

# 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 International Students' Student Status of 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 valid 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 go through 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

33 delay should not exceed 14 days.

34 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  
35 料, 经导师和培养单位同意, 报国科大备案。

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

39 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  
40 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。

41 The following cases, except for force majeure, are considered voluntarily giving up admission to UCAS: 1)  
42 failing to ask for a leave or exceeding the registration deadline for more than 14 days without approval of the  
43 leave 2) having the application for leave approved but registering 14 days after the deadline.

44 **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,  
45 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  
46 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  
47 记义务。

48 **Article5** Host institute should check carefully the registration material students bring with them, check up  
49 their identities and require related proof for payment of fees, issue student card and other admission materials, and  
50 fill in the *Form for UCAS New International Student to Register at Host institute* (Appendix 2), record online  
51 for registration, help students arrange dormitories and require them to go through temporary residence procedures  
52 at the local police station 24 hours after checking in the dormitory.

53 **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  
54 书、健康情况等方面进行复查:

55 **Article 6** Host institutes should double check students' identities, certificates for the degrees they last  
56 acquired and health condition 30 days after their registration.

57 (一) 对于经复查合格的, 准予注册, 取得学籍。

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

59 (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  
60 费用学生承担。

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

64 (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  
65 费用学生自理。

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

69 **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  
70 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  
71 资格的期限最长不超过一学年。

72 **Article7** Qualified international students who cannot register after the allowed leave period because of  
73 physical conditions or other reasonable reasons, or diseases that prevent them from studying in China or are  
74 considered unsuitable to study in China during the double check process, can apply for retaining admission  
75 qualification. The retaining period should not exceed 1 academic year.

76 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  
77 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  
78 另附公立医院诊断不能或不宜在校学习的证明。

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

84 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  
85 保留入学资格者出具各类相关证明。

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

89 **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  
90 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。

91 **Article 8** Students whose admission qualification is retained should apply for admission at least 60 days  
92 before registration during the retaining period. Students who fail to apply for admission 60 days before  
93 registration or fail to pass the double check of admission will have their admission qualification cancelled after the  
94 approval of UCAS.

95 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  
96 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  
97 医院诊断康复证明。

98 Students who want to restore their admission qualification should fill in the *Application Form for*

99 **Preserving/Regaining Admission Qualification**, submit related materials, ask for UCAS' approval after signed by  
100 the supervisor and host institute and re-register. Those who apply for retaining admission qualification because of  
101 diseases should also submit proof for recovery from public hospital.

102 重新入学后，其修学时间按照正式入学时间开始计算。

103 After the students get admitted again, their study time shall start from the official registration date.

104 **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  
105 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。

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

109 **第十条** 新生无正当理由未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。

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

### 112 第三章 注册、考勤与请假

#### 113 Chapter 3 Registration, Attendance and Leave

114 **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  
115 办理注册手续，按规定交纳相关费用。

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

118 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  
119 暂缓注册。

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

122 **第十二条** 有下列情形之一的，不予注册，不能享受在校生相关待遇：

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

124 （一）不能按时注册却又不履行暂缓注册手续的；

125 1) cannot register on time and fail to apply for delayed registration;

126 （二）无正当事由未按规定交纳相关费用的；

127 2) fail to pay related fees without reasonable reasons;

128 （三）经批准休学不按期履行复学手续的；

129 3) are permitted to enjoy a gap year but fail to resume schooling afterwards;

130 （四）超过最长修读年限（含休学）未完成学业的；

131 4) fail to finish their study after the maximum term of study (suspension period included).

132 **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  
133 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  
134 学生名单，报国科大办理相关手续。

135 **Article13** After the registration deadline in each semester, all host institutes should timely check the situation  
136 of those who fail to register on time and submit the name list of students who are considered dropping out and the  
137 name list of students who are denied registration and student treatment within one month after the registration  
138 deadline.

139 **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  
140 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  
141 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。

142 **Article14** International students should attend the courses and take part in activities under the education  
143 program and take all compulsory education tests. Students who cannot do so should ask approval for a leave (fill  
144 in the *Leave Request Form*). Those who are absent without approval will be criticized by the supervisor and  
145 management staff, or be punished or even expelled in the event of a serious breach of rules.

146 **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  
147 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。

148 **Article15** International students who want to ask for a leave should fill in the *Leave Request Form* and  
149 submit related materials, which are considered effective when approved. The *Leave Request Form* will be saved  
150 on file. When the leave expires, students should go through procedures to terminate the leave. If students fail to go  
151 through the termination procedures, the period after the expiration will be considered as leave without approval.

152 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  
153 式请假，返回后应当补办手续。

154 Those who have to delay their return to the host institute later because of business trip or special situation on  
155 a holiday can ask for a leave via fax, email or in other written documents and make up for the procedures upon  
156 their return to school.

157 **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  
158 进行。

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

#### 161 **第四章 变更专业、导师、培养单位和转学**

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

163 **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  
164 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

165 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。

166 **Article17** International students are supposed to finish schooling with their original major without special  
167 reasons. If there is a need to change major, they can change to a major within the same host institute when deemed  
168 as reasonable and justifiable by the host institute and approved by the supervisor. The host institute can change  
169 major for students within the institution after the students' permission in the event of a transfer of supervisor out  
170 of development need.

171 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  
172 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  
173 进行审批：

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

178 (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；

179 1) Students who want to change major within the same discipline should get approval from the host institute  
180 and file to UCAS for record.

181 (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  
182 求修订国际学生培养计划，由培养单位初审，报国科大审批。

183 2) Students who want to change major to a different discipline should revise the international student  
184 education plan according to the target major education plan and supervisor's requirements before applying for a  
185 change of major, which should be pre-reviewed by the original host institute before filing to UCAS for approval,

186 (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  
187 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  
188 审批。

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

193 **第十八条** 毕业注册前六个月内不得申请调整专业。

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

196 **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  
197 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。

198 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。

199 **Article 19** International students are supposed to finish schooling under the guidance of their original  
200 supervisors without special reasons. They can change the supervisor, if there is such a need, within the same host  
201 institute if deemed as reasonable and justifiable by the host institute and approved by the supervisor. Host  
202 institutes can change supervisors for students after the student's and the supervisor's permission special cases.

203 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、  
204 新导师及培养单位签署意见后，报国科大审批。

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

208 **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  
209 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  
210 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  
211 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。

212 **Article20** International students are supposed to finish schooling in their original host institute without  
213 special reasons. They can change to a new supervisor and the host institute, if there is such a need, when approved  
214 by the original supervisor, host institute and deemed as reasonable and justifiable by UCAS. In special cases, host  
215 institutes can allow students to change supervisor and host institute after the permission of the students themselves  
216 and their original supervisors. The new supervisor and host institute should test students according to related rules  
217 of UCAS.

