



## 高创南非学徒班学习管理办法（试行）

### 总则（Regulations in-general）

- 一、为规范对南非进修生在苏州工业职业技术学院（以下简称“学院”）学习期间的管理，参照学院《学生手册》和《国际学生手册》相关规定，增补并执行高创南非学徒班学习管理办法（试行）如下：
  - I. Based on the Handbook for Students and for International Students in Suzhou Vocational Institute of Industrial Technology (abbreviated to “SIIT” below), these following regulations are supplemented and observed by all the foreign students from South Africa for 2019’ Training & Internship Program.
- 二、学院校对来华留学生的纪律处分，坚持教育和处分相结合的原则，坚持学生申述权益受保障的原则。
  - II. For the disciplinary punishment of foreign students, SIIT adheres to the principles of combination of education and punishment, and protecting the students’ rights and interests.
- 三、留学生在学校学习和节假日期间或校外参加教育实习、考察、社会实践等社会活动中若有违纪行为，按照规定给予警告、严重警告、记过、留校察看或勒令退学处分。
  - III. Foreign students who take part in educational practice, investigation, social practice and other social activities during holidays or outside school shall be given warnings, serious warnings, recording of demerit, academic probation or academic dismissal punishments according to regulations.
- 四、被退学的留学生，应在收到处分决定书之日起 7 日内办妥离校手续，并到苏州市公安局出入境管理局注销来华学习签证；逾期不办者，由学院强制给予办理。被勒令退学的学生，由学院发给学习证明，对学生的处分材料，学院完整地归入学生本人档案。
  - IV. Foreign students who have been academic dismissal punishment shall, within 7 days from the date of receipt of the decision on punishment, go through the formalities of leaving school, and cancel their study visas to China in the Exit-entry Administration Bureau of Suzhou Public Security Bureau; if they fail to do so within the time limit, the school shall give them compulsory processing. Foreign students who have suffered academic dismissal punishment shall be issued with a certificate of study by school, and the disciplinary materials of the students shall be fully included in the student's own file.

### 入学与注册

#### Enrollment and Registration

- 一、学习时间超过 6 个月的新生，须持以下材料在规定时间内到校报到和注册：有效的护照、来华学习 X1 签证、录取通知书原件、JW202 表原件和《外国人体格检查登记表》、血液化验报告（均需原件）及 3 张护照尺寸的照片、学习费用。如无法按时报到，应在开学前征得学院同意。否则，将视为自动放弃入学资格。
  - I. Registration materials for admitted students who will study for more than 6 months include: valid Passport X1 Visa, original Admission Notice, original JW202, original report on physical examination and blood test, 3 passport photos (3cm x 4cm), tuition and all other associated costs. Students shall register at SIIT before the deadline stated in the Admission Notice. Those who can’t register in due time must get the permission from SIIT ahead of the beginning of the semester. Those who fail to register in time and also without SIIT’s official

permit will be regarded as giving up the opportunity to enroll in the program.

二、新生报到 30 天内，须申请办理外国人居留许可。开学报到第 1 周内，由学院安排到苏州出入境检验检疫局集中体检。若体检不合格者，取消入学资格。

II. After registering in SIIT, students are required to apply for a residence permit at the Suzhou Public Security Bureau. Usually during the first week after enrollment, students are supposed to take a physical examination by Suzhou International Travel Healthcare Center. If the results show that the student cannot study here due to his or her illness or other serious infirmity, enrollment in SIIT is to be cancelled and will have to go back home in due time.

## 上课与作业

### Regulations for Classes and Assignments

一、按时上下课，预备铃响前进入教室，不允许迟到、早退、旷课。若有特殊情况须提前请假，请假一天以内，由班主任审核签字并通知任课教师。请假一天以上、三天以内，由班主任签字并由系分管领导审核签字，学校备案。请假一周以上，须由所在系主任审核签字，并报学校备案。请假出苏州市的，无论时间长短，需经系主任审核签字并报学院履行相关手续。

I. Have classes in good time and all the students are supposed to be in class ahead before the bell rings. No delayed attendance, no early withdrawal or absenteeism is allowed. Under special circumstances, ask for a leave in advance with written consent signed by the teacher in charge of the class. Within one day of leave, ask the permission and signature from the teacher in charge who notifies that to their teachers. Within one to three days of leave, they shall be signed by the teacher in charge and signed by their vice dean and also for the record of the college. For more than one week of leave, they shall be examined and signed by their dean and submitted for the record. For those who leave the City of Suzhou, regardless of the duration of time, they shall ask their dean for permission and go to SIIT to carry out relevant procedures.

