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 **Preface**

We would like to take this opportunity to welcome you to Xuchang University and also to wish you a successful and happy stay in Xuchang. This guide will help you through most of the formalities and procedures both before and after your arrival. You will find information ranging from the important regulations to instructions on how to get to the nearest canteens. Also included in this handbook are the contact details of the many services which are available to support you throughout your stay. After reading this handbook, if you have any unanswered questions, please feel free to contact the International Exchange and Cooperation Office for further information.

**1. About XCU**

Xuchang University is one of the comprehensive ordinary universities directly under the provincial government, located in Xuchang city, a famous historic city which used to be the capital of Wei during Three Kingdoms’ dynasties. With its Three Kingdoms’ culture, unique Jun Porcelain art and pleasant natural environment, Xuchang has been awarded the titles of “Excellent Tourism City” “Garden City” “National Forest City ” “Sanitary City” “Capital of Flowers and Trees” “Top 10 Livable Cities” of the state-level.

In 1907 Xuchang Teachers’ Learning House was established. In 1911, it was named after Xuchang Teachers’ School. During the Republic of China (1912-1949) it was called Henan Provincial Xuchang Teachers’ School. After the founding of new China, it gained a great development, and in 1958 it was approved to be Xuchang Teachers’ School. Later, it was revised to be Secondary Teachers’ School and in 1978 Xuchang Teachers’ College was founded first. In 2002, it was approved to become a provincial University.

Xuchang University now has already covered over 1,700 mu, with the construction area of 571,000 square meters, the total asset of 138,000,000 Yuan teaching equipment and the collection of 1,480,000 books as well as rich electronic book resources. There are not only complete music hall, academic hall, students’ activity center and standard plastic track, but also highly advanced long-distance two-way video teaching system and digitalized campus network system. In the mean time, some characteristic research institutes such as rural development Museum of the Central Plains, Art Museum of Jun Porcelain Culture, and Wu Daozi Gallery have been built and being perfected.

Xuchang University has a team of teaching staff with high quality and reasonable structure. Among 1,169 staff members, of whom 912 are full-time teachers including 271 professors and associate professors, 711 teachers with Master’s and Doctor’s degree,2 National Excellent Teachers, 1 winner of National Labor Medal, 1 National Advanced Individual of Teacher's Ethics, 1 Henan’s teaching well-known master,2 teachers selected in the New Century Excellent Talents Supporting Plan of Ministry of Education, 1 teacher selected in the Technological Innovation Talents Supporting Plan of Henan Province,7 teachers selected in the Technological Innovation Talents Supporting Plan of Colleges and Universities in Henan Province. Apart from excellent teachers, there are several great teams such as 1 team of Technological Innovation in Colleges and Universities of Henan Province and 3 provincial teaching teams.

In Xuchang University, there are nearly 20,000 full-time students studying in 20 different departments with over 40 undergraduate specialties which are included in 9 branches of learning like literature, history, science, engineering, law, economics, administration, education, and arts. In the past years, Xuchang University has developed surprisingly well in teaching, with 1 national characteristic disciplines, 4 provincial key discipline, 6 provincial characteristic disciplines, 2 experimental teaching demonstration center in colleges and universities of Henan province, 4 provincial excellent courses, 4 provincial excellent ideological and political theory courses. There are 2 part-time doctoral tutors and 25 part-time master tutors who will co-supervise the postgraduates together with Central China Normal University, Zhengzhou University, Henan University, Southwest Petroleum University.

Scientific research is the important mark to assess the level of running schools. The university lays equal stress on teaching and scientific research and numerous high-level achievements are emerging in numbers. At the moment there are dozens of scientific research institutes such as Institute of Surface Micro and Nano Materials、Research Center of Cultures of Wei and Jin Dynasties、Institute of Applied Mathematics、Institute of Fine Drawing Works、Research Center of Jun Porcelain Culture and Industry、Rural Development Research Center of the Central Plains, Academician workstation of Micro and Nano Energy Materials of Henan Province, Research Base of Non-material Cultural Heritage of Henan Province, Institute of Jun Porcelain Study of China ,1 provincial key laboratory, 1 key laboratory cultivating base in colleges and universities of Henan province and 1 engineering and technological research centers in colleges and universities of Henan province. Recently, Xuchang University has acquired more than 40 national scientific research projects including National Natural Science Foundation of China and National Social Science Foundation of China. In addition, Journal of Xuchang University is one of the earliest publications in China, which has a great effect in the academic world and higher education institutions. Columns like “Study of History of Wei and Jin Dynasties” have drawn great attention in China and abroad. It ranks the top 100 journals for several times, the core journal of Chinese humanities and social science, and one of the top 10 journals in Henan.

The university contributes full attention to its function of serving the society and constantly develops new ways of running the school. It explores the models of Sino-Foreign cooperative education with South Ural State University (one of the top ten Russian universities ),Holland College of Canda, Montana State University (Billings) of America, Western Oregon University of America, Murray State University in Kentucky of America , University of Maine of America , Liberal and Arts College of Hindustan. The university also co-establishes laboratories with West Ontario University of Canada and Shanghai Jiaotong University to develop research. At the same time the university cooperates with famous local enterprises such as Xuji Group, Shuanghui Group, Zhongpin Group, and some organizations such as Tourist Bureau of Henan Province, Salt Bureau of Henan Province, Xuchang Highway Bureau by offering new specialties to strengthen its vitality.

