

# 华北电力大学国际学生违纪处理规定

## **International Student Disciplinary Regulations of North China Electric Power University**

### 总则

### **General**

为进一步规范国际学生管理，提高国际学生教育培养质量，创造文明、和谐、有序、安全的校园学习和生活环境，根据《学校招收和培养国际国际学生管理办法》（42 号令）、《普通高等学校国际学生管理规定》（41 号令）、《华北电力大学外国留国际学生管理办法（暂行）》等有关规定，结合我校国际学生实际情况，特制定本规定。

To further standardize the management of international students, improve the quality of international students' education and create a civilized, harmonious, orderly and safe learning and living environment of campus ,according to the "Administrative Measures for the Recruitment and Cultivation of International Students" (Order No. 42), the "Regulations on the Administration of International Students of Ordinary Colleges and Universities" (Order No. 41), and the" Administrative Measures for Foreign Students of North China Electric Power University "(Interim), etc. with the actual situation of our international students, these Provisions are specially formulated.

## 第一章 违纪处分的种类和适用原则

### Chapter 1 Types of Disciplinary Actions and Applicable Principles

**第一条** 本规定中所称的违纪处分是指学校依据国家和学校的有关规定对违法、违规、违纪的国际学生做出的警告、严重警告、记过、留校察看、开除学籍处分。

**Article 1** The disciplinary actions mentioned in these Provisions refer to warning, serious warning, recording of demerit, academic probation, and expulsion from academic status of school students with illegal, prohibited, and disciplinary actions in accordance with the relevant provisions of the State and the school.

**第二条** 本规定适用于在华北电大学接受普通高等教育的全日制学历生、语言生、交换生等注册在籍的国际学生。

**Article 2** These Regulations apply to international students who are enrolled in North China Electric Power University and receive regular higher education, including full-time student, language student, exchange student, etc.

**第三条** 对有违法、违规、违纪行为的国际学生，学校应当给予批评教育或者纪律处分。纪律处分与国际学生违法、违规、违纪行为的性质和过错的严重程度相适应。

**Article 3** Schools shall give critical education or disciplinary action to international students who violate laws, regulations or violations. Disciplinary action is compatible with the degree of international

students' illegal, prohibited, disciplinary actions and the severity of faults.

**第四条** 受处分的附加给予下列限制和相关责任：

**Article 4** The following restrictions and related responsibilities are imposed on the appropriation of punishment:

1、严重警告处分的取消其参加下一学年北京市政府奖学金优秀奖评定资格，仅可申请北京市政府奖学金全奖或半奖。

1. For serious warnings, the student will be disqualified from applying for the Beijing Municipal Government Scholarship Excellence Award for the next academic year. Only the Beijing Municipal Government Scholarship Award or Half Award can be applied.

2、记过处分的取消其参加下一学年北京市政府奖学金全奖评定资格，仅可申请北京市政府奖学金半奖。

2. For disciplinary, the student will be disqualified from applying for the Beijing Municipal Government Scholarship for the next academic year. Only the Beijing Government Scholarship Half Prize can be applied.

3、留校察看及以上处分的取消其参加下一学年北京市政府奖学金半奖评定资格。

3. For academic probation and above, the student will be disqualified from applying for the Beijing Municipal Government Scholarship Half-Award Evaluation for the next academic year.

4、严重警告及以上处分的中国政府奖学金学生将被停发下个月的生活费，其后自动恢复发放。

4. Chinese government scholarship students who receive serious warning and above will be suspended from living expenses for the next month, which will be automatically reissued thereafter.

5、留校察看及以上处分的其中国政府奖学金年度评审为不合格，评审建议终止奖学金一年。

5. For academic probation and above, the annual review of the Chinese government scholarship will be unqualified, and the review proposes to terminate the scholarship for one year.

6、取消其参加各种荣誉评选资格。

6. The student will be disqualified from participating in various honorary selections.

7、对于触犯法律的，除依照规定给予相应处分外，还将移交公安机关处理。

7. In case of violation of the law, in addition to the corresponding punishment according to the provisions, the student will be handed over to the public security organs for handling.

**第五条** 违纪国际学生有下列情形之一的，可从轻处理：

**Article 5** Under the following circumstances, the international student who violates the disciplines may be given a lesser punishment:

1、主动中止违纪行为，避免事态恶化的；

1. The student suspends disciplinary actions actively to avoid deterioration of the situation;

2、主动承认错误，并有立功表现的；

2. The student admits mistakes proactively and has meritorious deeds;

3、主动认识、交待所犯错误事实，或确系他人胁迫、诱骗，并能主动揭发，认识态度较好的。

3. The student recognize and confess the facts of mistakes actively, or is coerced or inveigled by others and is able to take the initiative to expose them.

