對外經濟貿易大學
University of International Business and Economics

# International Degree Student Handbook



Add: 1st Floor, Block B, International Plaza
www.sie.uibe.edu.cn

# Campus Map of University of International Business and Economics



Dear International Students,

You are warmly welcome to join University of International Business and Economics as a new member of our international students' family.

In this handbook, we summarize most rules and regulations to be carefully read and strictly obeyed for your safe stay and successful study in China. In case you find any conflict between the rules and regulations written in this handbook and regulations by China or University, please, follow the latter as the standard.

School of International Education serves as an administrative agency authorized to manage affairs concerning university international students and it bears responsibility on the interpretation of regulations written in this book.

School of International Education

# Letter of Commitment

I received University of International Business and Economics for International Students Handbook, and hereby promise to read it thoroughly, obey rules and regulations summarized in it, rules and regulations by the University as well as laws and regulations formulated by the Chinese Government. I agree to undertake any consequences for my violation of the laws, rules and regulations.

Student ID No.:

Signature:

Date:

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# Regulatory Common Knowledge

I. Relevant Provisions of the "Law of the People's Republic of China on the Entry and Exit Administration of Foreigners"

1. International students must carry their passports with them at all times while in China.
2. Foreigners who enter China on an X1 visa must, within 30 days of entry, apply for a residence permit at the Beijing Municipal Public Security Bureau Exit–Entry Administration Department.
3. International students holding an X2 visa who intend to leave China (including to Hong Kong, Macao or Taiwan) and then return within the validity period of the visa must apply for a new entry visa at the Beijing Municipal Public Security Bureau Exit–Entry Administration Department at least 20 working days before departure.
4. Residence-permit applications or X2-visa extensions must be submitted on time; failure to do so before expiration will result in penalties.
5. International students who live off-campus must, within 24 hours of moving in, register their temporary residence with the local public-security authorities.

II. Pursuant to the "Law of the People's Republic of China on Assemblies, Processions and Demonstrations," foreigners in China may not organize or take part in assemblies, processions or demonstrations without the approval of the competent authorities.

III. The following acts all violate the "Public Security Administration Punishments Law of the People's Republic of China":

1. Group fighting, provoking trouble, insulting women or engaging in other hooliganism; prostitution, soliciting prostitution and procuring for prostitution.
2. Violating Chinese government prohibitions by trafficking in, carrying, using, inhaling or injecting drugs (including opium, heroin, methamphetamine, morphine, marijuana, cocaine and any other narcotics or psychotropic substances under state control that may lead to addiction).
3. Deliberately damaging public or private property; stealing, defrauding or forcibly seizing public or private property.
4. Driving without a license, drunk driving, or allowing a person without a driver's license to operate a motor vehicle.

IV. Under the "Beijing Municipal Regulations on Strict Restriction of Dog-Keeping," no one may keep a dog on campus without prior approval.

V. In the event of lost or stolen personal property, first protect the scene (if any) and promptly report the incident to the university (School of International Education and Security Department) or to the public-security authorities (local police station or the Foreigners' Administration Section of the Public Security Bureau). If a student's passport is lost, he or she must promptly report it to the Beijing Municipal Public Security Bureau Exit–Entry Administration Department.

VI. International students living in on-campus dormitories must observe the visitor-registration system and may not accommodate guests overnight at will.

VII. At the time of registration, every international student must, in accordance with the relevant Ministry of Education requirements, purchase the designated insurance policy from Ping An Life Insurance Company of China, Ltd.

International students in China must observe Chinese laws, regulations and the university's rules and regulations; at the same time, they are protected by these laws and regulations.

# Measures for the Implementation of Disciplinary Sanctions against Students of University of International Business and Economics

Adopted at the President's Office Meeting in June 2017;
First revised at the President's Office Meeting in June 2018

## Chapter I General Provisions

Article 1 These Measures are formulated to safeguard the normal order of education-teaching and campus life, protect the legitimate rights and interests of the University and students, and promote the all-round development and healthy growth of students. They are enacted in accordance with the *Education Law of the People's Republic of China*, the *Higher Education Law of the People's*

*Republic of China*, the *Regulations on the Administration of Students in Institutions of Higher Education* (Decree No. 41 of the Ministry of Education), the *Charter of University of International Business and Economics*, and the *Regulations on the Administration of Students of University of International Business and Economics*, in light of the actual conditions of the University.

Article 2 These Measures shall apply to undergraduate and postgraduate students receiving general higher-education academic education at the University.

Article 3 Disciplinary sanctions against students for violations of discipline shall adhere to the following principles: (1) Principle of integrating education with punishment. In imposing disciplinary sanctions on students for disciplinary violations, full consideration shall be given to the nature of the violating act, the degree of fault, and the student's attitude toward the violation. Those who truthfully state the facts of the violation, take the initiative to admit their mistakes, submit thorough self-criticisms, and demonstrate genuine remorse may be given a lighter or mitigated sanction. (2) Principle of impartiality and openness. Disciplinary sanctions against students shall fully respect students' legitimate rights and interests. Sanctions shall be based on facts, in accordance with laws, regulations, rules and University rules, with sufficient evidence, clear grounds, accurate characterization, due procedure and appropriate sanctions. The right to know of the sanctioned student and the public shall be fully respected. Except for matters involving state secrets, commercial secrets, legitimate rights and interests of third parties, and personal privacy, the handling procedures shall be made public, and the handling results shall be announced to the whole University.

## Chapter II Organizational Bodies

Article 4 The administrative body for student disciplinary sanctions is the Student Disciplinary Sanction Committee.

Article 5 The University shall establish a Student Appeal Handling Committee to accept and review appeals filed by students subject to disciplinary sanctions.

## Chapter III Types of Disciplinary Sanctions

Article 6 The types of disciplinary sanctions against students are: Warning, Serious Warning, Demerit, Probation under Observation, and Expulsion from School.

Article 7 Except for Expulsion from School, the term of a disciplinary sanction shall range from 6 to 12 months, calculated from the date the sanction decision is made. In principle, the term shall be 12 months. Where the circumstances of a student's violation are minor, the student shows a good attitude of acknowledging mistakes, and no serious consequences have been caused, the sanction term may be set at 6 months without lowering the sanction level.

Article 8 During the sanction term, students subject to disciplinary sanctions shall be disqualified for all types of awards, honors and candidate recommendations.

## Chapter IV Application of Disciplinary Sanctions

Article 9 A student shall be given the sanction of Expulsion from School under any of the following circumstances: (1) Violating the

Constitution, opposing the Four Cardinal Principles, undermining stability and unity, or disturbing social order; (2) Committing a criminal offence as prescribed by national laws; (3) Being subject to public-security administrative penalties for serious and egregious circumstances; (4) Taking examinations for others or asking others to take examinations on one's behalf, organizing cheating, using communication equipment or other tools for cheating, selling examination questions or answers for profit, or committing other serious cheating or acts disrupting examination order; (5) Committing serious academic misconduct such as plagiarism, tampering or falsification in degree theses or publicly-published research achievements, or engaging in thesis ghostwriting or trading; (6) Violating the *Regulations on the Administration of Students of University of International Business and Economics* and other University rules, and seriously disrupting the order of education-teaching, campus life or public premises management; (7) Infringing upon the legitimate rights and interests of other individuals or organizations and causing serious consequences; (8) Repeatedly violating University rules and receiving disciplinary sanctions without correcting misdeeds after education.

Article 10 Students who have committed the following disciplinary violations, even without sanctions from state judicial or administrative authorities, shall be given corresponding sanctions respectively: (1) Organizing affrays: a sanction of Serious Warning or Demerit; where serious consequences are caused, Probation under Observation or a heavier sanction. (2) Participating in affrays: a sanction of Serious Warning; where others are injured in the affray, Demerit or Probation under Observation. (3) Threatening, intimidating or retaliating against others after an affray has ended: a sanction of Serious Warning or Demerit; where serious consequences are caused, Probation under Observation. (4) Inciting or abetting others to intensify conflicts and

escalate affrays, causing adverse consequences: a sanction of Warning or Serious Warning; where serious consequences are caused, Demerit or Probation under Observation. (5) Intentionally giving false testimony during the investigation of an affray and obstructing the investigation: a sanction of Warning, Serious Warning or Demerit.