218 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  
219 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  
220 给国科大审批。

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

225 **第二十一条** 有下列情形之一的，不得变更培养单位：

226 **Article 21** Students of the following cases cannot change the host institute:

227 (一) 入学未满一学期的；

228 1) having received education for less than one semester after enrollment;

229 (二) 由低学历层次转为高学历层次的；

230 2) changing from a lower degree to a higher degree;

231 (三) 应予退学的;  
232 3) required to drop out;  
233 (四) 无正当理由的。

234 4) without justifiable reasons.

235 **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  
236 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  
237 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  
238 学基金管理委员会同意。

239 **Article 22** International students of other Chinese universities who want to transfer to UCAS should submit  
240 transfer application and approval letter of the original university, admission application materials of UCAS and go  
241 through registration procedures after signed by supervisor and host institute. If the applicant is the Chinese  
242 Government Scholarship winner, he/she should submit the approval letter of the Embassy of its home country in  
243 China and ask for approval from the China Scholarship Council.

244 **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  
245 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  
246 函。获准转学的学生应在批准后 14 天内办理离校手续。

247 **Article 23** International students should finish schooling at UCAS without special reasons. Those who need  
248 to transfer to other Chinese universities should ask for approval from the supervisor and host institute. UCAS will  
249 grant approval letter if it deems the reasons to be convincing and justifiable. Students should go through  
250 transferring procedures 14 days after getting the approval for school transfer.

## 251 第五章 变更培养层次

### 252 Chapter 5 Change of Student Category

253 **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  
254 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  
255 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  
256 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。

257 **Article 24** Non-fresh graduate students in school who want to apply for doctoral degree can sit for the PhD  
258 candidate qualification test of the International School in or after the 3<sup>rd</sup> semester. Those who pass the test should  
259 fill in the *Application Form for Changing Student Category of UCAS* (*Appendix 5, hereinafter referred to as*  
260 *Application Form for Changing Student Category*), submit related materials and ask for UCAS' approval after  
261 signed by the supervisor and the host institute. Those who are approved can officially begin their doctoral study  
262 since the next semester and enjoy doctoral treatments.

263 **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



264 **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  
265 批准后下一学期起 1 年内按硕士生培养规定完成学业。

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

271 **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**  
272 **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  
273 准后下一学期起 2 年内按硕士生培养规定完成学业。

274 **Article26** PhD candidates in school for less than 1 year. if deemed by host institute as not suitable for  
275 continuing the study, can fill in *Application Form for Changing Student Category*, submit related materials and  
276 ask for approval of UCAS to change the education level to Master's degree. Those who are permitted should begin  
277 their master degree study from the next semester and finish the schooling within two years.

## 278 **第六章 休学与复学**

### 279 **Chapter 6 Suspension and Resumption of Schooling**

280 **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，  
281 应当办理休学：

282 **Article 27** Those who need to suspend schooling because of diseases or other special situation can apply for  
283 suspending schooling, which is required if the students:

284 (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；

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

287 (二) 怀孕超过 6 个月的；

288 2) are pregnant for more than 6 months;

289 (三) 未能按学校规定注册在读的。

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

291 **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  
292 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。

293 **Article 28** Students should apply for suspension of schooling by themselves, and fill in *Status Change*  
294 *Application Form*, submit related materials, ask for approval from UCAS after signed by the supervisor and host  
295 institute. Those who need to suspend schooling because of severe diseases or infectious diseases can entrust others  
296 to go through suspension procedures.

297 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》，  
298 随附相关材料，报国科大批准，可以休学。

299 If the host institute deems that the student should suspend schooling because of special reasons, the host  
300 institute should propose after approval by the student and fill in *Status Change Application Form*, submit related  
301 materials, file for approval from UCAS and go through suspension procedures.

302 **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。  
303 因病住院治疗的，休学时间应从住院之日算起。

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

307 **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。  
308 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。

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

312 **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  
313 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。  
314 国际学生因病休学的，需同时提交医院医疗诊断康复证明。

315 **Article 31** Students should apply for resumption of schooling 30 days before the suspension ends, fill in  
316 *Status Change Application Form*, submit related materials, file for approval of UCAS after approved by the host  
317 institute. Those who are allowed to resume schooling should register with the host institute. Those who suspend  
318 schooling because of diseases should also provide the recovery certification by then hospital upon resuming  
319 schooling.

## 320 第七章 退学

### 321 Chapter 7 Dropping Out

322 **第三十二条** 有下列情形之一的，应予退学：

323 **Article 32** Students should drop out of the university under one of the following circumstances:

324 (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  
325 年限内累计出现三门及以上学位课不及格的；

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

328 (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  
329 不及格的；

330 (2) PhD candidates who fail one course and still fail after relearning the course, or fail two courses during  
331 their school years;

332 (三) 在学位论文工作中, 经考核认为不宜继续培养的;

333 (3) students who are deemed as unsuitable for continuing schooling in the dissertation review;

334 (四) 在规定的最长修读年限(含休学)内未完成学业的;

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

337 (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;

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

340 (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;

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

343 (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;

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

347 (八) 超过规定期限未注册而又无正当理由的;

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

349 (九) 本人申请退学的。

350 (9) students who themselves apply for dropping out of university.

351 **第三十三条** 根据第二十二条第(一)、(二)、(三)、(四)、(五)、(七)款对国际学生作退学处理的,  
352 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  
353 经导师、培养单位签署意见后, 报国科大批准。

354 **Article 33** According to paragraph (1), (2), (3), (4), (5) and (7) of Article 22, the host institute should propose  
355 suggestions on how to deal with the dropouts and notify the student themselves. If students do not show  
356 disagreement to the suggestions 10 days after they are notified, then the suggestions will be signed by the  
357 supervisor and host institute and filed for the approval of UCAS.

358 根据第二十二条第(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  
359 养单位签署意见后, 报国科大批准。

360 Those who drop out because of paragraph (6) and (9) of Article 22 should submit **Status Change Application**  
361 **Form**, file for approval of UCAS after signed by the supervisor and the host institute.

362 **第三十四条** 对国际学生的退学处理由校长办公会议决定。

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

365 **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  
366 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。

367 **Article 35** The decisions on the dropping out of students should be handed over to the students themselves. If  
368 the decisions cannot be handed over to the students themselves, the host institute should send the scanned copies  
369 of the decisions to the email address students provide during registration and the active email address students use  
370 to communicate with the supervisor, and deem the decisions to have been received by students 14 days after the  
371 sending date.

372 **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。

373 **Article 36** If students disagree with the decision, they can file complaints with UCAS according to related  
374 regulations.

