



杭州电子科技大学
HANGZHOU DIANZI UNIVERSITY

HDU

International Students Handbook

学生声明

Statement

本人已收到杭州电子科技大学规章制度编印手册, 我将仔细阅读并遵守手册内所有的规定。

I have received the International Student Handbook of Hangzhou Dianzi University; I will read and comply with all the provisions stipulated in the Handbook.

学号(Student ID): _____

姓名(Name): _____

国籍(Nationality): _____

护照号码(Passport NO.): _____

签字(Signature): _____

日期(Date): _____

安全制度

外国留学生安全须知

1. 交通安全：严格遵守交通规章制度，不准酒后骑车、驾车，不准驾驶摩托车、燃油助动车和大功率电瓶车，不准骑车带人，不准超速行驶。
2. 宿舍防火：学校宿舍内严禁使用超大功率电器，不得携带存放危险物品，不私拉乱接电线，严禁使用燃气。住在校外的同学务必安全用电用气。
3. 防盗：出门时锁好门窗，在外购物、乘坐交通工具时妥善保管好证件、钱包和贵重物品，不单独去偏僻的地方，不准擅自留宿他人。
4. 饮食卫生：不在没有卫生许可证的摊点购买饮料和食品，自己烹饪时注意洗净烧熟。
5. 严禁酗酒：不在宿舍内酗酒，深夜不外出饮酒。
6. 严格控烟：不在教室、餐厅、电梯等公共场所抽烟。
7. 防范流感等传染病：出现感冒发烧等症状请立即到医院诊治并报告学院等有关老师。
8. 防自然灾害：遇雷击、暴雨等灾害性天气注意自我保护，确保人身安全。
9. 预防心理疾患：树立心理健康知识，增强心理调节能力，如有心理困惑，及时到医院或学校心理咨询点寻求帮助。
10. 避免争执：保持宿舍安静，不大声喧哗，不大声播放音响，在与别人发生纠纷时保持克制，请有关管理人员调停处理，不要自行其是。
11. 遇到突发状况，请保持冷静，及时报告公安部门或有关老师。

Security

Security Regulation and Advices

1. Traffic safety: Comply strictly with traffic rules and regulations. No drunken biking or driving is allowed. No driving of motorcycle, fuel-powered moped and high-powered battery bike is allowed. No carrying of others while biking. No speeding.
2. Prevention from fire: In school dormitories, use of super-high power electrical appliances is strictly prohibited; no hazardous articles are to be taken into the dormitories and stored; electric wires shall not be extended and connected arbitrarily without permission; use of fuel gas is strictly prohibited. Students dwelling off campus are strongly advised to use the electricity and gas safely.
3. Protection against theft: Secure doors and windows when getting out. Properly keep credentials, money and valuables safe when shopping outside or taking a public conveyance. Do not go to an out-of-the-way place alone. No take-in of others for the night is allowed without permission.
4. Dietetic hygiene: Do not buy beverage and food from a stand that does not have a hygiene license. Have food washed clean and adequately cooked when cooking by yourselves.
5. No alcoholism: Do not have excessive drinking in dormitory or go out for drinking late at night.
6. Smoking control: Smoking at public places like classroom, dining hall and elevator is strictly prohibited.
7. Prevention of infectious diseases like flu: Please go to a hospital for treatment and inform the teacher responsible for your class as soon as symptoms like cold and fever appear.
8. Protection against natural disasters: Pay attention to self protection measures and ensure personal safety in case of disastrous weather like lightning stroke and rainstorm.
9. Prevention of psychological diseases: Build up a mental health consciousness, enhance psychological adjustability, and adaptability, and go timely to a hospital or psychological consultation office for help in the event of psychological perplexity.
10. Avoidance of disputes: Help make your dormitory a quiet and comfortable place. Do not speak loudly. Do not play sound equipment in high volume. Retain self-control when coming into conflict with others. Ask relevant managerial personnel to mediate and settle the dispute instead of having it your own way.
11. In case of emergency, please remain self-possessed while contracting departments of public security as well as the staff.

GENERAL INFORMATION

HANGZHOU

Hangzhou, the best city for tourism in China, it's also the capital of Zhejiang province. It covers an area of 16596 km² with a population of 6.60 million. The economic development level of Hangzhou is very high, its economic strength is continuously ranked second among all provincial capitals and its economic general strength is listed in the top ten among all the big-middle cities in China. Hangzhou is located close to China east coast, in the lower reaches of the Qiantang River and at the southern end of the Grand Canal. It only takes less than 1 hour to reach Shanghai by express train. The city tree is Camphor Tree and the city flower is Osmanthus.

HANGZHOU CLIMATE

Subjected to the subtropical monsoon climate, it boasts warm and moist weather. The annual mean temperature is 15.3~17°C (59.54~62.6 °F).

Spring is from March to May, summer is from June to August, autumn is from September to November, and winter is from December to February.

	Spring	Summer	Autumn	Winter
Temp (°F)	37.4~68	77~100.4	50~77	26.6~50
Temp (°C)	3~20	25~38	10~25	-3~10

For more details about the weather, please visit the following website:

<http://www.travelchinaguide.com/climate/hangzhou.htm>

OTHER INFORMATION

Time Zone: Hangzhou takes Beijing Standard Time which is 8 hours earlier than the Greenwich Mean Time. Daylight Saving Time is NOT practiced in China.

Voltage: The voltage for daily use in China is 220V, so please prepare adapter if necessary.

Drinking water: The tap water cannot be drank directly. Please drink boiled water or buy bottled water. Otherwise you will suffer health consequences. Otherwise you will suffer health consequences.

IMPORTANT PHONE NUMBERS

POLICE: 110 (12 languages service available)

FIRE: 119

AMBULANCE: 120

TRAFFIC ACCIDENT: 122

Telephone Number Inquiry: 114

Taxi Service: 96520; 28811111

Hangzhou tourist information service hotline: 85152657 (English)

Division of Exit-Entry Administration of Hangzhou Public Security Bureau:
87280185 (Chinese); 87280561, 87280539 (Other Language)

HANGZHOU DIANZI UNIVERSITY

XIASHA CAMPUS

Located in the Xiasha Higher Education Park, Xiasha campus is the main campus of Hangzhou Dianzi University (HDU). It is a modern campus that contains 25 schools and over 28,000 undergraduate students and postgraduate students. Major facilities include libraries, 10 key laboratories of provincial and national level, 12 teaching buildings, the Student Culture Center, stadium, sports fields and several cafeterias, providing an excellent environment for teaching, researching, studying and entertaining.

LIBRARY

As the literature information center, the total collection of HDU Library amounts to 2.46 million volumes, including 1460,000 printed books, 1000,000 e-books, 3,000 HDU theses, more than 2,500 current serials and 50 titles of online databases. The collection is emphasized on Science and Technology and also covers broad subjects of Humanities, Social Sciences and Management.

Opening time: 7:00 - 22:00

Reference to the following website for more details:

<http://www.lib.hdu.edu.cn/en>

CAFETERIA

There are 8 cafeteria distributed in the undergraduate students accommodation area, offering Chinese food for three meals (breakfast, lunch & dinner). Specially, the No.5 cafeteria offers late-night eating everyday and the Muslim cafeteria offers various kinds of Muslim cuisines.

Opening time: *Breakfast: 6:30-9:00*

Lunch: 10:30-13:00

Dinner: 16:30-18:10

Late-night eating: 19:00-21:00

HEALTH & INSURANCE

Insurance

Students who stay in the university for six months or more are required to buy health insurance. The current insurance that the university helps to buy for the international students is the comprehensive insurance for foreigners offered by PICC, it includes accident medical insurance, hospitalization expenses, accident deformity, death insurance, etc. Self-supporting students who enjoy tuition fee discount and university exchange students shall pay for insurance by themselves.

In order to protect your insurance interests, please take good care of all the involved documents, receipts, papers, etc. When making a medical insurance claim, students shall provide complete documents, including photocopy of the passport, certificate of doctor's diagnosis or certificate of accident, medical record, all the medical examination reports, receipt of medicine expenses, list of medical examination items, list of medicines, receipt of hospitalization expenses and hospital discharge certificate, etc.

Fees: RMB500/year, or RMB300/6 months

Medical Service Information

Every campus of HDU has its own on-campus hospital which is good for minor diseases.