Standing at a new historical point, Xuchang University firmly holds the socialist college-managing principle, emphasizing the inner construction, highlighting its unique features and serves society, in order to make Xuchang University become one of the characteristic comprehensive application-oriented university.

许昌学院简介

许昌学院是一所省属全日制普通本科院校。学校坐落于汉魏故都——河南省许昌市。许昌地处中原腹地，既是一座历史悠久的文化名城，又是一座蓬勃发展的现代新城。许昌三国文化底蕴深厚，钧瓷艺术独具魅力，地理位置优越，经济发展迅速，城市环境优美，先后获得国家文明城、国家卫生城、国家森林城、国家园林城、国家优秀旅游城等称号。

许昌学院前身是创建于1942年8月的河南省第五行政区联立师范学校。1946年7月，河南省立许昌师范学校成立，五区联师并入许昌师范学校。新中国成立后学校健康发展，1959年经国务院批准为师范专科学校，1963年因国家经济困难调整为中等师范学校，1978年首批复办师范专科，2002年3月经国家教育部批准升格为本科院校。2014年，许昌卫生学校并入许昌学院。许昌卫生学校始建于 1952 年，是一所国家级重点职业学校、河南省示范性中等职业学校。

学校现有两个校区，校园占地近1700亩，建筑面积81万平方米，教学仪器设备总值2.41亿元，馆藏纸质图书198万册，电子图书资源丰富。拥有功能齐全的音乐厅、学术报告厅、大学生活动中心和先进的远程双向视频教学系统、数字化校园网络系统、高标准运动场等，建有中原农耕文化博物馆、钧瓷文化艺术馆、吴道子美术馆等。

学校现有教职工1514人，其中专任教师1181人，副高以上职称373人，博士和硕士学位972人。有全国优秀教师4人，全国五一劳动奖章获得者1人，全国师德先进个人1人，河南省教学名师2人；2人入选教育部新世纪优秀人才支持计划，5人次入选河南省科技创新人才支持计划，14人入选河南省高校科技创新人才支持计划，拥有2个河南省创新型科技团队、4个河南省高校科技创新团队和4个省级教学团队。

学校设有23个教学院部，举办有62个本科专业和17个专科专业，涵盖理学、工学、文学、史学、法学、经济学、管理学、教育学、艺术学、医学等十个学科门类，是一所理工为主、多科协调、富有特色的综合性应用型本科院校。有14个国家级和省级特色专业、综合改革试点专业等，有5个河南省高校实验教学示范中心，是河南省卓越法律人才培养基地、河南省工程教育人才培养模式专业试点、河南省教师教育改革创新实验区。与华中科技大学、大连理工大学、电子科技大学、华中师范大学、西南石油大学、郑州大学、河南大学等联合培养研究生，并具有留学生招生资格。现有全日制在校生两万三千人。学校2012年通过教育部普通本科高校教学工作合格评估。

学校成立有表面微纳米材料研究所、应用数学研究所、工笔画研究所、魏晋文化研究中心、钧瓷文化与产业研究中心、中原农村发展研究中心、数字信号处理与智能控制工程技术研究中心等科研机构，与河南大学、河南财经政法大学等高校联合成立有3个省级协同创新中心。拥有4个河南省重点学科、1个河南省重点实验室、2个河南省工程实验室、1个河南省工程技术中心、1个河南省高校工程技术研究中心、1个河南省高校人文社科重点研究基地、1个河南省高校重点实验室培育基地，设有河南省微纳米能源材料院士工作站、河南省非物质文化遗产研究基地等。依托我校建设的许昌大学科技园是省级大学科技园和省级科技企业孵化器。《许昌学院学报》先后被评为全国社科百强学报和河南省十佳学报，“魏晋史研究”栏目入选教育部“全国高校哲学社会科学学报名栏建设工程”。

学校坚持开放办学，与俄罗斯南乌拉尔大学、加拿大荷兰学院、美国蒙大拿州立大学（比灵斯）、美国西俄勒冈大学、美国肯塔基州莫瑞州立大学、美国缅因大学、英国伍斯特大学、印度斯坦文理学院等国外高校开展合作办学，共同培养高素质专门人才。与加拿大西安大略大学、上海交通大学、同济大学等著名大学建立了合作关系。成立有瑞贝卡学院、电梯学院等行业学院，与瑞贝卡集团、西继电梯、许继集团、双汇集团、众品集团等地方著名企业加强产学研合作教育，不断强化专业设置、人才培养、科学研究与地方经济社会发展的契合度，提升社会服务能力。

站在新的历史起点，学校将牢牢把握社会主义办学方向，坚持“地方性、应用型、服务性、国际化“的办学定位，坚持以内涵提升和创新引领为核心的转型发展，融入地方办学，强化内涵提升，突出特色建设，为把学校建设成为特色鲜明的高水平应用型大学而努力！

**3. On Arrival 入学篇**

**Notice to International Students on Registration**

**国际学生入学须知**

1．International students must bring along with them the passport, the Admission Notice and come to the School of International Education of Xuchang University to register according to the schedule. The international students should hand in 4 one-inch passport photos and 4 two-inch photos of themselves for registration. Those who will not be able to come on time must inform the International Exchange and Cooperation Office. Those who do not still come two weeks after the commencement of the semester will be immediately disqualified from enrollment.

