



**中国科学院大学**  
University of Chinese Academy of Sciences

# 国际学生必读

Rules and Regulations for UCAS International Students

(2019)



留学生办公室编

Compiled by International Students Office



# 学生声明

## Statement

本人已收到并认真阅读了《中国科学院大学国际学生必读》，将严格遵守中国法律法规和中国科学院大学校规校纪。

I have received and carefully read the *Required Reading for International Students of University of Chinese Academy of Sciences* and will abide by Chinese laws and comply with the rules and regulations of the University of Chinese Academy of Sciences.

姓名 Name: \_\_\_\_\_

学号 Student NO.: \_\_\_\_\_

国籍 Nationality: \_\_\_\_\_

护照号 Passport NO.: \_\_\_\_\_

签字 Signature: \_\_\_\_\_

日期 Date: \_\_\_\_\_



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# 学生管理

Student Managemet



# 中国科学院大学招收和培养国际学生管理规定(试行)

## Administrative Rules on the Enrollment and Education of International Students of University of Chinese Academy of Sciences (Trial)

校发际字〔2015〕105号

XIAOFAJIZI (2015) No. 105

### 第一章 总 则

#### Chapter I General Provisions

**第一条** 为做好中国科学院大学(简称“国科大”)国际学生的招收与培养工作,依据《高等学校接受外国留学生管理规定》(教育部、外交部、公安部令第9号)等中国相关法律、法规,结合学校实际,制定本规定。

**Article 1** These Rules have been formulated in order to improve the enrollment and education of international students in University of Chinese Academy of Sciences (UCAS) in accordance with the Administrative Rules on the Acceptance of Foreign Students by Colleges and Universities(No.9 Decree of the Ministry of Education, the Ministry of Foreign Affairs and the Ministry of Public Security) and relevant Chinese laws and regulations.

**第二条** 本规定所称国际学生是指国科大招收录取,在中国科学院所属研究院、所、台、站、中心等单位及国科大校部各院系(以下简称“培养单位”)接受普通高等学历教育或非学历教育的非中国籍学生。

**Article 2** International students in these rules refers to non-Chinese students enrolled at UCAS, who are receiving a degree education or non-degree education at academies, institutes, observatories, stations and centers affiliated with the Chinese Academy of Sciences (CAS) and in the schools and departments of UCAS (hereinafter referred to as host institutes).

**第三条** 国科大国际学生学历教育类别为硕士研究生和博士研究生;非学历教育类别为普通进修生和高级进修生。

**Article 3** UCAS offers international students degree education and non-degree education. The former includes master's programs and doctoral programs, while the latter includes the regular visiting student program and senior visiting student program.

**第四条** 国际学生工作应遵循科教融合的办学方针和“归口管理、协调配合、规范有序、保证质量”的管理原则。

**Article 4** International student education adopt the fusion of scientific research and teaching philosophy and follow the management guidelines embodied by the motto direct accountability, effective coordination and excellent quality.

## 第二章 组织分工

### Chapter II Work Division

**第五条** 国际合作处是国科大国际学生工作的归口管理部门，下设留学生办公室（以下简称“留办”）负责全校国际学生招收与培养政策制订与管理协调工作。

**Article 5** The International Affairs Office (hereinafter IAO) manages international student affairs at UCAS. The International Students Office (hereinafter ISO), a subdivision of IAO, manages the affairs related to enrollment of international students, formulation of education policies and coordination.

**第六条** 国际学院负责国际学生集中教学期间的培养和管理；培养单位负责国际学生在培养单位进行学习和研究期间的培养和管理；国际合作办学机构负责相关项目国际学生的培养与管理。

**Article 6** The International College is in charge of the education and management of international students during the campus-concentrated teaching period; Host institutes are responsible for the education and management of international students during their study and research in host institutes; the Chinese-foreign cooperative education institutions are in charge of the education and management of those international students enrolled in their programs.

**第七条** 国科大相关职能部门和培养单位在各自职责范围内协调配合，共同做好国际学生工作。

**Article 7** The relevant functional departments of UCAS and host institutes should cooperate within their power and responsibilities on the management of international student affairs.

## 第三章 招生管理

### Chapter III Admission Management

**第八条** 国科大负责制定国际学生的招生办法和招生简章。国科大和培养单位共同开展国际学生招生宣传工作。

**Article 8** UCAS is responsible for formulating international student admission measures and regulations; UCAS and host institutes jointly promote international student programs.

**第九条** 培养单位负责接收和审核国际学生的入学申请材料，按相关规定对申请人进行考核（考试/面试）。国科大负责对申请材料进行复审，办理录取相关手续。

**Article 9** Host institutes accept and register international students' applications and examine applicants (written exams/interviews). UCAS rechecks the applications and works on admissions procedures.

**第十条** 培养单位制定本单位的国际学生招生计划，招生专业学科须为本单位现有专业学科。为国际学生新设立的学历教育专业，须向留办提出、报国科大审批。

**Article 10** Host institutes make their own international student enrollment plans. The majors offered must be currently available. If new majors are to be set up for international students, the majors must be proposed to ISO and then be reported to UCAS for approval.

**第十一条** 招收国际学生的教师须具备导师资格，在首次招生之前须填写《中国科学院大学国际学生指导教师资格申请表》，经培养单位推荐，报国科大审批。

**Article 11** The faculty accepting international students must be qualified supervisors who have filled out the International Student Supervisor Qualification Application Form of University of Chinese Academy of Sciences and who have been recommended by his/her department and approved by UCAS.

#### **第四章 新生报到与注册**

#### **Chapter IV Registration**

**第十二条** 国际学生新生须按照国科大录取通知书规定的要求和日期，到指定地点报到入学。

**Article 12** New international students must register according to the requirements on the UCAS admission notice which specifies the check-in date and location.

因故不能按时报到的，须事先向国科大或培养单位请假。超过 30 天不能报到的，应提出书面申请保留入学资格。入学资格保留期限最长不得超过一学年。在保留入学资格期到期日前 60 天内，应提出入学申请，经审查合格的，可以报到入学。

If any student cannot register on time, he/she should notify UCAS or the host institute in advance. If any student is over 30 days late for registration, he/she should submit a written application to retain the qualification, which can be retained for no more than a school year. Within 60 days before the offer expires, the student should submit an enrollment application form and then register if the application is approved.

**第十三条** 国际学生向培养单位报到时，培养单位负责核实学生身份，收取相关费用，发放入学材料，根据相关政策、规定或协议安排住宿，并协助国际学生在入住后 24 小时内到当地派出所（或其指定地点）办理外国人临时住宿登记。

**Article 13** When international students register with host institutes, host institutes are responsible for verifying their identity, collecting fees, distributing admission hand-outs and arranging accommodation according to relevant policies, regulations and agreements. They should also assist international students to have their temporary residence registered in a local police station (or its designated location) within 24 hours after their registration.

**第十四条** 国际学生在向培养单位报到后，培养单位应及时通知报国科大办理学生注册和学籍登记手续。

**Article 14** After international students register with host institutes, host institutes should

promptly notify UCAS and have the students' enrollment registered.

培养单位应在新生报到后 30 天内，按照国科大招收国际学生有关规定对其进行复查。对于复查不合格的学生，培养单位应书面向国科大提出取消该生入学资格并注销学籍的申请，相关费用由学生本人承担。

Host institutes should recheck the new students within 30 days after the students' registration according to UCAS regulations on international student admissions. If any student is found unqualified, the Host institutes should submit a written application to UCAS to cancel the student's registration. And the student will bear the expense incurred thereof.

**第十五条** 国际学生入学后应当按照中国卫生行政管理部门的规定到当地卫生检疫部门办理《境外人员体格检查记录》确认手续或者进行体检。相关费用本人自理。

**Article 15** International students should go to the local inspection and quarantine bureau to complete the Physical Examination Record for Foreigner for confirmation or to have a physical checkup according to the requirements of the Chinese health administration bureau. This cost will be borne by the student.

## 第五章 培养管理

### Chapter 5 Training Management

**第十六条** 国际学生的学籍管理参照《中国科学院大学学生管理规定》执行。

**Article 16** The student status of international students shall be managed in accordance with Regulations on Student Management of University of Chinese Academy of Sciences.

**第十七条** 国际研究生的培养计划须符合国科大和培养单位或中外合作办学项目关于研究生培养的相关规定。

**Article 17** Training plans for international graduate students shall conform to the provisions regarding graduate training by UCAS, host institutes or Chinese-foreign cooperative education programs.

**第十八条** 国际研究生所学课程须符合《中国科学院大学国际研究生课程设置方案》。培养单位开设国际研究生项目和课程，须向国际学院提出申请并报国科大。

**Article 18** The courses offered to international graduate students shall conform to Curricula for International Graduate Students of University of Chinese Academy of Sciences. To establish international graduate programs and courses, Host institutes shall apply to the International College and notify UCAS.

**第十九条** 全日制国际研究生的学位申请与管理原则上按照中国学生的相关管理办法执行。中外合作办学、联合培养的国际研究生的学位申请与管理按照有关协议执行。

**Article 19** Degree application and management of full-time international graduate students shall follow the same rules and regulations as Chinese students in principle. Degree application

and management of students of Chinese-foreign cooperative education institutions and programs shall follow relevant agreements.

**第二十条** 使用外语接受学历教育的国际学生，学位论文可用相应的外国文字撰写，但应有中文摘要。国际学生申请学位论文答辩的要求与中国学生相同。

**Article 20** The international students taking degree courses taught in a non-Chinese language are permitted to write their dissertations in that language, but a Chinese abstract is required. International students must meet the same requirements as Chinese students in applying for an oral defense.

## 第六章 日常管理

### Chapter VI Daily Life Management

**第二十一条** 国际学生违犯国科大和培养单位规章制度的，参照《中国科学院大学学生纪律处分条例》给予相应处分。

**Article 21** International students who have violated the rules and regulations of UCAS and host institutes are subject to penalty in accordance with Disciplinary Regulations of University of Chinese Academy of Sciences.

**第二十二条** 国际学生因故不能按时参加培养计划规定的活动，应当事先请假并获得批准。国际学生的请假参照《中国科学院大学学生请假销假管理办法》执行。

**Article 22** If for some reason international students are unable to attend activities required in the training plans, they should ask for prior approval. To ask for leave, international students can refer to Regulations on Student Leave of Absence at University of Chinese Academy of Sciences.

**第二十三条** 国际学生离境须经导师同意、培养单位批准，报国科大备案。国际学生入境回到培养单位后，培养单位应及时报国科大。

**Article 23** Any international student must ask his/her supervisor for permission, gain approval of his/her host institute and notify UCAS before leaving China. After the student returns, the host institute should promptly notify UCAS.

**第二十四条** 国际学生发生学籍变更或受到奖励和处分时，培养单位应当及时向国科大报备。

**Article 24** If the status of an international student changes in any way, or when he/she is awarded or punished, the host institute should report these matters to UCAS in a timely manner.

**第二十五条** 经国科大或培养单位同意，国际学生可以在指定地点和范围内举行庆祝本国重要传统节日的活动，但不得有反对、攻击其他国家、民族或违反公德的行为。

**Article 25** With the permission of UCAS or host institutes, international students may hold celebrations on important festivals of their countries at designated sites. But offensive behaviors toward other countries or nationalities and violation of social ethics are strictly prohibited.

**第二十六条** 国际学生不得在国科大和培养单位内进行传教、宗教聚会等任何宗教性质的活动。

**Article 26** International students shall not preach religion or hold religious gatherings at UCAS or in host institutes.

**第二十七条** 国际学生在国科大学习期间的集体活动应按照《中国科学院大学学生集体活动安全责任制暂行规定》执行；在培养单位培养期间，按培养单位相关规定执行。

**Article 27** International students should follow the Interim Regulations on Safety Accountability for Student Activities at University of Chinese Academy of Sciences while holding student activities during their study at UCAS. They should follow the regulations of the host institute during their study in their respective institutes.

**第二十八条** 国际学生在国科大或培养单位提供的公寓住宿，应自觉遵守《中国科学院大学学生公寓管理规定》及其它相关规定。

**Article 28** International students who live in the residence hall at UCAS or host institutes should follow Regulations on Management of Student Residence Halls of University of Chinese Academy of Sciences and other related regulations.

## 第七章 奖学金管理

### Chapter VII Scholarship Management

**第二十九条** 各类国际学生奖学金的申请、评审等事宜，按照中国科学院、教育部和北京市教育委员会及国科大等具体管理规定执行。

**Article 29** The applications for various international students' scholarships and appraisal of the applications should be carried out according to the related regulations of Chinese Academy of Sciences, the Ministry of Education, Beijing Municipal Commission of Education and UCAS.

**第三十条** 各培养单位可以为国际学生设立奖助学金。奖助学金的申请、评审、发放等相关事宜，按照培养单位相关规定执行。

**Article 30** Host institutes can establish scholarships and grants for international students. The application, appraisal and distribution of these scholarships and grants should be done according to the rules and regulations of the host institute.

**第三十一条** 鼓励企事业单位、社会团体及其他社会组织和个人按照国科大有关规定捐资或设立奖助学金。

**Article 31** Enterprises, government-sponsored institutions, social organizations and individuals are encouraged to donate funds or set up grants or scholarships as per UCAS regulations.

## 第八章 签证管理

### Chapter VIII Visa Management

**第三十二条** 国际学生凭国科大录取通知书、《外国留学人员来华签证申请表》(JW201表、JW202表)等相关材料申请学习类签证入境。对于持其它种类签证入境的国际学生,培养单位应及时敦促其更换来华学习(X)签证。

**Article 32** International students should apply for a student entry visa by the letter of admission, Visa Application for Study in China (Form JW 201, Form JW 202). For international students who enter China with other visa types, their respective institute should promptly urge them to acquire a student entry visa (X).

**第三十三条** 国际学生所持学习类签证注明入境后需要办理居留证件的,应自入境之日起 30 日内,向居留地公安机关出入境管理机构(以下简称“当地出入境管理机构”)申请办理学习类外国人居留证件,相关费用自理。

**Article 33** International students who enter China by a student entry visa and who need to get a residence permit should apply to the local exit-entry administration office under the Public Security Bureau (hereinafter referred to as local exit-entry administration office) for an international student residence permit within 30 days after entry. The cost incurred thereof is borne by the student.

**第三十四条** 居留许可延期、变更、补办、迁移和注销

**Article 34** Renewal, alteration, replacement, transfer and cancellation of residence permits

(一) 居留许可到期,还需继续在校学习或延长学习期限的,办理居留许可延长手续。每次延期一般不超过一年。

(1) International students who need to stay in school for a period of time longer than their residence permit expiration date should have their residence permit renewed. Every renewal should not exceed a year.

(二) 国际学生居留事由、护照号码等情况发生变化的,须在 10 日内向当地出入境管理机构申请新的居留许可。

(2) International students whose passport number or reasons for residence have changed shall apply to the local exit-entry administration for a new residence permit within 10 days.

(三) 国际学生丢失护照的,应先到本国驻华使(领)馆补办护照,再到当地出入境管理机构补办签证或居留许可,并到当地派出所进行登记。

(3) International students who have lost their passport should first go to their respective country's embassy (consulate) in China to apply for a replacement passport and then go to the local exit-entry administration to apply for replacement visa or residence permit and update their registration with the local police station.

(四) 国际学生因转学或因其培养计划要求, 需到另一城市时, 应当按照有关规定办理迁入登记手续。

(4) International students who need to move to another city due to transfer or training plan demand should get ingoing registration according to related regulations.

(五) 国际学生休学、停学、转学、退学、肄业等学籍变更时, 国科大或培养单位负责到当地出入境管理机构办理签证或居留许可注销手续。

(5) When the status of international students changes because of academic suspension, rustication, transfer and withdrawal, UCAS or host institutes are responsible for having their visas or residence permits cancelled at the local exit-entry administration.

(六) 国际学生办理居留许可延期、变更等手续所产生的一切费用由学生本人承担。

(6) International students shall bear all the cost incurred in renewing or replacing their respective residence permit.

**第三十五条** 国际学生征得导师同意、培养单位批准的, 其直系家属(父母、配偶和子女)可以凭国科大或培养单位开具的相关证明申请 S 类签证来华。国际学生自行安排家属来华一切事务, 相关费用由学生本人承担。

**Article 35** With the agreement of their supervisor and the approval of the respective host institute, international students may apply for an S visa for their immediate family members (parents, spouses and children) to enter China by presenting certificates issued by UCAS or the respective host institute. International students shall arrange all the matters concerned with the arrival of their family members to China and all the cost shall be borne by themselves.

## 第九章 保险及医疗

### Chapter IX Insurance and Health Care

**第三十六条** 国科大实行国际学生全员保险制度。国际学生在学期间必须购买符合中国教育部规定的保险产品。中外合作办学项目的国际学生，按照有关协议执行。

**Article 36** UCAS insurance policy covers all international students, who must buy insurance products that meet the requirements of the Ministry of Education during their study at UCAS. The international students enrolled by Chinese-foreign cooperative educational programs should do as otherwise stipulated.

**第三十七条** 国际学生在华学习期间普通门诊医疗费用、意外伤害支出费用和大病住院期间医疗费用的报销事宜，以及紧急情况下的医疗救助费用，按所购买保险的有关规定执行。

**Article 37** The outpatient service fees, accident injury expenses, inpatient service fees for international students during their study in China are reimbursed as per the respective insurance policy they have purchased. And medical aid funds for emergencies are also issued accordingly.

## 第十章 附 则

### Chapter X Supplementary Provisions

**第三十八条** 本规定未尽事宜，依据中国相关法律、法规及国科大有关规定执行。

**Article 38** Matters not mentioned in rules above shall be dealt with according to relevant Chinese laws and UCAS regulations.

**第三十九条** 本规定自公布之日起施行，《中国科学院研究生院招收外国来华留学生管理规定（试行）》（院发外字（2003）55号）同时废止。国科大有关国际学生的其他文件规定与本规定不一致的，以本规定为准。

**Article 39** These rules shall come into effect on the date of issuance. Administrative Rules on the Acceptance of Foreign Students by Graduate University of Chinese Academy of Sciences (YUANFAWAIZI (2003) No. 55) shall be repealed simultaneously. In case other UCAS documents concerning international students may be in conflict with these rules, these rules shall prevail.

**第四十条** 本规定由国科大国际合作处负责解释。

**Article 40** The IAO shall be responsible for interpretation of these rules.

# 中国科学院大学国际学生学籍管理实施细则 (试行)

## Implementing Rules on Managing the Student Status of International Students at University of Chinese Academy of Sciences (Trial)

### 第一章 总则

#### Chapter 1 General Provisions

**第一条** 为做好国际学生学籍管理工作,依据《高等学校接受外国留学生管理规定》(教育部、外交部、公安部令第9号)等中国相关法律、法规和《中国科学院大学招收与培养国际学生管理规定》等学校相关规章制度,结合实际情况,制定本细则。

**Article 1** These implementation rules are set on-demand and in accordance with Administrative Rules on the Acceptance of Foreign Students by Colleges and Universities(NO.9 Decree of the Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security) and Administrative Rules on the Enrollment and Education of International Students of University of Chinese Academy of Sciences and other related Chinese laws and regulations and university rules.

**第二条** 本细则所称国际学生是指中国科学院大学(简称“国科大”)招收录取,在中国科学院所属研究院、所、台、站、中心等单位及国科大校部各院系(以下简称“培养单位”)接受研究生教育的非中国籍学生。

**Article 2** ‘International Students’ mentioned in these rules refer to non-Chinese students enrolled at UCAS to receive graduate education at academies, institutes, observatories, stations and centers affiliated with the Chinese Academy of Sciences and all schools and departments of UCAS (hereinafter referred to as host institutes).

### 第二章 新生入学

#### Chapter 2 Admission of New Students

**第三条** 新生应当在录取通知书规定的日期,由本人携带有效普通护照(原件)、中国科学院大学录取通知书(原件)和来华留学签证申请表(原件)以及新生入学须知中规定应提交的有关材料,到录取通知书指定的地点报到入学,办妥各项入学手续。

**Article 3** Students should bring a valid regular passport (original copy), letter of admission (original copy) and Visa Application for Study in China (original copy) and other materials listed in the admission notice, within the period stated in the letter of admission to register in designated places and complete all other entrance procedures.

**第四条** 新生遇有特殊情况不能按时报到入学的，须凭相关证明在录取通知书规定的报到日期之前请假，申请延期入学并获得批准。请假期限不得超过 14 天。

**Article 4** For those who cannot register on time, please ask for a leave with related proof before the registration deadline as stipulated in the admission notice and apply for permission for delayed registration. The delay should not exceed 14 days.

请假由学生本人填写《中国科学院大学国际学生请假单》(附件 1, 以下简称《请假单》), 并附相关材料, 经导师和培养单位同意, 报国科大备案。

Students should fill in the **Leave Request Form for International Students of UCAS**(Appendix 1, hereinafter referred to as 'Leave Request Form'), submit related materials, and file to UCAS for a record after approval by the supervisor and host institute.

遇有以下两种情形之一, 除因不可抗力引起的事由以外, 视为自愿放弃入学资格: (一) 未请假或请假未经批准超过 14 天不报到入学; (二) 请假虽获批准但逾期 14 天仍未报到入学。

In the following cases, except for force majeure, admission to UCAS will be considered voluntarily relinquished: 1) failing to ask for a leave or exceeding the registration deadline for more than 14 days without approval of the leave; 2) obtaining approval for the application for leave, but registering 14 days after the deadline.

**第五条** 新生按录取通知书规定向培养单位报到时, 培养单位应认真检查新生报到凭证, 核实身份, 按规定收取相关费用交纳凭证, 发放学生证和入学相关材料, 填写《中国科学院大学国际学生报到函》(附件 2), 报国科大注册学籍, 协助安排新生住宿, 督促其在入住后 24 小时内到当地派出所履行临时住宿登记义务。

**Article 5** The host institute should carefully check the registration material students bring with them, verify their identities and require related proof for payment of fees, issue student cards and other admission materials, as well as complete the **Form for UCAS New International Student to Register at Host institute** (Appendix 2) record online for registration, help students arrange dormitories and require them to go through temporary residence procedures at the local police station 24 hours after checking in the dormitory.

**第六条** 新生报到后, 培养单位应在 30 天内, 按照相关规定, 对新生的身份信息、最后学历学位证书、健康情况等方面进行复查:

**Article 6** Host institutes should verify student identities, certificates for the degrees they last acquired and health conditions 30 days after their registration.

(一) 对于经复查合格的, 准予注册, 取得学籍。

(1) Grant student status to those who pass the check.

(二) 对于经复查不合格的, 培养单位应书面提出, 报国科大批准, 取消入学资格、注销学籍。相关费用学生承担。

(2) Report the situation in paper to UCAS and revoke the students' qualification and cancel their student status for those who fail to pass the check and all expenses incurred should be borne by the students themselves.

(三) 对于复查时发现患有不能或不宜在华学习的疾病的，可申请保留入学资格。应回国休养。相关费用学生自理。

(3) Apply for retaining the admission qualification for students who are found with diseases that prevent them from studying in China or are considered unsuitable to study in China, and ask these students to return to their home country for recuperation. All expenses incurred will be borne by the students themselves.

**第七条** 符合入学条件的国际学生新生，因病或因其他合理事由，超过学校规定的请假期限不能报到入学的，或在新生复查期内发现患病不能坚持学习或不宜在华学习的，可以申请保留入学资格。保留入学资格的期限最长不超过一学年。

**Article 7** Qualified international students who cannot register after the allowed leave period because of physical conditions or other reasonable circumstances, or diseases that prevent them from studying in China or are considered unsuitable to study in China during the verification process, can apply for retaining admission qualification. The retaining period should not exceed 1 academic year.

保留入学资格应当在报到期限内提出申请，由学生本人填写《中国科学院大学国际学生新生保留/恢复入学资格申请表》（附件3），经导师和培养单位签署意见，报国科大批准。因病申请保留入学资格的，需另附公立医院诊断不能或不宜在校学习的证明。

Application for retaining admission qualification should be submitted within the valid registration period and the students should fill in the **Application Form for Preserving/Regaining Admission Qualification** (Appendix 3), ask for UCAS' approval after signed by the supervisor and host institute. Those who apply for retaining admission qualification because of disease should also submit proof from a public hospital to show they are unable and unsuitable to study in school.

经学校批准同意保留入学资格的，不具有学籍，在保留期限内不享有在校生相关待遇。学校不为各类保留入学资格者出具各类相关证明。

Students given approval for retaining admission qualification will not be granted student status and do not enjoy the benefits of other students during the retaining period. UCAS does not issue proof to students who retain their admission qualifications.

**第八条** 保留入学资格者应在保留期内至少提前 60 天提出入学申请。逾期未按规定申请入学，或者虽申请但经复查不符合入学要求的，由培养单位提出，报国科大批准，取消入学资格。

**Article 8** Students whose admission qualification is retained should apply for admission at

least 60 days before registration during the retaining period. Students who fail to apply for admission 60 days before registration or fail to pass admissions verification will have their admission qualification cancelled after the approval of UCAS.

恢复入学资格由学生本人填写《中国科学院大学国际学生新生保留/恢复入学资格申请表》，随附相关材料，经导师和培养单位签署意见，报国科大批准后，可重新入学。因病保留入学资格者需同时提交公立医院诊断康复证明。

Students who want to restore their admissions qualification should fill in the **Application Form for Preserving/Regaining Admission Qualification**, submit related materials, ask for UCAS approval following signed approval by the supervisor and host institute and re-register. Those who apply for retaining admission qualification because of disease should also submit proof of recovery from a public hospital.

重新入学后，其修学时间按照正式入学时间开始计算。

After students are re-admitted, their study time shall start from the official registration date.

**第九条** 对于已获得批准但未正式转入博士阶段学习的在读硕士生因病申请保留其博士阶段入学资格者，病愈后本人可视具体情况继续攻读博士学位，或申请转为攻读硕士学位。

**Article 9** Master's students who are granted the opportunity to transfer to doctoral study but have not officially done so and who apply for retaining the qualification for the transfer to doctoral study because of illness, can continue their doctoral study after they recover or apply for transferring to master's degree study.

**第十条** 新生无正当事由不按规定交纳相关费用的，经培养单位提出，报国科大批准，取消入学资格。

**Article 10** For students who fail to pay related fees without reasonable reasons, the host institute can report to UCAS and cancel their admission qualification.

### 第三章 注册、考勤与请假

#### Chapter 3 Registration, Attendance and Leave

**第十一条** 国际学生应按学校规定，每学期在规定时间内持本人有效普通护照和学生证，到在读单位办理注册手续，按规定交纳相关费用。

**Article 11** International students should go through registration and pay related fees, bringing a valid regular passport and student card every semester within a designated period of time.

不能按时注册的，应当事先向在读单位请假（由学生本人填写《请假单》，获得批准方为有效），申请暂缓注册。

Those who cannot register on time should ask the host institute in advance for leave (complete the Leave Request Form which is only valid when approved) for a delayed registration.

**第十二条** 有下列情形之一的，不予注册，不能享受在校相关待遇：

**Article 12** Students cannot be registered nor enjoy related student benefits if they:

- (一) 不能按时注册却又不履行暂缓注册手续的;
- (1) cannot register on time and fail to apply for delayed registration;
- (二) 无正当理由不按规定交纳相关费用的;
- (2) fail to pay related fees without reasonable circumstances;
- (三) 经批准休学不按期履行复学手续的;
- (3) take a gap year but fail to resume schooling afterwards;
- (四) 超过最长修读年限（含休学）未完成学业的;
- (4) fail to finish their study after the maximum term of study (suspension period included).

**第十三条** 在每学期规定注册时间截止后，各培养单位应当及时核实未注册人员情况，并在注册时间截止后一个月内，将确认需按退学处理的国际学生名单，以及需按不予注册、不能享受在校生待遇的国际学生名单，报国科大办理相关手续。

**Article 13** After the registration deadline each semester, all host institutes should check the status of those who fail to register on time and submit the list of student names who are deemed withdrawals and the list of student names of those who are denied registration and student benefits within one month after the registration deadline.

**第十四条** 国际学生应当按时参加培养计划规定的课程及相应的活动，接受各种教育必修环节的考核。不能按时参加的，应事先向在读单位请假（由学生本人填写《请假单》），获得批准方为有效。未经批准而缺席者，导师及管理人员应对其批评教育，情节严重的给予纪律处分，直至退学处理。

**Article 14** International students should attend the courses and take part in activities under the education program and take all compulsory education tests. Students who cannot do so should ask approval for leave (fill in the **Leave Request Form**). Those who are absent without approval will be disciplined with the use of verbal reprimands by the supervisor and management staff, or be punished or even expelled in the event of a serious breach of rules.

**第十五条** 国际学生因私请假应当填写《请假单》，随附相关材料，经批准方有效。《请假单》留存在读单位主管部门。请假期满应办理销假手续。未办理销假者，超假时间视作未请假处理。

**Article 15** International students who want to ask for a leave should fill in the **Leave Request Form** and submit related materials for official approval. The Leave Request Form will be saved on file. When the leave expires, students should follow procedures to terminate the leave. If students fail to follow the termination procedures, the period after the expiration will be considered as leave without approval.

国际学生因公出差或假期在外遇有特殊情况要延期返回培养单位的，可以用传真、电子邮件等书面方式请假，返回后应当补办手续。

Those who have to delay their return to the host institute because of a business trip or special circumstances while on holiday may ask for a leave via fax, email or by other written documentation and make up for the above mentioned procedures upon their return to school.

**第十六条** 国际学生自行安排的实习、会议、培训等学术和非学术活动视为因私行为，一般应在假期进行。

**Article16** Academic and non-academic activities including internships, conferences, and training sessions arranged by students themselves are considered personal activities and should be conducted during holidays.

#### **第四章 变更专业、导师、培养单位和转学**

#### **Chapter 4 Change of Major, Supervisor, Host institute and Transfer to another School**

**第十七条** 国际学生无特殊理由，一般应当按原申请攻读的专业完成学业。遇有特殊情况确需变更专业的，经培养单位确认理由充分、正当，在征得导师同意后，可在本单位内调整专业。培养单位根据发展需要，或遇有导师调动等特殊情况，经学生本人同意，可在本单位内调整其专业。

**Article17** International students are supposed to finish schooling with their original major provided there are no extenuating circumstances. If there is a need to change major, they can change majors within the same host institute when deemed reasonable and justifiable by the host institute and approved by the supervisor. The host institute can change majors for students within the institution after given permission by the student in the event of a transfer of the supervisor due to development needs.

申请变更专业，由变更需求提出方填写《中国科学院大学国际学生学籍变动审批表》（附件4，以下简称《学籍变动审批表》），随附相关材料，经学生本人、转出专业导师、转入专业导师意见后，分下列情形进行审批：

Students who want to change their major should fill in the **Status Change Application Form for International Students of UCAS (Appendix 4, Status Change Application Form)**, submit related materials and go through the following processes after the form is signed by the students themselves, the original supervisors and the target supervisors.

（一）在一级学科内调整攻读专业的，由培养单位批准，报国科大备案；

(1) Students who want to change major within the same discipline should get approval from the host institute and submit their request to UCAS for the record.

（二）跨一级学科调整攻读专业的，在申请调整攻读专业前应按照拟调整学科专业培养方案和导师要求修订国际学生培养计划，由培养单位初审，报国科大审批。

(2) Students who want to change major to a different discipline should revise the international

student education plan according to the target major education plan and supervisor's requirements before applying for a change of major, which should be pre-reviewed by the original host institute before filing to UCAS for approval.

(三) 跨学科门类调整攻读专业的, 在申请调整攻读专业前应按照拟调整学科培养方案和导师要求修订国际学生培养计划, 在培养单位初审后, 经拟转入专业所在学科群学位评定委员会会议审核, 报国科大审批。

(3) Students who want to change major to a different category of disciplines shall revise the international student education plan according to the target major education plan and the supervisor's requirements before applying for a change of major, which should be pre-reviewed by the original host institute, approved by Academic Degree Evaluation Committee of the target major, and finally approved by UCAS.

**第十八条** 毕业注册前六个月内不得申请调整专业。

**Article 18** International students cannot apply for a change of major within 6 months before graduation registration.

**第十九条** 国际学生无特殊理由, 一般应当在原报考导师的指导下完成学业。遇有特殊情况确需变更导师的, 经培养单位确认理由充分、正当, 在征得原导师同意后, 可允许学生在本单位内重新选择导师。培养单位遇有特殊情况, 在征得学生本人和原导师同意后, 可允许学生在本单位内重新选择导师。

**Article 19** International students are supposed to finish schooling under the guidance of their original supervisors provided there are not extenuating circumstances. They can change the supervisor, if there is such a need, within the same host institute if deemed reasonable and justifiable by the host institute and approved by the supervisor. Host institutes can change supervisors for students after the student's and the supervisor's permission in special cases.

申请变更导师, 由变更需求提出方填写《学籍变动审批表》, 随附相关材料, 经学生本人、原导师、新导师及培养单位签署意见后, 报国科大审批。

Students who want to change their supervisors should fill in the Status Change Application Form, submit related materials and ask for UCAS' approval after the forms are signed by the students themselves, original supervisors, target supervisors and host institutes.

**第二十条** 国际学生无特殊理由, 一般应在原报考的培养单位完成学业。遇有特殊情况确需变更培养单位的, 在征得原导师、原培养单位同意, 并经国科大确认理由充分、正当后, 可允许学生重新选择导师及培养单位。培养单位遇有特殊情况, 在征得学生本人和原导师同意后, 可允许学生重新选择导师及培养单位。新导师、新培养单位应按国科大有关规定对申请者进行入学考核。

**Article 20** International students are supposed to finish schooling in their original host institute provided there are not extenuating circumstances. They can change to supervisors and the

host institutes, if there is such a need, when approved by the original supervisor, host institute and deemed reasonable and justifiable by UCAS. In special cases, host institutes can allow students to change supervisor and host institute after receiving the permission of the students themselves and their original supervisors. The new supervisor and host institute should test students according to the relevant UCAS rules.

申请变更培养单位，由变更需求提出方填写《学籍变动审批表》（由原培养单位提供），随附相关材料，经学生本人及原导师、原培养单位签署意见后，寄给新导师、新培养单位签署意见。由新培养单位寄给国科大审批。

Students who want to change their host institute should complete the Status Change Application Form (provided by the original host institute), submit related materials, which should be signed by the students themselves, original supervisors and original host institutes and mailed to the new supervisor and host institute for signature, which should then be mailed to UCAS for approval by the new host institute.

**第二十一条** 有下列情形之一的，不得变更培养单位：

**Article 21 In the following cases** students cannot change the host institute:

- (一) 入学未满一学期的；
- (1) having received education for less than one semester after enrollment;
- (二) 由低学历层次转为高学历层次的；
- (2) changing from a lower degree to a higher degree;
- (三) 应予退学的；
- (3) requiring withdrawal;
- (四) 无正当理由的。
- (4) without justifiable reasons.

**第二十二条** 中国境内其他学校在读国际学生申请转入国科大学习的，应先出具转学申请书及原学校同意转学函件，按国科大招收国际学生的相关规定提交入学申请材料，经导师及培养单位签署意见后，办理录取及入学相关手续。若申请者为中国政府奖学金生，还应出具所属国驻华使馆同意函，并征得国家留学基金管理委员会同意。

**Article 22** International students of other Chinese universities who want to transfer to UCAS should submit a transfer application and approval letter from the original university, UCAS admission application materials and complete the registration procedures after approval from the supervisor and host institute. If the applicant is a Chinese Government Scholarship winner, he/she should submit the approval letter of the Embassy of their home country in China and ask for approval from the China Scholarship Council.

**第二十三条** 国际学生无特殊理由的，应按原计划在国科大完成学业。遇有特殊情况确需转学到中国境内其他学校的，应事先征得导师、培养单位的同意。国科大确认理由充分、

正当的，给予开具同意转学函。获准转学的学生应在批准后 14 天内办理离校手续。

**Article 23** International students should finish schooling at UCAS provided there are not extenuating circumstances. Those who need to transfer to other Chinese universities should ask for approval from the supervisor and host institute. UCAS will grant an approval letter if it deems the reasons to be convincing and justifiable. Students should complete transfer procedures 14 days after getting the approval for a school transfer.

## 第五章 变更培养层次

### Chapter 5 Change of Student Category

**第二十四条** 非应届在读硕士生申请攻读博士学位，可在第 3 学期及以后，申请参加国际学院博士候选人资格考试。资格考试通过的，填写《中国科学院大学国际学生培养层次变更申请表》（附件 5，以下简称《培养层次变更申请表》），并提交相关材料，经导师、培养单位签署意见后，报国科大批准。对于获准硕转博的学生，自下一学期起正式转入博士阶段的学习，享受博士生相关待遇。

**Article 24** The ongoing Master's students who want to apply for doctoral degree before their graduate years can sit for the PhD candidate qualification test of the International School in or after the 3<sup>rd</sup> semester. Those who pass the test should complete the **Application Form for Changing Student Category of UCAS** (Appendix 5, hereinafter referred to as Application Form for Changing Student Category), submit related materials and ask for UCAS' approval after signed approval from the supervisor and the host institute. Those who are approved can officially begin their doctoral study the following semester and enjoy doctoral benefits.

**第二十五条** 获准硕转博的国际学生，经培养单位认定不再适合攻读博士学位的，可填写《培养层次变更申请表》，随附相关材料，报国科大批准，将博士学籍转成硕士学籍。获准博转硕的国际学生应在自批准后下一学期起 1 年内按硕士生培养规定完成学业。

**Article 25** International Students who are allowed to change from master's to doctoral programs if deemed by the host institute as not suitable for doctoral study, should fill in the **Application Form for Changing Student Category** and submit related materials to ask for UCAS' approval to change the doctoral degree to a master's degree. When approved by UCAS, the students should begin their master's degree study the next semester and finish their schooling within one year.

**第二十六条** 博士生入学未满 1 年，经培养单位认定不再适合攻读博士学位的，可填写《培养层次变更申请表》，随附相关材料，报国科大批准，将博士学籍转成硕士学籍。获准博转硕的国际学生应在自批准后下一学期起 2 年内按硕士生培养规定完成学业。

**Article 26** If the host institute deems that a PhD candidate who has been in school for less than 1 year is not suitable for continued study, the student can complete the **Application Form for**

**Changing Student Category**, submit related materials and ask for approval from UCAS to change their degree plan to Master's degree. Those who are permitted should begin their master's degree study the next semester and finish their schooling within two years.

## 第六章 休学与复学

### Chapter 6 Suspension and Resumption of Schooling

**第二十七条** 国际学生因病或其他情况需中止学习一段时间的，可以申请休学。有以下情形之一的，应当办理休学：

**Article 27** Those who need to suspend schooling because of illness or other special circumstances can apply for a suspension of schooling, which is required if the students:

(一) 因病或其他原因，不能参加正常培养计划规定的活动，需请假超过 1 个月的；

(1) cannot take part in planned activities of the education program because of illness or other reasons, and need to take a leave for more than one month;

(二) 怀孕超过 6 个月的；

(2) are pregnant for more than 6 months;

(三) 未能按学校规定注册在读的。

(3) were not registered for schooling according to requirements.

**第二十八条** 休学申请由本人提出，填写《学籍变动申请表》，随附相关材料，经导师、培养单位签署意见，报国科大批准。因重病和传染病休学的，可以由他人代办休学手续。

**Article 28** Students should apply for suspension of schooling by themselves, and complete the **Status Change Application Form**, submit related materials, ask for approval from UCAS after signed approval by the supervisor and host institute. Those who need to suspend schooling because of severe illness or infectious disease can entrust others to complete the suspension procedures for them.

因特殊原因，培养单位认为应当休学的，由培养单位提出，经学生本人同意，填写《学籍变动申请表》，随附相关材料，报国科大批准，可以休学。

If the host institute deems that the student should suspend schooling because of special circumstances, the host institute should propose in agreement with the student and complete the **Status Change Application Form**, submit related materials, file for approval from UCAS and complete the suspension procedures.

**第二十九条** 休学一般以半年为限，在校期间累计最长不得超过 1 年。休学时间从实际停学时间算起。因病住院治疗的，休学时间应从住院之日算起。

**Article 29** Each suspension should not exceed a time period of 6 months, and the total suspension period should not exceed 1 year during school year. The time of suspension starts from the very first day of suspension. Suspension due to hospitalization should begin from the very first

day of hospitalization.

**第三十条** 获批休学的国际学生，应当自批准之日起 7 天内，按相关规定完成离开培养单位的手续。休学期间不享受在校生待遇，且应当离境。所有相关费用由学生本人自理。

**Article 30** Those who are allowed to suspend schooling should finish all related procedures within seven days after the date of approval, and during their suspension they will not enjoy the benefits of students at school, and will be required to leave China. All related expenses should be borne by the students themselves.

**第三十一条** 国际学生应在休学期满前 30 天内提出复学申请，填写《学籍变动申请表》，随附相关材料，经培养单位审核，报国科大批准后，可以复学。准予复学的学生应按时到培养单位主管部门报到注册。国际学生因病休学的，需同时提交医院医疗诊断康复证明。

**Article 31** Students should apply for resumption of schooling 30 days before the suspension ends, complete the **Status Change Application Form**, submit related materials, file for approval from UCAS after approval by the host institute. Students who are allowed to resume schooling should register with the host institute. Those who suspend schooling because of illness should also provide the recovery certification by their hospital upon resuming schooling.

## 第七章 退学

### Chapter 7 Withdrawal

**第三十二条** 有下列情形之一的，应予退学：

**Article 32** Students should withdraw from the university under one of the following circumstances:

(一) 硕士生一学期有两门学位课程考试不及格，经过重修仍有一门学位课程考试不及格的；或修读年限内累计出现三门及以上学位课不及格的；

(1) Master's degree candidates who fail in two courses in one semester, and still fail one after re-taking one course; or fail three or more courses during their school years;

(二) 博士生有一门学位课程考试不及格，经过重修仍不及格的；或修读年限内累计出现两门学位课不及格的；

(2) PhD candidates who fail one course and still fail after re-taking the course; or fail two courses during their school years;

(三) 在学位论文工作中，经考核认为不宜继续培养的；

(3) students who are deemed unsuitable for continued schooling following the dissertation review;

(四) 在规定的最长修读年限（含休学）内未完成学业的；

(4) students who do not finish schooling within the maximum schooling years (including period of suspension);

(五) 休学期满，在规定期限内未提出复学申请或者申请复学经查不合格的；

(5) students who, upon the end of suspension period, fail to submit the schooling resumption application before required deadline or are disqualified for resumption of schooling;

(六) 经培养单位指定的二级甲等以上医院诊断，患有疾病或者意外伤残无法继续在校学习的；

(6) students who cannot continue schooling because of illness or injuries diagnosed by any second-class hospital or above designated by the host institute;

(七) 未请假或请假未经批准离开培养单位连续 10 个工作日，未参加培养计划规定的活动的；

(7) students who leave the host institute for more than 10 work days without asking for leave or without obtaining the permission for leave application, and who fail to take part in required activities of their education program;

(八) 超过规定期限未注册而又无正当理由的；

(8) students who fail to register before the deadline without justifiable reasons;

(九) 本人申请退学的。

(9) students who themselves apply for withdrawal from the university.

**第三十三条** 根据第三十二条第（一）、（二）、（三）、（四）、（五）、（七）款对国际学生作退学处理的，由培养单位提出拟处理意见，通知学生本人。通知送达 10 个工作日内，学生若未提出异议，拟处理意见经导师、培养单位签署意见后，报国科大批准。

**Article 33** According to paragraph (1), (2), (3), (4), (5) and (7) of Article 32, the host institute should propose suggestions on how to deal with the withdrawals and notify students. If students do not protest the recommendation within 10 days of notification, the recommendations will be signed by the supervisor and the host institute and filed for the approval of UCAS.

根据第三十二条第（六）、（九）款退学的，由本人提出申请，填写《学籍变动申请表》，经导师、培养单位签署意见后，报国科大批准。

Students who withdraw because of paragraph (6) and (9) of Article 32 should submit the **Status Change Application Form**, file for approval from UCAS after signed approval by the supervisor and the host institute.

**第三十四条** 对国际学生的退学处理由校长办公会议决定。

**Article 34** The President's Work Meeting makes decisions on how to deal with the withdrawal of international students.

**第三十五条** 退学处理决定一般应送交学生本人。如无法送交本人，由培养单位按其入学申请表填写的电子邮箱以及在学期间与导师和培养单位联系经常使用的电子邮箱寄出扫描件 14 天后，视作已送达。

**Article 35** The decisions on student withdrawals should be delivered by hand to the students themselves. If the decisions cannot be delivered by hand to the students themselves, the host

institute should send the scanned copies of the decisions to the email address students provide during registration and the active email address students use to communicate with the supervisor, and deem the decisions to have been received by students 14 days after the date the email was sent.

**第三十六条** 国际学生对退学处理有异议的，按国科大有关规定提出申诉。

**Article 36** If students disagree with the decision, they can file a complaint with UCAS according to relevant regulations.

**第三十七条** 国际学生退学的，应在退学处理决定送达后 14 天内按规定完成离开培养单位的手续。

**Article 37** Students who withdraw should finish the withdrawal procedure 14 days after receiving the decision.

## 第八章 学制与修业年限

### Chapter 8 Schooling System and Term of Study

**第三十八条** 实行基本学制基础上的弹性学制，依照培养单位相关规定，按学生类别可分为：

**Article 38** There is a certain flexibility within the basic schooling system that can be classified according to relevant rules, as follows:

(一) 硕士生基本学制一般为 3 年，最长修业年限（含休学）不得超过 4 年；

(1) Master's degree generally lasts for three years, and the term of study (suspension included) should not exceed 4 years;

(二) 博士生基本学制一般为 3 年，最长修业年限（含休学）不得超过 6 年；

(2) PhD degree generally lasts for three years, and the term of study (suspension included) should not exceed 6 years;

(三) 获批硕博连读的学生（含硕士阶段）修读年限一般为 5 年，最长修业年限（含休学）不得超过 8 年。

(3) Students who are allowed to transfer their degree from master's to PhD generally study for five years (master's degree school years included) and the term of study (suspension included) should not exceed eight years.

**第三十九条** 在基本学制内未能完成学业的，应当至少提前 60 天申请延长修业年限。由学生本人填写《中国科学院大学国际学生修业年限/签证延期申请表》（附件 6），经导师、培养单位签署意见后，报国科大批准。中国政府奖学金生还须征得所在国驻华使馆及国家留学基金管理委员会同意。

**Article 39** If students fail to finish schooling within the designated length of schooling, they should apply for an extension of their term of study at least 60 days before the schooling ends. They should fill in the **Application Form for Study Duration/Visa Extension** (Appendix 6) and file for approval of UCAS after signed approval by the supervisor and the host institute. Winners

of Chinese Government Scholarship should also ask for permission from the Embassy of their home countries in China and the China Scholarship Council.

延期期满，因特殊原因需要申请继续延长修业年限的（在最长学习年限内），参照本条前款规定执行。

If students want to further extend the term of study upon the end of the extension due to special circumstances, they can refer to the previous clause of this article.

**第四十条** 经培养单位批准出境参加会议、培训、联合培养或执行合作科研任务的（在因公派出前，培养单位须妥善解决出境期间的医疗保险），在外时间计入修业年限。

**Article 40** Students who are allowed to leave China to attend meetings, training sessions, joint-education programs or fulfill joint research tasks (the host institute should cover their medical insurance before the official trip abroad) should count their length of stay abroad into their term of study.

**第四十一条** 每次申请延长的修业年限，硕士生不超过 6 个月，博士生不超过 12 个月。延期期间，学生应按培养单位规定及时向导师递交学位论文进度报告；导师应加强对延期学生的学位论文及科研工作的指导和检查。连续两次报告表明学生在延期期间学位论文未能取得积极进展的，应停止延期，由培养单位对延期学生启动退学处理程序。

**Article 41** Each extension of the term of study should not exceed 6 months for master's degree and 12 months for PhD degree. During the extension, students should submit their dissertation progress report to the supervisor, and the supervisor should enhance the guidance and review the dissertations and research of the student. If the review twice shows that the students are not actively making progress on their dissertations, the extension should be terminated, and the host institute should require the students to begin the withdrawal process.

**第四十二条** 自费生在延期期间应按标准交纳学费，按规定购买医疗保险，在校内住宿的，应按标准交纳住宿费。

**Article 42** Students who cover all the schooling cost themselves should pay the tuition, medical insurance, and, if they live in dormitories on campus, accommodation expenses.

获得境外机构资助的学生，延期期间其学费和住宿费参照本条前款规定执行。

For those who are financially sponsored by institutions out of China, the tuition and accommodation expenses during extension should be paid according to the previous clause of this Article.

获得境内机构奖学金资助或中科院、国科大相关协议支持的学生，延期期间其学费和住宿费按照奖学金项目或相关协议的规定执行。无明确规定的，参照本条第一款规定执行。

For those who are financially sponsored by institutions in China or supported by Chinese Academy of Sciences or UCAS related policies, the tuition and accommodation expenses during extension should be paid according to related policies, or the first clause of this Article if there is no specific regulation.

## 第九章 毕业、结业

### Chapter 9 Graduation and Completion of Schooling

**第四十三条** 国际学生按培养计划规定，在最长修读年限内，修满规定的课程学分和必修环节学分，完成毕业/学位论文并通过答辩，经培养单位审查德、智、体合格的，填写《中国科学院大学国际学生毕业/结业函》（附件7），报国科大批准，可以毕业。国科大给准予毕业的学生颁发毕业证书。毕业时间按发证日期填写。

**Article 43** Students who have completed the required credits of all courses and compulsory sections, finished their dissertations and passed the dissertation defense, and are deemed by the host institute as qualified for graduation, should complete the **Letter of Graduation/Completion of Schooling of UCAS International Students**(Appendix 7) and file for approval of UCAS and graduate as scheduled. UCAS issues Graduation Certificates to qualified students. And the date of graduation should be the date of issuance of the Graduation Certificate.

**第四十四条** 国际学生在基本学制内提前达到毕业要求的，经培养单位考核，报国科大批准，最多可以提前一年毕业。

**Article 44** International students who are qualified for graduation before the length of schooling ends can graduate at most 1 year before required after passing the review of the host institute and obtaining approval from UCAS.

**第四十五条** 国际学生按培养计划规定，在最长修读年限内，修满规定的课程学分和必修环节学分，按规定完成毕业/学位论文，但未能通过答辩的，经培养单位审查，报国科大批准，可以结业。国科大给准予结业的学生颁发结业证书。结业时间按发证日期填写。

**Article 45** Students who have completed the required credits of all courses and compulsory sections, finished their dissertations but failed to pass the dissertation defense can be deemed as having completed their schooling after the review of the education authorities provided and approval by UCAS. UCAS issues Certificate for Completion of Schooling to qualified students. The date of completion of schooling should be the date of issuance of the Certificate for Completion of Schooling.

**第四十六条** 对于准予毕业的国际学生，可按规定申请学位。国科大为符合学位授予条件的国际学生，颁发学位证书。

**Article 46** International students qualified for graduation can apply for their degree. UCAS issues degree certificates to qualified international students.

**第四十七条** 国际学生退学的，学习期满一年及以上、完成培养计划要求且成绩合格的，国科大发给肄业证书；学习期未满足一年的，由培养单位发给学习证明；未经批准擅离校的，不发给肄业证书或学习证明。硕转博的学生退学，作硕士生肄业处理。

**Article 47** International withdrawal students who have studied at UCAS for more than 1 year,

finished the education program and passed the tests will be given a Certificate of Attendance by UCAS, and those who have studied at UCAS for less than 1 year will be given a Certificate of Study by the host institute; students who leave school without permission will not be given a Certificate of Attendance or Certificate of Study. Students that transfer from master's to PhD programs, upon withdrawal, will be given a Certificate of Attendance for master's degree candidates.

**第四十八条** 完成学业的国际学生向培养单位申请领取毕业证书、学位证书。应在完成相关手续后 14 天内离校回国。

**Article 48** Students who finish their schooling should apply for a Graduation Certificate and Degree Certificate with the host institute and leave school 14 days after they finish all procedures.

**第四十九条** 毕业证书、结业证书、肄业证书和学位证书遗失或者损坏的，由本人向培养单位提出申请，经国科大核实后可以出具相应的证明书。证明书与原证书具有同等效力。

**Article 49** In case of loss or damage of Graduation Certificate, Certificate for Completion of Schooling, Certificate of Attendance or Degree Certificate, the students can file an application to their host institute, which should then apply for the corresponding testimonial from UCAS, which will be issued after verification. The testimonial has the same effect as the original certificate.

## 第十章 附则

### Chapter 10 Supplementary Provisions

**第五十条** 本规定未尽事宜，依据中国相关法律、法规及国科大有关规定执行。

**Article 50** Items not covered in these rules shall be implemented following related Chinese laws, regulations and UCAS rules.

**第五十一条** 定由国科大国际合作处负责解释，自印发之日起施行。

**Article 51** International Affairs Office of UCAS reserves the right to interpret these rules, which shall take effect on the date of issuance.

# 中国科学院大学学生纪律处分实施办法

## Implementation Measures of Student Disciplinary Regulations of University of Chinese Academy of Sciences

校发学字〔2014〕80号

XIAOFAXUEZI (2014) No. 80

### 第一章 总 则

#### Chapter I General Provisions

**第一条** 为培养满足国家和社会需要的合格人才，维护研究生教育培养过程中正常的教学秩序、科研秩序和生活秩序，根据《中华人民共和国高等教育法》、教育部《普通高等学校学生管理规定》、教育部《高等学校学生行为准则》、原国家教育委员会《高等学校校园秩序管理若干规定》和《中国科学院大学学生管理规定》，制定本办法。

**Article 1** The Implementation Measures of Student Disciplinary Regulations of University of Chinese Academy of Sciences (hereafter ‘the Measures’) is formulated in accordance with the Higher Education Law of the People’s Republic of China, Provisions on the Administration of Students in Regular Institutions of Higher Education, the Code of Conduct for Students in Higher Educational Institutions, Several Provisions on the Management of Campus Order in Higher Educational Institutions of the former National Education Commission, and Regulations on Student Management of University of Chinese Academy of Sciences, in line with the aim to train qualified personnel to meet the needs of the state and society and maintain the order of teaching, scientific research and life in the process of graduate education.

**第二条** 本办法适用于中国科学院大学（以下简称“国科大”）按照国家规定录取的、在中国科学院所属各个研究院、所、中心等单位（以下简称“研究所”）及国科大校部各院系、本科部（以下简称“院系”）接受普通高等学历教育的研究生和本科生（以下简称“学生”）。

**Article 2** The Measures are applicable to graduate and undergraduate students (hereinafter referred to as ‘students’) who are admitted to the University of Chinese Academy of Sciences (hereinafter referred to as ‘UCAS’) in accordance with the provisions of the state, and who are receiving general higher education in academies, institutes, centers (hereinafter referred to as institutes) affiliated with the Chinese Academy of Sciences and schools and departments (hereinafter referred to as schools) of UCAS.

**第三条** 学生应遵守中国法律、法规、规章、国科大或研究所制定的规章制度、完成规定的学业。国科大或研究所所有权对未按要求履行义务、偏离基本行为规范的学生，给予相应

的批评教育直至纪律处分。

**Article 3** Students shall abide by Chinese laws, regulations and rules as well as rules and regulations of UCAS and complete the required studies. UCAS or research institutes have the rights to discipline or even penalize students who fail to fulfill their obligations and deviate from the basic norms of behavior.

**第四条** 国科大或研究所基于与学生之间相应的权利义务关系，对有违法、违规、违纪行为的学生实施的纪律处分，是依法实施的一项行政制裁，既是教育教学中的管理行为，也是教育管理学生的一种形式，应当做到程序公正、证据充分、依据明确、定性准确、处分适当。

**Article 4** It is an administrative punishment in accordance with the laws as well as a form of educational management of students for UCAS or research institutes to take disciplinary actions against students who violate laws, regulations and discipline based on the corresponding rights and obligations of students with procedural justice, sufficient evidence, clear legal and regulatory basis, accurate determination of the nature of incident and appropriate disposal.

## 第二章 处分种类及处理权限

### Chapter II Categories of Disciplinary Sanctions and Extent of Authority

**第五条** 学生违法、违规、违纪行为，包括下列情形：

**Article 5** Student behaviors considered illegal, in violation of regulations, and in breach of discipline include the following:

- (一) 触犯中国刑律，被依法追究刑事责任的；
- (1) Violating China's Criminal Law and being prosecuted for criminal liabilities;
- (二) 触犯中国刑律，构成犯罪但依法不予追究刑事责任的；
- (2) Violating China's Criminal Law and constituting a crime but not being held criminally responsible;
- (三) 违反中国其他法律、法规和规章的；
- (3) Violating other Chinese laws, regulations and rules;
- (四) 违反国科大或研究所制订发布的管理制度的。
- (4) Violating rules and regulations developed and released by UCAS and research institutes.

**第六条** 对违法、违规、违纪的学生的纪律处分种类分为：

**Article 6** Categories of disciplinary actions against illegal, regulation-violating and discipline-breaching behaviors include:

- (一) 警告；
- (1) Warning;
- (二) 严重警告；

(2) Serious warning;

(三) 记过;

(3) Demerit record;

(四) 留校察看, 期限一般为一年;

(4) Probation, usually one year;

(五) 开除学籍, 涉及剥夺学生接受高等教育的权利, 应从严掌握。

(5) Expulsion from academic status (should be approached with prudence as it involves depriving the student of the right to receive higher education).

**第七条** 处分违法、违规、违纪学生的程序和权限为:

**Article 7** Procedures and the extent of authority for punishing students who violate laws, regulations and disciplines are:

(一) 给予警告、严重警告或记过处分的, 由研究所做出决定, 抄送国科大备案;

(1) Warning, serious warning and demerit record should be decided by research institutes and copied and put on record of UCAS;

(二) 给予留校察看或开除学籍处分的, 由研究所或学生处提出, 国科大校长办公会议审议, 校长批准;

(2) Probation and expulsion from academic status shall be put forward by research institutes and the Student Affairs Office (International Students Office), reviewed by UCAS President's Office Meeting and approved by UCAS President;

(三) 涉及不同研究所、院系的学生时, 由学生处协调处理;

(3) Incidents involving students from different schools and research institutes shall be coordinated and dealt with by the Student Affairs Office (International Students Office);

(四) 各院系及集中教学校区的学生由学生处协调处理。

(4) Students from various schools and centralized teaching campus shall be coordinated and dealt with by the Student Affairs Office.

**第八条** 对有违法、违规、违纪行为的学生, 有下列情形的, 可以从轻、减轻或者免予处分:

**Article 8** The following circumstances shall be given lighter punishment, mitigation or exemption:

(一) 情节特别轻微的;

(1) The circumstances are especially mild;

(二) 主动承认错误并及时改正的;

(2) The student takes the initiative to admit mistakes and corrects them in time;

(三) 由于他人胁迫或者诱骗的。

(3) The violation of laws, rules and regulations are due to coercion or inveigling.

**第九条** 对有违法、违规、违纪行为但免于处分的学生，学生管理部门可以下列方式给予批评：

**Article 9** For the student who is exempted from punishment, the student affairs administration can educate the student through the following ways:

- (一) 诫勉谈话;
- (1) Admonishing conversation;
- (二) 责令具结悔过;
- (2) Asking students to make a statement of repentance;
- (三) 在国科大或研究所范围内通报批评。
- (3) Circulating a notice of disciplinary action at UCAS or research institutes.

**第十条** 对有违法、违规、违纪行为的学生，有下列情形的，可以从重处分：

**Article 10** The following circumstances shall be given severe punishment:

- (一) 造成较严重后果的;
- (1) Causing serious consequences;
- (二) 威胁或打击报复检举人、证人和其他相关人员的;
- (2) Threatening or retaliating against the prosecutor, witnesses or other relevant personnel;
- (三) 再次违纪的。
- (3) Breaching the discipline again.

**第十一条** 对有违法、违规、违纪行为，经教育不思改过的学生：

**Article 11** For the student who remains impenitent:

(一) 在一个学年内曾因违反相关规定受到通报批评，如再次发生应当给予通报批评的违纪行为，给予严重警告以上处分；

(1) If a student with a past record of notice of criticism violates rules and regulations which merit punishment by up to and including notice of criticism again within one academic year shall be given at least a serious warning;

(二) 在学期间曾因违反学校规定受到过纪律处分，如再次发生应当给予纪律处分的违纪行为，给予留校察看以上处分。

(2) If a student with a past record of disciplinary action breaches discipline deserving to be punished by disciplinary actions again within one academic term, he shall be given at least probation.

**第十二条** 对有违法、违规、违纪行为学生作出处分之后：

**Article 12** After administering punishment:

(一) 对学生作出的处分，在告知本人且不涉及本人隐私权的前提下，应在适合的范围内予以通报，以示警戒；

(1) Notice of punishment shall be circulated within an appropriate range to show warning on

the premise that the student is informed and his privacy will not be infringed;

(二) 以“谁决定、谁存档”为原则，处分决定单位应保留对学生实施纪律处分的调查笔录、本人陈述、论证会记录、处分建议书、处分决定书以及相关证明材料等在内的全部原始材料，归入文书档案；

(2) Based on the principle of decision maker, file keeper, the unit that determines the punishment shall keep all the original materials including investigation record, personal statement, conference record, punishment recommendation, punishment decision and other relevant evidence and preserve them in archives.

(三) 记过以上处分的材料，应归入受处分学生档案，不得撤销；

(3) Materials for disciplinary actions including demerit record and above shall be added to student files and shall not be revoked;

(四) 受留校察看处分的在察看期内，如有明显进步表现可按期解除，如无明显进步可延长察看期，如发生新的违纪行为、按本办法应给予任何一种处分的，应直接给予开除学籍处分；

(4) During probation, if the student demonstrates obvious progress, the probation can be removed on schedule. If the student does not demonstrate obvious progress, the testing period can be extended. If another act in violation of the regulations or disciplines deserving to be punished by any category of disciplinary actions according to the Measures occurs, expulsion from academic status shall be given immediately;

(五) 受开除学籍处分的，发给学习证明。

(5) The expelled student can receive a study certificate.

**第十三条** 受处分学生，自处分决定起一年内取消参加国科大或研究所各种奖励、各类奖学金评定的资格，已经获得的，在处分决定之日起停发。

**Article 13** The awards of UCAS and research institutes and qualifications of scholarship shall be canceled within the first year of the start of the decisions to administer punishment. The scholarship already awarded shall be terminated.

### 第三章 违法行为及其处分

#### Chapter III Illegal Behavior and Punishment

**第十四条** 对触犯国家法律，构成刑事犯罪的学生，给予开除学籍处分。

**Article 14** Any student who violates Chinese laws and commits criminal offenses, shall be expelled.

**第十五条** 对违反法律、法规受到行政处罚并有下列情节的学生，给予开除学籍处分：

**Article 15** Any student who receives administrative sanction for violating laws and regulations and meets the following conditions, shall be expelled:

- (一) 性质恶劣的;
- (1) Incident of a very severe nature;
- (二) 教唆、胁迫、诱骗他人违反治安管理的;
- (2) Instigating, coercing and inveigling others to violate the public security administration;
- (三) 对报案人、控告人、举报人、证人打击报复的;
- (3) Retaliating against the informant, accuser, reporter, or witness;
- (四) 6 个月内曾经受到过治安管理处罚的。
- (4) Having received public security punishment within 6 months.

**第十六条** 对违反法律、法规受到公安、司法部门处罚的学生:

**Article 16** For students who have received punishment from the police and judicial departments as a result of violating laws and regulations:

- (一) 受到行政拘留处罚的, 给予留校察看处分;
- (1) Students who are placed in detention shall be put on probation;
- (二) 受到警告、罚款的, 给予记过处分。
- (2) Students who are given warnings and fined shall be given a demerit record.

**第十七条** 对违反法律、法规, 尚不够刑事和治安管理处罚的学生, 有下列情形之一, 给予留校察看以上处分:

**Article 17** Any student who violates laws and regulations with one of the following circumstances, but not as severely as to be given criminal and public security administration punishment, shall be given at least probation if the student meets one of the following conditions:

- (一) 煽动、组织、策划破坏国科大或研究所管理秩序或扰乱社会秩序的;
- (1) Inciting, organizing and planning to destroy UCAS or research institute management order or disturb social order;
- (二) 散布谣言, 谎报险情、疫情、警情或者以其他方式方法故意扰乱公共秩序的;
- (2) Spreading rumors, misreporting perils, epidemic and warnings or intentionally disturbing the public order by other means;
- (三) 泄露国家秘密, 造成后果的;
- (3) Disclosing state secrets and resultant consequences;
- (四) 参与非法宗教、迷信活动的;
- (4) Participating in illegal religious and superstitious activities;
- (五) 有卖淫嫖娼行为的;
- (5) Being involved in prostitution;
- (六) 参与走私、贩私活动的;
- (6) Being involved in smuggling;
- (七) 非法占有公共财物, 贪污、挪用公款的;

(7) Illegal possession of public property, corruption, embezzlement of public funds;

(八) 擅自将国科大或研究所的有形、无形资产转让、赠送、出租给他人或进行其他处置的。

(8) Unauthorized transfer of tangible and intangible assets of UCAS or of research institutes; giving, leasing the above-mentioned assets to others or other disposals.

**第十八条** 对违反法律、法规，尚不够刑事和治安管理处罚的学生，有下列情形之一，给予记过以上处分：

**Article 18** Any student who violates laws and regulations under one of the following circumstances, but not as gravely as to be given criminal and public security administration punishment, shall be given at least demerit record:

(一) 参与破坏国科大或研究所管理秩序或扰乱社会秩序的；

(1) Participating in a disturbance of UCAS or research institutes' management order or social order;

(二) 组织、参加未经批准的游行、示威活动的；

(2) Organizing or participating in unauthorized parades or demonstrations;

(三) 组织、成立、加入非法社会团体或组织，从事非法活动的；

(3) Organizing, establishing or joining illegal social groups or organizations and engaging in illegal activities;

(四) 偷窃、骗取、抢夺或侵占公私财物或参与分赃的；

(4) Stealing, cheating, robbing or embezzling public or private property or sharing the spoils;

(五) 制作、复制、出售、出租或传播淫秽物品,在公共场所涂写淫秽文字、书画的；

(5) Making, copying, selling, renting or disseminating pornographic materials and scribbling obscene texts or pictures in public places;

(六) 利用计算机及网络等手段故意制作、复制、传播有害信息，盗取他人帐号、密码和信息资料进行违法违纪活动，危害网络系统安全运行和网络信息安全的；

(6) Using computers, the Internet or other means to deliberately produce, copy and spread harmful information, stealing other people's accounts, passwords and information in violation of laws and regulations, and harming the safe operation of the network system and network information security;

(七) 破坏消防设施、违章用电用气，造成隐患或严重后果的；

(7) Destroying firefighting facilities, using electricity or gas illegally, causing hidden dangers or serious consequences;

(八) 参与聚众赌博的；

(8) Participating in gambling;

(九) 索取他人钱财或者非法收受他人财物的；

(9) Extorting money from others or illegally accepting other people's property;

(十) 未取得驾驶证驾驶机动车的;

(10) Driving a motor vehicle without having a driver's license;

(十一) 过失造成国科大或研究所严重损失的其他行为。

(11) Other acts of negligence causing serious damage.

#### 第四章 违纪行为及其处分

#### Chapter IV Discipline-breaching Behavior and Punishment

**第十九条** 对参加国家、地方政府及其授权机构组织的全国性或区域性考试, 其他各级各类教育考试, 以及国科大或研究所组织的考试中违规的学生:

**Article 19** For students who violate rules in national or regional examinations administered by the state, local government and its authorized institutions, other examinations of various types and at all levels, and examinations administered by UCAS and research institutes:

(一) 违反考试纪律, 但未构成作弊的, 给予警告、严重警告处分;

(1) Any student who violates examination discipline but does not cheat shall be given a warning or a serious warning;

(二) 单独作弊的, 给予记过以上处分;

(2) Any student who cheats shall be given demerit record;

(三) 代替他人或者由他人代替参加考试、组织团伙作弊、为作弊组织者提供试题信息、答案及相应设备等参与团伙作弊行为及其他作弊行为严重的, 给予开除学籍处分。

(3) Any student taking tests in place of another student or being replaced in taking exams, organizing group cheating, providing the cheating organizations with exam information, answers and related equipment, etc. or cheating in other serious manners, shall be expelled.

**第二十条** 对于在学期间被国科大或研究所认定有以下科学不端行为的学生:

**Article 20** For students who have been found to exhibit the following forms of academic misconduct by UCAS or research institutes:

(一) 抄袭数据、剽窃论文或科研成果但尚未公开发表的, 给予留校察看以上处分; 公开发表的, 给予开除学籍处分;

(1) Any student copying data, plagiarizing papers or scientific research, shall be given at least probation; if published, the student shall be expelled;

(二) 故意隐匿、伪造实验、观测或计算数据的, 给予记过以上处分;

(2) Any student deliberately concealing or forging experimental, observational or calculated data shall be given at least a demerit record;

(三) 因本人原因, 将同一研究成果提交多个出版机构出版或提交多个出版物发表构成一稿多投的, 给予记过以上处分;

(3) Any student submitting the same research results to a number of publishing organizations or publications for personal reasons shall be given at least a demerit record;

(四) 未经授权擅自扩散未公开发表的实验、观测或计算数据及成果,给予记过以上处分;

(4) Any student distributing unpublished experimental, observational or calculated data and results without authorization shall be given at least demerit record;

(五)将做出创造性贡献的人排除在作者名单之外,或未经本人同意将其列入作者名单,或将不应享有署名权的人列入作者名单,无理要求著者或合著者身份或排名,或未经原作者允许用其它手段取得他人作品的著者或合著者身份的,给予记过以上处分。

(5) Any student, excluding the person who makes innovative contributions from the authors' list, including a person in the authors' list without his or her consent, including the person who shall not have the right of authorship, unreasonably demanding author or co-author status or ranking, obtaining author or co-author identity of others' works without the original author's permission, shall be given at least demerit record.

