



廣東工業大學
GUANGDONG UNIVERSITY OF TECHNOLOGY



广东工业大学国际学生手册 International Student Handbook of GDUT

广东工业大学国际交流学院

International Exchange College, Guangdong University of Technology

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国际学生守则

Code of Conduct for International Students

第一条 遵守中国法律法规，尊重社会公德和风俗习惯。

Article 1 International students of IEC shall abide by the laws and the regulations of China and respect Chinese moral codes and customs.

第二条 遵守学校校规校纪，服从学校和学院的教育管理。

Article 2 International students shall observe regulations and disciplines of the university and accept the supervision of the college.

第三条 尊重各个国家的文化与传统，团结、平等、友爱。

Article 3 International students must show their respect for the cultures and traditions of other countries and be solidarity, equality and friendly with others.

第四条 按时报到注册，及时缴纳学费、住宿费、保险费。

Article 4 International students are required to register on time and pay tuition and fees etc. on time.

第五条 保管好护照，按规定办理签证、居留许可手续等。

Article 5 International students should keep passports well and apply for visa, residence permit in accordance with the regulations.

第六条 按照教学、培养计划的要求，完成各项学习任务。

Article 6 International students should attend courses according to the teaching schedule.

第七条 尊敬老师，规范办理请假手续，不迟到、不早退。

Article 7 International students should respect teachers and staff, and follow the rules to ask for leave. Arriving late or leaving early without permission is not allowed.

第八条 积极参加学校组织的文化交流、文艺、体育活动。

Article 8 International students are encouraged to join in the exchange activities of recreation or sports.

第九条 按时作息，文明上网，不影响他人的学习、生活。

Article 9 Be a civilized dweller. Keep good living habits and civil internet access service. It is not allowed to engage in activities that will interrupt other people's study or rest.

第十条 诚实守信，考试不作弊，不剽袭他人的学术成果。

Article 10 International students should be honest in exams and papers. Plagiarism, collusion, or cheating are forbidden.

第十一条 维护校内公寓生活秩序，严禁借宿、留宿他人。

Article 11 International students are required to keep the Dorm's safety and maintain normal order of studying and living. It's forbidden that visitors stay overnight in the apartment or students transfer their rooms.

第十二条 学习期间，禁止就业、经商或从事经营性活动。

Article 12 International students cannot be employed to work or do business during their study.

第十三条 爱护校园环境，保持公共卫生，爱护公共财产。

Article 13 Take good care of the public environment and properties.

第十四条 校园内不得有传教、宗教聚会等任何宗教活动。

Article 14 Missionary work and religious activity are forbidden on campus.

第十五条 禁止酗酒滋事、打架斗殴、聚众闹事等行为。

Article 15 International students' behavior, which breaks the rules of public security such as excessive drinking, fighting or mobbing, is forbidden.

第十六条 严禁无证、无照、酒后驾驶摩托车等机动车辆。

Article 16 Drink and drive, or driving without a license are strictly prohibited.

第十七条 防火、防盗、防信息诈骗，保护生命财产安全。

Article 17 Prevention of fire, theft and wire fraud to protect students' life and property safety.

第十八条 涉毒违法，严禁购买、销售、吸食大麻等毒品。

Article 18 Drugs are strictly forbidden. GDUT has zero drug tolerance.
Prevention of fire, theft and wire fraud to protect students' life and property safety.

国际学生注册报到 International Students Registration

每学期开学时，国际学生本人须在指定时间到国际交流学院办理开学报到注册手续（具体注册时间见学校开学通知）。

At the beginning of each semester, international students are required to register on-site in person at the International Students Affairs Office of IEC in accordance with the announced registration time.

一、注册报到所需材料

(一) 在校本科生、研究生、汉语言生

1. 有效护照和签证（原件和复印件）
2. 学费缴费凭证、住宿费缴费凭证（限校内住宿）
3. 临时住宿登记表
4. 有效保险凭证
5. 照片回执（限签证延期）

I. Needed Documents

(I) For Current Chinese Language, Undergraduate and Graduate Students

1. Valid passport and visa (Original and copies)
2. Voucher of Tuition payment, Accommodation fee (On-campus Accommodation only)
3. Registration Certificate of Temporary Residence for Visitors (If applicable)
4. Valid Voucher of Insurance
5. Photo Receipt (For visa extension only)

(二) 新生

1. 有效护照和签证（原件和复印件）

2. 学费缴费凭证、住宿费缴费凭证（限校内住宿）
3. 临时住宿登记表
4. 有效保险凭证
5. 照片回执和 2 张照片
6. 录取通知书
7. 体检报告
8. 其他相关文件，如最高学历证明和成绩单等

(II) For New Students

1. Valid passport and visa (Original and copies)
2. Voucher of Tuition payment, Accommodation fee (On-campus Accommodation only)
3. Registration Certificate of Temporary Residence for Visitors (If applicable)
4. Valid Voucher of Insurance (If applicable)
5. Photos Receipt and 2 Photos
6. Admission Letter
7. Medical Checkup Report
8. Other relevant documents, such as highest degree certificate or diploma, transcript.

根据学校有关规定，超过注册期限 14 天未按规定注册者，将被取消入学资格或视为自动退学。

According to related regulations of the university, students who fail to register as required, such as exceed the registration deadline by 14 days, will be disqualified for admission or deemed to have automatically withdrawn from the university.

银行缴费信息

Bank Information

Pay in China

在中国境内支付

账户名称: 广东工业大学
单位地址: 中国广州大学城外环西路 100 号
开户银行: 中国工商银行广州市第三支行
银行账号: 3602028909000196985

Pay Out of China

在中国境外支付

银行名称: 中国工商银行广东省分行
Bank Name: Industrial and Commercial Bank of China, Guangdong Provincial Branch
银行账户名称: 广东工业大学
Bank Account Name: Guangdong University of Technology
银行账号: 3602028909000196985
Bank Account Number: 3602028909000196985
银行国际代码: ICBKCNBJGDG
Bank SWIFT Code: ICBKCNBJGDG
银行电传: 441016 ICBHS CN
Bank Telex: 441016 ICBHS CN
CNAPS: 102581000030

注意: 请访问中国人民银行官方网站获取最新人民币汇率。

Note: Please visit the official website of The People's Bank of China for latest RMB exchange rates.

国际学生的收费等以人民币计价, 收费政策有调整的将另行通知。

All fees are in Chinese Yuan RMB. Fees may be subjected to updates to maintain accuracy and will be notified in a timely way. IEC reserves the right of final interpretation.

国际学生保险 International Students Insurance

按中国教育部规定，来华留学生必须购买中国境内的医疗保险，用于支付可能出现的意外伤害的费用以及大病住院的医疗费用，以及在紧急情况下提供医疗救助。学校实行国际学生全员保险制度。国际学生必须按照国家有关规定和学校要求投保。对未按照规定购买保险的，应限期投保，逾期不投保的，学校不予录取；对于已在学校学习的，应予退学或不予注册。

教育部推荐的医疗保险为中国平安保险公司“来华人员综合保险保障计划”团体险。保险涵盖了中国境内（不含港澳台）公立医院的意外伤害医疗费用和大病住院的医疗费用，并且提供紧急医疗救援服务。国际学生可于报到注册当日，即时购买中国平安保险公司提供的医疗保险。保险公司将提供保险服务卡（如图），学生可拨打400-810-5119 进行咨询、理赔的业务。

The regulation of Ministry of Education of China requires that all international students must be medically insured throughout their entire planned period of study. The insurance will cover the cost of any possible accident and the medical expenses of major diseases in hospital, also offer medical aid in an emergency for international students.

Schools implement the system under which all international students shall be covered by insurance. International students must be insured in accordance with the relevant provisions of the state and the requirements of the schools. An international student who fails to purchase insurance in accordance with the relevant provisions shall be insured within a prescribed time limit; otherwise, he or she shall not be enrolled by the school. If the student has already studied at school, he or she shall be dropped out of school or shall not be registered.

As an international student, you are not eligible for any Chinese welfare assistance, and if you are uninsured, you are held legally responsible for paying all your medical expenses during your stay in China. Without insurance, you might experience financial ruin resulting from a serious accident or illness. This could prevent you from completing your studies in China.

International students are required to purchase the Comprehensive Insurance Plan online before the registration or on the day of registration. Students can purchase the medical insurance from Ping An Insurance Company of China. The company will provide insurance service card and the number 400-810-5119 for consulting and claims. Without valid medical insurance, international students are not allowed to register.

The medical insurance recommended by the Ministry of Education is “Comprehensive Insurance & Protection Scheme for foreigners Staying in China” of Ping An Insurance Company. This insurance basically covers the fees of accidental injury in public hospitals and major diseases in the hospitals of mainland China (excludes Hong Kong, Macao and Taiwan). Plus, it provides the service of emergency medical aids.

购买指南

Purchase Instruction

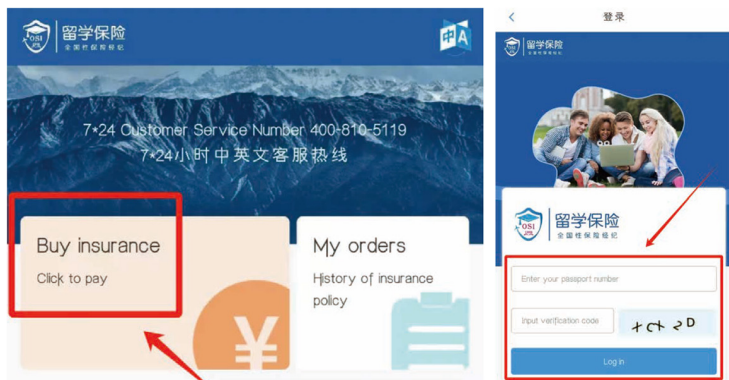
【方法一】手机端购买 / Mobile Terminal

1. 手机扫描二维码或浏览器访问留学保险网。

1. Scan the QR code or input www.lxbx.net into your browser.



2. 进入界面后点击“支付保费”或“立即缴费”。
2. After entering the interface, click “Click to pay” or “Pay now”.
3. 填写“证件号码”和“验证码”登录。
3. Fill in “passport number” and “verification code” to log in.



4. 请点击选择就读学校。
4. Please select your university.
5. 阅读《免责声明》等 5 项文件全部阅读并点击下一步。
5. Please read and click all the 5 titles above, and click to confirm the next.



6. 确认个人信息，选择保期并确认缴费金额。

6. Please confirm your information, select the duration of insurance and confirm the payment.

(1) 点击确认核对个人信息，如果护照号码有误，可直接修改；如其他个人信息有误请联系电话：4008105119 进行修改。

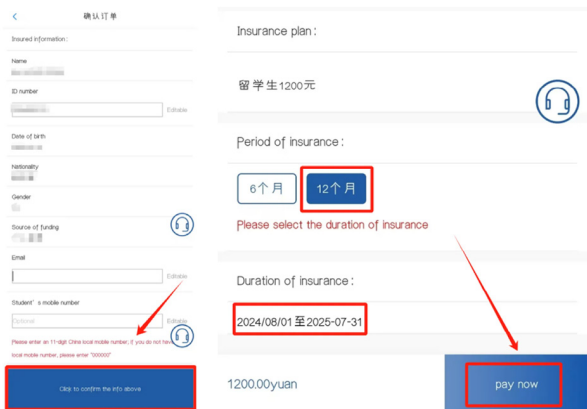
(i) If you have a Chinese mobile phone number, please fill in, in the meantime click and confirm your personal information. If there an error in your passport number, you can change it directly. If there is any other error in your information, please contact the insurance company to modify it, contact number: 4008105119.

温馨提示：有新的中国大陆境内手机号时，请及时登录【我的订单】进行更新。

Kindly Reminder: Please log into [My Orders] on time to update your new China Mainland mobile phone number when you have one.

(2) 请选择保险期限，核对保险期间并确认交费金额，点击立即支付。

(ii) Please select the duration of insurance, confirm duration and payment and click 'Pay now'.



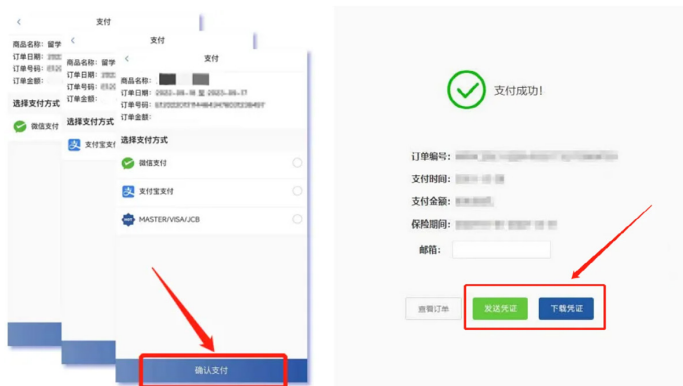
The screenshot displays a two-column interface for confirming an insurance plan. The left column, titled '确认订单' (Confirm Order), contains a form for 'Insured information' with fields for Name, ID number, Date of birth, Nationality, Gender, Source of funding, Email, and Student's mobile number. A red arrow points to the 'Student's mobile number' field, which has a note: 'Please enter an 11-digit China local mobile number; if you do not have a local mobile number, please enter "000000"'. Below this is a blue button labeled 'Click to confirm the info above'. The right column shows the 'Insurance plan' details: '留学生1200元' (Overseas Student 1200 Yuan), 'Period of insurance' with options for '6个月' and '12个月' (the latter is selected and highlighted with a red box), and 'Duration of insurance' showing '2024/08/01 至 2025-07-31' (highlighted with a red box). A red arrow points from the '12个月' selection to the 'Duration of insurance' field. At the bottom, the total amount '1200.00yuan' is shown, and a blue button labeled 'pay now' is highlighted with a red box.

7. 进行网上支付时，支付方式有微信、支付宝和银行卡。

7. During on line payment, you can pay online by WeChat, Alipay or bank card.

8. 支付成功后可以在“我的订单”中找到订单，点击“发送凭证”或“下载凭证”获取电子凭证。

8. After successful completion of payment, you can find the order in “My Order”, click “Send Receipt” or “Download Receipt” to obtain an electronic receipt.



广东工业大学招收和培养国际学生管理办法

Regulations on the Enrollment and Cultivation of International Students at GDUT

第一章 总则

Chapter I General Provisions

第一条 为进一步规范我校国际学生管理，推进国际学生教育高质量发展，根据《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第 42 号）、《来华留学生高等教育质量规范（试行）》（教外〔2018〕50 号）、《中华人民共和国外国人入境出境管理条例》（国务院令第 637 号）、《广东省高等学校招收和培养国际学生实施细则》（粤教外〔2021〕37 号）等上级有关文件精神，结合学校实际，制定本办法。

Article 1 To further standardize the administration of international students and advance the high-quality education development of international students, these Regulations are formulated in accordance with the Administrative Measures for the Enrollment and Cultivation of International Students by Schools, Higher Education Quality Standards for International Students in China (Trial), Regulations of the People's Republic of China on the Administration of the Entry and Exit of Foreigners, Implementation Rules for the Enrollment and Cultivation of international students by Higher Education Institutions in Guangdong Province, and other relevant policies, combined with the practical circumstances of the university.

第二条 本办法所称国际学生，是指根据《中华人民共和国国籍法》不具有中国国籍且在我校接受教育的外国学生，含学历生和非学历生。学历生包括本科生、硕士研究生和博士研究生；非学历生包括汉语进修生、国际交换生、联合培养学生等。

Article 2 The term ‘international students’ in these Regulations refers to foreign nationals without Chinese citizenship under the Nationality Law of the People’s Republic of China who are enrolled at the university, including degree-seeking and non-degree students. Degree-seeking students include undergraduates, graduate students, and doctoral students. Non-degree students include Chinese language program students, exchange students, and joint-program students.

第三条 学校国际学生教育的发展定位是：围绕学校“三步走”发展战略，按照“大规模、优化结构、规范管理、保证质量”的指导原则，培养知华友华的国际学生，服务学校“1+2+3”攀撑计划学科提升工程、高水平创新型大学建设和教育对外开放。

Article 3 The strategic positioning for the development of international students education at GDUT is to cultivate international students who are knowledgeable about and friendly toward China, aligned with the university’s ‘Three- Steps’ development strategy, guided by the principles of ‘expanding scale, optimizing structure, standardizing management, and ensuring quality’, and in service of the university’s ‘1+2+3’ Discipline Enhancement Plan, the construction of a high-level innovative university, and the expansion of educational internationalization.

第二章 工作机制及工作职责

Chapter II Mechanisms and Responsibilities

第四条 学校成立国际学生工作领导小组（以下简称“领导小组”），其工作职责是统筹协调学校国际学生相关管理工作，制订审议国际学生的相关政策，协调解决国际学生管理中的重大问题，宏观指导相关工作。

领导小组组长由分管国际事务的校领导担任，国际合作与交流处和国际交流学院主要负责人任副组长，成员包括教务处、学生工作处、研究生院、财务处、保卫处、

国际合作与交流处、总务部、国际交流学院等相关职能部门和单位负责人。

领导小组下设办公室，办公室设在国际交流学院，办公室主任由国际交流学院分管国际学生工作的负责人兼任。

Article 4 The university establishes a Leading Group for international students Affairs (hereinafter referred to as ‘LG’) to coordinate international student management, formulate policies, resolve major issues, and provide macro-level guidance.

The Leading Group is chaired by the vice president who supervises international affairs, with the heads of the International Office and the International Exchange College serving as vice chairs. Members include heads of the Teaching Affairs Division, Students Affairs Division, Graduate School, Finance Division, Security Division, General Affairs Division, and other relevant units.

The LG office is located within the International Exchange College, with its director appointed by the College’s responsible person for international students affairs.

第五条 国际合作与交流处是学校国际事务的主管部门，负责指导和督导外事政策执行和相关业务开展。

Article 5 The International Office is the university’s authority for international affairs, responsible for guiding and supervising the implementation of foreign affairs policies and operations.

第六条 国际交流学院是学校国际学生管理工作的专门机构，归口承担学校国际学生的招收、日常教育和管理服务等工作，其主要职责包括：

- （一）负责国际学生招生与录取工作；
- （二）负责国际学生项目开发与运营工作；
- （三）负责国际学生相关信息与数据的审核与统一报送及报备工作；

(四) 负责协助国际学生办理来华学习有关的签证、出入境和停居留手续，提供相关事务指导、咨询和服务；

(五) 负责与上级主管部门对接学籍事宜，含学信网注册、学籍异动、毕业等信息的上报与备案等；负责全英授课本科国际学生班的日常教学管理，预科教育、国际中文教育相关课程教学及建设，协调配合相关专业培养单位做好专业建设、教学改革等方面的工作；

(六) 负责做好国际学生奖学金管理、违纪管理和校友工作；

(七) 其他国际学生日常教育和管理服务工作。

Article 6 The International Exchange College serves as the specialized unit for international students administration, administering enrollment, daily education, and management. Its responsibilities include:

(I) Recruitment and admission of international students;

(II) Development and operation of international students programs;

(III) Verification, reporting, and filing of international students data;

(IV) Assistance with visa, entry-exit, and residence permit procedures;

(V) Coordination with competent authorities on student status registered on the China Higher Education Student Information Network (Chsi.com.cn) (e.g., registration, adjustments, graduation); Be responsible for the daily teaching management of all-English-taught undergraduate international students, teaching and curriculum development of preparatory and Chinese language education, in cooperation with relevant colleges to conduct discipline construction, teaching reform.

(VI) Scholarship administration, student discipline management, and alumni engagement;

(VII) Other daily educational and administrative services.