第一条 新生应持护照、入学通知书在规定时间内到国际交流与合作处办公室和相关部门、院系报到，办理入学手续。报到时需交近期1寸和2寸半身正面免冠彩色照片各4张。因故不能按时报到者，应提前来电 (函)通知国际交流与合作处，超过2周不报到者，将取消入学资格。

2. Within 30 days of arrival, international students must undertake a medical examination by Zhengzhou Sanitation and Quarantine Station. The international students should then take their health certificate to Xuchang police station to apply for the residency permit. International students who fail in passing the health examination will not be permitted to enroll at the University.

第二条 新生报到后，应在30天内(或在旅游签证有效期限内)及时到郑州市卫生检疫局进行健康检查或核查，然后持健康检查合格证，在规定时间内，向许昌市公安局申请办理居留证，身体不合格者不予注册。

3．The students have to pay the fees in full in Chinese Money RMB, within 7 days after their registration. The students who fail to pay the fees one month after the semester begins will be asked to leave school. Tuition is non-refundable to those who withdraw from school halfway through the semester.

第三条 国际学生在入学报到时，应在七天内交纳各项费用，用人民币支付，一次付清。开学一个月后若还没交清学费将被勒令退学。中途退学者，学费概不退还。

4．Each academic year of Xuchang University consists two semesters: spring semester and autumn semester, generally, each semester consists 17 weeks; the last two weeks are used for review and exams. September is the beginning of autumn semester, and the spring semester begins from February. At the beginning of each semester, students have to return to the university no later than the official starting date. They have to go through the registration formalities at the International Exchange and Cooperation Office of Xuchang University. If they fail to return on time without asking for permission in advance, they will be punished for absence without asking for leave. If they delay the registration for more than two weeks, they will be automatically considered withdrawn from the university.

第四条 许昌学院一学年分为春季和秋季两个学期，一般每学期约17周，其中最后两周为复习考试时间。每年9月是秋季学期的开始；春季学期一般从2月开始。每学期开学，国际学生要按规定时间返校，并在正式开学前一天，到国际交流与合作处报到办理注册手续。未经请假而不按时到校者，以旷课论处，逾期两周不注册者，按自动退学处理。

**4. Study 学习篇**

**4.1 Regulations on Teaching Management of International Students****国际学生教学管理规定**

1．The students have to be diligent in their studies and work hard to complete their task of learning.

第一条 外国国际学生应勤奋学习，努力完成学习任务。

2．The students have to observe study discipline. They are not allowed to enter or leave the classroom at will, or to smoke or eat during class.

第二条 外国国际学生应严格遵守学习纪律，按时上下课，认真听讲。上课时间不得随便出入教室、吸烟和吃零食。

3．Requests for sick leave or personal leave should be forwarded to his/her tutor or their faculty’s leader in advance. Any leave without prior request constitutes truancy. Students asking for sick leave should inform his/her tutor or the director of the faculty by submitting medical proof. The leave is only valid when approval is obtained.

第三条 外国国际学生因病、因事请假，应办理请假手续，凡未经请假或超假者，一律以旷课论处。因病请假，须有医生证明，经学生导师或所在院系负责人批准方为有效。

4．All Chinese holidays and the school's summer and winter vacations are the same to international students as school’s students. International students asking for leave for their own important national holidays must be approved by the International Exchange and Cooperation Office and related departments.

第四条 国际学生享受我国的节假日及学校的寒暑假。国际学生为自己国家重要节假日请假的必须经过国际交流与合作处和相关部门的同意。

5．Absence from class without prior request for leave constitutes truancy. A disciplinary warning is given to students who have been absent up to 20 class hours. A demerit will be recorded in file for those who have been absent 35 class hours. Those who have been absent from class constantly (accumulated more than 50 class hours) must be expelled from school.

第五条 凡未经请假而缺课者，以旷课论处。一学期内旷课累计达到20学时，给予警告处分，一学期内旷课累计达到35学时者，给予记过处分，情节严重者(一学期内旷课累计超过50学时者)，勒令退学。

6. To maintain a regular order of teaching, the students are prohibited from asking for leave to travel while school is in session.

第六条 为了保证正常的教学，学习期间不得请假旅游。

7. While studying, the international students are not allowed privately to take up jobs by themselves.

第七条 国际学生在校期间不得私自谋职。

8. The international students who fail in passing the final examinations must pass the make-up examination in the next term.

第八条 国际学生期末考试不合格的科目需在下个学期补考。

9. Any student who solicits a prostitute or uses drugs is subject to being expelled from the university.

第九条 凡卖淫、嫖娼、吸毒者，一律开除学籍。

**4.2 Regulations on Examination****s of the international students 国际学生考试考场规则**

1. The teachers should remain at their post, and take the work of invigilation seriously. Those who are not responsible for the work will be criticized and punished.

第一条 监考人员必须坚守岗位，认真负责进行监考，对监考工作不负责任者给予批评教育或处罚。

2. The students should reach the examination room on time, show their student cards when taking exams, and get a proper seat according to the instruction of the teachers. The students are not allowed to leave the room until 30 minutes after the beginning of the examination. Students who have left the examination room may not re-enter the room to continue the exam, and it is strictly prohibited to talk while the examination is in place. Those who are late for more than 30 minutes will be directly disqualified from the examination.