375 **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。

376 **Article 37** Those who drop out should finish the dropout procedure 14 days after receiving the decision.

## 377 **第八章 学制与修业年限**

### 378 **Chapter 8 Schooling System and Term of Study**

379 **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：

380 **Article 38** There is certain flexibility with the basic schooling system, according to related rules, it can be  
381 classified as follows:

382 (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；

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

385 (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；

386 2) PhD degree generally lasts for three years, and the term of study (suspension included) should not exceed  
387 6 years;

388 (三) 获批硕转博的学生（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  
389 年。

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

392 **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  
393 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  
394 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。

395 **Article 39** If students fail to finish schooling within the length of schooling, they should apply for extending

396 their term of study at least 60 days before the schooling ends. They should fill in the *Application Form for Study*  
397 *Duration/Visa Extension* (Appendix6) and file for approval of UCAS after signed by the supervisor and the host  
398 institute. Winners of Chinese Government Scholarship should also ask for permission from the Embassy of their  
399 home countries in China and China Scholarship Council.

400 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。

401 If students want to further extend the term of study upon the end of the extension because of special reasons,  
402 they can refer to the previous clause of this article.

403 **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，  
404 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。

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

408 **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，  
409 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  
410 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  
411 位对延期学生启动退学处理程序。

412 **Article 41** Each extension of the term of study should not exceed 6 month for master's degree and 12 months  
413 for PhD degree. During the extension, students should submit their dissertation progress report to the supervisor,  
414 and the supervisor should enhance the guidance and review of students' dissertations and research. If the review  
415 twice shows that the students are not actively making progress in their dissertations, the extension should be ended,  
416 and the host institute should require the students to begin dropping out procedures.

417 **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  
418 交纳住宿费。

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

421 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。

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

424 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  
425 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。

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

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## 第九章 毕业、结业

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### Chapter 9 Graduation and Completion of Schooling

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**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。

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**Article 43** Students who have obtained 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 fill in *Letter of Graduation/Completion of Schooling of UCAS International Students* (Appendix7) 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.

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**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。

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**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 the approval from UCAS.

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**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。

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**Article 45** Students who have obtained 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 provide 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.

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**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。

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

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**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。

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**Article 47** International dropout students who have studied at UCAS for more than 1 year, finished the education program and passed the tests will be given Certificate of Attendance by UCAS, and those who have studied at UCAS for less than 1 year will be given Certificate of Study by the host institute, those who leave school without permission will not be given Certificate of Attendance or Certificate of Study. Students that transfer from master to PhD programs, upon dropping out, will be given Certificate of Attendance for master degree candidates.

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**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。

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



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# 中国科学院大学学生纪律处分实施办法

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## Implementation Measures of Student Disciplinary Regulations of University of

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## Chinese Academy of Sciences

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校发学字〔2014〕80号

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### 第一章 总则

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#### Chapter I General Provisions

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**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。

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**Article 1** The Implementation Measures of Student Disciplinary Regulations of University of Chinese Academy of Sciences (hereafter ‘the Measures’ for short) 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.

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**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”）。

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

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**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 criticize or even penalize



516 students who fail to fulfill their obligations and deviate from the basic norms of behavior.

517 **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  
518 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，  
519 应当做到程序公正、证据充分、依据明确、定性准确、处分适当。

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

## 525 **第二章 处分种类及处理权限**

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

527 **第五条** 学生违法、违规、违纪行为，包括下列情形：

528 **Article 5** Students' illegal, regulation-violating and discipline-breaching behaviors include the following:

529 一、触犯中国刑律，被依法追究刑事责任的；

530 1. Violating China's Criminal Law and being prosecuted for criminal liabilities;

531 触犯中国刑律，构成犯罪但依法不予追究刑事责任的；

532 2. Violating China's Criminal Law and constituting a crime but not being held criminally responsible;

533 三、违反中国国家其他法律、法规和规章的；

534 3. Violating other Chinese laws, regulations and rules;

535 四、违反国科大或研究所制订发布的管理制度的。

536 4. Violating rules and regulations developed and released by UCAS and research institutes.

537 **第六条** 对违法、违规、违纪的学生的纪律处分种类分为：

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

540 一、警告；

541 1. Warning;

542 二、严重警告；

543 2. Serious warning;

544 三、记过；

545 3. Demerit record;

546 四、留校察看，期限一般为一年；

547 4. Probation, usually one year;

548 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。

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

551 **第七条** 处分违法、违规、违纪学生的程序和权限为：

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

554 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；

555 Warning, serious warning and demerit record should be decided by research institutes and copied and put on  
556 record of UCAS;

557 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；

558 Probation and expulsion from academic status shall be put forward by research institutes and Student Affairs  
559 Office, reviewed by UCAS President's Office Meeting and approved by UCAS President;

560 三、涉及不同研究所、院系的学生时，由学生处协调处理；

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

563 四、各院系及集中教学校区的学生由学生处协调处理。

564 Students from various schools and centralized teaching campus shall be coordinated and dealt with by  
565 Student Affairs Office.

566 **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、减轻或者免于处分：

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

568 一、情节特别轻微的；

569 1. The circumstances are especially mild;

570 二、主动承认错误并及时改正的；

571 2. The student takes the initiative to admit mistakes and corrects them in time;

572 三、由于他人胁迫或者诱骗的。

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

574 **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：

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

577 一、诫勉谈话；

578 1. Admonishing conversation;

579 二、责令具结悔过；

580 2. Asking students to make a statement of repentance;

581 三、在国科大或研究所范围内通报批评。

582 3. Circulating a notice of criticism at UCAS or research institutes.

583 **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：

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

585 一、造成较严重后果的；

586 1. Causing serious consequences;

587 二、威胁或打击报复检举人、证人和其他相关人员的；

588 2. Threatening or retaliating against the prosecutor, witnesses or other relevant personnel;

589 三、再次违纪的。

590 3. Breaching the discipline again.

591 **第十一条** 对有违法、违规、违纪行为，经教育不思改过的学生：

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

593 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  
594 严重警告以上处分；

595 1. The students with a past record of notice of criticism who violates rules and regulations deserving to be  
596 punished by up to and including notice of criticism again within one academic year shall be given at least serious  
597 warning;

598 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  
599 校察看以上处分。

600 2. The student with a past record of disciplinary action who breaches discipline deserving to be punished by  
601 disciplinary actions again within one academic term shall be given at least probation.

602 **第十二条** 对有违法、违规、违纪行为学生作出处分之后：

603 **Article 12** After giving punishment:

604 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  
605 示警戒；

606 1. Notice of punishment shall be circulated within an appropriate range to show warning on the premise that  
607 the student is informed and not involving his or her right to privacy;

608 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、  
609 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；

610 2. Based on the principle of decision maker, file keeper, the unit that decides the punishment shall keep all  
611 the original materials including investigation record, personal statement, conference record, punishment  
612 recommendation, punishment decision and other relevant evidence and put them in archives.