第七条 教务处负责组织审定国际学生本科生培养方案、培养计划以及课程教学质量标准；统筹管理国际学生全英文授课和单独开班授课本科专业的专业建设工作；协同培养过程中教学活动的组织安排，下达教学任务；指导专业培养单位开展毕业、结业、肄业和学位授予资格的审定工作；填报国际学生本科生学位系统及制作毕业证书、结业证书、肄业证书和学位证书等。

Articles 7 The Teaching Affairs Office is responsible for organizing and reviewing undergraduate program specifications, academic program, and course teaching quality standards for international students. It supervises the development of English-taught undergraduate programs and separately established classes for international students, coordinates the organization of teaching activities throughout the educational process, and assigns teaching tasks. Additionally, the office guides academic units in reviewing qualifications for graduation, program completion, partial completion, and degree conferral. It also manages data entry into the international students' undergraduate degree system and handles the preparation of graduation certificates, program completion certificates, partial completion certificates, and academic degree diplomas.

第八条 学生工作处负责指导做好国际学生的日常教育和管理服务工作。

Article 8 The Student Affairs Office is responsible for supervising the daily education, management, and support services for international students.

第九条 研究生院负责组织审定国际学生研究生培养方案和培养计划；协调培养过程中教学活动的组织安排，下达教学任务；审核专业培养单位报送的国际学生研究生导师资格；审核毕业和学位授予资格，负责学位授予和学位信息备案工作等。

Article 9 The Graduate School is responsible for organizing and reviewing graduate program specifications and education plans for international students.

It coordinates the organization of teaching activities during the training process, assigns academic tasks, and reviews supervisor qualifications for international graduate students submitted by academic schools. The school also examines graduation and degree conferral eligibility, supervises degree awarding procedures, and manages degree information filing processes.

第十条 财务处负责国际学生的报名费、学费、住宿费 etc 费用收取和相关费用的结算办理。

Article 10 The Finance Office is responsible for collecting application fees, tuition fees, accommodation fees, and handling the settlement of related charges for international students.

第十一条 保卫处负责住校国际学生的安全保卫与教育工作；协助向上级主管部门和相关部门报送国际学生相关信息。

Article 11 The Security Office is responsible for the safety, security, and educational guidance of on-campus international students, and assists in submitting relevant information about international students to higher-level authorities and related departments.

第十二条 总务部负责住校国际学生的后勤保障工作。安排国际学生入住学生宿舍，做好宿舍生活设施维护。

Article 12 The General Affairs Office is responsible for providing logistical support to on-campus international students. This includes arranging accommodation in student dormitories and ensuring the maintenance of residential facilities.

第十三条 网络信息与现代教育技术中心负责国际学生一卡通制作及授权等相关工作；校内相关职能部门（单位）按照协同推进教育对外开放的原则，根据其工作职责

责范围，参照中国学生为国际学生提供相关支持服务。

Article 13 The Network Information and Technology Center is responsible for the production, authorization, and management of campus smart cards for international students. Relevant university departments and units, guided by the principle of collaborative advancement of educational internationalization, provide support services to international students within their respective functional scopes, following the standards and practices established for domestic students.

第十四条 校内相关专业培养单位是学校国际学生培养工作主体，主要负责国际学生的学籍管理、培养方案编制、学科专业建设、课程建设、教学组织与管理、毕业和学位授予等培养管理工作，协助做好国际学生考勤和综合评定，协调国际学生参加本单位组织的适合其参与的课内外活动，如教学实习、社会实践等。

Article 14 The relevant academic schools are responsible for professional education within the institution and shall serve as the primary entities for international students' cultivation. Their principal duties include: academic registration management, formulation of educational programs, disciplinary and program development, curriculum construction, organization and administration of instruction, and oversight of graduation and degree conferral procedures. These units shall assist in implementing attendance tracking and comprehensive evaluations for international students, while coordinating their participation in appropriate academic and extracurricular activities organized by the unit, such as instructional internships, social practice initiatives, and other pedagogically aligned engagements.

第十五条 校内其他职能部门和培养单位可在本办法的基础上，结合本部门（单位）工作职责，制定具体管理细则和 workflows，报领导小组备案审查。

Article 15 Other functional departments and academic units within the

institution may, based on these regulations and in accordance with their respective operational responsibilities, formulate specific implementation rules and operational procedures. Such documents shall be subject to submission to the Leading Group for review and archival purposes.

第三章 招生与录取

Chapter III Enrollment and Admission

第十六条 学校招收国际学生的专业、规模根据学校国际化发展战略等情况确定，不受中国学生招收计划限制。

Article 16 The recruitment of international students in terms of academic programs and enrollment scale shall be determined based on its internationalization development strategy and related factors, independent of and not subject to domestic student enrollment quotas.

第十七条 国际交流学院综合学校国际化战略等情况，拟定年度国际学生招生简章经领导小组审定后发布和实施。

Article 17 The International Exchange College shall develop the annual admissions prospectus for international students in alignment with the university's internationalization strategy and related considerations. This document shall be submitted to the Leading Group for review and approval prior to its official release and implementation.

第十八条 学校招收国际学生的遴选方式为申请审核与入学考核相结合。申请到我校学习或进修的外国公民应具备中国政府和相关主管部门规定的相应资格，并符合学校入学条件，具体要求参见年度招生简章。

Article 18 The selection mechanism for international students admissions shall combine application review with entrance assessment. Foreign nationals

applying for academic study or advanced training at this institution must possess the requisite qualifications prescribed by the Chinese government and relevant regulatory authorities, while concurrently meeting the institutional admission criteria. Specific requirements shall be detailed in the annual admissions prospectus.

第十九条 国际交流学院负责国际学生录取执行、数据报备与文件制作等工作。

非学历生由国际交流学院直接审批；学历生由国际交流学院会同专业培养单位、教务处（本科生）或研究生院（研究生）等完成校内审批。国际学生的签证居留许可等原则上与国际学生学习时限保持一致，涉毕（结）业国际学生的，签证居留许可原则上自动顺延不超过 1 个月以便国际学生处理离校和出境等事务。完成校内审批后，国际交流学院按例行业务工作事项自动受权加盖校章后报广东省教育厅等上级部门审批。

国际交流学院负责将国际学生相关数据信息动态报备学校非学历教育管理办公室、学生工作处、国际合作与交流处、保卫处、总务部等相关部门（单位），并做好与教育部、广东省教育厅等相关部门的数据对接工作。

Article 19 The International Exchange College shall be responsible for the execution of international students admissions procedures, data reporting, and document preparation. Non-degree students shall be subject to direct approval by the International Exchange College. Degree-seeking students shall undergo institutional review through collaborative processes involving the International Exchange College, relevant academic units, the Teaching Affairs Office (for undergraduate programs), and the Graduate School (for postgraduate programs).

Visa and residence permits for international students shall, in principle, align with their study duration. For students approaching graduation or program completion, such permits shall be automatically extended for up to one month to facilitate departure procedures and exit arrangements.

Upon completion of institutional approval processes, the International Exchange College shall submit documentation to superior departments, including the Guangdong Provincial Department of Education, for final approval, with routine authorization to affix the university seal in accordance with standard administrative protocols.

第二十条 学校鼓励和支持各专业培养单位积极拓展与国外院校科研机构的各种短期交流项目，注重与走出海外的企业机构合作定制个性化培养项目。校际合作项目与定制培养项目的国际学生录取和接收，在符合国际相关规定的前提下按合作协议的约定执行。

Article 20 The University hereby encourages and supports all academic units responsible for professional education to proactively develop diverse international exchange programs with overseas academic and research institutions, encompassing both long-term and short-term initiatives. Particular emphasis shall be placed on prioritizing collaboration with overseas-based corporate entities to design customized educational programs tailored to specific institutional requirements. student admissions and enrollment under inter-institutional collaboration programs and customized training initiatives shall be governed by the provisions outlined in corresponding cooperative agreements, contingent upon compliance with international regulatory standards. These processes shall be executed in strict adherence to the terms stipulated in cooperative agreements while maintaining full alignment with applicable international conventions and institutional protocols.

第二十一条 学校将采取投入专项英文课程建设经费、提高英文授课课酬和研究生指导费等措施，鼓励和支持各专业培养单位积极创造条件开办英文授课专业，为国际学生提供英文授课课程或课程模块。

Article 21 The University shall implement a series of measures, including

but not limited to allocating special funds for English curriculum development, enhancing remuneration for English-medium instruction, and increasing graduate supervision fees. These initiatives aim to incentivize and support academic schools across disciplines in creating requisite conditions to establish English-taught programs, thereby providing international students with access to English-instructed courses or modular course offerings.

第四章 学籍与教学管理

Chapter IV Student Status and Teaching Management

第二十二条 国际学生入学注册、转专业、转学、复学、退学等事宜参照中国学生学籍管理有关规定执行。

Article 22 Matters pertaining to international students, including but not limited to matriculation, registration, program transfer, institutional transfer, reinstatement, and withdrawal, shall be governed by the same student status administration regulations applicable to Chinese students.

第二十三条 以中文为专业教学语言的专业，国际学生毕业时中文能力应当达到《国际汉语能力标准》五级水平。以外语为专业教学语言的专业，本科生毕业时中文能力应当至少达到《国际汉语能力标准》四级水平，硕士研究生、博士研究生的中文能力应当至少达到《国际汉语能力标准》三级水平。

Article 23 For academic programs where Chinese serves as the primary medium of instruction, international students shall attain Level 5 proficiency as defined in the International Chinese Language Proficiency Standards upon graduation.

For programs utilizing foreign-language as the primary medium of instruction:

(1) Undergraduate students shall demonstrate at minimum Level 4 proficiency

under the International Chinese Language Proficiency Standards;

(II) Postgraduate candidates (master's and doctoral) shall demonstrate at least Level 3 proficiency under the said Standards.

第二十四条 根据学校学籍管理及有关规定达到相应条件的国际学生可获得毕业证书、结业证书、肄业证书或者写实性学习证明，符合学位授予条件的国际学生学历生，经学校学位评定委员会审议通过，可获得相应学位证书。

Article 24 International students who satisfy the prescribed conditions under the university's academic status regulations and relevant provisions shall be eligible to obtain either a graduation certificate, completion certificate, discontinuation certificate, or authenticated study record.

For degree-seeking international students meeting the academic degree conferral criteria, the corresponding academic degree certificate shall be conferred upon review and approval by the University Degree Evaluation Committee.

第二十五条 国际学生课程体系、学分要求等应参照我国相关专业学位授予标准制定，根据国家教育对外开放战略的有关要求和国际学生实际，可对部分课程和教学环节进行适当调整。教务处或研究生院应当定期复审国际学生学历生培养方案并进行必要修订，以适应国家和社会需要，顺应国际学生教育发展形势。

Article 25 The curricular frameworks and credit requirements for international students shall be formulated with reference to China's discipline-specific degree conferral standards. Where necessary, appropriate adjustments may be implemented to specific curricular components and pedagogical modules, in accordance with the national education internationalization strategy and the practical needs of international students.

Furthermore, the Teaching Affairs Office or Graduate School shall conduct periodic reviews of degree program frameworks for degree-seeking international

students and implement necessary revisions, ensuring alignment with national and societal imperatives while adapting to evolving trends in international students education.

第二十六条 汉语和中国概况应当作为国际学生学历生必修课。政治理论课应当作为学习哲学、政治学专业的国际学生学历生的必修课，其它专业的免修政治理论课。国际学生不参加国防教育环节和军事课程，含军事理论教学和军事技能训练。汉语类课程由国际交流学院负责，中国概况类课程由国际交流学院和其它相关单位协同负责。

Article 26 Chinese language and Chinese Civilization Overview shall constitute compulsory course components for all degree-seeking international students. Political Theory courses shall be mandatory for international students pursuing programs in Philosophy and Political Science, while students in other disciplines shall be exempted from such requirements.

International students shall be exempt from participation in National Defense Education components, including both military theory instruction and military skills training.

Instructional Responsibilities:

(I) Chinese language courses shall be administered by the International Exchange College;

(II) Chinese Civilization Overview courses shall be delivered through collaborative responsibility between the International Exchange College and relevant academic schools or institutions.

第二十七条 国际学生教学管理参照中国学生的教学管理要求执行。相关专业培养单位应指定专人负责国际学生的日常教学管理工作，了解国际学生的学习需求，并及时做好信息、咨询等方面服务工作。

校内相关专业培养单位应将国际学生的学习和考勤等情况及时提交国际交流学院。国际交流学院按照上级相关部门的要求，及时上报相关考勤和学习情况。

Article 27 The teaching administration of international students shall be implemented in accordance with the requirements for Chinese students. Relevant Academic schools shall designate dedicated personnel to administer the daily teaching management of international students, understand their academic needs, and provide timely services in information dissemination and consultation.

Academic schools within the university shall submit international students' academic performance and attendance records to the International Exchange College in a timely manner. The International Exchange College shall, in compliance with directives from superior authorities, promptly submit reports regarding relevant attendance and academic status to higher-level departments.

第二十八条 国际学生的课程考核、成绩评定与记载、免修、缓考、成绩管理与使用等事宜按照中国学生有关规定执行。

Article 28 The course assessment, grade evaluation and recording, course exemption, deferred examinations, grade management and utilization, and other academic matters pertaining to international students shall be implemented in accordance with the relevant regulations applicable to Chinese students.

第二十九条 国际学生学历生入学后，经学生申请、学校同意，可以转专业。相关细则由国际交流学院、教务处和研究生院共同制定。

Article 29 Degree-seeking international students may apply for academic program changes subject to university approval after enrollment. Detailed implementation procedures shall be jointly formulated by the International Exchange College, Teaching Affairs Office, and Graduate School.

第三十条 相关专业培养单位应当规范组织国际学生学位论文的评阅、送审、答辩等环节，并按照要求对国际学生学位论文进行学术不端行为检测、同行专家匿名评阅、学位论文抽查等工作。

Article 30 Relevant academic schools shall standardize the administration of international students' thesis evaluation processes, including review procedures, submission for evaluation, and defense mechanisms. In accordance with established protocols, mandatory academic integrity verification, anonymous peer review by disciplinary experts, and random sampling of theses shall be conducted for degree candidates' dissertations.

第三十一条 使用外国语言接受学历教育的国际学生，学位论文应使用中文或培养方案中规定的授课语言进行撰写，论文摘要应为中文；学位论文答辩应使用中文或培养方案中规定的授课语言。

Article 31 Degree students taught in a foreign-language medium shall compose their dissertations in Chinese or the language of instruction specified in the academic program, with the abstract mandatorily presented in Chinese. Thesis defense proceedings shall be conducted in Chinese or the language of instruction prescribed by the academic program.

第三十二条 国际学生研究生在申请学位论文答辩时的科研成果要求，在符合学校相关规定的前提下，由专业培养单位确定，并报学位办公室备案。

Article 32 International graduate students' academic research achievement requirements for thesis defense applications shall be determined by their respective academic schools subject to the university's relevant regulations, with such determinations filed with the Degree Office for archival purposes.

第三十三条 国际学生发生学籍异动或受到奖惩时，校内相关专业培养单位或管理部门应当及时告知国际交流学院，国际交流学院视不同情况按相关规定通报上级有关部门。

Article 33 Upon occurrence of academic status alterations or disciplinary actions involving international students, relevant academic schools or administrative departments shall promptly notify the International Exchange College. The International Exchange College shall, depending on the circumstances, report such matters to superior authorities in accordance with applicable regulations, with all notifications being documented through official channels.

第三十四条 相关专业培养单位组织国际学生进行市外教学实习和社会实践时，应当及时告知国际交流学院，国际交流学院视不同情况按相关规定通报出入境管理部门。在选择实习或实践地点时，应当遵守国家有关涉外规定。如条件具备且确有必要，可允许国际学生回国实习，但需制定相应的配套教学管理措施。

Article 34 Relevant academic schools organizing off-campus internships or social practice activities for international students beyond municipal boundaries shall provide timely notification to the International Exchange College. The International Exchange College shall, based on the nature of the circumstances, report such activities to immigration authorities in accordance with relevant regulations. The selection of internship or practice locations must comply with national foreign affairs regulations. Where operational conditions permit and substantive necessity exists, international students may be authorized to conduct internships in their home countries, provided that corresponding academic management protocols are established and implemented.

第三十五条 相关专业培养单位在国际学生培养过程中遇到教学和学籍管理等相关问题，应主动联系教务处或研究生院等协调解决，国际交流学院提供有关国际学生政策法规方面的咨询服务，并协助开展学生沟通工作。

Article 35 Relevant academic schools encountering pedagogical or enrollment administration issues during international student cultivation shall proactively coordinate with the Teaching Affairs Office or Graduate School for resolution. The International Exchange College shall provide consultative services regarding policy interpretation and regulatory compliance for international students, while rendering assistance in facilitating student communication processes.

第五章 日常管理服务

Chapter V Daily Management Services

第三十六条 国际学生应当遵守中国法律法规，尊重中国风俗习惯，遵守学校校纪校规，完成学校学习任务。违反《中华人民共和国出境入境管理法》《中华人民共和国治安管理处罚法》《中华人民共和国外国人入境出境管理条例》和《中华人民共和国境内外国人宗教活动管理规定》等法律法规的，由公安等主管部门依法处理。违反校规校纪的，按学校学生违纪处分办法等相关规定处理。

Article 36 International students shall comply with Chinese laws and regulations, respect Chinese customs and cultural norms, abide by institutional disciplinary regulations, and fulfill prescribed academic requirements. Violations of the following legal provisions, including but not limited to the Exit and Entry Administration Law of the People's Republic of China, Public Security Administration Punishment Law of the People's Republic of China, Regulations on the Administration of the Entry and Exit of Foreigners, and Provisions on the Administration of Religious Activities of Foreigners within China, shall be subject to lawful disposition by public security authorities and other competent government departments. Infractions of institutional disciplinary regulations shall be addressed

pursuant to the institution's disciplinary measures for student conduct violations and related administrative protocols.

第三十七条 国际学生入学时应当按照相关规定到中国卫生检疫部门办理《外国人体格检查记录》确认手续或者进行体检。经体检确认患有《中华人民共和国出境入境管理法》规定的严重精神障碍、传染性肺结核病或者有可能对公共卫生造成重大危害的其他传染病的，由公安机关依法处理。

Article 37 International students shall, upon enrollment, complete confirmation procedures for the Foreigner's Physical Examination Record or undergo medical examinations at designated Chinese health quarantine authorities in accordance with applicable regulations. Individuals diagnosed with severe mental disorders, active pulmonary tuberculosis, or other infectious diseases potentially posing significant public health risks as defined under the Exit and Entry Administration Law of the People's Republic of China shall be subject to lawful disposition by public security authorities.

第三十八条 学校实行国际学生全员保险制度。国际学生必须按照要求投保。对未按照规定购买保险的，应限期投保，逾期不投保的，学校不予录取；对于已在学校学习的，应予退学或不予注册。未按要求投保的国际学生，期间发生任何意外伤害或医疗事故，一切责任自负。

Article 38 The institution shall implement a universal insurance system for all international students. International students shall procure insurance coverage as prescribed. Those failing to obtain insurance in accordance with regulations shall be granted a remedial enrollment period to obtain coverage. Failure to comply within the stipulated time-frame shall result in admission disqualification; enrolled students failing to maintain valid insurance shall face deregistration or academic standing revocation. International students without compliant insurance coverage

shall bear sole responsibility for any accidental injuries or medical incidents occurring during uninsured periods.

第三十九条 国际学生报到注册时应缴纳报名费、学费、住宿费及按规定需缴纳的其他相关费用。报名费、学费与住宿费等收费标准见当年国际学生招生简章或查询学校信息公开网；校际交流项目类项目收费标准按校际交流约定执行，定制类项目收费标准等由国际交流学院按相关规定报批备案后执行。相关费用由学校财务处收取和退还，费用结算币种为人民币。

Article 39 International students shall pay registration fees, tuition fees, accommodation fees, and other applicable charges as prescribed upon enrollment. Fee schedules for registration, tuition, and accommodation shall be published in the annual international students admissions brochure or made available through the university's official information disclosure platform. Fees for inter-university exchange programs shall be implemented in accordance with bilateral agreements, while customized program fees shall be executed by the International Exchange College following regulatory approval and filing. All payments and refunds shall be processed exclusively by the Finance Office, with the settlement currency denominated in Chinese Yuan (RMB).