第二条 应试者应按时入场，凭学生证参加考试，进场后应听从监考人员指挥，按指定位置就座。考生需在开考30分钟后才能离场，离场后不得再进入考场答题，也不能在考场附近大声交谈。迟到三十分钟以上者不得入场，直接取消考试资格。

3. The students are not allowed to carry textbooks, notebooks or any other reference books and materials into the examination room. Those who do carry the above books or materials should hand in them, where they will be kept by the teachers and returned to the students after the examination.

第三条 应试者不得携带书本，笔记本或参考资料入场。如有带入者，应主动交出，由监考人员统一保管，考毕发还。

4. During the examination, cheating is strictly prohibited. If caught, the students will receive a zero mark for the corresponding subject. In addition, the students who are caught cheating in the examination will be punished. The punishment ranges from disciplinary warning, demerit recording, staying at school but kept under observation, expelled from school, according to the seriousness of wrong doings.

第四条 考试过程中，凡发现以任何形式舞弊或协同舞弊者，该科成绩以零分计算。视情况而定，给予处罚，标准分别为警告，记过，留校查看，勒令退学等。

5. The students who are unable to take the examination must explain the reasons and forward in advance the requests for sick leave or personal leave to the teachers of his /her own faculty. The leave is only valid when approval is obtained.

第五条 应试者如有特殊原因不能按时参加考试者，应先向所在院系提交请假条，经同意后才准假。

6. All the above regulations must be observed by all the teachers and international students.

第六条 所有学生和老师必须遵守以上规定。

**4.3** **Regulations Concerning** **the Administration of International Students’ Status in Xuchang University****许昌学院国际留学生管理规定**

**4.3.1 Graduation, Completion of the Curriculum and Completion of the Courses****毕业、结业与肄业**

Students who complete the courses required by the curriculum, and reach the standard established for graduation, can graduate.

学生修完教育教学计划规定内容，达到毕业要求，准予毕业。

**4.4 Regulations on Going through Various Certificate Procedures for International Students**

**国际学生办理相关证件规定**

I. Regulations on the management of student's identity card.

学生证管理办法

1. The student's identity card will show that they are students of Xuchang University. The student's identity card will be issued by the related faculty and distributed to every foreign student, after the freshmen finish the registration formalities.

学生证是国际学生在校期间的身份证，学生证在新生入学注册后由所在院系统一办理并发给国际学生。

2. When international students register each term, they should take the student’s identity card with them to the International Exchange and Cooperation Office and relative departments for registration. If the international students can not finish the formalities, the student’s identity card will be invalid.

学生每学期报到注册时，由本人持国际学生证到国际交流与合作处及相关院系和部门办理注册手续，如未办理注册手续，学生证无效。

3. If student's identity card is lost, he/she should apply for a new one by himself/herself in the belonged faculty. A new student's identity card will be issued by giving one photo and paying 50 RMB for service fee and cost of the card.

学生证遗失，由国际学生本人向相关部门提出补办申请，经同意后方可补办，补办学生证的需交照片一张，手续费、工本费50元人民币。

4. Student's identity card can not be altered or lent to others. Any infringement of this rule is at the student's expense.

国际学生证不准随意涂改或转借他人，如违反由此产生的一切后果由国际学生本人负责。

5. International students should hand in the student's identity card when they graduate, transfer or leave the University.

国际学生在毕业、转学或退学时必须将学生证交回。

II. Regulations on the management of student's library card

国际学生借书证及借阅管理办法

1. After finishing the registration formalities, international students will be issued a library card by handing in 1 one-inch photo .

国际学生入院后凭注册名单，每人交一寸半身免冠近照一张，办理借书证。

2. International students should use their own library cards which can not be lent to others. If the library card is used by others, the card will be detained for 2 weeks, and the person who owns the card will be fined. In a serious case, the library card owner will not be allowed to borrow books for two months.

借书证只限本人使用，不得转借他人。如发现转借，将暂扣借书证两星期，并按照处罚规定给予一定罚款处理。情节严重者，给予停止借阅书刊二个月的处罚。

3. Take care of the library card. If lost, international students should bring his/her own student identity card or the loss certification from the belonged faculty to report the loss of the library card in the front desk of library. If the international student does not report the loss of the library card, he or she has to undertake all losses and consequence which is produced during the loss time.

丢失借书证，应凭国际学生本人学生证或所在学院证明及时到图书馆服务台挂失，在挂失前被人冒借的文献由当事人负责赔偿。

4. Before graduation, transferring or leaving the university, international students should return all books to the University and get stamped, and then they can finish the formalities.

国际学生毕业、转学或退学时应先将所借图书及欠款还清，交回借书证，并经图书馆盖章证明后，方可办理离校手续。

5. International students who come to borrow books should transact the formalities at the front desk. Resources of the library are not to be taken away without borrowing process.

外借图书，须到服务台办理借阅手续。请勿将未办理手续的图书带出馆外，否则以偷窃图书论处。

6. Borrowed books should be returned on time, if exceeding the lending time limit, international students will be fined by the library.

外借文献应按期归还，超期未还者暂停借阅，每册按图书馆规定处以超期罚款。

7. When borrowing books, international students should have a look at the possible ripped pages, painting or dirty pages. If so, ask the library worker to chapter with a sign. When returning books, international students shall pay compensation if the book contains ripped pages, painting or dirty pages but without stamp.

