, shall be given a warning or a serious warning;

(2) Those who engage in behavior that seriously affects the normal rest of others in student dormitories and do not listen to advice, repeatedly return late, violate school schedules, or stay overnight with off campus personnel without approval, will be given a warning or a serious warning depending on the severity of the situation or consequences. Those who cause consequences will be given a demerit,



and those with serious consequences will be given a probationary period on campus;

(3) Those who intentionally damage school notices, announcements, or notifications that are still in effect shall be given disciplinary actions ranging from warning to demerit, depending on the severity of the circumstances or consequences;

(4) Those who set up stalls or organize various for-profit activities on campus without approval shall be given a warning or serious warning depending on the severity of the circumstances or consequences. Those who cause incidents or consequences as a result shall be given a heavier punishment;

(5) Serious warning shall be given for causing disturbances or throwing objects in public places; Those who refuse to listen to dissuasion, cause trouble without reason, and obstruct staff from carrying out official duties shall be given a disciplinary action of demerit; The leader or organizer shall receive heavier punishment;

(6) Intentionally damaging greenery and public facilities, damaging public and private property, in addition to compensating for losses, depending on the severity of the circumstances or consequences, disciplinary actions ranging from warning to demerit will be given. Those with serious consequences will be given disciplinary actions such as probation on campus or above;

(7) Those who drive without a license on campus or drive unlicensed vehicles shall be given a warning or above, a demerit or below, and those who have accidents shall be given a probation or above;

(8) Violating school regulations, seriously affecting the order of school education and teaching, life order, and public place management order, and infringing on the legitimate rights and interests of other individuals and organizations, depending on the severity of the

circumstances or consequences, disciplinary actions ranging from warning to probation in school shall be given; Those who cause serious consequences shall be expelled from school.

Article 19: Organizing and planning fights; Causing accidents, instigating or inciting fights; fight; Those who participate in a fight and whose behavior constitutes a crime shall be dealt with in accordance with the provisions of Article 15, paragraph 1 of these regulations. Those who do not constitute a crime shall be subject to the following sanctions depending on the circumstances:

(1) Organizing and planning fights among others:

1. Those who organize or plan others to fight shall be given a warning or serious warning;
2. Those who organize or plan others to fight and cause consequences shall be given a demerit or placed on probation at school;
3. Those who organize or plan others to fight and cause minor injuries or more shall be expelled from school.

(2) The perpetrator; Those who incite or encourage others to fight:

1. Those who cause fights shall be given a warning or serious warning;
2. Causing a fight and resulting in minor injuries, shall be given a demerit or placed on probation at school;
3. Those who cause a fight and result in minor injuries or more shall be expelled from school.

(3) Fighters:

1. Those who physically assault but do not harm others shall be given a serious warning;
2. If someone hits someone and causes minor injuries, they will be given a demerit or probation;
3. Anyone who hits someone and causes minor injuries or more shall be expelled from school.



(4) Participate in a fight and play a secondary role during the fight. Depending on the severity of the consequences, give a warning or above, a demerit or below.

(5) Those who, under the pretext of persuading a fight, favor one side and promote the development of the fighting situation, resulting in consequences, shall be given a serious warning or disciplinary action.

(6) During a fight, those who use weapons to hit others will receive one level of punishment more severe than those who fight.

(7) Those who provide weapons for others to fight without causing any consequences shall be given a demerit or probation; Those who cause minor injuries or more to others shall be expelled from school.

(8) Those who engage in group fights will receive one level of punishment.

(9) Those who refuse to obey management and physically assault school staff who perform official duties or implement management shall be given a serious warning or above, and a disciplinary action of probation or below, depending on the severity of the circumstances or consequences; Those with serious circumstances shall be expelled from school.

Article 20: Those who engage in sexual harassment, cohabitation, etc. shall be subject to the following penalties depending on the circumstances:

(1) Those who engage in sexual harassment, insult others, or engage in other forms of sexual harassment, if the circumstances are relatively minor, shall be given a warning or a serious warning; For those with serious circumstances, they shall be given a demerit or probation; Those who cause serious consequences shall be expelled from school;

(2) Those who engage in mixed sleeping behavior between men and women in the same room of an international student dormitory, and

the circumstances are relatively minor, shall be given a warning or above, a demerit or below; If the circumstances are serious and have a negative impact, the offender shall be given a disciplinary action of probation or above;

(3) Those who engage in prostitution or soliciting prostitution shall be expelled from school.

Article 21: Those who engage in any of the following behaviors shall be given a warning or serious warning, and those with more serious circumstances shall be given a demerit or probation:

(1) Those who provoke and cause trouble to school staff due to reasons such as grades, awards, punishments, and graduation;

(2) Refusing or obstructing Chinese staff or school administrators from carrying out their official duties in accordance with the law or regulations;

(3) Those who use various means to threaten or intimidate school teachers or administrators for various purposes.

Article 22: Those who engage in audiovisual, production, reproduction, dissemination, or sale of obscene and other illegal books, periodicals, and audiovisual products shall have all dissemination materials confiscated and, depending on the severity of the circumstances or consequences, shall be subject to the following penalties:

(1) Those who watch or listen to obscene and other illegal books, periodicals, and audiovisual products shall be given a warning or serious warning;

(2) Those who produce, copy, or conceal obscene and other illegal books, periodicals, and audiovisual products shall be given a demerit or probation;

(3) Those who spread or sell illegal books, periodicals, and audiovisual products shall be expelled from school.



Article 23: Those who participate in illegal pyramid schemes shall be given disciplinary actions ranging from warning to demerit, depending on the severity of the circumstances or consequences. Those who cause incidents or consequences as a result shall be given probation or above. The punishment for organizing illegal pyramid schemes will be increased by one level.

Article 24: Those who participate in gambling or engage in disguised gambling in any form, or provide gambling venues, gambling funds, or gambling equipment for others, shall be subject to the following penalties depending on the circumstances:

(1) Ordinary participants or first-time offenders shall be given a warning or serious warning; The leader shall receive one level of punishment;

(2) Those who participate in gambling and the amount involved is relatively large may be subject to disciplinary measures such as probation or higher depending on the severity of the circumstances or consequences;

(3) Those who repeatedly participate in gambling will be expelled from school;

(4) Those who provide gambling venues, gambling funds, or gambling equipment shall be given warnings, demerits, or other punishments; Those with malicious nature shall be given disciplinary measures such as probation or above.

Article 25: Those who infringe upon the legitimate rights and interests of others, organizations, or China and endanger public safety shall bear all compensation obligations and legal responsibilities. Depending on the severity of the circumstances or consequences, they shall be given a serious warning or above, and shall be probation. Those who cause serious consequences shall be expelled from school

(1) Malicious harassment, intimidation, threats to the personal

safety of others, and interference with their normal lives;

(2) Illegally withholding, concealing, impersonating, and destroying other people's letters (including opening), packages, bills of exchange, or other mail;

(3) Insulting, slandering, framing, or falsely accusing others;

(4) Falsifying or selling various types of documents, seals, certificates, and materials;

(5) Other acts that infringe upon the legitimate rights and interests of others, organizations, or China, and endanger public safety.

Article 26: When using computer information networks and modern communication tools, those who commit the following acts shall be given disciplinary actions ranging from warning to probation, depending on the severity of the circumstances or consequences; Those who cause serious consequences shall be expelled from school:

(1) Fabricating or distorting facts, spreading rumors or false information, disrupting social order and school stability;

(2) Promoting cults, feudal superstitions, obscenity, pornography, gambling, violence, murder, terror, and inciting crime;

(3) Intentionally creating or spreading destructive programs such as computer viruses, which affect or disrupt the normal operation of computer information systems;

(4) Using the IP address of a campus network server or someone else's IP address to intentionally attack or scan servers and various network devices;

(5) Using someone else's public information network account or password to access the internet;

(6) Posting information under the guise of others;

(7) Sending text messages or making phone calls to harass others;

(8) Other violations of discipline by using the internet and modern communication tools;



(9) Publish and spread comments, articles, videos, audios, etc. on the internet that subvert the Chinese state power and affect social stability.

Article 27: Those who gather in groups to make noise or drink excessively shall be subject to the following punishments depending on their circumstances:

(1) Those who gather and make noise, affecting others' learning and rest, and causing adverse consequences shall be given a warning or serious warning;

(2) Alcoholics are given a warning or severe warning; Those who cause consequences due to excessive drinking and disturbance shall be given a probation.

Article 28: Those who throw public or private property, burn fires, or throw wine bottles and other utensils and miscellaneous items, and disrupt campus order, shall be given disciplinary actions ranging from warning to probation depending on the severity of the circumstances or consequences.

Article 29: Those who purchase or consume drugs, provide places for others to consume drugs, lure others to consume drugs, and other violations related to drug consumption shall be expelled from school.

Article 30: Those who engage in scientific research, writing academic papers, internship assignments, graduation theses (designs), or engage in fraudulent behavior such as tampering with or falsifying experimental data, or plagiarizing the achievements of others, shall be given a serious warning or above, and a disciplinary action of probation or below, depending on the severity of the circumstances; Those who have others write their graduation thesis (design) on their behalf or participate in the sale of academic papers shall be expelled from school.

Article 31: Those who fail to participate in the activities stipulated in the education and teaching plan without taking leave or obtaining

approval for leave shall be punished as absenteeism. Students who have missed 10-19 class hours in a semester will be given a warning; If the cumulative absenteeism reaches 20-29 class hours, a serious warning will be given; If the cumulative absenteeism reaches 30-39 class hours, a demerit will be given; Those who have accumulated 40 or more class hours of absenteeism will be given a probation. Those with an average attendance rate of less than 70% per semester will be given a serious warning or even expelled from school depending on the severity of the situation.

Chapter 4 Examination Violations and Punishments

Article 32: Those who engage in any of the following behaviors during the examination (including testing, the same below) shall be given a warning or a serious warning depending on the severity of the circumstances:

- (1) Those who do not obey the invigilators' arrangements, do not sit in designated positions, or exchange exam seats without authorization;
- (2) Those who bring items outside the regulations into the examination room and do not place them in the designated location;
- (3) Those who answer questions before the start signal of the exam is issued or continue to answer questions after the end signal is issued;
- (4) Those who borrow stationery from each other without the consent of the invigilator;
- (5) Leaving the examination room without the consent of the invigilator during the examination process;
- (6) Those who entrust others to submit their test papers on their behalf;
- (7) Other individuals who disrupt the order of the examination room.

Article 33: Those who engage in any of the following behaviors during the examination process shall be given a demerit:



- (1) Those who violate the rules of the examination room by carrying written materials or electronic devices related to the exam content;
- (2) Borrowing books, notes, materials, and other items from other candidates during open book exams;
- (3) Those who write exam related content on desks, walls, and other places;
- (4) Those who peek, whisper, exchange secret codes or gestures during the exam process;
- (5) Marking special information on exam papers or answer sheets;
- (6) The answer sheet is taken away by other candidates but not reported to the invigilator in a timely manner;
- (7) Those who take test papers or answer sheets out of the examination room without authorization or intentionally fail to submit them during the exam;
- (8) Those who carry communication tools such as mobile phones and have been found to contain exam related content;
- (9) Cheaters who use other methods similar to the above plot.

Article 34: Those who engage in any of the following behaviors during or after the examination process shall be given probation:

- (1) Those who plagiarize others' answer sheets or materials related to exam content;
- (2) Intentionally allowing others to plagiarize one's own test answers or materials related to the exam content;
- (3) Those who transmit or receive information, materials, or items related to exam courses;
- (4) Those who pass or exchange test papers, answer sheets, and draft papers;
- (5) Those who use excuses to sneak a peek at information about exam content outside the exam room, or talk to others about exam

content;

(6) Those who snatch, steal others' test papers or answer sheets, or force others to provide convenience for their own plagiarism;

(7) Participants in group cheating;

(8) Intentionally destroying test papers, answer sheets, or exam materials;

(9) Those who use improper means to change exam answers or scores;

(10) Those who use communication devices to cheat during the exam process with relatively minor offenses;

(11) Test takers for others (including external personnel);

(12) Other cheaters similar to the above plot.

Article 35: Those who engage in any of the following behaviors during or after the examination process shall be expelled from school:

(1) Hiring proxy examiners (including external personnel);

(2) Those who use communication devices or other equipment to cheat severely during the exam process;

(3) Gang cheating organizer;

(4) Intentionally destroying evidence of cheating in the examination room;

(5) Selling exam questions or answers to others for profit;

(6) Other individuals who engage in serious cheating or disrupt the order of the exam.

Article 36: International students who violate Articles 30, 32 to 35 of these regulations shall have their exam course (section) scores calculated as zero points, and their transcripts shall indicate the words "violation of discipline".

Chapter 5 Disciplinary Management Authority and Disciplinary Procedure

Article 37: In case of disciplinary violations by international

students, the School of International Education shall criticize and educate them, and together with relevant departments (colleges), investigate and collect evidence to form relevant materials (disciplinary record forms, situation explanations, supporting materials, etc.). Those who receive warnings or serious warnings shall be handled by the School of International Education and a document shall be issued; For those who are given a demerit or above, the School of International Education, together with relevant departments, shall propose disciplinary opinions, which shall be handled by the school and issued a document.

(1) For those who violate the Law of the People's Republic of China on Public Security Administration Punishments or violate laws and regulations such as the Criminal Law of the People's Republic of China, the Security Department shall be responsible for contacting the public security and judicial organs, and cooperating with the School of International Education to investigate and cooperate with the public security and judicial organs to clarify the facts. Based on the investigation and handling results of the public security and judicial organs, relevant materials shall be formed, disciplinary opinions shall be proposed, and the school shall handle and issue a document.

(2) For those who violate teaching management regulations and examination discipline, the School of International Education, together with the Academic Affairs' Office or Graduate School and relevant colleges, shall investigate the facts and form relevant materials. Those who receive warnings or serious warnings shall be handled by the School of International Education and a document shall be issued; For those who are given a demerit or above, the School of International Education, together with the Academic Affairs Office or Graduate School, shall form a disciplinary opinion, which shall be handled by the school and issued a document.

