

华北电力大学国际学生评优表彰工作办法（讨论稿）

Measures of North China Electric Power University for Appraising, Selecting and Commending Outstanding International Students (Discussion Draft)

为提高我校国际学生的培养质量，培养国际学生“知华、友华、爱华”的情感，激励全校国际学生在校努力学习，积极参加文化活动，营造良好的学习氛围，规范我校国际学生的评优表彰工作，特制订该办法。

The *Measures* are formulated to improve the quality of training international students, cultivate the feelings of international students about “knowing, being kinds to, and loving China”, motivate international students to study hard and actively participate in cultural activities, create good learning atmosphere, and regulate the work of appraising, selecting and commending outstanding international students in our university.

一、本办法规定的评优表彰分为三个类别：

I. The work of appraising, selecting and commending outstanding international students regulated in the *Measures* is divided into three categories below:

（一）中国政府奖学金年度评审

i. Annual review for Chinese Government Scholarships

(二) 北京市政府外国留学生奖学金 (在学奖)

ii. People's Government of Beijing Municipality Scholarships for International Students (for students studying in the university)

(三) 华北电力大学国际学生年度表彰

iii. Annual commendation for international students of North China Electric Power University

二、中国政府奖学金年度评审

II. Annual review for Chinese Government Scholarships

(一) 中国政府奖学金年度评审的依据是国家留学基金委颁布的《中国政府奖学金年度评审办法》。

i. Annual review for Chinese Government Scholarships is based on the *Measures for Annual Review for Chinese Government Scholarships* promulgated by China Scholarship Council.

(二) 组织成立以国际教育学院院长为组长的中国政府奖学金年度评审小组。由分管国际学生教学和管理的副院长为副组长, 任课教师、学生导师、汉语教师、国际学生管理人员、公寓管理人员为小组成员。评审小组由留学生事务部管理科负责召集。

ii. The university should set up an annual review group for Chinese Government Scholarships headed by the dean of the International Education Institute. The deputy dean in charge of international student teaching and management serves as the deputy group leader, and course teachers, student tutors, Chinese teachers,

international student management personnel and apartment management personnel serve as group members. The review group should be convened by the Management Division of the International Student Affairs Department.

(三) 中国政府奖学金年度评审根据国家留学生基金委每年下发的《关于做 xx 学年中国政府奖学金来华留学生招生和管理工作的通知》要求的时间节点开始组织实施年度评审工作。

iii. Annual review for Chinese Government Scholarships should be carried out at the time specified in the *Notice on Carrying out the Work of Enrollment and Management of International Students in China with Chinese Government Scholarships for the Academic Year of XX* issued by China Scholarship Council every year.

(四) 留学生事务部管理科负责组织国际学生开展自评，要求国际学生在规定的时间内提交《中国政府奖学金年度评审表》和其他自评材料。

iv. The Management Division of the International Student Affairs Department should be responsible for organizing international students to carry out self-appraisal and requiring international students to submit the *Form of Annual Review for Chinese Government Scholarships* and other self-appraisal materials within the specified time.

(五) 留学生事务部教学科负责组织国际学生成绩审定、排

序，提出成绩不合格名单。

v. The Teaching Division of the International Student Affairs Department should be responsible for organizing the review and ranking of academic performance of international students and putting forward the list of students with unqualified performance.

（六）留学生事务部管理科负责评审国际学生日常行为表现和奖惩情况。

vi. The Management Division of the International Student Affairs Department should be responsible for reviewing daily behavior of and rewards and punishments received by international students.

（七）留学生公寓管理人员负责评审国际学生公寓生活表现情况。

vii. International student apartment management personnel should be responsible for reviewing international students' life performance at the dormitory.

（八）评审小组召开评审会议，综合各方评审意见，形成评审合格名单，不合格名单。

viii. The review group should convene review meetings to summarize review opinions of all parties to formulate the list of students who are reviewed to be qualified and those who are unqualified.

(九) 留学生事务部管理科根据评审小组的决定, 对不合格的学生进行约谈。根据评审结果在规定的日期前登入中国政府奖学金系统进行录入操作, 并撰写评审报告, 提交国家留学基金委。

ix. The Management Division of the International Student Affairs Department should conduct interviews with unqualified students according to the decision of the review group, and log into the Chinese Government Scholarships to enter information according to the review results before the specified date. It should also write a review report and submit it to China Scholarship Council.