**第二十一条** 在参加国科大或研究所的教学科研活动中,有下列行为的学生:

**Article 21** For students who exhibit the following behaviors during teaching and/or scientific research activities at UCAS or research institutes:

(一) 无故旷学不足 5 个工作日的,给予通报批评直至严重警告处分;无故旷学达 5 至 10 个工作日的,给予记过以上处分;超过 10 个工作日的,按照《中国科学院大学学生管理规定》作退学处理;

(1) Unexplained absence for less than 5 workdays shall be punished by circulating a notice of disciplinary action or a serious warning; unexplained absence for 5 to 10 workdays shall be given at least a demerit record; unexplained absence for over 10 workdays shall be subject to expulsion according to Regulations on Student Management of University of Chinese Academy of Sciences;

(二) 违反纪律、扰乱课堂或实验室秩序经教育不改的,给予警告以上处分。

(2) Any student violating regulations, disrupting classroom or laboratory order without remorse shall be given at least a warning.

**第二十二条** 对于违反学生宿舍管理规定,有以下情形的学生:

**Article 22** For students who violate student dormitory management regulations and meet the following conditions:

(一) 未经批准,不听劝阻,擅自留宿非本宿舍成员的,给予严重警告以上处分;

(1) Any student accommodating a non-dormitory member in his/her dormitory overnight without approval shall be given at least a serious warning;

(二) 未经批准,不听劝阻,擅自调换宿舍的,给予警告以上处分;

(2) Any student changing dormitories without approval without heeding advice shall be given

at least a warning;

(三) 擅自占用宿舍或床位的, 给予记过以上处分;

(3) Any student occupying a dormitory or bed without approval shall be given at least a demerit record;

(四) 扰乱宿舍秩序, 不听劝阻, 对其他人的正常学习生活造成影响的, 给予警告以上处分;

(4) Any student disrupting dormitory order, not heeding advice and impacting other people's life and study shall be given at least a warning;

(五) 违反宿舍消防、用电的相关规定的, 给予警告以上处分; 引发火灾的, 给予留校察看以上处分;

(5) Any student violating regulations on use of dormitory firefighting equipment and electricity use shall be given at least a warning; any student causing a fire shall be given at least probation;

(六) 违规饲养宠物, 不听劝阻的, 给予警告以上处分;

(6) Any student keeping pets against regulations and not following guidance shall be given at least a warning;

(七) 擅自改变学生宿舍(公寓)结构, 调换门锁的, 给予警告处分; 情节严重的, 给予严重警告以上处分;

(7) Any student changing student dormitory structure and locks without approval shall be given a warning, a serious warning; more serious measures will be taken if the circumstances are severe;

(八) 其他违反学生宿舍管理规定, 情节严重的行为, 给予警告以上处分。

(8) Any student who violates dormitory management regulations shall be given at least a warning if the case is severe.

**第二十三条** 对在国科大或研究所内打架斗殴的学生, 除负担相应的经济赔偿外:

**Article 23** Students who fight at UCAS or research institutes shall pay economic compensation. Besides,

(一) 动手打人的, 给予严重警告以上处分;

(1) Any student beating others shall be given at least a serious warning;

(二) 寻衅滋事, 造成打架的, 给予记过以上处分;

(2) Any student seeking quarrels and causing disturbances and fights shall be given at least a demerit record;

(三) 提供伪证或阻挠调查的, 给予记过以上处分;

(3) Any student providing false evidence or obstructing an investigation shall be given at least a demerit record;

(四) 持械伤人或组织策划打架斗殴的, 给予留校察看以上处分;

(4) Any student hurting people with arms or organizing fights shall be given at least probation;

(五) 致他人轻微伤的, 给予留校察看处分;

(5) Any student causing slight injuries shall be given probation;

(六) 致他人轻伤的, 给予开除学籍处分。

(6) Any student causing more than slight injuries shall be expelled.

**第二十四条** 对损坏公共财物(包括实验室设备、仪器、图书馆书刊、学习或宿舍生活用具及学校其他公共财物等)的学生, 除按原价赔偿外:

**Article 24** For students who damage public property (including laboratory devices, instruments, library publications, living and study facilities and other public properties at the university) shall pay compensation at the original price. In addition,

(一) 故意损坏的, 给予记过以上处分;

(1) Intentional damage shall be subject to disciplinary action including a demerit record or more;

(二) 过失损坏价值 1000 元人民币以上的, 给予警告以上处分。

(2) Negligent damage worth 1000 yuan or more shall be subject to sanctions including a warning or more;

**第二十五条** 对于严重违反学生行为准则的学生, 有下列情形的, 造成直接经济损失的须赔偿损失、有非法收入的须没收, 同时给予记过以上处分:

**Article 25** If a student has seriously violated student behavior guidelines, resulting in direct economic losses as follows, the losses shall be compensated, the unlawful income shall be confiscated and such punishment as demerit record or above shall be given at the same time:

(一) 伪造、变造、冒领、冒用、转让各种证件或证明文件的;

(1) Any student forging, altering, falsely using and transferring certificates or credentials;

(二) 弄虚作假, 骗取国科大或研究所的荣誉称号、骗取公费医疗或医疗保险费用的;

(2) Any student resorting to deceit, defrauding UCAS or research institutes of honorary titles, and gaining public health or medical insurance expenses through fraud;

(三) 患有传染病故意隐瞒病情、拒不接受治疗并造成后果的;

(3) Any student suffering from infectious disease but deliberately concealing the conditions, refusing treatment and causing consequences;

(四) 冒用或他人名义, 侵害他人利益, 给他人造成不良影响或损失的;

(4) Any student harming others' interests in the name of others and causing adverse effects or losses;

(五) 出租学生宿舍(公寓)床位或以其他方式利用公共财物牟取私利的;

(5) Any student renting dormitory bed or seeking personal gains using public property by other means;

(六) 其他违反学生行为准则、情节严重或影响恶劣的。

(6) Any student with other behaviors which are against student behavior guidelines, causing serious circumstances or unwanted influence.

**第二十六条** 对于违反学生行为准则的学生, 有下列情形的, 给予严重警告以上处分:

**Article 26** For students who violate student behavior guidelines and have the following circumstances, serious warning or above shall be given:

(一) 侮辱、威吓、造谣、诬陷他人, 造成不良后果;

(1) Insulting, intimidating, starting rumors or framing others and causing adverse consequences;

(二) 因学习成绩评定、学籍变动、评奖处分等原因, 寻衅滋事的;

(2) Seeking quarrels and causing disturbances because of academic evaluation, change of academic status or award/punishment and etc;

(三) 拒绝、阻碍国家工作人员、国科大或研究所管理人员依法或依校规校纪执行公务的;

(3) Refusing or obstructing state personnel, UCAS or research institute management personnel from performing their duties according to laws or university rules and regulations;

(四) 在国科大或研究所内开展宗教活动, 不听劝阻的;

(4) Conducting religious activities at UCAS or research institutes without heeding prohibitions;

(五) 隐匿、毁弃或私拆他人信件, 造成不良影响或损失的;

(5) Concealing, destroying or opening other people's letters and causing adverse consequences or losses;

(六) 酗酒滋事的。

(6) Getting drunk and rowdy.

**第二十七条** 对于违反学生团体管理规定的学生:

**Article 27** For students who violate student group management regulations:

(一) 借用合法学生团体的名义开展非法活动, 给予记过以上处分;

(1) Any student carrying out illegal activities in the name of legitimate student groups shall be given at least a demerit record;

(二) 组织成立未经批准的团体并开展活动的, 给予严重警告以上处分;

(2) Any student organizing and establishing groups without authorization and carrying out activities shall be given at least a serious warning;

(三) 其他违反学生团体管理规定并造成严重后果的, 给予严重警告以上处分。

(3) Any student with other behaviors which are against student group management regulations who has caused serious consequences shall be given at least a serious warning.

## 第五章 调查程序

### Chapter V Investigation Procedure

**第二十八条** 学生管理部门发现学生有违规或违纪行为时，应当查清事实、收集证据，履行调查程序，调查笔录和当事人陈述事实和各项证据材料应完整规范。

**Article 28** In case students violate regulations or rules, the student affairs administration shall discover the facts, collect relevant evidence and perform the investigative process. The investigation record, statement of persons concerned and all evidence materials shall be complete and standardized.

**第二十九条** 调查笔录应当写明调查人员的姓名、单位，被调查人的姓名、年龄、性别等基本情况；调查结束后交被调查人核对，笔录中如有错误或遗漏，应准许被调查人更正或补充，并由被调查人在更正或补充处签名或盖章；调查笔录经核对无误后，由被调查人逐页签名或盖章并注明日期，被调查人拒绝签名或盖章的，调查人员应当在笔录上注明情况，并由两名以上调查人员签名或盖章，注明日期。

**Article 29** The investigation record shall indicate the name and department of the investigator and the name, age, gender and other basic information of the person under investigation; after the investigation, the record shall be checked by the person under investigation, and if there is any error or omission in the record, it shall be corrected or supplemented and then signed or stamped in the corrections and supplements by the person under investigation; after the record is checked and corrected, it shall be signed or stamped and dated page by page by the person under investigation. If the person being investigated refuses to sign or seal the record, the investigation personnel shall indicate the situation in the record, and more than two investigators shall sign or stamp the record and indicate the date.

**第三十条** 当事人陈述事实的书面材料，应当写明当事人的姓名、年龄、性别、专业、学号、职业、住址等基本情况，由当事人签名或盖章并注明日期。

**Article 30** The written material of the statement of facts shall indicate the name, age, gender, major, student number, occupation, address and other basic information of the person concerned and shall be signed or sealed and dated by the person concerned.

**第三十一条** 下列各项证据，经过查证核实后，可以作为处分违规或违纪学生的依据：

**Article 31** The following evidence, after verification, shall be taken as the basis of student disciplinary punishment:

(一) 书证；

(1) Documentary evidence;

- (二) 物证;
- (2) Material evidence;
- (三) 证人证言;
- (3) Witness testimony;
- (四) 当事人的陈述;
- (4) The statement of the person concerned;
- (五) 视听资料;
- (5) Audio-visual materials;
- (六) 鉴定结论;
- (6) Expert conclusion;
- (七) 勘验笔录、现场笔录。
- (7) Record of inquest, on-site record.

**第三十二条** 学生管理部门经调查发现学生确有违法犯罪嫌疑行为时, 应及时移送公安、司法机关。

**Article 32** When the Student Affairs Administration, after investigation, finds that the student is suspected of illegal activities, they shall promptly transfer the student to the public security or judicial organs.

## 第六章 处分程序

### Chapter VI Disciplinary Procedure

**第三十三条** 学生管理部门对有违法、违规、违纪行为学生履行规定的调查程序, 形成拟处分意见后, 应告知学生拟处分的事实、理由和依据, 并告知学生有进行陈述和申辩的权利; 对拟被处分学生, 不得以其提出申辩为理由加重处分。

**Article 33** After the student affairs administration performs investigates the student who has illegal, regulation-violating and discipline-breaching behaviors, they will first propose disciplinary measures, and then they shall inform the student of the facts, reasons and basis of the proposed measures and inform the student that he or she has the right to make a statement to defend himself or herself; the punishment shall not be increased on the grounds that the student to be punished tenders a plea.

## 第一节 简易程序

### Section I Summary Procedure

**第三十四条** 学生管理部门在拟被处分学生同意接受简易程序后, 可请示主管领导后直接作出处分决定。简易程序适用范围是:

**Article 34** The student affairs administration shall consult executive leadership and make

punishment decisions directly after the student to be punished agrees to accept the summary procedure. Summary procedure shall apply to any of the following cases:

(一) 拟被处分学生违法、违规、违纪事实清楚，证据充分；

(1) The facts of the student's illegal behavior and violations are clear and the relevant evidence is sufficient;

(二) 对拟被处分学生作出警告或严重警告处分的依据明确；

(2) The warning or serious warning of punishment to be given to the student is well-grounded;

(三) 拟被处分学生本人对拟受处分无异议，且接受处分并声明不再申诉。

(3) The student to be punished has no objections to the proposed sanctions and accepts the punishment without claim of appeal.

**第三十五条** 学生管理部门不得将学生接受或拒绝处分简单程序，作为减轻和加重处分的依据。

**Article 35** The student affairs administration shall not use the student's acceptance or refusal of the summary procedure as the basis of reducing or increasing punishment.

## 第二节 一般程序

### Section II General Procedure

**第三十六条** 除适用简易程序的纪律处分之外，国科大或研究所发现学生有依据规定应当给予纪律处分的行为的，应适用一般程序。

**Article 36** In addition to the punishment that applies to summary procedure, if UCAS or research institutes finds out that any student has violations that shall be given disciplinary sanction, the general procedure shall be applied.

**第三十七条** 拟被处分学生应在接到学生管理部门的告知后，在规定的时间内，有权委托本单位熟悉情况的教育干部、部门负责人、指导教师或学生 1 人作为代理人（以下简称代理人）。

**Article 37** The student to be punished, after receiving the notification by the student affairs administration, has the right to entrust one leader in charge, or a department head, a teacher or a student as his or her agent (hereinafter referred to as the Agent).

**第三十八条** 国科大主管学生工作的负责人或研究所主管教育的负责人应主持召开学生管理部门代表、学生所在部门或学生会代表、拟被处分学生及其代理人以及本事件调查人员参加的处分论证会。经过调查、申辩和讨论等程序，作出处分建议；依据本办法第七条规定的处分决定权限，将处分建议提交审议和批准。

**Article 38** The person in charge of students' affairs at UCAS or the person in charge of education in research institutes shall host the punishment demonstration meeting which will be

attended by representatives from the student affairs administration, the school that the student belongs to or student union, the student himself or herself and his or her agent as well as the investigators of the incident. Punishment recommendations shall be given after the investigative procedure, defense, discussion etc. and shall be submitted for consideration and approval according to the punishment authority of Article 7 in the Measures.

**第三十九条** 处分论证会议应遵守以下规定：

**Article 39** Punishment demonstration meetings shall observe the following provisions:

(一) 学生管理部门代表应以事实为依据，以本办法相关条款为准绳，客观地提出拟给予的处分种类；

(1) The representative from the student affairs administration shall objectively put forward proposals on the category of disciplinary sanctions, taking the facts as the basis and the relevant provisions of the Measures as the criterion.

(二) 拟被处分学生或其代理人有权进行陈述和申辩；

(2) The student to be punished or his/her agent shall have the right to make a statement and defense;

(三) 会议主持人认定拟被处分学生或其代理人陈述和申辩提出的事实、理由和证据需要复核时，可宣布论证会休会，责成学生管理部门提出复核意见后择日复会；

(3) When the meeting moderator affirms that the facts, reasons and evidence proposed by the student and his/her agent should be reviewed, the moderator may declare the demonstration meeting adjourned, and instruct the student affairs administration to put forward reviews and reopen the meeting on another day;

(四) 拟被处分学生或其代理人进行陈述和申辩完毕后应退场，由论证会议进行合议，形成处分建议；

(4) The student to be punished or his/her agent, after the statement and the defense, shall leave the meeting and the demonstration meeting shall have a panel discussion so as to form punishment recommendations;

(五) 学生所在部门或学生会代表应监督和见证论证会的程序公正，并做详细会议记录。

(5) The representatives from the school where the student studies or student union shall supervise and witness the procedural justice of the demonstration meeting and take detailed meeting minutes.

**第四十条** 在论证会上，拟被处分学生及其代理人有下列权利和义务：

**Article 40** At the demonstration meeting, the student to be punished or his/her agent has the following rights and obligations:

(一) 有权对本人涉及的事件有关情况进行陈述和申辩；

(1) the right to make a statement and defense about the situation;

- (二) 有权对事件调查人员提出的证据进行质证并提出新的证据；
- (2) the right to make a cross examination of evidence and put forward new evidence;
- (三) 有权对纪律处分的适用条款表明意见；
- (3) the right to express opinions about the terms the disciplinary sanction applies to;
- (四) 如实陈述本人违法、违规或违纪事实，并如实回答主持人的提问；
- (4) Truthfully stating the illegal, regulation-violating or discipline-breaching facts and truthfully answering questions from the moderator;
- (五) 遵守论证会场纪律，服从论证会主持人的指挥。
- (5) Complying with the rules and regulations of the meeting, and obeying the command of the moderator.

### 第三节 听证

#### Section III Hearing

**第四十一条** 拟对学生处以开除学籍处分时，应当书面告知拟被处分学生有要求召开听证会的权利。应拟被处分学生要求召开的听证会，不再沿用本章第二节规定的论证会程序。

**Article 41** If any student is to be given expulsion, he/she shall be informed in writing that he/she has the right to open a hearing. The hearing no longer follows the demonstration procedure in Section II of this chapter.

**第四十二条** 国科大负责组织召开听证会。除涉及个人隐私外，听证应公开举行：

**Article 42** UCAS is responsible for organizing and opening the hearing. Other than matters involving personal privacy, the hearing shall be held in public:

(一) 拟被处分学生要求召开听证会的，应当在被告知听证权利后 5 个工作日内向所在研究所或国科大学生处提出书面申请；

(1) If the student to be punished asks to open a hearing, he/she shall submit a written application to the research institute or Student Affairs Office (International Students Office) within 5 days after being informed of the right to open a hearing;

(二) 拟被处分学生超过期限未书面提出听证申请要求的，视为放弃听证权利；

(2) If the student fails to make a hearing request in writing within the time limit, he/she shall be deemed to have waived the hearing right;

(三) 拟被处分学生明确提出放弃听证权利的，不得再次提出听证要求。

(3) If the student explicitly waives the hearing right, he/she will not be able to request a hearing again.

**第四十三条** 在举行听证前，应将听证的时间、地点、主持人等有关事项书面通知拟被处分学生，由拟被处分学生在通知书送达回证上签字；听证应由国科大派出与本事件无关的人员主持，并指定专人记录：

**Article 43** The student to be punished shall be notified in writing of the time, place, moderator and other relevant matters of the hearing and shall sign on the notice of delivery receipt; the UCAS moderator shall be the one with no direct interest in the incident and the hearing shall be recorded by a designated person:

(一) 拟被处分学生可以亲自参加听证，也可以委托 1—2 人代理，拟被处分学生委托代理人参加听证的，须在举行听证前提交授权委托书；

(1) The student can attend the hearing in person or entrust 1 to 2 persons as his or her agent(s). If the student entrusts an agent, the power of attorney shall be submitted before the hearing;

(二) 拟被处分学生及其代理人应按时参加听证，未按时参加听证并且事先未说明理由的，视为放弃听证权利；

(2) The student or his/her agent shall attend the hearing on time and any failure to attend the hearing without any explanation in advance shall be deemed as giving up the right to a hearing;

(三) 听证参加人包括国科大指派的代表、处分论证会议参加人员、纪检监察部门代表、教师代表、学生代表和拟被处分学生及其委托的代理人；

(3) Participants in the hearing shall include UCAS representatives, the people who have attended the punishment demonstration meeting, representatives of the discipline inspection and supervision authority, teacher representatives, student representatives and the student to be punished as well as his/her agent;

(四) 拟被处分学生认为听证主持人与本事件有直接利害关系的，有权申请回避，由国科大与研究所协商后决定主持人是否回避。

(4) If the student believes that the moderator has a direct interest in the event, he/she has the right to apply for the moderator's withdrawal, and UCAS and the research institute will discuss and then make a decision regarding the requested withdrawal.

**第四十四条** 在听证中，拟被处分学生及其代理人有下列权利和义务：

**Article 44** In the hearing, the student to be punished and his/her agent have the following rights and obligations:

(一) 有权对本人事件的有关情况进行陈述和申辩；

(1) the right to make a statement and defense about the situation;

(二) 有权对事件调查人员提出的证据进行质证并提出新的证据；

(2) the right to make a cross examination of evidence and put forward new evidence;

(三) 有权对纪律处分的适用条款表明意见；

(3) the right to express opinions about the terms the disciplinary sanction applies to;

(四) 如实陈述本人违法、违规或违纪事实和回答主持人的提问；

(4) Truthfully stating the illegal, regulation-violating or discipline-breaching facts and truthfully answering questions of the moderator;

(五) 遵守听证会场纪律，服从听证主持人的指挥。

(5) Complying with the rules and discipline of the meeting, and obeying the command of the moderator.

**第四十五条** 听证主持人应维护正常听证秩序，听证应当按下列程序进行：

**Article 45** The moderator of the hearing shall maintain the normal order of the hearing, and the hearing shall be carried out according to the following procedures:

(一) 听证记录人宣布听证纪律、拟被处分学生的权利和义务；

(1) The hearing note-taker announces the hearing rules and the student's rights and the obligations;

(二) 听证主持人介绍主持人和记录人，询问核实听证参加人的身份，宣布听证开始；

(2) The hearing moderator introduces himself / herself and the note-taker, asks to verify the identity of the participants in the hearing, and announces the beginning of the hearing;

(三) 事件调查人员提出拟被处分学生违法、违规或违纪的事实、证据、处分依据以及处分建议；

(3) Investigators of the incident put forward the facts, evidence, punishment basis and punishment recommendations for the student's illegal, regulation-violating and discipline-breaching behavior;

(四) 拟被处分学生及其代理人就事件事实进行陈述和辩解，提出有关证据，对调查人员提出的证据进行质证；

(4) The student and his/her agent make statements and arguments about the incident, put forward relevant evidence and make cross examinations of the investigators' evidence;

(五) 听取拟被处分学生及其代理人的最后陈述，听证笔录交拟被处分学生审核无误后签字或者盖章，主持人宣布听证结束；

(5) After the final statement of the student and his/her agent, the hearing record shall be examined and signed or stamped by the student, then the moderator declares the end of the hearing;

(六) 听证结束后，根据听证笔录，国科大依据有关规定作出相应的决定。

(6) After the hearing, UCAS makes decisions according to the hearing record and relevant provisions.

**第四十六条** 开除学籍的处分决定，应报中国科学院教育主管部门和省级教育行政部门备案。

**Article 46** The decision of expulsion shall be reported to the department of educational affairs of the Chinese Academy of Sciences and the provincial department of educational affairs for record-keeping.

#### 第四节 处分决定文件的制作和送达

#### Section IV The Making and Delivery of Punishment Decision Documents

**第四十七条** 作出处分决定后，国科大或研究所应为被处分的学生制作处分决定文件，并直接送达本人。处分决定文件应载明下列事项：

**Article 47** After the decision is made, UCAS or research institutes shall produce the punishment decision documents for the student to be punished and give it to the person concerned directly. The documents shall specify the following:

(一) 被处分学生的姓名、性别、年龄、专业、学号等基本情况；

(1) Name, gender, age, major, student number and other basic information about the student to be punished;

(二) 认定的违纪事实；

(2) The facts of violation;

(三) 违纪事实发生后，国科大或研究所所做的善后工作；

(3) Remedial work done by UCAS or research institutes after the incident;

(四) 适用处分的理由和依据；

(4) Reasons and basis for the application of punishment;

(五) 作出的处分决定；

(5) Punishment decision;

(六) 被处分学生提出申诉的权利和期限。

(6) Rights and time limit for the appeal of the student.

**第四十八条** 直接送达处分决定文件确有困难时，可采取留置送达与公告送达：

**Article 48** When delivery of the documents is difficult, the documents may be left at the place of abode or announcement service may be adopted:

(一) 将处分决定文件直接送达给被处分学生时，如本人不在，可交其同住成年家属签收；

(1) When the decision documents are sent directly to the student but the student is not there to receive them, an adult family member may sign for and receive the documents;

(二) 被处分学生或者他的同住成年亲属拒绝签收处分决定文件时，送达人应当邀请有关基层组织或者所在单位的代表及其他见证人到场，说明情况，在送达回证上记明拒收事由和日期，由送达人、见证人签名或者盖章；

(2) If the student or his/her adult relative refuses to sign the decision documents, the deliverer shall invite representatives of the relevant basic level organizations or their units and other witnesses to the scene, explain the situation, record the reasons for rejection and date the delivery receipt, and the deliverer and witnesses shall sign or stamp it;

(三) 如受处分学生或者他的同住成年亲属拒收处分送达文件而见证人又不愿协助在处分送达书上签字时, 可将送达文书以公告的方式张贴在受送达人的住所, 然后拍照作为证据, 送达人在送达回证上记明送达情况并签名, 即视为送达。

(3) If the student or his/her adult relative refuses to sign the documents or the witnesses are unwilling to cooperate by signing the documents, the documents shall be posted in the form of a notice on the residence and then the deliverer may take pictures as evidence. The deliverer shall record the situation and sign on the delivery receipt and this is deemed delivery.

**第四十九条** 直接送达处分决定文件确有困难时, 可通过邮局用挂号方式邮寄给被处分学生:

**Article 49** When delivery of the decision documents is difficult, the documents can be delivered by registered mail through post office to the student:

(一) 邮寄送达应附有送达回证;

(1) Mailing service shall be accompanied with a delivery receipt;

(二) 挂号信回执上注明的收件日期与送达回证上注明的收件日期不一致的, 或者送达回证没有寄回的, 以挂号信回执上的收件日期为送达日期。

(2) If the date of receipt is not consistent with the date on the delivery receipt or the delivery receipt is not sent back, then the date on the delivery receipt of the registered mail shall be deemed as the date of delivery.

**第五十条** 被处分学生下落不明, 或者通过其它方式无法送达的, 可以公告送达:

**Article 50** If the student's whereabouts are unknown or the documents cannot be delivered by other means, they shall be delivered in the form of an announcement:

(一) 可以在公告栏张贴公告、国科大或研究所的网站、公共媒体或在报纸上刊登公告;

(1) Posting announcements on the bulletin board, the websites of UCAS or the research institutes, public media, or newspaper;

(三) 自公告发出之日起, 经过 60 日, 即视为送达;

(2) Delivery is deemed to have been made after 60 days since the announcement is made;

(三) 公告送达, 应在材料中记明原因和经过。

(3) Reasons and process of the delivery of announcement shall be recorded.

## 第七章 申诉及复查

### Chapter VII Appeal and Review

**第五十一条** 学生对处分决定有异议的, 可以根据所受处分的种类, 向作出处分决定的国科大或研究所设立的学生申诉处理委员会提出申诉 (提出申诉的学生以下简称申诉人):

**Article 51** If the student has any objections to the punishment decision, he or she may raise an appeal to UCAS or the research institutes' Student Appealing Processing Committee (the

student who raises the appeal is referred to hereafter as the appellant)

(一) 国科大学生申诉处理委员会由 7 或 9 人组成, 包括主管学生工作的校级领导、学生处、纪检监察等部门负责人, 教师代表若干人和学生代表若干人, 办公室设在学生处;

(1) UCAS Student Appealing Processing Committee (SAPC) consists of 7 to 9 members, including university leaders in charge of student work, heads of Student Affairs Office (International Students Office), Discipline Inspection and Supervision Department, teacher representatives and student representatives. The office shall be in the Student Affairs Division;

(二) 研究所学生申诉处理委员会由 5—7 人组成, 包括主管教育工作的负责人、学生管理部门负责人、纪检监察部门负责人、教师代表和学生代表, 办公室设在学生管理部门;

(2) Research institutes' SAPC consists of 7 to 9 members, including leaders in charge of student work, heads of student affairs administration, discipline inspection and supervision, teacher representatives and student representatives. The office shall be in the student management administration;

(三) 学生申诉处理委员会组成人员应予事先公布;

(3) Members of SAPC shall be announced in advance;

(四) 学生申诉处理委员会组成人员三分之二出席会议有效, 没有学生代表参加的会议无效; 学生申诉处理委员会会议所做结论, 须得到与会人员三分之二以上同意, 方为有效。

(4) The SAPC meeting is only valid with no less than 2/3 of the members present and with student representatives; The decision made by the SAPC is only valid upon the consent of no less than 2/3 of the participants.

**第五十二条** 申诉人应当在接到处分决定书之日起 5 个工作日内提出书面申诉。学生申诉处理委员会应当对申诉人提出的申诉进行复查, 并在接到书面申诉之日起 15 个工作日内, 作出复查结论并告知申诉人。需要改变原处分决定的, 由学生申诉处理委员会提交国科大或所在研究所办公会议重新研究决定。

**Article 52** The appellant shall, within 5 working days from the date of receiving the punishment decision, makes a written complaint. SAPC shall review the appeal and make a review conclusion and inform the appellant within 15 working days from the date of receipt of the written complaint. If the original decision is to be changed, SAPC shall submit to UCAS or research institutes office meeting to restudy the decision.

**第五十三条** 申诉人对复查决定有异议的, 在接到复查决定书之日起 15 个工作日内, 提出书面再申诉。复查决定由研究所作出的, 可以向国科大提出书面再申诉, 国科大在接到学生书面申诉之日起 30 个工作日内, 应当对申诉人的问题给予处理并答复; 复查决定由国科大作出的, 可以向中国科学院教育主管部门提出书面再申诉。

**Article 53** If the appellant has any objections against the review decision, he or she shall, within 15 working days, makes another written appeal. If the review decision is made by research

institutes, the appellant shall submit the written appeal to UCAS, and UCAS shall deal with and respond to the complaint within 30 working days from the day of receiving the written appeal; if the review decision is made by UCAS, the appellant shall submit the written complaint to the competent department of education of the Chinese Academy of Sciences.

**第五十四条** 在申诉期间，除开除学籍处分之外，原处分决定照常执行。被开除学籍的学生，在处分决定送达后 10 个工作日内办理离校（所）手续。申请复议的，办理离校（所）手续时间延长至复议决定送达后 10 个工作日。逾期不办的，由国科大或研究所指定人员代为办理并记录在案。其善后事宜，按国科大或研究所的有关规定处理。

**Article 54** During the appeal, in addition to expulsion from academic status, the original punishment is carried out as usual. The student who is expelled shall finish the formalities of leaving school within 10 days of the delivery of the punishment decision. If the student applies for reconsideration, the time limit shall be extended to 10 days within the delivery of reconsideration. If the student fails to do so within the time limit, UCAS or research institute's designated person shall do it for the student and keep it on record. The remedial work shall comply with UCAS or research institutes' relevant provisions.

**第五十五条** 受处分学生逾期未提出申诉的，学生申诉处理委员会不再受理其提出的申诉。

**Article 55** If the student to be punished does not make an appeal within the time limit, SAPC shall no longer accept his/her appeal.

## 第八章 附 则

### Chapter VIII Supplementary Provisions

**第五十六条** 对学生实施纪律处分过程中的调查与处分程序中所必须的各种文本，均应使用本办法附录所载学生违纪处分程序文本标准格式。

**Article 56** All kinds of texts necessary in the investigation and punishment procedure in the course of disciplinary action shall use the standard text format of the student punishment procedure as in the Annex of the Measures.

**第五十七条** 各研究所学生管理部门，依照本办法负责实施处分违纪学生的相关工作：

**Article 57** Student affairs administration of research institutes shall follow the Measures to implement relevant work of students who violate regulations

(一) 可依据《中国科学院大学学生管理规定》和本办法，结合具体情况制定相关管理规定，报国科大备案批准后生效；

(1) Formulating relevant management regulations in accordance with the Regulations on Student Management of University of Chinese Academy of Sciences and the Measures, taking into account specific circumstances and reporting to UCAS for record and approval;

(二) 未向学生公布的管理规定，不得作为处分学生的依据。

(2) Management regulations not made known to students cannot be taken as the basis for punishment.

**第五十八条** 本办法所载“以上”均含本级处分在内，“以上处分”为直至开除学籍处分。

**Article 58** The wording ‘at least’ or ‘above’ used in the Measures includes the punishment itself and ‘punishment above’ means punishment up to expulsion.

**第五十九条** 学生参加教学、实习、考察、社会实践、挂职锻炼等社会活动期间及休学期间有违法、违规、违纪行为的，应依据本办法给予纪律处分。

**Article 59** During the period of students participating in teaching, intern, survey, social practice, post training and other social activities or during suspension, disciplinary sanction shall be given to students who violate laws, regulations or discipline according to the Measures.

**第六十条** 在国科大或研究所接受学历教育的港澳台侨学生、留学生、非学历教育研究生等类别学生的纪律处分，参照本办法执行。

**Article 60** For disciplinary sanctions against students from Hong Kong, Macao or Taiwan attending degree courses, and international students or graduate students attending non-degree courses at UCAS or research institutes, please refer to the Measures.

**第六十一条** 对有违法、违规、违纪行为的学生,在做出处分决定之前, 学生本人提出申请退学的, 报国科大批准退学后, 可不再给予处分。

**Article 61** For students who violate laws, regulations or rules, before the punishment decision is made, if the students themselves apply for withdrawal from university and leave the university after obtaining approval, the punishment shall not be given.

**第六十二条** 本办法由学生处负责解释，自印发之日起施行。原《中国科学大学学生纪律处分条例》（校发学字〔2013〕7号）同时废止。

**Article 62** The Measures shall be interpreted by Student Affairs Office and shall take effect on the date of issue in place of the previous Disciplinary Regulations of University of Chinese Academy of Sciences (XIAOFAXUEZI (2013) No. 7), which shall be abolished on the same date.

附件：学生违纪处分程序文本标准格式（略）

Annex: The Standard Format of the Student Punishment Procedure (omitted)

附:

Attached:

## 学生纪律处分案例

### Student Disciplinary Sanction Cases

#### 一、考试作弊:

##### I. Examination Cheating

1. 学生辛×在 2008-2009 学年秋季学期参加“自然辩证法与科技革命”课程考试中作弊, 根据《中国科学院研究生院学生纪律处分条例(试行)》之规定, 给予辛×记过处分并抄送所属培养单位;

1. Student Xin was given a demerit record and a duplicate of the punishment document was sent to Xin's host institute because Xin cheated in the exam of Natural Dialectics and Science and Technology Revolution in the Fall semester of the 2008-2009 school year. The punishment was made according to the **Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (Trial)**;

2. 学生朱×在 2009-2010 学年秋季学期参加“自然辩证法与科技革命”课程考试中夹带, 被监考老师当场查获。根据《中国科学院研究生院学生纪律处分条例》之规定, 给予朱×记过处分并由其所在党组织给予党内警告处分;

2. Student Zhu brought notes with him to the exam of Natural Dialectics and Science and Technology Revolution in the Fall semester of 2009-2010 school year and was detained on the spot by the invigilator. According to **Disciplinary Regulations of Graduate University of Chinese Academy of Sciences**, Zhu was given a demerit record and warning by the Communist Party organization Zhu belongs to;

#### 二、学术违纪:

##### II. Academic Misconduct

3. 学生李×, 论文未经指导教师同意擅自将试验数据泄露, 根据《中国科学院研究生院学生纪律处分条例(试行)》第二十条之规定, 给予李×记过处分;

3. Because student Li leaked test data without the consent of the supervisor, according to Article 20 of **Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (Trial)**, Li was given a demerit record;

4. 博士生黄×, 在从事学位论文研究中伪造数据, 骗取答辩通过, 取得毕业证书和博士学位。后被查出, 研究生院学位委员会做出撤销其博士学位的决定。同时根据《中国科学院研究生院学生管理规定》第二十五条之规定, 收缴黄×已颁发的博士毕业证书并撤销其在教育部的学历电子注册信息;

4. PhD student Huang, firstly falsified data during his doctoral dissertations, then cheated on the oral defense of his thesis and obtained a diploma and doctoral degree, but his actions were

eventually discovered. The academic degree committee of the Graduate School then made a decision to rescind Huang's doctoral degree. At the same time, according to Article 25 of the **Student Management Regulations of the Graduate University of Chinese Academy of Sciences**, Huang's doctoral diploma was confiscated and his electronic registration information of the degree in the Education Department was revoked;

5. 博士生刘×, 在准备学术论文过程中, 提供不真实的数据与图片。根据《中国科学院研究生院学生纪律处分条例》之规定, 给予刘×严重警告处分。

5. PhD student Liu was given a serious warning according to **Disciplinary Regulations of Graduate University of Chinese Academy of Sciences** for providing false data and pictures during the process of preparing an academic thesis.

### 三、打架斗殴:

#### III. Fighting

6. 学生吴×与郑×, 2004年10月30日在学生公寓门口因出入楼门碰撞引发打架, 根据《中国科学院研究生院研究生违纪处分暂行条例》第八条第(一)款“因寻衅肇事造成打架者, 给予警告、严重警告处分”的规定, 分别给予吴×、郑×警告处分;

6. Students Wu and Zheng fought on October 30, 2004 at the entrance of student dormitory after colliding with each other in the door entrance. According to the 1<sup>st</sup> clause of Article 8 of the **Interim Disciplinary Regulations on Graduate Students of Graduate University of Chinese Academy of Sciences**: “Students seeking quarrels and causing disturbances shall be given a warning or a serious warning.” Wu and Zheng were both given warnings;

### 四、违反规定:

#### IV. Violation of Regulations:

7. 学生王×, 2008年5月4日晚在宿舍违规使用电器, 引发火灾, 根据《中国科学院研究生院学生纪律处分条例(试行)》的规定, 给予王×留校察看处分;

7. Student Wang used electrical appliances against the regulation and caused fire in the evening of May 4 of 2008. According to the **Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (Trial)**, Wang was given probation;

8. 学生卫×, 擅自将本人宿舍床位出租给非本校学生。《中国科学院研究生院学生纪律处分条例(试行)》第二十一条之规定, 给予卫×记过处分并没收全部非法所得;

8. Student Wei rented his dormitory bed to a non-school student without permission. According to Article 21 of the **Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (Trial)**, Wei was given a demerit record and all his illegal proceeds were confiscated;

### 五、校外违法:

#### V. Breaking Laws out of University:

9. 学生蒋×, 2005年2月22日因在天安门广场展示反动标语被劳动教养二年;

9. Student Jiang, showing reactionary slogans in Tiananmen Square on February 22<sup>nd</sup>, 2005, received 2 years of labor education;

10. 学生韩×、杨×，因利用计算机网络漏洞从事非法行为，被××市公安局刑事拘留。因认罪态度较好且积极退赔非法所得，被交由培养单位处理。根据《中国科学院研究生院学生纪律处分条例（试行）》第十七条之规定，分别给予韩×、杨×留校察看一年处分；

10. Student Han and Student Yang were detained by the municipal public security organ because they engaged in illegal behavior using computer network vulnerabilities. Because of their good attitude and active restitution of illegal income, they were handed over to their training unit. According to the **Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (Trial)**, they were given one year of probation;

## 六、寻衅滋事

### VI. Seeking Quarrels and Causing Disturbance

11. 学生朱×，于2006年7月6日夜酗酒滋事，持械伤人，根据《中国科学院研究生院学生纪律处分条例（试行）》第二十二条第三款、第四款及第二十五条第五款规定，给予朱×留校察看一年处分；

11. In the evening of July 6<sup>th</sup> of 2006, student Zhu got drunk and rowdy and harmed other people with weapons. According to Clause 3 and Clause 4 of Article 22 and Clause 5 of Article 25 of the **Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (Trial)**, Zhu was given one year of probation;

12. 学生秦×，无故殴打他人，根据《中国科学院研究生院学生纪律处分条例（试行）》第二十二条规定，给予秦×留校察看一年处分。

12. Student Qin beat others without cause. According to Article 22 of the **Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (Trial)**, Qin was given one year of probation.

## 七、校内违法、违纪

### VII. Breaking Laws and Discipline on Campus

13. 学生尤×，在宿舍内使用劣质插座引发火灾，根据《中国科学院研究生院学生纪律处分条例（试行）》第十七条第六款规定，给予尤×留校察看一年处分；

13. Student You caused a fire using an inferior socket in the dormitory. According to Clause 6 of Article 17 of the **Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (Trial)**, You was give one year of probation;

14. 学生许×，擅自封堵室内烟感报警器，根据《中国科学院研究生院学生纪律处分条例（试行）》第十七条第六款规定，给予许×记过处分。

14. Student Xu blocked the indoor smoke sensor without authorization. According to Clause 6 of Article 17 of the **Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (Trial)**, Xu was given a demerit record.

# 中国科学院大学学生请假销假管理办法

## Regulations on Student Leave of Absence at University of Chinese Academy of Sciences

校发学字〔2014〕78号

XIAOFAXUEZI (2014) No. 78

**第一条** 为了加强学生的组织纪律性，维护正常的教学秩序，根据《中国科学院大学学生管理规定》，制定本管理办法。

This policy is made in accordance with the Regulations on Student Management of University of Chinese Academy of Sciences to help students retain a strong awareness of discipline and maintain the normal order of teaching and learning

一、本办法适用于中国科学院大学（以下简称“国科大”）按照国家规定录取、在中国科学院院属各研究院、所、台、站、中心等承担高等教育工作的单位（以下简称“研究所”）和校部各学院、系、本科部（以下简称“院系”）接受高等学历教育的学生。

1. This policy applies to all students at the University of Chinese Academy of Sciences (UCAS) who are legally admitted according to state regulations and pursue higher education at academies, institutes, observatories, stations and centers affiliated with the Chinese Academy of Sciences (hereinafter referred to as institutes) as well as UCAS schools and departments (hereinafter referred to as schools).

二、新生必须按规定日期到国科大或研究所报到。如有特殊原因不能按期报到者，须凭有关证明请假，假期一般不得超过两周。事假期满超过两周不报到或无故逾期两周不报到者，取消入学资格。

2. All new students must register at UCAS or institutes enrolling themselves within stipulated dates. Students that cannot register due to special reasons must ask for a leave no longer than two weeks. Students will be denied admission for failing to register after the last day of the two weeks' leave or with no valid leave application for the absence of more than two weeks after the registration deadline.

三、每学期开学时，学生必须按规定的日期返回学校或研究所。如因故不能按时返回的，应事先请假。未经请假或未被准假者，必须按时返校。

3. At the beginning of every semester, students must return to the campus or institutes within the stipulated period. Those who cannot return on time should ask for approval in advance. Without approval, the students must return on time.

四、学生未经批准，不得擅自在校外住宿。

4. Without approval, students must not stay overnight outside the campus.

五、学生因病请假，在校期间须凭学校门诊部证明，外出期间须经县级以上医院证明。病假一周以内由所在研究所、院系学生工作负责人批准；一周以上须经所在研究所、院系主管学生工作的所级领导、院系负责人批准，其中集中教学校区请假二周以上需报学生处备案；病假超过两个月者，必须办理休学手续。

5. Students asking for sick leave are required to submit a medical certificate issued by either the university hospital (when on campus) or hospitals above county level (when off campus). Sick leave shorter than one week can be approved by the head of Student Affairs staff at the student's host department or institute; sick leave longer than one week should be approved by a leading group member of the student's host department or institute in charge of student affairs; students for the first-year study at UCAS should report to the Students Affairs Office (International Students Office) if asking for a sick leave of more than two weeks. For sick leave longer than two months, students have to apply for a suspension certificate.

六、学生一般不得请事假。如确需请事假，需提供有关证明，酌情准假。事假一周以内由所在研究所、院系学生工作负责人批准；一周以上须经所在研究所主管学生工作的所级领导、院系负责人批准，其中集中教学校区请假二周以上需报学生处备案。

6. Students are discouraged from requesting casual leave. Casual leave should be approved on the basis of relevant supporting documents or material. Casual leave shorter than one week can be approved by the head of student affairs staff at the student's host department or institute; Casual leave longer than one week should be approved by a leading group member of the student's host department or institute in charge of student affairs; students for the first year study at UCAS should report to Student Affairs Office (International Students Office) if asking for a casual leave of more than two weeks.

七、学生请假应本人办理手续，填报请假单，经批准后方能生效。如需续假，应及时办理续假手续。

7. Students applying for leave should complete the leave application form themselves and take the leave after approval. Another application must be made for extending the leave.

八、学生请假期满，必须本人到研究所、院系学生管理部门办理销假手续。

8. When leave ends, students must report to the student affairs administration of his or her host department or institute.

九、请假理由必须真实，如发现弄虚作假，有伪造行为者，视情节轻重，给予批评教育直至纪律处分。

9. Reasons for the leave must be authentic. Students will receive admonishment or even punishment for falsifying leave excuses.

十、未请假或请假未经批准离开学校、研究所，以及请假期满而未续假或续假未批准而

逾期不返校的，视为无故旷学，按学生纪律处分相关规定处理。

10. Students leaving the university or institutes without approval, or failing to return when the leave ends will be regarded as truant and will receive punishment according to the Student Disciplinary Regulations

十一、本管理办法由学生处负责解释，自印发之日起施行。原《中国科学院大学学生请假销假管理办法》（校发学字〔2013〕83号）同时废止。

11. The Student Affairs Office is responsible for interpretation of this policy which takes effect on the date of issuance. The previous version (XIAOFAXUEZI (2013) No. 83) is hereby abolished.

# 中国科学院大学学生证管理办法

## Regulations on Student ID Card of University of Chinese Academy of Sciences

校发学字〔2014〕77号

XIAOFAXUEZI (2014) No. 77

**第一条** 为规范学生证的使用和管理，依据《中国科学院大学学生管理规定》和有关规定，制定本办法。

**Article 1** These regulations are formulated in accordance with the Regulations on Student Management of University of Chinese Academy of Sciences with a view to managing the use of student ID cards.

**第二条** 本办法适用于中国科学院大学（以下简称“国科大”）按照国家规定录取、在中国科学院院属各研究院、所、台、站、中心等承担高等教育工作的单位（以下简称“研究所”）和校部各学院、系、本科部（以下简称“院系”）接受高等学历教育的研究生、本科生（以下简称“学生”）。

**Article 2** These regulations apply to all graduate and undergraduate students (hereinafter referred to as students) of the University of Chinese Academy of Sciences (UCAS) who are officially admitted, and who receive higher education at academies, institutes, observatories, stations and centers affiliated with the Chinese Academy of Sciences (hereinafter referred to as institutes) as well as UCAS departments and schools (hereinafter referred to as schools).

**第三条** 学生证是学生在校学习期间的身份证明。学生入学并取得学籍后由国科大或授权相关研究所发给“中国科学院大学学生证”（以下简称“学生证”）。

**Article 3** The Student ID Card serves as proof of identity for registered students. After registration, each student shall be issued a UCAS Student ID Card by UCAS or the institute.

**第四条** 学生证只限本人使用，学生应珍藏、爱护、注意保管，不得损坏涂改。不得转借他人，更不准有弄虚作假行为。

**Article 4** The Student ID Card shall only be used by the cardholder himself/herself and must not be lent to others. The Card should be carefully protected against damages or scratches. No counterfeit is allowed.

**第五条** 学生证的发放：

**Article 5** Issuance of the Student ID Card:

（一）在国科大集中教学校区学习的新入学学生的学生证，在办理报到手续时由报到工作人员发给新生。新生在学生证上如实填写本人信息并粘贴本人照片后，由班级统一收齐后

交学生处加盖钢印和第一学期的注册章，并填注有效期。

(1) Each new student studying at UCAS campus for the first year shall be issued a Student ID Card upon registration. After the student has filled in the personal information and attached a photo ID, the Student ID Card shall be collected in the unit of classes and submitted to the Student Affairs Office. The Student ID Card shall be sealed and stamped with the first semester registration stamp as well as filled with the effective dates of the semester.

(二) 由研究所自行组织学习的新入学学生的学生证，由学生处根据各研究所录取新生的人数（不含到国科大集中教学校区学习的学生数）派发空白学生证。各研究所学生管理部门在新生报到时，向新生发放学生证。新生在学生证上如实填写本人信息并粘贴本人照片后，统一交学生管理部门加盖钢印和第一学期注册章，并填注有效期。

(2) The Student Affairs Office shall prepare the blank student ID cards according to the number of international students of each institute and issue the cards to the students upon registration (excluding the students studying at the centralized teaching campus of UCAS) After the students fill in the personal information and attach a photo ID, the Student ID Cards shall be collected in the unit of classes and submitted to the student affairs administration of the institutes. The Student ID Card shall be sealed and stamped as well as completed with the effective dates of the semester.

#### **第六条 学生证的生效与注册：**

##### **Article 6 Taking effect and re-registration**

(一) 新入学学生的学生证经加盖钢印、第一学期注册章并填注有效期后，即为生效。在学期间应每学期按规定时间办理注册手续，经加盖注册章的学生证方可继续生效。

(1) The Student ID card takes effect when sealed and completed with effective dates of the semester. For a registered student, it is necessary to re-register the Student ID Card every semester within a stipulated period of time. The Student ID Card renews its effect by re-registering.

(二) 在国科大集中教学校区学习的学生在新学期开学时，在规定时间内由本人持学生证到所在院系办理注册手续。院系在学生证的该学期注册栏内加盖注册章并填写注册日期。

(2) Students studying at UCAS campus for the first year should re-register the the Student ID Card at host schools at the beginning of every semester. The schools shall stamp the card and fill in the date of re-registration.

(三) 在研究所学习的学生在新学期开学时，在规定时间内由本人持学生证到学籍所在研究所学生管理部门办理注册手续，学生管理部门在学生证的注册栏内加盖注册章并填写注册日期。

(3) Any Student studying at institutes should re-register the Student ID Card at the student affairs administration of host institutes at the beginning of every semester. The office shall stamp the card and fill in the date of re-registration.

(四) 学生未按时注册者，应办理暂缓注册手续。不符合注册条件的，不予注册。

(4) Any student who fails to re-register in time should apply for postponement; any student who does not meet the requirements of re-registration will be denied.

(五) 学生证有效期按学制填写。超过学制年限未毕业的学生继续履行注册手续的，学生证继续生效。

(5) The effective dates of the Student ID Card should conform with the semester dates. If cardholders who do not graduate within stipulated period continue to re-register the cards, the cards remain valid.

### **第七条 学生证的补发：**

#### **Article 7 Re-issue of the Student ID Card:**

(一) 学生如将学生证遗失，由本人填写《中国科学院大学补办学生证登记表》（以下简称“《补办登记表》”），到学生处或所在研究所学生管理部门办理挂失和补发事宜。对于遗失学生证，学生处或研究所学生管理部门进行公布挂失，为期一个月。挂失期间，《补办登记表》作为临时学生证明使用。挂失期满一个月后，学生本人持《补办登记表》办理补领手续，并交回《补办登记表》。

(1) In the event that the Student ID Card is lost, the cardholder should complete the **Application Form for Re-issuing the Student ID Card** and apply for a new card at the Student Affairs Office or student affairs administration of host institutes. The Student Affairs Office or student affairs administration of the institutes will publicize the loss for one month, during which the Application Form serves as the temporary ID card. At the end of the month, the cardholder can submit the Application Form in exchange for a new ID card.

(二) 如果出现挂失时间不足一个月，而学生因完成集中教学回研究所继续学习的，由学生处将有关情况通知该生所在研究所学生管理部门，待挂失期满一个月后，由研究所学生管理部门办理补办手续。

(2) If, within the above-mentioned one month, the student has completed study at UCAS and started study at the institute, the the Student Affairs Office shall notify the student affairs administration of his/her host institute, which will be in charge of issuing the new card when the one month period comes to the end.

(三) 学生在办理补领手续后又找到丢失学生证时，应将找到的学生证交回学生处或研究所学生管理部门予以注销。

(3) ID cards publicized as lost and retrieved later should be submitted to the Student Affairs Office or the student affairs administration of the host institute for annulment.

### **第八条 学生证的换发：**

#### **Article 8 Renewal of the Student ID Card:**

(一) 学生如将学生证损坏，由学生本人填写《补办登记表》，到学生处或所在研究所

学生管理部门换发学生证。损坏的学生证需交回，并由办理换发的单位销毁。

(1) In case of damage to the ID card, the cardholder should complete the Application Form for Renewing the Student ID Card and apply for a new card at the Student Affairs Office or student affairs administration of the host institutes. The damaged ID card shall be returned and destroyed.

(二) 学生变更研究所、院系的，在转入单位换发学生证，原学生证由换发单位销毁。

(2) Students changing institutes or schools must renew the Student ID Card from the new institute or school, while the old card should be destroyed by the original institute or school.

(三) 以硕博连读方式招收的博士生应在按博士生身份注册时换发学生证。

(3) Students enrolled in the Master's-PhD program should renew the Student ID Cards when registering as a PhD student.

**第九条** 略。

**Article 9** Omitted.

**第十条** 学生在校期间一般只限发放或换发一次学生证。因学生个人原因补领或换发学生证，学生应缴纳相应工本费。

**Article 10** Each student can only apply once for the re-issue of a Student ID Card. For re-issuing or renewing the card for personal reasons, the cardholder must pay the cost.

**第十一条** 学生不得将学生证送人或转借他人使用，或一人使用两个学生证。违者根据学生管理相关规定处理。由于遗失学生证引起的后果由遗失人本人负责。

**Article 11** Students must not give or lend the Student ID Card to others, or hold more than one card at the same time. The violators shall be dealt with in accordance with relevant regulations. The cardholder shall bear the consequences of losing his/her ID card.

**第十二条** 学生证如在校外场所抵押，责任自负。

**Article 12** The cardholder shall held accountable for mortgating the Student ID Cards outside the campus.

**第十三条** 学生毕业或因转学、退学、开除学籍等原因离校时，应将学生证交回研究所学生管理部门或学生处注销。如确属遗失，经审查属实后按第七条规定进行挂失，学生证不再补发。

**Article 13** The cardholder must return the Student ID Card to Student Affairs Office or student affairs administration of the host institutes for annulment when graduating or leaving the campus for reasons such as school transferring, withdrawal, and expulsion. For those that have lost their Student ID Cards, the loss shall be publicized as is stipulated by the Article 7 of this policy, and no new card shall be re-issued.

**第十四条** 凡拾到他人学生证时，应立即送交学生处或研究所学生管理部门，谨防他人冒用；如发现此类情况，应立即报告学生处或研究所学生管理部门。

**Article 14** When finding another student's Student ID Card, the finder must hand it in to the Student Affairs Office or student affairs administration of the institute; using another student's Student ID Card, if discovered, must be reported to the Student Affairs Office or student affairs administration of the institute.

**第十五条** 本办法由学生处负责解释，自印发之日起施行，原《中国科学大学学生证管理办法》(校发学字〔2013〕89号)同时废止。

**Article 15** Interpretation of these regulations resides with the Student Affairs Office. The regulations take effect from the date of issue. The previous version of regulations (XIAOFAXUEZI (2013) No. 89) is hereby abolished.

附表：中国科学院大学补办学生证登记表（可在国科大网站下载）

Appendix: The Application Form for Re-issuing the UCAS Student ID Card (downloadable from UCAS website)

# 课程学习

Course Study



# 中国科学院大学研究生课程学习及学分要求暂行规定

## Provisional Regulations on Graduate Student Course Study and Credit Requirements at University of Chinese Academy of Sciences

校发教字〔2015〕45号

XIAOFAJIAOZI〔2015〕No. 45

根据《中国科学院大学学位授予工作细则》、《中国科学院大学关于研究生课程设置的指导意见》和《中国科学院大学研究生课程教学组织管理暂行规定》，结合中国科学院大学（以下简称“国科大”）研究生培养的实际情况，特制定本规定。

The Provisional Regulations on Graduate Student Course Study and Credit Requirements at University of Chinese Academy of Sciences (hereinafter referred to as Provisional Regulations) is formulated in accordance with Regulations of University of Chinese Academy of Sciences on Academic Degree Conferment, Guidance on Graduate Student Curriculum Plan of University of Chinese Academy of Sciences, and Provisional Regulations on the Organization and Management of Graduate Student Course Study of University of Chinese Academy of Sciences, and on the basis of the practical situations of UCAS graduate student education.

### 一、总则

#### I. General Provisions

1. 本规定旨在规范国科大在学研究生有关学分要求、选课、考核等课程学习过程中的相关事项。此处“研究生”指的是在国科大正式注册的研究生，即按照国家规定录取的、在国科大校部和中国科学院所属各研究院、所、台、站、中心等单位（以下简称“研究所”）攻读硕士（以下简称“硕士生”）和博士学位的研究生，包括硕博连读研究生（以下简称“硕博生”）、直博生和普通招考博士研究生（以下简称“普博生”）。

1. The Provisional Regulations are to specify all relevant items on UCAS graduate student course study such as credit requirements, course selection, and course assessment. The ‘graduate student’ refers to the officially registered graduate students at UCAS, i.e. Master’s students, PhD students including master’s-doctor continuous study students (hereinafter MS-PhD students), BS-direct-to-pursue-PhD students (hereinafter BS-PhD students) and the regular PhD students enrolled through the entrance examination system and admitted by UCAS and academies, institutes, observatories, stations and centers affiliated with the Chinese Academy of Sciences (hereinafter referred to as institutes) affiliated to the Chinese Academy of Sciences (CAS) and at UCAS.

2. 国科大研究生的培养贯穿于国科大校部组织的集中教学阶段和在科研院所的科研实

践阶段。集中教学阶段为期 1 个学年，一般包括秋季、春季和夏季学期。硕士生、硕博生、直博生须参加集中教学阶段的课程学习，特殊情况须经国科大教学委员会批准。

2. UCAS graduate education is comprised of the course study phase at UCAS and the research and practice phase at the institutes. The course study phase lasts for one academic year, split into autumn, spring and summer semesters. Master's students, MS-PhD students, BS-PhD students and the regular PhD students must complete the required course study at UCAS. For exceptions, approval from UCAS Teaching Committee is needed.

## 二、学分要求

### II. Credit Requirements

3. 国科大研究生的培养实行学分制，研究生获得学位所需的学分，由课程学习学分和必修环节学分两部分组成，二者不能相互替代。必修环节包括开题报告、中期考核、学术报告和社会实践等部分，由各研究所依据国科大有关培养方案的规定，结合学科特点、研究生工作量等因素核定学分和完成期限。

3. UCAS graduate education adopts a credit system. Credits must be obtained by graduate students for degree requirements. Credits consist of two parts: course study credits and compulsory study credits. The two parts are requisite. Compulsory study credits are obtained through activities such as thesis opening report, mid-term assessment, academic report and social practices. The credit assessment and deadline for this part are up to the institutes in accordance with the UCAS regulations on education plan and other factors such as discipline characteristics and graduate student work load.

4. 硕士生申请硕士学位前，总学分应不低于 35 学分，包括课程学习 30 学分和必修环节 5 学分。课程学习包括学位课和非学位课的学习。学位课学分不低于 18 学分，其中，公共学位课 6 学分，专业学位课不低于 12 学分。非学位课中公共选修课不低于 2 学分。

4. To apply for a master's degree, graduate students must obtain no less than 35 credits, including 30 credits for course study and 5 credits for compulsory study. Course study includes degree courses and non-degree courses. No less than 18 degree course credits are required, among which 6 credits should come from common degree courses, and no less than 12 credits should come from specialized degree courses. Among non-degree courses, no less than 2 credits for general elective courses are required.

专业学位硕士研究生在上述规定前提下，参照国科大相关培养方案，工程硕士必须修读《知识产权》、《信息检索》和《专业英语》三门公共课，共计 4 学分。

Following the above preconditions, educational plan for professional master's degree students shall refer to the relevant UCAS educational plan. Master's students in Engineering must take three common courses: Intellectual Property, Information Retrieval, and Specialized English. The three courses have 4 credits in total.

参加集中教学的硕士生，在集中教学阶段，课程学习总学分应不低于 25 学分，其中，

公共学位课 6 学分，非学位课中公共选修课不低于 2 学分。

Graduate students during the course study phase must obtain no less than 25 credits in total, including 6 credits for common degree courses and no less than 2 credits for optional non-degree common courses.

5. 硕博生与直博生在申请博士学位前，总学分应不低于 42 学分，包括课程学习 37 学分和必修环节 5 学分。课程学习包括学位课和非学位课的学习。学位课学分不低于 25 学分，其中，专业学位课不低于 16 学分，公共学位课 9 学分。非学位课中公共选修课不低于 2 学分。

5. When applying for a doctor's degree, MS-PhD students and BS-PhD students must have obtained no less than 42 credits in total, including 37 credits for course study and 5 credits for compulsory study. Course study includes degree course and non-degree course study. No fewer than 25 course study credits are required, including no less than 16 credits for specialized degree courses, 9 credits for common degree courses, and no less than 2 credits for optional non-degree common courses.

参加集中教学的硕博生和直博生，集中教学阶段课程学习总学分应不低于 30 学分。其中公共学位课不低于 7 学分，非学位课中公共选修课不低于 2 学分。

MS-PhD students and the regular Master's students and PhD students who attend campus concentrated study must obtain no less than 30 credits in total for course study, including no less than 7 credits for general degree courses, and no less than 2 credits for non-degree general selective courses.

硕士生、硕博生与直博生在集中教学阶段尚未修满的课程学分，可以在回到研究所的科研实践阶段，修满申请学位必需的课程学习所要求的学分。

During campus concentrated study, if master's students, MS-PhD students and BS-PhD students have not gained enough course credits, they shall, during their research and practice phase at institutes, obtain the required compulsory course study credits for degree application.

6. 普通博士生在申请博士学位前，总学分不低于 12 学分，包括课程学习 7 学分和必修环节 5 学分。课程学习学分包括公共学位课 3 学分，专业学位课 4 学分。

6. When applying for a doctor's degree, the regular PhD students must have obtained no less than 12 credits in total, including 7 credits for course study and 5 credits for compulsory study. Course study credits include 3 credits for common degree courses, and 4 credits for specialized degree courses.

7. 参加集中教学的研究生，在秋季和春季学期中，每学期修读课程总学分，不得少于 10 学分。在夏季学期修读课程总学分，不得少于 2 学分。

7. For graduate students who attends the campus concentrated study, their total course credits in either autumn or spring semester shall be no less than 10 credits. In the summer semester, the total course credits shall be no less than 2 credits.

### 三、选课要求

#### III. Course Selection Requirements

8. 研究生参加课程学习，必须办理注册选课手续，修完课程并考核合格，才能取得攻读学位所需的课程学习学分。

8. Graduate students shall follow course selection registration procedures in order to attend course study. After completing course study and passing examinations, graduate students can obtain the required course study credits for degree application.

9. 研究生在选课时，须按照本学科培养方案的要求区分专业课程和公共课程、学位课程和非学位课程。研究生须在导师指导下选定每学期的课程。

9. When selecting courses, graduate students must differentiate between specialized courses, general courses, degree courses and non-degree courses in compliance with the relevant subject education plan. Graduate students shall select courses each semester guided by his or her supervisor.

10. 略。

10. Omitted.

11. 研究生应在学期开始后两周内，根据本学科专业的课程设置和培养方案，参照《中国科学院大学教学日历》、《中国科学院大学课程开设表》，慎重选定修读课程并明确是否作为学位课，然后通过“中国科学院大学选课系统”在规定时间内完成网络选课。

11. Within two weeks after a semester begins, graduate students shall carefully select courses and confirm whether or not they are degree courses according to the course structure and education plan for the relevant disciplines and majors, UCAS Teaching Calendar, and UCAS Course Setting Form. Graduate students shall select courses through the on-line UCAS Course Selection System before deadline.

12. 网络选课结束两周内，所属院系下载打印《中国科学院大学研究生选课登记表》，交研究生本人核实，经导师签字、研究所研究生教育主管部门复核盖章后，审核汇总并报教务部备案，作为研究生注册选课和成绩登录的原始依据。

12. Within two weeks period after the on-line course selection ends, the host department of the student shall download and print the UCAS Graduate Student Course Selection Registration Form, submit it to students for confirmation and to their supervisors for signature. The graduate education administration office at institutes shall reexamine and stamp a seal on the form, and submit the forms to the UCAS Academic Affairs Office. The form will function as the original evidence for graduate student course selection registration and grade record.

13. 研究生如在选课结束后有课程增选、退选的变更需求，须由本人向教务部填报《中国科学院大学选课变更申请表》。增选课程，须在该课程网络选课结束后两周内或开课两周内完成；退选课程，应在该课程学时完成一半前完成。

13. If a graduate student needs to add or drop a course after the required course selection time,

he or she should fill in the UCAS Course Alternation Application Form, and submit it to the UCAS Academic Affairs Office. Adding a course shall be done within two weeks after the on-line course selection period ends or within two weeks after the course opens. Dropping a course shall be done before the completion of half of the class hours.

14. 研究生在培养过程中如需改变专业，可在专业变更后，根据新专业的培养要求变更课程属性为学位课或非学位课。

14. If a graduate student needs to change to another major, the courses that the student has completed can be re-defined as degree or non-degree courses according to the education plan requirements of the new major after making the change.

15. 研究生在集中教学阶段，确有必要到其它高校选修的课程，如果需计入研究生集中教学阶段总学分，须经研究生所在院系同意，并向教务部填报《中国科学院大学外选课申请表》。外选课程主要内容须与《课程设置方案》中的相关课程内容一致，每名研究生每学年至多选修 2 门专业类课程。

15. If a graduate student, during the campus concentrated study phase, finds it necessary to take courses in another university and needs the course credits counted into his or her campus concentrated study phase, he or she must be approved by his or her host department at UCAS and complete the Non-UCAS Course Selection Application Form. The main content of non-UCAS courses must be in accordance with the relevant content required in the Course Setting Plan. Each graduate student shall attend no more than 2 specialized courses at another university each academic year.

16. 因考试不及格或考核未通过以及其它原因，经院系同意重修课程的，应在研究生正常选课结束后，方予以安排选课。课程重修原则上安排在下一学年相同课程中进行。

16. If a graduate student fails the examination because of low scores or other circumstances, upon the approval by his or her home department, he or she can be allowed to select the course after the completion of the regular course selection for graduate students. In principle, the retaken course shall be the same course the following academic year as the original one.

#### 四、课程考核

#### IV. Course Assessment

17. 研究生在完成注册选课、修读完课程后，必须参加课程结课考核。

17. Graduate students must take the course assessment when finishing course selection and course study.

18. 研究生课程成绩不低于以下标准时，才能获得相应的学分：百分制成绩 60 分；等级成绩为“优秀”、“良好”或“及格”；合格成绩为“通过”。无故缺考者，该课程成绩计 0 分、“不及格”或“未通过”。

18. Scores that a graduate student obtains must reach the following levels in order to get credits, 60 marks in a hundred-mark system, or respectively outstanding, good, and pass for the

grade levels, or 'pass' as a qualified grade. For any graduate student who is absent from the examination without extenuating circumstances, the grade shall be '0', 'fail' or 'not passed'.

19. 研究生如因特殊原因不能参加期末考核，可申请缓考，但须事先向教务部填报《中国科学院大学缓考申请表》。缓考成绩按正常考核成绩登录。

19. Any graduate student who is absent from the examination due to extenuating circumstances can apply to re-schedule their examination. However, he or she shall complete the UCAS Delayed Examination Application Form in advance and submit it to the Academic Affairs Office at UCAS. The grade for the delayed examination will be recorded the same way as the regular grade in the normal examination.

20. 研究生如课程考核成绩低于 60 分、不及格或未通过，可以补考一次或申请重修一次。补考一般应在下一学期开学四周内完成，补考方式应与原考核方式一致，命题原则上应由原主讲教师负责，试题难易程度应与原试题的要求保持一致。研究生通过课程补考后，成绩按“60 分”、“及格”或“通过”登录。

20. Any graduate student who has obtained grades lower than 60 marks, 'fail' or 'not pass' can apply for a make-up examination or retake the course. The make-up examination usually should be done within four weeks of the beginning of the next semester. The make-up examination shall be done in the same way as the original examination form. In principle, the examination content shall be decided by the original course instructor. The examination difficulty level shall be the same as the original examination. When a graduate student passes the make-up examination, the grade shall be recorded as '60 marks', or 'pass'.

略。

Omitted.

21. 研究生因课程考核成绩低于 60 分、不及格或未通过而申请重修时，本人须向教务部填报《中国科学院大学课程重修申请表》，并按《中国科学院大学关于接收旁听生的规定》收费，期末考核成绩按正常考核成绩登录。

21. A graduate student who applies to retake a course when he or she fails the examination must complete the UCAS Course Retaking Application Form and submit it to the UCAS Academic Affairs Office. He or she will be charged according to the Regulations on Accepting Audit Students at UCAS, and the grade will be recorded the same way as the regular grade in the normal examination.

22. 研究生或导师对课程学习成绩不满意，经院系同意后，可申请取消该课程的成绩，但必须重新修读该课程且只可重修一次。研究生本人须向教务部填报《中国科学院大学课程重修申请表》，重修课程参考《中国科学院大学关于接收旁听生的规定》标准收费，考核成绩按正常考核成绩登录。

22. If a graduate student or supervisor is not satisfied with the course grade, upon the approval of the home department, he or she may apply for cancellation of the course grade.

However, the student must retake the course, and be allowed to retake the course only once. The student must fill in the UCAS Course Retaking Application Form and submit it to the UCAS Academic Affairs Office. He or she will be charged according to the Regulations on Accepting Audit Students at UCAS, and the grade will be recorded the same way as the regular grade in the normal examination.

23. 经教务部或研究生教育管理部门批准选修其它高校课程的研究生，持开课单位研究生教务部门开具的正式成绩单，交教务部或研究生教育管理部门登录成绩。开课单位成绩单的成绩记录方式与国科大成绩记录方式不一致的，由院系或研究生教育管理部门根据外选课程特点，参照所在学科其它相近课程的考核难易程度等换算为国科大的成绩记录方式。

23. A graduate student who takes non-UCAS courses in another university upon the approval by the UCAS Academic Affairs Office or graduate student education administration office, shall provide the office or the department with the academic transcript issued by the graduate student Academic Affairs Office, which opens the course for recording the score at UCAS. If the grade recording in the academic transcript for the non-UCAS course is different from that at UCAS, the relevant school or the graduate student Academic Affairs Office at UCAS shall refer to the non-UCAS course characteristics and level of difficulty in the similar courses of the same subject and convert the grade in the way UCAS records it.

24. 硕士生、硕博生在学位课考试中，如有一门课程不及格，可由本人向开课单位教学管理部门申请补考一次；补考不及格者，须按照学生管理的相关规定处理。

24. If a master's student or a MS-PhD student fails one of the degree course examinations, he or she can apply for one make-up examination from the relevant Academic Affairs Office. If the student fails the make-up examination, he or she will be treated according to the relevant student management regulations.

25. 硕士生、硕博生若在同一学期内出现两门学位课程考试不及格，普博生和直博生若在学位课考试中有一门课程不及格，此两种情况不适用补考或重修，须按照学生管理的相关规定处理。

25. If a graduate student or a MS-PhD student fails two of the degree course examinations within one semester, or a regular PhD student or BS-PhD student having waived the admission test to enter the PhD program fails one of the degree course examinations, the student is not allowed to apply for the make-up examination or retake the course. The student will be treated according to the relevant student management regulations.

