

国际学生日常行为管理规定

Behavior Norms Regulations

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Behavior Norms

一、课堂行为规范：

I The Behavior Criterion in Classroom:

1、学生应该做到不旷课、不迟到、不早退。上课期间不得进入教室，可在课间进入教室，向老师说明迟到原因，并向老师表示歉意。

1. Students should not be absent or late, or leave early. The latecomer cannot go into the classroom during the class, he or she may go into the classroom during the break, and explain the reason and apologize to the teacher.

2、开始上课前，所有学生应起立向老师致意问好，老师给予回应后方可坐下。

2. All students should stand up and regard to the teacher before the class, then sit down after the teacher's response.

3、学生主动协助老师做好课前课后的教学活动，听从老师安排，如：课前擦黑板、清理讲台、安放演示仪器及挂图。课后听从老师安排做好教室的清洁工作、试验仪器的摆放、标本的送还等工作。

3. Students should assist teachers on their own initiative to erase blackboard, clean up dais, emplace demo instrument and wall map before class, and clean up classroom, put test instrument and take back specimen after class.

4、学生应尊重老师，举手示意回答问题，言行举止要文明礼貌。禁止在校园内穿戴有宗教性质的服饰、头巾等。

4. Students should regard teachers and raise their hands to answer the questions. The words and deeds should be polite. The dress should be decent. Wearing religious clothing and headscarves on campus is prohibited.

5、学生上课认真听讲，按时完成作业、实验报告和教师提出的各项要求。上课时应关闭手机、禁止说闲话、吃东西，不准看与此课无关的书籍、报纸或做其他课程的作业；未经老师同意不得擅自走动和出入。对严重影响课堂教学秩序者，教师有权要求其离开教室，并按旷课处理，并给与警告处分。

5. Students must be serious-minded in class and finish schoolwork, experiment report and each request by teachers on schedule. Turn off cell phone during class. No claver during class. No dine and wine during class. Forbid reading books and newspapers or schoolwork that is irrespective with the class. Forbid going around, in and out the classroom without teachers' permission. Teachers have the right to ask the student, who disturbs the class to be off the classroom as absenteeism, and give the student warning punishment.

6、教室内有人上课时，不得在门外大声讲话和喧哗，不得敲门、推门，更不得随意出入、找人、取物，如有违反给与警告处分

6. Warning punishments are judged for these violators who make big noises outside the classroom during a class, and call on somebody, in and out to fetch something at will.

7、教学楼和教室内、禁止吸烟，禁止吵闹、喧哗打扰他人上课或休息。自习时间亦同上要求，保持肃静，如有违反给与警告处分。

7. Warning punishments are judged for these violators who smoke and make hullabaloo in the teaching building and classroom even if in the study time.

8、私人书籍和用具不应留在教室内，要妥善保管，严禁占座，因为个人保管不善而丢失的物品，不予协助查找。

8. The private books and things shouldn't be left in classrooms in order to occupy the seats, no assistant to lookup these lost things.

9、教室只作为上课及自习之用，不得作为他用。使用时要保持清洁，不得乱扔纸屑、瓜果皮核，严禁随地吐痰。违反上述规定者，给与警告处分，不听劝阻者将处以一定的罚款，用来清理教室。

9. The other purpose cannot use classroom except class or study. Warning punishments are judged for these violators who spit or throw garbage in classroom, and someone who don't accept the dissuasion will be asked to pay for the amercement which cost for the classroom cleaning.

10、课上同学之间互相尊重不同国家不同民族间的宗教信仰，不得在课上打架、争吵、挑衅，影响老师的正常授课。

10. Students should respect different faith and be forbidden to fight, dispute, and defiance during class.

二、请假须知：

II Leave Notice:

1、外国留学生享受中国公共假期。

1. Enjoy China public holidays.

2、凡是利用假期（包括寒暑假、春秋假）离开学校外出者，需到国际交流学院填写假期去向表。一年累计2次不填写者，将无资格参加奖学金的评定并给与相应处分。

2. Students, who want outgoing during winter vacation, or summer vacation, or spring break, or autumn break, must fill in Vacation Outgoing Form in the College of International Exchange. The qualifications of the scholarship candidate are cancelled and the punishments are judged for these students have not filled in Vacation Outgoing Form for two times during one academic year.

3、在校期间，不经管理老师批准不得随意离校。因故离校须事先请假，获准后方可离校。

3. Students cannot leave school without the permission of school.

4、因病请假，一天之内的，可通过班长向任课教师请假并报告管理老师；请假在三天之内的，填写请假申请表，由学生管理老师批准；请假在一周之内的，需填写申请表并需出具医院证明，报国际交流学院批准；一周以上，须填写请假申请表（附医院证明），由国际交流学院签署意见，报主管校领导签字批准。

4. The students can ask the monitor to ask for sick leave which less than one day from the teacher, and report to the administrative teacher. The administrative teacher may approve the sick leave no more than 3 days, th

e students should fill in the application. The College of International Exchange may approve the sick leave less than one week; the student should fill in the application and submit the certificate of diagnosis of hospital. The principal of Shaanxi University of Science & Technology who is in charge of student abroad, may approve the sick leave over one week, on the basic agreement from the College of International Exchange, and the application should attach the certificate of diagnosis of hospital.

5、一般不得请事假。如经核实需请事假两天以内的，由学生管理老师批准；一周之内，须填写请假申请表，报国际交流学院批准；一周以上，由国际交流学院签署意见，报主管领导批准。

5. Private affair leave cannot be approved commonly. The administrative teacher may approve the private affair leave less than two days with valid reason. The College of International Exchange may approve the private affair leave less than one week; the student should fill in the application with valid reason. The principal of Shaanxi University of Science & Technology, who is in charge of student abroad, may approve the private affair leave over one week, on the basic agreement from the College of International Exchange.

6、外国留学生在第一学期内请事假累计不得超过一个月。

6. The total days of the private affair leave cannot go beyond the limit of one month during one semester.

7、外国留学生请假获准后，须按时销假。如需续假，应提出书面申请，办理续假手续。

7. The private affair leave should be spent and return back on schedule. Extending the leave should be in written application.