三、北京市政府外国留学生奖学金（在学奖）

III. People's Government of Beijing Municipality Scholarships for International Students (for students studying in the university)

(一) 北京市政府外国留学生奖学金（在学奖）的申请和评定依据是《华北电力大学北京市外国留学生奖学金（在学）评定办法》。

i. Application and appraisal for People's Government of Beijing Municipality Scholarships for International Students (for students studying in the university) is based on the *Measures of North China Electric Power University for Appraisal for People's Government of Beijing Municipality Scholarships for International Students (for*

students studying in the university).

(二) 组织成立以国际教育学院院长为组长的北京市政府外国留学生奖学金（在学奖）评定小组。由分管国际学生教学和管理 的副院长为副组长，任课教师、学生导师、汉语教师、国际生 管理人员、公寓管理人员为小组成员。评定小组由留学生事务部 管理科负责召集。

ii. The university will set up an appraisal group for People's Government of Beijing Municipality Scholarships for International Students (for students studying in the university) headed by the dean of the International Education Institute. The deputy dean in charge of international student teaching and management serves as the deputy group leader, and course teachers, student tutors, Chinese teachers, international student management personnel and apartment management personnel serve as group members. The appraisal group should be convened by the Management Division of the International Student Affairs Department.

(三) 北京市政府外国留学生奖学金（在学奖）的申请和评 定的时间是每年 5-6 月份。

iii. Application and appraisal for People's Government of Beijing Municipality Scholarships for International Students (for students studying in the university) should be carried out in May and June every year.

(四) 留学生事务部管理科负责组织国际学生开展自评, 要求国际学生在规定的时间内提交《华北电力大学北京市外国留学生奖学金申请表(在学奖)》和其他自评材料。

iv. The Management Division of the International Student Affairs Department should be responsible for organizing international students to carry out self-appraisal and requiring international students to submit the *Application Form of North China Electric Power University for People's Government of Beijing Municipality Scholarships for International Students (for students studying in the university)* and other self-appraisal materials within the specified time.

(五) 留学生事务部教学科根据《华北电力大学北京市外国留学生奖学金(在学)评定办法》负责组织国际学生上一年度的成绩审定、计算和排序, 提出成绩不合格名单。

v. The Teaching Division of the International Student Affairs Department should be responsible for organizing the appraisal, calculation and ranking of academic performance of international students in the previous academic year according to the *Measures of North China Electric Power University for Appraisal for People's Government of Beijing Municipality Scholarships for International Students (for students studying in the university)*, and putting forward the list of students with unqualified performance.

(六) 留学生事务部管理科负责评定国际学生日常行为表现和奖惩情况。

vi. The Management Division of the International Student Affairs Department should be responsible for appraising daily behavior of and rewards and punishments received by international students.

(七) 留学生公寓管理人员负责评定国际学生公寓生活表现情况。

vii. International student apartment management personnel should be responsible for appraising international students' life performance at the dormitory.

(八) 评定小组召开评审会议，综合各方评定意见，形成华北电力大学北京市政府外国留学生奖学金名单。

viii. The appraisal group should convene review meetings to summarize appraisal opinions of all parties to formulate the list of students of North China Electric Power University to receive Beijing Municipality Scholarships for International Students.

(九) 留学生事务部管理科根据评定小组的决定进行公示，公示期为 7 天。公示期结束后拟定学院正式文件，并提交学院办公室发布。

ix. The Management Division of the International Student Affairs Department should make publicity of the decision of the

appraisal group for 7 days. After the publicity period ends, it should draw up an official document of the department and submit it to the department office for release.