**第六条** 违纪国际学生有下列情形之一的，应从重处理：

**Article 6** Under the following circumstances, the international student who violates the disciplines may be given a heavier punishment:

1、经批评教育仍不悔改的；

1. The student is still not repentant after criticism education;

2、两次及以上违反学校规定受到纪律处分的；

2. The student violates the school regulations and is subjected to disciplinary actions twice or more times;

3、同时违反多项纪律的；

3. The student violates multiple disciplines at the same time;

4、伙同校外人员参与违反纪律的。

4. The student participates in violation of discipline with off-campus personnel.

## 第二章 学习类违纪处分条例

### Chapter II Regulations on Disciplinary Actions

**第七条** 所有国际学生必须在每学期规定的报到日期返校报到。奖学金学生向学校请假并得到批准以后，在当月 15 日以前报到的发放全部生活费，在 15 日以后 30 日以前报到的只发放一半生活费。在 30 日以后报到的取消当月生活费。

**Article 7** All international students must return to school for the registration on the specified date in each semester. After the scholarship students have asked for leave of school and obtained approval, those who register before the 15th of the month will receive the full amount of living expenses, and those who register between the 15th and the 30th of the month will receive the half amount of living expenses. The monthly living expenses of students who register after the 30th of the month will be cancelled.

**第八条** 对国际学生无故旷课的：（按学校实际教育管理安排计时，旷课记录以任课教师考勤记录、班级考勤记录为准）

**Article 8** International students who absent from school for no reason: (According to the actual education management arrangement of the school, the record of absenteeism shall be subject to the attendance record of the teacher and the class)

1、一学期旷课 5-10 学时的，给予警告处分；

1. The student who is absent for 5-10 academic hours in a semester

will receive a warning;

2、一学期旷课 11-20 学时的，给予严重警告处分；

2. The student who is absent for 11-20 academic hours in a semester will receive a serious warning;

3、一学期旷课 21-30 学时的，给予记过处分；

3. The student who is absent for 21-30 academic hours in a semester will be given a disciplinary action;

4、一学期旷课 31-40 学时的，给予留校察看处分；

4. The student who is absent for 31-40 academic hours in a semester will be given an academic probation;

5、一学期旷课超过 40 学时的，视为放弃学籍，按自动退学处理。

5. The student who is absent for more than 40 academic hours in a semester will be deemed to be abandoning the student status and will be automatically withdrawn from school.

**第九条** 对国际学生未经批准擅自离校或请假期满未按时返校的：

**Article 9** For international students who leave school without approval or fail to return to school on time after taking the leaving:

1、离校 1-2 天的，给予警告处分；

1. The student who leaves school for 1-2 days will be given a warning;

2、离校 3-4 天的，给予严重警告处分；

2. The student who leaves school for 3-4 days will be given a serious warning;

3、离校 5-6 天的，给予记过处分；

3. The student who leaves school for 5-6 days will be given a disciplinary action;

4、离校 7-9 天的，给予留校察看处分；

4. The student who leaves school for 7-9 days will be give an academic probation;

5、离校 10 天的，被视为放弃学籍，按自动退学处理。

5. The student who leaves school for 10 days will be deemed to be abandoning the student status and will be automatically withdrawn from school.

**第十条** 对国际学生剽窃、抄袭他人研究成果、伪造数据的视情节给予记过或以上处分。对代写论文、买卖论文的给予开除学籍处分。

**Article 10** The international students who plagiarize the research results of others or falsify data shall be recorded a demerit or disciplinary. Student who ghostwrites or trades papers will be expelled from academic status.

**第十一条** 国际学生考试违纪、作弊的按下列情况处理：

**Article 11** International students who violate disciplines or cheat in examinations shall be handled as follows:

1、对考试违纪的给予记过处分；



1. The student who violates disciplines in examinations will be given a disciplinary action;

2、对作弊的给予留校察看处分；

2. The student who cheats in examinations will be given an academic probation;

3、对第二次作弊、代替他人或者让他人代替自己参加考试、组织作弊、使用通讯设备或其他器材作弊，向他人出售考试试题或答案牟取利益，以及其他严重作弊或扰乱考试秩序行为的，给予开除学籍处分。

3. Those who cheat in examinations for the second time, substitute for others or let others substitute for him/her, organize cheating, use communication equipment or other equipment for cheating, selling test papers or answers to others for profit, or take other serious cheating actions or disrupting the order of the test, will be expelled from academic status.

