

The Provisions of International Students (Preparatory and Language Students) Management in Beijing Forestry University

CHAPTER 1 THE GENERAL

1. In order to standardize the ways of recruiting, cultivating and managing the International students in BFU, facilitate the language students' study in BFU and enhance the international communication and cooperation in college education, we draw up "The Provisions of International Students (Preparatory and Language Students) Management in Beijing Forestry University" according to the 42th order of "THE PROVISIONS OF RECRUITING AND MANAGING INTERNATIONAL STUDENTS IN COLLEGE", which is issued by The Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security of People's Republic of China.
2. "The international students" in the provision refers to preparatory students or language students who study in BFU.
3. International students are supervised and educated according to the relative laws and regulations in China and rules of Beijing Forestry University.
4. International students are supposed to obey Chinese laws and regulations and rules in our university consciously and are also expected to study hard and exercise actively.

CHAPTER 2 THE RIGHTS AND OBLIGATIONS

5. International students have the following rights on campus according to the laws:
 - Participate in activities planned according to the teaching program.
 - 1) Take part in the community services, work-study programs and arts & sports activities, etc. in accordance to the rules of BFU.
 - 2) Be given an equal evaluation in academic and moral achievements. After finishing the formulated courses, international students will obtain corresponding certifications.
 - 3) Other rights which Chinese laws and regulations indicate that foreigners and International students have while staying in China.
6. International students have the following obligations on campus according to the laws:
 - 1) Obey Chinese laws and regulations.
 - 2) Obey rules of BFU.
 - 3) Study hard and finish all planned courses.
 - 4) Pay the tuition and other relevant fees in accordance with the rules.
 - 5) Obey students' conduct regulations, respect teachers, Chinese customs and social morality and are also expected to respect other International students' culture, religions, beliefs, living habits, and political views.
 - 6) Other obligations mentioned in the Chinese laws and regulations while staying in China.

CHAPTER 3 ENROLLMENT AND REGISTRATION

7. All the International students who are admitted to BFU should take the original copy of the Admission Letter, Visa Application Form (JW201 or JW202), Physical Examination Record Form and personal valid passport with "X1" or "X2" visa and apply for admission within the schedule time. Students who are not able to register on time because of illness or

other sorts of reasons should apply for registration delay within limited two weeks, otherwise are viewed as being disqualified for admission. (except irresistible factors)

8. International students should bring the personal passport, Admission Letter, Physical Examination Record Form and Blood Test Record to the Health and Quarantine Department to handle the health certification within the scheduled time. If any of the indicators in the Physical Examination Record Form doesn't meet the standard, another examination is needed. Students who passed the physical examination are permitted to register. Students who refuse to take the examination or carry diseases revealed by the physical examination which are forbidden to enter China according to Chinese law will be requested to return to their own countries.
9. Residence registration: new students who get the health certification and come to China to study in our university for the first time must go to police departments in Beijing with personal passport, Admission Letter, Visa Application Form (JW201 or JW 202) to deal with residence registration within 30 days after your registration at the university.
10. At the beginning of each term, International students are supposed to arrive at school on time, pay tuition and other relevant fees and apply for the registration to get the qualification to take part in study activities according to teaching plans. Self-supported students who can't pay fees on time need to hand the applications by themselves, after getting the permission from the school, fees can be paid later and the students can register. Students who don't pay the fees without the permission cannot register.
 - 1) While registering, international students are supposed to bring the personal passport, Visa application form, Admission Letter, and other relevant materials (**all required original copy**).
 - 2) International students who are not able to register on time are supposed to ask for leave from International Relations Office (hospital diagnosis proof is needed if for the illness sake) and tell the Office the time off. If there is truly a continuous sick leave, you need to provide the hospital diagnosis proof to apply for prolonging leaving time. Students who are absent and don't ask for leave or prolonging leaving time are regarded as skipping classes.
 - 3) Students who still cannot register two weeks later without valid reasons are regarded as giving up the chance to study in our university with voluntary withdrawal.

CHAPTER 4 PERIOD OF SCHOOLING

11. The duration of International Preparatory and Language Students' study is up to one year in principle.

CHAPTER 5 TESTS AND SCORES

12. International students are expected to take courses on time and complete all assignments, examinations and other teaching procedures required by course teachers.
13. The course attendance of the international students are recorded by the lecturers and International Relations Office will conduct the selective examination of students' attendance, students who do not attend a class for more than 2/3 each term (including skipping class, sick leave or private affair leave) will be disqualified to take part in the final examination and the score will be marked 0.
14. International students should take the examination on time and observe the rules and discipline of the examination.
15. At the end of each term, lecturers will submit the attendance and grades of all the International students to International Relations Office.
16. International students must observe exam disciplines. Students who seriously violate the exam disciplines or cheat in the exam will be marked 0 on the course. The university will give the punishment based on the seriousness of misconducted students' behaviors (warning, serious warning, record a demerit, surveillance and expulsion).