Xiasha Campus Hospital

Add: the west corner of the Comprehensive Building

Other major hospitals in Hangzhou:

1. **Dong Fang Hospital**

This hospital locates in Xiasha area. It is affiliated to Zhejiang Provincial Chinese Traditional Hospital.

Phone: +86-571- -86911001, 86919300

Add: No. 9, 9th Street (close to Wu Mart)

Name and Address in Chinese: / 下沙九号大街9号 (靠近物美)

2. Sir Run Run Shaw Hospital

The Sir Run Run Shaw Hospital is an affiliated hospital to the School of Medicine, Zhejiang University. It has English speaking nurses, doctors and an expatriate doctor on staff.

Phone: +86-571-86090073 (switchboard); 86006016 (VIP Clinic reception and appointments)

Add: 3 East Qingchun Road

Name and Address in Chinese: 庆春东路3号, 杭州市浙江大学医学院附属邵逸夫医院

Sir. Run Run Shaw Hospital (Xiasha): NO. 368, Xiasha Road. (下沙路368号)

Website: www.srrsh.com

3. First Affiliated Hospital, Zhejiang University School of Medicine

There is an International Clinic at the First Affiliated Hospital, Zhejiang University School of Medicine, which is not only the largest hospital in the province but also regarded as one of the best hospitals in surgical department.

Phone: +86-571-87236166

Add: 79 Qingchun Road, 11th floor

Name and Address in Chinese: 杭州市庆春路79号, 浙医一院

Website: www.zy91.com

4. Second Affiliated Hospital, Zhejiang University School of Medicine

The hospital is regarded as one of the best hospitals to treat internal illnesses.

Phone: +86-571-87783777

Add: 88 Jiefang Road

Name and Address in Chinese: 浙江杭州市解放路88号 浙医二院

Website: <http://www.z2hospital.com>

MONEY & BANKING

ATM/Bank Cards

Automatic teller machines (ATM) are available in China. In some cases, they will work with foreign-issued bank debit cards and usually will only be able to access a checking account for funds. Leave some checking account deposit slips for your parents in case they need to add money to your account. Please be sure to have some sources of funds other than ATM available as well.

Credit Cards

Five international credit cards: Master card, Visa card, Diners card, American express card and JCB card are accepted by major hotels and restaurants, and large department stores in China, but few other businesses. Most businesses operate on a cash-only basis.

Local Bank Accounts

You can open a local foreign currency/RMB account at the Bank of Communication, Industrial and Commercial Bank of China (ICBC) or Bank of China (with traveler's checks) and can withdraw funds using passport and/or an ATM card for the account issued in Hangzhou. When traveling, use the ATM card to withdraw funds. You should always carry (safely!) sufficient money in cash to cover emergencies.

HDU Financial Department accepts Bank of Communication and ICBC bank cards to pay tuition and fees.

Changing Money

Banks are the best places to exchange money, offering the official rate and charging a reasonable commission. There are also services at major hotels and international airports. A passport is required to exchange money. When exchanging money at an ATM with credit or bank cards, it is not always possible to check the rate you are being offered or to establish if there is a commission fee accessed (some may be higher or lower). Check your receipt carefully and avoid that machine in the future if rates are excessive. It is a good idea to familiarize yourself with the current exchange rates before you go abroad.

Be sure to save your receipts for all foreign currencies exchanged into RMB. Government regulations allow only 50% of the original amount to be changed back into foreign currencies and require proof of the initial exchange. (For example, if you change \$100 to RMB you can only change back half of the RMB to dollars, \$50 worth, and must provide the original exchange receipt). The small amount RMB to dollar exchange can be made at branches of almost all banks.

Do not change money outside of the official exchange services. Unofficial exchanges usually result in travelers losing their money. The practice is illegal and you could also face charges of breaking foreign exchange laws.

Safety with Money

Observe safety precautions with money. Do not keep large sums of cash in your dorm room. Buy a travelers' money belt or neck wallet and beware of pickpockets in crowds and on public transportation.

POSTAL SERVICE

For students' convenience, all the international mail will come to the following address of School of International Education (SIE), then SIE will inform the students to pick up their mail or parcels at the on-campus post office.

Mail Address:

Student's Name
School of International Education,
Hangzhou Dianzi University,
Xiasha Higher Education Zone
Hangzhou 310018, P.R. China

If you need further postal service, the following two post offices may help you.

Xiasha Gao Jiao Postal Office:

Add: No. 1-20, Xue Lin Jie 下沙高教邮政所: 学林街1-20号

Tel: 86912743

Open Hours: 9:00-16:30

Xiasha Post Office

Add: West to the IBIS Hotel on No. 6 Street. 下沙邮政所: 下沙6号大街宜必思酒店附近

Tel: 86910024

Open Hours: 8:30-17:00

Express delivery service is easily available in Hangzhou. Here is some information:

China Post EMS www.ems.com.cn

Hotline: 11185

DHL www.cn.dhl.com/publish/cn/zh.high.html

Hotline: 800-810-8000

Fedex www.fedex.com/cn/

Hotline: 800-988-1888(regular phone, free of charge)

400-886-1888 (mobile phone, no long distance fee)

TNT www.tnt.com/country/zh_cn.html

Hotline: 800-820-868

TELEPHONE

Calling cards are available that will enable you to call your country for about 50 cents at a relatively low cost. There are two types of cards: the IP Card and the IC Card. The IP Card is most commonly used, but the public phone in the lounge of the International Dormitory requires an IC Card. These cards are available from street vendors and in copy shops for about 30~50% of the face value of the card.

Cellular phone

China Mobile (GSM), China Unicom (GSM or CDMA) and China Telecom (CDMA) are the three cellular phone service providers whose services are really conveniently available on campus. Very often the three companies offer certain Plan Services, from which you can choose according to your own needs.

The China Mobile business hall, China Unicom business hall and China Telecom business hall are scattered on the Jin Sha Digital Street (金沙数码港, nearby the east gate of the undergraduate students accommodation area). Bring your passport and the admission notice or student ID card to buy a SIM card.

Country code of China: 86

City code of Hangzhou: 0571

Dialing methods:

1. Outside of China TO Hangzhou: +86-571-telephone number of the recipient; or +86-mobilephone number of the recipient
2. Hangzhou TO outside of China: 00 + country code and telephone number of the recipient
3. Hangzhou TO other cities in China: area code + phone number of the recipient
4. Other cities in China TO Hangzhou: 0571 + telephone number of the recipient

TRANSPORTATION

Bus

Hangzhou has an extensive network of public bus services in the downtown area. The price is generally:

RMB 1 or 1.5 yuan for non-air-conditioned buses

RMB 2 yuan for air-conditioned buses (with a “K” before the route number)

RMB 3 to 5yuan for tour buses

Most buses are non-conductor ones and do not provide change, so passengers have to prepare some change before getting on the bus, or you can use the IC card for public transportation.

From Xiasha to Downtown, you can take Bus Rapid Transit (BRT, B1 or B 支 4) with the one-way price RMB4.

Taxi

Hangzhou boasts its taxi service because the models and conditions of the cars are the best in the country. The fare is based on the mileage according to the meter. The starting price is 11 RMB yuan for the first 3 km and 2.5 yuan per km after that.

There are two taxi systems: Hangzhou Downtown taxi and Xiasha Taxi (light green ones). The downtown taxis can send passengers to Xiasha but usually they don't do business in Xiasha interior area. The Xiasha taxis don't send passengers to downtown, they only work in Xiasha area with a cheaper price than the downtown one: RMB 6 as the start price for each person.

NOTE: WHENEVER YOU TAKE A TAXI, PLEASE DO NOT FORGET TO GET A RECEIPT FROM THE CAB DRIVER. There are car numbers on the receipt. Once your belongings are left on the cab, this receipt would help you to get them back.

Some prices for your references:

From Hangzhou airport to the university (Xiasha): RMB100.

From downtown to the university (Xiasha): RMB80-120.

In Xiasha area: RMB6-10.

Hangzhou Metro

Hangzhou Metro is the subway system of Hangzhou city operated by the state-owned Hangzhou Metro Corporation. It is the first metro system to be built in Zhejiang Province.