613 三、记过以上处分的材料，应归入受处分学生档案，不得撤销；

614 3. Materials for disciplinary actions including demerit record and above shall be put into student files and

615 shall not be revoked;

616 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  
617 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；

618 4. During probation, if the student makes obvious progress, the probation can be removed according to  
619 schedule. If the student doesn't make any obvious progress, the testing period can be extended. If another act in  
620 violation of the regulations or disciplines deserving to be punished by any category of disciplinary actions  
621 according to the Measures occurs, expulsion from academic status shall be given immediately;

622 五、受开除学籍处分的，发给学习证明。

623 5. The student who is given expulsion sanction can receive the study certificate.

624 **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  
625 资格，已经获得的，在处分决定之日起停发。

626 **Article 13** The awards of UCAS and research institutes and qualifications of scholarship shall be canceled  
627 within the first year of the start of the punishment decision. The scholarship already awarded shall be ceased.

### 628 第三章 违法行为及其处分

### 629 Chapter III Illegal Behavior and Punishment

630 **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。

631 **Article 14** Any student who violates Chinese laws and commits criminal offenses, shall be given expulsion  
632 sanction.

633 **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：

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

636 一、性质恶劣的；

637 1. Incident of a very severe nature;

638 二、教唆、胁迫、诱骗他人违反治安管理的；

639 2. Instigating, coercing and inveigle others to violate public security administration;

640 三、对报案人、控告人、举报人、证人打击报复的；

641 3. Retaliating against the informant, accuser, reporter, or witness;

642 四、6个月内曾经受到过治安管理处罚的。

643 4. Having received public security punishment within 6 months.

644 **第十六条** 对违反法律、法规受到公安、司法部门处罚的学生：

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

647 一、受到行政拘留处罚的，给予留校察看处分；

648 1. Students who are given detentions shall be put on probation;

649 二、受到警告、罚款的，给予记过处分。

650 2. Students who are given warnings and fined shall be given demerit record.

651 **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  
652 以上处分：

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

656 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；

657 1. Inciting, organizing and planning to destroy UCAS or research institutes' management order or disturb  
658 social order;

659 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；

660 2. Spreading rumors, misreporting perils, epidemic and warning or intentionally disturbing public order by  
661 other means;

662 三、泄漏国家秘密，造成后果的；

663 3. Disclosing state secretes and causing consequences;

664 四、参与非法宗教、迷信活动的；

665 4. Participating in illegal religious and superstitious activities;

666 五、有卖淫嫖娼行为的；

667 5. Being involved in prostitution;

668 六、参与走私、贩私活动的；

669 6. Being involved in smuggling;

670 七、非法占有公共财物，贪污、挪用公款的；

671 7. Illegal possession of public property, corruption, embezzlement of public funds;

672 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。

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

675 **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  
676 处分：

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

680 一、参与破坏国科大或研究所管理秩序或扰乱社会秩序的；

- 681 1. Participating in disturbing UCAS or research institutes' management order or social order;  
682 二、组织、参加未经批准的游行、示威活动的;
- 683 2. Organizing or participating in unauthorized parades or demonstrations;  
684 三、组织、成立、加入非法社会团体或组织,从事非法活动的;
- 685 3. Organizing, establishing or joining illegal social groups or organizations and engaging in illegal activities;  
686 四、偷窃、骗取、抢夺或侵占公私财物或参与分赃的;
- 687 4. Stealing, cheating, robbing or embezzling public or private property or sharing the spoils;  
688 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;
- 689 5. Making, copying, selling, renting or disseminating pornographic materials and scribbling obscene texts or  
690 pictures in public places;
- 691 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  
692 违法违纪活动,危害网络系统安全运行和网络信息安全的;
- 693 6. Using computer, internet or other means to deliberately produce, copy and spread harmful information,  
694 stealing other people's accounts, passwords and information in violation of laws and disciplines, and harming the  
695 safe operation of the network system and network information security;
- 696 七、破坏消防设施、违章用电用气,造成隐患或严重后果的;
- 697 7. Destroying firefighting facilities, using electricity or gas illegally, causing hidden dangers or serious  
698 consequences;
- 699 八、参与聚众赌博的;
- 700 8. Participating in gambling;
- 701 九、索取他人钱财或者非法收受他人财物的;
- 702 9. Extorting money from others or illegally accepting other people's property;
- 703 十、未取得驾驶证驾驶机动车的;
- 704 10. Driving a motor vehicle without having a driver's license;
- 705 十一、过失造成国科大或研究所严重损失的其他行为。
- 706 11. Other acts of negligence causing serious damage.

#### 707 第四章 违纪行为及其处分

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

709 **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,  
710 以及国科大或研究所组织的考试中违规的学生:

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

714 一、违反考试纪律，但未构成作弊的，给予警告、严重警告处分；

715 1. Any student who violates examination discipline but does not commit cheating shall be given a warning or  
716 a serious warning;

717 二、单独作弊的，给予记过以上处分；

718 2. Any student who commits individual cheating shall be given demerit record;

719 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  
720 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。

721 3. Any student taking tests in place of another student or being replaced in taking exams, organizing group  
722 cheating, providing the cheating organizations with exam information, answers and related equipment, etc. or  
723 committing other serious cheating, shall be given expulsion sanction.

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

725 **Article 20** For students who have been found to have the following academic misconducts by UCAS or  
726 research institutes:

727 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  
728 予开除学籍处分；

729 1. Any student copying data, plagiarizing paper or scientific research achievement, if not published, shall be  
730 given at least probation; if published, shall be given expulsion sanction;

731 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；

732 2. Any student deliberately concealing or forging experimental, observational or calculated data shall be  
733 given at least demerit record;

734 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  
735 予记过以上处分；

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

738 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；

739 4. Any student diffusing unpublished experimental, observational or calculated data and results without  
740 authorization shall be given at least demerit record;

741 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  
742 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  
743 品的著者或合著者身份的，给予记过以上处分。

744 5. Any student excluding the person who makes innovative contributions from the authors' list, including a  
745 person in the authors' list without his or her consent, including the person who shall not have the right of  
746 authorship, unreasonably demanding author or co-author status or ranking, obtaining author or co-author identity

747 of others' works without the original author's permission, shall be given at least demerit record.