二、上课期间认真听课和做笔记，禁止闲聊、吃东西、玩手机，不准看与此课堂无关的书籍，实验实训室内禁止带入食品、饮料。

II. Full attention and note-taking are required in class. Chatting, eating, drinking, cellphone-playing or anything irrelevant to the class is not allowed.

三、遵守课堂纪律，上课期间不经同意不允许随意走动。若有特殊情况可举手示意，征得任课老师同意，方可走动。

III. Observe class rules. Leaving your seat during class is not allowed without permission.

四、按时完成和提交作业、实验（习）报告等。

IV. Assignments, lab and practice reports are supposed to be completed and handed in.

## 考核与记载

### Performance Assessment and Filing

一、留学生必须参加人才培养方案规定的必修课程学习。课程考核合格即获得规定的该课程学分。考核成绩和获得的学分载入学籍档案，一式两份，学生毕业时一份归入本人档案，一份存学院档案室。若未经核准自行听课的课程，不得参加考试，不能取得学分。

I. Students must attend all the courses stipulated by the education plan. Students will get credits after taking

exams and getting passing grades. Grade reports and credits would be filed in students' learning file in two copies, one for students and one for the school. Students are not allowed to take exams or test for those courses taken

without approval from the office, and no credits will be recorded.

二、所有留学生都必须参加我校规定的考核，考核不及格者，应予补考。

II. All the international students are required to take part in the exam or test. One who fails must take the exam again.

三、因故不能考试者，必须于考试前提出请假并办理缓考申请，缓考一般与补考同时进行。缓考的成绩按实际成绩计入成绩册。

III. Students who are not able to attend a test must apply for postponing the test in advance. Supplementary exam usually taken in the same time with re-sit. The grades will be recorded in students' file according to the actual result.

四、必修课程有下列情况之一者，学生应当重修该课程：

(一) 经补考后仍不及格的；

(二) 实践课程不及格者；

(三) 凡擅自缺考或考试作弊者；

(四) 缺勤课时数达到某门课程一学期应上课时数的 1/3 者。

IV. If one of the following situations occurs to the credit course, students are required to retake the course: if the student

1 fails to pass the re-sit;

2 fails the Practical Course;

3 misses a test without permission or who cheats in the exam;

4 misses 1/3 or more classes of any subject in one term.

五、留学生完成进修计划、成绩合格者，发给进修证明和成绩单。不参加考试或成绩不合格者，只发给学习证明书。

V. Those who have completed their study plan and have passed all the exams will be entitled to a training certificate from SIIT with a grade report. Whereas those who do not take exams or haven't passed the exams will only receive a Certificate of Study.

## 日常行为违纪处理 Treatment of Daily Misbehaviors

一、学生有下列情形之一，学校可以给予退学处分：

I. Students may be given academic dismissal punishment under any of the following circumstances:

(一) 违反中国宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序的；

(1) Violating the Constitution of China, opposing Four Fundamental Principles, undermining stability and unity, and disrupting social order;

(二) 触犯中国法律，构成刑事犯罪的；

(2) Violating Chinese law and constituting criminal offense;

(三) 受到治安管理处罚，情节严重、性质恶劣的；

(3) Being punished in Public Order and Security Administration with serious and abominable nature;

(四) 代替他人或者让他人代替自己参加考试、组织作弊、使用通讯设备或其他器材伙同他人作弊、向他人出售考试试题或答案牟取利益，以及其他严重作弊或扰乱考试秩序行为的；

(4) Substituting others or letting others take exams instead of themselves, organizing cheating, using communications or other equipment to cheat with others, and selling examination questions or answers to others for profit, and other acts of serious cheating or disrupting the order of examinations;

(五) 违反《中华人民共和国出境入境管理法》、《中华人民共和国境内外国人宗教活动管理规定》、《中华人民共和国境内外国人宗教活动管理规定实施细则》、《宗教事务条例》和学校有关规定，严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序的；

(5) Violating the Law of the People's Republic of China on the Control of the Entry and Exit, the Regulations on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China and the school regulations, which seriously affect the order of school's education and teaching, the order of life and the order of administration of public places;

(六) 存放、吸食毒品的，或代他人存放毒品、软性药物的；

(6) Storing or using narcotic drugs;

(七) 侵害其他个人、组织合法权益，造成严重后果的；

(7) Infringing legitimate rights and interests of other individuals and organizations, resulting in serious consequences;

(八) 屡次违反学校规定受到纪律处分，经教育不改的。

(8) Violating school regulations and are subject to disciplinary action repeatedly, and do not corrected after education.