The initial planning for the Hangzhou Metro is projected to have 10 lines, with the total length of 375.6 km. By 2020, most of the lines are expected to be completed.

Line 1: Wenze Road/文泽路 (6:30-22:00) —— Xianghu/湘湖 (6:10-22:00)

The construction of the first line, Line 1, began in March 28, 2007 and it opened in November 24, 2012 with 31 stations in operation. Located in the city's main traffic corridor, the line passes through the large traffic distributing points including Wulin Square, East Railway Station, Coach Center and the main business district. Also, it connects the downtown area with Xiasha, Linping and Jiangnan area.

The Wenze Road Station (文泽路) is just outside of the campus of HDU, at the crossing of Wenze Road (文泽路) and No. 2 Street (二号大街).

The one way price varies from RMB2-8 for each person.

VACATIONS

During the academic year, students will have the following days off:

New Year Day Vacation: January 1st

May Day Holiday: May 1st

National Day Holiday: October 1st

Other traditional Chinese festivals with public holidays:

Qing Ming Festival: Apr. 5th

The Dragon Boat Festival: Early June

Mid-Autumn Festival: Mid-September

Summer vacation: From early July to early September

Winter Vacation: From late January to mid- February

**The time of winter vacation in Chinese schools changes since the Chinese Spring Festival falls on different dates in different years.*

To accommodate for holidays, classes may be rescheduled for Saturday or Sunday. It is the student's responsibility to manage their schedules.

For more details, please refer to the school's academic calendar.

杭州电子科技大学留学生奖学金管理办法

Regulations for HDU International Students Scholarship

一、优秀硕士生奖学金 (Scholarship for Degree Programs Students, SDPS)

1. **评审对象:** 学校正式录取和已在校注册学习的留学生硕士生 (包括研究生和本科生)。

This scholarship is granted to first-year students who have just been admitted and those who are currently studying at HDU (undergraduates and postgraduates both included).

2. 金额及名额分配:

A类 (研究生): 一等奖 3 万元/年 (10%), 二等奖 2.1 万元/年 (12%), 三等奖 1.5 万元/年 (18%);

B类 (本科生): 一等奖 2 万元/年 (10%), 二等奖 1.4 万元/年 (12%), 三等奖 1 万元/年 (18%)。

Amount and the Allocation of the scholarship quotas:

Type A (for graduate students): 1st prize (RMB30000/year, percentage: 10%), 2nd prize (RMB21000/year, percentage: 12%) and 3rd prize (RMB15000/year, percentage: 18%).

Type B (for undergraduate students): 1st prize (RMB20000/year, percentage rate: 10%), 2nd prize (RMB14000/year, percentage rate: 12%) and 3rd prize (RMB10000/year, percentage rate: 18%).

3. 申请条件:

- (1) 遵守中国法律法规和校纪校规;
- (2) 未获得中国政府奖学金或浙江省政府奖学金;

- (3) 按时上课，不无故旷课、迟到和早退。
- (4) 如所申请专业为汉语授课，汉语水平需达到 HSK5 级水平；如所申请专业为英语授课，需提供雅思（5.5 分）、托福（机考 80 分）、GRE（1400 分）或 PET 三级等相关证书，或参加杭州电子科技大学新生入学英语考试，成绩优良。
- (5) 所修科目平均期末总评成绩 80 分（百分制）以上；
- (6) 积极参加校内外各类文体或公益活动。

Eligibilities: To qualify for the scholarship, the applicant

(1) Complies with the legislation and regulations of People's Republic of China and regulations of Hangzhou Dianzi University.

(2) Is not granted other scholarship offered by Chinese government or Zhejiang Provincial Government.

(3) Attends classes on time, and not be late or absent without permission.

(4) Passes HSK-5 for Chinese-taught programs, or provides IELTS (above 5.5 points), TOFEL (iBT above 80 points), GRE (above 1400 points) or PET (above Level 3) Certificates for English-taught programs. If the applicant fails to provide the abovementioned certificates, he shall receive above average grades in the enrollment examinations organized by Hangzhou Dianzi University..

(5) Shall have an annual average score of no less than 80 points out of a total score of 100 points of all courses for final examinations.

(6) Shall actively participate in various cultural, artistic, athletic or social activities on and off campus.

4. 申请材料:

- (1) 杭州电子科技大学奖学金申请表
- (2) 新生需提供经公证的高中学习成绩单（中文或英文）、最高学历证明或在读证明（中文或英文）； 老生需提供上一学年的期末成绩单；
- (3) 专家（或任课教师）推荐信一封（中文或英文）；
- (4) 新生需提供 HSK 证书或英语能力证明；老生需提供上一学年参加各类校内外活动的证明、获奖证书的复印件。

Application documents:

- (1) Application form for HDU Scholarship;

(2) Notarized transcripts of high school (in Chinese or English), Final degree or study certificate (in Chinese or English) for newly registered students , or final examination transcript of the previous academic year for current students.

(3) A recommendation letter from a professor (in Chinese or English);

(4) HSK or English proficiency certificates from newly registered students, or certificates that can prove the applicant's participation of various activities on and off campus in the previous academic year from current students.

5. 申请时间:

老生: 每年 6 月底 (具体时间另行通知)

新生: 每年 5 月 30 日之前。

每学年评选一次并于每年 7 月底前公布获奖名单。

Application time:

For current students: Before the end of June (the exact deadline will be noticed in due time).

For first- year students: Before May 30th.

SDPS will be evaluated once a year and the name-list of the winners will be released by the end of July.

二、优秀进修生奖学金 (Scholarship for Non-Degree Programs Students, SNDPS)

1. 评审对象: 学校正式录取、拟在学校学习一学年以上的留学生进修生 (包括汉语和课程进修生)。

This scholarship is offered to students studying major courses or Chinese language programs for more than 1 year, including newly admitted students and current students.

2. 金额及名额分配: 一等奖 4000 元/学期, 二等奖 3000 元/学期, 三等奖 2000 元/学期。获奖比例不超过进修生总数的 15%。

Amount and the Allocation of the quotas:

1st Prize (RMB4000/semester), 2nd prize (RMB3000/semester), 3rd prize (RMB2000/semester). The percentage is no more than 15% among all non-degree programs students.

3. 申请条件:

- (1) 遵守中国法律法规和校纪校规;
- (2) 未获得中国政府奖学金或浙江省政府奖学金;
- (3) 按时上课, 不无故旷课、迟到和早退。
- (4) 所修科目平均期末总评成绩 80 分 (百分制) 以上;
- (5) 积极参加校内外各类文体或公益活动。

Eligibilities: To qualify for the scholarship, applicants must

(1) Comply with the legislation and regulations of People's Republic of China and fulfill all relevant requirements of Hangzhou Dianzi University.

(2) Not hold another scholarship offered by Chinese government or Zhejiang Provincial Government.

(3) Attend the classes on time, and not be late or absent without permission.

(4) The annual average scores of final examination of all courses shall be over 80.

(5) Participate in varies cultural, artistic, athletic or social activities on and off campus.

4. 申请材料:

- (1) 杭州电子科技大学奖学金申请表
- (2) 该学期的期末成绩单;
- (5) 任课教师推荐信一封 (中文或英文);
- (6) 各种获奖证书复印件。

Application Documents:

(1) Application form for HDU Scholarship;

(2) Final examination transcript of the previous semester.

(3) A recommendation letter written by a professor (in Chinese or English);

(4) Certificates that prove the applicants have participated in varies of activities on and off campus in the previous semester.

5. 申请时间:

每学期结束前一个月（具体时间另行通知）。

每学期评选一次并于下学期开学一个月公布上一学期获奖名单。

Application time:

One month before the end of each semester (the exact deadline will be noticed in particular).

SN DPS will be evaluated once a semester and the awarding name-list will be published in the first month of next semester.

三、单项奖学金 (Special Awards Scholarship, SAS)

1. 评审对象:在校注册学习且就读满一学期并在某一方面有突出表现的留学生。

Special Awards are designed to encourage registered students who have completed one semester's study at HDU and demonstrated outstanding performance in a specific area.

(1) 勤学奖: 用于奖励某一门或几门功课成绩特别突出且出勤率高于 80% 的各类在校留学生。

Diligence Award: This Award is granted to students whose class attendance rates are no less than 80% and have demonstrated exemplary performance in a particular course or courses.