第四十条 报名费在新生报到注册时一次性缴纳。学历生学费原则上按学年收取，学年中途退学、转学以及被开除学籍者，已收取的学费不转不退；学年中途休学者，所缴纳的学费不退，复学后可延续使用；学年中途入学的，须缴纳当前学期的全部学费；学历生住宿费和其他相关费用据实缴纳。学历生因各种原因休学后复学、转专业以及从其他学校转入的，按其新编入的年级、专业的收费标准按起始学期缴纳学费，差额部分实行多退少补。

非学历生按学习时限缴纳学费，其他相关费用据实缴纳。学习中途退学、转学以

及被开除者，所缴纳的学费不退不转；校内住宿费退费时按月结算，未满一月者，该月住宿费概不退还，押金按规定退还。已办理签证或居留许可者，需变更签证或注销居留许可后方可申请办理退费手续。非学历生违反中国法律法规如受到治安管理规定和出入境管理规定处罚的，予以退学处理。

Article 40 The registration fee shall be paid in full upon initial enrollment. Degree-seeking students shall pay tuition fees on an annual basis. Students withdrawing, transferring, or facing academic standing revocation mid-academic year shall not be entitled to tuition refunds or transfers. Those taking academic leave mid-year shall retain paid tuition for use upon resuming studies. Students enrolling mid-academic year shall pay full tuition for the current semester. Accommodation fees and ancillary charges for degree students shall be assessed based on actual usage.

Degree-seeking students resuming studies after academic leave, transferring academic programs, or entering from other institutions shall pay tuition aligned with their reassigned academic level and program's fee schedule, commencing from the initial semester of enrollment. Balance adjustments shall be made with refunds or supplemental payments as applicable.

Non-degree students shall pay tuition proportionate to their study duration, with ancillary fees assessed per actual usage. Withdrawals, transfers, or disciplinary dismissals mid-program shall result in forfeiture of paid tuition. Accommodation refunds shall be calculated on a prorated monthly basis; fees for partial months shall not be refunded, though security deposits shall be returned per regulations. Students holding valid visas or residence permits must complete visa modification or residence permit cancellation procedures prior to initiating refund requests. Non-degree students violating Chinese laws, including public security or immigration regulations, shall be subject to immediate deregistration.

第四十一条 国际学生入住校内宿舍的，应当在入住 24 小时内到国际交流学院办理住宿证明，并到居住地属地公安部门办理住宿登记，申办《境外人员临时住宿登记表》。国际学生校外住宿的，应当向国际交流学院提交《校外住宿备案表》，并按规定到居住地属地公安部门办理住宿登记，申办《境外人员临时住宿登记表》。国际学生住宿地址变更的，须重新办理有关手续，在国际交流学院备案，到居住地属地公安部门登记变更住宿信息。

Article 41 International students residing in university accommodation shall, within 24 hours of check-in, complete the following procedures:

(I) Obtain an Accommodation Certification from the International Exchange College;

(II) Register their accommodation with the local police station under the jurisdiction of their residence and apply for the Temporary Residence Registration Form for Foreign Nationals.

第四十二条 国际交流学院协同相关部门（单位）负责国际学生的入学教育和日常的法治与安全教育。教育内容应包括中国法律法规、校纪校规、国情校情、中华优秀传统文化和风俗习惯等内容。

Article 42 The International Exchange College shall, in collaboration with relevant departments/units, organize and implement orientation programs and ongoing legal and safety education for international students.

The educational curriculum shall include, but not be limited to, the following components:

(I) Chinese laws and regulations;

(II) University policies and disciplinary codes;

(III) China's national conditions and the university's institutional context;

(IV) Traditional Chinese culture, customs, and social norms.

第四十三条 学校设置国际学生辅导员岗位，由国际交流学院管理。配备比例不低于中国学生辅导员比例，待遇不低于中国学生辅导员。

Article 43 The university shall establish International Students Counselor positions, which shall be administered by the International Exchange College. The staffing ratio of International Students Counselors shall not be lower than that for Chinese student counselors;

第四十四条 国际学生档案由国际交流学院负责整理，并按档案管理相关要求妥善归档保存。

Article 44 The International Exchange College shall be responsible for organizing and compiling International Students Records, in accordance with relevant records management requirements.

第四十五条 国际交流学院在学校对外联络与校友事务办公室指导和相关专业培养单位协助下，做好国际学生校友工作。

Article 45 The International Exchange College shall implement and manage alumni affairs for international students, under the guidance of the Office of External Liaison and Alumni Affairs of GDUT and with the assistance from relevant academic schools.

第四十六条 学校鼓励支持国际学生参加校内各种社团活动，积极融入校园生活。国际学生可以成立学生社团，由国际交流学院统筹负责，服从学校统一管理，遵守中国法律法规和学校相关规定。

Article 46 The university shall encourage and support international students in participating in various on-campus student organizations and actively integrating into campus life. International students may establish student organizations, which shall be:

- (I) Administered under the coordination of the International Exchange College;
- (II) Subject to the university's unified administration;
- (III) Compliant with Chinese laws, regulations, and the university's relevant policies and codes of conduct.

第四十七条 学校鼓励和支持国际学生积极申报“广东省政府来粤留学生奖学金”等各级部门设立的奖学金。学校成立以分管国际事务校领导为组长，成员为教务处、学生工作处、研究生院、财务处、国际合作与交流处和国际交流学院的“广东工业大学国际学生奖学金评审工作领导小组”（以下简称“国际学生奖学金评审小组”），负责学校国际学生奖学金整体统筹，国际交流学院具体负责奖学金综合事务统筹，含组织申报、申请材料受理审核、协调评选及发放等，相关部门（单位）配合。

Article 47 The university shall encourage and support international students actively in applying for scholarships established by governmental departments at all levels, including but not limited to the Guangdong Provincial Government Scholarship for International Students in Guangdong, and shall establish the Guangdong University of Technology International Student Scholarship Review Leading Group (hereinafter referred to as the 'International Student Scholarship Review Panel'), with the following composition and responsibilities:

The International Exchange College shall undertake specific responsibilities, including organizing applications, receiving and reviewing application materials, coordinating evaluations, and disbursing funds.

Relevant departments/units shall provide collaborative support in accordance with their respective functions.

第四十八条 学校尊重国际学生的民族习俗和宗教信仰，但不提供宗教活动场所。学校内不得进行传教、宗教聚会、礼拜等任何宗教活动。

Article 48 The university shall respect the ethnic customs and religious beliefs of international students. However, the university shall neither designate nor provide venues for religious activities within campus premises. All members of the university community are strictly prohibited from conducting the following on campus:

- (I) Proselytizing or disseminating religious doctrines;
- (II) Organizing religious gatherings, worship services, or other collective religious practices;
- (III) Engaging in any form of religious activity that disrupts normal educational operations or violates Chinese laws and regulations.

第四十九条 国际学生在校学习期间可以参加勤工助学活动，但不得就业、经商或从事其他经营性活动，并根据相关要求报请国际交流学院协助办理实习签证手续。

Article 49 International students shall be permitted to participate in work-study programs during their academic tenure at the university but be strictly prohibited from: Engaging in employment; Conducting business operations; Participating in other commercial or profit-driven activities within Chinese territory. For internship-related engagements, international students shall submit a request

to the International Exchange College, which shall assist in processing internship visa documentation in compliance with applicable legal and administrative requirements.

第五十条 学校不断完善国际学生突发事件应急预案。遇国际学生突发事件，按应急预案处置。

Article 50 The university shall continuously improve the emergency response plans for incidents involving international students. In the event of any emergency involving international students, the university shall implement the corresponding emergency response plan and address the incident in strict compliance with established protocols.

第六章 附则

Chapter VI Supplementary Provisions

第五十一条 本办法未尽事宜，依据上级相关规定和学校相关规章制度执行。

Article 51 Matters not expressly stipulated herein shall be governed by the relevant regulations of superior authorities and the university's applicable rules and regulations.

第五十二条 本办法自发布之日起施行，由领导小组负责解释。原《广东工业大学外国留学生管理规定》（广工大外字〔2014〕23号文）、《广东工业大学来华留学生招生管理工作管理办法（试行）》（广工大规字〔2017〕48号文）、《广东工业大学国际学生管理工作暂行办法》（广工大规字〔2020〕9号文）和《广东工业大学国际学生签证事务管理暂行办法》（广工大规字〔2020〕10号）同时废止，凡其他有关国际学生管理与本办法不一致的，以本办法为准。

Article 52 These Measures shall enter into force upon the date of

promulgation. The Leading Group shall retain exclusive authority to interpret the provisions herein. The following documents are hereby repealed simultaneously:

(I) Regulations on the Administration of International Students at Guangdong University of Technology;

(II) Interim Measures for the Enrollment of International Students at Guangdong University of Technology;

(III) Provisional Measures for the Management of International Students at Guangdong University of Technology.

(IV) Interim Measures for the Administration of Visa Affairs for International Students at Guangdong University of Technology.

In case of discrepancy between these Measures and any other existing university regulations pertaining to international students administration, these Measures shall prevail.

Note: In case of any divergence of interpretation, the Chinese text shall prevail. GDUT reserves the right of final interpretation.

国际学生在校学习重要须知

Important Notes for International Students Studying at GDUT

根据《学校招收和培养国际学生管理办法》（教育部令第 42 号）、《中华人民共和国出境入境管理法》（主席令第五十七号）、广州市公安局出入境管理局和广东工业大学（以下简称“学校”）等相关规定，现就国际学生在华学习生活期间相关重要须知予以特别提醒。

In accordance with the Administrative Measures for the Enrollment and Cultivation of International students by Schools (Order No. 42), Exit and Entry Administration Law of the People's Republic of China No. 57, the relevant regulations of the Exit and Entry Administration of Guangzhou Public Security Bureau and Guangdong University of Technology (hereinafter as University), the followings are hereby specially reminded and informed to international students during their studies at GDUT and living in China.

（一）来华国际学生（以下简称“国际学生”）必须遵守中国法律法规及学校规章制度，尊重中国风俗习惯。若有违反，将受到中国法律法规处罚以及学校相关纪律处分。

(I) International students in China shall abide by the Chinese laws as well as university rules and regulations, respect Chinese customs and tradition. An international student who violates the laws, regulations, and provisions of the State during his or her studies in school, or violates university rules and regulations, or violates social ethics shall be subject to a punishment.

（二）外国人在旅馆以外的其他住所居住或者住宿的，应当在入住后 **24 小时内**由本人或者留宿人，向居住地的公安机关如实办理登记。

(II) For foreigners who reside or stay in domiciles other than hotels, they or the people who accommodate them shall, **within 24 hours** after the foreigners' arrival, go through the registration formalities with the public security organs in the places of residence.

(三) 国际学生所持学习类签证注明入境后需要办理居留证件的,应当自**入境之日起三十日内**,向拟居留地公安机关出入境管理部门申请办理学习类外国人居留证件。

(III) When an international student needs to apply for a residence certificate if their study visa indicate that they need to apply for residence certificates after entry, he or she shall, **within 30 days from the date of entry**, apply for a foreigner residence certificate for study to the entry and exit administrative department of the public security organ at the place where he or she is to reside.

(四) 国际学生入学时应当按照中国卫生行政部门的规定到中国卫生检疫部门办理《外国人体格检查记录》确认手续或者进行体检。经体检确认患有《中华人民共和国出境入境管理法》规定的严重精神障碍、传染性肺结核病或者有可能对公共卫生造成重大危害的其他传染病的,由公安部门依法处理。

(IV) International students shall, when entering schools, undergo the confirmation formalities for a Foreigner's Physical Examination Record with the health and quarantine departments in China or take physical examinations in accordance with the provisions of the health administrative departments in China. When it is confirmed in a physical examination that an international student suffers from serious mental disorder, infectious pulmonary tuberculosis or any other infectious disease that may cause serious damage to the public health as prescribed in the Exit-Entry Administration Law of the People's Republic of China, the public security organ shall handle the issue in accordance with the law.

(五) 在中国境内居留的外国人申请延长居留期限的，应当在居留证件**有效期限届满三十日前**向居留地县级以上地方人民政府公安机关出入境管理机构提出申请，按照要求提交申请事由的相关材料。经审查，延期理由合理、充分的，准予延长居留期限；不予延长居留期限的，应当按期离境。

(V) Foreigners residing in China who apply for the extension of the duration of residence shall, **within 30 days prior to the expiry of the validity period** on their residence permits, file applications with the exit/entry administrations of public security organs under local people's governments at or above the county level, and submit relevant information of specific application matters in accordance with relevant requirements. If upon examination, the reasons for extension are appropriate and sufficient, an extension shall be granted; if an extension is denied, the foreigner concerned shall leave China on the expiry of the validity period specified in their residence permits.

外国人非法居留的，给予警告；情节严重的，处每非法居留**一日五百元，总额不超过一万元的罚款或者五日以上十五日以下拘留**。

Foreigners who reside in China illegally shall be given a warning; where circumstances are serious, they shall be imposed with a fine of RMB 500 yuan per day, **with a cap of RMB 10,000 yuan in total, or be detained for not less than five days but not more than 15 days.**

国际学生必须按照广州出入境管理部门的有关规定及时办理居留许可登记以及变更、延期等手续。若有违反，将被依法处以罚款、拘留或遣送出境。在校国际学生**出勤率必须达到 80% 以上**。出勤率低于 80% 的国际学生，第一次给予警告，**第二次视情节取消其居留资格、缩短停留期、限期出境、予以退学等**。除特殊原因外，国际学生申请居留延期的，须向出入境管理部门提供在校的考勤登记和学习成绩单，考勤低于 80% 或学习成绩低于要求的，出入境管理部门不予办理居留延期。

International students must apply for a residence permit, change or extension on time in accordance with the relevant regulations of Exit and Entry Administration of Guangzhou Public Security Bureau. International student who violates relevant regulations shall be fined, detained or deported from China depending on their violation seriousness.

The minimum requirement of attendance must be 80%. Attendance will be summed up on a monthly basis and attendance records will be regularly reported to the Exit and Entry Administration of Guangzhou Public Security Bureau. Without satisfied attendance and examination scores, the Exit & Entry Administration (EEA) shall not process the extension of study residence permit for international students. An international student who fails to meet the requirement of attendance will be given a warning on the first occasion. On the second violation, international student shall be given a punishment ranging from duration of stay shortened, visa canceled to expelled from the university.

外国人所持签证、停留居留证件有下列情形之一的，由公安机关注销或者收缴：

1. 被签发机关宣布作废或者被他人冒用的；
2. 通过伪造、变造、骗取或者其他方式非法获取的；
3. 持有人被决定限期出境、遣送出境、驱逐出境的。

作出注销或者收缴决定的机关应当及时通知签发机关。

In one of the following circumstances, the visa, stay permit or residence permit held by a foreigner shall be canceled or confiscated by a public security organ:

1. The issuing authority declares it null and void, or it is being used fraudulently by someone else;
2. It is forged, altered, or obtained by fraud or other illegal means; or

3. The holder has been decided on a time for exit, repatriation or deportation from China.

The authority that makes a decision on cancellation or confiscation of a visa, stay permit or residence permit shall, in a timely manner, notify the issuing authority.

外国人违反出境入境管理法律规定的，可能会受到拘留、限期出境、拘留审查、遣送出境及不准入境等处理。

Foreigners violating exit-entry administration laws and regulations may be detained, ordered to exit the country within a time limit, detained for investigation, repatriated or denied entry into China etc.

学校尊重国际学生的民族习俗和宗教信仰，但不提供举行宗教活动的场所。**学校内不得进行传教、宗教聚会、礼拜等任何宗教活动。**参与非法宗教活动的，予以开除学籍。

The university respects the ethnic customs and religious beliefs of international students, but does not provide venues for religious ceremonies. **It is strictly forbidden to carry out missionary, religious gatherings and other religious activities in school.** Participating in illegal religious activities shall be subject to expulsion.

国际学生必须在学校规定的时间内缴纳学费、办理注册并完成选课，必须按照学校或学院的课程安排和教学计划参加课程学习及相应的考试或考核。对无故迟到、早退或旷课的学生，视情节轻重给予警告直至开除学籍处分。

International students must pay tuition, register and complete course selection within the stipulated time by the university, and must participate in course learning and corresponding examinations or quizzes in accordance with the

school's curriculum arrangement and teaching plan. For international students who are late for class, leave the classroom early or are absent from school without reasons or approval, the university will start with a warning and, according to the circumstances, be entitled to expel the students.

国际学生因病因事需离校或不能参加课程学习、教学活动的，必须履行请销假手续；寒、暑假期间留校学习生活必须按照规定进行申请登记。一学期内旷课**累计 60 学时以上**（按实际授课时间计），或请假无故逾期不返校**超过 2 周**，或未请假离校**连续 2 周**未参加学校规定的教学活动者，予以退学处理。

If an international student is unable to participate in course study or teaching activities due to illness or personal affairs, he/she must go through the procedures of asking for leave. If international students need to stay on campus during the winter and summer vacations, they are required to apply in advance, according to the university regulations. Those who are absent from class **more than 60 class hours** within one semester (according to the actual teaching hours), or failed to come to university overdue the leave permit time by **exceeding 2 weeks**, or failed to participate in the teaching activities stipulated by the university for **2 consecutive weeks** without asking for leave, shall be expelled from the university.

国际学生必须遵守中国和学校关于计算机网络使用的有关规定，不得登录非法网站，不得传播有害信息和虚假信息。如有违反，学校将根据情节给予严重警告直至开除学籍处分。

International students must comply with Chinese and university regulations on the use of computer networks, and are not allowed to log in to illegal websites, or spread harmful or false information. In case of any violations, the university will start with a serious warning and, according to the circumstances, be entitled to expel the students.

外国人在中国境内工作，应当按照规定取得工作许可和工作类居留证件。任何单位和个人不得聘用未取得工作许可和工作类居留证件的外国人。

Foreigners who work in China shall obtain work permits and work-type residence permits in accordance with relevant regulations. No entities or individuals shall employ foreigners who have no work permits or work-type residence permits.

外国人非法就业的，处五千元以上二万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款。介绍外国人非法就业的，对个人处每非法介绍一人五千元，总额不超过五万元的罚款；对单位处每非法介绍一人五千元，总额不超过十万元的罚款；有违法所得的，没收违法所得。非法聘用外国人的，处每非法聘用一人一万元，总额不超过十万元的罚款；有违法所得的，没收违法所得。

Foreigners who work in China illegally shall be fined not less than RMB 5,000 but not more than RMB 20,000 yuan; where circumstances are serious, they shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan.

Persons who introduce jobs to ineligible foreigners shall be fined RMB 5,000 yuan for each job illegally introduced to one foreigner, with a cap of not more than RMB 50,000 yuan in total; and entities that introduce jobs to ineligible foreigners shall be fined RMB 5,000 yuan for each job illegally introduced to one foreigner, with a cap of RMB 100,000 yuan in total; and the illegal gains, if any, shall be confiscated. Individuals or entities that illegally employ foreigners shall be fined RMB 10,000 yuan for each illegally employed foreigner, with a cap of RMB 100,000 yuan in total; and the illegal gains, if any, shall be confiscated.

国际学生**在校学习期间不得就业、经商或从事其他经营性活动**。如有违反，将根据情节轻重给予留校察看直至开除学籍处分。

International students are **not allowed to work, do business or engage in other business activities while studying at the University**. In case of any violations, violators will be given punishments ranging from academic probation to expulsion, depending on the case.

未经学校同意，国际学生不得在校内举行庆祝本国重要传统节日的活动。如有违反，将根据情节轻重对组织者进行处分。

Without obtaining the university permission, international students should not hold events to celebrate their important traditional festivals on campus. In case of any violations, the university will take disciplinary measures against the organizer, and consider both the severity and the types of violations.