### 第三章 校园生活类违规处分条例

#### **Chapter III Regulations on Violation of Campus Life**

**第十二条** 对国际学生在规定区域以外的房间内的其他地方做饭，给予严重警告及以上处分。

**Article 12** International students who cook in indoor areas outside the prescribed areas will be given a serious warning or the above

disciplinary action.

**第十三条** 对国际学生在宿舍内使用电热锅、热得快、电水壶等违章电器视情节给予严重警告或以上处分；违章用电造成停电、起火、伤人等后果的视情节给予记过或以上处分。虽未使用违章电器，但未按学校相关安全用电规定操作，违规或不当使用宿舍内公、私用电器，造成严重后果的，视情节给予严重警告或以上处分。

**Article 13** International students who use electric cookers, heaters, electric kettles and other illegal electrical appliances in the dormitory will be given a serious warning or the above disciplinary action; If the illegal use of electricity causes power outages, fires, wounds, etc., the student will be recorded a demerit or above disciplinary action. If illegal electrical appliances have not been used, students who have not been operated in accordance with the relevant regulations on safe use of electricity of school, illegally or improperly use public and private electrical appliances in the dormitory, causing serious consequences, will be given a serious warning or the above disciplinary action depending on the circumstances.

**第十四条** 对国际学生于公寓、教室等公共场所公开传教，进行宗教活动和传教的视情节给予严重警告以上处分，涉及违法犯罪的交由公安机关处罚。

**Article 14** International students who preach in public places such as apartments and classrooms, or carry out religious activities and

missions will be given a serious warning, those who violate the laws and regulations shall be handed over to the public security organs for handling.

**第十五条** 对国际学生在公寓内、房间内、教室内等封闭场所吸烟，给予严重警告及以上处分，对于因吸烟引起火灾并造成重大财产损失给予留校察看或开除学籍处分。

**Article 15** International students who smoke in closed areas such as apartments, rooms, classrooms, etc., will be given a serious warning or above disciplinary action. Those who cause fires and severe property losses will be given an academic probation or expelled from academic status.

**第十六条** 对国际学生有吸毒、贩毒、运毒、制毒（包括大麻）等行为的视情节给予留校察看或开除学籍处分，涉及违反法律的交由公安机关处理。

**Article 16** International students who have drug abuse, drug trafficking, drug poisoning or drug production (including marijuana/weed) will be given an academic probation or expelled from academic status depending on the circumstances, those who violate the laws will be handed over to the public security organs for handling.

**第十七条** 对国际学生性骚扰、卖淫、嫖娼，介绍或者容留卖淫、嫖娼的给予留校察看或开除学籍处分，涉及违反法律的交由公安机关处理。

**Article 17** International students who have sexual harassment, prostitution, jealousy, introduction or proving accommodation for prostitution will be given an academic probation or expelled from academic status, those who violate the laws will be handed over to the public security organs for handling.

**第十八条** 对国际学生以国际学生身份和学习签证在校外工作的，处以留校察看或开除学籍处分，涉及违反法律的交由公安机关处理。

**Article 18** International students who work outside of the school with an international student status and a study visa will be given an academic probation or expelled from academic status, those who violate the laws will be handed over to the public security organs for handling.

**第十九条** 对国际学生在手机、电脑、存储器、即时通讯软件及网络上观看、下载、存储或转载、传播暴力恐怖音视频、宗教极端思想及谣言，视情节给予记过或以上处分，涉及违反法律的交由公安机关处理。

**Article 19** International students who watch, download, store or reproduce violent terrorist videos, religious extremists and rumors on mobile phones, computers, memories, instant messaging software and networks be recorded a demerit or above disciplinary action depending on the circumstances, those who violate the laws will be handed over to the public security organs for handling.

**第二十条** 对国际学生打架斗殴的，给予严重警告或记过处分；造成重大人员和财产损失的给予留校察看和开除学籍处分，涉及违法犯罪的交由公安机关处罚。

**Article 20** International students who fight against others will be given a serious warning or recorded a demerit; those who cause severe injuries and property losses will be given an academic probation or expelled from academic status, those who violate the laws will be handed over to the public security organs for handling.

**第二十一条** 对国际学生组织、成立、加入非法社团或组织及参与其活动，或以合法国际学生社团的名义开展违法、违规活动的，视情节给予记过、留校察看或开除学籍处分。

**Article 21** International students who organize, establish, join the illegal association or organization and participates in its activities, or conducts illegal or illegal activities in the name of a legitimate international student association, will be recorded a demerit or given an academic probation or expelled from academic status depending on the circumstances.