(2) 公益奖: 用于奖励积极参加校内外公益活动的各类在校留学生。

Public Service Award: This Award is granted to students who have participated in public service activities actively on and off the campus.

(3) 文体奖: 用于奖励参加全国、省市、学校组织的文艺和体育比赛取得名次的各类在校留学生。

Artistic & Athletic Award: This Award is granted to students who have won awards in college, provincial, and national artistic and sports competitions.

(4) HSK 优胜奖：用于奖励通过 HSK 考试各类在校留学生。

HSK Award: This Award is granted to international students at HDU who have passed HSK examinations.

2. 金额及名额分配:

“勤学奖”：1000 元/人/学期（10%）

“公益奖”：1000 元/人/学期（10%）

“文体奖”：集体项目 1000~3000 元/项；个人项目 300~1000 元/人

“HSK 优胜奖”：300~800 元/人

Amount and the Allocation of the quotas

Percentage:

Diligence Award: RMB1000/person/semester (rate: 10%)

Public Service Award: RMB1000/person/semester (rate: 10%)

Artistic & Athletic Award: RMB1000~3000/program for collective competitions, and RMB300~1000/person for individual competitions.

HSK Award: RMB300~800/person

3. 申请材料:

(1) 杭州电子科技大学奖学金申请表

(2) 申请者该学期在学习、公益、文体比赛或 HSA 考试等方面表现突出的证明。

Application Documents:

(1) Application form for HDU Scholarship;

(2) Certificates that can prove the applicant's outstanding performance academically, or in public services, in artistic & athletic activities and/or HSK examination.

4. 申请时间:

每学期结束前一个月（具体时间另行通知）。

每学期评选一次并于下学期开学一个月公布上一学期获奖名单。

Application time starts:

One month before the end of each semester (the exact deadline will be noticed in due time).

SNDPS will be evaluated only once for each semester and the name-list of the winners will be released in the first month of next semester.

注:

1. 所有申请材料需提交电子版或纸质版。电子版可发送邮件至 joywu@hdu.edu.cn；纸质版可在申请截止日期之前寄（送）达以下地址：10 教 114， 杭州下沙高教园区杭州电子科技大学国际教育学院，310018。

All the application documents shall be submitted by email to joywu@hdu.edu.cn or by mail to the following address: Office 114, Building 10, School of International Education, Hangzhou Dianzi University, Xiasha Higher Education Zone, Hangzhou, China. Post Code: 310018.

2. 获得奖学金的留学生须按照学校规定的时间办理报到、注册及缴费手续，否则将按照自动放弃奖学金处理。在获得奖学金期间不得无故办理休学、退学等学籍变动手续，否则将中止或取消奖学金。

Students who successfully obtain the sscholarships shall complete the registration and payment of tuition fees in time, otherwise the scholar shall be regarded renounced. During the scholarship period the students shall not proceed the suspension and withdrawal of student status change procedures, or the School of International Education has the right to renounce the scholarships.

杭州电子科技大学本科留学生学籍管理规定

第一章 总则

第一条 为加强对外国留学生学籍的规范管理,根据《普通高等学校学生管理规定》、《高等学校接受外国留学生管理规定》

等相关文件精神,结合学校实际,特制定本规定。

第二条 本规定适用于杭州电子科技大学全日制本科留学生。

第二章 招生要求及流程

第三条 凡具有高中毕业学历,汉语水平达到我校规定入学标准的外国留学生均可申请就读我校(以汉语为授课语言的)本科专业。学校根据申请人的汉语水平、高中阶段学习成绩等,综合评价,择优录取。以英文为授课语言的专业对汉语水平不作要求,其他条件相同。

第四条 外国留学生申请材料由国际教育学院负责初审后,报国际交流合作处、教务处备案。经批准入学的外国留学生,由国际教育学院负责办理和寄送录取通知书和来华留学签证申请表,由教务处编制学号,安排进入相关学院的相关专业学习。

第五条 在国内外院校在读的外国留学生本专科生,可申请转入我校本科专业学习,经国际教育学院审核合格后,录取为插班生。插班生在原就读院校获得的课程学分,若符合我校学分认定要求,我校予以承认。

第三章 入学、注册与取得学籍

第六条 外国留学生新生应凭录取通知书、护照和体检表,按规定时间到我校国际教育学院报到注册。除因不可抗力引起的事由外,开学后两周内未报到者,视为放弃入学资格。

第七条 新生入学后,学校按照规定对其申请材料进行复核。凡弄虚作假、徇私舞弊者,一经查实,即取消其入学资格。

第八条 对患有疾病的新生,经学校指定的二级甲等以上医院诊断不宜在校学习的,可为其保留入学资格一年。保留入学资格者不具有学籍。在保留入学资格期内经治疗康复,可以向学校提出入学申请,由学校指定医院诊断,符合体检要求,重新办理入学手续。复查不合格或者逾期不办理入学手续者,取消入学资格。

第九条 每学期开学初,留学生应持交纳学费凭证等在学校规定的时间内办理注册手续。未按学校规定缴纳学费及购买人身保险,未到指定医院进行体检或其他不符合注册条件的不予注册。不能如期注册者,应当履行暂缓注册手续。不办理暂缓注册手续而未如期注册者,视为自动退学。未注册者私自参加教学活动,学校不予承认。

第四章 学制、修业年限、培养计划与学分

第十条 本科留学生学制为4年,弹性修业年限为3~6年。休学时间计入修业年限。缩短或延长标准修业年限毕业生需办理申请手续。

第十一条 本科留学生按照本专业留学生培养计划学习课程。“汉语”和“中国概况”为必修课程。

第十二条 本科留学生实行学分制。学生按要求参加课程学习的全过程，课程成绩达到合格标准即获得该课程的学分。各门课程相应的学分详见各专业的培养计划。

第五章 考勤与纪律

第十三条 留学生应当按时参加学校教育教学计划安排的各项活动。不能参加者，应当事先请假并获得批准。无故不参加者，按旷课论处。对旷课的学生，视其情节轻重，给予批评教育、纪律处分，或按退学处理。

第十四条 留学生因故不能参加学校安排的教学活动，应事先办理书面请假手续。病假须附医院证明。请假1周以内的，由班主任或辅导员审批，并报所在学院和国际教育学院备案。请假1周以上、1个月以内的，由所在学院和国际教育学院负责人审批，并报所在学院和国际教育学院备案；最长请假时间不能超过学期三分之一。

第十五条 严禁考试（考查）、测验作弊或违纪。对考试（考查）、测验作弊或违纪者，依据《杭州电子科技大学学生纪律处分实施细则》，给予批评教育、纪律处分，或按退学处理。

第六章 课程考核与成绩记载

第十六条 为合理安排学习进程，保证外国留学生在规定时间内完成学业，每一学期学生应修课程一般不少于12学分，但也不能高于30学分。学校对学生学业完成情况进行分阶段审核。

第十七条 课程考核分为考试和考查两种。课程考核性质由培养计划规定。考试课、考查课成绩合格，即取得学分；不合格者需补考或重修，成绩合格后才能取得学分。课程成绩的评定采用百分制或五级记分制（优秀、良好、中等、及格、不及格）。考试课程的考核成绩采用百分制记分，60分为合格成绩。考查课程及实践性环节课程的考核成绩可采用五级制或百分制记分。

第十八条 授课语言为英语的本科留学生的必修课程考试实行单独出卷的考核方式。授课语言为汉语的本科留学生的必修课程考试在规定考试时间上可延迟半小时交卷，允许携带汉语词典，也可实行单独出卷的考核方式。选修课程的考试、考核方式等同其他全日制中国本科学生。

第十九条 课程成绩的记载：

- （一）课程的正常考试成绩和课程的重修成绩按实际考核成绩记载；
- （二）课程的补考成绩在60分以上的一律按60分记载（五级制记分的按及格记载），60分以下的按实记载（五级制记分的按不及格记载）；
- （三）缓考课程的成绩按实际记载；
- （四）学生考试违规、作弊的课程成绩计为“0”分，缺考的课程成绩记为“缺考”并按“0”分处理。