严禁酗酒、打架斗殴、骚扰异性、观看淫秽录像、购物或乘车赖账、损坏公私财物、盗窃、赌博、吸毒、贩毒、卖淫、嫖娼以及其它违纪违法行为。如有违反，除受到中国法律法规的处罚外，同时还将受到学校的纪律处分。涉及毒品的违法行为，予以开除学籍。

Alcohol abuse, fights, sexual harassment, watching pornographic videos, shopping or taking a ride without paying, damaging public and private property, thefts, gambling, taking drugs, drug trafficking, prostitution, going whoring and other illegal behaviors are strictly prohibited. In case of any violations, in addition to being punished by Chinese laws and regulations, the students will also be subject to disciplinary measures by the university. Anyone who is found using or in possession of drugs shall be subject to expulsion.

严禁存放易燃、易爆、有毒物品和其他危险品，严禁到江河、湖泊、水塘和无人值守、管理的水域游泳，严禁到自然条件险恶的地方游玩，严禁参加探险、攀岩等具有危险性的活动。如有违反，造成人身伤亡、经济损失等不良后果的，由学生本人承担全部责任。

It is strictly forbidden to store flammable, explosive, toxic and other hazardous goods. It is strictly banned to swim in rivers, lakes, ponds or unattended and unsupervised water areas. International students are not allowed to go to places with hostile natural conditions, or participate in any dangerous activities such as expedition, rock climbing etc.. In case of any violations, the student shall bear all the responsibilities for the personal casualties, economic losses and other adverse consequences.

国际学生触犯中国法律法规构成犯罪者，按法律规定进行处罚。国际学生违反学校规章制度，视情节轻重按学校规定办法给予纪律处分。**受到学校纪律处分，再次发生违纪行为，或在留校察看期内有新的违纪行为的，给予开除学籍处分。**

International students who violate Chinese laws and regulations and are considered as a crime, will be given a punishment according to the law. International students who violate the rules and regulations of the university, shall be disciplined and the specific implementation shall be carried out depending on the case and the consequences and in accordance with related rules of the university. **In cases where a student receives two disciplinary violations, or those who have been given a punishment of suspension and receive additional reprimands during the suspension, will be directly expelled from the university.**

根据《广州市控制吸烟条例》和学校相关规定，**学校教学区、宿舍、餐厅以及其他室内场所禁止吸烟，违者处以五十元的罚款。**

According to Regulations of Guangzhou Municipality on Smoking Control and relevant rules of GDUT, **smoking is prohibited in teaching places, dormitories, restaurants and other indoor areas of school. Int'l students engaging in any of the acts prescribed shall be fined RMB 50 yuan.**

各项处罚、处分一经决定，学校除通知当事人外，将视情况并根据相关规定决定是否通知其本国驻华外交、代表机构或其国内派遣单位。中止在校学习者，将被取消居留资格并限期离境。

Once the penalties and disciplinary actions are decided, the university shall, in addition to announcing them to the party concerned, notify in writing the student's national diplomatic and representative offices in China or his/her domestic dispatch institutions according to the actual situation. An international student who terminated his/her studies at university shall have his/her residence permit canceled and exit China within a prescribed time limit.

国际学生公寓申请流程及管理规定

Accommodation Application and Important Notes

一、基本条件及收费标准

I. Facilities and Fees

(一) 基本情况

公寓位于东风路校区北院，其中第 2 至 9 层为学生宿舍。公寓每层 11 间，其中单人间 1 间，双人间 10 间。公寓内配置床、书桌、椅子、衣柜、空调、热水器等；每楼层设公共洗衣间和共享厨房，配洗衣机、烘干机、微波炉等。

(I) Overview

International Student Apartment No.8 Apartment Building (hereinafter referred to as “the Apartment”) is located in the North District of the Dongfeng Road Campus. Floors 2 to 9 are designated as student residences. Each floor contains 11 rooms: 1 single room and 10 double rooms. The apartments are equipped with beds, desks, chairs, wardrobes, air conditioners, and water heaters. Each floor has a shared laundry room and kitchen, equipped with washing machines, dryers, microwaves, and other appliances.

(二) 收费标准

公寓收费、退费以人民币计价。住宿押金 1,500/人，退宿时宿舍设施无损坏予以退还。住宿费不含校园无线网络、床上用品、水、电等。

1. 单人间：10,800/6 个月，21,600/12 个月
2. 双人间：6,600/6 个月，13,200/12 个月

(II) Fee

All fees are in Chinese Yuan RMB.

Accommodation deposit: RMB 1, 500/person. Refundable upon check-out if no damage is caused to the facilities.

Accommodation fees do NOT include: Campus Wi-Fi, bedding, water, electricity, etc.

Single Room: RMB 10, 800/6 months; RMB 21, 600/12 months

Double Room: RMB 6, 600/6 months; RMB 13, 200/12 months

(三) 登记申请所需材料

1. 护照原件及签证页复印件;
2. 在校国际学生证;
3. 《国际学生校内住宿登记表》含住宿须知

(III) Required Documents

1. Original passport and copy of visa page.
2. Valid international student ID.
3. Completed On-Campus Accommodation Registration Form (including Accommodation Guidelines; check attachment).

(四) 登记申请受理地点: 东风路校区图书馆 7 楼 721 室

(IV) Application Location: Room 721, 7th Floor, Library Building, Dongfeng Road Campus.

(五) 入住办理地点: 东风路校区北院 8 栋 1 楼 111 室, 总务部物业监管办公室

(V) Check-in Location: Property Supervision Office of the General Affairs Division (Room 111, 1st Floor, No.8 Apartment Building, North District Living Area, Dongfeng Road Campus).

二、注意事项

II. Important Notes

(一) 所有申请校内住宿的国际学生严格遵守《广东工业大学学生宿舍管理规定》等相关规定并按时交纳住宿费，住宿由学校总务部门统一安排；已安排校内住宿者，不得私自在校外住宿。校内国际学生公寓住宿费，一年按 12 个月计。寒、暑假期间，学校原则上不留宿学生，如因学习科研或者实习等需要留住宿舍者，必须填写申请表，办理相关审批手续。学历生须交满一年（12 个月）的住宿费，非学历生根据学习时间，交 3 个月或半年的住宿费，未按时缴费的学生将不再提供住宿。拖欠住宿费、水电费超过 1 个月者，取消校内住宿资格并追缴相关费用。

(I) All international students who apply for on-campus accommodation should promise to abide by the <Dormitory Management Regulations of Guangdong University of Technology> (hereafter as “Regulation”) and relevant rules, and pay the accommodation fee on time. Accommodation is arranged by the General Affairs Division of the university. Those who have been arranged on-campus accommodation are not allowed to live off-campus without permission. Housing fees are calculated in one year (12 months) and must be paid in full before occupancy. During the winter or summer vacation, students who need to stay in the dormitory, they must make an application and go through the relevant approval procedures. Undergraduate and graduate students must pay one year (12 months) accommodation fee; non-degree students such as language students must pay 3 months or half year’s accommodation fee according to the length of study. Students who fail to pay on time will no longer provide accommodation. Failure to settle housing, utilities, or related fees for over 1 month will result in eviction and debt recovery.

(二) 校内住宿的学生在指定的房间、床位住宿, 接受统一安排和调配, 不得擅自调换房间和床位以及将其转借、转租。学生要爱护学生宿舍公物, 要合理使用和妥善管理宿舍内的公共家具、家电、水电设施、能源设施、清洁用具、门窗墙壁、网络设施、通讯器材等。因使用不当或其他不当行为而造成公物损坏者, 按价赔偿。禁止在宿舍内存放和使用电热棒、电炉和电饭锅、电炒锅、电磁炉、电水壶等大功率电器(功率在 750W 以下的电吹风、饮水机等除外)。

(II) Students living in the dormitory must obey the unified arrangements and deployment of management personnel, stay in designated rooms and beds. Students are not allowed to exchange or use other rooms or beds without approval, and renting beds is prohibited. Students should take good care of dormitory public property, do reasonable use and proper management of dormitory public furniture, appliances, water and electricity facilities, energy facilities, cleaning appliances, doors, windows and walls, network facilities, communication equipment, etc.. Those who cause damage to public property due to improper use or other improper behavior, need to make compensation for the loss or damage according to price. It is prohibited to store and use electric stoves, rice cookers, electric wok, induction cookers, electric kettles and other high-power electrical appliances (except hair dryers and water dispensers with power below 750W) in dormitories.

(三) 学生应严格执行宿舍晚熄灯制度, 每天晚上熄灯休息时间为 23:30 至次日早晨 7:00 (周五、周六除外)。禁止在学生宿舍区内从事影响他人学习、休息的活动(如大声喧哗、打扑克、玩游戏等)。禁止在学生宿舍擅自留宿外人; 学生宿舍禁止吸烟; 严禁赌博、酗酒、吸毒、偷窃、打架斗殴等违反中国法律法规和校纪校规的行为。严禁在宿舍区饲养宠物。保持宿舍走廊、楼梯的通畅整洁, 不准把拖把、扫把、鞋及其他物品摆放在走廊、楼梯等公共通道上。

(III) Students should observe the timetable for sleeping. The rest schedule for the dormitory is from 11.30pm until next day 7am (except Friday and Saturday). It is prohibited to engage in any activities that affect others' study and rest in the dormitory area (such as loud talking, playing cards, playing games, etc.). Students are not allowed to have guests stay in their dormitory rooms. Smoking is prohibited in the dormitory. Gambling, excessive drinking, drug use, thievery, fighting, and other actions in violation of Chinese laws and/or GDUT regulations are strictly forbidden. Pets and animals are not allowed in the dorm. Keep the corridors and stairs clean, and do not place mops, brooms, shoes and other personal goods in the corridors, stairs and other public passages.

(四) 违反学校考勤规定者，将取消其校内住宿资格。退宿时，若房间破坏或设施设备、配套物品等损坏或丢失（如张贴墙纸、私自搬换家具设备等），国际学生须自行负责维修费用或照价赔偿。校内住宿经验收确认后，方可办理退宿手续。

(IV) Violators of school attendance rules will be disqualified from on-campus accommodation. Students shall be responsible for the cost of repairs or reimbursement for any loss or damage to the facilities, equipment or accessories in the room before checkout (such as put up wallpaper, move furniture without permission). Otherwise, students are not permitted to check out of on-campus accommodation until they have received confirmation of acceptance.

(五) 学生宿舍是各位同学休息生活的地方，非娱乐活动、宗教场所。宿舍严禁学生举办聚众活动，如生日派对和礼拜祭祀；不得进行传教、宗教聚会等任何宗教活动。

(V) Dormitory is a living and residential area for students, not an entertainment or religion place, any gathering activities such as birthday party, preaching or religious gatherings are forbidden.

(六) 违反宿舍管理规定者，将予以相应处罚。

(VI) The university will impose corresponding punishments on those who have violated the dorm regulations.

关于宿舍卫生与防火安全 Notice on Dormitory Hygiene and Fire Safety

为规范国际学生住宿管理，创造和谐安全、整洁舒适的学习和生活环境，保障国际学生的权益，请严格遵守宿舍防火安全规定，并遵守以下要求：

In order to standardize the management of international students' accommodation, create a harmonious, safe, tidy, and comfortable living environment, and safeguard the rights and interests of international students, please strictly comply with the dormitory fire safety regulations and adhere to the following requirements:

(一) 保持房间清洁整齐

(I) Maintain Room Cleanliness and Order

定期打扫房间，妥善处理垃圾，避免堆放杂物，以防滋生细菌。

Regularly clean your room, dispose of garbage properly, and avoid accumulating clutter to prevent the growth of bacteria.

(二) 垃圾分类投放

(II) Sort Waste for Disposal

请将可回收物和其他垃圾分类投放至指定垃圾桶，不得将垃圾堆放在走廊或公共区域。

Please sort recyclables and other waste and dispose of them in the designated bins. Do not pile garbage in hallways or public areas.

(三) 保持公共区域卫生

(III) Maintain Public Area Hygiene

请保持厨房、洗衣房等公共区域的整洁，使用后务必及时清理。

Please keep public areas such as kitchens and laundry rooms clean and tidy.

Ensure these areas are promptly cleaned after use.

(四) 禁止明火与室内吸烟

(IV) Prohibition of Open Flames and Indoor Smoking

宿舍内及走廊区域严禁吸烟，严禁向楼外抛洒或投掷物品。严禁向楼下丢掷烟头。

Smoking is strictly prohibited within dormitory rooms and hallways areas. Throwing or tossing items out of the building is strictly forbidden. Throwing cigarette butts from upper floors is strictly prohibited.

(五) 避免电源过载

(V) Avoid Overloading Electrical Outlets

请勿在插座上同时接通过多电器设备，不使用时应拔掉插头或关闭电闸。

Do not connect too many electrical devices to a single socket simultaneously. Unplug devices or turn off the circuit breaker when not in use.

(六) 公共区域严禁杂物堆放

(VI) No Storage of Personal Items in Public Areas

本人宿舍以外的区域为公共区域，公共区域严禁堆放个人物品。对于放置在公共区域的个人物品，物业管理部门有权要求学生尽快清理。如学生拒绝清理或无法确认物品所有人且堆放时间超过 1 天的，物业管理部门有权进行清理。

Areas outside of individual dormitory rooms are considered public areas. Storing personal belongings in public areas is strictly prohibited. For personal items placed in public areas, the property management department has the authority to require students to remove them promptly. If a student refuses to remove such items, or if the owner cannot be identified and the items have been left for more than one day, the property management department has the authority to remove them.

(七) 定期卫生安全检查

(VII) Regular Hygiene inspections

国际学生公寓实行定期检查制度。学校相关部门或物业管理部门将定期对国际学生公寓公共区域和宿舍进行卫生安全检查。住宿学生应当予以配合，不得以任何理由妨碍检查。检查不达标超过两次则取消住宿资格。

A system of regular hygiene inspections is implemented for the International Student Residence. Relevant university departments or the property management department will conduct periodic hygiene inspections of the public areas and individual dormitory rooms within the International Student Residence. Resident students must cooperate and shall not obstruct these inspections for any reason. Failing the hygiene inspection two times may result in the revocation of accommodation eligibility.

Violations of the above regulations will be addressed in accordance with the relevant university policies and documents.

广东工业大学国际学生收费退费管理实施细则

Rules for the Implementation of Fees Collection and Refunds of International Students GDUT

第一条 为规范学校来华国际学生收费管理，保障学校和受教育者的合法权益，根据《学校招收和培养国际学生管理办法》（教育部令第 42 号）、《关于进一步加强和规范教育收费管理的意见》（教财〔2020〕5 号）以及《广东工业大学章程》等有关规定，结合学校实际，制定本实施细则。

Article 1 In order to standardize fees management for international students of GDUT (hereinafter as students), safeguard the legitimate rights and interests of the university and students, these rules are formulated according to the Administrative Measures for the Enrollment and Cultivation of International Students by Schools, Guidelines on Further Strengthening and Standardizing the charge management of Education, Charter of Guangdong University of Technology and other regulations and documents, combining the reality of the university.

第二条 本细则适用于在学校接受学历教育（含本科生、硕士研究生和博士研究生）和非学历教育（含汉语进修生、国际交换生、联合培养学生）的各类国际学生。根据我国政府与派遣国协议来华接受教育的学生，收费政策按照有关规定执行。

Article 2 These rules apply to all students enrolled in degree programs (including undergraduate and graduate students) and non-degree programs (including Chinese language trainees, international exchange students, and joint program students) of GDUT. Students sponsored under agreements between the Chinese government and their home countries shall follow relevant fee policies as stipulated.

第三条 国际学生的收费、退费以人民币计价；国际学生交纳外币时，按收取当天中国银行公布的汇率折算外币计价收费。

Article 3 Fees collection and refunds for students shall be denominated in Chinese Yuan RMB. When students pay in foreign currency, they will be charged according to the exchange rate published by the Bank of China on the payment date.

第四条 收费

Article 4 Fees Collection

(一) 学历国际学生

(I) Undergraduate and Graduate Students

1. 报名申请来校学习，国际学生每次最多可申请 2 个同学历层次学习项目，按申请项目数在入学前缴纳报名申请费。不按规定缴费者，不予录取。无论录取与否，报名申请费不予退还。

1. Students may apply for up to 2 programs of the same academic level. The application fee shall be paid per program before enrollment. Failure to pay as required will result in disqualification. Regardless of admission status, the application fee is non-refundable.

2. 被录取的国际学生，需在开学前一次性交纳第一学年学费；自第二学年开始，可按学期缴费。校内住宿费（如有，以下同）须在入住前根据预定住宿时间一次性付清；学费须于开学后两周内足额交纳完毕。特殊情况者，可向国际交流学院提出延缓缴费的书面申请。经同意后，需在开学一个月内足额交纳学费，但须交纳收费总额 5% 的滞纳金。超过一个月未完成学费交纳手续，国际交流学院将发出催款提醒，提醒发出一周后拒不执行者按自动退学处理，已交纳的费用不予退还。

2. Admitted students must pay the first academic year's tuition fee in full before

the semester begins. From the second year onward, tuition may be paid per semester. On-campus housing fees (if applicable) must be paid in full prior to occupancy based on the reserved duration. Tuition must be settled within 2 weeks of the semester's commencement. In exceptional circumstances, students may submit a written payment deferral request to the International Exchange College. If approved, full payment with a 5% late fee must be made within 1 month. International Exchange College will send a payment reminder if payment is not made within 1 month. Refusal to pay within 1 week of the reminder will lead to automatic withdrawal, with no refunds.

3. 在校生须在每学年（学期）开学后两周内足额缴纳该学年（学期）的学费。未按规定缴纳学费者不予注册，逾期连续两周不注册者，按自动退学处理。

3. Current students must pay tuition in full within 2 weeks of each academic year (semester). Failure to pay will result in registration denial. Unregistered status over 2 consecutive weeks will lead to automatic withdrawal.

4. 留级和转换专业的国际学生，学费标准按当期转入年级专业的学费标准交纳，差额部分实行多退少补。

4. Students who are held back or change programs, tuition fee shall align with the current standards of the new grade/major. Excess fees will be refunded or deficits supplemented.

5. 校内国际学生公寓住宿费（如有，以下同），一年按 12 个月计，可以按月缴纳。住宿费需在入住宿舍前一次性付清。拖欠住宿费、水电费等超过 1 个月者，取消校内住宿资格并追缴相关费用。入住校内其他学生宿舍的，参照本细则办理。

5. Housing fees are calculated monthly (12 months/year) and must be paid in full before occupancy. Failure to settle housing, utilities, or related fees for over

1 month will result in eviction and debt recovery. Students in other on-campus housing shall follow these rules.

6. 国际学生课程重修费等按规定据实收取。

6. Courses retake fees shall be charged as per actual costs.

(二) 非学历国际学生

(II) Non-degree students

1. 报名申请来校学习，国际学生需在入学前缴纳报名申请费。不按规定缴费者，不予录取。无论录取与否，报名申请费不予退还。

1. Students must pay the application fee before enrollment. Non-payment leads to disqualification. The fee is non-refundable.

2. 被录取的国际学生，需在开课前一次性交纳足额学费。开课两周后仍未交清学费的，取消其入学资格作退学处理，已交纳的学费不予退还。

2. Full tuition must be paid before the program begins. Failure to pay within 2 weeks of commencement will result in disqualification and withdrawal, with no refunds.

3. 校内国际学生公寓住宿费（如有，以下同），一年按 12 个月计，可以按月缴纳。住宿费需在入住宿舍前一次性付清。拖欠住宿费、水电费超过 1 个月者，取消校内住宿资格并追缴相关费用。入住校内其他学生宿舍的，参照本细则办理。

3. Housing fees are calculated monthly (12 months/year) and must be paid in full before occupancy. Failure to settle housing, utilities, or related fees for over 1 month will result in eviction and debt recovery. Students in other on-campus housing shall follow these rules.

4. 国际交换生、联合培养学生或有校际合作约定的，按约定或对等办法办理。

4. Exchange/Joint Program Students: Fees shall follow inter-institutional agreements or reciprocal arrangements.

第五条 退费

Article 5 Refund Policy

各类国际学生，已办理签证或居留许可的，需变更签证或注销居留许可后方可申请办理退费手续。

Visa or residence permit holders must update or cancel their immigration status before refund processing.

