



中国科学院大学
University of Chinese Academy of Sciences

国际学生必读

Rules and Regulations for
UCAS International Students
(2023)



学生声明

Statement

本人已收到并认真阅读了《中国科学院大学国际学生必读》，将严格遵守中国法律法规和中国科学院大学校规校纪。

I have received and carefully read the *Required Reading for International Students of the University of Chinese Academy of Sciences* and will abide by Chinese laws and comply with the rules and regulations of the University of Chinese Academy of Sciences.

姓名 Name: _____

学号 Student No.: _____

国籍 Nationality: _____

护照号 Passport No.: _____

签字 Signature: _____

日期 Date: _____

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学生管理

Student Management

中国科学院大学学生管理规定

Regulations on Student Management of the University of Chinese Academy of Sciences

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第一章 总 则

Chapter I General Provisions

第一条 为维护正常的教育教学秩序和生活秩序，保障学生合法权益，培养德、智、体、美、劳全面发展的社会主义建设者和接班人，根据《中华人民共和国教育法》、《中华人民共和国高等教育法》和教育部《普通高等学校学生管理规定》及《中国科学院大学章程》等相关法规，结合中国科学院大学（以下简称“国科大”）实际，制定本规定。

Article 1 To maintain the regular order of educational activities and campus life, and to protect the legal rights and interests of the students, to nurture the all-round development of socialist builders and successors in morality, intelligence, physicality, aesthetics, and laboring will and skill, these regulations are hereby formulated in accordance with the “Education Law of the People's Republic of China”, “Higher Education Law of the People's Republic of China”, “Provisions on the Administration of Students in Regular Institutions of Higher Education” issued by the Ministry of Education, “the University of Chinese Academy of Sciences Charter” and other relevant laws and regulations, and concerning the actual conditions of the University of Chinese Academy of Sciences (hereinafter referred to as UCAS).

第二条 本规定适用于国科大按照国家招生计划录取的、在中国科学院所属各个研究院、所、中心等单位及国科大校部各院系、本科部（以下简称“培养单位”）接受普通高等学历教育的研究生和本科生（以下简称“学生”）。

Article 2 These regulations apply to undergraduate students and postgraduate students (hereinafter referred to as “students”) who receive regular higher education in the departments and colleges (hereinafter referred to as “host institutes”) at UCAS.

第三条 国科大与各培养单位的高等教育工作要坚持社会主义办学方向，坚持马克思主义的指导地位，全面贯彻党的教育方针；要坚持以立德树人为根本，以理想信念教育为核心，

培育和践行社会主义核心价值观，弘扬中华优秀传统文化和革命文化、社会主义先进文化，培养学生的社会责任感、创新精神和实践能力；要坚持依法治校，科学管理，健全和完善管理制度，规范管理行为，将管理与育人相结合，不断提高管理和服务水平。

Article 3 UCAS and the host institutes shall adhere to socialism and the guiding status of Marxism in running the University and comprehensively implement the educational policies of the Communist Party of China. UCAS and the host institutes shall promote the core values of socialism, and the essential traditional Chinese culture, revolutionary culture, and advanced socialist culture, to enhance the students' sense of social responsibility, creativity, and practical ability. The University and the host institutes shall base education on the cultivation of talented people with high moral standards and aim to instill the faith to serve the people in the students. The University shall be administered under the laws and with scientific measures, endeavoring to improve the administration system, regulating management practices, and integrating the administration with the education, to improve the administration and service capabilities continuously.

第四条 学生在学期间应当拥护中国共产党领导，努力学习马克思列宁主义、毛泽东思想、中国特色社会主义理论体系，深入学习习近平总书记系列重要讲话精神和治国理政新理念新思想新战略，坚定中国特色社会主义道路自信、理论自信、制度自信、文化自信，树立中国特色社会主义共同理想；应当树立爱国主义思想，具有团结统一、爱好和平、勤劳勇敢、自强不息的精神；应当增强法治观念，遵守宪法、法律、法规，遵守公民道德规范，遵守学校管理制度，具有良好的道德品质和行为习惯；应当刻苦学习，勇于探索，积极实践，努力掌握现代科学文化知识和专业技能；应当积极锻炼身体，增进身心健康，提高个人修养，培养审美情趣。

Article 4 The students shall support the leadership of the Communist Party of China, study Marxism-Leninism, Mao Zedong Thought, the theoretical system of socialism with Chinese characteristics, as well as General Secretary Xi Jinping's major speeches and General Secretary Xi Jinping's new ideas, thoughts and strategies on the governance of China. The students shall strengthen their confidence in the path, theory, system, and culture of socialism with Chinese characteristics and foster the common ideal of socialism with Chinese characteristics. The students shall promote patriotism, bear the spirit of unity and solidarity, love peace, be industrious and brave, and be unrelenting in self-improvement. The students shall be highly aware of the rule of

law, abide by the Constitution, laws and regulations, conform to citizen ethics and the university regulations, and nurture good character and demeanor. The students shall also study assiduously, and actively engage in exploration and practice, to master the knowledge of modern sciences and professional skills. The students shall exercise regularly to improve their physical and mental health, cultivate aesthetic tastes, and strive for self-improvement.

第五条 实施学生管理，应当尊重和保护学生的合法权利，教育和引导学生承担应尽的义务与责任，鼓励和支持学生实行自我管理、自我服务、自我教育、自我监督。

Article 5 The University respects and protects the students' legal rights, educates and guides them to undertake their obligations and responsibilities, and encourages self-administration, self-service, self-education, and self-supervision of the students.

第二章 学生的权利与义务

Chapter II Students' Rights and Obligations

第六条 学生在校期间依法享有下列权利：

Article 6 According to the law, the students at school enjoy the following rights:

1. 参加学校教育教学计划安排的各项活动，使用学校提供的教育教学资源；

1. To participate in various activities arranged by the University according to the teaching plans and access the educational resources provided by the University;

2. 参加社会实践、志愿服务、勤工助学、文娱体育及科技文化创新等活动，获得就业创业指导和服务；

2. To participate in activities such as social practice, voluntary services, work-study programs, entertainment, and sports, as well as technological and cultural innovation activities, etc., and receive guidance and assistance on employment and self-employment;

3. 申请奖学金、助学金及助学贷款；

3. To apply for scholarships, grants, and student loans;

4. 在思想品德、学业成绩等方面获得科学、公正评价，完成学校规定学业后获得相应的学历证书、学位证书；

4. To receive a fair and scientific evaluation in terms of morality and academic achievements, etc., and to receive the corresponding diploma and degree certificates upon successful completion of required studies at the University;

5. 依照法律和学校规定，组织和参加学生社团，以适当方式参与学校管理，对学校与学生权益相关事务享有知情权、参与权、表达权和监督权；

5. To organize and join student organizations within the University, to engage in the administration of the University appropriately, and to enjoy the rights to know, to participate, to be heard, and to supervise matters related to the rights and interests of the University and students;

6. 对学校给予的处理或者处分有异议，向学校、教育行政部门提出申诉，对学校、教职员工侵犯其人身权、财产权等合法权益的行为，提出申诉或者依法提起诉讼；

6. To appeal to the University and the educational administrative departments against decisions or punishments made by the University and to lodge appeals or lawsuits against behaviors of the University or its faculty and staff that violate the legal rights and interests of the students, including personal rights, property rights, etc.;

7. 法律、法规及学校章程规定的其他权利。

7. Other rights as stipulated in the laws and regulations of the nation and the university's rules.

第七条 学生在校期间依法履行下列义务：

Article 7 According to the law, the students, shall perform the following obligations:

1. 遵守宪法和法律、法规；

1. To abide by the Constitution, laws and regulations of China;

2. 遵守学校章程和规章制度；

2. To comply with the statutes, rules, and regulations of the University;

3. 恪守学术道德，完成规定学业；

3. To adhere to academic ethics and complete education;

4. 珍惜和维护学校名誉，维护学校利益；

4. To value and defend the reputation of the University and protect the rights and interests of the University;

5. 按规定缴纳学费及有关费用，履行获得贷学金及助学金的相应义务；

5. To pay tuition and fees according to the regulations and fulfill the corresponding obligations associated with the student loans and grants received;

6. 遵守学生行为规范，尊敬师长，养成良好的思想品德和行为习惯；

6. To observe student code of conduct, respect the teachers, and develop good characters and habits;

7. 爱护并合理使用教育设备和生活设施；

7. To take care of the educational facilities and infrastructures and use them appropriately;

8. 法律、法规及学校章程规定的其他义务。

8. Other obligations as stipulated by the laws and regulations of the nation, as well as regulations of the University.

第三章 学籍管理

Chapter III Management of the School Roll

第一节 入学与注册

Enrollment and Registration

第八条 新生应凭国科大核发的录取通知书及其他有关证件：

Article 8 With the UCAS admission letter and other relevant certificates ready, the newly admitted students shall:

1. 按照录取通知书规定的要求和日期，到指定地点报到入学；

1. Register at the specified location on the check-in date according to the requirements on the UCAS admission letter.

2. 因故不能按时报到者，须事先以书面形式向国科大或所在培养单位请假，请假时间不得超过 10 个工作日；

2. If unable to register on time, notify UCAS or the host institute in advance for an extension of no more than ten working days.

3. 未请假或者请假逾期不报到者，除因不可抗力等正当事由以外，视为放弃入学资格。

3. Exceeding, without permission, the prescribed time limit or the approved extension deadline will be deemed to have given up the admission unless any force majeure or other justifiable reasons are involved.

第九条 培养单位在新生报到时对新生入学资格进行初步审查，审查合格的办理入学手续，予以注册学籍；审查发现新生的录取通知、考生信息等证明材料，与本人实际情况不符，或者有其他违反国家招生考试规定情形的，经国科大批准，取消入学资格。

Article 9 The host institutes shall conduct a preliminary review of the admission qualification of new students during their registration. Those who are qualified in the review shall be granted student status. Suppose the new students are found to have submitted the admission letter, candidate information, and other certification materials inconsistent with their actual situation or violated other regulations on national entrance examinations. In that case, their admission qualifications shall be canceled with the approval of UCAS.

第十条 学生入学后，所在培养单位应在 3 个月内按照国家和国科大有关规定，对学生身份信息、最后学历学位证书、身体情况等方面进行全面复查。复查内容主要包括以下方面：

Article 10 Within three months after the students' admission, the host institutes shall, per the relevant regulations of China and UCAS, carry out a comprehensive review of their identity, last acquired degree certificates, and physical conditions. The review mainly contains the following aspects:

1. 录取手续及程序等是否合乎国家和国科大招生规定；

1. Whether the admission procedures comply with the enrollment regulations of China and UCAS;

2. 所获得的录取资格是否真实、合乎相关规定；

2. Whether the admission qualification obtained is genuine and complies with relevant regulations;

3. 本人及身份证明与录取通知、考生档案等是否一致；

3. Whether the students themselves and their identification are in line with their admission letter and candidate file;

4. 身心健康状况是否符合报考专业或者专业类别体检要求，能否保证在校正常学习、生活；

4. Whether students' physical and psychological health meet the requirements of physical examination of the majors or degree programs they applied for and can ensure typical study and life on campus.

复查中发现学生存在弄虚作假、徇私舞弊等情形的，确定为复查不合格，经国科大批准，取消学籍；情节严重的，移交有关部门调查处理。

Those found to deceive, play favoritism, and commit irregularities are determined to be unqualified in the review. Their student status shall be canceled with the approval of UCAS. Those with a severe breach of rules shall be transferred to relevant departments for investigation and handling.

第十一条 新生可以申请保留入学资格，保留入学资格期间，不具有学籍，不享受国科大学生待遇。

Article 11 New students can apply to retain admission qualification. However, they may not be granted student status and do not enjoy the treatment of registered UCAS students during the retaining period.

1. 学生在入学资格复查期间，发现因身心状况不适宜在学校学习的：

1. Students who are physically or psychologically unwell and unfit for studying on campus during the review of admission qualification shall:

经二级甲等以上医院证明，在短期内可治愈的，由本人申请，经所在培养单位审核和国科大批准后保留入学资格一年；

Suppose the students can recover in the short term with proof from second-class hospitals or above. In that case, they apply to retain admission qualification for a year with the approval of their host institutes and UCAS.

在保留入学资格期内经治疗康复，须持二级甲等以上医院的健康证明，在保留入学资格期满前，向培养单位提出入学申请，经核实并在指定医院复查合格，确认能够坚持学习的，方可办理入学手续。

Students who have recovered after treatment during the retaining period shall apply to their host institutes for admission with proof of health from second-class hospitals or above before the expiration of the retaining period. After verification and re-examination in a designated hospital, those proven capable of constant studying shall go through the admission procedure.

2. 新生应征参加中国人民解放军（含中国人民武装警察部队）或自主创业的，由本人申请，并提供相关证明材料，经所在培养单位审核和国科大批准后保留入学资格；

Students who are enlisted into the People's Liberation Army and Chinese People's Armed Police Force or starting their own business shall apply themselves with relevant credentials to retain their admission qualification with the approval of their host institutes and UCAS.

因应征参加中国人民解放军（含中国人民武装警察部队）保留入学资格的，保留其入学资格至退役后 2 年；自主创业保留入学资格的期限为一年。

Those enlisted into the PLA and the PAP can retain their admission qualifications for two years after discharge. Those starting their businesses can retain theirs for one year.

3. 新生应在保留入学资格期满前提出入学申请，经审查合格后，办理入学手续。审查不合格的，取消入学资格；逾期不办理入学手续且未有因不可抗力延迟等正当理由的，视为放弃入学资格。

Students shall apply for admission before the expiration of the retaining period and go through the procedure after passing the review. Their admission qualifications shall be canceled if they fail to pass the review. Those who fail to finish the admission procedure within the period and have no justifiable reasons, such as delay caused by force majeure, shall be deemed to have given up the admission qualification.

第十二条 学生应按国科大和培养单位的规定按学期办理注册手续。不能如期注册的，应当申请暂缓注册。有下列情形之一的，不予注册：

Article 12 Students shall perform the registration procedure every semester in accordance with the regulations of UCAS and the host institutes. Those who cannot register as scheduled shall apply for registration suspension. Those with the following cases cannot be registered:

1. 不能如期注册且不履行暂缓注册手续的；

1. Those who cannot register as scheduled and fail to go through the procedures of registration suspension;

2. 无正当理由不按规定缴纳学费和住宿费的；

2. Those who fail to pay tuition and accommodation fees per regulations without justifiable reasons;

3. 应给予退学处理的。

3. Those who are required to withdraw.

家庭经济困难的学生可以申请助学贷款或者减免、缓交学费，办理有关手续后可以注册。

Students from families with financial difficulties can apply for student loans or tuition exemptions or delays and can be registered after going through relevant procedures.

培养单位及国科大按照国家有关规定为家庭经济困难学生提供教育救助，保证学生不因家庭经济困难而放弃学业。

The host institutes and UCAS shall offer educational grants to students from families with financial difficulties in accordance with relevant regulations, ensuring that they would not give up studying due to financial difficulties.

第二节 考核与成绩记载

Examination and Score Record

第十三条 学生应当参加培养计划规定的课程和各种教育教学环节(以下统称课程)的考核;考核分为考试和考查两种,国科大和各培养单位真实、完整地记录学生学业成绩,记入本人成绩单,对通过补考、重修获得的成绩予以标注。学生成绩单、开题、中期、答辩等相关材料归入本人档案:

Article 13 Students shall be assessed on all courses and teaching sessions (hereinafter referred to as courses) stipulated under their training program. The assessment is divided into two types: tests and quizzes. UCAS and the host institutes shall keep an accurate and complete record of students' academic performance in their transcripts, marking the scores of make-up tests and retakes. Students' transcripts and materials of dissertation proposal, mid-term and final dissertation defense shall be put in archives.

1. 考核和成绩评定方式,以及考核不合格的课程是否重修或者补考,按国科大有关规定办理;

1. The ways of assessment and whether students shall take make-up tests or retake courses shall be handled according to relevant regulations of UCAS.

2. 学生思想品德的考核、鉴定,以本规定第四条为主要依据,采取个人小结、师生民主评议等形式进行;

2. Review and appraisal of students' behavior and moral conduct shall be mainly based on Article 4 of the Regulations in the form of self-evaluation and review by teachers and students.

3. 国科大对在学学生开展诚信教育，各培养单位以适当方式记录学生学业、学术、品行等方面的诚信信息，作为学生思想品德的考核、鉴定的重要依据；对有严重失信行为的，根据学校有关规定进行处理；

3. UCAS shall complete integrity education, and the host institutes shall record student integrity in school work, academic activities, and moral conduct appropriately as an essential basis for their integrity review. Those with serious dishonest conduct shall be given the corresponding disciplinary sanction according to the relevant regulations of UCAS.

4. 学生可以根据国科大或所在培养单位与其他高等学校之间的校际间协议跨校修读课程，在他校修读的课程成绩及学分经国科大审核后予以承认；

4. Students can take courses across universities according to the inter-university agreement between UCAS or the host institutes and other universities. Scores and credits of courses taken in other universities shall be recognized after the review of UCAS.

5. 学生严重违反考核纪律或者作弊的，该课程考核成绩记为零分或不通过，并视其违纪或者作弊情节，给予相应的纪律处分；

5. If a student seriously violates examination regulations or cheats, they shall receive a zero score or fail that course. They shall be given corresponding disciplinary actions depending on the degree of violation.

6. 因严重违反考核纪律或者作弊给予留校察看及以下处分的，经教育表现较好，对该课程可以给予补考或者重修机会。

6. Those given probation or disciplinary sanction for violation of test regulations or cheating shall be given opportunities to take make-up tests or retake courses if they perform well after education.

第十四条 学生每学期或者每学年所修课程或者应修学分数以及升级、跳级、留级、降级等要求，另行规定。

Article 14 Requirements for the courses to take and credits to obtain in each semester and academic year, promotion, grade skipping, retention, and demotion, shall be stipulated separately.

第十五条 国科大鼓励学生参加创新创业、社会实践等活动。建立创新创业档案；与专业学习、学业要求相关的创新创业、社会实践等活动可折算学分，按学校相关规定执行。

Article 15 UCAS encourages students to participate in innovation, entrepreneurship, and social practice activities. UCAS will establish innovation and entrepreneurship archives; the activities related to specialized learning and academic requirements can be converted into credits, and the conversion shall be implemented following the relevant regulations of UCAS.

第十六条 学生因退学等情况中止学业的，其在校学习期间所修课程及已获得学分，予以记录。如学生重新参加入学考试、符合录取条件，再次进入国科大学习的，其已获得学分，经国科大或培养单位认定，予以承认。具体办法另行规定。

Article 16 For students who suspend their studies due to withdrawal, the courses taken and the credits obtained during the study period shall be recorded. Suppose a student retakes the entrance examination, meets the admission requirements, and is admitted into UCAS again. In that case, UCAS or the host institute shall recognize the credits obtained. The specific measures shall be stipulated separately.

第十七条 学生应当按时参加教育教学计划规定的活动。不能按时参加的，应当事先请假并获得批准。未经批准和无故缺席的，国科大或所在培养单位视情节给予批评教育或纪律处分，直至退学处理。

Article 17 Students shall duly participate in the activities stipulated in the education and teaching plan. Those who cannot attend as scheduled shall request leave in advance and obtain approval. Those absent without approval or reason shall receive criticism or the corresponding disciplinary sanction, even expelled if a severe breach of rules occurs.

第三节 调整专业、变更培养单位和转学

Adjustment of Major, Change of Host Institutes, and Transfer to Another School

第十八条 依据研究生与指导教师之间的双向选择的原则，研究生进入学位论文研究学习阶段前，所在培养单位应为研究生确定指导教师并记录在案。

Article 18 Graduate students choose their supervisor based on the principle of two-way selection. The selection shall be carried out before the students start to compose their dissertations, and the host institutes shall keep a record of the details of the selection.

第十九条 研究生指导教师的变更，分下列情形依照所在培养单位相关规定进行：

Article 19 In accordance with relevant regulations of the host institutes, graduate students may change their supervisor in the following circumstances:

1. 研究生提出变更指导教师的，由本人提出书面申请，学生管理部门认为理由充分的，征得新指导教师同意后可予办理；

1. If a graduate student proposes to change supervisor, he/she shall submit a written application. If the reasons are considered sufficient by the student management department, the student can go through the changing procedure with the consent of the new supervisor;

2. 指导教师提出解除指导关系的，学生管理部门视具体情况可允许学生重新选择指导教师；

2. If a supervisor proposes to terminate his/her guidance relationship with a student, the student management department may allow the student to re-choose a supervisor according to the specific circumstances;

3. 培养单位提出变更指导教师的，应征得研究生本人同意；

3. If a host institute proposes to change a supervisor, it shall obtain the consent of the relevant graduate student ;

4. 指导教师调动工作，培养单位应以不影响相关研究生学业为原则，作出变更指导教师或作其他相应调整。

4. If a supervisor is transferred, the host institute shall help the student change the supervisor or make corresponding adjustments based on the principle of not disrupting the student's education.

遇有上述情形依照相关规定，不能在所在培养单位重新确定指导教师的研究生，应按退学处理。

In case of the circumstances above, graduate students who cannot re-determine their supervisors within their host institutes shall withdraw.

第二十条 研究生在学期间无特殊理由，一般应当在录取学科专业完成学业。研究生所在培养单位根据发展需求，或遇有指导教师调动等特殊情况，研究生可申请调整攻读专业。

Article 20 During the study period, without special reasons, graduate students shall complete their studies in the discipline they are admitted to. Students may change their majors due to the development of the host institutes or in case of exceptional circumstances such as the transfer of supervisors.

研究生攻读专业的调整，分下列情形进行：

Graduate students may change their majors under the following circumstances:

1. 在一级学科内调整攻读专业的，由培养单位批准，报国科大备案。

1. Students who want to change their major within the same discipline shall get approval from their host institutes and report to UCAS to keep a record.

2. 跨一级学科调整攻读专业的，在申请调整攻读专业前应按照拟调整学科专业培养方案和导师要求修订研究生个人培养计划。由培养单位初审，报国科大审批。

2. Students who want to change their major across disciplines shall revise their personal training plan according to the training program of the target major and their supervisor's requirements before applying. Their application shall be reviewed by the original host institute and then submitted to UCAS for approval.

3. 跨学科门类调整攻读专业的，在申请调整攻读专业前应按照拟调整学科培养方案和导师要求修订研究生个人培养计划。培养单位初审后，需经拟转入专业所在学科群学位评定委员会会议审核，报国科大审批。

3. Students who want to change their major to one in a different field of discipline shall revise their personal training plan per the training program of the target major and their supervisor's requirements before application. Their application shall be reviewed by the original host institute, approved by the Academic Degree Evaluation Committee of the target major, and finally approved by UCAS.

本科生主修专业选择及辅修双专业/双学位实施办法另行规定。

The implementation measures for undergraduate students to choose their major, minor, dual major, and dual degree shall be stipulated separately.

第二十一条 有下列情形之一的，不得申请调整专业：

Article 21 Under any of the following circumstances, students may not apply for a change of major:

1. 毕业注册前六个月内提出申请的；

1. Applying within six months of graduation registration;

2. 专业学位专业调整为学术型学位专业的；

2. Applying to change a professional degree major to an academic degree major;

3. 国家有相关规定或者录取前与培养单位有明确约定的；其他无正当理由的。

3. Circumstances provided in the agreement between relevant students and host institutes before admission or national regulations concerning such matters or without justifiable reasons.

第二十二条 研究生在学期间无特殊理由，一般应当在所在培养单位完成学业。如确有特殊困难，无法继续在被录取单位学习的，由转出单位与转入单位同意，报国科大确认理由正当，可以变更培养单位。原则上转出单位与转入单位应在同一地区。

Article 22 Students shall complete their studies in their host institutes unless they have special reasons not to during the study period. Suppose students cannot continue to study in the original institute due to particular difficulties. In that case, they can change the host institute with the permission of the transfer-out and transfer-in institutes before reporting to UCAS to confirm and approve. The transfer-out and the transfer-in institute shall be in the same region.

第二十三条 研究生如遇下列情形之一的，不得变更培养单位：

Article 23 Students cannot change their host institute in the following circumstances:

1. 入学未满一学期的；
1. Having registered as a UCAS student for less than one semester;
2. 录取前与培养单位有明确约定的；
2. Bound by a relevant agreement with the host institute before admission;
3. 应予退学的；
3. Having received the requirement to withdraw;
4. 毕业注册前六个月内提出申请的；
4. Applying within six months of graduation registration;
5. 其他无正当理由的。
5. Without justifiable reasons.

第二十四条 学生因患病或者有特殊困难、特别需要，无法继续在国科大或培养单位学习或者不适应国科大学习要求的，可以申请转学。具体要求按照国家和北京市的有关规定办理。

Article 24 Students may apply to transfer to other schools in the following cases: They cannot continue to study at UCAS or the host institutes due to illness, particular difficulties and needs, or they cannot adapt to the requirements of UCAS. The specific requirements shall be per Beijing's relevant national provisions and municipal regulations.

第二十五条 对于转入国科大的转学申请，由校长办公会研究决定，申请转入的研究生还需先通过拟转入培养单位学位评定委员会考核。有下列情形之一的，不得转入：

Article 25 The application for transferring to UCAS shall be approved by the executive meeting of the president. The graduate students applying for a transfer-in shall pass the review of the Academic Degree Evaluation Committee of the target host institute. Applicants under any of the following circumstances shall not be transferred:

1. 入学未满一学期或者毕业前一年的;

1. Students who have been enrolled for less than one semester or who have one academic year remaining before graduation;

2. 生源地不属于国科大相应年份高考招生省份的本科生;

2. Undergraduates who do not belong to the student origin provinces of UCAS college entrance enrollment in the corresponding year;

3. 高考成绩低于国科大相关专业同一生源地相应年份录取成绩的本科生;

3. Undergraduates whose scores in the college entrance examination are lower than UCAS admission scores of the relevant majors for the same student origin in the corresponding year;

4. 转出学校、专业的录取控制标准低于国科大相关专业的研究生;

4. Graduate students whose transfer-out schools and majors have an admission standard lower than that of the relevant majors of UCAS;

5. 低学历层次转为高学历层次的;

5. Students who intend to change from a lower degree to a higher degree;

6. 学生在转出学校应予退学的;

6. Students who are required to withdraw by the transfer-out school;

7. 以定向就业招生录取的;

7. Students enrolled in the Targeted Employment Program;

8. 无正当转学理由的。

8. Students who apply to transfer without justifiable reasons.

第二十六条 转学至国科大的学生，应根据国科大教育教学及相关培养计划规定，在最长修读年限内完成学业。最长修读年限从学生在转出学校的入学时间算起。

Article 26 Students transferred to UCAS shall complete their studies within the maximum study period per the relevant regulations of UCAS's education and training programs. The maximum study period is calculated from the time of enrollment of the students' transfer-out school.

第二十七条 国科大对学生转学情况进行公示，在转学完成后 3 个月内，由转入学校报所在地省级教育行政部门备案。

Article 27 UCAS shall make public the information of transfer. The transfer-in school shall report to the local provincial department of educational affairs for recordkeeping within three months after the transfer is completed.

第四节 休学与复学

Suspension and Resumption of Schooling

第二十八条 学生因创业或其他个人原因无法坚持学习的，由本人申请，所在培养单位审核，报国科大批准，可以休学；因特殊原因，所在培养单位认为应当休学的，由培养单位提出，报国科大批准，可以休学：

Article 28 Students who cannot continue studying due to entrepreneurship, or other personal reasons may apply for suspension, and the host institutes shall review the application and report to UCAS for approval. Suppose a host institute deems that a student should suspend schooling because of a student should suspend schooling for particular reasons. In that case, the host institute shall file for student suspension and report to UCAS for approval.

1. 休学学生应当办理手续离开国科大或培养单位，休学期间保留学籍；

1. Suspended students shall go through the procedures required for leaving UCAS or their host institutes, and their student status shall be retained;

2. 学生休学期间，不享受国科大或培养单位在校学习学生待遇，因病休学学生的医疗费按国家及当地的有关规定处理；

2. During the suspension period, students do not enjoy the treatment of students of UCAS or the host institutes. The medical expenses of students absent from school due to illness shall be paid in accordance with relevant national and local regulations;

3. 学生休学，一般以半年为限，研究生累计不得超过一年，本科生累计不得超过两年；

3. A student's suspension of study is generally limited to six months, with a cumulative limit of one year for graduate students and two years for undergraduates.

4. 学生休学期间有违法违纪行为的，给予相应纪律处分。

4. Students who violate laws and regulations during suspension are subject to disciplinary action.

第二十九条 学生应在休学期满前 10 个工作日内,向所在培养单位提出复学申请,经培养单位审核和国科大批准后,方可复学。学生因病休学期满申请复学的,需经所在培养单位指定二级甲等以上医院复查合格。

Article 29 Students shall apply for resumption of schooling ten days before the suspension ends and resume studying after the approval of both the host institute and UCAS. If a student applies for resumption after suspension due to illness, he/she shall pass the review by second-class (or above) hospitals designated by the host institute.

第三十条 学生应征参加中国人民解放军(含中国人民武装警察部队),保留其学籍至退役后 2 年。保留学籍期间,与其实际所在的部队建立管理关系。

Article 30 Students who are enlisted in the People's Liberation Army (including the Chinese People's Armed Police Force) will have their student status retained until two years after discharge. UCAS shall co-manage the students with the unit they are enlisted during the retention period.

第五节 退学

Withdrawing from the University

第三十一条 学生如有下列情形之一的,给予退学处理:

Article 31 Students shall withdraw from the university under any of the following circumstances:

1. 硕士生一学期有两门学位课程考试不及格,不及格的学位课必须重修,经过重修仍有一门学位课程考试不及格的;或修读年限内累计出现三门及以上学位课不及格的;

1. When a master's candidate fails two degree course exams in one semester, compulsorily retakes the relevant degree courses and still fails one exam after retaking the courses; or when he/she fails the exams of three or more degree courses during their study period;

2. 博士生有一门学位课程考试不及格,不及格的必须重修,经过重修仍不及格的;或修读年限内累计出现两门学位课不及格的;

2. When a doctoral candidate fails one course exam, compulsorily retakes the relevant degree course and still fails the course exam; or when he/she fails two course exams during their study period;

3. 本科生在校期间未取得学分累计达到 20 学分(含)以上的;

3. When an undergraduate student fails to obtain twenty credits or above during their study period;

4. 在学位论文工作中，经考核认为不宜继续培养的；

4. When a student is deemed unsuitable for further training in the dissertation review;

5. 在规定的最长修读年限（含休学）内未完成学业的；

5. When a student fails to finish his/her study within the maximum study period (suspension period included).

6. 休学、保留学籍期满，在规定期限内未提出复学申请或者申请复学经复查不合格的；

6. When a student, upon the end of the suspension period and retention of student status, fails to submit a schooling resumption application before the required deadline or is disqualified after the review of their application for resumption of schooling;

7. 经国科大或所在培养单位指定的二级甲等以上医院诊断，患有疾病或者意外伤残无法继续在校学习的；

7. When a student cannot continue schooling because of diseases or injuries diagnosed by any second-class (or above) hospital designated by their host institute and UCAS;

8. 未请假或请假未经批准离开国科大或培养单位连续 10 个工作日，未参加规定的教学科研活动的；

8. When a student leaves their host institute for more than ten consecutive work days without asking for leave or obtaining permission for leave and fails to take part in required activities of the training program;

9. 超过规定期限未注册而又无正当事由的。

9. When a student fails to register before the deadline and without justifiable reasons;

第三十二条 学生本人申请退学的，经国科大审批同意后，办理退学手续。

Article 32 Students who apply for withdrawal from the university shall go through relevant procedures after UCAS approval.

第三十三条 对学生作出退学处理，由学生处或所在培养单位提出，校长办公会或者经校长授权的专门会议研究决定。

Article 33 The decision of students' withdrawal shall be proposed by the students' affairs office or the host institute and approved by an Executive Meeting of the President or a special meeting authorized by the UCAS president.

1. 对退学的学生，由国科大出具退学决定并送交本人；学生拒绝签收的，以留置方式送达；已离校的，可以采取邮寄方式送达；难于联系的，采用公告方式送达。

1. UCAS issues and deliver to the withdrawn student the withdrawal decision document; if the student refuses to sign for acceptance, the document shall be left at a prescribed place; if the student has left school, the deliverance shall be done by mail; if it is difficult to contact the student, the deliverance shall be done through public announcements.

2. 退学的研究生按已有毕业学历和就业政策可以就业的，可办理相关手续，在规定期限内没有聘用单位的，档案、户口退回其家庭户籍所在地；

2. Withdrawn graduate students can go through relevant procedures if they enter employment with their previous diploma under the existing employment policies; if not employed within a specified period, their personnel file and registered residence records shall be returned to where their household registration is;

3. 退学的本科生，档案、户口退回其家庭户籍所在地；

3. Withdrawn undergraduate students' personnel files and registered residence records shall be returned to where their household registration is;

4. 退学学生应在学校批准或退学决定送达之日起两周内完成规定手续离校或离所。

4. Withdrawn students shall complete the required formalities to leave school or the host institute within two weeks from when the university approves the withdrawal or when the withdrawal decision is delivered.

第三十四条 学生退学的，学习期满一年及以上、完成培养计划要求且成绩合格的，国科大发给肄业证书；学习期未满一年的，由所在培养单位发给学习证明；未经批准擅自离校的，不发给肄业证书或学习证明。

Article 34 UCAS shall issue the Certificate of Attendance to the withdrawn students if they have studied at UCAS for one year or more, realized the stated goals in their training program, and passed the tests; the host institute shall issue them with the Certificate of Study if they have studied at UCAS for less than one year; if the withdrawn students leave school without permission, they may not be given Certificate of Attendance or Certificate of Study.

第六节 毕业与结业

Graduation and Completion of Schooling

第三十五条 学生完成其学科培养方案规定的内容一般所需的学习时间（下称学制），在招生录取阶段由各培养单位事先确定并备案公布。各类型学生的学制分别为：

Article 35 The duration of studies required for students to complete their disciplinary training program (hereinafter referred to as schooling duration) shall be determined, documented, and published by relevant host institutes during enrollment. The schooling duration can be classified as follows:

1. 通过普通招考和硕博连读方式招收的博士研究生的学制为 3 年或 4 年；

1. The duration of studies for doctoral students admitted for a Ph.D. program after passing the admission exam and those admitted for a master-doctoral combined program is three or four years;

2. 通过直接攻博方式招收的博士研究生的学制为 5 年或 6 年；

2. The duration of studies for doctoral students admitted directly after they finish undergraduate study is five or six years;

3. 硕士研究生的学制为 2 年或 3 年；

3. The duration of studies for master's students is two or three years;

4. 需要参加集中强化培训的少数民族骨干计划硕士研究生学制为 4 年，不参加集中强化培训的少数民族骨干计划硕士研究生学制为 3 年；

4. The duration of studies for students of the Minority Backbone Plan is four years for those who need to participate in centralized and intensive training; The duration of studies is three years for those who do not participate in the centralized and intensive training;

5. 本科生学制为 4 年。

5. The duration of studies for undergraduates is four years.

第三十六条 在最长修读年限内未能完成学业的学生，应予退学。

Article 36 Students who fail to finish their studies within the maximum study period shall withdraw from the university.

1. 普通招考的博士研究生的最长修读年限（含休学）不得超过 6 年；

1. The maximum study duration (suspension included) shall not exceed six years for doctoral students admitted through the entrance examination;

2. 通过直接攻博方式招收的博士研究生的最长修读年限（含休学）不得超过 8 年；

2. The maximum study duration (suspension included) shall not exceed eight years for doctoral candidates admitted directly after the completion of their undergraduate study;

3. 学制为 2 年的硕士研究生的最长修读年限（含休学）不得超过 3 年；学制为 3 年的硕士研究生的最长修读年限（含休学）不得超过 4 年；

3. The maximum study duration (suspension included) shall not exceed three years for master's students with a two-year schooling duration; the maximum study duration (suspension included) shall not exceed four years for master's students with a three-year schooling duration;

4. 需要参加集中强化培训的少数民族骨干计划硕士研究生的最长修读年限（含休学）不得超过 5 年；不参加集中强化培训的少数民族骨干计划硕士研究生的最长修读年限（含休学）不得超过 4 年；

4. The maximum study duration (suspension included) shall not exceed five years for master's students of the Minority Backbone Plan who needs to participate in the centralized intensive training and shall not exceed four years for those who do not need to participate in the intensive training;

5. 通过硕博连读方式招收的博士研究生，包括硕士阶段的最长修读年限（含休学）不得超过 8 年；

5. The maximum duration of study (suspension included) shall not exceed eight years for doctoral students admitted through master-doctoral combined programs (master's study duration included);

6. 本科生的最长修读年限（含休学）不得超过 6 年。

6. The maximum duration of study shall not exceed six years for undergraduates (suspension included).

第三十七条 通过硕博连读方式和直接攻博方式招收的博士生，经所在培养单位认定不再适合攻读博士学位的，报国科大批准后，可将博士学籍转成硕士学籍。

Article 37 Doctoral students admitted by Master-Doctoral combined programs and Bachelor's degree students admitted directly by a doctoral program can change their Doctoral status to Master's status if they are deemed no longer suitable for Doctoral study by their host institute, with the approval of UCAS.

第三十八条 硕博连读研究生一般在硕士转为博士两年后，方可申请转为硕士学籍，并应在一年内按硕士生完成学业；直博生一般在入学四年后，方可申请转为硕士学籍，并应在一年内按硕士生完成学业。

Article 38 Generally, two years after the students' master's status is transferred to Doctoral student status, students in the Master-Doctoral combined program can apply for conversion to a Master's status and shall complete their studies as a Master's student within one year; four years after beginning Doctoral studies, the students admitted directly through a Doctoral program can apply for conversion to a Master's status and shall complete their studies as a Master's student within one year.

第三十九条 学生按培养计划规定, 在最长修读年限内, 修满规定的课程学习和必修环节学分, 按规定完成毕业/学位论文并通过答辩的学生, 经所在培养单位审查合格, 报国科大批准, 准予毕业。国科大给准予毕业的学生颁发毕业证书, 毕业时间按发证日期填写。

Article 39 According to the provisions of the training program, students can graduate after they have completed the required courses, obtained the required credits within the maximum study period, completed the dissertation, and passed the oral defense, with relevant formalities reviewed by the host institute and approved by UCAS. The university will issue graduation certificates to students who are allowed to graduate, and the graduation time shall be filled in according to the date of issuance.

第四十条 学生在学制内成绩优秀、表现突出, 提前达到毕业要求的, 经所在培养单位学位评定委员会审核通过, 报国科大批准, 可提前毕业, 最多可以提前一年毕业。

Article 40 Students who have excellent grades and outstanding academic performance within the schooling duration and meet the graduation requirements ahead of schedule may graduate one year earlier after relevant formalities are reviewed by the degree evaluation committee of their host institutes reviewed and approved by UCAS.

第四十一条 研究生按培养计划规定, 在最长修读年限内, 修满课程学习和必修环节学分, 按规定完成毕业/学位论文, 但未能通过答辩的研究生, 经所在培养单位审查, 报国科大批准, 准予结业。研究生结业后, 不再补做毕业论文答辩, 不换发毕业证书。

Article 41 According to the provisions of the training program, graduate students who have completed the required courses, obtained the required compulsory credits, and composed the dissertation within the maximum study period but failed to pass the oral defense may obtain the Certificate of Completion. When the graduate program is completed, the students may not have additional sessions of dissertation defense and may not receive the graduation certificate.

第四十二条 本科生结业的有关要求, 另行规定。

Article 42 The requirements for completing undergraduate studies shall be stipulated separately.

第七节 学业证书管理

Management of Academic Certificates

第四十三条 国科大给准予结业的学生颁发结业证书，结业时间按发证日期填写。

Article 43 UCAS issues the Certificate of Completion to students who are allowed to complete their studies. The completion date shall be filled in according to the date of issuance.

第四十四条 准予毕业的学生，可按规定申请学位。国科大为符合学位授予条件的学生，颁发学位证书。

Article 44 Students permitted to graduate may apply for a degree per the regulations. The University issues degree certificates to students who meet the requirements for degree conferment.

第四十五条 在完成本专业课程和论文的同时，按学校相关规定辅修其他专业并达到该专业相关要求的学生，国科大发给相应辅修专业证书。

Article 45 For students who meet the course and dissertation requirements of their major and the requirements of the minors they take, UCAS shall issue certificates of a minored course to them.

第四十六条 执行高等教育学籍学历电子注册管理制度，及时完成学生学籍学历电子注册。严格按照招生时确定的办学类型和学习形式，以及学生招生录取时填报的个人信息，填写、颁发学历证书、学位证书及其他学业证书。

Article 46 UCAS shall implement the electronic registration management system of higher education academic records and degrees and promptly complete the process mentioned above. UCAS shall complete and issue diplomas, degree certificates, and other academic certificates in strict accordance with the type of schooling and the form of study determined at the time of enrollment and students' personal information provided at the time of enrollment.

对违反国家招生规定取得入学资格或者学籍的，取消其学籍，不发给学历证书、学位证书；已发的学历证书、学位证书，国科大依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的，国科大依法予以撤销。

For those who have obtained admission qualifications or student status in violation of the national regulations on enrollment, their student status shall be canceled, and they shall not receive

a diploma or degree certificate; UCAS shall revoke the issued diploma and degree certificate; a diploma or degree certificate obtained through any academic misconduct such as cheating, plagiarism, or by other improper means shall be revoked.

被撤销的学历证书、学位证书已注册的，国科大予以注销并报教育行政部门宣布无效。

If the revoked diploma or degree certificate has been registered, the University shall cancel it and report it to the education administrative department to declare it invalid.

第四十七条 毕业、结业和学位证书遗失或者损坏，本人向所在培养单位申请，经国科大核实后可出具相应的证明书，证明书与原证书具有同等效力。

Article 47 In case of loss or damage of graduation, completion, and degree certificates, students may apply to the host institute. The institute can issue a corresponding certificate after verification by UCAS. The certificate has the same effect as the original certificate.

第四章 校园秩序与课外活动

Chapter IV Campus Order and Extracurricular Activities

第四十八条 国科大及所在培养单位依法维护正常教育教学和校园秩序，保障学生的正常学习和生活。

Article 48 The University and the host institutes shall maintain typical education and teaching and campus order and guarantee students' standard study and life in accordance with the law.

第四十九条 国科大和培养单位支持成立各级学生会：

Article 49 The University and host institutes shall support the establishment of student unions at all levels:

1. 学生会由学生民主推举产生；

1. Students shall democratically elect student union;

2. 学生会接受国科大和所在培养单位党委、学生管理部门的领导和团组织、上级学生会的指导；

2. Student unions shall accept the leadership of the University, the party committee of the host institute and the student management department, and the guidance of the league and higher-level student unions;

3. 学生会应积极推动学生的“自我教育、自我管理、自我服务、自我监督”。

3. The student union shall actively promote students' self-education, self-management, self-service, and self-monitoring.

第五十条 学生可以在国科大或所在培养单位内成立、参加学生团体：

Article 50 Students can establish and participate in student organizations within the University or their host institutes:

1. 学生成立团体，应当按国科大或所在培养单位的有关规定提出书面申请，报请批准；

1. To establish an organization, students shall submit a written application for approval per relevant regulations of the University or their host institutes;

2. 学生团体应当在宪法、法律、法规和国科大或所在培养单位管理制度范围内活动，接受领导和管理。

2. Student organizations shall operate within the scope of the Constitution, laws, regulations, and the management system of the University or the host institutes where they belong and accept leadership and management of the University and their host institutes.

第五十一条 学生不得有酗酒、打架斗殴、赌博、吸毒，传播、复制、贩卖非法书刊和音像制品等违法行为；不得参与非法传销和进行邪教、封建迷信活动；不得从事或者参与有损大学生形象、有悖社会公序良俗的活动。

Article 51 Students shall not engage in illegal activities such as alcoholism, brawling, gambling, drug abuse, and dissemination, reproduction, or trafficking of illegal books, periodicals, and audio-visual products; they shall not participate in illegal pyramid schemes, cults, and superstition activities; they shall not engage in or participate in activities detrimental to the image of college students and activities that may go against the public order and good customs of the society.

国科大或培养单位发现学生在校内或所内有违法行为，或者严重精神疾病可能对他人造成伤害的，可以依法采取或者协助有关部门采取必要措施。

If the University or host institute discovers that a student has violated the law at school or their institute or has a severe mental illness that may cause harm to others, the University or host institute may take necessary measures or assist relevant departments to do so in accordance with the law.

第五十二条 提倡并支持学生及学生团体开展有益于身心健康的学术、科技、艺术、文艺、体育等活动，鼓励、支持和指导学生参加社会实践、社会服务和开展勤工助学活动，国科大及所在培养单位根据实际情况给予必要帮助：

Article 52 UCAS encourages students and student organizations to carry out academic, scientific and technological, artistic, recreational, and exercise activities that are physically and mentally beneficial; UCAS also supports and helps students to participate in social practice, social services, and work-study activities under the following conditions:

1. 学生进行课外活动不得影响正常的教育教学秩序和生活秩序；

1. Students' extracurricular activities shall not affect the order of teaching and life;

2. 学生个人业余承担社会兼职工作的，须向所在培养单位备案，并承担相应的法定责任和义务；

2. Students who undertake part-time work in their spare time shall report to their host institutes for recordkeeping and bear corresponding legal responsibilities and obligations;

3. 学生参加勤工助学活动应当遵守法律、法规以及国科大或所在培养单位和用工单位的管理制度，履行勤工助学活动的有关协议。

3. Students participating in work-study activities shall abide by the laws and regulations and the relevant regulations of UCAS, the host institutes, and employers, and fulfill relevant agreements on part-time jobs during study.

第五十三条 任何组织和个人不得在国科大及培养单位内进行宗教活动。

Article 53 Organizations or individuals shall not carry out religious activities at UCAS or its host institutes.

第五十四条 学生举行大型集会、游行、示威等活动，应当按法律程序和有关规定获得批准。对未获批准的，各培养单位和学校应当依法劝阻或者制止。

Article 54 Students shall apply for approval to hold large-scale activities such as gatherings, processions, demonstrations, and the activities shall be approved through legal procedures per relevant regulations. UCAS and the host institutes shall dissuade or stop the activities which have not been approved in accordance with the law.

第五十五条 学生应当遵守国家、学校以及各培养单位关于网络使用的有关规定，不得登录非法网站和传播非法文字、音频、视频资料等，不得编造或者传播虚假、有害信息；不得攻击、侵入他人计算机和移动通讯网络系统。

Article 55 Students shall abide by the relevant provisions of the State, the University, and the host institutes on the use of the Internet; they shall not log on to illegal websites or disseminate illegal text, audio, and video materials; they shall not fabricate or disseminate false and harmful information; they shall not attack or invade others' computers and mobile communication network systems.

第五章 奖励与处分

Chapter V Reward and Punishment

第五十六条 国科大及培养单位对学生定期进行全面考核，采取授予“三好学生”、“三好学生标兵”“优秀学生干部”和“优秀毕业生”等荣誉称号、颁发证书、奖章、奖学金等多种形式，奖励和表扬德、智、体、美、劳方面全面发展或者在思想品德、学业成绩、科技创新、体育竞赛、文艺活动、志愿服务及社会实践等方面表现突出的学生。具体评选办法另行规定。

Article 56 UCAS and the host institutes shall conduct a regular and comprehensive assessment of students. The ways to award and praise students include honorary titles such as “Merit Student,” “Merit Student Model,” “Excellent Student Leader,” and “Excellent Graduate,” and other forms like awarding certificates, medals, and scholarships to those who have developed in an all-round way or have outstanding performance in moral character, academic achievements, scientific and technological innovation, sports competitions, artistic activities, voluntary service, and social practice. Specific selection methods shall be stipulated separately.

第五十七条 对有违法、违规、违纪行为的学生，国科大及培养单位应给予批评教育或纪律处分：

Article 57 UCAS and the host institutes shall impose disciplinary sanctions on students who violate laws, regulations, and rules:

1. 纪律处分的种类及期限分为：

1. The categories and duration of disciplinary sanctions include:

(1) 警告：处分期限为 180 天；

(1) Warning: 180 days;

(2) 严重警告：处分期限为 240 天；

(2) Serious warning: 240 days;

(3) 记过：处分期限为 300 天；

(3) Demerit record: 300 days;

(4) 留校察看：处分期限 360 天；

(4) Probation: 360 days;

(5) 开除学籍。

(5) Expulsion.

2. 给予学生的纪律处分，须与学生违法、违规、违纪行为的性质和过错的严重程度相适应；

2. The disciplinary sanctions given to students shall be in line with the nature and degree of students' violations of laws, regulations, and rules and their faults;

3. 对学生的处分，应当做到程序正当、证据充分、依据明确、定性准确、处分适当；

3. Disciplinary sanctions shall be carried out with due process, with sufficient evidence, on a transparent basis, and the sanctions shall be adequate and proper;

4. 学生处分解除后，评奖、评优等按照学校有关规定执行，不再受原处分的影响。

4. After the disciplinary action on a student is lifted, awards and appraisals related to that student shall be carried out per the relevant regulations of the university. They shall no longer be affected by the original disciplinary action.

具体实施办法另行规定。

Specific implementation measures shall be stipulated separately.

第五十八条 对学生的奖励、处分材料，学生管理部门应按相关规定真实完整地归入文书档案和学生本人档案。

Article 58 Student management departments shall wholly and truthfully document students' materials of awards and disciplinary sanctions.

第六章 学生申诉

Chapter VI Student Appeal

第五十九条 国科大或培养单位按照管辖权限分别设立学生申诉处理委员会，依据“谁批准、谁受理”的原则，受理学生对取消入学资格、取消学籍、退学处理或者违规、违纪处

分的申诉。学生申诉处理委员会由所在单位负责人、职能部门负责人、教师代表、学生代表、负责法律事务的相关机构负责人组成。

Article 59 UCAS and the host institutes shall set up a Student Appealing Processing Committee (SAPC) according to their jurisdiction, to deal with students' complaints about the cancellation of admission qualifications, expulsion, withdrawal, or violation of regulations or rules according to the principle of accountability of the approval. The SAPC comprises of the person in charge of the institute, the person in charge of the functional department, teacher representatives, student representatives, and the person in charge of the relevant institutions responsible for legal affairs.

第六十条 学生对取消入学资格、取消学籍、退学处理或处分决定有异议的，在接到处理决定之日起 10 个工作日内，可向作出处理决定单位的学生申诉处理委员会提出书面申诉：

Article 60 If students disagree with the University's decision to expunge admission qualifications or student status or sanction expulsions, they may submit a written complaint to the SAPC of the institute that decided within ten working days from the date of receiving the decision:

1. 学生申诉处理委员会对学生提出的申诉进行复查，并在接到书面申诉之日起 15 个工作日内，作出复查结论并告知申诉人；

1. The SAPC shall review the appeal, conclude, and inform the appellant within 15 working days of receipt of the written complaint.;

2. 学生申诉处理委员会经复查，认为做出处理或者处分的事实、依据、程序等存在不当，提出建议撤销或变更的复查意见，提交国科大或所在培养单位办公会议重新研究决定；

2. After review, if the SAPC believes that the facts, basis, and procedures for the sanction are improper, it shall put forward opinions for revocation or change and submit them to UCAS or the host institutes office for reconsideration and decision;

3. 学生对复查决定有异议的，在接到复查决定书之日起 15 个工作日内，可以向国科大学生申诉处理委员会或上级教育行政部门提出书面申诉；

3. If students disagree with the review decision, they can submit a written complaint to the UCAS SAPC or the higher education administrative department within 15 working days from the date of receipt of the review decision;

4. 从处理决定或者复查决定送交之日起，学生在申诉期内未提出申诉的，国科大与所在培养单位不再受理其提出的申诉。

4. If the student fails to file a complaint during the complaint period, namely, from when the handling decision or review decision is received, UCAS and the host institutes will not accept further appeals from the student.

第七章 附则

Chapter VII Supplementary Provisions

第六十一条 对在国科大或培养单位接受学历教育的港澳台侨学生、留学生、非学历教育研究生等类别学生的管理参照本规定实施。

Article 61 The management of students from Hong Kong, Macao, and Taiwan, international students, and non-academic education postgraduates who receive academic education in UCAS or the host institutes shall be implemented regarding these regulations.

第六十二条 各培养单位应依据本规定，结合本单位实际，建立健全相应的规章制度，及时向学生公布，并同时抄报国科大备案。

Article 62 Host institutes shall establish and improve the corresponding rules and regulations according to them, announce them to students promptly and report them to UCAS for recordkeeping.

第六十三条 本规定由学生处负责解释，自印发之日起施行，原《中国科学院大学学生管理规定》（校发学字〔2017〕84号）同时废止。

Article 63 These regulations shall be interpreted by Student Affairs Office. They shall take effect on the issue date in place of the previous Regulations on Student Management of the University of Chinese Academy of Sciences (XIAOFAXUEZI (2017) No. 84), which shall be abolished on the same date.

中国科学院大学招收和培养国际学生管理规定

（试行）

Administrative Rules on the Enrollment and Education of International Students of the University of Chinese Academy of Sciences (Trial)

校发际字〔2015〕105号

XIAOFAJIZI (2015) No. 105

第一章 总 则

Chapter I General Provisions

第一条 为做好中国科学院大学（简称“国科大”）国际学生的招收与培养工作，依据《高等学校接受外国留学生管理规定》（教育部、外交部、公安部令第9号）等中国相关法律、法规，结合学校实际，制定本规定。

Article 1 These Rules have been formulated to improve the enrollment and education of international students at the University of Chinese Academy of Sciences (UCAS) per the Administrative Rules on the Acceptance of Foreign Students by Colleges and Universities (No.9 Decree of the Ministry of Education, the Ministry of Foreign Affairs and the Ministry of Public Security) and relevant Chinese laws and regulations.

第二条 本规定所称国际学生是指国科大招收录取，在中国科学院所属研究院、所、台、站、中心等单位及国科大校本部各院系（以下简称“培养单位”）接受普通高等学历教育或非学历教育的非中国籍学生。

Article 2 International students in these rules refer to non-Chinese students enrolled at UCAS who are receiving a degree education or non-degree education at academies, institutes, observatories, stations, and centers affiliated with the Chinese Academy of Sciences (CAS) and in the schools and departments of UCAS (hereinafter referred to as host institutes).

第三条 国科大国际学生学历教育类别为硕士研究生和博士研究生；非学历教育类别为

普通进修生和高级进修生。

Article 3 UCAS offers international students degree education and non-degree education. The former includes master's and doctoral programs, while the latter includes the regular and senior visiting student programs.

第四条 国际学生工作应遵循科教融合的办学方针和“归口管理、协调配合、规范有序、保证质量”的管理原则。

Article 4 International student education adopts the fusion of scientific research and teaching philosophy and follows the management guidelines embodied by the motto “direct accountability, effective coordination, and excellent quality”.

第二章 组织分工

Chapter II Work Division

第五条 国际合作处是国科大国际学生工作的归口管理部门，下设留学生办公室（以下简称“留办”）负责全校国际学生招收与培养政策制订与管理协调工作。

Article 5 The International Affairs Office (hereinafter IAO) manages international student affairs at UCAS. The International Students Office (hereinafter ISO), a subdivision of IAO, manages the affairs related to the enrollment of international students, formulation of education policies, and coordination.

第六条 国际学院负责国际学生集中教学期间的培养和管理；培养单位负责国际学生在培养单位进行学习和研究期间的培养和管理；国际合作办学机构负责相关项目国际学生的培养与管理。

Article 6 The International College is in charge of the education and management of international students during the campus-concentrated teaching period; Host institutes are responsible for the education and management of international students during their study and research in host institutes; the Chinese-foreign cooperative education institutions are in charge of the education and management of those international students enrolled in their programs.

第七条 国科大相关职能部门和培养单位在各自职责范围内协调配合，共同做好国际学生工作。

Article 7 The relevant functional departments of UCAS and host institutes shall cooperate

within their power and responsibilities on the management of international student affairs.

第三章 招生管理

Chapter III Admission Management

第八条 国科大负责制定国际学生的招生办法和招生简章。国科大和培养单位共同开展国际学生招生宣传工作。

Article 8 UCAS is responsible for formulating international student admission measures and regulations; UCAS and host institutes jointly promote international student programs.

第九条 培养单位负责接收和审核国际学生的入学申请材料，按相关规定对申请人进行考核（考试/面试）。国科大负责对申请材料进行复审，办理录取相关手续。

Article 9 Host institutes accept and register international students' applications and examine applicants (written exams/interviews). UCAS rechecks the applications and works on admissions procedures.

第十条 培养单位制定本单位的国际学生招生计划，招生专业学科须为本单位现有专业学科。为国际学生新设立的学历教育专业，须向留办提出、报国科大审批。

Article 10 Host institutes shall make their own international student enrollment plans. The majors offered must be currently available. If new majors are to be set up for international students, the majors must be proposed to ISO and reported to UCAS for approval.

第十一条 招收国际学生的教师须具备导师资格，在首次招生之前须填写《中国科学院大学国际学生指导教师资格申请表》，经培养单位推荐，报国科大审批。

Article 11 The faculty accepting international students shall be qualified supervisors who have filled out the International Student Supervisor Qualification Application Form of the University of Chinese Academy of Sciences and have been recommended by his/her department and approved by UCAS.

第四章 新生报到与注册

Chapter IV Registration

第十二条 国际学生新生须按照国科大录取通知书规定的要求和日期，到指定地点报到入学。

Article 12 New international students shall register according to the UCAS admission notice requirements, which specify the check-in date and location.

因故不能按时报到的，须事先向国科大或培养单位请假。超过 30 天不能报到的，应提出书面申请保留入学资格。入学资格保留期限最长不得超过一学年。在保留入学资格期到期日前 60 天内，应提出入学申请，经审查合格的，可以报到入学。

If any student cannot register on time, he/she shall notify UCAS or the host institute in advance. If any student is over 30 days late for registration, he/she shall submit a written application to retain the qualification, which can be retained for no more than a school year. Within 60 days before the offer expires, the student shall submit an enrollment application form and then register if the application is approved.

第十三条 国际学生向培养单位报到时，培养单位负责核实学生身份，收取相关费用，发放入学材料，根据相关政策、规定或协议安排住宿，并协助国际学生在入住后 24 小时内到当地派出所（或其指定地点）办理外国人临时住宿登记。

Article 13 When international students register with host institutes, host institutes are responsible for verifying their identity, collecting fees, distributing admission hand-outs, and arranging accommodation according to relevant policies, regulations, and agreements. They shall also assist international students in having their temporary residence registered in a local police station (or its designated location) within 24 hours after registration.

第十四条 国际学生在向培养单位报到后，培养单位应及时通知报国科大办理学生注册和学籍登记手续。

Article 14 After international students register with host institutes. Host institutes shall promptly notify UCAS and have the students' enrollment registered.

培养单位应在新生报到后 30 天内，按照国科大招收国际学生有关规定对其进行复查。对于复查不合格的学生，培养单位应书面向国科大提出取消该生入学资格并注销学籍的申请，相关费用由学生本人承担。

Host institutes shall recheck the new students within 30 days after the students' registration according to UCAS regulations on international student admissions. If any student is unqualified, the Host institutes shall submit a written application to UCAS to cancel the student's registration. Furthermore, the student will bear the expense incurred thereof.

第十五条 国际学生入学后应当按照中国卫生行政管理部门的规定到当地卫生检疫部

门办理《境外人员体格检查记录》确认手续或者进行体检。相关费用本人自理。

Article 15 International students shall go to the local inspection and quarantine bureau to complete the Physical Examination Record for Foreigner for confirmation or to have a physical checkup according to the requirements of the Chinese health administration bureau. The student will bear this cost.

第五章 培养管理

Chapter V Training Management

第十六条 国际学生的学籍管理参照《中国科学院大学学生管理规定》执行。

Article 16 The student status of international students shall be managed following the Regulations on Student Management of the University of Chinese Academy of Sciences.

第十七条 国际研究生的培养计划须符合国科大和培养单位或中外合作办学项目关于研究生培养的相关规定。

Article 17 Training plans for international graduate students shall conform to the provisions regarding graduate training by UCAS, host institutes, or Chinese-foreign cooperative education programs.

第十八条 国际研究生所学课程须符合《中国科学院大学国际研究生课程设置方案》。培养单位开设国际研究生项目和课程，须向国际学院提出申请并报国科大。

Article 18 The courses offered to international graduate students shall conform to Curricula for International Graduate Students of the University of Chinese Academy of Sciences. To establish international graduate programs and courses, Host institutes shall apply to the International College and notify UCAS.

第十九条 全日制国际研究生的学位申请与管理原则上按照中国学生的相关管理办法执行。中外合作办学、联合培养的国际研究生的学位申请与管理按照有关协议执行。

Article 19 Degree application and management of full-time international graduate students shall follow the same rules and regulations as Chinese students. Degree application and management of students of Chinese-foreign cooperative education institutions and programs shall follow relevant agreements.

第二十条 使用外语接受学历教育的国际学生，学位论文可用相应的外国文字撰写，但

应有中文摘要。国际学生申请学位论文答辩的要求与中国学生相同。

Article 20 The international students taking degree courses taught in a non-Chinese language are permitted to write dissertations in that language, but a Chinese abstract is required. International students must meet the same requirements as Chinese students in applying for an oral defense.

第六章 日常管理

Chapter VI Daily Life Management

第二十一条 国际学生违反国科大和培养单位规章制度的，参照《中国科学院大学学生纪律处分条例》给予相应处分。

Article 21 International students who have violated the rules and regulations of UCAS and host institutes are subject to a penalty in accordance with the Disciplinary Regulations of the University of Chinese Academy of Sciences.

第二十二条 国际学生因故不能按时参加培养计划规定的活动，应当事先请假并获得批准。国际学生的请假参照《中国科学院大学学生请假销假管理办法》执行。

Article 22 If international students cannot attend activities required in the training plans for some reason, they shall ask for prior approval. International students can refer to the Regulations on Student Leave of Absence to ask for leave at the University of Chinese Academy of Sciences.

第二十三条 国际学生离境须经导师同意、培养单位批准，报国科大备案。国际学生入境回到培养单位后，培养单位应及时报国科大。

Article 23 Any international student must ask his/her supervisor for permission, gain approval from his/her host institute and notify UCAS before leaving China. After the student returns, the host institute shall promptly notify UCAS.

第二十四条 国际学生发生学籍变更或受到奖励和处分时，培养单位应当及时向国科大报备。

Article 24 If the status of an international student changes in any way, or when he/she is awarded or punished, the host institute shall promptly report these matters to UCAS.

第二十五条 经国科大或培养单位同意，国际学生可以在指定地点和范围内举行庆祝本国重要传统节日的活动，但不得有反对、攻击其他国家、民族或违反公共道德的行为。

Article 25 With the permission of UCAS or host institutes, international students may hold celebrations on important festivals of their countries at designated sites. Nevertheless, offensive behaviors toward other countries or nationalities and violation of social ethics are strictly prohibited.

第二十六条 国际学生不得在国科大和培养单位内进行传教、宗教聚会等任何宗教性质的活动。

Article 26 International students shall not preach religion or hold religious gatherings at UCAS or in host institutes.

第二十七条 国际学生在国科大学习期间的集体活动应按照《中国科学院大学学生集体活动安全责任制暂行规定》执行；在培养单位培养期间，按培养单位相关规定执行。

Article 27 International students shall follow the Interim Regulations on Safety Accountability for Student Activities at the University of Chinese Academy of Sciences while holding student activities during their study at UCAS. They shall follow the regulations of the host institute during their study in their respective institutes.

第二十八条 国际学生在国科大或培养单位提供的公寓住宿，应自觉遵守《中国科学院大学学生公寓管理规定》及其它相关规定。

Article 28 International students who live in the residence hall at UCAS or host institutes shall follow the Regulations on Management of Student Residence Halls of the University of Chinese Academy of Sciences and other related regulations.

第七章 奖学金管理

Chapter VII Scholarship Management

第二十九条 各类国际学生奖学金的申请、评审等事宜，按照中国科学院、教育部和北京市教育委员会及国科大等具体管理规定执行。

Article 29 The applications for various international students' scholarships and appraisal of the applications shall be carried out according to the regulations of the Chinese Academy of Sciences, the Ministry of Education, the Beijing Municipal Commission of Education, and UCAS.

第三十条 各培养单位可以为国际学生设立奖助学金。奖助学金的申请、评审、发放等相关事宜，按照培养单位相关规定执行。

Article 30 Host institutes can establish scholarships and grants for international students. The application, appraisal, and distribution of these scholarships and grants shall be made according to the rules and regulations of the host institute.

第三十一条 鼓励企事业单位、社会团体及其他社会组织和个人按照国科大有关规定捐资或设立奖助学金。

Article 31 Enterprises, government-sponsored institutions, social organizations, and individuals are encouraged to donate funds or set up grants or scholarships per UCAS regulations.

第八章 签证管理

Chapter VIII Visa Management

第三十二条 国际学生凭国科大录取通知书、《外国留学人员来华签证申请表》（JW201表、JW202表）等相关材料申请学习类签证入境。对于持其它种类签证入境的国际学生，培养单位应及时敦促其更换来华学习（X）签证。

Article 32 International students shall apply for a student entry visa by the letter of admission, Visa Application for Study in China (Form JW 201, Form JW 202). For international students who enter China with other visa types, their respective institutes shall promptly urge them to acquire a student entry visa (X).

第三十三条 国际学生所持学习类签证注明入境后需要办理居留证件的，应自入境之日起30日内，向居留地公安机关出入境管理机构（以下简称“当地出入境管理机构”）申请办理学习类外国人居留证件，相关费用自理。

Article 33 International students who enter China by a student entry visa and who need to get a residence permit shall apply to the local exit-entry administration office under the Public Security Bureau (hereinafter referred to as the local exit-entry administration office) for an international student residence permit within 30 days after entry. The cost incurred thereof is borne by the student.

第三十四条 居留许可延期、变更、补办、迁移和注销

Article 34 Renewal, alteration, replacement, transfer, and cancellation of residence permits

（一）居留许可到期，还需继续在校学习或延长学习期限的，办理居留许可延长手续。每次延期一般不超过一年。

(1) International students who must stay in school longer than their residence permit expiration date shall have their residence permit renewed. Every renewal shall not exceed a year.

(二) 国际学生居留事由、护照号码等情况发生变化的, 须在 10 日内向当地出入境管理机构申请新的居留许可。

(2) International students whose passport number or reasons for residence have changed shall apply to the local exit-entry administration for a new residence permit within ten days.

(三) 国际学生丢失护照的, 应先到本国驻华使(领)馆补办护照, 再到当地出入境管理机构补办签证或居留许可, 并到当地派出所进行登记。

(3) International students who have lost their passport shall first go to their respective country's embassy (consulate) in China to apply for a replacement passport and then go to the local exit-entry administration to apply for a replacement visa or residence permit and update their registration with the local police station.

(四) 国际学生因转学或因其培养计划要求, 需到另一城市时, 应当按照有关规定办理迁入登记手续。

(4) International students who need to move to another city due to transfer or training plan demand shall get registration according to related regulations.

(五) 国际学生休学、停学、转学、退学、肄业等学籍变更时, 国科大或培养单位负责到当地出入境管理机构办理签证或居留许可注销手续。

(5) When the status of international students changes because of academic suspension, rustication, transfer, and withdrawal, UCAS or host institutes are responsible for having their visas or residence permits canceled at the local exit-entry administration.

(六) 国际学生办理居留许可延期、变更等手续所产生的一切费用由学生本人承担。

(6) International students shall bear all the costs incurred in renewing or replacing their respective residence permits.

第三十五条 国际学生征得导师同意、培养单位批准的, 其直系家属(父母、配偶和子女)可以凭国科大或培养单位开具的相关证明申请 S 类签证来华。国际学生自行安排家属来华一切事务, 相关费用由学生本人承担。

Article 35 With the agreement of their supervisor and the approval of the respective host institute, international students may apply for an S visa for their immediate family members (parents, spouses, and children) to enter China by presenting certificates issued by UCAS or the

respective host institute. International students shall arrange all the matters concerned with the arrival of their family members to China, and all the costs shall be borne by themselves.

第九章 保险及医疗

Chapter IX Insurance and Health Care

第三十六条 国科大实行国际学生全员保险制度。国际学生在学期间必须购买符合中国教育部规定的保险产品。中外合作办学项目的国际学生，按照有关协议执行。

Article 36 UCAS insurance policy covers all international students who shall buy insurance products that meet the requirements of the Ministry of Education during their study at UCAS. The international students enrolled in Chinese-foreign cooperative educational programs shall do as otherwise stipulated.

第三十七条 国际学生在华学习期间普通门诊医疗费用、意外伤害支出费用和大病住院期间医疗费用的报销事宜，以及紧急情况下的医疗救助费用，按所购买保险的有关规定执行。

Article 37 The outpatient service fees, accident injury expenses, and inpatient service fees for international students during their study in China are reimbursed as per the respective insurance policy they have purchased. Furthermore, medical aid funds for emergencies are also issued accordingly.

第十章 附 则

Chapter X Supplementary Provisions

第三十八条 本规定未尽事宜，依据中国相关法律、法规及国科大有关规定执行。

Article 38 Matters not mentioned in the rules above shall be dealt with according to relevant Chinese laws and UCAS regulations.

第三十九条 本规定自公布之日起施行，《中国科学院研究生院招收外国来华留学生管理规定（试行）》（院发外字〔2003〕55号）同时废止。国科大有关国际学生的其他文件规定与本规定不一致的，以本规定为准。

Article 39 These rules shall come into effect on the date of issuance. Administrative Rules on the Acceptance of Foreign Students by the Graduate University of Chinese Academy of Sciences

(YUANFAWAIZI (2003) No. 55) shall be repealed simultaneously. If other UCAS documents concerning international students conflict with these rules, these rules shall prevail.

第四十条 本规定由国科大国际合作处负责解释。

Article 40 The IAO shall be responsible for the interpretation of these rules.

中国科学院大学国际学生学籍管理实施细则（试行）

Implementation Rules on Managing the Student Status of International Students at the University of Chinese Academy of Sciences (Trial)

校发学字〔2016〕119号

XIAOFAXUEZI (2016) No. 119

第一章 总则

Chapter I General Provisions

第一条 为做好国际学生学籍管理工作，依据《高等学校接受外国留学生管理规定》（教育部、外交部、公安部令第9号）等中国相关法律、法规和《中国科学院大学招收与培养国际学生管理规定》等学校相关规章制度，结合实际情况，制定本细则。

Article 1 These implementation rules are set on demand and in accordance with Administrative Rules on the Acceptance of Foreign Students by Colleges and Universities (NO.9 Decree of the Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security) and Administrative Rules on the Enrollment and Education of International Students of University of Chinese Academy of Sciences and other related Chinese laws and regulations and university rules.

第二条 本细则所称国际学生是指中国科学院大学（简称“国科大”）招收录取，在中国科学院所属研究院、所、台、站、中心等单位及国科大校部各院系（以下简称“培养单位”）接受研究生教育的非中国籍学生。

Article 2 ‘International Students’ mentioned in these rules refers to non-Chinese students enrolled at UCAS to receive graduate education at academies, institutes, observatories, stations, and centers affiliated with the Chinese Academy of Sciences and all schools and departments of UCAS (hereinafter referred to as host institutes).

第二章 新生入学

Chapter II Admission of New Students

第三条 新生应当在录取通知书规定的日期，由本人携带有效普通护照（原件）、中国科学院大学录取通知书（原件）和来华留学签证申请表（原件）以及新生入学须知中规定应提交的有关材料，到录取通知书指定的地点报到入学，办妥各项入学手续。

Article 3 Students shall bring a valid regular passport (original copy), letter of admission (original copy), and Visa Application for Study in China (original copy) and other materials listed in the admission notice within the period stated in the letter of admission to register in designated places and complete all other entrance procedures.

第四条 新生遇有特殊情况不能按时报到入学的，须凭相关证明在录取通知书规定的报到日期之前请假，申请延期入学并获得批准。请假期限不得超过 14 天。

Article 4 For those who cannot register on time, please ask for leave with the related proof before the registration deadline as stipulated in the admission notice and apply for permission for delayed registration. The delay shall not exceed 14 days.

请假由学生本人填写《中国科学院大学国际学生请假单》（附件 1，以下简称《请假单》），并附相关材料，经导师和培养单位同意，报国科大备案。

Students shall fill in the **Leave Request Form for International Students of UCAS** (Appendix 1, hereinafter referred to as ‘Leave Request Form’), submit related materials, and file to UCAS for a record after approval by the supervisor and host institute.

遇有以下两种情形之一，除因不可抗力引起的事由以外，视为自愿放弃入学资格：（一）未请假或请假未经批准超过 14 天不报到入学；（二）请假虽获批准但逾期 14 天仍未报到入学。

In the following cases, except for force majeure, admission to UCAS will be considered voluntarily relinquished: 1) failing to ask for leave or exceeding the registration deadline for more than 14 days without approval of the leave; 2) obtaining approval for the application for leave, but registering 14 days after the deadline.

第五条 新生按录取通知书规定向培养单位报到时，培养单位应认真检查新生报到凭证，核实身份，按规定收取相关费用交纳凭证，发放学生证和入学相关材料，填写《中国科学院大学国际学生报到函》（附件 2），报国科大注册学籍，协助安排新生住宿，督促其在入住后 24 小时内到当地派出所履行临时住宿登记义务。

Article 5 The host institute shall carefully check the registration material students bring with them, verify their identities and require related proof for payment of fees, issue student cards, and

other admission materials, as well as complete the **Form for UCAS New International Student to Register at Host institute** (Appendix 2) record online for registration, help students arrange dormitories and require them to go through temporary residence procedures at the local police station 24 hours after checking in the dormitory.

第六条 新生报到后，培养单位应在 30 天内，按照相关规定，对新生的身份信息、最后学历学位证书、健康情况等方面进行复查：

Article 6 Host institutes shall verify student identities, certificates for the last acquired degrees, and health conditions 30 days after their registration.

(一) 对于经复查合格的，准予注册，取得学籍。

(1) Grant student status to those who pass the check.

(二) 对于经复查不合格的，培养单位应书面提出，报国科大批准，取消入学资格、注销学籍。相关费用学生承担。

(2) Report the situation in paper to UCAS, revoke the students' qualifications, and cancel their student status for those who fail to pass the check. All expenses incurred shall be borne by the students themselves.

(三) 对于复查时发现患有不能或不宜在华学习的疾病的，可申请保留入学资格。应回国休养。相关费用学生自理。

(3) Apply for retaining the admission qualification for students with diseases that prevent them from studying in China or are considered unsuitable for studying in China, and ask these students to return to their home country for recuperation. All expenses incurred will be borne by the students themselves.

第七条 符合入学条件的国际学生新生，因病或因其他合理事由，超过学校规定的请假期限不能报到入学的，或在新生复查期内发现患病不能坚持学习或不宜在华学习的，可以申请保留入学资格。保留入学资格的期限最长不超过一学年。

Article7 Qualified international students who cannot register after the allowed leave period because of physical conditions, other reasonable circumstances, or diseases that prevent them from studying in China or are considered unsuitable for studying in China during the verification process, can apply for retaining admission qualification. The retaining period shall not exceed one academic year.

保留入学资格应当在报到期限内提出申请，由学生本人填写《中国科学院大学国际

《学生新生保留/恢复入学资格申请表》（附件3），经导师和培养单位签署意见，报国科大批准。因病申请保留入学资格的，需另附公立医院诊断不能或不宜在校学习的证明。

Application for retaining admission qualification shall be submitted within the valid registration period. The students shall fill in the Application Form for Preserving/Regaining Admission Qualification (Appendix 3), and ask for UCAS' approval after being signed by the supervisor and host institute. Those who apply for retaining admission qualification because of disease shall also submit proof from a public hospital to show they are unable and unsuitable to study in school.

经学校批准同意保留入学资格的，不具有学籍，在保留期限内不享有在校生相关待遇。学校不为各类保留入学资格者出具各类相关证明。

Students given approval for retaining admission qualification will not be granted student status and do not enjoy the benefits of other students during the retaining period. UCAS does not issue proof to students who retain their admission qualifications.

第八条 保留入学资格者应在保留期内至少提前60天提出入学申请。逾期未按规定申请入学，或者虽申请但经复查不符合入学要求的，由培养单位提出，报国科大批准，取消入学资格。

Article 8 Students whose admission qualification is retained shall apply for admission at least 60 days before registration during the retaining period. Students who fail to apply for admission 60 days before registration or fail to pass admissions verification will have their admission qualification canceled after the approval of UCAS.

恢复入学资格由学生本人填写《中国科学院大学国际学生新生保留/恢复入学资格申请表》，随附相关材料，经导师和培养单位签署意见，报国科大批准后，可重新入学。因病保留入学资格者需同时提交公立医院诊断康复证明。

Students who want to restore their admissions qualification shall fill in the **Application Form for Preserving/Regaining Admission Qualification**, submit related materials, and ask for UCAS approval following the supervisor's and host institute's signed approval and re-register. Those who apply for retaining admission qualification because of disease shall also submit proof of recovery from a public hospital.

重新入学后，其修学时间按照正式入学时间开始计算。

After students are re-admitted, their study time shall start from the official registration date.

第九条 对于已获得批准但未正式转入博士阶段学习的在读硕士生因病申请保留其博士阶段入学资格者, 病愈后本人可视具体情况继续攻读博士学位, 或申请转为攻读硕士学位。

Article 9 Master's students who are granted the opportunity to transfer to doctoral study but have not officially done so and who apply for retaining the qualification for the transfer to doctoral study because of illness can continue their doctoral study after they recover or apply for transferring to master's degree study.

第十条 新生无正当事由不按规定交纳相关费用的, 经培养单位提出, 报国科大批准, 取消入学资格。

Article 10 For students who fail to pay related fees without reasonable reasons, the host institute can report to UCAS and cancel their admission qualification.

第三章 注册、考勤与请假

Chapter III Registration, Attendance, and Leave

第十一条 国际学生应按学校规定, 每学期在规定时间内持本人有效普通护照和学生证, 到在读单位办理注册手续, 按规定交纳相关费用。

Article 11 International students shall go through registration and pay related fees, bringing a valid regular passport and student card every semester within a designated period.

不能按时注册的, 应当事先向在读单位请假(由学生本人填写《请假单》, 获得批准方为有效), 申请暂缓注册。

Those who cannot register on time shall ask the host institute in advance for leave (complete the Leave Request Form, which is only valid when approved) for delayed registration.

第十二条 有下列情形之一的, 不予注册, 不能享受在校生相关待遇:

Article 12 Students cannot be registered nor enjoy related student benefits if they:

(一) 不能按时注册却又不履行暂缓注册手续的;

(1) Cannot register on time and fail to apply for delayed registration;

(二) 无正当事由不按规定交纳相关费用的;

(2) Fail to pay related fees without reasonable circumstances;

(三) 经批准休学不按期履行复学手续的;

(3) Take a gap year but fail to resume schooling afterward;

(四) 超过最长修读年限 (含休学) 未完成学业的;

(4) Fail to finish their study after the maximum term of study (suspension period included).

第十三条 在每学期规定注册时间截止后, 各培养单位应当及时核实未注册人员情况, 并在注册时间截止后一个月内, 将确认需按退学处理的国际学生名单, 以及需按不予注册、不能享受在校生待遇的国际学生名单, 报国科大办理相关手续。

Article 13 After the registration deadline each semester, all host institutes shall check the status of those who fail to register on time and submit the list of student names who are deemed withdrawals and the list of student names of those who are denied registration and student benefits within one month after the registration deadline.

第十四条 国际学生应当按时参加培养计划规定的课程及相应的活动, 接受各种教育必修环节的考核。不能按时参加的, 应事先向在读单位请假 (由学生本人填写《请假单》), 获得批准方为有效。未经批准而缺席者, 导师及管理人员应对其批评教育, 情节严重的给予纪律处分, 直至退学处理。

Article 14 International students shall attend the courses, participate in activities under the education program, and take all compulsory education tests. Students who cannot do so shall ask for approval for leave (fill in the **Leave Request Form**). Those absent without approval will be disciplined with verbal reprimands by the supervisor and management staff or be punished or even expelled in the event of a severe breach of rules.

第十五条 国际学生因私请假应当填写《请假单》, 随附相关材料, 经批准方有效。《请假单》留存在读单位主管部门。请假期满应办理销假手续。未办理销假者, 超假时间视作未请假处理。

Article 15 International students who want to ask for leave shall fill in the **Leave Request Form** and submit related materials for official approval. The Leave Request Form will be saved on file. When the leave expires, students shall follow procedures to terminate the leave. If students fail to follow the termination procedures, the period after the expiration will be considered as leave without approval.

国际学生因公出差或假期在外遇有特殊情况要延期返回培养单位的, 可以用传真、电子邮件等书面方式请假, 返回后应当补办手续。

Those who have to delay their return to the host institute because of a business trip or special circumstances while on holiday may ask for leave via fax, email, or other written documentation

and make up for the above-mentioned procedures upon returning to school.

第十六条 国际学生自行安排的实习、会议、培训等学术和非学术活动视为因私行为，一般应在假期进行。

Article 16 Academic and non-academic activities, including internships, conferences, and training sessions arranged by students, are considered personal activities and shall be conducted during holidays.

第四章 变更专业、导师、培养单位和转学

Chapter IV Change of Major, Supervisor, Host institute and Transfer to another School

第十七条 国际学生无特殊理由，一般应当按原申请攻读的专业完成学业。遇有特殊情况确需变更专业的，经培养单位确认理由充分、正当，在征得导师同意后，可在本单位内调整专业。培养单位根据发展需要，或遇有导师调动等特殊情况，经学生本人同意，可在本单位内调整其专业。

Article 17 International students are supposed to finish schooling with their original major, provided there are no extenuating circumstances. If they need to change majors, they can change majors within the same host institute when deemed reasonable and justifiable by the host institute and approved by the supervisor. The host institute can change majors for students within the institution after permission is given by the student in the event of a transfer of the supervisor due to development needs.

申请变更专业，由变更需求提出方填写《中国科学院大学国际学生学籍变动审批表》（附件4，以下简称《学籍变动审批表》），随附相关材料，经学生本人、转出专业导师、转入专业导师意见后，分下列情形进行审批：

Students who want to change their major shall fill in the **Status Change Application Form for International Students of UCAS (Appendix 4, Status Change Application Form)**, submit related materials, and go through the following processes after the form is signed by the students themselves, the original supervisors and the target supervisors.

（一）在一级学科内调整攻读专业的，由培养单位批准，报国科大备案；

(1) Students who want to change major within the same discipline shall get approval from the

host institute and submit their request to UCAS for recordkeeping.

(二) 跨一级学科调整攻读专业的, 在申请调整攻读专业前应按照拟调整学科专业培养方案和导师要求修订国际学生培养计划, 由培养单位初审, 报国科大审批。

(2) Students who want to change their major to a different discipline shall revise the international student education plan according to the target major education plan and supervisor's requirements before applying for a change of major, which shall be pre-reviewed by the original host institute before filing to UCAS for approval.

(三) 跨学科门类调整攻读专业的, 在申请调整攻读专业前应按照拟调整学科培养方案和导师要求修订国际学生培养计划, 在培养单位初审后, 经拟转入专业所在学科群学位评定委员会会议审核, 报国科大审批。

(3) Students who want to change major to a different category of disciplines shall revise the international student education plan according to the target major education plan and the supervisor's requirements before applying for a change of major, which shall be pre-reviewed by the original host institute, approved by Academic Degree Evaluation Committee of the target major, and finally approved by UCAS.

第十八条 毕业注册前六个月内不得申请调整专业。

Article 18 International students cannot apply for a change of major within six months before graduation registration.

第十九条 国际学生无特殊理由, 一般应当在原报考导师的指导下完成学业。遇有特殊情况确需变更导师的, 经培养单位确认理由充分、正当, 在征得原导师同意后, 可允许学生在本单位内重新选择导师。培养单位遇有特殊情况, 在征得学生本人和原导师同意后, 可允许学生在本单位内重新选择导师。

Article 19 International students are supposed to finish schooling under their original supervisors' guidance provided there are no extenuating circumstances. If there is such a need, they can change the supervisor within the same host institute if deemed reasonable and justifiable by the host institute and approved by the supervisor. Host institutes can change supervisors for students after the student's and the supervisor's permission in exceptional cases.

申请变更导师, 由变更需求提出方填写《学籍变动审批表》), 随附相关材料, 经学生本人、原导师、新导师及培养单位签署意见后, 报国科大审批。

Students who want to change their supervisors shall fill in the Status Change Application

Form, submit related materials and ask for UCAS' approval after the forms are signed by the students, original supervisors, target supervisors, and host institutes.

第二十条 国际学生无特殊理由，一般应在原报考的培养单位完成学业。遇有特殊情况确需变更培养单位的，在征得原导师、原培养单位同意，并经国科大确认理由充分、正当后，可允许学生重新选择导师及培养单位。培养单位遇有特殊情况，在征得学生本人和原导师同意后，可允许学生重新选择导师及培养单位。新导师、新培养单位应按国科大有关规定对申请者进行入学考核。

Article 20 International students are supposed to finish schooling in their original host institute provided there are no extenuating circumstances. They can change to supervisors and the host institutes if such a need is approved by the original supervisor, host institute and deemed reasonable and justifiable by UCAS. In exceptional cases, host institutes can allow students to change supervisor and host institute after receiving the permission of the students and their original supervisors. The new supervisor and host institute shall test students according to the relevant UCAS rules.

申请变更培养单位，由变更需求提出方填写《学籍变动审批表》（由原培养单位提供），随附相关材料，经学生本人及原导师、原培养单位签署意见后，寄给新导师、新培养单位签署意见。由新培养单位寄给国科大审批。

Students who want to change their host institute shall complete the Status Change Application Form (provided by the original host institute) and submit related materials, which shall be signed by the students themselves, original supervisors, and original host institutes and mailed to the new supervisor and host institute for signature, which shall then be mailed to UCAS for approval by the new host institute.

第二十一条 有下列情形之一的，不得变更培养单位：

Article 21 In the following cases, students cannot change the host institute:

（一）入学未满一学期的；

(1) Having received education for less than one semester after enrollment;

（二）由低学历层次转为高学历层次的；

(2) Changing from a lower degree to a higher degree;

（三）应予退学的；

(3) Requiring withdrawal;

(四) 无正当理由的。

(4) Without justifiable reasons.

第二十二条 中国境内其他学校在读国际学生申请转入国科大学习的, 应先出具转学申请书及原学校同意转学函件, 按国科大招收国际学生的相关规定提交入学申请材料, 经导师及培养单位签署意见后, 办理录取及入学相关手续。若申请者为中国政府奖学金生, 还应出具所属国驻华使馆同意函, 并征得国家留学基金管理委员会同意。

Article 22 International students of other Chinese universities who want to transfer to UCAS shall submit a transfer application and approval letter from the original university, UCAS admission application materials, and complete the registration procedures after approval from the supervisor and host institute. Suppose the applicant is a Chinese Government Scholarship winner. In that case, he/she shall submit the approval letter from the Embassy of their home country in China and ask for approval from the China Scholarship Council.

第二十三条 国际学生无特殊理由的, 应按原计划在国科大完成学业。遇有特殊情况确需转学到中国境内其他学校的, 应事先征得导师、培养单位的同意。国科大确认理由充分、正当的, 给予开具同意转学函。获准转学的学生应在批准后 14 天内办理离校手续。

Article 23 International students shall finish schooling at UCAS provided no extenuating circumstances exist. Those who need to transfer to other Chinese universities shall request approval from the supervisor and host institute. UCAS will grant an approval letter if it deems the reasons convincing and justifiable. Students shall complete transfer procedures 14 days after getting the approval for a school transfer.

第五章 变更培养层次

Chapter V Change of Student Category

第二十四条 非应届在读硕士生申请攻读博士学位, 可在第 3 学期及以后, 申请参加国际学院博士候选人资格考试。资格考试通过的, 填写《中国科学院大学国际学生培养层次变更申请表》(附件 5, 以下简称《培养层次变更申请表》), 并提交相关材料, 经导师、培养单位签署意见后, 报国科大批准。对于获准硕转博的学生, 自下一学期起正式转入博士阶段的学习, 享受博士生相关待遇。

Article 24 The ongoing Master's students who want to apply for a doctoral degree before

their graduate years can sit for the Ph.D. candidate qualification test of the International School in or after the 3rd semester. Those who pass the test should complete the **Application Form for Changing Student Category of UCAS** (Appendix 5, hereinafter referred to as Application Form for Changing Student Category), submit related materials, and ask for UCAS' approval after signed approval from the supervisor and the host institute. Approved students can officially begin their doctoral study the following semester and enjoy doctoral benefits.

第二十五条 获准硕转博的国际学生，经培养单位认定不再适合攻读博士学位的，可填写《培养层次变更申请表》，随附相关材料，报国科大批准，将博士学籍转成硕士学籍。获准博转硕的国际学生应在自批准后下一学期起 1 年内按硕士生培养规定完成学业。

Article 25 International Students who are allowed to change from master's to doctoral programs if deemed by the host institute as not suitable for doctoral study shall fill in the **Application Form for Changing Student Category** and submit related materials to ask for UCAS' approval to change the doctoral degree to a master's degree. When UCAS approves, the students shall begin their master's degree study the next semester and finish their schooling within one year.