第七章 重修、缓考、补考、免修与学分互认

第二十条 学校实行课程考核资格审查制度。在课程考核前，任课教师对学生课程考核资格审查。学生旷课累计超过该门课程教学时数三分之一及以上者（包括实验、实习等），取消其课程期末考核资格，该课程成绩按“0”分记，并不得补考，须重新选课修读。

第二十一条 学生对已获得学分的课程成绩不满意，可以重新选课修读，成绩以最高一次记载；不及格、缺考的学生按要求进行补考或重修。

第二十二条 因故不能参加考试的，可申请缓考。学生缓考手续必须在该课程考核前办理，由学生提交书面缓考申请并附有关证明，授课语言为汉语的学生由学生所在学院分管领导批准后报开课学院，由开课学院通知任课教师，并由学生所在学院报国际教育学院和教务处备案。授课语言为英语的学生经国际教育学院领导批准后通知任课教师，并由国际教育学院备案。

学生一般不得因事缓考。缓考课程不单独安排考核，随该课程的补考进行。未参加缓考或缓考不及格者则应当重新选课修读。任选类课程不办理缓考；课程的补考也不办理缓考。

第二十三条 某门课程缺课学时达三分之一以上者，将不得参加该课程的考核。一学期累计旷课达到 50 学时、或未请假离校连续两周未参加学校规定的教学活动、或一学期请假达学期三分之一且没有申请休学者，将予以退学处理。对确实无能力完成本年级专业学习者，按学校规定做留级或劝退处理。

第二十四条 必修类和限选类课程考核不及格者，可以参加一次补考，补考后不及格者须重新选课修读。任选类课程、课外必修项目、实践性教学环节一般不设补考，须重新选课修读，特殊情况须经开课学院及教务处审批。学生考试违规或作弊的课程、被取消考试资格的课程和缺考课程不予补考，必须重新选课修读。

第二十五条 学业成绩优良、自学能力强或修读课程与其他课程时间冲突的外国留学生，可申请免修整门课程。对于免修的课程，须参加该课程的期末考核。考核合格，即获得该课程学分。免修考核合格获得学分视为选课修读考核合格获得学分。

第二十六条 学生可根据校际间协议跨校修读课程。在其他学校已获得的课程成绩及学分，经学校审核确认后予以认可。

第八章 转专业与转学

第二十七条 留学生原则上不允许转专业。特殊情况须经国际教育学院、教务处及相关学院同意后方可。

第二十八条 留学生确需转专业须有正当理由。由留学生本人提出书面申请，并附相关佐证材料，报国际教育学院、教务处审核，经分管校领导批准后，方能转入新专业学习。

第二十九条 学校一般不办理留学生转学手续。

第九章 休学与复学

第三十条 留学生有以下情况，经学校批准，予以休学：

(一) 因病经学校指定医院诊断证明, 需停课治疗、修养时间超过一学期教学周三分之一以上者。

(二) 根据考勤, 一学期缺课(含请假)累计超过该学期教学周三分之一以上者。

(三) 因某种特殊原因, 本人申请或学校认为必须休学者。

第三十一条 休学时间一般以一学年为一期。休学期满后仍不能复学者, 经本人申请, 学校批准, 可继续休学一学年, 但学生在校期间休学次数不得超过两次, 休学年限不得超过两学年。

第三十二条 休学的留学生应在一周内办理休学手续离校, 逾期不办理者视作已处于休学状态, 由学校直接执行其休学程序。学校保留其学籍并上报出入境管理部门备案。学生在休学期间不享受在校留学生任何待遇, 原享受的各类奖学金、助学金和补贴停发。学生在休学期间发生的事故由学生本人及其监护人负责, 学校对学生在休学期间所发生的一切事故不承担任何责任。

第三十三条 留学生休学期满前一个月, 需向学校提出复学申请, 经学校审核同意后, 方可复学。休学期满后两周内不办理复学手续的学生视为自动退学。因病休学的学生必须有医院诊断证明已恢复健康, 并按学校要求进行复查, 复查不合格者应继续休学或退学。复学的留学生按照其学业状况编入原专业的相应年级学习。休学学生一般不予提前复学。

第十章 升级、留级和退学

第三十四条 留学生每学年完成教学计划规定的课程, 经考试成绩合格者准予升级。

第三十五条 经补考后连续两学期不及格课程累计达四门及以上, 或历年不及格课程累计达8门及以上, 应予以留级。留学生在学期间留级累计不得超过两次。

第三十六条 留学生因学习困难或因其它特殊情况, 在学校规定的修业年限内可向学校有关部门提出留级申请, 批准后予以留级。

第三十七条 凡留级的学生, 编入下一年级相同专业学习, 已经修读并且已通过的课程, 可申请免修。其学费按照学校全日制本科学生的有关规定执行。

第三十八条 学生有下列情况之一者, 应予以退学:

- (一) 不论何种原因, 在学制允许范围内(含休学)未完成学业的;
- (二) 休学期满, 在学校规定的期限内未提出复学申请或申请复学复查不合格者;
- (三) 开学1个月内未注册而又无正当理由者;
- (四) 经医院诊断证明患有疾病或意外伤残无法继续学习者;
- (五) 隐瞒既往病史、不能坚持学习者;
- (六) 未经批准连续两周未参加学校规定的教学活动者;
- (七) 考试作弊达到两次以上者;
- (八) 本人申请退学, 经劝说无效者。

第三十九条 对主动申请退学者，须经留学生本人签字，国际教育学院和教务处同意。由于客观原因本人不能到现场签字的，必须由国际教育学院提供相关材料证明系留学生本人申请退学，再经教务处审批。

第四十条 对外国留学生的退学处理，由国际教育学院提出处理意见、国际交流合作处审核、国际交流合作处呈送分管校领导签批后，报校长办公会议研究决定。退学处理决定由国际教育学院送达留学生本人签收。因特殊情况无法送达本人或本人拒绝签字的，由国际教育学院记录在案，并有两人以上（含两人）在场人员签字证明。国际教育学院同时报上级主管部门和出入境管理部门注销其居留许可。退学的留学生，必须在下达退学决定书之日起的一周内办理完退学手续离校。

第四十一条 留学生退学后相关工作，按下列规定办理：

（一）经诊断为不符合相关体检标准，有相关疾病（包括意外伤残）者，由其家长或监护人负责领回。

（二）对退学的留学生，学校发给退学证明。

（三）退学的留学生不得申请复学。

第四十二条 留学生如对退学处理如有异议，可参照学校有关申诉处理规定办理。

第十一章 毕业与学位授予

第四十三条 留学生在学校规定的修业年限内，完成以下条件的留学生，准予毕业，学校发给毕业证书：

（一）留学生在规定年限内修完教学计划规定的课程，成绩合格，总学分须达到 130 学分（最低不少于 125 学分）。

（二）授课语言为汉语的理工科类留学生汉语水平毕业时须达到国家汉语水平考试（新 HSK）四级（含四级）以上，管理类、文科类留学生汉语水平毕业时须达到国家汉语水平考试（新 HSK）五级。授课语言为英语的本科留学生按照自愿原则参加国家汉语水平考试。

（三）转学的留学生在我国教育部认可的国内外高校学习所获得学分可以向我校申请学分互认，但最多不得超过 60 学分。转学的留学生在我校学习时间至少应满两学年并获得 60 个学分以上，其中至少包含 10 门专业必修课的学分。

（四）在校期间未因违反中国法律法规受到刑事拘留以上处分。

第四十四条 符合《关于普通高等学校授予来华留学生我国学位试行办法》（学位[1991]17号）规定的本科生可获得学士学位。

毕业审核时，外国留学生所获总学分比培养方案规定学分少 15 学分以内（含 15 学分）者，作结业处理，由学校发给结业证书。持结业证书的外国留学生，可在学习年限内申请返校、重修、补考其未取得学分的课程和完成相关教学环节，重修、补考及格者按流程换发毕业证书，毕业时间从换发之日算起。

第四十五条 学生提前达到毕业要求，由学生本人申请，学生所在学院同意，由国际教育学院和教务处审核，学校批准，可提前毕业，发给毕业证书。提前毕

业的学生应于毕业学期开学后一个月内办理申请手续。

第四十六条 毕业、结业、肄业和学位证书遗失或损坏，经本人申请，学校核实后出具相应的证明书。证明书与原证书具有同等效力。

第四十七条 已毕业学生的学历证明和历年成绩单（中英文）均应由教务处审核、盖章，统一出具。

第十二章 附则

第四十八条 本规定自文件下发之日起开始实行，由国际交流合作处、教务处负责解释。

Academic Regulations of HDU International Students

(For Undergraduate Students)

Chapter 1 General Code

1. This regulation is formulated according to the "University Student Regulations", "Regulations on Colleges and Universities Accepting International students" and "Entry and Exit Regulations of the People's Republic of China" in order to standardize the management of HDU international students.
2. The regulation applies to all HDU full-time undergraduate students.

