**目录**

[第一篇 培养Part I Education](#_Toc12438360)

[苏州科技大学国际硕士研究生学籍管理规定Provisions of Suzhou University of Science and Technology on International Master Student Status Management 1](#_Toc12438363)

[苏州科技大学国际硕士研究生培养工作规定Provisions of Suzhou University of Science and Technology on International Master Students’ Education 10](#_Toc12438365)

[苏州科技大学国际硕士研究生课程教学管理规定Provisions of Suzhou University of Science and Technology on International Master Students’ Course Teaching Management 15](#_Toc12438367)

[苏州科技大学国际硕士研究生学术活动管理规定Provisions of Suzhou University of Science and Technology on International Master Students’ Academic Activity Management 20](#_Toc12438369)

苏州科技大学国际硕士研究生中期考核方法[Measures of Suzhou University of Science and Technology on International Master Students’ Mid-term Assessment 22](#_Toc12438372)

[苏州科技大学国际硕士研究生证、校徽管理规定Provisions of Suzhou University of Science and Technology on Management of International Master Students’ ID Cards and School Badges 24](#_Toc12438373)

[第二篇 学位Part II Degree](#_Toc12438375)

[苏州科技大学国际硕士研究生学位授予工作细则Detailed Rules of Suzhou University of Science of Technology on International Master Students’ Degree Awarding 27](#_Toc12438378)

苏州科技大学国际硕士研究生学位论文选题与开题报告管理规定[Provisions of Suzhou University of Science and Technology on International Master Students’ Academic Thesis Topic Selection and Thesis Proposal Management 34](#_Toc12438381)

[苏州科技大学国际硕士研究生学位论文中期检查管理规定Provisions of Suzhou University of Science and Technology on Management of Mid-term Evaluation on International Master Students’ Academic Thesis 37](#_Toc12438382)

[苏州科技大学国际硕士研究生学位论文预答辩管理规定Provisions of Suzhou University of Science and Technology on Management of International Master Students’ Academic Thesis Pre-defense 40](#_Toc12438384)

[苏州科技大学国际硕士研究生学位论文基本格式与相关要求Basic Academic Thesis Format for International Master Students of Suzhou University of Science and Technology and Relevant Requirements 43](#_Toc12438386)

[苏州科技大学关于国际硕士研究生“学位论文学术不端行为检测系统”检测结果的处理办法（试行）Measures of Suzhou University of Science and Technology for Handling the International Master Students’ Testing Results in the “Academic Misconduct Testing System for Academic Thesis”(Trial Implementation) 52](#_Toc12438388)

[苏州科技大学关于国际硕士研究生发表学术论文要求的规定Provisions of Suzhou University of Science and Technology on Requirements of International Master Students’ Academic Thesis Publishing 56](#_Toc12438390)

[苏州科技大学国际硕士研究生优秀硕士学位论文评选奖励办法Measures of Suzhou University of Science and Technology for Appraising, Selecting and Awarding International Master Students’ Excellent Master Degree Thesis 88](#_Toc12438392)

第三篇 学生管理Part III Student Management

[苏州科技大学国际硕士研究生的权利与义务International Master Students’ Rights and Obligations 91](#_Toc12438397)

[苏州科技大学国际硕士研究生奖学金评定管理办法(试行)SUST Postgraduate Scholarship Assessment and Management Method (Trial) 93](#_Toc12438398)

苏州科技大学国际硕士研究生违纪处分规定[Provisions of Suzhou University of Science and Technology on Punishment on International Master Sudents Violating Disciplines 99](#_Toc12438401)

[苏州科技大学国际硕士研究生学生申诉处理办法Measures of Suzhou University of Science and Technology on International Master Students’ Appeal Handling 112](#_Toc12438402)

[苏州科技大学国际硕士研究生学术道德规范Academic Codes of Ethics for International Master Students in Suzhou University of Science and Technology 116](#_Toc12438404)

[苏州科技大学国际硕士研究生宿舍管理规定Provisions of Suzhou University of Science and Technology on International Master Students’ Dormitory Management 120](#_Toc12438406)

# 第一篇

# 培养

# Part I Education

## 苏州科技大学国际硕士研究生学籍管理规定

## Provisions of Suzhou University of Science and Technology on International Master Student Status Management

**第一章总则**

**Chapter 1 General Provisions**

**第一条**为促进我校的国际交流与合作，加强国际硕士研究生工作的规范管理，根据教育部、外交部和公安部联合颁发的第42号令《学校招收和培养国际学生管理办法》、教育部印发的《来华留学生高等教育质量规范（试行）》以及其他有关法律、法规，结合我校国际硕士研究生工作的具体情况，制定本规定。

**Article 1** To promote the international exchange and cooperation of the university, and strengthen the standard management of international master students, in accordance with the *Administrative Measures on the Acceptance and Cultivation of International Students* jointly published by Ministry of Education, Ministry of Foreign Affairs, and Ministry of Public Security, *Higher Education Quality Specification of International Students (Trial)* published by Ministry of Education, and other relevant laws and regulations, as well as the specific conditions of international master students’ affairs in the university, these provisions are hereby formulated.

**第二条**本规定适用于国际学生自费来我校进行硕士研究生学历教育、攻读硕士学位。

**Article 2** These provisions are applicable to international master students who receive master programs and study for master’s degree at their own expenses in the university.

**第三条**在我校学习的国际硕士研究生应当遵守中华人民共和国的法律法规和我校的各项规章制度；尊重教师、同学和工作人员；尊重中国人民的风俗习惯；维护和促进各国人民之间的友谊。

**Article 3**International master students studying in the university must comply with laws and regulations of the People’s Republic of China, and rules and regulations of the university; respect teachers, students and staff; respect customs of Chinese people; and maintain and promote the friendship among people from different countries.

**第二章学制与学习年限**

**Chapter 2 Educational System and Period of Schooling**

**第四条**国际硕士研究生的学制一般为3年。具体按照各专业培养方案的规定执行。

**Article 4** Educational system for international master students is normally 3 years, and the specific implementation is subject to education programs for different majors.

**第五条**国际硕士研究生的学习年限（指研究生自入学到毕业、授予学位的年限）不超过4学年。提前毕业的国际硕士研究生，学习年限应不少于2年。

**Article 5** The period of schooling for international master students (referring to the period from admission to graduation, and degree awarding) cannot exceed 4 academic years. The period of schooling for international master students who graduate early should not be less than 2 years.

**第六条**未能在规定学制内完成培养计划的国际硕士研究生，经学校批准，在规定的学习年限内可适当延长学习时间。国际硕士研究生申请延期毕业，应在既定毕业时间三个月之前办理有关手续。国际硕士研究生申请延期毕业需由校内相关部门审核。

**Article 6** If any international master student fails to complete the education program in the specified educational system, after approved by the university, his or her study time can be properly extended within the specified period of schooling. If any international master student applies to postpone his or her graduation, he or she should handle relevant procedures three months before the scheduled graduation time. The international master student’s application for postponing his or her graduation should be approved by relevant department of the university.

**第三章入学与注册**

**Chapter 3 Admission and Registration**

**第七条**国际硕士研究生新生凭护照、录取通知书和来华留学签证申请表，在学校规定的时间内到相关培养单位办理注册手续、到国际合作交流处报到，并由培养单位安排相关教学事宜。因故不能按时入学，必须事先向所在培养单位请假，同时报国际合作交流处备案，请假不超过两周。未请假或请假逾期未办理入学手续的，视其自动放弃入学资格。

**Article 7** New international master students should handle the registration procedure in relevant host institutes and register at the International Office with passport, Admission Letter, and Visa Application Form for Study in China within the specified time, and the host institute shall arrange relevant teaching affairs. Those who cannot register on time for some reason must ask for leave from the host institute in advance, and report to the International Office for the record. The delay should not exceed two weeks. Those failing to ask for leave or failing to handle the admission procedure after the leave ends shall be deemed to give up their admission qualification.

**第八条**对患有疾病的新生，经学校指定的二级甲等以上医院（下同）诊断，不宜在校学习的，由本人在入学第一周提出申请，经校医院认定，所在学院签署意见，由校内相关部门审核，视其自动放弃入学资格或保留入学资格1年。保留入学资格的国际硕士研究生不具有学籍，不享受在校生的待遇。因疾病保留入学资格者，在保留入学资格期内经治疗康复，在下一年6月底前申请入学，由学校指定医院诊断，符合体检要求，经学校复查合格后，重新办理入学手续。复查不合格或逾期未办理申请入学手续者，取消入学资格。

**Article 8** If any new student suffering from disease is considered unsuitable to study in the university after diagnosed by hospitals above Grade II Level B (the same below) designated by the university, the student should file an application in the first week after admission. After verified by the university hospital, commented and signed by his or her school, and reviewed by relevant department of the university, the student shall be deemed to voluntarily waive his or her admission qualification or retain his or her admission qualification for 1 year. The international master students who get the approval for retaining admission qualification will not be granted student status and not enjoy the treatments for students studying in the university. If the student whose admission qualification is retained because of disease recovers after treatment during the qualification retaining period, he or she should apply for admission before the end of June of next year. After diagnosed by the hospital designated by the university as qualified in the physical examination, and being qualified in the reexamination of the university, he or she can re-handle the admission procedure. If he or she is not qualified in the reexamination or fails to handle the admission application procedure within the specified time, his or her admission qualification shall be cancelled.

**第九条** 国际硕士研究生新生入学后，由国际合作交流处牵头、相关培养单位具体负责，按照国家和地方相关规定进行复查。复查合格者予以注册，取得学籍。经复查不符合录取条件者，由学校区别情况予以处理，直至取消入学资格。

**Article 9** After new international master students enroll in the university, a reexamination shall be led by the International Office, and implemented by relevant host institutes in accordance with relevant national and local provisions. Those who are qualified in the reexamination shall be registered and obtain the student status. Those who fail to meet the admission conditions shall be handled by the university as the case may be, until the admission qualification is cancelled.

**第十条**国际硕士研究生于每学期按规定日期办理报到注册手续，由所在学院汇总后报国际合作交流处和研究生部备案。

**Article 10** The international master students should check in and complete the registration on the scheduled date every semester, and after summarized by the school, their registration information shall be reported to the International Office and the Graduate Department for the record.

1. 国际硕士研究生注册时须持本人学生证，由所在学院注册人员在信息管理系统中为学生注册，并在学生证上加盖注册专用章，作为已注册凭证和学生证有效凭证。

While registering, the international master students should bring their own student ID cards, and the registrar in his/her school shall complete the registration in the information management system, and stamp the special seal for registration on the student ID cards which shall serve as the evidence to prove their registration and the validity of student ID cards.

1. 国际硕士研究生因故不能按时报到，须事先请假，履行暂缓注册手续；逾期两周以上未注册者，视为放弃学籍，按自动退学处理。

International master students who cannot register on time for some reason must ask for leave in advance, and apply to postpone the registration procedure; those who fail to register within two weeks shall be deemed to give up their student status, which shall be handled as voluntary dropout.

1. 学生证遗失者，报研究生部备案后，可先注册，补办学生证后，缓期办理验证手续。

Students losing their student ID card can register firstly after reporting to the Graduate Department for the record, and postpone the verification procedure after the new student ID card is reissued.

1. **请假与考勤**

**Chapter 4 Leave and Attendance**

**第十一条**国际硕士研究生应按照教学安排，认真参加学校要求和研究生个人培养计划规定的各项活动。对国际硕士研究生的考勤主要由任课教师和导师负责。不能参加者须事先履行请假手续。

**Article 11**International master students should earnestly participate in all kinds of activities required by the university and specified in individual development plans of master students in accordance with teaching arrangements. The attendance of international master students is mainly responsible by course teachers and supervisors. Students who cannot participate in such activities must ask for leave in advance.

**第十二条**国际硕士研究生请假应事先提出书面申请，因病请假须凭学校医院证明或学校医院认可的县级以上医院证明；外出公差、调研等事假要有导师证明。病、事假三天以内，由导师批准，报所在学院备案；病、事假两周以内，由导师签署意见，报所在学院批准；病、事假两周以上，由导师、所在学院签署意见，国际合作交流处批准，报研究生部备案。如需续假，应办理相关手续。

**Article 12**International master students who want to ask for leave should firstly submit a written application in advance, and those asking for sick leave must provide the certificate issued by the university hospital or the hospital above county level accepted by the university hospital; those asking for personal leave such as business trip, survey etc. must provide their supervisor’ certificate. The sick leave or personal leave less than three days shall be approved by the supervisor, and reported to the school for the record; the sick leave or personal leave less than two weeks shall be commented and signed by the supervisor, and reported to the school for approval; and the sick leave or personal leave above two weeks shall be commented and signed by the supervisor and the school, approved by the International Office, and reported to the Graduate Facility for the record. The students who need to extend their leave should handle relevant procedure.

