

国际学生考勤管理方法（试行）

Regulations on Attendance Checking for BPC International Students (Trial)

国际学生应该严格遵守学校纪律。按时上课，不旷课、不迟到、不早退。因病、因事应按规定办理请假手续。得到批准后方可有效。对于违反考勤制度的国际学生将按照学校有关规定处理。具体规定如下：

International students should abide by BPC disciplines. International students must attend class on time, not be absent, not be late and not leave early. When asking for leaves, they must go through leave formalities due to illness or personal matters. For the students against Attendance Checking Regulations, international students will be punished in accordance with regulations. The regulations are as follows:

一、国际学生要严格遵守学校纪律。按时上课，不旷课、不迟到、不早退。迟到 20 分钟按旷课处理，累计 5 次按旷课 1 学时处理。上课时不得随便出入教室、吃东西或做其他影响课堂秩序的事情。

一、International students must strictly follow BPC disciplines. Being late for 20 minutes will be regarded as absenteeism and 5 times of being late will be handled as 1 study hour of absenteeism. International students are not allowed to go in and out of classroom at will, to eat in class or do anything disturbing class order.

二、因病、因事不能上课者，应办理请假手续。规定如下：

二、If not being able to come to class, international students should go through formalities to ask for leaves due to illness or personal matters. The requirements are as follows:

1. 请病假一天以内者，须提出书面申请，由本人向班主任请假，批准后方可请假。请病假两天以上者，需持医院有关证明向班主任请假，并由国际教育学院审批。经批准，可按病假处理，否则按旷课处理。以上的审批手续的材料均由国际教育学院存查。

1. When asking for 1 day leave, international student should provide written application to the head teacher and they can only take that day off after getting the approval of head teacher. When asking for 2 or more than 2 days of leaves, international students should provide hospital diagnosis to head teacher and they can

take leaves after the approval of School of International Education.

2. 续请病假或事假者，须在原批准的假期结束之前提出申请，否则按旷课处理。

2. If intending to prolong the leaves, international students must apply before the date the original approved leaves come to an end. Otherwise, it will be regarded as absenteeism.

3. 凡未经请假而缺课者，均按旷课处理。旷课达到一定次数时，学校将根据情节轻重，给予以下纪律处分：

3. Any class skipping without asking for leaves will be regarded as absenteeism. When absenteeism reach certain times, international students will be punished by BPC in accordance with the seriousness of the case.

(1) 旷课累计达 4 学时者，给予一次书面提醒；

(1) International students will receive a written reminding after 4 times of absenteeism.

(2) 对一学期内旷课累计达 8 学时者，给予由班主任进行谈话，并给予通报批评；

(2) International students will be educated by the head teacher and be criticized in public after 8 times of absenteesim.

(3) 累计旷课超过 20 学时者，给予警告处分；

(3) International students will be given a warning over 20 times of absenteeism.

(4) 累计旷课超过 30 学时者，给予严重警告处分；

(4) International students will be given a serious warning over 30 times of absenteeism.

(5) 累计旷课达 40 学时者，给予不授予毕业证书处分；

(5) International students will not be allowed to obtain graudate certificate over 40 times of absenteesim.

(6) 累计旷课达 50 学时者，给予勒令退学处分。

(6) International students will be given school expulsion.

考勤由各任课教师检查登记，各科教师应根据学生到课的情况点名登记，并

每两周将学生的出勤情况报告给国际教育学院相关教师。若发现某个学生连续无故缺课，应及时报告。学生出勤情况计入期末综合成绩。

The attendance of international students will be checked and registered by the teachers of different courses, and teachers will send Daily Attendance Sheet to School of International Education every two weeks. If any students are found to skip classes, the teacher must report this to School of International Education. The attendance of International students will be computed in the final exams.

二、国际学生按中国的节假日规定及学校的寒暑假规定放假。各国的节假日学校不放假。放假期间外出必须在规定时间内返校，否则按旷课处理。

三、International students will have days off in accordance with Chinese festivals and the summer and winter holidays of BPC. They must come back within the required time after holidays, otherwise they will be regarded as absenteeism.

最后附有国际学生考勤表。

国际学生考勤表 Daily Attendance Sheet

2019 级国际学生班 2019 International Students

课程 Course:

日期 Date:

教学周 week : _____

学号 Student ID	姓名 Name	应到时间 Supposed to arrive	实到时间 Actual arrival	是否请假 Asking for a leave?	是否早退 Lateness or leaving early	是否按时到课 Wether arriving on time
小计 Subtotal	应到 Should be: 人/ people; 实到 actual arrival: _____人/people; 请假 asking for leave: _____人/people; 旷课 Truant _____人/people。					

授课老师签字 Course teacher sig.: _____

授课老师电话 Course teacher contact: _____

注: 1. 敬请授课老师将考勤情况如实填入表内 Pls fill in this form turthfully; 2. 上课迟到超过 15 分钟视为旷课 More than 15 minutes lateness will be regarded as Absence;
 3. 请假需有国际教育学院请假条 Asking for leave note is the proof of asking for a leave 4. 请授课老师两周将此表送回国际教育学院 Pls return the form to School of International Education every 2 weeks。

国际教育学院电话: 51511267