748 **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:

749 **Article 21** For students who have the following behaviors in the teaching and scientific research activities of  
750 UCAS or of research institutes:

751 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,  
752 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;

753 1. Unexplained absence for less than 5 workdays shall be punished by giving a notice of criticism or a serious  
754 warning; unexplained absence for 5 to 10 workdays shall be given at least demerit record; unexplained absence for  
755 over 10 workdays shall be subject to expulsion sanction according to Regulations on Student Management of  
756 University of Chinese Academy of Sciences;

757 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。

758 2. Any student violating disciplines, disrupting classroom or laboratory order and does not repent shall be  
759 given at least warning.

760 **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:

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

763 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;

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

766 二、未经批准, 不听劝阻, 擅自调换宿舍的, 给予警告以上处分;

767 2. Any student changing dormitories without approval and not listening to persuasion shall be given at least a  
768 warning;

769 三、擅自占用宿舍或床位的, 给予记过以上处分;

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

771 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;

772 4. Any student disrupting dormitory order, not listening to persuasion and impacting on other people's life  
773 and study shall be given at least warning;

774 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;

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

777 六、违规饲养宠物, 不听劝阻的, 给予警告以上处分;

778 6. Any student keeping pets against regulations and not listening to persuasion shall be given at least  
779 warning;



780 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  
781 处分；

782 7. Any student changing student dormitory structure and locks without approval shall be given a warning; a  
783 serious warning or above shall be given if the circumstances are severe;

784 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。

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

787 **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：

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

789 一、动手打人的，给予严重警告以上处分；

790 1. Any student beating others shall be given at least a serious warning;

791 二、寻衅滋事，造成打架的，给予记过以上处分；

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

793 三、提供伪证或阻挠调查的，给予记过以上处分；

794 3. Any student providing false evidence or obstructing investigation shall be given at least a demerit record;

795 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；

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

797 五、致他人轻微伤的，给予留校察看处分；

798 5. Any student causing light injuries shall be given probation;

799 六、致他人轻伤的，给予开除学籍处分。

800 6. Any student causing more than light injuries shall be given expulsion sanction.

801 **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  
802 他公共财物等）的学生，除按原价赔偿外：

803 **Article 24** For students who damage public property (including laboratory devices, instruments, library  
804 publications, facilities for study and life and other public properties at the university) shall pay compensation fees  
805 at the original price. Besides,

806 一、故意损坏的，给予记过以上处分；

807 1. Intentional damage shall be subject to disciplinary actions including demerit record and above;

808 二、过失损坏价值 1000 元人民币以上的，给予警告以上处分。

809 2. Negligence damage worth 1000 yuan and more shall be subject to sanctions including warning and above;

810 **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  
811 非法收入的须没收，同时给予记过以上处分：

812 **Article 25** For students who have seriously violated student behavior guidelines and have the following

813 circumstances, if there are direct economic losses, the losses shall be compensated. If there is illegal income  
814 involved, it shall be confiscated, and demerit record shall be given at the same time:

815 一、伪造、变造、冒领、冒用、转让各种证件或证明文件的;

816 1. Any student forging, altering, falsely using and transferring certificates or credentials;

817 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;

818 2. Any student resorting to deceit, defrauding UCAS or research institutes of honorary titles, and gaining  
819 public health or medical insurance expenses through cheating;

820 三、患有传染病故意隐瞒病情、拒不接受治疗并造成后果的;

821 3. Any student suffering from infectious disease but deliberately concealing the conditions, refusing  
822 treatment and causing consequences;

823 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;

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

825 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;

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

827 六、其他违反学生行为准则、情节严重或影响恶劣的。

828 6. Any student with other behaviors which are against student behavior guidelines, has caused serious  
829 circumstances or bad influence.

830 **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:

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

833 一、侮辱、威吓、造谣、诬陷他人, 造成不良后果;

834 1. Insulting, intimidating, starting rumors or framing others and causing adverse consequences;

835 二、因学习成绩评定、学籍变动、评奖处分等原因, 寻衅滋事的;

836 2. Seeking quarrels and causing disturbances because of academic evaluation, change of academic status or  
837 award/punishment and etc;

838 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;

839 3. Refusing or obstructing state personnel, UCAS or research institutes management personnel from  
840 performing their duties according to laws or university rules and disciplines;

841 四、在国科大或研究所内开展宗教活动, 不听劝阻的;

842 4. Conducting religious activities at UCAS or research institutes and not listening to dissuasion;

843 五、隐匿、毁弃或私拆他人信件, 造成不良影响或损失的;

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

845 六、酗酒滋事的。

846 6. Getting drunk and rowdy.

847 **第二十七条** 对于违反学生团体管理规定的学生:

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

849 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;

850 1. Any student carrying out illegal activities in the name of legitimate student groups shall be given at least  
851 demerit record;

852 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;

853 2. Any student organizing and establishing groups without authorization and carry out activities shall be  
854 given at least serious warning;

855 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。

856 3. Any student with other behaviors which are against student group management regulations and has caused  
857 serious consequences shall be given at least serious warning.

## 858 **第五章 调查程序**

### 859 **Chapter V Investigation Procedure**

860 **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,  
861 调查笔录和当事人申述事实和各项证据材料应完整规范。

862 **Article 28** In case any students violate regulations or discipline, the student affairs administration shall find  
863 out about the facts, collect relevant evidence and perform investigation procedure. Investigation record, statement  
864 of the person concerned and all evidence materials shall be complete and standardized.

865 **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;  
866 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  
867 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  
868 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。

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

877 **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、  
878 住址等基本情况,由当事人签名或盖章并注明日期。

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

882 **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:

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

885 一、书证;

886 1. Documentary evidence;

887 二、物证;

888 2. Material evidence;

889 三、证人证言;

890 3. Witness testimony;

891 四、当事人的陈述;

892 4. The statement of the person concerned;

893 五、视听资料;

894 5. Audio-visual materials;

895 六、鉴定结论;

896 6. Expert conclusion;

897 七、勘验笔录、现场笔录。

898 7. Record of inquest, on-site record.

899 **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。

900 **Article 32** When student affairs administration, after investigation, finds that the student does have the  
901 suspicion of illegal crime, they shall promptly transfer the student to public security or judicial organs.

## 902 **第六章 处分程序**

### 903 **Chapter VI Disciplinary Procedure**

904 **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,  
905 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  
906 提出申辩为理由加重处分。

907 **Article 33** After the student affairs administration performs investigation procedures on the student who has  
908 illegal, regulation-violating and discipline-breaching behaviors and forms proposed measures, they shall inform  
909 the student of the facts, reasons and basis of the proposed measures and inform the student that he or she has the  
910 right to make a statement and to defend himself or herself; The punishment shall not be increased on the grounds  
911 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 related 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 are 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 with claim of no more 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, 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 of 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 (hereafter 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。

945 **Article 38** The person in charge of students' affairs at UCAS or the person in charge of education in research  
946 institutes shall host punishment demonstration meeting attended by representatives from student affairs  
947 administration, the school that the student belongs to or student union, the student himself or herself and his or her  
948 agent as well as the investigators of the incident. Punishment suggestions shall be given after the procedure of  
949 investigation, defense, discussion etc. and shall be submitted for consideration and approval according to the  
950 punishment authority of Article 7 in the Measures.