**第十三条**国际硕士研究生外出参加科学研究、学习研讨和学术报告、查阅资料等，应提出书面申请，经导师、所在学院批准，报国际合作交流处和研究生部备案后方可参加。

**Article 13** Before going out to participate in scientific research, study group and academic report, or search information etc., international master students should firstly submit written applications, obtain approval from their supervisors and their schools, and report to the International Office and the Graduate Department for the record.

**第十四条** 学校原则上不受理国际硕士研究生在学期间回国探亲等事由的申请。

**Article 14** In principle, the university shall not accept the international master students’ application for leave for reasons such as going home to visit their family in the middle of a semester.

**第十五条**国际硕士研究生未经准假擅自缺课，或请（续）假逾期者，以旷课论处。

**Article 15**International master students who are absent from class without granted leave, or who fail to return after (extended) leave expires shall be treated as absenteeism.

1. **考核与成绩记载**

**Chapter 5 Assessment and Performance Record**

**第十六条**国际硕士研究生应参加列入个人培养计划全部课程的考核，成绩合格后取得规定学分。

**Article 16**International master students should participate in the assessment of all courses included in their individual development plans, and obtain specified credits after being academically qualified.

**第十七条**考核分为考试和考查两种。国际硕士研究生的课程考核与成绩记载等按照《苏州科技大学国际硕士研究生课程教学管理规定》执行。

**Article 17** Assessment is divided into test and examination. International master students’ course assessment, performance record etc. shall be conducted in accordance with *Provisions on International Master Students’ Course Teaching Management of Suzhou University of Science and Technology*.

**第六章 转导师与转专业**

**Chapter 6 Changing supervisors and Changing Majors**

**第十八条**国际硕士研究生一般不得转导师。因特殊情况需转导师的，应在同一专业内进行。由研究生本人提出申请，经转出、转入双方导师同意，由所在学院审核批准，报国际合作交流处和研究生部备案。

**Article 18** Generally, international master students are not allowed to change their supervisors. If any international master student needs to change his or her supervisor for special reason, such change should be made within the same major. Such application should be submitted by the student, and then agreed by the original supervisor and the new supervisor, reviewed and approved by his or her school, and reported to the International Office and the Graduate Department for the record.

**第十九条** 国际硕士研究生一般不得转专业。如因专业调整或其它特殊情况必须转专业者，由研究生本人提出申请，转出、转入专业双方导师及所在学院签署意见，经学校相关部门审核及核准，并由相关部门备案。中国政府奖学金生因转专业而导致奖学金期限延长的，需提供本国驻华大使馆的同意函。若未获得国家留学基金管理委员会同意，而学生本人坚持转专业，则需自付学习延长期间的相应学费。

**Article 19** Generally, international master students are not allowed to change their majors. If any international master student has to change his or her major because of major adjustment or other special circumstances, the application should be submitted by the student, and then commented and signed by the supervisor in the original major and the supervisor in the new major, as well as his or her school, reviewed and approved by relevant department of the university, and reported to relevant department for the record.

If any student obtaining Chinese Government Scholarship wants to extend the period of scholarship because of the change of major, he or she should provide the letter of consent issued by the embassy of his or her country in China. If any student insists on changing the major without the consent of China Scholarship Council, he or she shall need to pay corresponding tuition fee during the extension period of study.

**第七章休学与复学**

**Chapter 7 Suspension and Resumption of Schooling**

**第二十条** 国际硕士研究生申请休学或者学校认为应当休学者，由学校批准休学。休学期计入学习年限。国际硕士研究生休学时间不超过1年。

**Article 20**International master students who apply for suspension of schooling or who should suspend schooling according to the university’s suggestion should be approved by the university. The period of suspension shall be included in the period of schooling. The international master students’ suspension of schooling shall not exceed 1 year.

**第二十一条** 国际硕士研究生有下列情况之一者，应予休学：

**Article 21**International master students can apply for suspension of schooling in any of the following circumstances:

1. 因病不能坚持学习，经校指定医院诊断须停课治疗、休养超过六周的；

Cannot take part in study because of disease, and must suspend classes for treatment, and rest for over six weeks after diagnosed by the hospital designated by the university;

1. 女研究生因生育需要的；

Female master students who are pregnant;

1. 一学期内请假累计超过六周的；

The accumulative leave in one semester has exceeded six weeks;

1. 其他特殊原因，本人申请或学校认为必须休学的。

For other special reasons, the student or the university thinks he or she must suspend schooling.

国际硕士研究生休学，由本人提出书面申请，并提交有关证明，经导师及所在学院审核，校内相关部门批准，报研究生部备案。

International master students who want to suspend schooling should submit a written application with relevant evidence, and such application shall be reviewed by the supervisor and the school, approved by relevant department of the university, and reported to the Graduate Department for the record.

**第二十二条**准予休学的国际硕士研究生应离校，学校保留其学籍。休学的国际硕士研究生一般应回国休养，往返路费和回国休养期间的医疗费用自理。享受奖学金的国际硕士研究生休学期间其奖学金暂停发放。

**Article 22**International master students who are allowed to suspend schooling should leave the university, and the university shall retain their school status. Generally, the international master students suspending schooling should return home for rest, and travelling expenses and medical expenses incurred when they return home for rest should be borne by themselves. The scholarship for international master students suspending schooling shall be suspended during the suspension of schooling.

**第二十三条** 国际硕士研究生休学期满，一般应在学期结束前两周内向所在学院提出复学申请，经复查合格，方可复学，编入原专业相应班级学习。

因病休学国际硕士研究生申请复学时，到学校指定的二级甲等以上医院进行复查，复查结果由校医院审核，合格者经学院同意、国际合作交流处批准后方可复学。复查不合格者不得复学。

**Article 23** After the international master students’ suspension of schooling expires, generally they should file an application for resumption of schooling to their school within two weeks before the semester ends. After being qualified in the reexamination, they can resume schooling, and enroll corresponding class in the original major.

International master students suspending schooling because of disease should have a reexamination in the hospital above Grade II Level A designated by the university while applying for resumption of schooling, and the reexamination result shall be reviewed by the university hospital. After agreed by the school, and approved by the International Office, those who are qualified in the reexamination can resume their schooling, and those who are not qualified in the reexamination are not allowed resume their schooling.

**第八章退学**

**Chapter 8 Dropout**

**第二十四条**国际硕士研究生有下列情形之一者，应予以退学。

**Article 24**International master students should drop out of the university under one of the following circumstances:

1. 规定的学习年限内，未完成学业的或中期考核不合格的；

Students failing to finish schooling within the specified period of schooling or not qualified in mid-term assessment;

1. 经学校认定不宜继续学习或培养的；

Students who are deemed as unsuitable for continuing study and schooling by the university;

1. 休学期满两周内未办理复学手续或者申请复学经复查不合格的；

Students who fail to handle the schooling resumption procedure within two weeks after the end of suspension period, or are not qualified in the reexamination for resumption of schooling;

1. 经学校指定医院诊断，患有疾病或者意外伤残无法继续在校学习的；

Students who cannot continue schooling because of disease or accidental injury and disability diagnosed by any hospital designated by the university;

1. 未请假连续两周未参加学校规定的教学活动的；

Students who don’t take part in teaching activities specified by the university for two weeks without asking for a leave;

1. 超过学校规定期限未注册而又无正当事由的；

Students who fail to register before the deadline specified by the university without justifiable reasons;

1. 本人申请退学的。

Students who themselves apply for dropping out of university.

国际硕士研究生本人申请退学，填写申请表，导师、学院同意后，由校内相关部门审核批准；其他情形退学由所在学院提出意见，公示并告知研究生本人，经研究生部审核，由国际合作交流处报请学校批准。

If international master students apply for dropout themselves, they should fill in the application form which shall be reviewed and approved by relevant department of the university after agreed by the supervisor and the school; under other circumstances of dropout, the school should put forward the suggestion, make an announcement and inform the student. After reviewed by the Graduate Department, such suggestion shall be reported to the university by the International Office for approval.

**第二十五条**对退学的国际硕士研究生，由学校出具退学决定书并送交本人。

**Article 25** For international master students who drop out of the university, the university shall issue a written decision of dropout, and deliver to them.

**第二十六条**国际硕士研究生对退学处理有异议的，按照《苏州科技大学国际硕士研究生申诉处理办法》执行。

**Article 26** If the international master student disagrees with the decision, it shall be handled in accordance with *Measures of Suzhou University of Science and Technology on International Master Students’ Appeal Handling*.

**第九章毕业、结业与肄业**

**Chapter 9 Graduation, Completion of Schooling, and** **Attendance of Schooling**

**第二十七条**国际硕士研究生在规定的学习年限内，按照个人培养计划，完成课程学习，取得规定学分，完成毕业（学位）论文并通过答辩，德体合格，准予毕业，由学校发给毕业证书；符合学位授予条件者，学校颁发学位证书。

**Article 27**International master students who have completed course study, obtained the required credits, and finished their thesis and passed the thesis defense, been morally and physically qualified in accordance with individual education programs and within the specified period of schooling shall be granted to graduate, and the university shall issue the Graduation Certificates; for those who are qualified to award degree, the university shall issue the Degree Certificates.

**第二十八条**国际硕士研究生在规定的学习年限内，按照个人培养计划，完成课程学习，取得规定学分，德体合格，虽完成毕业（学位）论文，但答辩未通过者，准予结业，由学校发给结业证书。

**Article 28**International master students who have completed course study, obtained the required credits, been morally and physically qualified, and finished their thesis but failed to pass the thesis defense in accordance with individual education programs and within the specified period of schooling shall be deemed as having completed their schooling, and the university shall issue the Certificates for Completion of Schooling.

**第二十九条**学满一学年以上退学的国际硕士研究生，学校可颁发肄业证书。

**Article 29** For international dropout master students who have studied at the university for more than 1 year, the university shall issue the Certificate of Attendance.

**第三十条**学校严格执行高等教育学历证书电子注册管理制度，每年将颁发的毕（结）业证书信息报省教育厅注册。学校严格按照招生时确定的办学类型和学习形式，填写、颁发学历证书、学位证书。

**Article 30** The university strictly implements the electronic registration and management system of higher education academic certificates, and reports the information of Graduate Certificates (Certificates of Completion of Schooling) issued each year to the Provincial Education Department for registration. The university fills in and issues academic certificates and degree certificates in strict accordance with school running type and education mode determined at the time of enrollment.

**第三十一条** 对违反国家招生规定入学者，不发给学历证书、学位证书；已发的学历证书、学位证书，予以追回，报省教育厅宣布证书无效，并通知其国家驻华使馆。

**Article 31** Students whose admission violates national admission regulations shall not be awarded with academic certificates or degree certificates; the academic certificates and the degree certificates which have been issued shall be revoked, and reported to the Jiangsu Education Department to announce their invalidity, and the embassies of their countries in China shall be informed.

**第三十二条**毕业、结业、肄业证书遗失或者损坏，经本人申请，学校核实后出具相应的证明书。证明书与原证书具有同等效力。

**Article 32** In case of loss or damage of Graduation Certificate, Certificate of Completion of Schooling, or Certificate of Attendance, the students can file an application to the university which shall then issue corresponding testimonial after verification. Such testimonial has the same effect as the original certificate.

**第十章奖励和处分**

**Chapter 10 Awards and Punishments**

**第三十三条**国际硕士研究生学习期间的奖励参照苏州科技大学国际硕士研究生相关奖励和管理办法执行。

**Article 33** Awards granted to international master students during their study period shall be implemented by reference to relevant award and management methods for international master students of Suzhou University of Science and Technology.

**第三十四条**国际硕士研究生惩处参照《苏州科技大学国际硕士研究生违纪处分办法》、《苏州科技大学国际硕士研究生申诉处理办法》执行。国际硕士研究生奖励、惩处由所在培养单位申报，经研究生部审核批准，国际合作交流处备案后实施。

**Article 34** Punishments on international master students shall be implemented by reference to *Provisions of Suzhou University of Science and Technology on Punishment on International Master Students Violating Discipline*, and *Measures of Suzhou University of Science and Technology on Students’ Appeal Handling*.