## 五、附则

### **V. Supplementary Provisions**

26. 本规定由教务部负责解释，自印发之日起施行。

26. The UCAS Academic Affairs Office is responsible for interpretation of the above regulations which take effect on the date of issuance.

# 集中教学学生需要注意内容概述

## Notice to Campus Concentrated Teaching Students

### 一、关于课程教学

#### I Curriculum Teaching

##### 1. 核心课选课要求:

##### 1. Core course selection requirements:

要求每位学生在导师和培养单位的指导下, 修读本学科或专业核心课门数 2-3 门; 只开设 1 门核心课的学科或专业, 修读全部的核心课; 未开设核心课的学科或专业, 按导师或培养单位的意见进行选课。

Each student, under the guidance of his/her supervisor and institute, shall take 2-3 core courses in his/her own discipline or major. For disciplines or majors that offer only one core course, the student must take this course. For disciplines or majors that offer no core courses, the student should select courses after consultation with his/her supervisor or institute.

##### 2. 增退选课程规定:

##### 2. Add or Drop a Course:

选课结束两周内或开课两周内可增选课程; 课程学时进行到一半以前可退选课程。

Within two weeks of the end of the course selection period or after the course opens, students can add new courses. Students can drop a course in the first half of the course credit hours.

##### 3. 研究生课程重修相关:

##### 3. Courses Retaking:

以下两种情况可办理重修手续:

A graduate student can retake courses under the following circumstances:

(1) 研究生因课程考核成绩低于 60 分、不及格或未通过而申请重修时;

(1) a graduate student can apply to retake a course if she/he fails or does not pass the course or if his/her score is below 60;

(2) 研究生或导师对课程学习成绩不满意, 经院系同意后, 可申请取消该课程的成绩, 但必须重新修读该课程且只可重修一次;

(2) if a graduate student or his/her supervisor is not satisfied with the test results, the student can apply for cancelation of the relevant test result with the approval of the host institute or department. The student can retake the course once only.

本人须向教务部填报《中国科学院大学课程重修申请表》, 并按《中国科学院大学关于接收旁听生的规定》收费, 期末考核成绩按正常考核成绩登录。

The student shall complete the UCAS Course Retaking Application Form, and pay for the course according to Regulations on Accepting Audit Students at UCAS. Test results shall be recorded according to normal procedure.

4. 研究生学位课不及格情况:

4. Degree Course Failure:

硕士生、硕博生若在同一学期内出现两门学位课程考试不及格，普博生和直博生在学位课考试中有一门课程不及格，此两种情况不适用补考或重修，须按照学生管理的相关规定处理。

Any master's student and students in the MS-PhD program failing two degree courses in one semester, or regular PhD program students and BS-PhD program students failing one degree course, are not eligible for make-up exams or to retake the course. They will be subject to relevant student management rules.

以上详细内容参看《中国科学院大学研究生课程学习及学分要求暂行规定》及教务部发放的《中国科学院大学 2015-2016 学年秋季学期研究生课程网络选课说明》。

For details, please refer to Provisional Regulations on Graduate Student Course Study and Credit Requirements at University of Chinese Academy of Sciences and Academic Affairs Office's UCAS 2015-2016 Autumn Semester On-line Course Selection Instruction.

## 二、关于学籍管理

### II Student Status Management

硕士生一学期有两门学位课程考试不及格，或有一门学位课程考试不及格经补考后仍不及格的；博士生有一门学位课程考试不及格的学生，应予退学。详细内容参看《中国科学院大学学生管理规定》。

Any master's students failing two degree courses in one semester or one degree course after a make-up exam, or PhD students failing one degree course in one semester shall terminate their study at UCAS. For detailed rules, please refer to Regulations on Student Management of University of Chinese Academy of Sciences.

## 三、关于请销假制度

### III Leave of Absence

研究生因故离校或研究所的，需按规定请假，并办理请假手续，填报请假单，经批准后方能生效。未请假或请假未经批准离开学校、研究所，以及请假期满而未续假或续假未批准而逾期不返校的，视为无故旷学，按学生纪律处分相关规定处理。无故旷学不足 5 个工作日的，给予通报批评直至严重警告处分；无故旷学达 5 至 10 个工作日的，给予记过以上处分；超过 10 个工作日的，按照作退学处理。详细内容参看《中国科学院大学学生管理规定》、《中国科学院大学学生请假销假管理办法》、《中国科学院大学学生纪律处分实施办法》。

Any graduate students wishing to leave school or institute on their own account have to

complete application forms according to relevant rules and may leave only after approval. Leaving the school or institute without application or approval, or extending their leave without application or approval, shall be regarded as unauthorized leave of absence and the student shall be subject to relevant disciplinary actions. If the extension is within 5 days, punishments including the circulation of a notice of admonishment and up to a serious warning shall be adopted; if the extension is between 5 to 10 days, a demerit record shall be adopted; if the extension is beyond 10 days, the student shall be expelled. For detailed rules, please refer to Regulations on Student Management of University of Chinese Academy of Sciences, Regulations on Student Leave of Absence at University of Chinese Academy of Sciences, Implementation Measures of Student Disciplinary Regulations of University of Chinese Academy of Sciences.

四、研究生在参加国家、地方政府及其授权机构组织的全国性或区域性考试，其他各级各类教育考试，以及国科大或研究所组织的考试中须遵守考试纪律，在考试中违规的，学校将依据《中国科学院大学学生纪律处分实施办法》之规定予以相应的纪律处分。详细内容参看《中国科学院大学考场纪律》、《中国科学院大学学生纪律处分实施办法》。

IV Any graduate students who violate rules in national or regional examinations administered by the state, local government and its authorized institutions, other examinations of various types and at all levels, and examinations administered by UCAS and research institutes, shall be punished according to the Implementation Measures of Student Disciplinary Regulations of University of Chinese Academy of Sciences. For detailed rules, please refer to Examination Policy of University of Chinese Academy of Sciences and Implementation Measures of Student Disciplinary Regulations of University of Chinese Academy of Sciences.

五、研究生应遵守学生宿舍管理规定，如有擅自留宿非本宿舍成员、擅自调换宿舍、扰乱宿舍秩序、宿舍内使用违章电器等违反宿舍管理规定的行为的，学校将依据《中国科学院大学学生纪律处分实施办法》之规定予以相应的纪律处分。详细内容参看《中国科学院大学学生公寓管理规定》、《中国科学院大学学生纪律处分实施办法》。

V Graduate students shall abide by dormitory management regulations. The student will be subject to disciplinary punishment as promulgated in Regulations on Management of Student Residence Halls of University of Chinese Academy of Sciences if she/he:

- A) accomodates non-dormitory member in the dormitory overnight;
- B) switches dormitories without university approval;
- C) disrupts dormitory order;
- D) uses prohibited electric appliances, and etc.

For detailed rules, please refer to Management of Student Residence Halls of University of Chinese Academy of Sciences and Implementation Measures of Student Disciplinary Regulations of University of Chinese Academy of Sciences.

# 中国科学院大学考场纪律

## Examination Policy of University of Chinese Academy of Sciences

校发教字〔2015〕90号

XIAOFAJIAOZI (2015) No. 90

一、学生应自觉遵守考场纪律，服从监考人员的管理。在指定的时间和考场内进行的课堂考试，考试的开始和结束时间以监考人员宣布的时间为准。

1. Students must abide by the examination policy and follow the proctor instructions. Students shall take the examination at the assigned time period and in the assigned testing room. The start time and the finish time of the examination will be announced by the proctor.

二、考生应提前 10 分钟进入考场；考试开始 30 分钟后，迟到者不准进入考场。学生应试时，必须携带学生证或其他有效身份证件；入场就座后，将有效证件置于课桌左上角，以备随时查对。

2. Students shall arrive at the testing room at least 10 minutes ahead of the start time. Students who arrive more than 30 minutes after the start time will be denied entrance. Students must present their student ID cards or other ID documents upon arrival. When seated, they should put their ID documents at the top left corner of the desk for the proctors to check.

三、考生须将携带进入考场的无关物品存放在指定位置。考试过程中，考生不得使用手机、智能手表等具有通讯功能的设备。

3. Students must put their bags in the designated area. Mobile phones must be switched off. Other communication gadgets are prohibited from use.

四、参加课堂闭卷考试的考生，只可使用规定的文具。

4. Students attending closed-book exams can only use permitted stationery.

五、课堂开卷考试需要将笔记本电脑、掌上电脑、计算器等设备带入考场时，必须考前获得主讲教师的许可，但不得使用通讯功能。

5. Students who attend open-book exams can carry laptops, PDAs, calculators and other equipment to the testing room on the condition that they have received prior-approval from their course instructor and that the communication functions of said equipment are offline.

六、参加开卷考试的考生，可以携带教师指定的材料，独立完成考试，不能相互讨论，不能交换材料。

6. Students who attend open-book exams can bring materials designated by the course instructor to the testing room. They must finish their exams independently. Discussion and material sharing are prohibited.

七、考试过程中，考生不得中途离场。如有特殊情况，需举手示意，经监考人员准许，试卷、答卷、证件等与考试有关的物品全部留在考位上，方可离场，离开考场的时间不予顺延。

7. Students must remain seated during the exam. If a student has to leave the testing room for some reason, he/she must raise his/her hand and ask for the proctor's approval. His/her test paper, answer sheet, ID card and other test-related material must be left on the desk. Exam time will not be extended for the said student.

八、在考试时考生如遇突发情况，不能坚持考试，可在征得监考人员同意后退离考场，事后可凭有效证明，申请缓考。

8. If a student cannot sit through the exam due to emergency, the student can leave after receiving the proctor's approval. With valid proof, the student can apply for a make-up exam.

九、提前交卷的学生，须举手示意，经监考人员允许后方可离场；考试终止前10分钟，停止交卷。考试终止后，监考人员回收和清点考卷，考生须在原考位，保持肃静，待监考人员宣布考试结束，方可退场。

9. For early submission of the answer sheet, the student must raise his/her hand and ask for the proctor's approval before leaving. Students are not allowed to submit exams within the last 10 minutes of the examination period. After the exam is finished, the proctors will collect and count the test papers, during which time the students must remain seated and keep silent until the proctor announces the end of the exam.

十、参加课堂考试的考生，不得以任何理由左顾右盼、交头接耳、夹带、抄袭或偷看他人答卷，有违反者按考试作弊行为处理，其考试成绩按零分处理；不得以任何理由扰乱考场秩序、影响他人考试，有违反者按考试违规行为处理，视考生违纪情节，监考人员可决定是否取消其考试资格。

10. During the exam, students must not talk, bring unauthorized notes, peep at or copy other students' answers. Any violation shall be considered cheating and the test shall be given a zero. Students shall not disrupt the order of the testing room or interfere with other students. Any violation shall be deemed as breaking the policy. The proctor may disqualify the violator from the exam depending on the seriousness of the specific case.

十一、本考场纪律适用于中国科学院大学在读研究生和本科生参加的各类考试。由教务部负责解释，自印发之日起施行。原《中国科学院大学考场纪律》（校发教字〔2014〕70号）同时废止。

11. This policy is applicable to all exams attended by UCAS graduate students and undergraduates. Interpretation of this policy resides in the Academic Affairs Department. This policy takes effect on the date of issuance. The previous version of Examination Policy of University of Chinese Academy of Sciences (XIAOFAJIAOZI [2015] No.70) is subsequently abolished.

# 关于国际学院汉语课免修规定

## Chinese Course Exemption Policy of International College

一、申请免修的课程范围：国际学院为留学生开设的汉语课及文化课。

1. Applicable Courses for Exemption: Chinese language and culture courses offered by International College for international students.

课程名	课时	学分
初级汉语读写	128	2
初级汉语听说	128	2
中国概况	48	2
Course	Hours	Credits
Elementary Chinese Reading and Writing	128	2
Elementary Chinese Listening and Speaking	128	2
Introduction to China	48	2

二、满足以下条件之一可免修：

2. Students meeting one or more of the following conditions can apply for exemption:

(1) 入学时已通过国家汉语水平考试（HSK）3级及以上；

(1) Having passed the HSK 3<sup>rd</sup> Grade before admission to UCAS;

(2) 入学时参加汉语免修测试卷考试成绩通过；

(2) Having passed the UCAS Chinese Course Exemption Test upon entrance;

(3) 在中国高等院校使用汉语学习，获得本科以上相应学位。

(3) Having obtained a bachelor's degree or above at a higher institute in China with Chinese as the teaching language.

三、免修的课程不记考试分数，记“免修”，并获得相应课程学分。

3. Students will not be graded for exempted courses (marked 'exempted course') but will obtain the credits accordingly.

四、免修规定从2015-2016秋季学期开始实施。

4. This policy takes effect from the fall semester of 2015.

国际学院

International College

2014年12月8日

December 8, 2014



# 学位授予

Degree Conferment



# 中国科学院大学学位授予工作细则

## Regulations of University of Chinese Academy of Sciences on Academic Degree Conferment

校发学位字〔2013〕22号

XIAOFAXUEWEIZI (2013) No. 22

### 第一章 总则

#### Chapter I General Provisions

**第一条** 根据《中华人民共和国学位条例》、《中华人民共和国学位条例暂行实施办法》、《中国科学院大学学位评定委员会组织条例》，特制定本工作细则。

**Article 1** The detailed regulations are formulated based on Regulations of the People's Republic of China on Academic Degrees, Provisional Measures for the Implementation of the Regulations of the People's Republic of China on Academic Degrees and Organizational Regulations of University of Chinese Academy of Sciences on Academic Degree Evaluation Committees.

**第二条** 依据国务院学位委员会和教育部授权，中国科学院大学（以下简称“国科大”）按学科门类以及专业，向符合条件的学位申请人授予硕士、博士两级学位。

**Article 2** Authorized by the Academic Degrees Committee of the State Council and the Ministry of Education, University of Chinese Academy of Sciences (hereinafter referred to as UCAS) confers master's and doctor's degrees to qualified degree candidates in the disciplines and majors concerned.

**第三条** 本工作细则适用于国科大按照国家规定录取的、在中国科学院所属各研究院、所、台、站、中心等单位（以下简称“研究所”）攻读硕士、博士学位研究生（以下简称“硕士生、博士生”）的学位授予，以及具有研究生毕业同等学力人员申请硕士、博士学位的学位授予工作。

**Article 3** These regulations apply to the conferment of degrees to postgraduate students for a master's degree and doctor's degree (hereinafter referred to as master's students and doctoral students) who are admitted to UCAS according to state regulations and study at Chinese Academy of Sciences-affiliated research academies, institutes, observatories, stations and centers (hereinafter referred to as institutes) as well as the conferment of master's and doctor's degrees to persons with qualifications equivalent to postgraduates on graduation.

## 第二章 学位申请人资格与要求

### Chapter II Eligibility Requirements for Degree Candidates

**第四条** 略。

**Article 4** Omitted.

**第五条** 国科大及研究所在受理学位申请人提出的学位申请后，学位申请人不得同时向其他学位授予单位申请相同学位。

**Article 5** After their applications for degree conferral are accepted by UCAS and their respective CAS institutes, degree candidates shall not apply for conferment of the same degree from other degree-granting units.

**第六条** 硕士学位申请人必须完成本学科专业硕士研究生培养方案所规定的课程学习、必修环节和学位论文答辩，成绩合格，达到下列学术水平者，授予硕士学位：

**Article 6** The master's degree shall be conferred on postgraduates who have passed examinations in the required courses, compulsory modules and thesis defense and have lived up to the following academic standards:

(一) 在本门学科上掌握坚实的基础理论和系统的专门知识、先进技术方法和手段；

(1) have a firm grasp of basic theories, systematic and specialized knowledge, and advanced techniques and skills in the discipline concerned; and

(二) 具有从事科学研究工作或独立承担专门技术工作的能力。

(2) have the ability to undertake scientific research or to engage in special technical work independently.

**第七条** 博士学位申请人必须完成本学科专业博士研究生培养方案所规定的课程学习、必修环节和学位论文答辩，成绩合格，达到下列学术水平者，授予博士学位：

**Article 7** The doctor's degree shall be conferred on postgraduates who have passed examinations in the required courses, compulsory modules and thesis defense and have lived up to the following academic standards:

(一) 在本门学科上掌握坚实宽广的基础理论和系统深入的专门知识；

(1) have a firm and comprehensive grasp of basic theories and profound and systematic specialized knowledge in the discipline concerned;

(二) 具有独立从事科学研究工作的能力；

(2) have the ability to undertake independent scientific research; and

(三) 在科学或专门技术上做出创造性的成果。

(3) have made creative achievements in science or in a special technology.

**第八条** 学位申请人提出学位论文答辩前，应取得的科研学术成果（如专利、专著、经评定的科研成果等）、发表的论文数量和刊物级别的要求，由学科群学位评定分委员会确定。

研究所学位评定委员会根据学科群学位评定分委员会的要求，结合本单位的实际情况做出具体规定，并报国科大学位办公室备案。

**Article 8** The discipline cluster-based academic degree evaluation subcommittees shall be responsible for setting requirements on the academic research achievements (e.g. patents, monographs and appraised scientific research achievements), the number of published papers and the journal ranking that degree candidates shall meet before submitting their applications for oral defense. The CAS institute-based academic degree evaluation committees shall formulate detailed regulations based on the requirements stipulated by discipline cluster-based academic degree evaluation subcommittees and their actual situations and submit their regulations to the UCAS Academic Degrees Office for the record.

### 第三章 课程学习与必修环节

#### Chapter III Required Courses and Compulsory Modules

**第九条** 硕士学位的考试课程与要求如下：

**Article 9** The required courses for the master's degree are as follows:

(一) 略；

(1) Omitted;

(二) 基础理论课和专业课，一般三至四门。要求掌握坚实的基础理论和系统的专门知识；

(2) There should be 3 to 4 basic theory courses and specialized courses. Candidates are required to have a firm grasp of basic theories and systematic and specialized knowledge; and

(三) 略。

(3) Omitted.

除工商管理硕士（MBA）研究生必须修满课程学习四十五学分外，其他硕士研究生都必须完成三十学分的课程学习，并完成必修环节五个学分，方可参加论文答辩。

MBA students must obtain 45 credits in required courses before they are qualified to attend the thesis defense. Other master's students must obtain 30 credits in required courses and 5 credits in compulsory modules before they are qualified to attend the thesis defense.

**第十条** 博士学位考试课程与要求如下：

**Article 10** The required courses for the doctor's degree are as follows:

(一) 略。

(1) Omitted;

(二) 基础理论课和专业课，一般二至三门。要求掌握坚实宽广的基础理论和系统深入的专门知识；

(2) There should be 2 to 3 basic theory courses and major courses. Candidates shall have a firm and comprehensive grasp of basic theories and profound and systematic specialized knowledge; and

(三) 略。

(3) Omitted.

硕博连读生、直博生必须完成不低于三十七学分的课程学习,其中学位课二十五学分;公开招考博士生必须完成不低于七学分的课程学习,并完成必修环节五个学分,方可参加论文答辩。

Master's-doctoral students and BS-PhD students must obtain at least 37 credits in required courses, including 25 credits in degree-related courses, before they are qualified to attend the thesis defense. Doctoral students recruited through public channels must obtain at least 7 credits in required courses and 5 credits in compulsory modules before they are qualified to attend the thesis defense.

#### 第四章 学位论文答辩申请

#### Chapter IV Application for Thesis Defense

**第十一条** 符合上述资格要求的学位申请人,可以向研究所学位评定委员会提出学位论文答辩申请,并同时提交下列材料:

**Article 11** Degree candidates who meet the aforementioned eligibility requirements may submit applications for thesis defense to their respective CAS institute-based academic degree evaluation committees with the following documents:

(一) 学位论文答辩申请书;

(1) An application form for thesis defense;

(二) 符合《中国科学院大学研究生学位论文撰写规定》学位论文,提交份数由研究所确定,硕士学位论文和博士学位论文均应附电子版;

(2) A dissertation that meets the requirements in the Regulations of University of Chinese Academy of Sciences on Writing Postgraduate Degree Dissertations. The required number of submitted copies shall be determined by their respective CAS institutes. The e-version of master's dissertations and doctoral dissertations shall be submitted at the same time.

(三) 已正式发表的学术论文抽印本、接受发表(有正式录用函)的学术论文复印件或已取得的其他学术成果证明材料;

(3) A copy of officially published academic papers, copies of accepted (with official letter of acceptance) academic papers, or proof of other academic achievements.

(四) 学位论文中文和英文详细摘要。具体份数由研究所确定。

(4) A detailed abstract of the dissertation in both Chinese and English. The required number of copies shall be determined by their respective CAS institutes.

**第十二条** 研究所学位评定委员会负责对学位申请人进行资格审查。

**Article 12** The CAS institute-based academic degree evaluation committees shall examine and verify the qualifications of degree candidates.

## 第五章 学位论文评阅

### Chapter V Evaluation of the Dissertations

**第十三条** 学位论文评阅人，由研究所学位评定委员会确定。学位申请人的导师不能作为评阅人。评阅人应对学位论文写出详细的学术评语，供论文答辩委员会参考。

**Article 13** Dissertation evaluators shall be appointed by CAS institute-based academic degree evaluation committees. Supervisors of the candidates should not serve as evaluators. Evaluators should write detailed comments on the dissertation for the reference of the thesis defense committee.

硕士学位论文一般应聘请二至三位同行专家评阅，评阅人应为副教授、教授或具有相当专业技术职务的专家。其中，同等学力硕士学位论文应聘请至少三位同行专家评阅，且至少有一位是本单位和申请人所在单位以外的专家；硕士专业学位论文评阅人中应有一位来自企业或实际工作部门。

The master's degree dissertations should normally be evaluated by two to three experts, who should be associate professors, professors or experts having similar professional titles. The master's degree dissertations from persons with qualifications equivalent to master's students on graduation should be evaluated by at least three experts and at least one of the experts should come from institutions other than CAS institutes and the candidates' institutions. One of the dissertation evaluators for master's degree dissertations should come from enterprises or practical fields.

博士学位论文一般应聘请三至五位同行专家评阅，评阅人应为教授或具有相当专业技术职务的专家（含具有博士生导师资格的同行专家），其中应包含本单位专家及一至两位外单位同行专家。其中，同等学力博士学位论文应聘请至少五位同行专家作为论文评阅人，且至少三位是本单位和申请人所在单位以外的专家；博士专业学位论文评阅人应有一位至二位来自企业或实际工作部门的专家。

The doctoral degree dissertations should normally be evaluated by three to five experts, who should be professors or experts from highly specialized technical positions (including experts qualified to supervise a doctoral dissertation) and among whom there should be experts from CAS institutes and one to two experts from other institutions. The doctoral degree dissertations from persons with qualifications equivalent to doctoral students on graduation should be evaluated by at least five experts and at least three of them should come from institutions other than CAS institutes and the candidates' institutions. One or two of the dissertation evaluators for doctoral dissertations should come from enterprises or practical fields.

**第十四条** 学位论文和学位论文评阅书，应由研究所研究生部负责寄送，评阅意见及有关材料应密封传递，学位申请人及其导师不得参与。

**Article 14** Dissertations and evaluation reports shall be delivered by the Postgraduate

Division in each CAS institute. The evaluation reports and relevant documents shall be sealed during delivery, and the degree candidates and their supervisors shall not participate in the process.

**第十五条** 学位论文评阅过程中, 如有一位评阅人持否定意见, 研究所学位评定委员会应再增聘两位评阅人进行评阅。累计有两位评阅人持否定意见者, 本次学位申请无效。

**Article 15** If one evaluator does not give a pass to the dissertation, the CAS institute-based academic degree evaluation committees should invite two more evaluators. If two evaluators in total do not give a pass to the dissertation, the application for degree shall become nullified.

## 第六章 学位论文答辩

### Chapter VI Thesis Defense

**第十六条** 学位论文答辩委员会的组成由研究所学位评定委员会批准。除同等学力学位申请者的导师不能作为论文答辩委员会成员外, 其他学位论文答辩人导师均可作为学位论文答辩委员会成员, 但不得担任答辩委员会主席, 且在评议阶段应回避。学位论文的评阅人一般应参加该论文答辩委员会。

**Article 16** The composition of the oral defense committee shall be approved by CAS institute-based academic degree evaluation committees. Except for the supervisor of a degree candidate with qualifications equivalent to postgraduates on graduation, the supervisors of any other degree candidates may be a member of the thesis defense committee but shall not act as the committee chair and shall avoid the deliberation stage. Evaluators for a dissertation shall be members of the defense committee for the very dissertation.

硕士学位论文答辩委员会由三至五位同行专家组成, 答辩委员会成员应为副教授、教授或具有相当专业技术职务的专家, 成员一般应包含本单位专家及外单位专家。若答辩人导师作为学位论文答辩委员会成员, 答辩委员会应至少由四人组成。其中, 同等学力硕士学位论文答辩委员会应由不少于五位同行专家组成, 且至少一位是本单位和申请人所在单位以外的专家; 硕士专业学位须有一位来自企业或实际工作部门的专家。

The oral defense committees for master's dissertations shall consist of three to five experts who should be associate professors, professors or experts from highly specialized technical posts, and should include experts from both CAS institutes and other institutes. If the supervisor of the degree candidate is a member of the thesis defense committee, then the committee shall include at least four persons. The thesis defense committee of a master's degree dissertation from persons with qualifications equivalent to master's students on graduation shall consist of at least five experts, and at least one of them should be an expert from institutions other than CAS institutes and the candidates' institutions. One of the committee members shall come from enterprises or practical fields.

博士学位论文答辩委员会由五至七位同行专家组成, 答辩委员会成员应为教授或具有相

当专业技术职务的专家组成，答辩委员会主席应由博士生导师担任，成员中博士生导师一般不少于三分之二，并应包含本单位及二至三位外单位的专家。其中，同等学力博士学位论文答辩委员会须由不少于七位同行专家组成，且应有本单位的同行专家及不少于二人是本单位和申请人所在单位以外的专家；博士专业学位须有二至三位来自企业或实际工作部门的专家。

The thesis defense committee for doctoral dissertations shall consist of five to seven experts who shall be professors or experts from highly specialized technical positions. The committee shall be chaired by a Ph.D. supervisor with at least two thirds of the members being Ph.D. supervisors. The committee shall include experts from CAS institutes and two to three experts from other institutions. The thesis defense committee of doctoral degree dissertations from persons with qualifications equivalent to doctoral students on graduation shall consist of at least seven experts, among whom there shall be experts from CAS institutes and at least two experts should come from institutions other than CAS institutes and the candidates' institutions. Two or three of the committee members shall come from enterprises or practical fields.

**第十七条** 答辩委员会设秘书一名。答辩委员会秘书应由责任心强、工作认真并具有中级以上职称人员或在学高年级研究生担任。答辩秘书参加答辩工作全过程，并对答辩过程中答辩委员的提问、答辩人的回答及答辩委员会决议等情况做客观、详细的记录。答辩秘书没有表决权。

**Article 17** There will be a secretary in the oral defense committee. The secretary shall be a person with intermediate or higher professional title or a senior postgraduate student, who shall be highly responsible and industrious. The secretary shall participate in the entire thesis defense process and keep a detailed and objective record of questions from the committee members, answers from the degree candidate and the resolution made by the committee. The secretary shall have no voting power.

**第十八条** 除有保密要求外，学位论文答辩一般应按程序公开举行。研究所学位评定委员会应授权相关人员介绍答辩委员会人员组成情况，交由答辩委员会主席主持答辩会议。答辩会议程为：

**Article 18** The thesis defense shall normally be held openly unless confidentiality is required. CAS institute-based academic degree evaluation committees should authorize relevant personnel to introduce the composition of the thesis defense committee and then invite the committee chair to preside over the defense meeting. The procedure for an oral defense shall be as follows:

- (一) 答辩委员会主席宣布开会；  
(1) The defense committee chair declares the meeting open.
- (二) 学位申请人报告学位论文；  
(2) The degree candidate presents the dissertation.

(三) 答辩委员会成员和参会人员提问，学位申请人回答问题；

(3) Members of the defense committee and participants ask questions. The degree candidate answers the questions.

(四) 学位申请人答辩结束后，学位申请人的导师可就学位论文及答辩中提出的问题作补充说明；

(4) After the degree candidate finishes defending the dissertation, the supervisor of the candidate may give additional remarks on the dissertation and questions proposed in the defense.

(五) 答辩会休会，学位申请人及参会人员退场；

(5) The defense meeting adjourns. The degree candidate and participants exit.

(六) 答辩委员会举行全体会议，教育管理人员可列席。其议程如下：

(6) The oral defense committee holds a plenary meeting, during which the education administrators are allowed to attend as nonvoting delegates. The agenda shall be as follows:

(1) 学位申请人导师向答辩委员会介绍学位申请人的基本情况、学习成绩、科研成果及其它需说明的问题；

(a) The supervisor of the degree candidate introduces the degree candidate's background information, academic records, scientific research achievements and other aspects that need to be mentioned to the thesis defense committee.

(2) 答辩委员会结合论文评阅人对学位论文的评阅意见、达到的水平以及答辩情况等综合评价，评议学位申请人的学位论文是否达到所申请学位要求的学术水平；

(b) The thesis defense committee will consider the comments from the dissertation evaluators, the academic achievements attained by the degree candidate and the candidate's performance in the thesis defense to conduct a comprehensive evaluation and deliberate on whether the dissertation of the degree candidate meets the academic standards required by the degree in question.

(3) 答辩委员会以不记名投票方式表决，获答辩委员会全体成员三分之二及以上同意，方可做出建议授予学位申请人硕士或博士学位的决议；

(c) The defense committee votes by secret ballot. A master's or doctor's degree can be conferred if two-thirds of the committee members vote in favor of it.

(4) 答辩委员会成员填写论文答辩情况和学位授予建议书，答辩委员会成员应在学位授予建议书签署姓名。

(d) Members of the defense committee write the summary of the thesis defense and complete the degree conferment recommendation form. Members of the defense committee sign their names on the degree conferment recommendation form.

(七) 答辩会复会，答辩委员会主席宣布答辩委员会决议，学位申请人发言，答辩会结束。

(7) The defense meeting resumes. The defense committee chair announces the decision from

the defense committee and the degree candidate makes a statement. The defense meeting comes to a close.

**第十九条** 论文答辩委员会成员应出席答辩会和答辩委员会会议，在答辩前必须审阅论文，答辩时进行提问和参加投票表决。未出席答辩会和答辩委员会会议的委员不得委托他人或以通讯方式投票。

**Article 19** Members of the thesis defense committee shall be present at the defense meeting and the plenary meeting of the defense committee. They shall review the dissertation before the defense meeting, ask questions during the defense meeting and participate in the secret ballot. Members who are not present at the defense meeting or the plenary meeting of the defense committee shall not vote by proxy or correspondence.

**第二十条** 硕士学位论文答辩未通过，经答辩委员会成员过半数同意，可做出半年后至一年内修改论文、重新答辩一次的决议。博士学位论文答辩未通过，经答辩委员会成员过半数同意，可做出半年后至二年内修改论文、重新答辩一次的决议。

**Article 20** For a master's degree candidate who fails the thesis defense, the defense committee may make a resolution, with more than half of the committee members' support, that the candidate prepares a revised dissertation within six to twelve months for a second defense. For a doctor's degree candidate who fails the thesis defense, the defense committee may make a resolution, with more than half of the committee members' support, that the candidate prepares a revised dissertation within six to twenty-four months for a second defense.

硕士或博士学位论文答辩未通过，若答辩委员会未做出修改论文重新举行答辩的决议，或申请人逾期末完成论文修改，或重新答辩仍不合格者，一般不再受理其学位申请。

For degree candidates who fail in their master's or doctoral dissertations, if the defense committee makes no resolution on holding a second defense for a revised dissertation, or if the candidate fails to submit a revised dissertation within the stipulated period, or if the second defense is still unsuccessful, their applications for a degree shall no longer be accepted.

**第二十一条** 硕博连读研究生、直博生申请硕士学位

**Article 21** Applications for a master's degree from master's-doctoral students and BS-PhD students.

(一) 硕博连读研究生转博两年后，直博生入学四年后如确属达不到博士研究生培养要求，无法在最长学习年限内完成博士学位论文，本人可申请终止博士研究生培养计划，经导师同意，报研究所学位评定委员会批准后，按照硕士研究生培养的具体要求申请硕士学位。

(1) Two years after transferring to doctoral studies, master's-doctoral students may apply for the termination of their doctoral studies in person if they fail to meet the requirements for doctoral students and cannot finish their doctoral dissertations with the maximum learning period. BS-PhD students may also apply for termination four years after they are admitted. Having applied for termination of doctoral

studies, these students may apply for a master's degree in accordance with the training requirements for master's students and with the consent of their supervisors as well as approval from their respective CAS institute-based academic degree evaluation committees.

(二) 博士学位论文答辩委员会认为博士学位申请人的学位论文虽未达到博士学位论文水平, 但已达到硕士学位水平, 可做出建议授予硕士学位的决议。申请人须重新按照申请硕士学位的要求, 提交硕士学位论文和相关申请材料, 报各级学位评定委员会审议。

(2) If the thesis defense committee for doctoral dissertations considers that the dissertation of a doctor's degree candidate, while failing to meet the academic standards for a doctoral dissertation, nevertheless meets those for a master's dissertation, they may make a resolution on the conferment of a master's degree. The degree candidate shall submit a master's dissertation and relevant application documents according to the requirements of a master's degree for the deliberation of academic degree evaluation committees at all levels.

(三) 若博士学位论文答辩委员会已做出博士学位论文答辩通过的决议, 申请人已获得博士毕业证书, 则不能再申请硕士学位。

(3) If the thesis defense committee for doctoral dissertations has given a pass to the thesis defense and the degree candidate has already obtained a doctoral diploma, then the degree candidate shall not apply for a master's degree.

## 第七章 学位初审

### Chapter VII Preliminary Examination of Degree Conferment

**第二十二条** 研究所研究生部将通过学位论文答辩的学位申请人的以下材料, 一并提交本单位学位评定委员会审查:

**Article 22** The Postgraduate Division at CAS institutes shall submit the following documents of degree candidates who have passed the oral defense to the academic degree evaluation committees in their respective institutes for examination:

- (一) 学位论文答辩申请书;
- (1) An application form for thesis defense;
- (二) 学位论文评阅书;
- (2) Evaluators' comments on the dissertation;
- (三) 论文答辩情况和学位授予决议书;
- (3) Summary of the thesis defense and resolution on degree conferment; and
- (四) 学位论文及摘要。
- (4) The dissertation and the abstract.

**第二十三条** 研究所学位评定委员会, 应对学位申请人进行全面审查和综合评价; 以不记名投票方式, 经全体委员过半数通过, 做出拟授予硕士学位、博士学位的决议。

**Article 23** CAS institute-based academic degree evaluation committees shall conduct a comprehensive examination and evaluation of degree candidates. Each resolution on awarding a master's or doctor's degree can be only conferred through secret ballot with the support of more than half of the committee members.

**第二十四条** 研究所研究生部应按规定时间,将加盖研究所学位评定委员会公章的拟授予学位人员名单及其学位电子信息报送至国科大学位办公室。

**Article 24** The Postgraduate Division in CAS institutes shall submit the name lists and the soft copies of the degree information of the candidates applying for degrees with the official seal of their respective institute-based academic degree evaluation committees, to the UCAS Academic Degrees Office within the required timeframe.

## 第八章 学位授予

### Chapter VIIIDegree Conferment

**第二十五条** 学科群学位评定分委员会,负责审核研究所上报的相应学科拟授予硕士学位人员名单;负责审议研究所上报的相应学科拟授予博士学位、具有研究生毕业同等学力拟授予硕士、博士学位人员名单;以不记名投票方式,经全体委员半数以上通过,提出本学科群硕士学位、博士学位授予名单。

**Article 25** Discipline cluster-based academic degree evaluation subcommittees shall be responsible for examining and verifying the list of candidates on whom a master's degree will be conferred in the disciplines submitted by CAS institutes; for deliberating on the list of candidates on whom a doctor's degree will be conferred and candidates with qualifications equivalent to postgraduates on graduation on whom a doctor's or a master's degree will be conferred; for proposing a list of candidates on whom a master's or a doctor's degree will be conferred in the disciplines concerned as adopted by secret ballot and with more than half of the committee members in support.

**第二十六条** 校学位评定委员会,负责审核通过学科群学位评定分委员会提出的硕士学位、博士学位授予名单,做出是否授予学位的决定。决定以不记名投票方式,经全体委员半数以上通过,方为有效。

**Article 26** The UCAS Academic Degree Evaluation Committee shall be in charge of examining and verifying the list of candidates on whom a master's or a doctor's degree will be conferred submitted by discipline cluster-based academic degree evaluation subcommittees to make decisions on whether a degree can be conferred. Decisions shall be made through secret ballot with the support of more than half of the committee members.

国科大学位办公室负责将授予硕士学位、博士学位人员名单报国务院学位委员会办公室备案。同时,还应向国科大图书馆提交获学位人员的学位论文(附电子版)各一份。

The UCAS Academic Degrees Office shall be responsible for submitting the list of candidates on whom a master's or a doctor's degree will be conferred to the Academic Degree Evaluation Committee of the State Council for the record. In the meantime, the office shall also submit the hard copies and soft copies of the dissertations of the candidates who are conferred degrees.

**第二十七条** 学位获得者名单由校学位评定委员会发文公布。学位授予日期，为校学位评定委员会终审做出同意授予学位决定的日期。

**Article 27** The list of candidates on whom degrees will be conferred shall be announced by the UCAS Academic Degree Evaluation Committee. The date of the degree conferment shall be the date when the UCAS Academic Degree Evaluation Committee makes the decision of degree conferment.

### **第二十八条** 缓议学位申请

#### **Article 28** Deferment of a degree application

(一) 缓议学位是指各级学位评定委员会，在充分讨论的基础上形成一致意见，对学位申请人做出暂缓学位申请的决议，并在缓议决议书中将缓议理由详细说明。

(1) Deferment of a degree application refers to the practice in which the academic degree evaluation committees reach consensus at all levels on the basis of full discussion on the resolution to defer the degree application of a degree candidate with reasons for deferment specified in the deferment resolution form.

(二) 博士学位最长缓议期限两年，硕士学位最长缓议期限一年。缓议人员在最长缓议期限内可再次提出学位申请，再次申请学位仅限1次，逾期按自动放弃处理。

(2) The deferment period is two years in maximum for a doctor's degree and one year in maximum for a master's degree. The deferred degree candidate may submit an application for a degree only once within the deferment period. Failure to submit another application within the prescribed term shall be regarded as voluntary renunciation of the degree.

(三) 根据缓议决议要求须重新进行学位论文答辩者，应按学位申请及审核的程序和要求重新办理。

(3) If the degree candidates are required by the deferment resolution to have a second thesis defense, they shall apply for the degree again according to the procedures and requirements of degree application, examination and verification.

(四) 研究所学位评定委员会、学科群学位评定分委员会对经过缓议再次申请学位者，须按缓议决议的要求进行逐项重点审核，经不记名投票表决，做出是否授予学位的建议，报校学位评定委员会审定。

(4) CAS institute-based and discipline cluster-based academic degree evaluation committees shall examine and verify the second application from deferred degree candidates item by item according to the requirements set by the deferment resolution. The resolution on the conferment of

degrees shall be made through a secret ballot and submitted to UCAS Academic Degree Evaluation Committee for examination and approval.

### **第二十九条 撤销学位**

#### **Article 29** Withdrawal of a degree

对于已经授予学位，如发现论文确有舞弊作伪、抄袭剽窃等违反《中华人民共和国学位条例》规定，或在学位申请时确有不符《中国科学院大学学位授予工作细则》规定者，经研究所学位评定委员会、学科群学位评定分委员会以及校学位评定委员会审议，不记名投票表决后，可做出建议撤销学位决议。

For degree holders who are found to have cheated, plagiarized or committed any other academic fraud in their dissertations that violates the Regulations of the People's Republic of China on Academic Degrees, or who violate the Regulations of University of Chinese Academy of Sciences on Academic Degree Conferment during their application for degrees, CAS institute-based and discipline cluster-based academic degree evaluation committees as well as the UCAS Academic Degree Evaluation Committee may resolve to withdraw the degree holder's degree after deliberation and a vote by secret ballot.

校学位评定委员会为最终裁决机构，并对撤销学位者予以公布。

The UCAS Academic Degree Evaluation Committee shall have the final say and shall announce the names of those whose degrees have been withdrawn.

### **第三十条 学位授予异议事项的处理**

#### **Article 30** Dealing with dissent in degree conferment

（一）对学位授予的过程和结果有异议者，可在学位授予决定做出的三个月内申诉，逾期不再受理；申诉须以实名方式书面提出，匿名申诉不予受理。

(1) Those who dissent from the process or result of the degree conferment may appeal within three months after the decision on conferment is made and late appeals will not be accepted. The appeal shall be submitted in real names and in a written form, and an anonymous appeal shall not be accepted.

（二）各级学位评定委员会秘书处作为受理异议事宜的日常办事机构，须在接到申诉 10 个工作日内，报相应的学位评定委员会。学位评定委员会根据问题的性质和严重程度，成立专家调查组进行调查核实，提出处理意见，提交相应学位评定委员会审议。各级学位评定委员会做出的处理决定，应在做出处理决定的 30 个工作日内以书面方式逐级反馈至申诉人。

(2) The secretariats of the academic degree evaluation committees at all levels shall serve as the daily offices to deal with appeals of dissent, and shall submit appeals to the corresponding academic degree evaluation committees within ten working days from accepting the appeals. The academic degree evaluation committees shall, depending on the nature and seriousness of the problems, set up an expert panel to verify the problems and propose recommendations to the corresponding academic

degree evaluation committees for their deliberation. Decisions made by the academic degree evaluation committees at different levels shall send written notification via lower-level committees to the appellant within 30 working days from the date the decisions are made.

(三) 申诉人如对处理结果有异议, 可在收到书面处理决定 30 个工作日内, 向上一级学位评定委员会提出书面申诉, 逾期不予受理。申诉人提交时间超过学位评定委员会会议时间, 则提交下一次学位评定委员会会议审查。经校学位评定委员会复议认定后的结论不再复议。申诉期间不停止处理决定的执行。

(3) The appellant, if he dissents from the decision, may submit a written appeal to a higher-level academic degree evaluation committee within 30 working days after he receives the written decision, and an overdue appeal will not be accepted. If the time of submission is beyond the meeting period of the academic degree evaluation committee, the appeal shall be submitted to the next meeting of the academic degree evaluation committee for review. Decisions reconsidered and made by the UCAS Academic Degree Evaluation Committee shall not be reconsidered again. Enforcement of the previous decision shall not cease during the appeal.

## 第九章 名誉博士学位

### Chapter IX Honorary Doctor's Degree

**第三十一条** 对于国内外卓越的学者或著名的社会活动家, 依据相关规定, 由学科群学位评定分委员会或研究所学位评定委员会推荐, 经校学位评定委员会审议通过, 报国务院学位委员会批准, 可授予国科大名誉博士学位。

**Article 31** Distinguished scholars and well-known public figures both at home and abroad may receive an honorary doctor's degree, upon the recommendation from discipline cluster-based or CAS institute-based academic degree evaluation committees, with the deliberation and approval of the UCAS Academic Degree Evaluation Committee and with the approval of the Academic Degrees Committee of the State Council.

## 第十章 其他

### Chapter X Other Provisions

**第三十二条** 本工作细则解释权归属校学位评定委员会, 由国科大学位办公室负责解释。

**Article 32** The UCAS academic degree evaluation committee has the final right in the interpretation of the regulations. The UCAS Academic Degrees Office shall be responsible for the interpretation of these regulations.

**第三十三条** 本细则自印发之日起施行。原《中国科学院研究生院学位授予工作细则》(院发学位字(2009)59号)、《中国科学院研究生院学位授予工作细则补充规定》(院发学位字(2011)10号)、《中国科学院研究生院工程硕士专业学位授予实施办法》(院发

学位字〔2009〕98号）、《中国科学院研究生院工商管理硕士（MBA）专业学位授予实施办法（暂行）》（院发学位字〔2005〕100号）同时废止。

**Article 33** These regulations shall be effective on the date of issuance. The previous version of Regulations of University of Chinese Academy of Sciences on Academic Degree Conferment (YUANFAXUEWEIZI (2009) No.59), Supplementary Regulations of University of Chinese Academy of Sciences on Academic Degree Conferment (YUANFAXUEWEIZI (2011) No.10), Implementation Measures of the Graduate University of Chinese Academy of Sciences for the Conferment of Master Degree in Engineering (YUANFAXUEWEIZI (2009) No.98) and Provisional Implementation Measures of the Graduate University of Chinese Academy of Sciences for the Conferment of Master Degree of Business Administration (MBA Degree) (YUANFAXUEWEIZI (2005) No.100) are hereby abolished.

# 中国科学院大学研究生学位论文撰写规范指导意见

## Guidelines of University of Chinese Academy of Sciences for Writing a Thesis/Dissertation

学位论文是研究生科研工作成果的集中体现，是评判学位申请者学术水平、授予其学位的主要依据，是科研领域重要的文献资料。为提高研究生学位论文的撰写质量，促进学位论文在内容和格式上的规范化，根据《学位论文编写规则》（GB/T 7713.1—2006）和《信息与文献 参考文献著录规则》（GB/T 7714—2015）等国家有关标准，结合《中国科学院大学研究生学位论文撰写规定》，特制定本指导意见。

A thesis/dissertation directly reflects a student's research achievements, and serves as a major basis for evaluating the applicant's academic level and for granting academic degrees. It also constitutes important literature in scientific research. In order to improve the quality and standardize the contents and formats of the degree thesis/dissertation, the Guidelines were formulated based on Guidelines for Writing a Thesis/Dissertation (GB/T 7713.1—2006), Information and Documentation—Rules for Bibliographic References and Citations to Information Resources (GB/T 7714—2015), Rules of the University of Chinese Academy of Sciences for Writing a Graduate Thesis/Dissertation and relevant national standards.

### 1. 组成部分及要求

#### 1. Contents of a thesis/dissertation

学位论文一般由以下几个部分组成：封面、原创性声明及授权使用声明、摘要、目录、正文、参考文献、附录、致谢、作者简历及攻读学位期间发表的学术论文与研究成果等。

In general, a thesis/dissertation should include the following parts: cover, statement of originality and authorization statement for thesis/dissertation use, abstract, table of contents, main body, references, appendix, acknowledgments, the author's resume and a list of published papers and research results during study.

#### (1) 封面

##### Cover

一律采用中国科学院大学规定的统一中英文封面（见样张 1 和样张 2），封面包含内容如下：

The thesis/dissertation cover should use the format required by UCAS (see template 1 and 2), and include the following parts:

#### 1.1 密级

##### 1.1 Classification

涉密论文必须在论文封面标注密级，同时注明保密年限。公开论文不标注密级，可删除

此行。

The confidentiality level and duration shall be marked on the cover of the classified thesis/dissertation. The confidentiality level shall not be marked for a published thesis/dissertation, where this line of description can be deleted.

### 1.2 论文题目

#### 1.2 Thesis title

应简明扼要地概括和反映整个论文的核心内容，一般不宜超过 25 个汉字（符），英文题目一般不应超过 150 个字母，必要时可加副标题。题目中避免使用缩略词、首字母缩写词、字符、代号和公式等。

A Chinese title should offer the core ideas briefly with no more than 25 Chinese characters. An English title should normally have no more than 150 letters. A subtitle can be used if necessary. Abbreviations, acronyms, characters, codes and equations should be avoided in the title.

### 1.3 作者姓名

#### 1.3 The author's name

根据《中国人名汉语拼音字母拼写规则》（GB/T 28039—2011），英文封面中的姓和名分写，姓在前，名在后，姓名之间用空格分开。姓和名需写全拼，开头字母大写。

According to The Chinese Phonetic Alphabet Spelling Rules for Chinese Names (GB/T 28039—2011), the surname and the given name in the English cover should be separated by spaces with the surname in the front and the given name in the back. The surname and the given name should be written in full with the initial letter capitalized.

### 1.4 学科专业

#### 1.4 Discipline and major

填写攻读学位的二级学科专业全称，不可用简写。

The full name of the secondary discipline in which the author studies is required. No abbreviations could be used.

### 1.5 指导教师

#### 1.5 Supervisors

需同时填写导师姓名、专业技术职务和工作单位。如果有多位导师，第一导师在前，第二导师等依次在后（需经培养单位批准，并在学籍系统完成备案）。学位论文在指导小组的指导下完成的，应注明指导小组成员相应信息。

Fill in the name, professional and technical titles, and work address of the supervisor. If there is more than one supervisor, the name of the first supervisor should be in the front and the name of the second and other supervisors should follow in order (subject to approval by relevant institutes or schools and recorded in the student registration system). If the thesis/dissertation is completed under the guidance of the Steering Group, the corresponding information of the Steering Group

members should be indicated.

### 1.6 学位类别

#### 1.6 Degree category

包括学科门类（学术型）或专业学位类别以及学位级别。学科门类如理学、医学等，专业学位类别如工程、工商管理。学位级别包括硕士、博士。

“Degree category” includes discipline categories (academic degree) or professional degree categories as well as degree levels. Discipline categories include science, medicine, etc., and professional degree categories include engineering, business administration, etc. The degree level includes master’s and doctoral degrees.

### 1.7 培养单位

#### 1.7 Institute/school

填写就读研究所或学院全称，如中国科学院 XX 研究所、中国科学院大学 XX 学院。

Fill in the full name of the institute or school such as the XX Institute of the Chinese Academy of Sciences and the XX School of the University of Chinese Academy of Sciences.

### 1.8 时间

#### 1.8 Time

填写论文提交学位授予单位的年月，使用阿拉伯数字标注。一般夏季申请学位的论文标注 6 月，冬季申请学位的论文标注 12 月。例如：2016 年 6 月，2016 年 12 月。

Arabic numerals should be used to fill in the year and month of the thesis/dissertation submitted to the degree conferring institution. Generally, the papers applying for a degree in summer are marked with June, and the papers applying for a degree in winter are marked with December. For example: June, 2016; December, 2016.

#### (2) 原创性声明及授权使用声明

Statement of originality and authorization statement for thesis/dissertation use,

本部分内容提供统一的模版，具体内容见样张 3，提交时作者和导师须亲笔签名。

A template is provided for writing the statement (see template 3), and signature of the author and his/her supervisor should be included.

#### (3) 摘要和关键词

##### Abstract and key words

论文摘要包括中文摘要和英文摘要（Abstract）两部分。论文摘要应概括地反映出本论文的主要内容，说明本论文的主要研究目的、内容、方法、成果和结论。要突出本论文的创造性成果或新见解，不宜使用公式、图表、表格或其他插图材料，不标注引用文献。中文摘要的字数由各学科群分会根据本分会涉及学科专业的特点提出具体要求。英文摘要与中文摘要内容应完全一致。留学生用其他语种撰写学位论文时，中文摘要的字数由学科群分会具体制定，推荐不少于 5000 字。A thesis/dissertation abstract should include both Chinese and English

versions. The abstract should briefly summarize the main contents of the thesis/dissertation and explain the purpose, the research subject, methods, findings and conclusions of the paper. Innovative achievements or new propositions of the thesis/dissertation should be highlighted. Equations, figures or tables, and illustrations are not recommended and citations not needed. The number of words in the Chinese abstract is decided by the branches of each discipline group committee according to the characteristics of the disciplines involved in each discipline group. The English abstract and the Chinese abstract should be identical in contents. For international students' thesis/dissertation written in other languages, the number of words in the Chinese abstract is specifically formulated by the committee branch of each discipline group; word count of no less than 5,000 words is recommended.

摘要最后注明本文的关键词（3~5 个）。关键词是为了文献标引工作，从论文中选取出来，用以表示全文主题内容信息的单词或术语。关键词以显著的字符另起一行并隔行排列于摘要下方，左顶格，关键词间用逗号隔开。英文关键词应与中文关键词对应，首字母应大写。

To facilitate document indexing, three to five key words indicating the main idea of the thesis/dissertation should be given following the abstract. The key words shall be written in a line under the abstract in notable characters from left to right and shall be separated by commas. Start the key words on a new line below the abstract, double-spaced. English keywords should correspond to Chinese keywords and the initial letter should be capitalized.

The abstract page should be numbered separately.

#### (4) 目录

##### Table of contents

目录应包括论文正文中的全部内容的标题，以及参考文献、附录和致谢等，不包括中英文摘要。目录页由论文的章、条、附录等序号、名称和页码组成。正文章节题名要求编到第三级标题，即×.×.×（如 1.1.1）。一级标题顶格书写，二级标题缩进一个汉字符位置，三级标题缩进两个汉字符位置。论文中如有图表，应有图表目录，置于目录页之后，另页编排。图表目录应有序号、图题或表题和页码。

目录页应单独编页。

The table of contents should include the titles of all the contents in the main body of the thesis/dissertation, as well as references, appendix and acknowledgments, excluding Chinese abstract and English abstract. This page should include serial numbers, names and page numbers of the chapters, articles and appendixes in the thesis/dissertation. The title of each chapter in the main body is required to be written to the third-level title, i.e. x.x.x (e.g., 1.1.1). The first-level title has no indentation, the second-level title is indented by one Chinese character, and the third-level title is indented by two Chinese characters. If there are any charts in the thesis/dissertation, there

should be a chart table, which shall follow the page of the table of contents. Chart table should include serial numbers, chart titles or table titles and page numbers.

The table of contents page should be numbered separately.

#### (5) 符号说明（如有）

##### Annotations of symbols (if any)

如果论文中使用了大量的物理量符号、标志、缩略词、专门计量单位、自定义名词和术语等，应编写成注释说明汇集表。若上述符号等使用数量不多，可以不设此部分，但必须在论文中首次出现时加以说明。

If there are many physical quantity symbols, symbols, abbreviations, specialized units of measurement, customized nouns and terms in the thesis/dissertation, a table of annotations should be provided. If not many symbols mentioned above are used, this table will not be necessary, but a symbol must be explained when it first appears in the thesis/dissertation.

#### (6) 正文

##### The body

正文一般包括引言（或绪论）、论文主体及结论等部分。各学科群可根据需要制定相应的正文结构。

提供以下两种结构供学生参考使用，例如：

第一种结构：第1章 引言、第2章 材料与方法、第3章 结果、第4章 讨论、第5章 结论与展望；

第二种结构（适用于几部分相对独立又有联系的研究内容）：第1章 引言、第2章 ××××（第一部分研究内容）、第3章 ××××（第二部分研究内容）、第4章 ××××（第三部分研究内容）、第5章 结论与展望。

In general, the body of the thesis/dissertation includes introduction, main body and conclusion, etc. Different disciplines can formulate the body structure as needed.

The following two ways of organization are provided for students' reference, for example:

The first way of organization: Chapter 1 Introduction, Chapter 2 Materials and Methods, Chapter 3 Research Results, Chapter 4 Discussions, Chapter 5 Conclusion and Prospect;

The second way of organization (applicable to several relatively independent but related research contents): Chapter 1 introduction, Chapter 2 ×××× (the first part of research contents), Chapter 3 ×××× (the second part of research contents), Chapter 4 ×××× (the third part of research contents), and Chapter 5 Conclusion and Prospect.

#### 1.) 或绪论（引言

##### 1. Introduction

本论文所要解决的科学，国内外相关研究成果与进展述评，意义应包括选题的背景和）或绪论（引言，用足够的文字叙述，引言应独立成章。基本思路和论文结构等、所运用的主要理论和方法、与技术问题

。缩小前人的工作和自己的工作、不夸大，要求实事求是。不与摘要雷同

The Introduction gives the background information on the chosen subject and explains the significance of the ideas presented. This part should also include literature review on previous research in this area both at home and abroad, scientific and technological research problem(s) that the thesis/dissertation aims to solve, main theory (or theories) and method(s), logic of reasoning and paper structure. Written in a separate chapter, the Introduction should give details and should not replicate the abstract. It should be realistic and not exaggerate or depreciate the value of the author's own work or that of previous studies.

## 2. 论文主体

### 2. The main body of the thesis/dissertation

论文主体是正文的核心部分，占主要篇幅，它是将学习、研究和调查过程中筛选、观察和测试所获得的材料，经过加工整理和分析研究，进而形成论点。由于不同学科专业及具体选题的差异，此部分不作统一规定，可以按照章节体表述，也可以按照“研究背景-材料与方法-结果-讨论”的表述形式组织论文。但总体内容必须实事求是，客观真切，准确完备，合乎逻辑，层次分明，简练可读。

The main body is at the core of the thesis/dissertation. In this part, materials selected and obtained from reading, observation and experiments during the process of study, research and investigation are processed, sorted and analyzed to form arguments. Different majors/subjects lead to variances in topic selection. Thus, no uniform requirement is stipulated for this part. The thesis/dissertation can be written in chapters or in the structure of "research background-materials and methods-results-discussion". The writings, however, must be realistic and complete. It should have proper logic, effective reasoning and reliable arguments, clear structure, and also concise and comprehensible language.

## 3. 结论

### 3. Conclusion

结论是对整个论文主要成果的总结，不是正文中各章小结的简单重复，应准确、完整、明确、精炼。应明确指出本研究的创新点，对论文的学术价值和应用价值等加以预测和评价，说明本项研究的局限性或研究中尚难解决的问题，并提出今后进一步在本研究方向进行研究工作的设想或建议。结论部分应严格区分本人研究成果与他人科研成果的界限。

The conclusion summarizes the major findings of the thesis/dissertation clearly, concisely, accurately and completely. It shall not be a simple repetition of every chapter's conclusion. It should also clarify the originality of the research, and predict and evaluate the thesis/dissertation's academic value and application value. In addition, the author must state limitations and unsolved problems in research, providing suggestions for further research. The author's own research achievements should be strictly distinguished from others'.

## (7) 参考文献

### references

本着严谨求实的科学态度撰写论文，凡学位论文中有引用或参考、借用他人成果之处，均应按不同学科论文的引用规范，列于文末（通篇正文之后），严禁抄袭剽窃。

The thesis/dissertation should reflect a rigorous and realistic scientific research approach. At the end of the dissertation, according to citation requirements of different disciplines, the author should list references for any citation, reference or borrowing of others' research results or ideas. Plagiarism is strictly prohibited.

## (8) 附录（如有）

### Appendix (if any)

主要列入正文内过分冗长的公式推导，供查读方便所需的辅助性数学工具或表格，重复性数据图表，论文使用的缩写，程序全文及说明等。

It mainly includes excessively complex formula derivation in the thesis/dissertation, auxiliary mathematical tools or sheets for reference, repetitive data charts, abbreviations, full text of program and explanation, etc.

## (9) 致谢

### Acknowledgments

对给予各类资助、指导和协助完成研究工作，以及提供各种对论文工作有利条件的单位及个人表示感谢。致谢应实事求是，切忌浮夸与庸俗之词。

This section allows the author to express his/her gratitude to institutions and individuals that have provided various kinds of financial assistance, guidance and help during the research, as well as various favorable conditions provided for writing the dissertation. Acknowledgments should be realistic and avoid grandiose or otherwise improper wording.

## (10) 作者简历及攻读学位期间发表的学术论文与研究成果

The author's resume and a list of published papers and research results during study

作者简历应包括从大学起到申请学位时的个人学习工作经历。

按学术论文发表的时间顺序，列出作者本人在攻读学位期间发表或已录用的学术论文清单（著录格式同参考文献）。其他研究成果可以是申请的专利、获得的奖项及完成的项目等。

The author's study and work experiences from university up until his/her application for the relevant degree should be included in the resume.

Published or employed papers of the author during study should be listed in chronological order of publication (The format of description is the same as that of references). Patents, rewards and finished projects can be considered as the author's other research results.

## 2. 书写规范

### Writing norms

### (1)论文的字数要求

#### Requirement for word count

各学科群分会可根据本分会涉及学科专业的特点提出具体要求。

The branches of each discipline group committee can set specific standards for word count according to the characteristics of the disciplines involved in each discipline group.

### (2)文字、标点符号和数字

#### Characters, punctuation and numbers

除外国来华留学生及外语专业研究生外，学位论文一律用国家正式公布实施的简化汉字书写。标点符号的用法以 GB/T 15834—2011《标点符号用法》为准。数字用法以 GB/T 15835—2011《出版物上数字用法》为准。

Graduate students (except for international students and students majoring in foreign languages) should normally write in simplified Chinese characters promulgated by China's State Council. The thesis/dissertation should use punctuation in accordance with General Rules for Punctuation(GB/T 15834—2011), and use numbers in accordance with General Rules for Writing Numerals in Public Texts(GB/T 15835—2011).

外国来华留学生可用中文或英文撰写学位论文，但应有详细的中文摘要。外语专业的学位论文应用所学专业相应的语言撰写，摘要应使用中文和所学专业相应的语言对照撰写。

International students studying in China can write a thesis/dissertation in either Chinese or English. But a detailed abstract in Chinese is required. For any student majoring in foreign languages, the thesis/dissertation should be written in the language he/she studies, with abstracts written in both Chinese and the corresponding language.

为了便于国际合作与交流，学位论文亦可有英文或其他文字的副本。

To facilitate international cooperation and exchanges, a copy of the degree thesis/dissertation in English or other language(s) can be included.

### (3)论文正文

#### The body of a thesis/dissertation

##### 3.1 章节及各章标题

##### 3.1 Chapters and chapter titles

论文正文必须由另页右页开始。

The main body of a thesis/dissertation is required to start on a separate recto page.

分章节撰写时每章应另起一页。各章标题中尽量不采用英文缩写词，对必须采用者，应使用本行业的通用缩写词。标题中尽量不使用标点符号。

Each chapter should be written on a separate page. Usage of English abbreviations in the title of each chapter should be avoided whenever possible. For those that must be used, they should be the abbreviations commonly used in the industry. Punctuation in the title should be avoided.

若按照“研究背景-材料与方法-结果-讨论-结论与展望”的形式撰写论文时，研究背景、材料与方法、结果、讨论、结论与展望分别单独成为章节并作为章节标题使用。

If the thesis/dissertation is to proceed in the form of "Research background - Materials and methods - Results - Discussions - Conclusions and Prospects", then these five aspects should constitute separate chapters titled as such respectively.

### 3.2 序号

#### 3.2 Sequence number

##### 3.2.1 标题序号

##### 3.2.1 Title number

论文标题分层设序。层次以少为宜，根据实际需要选择。各层次标题一律用阿拉伯数字连续编号；不同层次的数字之间用小圆点“.”相隔，末位数字后面不加点号，如“1.1”，“1.1.1”等；章的标题居中排版，各层次的序号均左起顶格排，后空一个字距接排标题。例如：

The titles of the thesis/dissertation should be arranged in order. It is better to have fewer levels in a thesis/dissertation. The titles at all levels shall be numbered consecutively with Arabic numerals; numbers at different levels are separated by “.” and the last digit is not followed by “.”, such as “1.1”, “1.1.1”, etc. The title of the chapter is placed in the center, and the serial numbers of all levels are placed in the top grid from the left, and the title is placed one word spacing away from the number. For example:

##### 3.2.2 图表等编号

##### 3.2.2 Numbers for figures, tables, etc

论文中的图、表、附注、公式、算式等，一律用阿拉伯数字分章依序连续编码。其标注形式应便于互相区别，如：图 1.1（第 1 章第一个图）、图 2.2（第 2 章第二个图）；表 3.2（第 3 章第二个表）等。

The figures, tables, notions, formulas and equations in the paper are all numbered in sequence by Arabic numerals. The labeling forms should be easily distinguishable from each other such as Figure 1.1 (the first figure in Chapter 1 ) and Figure 2.2 ( the second figure in Chapter 2 ); Table 3.2 ( Chapter 3, Second Table ), etc.

##### 3.2.3 页码

##### 3.2.3 Page number

页码从引言（或绪论）开始按阿拉伯数字（1，2，3……）连续编排，页码应位居左页左下角、右页右下角；此前的部分(中英文摘要、目录等)用大写罗马数字（I，II，III……）单独编排，页码位于页面下方居中。

The page numbers shall be arranged consecutively according to Arabic numerals (1, 2, 3 ... ) starting from the preface (or introduction), and shall be in the lower left corner of the left page or

the lower right corner of the right page. The previous sections (Chinese and English abstracts, catalogues, etc.) are arranged separately with capital Roman numerals (I, II, III...) and the page numbers are centered at the bottom of the page.

#### 3.2.4 页眉

##### 3.2.4 Header

页眉从摘要开始，奇数页上标明“摘要”、“Abstract”、“目录”、“图表目录”等，偶数页上标明论文题目。正文（即第1章开始到最后一章）的页眉，奇数页上注明每一章名称，偶数页上注明论文题目。参考文献、附录、致谢等的页眉，奇数标明“参考文献”、“附录”、“致谢”等，偶数页上标明论文题目。页眉居中设置。

From the abstract page till the main body, the header of the odd-numbered pages should be “摘要”，“Abstract”，“Table of contents”，“Table of figures”，whereas that of the even-numbered pages should be the title of the paper. The header of the main body (i.e. Chapter 1 to the last chapter) for odd-numbered pages shall be the name of each chapter, and that for even-numbered pages shall be the title of the dissertation. The headers of references, appendices and acknowledgments shall be "references", "appendices" and "acknowledgments" for odd-numbered pages, and the dissertation title for even-numbered ones. The header should be centered.

#### 3.2.5 名词和术语

##### 3.2.5 Nouns and terminologies

科技名词术语及设备、元件的名称，应采用国家标准或部颁标准中规定的术语或名称。标准中未规定的术语要采用行业通用术语或名称。全文名词术语必须统一。一些特殊名词或新名词应在适当位置加以说明或注解。双名法的生物学名部分均为拉丁文，并为斜体字。

Scientific and technological terms and names of equipment and components shall be in accordance with those specified in national or ministerial standards. Terms not specified in the standard shall adopt commonly used ones or names in the industry. Terminologies must be unified throughout the text. Special nouns or new nouns should be explained or annotated in appropriate places. In biology where binomial method is adopted, the scientific name shall be in Latin and italicized.

采用英语缩写词时，除本行业广泛应用的通用缩写词外，文中第一次出现的缩写词应该用括号注明英文原词。

When English abbreviations are used in the paper, the abbreviations first appeared in the text shall indicate the original English words in brackets, except for common abbreviations widely used in the industry.

#### 3.2.6 量和单位

##### 3.2.6 Measurement and Unit

量和单位要严格执行 GB 3100~3102—93(国家技术监督局 1993-12-27 发布,1994-07-01 实施)有关量和单位的规定。量的符号一般为单个拉丁字母或希腊字母,并一律采用斜体(pH 例外)。

Measurement and unit should comply with the announcement GB 3100~3102—93 (promulgated by China State Bureau of Technical Supervision on December 27, 1993 and implemented on July 01, 1994). The symbol of measurement shall be a single Latin or Greek letter, and is always italicized (except pH).

### 3.2.7 图和表

#### 3.2.7 Figures and tables

##### (1) 图

##### (1) Figures

图包括曲线图、构造图、示意图、框图、流程图、记录图、地图、照片等,宜插入正文适当位置。引用的图必须注明来源。具体要求如下:

Figures, including graphs, structural maps, sketches, block diagrams, flowcharts, record graphs, maps, photographs, etc, should be inserted in appropriate places in the dissertation. And sources of referenced figures must be clear. Specific requirements are as follows:

a. 图应具有“自明性”,即只看图、图题和图例,不阅读正文,就可理解图意。每一图应有简短确切的题名,连同图号置于图下居中。

a. Figures should be "self-explanatory", that is, the figure can be understood without reference to the text. Each figure shall have a short and exact title, and the title shall be centered under the figure together with the figure number.

b. 图中的符号标记、代码及实验条件等,可用最简练的文字横排

于图框内或图框外的某一部位(全文统一)作为图例说明。论文中图的题名和图例需用中文及英文两种文字表达。

b. Symbols, codes and experimental conditions in the figure can be horizontally arranged inside or outside the drawing frame (in the same format throughout the text). Titles and legends of figures in the text should be expressed in both Chinese and English.

c. 照片图要求主要显示部分的轮廓鲜明,便于制版,如用放大、缩小的复制品,必须清晰,反差适中,照片上应有表示目的物尺寸的标尺。

c. The main part of photographs should be clear for plate-making. If enlarged or reduced copies are used, they must be clear and have moderate contrast. And the photo should have a scale indicating the size of the object.

图片一般设为高 6cm×宽 8cm,但高、宽也可根据图片量及排版需要按比例缩放。中文(宋体)英文(Times New Roman)图注为 5 号字,1.5 倍行距。

Figures are generally set to be 6cm×8cm, and the length and width can also be scaled

according to the quantity and typesetting requirements. The Chinese (Simsun) and English (Times New Roman) captions are 5-point font with 1.5 line spacing.

示例:

e.g.



图 1.1 图标题

Figure 1.1 Title

(2)表

(2) Tables

表的编排一般是内容和测试项目由左至右横读，数据依序竖排，应有自明性，引用的表必须注明来源。具体要求如下：

Contents and test items of the table are generally arranged in a horizontal manner from left to right, and data are arranged vertically in order and should be self-explanatory. The cited table must be indicated the source. Specific requirements are as follows:

a.每一表应有简短确切的题名，连同表序号置于表上居中。必要

时，应将表中的符号、标记、代码及需说明的事项，以最简练的文字横排于表下作为表注。论文表的题名需用中文及英文两种文字表达，表注可用中英文两种文字表达或只用中文表达。

a. Table titles should be short and exact, and the table number should be centered above the table. Symbols, marks, codes and items to be explained in the table shall be concise and arranged horizontally under the table as captions when necessary. The title of the table should be expressed in both Chinese and English, and captions can be expressed in both Chinese and English or only in Chinese.

b. 表内同一栏数字必须上下对齐。表内不应用“同上”、“同左”等类似词及“”符号，一律填入具体数字或文字，表内“空白”代表未测或无此项，“—”或“...”（因“—”可能与代表阴性反应相混）代表未发现，“0”该表实测结果为零。

b. Numbers in the same column must be vertically aligned. Words like "ditto", "same with left" and " " should not be used in the table, and the specific numbers or characters should be filled in. The blank in the table indicates that there is no test or this item, and "-" or "... " (as "-" may also represent negative reaction) indicates that no test is found, and "0" indicates that the

measured result is zero.

c. 表格尽量用“三线表”，避免出现竖线，避免使用过大的表格，确有必要时可采用卧排表，正确方位应为“顶左底右”，即表顶朝左，表底朝右。表格太大需要转页时，需要在续表表头上方注明“续表”，表头也应重复排出。

c. Use "three-line table" as far as possible to avoid vertical lines and overly large tables. If necessary, use horizontal tables, where the top of the table is left, the bottom of the table is right. When the form is too large to be placed within one page, it is necessary to mark "continued table" above the header of the continued table, and the header should be repeated.

