

Beijing Forestry University Regulations on Attendance for International Students

Following provisions are formulated to strengthen the attendance management for all kinds of international students studying in BFU:

1. International students shall attend all the activities stated in the teaching plan and arranged by the university. International students' attendance for classes, experiments, design projects and internships will be checked regularly.

2. International students are supposed to attend classes on time. They are not allowed to be absent, late or leave early from class without reasons. Lecturers should give students who arrive late or leave early critical education. The one who is late or leave early more than 10 minutes for three times will be recorded as an absence.

3. The course attendance of international students should be recorded by lectures, and International Student Office will carry out spot checks. For those whose numbers of each class cumulative total reach more than $\frac{1}{3}$ or the numbers of lacking homework cumulative total reach more than $\frac{1}{3}$ in one semester, will be cancelled the qualification of final examination and get a zero score .

4. In case of illness and special reasons necessitating absence, students should inform the teacher and get his approval and then submit an application form according to the regulations of the school. The leave should not be more than three months. Students who do not follow the procedure will be regarded as an absenteeism case.

To ask for leave, international students should fill *Absence Application Form for International Students* by themselves and prepare relevant materials. Application for a sick leave should be submitted with the hospital diagnoses. (The students who have emergency illness can do the procedure after they recover.)

The procedures of applying for a leave are as follow:

(1) Undergraduate student, postgraduate student (in major study), visiting student and exchange student

For those who want to apply for more than 3 days' (including 3 days') leave need to get the permission from class advisor or supervisor, [counsellor](#) of the school and the International Student Office.

Undergraduate student, postgraduate student (in major study), visiting student and exchange student should also submit the application for leave to the Office of Academic Affairs, Graduate School or their School. The details please consult the Counsellor of your school.

(2) Postgraduate student (in Chinese language study) and language student

For those who want to apply for leave more than three days need to get the permission from Chinese language teacher and the International Student Office.

5. International Students are not allowed to ask for leave for travelling during study period.

6. Depending on the severity of the situation, those who are absent from class or leave school without permission will be given the following punishment:

(1) Students who are absent from class in one semester cumulative total reaches 10 hours or leave university without permission reaches 2 days will be given a disciplinary warning.

(2) Students who are absent from class in one semester cumulative total reaches 20 hours or leave university without permission reaches 5 days will be given a serious disciplinary warning.

(3) Students who are absent from class in one semester cumulative total reaches 30 hours or leave university without permission reaches 8 days will be given a demerit.

(4) Students who are absent from class in one semester cumulative total reaches 40 hours or leave university without permission reaches 11 days will be given disciplinary probation.

(5) Students who are absent from class in one semester cumulative total reaches 50 hours or leave university without permission reaches or more than 14 days will be dismissed from the university.

7. Students who are dismissed from university have to do the leaving procedure in two weeks. They will not be able return to university.

8. All rights of interpreting the regulations above are reserved to International Student Office of Beijing Forestry University

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