(3) For those who violate the management regulations of international student dormitories, the School of International Education shall investigate the facts, review and form relevant materials. Those who receive warnings or serious warnings shall be handled by the School of International Education and a document shall be issued; For those who are given a demerit or above, the School of International Education shall propose a disciplinary opinion, which shall be handled by the school and a document shall be issued.

(4) Other daily disciplinary violations of international students shall be investigated by the School of International Education and the Security Office, and handled according to the prescribed procedures.

(5) In other special circumstances, the School of International Education may directly propose disciplinary opinions in conjunction with relevant departments.

(6) For international students who are subject to expulsion from school, a legality review must be conducted in advance, and a decision must be made at the principal's office meeting or a special meeting authorized by the principal.

Article 38: International students' disciplinary violations should, in principle, be investigated within 10 days after the occurrence of the international student disciplinary incident. After the fact of international student disciplinary violations is clarified, the School of International Education shall make or propose disciplinary opinions within 5 days in accordance with the disciplinary management authority stipulated in these regulations.

Article 39: Before making a disciplinary decision on an international student, the School of International Education shall inform the international student of the facts, reasons, and basis for the disciplinary decision, and inform the international student or their representative of their right to make statements and defend themselves,



and listen to their statements and defenses.

Article 40: Schools shall issue a written disciplinary decision for international students, including basic information such as the student's name, gender, age, major, and grade level; Facts and evidence of violations of laws, regulations or school rules and regulations; The type, basis, and duration of disciplinary action; The channels and deadlines for appeal, the name of the school, and the date of disciplinary action; Other necessary content.

Article 41: The disciplinary materials for international students who violate discipline must be complete, archived and retained. The materials include: explanation of the situation, supporting evidence, disciplinary decisions, and other original materials.

Article 42: The decision on disciplinary action may be announced in an appropriate manner on campus. After the disciplinary decision of expulsion from school is made, it shall be reported to the relevant higher-level department for filing in accordance with regulations.

Article 43: If an international student has not committed any other disciplinary violations during the disciplinary period and has made significant progress or demonstrated outstanding performance, the student shall submit an application at the end of the disciplinary period. After review by the School of International Education, the school shall issue a document to lift the disciplinary action.

Article 44: Disciplinary materials for international students shall be truthfully and completely included in the school's document archives.

Article 45: International students shall not be awarded scholarships or various comprehensive honorary titles until their disciplinary action is lifted. After the disciplinary action is expired, international students will receive recognition, rewards, and other benefits, and will no longer be affected by the original disciplinary action.

Article 46: International students who violate discipline and have

objections to the disciplinary decision after receiving the disciplinary notice may submit a written appeal to the school's student appeal handling committee within 10 days from the date of receiving the disciplinary decision. The appeal will not be accepted after the deadline. The appeal handling committee shall conduct a review and provide a response to the international student who violated the rules within 15 days of receiving the written appeal. If the original disciplinary decision needs to be changed, the student appeal handling committee shall submit it to the school for reconsideration and decision.

Article 47: The decision on disciplinary action and appeal handling shall be delivered by the School of International Education to international students and communicated to their parents; If international students refuse to sign for it, it shall be delivered by detention; For those who have left school, returned to their home country, or are difficult to contact, a notice shall be published on the School of International Education website, and the notice shall be deemed delivered within 15 working days. International students who have been expelled from school shall be notified in writing of the disciplinary action by the school to the embassy (consulate) or dispatching unit of their country of nationality in China.

Article 48: International students who have been expelled from school shall be issued a study certificate by the school, and they shall complete the procedures for leaving the school within two weeks from the effective date of the disciplinary decision. For those who fail to complete the procedures within the deadline, the School of International Education will handle them on their behalf.

Chapter 6 Supplementary Provisions

Article 49: The terms "above" and "below" referred to in these regulations, unless otherwise specified, include this item; The term 'repeated' in this regulation refers to three or more occurrences.

Article 50: The term "perpetrator" as used in these regulations refers to a person who uses language or actions to provoke, insult, or provoke in various ways, resulting in the consequences of a fight; The term 'instigator or of others to fight' refers to a person who, with the subjective intention of causing the consequences of a fight, uses language, actions, or other means to induce others to fight.

Article 51: These regulations shall come into effect from the date of issuance and shall be interpreted by the School of International Education. In case of any inconsistency between the provisions of other relevant documents and these regulations, these regulations shall prevail.

B. Safety Guidelines

- **Visa Validity:**

Ensure your visa or residence permit is up to date to avoid fines or detention for illegal staying.

According to Chinese regulations, individuals who overstay their visas will face penalties: a warning will be issued for minor violations, while more serious cases may result in fines of 500 RMB per day of illegal stay (up to a maximum of 10,000 RMB) or detention for 5 to 15 days by public security authorities.

- **No Drugs:**

Possession, use, or distribution of drugs is severely punished by law. • **No Illegal Employment:**

Engaging in illegal work can result in fines or detention.

- **No Illegal Employment:**

Illegal employment will result in a fine ranging from 5,000 to 20,000 RMB.

For serious violations, offenders may face detention for 5 to 15 days in addition to a fine of 5,000 to 20,000 RMB. Other legal liabilities shall be implemented in accordance with the "Exit and Entry Administration Law of the People's Republic of China," the "Public

Security Administration Punishments Law of the People's Republic of China,” and relevant university regulations.

- Traffic Safety:

Strictly abide by traffic laws and regulations. It is strictly prohibited to ride bicycles or drive vehicles while under the influence of alcohol, operate motorcycles or high-powered electric bike, carry passengers on bicycles, or exceed speed limits.

- Innovation and Entrepreneurship

Various competitions for international students, including innovation and entrepreneurship contests, career planning competitions, English speech contests, Chinese recitation competitions, and Chinese singing competitions, to stimulate their innovative thinking and entrepreneurial spirit. We regularly invite experts, scholars, entrepreneurs, and outstanding alumni to give lectures on campus, providing valuable guidance on entrepreneurship and career planning. Additionally, we host exclusive job fairs and career guidance workshops for international students to help them better understand China's job market and business environment.

- Fire Safety:

It's strictly prohibited to use high-power electrical appliances, store hazardous materials, install unauthorized electrical wiring, or use open flames in dormitories or apartments.

- No Excessive Drinking:

Prohibited from excessive alcohol consumption in dormitories, drinking late at night outdoors, or visiting crowded entertainment venues such as bars and KTVs that may pose safety risks. International Students Safety Guidelines

- Anti-theft:

Always lock doors and windows when leaving. When shopping or using transportation, keep your documents, wallet, and valuables secure.



Avoid going to remote areas alone, and do not allow unauthorized individuals to stay overnight in your accommodation.

- No Religious Proselytizing:

On campus and in other public areas, engaging in religious proselytizing, organizing religious gatherings, or distributing religious promotional materials is strictly prohibited.

- No Smoking:

Smoking is prohibited in dorms, classrooms, dining halls, elevators, and other indoor areas. No littering of cigarette butts is allowed.

- Natural Disaster Safety:

Take necessary precautions during extreme weather conditions such as typhoons, thunderstorms, heavy rain, or extreme heat. Stay away from hazardous water areas - do not swim or play in water without authorization, and never attempt water rescues without proper training to ensure personal safety.

- Travel Reporting:

Before traveling outside Hangzhou or leaving China, you must submit an online application at least one week in advance and wait for approval before departure. Stay updated with weather forecasts and warning information, plan your itinerary carefully in advance, and try to travel with companions.

- Anti-fraud:

Be cautious about financial transactions and verify identities before transferring money.

- Mental Health:

Cultivate mental health awareness and enhance psychological adaptability. If experiencing psychological distress, promptly seek professional assistance at the hospital or the university's psychological counseling center

- Conflict Avoidance:

Maintain a quiet environment in dormitories by refraining from loud noises or playing music at high volume. In case of disputes with others, remain calm and report immediately to public security authorities, relevant teachers, or staff members. Physical altercations, including fighting, are strictly prohibited .

- Stay Connected:

Regularly check official university communications via WeChat, DingTalk, and email. Any changes to residential address or contact information must be reported to the Office within 24 hours.

C. Medical Care and Insurance for International Students

Medical Care

The university has a clinic. International students can seek treatment for common illnesses using their passport and ZUFE code. The clinic has professional medical staff and basic equipment to handle common ailments like colds, coughs, and fever.

For serious illness or further examination, please go to a public hospital near the university with your passport. For emergencies, call 120.

A. Zhejiang Provincial Hospital of Traditional Chinese Medicine (Qiantang)

Address: No. 9, 9th Avenue, Qiantang District, Hangzhou, Zhejiang

Phone: 0571-86918600

B. Sir Run Run Shaw Hospital, Zhejiang University School of Medicine (Qiantang)

Address: No. 368 Xiasha Road, Qiantang District, Hangzhou, Zhejiang

Phone: 0571-86090073

Insurance

1. According to the regulations of the Ministry of Education of the



PRC and ZUFE, all international students must purchase comprehensive medical insurance at their own expense. Otherwise, registration will not be completed. Insured students can claim reimbursement for medical expenses due to illness, injury, or hospitalization. Uninsured students must pay all medical costs themselves.

2. It is recommended that students purchase the comprehensive insurance plan for international students offered by PICC (People's Insurance Company of China) or Ping An Insurance (PAIC) upon enrollment. The premium is approximately 800 RMB per year, 400 RMB for half a year (precise cost depends on the specific plan). It covers accidental injury medical expenses, outpatient care, hospitalization, death/disability. Payment can be made online or via QR code provided by the insurer.

3. Reimbursement is only for treatment received at public hospitals within mainland China; private hospitals are not covered. Please refer to the insurance company's website or the School of International Education website for specific policy terms. In case of accident or illness requiring hospitalization, notify the insurance company promptly to handle claims.

4. For outpatient care, go to a regular public hospital and register for a standard consultation (not special need, foreign guest, or international medical department). Request doctors to use drugs covered by insurance (Category A, B) as much as possible, minimizing self-paid or partially self-paid drugs. Within an insurance period (usually one academic year), if total annual outpatient costs exceed 650 RMB, you can apply for reimbursement of the amount above 650 RMB. Pay all outpatient costs upfront. After treatment, mail copies of your passport, medical record, test reports, medication list, invoices, and bank card info to the insurer for claims review. The insurer will reimburse the portion above 650 RMB according to regulations.

5. For hospitalization, pay medical costs upfront. Upon discharge,

prepare copies of passport, bank card info, discharge summary, hospital diagnosis proof, hospitalization invoices, detailed expense list, test reports, prescriptions, etc., to apply for insurance reimbursement.

6. Costs for dental work (fillings, extractions, dentures), glasses, childbirth, abortion, sexually transmitted diseases, cosmetic surgery, nutritional supplements, expenses beyond public medical coverage standards, and treatment for pre-existing chronic conditions are not covered and must be paid by the student.

7. Medical costs resulting from violations of law or university rules (e.g., fights, assaults), accidents caused by violating rules/laws (including traffic accidents), or costs from intentional self-harm will be refused by the insurer and must be paid by the individual involved.

VIII. Graduation and Leaving Procedures

Graduation and Leaving Procedures for ZUFE International Students

All international students are required to go through the graduation and leaving procedures before leaving school and return to their country. Firstly, take the Leaving Procedure List for International Students from school office and follow the list to complete all the procedures.

Step 1: Go to Taoliyuan International Student Dormitory Management Office, ask Ayi to help you to go through the check-out procedures and collect stamp. (Check room facilities, settle water and electricity costs, return keys, air conditioner remote control, etc.);

Step 2: Go to school library to return the borrowed books and materials, collect stamp after paying the fine of overdue books;

Step 3: Go to Student Affairs' Office to check your school fee bills, wipe off all your debts and collect stamp;

Step 4: Go to Student Affairs' Office to cancel your Student ID Book issued by the school, register your departure date and complete your alumni information, join the alumni association, and apply for your digital alumni card;;

Step 5: Go to Teaching Affairs' Office to take your graduation certificate and diploma with the Leaving Procedure List for International Students.

Step 6: International students who suspend their studies, drop out, graduate, or complete their programs shall leave the university within two weeks. Those whose residence permits are still valid at the time of departure must apply for corresponding visa or residence permit modifications at the Hangzhou Municipal Public Security Bureau Exit-Entry Administration. Those who overstay will have their student status and eligibility to remain in China nullified by the university, which will promptly notify the exit-entry administration department of the public security authorities.



IX. Appendix

Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners

Chapter I General Provisions

Article 1 These Regulations are formulated in accordance with the Exit and Entry Administration Law of the People's Republic of China (hereinafter referred to as the Exit and Entry Administration Law), for the purpose of regulating the issuance of visas and provision of services to, and administration of affairs of, foreigners who stay or reside within the territory of China.

Article 2 The State establishes a mechanism for coordinating the services and administration in respect of the entry and exit of foreigners, in order to improve the overall arrangement, coordination and cooperation in this field.

The people's governments of provinces, autonomous regions, and municipalities directly under the Central Government may, where necessary, establish mechanisms for coordinating the services and administration in respect of the entry and exit of foreigners, in order to increase exchange of information and facilitate coordination and cooperation, and provide services and administration within their respective administrative regions.

Article 3 The Ministry of Public Security shall, in conjunction with the relevant departments of the State Council, establish a platform of information concerning the services and administration in respect of the entry and exit of foreigners in order to share information in this field.

Article 4 In issuing visas and in administering the stay and residence of foreigners within the territory of China, the Ministry of Foreign Affairs, the Ministry of Public Security and other departments of the State Council shall, on their portals and websites and at the places

where exit or entry applications are accepted, make available the laws and regulations on the administration of the entry and exit of foreigners and other information that foreigners need to know.

Chapter II Categories and Issuance of Visas

Article 5 The scope and measures for issuance of diplomatic, courtesy and official visas shall be specified by the Ministry of Foreign Affairs.