951 **第三十九条** 处分论证会议应遵守以下规定:

952 **Article 39** Punishment demonstration meeting shall observe the following provisions:

953 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;

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

957 二、拟被处分学生或其代理人有权进行陈述和申辩;

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

959 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  
960 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;

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

964 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;

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

967 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。

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

970 **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:

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

973 一、有权对本人涉及的事件有关情况进行陈述和申辩;

974 1. the right to make a statement and defense about the situation;

975 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;

976 2. the right to make a cross examination of evidence and put forward new evidence;

977 三、有权对纪律处分的适用条款表明意见;

978 3. the right to express opinions about the terms the disciplinary sanction applies to;

979 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；

980 4. Truthfully stating the illegal, regulation-violating or discipline-breaching facts and truthfully answering  
981 questions from the moderator;

982 五、遵守论证会场纪律，服从论证会主持人的指挥。

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

### 984 第三节 听证

#### 985 Section III Hearing

986 **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。

987 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。

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

990 **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：

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

993 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  
994 学生处提出书面申请；

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

998 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；

999 2. If the student fails to make a hearing request in writing within the time limit, he/she shall be deemed to  
1000 have waived the hearing right;

1001 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。

1002 3. If the student explicitly waives the hearing right, he/she shall not request for hearing again.

1003 **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  
1004 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：

1005 **Article 43** The student to be punished shall be notified in writing of the time, place, moderator and other  
1006 relevant matters of the hearing and shall sign on the notice of delivery receipt; the moderator to be sent by UCAS  
1007 shall be one with no direct interest in the incident and the hearing shall be recorded by a designated person:

1008 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，  
1009 须在举行听证前提交授权委托书；

1010 1. The student can attend the hearing in person or entrust 1 to 2 persons as his or her agent(s). If the student

1011 entrusts an agent, the power of attorney shall be submitted before the hearing;

1012 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  
1013 证权利；

1014 2. The student or his/her agent shall attend the hearing on time and any failure to attend the hearing without  
1015 any explanation in advance shall be deemed as giving up the hearing right;

1016 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  
1017 生代表和拟被处分学生及其委托的代理人；

1018 3. Participants in the hearing shall include representatives of UCAS, the people who have attended the  
1019 punishment demonstration meeting, representatives of discipline inspection and supervision authority, teacher  
1020 representatives, student representatives and the student to be punished as well as his/her agent;

1021 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  
1022 商后决定主持人是否回避。

1023 4. If the student believes that the moderator has a direct interest in the event, he/she has the right to apply for  
1024 the moderator's withdrawal, and UCAS and the research institute will discuss and then make a decision regarding  
1025 the withdrawal applied for.

1026 **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：

1027 **Article 44** In the hearing, the student to be punished and his/her agent have the following rights and  
1028 obligations:

1029 一、有权对本人事件的有关情况进行陈述和申辩；

1030 1. the right to make a statement and defense about the situation;

1031 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；

1032 2. the right to make a cross examination of evidence and put forward new evidence;

1033 三、有权对纪律处分的适用条款表明意见；

1034 3. the right to express opinions about the terms the disciplinary sanction applies to;

1035 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；

1036 4. Truthfully stating the illegal, regulation-violating or discipline-breaching facts and truthfully answering  
1037 questions of the moderator;

1038 五、遵守听证会场纪律，服从听证主持人的指挥。

1039 5. Complying with the rules and discipline of the meeting, and obeying the command of the moderator.

1040 **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：

1041 **Article 45** The moderator of the hearing shall maintain the normal order of the hearing, and the hearing shall  
1042 be carried out according to the following procedures:

1043 一、听证记录人宣布听证纪律、拟被处分学生的权利和义务；



- 1044 1. The hearing note-taker announces the hearing discipline and the student's rights and the obligations;  
1045 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；  
1046 2. The hearing moderator introduces himself / herself and the note-taker, asks to verify the identity of the  
1047 participants in the hearing, and announces the beginning of the hearing;  
1048 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；  
1049 3. Investigators of the incident put forward the facts, evidence, punishment basis and punishment suggestions  
1050 of student's illegal, regulation-violating and discipline-breaching behavior;  
1051 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  
1052 行质证；  
1053 4. The student and his/her agent make statements and arguments about the incident, put forward relevant  
1054 evidence and make cross examinations of the investigators' evidence;  
1055 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，  
1056 主持人宣布听证结束；  
1057 5. After the final statement of the student and his/her agent, the hearing record shall be examined and signed  
1058 or stamped by the student, then the moderator declares the end of the hearing;  
1059 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。

1060 6. After the hearing, UCAS makes decisions according to the hearing record and relevant provisions.

1061 **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。

1062 **Article 46** The decision of expulsion shall be reported to the department of educational affairs of the Chinese  
1063 Academy of Sciences and the provincial department of educational affairs for keeping the record.

#### 1064 **第四节 处分决定文件的制作和送达**

#### 1065 **Section IV The Making and Delivery of Punishment Decision Documents**

1066 **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  
1067 人。处分决定文件应载明下列事项：

1068 **Article 47** After the decision is made, UCAS or research institutes shall produce the punishment decision  
1069 documents for the student to be punished and give it to the person concerned directly. The documents shall specify  
1070 the following:

1071 一、被处分学生的姓名、性别、年龄、专业、学号等基本情况；

1072 1. Name, gender, age, major, student number and other basic information about the student to be punished;

1073 二、认定的违纪事实；

1074 2. The facts of violation;

1075 三、违纪事实发生后，国科大或研究所所做的善后工作；

1076 3. Remedial work done by UCAS or research institutes after the incident;

1077 四、适用处分的理由和依据；

1078 4. Reasons and basis for the application of punishment;

1079 五、作出的处分决定；

1080 5. Punishment decision;

1081 六、被处分学生提出申诉的权利和期限。

1082 6. Rights and time limit for the appeal of the student.