第二十六条 博士生入学未满 1 年，经培养单位认定不再适合攻读博士学位的，可填写《培养层次变更申请表》，随附相关材料，报国科大批准，将博士学籍转成硕士学籍。获准博转硕的国际学生应在自批准后下一学期起 2 年内按硕士生培养规定完成学业。

Article 26 If the host institute deems that a Ph.D. candidate who has been in school for less than one year is not suitable for continued study, the student can complete the **Application Form for Changing Student Category**, submit related materials and ask for approval from UCAS to change their degree plan to Master's degree. Those permitted shall begin their master's degree study the next semester and finish their schooling within two years.

第六章 休学与复学

Chapter VI Suspension and Resumption of Schooling

第二十七条 国际学生因病或其他情况需中止学习一段时间的，可以申请休学。有以下情形之一的，应当办理休学：

Article 27 Those who need to suspend schooling because of illness or other exceptional

circumstances can apply for a suspension of schooling, which is required if the students:

(一) 因病或其他原因, 不能参加正常培养计划规定的活动, 需请假超过 1 个月的;

(1) Cannot take part in planned activities of the education program because of illness or other reasons and need to take a leave for more than one month;

(二) 怀孕超过 6 个月的;

(2) Are pregnant for more than six months;

(三) 未能按学校规定注册在读的。

(3) Were not registered for schooling according to requirements.

第二十八条 休学申请由本人提出, 填写《学籍变动申请表》, 随附相关材料, 经导师、培养单位签署意见, 报国科大批准。因重病和传染病休学的, 可以由他人代办休学手续。

Article 28 Students shall apply for suspension of schooling by themselves, complete the **Status Change Application Form**, submit related materials, and ask for approval from UCAS after signed approval by the supervisor and host institute. Those who need to suspend schooling because of severe illness or infectious disease can entrust others to complete the suspension procedures.

因特殊原因, 培养单位认为应当休学的, 由培养单位提出, 经学生本人同意, 填写《学籍变动申请表》, 随附相关材料, 报国科大批准, 可以休学。

Suppose the host institute deems that the student shall suspend schooling because of exceptional circumstances. In that case, the host institute shall propose in agreement with the student and complete the **Status Change Application Form**, submit related materials, file for approval from UCAS and complete the suspension procedures.

第二十九条 休学一般以半年为限, 在校期间累计最长不得超过 1 年。休学时间从实际停学时间算起。因病住院治疗的, 休学时间应从住院之日算起。

Article 29 Each suspension shall not exceed six months, and the total suspension period shall not exceed one year during the school year. The time of suspension starts from the very first day of suspension. Suspension due to hospitalization shall begin from the very first day of hospitalization.

第三十条 获批休学的国际学生, 应当自批准之日起 7 天内, 按相关规定完成离开培养单位的手续。休学期间不享受在校生待遇, 且应当离境。所有相关费用由学生本人自理。

Article 30 Those who are allowed to suspend schooling shall finish all related procedures within seven days after the date of approval. During their suspension, they will not enjoy school

students' benefits and will be required to leave China. The students themselves shall bear all related expenses.

第三十一条 国际学生应在休学期满前 30 天内提出复学申请，填写《学籍变动申请表》，随附相关材料，经培养单位审核，报国科大批准后，可以复学。准予复学的学生应按时到培养单位主管部门报到注册。国际学生因病休学的，需同时提交医院医疗诊断康复证明。

Article 31 Students shall apply for resumption of schooling 30 days before the suspension ends, complete the **Status Change Application Form**, submit related materials, and file for approval from UCAS after approval by the host institute. Students who are allowed to resume schooling shall register with the host institute. Those who suspend schooling because of illness shall also provide the recovery certification by their hospital upon resuming schooling.

第七章 退 学

Chapter VII Withdrawal

第三十二条 有下列情形之一的，应予退学：

Article 32 Students shall withdraw from the university under one of the following circumstances:

（一）硕士生一学期有两门学位课程考试不及格，经过重修仍有一门学位课程考试不及格的；或修读年限内累计出现三门及以上学位课不及格的；

(1) Master's degree candidates who fail two courses in one semester and still fail one after re-taking one course; or fail three or more courses during their school years;

（二）博士生有一门学位课程考试不及格，经过重修仍不及格的；或修读年限内累计出现两门学位课不及格的；

(2) Ph.D. candidates who fail one course and still fail after re-taking the course; or fail two courses during their school years;

（三）在学位论文工作中，经考核认为不宜继续培养的；

(3) Students who are deemed unsuitable for continued schooling following the dissertation review;

（四）在规定的最长修读年限（含休学）内未完成学业的；

(4) Students who do not finish schooling within the maximum schooling years (including a period of suspension);

(五) 休学期满，在规定期限内未提出复学申请或者申请复学经查不合格的；

(5) Students who, upon the end of the suspension period, fail to submit the schooling resumption application before the required deadline or are disqualified for resumption of schooling;

(六) 经培养单位指定的二级甲等以上医院诊断，患有疾病或者意外伤残无法继续在校学习的；

(6) Students who cannot continue schooling because of illness or injuries diagnosed by any second-class hospital or above designated by the host institute;

(七) 未请假或请假未经批准离开培养单位连续 10 个工作日，未参加培养计划规定的活动的；

(7) Students who leave the host institute for more than ten work days without asking for leave or without obtaining leave approval and who fail to take part in required activities of their education program;

(八) 超过规定期限未注册而又无正当理由的；

(8) Students who fail to register before the deadline without justifiable reasons;

(九) 本人申请退学的。

(9) Students whom themselves apply for withdrawal from the university.

第三十三条 根据第三十二条第（一）、（二）、（三）、（四）、（五）、（七）款对国际学生作退学处理的，由培养单位提出拟处理意见，通知学生本人。通知送达 10 个工作日内，学生若未提出异议，拟处理意见经导师、培养单位签署意见后，报国科大批准。

Article 33 According to paragraphs (1), (2), (3), (4), (5), and (7) of Article 32, the host institute shall propose suggestions on how to deal with withdrawals and notify students. Suppose students, do not protest the recommendation within 10 ten days of notification. In that case, the recommendations will be signed by the supervisor and the host institute and filed for the approval of UCAS.

根据第三十二条第（六）、（九）款退学的，由本人提出申请，填写《学籍变动申请表》，经导师、培养单位签署意见后，报国科大批准。

Students who withdraw because of paragraphs (6) and (9) of Article 32 shall submit the

Status Change Application Form and file for approval from UCAS after signed approval by the supervisor and the host institute.

第三十四条 对国际学生的退学处理由校长办公会议决定。

Article 34 The President's Executive Meeting decides how to deal with the withdrawal of international students.

第三十五条 退学处理决定一般应送交学生本人。如无法送交本人，由培养单位按其入学申请表填写的电子邮箱以及在学期间与导师和培养单位联系经常使用的电子邮箱寄出扫描件 14 天后，视作已送达。

Article 35 The decisions on student withdrawals shall be delivered by hand to the students. Suppose the decisions cannot be delivered by hand to the students themselves. In that case, the host institute shall send the scanned copies of the decisions to the email address students provide during registration and the active email address students use to communicate with the supervisor, and deem the decisions to have been received by students 14 days after the date the email was sent.

第三十六条 国际学生对退学处理有异议的，按国科大有关规定提出申诉。

Article 36 If students disagree with the decision, they can file a complaint with UCAS according to relevant regulations.

第三十七条 国际学生退学的，应在退学处理决定送达后 14 天内按规定完成离开培养单位的手续。

Article 37 Students who withdraw shall finish the withdrawal procedure 14 days after receiving the decision.

第八章 学制与修业年限

Chapter VIII Schooling Duration and Term of Study

第三十八条 实行基本学制基础上的弹性学制，依照培养单位相关规定，按学生类别可分为：

Article 38 There is certain flexibility within the basic schooling duration that can be classified according to relevant rules, as follows:

(一) 硕士生基本学制一般为 3 年，最长修业年限（含休学）不得超过 4 年；

(1) Master's degree generally lasts for three years, and the term of study (suspension included)

shall not exceed four years;

(二) 博士生基本学制一般为 3 年，最长修业年限（含休学）不得超过 6 年；

(2) Ph.D. degree generally lasts for three years, and the term of study (suspension included) shall not exceed six years;

(三) 获批硕转博的学生（含硕士阶段）修读年限一般为 5 年，最长修业年限（含休学）不得超过 8 年。

(3) Students who are allowed to transfer their degree from master's to Ph.D. generally study for five years (master's degree school years included), and the term of study (suspension included) shall not exceed eight years.

第三十九条 在基本学制内未能完成学业的，应当至少提前 60 天申请延长修业年限。由学生本人填写《中国科学院大学国际学生修业年限/签证延期申请表》(附件 6)，经导师、培养单位签署意见后，报国科大批准。中国政府奖学金生还须征得所在国驻华使馆及国家留学基金管理委员会同意。

Article 39 If students fail to finish schooling within the designated length, they shall apply for an extension of their term of study at least 60 days before the schooling ends. They shall fill in the **Application Form for Study Duration/Visa Extension** (Appendix 6) and file for approval of UCAS after signed approval by the supervisor and the host institute. Winners of a Chinese Government Scholarship shall also ask permission from the Embassy of their home countries in China and the China Scholarship Council.

延期期满，因特殊原因需要申请继续延长修业年限的（在最长学习年限内），参照本条前款规定执行。

Suppose students want to further extend extend further the term of study upon the end of the extension due to special exceptional circumstances. In that case, they can refer to the previous clause of this article.

第四十条 经培养单位批准出境参加会议、培训、联合培养或执行合作科研任务的（在因公派出前，培养单位须妥善解决出境期间的医疗保险），在外时间计入修业年限。

Article 40 Students who are allowed to leave China to attend meetings, training sessions, joint-education programs, or fulfill common research tasks (the host institute shall cover their medical insurance before the official trip abroad) shall count their length of stay abroad into their term of study.

第四十一条 每次申请延长的修业年限，硕士生不超过 6 个月，博士生不超过 12 个月。延期期间，学生应按培养单位规定及时向导师递交学位论文进度报告；导师应加强对延期学生的学位论文及科研工作的指导和检查。连续两次报告表明学生在延期期间学位论文未能取得积极进展的，应停止延期，由培养单位对延期学生启动退学处理程序。

Article 41 Each extension of the term of study shall not exceed six months for a master's degree and 12 months for a Ph.D. degree. During the extension, students shall submit their dissertation progress report to the supervisor, and the supervisor shall enhance the guidance and review the dissertations and research of the student. Suppose the review twice shows that the students are not actively making progress on their dissertations. In that case, the extension shall be terminated, and the host institute shall require the students to begin the withdrawal process.

第四十二条 自费生在延期期间应按标准交纳学费，按规定购买医疗保险，在校内住宿的，应按标准交纳住宿费。

Article 42 Students who cover all the schooling cost themselves shall pay the tuition, medical insurance, and accommodation expenses if they live in dormitories on campus.

获得境外机构资助的学生，延期期间其学费和住宿费参照本条前款规定执行。

For those whom institutions financially sponsor out of China, the tuition and accommodation expenses during the extension shall be paid according to the previous clause of this Article.

获得境内机构奖学金资助或中科院、国科大相关协议支持的学生，延期期间其学费和住宿费按照奖学金项目或相关协议的规定执行。无明确规定的，参照本条第一款规定执行。

For those financially sponsored by institutions in China or supported by the Chinese Academy of Sciences or UCAS related policies, the tuition and accommodation expenses during extension shall be paid according to related policies or the first clause of this Article if there is no specific regulation.

第九章 毕业、结业

Chapter IX Graduation and Completion of Schooling

第四十三条 国际学生按培养计划规定，在最长修读年限内，修满规定的课程学分和必修环节学分，完成毕业/学位论文并通过答辩，经培养单位审查德、智、体合格的，填写《中国科学院大学国际学生毕业/结业函》（附件 7），报国科大批准，可以毕业。国科大

给准予毕业的学生颁发毕业证书。毕业时间按发证日期填写。

Article 43 Students who have completed the required credits of all courses and compulsory sections, finished their dissertations and passed the dissertation defense, and are deemed by the host institute as qualified for graduation, shall complete the **Letter of Graduation/Completion of Schooling of UCAS International Students** (Appendix 7) and file for approval of UCAS and graduate as scheduled. UCAS issues Graduation Certificates to qualified students. The graduation date shall be the date of issuance of the Graduation Certificate.

第四十四条 国际学生在基本学制内提前达到毕业要求的，经培养单位考核，报国科大批准，最多可以提前一年毕业。

Article 44 International students who are qualified for graduation before the length of schooling ends can graduate at most one year before required after passing the review of the host institute and obtaining approval from UCAS.

第四十五条 国际学生按培养计划规定，在最长修读年限内，修满规定的课程学分和必修环节学分，按规定完成毕业/学位论文，但未能通过答辩的，经培养单位审查，报国科大批准，可以结业。国科大给准予结业的学生颁发结业证书。结业时间按发证日期填写。

Article 45 Students who have completed the required credits of all courses and compulsory sections and finished their dissertations but failed to pass the dissertation defense can be deemed as having completed their schooling after the review of the education authorities provided and approval by UCAS. UCAS issues Certificate for Completion of Schooling to qualified students. The completion date of schooling shall be the date of issuance of the Certificate for Completion of Schooling.

第四十六条 对于准予毕业的国际学生，可按规定申请学位。国科大为符合学位授予条件的国际学生，颁发学位证书。

Article 46 International students qualified for graduation can apply for their degree. UCAS issues degree certificates to qualified international students.

第四十七条 国际学生退学的，学习期满一年及以上、完成培养计划要求且成绩合格的，国科大发给肄业证书；学习期未满一年的，由培养单位发给学习证明；未经批准擅离校的，不发给肄业证书或学习证明。硕转博的学生退学，作硕士生肄业处理。

Article 47 International withdrawal students who have studied at UCAS for more than one year, finished the education program, and passed the tests will be given a Certificate of Attendance

by UCAS, and the host institute will give those who have studied at UCAS for less than one year a Certificate of Study; students who leave school without permission will not be given a Certificate of Attendance or Certificate of Study. Upon withdrawal, students who transfer from Master's to Ph.D. programs will be given a Certificate of Attendance for master's degree candidates.

第四十八条 完成学业的国际学生向培养单位申请领取毕业证书、学位证书。应在完成相关手续后 14 天内离校回国。

Article 48 Students who finish their schooling shall apply for a Graduation Certificate and Degree Certificate with the host institute and leave school 14 days after completing all procedures.

第四十九条 毕业证书、结业证书、肄业证书和学位证书遗失或者损坏的，由本人向培养单位提出申请，经国科大核实后可以出具相应的证明书。证明书与原证书具有同等效力。

Article 49 In case of loss or damage of Graduation Certificate, Certificate for Completion of Schooling, Certificate of Attendance, or Degree Certificate, the students can apply to their host institute, which shall then apply for the corresponding testimonial from UCAS, which will be issued after verification. The testimonial has the same effect as the original certificate.

第十章 附则

Chapter X Supplementary Provisions

第五十条 本规定未尽事宜，依据中国相关法律、法规及国科大有关规定执行。

Article 50 Items not covered in these rules shall be implemented following related Chinese laws, regulations, and UCAS rules.

第五十一条 定由国科大国际合作处负责解释，自印发之日起施行。

Article 51 International Affairs Office of UCAS reserves the right to interpret these rules, which shall take effect on the date of issuance.

中国科学院大学学生纪律处分实施办法

Implementation Measures of Student Disciplinary Regulations of the University of Chinese Academy of Sciences

校发学字〔2021〕52号

XIAOFAJIZI (2021) No. 52

第一章 总则

Chapter I General Provisions

第一条 为维护学校正常的教育教学秩序、科研秩序和生活秩序，根据《中华人民共和国高等教育法》《普通高等学校学生管理规定》《高等学校学生行为准则》《中国科学院大学章程》和《中国科学院大学学生管理规定》等有关规定，结合我校实际情况，制定本办法。

Article 1 The Implementation Measures of Student Disciplinary Regulations of the University of Chinese Academy of Sciences (hereafter ‘the Measures’ for short) is formulated following the Higher Education Law of the People’s Republic of China, Provisions on the Administration of Students in Regular Institutions of Higher Education, the Code of Conduct for Students in Higher Educational Institutions, the Statutes of University of Chinese Academy of Sciences, and Regulations on Student Management of University of Chinese Academy of Sciences, in line to maintain the order of teaching, scientific research, and life in school.

第二条 本办法适用于中国科学院大学（以下简称“国科大”）按照国家招生计划录取的、在中国科学院所属各个研究院、所、中心等单位（以下简称“研究所”）及国科大校部各院系、本科部（以下简称“院系”）接受普通高等学历教育的研究生和本科生（以下简称“学生”）。

Article 2 The Measures apply to the graduate students and undergraduate students (hereafter referred to as ‘students’) who are admitted to the University of Chinese Academy of Sciences (hereafter referred to as ‘UCAS’) following the national enrollment plan and who are receiving general higher education in academies, institutes, centers (hereafter referred to as institutes) affiliated with the Chinese Academy of Sciences and schools and departments (hereafter referred to as schools) of UCAS.

第三条 国科大或研究所基于与学生之间相应的权利义务关系，对有违法、违规、违纪行为的学生实施的纪律处分，应当做到证据充分、依据明确、定性准确、程序正当、处分适当。无充分证据或者处分依据的，不得给予学生纪律处分。处理学生违纪行为，应当坚持公正、公平、教育与惩处相结合。对违纪行为的认定和处理，学生有权按规定的程序进行陈述、申辩和申诉。

Article 3 Based on students' corresponding rights and obligations, UCAS or research institutes shall take disciplinary action on students who violate laws, regulations, and disciplines based on sufficient evidence and a clear legal and regulatory basis. The nature of students' wrongdoings shall be clearly determined, the matter involved shall be investigated according to standardized procedures, and the students concerned shall be punished accordingly. No disciplinary action will be justified unless there is sufficient evidence or basis for punishment. Disciplinary violations shall be handled justly and fairly and, in a way that combines punishment and education. Students have the right to make statements, defenses, and appeals concerning the identification and handling of rule violations following the prescribed procedures.

第二章 纪律处分的权限、种类及期限

Chapter II Limits of Authority, Categories, and Time Limits of Disciplinary action

第四条 处分违法、违规、违纪学生的权限为：

Article 4 Limits of authority to punish students who violate laws, regulations, or rules are as follows:

一、警告、严重警告、记过及留校察看处分，由分管学生工作的校领导决定；开除学籍处分的，由国科大校长办公会议决定。

1. Warning, severe warning, demerit records, and probation shall be imposed by the school leaders in charge of student work; UCAS President's Executive Meeting shall impose expulsion.

二、研究所给予学生警告、严重警告、记过处分，由研究所所务会或所长授权的专门会议对学生的违纪行为作出处分决定，抄送国科大备案。

2. Warning, severe warning, and demerit records imposed by research institutes shall be decided by the institute's executive committee or a special meeting authorized by the director and

filed to UCAS for a record.

三、研究所拟给予学生留校察看或开除学籍处分的，需报国科大审批。

3. Probation or expulsion imposed by the research institutes should be reported to UCAS for approval.

四、在特殊情况下，学生管理部门可以对违纪学生直接提出处理意见，提交分管领导或国科大校长办公会决定。

4. Under exceptional circumstances, student management departments can directly put forward suggestions on how to punish the students concerned, and submit them to the leaders in charge or UCAS President's Office Meeting for decision.

五、各院系及集中教学期间的学生违纪由学生处协调处理。学生的违纪行为涉及两个或多个研究所时，可由学生处协调处理。

5. Student Affairs Office can handle Rule violations by students from UCAS schools occurring during the period of centralized teaching. Student Affairs Office can handle violations involving two or more research institutes.

第五条 纪律处分的种类，由轻至重依次分为：

Article 5 Categories of disciplinary action, from mild to severe, are divided into:

一、警告；

1. Warning;

二、严重警告；

2. Severe warning;

三、记过；

3. Demerit record;

四、留校察看；

4. Probation;

五、开除学籍。

5. Expulsion

第六条 纪律处分的期限分为：

Article 6 Duration of disciplinary actionaction:

一、警告，180 天；

1. Warning, 180 days;

二、严重警告，240 天；

2. Serious warning, 240 days;

三、记过，300 天；

3. Demerit record, 300 days;

四、留校察看，360 天。

4. Probation, 360 days;

纪律处分的期限从处分文件印发之日开始计算。

The duration of disciplinary action should be calculated from the date of issuance of the punishment documents.

第七条 学生违纪有下列情形之一，可以从轻处分：

Article 7 Mild punishment should be imposed in the following circumstances:

一、情节特别轻微，或未造成严重后果的；

1. Minor violations which cause no severe consequences;

二、主动承认错误，如实说明错误事实，检查认识深刻，有悔改表现的；

2. The students concerned are fully aware of their wrongdoings, report and confess the mistakes candidly and show repentance;

三、受他人胁迫或诱骗；

3. Violations are due to coercion or inveigling;

四、配合学校或国家机关查处违法违纪行为有立功表现的；

4. The students concerned perform meritorious service in cooperating with schools or state agencies in investigating violations of laws and regulations;

五、其他可从轻处分的情形。

5. Other circumstances where mild punishment is deemed fit.

第八条 学生违纪有下列情形之一，应从重处分：

Article 8 Severe punishment should be imposed in the following circumstances:

一、造成严重后果或恶劣影响的；

1. Rule violations causing serious consequences or adverse effects;

二、故意造成调查困难，制造障碍，妨碍取证的；

2. The students concerned deliberately impede investigatory efforts, create obstacles, and obstruct evidence collection;

三、违纪后拒不承认错误事实，或受处分后无理纠缠，态度恶劣的；

3. The students concerned refuse to admit their wrongdoings or unreasonably pester relevant personnel after being punished and have a bad attitude;

四、对检举人、证人等有关人员进行胁迫或打击报复的；

4. The students concerned threaten or retaliate against informants, witnesses, or other relevant personnel;

五、在处分期内再次违纪的；

5. The students concerned repeat violations during the punishment period.

六、其他应予从重处分的情形。

6. Other circumstances where severe punishment is deemed fit.

第九条 对有违纪行为但免于处分的学生，学生管理部门可以下列方式给予批评：

Article 9 For students who violate rules but are exempted from punishment, student management departments can criticize them in the following ways:

一、诫勉谈话；

1. Talks of Admonishment;

二、责令具结悔过；

2. Asking students to make a statement of repentance;

三、在国科大或研究所、院系范围内通报批评。

3. Circulating a notice of criticism at UCAS, research institutes, or schools.

第十条 受处分学生在处分期限内再次违纪的：

Article 10 The students concerned repeat violations during their punishment period:

一、其处分期限为上一处分期尚未执行的期限与新处分规定期限之和；

1. The total punishment period should be the sum of the unexecuted period of the existing punishment period and the prescribed period of the new punishment;

二、受留校察看处分的学生在处分期限内，如发生新的违纪行为、按本办法应给予任何一种处分的，应给予开除学籍处分。

2. If a student already given academic probation has repeat violations and receives further punishment, he/she will be expelled from the university.

第十一条 处分决定作出前，违纪学生有两个以上需要给予处分的行为的，应当分别确定相应的处分。分别确定的处分种类相同的，合并的处分为该处分；分别确定的处分种类不

同的，合并的处分为其中最重的处分。

Article 11 If a student commits two or more violations resulting in punishment, the specific punishment for each violation should be decided before the punishment is imposed. If the categories of the punishment for the violations are the same, then the punishment for each violation should be combined as the final punishment for the student. If the categories of punishment are different, then the most severe punishment should be the final punishment for the student.

第十二条 受处分学生，自违纪行为发生之日起至处分解除之日，取消参加国科大或研究所各种奖励、各类奖学金评定及荣誉推荐的资格，已经获得的奖项和荣誉称号予以撤销。

Article 12 Students who are punished shall be disqualified from participating in various awards, scholarship evaluations and honorary recommendations from UCAS or research institutes from the date of the violation of discipline to the date when the punishment is lifted, and the awards and honorary titles they have received will be revoked.

第十三条 开除学籍的处分决定，应报中国科学院教育主管部门和省级教育行政部门备案。

Article 13 Expulsion should be reported to the administrative department of education of UCAS and the administrative department of education at the provincial level for recordkeeping.

第三章 违纪行为及纪律处分

Chapter III Punishment for Discipline-breaching behavior

第一节 妨害公共安全的行为及处分

Section 1 Behavior Impairing Public Security and their corresponding Punishment

第十四条 有以下行为的学生，给予开除学籍处分：

Article 14 Students with the following behaviors shall be given expulsion:

(一) 违反宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序的；

1. Violating the Constitution of China, opposing the Four Cardinal Principles, undermining stability and unity, and disrupting social order;

(二) 危害国家安全，颠覆国家政权，破坏国家统一的；

2. Jeopardizing national security and unity, as well as subverting state power;

(三) 煽动民族分裂、民族歧视的，利用宗教煽动仇恨、歧视的，或者在出版物刊载、在信息网络、社交媒体中发布民族歧视、侮辱相关内容的。

3. Inciting ethnic separatism and discrimination, instigating hatred and discrimination in the guise of religion, or posting content related to ethnic discrimination and insults on publications, information networks, and social media.

第十五条 对违反法律、法规受到公安、司法部门处罚的学生：

Article 15 For students who have received punishment from the public security departments and judicial departments as a result of violating laws and regulations:

一、构成刑事犯罪的，给予开除学籍处分；

1. Students who commit criminal offenses shall be expelled;

二、受到行政拘留处罚的，给予留校察看及以上处分；

2. Students who are given detentions shall be put on academic probation or be given more severe punishment;

三、受到警告、罚款的，给予记过及以上处分。

3. Students who are given warnings and fined shall receive demerit records.

第十六条 对有下列情形之一的学生，给予严重警告及以上处分：

Article 16 Students should be given at least a severe warning in one of the following circumstances:

一、在公共场所携带或持有匕首、三棱刀、弹簧刀或者其他管制刀具，不按规定主动上缴的；

1. Carrying or possessing restricted knives such as daggers, three-edge scraping blades, and spring knives in public places and refusing to hand them in as required.

二、将爆炸性、毒害性、放射性、腐蚀性物质或传染病病原体等危险物质擅自带出规定的保管场所的；

2. Taking explosive, toxic, radioactive, corrosive substances or infectious disease pathogens and other dangerous substances out of the prescribed storage place without authorization;

三、明知自身患有传染病却隐瞒病情、拒不接受治疗或不遵守防治措施的；

3. Concealing intentionally one's conditions, refusing treatment, or not following prevention

and control measures after contracting infectious diseases;

四、其他有被认定为妨害公共安全行为的。

4. Other behaviors deemed as impairing public security.

第十七条 对泄漏国家秘密的学生，给予留校察看及以上处分；

Article 17 Students who disclose state secrets shall be subject to probation or more severe punishment;

第十八条 对违反消防安全管理制度的学生：

Article 18 For students violating safety management system of fire control:

一、违规用电、用火或其他违章行为，造成安全隐患的，视情节给予警告或严重警告处分；屡教不改的，给予记过或留校察看处分；

1. Students who cause potential safety hazards due to rule-breaking use of electricity, fire, and other irregularities shall be given a warning or a severe warning accordingly; those who refuse to mend their way after repeated education shall be given demerit records or probation;

二、引起火灾的，给予留校察看及以上处分；

2. Students causing fire shall be subject to at least academic probation;

三、挪用消防设施、器材和标志，占用和阻塞消防通道或违反其他防火规定的，视情节给予警告及以上处分；

3. Students who embezzle firefighting facilities, equipment, and signs, occupy and block fire-fighting passages, or break other fire-prevention regulations shall be given a warning or more severe punishment depending on the circumstances;

第二节 侵犯人身权利、财产权利的行为及处分

Section 2 Punishment for Behaviors Infringing Personal Rights and Property Rights

第十九条 对打架斗殴的学生，除负担相应的经济赔偿外，视情节给予下列处分：

Article 19 Students who fight shall be given the following punishment accordingly apart from paying the economic compensation:

一、动手打人的，给予严重警告及以上处分；

1. Any student beating others shall be given at least a severe warning;

二、寻衅滋事造成打架的，给予记过及以上处分；

2. Any student causing a fight by picking quarrels and provoking troubles shall be given at least a warning;

三、提供伪证或阻挠调查的，给予记过及以上处分；

3. Any student providing false evidence or obstructing investigation shall be given at least a warning;

四、持械伤人或组织策划打架斗殴的，给予留校察看及以上处分；

4. Any student causing armed injuries to others or organizing fights shall be given at least academic probation;

五、致他人轻微伤的，给予留校察看处分；

5. Any student causing light injuries shall be given academic probation;

六、致他人轻伤的，给予开除学籍处分。

6. Any student causing more than light injuries shall be given expulsion.

第二十条 对侵占公私财产的学生，除追回赃物、赃款外，视情节给予下列处分：

Article 20 In addition to recovering the stolen goods and money, students who embezzle public and private property shall be given the following punishment depending on the circumstances:

一、贪污、挪用公款的，给予留校察看及以上处分：

1. Any student engaged in corruption or embezzlement of public funds shall be given at least academic probation;

二、擅自将国科大或研究所的有形、无形资产转让、赠送、出租给他人或进行其他处置的，给予记过及以上处分：

2. Any student transferring, giving, or leasing the tangible and intangible assets of UCAS or research institutes to others without authorization or disposing of the assets in any other way shall be at least given a demerit record;

三、偷窃、骗取、抢夺或侵占公私财物或参与分赃的，给予记过及以上处分；

3. Any student stealing, cheating, robbing, or encroaching on public or private property or sharing spoils shall be at least put on demerit record;

四、敲诈勒索他人钱财或者非法收受他人财物的；给予记过及以上处分。

4. Any student extorting money from others or illegally accepting other people's property shall be at least given a demerit record.

第二十一条 对故意损坏公共财物（包括实验室设备、仪器、图书馆书刊、学习或宿舍生活用具及学校或研究所其他公共财物等）的学生，除按原价赔偿外，给予严重警告以上处分。

Article 21 Students who damage public properties (including laboratory devices, instruments, library books and publications, facilities for study, and utensils in the dormitory or other public properties at the university or research institutes) must pay compensation fees at the original price and be given at least a severe warning.

第二十二条 对违反实验、实习操作规程，违反学校有关安全管理规定，过失给国家、学校或他人财产造成损失的学生，给予警告及以上处分。

Article 22 Students shall be given at least a warning if they cause a loss to the properties of the country, UCAS, or other people by violation of operation procedures for experiment or internship, or safety management regulations.

第二十三条 对侮辱、威吓、造谣、诽谤、诬陷他人，干扰他人正常学习工作生活的学生，给予严重警告及以上处分。

Article 23 Students shall be given at least a severe warning if they insult, intimidate, defame, or frame others, spread rumors to the extent where others' usual study, work, and life are disturbed;

第二十四条 对隐匿、毁弃、私拆或非法处理他人通知单据、邮件和信件的学生，给予严重警告及以上处分。

Article 24 Students who conceal, destroy and discard, open without consent, or illegally handle others' notice documents, mail, and letters shall be given at least a severe warning.

第二十五条 对偷窥、偷拍、窃听、散布他人隐私等的学生，给予严重警告及以上处分。

Article 25 Students who peep, snap a secret picture of, eavesdrop on or disseminate others' private information shall be given at least a severe warning.

第二十六条 对通过语言、文字、图片、行为等方式对他人进行性骚扰的，跟踪、猥亵他人的，或在公共场所故意裸露身体敏感部位的，给予严重警告及以上处分。

Article 26 Students who sexually harass others in spoken or written words, pictures, and behaviors, stalk or molest others, or offensively expose private body parts in public places shall be given at least a severe warning.

第三节 损害国家、学校声誉或权益的行为及处分

Section 3 Punishment for Damaging the Reputation or Rights and Interests of the State and UCAS

第二十七条 对有损害党中央权威、中国特色社会主义制度、违背党的路线方针政策言行的，或损害国家利益、民族利益、人民利益、社会公共利益言行的学生，视情节轻重，给予记过及以上处分。造成严重后果的，给予开除学籍处分。

Article 27 Any student who speaks or acts against the authority of the CPC Central Committee, the socialist system with Chinese characteristics, or the Party's guiding principles and policies, or who speaks or acts against the interests of the state, the nation, the people or the public interest of the society, shall be given demerit records or more severe punishment following the seriousness of the circumstances. If any serious consequences are caused, the student shall be expelled.

第二十八条 对有下列损害学校声誉行为的学生，给予警告及以上处分：

Article 28 Any student who commits the following acts that damage the reputation of UCAS shall be given at least a warning:

一、未经允许在招牌、广告、海报、文件等宣传材料上公开使用学校的名称或标识，造成不良影响的；

Public use of the school's name or logo on signboards, advertisements, posters, documents, and other promotional materials without permission, causing adverse effects;

二、擅自以学校、研究所、学生组织等名义参加活动，对外发布公告、新闻，或作出不负责任承诺，造成不良影响的；

Unauthorized participation in activities, public announcements, news, or irresponsible commitments in the name of UCAS, institutes, student organizations, etc., causing adverse effects;

三、有其他损害学校声誉或利益的行为，造成不良影响的。

Other acts that damage the reputation or interests of UCAS and cause adverse effects.

第二十九条 对未经许可，私自转让、许可他人使用学校知识产权的，或泄露学校科技成果、技术秘密的，或有其他违反学校知识产权相关规定的行为，使学校权益受到损失的学生，给予记过及以上处分。

Article 29 Any student who, without permission, privately transfers or allows others to use the University's intellectual property, discloses the University's scientific and technological

achievements or technical secrets, or commits other acts that violate the University's intellectual property-related regulations and cause damage to the University's rights and interests, shall be given at least demerit records.

第四节 扰乱公共秩序、违反学校管理规定的行为及处分

Section 4 Punishment for Disturbing Public Order and Violating UCAS Administrative Regulations

第三十条 对扰乱公共秩序，有下列情形之一的学生，给予留校察看及以上处分：

Article 30 Any student who disrupts public order and commits any of the following acts shall be given at least academic probation:

一、组织、参加未经批准的游行、示威活动的；

Organizing or participating in unauthorized parades or demonstrations;

二、发表、转发错误观点，或编造散布虚假信息、不良信息的；

Publishing or reposting wrong views or fabricating and spreading false information or malicious information;

三、组织、成立、加入非法社会团体或组织，从事非法活动的；

Organizing, establishing, or joining illegal social groups or organizations and engaging in illegal activities;

四、参与传销、封建迷信活动，参与赌博、吸毒的；

Participating in pyramid schemes, feudal superstitious activities, gambling, and drug use;

五、有卖淫嫖娼行为的；

Being involved in prostitution;

六、传播非法书刊、文字、音频、视频资料的。

Disseminating illegal books, texts, audio, and video materials;

七、煽动、组织、策划破坏国科大或研究所管理秩序或扰乱社会秩序的。

Inciting, organizing, and planning to jeopardize UCAS or research institutes' administration order or disturb social order.

第三十一条 对扰乱公共秩序，有下列情形之一的学生，给予警告及以上处分：

Article 31 Any student who disturbs public order by committing one of the following acts

shall be given at least a warning:

一、阻碍国家工作人员、国科大或研究所管理人员依法或依校规校纪执行公务的；

Obstructing state functionaries, UCAS or research institutes management personnel from performing their duties according to laws or university rules and disciplines;

二、制作、复制、出售、出租或传播淫秽物品的，在公共场所涂写淫秽文字、书画的；

Making, copying, selling, renting, or disseminating pornographic materials and scribbling obscene texts or pictures in public places;

三、因学习成绩评定、学籍变动、评奖处分等原因，寻衅滋事的；

Seeking quarrels and causing disturbances because of academic evaluation, change of academic status, award/punishment, etc.;

四、在国科大或研究所内开展宗教活动，不听劝阻的；

Engaging in religious activities at UCAS or research institutes and disregarding any warning;

五、伪造、变造、冒领、冒用、转让各种证件或证明文件的；

Forging, altering, falsely using, and transferring certificates or credentials;

六、弄虚作假，骗取国科大或研究所的荣誉称号、骗取公费医疗或医疗保险费用的；

Resorting to deceit, defrauding UCAS or research institutes of honorary titles, and committing public health or medical insurance fraud;

七、冒用他人名义，侵害他人利益，造成不良影响或损失的；

Harming others' interests in the name of others and causing adverse effects or losses;

八、有酗酒行为，经批评教育无效的；

Disregarding any warning or criticism concerning heavy drinking;

九、其他实施或者参与有损大学生形象、有悖社会公德或者公序良俗的行为的。

Committing or participating in activities that blemish the image of college students and contravene social ethics or public decency.

第三十二条 对于违反学生宿舍管理规定的学生：

Article 32 Students who violate student dormitory management regulations will be punished as follows:

一、擅自留宿非本宿舍成员的，给予警告及以上处分；

Any student accommodating anyone who is not a member of the dormitory overnight without approval shall be given at least a warning;

二、擅自调换宿舍或床位的，给予警告处分；

Any student who changes dormitories or beds without approval shall be given a warning;

三、擅自占用宿舍或床位的，给予记过及以上处分；

Any student who occupies a dormitory or bed without approval shall be given at least a demerit record;

四、出租床位的，给予记过及以上处分；

Any student who rents a dormitory bed shall be given at least a demerit record;

五、扰乱宿舍秩序，不听劝阻，对其他人的正常学习生活造成影响的，给予警告及以上处分；

Any student who disrupts dormitory order, disregards any persuasion, and disturbs other people's life and study shall be given at least a warning;

六、违规饲养宠物，不听劝阻的，给予警告及以上处分；

Any student who keeps pets against regulations and disregards any admonishment shall be given at least a warning;

七、擅自改变学生宿舍（公寓）结构，更换门锁的，给予警告处分；情节严重的，给予严重警告及以上处分；

Any student who changes the student dormitory structure and locks without approval shall be given a warning. If the circumstances are severe, at least a serious warning should be given;

八、其他违反学生宿舍管理规定，经批评教育无效，或造成不良影响或后果的，给予警告及以上处分。

Any student who violates dormitory management regulations and fails to correct their behaviors after criticism or causes adverse effects or consequences shall be given at least a warning.

第三十三条 对于违反学生团体管理规定的学生：

Article 33 For students who violate management regulations of student groups:

一、借用合法学生团体的名义开展非法活动的，给予记过及以上处分；

Any student who carries out illegal activities in the name of officially registered student groups shall be given at least a demerit record;

二、组织成立未经批准的团体并开展活动的，给予严重警告及以上处分；

Any student who organizes and establishes groups without authorization and carries out

activities shall be given at least a severe warning;

三、其他违反学生团体管理规定并造成严重后果的,给予严重警告及以上处分。

Any student who violates student group management regulations and causes serious consequences shall be given at least a severe warning.

第三十四条 对于有违反网络使用有关规定行为的学生:

Article 34 For students who violate the relevant provisions of network use:

一、将本人持有的校内网络资源使用权限转借、转租他人,造成不良影响或严重后果的,给予警告及以上处分;

Any student who lends or sublets their access to campus network resources to others, resulting in adverse effects or serious consequences, shall be given at least a warning;

二、盗用、冒用他人互联网用户账号或校内信息服务用户账号的,给予严重警告及以上处分;

Any student who hacks or fraudulently uses another user's Internet account or campus information service account shall be given at least a severe warning;

三、从事或协助从事危害网络安全活动,包括侵入他人计算机和网络、干扰他人网络正常功能、窃取网络数据等的,给予严重警告及以上处分;

Any student who engages or assists in activities that endanger network security, including hacking into another person's computer and network, interfering with the normal functions of any other person's network and stealing network data, etc., shall be given at least a severe warning;

四、利用网络制作、复制、查阅和传播虚假信息、不良信息或非法信息的,给予严重警告及以上处分;

Any student who uses the network to produce, duplicate, search and disseminate false information, malicious or illegal information, shall be given at least a severe warning;

五、有其他违反有关互联网管理的法律法规或违反学校校园网有关管理规定的,根据情节轻重,给予警告及以上处分。

Any student who violates laws and regulations related to the Internet management or management regulations of the UCAS campus network shall be given at least a warning per the seriousness of the circumstances.

第三十五条 其他违反学校关于教学管理、校园秩序、实验室安全、宿舍管理等方面的校级和部门级文件有关规定,影响学校教育教学秩序、生活秩序以及公共场所管理秩序的,

或有其他严重违反道德规范和社会风纪行为并造成不良影响的学生，可参照本办法中相类似条款，视情节轻重及影响程度给予相应处分。

Article 35 Students who violate UCAS or its departments' rules related to teaching management, campus order, laboratory safety, dormitory management, etc., disrupt everyday teaching, campus life, and public place management order, seriously violate ethics and social morals, and cause negative influence should be punished according to the severity and degree of impact referring to the punishment stipulated in similar clauses in this Measure.

第五节 违反学习、考试或学术纪律的行为及处分

Section 5 Punishment for Violations of Study, Examination, or Academic Disciplines

第三十六条 对参加国家、地方政府及其授权机构组织的全国性或区域性考试，其他各级各类教育考试，以及国科大或研究所组织的考试中违规的学生：

Article 36 For students who violate regulations at the national or regional examinations, or other educational examinations at all levels administered by the central, local government or their authorized institutions, or examinations administered by UCAS and research institutes:

一、违反考试纪律，但未构成作弊的，给予严重警告及以上处分；

1. Any student whose violation is not considered cheating shall be given at least a severe warning;

二、单独作弊的，给予记过及以上处分；

2. Any student who commits individual cheating shall be given at least a record of demerit;

三、代替他人或者让他人代替自己参加考试、组织作弊、使用通讯设备或其他器材作弊、向他人出售考试试题或答案牟取利益，以及其他严重作弊或扰乱考试秩序行为的，给予开除学籍处分。

3. Any student who takes a test for others or asks someone to take a test for their own, organizes cheating, uses communication or other equipment to cheat, sells exam questions or answers to others for profit, commits other serious cheating, or disturbs exam order will be subject to expulsion.

第三十七条 对在学期间被国科大或研究所认定有学术不端行为的学生：

Article 37 For students who have been found to have the following academic misconducts by

UCAS or research institutes:

一、学位论文、公开发表的论文或研究成果存在抄袭、篡改、伪造等行为，情节严重的，给予开除学籍处分；

1. Any student committing plagiarism, tampering, forgery, or other misconduct in the dissertation, published thesis, or research results shall be expelled if the case is severe.

二、购买或者出售学位论文的，由他人代写或者为他人代写学位论文的，组织学位论文买卖、代写的，给予开除学籍处分；

2. Any student buying or selling a dissertation, asking others to write a dissertation for himself, or writing a dissertation for others and organizing the sale or ghostwriting of the dissertation shall be expelled.

三、抄袭、隐匿、伪造实验、观测或计算数据的，给予记过及以上处分；

3. Any student plagiarizing, concealing, or forging experiment and observation data or calculations shall be given at least a record of demerit;

四、因本人原因，将同一研究成果提交多个出版机构出版或提交多个出版物发表构成一稿多投的，给予记过及以上处分；

4. Any student submitting the same research results to several publishing organizations or publications for personal reasons shall be given at least a record of demerit;

五、未经授权擅自扩散未公开发表的实验、观测或计算数据及成果,给予记过及以上处分；

5. Any student diffusing unpublished experiment and observation data, calculations, or results without authorization shall be given at least a record of demerit;

六、将做出创造性贡献的人排除在作者名单之外，或未经本人同意将其列入作者名单，或将不应享有署名权的人列入作者名单，无理要求著者或合著者身份或排名，或未经原作者允许用其它手段取得他人作品的著者或合著者身份的，给予记过及以上处分；

6. Any student excluding the person who makes original contributions from the authors' list, including a person in the authors' list without the consent of that person, including the person who shall not have the right of authorship, unreasonably demanding author or co-author status or ranking, obtaining authorship or co-authorship of others' works without the original author's permission, shall be given at least a record of demerit.

七、其他根据有关规定认定为学术不端行为的，给予记过及以上处分。

7. Any student regarded as committing other academic misconduct per relevant regulations shall be given at least a demerit record.

第三十八条 违反课程学习纪律情形之一的，视情节给予以下处分：

Article 38 Any student violating the course discipline shall be given the following punishment according to the circumstance:

一、课程作业、报告、论文抄袭的，给予记过及以上处分；

1. Any student who plagiarizes other people's work in assignments, reports, or papers of a course shall be given at least a record of demerit;

二、扰乱课堂或实验室教学秩序且不听劝阻的，给予警告及以上处分；

2. Any student who disrupts teaching order in the classroom or laboratory and ignores admonishment shall be given at least a warning;

三、篡改学业成绩或者以不正当手段获取成绩的，给予记过及以上处分。

3. Any student who falsifies academic grades or obtains grades by dishonesty shall be given at least a demerit record.

第三十九条 在国科大或研究所的教学科研活动中,不能按时参加的，除遭遇不可抗力等不能归责于其本人的原因外，应当事先请假并获得批准。无正当理由，未经批准而缺席的学生，按下列情形给予处分：

Article 39 Any student who cannot engage in UCAS or research institutes' teaching and scientific research activities on time because of force majeure should ask for leave and obtain approval in advance. Any student who is absent from activities without reason and approval shall be given the following punishment according to circumstance:

一、无故旷学不足 5 个工作日的，给予通报批评直至严重警告处分；

1. Any student who misses classes for less than five workdays without reason shall be given a notice of criticism or a severe warning;

二、无故旷学达 5 至 10 个工作日的，给予记过及以上处分；

2. Any student who misses classes for 5 to 10 workdays without reason shall be given at least a record of demerit;

三、超过 10 个工作日的，按照《中国科学院大学学生管理规定》作退学处理；

3. Any student who misses classes for more than ten workdays without reason shall be subject to expulsion according to the Regulations on Student Management of the University of Chinese

第四章 处分程序

Chapter IV Procedures for Punishment

第四十条 给予学生纪律处分，由学生所在研究所或院系履行调查程序，在进行调查取证过程中，调查笔录和当事人申述事实和各项证据材料应完整规范。

Article 40 Investigation of any disciplinary action shall be conducted by the research institute or department that the student has enrolled in. During the investigation, the investigation record, statement of the person concerned, and all evidence materials shall be complete and standardized.

第四十一条 下列各项证据，经过查证核实后，可以作为处分学生的依据：

Article 41 The following evidence, after verification, shall be taken as the basis of student disciplinary action:

一、书证；

1. Documentary evidence;

二、物证；

2. Material evidence;

三、证人证言；

3. Witness testimony;

四、当事人的陈述；

4. The statement of the person concerned;

五、视听资料；

5. Audio-visual materials;

六、鉴定结论；

6. Expert conclusion;

七、勘验笔录、现场笔录。

7. Record of the inquest, on-site record.

第四十二条 学生管理部门经调查发现学生确有违法犯罪嫌疑行为时，应及时移送公安、司法机关。

Article 42 When student affairs administration, after investigation, finds that a student does

have the suspicion of committing illegal acts or crimes, they shall promptly transfer the student to public security or judicial organs.

第四十三条 学生管理部门对有违纪行为学生履行规定的调查程序, 形成拟处分意见后, 应告知学生拟处分的事实、理由和依据, 并告知学生有进行陈述和申辩的权利; 对拟被处分学生, 不得以其提出申辩为理由加重处分。

Article 43 Student management departments, after investigation procedures, shall inform the student to be punished of the facts, reasons, and basis of the proposed punishment decisions and inform the student that he or she has the right to make a statement and to defend himself or herself; The punishment shall not be increased because of the plea of the student.

第四十四条 在拟被处分学生违纪事实清楚, 证据充分, 依据明确, 且学生本人对拟受处分无异议并声明不再申诉时, 可按处分权限直接作出处分决定。

Article 44 When the fact of disciplinary violation of the student to be punished is clear, the evidence is sufficient, the basis is solid, and the student has no objection to the punishment to be imposed with a claim of no more appeal, student management departments can make a punishment decision according to its punishment authority.

第四十五条 如拟被处分学生提出申请, 应当召开处分论证会议, 听取学生的陈述和申辩以及其他相关方面的意见。

Article 45 If the student to be punished appeals, a punishment demonstration meeting shall be held to hear the student's statements and defense and the opinions of other stakeholders.

第四十六条 拟被处分学生在接到学生管理部门召开处分论证会议的告知后, 在规定的时间内, 有权委托本单位熟悉情况的教育干部、部门负责人、指导教师或学生 1 人作为代理人 (以下简称代理人) 参加处分论证会。

Article 46 The student to be punished, after receiving the notification of punishment demonstration meeting from student management departments, has the right to entrust one leader in charge of educational affairs in his college or institute who is familiar with the situation, or a department head, a teacher or a student as his or her agent (hereafter referred to as the Agent) to attend the meeting.

第四十七条 纪律处分论证会议应由国科大分管学生工作的校领导或研究所分管学生工作的负责人主持。学生管理部门代表、学生所在部门或学生会代表、拟被处分学生及其代理人以及本事件调查人员参加处分论证会。经过调查、申辩和讨论等程序, 依据本办法第四

条规定的处分决定权限，形成处分决定或处分建议。

Article 47 A punishment demonstration meeting shall be hosted by the university leaders in charge of student work at UCAS or the heads in charge of student work in research institutes. Representatives from the student affairs administration, representatives from the school that the student belongs to or student union, the student himself or herself and his or her agent and the investigators of the incident, shall attend the punishment demonstration meeting. Punishment decisions and suggestions shall be given after the procedures of investigation, defense, discussion, etc., according to the limits of punishment authority of Article 4 in the Measures.

第四十八条 处分论证会议应遵守以下规定：

Article 48 A punishment demonstration meeting should be organized based on the following provisions:

一、学生管理部门代表应以事实为依据，以本办法相关条款为准绳，客观地提出拟给予的处分种类；

1. The representatives from student management departments should put forward objective punishment decisions based on the category of disciplinary action, taking the facts as the basis and the relevant provisions of the Measures as the criterion.

二、拟被处分学生或其代理人有权进行陈述和申辩；

2. The student to be punished or his/her agent shall have the right to make a statement and defense;

三、会议主持人认定拟被处分学生或其代理人陈述和申辩提出的事实、理由和证据需要复核时，可宣布论证会休会，责成学生管理部门提出复核意见后择日复会；

3. If the presider of the meeting affirms that the facts, reasons, and evidence proposed by the student and his/her agent should be reviewed, the presider could declare the demonstration meeting adjourned and instruct student management departments to put forward reviews and reopen the meeting on another day;

四、拟被处分学生或其代理人进行陈述和申辩完毕后应退场，由论证会议进行合议，形成处分决定或建议。

4. The student to be punished or his/her agent shall leave the meeting after the statement and the defense. The demonstration meeting shall have a panel discussion to reach punishment decisions or suggestions.

第四十九条 在论证会上，拟被处分学生及其代理人有下列权利和义务：

Article 49 At a punishment demonstration meeting, the student to be punished or his/her agent has the following rights and obligations:

一、有权对本人涉及的事件有关情况进行陈述和申辩；

1. The right to make a statement and defense about the situation involved;

二、有权对事件调查人员提出的证据进行质证并提出新的证据；

2. The right to make a cross-examination of the evidence submitted by the investigators and put forward new evidence;

三、有权对纪律处分的适用条款表明意见；

3. The right to express opinions about the terms to be used for punishment;

四、如实陈述本人违法、违规或违纪事实，并如实回答主持人的提问；

4. The obligation to truthfully state the illegal, regulation-violating, or discipline-breaching facts and truthfully answer questions from the moderator;

五、遵守论证会场纪律，服从论证会主持人的指挥。

5. The obligation to comply with the rules and discipline of the meeting and obey the command of the moderator.

第五十条 作出处分决定后，学生处或研究所应及时为被处分学生制作处分决定文件。

Article 50 After the punishment decisions are made, the Student Affairs Office or the research institute involved shall make a punishment decision document for the student to be punished in time.

第五十一条 处分决定文件应载明下列事项：

Article 51 A punishment decision documents shall specify the following information:

一、被处分学生的姓名、性别、年龄、专业、学号等基本情况；

1. The name, gender, age, major, student number, and other essential information about the student to be punished;

二、认定的违纪事实；

2. The confirmed facts concerning the violation;

四、适用处分的理由和依据；

4. Reasons and basis for punishment;

五、作出的处分决定和处分期限；

5. Punishment decisions and time limits;

六、被处分学生提出申诉的途经和期限。

6. Procedures and time limits if the student wants to appeal.

第五十二条 处分决定文件印发后，学生所在研究所或院系应在 10 个工作日内将处分决定文件送达受处分学生本人，由本人签收。如本人拒绝签收的，可以以留置方式送达；已离校的，可以采取邮寄方式送达；难于联系的，可以利用网站、新闻媒体等以公告方式送达。自公告发布之日起，经过 10 个工作日，即视为送达。

Article 52 After the punishment decision document is printed and distributed, the student's research institutes or school shall send it to the student within ten working days, and he/she shall sign it in person. If the student refuses to sign the decision document, it can be served by leaving the document at his/her address. If the student leaves the school, the document can be sent by mail. If it is difficult to contact the student, the document shall be posted in the form of an announcement on the website or news media, which is deemed delivered. Delivery is deemed to have been made after ten working days since the announcement.

第五章 申诉

Chapter V Appeal

第五十三条 学生对处分决定有异议的，可以根据所受处分的种类，向作出处分决定的国科大或研究所设立的学生申诉处理委员会提出申诉（提出申诉的学生以下简称申诉人）：

Article 53 If the student to be punished has any objections to the punishment decision, he or she could make an appeal to the Student Appealing Processing Committee set up by UCAS or the research institute involved (the student who raises the appeal is referred to hereafter as the appellant)

一、国科大学生申诉处理委员会由 7 或 9 人组成，包括分管校领导、学生处、纪检监察、负责法律事务的相关机构等等部门负责人，教师代表若干人和学生代表若干人，办公室设在学生处；

1. UCAS Student Appealing Processing Committee (SAPC) consists of 7 to 9 persons, including university leaders in charge of student work, heads of the Student Affairs Office, Discipline Inspection and Supervision Department and legal affairs related divisions, teacher

representatives, and student representatives. The office of SAPC shall be set in the Student Affairs Office;

二、研究所学生申诉处理委员会由 5 至 7 人组成, 包括主管教育工作的负责人、学生管理部门负责人、纪检监察部门负责人、负责法律事务的相关机构等部门负责人、教师代表和学生代表, 办公室设在学生管理部门;

2. Research institutes' SAPC consists of 5 to 7 people, including leaders in charge of educational affairs, heads of student affairs administration, discipline inspection supervision department and legal affairs department, teacher representatives, and student representatives. The office shall be set in the student management administration;

三、学生申诉处理委员会组成人员三分之二出席会议有效, 没有学生代表参加的会议无效; 学生申诉处理委员会所做结论, 须得到与会人员三分之二及以上同意, 方为有效。

3. The SAPC meeting is only valid with no less than 2 or 3 of the members being present and with student representatives; the decision made by SAPC is only valid upon the consent of no less than 2/3 of the participants.

第五十四条 申诉人应当在接到处分决定书之日起 10 个工作日内提出书面申诉。学生申诉处理委员会应当对申诉人提出的申诉进行复查, 并在接到书面申诉之日起 15 个工作日内, 作出复查结论并告知申诉人。情况复杂不能在规定期限内作出结论的, 经国科大或研究所负责人批准, 可延长 15 日。学生申诉处理委员会认为必要的, 可以建议暂缓执行有关决定。

Article 54 The appellant shall make a written appeal within ten working days from the date of receiving the punishment decision. SAPC shall review the appeal and make a review conclusion and inform the appellant within 15 working days from the date of receipt of the written appeal. Suppose the situation is complicated, and the conclusion cannot be made within the 15-working-day time limit. In that case, an extension of another 15 days can be granted upon the approval of the head of UCAS or the research institute involved. If SAPC considers it necessary, the relevant decision can be deferred.

学生申诉处理委员会经复查, 认为做出处理或者处分的事实、依据、程序等存在不当, 可以作出建议撤销或变更的复查意见, 要求相关单位予以研究, 重新作出处分决定。

After review, if SAPC deems that the facts, bases, and procedures of the punishment are inappropriate, it shall make a review opinion suggesting the cancellation or change of the punishment and request the relevant units to restudy the punishment decision.

第五十五条 学生对复查决定有异议的，在接到复查决定书之日起 15 个工作日内，提出书面再申诉。复查决定由研究所作出的，可以向国科大提出书面再申诉，国科大在接到学生书面申诉之日起 30 个工作日内，应当对申诉人的问题给予处理并答复；复查决定由国科大作出的，可以向北京市教育行政部门提出书面再申诉。

Article 55 If the appellant has any objections against the review decision, he or she shall make another written appeal within 15 working days upon receipt of the review decision. Suppose the review decision is made by the research institute involved. In that case, the appellant can submit the written appeal to UCAS, and UCAS shall deal with and respond to the appeal within 30 working days upon receipt of the written appeal; if UCAS makes the review decision, the appellant can submit the written appeal to relevant Beijing municipal administrative department for education.

第五十六条 在申诉期间，除开除学籍处分之外，原处分决定照常执行。被开除学籍的学生，在处分决定送达后 10 个工作日内办理离校（所）手续，提出申诉的，办理离校（所）手续时间延长至复议决定送达后 10 个工作日。逾期不办的，由国科大或研究所指定人员代为办理并记录在案。其善后事宜，由国科大或研究所按有关规定处理。

Article 56 During the appeal, in addition to expulsion, the original punishment will be implemented as scheduled. The student who is given expulsion punishment shall finish the formalities of leaving school within ten days upon receipt of the punishment decision. If the student appeals, the time limit shall be extended to ten days after receiving the review decision. If the student fails to finish the formalities within the time limit, UCAS or the research institute involved will designate a person to go through the formalities for the student and put on record relevant handling.

第五十七条 学生逾期未提出申诉的，学生申诉处理委员会不再受理其提出的申诉。

Article 57 If the student to be punished does not appeal within the time limit, SAPC shall no longer accept his/her appeal.

第六章 处分的解除

Chapter VI Removal of Punishment

第五十八条 受处分学生在处分期限内，表现良好、且没有再出现违法违规情况的，处

分期满所受处分自动解除。受处分学生在处分期限内再次违纪的,再次违纪处分期限期满后,表现良好的,所受处分可一并解除。

Article 58 If the student punished performs well and violates no other regulations or rules during the punishment period, the punishment will be removed after the expiration of the punishment. Suppose the student punished violates other regulations or rules during the punishment period. In that case, the punishment for the two violations could only be lifted after the expiration of the punishment for the second violation, and the student performs well during the total punishment period.

受处分学生在处分期限内毕业、结业或退学的,处分自动解除。

If the student graduates, leaves, or completes schooling during the punishment period, the punishment will be removed automatically.

第五十九条 学生处分解除后,评奖、评优等按照学校有关规定执行,不再受原处分的影响。

Article 59 After the punishment is removed, the student can still apply for awards without being affected by the punishment.

第七章 附则

Chapter VII Supplementary Provisions

第六十条 对有违法、违规、违纪行为学生作出处分之后:

Article 60 After students who have violated laws, regulations, and rules have been punished:

一、对学生作出的处分,在告知本人且不涉及本人隐私权的前提下,可在适合的范围内予以通报,以示警戒;

1. Notice of punishment shall be circulated within an appropriate range to show a warning on the premise that the student is informed and his or her privacy is not infringed;

二、以“谁决定、谁存档”为原则,处分决定单位应保留对学生实施纪律处分的调查笔录、本人陈述、论证会记录、处分建议书、处分决定书以及相关证明材料等在内的全部原始材料,成按相关规定归档;

2. The unit making the punishment decisions shall keep all the original materials, including investigation records, personal statements, conference records, punishment suggestions,

punishment decisions, and other relevant evidence, and put them in archives according to relevant regulations.

三、受开除学籍处分的，发给学习证明。

3. The student who is given expulsion punishment will only receive a study certificate.

第六十一条 对学生实施纪律处分过程中的调查与处分程序中所必须的各种文本，均使用本办法附录所载学生违纪处分程序文本标准格式。

Article 61 All texts used in the investigation and punishment procedures should be in the standard text format stipulated in the Annex of the Measures.

第六十二条 各研究所学生管理部门，依照本办法负责实施处分违纪学生的相关工作：

Article 62 Student affairs administration of research institutes shall follow the Measures to implement punishment:

一、可依据《中国科学院大学学生管理规定》和本办法，结合具体情况制定相关管理规定，报国科大备案批准后生效；

1. Student affairs administration of research institutes should formulate relevant management regulations in accordance with the Regulations on Student Management of the University of Chinese Academy of Sciences and the Measures, taking into account specific circumstances and submit the regulations to UCAS for record and approval;

二、未向学生公布的管理规定，不得作为处分学生的依据。

2. Unpublished management regulations cannot be taken as the basis for punishment.

第六十三条 学生参加教学、实习、考察、社会实践、挂职锻炼等社会活动期间及假期、休学期间有违法、违规、违纪行为的，应依据本办法给予纪律处分。

Article 63 If students violate laws, regulations, or rules when they are engaged in social activities, including teaching, internship, investigation tour, social practice, assuming temporary posts for personal training and development, or when they are on vacation or during schooling suspension, punishment can be made according to the provisions stipulated in the Measures.

第六十四条 学生在境外违反所在国家、地区的法律的，学校视情节轻重给予相应的处理或者处分。

Article 64 If students violate the laws of a foreign country or region when they are abroad, punishment can be made accordingly based on specific circumstances.

第六十五条 对有违法、违规、违纪行为的学生，在做出处分决定之前，学生本人提出申

请退学的，经学校批准后，可不再给予处分。

Article 65 If a student violates laws, regulations, or rules but applies for withdrawal from UCAS before any punishment is imposed, no punishment is needed after the approval of UCAS.

第六十六条 在国科大或研究所接受学历教育的港澳台侨学生、留学生、非学历教育研究生等类别学生的纪律处分，参照本办法执行。

Article 66 Provisions in the Measure can be referred to when punishment is imposed on students from Hong Kong, Macao, and Taiwan attending degree courses and overseas students or graduate students attending non-degree courses at UCAS or research institutes.

第六十七条 本办法由学生处负责解释，自印发之日起施行。原《中国科学院大学学生纪律处分实施办法》（校发学字〔2017〕78号）同时废止。

Article 67 The Measures shall be interpreted by Student Affairs Office. They shall take effect on the issue date in place of the previous Disciplinary Regulations of the University of Chinese Academy of Sciences (XIAOFAXUEZI (2013) No. 7), which shall be abolished on the same date.

附 1

中国科学院大学调查笔录

时间：____年____月____日____时 地

点：_____

被调查人姓名：_____年龄：_____性别：_____学号：

培养层次：_____攻读专业：

调查人姓名：_____所属单

位：_____

调查人姓名：_____所属单位：

内容：

被调查人签字：

年 月 日

调查人签字：

年 月 日

Appendix 1

Investigation Record of University of Chinese Academy of Sciences

Date: _____ Year, _____ month, _____ day, _____ hour

Place of the investigation: _____

The person(s) being investigated:

Name: _____ : Age: _____ Gender: _____ Student ID: _____

Student category: _____ Major: _____

Name of the investigator: _____ Department: _____

Name of the investigator: _____ Department: _____

Content:

Signature of the person(s) being investigated:

Signature of investigator:

Date:

Date:

附 2

**中国科学院大学
学生违纪处分告知书**

时间：_____年_____月_____日_____时 地点：

学生姓名：_____

经查属实，你

的行为，根据《中国科学院大学学生纪律处分实施办法》第_____条第_____款规定，经研究给予你_____处分，特此告知。

根据《中国科学院大学学生纪律处分实施办法》规定，你有权提出申诉，你本人或者委托代理人在接到本《告知书》之日起 10 个工作日内向学生管理部门提交书面申诉材料。如委托代理人进行陈述和申辩，应以书面委托书的形式确认代理人身份及权限。

学生签字：

告知人签字：

年 月 日

年 月 日

Appendix 2

University of Chinese Academy of Sciences

Notice of Punishment

Date: _____ Year, _____ Month, _____ Day, _____ Hour

Place: _____

Student name: _____

After investigation, it is true that you _____

I hereby inform you that you will be given _____ disciplinary action after research according to Article _____ Paragraph _____ of Implementation Measures of Student Disciplinary Regulations of the University of Chinese Academy of Sciences.

According to the Implementation Measures of the Student Disciplinary Regulations of the University of Chinese Academy of Sciences, you have the right to appeal, and you or your entrusted agent shall submit a written appeal to the student management departments within ten working days upon the receipt of this Notice. If an agent is entrusted to make a statement and defense for you, the identity and limits of authority of the agent shall be clearly specified in a written Power of Attorney.

Signature of student:

Date:

Signature of notice sender:

Date:

中国科学院大学学生请假销假管理办法

Regulations on Student Leave of Absence of the University of Chinese Academy of Sciences

校发学字〔2014〕78号

XIAOFAXUEZI (2014) No. 78

第一条 为了加强学生的组织纪律性，维护正常的教学秩序，根据《中国科学院大学学生管理规定》，制定本管理办法。

Article 1 This policy is made in accordance with the Regulations on Student Management of the University of Chinese Academy of Sciences to help students retain a strong awareness of discipline and maintain the regular order of teaching and learning

一、本办法适用于中国科学院大学（以下简称“国科大”）按照国家规定录取、在中国科学院院属各研究院、所、台、站、中心等承担高等教育工作的单位（以下简称“研究所”）和校部各学院、系、本科部（以下简称“院系”）接受高等学历教育的学生。

1. This policy applies to all students at the University of Chinese Academy of Sciences (UCAS) who are legally admitted according to state regulations and pursue higher education at academies, institutes, observatories, stations, and centers affiliated with the Chinese Academy of Sciences (hereinafter referred to as institutes) as well as UCAS schools and departments (hereinafter referred to as schools).

二、新生必须按规定日期到国科大或研究所报到。如有特殊原因不能按期报到者，须凭有关证明请假，假期一般不得超过两周。事假期满超过两周不报到或无故逾期两周不报到者，取消入学资格。

2. All new students must register at UCAS or institutes, enrolling within stipulated dates. Students who cannot register for special reasons must ask for no longer than two weeks leave. Students will be denied admission for failing to register after the last day of the two weeks leave or with no valid leave application for the absence of more than two weeks after the registration deadline.

三、每学期开学时，学生必须按规定的日期返回学校或研究所。如因故不能按时返回的，应事先请假。未经请假或未被准假者，必须按时返校。

3. At the beginning of every semester, students must return to the campus or institutes within the stipulated period. Those who cannot return on time should ask for approval in advance. Without approval, the students must return on time.

四、学生未经批准，不得擅自在校外住宿。

4. Without approval, students must not stay overnight outside the campus.

五、学生因病请假，在校期间须凭学校门诊部证明，外出期间须经县级以上医院证明。病假一周以内由所在研究所、院系学生工作负责人批准；一周以上须经所在研究所、院系主管学生工作的所级领导、院系负责人批准，其中集中教学校区请假二周以上需报学生处备案；病假超过两个月者，必须办理休学手续。

5. Students asking for sick leave must submit a medical certificate issued by either the university hospital (when on campus) or hospitals above the county level (when off campus). Sick leave shorter than one week can be approved by the head of Student Affairs staff at the student's host department or institute; sick leave longer than one week should be approved by a leading group member of the student's host department or institute in charge of student affairs; students in the first-year study at UCAS should report to the Students Affairs Office (International Students Office) if asking for a sick leave of more than two weeks. Students must apply for a suspension certificate for sick leave longer than two months.

六、学生一般不得请事假。如确需请事假，需提供有关证明，酌情准假。事假一周以内由所在研究所、院系学生工作负责人批准；一周以上须经所在研究所主管学生工作的所级领导、院系负责人批准，其中集中教学校区请假二周以上需报学生处备案。

6. Students are discouraged from requesting casual leave. Casual leave should be approved based on relevant supporting documents or material. Casual leave shorter than one week can be approved by the head of student affairs staff at the student's host department or institute; Casual leave longer than one week should be approved by a leading group member of the student's host department or institute in charge of student affairs; students for the first year study at UCAS should report to Student Affairs Office (International Students Office) if asking for a casual leave of more than two weeks.

七、学生请假应本人办理手续，填报请假单，经批准后方能生效。如需续假，应及时办理续假手续。

7. Students applying for leave should complete the leave application form and take the leave after approval. Another application must be made to extend the leave.

八、学生请假期满，必须本人到研究所、院系学生管理部门办理销假手续。

8. When leave ends, students must report to the student management departments of his or her host department or institute.

九、请假理由必须真实，如发现弄虚作假，有伪造行为者，视情节轻重，给予批评教育直至纪律处分。

9. Reasons for the leave must be authentic. Students will receive admonishment or even punishment for falsifying leave excuses.

十、未请假或请假未经批准离开学校、研究所，以及请假期满而未续假或续假未批准而逾期不返校的，视为无故旷学，按学生纪律处分相关规定处理。

10. Students leaving the university or institutes without approval or failing to return when the leave ends will be regarded as truant and will receive punishment according to the Student Disciplinary Regulations

十一、本管理办法由学生处负责解释，自印发之日起施行。原《中国科学院大学学生请假销假管理办法》（校发学字〔2013〕83号）同时废止。

11. The Student Affairs Office is responsible for interpreting this policy which takes effect on the date of issuance. As a result, the previous version (XIAOFAXUEZI (2013) No. 83) is abolished.

中国科学院大学学生证管理办法

Regulations on Student ID Cards of the University of Chinese Academy of Sciences

校发学字〔2014〕77号

XIAOFAXUEZI (2014) No. 77

第一条 为规范学生证的使用和管理，依据《中国科学院大学学生管理规定》和有关规定，制定本办法。

Article 1 These regulations are formulated in accordance with the Regulations on Student Management of the University of Chinese Academy of Sciences to manage the use of student ID cards.

第二条 本办法适用于中国科学院大学（以下简称“国科大”）按照国家规定录取、在中国科学院院属各研究院、所、台、站、中心等承担高等教育工作的单位（以下简称“研究所”）和校部各学院、系、本科部（以下简称“院系”）接受高等学历教育的研究生、本科生（以下简称“学生”）。

Article 2 These regulations apply to all graduate and undergraduate students (hereinafter referred to as students) of the University of Chinese Academy of Sciences (UCAS) who are officially admitted and who receive higher education at academies, institutes, observatories, stations, and centers affiliated with the Chinese Academy of Sciences (hereinafter referred to as institutes) as well as UCAS departments and schools (hereinafter referred to as schools).

第三条 学生证是学生在校学习期间的身份证明。学生入学并取得学籍后由国科大或授权相关研究所发给“中国科学院大学学生证”（以下简称“学生证”）。

Article 3 The Student ID Card serves as proof of identity for registered students. After registration, each student shall be issued a UCAS Student ID Card by UCAS or the institute.

第四条 学生证只限本人使用，学生应珍藏、爱护、注意保管，不得损坏涂改。不得转借他人，更不准有弄虚作假行为。

Article 4 The Student ID Card shall only be used by the cardholder himself/herself and must not be lent to others. The Card shall be carefully protected against damages or scratches. No counterfeiting is allowed.

第五条 学生证的发放：

Article 5 Issuance of the Student ID Card:

(一) 在国科大集中教学校区学习的新入学学生的学生证，在办理报到手续时由报到工作人员发给新生。新生在学生证上如实填写本人信息并粘贴本人照片后，由班级统一收齐后交学生处加盖钢印和第一学期的注册章，并填注有效期。

(1) Each new student studying at the UCAS campus for the first year shall be issued a Student ID Card upon registration. After the student has filled in the personal information and attached an ID photo, the Student ID Card shall be collected by the class and submitted to the Student Affairs Office. The Student ID Card shall be stamped to go into effect and mark the first semester's registration as well as the term of validity of the card.

(二) 由研究所自行组织学习的新入学学生的学生证，由学生处根据各研究所录取新生的人数（不含到国科大集中教学校区学习的学生数）派发空白学生证。各研究所学生管理部门在新生报到时，向新生发放学生证。新生在学生证上如实填写本人信息并粘贴本人照片后，统一交学生管理部门加盖钢印和第一学期注册章，并填注有效期。

(2) The Student Affairs Office shall prepare the blank student ID cards according to the number of international students of each institute and issue the cards upon registration (excluding the students studying at the centralized teaching campus of UCAS). After the students fill in the personal information and attach a photo to it, the Student ID Cards shall be collected by the class and submitted to the student management department of the institutes. The Student ID Card shall be stamped to go into effect and mark the first semester's registration as well as the term of validity of the card.

第六条 学生证的生效与注册：

Article 6 Taking effect and re-registration:

(一) 新入学学生的学生证经加盖钢印、第一学期注册章并填注有效期后，即为生效。在学期间应每学期按规定时间办理注册手续，经加盖注册章的学生证方可继续生效。

(1) The Student ID card takes effect when stamped and marked with the first semester's registration as well as the term of validity of the card. For a registered student, it is necessary to re-register the Student ID Card every semester within a stipulated period. The Student ID Card renews its effect by re-registering.

(二) 在国科大集中教学校区学习的学生在新学期开学时，在规定时间内由本人持学生证到所在院系办理注册手续。院系在学生证的该学期注册栏内加盖注册章并填写注册日期。

(2) Students studying at the UCAS campus for the first year shall re-register the Student ID Card at their host schools at the beginning of every semester. The schools shall mark a registration stamp on the card and fill in the re-registration date.

(三) 在研究所学习的学生在新学期开学时，在规定时间内由本人持学生证到学籍所在研究所学生管理部门办理注册手续，学生管理部门在学生证的注册栏内加盖注册章并填写注册日期。

(3) Any Student studying at institutes shall re-register the Student ID Card at the student management departments of host institutes at the beginning of every semester. The office shall mark a registration stamp on the card and fill in the re-registration date.

(四) 学生未按时注册者，应办理暂缓注册手续。不符合注册条件的，不予注册。

(4) Any student who fails to re-register in time shall apply for postponement; any student who does not meet re-registration requirements will be denied.

(五) 学生证有效期按学制填写。超过学制年限未毕业的学生继续履行注册手续的，学生证继续生效。

(5) The term of validity of the Student ID Card shall conform to the schooling duration. If cardholders who do not graduate within the stipulated period continue to re-register the cards, the cards remain valid.

第七条 学生证的补发：

Article 7 Re-issuing of the Student ID Card:

(一) 学生如将学生证遗失，由本人填写《中国科学院大学补办学生证登记表》（以下简称“《补办登记表》”），到学生处或所在研究所学生管理部门办理挂失和补发事宜。对于遗失学生证，学生处或研究所学生管理部门进行公布挂失，为期一个月。挂失期间，《补办登记表》作为临时学生证明使用。挂失期满一个月后，学生本人持《补办登记表》办理补领手续，并交回《补办登记表》。

(1) If the Student ID Card is lost, the cardholder shall complete the **Application Form for Re-issuing the Student ID Card** and apply for a new card at the Student Affairs Office or the student management department of their institute. The Student Affairs Office or student management department of the institutes will publicize the loss for one month, during which the

Application Form serves as the temporary ID card. At the end of the month, the cardholder can submit the Application Form in exchange for a new ID card.

(二) 如果出现挂失时间不足一个月, 而学生因完成集中教学回研究所继续学习的, 由学生处将有关情况通知该生所在研究所学生管理部门, 待挂失期满一个月后, 由研究所学生管理部门办理补办手续。

(2) If within the one month mentioned above, the student has completed study at UCAS and started study at the institute, the Student Affairs Office shall notify the student management department of his/her host institute, which will be in charge of issuing the new card when the one month period ends.

(三) 学生在办理补领手续后又找到丢失学生证时, 应将找到的学生证交回学生处或研究所学生管理部门予以注销。

(3) ID cards publicized as lost and retrieved later shall be submitted to the Student Affairs Office or student management department of the student's institute for annulment.

第八条 学生证的换发:

Article 8 Renewal of the Student ID Card:

(一) 学生如将学生证损坏, 由学生本人填写《补办登记表》, 到学生处或所在研究所学生管理部门换发学生证。损坏的学生证需交回, 并由办理换发的单位销毁。

(1) In case of damage to the ID card, the cardholder shall complete the Application Form for Renewing the Student ID Card and apply for a new card at the Student Affairs Office or the student management department of their institutes. The damaged ID card shall be returned and destroyed.

(二) 学生变更研究所、院系的, 在转入单位换发学生证, 原学生证由换发单位销毁。

(2) Students changing institutes or schools must renew the Student ID Card at the new institute or school, and the new institute or school shall destroy the old card.

(三) 以硕博连读方式招收的博士生应在按博士生身份注册时换发学生证。

(3) Students enrolled in the master-doctoral program shall renew the Student ID Card when registering as a Ph.D. student.

第九条 略。

Article 9 Omitted.

第十条 学生在校期间一般只限发放或换发一次学生证。因学生个人原因补领或换发学生证，学生应缴纳相应工本费。

Article 10 Students can only apply once to re-issue a Student ID Card. The cardholder shall pay the cost of re-issuing or renewing the card for personal reasons.

第十一条 学生不得将学生证送人或转借他人使用，或一人使用两个学生证。违者根据学生管理相关规定处理。由于遗失学生证引起的后果由遗失人本人负责。

Article 11 Students must not give or lend the Student ID Card to others or hold more than one card simultaneously. The violators shall be dealt with in accordance with relevant regulations. The cardholder shall bear the consequences of losing his/her ID card.

第十二条 学生证如在校外场所抵押，责任自负。

Article 12 The cardholder shall be held accountable for mortgaging the Student ID Cards outside the campus.

第十三条 学生毕业或因转学、退学、开除学籍等原因离校时，应将学生证交回研究所学生管理部门或学生处注销。如确属遗失，经审查属实后按第七条规定进行挂失，学生证不再补发。

Article 13 The cardholder shall return the Student ID Card to the Student Affairs Office or student management department of the institutes for annulment when graduating or leaving school for reasons such as school transferring, withdrawal, and expulsion. For those that have lost their Student ID Card, the loss shall be publicized as stipulated by Article 7 of this policy, and no new card shall be re-issued.

第十四条 凡拾到他人学生证时，应立即送交学生处或研究所学生管理部门，谨防他人冒用；如发现此类情况，应立即报告学生处或研究所学生管理部门。

Article 14 When finding another student's Student ID Card, the finder must hand it to the institute's Student Affairs Office or student management department; using another student's Student ID Card shall be reported to the Student Affairs Office or student management department of the institute.

第十五条 本办法由学生处负责解释，自印发之日起施行，原《中国科学大学学生证管理办法》（校发学字〔2013〕89号）同时废止。

Article 15 Interpretation of these regulations resides with the Student Affairs Office. The regulations take effect from the date of issue. The previous version of regulations (XIAOFAXUEZI (2013) No. 89) is, as a result, abolished.

附表：中国科学院大学补办学生证登记表（可在国科大网站下载）

Appendix: The Application Form for Re-issuing the UCAS Student ID Card (downloadable from the UCAS website)

课 程 学 习

Course Study

中国科学院大学研究生课程学习管理规定

Administrative Regulations on Graduate Student Course Study of the University of Chinese Academy of Sciences

校发教字〔2020〕64号

XIAOFAJIAOZI (2020) No. 64

课程学习是研究生掌握本学科基础理论和专业知识的主要途径之一，是研究生培养的重要环节。为规范研究生课程学习，结合学校教学工作实际，特制定本规定。

Course study is one of the main ways for graduate students to master the basic theory and professional knowledge of each discipline, and it is an integral part of the schooling of graduate students. These Regulations are formulated according to the practical situation of the teaching at the University of Chinese Academy of Sciences to standardize the course study of graduate students.

第一章 总则

Chapter I General Provisions

第一条 本规定旨在规范中国科学院大学（以下简称“国科大”）在学研究生有关课程学分、选课、考核及成绩等课程学习过程中的相关事项。

1. The Regulations specify all relevant matters regarding graduate student course study at the University of Chinese Academy of Sciences (hereinafter referred to as UCAS), such as credit requirements, course selection, course assessment, and grades.

第二条 本规定中的“研究生”指按照国家招生计划录取的、在国科大正式注册攻读学位的研究生，包括硕士研究生（以下简称“硕士生”），硕博连读研究生（以下简称“硕博生”）、直博生和普通招考博士研究生（以下简称“普博生”），硕博生、直博生、普博生以下统称为“博士生”。

2. The ‘graduate student’ herein refers to the graduate students enrolled following the national admission plan and registered formally to study for degrees at UCAS, including Master's and Ph.D. students. Ph.D. students is a general term including master-doctoral continuous study students

(hereinafter referred to as Master-PhD students), bachelor to doctor continuous study students (hereinafter referred to as Bachelor-PhD students), and Ph.D. students enrolled through the regular entrance examination system (hereinafter referred to as regular Ph.D. students).

第三条 国科大研究生的培养贯穿于北京校区集中教学阶段和研究所的科研实践阶段。集中教学阶段为期一学年，一般包括秋季、春季和夏季学期。硕士生、硕博生和直博生须参加集中教学阶段的课程学习；普博生可以参加集中教学，也可在研究所或教育基地完成课程学习。

3. UCAS graduate education comprises the collective teaching phase at Beijing campuses and the research and practice phase at the institutes. The collective teaching phase lasts for one academic year, including autumn, spring, and summer semesters. Master students, Master-PhD students, and Bachelor-PhD students must complete the required course study during the collective teaching phase. Regular Ph.D. students may complete the required course study either at the collective teaching phase in Beijing campuses or at their institutes or education bases.

第二章 学分要求

Chapter II Credit Requirements

第四条 国科大研究生的培养实行学分制。研究生获得学位所需的学分由课程学习学分和必修环节学分两部分组成，二者不能相互替代。课程学习包括学位课和非学位课的学习；必修环节包括开题报告、中期考核、学术报告和社会实践等部分，由各研究所依据国科大研究生培养方案，结合学科特点、研究生工作量等因素核定学分和完成期限。

4. UCAS adopts the credit system for its graduate education. Graduate students must gain enough credits, including course study credits and compulsory study credits, to obtain an academic degree. The two parts are non-substitutional. Course study credits are obtained through taking degree courses and non-degree courses. Compulsory study credits are obtained through thesis opening reports, mid-term assessments, academic reports, and social practices. The institutes decide the assessment method and deadline for gaining compulsory study credits following the UCAS education plan for graduate students and other factors such as discipline characteristics and graduate student workload.

第五条 硕士生申请硕士学位时，须至少修满 35 学分，包括课程学习 30 学分和必修环节 5 学分。在课程学分中，学位课学分不低于 19 学分，其中，专业学位课不低于 12 学分，公共学位课 7 学分；非学位课中公共选修课不低于 2 学分。

5. To apply for a Master's degree, graduate students must obtain no less than 35 credits, including 30 credits for course study and five credits for compulsory study. For course study, the degree course credits should be no less than 19, seven for common degree courses, and no less than 12 for specialized degree courses. For non-degree courses, the credits for general elective courses should be no less than 2.

第六条 硕博生和直博生在申请博士学位时，须至少修满 43 学分，包括课程学习 38 学分和必修环节 5 学分。在课程学分中，学位课学分不低于 27 学分，其中，专业学位课不低于 16 学分，公共学位课 11 学分；非学位课中公共选修课不低于 2 学分。

6. When applying for a doctoral degree, Master-Ph.D. students and Bachelor-Ph.D. students must have obtained no less than 43 credits, including 38 credits for course study and five credits for compulsory study. For course study, the credits for degree courses should be no less than 27, among which no less than 16 credits for specialized degree courses and 11 credits for common degree courses. For non-degree courses, there should be no less than two credits for general elective courses.

第七条 在集中教学期间，硕士生课程学习总学分应不低于 25 学分，硕博生和直博生课程学习总学分应不低于 30 学分，各类研究生须修满公共类课程学分。在集中教学阶段尚未修满的课程学分，可在研究所的科研实践阶段，修满申请学位必需的课程学分。

7. In the collective teaching phase, Master students must obtain no less than 25 credits, and Master-Ph.D. students and Bachelor-Ph.D. students no less than 30 credits. All graduate students should obtain all the required credits for common courses. Suppose graduate students have not gained enough course credits during the collective teaching phase. In that case, they may obtain the required course study credits for degree application during their research and practice phase at the institutes.

第八条 参加集中教学的硕士生、硕博生和直博生，在秋季和春季学期中，每学期修读的课程总学分不少于 10 学分。在夏季学期（包括暑期学校）中修读课程总学分不少于 2 学分。

8. In the collective teaching phase, Master, Master-Ph.D. students, and Bachelor-Ph.D. students should obtain no less than ten credits for the autumn and spring semesters. In the summer semester, the total course credits shall be no less than two.

第九条 普博生在申请博士学位时，须至少修满 14 学分，包括课程学习 9 学分和必修环节 5 学分。在课程学分中，普博生须至少修读 2 门专业学位课且不少于 4 学分，公共学位课 5 学分。

9. When applying for a doctoral degree, regular Ph.D. students must have obtained no less than 14 credits, including nine credits for course study and five credits for compulsory study. For course study, there must be no less than four credits for at least two specialized degree courses and five credits for common degree courses.

第三章 选课要求

Chapter III Course Selection Requirements

第十条 研究生参加课程学习，必须办理注册选课手续，修完课程并考核合格，才能获得相应课程的学分。

10. Graduate students shall follow course selection and registration procedures to start course study. After completing course study and passing examinations, graduate students can obtain credits for the courses.

第十一条 研究生在选课时，须按照本学科培养方案的要求区分专业课程和公共课程、学位课程和非学位课程。研究生须在导师指导下选定每学期的课程。

11. When selecting courses, graduate students must differentiate specialized courses, common courses, degree courses, and non-degree courses in compliance with the education plan of each discipline. Graduate students shall select courses for each semester under the guidance of his/her supervisor.

第十二条 各类研究生均须修读公共学位课《学术道德与论文写作规范》。硕士生还须修读公共学位课《自然辩证法概论》《中国特色社会主义理论与实践研究》《硕士学位英语》（英语 A）；普博生还须修读公共学位课《中国马克思主义与当代》《博士学位英语》（英语 B）；硕博生和直博生须修读以上 6 门公共学位课。工程硕士研究生除修读硕士生的必修

公共学位课外，还须修读四门非学位课程，即《知识产权》《信息检索》《工程伦理》《专业英语》（英语C）。其它专业学位研究生按照培养方案要求修读课程。

12. All graduate students must take the Standards for Academic Ethics and Essay Writing as a common degree course. Master students must also take common degree courses, including An Introduction to the Dialectics of Nature, A Study on the Theory and Practice of Socialism with Chinese Characteristics, and English for Master Students (hereinafter referred to as English A). Regular Ph.D. students must take common degree courses, including Chinese Marxism and Contemporary China and English for Ph.D. Students (hereinafter referred to as English B). Master-PhD students and Bachelor-PhD students should take all six courses above. Master students in Engineering, in addition to taking the compulsory common degree courses for master students, should also take another four non-degree courses: Intellectual Property, Information Retrieval, Engineering Ethics, and Specialized English (hereinafter referred to as English C). Master students of other majors should take courses following the education plan of their discipline.

第十三条 研究生应根据本学科专业的课程设置和培养方案，参照《中国科学院大学教学日历》《中国科学院大学课程开设表》，在规定时间内通过选课系统选定需要修读的课程并明确是否作为学位课。

13. Graduate students shall select courses through the online Course Selection System within the stipulated time and confirm whether or not they are degree courses according to the course structure and education plan of relevant disciplines and majors, UCAS Teaching Calendar, and UCAS Course Setting Form.

第十四条 网络选课结束两周内，研究生本人须认真核实院系下载打印的《中国科学院大学研究生选课登记表》，经导师签字确认、研究所研究生教育主管部门复核盖章后，由院系审核汇总报教务部备案，作为研究生注册选课和成绩登录的原始依据。

14. Within two weeks after the online course selection, graduate students must check the UCAS Graduate Student Course Selection carefully and the Registration Form downloaded and printed out by relevant departments. The Form also requires the confirmation of student supervisors with their signatures. The Graduate Education Administration Office of the institutes shall re-examine and stamp a seal on the Form. Relevant departments should then collect the Form,

re-examine them, and submit them to the UCAS Academic Affairs Office. The Form will function as original evidence for graduate student course selection, registration, and grade records.

第十五条 研究生如在选课结束后有增、退选课程的需求，须由本人向教务部提交《中国科学院大学研究生选课变更申请表》。增选课程，须在该课程网络选课结束后两周内或开课两周内办理；退选课程，应在该课程学时完成一半（含一半）前办理。

15. A graduate student needing to add or cancel a course after the course selection period must submit the UCAS Course Alternation Application Form to the UCAS Academic Affairs Office. Course addition shall be applied within two weeks after the end of the online course selection period or within two weeks after the opening of a course. Course cancelation shall be applied before half of the class hours are completed.

第十六条 研究生如在培养过程中变更专业，须根据新专业的培养要求修读相关专业课程或变更已修读课程为学位课或非学位课。

16. A graduate student who needs to change their major must take relevant specialized courses or convert the courses that he or she has taken as degree or non-degree courses following the education plan of the new major.

第十七条 研究生如在集中教学阶段确有必要选修其他高校课程并计入课程总学分，须经研究生所在院系同意后向教务部提交《中国科学院大学外选课申请表》。每名研究生每学年至多外选 2 门专业类课程。

17. A graduate student who needs to take courses in another university and get the course credits counted into his or her total credits during the collective teaching phase must get the approval of his or her host department at UCAS, fill in the Non-UCAS Course Selection Application Form and submit the form to the UCAS Academic Affairs Office. Each graduate student can attend no more than two specialized courses in another university each academic year.

第十八条 研究生申请重修课程的，须在下一学年研究生正常选课结束后办理重修手续。

18. If a graduate student needs to retake a course, he or she should re-select the course after the end of the next academic year's regular graduate course selection period.