Awards granted to and punishments imposed on international master students should be put forward by the host institute, and implemented after approved by the Graduate Department, and reported to the International Office for the record.

**第十一章附  则**

**Chapter 11 Supplementary Provisions**

**第三十五条** 本规定自2018年9月起执行，由国际合作交流处和研究生部负责解释。

**Article 35** These provisions take effect from September, 2018, and the International Office and the Graduate Department reserve the right to interpret them.

 **苏州科技大学国际硕士研究生培养工作规定**

**Provisions of Suzhou University of Science and Technology on International Master Education**

（试行）

(Trial Implementation)

**第一章总则**

**Chapter 1 General Provisions**

**第一条**为规范和加强外国来华留学生攻读硕士学位的培养管理，保证培养质量，根据国务院学位委员会和教育部有关文件精神和要求，结合我校实际，制定本规定。

**Article 1** To standardize and strengthen the education management of international master students studying for master’s degree in China, and to ensure the education quality, these provisions are formulated in accordance with the spirit and requirement of relevant documents issued by Academic Degree Commission of the State Council and Ministry of Education, and with the combination of practical conditions of the university.

**第二章培养目标**

**Chapter 2 Educational Objective**

**第二条** 对华友好，遵纪守法，具有良好的道德品质和学术修养，身心健康；掌握本学科坚实的基础理论和系统的专门知识，具有从事科学研究工作或独立担负专门技术工作的能力。

**Article 2** Be friendly to China, observe disciplines and laws, have good moral character and academic accomplishment, and be physically and psychologically healthy; grasp solid basic theories and systemic specialized knowledge of the discipline, and have the ability to engage in scientific research work or independently take on specialized technical work.

**第三章学制及学习年限**

**Chapter 3 Educational System and Period of Schooling**

**第三条** 国际硕士研究生的学制为3年。具体按照各专业培养方案的规定执行。

**Article 3** The educational system for international master students is 3 years, and the specific implementation is subject to education programs of different majors.

**第四条**未能在规定学制内完成培养计划的国际硕士研究生，经学校批准，在规定的学习年限内可适当延长学习时间。

**Article 4** If any master fails to complete the education program in the specified educational system, after approved by the university, his or her study time can be properly extended within the specified period of schooling.

**第四章培养方式**

**Chapter 4 Educational Mode**

**第五条**国际硕士研究生的培养工作实行导师负责制。根据培养工作的需要，也可由教师指导小组协助指导工作。

**Article 5** The education of international master students is responsible by the supervisors, and the Teacher Guidance Team may assist and guide their work if required by the education programs.

**第六条** 培养采用系统理论学习和科学研究并重，课程、必修环节和学位论文相结合的方式进行。既要使国际硕士研究生深入掌握基础理论和专业知识，又要使国际硕士研究生掌握科学研究的基本方法和技能。

**Article 6** The educational mode attaches equal importance to systematic theory learning and scientific research, and combines courses, compulsory activities, and academic thesis, so that international master students can not only have a deep understanding on basic theories and professional knowledge, but also grasp the basic methods and skills of scientific research.

**第五章培养方案和个人培养计划**

**Chapter 5 Education programs and Individual Development Plans**

**第七条**　招收国际硕士研究生的学科、专业，应制定留学研究生培养方案。培养方案应根据《一级学科博士、硕士学位基本要求》，结合本学科的发展需要和培养对象的具体情况制定。

**Article 7** The disciplines and majors enrolling international master students should establish the education programs for international master students. Such education programs should be prepared in accordance with *Basic Requirements for Doctoral Degree and Master’s Degree of First-level Disciplines*, and with the combination of the development demands of the discipline and the specific conditions of students to be educated.

**第八条**申请学位论文答辩前，国际硕士研究生须完成个人培养计划的全部内容，并符合专业培养方案的要求。

**Article 8** Before applying for thesis defense, international master students must complete all contents in the individual development plans, and meet the requirements in the education programs for their majors.

**第六章学分要求与课程设置**

**Chapter 6 Credit Requirements and Course Setting**

**第九条**国际硕士研究生的课程学习采用学分制。研究生课程每学分学时数：一般课程每授课16学时计1学分，实验课、设计课每授课32学时计1学分。

**Article 9** The credit system is adopted for international master students’ course learning. The class hours per credit for master courses: for general courses, 16 class hours correspond to 1 credit, and for experimental courses and design courses, 32 class hours correspond to 1 credit.

**第十条**国际硕士研究生学分的基本要求：总学分不少于33学分，同时满足公共课、专业必修课、专业选修课和必修环节的学分要求。

**Article 10** Basic requirements on international master students’ credits: the total credits should not be less than 33, and the credit requirements on common compulsory courses, professional required courses, professional optional courses, and compulsory activities should be met at the same time.

**第十一条**课程设置

**Article 11** Course setting

国际硕士研究生课程分为学位课和非学位课。学位课包括公共课、专业必修课；非学位课包括专业选修课和必修环节。International master students’ courses are divided into degree courses and non-degree courses. The degree courses include common required courses and professional compulsory courses; and the non-degree courses include professional optional courses and compulsory activities.

1.课程分类与学分要求Course classification and credit requirements

1.1公共课（8学分）Common required courses (8 credits)

其中：①中国概况 2学分

②基础汉语 4学分

③概率论与数理统计 2学分

Including: ① Introduction to China 2 credits

 ②Chinese Language 4 credits

 ③Probability and Mathematical Statistics 2 credits

1.2专业必修课不少于14学分 Technical compulsory courses no less than 14 credits

1.3专业选修课不少于10学分Technical optional courses no less than 10 credits

1.4必修环节（不少于1学分）Compulsory activities (no less than 1 credit)

其中：①学术活动 1学分

Including: ① Academic activities 1 credit

2.课程要求Course requirements

2.1公共课：是国际硕士研究生了解我国基本情况和初步掌握中国语言的课程。

Common required courses: the courses in which international master students shall have an understanding on the basic information of China and preliminarily grasp Chinese.

2.2专业必修课：是国际硕士研究生学习和掌握本专业基础理论、系统专门知识的课程。

Professional compulsory courses: the courses in which international master students shall learn and grasp professional basic theories and systemic specialized knowledge of their majors.

2.3专业选修课：是国际硕士研究生了解和掌握学科发展前沿性、前瞻性或交叉性的课程。

Professional optional courses: the courses in which international master students shall understand and grasp the frontier, perceptiveness or intersectionality of their discipline development.

2.4学术活动：国际硕士研究生要积极参加学术研讨和学术报告会，以拓宽学术视野和了解学科前沿的发展。具体参照《苏州科技大学国际硕士研究生学术活动管理规定（试行）》执行。

Academic activities: international master students should actively participate in academic discussions and academic seminars, thus to broaden their academic vision and understand the academic frontier development. For its specific implementation, please refer to *Provisions of Suzhou University of Science and Technology on International Master Students’ Academic Activity Management (Trial Implementation).*

2.5实践活动：国际硕士研究生要通过实践活动来加强综合能力的培养，以提高分析问题、解决问题能力。具体参照《苏州科技大学硕士研究生实践活动管理规定（试行）》执行。

Practical activities: international master students should strengthen the development of their comprehensive ability and improve their ability to analyze and solve problems through practical activities. For its specific implementation, please refer *to Provisions of Suzhou University of Science and Technology on master students’ Practical Activity Management (Trial Implementation)*.

**第七章学术成果**

**Chapter 7 Academic Achievements**

**第十二条** 参照《苏州科技大学关于国际硕士研究生发表学术论文要求的规定》等文件规定执行，在各培养方案中明确要求。

**Article 12** Academic achievements should be implemented by reference to documents such as *Provisions of Suzhou University of Science and Technology on Requirements of International Master Students’ Academic Thesis Publishing*, and should be clearly defined in the education programs.

**第八章学位论文**

**Chapter** **8 Academic Thesis**

**第十三条** 学位论文的完成包括论文的选题、开题报告、中期检查、预答辩、评阅、答辩等环节。论文工作中的各环节须分别按照《苏州科技大学国际硕士研究生学位论文选题与开题报告管理规定》、《苏州科技大学国际硕士研究生学位论文中期检查管理规定》、《苏州科技大学国际硕士研究生学位论文预答辩管理规定》和《苏州科技大学国际硕士研究生学位授予工作细则》等文件的相关规定执行。

**Article 13** The completion of an academic thesis includes links such as topic selection, thesis proposal, mid-term evaluation, pre-defense, thesis appraisal, defense etc. All such links of thesis must be implemented in accordance with provisions in documents such as *Provisions of Suzhou University of Science and Technology on International Master Students’ Academic Thesis Topic Selection and Thesis Proposal Management, Provisions of Suzhou University of Science and Technology on Management of Mid-term Evaluation on International Master Students’ Academic Thesis, Provisions of Suzhou University of Science and Technology on Management of International Master Students’ Academic Thesis Pre-defense, Detailed Rules of Suzhou University of Science of Technology on International Master Students’ Degree Awarding* respectively.

**第十四条** 学位论文基本要求包括选题与综述要求、类型及要求、规范性要求和质量要求等。

**Article 14** The basic requirements on academic thesis include topic selection and literature review requirement, research type and requirement, normative requirement, quality requirement etc.

1. 论文的选题应围绕学科领域的科学或技术问题，来源于应用课题或现实问题

The topic selection of thesis should focus on the scientific or technical problems in the field of discipline which are sourced from applied projects or practical problems.

1. 严格遵守学术规范和学校学位论文基本格式，论文结构合理，层次分明、叙述准确、图表公式规范，引用注明来源等。

Strictly conform to academic codes and the university’s requirement on basic format of thesis, and the thesis should feature rational structure, distinct layers, accurate narration, standard charts and formulas, clear indication of reference source etc.

1. 论文能够体现作者掌握的理论知识和技能，分析和解决问题以及理论联系实际的能力；体现独立担负专门技术工作的能力和论文工作量情况；体现系统运用理论、技术、方法、设备的情况等。

The thesis should clearly demonstrate the theoretical knowledge and skills, and the ability to analyze and solve problems, and link theories with practice grasp by the author; should demonstrate the author’s ability to independently take on professional technical work and the thesis workload; and demonstrate the systematic application of theories, skills, methods, equipment etc.

**第十五条**学位论文必须在导师指导下由研究生本人独立完成。在论文题目确定后，用于论文工作的时间不少于1年。

**Article 15** The academic thesis must be independently completed by students themselves with supervisor’s guidance. After the thesis topic is determined, the time spent on thesis should not be less than 1 year.

**第十六条**国际硕士学位论文可以用英语撰写和答辩，须用中文撰写摘要。答辩按照《中华人民共和国学位条例暂行实施办法》和《苏州科技大学国际硕士研究生学位授予工作细则》进行。

**Article 16** The international master’s thesis can be written and the thesis defense can be made in English, but the abstract must be written in Chinese. The defense should be implemented in accordance with *Interim Measures for Implementation of the Regulations of the People's Republic of China on Academic Degrees* and *Detailed Rules of Suzhou University of Science of Technology on International Master Students’ Degree Awarding.*

**第九章附则**

**Chapter 9 Supplementary Provisions**

**第十七条** 本规定自2018年9月起执行，由研究生部负责解释。

**Article 17** These provisions take into effect from September, 2018, and the Graduate Department reserves the right to interpret them.

## 苏州科技大学国际硕士研究生课程教学管理规定

## Provisions of Suzhou University of Science and Technology on International Master Students’ Course Teaching Management

**第一章总则**

**Chapter 1 General Provisions**

**第一条** 为规范我校国际硕士研究生课程教学的管理，保证正常的教学秩序，制定本规定。

**Article 1** To standardize the international master students’ course teaching management of the university, and guarantee normal teaching order, these provisions are formulated.

**第二条** 本规定所指课程为列入培养方案的课程。

**Article 2** Courses referred in these provisions are those included in education programs.

**第二章课程管理**

**Chapter 2 Course Management**

**第三条**国际硕士研究生课程的开设以培养方案为依据。公共课由研究生部统一管理，其它类别课程由所在学院负责管理。

**Article 3** The setting of international master students’ courses is based on their education programs. The common required courses are uniformly managed by the Graduate Department, and the courses in other categories are managed by their schools.

