

外国留学生日常管理规定

DAILY ADMINISTRATION REGULATIONS

第一部分 外国留学生日常行为规范

PART ONE BEHAVIOR NORMS

一、课堂行为规范 (The Behavior Criterion in Classroom):

1、国际学生应该做到不旷课、不迟到、不早退。上课期间迟到 15 分钟以上者须向老师说明迟到原因。

1. International students should not be absent or late, or leave early. Students who come late for more than 15 minutes should explain the reason to the teacher during class break.

2、国际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。课后听从老师安排做好教室的清洁工作等。

2. International students should assist teachers on their own initiative to erase blackboard and clean up desks before class and clean up the classroom after class.

3、国际学生应尊重老师，举手示意回答问题。衣着装扮要得体(不能穿拖鞋，背心进入课堂)、言行举止要文明礼貌。

3. International students should respect teachers and raise their hands to

answer the questions. The dress should be decent (Slippers and vests are not allowed in the class) . The words and deeds should be polite.

4、国际学生上课应认真听讲，按时完成作业和老师提出的教学要求。上课时应关闭手机或者静音、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。

4. International students must be serious-minded in class and finish schoolwork and other work by teachers on schedule. Turn off or mute 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.

5、教学楼和教室内禁止吸烟，禁止喧哗,打扰他人上课或休息。

5. No smoking and do not make hullabaloo in the teaching building and classroom in the study time.

6、私人书籍和用具不应留在教室内,因为个人保管不善而丢失的物品，后果自负。

6. The private books and things should not be left in classrooms at your own risk if lost things.

7、教室要保持清洁，不得在地上和抽屉里乱扔果皮纸屑，严禁随地

吐痰.

7.Keep the classroom clean and tidy. Not spitting or throwing garbage in the classroom.

8、不得故意损坏教室的教学用具包括桌椅。

8. Not to intentionally damage the teaching materials include classroom desk and chairs.

9、同学之间互相尊重不同国家、不同民族间的宗教信仰和风俗习惯。

9. Students should respect different faiths, manners and customs.

二、请假须知：

II Leave Notice:

1、凡是假期离开学校外出者，需到国际教育学院填写假期去向表。

1. Students who want outgoing during vacation must fill in Vacation Outgoing Form in the Overseas Education College.

2、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。

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

3、因病请假，须填写请假申请表。请病假一天之内的，须提出书面申请，向班主任请假；请假三天以内者，须持医院有关证明向班主任请假；请假超过三天的必须要报国际教育学院领导签署意见（附医院证明）。留学生若未经请假或者请假未经批准就缺课的按照私自旷课处理（旷课一天按 6 节课算）。

3. For illness: the student should fill in the application form. The students can ask for sick leave which less than one day from the head teacher. The head teacher may approve the sick leave no more than 3 days(the certificate of hospital diagnosis should be submitted). Leave more than 3 days is subject to the approval of the School of International Education leadership (the certificate of hospital diagnosis should be submitted). International students who are absent from class without asking for leave or without approval though asking for leave is considered as skipping class (6 classes for one day).

4、一般不得请事假。如经核实需请事假一天以内的可以向班主任请假；辅导员可以批准三天之内的请假，请假超过三天的必须要报国际教育学院领导签署意见。留学生若未经请假或者请假未经批准就缺课的按照私自旷课处理（旷课一天按 6 节课算）。

4. Private affair leave cannot be approved commonly. The students can ask for sick leave which less than one day from the head teacher. The head teacher may approve the sick leave no more than 3 days. Leave more than 3 days is subject to the approval of School of International Education leadership. International students who are absent from class without asking for leave or without approval though asking for leave is considered as skipping class (6 classes for one day).

5、国际学生请假获准后，须按时销假。如需续假，应提出书面申请，办理续假手续。

5. The private affair leave should be spent and return back on schedule.

Extending the leave should be in written application.

6、国际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。

6. Punishments are judged as absenteeism for these students who leave school without leave application or permission, who do not return back to school when the leave expire or without the permission for the application to extend leave.