Article 11 Those who damage the campus environment or disrupt the normal order of the University shall be dealt with in accordance with the following circumstances: (1) Pursuant to the *Beijing Municipal Smoking Control Regulations* and the *Measures for Smoking Control of University of International Business and Economics*, smoking is prohibited in all campus buildings. Those who smoke in smoke-controlled areas and refuse to stop upon admonition shall be given Serious Warning or a heavier sanction. (2) Theft, fraud, seizure or extortion of public or private property: a sanction of Warning, Serious Warning or Demerit; where the amount involved is relatively large or the act is repeated against multiple persons, Probation under Observation or a heavier sanction. (3) Intentional destruction of public or private property: the student shall compensate for economic losses, and be given Warning, Serious Warning or Demerit according to the circumstances; where serious consequences are caused, Probation under Observation or a heavier sanction. (4) Disrupting the order of education-teaching, campus life or public premises: a sanction of Warning, Serious Warning or Demerit; where serious consequences are caused, Probation under Observation or a heavier sanction. (5) Refusing or obstructing state functionaries or University administrators from performing their duties in accordance with laws or University disciplines: a circular of criticism or Warning or a heavier sanction according to the circumstances. (6) Insulting, threatening or assaulting teachers in any manner: a sanction of Serious Warning or a heavier sanction according to the circumstances. (7) Organizing, planning or participating in illegal pyramid-selling or

other illegal business activities: a sanction of Warning, Serious Warning or Demerit. (8) Insulting or defaming others, spreading rumors, inciting sentiment or disturbing public opinion in public places, on the Internet or through other public means, where the circumstances are serious: a sanction of Serious Warning or Demerit; where the impact is pernicious and consequences are grave, Probation under Observation or a heavier sanction. (9) Organizing, planning or participating in illegal religious activities, feudal superstition or cult-related activities: Probation under Observation or a heavier sanction according to the circumstances. (10) Forging certificates, altering documents or committing other acts of fraud: a sanction of Serious Warning or a heavier sanction; where serious consequences are caused, Demerit or a heavier sanction. (11) Fabricating, downloading, reproducing or disseminating terrorist, violent, pornographic, false or harmful information and causing pernicious impact: Probation under Observation or a heavier sanction.

Article 12 Those engaging in or participating in activities or conduct detrimental to the image of college students and contrary to public morality shall be dealt with as follows: (1) Behaving inappropriately in public places and refusing to stop upon admonition: Warning or a heavier sanction. (2) Excessive drinking and causing adverse impacts without correction after education: Demerit or a heavier sanction according to the circumstances. (3) Concealing, destroying or privately opening others' letters, illegally browsing or deleting others' emails and infringing upon others' right to privacy: Warning or Serious Warning; where serious consequences are caused, Demerit or a heavier sanction. (4) Engaging in prostitution or soliciting prostitution: Probation under Observation or a heavier sanction. (5) Using or injecting drugs in violation of national laws: Probation under Observation or a heavier sanction.

Article 13 Students committing any of the following violations of the *Regulations on Student Dormitory Administration of University of International Business and Economics* shall be given Warning, Serious Warning up to Expulsion from School according to the circumstances and consequences: (1) Accommodating non-dorm-members in student dormitories; accommodating persons of the opposite sex in dormitories or staying in dormitories for the opposite sex; (2) Privately lending, renting out, transferring or swapping dormitory beds; (3) Refusing to cooperate with dormitory administrators, or abusing them and provoking incidents; (4) Violating dormitory hours and disturbing others' rest, returning late or leaving late for five times or more within one month without correction after admonition; (5) Using illegal electrical appliances or unsafe equipment, or privately pulling electric wires, network cables, door curtains, bed curtains or wall hangings. Such articles shall be removed upon discovery; where the student adopts a bad attitude or repeats the offence despite repeated admonitions, a sanction shall be imposed; (6) Storing flammable, explosive, corrosive, highly toxic or radioactive dangerous articles in dormitory buildings or rooms; unauthorized removal or use of fire-fighting facilities and equipment; unauthorized replacement or additional installation of door locks. Where economic losses are caused to the University or other persons, compensation for damaged property shall be made concurrently; (7) Committing other violations of the *Regulations on Student Dormitory Administration of University of International Business and Economics*, and refusing to correct misdeeds after receiving two or more Disciplinary Notice or Safety Hazard Notice from dormitory management authorities.

Article 14 Those violating the *Measures for Fire Safety Administration of University of International Business and Economics* by unauthorized removal or damage of fire-safety facilities and equipment, or obstructing safety-management work and accident handling shall be

given Warning or a heavier sanction according to the circumstances.

Article 15 Those violating provisions on Internet use shall be given Warning or a heavier sanction according to the circumstances, in accordance with the *Regulations on Civilized Internet Use for Students of University of International Business and Economics*.

Article 16 Students who are absent without leave and accumulate the following class hours in one semester across multiple courses shall be given corresponding disciplinary sanctions: (1) 16 class hours: Warning; (2) 24 class hours: Serious Warning; (3) 32 class hours: Demerit; (4) 40 class hours: Probation under Observation.

Article 17 Students who are absent without approval from cognitive internships, professional internships or other teaching activities in violation of relevant University provisions shall be subject to corresponding disciplinary sanctions. Any student sanctioned for disciplinary violation shall be graded as Fail for the internship. (1) Being absent without leave for more than one-third of the internship period: Warning or a heavier sanction; (2) Without approval from supervising instructors, leaving the group or internship post off-campus and disrupting internship activities: Warning or a heavier sanction.

Article 18 Students who are absent without leave from other learning activities organized by the University which they are required to attend shall have the validity of such participation determined according to the gravity of circumstances and be given Warning or a heavier sanction.

Article 19 Examination discipline applies to mid-term, final and other examinations organized by the University in various forms. Social and national examinations hosted, co-hosted or undertaken by the University shall be handled pursuant to relevant provisions for such examinations.

Article 20 Any of the following acts constitutes a general violation of examination discipline. The examinee shall be warned and ordered to rectify on-the-spot. First-time offenders who obey invigilators and rectify promptly may continue the examination. Those who refuse to obey invigilators and fail to rectify shall be given Warning or Serious Warning; the course result shall be invalid and recorded as zero. Unless otherwise specified, this Article applies to both closed-book and open-book examinations. (1) Failing to take seats as required by invigilators after entering the examination room; (2) Failing to place schoolbags, review materials, opaque pencil-cases, electronic or communication devices with functions for sending, receiving or storing text information and other articles at designated locations before examination papers are distributed; (3) Bringing blank scratch paper without permission; (4) Answering questions before the start signal or continuing to answer after the end signal of the examination; (5) Looking around in the examination room, attempting to peek at others' examination papers; (6) Passing stationery without invigilator's permission for a first-time offence; (7) Failing to fill in examinee information on answer sheets as required; (8) Lingering in the examination room or making loud noises near the examination venue after submitting papers; (9) Other acts identified by invigilators or exam inspectors as violations of examination discipline.

Article 21 Any of the following acts constitutes a serious violation of examination discipline; the examinee shall be given Demerit; the course result shall be invalid and recorded as zero. Unless otherwise specified, this Article applies to both closed-book and open-book examinations. (1) Borrowing others' books, notes, materials, calculators or other articles for a first-time offence; (2) Repeating any act listed in Article 20 after being warned or admonished; (3) Passing slips or examination papers, caught in transit before cheating is completed, for both parties involved; (4) Peeking at others' examination papers for a first-time offence; (5) Moving one's own or raising answer sheets or scratch paper with written content to facilitate others' peeking for a first-time offence; (6) Taking examination papers, answer sheets or scratch paper out of the examination room; (7) Leaving the examination room without invigilator's permission; (8) Other acts identified by invigilators or exam inspectors as serious violations of examination discipline.