Chapter 2 Application Requirement and Procedures

3. International students who have graduated from high school, and have reached the Chinese language requirements of HDU can apply for the undergraduate programs taught in Chinese. The university will evaluate the students' Chinese language level, high school transcripts, etc. to determine their placement. For students who apply for programs taught in English, there is no Chinese language requirement. Other requirements remain the same, however.
4. The School of International Education (SIE) is responsible for the preliminary evaluation of the applicants' documents then SIE will report to the International Office and Academic Affairs Department for further remarks. An admission letter and JW202 form will be sent to the international students who have been approved to enroll into the university by SIE. The Academic Affairs Department will arrange the students into different programs and assign student ID numbers.
5. International students who are currently attending another college or university can apply to transfer to HDU. SIE will evaluate the application documents. Qualified students will be recruited to join the HDU's class. Credits earned at the previous institution can be transferred if they meet the criteria of HDU after being approved by the Academic Affairs Department.

Chapter 3 Admission, Registration and Obtaining the Current Student's Status

6. International students should register at SIE with (1) admission notice, (2)

passport scan and (3) medical examination form before the due time. Students who fail to register within the first two weeks of the semester will forfeit their participation in the program. Exceptions can be made if the student encounters extenuating circumstances beyond their control.

7. After the admission, the school will re-check the application documents according to this regulation. Students with falsified documents will be dismissed from the program.

8. Students who are diagnosed with diseases by an upper second-class hospital and are not fit to attend the classes will retain his/her admission qualification. During the retention of admission, he/she will not have student status. Students can apply for reentrance admission when he/she recovers from the disease after treatment. If the diagnosis made by the school designated hospitals meets medical requirements, re-enrollment procedure will be made. If a student is unqualified or the student fails to apply for admission procedures in due time, the admission will be cancelled.

9. At the beginning of each semester, international students should take tuition payment vouchers, etc. to register within the stipulated time. Students who fail to pay tuition fees and buy health insurance, doesn't take medical examination or do not meet the other registration requirements are not allowed to register for classes. Students who do not register before the due time should apply to defer their registration. Students to do not defer his/her registration will forfeit their position in the program. Unregistered students may not attend classes or other academic activities.

Chapter 4 Length of Schooling, Training Plans and Credits

10. The length of undergraduates' schooling is 4 years; which is flexible to 3~6 years. Students who needing to shorten or prolong the normal study period should go through the proper application procedures.

11. International students (undergraduate) shall follow the training programs tailored specifically to his/her own major. "Chinese Language" and "Survey of China" are compulsory courses.

12. International students are under the credit system. Students have to attend the entire process of course study. Only by reaching the qualified standard of the course, could students receive the credits of the course. For corresponding credits of each course, see the training programs of each major.

Chapter 5 Attendance and Discipline

13. International students should attend all teaching activities arranged by school on time. The students who cannot attend should ask for leave and permission in advance. The students who do not attend these activities without asking for leave will be regarded as being absent from the class. The absent students will be subject to appropriate disciplinary punishment or expelled according to the situation.

14. International students who can't participate in the assigned teaching activities shall submit their request for leave beforehand in writing. A medical certificate is required for any sick leave. The leave within one week shall be approved by the head teacher and the counselor and within one month by the related school and SIE. Any request for leave shall be submitted to both the school and SIE. Generally, the maximum time accumulated for a leave is 2 weeks.

15. Any student caught cheating or violating disciplines on examinations shall receive disciplinary punishments or expelled according to the Student Disciplinary Rules at Hangzhou Dianzi University.

Chapter 6 Course Assessment, Accomplishment Evaluation and Grade Record

16. To ensure the international students accomplish all the courses on time, every semester the students must study no less than 12 credits and no more than 30 credits. The university will approve the students' academic accomplishment by stages.

17. Course assessment includes examinations and quizzes. The nature of course assessment is set according to the training plan. If a student passes courses after examinations and quizzes, he/she shall obtain credits; if not, he/she is required to have a make-up exam or retake the course. Only after passing the exams will the credits be obtained. The evaluation of course grade adheres to Hundred Marking System or Five-level Marking System (excellent, good, medium, pass, fail). The Hundred Marking System shall be used to register the marks of examination courses. The Hundred Marking System or Five-level Marking System shall be used to register the marks of test courses and practice courses.

18. The paper of compulsory course examinations shall be separately made for international undergraduates of English-taught programs. The international undergraduates of Chinese-taught programs are allowed to take Chinese dictionaries

and hand in exam papers with a half-hour delay beyond the set time in compulsory exams. The testing papers can also be separately made. The examination and test mode of optional courses are equal to Chinese full-time undergraduates.

19. Records of the course grade:

- The standard examination and the make-up examination results of the courses will be recorded according to the actual scores.

- If the score of the make-up exam is over 60 points, it shall be recorded as 60 points (or be recorded as “pass” in Five-levels Marking System) and if the score is below 60 points, it shall be recorded as real scores (or be recorded as “fail” in Five-levels Marking System) .

- The score of the course that is examined by delayed exam is recorded by its actual score.

- The score will be “0” if the student cheats in this course. Any student absent from the exam will be marked “missing the exam” as well as a “0” for the missed.

Chapter 7 Retaking Courses, Delayed Exams, Supplementary Exams, Exemption and Recognition of Credits

20. The school practices a system of course qualification exams. Before the course assessment, students should be examined by this system by his/her teachers. If the student’s total absences exceeds one third of the course hours, he/she will be disqualified from the final exams and the course score will be "0" with no chance to participate in the make-up exams. Furthermore, he/she must register to take the course.

21. If students are not satisfied with the score/grade they have obtained, they can opt to retake the course upon completion of the course the higher final grade will be recorded. However, if students do not pass the exam or are absent from the exam, they must take the make-up exam or repeat the course.

22. Students can apply for delayed exams if they cannot take the exam on the original date. The procedures of delayed exams must be handled before the original exam date. Students should submit the written application and relevant evidence for absences (such as illness or injury). For students who are taught in Chinese, the delay must be approved by the vice Dean of their respective schools. After they receive approval, the student’s school should notify the school responsible for the course in question. It is then the school’s duty to notify the instructor of the delay. Students

should monitor this process to ensure their needs are adequately met. Also, the school which the students belong to should also notify SIE to record.

For the students who are taught in English, if approved by the vice Dean of SIE, SIE shall notify the course teachers and record the change.

Generally, students should not delay exams. The delayed exams are not arranged separately, but with the same time of the make-up exams of the courses. If students do not take the delayed exams or do not pass it, they must retake those courses. Optional and make-up courses are not allowed to apply delayed exams.

23. Students absent for more than one third of a course will not be allowed to attend the course exams. International students whose cumulative absenteeism exceeds 50 class hours, who leave school fail to attend the school teaching activities for more than two consecutive weeks without permission, or times of asking for leave exceed one third of the semester without applications to suspend schooling, must resign from the program. As for the students who really have no ability to complete the academic courses of the year, he/she will either repeat the course from the university in accordance to university policies.

24. For those who did not pass the compulsory courses and optional courses, they can take the supplementary exams once. But they must repeat the course if they fail to pass the supplementary exams. Optional courses, extracurricular compulsory courses and practical education sector do not usually have supplementary exams. In a particular case, the student's application should be first examined and approved by both the school who offers the courses and the Academic Affairs Office. Students who violate of examination regulations, cheat, and/or miss an examination have no chance to take supplementary exams. They must retake the entire course.

25. For International students who in good academic standing can apply for being excused from the course if a schedule conflict arises. However, students are required to take the final examination of the course. Credits of this course will only be obtained after passing the exam. The credits obtained in this way are equally authentic with the credits obtained through regularly attending the course.