三、社会礼仪规范：

III Convenance 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、乘坐交通工具时，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 public vehicles with ticket. Give seat to elder or kid.

4、进入公共场所如：会议室、办公室、教室、图书馆等地时严禁吸烟、大声喧哗，要保持安静。

4. No smoking and keep quiet in the public: conference room, office, classroom, library.

5、诚实守信，真诚待人。

5. Be honest to everyone, treats people sincerely.

6、团结友好，尊重他人。不得对他人进行侮辱、挑衅、谩骂。

6. United friendly, respect others. Do not insult, provocation, abuse of others.

7、爱护公共场所的公共设施，损坏公共设施要按价赔偿。

7. Treasure public establishment and pay the compensation if damaging it.

8、自觉遵守社会规范，乘车、购物、银行取钱、交纳各种费用时主动排队。

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

9、在会场做文明观众，不大声叫喊、打口哨、说脏话。

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

四、在校日常规范：

IV Campus Norms:

1、国际学生若参与庆祝本国重大节假日的活动，需提前一周向国际教育学院提出书面申请，征得同意后，方可在进行参与，违反者按学校相关规定处理。

1. The important celebration of their own countries may be held with the permission of School of International Education. Please note the written application should be submitted to the School of International Education

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，损坏公共设施主动上报并按赔偿损失，故意损坏公共设施按学校有关规定处理。

3. Treasure the facility in campus. Report to the teacher and pay the compensation if damaging it. If students damage public facilities for intentional purpose, they will be punished according to BPC relevant regulations.

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 and no litter.

6、禁止在宿舍、教室内吸烟，不做有损自己及他人健康的事。

6. No smoking in dorm and classroom. Not doing anything that are harmful to either yourself and others' health.

7、上课、考试、开会、听报告等活动手机要关机或者静音。

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

8、积极参加各种形式的文艺体育活动。

8.International students are encouraged to participate in various activities actively.

第二部分 外国留学生纪律处分条例（暂行）

Part Two Discipline and Punishment Criterion for International Students

第一章总则 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》、《北京工业职业技术学院学生纪律处分条例》及其他有关法律、法规和条例，结合学校的实际情况，制定本条例。

1. In order to manage the regular teaching and school life, ensure International Students to manage themselves strictly, observe laws and regulations and finish school successfully, this criterion is formulated according to *Discipline and Punishment Criterion for Students in institution of higher learning* and *Discipline and Punishment Criterion for BPC Students* and the other laws, rules, and regulations with the reference to the actual situation of the school.

第二条 本条例适用于在北京工业职业技术学院学习的国际学生。

2. This Criterion suits all the International Students who are studying in BPC.

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

3. The school has the obligation to protect international students' legal rights and interests, at the same time, international students have the obligation to observe law, rules and regulations set by school.

第四条 学校对有违法、违规、违纪（以下统称违纪）行为的国际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，是对国际学生偏离基本道德行为规范的警示和纠正，是对国际学生的一种辅助性教育形式。

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

第五条 学校对有违纪行为的国际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 deals with disciplinary action should be hold as the following: the procedure is proper, the evidence is sufficient, the gist is specific, the definition is exact, and the punishment is

appropriate.

第二章 纪律处分的种类和适用

II Classification and Applicability of Disciplinary Action

第六条 学校给予国际学生的纪律处分，应当与国际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 disciplinary actions given to international students should stay in line with the seriousness of their faults. The disciplinary actions can be classified as follows:

- (一) 警告(Warning)
- (二) 严重警告(Severe Warning)
- (三) 记过(Record a demerit)
- (四) 留校察看(Disciplinary Probation)
- (五) 开除学籍(school 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 rules together are punished respectively according to each own situation.

第八条 有下列情形之一的，可以从轻处分：

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 actively 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) Being 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. School expulsion is given directly to the international students who receive demerit recording again after being punished as demerit recording, disciplinary probation, or two times severe warnings.