Article 22 Any of the following acts during an examination shall be deemed examination cheating; the examinee shall be given Probation under Observation; the course result shall be invalid and recorded as zero. Unless otherwise specified, this Article applies to both closed-book and open-book examinations. (1) Keeping books, notes, paper or other articles related to examination content within one's reach after desks are cleared and papers are distributed for closed-book examinations; (2) Keeping electronic stationery with functions only for information storage, query or calculation within one's reach after papers are distributed without permission; (3) Exchanging whispers, peeking at others' papers, facilitating others' peeking, or passing slips containing examination-related information despite admonition and stop by invigilators; (4) Snatching others' examination papers, answer sheets or scratch paper, or having others' examination materials on one's desk; (5) Keeping devices with

functions for sending or receiving information within one's reach after papers are distributed; (6) Intentionally destroying examination papers, answer sheets or examination materials; (7) Taking examination papers out of the examination room before submission; (8) Leaving the examination room with invigilator permission without submitting papers and accessing examination-related materials or information outside the venue; (9) Two or more answer sheets for the same subject in the same examination room bearing identical answers; (10) Other acts identified by invigilators or exam inspectors as examination cheating.

Article 23 Any of the following acts during an examination constitutes aggravated cheating; the examinee shall be given Expulsion from School; the course result shall be invalid and recorded as zero. Unless otherwise specified, this Article applies to both closed-book and open-book examinations. (1) Keeping devices with functions for sending or receiving information within one's reach after papers are distributed and using them to send, receive or view information; (2) Refusing to obey invigilators after being caught cheating, creating disturbances, clashing with invigilators and disrupting examination order; (3) Destroying cheating evidence after being caught cheating; (4) Instigating or abetting others to give false testimony after being caught cheating; (5) Refusing to write self-criticism and failing to acknowledge mistakes after being caught cheating; (6) Organizing or participating in group cheating; (7) Committing any act listed in Article 22 while under Probation under Observation, regardless of whether the sanction has been lifted; (8) Other acts identified by invigilators or exam inspectors as aggravated examination cheating.

Article 24 Taking examinations for others or asking others to take examinations on one's behalf constitutes examination proxy-taking

and shall incur Expulsion from School; the course result shall be invalid and recorded as zero. The following acts shall be deemed proxy-taking: (1) Entering the examination room to take an examination with examinee identity documents that do not belong to oneself; (2) Non-course-participants answering examination papers in the examination room after papers are distributed; (3) Submitting or holding examination papers bearing other persons' names; (4) Failing to report to invigilators when examination papers end up in others' hands for whatever reason; (5) Proxy-learning or proxy-testing for others in College English Listening courses; (6) Other acts identified by invigilators or exam inspectors as examination proxy-taking.

Article 25 Any of the following acts constitutes pre-examination violation or cheating. Those with minor circumstances who acknowledge mistakes may be given criticism-education and permitted to sit the examination. Where circumstances are serious, examination qualification shall be revoked and corresponding disciplinary sanctions imposed. (1) Attempting to induce examination-paper setters to disclose examination questions and disturbing their work or life without success: pre-examination violation, subject to criticism-education. Where such attempt succeeds: cheating; examination qualification revoked, Demerit imposed, and course result invalid and recorded as zero. This paragraph shall not apply where setters voluntarily leak examination questions; such setters shall be dealt with separately pursuant to relevant University provisions. (2) Planning cheating in advance (e.g. writing examination content on desks, occupying seats before the examination) but voluntarily disclosing and stopping before papers are distributed without completing cheating: pre-examination violation, subject to criticism-education. Where pre-planned cheating is forced to stop before papers are distributed upon discovery: attempted pre-examination cheating; Demerit imposed, examination qualification revoked, and course result invalid and recorded as zero. (3) Actual attempts to steal or

stealing examination papers: pre-examination cheating; Probation under Observation imposed, examination qualification revoked, course result invalid and recorded as zero. Where circumstances are aggravated: Expulsion from School, examination qualification revoked, course result invalid and recorded as zero. Actual attempts to steal or stealing state-level examination papers: pre-examination cheating; Expulsion from School, examination qualification revoked, course result invalid and recorded as zero. Where national laws are violated, the case shall be transferred to judicial authorities.

Article 26 Any of the following acts constitutes post-examination violation or cheating. Those with minor circumstances who acknowledge mistakes may be given criticism-education with examination results valid. Where circumstances are serious, disciplinary sanctions shall be imposed and the course result shall be invalid and recorded as zero. (1) After the examination, attempting to persuade instructors to raise grades and disturbing their work without success: examination violation. After criticism-education and acknowledgement of mistakes, the examination result may remain valid upon the instructor's consent. Where the student still creates disturbances disturbing instructors' work or life despite criticism-education: serious violation of examination discipline; Warning or a heavier sanction, course result invalid and recorded as zero. Where such attempt succeeds: post-examination cheating; Demerit or a heavier sanction, course result invalid and recorded as zero. (2) After the examination, altering or replacing answer sheets in collusion with others, or modifying or forging examination grades: post-examination cheating; Probation under Observation or a heavier sanction, course result invalid and recorded as zero.

Article 27 For courses assessed via term papers (including research reports and reading reports) or other off-campus assessment forms,

plagiarism in students' papers meeting any of the following conditions shall be deemed examination cheating; Probation under Observation shall be imposed, and the course result shall be invalid and recorded as zero. (1) Using others' original text exceeding one-third of the total length of one's paper, with or without citation notes; (2) Main ideas, argumentation methods, frameworks, core concepts, expressions or data of relatively independent paragraphs are identical to those in others' papers, with only superficial rephrasing; (3) Plagiarism confirmed upon investigation and verification by three or more teachers designated by the school or faculty.

Article 28 For examinations conducted via computer or computer networks, in addition to violations and cheating specified above, any of the following acts constitutes violation or cheating. Corresponding criticism or disciplinary sanctions shall be imposed, examination qualification revoked, and the course result invalid and recorded as zero. Those causing substantial economic losses by attacking computer or network software or databases shall make compensation according to law. Where national laws are violated, the case shall be transferred to judicial authorities. (1) Refusing to follow examination instructions from invigilators or exam inspectors; (2) Running programs other than designated examination programs without permission; (3) Opening or interpreting relevant computer program files without permission; (4) Copying examination papers or other electronic examination materials and taking them out without permission; (5) Opening or interpreting electronic files related to examination content stored in computers or networks without permission; (6) Attacking computer or network software or databases directly related to examinations; (7) Stealing, modifying or deleting electronic examination-related files stored in computers or networks; (8) Spreading computer viruses or using viruses to disrupt examination progress or results during examinations; (9) Committing other serious violations of

provisions governing specific examinations.

Article 29 Any of the following acts in classroom learning, assignment-completion, quizzes and other learning-link activities violates University discipline; corresponding sanctions shall be imposed according to circumstances. (1) Repeated violations of the *Undergraduate Classroom Code of Conduct* that seriously disrupt teaching order: sanctions under Article 16-18 of these Measures shall apply; for other violations, Warning or a heavier sanction shall be imposed. (2) Plagiarism in homework confirmed upon investigation: Warning or a heavier sanction according to circumstances. (3) Violations in quizzes: circular criticism may be imposed at the University's discretion. Where the student acknowledges mistakes, instructors may in principle retain quiz results. Cheating in quizzes: Warning, Serious Warning or Demerit; quiz result invalid and recorded as zero.

Article 30 Where plagiarism, tampering, falsification or other academic misconduct is found in degree theses (graduation projects) upon investigation and verification, the work shall be graded as Fail regardless of defence status; Demerit shall be imposed and thesis defence deferred for one year. Where circumstances are aggravated, or where ghostwriting or thesis-trading is involved, the thesis shall be graded as Fail and Expulsion from School imposed.

Article 31 Where plagiarism, tampering, falsification or other academic misconduct is found in publicly-published research outputs upon investigation and verification, Demerit shall be imposed. Where circumstances are aggravated, or where ghostwriting or thesis-trading

is involved, Expulsion from School shall be imposed.