借阅文献时应对所借文献全面检查，如发现涂画、污损、缺页等情况，应向工作人员说明，并由工作人员加盖记号章。还书时发现上述情况，如未有记号章，概由读者本人负责，并按规定予以赔偿。

**4.5 Regulations on the Management of Residence Card, Passport and Visa****居留证及护照签证管理办法**

1.If you hold an "X" visa to enter China you must apply to Entry-Exit Administration Section of Xuchang Public Security Bureau to transact the "Foreigner Residence Card" within 30 days from the day you enter China, and hand in the relevant formalities: passport original production and hard copy, 2 two-inch photos and the fees. Any student who fails to obtain this required Residency Permit within the allowed time will be subjected to fines and penalties in accordance to the law.

持“x”字签证人境的国际学生必须在自入境之日起30日内，向许昌市公安局出入境管理部门申请办理《外国人居留许可》,并提交相应的手续：护照原件及复印件、近期二寸半身正面免冠照片2张及相应的费用，然后申请办理《外国人居留许可》。学生应自觉提前办理居留延期，如超过居留期限停留即为非法居住，许昌市出入境管理局将依法进行处罚。

2. International students applying for the residence permit must complete the following formalities

A. Hand in your passport, visa and the attestations related to the residence main content.

B. Fill in a residence application form.

C. Hand in the health certificate and 2 two-inch photos.

来华国际学生申请居留许可必须履行下列手续：

(1)交验护照、签证和居留事由有关的证明；

(2)填写居留申请表；

(3)申请居留许可还要交验健康证明书，交近期二寸半身正面免冠照片2张。

3. If the content of the residence card has been altered, students must come to the Entry-Exit Administration Section of Xuchang Public Security Bureau to transact the alteration formalities within 10 days.

在居留许可上填写的项目内容如有变更，必须在10日内到许昌市公安局出入境管理部门办理变更手续。

4. The international students who want to continue their studies in another university out of Xuchang should go to the Entry-Exit Administration Section of the Public Security Bureau of Xuchang to go through the formalities of moving out. On arrival at the other city, the students must go to the corresponding department within 10 days to go through the formalities of moving in.

国际学生转学至另一城市时，应当先在许昌市公安机关出入境管理部门办理迁出手续。到迁入地后，必须于10日内到迁入所在地公安机关出入境管理部门办理迁入手续。

5. After graduation, completing courses or expelled out of Xuchang University, the international students must exit China during the regulated time. The Entry-Exit Administration Section of the Public Security Bureau of Xuchang will be immediately informed with the information of students who are expelled from the university, and will take over the residence permit or shorten the period of stay in China.

外国国际学生毕业、结业、肄业、退学后、必须在规定的时间内出境。对受到许昌学院勒令退学或开除学籍处分的国际学生，及时通知许昌市公安局出人境管理部门。许昌市公安局出人境管理部门依法收缴其所持外国人居留证或缩短其在华停留期。

**4.6 Regulations on Travelling and Leaving School**

**旅游、离校的管理规定**

**1. Traveling**

The students who want to visit the permitted regions for a journey on holidays must inform the International Exchange and Cooperation Office of the place they want to go and observe the related regulations formulated by the public security bureau of China. The expense of traveling will be paid by the students. According to the Public Security Bureau of China, there is no need to go through traveling formalities if taking a trip to the permitted regions. But traveling formalities are required if taking a trip to the region that is forbidden in China, or it will be illegal.

旅游:

国际学生利用节假日到中国境内开放地区旅行时，应该向国际交流与合作处说明去向。旅行时要遵守公安局的有关规定，一切旅行手续和费用均需自理。根据我国公安局的规定，到开放城市和地区不需办理有关旅行证。到我国非开放地区旅行，必须办理有关旅行证。擅自到非开放地区属非法行为。

**2. Leaving school**

（1）With the “notice of leaving school”, the students who want to leave school（including transfering to another school, suspending from school, dropping out of school, and graduating from school）should go to the related department to go through leaving formalities.

（2）Students who has obtained approval for suspension, graduated or completed their studies must move out of the school within two weeks.

（3）Students who has withdrawn or are dismissed or expelled from schooling must leave school within one week after the notification of withdrawal, dismissal or expulsion is received.

（4）Students who are supposed to leave school but still linger at the university shall be responsible for anything that happens to them.

离校：

（1）国际学生离校(包括转学、休学、退学、毕业)，应持“离校通知书”到相关部门办理离校手续。

（2）休学、毕业或结业的外国国际学生需在两周内离校。

（3）退学、勒令退学、开除学籍的国际学生需在一周内离校。

（4）该离校但仍以各种理由滞留在学校者，滞留期间所发生的各种事情由学生自行承担。**5. Campus Life 校园生活**

**5.1 Dormitory regulations****国际学生公寓管理规定**

1. During the period of their study, the students should safeguard themselves and private possessions. All electric appliances should be used safely. They should be switched off each time when not in use to prevent accidents.

第一条 在校学习期间应注意自身和财物安全。安全用电，及时关闭不必要的电源。

2. You are not allowed to lend your room key to others, and you must not change the lock, make a key or add another lock privately. You should inform the dorm staffs if the lock is broken, and they will tell the school logistics department to replace it. Please return your keys to school when you finish your study in Xuchang University.