示例:

e.g.

表 1.1 表标题

Table 1.1 Table Caption

XXX	XXXX

### 3.3) 公式 (表达式)

#### 3.3 Expression (formula)

应用从，如有两个以上的表达式。原则上应居中，论文中的表达式需另行起“1”  
表达式与编号间用，编号采用右端对齐。并将编号置于括号内，开始的阿拉伯数字进行编号“...”  
第，例如。表达式较多时可分章编号。连接3章第1：个表达式

Mathematical expressions in the paper must be written in a new line and should be centered. If there are more than two expressions, they shall be numbered consecutively with Arabic numerals starting from "1", and the number shall be placed in brackets and right-justified. The expression and the number are connected by "...". When expressions are used in large numbers, they can be numbered separately in chapters. For example, the first expression in Chapter 3:

$$\tau_1 = \alpha_{11} + \mu_{21} \mu_{31} \dots \quad (3.1)$$

较长的表达式如必须转行，只能在+，-，×，÷，<，>等运算符之后转行，序号编于最后一行的最右边。

For a long expression which requires more than one line, it can be done only after operators+, -, ×, ÷, <, >, and the sequence number is right justified on the last line.

#### 3.4 参考文献

#### 3.4 references

各学科群可根据需要制定相应的参考文献格式规范，可参照国际刊物通行的参考文献格式，或者参照 GB/T 7714—2015《信息与文献 参考文献著录规则》执行。

Each discipline group can formulate corresponding format for standard requirements of references according to needs. It can refer to the reference format commonly used in international publications, or be based on Information and Documentation—Rules for Bibliographic References and Citations to Information Resources GB/T 7714 - 2015.

如学科群无相应的参考文献格式规范，推荐使用以下参考文献格式规范。

If there is no corresponding format for the discipline group, the following one is recommended.

3.4.1 参照 GB/T 7714—2015《信息与文献 参考文献著录规则》，参考文献可使用著者-出版年制或顺序编码制著录。推荐使用著者-出版年制，即在正文引用文献处标注著者姓名与出版年份，在文后的参考文献表中标注参考文献的详细信息。按先列中文文献，后列英文文献排列。顺序以作者姓氏拼音或者英文字母升序形式列出。

3.4.1 According to Information and Documentation-Rules for Bibliographic References and Citations to Information Resources GB/T 7714-2015, references can use the author-date system or the numeric system. The author-date system is recommended, i.e. the author's name and year of publication are marked in the citation section of the text, and detailed in the reference table following the text. Chinese literature is cited first, followed by English literature. References can be recorded in author-date system or the numeric system.

3.4.2 著者-出版年制在正文中的标注方式

3.4.2 Author-date system

正文中的标注方式分两种：其一，正文里已出现著作者姓名的，在其后用圆括号附上出版年份即可；其二，正文里仅提及有关的资料内容而未提到著作者，则在相应文句处用圆括号标注著作者姓名和出版年份，两者之间以逗号隔开（圆括号、逗号使用中文半角符号）。

There are two ways to cite references in the main body of the text: (1) when the author's name is part of the sentence, place only the year of publication in parentheses shall be placed; (2) when the author is not mentioned, place in parentheses the author's name and year of publication separated by commas (Chinese half-width parentheses and commas).

例如：

Michael 等（1995）根据……的研究，首次提出……。其中关于……（Michael 等., 1995），是当前中国……得到迅速发展的研究领域（张永，2003）。

For example:

Michael 等（1995）根据……的研究，首次提出……。其中关于……（Michael 等., 1995），是当前中国……得到迅速发展的研究领域（张永，2003）。

引用同一著者在同一年份出版的多篇文献时，在出版年份之后用英文小写字母 a、b、

c……区别。如：（张永，2005a, b）。

If the author has more than one reference in the same year, add English lowercase letters a, b, c... after the year of publication to differentiate. For example: （张永，2005a, b）。

多处引用同一著者的同一文献时，在“（）”外以角标的形式著录引文页码。引用有两个以上同姓的著者的外文文献时，则著者要加名字的缩写，但不必加缩写点。例如：（张永等，2005）<sup>8</sup>；（张永等，2005）<sup>12-15</sup>。

When citing the same reference from the same author at different places by the author-date system, the page number of the citation should be given as superscript of "( )". If a reference has more than two authors with the same surname, the initials of the authors' names should be added without period. For example: （张永等，2005）<sup>8</sup>；（张永等，2005）<sup>12-15</sup>。

引用多位著者的文献时，对欧美著者只需标注第一个著者的姓，其后附“等”，仅两位作者的全部注出，中间用“和”；对中文著者应该标注第一著者的姓名，其后附“等”字，姓名与“等”字之间留一个空格。例如：（张永等，2005）。

If a reference has more than two authors, only the surname of the first author is required for English authors, followed by "et al." When a reference has only two authors, give both names joined by "and". For Chinese authors, use the principal author's name followed by "等" with a space between the name and the word "等". For example: （张永等，2005）。

同一处引用多篇文献时，按出版年份由近及远依次标注，中间用分号分开。例如：（Wang, 2010; Simon and Feenberg, 2003）

When citing more than one reference at one place by the author-date system, list them in reverse-chronological order according to the year of publication, separate different author and date with semicolons after date. For example: (Wang, 2010; Simon and Feenberg, 2003)

### 3.4.3 著者-出版年制参考文献表的编排

#### 3.4.3 Reference list under author-date system

参考文献表加居中标题——“参考文献”，并列入全书目录。

凡正文里括注了著者姓名和年份的，其文献都必须列入参考文献表。参考文献应集中著录于正文之后，不得分章节著录。

参考文献表中的条目（不排序号），先按语种分类排列，语种顺序是：中文、日文、英文、俄文、其他文种。然后，中文和日文按第一著者的姓氏笔画排序，中文也可按汉语拼音字母顺序排列，西文和俄文按第一著者姓氏首字母顺序排列。

在参考文献中，当一个著者有多篇文献并为第一著作者时，该著者单独署名的文献排在前面（并按出版年份的先后排列），接着排该著者与其他人合写的文献。

著录项目与 GB/T 7714—2015《信息与文献 参考文献著录规则》中规定的顺序编码制基本相同，不同的仅为出版年份排于编著者之后。

The list of references has a central title – "References" and is listed in the catalogue.

The list of references shall include all references whose author's name and year of publication are mentioned in the main body of the dissertation. All the references should be listed after the text, should not be a separate chapter.

The list of references (without serial numbers) should be arranged according to languages, and the order of languages is: Chinese, Japanese, English, Russian and other languages. Chinese and Japanese references should be arranged by the strokes of the surnames of principal authors (it is also possible to arrange Chinese references by alphabetical order of Chinese pinyin). Western languages and Russian should be arranged by the surname of the principal author alphabetically.

When citing more than one reference by the same first author, the reference with him/her as the only author should be listed before other references written with other people (and in the order of the year of publication).

The list order is basically the same as the sequence coding system stipulated in GB/T 7714-2015 Information and Documentation—Rules for Bibliographic References and Citations to Information Resources, NEQ, except that the year of publication should be arranged after the author.

#### 3.4.4 参考文献标注的注意事项

##### 3.4.4 Other tips for references

编著者姓名，一律姓在前、名在后。西文和俄文的姓全部著录，名字可用大写首字母（不加缩写点）。

As for author's name, list the names in the following order: surname first, then first name. The last names in western and Russian languages shall be given in full, and the first names can be capitalized (without initials period).

以机构和团体署名的文献，此机构或团体可作为编著者，但要用全称，而不用简称或缩写。

For works written by organizations or committees, such organizations or committees may be treated as authors, in which case their full names should be used instead of abbreviations.

编著者不明的文献，编著者一项应注明“佚名”，或用其他与之相应的词。

For references whose authors are unknown, "unknown" shall be indicated or use other words which have similar effect.

编著者为3人以下时全部著录，用逗号分隔；3人以上可只著录前3人，后加“，等”，外文用“，et al.”，“et al.”不必用斜体。

When the number of authors is less than three, all of them shall be listed and separated by commas. If there are more than three authors, only the first three authors can be listed, with "etc" added after "et al." in foreign languages, "et al." and "et al." need not be italicized.

外文文献大写字母的使用要符合文种本身的习惯用法。

The use of capital letters in foreign language documents should conform to the idiomatic usage of the language itself.

外文期刊刊名应列出全名，期刊名排正体。

The title of a foreign journal should be represented in its full name, and the title of the journal should be in the correct form.

期刊只列出卷号，不必标“卷”或“Vol”等；如果是分卷图书，则应加“卷”或“册”或“Vol”或其他语种相应的词（外文缩写词不加缩写点，首字母大小写应全文统一）。

For journals, only Volume numbers need to be listed, indicating “volume” or “Vol” is not necessary. If a book is divided into Volumes, words corresponding to “volumes” or “vol” or in other languages shall not be added with period (abbreviations in foreign languages are not added, and the case of initial letters should be unified throughout the text).

参考文献的版次、卷、期、页码等一律用阿拉伯数字表示。版次中中文版次著录为“第2版”、“第3版”……（第1版不必列出），西文文献的版次著录为“2nd ed”、“3rd ed”或其他语种相应的词。

The editions, volumes, periods and page numbers of references are all expressed in Arabic numerals. In the editions, the Chinese editions are recorded as “2nd edition” and “3rd edition”... (the 1st edition need not be listed), and the editions of western documents are described as “2nd ed”, “3rd ed” or the corresponding words in other languages.

出版年采用公元纪年，并用阿拉伯数字著录。如有其他纪年形式时，将原有的纪年形式置于“（）”内。

For the year of publication, Anno Domini recorded by Arabic numerals shall be adopted and record by Arabic numerals. If there are other forms of chronology, place the original form of chronology in “()”.

如：1947（民国三十六年）

For example: 1947（民国三十六年）

日文文献中的汉字要用日文汉字。

When writing Japanese references, Hanzi shall be written in Hanji.

参考文献中使用的标点符号：

Punctuation in references:

，用于同一著作方式的责任者、“等”“译”字样、出版年、期刊年卷期标识中的年和卷号前。

“,” is used in front of the author names, Chinese characters like “等” and “译”, the publication year, the issue year and the volume number of journals.

：用于其他题名信息、出版者、引文页码、析出文献的页码、专利号前。

“:” is used before other title information, the publisher, the pages of citation, the pages of

extracted literature and patent number.

( ) 用于期刊年卷期标识中的期号、报纸的版次、电子资源的更新或修改日期以及非公元纪年的出版年。

“( )” is used for the issue number of journals, the edition number of newspapers, the update or modification date of the electronic resources and the non-AD publication year.

[ ] 用于序号、文献类型、电子文献的引用日期以及自拟的信息。

“[ ]” is used for the serial number, the document type, the citation date of Electronic literature and self-edited information.

// 用于专著中的析出文献的出处项前。

“//” is used in front of the source of the extracted literature from monographs.

- 用于起讫序号和起讫页码间。

“-” is used between the start page and the end page.

. 于题名项、析出文献题名项、连续出版物的“年卷期或其他标识”项、版本项、出版项等之前。每一条参考文献的结尾可用“.”号。

“.” is used in front of the article title, the title of the extracted literature, the issue number and the volume number of serials, the edition number and the publisher. Every reference can end with a “.”.

### 3.4.5 主要参考文献著录表格式

#### 3.4.5 The Description Format of Major References

(1) 专著：指以单行本或多卷册形式，在限定期内出版的非连续性出版物。包括各种载体形式出版的普通图书、古籍、学位论文、技术报告、会议文集、汇编、多卷书、丛书等。其著录格式为：

(1) Monographs: non-serial publications in the form of offprints or multi volumes. They are published within a limited period, including ordinary books, ancient books, dissertations, technical reports, conference collections, compilations, multi-volume books, series books in various aarrier format, etc.

主要责任者.题名：其他题名信息[文献类型标志（电子文献必备，其他文献任选，以下同）].其他责任者（任选）.版本项.出版地：出版者，出版年：引文起-止页码[引用日期（联机文献必备，其他电子文献任选，以下同）].获取和访问路径（联机文献必备，以下同）.

Format: The first author. Title: other title information [reference type sign (compulsory for electronic literature, optional for other documents, the same below)]. Other authors (optional). Edition. Place of publication: publisher, year of publication: pages [Date of citation (compulsory for online documents, optional for other electronic literature, the same below)]. Access path: (compulsory for online documents, the same below).

示例如下：

Examples:

李祥浩.青藏高原东缘环境与生态[M].成都:四川大学出版社,2002.

田婉淑,江耀明.中国两栖爬行动物鉴定手册[M].北京:科学出版社,1986:98-106.

赵耀东.新时代的工业工程师[M/OL].台北:天下文化出版社,1998[1998-09-26].<http://www.ie.nthu.edu.tw/info/ie.newie.htm>.

辛希孟.信息技术与信息服务国际研讨会论文集:A集[C].北京:中国社会科学出版社,1994.

PEEBLES P Z, Jr. Probability, random variable, and random signal principles[M]. 4th ed. New York: McGraw Hill, 2001.

林钰婷.台产攀蜥属之细胞遗传研究[D].台湾.台湾师范大学生命科学研究所以,2006.

(2) 从专著中提取的文献:提取具有独立标题的文献。

(2) Extracted literature from monographs: extracted literature with independent titles.

析出文献主要责任者.析出文献题名[文献类型标志].析出文献其他责任者//专著主要责任者.专著题名:其他题名信息.版本项.出版地:出版者,出版年:析出文献的页码[引用日期].获取和访问路径.

Format: The first author. Title of the analyzed document [document type sign]. Other author(s) // The first author of monographs. Title of the monograph: other title information. Edition. Place of publication: publisher, year of publication: pages of analyzed documents [Date of citation]. Access path.

示例如下:

Example:

程根伟.1998年长江洪水的成因与减灾对策[M]//许厚泽,赵其国.长江流域洪涝灾害与科技对策.北京:科学出版社,1999:32-36.

(3) 连续出版物:一种载有卷期号或年月顺序号、计划无限期地连续出版发行的出版物,包括以各种载体形式出版的期刊、报纸等。其著录格式为:

(3) Serial publications: publications with volume numbers or chronological numbers. With no predetermined deadline, this type includes journals, newspaper and other materials published in various forms.

主要责任者.题名:其他题名信息[文献类型标志].年,卷(期)-年,卷(期).出版地:出版者,出版年[引用日期].获取和访问路径.

Format: The first author. Title: other title information [Document type sign]. Year, Vol. (no.) - Year, Vol. (no.). Place of publication: publisher, year of publication [Date of citation]. Access path.

示例如下:

Examples:

中国地质学会.地质论评[J].1936,1(1)-.北京:地质出版社,1936-.

中国图书馆学会.图书馆学通讯[J].1957(1)-1990(4).北京:北京图书馆,1957-1990.

American Association for the Advancement of Science[J]. Science. 1883,1(1)-. Washington, D.C.: American Association for the Advancement of Science, 1883-.

(4) 期刊、报纸等连续出版物中的析出文献，其著录格式如下：

析出文献主要责任者.析出文献题名[文献类型标志].连续出版物题名:其他题名信息,年,卷(期):页码[引用日期].获取和访问路径.

(4) Extracted literature from journals and newspaper

Format: The first author of analyzed documents. Title of analyzed documents [Document type sign]. Title of serial publications: other title information, year, Vol. (no.): Pages [Date of citation]. Access path.

示例如下：

Examples:

王静, 周启心, 田孟, 等.树鼩模型: 抑郁症的社会竞争失败与学习和记忆的被捕获条件反射[J].动物学研究, 2011,32:24-30.

郑本兴.云南玉龙雪山第四纪冰期与冰川演化模式[J].冰川冻土, 2000,22(1): 53-61.

傅刚, 赵承, 李佳路.大风沙过后的思考[N/OL].北京青年报, 2000-04-12(14) [2002-03-06].<http://www.bjyouth.com.cn/Bqb/20000412/B/4216%5ED0412B1401.htm>.

(5) 专利文献，其著录格式如下：

(5) Patent literature

专利申请者或所有者.专利题名:专利国别,专利号[文献类型标志].公告日期或公开日期[引用日期].获取和方位路径.

Format: Patent applier(s) or owner(s). Title: nationality, patent number [Document type sign]. Issue date [Date of citation]. Access path.

示例如下：

Examples:

江锡洲.一种湿热外敷药制备方案:中国,88105607.3[P].1989-07-26.

西安电子科技大学.光折变自适应光外差探测方法:中国,01128777.2[P/OL].2002-03-06.<http://211.152.9.47/sipoasp/zljs/hyjs-yx-new.asp?recid=01128777.2&leixin=0>.

(6) 电子文献：以数字方式将图、文、声、像等信息存储在磁、光、电介质上，通过计算机、网络或相关设备使用的记录有知识内容或艺术内容的文献信息资源，包括电子书刊、数据库、电子公告等。凡属电子图书、电子图书或报刊等的析出文献其著录格式分别按上述有关规则处理外，其他的电子文献著录格式如下：

(6) Electronic literature: information and references containing knowledge or artistic contents, including electronic books and journals, databases, electronic bulletins, etc., whose original information such as pictures, texts, sound and images are stored on magnetic, optical and dielectric media in digital form and then displayed in computers, internet or related devices.

Description formats of extracted literature of electronic books and electronic books or newspaper respectively follow the rules mentioned above. The format of other electronic literature is as follows.

主要责任者.题名: 其他题名信息[文献类型标志/文献载体标志].出版地: 出版者, 出版年(更新或修改日期)[引用日期].获取和访问路径.

The first author. Title: other title information [document type sign/ document carrier sign]. Place of publication: publisher, year of publication (updated or revised date) [Date of citation]. Access path.

示例如下:

Example:

Online Computer Library Center, Inc. History of OCLC[EB/OL]. [2000-01-08].  
http://www.oclc.org/about/history/default.htm.

3.5 顺序编码制的著录规则

3.5 Serial Number Marking

参考文献如果按照顺序编码制著录, 可参照 GB/T 7714—2015《信息与文献参考文献著录规则》执行。

If serial number marking is adopted in references, please refer to Information and Documentation—Rules for Bibliographic References and Citations to Information Resources GB/T 7714-2015.

3.排版与印刷要求

3. Requirements for Formatting and Printing

(1) 纸张要求和页面设置

(1) Paper Requirements and Page Settings

项目名称	要求
Item	Requirement
纸张	A4 (210mm×297mm), 幅面白色
Paper	A4 (210mm×297mm), white
页面设置	上、下 2.54cm, 左、右 3.17cm, 页眉、页脚距页边界 1.5cm 封面采用国科大统一格式
Page Setting	Margins: left and right 3.17 cm, top and bottom 2.54 cm. The distance of page header and page footer from page edges: 1.5 cm. Cover page: the common format of UCAS.
页眉	宋体小五号居中, Abstract 部分用 Times New Roman 体
Page Header	9pt, Simsun, centered; Times New Roman for Abstract.
页码	Times New Roman 体小五号
Page Number	9pt, Times New Roman

## (2) 封面

## (2) Covers

项目名称	中文要求	英文要求
Project Name	Requirement for Chinese Content	Requirement for English Content
论文题目	黑体小三号加粗, 单倍行距	Times New Roman 体小三号加粗居中
Title	15pt, Simhei, bolded, single placed	15pt, Times New Roman, bolded, centered
作者姓名	宋体四号加粗	Times New Roman 体四号加粗
Name of Author	14pt, Simsun, bolded	14pt, Times New Roman, bolded
指导教师	宋体四号加粗	Times New Roman 体四号加粗
Name of Supervisor	14pt, Simsun, bolded	14pt, Times New Roman, bolded
学位类别	宋体四号加粗	Times New Roman 体四号加粗
Degree Category	14pt, Simsun, bolded	14pt, Times New Roman, bolded
学科专业	宋体四号加粗	Times New Roman 体四号加粗
Discipline	14pt, Simsun, bolded	14pt, Times New Roman, bolded
培养单位	宋体四号加粗	Times New Roman 体四号加粗
Institute/School	14pt, Simsun, bolded	14pt, Times New Roman, bolded
完成日期	阿拉伯数字 Times New Roman 体四号加粗	阿拉伯数字 Times New Roman 体四号加粗
Finish Date	Arabic numeral, 14pt, Times New Roman, bolded	Arabic numeral, 14pt, Times New Roman, bolded

## (3书脊)

## (3) Spine

学位论文的书脊用黑体小四号字（可根据论文厚度适当调整）。上方写论文题目，中间写作者姓名，下方写“中国科学院大学”，距上下边界均为 3cm 左右（见样张 4）。

Words on the spine of the thesis/dissertation should be written in Simhei 12pt (it can be adjusted according to the thickness of the thesis/dissertation). The title of the thesis/dissertation should be written on the top, the name of the writer in the middle and "University of Chinese Academy of Sciences" in the bottom. The distances to the top and bottom boundaries should be 3cm (see prospectus 4).

## (4) 摘要和关键词

## (4) Abstract and keywords

项目名称	中文摘要	英文摘要
Project Name	Chinese abstract	English abstract
标题	摘要：二字间空一格，黑体四号加粗居中，单倍行距，段前 24 磅，段后 18 磅	Abstract: Times New Roman 四号加粗居中，单倍行距，段前 24 磅，段后 18 磅
Title	Abstract: one space between two words, Simhei 14pt and centered, single spaced, 24 point type before the paragraph and 18 after it.	Abstract: Times New Roman 14pt in bold and centered, single spaced, 24 point type before the paragraph and 18 after it.

段落文字 Words	宋体小四号, 1.5 倍行距, 段前段后 0 磅 SimSun 12pt, 1.5 spaced, 0 point type	Times New Roman 小四号, 1.5 倍行距, 段前段后 0 磅 Times New Roman 12pt, 1.5 spaced, 0 point type
关键词 Key words	宋体小四号, 1.5 倍行距, 段前段后 0 磅。 “关键词”三字加粗 SimSun typeface 12pt, 1.5 spaced, 0 point type. “Key words” should be bolded.	Times New Roman 小四号, 1.5 倍行距, 段前段后 0 磅。 “Key Words”两词加粗 Times New Roman 12pt, 1.5 spaced, 0 point type. “Key words” should be bolded.

(5) 目录

(5) Table of contents

项目名称 Project Name	示例 Example	要求 Requirement
标题 Title	目 录 Contents	黑体四号加粗居中, 单倍行距, 段前 24 磅, 段后 18 磅 Simhei 14pt in bold and centered, single spaced, 24 point type before the paragraph and 18 behind it.
各章目录 Contents of the chapters	第 1 章 引言.....1, 或 第 1 章 研究背景.....1 Chapter 1.....1, or Chapter 1.....1	黑体四号, 单倍行距, 段前 6 磅, 段后 0 磅, 两端对齐, 页码右对齐 Simhei 14pt, 6 point type before the paragraph and 0 behind the paragraph, justified, right alignment for pages
一级节标题目录 Contents of the first-level headline of the section	1.2 文献概述...10, 或 2.1 实验材料.....10 1.2 literature review 10 or 2.1 Experimental Materials.....10	黑体小四号, 单倍行距, 左缩进一个汉字符, 段前 6 磅, 段后 0 磅, 两端对齐, 页码右对齐 Simhei 12pt in bold, single spaced, Left indented by a Chinese character, 6 point type before the paragraph and 0 behind it, justified, right alignment for pages
二级节标题目录 Contents of the second-level headline of the section	1.2.3 尚待解决的问题...10, 或 2.2.2 细胞培养.....15 1.2.3 problems remain unsolved 10, or 2.2.2 cell cultivation.....15	黑体小四号字, 单倍行距, 左缩进两个汉字符, 段前 6 磅, 段后 0 磅, 两端对齐, 页码右对齐 Simhei 12pt, single spaced, left indented by two Chinese characters, 6 point type before the paragraph and 0 behind it, justified, right alignment for pages

(6) 正文

(6) The main body

项目名称 Project Name	示例 Example	要求 Requirements
各章标题 Titles of chapters	第 1 章 ××× Chapter 1 ×××	黑体四号加粗居中, 单倍行距, 段前 24 磅, 段后 18 磅, 章序号与章名间空一个汉字符 Simhei 14pt in bold and centered, single spaced, 24 point type before the paragraph and 18 behind it, one Chinese character space between serial number and the title of the chapter.
一级节标题 First-level headline of the section	1.2 ×××× 1.2 ××××	黑体小四号顶左, 单倍行距, 段前 24 磅, 段后 6 磅, 序号与题名间空一个汉字符 Simhei 12pt in bold to the left, single spaced, 24 point type before the paragraph and 6 behind it, one Chinese character space between the number and the name of the title.
二级节标题 Second-level headline of the	1.2.1 ××× 1.2.1 ×××	黑体小四号顶左, 单倍行距, 段前 12 磅, 段后 6 磅, 序号与题名间空一个汉字符 Simhei 12pt in bold to the left, single spaced, 12 point type before the

section		paragraph and 6 behind it, one Chinese character space between the number and the name of the title.
三级节标题 Third-level headline of the section	1.2.1.1 ××× 1.2.1.1 ×××	黑体小四号居左，单倍行距，段前 12 磅，段后 6 磅，序号与题名间空一个汉字符 Simhei 12pt in bold to the left, single spaced, 12 point type before the paragraph and 6 behind it, one Chinese character space between the number and the name of the title.
段落文字（正文） Words (the main body)	×××××××××××××× ××××××××××××××	宋体小四号（英文用 Times New Roman 体），左端对齐书写，段落首行左缩进两个汉字符。段前段后 0 磅，1.5 倍行距（段落中有数学表达式时，可根据表达需要设置该段的行距） Simsun 12pt (Times New Roman for English), align to the left, two Chinese characters space in the first-level of the paragraph. The first line of the paragraph should be indented by two Chinese characters. 0 point type, 1.5 spaced (if there is a mathematical expression in the paragraph, the line spacing of the paragraph can be set according to the expression needs)
图序、图名、 图注 Sequence, name and notes of graphs	图 2.1 ××× Figure 2.1×××	置于图的下方，宋体五号居中（英文用 Times New Roman 体），1.5 倍行距，段前 6 磅，段后 12 磅，图序与图名文字之间空一个汉字符位，图序加粗。图注位于图名下方，标题加粗，左缩进两个汉字符，续行悬挂缩进左对齐 Placed under the paragraph, Simsun 10.5pt (Times New Roman for English), 1.5 spaced, 6 point type before the graph and 12 behind it; one Chinese character space between the notes and name of the graph with the sequence of graph in bold. Notes are placed under the name, title in bold, left indented by two Chinese characters, hanging indent and left alignment of the next line.
表序、表名、表注 Sequence, name and notes of tables	表 2.1 ××× Table 2.1×××	置于表的上方，宋体五号中（英文用 Times New Roman 体），1.5 倍行距，段前 6 磅，段后 6 磅，表序与表名文字之间空一个汉字符位，表序和表注标题加粗，表注左缩进两个汉字符，续行悬挂缩进左对齐 Above the table, Simsun 10.5pt (Times New Roman for English), 1.5 spaced, 6 point type before the graph and 6 behind it, one Chinese character space between the preface and the note of the chart, and the marginal note in bold. Left indented by two Chinese characters of the note, hanging indent and left alignment of the next line.
表达式 Expressions	(3.2) (3.2)	表达式居中排，序号加圆括号，宋体五号，右顶格排 Expression centered, serial number in parentheses, Simsun 10.5pt, starting from the right with no indentation

(7) 其他

(7) Others

项目名称 Project's name	要求 requirement
符号说明 Symbol description	标题字体字号等同论文正文，说明部分：宋体五号（英文用 Times New Roman 体），单倍行距，段前段后 0 磅 The typeface and the font size should be of the same format with the main body, for the description: Simsun 10.5pt (Times New Roman for English), single spaced, 0 point type

<p>参考文献 references</p>	<p>“参考文献”四字等同各章标题，黑体四号加粗居中。注录部分：宋体五号（英文用 Times New Roman 体），1.5 倍行距，段前段后 0 磅；中英文一率用正体；续行缩进两个字符左对齐</p> <p>"references" should be of the same format with the title of each chapter, Simhei 14pt in bold and centered. Note part: Simsun in number five (Times New Roman in English), 1.5 spaced, 0 point type; block letter in both Chinese and English, two space indent and left alignment of the next line</p>
<p>附录 Appendix</p>	<p>标题同参考文献，内容部分：宋体小四号（英文用 Times New Roman 体），两端对齐书写，段落首行左缩进两个汉字符。段前段后 0 磅，1.5 倍行距（段落中有数学表达式时，可根据表达需要设置该段的行距）</p> <p>The title should be of the same format with the references, for the content: Simsun 12pt (Times New Roman for English), justified, two Chinese characters intent of the first line of the paragraph. 0 point type, 1.5 spaced, (if there is a mathematical expression in the paragraph, the line spacing of the paragraph can be set according to the expression needs)</p>
<p>致谢 Acknowledgement</p>	<p>标题要求同各章标题，正文部分：宋体小四号，1.5 倍行距，段前段后 0 磅</p> <p>The title should be of the same format with other titles; the main part of the text: Simsun 12pt, 1.5 spaced, 0 point type</p>
<p>作者简历及攻读学位期间发表的学术论文与研究成果 Resume of the author and published academic papers and research results during the study</p>	<p>标题要求同各章标题，正文部分：宋体小四号（英文用 Times New Roman 体），1.5 倍行距，段前段后 0 磅，学术论文书写格式同参考文献</p> <p>The title should be of the same format with other titles, the main part: Simsun 12pt (Times New Roman for English), 1.5 spaced, 0 point type, the format of the thesis/dissertation should be the same with the references.</p>

## (8) 印刷及装订要求

### (8) Requirements for printing and binding

论文封面使用中国科学院大学统一的封面格式。学位论文用 A4 标准纸（210 mm×297 mm）打印、印刷或复印，按顺序装订成册。自中文摘要起双面印刷，之前部分单面印刷。中文摘要、英文摘要、目录、论文正文、参考文献、附录、致谢、作者简历及攻读学位期间发表的学术论文与研究成果等均须由另页右页开始。论文必须用线装或热胶装订，不使用钉子装订。封面用纸一般为 150 克花纹纸（需保证论文封面印刷质量，字迹清晰、不脱落），博士学位论文封面颜色为红色，硕士学位论文封面颜色为蓝色。

附件：1. 样张及格式范例

2. 学位类别中英文对照表

Adopt the format required by the University of Chinese Academy of Sciences for the thesis/dissertation cover. A thesis/dissertation should be printed on A4 standard paper (210 mm×297 mm) and then be bound into a book. Starting from the Chinese abstract, all pages should be printed double-sided. The parts before the Chinese abstract should be printed one-sided. Abstract in Chinese, abstract in English, table of contents, the main body, references, appendix, acknowledgments, the author's resume and a list of published papers and research results during study should be written in a separate page respectively. Besides, the thesis/dissertation must be

bound either by string or hot glue, not with staplers. Normally, the cover paper should weigh 150 grams and have good printing quality, with clear and long-lasting printing. In addition, a red cover should be used for a doctor's degree dissertation, and a blue one for a master's degree thesis.

Appendices:

1. Templates
2. Chinese English comparison table for degree categories

Appendix 1: Template 1



中国科学院大学  
University of Chinese Academy of Sciences

**Doctor's/ Master's Degree Thesis/Dissertation**

Choose "Doctor's" or "Master's" according to the degree you apply for

**Times New Roman, 15 pt in boldface**

**Author:** **Times New Roman, 14 pt in boldface**

**Supervisor:** **(Name, professional and technical titles, work address/1**

e.g. master of science, doctor of medicine, master of engineering, etc.

**Degree category:** **(Field of Disciplines or professional degree category/ Times New Roman, 14 pt in boldface)**

Secondary discipline, such as Genetics

**Discipline:** **Times New Roman, 14 pt in boldface**

**Institute or school:**

Full name of the institute or school  
Times New Roman, 14 pt in boldface

**June 2016**

Times New Roman, 14 pt in boldface, fill in June if graduate in summer and December if in winter

Template 2

**Title-15 pt in Times New Roman and centered**

**A dissertation/thesis submitted to**  
**University of Chinese Academy of Science**  
**in partial fulfillment of the requirement**

Dissertation for  
doctor's degree, thesis  
for master's degree

**for the degree of**

Times New Roman, 14  
pt, in boldface

**Doctor/Master of [discipline]**

**in [major]**

**By**

Choose "Doctor's" or "Master's"  
according to the degree you apply  
for; for academic doctoral degree,  
fill in "Doctor of Philosophy"; for  
academic master's degree, fill in  
fields of disciplines, such as Master  
of Natural Science; for professional  
degree, fill in degree categories,  
such as Doctor of Engineering,  
Master of Business Administration

**[Author's name in English, 14 pt in boldface, Times New Roman]**

**Supervisor: Professor Li Sitian**

Full name, Times New  
Roman, 14 pt, in  
boldface

**[institute or school]**

**June 2016**

Times New  
Roman 14 pt, in  
boldface

# 中国科学院大学

## 研究生学位论文原创性声明

本人郑重声明：所提交的学位论文是本人在导师的指导下独立进行研究工作所取得的成果。尽我所知，除文中已经注明引用的内容外，本论文不包含任何其他个人或集体已经发表或撰写过的研究成果。对论文所涉及的研究工作做出贡献的其他个人和集体，均已在文中以明确方式标明或致谢。

作者签名：

日 期：

### Statement of originality of degree thesis/dissertation

I declare that this thesis/dissertation is the result of my independent research under the instruction of my supervisor. To the best of my knowledge, this thesis does not contain any research results that have been published or written by other individuals or groups, except for the citations. Other individuals and groups who have made contributions to the research have been mentioned or acknowledged in this thesis/dissertation.

Signature:

Date:

# 中国科学院大学

## 学位论文授权使用声明

本人完全了解并同意遵守中国科学院有关保存和使用学位论文的规定，即中国科学院有权保留送交学位论文的副本，允许该论文被查阅，可以按照学术研究公开原则和保护知识产权的原则公布该论文的全部或部分内容，可以采用影印、缩印或其他复制手段保存、汇编本学位论文。

涉密及延迟公开的学位论文在解密或延迟期后适用本声明。

作者签名：

导师签名：

日 期：

日 期：

### **Authorization statement for thesis use**

I understand and abide by the regulations of the Chinese Academy of Sciences regarding the preservation and use of theses/dissertations, i.e. the Chinese Academy of Sciences has the right to preserve the copies of students' theses/dissertations, allow the theses/dissertations to be consulted, publish all or part of the theses/dissertations in accordance with the principles of openness in academic research and protection of intellectual property rights, and preserve and compile the theses/dissertations by photocopying, reprinting in a reduced format or other means of reproduction. This statement shall apply to classified and delayed theses/dissertations after the declassification or delay period.

Signature of the author:

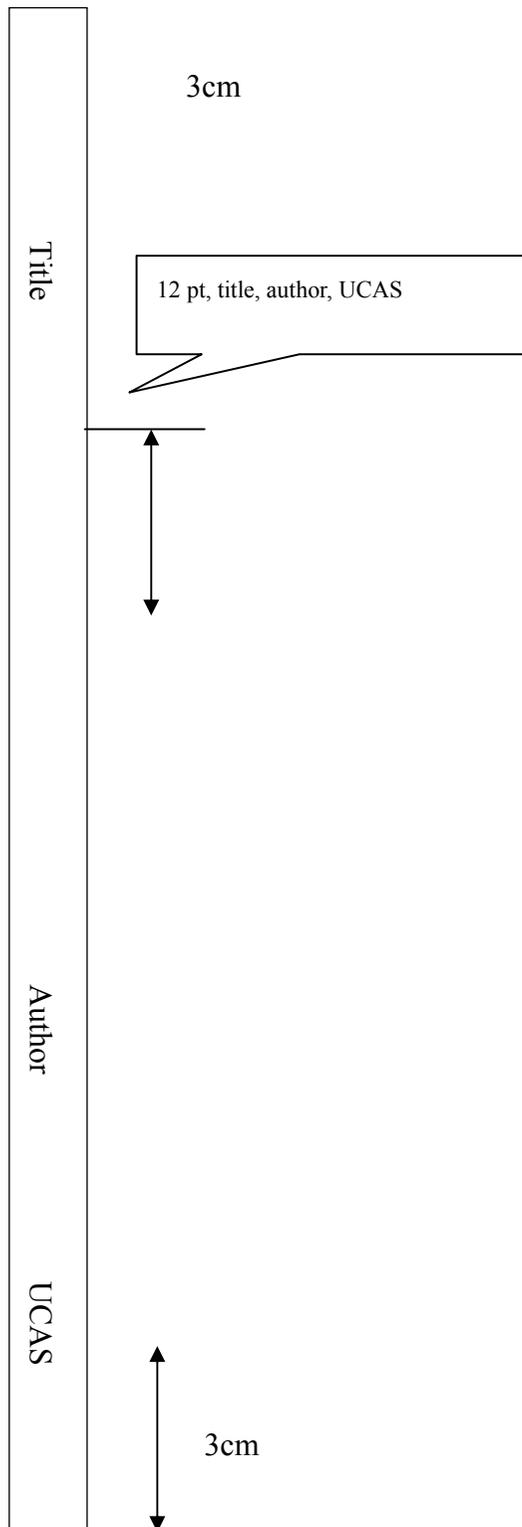
Signature of the supervisor:

Date:

Date:

**Template 4**

Spine (This page is for the spine only. Do not print it to be included in your thesis/dissertation.)



宋体小五号居中  
Simsun, 12pt, be centered

## 摘要 Abstract

二字间空一个汉字符位，黑体四号加粗居中，单倍行距  
one Chinese character space between the two characters, Simhei, centered with 14pt, single-spaced

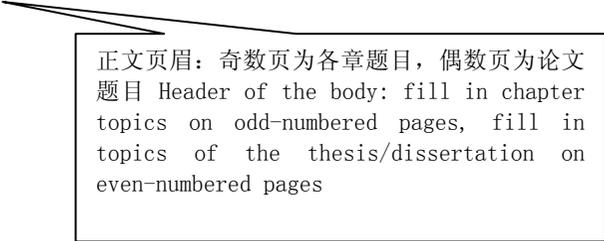
中文摘要、英文摘要、目录、论文正文、参考文献、附录、致谢、作者简历攻读学位期间发表的学术论文与研究成果等均须由另页右页开始  
Chinese abstract, English abstract, a table of content, the main body of the thesis/dissertation, references, appendices, acknowledgments, author's resume, academic papers and research results published during the author's study for the degree shall start from the right of the other page.

## 正文 The main body

宋体小四号，1.5倍行距，段前段后0磅  
Simsun, 12pt, 1.5 line spacing, 0 point type before the paragraph and 0 behind it

**关键词 key words:** 阿尔茨海默病，整合分析，物种形成，侵袭  
Alzheimer's Disease, Integrative Analysis, Speciation, Invasion

宋体小四号，1.5倍行距，“关键词”三字加粗  
Simsun, 12pt, 1.5 line spacing, the word "关键词" should be in bold



正文页眉：奇数页为各章题目，偶数页为论文  
题目 Header of the body: fill in chapter  
topics on odd-numbered pages, fill in  
topics of the thesis/dissertation on  
even-numbered pages

## Abstract

Times New Roman 小五号  
Times New Roman, 9pt

Times New Roman 四号加粗居中，单倍行距，段前 24 磅，段后 18 磅  
Times New Roman, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph while 18 behind it

## Abstract text

Times New Roman 小四号，1.5 倍行距，段前段后 0 磅 Times New Roman, 12pt, 1.5 line spacing, 0 point type before and after the paragraph

**Key Words:** Alzheimer's Disease, Integrative Analysis, Speciation, Invasion

Times New Roman 小四号，1.5 倍行距，“Key Words”加粗  
Times New Roman, 12pt, 1.5 line spacing, “key words” should be in bold

章标题：黑体四号，单倍行距，段前6磅，段后0磅，两端对齐，页码右对齐  
 Chapter title: Simhei, 14pt, single-spaced, 6 point type before the paragraph and 0 behind it, align ends, right-justify the page number

标题：二字间空一个汉字符位，黑体四号加粗居中，单倍行距段前24磅，段后18磅  
 Title: one Chinese character space between the two characters, Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph and 18 behind it

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## 第 1 章 引言

一级节标题：黑体小四号顶左，单倍行距，段前 24 磅，段后 6 磅，序号与题名间空一个汉字符位  
First-level section title: Simhei, 12pt, to the left of the page, single-spaced, 24 point type before the paragraph and 6 behind it, space the number and the title by one Chinese character

章标题：黑体四号加粗居中，单倍行距，段前 24 磅，段后 18 磅，章序号与章名间空一个汉字符位

Chapter title: Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph while 18 behind it, space the chapter number and the title by one Chinese character

### 1.1 研究背景 Research background

正文 The main body

段落文字：宋体小四号（英文用 Times New Roman 体 12 磅），左端对齐书写，段落首行左缩进两个汉字符。1.5 倍行距（段落中有数学表达式时，可根据需要设置该段的行距），段前 0 磅，段后 0 磅

Paragraph text: Simsun, 12pt (Times New Roman for English, 12pt), left end aligned, first line indented by two Chinese characters. 1.5 line spacing (when there is a mathematical expression in a paragraph, you can set the line spacing of the paragraph as needed), 0 point type before the paragraph and 0 behind it

论文正文必须右页另起，页码用阿拉伯数字编写，右页右对齐，左页左对齐

The main body of the thesis/dissertation must start from the right page, with the page numbers written in Arabic numerals, the right page aligned to the right, and the left page aligned to the left

## 第 2 章 XXXX

Chapter II xxxx

.....

3.1 节标题 Section title

.....

分章节撰写时每章应另起一页

Each chapter should be written on a separate page

二级节标题：黑体小四号顶左，单倍行距，段前 12 磅，段后 6 磅，序号与题名间空一个汉字符位  
Second-level section title: Simhei, 12pt, to the left of the page, single-spaced, 12 point type before the paragraph and 6 behind it, space the number and the title by one Chinese character

.....

#### 3.3.4 变异性 Variability

.....

标题：黑体四号加粗居中，1.5 倍行距，段前 24 磅，段后 18 磅  
Title: Simhei, 14pt, in bold and centered, 1.5 line spacing, 24 point type before the paragraph and 18 behind it

## 参考文献

### References

Betts LR, Taylor CP, Sekuler AB, et al. Aging reduces center-surround antagonism in visual motion processing[J]. *Neuron*: 2005, 45: 361-366.

Bravo H, Olavarria J, Torrealba F. Comparative study of visual inter and intrahemispheric cortico-cortical connections in five native Chilean rodents[J]. *Anat Embryol(Berl)*: 1990, 181:67-73.

.....

注释正文：宋体五号(英文用 Times New Roman 体)，1.5 倍行距，段前段后 0 磅，续行缩进两个字符左对齐  
Notes of the main body: Simsun, 10.5 pt( Times New Roman for English), 1.5 line spacing, 0 point type before and behind the section of the paragraph, indent the continuation line by two characters and align it to the left

One Chinese character space between the two words

二字间空一个汉字符位

附录 ×××××

Appendix

黑体四号加粗居中，单倍行距，段前24磅，段后18磅，附录二字与题名间空一个汉字符位

Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph while 18 behind it, one Chinese character space between the word "附录" 附录" (appendix) and the title

.....

正文部分：宋体小四号（英文用 Times New Roman 体），两端对齐书写，段落首行左缩进两个汉字符。1.5 倍行距（段落中有数学表达式时，可根据需要设置该段的行距），段前0磅，段后0磅。

The body part: Simsun, 12pt( Times New Roman for English ), justified, with the first line of the paragraph indented by two Chinese character to the left. 1.5 line spacing (when there is a mathematical expression in a paragraph, line spacing of the paragraph can be set as needed ), 0 point type before and behind the paragraph.

二字间空一个汉字符，黑体四号加粗居中，单倍行距，段前 24 磅，段后 18 磅  
One Chinese character space between the two words, Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph and 18 behind it

**致 谢**  
**Acknowledgments**

正文 The main body

宋体小四号，1.5 倍行距，段前段后 0 磅  
Simsun, 12pt, 1.5 line spacing, 0 point type before and behind the paragraph

2016 年 6 月  
June, 2016

黑体四号加粗居中，单倍行距，段前 24 磅，段后 18 磅  
Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph, 18 behind the paragraph

## 作者简历及攻读学位期间发表的学术论文与研究成果

### Author's Resume and Academic Papers and Research Results Published During the Author's Degree Study

作者简历: Resume

××××年××月—××××年××月

一般应包含教育经历和工作经历

I received my bachelor's degree from

Education experiences and work experiences normally included

study period from xx, xxxx to xx, xxxx (time: month, year)

××××年××月—××××年××月，在××大学××院（系）获得硕士学位。

I received my master's degree from xx college (department) of xx university during a study period from xx, xxxx to xx, xxxx (time: month, year).

××××年××月—××××年××月，在中国科学院××研究所（或中国科学院大学××院系）攻读博士/硕士学位。

I study for a doctor's/master's degree in the xx institute of University of Chinese Academy of Sciences (or xx department of University of Chinese Academy of Sciences).

获奖情况:

Awards:

工作经历:

Work experiences:

宋体小四号（英文用 Times New Roman 体），1.5 倍行距，段前段后 0 磅  
Simsun, 12pt(Times New Roman for English), 1.5 line spacing, 0 point type before and behind the paragraph

已发表（或正式接受）的学术论文：（书写格式同参考文献）

Published (or officially accepted) academic papers: (written in the same format as references)

申请或已获得的专利：（无专利时此项不必列出）

Patents applied for or obtained: (this item need not be listed if there is no patent)

参加的研究项目及获奖情况:

Research projects and awards:

## 附件 2

## Annex 2

**学位类别中英文对照表**  
**Bilingual Table (Chinese and English) for Degree Categories**

学位类别 Degree Categories	中文名称 Chinese	英文名称 English
学术型学位 Academic degree	学术型博士	Doctor of Philosophy
	哲学硕士	Master of Philosophy
	经济学硕士	Master of Economics
	法学硕士	Master of Law
	教育学硕士	Master of Education
	文学硕士	Master of Literature
	理学硕士	Master of Science
	工学硕士	Master of Science in Engineering
	农学硕士	Master of Agriculture
	医学硕士	Master of Medicine
	管理学硕士	Master of Management Science
专业学位 Professional degree	工程博士	Doctor of Engineering
	金融硕士	Master of Finance
	应用统计硕士	Master of Applied Statistics
	应用心理硕士	Master of Applied Psychology
	翻译硕士	Master of Translation and Interpreting
	工程硕士	Master of Engineering
	农业硕士	Master of Agriculture
	药学硕士	Master of Pharmacy
	工商管理硕士	Master of Business Administration
	公共管理硕士	Master of Public Administration
	工程管理硕士	Master of Engineering Management

注：根据国务院学位委员会办公室、教育部研究生工作办公室编制《授予博士硕士学位和培养研究生的学科专业简介》及全国专业学位教育指导委员会网站信息整理。

Notes: This table is based on the "Brief Introduction of Disciplines and Specialties for Granting Doctoral and Master's Degrees and Training Postgraduates" authorized by the State Council's Academic Degrees Committee Office and the Ministry of Education's Graduate Work Office and on the website information of the National Professional Degrees Education Steering Committee.



# 奖学金

Scholarship



# 中国科学院大学“中国科学院与发展中国家 科学院院长奖学金计划”实施细则

## Implementation Regulations of University of Chinese Academy of Sciences on CAS-TWAS President's Fellowship Program

校发际字〔2015〕103号

XIAOFAJIZI (2015) No. 103

### 第一章 总 则

#### Chapter I General Provisions

**第一条** 为做好“中国科学院—发展中国家科学院院长奖学金计划”的实施工作，充分发挥奖学金计划的作用，根据《中国科学院—发展中国家科学院院长奖学金计划实施办法》（科发际字〔2014〕110号），结合中国科学院大学（简称“国科大”）实际，制定本细则。

**Article 1** These regulations are formulated with a view to ensuring the implementation and fully exerting the effect of CAS-TWAS President's Fellowship Program. These regulations are established according to the Implementation Measures for CAS-TWAS President's Fellowship Program (KEFAJIZI [2014] No.110) and are based on the actual circumstances at University of Chinese Academy of Sciences (hereinafter referred to as 'UCAS').

**第二条** 本细则适用于国科大开展本计划的申请、评审和相关管理工作。

**Article 2** These regulations apply to the application, review and administration of the fellowship program.

**第三条** 本细则所称奖学金生是指获得本计划资助、在中国科学院所属研究院、所、台、站、中心等单位及国科大校部各院系（以下简称“培养单位”）接受研究生学历教育的外国来华留学生。

**Article 3** Fellowship awardees in these regulations refers to international students who are funded by the initiative to receive postgraduate education in China Academy of Sciences-affiliated research academies, institutes, observatories, stations, centers as well as UCAS schools and departments (hereinafter referred to as host institutes).

**第四条** 略。

**Article 4** Omitted.

## 第二章 资助内容

### Chapter II Scholarship Coverage

**第五条** 申请人免交报名费。奖学金生在学期间免交学费。

**Article 5** Applicants are exempt from application fees. Fellowship awardees are exempt from tuition fees during their studies.

**第六条** 奖学金生来华后生活费（含伙食、住宿、交通、保险、杂费等）在通过资格考试前为 7000 元/月，通过资格考试后为 8000 元/月。考试结果经资格考试委员会签字生效。

**Article 6** Fellowship awardees shall be paid a monthly stipend (including room and board, transportation, insurance and miscellaneous fees) of RMB 7,000 before they pass the qualification test, and RMB 8,000 after they pass the test. The test result comes into force upon signature by the Qualification Test Committee.

**第七条** 申请本奖学金计划时不在中国境内的奖学金生，其来华国际旅费补助及办理签证费用，在来华报到后一个月内，经本人向奖学金办提出书面申请，并提供相关单据原件，予以实报实销。

**Article 7** Fellowship awardees who are not within the territory of China when they apply for the fellowship program may apply for imbursement of their international travelling expenses and visa expenses. They shall submit written applications to the Scholarship Office in person within a month after registration, with relevant (original) documents provided.

**第八条** 略。

**Article 8** Omitted.

**第九条** 本奖学金计划生活费资助期限不超过 4 年，具体起止时间以国科大录取通知书上的规定为准。

**Article 9** The stipend duration of the fellowship program shall be no longer than 4 years. The beginning and ending of the duration are subject to the time specified in the UCAS Letter of Admission.

## 第三章 申请与审核

### Chapter III Application and Review

**第十条** 申请人须符合下列条件：符合国科大外国博士生的入学条件；得到导师及培养单位的推荐；熟练掌握英语或汉语；原则上不超过三十五周岁（从申请当年 12 月 31 日起算）；未获得其他各类奖学金的资助。中国境内高校在读博士生不能申请。

**Article 10** Applicants shall meet the following criteria: meet the admission requirements for UCAS international doctoral students; have recommendations from their respective supervisors and host institutes; have proficiency in English or Chinese; be under the age of 35 (by December

31<sup>st</sup> of the year of application) in principle; not be the awardee of any other scholarship. Doctoral students from universities within the territory of China are not eligible to apply.

**第十一条** 申请人按照本计划当年度公布的申请办法的规定提出申请。申请人不得同时向其他大学提交申请，不得同时向国科大两个培养单位提交申请材料，亦不得同时填报同一个培养单位的两名导师。

**Article 11** Applicants shall submit applications according to the application regulations released each year. Applicants shall not submit applications to other universities, to two UCAS host institutes or to two supervisors in the same host institute at the same time.

**第十二条** 本计划每年集中评审一次，分初评和终评两个阶段，于4、5月份进行。

**Article 12** Applications for the fellowship program shall be reviewed annually. The annual review shall be conducted in April and May, consisting of two stages: a preliminary review and a final review.

**第十三条** 略。

**Article 13** Omitted.

**第十四条** 略。

**Article 14** Omitted.

#### 第四章 培养与管理

##### Chapter IV Training and Administration

**第十五条** 奖学金生按国科大录取通知书规定的要求和日期，到国际学院报到入学。因客观原因无法按时报到的，应事先书面请假。奖学金资格保留期限自注册截止日算起，最长不超过2个月。

**Article 15** Fellowship awardees shall register on the assigned date in the Letter of Admission at the International College. Those who are unable to register on time shall submit an application for approval in advance. The fellowship could be retained for no longer than 2 months from the registration deadline.

**第十六条** 奖学金生报到入学后，须参加为期4个月的汉语和中国文化课程学习，以及累计不少于2个月的高级专业课程学习和相关学术活动。

**Article 16** Fellowship awardees shall attend a four-month compulsory course in Chinese Language and Culture and participate in advanced specialized courses and relevant academic activities for at least 2 months in total.

**第十七条** 奖学金生需在入学后一年内参加并通过国际学院组织的博士候选人资格考试，方可进行博士学位论文选题、研究和答辩。资格考试一般于每学年春秋两季期末举行，考试结果一般于4月和9月公布。对于在规定期限内连续两次未通过资格考试者，依照国科大相关规定，免去其奖学金生资格并终止其博士学习。

**Article 17** Fellowship awardees shall take and pass the qualification test of Ph.D. candidacy held by the International College in their first year before they are eligible for their Ph.D. dissertation proposal, research and oral examination. The qualification test is normally held at the end of the spring semester and autumn semester each academic year, with the results announced in April and September respectively. For those who fail to pass the qualification examination twice in succession within the stipulated period, their scholarships shall be terminated and Ph.D. studies discontinued according to relevant UCAS regulations.

**第十八条** 奖学金生在资助期间取得的科研成果和发表的论文，需同时署名国科大和所在培养单位，并注明“Sponsored by CAS-TWAS President’s Fellowship for International Doctoral Students”或同等含义的其它语言文字。

**Article 18** Any fellowship awardee who has made achievements in scientific research and has papers published during the sponsored period should specify his/her work unit as both UCAS and his/her host institute and state that the achievements were sponsored by CAS-TWAS President’s Fellowship for International Doctoral Students or other similar words with the same meaning.

## 第五章 经费管理

### Chapter V Fund Management

#### **第十九条** 奖学金生活费的发放

##### **Article 19** Payment of living stipends

(一) 由国科大自入学之日起定期发给奖学金生本人。

(1) The stipend shall be transferred to the fellowship awardee by UCAS on a monthly basis from the date when the awardee registers.

(二) 新生在当月十五日（含十五日）之前注册的，发给全月生活费；在十五日以后注册的，发给半月生活费。

(2) A full-month stipend shall be transferred to new students who register before the 15<sup>th</sup> of a given month (including the 15<sup>th</sup>), while a half-month stipend shall be transferred to new students who register after the 15<sup>th</sup> of a given month.

(三) 在国科大（研究所）规定的假期内离校（离所）休假时照常发放。

(3) Stipends shall be paid as usual when the fellowship awardee takes leave from campus/institutes during vacation days allotted by UCAS/CAS institutes.

(四) 毕业生发至国科大确定的毕业当月。

(4) Stipends shall be paid to graduates till the month of their graduation as confirmed by UCAS.

#### **第二十条** 奖学金生活费的中止发放和恢复发放

##### **Article 20** Suspension and renewal of living stipends

(一) 奖学金生未经培养单位许可，擅自离校或离所累计超过十天（含十天）的，停发当月半个月生活费；累计超过十五天（含十五）的，停发当月全月生活费。

(1) For fellowship awardees who leave campus/institutes for ten days or more without permission from their respective host institutes, a half-month stipend for the given month shall be suspended; for those who leave for fifteen days or more, a full-month stipend for the given month shall be suspended.

(二) 奖学金生经国科大批准休学的，其奖学金资格最长可保留一年。休学期间奖学金生活费停止发放，一切费用自理。

(2) For fellowship awardees who suspend their studies with permission from UCAS, their fellowship qualifications shall be retained for a maximum of one year. During the suspension, all stipends are suspended and all the relevant expenses shall be covered by themselves.

(三) 对休学后按规定复学的奖学金生，其生活费自复学当月起恢复发放。

(3) For fellowship awardees who resume their studies after suspension according to regulations, their stipends shall be renewed from the month of the resumption.

#### **第二十一条 奖学金生生活费的终止发放**

##### **Article 21 Termination of living stipends**

(一) 奖学金生被取消奖学金资格的，自批准之日起终止发放其生活费。

(1) For fellowship awardees who have their fellowship cancelled, their stipends shall be terminated from the day of approval.

(二) 奖学金生转学到其他院校的，自批准之日起，注销其奖学金生资格，终止发放其生活费。

(2) For fellowship awardees who transfer to another university/college, their fellowships are cancelled and stipends shall be terminated from the day of approval.

(三) 对退学或结业回国的奖学金生，自批准之日起，终止发放其生活费。

(3) For fellowship awardees who withdraw from school or return to their home countries upon completion of their studies, their stipends shall be terminated from the day of approval.

(四) 因各种原因受到勒令退学或开除学籍处分的奖学金生，取消其奖学金生资格，自批准之日起终止发放其生活费。

(4) For fellowship awardees who are expelled or dismissed from the university for various reasons, their fellowships shall be cancelled and stipends terminated from the day of approval.

**第二十二条 奖学金生培养与管理费每年划拨一次，由奖学金办依据学籍和奖学金资格状态拨付培养单位，并经培养单位划拨给导师。**

**Article 22 Training and administration funds for fellowship awardees shall be allocated via their respective host institutes to their supervisors annually by Scholarship Office depending on their registration and fellowship status.**

**第二十三条** 奖学金生在资助期内提前完成学业的，剩余培养与管理费由培养单位依据中科院和国科大相关财务规定管理。

**Article 23** For fellowship awardees who complete their studies earlier than the fellowship duration, their remaining training and administration funds shall be in the charge of their respective host institutes according to relevant CAS and UCAS financial regulations.

## 第六章 附 则

### Chapter VI Supplementary Provisions

**第二十四条** 本规定未尽事宜，依据国家相关法律法规及国科大有关规定执行。

**Article 24** Issues not mentioned herein shall be addressed in line with relevant laws and regulations of the state and relevant regulations of UCAS.

**第二十五条** 本细则由奖学金办负责解释。

**Article 25** The Scholarship Office shall be responsible for the interpretation of these regulations.

**第二十六条** 本细则自公布之日起实施。

**Article 26** These regulations shall come into effect on the date of issuance.

# 中国科学院大学国际学生奖学金管理办法

## Administrative Measures for UCAS Scholarships for International Students

校发际字〔2015〕104号

XIAOFAJIZI (2015) No. 104

### 第一章 总 则

#### Chapter I General Provisions

**第一条** 中国科学院大学（简称“国科大”）设立“中国科学院大学国际学生奖学金”（简称“国科大奖学金”），用于招收热爱科研、品学兼优的国际学生来校就读。为规范管理，充分发挥奖学金的作用，制定本办法。

**Article 1** University of Chinese Academy of Sciences (hereinafter UCAS) awards UCAS Scholarships for International Students (hereinafter referred to as UCAS Scholarships) to academically qualified incoming international students. These measures are formulated with a view to performing its administration and exerting its effect.

**第二条** 本奖学金的英文全称为 UCAS Scholarships for International Students，英文简称为 UCAS Scholarships。

**Article 2** The full name of the scholarship is ‘UCAS Scholarships for International Students’, hereinafter referred to as UCAS Scholarships for short.

**第三条** 本奖学金的申请、评审和管理等相关事宜，适用本办法。

**Article 3** These measures apply to the application, review and administration of the scholarship.

**第四条** 本奖学金支持以下四个项目：

**Article 4** The scholarship supports:

（一）硕士生项目：用以支持来校全日制攻读硕士学位的国际学生；

(1) Master’s Programs: international students enrolled in full-time master’s degree programs at UCAS;

（二）博士生项目：用以支持来校全日制攻读博士学位的国际学生；

(2) PhD. Programs: international students enrolled in full-time doctoral degree programs at UCAS;

（三）进修生项目：用以支持来校全日制进修的国际学生；

(3) Programs for Visiting Students: international students enrolled in full-time programs for visiting students at UCAS;

(四) 联合培养项目：用以支持来校联合培养的世界著名高校在读研究生。

(4) Joint Training Programs: postgraduate students from world-renowned universities enrolled in joint-training programs at UCAS.

**第五条** 略。

**Article 5** Omitted.

## 第二章 资助内容

### Chapter II Scholarship Coverage

**第六条** 国科大奖学金分全额和部分奖学金两类。

**Article 6** UCAS Scholarships include full scholarships and partial scholarships.

(一) 全额奖学金内容包括免交学费、提供基本住宿、生活费和医疗保险四项；

(1) Full scholarships include tuition waivers, basic accommodation, a living stipend and medical insurance.

(二) 部分奖学金为全额奖学金中的一项或几项内容。

(2) Partial scholarships include one or more items from full scholarships.

**第七条** 生活费资助标准，硕士生不低于 3000 元/月·人，博士生不低于 3500 元/月·人。其中，硕士生 2000 元/月·人、博士生 2500 元/月·人由国科大直接提供；其余部分由培养单位或导师以助研奖学金的形式，根据奖学金生的表现提供。国科大根据情况变化，适时调整资助标准。

**Article 7** The living stipend: master's students shall receive a living stipend of no less than RMB 3,000 per person per month; doctoral students shall receive no less than RMB 3,500 per person per month, of which RMB 2,000 for master's students and RMB 2,500 for doctoral students per person per month shall be provided by UCAS. The remaining amount shall be provided by their respective host institutes or supervisors in the form of research assistantship on the basis of their performance. UCAS shall make timely adjustments to the amount of the living stipend according to any change in condition.

**第八条** 基本住宿由国科大和培养单位分段式提供

**Article 8** Basic accommodation shall be provided by UCAS or their respective host institutes according to their study periods.

(一) 在国科大集中教学期间，全额奖学金获得者和部分奖学金获得者基本住宿由国科大提供，免交基本住宿费。

(1) During the campus period, full scholarship and partial scholarship awardees shall be provided basic accommodation by UCAS with the basic accommodation fee waived.

(二) 在京区培养单位学习期间，全额奖学金获得者基本住宿由国科大提供，免交基本住宿费；部分奖学金获得者基本住宿由培养单位提供，按培养单位规定支付相关费用。

(2) During the study period in their host institutes in Beijing, full scholarship awardees shall be provided basic accommodation by UCAS with the basic accommodation fee waived; partial scholarship awardees shall be provided basic accommodation by their respective host institutes, paying relevant fees according to the regulations of the institutes.

(三) 在京外培养单位学习期间，全额奖学金获得者和部分奖学金获得者基本住宿由培养单位提供，按培养单位规定支付相关费用。

(3) During the study period in their host institutes outside Beijing, full scholarship and partial scholarship awardees shall be provided basic accommodation by their respective host institutes, paying relevant fees according to the regulations of the institutes.

**第九条** 奖学金资助期限：博士生、硕士生项目一般不超过 36 个月；进修生项目一般 6 至 24 个月；联合培养项目根据相关协议规定，一般 3 至 24 个月。具体起止时间以国科大录取通知书上的规定为准。

**Article 9** Scholarship duration: scholarships for Ph.D. programs and Master's programs are normally awarded for no longer than 36 months; for programs for visiting students, normally 6 to 24 months; for joint training programs, normally 3 to 24 months, depending on relevant agreements. The beginning and end of the duration shall be subject to the time specified in the UCAS Letter of Admission.

### 第三章 奖学金的申请和评审

#### Chapter III Scholarship Application and Review

**第十条** 奖学金申请人的资格

**Article 10** Eligibility criteria

(一) 符合国科大国际学生的入学条件；

(1) Applicants should meet the admission requirements for UCAS international students.

(二) 关于年龄和身体状况：

(2) About age and physical condition:

1. 硕士生项目：申请时年龄不超过 30 周岁，身体健康；

1. Master's Programs: applicants should be under the age of 30 and in good physical condition at the time of application;

2. 博士生项目：申请时年龄不超过 35 周岁，身体健康；

2. Ph.D. Programs: applicants should be under the age of 35 and in good physical condition at the time of application;

3. 进修生项目：申请时年龄不超过 40 周岁，身体健康；

3. Programs for Visiting Students: applicants should be under the age of 40 and in good physical condition at the time of application; and

4. 联合培养项目：身体健康，年龄不限。

4. Joint Training Programs: applicants should be in good physical condition irrespective of age.

(三) 得到导师及培养单位的推荐及承诺支付助研奖学金、提供住房或房补；

(3) Applicants should have recommendations from their respective host supervisors and institutes as well as their promises to pay research assistantship and provide accommodation or an accommodation subsidy.

(四) 未获得其他各类奖学金的资助。

(4) Applicants should not be the awardee of any other scholarships.

中国境内高校在读研究生不能申请（应届毕业生除外）。

Postgraduate students from universities within the territory of China (except for recent graduates) are not eligible to apply.

**第十一条** 申请人按照本奖学金每年公布的申请办法或指南提出申请。开始申请日期为每年 11 月 1 日，截止申请日期为次年 3 月 31 日。

**Article 11** Applicants shall submit applications according to the application regulations or guidelines released each year. The application opens on November 1<sup>st</sup> each year and closes on March 31<sup>th</sup> the following year.

**第十二条** 每年 4、5 月份组织专家进行评审。

**Article 12** Applications shall be reviewed by experts in April or May each year.

**第十三条** 略。

**Article 13** Omitted.

**第十四条** 略。

**Article 14** Omitted.

**第十五条** 略。

**Article 15** Omitted.

## 第四章 培养与管理

### Chapter IV Training and Management

**第十六条** 奖学金生按国科大录取通知书规定的要求和日期，到指定地点报到入学。无法按时报到的，应事先书面请假。奖学金资格保留期限自注册截止日算起，最长不超过 2 个月。

**Article 16** Scholarship students shall register on the assigned date in the Letter of Admission at the designated places. Those who are unable to register on time shall submit an application for approval in advance. The scholarships could be retained for no longer than 2 months from the registration deadline.

**第十七条** 博士奖学金生须在入学后一年内到国科大国际学院参加为期四个月的汉语培训和中国文化课程学习；须在集中教学结束后一年内通过资格考试。对于在规定期限内未通过资格考试者，免去其奖学金生资格并终止其博士阶段的学习。

**Article 17** Ph.D. scholarship students shall attend four-months of compulsory courses in Chinese Language and Culture at the International College of UCAS in the first year, and pass the qualification test within a year after the end of the centralized training. For those who fail to pass the qualification exam within the stipulated period, their scholarship shall be terminated and Ph.D. studies discontinued.

**第十八条** 硕士奖学金生须在入学后一年内完成培养计划规定的课程学习。可在第 3 或第 4 学期，经导师和培养单位同意，申请参加资格考试。考试通过的，经本人申请、导师和培养单位推荐，可在同等条件下优先获得本奖学金博士生项目的资助，自第 5 学期起转入博士阶段的学习和享受博士奖学金生待遇。

**Article 18** Master's scholarship students shall complete all the courses stipulated in the training plan in the first year. They may apply to take the qualification test in the third or fourth semester with consent from their respective supervisor and host institute. Those who pass the exam, with submitted application and recommendations from their respective supervisor and host institute, shall be given priority over other applicants for Ph.D. scholarships. They shall be transferred to Ph.D. programs and receive Ph.D. scholarships beginning from the fifth semester.

**第十九条** 奖学金生应按培养计划完成学业，原则上不能更换专业、导师或培养单位。如遇特殊情况，确需更换专业、导师和培养单位的，需经导师同意，由培养单位报国科大审批。

**Article 19** Students sponsored by scholarships shall complete their studies according to the training plan. They shall not change their major, supervisor or host institute in principle. In case of special circumstances where a change is needed, students shall submit their application to UCAS via their respective host institute with consent from their respective supervisor.

**第二十条** 奖学金生在资助期间取得的科研成果和发表的论文，需同时署名中国科学院大学和培养单位，并注明“Sponsored by UCAS Scholarship for International Students”。

**Article 20** Any fellowship awardee who has made achievements in scientific research and has papers published during the sponsored period should specify his/her work unit as both UCAS and his/her host institute and state that the achievements were sponsored by CAS-TWAS President's Fellowship for International Doctoral Students or other similar words with the same meaning.

## 第五章 经费管理

### Chapter V Fund Management

#### 第二十一条 奖学金生活费的发放

##### **Article 21** Payment of scholarship stipends

(一) 由国科大自入学之日起定期发给奖学金生本人。

(1) The living stipend shall be transferred to the scholarship student by UCAS on a monthly basis from the date when the student registers.

(二) 新生在当月十五日（含十五日）之前注册的，发给全月生活费；在十五日以后注册的，发给半月生活费。

(2) A full-month stipend shall be transferred to new students who register before the 15<sup>th</sup> of a given month (including the 15<sup>th</sup>), while a half-month stipend shall be transferred to new students who register after the 15<sup>th</sup> of a given month.

(三) 在国科大（研究所）规定的假期内离校（所）休假时照常发放。

(3) Stipends shall be paid as usual when the scholarship student takes leave from campus/institute during vacation days allotted by UCAS/CAS institutes.

(四) 毕业生发至国科大确定的毕业当月。

(4) Stipends shall be paid to graduates till the month of their graduation as confirmed by UCAS.

#### 第二十二条 奖学金生活费的中止发放和恢复发放

##### **Article 22** Suspension and renewal of stipends

(一) 奖学金生未经培养单位许可，擅自离校（所）累计超过十天（含）的，停发当月半个月生活费；累计超过十五天（含）的，停发当月全月生活费。

(1) For scholarship awardees who leave campus/their respective institute for ten days or more without permission from their respective host institute, a half-month stipend for the given month shall be suspended; for those who leave for fifteen days or more, a full-month stipend for the given month shall be suspended.

(二) 奖学金生经国科大批准休学的，其奖学金资格最长可保留一年。休学期间，奖学

金生活费停止发放，一切相关费用自理。

(2) For scholarship students who suspend their studies with permission from UCAS, their scholarship qualifications shall be retained for a maximum of one year. During the suspension, all stipends are suspended and all the relevant expenses shall be covered by themselves.