Article 32 Committing other violations of University rules and refusing to correct misdeeds after criticism-education: Warning or a heavier sanction according to circumstances.

Article 33 Students under Probation under Observation who commit further disciplinary violations during the sanction term shall be given Expulsion from School.

## Chapter V Disciplinary Sanction Procedures

### Section 1 Investigation and Evidence-Collection

Article 34 Student disciplinary violations are categorized as academic violations and daily-conduct violations. Investigations and verification shall be jointly conducted by relevant functional departments and the faculty where the violating student studies.

Article 35 When investigating student disciplinary violations, relevant functional departments shall assign no fewer than two designated personnel to conduct investigation and evidence-collection by lawful means, ascertain facts and preserve relevant evidentiary materials.

Article 36 Persons with direct interests related to the violating student shall recuse themselves and shall not participate in the investigation.

### Section 2 Review and Decision-Making

Article 37 When the University investigates student disciplinary

violations, the faculty of the violating student shall assist the investigation and conduct ideological work for the violating student.

Article 38 Before making a sanction decision, the University shall inform the student to be sanctioned of the facts, reasons and legal basis for the proposed sanction, notify the student of the right to statement and defence, and hear the student's statement and defence.

Article 39 Where evidence is sufficient, grounds are clear, characterization is accurate, procedures are due and sanctions are appropriate, the University shall impose disciplinary sanctions on students pursuant to relevant provisions of these Measures.

Article 40 Sanctions of Probation under Observation or lighter shall be proposed by relevant functional departments and decided by the Student Disciplinary Sanction Committee. Decisions on Expulsion from School, cancellation of admission qualification, cancellation of student status, school withdrawal or other decisions materially affecting students' interests shall be proposed by relevant functional departments, submitted to the President's Office Meeting for deliberation and decision, and subject to prior legality review.

Article 41 The University shall issue a written sanction decision, which shall contain: (1) Basic information of the student; (2) Facts and evidence supporting the sanction; (3) Type, legal basis and term of the sanction; (4) Channels and time-limit for appeal; (5) Other necessary content.

### Section 3 Service and Filing

Article 42 Sanction decisions shall be served directly on the sanctioned student. Where the student refuses to sign for receipt, service by leaving the document on-site may be adopted. Where the student has left campus, service by post may be adopted. Where the student is hard to reach, service by public announcement via University websites or news media may be adopted.

Article 43 Materials for disciplinary sanctions and sanction lifting shall be truthfully and completely filed in both University archival documents and the student's personal file.

### Section 4 Appeal

Article 44 Students objecting to a disciplinary sanction decision may file a written appeal application with the University Student Appeal Handling Committee within 10 days upon receipt of the sanction decision, in accordance with the *Measures for Student Appeal Handling of University of International Business and Economics*. Where appeal time-limits are not stated in sanction or review decisions, the time-limit shall run from the date when the student knows or ought to know the decision, and shall not exceed six months in maximum.

Article 45 Students objecting to a review conclusion may file a written appeal with the Beijing Municipal Commission of Education within 15 days upon receipt of the review conclusion.

## Chapter VI Lifting of Disciplinary Sanctions

Article 46 Upon expiry of a sanction term, the sanctioned student shall submit a written application for sanction lifting, including

self-reflection and conduct performance during the sanction term.

Article 47 An application for sanction lifting shall satisfy all of the following conditions: (1) The sanction term has expired; (2) After being sanctioned, the student has acquired in-depth understanding of the nature and consequences of the violation and demonstrated actual corrective conduct; (3) No further disciplinary violation has been committed during the sanction term.

Article 48 Sanction lifting follows the principle of "who imposes the sanction shall lift it". The student shall submit a written application for sanction lifting to the Student Disciplinary Sanction Committee. Relevant departments shall put forward lifting opinions, and the Student Disciplinary Sanction Committee shall deliberate and make the decision.

## Chapter VII Supplementary Provisions

Article 49 For disciplinary violations not enumerated herein, corresponding disciplinary sanctions may be imposed by reference to relevant provisions.

Article 50 Decisions on school withdrawal or cancellation of admission qualification for students shall be implemented pursuant to relevant provisions.

Article 51 "Or above", "or below" and "within" used in these Measures include the numerical figures or contents mentioned.

Article 52 These Measures shall apply mutatis mutandis to students

receiving continuing higher-education academic education, students from Hong Kong, Macao and Taiwan, overseas students and other types of students at the University.

Article 53 These Measures shall come into force upon promulgation. The original *Measures for the Implementation of Disciplinary Sanctions against Students of University of International Business and Economics (Trial)* (Document No. 〔2017〕398 of WTOU Student Affairs) shall be repealed simultaneously.

Article 54 These Measures shall be interpreted by the Student Disciplinary Sanction Committee of the University.

## Regulations Prohibiting International Students from Riding Motorcycles

In view of the dangers of motorcycle riding and to ensure the personal safety of international students, the following regulations are hereby enacted:

Regardless of whether they hold a valid motorcycle driver's license or registration, and regardless of whether the motorcycle is their own, international students are strictly forbidden to ride or be carried on motorcycles anywhere—on or off campus. Any violation, once discovered, will result in disciplinary measures ranging from serious warning, probation (without degree certificate), compulsory withdrawal up to expulsion from the university. Students who are expelled will be reported to the Beijing Municipal Public Security Bureau Exit–Entry Administration Department and will be unable to continue studying in China.

# Implementation Rules for Tuition Payment of Degree-Seeking International Students

I. All degree-seeking international students admitted to our university must pay tuition fees according to the deadlines and fee standards set by the university.

II. Tuition fees for degree-seeking international students during their study period at our university shall be denominated in RMB (Chinese Yuan).

III. Undergraduate and master's students entering the degree study stage must pay the full annual tuition fee in a lump sum upon registration at the beginning of the autumn semester of the first academic year; thereafter, tuition shall be paid by semester upon registration at the beginning of each semester. Doctoral students' tuition shall be paid by academic year upon registration at the beginning of the autumn semester of each academic year.

IV. Degree-seeking international students must pay tuition fees in full by the deadlines set by the university. Those who fail to pay within 10 working days after the deadline without valid reasons for deferral shall be treated as having voluntarily withdrawn from the university.

V. First-year international students who withdraw midway due to personal reasons may apply for a refund in accordance with the following provisions upon submitting a written withdrawal application stating the reasons, which must be approved by the School of International Education：

1. If the withdrawal application is submitted within one week of the beginning of the first semester, 70% of the tuition paid may be refunded;
2. If the withdrawal application is submitted within two weeks of the beginning of the semester, 50% of the tuition paid may be refunded;
3. If the withdrawal application is submitted after two weeks but before the end of the first semester, 25% of the tuition paid may be refunded;
4. If the withdrawal application is submitted after the end of the first semester, the tuition paid will not be refunded.

VI. Continuing students who withdraw midway due to personal reasons may apply for a refund in accordance with the following provisions:

1. If the withdrawal application is submitted within one week of the beginning of the semester, 70% of the tuition paid for the current semester may be refunded;
2. If the withdrawal application is submitted within two weeks of the beginning of the semester, 50% of the tuition paid for the current semester may be refunded;
3. If the withdrawal application is submitted after two weeks of the beginning of the semester, the tuition paid will not be refunded.

VII. Students applying for early graduation must pay all remaining tuition fees for the prescribed duration of study within three weeks after their application is approved.

VIII. Degree-seeking international students who fail to complete their studies within the prescribed duration of study may apply for an appropriate extension of the study period. Tuition fees during the extension period shall be paid in accordance with the following provisions:

1. Students who have completed all required credits but have failed to complete their graduation thesis on time or have not passed the thesis defense as scheduled may apply for an extension of the study period. During the extension period, in addition to the prescribed defense fees, they must also pay an annual tuition fee of RMB 4,000;
2. Students who have completed all courses required in the teaching plan within the originally scheduled study period but have failed to obtain the required credits due to unsatisfactory examination results may apply for an extension of the study period. During the extension period, in addition to the prescribed retake fees, they must also pay the corresponding tuition fees according to the actual circumstances.

