

北京林业大学国际学生考勤管理规定

为加强在我校学习的国际学生在校学习考勤管理，特制订本规定：

一、国际学生要按时参加教学计划规定和学校统一安排组织的各项活动，学校对外国留学生上课、实验、设计、实习等实行考勤制度。

二、学生应按时上课，不得旷课、迟到或早退，任课教师应对迟到或早退者及时给予批评教育，迟到或早退 10 分钟累计三次记旷课一节。

三、国际学生上课出勤情况由各门课程任课教师进行记录和统计，留学生办公室进行抽查，对一学期每门课程缺课（含病假、事假、旷课）超过三分之一者或缺交该课程作业超过三分之一者，取消参加该课程学期末考试的资格，成绩以零分计。

四、因病或其他原因不能按时上课，应事先告知相关任课教师并按学校规定履行请假手续，请假一般不得超过两周，最长不得超过三个月，不履行请假手续的按旷课对待。

请假应由本人填写《国际学生请假申请表》并附相关证明，病假须有医院诊断证明（急症可痊愈后补请假手续）。

请假流程如下：

（一）本科生、硕博研究生（非汉语补习生）、进修生、

交换生，请假三天以上，需经过班主任或导师、学院留学生辅导员、留学生办公室审批。

本科生、硕博研究生（非汉语补习生）、进修生、交换生还应向教务处、研究生院或学院请假，具体要求请咨询学院留学生辅导员。

（二）硕博研究生（汉语补习生）、语言生请假三天以上，需经过汉语教师、留学生办公室审批。

五、国际学生在上课期间不得请假旅游。

六、旷课者和未履行请假手续而私自离校者，根据情况给予以下处分：

（一）一学期累计旷课达到 10 课时或私自离校达 2 天者，给予警告处分；

（二）一学期累计旷课达到 20 课时或私自离校达 5 天者，给予严重警告处分；

（三）一学期累计旷课达到 30 课时或私自离校达 8 天者，给予记过处分；

（四）一学期累计旷课达到 40 课时或私自离校达 11 天者，给予留校察看处分；

（五）一学期累计旷课达到 50 课时或私自离校达 14 天以上者，给予开除学籍处分。

七、被开除学籍的国际学生，需在两周内办理完离校手续，不得复学。

八、本管理规定最终解释权归国际交流与合作处留学生办公室。

北京林业大学国际交流与合作处

2018年12月

Beijing Forestry University Regulations on Attendance for International Students

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

1. International students should attend the activities as stated in the teaching plan and arranged by the School. The School of International Education implements an attendance-monitoring system to check students attendance for classes, experiments, design projects and internships.

2. Students should go to the class on time. They are not allowed to be absent, late or away from class without any reasons. The teacher should deal with the student who is late or leave early by giving criticism and education. The one who is 15 minutes late or leave early for three times will be recorded as one class absence.

3. In case of illness and special reasons necessitating absence, students should submit a written application and be approved by relevant departments. The leave should not be more than two weeks. The student, who is absent without asking for

leave, will be regarded as absenteeism.

Students who want to ask for leave should inform the relevant teachers, fill in the *Leave of Absence Application Form* by themselves and prepare relevant material. 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.)

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

For those who want to apply for no 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.

For those who want to apply for 4 days' to 2 weeks' leave need to get the permission from class advisor or supervisor, School Vice-dean of Foreign Affairs 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 Office of Academic Affairs/ Graduate School. The details please consult the Counsellor of your school.

(2) Postgraduate Student (in Chinese language study) and Language program student

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

4. International Students are not allowed to travel during classes.

5. 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) For those who are absent from class in one semester totally accumulative reaches 10 hours or leave university without permission reaches 2 days will be given a disciplinary warning.

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

(3) For those who are absent from class in one semester totally accumulative reaches 30 hours or leave university without permission reaches 8 days will be given a demerit.

(4) For those who are absent from class in one semester

totally accumulative reaches 40 hours or leave university without permission reaches 11 days will be given disciplinary probation.

(5) For those who are absent from class in one semester totally accumulative reaches 50 hours or leave university without permission reaches or more than 14 days will result in being dismissed from the university.

6. For those who are dismissed from university will be given the study certificate and have to do the leaving procedure in two weeks.

7. For those who are dismissed from university cannot return to university.

8. For those scholarship students who are detained for probation, their scholarship shall be suspended for one year. For those scholarship students who are dismissed from the university shall be canceled the scholarship qualification.

9. The International Relations Office of BFU reserves the right of interpretation of these regulations.

International Relations Office

Beijing Forestry University

May, 2018