第四章 课程考核

Chapter IV Course Assessment

第十九条 研究生在完成选课、修读课程后，必须参加课程结课考核。

19. Graduate students must attend the course assessment after finishing course selection and course study.

第二十条 研究生课程考核成绩采用百分制、四级制（优秀、良好、及格和不及格）和二级制（通过、未通过）记录。其中，四级制中优秀、良好、及格和不及格分别对应百分制成绩中的 86-100 分、70-85 分、60-69 和 0-59 分。考核成绩低于 60 分、不及格和未通过统称为不合格成绩。

20. The grades for graduate course assessment should be recorded in the hundred-mark system, 4-level system (Outstanding, Good, Pass, or Fail), or 2-level system (Pass or Not Pass). The outstanding, Good, Pass, and Fail levels in the 4-level system correspond to the score levels of 86-100, 70-85, 60-69, and 0-59 in the hundred-mark system. A score below 60, Fail, or Not Pass, is defined as a Fail in the final grades.

第二十一条 研究生如因特殊原因不能参加期末考核，须事先向教务部提交《中国科学院大学缓考申请表》办理缓考。缓考成绩按正常考核成绩登录。研究生须在教务部批准缓考之日起两年内完成缓考，否则该课程成绩记为 0 分、不及格或未通过。

21. Graduate students who could not attend the final examination due to special reasons must apply for a delayed examination by filling in the UCAS Delayed Examination Application Form and submitting it to the Academic Affairs Office in advance. The grade for the delayed examination will be recorded the same way as the grade in the ordinary examination. The graduate student must attend the delayed examination within two years from the approval date of the application, or else the grade will be recorded as 0, fail, or not pass.

第二十二条 课程考核成绩不合格时，研究生可以申请补考一次或重修一次；无故不参加课程考核或在考核中违纪，该课程成绩记 0 分、不及格或未通过，且不得参加该课程的补考，但可重修一次该课程；补考或重修成绩在成绩单中予以标注。

22. Graduate students who failed a course may apply for a make-up examination or retake the course. Graduate students who miss a course examination for no reason or violate the discipline in a course examination will obtain a course grade of 0, fail, or not pass, and will not have the opportunity of attending a make-up examination. Nevertheless, he or she may still apply to retake the course. The grade for the make-up examination or the retaking of the course will be marked in the transcript.

第二十三条 补考一般应在下一学期开学后四周内完成。原则上，应由原主讲教师负责补考试卷命题，试题难易程度应与原试题保持一致，考核方式应与原考核方式一致。研究生通过课程补考后，成绩按“60分”、“及格”或“通过”登录。

23. The make-up examination should usually be scheduled within four weeks of the beginning of the upcoming semester. In principle, the original course instructor shall decide the examination content. The difficulty level shall be the same as the original examination. The examination form shall be the same as that of the initial examination. When a graduate student passes the makeup examination, the grade shall be recorded as “60” or “Pass.”

第二十四条 研究生因课程考核不合格或对课程学习成绩不满意申请重修课程时，经院系审批同意后，须向教务部提交《中国科学院大学课程重修申请表》，并参照《中国科学院大学关于接收旁听生的规定》的标准缴纳重修费，结课考核成绩按正常考核成绩登录。

24. A graduate student, when applying for course retaking for the reason that he or she fails the examination or is not satisfied with the original grade, must first get the permission of his or her department and then submit the UCAS Course Retaking Application Form to the UCAS Academic Affairs Office. According to the Regulations on Accepting Audit Students at UCAS, he or she will be charged a retaking fee, and the grade will be recorded the same way as the regular grade in the ordinary examination.

第二十五条 研究生应在规定时间内参加所修读课程的网络教学评估。研究生参加评估后，方可在选课系统查询相应课程的考核成绩；未参加评估，只可查询不合格成绩。

25. Graduate students should participate in the online teaching evaluation within a given time. Graduate students may check their grades in a particular course only after evaluating the course; otherwise, they could only check their grades of failed courses.

第二十六条 研究生如对所修课程的成绩有异议，可在成绩公布后10个工作日内向开课院系申请复查，同一门课程只可复查一次。由开课院系联系主讲教师对异议事项进行调查后，给出明确答复。

26. Graduate students who dissent from their grades in a course may apply to the hosting department of the course for a re-check within ten days from the grade releasing day. The hosting department should contact the course instructor, investigate the dissent, and respond clearly to the student. One student could only re-check once for each course.

第二十七条 硕士生如一学期有两门学位课程考核不合格，须重修不合格的学位课程。重修后仍有一门学位课不合格的，或修读年限内累计出现三门及以上学位课不合格的，须按照研究生管理的相关规定处理。

27. If a Master's student fails two degree courses within one semester, he or she must retake the courses. If the student fails one of the two retaken courses, or if one fails three or more than three degree courses within his or her study period, the student will be treated according to relevant student management regulations.

第二十八条 博士生如有一门学位课程考核不合格，须重修不合格的学位课程。重修后仍不合格的，或在修读年限内累计出现两门及以上学位课不合格的，须按照研究生管理的相关规定处理。

28. If a Ph.D. student fails a degree course, he or she should retake the course. If the student fails the examination after retaking the course, or if a Ph.D. student fails two or more degree courses within his or her study period, the student will be treated according to relevant student management regulations.

第二十九条 研究生须自觉遵守课程考核纪律，不准以任何方式作弊。违者按照研究生管理的相关规定处理。

29. Graduate students should consciously abide by the regulations for course examinations and should never cheat in any way. Those who violate the rules and regulations will be treated according to relevant student management regulations.

第五章 成绩认定

Chapter V Grade Accreditation

第三十条 研究生申请通过免修免考、免修考试获得博士学位英语（英语 B）成绩时，须满足以下条件：

30. A graduate student should fulfill the following requirements to apply to obtain the grade for the course of English for Ph.D. Students (English B) through course and exam exemption or course exemption exam:

（一）博士学位英语免修免考

(1) Course and Exam Exemption for English B

参加国科大统一命题的入学英语考试的普博生，如入学英语成绩大于或等于 70 分，可申请免修免考，通过审核后按实际入学成绩认定为博士学位英语成绩。此项申请只在入学年度的 9 月份办理。

Regular Ph.D. students who have attended the English exam in the unified enrollment test of UCAS and obtained a grade of or above 70 may apply for the exemption from the course and exam. After being approved, the student's grade in the English enrollment test will be recognized as his or her grade for English B. This application could only be processed in September in the enrollment year of the student.

(二) 博士学位英语免修考试

(2) Course Exemption Exam for English B

未参加博士学位英语课程学习的博士生或已经通过硕士学位英语的硕士生，可直接报名参加国科大组织的博士学位英语期末考试，通过后即可获得相应课程学分。每位研究生只有一次免修考试机会；未通过免修考试的，只能选择修读课程获得博士学位英语学分。

Ph.D. students who have not attended the English B courses or have passed the English A courses may register to attend the English B final examination organized by UCAS. If they pass the examination, they will obtain the credits for English B. Each student has one opportunity to attend the course exemption exam, and those who do not pass the exemption exam could only obtain the credits for English B by taking the course.

第三十一条 普博生只能在入学年度的 9 月份申请博士学位英语和博士政治成绩转换，且须同时满足下列条件，方可按实际成绩认定：

31. Regular Ph.D. students can only apply for grade transfer of English B and Politic Theory courses for Ph.D. students in September of their enrollment year. The grades can only be recognized when students meet the following requirements:

(一) 硕士就读于中国科学院系统内教学科研单位，毕业后又考取了中国科学院系统内单位的博士研究生；

(1) The students have been studying for a Master's degree in educational or research institutes in the system of the Chinese Academy of Sciences and then became a Ph.D. candidate in the institutes of the Chinese Academy of Sciences;

(二) 硕士期间在国科大集中教学阶段修读了博士学位英语和博士政治，且博士和硕士入学年度差在五年之内（含五年）；

(2) The students have taken the courses of English B and Politic Theory for Ph.D. students during their Master's study period in the collective teaching phase in UCAS, and the interval between the enrollment year for Master's and Ph.D. study is less than five years (including five years).

(三) 成绩转换后, 硕士期间学分仍符合硕士毕业要求。

(3) Those students' credits from the Master's period can still meet the requirements for graduation after grade transfer.

第三十二条 普博生只可在课程修读、免修免考、免修考试、成绩转换中选择一种方式获得博士学位英语学分。

32. Regular Ph.D. students could only choose one of the following ways to obtain English B credits: taking the course, exemption of course and exam, the exam for course exemption, or grade transfer.

第三十三条 研究生经批准选修其它高校课程, 须持外选课开课单位研究生教务部门开具的正式成绩单, 到教务部登录成绩。如外选课的成绩记录方式与国科大成绩记录方式不一致, 由院系根据外选课程特点, 参照所在学科相近课程的考核难易程度换算为国科大的成绩记录方式。

33. Graduate students who take courses in another university, upon approval, shall provide the academic transcript issued by the graduate student Academic Affairs Office of the university, which opens the course to the UCAS Academic Affairs Office for grade recording. Suppose the grade recording method for the non-UCAS course is different from that at UCAS. In that case, the relevant department shall refer to the non-UCAS course characteristics and difficulty level in similar courses of the same subject and convert the grade in the way UCAS records it.

第三十四条 研究生课程平均学分绩点 (GPA, Grade Point Average) 的计算方法为: $GPA = \text{所学课程学分绩点总和} \div \text{所学课程学分数总和}$; 一门课程的学分绩点 = 绩点数 \times 学分数, 考核成绩采取二级制记分的课程, 不计入 GPA 统计。研究生课程成绩等级与绩点换算关系表将另行发布。

34. The calculation formula for the GPA of graduate students is: $GPA = \text{the total grade points} \div \text{the total course credits}$; the grade points of one course = grade point \times credits. Courses that adopt 2 level system as grading methods should not be involved in the GPA calculation. The detailed form of converting graduate course grade level to grade points will be released in other documents.

第六章 附 则

Chapter VI Supplementary Provisions

第三十五条 本规定自印发之日起实施，由教务部负责解释。原《中国科学院大学研究生课程学习及学分要求暂行规定》（校发教字〔2015〕45号）同时废止。

35. These Regulations take effect on the date of issuance. The UCAS Academic Affairs Office is responsible for the interpretation of these Regulations. The original Provisional Regulations on Graduate Student Course Study and Credit Requirements at the University of Chinese Academy of Sciences (XIAOFAJIAOZI〔2015〕No. 45) are repealed simultaneously.

集中教学学生需要注意内容概述

Notice to Campus Concentrated Teaching Students

一、关于课程教学

1. Curriculum Teaching

1. 核心课选课要求:

1. Core course selection requirements:

要求每位学生在导师和培养单位的指导下,修读本学科或专业核心课门数 2-3 门;只开设 1 门核心课的学科或专业,修读全部的核心课;未开设核心课的学科或专业,按导师或培养单位的意见进行选课。

Under the guidance of his/her supervisor and institute, each student shall take 2-3 core courses in his/her discipline or major. The student must take this course for disciplines or majors that offer only one core course. For disciplines or majors that offer no core courses, the student should select courses after consultation with his/her supervisor or host institute.

2.增退选课程规定:

2. Adding or Canceling a Course:

选课结束两周内或开课两周内可增选课程;课程学时进行到一半以前可退选课程。

Within two weeks of the end of the course selection period or after the course opens, students can add new courses. Students can cancel a course in the first half of the course's credit hours.

3.研究生课程重修相关:

3. Retaking Courses:

以下两种情况可办理重修手续:

A graduate student can retake courses under the following circumstances:

(1) 研究生因课程考核成绩低于 60 分、不及格或未通过而申请重修时;

(1) a graduate student can apply to retake a course if she/he fails or does not pass the course or if his/her score is below 60;

(2) 研究生或导师对课程学习成绩不满意,经院系同意后,可申请取消该课程的成绩,但必须重新修读该课程且只可重修一次;

(2) if a graduate student or his/her supervisor is not satisfied with the test results, the student can apply for cancelation of the relevant test result with the approval of the host institute or department. The student can retake the course once only.

本人须向教务部填报《中国科学院大学课程重修申请表》，并按《中国科学院大学关于接收旁听生的规定》收费，期末考核成绩按正常考核成绩登录。

The student shall complete the UCAS Course Retaking Application Form and pay for the course according to the Regulations on Accepting Audit Students at UCAS. Test results shall be recorded according to standard procedure.

4. 研究生学位课不及格情况：

4. Degree Course Failure:

硕士生、硕博生若在同一学期内出现两门学位课程考试不及格，普博生和直博生在学位课考试中有一门课程不及格，此两种情况不适用补考或重修，须按照学生管理的相关规定处理。

Any master's student and students in the MS-Ph.D. program failing two degree courses in one semester, or regular Ph.D. program students and Bachelor-doctoral program students failing one degree course, are not eligible for make-up exams or to retake the course. They will be subject to relevant student management rules.

以上详细内容参看《中国科学院大学研究生课程学习及学分要求暂行规定》及教务部发放的《中国科学院大学 2015-2016 学年秋季学期研究生课程网络选课说明》。

For details, please refer to Provisional Regulations on Graduate Student Course Study and Credit Requirements at the University of Chinese Academy of Sciences and Academic Affairs Office's UCAS 2015-2016 Autumn Semester Online Course Selection Instruction.

二、关于学籍管理

2. Student Status Management

硕士生一学期有两门学位课程考试不及格，或有一门学位课程考试不及格经补考后仍不及格的；博士生有一门学位课程考试不及格的学生，应予退学。详细内容参看《中国科学院大学学生管理规定》。

Any master's student failing two degree courses in one semester or one degree course after a make-up exam or Ph.D. student failing one degree course in one semester shall terminate their

study at UCAS. Please refer to the Regulations on Student Management of the University of Chinese Academy of Sciences for detailed rules.

三、关于请销假制度

3. Leave of Absence

研究生因故离校或研究所的，需按规定请假，并办理请假手续，填报请假单，经批准后方可生效。未请假或请假未经批准离开学校、研究所，以及请假期满而未续假或续假未批准而逾期不返校的，视为无故旷学，按学生纪律处分相关规定处理。无故旷学不足 5 个工作日的，给予通报批评直至严重警告处分；无故旷学达 5 至 10 个工作日的，给予记过以上处分；超过 10 个工作日的，按照作退学处理。详细内容参看《中国科学院大学学生管理规定》、《中国科学院大学学生请假销假管理办法》、《中国科学院大学学生纪律处分实施办法》。

Any graduate student wishing to leave school or institute on their account has to complete application forms according to relevant rules and may leave only after approval. Leaving the campus or institute without application or approval or extending their leave without application or approval shall be regarded as an unauthorized leave of absence. The student shall be subject to relevant disciplinary actions. If the extension is within five days, punishments, including the circulation of a notice of admonishment and up to a severe warning, shall be adopted; if the extension is between 5 to 10 days, a demerit record shall be adopted; if the extension is beyond ten days, the student shall be expelled. For detailed rules, please refer to Regulations on Student Management of the University of Chinese Academy of Sciences, Regulations on Student Leave of Absence at the University of Chinese Academy of Sciences, and Implementation Measures of Student Disciplinary Regulations of the University of Chinese Academy of Sciences.

四、研究生在参加国家、地方政府及其授权机构组织的全国性或区域性考试，其他各级各类教育考试，以及国科大或研究所组织的考试中须遵守考试纪律，在考试中违规的，学校将依据《中国科学院大学学生纪律处分实施办法》之规定予以相应的纪律处分。详细内容参看《中国科学院大学考场纪律》、《中国科学院大学学生纪律处分实施办法》。

4. Any graduate students who violate rules in national or regional examinations administered by the state, local government, and its authorized institutions, other examinations of various types and at all levels, and examinations administered by UCAS and research institutes shall be punished according to the Implementation Measures of Student Disciplinary Regulations of University of Chinese Academy of Sciences. For detailed rules, please refer to the Examination Policy of the

University of Chinese Academy of Sciences and Implementation Measures of Student Disciplinary Regulations of the University of Chinese Academy of Sciences.

五、研究生应遵守学生宿舍管理规定，如有擅自留宿非本宿舍成员、擅自调换宿舍、扰乱宿舍秩序、宿舍内使用违章电器等违反宿舍管理规定的行为的，学校将依据《中国科学院大学学生纪律处分实施办法》之规定予以相应的纪律处分。详细内容参看《中国科学院大学学生公寓管理规定》、《中国科学院大学学生纪律处分实施办法》。

5. Graduate students shall abide by dormitory management regulations. The student will be subject to disciplinary actions as promulgated in Regulations on Management of Student Residence Halls of the University of Chinese Academy of Sciences if she/he: accommodates non-dormitory member in the dormitory overnight; switches dormitories without university approval; disrupts dormitory order; uses prohibited electric appliances, etc. For detailed rules, please refer to Management of Student Residence Halls of the University of Chinese Academy of Sciences and Implementation Measures of Student Disciplinary Regulations of the University of Chinese Academy of Sciences.

中国科学院大学考场纪律

Examination Policy of the University of Chinese Academy of Sciences

校发教字〔2015〕90号

XIAOFAJIAOZI (2015) No. 90

一、学生应自觉遵守考场纪律，服从监考人员的管理。在指定的时间和考场内进行的课堂考试，考试的开始和结束时间以监考人员宣布的时间为准。

1. Students must abide by the examination policy and follow the proctor's instructions. Students shall take the examination at the assigned time and in the assigned testing room. The proctor will announce the start and finish times of the examination.

二、考生应提前 10 分钟进入考场；考试开始 30 分钟后，迟到者不准进入考场。学生应试时，必须携带学生证或其他有效身份证件；入场就座后，将有效证件置于课桌左上角，以备随时查对。

2. Students shall arrive at the testing room ten minutes before the start time. Students who arrive more than 30 minutes after the start time shall be denied entrance. Students must present their student ID cards or other ID documents upon arrival. When seated, they should put their ID documents at the top left corner of the desk for the proctors to check.

三、考生须将携带进入考场的无关物品存放在指定位置。考试过程中，考生不得使用手机、智能手表等具有通讯功能的设备。

3. Students must put their bags in the designated area. Mobile phones must be switched off. Other communication gadgets are prohibited from use.

四、参加课堂闭卷考试的考生，只可使用规定的文具。

4. Students attending closed-book exams can only use permitted stationery.

五、课堂开卷考试需要将笔记本电脑、掌上电脑、计算器等设备带入考场时，必须考前获得主讲教师的许可，但不得使用通讯功能。

5. Students who attend open-book exams can carry laptops, PDAs, calculators, and other equipment to the testing room on the condition that they have received prior approval from their course instructor and that the communication functions of said equipment are offline.

六、参加开卷考试的考生，可以携带教师指定的材料，独立完成考试，不能相互讨论，不能交换材料。

6. Students who attend open-book exams can bring materials designated by the course instructor to the testing room. They must finish their exams independently. Discussion and material sharing are prohibited.

七、考试过程中，考生不得中途离场。如有特殊情况，需举手示意，经监考人员准许，试卷、答卷、证件等与考试有关的物品全部留在考位上，方可离场，离开考场的时间不予顺延。

7. Students must remain seated during the exam. If a student has to leave the testing room for some reason, he/she must raise his/her hand and ask for the proctor's approval. His/her test paper, answer sheet, ID card, and other test-related material must be left on the desk. Exam time shall not be extended for the said student.

八、在考试时考生如遇突发情况，不能坚持考试，可在征得监考人员同意后退离考场，事后可凭有效证明，申请缓考。

8. If a student cannot sit through the exam due to an emergency, the student can leave after receiving the proctor's approval. With valid proof, the student can apply for a make-up exam.

九、提前交卷的学生，须举手示意，经监考人员允许后方可离场；考试终止前 10 分钟，停止交卷。考试终止后，监考人员回收和清点考卷，考生须在原考位，保持肃静，待监考人员宣布考试结束，方可退场。

9. For early submission of the answer sheet, the student must raise his/her hand and ask for the proctor's approval before leaving. Students are not allowed to submit exams within the last 10 minutes of the examination period. After the exam is finished, the proctors shall collect and count the test papers, during which time the students must remain seated and keep silent until the proctor announces the end of the exam.

十、参加课堂考试的考生，不得以任何理由左顾右盼、交头接耳、夹带、抄袭或偷看他人答卷，有违反者按考试作弊行为处理，其考试成绩按零分处理；不得以任何理由扰乱考场秩序、影响他人考试，有违反者按考试违规行为处理，视考生违纪情节，监考人员可决定是否取消其考试资格。

10. During the exam, students must not talk, bring unauthorized notes, peep at, or copy other students' answers. Any violation shall be considered cheating, and the test shall be given a zero.

Students shall not disrupt the order of the testing room or interfere with other students. Any violation shall be deemed as breaking the policy. The proctor may disqualify the violator from the exam depending on the seriousness of the specific case.

十一、本考场纪律适用于中国科学院大学在读研究生和本科生参加的各类考试。由教务部负责解释，自印发之日起施行。原《中国科学院大学考场纪律》（校发教字〔2014〕70号）同时废止。

11. This policy applies to all exams that UCAS graduate students and undergraduates attend. Interpretation of this policy resides in the Academic Affairs Department. This policy takes effect on the date of issuance. The previous version of the Examination Policy of the University of Chinese Academy of Sciences (XIAOFAJIAOZI [2015] No.70) is subsequently abolished.

关于国际学院汉语课免修规定

Chinese Course Exemption Policy of International College

一、申请免修的课程范围：国际学院为留学生开设的汉语课及文化课。

1. Applicable Courses for Exemption: International College offers international students Chinese language and culture courses.

课程名	课时	学分
初级汉语读写	128	2
初级汉语听说	128	2
中国概况	48	2
Course	Hours	Credits
Elementary Chinese Reading and Writing	128	2
Elementary Chinese Listening and Speaking	128	2
Introduction to China	48	2

二、满足以下条件之一可免修：

2. Students meeting one or more of the following conditions can apply for exemption:

(1) 入学时已通过国家汉语水平考试（HSK）3 级及以上；

(1) Having passed the HSK 3rd Grade before admission to UCAS;

(2) 入学时参加汉语免修测试卷考试成绩通过；

(2) Having passed the UCAS Chinese Course Exemption Test upon entrance;

(3) 在中国高等院校使用汉语学习，获得本科以上相应学位。

(3) Having obtained a bachelor's degree or above at a higher institute in China with Chinese as the teaching language.

三、免修的课程不记考试分数，记“免修”，并获得相应课程学分。

3. Students shall not be graded for exempted courses (marked 'exempted course') but shall obtain the credits accordingly.

四、免修规定从 2015-2016 秋季学期开始实施。

4. This policy takes effect from the fall semester of 2015.

国际学院

International College

2014 年 12 月 8 日

December 8, 2014

学 位 授 予

Degree Conferment

中国科学院大学学位授予工作细则

Regulations of the University of Chinese Academy of Sciences on Academic Degree Conferment

校发学位字〔2022〕121号

XIAOFAXUEWEIZI (2022) No. 121

第一章 总则

Chapter I General Provisions

第一条 根据《中华人民共和国学位条例》《中华人民共和国学位条例暂行实施办法》等国家相关文件，以及《中国科学院大学学位评定委员会组织条例》，结合我校的实际情况，制定本工作细则。

Article 1 The detailed regulations are formulated based on relevant national documents such as Regulations of the People's Republic of China on Academic Degrees and Provisional Measures for the Implementation of the Regulations of the People's Republic of China on Academic Degrees and also Organizational Regulations of University of Chinese Academy of Sciences on Academic Degree Evaluation Committees with due consideration of practical situations of the university.

第二条 依据国务院学位委员会和教育部授权，中国科学院大学（以下简称“国科大”）按学科门类或专业学位类别以及专业，向符合条件的学位申请人授予学士、硕士、博士三级学位。

Article 2 Authorized by the Academic Degrees Committee of the State Council and the Ministry of Education, University of Chinese Academy of Sciences (hereinafter referred to as UCAS) confers Bachelor's, Master's, and Doctoral degrees to qualified degree candidates in the disciplines and majors concerned.

第三条 本细则适用于国科大按照国家招生计划录取的、在国科大校部各院系攻读学士学位的本科生和在中国科学院所属各研究院、所、台、站、中心以及在国科大校部各院系等

单位（以下简称“培养单位”）攻读硕士、博士学位研究生（以下简称“硕士生、博士生”）的学位授予，以及具有研究生毕业同等学力人员申请硕士、博士学位的学位授予工作。

Article 3 These regulations apply to the conferment of degrees to undergraduate students pursuing a bachelor's degree at UCAS and postgraduate students pursuing a master's degree and doctoral degree (hereinafter referred to as master's students and doctoral students) at the Chinese Academy of Sciences (CAS)-affiliated research academies, institutes, observatories, stations and centers and UCAS schools/departments (hereinafter referred to as host institutes) who are admitted to UCAS according to state regulations as well as the conferment of master's and doctoral degrees to persons with qualifications equivalent to postgraduates on graduation.

第四条 凡拥护《中华人民共和国宪法》，拥护社会主义制度，遵守法律、法规，具有爱国主义精神、社会责任感，具有良好的科学道德和科学精神，并具有规定的学术水平的学位申请人，可按本细则的有关规定，向国科大申请相应的学位。

Article 4 Any degree applicant who supports the Constitution of the People's Republic of China, supports the socialist system, abides by laws and regulations, cherishes patriotism, social responsibility, scientific ethics and spirit, and reaches the required academic level may apply to UCAS for the corresponding degree following relevant articles of the Regulations.

第五条 国科大及各培养单位在受理学位申请人提出的学位申请后，学位申请人不得同时向其他学位授予单位申请相同学位。参与经审批并在国科大有关部门备案的我校与境外大学联合培养项目的学生，按照联合培养协议内容进行相应申请。

Article 5 After their applications for degree conferral are accepted by UCAS and their respective CAS institutes, degree candidates shall not apply for conferment of the same degree from other degree-granting institutes. Students of joint training programs between UCAS and overseas universities that have been approved and filed by the relevant UCAS departments shall apply for their degrees according to the relevant articles in the joint training agreement.

第六条 培养单位学位评定委员会应组织专人对学位申请人的思想政治表现进行审核，并提出具体审核意见。

Article 6 The degree evaluation committee of the host institutes shall organize special personnel to review the ideological and political performance of the degree applicant and provide specific review opinions.

第七条 学位申请人提出学位论文答辩申请前，应取得的科研成果（如发表论文、专利、专著、经评定的其他科研成果等）的要求，由学科群学位评定分委员会确定。培养单位学位评定委员会根据学科群学位评定分委员会的要求，结合本单位的实际情况做出具体规定，并报国科大学位办公室备案。

Article 7 The requirements for the research achievements (such as published papers, patents, monographs, and other achievements recognized through assessment) that should be obtained before a degree applicant applies for the defense of their degree thesis/dissertation shall be determined by the discipline cluster-based academic degree evaluation subcommittees. The degree evaluation committee of the host institutes shall make specific provisions according to the requirements of the discipline cluster-based academic degree evaluation subcommittees and the actual situation of the institute and report to UCAS Academic Degrees Office for recordkeeping.

第八条 凡申请国科大学位的学生，其申请学位的有效科研成果（专利及奖项除外）必须署名“中国科学院大学”（英文名称：University of Chinese Academy of Sciences），否则不受理其学位申请。署名标注顺序由其导师决定。专利、奖项及2017年2月23日之前已获得的科研成果在学生申请学位时由各培养单位学位评定委员会进行认定。

Article 8 All students who apply for a degree from UCAS shall have the "University of Chinese Academy of Sciences" signed on the effective research achievements (excluding patents and awards) for the applied degree; otherwise, their degree application will not be accepted. The supervisor shall determine the order of significance. Patents, awards, and research achievements obtained before February 23, 2017, shall be assessed by each host institute's degree evaluation committee when applied for degrees.

第二章 学士学位

Chapter II The Bachelor's Degree

第九条 学士学位申请人，在校期间完成培养方案的各项要求，经审核准予毕业，达到下述学术水平者，可申请学士学位：

Article 9 An applicant with a Bachelor's degree who has completed all the training program requirements during the study period is approved to graduate after assessment. Those who reach the following academic levels can apply for a bachelor's degree:

（一）较好地掌握本学科的基础理论、专门知识和基本技能；

(1) Having mastered the basic theory, specialized knowledge, and basic skills of the discipline;

(二) 具有从事科学研究工作或担负专门技术工作的初步能力。

(2) Having the initial ability to engage in scientific research or undertake special technical work.

第十条 本科毕业生申请学士学位的资格审查，由各相关学院和本科部负责。各相关学院负责审查其课程学习成绩，本科部复核培养方案完成情况，审定毕业鉴定材料，确定拟授予学士学位人员名单，提交相关学科群学位评定分委员会审议，经校学位评定委员会审核通过者，授予学士学位。

Article 10 The qualification examination of undergraduate graduates applying for bachelor's degrees is the responsibility of the relevant UCAS schools/colleges and the Undergraduate Education Department. The schools/colleges shall review applicants' course scores and academic performance. The Undergraduate Education Department shall review the completion of the training program, inspect the graduation appraisal materials, determines the list of bachelor's degree receivers, and submits it to the discipline cluster-based academic degree evaluation subcommittees for review. Those who pass the review of the degree evaluation committee of the University will be conferred the Bachelor's degree.

第三章 硕士学位

Chapter III The Master's Degree

第十一条 硕士学位申请人必须完成本学科专业硕士研究生培养方案所规定的课程学习、必修环节和学位论文答辩，成绩合格，达到下述学术水平者，可申请硕士学位：

Article 11 The master's degree shall be conferred on postgraduates who have passed examinations in the required courses, compulsory modules, and the thesis defense and have lived up to the following academic standards:

(一) 在本门学科上掌握坚实的基础理论和系统的专门知识、先进技术方法和手段；

A. Having a firm grasp of fundamental theories, systematic and specialized knowledge, and advanced techniques and skills in the discipline concerned; and

(二) 具有从事科学研究工作或独立担负专门技术工作的能力。

B. Having the ability to undertake scientific research or to engage in special technical work independently.

第十二条 硕士学位的课程学习要求:

Article 12 Course requirements for master's degree

(一) 马克思主义理论课: 要求掌握马克思主义的基本理论;

A. A course in Marxist theory: it is required to understand the basic theory of Marxism;

(二) 基础理论课和专业课: 要求掌握坚实的基础理论和系统的专门知识;

B. Courses in fundamental theories and specialized courses: it is required to master solid fundamental theories and systematic expertise in relevant areas;

(三) 外国语: 一门, 要求能够比较熟练地阅读本专业的外文资料, 并具有一般水平的听说和写作能力。

C. Foreign languages: learning one foreign language is required. Students shall be able to read materials of their major in a foreign language proficiently and have listening, speaking, and writing skills of a general level.

第十三条 硕士学位论文答辩申请:

Article 13 Application for the defense of a Master's theses:

(一) 符合上述资格要求的硕士学位申请人, 可以在规定的时间内向培养单位学位评定委员会提出学位论文答辩申请, 并同时提交下列材料:

A. Master's degree candidates who meet the aforementioned eligibility requirements may submit applications for thesis defense to their respective host institute-based academic degree evaluation committees with the following documents:

1. 学位论文答辩申请书;

1. An application form for thesis defense;

2. 符合《中国科学院大学研究生学位论文撰写规范指导意见》或相关学科群学位评定分委员会制定的学位论文撰写具体要求的学位论文, 提交份数由培养单位确定, 应附电子版;

2. A dissertation that meets the requirements in the Regulations of the University of Chinese Academy of Sciences on Writing Postgraduate Degree Dissertations. The e-version of Master's theses and Doctoral dissertations shall be submitted simultaneously. Their host institutes shall determine the required number of submitted copies.

3. 已正式发表的学术论文抽印本、接受发表（有导师签字认可的正式录用函）的学术论文复印件或已取得的其他相关学术成果证明材料；

3. A copy of officially published academic papers, copies of accepted (with an official letter of acceptance) academic papers, or proof of other academic achievements.

4. 学位论文中文和英文摘要。

4. A detailed abstract of the thesis in both Chinese and English.

（二）培养单位学位评定委员会负责对学位申请人进行资格审查。

B. The host institute's academic degree evaluation committees shall examine and verify the qualifications of degree candidates.

第十四条 硕士学位论文评阅

Article 14 Evaluation of master's theses

（一）申请硕士学位的学位论文原则上实行盲审，可盲审与常规评阅等其他评阅方式相结合，具体方式由培养单位确定并统一组织实施，学位论文评阅人的组成由培养单位学位评定委员会批准。学位申请人的导师不能作为评阅人。评阅人应对学位论文写出详细的学术评语，并对可否组织论文答辩提出明确的意见，供论文答辩委员会参考。

A. In principle, the thesis for a master's degree is subject to blind review, which can be combined with other review methods, such as a regular review. The specific methods shall be determined by the host institute and uniformly organized and implemented. The degree evaluation committee approves the composition of the reviewers of the thesis of the host institute. The reviewer shall write detailed academic comments on the thesis and provide explicit opinions for the reference of the dissertation defense committee on whether the defense can be organized. The supervisor of the degree applicant cannot be the reviewer.

（二）硕士学位论文应聘请至少两位同行专家评阅，评阅人应为具有高级（或相当）专业技术职务的专家或具有硕士生指导教师资格的专家。其中，同等学力硕士学位论文应聘请至少三位同行专家评阅，且应包含非本单位和申请人所在单位的专家；硕士专业学位论文评阅人中应包含来自行业、企业的专家。

B. The Master's thesis shall be reviewed by at least two peer experts, who shall be experts with senior (or equivalent) professional and technical positions or experts with supervisor qualifications for master's students. At least three peer experts shall be invited to review the Master's degree thesis of students of qualifications equivalent to postgraduates on graduation, and

at least three experts of no affiliation with the host institute and the institute the applicant works with shall be included; The reviewers of master's specialty degree theses should include experts from relevant industries and enterprises.

(三) 学位论文评阅过程中, 如有一位评阅人不同意答辩, 培养单位学位评定委员会应再增聘两位评阅人进行评阅。累计有两位及以上评阅人不同意答辩者, 不予进入答辩环节, 本次学位申请无效。

C. If one reviewer disapproves of the defense during the review of the thesis, the academic degree evaluation committee of the host institute shall hire two more reviewers to proceed with the work. If two or more reviewers disapprove of the defense of a thesis, the relevant degree applicant shall not defend their thesis, invalidating their degree application.

第十五条 硕士学位论文答辩

Article 15 Defense of Master's theses

学位论文答辩委员会的组成由培养单位学位评定委员会审核批准。本细则施行后组织的答辩, 答辩人的导师不可作为答辩委员会成员。

The composition of the thesis defense committee shall be examined and approved by the degree evaluation committee of the host institute. For the defense organized after implementing these rules, the thesis-defending student's supervisor shall not be a member of the defense committee.

硕士学位论文答辩委员会应由至少三位同行专家组成, 答辩委员会成员应为具有高级(或相当)专业技术职务的专家或具有硕士生指导教师资格的专家, 成员一般应包含本单位专家及外单位专家。其中, 同等学力硕士学位论文答辩委员会应由至少五位同行专家组成, 且应包含非本单位和申请人所在单位的专家; 硕士专业学位应包含来自行业、企业的专家。

The defense committee for master's theses shall be composed of at least three peer experts. The defense committee members shall be experts with senior (or equivalent) professional and technical positions or experts with supervisor qualifications for Master's students. Generally, the members shall include experts from the host institute and other institutes. Among them, the defense committee for master's degree thesis of students with qualifications equivalent to postgraduates on graduation shall be composed of at least five peer experts, including experts from outside the host institute and outside the applicant's institute; the defense committee of master's specialty degree theses shall include experts from relevant industries and enterprises.

硕士学位论文答辩未通过，经答辩委员会成员过半数同意，可做出半年后至一年内修改论文、重新答辩一次的决议。若答辩委员会未做出修改论文重新举行答辩的决议，或申请人逾期未完成论文修改，或重新答辩仍不合格者，一般不再受理其学位申请。

Suppose an applicant fails in defense of their Master's thesis, with the consent of more than half of the defense committee members. In that case, a resolution can be made to allow the applicant to revise the thesis and defend it again within half a year to one year. Suppose the defense committee has not made a resolution regarding thesis revision and defense reorganization, or the applicant has not completed revising the thesis within the time limit or is still unqualified for the new defense. In that case, his degree application shall no longer be accepted.

第四章 博士学位

Chapter IV The Doctoral Degree

第十六条 博士学位申请人必须完成本学科专业博士研究生培养方案所规定的课程学习、必修环节和学位论文答辩，成绩合格，达到下述学术水平者，可申请博士学位：

Article 16 A doctoral degree shall be conferred on postgraduates who have passed examinations in the required courses, compulsory modules, and the dissertation defense and have lived up to the following academic standards:

(一) 在本门学科上掌握坚实宽广的基础理论和系统深入的专门知识；

A. Mastery of firm and broad fundamental theories and systematic and profound expertise;

(二) 具有独立从事科学研究工作的能力；

B. Ability to conduct scientific research independently;

(三) 在科学或专门技术上做出创造性的成果。

C. Accomplishing creatively in science or specialized technology.

第十七条 博士学位的课程学习要求：

(一) 马克思主义理论课：要求较好地掌握马克思主义的基本理论；

A. A course in Marxist theory: it is required to master the basic theory of Marxism;

(二) 基础理论课和专业课：要求掌握坚实宽广的基础理论和系统深入的专门知识；

B. Courses in fundamental theories and specialized courses: it is required to master solid and broad fundamental theories and systematic and profound expertise in relevant areas;

(三) 外国语：应至少掌握一门，第一外国语要求能够熟练地阅读本专业的外文资料，并具有一定的听说和写作能力。

C. Foreign languages: ability to use at least one foreign language is required. Students shall be able to read the materials of their major in their first foreign language proficiently and have a certain level of listening, speaking, and writing skills.

第十八条 博士学位论文答辩申请：

Article 13 Application for the defense of doctoral dissertations:

(一) 符合上述资格要求的博士学位申请人，可以在规定的时间内向培养单位学位评定委员会提出学位论文答辩申请，并同时提交下列材料：

A. Doctoral degree candidates who meet the aforementioned eligibility requirements may submit applications for dissertation defense to their respective host institute-based academic degree evaluation committees with the following documents:

1. 学位论文答辩申请书；

1. An application form for dissertation defense;

2. 符合《中国科学院大学研究生学位论文撰写规范指导意见》或相关学科群学位评定分委员会制定的学位论文撰写具体要求的学位论文，提交份数由培养单位确定，应附电子版；

2. A dissertation that meets the requirements in the Regulations of the University of Chinese Academy of Sciences on Writing Postgraduate Degree Dissertations. The e-version of master's theses and doctoral dissertations shall be submitted simultaneously. Their host institutes shall determine the required number of submitted copies.

3. 已正式发表的学术论文抽印本、接受发表（有导师签字认可的正式录用函）的学术论文复印件或已取得的其他相关学术成果证明材料；

3. A copy of officially published academic papers, copies of accepted (with an official letter of acceptance) academic papers, or proof of other academic achievements.

4. 学位论文中文和英文摘要。

4. A detailed abstract of the dissertation in both Chinese and English.

(二) 培养单位学位评定委员会负责对学位申请人进行资格审查。

B. The host institute's academic degree evaluation committees shall examine and verify the qualifications of degree candidates.

第十九条 博士学位论文评阅

Article 19 Evaluation of doctoral dissertations

(一) 申请博士学位的学位论文原则上实行盲审，可盲审与常规评阅等其他评阅方式相结合，具体方式由培养单位确定并统一组织实施，学位论文评阅人的组成由培养单位学位评定委员会批准。学位申请人的导师不能作为评阅人。评阅人应对学位论文写出详细的学术评语，并对可否组织论文答辩提出明确的意见，供论文答辩委员会参考。

A. In principle, the dissertation for a doctoral degree is subject to blind review, which can be combined with other review methods, such as a regular review. The specific methods shall be determined by the host institute and uniformly organized and implemented. The academic degree evaluation committee approves the composition of the reviewers of the thesis of the host institute. The reviewer shall write detailed academic comments on the thesis and provide explicit opinions for the reference of the dissertation defense committee on whether the defense can be organized. The supervisor of the degree applicant cannot be the reviewer.

(二) 博士学位论文应聘请至少三位同行专家评阅，评阅人应为具有正高级（或相当）专业技术职务的专家或具有博士生导师资格的专家，成员中应包含外单位专家。其中，同等学力博士学位论文应聘请至少五位同行专家作为论文评阅人，且应包含至少三位非本单位和申请人所在单位的专家；博士专业学位论文评阅人中应包含来自行业、企业的专家。

B. The doctoral dissertation shall be reviewed by at least three peer experts, who shall be experts with senior (or equivalent) professional and technical positions or experts with supervisor qualifications for doctoral students. At least five peer experts shall be invited to review the doctoral dissertation of students of qualifications equivalent to postgraduates on graduation, and at least three experts of no affiliation with the host institute and the institute the applicant works with shall be included; The reviewers of doctoral specialty degree dissertations should include experts from relevant industries and enterprises.

(三) 学位论文评阅过程中，如有一位评阅人不同意答辩，培养单位学位评定委员会应再增聘两位评阅人进行评阅。累计有两位及以上评阅人不同意答辩者，不予进入答辩环节，本次学位申请无效。

C. If one reviewer disapproves of the defense during the review of the dissertation, the academic degree evaluation committee of the host institute shall hire two more reviewers to proceed with the work. If two or more reviewers disapprove of the defense of a dissertation, the relevant degree applicant shall not defend their thesis, invalidating their degree application.

第二十条 博士学位论文答辩

Article 20 Defense of doctoral dissertation

学位论文答辩委员会的组成由培养单位学位评定委员会审核批准。本细则施行后组织的答辩，答辩人的导师不可作为答辩委员会成员。

The composition of the dissertation defense committee shall be examined and approved by the degree evaluation committee of the host institute. For the defense organized after implementing these rules, the dissertation defending student's supervisor shall not be a member of the defense committee.

博士学位论文答辩委员会应由至少五位同行专家组成，答辩委员会成员应为具有正高级（或相当）专业技术职务的专家或具有博士生导师资格的同行专家，答辩委员会主席应具有博士生导师资格，成员中博士生导师一般不少于三分之二，并应包含本单位专家及至少两位外单位的专家。其中，同等学力博士学位论文答辩委员会应由至少七位同行专家组成，且应包含至少两位非本单位和申请人所在单位的专家；博士专业学位应包含至少两位来自行业、企业的专家。

The defense committee for doctoral dissertations of students with qualifications equivalent to postgraduates on graduation shall be composed of at least seven peer experts, including at least two experts from outside the host institute and outside the applicant's institute; the defense committee of dissertations for a doctoral specialty degree shall include at least two experts from relevant industries and enterprises. The defense committee for doctoral dissertations shall comprise at least five peer experts. The defense committee members shall be experts with senior (or equivalent) professional and technical positions or experts with supervisor qualifications for doctoral students. The chair of the committee shall have the qualifications to supervise doctoral students. No less than two-thirds of the committee members shall be doctoral supervisors. Generally, the members shall include experts from the host institute and at least two experts from other institutes.

博士学位论文答辩未通过，经答辩委员会成员过半数同意，可做出半年后至两年内修改论文、重新答辩一次的决议。若答辩委员会未做出修改论文重新举行答辩的决议，或申请人逾期未完成论文修改，或重新答辩仍不合格者，一般不再受理其学位申请。

Suppose an applicant fails to defend their doctoral dissertation with the consent of more than half of the defense committee members. In that case, a resolution can be made to allow the applicant to revise the dissertation and defend it again within half a year to two years. Suppose the

defense committee has not made a resolution regarding dissertation revision and defense reorganization, or the applicant has not completed revising the dissertation within the time limit or is still unqualified for the new defense. In that case, his degree application shall no longer be accepted.

第五章 学位论文答辩程序

Chapter V Procedures of Thesis Defense

第二十一条 答辩委员会设秘书一名。答辩委员会秘书应由责任心强、工作认真并具有研究生学历的相关人员或在学高年级研究生担任。答辩秘书参加答辩工作全过程，并对答辩过程中答辩委员的提问、答辩人的回答及答辩委员会决议等情况做客观、详细的记录。答辩秘书没有表决权。

Article 21 There will be a secretary in the oral defense committee. The secretary shall be a highly responsible and industrious person who has received postgraduate education or a senior postgraduate student. The secretary shall participate in the entire thesis defense process and keep a detailed and objective record of questions from the committee members, answers from the degree candidate, and the resolution made by the committee. The secretary shall have no voting power.

第二十二条 除有保密要求外，学位论文答辩一般应按程序公开举行。培养单位学位评定委员会应授权相关人员介绍答辩委员会人员组成情况，交由答辩委员会主席主持答辩会议。答辩会议程为：

Article 22 The thesis defense shall typically be held openly unless confidentiality is required. The host institutes' academic degree evaluation committees shall authorize a person to introduce the composition of the thesis defense committee and then invite the committee chair to preside over the defense meeting. The procedure for an oral defense shall be as follows:

(一) 答辩委员会主席宣布开会；

A. The defense committee chair declares the meeting open.

(二) 学位申请人报告学位论文；

B. The degree candidate presents the dissertation.

(三) 答辩委员会成员和参会人员提问，学位申请人回答问题；

C. Members of the defense committee and participants ask questions. The degree candidate answers the questions.

(四) 学位申请人答辩结束后, 学位申请人的导师可就学位论文及答辩中提出的问题作补充说明;

D. After the degree candidate finishes defending the dissertation, the candidate's supervisor may give additional remarks on the dissertation and questions proposed in the defense.

(五) 答辩会休会, 学位申请人及参会人员退场;

E. The defense meeting adjourns. The degree candidate and participants exit.

(六) 答辩委员会举行全体会议, 教育管理人员可列席。其议程如下:

F. The oral defense committee holds a plenary meeting, during which the education administrators can attend as nonvoting delegates. The agenda shall be as follows:

1. 学位申请人导师向答辩委员会介绍学位申请人的基本情况、学习成绩、科研成果及其它需说明的问题;

1. The degree candidate's supervisor introduces the candidate's background information, academic records, scientific research achievements, and other aspects that need to be mentioned to the thesis defense committee.

2. 答辩委员会结合论文评阅人对学位论文的评阅意见、达到的水平以及答辩情况进行综合评价, 评议学位申请人的学位论文是否达到所申请学位要求的学术水平;

2. The thesis defense committee will consider the comments from the dissertation evaluators, the academic achievements attained by the degree candidate, and the candidate's performance in the thesis defense to conduct a comprehensive evaluation and deliberate on whether the dissertation of the degree candidate meets the academic standards required by the degree in question.

3. 答辩委员会以不记名投票方式表决, 获答辩委员会全体成员三分之二及以上同意, 方可做出建议授予学位申请人相应学位的决议;

3. The defense committee votes by secret ballot. The corresponding degree can be conferred if two-thirds of the committee members vote in favor of it.

4. 答辩委员会成员填写论文答辩情况和学位授予决议书, 答辩委员会成员应在学位授予决议书签署姓名。

4. Members of the defense committee write the summary of the thesis defense and complete the degree conferment recommendation form. Members of the defense committee sign their names on the degree conferment recommendation form.

(七) 答辩会复会，答辩委员会主席宣布答辩委员会决议，学位申请人发言，答辩会结束。

G. The defense meeting resumes. The defense committee chair announces the decision from the defense committee, and the degree candidate makes a statement. The defense meeting comes to a close.

第二十三条 论文答辩委员会成员应全程出席答辩会和答辩委员会会议，按相应程序履行职责。

Article 23 Members of the thesis defense committee shall be present at the defense meeting and the plenary meeting of the defense committee. They shall perform their duties according to relevant procedures.

第六章 硕博连读研究生、直博生申请硕士学位

Chapter VI Applications for a Master's Degree from Master-doctoral students and Bachelor-doctoral Students.

第二十四条 硕博连读研究生转博两年后，直博生入学四年后如确属达不到博士研究生培养要求，无法在最长学习年限内完成博士学位论文，本人可申请终止博士研究生培养计划，经导师同意，报研究所学位评定委员会批准后，按照硕士研究生培养的具体要求申请硕士学位。

Article 24 Two years after transferring to doctoral studies, Master-Doctoral students may apply for the termination of their doctoral studies in person if they fail to meet the requirements for doctoral students and cannot finish their doctoral dissertations within the maximum learning period. Bachelor-doctoral students may also apply for termination four years after they are admitted. Having applied for termination of doctoral studies, these students may apply for a Master's degree following the training requirements for Master's students and with the consent of their supervisors and approval from their respective CAS institute-based academic degree evaluation committees.

第二十五条 博士学位论文答辩委员会认为博士学位申请人的学位论文虽未达到博士学位论文水平，但已达到硕士学位水平，可做出建议授予硕士学位的决议。申请人须重新按照申请硕士学位的要求，提交硕士学位论文和相关申请材料，报各级学位评定委员会审议。

Article 25 If the thesis defense committee for doctoral dissertations considers that the dissertation of a doctoral degree candidate, while failing to meet the academic standards for a doctoral dissertation, nevertheless meets those for a master's dissertation, they may resolve the conferment of a master's

degree. The degree candidate shall submit a master's dissertation and relevant application documents according to the requirements of a Master's degree for the deliberation of academic degree evaluation committees at all levels.

第二十六条 若博士学位论文答辩委员会已做出博士学位论文答辩通过的决议，申请人已获得博士毕业证书，则不能再申请硕士学位。

Article 26 If the thesis defense committee for doctoral dissertations has passed the thesis defense and the degree candidate has already obtained a doctoral diploma, then the candidate shall not apply for a Master's degree.

第七章 学位初审

Chapter VII Preliminary Examination of Degree Conferment

第二十七条 培养单位教育管理部门将通过学位论文答辩的硕士、博士学位申请人的下列材料提交本单位学位评定委员会审查：

Article 27 The education management department of the host institute shall submit the following application materials for Master's and Doctoral degrees of the applicants who have passed the defense of their theses to the academic degree evaluation committee of the host institute for examination:

(一) 学位论文答辩申请书；

A. An application form for thesis defense;

(二) 学位论文评阅书；

B. Evaluators' comments on the thesis;

(三) 论文答辩情况和学位授予决议书；

C. Summary of the thesis defense and resolution on degree conferment; and

(四) 学位论文及摘要。

(4) The thesis and the abstract.

第二十八条 培养单位学位评定委员会，应对学位申请人进行全面审查和综合评价；以不记名投票方式对是否同意授予相应学位进行表决，经全体委员过半数通过，做出拟授予相应学位的决议。

Article 28 The host institute's academic degree evaluation committees shall conduct a comprehensive examination and evaluation of degree candidates. Each resolution on awarding a master's or doctoral degree can be only conferred through a secret ballot with the support of more than half of the committee members.

第二十条 培养单位教育管理部门应按规定时间, 将加盖培养单位学位评定委员会公章的拟授予学位人员名单及其学位电子信息报送至国科大学位办公室。

Article 29 The education management department of the host institute shall submit the name lists and the soft copies of the degree information of the candidates applying for degrees with the official seal of their respective institute's academic degree evaluation committees to the UCAS Academic Degrees Office within the required timeframe.

第八章 学位授予

Chapter VIII Degree Conferment

第三十条 学科群学位评定分委员会, 负责审核本科部上报的相应学科拟授予学士学位人员名单及相关材料; 负责审核培养单位学位评定委员会上报的相应学科拟授予硕士学位人员名单及相关材料; 负责审议培养单位学位评定委员会上报的相应学科拟授予博士学位、具有研究生毕业同等学力拟授予硕士、博士学位人员名单及相关材料; 以不记名投票方式对是否同意授予相应学位进行表决, 经全体委员半数以上同意, 提出本学科群学士学位、硕士学位、博士学位授予名单。

Article 30 Discipline cluster-based academic degree evaluation subcommittees shall be responsible for examining and verifying the list of candidates on whom a Bachelor's degree in relevant disciplines will be conferred and related materials submitted by the Undergraduate Education Department for examining and verifying the list of candidates on whom a Master's degree in relevant disciplines will be conferred and related materials submitted by the academic degree evaluation committees of the host institutes, for deliberating on the list of candidates on whom a doctoral degree will be conferred and that of candidates with qualifications equivalent to postgraduates on graduation on whom a master's or a doctoral degree will be conferred and related materials, for proposing a list of candidates on whom a Bachelor's, a Master's or a Doctoral

degree in the disciplines concerned will be conferred by secret ballot with more than half of the committee members in support.

第三十一条 校学位评定委员会，负责审核通过学科群学位评定分委员会提出的学士学位、硕士学位、博士学位授予名单，做出是否授予相应学位的决定。决定以不记名投票方式，经全体委员半数以上通过，方为通过。

Article 31 The UCAS Academic Degree Evaluation Committee shall be in charge of examining and verifying the list of candidates on whom to confer a Bachelor's, a Master's, or a Doctoral degree submitted by discipline cluster-based academic degree evaluation subcommittees to make decisions on whether a degree can be conferred. Decisions shall be made through a secret ballot with the support of more than half of the committee members.

国科大学位办公室负责将授予学士学位、硕士学位、博士学位人员名单报国务院学位委员会办公室备案。同时，还应向国科大图书馆提交获硕士、博士学位人员的学位论文（附电子版）。

The UCAS Academic Degrees Office shall be responsible for submitting the list of candidates on whom to confer a Bachelor's, Master's, or Doctoral degree to the Academic Degree Evaluation Committee of the State Council for recordkeeping. In the meantime, the office shall also submit the hard copies and soft copies of the Master's and Doctoral dissertations of the degree receivers to the UCAS Library.

第三十二条 学位获得者名单由校学位评定委员会发文公布。学位授予日期，为校学位评定委员会终审做出同意授予学位决定的日期。

Article 32 The list of candidates on whom degrees will be conferred shall be announced by the UCAS Academic Degree Evaluation Committee. The degree conferment date shall be when the UCAS Academic Degree Evaluation Committee decides on degree conferment.

第三十三条 缓议学位申请

Article 33 Deferment of a degree application

（一）缓议学位是指各级学位评定委员会，在充分讨论的基础上形成一致意见，对学位申请人做出暂缓学位申请的决议，并在缓议决议书中将缓议理由详细说明。

A. Deferment of a degree application refers to the practice in which the academic degree evaluation committees reach a consensus at all levels based on a complete discussion on the

resolution to defer the degree application of a degree candidate with reasons for deferment specified in the deferment resolution form.

(二) 博士学位最长缓议期限两年，硕士学位最长缓议期限一年。缓议人员在最长缓议期限内可再次提出学位申请，再次申请学位仅限一次，逾期按自动放弃处理。

B. The deferment period is two years maximum for a doctoral degree and one year maximum for a master's degree. The deferred degree candidate may apply for a degree only once within the deferment period. Failure to submit another application within the prescribed term shall be considered a voluntary renunciation of the degree.

(三) 根据缓议决议要求须重新进行学位论文答辩者，应按学位申请及审核的程序和要求重新办理。

C. If the degree candidates are required by the deferment resolution to have a second thesis defense, they shall apply for the degree again according to the procedures and requirements of degree application, examination, and verification.

(四) 培养单位学位评定委员会、学科群学位评定分委员会对经过缓议再次申请学位者，须按缓议决议的要求进行逐项重点审核，经不记名投票表决，做出是否授予学位的建议，报校学位评定委员会审定。

C. The host institute's academic degree evaluation committees and discipline cluster-based academic degree evaluation subcommittees shall examine and verify the second application from deferred degree candidates item by item according to the requirements set by the deferment resolution. The resolution on the conferment of degrees shall be made through a secret ballot and submitted to UCAS Academic Degree Evaluation Committee for examination and approval.

第三十四条 撤销学位

Article 34 Withdrawal of a degree

(一) 对于已经授予学位人员，如发现属违反国家招生规定取得入学资格或者学籍，或以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学位证书，或在学位申请时确有不符《中国科学院大学学位授予工作细则》规定者，经培养单位学位评定委员会、学科群学位评定分委员会以及校学位评定委员会审议，不记名投票表决，全体委员半数以上同意，可做出撤销学位决议。

A. For degree holders who are found to have obtained the enrollment qualification or student status in ways that violate the national enrollment regulations or who have obtained a degree

certificate by academic misconduct such as cheating and plagiarism or any other improper means or who violate the Regulations of the University of Chinese Academy of Sciences on Academic Degree Conferment during their application for degrees, the host institute's academic degree evaluation committees, the discipline cluster-based academic degree evaluation subcommittees, and the UCAS Academic Degree Evaluation Committee may resolve to withdraw the degree holder's degree after deliberation and a vote by secret ballot with the support of more than half of the committee members.

(二) 校学位评定委员会为撤销学位的最终裁决机构。对被撤销的学位，学校注销其学位信息并报教育行政部门宣布其学位证书无效。

B. The UCAS Academic Degree Evaluation Committee is the final adjudication body for the revocation of relevant academic degrees. For the revoked degree, UCAS shall cancel the degree information and report to the education administrative department to declare the degree certificate invalid.

(三) 在做出撤销学位的决定之前，当事人应被告知可能出现的处理结果，并享有陈述和申辩的权利。

C. Before the decision to revoke the degree is finalized, the degree holder concerned shall be informed of the possible results and have the right to make statements and defend themselves.

(四) 撤销学位决定的文件应当由当事人所在培养单位直接送达当事人，由本人签收。拒绝签收或因特殊情况不能签收的、已离校的，可以采取邮寄、邮件方式送达，或通过学校网站、新闻媒体等以公告方式送达。

D. The document of the academic degree-revoking decision shall be delivered directly to the persons concerned by the host institute to which they belong and be signed on receipt by them in person. For those who refuse to sign for or cannot sign for it due to exceptional circumstances or who have left the school, the document can be delivered by mail or announcement through the school website and news media.

第三十五条 学位授予异议事项的处理

Article 35 Dealing with dissent in degree conferment

(一) 对学位授予的过程和结果有异议者，可在学位授予决定做出的三个月内申诉，逾期不再受理；申诉须以实名方式书面提出，匿名申诉不予受理。

A. Those who dissent from the process or result of the degree conferment may appeal within three months after the decision on conferment is made, and late appeals will not be accepted. The appeal shall be submitted with real names and in written form, and an anonymous appeal shall not be accepted.

(二) 各级学位评定委员会秘书处作为受理异议事宜的日常办事机构，须在接到申诉 10 个工作日内，报相应的学位评定委员会。学位评定委员会根据问题的性质和严重程度，成立专家调查组进行调查核实，提出处理意见，提交相应学位评定委员会审议。各级学位评定委员会做出的处理决定，应在做出处理决定的 30 个工作日内以书面方式逐级反馈至申诉人。

B. The secretariats of the academic degree evaluation committees at all levels shall serve as the daily offices to deal with appeals of dissent. They shall submit appeals to the corresponding academic degree evaluation committees within ten working days of accepting the appeals. Depending on the nature and seriousness of the problems, the academic degree evaluation committees shall set up an expert panel to verify the problems and propose recommendations to the corresponding academic degree evaluation committees for their deliberation. Decisions made by the academic degree evaluation committees at different levels shall send written notification via lower-level committees to the appellant within 30 working days from the date the decisions are made.

(三) 申诉人如对处理结果有异议，可在收到书面处理决定 30 个工作日内，向上一级学位评定委员会提出书面申诉，逾期不予受理。申诉人提交时间超过学位评定委员会会议时间，则提交下一次学位评定委员会会议审查。经校学位评定委员会复议认定后的结论不再复议。申诉期间不停止处理决定的执行。

(3) The appellant, if he dissents from the decision, may submit a written appeal to a higher-level academic degree evaluation committee within 30 working days after he receives the written decision, and an overdue appeal will not be accepted. Suppose the submission time is beyond the academic degree evaluation committee meeting period. In that case, the appeal shall be submitted to the next meeting of the academic degree evaluation committee for review. Enforcement of the previous decision shall not cease during the appeal. Decisions reconsidered and made by the UCAS Academic Degree Evaluation Committee shall not be reconsidered.

第九章 名誉博士学位

Chapter IX Honorary Doctoral Degree

第三十六条 对于国内外卓越的学者或著名的社会活动家，依据相关规定，由培养单位学位评定委员会或学科群学位评定分委员会推荐，经校学位评定委员会审议通过，报国务院学位委员会批准，可授予国科大名誉博士学位。

Article 36 Distinguished scholars and well-known public figures both at home and abroad may receive an honorary doctoral degree, upon the recommendation from the academic degree evaluation committees of relevant host institutes or discipline cluster-based academic degree evaluation subcommittees, with the deliberation and approval of the UCAS Academic Degree Evaluation Committee and with the approval of the Academic Degrees Committee of the State Council.

第十章 其他

Chapter X Other Provisions

第三十七条 在我校学习的外国留学生及港澳台人员申请学位，参照本细则执行。

Article 37 International students and students from Hong Kong, Macao, and Taiwan studying at UCAS shall apply for degrees regarding these rules.

第三十八条 本工作细则解释权归属校学位评定委员会，由国科大学位办公室负责解释。

Article 38 The UCAS academic degree evaluation committee has the final right to interpret the regulations. The UCAS Academic Degrees Office shall be responsible for interpreting these regulations.

第三十九条 本细则自 2022 年 10 月 1 日起施行。原《中国科学院大学学位授予工作细则》（校发学位字〔2013〕22 号）、《中国科学院大学关于发布学生科研成果署名有关规定的通知》（校发学位字〔2017〕23 号）及《中国科学院大学学士学位授予工作管理办法（暂行）》（校发学位字〔2018〕21 号）同时废止。

Article 39 These regulations shall be effective on October 1st, 2022. The previous version of Regulations of the University of Chinese Academy of Sciences on Academic Degree Conferment (XIAOFAXUEWEIZI (2013) No. 22), Notice of the University of the Chinese Academy of

Sciences on Issuing the Relevant Provisions on the Signature of Students' Research Achievements (XIAOFAXUEWEIZI (2017) No. 23) and Measures for the Administration of the Conferment of Bachelor's Degrees of the University of Chinese Academy of Sciences (Provisional) (XIAOFAXUEWEIZI (2018) No. 21) are, as a result of this, abolished.

中国科学院大学研究生学位论文撰写规范指导意见

Guidelines of the University of Chinese Academy of Sciences for Writing a Thesis or Dissertation

校发学位字〔2022〕40号

XIAOFAXUEWEIZI (2022) No. 40

学位论文是研究生在掌握已有的科学知识的基础上，运用科学思维和一定的科学方法、技术与工具，面向特定的科学领域所存在的科学问题，开展创新性研究而产生的科学研究成果。

A thesis/dissertation is an academic accomplishment of postgraduate students by innovative research employing specific scientific methodologies, techniques, and instruments based on their knowledge to tackle the problems present in specific areas of science.

学位论文是研究生科研工作成果的集中体现，是评判学位申请者学术水平、授予其学位的主要依据，是科研领域重要的文献资料。撰写学位论文是对研究生科学研究能力的基本训练，是研究生学业与研究成效的基本检验，也是科研与创新能力的重要体现。

Writing a thesis/dissertation is the basic training of graduate students' research ability, the basic test of graduate student's academic and research achievements, and an essential indicator of research and innovation ability. A thesis/dissertation directly reflects a student's research achievements and is a significant basis for evaluating the applicant's academic level and granting academic degrees. It also constitutes important literature in scientific research.

为提高研究生学位论文的撰写质量，促进学位论文在内容和格式上的规范化，根据《学位论文编写规则》（GB/T 7713.1—2006）和《信息与文献 参考文献著录规则》（GB/T 7714—2015）和《学术出版规范 期刊学术不端行为界定》（CY/T 174—2019）等国家有关标准，特制定本指导意见（2021年修订）。各学科群学位评定分委员会（以下简称各学科群分会）可结合本学科领域的特点，参考本指导意见，制订符合本学科领域特点与要求的学位论文撰写具体要求。

To improve the quality and standardize the contents and formats of the degree thesis/dissertation, the Guidelines were formulated based on Guidelines for Writing a Thesis/Dissertation (GB/T 7713.1—2006), Information and Documentation—Rules for

Bibliographic References and Citations of Information Resources (GB/T 7714—2015), Norms of Academic Publishing—Definition of Academic Misconduct in Journals (CY/T 174-2019) and relevant national standards. The discipline-based degree evaluation subcommittee (hereinafter referred to as discipline subcommittees) may, in combination with the characteristics of its field and regarding this guidance, formulate specific requirements for the writing of theses/dissertations that match the features and requirements of its discipline.

本指导意见从 2023 年冬季批次开始实施。

The Guidelines will take effect as of the winter of 2023.

一、组成部分及要求

I. Contents of a thesis/dissertation

学位论文一般由以下几个部分组成：封面、原创性声明及授权使用声明、摘要、目录、符号说明（若有）、正文、参考文献、附录（若有）、致谢、作者简历及攻读学位期间发表的学术论文与其他相关研究成果等。

In general, a thesis/dissertation should include the following parts: cover, statement of originality and authorization statement for thesis/dissertation use, abstract, table of contents, description of symbols (if there is), main body, references, appendix (if there is), acknowledgments, the author's resume and a list of published papers and relevant research results during study.

（一）封面

1. Cover

一律采用中国科学院大学规定的统一中英文封面（见样张 1 和样张 2），封面包含内容如下：

The thesis/dissertation cover should use the format required by UCAS (see templates 1 and 2) and include the following parts:

1.1 密级

1.1 Classification

涉密或延迟公开论文必须在论文封面标注密级，同时注明保密年限。公开论文不标注密级，可删除此行。

The confidentiality level and duration shall be marked on the cover of the classified or delayed-open-access thesis/dissertation. The confidentiality level shall not be marked for a published thesis/dissertation, where this description line can be deleted.

1.2 论文题目

1.2 Thesis title

应简明扼要地概括和反映整个论文的核心内容，一般不宜超过 25 个汉字（符），英文题目一般不应超过 150 个字母，必要时可加副标题。题目中避免使用缩略词、首字母缩写词、字符、代号和公式等。

A Chinese title should offer the core ideas briefly with no more than 25 Chinese characters. An English title should typically have no more than 150 letters. A subtitle can be used if necessary. Abbreviations, acronyms, characters, codes, and equations should be avoided in the title.

1.3 作者姓名

1.3 The author's name

根据《中国人名汉语拼音字母拼写规则》（GB/T 28039—2011），英文封面中的姓和名分写，姓在前，名在后，姓名之间用空格分开。姓和名需写全拼，开头字母大写。外国留学生姓名书写顺序以护照格式为准，字母全部大写。

According to The Chinese Phonetic Alphabet Spelling Rules for Chinese Names (GB/T 28039—2011), the surname and the given name in the English cover shall be separated by spaces with the surname in the front and the given name in the back. The surname and the given name shall be written in full with the initial letter capitalized. The names of international students shall be written according to their passports with all letters capitalized.

1.4 指导教师

1.4 Supervisors

需同时填写导师姓名、专业技术职务和工作单位。如果有多位导师（需经培养单位批准，并在学籍系统完成备案），第一导师在前，第二导师等依次在后。学位论文在指导小组的指导下完成的，应注明指导小组成员相应信息。

Fill in the supervisor's name, professional and technical titles, and work address. If there is more than one supervisor (subject to approval by relevant institutes or schools and recorded in the student registration system), the name of the first supervisor should be in the front, and the name of the second and other supervisors should follow in order. If the thesis/dissertation is completed

under the guidance of the Steering Group, the corresponding information of the Steering Group members should be indicated.

1.5 学位类别

1.5 Degree categories

包括学科门类（学术型）或专业学位类别以及学位级别。学科门类如理学、医学等，专业学位类别如应用统计、工商管理。学位级别包括硕士、博士。

“Degree category” includes discipline categories (academic degree) or professional degree categories as well as degree levels. Discipline categories include science, medicine, etc., and specialty degree categories include applied statistics, business administration, etc. The degree levels include Master’s and Doctoral degrees.

1.6 学科专业

1.6 Disciplines and majors

填写攻读学位的一级学科/二级学科或专业学位类别/领域全称，须与学籍信息一致，不可用简写。

The full name of the primary/secondary discipline or the specialty degree categories/fields in which the author studies shall be filled in and match their student status information. No abbreviations could be used.

1.7 培养单位

1.7 Host institutes

填写就读研究所或学院、系全称，如中国科学院××研究所、中国科学院大学××学院。

Fill in the full name of the institute or school/department, such as “Institute of XX, Chinese Academy of Sciences” and “School/Department of XX, University of Chinese Academy of Sciences”.

1.8 时间

1.8 Time

填写论文提交学位授予单位的年月，使用阿拉伯数字标注。一般夏季申请学位的论文标注6月，冬季申请学位的论文标注12月。例如：2023年6月，2023年12月。

Arabic numerals should be used to fill in the year and month of the thesis/dissertation submitted to the degree conferring institution. Generally, the papers applying for a degree in

summer are marked with June, and the papers applying for a degree in winter are marked with December. For example: June, 2023; December, 2023.

(二) 原创性声明及授权使用声明

2. Statement of originality and authorization statement for thesis/dissertation use

本部分内容提供统一的模版，具体内容见样张 3，提交时作者和导师须亲笔签名。如遇导师无法签字时，培养单位应做出适当处理。

A template is provided for writing the statement (see template 3), and the signature of the author and his/her supervisor should be included. The host institute shall have proper solutions to the case that supervisors are unable to sign.

(三) 摘要和关键词

3. Abstract and keywords

论文摘要包括中文摘要和英文摘要 (Abstract) 两部分。论文摘要应概括地反映出本论文的主要内容，说明本论文的主要研究目的、内容、方法、成果和结论。要突出本论文的创造性成果或新见解，不宜使用公式、图表、表格或其他插图材料，不标注引用文献。中文摘要的字数由各学科群分会根据本分会涉及学科专业的特点提出具体要求。英文摘要与中文摘要内容应保持一致。留学生用其他语种撰写学位论文时，中文摘要的字数由学科群分会具体制定，推荐不少于 5000 字。

A thesis/dissertation abstract should include both Chinese and English versions. The abstract should briefly summarize the main contents of the thesis/dissertation and explain the purpose, the research subject, methods, findings, and conclusions of the paper. Innovative achievements or new propositions of the thesis/dissertation should be highlighted. Equations, figures or tables, and illustrations are not recommended, and citations are not needed. Each discipline subcommittee decides the number of words in the Chinese abstract according to the characteristics of the disciplines each subcommittee involves in. The English abstract and the Chinese abstract should be identical in content. For international students' thesis/dissertations written in other languages, the number of words in the Chinese abstract is formulated explicitly by each subcommittee; a word count of no less than 5,000 is recommended.

摘要最后注明本文的关键词 (3~5 个)。关键词是为了文献标引工作，从论文中选取出来，用以表示全文主题内容信息的单词或术语。关键词以显著的字符另起一行并隔行排列

于摘要下方，左顶格，关键词间用逗号隔开。英文关键词应与中文关键词对应，首字母应大写，用英文逗号隔开。

To facilitate document indexing, three to five keywords indicating the main idea of the thesis/dissertation should be given following the abstract. The keywords shall be written in a line under the abstract in notable characters from left to the right and shall be separated by commas. Start the keywords on a new line below the abstract, double-spaced. English keywords shall correspond to Chinese keywords with the initial letter capitalized and be separated with English commas.

摘要应另起一页，与正文前的内容连续编页（用罗马字符）。

The abstract shall start on a new page and be numbered along with the contents before the body (with Roman characters).

（四）目录

4. Table of contents

目录应包括论文正文中的全部内容的标题，以及参考文献、附录和致谢等，不包括中英文摘要。目录页由论文的章、条、附录等序号、名称和页码组成。正文章节题名要求编到第三级标题，即×.×.×（如1.1.1）。一级标题顶格书写，二级标题缩进一个汉字符位置，三级标题缩进两个汉字符位置。论文中如有图表，应有图表目录，置于目录页之后，另页编排。图表目录应有序号、图题或表题和页码。

The table of contents should include the titles of all the contents in the main body of the thesis/dissertation, as well as references, appendix, and acknowledgments, excluding the Chinese abstract and English abstract. This page should include serial numbers, names, and page numbers of the chapters, articles, and appendixes in the thesis/dissertation. The title of each chapter in the main body must be written to the third-level title, i.e., x.x.x (e.g., 1.1.1). The first-level title has no indentation, the second-level title is indented by one Chinese character, and two Chinese characters indent the third-level title. If there are any charts in the thesis/dissertation, there should be a chart table, which shall follow the table of contents page. The chart table should include serial numbers, chart titles, or table titles and page numbers.

目录应另起一页，与正文前的内容连续编页（用罗马字符）。

The table of contents shall start on a new page and be numbered along with the contents before the body (with Roman characters).

(五) 符号说明 (如有)

5. Description of symbols (if there are any)

如果论文中使用了大量的物理量符号、标志、缩略词、专门计量单位、自定义名词和术语等，应编写成注释说明汇集表。若上述符号等使用数量不多，可以不设此部分，但必须在论文中首次出现时加以说明。

If there are many physical quantity symbols, symbols, abbreviations, specialized units of measurement, customized nouns, and terms in the thesis/dissertation, a table of annotations should be provided. If not many symbols mentioned above are used, this table will not be necessary, but a symbol must be explained when it first appears in the thesis/dissertation.

论文中若有符号说明，应置于目录之后、正文之前，另起一页，与正文前的内容连续编页（用罗马字符）。

The description of symbols shall start on a new page between the table of contents and the body and be numbered along with the contents before the body (with Roman characters).

(六) 正文

6. The body

正文一般包括绪论、论文主体、研究结论与展望等部分。

In general, the body of a thesis/dissertation includes an introduction, the main body, and conclusion, prospects for future work, etc.

6.1 绪论

6.1 Introduction

绪论应包括选题的背景和意义，国内外相关研究成果与进展述评，本论文所要解决的科学与技术问题、所运用的主要理论和方法、基本思路和论文结构等。绪论应独立成章，用足够的文字叙述，不与摘要雷同。要求实事求是，不夸大也不弱化前人的工作和自己的工作。

The Introduction gives the background information on the chosen subject and explains the significance of the ideas presented. This part should also include a literature review on previous research in this area both at home and abroad, scientific and technological research problem(s) that the thesis/dissertation aims to solve, leading theory (or theories) and method(s), logic of reasoning and paper structure. Written in a separate chapter, the Introduction should give details and should not replicate the abstract. It should be realistic and not exaggerate or depreciate the value of the author's work or that of previous studies.

6.2 论文主体

6.2 The main body of the thesis/dissertation

论文主体是正文的核心部分，占主要篇幅，它是将学习、研究和调查过程中筛选、观察和测试所获得的材料，经过加工整理和分析研究，进而形成论点。依据学科专业及具体选题，论文主体可以有不同的表现形式，可以按照章节体表述，也可以按照“研究背景与意义-研究方法与过程-研究结果与讨论”的表述形式组织论文。但总体内容必须实事求是，客观真切，准确完备，合乎逻辑，层次分明，简明可读。

The main body is at the core of the thesis/dissertation. In this part, materials selected and obtained from reading, observation, and experiments during the study, research, and investigation are processed, sorted, and analyzed to form arguments. The thesis/dissertation can be presented in different forms according to the discipline, major and specific topics. The thesis/dissertation can be written in chapters or the structure of “background and significance – methods and procedures – results and discussion”. The writings, however, must be realistic and complete. It shall have proper logic, practical reasoning, reliable arguments, clear structure, and concise and comprehensible language.

6.3 研究结论与展望结论

6.3 Conclusion and prospects for future work

研究结论是对整个论文主要成果的总结，不是正文中各章小结的简单重复，应准确、完整、明确、精炼。应明确凝练出本研究的主要创新点，对论文的学术价值和应用价值等加以分析和评价，说明本项研究的局限性或研究中尚难解决的问题，并提出今后进一步在本研究方向进行研究工作的设想或建议。结论部分应严格区分本人研究成果与他人科研成果的界限。

The conclusion summarizes the significant findings of the thesis/dissertation clearly, concisely, accurately, and completely. It shall not be a simple repetition of every chapter's conclusion. It should also clarify the originality of the research and analyze and evaluate the thesis/dissertation's academic value and application value. In addition, the author must state limitations and unsolved problems in research, providing suggestions for further research. The author's research achievements should be strictly distinguished from others.

(七) 参考文献

7. References

本着严谨求实的科学态度撰写论文，凡学位论文中有引用或参考、借鉴他人思想或成果之处，均应按一定的引用规范，列于文末（通篇正文之后），参考文献部分应与正文的文献引用一一对应，注重合理引用，严禁抄袭剽窃等学术不端行为。

The thesis/dissertation should reflect a rigorous and realistic scientific research approach. At the end of the dissertation, the author should list references for any citation, reference, or borrowing of others' research results or ideas according to specific citation criteria. The references shall match the citations in the body. The citations shall be within reason. Plagiarism and other forms of academic misconduct are strictly prohibited.

（八）附录（如有）

8. Appendix (if there is one)

主要列入正文内过分冗长的公式推导，供查读方便所需的辅助性数学工具或表格，数据图表、程序全文及说明、调查问卷、实验说明等。

It mainly includes excessively complex formula derivation in the thesis/dissertation, auxiliary mathematical tools or sheets for reference, data charts, the full text of the program and explanation, questionnaires and experiment descriptions, etc.

（九）致谢

9. Acknowledgments

对给予各类资助、指导和协助完成研究工作，以及提供各种对论文工作有利条件的单位和个人表示感谢。致谢应实事求是，切忌浮夸与庸俗之词。

This section allows the author to express his/her gratitude to institutions and individuals that have provided various kinds of financial assistance, guidance, and help during the research, as well as various favorable conditions for writing the dissertation. Acknowledgments should be realistic and avoid grandiose or otherwise improper wording.

致谢末尾应具日期，日期与论文封面一致。

At the end of acknowledgments should be a date that matches the one on the cover.

（十）作者简历及攻读学位期间发表的学术论文与其他相关研究成果

10. The author's resume and list of published papers and other relevant research results during degree study

作者简历应包括从大学起到申请学位时的个人学习工作经历。

The author's study and work experiences from university up until his/her application for the relevant degree should be included in the resume.

按学术论文发表的时间顺序, 列出作者本人在攻读学位期间发表或已录用的学术论文清单(著录格式同参考文献)。其他相关学术成果可以是申请的专利、获得的奖项及完成的项目等代表本人学术成就的各类成果。

Published or employed papers of the author during the study should be listed in chronological order of publication (The description format is the same as that of references). Other research results can be patents, rewards, and finished projects that represent the academic achievement of the author.

二、撰写要求

II. Writing norms

(一) 学位论文的基本要求

1. Basic requirements for the thesis/dissertation

学位论文必须是一篇系统的、完整的学术论文, 遵循既定的学术规范与要求, 不仅要符合学位论文的形式规范, 更要符合学位论文的质量规范。做到: 学术观点明确, 立论正确, 方法科学, 材料翔实, 数据可靠, 推理严谨, 论证充分, 引用规范, 结构合理, 层次分明, 文字通顺, 表达准确, 学风严谨。研究成果体现作者独到的学术见解、科学论证与创新性结论, 表明作者掌握了坚实的基础理论和系统的专门知识, 具有独立地从事科学研究的能力。

A thesis/dissertation must be a systematic and complete academic paper following established academic norms and requirements. It shall conform to not only the formal requirements but also the quality requirements of the degree. It shall present: clear academic viewpoints, correct arguments, scientific methods, complete and accurate materials, reliable data, rigorous reasoning, sufficient demonstration, normative quotation, reasonable structure, transparent layers, smooth phrasing, accurate expression, and a meticulous academic attitude. The research results shall reflect the author's unique academic opinions, scientific argumentation, and innovative conclusions, indicating that the author has mastered fundamental theories and systematic expertise and can independently engage in scientific research.

硕士学位论文选题应为本学科重要领域，有一定的理论意义或应用价值；在理论或方法上有一定的创新，解决了科学或生产实践中某一项重要的问题，取得重要的研究成果，具有较好的社会效益或应用前景。

The topic of a Master's thesis shall be in an important field of the discipline with specific theoretical or application value; It shall achieve some innovation in theory or method and solve a significant problem in science or practice. It shall produce important research results and have good social benefits or application prospects.

博士学位论文选题应为本学科前沿领域，有重要的理论意义或应用价值；在理论或方法上有较大的创新，解决了科学或生产实践中某一项重大的问题，取得突破性的研究成果，具有重要的社会效益或应用前景。

The topic of a doctoral dissertation shall be in the frontier field of the discipline with considerable theoretical or application value. It shall achieve great innovation in theory or method and solve a significant problem in science or practice. It shall generate breakthrough results and have significant social benefits or application prospects.

（二）论文原创性要求

2. Requirements of originality for the thesis/dissertation

学位论文应为学位申请者在导师的指导下独立完成的科学研究成果，为作者本人的原创性成果，系研究生经过多年的专业学习和科学研究，运用科学思维、科学方法或工具，探索科学领域中的某一科学问题，提出问题，分析问题，解决问题。学位论文中要有清晰完整的文献综述，但不能以文献综述来代替学位论文。论文引用规范合理，没有伪造、篡改、剽窃、他人代写、论文买卖及其它学术不端行为。

The thesis/dissertation shall be the research results independently obtained by the degree applicant under the supervisor's guidance and the author's original achievement. After many years of specialized study and scientific research, it shall represent postgraduates' exploration of a scientific problem and raising, analyzing, and solving a specific problem with scientific thinking, methodology, or instruments. There shall be a clear and complete literature review in the thesis/dissertation, but the literature review cannot replace the dissertation. The citation in the paper shall be standardized and reasonable. Forgery, tampering, plagiarism, ghostwriting, paper trading, and other academic misconducts are prohibited.

（三）论文创新性要求

3. Requirements of innovation for the thesis/dissertation

学位论文的研究既包括创造知识，即创新、发现和发明，是对未知世界及其规律的探索，也包括整理知识，即对已有知识分析整理，使其规范化、系统化，是对已有知识的传承。创新活动，贯穿了学位论文研究与写作的全过程，如提出新的学术思想、科学概念、假说、学说、定理、定律，设计新的观察方法和实验手段，建立新的科学模型，研制出新的产品，设计出新的工艺流程，发现新的物种等。学位论文的价值在于探索未知，发现科学发展中的规律与特征。学位论文要体现其应有的严谨性与探索性，在原创性的基础上实现对已有知识的超越、突破或颠覆，发现前所未有的科学问题，提出前所未有的分析论证，得出前所未有的科学结论。

The research of the thesis/dissertation includes not only the creation of knowledge, i.e., innovation, discovery, and invention, the exploration of the unknown world and its laws but also the collation of knowledge, i.e., the analysis and organization of existing knowledge to make it standardized and systematic, the inheritance of existing knowledge. Innovation activities run through the whole process of the research and writing of theses/dissertations, such as proposing new academic ideas, scientific concepts, hypotheses, theories, theorems, and laws, devising new observation and experimental methods, establishing new scientific models, developing new products, designing new technological processes, and discovering new species. The value of a thesis/dissertation lies in exploring the unknown and discovering the laws and characteristics of scientific development. A thesis/dissertation shall reflect its due rigor and exploratoriness, achieve transcendence, breakthrough, or subversion of existing knowledge with originality, discover unprecedented scientific problems, provide unprecedented analysis and demonstration, and draw unprecedented scientific conclusions.

(四) 学位论文的字数要求

4. Requirements for word count

学位论文最重要的意义在于其学术研究的创新性，应将学位论文的质量水平作为主要考量，不以字数多少作为特别要求，但各学科群分会可根据本领域涉及的学科专业特点做相应规定。

The significance of a thesis/dissertation lies in the innovation of its academic research. The quality of the thesis/dissertation shall be the main focus of consideration, and there is no special

requirement for the number of words in it. Each discipline cluster subcommittee, however, can make corresponding regulations according to the characteristics of the disciplines in the field.

(五) 文字、标点符号和数字

5. Characters, punctuation and numbers

除外国来华留学生、外语专业研究生以及特殊需要外，学位论文一律用国家正式公布实施的简化汉字书写。标点符号的用法以《标点符号用法》（GB/T 15834—2011）为准。数字用法以《出版物上数字用法》（GB/T 15835—2011）为准。

Graduate students (except for international students and students majoring in foreign languages) should usually write in simplified Chinese characters promulgated by China's State Council. The thesis/dissertation should use punctuation following General Rules for Punctuation (GB/T 15834—2011) and numbers following General Rules for Writing Numerals in Public Texts (GB/T 15835—2011).

外国来华留学生可用中文或英文撰写学位论文，但应有详细的中文摘要。外语专业的学位论文应用所学专业相应的语言撰写，摘要应使用中文和所学专业相应的语言对照撰写。

International students studying in China can write a thesis/dissertation in either Chinese or English. However, a detailed abstract in Chinese is required. For any student majoring in foreign languages, the thesis/dissertation should be written in the language he/she studies, with abstracts written in both Chinese and the corresponding language.

为了便于国际合作与交流，学位论文亦可有英文或其他文字的副本。

A copy of the degree thesis/dissertation in English or another language can be included to facilitate international cooperation and exchanges.

(六) 论文正文

6. The body of a thesis/dissertation

6.1 章节及各章标题

6.1 Chapters and chapter titles

论文正文必须由另页右页开始，用阿拉伯数字连续编码，一直到全文最后。正文内部新章节无须另页右页（奇数页）开始。

The main body of a thesis/dissertation is required to start on a separate recto page. It shall be coded continuously with Arabic numerals until the end of the body. New chapters within the body do not need to start on the right page (odd page) of another page.

论文可参考“绪论-研究背景与意义-研究方法与过程-研究结果与讨论-研究结论与展望”的结构形式撰写，各主体研究内容可分别单独成为章节并作为章节标题使用。

The thesis/dissertation can proceed in the structure of “Introduction - Background, and significance - Methods and procedures - Results and discussion - Conclusions and prospects”. The main objects/targets of research can respectively constitute a separate chapter.

各章标题中尽量不采用英文缩写词，对必须采用者，应使用本行业的通用缩写词。标题中尽量不使用标点符号。

The usage of English abbreviations in the title of each chapter should be avoided whenever possible. Those that must be used should be the abbreviations commonly used in the industry. Punctuation in the title should be avoided.

6.2 序号

6.2 Sequence number

6.2.1 标题序号

6.2.1 Title number

论文标题分层设序。层次以少为宜，根据实际需要选择。各层次标题一律用阿拉伯数字连续编号。以三级标题为宜，最多四级。若确需要再增加一级，以小括号形式表示；不同层次的数字之间用小圆点“.”相隔，末位数字后面不加点号，如“1.1”，“1.1.1”等；章的标题居中排版，各层次的序号均左起顶格排，序号与题名间空一个汉字符。

The titles of the thesis/dissertation shall be arranged in order. It is better to have fewer levels in a thesis/dissertation. The titles at all levels shall be numbered consecutively with Arabic numerals. Three levels of titles are advisable; up to four levels can be used. If it is necessary to add another level, it is expressed in parentheses; numbers at different levels are separated by “.” and the last digit is not followed by “.”, such as “1.1”, “1.1.1”, etc. The title of the chapter shall be placed in the center, the serial numbers of all levels are placed in the top grid from the left, and the title shall be placed one Chinese character spacing away from the number.

6.2.2 图表等编号

6.2.2 Numbers for figures, tables, etc.

论文中的图、表、附注、公式、算式等，一律用阿拉伯数字分章依序连续编码。其标注形式应便于互相区别，如：图 1-1（第 1 章第一个图）、图 2-2（第 2 章第二个图）；表 3-2（第 3 章第二个表）等。附录的图表参考正文的编号方式，如附图 1-1 或附表 1-1。

The paper's figures, tables, notes, formulas, and equations shall be numbered in sequence by Arabic numerals. The labeling forms should be easily distinguishable from each other such as Figure 1-1 (the first figure in Chapter 1) and Figure 2-2 (the second figure in Chapter 2), Table 3-2 (Chapter 3, Second Table), etc. Likewise, the diagrams in the appendix shall be numbered, such as Appendix Fig. 1-1 or Appendix Table. 1-1.

6.2.3 页码

6.2.3 Page numbers

页码从绪论开始按阿拉伯数字（1，2，3……）连续编排，页码应位居左页左下角、右页右下角；正文前的部分（中英文摘要、目录等）用大写罗马数字（I，II，III…）单独编排，页码位于页面下方居中。

The page numbers shall be arranged consecutively according to Arabic numerals (1, 2, 3 ...) starting from the preface (or introduction). They shall be in the lower left corner of the left page or the lower right corner of the right page. The sections before the body (Chinese and English abstracts, catalogs, etc.) are arranged separately with capital Roman numerals (I, II, III...), and the page numbers are centered at the bottom of the page.

6.3 页眉

6.3 Header

页眉从摘要开始，奇数页上标明“摘要”、“Abstract”、“目录”、“图表目录”等，偶数页上标明论文题目。正文（即第1章开始到最后一章）的页眉，奇数页上注明每一章名称，偶数页上注明论文题目。参考文献、附录、致谢等的页眉，奇数标明“参考文献”、“附录”、“致谢”等，偶数页上标明论文题目。页眉居中设置。

From the abstract page to the main body, the header of the odd-numbered pages should be “摘要”，“Abstract”，“Table of contents”，and “Table of figures”，whereas that of the even-numbered pages should be the title of the paper. The header of the main body (i.e., Chapter 1 to the last chapter) for odd-numbered pages shall be the name of each chapter, and that for even-numbered pages shall be the title of the dissertation. The headers of references, appendices, and acknowledgments shall be "references", "appendices" and "acknowledgments" for odd-numbered pages and the dissertation title for even-numbered ones. The header should be centered.