The extension fees for Chinese-taught undergraduate, master's, and doctoral programs, as well as English-taught undergraduate and doctoral programs, shall be implemented in accordance with the following standards:

- For students with fewer than 10 credits not obtained, the tuition fee for the extension period shall be paid at 50% of the normal tuition fee standard (i.e., one semester's tuition);
- For students with 10 or more credits not obtained, the tuition fee for the extension period shall be paid in full at the normal tuition fee standard (i.e., one academic year's tuition).

English-taught master's students shall pay tuition fees based on the

actual number of deficient credits: RMB 2,680 per credit.

IX. These regulations shall be interpreted by the School of International Education and shall take effect from the date of promulgation.

# University of International Business and Economics Administrative Measures for the Student Status of International Students

## Chapter 1 General Provisions

Article 1 To further standardize the administration of international students' status, maintain the normal order of teaching and education, and safeguard the quality of international-student training, these Measures are formulated in accordance with the "Regulations on the Administration of Students in Regular Institutions of Higher Education" (Ministry of Education Order No. 41), the "Measures for the Recruitment and Training of International Students in Schools" (Joint Order No. 42 of the Ministry of Education, the Ministry of Foreign Affairs and the Ministry of Public Security), the "Quality Specifications for Higher Education of International Students in China (Trial)" (Jiao Wai [2018] No. 50) and other relevant documents, and in light of the University's actual practice.

Article 2 These Measures apply to the administration of the student status of international students who pursue regular higher-education degree programs at the University. "International students" means foreign students who, under the "Nationality Law of the People's Republic of China," do not possess Chinese nationality and who receive education at the University.

## Chapter 2 Management Responsibilities

Article 3 The recruitment, training and administration of international students shall follow the principle of "overall coordination with division of labour." The School of International Education (SIE), functional departments and training schools shall work together to achieve convergent management with Chinese students.

Article 4 SIE is responsible for the overall coordination of international-student recruitment, training, administration and services, as well as alumni relations after graduation, and performs the functions of electronic registration of student status, academic credentials and degrees.

Article 5 All functional departments shall, within their respective responsibilities, actively support the administration and services of international students and promote the convergence of administration and services for Chinese and international students.

Article 6 Each training school is responsible for organizing teaching, degree theses and graduation examinations for its international students, and assists SIE in routine administration and services.

## Chapter 3 Enrollment and Registration

Article 7 Only those who meet the relevant PRC recruitment regulations and are formally admitted by the University shall be qualified for enrollment and may be registered as regular higher-education international students.

Article 8 Newly admitted international students shall, with the

admission notice and relevant documents, complete enrollment procedures at SIE on the prescribed dates. Those unable to report on time must submit a written postponement application to SIE in advance with supporting documents. The postponement shall in principle not exceed two weeks. Students who fail to apply or whose application is overdue will be deemed to have forfeited their admission, unless force majeure or other objective reasons exist.

Article 9 Upon registration, SIE shall examine new students' health status, documents, Chinese/English language proficiency and other enrollment qualifications. Qualified students will be electronically registered and obtain student status. Unqualified students will have their admission cancelled. Information on students who forfeit or are denied admission will be reported to the competent authorities by SIE in accordance with national regulations.

Article 10 Currently enrolled students must register at SIE on the prescribed dates at the beginning of each semester. Those unable to register on time must apply for deferred registration; the application must be approved by the training school and filed with SIE. Deferred registration shall in principle not exceed two weeks.

Article 11 International students are covered by a mandatory insurance scheme and must purchase insurance in accordance with national regulations and University requirements. Students who fail to purchase insurance within the specified period will not be registered.

Article 12 Students who fail to submit a deferred-registration application or whose application is not approved will not enjoy the full benefits of registered students. Students who fail to register

without cause two weeks after the semester begins will have their student status cancelled and will be treated as having withdrawn.

Article 13 Students who do not meet registration requirements will not be registered; students whose status has been cancelled or who should be cancelled under University regulations cannot obtain formal status through registration.

## Chapter 4 Change of Major and Transfer

Article 14 To change majors, an international student must:

1. demonstrate genuine interest or special aptitude in the intended major.
2. have passed all courses taken before the application.
3. have completed public basic courses that meet the requirements of the intended major.

After transfer, the student must follow the training program of the new major.

Article 15 Applications for change of major must be submitted before the student begins specialized courses. The application shall be reviewed by the original and intended training schools and approved by SIE. After approval, the student reports to the new school and SIE updates the student-status information and reports to the higher authorities.

Article 16 Change of major will NOT be approved if the student:

1. has completed less than one semester or is in the final academic year.

2. seeks to move from a lower to a higher degree level.
3. has already changed majors within the permitted period.
4. is barred by national or higher-level regulations.
5. is deemed unsuitable by the University.
6. should be dismissed.

Article 17 Procedure

1. Students submit a written application and the Change-of-Major Form during course-selection week of the second semester of Year 1.
2. The original school ranks applicants based on academic performance; the number transferred shall not exceed 5 % of the same cohort in the same major. The school signs its opinion on the form.
3. The intended school conducts relevant tests and signs its opinion.
4. SIE reviews and gives final approval.

Article 18 Matters not covered herein concerning undergraduate change of major shall comply with the "UIBE Measures for the Administration of Undergraduate Change of Major."

Article 19 International students wishing to transfer INTO the University's English undergraduate programs must submit a written application to SIE with proof of English proficiency, transcripts, qualified medical certificate and a statement of conduct from the original institution. After approval by the intended school and SIE, the case is reported to the Academic Affairs Office. Credits earned at the original institution will be recognized according to University regulations.

Article 20 International students wishing to transfer OUT shall submit a written application, obtain approval from the training school and SIE, complete departure procedures within 15 working days, have their UIBE status cancelled, and be reported to the higher authorities.

## Chapter 5 Attendance and Leave

Article 21 "Attendance" covers late arrival, early departure, personal leave, sick leave and absence without leave.

Article 22 International students shall attend all courses and teaching activities stipulated in their training program. Those unable to attend must apply for leave in advance:

1. One day or less: apply to the training school.
2. Two days or more: apply to the training school with medical or other supporting documents; applications exceeding one week must be submitted to SIE.

Article 23 Absence without leave, failure to obtain approval, or overstaying approved leave is treated as unexcused absence.

Article 24 International students who need to leave China for any reason must apply for leave to the training school; the application must be approved by the school leader and then reviewed by SIE. Consequences arising from failure to follow this procedure are the student's own responsibility.

Article 25 Students whose total absence (for any reason) exceeds one-quarter of the total teaching hours of a course in one semester will be

barred from the final examination of that course.

Article 26 Unexcused absence is handled under the "UIBE Detailed Rules for the Punishment of Academic Misconduct" (Document No. [2018] 219). A student absent for 48 class hours will be expelled.

Article 27 Additional penalties for punished students:

1. Ineligibility for all scholarships and awards in the current year.
2. Probation lasts one year from the date of the decision. Students who show genuine repentance will have probation lifted on schedule; misconduct during probation will result in expulsion.

## Chapter 6 Suspension and Resumption

Article 28 Suspension means temporary cessation of studies with retention of student status, approved by the University upon student application or University requirement.

Article 29 International students may complete studies in stages but must finish within the maximum study period (including suspension and retained status).

- Undergraduate: 3–4 years basic, maximum 2 additional years.
- Master: 1–2 years basic, maximum 2 additional years.
- PhD: 4 years basic, maximum 2 additional years.

Students required to perform two years of military service: maximum 7 years from basic period.

Article 30 Suspension may be granted or required in the following cases:

1. Illness, special difficulties or needs making continued study impossible or unsuitable.
2. Pregnancy or childbirth.
3. Medical diagnosis and national regulations indicating necessity.

Article 31

- Undergraduates submit suspension application to the training school, which forwards it to SIE after approval.
- Graduates submit application to supervisor and training school, which forwards it to SIE after approval.