**第二十二条** 对国际学生未经批准，在公寓内从事非法经营活动的，视情节给予严重警告、记过或留校察看处分。

**Article 22** International students who engage in illegal business activities without approval in the apartment will be given a serious warning or recorded a demerit or given an academic probation depending

on the circumstances.

**第二十三条** 对国际学生购买和骑行非法摩托车等机动车的，或违反学校规定在校园内骑行摩托车，给予记过及以上处分。造成交通事故的，给予留校察看以上处分。

**Article 23** International students who buy or ride illegal motorcycles or ride motorcycles in violation of school regulations shall be given punishments of record demerit and above. Those who cause traffic accidents shall be given the academic probation above sanctions.

#### 第四章 其他违纪处理规定

#### Chapter IV Other Discrimination Regulations

**第二十四条** 国际学生如从校内搬出校外居住，需事先按规定到住址所在公安局派出所进行居留许可登记。否则，学校不予迁出，也不予退还住宿押金。

**Article 24** International students who move out of school and resides outside, he/she must go to the police station where the accommodation is located to register the residence permit. Otherwise, the school will not give the permission of moving out and will not refund the accommodation deposit.

**第二十五条** 国际学生如在校外租房，须按有关规定办理校外合法租房手续，并持校外住宿居留许可证和公寓管理办公室出具的校外住宿申请表到国际教育学院登记住址，并签署安全承诺责任书。更换

住宿地址的应在一周内到国际教育学院重新登记。

**Article 25** International students who rent house outside the school must go through the formal legal procedures for renting out of school in accordance with the relevant regulations, and apply for an off-campus housing residence permit and an off-campus accommodation application form issued by the apartment management office to the International Education Institute to register their address and sign a security commitment. The address of the replacement accommodation should be re-registered with the International Education Institute within one week.

**第二十六条** 公寓办公室将联合国际学生办公室定期组织卫生检查和评比，及时将卫生安全检查张榜公布，对卫生安全状况较差的宿舍予以通报批评，并跟踪、督促其进行整改，对宿舍内国际学生提出教育批评，严重者给予相应的纪律处分。宿舍安全考评将被纳入每学年奖学金评定的参考依据。

**Article 26** The apartment office will jointly organize hygiene inspections and appraisals with the International Student Office, promptly publish the hygiene and safety inspection list, inform and criticize the dormitory with poor hygiene and safety, and follow up and urge it to carry out rectification. International students living in such dormitory will receive educational criticism, and in severe cases are given disciplinary actions. The dormitory security assessment will be included in the reference basis for the scholarship assessment for each academic year.

## 第五章 违纪处理程序

### Chapter V Disciplinary Procedures

**第二十七条** 对违纪国际学生的处理：

**Article 27** Treatment for international students who violate discipline:

1、对违纪国际学生的处理，应做到程序正当、证据充分、依据明确、定性准确、处分适当。

1. For the handling of disciplinary for international students, the procedures should be justified, the evidence should be sufficient, the basis should be clear, the accuracy should be accurate, and the punishment should be appropriate.

2、在对国际学生做出处分决定之前，应告知国际学生做出决定的事实、理由及依据，告知国际学生享有陈诉和辩解的权利，听取国际学生或者其代理人的陈述和辩解。

2. Before making disciplinary decisions against international students, the international students should be informed of the facts, reasons and basis for making decisions and the right to report and defend, and the statements and excuses of international students or their agents should be listened.

3、国际学生发生违纪事件，一般情况下由国际教育学院负责调查取证；对打架斗殴、抢劫盗窃、寻衅滋事等涉及暴力、侵害生命财产安全的案件，由学校保卫处牵头调查取证；对违反教学管理规定与



考场纪律的事件由教务部门牵头查清事实。各相关职能部门或院系应积极配合调查人员做好调查工作。

3. When international students are involved in disciplinary incidents, the Institute of International Education is responsible for investigation and evidence collection under normal circumstances; for cases involving violence, infringement of theft, and trouble-seeking, including violence and infringement of life and property, the school security department takes the lead in investigating and collecting evidence; The administrative regulations and the discipline of the examination are led by the Academic Affairs Department to make a thorough investigate. All relevant functional departments or departments should actively cooperate with investigators for the investigation work.

4、处理、处分决定以及处分告知书等，应当直接送达国际学生本人，国际学生拒绝签收的，可以用留置方式送达；以离校的，可以采取邮寄方式送达；难于联系的，可以利用学校网站、新闻媒体等以公告方式送达。

4. Handling, disciplinary decision, and disciplinary notice, etc., should be sent directly to the international student. If the international student refuses to sign, it can be served by lien. If the student has left school, it can be sent by post; if the student is difficult to contact, it can be sent by the school website, news media, etc. to deliver as bulletin.