6.4 名词和术语

6.4 Nouns and terminologies

科技名词术语及设备、元件的名称，应采用全国科学技术名词审定委员会公布的权威标准或其他相关权威信息源规定的术语或名称。标准中未规定的术语要采用行业通用术语或名称。全文名词术语必须统一。一些特殊名词或新名词应在适当位置加以说明或注解。双名法的生物学名部分均为拉丁文，并为斜体字。

Scientific and technological terms and names of equipment and components shall be in accordance with those specified in the standards published by China National Committee for Terminology in Science and Technology or other authoritative information sources. Terms not specified in the standard shall adopt commonly used ones or names in the industry. Terminologies must be unified throughout the text. Special nouns or new nouns should be explained or annotated in appropriate places. In biology, where a binomial method is adopted, the scientific name shall be in Latin and italicized.

采用英语缩写词时，除本行业广泛应用的通用缩写词外，文中第一次出现的缩写词应该用括号注明英文原词。新的外来名词应用括号注明英语全称和缩写语。

When English abbreviations are used in the paper, the abbreviations first appear in the text shall indicate the original English words in brackets, except for standard abbreviations widely used in the industry. New loanwords shall be marked with their full English names and abbreviations in brackets.

6.5 量和单位

6.5 Measurements and Units

量和单位要严格执行《国际单位制及其应用》（GB 3100-93）、《有关量、单位和符号的一般原则》（GB3101—93）有关量和单位的规定。量的符号一般为单个拉丁字母或希腊字母，并一律采用斜体（pH 例外）。

Measurement and unit should comply with the International System of Units and its Application (GB 3100 – 93), General Principles on Quantities, Units, and Symbols (GB3101 – 93) and other regulations on measures and units. The symbol of measurement shall be a single Latin or Greek letter and is always italicized (except pH).

6.6 图和表

6.6 Figures and tables

论文中若有图和表，应设置图表目录，先列图后列表，置于目录页后，另页编排。

If there are figures and tables in it, the thesis/dissertation shall include a list of figures and a list of tables. They shall start on a new page, with the former preceding the latter after the table of contents page.

6.6.1 图

6.6.1 Figures

图片大小适当，图边界在页面范围内（图边界离页面边界距离大于页边距）。若图片中包含文字，文字大小不超过正文文字大小。

Pictures should be of appropriate size, and the graph boundary should be within the page range (the distance between the graph boundary and the page boundary should be greater than the page margin). The text size shall not exceed the body's if the picture contains text.

图包括曲线图、构造图、示意图、框图、流程图、记录图、地图、照片等，宜插入正文适当位置。引用的图必须注明来源。具体要求如下：

Figures should be inserted appropriately in the dissertation, including graphs, structural maps, sketches, block diagrams, flowcharts, record graphs, maps, photographs, etc. Moreover, the sources of referenced figures must be clear. Specific requirements are as follows:

① 图应具有“自明性”，即只看图、图题和图例，不阅读正文，可理解图意。每一图应有简短确切的图题，连同图号置于图下居中。

1. Figures should be "self-explanatory", that is, the figure can be understood without reference to the text. Each figure shall have a short and exact figure title, and the title shall be centered under the figure together with the figure number.

② 图中的符号标记、代码及实验条件等，可用最简练的文字横排于图框内或图框外的某一部位作为图注说明，全文统一。图题建议用中文及英文两种文字表达。

2. Symbols, codes, and experimental conditions in the figure can be horizontally arranged inside or outside the drawing frame (in the same format throughout the text). Titles and legends of figures in both Chinese and English are recommended.

③ 照片图要求主要显示部分的轮廓鲜明，便于制版，如用放大、缩小的复制品，必须清晰，反差适中，照片上应有表示目的物尺寸的标尺。

3. The main part of photographs should be clear for plate-making. If enlarged or reduced copies are used, they must be clear and have moderate contrast. Furthermore, the photo should have a scale indicating the object's size.

图片一般设为高 6cm×宽 8cm，但高、宽也可根据图片量及排版需要按比例缩放。中文（宋体）英文（Times New Roman）图注为 5 号字，1.25 倍行距。

Figures are generally set to be 6cm×8cm, and the length and width can also be scaled according to the quantity and typesetting requirements. The Chinese (SimSun) and English (Times New Roman) captions are in 5-point font with 1.25 line spacing.

示例：

e.g.



图 3-1 图题

Figure 3-1 Title

注: ×××

XX

Note: xx

XX

④ 文中尽量不用世界地图、全国地图！如果一定要用，凡涉国界图件（国内部分地区、全国、世界部分地区、全球）必须使用自然资源部标准地图底图（下载网址：<http://bzdt.ch.mnr.gov.cn>），所用底图边界要完全无修改（包括南海诸岛位置），为适应排版时图的缩放，比例尺一律用线段比例尺，而不用数字比例尺。并在图题下注明“注：该图基于自然资源部标准地图服务网站下载的审图号为 GS(2021)××××号的标准地图制作，底图边界无修改。”

d. Try not to use world maps and national maps in the article! If it must be used, the base standard map of the Ministry of Natural Resources must be used for all border-related maps (parts of China, the whole territory of China, parts of the world, and the world) (download: <http://bzdt.ch.mnr.gov.cn>) The boundary of the base map used should be completely unchanged (including the location of the South China Sea Islands). Write under the figure title “Note: the map

is based on the standard map from the service website of the Ministry of Natural Resources (review number: GS (2021) ××××), and the base map boundary has not been modified.” To adapt to the scaling of the map during layout, the scale should be line segment scale instead of digital scale.

6.6.2 表

6.6.2 Tables

表的编排一般是内容和测试项目由左至右横读，数据依序竖排，应有自明性，引用的表必须注明来源。具体要求如下：

Contents and test items of the table are generally arranged horizontally from left to right, and data are arranged vertically in order and should be self-explanatory. The cited table must be indicated the source. Specific requirements are as follows:

① 每一表应有简短确切的题名，连同表序号置于表上居中。必要时，应将表中的符号、标记、代码及需说明的事项，以最简练的文字横排于表下作为表注。表题建议用中文及英文两种文字表达。

a. Table titles should be short and exact, and the table number should be centered above the table. Symbols, marks, codes, and items to be explained in the table shall be concisely arranged horizontally under the table as captions when necessary. Titles of the table in both Chinese and English are recommended.

② 表内同一栏数字必须上下对齐。表内不应用“同上”、“同左”等类似词及“ ” 符号，一律填入具体数字或文字，表内“空白”代表未测或无此项，“—”或“...”（因“—”可能与代表阴性反应相混）代表未发现，“0”该表实测结果为零。表内未测出值可以用“N.D.”表示。

b. Numbers in the same column must be vertically aligned. Words like "ditto", "same with the left," and "" should not be used in the table, and the specific numbers or characters should be filled in. The blank in the table indicates that there is no test for this item, and “-” or “...” (as “-” may also represent a negative reaction) indicates that no test is found, and "0" indicates that the measured result is zero. The unmeasured value in the table can be expressed as “N.D.”.

③ 表格尽量用“三线表”，避免出现竖线，避免使用过大的表格，确有必要时可采用卧排表，正确方位应为“顶左底右”，即表顶朝左，表底朝右。表格太大需要转页时，需要在续表表头上方注明“续表”，表头也应重复排出。

c. Use a "three-line table" as far as possible to avoid vertical lines and overly large tables. If necessary, use horizontal tables, where the top of the table is left and the bottom of the table is right. When the form is too large to be placed within one page, it is necessary to mark "continued table" above the header of the continued table, and the header should be repeated.

Chinese (Simsun) and English (Times New Roman) table captions shall be in 5-point font and 1.25 line spacing.

e.g.

Table 3-1 Title

XXXX

XXXX

xxx

XXXX

注: ××××××××××××××××××××××××××××××××××××

Note: xx

如有续表则格式如下:

表 3-1 表题 (续表)

XXXX

XXXX

XXX

XXXX

XXX

XXXX

xxx

xxxx

xxx

xxxx

6.7 表达式 (公式)

6.7 Expressions (formulae)

论文中的表达式需另行起，原则上应居中。若有两个以上的表达式，应从“1”开始的阿拉伯数字进行编号，并将编号置于括号内。编号采用右端对齐。表达式较多时可分章编号。例如，第3章第1个表达式：

$$\tau_1 = \alpha_{11} + \mu_{21}\mu_{31} \quad (3-1)$$

Mathematical expressions in the paper must be written in a new line and should be centered. If there are more than two expressions, they shall be numbered consecutively with Arabic numerals starting from "1", and the number shall be placed in brackets and right-justified. The expression and the number are connected by "...". When expressions are used in large numbers, they can be numbered separately in chapters. For example, the first expression in Chapter 3:

$$\tau_1 = \alpha_{11} + \mu_{21}\mu_{31} \quad (3-1)$$

较长的表达式如必须转行，只能在+，-，×，÷，<，>等运算符之后转行，序号编于最后一行的右顶格。

A long expression requiring more than one line can be done only after operators+, -, ×, ÷, <, >, and the sequence number is aligned right on the last line.

7. 参考文献

7. References

参考文献格式规范参照《信息与文献 参考文献著录规则》(GB/T 7714—2015)，或可参照国际刊物通行的参考文献格式。各学科群分会可根据本学科的一般规范制定相应的参考文献格式。

Each discipline cluster subcommittee can formulate a corresponding format for standard requirements of references according to the general standards of the disciplines. The references format shall be based on Information and Documentation—Rules for Bibliographic References

and Citations to Information Resources (GB/T 7714 – 2015). It can also refer to the reference format commonly used in international publications.

文后参考文献和参考文献在正文中的标注方式可采用“顺序编码制”或“著者—出版年制”。确定采用某种方法后，文后参考文献和参考文献在正文中的标注方式要对应。

The references can be marked in the body in the “sequential coding system” or the “author-year system”. After adopting one of the two, the references list and the references in the body shall correspond to each other.

7.1 文后参考文献

7.1 References list

文后参考文献按“顺序编码制”组织时，各篇文献应按正文部分首次引用时标注的序号依次列出；文后参考文献按“著者—出版年制”组织时，条目不排序号，先按语种分类排列，语种顺序是：中文、日文、西文、俄文、其他文种；然后按著者字序和出版年排列。中文和日文按第一著者的姓氏笔画排序，中文也可按汉语拼音字母顺序排列，西文和俄文按第一著者姓氏字母顺序排列。当一个著者有多篇文献并为第一著者时，该著者单独署名的文献排在前面（并按出版年份的先后排列），接着排该著者与其他人合写的文献。

Organized according to the “sequential coding system”, each entry in the references list shall be put in sequence according to the serial number that marks its first citation in the body; When the references list is organized according to the “author-year system”, the entries are not sorted by number. The documents shall first be sorted by language in the following order: Chinese, Japanese, Western languages, Russian and other languages; then, they shall be arranged according to the word order of the author’s names and publication years. Chinese and Japanese documents are arranged according to the stroke count of the first author’s surname. Chinese references can also be arranged according to the alphabetical order of Chinese Pinyin. Western and Russian references shall be arranged according to the alphabetical order of the first author's surname. When an author is cited for more than one article and is the first author, the documents of a single signature shall be listed in the front (and in the order of publication years), and following them shall be the articles written by the author in cooperation with others.

文后参考文献加标题“参考文献”，并列入全文目录。

The references list shall be titled “References” and listed in the table of contents.

凡正文里标注了参考文献的，其文献都必须列入文后参考文献。文后参考文献应集中著录于正文之后，不分章节著录。

The references annotated in the body shall all be specified in the references list. The references list shall be given after the body without being separated into chapters.

正文中未被引用但被阅读或具有补充信息的文献可集中列入附录中，其标题为“荐读书目”。

The literature that is not cited in the body but has been read or has provided supplementary information can be listed in the appendix, and its title shall be “Recommended Reading”.

7.2 参考文献在正文中的标注法

7.2 References in the body

7.2.1 顺序编码制

7.2.1 Sequential coding system

按正文中引用的文献首次出现的先后顺序用阿拉伯数字连续编码，将序号置于方括号中，并置于上标，如^[1]，^[2]，^[3]。如果顺序编码制用文后参考文献方式时，序号可由计算机自动生成。如果需要对相关内容进行附加说明，也可以在当页底部加脚注，每页单独用^①，^②，^③等编码。

The works cited in the body shall consecutively be coded with Arabic numerals in the order of their first appearance, and the serial numbers shall be placed in square brackets as superscripts, such as ^[1], ^[2], ^[3]. The computer can automatically generate the serial number when the sequential coding system is used in the references list. If an additional explanation is required for relevant content, footnotes can also be added at the bottom of the current page. On each page, footnotes shall be separately coded with ^①, ^②, ^③, etc.

同一处引用多篇文献时，应将各篇文献的序号在方括号内全部列出，各序号间用“，”。如遇连续序号，起讫序号间用短横线连接。例如：裴伟^[70,83]提出……；莫拉德对稳定区的节理格式的研究^[255-256]……。

When multiple articles are cited at the same place, the serial numbers of each article shall be listed in square brackets, and “,” shall be used between the serial numbers. In the case of continuous serial numbers, the starting and ending serial numbers shall be connected by a hyphen. For example, Pei Wei ^[70, 83] proposed; Morard’s research on the joint format in a stable area ^[255-256].

多次引用同一著者的同一文献时，在正文中标注首次引用的文献序号，并在序号的“[]”外著录引文页码。例如：……坚决反对者^{[2]260}，……佛教受到了极大的打击^{[2]326-329}。

When one work of one author is repetitively cited, the serial number of the first citation of the literature shall be marked in the body, and the page number of the citation shall be written outside the "[]" of the serial number. For example:… Resolute opponents^{[2]260},… Buddhism has been heavily hit^{[2]326-329}.

7.2.2 著者-出版年制在正文中的标注方式

7.2.2 Author-year system

正文中的标注方式分两种：其一，正文里已出现著作者姓名的，在其后用圆括号附上出版年份即可；其二，正文里仅提及有关的资料内容而未提到著作者，则在相应文句处用圆括号标注著作者姓名和出版年份，两者之间以逗号隔开（圆括号、逗号使用中文半角符号）。中文作者列出作者姓名，欧美著者仅列出姓。但在文后参考文献中需要标注参考文献的详细信息。例如：The notion of an invisible college has been explored in the sciences (Crane, 1972). Its absence among historians was noted by Stieg (1981) ...

There are two ways to cite references in the main body of the text: (1) when the author's name is part of the sentence, place only the year of publication in parentheses shall be placed; (2) when the author is not mentioned, place in parentheses the author's name and year of publication separated by commas (Chinese half-width parentheses and commas). For Chinese authors, list their full name in Chinese writing; For European and American authors, list only their surnames in Chinese and English writing. However, detailed information about the references shall be given in the references list. For example, the notice of an invisible college has been explored in the Sciences (crane, 1972). Its absence among historians was noted by Stieg (1981) ...

引用多位著者的文献时，对欧美著者只需标注第一个著者的姓，其后附“et al.”，仅两位作者的全部注出，中间用“&”；对中文著者应该标注第一著者的姓名，其后附“等”字，姓名与“等”字之间留一个空格。例如：（张永 等，2005）。

If a reference has more than two authors, only the first author's surname is required for English authors, followed by “et al.” When a reference has only two authors, give both names joined by “&”. For Chinese authors, use the principal author's name followed by “等” with a space between the name and the word “等”. For example: （张永 等，2005）。

引用同一著者在同一年份出版的多篇文献时，在出版年份之后用英文小写字母 a、b、c……区别。如：（张永，2005a）。

If the author has more than one reference in the same year, add English lowercase letters a, b, c... after the year of publication to differentiate. For example: （张永，2005a）。

多处引用同一著者的同一文献时，在“（）”外以角标的形式著录引文页码。例如：（张永等，2005）⁸；（张永等，2005）¹²⁻¹⁵。引用有两个以上同姓的著者的外文文献时，则著者要加名字的缩写，但不必加缩写点。

When citing the same reference from the same author at different places by the author-year system, the page number of the citation should be given as superscript of “（）”. For example: （张永等，2005）⁸；（张永等，2005）¹²⁻¹⁵. If a reference has more than two authors with the same surname, the initials of the author's names should be added without a period.

同一处引用多篇文献时，按出版年份由远及近依次标注，中间用分号分开。括号内标点符号（逗号，分号）使用英文半角符号，符号与后面的文字间需有空格间隔。例如：（Simon & Feenberg, 2003; Wang, 2010）。

When citing more than one reference in one place by the author-year system, list them in chronological order according to the year of publication and separate different authors and years with semicolons. Punctuation in parentheses (commas, semicolons) shall be English half-width symbols, and a space is required between the symbols and the following text. For example: (Simon and Feenberg, 2003; Wang, 2010)

7.2.3 主要参考文献著录的格式（参考《信息与文献 参考文献著录规则》GB/T 7714—2015）

7.2.3 The reference list format for main literature types (see Information and Documentation—Rules for Bibliographic References and Citations GB/T 7714-2015)

注意：著录中的符号建议使用英文半角。

Note: English half-width symbols are recommended in the reference list.

（1）专著：指以单行本或多卷册形式，在限定期内出版的非连续性出版物。包括各种载体形式出版的普通图书、古籍、学位论文、技术报告、会议文集、汇编、多卷书、丛书等。其著录格式为：

（1）Monographs: non-serial publications in the form of offprints or multi-volumes. They are published within a limited period, including ordinary books, ancient books, dissertations, technical

reports, conference collections, compilations, multi-volume books, series books in various formats, etc.

主要责任者. 题名: 其他题名信息[文献类型标志(电子文献必备, 其他文献任选, 以下同)]. 其他责任者(任选). 版本项. 出版地: 出版者, 出版年: 引文起-止页码[引用日期(联机文献必备, 其他电子文献任选, 以下同)]. 获取和访问路径(联机文献必备, 以下同).

Format: The first author. Title: other title information [reference type sign (compulsory for electronic literature, optional for other documents, the same below)]. Other authors (optional). Edition. Place of publication: publisher, year of publication: pages [Date of citation (compulsory for online documents, optional for other electronic literature, the same below)]. Access path: (compulsory for online documents, the same below).

示例如下:

Examples:

李祥浩. 青藏高原东缘环境与生态[M]. 成都: 四川大学出版社, 2002.

田婉淑, 江耀明. 中国两栖爬行动物鉴定手册[M]. 北京: 科学出版社, 1986: 98-106.

赵耀东. 新时代的工业工程师[M/OL]. 台北: 天下文化出版社,

1998[1998-09-26].<http://www.ie.nthu.edu.tw/info/ie.newie.htm>.

辛希孟. 信息技术与信息服务国际研讨会论文集: A 集[C]. 北京: 中国社会科学出版社, 1994.

Peebles P Z, Jr. Probability, random variable, and random signal principles[M]. 4th ed. New York: McGraw Hill, 2001.

林钰婷. 台产攀蜥属之细胞遗传研究[D]. 台湾. 台湾师范大学生命科学研究所, 2006.

(2) 专著中的析出文献: 从正本文献中析出的具有独立篇名的文献。其著录格式为:

(2) Literature extracted from monographs: extracted literature with independent titles.

析出文献主要责任者. 析出文献题名[文献类型标志]. 析出文献其他责任者//专著主要责任者. 专著题名: 其他题名信息. 版本项. 出版地: 出版者, 出版年: 析出文献的页码[引用日期]. 获取和访问路径.

Format: The first author. Title of the analyzed document [document type sign]. Other author(s) // The first author of monographs. Title of the monograph: other title information. Edition. Place of publication: publisher, year of publication: pages of analyzed documents [Date of citation]. Access path.

示例如下：

Example:

程根伟. 1998 年长江洪水的成因与减灾对策[M]//许厚泽, 赵其国. 长江流域洪涝灾害与科技对策. 北京: 科学出版社, 1999: 32-36.

(3) 连续出版物: 一种载有卷期号或年月顺序号、计划无限期地连续出版发行的出版物, 包括以各种载体形式出版的期刊、报纸等。其著录格式为:

(3) Serial publications: publications with volume numbers or chronological numbers. This type includes journals, newspapers, and other materials published in various forms with no predetermined deadline.

主要责任者. 题名: 其他题名信息[文献类型标志]. 年, 卷(期) - 年, 卷(期). 出版地: 出版者, 出版年[引用日期]. 获取和访问路径.

Format: The first author. Title: other title information [Document type sign]. Year, Vol. (no.) - Year, Vol. (no.). Place of publication: publisher, year of publication [Date of citation]. Access path.

示例如下：

Examples:

中国地质学会. 地质论评[J]. 1936, 1 (1) -. 北京: 地质出版社, 1936-.

中国图书馆学会. 图书馆学通讯[J]. 1957 (1) -1990 (4) . 北京: 北京图书馆, 1957-1990.

American Association for the Advancement of Science[J]. Science. 1883,1(1)-. Washington, D.C.: American Association for the Advancement of Science, 1883-.

(4) 期刊、报纸等连续出版物中的析出文献, 其著录格式如下:

(4) Literature extracted from journals and newspaper

析出文献主要责任者. 析出文献题名[文献类型标志]. 连续出版物题名: 其他题名信息, 年, 卷(期): 页码[引用日期]. 获取和访问路径.

Format: The first author of analyzed documents. Title of analyzed documents [Document type sign]. Title of serial publications: other title information, year, Vol. (no.): Pages [Date of citation]. Access path.

示例如下：

Examples:

王静, 周启心, 田孟, 等. 树鼩模型: 抑郁症的社会竞争失败与学习和记忆的被捕获条件反射[J]. 动物学研究, 2011, 32:24-30.

郑本兴. 云南玉龙雪山第四纪冰期与冰川演化模式[J]. 冰川冻土, 2000, 22 (1) : 53-61.

傅刚, 赵承, 李佳路. 大风沙过后的思考[N/OL]. 北京青年报, 2000-04-12 (14)
[2002-03-06].<http://www.bjyouth.com.cn/Bqb/20000412/B/4216%5ED0412B1401.htm>.

(5) 专利文献, 其著录格式如下:

(5) Patent literature

专利申请者或所有者. 专利题名: 专利国别, 专利号[文献类型标志]. 公告日期或公开日期[引用日期]. 获取和方位路径.

Format: Patent applier(s) or owner(s). Title: nationality, patent number [Document type sign]. Issue date [Date of citation]. Access path.

示例如下:

Examples:

江锡洲. 一种湿热外敷药制备方案: 中国, 88105607. 3[P]. 1989-07-26.

西安电子科技大学. 光折变自适应光外差探测方法: 中国,
01128777.2[P/OL].2002-03-06.<http://211.152.9.47/sipoasp/zljs/hyjs-yx-new.asp?recid=01128777.2&leixin=0>.

(6) 电子文献: 以数字方式将图、文、声、像等信息存储在磁、光、电介质上, 通过计算机、网络或相关设备使用的记录有知识内容或艺术内容的文献信息资源, 包括电子书刊、数据库、电子公告等。凡属电子图书、电子图书或报刊等的析出文献其著录格式分别按上述有关规则处理外, 其他的电子文献著录格式如下:

(6) Electronic literature: information and references containing knowledge or artistic contents, including electronic books and journals, databases, electronic bulletins, etc., whose original information, such as pictures, texts, sound, and images, are stored on magnetic, optical, and dielectric media in digital form and then displayed in computers, internet or related devices. Description formats of extracted literature of electronic books and electronic books or newspapers follow the rules mentioned above. The format of other electronic literature is as follows:

主要责任者. 题名: 其他题名信息[文献类型标志/文献载体标志]. 出版地: 出版者, 出版年 (更新或修改日期) [引用日期]. 获取和访问路径.

The first author. Title: other title information [document type sign/ document carrier sign].
Place of publication: publisher, year of publication (updated or revised date) [Date of citation].
Access path.

示例如下：

Example:

Online Computer Library Center, Inc. History of OCLC[EB/OL]. [2000-01-08].
<http://www.oclc.org/about/history/default.htm>.

7.2.4 文后参考文献的注意事项

7.2.4 Other tips for writing the reference list

编著者姓名，一律姓在前、名在后。西文和俄文的姓全部著录，名字可用大写首字母（不加缩写点）。

As for the author's name, list the names in the following way: surname, first name. The last names in western and Russian letters shall be given in full, and the first names can be capitalized initials (without periods).

以机构和团体署名的文献，此机构或团体可作为编著者，但要用全称，而不用简称或缩写。

For works written by organizations or committees, such organizations or committees may be treated as authors, in which case their full names should be used instead of abbreviations.

编著者不明的文献，编著者一项应注明“佚名”，或用其他与之相应的词。

For references whose authors are unknown, “unknown” shall be indicated or use other words with similar effects.

编著者为 3 人以下时全部著录，用逗号分隔；3 人以上可只著录前 3 人，后加“，等”，外文用“，et al.”，“et al.”不必用斜体。

When the number of authors is less than three, they shall be listed and separated by commas. If there are more than three authors, only the first three authors can be listed, with "etc." added after "et al." in foreign languages, “et al.” and “et al.” need not be italicized.

外文文献大写字母的使用要符合文种本身的习惯用法。

The use of capital letters in foreign language documents should conform to the idiomatic usage of the language itself.

外文期刊刊名应列出全名，期刊名排正体。

The title of a foreign journal should be represented in its full name, and the title of the journal should be in the correct form.

期刊须列出年，卷（期）：起-止页，卷或期这两项至少标注一项，不必标注汉字“卷”或英文“Vol”等；如果是分卷图书，则应加“卷”或“册”或“Vol”或其他语种相应的词（外文缩写词不加缩写点，首字母大小写应全文统一）。

For journals, the format is: volume (issue): start – end page numbers. At least, the volume or issue number shall be given, indicating that “volume” or “Vol” is not necessary. If a book is divided into Volumes, words corresponding to “volumes” or “vol” or in other languages shall not be added with a period (abbreviations in foreign languages are not added, and the case of initial letters should be unified throughout the text).

参考文献的版次、卷、期、页码等一律用阿拉伯数字表示。版次中中文版次著录为“第2版”、“第3版”……（第1版不必列出），西文文献的版次著录为“2nd ed”、“3rd ed”或其他语种相应的词。

The editions, volumes, periods, and page numbers of references are all expressed in Arabic numerals. In the editions, the Chinese editions are recorded as “2nd edition” and “3rd edition” ... (the 1st edition need not be listed), and the editions of western documents are described as “2nd ed”, “3rd ed” or the corresponding words in other languages.

出版年采用公元纪年，并用阿拉伯数字著录。如有其他纪年形式时，将原有的纪年形式置于“（）”内。

For the year of publication, Anno Domini recorded by Arabic numerals shall be adopted and recorded by Arabic numerals. If there are other chronology forms, place the original form of chronology in “()”.

如：1947（民国三十六年）

For example: 1947（民国三十六年）

日文文献中的汉字要用日文汉字。

When writing Japanese references, Hanzi shall be written in Hanji.

参考文献中使用的标点符号：

Punctuation in references:

，用于同一著作方式的责任者、“等”“译”字样、出版年、期刊年卷期标识中的年和卷号前。

“,” is used in front of the author names, Chinese characters like “等” and “译”, the publication year, the issue year, and the volume number of journals.

：用于其他题名信息、出版者、引文页码、析出文献的页码、专利号前。

“:” is used before other title information, the publisher, the pages of citation, the pages of extracted literature, and the patent number.

() 用于期刊年卷期标识中的期号、报纸的版次、电子资源的更新或修改日期以及非公元纪年的出版年。

“()” is used for the issue number of journals, the edition number of newspapers, the update or modification date of the electronic resources, and the non-AD publication year.

[] 用于序号、文献类型、电子文献的引用日期以及自拟的信息。

“[]” is used for the serial number, the document type, the citation date of Electronic literature, and self-edited information.

// 用于专著中的析出文献的出处项前。

“//” is used before the source of the extracted literature from monographs.

– 用于起讫序号和起讫页码间。

“-” is used between the start page and the end page.

· 于题名项、析出文献题名项、连续出版物的“年卷期或其他标识”项、版本项、出版项等之前。每一条参考文献的结尾可用“.”号。

“.” is used in front of the article title, the title of the extracted literature, the issue number and the volume number of serials, the edition number, and the publisher. Every reference can end with a ".".

三、排版与印刷要求

III. Requirements for Formatting and Printing

(一) 纸张要求和页面设置

1. Paper Requirements and Page Settings

项目名称	要求
Items	Requirements
纸张	A4 (210mm×297mm) , 幅面白色
Paper	A4 (210mm×297mm), white
页面设置	上、下 2.54cm, 左、右 3.17cm, 页眉、页脚距页边界 1.5cm

	封面采用国科大统一格式
Page Setting	Cover page: the typical format of UCAS. Margins: left and right 3.17 cm, top and bottom 2.54 cm. The distance between the page header and page footer from the page edges: is 1.5 cm.
页眉	宋体小五号居中，英文和阿拉伯数字用 Times New Roman 体
Page Header	9pt, Simsun, centered; Times New Roman for English and Arabic numerals.
页码	Times New Roman 体小五号
Page Number	9pt, Times New Roman

(二) 封面

2. Covers

项目名称	中文要求	英文要求
Items	Requirements for Chinese Content	Requirements for English Content
论文题目	黑体小三号加粗，单倍行距	Times New Roman 体小三号加粗居中，单倍行距
Title	15pt, Simhei, bolded, single-line spacing	15pt, Times New Roman, bolded, centered, single-line spacing
作者姓名	宋体四号加粗，2 倍行距	Times New Roman 体四号加粗，2 倍行距
Name of Author	14pt, Simsun, bolded, 2-line spacing	14pt, Times New Roman, bolded, 2-line spacing
指导教师	宋体四号加粗，2 倍行距	Times New Roman 体四号加粗，2 倍行距
Name of Supervisor	14pt, Simsun, bolded, 2-line spacing	14pt, Times New Roman, bolded, 2-line spacing
学位类别	宋体四号加粗，2 倍行距	Times New Roman 体四号加粗，2 倍行距
Degree Category	14pt, Simsun, bolded, 2-line spacing	14pt, Times New Roman, bolded, 2-line spacing
学科专业	宋体四号加粗，2 倍行距	Times New Roman 体四号加粗，2 倍行距
Discipline	14pt, Simsun, bolded, 2-line spacing	14pt, Times New Roman, bolded, 2-line spacing
培养单位	宋体四号加粗，2 倍行距	Times New Roman 体四号加粗，2 倍行距
Institute/School	14pt, Simsun, bolded, 2-line spacing	14pt, Times New Roman, bolded, 2-line spacing
完成日期	阿拉伯数字 Times New Roman 体四号加粗居中	阿拉伯数字 Times New Roman 体四号加粗居中
Finish Date	Arabic numeral, 14pt, Times New Roman, bolded, centered	Arabic numeral, 14pt, Times New Roman, bolded, centered

(三) 书脊

3. Spine

学位论文的书脊用黑体，英文和阿拉伯数字用 Times New Roman 体，字号一般为小四号，可根据论文厚度适当调整。上方写论文题目，中间写作者姓名，下方写“中国科学院大学”，距上下边界均为 3cm 左右（见样张 4）。

The title of the thesis/dissertation should be written on the top, the name of the writer in the middle, and "University of Chinese Academy of Sciences" at the bottom. The distances to the top and bottom boundaries should be 3cm (see prospectus 4). Words on the spine of the thesis/dissertation shall be written in Simhei; English and Arabic numerals shall be in Times New Roman; the font size shall be 12pt (it can be adjusted according to the thickness of the thesis/dissertation).

(四) 摘要和关键词

4. Abstract and keywords

项目名称 Items	中文摘要 Chinese abstract	英文摘要 English abstract
标题 Title	摘要：二字间空一格，黑体四号加粗居中，单倍行距，段前 24 磅，段后 18 磅 Abstract: one space between two words, Simhei 14pt and centered, single-spaced, 24-point type before the paragraph and 18 after it.	Abstract: Times New Roman 四号加粗居中，单倍行距，段前 24 磅，段后 18 磅 Abstract: Times New Roman 14pt in bold and centered, single-spaced, 24-point type before the paragraph and 18 after it.
段落文字 Words	宋体小四号，1.25 倍行距，段前段后 0 磅 Simsun 12pt, 1.25 spaced, 0 point type	Times New Roman 小四号，1.25 倍行距，段前段后 0 磅 Times New Roman 12pt, 1.25 spaced, 0 point type.
关键词 Key words	关键词与摘要间空一行。宋体小四号，1.25 倍行距，段前段后 0 磅。“关键词”三字加粗 There shall be a blank line between Abstract and Keywords. Simsun typeface 12pt, 1.25 spaced, 0 point type. “Keywords” should be	关键词与摘要间空一行。Times New Roman 小四号，1.25 倍行距，段前段后 0 磅。“Key Words”两词加粗 There shall be a blank line between Abstract and Keywords. Times New Roman 12pt, 1.25 spaced, 0 point type. “Keywords” should be bolded.

	bolded.	
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(五) 目录

5. Table of contents

项目名称 Items	示例 Example	要 求 Requirements
标题 Title	目 录 Table of Contents	黑体四号加粗居中（英文和阿拉伯数字用 Times New Roman 体），单倍行距，段前 24 磅，段后 18 磅 Simhei 14pt in bold and centered (Times New Roman for English and Arabic numerals), single-spaced, 24-point type before the paragraph and 18 behind it.
章目录 Contents of the chapters	第 1 章 绪论.....1 Chapter One1	黑体四号（英文和阿拉伯数字用 Times New Roman 体），单倍行距，左缩进一个汉字符，段前 6 磅，段后 0 磅，两端对齐，页码右对齐 Simhei 14pt (Times New Roman for English and Arabic numerals), single-spaced, left indent of 1 Chinese character, 6-point type before the paragraph and 0 behind the paragraph, justified, right alignment for pages.
二级标题目录 Contents of the second-level headlines	1.2 文献概述.....10，或 2.1 实验材料.....10 1.2 Literature review10 or 2.1 Experimental materials.....10	黑体四号（英文和阿拉伯数字用 Times New Roman 体），单倍行距，左缩进两个汉字符，段前 6 磅，段后 0 磅，两端对齐，页码右对齐 Simhei 14pt (Times New Roman for English and Arabic numerals), single-spaced, left indent of 2 Chinese characters, 6-point type before the paragraph and 0 behind the paragraph, justified, right alignment for pages.
三级节标题目录 Contents of the third-level headlines	1.2.3 尚待解决的问题....10，或 2.2.2 细胞培养.....15 1.2.3 Problems unsolved.....10, or 2.2.2 Cell cultivation.....15	黑体四号（英文和阿拉伯数字用 Times New Roman 体），单倍行距，段前 6 磅，段后 0 磅，两端对齐，页码右对齐 Simhei 14pt (Times New Roman for English and Arabic numerals), single-spaced, 6-point type before the paragraph and 0 behind the paragraph, justified, right alignment for

		pages.
其他 Other headlines	参考文献.....71 附录 ×××.....87 致谢.....89 作者简历及攻读学位期间发表的学术论文与其他相关学术成果.....91 References71 Appendix ××87 Acknowledgments89 The author's resume and list of published papers and other relevant research results during degree study91	黑体四号（英文和阿拉伯数字用 Times New Roman 体），单倍行距，段前 6 磅，段后 0 磅，两端对齐，页码右对齐 Simhei 14pt (Times New Roman for English and Arabic numerals), single-spaced, 6-point type before the paragraph and 0 behind the paragraph, justified, right alignment for pages.
图表目录标题	图表目录 List of Figures	黑体四号加粗居中（英文和阿拉伯数字用 Times New Roman 体），单倍行距，段前 24 磅，段后 18 磅 Simhei 14pt in bold and centered (Times New Roman for English and Arabic numerals), single-spaced, 24-point type before the paragraph and 18 behind it.
图表目录	图 1-1 ××××.....1, 或 表 1-1 ××××.....1, 或 附图 1-1 ×××.....87, 或 附表 1-1 ×××.....87 Figure 1-1 ××××.....1, or Table 1-1 ××××.....1, or Appendix Figure ××××.....87, or Appendix Table ××××.....87	黑体四号（英文和阿拉伯数字用 Times New Roman 体），单倍行距，段前 6 磅，段后 0 磅，两端对齐，页码右对齐 Simhei 14pt (Times New Roman for English and Arabic numerals), single-spaced, 6-point type before the paragraph and 0 behind the paragraph, justified, right alignment for pages

（六）正文

6. The main body

项目名称	示例	要求
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Items	Example	Requirements
章标题 Titles of chapters	第 1 章 ××× Chapter One ×××	黑体四号加粗居中（英文和阿拉伯数字用 Times New Roman 体），单倍行距，段前 24 磅，段后 18 磅，章序号与章名间空一个汉字符 Simhei 14pt in bold and centered (Times New Roman for English and Arabic numerals), single-spaced, 24-point type before the paragraph and 18 behind it, one Chinese character space between the serial number and the title of the chapter.
二级节标题 Second-level headline of the section	1.2 ×××× 1.2 ××××	黑体小四号顶左（英文和阿拉伯数字用 Times New Roman 体），单倍行距，段前 24 磅，段后 6 磅，序号与题名间空一个汉字符 Simhei 12pt in bold to the left (Times New Roman for English and Arabic numerals), single-spaced, 24-point type before the paragraph and six behind it, one Chinese character space between the number and the name of the title.
三级节标题 Third-level headline of the section	1.2.1 ××× 1.2.1 ×××	黑体小四号顶左（英文和阿拉伯数字用 Times New Roman 体），单倍行距，段前 12 磅，段后 6 磅，序号与题名间空一个汉字符 Simhei 12pt in bold to the left (Times New Roman for English and Arabic numerals), single-spaced, 12-point type before the paragraph and six behind it, one Chinese character space between the number and the name of the title.
四级节标题 Fourth-level headline of the section	1.2.1.1 ××× 1.2.1.1 ×××	黑体小四号居左（英文和阿拉伯数字用 Times New Roman 体），单倍行距，段前 12 磅，段后 6 磅，序号与题名间空一个汉字符 Simhei 12pt in bold to the left (Times New Roman for English and Arabic numerals), single-spaced, 12-point type before the paragraph and six behind it, one Chinese character space between the number and the name of the title.
段落文字（正文） Words (the main body)	×××××××××××××× ××××××××××××××	宋体小四号（英文和阿拉伯数字用 Times New Roman 体），两端对齐书写，段落首行左缩进两个汉字符。段前段后 0 磅，1.25 倍行距（段落中有数学表达式时，可根据表达需要设置该段的行距） Simsun 12pt (Times New Roman for English and Arabic numerals), justify-aligned, two Chinese characters space in the first level of the

		paragraph. Two Chinese characters should indent the first line of the paragraph. 0 point type, 1.25 spaced (if there is a mathematical expression in the paragraph, the line spacing of the paragraph can be set according to the expression needs)
图序、图名、 图注 Sequence, name and notes of graphs	图 2-1 ××× Figure 2-1 ×××	<p>图序、图题、图注依次置于图的下方，图序和图题加粗，宋体五号居中（英文用 Times New Roman 体），1.25 倍行距，中文图题段前 6 磅，段后 0 磅，英文图题段前 0 磅，段后 12 磅，图序与图题文字之间空一个汉字符位。“注”字加粗，左缩进两个汉字符，续行缩进至“注”后</p> <p>Simsun 10.5pt centered (Times New Roman for English and Arabic numerals), 1.25 spaced, 6 point type before the Chinese graph name and 0 behind it, 0 point type before the English graph name and 12 after it; one Chinese character space between the notes and name of the graph with the sequence of the graph. Graph sequence, graph name, and notes are successively placed under the graph with the sequence and name in bold. “Notes” shall be in bold and left indented by two Chinese characters. The following line shall be indented until behind “Notes”.</p>
表序、表名、表注 Sequence, name and notes of tables	表 2-1 ××× Table 2-1 ×××	<p>表序、表题置于表的上方，宋体五号加粗居中（英文和阿拉伯数字用 Times New Roman 体），1.25 倍行距，中文表题段前 6 磅，段后 0 磅，英文表题段前 0 磅，段后 12 磅，表序与表题文字之间空一个汉字符位。表注位于表下方，“注”字加粗，左缩进两个汉字符，续行缩进至“注”后</p> <p>Table sequence and name placed above the table, Simsun 10.5pt in bold, centered (Times New Roman for English and Arabic numerals), 1.25 spaced, 6-point type before the Chinese name and 0 behind it, 0 point type before the English name and 12 after it; one Chinese character space between the sequence number and the name of the table. Notes shall be placed under the table, “Notes” in bold and left indented by two Chinese characters. The following line shall be indented until behind “Notes”.</p>
表达式	(3-2)	表达式居中排，序号加圆括号，宋体五号（英文和阿拉伯数字用 Times

Expressions	(3-2)	New Roman 体)，右顶格排 Expression centered (Times New Roman for English and Arabic numerals), serial number in parentheses, Simsun 10.5pt, starting from the right with no indentation
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(七) 其他

(7) Other requirements

项目名称 Project's name	要求 requirement
参考文献 References	<p>“参考文献”四字黑体四号加粗居中。著录部分：宋体小四号（英文和阿拉伯数字用 Times New Roman 体），1.25 倍行距，段前段后 0 磅，两端对齐；中英文一律用正体（拉丁文生物学名词必须用斜体的除外）；“著者—出版年制”续行缩进两个汉字符，“顺序编码制”缩进至编码之后</p> <p>“References” shall be in Simhei 14pt in bold and centered. For the references list: Simsun 12pt (Times New Roman for English and Arabic numerals), 1.25 spaced, 0 point type, justified; block letter in both Chinese and English (except for Latin biological terms that require italicization); “author-year system”: continued lines left indented by two Chinese characters, “sequential coding system”: continued lines left indented until behind the serial number</p>
附录 Appendix	<p>标题黑体四号加粗居中，“附录”二字（多个附录则为“附录一”等）与题间空一个汉字符位。内容部分：宋体小四号，两端对齐书写，段落首行左缩进两个汉字符。段前段后 0 磅，1.25 倍行距（段落中有数学表达式时，可根据表达需要设置该段的行距）。英文和阿拉伯数字用 Times New Roman 体</p> <p>The title shall be in Simhei 14pt in bold and centered. “Appendix” (Appendix I, II, etc., if there is more than one) shall be spaced with one Chinese character from the appendix name. For the content: Simsun 12pt justified two Chinese characters intent of the first line of the paragraph. 0 point type, 1.25 spaced (if there is a mathematical expression in the paragraph, the line spacing of the paragraph can be set according to the expression needs), Times New Roman for English and Arabic numerals</p>
致谢	标题黑体四号加粗居中，“致谢”二字间空一个汉字符位。内容部分：宋体小四号，

Acknowledgements	1.25 倍行距，段前段后 0 磅。英文和阿拉伯数字用 Times New Roman 体 The title shall be in Simhei 14pt in bold and centered. There shall be a Chinese character space between the two characters for Chinese acknowledgments, “致谢”. For the text: Simsun 12pt, 1.25 spaced, 0 point type, Times New Roman for English and Arabic numerals
作者简历及攻读学位期间发表的学术论文与其他相关学术成果 The author's resume and published papers and other relevant academic results during the degree study	标题要求同各章标题，正文部分：宋体小四号（英文用 Times New Roman 体），1.25 倍行距，段前段后 0 磅，学术论文书写格式同参考文献 The title shall be in Simhei 14pt in bold and centered. For the content: Simsun 12pt (Times New Roman for English), 1.25 spaced, 0 point type, the format of published papers is the same as the references.

（八）印刷及装订要求

8. Requirements for printing and binding

论文封面使用中国科学院大学统一的封面格式。学位论文用 A4 标准纸 (210 mm×297 mm) 打印、印刷或复印，按顺序装订成册。自中文摘要起双面印刷，之前部分单面印刷。中文摘要、英文摘要、目录、论文正文、参考文献、附录、致谢、作者简历及攻读学位期间发表的学术论文与其他相关学术成果等，均须由另页右页（奇数页）开始。论文必须用线装或热胶装订，不使用钉子装订。封面用纸一般为 150 克花纹纸（需保证论文封面印刷质量，字迹清晰、不脱落），博士学位论文封面颜色为红色，硕士学位论文封面颜色为蓝色。

附件：1. 样张及格式范例

2. 学位类别中英文对照表

Adopt the format required by the University of Chinese Academy of Sciences for the thesis/dissertation cover. A thesis/dissertation should be printed on A4 standard paper (210 mm×297 mm) and then be bound into a book. Starting from the Chinese abstract, all pages should be printed double-sided. The parts before the Chinese abstract should be printed one-sided. Abstract in Chinese, abstract in English, table of contents, the main body, references, appendix, acknowledgments, the author's resume, and a list of published papers and research results during the study should be written on a separate page, respectively. Besides, the thesis/dissertation must be bound either by string or hot glue, not with staplers. Typically, the cover paper should weigh

150 grams and be of good quality, with clear and long-lasting printing. In addition, a red cover should be used for a Doctoral degree dissertation and a blue one for a Master's degree thesis.

Appendices: 1. Templates

2. Chinese English comparison table for degree categories



中国科学院大学
University of Chinese Academy of Sciences

Doctoral/Master's Degree Thesis/Dissertation

Choose "Doctoral" or
"Master's" according to
the degree you apply for

Title of the
thesis/dissertation

Times New Roman, 15 pt in boldface

Author: **Times New Roman, 14 pt in boldface**

Supervisor: **(Name, professional and technical titles, work address/14 pt in boldface)**

e.g. master of science, doctor of
medicine, master of engineering,
etc.

Degree category: **(Field of Disciplines or professional degree category/ Times New Roman, 14 pt in boldface)**

Secondary discipline, such
as Genetics

Discipline: **Times New Roman, 14 pt in boldface**

Host institute:

Full name of the institute or school
Times New Roman, 14 pt in
boldface

June 2023

Times New Roman, 14 pt in
boldface, fill in June if graduate
in summer and December if in
winter

Title-15 pt in Times New Roman and centered

A dissertation/thesis submitted to

Dissertation for
doctoral degree, thesis
for Master's degree

University of Chinese Academy of Sciences

in partial fulfillment of the requirement

for the degree of

Times New Roman, 14
pt, in boldface

Doctor/Master of [discipline]

Choose “Doctoral” or “Master’s”
according to the degree you apply
for; for academic doctoral degree,
fill in “Doctor of Philosophy”; for
academic Master’s degree, fill in
fields of disciplines, such as Master
of Natural Science; for professional
degree, fill in degree categories,
such as Doctor of Engineering,
Master of Business Administration

in [major]

By

[Author’s name in English, 14 pt in boldface, Times New Roman]

Supervisor: Professor Li Sitian

Full name, Times New
Roman, 14 pt, in
boldface

[host institute]

June 2023

Times New
Roman 14 pt, in
boldface

中国科学院大学 研究生学位论文原创性声明

本人郑重声明：所呈交的学位论文是本人在导师的指导下独立进行研究工作所取得的成果。尽我所知，除文中已经注明引用的内容外，本论文不包含任何其他个人或集体已经发表或撰写过的研究成果。对论文所涉及的研究工作做出贡献的其他个人和集体，均已在文中以明确方式标明或致谢。

作者签名：

日 期：

Statement of Originality of Degree Thesis/Dissertation

I declare that this thesis/dissertation is the result of my independent research under the instruction of my supervisor. Other individuals and groups contributing to the research have been mentioned or acknowledged in this thesis/dissertation. To the best of my knowledge, this thesis does not contain any research results published or written by other individuals or groups, except for the citations.

Signature:

Date:

中国科学院大学 学位论文授权使用声明

本人完全了解并同意遵守中国科学院有关保存和使用学位论文的规定，即中国科学院有权保留送交学位论文的副本，允许该论文被查阅，可以按照学术研究公开原则和保护知识产权的原则公布该论文的全部或部分内容，可以采用影印、缩印或其他复制手段保存、汇编本学位论文。

涉密及延迟公开的学位论文在解密或延迟期后适用本声明。

作者签名：

导师签名：

日 期：

日 期：

Authorization Statement for Thesis/Dissertation Use

I understand and abide by the regulations of the Chinese Academy of Sciences regarding the preservation, and use of theses/dissertations, i.e. the Chinese Academy of Sciences has the right to preserve the copies of students' theses/dissertations, allow the theses/dissertations to be consulted, publish all or part of the theses/dissertations following the principles of openness in academic research and protection of intellectual property rights, and preserve and compile the theses/dissertations by photocopying, reprinting in a reduced format or other means of reproduction. This statement shall apply to classified and delayed theses/dissertations after the declassification or delay period.

Signature of the author:

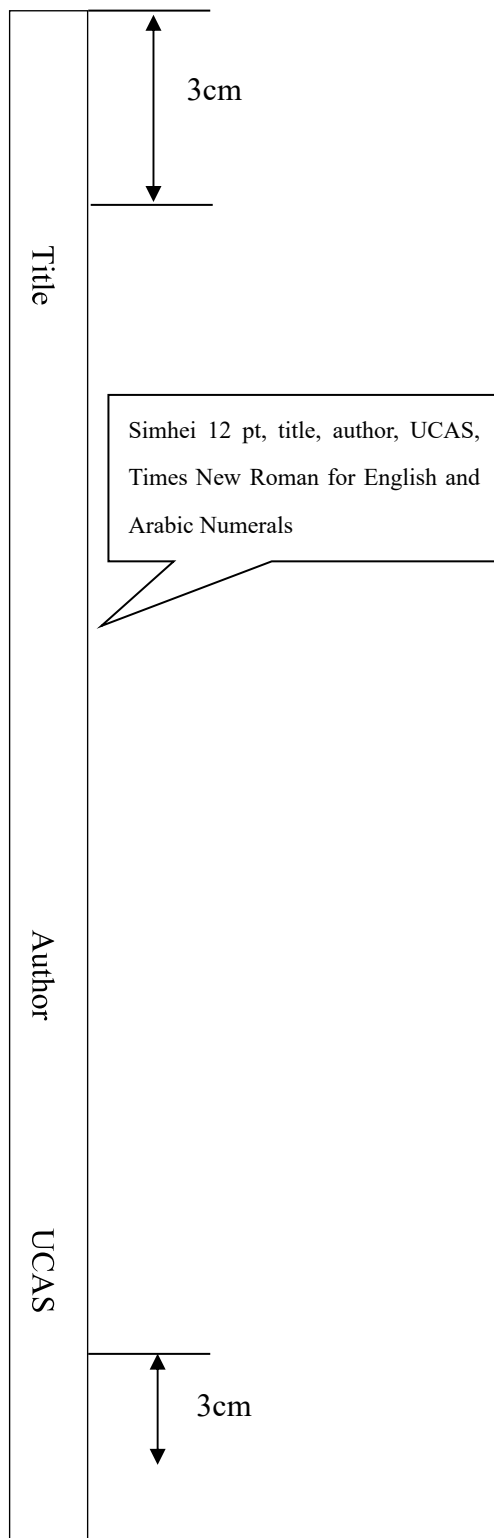
Date:

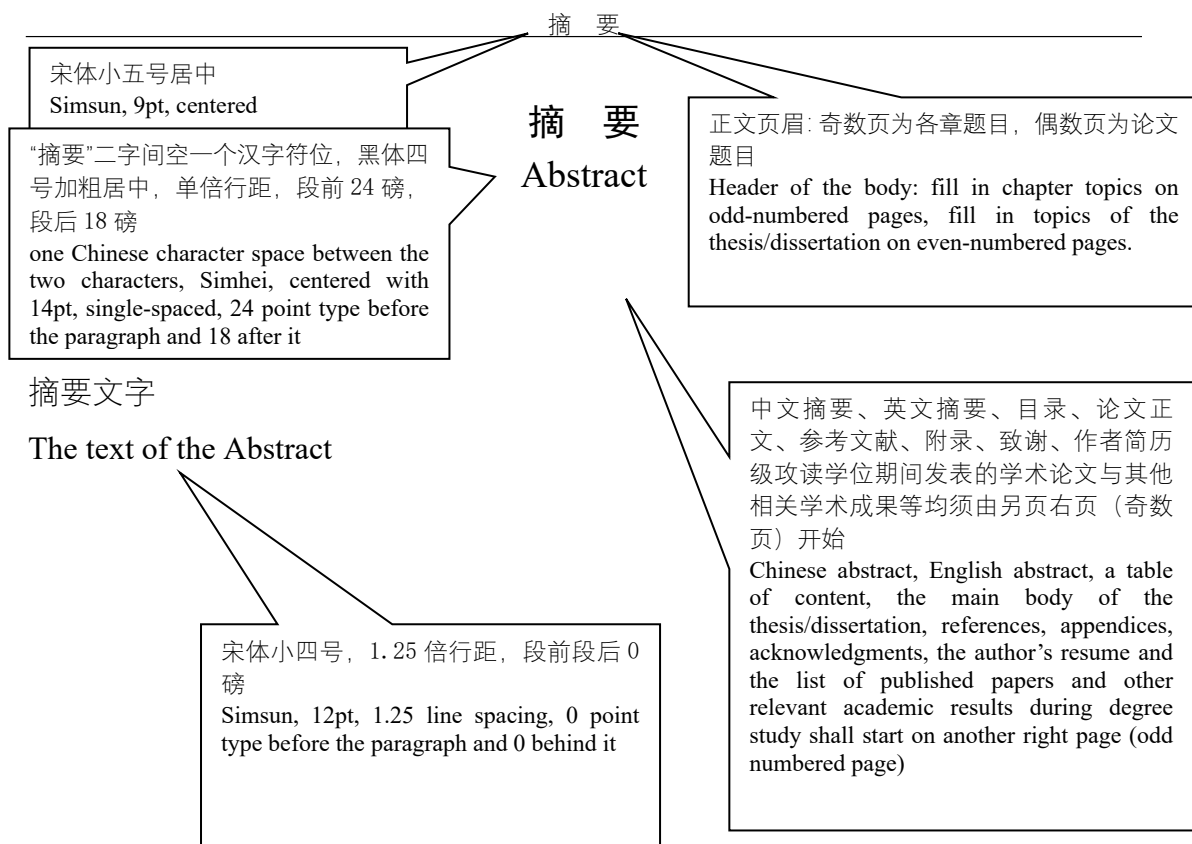
Signature of the author:

Date:

Template 4

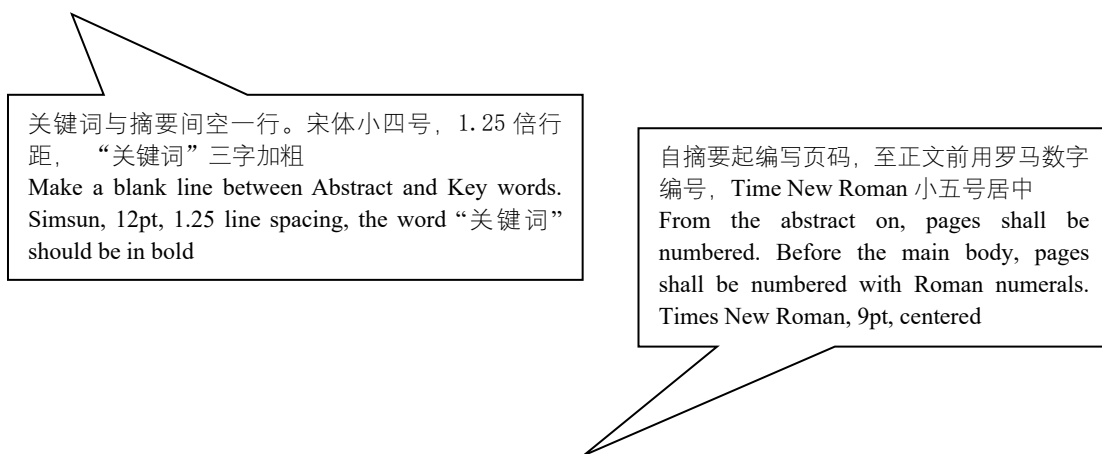
Spine (This page is for the spine only. Do not include it in your thesis/dissertation.)





关键词：阿尔茨海默病，整合分析，物种形成，侵袭

Keywords: Alzheimer's Disease, Integrative Analysis, Speciation, Invasion



Abstract

Times New Roman 四号加粗居中，单倍行距，段前 24 磅，段后 18 磅
Times New Roman, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph while 18 behind it

Times New Roman 小五号
Times New Roman, 9pt

Abstract text

Times New Roman 小四号，1.25 倍行距，段前段后 0 磅
Times New Roman, 12pt, 1.25 line spacing, 0 point type before and after the paragraph

Key Words: Alzheimer's Disease, Integrative Analysis, Speciation, Invasion

关键词与摘要间空一行。Times New Roman 小四号，1.25 倍行距，“Key Words”加粗
Make a blank line between Abstract and Key words. Times New Roman, 12pt, 1.25 line spacing, “Key words” should be in bold

章标题：黑体四号，单倍行距，段前 6 磅，段后 0 磅，两端对齐，页码右对齐

Chapter title: Simhei, 14pt, single-spaced, 6 point type before the paragraph and 0 behind it, align ends, right-justify the page number

目 录

Table of Contents

标题：二字间空一个汉字符位，黑体四号加粗居中，单倍行距段前 24 磅，段后 18 磅

Title: one Chinese character space between the two characters, Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph and 18 behind it

二级节标题黑体小四号，单倍行距，段前 6 磅，段后 0 磅，两端对齐，页码右对齐，左缩进一个汉字符位

Second-level section title, Simhei, 12pt, single-spaced, 6 point type before the paragraph and 0 behind it; align ends, right-justify the page number, indent by one Chinese character to the left

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标题：黑体四号加粗
居中，单倍行距，段
前 24 磅，段后 18 磅
Title: Simhei
(Chinese) or Times
New Roman (English),
14pt in bold, centered,
single spaced, 24 point
type before the
paragraph and 18
.....

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黑体四号（英文和阿拉伯数字用 Times New
Roman 体），单倍行距，段前 6 磅，段后 0 磅，
两端对齐，页码右对齐
Simhei (Chinese) or Times New Roman (English),
14pt, single spaced, 6 point type before the
paragraph and 0 after it, justified, page numbers
aligned to the right.

二级标题：黑体小四号顶左，单倍行距，段前24磅，段后6磅，序号与题名间空一个汉字符位

Second-level section title: Simhei, 12pt, to the left of the page, single-spaced, 24 point type before the paragraph and 6 behind it, space the number and the title by one Chinese character.

第1章 绪论

Chapter One Introduction

章标题：黑体四号加粗居中，单倍行距，段前24磅，段后18磅，章序号与章名间空一个汉字符位

Chapter title: Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph while 18 behind it, space the chapter number and the title by one Chinese character.

1.1 研究背景 Research background

1.1.1 ×××× (三级标题 Third-level titles)

1.1.1.1 ×××× (根据需要，也可设四级标题 Fourth-level titles are allowed if need be)

正文 The paragraph text

黑体小四号顶左，单倍行距，段前24磅，段后6磅，序号与题名间空一个汉字符位

Simhei, 12pt, to the left of the page, single-spaced, 24-point type before the paragraph and 6 behind it, space the number and the title by one Chinese character.

宋体小四号（英文用 Times New Roman 体 12 磅），左端对齐书写，段落首行左缩进两个汉字符。段前段后 0 磅，1.25 倍行距（段落中有数学表达式时，可根据需要设置该段的行距）

Simsun, 12pt (Times New Roman for English, 12pt), left end aligned, first line indented by two Chinese characters. 0 point type before and behind the paragraph, 1.25 line spacing (when there is a mathematical expression in a paragraph, you can set the line spacing of the paragraph as needed).

论文正文必须右页另起，页码用阿拉伯数字编写，右页右对齐，左页左对齐

The main body of the thesis/dissertation must start from the right page, with the page numbers written in Arabic numerals, the right page aligned to the right, and the left page aligned to the left.

第3章 ××××

Chapter III ××××

分章节撰写时每章应另起一页
Each chapter should be written on a separate page.

3.1 节标题 Section title

图序、图题、图注依次置于图的下方，图序和图题加粗，宋体五号居中（英文和阿拉伯数字用 Times New Roman 体），1.25 倍行距，中文图题段前 6 磅，段后 0 磅，英文图题段前 0 磅，段后 12 磅，图序与图题文字之间空一个汉字符位。“注”字加粗，左缩进两个汉字符，续行缩进至“注”后

Graph sequence, graph name and notes successively placed under the graph with the sequence and name in bold. Simsun 10.5pt centered (Times New Roman for English and Arabic numerals), 1.25 spaced, 6 point type before the Chinese graph name and 0 behind it, 0 point type before the English graph name and 12 after it; one Chinese character space between the notes and name of the

图片示例 Figure example:



图 3-1 图题

Figure 3-1 Title

图片一般设为高 6cm×宽 8cm，但高、宽也可根据图片量及排版需要按比例缩放。

Figures shall usually be “6cm high × 8cm wide” but their size can also be proportionally adjusted according to the number of figures and format requirements.

表序、表题置于表的上方，宋体五号加粗居中（英文用 Times New Roman 体），1.25 倍行距，中文表题段前 6 磅，段后 0 磅，英文表题段前 0 磅，段后 12 磅，表序与表题文字之间空一个汉字符位。表注位于表下方，“注”字加粗，左缩进两个汉字符，续行缩进至“注”后

Table sequence and name placed above the table, Simsun 10.5pt in bold, centered (Times New Roman for English and Arabic numerals), 1.25 spaced, 6 point type before the Chinese name and 0 behind it, 0 point type before the English name and 12 after it; one Chinese character space between the sequence number and the name of the table. Notes shall be placed under the table, “Notes” in bold and left indented by two Chinese characters. The next line shall be indented until behind “Notes”.

表格示例:

表 3-1 表题

Table 3-1 Title

××××	××××
×××	××××
×××	××××

表 3-1 表题 (续表)

三级节标题：黑体小四号顶左，单倍行距，段前 12 磅，段后 6 磅，序号与题名间空一个汉字符位

Third-level section title: Simhei, 12pt, to the left of the page, single-spaced, 12 point type before the paragraph and 6 behind it, space the number and the title by one Chinese character

.....

3.3.4 变异性 Variability

.....

参考文献

中英文一律用正体(拉丁文生物学名词必须用斜体的除外)

Block letter in both Chinese and English (except for Latin biological terms that require italicization)

References

“参考文献”四字黑体四号加粗居中
“References” written in Simhei, 14pt, in bold and centered

著录格式 (GB/T7714—2015) :

Format (GB/T7714—2015):

主要责任者. 题名: 其他题名信息[文献类型标识/文献载体标识]. 其他责任者. 版本项. 出版地: 出版者, 出版年: 引文页码[引用日期]. 获取和访问路径. 数字对象唯一标识符.

The first author. Title: other title.

authors. Place of publication: publisher, year.

path. Digital object unique identifier.

著录部分: 宋体小四号(英文和阿拉伯数字用 Times New Roman 体), 1.25 倍行距, 段前段后 0 磅, 两端对齐。“著者—出版年制”续行缩进两个汉字符, “顺序编码制”续行缩进至编码之后。

The references list: Simsun 12pt (Times New Roman for English and Arabic numerals), 1.25 spaced, 0 point type, justified; “author-year system”: continued lines left indented by two Chinese characters, “sequential coding system”: continued lines left indented until behind the serial number.

. Other
Access

示例: (顺序编码制)

Examples (sequential coding system):

普通图书:

Regular books:

[1] 李祥浩. 青藏高原东缘环境与生态[M]. 成都: 四川大学出版社, 2002: 20.

[2] 赵耀东. 新时代的工业工程师[M/OL]. 台北: 天下文化出版社, 1998[1998-09-26]. <http://www.ie.nthu.edu.tw/info/ie.newie.htm>.

论文集、会议集:

Symposia and conference proceedings:

[3] 辛希孟. 信息技术与信息服务国际研讨会论文集: A 集[C]. 北京: 中国社会科学出版社, 1994.

[4] 中国职工教育研究会. 职工教育研究论文集[G]. 北京: 人民教育出版社, 1985.

报告:

Reports:

[5] 中华人民共和国国务院新闻办公室. 国防白皮书: 中国武装力量的多样化运用[R/OL]. (2013-04-16)[2014-06-11]. <http://www.mod.gov.cn/affair/2013-04/16/content4442839.htm>.

- [6] World Health Organization. Factors regulating the immune response, report of WHO Scientific Group[R]. Geneva: WHO, 1970.

学位论文:

Unpublished theses/dissertations:

- [7] 林钰婷. 台产攀蜥属之细胞遗传研究[D]. 台湾: 台湾师范大学生命科学研究所, 2006.

专利文献:

Patents:

- [8] 张凯军. 轨道火车及高速轨道火车紧急安全制动辅助装置: 201220158825.2[P]. 2012-04-05.

标准文献:

Standards:

- [9] 全国信息与文献标准化技术委员会. 文献著录: 第 4 部分非书资料: GB/T 3792.4-2009[S]. 北京: 中国标准出版社, 2010: 3.

专著中析出文献:

Monograph extracts:

- [10] 宋史卷三: 本纪第三[M]//宋史: 第 1 册. 北京: 中华书局, 1977: 49.

报纸中析出文献:

Newspaper extracts:

- [11] 丁文详. 数字革命与竞争国际化[N]. 中国青年报, 2000-11-20(15).

档案资源:

Archives

- [12] 中国第一历史档案馆, 辽宁省档案馆. 中国明朝档案总汇[A]. 桂林: 广西师范大学出版社, 2021.

期刊:

Journals:

- [13] 李炳穆. 韩国图书馆法[J]. 图书情报工作, 2008, 52(6): 6-21.
- [14] Bravo H, Olavarria J, Torrealba F. Comparative study of visual inter and intrahemispheric cortico-cortical connections in five native Chilean rodents[J]. Anat Embryol(Berl), 1990, 181: 67-73.

电子资源:

Electronic resources:

- [15] 萧钰. 出版业信息化迈入快车道[EB/OL]. (2001-12-19)[2002-04-15]. <http://www.creader.com/news/20011219/200112190019.html>.
- [16] Online Computer Library Center, Inc. History of OCLC[EB/OL]. [2000-01-08].

<http://www.oclc.org/about/history/default.htm>.

示例：（著者—出版年制）

Examples (author-year system):

正文 In the main body: ××××(裴丽生, 1981)²⁻¹⁰, ××××刘彻东(1998)×××, ×××××(Simon & Feenberg, 2003; Wang, 2010)

裴丽生, 1981. 在中国科协学术期刊编辑工作经验交流会上的讲话[C]//中国科学技术协会. 中国科协学术期刊编辑工作经验交流会资料选. 北京: 中国科学技术协会工作部, 2-10.

刘彻东, 1998. 中国的青年刊物[J]. 中国出版(5): 38-39.

Simon D, Feenberg J, 2003. Invisible Colleges[M]. Chicago: Univ. of Chicago Press.

Wang, 2010. The need for international history[J]. College and research libraries, 42(6):549-560.

.....

二字间空一个汉字符位
One Chinese character space
between the two characters

附录 ×××××

Appendix ×××××

附录内容.....

标题黑体四号加粗居中，附录（多个附录则为“附录一”等）
二字与题名间空一个汉字符位
Simhei, 14pt, in bold and centered, one Chinese character
space between the word “附录” (Appendix or Appendix I
etc. if there are multiple appendixes) and the title.

内容部分：宋体小四号（英文用 Times New Roman 体），两端对齐书
写，段落首行左缩进两个汉字符。段前段后 0 磅，1.25 倍行距（段落
中有数学表达式时，可根据需要设置该段的行距），
The content: Simsun, 12pt (Times New Roman for English), justified,
with the first line of the paragraph indented by two Chinese character to
the left. 0 point type before and behind the paragraph, 1.25 line spacing
(when there is a mathematical expression in a paragraph, line spacing of
the paragraph can be set as needed).

致 谢

致 谢

Acknowledgments

二字间空一个汉字符，黑体四号加粗居中，单倍行距，段前 24 磅，段后 18 磅
One Chinese character space between the two words, Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph and 18 behind it.

致谢内容.....

The content...

宋体小四号，1.25 倍行距，段前段后 0 磅
Simsun, 12pt, 1.25 line spacing, 0 point type before and behind the paragraph.

2023 年 6 月

June, 2023

作者简历及攻读学位期间发表的学术论文与其他相关学术成果

The Author's Resume and List of Published Papers and Other Relevant Academic Results during Degree Study

黑体四号加粗居中
Simhei, 14pt, in bold and centered.

一般应包含教育经历和工作经历
Education experiences and work experiences
normally included

作者简历: **Resume:**

××××年××月——××××年××月, 在××大学××院(系)获得学士学位。

[month][year] to [month][year], [Bachelor's degree], [major], [name of host institute],
[name of university]

E.g. Sep. 2018 to July 2022, Bachelor of Science (or BSc), Zoology, College of Life Sciences, University of Chinese Academy of Sciences.

××××年××月——××××年××月, 在××大学××院(系)获得硕士学位。

[month][year] to [month][year], [master's degree], [major], [name of host institute],
[name of university or academy]

E.g. Sep. 2019 to July 2022, Master of Arts (or MA), Linguistics and Applied Linguistics in Foreign Languages, Department of Foreign Languages, University of Chinese Academy of Sciences.

××××年××月——××××年××月, 在××大学××院(系)攻读博士/硕士学位。

宋体小四号(英文用 Times New Roman 体), 1.25 倍行距, 段前段后 0 磅
SimSun, 12pt (Times New Roman for English), 1.25 line spacing, 0 point type before and behind the paragraph

[month][year] to [month][year], [doctoral degree], [major], [name of host institute],
[name of university or academy]

E.g. Sep. 2019 to July 2022, Doctor of Philosophy (or Ph.D.), Number Theory, Academy of Mathematics and Systems Science, Chinese Academy of Sciences.

已发表(或正式接受)的学术论文: (书写格式同参考文献)

Published (or officially accepted) academic papers: (written in the same format as

references)

申请或已获得的专利：（无专利时此项不必列出）

Patents applied for or obtained: (this item need not be listed if there is no patent)

参加的研究项目及获奖情况：

Research projects and awards:

学位类别中英文对照表

Bilingual Table (Chinese and English) for Degree Categories

学位类别	中文名称	英文名称
学术型 博士	哲学博士	Doctor of Philosophy
	经济学博士	
	历史学博士	
	理学博士	
	工学博士	
	农学博士	
	医学博士	
	管理学博士	
学术型 硕士	哲学硕士	Master of Philosophy
	经济学硕士	Master of Economics
	法学硕士	Master of Law
	文学硕士	Master of Arts
	历史学硕士	Master of History
	理学硕士	Master of Natural Science
	工学硕士	Master of Science in Engineering
	农学硕士	Master of Agriculture
	医学硕士	Master of Medicine
	管理学硕士	Master of Management Science
专业学位 博士	材料与化工博士*	Doctor of Materials and Chemical Engineering

学位类别	中文名称	英文名称
专业学位 硕士	金融硕士	Master of Finance
	应用统计硕士	Master of Applied Statistics
	应用心理硕士	Master of Applied Psychology
	翻译硕士	Master of Translation and Interpreting
	工程硕士（调整前）	Master of Engineering
专业学位 硕士	电子信息硕士*	Master of Electronic and Information Engineering
	机械硕士*	Master of Mechanical Engineering
	材料与化工硕士*	Master of Materials and Chemical Engineering
	资源与环境硕士*	Master of Resources and Environmental Engineering
	能源动力硕士*	Master of Energy and Power Engineering
	土木水利硕士*	Master of Civil and Hydraulic Engineering
	生物与医药硕士*	Master of Biological and Pharmaceutical Engineering
	农业硕士	Master of Agriculture
	药学硕士	Master of Pharmacy
	工商管理硕士	Master of Business Administration
	公共管理硕士	Master of Public Administration
	工程管理硕士	Master of Engineering Management

注：根据国务院学位委员会办公室、教育部研究生工作办公室编制《授予博士硕士学位和培养研究生的学科专业简介》及全国专业学位教育指导委员会网站信息整理，其中调整后的工程类专业学位类别（带*标注的）的英文名称为全国工程专业学位研究生教育指导委员会提供的建议稿，以国务院学位委员会审议通过后发布的版本为准。

Notes: This table is based on “A Brief Introduction of Disciplines and Specialties for

Granting Doctoral and Master's Degrees and Training Postgraduates" authorized by the State Council's Academic Degrees Committee Office and the Ministry of Education's Graduate Work Office and on the information from the website of the National Specialty Degrees Education Steering Committee. Among them, the English names of the adjusted specialty degree categories of engineering (marked with “*”) are suggested by the National Steering Committee for Graduate Students of Engineering Specialty Degrees. Priority shall be given to those reviewed by the State Council's Academic Degrees Committee.

奖 学 金

Scholarships

中国科学院大学“中国科学院‘一带一路’国际科学组织联盟奖学金”管理办法实施细则

The University of Chinese Academy of Sciences Implementation Regulations Regarding “The Alliance of International Science Organizations (ANSO) Scholarship for Young Talents”

校发际字〔2022〕90号

XIAOFAJIZI (2022) No. 90

第一章 总 则

Chapter I General Provisions

第一条 为做好“中国科学院‘一带一路’国际科学组织联盟奖学金”（英文名称：ANSO Scholarship for Young Talents）的实施工作，充分发挥奖学金的作用，根据《中国科学院“一带一路”国际科学组织联盟奖学金管理办法（试行）》（际字〔2019〕7号），结合中国科学院大学（简称“国科大”）实际，制定本细则。

Article 1 The Regulations are formulated to ensure the implementation of the ANSO Scholarship for Young Talents. The Regulations are established, according to the Draft Regulations Regarding “The Alliance of International Science Organizations (ANSO) Scholarship for Young Talents (hereinafter referred to as the ANSO Scholarship)” (Ji Zi [2019] 7). They are based on the actual situations of the University of Chinese Academy of Sciences (hereinafter referred to as “UCAS”).

第二条 本细则适用于国科大开展本奖学金的申请、评审、年度评审和相关管理工作。

Article 2 The Regulations apply to the application, assessment, and annual review of the ANSO Scholarship.

第三条 本细则所称奖学金生是指获得本奖学金资助，具有国科大学籍，在中国科学院所属研究院、所、台、站、中心等单位及国科大校部各院系（以下简称“培养单位”）接受研究生学历教育的外国留学生。

Article 3 Scholarship students in the Regulations refer to international students whom the

ANSO Scholarship funds, are formally registered as UCAS students, receive postgraduate education in the Chinese Academy of Sciences-affiliated research academies, institutes, observatories, stations, centers as well as UCAS schools/colleges and departments (hereinafter referred to as “host institutes”).

第四条 国科大设“中国科学院‘一带一路’国际科学组织联盟奖学金国科大办公室”（以下简称“奖学金办”），挂靠留学生办公室，负责本奖学金具体实施，包括制定申请办法、做好宣传、接受咨询、受理申请、组织专家初评和年度评审、管理经费及与上级主管部门和有关单位联系。

Article 4 UCAS will establish the “UCAS ANSO Scholarship Office” (hereinafter referred to as “Scholarship Office”), affiliated with the Office of International Students. Scholarship Office is responsible for awarding the ANSO Scholarship. Its tasks include: formulating application methods, providing media communications, replying to inquiries, handling applications, organizing preliminary and annual reviews by experts, managing the funds, and contacting higher authorities and relevant units.

The International College of UCAS is responsible for centralized teaching, training, doctoral candidate qualification examination (hereinafter referred to as "Qualification Examination"), academic and cultural exchanges, social activities, and related management after the student's admission.

第二章 资助内容

Chapter II Scholarship Coverage

第五条 申请人免交报名费。奖学金生在本项目资助期间免交学费。

Article 5 Applicants are exempt from application fees. Scholarship students are exempt from tuition fees during the period when the Scholarship is offered.

第六条 博士奖学金生生活费（含伙食、住宿、交通、各项杂费）在通过资格考试前为 6000 元/月，由中科院国际合作局提供；在通过资格考试后为 7000 元/月，增加的部分由培养单位从资格考试结果公布当月起提供。

Article 6 Before passing the Qualification Examination, the Doctoral Scholarship students are offered allowances of 6,000 yuan/month (including room and board, transportation, and

miscellaneous expenses) provided by the International Cooperation Bureau of the Chinese Academy of Sciences. After those students pass the Qualification Examination, their allowances will be raised to 7,000 yuan/month. Of the 7,000 yuan, 1,000 yuan will be provided by their host institute, starting in the month when the results of the Qualification Examination are announced.

硕士奖学金生生活费（含伙食、住宿、交通、各项杂费）4000 元，其中 1000 元由中科院国际合作局提供，1000 元由培养单位提供，其余 2000 元由国科大提供（含住宿补贴 1000 元）。

The Master's Scholarship students are offered allowances of 4,000 yuan/month. Of the 4,000 yuan, 1,000 yuan will be provided by the International Cooperation Bureau of the Chinese Academy of Sciences, 1,000 yuan by their host institute, and 2,000 yuan (including the housing allowance of 1,000 yuan) by UCAS.

第七条 奖学金生入学后按规定向奖学金办申请并获得批准后，可获得一次性来华国际旅费补贴。补贴标准按来华出发地分为：亚洲 3000 元/人、非洲 5000 元/人、欧洲 5500 元/人、北美洲 5500 元/人、南美洲 6500 元/人、大洋洲 3500 元/人。

申请本奖学金时在中国境内的，不能申请本项补助。

Article 7 Scholarship students can be awarded a one-time subsidy for international travel to China if they have been formally admitted, have applied to Scholarship Office following the rules and obtained approval. Depending on where they depart on the trip to China, the subsidy is 3000 yuan per person departing from Asia; 5000 yuan, from Africa; 5500 yuan, from Europe; 5500 yuan, from North America; 6500 yuan, from South America; 3500 yuan, from Oceania.

This subsidy is not available to the students who apply for the Scholarship while in China.

第八条 奖学金生医疗保险费每年 800 元，按国科大有关规定投保。

Article 8 Each Scholarship student pays the health insurance rate of 800 yuan each year per UCAS's health insurance policy.

第九条 博士奖学金生的培养与管理费每人每年 4 万元，硕士奖学金生的培养与管理费每人每年 3 万元，按如下基本方案统筹使用：

Article 9 The educational and administration expenses concerning each doctoral Scholarship student amount to 40,000 yuan yearly. The figure is 30,000 yuan for each Master's Scholarship student. Those expenses are allocated and spent in the following ways.

（一）用于导师指导奖学金生的相关培养费用：博士生每人每年 1.2 万元，硕士生每人

每年 0.6 万元;

(1) To enable the supervisors to supervise Scholarship students. To supervise each doctoral student, 12,000 yuan is spent each year. The amount is 6,000 yuan for each Master's student.

(二) 用于培养单位招生及宣传、培养与管理等相关费用: 博士生每人每年 0.8 万元/人, 硕士生每人每年 0.4 万元;

(2) To enable the host institutes to enroll new students, provide media communications, and train and manage students. The amount is 8,000 yuan for each doctoral student each year. The amount is 4,000 yuan for each Master's student.

(三) 用于国际学院联合培养单位开展教学、培养、管理, 举办暑期学校、夏令营或冬令营等学术和社会活动(如学术会议、论坛、研讨会, 亲近中国自然、历史、文化、社会、民俗的体验和实践活动)等相关费用: 博士生每人每年 1.4 万元/人, 硕士生每人每年 1.4 万元;

(3) To enable the International College of UCAS to work with the host institutes: to conduct teaching affairs, graduate education, and management; to organize summer schools, summer and winter camps, and other academic and social activities (such as academic conferences, forums, seminars, nature trips to experience China's nature, history, culture, society and folk customs). The amount for doctoral or Master's students is 14,000 yuan per person yearly.

(四) 用于奖学金办联合培养单位开展招生、宣传、管理和校友工作等相关费用: 博士生每人每年 0.6 万元/人, 硕士生每人每年 0.6 万元/人。

(4) To enable Scholarship Office to work with the host institutes: to enroll new students, provide media communications, to manage and conduct alumni affairs. For doctoral or Master's students, the amount is 6,000 yuan per person each year.

第十条 博士奖学金生资助期限不超过 48 个月, 硕士奖学金生资助期限不超过 36 个月。起始时间从国科大录取通知书上规定的入学时间算起, 不接受延期申请。

Article 10 The Scholarship funds the doctoral students for no more than 48 months, and the Master's students, for no more than 36 months. The starting time is the required admission date stipulated in the UCAS Admission Letter. Students cannot apply to defer their Scholarships.

第三章 申请与评审

Chapter III Application and Review

第十一条 博士奖学金申请人须符合下列条件：符合国科大国际博士生项目的入学条件；得到导师及培养单位的推荐；熟练掌握英语或汉语；原则上不超过 35 周岁（从申请当年 12 月 31 日起算）；未获得其他奖学金的资助。中国高校在读博士生不能申请本奖学金。

Article 11 To apply for the Scholarship as Doctoral students, applicants shall: meet the admission requirements of UCAS international doctoral programs; be recommended by their supervisors and host institutes; be fluent in English or Chinese; be 35 years old or younger (before December 31 of the year of application); receive no other scholarship; and not currently studying for a doctoral degree at a Chinese university.

硕士奖学金申请人须符合下列条件：符合国科大国际硕士生项目的入学条件；得到导师及培养单位的推荐；熟练掌握英语或汉语；原则上不超过 30 周岁（从申请当年 12 月 31 日起算）；未获得其他奖学金的资助。中国高校在读硕士生不能申请本奖学金（应届毕业生除外）。

To apply for the Scholarship as Master's students, applicants shall: meet the admission requirements of UCAS international Master's programs; be recommended by their supervisors and host institutes; be fluent in English or Chinese; be 30 years old or younger (before December 31 of the year of application); receive no other scholarship, and not currently studying for a Master's degree at a Chinese university (but those are graduating can apply).

第十二条 申请人按照本奖学金当年度公布的申请办法提出申请。

Article 12 The applicants shall apply according to the Scholarship application method announced in the same year.

第十三条 国科大每年于 5 月份组织相关学科专家初评：

Article 13 Each May, UCAS organizes a preliminary review by experts from the relevant disciplines.

（一）初评遵循“质量第一”的原则。

(1) The preliminary review follows the principle of “quality first”.

（二）初评委员会成员若干人，由相关领域专家担任，按学科群分组进行评审。每组成员人数根据当年奖学金申请情况确定。

(2) The preliminary review committee comprises experts from the relevant disciplines, who are divided into a few groups to assess the Scholarship affairs according to different disciplines.

The number of experts in each group depends on the Scholarship application situation of the same year.

(三) 初评委员会的主要职责，一是向终评委员会推荐本奖学金正选、备选人员名单；二是受理初评工作中的争议事项，接受申诉和组织复议。复议由学生本人提出，经导师和培养单位同意，报初评委员会评议。

(3) The primary duties of the preliminary review committee are to provide a confirmed list of applicants and a list of backup candidates, handle disputes arising in the preliminary review, handle appeals and organize reconsideration. The reconsideration is proposed by the student, approved by the supervisor and the host institute, and reported to the preliminary review committee for discussion.

(四) 初评工作对所有合格申请人按学科群分组，以一定比例进行评选。每组采取无记名投票等方式表决，所做决议经该组所有参评成员过 1/2 同意方为有效。评审结果由每组组长当场公布，经初评委员会会议通过后报中国科学院国际合作局进行终评。

(4) In the preliminary review, all qualified applicants are divided according to their academic fields, and the selections are made according to a proportion. Each group of reviewers votes by secret ballot, etc., and all the resolutions become valid only after at least half of all participating reviewers approve. The review results are announced on the spot by the leader of each group of reviewers. The review results are then discussed and approved by the preliminary review committee before being submitted to the International Cooperation Bureau of the Chinese Academy of Sciences for final review.

(五) 初评委员会日常及联络工作由奖学金办承担。

(5) The Scholarship Office is responsible for the daily communications affairs of the preliminary review committee.

第十四条 终评结果公布后，经培养单位通知奖学金生本人。奖学金生应在规定时间内，签字并向培养单位提交奖学金接受表，确认符合规定，接受资助来校学习。否则，视为自动放弃本奖学金资助。国科大收到该表后，经培养单位将录取通知书等相关文件发给奖学金生本人。

Article 14 After the final review results are announced, the host institute informs the successful applicants, who shall, within the required time limit, sign and submit the scholarship acceptance form to the host institute and confirm that they will follow the requirements to accept

the funding to study at UCAS. If successful applicants fail to do that, they are regarded as giving up the scholarship. After receiving the scholarship acceptance form, UCAS sends, via the host institute, the Admission Letter and other files to the applicants.

第四章 培养与管理

Chapter IV Training and Administration

第十五条 奖学金生应按照国科大录取通知书规定的要求和日期, 到指定单位报到入学。因客观原因无法按时报到的, 应事先书面请假, 并获得批准。奖学金资格保留期限最长不超过获奖当年 10 月 15 日。逾期未报到者, 除非因不可抗力, 否则视为自动放弃。

Article 15 The Scholarship students shall arrive and complete matriculation procedures at the designated institute, per the requirements and dates, stipulated in the UCAS Admission Letter. If they cannot arrive on time for objective reasons, they shall request leave in writing and obtain approval in advance. The retention period of the Scholarship eligibility shall not exceed October 15th of the year when the scholarship is announced. Those who fail to arrive within the time limit shall be deemed to have given up automatically unless it is due to force majeure.

第十六条 奖学金生出现以下情况之一的, 取消奖学金资格。

Article 16 The Scholarship students shall lose their scholarship eligibility if one of the following situations arises.

(一) 经所在培养单位入学资格复查为不合格;

(1) The host institute rechecks the students' eligibility and finds them not eligible.

(二) 学生本人与其申请时提供的个人重要信息不符;

(2) The students themselves do not match the basic information submitted for the application.

(三) 提供虚假学历证明、成绩单、语言水平证明等入学申请材料;

(3) The diplomas, transcripts, language skills certificates, and other application materials provided by the students are fraudulent.

(四) 体格检查记录信息与奖学金生实际健康状况不符;

(4) Physical examination results do not match the actual physical status of the students.

(五) 同时享受中国各级政府和高校设立的其他奖学金。

(5) The students concurrently receive other scholarships established by a Chinese governmental agency or university.

第十七条 奖学金生来华后须在国际学院参加至少一学期汉语和中国文化课程学习。此外，博士奖学金生还须进行累计不少于 2 个月的专业高级课程学习和相关学术活动；硕士奖学金生还需按照相应专业项目要求进行专业课程学习。

Article 17 After arriving in China, the Scholarship students shall take Chinese language and culture courses for at least one term at the International College of UCAS. Furthermore, the doctoral Scholarship students shall take advanced major-specific courses and related academic activities for two months; the Master's Scholarship students shall take major-specific course studies according to the requirements of their degree programs.

第十八条 资格考试一般于每学年春秋两季期末举行，考试结果一般于 4 月和 9 月公布。博士奖学金生须在入学后一年内参加并通过资格考试，方可进行博士学位论文选题、研究和答辩。在规定期限内连续两次未通过资格考试者，其奖学金生资格自动取消，博士阶段的学习终止。

Article 18 The Qualification Examination is generally held at the end of the Spring and Autumn Terms in each academic year. The examination results are generally released in April and September. Within one year after matriculation, the doctoral Scholarship students shall take and pass the Qualification Examination before deciding on the doctoral research topic, conducting the research, and defending their doctoral dissertations. Those who fail to pass the Qualification Examination twice in a row within the prescribed time limit will automatically lose their Scholarship eligibility, and their doctoral studies will be terminated.

第十九条 硕士奖学金生在第三或第四学期，符合硕转博要求的，经导师和培养单位同意，可申请本奖学金博士生项目。如获资助，自第五学期起正式转入博士阶段的学习，享受博士生奖学金待遇，同时硕士生奖学金待遇自动停止。

Article 19 In the third or fourth term, if they meet the qualifications to transfer to a doctoral program and gain approval from their supervisors and host institutes, the Master's Scholarship students can apply for the Scholarship for doctoral students. Suppose they gain the doctoral Scholarship, starting in the fifth term. In that case, they formally study in the doctoral program, funded by the Scholarship for doctoral students, and they automatically lose the Scholarship for Master's students.

第二十条 奖学金生应当遵守中国法律法规和校规校纪，不得危害中国国家安全和利益、损害社会公共利益、破坏社会公共秩序。如出现以上不当言行，国科大将视情节严重程度采用教育惩戒等方式处理。对于情节严重的，将报有关部门依法追究，并中止或取消其奖学金资格。

Article 20 The Scholarship students shall abide by Chinese laws, rules, and UCAS rules, and shall not endanger China's national security and interests, harm public social interests, or disrupt public social order. In case of inappropriate words and deeds above, UCAS will discipline offenders according to the seriousness of the case. If the offense is severe, it will be reported to the relevant departments for accountability according to law, and the offender's Scholarship eligibility will be suspended or canceled.

第二十一条 奖学金生在学习期间取得的科研成果和发表的论文，需同时署名国科大和培养单位，并注明“Sponsored by ANSO Scholarship for Young Talents”或同等含义的其它语言文字。

Article 21 If the Scholarship students make research achievements during studies or publish research papers, UCAS and their host institutes shall be listed as their institutional affiliation. Furthermore, the words “Sponsored by ANSO Scholarship for Young Talents” (in English or other languages) shall appear.

第五章 年度评审

Chapter V Annual Review

第二十二条 年度评审是指通过对奖学金生每年进行一次综合评价，决定其在下一学年是否具有继续享受或恢复享受奖学金的资格。年度评审与奖学金专家初评同期举行。

Article 22 The annual review takes place once a year to comprehensively evaluate the Scholarship students to decide if they can maintain or resume their Scholarship eligibility in the next academic year. The annual review and the preliminary review are held at the same time.

第二十三条 年度评审对象为资助期限内所有在读一年级及以上的奖学金生，包括休学期间已获准复学的学生、上一年度奖学金评审不合格被中止奖学金资格拟申请恢复奖学金的学生以及无法按原计划毕业拟申请延期的学生。

Article 23 The annual review assesses all the first-year and above students sponsored by the Scholarship during the funded period. Those students include: (1) those who suspended their

studies but gained the approval to resume studies; (2) those who failed the scholarship review in the previous year, have their Scholarship eligibility suspended, and intend to apply for the restoration of their Scholarship; and (3) those who cannot graduate according to the original plan and intend to apply for an extension.