Article 32 Suspension is normally one academic year. Maximum two suspensions totaling two years. Military-service suspension may equal the service period.

Article 33 Suspension is in principle not allowed in the first academic year; students who have completed all courses are not allowed to suspend.

Article 34 During suspension students may not enroll in other institutions and must not commit serious illegal or disciplinary acts; otherwise resumption will be denied.

Article 35 Approved students must complete departure procedures and cancel their study-type residence permit within 15 working days.

Article 36 Suspended students do not enjoy on-campus benefits and

the University bears no administrative responsibility during suspension.

Article 37 Students planning to resume studies must submit application three months before resumption.

- Undergraduates: approved by training school and SIE.
- Graduates: approved by supervisor, training school and SIE.

Resumed students will be placed in the appropriate grade and their graduation/degree eligibility will be reviewed under the original or corresponding program.

Unauthorized resumption during suspension will not be recognized; credits earned will not be counted.

## Chapter 7 Withdrawal

Article 38 International students will be dismissed in any of the following cases:

1. Voluntary withdrawal: student submits application to training school, which approves and forwards it to SIE.
2. Undergraduates failing four or more courses, or three or more compulsory courses in one semester, or accumulating four or more failed compulsory courses during study: first academic warning, second dismissal warning, third dismissal.
3. Graduates failing five or more courses, or three or more compulsory courses in one semester.
4. Required suspension refused and absence exceeding one-third of a semester.
5. Failure to complete studies within maximum study period or failure to apply for extension within basic period.

6. Medical diagnosis or accidental disability rendering continued study impossible.
7. Failure to resume studies within two weeks after suspension/leave ends or failure of resumption review.
8. Other special reasons deemed necessary by the University.

Article 39 Dismissal decisions are issued to the training school for delivery to the student. If the student refuses receipt or delivery is impossible, the decision is deemed served by announcement on the SIE website.

Article 40 Dismissed students must complete withdrawal procedures and cancel their study-type residence permit within 15 working days. Failure to do so authorizes the University to handle relevant matters.

Article 41 Students who have studied for at least one academic year may receive a Certificate of Study; those who have studied at least one semester but less than one year may receive a transcript only. Students who have reached the maximum study period without completing program requirements may receive a Certificate of Attendance. Dismissed students may not apply for readmission.

## Chapter 8 Graduation and Completion

Article 42 International students who, within the prescribed basic study period, complete all courses and teaching activities, pass the graduation (degree) thesis defense and meet graduation requirements will be issued a graduation certificate. Those who also meet degree requirements will be conferred the degree and issued a degree certificate. Lost or damaged certificates cannot be re-issued; a

certified statement with equal legal effect may be issued upon application.

Article 43 Length of study may be shortened or extended upon student application and approval; generally no further change is allowed.

1. Early graduation:

- Undergraduates must have studied at least three years.
- International students must submit their application for early graduation, together with their earned credits and transcript, within one month after the start of the first semester of their intended graduation year, and provide a detailed plan for all remaining coursework. After approval by their academic college (international graduate students must first obtain approval from their supervisor), the application shall be forwarded to the School of International Education for final approval.
- At time of application, at least two-thirds of total credits must have been earned, and remaining credits must be less than one-eighth of total required.
- After approval, all remaining courses must be passed at first attempt; any failure cancels early graduation.
- Within 15 working days after approval, all tuition for the basic study period must be paid in full.

2. Applicants for an extension of the study period must ensure that their total time on campus, counted from the day of initial enrolment, does not exceed the maximum duration stipulated by the university. An extension of the study period may be requested under the following circumstances:

- A student who has completed all courses prescribed in the program and earned the required credits within the prescribed period, but has failed to finish the thesis on time or did not pass the thesis defense as scheduled;
- A student who has completed all courses prescribed in the program within the prescribed period, but has not obtained the required credits due to failing examinations or assessments;
- A student who has not completed all courses prescribed in the program within the prescribed period.

International students must submit their application for an extension no later than one month before graduation. International undergraduates must obtain approval from their training school and then have the application forwarded to the school of the School of International Education for final approval. International graduate students must obtain approval from their supervisor and their training school before the School of International Education reviews and approves the request. Any student who fails to file an application within the specified period will forfeit the right to retain student status.

Students who do not apply to shorten or extend their study period will be deemed to have confirmed that they will complete their studies within the university's standard duration, and their eligibility for graduation and degree conferral will be assessed accordingly.

Article 44 Students who complete program requirements but fail to meet graduation requirements within the prescribed period will be granted completion status and issued a Certificate of Completion.

1. An international undergraduate who, within the prescribed period of study, has completed all courses stipulated in the program but has not earned the required credits or satisfied other graduation criteria, yet has obtained at least 90 % of the

total credits required by the program, may apply for completion. After approval by the home college and subsequent review and endorsement by thethe School of International Education, the student shall be granted completion status and issued a Certificate of Completion.

2. An international graduate student who, within the prescribed period of study, has completed all courses and other educational components stipulated in the program and earned the corresponding credits, but has not fulfilled the graduation requirements (i.e., has not met the conditions for applying for the thesis defense or has failed the thesis defense), may apply for completion. After approval by the supervisor and the home college and subsequent review and endorsement by the School of International Education, the student shall be granted completion status and issued a Certificate of Completion.
3. If an international student's academic record does not satisfy the graduation requirements but meets the criteria for program completion, and the student has already reached the university's maximum period of study, the university will issue a decision to grant completion status. Students who are approved for completion must complete all departure procedures within the time frame specified by the university.
4. Students who have completed withdrawal procedures may not apply for extension.
5. Lost or damaged completion certificates cannot be re-issued; a certified statement may be issued.

Article 45 Holders of a Certificate of Completion may apply for graduation as follows:

1. Undergraduates: within two years after completion, complete remaining requirements (courses/thesis/defense), apply for conversion, obtain approval from training school and SIE, surrender the completion certificate and receive the graduation certificate.
2. Within one year after being granted completion status (master's students) or two years (doctoral students), an international student who subsequently meets all graduation requirements and successfully passes the final (degree) thesis defense must submit an application to convert from completion to graduation. After approval by the supervisor and the home college and final endorsement by the School of International Education, the student may surrender the Certificate of Completion to the School of International Education and receive the Graduation Certificate in exchange.
3. After verification, SIE cancels the electronic completion registration on CHSI, issues the graduation certificate, and awards degrees where eligible, with English versions.
4. Graduation/degree dates are the actual issuance dates.
5. Late applications will not be accepted.

## Chapter 9 Supplementary Provisions

Article 46 Matters not covered herein shall be handled according to the "UIBE Measures for the Administration of Undergraduate Student Status" and "UIBE Measures for the Administration of Graduate Student Status."

Article 47 These Measures take effect on the date of promulgation and are interpreted by the School of International Education.

# University of International Business and Economics Trial Measures for Academic Warning and Support of Degree-Seeking International Students (Promulgated November 2020)

To help degree-seeking international students who receive an academic warning complete their studies successfully, strengthen process management, encourage diligent study, and improve all aspects of teaching and administration, the University hereby enacts the following Trial Measures for Academic Warning and Support.

## I. Academic Warning Procedure

Pursuant to the "Administrative Measures for the Student Status of Degree-Seeking International Students at UIBE":

- In any semester, if a student fails four or more courses, or three or more required courses, or accumulates four or more failed required courses during the whole program, the student will receive an Academic Warning.
- A second occurrence triggers a Dismissal Warning.
- A third occurrence results in dismissal.

SIE publishes the list of warned students around the sixth week of each semester.

## II. Learning-Support Measures

SIE and the training schools jointly provide support for warned students.

Responsible units:

– Academic support: SIE Academic Affairs Section, training-school

vice-dean for undergraduate teaching, academic officers.

– Counseling & support: SIE Student Affairs Section, training-school leaders in charge of international-student work, student counselors.