1083 **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：

1084 **Article 48** When the documents are indeed difficult to be delivered, leaving the documents in the place of  
1085 abode or announcement service may be adopted:

1086 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；

1087 1. When the decision documents are sent directly to the student but the student is not there to receive them,  
1088 the documents can be handed over to the adult family to sign in;

1089 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  
1090 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  
1091 名或者盖章；

1092 2. If the student or his/her adult relative refuses to sign the decision documents, the deliverer shall invite  
1093 representatives of the relevant basic level organizations or their units and other witnesses to the scene, explain the  
1094 situation, record the reasons for rejection and date on the delivery receipt and the deliverer and witnesses shall  
1095 sign or stamp it;

1096 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，  
1097 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  
1098 签名，即视为送达。

1099 3. If the student or his/her adult relative refuses to sign the documents or the witnesses are unwilling to cooperate  
1100 on signing the documents, the documents shall be posted in the form of a notice on the residence and then the deliverer  
1101 takes pictures as evidence. The deliverer shall record the situation and sign on the delivery receipt and this is deemed  
1102 delivery.

1103 **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：

1104 **Article 49** If the decision documents are difficult to be directly delivered, the documents can be delivered by  
1105 registered mail through post office to the student:

1106 一、邮寄送达应附有送达回证；

1107 1. Mailing service shall be accompanied by a delivery receipt;

1108 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，  
1109 以挂号信回执上的收件日期为送达日期。

1110 2. If the date of receipt is not consistent with the date on the delivery receipt or the delivery receipt is not sent  
1111 back, then the date on the delivery receipt of the registered mail shall be deemed as the date of delivery.

1112 **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:

1113 **Article 50** If the student's whereabouts are unknown or the documents cannot be delivered by other means,  
1114 they shall be delivered in the form of an announcement:

1115 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;

1116 1. Posting announcements on the bulletin board, the website of UCAS or research institutes, public media, or  
1117 newspaper;

1118 二、自公告发出之日起, 经过 60 日, 即视为送达;

1119 2. Delivery is deemed to have been made after 60 days since the announcement is made;

1120 三、公告送达, 应在材料中记明原因和经过。

1121 3. Reasons and process of the delivery of announcement shall be recorded.

## 1122 **第七章 申诉及复查**

### 1123 **Chapter VII Appeal and Review**

1124 **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  
1125 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):

1126 **Article 51** If the student has any objections to the punishment decision, he or she may raise appeal to the  
1127 UCAS or research institutes' Student Appealing Processing Committee (the student who raises the appeal is  
1128 referred to hereafter as the appellant)

1129 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  
1130 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;

1131 1. UCAS Student Appealing Processing Committee (SAPC) consists of 7 to 9 people, including university  
1132 leaders in charge of student work, heads of Student Affairs Office (International Students Office), Discipline  
1133 Inspection and Supervision Department, teacher representatives and student representatives. The office shall be in  
1134 the Student Affairs Division;

1135 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、  
1136 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;

1137 2. Research institutes' SAPC consists of 7 to 9 people, including leaders in charge of student work, heads of  
1138 student affairs administration, discipline inspection and supervision, teacher representatives and student  
1139 representatives. The office shall be in the student management administration;

1140 三、学生申诉处理委员会组成人员应予事先公布;

1141 3. Members of SAPC shall be announced in advance;

1142 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

1143 理委员会议所做结论,须得到与会人员三分之二以上同意, 方为有效。

1144 4. The SAPC meeting is only valid with no less than 2/3 of the members being present and with student  
1145 representatives; The decision made by the SAPC is only valid upon the consent of no less than 2/3 of the  
1146 participants.

1147 **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  
1148 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  
1149 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。

1150 **Article 52** The appellant shall, within 5 working days from the date of receiving the punishment decision, make a  
1151 written complaint. SAPC shall review the appeal and make a review conclusion and inform the appellant within 15  
1152 working days from the date of receipt of the written complaint. If the original decision is to be changed, SAPC shall  
1153 submit to UCAS or research institutes office meeting to restudy the decision.

1154 **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  
1155 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  
1156 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  
1157 部门提出书面再申诉。

1158 **Article 53** If the appellant has any objections against the review decision, he or she shall, within 15 working  
1159 days, make another written appeal. If the review decision is made by research institutes, the appellant shall submit  
1160 the written appeal to UCAS, and UCAS shall deal with and respond to the complaint within 30 working days from  
1161 the day of receiving the written appeal; if the review decision is made by UCAS, the appellant shall submit the  
1162 written complaint to the competent department of education of the Chinese Academy of Sciences.

1163 **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  
1164 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  
1165 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  
1166 科大或研究所的有关规定处理。

1167 **Article 54** During the appeal, in addition to expulsion from academic status, the original punishment  
1168 performs as usual. The student who is given expulsion sanction shall finish the formalities of leaving school  
1169 within 10 days of the delivery of punishment decision. If the student applies for reconsideration, the time limit  
1170 shall be extended to 10 days within the delivery of reconsideration. If the student fails to do so within the time  
1171 limit, UCAS or research institute's designated person shall do it for the student and keep it in record. The remedial  
1172 work shall comply with UCAS or research institutes' relevant provisions.

1173 **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。

1174 **Article 55** If the student to be punished does not make an appeal within the time limit, SAPC shall no longer  
1175 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 discipline.

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 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 and Taiwan attending degree courses, and overseas 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 discipline, before the punishment decision is made,

1209 if the students themselves apply for withdrawal from university and leave the university after obtaining approval,  
1210 the punishment shall not be given.

1211 **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》  
1212 （校发学字〔2013〕7号）同时废止。

1213 **Article 62** The Measures shall be interpreted by Student Affairs Office and shall take effect on the date of  
1214 issue in place of the previous Disciplinary Regulations of University of Chinese Academy of Sciences  
1215 (XIAOFAXUEZI (2013) No. 7), which shall be abolished on the same date.

1216 附件：学生违纪处分程序文本标准格式（略）

1217 Annex: *The Standard Format of the Student Punishment Procedure* (omitted)

1218

1219 附:

1220 Attached:

1221 学生纪律处分案例

1222 Student Disciplinary Sanction Cases

1223 一、 考试作弊:

1224 **I. Examination Cheating**

1225 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  
1226 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;

1227 1. Student Xin was given demerit record and a duplicate of the punishment document was sent to Xin's host  
1228 institute since Xin cheated in the exam of Natural Dialectics and Science and Technology Revolution in the fall  
1229 semester of the 2008-2009 school year. The punishment was made according to Disciplinary Regulations of  
1230 Graduate University of Chinese Academy of Sciences (*Trial*);

1231 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  
1232 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  
1233 予党内警告处分;

1234 2. Student Zhu brought notes with him in the exam of Natural Dialectics and Science and Technology  
1235 Revolution in the fall semester of 2009-2010 school year and was seized on the spot by the invigilator. According  
1236 to Disciplinary Regulations of Graduate University of Chinese Academy of Sciences, Zhu was given demerit  
1237 record and warning by the Communist Party organization Zhu belongs to;

1238 二、 学术违纪:

1239 **II. Academic Misconduct**

1240 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  
1241 例(试行)》第二十条之规定, 给予李×记过处分;

1242 3. Since student Li leaked test data without the consent of the supervisor, according to Article 20 of  
1243 Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (*Trial*), Li was given demerit  
1244 record;

1245 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  
1246 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  
1247 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;

1248 4. PhD student Huang, firstly falsified datas during his doctoral dissertations, then cheated in thesis oral  
1249 defense and obtained diploma and doctoral degree, but was finally smoked out. The academic degree committee  
1250 of the Graduate School then made a decision to withdraw Huang's doctoral degree. At the same time, according  
1251 Article 25 of the Student Management Regulations of the Graduate University of Chinese Academy of Sciences,

1252 Huang's doctoral diploma was confiscated and his electronic registration information of degree in the Education  
1253 Department was revoked;

1254 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  
1255 律处分条例》之规定, 给予刘×严重警告处分。

1256 5. PhD student Liu was given serious warning according to Disciplinary Regulations of Graduate University  
1257 of Chinese Academy of Sciences, for providing false data and pictures in the process of preparing academic thesis.

1258 三、打架斗殴:

### 1259 III. Fighting

1260 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  
1261 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”  
1262 的规定, 分别给予吴×、郑×警告处分;

1263 6. Student Wu and Zheng fought on October 30, 2004 at the entrance of student dormitory because of  
1264 colliding with each other at the door. According to the 1<sup>st</sup> clause of Article 8 of the Interim Disciplinary  
1265 Regulations on Graduate Students of Graduate University of Chinese Academy of Sciences: “Seeking quarrels and  
1266 causing disturbances shall be given a warning or a serious warning,” Wu and Zheng were given warning  
1267 respectively;

1268 四、违反规定:

### 1269 IV. Violation of Regulations:

1270 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  
1271 律处分条例(试行)》的规定, 给予王×留校察看处分;

1272 7. Student Wang used electrical appliances against the regulation and caused fire in the evening of May 4 of  
1273 2008. According to the Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (*Trial*),  
1274 Wang was given probation;

1275 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  
1276 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;

1277 8. Student Wei rented his dormitory bed to non-school student without permission. According to Article 21 of  
1278 the Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (*Trial*), Wei was given  
1279 demerit record and all his illegal proceeds were confiscated;

1280 五、校外违法:

### 1281 V. Breaking Laws out of University:

1282 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;

1283 9. Student Jiang, showing reactionary slogans in Tiananmen Square on February 22<sup>nd</sup>, 2005, received 2 years  
1284 of labor education;



1285 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  
1286 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）》  
1287 第十七条之规定，分别给予韩×、杨×留校察看一年处分；

1288 10. Student Han and Student Yang were detained by the municipal public security organ because of engaging  
1289 in illegal behavior using computer network vulnerabilities. Because of their good attitude and active restitution of  
1290 illegal income, they were handed over to their training unit. According to the Disciplinary Regulations of  
1291 Graduate University of Chinese Academy of Sciences (*Trial*), they were given one year of probation respectively;

## 1292 六、寻衅滋事

### 1293 VI. Seeking Quarrels and Causing Disturbance

1294 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  
1295 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；

1296 11. Student Zhu, in the evening of July 6<sup>th</sup> of 2006, got drunk and rowdy and harmed other people with arms.  
1297 According to the 3<sup>rd</sup> and 4<sup>th</sup> clause of Article 22 and Clause 5 of Article 25 of the Disciplinary Regulations of  
1298 Graduate University of Chinese Academy of Sciences (*Trial*), Zhu was given one year of probation;

1299 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，  
1300 给予秦×留校察看一年处分。

1301 12. Student Qin beat others for no reason. According to Article 22 of the Disciplinary Regulations of  
1302 Graduate University of Chinese Academy of Sciences (*Trial*), Qin was given one year of probation.

## 1303 七、校内违法、违纪

### 1304 VII. Breaking Laws and Discipline on Campus

1305 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）》  
1306 第十七条第六款规定，给予尤×留校察看一年处分；

1307 13. Student You caused fire using inferior socket in the dormitory. According to Clause 6 of Article 17 of the  
1308 Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (*Trial*), You was give one year  
1309 of probation;

1310 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  
1311 七条第六款规定，给予许×记过处分。

1312 14. Student Xu blocked the indoor smoke sensor without authorization. According to Clause 6 of Article 17  
1313 of the Disciplinary Regulations of Graduate University of Chinese Academy of Sciences (*Trial*), Xu was given  
1314 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

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 have 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 of 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 them 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

1347 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。

1348 5. Students asking for sick leave are required to submit a medical certificate issued by either the university  
1349 hospital (when on campus) or hospitals above county level (when off campus). Sick leave shorter than one week  
1350 can be approved by head of student affairs staff at the student's home department or institute; sick leave longer  
1351 than one week should be approved by a leading group member of the student's home department or institute in  
1352 charge of student affairs; students for the first-year study at UCAS should report to the Students Affairs Office  
1353 (International Students Office) if asking for a sick leave of more than two weeks. For sick leave longer than two  
1354 months, students have to apply for a leave of absence.

1355 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、  
1356 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  
1357 中教学校区请假二周以上需报学生处备案。

1358 6. Students are discouraged from requesting casual leave. Casual leave should be approved on the basis of  
1359 relevant supporting document or material. Casual leave shorter than one week can be approved by head of student  
1360 affairs staff at the student's host department or institute; Casual leave longer than one week should be approved by  
1361 a leading group member of the student's host department or institute in charge of student affairs; students for the  
1362 first year study at UCAS should report to Student Affairs Office (International Students Office) if asking for a  
1363 casual leave of more than two weeks.

1364 七、学生请假应本人办理手续，填报请假单，经批准后方可生效。如需续假，应及时办理续假手续。

1365 7. Students applying for leave should fill in the leave application form themselves and take the leave after  
1366 approval. Another application must be made for extending the leave.

1367 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。

1368 8. When a leave ends, students must report to the student affairs administration of his or her host department  
1369 or institute.

1370 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。

1371 9. Reasons for the leave must be authentic. Students will receive criticism or even punishment for fake leave  
1372 excuses.

1373 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，  
1374 视为无故旷学，按学生纪律处分相关规定处理。

1375 10. Students leaving the university or institutes without approval, or failing to return when the leave ends will  
1376 be regarded as truants and will receive punishment according to the Student Disciplinary Regulations

1377 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  
1378 法》（校发学字〔2013〕83号）同时废止。

1379 11. Student Affairs Office is responsible for interpretation of this policy which takes effect on the date of

1380 issuance. The previous version (XIAOFAXUEZI (2013) No. 83) is hereby abolished.