第二十四条 年度评审主要考察奖学金生的道德品行（满分 30 分）、学习成绩（满分 30 分）、学习和科研态度（满分 20 分）和参加活动情况（满分 20 分）。

Article 24 The annual review mainly concerns Scholarship students' moral conduct (30%), course scores (30%), attitudes towards learning and scientific research (20%), and participation in activities (20%).

导师、培养单位在对奖学金生进行定性评价和定量打分的基础上提出评审意见。评审意见分为合格和不合格两种情况（得分 60 分及以上为合格；得分 60 分以下为不合格）。

Based on qualitative and quantitative assessments of the Scholarship students, the supervisors and the host institutes offer their decisions, which are either “Pass” or “Fail” (a quantitative assessment score of 60 points or above means “Pass”; a lower score means “Fail”).

对于评审结果合格的，下一年度继续提供奖学金；对于年度评审不合格的，培养单位须提出中止奖学金或取消奖学金的具体处理建议。

Those who gain a “pass” will still receive the Scholarship in the next academic year. As for those who gain “Fail”, the host institute shall give specific suggestions about suspending or terminating their Scholarship

第二十五条 奖学金生应按照要求，在规定时间内填写本奖学金年度评审表，提交相关材料，经培养单位签署评审意见和具体处理建议后报学校审批。年度评审结果由培养单位通知奖学金生本人。

Article 25 The Scholarship students shall, per the requirements, fill in the annual review form of the Scholarship within the specified time, submit relevant materials, and report to UCAS for approval after the host institute gives its review opinions and specific suggestions in writing. The host institute informs the Scholarship students of the result of the annual review.

第二十六条 因各种原因受到留校（所）察看处分的，自下一学年开学起中止其享受奖学金的资格一年。

Article 26 If the students are placed on probation by UCAS or their host institute, their scholarship eligibility will be suspended for one year, starting from the beginning of the next

academic year.

第二十七条 被中止奖学金资格者，自下一学年开学起，停发其奖学金。奖学金中止期满前，经本人向培养单位申请，可以参加当年的年度评审，如评审合格，经学校批准后，可以自下一学年起恢复奖学金资格。

Article 27 If a student's scholarship eligibility is suspended, the Scholarship will be suspended starting from the beginning of the next academic year. Before the suspension period is over, the student can apply to the host institute and undergo the annual review of the same year. If the review result is "pass", and UCAS approves it, the student's scholarship eligibility can be restored, starting from the beginning of the next academic year.

第二十八条 有下列情况之一的，取消其奖学金资格：

Article 28 The Scholarship eligibility shall be terminated if one of the following situations arises.

(一) 因各种原因退学、结业、肄业者；

(1) The students drop out, complete their studies, or leave before graduation.

(二) 提供虚假年度评审资料者；

(2) The students provide fraudulent materials for the annual review.

(三) 在校学习期间累计两次未通过年度评审者；

(3) The students fail to pass the annual review twice.

(四) 无正当理由不参加年度评审者。

(4) The students abstain from the annual review without justifiable reasons.

第二十九条 被取消本奖学金资格者，自批准之日起停发其奖学金，其奖学金资格不再恢复。

Article 29 If students have their Scholarship eligibility terminated, their Scholarship will be terminated from the date when the decision is approved. Their Scholarship eligibility will not be restored.

第六章 经费管理

Chapter V Fund Management

第三十条 奖学金生活费的发放

Article 30 Payment of living stipends

(一) 由国科大自入学之日起每月十五日前后发给奖学金生本人。

(1) Since matriculation, the Scholarship students receive the payment from UCAS around the 15th of each month.

(二) 新生在当月十五日（含十五日）之前注册的，发给全月生活费；在十五日以后注册的，发给半月生活费。

(2) A full-month stipend shall be offered to new students who register before the 15th (including on the 15th) of a given month, while a half-month stipend shall be offered to new students who register after the 15th of a given month.

(三) 在国科大（研究所）规定的假期内离校/所休假时照常发放。

(3) Stipends shall be paid as usual when the Scholarship students take leave from UCAS/their host institutes during the holiday breaks announced by UCAS/their host institutes.

(四) 毕业生发至国科大确定的毕业当月。

(4) Stipends shall be paid to graduates till the graduation month is confirmed by UCAS.

第三十一条 奖学金生活费的停止发放和恢复发放

Article 31 Suspension and renewal of living stipends

(一) 奖学金生未经培养单位许可，擅自离校或离所累计超过十天（含十天）的，停发当月半个月生活费；累计超过十五天（含十五）的，停发当月全月生活费。

(1) If scholarship students leave UCAS/their host institutes for ten days or longer without permission from their respective host institutes, a half-month stipend for the given month shall be suspended. A full-month stipend for the given month shall be suspended if they are absent for fifteen days or longer.

(二) 奖学金生经国科大批准休学的，其奖学金资格最长可保留一年。休学期间生活费停发，一切费用自理。

(2) If Scholarship students suspend their studies with permission from UCAS, their Scholarship eligibility shall be retained for a maximum of one year. During the suspension, all stipends are suspended, and all the relevant expenses shall be covered by themselves.

(三) 对休学后按规定复学的奖学金生，其生活费自复学当月起恢复发放。

(3) If Scholarship students resume their studies after suspension according to the rules, their stipends shall be renewed from the month of the resumption.

第三十二条 奖学金生活费的扣除发放和计退返还

Article 32 Living stipends deduction and withdrawal

(一) 奖学金生在国科大校内住宿的, 按相关规定扣缴基本住宿费; 自退宿后下一个月起, 按相关规定计退已扣缴的住宿费。

(1) If Scholarship students live in a UCAS dorm, their housing fees should be deducted from the living stipends according to the policy. If they check out of their dorm, the housing fees which have been paid shall be calculated and returned to the students under the policy.

(二) 奖学金生在国科大校内住宿期间违反住宿相关规定、逾期未按规定缴纳罚款的, 从生活费中予以扣缴未交的罚款。

(2) If Scholarship students living in a UCAS dorm violate the accommodation rules and fail to pay the penalty fee within the prescribed time limit, the unpaid penalty fee shall be deducted from their living stipends.

第三十三条 奖学金生转学到其他院校的, 自批准之日起, 注销其在本校的奖学金生资格, 终止发放其生活费。

Article 33 If Scholarship students are transferred to another university, their Scholarship eligibility and living stipends are terminated, starting when the transfer decision is approved.

第三十四条 奖学金生培养与管理费由奖学金办依据学籍和奖学金生资格状态每年一次拨付培养单位, 培养单位按规定划拨给导师。培养单位为国科大校部各院系的, 培养与管理费通过“收支册”列支; 培养单位为中科院所属研究院、所的, 培养与管理费以电汇形式转拨。

Article 34 The educational and administration expenses concerning Scholarship students are allocated by Scholarship Office once a year to the host institutes, who allocate the money to the supervisors. If the host institutes are UCAS schools/colleges, those expenses are listed in UCAS Income and Expenditure Account. If the host institutes are the Chinese Academy of Sciences-affiliated research academies, institutes, observatories, stations, or centers, those expenses are allocated by Telegraphic Transfer.

第三十五条 导师和培养单位在本细则第九条规定范围内使用。奖学金生在资助期内提前完成学业的, 剩余培养与管理费由培养单位依据中科院和国科大相关规定管理。

Article 35 Supervisors and host institutes shall spend the expenses following Article 9. Suppose Scholarship students complete their studies before the Scholarship expires. In that case,

the unused educational and administration expenses will be handled by the host institutes according to the policies of the Chinese Academy of Sciences and UCAS.

第七章 附 则

Chapter VII Supplementary Provisions

第三十六条 本规定未尽事宜, 依据国家相关法律法规、中科院及国科大有关规定执行。

Article 36 Issues not mentioned herein shall be addressed in line with the government's relevant laws and rules of the Chinese Academy of Sciences and UCAS.

第三十七条 本细则随中国科学院相关规定的调整而调整。

Article 37 The Regulations change when the relevant rules of the Chinese Academy of Sciences change.

第三十八条 本细则由奖学金办负责解释。

Article 38 Scholarship Office shall be responsible for the interpretation of the Regulations.

第三十九条 本细则自公布之日起实施, 原《中国科学院大学“中国科学院‘一带一路’国际科学组织联盟奖学金”管理办法实施细则》(校发际字〔2020〕22号)同时废止。

Article 39 The Regulations shall come into effect on the date of issuance. *University of Chinese Academy of Sciences Implementation Regulations Regarding “The Alliance of International Science Organizations (ANSO) Scholarship for Young Talents”* (Xiao Fa Ji Zi [2020] 22) shall be annulled on the same date.

中国科学院大学中国政府奖学金工作管理办法实施 细则

Implementation Regulations of Administrative Measures of UCAS on Chinese Government Scholarship

校发际字〔2022〕93号

XIAOFAJIZI (2022) No. 93

第一章 总 则

Chapter I General Provisions

第一条 为做好中国政府奖学金（英文名称：Chinese Government Scholarship）的实施工作，充分发挥奖学金的作用，根据教育部、国家留学基金管理委员会（以下简称“留学基金委”）相关规定，结合中国科学院大学（简称“国科大”）实际，制定本细则。

Article 1 These Regulations are formulated to ensure the implementation and fully exert the effect of the Chinese Government Scholarship (hereinafter referred to as ‘the Scholarship’). These Regulations are established according to related regulations from the Ministry of Education of China and the China Scholarship Council (hereinafter referred to as ‘CSC’) and based on the actual situations of the University of Chinese Academy of Sciences (hereinafter referred to as ‘UCAS’).

第二条 本细则适用于国科大开展中国政府奖学金的申请、评审、年度评审和相关管理工作。

Article 2 These Regulations apply to the scholarship application, review, and administration.

第三条 本细则所称奖学金生是指获得中国政府奖学金资助，在中国科学院所属研究院、所、台、站、中心等单位及国科大校部各院系（以下简称“培养单位”）接受学历和非学历教育的外国留学生。

Article 3 *Scholarship awardees* in these Regulations refers to international students who are

funded by the Scholarship to receive postgraduate or non-degree education in China Academy of Sciences-affiliated research academies, institutes, observatories, stations, centers, as well as UCAS schools and departments (hereinafter referred to as ‘host institutes’).

第四条 国科大留学生办公室负责本奖学金具体实施，包括制定申请办法、做好宣传、接受咨询、受理申请、组织专家初评和年度评审、管理经费及与上级主管部门和有关单位联系。

The International Students Office of UCAS is responsible for the affairs regarding the Scholarship, including establishing the application method, disseminating the information, accepting consultation and application, organizing the preliminary and annual review, managing the fund, and contacting the departments of higher levels and related units.

国际学院负责做好入学后集中教学、培养以及学术和文化交流、社会活动和相关管理工作。

The International College of UCAS is responsible for teaching and training students during their campus period, organizing academic, social, and cultural exchange activities, and other administrative works after students’ enrollment.

第二章 资助内容

Chapter II Scholarship Coverage

第五条 申请人免交报名费。奖学金生在资助期限内免交学费。

Article 5 Applicants are exempt from application fees. Scholarship awardees are exempt from tuition fees within the scholarship duration.

第六条 博士生/高级进修生生活费（含伙食、交通、杂费）3500 元/月。导师/培养单位需匹配 1500 元/月，使生活费达到 5000 元/月。

Article 6 Doctoral students or senior visiting students shall receive a monthly living stipend of CNY 5,000, in which CNY 3,500 (for room and board, transportation, and miscellaneous fees) shall be provided by UCAS, and CNY 1,500 by the supervisors or host institutes.

硕士生/普通进修生生活费（含伙食、交通、杂费）3000 元。导师/培养单位需匹配 500 元/月，使生活费达到 3500 元/月。

Master's students or general visiting students shall receive a monthly living stipend of CNY 3,500, in which CNY 3,000 (for room and board, transportation, and miscellaneous fees) shall be provided by UCAS, and CNY 500 by the supervisors or host institutes.

第七条 奖学金生在校内住宿的，免交双人间住宿费（900 元/月）；在校外住宿的，由本奖学金项目按月提供补贴，其中博士生 1000 元/月，硕士生 700 元/月。

Article 7 Scholarship awardees that are accommodated on campus are exempt from the double room accommodation fee (CNY 900 per month); those that are accommodated off campus shall be provided with a subsidy of CNY 1,000 per month for doctoral students and CNY 700 per month for master's students by the Scholarship.

第八条 奖学金生医疗保险费每年 800 元，按国科大有关规定投保。

Article 8 Scholarship awardees shall be covered with medical insurance of CNY 800 per year and insured according to the relevant regulations of UCAS.

第九条 奖学金生学费（培养与管理费）由本奖学金项目按国家有关部门规定标准拨付给国科大。国科大按如下基本方案统筹使用：

Article 9 The scholarship awardee's tuition fees (training and administration fees) shall be appropriated to UCAS by the Scholarship program according to the standard of the related state department. UCAS shall allocate the fees based on the following plan:

（一）用于导师指导奖学金生的相关培养费用：博士生/高级进修生每人每年 1.2 万元，硕士生/普通进修生每人每年 0.6 万元；

A. For training expenses for supervisors to instruct scholarship awardees: CNY 12,000 per person per year for doctoral and senior visiting students and CNY 6,000 per person per year for Master's and general visiting students;

（二）用于培养单位招生及宣传、培养与管理等相关费用：博士生/高级进修生每人每年 0.8 万元/人，硕士生/普通进修生每人每年 0.4 万元；

B. For the expenses related to recruitment, publicity, training, and administration of host institutes: CNY 8,000 per person per year for doctoral and senior visiting students and CNY 4,000 per person per year for Master's and general visiting students;

（三）用于国际学院联合培养单位开展教学、培养、管理，举办暑期学校、夏令营或冬令营等学术和社会活动（如学术会议、论坛、研讨会，亲近中国自然、历史、文化、社会、民俗的体验和实践活动）等相关费用：博士生/高级进修生每人每年 1.4 万元/人，硕士生/普

通进修生每人每年 1.4 万元；

C. For the expenses of joint-training institutes of the International College in teaching, training, administration, and launching academic and social activities such as summer schools, summer camps, and winter camps (i.e. academic conferences, forums, seminars, and engagement activities themed on China's nature, history, culture, society, and folk customs): CNY 14,000 per person per year for Doctoral, Master's, and all visiting students;

(四) 其余用于国科大联合培养单位开展招生、宣传、管理和校友工作等相关费用。

D. For the remaining expenses of joint-training institutes of UCAS in enrollment, publicity, administration, and alumni-related work.

第十条 本奖学金资助期限可分为中文补习和专业学习两个时间段。其中，中文补习资助期限一般为一年；硕士生专业学习资助期限为三年，不接受延期申请；博士生专业学习资助期限一般为三年，对于个别学习态度认真、表现良好、因特殊原因不能按期完成学业的，需经国科大向留学基金委提出申请延长资助期限。经留学基金委批准后，资助期限最多延长一年。

Article 10 The stipend duration of the Scholarship can be divided into two periods: Chinese tutorial and professional study. Among them, the duration of the Chinese tutorial is generally one year; the duration of the professional study for master's students is three years, and no application for extension is accepted; the duration of the professional study for doctoral students is generally three years. The aspiring and excellent doctoral students who can not complete their studies on time due to special reasons shall apply for a duration extension to the CSC via UCAS. With the approval of the CSC, the stipend duration shall be extended for a maximum of 1 year.

第三章 申请与评审

Chapter III Application and Review

第十一条 中国政府奖学金下设国别项目、中国院校自主招生项目、长城奖学金项目、中国-欧盟学生交流项目、中国-东盟奖学金项目、太平洋岛国论坛项目等。申请中国院校自主招生项目来国科大学习的，按照国科大当年发布的申请办法提出申请；申请其他项目来国科大学习的，按照相应项目当年发布的招生简章向有关受理机构提出奖学金申请，同时还应

按照国科大国际学生招生简章提出入学申请。

Article 11 Under the Scholarship includes the Bilateral Program, the University Program (independent enrollment program), the Great Wall Program, the China/EU Program, the China/AUN Program, the China/Pacific Islands Forum (PIF) Program, etc. Those who apply for the University Program to study at UCAS shall apply following the latest application method issued by UCAS. Those who apply for other programs to study at UCAS shall file a scholarship application to the application receiving agencies according to the latest guidelines of the relevant programs and an enrollment application to UCAS according to the international student enrollment guidelines of UCAS.

第十二条 申请中国政府奖学金来国科大学习应具备的基本条件：

Article 12 Applicants for the Scholarship shall meet the following criteria:

(一) 博士奖学金申请人须符合国科大国际博士生项目的入学条件；原则上不超过 40 周岁（从申请当年 12 月 31 日起算）；未获得其他奖学金的资助。中国高校在读博士生不能申请本奖学金。

A. Applicants for the doctoral scholarship shall meet the admission requirements of UCAS international doctoral student programs; be under 40 (by December 31st of the year of application) in principle; not the awardee of any other scholarship. Doctoral students from universities within the territory of China are not eligible to apply.

(二) 硕士奖学金申请人须符合国科大国际硕士生项目的入学条件；原则上不超过 35 周岁（从申请当年 12 月 31 日起算）；未获得其他奖学金的资助。中国高校在读硕士生不能申请本奖学金（应届毕业生除外）。

B. Applicants for the Master's scholarship shall meet the admission requirements of UCAS international master's student programs; be under 35 (by December 31st of the year of application) in principle; not the awardee of any other scholarship. Master's students from universities within the territory of China (except for fresh graduates) are not eligible to apply.

(三) 普通进修生奖学金申请人须符合国科大国际进修生项目的入学条件；原则上不超过 45 周岁（从申请当年 12 月 31 日起算）；未获得其他奖学金的资助。中国高校在读硕士生不能申请本奖学金。

C. Applicants for the general visiting student scholarship shall meet the admission requirements of UCAS international visiting student programs; be under 45 (by December 31st of

the year of application) in principle; not the awardee of any other scholarship. Master's students from universities within the territory of China are not eligible to apply.

(四) 高级进修生奖学金申请人须符合国科大国际进修生项目的入学条件；原则上不超过 50 周岁（从申请当年 12 月 31 日起算）；未获得其他奖学金的资助。中国境内高校在读博士生不能申请本奖学金。

D. Applicants for the senior visiting student scholarship shall meet the admission requirements of UCAS international visiting student programs; be under 50 (by December 31st of the year of application) in principle; not the awardee of any other scholarship. Doctoral students from universities within the territory of China are not eligible to apply.

第十三条 培养单位应当对奖学金申请人进行入学考核（笔试或面试），深入考察申请人对华态度、学历背景、学习成绩、语言水平及健康状况等。国科大从培养单位考核通过的申请人中，择优向国家留学基金委推荐奖学金生候选人。

Article 13 The host institutes shall conduct an entrance examination (written test or oral interview) for the scholarship applicants, an in-depth investigation of their attitude toward China, academic background, academic performance, language level, and health status. UCAS shall recommend the excellent applicants that pass the examination as scholarship candidates to the CSC.

第十四条 国科大每年适时组织相关学科专家对自主招生项目申请人进行初评：

Article 14 Each year, UCAS shall appoint experts of relevant disciplines to conduct the preliminary review of the University Program applicants based on the following plan:

(一) 初评遵循“质量第一”的原则。

A. The preliminary review follows the principle of “merit first”.

(二) 初评委员会成员若干人，由相关领域专家担任，按学科群分组进行评审。每组成员人数根据当年奖学金申请情况确定。

B. The preliminary review committee shall consist of several members who shall be experts in the relevant fields. The review shall be conducted in several discipline-based groups, in which the number of applicants shall be determined according to the actual application situation of the current year.

(三) 初评委员会的主要职责，一是向留学基金委推荐参加终评人选；二是受理初评工作中的争议事项，接受申诉和组织复议。复议由学生本人提出，经导师和培养单位同意，

报初评委员会评议。

C. The primary duties of the preliminary review committee are: firstly, to recommend candidates for the final review of the CSC; and, secondly, to accept and handle disputes and complaints in the preliminary review and to organize the reconsideration. It shall be proposed by the students and submitted to the preliminary review committee with the consent of their supervisors and host institutes.

(四) 初评工作对所有合格申请人按学科群分组，以一定比例进行评选。每组采取无记名投票等方式表决，所做决议经该组所有参评成员过 1/2 同意方为有效。评审结果由每组组长当场公布，经初评委员会会议通过后报留学基金委进行终评。

D. In the preliminary review, all eligible applicants shall be grouped based on their majors and be selected in a particular proportion. Each group of applicants shall be voted by secret ballot or other means, and the review decisions shall be valid only if they have been approved by more than half of the group review members. The results shall be announced on the spot by each group leader and submitted to the CSC for final review after the preliminary review committee agrees.

(五) 初评委员会日常及联络工作由留学生办公室承担。

E. The work of contacting and organizing the preliminary review committee shall be undertaken by the International Students Office.

第十五条 国科大自主招生项目终评结果经培养单位通知奖学金生本人。奖学金生应在规定时间内，签字并向培养单位提交奖学金接受表，确认符合规定，接受资助来校学习。否则，视为自动放弃本奖学金资助。国科大收到该表后，经培养单位将录取通知书等相关文件发给奖学金生本人。

Article 15 The final review result of the UCAS University Program shall be notified to the scholarship awardees by their host institutes. The scholarship awardees shall sign and submit the scholarship acceptance form to their host institutes within the prescribed time to confirm that they meet the requirements and accept the financial support to study at UCAS. Otherwise, they would be considered waiving the scholarship. Upon receipt of this form, UCAS shall send the acceptance letter and other relevant documents to the scholarship awardees via their host institutes.

第四章 培养与管理

Chapter IV Training and Management

第十六条 奖学金生应按照国科大录取通知书规定的要求和日期，到指定单位报到入学。来校报到后，奖学金生需登录中国政府奖学金管理信息系统进行注册操作，由国科大审核确认后报留学基金委完成注册手续。

Article 16 Scholarship awardees shall register on the assigned date in the Letter of Admission of UCAS at the designated institutes. Scholarship awardees shall register in the Chinese Government Scholarship (CGS) Information System. Later UCAS shall confirm and report to the CSC.

因故无法按时报到的，应事先书面请假，并获得批准。逾期未报到注册入学的，除非因不可抗力，否则视为自动放弃，其奖学金资格自动取消。奖学金资格保留期限最长不超过获奖当年 10 月 15 日。

Those unable to register on time shall submit an application for approval in advance. Those who fail to register and enroll after the deadline, unless due to force majeure, are considered to have automatically given up the Scholarship. The Scholarship qualification shall not be retained after October 15th of the year.

第十七条 奖学金生出现以下情况之一的，报留学基金委审核后，取消奖学金资格。

Article 17 The Scholarship qualification shall be canceled under the below circumstances.

- (一) 经所在培养单位入学资格复查为不合格;
A. Students fail to pass the review of admission qualification of host institutes;
- (二) 学生本人与其申请时提供的个人重要信息不符;
B. Information students provide is not consistent with what they submitted in the application;
- (三) 提供虚假学历证明、语言水平证明等申请材料;
C. Students provide fraudulent application documents such as degree certificates and language proficiency proof;
- (四) 体格检查记录信息与实际健康状况不符的;
D. Medical examination records do not match actual health conditions;
- (五) 同时享受中国各级政府和高校设立的其他奖学金。
E. Students enjoy other scholarships established by Chinese governments and universities at

all levels;

第十八条 奖学金生来华后须在接收大学参加至少一学期汉语和中国文化课程学习，申请中文补习的按相关规定执行。硕士奖学金生还需按照相应专业项目要求进行专业课程学习。

Article 18 Scholarship awardees shall attend Chinese Language and Culture courses for at least one semester, and they can apply for extra tutoring in Chinese. Master's scholarship awardees shall attend specialized courses according to the requirements of the projects.

第十九条 奖学金生录取后，一般不得申请变更学习专业。如有特殊情况确需变更的，需经培养单位和本国驻华使馆同意、国科大审核后，通过“中国政府奖学金来华留学信息管理系统”提交异动申请，报留学基金委审批。奖学金生在学期间专业变更限一次。

Article 19 Scholarship awardees shall not change their major once admitted in principle. In case of exceptional circumstances where a change is needed, the application shall be submitted through the Chinese Government Scholarship Information System for approval by the CSC after approval by host institutes and their national embassy in China. Scholarship awardees can change their major only once.

第二十条 硕士奖学金生在第三或第四学期，符合硕转博要求的，经导师和培养单位同意，可申请本奖学金博士生项目。如获资助，自第五学期起正式转入博士阶段的学习，享受博士生奖学金待遇，同时硕士生奖学金待遇自动停止。

Article 20 Master's scholarship awardees who meet the requirements for transferring a Master's degree to a Doctoral degree in their third or fourth semester can apply for Doctoral programs with the approval of their supervisors and host institutes. Once they get the scholarships, students shall be transferred to doctoral programs and receive doctoral scholarships from the fifth semester, and their master's scholarships shall be suspended automatically.

第二十一条 奖学金生应当遵守中国法律法规和校规校纪，不得危害中国国家安全和利益、损害社会公共利益、破坏社会公共秩序。如出现以上不当言行，国科大将视情节严重程度采用教育惩戒等方式处理。对于情节严重的，将报有关部门依法追究，报留学基金委中止或取消其奖学金资格。

Article 21 Scholarship awardees shall abide by Chinese laws, regulations, and school discipline. They shall not endanger China's national security and interests, harm the public interest, or disrupt public order. If any of the above misconducts occur, UCAS shall address it through

measures including educational punishment regarding the severity of the situation. Severe cases shall be reported to relevant departments to be investigated for responsibility and submitted to the CSC to suspend or cancel their scholarship qualifications.

第二十二条 奖学金生在学期间取得的科研成果和发表的论文，需同时署名国科大和培养单位，并注明“Sponsored by Chinese Government Scholarship”或同等含义的其它语言文字。

Article 22 Scholarship awardees who have made achievements in scientific research or have papers published during the scholarship duration should specify their workplace as both UCAS and their host institutes and state that the achievements were sponsored by the Chinese Government Scholarship or other words with the same meaning.

第五章 年度评审

Chapter V Annual Review

第二十三条 本奖学金实行年度评审制度。年度评审是指通过对奖学金生每年进行一次综合评价，决定其在下一学年是否具有继续享受或恢复享受奖学金的资格。

Article 23 The Scholarship adopts an annual review system. The annual review refers to a comprehensive evaluation of scholarship awardees each year, which decides whether they are eligible to continue or reinstate the Scholarship for the next academic year.

第二十四条 年度评审对象为资助期限内所有在读一年级及以上的奖学金生，包括休学期间已获准复学的学生、上一年度奖学金评审不合格被中止奖学金资格拟申请恢复奖学金的学生，及无法按原计划毕业拟申请延期的学生。

Article 24 The annual review is for all scholarship awardees who are enrolled in the first year or above within the scholarship duration, including students who have been approved to resume their studies during the suspension, students whose qualifications have been suspended from the previous scholarship review and intend to reinstate the Scholarship, and students who cannot graduate as planned and intend to apply for an extension.

第二十五条 年度评审主要考察奖学金生的道德品行（满分 30 分）、学习成绩（满分 30 分）、学习和科研态度（满分 20 分）和参加活动情况（满分 20 分）。

Article 25 The annual review mainly examines scholarship awardees' moral character (out of

30 points), academic performance (out of 30 points), attitude towards study and research (out of 20 points), and participation in activities (out of 20 points).

导师、培养单位在对奖学金生进行定性评价和定量打分的基础上提出评审意见。评审意见分为合格和不合格两种情况（得分 60 分及以上为合格；得分 60 分以下为不合格）。

Supervisors and host institutes make their review opinions based on qualitative evaluation and quantitative scoring of scholarship awardees. The evaluation opinions are divided into two cases: qualified and unqualified. (60 points and above is qualified; below 60 points is unqualified).

对于评审结果合格的，下一年度继续提供奖学金；对于年度评审不合格的，培养单位须提出中止奖学金或取消奖学金的具体处理建议。

For qualified students, the scholarship shall be renewed the following year; for those who are unqualified, the host institutes shall put forward specific processing proposals to suspend or cancel the scholarship.

第二十六条 奖学金生应按要求，在规定时间内填写本奖学金年度评审表，提交相关材料，经培养单位签署评审意见和具体处理建议后由国科大汇总报留学基金委审批。年度评审结果由培养单位通知奖学金生本人。

Article 26 Scholarship awardees shall fill in the annual review form of the Scholarship within a specified time as required and provide relevant materials, which UCAS shall submit to the CSC after host institutes confirm review opinions and specific processing proposals. The host institutes shall inform scholarship awardees of their annual review results.

第二十七条 因各种原因受到留校（所）察看处分的，自下一学年开学起中止其享受奖学金的资格一年。

Article 27 If they are placed on academic probation, scholarship awardees' qualifications shall be suspended for the next academic year.

第二十八条 被中止奖学金资格者，自下一学年开学起，停发奖学金。奖学金中止期满前，经本人向培养单位申请，可以参加当年的年度评审，如评审合格，经留学基金委批准后，可以自下一学年起恢复奖学金资格。

Article 28 Scholarship awardees whose qualifications suspend shall not receive the scholarships from the next academic year. Before the scholarship suspension expires, they can participate in the year's annual review upon application to the host institutes. If they pass the review, they can resume the scholarship qualification from the next academic year with the

approval of the CSC.

第二十九条 有下列情况之一的，取消其奖学金资格：

Article 29 The Scholarship shall be terminated under any of the below conditions:

(一) 因各种原因退学、结业、肄业者；

A. Scholarship awardees have withdrawn, completed, or dropped out of school for any reason.

(二) 提供虚假年度评审材料者；

B. Scholarship awardees provide fraudulent materials in the annual review.

(三) 在校学习期间累计两次未通过年度评审者；

C. Scholarship awardees fail to pass the annual review twice while studying at UCAS.

(四) 无正当理由不参加年度评审者。

D. Scholarship awardees refuse to participate in the annual review without valid reasons.

第三十条 被取消本奖学金资格者，自留学基金委批准之日起停发其奖学金，其奖学金资格不再恢复。

Article 30 For scholarship awardees whose scholarship qualifications are canceled, their scholarships shall be terminated from the day of approval by the CSC, and their qualifications shall never be reinstated.

第六章 经费管理

Chapter VI Fund Management

第三十一条 奖学金生活费的发放

Article 31 Payment of scholarship living stipend

(一) 由国科大多入学之日起每月十五日前后发给奖学金生本人。

A. The living stipend shall be transferred to scholarship awardees by UCAS around the fifth of every month from their registration date.

(二) 新生在当月十五日（含十五日）之前注册的，发给全月生活费；在十五日以后注册的，发给半月生活费。

B. A full-month living stipend shall be transferred to new students who register before the

15th of a given month (including the 15th), while a half-month living stipend shall be transferred to new students who register after the 15th of a given month.

(三) 在国科大(研究所)规定的假期内离校/所休假时照常发放。

C. Living stipend shall be paid as usual when the scholarship awardees take leave from campus/institutes during vacation days allotted by UCAS/CAS institutes.

(四) 毕业生发至国科大确定的毕业当月。

D. Living stipend shall be paid to graduates till the month of their graduation, as confirmed by UCAS.

第三十二条 奖学金生经国科大批准休学的, 其奖学金资格最长可保留一年。休学期间生活费停发, 一切费用自理。对休学后按规定复学的奖学金生, 其生活费自复学当月起恢复发放。

Article 32 For scholarship awardees who suspend their studies with permission from UCAS, their scholarship qualifications shall be retained for a maximum of one year. During the suspension, the living stipend shall be suspended. They shall be at their own expense. According to regulations, for scholarship awardees who resume their studies after suspension, their living stipend shall be renewed from the month of school resumption.

第三十三条 奖学金生转学到其他院校的, 自留学基金委批准之日起, 注销其在本校的奖学金生资格, 终止发放其生活费。

Article 33 For scholarship awardees who transfer to another university/college, their UCAS scholarships shall be canceled, and their living stipend shall be terminated from the day of approval by the CSC.

第三十四条 奖学金生培养与管理费依据学籍和奖学金生资格状态每年一次拨付培养单位, 培养单位按规定划拨给导师。培养单位为国科大校部各院系的, 培养与管理费通过“收支册”列支; 培养单位为中科院所属研究院、所的, 培养与管理费以电汇形式转拨。

Article 34 Training and administration fees for scholarship awardees shall be transferred via their respective host institutes to their supervisors once a year, depending on their registration and scholarship status. If their host institutes belong to UCAS, the training and administration fees shall be transferred through the “Income and Expenditure Book” list; if the host institutes belong to CAS, the training and administration fees are paid through wire transfer.

第三十五条 培养与管理费须在本细则第九条规定范围内使用。奖学金生在资助期内

提前完成学业的，剩余培养与管理费由培养单位依据国家相关规定管理。

Article 35 The training and administration fees shall be used within the scope of Article 9. For scholarship awardees who complete their studies earlier than the scholarship duration, their remaining training and administration fees shall be managed by their host institutes according to national regulations.

第七章 附 则

Chapter VII Supplementary Provisions

第三十六条 本细则未尽事宜，依据国家相关法律法规、教育部、留学基金委及国科大有关规定执行。

Article 36 Issues not mentioned herein shall be addressed in line with relevant laws and regulations of China and relevant regulations of the Ministry of Education, the CSC, and UCAS.

第三十七条 本细则随教育部、留学基金委相关规定的调整而调整。

Article 37 These regulations shall be adjusted with the regulations of the Ministry of Education and the CSC.

第三十八条 本细则由国际合作与交流处负责解释。

Article 38 The International Affairs Office of UCAS shall interpret these regulations.

第三十九条 本细则自公布之日起实施。

Article 39 These regulations shall come into effect on the date of issuance.

中国科学院大学国际学生奖学金管理办法

Administrative Measures for the UCAS Scholarship for International Students

校发际字〔2022〕89号

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第一章 总 则

Chapter I General Provisions

第一条 中国科学院大学（简称“国科大”）设立“中国科学院大学国际学生奖学金”（英文名称为 UCAS Scholarship for International Students），用于招收热爱科研、品学兼优的国际学生来校就读。为规范管理，充分发挥奖学金的作用，制定本办法。

Article 1 University of Chinese Academy of Sciences (hereinafter “UCAS”) awards the UCAS Scholarship for International Students (formal English name “UCAS Scholarship for International Students”) to academically qualified incoming international students. These measures are formulated to perfect its administration and exert its effect.

第二条 本奖学金的申请、评审、年度评审和管理等相关事宜，适用本办法。

Article 2 These measures apply to the scholarship application, review, annual evaluation, and administration.

第三条 本细则所称奖学金生是指获得本奖学金资助，具有国科大学籍，在中国科学院所属研究院、所、台、站、中心等单位及国科大校部各院系（以下简称“培养单位”）接受研究生学历教育的外国留学生。

Article 3 Scholarship students in these measures refer to foreign students who are granted this scholarship, obtain student status in UCAS, and receive postgraduate education in academies, institutes, observatories, stations, centers of Chinese Academy of Sciences, or schools and departments of UCAS (hereinafter referred to as “training institutes”).

第四条 本奖学金支持以下四个项目：

Article 4 This scholarship supports:

（一）硕士生项目：用以支持来校全日制攻读硕士学位的国际学生；

A. Master's Programs: International students enrolled in full-time master's degree programs at UCAS;

(二) 博士生项目：用以支持来校全日制攻读博士学位的国际学生；

B. Ph.D. Programs: International students enrolled in full-time doctoral degree programs at UCAS;

(三) 进修生项目：用以支持来校全日制进修的国际学生；

C. Programs for Visiting Students: International students enrolled in full-time programs for visiting students at UCAS;

(四) 联合培养项目：用以支持来校联合培养的世界著名高校在读研究生。

D. Joint Training Programs: Postgraduate students from world-renowned universities enrolled in joint training programs at UCAS.

第五条 国科大留学生办公室（简称“留办”）负责本奖学金的具体实施，包括制定申请办法、做好宣传、接受咨询、受理申请、组织评审和年度评审、管理经费及与上级主管部门和有关单位联系。

Article 5 The International Students Office of UCAS (hereinafter “International Students Office”) is responsible for the specific implementation procedures of the scholarship, including making application measures, launching publicity campaigns, answering related questions, processing applications, initiating reviews and annual evaluations, managing funds, and contacting departments of higher levels and related units.

国际学院负责做好入学后集中教学、培养以及学术和文化交流、社会活动和相关管理工作。

The International College is responsible for campus study and training, academic and cultural communication, social activity, and related management works after students' enrollment.

第二章 资助内容

Chapter II Scholarship Coverage

第六条 本奖学金分全额奖学金和部分奖学金两类。

Article 6 This Scholarship includes full scholarships and partial scholarships.

(一) 全额奖学金资助内容包含免交学费、报名费，提供基本住宿、生活费和医疗保险费；

A. Full scholarships include tuition and registration fee waivers, basic accommodation, living stipend, and medical insurance;

(二) 部分奖学金资助内容包含免交学费、报名费，提供基本住宿和医疗保险费。

B. Partial scholarships include tuition, registration fee waivers, basic accommodation, and medical insurance.

第七条 奖学金生在华生活保障标准，博士生不低于 3500 元/月·人，硕士生不低于 3000 元/月·人。国科大根据实际情况，适时调整生活保障标准。

Article 7 Living allowance for scholarship students in China: doctoral students shall receive a living stipend of no less than CNY 3,500 per person per month, and master's students no less than CNY 3,000 per person per month. UCAS shall make timely adjustments to the amount of living allowance according to the changing conditions.

(一) 全额奖学金生活费，博士生 2500 元/月·人、硕士生 2000 元/月·人由国科大提供；其余由培养单位以助研奖学金的形式，根据奖学金生的表现提供。

A. Living stipend for full scholarships: doctoral students shall receive a living stipend of no less than CNY 2,500 per person per month, and master's students no less than CNY 2,000 per person per month, provided by UCAS. The rest of the amount shall be provided by students' training institutes in the form of research assistantships based on their performance.

(二) 部分奖学金生活费由培养单位和学生本人协商解决。

B. The living stipend of the partial scholarships shall be decided through negotiations between students and their training institutes.

第八条 基本住宿由国科大和培养单位分段式提供。

Article 8 Basic accommodation shall be provided by UCAS and students' training institutes in different study periods.

(一) 在国科大集中教学期间，全额奖学金生和部分奖学金生基本住宿由国科大提供，免交双人间住宿费（900 元/月）。

A. During the campus study period, full scholarship and partial scholarship students shall be provided with basic accommodation by UCAS, with the basic accommodation fee for a double room (900 CNY per month) waived.

(二) 在京区培养单位学习期间, 全额奖学金生基本住宿由国科大提供, 免交基本住宿费; 部分奖学金生基本住宿由培养单位提供, 按培养单位规定支付相关费用。

B. During the study period in training institutes in Beijing, total scholarship students shall be provided with basic accommodation by UCAS with the basic accommodation fee waived; partial scholarship students shall be provided with basic accommodation by their training institutes and pay relevant fees according to the regulations of the institutes.

(三) 在京外培养单位学习期间, 全额奖学金生和部分奖学金生基本住宿由培养单位提供, 按培养单位规定支付相关费用。

C. During the study period in training institutes outside of Beijing, full scholarship and partial scholarship students shall be provided with basic accommodation by their training institutes and pay relevant fees according to the regulations of the institutes.

第九条 奖学金生医疗保险费每年 800 元, 按国科大有关规定投保。

Article 9 The medical insurance fee for each scholarship student is 800 CNY per year, and the insurance items are chosen according to the relevant rules of UCAS.

第十条 奖学金资助期限: 博士生、硕士生项目不超过 36 个月, 不受理延期申请; 进修生项目一般 6 至 24 个月; 联合培养项目根据相关协议规定, 一般 3 至 24 个月。

Article 10 Scholarship duration: scholarships for Ph.D. and Master's programs are typically awarded for no longer than 36 months, without granting any extensions; for programs for visiting students, typically 6 to 24 months; for joint training programs, typically 3 to 24 months, depending on relevant agreements.

第三章 奖学金的申请和评审

Chapter III Scholarship Application and Review

第十一条 奖学金申请人的资格

Article 10 Eligibility criteria

(一) 符合国科大国际学生的入学条件。

A. Applicants shall meet the admission requirements for UCAS international students.

(二) 关于年龄和身体状况:

B. About age and physical condition:

1. 硕士生项目：申请时年龄原则上不超过 30 周岁（从申请当年 12 月 31 日起算），身体健康；

a) Master's Programs: applicants should be under the age of 30 (counting from December 31 of the year of application) in principle and in good physical condition at the time of application;

2. 博士生项目：申请时年龄原则上不超过 35 周岁（从申请当年 12 月 31 日起算），身体健康；

b) Ph.D. Programs: applicants should be under the age of 35 (counting from December 31 of the year of application) in principle and in good physical condition at the time of application;

3. 进修生项目：申请时年龄原则上不超过 40 周岁（从申请当年 12 月 31 日起算），身体健康；

c) Programs for Visiting Students: applicants should be under the age of 40 (counting from December 31 of the year of application) in principle and in good physical condition at the time of application;

4. 联合培养项目：身体健康，年龄不限。

d) Joint Training Programs: applicants should be in good physical condition irrespective of age.

（三）得到导师及培养单位的推荐及承诺匹配助研奖学金、提供基本住宿或所外住宿补贴；

C. Applicants should have received recommendations from supervisors and training institutes as well as their confirmation on allocating research assistantships and providing basic accommodation or subsidies for living outside of the institutes;

（四）同一时间段内未获得其他任何奖学金的资助。

D. Applicants should not be the awardee of any other scholarships within the same period.

中国高校在读博士研究生、硕士研究生不能申请本奖学金硕士生项目（应届毕业生除外）。

Doctoral and master's students from universities within the territory of China (except for fresh graduates) are not eligible to apply for this scholarship.

第十二条 申请人按照本奖学金当年度公布的申请办法提出申请。

Article 12 Applicants shall submit applications according to the regulations released that

year.

第十三条 国科大每年于 5 月份组织相关学科专家评审：

Article 13 UCAS organizes experts of related disciplines to review applications in May each year.

(一) 评审遵循“质量第一”的原则。

A. The review shall follow the rule of “Quality First”.

(二) 评审委员会成员若干人，由相关领域专家担任，按学科群分组。每组成员人数根据当年奖学金申请情况确定。

B. Several experts shall form the review committee from related academic fields. These experts shall be divided into groups according to discipline clusters, with the number of experts in each group being decided by the application situation of the scholarship in that year.

(三) 评审委员会的主要职责，一是推荐本奖学金正选、备选人员名单；二是受理评审工作中的争议事项，接受申诉和组织复议。复议由学生本人提出，经导师和培养单位同意，报评审委员会评议。

C. The primary responsibilities of the review committee include: firstly, deciding the official and backup list of scholarship awardees; and secondly, solving the disputes in the reviewing process, receiving complaints, and initiating reconsiderations. The reconsideration request shall be submitted by the student in person, receive the approval of his/her supervisor and institutes, and be reported to and discussed by the review committee.

(四) 评审工作对所有合格申请人按学科群分组，以一定比例进行评选。每组采取无记名投票等方式表决，所做决议经该组所有参评成员过 1/2 同意方为有效。评审结果由每组组长当场公布，经评审委员会会议通过后确定。

D. In the review process, all qualified applicants shall be divided into groups according to discipline clusters and be selected under a specific ratio. The selection shall be made through anonymous votes, and the resolution shall be valid only with the consent of more than half of the reviewers. The leader of each group shall announce the review results on the spot and be determined after passing the final joint discussion of the review committee.

(五) 评审委员会日常及联络工作由留学生办公室承担。

E. The International Students Office shall conduct the routine and liaison work of the review committee.

第十四条 评审结果报国科大分管校领导批准后公布，经培养单位通知奖学金生本人。奖学金生应在规定时间内，签字并向培养单位提交奖学金接受表，确认符合规定，接受资助来校学习。否则，视为自动放弃本奖学金资助。国科大收到该表后，经培养单位将录取通知书等相关文件发给奖学金生本人。

Article 14 After being approved by the corresponding school leader of UCAS, the review result shall be released and informed to the scholarship student in person by the training institute. Scholarship students shall sign and submit the acceptance form to their training institutes within the stipulated time to confirm that they conform with related regulations and will accept the scholarship and study at UCAS, or else they will be considered as abandoning the scholarship. Upon accepting the form, UCAS will issue the Letter of Admission and other related documents to scholarship students through their training institute.

第四章 培养与管理

Chapter IV Training and Management

第十五条 奖学金生应按照国科大录取通知书规定的要求和日期，到指定单位报到入学。因客观原因无法按时报到的，应事先书面请假，并获得批准。奖学金资格保留期限最长不超过获奖当年 10 月 15 日。逾期未报到者，除非因不可抗力，否则视为自动放弃。

Article 15 Scholarship students shall register at the designated institutes on the assigned date in the Letter of Admission. Those unable to register on time for objective reasons shall submit a written note explaining the situation and get approval in advance. The scholarship could be retained before October 15 of that year. Those who fail to register after the assigned period for reasons other than force majeure shall be deemed automatically abandoning their scholarship qualifications.

第十六条 奖学金生出现以下情况之一的，取消奖学金资格。

Article 16 For one of the following situations, the scholarship qualification shall be canceled.

(一) 经所在培养单位入学资格复查为不合格；

A. The student is reviewed as “unqualified” in the admission qualification recheck by training institutes;

(二) 学生本人与其申请时提供的个人重要信息不符;

B. The student does not conform to the critical information provided in his/her application documents;

(三) 提供虚假学历证明、成绩单、语言水平证明等入学申请材料;

C. The student has provided fake education proof, transcript, language level proof, or other application documents;

(四) 体格检查记录信息与奖学金生实际健康状况不符;

D. The student's physical record does not conform with his/her actual health conditions;

(五) 同时享受中国各级政府和高校设立的其他奖学金。

E. The student is also the awardee of another scholarship set by the Chinese government of any level or Chinese university.

第十七条 奖学金生来华后须在接收大学参加至少一学期汉语和中国文化课程学习。硕士奖学金生还需按照相应专业项目要求进行专业课程学习。

Article 17 Scholarship students shall attend compulsory Chinese language and culture courses in the host university. Master's students shall also attend specialized courses according to the requirements of their majors and programs.

第十八条 硕士奖学金生在第三或第四学期,符合硕转博要求的,经导师和培养单位同意,可申请博士生奖学金。如获资助,自第五学期起正式转入博士阶段的学习,享受博士生奖学金待遇,同时硕士生奖学金待遇自动停止。

Article 18 Master's students may apply for the Ph. D. scholarship in their third or fourth semester with qualified conditions and consent from their supervisors and training institutes. If approved, they shall enter the Ph. D. stage of study in the fifth semester and will enjoy the Ph.D. scholarship. Their master's scholarship will be withdrawn automatically at the same time.

第十九条 奖学金生应当遵守中国法律法规和校规校纪,不得危害中国国家安全和利益、损害社会公共利益、破坏社会公共秩序。如出现以上不当言行,国科大将视情节严重程度采用教育惩戒等方式处理。对于情节严重的,将报有关部门依法追究,并中止或取消其奖学金资格。

Article 19 Scholarship students shall obey the laws and regulations of China and school rules and disciplines. They shall not endanger national security and interests, harm social and public interests, or disturb social and public orders. For offensive words or conducts above, UCAS will

take specific education and punishment measures for different situations. Of severe circumstances, UCAS will report to relevant departments to investigate for responsibility according to law and will suspend or cancel the scholarship qualification.

第二十条 奖学金生在资助期间取得的科研成果和发表的论文，需同时署名中国科学院大学和培养单位，并注明“Sponsored by UCAS Scholarship for International Students”。

Article 20 Any scholarship student who has made achievements in scientific research and has papers published during the sponsored period shall specify his/her work unit as both UCAS and his/her training institute and state that the achievements were “Sponsored by UCAS Scholarship for International Students”.

第五章 年度评审

Chapter V Annual Evaluation

第二十一条 年度评审是指通过对奖学金生每年进行一次综合评价，决定其在下一学年是否具有继续享受或恢复享受奖学金的资格。年度评审与奖学金专家初评同期举行。

Article 21 The annual evaluation refers to the comprehensive evaluation of scholarship students once a year to determine whether they are qualified to continue to enjoy or resume to enjoy the scholarship in the following academic year. The annual evaluation and the expert's preliminary review for the scholarship shall be held simultaneously.

第二十二条 年度评审对象为资助期限内所有在读一年级及以上的奖学金生，包括休学期间已获准复学的学生、上一年度奖学金评审不合格被中止奖学金资格拟申请恢复奖学金的学生以及无法按原计划毕业拟申请延期的学生。

Article 22 The annual evaluation will be conducted on all the scholarship students who are in grade one or above in the sponsored period, including those who have been approved to resume their studies during the school suspension period, those whose scholarship qualifications were suspended for failing the previous scholarship evaluation and who are now applying for resumption, and those who are applying for school extension since they are unable to graduate as planned.

第二十三条 年度评审主要考察奖学金生的道德品行（满分 30 分）、学习成绩（满分

30 分)、学习和科研态度(满分 20 分)和参加活动情况(满分 20 分)。

Article 23 The annual evaluation mainly focuses on scholarship students' moral conduct (total score of 30), academic performance (full score of 30), attitude toward learning and scientific research (total score of 20), and participation in activities (total score of 20).

导师、培养单位在对奖学金生进行定性评价和定量打分的基础上提出评审意见。评审意见分为合格和不合格两种情况(得分 60 分及以上为合格;得分 60 分以下为不合格)。

The supervisor and training institute shall provide evaluation opinions based on providing qualitative and quantitative scores to scholarship students. The evaluation opinions include qualified and unqualified cases (those with a score of 60 or above are qualified; those with less than 60 are unqualified).

对于评审结果合格的,下一年度继续提供奖学金;对于年度评审不合格的,培养单位须提出中止奖学金或取消奖学金的具体处理建议。

Those who pass the evaluation will continue to enjoy the scholarship in the next year; for those who fail to pass the annual evaluation, the training institute must put forward specific measures on suspending or canceling the scholarship.

第二十四条 奖学金生应按照要求,在规定时间内填写本奖学金年度评审表,提交相关材料,经培养单位签署评审意见和具体处理建议后报学校审批。年度评审结果由培养单位通知奖学金生本人。

Article 24 Scholarship students, in accordance with the requirements, shall fill in the scholarship annual evaluation form within the specified time and submit relevant materials. Training institutes shall sign the form with evaluation opinions and specific suggestions and submit it to UCAS for approval. The annual evaluation results shall be informed to scholarship students by training institutes.

第二十五条 因各种原因受到留校(所)察看处分的,自下一学年开学起中止其享受奖学金的资格一年。

Article 25 For those on disciplinary probation for various reasons, their scholarship qualification shall be suspended for one year from the beginning of the next academic year.

第二十六条 被中止奖学金资格者,自下一学年开学起,停发其奖学金。奖学金中止期满前,经本人向培养单位申请,可以参加当年的年度评审,如评审合格,经学校批准后,可以自下一学年起恢复奖学金资格。

Article 26 Those whose scholarships have been suspended will not enjoy the scholarship since the beginning of the next academic year. Before the end of the suspension period, the student may apply to the training institute to attend the annual evaluation of the given year. If he/she passes the annual evaluation, the scholarship qualification shall be resumed from the next academic year upon the approval of UCAS.

第二十七条 有下列情况之一的，取消其奖学金资格：

Article 27 For students with the following situations, their scholarship qualification shall be canceled.

(一) 因各种原因退学、结业、肄业者；

A. Those who drop out, complete school (without obtaining graduation certificates), or fail to complete school for various reasons;

(二) 提供虚假年度评审资料者；

B. Those who provide fake information in annual evaluation materials;

(三) 在校学习期间累计两次未通过年度评审者；

C. Those who fail to pass the annual review twice in total during their study in school;

(四) 无正当理由不参加年度评审者。

D. Those who do not attend the annual evaluation without justified reasons.

第二十八条 被取消本奖学金资格者，自批准之日起停发其奖学金，其奖学金资格不再恢复。

Article 28 For those whose scholarship qualification is canceled, their scholarship shall be stopped from the date of approval, and the scholarship qualification shall not be resumed.

第六章 经费管理

Chapter VI Fund Management

第二十九条 奖学金生活费的发放

Article 29 Payment of scholarship stipends

(一) 由国科大自入学之日起定期发给奖学金生本人。

A. The living stipend shall be given to the scholarship student by UCAS monthly from the

registration date.

(二) 新生在当月十五日(含十五日)之前注册的,发给全月生活费;在十五日以后注册的,发给半月生活费。

B. A full-month stipend shall be given to new students who register before the 15th of a given month (including the 15th), while a half-month stipend shall be transferred to new students who register after the 15th of a given month.

(三) 在国科大(研究所)规定的假期内离校(所)休假时照常发放。

C. Stipends shall be paid as usual when the scholarship student takes leave from campus/institutes during vacation days set by UCAS/CAS institutes.

(四) 毕业生发至国科大确定的毕业当月。

D. Stipends shall be given to graduates till their graduation month, confirmed by UCAS.

第三十条 奖学金生活费的停止发放和恢复发放

Article 30 Suspension and renewal of stipends

(一) 奖学金生未经培养单位许可,擅自离校(所)累计超过十天(含)的,停发当月半个月生活费;累计超过十五天(含)的,停发当月全月生活费。

A. For scholarship students who leave campus/institutes for accumulatively ten days and over without permission from their training institutes, half of the stipend for the given month shall be suspended; for those who leave for accumulatively fifteen days and over, all the stipend for the given month shall be suspended.

(二) 奖学金生经国科大批准休学的,其奖学金资格最长可保留一年。休学期间,奖学金生活费停止发放,一切相关费用自理。

B. For scholarship students who suspend their studies under the permission of UCAS, their scholarship qualifications shall be retained for a maximum of one year. During the suspension, all stipends shall be suspended, and all the relevant expenses shall be covered by themselves.

(三) 对休学后按规定复学的奖学金生,其生活费自复学当月起恢复发放。

C. According to regulations, scholarship students who resume their studies after suspension of their stipends shall be renewed from the month of school resumption.

第三十一条 奖学金生转学到其他院校的,自批准之日起,注销其奖学金生资格,终止发放其生活费。

Article 31 For scholarship students who transfer to other universities/colleges, their

scholarships shall be canceled, and stipends shall be terminated from the day of approval.

第七章 附 则

Chapter VII Supplementary Provisions

第三十二条 本规定未尽事宜，依据国家相关法律法规及国科大有关规定执行。

Article 32 Issues not mentioned herein shall be addressed in line with relevant laws and regulations of China and relevant regulations of UCAS.

第三十三条 本管理办法自公布之日起施行，《中国科学院大学国际学生奖学金管理办法》（校发际字〔2015〕104号）同时废止。

Article 33 These measures shall come into effect on the date of issuance. Administrative Measures for UCAS Scholarships for International Students (YUANFAJIZI (2015) No.104) shall be abolished.

第三十四条 本管理办法由国科大国际合作与交流处负责解释。

Article 34 The International Affairs Office of UCAS shall interpret these measures.

中国科学院大学国际学生奖学金评审委员会工作条例

The University of Chinese Academy of Sciences Regulations on the Work of the International Student Scholarship Review Committee

校发际字〔2016〕118号

XIAOFAJIZI (2016) No. 118

第一条 为规范学校国际学生奖学金评审委员会（以下简称“评委会”）工作，更好发挥奖学金的作用，制定本工作条例。

Article 1 The Regulations are formulated to standardize the work of the International Student Scholarship Review Committee (hereinafter referred to as the Review Committee) and to bring the benefits of scholarships into full play.

第二条 评委会负责学校面向国际学生提供的各类奖学金的评审工作。主要职责：

Article 2 The Review Committee is responsible for reviewing international students' applications for scholarships provided by UCAS. The responsibilities include:

一、评审并决定奖学金获得者名单；

1. Reviewing and selecting scholarship recipients;

二、定期进行年度评审；

2. Reviewing scholarships annually;

三、处理国际学生奖学金争议事项。

3. Solving disputes that may occur.

第三条 评委会委员由学术造诣深厚、作风正派、热心于国际学生教育工作的专家、学者担任，任期3年。主任由学校主管国际学生工作的校领导担任。

Article 3 The Review Committee consists of experts with academic excellence and moral integrity who are enthusiastic about the education of international students. The members shall be elected to a three-year term. The Chair will be elected from among the University leaders who oversee international student affairs.

第四条 评委会一般按学科分若干个专家组。每个专家组评委人数应不少于5人。具体人数及分组根据奖学金具体情况确定。

Article 4 The Review Committee is divided into several expert groups. Each expert group shall consist of no less than five members. Specific scholarship applications determine the number of members and how groups are divided.

第五条 评委会委员应按时参加评审会。如无特殊理由, 连续不参加会议 2 次及以上者, 视为自动放弃委员资格。

Article 5 The Review Committee members shall attend the review meeting on time. The absence of two consecutive meetings without justifiable reasons shall result in the replacement of non-attending members.

第六条 评委会每年于 4、5 月份组织一次奖学金评审工作。评审工作可以通过会议、视频会议或函评等方式进行。遇有特殊情况, 评委会主任可决定提前或推迟评审工作。

Article 6 The scholarship review shall be conducted every April or May through meetings, video conferences, or emails. The Committee Chair has the right to conduct the review ahead of schedule or postpone the review under exceptional circumstances.

第七条 评审工作由主任主持。主任未能参加时, 由主任委托一名评委主持。

Article 7 The meeting shall be hosted by the Committee Chair. If the Chair cannot attend the meeting, a committee member shall be appointed by the Chair to host the meeting.

第八条 评委会采取无记名投票方式表决, 所做出的决议须经参会委员过 1/2 同意方有效。表决结果由主任或其委托的评委当场宣布。

Article 8 The decisions shall be made by secret votes of the Committee members. Decisions shall be approved through more than 1/2 of the total votes and announced by the Chair or the committee member appointed by the Chair on the spot.

第九条 评委会日常工作由留学生办公室承担。

Article 9 The International Students Office undertakes the routine work of the Review Committee.

第十条 本工作条例由国际合作处负责解释。

Article 10 The International Affairs Office reserves the right to interpret the above articles.

图 书 馆

Library

中国科学院大学图书馆借阅管理规定

Library Regulations of the University of Chinese Academy of Sciences

校发图字〔2014〕67号

XIAOFATUZI (2014] No. 67

第一章 校园一卡通使用及退还

Chapter I Use and Return of the Campus Card

第一条 中国科学院大学（以下简称“国科大”）全体在读学生、教职工以及各类来校临时人员，均可凭国科大校园一卡通借阅图书，校园一卡通即作为借阅证。初次来馆的读者，须填写或修改本人基本信息。

Article 1 All current students, faculty, and staff of the University of Chinese Academy of Sciences (hereinafter referred to as UCAS) and all people staying temporarily on campus can borrow books with a UCAS campus card, which is also used as a library card. First-time borrowers shall provide or modify personal information.

第二条 校园一卡通按照国科大的有关规定在校园卡管理中心办理。校园一卡通遗失，读者可通过学校各个网点圈存机或校园一卡通网站 (<http://carducas.ac.cn/web>) 自助挂失，以及到校园卡管理中心现场挂失。如需补办，请读者须持本人有效证件（学生证/工作证/身份证），到国科大校园卡管理中心办理，并到图书馆重新填写相关信息。挂失前所有已被借出的图书由读者本人负责归还或赔偿。

Article 2 Campus cards are issued by the Campus Card Management Center following UCAS rules and regulations. If a campus card is lost, the cardholder can report the loss and deactivate the card by using the transfer machine on campus by logging into the campus card portal (<http://carducas.ac.cn/web>) or by visiting the Campus Card Management Center. If a replacement card is needed, the cardholder can get one at the Campus Card Management Center with valid credentials (student campus card/staff ID/citizen ID) and complete personal information again at the UCAS Library. All books borrowed before the lost card is deactivated shall be returned or compensated by the cardholder.

第三条 学生办理离校、教职工调离本校时，须将所借图书全部还清，并办理停止借阅图书功能。

Article 3 Upon graduation or termination of employment, students, faculty, and staff shall return all the books borrowed and block the book-borrowing function of their card.

第二章 借还图书

Chapter II Borrowing/Returning Books

第四条 除密集架书库外，图书一般实行开架借阅，读者凭本人校园一卡通（借阅证）入库选书，不得将食物等与借阅图书无关的物品带进书库。

Article 4 Readers can walk through all the stacks but compact stacks to read and borrow books with a Campus Card (library card). No food or drinks are allowed in.

第五条 校园一卡通借阅图书只限本人使用，不得转借他人，否则图书借阅功能停止使用 1 个月。

Article 5 Only the cardholder can borrow books with his/her Campus Card. The card cannot be lent to others for library use; otherwise, its library function will be suspended for a month.

第六条 每位读者最多可借图书 10 册，每册借期为 30 天。在没有其他读者预约的情况下，可续借 2 次，每次续期为 30 天，续借日期从操作第二天算起。外文原版书、工具书及院士捐赠书不外借，仅供在阅览室阅览。

Article 6 Every reader can borrow up to ten books at one time, with a loan period of 30 days for each book borrowed. If there is no reservation from other readers, the loan period of each borrowed book can be renewed twice; each renewed loan lasts 30 days, counted from the next day of the renewal. Original edition books in foreign languages, reference books, and books donated by academicians can only be read in reading rooms and are not allowed to be borrowed.

第七条 读者可通过国科大图书馆网站首页（<http://lib.ucas.ac.cn>），进入借阅管理系统，根据需求续借、预约和管理所借图书。

Article 7 Readers can enter the loan management system via the UCAS Library portal (<http://lib.ucas.ac.cn>) to renew or manage the books borrowed or to reserve books.

第八条 如某种图书复本已全部借出，读者可在图书流通阅览室或通过网络办理图书预约，一次最多可预约 2 册。读者有超期图书、欠款及借阅证过期，则不可预约。

Article 8 When all book copies are checked out, readers can reserve the book in the circulating reading room or online. A reader can reserve at most two books at one time. However, readers with overdue books, unpaid fines, or those whose library card has expired cannot reserve books.

第九条 持有国科大校园卡管理中心发放的校园一卡通临时卡的读者，一次最多可借书 3 册，借期为 30 天，无续借期。

Article 9 Readers holding a temporary Campus Card issued by the UCAS Campus Card Center may borrow at most three books once, with a loan period of 30 days and no renewal.

第三章 阅览书刊

Chapter III Reading Books and Journals

第十条 读者凭本人校园一卡通可以在阅览室内阅览书刊，读者看完书刊后须把书刊放回原来的位置。

Article 10 Readers holding a Campus Card can read books and journals in reading rooms. All books and journals should be put back after reading.

第十一条 阅览室中所有的期刊和报纸，以及院士捐赠的图书和图书馆规定不得外借的书刊，只准在室内阅览，任何人不得以任何理由、任何方式携带出室外。

Article 11 All the newspapers and journals in the reading rooms, books donated by academicians, and other library books intended for in-library use shall only be read within the library and not be taken out by anyone for any reason.

第十二条 不准损坏和撕毁、裁剪书刊，否则一经发现，处以相应期刊全年价的罚款，图书按照第四章违约处理。

Article 12 Damaging, ripping, or cutting books and journals is prohibited. Violators will be fined the yearly subscription fee of the corresponding journals or, in the case of books, dealt with as per Chapter Four.

第十三条 违反相关规定者，将按馆内有关办法处理，对情节恶劣者，报请国科大相关部门处理。

Article 13 Violators of the Regulations will be handled according to the Library's rules. Severe violations will be reported to and handled by the relevant departments of UCAS.

第四章 违约处理

Chapter IV Handling Violations

第十四条 读者所借图书逾期按 0.1 元/天·册，同时记录违章。前三天不扣款，第四天起连同前三天一并计入罚款。违章累计达到 5 次，校园一卡通的图书借阅功能停止使用 1 个月。

Article 14 Anyone with overdue books shall be fined CNY 0.1 a day per book, and the violation will be recorded. No fines are paid in the first three days, and they will accumulate until they are paid on the fourth day. When the violations add up to five times, the borrowing privileges of the Campus Card will be suspended for one month.

第十五条 读者应在假期内归还的图书，须在开学后 1 周内还清。超过 1 周按逾期处理，逾期天数从新学期开馆之日算起。

Article 15 Books that expire during the winter and spring holidays shall be returned within one week after the new semester begins. Books that are not returned within this period will be considered overdue, and the overdue period starts from the library's opening date in the new semester.

第十六条 污损图书者，将视情节轻重予以 10 元以下或图书全价的赔偿。

Article 16 Anyone defacing books will be fined no more than CNY 10 or the total price of the book, depending on the seriousness of the case.

第十七条 丢失图书在借期内声明者，给 2 个月期限设法赔偿（必须是完全相同版本的图书或经同意后可以是新版图书）。从借期期满日起算在此期间赔偿者，不予罚款。如无法赔偿，将按图书的价格进行不同程度赔偿（多卷图书按整套图书价），书价在 10 元以下的图书赔偿 50 元，10 元以上的按原价 5 倍赔偿。

Article 17 Anyone declaring the loss of books within the loan period is given two months to compensate the library (with the same edition or a newer edition if permitted). If the borrower manages to compensate the library within the period starting from the expiration date, he/she will not be fined. If not, the borrower shall pay the fine according to the price of the book (for multi-volume books, the price of the whole set): For a book worth less than CNY10 CNY, the fine

will be CNY50 CNY; for a book worth CNY10 CNY or more, the fine will be five times the price of the book.

第十八条 遗失工具书、孤本书、珍贵图书，视具体情况按原书价 10 至 50 倍赔偿。

Article 18 To compensate the library for lost reference books, only extant copies, and valuable books, borrowers shall pay 10 to 50 times the book price, depending on the situation.

第十九条 遗失图书经赔偿后又找到原书而无缺损者，可凭原收据退还赔款。

Article 19 The Library accepts the return of lost books if they are found and kept intact and provides refunds upon receiving the payment receipt.

第二十条 偷窃图书者，图书馆将报学校有关部门给予相应处理。

Article 20 Book theft will be reported and handled by the relevant UCAS departments.

第二十一条 本馆所有罚款与赔书款，均纳入学校购书经费。

Article 21 UCAS will use all fines and payments for buying replacement copies of books.

第五章 附 则

Chapter V Supplementary Provisions

第二十二条 持有国科大校园一卡通的在读学生和教职工，可同时在中国科学院文献情报中心（简称“国科图”）借阅图书，借书要求按国科图相关规定实行。若馆际之间产生异议，以本规定为准。

Article 22 All current students, faculty, and staff holding a UCAS campus card can borrow books from the National Science Library, Chinese Academy of Sciences (abbreviated as “NSLC”). The policies of the NSLC regulate borrowing books. In case of a conflict between the regulations of the two libraries, these Regulations shall prevail.

第二十三条 本办法由国科大图书馆负责解释，自印发之日起施行。原《中国科学院研究生院教学资料中心借阅管理规定》（院发教字〔2007〕202号）同时废止。

Article 23 The UCAS Library is responsible for interpreting these regulations, which come into effect on the date of issuance. The former Management Regulations of the Teaching Resources Center of the Graduate School of Chinese Academy of Sciences (YUANFAJIAOZI (2007) No. 202) are abolished.

中国科学院大学图书馆电子资源使用管理办法

（试行）

Administrative Measures for the Use of Library Electronic Resources of the University of Chinese Academy of Sciences (Trial)

校发图字〔2014〕66号

XIAOFATUZI (2014) No. 66

第一条 为规范中国科学院大学（简称“国科大”）图书馆电子资源的使用，信守国科大图书馆和中国科学院文献情报中心同各个电子资源出版商签订的使用协议，保障国科大授权用户和电子资源出版商的合法权益，依据《中华人民共和国著作权法》的有关规定，制定本管理办法。

Article 1 These Administrative Measures are formulated following the Copyright Law of the People's Republic of China to regulate the use of e-resources of the University of Chinese Academy of Sciences (hereinafter referred to as UCAS) Library to honor the agreements signed by the UCAS Library and National Science Library, Chinese Academy of Sciences with e-resources publishers and to safeguard the legitimate rights of the authorized users of UCAS and e-resources publishers.

第二条 国科大所订购的电子资源，仅限于拥有国科大校园网上账户的用户在校园网IP地址范围内访问。

Article 2 The e-resources subscribed by UCAS are intended only for visitation by users with a UCAS campus network access account within the campus network IP address range.

第三条 为尊重并维护原作者和出版者的知识产权利益，请读者严格遵守版权法的有关规定。授权用户出于个人的研究和学习目的，可以对网络数据库进行以下合理使用：

Article 3 To respect and protect the intellectual property rights of authors and publishers, readers are expected to abide strictly by copyright laws and regulations. Authorized users may use online databases for personal research and academic purposes in the following ways:

（一）对网络数据库进行检索。

(1) Searching online databases.

(二) 阅读检索结果 (文摘索引记录或全文文章, 下同)。

(2) Reading the search results (unless otherwise provided, search results include abstract index records and full texts).

(三) 打印检索结果。

(3) Printing the search results.

(四) 下载检索结果存储在自己个人计算机上。

(4) Downloading the search results to one's personal computer.

(五) 将检索结果传送到自己的电子邮件信箱里。

(5) Sending the search results to the user's email box.

(六) 承担本校常规教学任务的授权用户, 可以将作为教学参考资料的少量检索结果, 下载并添加到供本单位教学使用的课程参考资料包 (course pack) 中, 置于内部网络中的安全计算机上, 供选修特定课程的学生在该课程进行期间通过内部网络进行阅读。

(6) Authorized users undertaking teaching assignments can download and add part of the search results, which are used as teaching references, to the course pack of their departments and keep the course pack on safe computers connected to the intranet for the students who take the courses to read via the intranet during the period of the courses.

第四条 以下行为超出了合理使用范围, 是侵犯网络数据库商知识产权的行为, 应严格禁止:

Article 4 The following behaviors have gone beyond the reasonable scope and are deemed a violation of online database companies' intellectual property rights, and hence should be prohibited:

(一) 对文摘索引数据库中某一段时间段、某一学科领域、或某一类型的数据记录进行批量下载。

(1) Batch-downloading data from abstract index databases from a certain period, a specific subject, or a particular type.

(二) 对全文数据库中某种期刊 (或会议录)、或它们中一期或者多期的全部文章进行下载。

(2) Download all articles of a particular journal (or conference proceedings), one of its volumes, or several volumes in the full-text databases.

(三) 利用诸如“迅雷”、“网络蚂蚁”、“Endnote”、“NoteExpress”等各种批量下载工具对网络数据库进行自动检索和下载。

(3) Using batch download tools such as Thunder, NetAnts, EndNote, and NoteExpress to search and download data from online databases autonomously.

(四) 把存储于个人计算机的用于个人研究或学习的资料以公共方式提供给非授权用户使用。

(4) Publicly sharing with non-authorized users the materials stored on personal computers intended only for personal research or study.

(五) 把课程参考资料包中的用于特定课程教学的资料以公共方式提供给非授权用户使用。

(5) Publicly sharing with non-authorized users the materials in the course pack intended only for a particular course.

(六) 设置代理服务器为非授权用户提供服务。

(6) Setting up proxy servers to provide services for non-authorized users.

(七) 在使用用户名和口令的情况下，有意将自己的用户名和口令在相关人员中散发、或通过公共途径公布。

(7) Sharing the user account and password with relevant people deliberately or in a public way when a user account and a password are required for accessing the data.

(八) 直接利用网络数据库对非授权单位提供系统的服务。

(8) Using online databases to provide systematic services for non-authorized organizations.

(九) 直接利用网络数据库进行商业服务或支持商业服务。

(9) Using online databases to provide or support commercial services.

(十) 直接利用网络数据库内容汇编生成二次产品，提供公共或商业服务。

(10) Producing secondary products based on online databases and offering public or commercial services.

第五条 上述违规行为一经发现，图书馆将会同国科大相关主管部门视情节轻重，给予如下处理：责令提交书面检查，并通报其所在单位、部门；禁用其校园网账号或中断计算机联网，待更正违规行为后方可恢复；情节严重者，由国科大主管部门给予校纪处分。因违规行为造成经济损失或法律纠纷，由违规者承担。

Article 5 Any violations of the above stipulations, once found out, will be dealt with as follows by the UCAS Library together with related departments depending on the severity of the case: demanding a written review from the violator and informing the violator's department or division; suspending the violator's campus network access account or Internet access until the violation is corrected; in case of severe violations, the department in charge will take disciplinary action against the violator. The violator shall be held responsible for any economic loss or legal disputes resulting from the violation.

第六条 本办法由国科大图书馆负责解释，自印发之日起施行。

Article 6 The UCAS library is responsible for interpreting these Administrative Measures. These Measures come into effect as of the date of issuance.

图书馆服务指南

Guide to Library Services

一、图书馆简介

1. Introduction

中国科学院大学图书馆（以下简称国科大图书馆）由雁栖湖校区的雁栖图书馆和玉泉路校区的玉泉图书馆组成，同时中国科学院文献情报中心（以下简称文献情报中心）也向全校师生开放。

The University of Chinese Academy of Sciences Libraries (UCAS Libraries) consist of Yanqi Library on Yanqihu Campus and Yuquan Library on Yuquanlu Campus. The two libraries and the National Science Library, Chinese Academy of Sciences (NSLC) are open to all the University faculty and students.

雁栖图书馆和玉泉图书馆提供的主要资源和服务有：教学需要的教材和参考书，综合类图书、期刊、报纸和电子资源等。国科大图书馆已形成了以自然科学和工程技术科学文献为主体，兼有人文、社会科学及管理科学文献等多种类型、多种载体的综合性馆藏体系。图书馆为读者创建了安全便捷的借阅条件，馆内阅览环境优雅、学习气氛浓郁、配套设施先进，已成为读者畅游知识宝库、提升品味修养的精神家园。

Yanqi Library and Yuquan Library provide the following resources and services: textbooks, reference books, general books, journals, newspapers, and digital resources. UCAS Libraries provide complete access to library holdings featuring a significant collection of books on natural sciences and engineering technology and a collection of books on humanities, social sciences, and management. Also, it provides readers with safe and fast services. With its pleasant environment, intense academic atmosphere, and advanced equipment, UCAS libraries provide readers access to knowledge and opportunities to enrich their lives.

文献情报中心位于中关村，立足科学院、面向全国，主要为自然科学、边缘交叉科学和高技术领域的科技自主创新提供文献信息保障、战略情报研究服务、公共信息服务平台支撑和科学交流与传播服务。

Located in Zhongguancun and based at the Chinese Academy of Sciences, NSLC supports innovation in natural sciences, cross-disciplinary sciences, and high-tech fields by providing

information resources assurance, strategic information analysis services, and public information services serving as a platform for scientific exchanges and dissemination.

二、图书馆布局

2. Maps and Locations

国科大图书馆以雁栖图书馆为主、玉泉图书馆为辅，使用面积合计近 2 万平方米。为满足读者的不同需求，共分为以下功能区。

Yanqi Library houses a significant collection of UCAS Libraries, while Yuquan Library is a minor one. Together they cover nearly 20,000 square meters. To meet the reader's different needs, the libraries are divided into the following function zones:

雁栖图书馆：位于雁栖湖校区图书情报中心楼内（1—3 层）。

Yanqi Library: located in the Books and Information Center of Yanqihu Campus (F1-F3)

一层：第一书库、第二书库及第三书库，图书馆办公区域，档案馆。

F1: First Stack, Second Stack, Third Stack, Office Area, and Archive Room

二层：总服务台，电子阅览室，院士捐赠阅览室，成思危捐赠阅览室，研修室，原版书库，工具书库。

F2: Service Desk, Electronic Reading Room, Academician Donation Reading Room, Cheng Siwei Donation Reading Room, Study Room, Original Edition Stack, Reference Book Stack.

三层：图书流通阅览书库，报刊阅览室。

F3: Book Circulation Reading Stack, Newspaper & Journal Reading Room.

玉泉图书馆：位于玉泉校区科研楼（1—3 层）

Yuquan Library: located in Scientific Research Building, Yuquanlu Campus (F1-F3)

一层：开架阅览室，图书馆办公区域

F1: Open-shelf Reading Room, Office Area

二层：总服务台，开架阅览室，报刊阅览区，院士捐赠区

F2: Service Desk, Open-shelf Reading Room, Newspaper & Journal Reading Room, Academician Donation Reading Room

三层：开架阅览室

F3: Open-shelf Reading Room

三、图书馆开放时间

3. Opening Hours

校区	地址	开馆时间
雁栖图书馆	图书情报中心	周一—周五 8:00-22:00
玉泉图书馆	科研楼	周六、周日 9:00-21:00

Campus	Location	Opening Hours
Yanqi Library	Books and Information Center	Monday to Friday 8:00-22:00
Yuquan Library	Scientific Research Building	Saturday, Sunday 9:00-21:00

四、图书馆资源概况

4.Resources Overview

纸质资源

Paper Resources

1. **流通图书**：采用先进的 RFID 技术自助借还，在架中文图书 38 万余册，为读者提供借阅服务。

1. Books in circulation. Over 380,000 Chinese books on the shelf are all available to readers. The advanced RFID technology enables self-service check-out and check-in.

2. **报纸期刊**：陈列 637 种现刊、过刊，以及部分硕博论文等，自习区同时兼有查找信息、休闲阅读功能。

2. Newspapers & journals. 637 current issues, back issues, and part of master's theses and doctoral dissertations are available. The study area is also used for information searching and leisure reading.

3. **原版图书**：以学术图书为主，包括 Elsevier、Wiley 等国际一流出版社出版的图书近 2 万册，内容涵盖力学、物理学、化工、电子电气工程、计算机等学科。

3. Original Edition books. Mainly academic books, including nearly 20,000 books published by world-class publishers like Elsevier and Wiley, covering fields such as mechanics, physics, chemical engineering, electronic engineering, and computers.

4. **工具图书**：陈列四库全书等古籍类丛书、中外文工具书和百科全书等共 4000 多册。

4. Reference books. Over 4,000 books include classics like Complete Works of Chinese Classic, Chinese and foreign languages reference books, and encyclopedias.

5. **院士名人捐赠图书：**雁栖图书馆陈列中国科学院和中国工程院院士捐赠的珍贵图书和期刊文献，如“两弹一星”元勋钱三强院士和何泽慧院士捐赠的图书等 5218 册，成思危捐赠阅览室藏书近 2 万册。玉泉图书馆二层设专区开架阅览，现存有 100 余位院士捐赠的 4000 余册书刊，阅读这些书刊可从中领略大师们的气息和风采。

5. Books donated by academicians and celebrities. Exhibited in Yanqi Library are precious books and journals donated by academicians of the Chinese Academy of Sciences and the Chinese Academy of Engineering. Included are 5218 books donated by the father of “Two Bombs and One Satellite” Academician Qian Sanqiang, and Academician He Zehui. Also included are nearly 20,000 books donated by economist Cheng Siwei. Over 4000 books and journals donated by over 100 academicians are displayed on the open shelves on the second floor of Yuquan Library. Reading these books allows readers to get close to these great masters.

6. **第一、二、三书库：**在雁栖图书馆一层藏有备用图书，早期图书，藏书约 25 万册。

6. First Stacks, Second Stacks, Third Stacks. Stored on the first floor of Yanqi Library are spare books and old books, adding up to about 250,000 volumes.

电子资源

E-resources

图书馆能为读者提供的中文电子文献资源有：中文期刊数据库 3 个、中文图书数据库 2 个、中文学位论文数据库 2 个。通过参团订购及全院开通，可即查即得期刊 21819 种（西文期刊 7843 种、中文期刊 13972 种，日文期刊 4 种）。参团采购的数据库可以访问的有 154 种，其中全文数据库 124 种，二次文献库 15 种，工具事实型数据库 10 个、数值型数据库 4 个，多媒体数据库 1 个。此外，我校自主订购了超星、万方、SIAM 数据库等中外文数据库 13 个。自主订购数据库，可访问约 170 万种图书，7.5 万种电子期刊以及 1737.8 万篇期刊会议及法律条文等文献。

Electronic resources provided for readers are: three databases for Chinese academic journals, two databases for Chinese books, and two databases for theses and dissertations. Through group subscription, we are now offering 21,819 academic journals (7,843 western journals, 13,972 Chinese journals, and 4 Japanese journals) to users, and they can visit 154 databases, including 124 full-text databases, 15 secondary literature databases, ten reference and factual databases, four numerical databases, and one multimedia databases. In addition, UCAS has also subscribed to 13 databases, including Chaoxing, Bailian, Superlib, Wanfang, SIAM, Conference Proceedings

Database and Key Newspapers Database of CNKI, PKU Law, Dacheng Data, and Chinese Social Science Citation Index (CSSCI), allowing users to visit about 1.7 million books, 75 thousand journals, and 17.378 million conference proceedings and articles of laws.

移动图书馆: ucas.superlib.com

Mobile Library: ucas.superlib.com

随着社会的发展,利用手机、手持阅读器和平板电脑等移动终端即时地获取信息日益成为人们重要的阅读方式。移动图书馆正是依托无线移动网络、互联网以及多媒体技术,使读者可随时随地地利用移动终端享受图书馆文献信息的查询、浏览与获取的新兴服务。目前,学校移动图书馆已正式启用,全校师生可以方便地通过网络,享用移动图书馆便捷的服务:包括服务公告、资源动态;馆藏书目查询;在线阅读 100 多万册电子图书;在线阅读 7800 余万篇报纸文章;在线检索阅读超 3 亿篇中外文期刊文献。读者使用文献传递到邮箱功能,可轻松获取学校未购买的文献资源。

With social development, accessing information promptly through cell phones, hand-held readers, and tablets has become an increasingly important way of reading. Supported by a wireless mobile network and the Internet and multimedia technology, the mobile library is a new service that enables readers to search, browse and obtain library resources with mobile terminals anywhere and anytime. Ucas.superlib.com has been officially launched; students and faculty can now enjoy the convenient library service through the Internet: such as service bulletin, resource updates, inquiries of books, reading over one million books online, reading over 78 million newspaper articles online, and retrieving and reading over 300 million Chinese and foreign journal articles online. Readers can also easily get unsubscribed academic resources through the document delivery function.

五、图书馆服务项目

5. Library Services

1. 文献传递

1. Document Delivery

文献传递系统为全校师生提供远程全文文献的快速查询、获取和传递服务(首次使用时,需进入 <http://dds.las.ac.cn/>进行注册)。读者可检索该系统的联合目录,通过网络请求文献,通常在 4 小时到 2 个工作日内可获取申请的文献,计费按照相关图书馆收费标准从账户中扣除,文献情报中心不收取服务费。

The document delivery system provides all students and faculty with quick searches, access, and delivery of long-distance full-text academic resources (register at <http://dds.las.ac.cn/> for the first time use). Readers can search the union catalog and request documents online and usually get the requested document in four to two working days. A fee will be subtracted from the reader's account based on the rates of corresponding libraries; NSLC does not charge a fee.

2. 馆际互借

2. Interlibrary Loan

读者可通过馆际互借系统, 实现校区间的图书互借, 并可借阅文献情报中心、北大、清华、国家图书馆的藏书。

Through the interlibrary loan system, readers can borrow books from libraries of other universities and institutions, and NSLC, Peking University, Tsinghua University, and the National Library of China.

3. 参考咨询服务

3. Reference and Consultation

为科研用户提供便捷的帮助服务。包括图书馆常规服务指南、各类文献资源查询指引、信息检索方法和工具指导、科技常识解答、知识库检索和网络资源导航等服务。

Help and support are provided for scientific researchers, including regular library service, answers to literature inquiries, a guide to information retrieval methods and tools, technology FAQ, and knowledge database and online resource navigation services.

4. 论文收引检索及评价

4. Paper Inclusion & Citation Search and Assessment

论文收录引证检索 (简称引证检索) 指通过 SCI、EI、CPCI 等国际著名检索数据库查询个人发表论文收录情况以及被 SCI 论文的引用情况。为用户在申报院士、国家自然科学基金和职称评定等方面提供机构或个人的论文收录引用检索服务。

A paper inclusion and citation search (abbreviated as citation search) refer to inquiring about the acceptance and inclusion of an individual's paper and citation by SCI papers through world-famous databases like SCI, EI, and CPCI. Users are provided with paper inclusion and citation search services. Such services are required when users apply for the title of academician, for National Natural Science Funds or when they have their job titles assessed.

5. 信息素质教育

5. Information Literacy Education

为读者提供信息查询、信息检索、信息利用、科研方法等基本知识的讲座和培训，帮助读者学习信息获取的基础知识和方法技能，提高信息资源利用效率，提升科研水平。

Lectures and training on information inquiry, information retrieval, information use, and scientific research methodology are provided. These will help readers gain essential knowledge and skills for accessing information, improve information utilization efficiency and enhance their ability to do scientific research.

六、图书馆设备及使用

6. Equipment and Use

雁栖图书馆和玉泉图书馆为读者提供自习学习、阅览报刊、借还图书、检索文献、自助打印复印扫描文档、信息咨询、讲座报告、图书展览和自习等服务。同时，为优化读者借阅流程，提升读者借阅效率，提供了各种现代化电子配套设备设施。主要有：

In Yanqi Library and Yuquan Library, students and faculty can study, read journals, borrow books and search for literature. They can also print, copy, scan materials, inquire about information, attend lectures, and see book exhibitions. To increase work efficiency, the University has installed modern electronic equipment and apparatus, which include:

1. **自助检索机**：图书馆入口处为读者提供了电子检索机，方便读者查阅图书信息，自助检索功能也可以在个人电脑上通过图书馆网站完成操作。

1. Self-service retrieval machine: At the entrance of the libraries stand electronic retrieval machines for readers to search for books. Self-service retrieval is also accessible from a PC via the website of the libraries.

2. **自助借还书机**：流通书库采用 RFID 技术，准确定位图书，自助借还，满足玉泉路校区和雁栖湖校区读者的借还图书服务。

2. Self-service check-in/check-out machine: RFID technology enables precise positioning of books and hence self-registration circulation stacks.

3. **逾期图书自助付款和查询服务**：图书的自助借还要求读者无逾期图书。为方便读者清理账户欠款，图书馆为读者提供了随时可以查询、付款的自助服务系统。

3. Inquiry and self-service payment for overdue books: self-service check-in/check-out is impossible for readers with overdue books. The libraries provide a self-service system for inquiry and payment for overdue books.

4. 联创自助打印、复印和扫描服务：为读者提供集打印、复印、扫描于一体的大型打印机。

4. Lianchuang self-service printing, copying, and scanning: a giant printer combines the functions of printing, copying, and scanning.

5. 触摸屏电子阅报刊系统：在服务区放置有触摸屏电子阅报刊系统，包括 150 种报纸、200 多种期刊，均为当月现刊，可以实时阅读报纸期刊。

5. Touch-screen e-journal reading system: In the service areas stand touch-screen e-journal reading machines containing 150 newspapers and 200 periodicals, all from current issues, enabling access to read newspapers and journals in real-time.

6. 研修室 (IC)：雁栖图书馆的研修室室 (待改造)，配有可移动的白板，空间大，可多组或单组研究讨论，玉泉图书馆报告厅和讨论室也对外开放，供全校师生免费使用。

6. Study & meeting room: the study & meeting room of Yanqi Library (to be renovated) is equipped with mobile whiteboards and is suitable for multi/single group discussion. The auditorium and discussion room of Yuquan Library are also free to all students and staff.

7. 24 小时室外自助还书服务：在雁栖图书馆西侧，可提供 24 小时自助还书服务。

7. 24-hour outdoor self-check-out service: 24-hour self-check-in service is provided west of Yanqi Library.

七、读者常见问题

7. Reader FAQ

网址问题

Websites

1. 国科大图书馆的网址是什么？

Q: What is the website of UCAS Libraries?

答：国科大图书馆的网址是 <http://lib.ucas.ac.cn/>

A: The website of UCAS Libraries is <http://lib.ucas.ac.cn/>.

2. 中科院文献情报中心的网址是什么？

Q: What is the website of NSLC?

答：中科院文献情报中心的网址是 <http://www.las.ac.cn/>

A: The website of NSLC is <http://www.las.ac.cn/>.

服务政策

Service policy

1. 如何办理国科大图书馆借阅证?

Q: How can I apply for a UCAS library card?

答: (1) 学生的校园一卡通和教职工工作证一卡通即为图书馆借阅证, 可通过一卡通授权进行图书借阅。

A: (1) Student campus cards and staff ID cards can be used as library cards after authorization.

(2) 中科院文献情报中心借阅证 (一卡通) :

(2) NSLC card:

同意读者统一担保单位名单			备注
高能物理所	生态环境中心	自然科学史所	不在列表之内的学生读者, 回所图书馆填表盖章并携带电子照片到院文献情报中心二楼总咨询台开通借阅权限。(电话: 82623303)
力学所	生物物理所	中国科学院大学	
地理科学与资源所	空间科学与应用中心	软件所	
物理所	过程所	青藏高原所	
理论物理所	工程热物理所	自动化所	

Names of institutes permitting readers warrant			Notes
Institute of High Energy Physics	Research Center for Eco-environmental Sciences	Institute of the History of Natural Sciences	Student readers not included in the list should fill out forms, get a stamp in the library of their institutes, and get check-out authorization at the information desk on F2 of NSLC with a digital photo. (Tel: 82623303)
Institute of Mechanics	Institute of Biophysics	UCAS	
Institute of Geographic Sciences and Natural Resources Research	National Space Science Center	Institute of Software	
Institute of Physics	Institute of Process Engineering	Institute of Tibetan Plateau Research	
Institute of Theoretical Physics	Institute of Engineering Thermal Physics	Institute of Automation	

2. 国科大图书馆读者借阅管理的账号和密码是什么?