26. Students can take cross-registrations according to the Inter-university agreements. The grades and credits obtained in other institutions can be accredited after auditing.

Chapter 8 Major Switch and School Transfer

27. International students are not allowed to switch majors. Exceptions are made only

when approved by SIE, the Academic Affairs Department, and related schools only under special circumstances can the student switch his/her major.

28. International students who want to switch his/her major require valid explanations. Applications should be submitted to SIE and the Academic Affairs Department relevant documents with attached. Only with the approval of the vice president in charge of International Affairs and/or Academic Affairs can students switch to the new major.

29. Generally the university does not deal with the school transferring procedures for international students.

Chapter 9 Suspension of Schooling and Study Resuming

30. International students meeting the following criteria, will be suspended from their studies at HDU per the approval of the university:

- Due to illness proved by the diagnosis of school-designated hospitals, the student needs to stop classes for treatment for more than one-third of teaching hours of the semester.

- Being absent from classes (including leave of absence) for more than one-third of teaching time of the semester.

- The student applies to suspend his/her studies due to extenuating circumstances, or when the university determines suspension is necessary.

31. The suspension is generally for one-year period. For those who cannot return to the university upon the expiration of suspension, he/she should hand in the application of suspension. Only with the approval of the university, can he/she continue to postpone their studies for another year. The accumulative suspension time is not allowed to exceed two years.

32. International students should apply for suspension a week in advance. During this time they should not come to the university to participate in educational activities. If they fail to apply for suspension on time, they will be regarded to be already in the suspension period. The university would then perform the suspension procedures, which include: revoking and reporting to the Exit & Entry Administration Bureau. During their suspension, all scholarships, grants and subsidies will be suspended. Students and their guardians, rather than the university, should take the responsibility if any accidents occur during the suspension.

33. International students should submit their application for returning to the

university one month before their suspension expires. Once approved, they can return to the university. Those who do not apply for reinstatement within two weeks after the suspension expires will forfeit their status as HDU students. Students who suspend their studies due to illness need hospital's certificate of their recovery when coming back to the university. The university will re-check the students' health situation. If the university medical services deem them unfit to return to class, the students should continue their suspension or drop out of the university. Students who return to the university should study with the next year group of students in the same major.

Chapter 10 Upgrade, Repetition, and Drop Out of School

34. International students who accomplish all courses in the major curriculum and pass their exams every semester are allowed to upgrade.

35. International Students who fail examinations of 4 courses for two consecutive semesters, or 8 courses in the previous school years need to repeat the failed courses. During the entire school year, international students' repetition may not exceed twice.

36. International students who have learning difficulties or have other special problems can apply for repetition from the university's authorities. The repetition is valid only with their approval.

37. Students who take the repetition will be incorporated into the next grade students in the same major. They can apply for exemption for the courses have already been taken. Their tuition fees will be charged in accordance with the provisions for full-time undergraduate students of HDU.

38. The students will receive the academic dismissal if they qualify for any of the following criteria:

- Students who fail to accomplish their studies in the allotted time (3-6 years) regardless of any reason.

- Students who fail to submit their reinstatement application or if the application can't pass the university's re-check in the allotted time.

C. Students who don't register in one month after the semester starts and without a valid excuse and documentation.

D. Students who are diagnosed diseases or accidental dismemberment and cannot study any more.

E. Students who conceal their past medical history.

F. Students who don't participate in the prescribed teaching activities for two

consecutive weeks without permission.

G. Students who cheat in exams more than twice.

H. Students who apply to drop out.

39. Students who apply to drop out should provide the signature of their parents or guardians and obtain the permission of SIE and the Academic Affairs Department. For those who cannot sign on sit, SIE shall provide documents to prove it is the students' own application, and submit to the Academic Affairs Office for approval.

40. When receiving application to drop out, SIE shall provide suggestion and submit to the International Office for approval. The International Office reports to the vice president in charge of International Affairs for signature before reporting to the Presidents' Council to make the final decision. The final decision shall be sent by SIE to the international students to sign. In circumstances that the decision cannot be sent to the students or the students cannot sign, SIE will record and sign on the student's behalf. At the same time, SIE will report to the governmental department and the Exit & Entry Administration Bureau to cancel the students' residence permit. The students must finish the drop out procedure within one week.

41. Remaining problems for students who drop out shall be solved according to the following regulations:

- Students who are diagnosed with diseases (including accidental disability) or do not meet the medical standards should return home to their parents or guardians.

- The university shall issue a quit-school certificate for students who drop out.

- Students who drop out cannot apply to return to the university.

42. If there are any doubts or objections with the dismissal, please consult the relevant materials to manage your appeal.

Chapter 11 Graduation and Degree Awarding

43. International students who accomplish the following conditions within the period of study regulated by the university will be approved to graduate and obtain degrees.

- Complete required courses with qualified grades and the total credits exceeding 130 (the minimum is 125) within the period of study at HDU.

- International students in Science and Engineering major programs taught in Chinese must pass HSK level 4 before graduation. Those who are in management and humanities major programs taught in Chinese must pass HSK level 5 before graduation. Undergraduate international students taught in English can attend HSK

voluntarily, though it is not required.

- Transfer students who received the credits which are no more than 60 from the institutions at home and abroad approved by Chinese Ministry of Education can apply to HDU. Transfer students must study at least 2 years, and obtain at least 60 credits which include the credits of 10 major compulsory courses.

- No criminal record or violation of Chinese laws during their stay at HDU.

44. The graduates who are in accordance with the "The Trial Project of Awarding Chinese Degrees to International Students" (File Code: [1991]17) can receive their degrees. International students whose credit number is 15 (included) or less than the required number will only receive a Certification of Completion of their study from the university. These students can apply to return to the university to re-study, do supplementary examinations for those courses that they failed to get credits, and/or finish the required education sectors. If they pass the supplementary examinations, they will receive the Certification of Graduation and the date of graduation will be recorded.

45. Student who has fulfilled the graduation requirements ahead of schedule can apply for EARLY GRADUATION. Once examined and verified by SIE and the Academic Affairs Department and approved by the university, the students will be issued the Certification of Graduation ahead of time. EARLY GRADUATION application must be submitted within one month after the start of the student's final semester.

46. For loss or damage of the certificates of graduation, completion, study and/or degree, the university will issue related documents after enrollment verification. The documents are equally authentic with the original certificates.

47. Graduated students' degrees and transcripts (including Chinese and English) shall be verified, stamped and provide by the Academic Affairs Department.

Chapter 12 Supplementary Regulation

48. This regulation shall come into force from the date of this file has been issued. The International Office and the Academic Affairs Department are responsible for the interpretation of this regulation.

49. The English version of this regulation is translated according to the Chinese version. Any argument or understanding problems on this regulation shall refer to the Chinese version for clarification.

Classroom Regulations

for

HDU International Students

1. Classroom Discipline

- (1) All international students should abide by the HDU classroom regulations. Students should attend class on time. Students are not allowed to be late, leave early or be absent. Ask for leave if you have to leave campus.
- (2) If you are late for class within 10 minutes, you will be recorded as a latecomer; three times of being late is regarded as one absence. If being late for more than 10 minutes, it will be recorded as absence.
- (3) Students must listen carefully in class and finish schoolwork, experiment reports and each requirement assigned by teachers on time.
- (4) Students are not allowed to answer telephone, chat topics irrelevant to teaching materials and not allowed to leave classroom without teachers' permission.
- (5) Students are not allowed to smoke, make noises to disturb others in the teaching building and classroom.

2. Leave permit

- (1) All international students are not allowed to travel during normal studying days.
- (2) During weekends, holidays including summer and winter vacations, students who will leave Hangzhou and have a travel to other places must report to the School of International Education and fill in a destination form. (Joy is responsible for this)
- (3) If you have to ask for leave for whatever reasons, please do according to the following procedures:
 - a) Within 1 day, ask the course teacher for permission. After getting permission, report to the office of international education school. (Erin is responsible for this)
 - b) More than 2 days, fill in the application form, attach proof of hospital, and get approval signature from the international education school. (Anne is responsible for this)
- (4) Generally you cannot ask for leave for more than 2 weeks within one term (including weekends).
- (5) Those who leave campus without asking for leave will be treated as absence.