二、危害社会公共秩序和学校教育教学秩序，除承担相应的法律责任外，视情节轻重，给予相应处分；对情节特别严重或造成严重后果的，给予勒令退学处分：

II. The students who have endangered the public order of society and the order of school education and teaching, in addition to assuming corresponding legal responsibilities, shall be punished according to the seriousness of the circumstances; if the circumstances are especially serious or have serious consequences, he/she shall be given academic dismissal punishment:

(一) 未按中国法律程序和学校有关规定获得批准，组织和参加大型集会、游行、示威、罢课、罢餐、传销等活动，又不听劝阻的。

(1) Organizing and participating in large-scale assemblies, processions, demonstrations, strikes, meal strikes, discourses, and other activities without obtaining approval in accordance with Chinese legal procedures and relevant provisions, and refusing to listen to dissuasion.

(二) 印制、张贴、投递、散发大小字报或非法宣传品，以及通过其他途径散布反动言论，散布封建迷信、淫秽、邪教言论的。

(2) Printing, posting, delivering or distributing newspapers in large or small characters or illegal propaganda materials, as well as spreading reactionary speech, feudal superstition, obscenity or cult speech through other means.

(三) 故意阻碍学校管理人员执行公务的，侮辱、威胁、殴打教职工的，对教职工寻衅滋事，构成刑事犯罪或违反治安管理规定的。

(3) Obstructing school administrators in the performance of their official duties intentionally; insulting, threatening or beating faculty members; making troubles with staffs, which constitutes criminal offense or violates the regulations on the administration of public security.

(四) 非法扣留、拆阅、冒领他人信件、包裹、汇票或其它邮件。

(4) Illegally withholding, opening, or taking away letters, parcels, bills of exchange or other mail from others.

(五) 侮辱、诽谤他人，给他人的人格和名誉造成损害。

(5) Insulting or slandering others and causing harm to the personality and reputation of others.

(六) 以低级下流的言行侮辱他人, 利用手机、网络等手段骚扰他人, 以谈恋爱为名强迫他人与其交往, 对他人的人身和身心名誉造成损害。

(6) Insulting people of opposite sex with lowly words and deeds, harassing the people of opposite sex by means of mobile phones, Internet and so on, forcing others to interact with them in the name of love, causing harm to the personal reputation of the opposite sex.

(七) 盗窃、诈骗中国、集体或私人财物者, 经公安机关或学校安全管理部门认定, 视情节、数额给予相应处分, 并马上交回赃款或赃物。

(7) The students who have stolen or defrauded China, collective or private property shall be punished accordingly, depending on the circumstances determined by the public security organ or the school safety administration, and shall immediately return the stolen money or stolen property.

(八) 窝藏赃款、赃物的, 知情不报或以各种方式包庇作案行为给调查造成困难。

(8) Harboring stolen money or stolen goods, knowing but not informing, or harboring the crime in various ways to make the investigation difficult.

(九) 加入非法组织, 参加非法组织活动, 携带有危害中国社会公共利益内容的宗教印刷品和宗教音像制品入境, 在校园内进行传教、宗教聚会或利用宗教进行破坏社会秩序, 组织非法集会游行等行为者。

(9) Joining illegal organizations, participating in illegal organization activities, or bringing into the country religious printed materials and religious audio-visual products which are harmful to the public interest of China, preaching religion on campus; holding religious gatherings, using religion to disrupt social order, or organizing illegal meetings and processions, etc.

(十) 有其他危害社会公共秩序和学校秩序行为的。

(10) Other acts that endanger public order and the order of schools.

(十一) 校园内严禁携带和存放枪支、弹药和管制刀具等管制器具, 一经发现, 给予勒令退学处分。

(11) It is strictly prohibited to carry and store firearms, ammunition and other control devices on campus, and if it is found, the students shall be given academic dismissal punishment.

三、有以下情形之一的, 除承担相应的法律责任和经济责任以外, 视情节轻重, 给予相应处分; 对情节特别严重或造成严重后果的, 给予勒令退学处分:

III. The students who had the following status, in addition to undertake the corresponding legal and economic liabilities, shall be punished according to the seriousness of the circumstances; if the circumstances are especially serious or have serious consequences, he/she shall be given academic dismissal punishment:

(一) 故意损坏公共或他人财物。

(1) Intentionally damaging public or other people's property.

(二) 违反规定使用明火, 不听劝阻。

(2) Using open fire in violation of regulations and not listening to dissuasion.