8、外国留学生未请假或请假未获准而擅自离校，或假期期满不按时返校，或续假未获准而逾期不归，均按旷课论处。对旷课的外国留学生，依据《陕西科技大学外国留学生违纪处分条例》的有关规定处理。

8. Punishments are judged as absenteeism for these students who leave school without leave application or permission, don't return back to school when the leave expire or without the permission for the application to extend leave. The absenteeism student is punished according to Discipline Punishment Criterion.

9、因各种原因不能参加考试的留学生请务必在考试前提出书面申请，无论何种原因未能参加正常考试者，不能参加本年度奖学金及单科优胜奖评定。

9. The qualifications of the scholarship candidate and the superior award for each subject are cancelled for these students who are absent in the regular examination no matter what the reasons are. Students must ask for leave in written application before examination when some reasons cause your absence in the examination.

三、社会礼仪规范:

III Convenience Norms:

1、礼貌待人，尊敬师长，见到老师后要主动问好。

1. Good manner and regard to teachers.

2、进入他人房间要先敲门，得到允许后方可进入。

2. Knock the door and come into the room with the permission.

3、乘坐公共汽车、电车时，要遵守乘车规定主动刷卡或投币，遇到老人、小孩主动让座。

3. Take bus or tram with ticket. Give seat to elder or kid.

4、进入公共场所如：会议室、乘车、教室、走廊、候车室等地时严禁吸烟、大声喧哗，要保持安静。

4. No smoking and keep quiet in the public: assembly room, bus, classroom, aisle, and waiting room.

5、对人说话礼貌，尊重每一个人。不得对他人进行侮辱、挑衅、谩骂，不做侮辱他人人格的事。

5. Regard everyone without insult, defiance and vituperation.

6、爱护公共场所的公共设施，损坏公共设施要按价赔偿。

6. Treasure public establishment and pay the compensation if you damage it.

7、请自觉遵守社会规范，乘车、购物、银行取钱、交纳各种费用时请主动排队。

7. Stand in a line: waiting for bus, shopping, bank etc.

8、进入会场听报告、演讲、参加演出时做文明观众，不大声叫喊、打口哨、说脏话。

8. Be a polite audience without hue, whistle, dirty word and jargon.

9、如果遇到危及人身、财产及生命安全的紧急情况，可拨打紧急求助电话110求助。非紧急情况可以拨打学校管理老师的电话求助，拨打无效求助电话者将按中国法律及学校有关规定处理。

9. Dial 110 to ask for the help in the urgency circumstance of the security of life and property. Ask for help from administrative teacher in non-emergency situation. The students who dial 110 for non-emergency situation will get punishment according to Chinese laws and regulations of school.

10、未取得中国驾驶证的外国留学生不得在中国驾驶机动车辆。

10. Driving motorbikes and cars is forbidden in China without Chinese driving license.

四、在校日常规范：

IV Campus Norms：

1、留学生如要庆祝本国重大节假日如：独立日等举行集会、游行等活动，需提前一周向国际交流学院提出书面申请，征得同意后，方可在学校老师的组织下进行，违反者按学校及相关法律处理。

1. The important celebration such as assembly and pageant for Independence Day of homeland may be held under organization of the teachers and with the permission. Please note the written application should be submitted to the College of International Exchange in advance one week.

2、保持宿舍楼道及宿舍内的清洁与卫生。出门前关闭所有电器电源，做到人走灯关，避免发生火情。并检查水龙头等是否关闭，做到节约用水。

2. Keep the dorm clean. Turn off the entire switch to avoid the fire when leaving. Close up water faucet to save water.

3、爱护校园的公共设施，爱护宿舍教室内的公共设施，损坏公共设施主动按实际价格赔偿，有意损坏公共设施5倍价钱赔偿。

3. Treasure the facility in dorm and campus. Pay the compensation if you damage it, and pay 5 multiple of the compensation for the spiteful purpose.

4、禁止在公共场所尤其是宿舍内大声播放音乐，以免影响他人的休息、学习及正常生活。

4. Any loud noise include music is forbidden in public (especially in dorm) for fear to affect others' regular life and study.

5、禁止随意丢放垃圾，保持室外清洁的环境，做文明人，做文明事。

5. Keep a clean environment outside the room, forbidden to throw garbage outside.

6、禁止在校园、宿舍、教室内吸烟，不做有损自己及他人健康的事，要做文明的好学生。

6. No smoking in campus, dorm and classroom.

7、上课、考试、开会、听报告等活动要关掉手机，以示尊重他人、尊重自己。

7. Turn off cell phone during class, examination, meeting etc.

8、积极参加各种形式的文艺体育活动，为国家争光、为自己赢得荣誉。

8. Participate in various activities actively.

国际学生纪律处分规定

Discipline and Punishment Criterion for Students Abroad

第一章 总则

I General Principles

第一条 为贯彻国家教育方针，维护学校正常的教育教学秩序和生活秩序，教育外国留学生严格要求自己、遵纪守法，顺利完成学业，依据《普通高等学校学生管理规定》、《陕西科技大学学生纪律处分规定》及其他有关法律、法规和条例，结合学校的实际情况，制定本规定。

1. In order to carry out the national education policy, stick up for the regular teaching and living system of the school, educate students abroad to manage themselves strictly and observe the law, finish school successfully, Discipline and Punishment Criterion for Students Abroad is constituted according to Discipline and Punishment Criterion for Students in High Education School, Discipline and Punishment Criterion for Students of Shaanxi University of science and technology and the other laws, rules and bye law, with the reference to the actual situation of the school.

第二条 本规定适用于在陕西科技大学接受学历教育的外国留学生（本科生及研究生）。

2. Discipline and Punishment Criterion for Students Abroad adapts to all the students abroad who are studying in Shaanxi University of science and technology (undergraduate and postgraduate).

第三条 学校维护学生的合法权益，同时学生有遵守法律、法规和学校各项管理规定的义务。

3. The school has the obligation to stick up legal rights and interests for students, on the other hand, the students have the obligation to observe law, rules and byelaw stated by school.

第四条 学校对有违法、违规、违纪（以下统称违纪）行为的学生实施批评教育或者纪律处分，是学校依法享有的管理权力，是对学生偏离基本道德行为规范的警示和纠正，是对学生的一种辅助性教育形式。

4. School can execute his administrative power to the students who has disobeyed the law, rules and disciplines in the form of criticizing or punishment, which is a caution and correction to the students' deflection from basic moral behavior norms, is a kind of assistant education form to the students.