第十一条 给予留校察看处分的，留校察看期限为一年。毕业年级国际学生，察看期为半年。受留校察看处分的国际学生，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 disciplinary probation in school is one year for the ordinary student, but half one year for the third-year students. The punishment is relieved 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国际学生，由学校发给学习证明，国际学生按学校规定的期限（纪律处分决定书下达后 10 天内）离校出境；不按时离校出境者，由学校通知出入境管理部门将给予国际学生限期驱逐出境的惩罚。

12. The school grants Study Certificate to the students who are punished as school expulsion. The students must leave school on schedule (during 10 days since the day when the school issues the punishment). Otherwise, the Exit & Entry Administration will punish renvoi to the students in limit time.

第十三条 国际学生违纪过程中造成的财产损失或者人员伤害，由违纪国际学生赔偿损失或者负担医药费等费用。

13. The violating 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，视情节轻重，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 school and 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 disciplinary probation or school 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 school 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, 提供伪证, 为打架提供器械等的, 视情节轻重, 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, 给予留校察看及以上处分。

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；造成严重后果的，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 serious 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 disciplinary probation or school 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 disciplinary probation or school expulsion.

（六）在校方对打架等违纪事件进行调查时，目击事态发展（或者知情）仍故意为他人做伪证，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）打架斗殴组织者和事后报复者，按照相应条款从重处分。

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处分。

9) The violation instance to assault faculty members 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.

（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) Regarding the punishment for the violation instances to burgle and commit an offence, the small amount not making of delict is warning, severe warning or recording a demerit. And if the amount is too big to make of delict, disciplinary probation and school expulsion will be given.

（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) Regarding the punishment for the several violation instances to burgle and commit an offence, disciplinary probation and school expulsion will be given. If a student has been punished because of burgling and committing an offence and does the above wrongdoings again, school expulsion will be given.

（三）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、作案的组织者，从重处分。

3) The punishment for the violation instance to burgle and commit an offence , is not less than disciplinary probation. Someone who offers the information or provide supports to violator is treated as the same violation with the relative punishment. The chief is punished in aggravation.

（四）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。

4) The punishment for the violation instance to burgle cachet, valid documentation, secret documents and archives is not less than recording a demerit.

（五）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，从重处分。

5) The punishment for the violation instance to cheat or racketeer public or private property, may will get punished according to the relative articles. And the instance to cheat or racketeer property of minors under 18 years old 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 recording 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 disciplinary probation or school expulsion if the violator redo time after time.

第十八条 购买、窝藏、销售赃物的，视情节轻重，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 recording a demerit if the degree is heavy.

(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 others is not less than recording a demerit.

第十九条 走私、贩私，非法经商、倒卖、传销的，视情节轻重，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 学校禁止留学生赌博；对参与赌博或者变相赌博的，视情节轻重，给予记过及以上处分。

The punishment for gamester (according to the degree) is not less than 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，视情节轻重，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，给予及以上处分。

1) The punishment for harlotry and cheeky service is not less than record a demerit. （二）在校内外酗酒的，初犯给予警告处分，再犯给予严重警告处分，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 second offender sot is sever 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 effect 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、图书证、毕业证书等的；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, library card, graduation diploma, 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，视情节轻重，给予严重警告及以上处分；吸毒、贩毒、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 and pruriency things (according to the degree) is not less than severe warning. The punishment for druggers, vipers and participating in making and selling is school 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，视情节轻重，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；未经请假擅自夜不归宿的，给予严重警告及以上处分；对未经批准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 correct his or her behaviors despite of repeated admonition 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 resid the rental room outside school without permission and stay outside school at night is not less than recording 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 correct his or her behavior despite of repeated admonition is severe warning or recording a demerit. The punishment for the violation instances to occupy, lend or rent privately is not less than recording 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

recording a demerit if the result is grave.

（四）在学生公寓内吸烟、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 alcohol stove, coal oil stove, immersion heater inside dorm is warning or severe warning. If any consequence it causes, the punishment is recording a demerit in addition to compensating for the loss. If heavy consequence it causes, the punishment is not less than disciplinary probation in addition to compensating for the loss. The recidivism of offenders is not less than recording a demerit.