2. Q: What is a reader's account name and password for UCAS library check-in/out?

答：进入图书馆主页，点击“读者借阅管理”账号是学生一卡通号，密码是 LAS 或身份证后六位（最后一位是字母的改为 0）。如尝试后均不成功，可咨询服务台老师。登录该系统可以查看借阅图书列表和借阅历史等，也可以续借或者预约图书。

A: Open the library's homepage and click on List of Loans. The account name is a student's campus card number, and the default password is LAS or the last six digits of your citizen ID (if the last digit is a letter, use zero instead). Logging onto this system allows you to check the list of books borrowed and loan history and renew or reserve a book. If both fail, consult the information desk.

3. 忘记了图书馆的登录密码怎么办？

Q: What if I forget my library account password?

答：如果初始密码没有修改过，可以尝试身份证后 6 位（最后一位是字母的改为 0）或者 LAS。如果修改过密码，请联系服务台老师进行密码重置。

A: If you did not change the default password, you could try LAS or the last six digits of your citizen ID (if the last digit is a letter, use zero). If you changed your password, please contact the information desk to reset your password.

4. 国科大各类临时人员如何办证？

Q: How do non-staff/visitors to UCAS apply for a library card?

答：国科大各类临时人员工作人员，可在一卡通中心办理国科大临时一卡通（具体办理方式咨询一卡通中心，电话 69671144）。临时卡一次最多可借阅图书 3 册，借期为 30 天，无续借期。

A: Visitors to UCAS can apply for a temporary campus card at the Campus Card Management Center (please contact the Campus Card Management Center at 69671144 for more details). Temporary campus cardholders may borrow three books once, with a loan period of 30 days and no renewal.

数据库目录和访问方式问题

Database Directory and Access

1. 国科大有权限使用哪些数据库？

Q: Which databases does UCAS provide access to?

答：国科大有权限使用的数据库见：<http://www.las.ac.cn/webdb/GKD1.jsp>，电子检索室可访问数据库：<http://www.las.ac.cn/webdb/GKD2.jsp> 或 http://www.las.ac.cn/webdb/webDB_byOrg.jsp?org_id=311053;

A: The database directory can be found at <http://www.las.ac.cn/webdb/GKD1.jsp>. You can visit and search the databases from the following links: <http://www.las.ac.cn/webdb/GKD2.jsp> or http://www.las.ac.cn/webdb/webDB_byOrg.jsp?org_id=311053.

2. 国科大校园的无线网络如何登录数据库？

Q: How can I log into the databases using the UCAS campus wireless network?

答：学校的无线网可以下载使用数据库。在国科大校园内，用户可搜索 UCAS 无线网络，使用校园网统一分配的用户名和密码登录数据库系统。

A: You can visit and use the databases through the campus wireless network. You can search and connect to the UCAS wireless network on the campus and then use the automatically allocated username and password to log into the databases.

3. 在研究生公寓能使用国科大的所有数据库吗？

Q: Can I access all the databases from the graduate student apartments?

答：研究生在国科大校园 IP 范围内（包括国科大玉泉校区，中关村校区，奥运村校区，雁栖校区）均可访问国科大开通的所有数据库，无限制，仅记个人流量。国科大为在校学生每月提供免费流量为 10GB。UCAS 网的登录或流量问题请咨询网络中心，电话 88256622/69671960。

A: Graduate students within the UCAS campus IP address range (including Yuquanlu Campus, Zhongguancun Campus, Aoyuncun Campus, and Yanqihu Campus) have unlimited access to all purchased databases by UCAS, but the data thus consumed will be deducted from the personal data quota. All the enrolled students enjoy a free 10 GB data allowance. For inquiries regarding UCAS network log-in or data allowance issues, please consult the Network Center at

88256622/69671960.

在国科大如何登录使用中国知网？

4. Q: How can I log into UCAS's Chinese National Knowledge Infrastructure (CNKI)?

答：在国科大可以使用中国知网（www.cnki.net），但是由于中国知网限制并发用户数为 50 个，如果用户一时登录不上，可换时间再登录。（账号：zky311053 密码：123456）。

A: At UCAS, you have access to CNKI (www.cnki.net). However, as CNKI limits the number of concurrent users to 50, you may need to try later if you have a problem logging in. (User name: zky311053; password: 123456).

5. 百链云图书馆是什么概念？在国科大以外的 IP 是否能够使用百链搜索？如何获得百链的登陆账号？

5. Q: What is the Bailian Cloud Library? Can I use Bailian Search from off-campus IP addresses? How can I get a Bailian user account?

答：百链云图书馆包含海量的中外文文献元数据数据库，利用这些元数据存储，将图书馆接入云图书馆服务，实现查询和获取到全国其他图书馆的馆藏资源和服务。

学校以外的 IP 不能使用百链，只能在学校 IP 范围内用。

百链不需要登录账户，在国科大 IP 范围内可直接登录。百链使用手册请见如下链接：http://vdisk.weibo.com/s/F8aDy7t_V9p47。使用的过程中如果仍有问题，请至总服务台咨询（电话：69671939）或张老师（电话：69671936）。

A: The Bailian Cloud Library includes many metadata databases in both Chinese and foreign languages. Through these metadata repositories, you can use the cloud library service to access the resources and services from other libraries nationwide.

Only users from UCAS campus IP addresses have access to Bailian. Off-campus IP addresses are not able to use this service.

You are automatically logged into Bailian with a UCAS IP address, so there is no need to register. You can find the user guide to Bailian from the following link: http://vdisk.weibo.com/s/F8aDy7t_V9p47. For queries regarding the use of Bailian, please consult the Main Service Desk at 69671939 or Ms. Zhang at 69671936.

6. 如何使用百链学术搜索进行文献传递？

6. Q: How can I request a document delivery using Bailian academic search?

答：国科大用户进入百链学术搜索的链接后，如有电子全文可以直接阅读或下载。如没

有全文，可点击邮箱传递全文，注册邮箱建议使用国科大分配邮箱地址。查不到的中外文文献，可以先尝试在百链申请（免费），如果没有结果，再通过文献传递系统文献传递（收费）。

A: If access to the soft text is available, the UCAS user can read or download directly after entering the Bailian link. If not, the user can click on the mailbox to deliver the full text. The registered UCAS email address assigned is recommended. Chinese and foreign literature that cannot be found can be searched in the Bailian link (red of charge) and transmitted through the document delivery system (charge) if there is no result after applying through the Bailian link.

问题：国科大用户如何申请中国科讯？

7. Q: How can UCAS users apply for China Science News?

答：国科大师生可通过国科大邮箱和密码登录中国科学院文献情报中心（NSLC）开发的中国科讯服务。中国科讯官方网站：<http://stpapper.cn>，该服务主要特色是利用统一认证服务，用户随时随地可获取到科技情报知识全文。

A: UCAS faculty and students can log into the official website of the China Science and Technology Information Service (<http://stpapper.cn>) developed by the document information center of the Chinese academy of sciences (NSLC) through the email and password of the university. The main feature of this service is that users can get the full text of scientific and technological information knowledge anytime and anywhere through a unified authentication service

8. SciFinder 在国科大的使用权限及使用方法是什么？

8. Q: Does UCAS have access to the SciFinder database? How can I use the database?

答：国科大购买了 Scifinder 数据库，您在国科大任何一个校区的 IP 范围内，都可以使用该数据库。此数据库的访问方式是：IP 地址+实名注册用户名+密码，首次使用注册**错误！超链接引用无效。**，请联系本学院教学主管老师或图书馆张老师 69671936。

A: UCAS has purchased the SciFinder database. You will have access to the database from any UCAS campus IP address. To visit the database, you need a UCAS campus IP address, a real-name registered username and a password. Please contact your program director or library staff, Zhang, for first-time registration at 69671936.

图书借阅问题

Borrowing a Book

1. 国科大学生借阅或者续借图书如何办理？

Q: How can I borrow or renew a book?

答：国科大学生可以通过校园一卡通到馆内自助借还图书。如要通过网上续借，需打开图书馆主页（lib.ucas.ac.cn），点击右侧“读者借阅管理”。或者到图书馆内自助借还设备上继续进行续借操作。

A: UCAS students with a campus card can use the self-service machine in the library to borrow and return books. To renew a book, you can either renew online by clicking the “Reader Check-out Management” service on the library website (lib.ucas.ac.cn) or renew in person using the self-service machine in the library.

2. 研究生一年级时在国科大办理的文献情报中心借阅证回所后是否可继续使用？

Q: Can I continue to use my NSLC library card issued in the first year after I return to my institute?

答：研究生一年级时办理的借书证回所后还是有效的，不过回所后恰好一年的验证期限也到了，需要本人带文献情报中心借书证和所里的学生证到文献情报中心二层服务台验证后才能继续使用。

A: The library card issued in your first year remains valid after you return to your institute. However, it needs to be validated after one year of use. You should take your library card and student ID card to the Service Desk on the second floor of NSLC for validation before continuing to use it.

3. 我查到一本书，馆藏地是中国科学院大学，请问中国科学院大学指的是哪个图书馆？雁栖图书馆还是玉泉图书馆？

Q: I have searched for a book whose location shows UCAS. Which library does this refer to? Yanqi Library or Yuquan Library?

答：馆藏地是中国科学院大学指的是雁栖图书馆和玉泉图书馆。具体馆藏地请根据书库名称来判断馆藏地（如：雁栖二层原版书库馆藏地为雁栖图书馆；玉泉中文流通书库馆藏地为玉泉图书馆）。

A: When the location says UCAS, it may refer to either Yanqi Library or Yuquan Library. (e.g., Yanqi Original Edition Stacks refers to Yanqi Library; Yuquan Chinese Circulation Stacks refers to Yuquan Library). You can find the specific location from the stack name.

4. 国科大如何进行图书馆际互借?

Q: How does interlibrary loan work?

答: (1) 用户确定所需图书在国科大无法获得 (包括纸本和电子书);

(2) 需登录文献传递和馆际互借系统: <http://dds.las.ac.cn/> 自己申请注册账号;

(3) 检索中科院文献情报中心的馆藏, 确定图书的收藏馆;

(4) 用户通过文献传递和馆际互借系统提交馆际互借申请, 时间不得晚于每周一上午 10:30, 领取图书时间为周三或周四下午 3 点以后。

凭校园一卡通领取图书, 雁栖校区领取地点为雁栖图书馆三层流通书库, 联系人: 吴老师 69671945; 玉泉校区领取地点为科研楼二层玉泉图书馆服务台, 联系电话: 88256089。

如有不明之处, 请咨询总服务台 (69671939)。

A: 1). You should ensure that the requested book (both paper and electronic copies) is unavailable in UCAS Libraries.

2). Log into the document delivery and interlibrary loan system at <http://dds.las.ac.cn/>, and register and create your account.

3). Search the collections in NSLC and find the book's location.

4). Request an interlibrary loan through the Document Delivery and Interlibrary Loan system. The request should be sent no later than 10:30 a.m. on Mondays. The requested books can be collected after 3 p.m. on Wednesdays and Thursdays.

The campus card should be presented when the requested book is collected. For readers on Yanqihu Campus, the pick-up location is the Circulation Stacks on the third floor of Yanqi Library, and the contact person is Mr. Wu (Tel: 69671945). The pick-up location for readers on Yuquanlu Campus is the Service Desk (Tel: 88256089) at Yuquan Library on the second floor of the Scientific Research Building. For further queries, please contact the Main Service Desk at 69671939.

5. 国科大雁栖校区是否可以通过馆际互借服务借阅玉泉校区的图书? 如何办理?

Q: Can students at Yanqihu Campus borrow books from Yuquanlu Campus through the interlibrary loan service? If so, how?

答：雁栖校区的同学可以到雁栖图书馆三层流通书库的服务台进行登记（电话：69671945）。玉泉校区的同学到科研楼二层玉泉图书馆总服务台进行登记（电话：88256089）。图书一般于周三、或周四送达（根据车辆限行情况调整），工作人员电话通知取书。取书及还书地点同登记地点，借期同本馆规定。

A: Students at Yanqihu Campus can register with the Service Desk (Tel: 69671945) in the Circulation Stacks on the third floor of Yanqi Library. Students at Yuquanlu Campus can register with the Service Desk (Tel: 88256089) in Yuquan Library on the second floor of the Scientific Research Building. The books are typically delivered on Wednesdays or Thursdays (subject to changes in the school bus schedule). Students will receive a call to collect the requested books. The pick-up and return locations are the same as where students registered. The loan period for library loans also applies to interlibrary loans.

文献获取问题

Document Delivery

国科大的学生怎样申请文献传递？

1. Q: How can I apply for a document delivery?

答：（1）需登录：<http://dds.las.ac.cn/>自己申请注册，注册会员馆务必选择“研究生院图书馆”，注册时请务必使用学校提供的邮箱，其他邮箱不能受理。

（2）如想使用本所提供的邮箱，请确保注册会员馆与邮箱后缀代表研究所名称保持一致。

（3）注册提交后，系统自动为账号填加 10 元体验费。如费用使用完，用户须到图书馆相关老师处为账号充值。

（4）图书馆开具收据，用户离校时可凭收据取回帐户中余额，已经开据过发票的将无法退款；

（5）办理联系人：

雁栖图书馆：张老师，电话：69671936，E-mail：zhangjielong@ucas.ac.cn

吴老师，电话：69671945，E-mail：wys@ucas.ac.cn

玉泉图书馆：彭老师，电话：88256870，E-mail：pengxiaoju@ucas.ac.cn

A: 1) Click the link <http://dds.las.ac.cn/> to register. Please choose “Graduate School Libraries” on the member library list and use your UCAS email address to register; registration using other email addresses is not accepted.

2) If you want to use your institute's email address, please ensure that the member library you choose is the same institute as the domain suffix of your institutional email address.

3) Your account is automatically given 10 yuan experience credit upon registration. If the credit is used up, you must top up your account with the library staff.

4) Receipts are issued when you top up your account. You can request to refund your unused balance with the receipts when you leave school, but receipts that have been invoiced are nonrefundable.

5) Contacts:

Yanqi Library: Tel: 69671936, E-mail: zhangjielong@ucas.ac.cn

Tel: 69671945, E-mail: wys@ucas.ac.cn

Yuquan Library: Tel: 88256870, E-mail: pengxiaoju@ucas.ac.cn

2. 国科大学生的原文传递中都有 10 元的账户补贴吗?

2. Q: Does the 10 yuan go to all UCAS students' document delivery accounts?

答: 是的, 国科大学生注册成为原文传递的用户都有 10 元的账户补贴。

A: Yes, all the UCAS students who register with the document delivery system will be credited 10 yuan upon registration.

3. 国科大学生能否下载本所学位论文电子版全文?

3. Q: Can UCAS students download theses and dissertations written by graduates from their institutes?

答: 非国科大本部学生回到本研究所后可以在所内的 IP 范围内下载本所毕业的学位论文。在学校 IP 范围内可以下载国科大本部毕业学生的学位论文电子版全文。

A: Students not on the four campuses can download theses and dissertations written by graduates from their institutes using their institutional IP addresses. Theses and dissertations written by graduates on the four campuses can be downloaded using UCAS campus IP addresses.

4. 国科大图书馆是否收藏了本部学生的学位论文的纸本?

4. Q: Do UCAS libraries have paper copies of theses and dissertations written by graduates on the four campuses?

答: 国科大图书馆目前不接收本部学生的毕业论文印本, 所以国科大图书馆没有本部学生学位论文的印本, 仅有部分捐赠的学位论文。中科院学生学位论文可从中科院文献情报中心首页 (www.las.ac.cn) 右侧“服务直达”列表下, 点击“中科院学位论文数据库”, 输入论文名称, 按名称检索, 即可查看到论文的详细信息。

A: Currently, UCAS libraries do not collect paper copies of theses or dissertations from students on the four campuses. Only some donated theses and dissertations can be found in the libraries. You can search theses and dissertations written by CAS students via the NSLC website (www.las.ac.cn) by clicking on CAS Theses and Dissertations Database from the Service Directory list. You will find detailed information if you enter and search by the dissertation title.

5. 国科大本部学生的学位论文是否在院文献情报中心有收藏? 能否借阅?

5. Q: Does NSLC have collections of theses and dissertations from students on the four campuses? Are they available to be borrowed?

答：国科大本部生的学位论文在中科院文献情报中心五层有纸本收藏，读者可在馆内阅览和复印，不可借阅。可通过文献传递的方式获取扫描版。

A: Paper copies of theses and dissertations from students on the four campuses are collected by NSLC and kept on the fifth floor. You can read or make copies inside the library but are not allowed to borrow or take them out of the library. You may also request a scanned copy via the Document Delivery system.

6. 国科大期刊论文和学位论文的论文查重服务是否开通？

6. Q: Does UCAS provide a plagiarism check service for journal and dissertations papers?

答：国科大期刊论文和学位论文的论文查重服务暂未开通。

A: The UCAS plagiarism check service for journal and dissertation papers is currently unavailable.

电子阅览室使用问题

Electronic Reading Room

1. 国科大雁栖图书馆电子阅览室如何使用？

1. Q: How can I use the Electronic Reading Room at Yanqi Library?

答：在雁栖图书馆电子阅览室（218 和 219）入口的联创终端刷卡后，选择一台电脑，开机后按要求输入联创账号和密码。账户和初始密码均为学号。电子阅览室免费对学生和教师开放，网络流量计个人流量。

A: Swipe your card on the Lianchuang Terminal at the (218 and 219) entrances of the Electronic Reading Room. Choose a computer and enter your account and password as required. The account name and default password are your student ID number. The Electronic Reading Room is open to students and staff for free, but the data thus consumed will be deducted from the personal data quota.

联系信息/Contacts:

中国科学院大学图书馆

网址: lib.ucas.ac.cn

University of Chinese Academy of Sciences Libraries

Website: lib.ucas.ac.cn

雁栖图书馆

地址: 北京市怀柔区怀北庄 380 号

邮编: 101408

联系电话: 010-69671939

传真: 69671935

Yanqi Library

Address: 380 Beizhuang, Huairou District, Beijing

Postcode: 101408

Tel: 010-69671939

Fax: 69671935

玉泉图书馆

地址：北京市石景山区玉泉路 19 号（甲）

邮编：100049

联系电话：010-88256089

电子邮件：lib_yu@ucas.ac.cn,

Yuquan Library

Address: 19 a Yuquan Road, Shijingshan District, Beijing

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住 宿

Accommodation

中国科学院大学学生公寓管理规定

Regulations on Management of Student Residence Halls of the University of Chinese Academy of Sciences

校发总务字〔2014〕81号

XIAOFAZONGWUZI (2014) No. 81

学生公寓是学生生活、学习和休息的公共场所，是反映学生精神风貌的重要窗口。为了维护我校学生公寓的正常秩序，保证学生身心健康，为学生营造安全、舒适的生活和学习环境，特制定本规定。

A student residence hall is a place where students reside and study. It is a mirror that reflects the residents' spiritual outlook. The regulations are promulgated to maintain the order of students' living environment, protect students' physical and mental health and create a safe and comfortable living and study environment.

本规定适用于在中国科学院大学各校区学生公寓住宿的本科生及研究生（以下简称学生）。

The regulations apply to all UCAS undergraduate and graduate students (hereinafter referred to as "students") who live in the student residence halls.

第一章 入住手续

Chapter I Check-in Procedure

第一条 学生凭校园一卡通，到公寓管理部门指定地点办理入住手续。没有办理校园一卡通的学生，凭录取通知书或批准入住手续和学生证及有效身份证件，到指定地点办理入住。

Article 1 Hall residents should register with Campus Cards at designated sites. Students who have not been issued Campus Cards should register with admission letters or residence permission documents, student ID cards, and ID cards in designated sites.

第二条 学生与公寓管理人员一起验收房间内的设备设施（包括消防设备设施、家具、门窗、卫生洁具、电器、电话、水表、电表、饮水机等物品），并核对水电表数后签字确认。

Article 2 Residents should check the room amenities (including fire extinguishers, furniture, windows, door, sanitary ware, electronic appliances, telephone, water meter, electricity meter, water dispenser, etc.) with hall personnel. Residents must sign to confirm the readings on the meters.

第二章 卫生管理

Chapter II Cleanliness

第三条 学生有维护公共卫生的责任和义务，宿舍内卫生由学生本人负责，各种垃圾应倾倒在垃圾桶内，禁止随处堆放。

Article 3 Residents are responsible for keeping their rooms and public areas clean. Garbage must be dumped into the bin. It must not be dropped elsewhere.

第四条 房间内存放的学习用品和生活用品，摆放要整齐有序。

Article 4 Necessities of life and items for study should be placed neatly.

第五条 为保障公共卫生，学生应遵守以下规定：

Article 5 To keep public areas clean, residents should abide by the following rules:

(一) 禁止随地吐痰、乱扔烟蒂、随意抛撒废弃物。

(1) Spitting and littering are prohibited;

(二) 禁止乱写、乱画，粘贴各种字画。

(2) Graffiti and pasting pictures are prohibited;

(三) 禁止在规定的区域外晾晒被服、衣物等。

(3) Clothes and quilts can only be hung within designated areas.

第六条 为保证其他学生顺利入住，学生退房时，应将房间打扫干净，包括床上及桌上不能留有任何物品，对卫生不合格的宿舍将依照规定收取保洁费。

Article 6 When moving out, residents should leave the room in a clean condition and take all personal belongings from the room. Failure to meet the sanitary standards will result in payment of a cleaning fee.

第三章 安全管理

Chapter III Security

第七条 学生有维护公寓安全的责任和义务。发现可疑现象和安全隐患，应立即向公寓管理部门报告；发生火灾等紧急危险情况要妥善处置，及时报告或报警。

Article 7 Residents are responsible for the security of the hall. They should inform the hall management administration if they find anything suspicious or safety hazards. Emergencies such as fire hazards must be reported to the Student Residence Office immediately or to the police directly.

第八条 为保障公共安全，学生应遵守以下规定：

Article 8 To ensure public security, students should abide by the following rules:

(一) 进出公寓须主动出示个人有效证件（校园一卡通或学生证），携带大件物品出入公寓应主动接受管理人员的检查并办理登记手续。

(1) Students should voluntarily show their IDs (either campus cards or student ID cards) at the entrance of the building. Students who carry large-sized items into or out of the building must sign the register, and the items will be checked by hall personnel.

(二) 公寓内禁止私自拉接临时电源。确有需要，须经公寓管理部门同意，并由专业人员安装。公寓内使用的插线板等电器，必须为合格产品，必须具有国家“3C”认证标志。

(2) It is not allowed to install electrical wiring. If residents need it, they should first ask for approval from the Student Residence Office and then ask a professional to do it. Panels and other electrical devices must be qualified products with a CCC mark.

(三) 公寓内禁止使用和存放微波炉、热得快、电炉、电冰箱、电磁炉、电饭煲（电饭锅）、电饼铛、电烤箱、烤面包机、电热杯、电暖气、电热毯、酒精炉、煤油炉、煤炉、火锅、液化气炉等用具。

(3) Use of the following appliances is not permitted in the room: microwave ovens, immersion heaters, electric stoves, refrigerators, electromagnetic ovens, electric cookers, electric baking pans, electric ovens, toasters, electric mugs, electric heaters, electric blankets, alcohol stoves, kerosene stoves, coal stoves, hot pots, and liquefied natural gas stoves, etc.

(四) 公寓内禁止存放、燃放烟花爆竹，禁止存放、使用易燃、易爆、有毒、有害、放射性、腐蚀性等危险品。

(4) Storing or igniting fireworks is prohibited in the hall; storing or using inflammable, explosive, poisonous, radioactive, or corrosive materials is not permitted.

(五) 禁止擅自挪用、损坏消防设备设施及器材。

(5) Damage or use of fire control devices for other purposes is not permitted.

(六) 禁止在公共场所堆放各种物品、堵塞消防安全通道。

(6) Blocking or storing items in fire escapes is not permitted.

(七) 禁止在公寓内吸烟、焚烧废弃物；使用蚊香要远离易燃物品。

(7) Smoking or burning garbage in the dormitory is not permitted. Mosquito-repellant incense should be burnt far from inflammable materials.

(八) 禁止私自改造房间内的设备设施。

(8) Removal or replacement of furniture and fixtures in the room is not permitted.

(九) 禁止在室外窗台（含阳台）摆放花盆等物品，以免坠落伤人。

(9) Residents are not allowed to place flowerpots or other items on the windowsills (or on the balcony) in case they may drop down and hurt people.

第九条 妥善保管个人的贵重物品及现金，笔记本电脑应加防盗锁；离开房间或休息时，应关好门窗。

Article 9 Residents should take good care of cash and other personal belongings. They should equip their laptops with a lock. Before leaving or sleeping, they should close the windows and lock the door.

第十条 未经学生管理部门批准，禁止在公寓内集会和进行宗教活动。

Article 10 Assemblies or religious activities are not allowed in the residence hall without permission from student management departments.

第十一条 亲友来访应办理登记手续，禁止将陌生人带入公寓。

Article 11 Visitors shall register upon arrival. No strangers are allowed to enter the hall.

第十二条 经公寓管理部门批准，工作人员两人及以上可以进入房间进行安全、卫生检查、查验水电表，及其它维修服务工作；在紧急情况下，公寓管理部门有权采取必要的处置措施。

Article 12 With approval from the Student Residence Office, working staff (two persons or more) can enter the room to check security and cleanliness, water and electrical meters, and for repair and maintenance. In urgent situations, the staff can handle problems on the spot.

第四章 秩序管理

Chapter IV Order

第十三条 来访人员应在楼宇管理人员处实名登记，并于当日 23:00 之前离开公寓。

Article 13 Visitors must register at the entrance of the building and leave before 23.00.

第十四条 学生之间要和谐友爱、互相宽容，理智地处理各种矛盾和纠纷，不得辱骂他人、打架斗殴。

Article 14 Students should be friendly and tolerant to one another and solve disagreements and conflicts through dialogue. No cursing or fighting is allowed.

第十五条 禁止在公寓内从事各种商业推销活动或将营销人员领入公寓。公寓电话不得作为对外广告业务宣传使用，未经批准，禁止在宣传栏以外张贴任何广告及宣传品。

Article 15 Residents are prohibited from commercial promotion in the hall or bringing salespersons into the building. Without permission, no advertisements are allowed to be posted on the billboard. Room telephones shall not be used for advertising purposes.

第十六条 自行车（包括电动自行车）等交通工具应有序停放在规定区域内，禁止将其带入公寓内。

Article 16 Bicycles (including e-bicycles) must be parked in designated areas. They are not allowed to enter the hall.

第十七条 禁止在公寓内饲养家禽及各类宠物等。

Article 17 Residents are not permitted to raise poultry or pets.

第十八条 禁止在公寓内大声喧哗、打闹、酗酒、划拳；禁止在公寓内摆放及使用杠铃、跑步机等大型健身器材及开展各种球类运动、高音播放音响和电视。

Article 18 Disturbing noise, fighting, excessive drinking, and playing finger-guessing drinking games are not allowed. Large-size fitness devices such as barbells, running machines, and stereos and televisions are not allowed in the room. Residents are not permitted to play ball games in their rooms.

第十九条 进出公寓应穿戴整洁，文明着装，禁止光脚、赤膊。

Article 19 Students should be neatly dressed. Shirts and shoes are required.

第五章 住宿管理

Chapter V Accommodation Management

第二十条 学生在校学习期间，因特殊情况不在校内学生公寓住宿的，须由本人提出书面申请，经所在研究所（或院系）同意，报学生管理部门批准，到公寓管理部门备案，公寓不再保留其床位。

Article 20 If a resident wants to move out for special reasons, he/she must apply to his/her host institute (or college). With approval from the institute (or college) and consent from student management departments, the resident can move out after registering at the Dormitory Management Office. The vacancy will not be kept for him or her.

第二十一条 因特殊原因需要调整宿舍的，学生本人应向所在研究所（或院系）提出申请，经批准后由各校区管理部门根据实际情况做出调整决定。

Article 21 A hall resident who needs to change rooms for special reasons should apply to his/her host institute (college). Under the consent, the Campus Management Offices will adjust based on each situation.

第二十二条 根据实际情况，各校区管理部门可代表学校做出本校区宿舍统一调整的方案及决定，学生应积极配合。

Article 22 Each Campus Management Office, on behalf of the university, can draw up a plan and adjust the rooms based on the particular situation. Residents should cooperate.

第二十三条 学生床位只限学生本人使用，禁止私自调换、出租、转让；禁止私自更换门锁、私配钥匙、安装内侧插销或在门外挂明锁等；禁止将钥匙转交同宿舍以外人员；办理退宿手续时须将钥匙交回公寓管理部门。

Article 23 The room bed can only be used by the resident himself/herself. Changing rooms without permission, sub-leasing and sub-renting are not allowed. Residents cannot change the lock, duplicate the key, install a latch or install an additional lock. It is also not permitted for residents to hand over keys to people other than a roommate (s). Keys should be returned to the Student Residence Office while the resident completes the moving-out procedure.

第二十四条 需要提前入住，或推迟撤离公寓的，须经学生管理部门批准，并交纳住宿费、水电费等相关费用；未经批准拒不撤离的，公寓管理部门有权采取强制措施。

Article 24 Early moving-in or late moving-out requires approval from student management departments and payment of additional accommodation fees and water and electricity fees. Any resident who refuses to move out without consent is subject to compulsory measures taken by Student Residence Office.

第二十五条 学生发现室内设备、设施损坏,应及时报修。因不及时报修而发生的费用,由学生本人承担。故意或过失损坏、遗失公寓内设备设施,须照价赔偿。

Article 25 Residents should report immediately after they find damage in the Hall. They are liable for additional costs arising from the late report. Residents are liable for compensation for deliberate damage or loss of furniture.

第六章 住宿费、水电费收取

Chapter VI Accommodation Fee, Water fee and Electricity fee

第二十六条 按国家相关规定,从2014年9月入学的学生开始收取住宿费,具体收费标准和办法以北京市相关部门审定结果及学校相关规定执行。

Article 26 In line with national policy, students of the 2014 academic year are charged an accommodation fee. Charging standards and methods are determined by the Beijing municipal government's auditing results and UCAS's relevant policies.

第二十七条 从2014级学生开始,学生用水用电实行指标控制,享受每月免费使用电量10度、冷水3吨,超额部分按照《北京市居民用水用电收费标准》收取费用;2013级及以前学生水电费按照《北京市居民用水用电收费标准》,以本人实际消耗数量全额收取。

Article 27 Students of the 2014 academic year can use 10 kWh of electricity and 3-ton water free of charge. They are charged for the extra parts according to the Charging Standards of Water and Electricity for Beijing Residents; students enrolled before 2014 are charged for the actual water and electricity consumption according to the same charging standards.

第七章 附则

Chapter VII Supplementary Provisions

第二十八条 学生处及相关院系牵头,每学期至少2次对学生宿舍进行卫生及安全检查;校区管理部门适时对学生宿舍例行检查,检查结果通报学生处及相关院系。

Article 28 The hall rooms are checked at least twice for cleanliness and security by personnel from the Student Affairs Office and affiliated colleges. The rooms are also checked randomly by

staff from the Campus Management Office. Results will be reported to the Student Affairs Office and affiliated colleges.

第二十九条 学生应认真学习并执行本规定，如有违犯，学校将视情节轻重，依照学生相关管理规定，给予批评教育直至纪律处分。

Article 29 Students should obey the regulations. The rules infringement may result in admonishment, education, and (or) deduction of discipline scores based on severity.

第三十条 本规定由总务部负责解释。

Article 30 Interpretation of the regulations resides with the University Logistics Department of UCAS.

第三十一条 本规定自印发之日起施行，原《中国科学院大学学生公寓管理规定》（校发总务字〔2012〕183号）同时废止。

Article 31 The regulations become effective on the date of issuance. The previous version of the Regulations on Management of Student Residence Halls of the University of Chinese Academy of Sciences (XIAOFAZONGWUZI (2012) No. 183) is abolished.

中国科学院大学留学生公寓管理规定

Regulations on Management of International Student Residence Halls of the University of Chinese Academy of Sciences

为了加强留学生公寓管理，根据北京市公安局对留学生公寓管理工作的要求，特制定本规定。留学生入住留学生公寓，须遵守留学生公寓各项管理规定。

The regulations are promulgated to strengthen the management of international student residence halls at the University of Chinese Academy of Sciences (hereinafter referred to as UCAS), according to the requirements of the Public Security Bureau of Beijing. International residents must abide by the regulations.

一、留学生入住留学生公寓，须首先填写《临时住宿登记表》。入住 24 小时之内完成北京市公安局规定的网上登记。

1. International students must fill out the Temporary Accommodation Registration Form before check-in. Complete online registration requested by the Beijing Public Security Bureau within 24 hours after check-in.

二、入住人员需交纳 220 元房屋设施及钥匙押金，在清点并确认房间内设施和物品（见留学生公寓房间物品清单）后方可入住。未经公寓管理人员允许，不得擅自调整房间，挪动和增减房内设施。房间内设施存在问题，及时通知公寓管理员解决。损毁房间内设施和物品须照价赔偿。

2. Students should pay a deposit of CNY 220 for the room amenities and keys. Before moving in, students should check and confirm the items and amenities in the room (see the checklist). They must not change rooms or move, add or discard furniture without permission from dormitory management personnel. Residents must inform management administration if they find fault with the amenities. They are liable for compensation for damage to amenities and items.

三、严格遵守学校作息制度。公寓开门时间：06：30，关门时间：23：30。

3. Residents must strictly follow the university's work and rest schedule. Hall Open Hours: 06:30 am-11:30 pm

四、严格遵守学校会客制度。

4. Residents must obey regulations on visitation.

(1) 会客时间：8：00~~22:00

(1) Visiting hours: 8.00 am-10.00 pm

(2) 来访客人需主动出示有效证件，在服务台进行会客登记。

(2) Visitors shall present their ID cards and register at the front desk;

(3) 会客应在一楼大厅进行。如有特殊情况需要进入房间，则必须经由被访人带领，来访者方可进入其房间。

(3) Meetings shall be held in the lobby on the 1st floor. If visitors need to enter the room for justifiable reasons, they must be led by the resident.

(4) 留学生公寓不允许来访客人留宿，来访者须在 22:00 前离开房间，否则公寓管理人员有权通知访客离开。

(4) Visitors are not allowed to stay overnight. They shall leave the dormitory before 10.00 pm. If not, hall management personnel will ask them to do so.

五、为避免发生火灾，房间内禁止使用非本校提供的大功率电器。违反规定私自使用电器，造成事故的，必须赔偿一切损失。情节严重者，将追究其法律责任。

5. To prevent fire hazards, high-power electrical appliances other than those provided by the university are not permitted. Residents who cause accidents by violating the regulations shall compensate for the loss and may bear legal liability.

六、房间内提供的床品非一次性使用物品，入住者须自备床单、被罩、枕巾。退宿时，因清洁原因造成房间内的物品不能再次使用的，入住人要予以赔偿。

6. Bedding provided by the university is non-disposable. Residents should bring their bed linens, duvet covers, and pillowcases. If other residents cannot reuse the bedding provided by the university because it is not clean, the resident shall provide compensation before he/she moves out.

七、爱护公共设施，保持室内外清洁，保持楼内安静。不得大声喧哗妨碍他人生活、学习和休息。每月 10 日为公寓卫生间清扫日，不需清扫的，需提前告知服务台。

7. Residents shall use public facilities with care and keep the environment clean and quiet in the residence hall. Noise that disturbs other residents is prohibited. Cleaners clean toilets on the tenth day of every month. Residents should inform the front desk in advance if they do not need the service.

八、每月 5 日前交纳当月住宿费。

8. An Accommodation fee is paid before the fifth day of every month.

九、钥匙制度

9. Regulations on key use

(1) 不论何种理由, 服务台所存放的留学生宿舍钥匙不外借给任何人(包括本宿舍同学)。忘带钥匙的, 应经由服务人员带领开门。

(1) Room keys kept at the front desk cannot be lent to anyone (including the roommates). Residents who do not have a key will ask hall personnel to open the door for them.

(2) 住宿期间丢失或损坏钥匙, 须照价赔偿, 并应在第一时间通知服务台, 以尽力避免财物丢失现象发生。

(2) Residents shall inform the front desk of the loss or damage of the room key to avoid loss of personal belongings in the room. They shall pay for the new key.

十、留学生办理退宿手续, 应提前通知管理员。退宿时, 房间物品设施等要保持入住时的原有状态。经公寓管理人员检查无损坏或丢失后, 方可退还押金。否则应酌情予以赔偿。

10. Residents shall inform the management personnel if they want to move out. Furniture and other items shall be kept when the residents move in. The deposit will be returned if there is no damage or loss. Otherwise, the deposit will be deducted depending on severity.

十一、严格遵守中国法律、法规以及学校各项规章制度。不得在留学生宿舍进行宗教集会等与宿舍用途目的不相符合的活动。

11. Residents must abide strictly by Chinese laws, regulations, and university regulations. Assemblies or religious gatherings are not allowed in the residence hall.

十二、服从公寓管理员的管理。因工作需要, 在特殊情况下, 公寓管理员有权在没通知留学生本人的情况下进入房间。留学生应给予配合, 不得拒绝。

12. Residents must follow the instructions of hall personnel. Hall personnel have the right to enter the room without the residents' permission under exceptional circumstances.

十三、本规定自公布之日起执行, 并由园区管理部和国际合作处负责解释。

13. The regulations become effective on the day of issuance. Interpretation resides in the Campus Management Office and International Affairs Office.

校园一卡通

Campus Card

校园一卡通使用指南

User Guide to the Campus Card

中国科学院大学校园一卡通，具有校内身份识别、金融消费、管理查询等功能，广大师生可利用校园卡在校区内进行餐饮消费、洗浴刷卡、打开水刷卡、刷卡进入公寓、校医院就诊、借阅图书、交网络费、交电费、预约班车等。校园卡在京区的四个集中教学校区（玉泉路校区、中关村校区、奥运村校区、雁栖湖校区）通用，每个校区内均设立了校园卡管理中心，为广大师生提供校园卡相关业务咨询及服务。校园卡一般业务办理都可以通过分布在校园内的圈存机自助完成。

Your Campus Card is your primary form of identification on campus and will be needed for on-campus consumption and information inquiries. Students are obliged to show their campus card when:

Paying for meals, showers, hot water, electricity, and internet services.

Accessing university facilities such as residency halls, school infirmaries, and libraries.

Reserving a seat on the school shuttle bus.

Your campus card can be used at each one of the four campuses in Beijing (Yuquanlu Campus, Zhongguancun Campus, Olympic Village Campus, and Yanqihu Campus). A card management center on each campus is where students and faculty can get their card-related information. Major card services can be accessed on a self-service machine.

一、校园卡充值

1. Making Deposits

1、银校转账是通过圈存机完成将建行借记卡的资金转账到校园卡。银校转账只需携带校园卡即可完成转账操作。第一次进行银校转账操作前需进行银行卡与校园卡申请绑定的操作。

1. You can deposit funds from your CCB debit card into your campus card on a self-service machine. Please bind your bank card to your campus card before your first money transfer.



2、扫码充值，在圈存机“自助服务”模块下选择“扫码转账”，通过微信或支付宝扫码支付为校园卡充值。

2. Making deposits by scanning a QR code. Click the “self-service (自助服务)” button on the self-service machine and then click “transfer through QR code (扫码转账)” to transfer funds from your WeChat or Alipay to your campus card.

3、在线充值，通过校园支付系统为校园卡充值。

关注“国科大一卡通”微信公众号，在“在线服务”中选择“校园支付系统”，校园支付系统初始用户名为学号，密码为护照号后六位。校园卡充值成功后，转账款将在POS机消费的同时自动领取到校园卡。

3. Online transfer. You can transfer funds into your campus card through the campus payment system.

Please subscribe to the WeChat official account “UCAS campus card (国科大一卡通)”, then select “online service (在线服务)” and enter “campus payment system (校园支付系统)”. The default user name is your student ID, and the default password is the last six digits of your passport

number. The money transfer will arrive on your campus card when you use the card on a POS machine.



4、现金充值指在工作时间持校园卡到各校区校园卡管理中心进行充值。

4. You can also deposit cash directly into your campus card at one of the card management centers during working hours.

二、校园卡消费

2. Consumption

持卡在 POS 机消费时，操作员先输入相应的金额，然后持卡人只需将校园卡平行贴近读卡感应区，提示刷卡成功后取回，相应的消费金额从卡内扣除。消费时，注意看 POS 机的显示屏，确认扣款金额正确后再把卡片放到感应区扣款

To pay for your consumption, please swipe your campus card on a POS machine after the amount to be paid is inputted and take your card back after a beep sound. The money paid will be deducted from your card balance afterward. Please check the amount to be paid carefully before you swipe your card.

校内洗浴、打开水系统采用校园卡“小钱包”的方式，遵循“先转账后消费”的原则，同学们在使用前，需要在圈存机上进行“水费转账”操作，将校园卡“主钱包”资金转账到“小钱包”。此转账金额在主钱包中作为一次消费流水入账一卡通系统，对小钱包来说作为存款，每次消费不再记账，以实际消费为准。校园卡丢失补办，小钱包余额无法转入新卡，

请同学们依据个人实际进行转账，转账最高限额 10 元/次。

Different from the main account, there is a separate account (referred to as a virtual wallet) on your campus card, to which you can transfer money specifically used to pay for showers and hot water. Before accessing the services, you must transfer money into this account on a self-service machine. Each money transfer into this account will be recorded, but how you use the money in this virtual account will not be recorded. If you lose your campus card and get a new one, the money in this virtual account cannot be transferred to your new campus card. So no more than 10 CNY can be transferred into this account each time, and please do not deposit too much money in it.



温馨提示：洗浴、打开水采用计时收费方式。在消费时，请将校园卡插入读卡器左侧卡槽，即可出水并计费，放置在右侧卡槽，即可停水并停止计费。

Tips: You can take a shower or get hot water with time-based billing. Once your campus card is inserted into the left slot of the card reader, water can be used immediately, and the charging begins; if the card is inserted into the card slot on the right, the water and the billing will stop simultaneously.

三、校园卡密码

3. Password

校园卡的初始密码默认为护照号后 6 位。在银校转账及消费超过限额的时候都需要输入该密码进行确认。其中消费限额分为两种：单次消费限额和累计消费限额，累计消费限额指一天内的消费额度总和。

The default password of your campus card is the last six digits of your passport number. You need to enter your password to confirm your identity when you transfer money to your campus

card or spend more than your spending limits. You can set two spending limits: the maximum amount of money spent each time and the total amount spent each day.

温馨提示：系统初始单次消费限额 50 元，单日累计消费限额 200 元。

Tips: The default spending limits are 50 CNY each time and 200 CNY daily.

四、校园卡挂失与解挂

4.Locking a lost card and unlocking a card

校园卡挂失有 3 种途径：圈存机挂失、一卡通网站挂失、人工挂失。持卡人在校园卡丢失后，要及时将校园卡挂失，以保护自己的利益，防止他人拾到后恶意消费。

If you lose your campus card, you can report it lost and lock it 1) on a self-service machine, 2) on the campus card service portal, or 3) at the campus card management center. Lock your card immediately if you find it lost to avoid fraud.

校园卡解挂失可通过圈存机自助解挂失或者持校园卡、身份证到校园卡中心办理校园卡解挂失业务。

If you have reported your card lost but found it later, you can unlock it on a self-service machine or at the campus card management center with your campus and ID cards.

五、补办校园卡

5.Getting a replacement card

校园卡一般业务办理都可以通过分布在校园内的圈存机自助完成。如：自助购水、网络费自助充值、自助购电、班车预约等。

Getting a replacement card at the card management center: if you lose or break your campus card, you can get a new one at the card management center with your ID card. Replacement cards are 15 CNY, and the staff at the center will take your payment and print a new card on the spot for you.

自助补卡：校园卡挂失后可通过自助补卡机自助补卡，补卡收取工本费 15 元/张，可选择挂账支付或微信、支付宝扫码支付。

Getting a replacement card from a card printer: if you have reported your card lost, you can get a new one from a card printer by yourself at the card management center. Replacement cards are 15 CNY; you can pay for them on WeChat or Alipay or deduct the money directly from your campus card account.

温馨提示：补换校园卡后，原卡作废不能复用。原卡余额将于补换卡三天后，在 POS 机

消费的同时领取到校园卡或通过圈存机“领款服务”自助领取。

Tips: Once a replacement is printed, your old card can not be reactivated. Three days after the replacement card is issued, you can receive on it the balance from your old card either on a self-service machine (clicking the “receiving payment (领款服务)” button) or when you use the new card on a POS machine.

六、自助圈存机相关功能

6. Services provided by self-service machines



银校转账 Transferring money to campus card	信息查询 Information inquiry	修改密码 Modifying password	取原卡余额 Receiving the balance
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网费服务 Paying for Internet services	扫码充值 Transferring money by scanning the QR code	修改限额 Modifying spending limits	水费转账 Transferring money for water usage
自助购电 Paying for the electricity	校园卡挂失 Locking a lost card	修改交易日期 Modifying the transaction date	水费退款 Refunding the water fee
领取转账款 Receiving the transferred money	校园卡解挂 Unlocking your card	延长有效期 Renewing your card	班车预约 Reserving a seat on the shuttle bus

七、校园支付系统

7. Campus payment system

中国科学院大学校园支付系统网址 <http://epayucas.ac.cn>, 校园支付是指在电脑及手机上自助完成校内各种生活服务项目的支付, 如: 校园卡充值、班车预约、公寓电费、网络费、体检费、英语等级考试报名费等。根据支付场景的不同, 系统支持微信、支付宝、网银等支付方式。

You can access and pay for different on-campus services on the UCAS payment portal (<http://epayucas.ac.cn>), such as transferring money into your campus card or reserving a seat on the school shuttle bus, paying for electricity, internet services, physical checkups, or the College English Test. The payments can be made by your bank card or on your WeChat or Alipay.



八、校园卡管理中心分布及工作时间

8. Locations and working hours of the Campus Card Centers.

地点 Campus	位置 Location	咨询电话 Tel number
玉泉路校区 Yuquanlu Campus	二公寓东侧一层 The 1 st floor, east side of Apartment 2	88256068 88256068
中关村校区 Zhongguancun Campus	青年公寓六号楼一层 The 1 st floor, No.6 Building, Youth Apartment	82683017 82683017
奥运村校区 Olympic Village Campus	一号楼多功能厅 Multi-function Hall, No.1 Building	64806018 64806018
雁栖湖校区 Yanqihu Campus	西区学园二连廊一层 The 1 st floor, Academy 2, West Campus	69671144 69671144

工作时间:

周一至周五: 8:30—12:00 13:30—16:00 周六上午: 9:00—12:00

一卡通网站: <http://carducas.ac.cn/web/>

Working hours:

Monday to Friday: 08:30-12:00 13:30-16:00

Saturday morning: 09:00-12:00

Campus card portal: <http://carducas.ac.cn/web/>

校 园 网

Campus Network

中国科学院大学校园网服务管理细则

Campus Network Service Management Rules of the University of Chinese Academy of Sciences

校发网络字〔2022〕29号

XIAOFAWANGLUOZI (2022) No. 29

中国科学院大学（以下简称“国科大”）校园网提供电子邮件、校园网接入、域名解析、静态 IP 地址使用、服务器托管、虚拟服务器租赁等网络信息服务，由国科大网络信息中心（以下简称“校网络中心”）归口管理。为了保证网络服务质量，特制定本细则。

The campus network of the University of Chinese Academy of Sciences (hereinafter UCAS) provides such services as e-mail, campus network access, domain name resolution (DNS), static IP address usage, server hosting, and virtual server leasing. UCAS Network & Information Center (hereinafter UCAS NIC) is responsible for its overall management. This document is formulated to ensure the quality of network services.

一、电子邮件服务

1. E-mail services

（一）电子邮件服务对校内人员免费提供。在岗教职工、离退休人员、博士后由人力资源部集中办理，各类研究生、进修生、代培生由学生处集中办理，本科生由本科部集中办理，访问学者、进修教师由教务部或邀请来访的单位/部门集中办理；由校网络中心统一开通电子邮件账户。教职工和学生的电子邮箱终身保留。

(1) All faculties and students have free access to the E-mail service. The Human Resources Office serves all teaching and administrative staff, the retirees, and the post-doctorates; the Student Affairs Office serves graduate students, students engaged in advanced study, and trainees on contracts; the Undergraduate Education Department serves all undergraduates; the Academic Affairs Department or the inviting colleges/departments serve all visiting scholars, and teachers enrolled in training programs. UCAS NIC opens email accounts for all. The Email accounts will remain active permanently for all staff and students.

（二）对于教学、科研、管理有特殊需要的国科大校部各单位、各部门，可以提交申请报告，经主管校领导审批同意后，由校网络中心为其开通单位或部门的公共电子邮件信箱。

(2) All UCAS colleges/departments with special needs in teaching, scientific research, and

management could submit an application report and obtain access to a public email box from UCAS NIC upon the approval of the university's leader in charge.

二、校园网接入服务

2. Internet Access Service

校园网接入服务指为个人用户使用计算机、手机等终端设备在校园网络自动获取 IP 地址接入和访问网络资源所提供的服务。校网络中心针对不同类别用户提供不同的成本分摊方式，满足不同的上网需求。

The Network Access Service allows individual computer or mobile phone users to obtain the IP address automatically and then access internet resources after logging on to the campus network. Different categories of users with diversified internet access needs are offered different pricing plans as follows:

(一) 上网服务成本分摊方式

类别	免费流量 (GB/月)	流量费(元/GB)
方式一	50	0
方式二	0	0.5

2.1 The Pricing Plans for Network Access Service

Category	Free Traffic (GB/month)	Data Fees (CNY/GB)
Plan A	50	0
Plan B	0	0.5

不同用户类别采用的上网服务成本分摊方式如下：

1. 全日制本科生和研究生、在岗教职工、离退休人员、博士后，采用成本分摊方式一。若使用超出当月免费流量额度，账号将停止使用。用户可通过网上办事大厅“校园网流量超额使用审批流程”提出申请（每月仅限一次申请机会），经批准后，可继续免费使用校园网络（限制网速）。

Three types of users are identified for the different network service pricing plans:

2.1.1. For full-time undergraduates, postgraduates, teaching and administrative staff, retirees,

and post-doctorates, Plan A is adopted. The accounts shall be frozen once exceeding the free data quota. Users could submit an application through UCAS e-Hall under the category of “Approval Process for Campus Network Excess Data Use” and continue to use the campus network for free with a slower connection (could only apply once every month) upon approval.

2. 对于由国科大校部各单位、各部门邀请的短期来访校外人员，由邀请单位或部门提出申请，校网络中心在登记有效身份证件内容后、为其开通指定时间范围的账户，采用成本分摊方式二，不享受免费流量，按实际流量（0.5 元/GB）进行成本分摊。

2.1.2 For all the off-campus personnel for short-term visits invited by UCAS colleges/departments, Plan B is adopted. The inviting colleges/departments shall apply first, and then UCAS NIC, after inputting effective ID documents information, will open an account for them with an expiration date. The cost is determined by actual data usage (0.5 CNY/GB) with no free data allowance.

3.对于教学、科研有特殊需要的国科大校部各单位、各部门，可以根据需求提交申请报告，由校网络中心为其开通一定数量的公共账户，免费流量 400G，超出流量按 0.5 元/G 进行成本分摊。各单位、各部门须指定责任人负责公共账户的管理。

2.1.3 All UCAS colleges/departments with special needs in teaching and scientific research could submit an application report based on actual needs. UCAS NIC will open some public accounts with 400G of free data quota (data exceeding the quota will be charged 0.5CNY/G). All the colleges/departments must designate a responsible person to administer the public accounts.

（二）上网服务的成本分摊办法

2.2 The Payment Methods for Network Access Service

用户可以事前预交网络使用的成本分摊费用，可按年或按月缴纳，成本分摊费用从用户账户中逐月扣除。

Users could top up their accounts for the network service fees monthly or annually in advance. Fees will be deducted from the accounts every month.

当账户金额透支时，账户自动锁定。用户应及时通过校园网计费网关查询费用情况并及时缴纳，以免账户被锁定耽误工作。

The accounts will be automatically frozen when overdrawn. Users are suggested to check the account status through Campus Network charging gateways and top up the accounts in time to avoid inconveniences to their work should the accounts get locked.

三、域名解析服务

3. Domain Name Resolution Services

对于教学、科研有特殊需要的国科大校部各单位、各部门, 须填写《域名解析服务 (DNS) 及信息站点申请表》(附件 1), 经主管校领导审批同意后, 由校网络中心开通以 `ucas.ac.cn` / `ucas.edu.cn` 结尾的独立域名。

All UCAS colleges/departments with special data needs in teaching and scientific research must fill in Domain Name Resolution Service(DNS) and Site Info Application Chart (Appendix 1) and obtain an independent domain name ending with `ucas.ac.cn/ucas.edu.cn` opened by UCAS NIC upon the approval of the executive leadership.

四、静态 IP 地址使用服务

4. Static IP Address Service

对于教学、科研有特殊需要的国科大校部各单位、各部门, 须签署《静态 IP 地址使用承诺书》(附件 2), 由校网络中心为其分配静态 IP 地址。

All UCAS colleges/departments with special data needs in teaching and scientific research must sign in the Static IP Address Commitment Contract (Appendix 2). UCAS NIC shall assign the static IP addresses to them.

五、服务器托管服务

5. Server Hosting Service

对于教学、科研有特殊需要的国科大校部各单位、各部门, 须签署《服务器托管协议》(附件 3), 由校网络中心根据硬件资源统筹情况、在学校公共机房内为其提供服务器托管服务。

All UCAS colleges/departments with special data needs in teaching and scientific research must sign Server Hosting Agreement (Appendix 3). UCAS NIC will provide them with server hosting services in the university's public computer rooms based on hardware resource planning.

托管服务器要求必须为机架式服务器, 自备上架配件。

The hosting server must be of a pedestal type, and the applicants themselves should prepare the accessories.

六、虚拟服务器租赁服务

6. Virtual Server Leasing Service

对于教学、科研有特殊需要的国科大校部各单位、各部门，须签署《虚拟服务器租赁协议》（附件 4），由校网络中心根据硬件资源统筹情况为其建立虚拟服务器。

All UCAS colleges/departments with special data needs for teaching and scientific research must sign the Virtual Server Leasing Agreement (Appendix 4). UCAS NIC will set up virtual servers for them based on hardware resources planning.

七、其他

7. Miscellaneous

静态 IP 地址使用、服务器托管、虚拟服务器租赁涉及的成本分摊费用，以学校要求为准。

Regarding the expenses generated by using static IP addresses, server hosting, and virtual servers, relevant regulations of the university shall prevail.

本办法由网络信息中心负责解释，自 2022 年 3 月 1 日起施行。原《中国科学院大学校园网服务管理细则》（校发网络字〔2019〕125 号）同时废止。

The right to interpret the rules hereof rests with the Network & Information Center. The rules shall be effective on March 2, 2022. The former Campus Network Service Management Rules of the University of Chinese Academy of Sciences shall cease to be in force simultaneously.

附件：

1. 域名解析服务（DNS）及信息站点申请表
2. 静态 IP 地址申请承诺书
3. 服务器托管协议
4. 虚拟服务器租赁协议

Appendices:

1. Domain Name Resolution Service (DNS) and Site Info Application Form
2. Static IP Address Commitment Contract
3. Server Hosting Agreement
4. Virtual Server Leasing Agreement

域名解析服务（DNS）及信息站点申请表

申请单位（部门）		注：单位/部门要写全称。		
IP 地址		操作系统		
计算机类型		机器名字		
拟申请名字		域名		
信息站点类型				
WWW		FTP	TELNET	多媒体服务
				其他
申请理由				
信息站点负责人			系统管理员	
姓 名			姓 名	
电 话			电 话	
Email			Email	
信息站点负责人承诺： 我愿意承诺所设站点的一切活动均遵守校园网络有关管理规定。如有违反，我愿意承担一切责任。 签字：			系统管理员承诺： 我愿意承担管理网络和运行维护的全部责任。 签字：	
审批意见	申请单位（部门）	公章： 负责人签字： 年 月 日		
	主管校领导	签字： 年 月 日		

Appendix 1

Domain Name Resolution Service (DNS) and Site Info Application Form

Applicant College/Department	Notice: Indicate the full name of your college/department			
IP address		Operating System		
Computer Type		Machine Name		
The proposed Application Name		Domain Name		
Site Info Type				
WWW	FTP	TELNET	Multi-media Service	Other
Reason for Application				
Info Site Principal		System Manager		
Name		Name		
Phone No.		Phone No.		
Email		Email		
Commitment: I promise that all my activities on the sites obey campus network management regulations and am willing to take all responsibility for any violations. Signature:		Commitment: I am willing to take all the responsibility for the network's management, operation, and maintenance. Signature:		
Approval Comment	Applicant College/Department:	Official Seal:	Signature:	Date:
	UCAS Leader in Charge:	Signature:	Date:	

注意事项:

要求申请 DNS 服务和建立信息站点的机器必须有机器负责人即信息站点负责人和系统管理员，可以是同一个人，但是必须是教师。

所有域名以 `ucas.ac.cn/ucas.edu.cn` 结尾，每年审查一次，年审不通过者 30 天内取消服务。

Notice:

All machines requesting DNS service and info site should be under the site info director's and system manager's governance. The two positions may be assumed by the same person, who must be a teaching staff member.

All the domain names must end with `ucas.ac.cn/ucas.edu.cn` and will be reviewed once every year. In case of failure to pass the annual review, the service will be canceled in 30 days.

静态 IP 地址申请承诺书

Static IP Address Commitment Contract

静态IP地址申请部门:

申请IP地址详细信息:

College/Department Applying for Static IP Address:

Detailed Information:

一、中国科学院大学校园网入网用户，必须遵守以下相关规定：国务院《互联网信息服务管理办法》、《中华人民共和国计算机信息系统安全保护条例》、《中华人民共和国计算机信息网络国际联网管理暂行规定》、中华人民共和国公安部《计算机信息网络国际联网安全保护管理办法》、《中国科学院大学校园网管理办法》等。

1. All the users who access the UCAS Campus Network must abide by the following regulations: Administrative Measures on Internet Information Services, Regulations of the People's Republic of China for the Safety Protection of Computer Information Systems, and Provisional Regulations of the Administration of International Networking of Computer Information in the People's Republic of China promulgated by the State Council, Computer Information Network and Internet Security, and Protection and Management Regulations promulgated by the Ministry of Public Security of the People's Republic of China, and Management Measures of Campus Network at University of Chinese Academy of Sciences.

二、中国科学院大学网络信息中心（以下简称网络中心）为校园网及静态 IP 地址的管理部门，用户必须接受网络中心对网络应用及 IP 地址使用情况的正常检查或管理。

2. The Network & Information Center of the University of Chinese Academy of Sciences (hereinafter referred to as NIC) manages campus networks and static IP addresses. Users must

receive routine inspection or management of network applications and IP address usage by NIC.

三、用户申请使用静态 IP 地址，只限于科研、教学等活动，不使用时须及时通知网络中心，网络中心会定期检查该静态 IP 地址使用情况，发现连续一个月以上未使用或违反第一条中相关法律规定及本规定的，将收回该 IP 地址。

3. When applying for the static IP address, users shall only use it for scientific research, teaching, and other activities and notify NIC if they stop using it. NIC will inspect static IP address usage regularly. It will revoke this IP address if it has not been used for over one month or if there is any violation against the relevant legal provisions in Article 1 and this Provision.

四、不得利用申请的静态 IP 地址在校园网或互联网范围内从事商业及其它非法活动，一旦发现将收回该 IP 地址并追究相关责任。

4. The static IP address applied for by users shall not be used for commercial or other illegal activities within the campus network or on the Internet. Once detected, this IP address will be revoked, and users shall be held responsible for such violations.

五、应做好使用静态 IP 地址主机的维护工作，如果因该主机感染病毒或其他原因造成该网段网络速度慢或网络瘫痪，网络中心有权中断用户网络连接。

5. Users shall adequately maintain the host with the static IP address. If the internet speed of this network segment is slow or the network is paralyzed due to this infected host or other causes, NIC reserves the right to cut off the user's network connection.

六、用户利用申请的 IP 地址在校园网或互联网范围内应用，不作为等其它相关应用，如违反规定，网络中心将收回该 IP 地址。

6. The IP address applied for by users shall be used within the campus network or on the Internet and shall not be used as other applications. Otherwise, NIC will revoke this IP address.

七、固定 IP 地址的收费参照《中国科学院大学校园网服务管理细则》执行。用户应在接到网络中心收费通知单 10 日内，到财务处缴纳费用，如不及时缴纳费用，网络中心有权停止用户对该 IP 地址的使用。

7. The fees for fixed IP addresses shall be implemented per the Campus Network Service

Management Rules of the University of Chinese Academy of Sciences. Users shall pay for the fees at the Department of Finance within ten days of receiving the charge notice from NIC. If users fail to pay in time, NIC reserves the right to terminate their usage of this IP address.

八、如违反本规定，网络中心有权终止该用户对网络的使用，并按有关条例给予处理，情节严重者交由公安机关依法追究相关法律责任。

8. NIC reserves the right to terminate the usage of the network should there be any violations against this Provision. Such violations shall be addressed in accordance with relevant regulations, and those with severe consequences shall be handed over to the public security organ and investigated for legal liabilities under relevant laws.

九、用户单位负责人签字并加盖单位公章表示承诺遵守以上规定。

9. The signature of the user's college/department representative and the official seal represent the commitment to abide by the above rules.

申请单位（部门）负责人签字：

Signature of the representative of the applicant college/department:

申请单位（部门）盖章：

Seal of the applicant college/department:

日期：

Date:

附件 3

Appendix 3

服务器托管协议

Server Hosting Agreement

甲方：乙方：中国科学院大学网络信息中心

电话：电话：

联系人：联系人：

Party A:

Tel:

Contact Person:

Party B: Network & Information Center of the University of Chinese Academy of Sciences

Tel:

Contact Person:

第一条 协议项目与定义

Article One Agreement Items and Definitions

(1) 服务器托管是指将属于甲方所有的服务器置于乙方网络环境，从而为 Internet 上的用户提供信息服务。甲方自己负责其服务器的硬件配置和软件安装、升级、服务器管理和故障的排除，并购买相关软件使用权，对所使用的软件版权承担一切责任。

(a) Server hosting refers to placing all of Party A's servers in Party B's network environment to provide information services for users on the Internet. Party A is responsible for the servers' hardware configuration, software installation and upgrade, server management, and troubleshooting. Party A shall purchase the right to use relevant software and assume all responsibilities for the copyright of the software used.

(2) 除非明确注明，本协议所涉及的服务器托管以下统称“服务器”。

(b) Unless stated otherwise, the server hosting involved in this Agreement is hereinafter collectively referred to as “servers”.

第二条 双方的权利和义务

Article Two Rights and Obligations of Both Parties

(一) 甲方的权利和义务

(a) Rights and Obligations of Party A

1. 甲方利用服务器进行以 www 为主的信息服务，可以安装甲方需要的软件。若甲方利用服务器进行以非 www 为主的服务，如配置和使用 FTP、Telnet 等 Internet 功能和数据库，甲方应事先向乙方说明，由双方签署相关协议。甲方享受乙方提供的服务器环境。未经乙方书面同意并签署相应协议，甲方不得利用服务器用作虚拟主机或磁盘空间出租服务。甲方不得将服务器用作 EMAIL 以及代理（Proxy）服务器。

1. Party A can install the software required by Party A when using servers for WWW-based information services. In case of providing non-WWW-based information services such as configuring and using FTP, Telnet, and other Internet functions and databases, Party A shall send a prior notification to Party B, and both Parties shall sign the relevant agreements. Party A can enjoy the server environment provided by Party B. Without the written consent and signature of the relevant agreements from Party B, Party A shall not use the servers as virtual hosts or for disk space rental services. Party A shall not use the servers as EMAIL or Proxy servers.

2. 甲方必须遵守国家有关法律、法规、行政规章，不得制作、复制、发布、传播任何法律法规禁止的有害信息。甲方对其运营行为和发布的信息违反上述规定而引起的任何的政治责、任法律责任和给乙方造成的经济损失承担全部责任。

2. Party A must abide by relevant national laws, regulations, and administrative rules and shall not produce, replicate, publish or disseminate any harmful information prohibited by laws and regulations. Party A shall be held accountable for any political, legal liabilities, and economic losses to Party B due to its operation and released information violating any of the above provisions.

3.甲方必须依照《互联网信息服务管理办法》、《互联网电子公告服务管理规定》的规定保留自己网站的访问日志记录，包括发布的信息内容及其发布时间、互联网地址（IP）、域名等，该记录在国家有关机关依法查询时必须提供。甲方自行承担由于其未按规定保留相关记录而引起的全部责任。

3. In accordance with Administrative Measures on Internet Information Services and Regulations on the Management of Internet Electronic Bulletin Service, Party A must keep the access log records of its website, including the released information, its release time, IP, and domain name. Such records must be provided when legally inquired by relevant state authorities. Party A shall assume all responsibilities in case of failing to keep relevant records as stipulated.

4.对于服务器托管，甲方承担服务器的运输等费用。

4. Party A shall bear the costs of transporting servers in terms of server hosting.

5.甲方承诺不会利用服务器从事 Internet 上为国家法律法规或公共道德所禁止的或不欢迎的活动，同时承诺不得为他人发布上述不符合国家规定及本协议约定的信息内容提供任何便利，包括但不限于 URL、BANNER 链接等。甲方承认乙方有权根据乙方自己谨慎的判断来决定甲方发布的内容是否构成违反协议或者国家的有关规定。

5. Party A undertakes that it will not use servers for Internet activities that are prohibited or disapproved by national laws and regulations or public ethics and that it will not provide any convenience, including but not limited to URL and BANNER links, for others to publish any above information that does not conform to national regulations and the provisions of this Agreement. Party A acknowledges that Party B, based on its prudent judgment, is entitled to determine whether or not the information published by Party A constitutes a violation of this Agreement or relevant national regulations.

6.如果甲方利用本协议服务进行的经营活动需要获得国家有关部门的认可或批准的，甲方应获得该有关的认可或批准。但乙方没有义务审查甲方是否具有该认可或批准，出现问题也由甲方自行解决或者承担相关责任，与乙方无关。特别是甲方网站如为经营性网站应自行在当地通信管理部门办理经营性 ICP 许可证；甲方网站如为非经营性网站应自行办理非经营性 ICP 备案手续，甲方如开办聊天室、BBS、新闻等栏目也需根据相关法规政策要求获得批准或进行登记备案手续。如因甲方未及时办理该等手续导致的一切后果均由甲方自行承担责

任；同时甲方理解乙方须根据国家法律法规和通信管理部门的规定和通知中断、终止为甲方提供本协议项下的全部或部分服务。

6. If authorization or approval from relevant national authorities is required for Party A to operate its business activities with services under this Agreement, Party A shall obtain such authorization or approval. However, Party B has no obligation to review whether Party A has such authorization or approval. In case of any consequence, Party A shall resolve it or bear relevant responsibilities on its own, while Party B is free from any liability. In particular, if Party A's website is a business website, Party A shall apply for business ICP approval from the local communications administration; in case of a non-business website, Party A shall go through the non-business ICP filing procedures, and should Party A establish chat rooms, BBS, news columns, etc., it shall also obtain the approval or go through the filing procedures following relevant regulations and policies. Party A shall be responsible for all consequences caused by its failure to handle such formalities in time; Party A understands that Party B shall interrupt and terminate the provision of all or part of the services under this Agreement per national laws and regulations and the regulations and notices of the communications authorities.

7. 甲方如果在服务器上安装软件，所需要的软件版权/许可/使用权由甲方自行解决。

7. In case of software installation on servers, Party A shall obtain the required software copyright, license, and the right to use.

8. 甲方对使用服务器所引起的任何经济、政治、法律等责任负完全责任。甲方同意，如发生上述事件，与乙方没有任何关系，乙方也不应对此或对第三方承担任何责任或者义务。特别地，如甲方利用服务器开办电子公告栏目，甲方必须按照相关法律法规的要求，经学校宣传部同意后开办，应指定专人负责所发布信息的审核，监督工作，建立健全安全管理责任人制度和网络信息安全管理制度。甲方对于在自己开办的电子公告栏目中的信息安全负责。

8. Party A is fully responsible for any economic, political, legal, and other consequences arising from its server use. Party A agrees that should any of the above incidents occur, it has nothing to do with Party B, and Party B shall not assume any liability or obligation for the incident or any third party. Notably, in the case of using servers to establish an electronic bulletin column, Party A must establish it in accordance with relevant laws and regulations and with consent from

the Publicity Department of UCAS. Party A shall designate dedicated staff responsible for reviewing and monitoring the released information and establish and improve the responsible person system for security management and network information security management system. Party A shall be responsible for the information security of its electronic bulletin column.

9.甲方对甲方自己存放在服务器上的数据、以及进入和管理服务器的口令、密码的完整性和保密性负责。因甲方维护不当或保密不当致使上述数据、口令、密码等丢失或泄漏所引起的一切损失和后果均由甲方自行承担。

9. Party A shall be responsible for the integrity and confidentiality of the data it stores on the server and the password or code for accessing and managing it. Party A shall be liable for all the losses and consequences arising from the loss or leakage of the above data, password, and code due to the lack of proper maintenance or confidentiality by Party A.

10.甲方应向乙方提交甲方服务器的管理人员名单和联系方式，并在上述信息发生变化时及时通知乙方。甲方在乙方需要时应提供必要的协助，因甲方以上人员（包括已经离开甲方的原甲方管理员）的行为或者不作为而产生的后果均由甲方承担。

10. Party A shall submit a list of the server administrators and contact details to Party B and promptly notify Party B of any changes to the above information. Party A shall provide necessary assistance when required by Party B. Any consequences arising from the acts or omissions of the above personnel in Party A (including Party A's former administrator, who has now left) shall be borne by Party A.

11.乙方不对甲方自行安装的设备或者物品承担管理责任。

11. Party B shall not assume management liability for equipment or items installed by Party A.

（二）乙方的权利和义务

（b）Rights and Obligations of Party B

1.按照本协议附件的规定为甲方的信息服务器提供稳定的网络环境。并协助甲方进行设备安装、联网调测，域名设定。

1. Party B shall provide a stable network environment for Party A's Internet Information Server (IIS) under the Appendix in this Agreement, and assist Party A in equipment installation, network tuning and testing, and domain name setting.

2.对服务器进行日常维护和监控，以保证甲方信息服务器的正常运行。这些日常维护不包括对服务器上数据的备份工作及操作系统维护，数据备份工作及操作系统维护由甲方自行负责。

2. Carry out daily maintenance and supervision over servers to ensure the regular operation of Party A's information servers. Such routine maintenance does not include the backup of data on servers and the maintenance of the operating system, which are the responsibility of Party A.

3.为甲方提供放置信息服务器的标准机房环境，包括：空调、照明、不间断电源、防静电地板等。

3. Party B shall provide Party A with a standard server room environment for placing information servers, including air conditioning, lighting, uninterruptible power supply, and anti-static flooring.

4.乙方保留因甲方违反本协议相关条款而终止服务器运行的权利。

4. Party B reserves the right to terminate the operation of servers due to any breach of the relevant provisions of this Agreement by Party A.

5.除非双方另有书面约定，乙方承认甲方自己存放在服务器上的任何资料、软件、数据等的知识产权均与乙方无关，乙方无权复制、传播、转让、许可或提供他人使用这些资源，否则应承担相应的责任。

5. Unless otherwise specified by the Parties in writing, Party B acknowledges no relations with the intellectual property rights of any documentation, software, data, etc., stored on the server by Party A. Party B has no right to copy, disseminate, transfer, license or provide others with these resources, otherwise, Party B shall bear the corresponding responsibility.

第三条 责任限制

Article Three Limitation of Liability

(一) 乙方在进行服务器配置、维护时需要短时间中断服务, 或者由于 Internet 上通路的阻塞造成甲方服务器访问速度下降或中断, 甲方均认同是正常情况, 不属于乙方责任范围。鉴于计算机及互联网的特殊性, 因黑客、病毒、电信部门技术调整等引起的事件, 甲方亦认同不属于乙方责任范围。

(a) If Party B needs to interrupt the service for a short period when configuring or maintaining the server, or if the access speed of Party A's server is reduced or interrupted due to the blockage of the Internet, Party A agrees that this is a typical situation and does not fall within the scope of Party B's responsibility. Given the distinctive features of computers and the Internet, Party A also agrees that incidents caused by hackers, computer viruses, technical adjustments by telecommunications departments, etc., are not within the scope of Party B's responsibility.

(二) 本协议仅限校内使用, 只规范以上之设备及信息安全内容。

(b) This agreement is for on-campus use only and regulates the above equipment and information security contents herein.

甲方: (盖章)

乙方: (盖章)

Party A: (seal)

Party B: (seal)

签字:

签字:

Signature: _____

Signature: _____

时间: 年 月 日

时间: 年 月 日

Time: _____

Time: ____

附件 4

Appendix 4

虚拟服务器租赁服务协议

Virtual Server Leasing Agreement

甲方：乙方：中国科学院大学网络信息中心

Party A:

Party B: Network & Information Center, University of Chinese Academy of Sciences

电话：电话：

联系人：联系人：

Tel: **Tel:**

Contact person: **Contact person:**

第一条 协议内容

Article One Content of the Agreement

(一) 甲方向乙方提出的虚拟服务器、网络配置需求包括以下内容（除非明确注明，本协议所涉及的虚拟服务器租赁以下统称“服务器”）：

(a) The virtual server and network configuration requirements proposed by Party A to Party B include the following (unless expressly stated, the virtual servers leased under this Agreement are hereinafter collectively referred to as the "Servers").

1. 内存：G

1. Memory: G

2. CPU: 核

2. CPU: core(s).

3. 硬盘: G

3. Hard Disk G

4. 操作系统:

4. Operating System:

5. 数据库:

5. Database:

6. 服务器登录权限:

6: Login Permission:

7. 端口:

7. Port:

8.带宽: M

8. Bandwidth: M

9. 流量: M

9. Data: M

10. 备份策略:

10. Backup Strategy:

11. 其他:

11. Others:

(二) 乙方向甲方提供的服务包括以下内容:

(b) Party B shall provide Party A with the following service:

1.乙方提供放置服务器的标准机房环境，包括：空调、照明、UPS 不间断电源、防静电地板等。

1. Party B shall provide a standard equipment room environment for placing servers, including air conditioning, lighting, Uninterruptible Power Supply (UPS), and Electrostatic Discharge (ESD) flooring.

2.乙方按照甲方提供的服务器、网络配置需求，进行服务器软硬件安装、联网调试。

2. Party B shall install the server software and hardware and conduct network debugging in line with the server and network configuration requirements provided by Party A.

3.乙方对服务器进行日常维护和监控，以保证服务器正常运行。

3. Party B shall maintain and supervise the server to ensure its regular operation.

第二条 权利和义务

Article Two Rights and Obligations

（一）除非双方另有书面约定，乙方承认甲方自己存放在服务器上的任何资料、软件、数据等的知识产权均与乙方无关，乙方无权复制、传播、转让、许可或提供他人使用这些资源，否则应承担相应的责任。

(a) Unless otherwise specified by the Parties in writing, Party B acknowledges that the intellectual property rights of any information, software, data, etc., stored on the server by Party A itself has no relation with Party B. Party B has no right to copy, disseminate, transfer, license or provide others with these resources; otherwise, Party B shall bear the corresponding responsibility.

（二）甲方对甲方自己存放在服务器上的数据、以及进入和管理服务器的口令、密码的完整性和保密性负责。因甲方维护不当或保密不当致使上述数据、口令、密码等丢失或泄漏所引起的一切损失和后果均由甲方自行承担。

(b) Party A shall be responsible for the integrity and confidentiality of the data it stores on the server and the password or code for accessing and managing it. Party A shall be liable for all the losses and consequences arising from the loss or leakage of the above data, password, and code due to the lack of proper maintenance or confidentiality by Party A.

(三) 甲方如果需要在服务器上安装软件，所需要的软件版权、许可均由甲方提供，乙方可提供有偿安装调试服务。甲方自行安装软件或进行系统配置如导致系统无法使用，需要乙方进行恢复的，乙方有权要求甲方支付相应的服务费用。

(c) Should Party A need to install software on the server, the software copyright and license required shall be provided by Party A. Party B may provide paid installation and commissioning service. Should the system be rendered unusable due to Party A installing software or configuring it on its own and thus require Party B to restore it, Party B has the right to require Party A to pay the corresponding service fee.

(四) 甲方不得制作、复制、发布、传播含有下列内容的信息：

(d) Party A shall not produce, replicate, publish or disseminate information containing the following contents:

1.反对宪法所确定的基本原则的；

1. Information opposing the fundamental principles established by the Constitution;

2.危害国家安全，泄露国家机密，颠覆国家政权，破坏国家统一的；

2. Information endangering national security, leaking state secrets, subverting state power, or undermining national unity;

3.祸害国家荣誉和利益的；

3. Information damaging national honor and interests;

4.煽动民族仇恨、民族歧视，破坏民族团结的；

4. Information inciting ethnic hatred, ethnic discrimination, or undermining national unity;

5.破坏国家宗教政策，宣扬邪教和封建迷信的；

5. Information undermining national religious policies or promoting evil cults and feudal superstitions;

6.散布谣言，扰乱社会秩序，破坏社会稳定的；

6. Information spreading rumors, disturbing social order, or destabilizing society;

7.散布淫秽、色情、赌博、暴力、凶杀、恐怖或者教唆犯罪的；

7. Information involving obscenity, pornography, gambling, violence, murder, terror, or abetting crimes;

8.侮辱或者诽谤他人，侵害他人合法权益的；

8. Information insulting or defaming another person or infringing on another person's legitimate rights and interests.

9.含有法律、行政法规禁止的其他内容的。

9. Information containing other contents prohibited by laws and administrative regulations.

(五) 如果甲方利用本协议服务进行的活动需要获得国家有关部门的认可或批准的，甲方应获得该有关的认可或批准。但乙方没有义务审查甲方是否具有该认可或批准，出现问题也由甲方自行解决或者承担相关责任，与乙方无关。

(e) If authorization or approval from relevant national authorities is required for Party A to carry out its activities with services under this Agreement, Party A shall obtain such authorization or approval. However, Party B has no obligation to review whether Party A has obtained such authorization or approval. In case of any consequence, Party A shall resolve it or bear relevant responsibilities on its own, while Party B is free from any liability.

(六) 甲方对使用服务器所引起的任何经济、政治、法律等责任负完全责任。甲方同意，如发生上述事件，与乙方没有任何关系，乙方也不应对此或对第三方承担任何责任或者义务。

(f) Party A is fully responsible for any economic, political, legal, and other consequences arising from its server use. Party A agrees that should any of the above incidents occur, it has nothing to do with Party B, and Party B shall not assume any liability or obligation for the incident or any third party.

(七) 甲方应向乙方提交甲方服务器的管理人员名单和联系方式，并在上述信息发生

变化时及时通知乙方。甲方在乙方需要时应提供必要的协助，因甲方以上人员（包括已经离开甲方的原甲方管理员）的行为或者不作为而产生的后果均由甲方承担。

(g) Party A shall submit a list of the server administrators and contact details to Party B and promptly notify Party B of any changes to the above information. Party A shall provide necessary assistance when required by Party B. Any consequences arising from the acts or omissions of the above personnel in Party A (including Party A's former administrator, who has now left) shall be borne by Party A.

第三条 责任限制

Article Three Limitation of Liability

（一）乙方在进行服务器配置、维护时需要短时间中断服务，或者由于 Internet 上通路的阻塞造成甲方服务器访问速度下降或中断，甲方均认同是正常情况，不属于乙方责任范围。鉴于计算机及互联网的特殊性，因黑客、病毒、电信部门技术调整等引起的事件，甲方亦认同不属于乙方责任范围。

(a) If Party B needs to interrupt the service for a short period when configuring or maintaining the server, or if the access speed of Party A's server is reduced or interrupted due to the blockage of the Internet, Party A agrees that this is a typical situation and does not fall within the scope of Party B's responsibility. Given the distinctive features of computers and the Internet, Party A agrees that events caused by hackers, computer viruses, technical adjustments by telecommunication departments, etc., are not within the scope of Party B's liability.

（二）本协议仅限中国科学院大学校内使用，只规范以上之设备及信息安全内容。

(b) This Agreement is only effective for use within the University of Chinese Academy of Sciences (UCAS). It only regulates the leasing of the above equipment with relevant information security requirements.

甲方：_____ 乙方：_____

Party A: _____ Party B: _____

授权代表：_____ 授权代表：_____

Authorized Representative: _____ Authorized Representative: _____

时间: _____ 时间: _____
Date: _____ Date: _____

中国科学院大学校园网服务指南

Network Service Manual of the University of Chinese Academy of Sciences

中国科学院大学教学技术保障部网络信息中心为全校师生提供了全方位的校园网及相关信息技术服务, 包括校园网运行维护、教育学习系统和校园生活系统的建设及运行维护等。为方便广大师生使用相关服务, 现简介如下:

The Network Information Center (NIC), UCAS Teaching IT Support Department, provides an all-encompassing network and relevant IT support services, including network maintenance, teaching & learning system, and campus life system operation and maintenance. The following introductions are made to facilitate the network use by UCAS teachers and students:

1. 有线连接校园网

1. Landline Network Connection

1) 将个人电脑通过网线连接到校园内墙上网络端口。

1) Connect your PC to the Network port on the wall via an Ethernet cable;

2) 将网络设置为使用动态分配 ip 地址的方式。

2) Change the network configuration into dynamic IP address distribution;

3) 通过浏览器, 访问任意校外互联网网站, 会弹出校园网用户认证计费系统。输入上网账号, 点击“连接”, 校内网站资源可直接访问, 不必登录账号; 具体校内外资源划分范围可见服务网站。

3) While you visit a website outside the campus Network via your internet browser, the metering system for the Network account user will pop up. Then, input your account information, and click connection before visiting websites. Campus resources are directly accessible without login. Detailed differentiation of campus and off-campus resources can be found on the service website;

4) 上网慢怎么办? 可以试试下面方式:

4) If the connection is slow, please try the following:

清除 IE 浏览器缓存或更换浏览器;

To remove the cookies of the IE or change your browser;

重启电脑。

To reboot the PC.

2 . 使用无线网

2. Wireless Network Connection

1) 校园内部分区域已经开通校园无线网，无线接入点标识名称 (SSID) 为“UCAS”。

1) Some areas of the campus have wireless coverage. The SSID is “UCAS”;

2) 无线登录外网同样需要登录计费网关，登陆方式与有线连接校园网一致。

2) Wireless login also requires login to the meter system, following the same method as the internet cable login;

3) 目前校园内无线网络覆盖范围包括：玉泉路校区的所有教室、1 公寓和 2 公寓以及会议活动场所，4 公寓和 5 公寓即将开通无线网；雁栖湖校区如下楼宇的室内：行政办公楼、国际会议中心及客房 A/B 座、图书情报中心、教一楼、学园一、学园二、食堂一、食堂二、学生宿舍（一、二、三、四公寓）；中关村校区教学楼、6 号楼、7 号楼。

3) Wireless coverage on the campus includes: at Yuquanlu Campus, all classrooms, meeting venues, and student apartments No. 1 & 2; at the Yanqihu Campus, the Administrative Building, the International Conference Center and Guesthouses A/B, Library and Information Center, Teaching Building 1, Academy 1 & 2, Cafeteria No.1 &2, Student Residence Hall No.1-4; at Zhongguancun Campus, Teaching Building, Building No. 6 & 7.

3 . 上网费用

3. Fee Package

1) 校园网套餐：

每月，流量少于 10 GB，免费；流量超过 10 GB 的部分，按 1 元/GB、0.01 元/10 MB 收费。

Network Menu:

Each month, traffic within 10 GB is free; traffic beyond 10 GB, 1 Yuan per GB; 0.01 per 10 MB.

2) 关于上网及流量的常见问题

2) FAQs about internet surfing and traffic

如何申请上网账号？

How can I apply for a network account?

留学生通过留学生办公室申请校园网账户。

International students apply for the account via International Student Office.

忘记上网账号密码怎么办？

What if I forget my password?

学生用户可以携带一卡通到网络信息中心修改（奥运村校区的学生可到奥运村校区一卡通中心修改）

Students can take their Campus Cards to the NIC and change their passwords. (Students on the Olympic Village Campus can go to the Olympic Village Campus Card Center.)

3) 关于上网账号的问题

3) FAQs about the network account

如何查询上网流量使用情况？

How can I check the account status?

在客户端或网页版中点击“自助服务”，登录到自助服务中，点击“使用明细”，输入查询日期并查询，会有每次登录时间的流量出入具体明细，在页面下方会显示查询日期段内国际和国内流量使用总额。

In the app or website, click Auto Service and log in. Click Account Statement, enter the dates, and check. The statement will contain the traffic information of every login and the aggregate domestic and international traffic in the selected period.

IPv6 下载资源是否收费？

What about IPv6 resources? Is the download free?

现阶段 IPv6 免费使用。

Currently, IPv6 usage is free of charge.

4 . 信息系统服务导航

4. Information System Service Navigation

我校信息系统综合集成平台统称为“教育云平台”（<http://sepucas.ac.cn>）。该平台为学生提供从报名、入学、课程学习到论文答辩、学位授予、毕业分配，以及在学期间各类生活服务信息的全方位服务。主要包括：

The integrated information system platform is called the “Education Cloud Platform”（<http://sepucas.ac.cn>）. This platform provides students with comprehensive services, including application, registration, curriculum learning, thesis defense, degree conferment, job assignment, and a variety of campus life information.

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开题报告、中期考核和论文答辩：研究生可通过[培养指导]与导师完成指导互动，填写开题报告、中期考核和论文答辩申请的相关信息。

Thesis Proposal, Mid-term Exam, and Thesis Defense: through the “Training and Guidance” module, graduate students can interact with their supervisors and fill in the information on the thesis proposal, mid-term evaluation, and thesis defense.

学位申请：研究生可通过[学位管理]系统确认申请学位的各项信息，进行学位评审。

Degree Application: through the “Degree Management” module, graduate students can confirm all the information concerning their degree application in preparation for the review of the degree.

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Omitted.

5. 网络信息中心服务联系方式

5. Network Information Service Contact Info

网络服务	地点	联系电话
教育云平台 邮箱与上网账号	玉泉路校区科研楼 505 室	88256622
玉泉路校区网络	玉泉路校区科研楼 507 室	88256051
中关村、奥运村校区网络	中关村校区青年公寓 6 号楼 101 室	82681407
雁栖湖校区网络	雁栖湖校区图书情报中心 4 层	69671960/69671961

Service Website: <http://inc.ucas.edu.cn>

Service	Address	Telephone
Education Cloud Platform Email and Network Account	Room No. 505, Research Building, Yuquan Campus	88256622
Yuquanlu Campus Network	Room No. 507, Research Building, Yuquanlu Campus	88256051
Zhongguancun Campus and Olympic Campus Network	Room No.101, Building #6, Youth Apartment, Zhongguancun Campus	82681407
Yanqihu Campus Network	4 th Floor, Library and Information Center, Yanqihu Campus	69671960 69671961

24 Hour Hotline: 88256622

校园网络资源

Campus Network Resources

校园网使用中国科技网、中国教育网分配的 IP 地址，IP 地址的获取方式为动态地址分配。

The UCAS campus network uses an IP address allocated by the China Science and Technology Network and China Education and Research Network through a dynamic address allocation protocol.

连接网络后，在浏览器的地址栏输入任意校外网址，系统自动弹出登录页面，或在浏览器的地址栏输入学生综合服务地址：<http://onestopucas.ac.cn/home/index>，点击页面右侧下方的“宽带连接”进行登录。系统弹出登录页面要求您输入用户名、密码，点击“连接”即可访问 Internet。

For Internet connection, enter any off-campus website address in your browser and then the log-in page will automatically pop up; or enter the general information website address (<http://onestopucas.ac.cn/home/index>) and click the Internet Connection button on the bottom right of the homepage; enter your user name and password on the login page; click the Connect button.

如有问题，请拨打电话 010-88256622.

Should you have any problems, please call 010-88256622.

以下是常用网址一览(均支持 edu 域名,即将后缀“ac.cn”改为“edu.cn”也可以正常访问):

Useful websites (the websites are also accessible if “ac.cn” is changed to “edu.cn”):

1. 中国科学院大学主页: <http://wwwucas.ac.cn>
1. Homepage of UCAS: <http://wwwucas.ac.cn>
2. 教育云平台: <http://sepucas.ac.cn>
2. Cloud platform for education: <http://sepucas.ac.cn>
3. 招生信息网: <http://admissionucas.ac.cn>
3. Admissions information: <http://admissionucas.ac.cn>
4. 就业服务信息网: <http://jobucas.ac.cn>

4. Career service and information: <http://jobucas.ac.cn>
5. 综合信息网: <http://onestopucas.ac.cn>
5. General information: <http://onestopucas.ac.cn>
6. 校园服务网: <http://serviceucas.ac.cn>
6. Campus service: <http://serviceucas.ac.cn>
7. IT 服务网: <http://incucas.ac.cn>
7. IT service: <http://incucas.ac.cn>
8. “科苑星空” BBS: <http://bbsucas.ac.cn>
8. Campus BBS: <http://bbsucas.ac.cn>

证件证明

Visa and Other Documents

中国科学院大学关于国际学生办理各类证件证明的说明

Guides for UCAS International Students to Apply for Visa and Other Documents

为了规范管理，做好服务，根据国家有关法律法规，结合学校实际情况，制订国际学生相关证件证明的办理手续。具体说明如下：

To standardize management procedures and better provide services, UCAS (“the University”) has formulated this guide for international students to apply for various official documents based on relevant laws and regulations of the People’s Republic of China (China) and UCAS requirements. Details are as follows:

一、新生来华签证

1. Visa Requirements for New Students

1. 新生应当持学习类签证或学习类居留许可报到、注册入学。持其他类型签证/居留许可报到的，不能注册入学，应尽快变更为学习类签证/居留许可。持非学习类签证/居留许可入境，由此造成的一切后果，由学生本人负责。

1. New students must register with a student visa or a “study” residence permit. Those with other types of visas/residence permits are not permitted to register and must obtain a student visa/“study” residence permit as soon as possible. Students who enter China without a student visa/“study” residence permit shall be personally responsible for all consequences.