第五条 学校对有违纪行为的学生实施纪律处分要做到程序正当、证据充分、依据明确、定性准确、处分适当。

5. The principles that the school treats with punishment should be hold as the following: the procedure is legitimate, the evidence is sufficient, the gist is specific, the definition is exact, the punishment is proper .

第二章 纪律处分的种类和适用

II Classification and Applicability of Punishment

第六条 学校给予学生的纪律处分，应当与学生违纪行为的性质和过错的严重程度相适应。纪律处分的种类分为：

6. The school should be with a view to both the definition and the ponderance to deal with punishment. The punishment classification as the following:

（一）警告；

1) Warning

（二）严重警告；

2) Severe Warning

（三）记过；

3) Record a demerit

（四）留校察看；

4) Probation in school

(五) 开除学籍。

5) Expulsion

第七条 两人以上共同违纪的，根据各自情节，分别裁决处理。

7. The two students who disobey regulations together are punished respectively according to each situation.

第八条 有下列情形之一的，可以从轻进行处分：

8. The following situation should be punished in remissive way:

(一) 违纪后主动承认错误并及时改正的；

1) Admit the wrong forwardly and correct the mistake in time;

(二) 违纪是由于他人胁迫或诱骗的。

2) Be intimidated and beguiled by other to be a violator.

第九条 有下列情形之一的，可以从重进行处分：

9. The following situation should be punished in aggravation:

(一) 违纪后对检举人、证人进行威胁、打击报复的；

1) Threaten and retaliate to the witness and prosecutor after the violation;

(二) 违纪后订立攻守同盟，向学校隐瞒实情或唆使他人提供伪证，给调查工作造成困难的；

2) Make an alliance to shield each other, and disguise the fact or goad other to offer false evidence to hold up the inquiry after the violation;

(三) 同时犯有多种违纪行为的；

3) Lots of violations at the same time;

(四) 受过处分后，再次受处分的。

4) Be punished again after punishment.

第十条 受过记过、留校察看处分或者受过两次严重警告处分，再次受记过及以上处分的，造成严重后果影响极坏的，直接给予开除学籍处分。

10. Expulsion is punished directly to the student who once has been punished as record a demerit and be supervised in school, or two times sever warning, and then be punished as record a demerit or the more strict punishment.

第十一条 给予留校察看处分的，留校察看期限为一年。毕业年级学生，察看期为半年。受留校察看处分的学生，在察看期间对错误有深刻认识并表现良好的，可按时解除处分；有突出表现者，可提前解除处分。

11.The length of supervision in school is one year for the normal student, but half one year for the students in the graduate grade. The punishment is relieved on schedule to the students who have corrected the mistake. The punishment is relieved in advance to the students who have been outstanding in school.

第十二条 给予开除学籍处分的学生，由学校发给学习证明，学生按学校规定的期限（纪律处分决定书下达后一月内）离校；不按时离校者，由学校通知外管处，外管处将给予学生限期驱逐出境的惩罚。

12. The school grants Study Certificate to the students who are punished as expulsion. The students must leave school on schedule (during one month since the day when the school issues the punishment), otherwise, the Foreign Affairs Administrative Office will punish renvoi to the students in limit time.

第十三条 学生违纪过程中造成的损失或者伤害，由违纪学生赔偿损失或者负担医药费等费用。

13. The violator students must pay for the losing and the medicine cost caused by them.

第三章 违纪行为和纪律处分

III Violation Instance and Punishment

第十四条 有违反中国法律法规，破坏稳定，扰乱社会、学校秩序等行为的，视情节，分别给予如下处分：

14. The violation instances that disobey China national law and statute, destroy social stabilization, disturb the peace and order of school are punished as follows:

(一) 故意散布谣言、捏造或歪曲事实、煽动闹事、粘贴非法宣传品，扰乱学校、社会秩序的，给予严重警告及以上处分。

1) The punishment for the violation instances, such as demagoguery on purpose, fake and subreption, instigate and make trouble, post illegal drumbeating and disturb the peace and order of schooland society is not less than sever warning.

(二) 违反有关规定，参与非法集会、游行、示威等不听劝阻的，给予严重警告及以上处分；对组织非法集会、游行、示威等的，给予记过及以上处分。

2) The punishment for the violation instances to participate in illegal assembly, pageant and bedin is not less than sever warning. The punishment for the violation instances to organize illegal assembly, pageant and bedin is not less than record a demerit.

(三) 成立非法组织，组织、参与、传播邪教、封建迷信活动等的，给予严重警告及以上处分；情节严重或者主要组织者给予留校察看或者开除学籍处分。

3) The punishment for the violation instances to constitute illegal organization and spread abroad fetish and evil religion is not less than sever warning. The punishment for the violator with grave instance or main organizer is probation in school or expulsion.

(四) 违反学校学生团体管理规定，未经注册登记以学生团体名义活动的；或者已被撤销登记、明令解散、取缔后，仍以原学生团体名义进行活动的,给予严重警告及以上处分。

4) The punishment for the violation instances to organize activity in the name of student organization sodality without registration, and disobey the Regulations for Student Organization Sodality again and again, is not less than sever warning.

(五) 有本条款中未列出的其他扰乱学校、社会秩序，破坏社会、学校稳定行为的，按相关条款给予相应处分。

5) The punishment for other unlisted violation instances to destroy social stabilization, disturb the peace and order of school may refer to the relative article.

第十五条 触犯中国法律、法规或者违反治安管理规定，受到公安、司法等部门处罚（包括警告、罚款、拘留、拘役、判刑等）的，除配合有关部门落实处罚外，学校视其处罚轻重，分别给予如下处分：

15. The violation instances to offend China national law and statute, or disobey public security rules and be punished by public security and judicature department (such as warning, penalty, detention, condemning etc.) are punished, except to cooperate with public security and judicature department, school will punish as follows:

（一）被处以警告、罚款、拘留的，给予记过及以上处分。

1) The school publishes the student and the punishment is not less than record a demerit, who has been punished as warning, penalty and detention by public security and judicature department.

（二）被追究刑事责任的，给予开除学籍处分。

2) The punishment is expulsion for the student who has been condemned by public security and judicature department.