处理、处分告知书和处分决定书、复查决定书可采取以下方式送

达:

The handling, disposition notice and disposition decision and review decision can be delivered in the following ways:

直接送达: 处理、处分告知书和处分决定书、复查决定书等, 应直接送达国际学生本人, 国际学生本人在送达回证上签字, 签字日期为送达日期。

Direct delivery: handling, disposition notice and disposition decision, review decision, etc., should be sent directly to the international student himself/herself, and the international student should sign on the service receipt. The date of signature is the date of delivery.

留置送达: 国际学生拒绝签收的, 可以邀请院系领导、辅导员和国际学生代表作为见证人到场, 说明情况, 在送达回证上记明拒收事由和日期, 由送达人、2 个及以上见证人签名或者盖章, 把文书留在受送达人的住所; 也可以把文书留在受送达人的住所, 采用拍照、录像等方式记录送达过程, 即视为送达。

Liaison delivery: If the international student refuses to sign, the faculty leader, counselor and international student representative can be invited to be present as witnesses to explain the situation. On the service receipt, the cause and date of the rejection shall be indicated by the sender, 2 or more witnesses sign or seal, leave the instrument in the address of the person to be served; or leave the instrument in the address of the person to be served, record the delivery process by means of photographs,

videos, etc.

邮寄送达：国际学生已离校的，可以采取邮寄方式送达，以回执上注明的收件日期为送达日期。

Delivery by post: If the international student has left school, it can be delivered by post. The date of receipt indicated on the receipt is the date of delivery.

公告送达：难于联系的，可以利用学校网站、新闻媒体等发布公告，自发出公告之日起经过 30 日，即视为送达。

Announcement delivery: If the student is difficult to contact, the school website, news media, etc. can be used to issue the announcement. It will be deemed to have been served 30 days after the date of the announcement.

5、警告、严重警告、记过、留校察看处分期限为一年。处分到期后由国际学生本人提出书面申请解除，国际教育学院负责最终审核。同意解除后学校出具处分解除决定书，不同意解除则出具处分延期决定书。

5. The allotted time for warnings, serious warnings, demerits, and academic probation is one year. After the expiration of the punishment, the international student shall submit a written application for cancellation, and the Institute of International Education shall be responsible for the final review. The school will issue a dismissal decision after disapproval or issue a deferral decision if it disagrees with the

dismissal.

6、对国际学生实施处分和解除处分，应填写国际学生处分登记表和解除处分登记表。处分及解除处分的相关资料归入学校文书(文件)管理档案，处分及解除处分有关材料归入本人档案。

6. For the disciplinary action and dismissal of international students, the International Student Disposition Registration Form and the Dissolution Registration Form should be completed. The relevant information on the disposition and dismissal is included in the school document management file, and the disposition and dismissal of the relevant materials are included in the file.

7、规定中未明确提及的违纪行为，参照本规定中相关条文的处理办法执行，或由有相关部门协商处理。

7. Disciplinary actions which are not explicitly mentioned in the regulations shall be carried out in accordance with the relevant provisions of the provisions of these Provisions, or may be handled through consultation with relevant departments.

**第二十八条** 因违纪受处分的国际学生对处分决定有异议的，可在收到处分决定书之日起 10 日内依据《华北电力大学国际学生校内申诉管理规定》向学校申诉处理委员会提出书面申诉。

**Article 28** If the international student who has been punished for disciplinary action disagrees with the disciplinary decision, he/she may, submit a written request to the School Appeals Processing Committee in

accordance with the “Regulations on the Administration of Complaints for International Students in North China Electric Power University” within 10 days from the date of receipt of the disciplinary decision.

## 第六章 附则

### Chapter VI Supplementary Provisions

**第二十九条** 本规定自颁布之日起开始执行。

**Article 29** These Provisions shall be implemented from the date of promulgation.

**第三十条** 本规定授权华北电力大学国际教育学院负责解释。

**Article 30** These Provisions authorize the International Education Institute of North China Electric Power University to be responsible for the interpretation.

**第三十一条** 其他未尽事宜，参照《华北电力大学学生违纪处理规定》执行。

**Article 31** Other unfinished issues shall be implemented with reference to the “Regulations on the Disciplinary Actions of Students of North China Electric Power University”.

华北电力大学  
国际教育学院

North China Electric Power University  
International Education Institute