Article 6 Ordinary visas are divided into the following categories and shall be marked with corresponding letters in the Chinese phonetic alphabet:

(1) The C visa is issued to crewmembers performing duties on board an international train, aircraft or vessel, and the accompanying family members of vessel crewmembers, and vehicle drivers engaged in international transportation services;

(2) The D visa is issued to persons who come to China for permanent residence;

(3) The F visa is issued to persons who come to China for exchanges, visits, study tours or other relevant activities;

(4) The G visa is issued to persons who transit through China;

(5) The J1 visa is issued to resident foreign journalists of permanent offices of foreign news agencies in China; the J2 visa is for foreign journalists who come to China for short-term news coverage;

(6) The L visa is issued to persons who come to China for travel; persons who come to China for group travel can be issued Group L visas;

(7) The M visa is issued to persons who come to China for commercial trade activities;

(8) The Q1 visa is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who apply for residence in China for family reunion, as well as



for persons who apply for residence in China for fosterage or other purposes; the Q2 visa is for relatives of Chinese citizens living in China, or relatives of foreigners with permanent residence status in China, who apply for a short-term visit;

(9) The R visa is issued to foreigners of high talent who are needed, or specialists who are urgently needed, by the State;

(10) The S1 visa is issued to the spouses, parents, children under the age of 18 or parents-in-law of foreigners residing in China for work, study or other purposes who apply for a long-term visit to China, as well as for persons who need to reside in China for other personal matters; the S2 visa is for family members of foreigners staying or residing in China for work, study or other purposes who apply for a short-term visit to China, as well as for persons who need to stay in China for other personal matters;

(11) The X1 visa is issued to persons who apply for long-term study in China; the X2 visa is for persons who apply for short-term study in China; and

(12) The Z visa is issued to persons who apply for work in China.

Article 7 A foreigner applying for a visa shall fill out the application form, and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

(1) To apply for the C visa, the applicant shall submit the letter of guarantee provided by a foreign transportation company or the letter of invitation provided by the entity concerned in China;

(2) To apply for the D visa, the applicant shall submit the form issued by the Ministry of Public Security confirming his or her permanent residence status;

(3) To apply for the F visa, the applicant shall submit the invitation letter provided by the inviting party in China;



(4) To apply for the G visa, the applicant shall submit a through ticket (air, road, rail or sea) to another country or region with the date and seat number on it;

(5) To apply for the J1 or J2 visa, the applicant shall go through the formalities of examination and approval in accordance with the Chinese provisions on news coverage by permanent offices of foreign news agencies in China and by foreign journalists, and submit the relevant application material;

(6) To apply for the L visa, the applicant shall, as required, submit travel plans and itinerary and other material; in the case of a group tour, the applicant shall also submit the letter of invitation provided by the travel agency;

(7) To apply for the M visa, the applicant shall, as required, submit the letter of invitation provided by the commercial or trade partner in China;

(8) To apply for the Q1 visa, in the case of applying for residence in China for family reunion, the applicant shall submit the invitation letter provided by the Chinese citizen living in China or by the foreigner with permanent residence status in China and proof of family relationship; and in the case of applying for entry for fosterage or other purposes, the applicant shall submit such certification documents as a power of attorney; to apply for the Q2 visa, the applicant shall submit such certification documents as the letter of invitation provided by the Chinese citizen living in China or by the foreigner with permanent residence status in China;

(9) To apply for the R visa, the applicant shall meet the qualifications and requirements set by the competent authorities of the Chinese government for inviting persons of high talent or urgently needed specialists, and the applicant shall, in accordance with relevant provisions, submit the relevant certification documents;



(10) To apply for the S1 or S2 visa, the applicant shall, as required, submit the invitation letter provided by the foreigner staying or residing in China for work, study or other purposes and proof of family relationship, or the certification documents required for dealing with personal matters in China;

(11) To apply for the X1 visa, the applicant shall, in accordance with relevant provisions, submit the admission notice issued by the admission institution and the certification documents provided by the competent authority; to apply for the X2 visa, the applicant shall, in accordance with relevant provisions, submit such certification documents as the admission notice issued by the admission institution; and

(12) To apply for the Z visa, the applicant shall, in accordance with relevant provisions, submit the work permit and other certification documents.

The visa authority may, in light of specific cases, require a foreigner to submit additional application material.

Article 8 In one of the following circumstances, a foreigner shall be interviewed as required by the visa authority abroad:

- (1) The applicant applies for entry into China for residence;
- (2) Information about the applicant's personal identity or his or her purpose of entry requires further verification;
- (3) The applicant has a record of being denied entry into China or ordered to exit China within the prescribed time limit; or
- (4) Other circumstances where an interview is necessary.

Where the visa authority abroad requires relevant departments or entities in China to help with the verification of relevant information, the latter shall cooperate.

Article 9 Where the visa authority, upon examination, deems the applicant to be eligible for being issued a visa, it shall issue to the

applicant the appropriate category of visa. Where the applicant needs to obtain a residence permit after entry, the visa authority shall specify on the visa the time limit for applying for such permit after entry.

Chapter III Administration of Stay and Residence

Article 10 Where, after entry with a visa, a foreigner changes his or her purpose of stay or is granted entry conveniences in accordance with relevant provisions of the State, or where a foreigner starts using a new passport or needs to stay separately from his or her tour group after entering China with a group visa due to objective reasons, the applicant may apply to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay for a change of visa.

Article 11 Where the visa of a foreigner in China is lost, damaged, destroyed, stolen or robbed, the applicant shall, in a timely manner, apply to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay for reissuance of the visa.

Article 12 To apply for extension, change or reissuance of a visa, or for a stay permit, a foreigner shall fill out an application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

Article 13 Where a foreigner's application for extension, change or reissuance of a visa, or for a stay permit, meets the acceptance provisions, the exit and entry administration authority of the public security organ shall issue a receipt of acceptance valid for a period of time not exceeding 7 days, and make a decision on whether to issue the visa within the validity period of the receipt of acceptance.

Where the procedures followed or material submitted by a foreigner for extension, change, or reissuance of a visa or for issuance of a stay permit does not conform to relevant provisions, the exit and entry



administration authority of the public security organ shall, in a one-off manner, notify the applicant of the procedure(s) to be followed and the material to be supplemented and corrected.

During the period of time when the applicant's passport or other international travel documents are retained for processing his or her application for a visa or permit, the applicant may stay in China legally on the strength of the receipt of acceptance.

Article 14 The decision made by the exit and entry administration authority of the public security organ to extend the duration of stay specified in a visa is only valid for the current entry and does not affect the number of entries or the validity period of the entry specified in the visa. However, the total period of extension shall not exceed the original duration of stay specified in the visa.

When the duration of stay specified in the visa is extended, a foreigner shall adhere to the purpose specified in the original visa and stay within the extended duration of stay.

Article 15 Residence permits are divided into the following types:

(1) The residence permit for work is issued to persons who work in China;

(2) The residence permit for study is issued to persons who pursue long-term studies in China;

(3) The residence permit for journalists is issued to resident foreign journalists of permanent offices of foreign news agencies in China;

(4) The residence permit for reunion is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who need to reside in China for family reunion, and to persons who need to reside in China for fosterage or other purposes; and

(5) The residence permit for personal matters is issued to spouses, parents, children under the age of 18 or parents-in-law of foreigners



residing in China for work, study or other purposes, who apply for long-term visit to China, as well as for persons who need to reside in China for other personal matters.

Article 16 A foreigner applying for a residence permit shall submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application, go through the relevant formalities in person with the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the proposed places of his or her residence, and provide biometric identification information such as fingerprints thereto.

(1) To apply for a residence permit for work, the applicant shall submit such certification documents as a work permit; in the case of a person of high talent who is needed or, a specialist who is urgently needed, by the State, the applicant shall submit relevant certification documents in accordance with relevant provisions;

(2) To apply for a residence permit for study, the applicant shall, in accordance with relevant provisions, submit such certification documents as a letter indicating the duration of study provided by the admission institution;

(3) To apply for a residence permit for journalists, the applicant shall submit the letter provided and the Press Card issued by the competent department;

(4) To apply for a residence permit for reunion, the applicant shall submit proof of family relationship and certification documents relating to the purpose of application; if the applicant needs to reside in China for fosterage or other purposes, he or she shall submit such certification documents as a power of attorney; and

(5) To apply for a residence permit for personal matters, in the case of a long-term visit, the applicant shall, as required, submit such



certification documents as proof of kinship and the residence permit of the foreigner to be visited; to apply for entry to deal with personal matters, the applicant shall submit the documents certifying the need to reside in China.

When applying for a residence permit valid for more than 1 year, a foreigner shall, in accordance with relevant provisions, submit his or her health certificate. A health certificate is valid for six months beginning from the date of issue.

Article 17 To apply for extension, change or reissuance of a residence permit, a foreigner shall fill out an application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

Article 18 Where a foreigner's application for a residence permit or for extension, change or reissuance of a residence permit meets the acceptance provisions, the exit and entry administration authority of the public security organ shall issue a receipt of acceptance valid for a period not exceeding 15 days, and make a decision on whether to issue the visa within the validity period of the receipt of acceptance.

Where the procedures followed or material submitted by a foreigner for a residence permit or for extension, change or reissuance of a residence permit does not conform to relevant provisions, the exit/entry administration authority of the public security organ shall, in a one-off manner, notify the applicant of the procedure(s) to be followed and the material to be supplemented and corrected.

During the period of time when the applicant's passport or other international travel documents are retained for processing his or her application for a residence permit, the applicant may reside in China legally on the strength of the receipt of acceptance.

Article 19 In one of the following circumstances, the inviting entity or individual, the relative of the applicant or the specialized

service agency concerned may apply for extension, change or reissuance of a visa or residence permit, or apply for a stay permit on behalf of the applicant:

(1) The applicant is under the age of 16 or over the age of 60 or it would unduly inconvenience the applicant due to illness or other reasons;

(2) The applicant's current entry is not his or her first entry into China and the applicant has a good record of stay or residence in China; or

(3) The inviting entity or individual has guaranteed to cover the necessary expenses of the applicant incurred in China.

If the applicant is a person of high talent who is needed, or a specialist who is urgently needed, by the State, or is in the circumstance prescribed by subparagraph (1) of the preceding paragraph, the inviting entity or individual, the relative of the applicant or the specialized service agency concerned may apply for a residence permit on his or her behalf.

Article 20 The exit and entry administration authority of the public security organ may verify the purpose of application through such means as interview, telephone inquiry and on-the-spot investigation, and the applicant as well as the entity or individual that has provided the letter of invitation or certification documents shall cooperate.

Article 21 In one of the following circumstances, the exit and entry administration authority of the public security organ shall not approve the application for extension, change or reissuance of a visa or residence permit, or the application for a stay permit, submitted by a foreigner:

(1) The applicant fails to provide material supporting his or her application in accordance with relevant provisions;

(2) The applicant has knowingly falsified information in the application process;



(3) The applicant is not eligible for staying or residing in China due to violation of relevant Chinese laws or administrative regulations; or

(4) Other circumstances where it is not appropriate to approve the applicant's application for extension, change or reissuance of a visa or residence permit, or for issuance of a stay permit.

Article 22 Where a foreigner holding a residence permit for study intends to engage in off-campus work-study or internship, he or she shall, upon the approval of the school, apply to the exit and entry administration authority of the public security organ to have such information as the location and duration of the work-study program or internship placement specified in his or her residence permit.

A foreigner holding a residence permit for study shall not engage in any off-campus work-study or internship unless the information prescribed in the preceding paragraph is specified in his or her residence permit.

Article 23 A foreigner who does not hold a valid passport or other international travel documents due to loss, damage, destruction, theft, robbery or other reasons and cannot get the said passport or documents reissued by the relevant institution of his own country stationed in China may apply for exit formalities to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay or residence.

Article 24 A foreigner whose area of stay is specified in his exit and entry documents or a foreigner who is approved temporary entry into China with restrictions on area of stay by the exit and entry border inspection authority shall stay in the specified or restricted area.

Article 25 In one of the following circumstances, a foreigner shall be deemed to be residing in China illegally:

(1) The applicant's stay or residence exceeds the duration specified in his or her visa, stay permit or residence permit;

(2) The applicant overstays the visa-free period and fails to obtain a stay permit or residence permit;

(3) The activities of the applicant go beyond the restricted area of stay or residence; or

(4) Other circumstances where foreigners reside illegally.

Article 26 Upon discovery of one of the following circumstances, the entity that employs a foreigner or admits a foreign student shall, in a timely manner, report to the exit and entry administration authority of the public security organ of the local people's government at or above the county level:

(1) A foreigner employed resigns or changes employment location;

(2) A foreign student admitted has graduated, completed his or her course(s) or study, has quit school, or has left the school ungraduated;

(3) A foreigner employed or a foreign student admitted violates the provisions on administration of exit and entry; or

(4) A foreigner employed or a foreign student admitted dies, disappears or other serious circumstances arise.

Article 27 Where necessary, finance, education, medical, telecommunications or other entities may, for business purposes, apply to the exit and entry administration authority of the public security organ for verifying the information of a foreigner's identity.

Article 28 The stay or residence permits for foreigners who need to stay or reside in China for diplomatic or official purposes shall be issued and administered in accordance with the provisions of the Ministry of Foreign Affairs.

Chapter IV Investigation and Repatriation

Article 29 Public security organs may establish places for repatriation in light of actual needs.

A foreigner who is to be detained for investigation in accordance with the provisions of Article 60 of the Exit and Entry Administration



Law shall be sent to a detention house or a place of repatriation within 24 hours of his or her detention.

Where, a foreigner cannot be repatriated or deported immediately due to weather, his or her health or other reasons, he or she shall be detained in a detention house or a place of repatriation with relevant legal instruments.

Article 30 Where a foreigner's scope of activities is to be restricted in accordance with the provisions of Article 61 of the Exit and Entry Administration Law, a written decision on such restriction(s) shall be issued. The foreigner subject to the restriction(s) shall report to the public security organ at the designated time and, without approval of the decision-making organ, he or she shall not change his living residence or leave the restricted area.

Article 31 Where a foreigner is to be repatriated in accordance with the provisions of Article 62 of the Exit and Entry Administration Law, the organ that makes the decision on his or her repatriation shall, in accordance with law, decide on the specific duration of time in which the said foreigner shall not be allowed to enter China.

Article 32 A foreigner who is subject to repatriation shall bear the related expenses. If he or she is not able to do so, the entity or individual that employed him or her shall bear the expenses in the case of illegal employment; in other circumstances, the entity or individual that has guaranteed to cover the expenses of the foreigner during his or her stay or residence in China shall bear the expenses.