第十六条 在校内外策划、参与打架，出具提供伪证，为打架提供器械等的，视情节，分别给予下列处分：

16. The violation instances to instigate and participate in fight, fabricate perjuries, offer weapon in school are punished as follows:

（一）对动手打人未造成伤害（伤害程度由医院及有关部门鉴定,下同）的，给予警告或者严重警告处分；对动手打人致他人重伤的，给予留学察看及以上处分。

1) The punishment for the violation instances to attack other but no damage (the degree is judged by hospital or related department, below is the same) is warning or severe warning, and is not less than probation in school if the attack causes grievous bodily harm.

（二）对在打架过程中持械打人和先动手打人的，给予记过及以上处分；对动用刀、匕首、铁器等伤人的，将从重进行处分。

2) The punishment for the violation instances to attack other first with weapon is not less than record a demerit; The violation instance to attack other first with knife, sword and ironware is punished in aggravation.

(三) 以“劝架”为名、偏袒一方、促使殴打事态发展的，给予警告或者严重警告处分；造成后果的，给予严重警告及以上处分。

3) The punishment for the violation instances to stir assault and battery in the name of appeaser is warning or severe warning; and may be not less than severe warning according to the aftermath.

(四) 对策划他人打架，并造成后果的，给予严重警告或者记过处分；造成人员伤害或者损坏公、私物品的，给予记过或者留校察看处分；造成严重后果的，给予开除学籍处分。

4) The punishment for the violation instances to instigate fight and cause aftermath is severe warning or record a demerit. The punishment for the violation instances to damage other or destroy public or private article is record a demerit or probation in school or expulsion if the aftermath is severe.

(五) 进入他人寝室、教室寻衅滋事、殴打他人或者强迫他人离开寝室、教室并进行殴打的，给予留校察看或者开除学籍处分。

5) The punishment for the violation instances to pick a quarrel and fight inside dorm or classroom and force other outside with criminal assault is probation in school or expulsion.

(六) 在组织对打架等违纪事件进行调查时，目击事态发展（或者知情）仍故意为他人出具提供伪证，使调查工作造成困难的，给予严重警告或者记过处分；兼有参与打架斗殴的从重进行处分。

6) The punishment for the violation instances to fabricate perjuries on purpose to disturb inquiry is severe warning or to record a demerit; the participator is punished in aggravation.

(七) 有意为他人打架斗殴提供器械，未造成后果的，给予严重警告处分；造成后果的，给予记过及以上处分；提供刀具、铁器等凶器者，从重进行处分。

7) The punishment for the violation instances to offer weapon used by criminal on purpose and no aftermath is severe warning; is not less than record a demerit if the fight cause an aftermath; the participator to offer knife and ironware is punished in aggravation.

(八) 结伙打架斗殴的为首者和打架斗殴事件已经终止，事后报复的，按照相应条款从重进行处分。

8) The punishment for the violation instances to be chief instigator of fight and revenge other after the incident is punished in aggravation by the relative article.

(九) 对殴打教职员工的，按本条相应条款从重进行处分。

9) The violation instance to assault teacher and staff is punished in aggravation by the relative article.

(十) 有本条款中未列出的其他打架斗殴行为的，按相关条款给予相应处分。

10) The punishment for other unlisted violation instances of fight and bustup may refer to the relative article.

第十七条 有下列侵犯国家、集体、私人财物行为的，除追回赃款、赃物或者赔偿损失外，视情节和财物、钱款金额大小，分别给予下列处分：

17. The violation instances to encroach the property of nation, collectivity or individual are punished (according to the sum) as follows, besides replevy illicit money and thievery or compensate:

(一) 偷窃、作案（含共同作案。下同）数额较小，未构成犯罪的，给予警告、严重警告或者记过处分；数额较大，构成犯罪的，给予留校察看或者开除学籍处分。

1) The punishment for the violation instances to burgle and commit an offence (include together crime. Below is the same.) but the small amount doesn't make of delict is warning, severe warning or record a demerit, and is probation in school or expulsion if the amount is too big to make of delict.

(二) 多次偷窃、作案的，按其偷窃财物、钱款累计价值，给予留校察看或者开除学籍处分；因偷窃、作案受到处分后，再次偷窃、作案的，给予开除学籍处分。

2) The punishment for the violation instance to burgle and commit an offence time after time, is probation in school or expulsion according to the amount of illicit money and thievery, and expulsion for the above instance after the punishment.

(三) 通过撬门压锁、偷配钥匙等手段入室偷窃、作案的，给予留校察看及以上处分；有意为偷窃、作案者提供各种信息及作案条件的，以共同作案论处，给予相应处分；结伙偷窃、作案的为首者，从重进行处分。

3) The punishment for the violation instance to burgle and commit an offence by picking lock and open door with copy key covertly, is not less than probation in school; to offer the information or support to the violator is treated as the same violation with the relative punishment; the chief is punished in aggravation.

（四）冒领他人存款、汇款（单）或者邮件的，给予记过及以上处分；拾捡他人有价证件、磁卡、手机等后消费使用的，给予严重警告及以上处分。

4) The punishment for the violation instance to be a faitour and take saving, remittance or mail is not less than record a demerit; to pick up valuable paper, magcard or cell phone and consume is not less than severe warning.

（五）偷窃公章、有效证件、保密文件、档案等物品的，给予记过及以上处分。

5) The punishment for the violation instance to burgle cachet, availability paper, secrecy document and archives etc. is not less than record a demerit.

（六）通过各种手段骗取公私财物、敲诈勒索公私财物的，参照以上相应条款给予处分；骗取、敲诈勒索未成年人财物的，从重给予处分。

6) The punishment for the violation instance to cheat or racketeer public or private property, may refer to the relative article; the instance to cheat or racketeer minor's property is punished in aggravation.

（七）哄抢、强抢或者使用暴力抢劫公私财物的，给予记过及以上处分。

7) The punishment for the violation instance to grab public or private property by force or in uproarious situation is not less than record a demerit .

（八）故意损坏公私财物，情节较轻的，给予警告或者严重警告处分；情节较重的，给予严重警告及以上处分；多次故意损坏公私财物的，给予留校察看或者开除学籍处分。

8) The punishment for the violation instances to destroy public or private property on purpose with small damage is warning or severe warning, the punishment is not less than severe warning if the damage is worst, and the punishment is probation in school or expulsion if the violator redo time after time.