（五）未经批准擅自留宿外来人员，或者安排外来人员居住他人寝室的，给予严重警告及以上处分。

5) The punishment for the violation instances to accommodate the expatriate personnel or arrange the expatriate personnel to reside in other's dorm is not less than severe 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，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, raise pet, bring experimental animal back and feed in dorm, waste water

and electricity on purpose and refuse to correct behaviors despite of repeated admonition warning, severe warning or record a demerit will be given.

（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，视情节轻重分别给予如下处分：

24. The violation instances to disobey study and examination regulations are punished as follows:

（一）未经请假，擅自不参加学校、年级会议和集体活动等的，以旷课论处。

1) The punishment for the violation instance to be absent from meeting and collectivity activity of school and class without leave permission is regarded as absenteeism .

（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, and 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 management staff' performance 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 schoolmanagement staff when they are on duty is not less than recording 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 faculty members and disturb the order of schooling and examination is not less than recording a demerit.

（四）留学生的旷课处理办法按照以下规章处理：迟到 20 分钟按旷课处理，累计 5 次按旷课 1 课时处理；累计旷课达到 4 课时者，给予一次书面通知提醒；累计旷课达到 8 课时者，由班主任进行谈话，并给予通报批评；累计旷课达到 20 课时者，给予警告处分；累计旷课达到 30 课时者，给予严重警告处分；累计旷课达到 40 课时者，给予不授予毕业证处分；累计旷课达到 50 课时者，给予勒令退学处分。

4) International students who are absent will be handled in accordance

with the following principles:

Those who are late for class over 20 minutes will be regarded as absenteeism, and 5 times of being late will be taken as 1 class absenteeism. Written notice will be given to those who are absent for 4 classes. Head teacher will talk with those who are absent for 8 classes. Warning will be given to those who are absent for 20 classes. Severe warning will be given to those who are absent for 30 classes. Recording a demerit will be given to those who are absent for 40 classes. Disciplinary probation in school will be given to those who are absent for 40 classes. School expulsion will be given to those who are absent for 50 classes.

（五）在考试中，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 will be given 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. Do not 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. Do not 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、未按规定故意将试卷、答题卡等带出考场的；

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

(六) 在考试中，有以下行为之一的，视为考试作弊，给予记过及以上处分。

6) The punishment for one of these violation instances as follows to be a cribber during examination is not less than recording a demerit:

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 electronic devices to attend the examination.

2、抄袭或者组织、协助他人抄袭的；

B. Copy, organize, and 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 or answer paper, force others 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 scrips of results, and check the result, or have similar answers in the paper.

5、在试卷上填写与本人身份不符的姓名、学号、考号的；

E. The name and student number filled in the paper are inconsistent 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 by malfeasance means but the violation not causing bigger affection, is to record a demerit or disciplinary probation. The punishment will be school 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 achievement is not less than recording 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，给予记过及以上

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 devices, 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 not less than recording a demerit if the degree is heavy.

（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 rules 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，视情节轻重，给予记过及以上处分；引起灾害、造成严重后果的，给予开除学籍处分。

25. For the violation instance to disobey the regulations regarding using electricity and fire, destroy school electric equipment and fire protection facility, the punishment is not less than recording a demerit according to the degree. The punishment is school expulsion if calamity and serious aftereffect has been caused.

第二十六条 有下列侵犯他人人身权利行为的，视情节轻重，分别给予如下处分：

26. The violation instances to offend other's right are punished as

follows :

(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 heavy.