**第四条** 凡列入培养方案的课程须依管理权限由研究生部和各学院分别编号，课程编号应具有唯一性。

**Article 4** All courses included in the education programs should be separately numbered by the Graduate Department and the schools based on their administration authority, and the course number should be unique.

**第五条**凡列入培养方案的课程原则上不得变动，如确有特殊原因需更改的，公共课由研究生部依上级政策进行调整，其它课程由所在学院提前一学期提出申请，经学院学位评定分委员会同意，报研究生部审核后执行。

**Article 5** In principle, the courses included in the education programs cannot be changed. If they need to be changed for special reasons, the common required courses should be adjusted by the Graduate Department in accordance with its superior department’s policy, and the change of other courses should be applied by the school one semester in advance, agreed by the Academic Degree Evaluation Committee of the school, and reported to the Graduate Department for review before its implementation.

**第六条**课程由开课学院制定教学大纲，教学大纲应包括课程预备知识、教学目的、教学要求、主要教学内容与学时安排、教材、主要参考书目等内容。任课教师应严格按照课程教学大纲要求进行教学和考核。

**Article 6** The school setting up the course should prepare the teaching program which should include prerequisite knowledge of the course, teaching objectives, teaching requirements, main teaching contents, arrangement of class hours, teaching documents, main references etc. The course teachers should complete teaching and assessment in strict accordance with requirements in the course teaching programs.

**第三章排课**

**Chapter 3 Course Arrangement**

**第七条**国际硕士研究生入学后一个月内，在导师的指导下，根据培养方案，结合个人实际情况，制定个人培养计划。研究生部和各学院于每年的6月份和12月份制定下一学期的教学任务，确定开课目录。专业选修课当选课人数少于10人（含10人）时，原则上不开课；如确需开课，由所在学院提出申请，研究生部批准后方可开课。

**Article 7** One month after admission, international master students should prepare their individual development plans under their supervisors’ guidance, in accordance with the education programs, and with the combination of their personal conditions. The Graduate Department and all schools should prepare the teaching tasks of next semester in June and December of each year, and determine the catalogue of courses to be set up. If the number of students selecting any professional optional course is less than 10 (including 10), in principle, the course shall not be set up; if it needs to be set up, the school in which the course is set up should file an application, and after approved by the Graduate Department, the course can be set up.

**第八条** 开课目录确定后，研究生部和各学院依管理权限进行下学期的课程排课。课程排课结束后，由研究生部于学期结束前发放下一学期教学任务书，各学院负责将课表通知相关国际硕士研究生。

**Article 8** After the catalogues of course to be set up are determined, the Graduate Department and all schools shall arrange the courses of next semester based on their administration authority. After the course arrangement, the Graduate Department shall distribute the teaching tasks of next semester before the end of current semester, and all schools shall be responsible to inform relevant international master students.

**第四章选课**

**Chapter 4 Course Selection**

**第九条**课程学习实行选课制度，国际硕士研究生应根据个人培养计划在规定时间内选课。国际硕士研究生个人培养计划原则上不予变更，如遇特殊原因需要修改的，由本人提出申请，经导师及所在学院分管领导同意后，报研究生部审核备案，并依变更后的个人培养计划进行选课。变更手续须在开课学期的前两周内（新生在完成个人培养计划后的两周内）由学院研究生秘书至研究生部统一办理。

**Article 9** The course selection system is adopted for course study, and international master students should select their courses in accordance with their individual development plans within the specified period. In principle, international master students’ individual development plans cannot be changed. If it needs to be changed for any special reason, the involving master should file an application, and such change shall be implemented after agreed by his or her supervisor and the leader in charge of his or her school, and reported to the Graduate Department for review and record, and the master shall select courses in accordance with the changed individual development plan. The change procedure must be uniformly handled at the Graduate Departmentby the master secretary of the school within the first two weeks of the semester when the course is set up (or within two weeks after the individual development plan is completed for new students).

**第十条**国际硕士研究生按照个人培养计划，如需在校外选修相应课程的，须经导师及所在学院同意，报研究生管理部门审核备案后，方可办理手续。校外选修课程的考核成绩须由主讲教师签字，经开课单位研究生教育主管部门认定，报研究生部审核后，方可取得学分。

**Article 10** If in accordance with the individual development plans, international master students need to select corresponding off-campus courses, they can handle relevant procedure after agreed by their supervisors and their schools, and reported to the master management department for review and record. The assessment performance of off-campus optional course must be signed by the lecturer, identified by the competent master education management department of the institute setting up the course, and reported to the Graduate Department for review before the corresponding credits are granted.

**第五章授课**

**Chapter 5 Course Teaching**

**第十一条**任课教师应认真按照教学任务书的安排开展教学活动。

**Article 11** Course teachers should earnestly arrange and carry out teaching activities in accordance with the teaching tasks.

**第十二条**任课教师应依据教学大纲制定课程教学进度表，并按计划授课。课程教学进度表须在开课后两周内依课程管理权限分别交研究生部和所在学院。

**Article 12** Course teachers should prepare the course teaching schedules in accordance with teaching programs, and teach as scheduled. The course teaching schedules must be separately submitted to the Graduate Department and the schools based on their course administration authority within two weeks after the courses are set up.

**第十三条**考勤由任课教师负责。不论何种原因，一学期缺课、旷课累计超过该课程教学总学时1/3，或随机抽查旷课累计超过3次，研究生不得参加该课程的考核。

**Article 13** Course teachers are responsible for attendance. For whatever reason, master students who are absent from classes accumulatively for over 1/3 of total class hours of the course, or who are absent from classes for 3 times during the random evaluations shall not be allowed to take part in the assessment of this course.

**第六章课程考核与成绩管理**

**Chapter 6 Course Assessment and Score Management**

**第十四条**研究生课程都必须进行考核，考核分考试和考查两种。学位课程须进行考试，选修课程可采取考试或考查。考试可采取笔试、口试、笔试与口试相结合、课程论文等形式，可以是开卷，也可以是闭卷。

**Article 14** All master courses must be assessed, and the assessment is divided into test and examination. The test must be conducted for degree courses, and the test or examination may be conducted for optional courses. Test can be conducted in the forms such as written test, oral test, combination of written test and oral test, course paper etc., which can be open-book test and close-book test.

**第十五条** 课程考核成绩除必修环节外一律采用百分制。公共课、专业必修课程成绩达70分、专业选修课程成绩达60分为考核合格，核计相应学分；必修环节采用“合格”、“不合格”二级记分制评定成绩。

**Article 15** The hundred-mark system is adopted for the assessment results of all courses except compulsory activities. It is deemed as qualified if the score of commonly compulsory course, or professional required course reaches 70, or the score of professional optional course reaches 60, and corresponding credits are granted; compulsory activities are assessed by the two-grade marking system of “qualified” and “fail”.

**第十六条**研究生课程的考核于课程结束后两周内进行，试卷由课程开课学院的学科及分管领导审批。考核结束后两周内，任课教师须及时完成成绩登录。成绩单、试卷及评分标准、课程教学小结表等相关材料依课程管理权限于下学期开学后两周内分别交研究生部和所在学院。试卷存档至国际硕士研究生毕业后八年。

**Article 16**Mastercourse assessment is carried out within two weeks after the course is finished, and the test paper is reviewed and approved by the head in charge of the discipline in the school in which the course is set up. The course teacher must timely enter the scores within two weeks after the assessment. Relevant documents including transcripts, test papers, assessment standards, course teaching summary etc. shall be separately submitted to the Graduate Department and the schools based on their administration authority within two weeks after the next semester starts. The test papers must be kept in the archives until eight years after corresponding international master students’ graduation.

**第十七条** 每学期考核结束后，研究生秘书应将研究生成绩与研究生个人培养计划中所选课程仔细核对。凡列入国际硕士研究生个人培养计划中的每门课程都应有成绩，若有漏缺，应及时查明原因。未列入个人培养计划中的课程，其成绩不予登记。

**Article 17** After the assessment of every semester, the master secretary should carefully check the master students’ scores with courses selected in their individual development plans. There should be corresponding scores to all courses included in the international master students’ individual development plans, and if there is any missing, find out the reason timely. The scores of courses not included in the individual development plans shall not be registered.

**第七章补考、缓考、旷考与重修**

**Chapter 7 Resit Test, Postponed Test, Absent from Test, and Course retake**

**第十八条** 课程考核不及格可参加下学期初学校组织的补考，并予以标注。必修环节不安排补考。公共课、专业必修课程补考成绩超过70分的按“70分”记载，专业选修课程超过60分的按“60分”记载。考试作弊、旷考者不得参加补考，必须重修。

**Article 18** Students who are not qualified in the course assessment can take part in resit test organized by the university at the beginning of next semester, and resit test scores shall be recorded truthfully and properly. No resit tests for compulsory activities. The resit test scores for general compulsory courses and technical compulsory courses shall be recorded as “70” if higher than 70, and for technical optional courses exceeding 60 shall be recorded as “60”. Students cheating in the test or absent from the test shall not be allowed to resit, and must retake the course.

**第十九条** 因故不能参加考核者，必须事先提出缓考申请，经任课教师同意，课程管理部门批准，报研究生部审核备案后，方可缓考。缓考安排在下学期初与补考同步进行，成绩属性按“正常”记载。若不能参加缓考，则须重修。

**Article 19** Students who cannot take part in the assessment for some reason must file an application for postponed test, and the test can be postponed after agreed by the course teacher, approved by the course management department, and reported to the Graduate Department for recording. The postponed test shall be arranged to conduct at the same time with the resit test, and the nature of score shall be recorded as “normal”. Students failing to take part in the postponed test must retake the course.

**第二十条** 无故不参加考核者，按旷考论，成绩记载“旷考”。

**Article 20** Students who fail to take part in the test for no reason shall be treated as absent from the test, and the score shall be recorded as “absent from test”.

**第二十一条**补考不及格者，要取得该课程学分必须重修。重修成绩据实记载。

**Article 21** If students who are not qualified in the resit test want to obtain the course credits, they must retake the course. The score obtained through course retake shall be recorded truthfully.

**第八章附则**

**Chapter 8 Supplementary Provisions**

**第二十二条** 本规定自2018年9月起执行，由研究生部负责解释。

**Article 22** These provisions take into effect from September, 2018, and the Graduate Department reserves the right to interpret them.

## 苏州科技大学国际硕士研究生学术活动管理规定

## Provisions of Suzhou University of Science and Technology on International Master Students’ Academic Activity Management

**第一章总则**

**Chapter 1 General Provisions**

**第一条** 为提高国际硕士研究生科研能力和创新能力，拓宽研究生学术视野，保证研究生学术活动的健康发展，制定本规定。

**Article 1** To improve international master students’ ability of scientific research and innovation, broaden their academic vision, and guarantee the healthy development of their academic activities, these provisions are formulated.

**第二条**本规定适用于国际硕士研究生（自费）。

**Article 2** These provisions are applicable to international master students (self-supported).

**第二章时间安排**

**Chapter 2 Time Arrangement**

**第三条**学术活动原则上贯穿整个国际硕士研究生学习过程，在第五学期提交学术活动报告。

**Article 3** In principle, the academic activities run through international master students’ whole study process, and the report of academic report should be submitted in the fifth semester.

**第三章内容与形式**

**Chapter 3 Contents and Forms**

**第四条**国际硕士研究生学术活动是指内容涉及有关学科前沿领域、新理论和新方法，并由在校研究生参与或组织的各级各类学术科研报告、学术讲座和研讨会等。

**Article 4**International master students’ academic activities refer to all kinds of and all levels of academic scientific research symposiums, academic forums, seminars etc. whose contents involve academic frontier fields, new theories and new methods of relevant disciplines, and which are participated by or organized by master students at the university.

**第五条** 学术活动的形式包括：

**Article 5** The forms of academic activities include:

1.参加学术年会或国内外学术会议；

Participating in academic annual conferences, or domestic and international academic meetings;

2.参加各类学术报告；

Participating in all kinds of academic seminars;

3.各类学术报告会上以主讲人的身份做学术报告；

Making academic report as a keynote speaker in all kinds of academic seminars;

4.参加其他各类学术活动。

Participating in other kinds of academic activities.