(三) 对休学后按规定复学的奖学金生，其生活费自复学当月起恢复发放。

(3) For scholarship students who resume their studies after suspension according to regulations, their stipends shall be renewed from the month of the resumption.

### **第二十三条 奖学金生生活费的终止发放**

#### **Article 23 Termination of scholarship stipends**

(一) 奖学金生被取消奖学金资格的，自批准之日起终止发放其生活费。

(1) For scholarship students who have their scholarship cancelled, their stipends shall be terminated from the day of approval.

(二) 奖学金生转学到其他院校的，自批准之日起，注销其奖学金生资格，终止发放其生活费。

(2) For scholarship students who transfer to another university/college, their scholarships shall be cancelled and stipends shall be terminated from the day of approval.

(三) 对退学或结业回国的奖学金生，自批准之日起，终止发放其生活费。

(3) For scholarship students who withdraw or return to their respective country upon completion of their studies, their stipends shall be terminated from the day of approval.

(四) 因各种原因受到勒令退学或开除学籍处分的奖学金生，取消奖学金生资格，自批准之日起终止发放其生活费。

(4) For scholarship students who are expelled or dismissed from the university for various reasons, their scholarships shall be cancelled and stipends shall be terminated from the day of approval.

**第二十四条** 奖学金生在资助期内提前完成学业的，剩余培养与管理费由培养单位依据中科院和国科大相关财务规定管理。

**Article 24** For scholarship students who complete their studies earlier than the scholarship duration, their remaining training and administration funds shall be in the charge of their respective host institutes according to relevant CAS and UCAS financial regulations.

## **第六章 附 则**

### **Chapter VI Supplementary Provisions**

**第二十五条** 本规定未尽事宜，依据国家相关法律法规及国科大有关规定执行。

**Article 25** Issues not mentioned herein shall be addressed in line with relevant laws and regulations of the state and relevant regulations of UCAS.

**第二十六条** 本管理办法自公布之日起施行，《中国科学院研究生院外国来华留学生奖学金管理办法（试行）》（院发外字〔2003〕56号）同时废止。

**Article 26** These measures shall come into effect on the date of issuance. The Administrative Measures for GUCAS Scholarship for International Students (Trial) (YUANFAWAIZI (2003) No.56) shall be abolished.

**第二十七条** 本管理办法由国科大国际合作处负责解释。

**Article 27** International Affairs Office of UCAS shall be responsible for the interpretation of these measures.

# 中国科学院大学国际学生奖学金评审委员会 工作条例

## Regulation of University of Chinese Academy of Sciences on the Work of the International Student Scholarship Review Committee

(2016年11月7日校长办公会议通过)

(Adopted at the President's Administrative Meeting on November 7, 2016)

**第一条** 为规范学校国际学生奖学金评审委员会（以下简称“评委会”）工作，更好发挥奖学金的作用，制定本工作条例。

**Article 1** This regulation is formulated to regulate the work of the International Student Scholarship Review Committee (hereinafter referred to as the Review Committee) and to bring the benefits of scholarships into full play.

**第二条** 评委会负责学校面向国际学生提供的各类奖学金的评审工作。主要职责：

**Article 2** The Review Committee is responsible for reviewing the international students' applications for scholarships provided by UCAS. The responsibilities include:

评审并决定奖学金获得者名单；

Reviewing and selecting scholarship recipients;

定期进行年度评审；

Reviewing scholarships annually;

处理国际学生奖学金争议事项。

Solving disputes that may occur.

**第三条** 评委会委员由学术造诣深厚、作风正派、热心于国际学生教育工作的专家、学者担任，任期3年。主任由学校主管国际学生工作的校领导担任。

**Article 3** The Review Committee consists of experts with academic excellence and moral integrity who are enthusiastic about the education of international students. The members shall be elected to a three-year term. The Chair will be elected from among the University leaders who oversee international student affairs.

**第四条** 评委会一般按学科分若干个专家组。每个专家组评委人数应不少于5人。具体人数及分组根据奖学金具体情况确定。

**Article 4** The Review Committee is divided into several expert groups. Each expert group shall consist of no less than five members. The number of members and the way of dividing the groups are determined by specific scholarship applications.

**第五条** 评委会委员应按时参加评审会。如无特殊理由,连续不参加会议 2 次及以上者,视为自动放弃委员资格。

**Article 5** The Review Committee members shall attend the review meeting on time. Absence of two consecutive meetings without justifiable reasons shall result in replacement of non-attending members.

**第六条** 评委会每年于 4、5 月份组织一次奖学金评审工作。评审工作可以通过会议、视频会议或函评等方式进行。遇有特殊情况,评委会主任可决定提前或推迟评审工作。

**Article 6** The scholarship review shall be conducted every April or May through meetings, video conferences or emails. The Chair has the right to conduct the review ahead of schedule or postpone the review under special circumstances.

**第七条** 评审工作由主任主持。主任未能参加时,由主任委托一名评委主持。

**Article 7** The meeting shall be hosted by the Chair. If the Chair cannot attend the meeting, a committee member shall be appointed by the Chair to host the meeting.

**第八条** 评委会采取无记名投票方式表决,所做出的决议须经参会委员过 1/2 同意方有效。表决结果由主任或其委托的评委当场宣布。

**Article 8** The decisions shall be made by secret votes of the Committee members. Decisions shall be approved with more than 1/2 of those voting and announced by the Chair or the committee member who is appointed by the Chair on the spot.

**第九条** 评委会日常工作由留学生办公室承担。

**Article 9** The International Students Office undertakes the routine work of the Review Committee.

**第十条** 本工作条例由国际合作处负责解释。

**Article 10** The International Affairs Office reserves the rights of final interpretation of the above articles.

图 书 馆

Library



# 中国科学院大学图书馆借阅管理规定

## Library Regulations of University of Chinese Academy of Sciences

校发图字〔2014〕67号

XIAOFATUZI [2014] No. 67

### 第一章 校园一卡通使用及退还

#### Chapter I Use and Return of the Campus Card

**第一条** 中国科学院大学（以下简称“国科大”）全体在读学生、教职工以及各类来校临时人员，均可凭国科大校园一卡通借阅图书，校园一卡通即作为借阅证。初次来馆的读者，须填写或修改本人基本信息。

**Article 1** All current students and faculty and staff of University of Chinese Academy of Sciences (hereinafter referred to as UCAS) and all people staying temporarily on campus can borrow books with a UCAS campus card, which is also used as a library card. First-time borrowers shall provide or change personal information.

**第二条** 校园一卡通按照国科大的有关规定在校园卡管理中心办理。校园一卡通遗失，读者可通过学校各个网点圈存机或校园一卡通网站（<http://carducas.ac.cn/web>）自助挂失，以及到校园卡管理中心现场挂失。如需补办，请读者须持本人有效证件（学生证/工作证/身份证），到国科大校园卡管理中心办理，并到图书馆重新填写相关信息。挂失前所有已被借出的图书由读者本人负责归还或赔偿。

**Article 2** Campus cards are issued by the Campus Card Management Center in accordance with UCAS rules and regulations. If a campus card is lost, the card holder can report the loss and deactivate the card by using the transfer machine on campus, by logging into the campus card portal (<http://carducas.ac.cn/web>), or by visiting the Campus Card Management Center. If a replacement card is needed, the card holder can get one at the Campus Card Management Center with valid credentials (student campus card / staff ID / citizen ID) and complete personal information again at the UCAS Library. All books borrowed before the lost card is deactivated shall be returned or compensated by the card holder.

**第三条** 学生办理离校、教职工调离本校时，须将所借图书全部还清，并办理停止借阅图书功能。

**Article 3** Upon graduation or termination of employment, students and staff shall return all the books borrowed and block the book-borrowing function of their card.

## 第二章 借还图书

### Chapter II Borrowing/Returning Books

**第四条** 除密集架书库外，图书一般实行开架借阅，读者凭本人校园一卡通（借阅证）入库选书，不得将食物等与借阅图书无关的物品带进书库。

**Article 4** Readers can walk through almost all the stacks but compact stacks to read and borrow books with a Campus Card (library card). No food or drinks are allowed in.

**第五条** 校园一卡通借阅图书只限本人使用，不得转借他人，否则图书借阅功能停止使用 1 个月。

**Article 5** Only the card holder can borrow books with his/her own Campus Card. The card cannot be lent to others for library use; otherwise, its library function will be suspended for a month.

**第六条** 每位读者最多可借图书 10 册，每册借期为 30 天。在没有其他读者预约的情况下，可续借 2 次，每次续期为 30 天，续借日期从操作第二天算起。外文原版书、工具书及院士捐赠书不外借，仅供在阅览室阅览。

**Article 6** Every reader can borrow up to ten books at one time, with a loan period of 30 days for each book borrowed. If there is no reservation from other readers, the borrowed books can be renewed twice, each with a loan period of 30 days, counting from the next day of the request. Original edition books in foreign languages, reference books, and the books donated by academicians can only be read in reading rooms and are not allowed to be borrowed.

**第七条** 读者可通过国科大图书馆网站首页（<http://lib.ucas.ac.cn>），进入借阅管理系统，根据需求续借、预约和管理所借图书。

**Article 7** Readers can enter the loan management system via the UCAS Library portal (<http://lib.ucas.ac.cn>) to renew or manage the books borrowed or to reserve books.

**第八条** 如某种图书复本已全部借出，读者可在图书流通阅览室或通过网络办理图书预约，一次最多可预约 2 册。读者有超期图书、欠款及借阅证过期，则不可预约。

**Article 8** When all copies of a book are checked out, readers can reserve the book in the circulating reading room or online. A reader can reserve at most two books at one time. But the readers with overdue books or unpaid fines or whose library card has expired cannot reserve books.

**第九条** 持有国科大校园卡管理中心发放的校园一卡通临时卡的读者，一次最多可借书 3 册，借期为 30 天，无续借期。

**Article 9** Readers holding a temporary Campus Cards issued by the UCAS Campus Card Center may borrow at most three books once, with a loan period of 30 days and no renewal.

### 第三章 阅览书刊

#### Chapter III Reading Books and Journals

**第十条** 读者凭本人校园一卡通可以在阅览室内阅览书刊，读者看完书刊后须把书刊放回原来的位置。

**Article 10** Readers holding a Campus Card can read books and journals in reading rooms. All books and journals should be put back after reading.

**第十一条** 阅览室中所有的期刊和报纸，以及院士捐赠的图书和图书馆规定不得外借的书刊，只准在室内阅览，任何人不得以任何理由、任何方式携带出室外。

**Article 11** All the newspapers and journals in the reading rooms, books donated by academicians and other library books that are intended for in-library use shall only be read within the library and not be taken out by anyone for any reason in any way.

**第十二条** 不准损坏和撕毁、裁剪书刊，否则一经发现，处以相应期刊全年价的罚款，图书按照第四章违约处理。

**Article 12** Damaging, ripping or cutting books and journals is prohibited. Violators will be fined the yearly subscription fee of the corresponding journals, or in the case of books, dealt with as per Chapter Four.

**第十三条** 违反相关规定者，将按馆内有关办法处理，对情节恶劣者，报请国科大相关部门处理。

**Article 13** Violators of the Regulations will be handled according to the rules of the Library. Severe violations will be reported to and handled by relevant departments of UCAS.

### 第四章 违约处理

#### Chapter IV Handling Violations

**第十四条** 读者所借图书逾期按 0.1 元/天·册，同时记录违章。前三天不扣款，第四天起连同前三天一并计入罚款。违章累计达到 5 次，校园一卡通的图书借阅功能停止使用 1 个月。

**Article 14** Anyone with overdue books shall be fined RMB 0.1 a day per book and the violation will be recorded. No fines are paid in the first three days, and they will accumulate until paid on the fourth day. When the violations add up to five times, the borrowing privileges of the Campus Card will be suspended for one month.

**第十五条** 读者应在假期内归还的图书，须在开学后 1 周内还清。超过 1 周按逾期处理，逾期天数从新学期开馆之日算起。

**Article 15** Books which expire during the winter and spring holidays shall be returned within one week after the new semester begins. Books that are not returned within this time period will be

considered overdue, and the overdue period starts from the library's opening date in the new semester.

**第十六条** 污损图书者，将视情节轻重予以 10 元以下或图书全价的赔偿。

**Article 16** Anyone defacing books will be fined no more than RMB 10 or the full price of the book, depending on the seriousness of the case.

**第十七条** 丢失图书在借期内声明者，给 2 个月期限设法赔偿（必须是完全相同版本的图书或经同意后可以是新版图书）。从借期期满日起算在此期间赔偿者，不予罚款。如无法赔偿，将按图书的价格进行不同程度赔偿（多卷图书按整套图书价），书价在 10 元以下的图书赔偿 50 元，10 元以上的按原价 5 倍赔偿。

**Article 17** Anyone declaring the loss of books within the loan period is given two months to compensate the library (with exactly the same edition or newer edition if permitted). If the borrower manages to compensate the library within the period starting from expiration date, he/she will not be fined. If not, the borrower will pay the fine according the price of the book (for multi-volume books, the price of the whole set): For a book worth less than RMB 10, the fine will be RMB 50; for a book worth RMB 10 or more, the fine will be 5 times the price of the book.

**第十八条** 遗失工具书、孤本书、珍贵图书，视具体情况按原书价 10 至 50 倍赔偿。

**Article 18** To compensate the library for lost reference books, the only extant copies and valuable books, borrowers shall pay 10 to 50 times the price of the book, depending on the situation.

**第十九条** 遗失图书经赔偿后又找到原书而无缺损者，可凭原收据退还赔款。

**Article 19** The Library accepts the return of lost books if they are found and kept intact, and provides refunds upon receiving the payment receipt.

**第二十条** 偷窃图书者，图书馆将报学校有关部门给予相应处理。

**Article 20** Book theft will be reported and handled by the relevant UCAS departments.

**第二十一条** 本馆所有罚款与赔书款，均纳入学校购书经费。

**Article 21** All fines and payments for buying replacement copies will be used by UCAS for purchasing books.

## 第五章 附 则

### Chapter V Supplementary Provisions

**第二十二条** 持有国科大校园一卡通的在读学生和教职工，可同时在中国科学院文献情报中心（简称“国科图”）借阅图书，借书要求按国科图相关规定实行。若馆际之间产生异议，以本规定为准。

**Article 22** All current students and faculty and staff holding a UCAS campus card can borrow books from the National Science Library, Chinese Academy of Sciences (abbreviated as

“NSL”). Borrowing books is regulated by the policies of the NSL. In case of a conflict between the regulations of the two libraries, these Regulations shall prevail.

**第二十三条** 本办法由国科大图书馆负责解释，自印发之日起施行。原《中国科学院研究生院教学资料中心借阅管理规定》（院发教字〔2007〕202号）同时废止。

**Article 23** The UCAS Library is responsible for the interpretation of these regulations, which come into effect on the date of issuance. The former Management Regulations of the Teaching Resources Center of Graduate School of Chinese Academy of Sciences (YUANFAJIAOZI (2007) No. 202) shall be abolished.

# 中国科学院大学图书馆电子资源使用管理办法(试行)

## Administrative Measures for the Use of Library Electronic Resources of University of Chinese Academy of Sciences (Trial)

校发图字〔2014〕66号

(XIAOFATUZI [2014] No. 66)

**第一条** 为规范中国科学院大学（简称“国科大”）图书馆电子资源的使用，信守国科大图书馆和中国科学院文献情报中心同各个电子资源出版商签订的使用协议，保障国科大授权用户和电子资源出版商的合法权益，依据《中华人民共和国著作权法》的有关规定，制定本管理办法。

**Article 1** These Administrative Measures are formulated in accordance with the Copyright Law of the People's Republic of China in order to regulate the use of e-resources of University of Chinese Academy of Sciences (hereinafter referred to as UCAS) Library, to honor the agreements signed by the UCAS Library and National Science Library, Chinese Academy of Sciences with e-resources publishers, and to safeguard the legitimate rights of the authorized users of UCAS and of e-resources publishers.

**第二条** 国科大所订购的电子资源，仅限于拥有国科大校园网上账户的用户在校园网 IP 地址范围内访问。

**Article 2** The e-resources subscribed by UCAS are intended only for visitation by users with a UCAS campus network access account within the campus network IP address range.

**第三条** 为尊重并维护原作者和出版者的知识产权利益，请读者严格遵守版权法的有关规定。授权用户出于个人的研究和学习目的，可以对网络数据库进行以下合理使用：

**Article 3** To respect and protect the intellectual property rights of authors and publishers, readers are expected to strictly abide by copyright laws and regulations. Authorized users may use online databases for personal research and academic purposes in the following ways:

（一）对网络数据库进行检索。

(1) Search online databases.

（二）阅读检索结果（文摘索引记录或全文文章，下同）。

(2) Read the search results (unless otherwise provided, search results include abstract index records and full texts).

（三）打印检索结果。

(3) Print the search results.

(四) 下载检索结果存储在自己个人计算机上。

(4) Download the search results to one's personal computer.

(五) 将检索结果传送到自己的电子邮件信箱里。

(5) Send the search results to the user's own email box.

(六) 承担本校常规教学任务的授权用户, 可以将作为教学参考资料的少量检索结果, 下载并添加到供本单位教学使用的课程参考资料包(course pack)中, 置于内部网络中的安全计算机上, 供选修特定课程的学生在该课程进行期间通过内部网络进行阅读。

(6) Authorized users undertaking teaching assignments can download and add part of the search results, which are used as teaching references, to the course pack of their departments and keep the course pack on safe computers connected to the intranet for the students who take the courses to read via the intranet during the period of the courses.

**第四条** 以下行为超出了合理使用范围, 是侵犯网络数据库商知识产权的行为, 应严格禁止:

**Article 4** The following behaviors have gone beyond the reasonable scope and are deemed violation of online database companies' intellectual property rights, and hence should be prohibited:

(一) 对文摘索引数据库中某一时间段、某一学科领域、或某一类型的数据记录进行批量下载。

(1) Batch download data of a certain period, a certain subject or a certain type from the abstract index databases.

(二) 对全文数据库中某种期刊(或会议录)、或它们中一期或者多期的全部文章进行下载。

(2) Download all articles of a certain journal (or conference proceedings), or one of its volumes or several volumes in the full text databases.

(三) 利用诸如“迅雷”、“网络蚂蚁”、“Endnote”、“NoteExpress”等各种批量下载工具对网络数据库进行自动检索和下载。

(3) Use batch download tools such as Thunder, NetAnts, EndNote and NoteExpress to autonomously search and download data from the online databases.

(四) 把存储于个人计算机的用于个人研究或学习的资料以公共方式提供给非授权用户使用。

(4) Publicly share with non-authorized users the materials stored on personal computers intended only for personal research or studying.

(五) 把课程参考资料包中的用于特定课程教学的资料以公共方式提供给非授权用户使用。

(5) Publicly share with non-authorized users the materials in the course pack intended only

for a certain course.

(六) 设置代理服务器为非授权用户提供服务。

(6) Set up proxy servers to provide services for non-authorized users.

(七) 在使用用户名和口令的情况下，有意将自己的用户名和口令在相关人员中散发、或通过公共途径公布。

(7) When a user account and a password are required for accessing the data, share the user account and password with relevant people deliberately or in a public way.

(八) 直接利用网络数据库对非授权单位提供系统的服务。

(8) Use the online databases to provide systematic services for non-authorized organizations.

(九) 直接利用网络数据库进行商业服务或支持商业服务。

(9) Use the online databases to provide commercial services or to support commercial services.

(十) 直接利用网络数据库内容汇编生成二次产品，提供公共或商业服务。

(10) Produce secondary products based on the online databases and offer public or commercial services.

**第五条** 上述违规行为一经发现，图书馆将会同国科大相关主管部门视情节轻重，给予如下处理：责令提交书面检查，并通报其所在单位、部门；禁用其校园网账号或中断计算机联网，待更正违规行为后方可恢复；情节严重者，由国科大主管部门给予校纪处分。因违规行为造成经济损失或法律纠纷，由违规者承担。

**Article 5** Any violations of the above stipulation, once found out, will be dealt with as follows by the UCAS Library together with related departments depending on the severity of the case: demanding a written review from the violator and informing the violator's department or division; suspending the violator's campus network access account or Internet access until the violation is corrected; in case of severe violations, the department in charge will take disciplinary action against the violator. The violator shall be held responsible for any economic loss or legal disputes resulting from the violation.

**第六条** 本办法由国科大图书馆负责解释，自印发之日起施行。

**Article 6** The UCAS library is responsible for the interpretation of these Administrative Measures. These Measures come into effect as of the date of issuance.

# 图书馆服务指南

## Guide to Library Services

### 一、图书馆简介

#### I. Introduction

中国科学院大学图书馆（以下简称国科大图书馆）由雁栖湖校区的雁栖图书馆和玉泉路校区的玉泉图书馆组成，同时中国科学院文献情报中心（以下简称文献情报中心）也向全校师生开放。

The University of Chinese Academy of Sciences Libraries (UCAS Libraries) consist of Yanqi Library on Yanqihu Campus and Yuquan Library on Yuquanlu Campus. The two libraries and the National Science Library, Chinese Academy of Sciences (NSLC) are open to all the University faculty and students.

雁栖图书馆和玉泉图书馆提供的主要资源和服务有：教学需要的教材和参考书，综合类图书、期刊、报纸和电子资源等。国科大图书馆已形成了以自然科学和工程技术科学文献为主体，兼有人文、社会科学及管理科学文献等多种类型、多种载体的综合性馆藏体系。图书馆为读者创建了安全便捷的借阅条件，馆内阅览环境优雅、学习气氛浓郁、配套设施先进，已成为读者畅游知识宝库、提升品味修养的精神家园。

Yanqi Library and Yuquan Library provide the following resources and services: textbooks, reference books, general books, journals, newspapers and digital resources. UCAS Libraries provide comprehensive access to library holdings featuring major collection of books on natural sciences and engineering technology and collection of books on humanities, social sciences and management. Also, it provides readers with safe and fast services. With its pleasant environment, strong academic atmosphere and advanced equipment, UCAS libraries provide readers access to knowledge and opportunities to enrich their lives.

文献情报中心位于中关村，立足科学院、面向全国，主要为自然科学、边缘交叉科学和高技术领域的科技自主创新提供文献信息保障、战略情报研究服务、公共信息服务平台支撑和科学交流与传播服务。

Located in Zhongguancun and based on the Chinese Academy of Sciences, NSLC supports innovation in natural sciences, cross-disciplinary sciences and high-tech fields by providing information resources assurance, strategic information analysis services and public information services and by serving as a platform for scientific exchanges and dissemination.

### 二、图书馆布局

#### II. Maps and Locations

国科大图书馆以雁栖图书馆为主、玉泉图书馆为辅，使用面积合计近2万平方米。为满足读者的不同需求，共分为以下功能区。

Yanqi Library houses the major collection of UCAS Libraries, while Yuquan Library is a minor one. Together they cover nearly 20,000 square meters. To meet the reader's different needs, the libraries are divided into the following function zones:

**雁栖图书馆：**位于雁栖湖校区图书情报中心楼内（1—3层）。

**Yanqi Library:** located in Books and Information Center of Yanqihu Campus (F1-F3)

一层：第一书库、第二书库及第三书库，图书馆办公区域，档案馆。

F1: First Stack, Second Stack, Third Stack, Office Area and Archive Room

二层：总服务台，电子阅览室，院士捐赠阅览室，成思危捐赠阅览室，研修室，原版书库，工具书库。

F2: Service Desk, Electronic Reading Room, Academician Donation Reading Room, Cheng Siwei Donation Reading Room, Study Room, Original Edition Stack, Reference Book Stack.

三层：图书流通阅览书库，报刊阅览室。

F3: Book Circulation Reading Stack, Newspaper & Journal Reading Room.

**玉泉图书馆：**位于玉泉校区科研楼（1—3层）

**Yuquan Library:** located in Scientific Research Building, Yuquanlu Campus (F1-F3)

一层：开架阅览室，图书馆办公区域

F1: Open-shelf Reading Room, Office Area

二层：总服务台，开架阅览室，报刊阅览区，院士捐赠区

F2: Service Desk, Open-shelf Reading Room, Newspaper & Journal Reading Room, Academician Donation Reading Room

三层：开架阅览室

F3: Open-shelf Reading Room

### 三、图书馆开放时间

#### III. Opening Hours

校区	地址	开馆时间
雁栖图书馆	图书情报中心	周一—周五 8:00-22:00
玉泉图书馆	科研楼	周六、周日 9:00-21:00

Campus	Location	Opening Hours
Yanqi Library	Books and Information Center	Monday to Friday 8:00-22:00
Yuquan Library	Scientific Research Building	Saturday, Sunday 9:00-21:00

## 四、图书馆资源概况

### IV. Resources Overview

#### 纸质资源

##### Paper Resources

**1. 流通图书:** 采用先进的 RFID 技术自助借还, 在架中文图书 38 万余册, 为读者提供借阅服务。

**1. Books in circulation.** The advanced RFID technology enables self-service check-out and check-in. Over 380,000 Chinese books on shelf are all available to readers.

**2. 报纸期刊:** 陈列 637 种现刊、过刊, 以及部分硕博论文等, 自习区同时兼有查找信息、休闲阅读功能。

**2. Newspapers & journals.** 637 current issues, back issues and part of master's theses and doctoral dissertations are available. The study area is also used for information searching and leisure reading.

**3. 原版图书:** 以学术图书为主, 包括 Elsevier、Wiley 等国际一流出版社出版的图书近 2 万册, 内容涵盖力学、物理学、化工、电子电气工程、计算机等学科。

**3. Original Edition books.** Mainly academic books, including nearly 20,000 books published by world-class publishers like Elsevier and Wiley, covering fields such as mechanics, physics, chemical engineering, electronic engineering and computers.

**4. 工具图书:** 陈列四库全书等古籍类丛书、中外文工具书和百科全书等共 4000 多册。

**4. Reference books.** Over 4,000 books including classics like Complete Works of Chinese Classic, reference books in Chinese and foreign languages and encyclopedia.

**5. 院士名人捐赠图书:** 雁栖图书馆陈列中国科学院和中国工程院院士捐赠的珍贵图书和期刊文献, 如“两弹一星”元勋钱三强院士和何泽慧院士捐赠的图书等 5218 册, 成思危捐赠阅览室藏书近 2 万册。玉泉图书馆二层设专区开架阅览, 现存有 100 余位院士捐赠的 4000 余册书刊, 阅读这些书刊可从中领略大师们的气息和风采。

**5. Books donated by academicians and celebrities.** Exhibited in Yanqi Library are precious books and journals donated by academicians of the Chinese Academy of Sciences and the Chinese Academy of Engineering. Included are 5218 books donated by father of “Two Bombs and One Satellite” Academician Qian Sanqiang and Academician He Zehui. Also included are nearly 20,000 books donated by economist Cheng Siwei. Over 4000 books and journals donated by over 100 academicians displayed on the open shelves on the second floor in Yuquan Library. Reading these books allows readers to get close to these great masters.

**6. 第一、二、三书库:** 在雁栖图书馆一层藏有备用图书, 早期图书, 藏书约 25 万册。

**6. First Stacks, Second Stacks, Third Stacks.** Stored on the first floor of Yanqi Library are spare books and old books, adding up to about 250,000 volumes.

## 电子资源

### E-resources

图书馆能为读者提供的中文电子文献资源有：中文期刊数据库 3 个、中文图书数据库 2 个、中文学位论文数据库 2 个。通过参团订购及全院开通，可即查即得期刊 21819 种（西文期刊 7843 种、中文期刊 13972 种，日文期刊 4 种）。参团采购的数据库可以访问的有 154 种，其中全文数据库 124 种，二次文献库 15 种，工具事实型数据库 10 个、数值型数据库 4 个，多媒体数据库 1 个。此外，我校自主订购了超星、万方、SIAM 数据库等中外文数据库 13 个。自主订购数据库，可访问约 170 万种图书，7.5 万种电子期刊以及 1737.8 万篇期刊会议及法律条文等文献。

Electronic resources provided for readers are: three databases for Chinese academic journals, two databases for Chinese books, two databases for theses and dissertations. Through group subscription, we are now offering 21,819 academic journals (7,843 western journals, 13,972 Chinese journals and 4 Japanese journals) to users and they can visit 154 databases, including 124 full text databases, 15 secondary literature databases, 10 reference and factual databases, 4 numerical databases and 1 multimedia databases. In addition, UCAS has also subscribed to 13 databases including Chaoxing, Bailian, Superlib, Wanfang, SIAM, Conference Proceedings Database and Key Newspapers Database of CNKI, PKU Law, Dacheng Data and Chinese Social Science Citation Index (CSSCI), allowing users to visit about 1.7 million books, 75 thousand journals and 17.378 million conference proceedings and articles of laws.

**移动图书馆：[ucas.superlib.com](http://ucas.superlib.com)**

**Mobile Library: [ucas.superlib.com](http://ucas.superlib.com)**

随着社会的发展，利用手机、手持阅读器和平板电脑等移动终端即时地获取信息日益成为人们重要的阅读方式。移动图书馆正是依托无线移动网络、互联网以及多媒体技术，使读者可随时随地利用移动终端享受图书馆文献信息的查询、浏览与获取的新兴服务。目前，学校移动图书馆已正式启用，全校师生可以方便地通过网络，享用移动图书馆便捷的服务：包括服务公告、资源动态；馆藏书目查询；在线阅读 100 多万册电子图书；在线阅读 7800 余万篇报纸文章；在线检索阅读超 3 亿篇中外文期刊文献。读者使用文献传递到邮箱功能，可轻松获取学校未购买的文献资源。

With social development, accessing information promptly through cell phones, hand-held readers and tablets has become an increasingly important way of reading. Supported by wireless mobile network and the Internet and multimedia technology, the mobile library is a new service which enables readers to search, browse and obtain library resources with mobile terminals anywhere and anytime. Ucas.superlib.com has been officially launched; students and faculty can now enjoy the convenient library service through the Internet: such as service bulletin, resource updates, inquiry of books, reading over one million books online, reading over 78 million

newspaper articles online and retrieving and reading over 300 million Chinese and foreign journal articles online. Readers can also easily get unsubscribed academic resources through document delivery function.

## 五、图书馆服务项目

### V. Library Services

#### 1. 文献传递

##### 1. Document Delivery

文献传递系统为全校师生提供远程全文文献的快速查询、获取和传递服务（首次使用时，需进入 <http://dds.las.ac.cn/> 进行注册）。读者可检索该系统的联合目录，通过网络请求文献，通常在 4 小时到 2 个工作日内可获取申请的文献，计费按照相关图书馆收费标准从账户中扣除，文献情报中心不收取服务费。

The document delivery system provides all students and faculty with quick searches, access and delivery of long distance full-text academic resources (register at <http://dds.las.ac.cn/> for the first time use). Readers can search the union catalogue and request documents online, and can usually get the requested document in four hours to two working days. A fee will be subtracted from the reader's account based on the rates of corresponding libraries; NSLC does not charge a fee.

#### 2. 馆际互借

##### 2. Interlibrary Loan

读者可通过馆际互借系统，实现校区间的图书互借，并可借阅文献情报中心、北大、清华、国家图书馆的藏书。

Through the interlibrary loan system, readers can borrow books from libraries of other universities and institutions, and from NSLC, Peking University, Tsinghua University and National Library of China.

#### 3. 参考咨询服务

##### 3. Reference and Consultation

为科研用户提供便捷的帮助服务。包括图书馆常规服务指南、各类文献资源查询指引、信息检索方法和工具指导、科技常识解答、知识库检索和网络资源导航等服务。

Help and support is provided for scientific researchers, including library regular service, answers to literature inquiries, a guide to information retrieval methods and tools, technology FAQ, and knowledge database and online resource navigation services.

#### 4. 论文收引检索及评价

##### 4. Paper Inclusion & Citation Search and Assessment

论文收录引证检索（简称引证检索）指通过 SCI、EI、CPCI 等国际著名检索数据库查询个人发表论文收录情况以及被 SCI 论文的引用情况。为用户在申报院士、国家自然科学基金基

金和职称评定等方面提供机构或个人的论文收录引用检索服务。

A paper inclusion and citation search (abbreviated as citation search) refers to inquiring about acceptance and inclusion of an individuals' paper and citation by SCI papers through world-famous databases like SCI, EI, CPCI. Users are provided with paper inclusion and citation search services. Such services are required when users apply for the title of academician, or for National Natural Science Funds or when they have their job titles assessed.

## 5. 信息素质教育

### 5. Information Literacy Education

为读者提供信息查询、信息检索、信息利用、科研方法等基本知识的讲座和培训，帮助读者学习信息获取的基础知识和方法技能，提高信息资源利用效率，提升科研水平。

Lectures and training on information inquiry, information retrieval, information use and scientific research methodology are provided. These will help readers gain basic knowledge and skills of accessing information, and improve information utilization efficiency and enhance their ability to do scientific research.

## 六、图书馆设备及使用

### VI. Equipment and Use

雁栖图书馆和玉泉图书馆为读者提供自习学习、阅览报刊、借还图书、检索文献、自助打印复印扫描文档、信息咨询、讲座报告、图书展览和自习等服务。同时，为优化读者借阅流程，提升读者借阅效率，提供了各种现代化电子配套设备设施。主要有：

In Yanqi Library and Yuquan Library students and faculty can study, read journals, borrow books and search for literature. They can also print, copy and scan materials, inquire information, attend lectures and see book exhibitions. To increase work efficiency, the University has installed modern electronic equipment and apparatus, which include:

**1. 自助检索机：**图书馆入口处为读者提供了电子检索机，方便读者查阅图书信息，自助检索功能也可以在个人电脑上通过图书馆网站完成操作。

**1. Self-service retrieval machine:** At the entrance of the libraries stand electronic retrieval machines for readers to search for books. Self-service retrieval is also accessible from PC via the website of the libraries.

**2. 自助借还书机：**流通书库采用 RFID 技术，准确定位图书，自助借还，满足玉泉路校区和雁栖湖校区读者的借还图书服务。

**2. Self-servic check-in/check-out machine:** RFID technology enables precise positioning of books and hence self-registration circulation stacks.

**3. 逾期图书自助付款和查询服务：**图书的自助借还要求读者无逾期图书。为方便读者清理账户欠款，图书馆为读者提供了随时可以查询、付款的自助服务系统。

**3. Inquiry and self-service payment for overdue books:** self-service check-in/check-out is

not possible for readers who have overdue books. The libraries provide the self-service system for inquiry and payment for overdue books.

**4. 联创自助打印、复印和扫描服务:** 为读者提供集打印、复印、扫描于一体的大型打印机。

**4. Lianchuang self-service printing, copying and scanning:** a huge printer combining the functions of printing, copying and scanning.

**5. 触摸屏电子阅报刊系统:** 在服务区放置有触摸屏电子阅报刊系统, 包括 150 种报纸、200 多种期刊, 均为当月现刊, 可以实时阅读报纸期刊。

**5. Touch-screen e-journal reading system:** In the service areas stand touch-screen e-journal reading machines, containing 150 newspapers, 200 periodicals, all from current issues, enabling access to read newspaper and journals at real time.

**6. 研修室 (IC):** 雁栖图书馆的研修室室 (待改造), 配有可移动的白板, 空间大, 可多组或单组研究讨论, 玉泉图书馆报告厅和讨论室也对外开放, 供全校师生免费使用。

**6. Study & meeting room:** the study & meeting room of Yanqi Library (to be renovated) is equipped with mobile whiteboards and is suitable for multi/single group discussion. The auditorium and discussion room of Yuquan Library are also open to all students and staff for free.

**7. 24 小时室外自助还书服务:** 在雁栖图书馆西侧, 可提供 24 小时自助还书服务。

**7. 24-hour outdoor self check-out service:** 24-hour self check-in service is provided west to Yanqi Library.

## 七、读者常见问题

### VII. Reader FAQ

#### 网址问题

##### Websites

1. 国科大图书馆的网址是什么?

1. Q: What is the website of UCAS Libraries?

答: 国科大图书馆的网址是 <http://lib.ucas.ac.cn/>

A: The website of UCAS Libraries is <http://lib.ucas.ac.cn/>.

2. 中科院文献情报中心的网址是什么?

2. Q: What is the website of NSLC?

答: 中科院文献情报中心的网址是 <http://www.las.ac.cn/>

A: The website of NSLC is <http://www.las.ac.cn/>.

#### 服务政策

##### Service policy

1. 如何办理国科大图书馆借阅证?

1. Q: How can I apply for a UCAS library card?

答：(1) 学生的校园一卡通和教职工工作证一卡通即为图书馆借阅证，可通过一卡通授权进行图书借阅。

A: (1) Student campus cards and staff ID cards can be used as library cards after authorization.

(2) 中科院文献情报中心借阅证（一卡通）：

(2) NSLC card:

同意读者统一担保单位名单			备注
高能物理所	生态环境中心	自然科学史所	不在列表之内的学生读者，回所图书馆填表盖章并携带电子照片到院文献情报中心二楼总咨 询台开通借阅权限。（电话： 82623303）
力学所	生物物理所	中国科学院大学	
地理科学与资源所	空间科学与应用中心	软件所	
物理所	过程所	青藏高原所	
理论物理所	工程热物理所	自动化所	

Names of institutes permitting readers warrant			Notes
Institute of High Energy Physics	Research Center for Eco-environmental Sciences	Institute of the History of Natural Sciences	Student readers not included in the list should fill out forms and get a stamp in the library of their institutes and get check-out authorization at the information desk on F2 of NSLC with a digital photo. (Tel: 82623303)
Institute of Mechanics	Institute of Biophysics	UCAS	
Institute of Geographic Sciences and Natural Resources Research	National Space Science Center	Institute of Software	
Institute of Physics	Institute of Process Engineering	Institute of Tibetan Plateau Research	
Institute of Theoretical Physics	Institute of Engineering Thermal Physics	Institute of Automation	

2. 国科大图书馆读者借阅管理的账号和密码是什么？

2. Q: What is a reader's account name and password for UCAS library check-in/out?

答：进入图书馆主页，点击“读者借阅管理”账号是学生一卡通号，密码是 LAS 或身份证后六位（最后一位是字母的改为 0）。如尝试后均不成功，可咨询服务台老师。登录该系统可以查看借阅图书列表和借阅历史等，也可以续借或者预约图书。

A: Open the homepage of library and click on List of Loans. The account name is a student's campus card number, and the default password, LAS or the last six digits of your citizen ID (if the last digit is a letter, use zero instead). If both fail, consult the information desk. Logging onto this system allows you to check the list of books borrowed and loan history as well as to renew or

reserve a book.

3. 忘记了图书馆的登录密码怎么办？

3. Q: What if I forget my library account password ?

答：如果初始密码没有修改过，可以尝试身份证后 6 位（最后一位是字母的改为 0）或者 LAS。如果修改过密码，请联系服务台老师进行密码重置。

A: If you did not change the default password, you can try LAS or the last six digits of your citizen ID (if the last digit is a letter, use zero). If you changed your password, please contact the information desk to reset your password.

4. 国科大各类临时人员如何办证？

4. Q: How do non-staff/visitors to UCAS apply for a library card?

答：国科大各类临时人员工作人员，可在一卡通中心办理国科大临时一卡通（具体办理方式咨询一卡通中心，电话 69671144）。临时卡一次最多可借阅图书 3 册，借期为 30 天，无续借期。

A: Visitors to UCAS can apply for a temporary campus card at the Campus Card Management Center (please contact the Campus Card Management Center at 69671144 for more details). Temporary campus card holders may borrow three books once at most, with a loan period of 30 days and no renewal.

# 数据库目录和访问方式问题

## Database directory and accessing

1. 国科大有权限使用哪些数据库？

1. Q: Which databases does UCAS provide access to?

答：国科大有权限使用的数据库见：<http://www.las.ac.cn/webdb/GKD1.jsp>，电子检索室可访问数据库：<http://www.las.ac.cn/webdb/GKD2.jsp> 或 [http://www.las.ac.cn/webdb/webDB\\_byOrg.jsp?org\\_id=311053](http://www.las.ac.cn/webdb/webDB_byOrg.jsp?org_id=311053)；

A: The database directory can be found on <http://www.las.ac.cn/webdb/GKD1.jsp>. You can visit and search the databases from the following links: <http://www.las.ac.cn/webdb/GKD2.jsp> or [http://www.las.ac.cn/webdb/webDB\\_byOrg.jsp?org\\_id=311053](http://www.las.ac.cn/webdb/webDB_byOrg.jsp?org_id=311053).

2. 国科大校园的无线网络如何登录数据库？

2. Q: How can I log into the databases using the UCAS campus wireless network?

答：学校的无线网可以下载使用数据库。在国科大校园内，用户可搜索 UCAS 无线网络，使用校园网统一分配的用户名和密码登录数据库系统。

A: You can visit and use the databases through the campus wireless network. You can search and connect to the UCAS wireless network on the campus, and then use the automatically allocated username and password to log into the databases.

3. 在研究生公寓能使用国科大的所有数据库吗？

3. Q: Do I have access to all the databases from the graduate student apartments?

答：研究生在国科大校园 IP 范围内（包括国科大玉泉校区，中关村校区，奥运村校区，雁栖校区）均可访问国科大开通的所有数据库，无限制，仅记个人流量。国科大为在校学生每月提供免费流量为 10GB。UCAS 网的登录或流量问题请咨询网络中心，电话 88256622/69671960。

A: Graduate students within UCAS campus IP address range (including Yuquanlu Campus, Zhongguancun Campus, Aoyuncun Campus and Yanqihu Campus) have unlimited access to all the databases purchased and subscribed by UCAS, but the data thus consumed will be deducted from personal data quota. All the enrolled students enjoy a free 10 GB data allowance. For inquiries regarding UCAS network log-in or data allowance issues, please consult the Network Center at 88256622/69671960.

4. 在国科大如何登录使用中国知网？

4. Q: How can I log into the Chinese National Knowledge Infrastructure (CNKI) at UCAS?

答：在国科大可以使用中国知网（[www.cnki.net](http://www.cnki.net)），但是由于中国知网限制并发用户数

为 50 个，如果用户一时登录不上，可换时间再登录。（账号：zky311053 密码：123456）。

A: At UCAS you have access to CNKI (www.cnki.net). However, as CNKI limits the number of concurrent users to 50, you may need to try later if you have problem with logging in. (User name: zky311053; password: 123456).

5. 百链云图书馆是什么概念？在国科大以外的 IP 是否能够使用百链搜索？如何获得百链的登陆账号？

5. Q: What is the Bailian Cloud Library? Can I use Bailian Search from off-campus IP addresses? How can I get a Bailian user account?

答：百链云图书馆包含海量的中外文文献元数据数据库，利用这些元数据存储，将图书馆接入云图书馆服务，实现查询和获取到全国其他图书馆的馆藏资源和服务。

学校以外的 IP 不能使用百链，只能在学校 IP 范围内用。

百链不需要登录账户，在国科大 IP 范围内可直接登录。百链使用手册请见如下链接：[http://vdisk.weibo.com/s/F8aDy7t\\_V9p47](http://vdisk.weibo.com/s/F8aDy7t_V9p47)。使用的过程中如果仍有问题，请至总服务台咨询（电话：69671939）或张老师（电话：69671936）。

A: The Bailian Cloud Library includes a great number of metadata databases in both Chinese and foreign languages. Through these metadata repositories you can use the cloud library service to obtain access to the resources and services from other libraries nationwide.

Only users from UCAS campus IP addresses have access to Bailian. Off-campus IP addresses are not able to use this service.

You are automatically logged into Bailian with a UCAS IP address, so there is no need to register. You can find the user guide to Bailian from the following link: [http://vdisk.weibo.com/s/F8aDy7t\\_V9p47](http://vdisk.weibo.com/s/F8aDy7t_V9p47). For queries regarding the use of Bailian, please consult the Main Service Desk at 69671939 or Ms. Zhang at 69671936.

6. 如何使用百链学术搜索进行文献传递？

6. Q: How can I request a document delivery using Bailian academic search?

答：国科大用户进入百链学术搜索的链接后，如有电子全文可以直接阅读或下载。如没有全文，可点击邮箱传递全文，注册邮箱建议使用国科大分配邮箱地址。查不到的中外文文献，可以先尝试在百链申请（免费），如果没有结果，再通过文献传递系统文献传递（收费）。

A: If the access of the soft text is available, the UCAS user can read or download directly after entering the Bailian link. If not, the user can click on the mailbox to deliver the full text. The registered UCAS email address assigned is recommended. Chinese and foreign literature that cannot be found can be searched in the Bailian link (red of charge) can be transmitted through the document delivery system (charge) if there is no result after attempting to apply through the Bailian link.

7. 问题: 国科大用户如何申请中国科讯?

7. Q: How can UCAS user apply for China Science News?

答：国科大师生可通过国科大邮箱和密码登录中国科学院文献情报中心（NSLC）开发的中国科讯服务。中国科讯官方网站：<http://stpaper.cn>，该服务主要特色是利用统一认证服务，用户随时随地可获取到科技情报知识全文。

A: UCAS faculty and students can log into the official website of China science and technology information service (<http://stpaper.cn>) developed by the document information center of the Chinese academy of sciences (NSLC) through the email and password of the university. The main feature of this service is that users can get full text of scientific and technological information knowledge anytime and anywhere through unified authentication service

8. SciFinder 在国科大的使用权限及使用方法是什么？

8. Q: Does UCAS have access to the SciFinder database? How can I use the database?

答：国科大购买了 Scifinder 数据库，您在国科大任何一个校区的 IP 范围内，都可以使用该数据库。此数据库的访问方式是：IP 地址+实名注册用户名+密码，首次使用注册**错误！超链接引用无效。**，请联系本学院教学主管老师或图书馆张老师 69671936。

A: UCAS has purchased the SciFinder database. You will have access to the database from any UCAS campus IP address. To visit the database, you need a UCAS campus IP address, a real-name registered user name and a password. For first-time registration, please contact your program director or library staff Zhang at 69671936.

# 图书借阅问题

## Borrowing a Book

1. 国科大学生借阅或者续借图书如何办理？

1.Q: How can I borrow or renew a book?

答：国科大学生可以通过校园一卡通到馆内自助借还图书。如要通过网上续借，需打开图书馆主页（lib.ucas.ac.cn），点击右侧“读者借阅管理”。或者到图书馆内自助借还设备上  
进行续借操作。

A: UCAS students with a campus card can use the self-service machine in the library to borrow and return books. To renew a book, you can either renew online by clicking the “Reader Check-out Management” service on the library website (lib.ucas.ac.cn) or renew in person by using the self-service machine in the library.

2. 研究生一年级时在国科大办理的文献情报中心借阅证回所后是否可继续使用？

2.Q: Can I continue to use my NSLC library card issued in the first year after I return to my own institute?

答：研究生一年级时办理的借书证回所后还是有效的，不过回所后恰好一年的验证期限也到了，需要本人带文献情报中心借书证和所里的学生证到文献情报中心二层服务台验证后才能继续使用。

A: The library card issued in your first year remains valid after you return to your institute. However, it needs to be validated after one year of use. You should take your library card and student ID card to the Service Desk on the second floor of NSLC for validation before continuing to use it.

3. 我查到一本书，馆藏地是中国科学院大学，请问中国科学院大学指的是哪个图书馆？雁栖图书馆还是玉泉图书馆？

3.Q: I have searched for a book and its location shows UCAS. Which library does this refer to? Yanqi Library or Yuquan Library?

答：馆藏地是中国科学院大学指的是雁栖图书馆和玉泉图书馆。具体馆藏地请根据书库名称来判断馆藏地（如：雁栖二层原版书库馆藏地为雁栖图书馆；玉泉中文流通书库馆藏地为玉泉图书馆）。

A: When the location says UCAS, it may refer to either Yanqi Library or Yuquan Library. You can find the specific location from the stack name. (e.g. Yanqi Original Edition Stacks refers to Yanqi Library; Yuquan Chinese Circulation Stacks refers to Yuquan Library).

4. 国科大如何进行图书馆际互借？

4.Q: How does interlibrary loan work?

答：（1）用户确定所需图书在国科大无法获得（包括纸本和电子书）；

（2）需登录文献传递和馆际互借系统：<http://dds.las.ac.cn/>自己申请注册账号；

（3）检索中科院文献情报中心的馆藏，确定图书的收藏馆；

（4）用户通过文献传递和馆际互借系统提交馆际互借申请，时间不得晚于每周一上午10:30，领取图书时间为周三或周四下午3点以后。

凭校园一卡通领取图书，雁栖校区领取地点为雁栖图书馆三层流通书库，联系人：吴老师 69671945；玉泉校区领取地点为科研楼二层玉泉图书馆服务台，联系电话：88256089。如有不明之处，请咨询总服务台（69671939）。

A: 1). You should make sure that the requested book (both paper copies and electronic copies) is unavailable in UCAS Libraries.

2). Log into the document delivery and interlibrary loan system at <http://dds.las.ac.cn/>, and register and create your own account.

3). Search the collections in NSLC and find the location of the book.

4). Request an interlibrary loan through the Document Delivery and Interlibrary Loan system. The request should be sent no later than 10:30 a.m. on Mondays. The requested books can be collected after 3 p.m. on Wednesdays and Thursdays.

The campus card should be presented when the requested book is collected. For readers on Yanqihu Campus, the pick-up location is the Circulation Stacks on the third floor of Yanqi Library, and the contact person is Mr. Wu (Tel: 69671945). For readers on Yuquanlu Campus, the pick-up location is the Service Desk (Tel: 88256089) at Yuquan Library on the second floor of the Scientific Research Building. For further queries please contact the Main Service Desk at 69671939.

5. 国科大雁栖校区是否可以通过馆际互借服务借阅玉泉校区的图书？如何办理？

5.Q: Can students at Yanqihu Campus borrow books from Yuquanlu Campus through the interlibrary loan service? If so, how?

答：雁栖校区的同学可以到雁栖图书馆三层流通书库的服务台进行登记（电话：69671945）。玉泉校区的同学到科研楼二层玉泉图书馆总服务台进行登记（电话：88256089）。图书一般于周三、或周四送达（根据车辆限行情况调整），工作人员电话通知取书。取书及还书地点同登记地点，借期同本馆规定。

A: Students at Yanqihu Campus can register with the Service Desk (Tel: 69671945) in the Circulation Stacks on the third floor of Yanqi Library. Students at Yuquanlu Campus can register with the Service Desk (Tel: 88256089) in Yuquan Library on the second floor of the Scientific Research Building. The books are normally delivered on Wednesdays or Thursdays (subject to changes in the school bus schedule). Students will receive a call to collect requested books. The pick-up and return location is the same as the place where students registered. The loan period for library loans also applies to interlibrary loans.

# 文献获取问题

## Document Delivery

1. 国科大的学生怎样申请文献传递？

1. Q: How can I apply for a document delivery?

答：（1）需登录：<http://dds.las.ac.cn/>自己申请注册，注册会员馆务必选择“研究生院图书馆”，注册时请务必使用学校提供的邮箱，其他邮箱不能受理。

（2）如想使用本所提供的邮箱，请确保注册会员馆与邮箱后缀代表研究所名称保持一致。

（3）注册提交后，系统自动为账号添加 10 元体验费。如费用使用完，用户须到图书馆相关老师处为账号充值。

（4）图书馆开具收据，用户离校时可凭收据取回帐户中余额，已经开据过发票的将无法退款；

（5）办理联系人：

雁栖图书馆：张老师，电话：69671936，E-mail: [zhangjielong@ucas.ac.cn](mailto:zhangjielong@ucas.ac.cn)

吴老师，电话：69671945，E-mail: [wys@ucas.ac.cn](mailto:wys@ucas.ac.cn)

玉泉图书馆：彭老师，电话：88256870，E-mail: [pengxiaojun@ucas.ac.cn](mailto:pengxiaojun@ucas.ac.cn)

A: 1) Click the link <http://dds.las.ac.cn/> to register. Please choose “Graduate School Libraries” on the member library list and use your UCAS email address to register; registration using other email addresses are not accepted.

2) If you want to use the email address from your own institute, please make sure that the member library you choose the same institute as the domain suffix of your institutional email address shows.

3) Your account is automatically given 10 yuan experience credit upon registration. If the credit is used up, you need to top up your account with the library staff.

4) Receipts are issued when you top up your account. You can request to refund your unused balance with the receipts when you leave school, but receipts that have been invoiced are nonrefundable.

5) Contacts:

Yanqi Library: Tel: 69671936, E-mail: [zhangjielong@ucas.ac.cn](mailto:zhangjielong@ucas.ac.cn)

Tel: 69671945, E-mail: [wys@ucas.ac.cn](mailto:wys@ucas.ac.cn)

Yuquan Library: Tel: 88256870, E-mail: [pengxiaojun@ucas.ac.cn](mailto:pengxiaojun@ucas.ac.cn)

2. 国科大学生的原文传递中都有 10 元的账户补贴吗？

2. Q: Does the 10 yuan go to all UCAS students' document delivery account?

答：是的，国科大学生注册成为原文传递的用户都有 10 元的账户补贴。

A: Yes, all the UCAS students who register with the document delivery system will be credited 10 yuan upon registration.

3. 国科大学生能否下载本所学位论文电子版全文？

3. Q: Can UCAS students download theses and dissertations written by graduates from their own institutes?

答：非国科大本部学生回到本研究所后可以在所内的 IP 范围内下载本所毕业的学位论文。在学校 IP 范围内可以下载国科大本部毕业学生的学位论文电子版全文。

A: Students who are not on the four campuses can download theses and dissertations written by graduates from their own institutes using their institutional IP addresses. Theses and dissertations written by graduates on the four campuses can be downloaded using UCAS campus IP addresses.

4. 国科大图书馆是否收藏了本部学生的学位论文的纸本？

4. Q: Do UCAS libraries have paper copies of theses and dissertations written by graduates on the four campuses?

答：国科大图书馆目前不接收本部学生的毕业论文印本，所以国科大图书馆没有本部学生学位论文的印本，仅有部分捐赠的学位论文。中科院学生学位论文可从中科院文献情报中心首页（[www.las.ac.cn](http://www.las.ac.cn)）右侧“服务直达”列表下，点击“中科院学位论文数据库”，输入论文名称，按名称检索，即可查看到论文的详细信息。

A: At present, UCAS libraries do not collect paper copies of theses or dissertations from students on the four campuses. Only some donated theses and dissertations can be found in the libraries. You can search theses and dissertations written by CAS students via the NSLC website ([www.las.ac.cn](http://www.las.ac.cn)) by clicking on CAS Theses and Dissertations Database from the Service Directory list. If you enter the title of the dissertation and search by title, you will find the detailed information.

5. 国科大本部学生的学位论文是否在院文献情报中心有收藏？能否借阅？

5. Q: Does NSLC have collections of theses and dissertations from students on the four campuses? Are they available to be borrowed?

答：国科大本部生的学位论文在中科院文献情报中心五层有纸本收藏，读者可在馆内阅览和复印，不可借阅。可通过文献传递的方式获取扫描版。

A: Paper copies of theses and dissertations from students on the four campuses are collected by NSLC and kept on the fifth floor. You can read or make copies inside the library but are not allowed to borrow or take them out of the library. You may also request a scanned copy via the Document Delivery system.

6. 国科大期刊论文和学位论文的论文查重服务是否开通？

6. Q: Does UCAS provide plagiarism check service for journal and dissertations papers?

答：国科大期刊论文和学位论文的论文查重服务暂未开通。

A: The UCAS plagiarism check service for journal and dissertation papers is unavailable at the moment.

# 电子阅览室使用问题

## Electronic Reading Room

1. 国科大雁栖图书馆电子阅览室如何使用？

1. Q: How can I use the Electronic Reading Room at Yanqi Library?

答：在雁栖图书馆电子阅览室（218 和 219）入口的联创终端刷卡后，选择一台电脑，开机后按要求输入联创账号和密码。账户和初始密码均为学号。电子阅览室免费对学生和教师开放，网络流量计个人流量。

A: Swipe your card on the Lianchuang Terminal at the (218 and 219) entrances of the Electronic Reading Room. Choose a computer and enter your account and password as required. The account name and default password are your student ID number. The Electronic Reading Room is open to students and staff for free, but the data thus consumed will be deducted from personal data quota.

联系信息/**Contacts:**

**中国科学院大学图书馆**

网址: lib.ucas.ac.cn

**University of Chinese Academy of Sciences Libraries**

Website: lib.ucas.ac.cn

**雁栖图书馆**

地址: 北京市怀柔区怀北庄 380 号

邮编: 101408

联系电话: 010-69671939

传真: 69671935

**Yanqi Library**

Address: 380 Beizhuang, Huairou District, Beijing

Post code: 101408

Tel: 010-69671939

Fax: 69671935

**玉泉图书馆**

地址: 北京市石景山区玉泉路 19 号 (甲)

邮编: 100049

联系电话: 010-88256089

电子邮件: lib\_yu@ucas.ac.cn,

**Yuquan Library**

Address: 19 a Yuquan Road, Shijingshan District, Beijing

Post code: 100049

Tel: 010-88256089

Email: lib\_yu@ucas.ac.cn

**中国科学院文献情报中心**

地址：北京中关村北四环西路 33 号

邮编：100190

联系电话：010-82626379/010-82629002

网址：www.las.ac.cn/

**National Science Library of Chinese Academy of Sciences**

Address: 33 Beisihuan West Road, Zhongguancun, Beijing

Post code: 100190

Tel: 010-82626379/010-82629002

Website: www.las.ac.cn/



# 住 宿

Accommodation



# 中国科学院大学学生公寓管理规定

## Regulations on Management of Student Residence Halls of University of Chinese Academy of Sciences

校发总务字〔2014〕81号

XIAOFAZONGWUZI (2014) No. 81

学生公寓是学生生活、学习和休息的公共场所，是反映学生精神风貌的重要窗口。为了维护我校学生公寓的正常秩序，保证学生身心健康，为学生营造安全、舒适的生活和学习环境，特制定本规定。

A student residence hall is a place where students reside and study. It is a mirror which reflects the residents' spiritual outlook. The regulations are promulgated to maintain the order of students' living environment, protect students' physical and mental health and create a safe and comfortable living and study environment.

本规定适用于在中国科学院大学各校区学生公寓住宿的本科生及研究生（以下简称学生）。

The regulations are applicable to all UCAS undergraduate and graduate students (students for short) who live in the student residence halls.

### 第一章 入住手续

#### Chapter 1 Check-in procedure

**第一条** 学生凭校园一卡通，到公寓管理部门指定地点办理入住手续。没有办理校园一卡通的学生，凭录取通知书或批准入住手续和学生证及有效身份证件，到指定地点办理入住。

**Article 1** Hall residents should register with Campus Cards at designated sites. Students who have not been issued with Campus Cards should register with admission letters or residence permission documents, student ID cards and ID cards in designated sites.

**第二条** 学生与公寓管理人员一起验收房间内的设备设施（包括消防设备设施、家具、门窗、卫生洁具、电器、电话、水表、电表、饮水机等物品），并核对水电表数后签字确认。

**Article 2** Residents should check the room amenities (including fire extinguisher, furniture, windows, door, sanitary ware, electronic appliances, telephone, water meter, electricity meter, water dispenser, etc.) with hall personnel. Residents must sign to confirm the readings on the meters.

### 第二章 卫生管理

#### Chapter 2 Cleanliness

**第三条** 学生有维护公共卫生的责任和义务，宿舍内卫生由学生本人负责，各种垃圾应

倾倒在垃圾桶内，禁止随处堆放。

**Article 3** Residents are responsible for keeping their rooms and public areas clean. Garbage must be dumped into the bin. It must not be dropped elsewhere.

**第四条** 房间内存放的学习用品和生活用品，摆放要整齐有序。

**Article 4** Necessities of life and items for study should be placed neatly.

**第五条** 为保障公共卫生，学生应遵守以下规定：

**Article 5** To keep public areas clean, residents should abide by the following rules:

(一) 禁止随地吐痰、乱扔烟蒂、随意抛撒废弃物。

(1) Spitting and littering is prohibited;

(二) 禁止乱写、乱画，粘贴各种字画。

(2) Graffiti and pasting pictures is prohibited;

(三) 禁止在规定的区域外晾晒被服、衣物等。

(3) Clothes and quilts can only be hung within designated areas.

**第六条** 为保证其他学生顺利入住，学生退房时，应将房间打扫干净,包括床上及桌上不能留有任何物品，对卫生不合格的宿舍将依照规定收取保洁费。

**Article 6** When moving out, residents should leave the room in a clean condition and take all personal belongings from the room. Failure to meet the sanitary standards will result in payment of a cleaning fee.

### 第三章 安全管理

#### Chapter 3 Security

**第七条** 学生有维护公寓安全的责任和义务。发现可疑现象和安全隐患，应立即向公寓管理部门报告；发生火灾等紧急危险情况要妥善处置，及时报告或报警。

**Article 7** Residents are responsible for security of the hall. They should inform the hall management administration if they find anything suspicious or safety hazards. Emergencies such as a fire hazard must be reported to the Student Residence Office immediately or to the police directly.

**第八条** 为保障公共安全，学生应遵守以下规定：

**Article 8** To ensure public security, students should abide by the following rules:

(一) 进出公寓须主动出示个人有效证件（校园一卡通或学生证），携带大件物品出入公寓应主动接受管理人员的检查并办理登记手续。

(1) Students should voluntarily show their IDs (either campus cards or student ID cards) at the entrance of the building. Students who carry large-sized items into or out of the building must sign the register and the items will be checked by hall personnel.

(二) 公寓内禁止私自拉接临时电源。确有需要，须经公寓管理部门同意，并由专业人员安装。公寓内使用的插线板等电器，必须为合格产品，必须具有国家“3C”认证标志。

(2) It is not allowed to install electrical wiring. If residents need it, they should first ask for

approval from the Student Residence Office and then ask a professional to do it. Panels and other electrical devices must be qualified products with a CCC mark.

(三) 公寓内禁止使用和存放微波炉、热得快、电炉、电冰箱、电磁炉、电饭煲(电饭锅)、电饼铛、电烤箱、烤面包机、电热杯、电暖气、电热毯、酒精炉、煤油炉、煤炉、火锅、液化气炉等用具。

(3) Use of the following appliances is not permitted in the room: microwave ovens, immersion heaters, electric stoves, refrigerators, electromagnetic ovens, electric cookers, electric baking pans, electric ovens, toasters, electric mugs, electric heaters, electric blankets, alcohol stoves, kerosene stoves, coal stoves, hot pots and liquefied natural gas stoves, etc.

(四) 公寓内禁止存放、燃放烟花爆竹，禁止存放、使用易燃、易爆、有毒、有害、放射性、腐蚀性等危险品。

(4) Storing or igniting fireworks is not permitted in the hall; storage or use of inflammable, explosive, poisonous, radioactive, corrosive, etc. materials is not permitted.

(五) 禁止擅自挪用、损坏消防设备设施及器材。

(5) Damage or use of fire control devices for other purposes is not permitted.

(六) 禁止在公共场所堆放各种物品、堵塞消防安全通道。

(6) Blocking or storing items in fire escapes is not permitted.

(七) 禁止在公寓内吸烟、焚烧废弃物；使用蚊香要远离易燃物品。

(7) Smoking or burning garbage in the dormitory is not permitted. Mosquito repellent incense should be burnt far from inflammable materials.

(八) 禁止私自改造房间内的设备设施。

(8) Removal or replacement of furniture and fixtures in the room is not permitted.

(九) 禁止在室外窗台（含阳台）摆放花盆等物品，以免坠落伤人。

(9) Residents are not allowed to place flowerpots or other items on the windowsills (or on the balcony) in case they may drop down and hurt people.

**第九条** 妥善保管个人的贵重物品及现金，笔记本电脑应加防盗锁；离开房间或休息时，应关好门窗。

**Article 9** Residents should take good care of cash and other personal belongings. They should equip their laptops with a lock. Before leaving or sleeping, they should close the windows and lock the door.

**第十条** 未经学生管理部门批准，禁止在公寓内集会和进行宗教活动。

**Article 10** Assemblies or religious activities are not allowed in the residence hall without permission from the student affairs administration.

**第十一条** 亲友来访应办理登记手续，禁止将陌生人带入公寓。

**Article 11** Visitors shall register upon arrival. No strangers are allowed to enter the hall.

**第十二条** 经公寓管理部门批准，工作人员两人及以上可以进入房间进行安全、卫生检查、查验水电表，及其它维修服务工作；在紧急情况下，公寓管理部门有权采取必要的处置措施。

**Article 12** With approval from the Student Residence Office, working staff (two persons or more) can enter the room to check security and cleanliness, water and electrical meters, and for repair and maintenance. In urgent situations, the staff can handle problems on the spot.

#### 第四章 秩序管理

##### Chapter 4 Order

**第十三条** 来访人员应在楼宇管理人员处实名登记，并于当日 23:00 之前离开公寓。

**Article 13** Visitors must register at the entrance of the building and leave before 23.00.

**第十四条** 学生之间要和谐友爱、互相宽容，理智地处理各种矛盾和纠纷，不得辱骂他人、打架斗殴。

**Article 14** Students should be friendly and tolerant to one another and solve disagreements and conflicts through dialogue. No cursing or fighting is allowed.

**第十五条** 禁止在公寓内从事各种商业推销活动或将营销人员领入公寓。公寓电话不得作为对外广告业务宣传使用，未经批准，禁止在宣传栏以外张贴任何广告及宣传品。

**Article 15** Residents are prohibited from commercial promotion in the hall or bring salespersons into the building. Room telephones shall not be used for advertising purposes. Without permission, no advertisements are allowed to be posted on the billboard.

**第十六条** 自行车（包括电动自行车）等交通工具应有序停放在规定区域内，禁止将其带入公寓内。

**Article 16** Bicycles (including e-bicycles) must be parked in designated areas. They are not allowed to enter the hall.

**第十七条** 禁止在公寓内饲养家禽及各类宠物等。

**Article 17** Residents are not permitted to raise poultry or pets.

**第十八条** 禁止在公寓内大声喧哗、打闹、酗酒、划拳；禁止在公寓内摆放及使用杠铃、跑步机等大型健身器材及开展各种球类运动、高音播放音响和电视。

**Article 18** Disturbing noise, fighting, excessive drinking and playing finger-guessing drinking game are not allowed. Large-size fitness devices such barbells and running machines and stereos and televisions are not allowed in the room. Residents are not permitted to play ball games in their room.

**第十九条** 进出公寓应穿戴整洁，文明着装，禁止光脚、赤膊。

**Article 19** Students should be neatly dressed. Shirts and shoes are required.

#### 第五章 住宿管理

##### Chapter 5 Accommodation management

**第二十条** 学生在校学习期间，因特殊情况不在校内学生公寓住宿的，须由本人提出书面申请，经所在研究所（或院系）同意，报学生管理部门批准，到公寓管理部门备案，公寓不再保留其床位。

**Article 20** If a resident wants to move out for special reasons, he/she must submit an application to his/her host institute (or college). With approval from the institute (or college) and consent from the student affairs administration the resident can move out after registering at the Dormitory Management Office. The vacancy will not be kept for him or her.

**第二十一条** 因特殊原因需要调整宿舍的，学生本人应向所在研究所（或院系）提出申请，经批准后由各校区管理部门根据实际情况做出调整决定。

**Article 21** A hall resident who needs to change rooms for special reasons should submit an application to his/her host institute (college). Under the consent, the Campus Management Offices will make adjustments based on each particular situation.

**第二十二条** 根据实际情况，各校区管理部门可代表学校做出本校区宿舍统一调整的方案及决定，学生应积极配合。

**Article 22** Each Campus Management Office, on behalf of the university, can draw up a plan and adjust the rooms, based on the particular situation. Residents should cooperate.

**第二十三条** 学生床位只限学生本人使用，禁止私自调换、出租、转让；禁止私自更换门锁、私配钥匙、安装内侧插销或在门外挂明锁等；禁止将钥匙转交同宿舍以外人员；办理退宿手续时须将钥匙交回公寓管理部门。

**Article 23** The room bed can only be used by the resident himself/herself. Changing rooms without permission, sub-leasing and sub-renting is not allowed. Residents are not allowed to change the lock, duplicate the key, install a latch or install an additional lock. It is also not permitted for residents to hand over keys to people other than a roommate (s). Keys should be returned to the Student Residence Office while the resident is going through the moving-out procedure.

**第二十四条** 需要提前入住，或推迟撤离公寓的，须经学生管理部门批准，并交纳住宿费、水电费等相关费用；未经批准拒不撤离的，公寓管理部门有权采取强制措施。

**Article 24** Early moving-in or late moving-out requires approval from the student affairs administration and payment of additional accommodation fees and water and electricity fees. Any resident who refuses to move out without consent are subject to compulsory measures taken by Student Residence Office.

**第二十五条** 学生发现室内设备、设施损坏，应及时报修。因不及时报修而发生的费用，由学生本人承担。故意或过失损坏、遗失公寓内设备设施，须照价赔偿。

**Article 25** Residents should report immediately after they find damage in the Hall. They are liable for additional cost arising from late report. Residents are liable for compensation of

deliberate damage or loss of the furniture.

## 第六章 住宿费、水电费收取

### Chapter 6 Accommodation fee, water fee and electricity fee

**第二十六条** 根据国家相关规定，从 2014 年 9 月入学的学生开始收取住宿费，具体收费标准和办法以北京市相关部门审定结果及学校相关规定执行。

**Article 26** In line with national policy, students of the 2014 academic year are charged with an accommodation fee. Charging standards and methods are determined by the auditing results of Beijing municipal government and relevant policies of UCAS.

**第二十七条** 从 2014 级学生开始，学生用水用电实行指标控制，享受每月免费使用电量 10 度、冷水 3 吨，超额部分按照《北京市居民用水用电收费标准》收取费用；2013 级及以前学生水电费按照《北京市居民用水用电收费标准》，以本人实际消耗数量全额收取。

**Article 27** Students of the 2014 academic year can use 10 kwh of electricity and 3-ton water free of charge. They are charged for the extra parts according to the Charging Standards of Water and Electricity for Beijing Residents; students enrolled before 2014 are charged for the actual consumption of water and electricity according to the same charging standards.

## 第七章 附则

### Chapter 7 Supplementary Provisions

**第二十八条** 学生处及相关院系牵头，每学期至少 2 次对学生宿舍进行卫生及安全检査；校区管理部门适时对学生宿舍例行检查，检查结果通报学生处及相关院系。

**Article 28** The hall rooms are checked at least twice for cleanliness and security by personnel from the Student Affairs Office and related colleges. The rooms are also checked randomly by staff from the Campus Management Office. Results will be reported to the Student Affairs Office and related colleges.