第十八条 购买、窝藏、销售赃物的，视情节，分别给予下列处分：

18. The violation instances to purchase shelter or distribute thievery are punished (according to the sum and the degree) as follows:

（一）购买赃物（知道是赃物而购买），情节较轻的，给予警告或严重警告处分；情节较重的，给予记过及以上处分。

1) The punishment for the violation instances to purchase the thievery (know the ropes) with venial degree is warning or severe warning; the punishment is not less than record a demerit if the degree is grievous.

（二）为他人窝藏、销赃的，给予记过及以上处分。

2) The punishment for the violation instances to shelter or distribute thievery for other is not less than record a demerit.

第十九条 走私、贩私，非法经商、倒卖、传销的，视情节，分别给予如下处分：

19. The violation instances of contraband and multi-level marketing are punished (according to the sum and the degree) as follows:

（一）走私、贩私的，视走私、贩私物品性质和违纪情节，给予严重警告及以上处分。

1) The punishment for contraband (according to the definition and the degree) is not less than severe warning.

（二）未经工商管理部门或者学校有关部门批准，非法经商、非法倒卖的，给予严重警告或者记过处分；屡教不改的，给予留校察看或者开除学籍处分。

2) The punishment for illegal business without the approval of business administration or school is severe warning or record a demerit; or probation in school or expulsion if the violator refuses to mend his or her ways despite of repeated admonition.

（三）组织、参与非法传销的，给予严重警告及以上处分。

3) The punishment for the participator or organizer of illegal multi-level marketing is not less than severe warning.

第二十条 学校禁止学生赌博；对参与赌博或者变相赌博的，视情节，给予记过及以上处分；对参与赌博或者变相赌博现场的围观者，给予警告处分；对为他人提供赌具、放风的，给予严重警告或记过处分。

20. The punishment for gamester (according to the degree) is not less than record a demerit, for spectator is warning; for the supporter (offer information or tools) is severe warning or record a demerit.

第二十一条 对有下列妨害社会、学校管理秩序，有损大学生形象和社会公德等不文明行为的，视情节，分别给予如下处分：

21. The violation instances and uncivil behavior of disturbance to social and school order and damage students' status and social morality is punished (according to degree) as follows:

(一) 参与卖淫、嫖娼和其他色情服务等，给予记过、留校察看或者开除学籍处分。

1) The punishment for harlotry and cheeky service is record a demerit, or probation in school or expulsion.

(二) 在校内外酗酒的，初犯给予警告处分，屡犯给予记过及以上处分；对酗酒后，寻衅滋事、打架斗殴，扰乱校内外秩序的，给予记过及以上处分。

2) The punishment for the first offender sot is warning, the punishment for the repeating sot is record a demerit; the punishment for affray and dustup of sot inside school is not less than record a demerit.

(三) 对用望远镜、照相机、手机等工具或其它手段偷窥、偷拍他人隐私的，给予严重警告处分；情节严重、影响恶劣的，给予记过及以上处分。

3) The punishment for the violation instances to peek or shoot other's privacy covertly with telescope, camera and cell phone is severe warning, the punishment is not less than record a demerit if the degree is grave and effecton is wicked.

(四) 有滋扰、猥亵等流氓行为的，给予记过、留校察看或者开除学籍处分。

4) The punishment for mobbish and indecent violation of rascaldom is record a demerit, or probation in school or expulsion.

(五) 在公共场所使用音响器材，音量过大，影响他人正常工作或者休息，不听劝阻的，给予警告或者严重警告处分；屡教不改的，给予记过及以上处分。

5) The punishment for the violation instances to make big noise with sounder in public and disturb the regular order of rest and working is warning or severe warning; if the violator refuse to mend his or her ways despite of repeated admonition, the punishment is not less than record a demerit.

(六) 践踏破坏草坪、摘折花卉树枝；在学校建筑物、课桌等公物上乱涂、乱写、乱画的，给予警告及以上处分。

6) The punishment for the violation instances to destroy lawn, break flower or branch, scabble and graffito on public property (such as desk, wall etc.)is not less than warning.

(七) 在校园内乱扔垃圾、吸烟、打闹喧哗或者有其他妨碍学校正常教学生活秩序经教育不改的，给予警告及以上处分。

7) The punishments for the violation instances to leave garbage around, smoke, clamour and disturb the regular order of schooling is not less than warning.

(八) 涂改、伪造学生证、毕业证书等的；在办理（或者补办）学生证等证件过程中弄虚作假的；将学生证等证件转借他人造成不良后果的；给予严重警告及以上处分。

8) The punishments for the violation instances to alter and forge student card, graduation diploma, falsification in the application procedure of certificates; kickback caused by certificates subtenancy, is not less than severe warning.

(九) 在校园内，违反学校管理规定，有扰乱学校正常教育教学秩序、生活秩序、公共场所管理秩序和违反大学生行为准则等行为的，给予警告及以上处分。

9) The punishment for the violation instance inside school to disobey the regulations, disturb the regular order of schooling and living and public peace, is not less than warning.

第二十二条 观看、传播、复制、贩卖非法书刊、音像制品、淫秽物品的，视情节，给予严重警告及以上处分；吸毒、贩毒的，给予留校察看或者开除学籍处分；参与毒品制售的，给予开除学籍处分。

22. The punishment for the violation instance to see, distribute, copy and sell illegal books, video, pruriency things (according to the degree) is

not less than warning. The punishment for drugger and viper is probation in school or expulsion, for the participator to make and sell is expulsion.

第二十三条 有下列违反学生公寓管理规定，影响正常生活秩序的，视情节，分别给予如下处分：

23. The violation instances to disobey Dormitory Supervisory Regulations and disturb the regular living order (according to the degree) are punished as follows:

（一）不遵守学生公寓管理规定，在公寓、寝室内以各种方式影响他人休息，经批评教育仍不改正或者屡犯的，给予警告或者严重警告处分；夜晚从宿舍窗户爬进跳出的，给予警告或者严重警告处分；未经请假擅自夜不归宿的，给予严重警告及以上处分；对擅自在校外租房居住，夜不归宿的，给予记过及以上处分。

1) The punishment for the violation instance to disturb other's rest in dorm or boarding house by various means and refuse to mend his or her ways despite of repeated admonition is warning or severe warning. The punishment for the violation instance to go in and out from the dorm window at night is warning or severe warning. The punishment for the violation instance to stay outside school at night without leave permission is not less than severe warning. The punishment for the violation instance to reside the rental room outside school without permission and stay outside school at night is not less than record a demerit.