**第四章要求**

**Chapter 4 Requirements**

**第六条**国际硕士研究生必须参加10次以上学术活动；并提交《苏州科技大学国际硕士研究生学术活动报告表》至学院。学院审核后将研究生学术活动情况总结报研究生部备案。

**Article 6** International master students must participate in over 10 academic activities; and submit the *Academic Activity Report From for International Master Students of Suzhou University of Science and Technology* to their school. After reviewing such report forms, the school shall summarize the information of master students’ academic activities, and report to the Graduate Department for the record.

**第五章组织与考核**

**Chapter 5 Organization and Assessment**

**第七条** 研究生部负责组织实施全校研究生的学术活动；学院负责组织实施本院研究生的学术活动。

**Article 7** The Graduate Department is responsible to organize and implement the academic activities for all master students in the university; and the schools are responsible to implement the academic activities for all master students in their own schools.

**第八条**学术活动由导师评定成绩，考核等第分为合格、不合格，成绩合格后取得规定学分。

**Article 8** The performance of academic activities is assessed by the supervisors, and the assessment results include qualified and fail. Students who are qualified in the assessment can obtain the specified credit.

## 苏州科技大学国际硕士研究生中期考核方法

## Measures of Suzhou University of Science and Technology on International Master Students’ Mid-term Assessment

**第一章总则**

**Chapter 1 General Provisions**

**第一条**根据德、智、体、美全面发展的要求和因材施教的原则，为全面提高我校国际硕士研究生培养质量和学位授予质量，根据教育部有关规定，结合我校实际情况，制定本办法。

**Article 1** In accordance with the requirement of all-round development of morality, intelligence physique and aesthetics and the principle of teaching students based on their aptitudes, to comprehensively improve the quality of international master students’ education quality and degree awarding, these measures are formulated based on relevant provisions of Ministry of Education, and with the combination of practical conditions of the university.

**第二章考核时间与内容**

**Chapter 2 Assessment Time and Contents**

**第二条**原则上安排在第三学期开学初进行。

**Article 2** In principle, the assessment should be arranged at the beginning of the third semester.

**第三条** 主要考核学习成绩、培养潜力等。

**Article 3** The main assessment contents include academic performance, development potential etc.

**第三章考核组织与程序**

**Chapter 3 Assessment Organization and Procedure**

**第四条**研究生部负责组织实施全校研究生中期考核工作。

**Article 4** The Graduate Department is responsible to organize and implement the mid-term assessment of all master students.

**第五条**各学院原则上按学科成立考核小组，具体负责国际硕士研究生的考核工作。考核小组成员应不少于3人，由学科负责人（任组长）、导师等组成。

**Article 5** In principle, every school should establish the assessment teams based on disciplines that shall be specifically responsible for the assessment of international master students. Each assessment team should at least include 3 members, and should be composed of head of discipline (acting as team leader) and supervisors.

**第六条**考核程序

**Article 6** Assessment procedure

1.研究生填写《苏州科技大学外国留学硕士研究生中期考核登记表》，经导师同意后方可参加中期考核。

Master students should fill in the *Mid-term Assessment Registration Form for International Master Students of Suzhou University of Science and Technology*, and then participate in the mid-term assessment after agreed by the supervisors.

2.考核小组对国际硕士研究生进行全面考核，作出考核结论，写出考核评语。

The assessment teams should comprehensively assess the international master students, make conclusions and give assessment comments.

3.学院分管领导签署意见后，报研究生部审核、备案。

After commented and signed by the division head of the school, the assessment shall be reported to the Graduate Department for review and record.

**第四章考核标准**

**Chapter 4 Assessment Standards**

**第七条**国际硕士研究生经考核合格者,可进入硕士学位论文工作阶段。

**Article 7**International master students who are qualified in the assessment are allowed to continue thesis research work.

**第八条**有下列情况之一者，中期考核为不合格，应终止学习：

**Article 8** Under any of the following circumstances, students who are not qualified in the mid-term assessment should terminate their schooling:

1.思想品德差或严重违反校纪校规、经教育不知悔改者；

Students with poor ideological and moral characters, or students severely violating university disciplines and rules, and refusing to make corrections after educated;

2.严重违反学术规范者；

Students severely violating academic codes;

3.在考核前未修完20学分者；

Students whose credits obtained before the assessment are less than 20;

4.导师和考核小组根据研究生的综合情况，认为不宜继续培养者；

Students who are deemed as unsuitable for continuing schooling by the supervisors and the assessment teams according to their comprehensive conditions;

5.由于身体条件不能正常学习者。

Students who cannot study normally due to their health conditions.

**第五章附则**

**Article 5 Supplementary Provisions**

**第九条**本办法自2018年9月起施行，由研究生部负责解释。

**Article 9** These measures take into effect from September, 2018, and the Graduate Department reserves the right to interpret it.

## 苏州科技大学国际硕士研究生证、校徽管理规定

## Provisions of Suzhou University of Science and Technology on Management of International Master Students’ ID Cards and School Badges

**第一条**国际硕士研究生入学后，经复查符合入学条件者，发给研究生证、校徽。每学期开学时，国际硕士研究生应在规定的时间内到各所在学院办理注册手续，加盖“注册章”，研究生证方为有效。研究生进出校门需佩带校徽接受门卫检查。研究生退学、毕（结）业或其它原因（休学除外）离校时，应将研究生证交还学校。

**Article 1** The master ID cards and school badges are issued to international master students who are qualified for admission in the reexamination after admission. At the beginning of every semester, international master students should handle the registration procedure in their schools within the specified time, and the master ID cards can only be valid with the “registration seal” stamped. Master students getting into and out of the school gate should wear the school badges, and accept the doorkeeper’s inspection. Students who drop out of, graduate from (or complete their schooling) or leave the university for other reasons (suspension of schooling is not included) should return the master ID cards to the university.

**第二条**研究生证和校徽是在籍研究生的身份证件和标志，研究生应妥善保管和佩用，不得涂改、转借、冒用、伪造，如经发现，视情节轻重，分别给予批评教育直至纪律处分。

**Article 2**ID cards and school badges are the identity certificates and signs of registered master students, and should be properly kept and used. They cannot be altered, lent to others, falsely used, or forged. For any such circumstances identified, the master involved shall be given the punishment of criticism and education, or disciplinary punishment as the case may be.

**第三条**研究生如不慎丢失研究生证、校徽，必须及时说明理由并补办。

**Article 3** Master students who lose master students ID cards or school badges must timely explain the reason, and apply for reissuing.

**第四条**研究生要补办研究生证或校徽，到研究生部办理补办手续。

**Article 4**Master students who want to apply for reissuing master ID cards or school badges should go to the Graduate Department.

**第五条**遗失的研究生证、校徽一旦重新找回，应将补办的研究生证、校徽及时交回研究生部。每位研究生不得持两个研究生证、校徽。

**Article 5** Once any lost master ID card or school badge is found, the reissued master ID card or school badge should be returned to the Graduate Department. A master cannot hold two master ID cards or school badges.

**第六条**本规定自2018级国际硕士研究生起施行，由研究生部负责解释。

**Article 6** These provisions take into effect from international master students enrolling in 2018, and the Graduate Department reserves the right interpret them.

# 第二篇

# 学位

# Part II Degree

## 苏州科技大学国际硕士研究生学位授予工作细则

## Detailed Rules of Suzhou University of Science of Technology on International Master Students’ Degree Awarding

**第一章总则**

**Chapter 1 General Provisions**

**第一条**　为了做好硕士学位授予工作，根据《中华人民共和国学位条例》和《中华人民共和国学位条例暂行实施办法》，结合我校实际，制定本细则。

**Article 1** To improve the master degree awarding work, these detailed rules are formulated in accordance with *Regulations of the People's Republic of China on Academic Degrees* and *Interim Measures for Implementation of the Regulations of the People's Republic of China on Academic Degrees*, and with the combination of the practical conditions of the university.

**第二条**本细则适用于我校国际硕士研究生的硕士学位授予工作。

**Article 2** These detailed rules are applicable to the master degree awarding process for international master students.

**第二章学位论文答辩申请**

**Chapter 2 Academic Thesis Defense Application**

**第三条**　学位论文的基本要求

**Article 3** Basic requirements on academic thesis

1.学位论文应在导师或导师组指导下由研究生本人独立完成。在论文开题报告通过后，用于论文工作的时间不少于1年。论文的正文包括绪论、主体和结论，字数不少于3万字。

The academic thesis should be independently completed by the master under his or her supervisor or the supervisor team’s guidance. After the thesis proposal is approved, the time spent on the thesis should not be less than 1 year. The thesis body includes introduction, main body and conclusion, and the number of words should not be less than 30 thousand.

2.学位论文应符合培养方案的要求，基本观点、结论要有创新性，研究方法要有先进性，对国家和地方经济建设有一定理论意义或实际价值。论文应当立论严谨、推理有据、层次分明、文字简练、材料翔实、数据可靠、叙述清楚、结论明确。

The academic thesis should conform to the requirements of education program, with innovative basic ideas and conclusions, and advanced research methods, which should be of some theoretical significance or practical value for national and local economic construction. The thesis should feature precise proposition, reasoning with supportive evidence, distinct layers, concise wording, detailed and accurate information, reliable data, clear narration, and definite conclusion.

3.学位论文内容一般由题目、中英文摘要、目录、绪论、主体、结论、参考文献、致谢、附录、作者简介等组成。

Generally, the academic thesis is composed of title, Chinese and English abstract, Table of contents, introduction, main body, conclusion, references, acknowledgement, appendix, and author introduction etc.

4.学位论文应合理使用文献，正确标注引证，符合学术规范要求，书写应符合《苏州科技大学国际硕士研究生学位论文基本格式与相关要求》的要求。

Literatures should be properly used, correctly cited and referenced in the academic thesis, and they should meet the requirements in academic codes, and be written in accordance with the requirements in the *Basic Academic Thesis Format for master students of Suzhou University of Science and Technology and Relevant Requirements*.

**第四条**　答辩申请与答辩资格审查

**Article 4** Defense application and defense qualification review

1.申请论文答辩。国际硕士研究生在完成学位论文，经导师审阅认可后，可向学院学位评定分委员会提出论文答辩申请。

Apply for thesis defense. After the academic thesis is completed, and reviewed and approved by the supervisor, the international master can file an application for thesis defense to the Academic Degree Evaluation Sub-committee of the school.

2.学院按照国际硕士研究生的培养要求，对申请人是否具备答辩资格逐一审查。

The school shall review whether such applicants are qualified for defense one by one in accordance with the educational requirements for international master students.

3. 国际硕士研究生在申请硕士论文答辩和申请学位前，由相关学院学位评定分委员会组织学位论文的学术规范性审查，防止违反学术规范行为的发生。

Before international master students apply for the master degree thesis defense and the master degree, the Academic Degree Evaluation Sub-committees of relevant schools should organize to review whether the academic thesis meet academic codes, thus to prevent the occurrence of behaviors violating academic codes.

4.同意送审评阅的论文，组织评阅。

Approve the thesis to be reviewed and organize the review.

**第三章学位论文评阅**

**Chapter 3 Academic Thesis Review**

**第五条** 学位论文的评阅

**Article 5** Academic thesis review

国际硕士研究生学位论文的评阅由相关学院指定二位具有高级专业技术职务并熟悉论文研究内容的专家分别独立进行。

Each international master’s academic thesis should be independently reviewed by two experts who are designated by relevant school, and who have senior professional titles and are familiar with thesis contents.

**第四章学位论文答辩**

**Chapter 4 Academic Thesis Defense**

**第六条**学位论文答辩委员会

**Article 6** Academic Thesis Defense Committee

1.答辩委员会由3或5人组成。答辩委员从具有高级专业技术职务并熟悉论文研究内容的专家中选聘。

The Defense Committee is composed of 3 or 5 members, and the committee members are selected and recruited from experts who have senior professional titles and are familiar with the research contents in the thesis.

2.答辩委员由学院学位评定分委员会选聘，在答辩前一周报研究生部审核备案。导师不能担任答辩委员会委员。

The members of defense committee are selected and recruited by the Academic Degree Evaluation Sub-committee of the school, and should be reported to the Graduate Department for review and record one week before the defense. The supervisors cannot hold the post of committee members.