第二条 宿舍的钥匙不得随意转借他人，严禁私自换锁、配钥匙或另加门锁。门锁损坏时应告知宿舍管理员，由宿舍管理员通知学校后勤部前来更换。学期结束退房时，请同学们立即将钥匙返还。

3. All of the equipment in the room belongs to Xuchang University, provided only to international students. Please take care of the furniture and equipment. International students should save using the water and electricity. Any gas stove or electric appliance which is liable to cause fires are not permitted within the dormitory. Without permission, the students cannot exchange the furniture with other rooms, destroying the indoor and bed equipment is forbidden, changing their use and construction is forbidden. Anyone who causes damage to public property because of incorrect usage is liable for compensation.

第三条 房间内一切设备、设施系学校财产，仅供国际学生本人使用。请爱护室内的各种家具、设备，节约用电、用水。不准用电炉、电器在宿舍内取暖、做饭。不得随意与其他房间调换家具；不得毁坏室内设施和床上用品。如有损坏或丢失，照价赔偿。

4. It’s strictly prohibited to decorate the room, you are not allowed to damage or change the structure or function of the building.

第四条 宿舍内严禁私自装修，严禁破坏、改变房屋结构和功能。

5. It is the student's responsibility to keep his/her room and its surroundings clean. It is forbidden to nail in the wall. Raising poultry or keeping pets is not allowed. Smoking in the bed is forbidden. Fighting, alcoholic and other forms of abuse are not permitted; anybody who breaks these rules will be punished, which ranges from a demerit recorded in a file to expulsion from the university, according to the seriousness of wrong doings.

第五条 保持宿舍清洁，不得在壁上乱涂乱画，不得随意钉钉子；不得饲养家禽、家畜；不准在床上吸烟；禁止酗酒、斗殴和其他不良行为，违者视情节给予警告、开除学籍等处分。

6. Quietness should be maintained in the dormitory. After 22: 00, students are not allowed to hold parties with dancing and loud music or to create undue noise in and around the dormitory or to hold any activities that disturb others’ study and rest.

第六条 请保持宿室内安静。不得在宿舍内从事影响他人学习和休息的活动，跳舞、大声喧哗、放高声音乐及任何形式的节日庆祝活动和生日晚会都不得在晚上十点后举行。

7. Students are responsible for maintaining and keeping the room and common areas clean. Students should clean their rooms every day to keep the floor, doors and windows clean, and ensure that the desks, wardrobes and chairs are not damaged. It is strictly forbidden to pour water or throw rubbish through the windows.

第七条 各寝室要坚持每天打扫卫生，保持屋内和公共区域的卫生。做到地面无痰迹、无烟头、纸屑等污物，门窗洁净，桌椅整齐无灰尘，自觉维护走廊、楼梯、厕所的公共卫生。严禁向窗外倒水，丢杂物。

8. Students are not allowed to shout, or engage in sports with balls or drink alcoholic beverages in or around the dormitory. In compliance with the study schedule, students must not engage in any kind of entertainment during studying and resting time.

第八条 不得在宿舍内从事影响他人学习和休息的活动，如跳舞、运动、酗酒、大声喧哗、放高声音乐等。

9. It’s forbidden to copy, disseminate, watch pornography or obscene publications.

第九条 严禁复制、传播、观看色情、淫秽出版物。

10. The students must be back in their dormitories before 22: 00. After 22: 00, visitors are forbidden to enter the international students' rooms.

第十条 因事外出，须于当天22：00提前返回学校。22：00后，严禁来访人员停留在外国国际学生房间内。

11. Without registering in the guard room in front of the international students’ building, visitors are not allowed to come in international students’ building. Visitors are not permitted to stay overnight. If visitors want to stay overnight, they must get the permission of the International Exchange and Cooperation Office and make registration.

第十一条 严禁外人未经登记入宿舍内，不准私自在住处留宿来访人员，如需留宿必须征得国际交流与合作处批准，并办理登记手续。

12. Cohabitation is forbidden during the period of study.

第十二条 在校学习期间，严禁非法同居。

13. Don’t transfer, lease and lend the beds.

第十三条 禁止转让、出租、出借床位。

14. In principle, you are not allowed to change the room, if there are any particular conditions, please apply to the office; the manager will deal with it according to specific situation. Otherwise, you will be punished as violating the discipline.

第十四条 住宿的同学原则上不允许调换房间，如有特殊情况需要调换房间，请向办公室提出申请，由管理人员视具体情况决定是否给予办理，否则，将视为违纪予以处罚。

15. International students are arranged to live on campus. They are not allowed to live off campus.

第十五条 国际学生应按学校统一安排在校内住宿，禁止在校外住宿。

16. Students are required to follow the instructions and recommendations of the Dormitory Administrator. Teamwork, assistance and cooperation should be given to the dormitory staff when they are inspecting, providing maintenance or other necessary work in the students’ rooms. Quarreling, offending and maltreatment to the Dormitory Administrator are not allowed.

第十六条 服从管理人员管理，严格遵守各项宿舍管理的规章制度，主动地、积极地配合管理人员工作，不得顶撞辱骂捉弄管理人员。

17. Each student must comply with the above provisions, if there are any violation, the school will give punishment to you according to the situation.