2. 新生必须使用其入学申请时所填报的国籍国签发的护照申请来华签证/在华居留许可，办理学籍注册手续。持其他国家签发的护照不能办理学籍注册手续。使用其他国家签发的护照申请签证/居留许可，由此造成的一切后果，由学生本人负责。

2. New students should take their passports issued by their state of nationality previously designated on their admission application, apply for a Chinese student visa/“study” residence permit, and register at UCAS. Failure to do so will result in a student not being eligible for registration. Students shall bear any and all consequences if they do not use the required passport.

3. 新生可根据来华学习期限的长短，在入境前向中国驻其国籍国或居住地国使领馆，或中国外交部委托的其他驻外机构申请办理 X1 字或 X2 字签证。

3. Before arrival in China, new students may submit an X1 or X2 visa application, depending on the study period in China, to the Chinese embassy/consulate in their respective state of nationality or place of residence. Other overseas institutions authorized by the Ministry of Foreign Affairs of China are also available for visa application.

X1 字签证发给申请在中国境内长期（超过 180 天）学习的国际学生。持有者应在签证页面上规定的日期之前入境，否则将失效不能入境。该证有效期 30 天，即自入境之日起 30 日有效，30 日内须换居留许可证件。否则，将会被视为非法居留。

An X1 visa is issued to international students who apply for a long-term (more than 180 days) study in China. X1 visa holders must enter China before the date specified on the visa page. Otherwise, the visa will be deemed invalid, and student entry will be prohibited. The X1 visa is valid for 30 days from the date of entry. Holders must apply for residence permits before the expiration date. Otherwise, students will be regarded as illegal residents.

X2 字签证发给申请在中国境内短期（不超过 180 天）学习的人员。持有者应在签证页规定的日期之前入境，否则将失效不能入境。该签证有效期（指持有者从入境当日起可以在中国境内停留的天数）会在签证页上注明。如在 8 月 25 日，持有效期为 90 天的 X2 签证入境，则最长可在华停留至当年的 11 月 23 日。

An X2 visa is issued to those who apply for a short-term (no more than 180 days) study in China. X2 visa holders must enter China before the date specified on the visa page. Otherwise, the visa will be deemed invalid, and student entry will be prohibited. The period of validity of the X2 visa (namely, the number of days during which the holder can stay in China from the date of entry) is indicated on the visa page. For instance, if a student enters China on August 25 with an X2 visa valid for 90 days, he or she can stay in China until November 23 of the same year.

4. 新生完成签证申请手续后，应取回《中国科学院大学国际学生录取通知书》原件，以备入学后申请签证延期/居留许可证件之用。

4. After an application for a visa, new students shall retrieve the original UCAS International Student Admission Notice. After registration at UCAS, they shall take their Admission Notice in case of applying for a visa extension and/or residence permit.

5. 持 X1 字签证报到的新生在取得居留许可之前不应离境。否则，还需重新获得 JW202 表，向中国驻外使领馆或其派出机构申请学习类签证，方可再次入境。在取得居留许可之前出境，由此造成的一切后果，由学生本人负责。

5. New students who register with an X1 visa must not leave China until they have obtained a residence permit. Otherwise, such students will be required to obtain a new JW202 form and apply for a student visa from the Chinese embassy/consulate or their dispatching agency/office before re-entry. Students shall bear the consequences of leaving China before obtaining the required residence permit.

6. 持学习类居留许可证报到的新生在报到时，应出具原中国院校开具的离校证明；如有居留许可事项发生变更的，应在录取通知书规定报到日期的 10 日内，向当地出入境管理部门申请办理居留许可相关事项变更或（及）延期手续。

6. New students who register with a “study” residence permit must submit the School Leaving Certificate issued by the original Chinese university from which they graduated. Students who wish to change or extend their residence permit must apply to the local exit and entry administration within ten days from the registration date stipulated in the Admission Notice.

7. 新生报到时，所在学院/研究所应按照以上要求检查其所持签证、护照。对于不符合规定的，所在学院/研究所应敦促新生尽快按要求变更。

7. Schools/institutes must check the visas and passports of new students during registration following the requirements outlined above. For students whose visas or passports do not meet the requirements, the school/institute must urge them to make changes as soon as possible.

二、临时住宿登记

2. Temporary Accommodation Registration

8. 国际学生应当依照中国法律规定，在入住后 24 小时内，到属地派出所办理住宿登记手续，取得《临时住宿登记表》，并向所在学院/研究所提交该表复印件。所在学院/研究所应及时敦促国际学生履行法定临时住宿登记义务，准确掌握国际学生住宿信息。

8. In accordance with Chinese laws and regulations, international students must apply for accommodation registration within 24 hours after check-in and obtain the Registration Form of Temporary Accommodation from the local police station. Students shall then submit a photocopy of the form to their respective schools/institutes. Schools/institutes must urge international students to fulfill the statutory duty of temporary accommodation registration and collect accurate information on international students.

9. 国际学生在国科大中关村校区、玉泉路校区住宿的，应当在入住后 24 小时内，携带本人有效普通护照到公寓服务台或服务中心办理住宿登记手续；在国科大雁栖湖校区、研究所内及社会上住宿的，应当在入住后 24 小时内，与留宿人或留宿机构工作人员前往属地派出所办理住宿登记手续。所需文件如下：

9. International students who live on the Zhongguancun Campus and Yuquanlu Campus must bring their valid passports to the service counter or service center of the Apartment for International Students for accommodation registration within 24 hours after check-in; students who live on Yanqihu Campus at an institute, or in off-campus housing shall apply for accommodation registration with the host or staff of the lodging institution within 24 hours of check-in at the local police station. Required documents are as follows:

- (1) 本人有效普通护照
- (2) 留宿人身份证/留宿机构工作人员身份证
- (3) 留宿人携带相关房产证件或留宿机构开具的入住证明

(1) A valid personal passport

(2) ID card of the host or staff of the lodging institution

(3) Relevant host property certificates or check-in confirmation issued by the lodging institution

10. 遇有以下情形之一的，必须在 24 小时内到留学生公寓服务台或属地派出所，重新办理住宿登记手续，更新其签证信息，取得新的《临时住宿登记表》。否则，将被视为非法居留，责任自负，罚款自理。

10. If one of the following circumstances occurs, students must reprocess accommodation registration, update their visa information, and obtain a new Registration Form of Temporary Accommodation at the Apartment for International Students service counter or the local police station within 24 hours. Otherwise, such students will be regarded as illegal residents and be personally responsible for fines or any consequences.

- (1) 首次获得居留许可（即将签证转换为居留许可证件）
- (2) 取得新的居留许可（包括因换新的护照、办理居留许可延期等情形）
- (3) 变更住宿地点（含调宿到另一个房间等离开原住宿登记地点的情形）

(1) Obtaining a residence permit for the first time (i.e., converting a visa to a residence permit)

(2) Obtaining a new residence permit (including the renewal of a passport and the extension of a residence permit)

(3) Changing accommodation (i.e., a departure from the original accommodation locale, including moving to another room in the dormitory)

11. 国际学生退宿、离开原住所，应当向所在学院/研究所报告。留宿人或留宿机构应当及时向当地派出所办理核销手续。

11. International students who need to check out of their dormitory or leave their original accommodation shall report this to their respective schools/institutes. The host or the lodging institution must complete the cancellation of temporary accommodation registration at the local police station as soon as possible.

三、居留许可

3. Residence Permit

12. 新生持 X1 字签证入境的，应于入境之日起 30 日内，向当地出入境管理局申请办理居留许可证件。否则，将被视为非法在华居留，责任自负，罚款自理。

12. New students who enter China with an X1 visa shall apply for a residence permit at the local exit and entry administration within 30 days of entry. Otherwise, such students will be regarded as illegal residents and shall bear all consequences incurred from there (including fines).

13. 新生在京学习的，向北京市出入境管理局申请办理居留许可证。分 3 步进行：

13. When applying for a residence permit at the Division of Exit and Entry Administration of Beijing Municipal Public Security Bureau, new students who study in Beijing must adhere to the following three steps and requirements.

第一步 体检：持 X1 签证报到的新生一般应在入境后 7 日内，到北京市国际旅行卫生保健中心完成体格健康检查，取得《境外人员体格检查记录验证证明》原件。持有居留许可证件的新生，可跳过本步骤。

Step 1 Physical Examination: New students who register with an X1 visa must undergo a physical examination at Beijing International Travel Healthcare Center within seven days of entry to China and obtain an original Certificate of Verification of the Physical Examination Record for Foreigners. Those who have already held a residence permit may skip this step.

第二步 网申：新生一般应在入境后 7 日内，经所在学院/研究所汇总向国科大留学生办公室（简称“留办”）提交以下材料，办理网上申请手续，获得《外国人签证证件申请表》（加盖留办公章）：

Step 2 Online Application: New students must, within seven days of entry, submit the required documents to their respective colleges or institutes, which then submit such documents to the International Student Office (ISO) and complete the online application to obtain a Visa/Stay Permit/Residence Permit Application Form (with ISO seal). Required documents are as follows:

A. 《中国科学院大学国际学生新生居留许可申请表》（附件 1）

A. Application Form of Residence Permit for UCAS New International Students (Appendix 1)

B. 本人有效普通护照个人信息页、有效签证页、最后入境章页复印件

B. Photocopies of the information page of a valid passport, valid visa page, and the last entry page with seal

C. 《临时住宿登记表》复印件

C. Photocopy of the Registration Form of Temporary Accommodation

D. 奖学金资助证明或居留期限内学费交纳凭证（自费生提供）

D. Scholarship Award Letter or Payment Proof of Tuition Fees during residency (provided by self-funded students)

E. 居留期限内团体综合保险的购买凭证（获得国科大各类奖学金项目资助的国际学生，在资助期限内无需提供。超过奖学金项目资助期限未毕业的，以及未获奖学金资助的国际学生需提供）

E. Purchase Proof of comprehensive group insurance during residency (provided by scholarship holders whose scholarships cannot cover the duration of study) and international students who fail to receive scholarships. International students with UCAS scholarships do not need to present proof that their UCAS scholarships are still valid.)

F. 离校证明（持有学习类居留许可证件报到的新生需提供）

F. School Leaving Certificate (provided by new students with “study” residence permits)

第三步 面签：新生一般应在入境后 30 日内，本人前往北京市出入境管理局办理居留许可申请手续。须携带以下材料：

Step 3 Interview: New students must apply in person within 30 days of entry for a residence permit at the Division of Exit and Entry Administration of Beijing Municipal Public Security Bureau. Students must bring the following documents:

- A. 本人有效普通护照原件及首页复印件
 - A. A valid passport and photocopy of the front page of the passport
 - B. 一张 2 寸（护照规格）的正面免冠照片（背景为白色）
 - B. One 2-inch passport photo (full face, front view, bareheaded against a white background)
 - C. 《临时住宿登记表》原件及复印件
 - C. The original and photocopy of the Registration Form of Temporary Accommodation
 - D. 《中国科学院大学国际学生录取通知书》原件及复印件
 - D. The original and photocopy of the UCAS International Student Admission Notice
 - E. 《外国留学人员来华签证申请表》（JW201 或 JW202 表）原件及复印件
 - E. The original and photocopy of Visa Application for Study in China (JW201/JW202)
 - F. 居住地国际旅行卫生保健中心开具的《境外人员体格检查记录验证证明》原件
 - F. The original Certificate of Verification of the Physical Examination Record for Foreigners issued by the local International Travel Healthcare Center
 - G. 加盖留办公章的《外国人签证证件申请表》原件
 - G. The original Visa/Stay Permit/Residence Permit Application Form (with ISO seal)
14. 新生在京外学习的，按属地化管理原则，向当地出入境管理机构申请居留许可。所需材料及申请步骤向培养单位咨询。
14. New students who study outside Beijing must apply for a residence permit at the local exit and entry administration. Students may consult their respective institutes or colleges about any required documents and/or application procedures.
15. 学院/研究所应以班级/年级为单位，组织集中报到的新生体检，集中办理居留许可新申请手续。
15. Schools/institutes must organize new students who have finished registration to receive a physical examination and apply for a residence permit by taking a class/ grade as a unit.
16. 新生秋季学期入学的，居留许可有效期一般签批至次年 8 月 15 日；春季入学的，居留许可有效期一般签批至次年 2 月 15 日。

16. Residence permit for new students enrolled in the autumn semester usually is valid till August 15 of the following year; a Residence permit for those enrolled in the spring semester usually is valid until February 15 of the following year.

17. 国际学生首次取得居留许可后 24 小时内，须持本人护照到留学生公寓服务台或属地派出所，重新办理住宿登记手续，更新其签证信息，取得新的《临时住宿登记表》。

17. Students must take their passports to the Apartment for International Students service counter or local police station to reprocess accommodation registration, renew visa information, and obtain a new Registration Form of Temporary Accommodation within 24 hours of obtaining their first residence permit.

四、延期申请

4. Residence Permit Extension

18. 居留许可延期一般每年一次，每次延期最长不超过 12 个月，须获得导师及培养单位同意。

18. Residence permits may be extended once a year, with every extension less than 12 months. The extension must be approved by a student's respective supervisor, institute, or college.

19. 国际学生一般应于 5 月 1 日至 5 月 20 日期间，或 11 月 1 日至 11 月 20 日期间，提出居留许可延期申请。遇有特殊情况确需要提前或延后申请的，应事先征得培养单位的同意。对于未按时办理的国际学生，培养单位应敦促及时办理。由于未及时处理居留许可延期所造成的一切后果，由学生本人负责。

19. International students must apply for a residence permit extension from May 1 to May 20 or November 1 to November 20. If they must apply earlier or later, they must secure the approval of their respective institutes or colleges. For those who fail to apply in the due period, the respective institutes or colleges must urge the students to apply. Otherwise, such students shall bear all consequences incurred due to a failure to apply in time for an extension.

20. 国际学生在北京学习的，向北京市出入境管理局申请居留许可延期。分 2 步进行：

20. International students who study in Beijing must apply for a residence permit extension at the Division of Exit and Entry Administration of Beijing Municipal Public Security Bureau. Application steps are as follows:

第一步 网申：国际学生经所在学院/研究所汇总向留办提交以下材料，办理网上申请手续，获得《外国人签证证件申请表》（加盖留办公章）：

Step 1 Online Application: New students must submit the required documents to their respective colleges or institutes, which then submit such documents to ISO; students then complete the online application to obtain the Visa/Stay Permit/Residence Permit Application Form (with ISO seal). Required documents are as follows:

A. 《中国科学院大学国际学生修学年限/居留许可延期/变更申请表》（附件 2）

A. UCAS International Student Application Form for Study Duration/Residence Permit Extension/Alteration (Appendix 2)

B. 本人有效普通护照个人信息页、有效居留许可页、最后入境章页复印件

B. Photocopies of the information page of a valid passport, the valid residence permit page, and the last entry seal page

C. 《临时住宿登记表》复印件

C. Photocopy of the Registration Form of Temporary Accommodation

D. 团体综合保险的购买凭证（获得国科大各类奖学金项目资助的国际学生，在资助期限内无需提供。超过奖学金项目资助期限未毕业的，以及未获奖学金资助的国际学生需提供）

D. Proof of purchase of comprehensive group insurance during residency (provided by scholarship holders whose scholarships cannot cover the duration of study) and international students who fail to receive scholarships. International students with UCAS scholarships do not need to present proof that their UCAS scholarships are still valid.)

E. 居留期限内学费交纳凭证（自费生提供）

E. Proof of payment of tuition fees during residency (provided by self-funded students)

F. 奖学金资助证明或经费保障证明（超过奖学金资助期限未毕业者需提供）

F. Scholarship Award Letter or Certificate of Financial Support (provided by students whose scholarships cannot cover the duration of their study)

第二步 面签：国际学生本人前往北京市出入境管理局申请办理居留许可，须携带以下材料：

Step 2 Interview: When applying for a residence permit at the Division of Exit and Entry Administration of Beijing Municipal Public Security Bureau, international students must bring the following documents:

A. 本人有效普通护照原件及首页复印件

A. A valid passport and photocopy of the front page of the passport

B. 一张 2 寸（护照规格）的正面免冠照片（背景为白色）

B. One recent 2-inch passport photo (full face, front view, bareheaded against a white background).

C. 《临时住宿登记表》原件及复印件

C. The original and photocopy of the Registration Form of Temporary Accommodation

D. 加盖留办公章的《外国人签证证件申请表》原件

D. The original Visa/Stay Permit/Residence Permit Application Form (with ISO seal)

21. 国际学生在京外学习的, 应按照属地化管理原则, 向当地出入境管理部门提出申请。所需材料及申请步骤向培养单位咨询。

21. International students who study outside Beijing must apply for a residence permit extension at the local exit and entry administration. Students may consult their institutes or colleges about the required documents and application procedures.

22. 国际学生超过基本学习年限未毕业, 需延长修学年限及居留许可有效期的, 应经导师同意, 向培养单位提出申请, 报国科大批准。所需材料如下 (扫描发送至 iso@ucas.ac.cn):

22. Students who fail to complete their studies within the normative time for degree completion and wish to extend their duration of study and residence permit must apply to their college or institute to obtain approval from UCAS after securing the agreement of their supervisors. Documents required for application are as follows (Documents and digital copies may be scanned and sent to iso@ucas.ac.cn.):

A. 《中国科学院大学国际学生修学年限/居留许可延期/变更申请表》 (附件 2)

A. UCAS International Student Application Form for Study Duration/Residence Permit Extension/Alteration (Appendix 2)

B. 本人有效普通护照个人信息页、有效居留许可页、最后入境章页复印件

B. Photocopies of the information page of a valid passport, the valid residence permit page, and the last entry seal page

C. 《临时住宿登记表》复印件

C. Photocopy of the Registration Form of Temporary Accommodation

D. 团体综合保险的购买凭证（获得国科大各类奖学金项目资助的国际学生，在资助期限内无需提供。超过奖学金项目资助期限未毕业的，以及未获奖学金资助的国际学生需提供）

D. Proof of purchase of comprehensive group insurance during residency (provided by scholarship holders whose scholarships cannot cover the duration of study) and international students who fail to receive scholarships. International students with UCAS scholarships do not need to present proof that their UCAS scholarships are still valid.)

E. 奖学金资助证明或居留期限内学费交纳凭证（自费生提供）

E. Scholarship Award Letter or proof of payment of tuition fees during residency (provided by self-funded students)

F. 经费保障证明（超过奖学金资助期限未毕业者提供）

F. Certificate of Financial Support (provided by scholarship holders whose scholarships cannot cover the duration of their study)

23. 在居留许可延期申请集中受理期间，学院/研究所应以班级/年级为单位，组织国际学生集中办理相关手续。

23. During the due period, schools/institutes must organize, on a class/grade basis, for students to follow relevant application procedures for extension of residence permits.

24. 国际学生应在完成居留许可延期手续、取得新的居留许可后 24 小时内，持本人护照到留学生公寓服务台或当地派出所，重新办理住宿登记手续，更新其在华居留许可信息，取得新的《临时住宿登记表》。

24. Students must bring their passports to the service counter of the Apartment for International Students or local police station to reprocess accommodation registration, renew the information of residence permits, and obtain a new Registration Form of Temporary Accommodation within 24 hours after obtaining the renewed residence permit.

25. 国际学生持居留许可出境的（含前往中国香港、澳门和台湾地区），应至少在居留许可有效期满失效前 15 日入境。否则，由此引起的一切后果，由学生本人负责。

25. If international students wish to leave outside the mainland (including Hong Kong, China; Macao, China; and Taiwan, China), students must return at least 15 days before the expiration of their residence permit. Otherwise, they will bear all consequences incurred.

26. 培养单位在为国际学生办理居留许可延期手续时，应当认真审查其投保情况，确保延期后不出现空保期。若国际学生申请延长的居留许可期限有效期超过了保险有效期，应让

国际学生先按照学校有关规定续保，再为其办理延期手续。否则，批准延长的居留许可有效期不得长于其保险有效期。

26. When processing an international student's residence permit extension, institutes or colleges must carefully verify that this student is insured, ensuring that the insured's stay will continue to be covered after the extension. If the validity and duration of the new residence permit requested are longer than insurance coverage, institutes or colleges must first ask students to renew their insurance coverage according to UCAS regulations before processing the residence permit extension. If not, the validity and duration of the new residence permit shall not be longer than that of the period of insurance coverage.

五、居留事项变更

5. Residence Permit Alteration

27. 学习类居留许可登记事项包括：持证人护照姓名、性别、出生日期、国籍、护照号码，以及居留事由、期限、签发地等。遇有以下情形之一，引起居留许可登记事项发生变更的，持证人应当自该事项发生变更之日起 10 日内，向当地出入境管理机构申请办理居留许可事项变更手续：

27. Registered items of personal information for a “study” residence permit include: the residence permit holder's name as it appears on the passport, sex, date of birth, nationality, passport number, the purpose of residence, duration of residence, and place of issuance. Suppose any item previously registered changes due to one of the following causes. In that case, the holder must apply to the local exit and entry administration for a new residence permit within ten days from the date of change:

A. 因取得新护照（无论何因），护照号码等事项发生变更的；

B. 因在华身份改变，居留事由发生变化的（如从某学校的学生变为某单位的职工，居留事由相应地从学习变为工作）；

C. 因毕业、转学，学校及居留城市发生变化，居留许可签发地随之变化的（如从城市 A 学校 B 毕业/转学到城市 C 学校 D）。

A. Procurement of a new passport (for whatever reason); a change in passport number or other registered personal information

B. Change in residence permit holder's status, thus altering the purpose of residence (For example, if the residence permit holder's status changes from a student to an employee, then his or her purpose of residence will change from study to employment.)

C. Relocation to another city after graduation or transfer to a new school, thus causing a change in the place of residence permit issuance

注：（1）如新院校与原院校在同一城市，签发地未发生变化，则不需要办理居留许可变更手续，但应尽快到当地出入境管理部门备注接收院校变更手续；（2）我校国际学生从北京前往京外培养单位学习的，是否需要办理居留许可签发地变更手续，由其培养单位根据当地出入境管理部门的要求确定。

Notes: (1) If the residence permit holder transfers to a new school but does not move to another city, he or she has no need to apply for a residence permit alteration but needs to notify the change of school to the local exit and entry administration; (2) if a UCAS international student moves from a Beijing campus to an institute outside Beijing, it is for the institute to decide, according to the requirements of the local exit and entry administration, whether the student needs to change the place of residence permit issuance.

28. 国际学生在京办理居留事项变更手续，分 2 步进行：

第一步网申：国际学生经留办提交居留许可网上申请，获得加盖留办公章的《外国人签证证件申请表》原件。须提交以下材料（扫描发送至 iso@ucas.ac.cn）：

- A. 《中国科学院大学国际学生修学年限/居留许可延期/变更申请表》（附件 2）
- B. 本人有效普通护照个人信息页、有效居留许可页、最后入境章页复印件
- C. 《临时住宿登记表》复印件

28. International students shall complete the application procedures for residence permit alteration in two steps:

Step 1 Online application: International students shall submit an online application for a residence permit to ISO to obtain the original Visa/Stay Permit/Residence Permit Application Form (with ISO seal). The following documents must be submitted (Documents may be scanned and sent to iso@ucas.ac.cn.):

- A. UCAS International Student Application Form for Study Duration/Residence Permit Extension/Alteration (Appendix 2)

B. Photocopies of the information page of a valid passport, the valid residence permit page, and the last entry seal page

C. Photocopy of Registration Form of Temporary Accommodation

第二步 面签：国际学生本人前往北京市出入境管理局申请办理居留事项变更手续，须携带以下材料：

- A. 本人有效普通护照原件及首页复印件
- B. 一张 2 寸（护照规格）的正面免冠照片（背景为白色）
- C. 《临时住宿登记表》原件及复印件
- D. 加盖留办公章的《外国人签证证件申请表》

Step 2 Interview: When applying for residence permit alteration at the Division of Exit and Entry Administration of Beijing Municipal Public Security Bureau, international students shall bring the following documents:

- A. A valid passport and photocopy of the first page
- B. A passport-size photo (2x2 inches, full face, front view, bareheaded against a white background)
- C. The original and photocopy of the Registration Form of Temporary Accommodation
- D. The original Visa/Stay Permit/Residence Permit Application Form (with ISO seal)

29. 国际学生在京外学习的，按照属地化管理原则，向当地出入境管理部门申请办理居留事项变更手续。所需材料及申请步骤向培养单位咨询。

29. International students who study outside Beijing shall apply to the local exit and entry administration for residence permit alteration, following the guidance of their institutes.

30. 国际学生应在完成居留事项变更手续、取得新的居留许可证件后 24 小时内，持本人护照到留学生公寓服务台或属地派出所，重新办理住宿登记手续，更新其在华居留许可信息，取得新的《临时住宿登记表》。

30. Within 24 hours after obtaining a new residence permit, the holder shall complete accommodation registration procedures again at the service counter of the Apartment for International Students or at the local police station to update his or her information on the residence permit and obtain a new Registration Form of Temporary Accommodation.

六、签证宣废及改停留签证

6. Visa Cancellation and Conversion to Temporary Visa

31. 新生符合以下情形之一的，学校将按照有关规定宣废其 JW201/202 表：

- (1) 被取消录取
- (2) 被视为自愿放弃入学资格
- (3) 被取消入学资格
- (4) 保留入学资格时间超过 60 天
- (5) 其他应予宣废的情形

31. The University may cancel the JW201/JW202 of a new student if he or she experiences one of the following scenarios:

- (1) cancelation of admission;
- (2) waiver of admission qualification(s);
- (3) cancelation of admission qualification(s);
- (4) maintenance of admission qualification(s) for more than 60 days;
- (5) cancelation due to any other scenario.

32. 国际学生毕业/结业/肄业/退学，从拟离校（所）之日算起居留许可剩余有效期超过 30 天的，应在 14 天内携带本人护照及其他必要材料，由所在学院/研究所派人陪同到当地出入境管理部门将居留许可变更为停留签证，并在停留期满前离境。当事学生若已经离境，应到当地中国使领馆申请其他类型签证，使原学习类居留许可/签证作废。未能配合办理的，由留办/培养单位报请北京/京外出入境管理部门作宣废处理，由此造成的一切影响由学生本人承担。

32. For international students to be granted a certificate of graduation/completion/attendance or to drop out, if their designated departure date from the University (institute) is more than 30 days before their residence permit expires, they shall go to the local exit and entry administration with their passports and other required documents in the company of a staff sent by their college or institute to convert their residence permit to a temporary visa and, subsequently, leave China before the expiration of the temporary visa; if such students have left China, they shall apply for another type of visa at the local Chinese embassy or consulate to invalidate their original “study” residence permit or visa. Suppose they fail to complete these application procedures. In that case, it will be for ISO or the institute to invalidate the visa, but all consequences arising from there shall be borne by the students.

七、X2 字签证延期

7. X2 Visa Extension

33. 国际学生如因继续学习而需延长 X2 字签证停留期限或申请增加入境次数，应在 X2 字签证停留期满前至少 15 日申请办理。

33. International students who need an X2 visa extension or an increase in entry frequency for study must apply at least 15 days before the visa expiration date.

34. 国际学生申请 X2 字签证延期，需获得导师及培养单位同意。在京区培养单位学习的，向留办提出申请；在京外学习的，向培养单位提出申请。具体程序、办理时间及所需材料，请参照上述居留许可延期。

34. International students who apply for an X2 visa extension shall obtain permission from their supervisors and institutes. (Students must refer to the above application procedures of residence permit extension for specific procedures, processing time, and required documents.) Those who study in Beijing must apply to ISO; students who study outside Beijing must apply to their institutes.

35. X2 字签证延长期限累计不超过原签证停留期限。

35. The duration of an extended X2 visa shall be no longer than the original.

36. 国际学生取得 X2 字签证延期后，须在 24 小时内持本人护照到留学生公寓服务台或属地派出所，重新办理住宿登记手续，更新其在华居留许可信息，取得新的《临时住宿登记表》。

36. Within 24 hours after obtaining an extended X2 visa, the X2 holder shall complete the accommodation registration again at the Apartment for International Students service counter or at the local police station to update his or her residence information and obtain a new Registration Form for Temporary Accommodation.

37. 培养单位在为国际学生办理 X2 字签证延期手续时，应当认真审查其投保情况，确保延期后不出现空保期。若国际学生申请延长的 X2 字签证有效期超过了保险有效期，应让国际学生先按照学校有关规定续保，再为其办理延期手续。否则，批准延长的 X2 字签证有效期不得长于其保险有效期。

37. When processing a student residence permit extension, institutes or colleges must carefully verify that students are insured, ensuring the insured's stay will continue to be covered after the extension. If the validity and duration of the new residence permit requested are longer

than insurance coverage, institutes or colleges must first ask students to renew their insurance coverage according to UCAS rules before processing the residence permit extension. If not, the validity and duration of the new residence permit shall not be longer than that of the period of insurance coverage.

八、学生证

8. Student ID Card

(一) 学生证的发放

1. The Issue of Student ID Cards

38. 学生证应在国际学生新生报到时发放。新生向学院报到的，学生证由所在学院发放；向研究所报到的，学生证由所在研究所发放。留办按照新生人数派发空白学生证给学院和研究所。

38. ISO first distributes blank Student ID Cards to colleges and institutes according to the number of new international students. In addition, cards are issued to students when they register at their respective colleges and institutes.

39. 学生证上的个人信息、免冠近照，由学生本人如实填写、粘贴后，统一交给所在学院/研究所，加盖第一学期注册章。学生证上所填个人信息应与学生本人普通护照一致。

39. Students must fill in their personal information, attach a recently taken bareheaded photo on their card, then submit the card to their college or institute to obtain a registration seal for the first semester. The personal information on the card must be consistent with that on the student's valid passport.

40. 学生证由学院发放的，加盖留办公章；由研究所发放的，加盖研究所单位公章。学生证有效期相应地由盖章单位填注。

40. Student ID Cards issued by a college must be affixed with the official ISO seal, while those issued by an institute must have the official seal of the respective institute. The validity period of a student ID card shall be completed by ISO or the institute accordingly.

(二) 学生证的生效与注册

2. Registration and Validation of Student ID Cards

41. 学生证在加盖公章、第一学期注册章并填注有效期后生效。

41. Student ID cards become valid after having the official seal and registration seal for the first semester and filling the validity period.

42. 国际学生在学期间，应在每学期开学时到所在学院/研究所办理注册手续，填注注册日期、加盖注册章后方可继续生效。

42. International students must register at their respective colleges or institutes at the beginning of each semester. Students must fill in the registration date and obtain the registration seal to validate their Student ID Card.

43. 国际学生未按时注册的，应办理暂缓注册手续。不符合注册条件的，不予注册。

43. Failure by an international student to register by the due date will result in the suspension of registration. Those who do not meet the registration requirements shall not be permitted to register.

44. 学生证有效期按学制填写。国际学生超过学制年限未毕业的，应当继续按时办理注册手续，其学生证方可继续生效。

44. The validity period of a Student ID Card must be consistent with the length of the study period. International students who have not graduated within their anticipated years of study must also register on time to maintain the validity of their Student Card.

(三) 学生证的遗失与补办

3. Loss and Reissue of Student ID Cards

45. 学生证遗失的，由国际学生本人填写《中国科学院大学补办/换发学生证登记表》（以下简称《补办换发表》，附件 3），到留办或所在研究所办理挂失和补发事宜。

45. International students who lose their Student ID Card must complete the UCAS Registration Form for a Reissue or Replacement of Student ID Card (hereafter referred to as Registration Form, Appendix 3). Students must report the loss and obtain a new card at ISO or their respective institutes.

46. 挂失时间为期 30 日。挂失期间，《补办换发表》原件可作为临时学生证明使用。挂失期满后，由学生本人向留办/研究所提交《补办换发表》原件，领取新证。

46. Student ID Cards reported lost will be locked for 30 days. The original Registration Form may serve as a temporary Student ID Card during this period. After 30 days, students must submit the original form to ISO or their institutes to obtain a new Student ID Card.

47. 若在补办学生证后，找回原学生证，国际学生应将原学生证交给留办/研究所注销。

47. If the original Student ID Card is found after receiving a new card, the student must render the old card to ISO or the institute for cancellation.

48. 由于学生证的遗失引起的后果，由遗失者本人承担。

48. Students will bear any and all consequences of losing their Student ID Card.

(四) 学生证的损坏与换发

4. Damage and Replacement of Student ID Cards

49. 学生证（遗失）损坏的，由国际学生本人填写《补办换发表》，到留办或所在研究所换发新证。损坏的学生证交给换发单位销毁。

49. International students whose Student ID Card is damaged must complete the Registration Form (Appendix 3). Students shall obtain a new card and have the damaged card canceled at ISO or their institutes.

50. 国际学生变更培养单位的，在转入单位换发学生证。

50. International students who have transferred to a new college or institute must obtain a new Student ID Card reissued by the new college or institute.

51. 国际学生硕转博的，按博士生身份注册时换发学生证。

51. International master's students who have transferred to a doctoral program must have their Student ID Card renewed when they register as doctoral students.

(五) 学生证的注销和销毁

5. Cancellation and Destruction of Student ID Cards

52. 国际学生毕业或因转学、退学等原因离校/离所前，应将学生证交给所在研究所或留办注销。

52. International students who leave their colleges or institutes to graduate, transfer, drop out, or for any other reason must render their Student ID Card to ISO or their institutes for cancellation.

53. 国际学生换发学生证的，其原学生证应交给换发单位销毁。

53. International students who obtain a new Student ID Card must render the old card to ISO or their institutes for destruction.

(六) 其他事项

6. Other Provisions

54. 国际学生在校期间一般只限发放或换发一次学生证。学生因个人原因补发或换发学生证的，应向补发/换发单位交纳工本费。

54. International students may receive and renew their Student ID Card only once while at the University. Students who renew their Student ID Card for personal reasons must pay the cost to ISO or their institutes.

55. 国际学生不得将学生证送人或转借他人使用，或一人使用两个学生证。违者根据学校有关规定做相应处理。学生证如在校外所外场所抵押，责任自负。

55. International students are not permitted to give or lend their Student ID Cards to others. No student shall possess more than one Student ID Card. Those who violate these rules shall be punished following the relevant regulations of the University. Students who mortgage their student ID cards to off-campus premises shall bear the consequences.

56. 学生证只能学生本人使用，其他不可冒用。冒用他人学生证的，后果自负。若发现冒用他人学生证的，应立即报告学生证上的盖章单位。捡到他人学生证，应立即送交学生证上盖章单位。

56. The cardholder can only use a Student ID Card. Those who assume another student's identity will bear any consequences. Students who find anyone assuming another cardholder's identity shall report the discovery of the card with the official seal to the office. Students who find a lost student card with the official seal must return it to the office.

九、在学/预毕业证明

9. Certificate of Study/Pre-Graduation Certificate

57. 国际学生在学期间需办理《在读证明》的，经培养单位同意，可向留办申请开具《在读证明》。所需材料如下（请将扫描件发送至 ISO@ucas.ac.cn）：

57. International students can apply to ISO for the Certificate of Study after receiving permission from their college or institute. The required documents are as follows (Documents may be scanned and sent to iso@ucas.ac.cn.):

《中国科学院大学国际学生在学证明办理申请表》（附件 4）

UCAS International Student Application Form for Certificate of Study (Appendix 4)

申请人按照模板要求如实填写的《在读证明》模板（附件 5）（申请《在读证明》必备）

B. The sample of the Certificate of Study completed by applicants according to the requirements (Appendix 5: sample of Certificate of Study) (a requirement for application)

相关证明材料（如会议通知/邀请函等）

C. Relevant supporting documents and information (e.g., meeting announcements/invitations)

当前有效居留许可证件（因出境需要申请在读证明者必备）

D. Currently valid residence permit (a requirement for students who apply for the Certificate of Study to leave China)

58. 国际学生满足毕业条件的，经培养单位同意，可向留办申请开具《预毕业证明》。所需材料如下（请将扫描件发送至 ISO@ucas.ac.cn）：

58. International students eligible to graduate can apply to ISO for the Pre-Graduation Certificate after receiving permission from their colleges or institutes. The required documents are as follows (Documents may be scanned and sent to iso@ucas.ac.cn.):

《中国科学院大学国际学生在学证明办理申请表》（附件 4）

A. UCAS International Student Application Form for Certificate of Study (Appendix 4)

申请人按照模板要求如实填写的《预毕业证明》模板（附件 6）（申请《预毕业证明》必备）

B. The sample of the Pre-Graduation Certificate completed by applicants according to requirements (Appendix 6) (a requirement for application)

相关证明材料（如会议通知/邀请函等）

C. Relevant supporting documents and information (e.g., meeting announcements/invitations)

培养单位出具的预毕业公函（申请预毕业证明必备）

D. The official pre-graduation letter issued by the school/institute (a requirement for application)

当前有效居留许可证件（因出境需要申请在读证明者必备）

E. Currently valid residence permit (a requirement for students who apply for the Certificate of Study to leave China)

十、毕业/结业/肄业证明书

10. Graduation Certificate and Certificate of Completion/Attendance

59. 毕业/结业/肄业证书遗失或者损坏，由国际学生本人向培养单位提出，经核实后可向国科大申请开具相应的证明书。证明书与原证书具有同等效力。所需材料如下（请将扫描件发送至 ISO@ucas.ac.cn）：

59. International students whose Graduation Certificate and Certificate of Completion/Attendance are lost or damaged can report this to their college or institute. After loss or damage has been verified, students can apply to UCAS for a new certificate that is equally authentic and valid as the original. The required documents are as follows (Documents may be scanned and sent to iso@ucas.ac.cn.):

《中国科学院大学国际学生毕业/结业/肄业证明书申请表》（附件 7）

A. UCAS International Student Application Form for Certificate of Graduation, Completion, and Attendance for International Students (Appendix 7)

申请人当前有效身份证件复印件（如非中英文，需提供中英文翻译件）

B. Photocopies of the applicant's current valid identity documents (If the documents are neither in Chinese nor English, a Chinese or English translation must be provided.)

一张 2 寸蓝底与原毕业照同底片的照片（申请毕业证明书/学位证明书必备）

C. A 2-inch photo against a blue background and from the same negative as the photo on the original Graduation Certificate (a requirement for application for the Graduation Certificate and the Certificate of Degree)

十一、学位/学历认证

11 . Authentication of Qualification Certificate/Degree Certificate

60. 国际学生需要学历/学位认证的，经培养单位同意后，可向国科大学位办公室申请开具认证书。流程如下：

60. International students can apply to the Degree Office for qualification/degree certificate authentication after obtaining permission from their respective colleges or institutes. The application process is as follows:

A. 将学位证书、毕业证书中英文版本扫描件（共 4 个）发至国科大学位办邮箱 xueweiban@ucas.ac.cn，并抄送 tianjie@ucas.ac.cn；

A. Send the scanned documents of the Degree Certificate and Graduation Certificate in both Chinese and English (four scanned documents) to xueweiban@ucas.ac.cn (the official email address of the Degree Office) and forward a copy to tianjie@ucas.ac.cn;

B. 同时提供国外认证机构的官方邮箱地址以及需抄送的相关人员的邮箱地址。

B. Also provide the official email addresses of foreign certification bodies and recipients who require a copy.

中国科学院大学关于国际学生办理家属来华 相关证件的说明

Guides for UCAS International Students to Bring Their Family Members to China

一、家属来华签证

1. Visa Requirements for Family Member Visit to China

1. 国际学生家属来华，应持 S1 或 S2 字签证入境。S1 字签证发给长期（超过 180 日）探亲的家属；S2 字签证发给短期（不超过 180 日）探亲的家属。

1. Family members of an international student shall apply for an S1 or S2 visa to visit China. An S1 visa is issued to a family member whose intended duration in China will exceed 180 days; an S2 visa is issued to a family member whose intended duration of stay in China will not exceed 180 days.

2. 国际学生经导师、培养单位同意，可向国科大申请开具《中国科学院大学国际学生家属来华证明函》，以便为其家属（限父母、配偶和子女）申请 S1 或 S2 字签证提供帮助。所需材料如下：

2. To facilitate an application for an S1 or S2 visa for any family member (parents, spouses, or children), an international student can request from UCAS, with the approval of their supervisors and institutes, a Certificate for a Family Member Visit to China for International Students at the University of the Chinese Academy of Sciences. The required documents include the following:

A. 《中国科学院大学国际学生家属来华证明函申请表》（附件 1）；

A. An Application Form for a Certificate for a Family Member Visit China for International Students at the University of the Chinese Academy of Sciences (see Attachment 1);

B. 国际学生本人普通护照身份信息页复印件；

B. A photocopy of the general passport ID page of the international student;

C. 国际学生本人有效居留许可证件页复印件；

C. A photocopy of the valid residence permit page of the international student;

D. 国际学生家属本人普通护照身份信息页复印件；

D. A photocopy of the general passport ID page of the family member;

E. 亲属关系证明复印件加盖公证机构原章。

E. A photocopy of the kinship certificate with the original seal of a notary public.

注：境外机构出具的有关证明须经中国驻国际学生国籍国的使领馆认证，如认证原件为非中文或英文版本，须提供经使馆或翻译公司翻译并盖章的翻译件。

Note: Certificates issued by foreign agencies must be authenticated by Chinese diplomatic missions in the international student's home country. If the original authentication is not in Chinese or English, a copy translated by the embassy or a translation company and stamped with its seal must be provided.

3. 《中国科学院大学国际学生家属来华证明函》不具有邀请性质，仅为国际学生家属申请来华签证的辅助证明。

3. A Certificate for a Family Member Visit China for International Students at the University of the Chinese Academy of Sciences is not an invitation but only a supporting document for an international student's family member in an application for a visa.

4. 国际学生应为家属来华购买人身意外险，家属来华及在华期间的一切事宜由学生自行安排，一切费用由学生自行承担。

4. An international student shall buy personal accident insurance for any family member who intends to visit China. Each student is responsible for all arrangements and fees during a family member's journey to and stays in China.

5. 家属在华停留期限不得超过国际学生居留许可有效期限。

5. The duration of stay of a family member in China cannot exceed the expiration date of the international student's residence permit.

6. 入学半年以内的新生，以及将于半年以内毕业/离校的学生，不能申请《中国科学院大学国际学生家属来华证明函》。

6. New students who have studied at UCAS for no more than half a year and who will graduate from or leave UCAS within half a year cannot apply for a Certificate for a Family Member Visit to China for International Students at the University of the Chinese Academy of Sciences.

7. 家属申请来华签证所需其他材料，请咨询中国驻外使领馆。

7. As for other required documents for the visa application for family members, please consult Chinese diplomatic missions overseas.

二、家属签证/居留许可延期申请

2. Application for Family Member Visa/Resident Permit Extension

1. 国际学生家属持 S1 字签证入境的，应于入境起 30 天内申请办理居留许可；持 S2 字签证入境的，如因继续陪读而申请延长停留期限，应在签证停留期满前至少 15 日申请办理。

1. Family members of international students holding an S1 visa shall apply for a residence permit within 30 days from their entry date. Holders of an S2 visa shall apply for an extension at least 15 days before the S2 visa expiration date if they intend to continue their student visit and prolong their stay in China.

2. 国际学生家属在北京居留/停留的，向北京市出入境管理局申请居留许可/签证延期。所需材料请咨询该部门。如需国科大提供相关公函，可以向留办提出申请开具相关公函。需向留办提交以下材料（请将扫描件发送至 iso@ucas.ac.cn）：

2. Family members of international students who reside or stay in Beijing shall apply for a resident permit/visa extension from the Exit and Entry Administration of Beijing Public Security Bureau. Please consult this Bureau for the required documents. If relevant official letters are required from UCAS, please contact the International Student Office to apply. The following documents must be submitted to the International Student Office (Please send scanned copies to iso@ucas.ac.cn):

A. 《中国科学院大学国际学生来华家属签证/居留许可延期申请表》（附件 2）

A. A Visa/Residence Permit Extension Application Form for Family Members of International Students at the University of the Chinese Academy of Sciences (see Attachment 2);

B. 国际学生有效普通护照个人信息页复印件；

B. A photocopy of the valid general passport ID page of the international student;

C. 家属本人有效普通护照个人信息页；

C. A photocopy of the valid general passport ID page of the family member;

D. 家属有效签证页复印件；

D. A photocopy of the valid visa page of the family member;

E. 家属本人《临时住宿登记表》复印件；

E. A photocopy of the Registration Form of Temporary Residence of the family member;

F. 家属在华人身意外保险购买凭证复印件。

F. A photocopy of proof of purchase for personal accident insurance in China for the family member.

3. 国际学生家属在京外居留/停留的，向当地出入境管理局申请居留许可/签证延期。所需材料请咨询该部门。

3. Family members of international students who reside or stay outside Beijing shall apply for a resident permit/visa extension from local exit and entry administrations. Please consult these administrations for the required documents.

4. 国际学生家属应在取得居留许可或签证延期后 24 小时内，持本人有效普通护照到居住地所在辖区的派出所重新办理住宿登记手续，更新其在华居/留许可/签证信息，取得新的《临时住宿登记表》。

4. Within 24 hours after obtaining a residence permit/visa extension, family members of international students shall take their valid general passports and reapply for a residence registration at the local police station to renew their residence permit/visa information and obtain a copy of the new Registration Form of Temporary Residence.

保險及医疗

Medical Insurance and Treatment

中国科学院大学国际学生保险及医疗管理规定

（试行）

Administrative Provisions on Medical Insurance and Treatment of International Students of the University of Chinese Academy of Sciences (Trial)

校发际字〔2017〕59号

XIAOFAJIZI (2017) No. 59

第一条 为了建立国际学生医疗保险体系，完善处理突发事件应急机制，根据教育部、外交部、公安部《学校招收和培养国际学生管理办法》（第42号令）、《高等学校要求外国留学生购买保险暂行规定》（教外司来〔2007〕1078号）等文件精神，结合学校实际，特制定本规定。

Article 1 The provisions are formulated per **Administrative Measures for the Enrollment and Cultivation of International Students by Schools**(Order No. 42 of the Ministry of Education, the Ministry of Foreign Affairs, and the Ministry of Public Security) and Interim Provisions for Higher Education Institutions to Request International Students to Purchase Medical Insurance (JWSL [2007] No. 1078) to establish a medical insurance system for international students of the University of Chinese Academy of Sciences and to improve the mechanism for accidental events.

第二条 本规定适用于学校按国家规定招收录取，在中国科学院所属研究院、所、台、站、中心等单位及校部各院系（以下简称“培养单位”）接受普通高等学历教育或非学历教育的非中国籍学生。

Article 2 The provisions apply to international students who are enrolled to receive higher education for both academic qualifications and non-academic qualifications in academies, institutes, observatories, stations and centers affiliated with the Chinese Academy of Sciences, and schools and colleges of the University of Chinese Academy of Sciences (hereafter referred to as “host institutes”)

第三条 学校实行国际学生全员保险制度。所有国际学生在华期间必须按照中国有关规定和学校要求投保。

Article 3 During their stay in China, all international students must purchase medical insurance according to the requirements of China and the University.

(一) 对于新生未按照规定和要求投保的，不予注册入学，并限期 10 个工作日内投保；逾期不投保的，取消录取，或不予办理居留许可申请手续。

(1) New students who have not purchased medical insurance as required are not allowed to register. They will be given ten days to purchase insurance. Qualifications for admission will be abolished, or applications for residence permits will be denied if they fail to purchase medical insurance within ten days.

(二) 对于在校生未按规定和要求投保的，不予办理签证/居留许可延期手续，并限在保险有效期满前投保；逾期 10 个工作日不投保的，予以退学处理。

(2) Extension of visas or residence permits will be denied if current students have not purchased medical insurance as required. They are requested to purchase insurance before the policy expiration date. Failure to do so within the prescribed ten days shall result in expulsion from the University.

第四条 国际学生所购保险应当符合下列条件：

Article 4 The insurance that international students purchase shall meet the following requirements:

(一) 应是团体综合保险，且包括下列基本保障内容：

(1) They should choose comprehensive insurance which covers the following:

1. 平安险（身故或残疾定额赔付），身故保额不得低于 10 万元人民币；

1. Death Insurance & Accidental Disability Insurance

Amount insured: no less than 100,000 CNY;

2. 人身意外伤害医疗险，保额不得低于 1 万元人民币；

2. Medical Insurance for Accidental Injury

Amount insured: no less than 10,000 CNY;

3. 住院医疗保险，保额不得低于 40 万元人民币；

3. Hospitalization Medical Insurance

Amount insured: no less than 400,000 CNY;

4. 普通疾病门诊保险，保额不得低于 2 万元人民币。

4. Outpatient and Emergency Medical Insurance

Amount insured: no less than 20,000 CNY.

(二) 保险公司必须得到中国保险监督管理委员会的认可, 能在其官方网站 <http://www.circ.gov.cn> 查询到。

(2) The insurance company must be acknowledged by China Insurance Regulatory Commission and listed on its website <http://www.circ.gov.cn>.

(三) 保险责任覆盖的地域范围包括中国大陆全境。

(3) The insurance liabilities shall cover all the areas in the Chinese mainland.

(四) 中国大陆境内所有公立医院可作为就诊医院。

(4) Medical treatment shall be sought at all public hospitals in mainland China.

(五) 在各省市区有一定数量的网络医院, 可提供住院垫付服务。

(5) Medical treatment should be sought at internet hospitals in different provinces and cities that offer prepayment services.

(六) 能提供 24 小时中英文电话咨询及就医指导服务。

(6) The insurance company offers 24-hour phone consulting services and medical guidance in Chinese and English.

第五条 国际学生保险有效期应覆盖其在华签证/居留许可有效期, 不能出现空保期。否则由此造成的一切后果由学生本人负责, 一切费用学生自理。

Article 5 The validity period of the medical insurance shall cover the validity period of the student's visa and residence permit. Students shall be responsible for all possible costs and consequences of the coverage gap.

第六条 国际学生新生在办理注册入学手续、在校生在办理签证/居留许可延期手续时, 必须提供团体综合保险的购买凭证。个人人身保险的保险单不能作为办理上述手续的材料。

Article 6 A proof of purchase of the group comprehensive medical insurance is required for new international students to complete the registration procedure and for current students to extend their visas and residence permits. Individual life insurance policies cannot be used to fulfill the same function.

留学生办公室、培养单位在为国际学生办理注册入学手续、签证/居留许可延期手续时, 应当认真审查其投保情况, 确保其在签证/居留许可有效期内无空保期。若国际学生申请延长的签证/居留许可期限有效期超过了保险有效期, 应令其续保。否则, 批准延长的签证/居留许可有效期不得长于其保险有效期。

When completing the registration procedure or dealing with the application for a visa/residence permit extension, the International Students Office and the host institutes must check the student's medical insurance status and confirm no coverage gap. If the insurance policy cannot cover the applied extension period, the student must renew the policy. If not, the permitted extension period shall not extend the insurance coverage period.

第七条 为保证同一个学校的国际学生享受的保险保障标准一致，学校选定中国平安保险公司“来华留学生综合保险”作为本校国际学生推荐购买的团体综合保险险种。

Article 7 To ensure that international students from the same university or college are entitled to the same insurance guarantee standard, the University selects Ping An Insurance Company of China and recommends a Comprehensive Medical Insurance Plan for Foreign Students in China for international students to purchase.

国际学生购买其他险种的，须符合第四条规定，并在留学生办公室登记以下投保信息：保险公司准确名称、保单号、保险有效期，及业务人员姓名、电话、传真等信息。出险时，一般由学生本人联系保险公司按照所购保险有关规定进行理赔。

If international students want to buy other medical insurance plans, the plans shall meet the requirements in Article 4. The students should register in the International Students Office, offering the following information: name of the insurance company, policy number, policy term, and the name, telephone number, and fax number of the insurance agent, etc. The student is responsible for contacting the insurance company for an insurance claim.

第八条 投保方式及保险费用

Article 8 Payments for the insurance premium:

(一) 自费生：保险 由本人购买，费用由本人承担。

(1) Self-financed students: the insurance premiums shall be paid by the students.

(二) 中国政府奖学金生：在资助期限内，保险由奖学金项目提供；超过资助期限未毕业的，保险由学生本人购买，费用由本人承担。

(2) Students financed by Chinese government scholarships: insurance is offered by the scholarship program during the scholarship duration. However, if the student's graduation date extends the scholarship duration, the student shall purchase medical insurance to cover the extended days.

(三) 其他项目奖学金生：按奖学金项目有关规定执行。

(3) Students financed by other scholarships: insurance shall be paid as specified by each scholarship program.

第九条 国际学生在华学习期间一般应到中国大陆境内公立医院就诊。普通疾病门诊、住院医疗及人身意外伤害等费用的理赔事宜，按其所购保险有关规定执行。

Article 9 International students should usually seek medical treatment in public hospitals on the Chinese mainland. Claims for Outpatient treatment, hospitalization, and accidental injuries shall be made according to the insurance contract.

第十条 本规定自公布之日起开始执行。

Article 10 The provisions shall go into effect as of the issue date.

第十一条 由国际合作处负责解释。

Article 11 The International Office reserves the right of final interpretation of the above article

收费管理办法

Fees Collection

中国科学院大学国际学生学费及住宿费收费管理办法 (试行)

Measures for the Administration of Collecting Tuition and Accommodation Fees from International Students of the University of Chinese Academy of Sciences (Trial)

校发际字〔2020〕52号

XIAOFAJIZI (2020) No. 52

第一条 为做好中国科学院大学(以下简称“国科大”)国际学生学费及住宿费收费管理工作,保障学校和学生的合法权益,根据中国科学院、教育部、财政部有关规定和《中国科学院大学招收与培养国际学生管理规定(试行)》等学校相关规章制度,结合实际情况,特制定本办法。

Article 1 To better manage the collection of tuition and accommodation fees for international students of the University of Chinese Academy of Sciences (hereinafter referred to as UCAS) and to protect the legitimate rights and interests of UCAS and the students, UCAS has formulated the Measures which are combined with the actual situation and based on the relevant stipulations of the Chinese Academy of Sciences (hereinafter referred to as CAS), the Ministry of Education and the Ministry of Finance of the PRC and UCAS's relevant regulations, including the Administrative Rules on the Enrollment and Education of International students of University of Chinese Academy of Sciences (Trial).

第二条 本办法所称国际学生是指我校招收录取,在中国科学院所属研究院、所、台、站、中心等单位及国科大校部各院系(以下简称“培养单位”)接受普通高等学历教育或非学历教育的非中国籍学生。

Article 2 The international students mentioned in the Measures refer to those non-PRC citizen students who receive formal and non-formal higher education in Institutes, Observatories, Centers, and other organizations of CAS as well as Schools and Departments of UCAS (hereinafter referred to as "host institutes").

第三条 国际学生学费和住宿费标准

Article 3 Standards on Tuition and Accommodation Fees for International Students

(一) 学费和住宿费标准按照国家有关规定制定,根据实际情况适时调整。具体收费标

准经北京市政府有关部门批准、在学校网站和招生简章上公布后执行。

Item 1 Standards on tuition and accommodation fees shall be set following relevant national regulations and adjusted to actual conditions promptly. Specific charge standards shall obtain approval from relevant departments of the Beijing Municipal Government, be posted on UCAS's website, and be published in admission brochures before implementation.

(二) 学费和住宿费收费标准如果出现调整，均按“新生新办法、老生老办法”原则执行，即新生按调整后的标准收费；老生按调整前的标准收费。

Item 2 If standards on tuition and accommodation fees are adjusted, new students will be charged according to the adjusted fees; students who have registered at least once before will be charged according to the standards before adjustment.

(三) 经批准由硕士生转为博士生，自正式注册为博士生时起，按博士生学费标准缴纳。

Item 3 Students who are approved to transfer from Master's to Doctoral programs shall follow the charge standards for doctoral students on the day of their formal registration.

(四) 经批准由博士生转为硕士生，自正式注册为硕士生时起，按硕士生学费标准交纳。

Item 4 Students who are approved to transfer from doctoral to Master's programs shall follow the charge standards for master's students on the day of their formal registration.

第四条 学费、住宿费由国科大财务计划处负责收取。财务处收到费用后应当及时给交费人开具收据；交费人应妥善保管收据，收据丢失不补。

Article 4 Tuition and accommodation fees shall be collected by the UCAS Financial Planning Office. After receiving the payments, the Office shall promptly issue a receipt to the payer. The receipt shall be kept adequately since it cannot be reissued if lost.

第五条 学费按学年缴纳（计划学习时间不满一学年的，一次性缴纳全部学费）。

住宿费按学期缴纳（计划学习时间不满一学期的，一次性缴纳全部住宿费）。

Article 5 Tuition fees shall be paid by school year (if the planned study time is less than one school year, all tuition fees shall be paid at one time).

Accommodation fees shall be paid by semester (if the planned study time is less than one semester, all accommodation fees shall be paid at one time).

第六条 学费、住宿费结算币种为人民币。国际学生应按规定一次性足额缴纳。

Article 6 Tuition and accommodation fees shall be settled in CNY. International students should pay in full in accordance with regulations.

第七条 学费、住宿费的缴纳方式、截止期限与确认

Article 7 Payment Methods, Deadlines, and Confirmation for Tuition and Accommodation Fees

新生学费应在开学前 30 日，通过汇款（限人民币、美元和欧元）汇到财务计划处指定的银行账户（汇款时应注明汇款用途和学生护照姓名），并在开学报到日将汇款凭证提交给所在培养单位。

New Students' tuition fees shall be remitted (in CNY, USD, and EUR only) to the bank accounts designated by the Financial Planning Office (with remittance purpose and their passport names noted) 30 days before the start of the school year and the remittance voucher shall be submitted to the host institute on the registration day.

新生住宿费应在开学报到后 15 日内，存入学生本人的中国建设银行卡，并将该银行卡信息提供给所在培养单位录入到国科大缴费系统，由国科大财务计划处适时划扣。

New Students' accommodation fees shall be deposited into their China Construction Bank accounts within 15 days after the registration day, and the bank card information shall be provided to the host institute and put into the payment system of UCAS. Then the accommodation fees will be deducted by the UCAS Financial Planning Office in due course.

老生（一年级第二学期及以上年级的学生）的学费、住宿费应在开学前 15 日存入学生本人的中国建设银行卡，财务处适时扣款收取。

The tuition and accommodation fees of the students (who register for the second semester in the first year or above) shall be deposited into their China Construction Bank accounts 15 days before registration. Then, the Financial Planning Office will deduct the accommodation fees in due course.

因特殊原因无法按本条前三款规定缴纳的，应事先向培养单位提出申请，报财务处批准，在开学报到后 15 日内，通过中国境内办理有“银联”标志的银行卡、微信、支付宝等方式到国科大财务计划处交费。

Students who cannot pay fees under the first three paragraphs of this article due to special reasons shall apply to their host institutes in advance for the approval of the Financial Planning Office. Within 15 days after registration, they shall make payments via UnionPay Debit Card, WeChat Pay, and Alipay at the UCAS Financial Planning Office.

对于在国际学院参加集中教学的新生确实有困难、无法按照本条前四款规定缴纳的，由

本人申请，经国际学院同意，报财务计划处批准，住宿费从当期奖学金生活费总额中一次性扣转，剩余奖学金生活费按月发放。

Suppose new students who study full-time at the International College do have difficulties in completing payments in accordance with the first four paragraphs of this article. In that case, they can apply to deduct their accommodation fees in full from their scholarship with the consent of the International College and the approval of the Financial Planning Office. Moreover, the remaining scholarship and living allowances will be issued to the students monthly.

国际学生所在培养单位负责汇总缴费情况，与财务处核实后，报给国科大留学生办公室。

The host institutes of international students shall sum up all payments, verify the payment details with the Financial Planning Office and report the details to the UCAS International Student Office.

第八条 国际学生经批准保留入学资格和休学的，可以缓交学费和住宿费，在批准复学之日起 30 日内按规定标准缴纳学费和住宿费。

Article 8 International students who have been approved to retain their enrollment qualifications and suspend their studies may postpone paying tuition and accommodation fees. They shall pay tuition and accommodation fees according to the fee standards within 30 days from the date of approval for the resumption of studies.

第九条 国际学生缴纳学费后，经批准休学的，学费不退、不转，在复学后按月抵扣已交学费。

Article 9 If international students have already paid the tuition but suspend their studies after approval, the tuition is non-refundable and non-transferable. The tuition fees will be deducted to offset the monthly tuition fees when the students resume their studies.

经批准由博士生转为硕士生的，按月计退博士生与硕士生的学费差额。

The tuition difference will be refunded monthly for students approved to transfer from doctoral to master's programs.

第十条 国际学生调整宿舍房间的，调整前应结清不同价格类型房间差价。

Article 10 International students who change a dormitory room shall make up the price difference before moving.

第十一条 国际学生无正当理由未按时足额缴纳学费的，不予办理签证延期手续。经培养单位提出，报国科大批准，新生取消入学资格；老生不予学期注册，不能享受在校生相关待遇，自动丧失各类奖学金、表彰参评资格。

Article 11 International students who fail to pay the total tuition fees on time without good cause shall not be granted a visa extension. Under such a circumstance, new students shall be disqualified from enrollment by their host institutes with the approval of UCAS, and students who have registered at least once are not allowed to register for the semester, cannot enjoy the benefits for registered students, and are not eligible to apply for any scholarships or awards.

国际学生无正当理由超过缴纳截止期限 30 天未足额缴纳住宿费的，取消其校内住宿资格，停发各类奖助学金。

International students who fail to pay their accommodation fees in full within 30 days after the deadline for payment and without a good cause shall not be allowed to live in the campus dormitory, and their scholarships or grants shall be suspended.

第十二条 国际学生超过国科大规定的基本学习年限未毕业，获得学校批准继续学习的，应按标准缴纳学费；获得学校批准继续在校内住宿的，应按标准缴纳住宿费。

Article 12 International students who have not graduated within the time stipulated by UCAS shall pay tuition fees according to the standard if they are approved by UCAS to continue their studies and pay accommodation fees if approved to live in the dormitory.

第十三条 获得中国政府、企事业单位提供的奖学金资助的国际学生，学费和住宿费按照所获奖学金相关规定执行。

Article 13 As international students who have been awarded scholarships provided by the Chinese government, enterprises, and institutions, their tuition and accommodation fees shall be paid in accordance with relevant scholarship regulations.

获得外国政府、高校和国际组织提供的奖学金资助的国际学生，按照相关协议或谅解备忘录执行。

International students who have been awarded scholarships from foreign governments, universities, and international organizations shall pay fees according to relevant agreements or Memoranda of Understanding.

本条前两款适用的国际学生，其所住宿舍收费标准超出免交额度的部分，参照本管理办法执行。

As for the international students to whom the first two paragraphs of this article apply, the difference shall be handled in accordance with the Measures if their accommodation fees are above the exempted level.

第十四条 国际学生学费、住宿费的核算和收取，由国科大财务计划处、留学生办公室和所在培养单位按照有关规定联合完成。

Article 14 The accounting and collection of tuition and accommodation fees for international students shall be jointly completed by the UCAS Financial Planning Office, the UCAS International Student Office, and the relevant host institutes.

第十五条 国际学生在研究所住宿的，按所在单位规定的标准和方式缴纳住宿费。

Article 15 International students who live in CAS institutes shall pay the accommodation fees following the standards and methods prescribed by the institutes.

第十六条 本规定未尽事宜，依据中国相关法律、法规及国科大有关规定执行。

Article 16 Situations not covered in the Measures shall be implemented per relevant Chinese laws and regulations and relevant UCAS regulations.

第十七条 本规定自公布之日起施行。

Article 17 The above measures shall come into force on the date of promulgation.

第十八条 本办法由国科大国际合作处和财务计划处负责解释。

Article 18 The right to interpret the above measures resides in the UCAS International Affairs Office and the UCAS Financial Planning Office.

附录 1 涉外法律

Appendix I Foreign-Related Laws

中华人民共和国出境入境管理法

Exit and Entry Administration Law of the People's Republic of China

(2012 年 6 月 30 日第十一届全国人民代表大会常务委员会第二十七次会议通过)

(Adopted at the 27th meeting of the Standing Committee of the Eleventh National People's Congress on June 30, 2012)

第一章 总则

Chapter I General Provisions

第一条 为了规范出境入境管理,维护中华人民共和国的主权、安全和社会秩序,促进对外交往和对外开放,制定本法。

Article 1: This Law is formulated to regulate exit/entry administration, safeguard the sovereignty, security, and social order of the People's Republic of China and promote foreign exchanges and opening to the outside world.

第二条 中国公民出境入境、外国人入境出境、外国人在中国境内停留居留的管理,以及交通运输工具出境入境的边防检查,适用本法。

Article 2 This Law applies to the administration of exit and entry of Chinese citizens, entry and exit of foreigners, stay and residence of foreigners in China, and the exit/entry border inspection of transport vehicles.

第三条 国家保护中国公民出境入境合法权益。

Article 3 The State protects Chinese citizens' legitimate rights and interests in exiting and entering the country.

在中国境内的外国人的合法权益受法律保护。在中国境内的外国人应当遵守中国法律,不得危害中国国家安全、损害社会公共利益、破坏社会公共秩序。

Laws shall protect the legitimate rights and interests of foreigners in China. Foreigners in China shall abide by Chinese laws and not endanger China's national security, harm public interests, or disrupt social and public order.

第四条 公安部、外交部按照各自职责负责有关出境入境事务的管理。

Article 4 The Ministry of Public Security and the Ministry of Foreign Affairs shall be responsible for administering exit/entry affairs within the scope of their respective responsibilities.

中华人民共和国驻外使馆、领馆或者外交部委托的其他驻外机构(以下称驻外签证机关)负责在境外签发外国人入境签证。出入境边防检查机关负责实施出境入境边防检查。县级以上地方人民政府公安机关及其出入境管理机构负责外国人停留居留管理。

Embassies and consulates of the People's Republic of China and other institutions abroad entrusted by the Ministry of Foreign Affairs (hereinafter referred to as "the visa-issuing authorities abroad") shall be responsible for issuing entry visas to foreigners. Exit/entry border inspection authorities shall be responsible for carrying out exit/entry border inspection. Public security organs under local people's governments at or above the county level and their exit/entry administrations shall be responsible for administrating the stay and residence of foreigners.

公安部、外交部可以在各自职责范围内委托县级以上地方人民政府公安机关出入境管理机构、县级以上地方人民政府外事部门受理外国人入境、停留居留申请。

The Ministry of Public Security and the Ministry of Foreign Affairs may, within the scope of their respective responsibilities, entrust exit/entry administrations of public security organs or foreign affairs departments under local people's governments at or above the county level to accept foreigners' applications for entry, stay and residence in China.

公安部、外交部在出境入境事务管理中,应当加强沟通配合,并与国务院有关部门密切合作,按照各自职责分工,依法行使职权,承担责任。

In the administration of exit/entry affairs, the Ministry of Public Security and the Ministry of Foreign Affairs shall strengthen communication and cooperation, cooperate closely with relevant departments under the State Council, exercise functions and powers, and bear liabilities within the scope of their respective responsibilities under the law.

第五条 国家建立统一的出境入境管理信息平台,实现有关管理部门信息共享。

Article 5 The State shall establish a uniform exit/entry administration information platform to share information among relevant administrative departments.

第六条 国家在对外开放的口岸设立出入境边防检查机关。

Article 6 The State shall establish exit/entry border inspection authorities at the ports open to foreign countries.

中国公民、外国人以及交通运输工具应当从对外开放的口岸出境入境,特殊情况下,可

以从国务院或者国务院授权的部门批准的地点出境入境。出境入境人员和交通运输工具应当接受出境入境边防检查。

Chinese citizens, foreigners, and transport vehicles shall exit or enter China via the ports open to foreign countries or via the places approved by the State Council or by the departments authorized by the State Council under exceptional circumstances. Personnel and transport vehicles that exit or enter China shall be subject to exit/entry border inspection.

出入境边防检查机关负责对口岸限定区域实施管理。根据维护国家安全和出境入境管理秩序的需要，出入境边防检查机关可以对出境入境人员携带的物品实施边防检查。必要时，出入境边防检查机关可以对出境入境交通运输工具载运的货物实施边防检查，但是应当通知海关。

Exit/entry border inspection authorities shall be responsible for relevant administration work in the restricted zones of ports. Based on the need for safeguarding national security and maintaining the order of exit/entry administration, exit/entry border inspection authorities may conduct border inspection on the belongings of the persons who exit or enter China. When necessary, exit/entry border inspection authorities may conduct border inspection on the goods carried by transport vehicles that exit or enter China. However, exit/entry border inspection authorities shall notify the Customs of such inspections.

第七条 经国务院批准，公安部、外交部根据出境入境管理的需要，可以对留存出境入境人员的指纹等人体生物识别信息作出规定。

Article 7 Upon approval by the State Council, the Ministry of Public Security and the Ministry of Foreign Affairs may, based on the need for exit/entry administration, set forth regulations on collecting and keeping fingerprints and other biometric identification information of the persons who exit or enter China.

外国政府对中国公民签发签证、出境入境管理有特别规定的，中国政府可以根据情况采取相应的对等措施。

Where foreign governments have special regulations on issuing visas to Chinese citizens or the exit/entry administration of Chinese citizens, the Chinese government may, as the circumstances require, take corresponding and equivalent measures.

第八条 履行出境入境管理职责的部门和机构应当切实采取措施，不断提升服务和管理水平，公正执法，便民高效，维护安全、便捷的出境入境秩序。

Article 8 Departments and institutions responsible for the exit/entry administration shall take practical measures, constantly improve service and administration, enforce laws impartially, provide convenient and efficient service and ensure the security and conveyance of the exit/entry procedures.

第二章 中国公民出境入境

Chapter II Exit and Entry of Chinese Citizens

第九条 略。

Article 9 Omitted.

第十条 略。

Article 10 Omitted.

第十一条 略。

Article 11 Omitted.

第十二条 略。

Article 12 Omitted.

第十三条 略。

Article 13 Omitted.

第十四条 略。

Article 14 Omitted.

第三章 外国人入境出境

Chapter III Entry and Exit of Foreigners

第一节 签证

Section 1 Visa

第十五条 外国人入境,应当向驻外签证机关申请办理签证,但是本法另有规定的除外。

Article 15 To enter China, foreigners shall apply to the visa-issuing authorities stationed abroad for a visa, except as otherwise provided for in this Law.

第十六条 签证分为外交签证、礼遇签证、公务签证、普通签证。

Article 16 Visas are categorized as diplomatic visas, courtesy visas, official visas, and ordinary visas.

对因外交、公务事由入境的外国人，签发外交、公务签证；对因身份特殊需要给予礼遇的外国人，签发礼遇签证。外交签证、礼遇签证、公务签证的签发范围和签发办法由外交部规定。

Diplomatic or official visas shall be issued to foreigners who enter China for diplomatic or official reasons, and courtesy visas shall be issued to foreigners given courtesy due to their special status. The scope and measures for issuing diplomatic, courtesy, and official visas shall be stipulated by the Ministry of Foreign Affairs.

对因工作、学习、探亲、旅游、商务活动、人才引进等非外交、公务事由入境的外国人，签发相应类别的普通签证。普通签证的类别和签发办法由国务院规定。

Appropriate types of ordinary visas shall be issued to foreigners who enter China due to non-diplomatic or official reasons, including work, study, family visits, travel, business activities, and talent introduction. The State Council shall stipulate the types of ordinary visas and relevant issuance measures.

第十七条 签证的登记项目包括：签证种类，持有人姓名、性别、出生日期、入境次数、入境有效期、停留期限，签发日期、地点，护照或者其他国际旅行证件号码等。

Article 17 The registered items of a visa shall include visa type, name, sex, date of birth, number of allowed entries, the validity period of entry and duration of stay of the holder, date, and place of issuance, as well as passport number or other international travel documents number.

第十八条 外国人申请办理签证，应当向驻外签证机关提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，按照驻外签证机关的要求办理相关手续、接受面谈。

Article 18 Foreigners who apply for visas shall submit their passports or other international travel documents, as well as information on specific application matters, to the visa-issuing authorities stationed abroad. They shall go through relevant formalities and accept interviews per the requirements of the visa-issuing authorities stationed abroad.

第十九条 外国人申请办理签证需要提供中国境内的单位或者个人出具的邀请函件的，申请人应当按照驻外签证机关的要求提供。出具邀请函件的单位或者个人应当对邀请内容的真实性负责。

Article 19 Where foreigners applying for visas need to provide written invitations issued by

entities or individuals within China. The applicants shall provide such invitations following the requirements of the visa-issuing authorities abroad. Entities or individuals that issue written invitations shall be liable for the fidelity of the contents.

第二十条 出于人道原因需要紧急入境，应邀入境从事紧急商务、工程抢修或者具有其他紧急入境需要并持有有关主管部门同意在口岸申办签证的证明材料的外国人，可以在国务院批准办理口岸签证业务的口岸，向公安部委托的口岸签证机关（以下简称口岸签证机关）申请办理口岸签证。

Article 20 Foreigners who need to enter China urgently for humanitarian reasons, or are invited to enter China for urgent business or rush repair work, or have other urgent needs, and hold materials that prove the competent departments' approval of their applying for visas at the port, may apply for port visas with the visa-issuing authorities entrusted by the Ministry of Public Security at the ports (hereinafter referred to as "port visa authorities") which are approved to issue port visas by the State Council.

旅行社按照国家有关规定组织入境旅游的，可以向口岸签证机关申请办理团体旅游签证。

Travel agencies that organize inbound tourism following relevant State regulations may apply for group tourist visas from port visa authorities.

外国人向口岸签证机关申请办理签证，应当提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，按照口岸签证机关的要求办理相关手续，并从申请签证的口岸入境。

Foreigners who apply to port visa authorities for visas shall submit their passports or other international travel documents and relevant information on specific application matters. They shall go through relevant formalities per the requirements of the port visa authorities and enter China at the ports where they apply for visas.

口岸签证机关签发的签证一次入境有效，签证注明的停留期限不得超过三十日。

Visas issued by port visa authorities shall be single entry, and the duration of stay shall not exceed 30 days.

第二十一条 外国人有下列情形之一的，不予签发签证：

Article 21 Visas shall not be issued to foreigners:

（一）被处驱逐出境或者被决定遣送出境，未满不准入境规定年限的；

(1) Who were deported or were repatriated upon the decision and whose No-Entry-into-China period has not expired;

(二) 患有严重精神障碍、传染性肺结核病或者有可能对公共卫生造成重大危害的其他传染病的;

(2) Who is suffering from severe mental disorders, infectious tuberculosis, or other infectious diseases that may severely jeopardize the public health;

(三) 可能危害中国国家安全和利益、破坏社会公共秩序或者从事其他违法犯罪活动的;

(3) Who may endanger China's national security or interests, disrupt social and public order, or engage in other illegal or criminal activities;

(四) 在申请签证过程中弄虚作假或者不能保障在中国境内期间所需费用的;

(4) Who resort to fraudulent acts in visa application or cannot guarantee expected expenditures during their stay in China;

(五) 不能提交签证机关要求提交的相关材料的;

(5) Who fails to submit relevant information required by the visa-issuing authorities; or

(六) 签证机关认为不宜签发签证的其他情形。

(6) Under other circumstances in which visa authorities consider a visa should not be issued.

对不予签发签证的, 签证机关可以不说明理由。

The visa-issuing authorities are not required to give reasons for refusing the issuance of a visa.

第二十二条 外国人有下列情形之一的, 可以免办签证:

Article 22 Under any of the following circumstances, foreigners may be exempt from applying for visas:

(一) 根据中国政府与其他国家政府签订的互免签证协议, 属于免办签证人员的;

(1) Being so exempted based on the visa exemption agreements signed by the Chinese government with the governments of other countries;

(二) 持有效的外国人居留证件的;

(2) Holding valid foreigners' residence permits;

(三) 持联程客票搭乘国际航行的航空器、船舶、列车从中国过境前往第三国或者地区, 在中国境内停留不超过二十四小时且不离开口岸, 或者在国务院批准的特定区域内停留不超过规定时限的;

(3) Holding connected passenger tickets and are in transit to a third country or region by an international aircraft, ship, or train via China, will stay for not more than 24 hours in China

without leaving the port of entry, or will stay in the specific zones approved by the State Council within the prescribed time limit; or

(四) 国务院规定的可以免办签证的其他情形

(4) Other circumstances stipulated by the State Council in which visas may be exempted.

第二十三条 有下列情形之一的外国人需要临时入境的,应当向出入境边防检查机关申请办理临时入境手续:

Article 23 Where foreigners under any of the following circumstances need to enter China temporarily, they shall apply to exit/entry border inspection agencies to go through the formalities for temporary entry:

(一) 外国船员及其随行家属登陆港口所在城市的;

(1) Foreign seamen and their accompanying family members disembark at cities where the ports are located;

(二) 本法第二十二条第三项规定的人员需要离开口岸的;

(2) Persons specified in Subparagraph (3) of Article 22 of this Law need to leave ports; or

(三) 因不可抗力或者其他紧急原因需要临时入境的。

(3) Foreigners need to enter China temporarily due to force majeure or for any other urgent reason.

临时入境的期限不得超过十五日。

The duration of stay for temporary entry shall not exceed 15 days.

对申请办理临时入境手续的外国人,出入境边防检查机关可以要求外国人本人、载运其入境的交通运输工具的负责人或者交通运输工具出境入境业务代理单位提供必要的保证措施。

For foreigners who apply to go through the formalities for temporary entry, exit/entry border inspection authorities may require such foreigners, the persons in charge of the transport vehicles used for such foreigners' entry, or the agencies handling the exit/entry business for transport vehicles to provide necessary guaranty measures.

第二节 入境出境

Section 2 Entry and Exit

第二十四条 外国人入境,应当向出入境边防检查机关交验本人的护照或者其他国际旅

行证件、签证或者其他入境许可证明，履行规定的手续，经查验准许，方可入境。

Article 24 Foreigners who enter China shall submit their passports, other international travel documents, visas, or other entry permits to the exit/entry border inspection authorities for examination, go through the prescribed formalities, and enter upon examination and approval.

第二十五条 外国人有下列情形之一的，不准入境：

Article 25 Under any of the following circumstances, foreigners shall not be allowed to enter China:

(一) 未持有效出境入境证件或者拒绝、逃避接受边防检查的；

(1) Hold no valid exit/entry documents, or refuse or evade border inspection;

(二) 具有本法第二十一条第一款第一项至第四项规定情形的；

(2) Are involved in any of the circumstances specified in Subparagraph (1) through (4) of the first paragraph of Article 21 of this Law;

(三) 入境后可能从事与签证种类不符的活动的；

(3) May engage in activities not conform to the types of visa after entering China; or

(四) 法律、行政法规规定不准入境的其他情形。

(4) Other circumstances where entry is not allowed following laws or administrative regulations.

对不准入境的，出入境边防检查机关可以不说明理由。

Exit/entry border inspection authorities are not required to give reasons for denying an entry.

第二十六条 对未被准许入境的外国人，出入境边防检查机关应当责令其返回；对拒不返回的，强制其返回。外国人等待返回期间，不得离开限定的区域。

Article 26 Exit/entry border inspection authorities shall order foreigners who are denied entry in China to return and shall force the return of those who refuse to do so. While waiting for return, those foreigners shall not leave the restricted zones.

第二十七条 外国人出境，应当向出入境边防检查机关交验本人的护照或者其他国际旅行证件等出境入境证件，履行规定的手续，经查验准许，方可出境。

Article 27 Foreigners who exit China shall submit their exit/entry documents, including passports or other international travel documents, to the exit/entry border inspection authorities for examination, go through prescribed formalities, and exit upon examination and approval.

第二十八条 外国人有下列情形之一的，不准出境：

Article 28 Under any of the following circumstances, foreigners shall not be allowed to exit China:

(一) 被判处刑罚尚未执行完毕或者属于刑事案件被告人、犯罪嫌疑人的, 但是按照中国与外国签订的有关协议, 移管被判刑人的除外;

(1) Having been sentenced to criminal punishments, the execution of which is not completed, or being suspects or defendants in criminal cases, except those who are sentenced and transferred under relevant agreements between China and foreign countries;

(二) 有未了结的民事案件, 人民法院决定不准出境的;

(2) Having involved in unsettled civil cases and not being allowed to exit China upon the decision of the people's courts;

(三) 拖欠劳动者的劳动报酬, 经国务院有关部门或者省、自治区、直辖市人民政府决定不准出境的;

(3) Are in arrears of paying off labor remuneration and therefore are not allowed to exit by decision of the relevant departments under the State Council or the people's governments of provinces, autonomous regions, or municipalities directly under the Central Government; or

(四) 法律、行政法规规定不准出境的其他情形。

(4) Other circumstances in which exit shall not be allowed under the laws or administrative regulations.

第四章 外国人停留居留

Chapter IV Stay and Residence of Foreigners

第一节 停留居留

Section 1 Stay and Residence

第二十九条 外国人所持签证注明的停留期限不超过一百八十日的, 持证人凭签证并按照签证注明的停留期限在中国境内停留。

Article 29 Where the duration of stay specified in a visa held by a foreigner does not exceed 180 days, the holder may stay in China within the duration specified therein.

需要延长签证停留期限的, 应当在签证注明的停留期限届满七日前向停留地县级以上地方人民政府公安机关出入境管理机构申请, 按照要求提交申请事由的相关材料。经审查, 延

期理由合理、充分的，准予延长停留期限；不予延长停留期限的，应当按期离境。

Where the duration of stay needs to be extended, the visa holder shall file an application with the exit/entry administration of public security organ under the local people's government at or above the county level in the place of his stay seven days before the expiry of the duration specified in the visa and shall submit information of specific application matters following relevant requirements. If the reasons for extension are appropriate and sufficient upon examination, such extension shall be granted; if an extension is denied, the foreigner shall leave China on the expiry of the duration.

延长签证停留期限，累计不得超过签证原注明的停留期限。

The accumulated extension length shall not exceed the original duration of stay specified in the visa.

第三十条 外国人所持签证注明入境后需要办理居留证件的，应当自入境之日起三十日内，向拟居留地县级以上地方人民政府公安机关出入境管理机构申请办理外国人居留证件。

Article 30 Where visas held by foreigners specify that foreigners need to apply for residence permits after entry, such foreigners shall, within 30 days from the date of their entry, apply to the exit/entry administrations of public security organs under local people's governments at or above the county level in the proposed places of residence for foreigners' residence permits.

申请办理外国人居留证件，应当提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，并留存指纹等人体生物识别信息。公安机关出入境管理机构应当自收到申请材料之日起十五日内进行审查并作出审查决定，根据居留事由签发相应类别和期限的外国人居留证件。

Applicants for foreigners' residence permits shall submit their passports or other international travel documents, as well as relevant information on specific application matters, and provide biometric identification information such as fingerprints. The exit/entry administrations of public security organs shall, within 15 days of receipt, conduct an examination and make a decision thereupon. Based on the purpose of residence, those administrations shall issue the appropriate types of foreigners' residence permits with the duration.

外国人工作类居留证件的有效期最短为九十日，最长为五年；非工作类居留证件的有效期最短为一百八十日，最长为五年。

The validity period of a foreigner's work-type residence permit shall be 90 days at the

minimum and five years at the maximum, and the validity period of a non-work-type foreigner's residence permit shall be 180 days at the minimum and five years at the maximum.

第三十一条 外国人有下列情形之一的，不予签发外国人居留证件：

Article 31 Under any of the following circumstances, a foreigner's residence permit shall not be issued:

(一) 所持签证类别属于不应办理外国人居留证件的；

(1) The visa held does not belong to the type for which a foreigner's residence permit should be issued;

(二) 在申请过程中弄虚作假的；

(2) The applicant resorts to fraudulent acts in application;

(三) 不能按照规定提供相关证明材料的；

(3) The applicant fails to provide relevant supporting materials following relevant regulations;

(四) 违反中国有关法律、行政法规，不适合在中国境内居留的；

(4) The applicant is not eligible to reside in China because of a violation of relevant Chinese laws or administrative regulations; or

(五) 签发机关认为不宜签发外国人居留证件的其他情形。

(5) Other circumstances in which the issuing authority considers a foreigner's residence permit should not be issued.

符合国家规定的专门人才、投资者或者出于人道等原因确需由停留变更为居留的外国人，经设区的市级以上地方人民政府公安机关出入境管理机构批准可以办理外国人居留证件。

Foreigners with expertise and foreign investors who conform to relevant State regulations or foreigners who need to change their status from stay to residence for humanitarian or other reasons may undergo the formalities for obtaining foreigner's residence permits upon approval by the exit/entry administrations of public security organs under local people's governments at or above the city with districts.

第三十二条 在中国境内居留的外国人申请延长居留期限的，应当在居留证件有效期限届满三十日前向居留地县级以上地方人民政府公安机关出入境管理机构提出申请，按照要求提交申请事由的相关材料。经审查，延期理由合理、充分的，准予延长居留期限；不予延长居留期限的，应当按期离境。

Article 32 Foreigners residing in China who apply for the extension of the duration of

residence shall, within 30 days before the expiry of the validity period on their residence permits, file applications with the exit/entry administrations of public security organs under local people's governments at or above the county level, and submit relevant information of specific application matters per relevant requirements. If, upon examination, the reasons for extension are appropriate and sufficient, an extension shall be granted; if an extension is denied, the foreigner concerned shall leave China on the expiry of the validity period specified in their residence permits.

第三十三条 外国人居留证件的登记项目包括：持有人姓名、性别、出生日期、居留事由、居留期限，签发日期、地点，护照或者其他国际旅行证件号码等。

Article 33 The registered items of a foreign residence permit shall include name, sex, date of birth, the reason for residence and duration of residence of the holder, date and place of issuance, passport number, or other international travel documents number.

外国人居留证件登记事项发生变更的，持证件人应当自登记事项发生变更之日起十日内向居留地县级以上地方人民政府公安机关出入境管理机构申请办理变更。

Where the registered item in a foreigner's residence permit has changed, the holder shall, within ten days from the date of the change, apply to the exit/entry administration of public security organ under the local people's government at or above the county level in the place of residence for going through the formalities for alteration.

第三十四条 免办签证入境的外国人需要超过免签期限在中国境内停留的，外国船员及其随行家属在中国境内停留需要离开港口所在城市，或者具有需要办理外国人停留证件其他情形的，应当按照规定办理外国人停留证件。

Article 34 Where visa-exempt foreigners need to stay in China longer than the visa-free period, or foreign seamen and their accompanying family members need to leave the cities where the ports are located, or under other circumstances in which foreigners' stay permits should be applied for, they shall apply for such permits following relevant regulations.

外国人停留证件的有效期最长为一百八十日。

The maximum validity period of a foreigner's stay permit shall be 180 days.

第三十五条 外国人入境后，所持的普通签证、停留居留证件损毁、遗失、被盗抢或者有符合国家规定的事由需要换发、补发的，应当按照规定向停留居留地县级以上地方人民政府公安机关出入境管理机构提出申请。

Article 35 Where ordinary visas, stay or residence permits held by foreigners need to be

reissued due to damage, loss, theft, robbery, or other reasons in compliance with relevant State regulations after foreigners enter China, those foreigners shall apply for a reissue with the exit/entry administrations of public security organs under local people's governments at or above the county level in the places of stay or residence following relevant regulations.

第三十六条 公安机关出入境管理机构作出的不予办理普通签证延期、换发、补发，不予办理外国人停留居留证件、不予延长居留期限的决定为最终决定。

Article 36 Decisions made by the exit/entry administration of the public security organ on rejecting applications for visa extension or reissuance, not issuing foreigners' stay or residence permits, or not extending the duration of residence shall be final.

第三十七条 外国人在中国境内停留居留，不得从事与停留居留事由不相符的活动，并应当在规定的停留居留期限届满前离境。

Article 37 Foreigners who stay or reside in China shall not engage in activities not corresponding to the purpose of stay or residence and shall leave China before the prescribed duration of stay or residence.

第三十八条 年满十六周岁的外国人在中国境内停留居留，应当随身携带本人的护照或者其他国际旅行证件，或者外国人停留居留证件，接受公安机关的查验。

Article 38 Foreigners who have reached the age of 16 and who stay or reside in China shall carry their passports or other international travel documents or foreigners' stay or residence permits and accept the inspection of public security organs.

在中国境内居留的外国人，应当在规定的时间内到居留地县级以上地方人民政府公安机关交验外国人居留证件。

Foreigners who reside in China shall submit foreigners' residence permits to public security organs under local people's governments at or above the county level in the places of residence for examination within the prescribed time limit.

第三十九条 外国人在中国境内旅馆住宿的，旅馆应当按照旅馆业治安管理的有关规定为其办理住宿登记，并向所在地公安机关报送外国人住宿登记信息。

Article 39 Where foreigners stay in hotels in China, the hotels shall register their accommodation in accordance with the regulations on the public security administration of the hotel industry and submit foreigners' accommodation registration information to the public security organs in the places where the hotels are located.