Repatriation of foreigners shall be carried out by the public security organs of the local people's governments at or above the county level or the exit and entry border inspection authorities.

Article 33 Where it is decided that a foreigner will exit China within a certain time limit, the decision-making authority shall, after cancelling or confiscating his or her original exit and entry documents,

go through the formalities for his or her stay in China and set the time limit for his or her exit. The time limit shall not exceed 15 days.

Article 34 In one of the following circumstances, the visa, stay permit or residence permit held by a foreigner shall be declared null and void by the issuing authority:

(1) His or her visa, stay permit or residence permit is lost, damaged, destroyed, stolen or robbed;

(2) The time limit for his or her exit, repatriation or deportation from China has been decided, and his or her visa, stay permit or residence permit has not been confiscated or cancelled;

(3) The original purpose of residence has been changed, but he or she fails to report to the exit and entry administration authority of the public security organ within the prescribed time limit and fails to do so even after the said organ has given a public notice thereon; or

(4) Circumstances in which a visa or residence permit shall not be issued as prescribed by the provisions of Article 21 or Article 31 of the Exit and Entry Administration Law.

Where the issuing authority is to declare a visa, stay permit or residence permit null and void in accordance with law, it may do so on the spot or through a public notice.

Article 35 In one of the following circumstances, the visa, stay permit or residence permit held by a foreigner shall be cancelled or confiscated by a public security organ:

(1) The issuing authority declares it null and void, or it is being used fraudulently by someone else;

(2) It is forged, altered, or obtained by fraud or other illegal means;
or

(3) The holder has been decided on a time for exit, repatriation or deportation from China.

The authority that makes a decision on cancellation or confiscation



of a visa, stay permit or residence permit shall, in a timely manner, notify the issuing authority.

Chapter V Supplementary Provisions

Article 36 Meaning of terms in these Regulations:

(1) The number of entries specified in the visa means the number of times that the visa holder may enter China within the validity period of the entry specified in the visa;

(2) The validity period of the entry specified in the visa means the valid period of time during which the visa holder may enter China. Unless otherwise specified by the issuing authority, a visa is valid from the date of issuance until Beijing time 24:00 on the expiring day;

(3) The duration of stay specified in the visa means the period of time during which the visa holder is allowed to stay in China after each entry. It begins from the next day of entry;

(4) Short-term means staying in China for a period not exceeding 180 days (including 180 days); and

(5) Long-term or resident means residing in China for a period exceeding 180 days.

The period of time for examination and approval or the validity period of the receipt of acceptance of the exit and entry administration authority of the public security organ in these Regulations is calculated in terms of working days, excluding legal holidays.

Article 37 With the approval of the Ministry of Foreign Affairs, the visa authorities abroad may entrust local institutions with services, such as receiving of visa application material, data input and consultancy.

Article 38 The format of visas shall be prescribed by the Ministry of Foreign Affairs in conjunction with the Ministry of Public Security. The formats of stay permits and residence permits shall be prescribed by the Ministry of Public Security.

Article 39 These Regulations shall be effective as of September 1, 2013. The Rules on the Implementation of the Law of the People's



Republic of China on the Entry and Exit of Aliens, approved by the State Council on December 3, 1986, promulgated by the Ministry of Public Security and the Ministry of Foreign Affairs on December 27, 1986, and revised by the State Council respectively on July 13, 1994 and April 24, 2010, shall be repealed simultaneously.



Rules for the Implementation of the Provisions on the Administration of Religious Activities of Aliens within the Territory of the People's Republic of China (2025 Revision)

Article 1 These Detailed Rules are formulated in accordance with the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China and other relevant provisions.

Article 2 For the purpose of these Detailed Rules, "foreigner" means an individual who does not have Chinese nationality in accordance with the Nationality Law of the People's Republic of China.

Article 3 For the purpose of these Detailed Rules, "religious activities of foreigners within the territory of China" means activities in which foreigners, according to their religious beliefs, conduct or participate in religious rituals within the territory of China, and engage in religious exchange or interactions with Chinese religious groups, religious institutions, religious activity sites, and religious personnel.

Article 4 China respects the freedom of religious belief of foreigners within the territory of China and protects their religious activities in accordance with the law.

China shall, in accordance with the law, protect the friendly exchange and cultural and academic exchange in religious matters between foreigners within the territory of China and Chinese religious circles.

Article 5 Foreigners conducting religious activities within the territory of China shall comply with Chinese laws, regulations, and rules; respect the principle of independence, autonomy, and self-management of Chinese religious affairs; and accept the lawful administration of the Chinese government. They shall not use religion to harm China's national interests, public interests, or the lawful rights and interests of citizens, nor shall they contravene public order and good morals in



China.

Chapter II Collective Religious Activities

Article 6 Collective religious activities of foreigners within the territory of China shall be conducted at a Buddhist temple, Taoist temple, church, or mosque that is lawfully registered as a religious activity site (“temple, mosque or church”), which shall provide exclusive services for such activities. Where a temple, mosque or church is unable to provide exclusive services, such activities may be conducted at a temporary site designated by the religious affairs department of the provincial-level people's government (“temporary site”).

For the purpose of these Detailed Rules, "collective religious activities of foreigners within the territory of China" means religious activities that are organized by foreigners within the territory of China and involve a certain number of foreign participants, excluding the circumstances specified in Article 19 of these Detailed Rules.

The term "certain number" as mentioned in the preceding paragraph shall be determined by the religious affairs departments of provincial-level people's governments.

Article 7 Where foreigners within the territory of China apply to conduct collective religious activities at a Buddhist temple, Taoist temple, mosque, or church (“temple, mosque or church”), or to establish a temporary site, they shall elect more than three conveners.

Conveners shall comply with Chinese laws, regulations, and rules; shall not engage in hostile acts or expressions against China; shall have no record of misconduct; shall be legally responsible; and shall lawfully reside within the territory of China.

Personnel of foreign diplomatic or consular missions in China and other foreigners enjoying privileges and immunities shall not serve as conveners.

Article 8 Where foreigners within the territory of China intend to



conduct collective religious activities at a temple, mosque or church, the conveners shall submit a written application to the religious group of a districted city (prefecture, autonomous prefecture, or league) in the place where the temple, mosque or church is located.

The religious group of the districted city (prefecture, autonomous prefecture, or league) shall, based on the application and the actual local conditions concerning temples, mosques or churches, designate a temple, mosque or church to provide exclusive services for the collective religious activity of foreigners within the territory of China, and shall file the designation with the religious affairs department of the people's government at the districted city level. Where the designated temple, mosque or church is not eligible to provide exclusive services, the religious group shall issue a written reply to the conveners. The conveners may apply to establish a temporary site in accordance with these Detailed Rules.

Article 9 A temple, mosque or church that provides exclusive services for collective religious activities of foreigners within the territory of China shall enter into an agreement with the conveners, specifying the schedule, format, frequency, number of participants, safety measures, mutual rights and obligations, and legal responsibilities regarding such activities, and shall, within ten days from the date of signing the agreement, file the agreement and the information about the conveners with the religious affairs department of the people's government at the districted city level where the temple, mosque or church is located.

Article 10 Collective religious activities conducted by foreigners within the territory of China at a temple, mosque or church shall be presided over by Chinese religious personnel designated by the temple, mosque or church. Where it is necessary for foreigners to preside over religious activities, the temple, mosque or church shall file such matters



with the religious affairs department of the people's governments at the districted city level in the place where it is located.

Article 11 For an application for establishing a temporary site, the following conditions shall be met:

(1) The activities to be conducted at the temporary site shall not interfere with the normal production, study, or life of nearby entities or residents, and shall be subject to the administration of the local religious affairs department;

(2) The applicant shall have the right to use the building or facility designated as the temporary site;

(3) The building or facility designated as the temporary site shall comply with laws and regulations on planning, construction, fire safety, and building safety, and shall be suitable for collective religious activities.

Article 12 When applying for establishing a temporary site, the conveners shall fill out the Application Form for the Establishment of Temporary Sites for Collective Religious Activities of Foreigners within the Territory of China and submit the following materials to the religious affairs department of the provincial-level people's government where the temporary site is to be established.

(1) A written reply from the religious group of a districted city (prefecture, autonomous prefecture, or league) stating that the temple, mosque or church is incapable of providing exclusive services;

(2) The main scriptures of the religion they believe in, as well as an explanation of the profile of the religion;

(3) Information about the foreigners within the territory of China who are to participate in the collective religious activities, including their full names, nationalities, current residences, and valid Chinese visas or stay/residence permits;

(4) A letter of commitment from the conveners;



(5) Originals and photocopies of the passports and residence permits of the conveners;

(6) Explanations about the personnel to preside over the collective religious activities, as well as the schedule, format, frequency, number of participants, and safety measures for the activities;

(7) Valid materials proving the right to use the building or facility designated as the temporary site, as well as materials demonstrating that the building or facility complies with laws and regulations on planning, construction, fire safety, and building safety.

The materials required to be submitted in the preceding paragraph, except for the principal scriptures of the religion specified in subparagraph (2) , shall be in Chinese. The religious affairs departments shall protect any personal privacy contained in the materials in accordance with the law.

In the letter of commitment specified in subparagraph (4) of Paragraph 1, the conveners shall pledge to manage and supervise collective religious activities at the temporary site; to ensure that foreign participants comply with Chinese laws, regulations, and rules; to ensure that the activities do not interfere with the normal production, study, or life of nearby entities or residents; to accept the administration of the local religious affairs department; and to ensure that no religious symbols are displayed outside the temporary site. All conveners shall sign the letter of commitment.

Article 13 Upon receipt of the application materials for the establishment of a temporary site, the religious affairs department of the provincial-level people's government shall solicit opinions from the religious affairs department of the county-level people's government, the religious affairs department of the people's government at the districted city level, and the religious groups of the province, autonomous region, or municipality directly under the Central Government where the



temporary site is to be established. A decision to approve or disapprove the application shall be made within 20 working days from the date of acceptance.

Generally, only one temporary site shall be approved within the same county-level administrative region for foreigners who share the same religion and are able to use the same language to conduct collective religious activities.

The validity period for a temporary site shall be no more than two years. If, upon expiration, collective religious activities are to continue at the same temporary site, a new application shall be submitted in accordance with Article 12 of these Detailed Rules no later than 30 days before the expiration date.

Collective religious activities conducted by foreigners within the territory of China at a temporary site shall be administered by the religious affairs department of the county-level people's government where the site is located.

Article 14 For collective religious activities at a temporary site, at least one convener shall be present to oversee the activities.

Conveners shall strengthen the safety management of collective religious activities at temporary sites, and the number of participants shall not exceed that specified in the approval document for the temporary site.

Article 15 Where collective religious activities at a temporary site require Chinese religious personnel to preside, the conveners shall submit a request to the religious group of the districted city (prefecture, autonomous prefecture, or league) where the temporary site is located, and the religious group shall arrange for appropriate religious personnel to preside over the activities.

Article 16 Except for Chinese religious personnel arranged or invited in accordance with these Detailed Rules, collective religious



activities conducted by foreigners within the territory of China shall be limited to participation by foreigners within the territory of China.

Article 17 A temple, mosque or church that provides exclusive services for collective religious activities of foreigners within the territory of China, or the provider of buildings or facilities used as temporary sites, shall, upon discovering any violations of Chinese laws, regulations, or rules during such activities, promptly report to the local religious affairs department or other relevant departments.

Article 18 Where any change is proposed regarding the conveners, schedule, format, or number of participants for a temporary site, an application for change shall be submitted to the religious affairs department of the provincial-level people's government no later than 30 days before the proposed change, accompanied by the relevant materials.

Article 19 With the consent of local religious groups, foreigners within the territory of China may invite Chinese religious personnel to conduct religious ceremonies such as baptisms, weddings, funerals, and Taoist or Buddhist rites according to religious customs.

Chapter III Religious Exchange

Article 20 Friendly religious exchange and cultural and academic exchange between foreigners within the territory of China and Chinese religious groups, religious institutions, or religious activity sites shall be conducted through the national religious group or the religious group of a province, autonomous regions, or municipality directly under the Central Government.

Article 21 Foreign religious personnel who enter China in the capacity of religious personnel may, upon the invitation of the national religious group or the religious group of a province, autonomous region, or municipality directly under the Central Government, deliver sermons or preach at a temple, mosque or church.



Foreign religious personnel entering China under other identities may, upon invitation by the national religious group or the religious group of a province, autonomous regions, or municipality directly under the Central Government and with the approval of the National Religious Affairs Administration or the religious affairs department of the provincial-level people's government, deliver sermons or preach at a temple, mosque or church.

The invitees shall meet the following conditions:

(1) They shall comply with Chinese laws, regulations, and rules; respect the principle of independence and self-governance of Chinese religions; have no hostile words or actions against China; and have no tendencies toward religious extremism; and

(2) The content they intend to deliver shall not violate Chinese laws, regulations, or rules; interfere with Chinese religious affairs; or contravene the public order and good morals in China.

Article 22 Where foreign religious personnel who enter China in capacities other than that of religious personnel intend to deliver sermons or preach at a temple, mosque or church, the national religious group or the religious group of a province, autonomous regions, or municipality directly under the Central Government shall submit the following application materials to the National Religious Affairs Administration or the religious affairs department of the provincial-level people's government, respectively:

(1) An application specifying the reasons for the invitation and information on the temple, mosque or church where the sermons or preaching is to be delivered;

(2) Background information about the invitees, their status as religious personnel, their entry identity, and the main content of their intended sermons or preaching; and

(3) Written consent from the temple, mosque or church where the



sermons or preaching is to be delivered.

The National Religious Affairs Administration or the religious affairs department of the provincial-level people's government shall make a decision to approve or disapprove the application within 20 working days of acceptance of the application.

Article 23 Where foreigners engage in religious, cultural, or academic exchange with Chinese religious groups, religious institutions, or religious activity sites and carry into China religious printed materials, religious audio-visual products, or other religious articles in quantities exceeding those reasonable for personal use, the following conditions shall be met:

The religious printed materials, religious audio-visual products, and other religious articles do not contain any content that endangers China's national security, undermines public interests, or contravenes the principle of independence and self-governance of Chinese religions;

The recipients of such materials shall be religious groups, religious institutions, or religious activity sites;

The religious printed materials, religious audio-visual products, and other religious articles to be carried shall be consistent with the needs of the relevant religious, cultural, or academic exchange program or agreement;

Such materials may be carried only with the consent of the national religious group or the religious group of the province, autonomous region, or municipality directly under the Central Government.