第十七条 国际学生必须认真遵守以上各项规定，如有违反，学校将视情节轻重给予处罚。

**5.2 Regulations on International Students’ Daily Life**

**国际学生生活管理规定**

1. The international students should abide by the Chinese law, decrees and other correlative regulations, the international students should not take any actions or say anything that is harmful to the friendship and interest between two countries.

第一条 在华学习期间应遵守中国人民共和国的法律、法令和有关规定，不散布、不做有损于中国人民利益和两国人民友好的言论和行为。

2. The university will respect the international students' culture and religious belief. With the approval of the University, the international students have right to celebrate their traditional festival in a place appointed by the university, but the content cannot be against China or its public morality. Propaganda of religious and other related religious activities are forbidden.

学校尊重国际学生的民族习俗和宗教信仰，经学校批准，国际学生可在学校指定地点庆祝本国重要传统节日，但不得有反对我国的内容或违反公共道德的言行，且严禁在校内进行传教和其它宗教宣传活动。

3. If the international students want to organize any extracurricular activities, they must report to the International Exchange and Cooperation Office. After getting approval, they may conduct these activities. If necessary, the International Exchange and Cooperation Office will offer assistance.

国际学生组织任何有中国师生参加的课外活动，需事先报告国际交流与合作处，经批准方能举行，必要时可予以协助。

4. The international students should obtain and post packages by themselves. For the special reason, the International Exchange and Cooperation Office will offer the assistance, but the fees should be paid by international students.

国际学生自行取、寄包裹，特殊情况国际交流与合作处可以协助，费用自理。

5. Students needing to travel back home or other places outside China must submit a request to the International Exchange and Cooperation Office. The written request must contain the following information: reason for the travel, the destination, the intended route, and the timelines (date of departure and date of return). This request must be submitted to the International Exchange and Cooperation Office two weeks prior to the intended departure date. If a student has difficulties in returning to the University on the intended return date they must inform the University in time.

暑假期间离校回国或去其他地方旅游参观，须在离校前二周将事由、离返校时间、目的地、途径等报告国际交流与合作处，并按时返校，因特殊情况不能按时返校者，须及时通知校方。

6. During the period of study, it is forbidden for international students to obtain employment, be in business, or take any other activities for making profit, but international students may take part in the work for study activities which are organized by the university.

国际学生在校学习期间不得就业、经商，或从事其他营利性活动，但可以按学校规定参加勤工助学活动。

7. The University will endeavor to provide the best service it possibly can.

校方将在条件允许的情况下，尽可能为外国国际学生提供优良服务。

8. Strictly comply with traffic rules and regulations. Do not ride motor-cycles, fuel-powered moped and high-power battery bikes. Driving a motor-vehicle without license, driving a car after drinking, driving rapidly on campus and carrying someone else while biking are all strictly prohibited.

严格遵守交通规章制度，不使用摩托车、燃油助车和大功率电瓶车。严禁无照驾驶机动车，严禁酒后开车，严禁在校园内快速开车，严禁骑车带人。

9. Do go to a bank for currency exchange; do not exchange currency with a private store or an individual. Currency exchange with an unauthorized store is an unlawful act.

换汇一定要去银行，不要在私人商店或个人处换汇。在非正式营业点换汇是违法行为。

10. To take a taxi, do choose one affiliated to an accredited taxi firm .

乘坐出租车一定要选择正规出租车公司的出租车。

11. Do not set off fireworks and firecrackers or barbecue food on campus or in a dormitory.

不得在校园内燃放烟花爆竹，不得在校园内进行烧烤。

12. Swimming at non-accredited swimming places like river, lake, and reservoir is strictly prohibited. Do not travel around a place in threatening natural conditions.

严禁到江、河、湖泊等非正规游泳场游泳，不到自然条件险恶的地方游玩。

**5.3 Canteen Regulations****食堂文明规范**

1．Be polite with each other, and respect the cook and the other workers in the canteen.

2．Wait for the food in queue and don’t crowd.

3．Pay attention to hygiene, and don’t spit anywhere. Put any leftover food in the designated container voluntarily.

4．Take care of the dinning tools and the equipment in the canteen. Don't waste food, water and electricity.

1. 讲礼貌，尊重厨师及其他工作人员。

2. 就餐时，按次序购买饭菜，不拥挤。

3. 讲卫生，不随地吐痰，主动将剩饭菜倒入指定的桶中。

4. 爱护餐具及食堂设施，爱惜粮食，节约水电。

**6. Safety and Welfare 安全健康**

**6.1. Traffic Safety交通安全**

6.1.1. Bicycle自行车安全

1. Bicycle is non-motor vehicle which is allowed to run along the bicycle lane.

2. Drunk Riding is prohibited.

3. Carrying passengers is prohibited .

4. Abreast riding is prohibited.

5. Bear in mind that don’t talk on the cell phone, don’t use earphone, don’t hold an umbrella when riding and be slow or stop when turning a corner or turning from a path to the main road.