3.答辩委员会设主席1人，由学院学位评定分委员会从学术地位较高的答辩委员中选定，主持答辩工作。答辩委员会设秘书1人，由答辩委员会主席指定，秘书协助主席组织和处理答辩工作事宜。导师不能担任答辩秘书。

The defense committee has 1 chairman who is selected by the Academic Degree Evaluation Sub-committee of the school from members of defense committee with relatively high academic position to preside over the defense. The defense committee have 1 secretary who is designated by the defense committee chairman to assist the chairman in organizing and handling matters related to the defense. The supervisors cannot hold the post of defense secretary.

4.申请人不得参与同论文答辩有关的组织接待工作。

Applicants cannot participate in the organization and reception work related to their thesis defense.

**第七条**论文答辩（除涉密课题除外）一般公开举行，由答辩委员会秘书作详细记录；涉密论文的答辩遵照《苏州科技大学涉密硕士学位论文归档与管理办法》的相关规定进行。

**Article 7** Generally, the thesis defense is conducted publicly (except for the secret-related topics), and should be recorded by the defense committee secretary in details; the secret-related thesis defense should be conducted in accordance with relevant provisions in the Measures *of Suzhou University of Science and Technology on Secret-related Master Degree Thesis Archiving and Management.*

**第八条**答辩时，答辩委员会成员必须全部出席，如有委员因故无法出席，答辩会必须改期举行。

**Article 8** All members of the defense committee must attend the defense. If any member cannot attend for some reason, the defense must be rescheduled.

**第九条**　论文答辩委员会采取不记名投票表决方式，就是否通过论文答辩并建议授予硕士学位进行表决。经全体成员三分之二及以上同意方得通过，可建议授予硕士学位。

**Article 9** The thesis defense committee should determine whether the students are qualified in their thesis defense and whether they should be awarded with master degrees by secret ballot. Students approved by two thirds or over two thirds members should be deemed as qualified in the thesis defense, and should be awarded with master degrees.

**第十条**论文答辩未通过者，可在半年后（学习年限内）重新申请答辩。

**Article 10** Students who are not qualified in their thesis defense can reapply for defense after half a year (within the period of schooling).

**第十一条**答辩结束后，答辩秘书应将答辩申请书、学位论文、论文评阅书、表决票、评分表、答辩会议记录、经答辩委员会主席签字的答辩决议书等材料整理，送达所在学院。

**Article 11** After the defense, the defense secretary should summarize the documents such as defense applications, academic thesis, thesis appraisal documents, votes, rating scales, defense meeting minutes, defense resolution papers signed by the defense committee chairman, and deliver them to relevant schools.

**第五章学位的申请**

**Chapter 5 Academic Degree Application**

**第十二条**　国际硕士研究生符合下列全部条件者可申请硕士学位：

**Article 12**International master students meeting all the following conditions can apply for master degree:

1.对中华人民共和国有好感，遵守中华人民共和国法律；

Be friendly to the People’s Republic of China, and comply with laws of the People’s Republic of China;

2.在规定的学习年限内完成个人培养计划，并符合培养方案的要求；

Complete individual development plans within the specified period of schooling, and meet the requirements of education programs;

3.具有从事科学研究或独立担负专门技术工作的能力，符合《苏州科技大学关于国际硕士研究生发表学术论文要求的规定》的要求；

Have the ability to engage in scientific research or independently take on specialized technical work, and meet the requirements in *Provisions of Suzhou University of Science and Technology on Requirements of International Master Students’ Academic Thesis Publishing.*

4.以外语为专业教学语言的学科、专业中，毕业时，国际硕士研究生的中文能力应当至少达到《国际汉语能力标准》三级水平；或者通过校内学位汉语能力测试。

For international master students in the disciplines and majors in which foreign languages are used as professional teaching languages, at the time of graduation, their Chinese level should at least reach Level III according to the *International Standard for Chinese Language Proficiency.* Or international master students shall pass university degree exams/tests of China language as an alternative option.

**第十三条**　申请硕士学位须提供的材料：答辩资格审核材料、学位论文纸质稿和电子版、学位授予资格审核材料和学位申请书。

**Article 13** While applying for master degree, master students must provide the following documents: defense qualification examination material, paper copy and electronic copy of academic thesis, degree awarding qualification examination material, and academic degree application form.

**第十四条**　硕士研究生有下列情形之一者，不接受学位申请或撤销学位申请资格：

**Article 15** Under any of the following circumstances, master students’ academic degree application shall not be accepted, or their degree application qualification shall be cancelled:

1.未能达到本细则第十二条规定者；

Those failing to meet the provisions in Article 12of these detailed rules;

2.受到记过及以上处分者；

Those receiving the punishment of recording a demerit or above;

3.考试考查时作弊者；

Those cheating in any test or examination;

4.严重违反学术规范行为者；

Those severely violating academic codes;

5.毕业超过一年者。

Those who have graduated for over one year.

**第十五条**　有本细则第十五条第（二）、（三）款所列情形者，能及时改正错误、取得明显成绩，在学业品行等方面有可资公认的突出成绩或表现，可申请学位。

**Article 15**If the master students under the circumstances of Article 15 (2) and (3) of these detailed rules can timely correct their mistakes, obtain great achievements, and have recognizable achievement or performance in the aspects of academics, morality etc., they are allowed to apply for the degree.

**第六章附则**

**Chapter 6 Supplementary Provisions**

**第十六条** 学位论文盲审格式及要求

**Article 16** Academic thesis blind review format and requirements

1.“盲审”的学位论文纸质稿不得出现学校、导师、作者以及其它有可能辨认出论文来源的字样，符合《苏州科技大学国际硕士研究生学位论文基本格式与相关要求》的要求。

There are no words related to university, supervisor, author or other contents based on which the thesis source may be identified in the paper copy of academic thesis for blind review, and the academic thesis should meet the requirements in in the *Basic Academic Thesis Format for International Master Students of Suzhou University of Science and Technology and Relevant Requirements*.

2.每篇“盲审”的学位论文须报送双面打印纸质稿、电子稿和双面打印的硕士学位论文评阅书纸质稿一份。

For each academic thesis for “blind review”, a two-sided paper copy, a electronic copy of the thesis, and a two-sided paper copy of master thesis appraisal document must be submitted.

**第十七条**学院学位评定分委员会评议学位申请的工作程序如下：

**Article 17** The Academic Degree Evaluation Sub-committee of the school evaluates the academic degree application in accordance with the following working procedures:

1.由会议秘书将申请人申请硕士学位的相关材料分发各委员审阅；

The meeting secretary distributes the applicants’ documents related to master degree application to the committee members for review;

2.主席主持会议，逐一进行评议；

The chairman presides over the meeting, to review the thesis one by one;

3.委员对是否建议授予硕士学位进行表决；

The committee members vote to decide whether the master degree should be awarded;

4.全部表决后，暂时休会。会议秘书收回材料，协助主席统计投票结果，经核对无误，主席宣布复会，向全体委员公布表决结果；

After all member votes, the meeting adjourns for a moment. The meeting secretary recovers the documents, and assists the chairman in counting the votes. After the votes are checked, the chairman announces to resume the meeting and publish the voting results to all committee members;

5.会议秘书整理会议评议结果和建议授予硕士学位人员的名单，经主席签字，连同申请人论文答辩等相关资料，报研究生部审核。

The secretary summarizes the appraisal results in the meeting, and the list of master students who should be awarded with master degree, which shall be reported to the Graduate Department together with the applicants’ thesis defense documents etc. for review after signed by the chairman.

**第十八条**学校学位评定委员会评定学位的工作程序。学院学位评定分委员会的评议结果经研究生部审核，公示3日且无异议后，提交校学位评定委员会审议并作出是否授予硕士学位的决定。具体评定程序如下：

**Article 18** The working procedures in accordance with which the University Academic Degree Evaluation Committee evaluates the academic degree application. The evaluation results of the school Academic Degree Evaluation Sub-committee which have been reviewed by the Graduate Department, and publicized for 3 days, and to which no objection is raised shall be submitted to the University Academic Degree Evaluation Committee to determine whether the master degree will be awarded. The specific evaluation procedures are as follows:

1.研究生部提供通过审核的人员名单及相关材料；

The Graduate Department provides the list of master students who are qualified in the review and relevant documents;

2.会议秘书分发材料，各委员进行审阅；

The meeting secretary distributes relevant documents to all committee members for review;

3.主席主持会议，由研究生部介绍情况，进行审议；

The chairman presides over the meeting, and the Graduate Department introduces the specific situation for review;

4.委员以表决方式作出是否授予硕士学位的决定；

The committee members vote to determine whether the master degree will be awarded;

5.对未通过者分别作出不授予硕士学位、暂缓授予硕士学位、修改论文重新申请答辩的决定；

Make decisions for master students who are not qualified in the evaluation, including not awarding master degree, temporarily delaying to award master degree, or modifying the thesis and reapplying defense;

6.会议秘书整理会议决议和决定授予硕士学位人员的名单，交研究生部存档，并由研究生部负责上报上级主管部门备案。

The meeting secretary summarizes the meeting decisions, and the list of master students who will be awarded with master degree which shall be submitted to the Graduate Department for archiving, and the Graduate Department shall report it to the superior competent department for the record.

**第十九条**凡论文需重新送审的，其论文评阅或答辩的相关费用由研究生本人自理。

**Article 19**Master students whose thesis should be resubmitted for review should pay the expenses related to their own thesis review and appraisal or defense.

**第二十条**本规定自2018级国际硕士研究生起施行，由研究生部负责解释。

**Article 20** These provisions take into effect from international master students enrolling in 2018, and the Graduate Department reserves the right to interpret them.

**苏州科技大学国际硕士研究生学位论文选题与开题报告管理规定**

**Provisions of Suzhou University of Science and Technology on International Master Students’ Academic Thesis Topic Selection and Thesis Proposal Management**

**第一章总则**

**Chapter 1 General Provisions**

**第一条**学位论文的选题和开题是学位论文工作的首要环节，为做好这项工作，确保学位论文质量，制定本规定。

**Article 1** The academic thesis topic selection and the thesis proposal are the primary links of academic thesis. To better complete the work, and guarantee high quality of academic thesis, these provisions are formulated.

**第二章选题**

**Chapter 2 Topic Selection**

**第二条** 论文的选题可来源于应用课题或现实问题，应反映国际硕士研究生综合运用知识技能解决实际问题的能力和水平。

**Article 2** The thesis topic selection should be sourced from applied projects or practical problems, and should reflect international master students’ ability and level to solve practical problems by comprehensively applying knowledge and skills.

**第三条**选题在导师的指导下，由国际硕士研究生独立进行，所选课题应具备能够按期完成的基本物质条件和取得创新性成果的可能，其难易程度和工作量要适当。

**Article 3** The topic selection should be independently completed by international master students under their supervisors’ guidance, and for the topic selected, there should be the basic material conditions to complete it as scheduled as well as the possibility to obtain innovative achievements, and its difficulty and workload should be appropriate.

**第三章开题报告**

**Chapter 3 Thesis Proposal**

**第四条**开题报告的内容：

**Article 4** The contents of thesis proposal include:

1.选题的背景及研究的意义和价值；

Background of the topic selected, and its research significance and value;

2.本课题研究领域国内外的研究动态及发展趋势；

Domestic and foreign research trend and development tendency in the research filed of the topic;

3.拟采取的研究方案、技术路线、完成论文所要具备的条件等；

Research program to be adopted, technical route, conditions on which the thesis will be completed etc.;

4.在研究过程中可能遇到的困难和问题，并提出解决的方法、步骤；

Difficulties and problems which may be encountered during the research process, and methods and procedures to solve them;

5.预期达到的目标；

Expected aim to be achieved;

6.研究的进度安排；

Research schedule;

7.参考文献。

References.

**第五条**开题报告撰写要求：

**Article 5** Writing Requirements of thesis proposal:

开题报告根据其内容要求，做到准确、规范、简洁。参考文献应以近几年研究成果为主，反映学术发展前沿，篇数应为40篇以上。

In accordance with the content requirements, the thesis proposal should be accurate, normative and concise. The references should be mainly the research achievements in recent years and reflect the academic development frontier, and the number of literatures should be more than 40.