"Reasonable quantities for personal use" of religious printed materials and religious audio-visual products means no more than 10 copies per person per entry for single-volume publications and no more than three sets per person per entry for multi-volume publications. For other religious articles, "reasonable quantities for personal use" means no more than three basic units per type.



The entry of religious printed materials or religious audio-visual products intended for distribution is prohibited.

Article 24 Where a foreigner carries into China any religious printed materials, religious audio-visual products, or other religious articles that exceed reasonable quantities for personal use, the receiving entity shall file an application with the religious affairs department of the provincial-level people's government where it is located, and shall submit the following materials:

(1) A written application containing: (a) an introduction of the foreigner; (b) a description of the religious, cultural, or academic exchange program; and (c) a catalog, samples, quantity, and written statement of purpose for the religious printed materials, religious audio-visual products, and other religious articles carried;

(2) The text of the relevant religious, cultural, or academic exchange program or agreement; and

(3) Written consent from the national religious group or the religious group of the province, autonomous region, or municipality directly under the Central Government.

Where the receiving entity is the national religious group or a religious institution established by such a group, the national religious group shall submit the application materials to the National Religious Affairs Administration.

The National Religious Affairs Administration or the religious affairs department of the provincial-level people's government shall decide whether to approve or disapprove the application within 20 working days from the date of acceptance.

Article 25 When entering China, foreigners approved to carry religious printed materials, religious audio-visual products, or other religious articles exceeding reasonable quantities for personal use shall declare such items to the customs. The customs shall release the items



upon verification of the approval documents issued by the National Religious Affairs Administration or the religious affairs department of a provincial-level people's government.

Article 26 A foreign organization or individual intending to recruit Chinese nationals in China for cultivation abroad as religious personnel shall have such recruitment activities centrally coordinated by the national religious group or the religious group of a province, autonomous region, or municipality directly under the Central Government, with qualified candidates dispatched by that group, based on actual needs.

A foreign organization or individual shall not recruit Chinese nationals in China for cultivation abroad as religious personnel without prior authorization.

Foreigners seeking enrollment in Chinese religious institutions shall obtain prior consent from the national religious group or the religious group of a province, autonomous region, or municipality directly under the Central Government.

Article 27 A foreigner may be employed by a Chinese religious institution in accordance with statutory procedures to serve as a foreign professional and lecturer at that institution.

Article 28 A foreign religious organization or its member that has no corresponding legally established Chinese religious organization within China and seeks to interact with Chinese governmental departments, religious groups, religious institutions, or religious activity sites shall meet the following conditions:

- (1) Maintaining a friendly stance toward China;
- (2) Possessing legal status or recognized standing in its home country (region);
- (3) Having no record of misconduct; and
- (4) Respecting the principle of independence and self-management

in the administration of religious affairs in China, and ensuring that the proposed interactions do not contravene Chinese laws, regulations, or rules.

The Chinese entity shall submit an application to the National Religious Affairs Administration and provide the following materials:

- (1) A written application, specifying the purpose, particulars, time period, location, and number of participants for the proposed interaction;
- (2) Basic information on the foreign religious organization, its members, and the religion involved, together with documentation demonstrating compliance with the conditions stipulated in the preceding paragraph; and
- (3) Details on the Chinese entity and the primary participants.

The National Religious Affairs Administration shall decide whether to approve or disapprove the application within 20 working days from the date of acceptance.

Article 29 Foreigners within the territory of China shall not engage in the following religion-related activities:

- (1) Interfering with or exercising control over the affairs of Chinese religious groups, religious institutions, or religious activity sites, or interfering with the recognition and administration of religious personnel;
- (2) Establishing religious organizations, religious administrative offices, religious activity sites, or religious institutions;
- (3) Propagating religious extremist ideologies; supporting or financing religious extremism or unlawful religious activities; or exploiting religion to jeopardize national unity, ethnic solidarity, religious harmony, or social stability;
- (4) Conducting unauthorized scriptural lectures, religious preaching, or organized collective religious activities;
- (5) Converting religious adherents among Chinese citizens or



appointing religious clergy;

(6) Using religion to obstruct the enforcement of China's judicial, educational, marital, or social governance systems;

(7) Producing or distributing religious publications, audiovisual products, electronic media, or analogous religious materials; or disseminating religious promotional materials;

(8) Accepting donations for religious purposes from Chinese organizations or citizens;

(9) Organizing religious education or training programs;

(10) Engaging in unlawful religious activities through internet platforms; and

(11) Other unlawful religion-related acts.

Chapter IV Legal Liability

Article 30 Public officials who, in the course of administering religious activities of foreigners within the territory of China, commit abuse of authority, dereliction of duty, or fraudulent acts for personal gain shall be subjected to disciplinary sanctions in accordance with the law; where such acts constitute a crime, the offender shall be held criminally liable in accordance with the law.

Article 31 Foreigners within the territory of China who, without authorization, establish a temporary site for conducting collective religious activities shall be sanctioned in accordance with paragraph 2 of Article 69 of the Regulation on Religious Affairs.

Article 32 Where collective religious activities conducted by foreigners within the territory of China at a temple, mosque, church, or temporary site violate the provisions of these Detailed Rules or the terms of the letter of commitment, the religious affairs department shall order corrections. If the conveners are accountable, they shall be removed. In cases of serious circumstances, the religious affairs department shall order the temple, mosque or church to cease providing

exclusive services for foreigners' collective religious activities or order the temporary sites to cease their activities.

Article 33 Where a Chinese religious group, religious institution, or religious activity site violates the provisions of these Detailed Rules, it shall be dealt with in accordance with Article 65 of the Regulation on Religious Affairs.

Where Chinese religious personnel violate the provisions of these Detailed Rules, they shall be dealt with in accordance with Article 73 of the Regulation on Religious Affairs.

Article 34 Where facilitation is provided for illegal religious activities conducted by foreigners within the territory of China, the case shall be handled in accordance with Article 71 of the Regulation on Religious Affairs.

Article 35 Violations of other provisions of these Detailed Rules shall be dealt with by the religious affairs department and other relevant departments in accordance with the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China and the Regulation on Religious Affairs.

Where the same act violates both these Detailed Rules and other laws or regulations, the case shall be handled by the relevant authorities in accordance with the law; if a crime is constituted, the offender shall be held criminally liable in accordance with the law.

Chapter V Supplementary Provisions

Article 36 Within the administrative area of a municipality directly under the Central Government: (1) the duties of the religious group of a districted city (prefecture, autonomous prefecture, or league) as prescribed in these Detailed Rules shall be performed by the religious group of a district (county) of the municipality directly under the Central Government; and (2) the duties of the religious affairs departments of both the county-level people's government and the people's government



at the districted city level shall be performed by the religious affairs department of a district (county) of the municipality directly under the Central Government.

Article 37 Where there is no relevant religious group of a county (city, district, or banner), the corresponding duties prescribed in these Detailed Rules shall be performed by the religious group of the districted city (prefecture, autonomous prefecture, or league).

Where there is no relevant religious group of a districted city (prefecture, autonomous prefecture, or league), the corresponding duties shall be performed by the religious group of the province, autonomous region, or municipality directly under the Central Government.

Where there is no relevant religious group of a province, autonomous region, or municipality directly under the Central Government, the corresponding duties shall be performed by the national religious group.

Article 38 These Detailed Rules shall come into force on May 1, 2025.



Law of the People's Republic of China on Administrative Penalties for Public Security (2012 Amendment)

Chapter I General Provisions

Article 1 This Law is enacted with a view to maintaining the social security order, guaranteeing public safety, protecting the lawful rights and interests of the citizens, legal persons and other organizations, regulating and ensuring the lawful fulfillment of the public security administration duties by the public security organs and the people's policemen.

Article 2 With regard to an act of disrupting public order, encroaching upon the right of the person, the right of property or impairing social administration, if it is of social harmfulness and constitutes any crime as provided for in the Criminal Law of the People's Republic of China, it shall be subject to criminal liabilities. If it is not serious enough to be subject to a criminal punishment, it shall, in accordance with this law, be subject to public security punishment by the public security organ.

Article 3 The provisions of this Law shall apply to the procedures for the public security administration punishments. If any matter is not covered by this Law, the relevant provisions of the Administrative Punishment Law of the People's Republic of China shall apply.

Article 4 This Law shall apply to the acts violating the public security administration within the territory of the People's Republic of China unless it is otherwise provided for in any law.

This Law shall apply to the acts violating the public security administration that occur in the vessels and aircrafts of the People's Republic of China unless it is otherwise provided for in any law.

Article 5 The public security administration punishments shall be based on facts and shall be suitable for the nature and circumstances and extent of harm to the society caused by the act violating the public



security administration.

The imposition of public security administration punishments shall be open and impartial, shall respect and guarantee human rights and shall protect the personal dignity of the citizens.

The principle of combining education with punishments shall be observed in tackling security cases.

Article 6 The people's governments at all levels shall strengthen the comprehensive control of social security, shall take effective measures to solve social contradictions, enhance social harmony and maintain social stability.

Article 7 The public security department of the State Council shall be responsible for the public security administration throughout the country. The public security organs of the people's governments at all levels shall be responsible for the public security administration within their respective administrative division.

The jurisdiction of security cases shall be forest forth by the public security department of the State Council.

Article 8 Where an act violating public security administration causes any damage to any other person, the violator or its guardian shall bear civil liabilities under the law.

Article 9 With regard to the acts violating public security administration, such as fight and destroy of property of any other person due to civil disputes, if the circumstances are lenient, the public security organ may solve them by mediation. Upon mediation of the public security organ, if the parties concerned reach an agreement, it shall be exempted from punishment. If no agreement is reached, or if an agreement has been reached but not executed, the public security organ may punish the violator of public security administration in accordance with this Law and inform the parties concerned that they may lodge a civil lawsuit in the people's court for the civil dispute concerned.

Chapter II Categories and Application of the Punishments Thereto

Article 10 The public security administration punishments are classified into the following categories:

- (1) Warning;
- (2) Pecuniary penalty;
- (3) Administrative detention; and
- (4) Revocation of the license issued by the public security organ;

Any foreigner who violates the public security administration may be given an additionally applicable time limit for exiting China or being expelled from China.

Article 11 The drugs, obscene articles and other prohibited articles, gambling tools, gambling stakes, tools for drug injection, and all the tools of the violator directly used for committing a violation of the public security administration that are discovered in a public security case shall be confiscated and disposed of in accordance with the relevant provisions.

The properties gained by violating the public security administration shall be confiscated and returned to the victim. If there is no victim, the properties shall be recorded down and shall be auctioned openly or shall be disposed of in accordance with the relevant provisions of the state, and the proceeds therefrom shall be turned over to the state treasury.

Article 12 Where a person who attains to the age of 14 but is less than 18 years old violates public security administration, he shall be given a lighter or mitigated punishment. Where a person who is less than 14 years old violates public security administration, he (she) shall be immune from punishment, but his guardian shall be ordered to offer him strict custodian education.

Article 13 If a mentally insane patient causes any harmful consequences at a time when he (she) is unable to understand or control



his own conduct, he shall be immune from punishment, but his (her) guardian shall be ordered to keep him under strict watch and control and give him medical treatment. An intermittently mentally insane patient shall be punished if he (she) violates the public security administration when he is in a normal mental state.

Article 14 A blind or deaf-and-mute person who violates the administration of public security may be given a lighter or mitigated punishment or may be exempted from punishment.

Article 15 An intoxicated person who violates the administration of public security shall be punished.

As to any intoxicated person who may face danger himself (herself) or cause danger to the body or property of any other person or to the public safety, a protective measure shall be taken to control him (her) until he (she) sobers up.

Article 16 Where a person commits two or more acts violating public security administration, rulings shall be made separately but shall be executed concurrently. The maximum time period for the concurrently executed punishments as administrative detention shall not exceed 20 days.

Article 17 Where 2 or more persons jointly commit a violation of public security administration, they shall be punished separately on the basis of their respective role in the violation.

Any person who instigates, coerces or induces any other person to violate public security administration, he (she) shall be punished according to the act he has instigated, coerced or induced.

Article 18 Where an entity violates public security administration, the directly liable person-in-charge of the entity and other directly liable persons shall be punished in accordance with this Law. Where any other law or administrative regulation prescribes any punishment on the same violation, the other law or administrative regulation shall prevail.

Article 19 Under any of the following circumstances, the violator of public security administration shall be given a mitigated punishment or may be exempted from punishment:

- (1) The circumstances are extremely lenient;
- (2) The violator has eliminated or mitigated the consequences of the illegal act on his own initiative and has obtained the understanding of the victim;
- (3) He (She) committed the violation because he (she) is forced or induced to do so;
- (4) He (She) surrenders himself to justice and faithfully makes a statement about the violation to the public security organ; and
- (5) He (She) has performed meritorious services.

Article 20 Under any of the following circumstances, a violator of public security administration shall be given a heavier punishment:

- (1) Having caused rather serious consequences;
- (2) Instigating, coercing or inducing any other person to violate public security administration;
- (3) Revenging on the person who reported the case to the public security organ, the accuser, informant or witness;
- (4) Having ever been subjected to any public security administration punishment within 6 months.

Article 21 Where a violator of public security administration is under any of the following circumstances, if he should be given a punishment of administrative detention under this Law, the punishment of administrative detention shall not be executed:

- (1) He (She) attains to the age of 14 but is under the age of 16;
- (2) He (She) attains to the age of 16 but less than the age of 18 and violates public security administration for the first time;
- (3) He (She) attains to the age of 70 or more; or
- (4) She (is) pregnant or is breast-feeding her baby of less than 1



year old.

Article 22 Where any violation of public security administration has not been found by the public security organ within 6 months, no punishment may be given thereafter.

The time period as provided for in the preceding paragraph shall be counted from the day when the violation is committed. If the violation is continuous or in a state of continuity, the time period shall be counted as of the day when the violation ends.