(三) 不经劝阻, 违反规定私拉电线、私改公用设备, 使用电炉、电加热器等用具。

(3) Drawing electric wires privately and illegally, transforming public equipment privately or using appliances such as electric stoves and electric heaters and not listening to dissuasion.

(四) 学生在校期间私自下江河湖泊游泳。

(4) Swimming in rivers and lakes privately while they are in school.

(五) 擅自挪用、损坏消防器材或安全设施。

(5) Misappropriating or damaging firefighting equipment or safety facilities without authorization.

(六) 在宿舍楼上或其他公共场所故意摔砸酒瓶或其他物品、高空坠物。

(6) Deliberately smashing wine bottles or other articles on dormitory buildings or other public places, or falling objects from high altitude.

(七) 有其他违反安全管理制度行为。

(7) Other behaviors of violating the safety management system.

四、破坏学校生活秩序，违反宿舍管理制度，视情节轻重，给予相应处分；对情节特别严重或造成严重后果的，给予勒令退学处分：

IV. The students who have destroyed the order of school life and violated the management system of dormitories, shall be punished according to the seriousness of the circumstances; if the circumstances are especially serious or have serious consequences, they shall be given academic dismissal punishment:

(一) 严禁学生晚归、不归。未经批准，当天 22:30 后进入公寓者视为晚归（节假日推迟 30 分钟）；未经批准，当天未返回公寓居住视为不归。一次晚归，给予通报批评。未经班主任批准而晚归 3 次者，学院不出具学习证明。通宵未归 1 次且未征得班主任批准者，给予勒令退学处分。

(1) It is strictly prohibited for students to return to the apartment late or not to return. Without approval, those who enter the apartment after 22:30 are deemed to be late to return (delayed by 30 minutes in the holiday); not to return to the apartment without approval is deemed not to return. The student who has returned late one time shall be given a notice of criticism. Whoever has returned late 3 times and without the permission from the teacher in charge of the class will not get the training certificate from SIIT. Whoever hasn't come back to dorm for one whole night shall be given academic dismissal punishments.

(二) 未经批准，在学生宿舍内留宿校外人员，给予当事人严重警告处分。若因留宿人员造成失窃、诈骗或其他违法违纪后果，由责任人承担全部经济损失及相关法律责任，并给予相应处分。

(2) The students who let outsiders stay in the student dormitory without approval shall be given a serious warning and disciplinary action. In case of theft, fraud or other illegal and disciplinary consequences caused by residential personnel, the responsible person shall bear all economic losses and related legal liabilities, and shall be punished accordingly.

(三) 宿舍内存放易燃、易爆、剧毒、放射性物品。

(3) Storage of flammable, explosive, highly toxic and radioactive items in the dormitory.

(四) 有其他破坏学校生活秩序，违反宿舍管理制度行为。

(4) Other acts that undermine the order of school life and violate the dormitory management system.

注：遵守寝室生活的日常规范：我们的寝室，我们的家园。

**Observe the dorm regulations list below : Our Dorm, Our Home!**

<p>寝室公物 Dormitory public property</p>	<p>爱护寝室内的公物，不得擅自移动，拆卸，如有损坏公物应照价赔偿，若无责任承担者，则由该宿舍的人员共同承担</p> <p>Take good care of the public property in the dormitory, do not move and disassemble. If there is any damage to the public goods, it shall be paid according to the price, and if the person is not responsible for it, the staff of the dormitory shall bear the compensation.</p>
<p>电器使用安全 Safety in the use of electrical appliances</p>	<p>严禁私接、改动电线及将电插板拉到床上使用。严禁使用电热水壶、电饭煲、电炖锅、电磁炉、电夹板、电热褥、取暖器、微波炉、咖啡机、豆浆机、榨汁机等电器设备。规范使用电吹风，电吹风使用完毕后必须及时切断电源。</p> <p>It is prohibited to connect, alter wire or pull electric plug board to the bed for use privately. It is prohibited to use electrical equipment including electric kettle, rice cooker, electric stew pot, induction cooker, hair straightener, electric heating pads, heater, microwave oven, coffee machine, soybean milk machine, juicer, etc. Specifying the use of hair dryers, which must be used in the special socket of the corridor of the apartment.</p>
<p>水电费 Utilities</p>	<p>每个学生每年补贴 50 吨水，每个学生每年补贴 320 度电。补贴均由学校统一充值入水电表，非现金补贴。水电费补贴超出部分按标准收费。</p> <p>Each student subsidizes 50 tons of water per year and 320 degrees of electricity per year. Subsidies are charged by the school uniformly into the hydropower meters, non-cash</p>