**第六条**组织与管理

**Article 6** Organization and management

1.国际硕士研究生在选题、调研的基础上写出开题报告，并填写《硕士学位论文开题报告审批表》，经导师审查同意后方可参加开题报告会。开题报告会以学科专业为单位，由学院组织三或五位专家组成审定小组，成员从具有高级专业技术职务并熟悉论文研究内容的专家中选聘。组长由学院指定，负责主持开题报告会。

Master students should write the thesis proposal based on topics selected and survey, fill in the *Master Degree Thesis Proposal Approval Form*, and submit them to the supervisors for review and approval before participating in the thesis proposal meeting. The thesis proposal meeting is held based on the unit of discipline and major. The school organizes three or five experts to establish an evaluation team, and selects and recruits the team members from experts who have senior professional titles and are familiar with research contents in the thesis. The team leader designated by the school is responsible to preside over the thesis proposal meeting.

2.开题报告经审定小组认真讨论并作出是否可以开题的决定。决定经与会专家三分之二以上同意，即为通过。会后由专家审定小组组长填写小组意见和决议，报学院分管领导审核并签署意见后，送交研究生部备案。

The evaluation team carefully discusses the thesis proposals, and determines whether such proposals should be approved. Agreed by over two thirds of experts attending the meeting, the thesis proposals should be deemed as approved. After the meeting, the leader of the expert evaluation team fills in the team’s suggestions and decisions which shall be reported to the head of the division in charge of it in the school for review, comment, and signing, and then submitted to the Graduate Department for the record.

3.开题报告会在国际硕士研究生中期考核获得通过后进行，每年两次，一般为每年的四月和十一月。

The thesis proposal meeting is held after international master students are qualified in their mid-term assessment, twice a year, generally in April and November of every year.

4.开题报告通过后，进入论文工作阶段。未通过者，在一个月内重新做开题报告；如仍未通过，则参加下一次开题。

Master students whose thesis proposals are approved can start the thesis work, and those whose thesis proposals are not approved should rewrite the thesis proposal within one month; and if they fail again, they should participate in the next thesis proposal meeting.

5.开题报告通过后，原则上不再改题。如有特殊原因需要改题者，须由国际硕士研究生写出书面申请，经导师和学院分管领导同意后，报研究生部备案。如改题后论文的研究核心内容或研究目标进行了较大调整，须重新做开题报告。

In principle, it is not allowed to change the topic once the thesis proposals are approved. If any student needs to change the topic for any special reasons, he or she must file a written application which should be then agreed by his or her supervisor and the head of division in charge of it in the school, and reported to the Graduate Department for the record. If there are relatively large adjustment of core research contents or the research objectives after the topic is changed, the thesis proposals must be rewritten.

**第四章附则**

**Chapter 4 Supplementary Provisions**

**第七条**本规定自2018年9月起施行，由研究生部负责解释。

**Article 7** These provisions take into effect from September, 2018, and the Graduate Department reserves the right to interpret them.

## 苏州科技大学国际硕士研究生学位论文中期检查管理规定

## Provisions of Suzhou University of Science and Technology on Management of Mid-term Evaluation on International Master Students’ Academic Thesis

为提高国际硕士研究生学位论文质量，检查学位论文进展情况，发现并解决在论文撰写过程中出现的问题，制定本规定。To improve the quality of international master students’ academic thesis, check the academic thesis process, and identify and solve problems occurring in the thesis writing, these provisions are formulated.

**一、时间**

**1. Time**

学位论文中期检查，一般在每年的五月和十月进行。Generally, the mid-term evaluation on academic thesis is conducted in May and October of every year.

**二、参加对象**

**2. Targeted Participants**

通过学位论文开题满六个月的国际硕士研究生。International master students whose academic thesis proposals have been approved for six months.

**三、检查内容**

**3. Evaluation Contents**

3.1学位论文题目和研究内容是否与开题时保持一致；如果不一致的，是否按照规定程序进行了变更；

Inspect whether the academic thesis title and research contents are consistent with those determined in the thesis proposal; and for any inconsistency, inspect whether the change is made in accordance with specified procedure;

3.2根据国内外研究最新进展情况，对论文中哪些研究内容作了必要的调整和变动；

Inspect what research contents in the thesis are necessarily adjusted and changed in accordance with the latest domestic and international research development;

3.3是否按论文工作计划和学位论文水平要求完成了学位论文的相关工作；

Inspect whether the thesis-related work is completed in accordance with the thesis work plan and the requirements of academic thesis level;

3.4下一步的论文工作计划。

Thesis work plan for the next step.

**四、检查程序**

**4. Evaluation Procedures**

4.1学院认真做好组织工作，把具体的检查内容和要求通知到每位研究生和导师；国际硕士研究生填写《硕士学位论文中期检查登记表》，经导师审查同意后方可参加学位论文的中期检查。

Schools should earnestly organize the evaluations, and inform each international master students and supervisor of specific evaluation contents and requirements; master students should fill in the *Master Degree Thesis Mid-term Evaluation Registration Form*, and submit it to the supervisors for review and approval before participating in the mid-term evaluation of academic thesis.

4.2学院应按照专业或研究方向成立检查小组，检查小组由三或五位专家组成，成员从具有高级专业技术职务又熟悉论文研究内容的专家中选聘；

Schools should establish evaluation teams based on majors or research directions. Each evaluation team is composed of three or five experts who are selected and recruited from experts who have senior professional titles and are familiar with research contents in the thesis;

4.3中期检查工作采用报告会形式，国际硕士研究生向检查小组专家提交学位论文成果纸质稿，报告会由检查小组组长主持，研究生自述时间不少于15分钟，并回答检查小组专家的提问；

The form of report meeting is adopted for the mid-term evaluation. International master students submit their paper copy of academic thesis achievements to experts in the evaluation team. The report meeting is presided over by the evaluation team leader, and master students have at least 15 minutes for self-statement, and answer questions raised by experts in the evaluation team;

4.4检查小组对论文工作进行全面考核评议，做出决议。

The evaluation team conducts a comprehensive assessment on the thesis work, and make decisions.

**五、检查结果**

**5. Evaluation Results**

5.1检查结果分为通过与不通过。

The evaluation results include qualified and fail.

5.2检查小组作出书面评语，并对论文中存在的不足和研究工作中可能遇到的困难提出建设性意见。

The evaluation team gives written comments, and puts forward constructive suggestions on the deficiencies which exist in the thesis, and difficulties which may be encountered in the research work.

5.3通过论文中期检查的国际硕士研究生，可根据导师和检查小组意见，继续进行论文工作；不通过的国际硕士研究生，应依据检查小组给出的整改意见修改论文，参加下一次学位论文中期检查。

International master students who are qualified in the mid-term evaluation can continue their thesis work in accordance with their supervisors and evaluation teams’ suggestions; those who are not qualified should modify their thesis in accordance with the evaluation teams’ suggestions, and participate in next mid-term evaluation on academic thesis.

5.4因故不能按期参加中期检查的国际硕士研究生，需由本人提出延期申请，延期时间不超过两周，经导师和学院学位评定分委员会同意，报研究生部审核备案。

International master students who cannot participate in the mid-term evaluation on time should file an application for delaying the evaluation, which should be then agreed by the supervisors and the school Academic Degree Evaluation Sub-committees and reported to the Graduate Department for the record. The delay time cannot exceed two weeks.

5.5中期检查结束后，学院将《国际硕士学位论文中期检查登记表》存档，同时将《国际硕士学位论文中期检查情况统计表》报研究生部备案。

After the mid-term evaluation, schools shall keep the *International Master Students’ Academic Thesis Mid-term Evaluation Registration Forms* in the archives, and report the *International Master Students’ Academic Thesis Mid-term Evaluation Statistics Table* to the Graduate Department for the record at the same time.

**六、附则**

**6. Supplementary Provisions**

本规定自2018年9月起施行，由研究生部负责解释。These provisions take into effect from September, 2018, and the Graduate Department reserves the right to interpret them.

## 苏州科技大学国际硕士研究生学位论文预答辩管理规定

## Provisions of Suzhou University of Science and Technology on Management of International Master Students’ Academic Thesis Pre-defense

为提高国际硕士研究生学位论文水平，确保论文质量，制定本规定。To improve international master students’ academic thesis level, and ensure their thesis quality, these provisions are formulated.

**一、时间**

**1. Time**

学位论文预答辩，在评阅前一个月内进行，一般为每年三月和十月。The academic thesis pre-defense is conducted within one month before the review, and generally in March and October.

**二、参加对象**

**2. Targeted Participants**

通过学位论文中期检查满四个月，并将申请参加本学期学位论文答辩的国际硕士研究生。Four months after passing mid-term assessment, international master students who want to apply for thesis defense should follow the provisions in this section.

**三、内容**

**3. Contents**

3.1检查论文的完成情况；

Check the thesis progress;

3.2判定论文是否达到硕士学位论文的要求；

Judge whether the master degree thesis meets requirements;

3.3找出论文中存在的问题和不足，提出进一步修改和完善的意见。

Identify problems and deficiencies in the thesis, and put forward suggestions for further modification and improvement.

**四、程序**

**4. Procedures**

4.1国际硕士研究生完成学位论文后，填写《国际硕士学位论文预答辩登记表》，经导师审查同意后方可参加学位论文的预答辩。

After completing the academic thesis, international master students should fill in the *International Master Degree Thesis Pre-defense Registration Form*, and submit to their supervisors for review and approval before participating in the academic thesis pre-defense.

4.2学院按照专业或研究方向成立预答辩小组，预答辩小组一般由三或五位具有高级专业技术职务又熟悉论文研究内容的专家组成，并确定主席和秘书各一人。

Schools should establish pre-defense teams based on majors or research directions. Generally, each evaluation team is composed of three or five experts who are selected and recruited from experts who have senior professional titles and are familiar with research contents in the thesis, and select one chairman and one secretary.

4.3国际硕士研究生于预答辩前五日，将硕士学位论文送交预答辩小组成员。

International master students should submit their master degree thesis to members of the pre-defense team five days before the pre-defense.

4.4预答辩程序参照《苏州科技大学国际硕士研究生学位授予工作细则》中硕士学位论文答辩程序执行。

The pre-defense procedures shall be implemented by reference to the master degree thesis defense procedures in the *Detailed Rules of Suzhou University of Science of Technology on International Master Students’ Degree Awarding*.

4.5预答辩委员会对学位论文进行评议，审查论文的撰写是否清晰和严谨、对成果的表述是否全面和准确、对创新点的描述是否确切，格式是否符合要求等，同时提出论文存在的问题、不足和修改意见，做出预答辩委员会的评语和决议。

The pre-defense committee should appraise the academic thesis through discussion, to review whether their writing is distinct and precise, whether the description of achievements is comprehensive and accurate, whether the description of innovative points is accurate, whether the format meet requirements etc., put forward problems and deficiencies existing in the thesis as well as modification suggestions, and give comments and decisions of the pre-defense committee.

**五、结果**

**5. Results**

**5.1**预答辩结果分为通过与不通过。

The pre-defense results include qualified and fail.

5.2通过的国际硕士研究生，可根据小组提出的意见继续进行完善，经指导教师审查同意后，提出学位论文答辩申请；不通过的国际硕士研究生，应根据预答辩小组提出的意见，对学位论文进行修改，参加下一次学位论文预答辩。

International master students who are qualified in the pre-defense can continuously improve their thesis based on the pre-defense team’s suggestions. After reviewed and agreed by their academic advisors, they can apply for academic thesis defense; those who are not qualified should modify their academic thesis based on the pre-defense team’s suggestions, and participate in the next academic thesis pre-defense.

5.3因故不能按期参加预答辩的国际硕士研究生，需由本人提出延期申请，延期时间不超过半个月，经导师和学院学位评定分委员会同意后，报研究生部审核备案。

International master students who cannot participate in the pre-defense on time for some reason should file an application for delaying the pre-defense, which should be then agreed by the supervisors and the school Academic Degree Evaluation Sub-committees and reported to the Graduate Department for the record. The delay time cannot exceed half a month.

5.4在预答辩结束后，学院将《国际硕士学位论文预答辩登记表》存档，同时将《国际硕士学位论文预答辩情况汇总表》报研究生部备案。

After the pre-defense, schools shall keep the *International Master Students’ Academic Thesis Pre-defense Registration Forms* in the archives, and report the *International Master Students’ Academic Thesis Pre-defense Statistics Table* to the Graduate Department for the record at the same time.

**六、附则**

**6. Supplementary Provisions**

本规定自2018年9月起施行，由研究生部负责解释。

These provisions take into effect from September, 2018, and the Graduate Department reserves the right to interpret them.