四、华北电力大学国际学生年度优秀表彰

IV. Annual commendation for outstanding international students of North China Electric Power University

(一) 根据我校国际学生情况，华北电力大学国际学生年度优秀表彰设定为四种类别：

i. According to the status of international students in our university, annual commendation for outstanding international students of North China Electric Power University is set in four categories below:

1、年度学习优秀奖

1. Annual outstanding study award

2、年度活动优秀奖

2. Annual outstanding activity award

3、年度优秀宿舍奖

3. Annual outstanding dormitory award

4、年度优秀毕业生

4. Annual outstanding graduates

(二) 组织成立以国际教育学院院长为组长的华北电力大学国际学生年度表彰评定小组。由分管国际学生教学和管理的副院

长为副组长，任课教师、学生导师、汉语教师、留学生管理人员、公寓管理人员为小组成员。评定小组由留学生事务部管理科负责召集。

ii. The university should set up a group for annual commendation and appraisal of international students of North China Electric Power University headed by the dean of the International Education Institute. The deputy dean in charge of international student teaching and management serves as the deputy group leader, and course teachers, student tutors, Chinese teachers, international student management personnel and apartment management personnel serve as group members. The appraisal group should be convened by the Management Division of the International Student Affairs Department.

（三）学习优秀奖分为语言生和学历生两类。语言生学习优秀奖由汉语教研室负责提名推荐，每个班级不得多于 2 人。学历生学习优秀奖由留学生事务部教学科根据学生上一年度成绩和论文发表情况提出获奖名单。根据我校学生结构和规模，本科生、硕士生、博士生获奖名单不得多于 10%。

iii. The annual outstanding study award is divided into two categories for language students and degree students. Candidates for the outstanding study award for language students should be nominated and recommended by the Chinese Teaching and Research

Office, and not more than 2 students of each class can be nominated. The list of winners for the outstanding study award for degree students should be provided by the Teaching Division of the International Student Affairs Department according to the academic performance and papers published of students in the previous academic year. According to the structure and scale of students of our university, the number of undergraduate, postgraduate and doctoral student winners should not exceed 10% of the total number of students.

（四）年度活动优秀奖由留学生事务部根据学生参加活动及获奖情况进行提名推荐，年度活动优秀奖名单一般不多于 20 人。

iv. The International Student Affairs Department should nominate and recommend international students for the annual outstanding activity award according to students' participation in activities and award winning status. The number of winners for the annual outstanding activity award should generally be not more than 20 students.

（五）留学生公寓办公室根据国际学生宿舍实际检查情况和遵守公寓管理规定表现进行提名推荐，年度优秀宿舍获奖名单一般不多于 20 个宿舍共计 40 人。

v. The International Student Apartment Office should nominate and recommend international students according to the actual result

of inspecting the dormitories of international students and the students' performance in obeying apartment management regulations. The maximum number of winners for the annual outstanding dormitory award should generally be 40 students from not more than 20 dormitories.

(六) 留学生事务部管理科根据国际学生的综合表现, 结合导师的推荐意见, 进行提名推荐, 年度优秀毕业生名单一般不多于 10 人, 本硕博按 3:4:3 分配。

vi. The Management Division of the International Student Affairs Department should nominate and recommend international students by considering the comprehensive performance of the students and recommendation opinions of tutors. The number of annual outstanding graduates should generally be not more than 10, and the quota should be allocated in the ratio of 3:4:3 for undergraduates, postgraduates and doctoral students.

(七) 评定小组召开评审会议, 综合各方评定意见, 形成华北电力大学国际学生年度表彰名单。

vii. The appraisal group should convene review meetings to summarize appraisal opinions of all parties to formulate the list of students of North China Electric Power University to be commended.

(八) 留学生事务部管理科根据评定小组的决定进行公示,

公示期为 7 天。公示期结束后拟定学院正式文件，并提交学院办公室发布。

viii. The Management Division of the International Student Affairs Department should make publicity of the decision of the appraisal group for 7 days. After the publicity period ends, it should draw up an official document of the department and submit it to the department office for release.

（九）学校将在每年举办的华北电力大学国际学生毕业典礼暨年度表彰大会上对获得年度优秀的国际学生进行颁奖和发放荣誉证书。

ix. The university will present awards and honor certificates to annual outstanding international students at the international student graduation ceremony and annual commendation meeting of North China Electric Power University held every year.

五、该办法自颁布之日起开始实施，最终解释权归华北电力大学国际教育学院所有。

V. The *Measures* shall start to be implemented from the date of promulgation, and the final right to interpret the *Measures* shall belong to the International Education Institute of North China Electric Power University.