**第二十九条** 学生应认真学习并执行本规定，如有违犯，学校将视情节轻重，依照学生相关管理规定，给予批评教育直至纪律处分。

**Article 29** Students should obey the regulations. Infringement of the rules, based on severity, may result in admonishment and education, and (or) deduction of discipline scores.

**第三十条** 本规定由总务部负责解释。

**Article 30** Interpretation of the regulations resides with the University Logistics Department of UCAS.

**第三十一条** 本规定自印发之日起施行，原《中国科学院大学学生公寓管理规定》（校发总务字〔2012〕183 号）同时废止。

**Article 31** The regulations become effective on the date of issuance. The previous version of Regulations on Management of Student Residence Halls of University of Chinese Academy of Sciences (XIAOFAZONGWUZI (2012) No. 183) is abolished.

# 中国科学院大学留学生公寓管理规定

## Regulations on Management of International Student Residence Halls of University of Chinese Academy of Sciences

为了加强留学生公寓管理，根据北京市公安局对留学生公寓管理工作的要求，特制定本规定。留学生入住留学生公寓，须遵守留学生公寓各项管理规定。

The regulations are promulgated to strengthen management of international student residence halls at the University of Chinese Academy of Sciences (hereinafter referred to as UCAS), according to the requirements of the Public Security Bureau of Beijing. International residents must abide by the regulations.

一、留学生入住留学生公寓，须首先填写《临时住宿登记表》。入住 24 小时之内完成北京市公安局规定的网上登记。

1. International students must fill out the Temporary Accommodation Registration Form before check-in. Complete online registration requested by the Beijing Public Security Bureau within 24 hours after check-in.

二、入住人员需交纳 220 元房屋设施及钥匙押金，在清点并确认房间内设施和物品（见留学生公寓房间物品清单）后方可入住。未经公寓管理人员允许，不得擅自调整房间，挪动和增减房内设施。房间内设施存在问题，及时通知公寓管理员解决。损毁房间内设施和物品须照价赔偿。

2. Students should pay a deposit of RMB 220 yuan for the room amenities and keys. Students should check and confirm the items and amenities in the room (see the checklist) before moving in. They must not change rooms, move, add or discard furniture without permission from dormitory management personnel. Residents must inform management administration in time if they find fault with the amenities. They are liable to compensation for damage of amenities and items.

三、严格遵守学校作息制度。公寓开门时间：06：30，关门时间：23：30。

3. Residents must strictly follow the university's work and rest schedule. Hall Open Hours: 06:30 am-11:30 pm

四、严格遵守学校会客制度。

4. Residents must obey regulations on visitation.

(1) 会客时间：8：00~~22:00

(1) Visiting hours: 8.00 am-10.00 pm

(2) 来访客人需主动出示有效证件，在服务台进行会客登记。

(2) Visitors shall present their ID cards and register at the front desk;

(3) 会客应在一楼大厅进行。如有特殊情况需要进入房间，则必须经由被访人带领，来访者方可进入其房间。

(3) Meetings shall be held in the lobby on the 1<sup>st</sup> floor. If visitors need to enter the room for justifiable reasons, they must be led by the resident.

(4) 留学生公寓不允许来访客人留宿，来访者须在 22:00 前离开房间，否则公寓管理员有权通知访客离开。

(4) Visitors are not allowed to stay overnight. They shall leave the dormitory before 10.00 pm. If not, hall management personnel will ask them to do so.

五、为避免发生火灾，房间内禁止使用非本校提供的大功率电器。违反规定私自使用电器，造成事故的，必须赔偿一切损失。情节严重者，将追究其法律责任。

5. To prevent fire hazard, high-power electrical appliances other than those provided by the university are not permitted. Residents who cause accidents by violating the regulations shall compensate the loss and may bear legal liability.

六、房间内提供的床品非一次性使用物品，入住者须自备床单、被罩、枕巾。退宿时，因清洁原因造成房间内的物品不能再次使用的，入住人要予以赔偿。

6. Bedding provided by the university is nondisposable. Residents should bring their own bed linens, duvet covers and pillowcases. If the bedding provided by the university cannot be reused by other residents because it is not clean, the resident shall provide compensation before he/she moves out.

七、爱护公共设施，保持室内外清洁，保持楼内安静。不得大声喧哗妨碍他人生活、学习和休息。每月 10 日为公寓卫生间清扫日，不需清扫的，需提前告知服务台。

7. Residents shall use public facilities with care, keep the environment clean and keep quiet in the residence hall. Noise that disturbs other residents is prohibited. Toilets are cleaned by cleaners on the tenth day of every month. Residents should inform the front desk in advance if they don't need the service.

八、每月 5 日前交纳当月住宿费。

8. An Accommodation fee is paid before the fifth day of every month.

九、钥匙制度

9. Regulations on key use

(1) 不论何种理由，服务台所存放的留学生宿舍钥匙不外借给任何人(包括本宿舍同学)。忘带钥匙的，应经由服务人员带领开门。

(1) Room keys that are kept at the front desk cannot be lent to anyone (including the roommates). Residents who do not have a key with them shall ask hall personnel to open the door for them.

(2) 住宿期间丢失或损坏钥匙，须照价赔偿，并应在第一时间通知服务台，以尽力避免

财物丢失现象发生。

(2) Residents shall inform the front desk of the loss or damage of the room key to avoid loss of personal belongings in the room. They shall pay for the new key.

十、留学生办理退宿手续，应提前通知管理员。退宿时，房间物品设施等要保持入住时的原有状态。经公寓管理人员检查无损坏或丢失后，方可退还押金。否则应酌情予以赔偿。

10. Residents shall inform the management personnel if they want to move out. Furniture and other items shall be kept as they were when the residents moved in. The deposit will be returned if there is no damage or loss. Otherwise, the deposit will be deducted depending on severity.

十一、严格遵守中国法律、法规以及学校各项规章制度。不得在留学生宿舍进行宗教集会等与宿舍用途目的不相符合的活动。

11. Residents must abide strictly by Chinese laws, regulations and university regulations. Assemblies or religious gatherings are not allowed in the residence hall.

十二、服从公寓管理员的管理。因工作需要，在特殊情况下，公寓管理员有权在没通知留学生本人的情况下进入房间。留学生应给予配合，不得拒绝。

12. Residents must follow the instructions of hall personnel. Hall personnel have the right to enter the room without permission of the residents under special circumstances.

十三、本规定自公布之日起执行，并由园区管理部和国际合作处负责解释。

13. The regulations become effective on the day of issuance. Interpretation resides in the Campus Management Office and International Affairs Office.



# 校园一卡通

**Campus Card**



# 校园一卡通使用说明

## Instructions on Campus Card

国科大校园一卡通，具有校内身份识别、金融消费、管理查询等功能，广大师生可利用校园卡在校区内进行餐饮消费、洗浴刷卡、打开水刷卡、刷卡进入公寓、校医院就诊、借阅图书、交网络费、交电费、预约班车等，真正实现了“一卡在手，走遍校园”。校园卡在京区的四个集中教学校区（玉泉路校区、中关村校区、奥运村校区、雁栖湖校区）通用，每个校区内均设立了校园卡管理中心，为广大师生提供校园卡相关业务咨询及服务。校园卡一般业务办理都可以通过分布在校园内的圈存机自助完成。

With the functions of identification, consumption and management, the Campus Card of UCAS can be used by students for food and drink consumption, shower, hot water, access to the buildings, school infirmary, library, Internet access, electricity, and booking school shuttle buses. It is truly multi-functional and can be used across the entire campus. The Campus Card is commonly used at the four campuses in Beijing (Yuquanlu Campus, Zhongguancun Campus, Olympic Village Campus and Yanqihu Campus). On each campus, there is a Card Center, which provides Campus Card services for students. Daily management of the Campus Card can be done through the transfer machines on campus.

### 一、校园卡充值

#### I. Recharge

现金充值指在工作时间持校园卡到各校区校园卡管理中心进行充值。

Recharge with cash refers to recharging your Campus Card in the Card Center of each campus at working hours.

### 校园卡管理中心分布及工作时间

#### Distribution and working hours of the Campus Card Centers

地点	位置	咨询电话
玉泉路校区	二公寓东侧一层	88256068
中关村校区	青年公寓六号楼一层	82683017
奥运村校区	一号楼多功能厅	64806018
雁栖湖校区	综合楼（原白楼）一层	69671144

<b>Campus</b>	<b>Location</b>	<b>Consulting Number</b>
Yuquanlu Campus	The 1st floor, east side of Apartment 2	88256068
Zhongguancun Campus	The 1st floor, No. 6 Building, Youth Apartment	82683017
Olympic Village Campus	Multi-function Hall, No. 1 Building	64806018
Yanqihu Campus	The 1st, Complex Building (the former White Building)	69671144

**工作时间:**

**Working Hours:**

周一至周五: 8:30—12:00 13:30—16:00 周六上午: 9:00—12:00

Monday to Friday: 8:30—12:00 13:30—16:00 Saturday: 9:00—12:00

校园卡网站: <http://card.ucas.ac.cn/web/>

Website: <http://card.ucas.ac.cn/web/>

**二、校园卡消费**

**II. Consumption**

持卡在 POS 机消费时, 操作员先输入相应的金额, 然后消费者只需将校园卡平行贴近读卡感应区, 听到一声“嘀”后就可将卡取回, 相应的消费金额从卡内扣除。消费时, 注意看 POS 机的显示屏, 确认扣款金额正确后再把卡片放到感应区扣款。

When a cardholder needs to pay with a Campus Card on a POS machine, the operator needs to input the amount before the cardholder puts the card on the sensing area and takes the card back after the “beep”. The consumption amount is deducted from card balance afterwards. The cardholder should pay attention to the display screen of the POS machine to confirm the amount before putting the card on the sensing area for deduction.

校内洗浴、打开水系统采用校园卡“小钱包”的方式, 遵循“先转账后消费”的原则, 同学在使用前, 需要在圈存机上进行自助购水操作, 将校园卡“主钱包”资金转账到“小钱包”。此转账金额在主钱包中作为一次消费流水入账一卡通系统, 对小钱包来说作为存款, 每次消费不再记账, 以实际消费为准。校园卡退卡、补办时, 小钱包余额无法退款和转入新卡, 请同学们依据个人实际进行转账。

Small Wallet of Campus Card is used for taking showers and getting hot water on campus. With the principle of transfer first and consumption later, the student should purchase water through self-service machines by transferring the money from Main Wallet to Small Wallet of the Campus Card. The transferred money is regarded as a consumption from the Main Wallet and will be written into the personal account. But it becomes a deposit in Small Wallet, consumption from the Small Wallet will not be recharged from the Main Wallet. When the Campus Card is returned

or reissued, the remaining balance in the Small Wallet cannot be returned or transferred back into the new card. Please transfer money according to personal demand.

温馨提示：洗浴、打开水采用计时收费方式。在消费时，请将校园卡插入读卡器左侧卡槽，即可出水并计费，放置在右侧卡槽，即可停水并停止计费。

Tips: the billing of bathing water and hot water is time-based. Once the Campus Card is inserted into the left slot of the card reader, water can be used immediately and charging begins; if the card is inserted into the card slot on the right, the water and billing will stop simultaneously.

### 三、校园卡密码

#### III. Password

校园卡的初始密码都为六个零。在消费超过限额的时候都需要输入该密码进行确认。其中消费限额分为两种：单次消费限额和累计消费限额，累计消费限额指一天内的消费额度总和。

The initial password of the Campus Card is 000000. When the consumption exceeds limits, you need to input a password to confirm your identity. The limit is categorized into a single consumption limit and cumulative consumption limit. Cumulative consumption limit refers to the consumption of daily consumption.

### 四、校园卡挂失与补办

#### IV. Loss report and replacement

持卡人在校园卡丢失后，要及时挂失该卡，以保护自己的利益，防止他人拾到后恶意消费。挂失校园卡有3种途径：

If the Campus Card is lost, the cardholder should report the loss in time so as to protect the security of the account. There are three ways to report the loss:

1. 圈存机挂失：在圈存机的“自助服务”模块下，点击校园卡挂失，输入证件号（即学号）和校园卡密码，点击“挂失”。

1. Loss report on self-service machines: under the block of self-service, select loss report, input student ID No. and password and click Report.

2. 网站挂失：通过证件号与校园卡密码登陆一卡通网站后，进行挂失。

2. Loss report on website: the loss report can be done on <http://card.ucas.ac.cn/web/> after logging in with student ID No. and password.

3、人工挂失：携带有效身份证件到校园卡管理中心进行人工挂失。

3. Manual loss report: loss report can be done by presenting the staff at the Campus Card Management Center with valid identification documents.

补办校园卡有人工及自助两种方式：

The Campus Card can be reissued by self-service or manual service:

1、人工补卡：校园卡遗失或损坏后，持卡人可持有效身份证件到校园卡管理中心申请

补办校园卡。因遗失或者损坏等原因申请补办校园卡时，持卡人需缴纳制卡工本费 15 元/张。

1. Reissue by manual service: if the Campus Card is lost or damaged, the cardholder can bring valid identification documents to apply for a new card in the Card Center. In this case, it would cost the applicant 15 RMB/ card.

2、自助补卡：校园卡挂失后可通过自助补卡机自助补卡，补卡收取工本费 15 元/张，从卡余额中扣除。卡内余额不足的，请到校园卡管理中心进行人工补卡。

2.Reissue by self-service: after the loss is reported, the cardholder can apply for a new card in the self-service machines. 15 RMB/ card will be charged for remaking the card and automatically deducted from the balance of the card. If the card balance is less than 15 RMB, the holder has to file the application in the Campus Card Management Center through the manual service.

温馨提示：补换后的新卡密码为六个零，卡余额请于三天后到圈存机的自助服务模块下领取。

Tips: The password of the newly issued card is 000000. After three days, the remaining balance of the lost card can be re-obtained by operating in the self-service machines.

## 五、校园卡自助服务

### V. Self-service

校园卡一般业务办理都可以通过分布在校园内的圈存机自助完成。如：自助购水、网络费自助充值、自助购电、班车预约等。

General services such as water purchase, recharging of the internet fee, electricity purchase and booking school shuttle buses can be offered through self-service machines by using the Campus Card.

温馨提示：

Tips:

**校园网计费方式：**每月免费流量 10G，超出部分按照 1G 流量 1 元钱的方式收取，最小计费单位为 1 分钱 10M 流量；

The charge mode of the Campus Network: free data traffic is 10 G/month. The extra traffic will be charged for 1 RMB/GB. The minimum charging unit is 10 M/cent.

校园网计费系统咨询电话：呼叫中心 88256622；玉泉路网络运维 88256051；中关村及奥运村网络运维 86280801；雁栖湖网络运维 69671960。

The contact information of Campus network: Call Center: 88256622; Network Operation and Maintenance at Yuquanlu Campus: 88256051; Network Operation and Maintenance of Zhongguancun and Olympic Village Campuses: 86280801; Network Operation and Maintenance at Yanqihu Campus: 69671960.

## 六、常用问题简答

### VI. FAQs

## 1. 如何领取学生卡？

### **I. How can I get a Campus Card?**

国际学生凭借留学生办公室开具的纸质证明文件，同时携带一张一寸电子照片（拷贝到 U 盘），到一卡通办公处申领。

In order to apply for a campus card, international students must bring relative documents provided by the International Students Office and an e-copy of your photo (250mm\*350mm), JPG format, to the Card Center.

## 2. 如何补卡？

### **2. How can I get a new card after reporting a loss?**

国际学生先到留学生办公室开具纸质补办证明，然后持证明和用 U 盘拷贝的一寸 JPG 格式的照片到一卡通中心补办，并准备好十五元补办费用。（注：换卡后原卡作废不能继续使用。）

In order to obtain a new campus card, international student must bring a reissue document provided by the International Students Office and an e-copy of your photo (250mm\*350mm), JPG format, to the Campus Card Cent. The charge for the re-application is 15 RMB. (Note: the original card is invalid when you have successfully applied for a new one.)

## 3. 补卡后如何领取原卡的余额？

### **3. How can I re-obtain the remaining balance after getting a new card?**

原卡的余额 72 小时后在圈存机上，先在圈存机上选点中英文菜单的“英文”，然后点“自助服务”下一步点“领取原卡余额”领回。新卡的密码为“000000”，可以在圈存机上点“自助服务”，下一步点“修改密码”自己修改。

After 72 hours of the reissue, you can regain the remaining balance through the self-service machines. Select English-Self-service-Get the remaining balance to finish the operation. The password of the new card is 000000, therefore it is suggested that you change the password by selecting Self-service –Change Password.

## 4. 如何充值饭费？

### **4. How can I recharge my card?**

在一卡通中心充值，需要提前和工作人员说明是充饭费。

The student needs to inform the staff in advance that it is for meal fees when recharging at the Campus Card Managemnet Centre.

## 5. 如果超过刷卡限额，如何处理？

### **5. What should I do if my consumption frequently exceeds limits?**

先在圈存机上选点中英文菜单的“英文”，然后点“自助服务”下一步点“修改限额”，自己修改。

You can change your consumption limit by selecting English-Self-servic-Change Limit on the

self-service machines.

## 6. 如何自助延期?

### 6. How can I extend the valid period?

先在圈存机上选点中英文菜单的“英文”，然后点“自助服务”下一步点“个人信息修改”，自己修改。

You can extend the valid period of the card by selecting ‘English--Self-service--Modifying Personal Information’ on the self-service machines.

## 7. 如何缴纳网费?

### 7. How can I pay the Internet access fee?

先在圈存机上选点中英文菜单的“英文”，然后点“网络服务”，确认网络帐号正确后（如需修改，请点击键盘上的“.”输入）后，输入校园卡密码、充值金额，点击“确定”。

对于留学生，可先提供自己的学生卡给一卡通工作人员，如是使用护照号为账号请提前告知，然后说明需要充多少网费。

You can charge the Internet fee by using self-service machines: select ‘English—Internet Service—Check International Account Information’, and then input the card pin and number of the fee. Click ‘.’ (revising the internet account information If the account information is incorrect).

For international students, they can also ask for help from the staff in the Card Center. (Please inform the staff if you are using your Passport No. as user name).

## 8. 如何修改自己的网络密码?

### 8. How can I change my network password?

网络中心提供给留学生的网络登录账号是学号，登录密码是学生号后六位或“ucas123”。初次上网成功后，应该在网页自服务页面自己修改密码，以防止被别人使用。修改密码项目在自服务的页面的左侧第一项。

The network login user name provided by the Network Center is the student ID Number and the primary password is the last six numbers of the student ID or ucas123. Please change the password by yourself on the self-service webpage after first successful login to protect your network security. The Change password button is the first item on the left side of the self-service webpage.

## 9. 如何查询自己的流量使用情况?

### 9. How can I check my data usage?

登录后，在网页自服务页面，从左至右数的第四项“业务明细”下查询。第三项可以查询自己的网费使用情况。

After login, select User Details (the 4<sup>th</sup> item from the left on the self-service webpage) and then click on the 3<sup>rd</sup> item to check your data usage.

## 10. 咨询网络计费方法应该联系谁?

## **10. Who should I contact to learn about network billing policy?**

网络中心

The Network Center

### **服务热线**

#### **Contacts**

心理中心联系电话：8825 6697 / 6967 1198

Counseling Center: 8825 6697 / 6967 1198

心理咨询预约电话：8825 6699

Appointment for counseling: 8825 6699

紧急心理热线：4006-525-580

Emergency psychological assistance: 4006-525-580

### **网络信息中心服务热线：**

#### **Service hotline of Network Center**

教学业务系统、邮箱、上网账号：010-88256622（工作时间）

Teaching system, E-mail, and Internet account: 010-88256622 (working hours)

ARP 系统：010-88256094

ARP system: 010-88256094

玉泉路校区网络：010-88256051

Network of Yuquanlu Campus: 010-88256051

雁栖湖校区网络：010-69671960

Network of Yanqihu Campus: 010-69671960

中关村、奥运村校区网络：010-82680801

Network of Zhongguancun and Olympic Village Campuses: 010-82680801

### **后勤服务热线：**

#### **Logistics service:**

#### **中关村校区**

#### **Zhongguancun Campus**

园区管理部：62623686

Management Department of the Campus: 62623686

公寓管理：82681913

Student Residence Hall management: 82681913

科住物业客服/报修：82683010

Kezhu Property customer service/repairs: 82683010

### **奥运村校区**

#### **Olympic Village Campus**

园区管理办公室：64807002

Campus Management Office : 64807002

裕展物业客服/报修：64807001

Yuzhan Property customer service/repairs: 64807001

### **玉泉路校区**

#### **Yuquan Road Campus**

后勤管理办公室：88256168/88256179/88256118

Logistics Management Office: 88256168/88256179/88256118

楼宇管理：88256274

Building Management Office: 88256274

运行保障：88256124

Maintenance: 88256124

水电暖报修：88256121

Water, electricity and heating repairs: 88256121

装饰修缮报修：88256109

Decoration repairs: 88256109

收发室：88256032

Mail room: 88256032

一公寓（男生）：88256115

Apartment No.1 (male students): 88256115

一公寓（女生）：88256177

Apartment No. 1 (female students): 88256177

二公寓：88256171

Apartment No.2 : 88256171

三公寓：88256212

Apartment No.3: 88256212

四公寓：88256174

Apartment No.4: 88256174

五公寓招待所：88256680

Apartment No.5: 88256680

留学生公寓：88256403

International Student Apartment: 88256403

雁栖湖校区

**Yanqihu Campus**

园区管理部电话: 69661361

Campus Management Office: 69661361

雁栖湖校区 24 小时值班电话

**24-hour hotline on Yanqihu Campus**

序号	岗位	手机号	值班时间
1	总值班室	18511561591	工作日: 16:40 至次日 8:30; 双休日及 节假日: 24 小时
		18511561586	24 小时
2	车队值班	18511561571	24 小时
3	门诊部急诊值班	18511561572	24 小时
4	后勤水工班	18511561573	24 小时
5	后勤电工班	18511561574	24 小时
6	食堂值班	18511561575	24 小时
7	校园卡管理中心值班	18511561576	24 小时
8	园区管理部	18511561578	24 小时
9	安保办值班	18511561579	24 小时
10	后勤楼宇管理部	18511561580	24 小时
11	后勤护理防火办	18511561581	24 小时

No.	Post	Cell-phone Number	Attended time
1	General Office	18511561591	Workdays: 16:40 p.m. to 8:30 a.m. of the next day; weekends, holidays and festivals: 24 hours
		18511561586	24 hours
2	School Shuttle	18511561571	24 hours
3	Infirmary	18511561572	24 hours
4	Plumbing	18511561573	24 hours
5	Electricity	18511561574	24 hours
6	Dining Hall	18511561575	24 hours
7	Campus Card Center	18511561576	24 hours
8	Campus Management	18511561578	24 hours

No.	Post	Cell-phone Number	Attended time
	Office		
9	Security	18511561579	24 hours
10	Building Management Office	18511561580	24 hours
11	Firefighting Office	18511561581	24 hours

# 校 园 网

Campus Network



# 中国科学院大学校园网管理办法

## Management Measures of Campus Network at University of Chinese Academy of Sciences

校发网络字〔2013〕173号

XIAOFAWANGLUOZI〔2013〕No.173

**第一条** 中国科学院大学（以下简称“国科大”）为规范校园网的使用，维护广大师生的合法权益，减少干扰网络正常运行的违规行为，依照国家相关法律和教育部、中国科学院的有关规定，结合本校的实际情况，特制定本办法。

**Article 1** The administrative measures are formulated by the University of the Chinese Academy of Sciences (UCAS), in accordance with relevant laws of the state and regulations of the Ministry of Education, to regulate the use of the UCAS network (the Network), safeguard the lawful rights and interests of both UCAS teachers and students, and reduce disruptive activities to the Network.

**第二条** 国科大网络信息中心（以下简称“校网络中心”）为校园网管理服务支撑部门，负责校园网的全面规划、设计、运行、管理和发展。校网络中心依托校园网提供的服务包括电子邮件、个人上网、静态 IP 地址使用、域名解析、虚拟主机托管、服务器托管、虚拟服务器租赁服务等。

**Article 2** The UCAS Network Center is a department offering network services. The center is in charge of planning, designing, operating, managing and developing the network. The center provides services such as e-mail, online surfing, static IP address use, domain name resolution, virtual server hosting, server hosting, and virtual server leasing.

**第三条** 校园网用户包括指经授权接入校园网的校部各单位/部门（以下称“单位用户”）和个人（以下称“个人用户”），应自觉遵守、执行国家的有关法律法规和国科大的相关管理制度，自觉接受有关管理部门的行政管理和技术监督，必须遵守本办法中的各项规定。

**Article 3** Network users include all authorized UCAS colleges, departments or individuals. Users shall abide by relevant laws and regulations as well as relevant UCAS rules. In addition, users shall be subject to administrative rules and technical supervision. All users must abide by the stipulations in the Measures.

**第四条** 校网络中心统一管理校园网出口，在网络边界部署国家规定的安全保护措施。任何校内人员和部门不得私自接入互联网，已接入校园网的任何单位、部门和个人不得私自提供互联网接入服务。

**Article 4** The center manages the Network gateway and deploys security measures at the

Network perimeter according to relevant state regulations. No UCAS departments or individuals shall have access to the internet without authorization. The departments or individuals that are connected to the internet shall not provide internet access to non-authorized parties without approval.

**第五条** 校园网域名和 IP 地址由校网络中心统一管理和分配，任何人不得任意改动和抢占。

**Article 5** The Network domain name and IP address are administered and distributed by the ICC. No one shall tamper with or obtain an IP address in a forceful way.

**第六条** 校园网用户须严格遵守国家有关信息安全保密管理规定，确保国家秘密的安全，凡涉及国家秘密的信息严禁上网，并不得在连网的计算机信息系统中存储、处理和传递。

**Article 6** Network users must abide by relevant national information security and confidentiality regulations, ensuring the security of national secrets. Sharing information related to national secrets online is strictly prohibited. Such information shall not be stored, processed or transferred via computers with internet access.

**第七条** 校园网用户不得在网络上传播计算机病毒，不得进行任何形式的网络攻击和网络窃取行为。

**Article 7** Network users shall not disseminate computer viruses through the Network or engage in cyber-attacks and theft in any form.

**第八条** 严禁校园网用户私自设立路由、代理服务、地址转换和动态地址分配等，干扰网络运行和安全管理的行为，严禁进行任何破坏信息服务、网络基础设施的活动。

**Article 8** Network users, without authorization, are prohibited from setting routers and proxy servers, and conducting address resolution and dynamic address distribution. Activities disrupting network operation and security management, damaging information services as well as network infrastructures are strictly prohibited.

**第九条** 校园网单位用户可开设服务器对外提供信息服务，必须遵守国家规定的互联网安全保护技术措施，并在校网络中心备案，说明用途和具体负责人，不得从事与所申请用途不一致的信息服务。个人用户不得开设服务器对外提供信息服务。

**Article 9** Department users can provide information services to users outside the campus by setting servers. The following conditions shall be satisfied: the users must abide by internet security measures set by the government; such services must be registered with the Network Center, with specified purposes and responsible persons; such services must be in strict compliance to the stated purposes. Individual users shall not provide such services.

**第十条** 校网络中心负责在校园网中实施网络行为监测。一旦检测出违规使用网络行为，校网络中心将及时以电子邮件、书面、电话等方式通知相关责任人。

**Article 10** The Network Center is in charge of monitoring network activities. Once illegal

activities are detected, the center shall notify the responsible person via email, written message or telephone calls, etc. in a timely manner.

**第十一条** 对于违反本办法的用户，校网络中心将会同国科大相关主管部门视情节轻重，给予如下处理：

**Article 11** The Network Center, together with relevant UCAS departments, shall administer the following punishments towards violators of the Measures commensurate to severity of the offences.

(一) 针对个人用户：责令提交书面检查，并通报其所在单位、部门；禁用其校园网账号或中断计算机联网，待更正违规行为后方可恢复；情节严重者，由国科大主管部门给予校纪处分；

(1) For individual users: a written apology is required and violation activities will be notified to the user's department; the user's network account will be suspended or access denied until violating activities are corrected; if the violation is severe, the responsible user will be subject to disciplinary punishment by relevant UCAS departments;

(二) 针对单位用户：停止有关单机入网或停止子网接入校园网，待更正违规行为后方可恢复；情节严重者，由国科大主管部门酌情核减该单位/部门绩效；

(2) For department users: access to the relevant PC or the whole unit sub-network shall be denied to the network until violating activities are corrected; if the violation is severe, the responsible department will be subject to deduction of KPI scores by relevant UCAS departments;

(三) 对于违反国家有关法律法规者，移交国家相关部门追究其法律责任。

(3) Violators of relevant laws and regulation of the state shall be liable for legal punishments.

**第十二条** 因非法盗用他人校园网账号给受害用户造成经济损失的，行为人应给予受害用户全额赔偿，并根据受害用户合理要求，赔偿其他损失；因违规使用造成网络设施设备损坏的，除照价赔偿损坏的设施设备外，视造成后果予以经济处罚。

**Article 12** Violators shall repay the full amount equal to the real user's economic loss caused by his/her account theft, and give other compensation if it is reasonable and claimed by the victim. Users shall repay the full amount equal to the network damage caused by their illegal activities and will be subject to economic punishments according to severity of the consequences.

**第十三条** 校园网提供的网络服务，视服务项目的不同而实行免费使用或费用分摊，具体管理办法另文发布。

**Article 13** Network services may be free or priced according to relevant service contents. Detailed management measures on this matter will be separately issued.

**第十四条** 本办法由校网络中心负责解释，自印发之日起施行。原《中国科学院研究生院校园网络管理条例》和《中国科学院研究生院入网用户守则》（院发网络字（2002）34号）以及《中国科学院研究生院校园网络用户身份认证管理办法》（院发网络字（2002）85

号)同时废止。

**Article 14** Interpretion of the Measures resides in Network Center. The Measures come into effect on the date of issuance. Regulations of Campus Network Management at Graduate School of Chinese Academy of Sciences, Regulations on Network Users at Graduate School of Chinese Academy of Sciences (YUANFAWANGLUOZI (2002) No. 34) as well as Network User ID Verification Measures of Graduate School of Chinese Academy of Sciences (YUANFAWANGLUOZI (2002) No. 85) shall be abolished.

# 中国科学院大学校园网服务指南

## Network Service Manual of University of Chinese Academy of Sciences

中国科学院大学教学技术保障部网络信息中心为全校师生提供了全方位的校园网及相关信息技术服务,包括校园网运行维护、教育学习系统和校园生活系统的建设及运行维护等。为方便广大师生使用相关服务,现简介如下:

The Network Information Center (NIC), UCAS Teaching IT Support Department, provides all-encompassing network and relevant IT support services, including: network maintenance, teaching & learning system and campus life system operation and maintenance. The following introductions are made to facilitate the network use by UCAS teachers and students:

### 1. 有线连接校园网

#### 1. Landline Network Connection

1) 将个人电脑通过网线连接到校园内墙上网络端口。

1) Connect your PC to the Network port on the wall via an Ethernet cable;

2) 将网络设置为使用动态分配 ip 地址的方式。

2) Change the network configuration into dynamic IP address distribution;

3) 通过浏览器,访问任意校外互联网网站,会弹出校园网用户认证计费系统。输入上网账号,点击“连接”,校内网站资源可直接访问,不必登录账号;具体校内外资源划分范围可见服务网站。

3) While you visit a website outside the campus Network via your internet browser, the metering system for the Network account user will pop up. Then, input your account information, click connection before visiting websites. Campus resources are directly accessible without login. Detailed differentiation of campus and off-campus resources can be found on the service website;

4) 上网慢怎么办?可以试试下面方式:

4) If connection is slow, please try:

➤清除 IE 浏览器缓存或更换浏览器;

➤to remove the cookies of the IE or change your browser;

➤重启电脑。

➤to reboot the PC.

### 2. 使用无线网

#### 2. Wireless Network Connection

1) 校园内部分区域已经开通校园无线网,无线接入点标识名称(SSID)为“UCAS”。

1) Some areas of the campus have wireless coverage. The SSID is “UCAS”;

2) 无线登录外网同样需要登录计费网关，登陆方式与有线连接校园网一致。

2) Wireless login also requires login to the meter system, following the same method as the internet cable login;

3) 目前校园内无线网络覆盖范围包括：玉泉路校区的所有教室、1 公寓和 2 公寓以及会议活动场所，4 公寓和 5 公寓即将开通无线网；雁栖湖校区如下楼宇的室内：行政办公楼、国际会议中心及客房 A/B 座、图书情报中心、教一楼、学园一、学园二、食堂一、食堂二、学生宿舍（一、二、三、四公寓）；中关村校区教学楼、6 号楼、7 号楼。

3) Wireless coverage in the campus includes: at Yuquanlu Campus, all classrooms, meeting venues and student apartment No. 1 & 2; at the Yanqihu Campus, the Administrative Building, the International Conference Center and Guesthouses A/B, Library and Information Center, Teaching Building 1, Academy 1 & 2, Cafeteria No.1 &2, Student Residence Hall No.1-4; at Zhongguancun Campus, Teaching Building, Building No. 6 & 7.

### 3. 上网费用

#### 3. Fee Package

##### 1) 校园网套餐：

每月，流量少于 10 GB，免费；流量超过 10 GB 的部分，按 1 元/GB、0.01 元/10 MB 收费。

##### 1) Network Menu:

Each month, traffic within 10 GB is free; traffic beyond 10 GB, 1 Yuan per GB; 0.01 per 10 MB.

##### 2) 关于上网及流量的常见问题

##### 2) FAQs about internet surfing and traffic

➤ 如何申请上网账号？

➤ How can I apply for a network account?

留学生通过留学生办公室申请校园网账户。

International students apply for the account via International Student Office..

➤ 忘记上网账号密码怎么办？

➤ What if I forget my password?

学生用户可以携带一卡通到网络信息中心修改（奥运村校区的学生可到奥运村校区一卡通中心修改）

Students can take their Campus Cards to the NIC and change their passwords. (Students on the Olympic Village Campus can go to the Olympic Village Campus Card Center.)

##### 3) 关于上网账号的问题

##### 3) FAQs about the network account

➤ 如何查询上网流量使用情况？

➤ How can I check the account status?

在客户端或网页版中点击“自助服务”，登录到自助服务中，点击“使用明细”，输入查询日期并查询，会有每次登录时间的流量出入具体明细，在页面下方会显示查询日期段内国际和国内流量使用总额。

In the app or website, click Auto Service and login. Click Account Statement, enter the dates and check. The statement will contain the traffic information of every login and the aggregate domestic and international traffic in the selected period.

➤ IPv6 下载资源是否收费？

➤ What about IPv6 resources? Is the download free?

现阶段 IPv6 免费使用。

Currently, IPv6 usage is free of charge.

#### 4. 信息系统服务导航

#### 4. Information System Service Navigation

我校信息系统综合集成平台统称为“教育云平台” (<http://sep.ucas.ac.cn>)。该平台为学生提供从报名、入学、课程学习到论文答辩、学位授予、毕业分配，以及在学期间各类生活服务信息的全方位服务。主要包括：

The integrated information system platform is referred to as the “Education Cloud Platform” (<http://sep.ucas.ac.cn>) . This platform provides students with all-round services, including: application, registration, curriculum learning, thesis defense, degree conferment, job assignment as well as a variety of campus life information.

➤ 略。

➤ Omitted.

➤ 开题报告、中期考核和论文答辩：研究生可通过[培养指导] 与导师完成指导互动，填写开题报告、中期考核和论文答辩申请的相关信息。

➤ Thesis Proposal, Mid-term Exam, and Thesis Defense: through the “Training and Guidance” module, graduate students can interact with their supervisors, fill in the information on the thesis proposal, mid-term evaluation, and thesis defense.

➤ 学位申请：研究生可通过[学位管理]系统确认申请学位的各项信息，进行学位评审。

➤ Degree Application: through the “Degree Management” module, graduate students can confirm all the information concerning their degree application, in preparation for the review of the degree.

➤ 略。

➤ Omitted.

## 5. 网络信息中心服务联系方式

### 5. Network Information Service Contact Info

网络服务	地点	联系电话
教育云平台 邮箱与上网账号	玉泉路校区科研楼 505 室	88256622
玉泉路校区网络	玉泉路校区科研楼 507 室	88256051
中关村、奥运村校区网络	中关村校区青年公寓 6 号楼 101 室	82681407
雁栖湖校区网络	雁栖湖校区图书情报中心 4 层	69671960/69671961

**Service Website: <http://inc.ucas.edu.cn>**

Service	Address	Telephone
Education Cloud Platform Email and Network Account	Room No. 505, Research Building, Yuquan Campus	88256622
Yuquanlu Campus Network	Room No. 507, Research Building, Yuquanlu Campus	88256051
Zhongguancun Campus and Olympic Campus Network	Room No.101, Building #6, Youth Apartment, Zhongguancun Campus	82681407
Yanqihu Campus Network	4 <sup>th</sup> Floor, <b>Library and Information Center, Yanqihu Campus</b>	69671960 69671961

**24 Hour Hotline: 88256622**

# 校园网络资源

## Campus Network Resources

校园网使用中国科技网、中国教育网分配的 IP 地址，IP 地址的获取方式为动态地址分配。

The UCAS campus network uses an IP address allocated by the China Science and Technology Network and China Education and Research Network through a dynamic address allocation protocol.

连接网络后，在浏览器的地址栏输入任意校外网址，系统自动弹出登录页面，或在浏览器的地址栏输入学生综合服务地址：<http://onestop.ucas.ac.cn/home/index>，点击页面右侧下方的“宽带连接”进行登录。系统弹出登录页面要求您输入用户名、密码，点击“连接”即可访问 Internet。

For Internet connection, enter any off-campus website address in your browser and then the log-in page will automatically pop up; or enter the general information website address (<http://onestop.ucas.ac.cn/home/index>) and click the Internet Connection button on bottom right of the homepage; enter your user name and password on the login page; click the Connect button.

如有问题，请拨打电话 010-88256622.

Should you have any problems, please call 010-88256622.

以下是常用网址一览(均支持 edu 域名,即将后缀“ac.cn”改为“edu.cn”也可以正常访问):

Useful websites (the websites are also accessible if “ac.cn” is changed to “edu.cn”):

1. 中国科学院大学主页：<http://www.ucas.ac.cn>
1. Homepage of UCAS: <http://www.ucas.ac.cn>
2. 教育云平台：<http://sep.ucas.ac.cn>
2. Cloud platform for education: <http://sep.ucas.ac.cn>
3. 招生信息网：<http://admission.ucas.ac.cn>
3. Admissions information: <http://admission.ucas.ac.cn>
4. 就业服务信息网：<http://job.ucas.ac.cn>
4. Career service and information: <http://job.ucas.ac.cn>
5. 综合信息网：<http://onestop.ucas.ac.cn>
5. General information: <http://onestop.ucas.ac.cn>
6. 校园服务网：<http://service.ucas.ac.cn>
6. Campus service: <http://service.ucas.ac.cn>
7. IT 服务网：<http://inc.ucas.ac.cn>
7. IT service: <http://inc.ucas.ac.cn>
8. “科苑星空”BBS：<http://bbs.ucas.ac.cn>
8. Campus BBS: <http://bbs.ucas.ac.cn>



# 证件证明

Visa and Other Documents



# 中国科学院大学关于国际学生办理各类证件 证明的说明

## Guides for UCAS International Students to Apply for Visa and Other Documents

为了规范管理，做好服务，根据国家有关法律法规，结合学校实际情况，制订国际学生相关证件证明的办理手续。具体说明如下：

To standardize management procedures and better provide services, UCAS (“the University”) has formulated this guide for international students to apply for various official documents, based on relevant laws and regulations of the People’s Republic of China (China) and UCAS requirements. Details are as follows:

### 一、新生来华签证

#### 1. Visa Requirements for New Students

1. 新生应当持学习类签证或学习类居留许可报到、注册入学。持其他类型签证/居留许可报到的，不能注册入学，应尽快变更为学习类签证/居留许可。持非学习类签证/居留许可入境，由此造成的一切后果，由学生本人负责。

1. New students must register with a student visa or a “study” residence permit. Those who have other types of visas/residence permits are not permitted to register and must obtain a student visa/“study” residence permit as soon as possible. Students who enter China without a student visa/“study” residence permit shall be personally responsible for all consequences.

2. 新生必须使用其入学申请时所填报的国籍国签发的护照申请来华签证/在华居留许可，办理学籍注册手续。持其他国家签发的护照不能办理学籍注册手续。使用其他国家签发的护照申请签证/居留许可，由此造成的一切后果，由学生本人负责。

2. New students should take their passports issued by their state of nationality previously designated on their admission application, to apply for a Chinese student visa/“study” residence permit and to register at UCAS. Failure to do so will result in a student not being eligible for registration. Students themselves shall bear any and all consequences if not using the required passport.

3. 新生可根据来华学习期限的长短，在入境前向中国驻其国籍国或居住地国使领馆，或中国外交部委托的其他驻外机构申请办理 X1 字或 X2 字签证。

3. Prior to arrival in China, new students may submit an application for an X1 or X2 visa, depending on the study period in China, to the Chinese embassy/consulate in their respective state of nationality or place of residence. Other overseas institutions authorized by the Ministry of Foreign Affairs of China are also available for visa application.

X1 字签证发给申请在中国境内长期（超过 180 天）学习的国际学生。持有者应在签证页面上规定的日期之前入境，否则将失效不能入境。该证有效期 30 天，即自入境之日起 30 日有效，30 日内须换居留许可证件。否则，将会被视为非法居留。

An X1 visa is issued to international students who apply for a long-term (more than 180 days) study in China. X1 visa holders must enter China before the date specified on the visa page. Otherwise, the visa will be deemed invalid and student entry prohibited. The X1 visa is valid for 30 days from the date of entry. Holders must apply for residence permits before the expiration date. Otherwise, students will be regarded as illegal residents.

X2 字签证发给申请在中国境内短期（不超过 180 天）学习的人员。持有者应在签证页规定的日期之前入境，否则将失效不能入境。该签证有效期（指持有者从入境当日起可以在中国境内停留的天数）会在签证页上注明。如在 8 月 25 日，持有有效期为 90 天的 X2 签证入境，则最长可在华停留至当年的 11 月 23 日。

An X2 visa is issued to those who apply for a short-term (no more than 180 days) study in China. X2 visa holders must enter China before the date specified on the visa page. Otherwise, the visa will be deemed invalid and student entry prohibited. The period of validity of the X2 visa (namely, the number of days during which the holder can stay in China from the date of entry) is indicated on the visa page. For instance, if a student enters China on August 25 with an X2 visa valid for 90 days, he or she can stay in China until November 23 of the same year.

4. 新生完成签证申请手续后，应取回《中国科学院大学国际学生录取通知书》原件，以备入学后申请签证延期/居留许可证件之用。

4. After application for a visa, new students shall retrieve the original UCAS International Student Admission Notice. After registration at UCAS, they shall take their Admission Notice in case of applying for a visa extension and/or residence permit.

5. 持 X1 字签证报到的新生在取得居留许可之前不应离境。否则，还需重新获得 JW202 表，向中国驻外使领馆或其派出机构申请学习类签证，方可再次入境。在取得居留许可之前出境，由此造成的一切后果，由学生本人负责。

5. New students who register with an X1 visa must not leave China until they have obtained a residence permit. Otherwise, such students will be required to obtain a new JW202 form and apply for a student visa from the Chinese embassy/consulate or their dispatching agency/office before re-entry. Students themselves shall bear the consequences of leaving China before obtaining the required residence permit.

6. 持学习类居留许可证报到的新生在报到时，应出具原中国院校开具的离校证明；如有居留许可事项发生变更的，应在录取通知书规定报到日期的 10 日内，向当地出入境管理部门申请办理居留许可相关事项变更或（及）延期手续。

6. New students who register with a “study” residence permit must submit the School

Leaving Certificate issued by the original Chinese university from which they graduated. Students who wish to change or extend the residence permit must apply to the local exit and entry administration within 10 days from registration date stipulated in the Admission Notice.

7. 新生报到时，所在学院/研究所应按照以上要求检查其所持签证、护照。对于不符合规定的，所在学院/研究所应敦促新生尽快按要求变更。

7. Colleges/Institutes must check the visas and passports of new students during registration in accordance with the requirements outlined above. For students whose visas or passports do not meet the requirements, the college/institute must urge them to make changes as soon as possible.

## 二、临时住宿登记

### 2. Temporary Accommodation Registration

8. 国际学生应当依照中国法律规定，在入住后 24 小时内，到属地派出所办理住宿登记手续，取得《临时住宿登记表》，并向所在学院/研究所提交该表复印件。所在学院/研究所应及时敦促国际学生履行法定临时住宿登记义务，准确掌握国际学生住宿信息。

8. In accordance with Chinese laws and regulations, international students must apply for an accommodation registration within 24 hours after check-in and obtain the Registration Form of Temporary Accommodation from the local police station. Students shall then submit a photocopy of the form to their respective colleges/institutes. Colleges/Institutes must urge international students to fulfill the statutory duty of temporary accommodation registration and collect accurate accommodation information of international students.

9. 国际学生在国科大中关村校区、玉泉路校区住宿的，应当在入住后 24 小时内，携带本人有效普通护照到公寓服务台或服务中心办理住宿登记手续；在国科大雁栖湖校区、研究所内及社会上住宿的，应当在入住后 24 小时内，与留宿人或留宿机构工作人员前往属地派出所办理住宿登记手续。所需文件如下：

9. International students who live on the Zhongguancun Campus and Yuquanlu Campus must bring their valid passports to the service counter or service center of the Apartment for International Students for accommodation registration within 24 hours after check-in; students who live on Yanqihu Campus, at an institute, or in off-campus housing shall apply for accommodation registration with the host or staff of the lodging institution within 24 hours of check-in at the local police station. Required documents are as follows:

- (1) 本人有效普通护照
- (2) 留宿人身份证/留宿机构工作人员身份证
- (3) 留宿人携带相关房产证件或留宿机构开具的入住证明

(1) A valid personal passport

(2) ID card of the host or staff of the lodging institution

(3) Relevant host property certificates or check-in confirmation issued by the lodging institution

10. 遇有以下情形之一的，必须在 24 小时内到留学生公寓服务台或属地派出所，重新办理住宿登记手续，更新其签证信息，取得新的《临时住宿登记表》。否则，将被视为非法居留，责任自负，罚款自理。

10. If one of the following circumstances occurs, students must reprocess accommodation registration, update their visa information, and obtain a new Registration Form of Temporary Accommodation at the service counter of the Apartment for International Students or the local police station within 24 hours. Otherwise, such students will be regarded as illegal residents, and be personally responsible for fines or any consequences.

(1) 首次获得居留许可（即将签证转换为居留许可证件）

(2) 取得新的居留许可（包括因换新的护照、办理居留许可延期等情形）

(3) 变更住宿地点（含调宿到另一个房间等离开原住宿登记地点的情形）

(1) Obtaining a residence permit for the first time (i.e., converting a visa to a residence permit)

(2) Obtaining a new residence permit (including the renewal of a passport and the extension of a residence permit)

(3) Changing accommodation (i.e., departure from the original accommodation locale, including moving to another room in the dormitory)

11. 国际学生退宿、离开原住所，应当向所在学院/研究所报告。留宿人或留宿机构应当及时向当地派出所办理核销手续。

11. International students who need to check out of their dormitory or leave their original accommodation shall report this to their respective colleges/institutes. The host or the lodging institution must complete the cancellation of temporary accommodation registration at the local police station as soon as possible.

### 三、居留许可

#### 3. Residence Permit

12. 新生持 X1 字签证入境的，应于入境之日起 30 日内，向当地出入境管理局申请办理居留许可证件。否则，将被视为非法在华居留，责任自负，罚款自理。

12. New students who enter China with an X1 visa shall, apply for a residence permit at the local exit and entry administration within 30 days of entry. Otherwise, such students will be regarded as illegal residents and shall bear all consequences incurred therefrom (including fines).

13. 新生在京学习的，向北京市出入境管理局申请办理居留许可证。分 3 步进行：

13. When applying for a residence permit at the Division of Exit and Entry Administration of Beijing Municipal Public Security Bureau, new students who study in Beijing must adhere to the

following three steps and requirements.

**第一步 体检：**持 X1 签证报到的新生一般应在入境后 7 日内，到北京市国际旅行卫生保健中心完成体格健康检查，取得《境外人员体格检查记录验证证明》原件。持有居留许可证件的新生，可跳过本步骤。

**Step 1 Physical Examination:** New students who register with an X1 visa must, within seven days of entry to China, undergo a physical examination at Beijing International Travel Healthcare Center and obtain an original Certificate of Verification of the Physical Examination Record for Foreigners. Those who have already held a residence permit may skip this step.

**第二步 网申：**新生一般应在入境后 7 日内，经所在学院/研究所汇总向国科大留学生办公室（简称“留办”）提交以下材料，办理网上申请手续，获得《外国人签证证件申请表》（加盖留办公章）：

**Step 2 Online Application:** New students must, within seven days of entry, submit the required documents to their respective colleges or institutes, which then submit such documents to the International Student Office (ISO) and complete the online application in order to obtain a Visa/Stay Permit/Residence Permit Application Form (with ISO seal). Required documents are as follows:

- A. 《中国科学院大学国际学生新生居留许可申请表》（附件 1）
- A. Application Form of Residence Permit for UCAS New International Students (Appendix 1)
- B. 本人有效普通护照个人信息页、有效签证页、最后入境章页复印件
- B. Photocopies of the information page of a valid passport, valid visa page, and the last entry page with seal
- C. 《临时住宿登记表》复印件
- C. Photocopy of the Registration Form of Temporary Accommodation
- D. 奖学金资助证明或居留期限内学费交纳凭证（自费生提供）
- D. Scholarship Award Letter or Payment Proof of Tuition Fees during residency (provided by self-funded students)
- E. 居留期限内团体综合保险的购买凭证（获得国科大各类奖学金项目资助的国际学生，在资助期限内无需提供。超过奖学金项目资助期限未毕业的，以及未获奖学金资助的国际学生需提供）
- E. Purchase Proof of comprehensive group insurance during residency (provided by scholarship holders whose scholarships cannot cover the duration of study as well as international students who fail to receive scholarships. International students with UCAS scholarships do not need to present proof if their UCAS scholarships are still valid.)
- F. 离校证明（持有学习类居留许可证件报到的新生需提供）

F. School Leaving Certificate (provided by new students with “study” residence permits)

**第三步 面签：**新生一般应在入境后 30 日内，本人前往北京市出入境管理局办理居留许可申请手续。须携带以下材料：

**Step 3 Interview:** New students must, within 30 days of entry, apply in person for a residence permit at the Division of Exit and Entry Administration of Beijing Municipal Public Security Bureau. Students must bring the following documents:

A.本人有效普通护照原件及首页复印件

A. A valid passport and photocopy of the front page of the passport

B.一张 2 寸（护照规格）的正面免冠照片（背景为白色）

B. One 2-inch passport photo (full face, front view, bareheaded against a white background)

C.《临时住宿登记表》原件及复印件

C. The original and photocopy of the Registration Form of Temporary Accommodation

D.《中国科学院大学国际学生录取通知书》原件及复印件

D. The original and photocopy of the UCAS International Student Admission Notice

E.《外国留学人员来华签证申请表》（JW201 或 JW202 表）原件及复印件

E. The original and photocopy of Visa Application for Study in China (JW201/JW202)

F.居住地国际旅行卫生保健中心开具的《境外人员体格检查记录验证证明》原件

F. The original Certificate of Verification of the Physical Examination Record for Foreigners issued by local International Travel Healthcare Center

G. 加盖留办公章的《外国人签证证件申请表》原件

G. The original Visa/Stay Permit/Residence Permit Application Form (with ISO seal)

14. 新生在京外学习的，按属地化管理原则，向当地出入境管理机构申请居留许可。所需材料及申请步骤向培养单位咨询。

14. New students who study outside Beijing must apply for a residence permit at the local exit and entry administration. Students may consult their respective institutes or colleges about any required documents and/or application procedures.

15. 学院/研究所应以班级/年级为单位，组织集中报到的新生体检，集中办理居留许可新申请手续。

15. Colleges/Institutes must organize new students who have finished registration to receive a physical examination and to apply for a residence permit by taking class/ grade as a unit.

16. 新生秋季学期入学的，居留许可有效期一般签批至次年 8 月 15 日；春季入学的，居留许可有效期一般签批至次年 2 月 15 日。

16. Residence permit of new students enrolled in the autumn semester is normally valid till August 15 of the following year; have a Residence permit of those enrolled in the spring semester is normally valid to February 15 of the following year.

17. 国际学生首次取得居留许可后 24 小时内，须持本人护照到留学生公寓服务台或属地派出所，重新办理住宿登记手续，更新其签证信息，取得新的《临时住宿登记表》。

17. Students must take their passports to the service counter of the Apartment for International Students or local police station to reprocess accommodation registration, renew visa information, and obtain a new Registration Form of Temporary Accommodation within 24 hours of obtaining their first residence permit.

#### 四、延期申请

##### 4. Residence Permit Extension

18. 居留许可延期一般每年一次，每次延期最长不超过 12 个月，须获得导师及培养单位同意。

18. Residence permits may be extended once a year, with every extension less than 12 months. The extension must be approved by a student's respective supervisor, institute, or college.

19. 国际学生一般应于 5 月 1 日至 5 月 20 日期间，或 11 月 1 日至 11 月 20 日期间，提出居留许可延期申请。遇有特殊情况确需要提前或延后申请的，应事先征得培养单位的同意。对于未按时办理的国际学生，培养单位应敦促及时办理。由于未及时办理居留许可延期所造成的一切后果，由学生本人负责。

19. International students must apply for residence permit extension, from May 1 to May 20, or from November 1 to November 20. In the event that they must apply earlier or later, they must secure the approval of their respective institutes or colleges. For those who fail to apply in the due period, the respective institutes or colleges must urge the students to apply. Otherwise, such students shall bear all consequences incurred due to a failure to apply in time for an extension.

20. 国际学生在北京学习的，向北京市出入境管理局申请居留许可延期。分 2 步进行：

20. International students who study in Beijing must apply for residence permit extension at the Division of Exit and Entry Administration of Beijing Municipal Public Security Bureau. Application steps are as follows:

**第一步 网申：**国际学生经所在学院/研究所汇总向留办提交以下材料，办理网上申请手续，获得《外国人签证证件申请表》（加盖留办公章）：

**Step 1 Online application:** New students must submit the required documents to their respective colleges or institutes, which then submit such documents to ISO; students then complete the online application in order to obtain the Visa/Stay Permit/Residence Permit Application Form (with ISO seal). Required documents are as follows:

A. 《中国科学院大学国际学生修学年限/居留许可延期/变更申请表》（附件 2）

A. UCAS International Student Application Form for Study Duration/Residence Permit Extension/Alteration (Appendix 2)

B. 本人有效普通护照个人信息页、有效居留许可页、最后入境章页复印件

B. Photocopies of the information page of a valid passport, the valid residence permit page, and the last entry seal page

C. 《临时住宿登记表》复印件

C. Photocopy of the Registration Form of Temporary Accommodation

D. 团体综合保险的购买凭证（获得国科大各类奖学金项目资助的国际学生，在资助期限内无需提供。超过奖学金项目资助期限未毕业的，以及未获奖学金资助的国际学生需提供）

D. Proof of purchase of comprehensive group insurance during residency (provided by scholarship holders whose scholarships cannot cover the duration of study as well as international students who fail to receive scholarships. International students with UCAS scholarships do not need to present proof if their UCAS scholarships are still valid.)

E. 居留期限内学费交纳凭证（自费生提供）

E. Proof of payment of tuition fees during residency (provided by self-funded students)

F. 奖学金资助证明或经费保障证明（超过奖学金资助期限未毕业者需提供）

F. Scholarship Award Letter or Certificate of Financial Support (provided by students whose scholarships cannot cover the duration of study)

**第二步 面签：**国际学生本人前往北京市出入境管理局申请办理居留许可，须携带以下材料：

**Step 2 Interview:** When applying for a residence permit at the Division of Exit and Entry Administration of Beijing Municipal Public Security Bureau, international students must bring the following documents:

A.本人有效普通护照原件及首页复印件

A. A valid passport and photocopy of the front page of the passport

B.一张2寸（护照规格）的正面免冠照片（背景为白色）

B. One recent 2-inch passport photo (full face, front view, bareheaded against a white background).

C.《临时住宿登记表》原件及复印件

C. The original and photocopy of the Registration Form of Temporary Accommodation

D. 加盖留办公章的《外国人签证证件申请表》原件

D. The original Visa/Stay Permit/Residence Permit Application Form (with ISO seal)

21. 国际学生在京外学习的，应按照属地化管理原则，向当地出入境管理部门提出申请。所需材料及申请步骤向培养单位咨询。

21. International students who study outside Beijing must apply for a residence permit extension at the local exit and entry administration. Students may consult their institutes or colleges about the required documents and application procedures.

22. 国际学生超过基本学习年限未毕业，需延长修学年限及居留许可有效期的，应经导

师同意，向培养单位提出申请，报国科大批准。所需材料如下（扫描发送至 iso@ucas.ac.cn）：

22. Students who fail to complete their studies within the normative time for degree completion and wish to extend their duration of study and residence permit must submit application to their college or institute to obtain approval from UCAS after securing the agreement of their supervisors. Documents required for application are as follows (Documents and digital copies may be scanned and sent to iso@ucas.ac.cn):

A. 《中国科学院大学国际学生修学年限/居留许可延期/变更申请表》（附件 2）

A. UCAS International Student Application Form for Study Duration/Residence Permit Extension/Alteration (Appendix 2)

B. 本人有效普通护照个人信息页、有效居留许可页、最后入境章页复印件

B. Photocopies of the information page of a valid passport, the valid residence permit page, and the last entry seal page

C. 《临时住宿登记表》复印件

C. Photocopy of the Registration Form of Temporary Accommodation

D. 团体综合保险的购买凭证（获得国科大各类奖学金项目资助的国际学生，在资助期限内无需提供。超过奖学金项目资助期限未毕业的，以及未获奖学金资助的国际学生需提供）

D. Proof of purchase of comprehensive group insurance during residency (provided by scholarship holders whose scholarships cannot cover the duration of study as well as international students who fail to receive scholarships. International students with UCAS scholarships do not need to present proof if their UCAS scholarships are still valid.)

E. 奖学金资助证明或居留期限内学费交纳凭证（自费生提供）

E. Scholarship Award Letter or proof of payment of tuition fees during residency (provided by self-funded students)

F. 经费保障证明（超过奖学金资助期限未毕业者提供）

F. Certificate of Financial Support (provided by scholarship holders whose scholarships cannot cover the duration of study)

23. 在居留许可延期申请集中受理期间，学院/研究所应以班级/年级为单位，组织国际学生集中办理相关手续。

23. During the due period, colleges/institutes must organize, on a class/grade basis, students to follow relevant application procedures for extension of residence permits.

24. 国际学生应在完成居留许可延期手续、取得新的居留许可后 24 小时内，持本人护照到留学生公寓服务台或当地派出所，重新办理住宿登记手续，更新其在华居留许可信息，取得新的《临时住宿登记表》。

24. Students must bring their passports to the service counter of the Apartment for International Students or local police station in order to reprocess accommodation registration,

renew the information of residence permits, and obtain a new Registration Form of Temporary Accommodation within 24 hours after obtaining the renewed residence permit.

25. 国际学生持居留许可出境的（含前往中国香港、澳门和台湾地区），应至少在居留许可有效期满失效前 15 日入境。否则，由此引起的一切后果，由学生本人负责。

25. If international students wish to leave outside the mainland (including Hong Kong, China; Macao, China; and Taiwan, China), students must return at least 15 days prior to the expiration of their residence permit. Otherwise, they will bear all consequences incurred.

26. 培养单位在为国际学生办理居留许可延期手续时，应当认真审查其投保情况，确保延期后不出现空保期。若国际学生申请延长的居留许可期限有效期超过了保险有效期，应让国际学生先按照学校有关规定续保，再为其办理延期手续。否则，批准延长的居留许可有效期不得长于其保险有效期。

26. When processing an extension of an international student's residence permit, institutes or colleges must carefully verify that this student is insured, ensuring that the stay of the insured will continue to be covered after the extension. If the valid and duration of the new residence permit requested is longer than that of insurance coverage, institutes or colleges must first ask students to renew their insurance coverage according to UCAS regulations before processing the residence permit extension. If not, the valid and duration of the new residence permit shall not be longer than that of the period of insurance coverage.

## 五、居留事项变更

### 5. Residence Permit Alteration

27. 学习类居留许可登记事项包括：持证人护照姓名、性别、出生日期、国籍、护照号码，以及居留事由、期限、签发地等。遇有以下情形之一，引起居留许可登记事项发生变更的，持证人应当自该事项发生变更之日起 10 日内，向当地出入境管理机构申请办理居留许可事项变更手续：

27. Registered items of personal information for a “study” residence permit include: the residence permit holder's name as it appears on the passport, sex, date of birth, nationality, passport number, purpose of residence, duration of residence, and place of issuance. If any item previously registered changes due to one of the following causes, the holder must apply to the local exit and entry administration for a new residence permit within 10 days from the date of change:

A. 因取得新护照（无论何因），护照号码等事项发生变更的；

B. 因在华身份改变，居留事由发生变化的（如从某学校的学生变为某单位的职工，居留事由相应地从学习变为工作）；

C. 因毕业、转学，学校及居留城市发生变化，居留许可签发地随之变化的（如从城市 A 学校 B 毕业/转学到城市 C 学校 D）。

A. Procurement of a new passport (for whatever reason); a change in passport number, or other registered personal information

B. Change in residence permit holder's status, thus altering the purpose of residence (For example, if the residence permit holder's status changes from a student to an employee, then his or her purpose of residence will change from study to employment.)

C. Relocation to another city after graduation or transfer to a new school, thus causing a change in the place of residence permit issuance

注：（1）如新院校与原院校在同一城市，签发地未发生变化，则不需要办理居留许可变更手续，但应尽快到当地出入境管理部门备注接收院校变更手续；（2）我校国际学生从北京前往京外培养单位学习的，是否需要办理居留许可签发地变更手续，由其培养单位根据当地出入境管理部门的要求确定。

Notes: (1) If the residence permit holder transfers to a new school, but does not move to another city, he or she has no need to apply for a residence permit alteration, but needs to notify the change of school to the local exit and entry administration; (2) if a UCAS international student moves from a Beijing campus to an institute outside Beijing, it is for the institute to decide, according to the requirements of the local exit and entry administration, whether the student needs to change the place of residence permit issuance.

28. 国际学生在京办理居留事项变更手续，分 2 步进行：

第一步**网申**：国际学生经留办提交居留许可网上申请，获得加盖留办公章的《外国人签证证件申请表》原件。须提交以下材料（扫描发送至 iso@ucas.ac.cn）：

A. 《中国科学院大学国际学生修学年限/居留许可延期/变更申请表》（附件 2）

B. 本人有效普通护照个人信息页、有效居留许可页、最后入境章页复印件

C. 《临时住宿登记表》复印件

28. International students shall complete the application procedures for residence permit alteration in two steps:

**Step 1 Online application:** International students shall submit an online application for residence permit to ISO to obtain the original Visa/Stay Permit/Residence Permit Application Form (with ISO seal). The following documents must be submitted (Documents may be scanned and sent to iso@ucas.ac.cn.):

A. UCAS International Student Application Form for Study Duration/Residence Permit Extension/Alteration (Appendix 2)

B. Photocopies of the information page of a valid passport, the valid residence permit page, and the last entry seal page

C. Photocopy of Registration Form of Temporary Accommodation

第二步**面签**：国际学生本人前往北京市出入境管理局申请办理居留事项变更手续，须

携带以下材料：

- A. 本人有效普通护照原件及首页复印件
- B. 一张 2 寸（护照规格）的正面免冠照片（背景为白色）
- C. 《临时住宿登记表》原件及复印件
- D. 加盖留办公章的《外国人签证证件申请表》

**Step 2 Interview:** When applying for residence permit alteration at the Division of Exit and Entry Administration of Beijing Municipal Public Security Bureau, international students shall bring the following documents:

- A. A valid passport and photocopy of the first page
- B. A passport-size photo (2x2 inches, full face, front view, bareheaded against a white background)

- C. The original and photocopy of Registration Form of Temporary Accommodation
- D. The original Visa/Stay Permit/Residence Permit Application Form (with ISO seal)

29. 国际学生在京外学习的，按照属地化管理原则，向当地出入境管理部门申请办理居留事项变更手续。所需材料及申请步骤向培养单位咨询。

29. International students who study outside Beijing shall apply to the local exit and entry administration for residence permit alternation, following the guidance of their institutes.

30. 国际学生应在完成居留事项变更手续、取得新的居留许可证件后 24 小时内，持本人护照到留学生公寓服务台或属地派出所，重新办理住宿登记手续，更新其在华居留许可信息，取得新的《临时住宿登记表》。

30. Within 24 hours after obtaining a new residence permit, the holder shall complete accommodation registration procedures again at the service counter of the Apartment for International Students or at the local police station to update his or her information of residence permit and obtain a new Registration Form of Temporary Accommodation.

## 六、签证宣废及改停留签证

### 6. Visa Cancellation and Conversion to Temporary Visa

31. 新生符合以下情形之一的，学校将按照有关规定宣废其 JW201/202 表：

- (1) 被取消录取
- (2) 被视为自愿放弃入学资格
- (3) 被取消入学资格
- (4) 保留入学资格时间超过 60 天
- (5) 其他应予宣废的情形

31. The University may cancel the JW201/JW202 of a new student if he or she experiences one of the following scenarios:

- (1) cancelation of admission;

- (2) waiver of admission qualification(s);
- (3) cancelation of admission qualification(s);
- (4) maintenance of admission qualification(s) for more than 60 days;
- (5) cancelation due to any other scenario.

32. 国际学生毕业/结业/肄业/退学，从拟离校（所）之日算起居留许可剩余有效期超过 30 天的，应在 14 天内携带本人护照及其他必要材料，由所在学院/研究所派人陪同到当地出入境管理部门将居留许可变更为停留签证，并在停留期满前离境。当事学生若已经离境，应到当地中国使领馆申请其他类型签证，使原学习类居留许可/签证作废。未能配合办理的，由留办/培养单位报请北京/京外出入境管理部门作宣废处理，由此造成的一切影响由学生本人承担。

32. For international students to be granted a certificate of graduation/completion/attendance or to drop out, if their designated departure date from the University (institute) is more than 30 days before their residence permit expires, they shall go to the local exit and entry administration with their passports and other required documents in the company of a staff sent by their college or institute to convert their residence permit to a temporary visa and, subsequently, leave China before the expiration of the temporary visa; if such students have left China, they shall apply for another type of visa at the local Chinese embassy or consulate in order to invalidate their original “study” residence permit or visa. If they fail to complete these application procedures, it will be for ISO or the institute to invalidate the visa, but all consequences arising therefrom shall be borne by the students.

## 七、X2 字签证延期

### 7. X2 Visa Extension

33. 国际学生如因继续学习而需延长 X2 字签证停留期限或申请增加入境次数，应在 X2 字签证停留期满前至少 15 日申请办理。

33. International students who need an X2 visa extension or increase in entry frequency for the purpose of study must file an application at least 15 days prior to the expiration date of the visa.

34. 国际学生申请 X2 字签证延期，需获得导师及培养单位同意。在京区培养单位学习的，向留办提出申请；在京外学习的，向培养单位提出申请。具体程序、办理时间及所需材料，请参照上述居留许可延期。

34. International students who apply for an X2 visa extension shall obtain permission from their supervisors and institutes. Those who study in Beijing must apply to ISO; students who study outside Beijing must apply to their institutes. (Students must refer to the above application procedures of residence permit extension for specific procedures, processing time, and required documents.)

35. X2 字签证延长期限累计不超过原签证停留期限。

35. The duration of an extended X2 visa shall be no longer than the original.

36. 国际学生取得 X2 字签证延期后，须在 24 小时内持本人护照到留学生公寓服务台或属地派出所，重新办理住宿登记手续，更新其在华居留许可信息，取得新的《临时住宿登记表》。

36. Within 24 hours after obtaining an extended X2 visa, the X2 holder shall complete the accommodation registration again at the service counter of the Apartment for International Students or at local police station to update his or her residence information and obtain a new Registration Form of Temporary Accommodation.

37. 培养单位在为国际学生办理 X2 字签证延期手续时，应当认真审查其投保情况，确保延期后不出现空保期。若国际学生申请延长的 X2 字签证有效期超过了保险有效期，应让国际学生先按照学校有关规定续保，再为其办理延期手续。否则，批准延长的 X2 字签证有效期不得长于其保险有效期。

37. When processing an extension of student residence permit, institutes or colleges must carefully verify that students are insured, ensuring the stay of the insured will continue to be covered after the extension. If the validity and duration of the new residence permit requested is longer than that of insurance coverage, institutes or colleges must first ask students to renew their insurance coverage according to UCAS rules before processing the residence permit extension. If not, the validity and duration of the new residence permit shall not be longer than that of the period of insurance coverage.

## 八、学生证

### 8. Student ID Card

#### (一) 学生证的发放

##### 1. The Issue of Student ID Cards

38. 学生证应在国际学生新生报到时发放。新生向学院报到的，学生证由所在学院发放；向研究所报到的，学生证由所在研究所发放。留办按照新生人数派发空白学生证给学院和研究所。

38. Blank Student ID Cards are first distributed by ISO to colleges and institutes according to the number of new international students. In addition, cards are issued to students when they register at their respective colleges and institutes.

39. 学生证上的个人信息、免冠近照，由学生本人如实填写、粘贴后，统一交给所在学院/研究所，加盖第一学期注册章。学生证上所填个人信息应与学生本人普通护照一致。

39. Students must fill in their personal information, attach a recently taken bareheaded photo on their card; then submit the card to their college or institute in order to obtain a registration seal for the first semester. The personal information on the card must be consistent with that on the

student's valid passport.