Chapter 6 SUSPENSION, RESUMPTION AND WITHDRAWAL (applicable to international preparatory students)

17. Suspension of schooling shall be granted under any of the following circumstances:
 - 1) Suspension of classes for treatment or recuperation for more than six weeks due to illness diagnosed by the hospital;
 - 2) Students apply for suspension in person or the school considers that the students should suspend due to any other special reasons;
18. The period of suspension is based on the academic year. The term of suspension shall be included in the period of suspension.
19. During the period of suspension, students are not allowed to attend classes and the grade won't be admitted if students attend classes by themselves.
20. Suspension of preparatory students should follow the following rules:
 - 1) Preparatory students are required to procedure the suspension to suspend their study and leave school. Students should return home before the deadline.
 - 2) Preparatory students who leave school for sick leave should return to their home country for recuperation, BFU will report to the Beijing Public Security Bureau to cancel their residence permit.
 - 3) Preparatory students who deal with suspension should pay the expense of returning home and getting back by themselves.
 - 4) During the period of suspension, students couldn't enjoy the benefits of campus students. Students who enjoy the Chinese government scholarship won't receive living expenses during the period of suspension. Whether students who enjoy foreign governments scholarship and other sorts of scholarships can receive living expenses during the period of suspension should follow relevant regulations.
21. Preparatory students who get Chinese government scholarship and suspense due to illness should submit a written application together with the diagnosis certificate of the hospital. The International Relations Office should review and submit the application to the CSC for record.
22. The scholarship qualification will not be retained if preparatory students who enjoy the scholarship are suspended due to private affairs.
23. The resumption of preparatory students should follow the following rules:
 - 1) Preparatory students who suspense due to illness should submit a medical certificate issued by the hospital and submit a written resumption application to the international exchange and cooperation office before the new term starts. Preparatory students could resume their study after their applications are reviewed and accepted by the International Relations Office and approved by CSC.
 - 2) Preparatory students who are approved to resume the study will be enrolled in the following year's study.
24. Students who occur the following circumstances will be dropped out of the school:
 - 1) Fail to submit a written application for resumption of schooling within the time limit prescribed by the school or fail to pass the physical re-examination after submitting the application for resumption.
 - 2) Ill or disabled by accident so that couldn't continue to study at school.

- 3) Leave the school without asking for leave and fail to participate in the teaching activities stipulated by the school for two consecutive weeks.
 - 4) Fail to register within the time limit prescribed by the school and have no valid reason.
 - 5) Applying for dropping out of school voluntarily;
 - 6) Students who violate the laws, regulations of our country and rules of BFU during the course of their studies under serious circumstances, will be withdrawn from the school and handled by the International Relations Office.
25. International students drop out of school according to the following provisions:
- 1) International students who have been approved to drop out of school, their academic status shall be moved out .Students who drop out of school shall complete the formalities for dropping out and leave the school within two weeks from the date of notification, and the International Relations Office shall notify the public security bureau to go through the formalities for cancellation of residence permit.
 - 2) International students who cancel their enrollment and drop out of school are not allowed to resume study in BFU.

Chapter 7 Attendance discipline and punishment

26. The provision on students' course attendance shall be implemented with reference to the provisions on attendance management of international students of Beijing Forestry University.
27. The provision on examination shall be implemented with reference to detailed rules for the implementation of the Chinese language examination for international students of Beijing Forestry University.
28. International students who are expelled from the university shall complete the departure formalities within two weeks.
29. Students who are expelled from school are not allowed to resumption.

Chapter 8 COMMENDATION AND AWARDS

30. School will give commendation and awards to international students who perform outstandingly on aspects like learning, morality and social service etc.

Chapter 9 ASSESSMENT AND COMPLETION

31. The entrance and graduation requirements for international students who major in Chinese Linguistics:
 - 1) In the disciplines and majors where Chinese is the language of professional teaching, the students should get certificate of the HSK 4 at the time of enrollment.
 - 2) In the disciplines and majors where Chinese is the language of professional teaching, the Chinese language ability of international students should get certificate of the HSK 5 at the time of graduation.
 - 3) In the disciplines and majors where foreign language is the language of professional teaching, the Chinese language ability of the foreign undergraduate on one hand, master degree candidate and doctoral candidate on the other hand should respectively get certificate of the HSK 4 and 3 at the time of graduation.
32. The course assessment of preparatory students and language students is mainly based on uniform examination and supplemented by daily performance evaluation.

Language students who pass the course assessment will get the course-completion certificate issued by school.

Preparatory students who fail the course assessment or couldn't at least get a score of 180 in the new HSK 4 are not permitted to start their professional study in the first week of every fall term.

All the international students who enjoy Chinese government scholarship can apply for the second-year Chinese study with China Scholarship Council (CSC) and should provide the report of HSK and application letter in Chinese.

Students who couldn't meet the review standard after two-year Chinese study will lose the qualification of scholarship.

33. According to the regulation of the ministry of education of China, all the international students who enjoy Chinese government scholarship and study in China for, more than a year shall participate in annual review in May(including the performance, learning attitude, course attendance and grades).Students who pass the annual review could continue to enjoy the scholarship.

Students who couldn't meet the review standard will lose the qualification of scholarship. And the school shall offer realistic learning proof.

International Relations Office

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