	subsidies. The excess of the utility subsidy shall be charged at the standard rate.
防火安全 Fire safety	<p>学生公寓内禁止使用明火（如焚烧纸张和杂物以及使用煤油炉、酒精炉、蜡烛等各类有明火的器具），严禁向窗外扔燃烧物、烟蒂等。学生公寓禁止存放易燃、易爆、剧毒等危险品（含烟花爆竹）。</p> <p>It is prohibited to use open fire (such as burning paper and sundries, kerosene stoves, alcohol stoves, candles, etc.) in the student apartments, and it is forbidden to throw combustible materials out of the window. It is prohibited to store flammable, explosive, toxic and other dangerous goods (including fireworks and firecrackers) in the student apartments.</p>
财产安全 Property safety	<p>学生离开寝室须关好门窗，寝室内不宜存放贵重物品和大量现金，下企业实习期间，须切断寝室电源总开关，贵重物品随身携带。</p> <p>Students should close the doors and windows of the dormitory when they leave the dormitory. Valuables and a large amount of cash should not be stored in the dormitory. During the practice period, the main power switch should be cut off and valuables should be carried with you.</p>
人身安全和会客制度 Personal safety and attendance system	<p>学生公寓实行会客制度，来访客人须在公寓岗亭登记。会客安排在门厅会客区或师生交流室进行，未经许可不得进入寝室。学生公寓严禁留宿外人，未经学校批准，学生不得擅自在外过夜。严禁通过翻墙、翻越栅栏等非正常途径进出校园公寓区。</p> <p>Attendance system is implemented at student apartments, visitors must be registered at the apartment booth. Receiving visitors are arranged in the lobby meeting area or teacher-student communication room. Visitors are not allowed to enter the dormitory without permission. Outsiders are not allowed to stay in the apartment. Students are not allowed to stay outside the dormitory overnight without the approval of the school. It is strictly forbidden to cross the walls and fences to enter and leave the campus apartment area.</p>
禁止的行为 Prohibited acts	<p>公寓楼内禁止打球、跳绳等剧烈运动；禁止大声喧哗、播放音响设备不得影响他人正常休息与学习。</p> <p>It is forbidden to play balls and rope skipping in apartments, or make loud noise, play sound equipment interfering other people's normal rest and study.</p>
	<p>未经批准，公寓楼内禁止任何商业活动，否则将依据校规校纪给予处理。</p> <p>No commercial activities are allowed in the apartments without approval, otherwise it will be dealt with in accordance with the school rules and regulations.</p>
	<p>未经许可，不得擅自在公寓及周围墙壁上刻画、涂写或张贴、散发各种大小字报、启事、标语、漫画、传单、广告及海报等，亦不得破坏正当的宣传；公共区域卫生请自觉维护，禁止随地吐痰，乱丢杂物，寝室门口、走廊拐角等位置严禁堆放垃圾；寝室卫生打扫时严禁用水冲洗地面。</p> <p>It is not allowed to paint, write or post on the apartment and the surrounding walls without permission, or distributing all kinds of newspapers, posters, banners, cartoons, leaflets, advertisements and posters, etc., or undermine proper publicity; please maintain hygiene in the public area, it is strictly prohibited to spitting, littering, pile up garbage in dorm door, corridor corner and other places; and it is strictly forbidden to clean the ground by washing the ground with water.</p>
	<p>公寓楼内禁止吸烟、喝酒、搓麻将、打扑克、饲养宠物、玩游戏。禁止一切形式的赌博或变相赌博活动。禁止浏览、传播一切含有黄色、反动、迷信等不良信息，如有发现，按有关规定给予处理。</p> <p>Smoking, drinking, playing mahjong, playing cards, keeping pets and playing games are prohibited in apartment buildings. All forms of gambling or disguised gambling activities are</p>



	forbidden. All bad information including obscene, reactionary and superstitious contents should be banned. If it is found, they should be dealt with according to relevant regulations. 直饮水仅限饮用，禁止一切其它形式的使用。 Direct drinking water is limited to drinking, and all other forms of use are prohibited.
	寝室内禁止留宿他人（含非同寝室同学） It is forbidden to let outsiders stay in the dormitory (including students of different dormitories)
中文电视和书刊 Chinese TV programs and reading materials	鼓励收看中文电视节目和翻阅中文杂志 You are welcome to watch TV program in Chinese and to read Chinese books, newspapers and magazines.
身体有不适时的 联系人和方式	一般情况：找班主任或班主任学生助理，并联系值班校医等。 If you are not feeling well ,teacher in-charge or assistant to teacher in-charge will be ready to help you contact the campus doctor. 紧急情况：拨打 120 急救电话 Calling telephone number 120 in an emergency.
公寓关门时间 Lockup	周日---周四： 22:30---次日 6:00      Sunday - Thursday : 22:30---6:00 周五---周六： 23:00---次日 6:00      Friday - Saturday : 23:00---6:00 节假日： 23:00---次日 6:00      Festival and holiday : 23:00---6:00