2.1 First Academic Warning

a) The training school promptly meets the student to identify causes and solutions, keeping written records.

b) Within two weeks after the warning notice is delivered, the training school submits a personalized support plan to SIE:

i. Arrange one-on-one course tutoring, focusing on learning-method improvement.

ii. Academic officers provide guidance on course selection and study planning.

iii. Student cadres are paired with those having poor motivation/self-discipline to monitor attendance and daily routine, reporting to counselors.

iv. For students unsuited to the major, a change-of-major proposal may be made; if the student agrees, SIE forwards the case to the Academic Affairs Office/Graduate School.

v. Counselors and academic officers meet the student regularly to provide life support and build self-confidence, keeping records.

2.2 Second Academic Warning (Dismissal Warning)

a) The training school meets the student immediately, clearly stating that a third warning will lead to dismissal, and keeps records.

b) Within two weeks after the notice, the training school submits an intensified support plan to SIE:

i. Limit the student to retake courses only; no new courses.

ii. Counselors and academic officers investigate deeper causes (academic, psychological, financial, etc.).

iii. Strengthen tutoring and course-selection guidance.

iv. Monitor attendance and report performance to SIE.

v. Strongly recommend change of major if appropriate.

vi. For psychological issues, promptly involve SIE Student Affairs.

2.3 Third Academic Warning (Dismissal)

Students who trigger a third warning will be dismissed. SIE initiates dismissal procedures and issues a “Notice of Dismissal”.

III. Early-Warning Mechanism

Each training school shall establish an early-warning system to identify students at academic risk early—especially those affected by economic hardship, interpersonal problems, emotional changes, internet addiction, unhealthy lifestyle, serious illness, extremist ideology, or disciplinary punishment—so as to intervene in advance and reduce the incidence of academic warnings.

These Measures are interpreted by the School of International Education and take effect on the date of issuance.

# Chinese Proficiency Requirement for International Degree Students (Revised: July , 2026)

To comprehensively enhance the educational standards and training quality of international students pursuing degree programs at our university in China, and in accordance with the Ministry of Education's requirements for higher education for international students, we hereby establish the following Chinese language proficiency standards that graduates must meet upon completion of their studies:

I. For international students enrolled in Chinese-taught programs upon graduation:

1. Majors of Chinese Language Learning: Undergraduate and postgraduate students who study Chinese language related majors, such as Teaching Chinese to Speakers of Other Languages and Chinese Language and Literature, are required to pass HSK 6 with a total score of 190 or higher.
2. Other Majors: Undergraduates, Master and PhD students are required to pass HSK 5 with a total score of 210 or higher or HSK6 with a total score of 180 or higher.

II. For international students enrolled in fully English-taught programs upon graduation:

1. Undergraduate students must demonstrate Chinese proficiency at least equivalent to Level 4 of the International Chinese Language Proficiency Standard (by obtaining a Level 4 certificate with a score above 180, or completing all required Chinese courses under the curriculum with a GPA $\geq$ 2.0).
2. Master's and doctoral students must demonstrate proficiency at least equivalent to Level 3 of the International Chinese Language Proficiency Standard (by obtaining a Level 3 certificate with a score above 180, or completing all required Chinese courses under the curriculum with a GPA $\geq$ 2.0).

Note: For the one-year study program in China, there is currently no mandatory requirement regarding Chinese language proficiency levels.

# Graduation Degree Review Process for International Degree Students:

**Graduation Degree Review Process for Undergraduate Students**

| # | Degree review step | Schedule |
|---|---|---|
| 1 | Selection and set of the topic | Mid-November |
| 2 | Collection of finalized version of thesis, both hard copy and electronic | Mid-March |
| 3 | Plagiarism Check | End of March |
| 4 | Peer Review | Mid-May |
| 5 | The defence and grade evaluation by each college | Early June |
| 6 | Final evaluation and summary work | Mid-June |

**Graduation Degree Review Process for Master's Degree Students**

| # | Degree review step | Schedule |
|---|---|---|
| 1 | Thesis Proposal | The specific time will be arranged by each school, should be finished not later than one semester before graduation |
| 2 | Application for a Degree defense Submission of a Thesis | In early March of the year of graduation |
| 3 | Plagiarism Check (Initial check and recheck) | In March of the year of graduation |

| # | Degree review step | Schedule |
|---|---|---|
| 4 | Double-blind Review | From March to May of the year of graduation |
| 5 | Thesis Defence | May of the year of graduation |
| 6 | Revision and corrections of the Thesis after the defence | May of the year of graduation |
| 8 | Degree Information Collection | At the end of May of the year of graduation |
| 9 | Submission of the final paper Final Plagiarism check | In early June of the year of graduation |

**Graduation Degree Review Process for PhD Degree Students**

| # | Degree review step | Schedule | Remarks |
|---|---|---|---|
| 1 | Thesis topic selection | Second semester after enrollment | |
| 2 | Thesis Proposal | The specific timeline shall be arranged by the student's training school, provided that the interval between the application submission and the defense date must be no less than one year. | |

| # | Degree review step | Schedule | Remarks |
|---|---|---|---|
| 3 | Pre-defense | The specific schedule shall be set by the student's training school, but must ensure that all preparatory steps—especially the similarity check—are completed at least two months before the defense, and that the student submits the defense application no later than the preceding semester. | |
| 4 | Training School Internal Review | Before pre-defense - submission of the formal degree application. | |
| 5 | Application for a Degree defense Submission of a Thesis | In early March of the year of graduation | |
| 6 | Plagiarism Check (Initial check and recheck) | March of the year of graduation | |
| 7 | Double-blind Review | End of March of the year of graduation | |

| # | Degree review step | Schedule | Remarks |
|---|---|---|---|
| 8 | Demonstration of dissertation | April of the year of graduation | |
| 9 | Thesis Defence | May of the year of graduation | |
| 10 | Revision and corrections of the Thesis after the defence | May of the year of graduation | |
| 11 | Scientific research review | May of the year of graduation | Only applicable to schools with research publication requirements for PhD students |
| 12 | Degree Information Collec-tion | At the end of May of the year of graduation | |
| 13 | Submission of the final paper Final Plagiarism check | In early June of the year of graduation | |
| 14 | University Degree Committee | Mid of June of the year of graduation | |

# University of International Business and Economics Regulations on Accommodation in International Student Apartments

(For international degree-seeking students)

To create a safe, clean, comfortable and orderly living environment, all residents are requested to observe the following rules.

I. Check-in Rules

1.1 Eligibility

- On-campus housing is only for currently enrolled international students.
- Accompanying family or friends are not permitted to reside on campus.
- Check-in requires a valid passport (and Admission Notice for new students).

1.2 Room Assignment

- Rooms are allocated by the Apartment Office; swapping or seizing rooms is forbidden.
- Sub-letting or transferring beds/rooms is strictly prohibited. Violators will permanently lose housing eligibility and may receive disciplinary sanctions.

1.3 Roommate Changes

- If a roommate moves out, the Office may assign a new resident.
- Residents who refuse to accept a new roommate or room adjustment must pay the single-occupancy rate.

II. Fees & Payments

2.1 Deposit

- Self-funded students: RMB 2,000
- Scholarship students: RMB 1,000
- Deposit is refunded to the student's bank card upon departure if no damage is found.

2.2 Monthly Rent

- Payable between the 1st and 10th of each month at the reception of Section A, International Exchange Building.
- Late payment incurs a 2 % daily surcharge on the monthly rent; failure to pay within five working days will be treated as automatic withdrawal.

2.3 Mid-semester Check-out (Personal Reasons)

- ≥ 3 months: long-term rate + 5 extra days
- 1–3 months: double the long-term rate
- < 1 month: triple the long-term rate

III. General Provisions

- Show ID when entering; visitors must register; improperly dressed persons may be refused.
- Curfew: 23:00 (Mon–Fri) / 24:00 (weekends & holidays).
- Overnight guests are forbidden without prior registration.
- Save electricity & water; turn off all devices when leaving.
- Keep valuables in safe storage; report lost cards immediately.
- Fire safety: personal liability for any loss caused by negligence.
- Respect quiet hours; no loud noise or disruptive activities.