Chapter III Acts Violating Public Security Administration and the Punishments Thereto

Section 1 Acts Disrupting Public Order and the Punishments Thereto

Article 23 Where a person commits any of the following acts, he shall be given a warning or a pecuniary penalty. If the circumstances are serious, he (she) shall be detained for not less than 5 days but not more than 10 days and may be fined 500 yuan:

(1) He (she) disturbs the order of any organ, social organization, enterprise or public institution and makes it impossible for the work, production, business, medical services, teaching or scientific research to proceed normally, but has not caused any serious loss;

(2) He (She) disturbs the order of any bus station, port, dock, civil airport, emporium, park, exhibition hall or any other public place;

(3) He (She) disturbs the order of any bus, trolleybus, train, ship, aircraft or any other means of public transport;

(4) He (She) illegally stops or board any slowly going motor vehicle, ship, aircraft or any other means of transport and affects the normal operation of the means of transport; or

(5) He (She) disturbs the order of any on-going election.

The principal violator who gathers a crowd to commit any of the acts as mentioned in the preceding paragraph shall be detained for not

less than 10 days but not more than 15 days, and may be fined not more than 1, 000 yuan.

Article 24 Where a person commits any of the following acts to disturb the order of a cultural activity, sport or any other large scale mass activity, he (she) shall be given a warning or fined not more than 200 yuan. If the circumstances are serious, he (she) be detained for not less than 5 days but not more than 10 days, and may be fined not more than 500 yuan:

- (1) Entering into the venue by force;
- (2) Setting off fireworks and firecrackers or other articles in a prohibited area by violating relevant provisions;
- (3) Showing any insulting banner, scroll or other article;
- (4) Besieging any referee, athlete or other working personnel;
- (5) Throwing sundries into the arena and refusing to stop doing so after being ordered to stop; or
- (6) Other acts disturbing the order of large scale mass activities.

Where a person is given a punishment of detention due to disturbing the order of a sport game, he (she) may ordered not to enter into gymnasiums to watch games of the same type. If he enters into a gymnasium by violating the provisions, he shall be forced to leave the venue.

Article 25 Anyone who commits any of the following acts shall be detained for not less than 5 days but not more than 10 days, and may be concurrently fined 500 yuan. If the circumstances are relatively lenient, he (she) shall be detained 5 days or less or be fined not more than 500 yuan:

- (1) Intentionally disturbing public order by spreading any rumor, giving false information about the situation of any risk, epidemic disease or emergency, or by any other means;
- (2) Disturbing public order by throwing any fake explosive, toxic,



radioactive or caustic substances, or any fake infectious disease pathogen;

(3) Disturbing public order by threat to set fire, blast or throw dangerous substances.

Article 26 Anyone who commits any of the following acts shall be detained for not less than 5 days but not more than 10 days, and may be fined not more than 500 yuan. If the circumstances are quite serious, he (she) shall be detained for not less than 10 days but not more than 15 days, and may be fined not more than 1, 000 yuan:

(1) Gang-fighting;

(2) Chasing or heading off any other person;

(3) Forcibly taking or demanding, willfully damaging, destroying or appropriating any public or private property;

(4) Other acts of picking a quarrel and making trouble.

Article 27 Anyone who commits any of the following acts may be detained for not less than 10 days but not more than 15 days, and may be concurrently fined not more than 1, 000 yuan. If the circumstances are relatively lenient, he (she) shall be detained for not less than 5 days but not more than 10 days, and may be concurrently fined not more than 5, 00 yuan:

(1) Organizing, instigating, intimidating, inducing or inciting any other person to carry out activities of any cult or superstitious sect or secret society, or disturbing the social order or impairing the health of any other person by using any cult, or superstitious sect or secret society, or superstitious activity; or

(2) Disturbing the social order or impairing the health of any other person in the name of any religion or Qigong.

Article 28 Where anyone, who deliberately interfere with the operation of any normal radio business or produces harmful interference to any normally operating radio station by violating the provisions of the

state, fails to adopt effective measures to eliminate the interference after the relevant administrative organ points it out. If the circumstances are serious, he (she) shall be detained for not less than 10 days but not more than 15 days.

Article 29 Anyone who commits any of the following acts shall be detained for not more than 5 days. If the circumstances are relatively serious, he (she) shall be detained for not less than 5 days but not more than 10 days:

(1) Invading a computer information system and causing any damage by violating the provisions of the state;

(2) Deleting, modifying, increasing or interfering with the functions of a computer information system and making the computer information system impossible to operate normally by violating the provisions of the state;

(3) Deleting, modifying or adding the data memorized, processed or transmitted in a computer information system, and the application programs of the computer information system; or

(4) Deliberately making and spreading any destructive programs such as computer virus and affecting the normal operation of a computer information system.

Section 2 Acts Impairing Public Safety and the Punishments Thereeto

Article 30 Anyone who produces, buys, sells, preserves, transports, mails, carries, uses, offers or disposes of any dangerous substance, such as explosive, toxic, radioactive or caustic substances or infectious disease pathogens, he (she) shall be detained for not less than 10 days but not more than 15 days. If circumstances are relatively lenient, he (she) shall be detained for not less than 5 days but not more than 10 days.

Article 31 Where any dangerous substance, such as explosive,



toxic, radioactive or caustic substances or any infectious disease pathogen, are stolen, robbed or lost, if the liable person fails to report according to the relevant provisions, he (she) shall be detained for not more than 5 days. If he (she) deliberately conceals the fact so as not to report, he (she) shall be detained for not less than 5 days but not more than 10 days.

Article 32 Anyone who illicitly carries any gun, ammunition, crossbow, dagger or any other tool controlled by the state shall be detained for not more than 5 days, and may be concurrently fined 500 yuan. If the circumstances are lenient, he (she) shall be given a warning or be fined not more than 200 yuan.

Anyone who illicitly carries any gun, ammunition, crossbow, dagger or any other tool controlled by the state into a public place or public transport tool shall be detained for not less than 5 days but not less than 10 days and may be concurrently fined 500 yuan.

Article 33 Anyone who commits any of the following acts shall be detained for not less than 10 days but not more than 15 days:

(1) Stealing, damaging or destroying any public facilities for oil and gas pipeline, electricity and telecom, radio and television facilities, water conservancy and flood prevention engineering or facilities for hydrological monitoring and measurement, weather observation and forecast, environment monitoring, geographical monitoring or earthquake monitoring;

(2) Removing, damaging or destroying any border mark and facilities such as boundary tablet, boundary marker, or indicating facilities for territorial land or territorial sea; or

(3) Illicitly carrying out any activity that may affect the direction of the border (boundary) line or build any facilities that may hamper the border (boundary) administration.

Article 34 Anyone who steals, damages or illegally moves any

aviation facilities in use, or forces into the cockpit of any aircraft shall be detained for not less than 10 days but not more than 15 days.

Where a person uses any device or tool that may affect the normal functions of the navigation system on an aircraft in use, if he (she) refuses to stop its act after being dissuaded from doing so, he (she) shall be detained for not more than 5 days or shall be fined not more than 500 yuan.

Article 35 Where a person commits any of the following acts shall be detained for not less than 5 days but not more than 10 days, and may be concurrently fined 500 yuan. If the circumstances are relatively lenient, he (she) shall be detained for not more than 5 days or shall be fined not more than 500 yuan:

(1) Stealing, damaging or destroying or illicitly removing any railway facilities, equipment, locomotive fittings and safety signals;

(2) Placing obstacles on a railway or intentionally throwing any object to a train;

(3) Digging holes or quarrying or obtaining sand at the location of a railway, bridge or culvert; or

(4) Illegally establishing any crossway or road junction on a railway.

Article 36 Where a person illegally enters into a railway protection net or walks, sits or lie on a railway or rushes to cross a railway when a train is coming, if he (she) affects the safety of the train, he (she) shall be given a warning or shall be fined not more than 200 yuan.

Article 37 Anyone who commits any of the following acts shall be detained for not more than 5 days or shall be fined not more than 500 yuan. If the circumstances are serious, he (she) shall be detained for not less than 5 days but not more than 10 days, and may be concurrently fined not more than 500 yuan:

(1) Installing or using any power grid without approval, or



installing or using any power grid that doesn't conform to the safety requirements;

(2) Failing to install any covering, sign or fence for a pit, well, ridge and hole in a construction site where vehicles and pedestrians pass, or intentionally damaging, destroying, or removing any covering, sign and fence;

(3) Stealing, damaging or destroying any public facilities, such as well lids and lighting devices on a road.

Article 38 Where a large scale mass culture or sport activity is in violation of the relevant provisions, if there is any risk of safety accident, the organizer shall be detained for not less than 5 days but not more than 10 days, and shall be concurrently fined not less than 200 yuan but not more than 500 yuan. If the circumstances are relatively lenient, he (she) detained for not more than 5 days or shall be fined not more than 500 yuan.

Article 39 Where the business manager of a hotel, restaurant, cinema, theatre, entertainment place, playground, exhibition hall or any other place for public activity causes any safety accident risk in this place by violating the safety provisions, if he (she) refuses to make corrections after he (she) has been ordered to make corrections, he (she) shall be detained for not more than 5 days.

Section 3 Acts Infringing upon Personal Rights or Encroaching upon Property Right and the Punishments Thereto

Article 40 Anyone who commits any of the following acts shall be detained for not less than 10 days but not more than 15 days, and shall be concurrently fined not less than 500 yuan but not more than 1, 000 yuan. If the circumstances are relatively lenient, he (she) shall be detained for not less than 5 days but not more than 10 days, and shall be concurrently fined not less than 200 yuan but not more than 500 yuan:

(1) Organizing, coercing or inducing any minor who hasn't attained

to the age of 16 or a disabled person to make terrific or cruel performances;

(2) Forcing any other person to work by violence, menace or by any other means; or

(3) Illegally restricting the personal freedom of any other person, illegally intruding the house of any other person or illegally searching the body of any other person.

Article 41 Anyone who coerces, induces or uses any person to go begging shall be detained for not less than 10 days but not more than 15 days, and may be concurrently fined not more than 1, 000 yuan.

Anyone who goes begging by importuning, forcibly begging or by any other means of annoying any person shall be detained for not more than 5 days or shall be given a warning.

Article 42 Anyone who commits any of the following acts shall be detained for not more than 5 days or shall be fined not more than 500 yuan. If the circumstances are relatively serious, he (she) shall be detained for not less than 5 days but not more than 10 days, and may be concurrently fined not more than 500 yuan:

(1) Threatening the personal safety of any other person by writing threat letters or by any other means;

(2) Insulting any other person openly or making up stories to defame any other person;

(3) Attempting to make any other person subject to criminal punishment or public security administration punishment by making up stories and bringing a false charge against any other person;

(4) Threatening, insulting, beating or revenging upon the witness and his (her) close relatives;

(5) Interfering with the normal life of any other person by sending any obscene, insulting, threatening or other information time after time;

(6) Peeping into, sneaking photos, wiretapping or spreading the



privacy of any other person.

Article 43 Anyone who blows any person or intentionally injures the body of any person shall be detained for not less than 5 days but not more than 10 days, and shall be fined not less than 200 yuan but not more than 500 yuan. If the circumstances are lenient, he (she) shall be detained for not more than 5 days or shall be fined not more than 500 yuan.

Anyone who commits any of the following acts shall be detained for not less than 10 days but not more than 15 days, and shall be fined not less than 500 yuan but not more than 1, 000 yuan:

- (1) Beating or injuring any person by forming a group;
- (2) Beating or injuring any person who is disabled, pregnant, under the age of 14 or more than 60 years old; or
- (3) Beating or injuring any person for two or more times, or beating or injuring several people at a time.

Article 44 Anyone who acts indecently towards any person or deliberately expose his body at a public place shall be detained for not less than 5 days but not more than 10 days if the circumstances are absolutely vile. Anyone who acts indecently towards a disabled person, mentally insane patient, or minor under the age of 14, or who commits any other severe violation shall be detained for not less than 10 days but not more than 15 days.

Article 45 Anyone who commits any of the following acts shall be detained for not more than 5 days or shall be given a warning:

- (1) Maltreating his (her) family member; the maltreated person requests for punishing him or her; or
- (2) Abandoning any person who hasn't the abilities of living by himself and shall be supported by him (her).

Article 46 Anyone who forcibly buys and sells any goods, forces any person to provide services or forces any person to accept services

shall be detained for not less than 5 days but not more than 10 days, and shall be concurrently fined not less than 200 yuan but not more than 500 yuan. If the circumstances are lenient, he (she) shall be detained for not more than 5 days or shall be fined not more than 500 yuan.

Article 47 Anyone who stir up hatred or discrimination among ethnic groups, or publishes any content discriminating or insulting any minority ethnic group shall be detained for not less than 10 days but not more than 15 days, and may be concurrently fined 1, 000 yuan.

Article 48 Anyone who claims any other's mail in the latter's name, concealing, destroying and discarding, opening any other's mail without permission, or illegally inspecting any other's mail shall be detained for not more than 5 days or fined not more than 500 yuan.

Article 49 Anyone who steals, swindles, plunders, pillages, extorts or intentionally damages or destroys any public or private property shall be detained for not less than 5 days but not more than 10 days, and may be concurrently fined 500 yuan. If the circumstances are serious, he (she) shall be detained for not less than 10 days but not more than 15 days, and may be concurrently fined 1, 000 yuan.

Section 4 Acts Impairing the Social Administration and the Punishments Thereto

Article 50 Anyone who commits any of the following acts shall be given a warning or shall be fined not less than 200 yuan. If the circumstances are serious, he shall be detained for not less than 5 days but not more than 10 days, and may be concurrently fined 500 yuan:

(1) Refusing to execute the decision or order lawfully issued by the people's government in an emergent situation;

(2) Obstructing any functionaries of the state organ from performing their duties;

(3) Hindering any fire engine, ambulance, engineering emergency-relief vehicle or police car from passing; or



(4) Forcibly rushing into the warning area or warning zone delimited by the public organ.

Anyone who prevents the people's policemen from performing their duties shall be given a heavier punishment.