3. Rules in exams

- (1) All international students should take part in exams. However, those who have been registered for being absent for 50 hours are not allowed to take exams.
- (2) Those who cannot take final exams for some special reasons must fill in the written application form one week before the exam. After getting permission from the course teacher and SIE, students can attend the makeup exam. Otherwise the exam result of this course will be registered as "0".

(3) If being late for the exam over 10 minutes, students' test qualification of this course will be canceled and the exam result of this course is registered as "0".

(4) All international students are not allowed to cheat in exams. Those who cheat in exams will be registered as "0" in the course result.

4. Rewards and Penalties

(1) Attendance and the classroom performance of international students will be directly related to scholarship.

(2) The serious violators will be treated equally as any other Chinese students and punished in accordance with the relevant regulations of Hangzhou Dianzi University for Chinese students.

(3) Exchange students' performance on campus will be reported to the exchange universities.

(4) All international students' weekly attendance record will be put on the exhibition window.(Erin is responsible for this)

From Application To Enrollment

Documents for Application

1. Passport scan
2. Highest Degree/Diploma earned
3. Transcript of all previous study
4. Medical Examination Result
5. Application form

Documents for Registration

1. 8 hard copies of photo (35×45mm, white background)
2. Send digital photo, the information page, visa page and the page with the entry stamp to zenghh@hdu.edu.cn
3. Current address & cell phone number

Medical Examination

Add: No.228, Zhong he Zhong Road, 1st Floor of Jin Ji Building

Without breakfast

The result will be post to your address via express mail within 3~5 days. Please leave the work staff this address: 杭州下沙高教园区杭州电子科技大学国际教育学院, 联系电话: 13666681947

Fees: about RMB460

Residence Permit

Add: No. 35, Hua Guang Road, Hangzhou, Hangzhou Entry & Exit Administration Bureau

Documents:

- Proof of enrollment from the university
- Temporary household registration
- Passport (original)
- 1 picture (35×45mm, white background)
- Application form
- Visa Application for Study in China (the yellow page)
- The Admission Letter

Work time: 8:30am~12:00, 2:00~5:00pm

Fees: RMB400 (for less than 364 days)

Payment of Tuition and Fees (For RMB only)

Receiving Bank: Industrial and Commercial Bank of China (ICBC) , Zhejiang
Branch Hangzhou Gaoxin Sub-branch (Swift: ICBKCNBJZJP; UID No: 354248)

Bank add: 242# Wen'er Road, Hangzhou, Zhejiang, China

Beneficiary Customer:

Beneficiary's Account No:

1202026209008806216

Beneficiary's Name: Hangzhou Dianzi University

Tel: 0086 571 8691 5021

Add: Xiasha Higher Education, Hangzhou, Zhejiang, China

Tuition & Fees:

All the fees shall be paid within a week of your registration.

The fees are listed as followings:

● **Registration fee:**

RMB400

● **Tuition fee:**

RMB 6300 (one semester, Chinese language program)

RMB16000 (Bachelor's program in Arts)

RMB18000(Bachelor's program in Science and Engineering)

RMB19600 (Master's program in Arts)

RMB 22600 (Master's program in Science and Engineering)

RMB0 (exchange programs)

● **Accommodation fee:**

RMB900 one month

RMB4050 for one semester, RMB8100 for one year

Registration fee: RMB400

● **Insurance fee:**

RMB500 one year

RMB300 half year

(According to the Chinese government rules, all international students must buy insurance when they come to study in China.)

Living Security Reminders & Dormitory Rules

1. Students are to sign an Accommodation Contract with the university if you choose to live at the university's dormitory.
2. Before moving out of the dormitory, inform the SIE staff and finish the leaving procedures at the Housing Service Center (NO. 38 building, 1st floor), including clean the room, clear the electricity bills and return the keys to the duty office.
3. Renting an apartment out of HDU campus, please fill out the application form (ask SIE for the form or download at www.sie.hdu.edu.cn). Submit the form to SIE office for permission and submit a copy of contract with the landlord.
4. Living at a resident's home, please inform SIE with the exact address and contact phone number. Go to the local police station with passport to do the registration for foreigners within 24 hours upon your moving in. Without registration at the local police station may lead illegal stay in China.

For living at the university dormitory:

1. It is forbidden to hold any activities against the law and the university rules in the dormitory.
2. Transferring or subleasing of rooms without permission is forbidden.
3. It is forbidden to damage or disassemble or refit the installations in the dormitory. A fine will be charged for any damage or loss of public property.
4. Save the electricity and water resources. Every room has 120kwh/month for free use. The extra part of the electricity fee shall be covered by the students who live in one suite.
5. Follow the fire precautions regulations. Electric appliances like rice cooker, microwave and magnetic stove, are not allowed to be used in the dormitory.
6. Plug off all the electric appliances when you finish using them. No fire and incense are allowed in the dorms.
7. Inflammable and explosive substances are not allowed in the dormitory. Anyone who causes accidents must pay for the losses and if the case is serious, judicial authorities will give criminal sanctions.
8. Do not hold parties with dancing and loud music, or to create undue noise in the dormitory or hold any activities that may disturb study and rest of others.

9. Keep your room and the surrounding clean. Don't place or store personal belongings such as shoes in the corridors or put anything on the windowsill.
10. Don't throw objects out of the window nor keep poultry or pets in the dormitory.
11. Keep the personal belongings in a safe place and remember to lock the door and windows when leaving the dorm.
12. In case when any accident happened, such as robbery, fire etc. or you find some strangers in your rooms, please dial the reception number or the number of the security office (86915110).
13. Cooperate with dormitory staffs when they need to get into your room for necessary check. Please don't change the door locks by yourself.
14. Visitors are supposed to present ID to the duty staff at the entrance of the dormitory building and fill in a Visitor's Form, which is to be signed by the host and returned to the entrance security guard when the visitor leaves. Visitors are not permitted to stay overnight in the dormitory and must leave before 22:00.

Some phone numbers for emergency:

Fire: 119

Police: 110

Medical: 120

Hangzhou Tourist hotline: 96123

Taxi Call: 28811111 (the downtown taxi only)

Emergency Contact Person: Joy, 136 6668 1947

Work Schedule for the Spring Semester 2013/2014

月 /Month	星期 /Week	日期/Date	活动/Content	时间地点 /Time & Place
Mar	第三周 (3-9日)	Mar. 5 (Wed)	学生例会/Meeting for all the Int'l students	1:30pm, 6-221
			与语伴汉语志愿者见面/Meeting with Language partner students	
			宣布奖学金评审制度/Regulations on Scholarship application & evaluation	
			介绍学校与专业/Introduction of HDU and programs	
		新生报到、交费、办理相关手续/New students' registration, payment and related affairs		
		Mar. 9 (Sun)	参观“敦煌艺术展”(与团委志愿者一起)/Visit the Dun Huang art exhibition (together with the Youth League volunteers)	8:50am, Meeting at the North Gate 1
		Mar. 26 (Wed)	学生例会/Meeting for all the Int'l students	
		Mar. 28 (Fri)	家庭访问日报名/Sign Up for Chinese Family Visit	
	第八周	Apr. 5-7	清明节/Toom-Sweeping Festival (Qing Ming)	
	第九~十周	Apr. 16-22	期中考试/Mid-term exams	
	Apr. 23 (Wed)	学生例会/Meeting for all the Int'l students		
	Apr. 25-28	第七届“汉语桥”在华留学生汉语大赛报名/Sign up for the 7th Chinese Proficiency Competition for Foreign Students in China		
May		May 1-3	劳动节/Labour Day	
		May 4 (Sun)	上课/Class & Work	
		May 14 (Wed)	学生例会/Meeting for all the Int'l students	
	第十四周 (19~23日)		家庭访问日/Chinese Family Visit	
Jun		May 31~Jun 2	端午节/Dragon Boat Festival	
		June 4 (Wed)	学生例会/Meeting for all the Int'l students	
		Jun 9~18	期末考试/Final Exam	
		June 19	暑假开始(无短学期学生)/Summer Vacation for students who don't have short-term.	
		June 30	各类奖学金申请截止	
		Jun 19-July 2	短学期/Short term	

杭州电子科技大学下沙校园平面图