（二）未经批准私自调换寝室或者床位、占用学生寝室、拒不执行学校统一的寝室调整，经批评教育不改的，给予严重警告或者记过处分；私占、出借、出租床位的，给予记过及以上处分。

2) The punishment for the violation instances to exchange room or bed place, occupy dorm without permission and refuse to mend the ways despite of repeated admonition is severe warning or record a demerit. The punishment for the violation instances to occupy, lend or rent privately is not less than record a demerit.

（三）在公寓、寝室内违章用电、用火的，给予警告或者严重警告处分；造成不良后果的，给予记过及以上处分。

3) The punishment for the violation instances to use electricity or fire in room is warning or severe warning; the punishment is not less than record a demerit if the result is grave.

（四）在学生公寓、寝室内吸烟、存留或者使用违禁物品（酒精炉、煤油炉、电热器等）的，给予警告或者严重警告处分；造成一定后果的，除赔偿损失外，给予记过处分；造成重大损失的，除赔偿损失外，给予留校察看及以上处分；屡犯的给予记过及以上处分。

4) The punishment for the violation instances to smoke, keep or use spirit stove, coal oil stove, immersion heater etc. inside room or dorm is warning or severe warning; the punishment is record a demerit besides to pay for the losing according to the aftereffect; the punishment is not less than probation in school besides to pay for the losing if the after effect is grave; the punishment for the repeating violator is not less than record a demerit.

（五）未经批准擅自留宿同性外来人员，或者安排外来人员居住他人寝室的，给予严重警告或者记过处分；明知是社会闲散人员或者犯罪嫌疑人仍擅自留宿的，给予留校察看或者开除学籍处分。

5) The punishment for the violation instances to accommodate the adventitious person of the same sex, or arrange the adventitious person to reside in other's dorm is severe warning or record a demerit; the punishment is probation in school or expulsion if the violator is aware of the adventitious person is suspect or dissipated bummer.

（六）在异性寝室留宿或者容留异性的，给予留校察看或者开除学籍处分；同寝室人员知情不报的，给予警告处分。

6) The punishment for the violation instances to accommodate isomerism or sleep in heterosexual room is probation in school or expulsion; the punishment for the misprision roommate is warning.

（七）违反公寓有关规定，在公寓、寝室内有乱扔和乱倒杂物，饲养宠物或者将实验动物带入公寓、寝室饲养，故意浪费水电等行为经教育仍不改正的，给予警告、严重警告或者记过处分。

7) The punishments for the violation instances to leave garbage around, breed pet, bring experimental animal back and feed in dorm, waste water and electricity on purpose and refuse to mend the ways despite of repeated admonition, is warning, severe warning or record a demerit.

（八）有本条款中未列的其他违反学生公寓管理有关规定的，按相关条款给予相应处分。

8) The punishment for other unlisted violation instances to destroy Dormitory Supervisory Regulations may refer to the relative article.

第二十四条 在教育教学和考试（含考查、测验等）过程中有如下违反学习、考试规定等行为的，视情节分别给予如下处分：

24. The violation instances to disobey study and examination regulations (include Check and test) are punished as follows (according to the degree):

（一）未经请假，擅自不参加学校、年级会议和集体活动等的，给予警告或者严重警告处分。

1) The punishment for the violation instance to absent meeting and collectivity activity of school and class without leave permission is warning or severe warning.

（二）在教学实验、见习、实习期间，违反操作规程，不听从教师指导劝阻的，给予警告处分；造成事故及后果的，给予严重警告及以上处分。

2) The punishment for the violation instance to disobey the operation regulations during experiment, practice, novitiate and refuse the teacher's direction and dissuasion is warning; the punishment is not less than severe warning if the accident and aftereffect has been caused.

（三）阻碍学校管理人员依法、依规执行公务的，给予警告或者严重警告处分；对管理人员执行公务进行辱骂或者使用暴力的，给予记过及以上处分；扰乱课堂教学、考试等秩序的，给予警告或者严重警告处分；辱骂、殴打教师及工作人员，给课堂教学、考试秩序造成影响的，给予记过及以上处分。

3) The punishment for the violation instance to hold up school manager's line of duty according to the law and rule is warning or severe warning. The punishment for the violation instance to abuse or take criminal assault to school managers when they are in line of duty is not less than record a demerit. The punishment for the violation instance to disturb the order of schooling and examination is warning or severe warning. The punishment for the violation instance to abuse or take criminal assault to teachers and staff and disturb the order of schooling and examination is not less than record a demerit.

（四）一学期内未经请假，擅自不参加学校规定的教育教学活动累计 10—19 学时的，给予警告处分；20—29 学时的，给予严重警告处分；30—39 学时的，给予记过处分；40—49 学时的，给予留校察看处分；未经请假擅自离校，

连续两周（含两周）以上未参加学校规定的教育教学活动的，根据学籍管理规定作退学处理；拒不退学的，给予开除学籍处分。

4) The punishment for the violation instance to absent education activities stated by school for total 10-19 class hours without leave permission during one semester is warning; for total 20-29 class hours is severe warning; for total 30-39 class hours is record a demerit; for total 40-49 class hours is probation in school. The punishment for the violation instance to absent activities stated by school for two continuous weeks and more without leave permission is leave school according to Students Abroad Status Regulations, the punishment will be expulsion if the violator refuses to leave school.

（五）在考试（含考查、测验等）中，有以下行为之一的，视为考试违纪，给予警告或者严重警告处分。

5) The punishment for one of these violation instances as follows to disobey examination regulations during examination (include check and test) is warning or severe warning:

1、违反规定，将书包、书籍、笔记等未放到指定地点并不听劝阻的；

A. Don't put schoolbag, book, and notebook at the appointed place and refuse dissuasion;

2、未按规定座位参加考试的；

B. Don't take seat in stated place;

3、考试开始指令发出前和考试结束指令发出后，提前或者继续答题的；

C. Do the examination paper before the examination beginning or after the finish.

4、考试中偷看他人试卷、交头接耳、互打暗号的；

D. Peek other's examination paper, whisper and exchange secret signal to each other.

5、将试卷、答题卡等带出考场的；

E. Take examination and answer sheet out of examination room.

6、未按试卷要求填写姓名、学号、考号或者标记信息的。

F. Don't fill in name, student number, examination number or marker by the requirement of examination paper.

(六) 在考试(含考查、测验等)中,有以下行为之一的,视为考试作弊,给予记过、留校察看或者开除学籍处分。

6) The punishment for one of these violation instances as follows to be a cribber during examination (include check and test) is record a demerit, probation in school or expulsion:

1、违规携带与考试内容相关的材料或带有存储与考试内容有关材料的电子设备参加考试的;

A. Take the material related to the examination content or electron facility with the memory of the examination content to attend the examination.