(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 and 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, 视情节轻重, 分别给予如下处分:

27. The violation instances of disorder conduct are punished as follows :

(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, cause confusion and

hustle to affect the security and refuse dissuasion, the punishment is warning or severe warning. The punishment is not less than recording 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，视情节轻重，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 有本章未列举到的其他违纪行为，可参照本条例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

IV Purview and Procedure

第三十条 对违纪国际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）给予国际学生警告、严重警告处分的，由国际教育学院辅导员提出处理意见，国际教育学院审核，签发处分决定书；给予国际学生记过、留校察看处分的，由国际学生辅导员提出处理意见，国际教育学院审核，校分管领导批准后签发处分决定书；给予国际学生开除学籍处分的，由国际学生辅导员提出处理意见，国际教育学院复核，校分管领导审核，报校长签发处分决定书。

1) Warning and severe warning: The head teacher of International students brings forward the opinion about the punishment. School of International Education signs on the Punishment Decision. Recording a demerit and disciplinary probation: The head teacher of International students brings forward the opinion about the punishment. School of International Education looks through the opinion. The Director of School of International Education signs on the Punishment Decision. School Expulsion: The head teacher of International students brings forward the opinion about the punishment. School of International Education looks through the opinion. The director of School of International Education re-check the opinion. President of BPC signs on the Punishment Decision.

（二）对涉及影响全校的事件或两个以上学院学生的处分，由国际教育学院会同有关院系共同进行处理。特殊情况下，国际教育学院可以

直接对违纪的国际学生做出警告、严重警告处分。

2) For the incident related to the whole school or incident involving students in more than two schools of BPC, School of International Education may punish the violator(International student) by warning and severe warning directly.

第三十一条 国际学生学生违纪处分程序:

31. The procedure of punishment to violation:

(一) 给予违纪国际学生处分前,应听取国际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 from before the punishment, and the statement and appeal become effective after signature.

(二) 给予违纪国际学生处分时,国际学生辅导员要填写《北京工业职业技术学院外国留学生违纪处分登记表》(一式两份),并将国际学生违纪的事实经过、旁证材料和违纪国际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教育学院。

2) The head teacher of International Students fills in International Student Punishment Registration Form (two hard copies). Then reporting the truth course, circumstantial evidence, and the student's (or the attorney's) statement, appeal and the other evidence to the director of School of International Education.

(三) 按处分批准权限给予国际学生处分后,学校应出具《北京工业

职业技术学院外国留学生违纪处分决定书》，并送发有关单位。

3) BPC 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，由国际学生辅导员填写《北京工业职业技术学院外国留学生违纪处分送交通知书》。

4) The head teacher of International Students fills in International Students Punishment Delivery Advice Notice.

（五）国际教育学院，将《北京工业职业技术学院外国留学生违纪处分决定书》送交给受处分国际学生本人，并由受处分国际学生在《北京工业职业技术学院外国留学生违纪处分送交通知书》上签字。

5) School of International Education delivers Punishment Decision to International Student, then the student should sign on the International Students Punishment Delivery Advice Notice.

（六）送交人将《北京工业职业技术学院外国留学生违纪处分决定书》送交给受处分国际学生本人时，需有两名老师到场作为见证人，如受处分国际学生拒绝签字或者无理取闹，送交人在《北京工业职业技术学院外国留学生违纪处分送交通知书》回（执）证上记明北京工业职业技术学院国际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《北京工业职业技术学院外国留学生违纪处分决定书》留在受处分国际学生所在住所，即视为已经送交。

6) Two teachers should be the eyewitnesses when Punishment Decision Notice is delivered to the student who is punished. The head teacher

should write down why the student refuses to sign, then the head teacher and the eyewitnesses sign on the Punishment Delivery Advice Notice. Punishment Decision should be left in the Student's dormitory, namely the delivery is treated as being finish.

（七）违纪国际学生下落不明，或者用上述方式无法送交的，可以通过出入境管理部门等相关部门发布公告，公告发出之日起 30 天即视为送交。

7) Exit and entry department 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 30th day from the date of promulgation.

第三十二条 受到处分的国际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，向国际教育学院提出书面申诉。国际教育学院在接到书面申诉起 10 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，由国际教育学院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 School of International Education during 5 working days since the date Punishment Decision delivery finishes. School of International Education informs the conclusion to the students within 10 working days since the day when receiving the written appeal. School of International Education will submit the appeal to the BPC president or related sections 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,国际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 the case if the student does not lodge the complaint during the scheduled appeal time.