华北电力大学

国际教育学院

2019年4月28日

International Education Institute

North China Electric Power University

April 28, 2019

附件：

Appendix:

北京市政府奖学金评定操作细则

Rules for Appraisal Operations for People's Government of Beijing Municipality Scholarships for International Students

一、组织筹备与标准设定

I. Prepare the organization and establish the standards

1、5月初，组织成立以国际教育学院院长为组长的北京市政府外国留学生奖学金（在学奖）评定小组。由分管国际学生教学和管理的副院长为副组长，任课教师、学生导师、汉语教师、国际生管理人员、公寓管理人员为小组成员。评定小组由留学生事务部管理科负责召集。

1. The university should organize the establishment of an appraisal group for People's Government of Beijing Municipality Scholarships for International Students (for students studying in the university) headed by the dean of the International Education Institute at the beginning of May. The deputy dean in charge of international student teaching and management serves as the deputy group leader, and course teachers, student tutors, Chinese teachers, international student management personnel and apartment management personnel serve as group members. The appraisal group should be convened by the Management Division of the International Student Affairs Department.

2、评定小组需每年重新审阅和修订评定办法，确定各类奖学金的重要原则和获奖比例。

2. The appraisal team must review and revise the appraisal methods every year to determine the important principles and awarding ratios for various scholarships.

二、整理和录入申请材料

II. Sort out and enter application materials

1、5月上旬，留学生事务部管理科颁布评定办法和申请通知，确定学生所需提交的申请表格和其他自评材料，说明表格的填写要求和提交时间。

1. The Management Division of the International Student Affairs Department should promulgate the appraisal methods and give notification on application, determine the application forms and other self-appraisal materials which should be submitted by students, and explain the form filling requirements and submission time in the first ten days of May.

2、5月下旬，留学生事务部管理科开始按照学历类别和专业类别整理好申请表格，同时照学历类别和专业类别录入各类申请信息。

2. The Management Division of the International Student Affairs Department should start to sort out the application forms and enter application information by academic degree and major in the last ten days of May.

三、成绩采集与认定

III. Collect and recognize academic performance

1、6月上旬，留学生事务部教学科打印每个人的成绩单，根据成绩单计算出上一年度的GPA成绩和排名。

1. The Teaching Division of the International Student Affairs Department should print the transcript of each student and calculate the GPA scores and ranking of the previous academic year in the first ten days of June.

2、本科生主要计算GPA成绩，硕博一年级主要计算GPA成绩，二年级以上主要根据提交的论文发表材料综合排名。（宜制定《华北电力大学国际学生论文评价标准及排名办法》）

2. GPA scores are mainly calculated for undergraduates. GPA scores are mainly calculated for the first grade students of postgraduates and doctoral students, and comprehensive ranking is mainly calculated based on the papers publication materials submitted for postgraduates and doctoral students above the second grade. (It is recommended to formulate the *Papers Appraisal Standards and Ranking Methods Targeting International Students of North China Electric Power University*.)

四、综合评价

IV. Make comprehensive appraisal

1、6月下旬，留学生事务部管理科评定申请学生的日常奖惩表现，列出违纪违规等不合格学生名单。

1. The Management Division of the International Student Affairs Department appraises students' daily rewards and punishments and give the list of unqualified students who have violated disciplines and regulations in the last ten days of June.