(一) 学历国际学生

(I) Undergraduate and Graduate Students

1. 国际学生退学或转学，开学两周内完成相关手续者，学费退还 50%；开学两周后完成相关手续者，学费不转不退。

1. If students withdraw or transfer, 50% of tuition will be refunded if procedures are completed within 2 weeks of the semester. If the relevant procedures are completed after 2 weeks of semester, no refund thereafter.

2. 国际学生在学期间经批准休学，学费不退不转。已交清全学年学费且在第二学期开学前完成休学手续者，可将第二学期学费保留至复学时继续使用。休学学生的学费等按复学后相应年级专业的收费标准交纳，差额部分实行多退少补。未按规定复学者，学费不予退还。

2. Students who take an approved leave of absence during the academic year will not receive a refund or transfer of tuition fees. Students who have paid annual tuition and completed the leave procedures before the second semester, the second semester's fees may be retained for resumption. Tuition upon resumption shall follow the new grade/major standards. Failure to resume studies forfeits tuition.

3. 校内国际学生公寓，国际学生在实际开始入住之日前（限工作日期间，下同）提出放弃住宿预定并提交相关退费申请材料的，可全额退押金（人民币 1500 元，限

国际学生公寓）、住宿费。在实际入住后提出放弃住宿并提交相关退费申请材料的，当月住宿费按实际居住天数结算（每月按 30 天计）后，退还押金和剩余住宿费。入住校内其他普通学生宿舍的，参照本细则办理。未经批准擅自搬离校内住宿的，押金、剩余住宿费用不予退还。

3. Students apply to live in on-campus residences, if who cancels his/her accommodation booking and submits the application documents before the day of moving in (weekdays only, hereinafter referred to as the same), he/she will be entitled to a full refund of the deposit (RMB 1,500) and housing fees; if the student cancels his/her accommodation and submits the application after moving in, he/she shall pay the accommodation fee based on the days he/she lived (30 days per month) in advance. Then the deposit will be refunded. If students are moving to other shared students accommodation on campus, please refer to these rules. And students move out from on-campus accommodation without permission, the deposit and remaining fees will not be refunded.

4. 退宿时，若房间破坏或设施设备、配套物品等损坏或丢失，国际学生须自行负责维修费用或照价赔偿。校内住宿经验收确认后，方可办理退宿手续。

4. Students shall be responsible for the cost of repairs or reimbursement for any damage to the facilities, equipment or accessories in the room before checkout. Students are not permitted to check out of on-campus accommodation until they have received confirmation of acceptance.

5. 国际学生因违反中国法律法规，或违反学校校纪校规以及因出勤率低等而被开除学籍或被退学处理的，所有已缴费用不予退还。

5. All fees will not be refunded if students are expelled or withdrawn from college for violation of Chinese laws and regulations, discipline of college or for their poor attendance (below 80%).

(二) 非学历国际学生

(II) Non-degree students

1. 国际学生在每期开课后退学、转学的，所缴纳的学费不退不转。

1. If students withdraw from or transfer to another university after the start of the course, the tuition fee paid will not be refunded or transferred.

2. 校内国际学生公寓，国际学生在实际开始入住之日前（限工作日期间，下同）提出放弃住宿预定并提交相关退费申请材料的，可全额退押金（人民币 1500 元，限国际学生公寓）、住宿费。在实际入住后提出放弃住宿并提交相关退费申请材料的，当月住宿费按实际居住天数结算（每月按 30 天计）后，退还押金和剩余住宿费。入住校内其他普通学生宿舍的，参照本细则办理。未经批准擅自搬离校内住宿的，押金、剩余住宿费用不予退还。

2. Students apply to live in on-campus residences, if who cancels his/her accommodation booking and submits the application documents before the day of moving in (weekdays only, hereinafter referred to as the same), he/she will be entitled to a full refund of the deposit (RMB 1,500) and housing fees; If the student cancels his/her accommodation and submits the application after moving in, he/she shall pay the accommodation fee based on the days he/she lived (30 days per month) in advance. Then the deposit will be refunded. If students are moving to other shared students accommodation on campus, please refer to these rules. And students move out from on-campus accommodation without permission, the deposit and remaining fees will not be refunded.

3. 国际学生因违反中国法律法规，或违反学校校纪校规以及因出勤率低等而被退学处理的，所有已缴费用不予退还。

3. All fees will not be refunded if students are expelled or withdrawn from college for violation of Chinese laws and regulations, discipline of college or for their poor attendance.

广东省政府来粤留学生奖学金 Guangdong Government Outstanding International Student Scholarship

为吸引和鼓励更多优秀外国学生来广东学习，大力推动广东省高等教育留学生工作健康快速发展，提升广东省高等教育的国际影响力和国际化水平，省财政设立广东省政府来粤留学生奖学金（以下简称留学生奖学金）。

In order to promote the internalization of Guangdong higher education, and advance the education development of international students, the Guangdong Province Government set up the “Guangdong Government Outstanding International Student Scholarship”.

一、种类和标准

（一）在读留学生奖学金。

用于奖励已在粤接受本科以上（含本科）学历教育、品学兼优的外国留学生，奖学金标准为：博士研究生，人民币 30,000 元 / 人；硕士研究生，人民币 20,000 元 / 人；本科生，人民币 10,000 元 / 人。（单位人民币元，以下同）

（二）新招收留学生奖学金。

用于奖励申请来粤接受本科以上（含本科）学历教育并报到入学成绩优异的外国学生，奖学金标准为：博士研究生，30,000 元 / 人；硕士研究生，20,000 元 / 人；本科生，10,000 元 / 人。获得新招收留学生奖学金的学生，入读后下一年的奖学金按在读留学生奖学金办法申请，同等条件下可获优先批准。

I. Scholarship Types

(I) Scholarship for Current Degree students

Bachelor Degree Student: RMB10,000/person

Master Degree Student: RMB20,000/person

Doctoral Degree Student: RMB30,000/person

(II) Scholarship for New Degree students

Bachelor Degree Student: RMB10,000/person

Master Degree Student: RMB20,000/person

Doctoral Degree Student: RMB30,000/person

二、申请条件

(一) 基本条件

申请人须拥有外国国籍，持有有效外国护照，身体健康，对华友好。

II. Eligibility for Application

(I) Essential condition

Applicants with a foreign valid passport and friendly to P. R. China

(二) 在读留学生奖学金申请条件

1. 申请人应在广东省内具有招收来华留学生资格的普通高等学校就读，年龄在40周岁以下。

2. 申请人已在就读高校接受正式学历教育课程一年（含一年）以上，遵纪守法，勤奋好学，品行端正，没有违反中国法律法规和违反校规校纪行为纪录。

3. 申请人学业成绩优异，学习表现获得师生的一致认可，具有相应的汉语水平并提供相关证明（部分直接用英语授课的专业可适当放宽条件），当年度必修课课程成绩为良好以上。

4. 奖学金评选当年度正在享受或即将享受中国政府各类奖学金、孔子学院奖学金及其他任何中国各级政府资助形式的外国留学生不再享受此项奖励。

(II) For Current Degree students

1. Full-time undergraduate students of GDUT, under the age of 40.

2. Have been studying at GDUT for over 1 year, abide by Chinese law, regulations as well as university rules.

3. Good performance in both study and morality, with a high attendance rate, obtaining an excellent grade in every required course.

4. Have not obtained any other scholarships in the same academic year in China.

（三）新招收留学生奖学金申请条件

1. 申请人学业成绩优异，来粤学习目的明确，并根据拟就读大学的专业设置，并结合自身兴趣和专业特长，制订了清晰的学习计划。

2. 申请来粤接受本科阶段学历教育，申请人须获得本人所在国高级中学（含）以上毕业证书，年龄在 30 周岁以下，应当提供所毕业高级中学的校长和 1 名教师的推荐信，高级中学以上学历申请者应提供原毕业学校 2 名教授或副教授的推荐信，及经毕业学校确认的成绩单。

3. 申请来粤接受硕士研究生阶段学历教育，申请人须具有学士以上学位或相当学历，年龄在 35 周岁以下，应当提供学士阶段教育期间 2 名教授或副教授的推荐信及经所毕业大学确认的成绩单。

4. 申请来粤接受博士研究生阶段教育，申请人须具有硕士学位或相当学历，年龄在 40 周岁以下，应当提供硕士阶段教育期间 2 名教授或副教授的推荐信及经所毕业大学确认的成绩单。

（III）For New Degree students

1. Applicants who intend to pursue a degree at GDUT with a specific study plan.

2. The applicants who intend to pursue a bachelor degree at GDUT, must be under the age of 30, and a high school diploma, official transcript, recommendation letters by principal of high school and teacher respectively are required; if the applicant obtains a diploma above high school, the required documents include a transcript and two recommendation letters by professors or associate professors of Graduate School.

3. The applicants who intend to pursue a master degree at GDUT must be under the age of 35 with a bachelor degree, official transcript and two recommendation letters by professors or associate professors of Graduate School are requested.

4. The applicants who intend to pursue a doctoral degree at GDUT must be under the age of 40 with a master degree, official transcript and two recommendation letters are requested.

(四) 申请程序

1. 学校组织进行初评推荐，候选人名单将在官方网站公示。
2. 广东省教育厅对名单进行最终审核并确定最终获奖名单。
3. 公布最终获得奖学金国际学生名单。

(IV) Nomination Procedure

1. Evaluations will be made by the Guangdong Government Outstanding Student Scholarship Assessment Committee of GDUT and the candidates will be notified.

2. The Department of Education of Guangdong Province will organize experts to assess the applications and make the final decision.

3. International Exchange College of GDUT announces the list of students winning the scholarship awards.

校园网络使用指南（学历生版）

Guidelines for Campus Network Services (For Undergraduates and Postgraduates)

为了全体师生更好的体验校园网，网络信息与现代教育技术中心准备了一份详细的用网指南，帮助您解决校园网报装及报修问题。

In order for them to have a better experience of the campus network, we have prepared a detailed guideline to solve the problems of campus network installation and further repair.

一、校园网三大优势：

I. Three advantages for campus network:

省钱、省事、省心

Reasonable prices, trouble saving, easy access to services

(一) 省钱

(I) Reasonable Prices

1. 校园网月租 30 元，买五个月送一个月

1. 30 yuan, 30.00 yuan/month, unlimited flow, no exceeding charges. (Renewal for five months and get one month for free)

2. 周期计费，本周期结束后，下一周期不使用不扣费

2. Cycle billing, the next cycle will not be deducted if not used

3. 报装校园网，免费享用遍布全校的 GDUT WIFI

3. Free WIFI throughout the campus

4. 报装校园网，免费获取 VPN 账号，寒暑假在家也可使用校园网专属电子资源库

4. Free VPN account for exclusive e-resource library at home during vacations

(二) 省事

(I) Trouble Saving

1. 访问知网、万方、维普、Web of Science、Springer，免费下载海量权威学术期刊论文。

1. Free access to a large number of authoritative academic papers on CNKI, Wanfang, VIP, Web of Science, Springer etc.

2. 查询校内通知、新闻简讯、学术讲座，了解学校校园生活实时动态。

2. Check notices, newsletters, academic lectures, and learn about real-time dynamics of campus life.

3. 网上选课，蕴瑜课堂线上学习，享用校园网内丰富的学习资源。

3. Online course selection, and access to the rich learning resources on the campus network.

4. 网上办事大厅轻松办理证明、活动申请等各类事务。

4. Various services offered by Online office such as student certificates and applications for activities.

(三) 省心

(I) Easy access to Network Services

1. 线上开户、线上续费，轻松开通、轻松使用。

1. Easy access to online account opening and renewal.

2. 统一门户、微信公众号、热线电话均可报修。

2. Repairs can be reported through the official website, WeChat official account and the hotline.

3. 专业运维服务，及时、方便、快捷。

3. Timely, convenient professional maintenance services of campus network.

4. 网络安全层层保护，让您安全上网无忧。

4. Network security is guaranteed.

二、学生自助开户

II. Online Self-service for Account Opening

方法一：

Method 1:

1. 自助服务系统：<https://selfmanager.gdut.edu.cn>（自助缴费也在此平台，校内外皆可访问）

1. Self-service system: <https://selfmanager.gdut.edu.cn> (self-service payment is also on this platform, accessible both on and off campus)

登录账号：学号

Login Account: Student ID

密码：统一认证平台密码

Password: Unified Authentication Platform Password

2. 成功登录选择校区，输入相关信息后提交开户。

2. After successfully logging in, select a campus, enter relevant information and submit the account.

方法二：

Method 2:

1. 关注网络中心微信公众号（GDUTNIC）

1. Follow Network Center WeChat account (GDUTNIC)

2. 菜单栏“自助服务”->“开户缴费”，使用自己的学号以及统一身份认证密码登录。

2. Menu bar “Self-service” -> “Account Payment”, use your student number and unified authentication password to log in.

方法三：

Method 3:

1. 使用微信扫描下方二维码开户（仅大学城、东风路、龙洞、番禺校区的学生）

1. Scan the following QR code to open an account (only for students in University Town, Dongfeng Road, Longdong and Panyu Campuses)



2. 扫描上面二维码，使用自己的学号以及统一身份认证密码登录。

2. Note: log in using your student ID number as well as your Unified Identification password.

注：

1. 以上三种方法均使用个人统一身份认证账号密码登录，即迎新系统登录的账号密码。

1. All the above three methods have to use the personal unified identity authentication account password to log in, i.e. the account password for the orientation system login.

2. 若端口号看不清则填写床号数字，不影响校园网的使用（只填数字）

2. If the port number is not visible then fill in the bed number in the dormitory, it does not affect the normal use of the campus network (only fill in the numbers)

3. 校区一定要填正确，如误选校区请持有效证件到所在校区的网络中心前台办理业务

3. Campus must be filled in correctly, if you choose the wrong campus, please go to the front desk of the network center of your campus with a valid ID to revise it.

4. 开户仅仅是开通校园网，校园网的正常使用还需要后续缴费

4. After opening the account, further renewal is still required.

三、用网提示

III. Tips for Using the Internet

为了更好地使用校园网，建议同学们下载广东工业大学认证客户端，

For better use of the campus network, students are advised to download the GDUT Authentication Client at:

地址

Address: <https://selfmanager.gdut.edu.cn/Dr.COM/>



另外，请同学们按自己所需自备网线和路由器

Cable and router are not provided.

Please prepare them according to your own need.

四、自助缴费及余额查询

IV. Self Payment & Balance Enquiry

1. 打开自助服务平台，操作与开户时相同。

1. Open the self-service platform and operate the same as when opening an account.

2. 选择“服务”，进入自助缴费系统。

2. Select “Services” to access the self-service bill payment system.



(自助缴费 Self Payment)

(余额查询 Balance Enquiry)



五、修改密码

V. Password Modification

校园网计费系统已接入统一认证平台, 自助修改密码需在统一认证平台完成, 流程如下:

The process of password modification is as follows:

1. 打开以下网址: <https://authserver.gdut.edu.cn/authserver/> 登录后按指引修改即可。

1. Open the following link: <https://authserver.gdut.edu.cn/authserver/> Login and follow the online instruction for password modification.

2. 若忘记密码, 可在进入界面后点击“忘记密码?”按指引(邮箱/手机验证)修改即可。

2. If you forget your password, click “Forgot your password?” on the login page. Follow the instructions (email/mobile verification) to change your password.

注: (Notes:)

1. 联系方式有变更请及时在统一认证平台个人中心里修改。.

1. If there is any change in contact information, please modify it in the personal center of the unified authentication platform.

2. 如果系统中缺少有效联系方式导致无法重置密码, 请本人携带有效证件在办公时段前往所在校区的校园网值班室绑定有效联系方式, 进行密码修改。

2. If you are unable to reset your password due to the lack of valid contact information in the system, please go to the Network Center of your campus during office hours with your valid ID to bind the valid contact information and change your password.

3. 若遇到浏览器无法打开该网址的情况, 请更换其他浏览器。

3. If you encounter a situation where your browser cannot open the URL, please change to another browser.

六、学生 VPN 服务

VI. Student VPN Service



1. 学生用 VPN 登录地址: <https://stuvpn.gdut.edu.cn>

1. Student VPN login address: <https://stuvpn.gdut.edu.cn>

(登录账号为学号 +@wifi, 如 xxx@wifi, 密码为学校统一身份认证帐号密码, 如初次使用统一身份认证账号需要激活账号)

Login account: student number + @wifi, e.g. xxx@wifi,

Password: school's Unified Identity Authentication (UIA) account password, if the first time to use the UIA account you need to activate the account

2. 忘记密码如何解决, 可访问统一认证网址自助重置密码:

2. How to solve the problem of forgetting the password: you can visit the unified authentication website to reset the password: <https://authserver.gdut.edu.cn/authserver/index.do>

注意事项

Caveats:

1. 已完成开户的校园网学生用户, 用户的校园网账号状态需为正常状态才可使用学生 VPN 服务。

1. For campus network student users who have completed the account opening, the status of the user's campus network account must be normal in order to use the student VPN service.

2. 学生用户登录 VPN 会触发校园网账号计费。

2.Student users logging into the VPN triggers campus network account billing.

3. 一个 VPN 账号同一时间只能在一台设备上登录，如有其他设备同时登录，前一个登录在用设备会被强制下线。

3. AVPN account can only be logged in on one device at a time, if there are other devices logged in at the same time, the previous logged in active device will be forced offline.

4. 龙洞 MBA 学生用户由于校园网套餐限定仅周末可用，因此 VPN 账号也只能在周末使用。

4. Long Dong MBA student users can only use the VPN account on weekends because the campus network package is limited to weekends only.

七、校园网咨询和报障

VII. Campus Network Consultation

(If there are any further questions and follow-up services, please feel free to contact the Network Center office directly.)

1. 电话报修、服务热线：020-39323866（每日 8:30-21:30）

1. Consultation Telephone: 020-39323866 (daily 8:30-21:30)

2. 现场报修

2. On-site Reporting

3. 各校区现场咨询点

3. On-site Counseling Points at each campus

大学城校区：实验 3 号楼 712 室

University Town Campus: Room 712, Lab Building 3

龙洞校区：实验楼 D 区 206 室

Longdong Campus: Room 206, Area D, Laboratory Building

东风路校区：7 号楼 13 楼西侧

Dongfeng Road Campus: The west side of the 13th floor, Building 7

4. 微信报修：关注“广东工业大学网络中心”公众号（GDUTNIC）

4. Wechat service: Follow the official account of “Guangdong University of Technology Network Information Center” (GDUTNIC)

八、温馨提示

VIII. Warm Reminders

学生在上网过程中，应遵守国家法律法规与学校相关规定：

Students should abide by national laws and regulations and school rules when surfing the Internet:

1. 根据《广东工业大学校园网管理办法》《学生手册》规定，校园内不得私自引入校外电信运营商线路和 Internet 宽带服务（如 ADSL）；

1. According to the “Management Measures of Campus Network of Guangdong University of Technology” and “Student Handbook”, it is not allowed to privately introduce off-campus telecommunication operators lines and Internet broadband services (e.g. ADSL) in the campus;

2. 不从事网络破坏和网络攻击的活动，不发布、不转贴有害、不良的网络信息；
- 2.Refrain from engaging in cyber-sabotage and cyber-attacks, and publishing and reposting harmful information online；
3. 不得使用非法代理软件访问或获取不良信息；
3. Do not use illegal proxy software to access or obtain illegal information;
4. 不得多人共用一个校园网账号。
4. Sharing one campus network account with several people is not allowed.

校园网络使用指南（语言生版） Guidelines for Campus Network Services (For Language Students)

一、缴费说明

I. Payment of fees

1. 收费标准：

50RMB/ 月，无限流量，无额外收费。

1. Charging standards:

50 yuan, 50.00 yuan/month, unlimited flow, no exceeding charges.

2. 用网提示：

一个账号仅允许两台移动设备和一台 PC 设备同时上网。

2. Notes:

Your internet account only allows 2 mobile devices and 1 cable connected device to access the internet at the same time.

