

# 山东工商学院国际学生告知书

## Regulations for International Students

为了维护学校秩序，保护国际学生人身安全，根据中国法律法规和学校规章制度，现对如下事项予以特别提醒和告知：

In order to maintain a good order of the university and protect the personal safety of international students, the following are hereby specially reminded and informed, which are based on relevant Chinese laws and regulations as well as rules and regulations of the university:

1. 国际学生必须遵守中国法律法规及学校规章制度，遵守中国社会公德，尊重中国风俗习惯。

International students must obey Chinese laws and regulations as well as university rules and regulations, abide by Chinese social morality, and respect Chinese customs and tradition.

2. 国际学生必须按照公安机关出入境管理部门的有关规定及时办理居留许可及变更、延期等手续。

International students must apply for residence permit, change or extension in time in accordance with the relevant regulations of the entry and exit administrative department of the Public Security Bureau.

3. 学校尊重国际学生的民族习俗和宗教信仰，但不提供举行宗教仪式的场所。校内严禁穿戴宗教服饰、佩戴宗教标志或进行宗教聚会、传教等各种宗教活动。

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 wear religious costumes and religious symbols or hold religious gatherings, missions and other religious activities.

4. 国际学生必须在学校规定的时间内缴纳学费、办理注册，必须按照学校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，学校将根据情节给予警告直至开除学籍处分。

International students must pay tuition and register within the specified period, and participate in courses and examinations in accordance with the curriculum and teaching plan. For students who attend class late, leave early or are absent from classes without sufficient reasons, the punishment is from a warning to being expelled by university based on the circumstances.

5. 国际学生必须按照学校的作息制度学习生活，晚上 10:00 至次日凌晨 6:30 为就寝时间，严禁在寝室进行做饭、洗碗或喧哗、吵闹、娱乐等影响他人休息的行为，严禁发生晚归、夜不归寝、违章用电、留宿外人等行为。

International students must study and live according to the university schedule. From 10:00

pm to 6:00 am, it is time for students to stay in bed. The act of affecting others rest is strictly forbidden in the dormitory (including cooking, washing dishes, making noises or entertaining, etc.). It is strictly forbidden to return late, stay outside overnight, illegally use the electricity, allow outsiders to sleep in the dorm, etc.

6. 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，严禁骑车带人。如有违反，学校将根据情节给予处分，情节严重的移交公安机关交通管理部门依法处理。

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 overspeed, drive after drinking, and carry people while riding. In case of such violation, the student will be punished accordingly. Cases of serious violation will be handed over to the traffic administrative department of the public security.

7. 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。

If an international student needs to leave school or is unable to participate in course study or teaching activities due to illness, 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 accordance with the regulations.

8. 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。

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 bad or fake information.

9. 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。

International students are not allowed to work, do business or engage in other business activities while studying at the University.

10. 国际学生可以在校内指定的地点和范围，举行庆祝本国重要传统节日的活动，但必须提前向学校申请并获得批准，同时不得有反对、攻击其他国家的内容或违反公共道德的言行。如有违反，学校将终止该庆祝活动，并根据情节对组织者进行纪律处分。

International students can hold events to celebrate their important traditional festivals at designated locations and areas within the university, but they must apply and obtain approval from university in advance. Words and deeds that oppose or attack other countries or violate public morality are not allowed. In case of any violation, the university will terminate the celebration and punish the organizer accordingly.

11. 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，除受到中国法律的处罚外，同时还将受到学校的纪律处分。

Alcohol abuse, fights, harassment of the opposite sex, watching obscene videos, shopping or taking a ride without paying, damaging public and private property, theft, gambling, drug use, drug trafficking, prostitution, and other illegal behaviors are strictly prohibited. Violators will be punished by university regulations and Chinese laws.

12. 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，严禁参加登山、探险、攀岩、漂流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 dangerous goods. It is strictly forbidden to swim in seas, rivers, lakes, ponds or unattended waters. Students are not allowed to play in places with harsh natural conditions, or participate in dangerous activities such as mountaineering, exploration, rock climbing and rafting. In case of any violation, the student shall take all responsibilities for the personal casualties, economic losses and other adverse consequences.

13. 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。各项处罚、处分一经决定，学校除向当事人宣布外，还将书面通知其本国驻华外交、代表机构或其国内派遣单位。必须中止在校学习，应立即回国。

International students who violate Chinese laws and regulations will be punished accordingly. Once the penalties are decided, the university shall, in addition to announcing them to the party concerned, notify in writing the diplomatic and representative offices of his/her native country in China or his/her domestic dispatch institutions. The student shall return to his/her own country immediately.

我已认真阅读以上提醒告知事项，如有违反，愿意承担有关责任或接受相应的处罚。

I have hereby carefully read the above information. Should I commit any violation, I shall bear relevant responsibilities and accept corresponding punishment.

承诺人：

Signature:

日期： 年 月 日