2、公寓办公室评定申请学生的公寓表现，给出公寓表现意见。

2. The Apartment Office appraises students' performance at the apartment and gives opinions on their performance.

五、确定结果

V. Determine the result

1、6月底，评定小组召开评审会议，综合各方评定意见，形成华北电力大学北京市政府外国留学生奖学金名单。

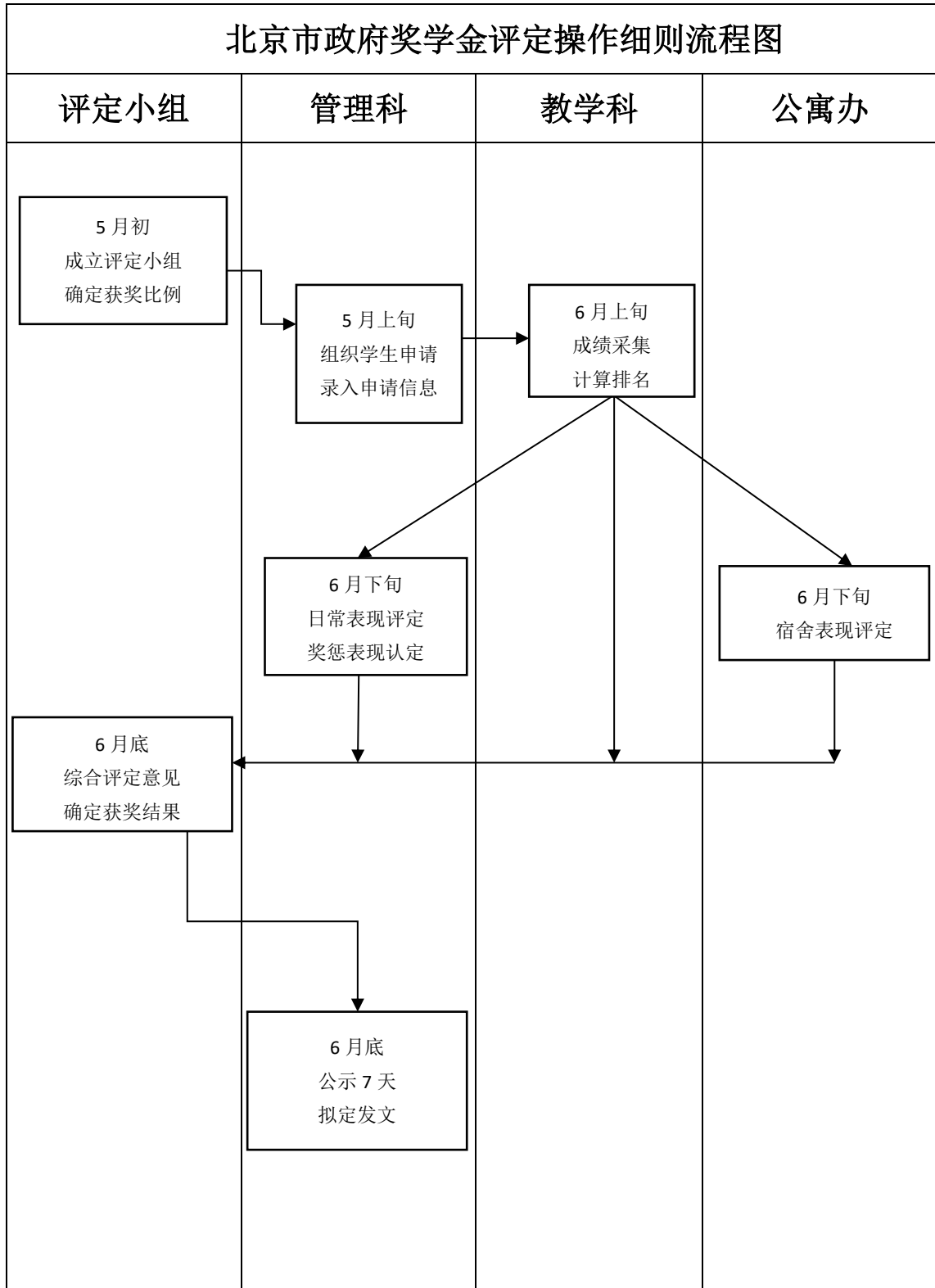
1. The appraisal group should convene review meetings at the end of June to summarize appraisal opinions of all parties to formulate the list of students of North China Electric Power University to receive Beijing Municipality Scholarships for International Students.

2、留学生事务部管理科根据评定小组的决定进行公示，公示期为7天。公示期结束后拟定学院正式文件，并提交学院办公室发布。

2. The Management Division of the International Student Affairs Department should make publicity of the decision of the appraisal

group for 7 days. After the publicity period ends, it should draw up an official document of the department and submit it to the department office for release.

北京市政府奖学金评定操作细则流程图



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Flowchart of Rules for Appraisal Operations for People's Government of Beijing Municipality Scholarships for International Students