外国人在旅馆以外的其他住所居住或者住宿的，应当在入住后二十四小时内由本人或者留宿人，向居住地的公安机关办理登记。

For foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after the foreigners' arrival, go through the registration formalities with the public security organs in the places of residence.

第四十条 在中国境内出生的外国婴儿，其父母或者代理人应当在婴儿出生六十日内，持该婴儿的出生证明到父母停留居留地县级以上地方人民政府公安机关出入境管理机构为其办理停留或者居留登记。

Article 40 For foreign infants born in China, their parents or agents shall, within 60 days after they are born, on the strength of the birth certificates, go through the formalities for stay or residence registration for them with the exit/entry administrations of public security organs under people's governments at or above the county level in the places of their parents' stay or residence.

外国人在中国境内死亡的，其家属、监护人或者代理人，应当按照规定，持该外国人的死亡证明向县级以上地方人民政府公安机关出入境管理机构申报，注销外国人停留居留证件。

For foreigners who decease in China, their relatives, guardians, or agents shall, following relevant regulations, on the strength of the death certificates, report their death to the exit/entry administrations of the public security organs under local people's governments at or above the county level to cancel their stay or residence permits.

第四十一条 外国人在中国境内工作，应当按照规定取得工作许可和工作类居留证件。任何单位和个人不得聘用未取得工作许可和工作类居留证件的外国人。

Article 41 Foreigners who work in China shall obtain work permits and work-type residence permits per relevant regulations. No entities or individuals shall employ foreigners who have no work permits or work-type residence permits.

外国人在中国境内工作管理办法由国务院规定。

The State Council shall stipulate the administrative measures for foreigners working in China.

第四十二条 国务院人力资源社会保障主管部门、外国专家主管部门会同国务院有关部门根据经济社会发展需要和人力资源供求状况制定并定期调整外国人在中国境内工作指导目录。

Article 42 The competent department of human resources and social security and the competent department in charge of foreign experts affairs under the State Council shall, in

conjunction with relevant departments under the State Council, formulate and regularly adjust the guiding catalog for foreigners working in China based on the needs for economic and social development as well as the supply and demand of human resources.

国务院教育主管部门会同国务院有关部门建立外国留学生勤工助学管理制度，对外国留学生勤工助学的岗位范围和时限作出规定。

The competent department of education under the State Council shall, in conjunction with relevant departments under the State Council, establish an administrative system for international students working to support their study in China and set forth regulations on the scope of jobs and the limit of work time for such international students.

第四十三条 外国人有下列行为之一的，属于非法就业：

Article 43 Any of the following acts of foreigners shall be deemed unlawful employment:

(一) 未按照规定取得工作许可和工作类居留证件在中国境内工作的；

(1) Working in China without obtaining work permits or work-type residence permits following relevant regulations;

(二) 超出工作许可限定范围在中国境内工作的；

(2) Working in China beyond the scope prescribed in the work permits; or

(三) 外国留学生违反勤工助学管理规定，超出规定的岗位范围或者时限在中国境内工作的。

(3) International students work in violation of the regulations on the administration of international students working to support their study in China or beyond the prescribed scope of jobs or prescribed time limit.

第四十四条 根据维护国家安全、公共安全的需要，公安机关、国家安全机关可以限制外国人、外国机构在某些地区设立居住或者办公场所；对已经设立的，可以限期迁离。

Article 44 Based on the need for maintaining national security and public security, public security organs and national security organs may impose restrictions on foreigners and foreign institutions from establishing places of residence or work in specific areas; and may order that established places of residence or work be relocated within a prescribed time limit.

未经批准，外国人不得进入限制外国人进入的区域。

Without approval, foreigners shall not access foreigner-restricted areas.

第四十五条 聘用外国人工作或者招收外国留学生的单位，应当按照规定向所在地公安

机关报告有关信息。

Article 45 Entities that employ foreigners or enroll international students shall report relevant information to local public security organs following relevant regulations.

公民、法人或者其他组织发现外国人有非法入境、非法居留、非法就业情形的，应当及时向所在地公安机关报告。

Citizens, legal persons, or other organizations who find foreigners illegally entering, residing, or working in China shall duly report such matters to the local public security offices.

第四十六条 申请难民地位的外国人，在难民地位甄别期间，可以凭公安机关签发的临时身份证明在中国境内停留；被认定为难民的外国人，可以凭公安机关签发的难民身份证件在中国境内停留居留。

Article 46 Foreigners applying for refugee status may, during the screening process, stay in China on the strength of temporary identity certificates issued by public security organs; foreigners who are recognized as refugees may stay or reside in China on the strength of refugee identity certificates issued by public security offices.

第二节 永久居留

Section 2 Permanent Residence

第四十七条 对中国经济社会发展作出突出贡献或者符合其他在中国境内永久居留条件的外国人，经本人申请和公安部批准，取得永久居留资格。

Article 47 Foreigners who have made a remarkable contribution to China's economic and social development or meet other conditions for permanent residence in China may obtain permanent residence status upon application approved by the Ministry of Public Security.

外国人在中国境内永久居留的审批管理办法由公安部、外交部会同国务院有关部门规定。

The administrative measures for examination and approval of foreigners' permanent residence in China shall be stipulated by the Ministry of Public Security and the Ministry of Foreign Affairs in conjunction with relevant departments under the State Council.

第四十八条 取得永久居留资格的外国人，凭永久居留证件在中国境内居留和工作，凭本人的护照和永久居留证件出境入境。

Article 48 Foreigners who have obtained permanent residence status may reside or work in China on the strength of permanent residence permits and exit or enter China on their passports

and permanent residence permits.

第四十九条 外国人有下列情形之一的，由公安部决定取消其在中国境内永久居留资格：

Article 49 Where foreigners fall under any of the following circumstances, the Ministry of Public Security shall decide to cancel their permanent residence status in China:

- (一) 对中国国家安全和利益造成危害的；
- (1) Endangering China's national security or interests;
- (二) 被处驱逐出境的；
- (2) Having been deported;
- (三) 弄虚作假骗取在中国境内永久居留资格的；
- (3) Obtaining permanent residence status in China by fraudulent acts;
- (四) 在中国境内居留未达到规定时限的；
- (4) Failing to reside in China for the prescribed time limit; or
- (五) 不适宜在中国境内永久居留的其他情形。
- (5) Other circumstances where foreigners are not eligible to reside in China permanently.

第五章 交通运输工具出境入境边防检查

Chapter V Border Inspection of Transport Vehicles Exiting/Entering China

第五十条 出境入境交通运输工具离开、抵达口岸时，应当接受边防检查。对交通运输工具的入境边防检查，在其最先抵达的口岸进行；对交通运输工具的出境边防检查，在其最后离开的口岸进行。特殊情况下，可以在有关主管机关指定的地点进行。

Article 50 Transport vehicles that exit or enter China shall be subject to border inspection when leaving or arriving at ports. Border inspection of entering transport vehicles shall be conducted at the first arriving port in China; border inspection of exiting transport vehicles shall be conducted at the last port when they leave China. Under exceptional circumstances, border inspection may be conducted in places designated by competent authorities.

出境的交通运输工具自出境检查后至出境前，入境的交通运输工具自入境后至入境检查前，未经出入境边防检查机关按照规定程序许可，不得上下人员、装卸货物或者物品。

Without the permission of exit/entry border inspection authorities following prescribed procedures, transport vehicles that exit China shall not embark or disembark passengers or load

and unload goods or articles between exit inspection and exit, nor shall transport vehicles that enter China between entry and entry inspection.

第五十一条 交通运输工具负责人或者交通运输工具出境入境业务代理单位应当按照规定提前向出入境边防检查机关报告入境、出境的交通运输工具抵达、离开口岸的时间和停留地点，如实申报员工、旅客、货物或者物品等信息。

Article 51 Persons in charge of transport vehicles or agencies handling the exit/entry business for transport vehicles shall, per relevant regulations, report to the exit/entry border inspection authorities in advance of the entering or exiting transport vehicles' time of arrival at or departure from the port and the places of stay, and truthfully declare information including staff, passengers, goods and articles.

第五十二条 交通运输工具负责人、交通运输工具出境入境业务代理单位应当配合出境入境边防检查，发现违反本法规定行为的，应当立即报告并协助调查处理。

Article 52 Persons in charge of transport vehicles or agencies handling the exit/entry business for transport vehicles shall provide cooperation in exit/entry border inspection, and shall immediately report any violations of this Law found thereby and give assistance in the investigation and handling of such violations.

入境交通运输工具载运不准入境人员的，交通运输工具负责人应当负责载离。

Where transport vehicles that enter China carry persons who are not allowed to enter China, the persons in charge of the transport vehicles shall be responsible for their leaving.

第五十三条 出入境边防检查机关按照规定对处于下列情形之一的出境入境交通运输工具进行监护：

Article 53 Exit/entry border inspection authorities shall supervise transport vehicles that exit or enter China under any of the following circumstances:

(一) 出境的交通运输工具在出境边防检查开始后至出境前、入境的交通运输工具在入境后至入境边防检查完成前；

(1) Between the start of exit border inspection and exit of China for transport vehicles exiting China, and between entry of China and the end of entry border inspection for transport vehicles entering China;

(二) 外国船舶在中国内河航行期间；

(2) When foreign ships navigate in China's inland waters; or

(三) 有必要进行监护的其他情形。

(3) Other circumstances in which supervision is necessary.

第五十四条 因装卸物品、维修作业、参观访问等事由需要上下外国船舶的人员，应当向出入境边防检查机关申请办理登轮证件。

Article 54 Persons who must embark on or disembark from foreign ships for goods loading or unloading, maintenance operations, or visit shall apply to exit/entry border inspection authorities for a boarding pass.

中国船舶与外国船舶或者外国船舶之间需要搭靠作业的，应当由船长或者交通运输工具出境入境业务代理单位向出入境边防检查机关申请办理船舶搭靠手续。

Where a Chinese ship needs to berth alongside a foreign ship or a foreign ship needs to berth alongside another, the captain or the agency handling the exit/entry business for relevant transport vehicles shall apply to the exit/entry border inspection authority for going through formalities for berth.

第五十五条 外国船舶、航空器在中国境内应当按照规定的路线、航线行驶。

Article 55 Foreign ships and aircraft shall navigate according to prescribed routes.

出境入境的船舶、航空器不得驶入对外开放口岸以外地区。因不可预见的紧急情况或者不可抗力驶入的，应当立即向就近的出入境边防检查机关或者当地公安机关报告，并接受监护和管理。

Ships and aircraft that exit or enter China shall not access areas outside the ports open to foreign countries. The ships mentioned above or aircraft that access such areas due to unforeseeable emergencies or force majeure shall immediately report to the nearest exit/entry border inspection authority or local public security offices and accept supervision and administration.

第五十六条 交通运输工具有下列情形之一的，不准出境入境；已经驶离口岸的，可以责令返回：

Article 56 Under any of the following circumstances, transport vehicles shall be not allowed to exit or enter China; those that have left ports may be ordered to return:

(一) 离开、抵达口岸时，未经查验准许擅自出境入境的；

(1) Exiting or entering China without examination and approval when leaving or arriving at ports;

(二) 未经批准擅自改变出境入境口岸的;

(2) Changing the port of exit or entry without approval;

(三) 涉嫌载有不准出境入境人员, 需要查验核实的;

(3) Having been suspected of carrying persons who are not allowed to exit or enter China and therefore needing to be inspected and verified;

(四) 涉嫌载有危害国家安全、利益和社会公共秩序的物品, 需要查验核实的;

(4) Having been suspected of carrying articles endangering national security or interests or disrupting social or public order and therefore needing to be inspected and verified; or

(五) 拒绝接受出入境边防检查机关管理的其他情形。

(5) Other circumstances where transport vehicles refuse to subject themselves to exit/entry border inspection authorities' administration.

前款所列情形消失后, 出入境边防检查机关对有关交通运输工具应当立即放行。

After the circumstances specified in the preceding paragraph disappear, exit/entry border inspection authorities shall immediately release relevant transport vehicles.

第五十七条 从事交通运输工具出境入境业务代理的单位, 应当向出入境边防检查机关备案。从事业务代理的人员, 由所在单位向出入境边防检查机关办理备案手续。

Article 57 Agencies handling transport vehicles' exit/entry business shall file records with exit/entry border inspection authorities. For agents engaging in such a business, the entities they work for shall file relevant records with exit/entry border inspection authorities.

第六章 调查和遣返

Chapter VI Investigation and Repatriation

第五十八条 本章规定的当场盘问、继续盘问、拘留审查、限制活动范围、遣送出境措施, 由县级以上地方人民政府公安机关或者出入境边防检查机关实施。

Article 58 Measures for on-the-spot interrogation, continued interrogation, detention for investigation, movement restriction, and repatriation prescribed in this Chapter shall be enforced by public security organs under local people's governments at or above the county level or by exit/entry border inspection authorities.

第五十九条 对涉嫌违反出境入境管理的人员, 可以当场盘问; 经当场盘问, 有下列情形之一的, 可以依法继续盘问:

Article 59 Persons suspected of violating the regulations on exit/entry administration may be interrogated on the spot; upon on-the-spot interrogation, the persons described above may be interrogated in continuation under the law under any of the following circumstances:

(一) 有非法出境入境嫌疑的;

(1) Being suspected of illegally exiting or entering China;

(二) 有协助他人非法出境入境嫌疑的;

(2) Being suspected of assisting others in illegally exiting or entering China;

(三) 外国人有非法居留、非法就业嫌疑的;

(3) Being foreigners suspected of illegally residing or working in China; or

(四) 有危害国家安全和利益, 破坏社会公共秩序或者从事其他违法犯罪活动嫌疑的。

(4) Being suspected of endangering national security or interests, disrupting social or public order, or engaging in other illegal or criminal activities.

当场盘问和继续盘问应当依据《中华人民共和国人民警察法》规定的程序进行。

On-the-spot interrogation and continued interrogation shall be conducted per the procedures prescribed in the People's Police Law of the People's Republic of China.

县级以上地方人民政府公安机关或者出入境边防检查机关需要传唤涉嫌违反出境入境管理的人员的, 依照《中华人民共和国治安管理处罚法》的有关规定执行。

Where public security organs under local people's governments at or above the county level or exit/entry border inspection authorities need to summon the persons suspected of violating the regulations on exit/entry administration, they shall handle the matter following the relevant regulations of the Law of the People's Republic of China on Penalties for Administration of Public Security.

第六十条 外国人有本法第五十九条第一款规定情形之一的, 经当场盘问或者继续盘问后仍不能排除嫌疑, 需要作进一步调查的, 可以拘留审查。

Article 60 Where foreigners involved in any of the circumstances specified in the first paragraph of Article 59 of this Law cannot be cleared of suspicion after on-the-spot interrogation or continued interrogation and therefore need to be further investigated, he may be detained for investigation.

实施拘留审查, 应当出示拘留审查决定书, 并在二十四小时内进行询问。发现不应当拘留审查的, 应当立即解除拘留审查。

When detaining a foreigner for investigation, the authority concerned shall present a written decision on detention for investigation and interrogate the detained foreigner within 24 hours. Where the organ described above finds that a foreigner should not be detained for investigation, it shall immediately release him from detention for investigation.

拘留审查的期限不得超过三十日；案情复杂的，经上一级地方人民政府公安机关或者出入境边防检查机关批准可以延长至六十日。对国籍、身份不明的外国人，拘留审查期限自查清其国籍、身份之日起计算。

The period of detention for investigation shall not exceed 30 days; for complicated cases, the period may be extended to 60 days upon approval by the public security organs under the local people's governments at the next higher level or by the exit/entry border inspection authorities at the next higher level. For foreigners whose nationalities and identities are unknown, the period of detention for investigation shall be calculated from when their nationalities and identities are found.

第六十一条 外国人有下列情形之一的，不适用拘留审查，可以限制其活动范围：

Article 61. Detention for investigation does not apply to foreigners under any of the following circumstances; however, their movements may be restricted:

- (一) 患有严重疾病的；
- (1) Suffering from serious diseases;
- (二) 怀孕或者哺乳自己不满一周岁婴儿的；
- (2) Being pregnant or breast-feeding their infants under one year of age;
- (三) 未满十六周岁或者已满七十周岁的；
- (3) being under 16 years of age or having reached the age of 70; or
- (四) 不宜适用拘留审查的其他情形。
- (4) Other circumstances where detention for investigation should not be applied.

被限制活动范围的外国人，应当按照要求接受审查，未经公安机关批准，不得离开限定的区域。限制活动范围的期限不得超过六十日。对国籍、身份不明的外国人，限制活动范围期限自查清其国籍、身份之日起计算。

Foreigners whose movements are restricted shall subject themselves to the investigation as required and shall not leave the restricted zones without approval of public security organs. The period of movement restriction shall not exceed 60 days. For foreigners whose nationalities and

identities are unknown, the period of movement restriction shall be calculated from when their nationalities and identities are found.

第六十二条 外国人有下列情形之一的，可以遣送出境：

Article 62 Under any of the following circumstances, foreigners may be repatriated:

(一) 被处限期出境，未在规定期限内离境的；

(1) Having been ordered to exit China within a prescribed time limit but failing to do so;

(二) 有不准入境情形的；

(2) Having involved in circumstances in which they are not allowed to enter China;

(三) 非法居留、非法就业的；

(3) Illegally residing or working in China; or

(四) 违反本法或者其他法律、行政法规需要遣送出境的。

(4) Needing to be repatriated for violation of this Law or other laws or administrative regulations.

其他境外人员有前款所列情形之一的，可以依法遣送出境。

Other overseas personnel who fall under any circumstances prescribed in the preceding paragraph may be repatriated in accordance with the law.

被遣送出境的人员，自被遣送出境之日起一至五年内不准入境。

Repatriated persons shall not be allowed to enter China for one to five years, calculated from the date of repatriation.

第六十三条 被拘留审查或者被决定遣送出境但不能立即执行的人员，应当羁押在拘留所或者遣返场所。

Article 63 Persons who are detained for investigation or who are to be repatriated upon decision but cannot be repatriated promptly shall be held in custody in detention houses or places of repatriation.

第六十四条 外国人对依照本法规定对其实施的继续盘问、拘留审查、限制活动范围、遣送出境措施不服的，可以依法申请行政复议，该行政复议决定为最终决定。

Article 64 Foreigners dissatisfied with the measure imposed on them following this Law, such as continued interrogation, detention for investigation, movement restriction, or repatriation, may apply for administrative reconsideration per the law, and the administrative reconsideration decision shall be final.

其他境外人员对依照本法规定对其实施的遣送出境措施不服，申请行政复议的，适用前款规定。

Where other overseas personnel dissatisfied with the decision of repatriation imposed on them under this Law apply for administrative reconsideration, the provisions in the preceding paragraph are applicable.

第六十五条 对依法决定不准出境或者不准入境的人员，决定机关应当按照规定及时通知出入境边防检查机关；不准出境、入境情形消失的，决定机关应当及时撤销不准出境、入境决定，并通知出入境边防检查机关。

Article 65 Where persons are not allowed to exit or enter China upon decisions made following the law, the decision-making authorities shall duly inform the exit/entry border inspection authorities of such decisions per relevant regulations; where the circumstances in which the persons are not allowed to exit or enter China disappear, the decision-making authorities shall duly cancel the decisions described above and inform exit/entry border inspection authorities of the cancellation.

第六十六条 根据维护国家安全和出境入境管理秩序的需要，必要时，出入境边防检查机关可以对出境入境的人员进行人身检查。人身检查应当由两名与受检查人同性别的边防检查人员进行。

Article 66 Based on the need for safeguarding national security and maintaining the order of exit/entry administration, exit/entry border inspection authorities may search the persons entering and exiting the country when necessary. Personal Search shall be conducted by two border inspectors of the same sex as the persons subject to the search.

第六十七条 签证、外国人停留居留证件等出境入境证件发生损毁、遗失、被盗抢或者签发后发现持证人不符合签发条件等情形的，由签发机关宣布该出境入境证件作废。

Article 67 In such cases that the exit/entry documents such as visas or foreigners' stay or residence permits are damaged, lost, or stolen, or that after the issuance of such documents, the holders are found not eligible for being issued such documents, the issuing authorities shall declare the documents described above void.

伪造、变造、骗取或者被证件签发机关宣布作废的出境入境证件无效。

Exit/entry documents forged, altered, obtained by fraudulent means, or declared void by issuing authorities shall be invalid.

公安机关可以对前款规定的或被他人冒用的出境入境证件予以注销或者收缴。

Public security organs may cancel or confiscate the exit/entry documents prescribed in the preceding paragraph or used fraudulently by persons other than the specified holders.

第六十八条 对用于组织、运送、协助他人非法出境入境的交通运输工具，以及需要作为办案证据的物品，公安机关可以扣押。

Article 68 Public security organs may seize the transport vehicles used to organize, transport, or assist others in illegally exiting or entering China, as well as the articles needed as evidence in handling the cases.

对查获的违禁物品，涉及国家秘密的文件、资料以及用于实施违反出境入境管理活动的工具等，公安机关应当予以扣押，并依照相关法律、行政法规规定处理。

Public security organs shall seize banned articles, documents, and data involving state secrets and tools used in activities violating exit/entry administration regulations and handle them per relevant laws or administrative regulations.

第六十九条 出境入境证件的真伪由签发机关、出入境边防检查机关或者公安机关出入境管理机构认定。

Article 69 The authenticity of exit/entry documents shall be determined by the issuing authorities, the exit/entry border inspection authorities, or public security organs' exit/entry administrations.

第七章 法律责任

Chapter VII Legal Liabilities

第七十条 本章规定的行政处罚，除本章另有规定外，由县级以上地方人民政府公安机关或者出入境边防检查机关决定；其中警告或者五千元以下罚款，可以由县级以上地方人民政府公安机关出入境管理机构决定。

Article 70 Unless otherwise provided for in this Chapter, the administrative penalties prescribed in this Chapter shall be decided by the public security organs under local people's governments at or above the county level or the exit/entry border inspection authorities. Penalties involving the imposition of warnings or fines of not more than 5,000 CNY may be decided by public security organs' exit/entry administrations under local people's governments at or above the

county level.

第七十一条 有下列行为之一的，处一千元以上五千元以下罚款；情节严重的，处五日以上十日以下拘留，可以并处二千元以上一万元以下罚款：

Article 71 Persons who commit any of the following acts shall be fined not less than 1,000 CNY but not more than 5,000 CNY; where circumstances are severe, such persons shall be detained for not less than five days but not more than ten days and may also be fined not less than 2,000 CNY but not more than 10,000 CNY.

(一) 持用伪造、变造、骗取的出境入境证件出境入境的；

(1) Exiting or entering China with forged, altered, or fraudulently obtained exit/entry documents;

(二) 冒用他人出境入境证件出境入境的；

(2) Exiting or entering China using others' exit/entry documents;

(三) 逃避出境入境边防检查的；

(3) Evading exit/entry border inspection; or

(四) 以其他方式非法出境入境的。

(4) Illegally exiting or entering China in any other way.

第七十二条 协助他人非法出境入境的，处二千元以上一万元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五千元以上二万元以下罚款，有违法所得的，没收违法所得。

Article 72 Persons who assist others in illegally exiting or entering China shall be fined not less than 2,000 CNY but not more than 10,000 CNY; where circumstances are severe, they shall be detained for not less than ten days but not more than 15 days and shall also be fined not less than 5,000 CNY but not more than 20,000 CNY, and the illegal gains, if any, shall be confiscated.

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than 10,000 CNY but not more than 50,000 CNY, with the illegal gains confiscated if there are any; and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding

paragraph.

第七十三条 弄虚作假骗取签证、停留居留证件等出境入境证件的，处二千元以上五千元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五千元以上二万元以下罚款。

Article 73 Persons who obtain exit/entry documents such as visas or stay or residence permits by resorting to fraudulent acts shall be fined not less than 2,000 CNY but not more than 5,000 CNY; where circumstances are severe, they shall be detained for not less than ten days but not more than 15 days and shall also be fined not less than 5,000 CNY but not more than 20,000 CNY.

单位有前款行为的，处一万元以上五万元以下罚款，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than 10,000 CNY but not more than 50,000 CNY; and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

第七十四条 违反本法规定，为外国人出具邀请函件或者其他申请材料的，处五千元以上一万元以下罚款，有违法所得的，没收违法所得，并责令其承担所邀请外国人的出境费用。

Article 74 Persons who issue written invitations or other application materials to foreigners violating this Law shall be fined no less than 5,000 CNY. However, no more than 10,000 CNY, with illegal gains, is confiscated if there are any, and shall be ordered to bear the exit expenses of the invited foreigners.

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并责令其承担所邀请外国人的出境费用，对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than 10,000 CNY but not more than 50,000 CNY, with the illegal gains confiscated if there are any, and shall also be ordered to bear exit expenses of the invited foreigners; the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

第七十五条 中国公民出境后非法前往其他国家或者地区被遣返的，出入境边防检查机关应当收缴其出境入境证件，出境入境证件签发机关自其被遣返之日起六个月至三年以内不予签发出入境证件。

Article 75 Where Chinese citizens are repatriated due to illegally going to other countries or regions after exiting China, exit/entry border inspection authorities shall confiscate their exit/entry documents. Exit/entry document issuing authorities shall refuse to issue new exit/entry documents to such citizens for a period ranging from 6 months to three years, calculating from the date of their repatriation.

第七十六条 有下列情形之一的，给予警告，可以并处二千元以下罚款：

Article 76 Under any of the following circumstances, a warning shall be given, and a fine of not more than 2,000 CNY may also be imposed:

(一) 外国人拒不接受公安机关查验其出境入境证件的；

(1) Foreigners refuse to accept examination of their exit/entry documents by public security organs;

(二) 外国人拒不交验居留证件的；

(2) Foreigners refuse to submit their residence permits for examination;

(三) 未按照规定办理外国人出生登记、死亡申报的；

(3) Persons concerned fail to go through the formalities for foreigners' birth registration or death declaration following relevant regulations;

(四) 外国人居留证件登记事项发生变更，未按照规定办理变更的；

(4) Foreigners fail to go through the formalities for altering registration following the relevant regulations when there is any change in the registered items in their residence permits;

(五) 在中国境内的外国人冒用他人出境入境证件的；

(5) Foreigners in China use others' exit/entry documents; or

(六) 未按照本法第三十九条第二款规定办理登记的。

(6) Persons concerned fail to go through registration formalities following the provisions in the second paragraph of Article 39 of this Law.

旅馆未按照规定办理外国人住宿登记的，依照《中华人民共和国治安管理处罚法》的有关规定予以处罚；未按照规定向公安机关报送外国人住宿登记信息的，给予警告；情节严重的，处一千元以上五千元以下罚款。

Hotels that fail to process accommodation registration for foreigners shall be punished per the relevant provisions of the Law of the People's Republic of China on Penalties for Administration of Public Security; hotels that fail to submit foreigners' accommodation registration information to

public security organs shall be given a warning; where circumstances are severe, such hotels shall be fined not less than 1,000 CNY but not more than 5,000 CNY.

第七十七条 外国人未经批准，擅自进入限制外国人进入的区域，责令立即离开；情节严重的，处五日以上十日以下拘留。对外国人非法获取的文字记录、音像资料、电子数据和其他物品，予以收缴或者销毁，所用工具予以收缴。

Article 77 Foreigners accessing foreigner-restricted areas without approval shall be ordered to leave promptly; where circumstances are serious, such foreigners shall be detained for not less than five days but not more than ten days. The text records, audio-visual data, electronic data, and other unauthorized articles by foreigners shall be confiscated or destroyed, and the tools used for the above purposes shall be confiscated.

外国人、外国机构违反本法规定，拒不执行公安机关、国家安全机关限期迁离决定的，给予警告并强制迁离；情节严重的，对有关责任人员处五日以上十五日以下拘留。

Foreigners or foreign institutions refusing to execute decisions made by public security organs or national security organs ordering them to relocate within a prescribed time limit shall be given a warning and be relocated mandatorily; where circumstances are serious, relevant responsible persons shall be detained for not less than five days but not more than fifteen days.

第七十八条 外国人非法居留的，给予警告；情节严重的，处每非法居留一日五百元，总额不超过一万元的罚款或者五日以上十五日以下拘留。

Article 78 Foreigners who reside in China illegally shall be given a warning; where circumstances are serious, they shall be imposed with a fine of 500 CNY per day, with a cap of 10,000 CNY in total, or be detained for not less than five days but not more than 15 days.

因监护人或者其他负有监护责任的人未尽到监护义务，致使未满十六周岁的外国人非法居留的，对监护人或者其他负有监护责任的人给予警告，可以并处一千元以下罚款。

Where guardians or other persons responsible for guardianship fail to perform the guardian obligation and result in foreigners below 16 years of age residing in China illegally, the said guardians or other obligated persons shall be given a warning. They may also be fined not more than 1,000 CNY.

第七十九条 容留、藏匿非法入境、非法居留的外国人，协助非法入境、非法居留的外国人逃避检查，或者为非法居留的外国人违法提供出境入境证件的，处二千元以上一万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款，有违

法所得的，没收违法所得。

Article 79 Persons harboring or hiding foreigners who illegally enter or reside in China, or assisting such foreigners in evading inspection, or providing, in violation of the law, exit/entry documents for foreigners who illegally reside in China shall be fined not less than 2,000 CNY yuan but not more than 10,000 CNY; where circumstances are serious, such persons shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than 5,000 CNY but not more than 20,000 CNY, with the illegal gains confiscated if there are any.

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than 10,000 CNY but not more than 50,000 CNY, with the illegal gains confiscated if there are any; and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

第八十条 外国人非法就业的，处五千元以上二万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款。

Article 80 Foreigners who work in China illegally shall be fined not less than 5,000 CNY but not more than 20,000 CNY; where circumstances are serious, they shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than 5,000 CNY but not more than 20,000 CNY.

介绍外国人非法就业的，对个人处每非法介绍一人五千元，总额不超过五万元的罚款；对单位处每非法介绍一人五千元，总额不超过十万元的罚款；有违法所得的，没收违法所得。

Persons who introduce jobs to ineligible foreigners shall be fined 5,000 CNY for each job illegally introduced to one foreigner, with a cap of not more than 50,000 CNY. Entities that introduce jobs to ineligible foreigners shall be fined 5,000 CNY for each job illegally introduced to one foreigner, with a cap of 100,000 CNY in total. The illegal gains, if any, shall be confiscated.

非法聘用外国人的，处每非法聘用一人一万元，总额不超过十万元的罚款；有违法所得的，没收违法所得。

Individuals or entities that illegally employ foreigners shall be fined 10,000 CNY for each foreigner, with a cap of 100,000 CNY in total; the illegal gains, if any, shall be confiscated.

第八十一条 外国人从事与停留居留事由不相符的活动，或者有其他违反中国法律、法规规定，不适宜在中国境内继续停留居留情形的，可以处限期出境。

Article 81 Where foreigners engage in activities not corresponding to the purposes of stay or residence or otherwise violate the laws or regulations of China, which makes them no longer eligible to stay or reside in China, they may be ordered to exit China within a time limit.

外国人违反本法规定，情节严重，尚不构成犯罪的，公安部可以处驱逐出境。公安部的处罚决定为最终决定。

Where a foreigner's violation of this Law is serious but does not constitute a crime, the Ministry of Public Security may deport them. The penalty decision made by the Ministry of Public Security shall be final.

被驱逐出境的外国人，自被驱逐出境之日起十年内不准入境。

Deported foreigners shall not be allowed to enter China within ten years calculating from the date of deportation.

第八十二条 有下列情形之一的，给予警告，可以并处二千元以下罚款：

Article 82 Under any of the following circumstances, relevant persons shall be given a warning and may also be fined not more than 2,000 CNY:

(一) 扰乱口岸限定区域管理秩序的；

(1) Disrupting the administrative order of the restricted zones of ports;

(二) 外国船员及其随行家属未办理临时入境手续登陆的；

(2) Foreign seamen or their accompanying family members disembark without going through the formalities for temporary entry; or

(三) 未办理登轮证件上下外国船舶的。

(3) Embarking on or disembarking from foreign ships without obtaining boarding passes.

违反前款第一项规定，情节严重的，可以并处五日以上十日以下拘留。

Persons who violate Subparagraph (1) of the preceding paragraph may be detained for not less than five days but not more than ten days if the circumstances are severe.

第八十三条 交通运输工具有下列情形之一的，对其负责人处五千元以上五万元以下罚款：

Article 83 Where transport vehicles fall under any of the following circumstances, the persons in charge of the transport vehicles shall be fined not less than 5,000 CNY but not more

than 50,000 CNY:

(一) 未经查验准许擅自出境入境或者未经批准擅自改变出境入境口岸的;

(1) Exiting or entering China without examination and approval or changing the ports of exit or entry without approval;

(二) 未按照规定如实申报员工、旅客、货物或者物品等信息, 或者拒绝协助出境入境边防检查的;

(2) Failing to truthfully declare information of staff, passengers, goods, or articles, or refusing to assist in exit/entry border inspection; or

(三) 违反出境入境边防检查规定上下人员、装卸货物或者物品的。

(3) Embarking or disembarking passengers or loading or unloading goods or articles violates the exit/entry border inspection regulations.

出境入境交通运输工具载运不准出境入境人员出境入境的, 处每载运一人五千元以上一万元以下罚款。交通运输工具负责人证明其已经采取合理预防措施的, 可以减轻或者免予处罚。

Transport vehicles that exit or enter China carrying persons who are not allowed to exit or enter China shall be fined less than 5,000 CNY but not more than 10,000 CNY for each person described above. Where the persons in charge of the transport vehicles prove that they have taken reasonable preventative measures, they may be given mitigated penalties or be exempt from penalties.

第八十四条 交通运输工具有下列情形之一的, 对其负责人处二千元以上二万元以下罚款:

Article 84 Where transport vehicles fall under any of the following circumstances, the persons in charge of the transport vehicles shall be fined not less than 2,000 CNY but not more than 20,000 CNY:

(一) 中国或者外国船舶未经批准擅自搭靠外国船舶的;

(1) Chinese or foreign ships berth alongside foreign ships without approval;

(二) 外国船舶、航空器在中国境内未按照规定的路线、航线行驶的;

(2) Foreign ships or aircraft fail to navigate according to the prescribed routes in China; or

(三) 出境入境的船舶、航空器违反规定驶入对外开放口岸以外地区的。

(3) Ships and aircraft that exit or enter China access areas outside the ports open to foreign countries.

第八十五条 履行出境入境管理职责的工作人员，有下列行为之一的，依法给予处分：

Article 85 Where staff members performing the duty of exit/entry administration commit any of the following acts, they shall be given disciplinary sanctions under the law:

(一) 违反法律、行政法规，为不符合规定条件的外国人签发签证、外国人停留居留证件等出境入境证件的；

(1) In violation of laws or administrative regulations, issuing exit/entry documents such as visas or stay or residence permits to foreigners who do not meet the prescribed conditions;

(二) 违反法律、行政法规，审核验放不符合规定条件的人员或者交通运输工具出境入境的；

(2) In violation of laws or administrative regulations, examining and allowing the exit or entry of persons or transport vehicles that do not meet the prescribed conditions;

(三) 泄露在出境入境管理工作中知悉的个人信息，侵害当事人合法权益的；

(3) Divulging personal information gained in exit/entry administration work and infringing the legitimate rights and interests of relevant parties;

(四) 不按照规定将依法收取的费用、收缴的罚款及没收的违法所得、非法财物上缴国库的；

(4) Failing to turn over per relevant regulations to the State Treasury the fees, fines, or illegal gains or property that are collected or confiscated per the law;

(五) 私分、侵占、挪用罚没、扣押的款物或者收取的费用的；

(5) Privately sharing, encroaching on, or misappropriating the funds or articles confiscated or seized or the fees collected; or

(六) 滥用职权、玩忽职守、徇私舞弊，不依法履行法定职责的其他行为。

(6) Other failures in performing statutory duties under the law, such as abuse of power, dereliction of duty, or resorting to malpractice for personal gain.

第八十六条 对违反出境入境管理行为处五百元以下罚款的，出入境边防检查机关可以当场作出处罚决定。

Article 86 In the case of violation of exit/entry administration regulations and that a fine of not more than 500 CNY should be imposed, the exit/entry border inspection authorities may make a penalty decision on the spot.

第八十七条 对违反出境入境管理行为处罚款的,被处罚人应当自收到处罚决定书之日起十五日内,到指定的银行缴纳罚款。被处罚人在所在地没有固定住所,不当场收缴罚款事后难以执行或者在口岸向指定银行缴纳罚款确有困难的,可以当场收缴。

Article 87 Persons or entities fined for violation of exit/entry administration regulations shall pay their fines in the designated banks within 15 days from the date of receiving the written decision on penalty. Where it is difficult to collect fines after a fine is imposed because the person or entity subject to the penalty has no fixed domicile in the place where the fine is imposed or it is difficult to pay the fine to the designated bank at the port, the fine may be collected on the spot.

第八十八条 违反本法规定,构成犯罪的,依法追究刑事责任。

Article 88 Where a violation of this Law constitutes a crime, criminal liabilities shall be investigated under the law.

第八章 附则

Chapter VIII Supplementary Provisions

第八十九条 本法下列用语的含义:

Article 89 Definitions of the following terms mentioned in this Law:

出境,是指由中国内地前往其他国家或者地区,由中国内地前往香港特别行政区、澳门特别行政区,由中国大陆前往台湾地区。

Exit refers to leaving the Chinese mainland for other countries or regions, for the Hong Kong Special Administrative Region, Macao Special Administrative Region, or Taiwan Region.

入境,是指由其他国家或者地区进入中国内地,由香港特别行政区、澳门特别行政区进入中国内地,由台湾地区进入中国大陆。

Entry refers to entering the Chinese mainland from other countries or regions, from the Hong Kong Special Administrative Region, Macao Special Administrative Region, or Taiwan Region.

外国人,是指不具有中国国籍的人。

Foreigners refer to persons without Chinese nationality.

第九十条 经国务院批准，同毗邻国家接壤的省、自治区可以根据中国与有关国家签订的边界管理协定制定地方性法规、地方政府规章，对两国边境接壤地区的居民往来作出规定。

Article 90 Upon approval by the State Council, provinces and autonomous regions bordering on neighboring countries may, per the boundary administration agreements signed by China with relevant countries, formulate local regulations or local government rules to regulate residents' association in border areas of the two countries.

第九十一条 外国驻中国的外交代表机构、领事机构成员以及享有特权和豁免的其他外国人，其入境出境及停留居留管理，其他法律另有规定的，依照其规定。

Article 91 Where there are other regulations on the administration of the entry/exit, stay or residence of the members of foreign diplomatic and consular missions in China, or the entry/exit, stay, or residence of other foreigners who enjoy diplomatic privileges and immunities, these regulations shall prevail.

第九十二条 外国人申请办理签证、外国人停留居留证件等出境入境证件或者申请办理证件延期、变更的，应当按照规定缴纳签证费、证件费。

Article 92 Foreigners who apply for exit/entry documents such as visas or foreigner stay or residence permits or apply for document extension or alteration shall pay visa fees or document fees per relevant regulations.

第九十三条 本法自 2013 年 7 月 1 日起施行。《中华人民共和国外国人入境出境管理法》和《中华人民共和国公民出境入境管理法》同时废止。

Article 93 This Law shall come into force as of July 1, 2013. The Law of the People's Republic of China on the Entry and Exit Administration of Foreigners and the Law of the People's Republic of China on the Entry and Exit Administration of Chinese Citizens shall be annulled simultaneously.

中华人民共和国外国人入境出境管理条例

Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners

中华人民共和国国务院令 第 637 号 2013 年 7 月 3 日国务院第 15 次常务会议通过

Adopted at the 15th Executive Meeting of the State Council on July 3, 2013

第一章 总则

Chapter I General Provisions

第一条 为了规范签证的签发和外国人在中国境内停留居留的服务和管理，根据《中华人民共和国出境入境管理法》（以下简称出境入境管理法）制定本条例。

Article 1 These Regulations are formulated per the Exit and Entry Administration Law of the People's Republic of China (hereinafter referred to as the Exit and Entry Administration Law) to regulate the issuance of visas and provision of services to and administration of affairs of, foreigners who stay or reside within the territory of China.

第二条 国家建立外国人入境出境服务和管理工作协调机制，加强外国人入境出境服务和管理工作的统筹、协调与配合。

Article 2 The State establishes a mechanism for coordinating the services and administration in respect of the entry and exit of foreigners to improve the overall arrangement, coordination, and cooperation in this field.

省、自治区、直辖市人民政府可以根据需要建立外国人入境出境服务和管理工作协调机制，加强信息交流与协调配合，做好本行政区域的外国人入境出境服务和管理工作。

The people's governments of provinces, autonomous regions, and municipalities directly under the Central Government may, where necessary, establish mechanisms for coordinating the services and administration in respect of the entry and exit of foreigners to increase the exchange of information and facilitate coordination and cooperation, and provide services and administration within their respective administrative regions.

第三条 公安部应当会同国务院有关部门建立外国人入境出境服务和管理信息平台，实现有关信息的共享。

Article 3 The Ministry of Public Security shall, in conjunction with the relevant departments of the State Council, establish a platform of information concerning the services and administration regarding the entry and exit of foreigners to share information in this field.

第四条 在签证签发管理和外国人在中国境内停留居留管理工作中，外交部、公安部等国务院部门应当在部门门户网站、受理出境入境证件申请的地点等场所，提供外国人入境出境管理法律法规和其他需要外国人知悉的信息。

Article 4 In issuing visas and in administering the stay and residence of foreigners within the territory of China, the Ministry of Foreign Affairs, the Ministry of Public Security, and other departments of the State Council shall, on their portals and websites and at the places where exit or entry applications are accepted, make available the laws and regulations on the administration of the entry and exit of foreigners and other information that foreigners need to know.

第二章 签证的类别和签发

Chapter II Categories and Issuance of Visas

第五条 外交签证、礼遇签证、公务签证的签发范围和签发办法由外交部规定。

Article 5 The scope and measures for issuance of diplomatic, courtesy, and official visas shall be specified by the Ministry of Foreign Affairs.

第六条 普通签证分为以下类别，并在签证上标明相应的汉语拼音字母：

Article 6 Ordinary visas are divided into the following categories and shall be marked with corresponding letters in the Chinese phonetic alphabet:

(一) C 字签证，发给执行乘务、航空、航运任务的国际列车乘务员、国际航空器机组人员、国际航行船舶的船员及船员随行家属和从事国际道路运输的汽车驾驶员。

(1) The C visa is issued to crewmembers performing duties on board an international train, aircraft, or vessel and the accompanying family members of vessel crewmembers and vehicle drivers engaged in international transportation services;

(二) D 字签证，发给入境永久居留的人员。

(2) The D visa is issued to persons who come to China for permanent residence;

(三) F 字签证, 发给入境从事交流、访问、考察等活动的人员。

(3) The F visa is issued to persons who come to China for exchanges, visits, study tours, or other relevant activities;

(四) G 字签证, 发给经中国过境的人员。

(4) The G visa is issued to persons who transit through China;

(五) J1 字签证, 发给外国常驻中国新闻机构的外国常驻记者; J2 字签证, 发给入境进行短期采访报道的外国记者。

(5) The J1 visa is issued to resident foreign journalists of permanent offices of foreign news agencies in China; the J2 visa is for foreign journalists who come to China for short-term news coverage;

(六) L 字签证, 发给入境旅游的人员; 以团体形式入境旅游的, 可以签发团体 L 字签证。

(6) The L visa is issued to persons who come to China for travel; persons who come to China for group travel can be issued Group L visas;

(七) M 字签证, 发给入境进行商业贸易活动的人员。

(7) The M visa is issued to persons who come to China for commercial trade activities;

(八) Q1 字签证, 发给因家庭团聚申请入境居留的中国公民的家庭成员和具有中国永久居留资格的外国人的家庭成员, 以及因寄养等原因申请入境居留的人员; Q2 字签证, 发给申请入境短期探亲的居住在中国境内的中国公民的亲属和具有中国永久居留资格的外国人的亲属。

(8) The Q1 visa is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who apply for residence in China for a family reunion, as well as for persons who apply for residence in China for fosterage or other purposes; the Q2 visa is for relatives of Chinese citizens living in China, or relatives of foreigners with permanent residence status in China, who apply for a short-term visit;

(九) R 字签证, 发给国家需要的外国高层次人才和急需紧缺专门人才。

(9) The R visa is issued to foreigners of high talent who are needed or specialists whom the State urgently needs;

(十) S1 字签证, 发给申请入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满 18 周岁的子女、配偶的父母, 以及因其他私人事务需要在中国境

内居留的人员；S2 字签证，发给申请入境短期探亲的因工作、学习等事由在中国境内停留居留的外国人的家庭成员，以及因其他私人事务需要在中国境内停留的人员。

(10) The S1 visa is issued to the spouses, parents, children under the age of 18, or parents-in-law of foreigners residing in China for work, study, or other purposes who apply for a long-term visit to China, as well as for persons who need to reside in China for other personal matters; the S2 visa is for family members of foreigners staying or residing in China for work, study or other purposes who apply for a short-term visit to China, as well as for persons who need to stay in China for other personal matters;

(十一) X1 字签证，发给申请在中国境内长期学习的人员；X2 字签证，发给申请在中国境内短期学习的人员。

(11) The X1 visa is issued to persons who apply for long-term study in China; the X2 visa is for persons who apply for short-term study in China; and

(十二) Z 字签证，发给申请在中国境内工作的人员。

(12) The Z visa is issued to persons who apply for work in China.

第七条 外国人申请办理签证，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

Article 7 A foreigner applying for a visa shall fill out the application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of the application.

(一) 申请 C 字签证，应当提交外国运输公司出具的担保函件或者中国境内有关单位出具的邀请函件。

(1) To apply for the C visa, the applicant shall submit the letter of guarantee provided by a foreign transportation company or the letter of invitation provided by the entity concerned in China;

(二) 申请 D 字签证，应当提交公安部签发的外国人永久居留身份确认表。

(2) To apply for the D visa, the applicant shall submit the form issued by the Ministry of Public Security confirming his or her permanent residence status;

(三) 申请 F 字签证，应当提交中国境内的邀请方出具的邀请函件。

(3) To apply for the F visa, the applicant shall submit the invitation letter provided by the inviting party in China;

(四) 申请 G 字签证, 应当提交前往国家 (地区) 的已确定日期、座位的联程机 (车、船) 票。

(4) To apply for the G visa, the applicant shall submit a through ticket (air, road, rail, or sea) to another country or region with the date and seat number on it;

(五) 申请 J1 字及 J2 字签证, 应当按照中国有关外国常驻新闻机构和外国记者采访的规定履行审批手续并提交相应的申请材料。

(5) To apply for the J1 or J2 visa, the applicant shall go through the formalities of examination and approval under the Chinese provisions on news coverage by permanent offices of foreign news agencies in China and by foreign journalists and submit the relevant application material;

(六) 申请 L 字签证, 应当按照要求提交旅行计划行程安排等材料; 以团体形式入境旅游的, 还应当提交旅行社出具的邀请函件。

(6) To apply for the L visa, the applicant shall, as required, submit travel plans and itinerary and other material; in the case of a group tour, the applicant shall also submit the letter of invitation provided by the travel agency;

(七) 申请 M 字签证, 应当按照要求提交中国境内商业贸易合作方出具的邀请函件。

(7) To apply for the M visa, the applicant shall, as required, submit the letter of invitation provided by the commercial or trade partner in China;

(八) 申请 Q1 字签证, 因家庭团聚申请入境居留的, 应当提交居住在中国境内的中国公民、具有永久居留资格的外国人出具的邀请函件和家庭成员关系证明, 因寄养等原因申请入境的, 应当提交委托书等证明材料; 申请 Q2 字签证, 应当提交居住在中国境内的中国公民、具有永久居留资格的外国人出具的邀请函件等证明材料。

(8) To apply for the Q1 visa, in the case of applying for residence in China for a family reunion, the applicant shall submit the invitation letter provided by the Chinese citizen living in China or by the foreigner with permanent residence status in China and proof of family relationship; and in the case of applying for entry for fosterage or other purposes, the applicant shall submit such certification documents as a power of attorney; to apply for the Q2 visa, the applicant shall submit such certification documents as the letter of invitation provided by the Chinese citizen living in China or by the foreigner with permanent residence status in China;

(九) 申请 R 字签证, 应当符合中国政府有关主管部门确定的外国高层次人才和急需紧缺专门人才的引进条件和要求, 并按照规定提交相应的证明材料。

(9) To apply for the R visa, the applicant shall meet the qualifications and requirements set by the competent authorities of the Chinese government for inviting persons of high talent or urgently needed specialists, and the applicant shall, under relevant provisions, submit the relevant certification documents;

(十) 申请 S1 字及 S2 字签证, 应当按照要求提交因工作、学习等事由在中国境内停留居留的外国人出具的邀请函件、家庭成员关系证明, 或者入境处理私人事务所需的证明材料。

(10) To apply for the S1 or S2 visa, the applicant shall, as required, submit the invitation letter provided by the foreigner staying or residing in China for work, study, or other purposes and proof of family relationship or the certification documents required for dealing with personal matters in China;

(十一) 申请 X1 字签证应当按照规定提交招收单位出具的录取通知书和主管部门出具的证明材料; 申请 X2 字签证, 应当按照规定提交招收单位出具的录取通知书等证明材料。

(11) To apply for the X1 visa, the applicant shall, per relevant provisions, submit the admission notice issued by the admission institution and the certification documents provided by the competent authority; to apply for the X2 visa, the applicant shall, per relevant provisions, submit such certification documents as the admission notice issued by the admission institution; and

(十二) 申请 Z 字签证, 应当按照规定提交工作许可等证明材料。

(12) To apply for the Z visa, the applicant shall, per relevant provisions, submit the work permit and other certification documents.

签证机关可以根据具体情况要求外国人提交其他申请材料。

In light of specific cases, the visa authority may require a foreigner to submit additional application material.

第八条 外国人有下列情形之一的, 应当按照驻外签证机关要求接受面谈:

Article 8 In one of the following circumstances, a foreigner shall be interviewed as required by the visa authority abroad:

(一) 申请入境居留的;

(1) The applicant applies for entry into China for residence;

(二) 个人身份信息、入境事由需要进一步核实的;

(2) Information about the applicant's identity or his or her purpose of entry requires further verification;

(三) 曾有不准入境、被限期出境记录的;

(3) The applicant has a record of being denied entry into China or ordered to exit China within the prescribed time limit; or

(四) 有必要进行面谈的其他情形。

(4) Other circumstances where an interview is necessary.

驻外签证机关签发签证需要向中国境内有关部门、单位核实有关信息的, 中国境内有关部门、单位应当予以配合。

The latter shall cooperate when the visa authority abroad requires relevant departments or entities in China to help verify relevant information.

第九条 签证机关经审查认为符合签发条件的, 签发相应类别签证。对入境后需要办理居留证件的, 签证机关应当在签证上注明入境后办理居留证件的时限。

Article 9 Where the visa authority, upon examination, deems the applicant to be eligible for being issued a visa, it shall issue the applicant the appropriate category of visa. Where the applicant needs to obtain a residence permit after entry, the visa authority shall specify the time limit for applying for such a permit after entry on the visa.

第三章 停留居留管理

Chapter III Administration of Stay and Residence

第十条 外国人持签证入境后, 按照国家规定可以变更停留事由、给予入境便利的, 或者因使用新护照、持团体签证入境后由于客观原因需要分团停留的, 可以向停留地县级以上地方人民政府公安机关出入境管理机构申请换发签证。

Article 10 Where, after entry with a visa, a foreigner changes his or her purpose of stay or is granted entry conveniences under relevant provisions of the State, or where a foreigner starts using a new passport or needs to stay separately from his or her tour group after entering China with a group visa due to objective reasons, the applicant may apply to the exit and entry administration

authority of the public security organ of the local people's government at or above the county level in the place of his or her stay for a change of visa.

第十一条 在中国境内的外国人所持签证遗失、损毁、被盗抢的，应当及时向停留地县级以上地方人民政府公安机关出入境管理机构申请补发签证。

Article 11 Where the visa of a foreigner in China is lost, damaged, destroyed, stolen, or robbed, the applicant shall, in a timely manner, apply to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay for re-issuance of the visa.

第十二条 外国人申请签证的延期、换发、补发和申请办理停留证件，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

Article 12 To apply for an extension, change or re-issuance of a visa or stay permit, a foreigner shall fill out an application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

第十三条 外国人申请签证延期、换发、补发和申请办理停留证件符合受理规定的，公安机关出入境管理机构应当出具有效期不超过 7 日的受理回执，并在受理回执有效期内作出是否签发的决定。

Article 13 Where a foreigner's application for extension, change, or re-issuance of a visa, or for a stay permit, meets the acceptance provisions, the exit and entry administration authority of the public security organ shall issue a receipt of acceptance valid for a period of time not exceeding seven days, and decide on whether to issue the visa within the validity period of the receipt of acceptance.

外国人申请签证延期、换发、补发和申请办理停留证件的手续或者材料不符合规定的，公安机关出入境管理机构应当一次性告知申请人需要履行的手续和补正的申请材料。

Where the procedures followed or material submitted by a foreigner for extension, change, or re-issuance of a visa or issuance of a stay permit does not conform to relevant provisions, the exit and entry administration authority of the public security organ shall, in a one-off manner, notify the applicant of the procedure(s) to be followed and the material to be supplemented and corrected.

申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在中国境内合法停留。

When the applicant's passport or other international travel documents are retained for processing his or her application for a visa or permit, the applicant may stay in China legally on the strength of the acceptance.

第十四条 公安机关出入境管理机构作出的延长签证停留期限决定, 仅对本次入境有效, 不影响签证的入境次数和入境有效期, 并且累计延长的停留期限不得超过原签证注明的停留期限。

Article 14 The decision made by the public security office's exit and entry administration authority to extend the duration of stay specified in a visa is only valid for the current entry. It does not affect the number of entries or the validity period of the entry specified in the visa. However, the total period of extension shall not exceed the original duration of stay specified in the visa.

签证停留期限延长后, 外国人应当按照原签证规定的事由和延长的期限停留。

When the duration of stay specified in the visa is extended, a foreigner shall adhere to the purpose specified in the original visa and stay within the extended duration of stay.

第十五条 居留证件分为以下种类:

Article 15 Residence permits are divided into the following types:

(一) 工作类居留证件, 发给在中国境内工作的人员;

(1) The residence permit for work is issued to persons who work in China;

(二) 学习类居留证件, 发给在中国境内长期学习的人员;

(2) The residence permit for study is issued to persons who pursue long-term studies in China;

(三) 记者类居留证件, 发给外国常驻中国新闻机构的外国常驻记者;

(3) The residence permit for journalists is issued to resident foreign journalists of permanent offices of foreign news agencies in China;

(四) 团聚类居留证件, 发给因家庭团聚需要在中国境内居留的中国公民的家庭成员和具有中国永久居留资格的外国人的家庭成员, 以及因寄养等原因需要在中国境内居留的人员;

(4) The residence permit for a reunion is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who need to reside in China for a family reunion and to persons who need to reside in China for fosterage or other purposes; and

(五) 私人事务类居留证件，发给入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满 18 周岁的子女、配偶的父母，以及因其他私人事务需要在中国境内居留的人员。

(5) The residence permit for personal matters is issued to spouses, parents, children under the age of 18, or parents-in-law of foreigners residing in China for work, study, or other purposes, who apply for a long-term visit to China as well as for persons who need to reside in China for other personal matters.

第十六条 外国人申请办理外国人居留证件，应当提交本人护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料，本人到居留地县级以上地方人民政府公安机关出入境管理机构办理相关手续，并留存指纹等人体生物识别信息。

Article 16 A foreigner applying for a residence permit shall submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of the application, go through the relevant formalities in person with the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the proposed places of his or her residence and provide biometric identification information such as fingerprints thereto.

(一) 工作类居留证件，应当提交工作许可等证明材料；属于国家需要的外国高层次人才和急需紧缺专门人才的，应当按照规定提交有关证明材料。

(1) To apply for a residence permit for work, the applicant shall submit such certification documents as a work permit; in the case of a person of high talent who is needed or a specialist who is urgently needed, by the State, the applicant shall submit relevant certification documents per the relevant provisions;

(二) 学习类居留证件，应当按照规定提交招收单位出具的注明学习期限的函件等证明材料。

(2) To apply for a residence permit for study, the applicant shall, per the relevant provisions, submit such certification documents as a letter indicating the duration of study provided by the admission institution;

(三) 记者类居留证件，应当提交有关主管部门出具的函件和核发的记者证。

(3) To apply for a residence permit for journalists, the applicant shall submit the letter provided and the Press Card issued by the competent department;

(四) 团聚类居留证件，因家庭团聚需要在中国境内居留的，应当提交家庭成员关系证明和与申请事由相关的证明材料；因寄养等原因需要在中国境内居留的，应当提交委托书等证明材料。

(4) To apply for a residence permit for a reunion, the applicant shall submit proof of family relationship and certification documents relating to the purpose of application; if the applicant needs to reside in China for fosterage or other purposes, he or she shall submit such certification documents as a power of attorney; and

(五) 私人事务类居留证件，长期探亲的，应当按照要求提交亲属关系证明、被探望人的居留证件等证明材料；入境处理私人事务的，应当提交因处理私人事务需要在中国境内居留的相关证明材料。

(5) To apply for a residence permit for personal matters, in the case of a long-term visit, the applicant shall as required, submit such certification documents as proof of kinship and the residence permit of the foreigner to be visited; to apply for entry to deal with personal matters, the applicant shall submit the documents certifying the need to reside in China.

外国人申请有效期 1 年以上的居留证件的，应当按照规定提交健康证明。健康证明自开具之日起 6 个月内有效。

When applying for a residence permit valid for more than one year, a foreigner shall, per relevant provisions, submit his or her health certificate. A health certificate is valid for six months from the date of issue.

第十七条 外国人申请办理居留证件的延期、换发、补发，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

Article 17 To apply for an extension, change or reissue of a residence permit, a foreigner shall fill out an application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

第十八条 外国人申请居留证件或者申请居留证件的延期、换发、补发符合受理规定的，公安机关出入境管理机构应当出具有效期不超过 15 日的受理回执，并在受理回执有效期内作出是否签发的决定。

Article 18 Where a foreigner's application for a residence permit or extension, change, or reissue of a residence permit meets the acceptance provisions, the exit and entry administration authority of the public security organ shall issue a receipt of acceptance valid for a period not

exceeding 15 days, and decide on whether to issue the visa within the validity period of the receipt of acceptance.

外国人申请居留证件或者申请居留证件的延期、换发、补发的手续或者材料不符合规定的，公安机关出入境管理机构应当一次性告知申请人需要履行的手续和补正的申请材料。

Where the procedures followed or material submitted by a foreigner for a residence permit or extension, change, or reissue of a residence permit does not conform to relevant provisions, the exit/entry administration authority of the public security organ shall, in a one-off manner, notify the applicant of the procedure(s) to be followed and the material to be supplemented and corrected.

申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在中国境内合法居留。

When the applicant's passport or other international travel documents are retained for processing his or her application for a residence permit, the applicant may reside in China legally on the strength of the acceptance.

第十九条 外国人申请签证和居留证件的延期、换发、补发，申请办理停留证件，有下列情形之一的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请：

Article 19 In one of the following circumstances, the inviting entity or individual, the relative of the applicant, or the specialized service agency concerned may apply for an extension, change or reissue of a visa or residence permit, or apply for a stay permit on behalf of the applicant:

(一) 未满 16 周岁或者已满 60 周岁以及因疾病等原因行动不便的；

(1) The applicant is under the age of 16 or over the age of 60, or it would unduly inconvenience the applicant due to illness or other reasons;

(二) 非首次入境且在中国境内停留居留记录良好的；

(2) The applicant's current entry is not his or her first entry into China, and the applicant has a good record of stay or residence in China; or

(三) 邀请单位或者个人对外国人在中国境内期间所需费用提供保证措施的。

(3) The inviting entity or individual has guaranteed to cover the necessary expenses of the applicant incurred in China.

外国人申请居留证件，属于国家需要的外国高层次人才和急需紧缺专门人才以及前款第一项规定情形的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请。

If the applicant is a person of high talent who is needed, or a specialist who is urgently needed, by the State, or is in the circumstance prescribed by subparagraph (1) of the preceding paragraph, the inviting entity or individual, the relative of the applicant or the specialized service agency concerned may apply for a residence permit on his or her behalf.

第二十条 公安机关出入境管理机构可以通过面谈、电话询问、实地调查等方式核实申请事由的真实性，申请人以及出具邀请函件、证明材料的单位或者个人应当予以配合。

Article 20 The exit and entry administration authority of the public security organ may verify the purpose of the application through such means as an interview, telephone inquiry, and on-the-spot investigation, and the applicant, as well as the entity or individual that has provided the letter of invitation or certification documents, shall cooperate.

第二十一条 公安机关出入境管理机构对有下列情形之一的外国人，不予批准签证和居留证件的延期、换发、补发，不予签发停留证件：

Article 21 In one of the following circumstances, the exit and entry administration authority of the public security organ shall not approve the application for extension, change or reissue of a visa or residence permit or the application for a stay permit submitted by a foreigner:

(一) 不能按照规定提供申请材料的；

(1) The applicant fails to provide material supporting his or her application per relevant provisions;

(二) 在申请过程中弄虚作假的；

(2) The applicant has knowingly falsified information in the application process;

(三) 违反中国有关法律、行政法规规定，不适合在中国境内停留居留的；

(3) The applicant is not eligible to stay or reside in China due to violation of relevant Chinese laws or administrative regulations; or

(四) 不宜批准签证和居留证件的延期、换发、补发或者签发停留证件的其他情形。

(4) Other circumstances where it is not appropriate to approve the applicant's application for extension, change or reissue of a visa or residence permit or for the issue of a stay permit.

第二十二条 持学习类居留证件的外国人需要在校外勤工助学或者实习的，应当经所在学校同意后，向公安机关出入境管理机构申请居留证件加注勤工助学或者实习地点、期限等信息。

Article 22 Where a foreigner holding a residence permit for study intends to engage in off-campus work-study or internship, he or she shall, upon the approval of the school, apply to the exit and entry administration authority of the public security organ to have such information as the location and duration of the work-study program or internship placement specified in his or her residence permit.

持学习类居留证件的外国人所持居留证件未加注前款规定信息的,不得在校外勤工助学或者实习。

A foreigner holding a residence permit for study shall not engage in any off-campus work-study or internship unless the information prescribed in the preceding paragraph is specified in his or her residence permit.

第二十三条 在中国境内的外国人因证件遗失、损毁、被盗抢等原因未持有效护照或者国际旅行证件,无法在本国驻中国有关机构补办的,可以向停留居留地县级以上地方人民政府公安机关出入境管理机构申请办理出境手续。

Article 23 A foreigner who does not hold a valid passport or other international travel documents due to loss, damage, destruction, theft, robbery, or other reasons and cannot get the said passport or documents reissued by the relevant institution of his own country stationed in China may apply for exit formalities to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay or residence.

第二十四条 所持出境入境证件注明停留区域的外国人、出入境边防检查机关批准临时入境且限定停留区域的外国人,应当在限定的区域内停留。

Article 24 A foreigner whose area of stay is specified in his exit and entry documents or a foreigner who is approved temporary entry into China with restrictions on the area of stay by the exit and entry border inspection authority shall stay in the specified or restricted area.

第二十五条 外国人在中国境内有下列情形之一的,属于非法居留:

Article 25 In one of the following circumstances, a foreigner shall be deemed to be residing in China illegally:

(一) 超过签证、停留居留证件规定的停留居留期限停留居留的;

(1) The applicant's stay or residence exceeds the duration specified in his or her visa, stay permit, or residence permit;

(二) 免办签证入境的外国人超过免签期限停留且未办理停留居留证件的;

(2) The applicant overstays the visa-free period and fails to obtain a stay permit or residence permit;

(三) 外国人超出限定的停留居留区域活动的;

(3) The activities of the applicant go beyond the restricted area of stay or residence; or

(四) 其他非法居留的情形。

(4) Other circumstances where foreigners reside illegally.

第二十六条 聘用外国人工作或者招收外国留学生的单位,发现有下列情形之一的,应当及时向所在地县级以上地方人民政府公安机关出入境管理机构报告:

Article 26 Upon discovery of one of the following circumstances, the entity that employs a foreigner or admits an international student shall, in a timely manner, report to the exit and entry administration authority of the public security organ of the local people's government at or above the county level:

(一) 聘用的外国人离职或者变更工作地域的;

(1) A foreigner employed resigns or changes employment location;

(二) 招收的外国留学生毕业、结业、肄业、退学,离开原招收单位的;

(2) An international student admitted has graduated, completed his or her course(s) or study, has quit school, or has left the school ungraduated;

(三) 聘用的外国人、招收的外国留学生违反出境入境管理规定的;

(3) A foreigner employed or an international student admitted violates the provisions on administration of exit and entry; or

(四) 聘用的外国人、招收的外国留学生出现死亡、失踪等情形的。

(4) A foreigner employed or an international student admitted dies, disappears, or other severe circumstances arise.

第二十七条 金融、教育、医疗、电信等单位在办理业务时需要核实外国人身份信息的,可以向公安机关出入境管理机构申请核实。

Article 27 Where necessary, finance, education, medical, telecommunications, or other entities may, for business purposes, apply to the exit and entry administration authority of the public security organ for verifying the information of a foreigner's identity.

第二十八条 外国人因外交、公务事由在中国境内停留居留证件的签发管理，按照外交部的规定执行。

Article 28 The stay or residence permits for foreigners who need to stay or reside in China for diplomatic or official purposes shall be issued and administered following the Ministry of Foreign Affairs provisions.

第四章 调查和遣返

Chapter IV Investigation and Repatriation

第二十九条 公安机关根据实际需要可以设置遣返场所。

Article 29 Public security organs may establish places for repatriation in light of actual needs.

依照出境入境管理法第六十条的规定对外国人实施拘留审查的，应当在 24 小时内将被拘留审查的外国人送到拘留所或者遣返场所。

A foreigner who is to be detained for investigation under the provisions of Article 60 of the Exit and Entry Administration Law shall be sent to a detention house or a place of repatriation within 24 hours of his or her detention.

由于天气、当事人健康状况等原因无法立即执行遣送出境、驱逐出境的，应当凭相关法律文书将外国人羁押在拘留所或者遣返场所。

Where a foreigner cannot be repatriated or deported immediately due to weather, health, or other reasons, he or she shall be detained in a detention house or a place of repatriation with relevant legal instruments.

第三十条 依照出境入境管理法第六十一条的规定，对外国人限制活动范围的，应当出具限制活动范围决定书。被限制活动范围的外国人，应当在指定的时间到公安机关报到；未经决定机关批准，不得变更生活居所或者离开限定的区域。

Article 30 Where a foreigner's scope of activities is restricted under Article 61 of the Exit and Entry Administration Law, a written decision on such restriction(s) shall be issued. The foreigner subject to the restriction(s) shall report to the public security office at the designated time and, without the approval of the decision-making office, he or she shall not change his living residence or leave the restricted area.

第三十一条 依照出境入境管理法第六十二条的规定，对外国人实施遣送出境的，作出遣送出境决定的机关应当依法确定被遣送出境的外国人不准入境的具体期限。

Article 31 Where a foreigner is to be repatriated under the provisions of Article 62 of the Exit and Entry Administration Law, the organ that decides on his or her repatriation shall, by law, decide on the specific duration of time in which the said foreigner shall not be allowed to enter China.

第三十二条 外国人被遣送出境所需的费用由本人承担。本人无力承担的，属于非法就业的，由非法聘用的单位、个人承担；属于其他情形的，由对外国人在中国境内停留居留提供保证措施的单位或者个人承担。

Article 32 A foreigner subject to repatriation shall bear the related expenses. If he or she is not able to do so, the entity or individual that employed him or her shall bear the expenses in the case of illegal employment; in other circumstances, the entity or individual that has guaranteed to cover the expenses of the foreigner during his or her stay or residence in China shall bear the expenses.

遣送外国人出境，由县级以上地方人民政府公安机关或者出入境边防检查机关实施。

The public security organs of the local people's governments at or above the county level or the exit and entry border inspection authorities shall be repatriated foreigners.

第三十三条 外国人被决定限期出境的，作出决定的机关应当在注销或者收缴其原出境入境证件后，为其补办停留手续并限定出境的期限。限定出境期限最长不得超过 15 日。

Article 33 Where it is decided that a foreigner will exit China within a specific time limit, the decision-making authority shall, after canceling or confiscating his or her original exit and entry documents, go through the formalities for his or her stay in China and set the time limit for his or her exit. The time limit shall not exceed 15 days.

第三十四条 外国人有下列情形之一的，其所持签证、停留居留证件由签发机关宣布作废：

Article 34 In one of the following circumstances, the visa, stay permit, or residence permit held by a foreigner shall be declared null and void by the issuing authority:

(一) 签证、停留居留证件损毁、遗失、被盗抢的；

(1) His or her visa, stay permit, or residence permit is lost, damaged, destroyed, stolen, or robbed;

(二) 被决定限期出境、遣送出境、驱逐出境，其所持签证、停留居留证件未被收缴或者注销的；

(2) The time limit for his or her exit, repatriation, or deportation from China has been decided, and his or her visa, stay permit, or residence permit has not been confiscated or canceled;

(三) 原居留事由变更，未在规定期限内向公安机关出入境管理机构申报，经公安机关公告后仍未申报的；

(3) The original purpose of residence has been changed, but he or she fails to report to the exit and entry administration authority of the public security organ within the prescribed time limit and fails to do so even after the said organ has given a public notice thereon; or

(四) 有出境入境管理法第二十一条、第三十一条规定的不予签发签证、居留证件情形的。

(4) Circumstances in which a visa or residence permit shall not be issued as prescribed by Article 21 or Article 31 of the Exit and Entry Administration Law provisions.

签发机关对签证、停留居留证件依法宣布作废的，可以当场宣布作废或者公告宣布作废。

Where the issuing authority is to declare a visa, stay permit, or residence permit null and void by law, it may do so on the spot or through public notice.

第三十五条 外国人所持签证、停留居留证件有下列情形之一的，由公安机关注销或者收缴：

Article 35 In one of the following circumstances, the visa, stay permit, or residence permit held by a foreigner shall be canceled or confiscated by a public security organ:

(一) 被签发机关宣布作废或者被他人冒用的；

(1) The issuing authority declares it null and void, or it is being used fraudulently by someone else;

(二) 通过伪造、变造、骗取或者其他方式非法获取的；

(2) It is forged, altered, or obtained by fraud or other illegal means;

(三) 持有人被决定限期出境、遣送出境、驱逐出境的。

(3) The holder has decided on a time for exit, repatriation, or deportation from China.

作出注销或者收缴决定的机关应当及时通知签发机关。

The authority deciding on the cancellation or confiscation of a visa stay permit, or residence permit shall notify the issuing authority promptly.

第五章 附 则

Chapter V Supplementary Provisions

第三十六条 本条例下列用语的含义：

Article 36 Meaning of terms in these Regulations:

(一) 签证的入境次数，是指持证人在签证入境有效期内可以入境的次数。

(1) The number of entries specified in the visa means the number of times that the visa holder may enter China within the validity period of the entry specified in the visa;

(二) 签证的入境有效期，是指持证人所持签证入境的有效时间范围。非经签发机关注明，签证自签发之日起生效，于有效期满当日北京时间 24 时失效。

(2) The validity period of the entry specified in the visa means the valid period during which the visa holder may enter China. Unless otherwise specified by the issuing authority, a visa is valid from the date of issue until Beijing time, 24:00 on the expiring day;

(三) 签证的停留期限，是指持证人每次入境后被准许停留的时限，自入境次日开始计算。

(3) The duration of stay specified in the visa means the period during which the visa holder is allowed to stay in China after each entry. It begins from the next day of entry;

(四) 短期，是指在中国境内停留不超过 180 日（含 180 日）。

(4) Short-term means staying in China for a period not exceeding 180 days (including 180 days); and

(五) 长期、常驻，是指在中国境内居留超过 180 日。

(5) Long-term or resident means residing in China for a period exceeding 180 days.

本条例规定的公安机关出入境管理机构审批期限和受理回执有效期以工作日计算，不含法定节假日。

The period for examination and approval or the validity period of the acceptance of the exit and entry administration authority of the public security organ in these Regulations is calculated in terms of working days, excluding legal holidays.

第三十七条 经外交部批准，驻外签证机关可以委托当地有关机构承办外国人签证申请的接件、录入、咨询等服务性事务。

Article 37 With the approval of the Ministry of Foreign Affairs, the visa authorities abroad may entrust local institutions with services, such as receiving visa application material, data input, and consultancy.

第三十八条 签证的式样由外交部会同公安部规定。停留居留证件的式样由公安部规定。

Article 38 The format of visas shall be prescribed by the Ministry of Foreign Affairs in conjunction with the Ministry of Public Security. The Ministry of Public Security shall prescribe the formats of stay permits and residence permits.

第三十九条 本条例自 2013 年 9 月 1 日起施行。1986 年 12 月 3 日国务院批准，1986 年 12 月 27 日公安部、外交部公布，1994 年 7 月 13 日、2010 年 4 月 24 日国务院修订的《中华人民共和国外国人入境出境管理法实施细则》同时废止

Article 39 These Regulations shall be effective as of September 1, 2013. The Rules on the Implementation of the Law of the People's Republic of China on the Entry and Exit of Aliens, approved by the State Council on December 3, 1986, promulgated by the Ministry of Public Security and the Ministry of Foreign Affairs on December 27, 1986, and revised by the State Council respectively on July 13, 1994, and April 24, 2010, shall be repealed simultaneously.

中华人民共和国境内外国人宗教活动管理规定

实施细则

Rules for the Implementation of the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China

(2000 年 9 月 26 日国宗局令第 1 令发布《中华人民共和国境内外国人宗教活动管理规定实施细则》； 2010 年 11 月 29 日国宗局令第 9 号发布《国家宗教事务局关于修订〈中华人民共和国境内外国人宗教活动管理规定实施细则〉的决定》)

(The Rules for the Implementation of the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China were promulgated by the Order No. 1 of the National Religious Affairs Administration on September 26, 2000; the Decision of the National Religious Affairs Administration on Amending the Rules for the Implementation of the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China were promulgated by the Order No. 9 of the National Religious Affairs Administration on November 29, 2010)

第一条 根据《中华人民共和国境内外国人宗教活动管理规定》，制定本实施细则。

Article 1 These Rules are formulated following the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China.

第二条 中华人民共和国境内外国人（以下简称“境内外国人”）是指依照《中华人民共和国国籍法》的规定，在中国境内不具有中国国籍的人，包括在华常住人员和短期来华人员。

Article 2 Foreigners within the People's Republic of China are referred to as those who are within Chinese territory without Chinese nationality according to the Nationality Law of the People's Republic of China, including the long-term residing-in-China personnel and those staying in China for short-term visits.

第三条 境内外国人宗教活动是指外国人在中国境内按照各自的宗教信仰习惯举行和参与的各种宗教仪式，与中国宗教社会团体、宗教活动场所和宗教教职人员所发生的宗教事务方面的联系，及其有关的各种活动。

Article 3 Religious activities of foreigners within Chinese territory are referred to as the religious ceremonies that foreigners conduct or participate in according to their religious belief

customs, contacts with Chinese religious bodies, sites for religious activities, and religious personnel in respect of religion and other relevant activities.

第四条 中华人民共和国尊重在中国境内的外国人的宗教信仰自由，依法保护和管理境内外国人的宗教活动。

Article 4 The People's Republic of China respects the freedom of religious belief of foreigners within Chinese territory and legally protects and administrates the religious activities of foreigners within Chinese territory.

第五条 外国人在中国境内可以根据自己的宗教信仰在依法登记的寺院、宫观、清真寺、教堂参加宗教活动。

Article 5 Foreigners may participate in religious activities at Buddhist monasteries, Taoist temples, mosques, and churches lawfully registered within Chinese territory according to their religious beliefs.

第六条 以宗教教职人员身份来访的外国人，经省、自治区、直辖市以上宗教社会团体邀请，可以在依法登记的宗教活动场所讲经、讲道。

以其他身份入境的外国宗教教职人员，经省、自治区、直辖市以上宗教社会团体邀请，并经省级以上人民政府宗教事务部门同意，可以在依法登记的宗教活动场所讲经、讲道。应邀在依法登记的宗教活动场所讲经、讲道的外国宗教教职人员，应该遵守该场所的管理规章，尊重该场所人员的信仰习惯。

Article 6 At the invitation of Chinese religious bodies at or above the level of province, autonomous region, or municipality directly under the Central Government, foreigners visiting China as religious personnel may preach and expound the scripture at lawfully registered sites for religious activities.

At the invitation of Chinese religious bodies at or above the level of province, autonomous region, or municipality directly under the Central Government, and after the approval by the departments of religious affairs of the people's governments at or above the provincial level, foreigners entering China as another status may preach and expound the scripture at lawfully registered sites for religious activities. Foreign religious personnel who are invited to preach and expound the scripture at the lawfully registered sites for religious activities shall abide by the administrative rules of these sites and respect the belief customs of the personnel of these sites.

第七条 境内外国人集体进行宗教活动要在由县级以上人民政府宗教事务部门认可的经依法登记的寺院、宫观、清真寺、教堂，或在由省、自治区、直辖市人民政府宗教事务部门指定的临时地点举行。境内外国人在临时地点集体进行宗教活动时，应由县级以上人民政府宗教事务部门负责管理。

Article 7 The collective religious activities of foreigners within Chinese territory shall be conducted at the Buddhist monasteries, Taoist temples, and churches recognized and legally registered by the departments of religious affairs of the people's government at or above the county level or at the temporary sites appointed by the departments of religious affairs of the people's governments of provinces, autonomous regions or municipalities directly under the Central Government. Where foreigners within Chinese territory collectively conduct religious activities at temporary sites, they shall be administrated by the religious affairs departments of the people's governments at or above the county level.

第八条 外国人同中国宗教界的友好往来和文化学术交流活动、应通过省、自治区、直辖市以上宗教社会团体进行。

Article 8 The friendly contacts and cultural and academic exchanges of foreigners with Chinese religious circles shall be conducted via Chinese religious bodies at or above the level of province, autonomous region, or municipality directly under the Central Government.

第九条 凡在中国境内没有相应的合法的中国宗教组织的外国宗教组织及其成员，以宗教组织或宗教教职人员身份与中国政府有关部门或宗教界进行交往活动的，须经省级政府宗教事务部门同意后，报国家宗教事务局批准。

Article 9 Foreign religious organizations that have no corresponding legitimate religious organizations within Chinese territory and their members must get consent from the departments of religious affairs of the people's governments at the provincial level and approval from the National Religious Affairs Administration before conducting contacts in the name of these organizations or as religious personnel with relevant departments of the Chinese government or Chinese religious circles.

第十条 经中国的宗教社会团体同意，境内外国人可以邀请中国宗教教职人员按各教习惯为其举行洗礼、婚礼、葬礼和道场、法会等宗教仪式。其中，举行婚礼的外国人必须是已经依法缔结婚姻关系的男女双方。中国宗教教职人员是指由依法登记的宗教社会团体认定、备案的各种宗教教职人员。

Article 10 Consented by Chinese religious bodies, foreigners within Chinese territory may invite Chinese religious personnel to conduct such religious ceremonies as baptism, wedding, funeral, and Taoist or Buddhist rites according to their respective religious customs. Among these ceremonies, the foreigners conducting the wedding must be the men and women who have already established a marriage relationship under the law. The Chinese religious personnel is referred to as those who have been recognized and recorded by lawfully registered religious bodies.

第十一条 有关全国性宗教社会团体或省、自治区、直辖市有关宗教社会团体同意，并经当地省级以上人民政府宗教事务部门批准认可，外国人可以根据有关宗教文化学术交流的项目或协议，携带用于宗教文化学术交流的宗教用品入境。符合上款规定和海关有关规定的宗教用品入境，海关凭省、自治区、直辖市人民政府宗教事务部门或国家宗教事务局的证明予以放行。

Article 11 Consented by national religious bodies or relevant religious bodies at the level of province, autonomous region, or municipality directly under the Central Government and approved by the departments of religious affairs of the local people's governments at or above the provincial level, foreigners entering Chinese territory may carry religious articles used in religious cultural and academic exchanges per relevant programs and agreements of religious cultural and academic exchanges. Where the religious articles conform to the stipulations of the previous paragraph and the relevant provisions of the Chinese customs, they shall be passed by the customs based on the certificates issued by the departments of religious affairs of the people's governments of provinces, autonomous regions and municipalities directly under the Central Government or the National Religious Affairs Administration.

第十二条 下列宗教印刷品、宗教音像制品和其他宗教用品不得进境：

Article 12 The following religious printed matter, religious audio-visual products, and other religious articles are prohibited from being brought into Chinese territory:

(一) 超出个人自用合理数量，且不属于第十一条规定范围的；

(1) Articles that exceed rational personal use and do not belong to the category as stipulated in Article 11;

(二) 有危害中国国家安全和公共利益内容的。

发现有违反上款规定的宗教印刷品、宗教音像制品和其他宗教用品，由海关依法进行处理。

违反第一款规定已经携带入境或通过其他手段运入境内的宗教印刷品、宗教音像制品和其他宗教用品，一经发现，由县级以上人民政府宗教事务部门或其他有关部门依法进行处理。

(2) Articles with contents detrimental to Chinese national security and the public interests of Chinese society.

Where the religious printed matters, religious audio-visual products, and other religious articles are found to be those mentioned in the previous paragraph, the case shall be dealt with by the customs in accordance with the law.

Where the religious printed matters, religious audio-visual products, and other religious articles which violate the stipulations of the first paragraph have been brought into Chinese territory or transported into Chinese territory by other means, once being found, they shall be dealt with by the departments of religious affairs or other related departments of the people's governments at or above the county level in accordance with the law.

第十三条 外国组织或个人向中国提供的以培养宗教教职人员为目的的出国留学人员名额或资金，由中国全国性宗教社会团体根据需要接受并统筹选派出国留学人员。

外国组织或个人不得在中国境内擅自招收以培养宗教教职人员为目的的出国留学人员。

Article 13 The enrollment quota or capital for study abroad provided to China by foreign organizations or individuals to train religious personnel shall be accepted by Chinese national religious bodies based on need. The personnel for study abroad shall be selected and dispatched by Chinese national religious bodies as a whole plan.

Foreign organizations or individuals may not recruit students within Chinese territory for their study and training abroad as religious personnel without permission.

第十四条 外国人到中国宗教院校留学，须符合《高等学校接受外国留学生管理规定》的有关规定，并经全国性宗教社会团体批准、向国家宗教事务局备案。

Article 14 Foreigners who intend to come to China to study at Chinese religious institutions must conform to the stipulations set by the Provisions on the Administration of Accepting Foreign Students by Chinese Institutions of Higher Learning, get approval from Chinese religious bodies, and keep records at the National Administration of Religious Affairs.

第十五条 外国人到中国宗教院校讲学，须根据《宗教院校聘用外籍专业人员办法》的规定办理。

Article 15 Foreigners who intend to come to China to teach at Chinese religious institutions must be subject to the Methods of Engaging Foreign Professionals by Religious Institutions.

第十六条 外国人在中国境内进行宗教活动，应当遵守中国的法律、法规。外国人不得干涉中国宗教社会团体、宗教活动场所的设立和变更，不得干涉中国宗教社会团体对宗教教职人员的选任和变更，不得干涉和支配中国宗教社会团体的其他内部事务。外国人在中国境内不得以任何名义或形式成立宗教组织、设立宗教办事机构、设立宗教活动场所或者开办宗教院校、举办宗教培训班。

Article 16 Foreigners who conduct religious activities within Chinese territory shall abide by Chinese laws and regulations. Foreigners may not intervene in the establishment and change of Chinese religious bodies or sites for religious activities, the selecting, appointing, and changing of religious personnel by Chinese religious bodies, nor may they interfere in or manipulate other internal affairs of Chinese religious bodies.

Within Chinese territory, foreigners may not establish religious organizations, institute religious offices, set up sites for religious activities, run religious institutions or hold religious classes in any names or forms.

第十七条 外国人不得在中国境内进行下列传教活动：

Article 17 Foreigners may not engage in the following missionary activities within Chinese territory:

(一) 在中国公民中委任宗教教职人员；

(1) Appointing religious personnel among Chinese citizens;

(二) 在中国公民中发展宗教教徒；

(2) Developing religious followers among Chinese citizens;

(三) 擅自在宗教活动场所讲经、讲道；

(3) Preaching and expounding the scripture at the sites for religious activities without permission;

(四) 未经批准在依法登记的宗教活动场所以外的处所讲经、讲道，进行宗教聚会活动；

(4) Preaching and expounding the scripture or conducting religious gathering activities at places outside the lawfully registered sites for religious activities;

(五) 在宗教活动临时地点举行有中国公民参加的宗教活动，被邀请主持宗教活动的中国宗教教职人员除外；

(5) Conducting religious activities with Chinese citizens at temporary sites for religious activities, except that the Chinese citizens are Chinese religious personnel who are invited to preside the religious activities;

(六) 制作或销售宗教书刊、宗教音像制品、宗教电子出版物等宗教用品;

(6) Producing or selling religious books and journals, religious audio-visual products, religious electronic goods, or other religious articles;

(七) 散发宗教宣传品;

(7) Distributing religious propaganda materials;

(八) 其他形式的传教活动。

(8) Other missionary activities.

第十八条 国际性宗教组织、机构及其成员与中国宗教社会团体、宗教活动场所和宗教教职人员发生宗教事务方面的联系, 及其有关活动, 须事先向省级以上人民政府宗教事务部门提出申请, 经同意后方可进行。

Article 18 Where the international religious organizations, offices, and their members intend to contact or conduct other related activities with Chinese religious bodies, sites for religious affairs, and religious personnel, they shall make applications to the departments of religious affairs of the people's governments at or above the provincial level in advance. The contact or other related activities may be conducted only after approval by the religious affairs departments of the people's governments at or above the provincial level.

第十九条 国内外国人违反本细则进行宗教活动的, 由县级以上人民政府宗教事务部门和其他有关部门依法予以制止。 境内外国人违反本细则进行宗教活动, 构成违反《中华人民共和国外国人入境出境管理法》、《中华人民共和国治安管理处罚条例》等法律法规的, 由公安机关依法予以处理; 构成犯罪的, 由司法机关依法追究刑事责任。

Article 19 Where foreigners within Chinese territory conduct religious activities that violate these Rules, the departments of religious affairs and other related departments of the people's governments at or above the county level shall stop them under the law.

Where religious activities conducted by foreigners within Chinese territory violate these Rules as well as the Law of the Control on the Entry and Exit of Foreigners of the People's Republic of China and the Regulations on Administrative Penalties for Public Security, the foreigners shall be dealt with by the public offices under the law; where such activities constitute

crimes, the foreigners shall be investigated for their criminal liability by the judicial organs under the law.

第二十条 外国组织在中华人民共和国境内的宗教活动适用本细则。

Article 20 These Rules apply to the religious activities of foreign organizations within Chinese territory.

第二十一条 本细则由国家宗教事务局负责解释。

Article 21 The National Religious Affairs Administration shall be responsible for interpreting these Rules.

第二十二条 本细则自发布之日起施行。

Article 22 These Rules shall enter into force as of the date of promulgation.

附录 2 术语表

Appendix II Term List

中文

报到

成绩单

处分

答辩委员会

导师

非学历教育

复核

高级进修生

公共课程

公共选修课

公共学位课

公寓管理部门

国际合作办学机构

国际合作处

国际学院

国科大教学委员会

核心课

后勤管理办公室

基础理论课

集中教学

计划财务处

记过处分

奖学金办公室

教务部

警告

科教融合

课程设置方案

留学生办公室

录取通知书

英文

registration

academic transcript

disciplinary sanctions

Oral Defense Committee

supervisor

non-degree education

recheck

senior visiting students

general course

general elective course

general degree course

Student Residence Office

The Chinese-foreign cooperative education institution

International Affairs Office

International College

UCAS Teaching Committee

core course

Logistics Management Office

Basic Theory course

campus concentrated teaching

Department of Finance and Budget

demerit record

Scholarship Office

Academic Affairs Department

warning

fusion of scientific research and teaching

Course Setting Plan

International Students Office

letter of admission

免修课程	exempted course
培养单位	host institute
培养与管理	training and management
普通进修生	regular visiting students
人事处	Human Resources Office
入学申请	enrollment application
审核	check
停学	rustication
退学	drop out
网络中心	Network Center
校园卡管理中心	Campus Card Management Center
校园一卡通	Campus Card
休学	academic suspension
选课系统	Course Selection System
学籍管理	Management of the School Roll
学历教育	degree education
学生处	Student Affairs Office
学位评定委员会	Academic Degree Evaluation Committee
学位申请	degree application
学位委员会	Academic Degrees Committee
严重警告	serious warning
园区管理办公室	Campus Management Office
专业课程	specialized course
专业学位课	specialized degree course
转学	transfer
总务部	University Logistics Department

附录 3 常用联系方式

Appendix III Contact Information

中国科学院大学留学生办公室

UCAS International Student Office

招生、奖学金/Admission & Scholarship: 010-82672900; 010-82674900

签证、保险/Visa & Insurance: 010-82672900

综合事务与服务/General Affairs & Services: 010-62522162

工作时间以外紧急情况联系电话/Emergency contact for outside working hours:

13426292124

传真/Fax: 010-82672900

邮箱/Email: iso@ucas.ac.cn

紧急电话

报警/Police call: 110

火警/Fire-alarm: 119

急救/First-aid: 120



中国科学院大学

University of Chinese Academy of Sciences

留学生办公室编

Compiled by International Students Office