40. 学生证由学院发放的，加盖留办公章；由研究所发放的，加盖研究所单位公章。学生证有效期相应地由盖章单位填注。

40. Student ID Cards issued by a college must be affixed with the official ISO seal, while those issued by an institute must have the official seal of the respective institute. The validity period of a student ID card shall be completed by ISO or the institute accordingly.

## （二）学生证的生效与注册

### 2. Registration and Validation of Student ID Cards

41. 学生证在加盖公章、第一学期注册章并填注有效期后生效。

41. Student ID cards become valid after having the official seal and the registration seal for the first semester as well as filling the period of validity.

42. 国际学生在学期间，应在每学期开学时到所在学院/研究所办理注册手续，填注注册日期、加盖注册章后方可继续生效。

42. International students must register at their respective colleges or institutes at the beginning of each semester. Students must fill in the registration date and obtain the registration seal to validate their personal Student ID Card.

43. 国际学生未按时注册的，应办理暂缓注册手续。不符合注册条件的，不予注册。

43. Failure by an international student to register by the due date will result in suspension of registration. Those who do not meet the registration requirements shall not be permitted to register.

44. 学生证有效期按学制填写。国际学生超过学制年限未毕业的，应当继续按时办理注册手续，其学生证方可继续生效。

44. The validity period of a Student ID Card must be consistent with the length of study period. International students who have not graduated within their anticipated years of study must also register on time to maintain validity of their Student Card.

## （三）学生证的遗失与补办

### 3. Loss and Reissue of Student ID Cards

45. 学生证遗失的，由国际学生本人填写《中国科学院大学补办/换发学生证登记表》（以下简称《补办换发表》，附件3），到留办或所在研究所办理挂失和补发事宜。

45. International students who lose their Student ID Card must complete the UCAS Registration Form for a Reissue or Replacement of Student ID Card (hereafter referred to as Registration Form, Appendix 3). Students must report the loss to and obtain a new card at ISO or their respective institutes.

46. 挂失时间为期30日。挂失期间，《补办换发表》原件可作为临时学生证明使用。挂失期满后，由学生本人向留办/研究所提交《补办换发表》原件，领取新证。

46. Student ID Cards reported lost will be locked for 30 days. During this period, the original

Registration Form may serve as a temporary Student ID Card. After 30 days, students must submit the original form to ISO or their institutes to obtain a new Student ID Card.

47.若在补办学生证后，找回原学生证，国际学生应将原学生证交给留办/研究所注销。

47. If the original Student ID Card is found after having received a new card, the student must render the old card to ISO or the institute for cancellation.

48.由于学生证的遗失引起的后果，由遗失者本人承担。

48. Students themselves will bear any and all consequences that result from the loss of their Student ID Card.

#### **（四）学生证的损坏与换发**

##### **4. Damage and Replacement of Student ID Cards**

49.学生证（遗失）损坏的，由国际学生本人填写《补办换发表》，到留办或所在研究所换发新证。损坏的学生证交给换发单位销毁。

49. International students whose Student ID Card is damaged must complete the Registration Form (Appendix 3). Students shall obtain a new card and have the damaged card canceled at ISO or their institutes.

50.国际学生变更培养单位的，在转入单位换发学生证。

50. International students who have transferred to a new college or institute must obtain a new Student ID Card reissued by the new college or institute.

51.国际学生硕转博的，按博士生身份注册时换发学生证。

51. International master's students who have transferred to a doctoral program must have their Student ID Card renewed when they register as a doctoral student.

#### **（五）学生证的注销和销毁**

##### **5. Cancellation and Destruction of Student ID Cards**

52.国际学生毕业或因转学、退学等原因离校/离所前，应将学生证交给所在研究所或留办注销。

52. International students who leave their colleges or institutes to graduate, transfer, drop out, or for any other reason must render their Student ID Card to ISO or their institutes for cancellation.

53.国际学生换发学生证的，其原学生证应交给换发单位销毁。

53. International students who obtain a new Student ID Card must render the old card to ISO or their institutes for destruction.

#### **（六）其他事项**

##### **6. Other Provisions**

54.国际学生在校期间一般只限发放或换发一次学生证。学生因个人原因补发或换发学生证的，应向补发/换发单位交纳工本费。

54. International students may receive and renew their Student ID Card only once while at the

University. Students who renew their Student ID Card for personal reasons must pay the cost to ISO or their institutes.

55. 国际学生不得将学生证送人或转借他人使用，或一人使用两个学生证。违者根据学校有关规定做相应处理。学生证如在校外所外场所抵押，责任自负。

55. International students are not permitted to give or lend their Student ID Card to others. No student shall possess more than one Student ID Card. Those who violate these rules shall be punished in accordance with relevant regulations of the University. Students who mortgage their student ID cards to off-campus premises shall bear the consequences arising therefrom.

56. 学生证只能学生本人使用，其他不可冒用。冒用他人学生证的，后果自负。若发现冒用他人学生证的，应立即报告学生证上的盖章单位。捡拾到他人学生证，应立即送交学生证上盖章单位。

56. A Student ID Card can only be used by the cardholder. Those who assume another student's identity will bear any consequences. Students who find anyone assuming another cardholder's identity shall report the discovery about the card with the official seal to the office. Students who find a lost student card with the official seal must return it to the office.

## 九、在学/预毕业证明

### 9. Certificate of Study/Pre-Graduation Certificate

57. 国际学生在学期间需办理《在读证明》的，经培养单位同意，可向留办申请开具《在读证明》。所需材料如下（请将扫描件发送至 ISO@ucas.ac.cn）：

57. International students can apply to ISO for the Certificate of Study after receiving permission from their college or institute. The required documents are as follows (Documents may be scanned and sent to iso@ucas.ac.cn.):

A. 《中国科学院大学国际学生在学证明办理申请表》（附件4）

A. UCAS International Student Application Form for Certificate of Study (Appendix 4)

B. 申请人按照模板要求如实填写的《在读证明》模板（附件5）（申请《在读证明》必备）

B. The sample of the Certificate of Study completed by applicants according to the requirements (Appendix 5: sample of Certificate of Study) (a requirement for application)

C. 相关证明材料（如会议通知/邀请函等）

C. Relevant supporting documents and information (e.g., meeting announcements/invitations)

D. 当前有效居留许可证件（因出境需要申请在读证明者必备）

D. Currently valid residence permit (a requirement for students who apply for the Certificate of Study in order to leave China)

58. 国际学生满足毕业条件的，经培养单位同意，可向留办申请开具《预毕业证明》。所需材料如下（请将扫描件发送至 ISO@ucas.ac.cn）：

58. International students who are eligible to graduate can apply to ISO for the Pre-Graduation Certificate after having received permission from their colleges or institutes. The required documents are as follows (Documents may be scanned and sent to iso@ucas.ac.cn.):

A. 《中国科学院大学国际学生在学证明办理申请表》（附件 4）

A.UCAS International Student Application Form for Certificate of Study (Appendix 4)

B. 申请人按照模板要求如实填写的《预毕业证明》模板（附件 6）（申请《预毕业证明》必备）

B. The sample of the Pre-Graduation Certificate completed by applicants according to requirements (Appendix 6) (a requirement for application)

C. 相关证明材料（如会议通知/邀请函等）

C. Relevant supporting documents and information (e.g., meeting announcements/invitations)

D. 培养单位出具的预毕业公函（申请预毕业证明必备）

D. The official pre-graduation letter issued by college/institute (a requirement for application)

E. 当前有效居留许可证件（因出境需要申请在读证明者必备）

E. Currently valid residence permit (a requirement for students who apply for the Certificate of Study in order to leave China)

## 十、毕业/结业/肄业证明书

### 10. Graduation Certificate and Certificate of Completion/Attendance

59. 毕业/结业/肄业证书遗失或者损坏，由国际学生本人向培养单位提出，经核实后可以向国科大申请开具相应的证明书。证明书与原证书具有同等效力。所需材料如下（请将扫描件发送至 ISO@ucas.ac.cn）：

59. International students whose Graduation Certificate and Certificate of Completion/Attendance is lost or damaged can report this to their college or institute. After loss or damage has been verified, students can then apply to UCAS for a new certificate that is equally authentic and valid as the original. The required documents are as follows (Documents may be scanned and sent to iso@ucas.ac.cn.):

A. 《中国科学院大学国际学生毕业/结业/肄业证明书申请表》（附件 7）

A.UCAS International Student Application Form for Certificate of Graduation, Completion, and Attendance for International Students (Appendix 7)

B. 申请人当前有效身份证件复印件（如非中英文，需提供中英文翻译件）

B. Photocopies of the applicant's current valid identity documents (If the documents are neither in Chinese nor English, a Chinese or English translation must be provided.)

C. 一张 2 寸蓝底与原毕业照同底片的照片（申请毕业证明书/学位证书必备）

C. A 2-inch photo against a blue background and from the same negative as the photo on the original Graduation Certificate (a requirement for application for the Graduation Certificate and

the Certificate of Degree)

## 十一、学位/学历认证

### 11. Authentication of Qualification Certificate/Degree Certificate

60. 国际学生需要学历/学位认证的，经培养单位同意后，可向国科大学位办公室申请开具认证书。流程如下：

60. International students can apply to the Degree Office for qualification/degree certificate authentication after obtaining permission from their respective colleges or institutes. The application process is as follows:

A. 将学位证书、毕业证书中英文版本扫描件（共 4 个）发至国科大学位办邮箱 xueweiban@ucas.ac.cn，并抄送 tianjie@ucas.ac.cn；

A. Send the scanned documents of Degree Certificate and Graduation Certificate in both Chinese and English (four scanned documents) to xueweiban@ucas.ac.cn (official email address of the Degree Office) and forward a copy to tianjie@ucas.ac.cn;

B. 同时提供国外认证机构的官方邮箱地址以及需抄送的相关人员的邮箱地址。

D. Also provide the official email addresses of foreign certification bodies and other recipients who require a copy.

# 中国科学院大学关于国际学生办理家属来华 相关证件的说明

## Guides for UCAS International Students to Bring Their Family Members to China

### 一、家属来华签证

#### I. Visa Requirements for Family Member Visit to China

1. 国际学生家属来华，应持 S1 或 S2 字签证入境。S1 字签证发给长期（超过 180 日）探亲的家属；S2 字签证发给短期（不超过 180 日）探亲的家属。

1. Family members of an international student shall apply for an S1 or S2 visa to visit China. An S1 visa is issued to a family member whose intended duration of stay in China will exceed 180 days; an S2 visa is issued to a family member whose intended duration of stay in China will not exceed 180 days.

2. 国际学生经导师、培养单位同意，可向国科大申请开具《中国科学院大学国际学生家属来华证明函》，以便为其家属（限父母、配偶和子女）申请 S1 或 S2 字签证提供帮助。所需材料如下：

2. To facilitate an application for an S1 or S2 visa for any family member (parents, spouses, or children), an international student can request from UCAS, with approval of their supervisors and institutes, a Certificate for a Family Member Visit to China for International Students at the University of the Chinese Academy of Sciences. The required documents include:

A. 《中国科学院大学国际学生家属来华证明函申请表》（附件 1）；

A. An Application Form for a Certificate for a Family Member Visit to China for International Students at the University of the Chinese Academy of Sciences (see Attachment 1);

B. 国际学生本人普通护照身份信息页复印件；

B. A photocopy of the general passport ID page of the international student;

C. 国际学生本人有效居留许可证件页复印件；

C. A photocopy of the valid residence permit page of the international student;

D. 国际学生家属本人普通护照身份信息页复印件；

D. A photocopy of the general passport ID page of the family member;

E. 亲属关系证明复印件加盖公证机构原章。

E. A photocopy of the kinship certificate with original seal of a notary public.

注：境外机构出具的有关证明须经中国驻国际学生国籍国的使领馆认证，如认证原件为非中文或英文版本，须提供经使馆或翻译公司翻译并盖章的翻译件。

Note: Certificates issued by foreign agencies must be authenticated by Chinese diplomatic

missions in the home country of the international student. If the original authentication is not in Chinese or English, a copy translated by the embassy or a translation company and stamped with its seal must be provided.

3. 《中国科学院大学国际学生家属来华证明函》不具有邀请性质，仅为国际学生家属申请来华签证的辅助证明。

3. A Certificate for a Family Member Visit to China for International Students at the University of the Chinese Academy of Sciences is not an invitation but only a supporting document for an international student's family member in application for a visa.

4. 国际学生应为家属来华购买人身意外险，家属来华及在华期间的一切事宜由学生自行安排，一切费用由学生自行承担。

4. An international student shall buy personal accident insurance for any family member who intends to visit China. Each student is responsible for all arrangements and fees during a family member's journey to and stay in China.

5. 家属在华停留期限不得超过国际学生居留许可有效期限。

5. The duration of stay of a family member in China cannot exceed the expiration date of the international student's residence permit.

6. 入学半年以内的新生，以及将于半年以内毕业/离校的学生，不能申请《中国科学院大学国际学生家属来华证明函》。

6. New students who have studied at UCAS for no more than half a year and students who will graduate from or leave UCAS within half a year cannot apply for a Certificate for a Family Member Visit to China for International Students at the University of the Chinese Academy of Sciences.

7. 家属申请来华签证所需其他材料，请咨询中国驻外使领馆。

7. As for other required documents for the visa application for family members, please consult Chinese diplomatic missions overseas.

## 二、 家属签证/居留许可延期申请

### **II. Application for Family Member Visa/Resident Permit Extension**

1. 国际学生家属持 S1 字签证入境的，应于入境起 30 天内申请办理居留许可；持 S2 字签证入境的，如因继续陪读而申请延长停留期限，应在签证停留期满前至少 15 日申请办理。

1. Family members of international students holding an S1 visa shall apply for residence permit within 30 days from their entry date. Holders of an S2 visa shall apply for an extension at least 15 days before the S2 visa expiration date if they intend to continue their student visit and prolong their stay in China.

2. 国际学生家属在北京居留/停留的，向北京市出入境管理局申请居留许可/签证延期。所需材料请咨询该部门。如需国科大提供相关公函，可以向留办提出申请开具相关公函。需

向留办提交以下材料（请将扫描件发送至 iso@ucas.ac.cn）：

2. Family members of international students who reside or stay in Beijing shall apply for resident permit/visa extension from the Exit and Entry Administration of Beijing Public Security Bureau. Please consult this Bureau for required documents. If relevant official letters are required from UCAS, please contact with the International Student Office to apply. The following documents must be submitted to the International Student Office (Please send scanned copies to iso@ucas.ac.cn):

A. 《中国科学院大学国际学生来华家属签证/居留许可延期申请表》（附件 2）

A. A Visa/Residence Permit Extension Application Form for Family Members of International Students at the University of the Chinese Academy of Sciences (see Attachment 2);

B. 国际学生有效普通护照个人信息页复印件；

B. A photocopy of the valid general passport ID page of the international student;

C. 家属本人有效普通护照个人信息页；

C. A photocopy of the valid general passport ID page of the family member;

D. 家属有效签证页复印件；

D. A photocopy of the valid visa page of the family member;

E. 家属本人《临时住宿登记表》复印件；

E. A photocopy of the Registration Form of Temporary Residence of the family member;

F. 家属在华人身意外保险购买凭证复印件。

F. A photocopy of proof of purchase for personal accident insurance in China for the family member.

3. 国际学生家属在京外居留/停留的，向当地出入境管理局申请居留许可/签证延期。所需材料请咨询该部门。

3. Family members of international students who reside or stay outside Beijing shall apply for a resident permit/visa extension from local exit and entry administrations. Please consult these administrations for required documents.

4. 国际学生家属应在取得居留许可或签证延期后 24 小时内，持本人有效普通护照到居住地所在辖区的派出所重新办理住宿登记手续，更新其在华居/留许可/签证信息，取得新的《临时住宿登记表》。

4. Within 24 hours after obtaining a residence permit/visa extension, family members of international students shall take their valid general passports and reapply for a residence registration at the local police station in order to renew their residence permit/visa information and obtain a copy of the new Registration Form of Temporary Residence.

International Student Office, UCAS

2017/2018

# 保險及医疗

Medical Insurance and Treatment



# 中国科学院大学国际学生保险及医疗 管理规定（试行）

## **Administrative Provisions on Medical Insurance and Treatment of International Students of University of Chinese Academy of Sciences (for Trial Implementation)**

**第一条** 为了建立国际学生医疗保险体系，完善处理突发事件应急机制，根据教育部、外交部、公安部《学校招收和培养国际学生管理办法》（第 42 号令）、《高等学校要求外国留学生购买保险暂行规定》（教外司来〔2007〕1078 号）等文件精神，结合学校实际，特制定本规定。

**Article 1** The provisions are formulated in accordance with **Administrative Measures for the Enrollment and Cultivation of International Students by Schools**(Order No. 42 of the Ministry of Education, the Ministry of Foreign Affairs and the Ministry of Public Security) and Interim Provisions for Higher Education Institutions to Request International Students to Purchase Medical Insurance (JWSL [2007] No. 1078) to establish a medical insurance system for international students of the University of Chinese academy of Sciences and to improve mechanism for accidental events.

**第二条** 本规定适用于学校按国家规定招收录取，在中国科学院所属研究院、所、台、站、中心等单位及校部各院系（以下简称“培养单位”）接受普通高等学历教育或非学历教育的非中国籍学生。

**Article 2** The provisions are applicable to international students who are enrolled to receive higher education for both academic qualifications and non-academic qualifications in academies, institutes, observatories, stations and centers affiliated with the Chinese Academy of Sciences, and schools and colleges of the University of Chinese Academy of Sciences (hereafter referred to as “host institutes”)

**第三条** 学校实行国际学生全员保险制度。所有国际学生在华期间必须按照中国有关规定和学校要求投保。

**Article 3** During their stay in China, all international students must purchase medical insurance according to the requirements of China and of the University.

（一）对于新生未按照规定和要求投保的，不予注册入学，并限期 10 个工作日内投保；逾期不投保的，取消录取，或不予办理居留许可申请手续。

(1) New students who have not purchased medical insurance as required are not allowed to register. They will be given ten days to purchase insurance. Qualifications for admission will be abolished or application for residence permits will be denied if they fail to purchase medical

insurance within the given ten days.

(二) 对于在校生未按规定和要求投保的，不予办理签证/居留许可延期手续，并限在保险有效期内投保；逾期 10 个工作日不投保的，予以退学处理。

(2) Extension of visas or residence permits will be denied if current students have not purchased medical insurance as required. They are requested to purchase insurance before the policy expiration date. Failure to do so within prescribed ten days shall result in expulsion from the University.

**第四条** 国际学生所购保险应当符合下列条件：

**Article 4** The insurance that international students purchase shall meet the following requirements:

(一) 应是团体综合保险，且包括下列基本保障内容：

(1) They should choose comprehensive insurance which covers:

1. 平安险（身故或残疾定额赔付），身故保额不得低于 10 万元人民币；

1. Death Insurance & Accidental Disability Insurance

Amount insured: no less than RMB 100,000;

2. 人身意外伤害医疗险，保额不得低于 1 万元人民币；

2. Medical Insurance for Accidental Injury

Amount insured: no less than RMB 10,000;

3. 住院医疗保险，保额不得低于 40 万元人民币；

3. Hospitalization Medical Insurance

Amount insured: no less than RMB 400,000;

4. 普通疾病门诊保险，保额不得低于 2 万元人民币。

4. Outpatient and Emergency Medical Insurance

Amount insured: no less than RMB 20,000.

(二) 保险公司必须得到中国保险监督管理委员会的认可，能在其官方网站 <http://www.circ.gov.cn> 查询到。

(2) The insurance company must be acknowledged by China Insurance Regulatory Commission and listed on its website <http://www.circ.gov.cn>.

(三) 保险责任覆盖的地域范围包括中国大陆全境。

(3) The insurance liabilities shall cover all the areas in the Chinese mainland.

(四) 中国大陆境内所有公立医院可作为就诊医院。

(4) Medical treatment shall be sought at all public hospitals in the mainland of China.

(五) 在各省市有一定数量的网络医院，可提供住院垫付服务。

(5) Medical treatment should be sought at internet hospitals located in different provinces and cities and which offer prepayment services.

(六) 能提供 24 小时中英文电话咨询及就医指导服务。

(6) The insurance company offers 24-hour phone consulting services and medical guidance both in Chinese and English.

**第五条** 国际学生保险有效期应覆盖其在华签证/居留许可有效期，不能出现空保期。否则由此造成的一切后果由学生本人负责，一切费用学生自理。

**Article 5** The validity period of the medical insurance shall cover the validity period of the student's visa and residence permit. Students shall be responsible for all possible costs and consequences resulting from the coverage gap.

**第六条** 国际学生新生在办理注册入学手续、在校生在办理签证/居留许可延期手续时，必须提供团体综合保险的购买凭证。个人人身保险的保险单不能作为办理上述手续的材料。

**Article 6** A proof of purchase of the group comprehensive medical insurance is required for new international students to complete the registration procedure and for current students to extend their visas and residence permits. The policy of individual life insurance cannot be used to fulfill the same function.

留学生办公室、培养单位在为国际学生办理注册入学手续、签证/居留许可延期手续时，应当认真审查其投保情况，确保其在签证/居留许可有效期内无空保期。若国际学生申请延长的签证/居留许可期限有效期超过了保险有效期，应令其续保。否则，批准延长的签证/居留许可有效期不得长于其保险有效期。

When completing the registration procedure or dealing with the application for a visa/residence permit extension, the International Students Office and the host institutes must check the student's medical insurance status and confirm that there is no coverage gap. If the insurance policy cannot cover the applied extension period, the student must renew the policy. If not, the permitted extension period shall not extend the insurance coverage period.

**第七条** 为保证同一个学校的国际学生享受的保险保障标准一致，学校选定中国平安保险公司“来华留学生综合保险”作为本校国际学生推荐购买的团体综合保险险种。

**Article 7** To ensure that international students from the same university or college are entitled with the same insurance guarantee standard, the University selects Ping An Insurance Company of China and recommends Comprehensive Medical Insurance Plan of Foreign Students in China for international students to purchase.

国际学生购买其他险种的，须符合第四条规定，并在留学生办公室登记以下投保信息：保险公司准确名称、保单号、保险有效期，及业务人员姓名、电话、传真等信息。出险时，一般由学生本人联系保险公司按照所购保险有关规定进行理赔。

If international students want to buy other medical insurance plans, the plans shall meet the requirements in Article 4. The students should register in the International Students Office offering the following information: name of the insurance company, policy number, policy term, and the

name, telephone number and fax number of the insurance agent, etc. The student is responsible for contacting the insurance company for an insurance claim.

**第八条 投保方式及保险费用**

**Article 8** Payments for the insurance premium:

(一) 自费生: 保险 由本人购买, 费用由本人承担。

(1) Self-financed students: the insurance premiums shall be paid by the students themselves.

(二) 中国政府奖学金生: 在资助期限内, 保险由奖学金项目提供; 超过资助期限未毕业的, 保险由学生本人购买, 费用由本人承担。

(2) Students financed by Chinese government scholarships: during the scholarship duration, the insurance is offered by the scholarship program. However, if the student' graduation date extends the scholarship duration, the student shall purchase medical insurance to cover the extended days.

(三) 其他项目奖学金生: 按奖学金项目有关规定执行。

(3) Students financed by other scholarships: insurance shall be paid as specified by each scholarship program.

**第九条** 国际学生在华学习期间一般应到中国大陆境内公立医院就诊。普通疾病门诊、住院医疗及人身意外伤害等费用的理赔事宜, 按其所购保险有关规定执行。

**Article 9** The international students should usually seek medical treatment in public hospitals in Chinese mainland. Claims for Outpatient treatment, hospitalization and accidental injuries shall be made according to the insurance contract.

**第十条** 本规定自公布之日起开始执行。

**Article 10** The provisions shall go into effect as of the date of issue.

**第十一条** 由国际合作处负责解释。

**Article 11** The International Office reserves the right of final interpretation of the above article

# 附录 1 涉外法律

Appendix 1 Foreign-Related Laws



# 中华人民共和国出境入境管理法

## Exit and Entry Administration Law of the People's Republic of China

(2012年6月30日第十一届全国人民代表大会常务委员会第二十七次会议通过)

(Adopted at the 27<sup>th</sup> meeting of the Standing Committee of the Eleventh National People's Congress on June 30, 2012)

### 第一章 总则

#### Chapter I General Provisions

**第一条** 为了规范出境入境管理,维护中华人民共和国的主权、安全和社会秩序,促进对外交往和对外开放,制定本法。

**Article 1** In order to regulate exit/entry administration, safeguard the sovereignty, security and social order of the People's Republic of China, and promote foreign exchanges and opening to the outside world, this Law is hereby formulated.

**第二条** 中国公民出境入境、外国人入境出境、外国人在中国境内停留居留的管理,以及交通运输工具出境入境的边防检查,适用本法。

**Article 2** This Law is applicable to the administration of exit and entry of Chinese citizens, entry and exit of foreigners, stay and residence of foreigners in China, and the exit/entry border inspection of transport vehicles.

**第三条** 国家保护中国公民出境入境合法权益。

**Article 3** The State protects Chinese citizens' legitimate rights and interests of exiting and entering the country.

在中国境内的外国人的合法权益受法律保护。在中国境内的外国人应当遵守中国法律,不得危害中国国家安全、损害社会公共利益、破坏社会公共秩序。

The legitimate rights and interests of foreigners in China shall be protected by laws. Foreigners in China shall abide by the Chinese laws, and shall not endanger China's national security, harm public interests and disrupt social and public order.

**第四条** 公安部、外交部按照各自职责负责有关出境入境事务的管理。

**Article 4** The Ministry of Public Security and the Ministry of Foreign Affairs shall, within the scope of their respective responsibilities, be responsible for administering exit/entry affairs.

中华人民共和国驻外使馆、领馆或者外交部委托的其他驻外机构(以下称驻外签证机关)负责在境外签发外国人入境签证。出入境边防检查机关负责实施出境入境边防检查。县级以

上地方人民政府公安机关及其出入境管理机构负责外国人停留居留管理。

Embassies and consulates of the People's Republic of China and other institutions stationed abroad entrusted by the Ministry of Foreign Affairs (hereinafter referred to as "the visa-issuing authorities abroad") shall be responsible for issuance of entry visas to foreigners. Exit/entry border inspection authorities shall be responsible for carrying out exit/entry border inspection. Public security organs under local people's governments at or above the county level and their exit/entry administrations shall be responsible for the administration of the stay and residence of foreigners.

公安部、外交部可以在各自职责范围内委托县级以上地方人民政府公安机关出入境管理机构、县级以上地方人民政府外事部门受理外国人入境、停留居留申请。

The Ministry of Public Security and the Ministry of Foreign Affairs may, within the scope of their respective responsibilities, entrust exit/entry administrations of public security organs or foreign affairs departments under local people's governments at or above the county level to accept foreigners' applications for entry, stay and residence in China.

公安部、外交部在出境入境事务管理中，应当加强沟通配合，并与国务院有关部门密切合作，按照各自职责分工，依法行使职权，承担责任。

In the administration of exit/entry affairs, the Ministry of Public Security and the Ministry of Foreign Affairs shall strengthen communication and cooperation, cooperate closely with relevant departments under the State Council, and exercise functions and powers and bear liabilities within the scope of their respective responsibilities in accordance with the law.

**第五条** 国家建立统一的出境入境管理信息平台，实现有关管理部门信息共享。

**Article 5** The State shall establish a uniform exit/entry administration information platform to share information among relevant administrative departments.

**第六条** 国家在对外开放的口岸设立出入境边防检查机关。

**Article 6** The State shall establish exit/entry border inspection authorities at the ports open to foreign countries.

中国公民、外国人以及交通运输工具应当从对外开放的口岸出境入境，特殊情况下，可以从国务院或者国务院授权的部门批准的地点出境入境。出境入境人员和交通运输工具应当接受出境入境边防检查。

Chinese citizens, foreigners as well as transport vehicles shall exit or enter China via the ports open to foreign countries, or via the places approved by the State Council or by the departments authorized by the State Council under special circumstances. Personnel and transport vehicles that exit or enter China shall be subject to exit/entry border inspection.

出入境边防检查机关负责对口岸限定区域实施管理。根据维护国家安全和出境入境管理秩序的需要，出入境边防检查机关可以对出境入境人员携带的物品实施边防检查。必要时，出入境边防检查机关可以对出境入境交通运输工具载运的货物实施边防检查，但是应当通知

海关。

Exit/entry border inspection authorities shall be responsible for relevant administration work in the restricted zones of ports. On the basis of the need for safeguarding national security and maintaining the order of exit/entry administration, exit/entry border inspection authorities may conduct border inspection on the belongings of the persons who exit or enter China. When necessary, exit/entry border inspection authorities may conduct border inspection on the goods carried by transport vehicles that exit or enter China. However, exit/entry border inspection authorities shall notify the Customs of such inspections.

**第七条** 经国务院批准，公安部、外交部根据出境入境管理的需要，可以对留存出境入境人员的指纹等人体生物识别信息作出规定。

**Article 7** Upon approval by the State Council, the Ministry of Public Security and the Ministry of Foreign Affairs may, on the basis of the need for exit/entry administration, set forth regulations on the collection and keep of fingerprints and other biometric identification information of the persons who exit or enter China.

外国政府对中国公民签发签证、出境入境管理有特别规定的，中国政府可以根据情况采取相应的对等措施。

Where foreign governments have special regulations on issuing visas to Chinese citizens or the exit/entry administration of Chinese citizens, the Chinese government may, as the circumstances require, take corresponding and equivalent measures.

**第八条** 履行出境入境管理职责的部门和机构应当切实采取措施，不断提升服务和管理水平，公正执法，便民高效，维护安全、便捷的出境入境秩序。

**Article 8** Departments and institutions that are responsible for the exit/entry administration shall take practical measures, constantly improve service and administration, enforce laws impartially, provide convenient and efficient service and ensure the security and conveyance of the exit/entry procedures.

## 第二章 中国公民出境入境

### Chapter II Exit and Entry of Chinese Citizens

**第九条** 略。

**Article 9** Omitted.

**第十条** 略。

**Article 10** Omitted.

**第十一条** 略。

**Article 11** Omitted.

**第十二条** 略。

**Article 12** Omitted.

**第十三条** 略。

**Article 13** Omitted.

**第十四条** 略。

**Article 14** Omitted.

### 第三章 外国人入境出境

#### 第一节 签证

#### Chapter III Entry and Exit of Foreigners

#### Section 1 Visa

**第十五条** 外国人入境,应当向驻外签证机关申请办理签证,但是本法另有规定的除外。

**Article 15** In order to entering China, foreigners shall apply to the visa-issuing authorities stationed abroad for a visa, except as otherwise provided for in this Law.

**第十六条** 签证分为外交签证、礼遇签证、公务签证、普通签证。

**Article 16** Visas are categorized as diplomatic visa, courtesy visa, official visa and ordinary visa.

对因外交、公务事由入境的外国人,签发外交、公务签证;对因身份特殊需要给予礼遇的外国人,签发礼遇签证。外交签证、礼遇签证、公务签证的签发范围和签发办法由外交部规定。

Diplomatic or official visas shall be issued to foreigners who enter China for diplomatic or official reasons; and courtesy visas shall be issued to foreigners who are given courtesy due to their special status. The scope and measures for issuing diplomatic, courtesy and official visas shall be stipulated by the Ministry of Foreign Affairs.

对因工作、学习、探亲、旅游、商务活动、人才引进等非外交、公务事由入境的外国人,签发相应类别的普通签证。普通签证的类别和签发办法由国务院规定。

Appropriate types of ordinary visa shall be issued to foreigners who enter China due to non-diplomatic or official reasons including work, study, family visit, travel, business activities and talent introduction. The types of ordinary visa and relevant issuance measures shall be stipulated by the State Council.

**第十七条** 签证的登记项目包括:签证种类,持有人姓名、性别、出生日期、入境次数、入境有效期、停留期限,签发日期、地点,护照或者其他国际旅行证件号码等。

**Article 17** The registered items of a visa shall include visa type, name, sex, date of birth, number of allowed entries, validity period of entry and duration of stay of the holder, date and place of issuance, as well as passport number or other international travel documents number.

**第十八条** 外国人申请办理签证,应当向驻外签证机关提交本人的护照或者其他国际旅

行证件，以及申请事由的相关材料，按照驻外签证机关的要求办理相关手续、接受面谈。

**Article 18** Foreigners who apply for visas shall submit their passports or other international travel documents, as well as information of specific application matters, to the visa-issuing authorities stationed abroad. They shall go through relevant formalities and accept interviews in accordance with the requirements of the visa-issuing authorities stationed abroad.

**第十九条** 外国人申请办理签证需要提供中国境内的单位或者个人出具的邀请函件的，申请人应当按照驻外签证机关的要求提供。出具邀请函件的单位或者个人应当对邀请内容的真实性负责。

**Article 19** Where foreigners applying for visas need to provide written invitations issued by entities or individuals within China, the applicants shall provide such invitations in accordance with the requirements of the visa-issuing authorities abroad. Entities or individuals that issue written invitations shall be liable for the fidelity of the contents.

**第二十条** 出于人道原因需要紧急入境，应邀入境从事紧急商务、工程抢修或者具有其他紧急入境需要并持有有关主管部门同意在口岸申办签证的证明材料的外国人，可以在国务院批准办理口岸签证业务的口岸，向公安部委托的口岸签证机关（以下简称口岸签证机关）申请办理口岸签证。

**Article 20** Foreigners who need to enter China urgently for humanitarian reasons, or are invited to enter China for urgent business or rush repair work, or have other urgent needs, and hold materials that prove the competent departments' approval of their applying for visas at port, may apply for port visas with the visa-issuing authorities entrusted by the Ministry of Public Security at the ports (hereinafter referred to as "port visa authorities") which are approved to issue port visas by the State Council.

旅行社按照国家有关规定组织入境旅游的，可以向口岸签证机关申请办理团体旅游签证。

Travel agencies that organize inbound tourism in accordance with relevant State regulations may apply for group tourist visas from port visa authorities.

外国人向口岸签证机关申请办理签证，应当提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，按照口岸签证机关的要求办理相关手续，并从申请签证的口岸入境。

Foreigners who apply to port visa authorities for visas shall submit their passports or other international travel documents, as well as relevant information of specific application matters. They shall go through relevant formalities in accordance with the requirements of the port visa authorities, and enter China at the ports where they apply for visas.

口岸签证机关签发的签证一次入境有效，签证注明的停留期限不得超过三十日。

Visas issued by port visa authorities shall be single entry and the duration of stay shall not exceed 30 days.

**第二十一条** 外国人有下列情形之一的，不予签发签证：

**Article 21** Under any of the following circumstances, visas shall not be issued to foreigners:

(一) 被处驱逐出境或者被决定遣送出境，未满不准入境规定年限的；

(1) Was deported, or was repatriated upon decision, and the No-Entry-into-China period has not expired;

(二) 患有严重精神障碍、传染性肺结核病或者有可能对公共卫生造成重大危害的其他传染病的；

(2) Is suffering from serious mental disorders, infectious tuberculosis or other infectious diseases that may severely jeopardize the public health;

(三) 可能危害中国国家安全和利益、破坏社会公共秩序或者从事其他违法犯罪活动的；

(3) May endanger China's national security or interests, or disrupt social and public order, or engage in other illegal or criminal activities;

(四) 在申请签证过程中弄虚作假或者不能保障在中国境内期间所需费用的；

(4) Resort to fraudulent acts in visa application or cannot guarantee expected expenditures during their stay in China;

(五) 不能提交签证机关要求提交的相关材料的；

(5) Fail to submit relevant information required by the visa-issuing authorities; or

(六) 签证机关认为不宜签发签证的其他情形。

(6) Other circumstances in which visa authorities consider a visa should not be issued.

对不予签发签证的，签证机关可以不说明理由。

The visa-issuing authorities are not required to give reasons for refusing the issuance of a visa.

**第二十二条** 外国人有下列情形之一的，可以免办签证：

**Article 22** Under any of the following circumstances, foreigners may be exempt from applying for visas:

(一) 根据中国政府与其他国家政府签订的互免签证协议，属于免办签证人员的；

(1) So exempted based on the visa exemption agreements signed by the Chinese government with the governments of other countries;

(二) 持有效的外国人居留证件的；

(2) Hold valid foreigners' residence permits;

(三) 持联程客票搭乘国际航行的航空器、船舶、列车从中国过境前往第三国或者地区，在中国境内停留不超过二十四小时且不离开口岸，或者在国务院批准的特定区域内停留不超过规定时限的；

(3) Hold connected passenger tickets and are in transit to a third country or region by an international aircraft, ship or train via China, will stay for not more than 24 hours in China without

leaving the port of entry, or will stay in the specific zones approved by the State Council within the prescribed time limit; or

(四) 国务院规定的可以免办签证的其他情形

(4) Other circumstances stipulated by the State Council in which visas may be exempted.

**第二十三条** 有下列情形之一的外国人需要临时入境的,应当向出入境边防检查机关申请办理临时入境手续:

**Article 23** Where foreigners under any of the following circumstances need to enter China temporarily, they shall apply to exit/entry border inspection agencies for going through the formalities for temporary entry:

(一) 外国船员及其随行家属登陆港口所在城市的;

(1) Foreign seamen and their accompanying family members disembark at cities where the ports are located;

(二) 本法第二十二条第三项规定的人员需要离开口岸的;

(2) Persons specified in Subparagraph (3) of Article 22 of this Law need to leave ports; or

(三) 因不可抗力或者其他紧急原因需要临时入境的。

(3) Foreigners need to enter China temporarily due to force majeure or for any other urgent reason.

临时入境的期限不得超过十五日。

The duration of stay for temporary entry shall not exceed 15 days.

对申请办理临时入境手续的外国人,出入境边防检查机关可以要求外国人本人、载运其入境的交通运输工具的负责人或者交通运输工具出境入境业务代理单位提供必要的保证措施。

For foreigners who apply for going through the formalities for temporary entry, exit/entry border inspection authorities may require such foreigners, the persons in charge of the transport vehicles used for such foreigners' entry or the agencies handling the exit/entry business for transport vehicles to provide necessary guaranty measures.

## 第二节 入境出境

### Section 2 Entry and Exit

**第二十四条** 外国人入境,应当向出入境边防检查机关交验本人的护照或者其他国际旅行证件、签证或者其他入境许可证明,履行规定的手续,经查验准许,方可入境。

**Article 24** Foreigners who enter China shall submit their passports, other international travel documents, visas or other entry permits to the exit/entry border inspection authorities for examination, go through the prescribed formalities, and may enter upon examination and approval.

**第二十五条** 外国人有下列情形之一的,不准入境:

- (一) 未持有效出境入境证件或者拒绝、逃避接受边防检查的;
- (二) 具有本法第二十一条第一款第一项至第四项规定情形的;
- (三) 入境后可能从事与签证种类不符的活动的;
- (四) 法律、行政法规规定不准入境的其他情形。

对不准入境的, 出入境边防检查机关可以不明理由。

**Article 25** Under any of the following circumstances, foreigners shall not be allowed to enter China:

- (1) Hold no valid exit/entry documents, or refuse or evade border inspection;
- (2) Are involved in any of the circumstances specified in Subparagraph (1) through (4) of the first paragraph of Article 21 of this Law;
- (3) May engage in activities not conform to the types of visa after entering China; or
- (4) Other circumstances in which entry is not allowed in accordance with laws or administrative regulations.

Exit/entry border inspection authorities are not required to give reasons for denying an entry.

**第二十六条** 对未被准许入境的外国人, 出入境边防检查机关应当责令其返回; 对拒不返回的, 强制其返回。外国人等待返回期间, 不得离开限定的区域。

**Article 26** Exit/entry border inspection authorities shall order foreigners who are denied entry in China to return, and shall force the return of those who refuse to do so. While waiting for return, those foreigners shall not leave the restricted zones.

**第二十七条** 外国人出境, 应当向出入境边防检查机关交验本人的护照或者其他国际旅行证件等出境入境证件, 履行规定的手续, 经查验准许, 方可出境。

**Article 27** Foreigners who exit China shall submit their exit/entry documents including passports or other international travel documents to the exit/entry border inspection authorities for examination, go through prescribed formalities, and may exit upon examination and approval.

**第二十八条** 外国人有下列情形之一的, 不准出境:

**Article 28** Under any of the following circumstances, foreigners shall not be allowed to exit China:

(一) 被判处有期徒刑尚未执行完毕或者属于刑事案件被告人、犯罪嫌疑人的, 但是按照中国与外国签订的有关协议, 移管被判刑人的除外;

(1) Are sentenced to criminal punishments, the execution of which are not completed, or suspects or defendants in criminal cases, except those who are sentenced and transferred under relevant agreements between China and foreign countries;

(二) 有未了结的民事案件, 人民法院决定不准出境的;

(2) Are involved in unsettled civil cases and are not allowed to exit China upon decision of the people's courts;

(三) 拖欠劳动者的劳动报酬，经国务院有关部门或者省、自治区、直辖市人民政府决定不准出境的；

(3) Are in arrears of paying off labor remuneration and therefore are not allowed to exit by decision of the relevant departments under the State Council or of the people's governments of provinces, autonomous regions or municipalities directly under the Central Government; or

(四) 法律、行政法规规定不准出境的其他情形。

(4) Other circumstances in which exit shall not be allowed in accordance with laws or administrative regulations.

## 第四章 外国人停留居留

### Chapter IV Stay and Residence of Foreigners

#### 第一节 停留居留

##### Section 1 Stay and Residence

**第二十九条** 外国人所持签证注明的停留期限不超过一百八十日的，持证人凭签证并按照签证注明的停留期限在中国境内停留。

**Article 29** Where the duration of stay specified in a visa held by a foreigner does not exceed 180 days, the holder may stay in China within the duration specified therein.

需要延长签证停留期限的，应当在签证注明的停留期限届满七日前向停留地县级以上地方人民政府公安机关出入境管理机构申请，按照要求提交申请事由的相关材料。经审查，延期理由合理、充分的，准予延长停留期限；不予延长停留期限的，应当按期离境。

Where the duration of stay needs to be extended, the visa holder shall file an application with the exit/entry administration of public security organ under the local people's government at or above the county level in the place of his stay seven days prior to the expiry of the duration specified in the visa, and shall submit information of specific application matters in accordance with relevant requirements. If upon examination, the reasons for extension are appropriate and sufficient, such extension shall be granted; if an extension is denied, the foreigner shall leave China on the expiry of the duration.

延长签证停留期限，累计不得超过签证原注明的停留期限。

The accumulated length of extension shall not exceed the original duration of stay specified in the visa.

**第三十条** 外国人所持签证注明入境后需要办理居留证件的，应当自入境之日起三十日内，向拟居留地县级以上地方人民政府公安机关出入境管理机构申请办理外国人居留证件。

**Article 30** Where visas held by foreigners specify that foreigners need to apply for residence permits after entry, such foreigners shall, within 30 days from the date of their entry, apply to the exit/entry administrations of public security organs under local people's governments at or above

the county level in the proposed places of residence for foreigners' residence permits.

申请办理外国人居留证件，应当提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，并留存指纹等人体生物识别信息。公安机关出入境管理机构应当自收到申请材料之日起十五日内进行审查并作出审查决定，根据居留事由签发相应类别和期限的外国人居留证件。

Applicants for foreigners' residence permits shall submit their passports or other international travel documents, as well as relevant information of specific application matters, and provide biometric identification information such as fingerprints. The exit/entry administrations of public security organs shall, within 15 days upon the date of receipt, conduct examination and make a decision thereupon. Based on the purpose of residence, those administrations shall issue the appropriate types of foreigners' residence permits with the duration.

外国人工作类居留证件的有效期最短为九十日，最长为五年；非工作类居留证件的有效期最短为一百八十日，最长为五年。

The validity period of a foreigner's work-type residence permit shall be 90 days at the minimum and five years at the maximum; and the validity period of a non-work-type foreigner's residence permit shall be 180 days at the minimum and five years at the maximum.

**第三十一条** 外国人有下列情形之一的，不予签发外国人居留证件：

**Article 31** Under any of the following circumstances, a foreigner's residence permit shall not be issued:

(一) 所持签证类别属于不应办理外国人居留证件的；

(1) The visa held does not belong to the type for which a foreigner's residence permit should be issued;

(二) 在申请过程中弄虚作假的；

(2) Resorts to fraudulent acts in application;

(三) 不能按照规定提供相关证明材料的；

(3) Fails to provide relevant supporting materials in accordance with relevant regulations;

(四) 违反中国有关法律、行政法规，不适合在中国境内居留的；

(4) Is not eligible to reside in China because of violation of relevant Chinese laws or administrative regulations; or

(五) 签发机关认为不宜签发外国人居留证件的其他情形。

(5) Other circumstances in which the issuing authority considers a foreigner's residence permit should not be issued.

符合国家规定的专门人才、投资者或者出于人道等原因确需由停留变更为居留的外国人，经设区的市级以上地方人民政府公安机关出入境管理机构批准可以办理外国人居留证件。

Foreigners with expertise and foreign investors who conform to relevant State regulations or foreigners who need to change their status from stay to residence for humanitarian or other reasons, may undergo the formalities for obtaining foreigner's residence permits upon approval by the exit/entry administrations of public security organs under local people's governments at or above the city with districts.

**第三十二条** 在中国境内居留的外国人申请延长居留期限的,应当在居留证件有效期限届满三十日前向居留地县级以上地方人民政府公安机关出入境管理机构提出申请,按照要求提交申请事由的相关材料。经审查,延期理由合理、充分的,准予延长居留期限;不予延长居留期限的,应当按期离境。

**Article 32** Foreigners residing in China who apply for the extension of the duration of residence shall, within 30 days prior to the expiry of the validity period on their residence permits, file applications with the exit/entry administrations of public security organs under local people's governments at or above the county level, and submit relevant information of specific application matters in accordance with relevant requirements. If upon examination, the reasons for extension are appropriate and sufficient, an extension shall be granted; if an extension is denied, the foreigner concerned shall leave China on the expiry of the validity period specified in their residence permits.

**第三十三条** 外国人居留证件的登记项目包括:持有人姓名、性别、出生日期、居留事由、居留期限,签发日期、地点,护照或者其他国际旅行证件号码等。

**Article 33** The registered items of a foreign residence permit shall include name, sex, date of birth, reason for residence and duration of residence of the holder, date and place of issuance, passport number or other international travel documents number.

外国人居留证件登记事项发生变更的,持证件人应当自登记事项发生变更之日起十日内向居留地县级以上地方人民政府公安机关出入境管理机构申请办理变更。

Where the registered item in a foreigner's residence permit has changed, the holder shall, within 10 days from the date of change, apply to the exit/entry administration of public security organ under the local people's government at or above the county level in the place of residence for going through the formalities for alteration.

**第三十四条** 免办签证入境的外国人需要超过免签期限在中国境内停留的,外国船员及其随行家属在中国境内停留需要离开港口所在城市,或者具有需要办理外国人停留证件其他情形的,应当按照规定办理外国人停留证件。

**Article 34** Where visa-exempt foreigners need to stay in China longer than the visa-free period, or foreign seamen and their accompanying family members need to leave the cities where the ports are located, or under other circumstances in which foreigners' stay permits should be applied for, they shall apply for such permits in accordance with relevant regulations.

外国人停留证件的有效期最长为一百八十日。

The maximum validity period of a foreigner's stay permit shall be 180 days.

**第三十五条** 外国人入境后，所持的普通签证、停留居留证件损毁、遗失、被盗抢或者有符合国家规定的事由需要换发、补发的，应当按照规定向停留居留地县级以上地方人民政府公安机关出入境管理机构提出申请。

**Article 35** Where ordinary visas, stay or residence permits held by foreigners need to be reissued due to damage, loss, theft, robbery or other reasons in compliance with relevant State regulations after foreigners enter China, those foreigners shall apply for a reissue with the exit/entry administrations of public security organs under local people's governments at or above the county level in the places of stay or residence in accordance with relevant regulations.

**第三十六条** 公安机关出入境管理机构作出的不予办理普通签证延期、换发、补发，不予办理外国人停留居留证件、不予延长居留期限的决定为最终决定。

**Article 36** Decisions made by the exit/entry administration of public security organ on rejecting applications for visa extension or reissuance, or on not issuing foreigners' stay or residence permits or not extending the duration of residence shall be final.

**第三十七条** 外国人在中国境内停留居留，不得从事与停留居留事由不相符的活动，并应当在规定的停留居留期限届满前离境。

**Article 37** Foreigners who stay or reside in China shall not engage in activities not corresponding to the purpose of stay or residence, and shall leave China prior to the expiry of the prescribed duration of stay or residence.

**第三十八条** 年满十六周岁的外国人在中国境内停留居留，应当随身携带本人的护照或者其他国际旅行证件，或者外国人停留居留证件，接受公安机关的查验。

**Article 38** Foreigners having reached the age of 16 who stay or reside in China shall carry with them their passports or other international travel documents, or foreigners' stay or residence permits, and accept the inspection of public security organs.

在中国境内居留的外国人，应当在规定的时间内到居留地县级以上地方人民政府公安机关交验外国人居留证件。

Foreigners who reside in China shall, within the prescribed time limit, submit foreigners' residence permits to public security organs under local people's governments at or above the county level in the places of residence for examination.

**第三十九条** 外国人在中国境内旅馆住宿的，旅馆应当按照旅馆业治安管理的有关规定为其办理住宿登记，并向所在地公安机关报送外国人住宿登记信息。

**Article 39** Where foreigners stay in hotels in China, the hotels shall register their accommodation in accordance with the regulations on the public security administration of the hotel industry, and submit foreigners' accommodation registration information to the public

security organs in the places where the hotels are located.

外国人在旅馆以外的其他住所居住或者住宿的，应当在入住后二十四小时内由本人或者留宿人，向居住地的公安机关办理登记。

For foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after the foreigners' arrival, go through the registration formalities with the public security organs in the places of residence.

**第四十条** 在中国境内出生的外国婴儿，其父母或者代理人应当在婴儿出生六十日内，持该婴儿的出生证明到父母停留居留地县级以上地方人民政府公安机关出入境管理机构为其办理停留或者居留登记。

**Article 40** For foreign infants born in China, their parents or agents shall, within 60 days after they are born, on the strength of the birth certificates, go through the formalities for stay or residence registration for them with the exit/entry administrations of public security organs under people's governments at or above the county level in the places of their parents' stay or residence.

外国人在中国境内死亡的，其家属、监护人或者代理人，应当按照规定，持该外国人的死亡证明向县级以上地方人民政府公安机关出入境管理机构申报，注销外国人停留居留证件。

For foreigners who decease in China, their relatives, guardians or agents shall, in accordance with relevant regulations, on the strength of the death certificates, report their death to the exit/entry administrations of the public security organs under local people's governments at or above the county level to cancel their stay or residence permits.

**第四十一条** 外国人在中国境内工作，应当按照规定取得工作许可和工作类居留证件。任何单位和个人不得聘用未取得工作许可和工作类居留证件的外国人。

**Article 41** Foreigners who work in China shall obtain work permits and work-type residence permits in accordance with relevant regulations. No entities or individuals shall employ foreigners who have no work permits or work-type residence permits.

外国人在中国境内工作管理办法由国务院规定。

The administrative measures for foreigners working in China shall be stipulated by the State Council.

**第四十二条** 国务院人力资源社会保障主管部门、外国专家主管部门会同国务院有关部门根据经济社会发展需要和人力资源供求状况制定并定期调整外国人在中国境内工作指导目录。

**Article 42** The competent department of human resources and social security and the competent department in charge of foreign experts affairs under the State Council shall, in conjunction with relevant departments under the State Council, formulate and regularly adjust the guiding catalogue for foreigners working in China based on the needs for economic and social

development as well as the supply and demand of human resources.

国务院教育主管部门会同国务院有关部门建立外国留学生勤工助学管理制度，对外国留学生勤工助学的岗位范围和时限作出规定。

The competent department of education under the State Council shall, in conjunction with relevant departments under the State Council, establish an administrative system for foreign students working to support their study in China and set forth regulations on the scope of jobs and the limit of work time for such foreign students.

**第四十三条** 外国人有下列行为之一的，属于非法就业：

**Article 43** Any of the following acts of foreigners shall be deemed unlawful employment:

(一) 未按照规定取得工作许可和工作类居留证件在中国境内工作的；

(1) Work in China without obtaining work permits or work-type residence permits in accordance with relevant regulations;

(二) 超出工作许可限定范围在中国境内工作的；

(2) Work in China beyond the scope prescribed in the work permits; or

(三) 外国留学生违反勤工助学管理规定，超出规定的岗位范围或者时限在中国境内工作的。

(3) Foreign students work in violation of the regulations on the administration of foreign students working to support their study in China and work beyond the prescribed scope of jobs or prescribed time limit.

**第四十四条** 根据维护国家安全、公共安全的需要，公安机关、国家安全机关可以限制外国人、外国机构在某些地区设立居住或者办公场所；对已经设立的，可以限期迁离。

**Article 44** On the basis of the need for maintaining national security and public security, public security organs and national security organs may impose restrictions on foreigners and foreign institutions from establishing places of residence or work in certain areas; and may order that established places of residence or work be relocated within a prescribed time limit.

未经批准，外国人不得进入限制外国人进入的区域。

Without approval, foreigners shall not access foreigner-restricted areas.

**第四十五条** 聘用外国人工作或者招收外国留学生的单位，应当按照规定向所在地公安机关报告有关信息。

**Article 45** Entities that employ foreigners or enroll foreign students shall report relevant information to local public security organs in accordance with relevant regulations.

公民、法人或者其他组织发现外国人有非法入境、非法居留、非法就业情形的，应当及时向所在地公安机关报告。

Citizens, legal persons or other organizations who find foreigners illegal enter, reside or work in China shall duly report such matter to the local public security organs.

**第四十六条** 申请难民地位的外国人，在难民地位甄别期间，可以凭公安机关签发的临时身份证明在中国境内停留；被认定为难民的外国人，可以凭公安机关签发的难民身份证件在中国境内停留居留。

**Article 46** Foreigners applying for refugee status may, during the screening process, stay in China on the strength of temporary identity certificates issued by public security organs; foreigners who are recognized as refugees may stay or reside in China on the strength of refugee identity certificates issued by public security organs.

## 第二节 永久居留

### Section 2 Permanent Residence

**第四十七条** 对中国经济社会发展作出突出贡献或者符合其他在中国境内永久居留条件的外国人，经本人申请和公安部批准，取得永久居留资格。

**Article 47** Foreigners who have made remarkable contribution to China's economic and social development or meet other conditions for permanent residence in China may obtain permanent residence status upon application approved by the Ministry of Public Security.

外国人在中国境内永久居留的审批管理办法由公安部、外交部会同国务院有关部门规定。

The administrative measures for examination and approval of foreigners' permanent residence in China shall be stipulated by the Ministry of Public Security and the Ministry of Foreign Affairs in conjunction with relevant departments under the State Council.

**第四十八条** 取得永久居留资格的外国人，凭永久居留证件在中国境内居留和工作，凭本人的护照和永久居留证件出境入境。

**Article 48** Foreigners who have obtained permanent residence status may reside or work in China on the strength of permanent residence permits, and exit or enter China on the strength of their passports and permanent residence permits.

**第四十九条** 外国人有下列情形之一的，由公安部决定取消其在中国境内永久居留资格：

**Article 49** Where foreigners fall under any of the following circumstances, the Ministry of Public Security shall decide to cancel their permanent residence status in China:

(一) 对中国国家安全和利益造成危害的；

(1) Endanger China's national security or interests;

(二) 被处驱逐出境的；

(2) Are deported;

(三) 弄虚作假骗取在中国境内永久居留资格的；

(3) Obtain permanent residence status in China by fraudulent acts;

- (四) 在中国境内居留未达到规定时限的;
- (4) Fail to reside in China for the prescribed time limit; or
- (五) 不适宜在中国境内永久居留的其他情形。
- (5) Other circumstances in which foreigners are not eligible to reside in China permanently.

## 第五章 交通运输工具出境入境边防检查

### Chapter V Border Inspection of Transport Vehicles Exiting/Entering China

**第五十条** 出境入境交通运输工具离开、抵达口岸时，应当接受边防检查。对交通运输工具的入境边防检查，在其最先抵达的口岸进行；对交通运输工具的出境边防检查，在其最后离开的口岸进行。特殊情况下，可以在有关主管机关指定的地点进行。

**Article 50** Transport vehicles that exit or enter China shall be subject to border inspection when leaving or arriving at ports. Border inspection of entering transport vehicles shall be conducted at the first arriving port in China; border inspection of exiting transport vehicles shall be conducted at the last port when they leave China. Under special circumstances, border inspection may be conducted in places designated by competent authorities.

出境的交通运输工具自出境检查后至出境前，入境的交通运输工具自入境后至入境检查前，未经出入境边防检查机关按照规定程序许可，不得上下人员、装卸货物或者物品。

Without the permission of exit/entry border inspection authorities in accordance with prescribed procedures, transport vehicles that exit China shall not embark or disembark passengers, or load and unload goods or articles between exit inspection and exit, and nor shall transport vehicles that enter China do so between entry and entry inspection.

**第五十一条** 交通运输工具负责人或者交通运输工具出境入境业务代理单位应当按照规定提前向出入境边防检查机关报告入境、出境的交通运输工具抵达、离开口岸的时间和停留地点，如实申报员工、旅客、货物或者物品等信息。

**Article 51** Persons in charge of transport vehicles or agencies handling the exit/entry business for transport vehicles shall, in accordance with relevant regulations, report to the exit/entry border inspection authorities in advance on the entering or exiting transport vehicles' time of arrival at or departure from the port and the places of stay, and truthfully declare information including staff, passengers, goods and articles.

**第五十二条** 交通运输工具负责人、交通运输工具出境入境业务代理单位应当配合出境入境边防检查，发现违反本法规定行为的，应当立即报告并协助调查处理。

**Article 52** Persons in charge of transport vehicles or agencies handling the exit/entry business for transport vehicles shall provide cooperation in exit/entry border inspection, and shall immediately report any violations of this Law found thereby and give assistance in the investigation and handling of such violations.

入境交通运输工具载运不准入境人员的，交通运输工具负责人应当负责载离。

Where transport vehicles that enter China carry persons who are not allowed to enter China, the persons in charge of the transport vehicles shall be responsible for their leaving.

**第五十三条** 出入境边防检查机关按照规定对处于下列情形之一的出境入境交通运输工具进行监护：

**Article 53** Exit/entry border inspection authorities shall supervise transport vehicles that exit or enter China under any of the following circumstances:

(一) 出境的交通运输工具在出境边防检查开始后至出境前、入境的交通运输工具在入境后至入境边防检查完成前；

(1) Between exit border inspection and exit for transport vehicles that exit China, and between entry and entry border inspection for transport vehicles that enter China;

(二) 外国船舶在中国内河航行期间；

(2) When foreign ships navigate in China's inland waters; or

(三) 有必要进行监护的其他情形。

(3) Other circumstances in which supervision is necessary.

**第五十四条** 因装卸物品、维修作业、参观访问等事由需要上下外国船舶的人员，应当向出入境边防检查机关申请办理登轮证件。

**Article 54** Persons who need to embark on or disembark from foreign ships for reasons such as goods loading or unloading, maintenance operations or visit shall apply to exit/entry border inspection authorities for boarding pass.

中国船舶与外国船舶或者外国船舶之间需要搭靠作业的，应当由船长或者交通运输工具出境入境业务代理单位向出入境边防检查机关申请办理船舶搭靠手续。

Where a Chinese ship needs to berth alongside a foreign ship, or a foreign ship needs to berth alongside another foreign ship, the captain or the agency handling the exit/entry business for relevant transport vehicles shall apply to the exit/entry border inspection authority for going through formalities for berth.

**第五十五条** 外国船舶、航空器在中国境内应当按照规定的路线、航线行驶。

**Article 55** Foreign ships and aircrafts shall navigate according to prescribed routes.

出境入境的船舶、航空器不得驶入对外开放口岸以外地区。因不可预见的紧急情况或者不可抗力驶入的，应当立即向就近的出入境边防检查机关或者当地公安机关报告，并接受监护和管理。

Ships and aircrafts that exit or enter China shall not access areas outside the ports open to foreign countries. The aforesaid ships or aircrafts that access such areas due to unforeseeable emergencies or force majeure shall immediately report to the nearest exit/entry border inspection authority or local public security organ, and accept supervision and administration.

**第五十六条** 交通运输工具有下列情形之一的，不准出境入境；已经驶离口岸的，可以责令返回：

**Article 56** Under any of the following circumstances, transport vehicles shall be not allowed to exit or enter China; those that have left ports may be ordered to return:

(一) 离开、抵达口岸时，未经查验准许擅自出境入境的；

(1) Exit or enter China without examination and approval when leaving or arriving at port;

(二) 未经批准擅自改变出境入境口岸的；

(2) Change the port of exit or entry without approval;

(三) 涉嫌载有不准出境入境人员，需要查验核实的；

(3) Are suspected of carrying persons who are not allowed to exit or enter China and therefore need to be inspected and verified;

(四) 涉嫌载有危害国家安全、利益和社会公共秩序的物品，需要查验核实的；

(4) Are suspected of carrying articles endangering national security or interests or disrupting social or public order and therefore need to be inspected and verified; or

(五) 拒绝接受出入境边防检查机关管理的其他情形。

(5) Other circumstances in which transport vehicles refuse to subject themselves to exit/entry border inspection authorities' administration.

前款所列情形消失后，出入境边防检查机关对有关交通运输工具应当立即放行。

After the circumstances specified in the preceding paragraph disappear, exit/entry border inspection authorities shall immediately release relevant transport vehicles.

**第五十七条** 从事交通运输工具出境入境业务代理的单位，应当向出入境边防检查机关备案。从事业务代理的人员，由所在单位向出入境边防检查机关办理备案手续。

**Article 57** Agencies handling the exit/entry business for transport vehicles shall file records with exit/entry border inspection authorities. For agents engaging in such a business, the entities they work for shall file relevant records for them with exit/entry border inspection authorities.

## 第六章 调查和遣返

### Chapter VI Investigation and Repatriation

**第五十八条** 本章规定的当场盘问、继续盘问、拘留审查、限制活动范围、遣送出境措施，由县级以上地方人民政府公安机关或者出入境边防检查机关实施。

**Article 58** Measures for on-the-spot interrogation, continued interrogation, detention for investigation, movement restriction and repatriation prescribed in this Chapter shall be enforced by public security organs under local people's governments at or above the county level or by exit/entry border inspection authorities.

**第五十九条** 对涉嫌违反出境入境管理的人员，可以当场盘问；经当场盘问，有下列情

形之一的，可以依法继续盘问：

**Article 59** Persons suspected of violating the regulations on exit/entry administration may be interrogated on the spot; upon on-the-spot interrogation, the aforesaid persons may be interrogated in continuation in accordance with the law under any of the following circumstances:

(一) 有非法出境入境嫌疑的；

(1) Are suspected of illegally exiting or entering China;

(二) 有协助他人非法出境入境嫌疑的；

(2) Are suspected of assisting others in illegally exiting or entering China;

(三) 外国人有非法居留、非法就业嫌疑的；

(3) Are foreigners suspected of illegally residing or working in China; or

(四) 有危害国家安全和利益，破坏社会公共秩序或者从事其他违法犯罪活动嫌疑的。

(4) Are suspected of endangering national security or interests, disrupting social or public order, or engaging in other illegal or criminal activities.

当场盘问和继续盘问应当依据《中华人民共和国人民警察法》规定的程序进行。

On-the-spot interrogation and continued interrogation shall be conducted in accordance with the procedures prescribed in the People's Police Law of the People's Republic of China.

县级以上地方人民政府公安机关或者出入境边防检查机关需要传唤涉嫌违反出境入境管理的人员的，依照《中华人民共和国治安管理处罚法》的有关规定执行。

Where public security organs under local people's governments at or above the county level or exit/entry border inspection authorities need to summon the persons suspected of violating the regulations on exit/entry administration, they shall handle the matter in accordance with the relevant regulations of the Law of the People's Republic of China on Penalties for Administration of Public Security.

**第六十条** 外国人有本法第五十九条第一款规定情形之一的，经当场盘问或者继续盘问后仍不能排除嫌疑，需要作进一步调查的，可以拘留审查。

**Article 60** Where foreigners involved in any of the circumstances specified in the first paragraph of Article 59 of this Law cannot be cleared of suspicion after on-the-spot interrogation or continued interrogation and therefore need to be further investigated, he may be detained for investigation.

实施拘留审查，应当出示拘留审查决定书，并在二十四小时内进行询问。发现不应当拘留审查的，应当立即解除拘留审查。

When detaining a foreigner for investigation, the authority concerned shall present a written decision on detention for investigation and shall interrogate the detained foreigner within 24 hours. Where the aforesaid organ finds that a foreigner should not be detained for investigation, it shall immediately release him from detention for investigation.

拘留审查的期限不得超过三十日；案情复杂的，经上一级地方人民政府公安机关或者出入境边防检查机关批准可以延长至六十日。对国籍、身份不明的外国人，拘留审查期限自查清其国籍、身份之日起计算。

The period of detention for investigation shall not exceed 30 days; for complicated cases, the period may be extended to 60 days upon approval by the public security organs under the local people's governments at the next higher level or by the exit/entry border inspection authorities at the next higher level. For foreigners whose nationalities and identities are unknown, the period of detention for investigation shall be calculated from the date when their nationalities and identities are found out.

**第六十一条** 外国人有下列情形之一的，不适用拘留审查，可以限制其活动范围：

**Article 61** Under any of the following circumstances, detention for investigation is not applicable to foreigners, however, their movements may be restricted:

（一）患有严重疾病的；

(1) Suffer from serious diseases;

（二）怀孕或者哺乳自己不满一周岁婴儿的；

(2) Are pregnant or breast-feeding their own infants under one year of age;

（三）未满十六周岁或者已满七十周岁的；

(3) Are under 16 years of age or have reached the age of 70; or

（四）不宜适用拘留审查的其他情形。

(4) Other circumstances in which detention for investigation should not be applied.

被限制活动范围的外国人，应当按照要求接受审查，未经公安机关批准，不得离开限定的区域。限制活动范围的期限不得超过六十日。对国籍、身份不明的外国人，限制活动范围期限自查清其国籍、身份之日起计算。

Foreigners whose movements are restricted shall subject themselves to investigation as required, and shall not leave the restricted zones without approval of public security organs. The period of movement restriction shall not exceed 60 days. For foreigners whose nationalities and identities are unknown, the period of movement restriction shall be calculated from the date when their nationalities and identities are found out.

**第六十二条** 外国人有下列情形之一的，可以遣送出境：

**Article 62** Under any of the following circumstances, foreigners may be repatriated:

（一）被处限期出境，未在规定期限内离境的；

(1) Are ordered to exit China within a prescribed time limit but fail to do so;

（二）有不准入境情形的；

(2) Are involved in circumstances in which they are not allowed to enter China;

（三）非法居留、非法就业的；

(3) Illegally reside or work in China; or

(四) 违反本法或者其他法律、行政法规需要遣送出境的。

(4) Need to be repatriated for violation of this Law or other laws or administrative regulations.

其他境外人员有前款所列情形之一的，可以依法遣送出境。

Other overseas personnel who fall under any of the circumstances prescribed in the preceding paragraph may be repatriated in accordance with the law.

被遣送出境的人员，自被遣送出境之日起一至五年内不准入境。

Repatriated persons shall not be allowed to enter China for one to five years, calculating from the date of repatriation.

**第六十三条** 被拘留审查或者被决定遣送出境但不能立即执行的人员，应当羁押在拘留所或者遣返场所。

**Article 63** Persons who are detained for investigation or who are to be repatriated upon decision but cannot be repatriated promptly shall be held in custody in detention houses or places of repatriation.

**第六十四条** 外国人对依照本法规定对其实施的继续盘问、拘留审查、限制活动范围、遣送出境措施不服的，可以依法申请行政复议，该行政复议决定为最终决定。

**Article 64** Foreigners dissatisfied with the measure imposed on them in accordance with this Law, such as continued interrogation, detention for investigation, movement restriction or repatriation, may apply for administrative reconsideration in accordance with the law, and the administrative reconsideration decision shall be final.

其他境外人员对依照本法规定对其实施的遣送出境措施不服，申请行政复议的，适用前款规定。

Where other overseas personnel dissatisfied with the decision of repatriation imposed on them in accordance with this Law apply for administrative reconsideration, the provisions in the preceding paragraph are applicable.

**第六十五条** 对依法决定不准出境或者不准入境的人员，决定机关应当按照规定及时通知出入境边防检查机关；不准出境、入境情形消失的，决定机关应当及时撤销不准出境、入境决定，并通知出入境边防检查机关。

**Article 65** Where persons are not allowed to exit or enter China upon decisions made in accordance with the law, the decision-making authorities shall duly inform the exit/entry border inspection authorities of such decisions in accordance with relevant regulations; where the circumstances in which the persons are not allowed to exit or enter China disappear, the decision-making authorities shall duly cancel the aforesaid decisions and inform exit/entry border inspection authorities of the cancellation.

**第六十六条** 根据维护国家安全和出境入境管理秩序的需要，必要时，出入境边防检查机关可以对出境入境的人员进行人身检查。人身检查应当由两名与受检查人同性别的边防检查人员进行。

**Article 66** On the basis of the need for safeguarding national security and maintaining the order of exit/entry administration, exit/entry border inspection authorities may, when necessary, search the persons entering and exiting the country. Personal Search shall be conducted by two border inspectors who are the same sex as the persons subject to the search.

**第六十七条** 签证、外国人停留居留证件等出境入境证件发生损毁、遗失、被盗抢或者签发后发现持证人不符签发条件等情形的，由签发机关宣布该出境入境证件作废。

**Article 67** In such cases that the exit/entry documents such as visas or foreigners' stay or residence permits are damaged, lost or stolen, or that after the issuance of such documents, the holders are found not eligible for being issued such documents, the issuing authorities shall declare the aforesaid documents void.

伪造、变造、骗取或者被证件签发机关宣布作废的出境入境证件无效。

Exit/entry documents which are forged, altered, obtained by fraudulent means or are declared void by issuing authorities shall be invalid.

公安机关可以对前款规定的或被他人冒用的出境入境证件予以注销或者收缴。

Public security organs may cancel or confiscate the exit/entry documents prescribed in the preceding paragraph or used fraudulently by persons other than the specified holders.