二、缴费步骤

II. Payment instructions

第一步：前往网络中心办公室（七号楼 13 层西侧）

Step1: Reach the office of Center of Campus Network & Modern Education Technology in Dongfeng Road Campus. (Building 7, 13th floor, west side)

第二步：填写表格上的相关信息（包括：日期、护照号、姓名、住址、电话）

Step2: Fill out the concerning information on the application form (Including: date, passport number, name, dormitory address and telephone number)

第三步：将表格提交给网络中心老师

Step3: Submit the form to the staff

第四步：现场进行付费（只接受微信支付）

Step4: Conduct Payment (WeChat Pay Only)

第五步：老师会给出纸质版手写网络账号和密码

Step5: Receive a written account and password number on paper.

第六步：连接 WIFI（gdut），并使用上述账号和密码进行登录

Step6: Connect to the WIFI (gdut), and log in to your account.



The screenshot shows a login window titled "登录 gdut" with the URL "http://10.0.3.6" and a "Cancel" button. It features the Guangdong University of Technology logo and the text "欢迎登录广东工业大学wifi!". Below this are input fields for "Account" and "Password", and a "Mobile login" button.

三、续费事项说明

III. Renewal Instructions

扫描下方二维码，登录账户后即可进行校园网续费。（仅支持微信支付）

Scan the QR code below and log in to your account, then you can renew the campus network through WeChat payment. (WeChat Pay only)



四、网络中心联系方法

IV. Contact Information of Network Center Office

(If there are any further questions and follow-up services, please feel free to contact the Network Center office directly.)

1. 电话报修、服务热线：020-39323866（每日 8:30-21:30）

1. Consultation Telephone: 020-39323866 (daily 8:30-21:30)

2. 办公地点

2. Office Address

大学城校区：实验 3 号楼 712 室

University Town Campus: Room 712, Lab Building 3

龙洞校区：实验楼 D 区 206 室

Longdong Campus: Room 206, Area D, Laboratory Building

东风路校区：7 号楼 13 楼西侧

Dongfeng Road Campus: The west side of the 13th floor, Building 7

3. 微信报修：关注“广东工业大学网络中心”公众号（GDUTNIC）

3. Wechat service: Follow the official account of “Guangdong University of Technology Network Information Center” (GDUTNIC)



4. 网上开户续费地址

4. Online address (For opening an account and further renewal)

<https://selfmanager.gdut.edu.cn/>

电动车使用须知

Reminders for Using Electric Vehicles on Campus

根据相关办法，自 2022 年 2 月 18 日起，除服务保障类电动车外，禁止非服务类电动车（含电动单车、电动平衡车、电动滑板车，以下简称电动车）驶入校园或在校园行驶、停放。

一、所有电动车须依法登记并正确悬挂牌照。

二、严禁电动车在大学城校区、龙洞校区、东风路校区南院（含教学楼、图书馆、实验楼等周边道路）行驶、停放。

三、电动车在东风路校区北院行驶、停放，须停放至指定区域，严禁在楼道、绿化带等公共区域乱停乱放；禁止私拉电线、室内充电或将电池拆卸带入宿舍；充电仅限公共充电柜，充电完成后须及时移车，避免占用充电资源。

四、违规使用的，依规严肃处理。

In accordance with relevant regulations, non-service electric vehicles (including electric bicycles, self-balancing scooters, and electric skateboards, hereafter referred to as “EVs”) are prohibited from entering, operating, or parking on campus, effective from February 18, 2022, except for service-support electric vehicles.

I. All EVs must be legally registered and display valid license plates properly.

II. EVs are strictly prohibited from operating or parking on the HEMC campus, Longdong Campus and Dongfeng Campus (South), including surrounding roads near teaching buildings, the library, and laboratory buildings.

III. EVs are only allowed to operate and park in Dongfeng Campus (North), which can be parked only in designated parking areas. Parking in public areas such as corridors, green spaces, or other unauthorized zones is strictly prohibited. Charging is permitted only in public charging sheds. Unauthorized extension of

power cords, indoor charging, or removing batteries for dormitory charging are strictly prohibited. EVs must be promptly moved after charging to avoid occupying charging resources.

IV. Violations of these regulations will be subject to strict disciplinary actions in accordance with relevant policies.

国际学生必须遵守中国的交通规则，严禁无证驾驶机动车、摩托车和大功率电瓶车，严禁超速行驶，严禁酒后驾车，严禁电动车违规充电。各类电动车（含电瓶车、滑板车、平衡车等非机动车辆）禁止进入校园，禁止在实验楼、学生宿舍、办公楼等建筑物内充电或停放，严禁将电池拆卸后带入室内充电，严禁从楼内拉线到楼外充电。违反规定者，将予以严肃追责处理。

International students must abide by China's traffic rules. It is strictly forbidden to drive motor vehicles, motorcycles and high-power battery vehicles without a license. It is also strictly forbidden to over speed to ride and drunk driving. All kinds of electric vehicles (including electric power carts, scooters, balance vehicles and other non-motor vehicles) are prohibited from entering the campus, and are banned from charging or parking inside laboratory buildings, dormitories, teaching buildings and other university buildings. It is also strictly forbidden to bring the battery into the dorm to charge it, or pull the cable from outside the building. In case of such violations, international students will receive a punishment according to the seriousness.

关于国际学生申办校园卡的规定

Campus Card Application for International Students

校园卡不仅作为持卡人在校园内的身份证明，还具备图书馆借阅、校园设施使用、门禁通行、校园消费等多功能用途，为方便国际学生学习生活，现将申办校园卡相关事项通知如下。

The GDUT campus card serves not only as an identity document for cardholders on campus but also enables multiple functions, including library borrowing, access to campus facilities, entry control, and campus payments. To facilitate the academic and daily life of international students, the application procedures for the campus card are hereby notified as follows:

一、申办对象

I. Eligible Applicants

全校国际学生，含汉语语言生、本科生和研究生。

二、申办材料

II. Required Documents

1. 护照个人信息页和签证页扫描件；
2. 大 1 寸白底彩色照片和照片回执；
3. 《国际学生申办校园卡个人信息表》；
4. 制卡费 15 元 / 人（不可退还）。

1. Scanned copies of the passport information page and visa page.
2. A large 1-inch white-background color photo and its photo receipt (Official certification).
3. International Student Campus Card Application Form.
4. Application fee RMB 15/person (non-refundable).

三、申办时限

III. Submission Deadline & Procedures

仅限工作日。请将申办材料报送至图书馆 7 楼 721 室国际学生事务办公室，或邮件发送至 ieccenter@gdut.edu.cn，邮件标题及文件命名格式为“姓名 + 班级”（例：John Smith+2023 级）。

Application: Working days only.

Submission Methods:

Submit physical documents to Room 721, 7th Floor, Library Building (International Student Affairs Office) or email electronic materials to ieccenter@gdut.edu.cn.

Email and file naming format: “Name + Class” (e.g., John Smith+2023 Grade).

四、注意事项

IV. Important Notes

1. 制卡流程一经受理，制卡费不退；
2. 请确保信息准确真实、文件内容清晰。
3. 如有疑问，电话联系 37626172，37627647。

1. Late submissions will not be accepted. Once the card production process begins, the fee is non-refundable.

2. Ensure all provided information is accurate and authentic, and files are clear and legible.

3. For inquiries, contact 37626172, 37627647 (working days, 9:00 AM–5:00 PM).

本科学生学籍管理（摘录）

Academic Management for Undergraduate Students (Excerpt)

一. 入学与注册

（一）按国家招生规定录取的新生，持录取通知书和学校规定的有关证件，按学校的要求在规定的期限内到指定的校区办理入学手续。因故不能按期入学的，应当向学校请假，请假时间不得超过 2 周。未请假或请假逾期的，除因不可抗力等正当事由外，视为放弃入学资格。

（二）学校在报到时对新生入学资格进行初步审查。审查合格的办理入学手续，予以注册学籍；审查发现新生的录取通知、考生信息等证明材料，与本人实际情况不符，或者有其他违反国家招生考试规定情形的，取消入学资格。

（三）保留入学资格的学生，必须在下学年开学前持保留入学资格通知书以及学校指定的二级甲等以上医院体格检查合格的诊断证明，经学校医院复查合格，向教务处申请入学，方可随下一年级新生办理注册入学手续。复查不合格者，取消入学资格；逾期不办理入学手续者，视为放弃入学资格。保留入学资格者不具有学籍。

（四）每学期开学时，学生应当按学校有关规定办理学籍注册手续。因故不能按时注册者，应当事先履行请假手续及暂缓注册手续，否则以旷课论处。未经请假，逾期连续 2 周不注册且无正当理由者，可按自动退学处理。

（五）未按学校规定缴纳学费或者其他不符合注册条件的不予注册。

I. Registration and Enrollment

(I) Newly admitted students in accordance with the national enrollment regulations must complete enrollment procedures at the designated campus within the prescribed time limit, presenting the admission notice and relevant documents as required by the university. Those unable to enroll on time must

request a leave of absence from the university, with the leave not exceeding two weeks. Failure to request leave or exceeding the leave period, except for justifiable reasons such as force majeure, shall be deemed as giving up the qualification for enrollment.

(II) The university will conduct a preliminary review of new students' enrollment qualifications at the time of registration. Those who pass the review will complete enrollment procedures and be registered as students. If the review reveals that the admission notice, candidate information, or other materials do not match the student's actual circumstances, or if there are other violations of national enrollment examination regulations, the qualification for enrollment will be canceled.

(III) Students whose enrollment qualification is retained must, before the start of the next academic year, present the Notice of Retention of Enrollment Qualification and a diagnostic certificate from a designated Grade 2A or higher hospital confirming physical fitness, as required by the university. After re-examination and approval by the university hospital, they must apply to the Academic Affairs Office for enrollment and may only register and enroll with the next year's freshmen. Those who fail the re-examination will have their enrollment qualification canceled. Those who fail to complete enrollment procedures within the prescribed time limit shall be deemed to have given up their enrollment qualification. Students with retained enrollment qualification do not have student status.

(IV) At the beginning of each semester, students must complete the student status registration procedures in accordance with the university's relevant

regulations. Those unable to register on time must request a leave of absence and apply for deferred registration in advance; otherwise, they will be treated as absenteeism. Those who fail to request leave and fail to register for two consecutive weeks without justifiable reasons may be deemed to have voluntarily withdrawn from the university.

(V) Students who fail to pay tuition fees in accordance with university regulations or do not meet other registration conditions will not be registered.

二. 学习年限与编班

(一) 我校以各专业人才培养方案（以下简称培养方案）规定的学习年限为参考，实行弹性学制。本科专业基本学制为 4 年（部分专业为 5 年）。学生提前修满学分可以提前毕业。对于在基本学制期限内难以达到毕业要求的学生，允许其延长学习时间，在籍学习（含休学和保留学籍）的年限最多可延长 3 年。需提前毕业或延长学习时间的学生，应提前 1 学期提出申请，经学院审核后报送教务处批准。经批准提前毕业或延长学习时间的学生，应按规定交缴学费。

(二) 新生入学后按学院、专业、年级编班。在校期间，学生应参加所在班级的活动。

II. Period of Study and Class Grouping

(I) The university adopts a flexible credit system based on the period of study stipulated in the talent cultivation program for each major as a reference. The standard period of study for undergraduate programs is 4 years (or 5 years for some majors). Students who complete the required credits ahead of schedule may graduate early. For those who have difficulty meeting the graduation requirements within the standard period of study, an extension of study time is permitted, with the maximum total length of registered study (including suspension of study and retention of student status) not exceeding 3 additional years. Students wishing

to graduate early or extend their study period must submit an application one semester in advance. The application shall be reviewed by the relevant school (or college) and submitted to the Academic Affairs Office for approval. Those approved for early graduation or extension of study time must pay the required tuition fees in accordance with university regulations.

(II) Newly enrolled students shall be grouped into classes by school (or college), major, and year of enrollment. During their studies, students are expected to participate in the activities of their assigned class.

三. 学习考勤

(一) 学生在校期间应当按照培养方案的规定, 认真学习各门课程和完成各个教学环节, 参加学校所规定的各项活动, 做到不迟到, 不早退, 不旷课。若因故不能按时参加时, 必须按规定履行请假手续, 否则以旷课论处。旷课 1 天, 按课程表实际授课学时计; 实践性教学环节 1 天按 4 学时计。

(二) 学生如不能按时参加培养方案规定的教学活动, 应当事先请假并获得批准。学生请事假、病假应办理书面请假手续。

1. 学生因病或因事请假, 必须先提出书面申请。病假须有正规医院证明。请假 3 天及以内由班主任或辅导员批准 (学生在外实习、社会调查等期间, 由带队教师批准), 并向学院报告。请假 3 天以上至 1 周以内由学院领导批准, 请假超过 1 周由教务处批准。请假审批材料由学院保存。

2. 学生请假应事先办理手续, 经批准方有效。除急病或紧急事件外, 不得事后请假。

3. 请假期满, 应向准假人或学院办公室履行销假手续;

III. Attendance

(I) During their studies at the university, students shall conscientiously study all courses and complete each teaching component in accordance with

the provisions of the talent cultivation program, and shall participate in various activities stipulated by the university. They shall not be late, leave early, or be absent from class. If a student is unable to attend on time for any reason, they must go through the leave request procedures as stipulated; otherwise, the absence will be treated as truancy. One day of truancy shall be counted as the actual class hours as scheduled in the timetable; for practical teaching components, one day of truancy shall be counted as 4 class hours.

(II) If a student is unable to attend teaching activities prescribed by the talent cultivation program on time, they shall obtain prior approval by requesting leave. A written request must be submitted for personal leave or sick leave.

1. A student requesting sick leave or personal leave must first submit a written application. Sick leave must be supported by a certificate from a regular hospital. For leave of 3 days or less, approval shall be granted by the class advisor or counselor (or by the team leader if the student is on an off-campus internship, social survey, etc.), and the school shall be notified. For leave of more than 3 days but less than 1 week, approval shall be granted by the leadership of the school. For leave exceeding 1 week, approval shall be granted by the Academic Affairs Office. All leave application materials shall be kept by the school.

2. Students shall complete the leave request procedures in advance, and the leave shall only become effective upon approval. Except for acute illness or emergency events, retroactive leave requests shall not be permitted.

3. Upon expiration of the approved leave period, students shall complete the leave reporting-back procedures with the leave approve or the school office.

若请假期满仍不能上学者，应按上述规定办理续假手续并附有关证明。

4. 学生请假学时超过一学期总学时的 1/3 或 6 周以上时，按休学处理。

5. 请假无故逾期不返校，不办理续假手续，连续超过 2 周者，可按自动退学处理。

If a student is still unable to attend classes after the leave period expires, they shall follow the above provisions to apply for an extension of leave and submit relevant supporting documents.

4. If a student's total leave hours exceed one-third of the total class hours for a semester or the leave lasts more than 6 weeks, the student shall be treated as taking a suspension of study.

5. If a student fails to return to school or apply for an extension of leave after the leave period expires without justifiable reasons for more than 2 consecutive weeks, they may be deemed to have voluntarily withdrawn from the university.

(三) 学生考试时应遵守考试纪律，按时独立完成答卷。凡违反考场纪律者，按《广东工业大学学生违纪处分办法》处理。

(四) 学生因私出国（境）包括探亲、就医或旅游等，原则上应安排在假期。

(五) 学生违反本实施办法，由学校按《广东工业大学学生违纪处分办法》处理。学生对处理结果有异议，可按《广东工业大学学生申诉处理办法》进行申诉。

(III) Students shall abide by the examination discipline during examinations and complete their examination papers independently and on time. Any violation of the examination discipline shall be handled in accordance with the Measures of Guangdong University of Technology for Handling Student Disciplinary Violations.

(IV) Students traveling abroad for personal reasons, including visiting relatives, seeking medical treatment, or tourism, shall in principle arrange such travel during holidays.

(V) Students who violate these implementation measures shall be dealt with by the university in accordance with the Measures of Guangdong University of Technology for Handling Student Disciplinary Violations. Students who dispute the outcome of the handling may file an appeal in accordance with the Measures of Guangdong University of Technology for Handling Student Appeals.

四 . 课程的选修、免听和免修

学生对专业培养方案规定的某门课程，通过自学等途径确已掌握，可申请免听，具体流程见《广东工业大学课程免听申请流程》。免听有实验环节的课程，学生必须随班做实验并取得成绩。该类免听课程的成绩为免听课程考试成绩与课程实验成绩的综合成绩。

下列课程或教学环节，学生不得申请免听：实验课、实习（实训）、课程设计和毕业设计（论文）等实践性教学环节。

IV. Course Elective Selection, Course Exemption from Attendance and Course Exemption from Study

If students have fully mastered the content of any course specified in the specialty training program through self-study or other means, they may submit an application for exemption from attending in-class lectures; detailed application procedures are specified in Procedures for Application of Course Exemption from Attendance at Guangdong University of Technology. For courses with experimental components approved for exemption from lecture attendance, students are required to participate in in-class experiments alongside regular cohorts and obtain valid experiment scores. The final grade of such exempted-attendance courses shall be calculated as the composite score combining the course examination result and the experiment performance score.

Applications for exemption from lecture attendance are unavailable for the following courses and teaching components: practical teaching modules including experimental courses, field practice (vocational training), curriculum design, and graduation design (graduation thesis).

五. 课程考核与成绩记载

(一) 学生在校期间应当参加教学计划规定的课程和学校相关部门组织的课外教学环节(活动)的考核,考核成绩及格,学生即获得相应学分。学生因退学等情况中止学业,其在校学习期间所修课程及已获得学分,应当予以记录。学生重新参加入学考试、符合录取条件,再次入学的,其已获得学分,经学校认定,可以予以承认。

(二) 课程考核分为考试和考查两种。学生应主动了解培养方案、课程大纲、任课教师所规定的教学要求及课程考核方式。考核成绩一般采用百分制,对于实践性教学环节,也可采用五级记分制(优秀、良好、中等、及格、不及格),具体考核及成绩评定方式见《广东工业大学本科教学运行管理办法》的相关规定。

(三) 考核课程门数及成绩

1. 凡跨学期、每个学期均进行考核的课程,每学期按 1 门课程计算。
2. 凡单独设置的实验课和其他实践性教学环节,按 1 门课程计算。

(四) 除按照本实施办法可免听、免修的课程外,学生应按时参加培养方案规定和学校统一安排、组织的一切教学活动。

学生修读的课程,均应按规定的听课,完成作业、实验等全部教学环节。无故不参加者,作旷课处理。学生缺课累计超过某门课程教学时数 $1/3$ 者,不得参加该课程的考核,应重修。

缺交作业(包括习题或实验报告)的次数超过该课程作业总次数 $1/3$ 者,不得参加该课程的考核。任课教师可视其具体情况,待作业、实验报告补齐后作缓考处理。

学生无特殊原因或申请缓考未获准,擅自不参加规定时间的考试,或考试迟到超过规定时间者,作缺考处理,成绩记 0 分,并注明“缺考”。

学生因病、不可抗力因素及其他正当理由申请缓考的，按照《广东工业大学本科教学运行管理办法》“缓考、重修、补考”的相关规定办理手续。

V. Course Assessment and Academic Grade Recording

(I) Students shall take assessments for all courses specified in the teaching plan and extracurricular teaching activities organized by relevant university departments. Students earn corresponding credits upon passing the assessments. If a student suspends schooling due to withdrawal or other reasons, all completed courses and acquired credits during their enrolment shall be officially recorded. Should the student pass the university entrance examination again and meet admission requirements for re-enrolment, previously earned credits may be recognized upon official verification by the university.

(II) Course assessments fall into two categories: formal examination and coursework evaluation. Students shall proactively familiarize themselves with training programs, course syllabus, teaching requirements set by course instructors and designated assessment methods. Assessment results are normally marked on a 100-point scale; practical teaching modules may adopt a five-grade marking system (Excellent, Good, Medium, Pass, Fail). Detailed provisions governing assessment and grading criteria are stipulated in Administrative Measures for Undergraduate Teaching Operation of Guangdong University of Technology.