Article 51 Anyone who commits any fraudulent act by impersonating any functionary of the state organ or by using any other false identity shall be detained for not less than 5 days but not more than 10 days, and may be concurrently fined 500 yuan. If the circumstances are relatively lenient, he (she) shall be detained for not more than 5 days or shall be fined not more than 500 yuan.

Anyone who commits any fraudulent act by impersonating any serviceman or policeman shall be given a heavier punishment.

Article 52 Anyone who commits any of the following acts shall be detained for not less than 10 days but not more than 15 days, and may be concurrently fined not more than 1, 000 yuan. If the circumstances are relatively lenient, he (she) shall be detained for not less than 5 days but not more than 10 days, and may be concurrently fined not more than 500 yuan:

(1) Counterfeiting, altering, buying or selling any document, certificate, certification document or seal of any state organ, mass organization, enterprise, public institution or any other organization;

(2) Buying, selling or using any counterfeited or altered document, certificate, certification document or seal of any state organ, mass organization, enterprise, public institution or any other organization;

(3) Counterfeiting, altering, scalping passengers tickets for vehicles, vessels, airplanes, artistic and cultural performances or sport games, or other negotiable instruments or vouchers; or

(4) Counterfeiting or altering any registration plates of vessels, buying, selling or using any counterfeited or altered registration plates of vessels, or altering the serial number of the engine of a vessel.

Article 53 Where a vessel illegally enters into or moors in an area or island banned or restricted by the state, the person-in-charge and other relevant liable persons of the vessel shall be fined not less than 500 yuan but not more than 1, 000 yuan. If the circumstances are serious, he (she) shall be detained for not more than 5 days, and shall be fined not less than 500 yuan but not more than 1, 000 yuan.

Article 54 Anyone who commits any of the following acts shall be detained for not less than 10 days but not more than 15 days, and shall be concurrently fined not less than 500 yuan but not more than 1, 000 yuan:

(1) Violating the relevant provisions of the state by carrying out activities in the name of an unregistered social organization, and continuing to carry out activities after the social organization is canceled;

(2) A deregistered social organization still carries out activities in the name of the social organization; or

(3) Illegally engaging in any business that shall be subject to the approval of the public organ under the relevant provisions of the state.

Any of the acts as mentioned in the preceding paragraph shall be cracked down.

Where a business operator licensed by the public organ violates the relevant provisions of the state, if the circumstances are serious, the public organ may revoke the license.

Article 55 Where a person instigates or schemes any unlawful assembly, parade or demonstration, if he (she) refuses to stop its act after being dissuaded from doing so, he (she) shall be detained for not less than 10 days but not more than 15 days.

Article 56 Where a worker of a hotel fails to register the name, type and number of the identity certificate of any customer, or where the worker of a hotel clearly knows that a customer is carrying dangerous



substances, if he fails to stop him from carrying the dangerous substances into the hotel, he shall be fined not less than 200 yuan but not more than 500 yuan.

Where a worker of a hotel knows any customer is a criminal suspect or is wanted for arrest by the public organ, if he (she) fails to report it to the public organ, he (she) shall be fined not less than 200 yuan but not more than 500 yuan. If the circumstances are serious, he (she) shall be detained for not more than 5 days, and may be concurrently fined not more than 500 yuan.

Article 57 A lessor of a house who rents the house to a person without an identity certificate or who fails to register the name, type and number of the identity certificate of the lessee shall be fined not less than 200 yuan but not more than 500 yuan.

A lessor of a house who knows that the lessee is committing any crime by using the rented house but fails to report it to the public organ shall be fined not less than 200 yuan but not more than 500 yuan. If the circumstances are serious, he (she) shall be not less than 5 days, and may be fined not less than 500 yuan.

Article 58 Anyone who makes noises and disturbs the normal life of any other person by violating the legal provisions on the prevention and control of pollution of social life noises shall be given a warning. If he (she) fails to make corrections after he (she) has been given a warning, he (she) shall be fined not less than 200 yuan but not more than 500 yuan.

Article 59 Anyone who commits any of the following acts shall be fined not less than 500 yuan but not more than 1, 000 yuan. If the circumstances are serious, he (she) shall be detained for not less than 5 days but not more than 10 days, and shall be concurrently fined 1, 000 yuan.

(1) If a pawnbroking worker fails to check the relevant

certifications or to perform the register formalities for any pawn accepted by him (her), or if a he (she) clearly knows that the pawn is a criminal suspect or the pawn is a booty, he (she) fails to report it to the public organ;

(2) Purchasing any discarded equipment and device specifically used for railways, oil fields, power supply, telecommunications, mines, water conservancy or urban public utilities;

(3) Purchasing any of booties or articles suspected to be booties that are being searched by the public organ; or

(4) Purchasing any other articles as prohibited by the state from being purchased.

Article 60 Anyone who commits any of the following acts shall be detained for not less than 5 days but not more than 10 days, and shall be concurrently fined not less than 200 yuan but not more than 500 yuan:

(1) Concealing, removing, selling off, damaging or destroying any property detained, sealed up or frozen by any administrative law enforcement organ;

(2) Affecting the administrative law enforcement organ's handling of a case by counterfeiting, concealing or destroying any evidence, or providing any false testimonies, giving any false information about the cases in question;

(3) Harboring, removing or selling on behalf of any other person any booties which he (she) obviously knows;

(4) A criminal who is under control, is deprived of political rights, is during the period of suspension of execution, or is on a medical parole or is serving any other sentence outside prison, or a person under compulsory criminal measures according to law commits an act in violation of any law, administrative regulation, or relevant supervision and administration provisions of the public security department of the State Council;



Article 61 Anyone who helps to organize or transport any other person(s) to illegally cross the national border (frontier) shall be detained for not less than 10 days but not more than 15 days, and shall be concurrently fined not less than 1, 000 yuan but not more than 5, 000 yuan.

Article 62 Anyone who knowingly facilitates any other person to illegally cross the national border (frontier) shall be detained for not less than 5 days but not more than 10 days, and shall be fined not less than 500 yuan but not more than 2, 000 yuan.

Anyone who illegally crosses the national border (frontier) shall be detained for not more than 5 days or shall be fined not more than 500 yuan.

Article 63 Anyone who commits any of the following acts shall be given a warning or shall be fined not more than 200 yuan. If any circumstances are serious, he (she) shall be detained for not less than 5 days but not more than 10 days, and shall be concurrently fined not less than 200 yuan but not more than 500 yuan:

(1) Destroying any cultural relics or historical sites of interest under national protection by carving on, smearing them or by any other means;

(2) Endangering the safety of cultural relics by carrying out any activities of blasting, excavation or otherwise in violation of the provisions of the state.

Article 64 Anyone who commits any of the following acts shall be fined not less than 500 yuan but not more than 1, 000 yuan. If the circumstances are serious, he (she) shall be detained for not less than 10 days but not more than 15 days, and shall be concurrently fined not less than 500 yuan but not more than 1, 000 yuan:

(1) Driving the motor vehicle of any other person without permission; or

(2) Driving any aircraft or motor vessel without a driving license or driving the aircraft or motor vessel of any other person without

permission.

Article 65 Anyone who commits any of the following acts shall be detained for not less than 5 days but not more than 10 days. If the circumstances are serious, he shall be detained for not less than 10 days but not more than 15 days, and may be concurrently fined 1, 000 yuan:

(1) Deliberately destroying or defiling the tomb of any other person or destroying, throwing away the skeleton or bone ashes of any other person; or

(2) Parking any corpse at a public place or affecting the normal life or work order of any other person for parking a corpse, and refusing to stop his (her) act after being dissuaded from doing so.

Article 66 Anyone who whores or goes whoring shall be detained for not less than 10 days but not more than 15 days, and may be concurrently fined not more than 5, 000 yuan. If the circumstances are relatively lenient, he (she) shall be detained for not more than 5 days or shall be fined not more than 500 yuan.

Anyone who finds customers for any prostitute at a public place shall be detained for not more than 5 days or shall be fined not less than 500 yuan.

Article 67 Anyone who induces, shelters, introduces any other person to prostitute shall be detained for not less than 10 days but not more than 15 days, and may be concurrently fined 5, 000 yuan. If the circumstances are relatively lenient, he (she) shall be detained for not more than 5 days or shall be fined not 500 yuan.

Article 68 Anyone who produces, transports, copies, sells or rents any obscene book and periodical, picture, film, audio and video recording, etc. or transmitting any obscene information through the computer network, telephone or other telecommunication tools shall be detained for not less than 10 days but not more than 15 days and may be concurrently fined 3, 000 yuan. If the circumstances are relatively



lenient, he (she) shall be detained for not more than 5 days or shall be fined not more than 500 yuan.

Article 69 Anyone who commits any of the following acts shall be detained for not less than 10 days but not more than 15 days, and may be concurrently fined not less than 500 yuan but not more than 1, 000 yuan:

(1) Organizing the broadcasting of any obscene audio and video program;

(2) Organizing or making any obscene performance; or

(3) Joining people in licentious activities.

Anyone who knowingly facilitates any other person to engage in any of the activities as mentioned in the preceding paragraph shall be punished in accordance with the preceding paragraph.

Article 70 Anyone who facilitates gambling for the purpose of making profits, or participates in any gambling activity on a relatively large sum of gambling stakes shall be detained for not more than 5 days or shall be fined not more than 500 yuan. If the circumstances are serious, he (she) shall be detained for not less than 10 days but not more than 15 days, and shall be concurrently fined not less than 500 yuan but not more than 3, 000 yuan.

Article 71 Anyone who commits any of the acts shall be detained for not less than 10 days but not more than 15 days, and may be concurrently fined not more than 3, 000 yuan. If the circumstances are relatively lenient, he (she) shall be detained for not more than 5 days or shall be fined not more than 500 yuan:

(1) Illegally planting 500 opium poppies or less or a small number of original plants for narcotics;

(2) Illegally buying, selling, transporting, carrying or holding a small number of seeds or seedlings of mother plants of narcotic drugs; or

(3) Illegally transporting, buying, selling, storing or selling a small

number of poppy capsules.

If a person stops committing the acts as mentioned in the Item (1) of the preceding paragraph on his (her) initiative before it is mature, he (she) shall not be punished.

Article 72 Anyone who commits any of the following acts shall be detained for not less than 10 days but not more than 15 days, and may be concurrently fined not more than 2, 000 yuan. If the circumstances are relatively lenient, he (she) shall be detained for not more than 5 days or shall be fined not more than 500 yuan:

- (1) Illegally holding less than 200 grams of opium, heroin or methyl amphetamine, or a small quantity of other drugs;
- (2) Providing any drug to any other person;
- (3) Taking or injecting any drug; or
- (4) Coercing or cheating any medical worker to prescribe any narcotic or psychotropic drug.

Article 73 Anyone who instigates, induces or cheats any other person to take or inject any drug shall be detained for not less than 10 days but not more than 15 days, and shall be fined not less than 500 yuan but not more than 2, 000 yuan.

Article 74 Where a staff member of an entity of the hotel industry, catering industry, culture and entertainment industry or taxi industry divulges the secret information to a violator or criminal when the public security organ investigates into or punishes an activity, i.e. drug addiction, gambling, whoring or going whoring, he (she) shall be detained for not less than 10 days but not more than 15 days.

Article 75 Anyone who interferes with the normal life of any other person due to animal breeding shall be given a warning. If he fails to make corrections after the warning, or if he indulges his animal to frighten any other person, he (she) shall be fined not less than 200 yuan but not more than 500 yuan.



Anyone who provokes an animal to injure any other person shall be punished in accordance with the first paragraph of Article 43

Article 76 Where a person commits any of the acts as mentioned in Article 67, 68 or 70, if he (she) refuses to make corrections despite of repeated warning, he (she) may be subject to compulsory education measure as provided for by the state.

Chapter IV Punishment Procedures

Section 1 Investigation

Article 77 A public security organ shall timely accept and record any case involving a violation of the public security administration, which is reported, charged or tipped off by any person or entity, or any case in which the violator of public security administration gives himself up to the police, or transferred by any other administrative department or by a judicial organ.

Article 78 After the public security organ accepts a case reported, charged, tipped off by any person or entity, or voluntarily confessed by the violator (s), if it considers that it falls within the category of violation of public security administration, it shall immediately begin to investigate into it. If it considers that it doesn't fall within the category of violation of public security administration, it shall notify the person or entity who reports, charges or tips off the case, or the violator who gives himself up to police of the relevant information and shall make an explanation.

Article 79 The public security organs and the people's policemen shall investigate into the public security cases in compliance with the law. It is strictly prohibited for anyone to collect evidence by illegal methods, such as making an interrogation by torture or extorting a confession from the interrogated, or threatening, enticing or cheating the interrogated.

Any proof gathered by illegal means shall not be the basis for

punishment.

Article 80 The public security organs and the people's policemen shall keep confidential the state secrets and business secrets to which they access when handling the public security cases.

Article 81 When the people's policemen confront with any of the following circumstances when handling a case, they shall disqualify themselves. The violators of public security administration, victims or their statutory agents may also have the right to request them to disqualify themselves:

(1) Being partied concerned or being close relatives of any party concerned in the case in question;

(2) They themselves or their close relatives have any interest in the case in question;

(3) Having any other relationship with any party concerned in this case that may affect the impartial handling of the case.

The disqualification of the people's policeman shall be decided by the public organ they work for. The person-in-charge of a public security organ shall be decided by the superior public security organ.

Article 82 Where it is necessary to summon a violator of public security administration to accept investigation, upon approval the person-in-charge of the case-handling department of the public security organ, a summon certificate shall be used for summoning him (her). With regard to a violator of public security administration found on the spot, the people's policeman may, after presenting his work certificate, orally summon him (her), but shall give explanatory notes in the interrogatory transcripts.

Public security organs shall inform the summoned of the reasons and grounds for summoning. Anyone who refuses to accept the summon without sufficient reasons or evades the summon may be summoned by force.



Article 83 For anyone who violates the rules of public security administration, the public security organ shall make a timely interrogation after summoning him, and the interrogation may not last more than eight hours at most. Where the circumstances are complicated and the punishment of administrative detention may apply according to the present Law, the time for interrogation may not exceed twenty four hours.

The public security organ shall inform a family member of the summoned of the reason of summon and his whereabouts in a timely manner.

