

## 2021 级新生注意事项 Notes for 2021 new students

1、请按照要求及时完成在线注册报到手续。

Please follow the instructions to complete the online registration on time.

2、所有课程均按照教学计划和学校校历执行，以周为单位进行安排。2021.09.06 开始本学期第一周课程学习。

All courses will be conducted according to the course schedule and the University Calendar by weeks. The first week of this new semester will begin in September 6.

3、所有课程均为在线教学，请提前下载安装微信、腾讯会议等软件，确保良好的网络设备和网络速度，以免影响正常上课。每个人的课程安排可能并不一致（尤其对硕士生和博士生来说），请务必按照本人的课程表上课。

All courses will be online until further notice is published. To get better prepared for online class, please download the install the necessary software such as Wechat\ Tencent Meeting, etc in your mobile phone and computers and make sure you have a good internet connection. Every student may have his or her own unique course schedule every semester, especially for master or Ph.D student, make sure to attend the courses listed on your own schedule.

4、在线教学期间，如因生病等特殊情况需要请假一次，必须提前联系国际教育学院办公室和任课教师说明情况并请求批准，多次缺勤将影响考试成绩甚至失去考试资格。

During the online class, if you have special situation and can not attend for one time, you should contact the CIE office and the online-course teachers to explain the situation and seek for permission to. If a student is recorded to be absent without any improvement for many times, it will seriously affect your final result and even lose the chance to attend the final exam.

5、所有课程考试过程中，必须严格遵守考试纪律，严格执行老师的要求。如果发生违规使用手机和电脑以及交换答案等作弊行为，将根据学校规定严肃处理，给予纪律处分甚至开除学籍。

Students must obey the regulations and follow the requirements of the teachers during any exam. If a student is found to cheat in the exam by using the mobile phone/computers or exchanging answers, he or she will be seriously punished according to the University regulations.

6、根据要求，中文授课本科生在毕业前应通过 HSK 五级考试，英文授课本科生在毕业前应通过 HSK 四级考试；中文授课硕士生和博士生在毕业前应通过 HSK 五级考试，英文授课硕士生和博士生在毕业前应通过 HSK 三级考试。

According to the regulations, bachelor students under Chinese-taught program is required to pass HSK-5 before the graduation, bachelor students under English-taught program is required to pass HSK-4 before the graduation; master and Ph.D students under Chinese-taught program is required to pass HSK-5 before the graduation, master and Ph.D students under English-taught program is required to pass HSK-3 before the graduation.

7、所有类型的奖学金均需每年按照要求参加奖学金评审，根据学业成绩、学习态度、是否有不及格课程、是否有奖励和处分、是否积极参加学校组织的各类活动进行整体考核，决定下一年度是否继续享受奖学金、是否调整奖学金标准。

Students with all types of scholarships are required to attend the annual review every year. The annual review is a overall evaluation for a student based on your academic performance、study attitude、if there are any failed courses、if there are any awards or disciplinary punishment、if you take an active part in all kinds of activities organized by the University. The annual review result will be used to help the office to decide if you can keep or lose your scholarship next year and if it is need to adjust the current standard.

8、自费学生或享受部分奖学金的学生应每学期主动联系办公室，在开学后一个月内缴纳所需的各项费用，否则会影影响正常学习。

Students with no scholarship or partial scholarship should contact the CIE office to pay all the needed fees within the first month of every semester. Otherwise your study may be affected.

我已阅读上述内容并保证遵守学校的规章制度和管理规定。I have read this file and I promise to follow all the university regulations and requirements.

录取编号 Admission No.: \_\_\_\_\_ 姓名 Full name in Passport: \_\_\_\_\_

签名 Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_年 Year/\_\_\_\_\_月 Month/\_\_\_\_\_日 Day