## 治安管理规定 Security Administration Regulations

一、留学生在华学习期间就业、经商或从事其他经营性活动等应严格遵守中华人民共和国宪法和其他法律、法规，遵守学校的规章制度，不得危害中国国家利益，不得从事与身份不相符的活动，不得介入中国内部事务，不得危害社会公共利益，破坏扰乱公共秩序。因违反中国法律而发生刑事及治安案件，由中国公安司法部门依法查处，违反校纪校规的由学校按有关规定进行处理。

I. Foreign students who have been sentenced to punishment or expelled from the country in accordance with the laws and regulations of China and have been employed in business or engaged in other business activities while studying at school shall be given academic dismissal punishments.

二、学校尊重留学生的风俗习惯和宗教信仰，但不提供举行宗教活动的场所。不得在中国境内（包括校内）成立宗教组织、办事机构或活动场所，也不能在中国政府规定的场所之外进行宗教活动，不得在中国公民中发展教徒、委任宗教教职人员或从事传教活动。不得成立或参加非法组织，不得进行各类以反华为目的的活动。留学生应尊重中国公民的风俗习惯和宗教信仰。不得强行交友、索取他人信息。

II. Our SIIT respects the customs and religious beliefs of overseas students, but does not provide places for religious activities. It is forbidden to establish religious organizations and agencies or activities in China, nor outside the place as designated by the Chinese government for religious activities. Overseas students should not involve in religious faculty appointment, nor engaged in missionary activities. They shall not establish or participate in illegal organizations or carry out all kinds of activities aimed at fighting China. International students should respect the customs and religious beliefs of Chinese citizens. Overseas students shall not make friends or ask for other people's information by force.

三、留学生不得有酗酒、打架斗殴、赌博、吸毒，传播、复制、贩卖非法书刊和音像制品等违反治安管理规定的行为；不得参与非法传销；不得从事或者参与有损大学生形象、有损中国社会公德的活动。



III. In addition to the liability for compensation for damages incurred by the students involved in the fighting, gambling, drug taking, students with any of the following acts shall be given academic dismissal punishments:

(一) 留学生参与打架的有关责任人, 除依法承担损害赔偿外, 下列行为者, 给予勒令退学处分:

(1) 持械伤人者, 后果严重的; (2) 致他人轻伤以上者; (3) 为他人打架提供凶器者, 造成伤害的; (4) 纠集校外人员殴打他人的。

(1) those who hold the weapons to hurt others, and cause serious consequences; (2) those who cause minor injuries or more to others; (3) those who provide weapons for others to fight and cause the injury; (4) those who gather outsiders to beat others.

(二) 留学生以任何形式参与赌博或变相赌博者, 或为他人提供赌博场所、赌资或赌具者, 组织、强迫、引诱他人赌博, 情节严重的, 给予退学处分: (1) 多次赌博的; (2) 由赌博引起打架、斗殴或造成其他后果者; (3) 赌博行为触犯中国法律, 受刑事或行政处罚者。

Any forms of gambling are prohibited, once it is founded, the students shall be dealt with in accordance with the following provisions:

The students with the following conditions caused serious consequence shall be given academic dismissal punishments, such as participating in gambling or disguised gambling in any form; providing gambling sites, gambling capital or gambling equipment for others; or organizing, forcing or inducing others to gamble:

(1) participating in gambling for many times,

(2) having been engaged in fight, brawl, or other consequences caused by gambling.

(3) committing gambling in violation of Chinese law and is subject to criminal or administrative punishment.

四、留学生严禁携带和存放枪支、弹药、和管制刀具等管制物品器具。严禁观看、保存、传播暴恐音视频。严禁容留、教唆、胁迫、诱骗、携带、贩卖、吸食各类毒品(含大麻)。

IV. Students are prohibited from carrying and storing guns, ammunition, knives and other controlled items. It is strictly prohibited to watch, save and disseminate violent and terrorist audio and video. It is strictly prohibited to tolerate, abet, coerce, induce, carry, sell or smoke any kind of drugs (including marijuana).