Article 84 The interrogatory transcripts shall be presented to the interrogated for verification. If the interrogated cannot read, the transcripts shall be read out to him. Where there is any omission or mistake in the transcripts, the interrogated may suggest a supplement or correction. When the interrogated assures that there is no error or mistake in the transcripts, he shall affix his signature or seal to the transcripts, to which the people's policeman who effects the interrogation shall also affix his own signature.

Where the interrogated requests for providing written materials by himself regarding the matters he is interrogated of, such request shall be permitted; where necessary, the people's policeman may also demand the interrogated to produce written materials by himself.

To interrogate any violator of public security administration who is under the age of sixteen, the parents or any other guardian of the violator shall be informed to be present.

Article 85 To interrogate a victim or any other witness, the people's policeman may make the interrogation at the entity where the victim or the witness works or the abode where the victim or witness lives; where necessary, the victim or witness may also be informed to bear witness at the public security organ.

To interrogate the victim or any other witness at any place other than the public security organ, the people's policeman shall show his working certificate.

The interrogation of victims and witnesses shall be simultaneously governed by the provisions of Article 85 of the present Law.

Article 86 To interrogate a violator of public security administration, a victim or any other witness who is deaf or dumb, someone who is home at sign language shall be present to provide assistance, and it shall be remarked on the transcripts.

To interrogate a violator of public security administration, a victim or any other witness who does not understand the language which is commonly used in the local place, an interpreter shall be equipped, which shall be remarked on the transcripts.

Article 87 The public security organ may search the places, articles, and persons involved in a violation of public security administration. To conduct the search, there shall be no less than two people's policemen present, who shall show their working certificates and the proof of search as issued by the public security organ of the people's government at the county level or above. Where it is necessary to make an immediate search, the people's policemen may carry out an onsite search, with the exception of searching a citizen's abode when a proof of search as issued by the public security organ of the people's government at the county level or above shall be produced.

The search of the body of a woman shall be conducted by a female worker.

Article 88 Transcripts shall be made for the searches conducted, to which the searchers, the searched and witnesses shall affix their signatures or seals. Where the searched refuses to affix his signature, it shall be remarked on the transcripts by the people's policemen.

Article 89 When handling a public security administration case, the



public security organ may detain the articles which are to be used as evidence relating to the case in question, with the exception of the property lawfully occupied by the victim or bone fide third party which shall not be detained but shall be recorded down. Anything that is irrelevant to the case in question shall not be detained.

For the detained articles, the people's policemen shall make a check jointly with the witnesses on the spot and the holder of the detained articles and shall produce a checklist in duplicate, which shall bear the signature or seal of the searchers, witnesses, and holder, with one copy kept by the holder and the other kept in the case files for future reference.

The detained articles shall be properly preserved and may not be used for any other purposes. For those articles that are not suitable for longtime keeping, they shall be dealt with according to relevant provisions. Where it is found that any of the detained articles is irrelevant to the case in question, it shall be returned in a timely manner. Where it is verified that it is the lawful property of any other person, it shall be returned after being recorded down. Where no person claims right to the said property or where it is impossible to find out the right holder after six month expires, it shall be publicly auctioned or dealt with according to the relevant provisions of the state, and the proceeding arising therefrom shall be turned over to the state treasury.

Article 90 Where it is necessary to solve any controversial issue involved in the case in question for the purpose of clarifying the facts involved, a person with the corresponding professional knowledge may be designated or hired to conduct an authentication. After making the authentication, the authenticator shall produce his opinions of authentication, to which he shall affix his signature.

Section II Decision

Article 91 A public security punishment shall be decided by the

public security organ of the people's government on the county level or above; in particular, a warning or a fine of less than 500 yuan may be decided by a local police station.

Article 92 For anyone to whom it is decided to give the punishment of administrative detention, the time for restricting his personal freedom by compulsory measure taken prior to the punishment shall be counted into the administrative detention, with one day of personal freedom restriction counting as one day of administrative detention.

Article 93 The public security organ may, in the handling of a public security administration case, make a public security punishment decision where there is no statement of the violator but there are sufficient evidence to prove the facts of the case in question. However, where there are statements of the violator without the support of other evidences, no public security punishment decision may be made.

Article 94 The public security organ shall, before making a public security punishment decision, inform the violator of public security administration of the facts, reasons, and grounds, and shall inform him of the rights that he may enjoy according to law.

The violator of public security administration shall have the right to make statements and defend himself. The public security organ shall fully listen to the thoughts of the violator of public security administration, and shall check the facts, reasons and evidences as presented by the violator; where any of the facts, reasons and evidences as presented by the violator is found to hold water, it shall be accepted by the public security organ.

The public security organ may not aggravate the punishment as a result of the violator's making a statement or defense.

Article 95 The public security organ shall, after finishing the investigation of a public security administration case, make the



following decisions according to the different situations:

(1) Where there is any act to which a public security punishment shall be given according to law, a punishment decision shall be made according to the severity and the specific situation of the circumstances concerned;

(2) Where no punishment is to be given according to law or where the facts of breaking the law cannot establish, a decision of no punishment shall be made;

(3) Where the violation is suspected to constitute any crime, it shall be transferred to the competent organ to subject the violator to criminal liabilities;

(4) Where it is found that the violator of public security administration has committed any other law-breaking acts, the public security organ shall inform the competent organ to deal with it when it makes the decision of punishment for the violation of public security administration.

Article 96 Where the public security organ makes a decision of public security punishment, it shall make a written decision of public security punishment, which shall specify the following contents:

(1) the name, gender, and age of the person to be punished, the name and number of the identity certificate as well as the address of residence thereof;

(2) the facts and evidences of violation;

(3) the type of punishment and the grounds thereof;

(4) the way and term of executing the punishment;

(5) how to request for administrative reconsideration or how to lodge an administrative lawsuit and the time limit thereof in case the person to be punished refuses to accept the punishment decision;

(6) the name of the public security that makes the punishment decision and the date when the punishment decision is made.

The written decision shall bear the seal of the public security organ that makes the said decision.

Article 97 The public security organ shall announce the written decision of public security punishment to the person to be punished and shall deliver it to him on the spot. Where it is impossible to deliver to him the written decision on the spot, the written decision shall be served to him within two days. Where it is decided to give him an administrative punishment, the public security organ that makes the decision shall inform a family member of the person to be punished.

Where there is any victim, the public security organ shall send a reproduction of the written decision to the victim concerned.

Article 98 The public security organ shall, before making the public security punishment decision of canceling the license of the violator or impose upon the violator a fine of 2,000 yuan or more, inform the violator of the right to request for holding a hearing. Where the violator requests for holding a hearing, the public security organ shall hold a hearing according to law in a timely manner.

Article 99 The time limit for the public security organs to handle public security cases shall not be any more than thirty days as of the day when it accepts the case in question; where the case is very difficult or complicated, the time limit may be prolonged for thirty days, subject to the approval of the public security organ on the next higher level.

The time required by authentication for the purpose of clarifying the facts concerned shall not be included in the time limit for handling the case in question.

Article 100 For a violation of public security administration with clear facts and exact evidence to which a warning or a fine of not more than 200 yuan shall apply, a public security punishment decision may be made on the spot.

Article 101 To make a public security punishment decision on the



spot, the people's policemen shall show their working certificates to the violator of public security administration and shall fill out a punishment decision. The punishment decision shall be delivered to the punished on the spot. If there is any victim, a copy of the decision shall be given to the victim.

The punishment decision as mentioned in the preceding paragraph shall state the name and violation of the punished, the basis for punishment, amount of the fine, the time, venue as well as the name of the public security organ, and shall bear the signature or seal of the people's policemen who make the punishment decision.

Where a public security punishment decision is made on the spot, the people's policemen who make it shall, within 24 hours, report it to public security organ where they work for archival purposes.

Article 102 If the punished refuses to accept the public security punishment decision, he (she) may apply for administrative reconsideration or lodge an administrative lawsuit.

Section 3 Execution

Article 103 For a person to whom it is decided to give the punishment of administrative detention, he shall be sent to the detention house by the public security organ that makes the decision for executing the decision.

Article 104 A person who is given a punishment of fine shall, within 15 days after he (she) receives a punishment decision, pay the fine to the designated bank. However, the people's policemen may collect the fine under any of the following circumstances:

(1) The fine is not more than 50 yuan and the punished raises no objection to the fine;

(2) In a remote, on-water or inaccessible area, after the public security organ and its policemen makes a decision of fine in accordance with this Law, it is really difficult for the punished to pay the fine to the

designated bank and the punished states his difficulty; or

(3) The punished has no fixed abode in the local area and it is difficult to execute the fine in the future if the fine is not collected on the spot.

Article 105 The people's policemen shall, within 2 days after collecting a fine, turn the fine over to the public security organ where they work. An on-site fine collected on water or passenger train shall be turned over to the public security organ within 2 days after the vessel reaches the land or arrives at a station. The public security organ shall put the fine into the designated bank within 2 days after it receives it.

Article 106 To collect a fine on the spot, the policemen shall issue to the punished a receipt of fine uniformly produced by the public finance department of the people's government of the province, autonomous region or municipality directly under the Central Government. If they fail to do so, the punished may refuse to pay the fine.

Article 107 If the punished refuses to accept the administrative punishment detention decision and if he (she) applies for an administrative reconsideration or lodge an administrative lawsuit, he (she) may file an application with the public security organ for suspending the execution of the administrative detention. If the public security organ believes that there will be no danger as a result of the suspension of administrative detention, after the punished or his (her) close relative proposes a guarantor who meets the requirements as specified in Article 108 of this Law or pays a bail of 200 per day, the execution of punishment decision of administrative detention may be suspended.

Article 108 A guarantor may meet shall following conditions:

- (1) He (She) is not involved in this case;
- (2) He (She) enjoys the political rights and his (her) personal



freedom is not restricted;

(3) He (She) has a registered permanent residence or fixed abode in the local area; and

(4) He (She) is able to perform his (her) the obligations of a guarantor.

Article 109 The guarantor shall guarantee that the guaranteed will not evade the execution of punishment of administrative detention.

If the guarantor fails to perform the obligations of a guarantor, which leads to the guaranteed's evading the execution of punishment of administrative detention, the public security organ shall fine him (her) not more than 3, 000 yuan.

Article 110 Where a person to whom it is decided to give a punishment of administrative detention evades the execution thereof after a bail is paid and the administrative detention is suspended, the security shall be confiscated and shall be turned over to the state treasury and the decision of administrative detention shall be still executed.

Article 111 After a punishment decision of administrative detention is revoked or after an administrative detention punishment begins to be executed, the bail collected by the public security organ shall be refunded to the payer in a timely manner.

Chapter V Supervision over Law Enforcement

Article 112 The public security organs and the policemen shall deal with the public security cases impartially, strictly and efficiently in accordance with the law. None of them may seek any private benefits therefrom.

Article 113 During the process of handling a public security administration case, the public security organ and the people's policemen are prohibited from beating, scolding, maltreating or insulting any violator of public security administration.

Article 114 A public security organ and their policemen thereof shall be ready to accept the supervision of the general public and citizens in handling public security cases.

Where, in the process of handling any public security case, a public security organ or any of its people's policemen fails to enforce the law strictly or violate any law or discipline, any entity or individual shall be entitled to expose or charge against them in the public security organ or administrative oversight organ, which shall timely deal with the case according to its functions.

Article 115 To execute a fine in accordance with the law, the public security organ shall, in accordance with the relevant law or administrative regulation, separate the decision of a fine from the collection of fine. All the fines it has collected shall be turned over to the state treasury.

Article 116 Where a people's policeman conducts any of the following acts when handling a public security case, he (she) shall be given an administrative sanction. If any crime is constituted, he (she) shall be subject to criminal liabilities:

(1) Making an interrogation by torture or extorting a confession from the interrogated, inflicting physical suffering on, maltreating or insulting any other person;

(2) Restricting the personal freedom by exceeding the time limit for interrogation;

(3) Failing to execute the system with the decision of a fine separated from the collection of fine, failing to turn any confiscated property over to the state treasury according to relevant provisions, or illegally disposing of any confiscated property;

(4) Illegally dividing, occupying, misappropriating or deliberately destroying any confiscated or detained property;

(5) Using the property of a victim or failing to return the property



of a victim in a timely manner by violating the relevant provisions;

(6) Failing to return the security in a timely manner by violating the relevant provisions;

(7) Accepting the property of any other person or seeking other benefits by taking the advantages of his (her) position;

(8) Failing to issue a receipt of fine or failing to faithfully fill in the amount of a fine after collecting the fine on the spot;

(9) Failing to deal with the case in a timely manner after being requested to stop a violation of public security administration;

(10) Divulging the secret information to the suspect of a violation or crime when punishing and investigating a violation of public security administration; or

(11) Seeking private benefits, abusing his (her) power, or other circumstances in which he (she) fails to perform the statutory duties.

Where the public security organ commits any of the acts as mentioned in the preceding paragraph, the directly liable person-in-charge and other directly liable persons shall be given an administrative sanction accordingly.

Article 117 Where a public security organ or any of the people's policeman encroaches upon the lawful rights and interests of any citizen, legal person or any other organization due its (his) exercise of power, it (he) shall make an apology. If it (he) causes any damage, it (he) shall liable for compensation.

Chapter VI Supplementary Provisions

Article 118 The terms "not less than", "not more than" and "within" as mentioned in this Law include the said figure.

Article 119 This Law shall come into force as of March 1, 2006. *The Regulation of the on the Administrative Penalties for Public Security* which was promulgated on September 5, 1986 and was amended and promulgated on May 12, 1994 shall be abolished



simultaneously.



声 明

- 1.本手册内容正式版用中文表述，并提供相应的英文翻译，当英文翻译与中文版内容有出入时，以中文版为准。
- 2.本手册的解释权归浙江财经大学国际学院。
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Declaration

- 1.The official version of this handbook is in Chinese, with English translation provided for convenience.In case of any discrepancy between the English translation and the original Chinese text,the Chinese text shall prevail.
- 2.Zhejiang University of Finance and Economics, School of international education reserves the right for the final interpretation of this handbook.
- 3.This handbook was finalized on August31,2025. If the new laws and regulations promulgated by government departments or the university after this date are in consistent with those in this handbook,the new ones shall prevail.



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