- Inform reception when leaving for travel or checking out and hand in room cards.
- Respect staff and cooperate with inspections.

IV. Prohibited Acts

- Any illegal activity inside the apartment.
- Drugs or drug paraphernalia.
- Flammable/explosive items (e-bike batteries, fireworks, etc.).
- Unauthorized wiring or use of banned appliances (electric stove, electric blanket, etc.).
- Smoking inside the apartment.
- Hosting non-registered persons or non-residents.
- Tampering with or dismantling facilities; report defects to staff.
- Moving furniture without permission; compensate for loss or damage.
- Defacing walls, doors, or public areas.
- Leaving personal items in corridors or dumping garbage.
- Hanging objects outside windows or throwing items from them.
- Keeping pets.

Violators may face criticism, warning, confiscation, fines, or revocation of housing. Fines must be paid at reception within 48 hours; non-payment leads to immediate loss of housing.

These rules are interpreted by the School of International Education and take effect on the date of issuance.

# Regulations on On-Campus Housing for International Students Sponsored by the Chinese Government Scholarship

## General

These rules safeguard the on-campus housing rights and freedom to withdraw of full Chinese Government Scholarship students (hereinafter "scholarship students") sent or funded by CSC or other ministries/enterprises under CSC standards.

## Chapter 1 On-Campus Housing

- Partial-scholarship students follow the same rules & rates as self-funded students.
- Scholarship students must provide passport data for immediate residence registration; delays are the student's responsibility.
- Deposit required; damages deducted, balance refunded on departure.
- No sub-letting, swapping, or overnight guests; visitors must register.
- Staff may conduct routine or spot checks; residents must cooperate.
- No banned (electric blankets, stoves) or high-power appliances.
- Only current scholarship students may reside; family/friends excluded.

## Chapter 2 Withdrawal / Off-Campus Housing

- Students may move off-campus by submitting a "Withdrawal

Form" one week in advance.

- Re-application for on-campus housing requires one month's notice; availability determines placement.
- Off-campus students assume all safety/legal responsibilities and must file their own residence registration with authorities.

### Chapter 3 Discipline

Violations are handled under the same penalty schedule used for all international students.

### Chapter 4 Miscellaneous

- Scholarship termination: on-campus place may continue at self-payment if space exists, otherwise revoked.

## Subsidy & Supplementary Payment Rules for Scholarship Students

- Temporary hotel accommodation arranged by the University is fully covered when on-campus beds are unavailable.
- Room assignment principles:
- High-level aid projects, Excellence Scholarship, Ph.D. students → single rooms in International Exchange Building B.
- Pre-university students → Huibin Apartment (centralized management).
- All others → Huibin, Huide.
- Free allowances:

- Water: RMB 20/month (UG/MA); RMB 40/month (Ph.D.).
- Electricity: 40 kWh/month (UG/MA); 80 kWh/month (Ph.D.).
- Excess charged at: cold water RMB 6/ton, hot water RMB 8/ton, electricity RMB 0.51/kWh.
- When vacancies appear in Huibin/Huide, students still in temporary housing must move; those choosing to remain in International Exchange or Huade must pay the price difference.

These rules are interpreted by the School of International Education and take effect on the date of issuance.

**Attachment 1:**

# Real-Name Virtual E-Card User Guide

| Real-Name Virtual E-Card User Guide |
| --- |
| Usage of Real Name E-Card card is only for personal use, please do not lend it to others. |
| 1. Password of E-card: the initial password of the E-card is the last six digits of the user's ID number (if there is a letter, it can be replaced by "1"); Users who provide passport numbers and other types of identification numbers during card application have an initial password of 123456. |
| 2. Binding of E-card to mobile phones:<br>(1) Alipay "Wanmei Xiaoyuan": through the Alipay "Wanmei Xiaoyuan" app, bind the E-card user's identity. After binding is successful, you can recharge the E-card on demand, and you can swipe the Alipay payment code on the campus E-card POS machine as a real name E card user (this is equivalent to using the user's own Alipay account balance or Alipay bound bank card to pay);<br>(2) "Wanmei Xiaoyuan" application: after downloading and installing the "Wanmei Xiaoyuan" APP (special campus card management software), register the "Wanmei Xiaoyuan" account, bind the E-card user identity, and then recharge the E card on demand (the "Wanmei Xiaoyuan" APP is using Alipay/WeChat wallets to recharge the E-card); |
| 3. E-card virtual card payment: After binding the E-card user identity through Alipay "Wanmei Xiaoyuan" or "Wanmei Xiaoyuan" APP, you can see the "Virtual Card" button on the home page of the program interface. When users use the E-card virtual card payment code to make payments, they use the E-card account balance. |
| 4. Kind reminder: Before your study or employment period ends, please use up your E-card balance in a timely manner. Thank you for your cooperation. |

**Attachment 2:**

# Login Guide for UIBE Campus Wi-Fi, VPN & E-mail

## 1. Campus Network (Wi-Fi)

① Please top up your network account before connecting to the campus network.

② Select UIBE-WLAN from the available network connections.

③ Open your browser, and the authentication page will pop up automatically. (If it does not pop up automatically, please enter 10.13.1.50 in the browser's address bar.)

④ Enter your username and password, which are the same as those for the "i Hui Yuan" (i 惠园) information platform.

Note: The username for the "i Hui Yuan" information platform is your student ID (all letters in the username must be uppercase). The initial password is "Dwjm" + the last 6 digits of your ID (passport) number + an exclamation mark "!" (letters in the ID number must be uppercase; the password is 11 characters in total, e.g., `Dwjm11223X!`).

If your ID number was not entered in the registration system, the initial password is "Dwjm" + the last 6 digits of your student ID + an exclamation mark "!" (letters in the student ID must be uppercase; the password is 11 characters in total).

For information security, please change your password as soon as possible. The campus network cannot be used simultaneously with circumvention software (VPN).

**2. UIBE Web VPN (for accessing UIBE library databases off-campus)**

① Open your browser and enter the address: webvpn.uibe.edu.cn.

② Click "CAS Unified Identity Authentication Login" and enter your username and password (same as those for the "i Hui Yuan" information platform).

③ After successful login, you may access various database resources provided by the university.

Note: Before logging in to Web VPN, please change your password in the "i Hui Yuan" information platform first. The specific steps are as follows:

① Open your browser and enter the address: i.uibe.edu.cn.

② Enter your username and password for the "i Hui Yuan" information platform.

③ Change your password in the pop-up window.




**3. E-mail**

First-time login requires activation. The activation procedure is as follows:

Open your browser and enter i.uibe.edu.cn. Click the green "Unread Emails" button on the right. Then select "Go to Verify," choose "Log in via Other Methods," and enter your username and password. Your username is your student ID (all letters in the username must be

uppercase). The initial password is Maoda1234 (only the M is capitalized). Once you have logged in, your email account will be successfully activated. Please change your initial email password as soon as possible after logging in.







Note: Students must complete all registration procedures before they can access the aforementioned campus network services.

**Attachment 3:**

# CHSI (学信网) Degree / Diploma Authentication Guide

For degree or diploma authentication on the Chinese Higher Education Student Information website (学信网), go to https://www.chsi.com.cn and click “登录” in the top right corner. If you already have a CHSI account, sign in with your registered email or phone number and your password. You can also log in quickly by scanning the WeChat or Alipay QR code if your account is already linked. If you have never registered, choose the registration option and use the passport number you had when you graduated and the exact name printed on your diploma.

If you do not receive the SMS verification code, call the CHSI helpline at 010-67410388 or use the “帮助中心” to update your bound phone number. If you forget your password, click “找回密码” to reset it.

Once logged in, click “学历认证,” then “网上申请,” and upload your transcript, degree certificate, and passport. Submit the application and pay any required fee. Download the electronic certificate as soon as it is issued—it is permanently valid. If you lose your certificate or your university has closed, send an e-mail to renzheng@cscse.edu.cn for guidance.