五、留学生实施非法占有、盗窃、诈骗公私财物行为者, 除如数偿还财物和按公安机关有关规定处罚外:

(1) 盗窃价值在三千元人民币以上的, 给予退学处分; (2) 多次作案、结伙作案的, 给予退学处分。

V. The student whoever commits the act of illegal possession, theft or fraud of public or private property, in addition to repaying the property in full and punishing it in accordance with the relevant provisions of the public security organ.

(1) shall be given academic dismissal punishments if the value of theft is more than RMB 3,000 Yuan.

(2) shall be given academic dismissal punishments if committing the crime for many times.

六、留学生使用计算机或手机等移动终端, 利用网络制作黄色刊物、淫秽音像制品或视频, 建立黄色网站的; 盗用互联网账号上网、使用非法手段通过互联网窃取有价支付凭证或者实施诈骗行为的, 给予退学处分; 利用计算机攻击校内外的网络系统, 造成系统瘫痪或其他严重后果的, 给予退学处分。

VI. Foreign students with any of the following conditions shall be given academic dismissal punishments: using mobile terminals such as computers or mobile phones to make pornographic publications, obscene audio and video products, and establishing pornographic websites by using the Internet; stealing Internet accounts to surf the Internet, using illegal means to steal valuable payment certificates through the Internet or commits fraud; using computer technology to attack computer systems, network systems inside and outside the school, resulting in system paralysis or other serious consequences.

七、留学生骑行非机动车出入校门时, 要主动减速下车推行, 按规定地点停放车辆。不得驾驶无牌无证、外地牌照或假牌照、超标的摩托车、电动车。学生在校内(包括宿舍区)不得驾驶机动车。

VII. It should take the initiative to slow down and get off the vehicle when students ride in and out of the school gate of non-motor vehicles, and park the vehicle at the prescribed place. It is not allowed to drive motorcycles

or electric vehicles without a license plate, without a license plate, without a foreign license plate or with a fake license plate. Students are not allowed to drive motor vehicles on campus (including residential areas).

八、未预先按法律程序和有关规定获得批准的，留学生不得举行大型集会、游行、示威等活动。

VIII. It is not allowed to hold large gatherings or demonstrations for students who have not been approved in advance in accordance with the legal procedures and relevant regulations.

九、留学生离开苏州市，须事先书面告知班主任，由班主任逐级汇报，经同意后，方可外出。

IX. It must inform the head teacher in writing in advance and report to the head teacher level by level when you leaves Hangzhou.

十、乘出租车时要向驾驶员索取发票，以便查找遗忘的物品；在商店购买较大金额的物品时应向售货员索取发票，以便发现质量问题时，凭发票向商店调换或退货。

X. When taking a taxi, you should ask the driver for the invoice to find the forgotten items. When purchasing a large amount of goods in a store, you should ask the salesman for the invoice, so as to replace or return the goods to the store with the invoice when quality problems are found.

## 补充说明

### Additional Remarks

一、留学学生触犯中国法律构成犯罪的，按法律规定处罚；违反校纪校规，视其情节轻重按学院《学生违纪处理实施细则》和《校园秩序管理若干规定》等，给予处分。各项处罚处分一经决定，除向当事人宣布外，学院将书面通知其本国驻华外交、代表机构或其国内派遣单位。必须终止在校学习者，应立即回国。

I. International students who violate Chinese laws and constitute crimes shall be punished according to the law; those who violate school discipline and school regulations shall be punished according to the "Regulations on Discipline Violation of Students in Suzhou Vocational Institute of Industrial Technology" and "Regulations on School Public Security Management in Suzhou Vocational Institute of Industrial Technology" according to the seriousness of the violation. Once the penalties have been decided, the school will notify its diplomatic and representative offices in China or its domestic dispatching units in writing, in addition to announcing them to the parties concerned. It is necessary to terminate the learners in school and return home immediately.

二、保卫处协同“校园警务室”，第一时间处置突发事件，保障校园安全稳定。

II. The security department, together with "Campus Police Branch", is always ready to deal with emergencies at the first time and ensure the safety and stability of the campus.

三、本手册内容正式版用中文表述，并提供相应的英文翻译，当英文翻译与中文版内容有出入时，以中文版为准。

III. The official edition of this manual is expressed in Chinese and provided with corresponding English translations. When there is any discrepancy between the English and Chinese versions, the Chinese version shall prevail.

四、本办法的解释权归苏州工业职业技术学院。

IV. The right of interpretation of all these regulations listed above shall be vested in Suzhou Vocational Institute of Industrial Technology.

以上所有规定，若无异议，请签字确认，并严格执行。

If you fully understand and accept all the above-mentioned codes of conduct, please sign and confirm.