(III) Number of Assessed Courses and Grade Calculation.

1. For courses spanning multiple semesters with assessments held each semester, each semester counts as one separate course.
2. Independently-offered experimental courses and other practical teaching components shall each be counted as one course.

(IV) Except for courses eligible for exemption from class attendance or full course exemption under these implementation rules, students must attend all teaching activities specified in the training programme and centrally arranged by the university on schedule.

Students attending a course are required to attend lectures and finish all coursework including assignments and experiments. Unauthorized absence will be recorded as truancy. Students whose cumulative unexcused absences exceed one-third of the total class hours of a course are barred from taking its assessment and must retake the course.

Students who fail to hand in more than one-third of required assignments (including exercises and experimental reports) are ineligible for the corresponding course assessment. Subject to specific circumstances, course instructors may grant a deferred examination after the student submits all outstanding assignments and lab reports. Students who skip scheduled examinations without valid grounds or approved deferred-examination applications, or arrive late beyond the permitted grace period, will be marked absent from examination with a score of zero and the notation “Absent from Exam” entered on their transcript.

Students applying for deferred examinations due to illness, force majeure or other legitimate reasons shall complete relevant formalities in accordance with the clauses on deferred exams, course retakes and supplementary examinations laid down in Administrative Measures for Undergraduate Teaching Operation of Guangdong University of Technology.

(1) 缓考 Deferred Examination

学生因病或不可抗力的原因不能参加考试，须在考试至少提前 2 天登录教学管理

系统办理缓考申请，并同时提出书面缓考申请，经任课教师考试资格认定，学院同意并报教务处备案后方可缓考。除急病外，不得临考前或考试后申请缓考。所有缓考申请者需根据教务处通知在下学期开学初登录教学管理系统确认缓考。

Students who are unable to attend the examination due to illness or force majeure, must log in to the Teaching Management System at least 2 days in advance of the examination to apply for a deferral, also a written application for deferred examination should be submitted. The result of whether a deferred examination is allowed will be agreed upon by the lecturer and the college, it also needs to be reported to the Academic Affairs Office for record. Except for urgent illnesses, students may not apply for a deferral right before or after the examination. All applicants are required to confirm the deferred examinations by logging into the Teaching Management System at the beginning of next semester according to the notice from the Academic Affairs Office.

(2) 补考 Resit Examination

理论课笔试考核不及格者可参加补考，补考不及格者需重修。擅自缺考、考试违纪、考试作弊、被取消考试资格的学生，不允许参加该门课程的补考；已经及格的学生不允许补考。所有需要参加补考的学生，按教务处通知在下学期开学初登录教学管理系统进行补考报名确认。

Students who fail the exam or assignment are allowed to take a resit exam, and those who fail the resit will be required to retake the course. Students who have unauthorized absences, test discipline, cheating, or who have been disqualified from taking an exam will not be allowed to take a make-up exam for that course; no resit for students who have already passed. All students who need to take the make-up exam should log in to the Teaching Management System, and

confirm the exam at the beginning of the next semester according to the notice of the Academic Affairs Office.

(3) 重修 Make-up Courses

补考不及格者，应按规定重修。在校期间，每门课程仅允许重修一次，培养方案最后一学年修读的课程补考不及格的，只允许结业后重修。需重修的同学，根据教务处通知每学期末进行重修报名，经学院审核，由教务处批准并安排实施。

Students who fail the make-up exam can retake the course. In the 4 years of university, each course is only allowed to retake once, and those who fail the make-up examination in the last academic year are only allowed to retake after graduation. Students who need to retake the course should register for it at the end of the semester. After review by the college, the retake will be approved and implemented by the Academic Affairs Office.

(五) 学生如对成绩评分有疑议，可按照《广东工业大学本科教学运行管理办法》“成绩评定与管理”的相关规定申请试卷核查，学生本人不得私自向教师要求查阅试卷。

(V) If students have doubts about their assessed grades, they may apply for examination paper review in compliance with the provisions concerning “Grade Evaluation and Administration” stipulated in Administrative Measures for Undergraduate Teaching Operation of Guangdong University of Technology. Students are not allowed to request direct access to examination papers from instructors on their own.

六. 休学与复学

(一) 学生可以分阶段完成学业。除另有规定外，应当在学校规定的最长学习年限（含休学、保留学籍）内完成学业。

学生因特殊原因或困难须中断学业申请休学或者学校认为应当休学者，经学校批

准，可以休学。学生休学期间保留学籍，休学时间计入学习年限。

(二) 学生因创业须中断学习，经学校批准，可申请休学。

(三) 学生休学一般以学年为单位。休学期满，经学校复查未能达到复学条件者，可继续申请休学。从入学到毕业的年限不得超过规定的时间。学期内（期末考试前）休学，该学期计入休学年限。休学期间不得擅自回校跟班上课和参加考试，自行来校上课所取得的成绩一律无效。

学院应在学生休学期满前提醒学生及时办理复学或继续休学的手续。如经提醒，学生仍不按规定办理相关学籍手续，学院则按实施办法处理。

(四) 休学学生的有关问题，按照下列规定办理。

1. 学生因身体健康原因或因事休学，由本人填写休学申请表（附证明材料，因身体健康原因休学需由校医院签署意见），经学院审核，教务处批准，发给休学通知书，方可休学。学校根据实际情况按规定要求学生休学的，由学校发出休学通知书。学生必须在接到休学通知书之日起 1 周内办理休学手续离校，否则按有关规定处理。

2. 学生休学期间，不享受在校学习学生的待遇。休学学生患病，其医疗费按学校规定处理。

3. 学生休学回家的往返路费自理。

VI. Suspension and Resumption of Studies

(I) Students may complete their studies in phases. Unless otherwise specified, all coursework shall be finished within the maximum permitted study period prescribed by the university (including periods of suspension and retained student status). Students who need to interrupt their studies and apply for suspension due to special circumstances or hardships, or those required to suspend studies by the university, may take a leave of absence upon official university approval. Student status shall be retained during suspension, and suspension duration counts toward the total study tenure.

(II) Students who need to pause their studies for entrepreneurship may apply for suspension subject to the university's approval.

(III) Suspension is normally calculated on an academic-year basis. Upon expiry of the approved suspension period, students failing to meet resumption requirements after the university's review may submit a further suspension application. The total study span from admission to graduation shall not exceed the statutory maximum length. Where suspension takes place within a semester prior to final examinations, the relevant semester is included in the suspension period. During suspension, students are prohibited from returning to campus to attend classes or sit for examinations without authorization; any grades obtained from unapproved class attendance shall be deemed null and void. The faculty shall remind students to complete resumption or renewed suspension formalities prior to suspension expiration. Students who fail to complete required student-status procedures after notification shall be dealt with in accordance with these Implementation Rules.

(IV) Relevant administrative matters for suspended students shall be governed by the following clauses:

1. Students applying for suspension due to health issues or personal affairs shall complete a suspension application form together with supporting documents; applications for medical suspension require an endorsement from the University Hospital. After faculty review and approval by the Academic Affairs Office, an official suspension notice will be issued to formalize suspension. Where the university mandates suspension based on practical grounds, the university shall issue the suspension notice directly. Students must complete departure procedures within

one week upon receipt of the notice; failure to comply will result in disciplinary handling per relevant regulations.

2. Suspended students are not entitled to the welfare benefits available to regularly enrolled on-campus students. Medical expenses incurred by suspended students during their leave shall be settled in line with university provisions.

3. All round-trip travel expenses for suspended students returning home shall be borne by the students themselves.

(五) 学生复学按下列规定办理。

休学学生休学期满，须提前持休学通知书像教务处申请复学，如实填报复学申请表；提供近 1 个月内二级甲等以上或校医院健康体检报告，经校医院审核。因健康问题原因休学的学生，还须提供经学校指定的二级甲等以上医院恢复健康的诊断证明，经校医院复查合格，方可申请复学。学生复学时应办理选课手续。复学时须凭经批准的复学通知到财务处缴费，回学院注册。超过规定期限不办理复学手续者，按自动退学处理。复学的学生原则上编入原专业的下一年级学习。休学期间，有严重违法违纪行为，按照学校的规定应予开除学籍，取消复学资格。

(V) Student re-enrollment shall be handled in accordance with the following provisions:

When the suspension period expires, students must apply for resumption of studies in advance with the suspension notice to the Academic Affairs Office and truthfully fill out the application form for resumption of studies. Provide the health examination report from hospital within the past 1 month, which will be reviewed by the school hospital. Students who have suspended their studies due to health issues must also provide a diagnosis certificate of recovery from hospital. Only after passing the review by the school hospital they can apply for resumption of

studies. Students should go through the course selection procedures when they return to school. When resuming classes, they must pay the fee with the approved resumption notice and register at the college. Students who fail to complete the procedures for resuming their studies within the prescribed period will be treated as having withdrawn from school automatically. Students who return to school will be placed in the next year of their original major. During the period of suspension, those who have serious violations of laws and discipline will be expelled from school according to the regulations.

七. 降级与延长学习期限

(一) 学生的课程修读,均以学生入学时间和主修专业课程的教学进度与教学设计的规定为标准,在每学期结束后进行审核。

(二) 非毕业班学生,因学习困难,无法跟原班级正常学习者,可自愿申请转入下一年级学习,但应在每学年第 2 学期末提出。

(三) 自愿申请转入下一年级学习的学生应提交书面申请,经学生所在学院分管教学负责人

(四) 延长学习年限的学生按下一年级专业培养方案确定毕业要求,当下一年级专业培养方案有变动时,由学生申请相应课程补修及学分互换。

(五) 已修满学分达毕业条件者不得申请延长学习年限;在校期间延长学习期限累计不得超过规定时间。

VII. Academic demotion and Extension of Study Period

(I) Students' course enrollment and study shall be governed by their admission date as well as the teaching schedules and curriculum design requirements of their major programmes, with academic reviews conducted upon the conclusion of each semester.

(II) Non-final-year students who are unable to keep up with regular

class learning due to academic difficulties may voluntarily apply to repeat the subsequent academic year, and such applications shall be submitted by the end of the second semester of each academic year.

(III) Students applying voluntarily to advance into the next grade shall submit a written application, which needs the approval of the faculty's teaching administrator in charge of the student's home school.

(IV) For students with an extended study period, graduation requirements shall be implemented in accordance with the training programme of the corresponding next-year cohort. Where the next cohort's training programme is revised, eligible students may apply for supplementary coursework and credit substitution.

(V) Students who have acquired sufficient credits to satisfy graduation criteria are ineligible to apply for study-period extension. The total accumulated extended study duration throughout enrolment shall not exceed the maximum regulated length.

针对累计获得课程学分未达应修读总学分三分之二的学生，将进行学业成绩预警；对于就读最后一学年的学生，平均学分绩点低于 1.6 的，将发出学位授予预警通知。给予学业成绩预警处理的学生，每学期开学后 3 周内，由学院传达到学生本人并以书面形式通知。

Students who have accumulated less than two-thirds of the total number of credits to be taken will be placed on the list of Academic Grade warning. Students in their final academic year with a GPA below 1.6, a degree awarding early warning notice will be issued. Students who are given early warning of their academic performance will be notified by the college to the students in writing within 3 weeks after the beginning of each semester.

八. 退学与开除学籍

学生有下列情形之一者, 应予以退学: (1) 在学校规定的学习年限内未完成学业者; (2) 休学, 保留学籍期满, 在学校规定的期限内未提出复学申请; (3) 经过学校指定医院确诊, 患有疾病或伤残而无法继续在校学习者; (4) 一学期内旷课累计 60 学时以上 (按实际授课时间计), 或请假无故逾期不返校超过 2 周, 或未请假离校连续 2 周末参加学校规定的教学活动者; (5) 开学超过 2 周末注册而又无正当理由且未履行暂缓注册手续者; (6) 本人申请退学, 经劝说无效者。学校出具退学通知书并送达本人, 学生拒绝签收的, 可以以留置方式送达; 已离校的, 可以采取邮寄方式送达; 难于联系的, 可以利用学校网站、新闻媒体等以公告方式送达, 同时报广东省教育行政部门备案。学生接到学校发出的退学或开除学籍的通知后, 应在 1 周内办完离校手续, 离开学校。学生退学或被开除学籍后与其他人和单位发生的任何问题与学校无关。退学或开除学籍的学生, 不得申请复学。学生对退学或开除学籍处理有异议的, 可按照《广东工业大学学生申诉处理办法》提出申诉。

VIII. Dropout and Expulsion

Students who fall under any of the following circumstances will be expelled:

(1) Students who fail to complete their studies within the prescribed period of study at the school; (2) Students who have applied for suspension of study and the period of retention has expired, but have not applied for resumption of study within the limited time; (3) Students who have been diagnosed by the hospital as suffering from illness or disability and are unable to continue studying at the school; (4) Students who are absent from school for more than 60 class hours in one semester (according to the actual teaching time), or who ask for leave without any reasons and do not return to school for more than 2 weeks, or leave without asking for

permission and do not participate in teaching activities for 2 weeks; (5) Students who have not registered within two weeks after the start of the school term without reason and have not completed the procedures for deferred registration; (6) Students who apply for withdrawal from school but fail to be persuaded. For students who are required to withdraw from school according to regulations, if the notice of withdraw is successfully delivered to the student, but the student refuses to sign for it, it can be left at the student's place. For those who have left school, delivery can be made by mail. For those that are difficult to contact, they can be delivered by way of public announcement through the school's website, news media, etc. After receiving the notice of withdrawal or expulsion from school, students should complete the procedures for leaving school within one week. Any problems that students have with other people or organizations after dropping out or being expelled from school have nothing to do with the school. Students who have dropped out or been expelled from school are not eligible to apply for re-enrollment.

九. 肄业和结业

(一) 学生因退学没有修完培养方案规定的课程，但在校学满 1 年或以上，发给肄业证书；否则仅发给学习成绩证明。

(二) 学生达到了学习年限（含允许延长的学习时间）并修完专业培养方案规定的学习内容，有下列情况之一者，按结业处理，发给结业证书：

1. 未达到专业培养方案所规定的最低毕业学分数者。
2. 处于留校察看期者。

3. 结业、肄业证书遗失或损坏不能补发，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。

IX. Completion Certificate and Non-completion Certificate

(I) Students who drop out without finishing all courses specified in the training programme but have completed no less than one academic year of on-campus study shall be issued a Non-completion Certificate; otherwise, only an academic transcript will be provided.

(II) Students who have exhausted their prescribed maximum study duration (including approved extended study period) and completed all required coursework under the specialty training programme shall be granted a Completion Certificate instead of a graduation certificate if any of the following circumstances apply:

1. Failure to earn the minimum number of credits required for graduation as stipulated in the training programme;
2. Being under school probation;
3. Lost or damaged Completion Certificates and Non-completion Certificates shall not be reissued. Upon the student's written application and university verification, a replacement certification document will be issued, which bears the same legal validity as the original certificate.

十. 毕业

(一) 各学院对毕业学生进行毕业资格审查。学生在学校规定的学习年限内，修完专业人才培养方案规定内容，成绩合格，达到学校毕业学分要求，学校经过审核批准，准予其毕业，并发放毕业证书。符合学校学士学位授予条件的本科毕业生，经学校学位评定委员会审议通过，学校应当颁发学士学位证书。对违反国家招生规定取得入学资格或者学籍者，学校取消其学籍，不发给学历证书、学位证书；已发的学历证书、学位证书，学校依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学

历证书、学位证书的，学校依法予以撤销。被撤销的学历证书、学位证书已注册的，学校予以注销并报教育行政部门宣布无效。

(二) 学生提前修完专业培养方案规定的课程，获得毕业要求的学分，达到提前毕业的条件，可以申请提前毕业。

(三) 毕业证书遗失或损坏不能补发，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。

X. Graduation

(I) Each faculty shall conduct eligibility verification for graduating students. Students who complete all coursework specified in the specialty talent training programme within the university's prescribed study period, pass all assessments and meet the required graduation credits shall be approved for graduation upon institutional review and issued a Graduation Certificate. Undergraduate graduates satisfying the university's requirements for Bachelor's Degree conferment shall be awarded a Bachelor's Degree Certificate after review and approval by the University Academic Degrees Evaluation Committee. For students who obtain admission qualification or student status in violation of national student recruitment regulations, the university shall revoke their student status and withhold academic and degree certificates; any already issued certificates shall be revoked in accordance with law. The university shall also revoke academic certificates and degree certificates obtained via academic misconduct including cheating, plagiarism and copying, or other improper means. Where revoked certificates have been registered, the university shall cancel their registration and report to the competent education authority for official invalidation.

(II) Students who finish all required courses in the training programme ahead

of schedule, obtain full graduation credits and satisfy relevant prerequisites may apply for early graduation.

(III) Lost or damaged Graduation Certificates will not be reissued. Upon the student's personal application and university verification, a formal certification document shall be issued, which carries the same legal validity as the original certificate.

十一. 结业

因课程未完成而结业的学生，结业离校后可根据教务处通知在学校规定时限内由本人返校申请课程重修，重修课程随低年级的安排进行，不单独组织；重修不及格者，不组织补考。结业生及格后，且符合毕业要求，则按学校规定时间换发毕业证书。结业前因学籍异动而延长学习时间（含休学、降级等），结业后应按照规定的时间返校报名（详见表1）。结业重修报名注意事项：（1）来校报名时请准备好小一寸人头像1张（开听课证用）；（2）报名缴费的方式仅限微信扫码支付（每个学分80元）；（3）因学校管理要求，请结业返校重修学生严格按照要求做好以下工作：① 报名前联系学院报备：务必与学院教务员联系，严格按照要求做好进出校园报备工作；② 返校结业重修期间：按照课程上课时间，严格遵守学校各项规章制度。

表 结业后重修时限

学生状态	结业前因学籍异动而延长的 学习时间（含休学、降级等）	结业后重修时限
结业	1 学年	结业后 2 学年内
结业	2 学年	结业后 1 学年内
结业	3 学年及以上	结业后不可返校重修

备注：如学籍异动不足1学年，则根据异动后年级判断（如降级到下一年级视为延长学习时间1学年）；如在校期间无学籍异动，结业后2学年内可以参加结业重修。

XI. Completion of Study

Students who have completed 4 years of study but still have unfinished courses can sign up for retaking the unfinished courses. The courses will be arranged with the lower grades, and will not be organized separately; No resit examination will be arranged if students fail the make-up course again. When students pass the courses and meet the graduation requirements, they will be issued a new graduation certificate. If the study time is extended before the completion of the course (including suspension, demotion, etc.), the students should return to the university to sign up for courses within the specified time (see Table 1 for details).

Notes: (1) When coming to the school for registration, please prepare one one-inch human portrait (for class ID card issuance). (2) The method of payment is limited to Wechat payment only (80 yuan per credit). (3) Due to the university's management requirements, students returning to college for retaking courses are requested to strictly follow the following tasks: ① Be sure to contact the college's academic affairs officer first before back to the campus, also complete the reporting work for entering and leaving the campus. ② During the period of retaking courses, students must strictly abide by all university's regulations, and attend the classes on time.

备注：如学籍异动不足 1 学年，则根据异动后年级判断（如降级到下一年级视为延长学习时间 1 学年）；如在校期间无学籍异动，结业后 2 学年内可以参加结业重修。

Where a student's student status change covers less than one academic year, the applicable cohort shall be determined based on the grade after the status change (demotion to the next lower grade shall be counted as a one-year extension of study duration). Students without any student status changes during

their enrolment are eligible to participate in supplementary retake examinations for unfinished courses within two academic years upon receiving a Completion Certificate.