2、抄袭或者组织、协助他人抄袭的;

B. Copy, or organize, assist other to copy.

3、抢夺、窃取他人试卷、答卷或者强迫他人为己抄袭提供方便的;

C. Grab, filch other's examination paper, answer paper, or force other to support the convenience for his or her copy.

4、在考试中交换试卷、传递纸条答案、核对答案或者试卷雷同的;

D. Exchange examination paper, pass scrip of result, and check the result, or the examination papers are similar.

5、在试卷上填写与本人身份不符的姓名、学号、考号的;

E. Fill in the name, student number and examination number, which are unconformity with the real identity.

6、故意销毁试卷或者考试材料的;

F. Destroy examination paper or related material on purpose.

7、威胁、侮辱、诽谤、诬陷考试工作人员或者其他考生的。

G. Threaten, insult, libel, and frame examination staff or other examinee.

(七) 以不正当手段获取有关考试试题，未造成较大影响和后果的，给予记过或者留校察看处分；造成较大影响和严重后果的，给予开除学籍处分。

7) The punishment for the violation instance to obtain test question examination by malfeasance means but the violation doesn't cause bigger affection, is record a demerit or probation in school; the punishment is expulsion if the violation causes bigger affection.

(八) 擅自篡改考试成绩的，给予记过及以上处分。

8) The punishment for the violation instance to juggle examination not less than record a demerit.

(九) 由他人代替考试或者替他人考试、在考试过程中使用通讯设备、集体组织作弊（三人以上联合作弊）、剽窃和抄袭他人研究成果、倒卖或者非法转让学校科技成果，行为和情节严重的，给予开除学籍处分。

9) For the violation instance to be replaced for the examination or replace other to attend examination, organize collective cribbing (over three persons to cheat together) by communication facility, cheat and copy other's research production, buy in and sell at a profit or transfer lawlessly science and technology production of school, the punishment is expulsion if the dealing and degree is grave.

(十) 有本条款中未列出的其他违反教育教学和考试行为的，按相关条款给予相应处分。

10) The punishment for other unlisted violation instances to destroy the regulations of schooling and examination may refer to the relative article.

第二十五条 违反学校消防、用电、用火等管理规定，破坏学校电器装备、消防等公共设施的，视情节，给予记过及以上处分；引起灾害、造成后果的，给予开除学籍处分。

25. For the violation instance to disobey the regulations which are about to use electricity, fire and fire protection, destroy electric equipment and fire protection facility etc., the punishment is not less than

record a demerit according to the degree; the punishment is expulsion if calamity and aftereffect has been caused.

第二十六条 有下列侵犯他人人身权利行为的，视情节，分别给予如下处分：

26. The violation instances to offend other's right are punished as follows (according to the degree):

（一）隐匿、毁弃或私拆他人信件、邮件的，给予警告或者严重警告处分；情节严重的给予记过及以上处分。

1) The punishment for the violation instance to hide, destroy or tear open other's letter and parcel privately, is warning or severe warning; the punishment is not less than record a demerit if the degree is grave.

（二）侮辱他人或者捏造事实诽谤他人，用恐吓信、骚扰电话或者其他手段威胁他人安全或者干扰他人正常学习、生活的，给予严重警告及以上处分。

2) For the violation instance to insult or defame the other, threaten other's security by intimidatory letter, annoying telephone, disturb other's regular study and living, the punishment is not less than severe warning .

第二十七条 有下列妨害公共安全行为的，视情节，分别给予如下处分：

27. The violation instances of disorderly conduct are punished as follows (according to the degree):

（一）在校内携带或者存放管制刀具的，给予警告或者严重警告处分。

1) The punishment for the violation instance to take or keep restrictive knife is warning or severe warning.

（二）在大型活动中，不听指挥，造成混乱、拥挤或者有其他影响安全行为，经教育劝阻仍不改正的，给予警告或者严重警告处分；故意制造混乱或者挑起事端的，给予记过及以上处分。

2) For the violation instance to disobey direction so that caused confusion, hustle to affect the security and refuse dissuasion, the punishment is warning or severe warning; the punishment is not less than record a demerit if the violator make confusion or enkindle disturbance on purpose.

第二十八条 违反计算机互联网管理有关规定，查阅、制作、复制和传播非法、有害信息，从事危害计算机信息网络安全活动，非法获取、盗用其他单位、个人网络用户信息等的，视情节，给予严重警告及以上处分。

28. For the violation instances to browse, fabricate, copy and spread illegal baleful information, endanger the security of Internet, obtain and embezzle other user's information, the punishment is not less than severe warning according to the degree.

第二十九条 有本规定未列举到的其他违纪行为，可参照本规定中相近条款给予相应纪律处分。

29. The punishment for other unlisted violation instances may refer to the relative article.

第四章 处分权限和程序

Purview and Procedure

第三十条 对违纪学生给予处分的批准权限和报批程序：

30. The purview of approval and the procedure of report to the leadership:

（一）给予学生警告、严重警告处分的，由留学生所在学院办公室提出处理意见，国际交流学院审核，校领导批准后签发处分决定书；给予学生记过、留校察看处分的，由留学生所在学院办公室提出处理意见，国际交流学院审核，学生工作委员会讨论、决定，校领导批准后签发处分决定书；给予学生开除学籍处分的，由留学生所在学院办公室提出处理意见，国际交流学院审核后，报校领导经由校长会议讨论决定后签发处分决定书。

1) Warning and severe warning:

Overseas Students Administration Office brings forward the opinion about the punishment. College of International Exchange looks through the opinion. Principal of the school approves and signs on the Punishment Decision. Promulgate the Punishment Decision. Record a demerit and probation in school.