6. It is not an excuse for denying to pay fine or penalty by the traffic police that you don’t know the traffic rule.

1. 自行车是轻型人力车，所以原则上要在非机动车道上或者有标识的道路上行驶。

2. 禁止酒后骑车。

3. 禁止骑车带人。

4. 禁止2辆车并排行驶。(禁止并行)

5. 骑车时，不打手机。骑车时，不戴随身听等的耳机、头戴耳机。

雨天不打伞骑车。雨天需要骑车时，要穿上雨衣。拐弯时或是从小路上大道时，要慢行、或停一下。

6. 违反交通规则被警官发现、处罚时，即使说“不知道”也无济于事。

6.1.2 International students of HPU are not allowed to ride motor vehicles on campus.

国际学生在校内不得驾驶机动车和摩托车。

6.1.3 Accident Handling发生事故后的应对办法

1. Confirm the injury condition and call 120 for ambulance if it is severe. Try to rescue the injured and protect the accident spot. Call 110 and 119 for help. Insurance premium could not be paid if there is no accident certificate written by police.

2. Confirm the name, address and the contact number of the accident party.

3. Contact the insurance company at the same time if you buy the insurance.

4. Physical examination is necessary if you are injured. Internal injury usually breaks out after a while.

5. Try to contact the university administrator or your classmates for language interpretation to eliminate the misunderstanding.

1. 确认自己或是对方的伤害状况，严重时叫救护车(电话号码:120)，抢救伤人、保护现场，及时拨打110、119等求助电话。不向警察申报事故，就无法及时获得救助和保障，在申请支付保险金时，也无法获得交通事故证明书。

2．确认事故对方的姓名、住址、联络处。

3．如果加入了保险，要与保险公司联系。

4. 如果受了伤，即使不很严重，过后也一定到医院检查，因为有些伤害后果，需要时间才能发作。

5. 请尽可能及时与学校的老师联系，因为语言交流方面的困难，使误会更容易产生，因此，老师的介入是国际学生的安全得到保障的重要措施。

6.1.4 Students are required to take licensed taxis. The rights and interests of the students could not be protected if a traffic accident happens when they take an unlicensed taxi .

学生日常乘坐机动车出行，一定要乘坐正规出租车或者公交车，，否则发生交通事故造成伤害时，国际学生的合法权益得不到法律的充分保障，容易受到侵害。

1. Students are required to abide by the traffic rule on the road. Use the pedestrian crossing when crossing the road and following the traffic signs.

2. Don’t play balls and roller skate on the main road.

3. Don’t listen to music by earphone on the road.

4. Don’t use the motor lane when going through the campus gates.

1. 上、下课的路上，要遵守交通规则，靠右通行，穿过马路要走人行横道，按照道路标志线行走。

2. 不要把道路当做运动场，打球、滑旱冰等。

3. 不要戴着耳机听着音乐走在路上。

4. 不要在道路上嬉笑打闹。

5. 进出校门，不要走机动车行驶道。

**6.2. Safety Awareness 安全意识**

6.2.1 Prevention of Theft 提高防盗意识

1. Close the window and lock the door when leaving the dormitory.

2. Lock the door for nap at noon or sleep at night.

3. Don’t bring valuables to classroom, library, playground and other public places.

4. Cell phone, purse and other valuables shall not be put into the pockets of outwear to prevent theft or loss.

1. 离开宿舍后，要关好门窗。

2. 早上、中午、晚上睡觉时，要关好宿舍房门。

3. 不要把学习物品及其它贵重物品放于教室、图书馆、运动场等场所。

4. 不要把手机、钱包等贵重物品放在外衣口袋中，易被扒窃，也容易滑落遗失。

6.2.2 Prevention of Fire 提高火灾防范意识

1. Use electrical appliance according to the instructions.

2. Shut off the electrical appliance when leaving the room.

3 Don’t liter lit cigarette stub.

4. Master the usage of fire extinguisher. Be calm to handle tiny flame and use fire extinguisher to put out a fire.

5. Master the methods to escape from fire hazard. Evacuate from the scene of fire orderly to prevent the occurrence of secondary harm.

1. 不要违章使用电器。

2. 离开房间时，要及时关闭用电器。

3. 不要随便乱丢未熄灭的烟头。

4. 掌握灭火器的使用方法。遇到火灾事故，尤其是火灾初期，要保持冷静，学会处置初级火情，利用就近的灭火器进行扑灭。

5. 遇到火灾事故时，掌握火灾逃生的方法。保持有序撤离，严禁发生次生危害。

6.2.3 Prevention of Accidental Injury 预防意外伤害事故发生:

1. Drinking could trigger argument and injury everywhere.

2. Do not swim in the lakes on the campus.

1. 禁止酒后滋事。酗酒已经成为国际学生与他人发生纠纷、造成伤害的主要诱因。

2. 禁止在学校景观湖中游泳。

**6.3 Medical Treatment and Insurance医疗及保险**

1. The students who suffer illness can visit the doctors in the affiliated hospital or any other hospitals in Xuchang at their own expense. If there is urgent need, emergency telephone is available: 120.

医疗:国际学生患病可到校医院或其它医院就诊，一切费用自理。如有紧急需要，可拨打急救电话：120。

2. The students must buy insurance at their own expense once arriving at Xuchang University.

国际学生必须在到达中国开始留学之日起购买保险，一切费用自理。

**6.4 Useful Contacts常用电话**

International Exchange and Cooperation Office

国际交流与合作处：0374-2968691

Security Office

保卫处：0374-2968110

International Exchange and Cooperation Office

国际交流与合作处

宋老师：15203740502

程老师：15537442500