十二 . 学业成绩和学历证明

(一) 全校本科学生的学业成绩和学历证明由教务处负责管理, 学生学业成绩表和学历证明经教务处盖章方能生效。

(二) 在校学生需要查阅成绩, 可在学校教务管理系统中凭自己的密码查询。

(三) 在校学生因公因私出国者或其他特殊原因需办理成绩或学历证明, 须由本人申请, 经学院核准后到教务处办理。已经离校的学生需要办理有关学历证明, 凭身份证及毕业证原件到教务处申请办理。

(四) 在学生学业成绩和学历证明的管理中, 任何部门或个人不得徇私舞弊(包括涂改、伪造证件), 违者追究责任。

XII. Academic Transcripts and Educational Credential Certification

(I) The Academic Affairs Office is responsible for the administration of academic transcripts and educational credential certifications for all undergraduate students of the university. Student academic transcripts and credential certifications shall take effect only after being affixed with the official seal of the Academic Affairs Office.

(II) Current students may check their academic results via the university's academic administration system using their personal login passwords.

(III) Current students who need academic transcripts or credential certifications for overseas visits (official or private purposes) or other special reasons shall submit a personal application, obtain approval from their faculty, and complete the formalities at the Academic Affairs Office. Alumni requiring

educational credential certifications shall apply to the Academic Affairs Office with their original ID card and graduation certificate.

(IV) No department or individual shall engage in irregular practices including alteration or forgery of documents in the administration of academic transcripts and credential certifications. Violators shall be held accountable in accordance with relevant provisions.

广东工业大学学生违纪处分办法（摘录） Measures for Disciplinary Sanctions against Students of Guangdong University of Technology(Excerpt)

一、纪律处分的种类与应用

（一）纪律处分的种类：

1. 警告；
2. 严重警告；
3. 记过；
4. 留校察看；
5. 开除学籍。

I. Types and Application of Disciplinary Sanctions

(I) Categories of disciplinary sanctions:

1. Warning
2. Serious Warning
3. Demerit Recording
4. Probation on Campus
5. Expulsion from School

（二）处分期限及解除

警告的处分期限为 3 个月；严重警告的处分期限为 6 个月；记过的处分期限为 9 个月；留校察看的处分期限为 1 年。留校察看期间因故休学的，休学的时间不计入察看期。毕业班学生受到留校察看处分的，察看期不得少于 6 个月。处分期限从处分决定书送达之日起始计算。

警告、严重警告、记过的处分到期后自动解除。留校察看处分的解除按本办法第 3 条执行。

（三）留校察看处分的解除，根据下列不同情形处理：

1. 在察看期内没有再发生应当受到纪律处分的行为的，由本人申请，经学院提出建议，由原拟文部门作出处理意见，并经相关部门会签，可以按期解除留校察看处分。

2. 在察看期内有违纪行为，按规定应当给予纪律处分的，须给予开除学籍处分。

(四) 被开除学籍的学生，应当在学校处分决定书或者维持原决定的申诉处理决定书送达后 15 日内办理离校手续。逾期不办理的，由校保卫处会同其所在学院责令其限期离校。离校时，由学校发给学习证明。

(五) 2 人以上共同违纪的，根据各人在共同违纪中所起的作用，分别予以处理。

教唆、胁迫、欺骗、诱使他人违纪而他人未违纪的，对前者按照所教唆、胁迫、欺骗、诱使的行为予以处理。

(II) Sanction Term and Termination

Warning shall remain effective for 3 months; a Serious Warning for 6 months; a Recorded Demerit for 9 months; and Probation on Campus for 1 academic year. If a student under Probation on Campus applies for suspension of studies for legitimate reasons, the suspension period shall not be counted into the probation term. For final-year students placed under Probation on Campus, the probation period shall be no less than six months. All sanction terms shall commence on the date the written sanction decision is served to the student.

Sanctions of Warning, Serious Warning and Recorded Demerit shall terminate automatically upon expiry of their respective terms. Termination of Probation on Campus shall follow Article (3) of these Measures.

(III) Termination of Probation on Campus shall be handled as specified below:

1. Where the student commits no further misconduct warranting disciplinary sanction during the probation period, the student may submit a personal application; upon recommendation by the student's faculty, the original drafting department shall put forward a disposal proposal for countersignature by relevant departments, and the probation may be lifted as scheduled.

2. Where the student commits additional misconduct punishable by disciplinary sanction during probation, the student shall be subject to Expulsion from School.

(IV) Students subject to Expulsion from School shall complete departure formalities within 15 calendar days upon service of the expulsion decision or the appeal ruling upholding the original penalty. Those failing to complete procedures within the time limit shall be ordered to leave campus by the University Security Department together with the student's affiliated faculty. The university shall issue a study certification document upon the student's departure.

(V) Where two or more students commit misconduct jointly, penalties shall be imposed separately based on each individual's role in the violation. Anyone who instigates, coerces, defrauds or lures others into misconduct while the induced party refrains from violation shall be penalized in accordance with the disciplinary provision applicable to the induced unlawful conduct.

(六) 再次违纪是指下列两种情形：

1. 曾被给予警告、严重警告或者记过处分的学生，再次发生违纪行为，按规定应当给予纪律处分的；

2. 曾被给予留校察看纪律处分的学生，在终止察看后再次发生违纪行为，按规定应当给予纪律处分的。

(七) 学生违反学校考勤管理规定的，给予下列处分：

1. 学生请假学时超过 1 学期总学时的 1/3 或 6 周时间以上时，按休学处理。

2. 未请假离校，超过 2 周者，按自动退学处理；请假无故逾期不返校，不办理续假手续，超过 2 周者，按自动退学处理。

3. 一学期内旷课累计学时在 20 学时以下（不含 20）者，所在学院给予通报批评；

一学期内旷课累计学时达到 20~29 学时者，给予警告处分；一学期内旷课累计学时达到 30~39 学时者，给予严重警告处分；一学期内旷课累计学时达到 40~49 学时者，给予记过处分；一学期内旷课累计学时达到 50~59 学时者，给予留校察看处分；一学期内旷课累计达到 60 学时以上（含 60），给予开除学籍处理。（以上学时数由学院核准）

4. 旷课 1 天，按课程表实际授课时间计；实践性教学环节 1 天按 4 学时计。

(八) 考试是教学工作的核心环节之一，学生必须遵守考试纪律，诚信考试。

(VI) Recurring misconduct refers to the following two circumstances:

1. Students who have previously received a Warning, Serious Warning or Recorded Demerit and commit another misconduct subject to disciplinary sanctions;

2. Students who were once placed under Probation on Campus and commit another punishable misconduct after the probation is lifted.

(VII) Students violating the university's attendance rules shall be penalized as follows:

1. Students whose approved leave exceeds one-third of total semester class hours or six weeks shall be dealt with as suspension of studies.

2. Students who leave campus without leave approval for more than two weeks shall be treated as voluntary withdrawal; those on approved leave who fail to return or apply for leave extension beyond two weeks shall also be deemed to withdraw voluntarily.

3. Students with cumulative unexcused absence: • Less than 20 class hours in a semester: circular criticism issued by the affiliated faculty; • 20 to 29 class hours: Warning; • 30 to 39 class hours: Serious Warning; • 40 to 49 class hours: Recorded

Demerit; • 50 to 59 class hours: Probation on Campus; • 60 class hours and above: Expulsion from School. (All absence hours shall be verified by the student's faculty.)

4. One day of unauthorized absence is calculated based on actual scheduled teaching hours; one day of practical teaching counts as four class hours.

(VIII) Examinations constitute a core component of teaching. All students shall abide by examination disciplines and take examinations in good faith.

二、考生有下列行为之一的，给予警告处分：

1. 不携带或拒不按要求出示规定的有效证件参加考试的；
2. 携带规定以外的物品（如书包等）进入考场且在考试开始前未按要求放在指定位置的；
3. 未经监考人员同意，擅自未在规定的座位参加考试的；
4. 开考信号发出前答题或者考试结束信号发出后继续答题的；
5. 在考场内外大声喧哗、不服从监考人员管理以及其他影响考场秩序行为的；
6. 未经监考人员同意在考试过程中擅自离开考场的；
7. 其他违反考场秩序行为的。

II. Any examinee who commits one of the following acts shall be given a disciplinary warning:

1. Failing to present or refusing to show the required valid identification as required for the examination;
2. Bringing items not permitted (e.g., schoolbags) into the examination room and failing to place them in the designated location before the start of the examination;
3. Taking a seat not assigned for the examination without the permission of the invigilator;

4. Answering questions before the start signal or continuing to answer after the end signal for the examination;
5. Making loud noises inside or outside the examination room, disobeying invigilator instructions, or otherwise disrupting the order of the examination;
6. Leaving the examination room without the permission of the invigilator during the examination;
7. Other acts that disrupt the order of the examination.

三、考生有下列行为之一的，给予严重警告处分：

1. 在考试过程中旁窥、交头接耳、互打暗号或者手势的；
2. 未经监考人员允许，互借文具的；
3. 未经允许擅自将试卷、答卷（含答题卡、答题纸等，下同）、草稿纸等考试用纸带出考场的；
4. 在试卷规定以外的地方书写姓名、考号或者以其他方式在答卷上标记信息的；
5. 交卷后有意在考场内逗留，并向他人泄露试题答案的；
6. 其他严重违反考场秩序行为的。

III. Any examinee who commits one of the following acts shall be given a serious disciplinary warning:

1. Peeping at others, whispering, or exchanging secret signals or gestures during the examination;
2. Borrowing stationery from each other without the invigilator's permission;
3. Taking examination materials, including test papers, answer sheets (such as answer cards, answer papers, etc., similarly hereinafter), or draft paper, out of the examination room without authorization;
4. Writing names, examination numbers in non-designated areas, or marking information on answer sheets by other means;

5. Intentionally lingering in the examination room after submitting papers to divulge answers to others;

6. Other acts that seriously disrupt the order of the examination.

四、考生有下列行为之一的，给予记过处分：

1. 在闭卷考试中，携带与考试内容相关材料的；

2. 抄袭或者协助他人抄袭试题答案或者与考试内容相关资料的；

3. 考试期间故意毁坏试卷、答卷或者考试材料的；

4. 在答卷上填写与本人身份不符的姓名、考号等信息，但不属于冒名代替他人参加考试的；

5. 交换试卷、答卷、草稿纸的；

6. 利用上厕所等机会在考场外查看与考试课程相关的资料、或与他人交谈有关考试内容的；

7. 评卷过程中被认定为答案雷同的；

8. 其他应当认定为考试作弊行为的。

IV. Any examinee who commits one of the following acts shall be given a demerit record sanction:

1. In a closed-book examination, carrying materials related to the examination content;

2. Copying or assisting others in copying answers to questions or materials related to the examination content;

3. Intentionally destroying test papers, answer sheets, or other examination materials during the examination;

4. Writing a name, examination number, or other information on the answer sheet that does not match his/her identity, without actually taking the examination by impersonating someone else;

5. Exchanging test papers, answer sheets, or draft paper;
6. Using opportunities such as using the restroom to review materials related to the examination subject outside the examination room, or to discuss the examination content with others;
7. Answers being identified as identical during the grading process;
8. Other acts that shall be determined as cheating on an examination.

五、考生有下列行为之一的，给予留校察看处分：

1. 私自更改或以其他不正当手段获得某一门课程考试成绩的；
2. 抢夺、窃取他人试卷、答卷或者强迫他人為自己抄袭提供方便的；
3. 盗窃或以其他不正当手段获得某一门课程考试试卷的；
4. 以纠缠、侮辱、要挟或胁迫、贿赂等方式干预成绩评定老师评定成绩的；
5. 在考试过程中二人在答卷上互写对方姓名的；
6. 其他严重考试作弊行为应当给予留校察看处分的。

V. Any examinee who commits one of the following acts shall be given a probation sanction:

1. Privately altering or obtaining a grade for a particular course examination by other improper means;
2. Snatching or stealing another person's test paper or answer sheet, or compelling others to facilitate his/her cheating;
3. Stealing or obtaining a test paper for a particular course examination by other improper means;
4. Influencing the grader's assessment of grades through means such as pestering, insulting, blackmailing, coercing, or bribing;
5. Two examinees writing each other's names on their respective answer sheets during the examination;

6. Other acts of serious cheating on an examination that warrant a probation sanction.

六、考生有下列行为之一的，依照下列规定给予相应处分：

（一）代替他人或由他人代替参加考试的，要严肃处理，直至开除学籍（替考者属外单位的，由学校保卫处将替考者交替考者所在单位处理）：

1. 考试正式开始前，能主动离开考场的，替考者可免予处分，被替考者给予警告处分。

2. 考试进行过程中，能主动终止其替考行为的，替考者给予记过处分、被替考者给予留校察看处分。

3. 考试过程中未被发现，考试结束后能主动承认其替考行为的，主动承认者给予记过处分、被动承认者给予留校察看处分。

4. 未主动承认其替考行为，但没有伪造、变造身份证、准考证及其他证明材料，替考者给予留校察看处分、被替考者给予开除学籍处分。

5. 双方共同合谋，且伪造、变造身份证、准考证及其他证明材料实施替考，事后又不主动承认的，替考者和被替考者都给予开除学籍处分。

VI. Any examinee who commits one of the following acts shall be given the corresponding sanction according to the provisions below:

(I) Where an examinee takes an examination on behalf of another person or has another person take an examination on his/her behalf, the case shall be seriously handled, up to and including expulsion (If the impersonator is from an external unit, the University Security Office shall refer the impersonator to the unit to which he/she belongs for handling):

1. If the impersonator voluntarily leaves the examination room before the official start of the examination, the impersonator may be exempted from sanction, and the examinee being represented shall be given a warning sanction.

2. If the impersonator voluntarily terminates the impersonation during the examination, the impersonator shall be given a demerit record sanction, and the examinee being represented shall be given a probation sanction.

3. If the impersonation is not discovered during the examination but the parties voluntarily confess after the examination, the party who voluntarily confesses shall be given a demerit record sanction, and the party who passively admits shall be given a probation sanction.

4. If the parties do not voluntarily confess to the impersonation, but there is no forgery or alteration of ID cards, admission tickets, or other certification materials, the impersonator shall be given a probation sanction, and the examinee being represented shall be given expulsion.

5. If the parties conspire to commit impersonation by forging or altering ID cards, admission tickets, or other certification materials, and do not voluntarily confess afterwards, both the impersonator and the examinee being represented shall be given expulsion.

(二) 在闭卷考试中, 携带、使用手机或者其他具有存储、发送、接收等功能的电子设备参加考试的, 要严肃处理, 直至开除学籍:

1. 携带上述电子设备进入考场且在考试开始前未按要求放在指定位置的, 给予严重警告处分。

2. 在考试过程中, 使用上述电子设备的(处于开机状态), 但未涉及考试内容, 给予记过处分。

3. 在考试过程中, 通过上述电子设备浏览、查询与考试相关内容的, 或者发送与考试相关内容的, 给予留校察看处分。

4. 在考试过程中, 相互串通使用上述电子设备传递与考试内容相关信息的, 给予开除学籍处分。

(II) In a closed-book examination, where an examinee brings or uses a mobile phone or other electronic devices with storage, sending, or receiving functions to participate in the examination, the case shall be seriously handled, up to and including expulsion:

1. Bringing the aforementioned electronic devices into the examination room and failing to place them in the designated location before the start of the examination shall result in a serious warning sanction.

2. Using the aforementioned electronic devices (i.e., with the device powered on) during the examination, without involving examination content, shall result in a demerit record sanction.

3. Browsing, querying content related to the examination, or sending content related to the examination through the aforementioned electronic devices during the examination shall result in a probation sanction.

4. Colluding with others to use the aforementioned electronic devices to transmit information related to the examination content during the examination shall result in expulsion

(三) 事先通谋，结伙作弊或为作弊组织者提供试题信息、答案及相应设备等行为的，给予开除学籍处分。

(四) 向他人出售考试试题或答案牟取利益的，以及买卖试题答案等各类严重扰乱考试秩序的行为的，给予开除学籍处分。

(五) 盗窃或以其他不正当手段获得多门课程考试试卷的，给予开除学籍处分。

(六) 私自更改或以其他不正当手段获得多门课程考试成绩的，给予开除学籍处分。

(七) 其他严重考试作弊或严重扰乱考试秩序应当给予开除学籍处分的行为。

(III) Premeditating to organize group cheating or providing examination question information, answers, or corresponding equipment to cheating organizers shall result in expulsion.

(IV) Selling examination questions or answers to others for profit, trading examination questions and answers, or other acts that seriously disrupt the examination order shall result in expulsion.

(V) Stealing or obtaining test papers for multiple courses by other improper means shall result in expulsion.

(VI) Privately altering or obtaining grades for multiple course examinations by other improper means shall result in expulsion.

(VII) Other acts of serious cheating on examinations or serious disruption of examination order that warrant expulsion.

七、在校期间再次考试违纪的，加重处分：

(一) 受警告处分后

1. 再次考试违纪属本条第 i 款所列行为的，给予严重警告处分。
2. 再次考试违纪属本条第 ii 款所列行为的，给予记过处分。

(二) 受严重警告处分后

1. 再次考试违纪属本条第 i 款或第 ii 款所列行为的，给予记过处分。
2. 再次考试违纪属本条第 iii 款所列行为的，给予留校察看处分。

(三) 受记过处分后（或留校察看处分解除以后）

1. 再次考试违纪属本条第 i 款、第 ii 款或第 iii 款所列行为的，给予留校察看处分。
2. 再次考试违纪属本条第 iv 款或第 v 款所列行为的，给予开除学籍处分。
3. 留校察看期间，再次考试违纪的，给予开除学籍处分。

VII. For a repeat examination offense during the period of enrollment, the sanction shall be escalated:

(I) Following a warning sanction:

1. If the repeat offense constitutes an act specified in Subsection (a), a serious warning sanction shall be given.

2. If the repeat offense constitutes an act specified in Subsection (b), a demerit record sanction shall be given.

(II) Following a serious warning sanction:

1. If the repeat offense constitutes an act specified in Subsection (a) or (b), a demerit record sanction shall be given.

2. If the repeat offense constitutes an act specified in Subsection (c), a probation sanction shall be given.

(III) Following a demerit record sanction (or after the probation sanction has been lifted):

1. If the repeat offense constitutes an act specified in Subsection (a), (b), or (c), a probation sanction shall be given.

2. If the repeat offense constitutes an act specified in Subsection (d) or (e), expulsion shall be given.

3. If a repeat examination offense occurs during the probation period, expulsion shall be given.

(四) 给予严重警告以上处分的,同时取消该门课程当次考试成绩,该门课考试成绩以0分记。

(五) 在校学生参加学校组织的全国、全省范围内统一进行的各类考试违纪的,参照本办法执行。参加校外其他考试违纪的,按相关考试的规定处理。

(IV) Where a sanction of serious warning or above is imposed, the examinee's score for that particular course examination shall also be invalidated and recorded as zero.

(V) These Provisions shall apply mutatis mutandis to enrolled students who commit violations in various national or provincial unified examinations organized by the University. Violations in other external examinations shall be handled in accordance with the regulations governing those specific examinations.

注：本须知中英文不一致之处，以中文版为准；本须知将适时更新，广东工业大学国际交流学院保留解释权。

In case of any divergence of interpretation, the Chinese text shall prevail. These important notes may be subject to updates, IEC reserves the right of final interpretation.



广东工业大学
GUANGDONG UNIVERSITY OF TECHNOLOGY

团结 勤奋 求是 创新

广东工业大学国际交流学院

地址:中国广州市越秀区东风东路729号广东工业大学图书馆7楼721室 (510090)

电话:0086-20-37626172, 37626171

邮箱:admission@gdut.edu.cn

网址:<https://iec.gdut.edu.cn>

在线申请系统:<https://apply.gdut.edu.cn>

International Exchange College

Office: Room 721, 7th Floor, Library Building, Dongfeng Road Campus, GDUT

Add.: No.729 Dongfengdong Road, Yuexiu District, Guangzhou, P.R. China 510090

Tel.: 0086-20-37626172, 37626171

Email: admission@gdut.edu.cn

Web: <https://iec.gdut.edu.cn>

Online Application System: <https://apply.gdut.edu.cn>