**第六十八条** 对用于组织、运送、协助他人非法出境入境的交通运输工具，以及需要作为办案证据的物品，公安机关可以扣押。

**Article 68** Public security organs may seize the transport vehicles used to organize, transport or assist others in illegally exiting or entering China as well as the articles needed as evidence in handling the cases.

对查获的违禁物品，涉及国家秘密的文件、资料以及用于实施违反出境入境管理活动的工具等，公安机关应当予以扣押，并依照相关法律、行政法规规定处理。

Public security organs shall seize banned articles, documents and data involving state secrets, as well as tools used in activities violating the regulations on exit/entry administration, and handle them in accordance with relevant laws or administrative regulations.

**第六十九条** 出境入境证件的真伪由签发机关、出入境边防检查机关或者公安机关出入境管理机构认定。

**Article 69** The authenticity of exit/entry documents shall be determined by the issuing authorities, the exit/entry border inspection authorities or the exit/entry administrations of public security organs.

## 第七章 法律责任

### Chapter VII Legal Liabilities

**第七十条** 本章规定的行政处罚，除本章另有规定外，由县级以上地方人民政府公安机关或者出入境边防检查机关决定；其中警告或者五千元以下罚款，可以由县级以上地方人民政府公安机关出入境管理机构决定。

**Article 70** Unless otherwise provided for in this Chapter, the administrative penalties prescribed in this Chapter shall be decided by the public security organs under local people's governments at or above the county level or the exit/entry border inspection authorities. Penalties involving the imposition of warnings or fines of not more than RMB 5,000 yuan may be decided by the exit/entry administrations of public security organs under local people's governments at or above the county level.

**第七十一条** 有下列行为之一的，处一千元以上五千元以下罚款；情节严重的，处五日以上十日以下拘留，可以并处二千元以上一万元以下罚款：

**Article 71** Persons who commit any of the following acts shall be fined not less than RMB 1,000 yuan but not more than RMB 5,000 yuan; where circumstances are serious, such persons shall be detained for not less than five days but not more ten days and may also be fined not less than RMB 2,000 yuan but not more than RMB 10,000 yuan.

(一) 持用伪造、变造、骗取的出境入境证件出境入境的；

(1) Exit or enter China with forged, altered or fraudulently obtained exit/entry documents;

(二) 冒用他人出境入境证件出境入境的；

(2) Exit or enter China using others' exit/entry documents;

(三) 逃避出境入境边防检查的；

(3) Evade exit/entry border inspection; or

(四) 以其他方式非法出境入境的。

(4) Illegally exit or enter China in any other way.

**第七十二条** 协助他人非法出境入境的，处二千元以上一万元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五千元以上二万元以下罚款，有违法所得的，没收违法所得。

**Article 72** Persons who assist others in illegally exiting or entering China shall be fined not less than RMB 2,000 yuan but not more than RMB 10,000 yuan; where circumstances are serious, they shall be detained for not less than 10 days but not more than 15 days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan, and the illegal gains, if any, shall be confiscated.

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并

对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000 yuan, with the illegal gains confiscated if there are any; and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

**第七十三条** 弄虚作假骗取签证、停留居留证件等出境入境证件的，处二千元以上五千元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五千元以上二万元以下罚款。

**Article 73** Persons who obtain exit/entry documents such as visas or stay or residence permits by resorting to fraudulent acts shall be fined not less than RMB 2,000 yuan but not more than RMB 5,000 yuan; where circumstances are serious, they shall be detained for not less than 10 days but not more than 15 days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan.

单位有前款行为的，处一万元以上五万元以下罚款，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000 yuan; and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

**第七十四条** 违反本法规定，为外国人出具邀请函件或者其他申请材料的，处五千元以上一万元以下罚款，有违法所得的，没收违法所得，并责令其承担所邀请外国人的出境费用。

**Article 74** Persons who issue written invitations or other application materials to foreigners in violation of this Law shall be fined not less than RMB 5,000 yuan but not more than RMB 10,000 yuan, with the illegal gains confiscated if there are any, and shall also be ordered to bear exit expenses of the invited foreigners.

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并责令其承担所邀请外国人的出境费用，对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000 yuan, with the illegal gains confiscated if there are any, and shall also be ordered to bear exit expenses of the invited foreigners; the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

**第七十五条** 中国公民出境后非法前往其他国家或者地区被遣返的，出入境边防检查机

关应当收缴其出境入境证件，出境入境证件签发机关自其被遣返之日起六个月至三年以内不予签发出境入境证件。

**Article 75** Where Chinese citizens are repatriated due to illegally going to other countries or regions after exiting China, exit/entry border inspection authorities shall confiscate their exit/entry documents. Exit/entry document issuing authorities shall refuse to issue new exit/entry documents to such citizens for a period ranging from 6 months to three years calculating from the date of their repatriation.

**第七十六条** 有下列情形之一的，给予警告，可以并处二千元以下罚款：

**Article 76** Under any of the following circumstances, a warning shall be given, and a fine of not more than RMB 2,000 yuan may also be imposed:

(一) 外国人拒不接受公安机关查验其出境入境证件的；

(1) Foreigners refuse to accept examination of their exit/entry documents by public security organs;

(二) 外国人拒不交验居留证件的；

(2) Foreigners refuse to submit their residence permits for examination;

(三) 未按照规定办理外国人出生登记、死亡申报的；

(3) Persons concerned fail to go through the formalities for foreigners' birth registration or death declaration in accordance with relevant regulations;

(四) 外国人居留证件登记事项发生变更，未按照规定办理变更的；

(4) Foreigners fail to go through the formalities for altering registration in accordance with the relevant regulations when there is any change in the registered items in their residence permits;

(五) 在中国境内的外国人冒用他人出境入境证件的；

(5) Foreigners in China use others' exit/entry documents; or

(六) 未按照本法第三十九条第二款规定办理登记的。

(6) Persons concerned fail to go through registration formalities in accordance with the provisions in the second paragraph of Article 39 of this Law.

旅馆未按照规定办理外国人住宿登记的，依照《中华人民共和国治安管理处罚法》的有关规定予以处罚；未按照规定向公安机关报送外国人住宿登记信息的，给予警告；情节严重的，处一千元以上五千元以下罚款。

Hotels that fail to process accommodation registration for foreigners shall be punished in accordance with the relevant provisions of the Law of the People's Republic of China on Penalties for Administration of Public Security; hotels that fail to submit foreigners' accommodation registration information to public security organs shall be given a warning; where circumstances are serious, such hotels shall be fined not less than RMB 1,000 yuan but not more than RMB 5,000 yuan.

**第七十七条** 外国人未经批准，擅自进入限制外国人进入的区域，责令立即离开；情节严重的，处五日以上十日以下拘留。对外国人非法获取的文字记录、音像资料、电子数据和其他物品，予以收缴或者销毁，所用工具予以收缴。

**Article 77** Foreigners accessing foreigner-restricted areas without approval shall be ordered to leave promptly; where circumstances are serious, such foreigners shall be detained for not less than five days but not more than ten days. The text records, audio-visual data, electronic data and other articles illegally obtained thereof by the foreigners shall be confiscated or destroyed, and the tools used for the aforementioned purposes shall be confiscated.

外国人、外国机构违反本法规定，拒不执行公安机关、国家安全机关限期迁离决定的，给予警告并强制迁离；情节严重的，对有关责任人员处五日以上十五日以下拘留。

Foreigners or foreign institutions refusing to execute decisions made by public security organs or national security organs ordering them to relocate within a prescribed time limit shall be given a warning and be relocated mandatorily; where circumstances are serious, relevant responsible persons shall be detained for not less than five days but not more than fifteen days.

**第七十八条** 外国人非法居留的，给予警告；情节严重的，处每非法居留一日五百元，总额不超过一万元的罚款或者五日以上十五日以下拘留。

**Article 78** Foreigners who reside in China illegally shall be given a warning; where circumstances are serious, they shall be imposed with a fine of RMB 500 yuan per day, with a cap of RMB 10,000 yuan in total, or be detained for not less than five days but not more than 15 days.

因监护人或者其他负有监护责任的人未尽到监护义务，致使未满十六周岁的外国人非法居留的，对监护人或者其他负有监护责任的人给予警告，可以并处一千元以下罚款。

Where guardians or other persons responsible for guardianship fail to perform the guardian obligation and result in foreigners below 16 years of age residing in China illegally, the said guardians or other obligated persons shall be given a warning and may also be fined not more than RMB 1,000 yuan.

**第七十九条** 容留、藏匿非法入境、非法居留的外国人，协助非法入境、非法居留的外国人逃避检查，或者为非法居留的外国人违法提供出境入境证件的，处二千元以上一万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款，有违法所得的，没收违法所得。

**Article 79** Persons harboring or hiding foreigners who illegally enter or reside in China, or assisting such foreigners in evading inspection, or providing, in violation of the law, exit/entry documents for foreigners who illegally reside in China shall be fined not less than RMB 2,000 yuan but not more than RMB 10,000 yuan; where circumstances are serious, such persons shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan, with the illegal gains confiscated if

there are any.

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000 yuan, with the illegal gains confiscated if there are any; and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

**第八十条** 外国人非法就业的，处五千元以上二万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款。

**Article 80** Foreigners who work in China illegally shall be fined not less than RMB 5,000 but not more than RMB 20,000 yuan; where circumstances are serious, they shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan.

介绍外国人非法就业的，对个人处每非法介绍一人五千元，总额不超过五万元的罚款；对单位处每非法介绍一人五千元，总额不超过十万元的罚款；有违法所得的，没收违法所得。

Persons who introduce jobs to ineligible foreigners shall be fined RMB 5,000 yuan for each job illegally introduced to one foreigner, with a cap of not more than RMB 50,000 yuan in total; and entities that introduce jobs to ineligible foreigners shall be fined RMB 5,000 yuan for each job illegally introduced to one foreigner, with a cap of RMB 100,000 yuan in total; and the illegal gains, if any, shall be confiscated.

非法聘用外国人的，处每非法聘用一人一万元，总额不超过十万元的罚款；有违法所得的，没收违法所得。

Individuals or entities that illegally employ foreigners shall be fined RMB 10,000 yuan for each illegally employed foreigner, with a cap of RMB 100,000 yuan in total; and the illegal gains, if any, shall be confiscated.

**第八十一条** 外国人从事与停留居留事由不相符的活动，或者有其他违反中国法律、法规规定，不适宜在中国境内继续停留居留情形的，可以处限期出境。

**Article 81** Where foreigners engage in activities not corresponding to the purposes of stay or residence, or otherwise violate the laws or regulations of China, which makes them no longer eligible to stay or reside in China, they may be ordered to exit China within a time limit.

外国人违反本法规定，情节严重，尚不构成犯罪的，公安部可以处驱逐出境。公安部的处罚决定为最终决定。

Where a foreigner's violation of this Law is serious but does not constitute a crime, the Ministry of Public Security may deport them. The penalty decision made by the Ministry of Public

Security shall be final.

被驱逐出境的外国人，自被驱逐出境之日起十年内不准入境。

Deported foreigners shall not be allowed to enter China within 10 years calculating from the date of deportation.

**第八十二条** 有下列情形之一的，给予警告，可以并处二千元以下罚款：

**Article 82** Under any of the following circumstances, relevant persons shall be given a warning and may also be fined not more than RMB 2,000 yuan:

(一) 扰乱口岸限定区域管理秩序的；

(1) Disrupt the administrative order of the restricted zones of ports;

(二) 外国船员及其随行家属未办理临时入境手续登陆的；

(2) Foreign seamen or their accompanying family members disembark without going through the formalities for temporary entry; or

(三) 未办理登轮证件上下外国船舶的。

(3) Embark on or disembark from foreign ships without obtaining boarding passes.

违反前款第一项规定，情节严重的，可以并处五日以上十日以下拘留。

Persons who violate Subparagraph (1) of the preceding paragraph may be detained for not less than five days but not more than ten days if the circumstances are serious.

**第八十三条** 交通运输工具有下列情形之一的，对其负责人处五千元以上五万元以下罚款：

**Article 83** Where transport vehicles fall under any of the following circumstances, the persons in charge of the transport vehicles shall be fined not less than RMB 5,000 yuan but not more than RMB 50,000 yuan:

(一) 未经查验准许擅自出境入境或者未经批准擅自改变出境入境口岸的；

(1) Exit or enter China without examination and approval, or change the ports of exit or entry without approval;

(二) 未按照规定如实申报员工、旅客、货物或者物品等信息，或者拒绝协助出境入境边防检查的；

(2) Fail to truthfully declare information of staff, passengers, goods or articles, or refuse to assist in exit/entry border inspection; or

(三) 违反出境入境边防检查规定上下人员、装卸货物或者物品的。

(3) Embark or disembark passengers, or load or unload goods or articles in violation of the regulations on exit/entry border inspection.

出境入境交通运输工具载运不准出境入境人员出境入境的，处每载运一人五千元以上一万元以下罚款。交通运输工具负责人证明其已经采取合理预防措施的，可以减轻或者免于处罚。

Transport vehicles that exit or enter China carrying persons who are not allowed to exit or enter China shall be fined not less than RMB 5,000 yuan but not more than RMB 10,000 yuan for each aforesaid person carried. Where the persons in charge of the transport vehicles prove that they have taken reasonable preventative measures, they may be given mitigated penalties or be exempt from penalties.

**第八十四条** 交通运输工具有下列情形之一的，对其负责人处二千元以上二万元以下罚款：

**Article 84** Where transport vehicles fall under any of the following circumstances, the persons in charge of the transport vehicles shall be fined not less than RMB 2,000 yuan but not more than RMB 20,000 yuan:

- (一) 中国或者外国船舶未经批准擅自搭靠外国船舶的；
- (1) Chinese or foreign ships berth alongside foreign ships without approval;
- (二) 外国船舶、航空器在中国境内未按照规定的路线、航线行驶的；
- (2) Foreign ships or aircrafts fail to navigate according to the prescribed routes in China; or
- (三) 出境入境的船舶、航空器违反规定驶入对外开放口岸以外地区的。
- (3) Ships and aircrafts that exit or enter China access areas outside the ports open to foreign countries.

**第八十五条** 履行出境入境管理职责的工作人员，有下列行为之一的，依法给予处分：

**Article 85** Where staff members performing the duty of exit/entry administration commit any of the following acts, they shall be given disciplinary sanctions in accordance with the law:

(一) 违反法律、行政法规，为不符合规定条件的外国人签发签证、外国人停留居留证件等出境入境证件的；

(1) In violation of laws or administrative regulations, issue exit/entry documents such as visas or stay or residence permits to foreigners who do not meet the prescribed conditions;

(二) 违反法律、行政法规，审核验放不符合规定条件的人员或者交通运输工具出境入境的；

(2) In violation of laws or administrative regulations, examine and allow the exit or entry of persons or transport vehicles that do not meet the prescribed conditions;

(三) 泄露在出境入境管理工作中知悉的个人信息，侵害当事人合法权益的；

(3) Divulge personal information gained in exit/entry administration work and infringing the legitimate rights and interests of relevant parties;

(四) 不按照规定将依法收取的费用、收缴的罚款及没收的违法所得、非法财物上缴国库的；

(4) Fail to turn over in accordance with relevant regulations to the State Treasury the fees, fines or illegal gains or property that are collected or confiscated in accordance with the law;

(五) 私分、侵占、挪用罚没、扣押的款物或者收取的费用的;

(5) Privately share, encroach on or misappropriate the funds or articles confiscated or seized or the fees collected; or

(六) 滥用职权、玩忽职守、徇私舞弊, 不依法履行法定职责的其他行为。

(6) Other failures in performing statutory duties in accordance with the law, such as abuse of power, dereliction of duty, or resorting to malpractice for personal gain.

**第八十六条** 对违反出境入境管理行为处五百元以下罚款的, 出入境边防检查机关可以当场作出处罚决定。

**Article 86** In the case of violation of regulations on exit/entry administration and that a fine of not more than RMB 500 yuan should be imposed, the exit/entry border inspection authorities may make a penalty decision on the spot.

**第八十七条** 对违反出境入境管理行为处罚款的, 被处罚人应当自收到处罚决定书之日起十五日内, 到指定的银行缴纳罚款。被处罚人在所在地没有固定住所, 不当场收缴罚款事后难以执行或者在口岸向指定银行缴纳罚款确有困难的, 可以当场收缴。

**Article 87** Persons or entities that are fined for violation of regulations on exit/entry administration shall pay their fines in the designated banks within 15 days from the date of receiving the written decision on penalty. Where it is difficult to collect fines after a fine is imposed because the person or entity subject to penalty has no fixed domicile in the place where the fine is imposed or it is difficult to pay fine to the designated bank at the port, the fine may be collected on the spot.

**第八十八条** 违反本法规定, 构成犯罪的, 依法追究刑事责任。

**Article 88** Where a violation of this Law constitutes a crime, criminal liabilities shall be investigated in accordance with the law.

## 第八章 附则

### Chapter VIII Supplementary Provisions

**第八十九条** 本法下列用语的含义:

**Article 89** Definitions of the following terms mentioned in this Law:

出境, 是指由中国内地前往其他国家或者地区, 由中国内地前往香港特别行政区、澳门特别行政区, 由中国大陆前往台湾地区。

Exit refers to leaving the Chinese mainland for other countries or regions, for the Hong Kong Special Administrative Region or the Macao Special Administrative Region, or for Taiwan Region.

入境, 是指由其他国家或者地区进入中国内地, 由香港特别行政区、澳门特别行政区进入中国内地, 由台湾地区进入中国大陆。

Entry refers to entering the Chinese mainland from other countries or regions, from the Hong Kong Special Administrative Region or the Macao Special Administrative Region, or from Taiwan Region.

外国人，是指不具有中国国籍的人。

Foreigners refer to persons without Chinese nationality.

**第九十条** 经国务院批准，同毗邻国家接壤的省、自治区可以根据中国与有关国家签订的边界管理协定制定地方性法规、地方政府规章，对两国边境接壤地区的居民往来作出规定。

**Article 90** Upon approval by the State Council, provinces and autonomous regions bordering on neighboring countries may, in accordance with the boundary administration agreements signed by China with relevant countries, formulate local regulations or local government rules to regulate the association of residents in border areas of the two countries.

**第九十一条** 外国驻中国的外交代表机构、领事机构成员以及享有特权和豁免的其他外国人，其入境出境及停留居留管理，其他法律另有规定的，依照其规定。

**Article 91** Where there are other regulations on the administration of the entry/exit, stay or residence of the members of foreign diplomatic and consular missions in China, or the entry/exit, stay or residence of other foreigners who enjoy diplomatic privileges and immunities, these regulations shall prevail.

**第九十二条** 外国人申请办理签证、外国人停留居留证件等出境入境证件或者申请办理证件延期、变更的，应当按照规定缴纳签证费、证件费。

**Article 92** Foreigners who apply for exit/entry documents such as visas or foreigner stay or residence permits or apply for document extension or alteration shall pay visa fees or document fees in accordance with relevant regulations.

**第九十三条** 本法自 2013 年 7 月 1 日起施行。《中华人民共和国外国人入境出境管理法》和《中华人民共和国公民出境入境管理法》同时废止。

**Article 93** This Law shall come into force as of July 1, 2013. The Law of the People's Republic of China on the Entry and Exit Administration of Foreigners and the Law of the People's Republic of China on the Entry and Exit Administration of Chinese Citizens shall be annulled simultaneously.

# 中华人民共和国外国人入境出境管理条例

## Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners

中华人民共和国国务院令 第 637 号 2013 年 7 月 3 日国务院第 15 次常务会议通过  
Adopted at the 15th Executive Meeting of the State Council on July 3, 2013

### 第一章 总则

#### Chapter 1 General Provisions

**第一条** 为了规范签证的签发和外国人在中国境内停留居留的服务和管理，根据《中华人民共和国出境入境管理法》（以下简称出境入境管理法）制定本条例。

**Article 1** These Regulations are formulated in accordance with the Exit and Entry Administration Law of the People's Republic of China (hereinafter referred to as the Exit and Entry Administration Law), for the purpose of regulating the issuance of visas and provision of services to, and administration of affairs of, foreigners who stay or reside within the territory of China.

**第二条** 国家建立外国人入境出境服务和管理工作协调机制，加强外国人入境出境服务和管理工作的统筹、协调与配合。

**Article 2** The State establishes a mechanism for coordinating the services and administration in respect of the entry and exit of foreigners, in order to improve the overall arrangement, coordination and cooperation in this field.

省、自治区、直辖市人民政府可以根据需要建立外国人入境出境服务和管理工作协调机制，加强信息交流与协调配合，做好本行政区域的外国人入境出境服务和管理工作。

The people's governments of provinces, autonomous regions, and municipalities directly under the Central Government may, where necessary, establish mechanisms for coordinating the services and administration in respect of the entry and exit of foreigners, in order to increase exchange of information and facilitate coordination and cooperation, and provide services and administration within their respective administrative regions.

**第三条** 公安部应当会同国务院有关部门建立外国人入境出境服务和管理信息平台，实现有关信息的共享。

**Article 3** The Ministry of Public Security shall, in conjunction with the relevant departments of the State Council, establish a platform of information concerning the services and

administration in respect of the entry and exit of foreigners in order to share information in this field.

**第四条** 在签证签发管理和外国人在中国境内停留居留管理工作中，外交部、公安部等国务院部门应当在部门门户网站、受理出境入境证件申请的地点等场所，提供外国人入境出境管理法律法规和其他需要外国人知悉的信息。

**Article 4** In issuing visas and in administering the stay and residence of foreigners within the territory of China, the Ministry of Foreign Affairs, the Ministry of Public Security and other departments of the State Council shall, on their portals and websites and at the places where exit or entry applications are accepted, make available the laws and regulations on the administration of the entry and exit of foreigners and other information that foreigners need to know.

## 第二章 签证的类别和签发

### Chapter 2 Categories and Issuance of Visas

**第五条** 外交签证、礼遇签证、公务签证的签发范围和签发办法由外交部规定。

**Article 5** The scope and measures for issuance of diplomatic, courtesy and official visas shall be specified by the Ministry of Foreign Affairs.

**第六条** 普通签证分为以下类别，并在签证上标明相应的汉语拼音字母：

**Article 6** Ordinary visas are divided into the following categories and shall be marked with corresponding letters in the Chinese phonetic alphabet:

(一) C 字签证，发给执行乘务、航空、航运任务的国际列车乘务员、国际航空器机组人员、国际航行船舶的船员及船员随行家属和从事国际道路运输的汽车驾驶员。

(1) The C visa is issued to crewmembers performing duties on board an international train, aircraft or vessel, and the accompanying family members of vessel crewmembers, and vehicle drivers engaged in international transportation services;

(二) D 字签证，发给入境永久居留的人员。

(2) The D visa is issued to persons who come to China for permanent residence;

(三) F 字签证，发给入境从事交流、访问、考察等活动的人员。

(3) The F visa is issued to persons who come to China for exchanges, visits, study tours or other relevant activities;

(四) G 字签证，发给经中国过境的人员。

(4) The G visa is issued to persons who transit through China;

(五) J1 字签证，发给外国常驻中国新闻机构的外国常驻记者；J2 字签证，发给入境进行短期采访报道的外国记者。

(5) The J1 visa is issued to resident foreign journalists of permanent offices of foreign news agencies in China; the J2 visa is for foreign journalists who come to China for short-term news

coverage;

(六) L 字签证, 发给入境旅游的人员; 以团体形式入境旅游的, 可以签发团体 L 字签证。

(6) The L visa is issued to persons who come to China for travel; persons who come to China for group travel can be issued Group L visas;

(七) M 字签证, 发给入境进行商业贸易活动的人员。

(7) The M visa is issued to persons who come to China for commercial trade activities;

(八) Q1 字签证, 发给因家庭团聚申请入境居留的中国公民的家庭成员和具有中国永久居留资格的外国人的家庭成员, 以及因寄养等原因申请入境居留的人员; Q2 字签证, 发给申请入境短期探亲的居住在中国境内的中国公民的亲属和具有中国永久居留资格的外国人的亲属。

(8) The Q1 visa is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who apply for residence in China for family reunion, as well as for persons who apply for residence in China for fosterage or other purposes; the Q2 visa is for relatives of Chinese citizens living in China, or relatives of foreigners with permanent residence status in China, who apply for a short-term visit;

(九) R 字签证, 发给国家需要的外国高层次人才和急需紧缺专门人才。

(9) The R visa is issued to foreigners of high talent who are needed, or specialists who are urgently needed, by the State;

(十) S1 字签证, 发给申请入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满 18 周岁的子女、配偶的父母, 以及因其他私人事务需要在中国境内居留的人员; S2 字签证, 发给申请入境短期探亲的因工作、学习等事由在中国境内停留居留的外国人的家庭成员, 以及因其他私人事务需要在中国境内停留的人员。

(10) The S1 visa is issued to the spouses, parents, children under the age of 18 or parents-in-law of foreigners residing in China for work, study or other purposes who apply for a long-term visit to China, as well as for persons who need to reside in China for other personal matters; the S2 visa is for family members of foreigners staying or residing in China for work, study or other purposes who apply for a short-term visit to China, as well as for persons who need to stay in China for other personal matters;

(十一) X1 字签证, 发给申请在中国境内长期学习的人员; X2 字签证, 发给申请在中国境内短期学习的人员。

(11) The X1 visa is issued to persons who apply for long-term study in China; the X2 visa is for persons who apply for short-term study in China; and

(十二) Z 字签证, 发给申请在中国境内工作的人员。

(12) The Z visa is issued to persons who apply for work in China.

**第七条** 外国人申请办理签证，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

**Article 7** A foreigner applying for a visa shall fill out the application form, and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

(一) 申请 C 字签证，应当提交外国运输公司出具的担保函件或者中国境内有关单位出具的邀请函件。

(1) To apply for the C visa, the applicant shall submit the letter of guarantee provided by a foreign transportation company or the letter of invitation provided by the entity concerned in China;

(二) 申请 D 字签证，应当提交公安部签发的外国人永久居留身份确认表。

(2) To apply for the D visa, the applicant shall submit the form issued by the Ministry of Public Security confirming his or her permanent residence status;

(三) 申请 F 字签证，应当提交中国境内的邀请方出具的邀请函件。

(3) To apply for the F visa, the applicant shall submit the invitation letter provided by the inviting party in China;

(四) 申请 G 字签证，应当提交前往国家（地区）的已确定日期、座位的联程机（车、船）票。

(4) To apply for the G visa, the applicant shall submit a through ticket (air, road, rail or sea) to another country or region with the date and seat number on it;

(五) 申请 J1 字及 J2 字签证，应当按照中国有关外国常驻新闻机构和外国记者采访的规定履行审批手续并提交相应的申请材料。

(5) To apply for the J1 or J2 visa, the applicant shall go through the formalities of examination and approval in accordance with the Chinese provisions on news coverage by permanent offices of foreign news agencies in China and by foreign journalists, and submit the relevant application material;

(六) 申请 L 字签证，应当按照要求提交旅行计划行程安排等材料；以团体形式入境旅游的，还应当提交旅行社出具的邀请函件。

(6) To apply for the L visa, the applicant shall, as required, submit travel plans and itinerary and other material; in the case of a group tour, the applicant shall also submit the letter of invitation provided by the travel agency;

(七) 申请 M 字签证，应当按照要求提交中国境内商业贸易合作方出具的邀请函件。

(7) To apply for the M visa, the applicant shall, as required, submit the letter of invitation provided by the commercial or trade partner in China;

(八) 申请 Q1 字签证，因家庭团聚申请入境居留的，应当提交居住在中国境内的中国

公民、具有永久居留资格的外国人出具的邀请函件和家庭成员关系证明，因寄养等原因申请入境的，应当提交委托书等证明材料；申请 Q2 字签证，应当提交居住在中国境内的中国公民、具有永久居留资格的外国人出具的邀请函件等证明材料。

(8) To apply for the Q1 visa, in the case of applying for residence in China for family reunion, the applicant shall submit the invitation letter provided by the Chinese citizen living in China or by the foreigner with permanent residence status in China and proof of family relationship; and in the case of applying for entry for fosterage or other purposes, the applicant shall submit such certification documents as a power of attorney; to apply for the Q2 visa, the applicant shall submit such certification documents as the letter of invitation provided by the Chinese citizen living in China or by the foreigner with permanent residence status in China;

(九) 申请 R 字签证，应当符合中国政府有关主管部门确定的外国高层次人才和急需紧缺专门人才的引进条件和要求，并按照规定提交相应的证明材料。

(9) To apply for the R visa, the applicant shall meet the qualifications and requirements set by the competent authorities of the Chinese government for inviting persons of high talent or urgently needed specialists, and the applicant shall, in accordance with relevant provisions, submit the relevant certification documents;

(十) 申请 S1 字及 S2 字签证，应当按照要求提交因工作、学习等事由在中国境内停留居留的外国人出具的邀请函件、家庭成员关系证明，或者入境处理私人事务所需的证明材料。

(10) To apply for the S1 or S2 visa, the applicant shall, as required, submit the invitation letter provided by the foreigner staying or residing in China for work, study or other purposes and proof of family relationship, or the certification documents required for dealing with personal matters in China;

(十一) 申请 X1 字签证应当按照规定提交招收单位出具的录取通知书和主管部门出具的证明材料；申请 X2 字签证，应当按照规定提交招收单位出具的录取通知书等证明材料。

(11) To apply for the X1 visa, the applicant shall, in accordance with relevant provisions, submit the admission notice issued by the admission institution and the certification documents provided by the competent authority; to apply for the X2 visa, the applicant shall, in accordance with relevant provisions, submit such certification documents as the admission notice issued by the admission institution; and

(十二) 申请 Z 字签证，应当按照规定提交工作许可等证明材料。

(12) To apply for the Z visa, the applicant shall, in accordance with relevant provisions, submit the work permit and other certification documents.

签证机关可以根据具体情况要求外国人提交其他申请材料。

The visa authority may, in light of specific cases, require a foreigner to submit additional application material.

**第八条** 外国人有下列情形之一的，应当按照驻外签证机关要求接受面谈：

**Article 8** In one of the following circumstances, a foreigner shall be interviewed as required by the visa authority abroad:

(一) 申请入境居留的；

(1) The applicant applies for entry into China for residence;

(二) 个人身份信息、入境事由需要进一步核实的；

(2) Information about the applicant's personal identity or his or her purpose of entry requires further verification;

(三) 曾有不准入境、被限期出境记录的；

(3) The applicant has a record of being denied entry into China or ordered to exit China within the prescribed time limit; or

(四) 有必要进行面谈的其他情形。

(4) Other circumstances where an interview is necessary.

驻外签证机关签发签证需要向中国境内有关部门、单位核实有关信息的，中国境内有关部门、单位应当予以配合。

Where the visa authority abroad requires relevant departments or entities in China to help with the verification of relevant information, the latter shall cooperate.

**第九条** 签证机关经审查认为符合签发条件的，签发相应类别签证。对入境后需要办理居留证件的，签证机关应当在签证上注明入境后办理居留证件的时限。

**Article 9** Where the visa authority, upon examination, deems the applicant to be eligible for being issued a visa, it shall issue to the applicant the appropriate category of visa. Where the applicant needs to obtain a residence permit after entry, the visa authority shall specify on the visa the time limit for applying for such permit after entry.

### 第三章 停留居留管理

#### Chapter 3 Administration of Stay and Residence

**第十条** 外国人持签证入境后，按照国家规定可以变更停留事由、给予入境便利的，或者因使用新护照、持团体签证入境后由于客观原因需要分团停留的，可以向停留地县级以上地方人民政府公安机关出入境管理机构申请换发签证。

**Article 10** Where, after entry with a visa, a foreigner changes his or her purpose of stay or is granted entry conveniences in accordance with relevant provisions of the State, or where a foreigner starts using a new passport or needs to stay separately from his or her tour group after entering China with a group visa due to objective reasons, the applicant may apply to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay for a change of visa.

**第十一条** 在中国境内的外国人所持签证遗失、损毁、被盗抢的，应当及时向停留地县级以上地方人民政府公安机关出入境管理机构申请补发签证。

**Article 11** Where the visa of a foreigner in China is lost, damaged, destroyed, stolen or robbed, the applicant shall, in a timely manner, apply to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay for reissuance of the visa.

**第十二条** 外国人申请签证的延期、换发、补发和申请办理停留证件，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

**Article 12** To apply for extension, change or reissuance of a visa, or for a stay permit, a foreigner shall fill out an application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

**第十三条** 外国人申请签证延期、换发、补发和申请办理停留证件符合受理规定的，公安机关出入境管理机构应当出具有效期不超过7日的受理回执，并在受理回执有效期内作出是否签发的决定。

**Article 13** Where a foreigner's application for extension, change or reissuance of a visa, or for a stay permit, meets the acceptance provisions, the exit and entry administration authority of the public security organ shall issue a receipt of acceptance valid for a period of time not exceeding 7 days, and make a decision on whether to issue the visa within the validity period of the receipt of acceptance.

外国人申请签证延期、换发、补发和申请办理停留证件的手续或者材料不符合规定的，公安机关出入境管理机构应当一次性告知申请人需要履行的手续和补正的申请材料。

Where the procedures followed or material submitted by a foreigner for extension, change, or reissuance of a visa or for issuance of a stay permit does not conform to relevant provisions, the exit and entry administration authority of the public security organ shall, in a one-off manner, notify the applicant of the procedure(s) to be followed and the material to be supplemented and corrected.

申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在中国境内合法停留。

During the period of time when the applicant's passport or other international travel documents are retained for processing his or her application for a visa or permit, the applicant may stay in China legally on the strength of the receipt of acceptance.

**第十四条** 公安机关出入境管理机构作出的延长签证停留期限决定，仅对本次入境有效，不影响签证的入境次数和入境有效期，并且累计延长的停留期限不得超过原签证注明的停留期限。

**Article 14** The decision made by the exit and entry administration authority of the public

security organ to extend the duration of stay specified in a visa is only valid for the current entry and does not affect the number of entries or the validity period of the entry specified in the visa. However, the total period of extension shall not exceed the original duration of stay specified in the visa.

签证停留期限延长后，外国人应当按照原签证规定的事由和延长的期限停留。

When the duration of stay specified in the visa is extended, a foreigner shall adhere to the purpose specified in the original visa and stay within the extended duration of stay.

**第十五条** 居留证件分为以下种类：

**Article 15** Residence permits are divided into the following types:

(一) 工作类居留证件，发给在中国境内工作的人员；

(1) The residence permit for work is issued to persons who work in China;

(二) 学习类居留证件，发给在中国境内长期学习的人员；

(2) The residence permit for study is issued to persons who pursue long-term studies in China;

(三) 记者类居留证件，发给外国常驻中国新闻机构的外国常驻记者；

(3) The residence permit for journalists is issued to resident foreign journalists of permanent offices of foreign news agencies in China;

(四) 团聚类居留证件，发给因家庭团聚需要在中国境内居留的中国公民的家庭成员和具有中国永久居留资格的外国人的家庭成员，以及因寄养等原因需要在中国境内居留的人员；

(4) The residence permit for reunion is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who need to reside in China for family reunion, and to persons who need to reside in China for fosterage or other purposes; and

(五) 私人事务类居留证件，发给入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满 18 周岁的子女、配偶的父母，以及因其他私人事务需要在中国境内居留的人员。

(5) The residence permit for personal matters is issued to spouses, parents, children under the age of 18 or parents-in-law of foreigners residing in China for work, study or other purposes, who apply for long-term visit to China, as well as for persons who need to reside in China for other personal matters.

**第十六条** 外国人申请办理外国人居留证件，应当提交本人护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料，本人到居留地县级以上地方人民政府公安机关出入境管理机构办理相关手续，并留存指纹等人体生物识别信息。

**Article 16** A foreigner applying for a residence permit shall submit his or her passport or

other international travel documents, qualified photos, and material relating to the purpose of application, go through the relevant formalities in person with the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the proposed places of his or her residence, and provide biometric identification information such as fingerprints thereto.

(一) 工作类居留证件, 应当提交工作许可等证明材料; 属于国家需要的外国高层次人才和急需紧缺专门人才的, 应当按照规定提交有关证明材料。

(1) To apply for a residence permit for work, the applicant shall submit such certification documents as a work permit; in the case of a person of high talent who is needed or, a specialist who is urgently needed, by the State, the applicant shall submit relevant certification documents in accordance with relevant provisions;

(二) 学习类居留证件, 应当按照规定提交招收单位出具的注明学习期限的函件等证明材料。

(2) To apply for a residence permit for study, the applicant shall, in accordance with relevant provisions, submit such certification documents as a letter indicating the duration of study provided by the admission institution;

(三) 记者类居留证件, 应当提交有关主管部门出具的函件和核发的记者证。

(3) To apply for a residence permit for journalists, the applicant shall submit the letter provided and the Press Card issued by the competent department;

(四) 团聚类居留证件, 因家庭团聚需要在中国境内居留的, 应当提交家庭成员关系证明和与申请事由相关的证明材料; 因寄养等原因需要在中国境内居留的, 应当提交委托书等证明材料。

(4) To apply for a residence permit for reunion, the applicant shall submit proof of family relationship and certification documents relating to the purpose of application; if the applicant needs to reside in China for fosterage or other purposes, he or she shall submit such certification documents as a power of attorney; and

(五) 私人事务类居留证件, 长期探亲的, 应当按照要求提交亲属关系证明、被探望人的居留证件等证明材料; 入境处理私人事务的, 应当提交因处理私人事务需要在中国境内居留的相关证明材料。

(5) To apply for a residence permit for personal matters, in the case of a long-term visit, the applicant shall, as required, submit such certification documents as proof of kinship and the residence permit of the foreigner to be visited; to apply for entry to deal with personal matters, the applicant shall submit the documents certifying the need to reside in China.

外国人申请有效期 1 年以上的居留证件的, 应当按照规定提交健康证明。健康证明自开具之日起 6 个月内有效。

When applying for a residence permit valid for more than 1 year, a foreigner shall, in accordance with relevant provisions, submit his or her health certificate. A health certificate is valid for 6 months beginning from the date of issue.

**第十七条** 外国人申请办理居留证件的延期、换发、补发，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

**Article 17** To apply for extension, change or reissue of a residence permit, a foreigner shall fill out an application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

**第十八条** 外国人申请居留证件或者申请居留证件的延期、换发、补发符合受理规定的，公安机关出入境管理机构应当出具有效期不超过 15 日的受理回执，并在受理回执有效期内作出是否签发的决定。

**Article 18** Where a foreigner's application for a residence permit or for extension, change or reissue of a residence permit meets the acceptance provisions, the exit and entry administration authority of the public security organ shall issue a receipt of acceptance valid for a period not exceeding 15 days, and make a decision on whether to issue the visa within the validity period of the receipt of acceptance.

外国人申请居留证件或者申请居留证件的延期、换发、补发的手续或者材料不符合规定的，公安机关出入境管理机构应当一次性告知申请人需要履行的手续和补正的申请材料。

Where the procedures followed or material submitted by a foreigner for a residence permit or for extension, change or reissue of a residence permit does not conform to relevant provisions, the exit/entry administration authority of the public security organ shall, in a one-off manner, notify the applicant of the procedure(s) to be followed and the material to be supplemented and corrected.

申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在中国境内合法居留。

During the period of time when the applicant's passport or other international travel documents are retained for processing his or her application for a residence permit, the applicant may reside in China legally on the strength of the receipt of acceptance.

**第十九条** 外国人申请签证和居留证件的延期、换发、补发，申请办理停留证件，有下列情形之一的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请：

**Article 19** In one of the following circumstances, the inviting entity or individual, the relative of the applicant or the specialized service agency concerned may apply for extension, change or reissue of a visa or residence permit, or apply for a stay permit on behalf of the applicant:

(一) 未满 16 周岁或者已满 60 周岁以及因疾病等原因行动不便的；

(1) The applicant is under the age of 16 or over the age of 60 or it would unduly inconvenience the applicant due to illness or other reasons;

(二) 非首次入境且在中国境内停留居留记录良好的;

(2) The applicant's current entry is not his or her first entry into China and the applicant has a good record of stay or residence in China; or

(三) 邀请单位或者个人对外国人在中国境内期间所需费用提供保证措施的。

(3) The inviting entity or individual has guaranteed to cover the necessary expenses of the applicant incurred in China.

外国人申请居留证件,属于国家需要的外国高层次人才和急需紧缺专门人才以及前款第一项规定情形的,可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请。

If the applicant is a person of high talent who is needed, or a specialist who is urgently needed, by the State, or is in the circumstance prescribed by subparagraph (1) of the preceding paragraph, the inviting entity or individual, the relative of the applicant or the specialized service agency concerned may apply for a residence permit on his or her behalf.

**第二十条** 公安机关出入境管理机构可以通过面谈、电话询问、实地调查等方式核实申请事由的真实性,申请人以及出具邀请函件、证明材料的单位或者个人应当予以配合。

**Article 20** The exit and entry administration authority of the public security organ may verify the purpose of application through such means as interview, telephone inquiry and on-the-spot investigation, and the applicant as well as the entity or individual that has provided the letter of invitation or certification documents shall cooperate.

**第二十一条** 公安机关出入境管理机构对有下列情形之一的外国人,不予批准签证和居留证件的延期、换发、补发,不予签发停留证件:

**Article 21** In one of the following circumstances, the exit and entry administration authority of the public security organ shall not approve the application for extension, change or reissue of a visa or residence permit, or the application for a stay permit, submitted by a foreigner:

(一) 不能按照规定提供申请材料的;

(1) The applicant fails to provide material supporting his or her application in accordance with relevant provisions;

(二) 在申请过程中弄虚作假的;

(2) The applicant has knowingly falsified information in the application process;

(三) 违反中国有关法律、行政法规规定,不适合在中国境内停留居留的;

(3) The applicant is not eligible for staying or residing in China due to violation of relevant Chinese laws or administrative regulations; or

(四) 不宜批准签证和居留证件的延期、换发、补发或者签发停留证件的其他情形。

(4) Other circumstances where it is not appropriate to approve the applicant's application for extension, change or reissue of a visa or residence permit, or for issue of a stay permit.

**第二十二条** 持学习类居留证件的外国人需要在校外勤工助学或者实习的,应当经所在

学校同意后，向公安机关出入境管理机构申请居留证件加注勤工助学或者实习地点、期限等信息。

**Article 22** Where a foreigner holding a residence permit for study intends to engage in off-campus work-study or internship, he or she shall, upon the approval of the school, apply to the exit and entry administration authority of the public security organ to have such information as the location and duration of the work-study program or internship placement specified in his or her residence permit.

持学习类居留证件的外国人所持居留证件未加注前款规定信息的，不得在校外勤工助学或者实习。

A foreigner holding a residence permit for study shall not engage in any off-campus work-study or internship unless the information prescribed in the preceding paragraph is specified in his or her residence permit.

**第二十三条** 在中国境内的外国人因证件遗失、损毁、被盗抢等原因未持有效护照或者国际旅行证件，无法在本国驻中国有关机构补办的，可以向停留居留地县级以上地方人民政府公安机关出入境管理机构申请办理出境手续。

**Article 23** A foreigner who does not hold a valid passport or other international travel documents due to loss, damage, destruction, theft, robbery or other reasons and cannot get the said passport or documents reissued by the relevant institution of his own country stationed in China may apply for exit formalities to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay or residence.

**第二十四条** 所持出境入境证件注明停留区域的外国人、出入境边防检查机关批准临时入境且限定停留区域的外国人，应当在限定的区域内停留。

**Article 24** A foreigner whose area of stay is specified in his exit and entry documents or a foreigner who is approved temporary entry into China with restrictions on area of stay by the exit and entry border inspection authority shall stay in the specified or restricted area.

**第二十五条** 外国人在中国境内有下列情形之一的，属于非法居留：

**Article 25** In one of the following circumstances, a foreigner shall be deemed to be residing in China illegally:

(一) 超过签证、停留居留证件规定的停留居留期限停留居留的；

(1) The applicant's stay or residence exceeds the duration specified in his or her visa, stay permit or residence permit;

(二) 免办签证入境的外国人超过免签期限停留且未办理停留居留证件的；

(2) The applicant overstays the visa-free period and fails to obtain a stay permit or residence permit;

(三) 外国人超出限定的停留居留区域活动的;

(3) The activities of the applicant go beyond the restricted area of stay or residence; or

(四) 其他非法居留的情形。

(4) Other circumstances where foreigners reside illegally.

**第二十六条** 聘用外国人工作或者招收外国留学生的单位,发现有下列情形之一的,应当及时向所在地县级以上地方人民政府公安机关出入境管理机构报告:

**Article 26** Upon discovery of one of the following circumstances, the entity that employs a foreigner or admits a foreign student shall, in a timely manner, report to the exit and entry administration authority of the public security organ of the local people's government at or above the county level:

(一) 聘用的外国人离职或者变更工作地域的;

(1) A foreigner employed resigns or changes employment location;

(二) 招收的外国留学生毕业、结业、肄业、退学,离开原招收单位的;

(2) A foreign student admitted has graduated, completed his or her course(s) or study, has quit school, or has left the school ungraduated;

(三) 聘用的外国人、招收的外国留学生违反出境入境管理规定的;

(3) A foreigner employed or a foreign student admitted violates the provisions on administration of exit and entry; or

(四) 聘用的外国人、招收的外国留学生出现死亡、失踪等情形的。

(4) A foreigner employed or a foreign student admitted dies, disappears or other serious circumstances arise.

**第二十七条** 金融、教育、医疗、电信等单位在办理业务时需要核实外国人身份信息的,可以向公安机关出入境管理机构申请核实。

**Article 27** Where necessary, finance, education, medical, telecommunications or other entities may, for business purposes, apply to the exit and entry administration authority of the public security organ for verifying the information of a foreigner's identity.

**第二十八条** 外国人因外交、公务事由在中国境内停留居留证件的签发管理,按照外交部的规定执行。

**Article 28** The stay or residence permits for foreigners who need to stay or reside in China for diplomatic or official purposes shall be issued and administered in accordance with the provisions of the Ministry of Foreign Affairs.

#### 第四章 调查和遣返

#### Chapter 4 Investigation and Repatriation

**第二十九条** 公安机关根据实际需要可以设置遣返场所。

**Article 29** Public security organs may establish places for repatriation in light of actual needs.

依照出境入境管理法第六十条的规定对外国人实施拘留审查的，应当在 24 小时内将被拘留审查的外国人送到拘留所或者遣返场所。

A foreigner who is to be detained for investigation in accordance with the provisions of Article 60 of the Exit and Entry Administration Law shall be sent to a detention house or a place of repatriation within 24 hours of his or her detention.

由于天气、当事人健康状况等原因无法立即执行遣送出境、驱逐出境的，应当凭相关法律文书将外国人羁押在拘留所或者遣返场所。

Where, a foreigner cannot be repatriated or deported immediately due to weather, his or her health or other reasons, he or she shall be detained in a detention house or a place of repatriation with relevant legal instruments.

**第三十条** 依照出境入境管理法第六十一条的规定，对外国人限制活动范围的，应当出具限制活动范围决定书。被限制活动范围的外国人，应当在指定的时间到公安机关报到；未经决定机关批准，不得变更生活居所或者离开限定的区域。

**Article 30** Where a foreigner's scope of activities is to be restricted in accordance with the provisions of Article 61 of the Exit and Entry Administration Law, a written decision on such restriction(s) shall be issued. The foreigner subject to the restriction(s) shall report to the public security organ at the designated time and, without approval of the decision-making organ, he or she shall not change his living residence or leave the restricted area.

**第三十一条** 依照出境入境管理法第六十二条的规定，对外国人实施遣送出境的，作出遣送出境决定的机关应当依法确定被遣送出境的外国人不准入境的具体期限。

**Article 31** Where a foreigner is to be repatriated in accordance with the provisions of Article 62 of the Exit and Entry Administration Law, the organ that makes the decision on his or her repatriation shall, in accordance with law, decide on the specific duration of time in which the said foreigner shall not be allowed to enter China.

**第三十二条** 外国人被遣送出境所需的费用由本人承担。本人无力承担的，属于非法就业的，由非法聘用的单位、个人承担；属于其他情形的，由对外国人在中国境内停留居留提供保证措施的单位或者个人承担。

**Article 32** A foreigner who is subject to repatriation shall bear the related expenses. If he or she is not able to do so, the entity or individual that employed him or her shall bear the expenses in the case of illegal employment; in other circumstances, the entity or individual that has guaranteed to cover the expenses of the foreigner during his or her stay or residence in China shall bear the expenses.

遣送外国人出境，由县级以上地方人民政府公安机关或者出入境边防检查机关实施。

Repatriation of foreigners shall be carried out by the public security organs of the local

people's governments at or above the county level or the exit and entry border inspection authorities.

**第三十三条** 外国人被决定限期出境的，作出决定的机关应当在注销或者收缴其原出境入境证件后，为其补办停留手续并限定出境的期限。限定出境期限最长不得超过 15 日。

**Article 33** Where it is decided that a foreigner will exit China within a certain time limit, the decision-making authority shall, after cancelling or confiscating his or her original exit and entry documents, go through the formalities for his or her stay in China and set the time limit for his or her exit. The time limit shall not exceed 15 days.

**第三十四条** 外国人有下列情形之一的，其所持签证、停留居留证件由签发机关宣布作废：

**Article 34** In one of the following circumstances, the visa, stay permit or residence permit held by a foreigner shall be declared null and void by the issuing authority:

(一) 签证、停留居留证件损毁、遗失、被盗抢的；

(1) His or her visa, stay permit or residence permit is lost, damaged, destroyed, stolen or robbed;

(二) 被决定限期出境、遣送出境、驱逐出境，其所持签证、停留居留证件未被收缴或者注销的；

(2) The time limit for his or her exit, repatriation or deportation from China has been decided, and his or her visa, stay permit or residence permit has not been confiscated or cancelled;

(三) 原居留事由变更，未在规定期限内向公安机关出入境管理机构申报，经公安机关公告后仍未申报的；

(3) The original purpose of residence has been changed, but he or she fails to report to the exit and entry administration authority of the public security organ within the prescribed time limit and fails to do so even after the said organ has given a public notice thereon; or

(四) 有出境入境管理法第二十一条、第三十一条规定的不予签发签证、居留证件情形的。

(4) Circumstances in which a visa or residence permit shall not be issued as prescribed by the provisions of Article 21 or Article 31 of the Exit and Entry Administration Law.

签发机关对签证、停留居留证件依法宣布作废的，可以当场宣布作废或者公告宣布作废。

Where the issuing authority is to declare a visa, stay permit or residence permit null and void in accordance with law, it may do so on the spot or through a public notice.

**第三十五条** 外国人所持签证、停留居留证件有下列情形之一的，由公安机关注销或者收缴：

**Article 35** In one of the following circumstances, the visa, stay permit or residence permit held by a foreigner shall be cancelled or confiscated by a public security organ:

(一) 被签发机关宣布作废或者被他人冒用的;

(1) The issuing authority declares it null and void, or it is being used fraudulently by someone else;

(二) 通过伪造、变造、骗取或者其他方式非法获取的;

(2) It is forged, altered, or obtained by fraud or other illegal means; or

(三) 持有人被决定限期出境、遣送出境、驱逐出境的。

(3) The holder has been decided on a time for exit, repatriation or deportation from China.

作出注销或者收缴决定的机关应当及时通知签发机关。

The authority that makes a decision on cancellation or confiscation of a visa, stay permit or residence permit shall, in a timely manner, notify the issuing authority.

## 第五章 附 则

### Chapter 5 Supplementary Provisions

**第三十六条** 本条例下列用语的含义:

**Article 36** Meaning of terms in these Regulations:

(一) 签证的入境次数, 是指持证人在签证入境有效期内可以入境的次数。

(1) The number of entries specified in the visa means the number of times that the visa holder may enter China within the validity period of the entry specified in the visa;

(二) 签证的入境有效期, 是指持证人所持签证入境的有效时间范围。非经签发机关注明, 签证自签发之日起生效, 于有效期满当日北京时间 24 时失效。

(2) The validity period of the entry specified in the visa means the valid period of time during which the visa holder may enter China. Unless otherwise specified by the issuing authority, a visa is valid from the date of issue until Beijing time 24:00 on the expiring day;

(三) 签证的停留期限, 是指持证人每次入境后被准许停留的时限, 自入境次日开始计算。

(3) The duration of stay specified in the visa means the period of time during which the visa holder is allowed to stay in China after each entry. It begins from the next day of entry;

(四) 短期, 是指在中国境内停留不超过 180 日 (含 180 日)。

(4) Short-term means staying in China for a period not exceeding 180 days (including 180 days); and

(五) 长期、常驻, 是指在中国境内居留超过 180 日。

(5) Long-term or resident means residing in China for a period exceeding 180 days.

本条例规定的公安机关出入境管理机构审批期限和受理回执有效期以工作日计算, 不含法定节假日。

The period of time for examination and approval or the validity period of the receipt of

acceptance of the exit and entry administration authority of the public security organ in these Regulations is calculated in terms of working days, excluding legal holidays.

**第三十七条** 经外交部批准，驻外签证机关可以委托当地有关机构承办外国人签证申请的接件、录入、咨询等服务性事务。

**Article 37** With the approval of the Ministry of Foreign Affairs, the visa authorities abroad may entrust local institutions with services, such as receiving of visa application material, data input and consultancy.

**第三十八条** 签证的式样由外交部会同公安部规定。停留居留证件的式样由公安部规定。

**Article 38** The format of visas shall be prescribed by the Ministry of Foreign Affairs in conjunction with the Ministry of Public Security. The formats of stay permits and residence permits shall be prescribed by the Ministry of Public Security.

**第三十九条** 本条例自 2013 年 9 月 1 日起施行。1986 年 12 月 3 日国务院批准，1986 年 12 月 27 日公安部、外交部公布，1994 年 7 月 13 日、2010 年 4 月 24 日国务院修订的《中华人民共和国外国人入境出境管理法实施细则》同时废止

**Article 39** These Regulations shall be effective as of September 1, 2013. The Rules on the Implementation of the Law of the People's Republic of China on the Entry and Exit of Aliens, approved by the State Council on December 3, 1986, promulgated by the Ministry of Public Security and the Ministry of Foreign Affairs on December 27, 1986, and revised by the State Council respectively on July 13, 1994 and April 24, 2010, shall be repealed simultaneously.

# 中华人民共和国境内外国人宗教活动 管理规定实施细则

## Rules for the Implementation of the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China

（2000年9月26日国宗局令第1令发布《中华人民共和国境内外国人宗教活动管理规定实施细则》；2010年11月29日国宗局令第9号发布《国家宗教事务局关于修订〈中华人民共和国境内外国人宗教活动管理规定实施细则〉的决定》）

(The Rules for the Implementation of the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China were promulgated by the Order No. 1 of the National Religious Affairs Administration on September 26, 2000; the Decision of the National Religious Affairs Administration on Amending the Rules for the Implementation of the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China were promulgated by the Order No. 9 of the National Religious Affairs Administration on November 29, 2010)

**第一条** 根据《中华人民共和国境内外国人宗教活动管理规定》，制定本实施细则。

**Article 1** These Rules are formulated in accordance with the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China

**第二条** 中华人民共和国境内外国人（以下简称“境内外国人”）是指依照《中华人民共和国国籍法》的规定，在中国境内不具有中国国籍的人，包括在华常住人员和短期来华人员。

**Article 2** Foreigners within the territory of the People's Republic of China are referred to as those who are within Chinese territory without Chinese nationalities pursuant to the Nationality Law of the People's Republic of China, including the long-term residing-in-China personnel and those staying in China for short-term visits.

**第三条** 境内外国人宗教活动是指外国人在中国境内按照各自的宗教信仰习惯举行和参与的各种宗教仪式，与中国宗教社会团体、宗教活动场所和宗教教职人员所发生的宗教事务方面的联系，及其有关的各种活动。

**Article 3** Religious activities of foreigners within Chinese territory are referred to as the religious ceremonies that foreigners conduct or participate according to their own religious belief customs, the contacts with Chinese religious bodies, sites for religious activities and religious personnel in respect of religion, and other relevant activities.

**第四条** 中华人民共和国尊重在中国境内的外国人的宗教信仰自由，依法保护和管理境内外国人的宗教活动。

**Article 4** The People's Republic of China respects the freedom of religious belief of foreigners within Chinese territory, and protects and administrates the religious activities of foreigners within Chinese territory in accordance with law.

**第五条** 外国人在中国境内可以根据自己的宗教信仰在依法登记的寺院、宫观、清真寺、教堂参加宗教活动。

**Article 5** Foreigners may participate in religious activities at Buddhist monasteries, Taoist temples, mosques, churches lawfully registered within Chinese territory according to their own religious belief.

**第六条** 以宗教教职人员身份来访的外国人，经省、自治区、直辖市以上宗教社会团体邀请，可以在依法登记的宗教活动场所讲经、讲道。 以其他身份入境的外国宗教教职人员，经省、自治区、直辖市以上宗教社会团体邀请，并经省级以上人民政府宗教事务部门同意，可以在依法登记的宗教活动场所讲经、讲道。 应邀在依法登记的宗教活动场所讲经、讲道的外国宗教教职人员，应该遵守该场所的管理规章，尊重该场所人员的信仰习惯。

**Article 6** At the invitation of Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government, foreigners visiting China as religious personnel may preach and expound the scripture at lawfully registered sites for religious activities.

At the invitation of Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government, and after the approval by the departments of religious affairs of the people's governments at or above the provincial level, foreigners entering China as other status may preach and expound the scripture at lawfully registered sites for religious activities. Foreign religious personnel who are invited to preach and expound the scripture at the lawfully registered sites for religious activities shall abide by the administrative rules of these sites and respect the belief customs of the personnel of these sites.

**第七条** 境内外国人集体进行宗教活动要在由县级以上人民政府宗教事务部门认可的经依法登记的寺院、宫观、清真寺、教堂，或在由省、自治区、直辖市人民政府宗教事务部门指定的临时地点举行。境内外国人在临时地点集体进行宗教活动时，应由县级以上人民政府宗教事务部门负责管理。

**Article 7** The collective religious activities of foreigners within Chinese territory shall be conducted at the Buddhist monasteries, Taoist temples, churches recognized and legally registered by the departments of religious affairs of the people's government at or above the county level, or at the temporary sites appointed by the departments of religious affairs of the people's governments of provinces, autonomous regions or municipalities directly under the Central

Government. Where foreigners within Chinese territory collectively conduct religious activities at temporary sites, they shall be administrated by the departments of religious affairs of the people's governments at or above the county level.

**第八条** 外国人同中国宗教界的友好往来和文化学术交流活动、应通过省、自治区、直辖市以上宗教社会团体进行。

**Article 8** The friendly contacts and cultural and academic exchanges of foreigners with Chinese religious circles shall be conducted via Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government.

**第九条** 凡在中国境内没有相应的合法的中国宗教组织的外国宗教组织及其成员，以宗教组织或宗教教职人员身份与中国政府有关部门或宗教界进行交往活动的，须经省级政府宗教事务部门同意后，报国家宗教事务局批准。

**Article 9** Foreign religious organizations that have no corresponding legitimate religious organizations within Chinese territory and their members must get the consent from the departments of religious affairs of the people's governments at provincial level and the approval from the National Religious Affairs Administration before conducting contacts in the name of these organizations or as religious personnel with relevant departments of Chinese government or Chinese religious circles.

**第十条** 经中国的宗教社会团体同意，境内外国人可以邀请中国宗教教职人员按各教习惯为其举行洗礼、婚礼、葬礼和道场、法会等宗教仪式。其中，举行婚礼的外国人必须是已经依法缔结婚姻关系的男女双方。中国宗教教职人员是指由依法登记的宗教社会团体认定、备案的各种宗教教职人员。

**Article 10** Consented by Chinese religious bodies, foreigners within Chinese territory may invite Chinese religious personnel to conduct such religious ceremonies as baptism, wedding, funeral, Taoist or Buddhist rites according to their respective religious customs. Among these ceremonies, the foreigners conducting wedding must be the men and women who have already established a marriage relationship in accordance with law. The Chinese religious personnel are referred to those who have been recognized and recorded by lawfully registered religious bodies.

**第十一条** 有关全国性宗教社会团体或省、自治区、直辖市有关宗教社会团体同意，并经当地省级以上人民政府宗教事务部门批准认可，外国人可以根据有关宗教文化学术交流的项目或协议，携带用于宗教文化学术交流的宗教用品入境。符合前款规定和海关有关规定的宗教用品入境，海关凭省、自治区、直辖市人民政府宗教事务部门或国家宗教事务局的证明予以放行。

**Article 11** Consented by national religious bodies or relevant religious bodies at the level of province, autonomous region or municipality directly under the Central Government, and approved by the departments of religious affairs of the local people's governments at or above the

provincial level, foreigners entering Chinese territory may carry religious articles used in religious cultural and academic exchanges in accordance with relevant programs and agreements of religious cultural and academic exchanges. Where the religious articles conform to the stipulations of the previous paragraph and the relevant provisions of the Chinese customs, they shall be passed by the customs based on the certificates issued by the departments of religious affairs of the people's governments of provinces, autonomous regions and municipalities directly under the Central Government or the National Religious Affairs Administration.

**第十二条** 下列宗教印刷品、宗教音像制品和其他宗教用品不得进境：

**Article 12** The following religious printed matters, religious audio-visual products and other religious articles are prohibited from being brought into Chinese territory:

(一) 超出个人自用合理数量，且不属于第十一条规定范围的；

(1) the articles that exceed rational personal use, and do not belong to the category as stipulated in Article 11;

(二) 有危害中国国家安全和公共利益内容的。

发现有违反前款规定的宗教印刷品、宗教音像制品和其他宗教用品，由海关依法进行处理。

违反第一款规定已经携带入境或通过其他手段运入境内的宗教印刷品、宗教音像制品和其他宗教用品，一经发现，由县级以上人民政府宗教事务部门或其他有关部门依法进行处理。

(2) if the contents of these articles are detrimental to Chinese national security and public interests of Chinese society.

Where the religious printed matters, religious audio-visual products and other religious articles are found to be those mentioned in the previous paragraph, the case shall be dealt with by the customs in accordance with law.

Where the religious printed matters, religious audio-visual products and other religious articles which violate the stipulations of the first paragraph have been brought into Chinese territory or transported into Chinese territory by other means, once being found, they shall be dealt with by the departments of religious affairs or other related departments of the people's governments at or above the county level in accordance with law.

**第十三条** 外国组织或个人向中国提供的以培养宗教教职人员为目的的出国留学人员名额或资金，由中国全国性宗教社会团体根据需要接受并统筹选派出国留学人员。

外国组织或个人不得在中国境内擅自招收以培养宗教教职人员为目的的出国留学人员。

**Article 13** The enrollment quota or capital for study abroad provided to China by foreign organizations or individuals for the purpose of training religious personnel shall be accepted by Chinese national religious bodies on the basis of need, and the personnel for study abroad shall be selected and dispatched by Chinese national religious bodies as a whole plan.

Foreign organizations or individuals may not recruit students within Chinese territory for their study and training abroad as religious personnel without permission.

**第十四条** 外国人到中国宗教院校留学，须符合《高等学校接受外国留学生管理规定》的有关规定，并经全国性宗教社会团体批准、向国家宗教事务局备案。

**Article 14** Foreigners who intend to come to China to study at Chinese religious institutions must conform to the stipulations set by the Provisions on the Administration of Accepting Foreign Students by Chinese Institutions of Higher Learning, get approval from Chinese religious bodies, and keep records at the National Administration of Religious Affairs.

**第十五条** 外国人到中国宗教院校讲学，须根据《宗教院校聘用外籍专业人员办法》的规定办理。

**Article 15** Foreigners who intend to come to China for teaching at Chinese religious institutions must be subject to the Methods of Engaging Foreign Professionals by Religious Institutions.

**第十六条** 外国人在中国境内进行宗教活动，应当遵守中国的法律、法规。外国人不得干涉中国宗教社会团体、宗教活动场所的设立和变更，不得干涉中国宗教社会团体对宗教教职人员的选任和变更，不得干涉和支配中国宗教社会团体的其他内部事务。外国人在中国境内不得以任何名义或形式成立宗教组织、设立宗教办事机构、设立宗教活动场所或者开办宗教院校、举办宗教培训班。

**Article 16** Foreigners who conduct religious activities within Chinese territory shall abide by Chinese laws and regulations. Foreigners may not intervene in the establishment and change of Chinese religious bodies or sites for religious activities, the selecting, appointing and changing of religious personnel by Chinese religious bodies, nor may they interfere in or manipulate other internal affairs of Chinese religious bodies.

Within Chinese territory, foreigners may not establish religious organizations, institute religious offices, set up sites for religious activities, run religious institutions or hold religious classes in any names or forms.

**第十七条** 外国人不得在中国境内进行下列传教活动：

**Article 17** Foreigners may not engage in the following missionary activities within Chinese territory:

(一) 在中国公民中委任宗教教职人员；

(1) appointing religious personnel among Chinese citizens;

(二) 在中国公民中发展宗教教徒；

(2) developing religious followers among Chinese citizens;

(三) 擅自在宗教活动场所讲经、讲道；

(3) preaching and expounding the scripture at the sites for religious activities without

permission;

(四) 未经批准在依法登记的宗教活动场所以外的处所讲经、讲道, 进行宗教聚会活动;

(4) preaching and expounding the scripture or conducting religious gathering activities at the places outside the lawfully registered sites for religious activities;

(五) 在宗教活动临时地点举行有中国公民参加的宗教活动, 被邀请主持宗教活动的中国宗教教职人员除外;

(5) conducting religious activities with Chinese citizens at temporary sites for religious activities, except that the Chinese citizens are Chinese religious personnel who are invited to preside the religious activities;

(六) 制作或销售宗教书刊、宗教音像制品、宗教电子出版物等宗教用品;

(6) producing or selling religious books and journals, religious audio-visual products, religious electronic goods or other religious articles;

(七) 散发宗教宣传品;

(7) distributing religious propaganda materials;

(八) 其他形式的传教活动。

(8) other missionary activities.

**第十八条** 国际性宗教组织、机构及其成员与中国宗教社会团体、宗教活动场所和宗教教职人员发生宗教事务方面的联系, 及其有关活动, 须事先向省级以上人民政府宗教事务部门提出申请, 经同意后方可进行。

**Article 18** Where the international religious organizations, offices and their members intend to contact or conduct other related activities with Chinese religious bodies, sites for religious affairs and religious personnel, they shall make applications to the departments of religious affairs of the people's governments at or above the provincial level in advance. The contact or other related activities may be conducted only after approval by the departments of religious affairs of the people's governments at or above the provincial level.

**第十九条** 国内外国人违反本细则进行宗教活动的, 由县级以上人民政府宗教事务部门和其他有关部门依法予以制止。境内外国人违反本细则进行宗教活动, 构成违反《中华人民共和国外国人入境出境管理法》、《中华人民共和国治安管理处罚条例》等法律法规的, 由公安机关依法予以处理; 构成犯罪的, 由司法机关依法追究刑事责任。

**Article 19** Where foreigners within Chinese territory conduct religious activities that violate these Rules, the departments of religious affairs and other related departments of the people's governments at or above the county level shall stop them in accordance with law.

Where religious activities conducted by foreigners within Chinese territory violate these Rules as well as the Law of the Control on the Entry and Exit of Foreigners of the People's Republic of China and the Regulations on Administrative Penalties for Public Security, the

foreigners shall be dealt with by the public organs in accordance with law; where such activities constitute crimes, the foreigners shall be investigated for their criminal liability by the judicial organs in accordance with law.

**第二十条** 外国组织在中华人民共和国境内的宗教活动适用本细则。

**Article 20** These Rules are applicable to the religious activities conducted by foreign organizations within Chinese territory.

**第二十一条** 本细则由国家宗教事务局负责解释。

**Article 21** The National Religious Affairs Administration shall be responsible for the interpretation of these Rules.

**第二十二条** 本细则自发布之日起施行。

**Article 22** These Rules shall enter into force as of the date of promulgate



## 附录 2 术语表

Appendix 2 Term List



中文	英文
报到	registration
成绩单	academic transcript
处分	disciplinary sanctions
答辩委员会	Oral Defense Committee
导师	supervisor
非学历教育	non-degree education
复核	recheck
高级进修生	senior visiting students
公共课程	general course
公共选修课	general selective course
公共学位课	general degree course
公寓管理部门	Student Residence Office
国际合作办学机构	Chinese-foreign cooperative education institution
国际合作处	International Affairs Office
国际学院	International College
国科大教学委员会	UCAS Teaching Committee
核心课	core course
后勤管理办公室	Logistics Management Office
基础理论课	Basic Theory course
集中教学	campus concentrated teaching
计划财务处	Department of Finance and Budget
记过处分	demerit record
奖学金办公室	Scholarship Office
教务部	Academic Affairs Department
警告	warning
科教融合	fusion of scientific research and teaching
课程设置方案	Course Setting Plan
留学生办公室	International Students Office
录取通知书	letter of admission
免修课程	exempted course
培养单位	host institute
培养与管理	training and management
普通进修生	regular visiting students

人事处	Human Resources Office
入学申请	enrollment application
审核	check
停学	rustication
退学	drop out
网络中心	Network Center
校园卡管理中心	Campus Card Management Center
校园一卡通	Campus Card
休学	academic suspension
选课系统	Course Selection System
学籍管理	Management of the School Roll
学历教育	degree education
学生处	Student Affairs Office
学位评定委员会	Academic Degree Evaluation Committee
学位申请	degree application
学位委员会	Academic Degrees Committee
严重警告	serious warning
园区管理办公室	Campus Management Office
专业课程	specialized course
专业学位课	specialized degree course
转学	transfer
总务部	University Logistics Department

## 附录 3 常用联系方式

Appendix 3 Contact Information

# 中国科学院大学留学生办公室

UCAS International Student Office

招生、奖学金/Admission & Scholarship: 010-82672900; 010-82674900

签证、保险/Visa & Insurance: 010-62522162

综合事务与服务/General Affairs & Services: 010-62522162

工作时间以外紧急情况联系电话/Emergency contact for outside working hours:

13426292124

传真/Fax: 010-82672900

邮箱/Email: iso@ucas.ac.cn

## 紧急电话

报警/Police call: 110

火警/Fire-alarm: 119

急救/First-aid: 120