姓名 **Print Name:**

签名 **Signature:**

年 月 日

## 高创南非学徒班实习管理办法（试行）

为规范对高创南非学徒班实习期间的生活和工作管理，特参照公司相关规定，增补并执行实习生管理制度如下：

In order to increase the scientific management of the interns from South Africa, the following additional regulations concerning living and production management are issued and enforced in the light of the company's regulations governing production and life :

### 生活管理制度

#### Regulations of Living Management

- 1.离开宿舍时关闭电灯、空调，自觉节约用电，注意用电安全。  
When leaving the dormitory, turn off the lights, air-conditioning, consciously save electricity, pay attention to the safety of electricity.
- 2.整理好自己内务，保持各方面的卫生，包括宿舍、走廊以及公共厕所。  
Clean up your house and maintain all aspects of hygiene, including dormitories, corridors and public toilets.
- 3.自觉爱护公物，不得在宿舍阳台、地面上乱写乱涂，禁止损坏墙壁。  
Self-conscious care of public property, not in dorm balcony, on the floor scribbling, no damage to the walls.
- 4.在车间、宿舍做到节约用水，用水后及时关闭水龙头。  
In the workshop, dormitory to save water, turn off the faucet after using water.
- 5.餐厅就餐时，自觉排队，不得浪费粮食，礼让工人师傅；用餐完毕后，收拾好桌面卫生。  
When dining, consciously queue up, do not waste food, after the meal, clean up the table top hygiene.
- 6.晚上休息后禁止在异性宿舍逗留、留宿。  
Stay in the opposite sex dormitory is prohibited after the evening rest.
- 7.平时无特殊情况禁止随意外出。  
Usually does not have the special circumstance forbids to go out at will.
- 8.禁止在宿舍内及走廊酗酒、大声喧哗，严禁在宿舍举办聚会及一切影响他人的活动。  
Do not drink alcohol in dormitories and corridors. Do not hold parties and other activities in hostels.

### 生产管理制度

#### Regulations of Production Management

- 1.生产工作时，遵循安全第一原则，按照要求操作。  
Follow the first principle of safety and operate according to the requirements.
- 2.按时上下班，禁止迟到、早退、无故旷工。  
Commute to and from work on time, prohibit late, leave early, absenteeism without reason.  
迟到：实习生于工厂规定上班时间推迟到岗则视为迟到；  
Late: Interns are deemed to be late if they arrive later than the scheduled time in the workshop  
早退：实习生早于工厂规定下班时间提前离岗则视为早退；  
Leave early: Interns are deemed to leave early if they leave earlier than the factory stipulation time.

旷工：实习生无故不出勤或请假未经批准擅自不出勤或离岗者视为旷工。

Absenteeism: Interns are deemed to be absenteeism if they absent from work without reason or leave without permission.

3.严格遵守各车间的规章制度。

Strictly observe the rules and regulations of each workshop.

4.自觉保持工作车间的清洁卫生，不随地吐痰，不乱扔垃圾。

Self-conscious to keep the workshop clean and clean, not spitting, not littering.

5.必须妥善保管企业的仪器、设备及其他财产。使用设备时，须经过现场指导员的许可再操作，并严格按照标准作业程序进行操作。

The instruments, equipment and other property of the enterprise must be kept properly. When using equipment, must pass the site instructor's permission to operate again, and strictly according to the standard operating procedure.

6.若因故无法上班，应先向实习管理人员请假。经负责人同意后，再向该车间领导请假。未按流程请假而擅自缺勤者，视为旷工。

If you are unable to work for some reason, you should first ask the intern manager for leave of absence. After the intern manager agrees, ask for leave of absence from the workshop leader again. Absence from work without leave in accordance with the procedure shall be regarded as absenteeism.

7.对于迟到、早退者，首次给予警告，二次给予记过处分；对于旷工者，予以记过处分。对于多次违纪、不服从管理，屡教不改者，予以开除，工厂不给开具“工厂实习证明”，苏州工业职业技术学院不颁发“结业证书”。

For those who are late and leave early, the first time they get a warning, the second time they get a demerit recording. For absenteeism, they get a demerit recording. For those who have violated discipline many times and refused to obey the management, they should be expelled, factory does not issue a "factory practice certificate", SIIT does not issue a "certificate of completion."

以上所有规定，若无异议，请签字确认，并严格执行。

If you fully understand and accept all the above-mentioned codes of conduct, please sign and confirm.

姓名 **Print Name:**

签名 **Signature:**

年 月 日