（二）对涉及影响全校的事件或两个以上学院学生的处分，由国际交流学院会同有关院系共同进行处理。特殊情况下，学校国际交流学院可以直接对违纪学生做出警告、严重警告处分。

2) College of International Exchange punishes the incident related to the whole school or the violators belong to two or more colleges together with the involved institute or department. College of International Exchange may punish the violator by warning and severe warning directly.

(三) 学生违反公寓管理规定、教育教学和考试规定等的，可由公寓管理中心和教务处等部门提出处理意见，按第三十条第（一）款规定权限和报批程序执行。

3) Boarding House Administration Center and Educational Administration Department bring forward the punishment opinion to the students for disobeying the regulations of boarding house management and schooling and examination, then execute according to Item 30. (1).

第三十一条 学生违纪处分程序：

31. The procedure of punishment to violation:

(一) 给予违纪学生处分前，应听取学生本人或者其代理人的陈述和申辩。陈述和申辩以书面形式表达，并签字后生效。

1) The student or attorney may state and excuse in written before the punishment, the statement and appeal become effective after signature.

(二) 给予违纪学生处分时，留学生管理办公室要填写《陕西科技大学外国留学生违纪处分登记表》（一式两份），并将学生违纪的事实经过、旁证材料和违纪学生或者其代理人的书面陈述申辩材料及其它相关证据等一同上报国际交流学院。学校特殊授权单位需要给予学生处分时，有关材料由该单位负责填报。

2) Overseas Students Administration Office fills in Students Abroad Punishment Registration Form (two copies for one uniformity); then report to the leadership the truth course, circumstantial evidence, and the student's (or the attorney) statement and appeal, and the other evidence. The school may authorize some departments to punish students, the related forms are filled in by these departments.

(三) 按处分批准权限给予学生处分后，学校应出具《陕西科技大学学生违纪处分决定书》，并送发有关单位。

3) The school should promulgate and deliver the Punishment Decision to the related departments after the punishment procedure finishes.

(四) 根据处分审批权限，由留学生管理办公室填写《陕西科技大学外国留学生违纪处分送交通知书》。

4) Overseas Students Administration Office fills in Students Abroad Punishment Delivery Advice Note according to the purview of approval.

(五) 留学生管理办公室，将《学生违纪处分决定书》和《学生违纪处分送交通知书》送交给受处分学生本人，并由受处分学生在《学生违纪处分送交通知书》送交回（执）证上签字。

5) Overseas Students Administration Office delivers Punishment Decision and Students Abroad Punishment Delivery Advice Note, then the student who is punished signs the return receipt of Students Abroad Punishment Delivery Advice Note.

(六) 送交人将《学生违纪处分决定书》和《学生违纪处分送交通知书》送交给受处分学生本人时，需有两名老师到场作为见证人，如受处分学生拒绝签字或者无理取闹，送交人在《学生违纪处分送交通知书》回（执）证上记明学生拒绝签收事由和日期，由送交人和见证人签名或者盖章，把《学生违纪处分决定书》和《学生违纪处分送交通知书》留在受处分学生所在住所，即视为已经送交。同时将副本以邮寄方式送交相关单位及其家长或者其直系亲属。送交日期以回执上注明的收件日期为准。

6) Two teachers are the eyewitnesses when bearer delivers Punishment Decision and Students Abroad Punishment Delivery Advice Note to the student who is punished, the bearer should write on the receipt about the origin why the student refuses to sign for if the student refuses to sign for and make trouble out of all reason, then the bearer and the eyewitnesses sign or stamp on the receipt. Punishment Decision and Students Abroad Punishment Delivery Advice Note are left in the student's place, namely the delivery is treated as finish. At the same time the copy will be mailed to the related departments and the parents and the lineal relative. The date, which is given clear indication on the receipt is treated as the date of delivery finish date.

(七) 违纪学生下落不明，或者用上述方式无法送交的，可以通过市外管处等相关部门发布公告，公告发出之日起 60 天即视为送交。

7) Xi'an Foreign Affairs Administrative Office will promulgate the bulletin if the violator whereabouts is still unknown or the above delivery method is unsuccessful. The delivery is treated as finish on the 60th day from the date of promulgation.

第三十二条 受到处分的学生对处分决定有异议的，可在接到学校处分决定书之日起5个工作日内，向学校学生申诉处理委员会提出书面申诉。学生申诉处理委员会在接到书面申诉起15个工作日内进行复查并将复查结论告知申诉人。需要改变原处分决定的，由学生申诉处理委员会提交学校有关部门和领导重新研究决定。

32. The student who is punished may bring forward the written appeal to Appeal Supervision Committee during 5 working days since the date Punishment Decision delivery finish if they feel contentious. Appeal Supervision Committee checkups and informs the conclusion to the students during 15 working days since the day when they receive the written appeal. The Appeal Supervision Committee will submit the appeal to the school leadership or the related departments to rehandle if the former decision needs to be modified.

第三十三条 从处分决定书或者复查决定送交之日起，学生在申诉期内未提出申诉的，学校将不再受理其提出的申诉。

33. The school will not accept and hear the case if the student doesn't lodge the compliant during the scheduled appeal time since the delivery date of Punishment Decision or the conclusion of the Appeal Supervision Committee.

第五章 附 则

Supplementary Articles

第三十四条 对学生实施各种处分，是学生在校期间某个方面的历史记载，应真实完整地归入学生学籍档案，其中，学生处分登记表、处分决定书、学生申诉复查结论等材料应归入学生本人档案，同时开除学籍学生的处分决定书要报省教育厅备案。

34. Various punishments to students are the records during the period at school, it should be kept in the archives of student status, also together with Students Abroad Punishment Registration Form, Punishment Decision, the appeal and the conclusion of the Appeal Supervision Committee. At the same time the punishment decision about expulsion should be put on records in the Education Department of Shaanxi Province.

第三十五条 本规定自 2019 年 1 月 1 日起施行。其他有关规定与本规定不一致的，以本规定为准。

35. This regulations is put in force since January 1st, 2019. This regulations is the frame of reference to the variance of the else regulations.

第三十六条 本规定由陕西科技大学国际交流学院负责解释。

36. College of International Exchange of Shaanxi University of Science & Technology holds the right to explain all the above regulations.