## 苏州科技大学国际硕士研究生学位论文基本格式与相关要求

## Basic Academic Thesis Format for international master students of Suzhou University of Science and Technology and Relevant Requirements

学位论文是国际硕士研究生从事科研工作的主要成果，是申请硕士学位的重要依据。为此，特作如下规定：Academic thesis are the main achievements of international master students engaging in scientific research, as well as the significant basis for them to apply for master degree. For this reason, the following provisions are formulated:

**一、学位论文的组成与排列顺序**

**1. Academic Thesis Compositions and Their Order**

学位论文，一般由封面、独创性声明及使用授权书、答辩委员会组成及答辩成绩、中文摘要、英文摘要、目录、注释表、引言（第一章）、正文、结论（最后一章）、参考文献、致谢、附录和作者简历等部分组成，并按前后顺序排列。对不符合要求的学位论文不能进入答辩程序和上报申请学位。Generally, an academic thesis is composed of cover page, statement of originality and copyright authorization statement, defense committee composition and defense result, Chinese abstract, English abstract, table of contents, annotation table, introduction (first chapter), text, conclusion (last chapter), references, acknowledgement, appendix, author’s introduction etc., and arranged in the above-mentioned sequence. Master students whose academic thesis don’t meet the requirements cannot enter the defense procedure, or apply for degree.

1.1封面：由首页、中文题名页、英文题名页三部分组成。用研究生部统一规定的封面格式（参见附件）。内容填写要求如下：

Cover page: composed of three parts including first page, Chinese title page, and English title page, and the format uniformly specified by the Graduate Department shall be used (see the Attachment). The content filling requirements are as follows:

1.1.1学位论文题目要概括论文的主要内容，应切题、简洁，不超过30字，可一行或两行排列；The academic thesis title should summarize the main contents of the thesis, be pertinent to the topic and concise, and less than 30 words, and can be arranged in one or two lines;

1.1.2.署名的指导教师人数不超过2人，应有排序； The number of academic advisors signing their names on it should not exceed 2, and should be arranged in right order;

1.1.3学科门类、专业（领域）名称、研究方向应严格按照专业目录和培养方案填写； The discipline category, major (field) name, and research direction should be filled in strict accordance with specialty catalogue and education programs;

1.1.4分类号：按《中国图书资料分类法》要求填写； Classification number: filled in accordance with requirements in *Chinese Library Document Classification*;

1.1.5档案号：学位论文档案号编排方式：毕业年份-毕业月份-学院代码-专业代码-专业通过答辩的人数-本人所在专业次序；File number: arrangement of academic thesis file number: year of graduation – month of graduation – school code – major code – number of students in the major who are qualified in the defense– order of the author’s major;

1.1.6.密级：注明论文密级为公开、内部、秘密、机密，由学位评定分委员会根据国家规定的密级范围和法定程序审查确定密级，并注明相应保密年限。Level of confidentiality: indicate the thesis’s level of confidentiality which can be divided into public, internal, secret, and confidential. The level of confidentiality should be determined by the Academic Degree Evaluation Committee in accordance with the scope of confidentiality and the legal procedures specified by the State, and corresponding period of confidentiality should be indicated.

1.2独创性声明和论文使用授权书，附于论文摘要之前，需研究生和导师本人签字。

Statement of originality and copyright authorization statement which are attached before the thesis abstract, and should be signed by the master and the supervisor.

1.3答辩委员会组成及答辩成绩。

Defense committee composition and defense result.

1.4摘要：由中文和英文两部分组成。

Abstract: composed of Chinese abstract and English abstract.

摘要：字数一般为500字左右，不得出现公式。内容包括研究工作目的、研究方法、所取得的结果和结论，应突出本论文的创造性成果或新见解，语言精炼。摘要应当具有独立性，即不阅读论文的全文，就能获得论文所能提供的主要信息。

Abstract: generally, the abstract is about 500 words, and doesn’t include any formulas. Its contents include research objectives, research methods, results obtained, and conclusions, and should highlight innovative achievements or new ideas in the thesis, with concise wording. The abstract should be of independence, so that readers can obtain the main information provided in the thesis without need of reading the full text.

为便于文献检索，应在论文摘要后另起一行注明本文的关键词（3-5个）。For the convenience of information retrieval, the key words of the thesis (3-5 key words) should be indicated in a new line after the thesis abstract.

1.5目录：应是论文的提纲，也是论文组成部分的小标题。分级标出，一般列至三级标题，注明页码。

Table of contents: it should be the thesis outline as well as the subheadings of constituent parts of the thesis. The table of contents lists the headings level by level, generally including level 1-3 headings, and indicates the page number.

1.6注释表：符号、变量、缩略词、专门计量单位、自定义名词和术语等本论文专用术语，可以集中列于目录之后。如果使用数量少，可以不列，而在论文中出现时加以说明。

Annotation table: symbols, variables, acronyms, special measurement units, self-defined terms and phrases, and other special terms used in the thesis can be intensively listed below the table of contents. If the number of them is few, the list is not compulsory, but explanations should be provided when they appear in the thesis.

1.7引言（第一章）：在论文正文前。内容包括：该研究工作的实用价值和理论意义；国内外已有的文献综述；本研究要解决的问题。

Introduction (first chapter): before the main body of thesis, and its contents include the practical value and theoretical significance of the research work; review of domestic and foreign literatures which have been published; and problems to be solved in the research.

1.8正文：是学位论文的主体。写作内容可因研究课题的性质而不同，一般包括：理论分析、计算方法、实验装置和测试方法、对实验结果或调研结果的分析与讨论，本研究方法与已有研究方法的比较等方面。内容应简炼、重点突出，不要叙述专业方面的常识性内容。各章节之间应密切联系，形成一个整体。字数一般不少于3万字。

Text: the main body of the academic thesis. Its contents may vary depending on the nature of research topics, and generally include theoretical analysis, computing methods, experimental facilities and test methods, analysis and discussion on experiment results or survey results, comparison of the research method with other existing research methods etc. Its contents should be concise, highlight key points, and not include common sense in the related major. All chapters should be closely connected to be an integral whole, and the number of words should not be less than 30 thousand.

1.9结论（最后一章）：是学位论文总体的概括性论述。结论应明确、简炼、完整、准确，认真阐述自己的研究工作在本领域中的地位、作用以及自己新见解的意义。应当严格区分研究生的科研成果与导师科研成果的界限。

Conclusion (last chapter): the general summary of the academic thesis. It should be definite, concise, complete and accurate to carefully describe the position and the effect of his or her research work in relevant field, and the significance of his or her new ideas. The boundary between the master’s scientific research achievements and the supervisor’s should be strictly distinguished.

如果不能得出明确结论，可以对原因进行讨论。

If it is impossible to draw a definite conclusion, discuss the reasons.

1.10图表目录：学位论文中的图和表分别列出，并注明页码。

List of figures and tables: figures and tables in the academic thesis should be listed separately, with page number indicated.

1.11参考文献：只列作者直接阅读过、在正文被引用并正式发表的文献资料或博士、硕士学位论文，至少40篇。

References: references only include literatures, or doctoral degree and master degree thesis directly read by the author, cited in the text, and officially published, and the number should be not less than 40.

1.12致谢：致谢对象限于对课题研究、学位论文完成等方面有较重要帮助的人员。限500字以内。

Acknowledgement: express gratitude to people who have offered important help in the aspects of topic research, completion of academic thesis etc., and it should not exceed 500 words.

1.13附录：凡不宜放在论文正文中，但又与论文有关的研究过程或资料，如较为冗长的公式推导、重复性或者辅助性数据图表、计算程序及有关说明等，均应放入附录。

Appendix: the research process or documents which are related to the thesis, but are not suitable to be included in the text, such as very lengthy formula derivations, repeated or auxiliary data, figures and tables, calculation procedure and relevant description etc., which should be included in the appendices.

1.14作者简历：内容一般包括：姓名、性别、出生日期、籍贯、最后学历（学位）、毕业院校、工作经历；在学期间参加的研究项目、发表论文、申请专利、获奖情况等。学术论文应正式发表，或有正式录用函。著作及学术论文等的书写格式要求与参考文献相同。

Author’s curriculum vitae: generally, its contents include name, gender, date of birth, native place, highest academic degree, university of graduation, and work experience; research projects participated, theses published, patents applied, awards obtained etc. during the period of study. The academic thesis should be officially published, or corresponding letter of acceptance should be provided. The writing format requirements of books, academic thesis etc. are the same as references.

**二、学位论文的书写要求**

**2. Writing Requirements of Academic Thesis**

2.1语言表述Language Expression

论文应层次分明、数据可靠、文字简炼。论文中如出现非通用性的新名词、新术语、新概念，应作相应解释。

The thesis should feature distinct layers, reliable data, and concise wording. For any non-general new words, terms, and concepts appearing in the thesis, corresponding explanations should be provided.

2.2层次和标题Layers and Headings

层次应清楚，标题应简明扼要，重点突出。具体格式如下：

The thesis should have distinct layers, concise and to-the-point headings, and highlight key points. The specific format is as follows:

第一章（一级标题，居中，单列一行）

Chapter 1 (level 1 heading, in the middle of column, and separately listed in a line)

1.1 □□□□□（二级标题，左对齐，单列一行）(level 2 heading, left-adjusted, and separately listed in a line)

1.1.1 □□□□□（三级标题，左对齐，单列一行） (level 3 heading, left-adjusted, and separately listed in a line)

三级以下标题分别使用（1）、1）、①，其它标题或需突出的重点，可用小四号黑体（或加粗），可单列一行，也可放在段首。The headings below level 3 shall be indicated with （1）,1）, and ①, and other headings or key points to be highlighted can be in small IV boldface (or bold), and may be separately listed in a line, or at the beginning of a paragraph

2.3页眉和页码

Page Header and Page Number

从第一章开始书写页眉，页眉下为上粗下细文武线“”（3磅）。页眉左侧为“苏州科技大学硕士论文”，右侧为一级标题名称；页码从第一章开始按阿拉伯数字连续编排，第一章之前的页码用罗马数字单独编排。页眉格式如下：

The page header is included from Chapter 1, and there are two lines “ ” (3 point font) with a thick upper line and thin lower line below the page header. The left side of the page header is “Master Thesis of Suzhou University of Science and Technology”, and the right side is the name of level 1 heading; the pages are continuously numbered in Arabic numerals from Chapter 1, and the pages before Chapter 1 are separately numbered in Roman numerals. The format of page header is as follows:

苏州科技大学硕士学位论文第一章 □□□□□

Master Degree Thesis of Suzhou University of Science and Technology Chapter 1

|  |
| --- |
|  |

2.4图、表、公式、计量单位和数字用法等

Usage of Figures, Tables, Formulas, Units of Measurement, Numbers etc.

2.4.1图 Figures

图包括曲线图、构造图、示意图、图解、框图、流程图、地图、照片等。图应具有“自明性”，即只看图、图题和图例，不阅读全文，就可理解图意。图应编排序号，可按章用阿拉伯数字顺序编排，例如图3-1。若有分图用(a)(b)(c)表示，图注在图名下方，内容按序编号并用分号“；”隔开。每一图应有简短确切的题名，连同图号置于图下。图题、图号字体与正文相同，字体也可改用黑体以示与正文的区别。

Figures include graphs, structural maps, diagrams, frameworks, flow charts, maps, photos etc., which should be self-explanatory. It means that readers can understand the figures by just reading figures, figure titles and legends rather than the full text. The figures should be numbered in Arabic numerals, such as Figure 3-1. The sub-figures, if any, should be numbered with (a) (b) (c), and the legends should be indicated below the figure names, numbered in right order, and separated with semicolons (;).There should be a concise and to-the-point title for each figure, and written below the figure with the figure number. The typeface of figure titles and figure numbers may be the same with the text, or changed to boldface thus to be distinguished from the text.

2.4.2表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。表应有自明性并采用阿拉伯数字编排序号，按章排序，如表1-1，表2-3等。

每一表应有简短确切的题名，连同表号置于表上。

表格采用“三线”表。表格较大，一页排不下时，在下页以续表形式排版，应有表头，表内同一栏的数字必须上下对齐。

Generally, in the tables, the contents and tested items are arranged horizontally from left to right, and the data are arranged vertically. The tables should be self-explanatory, numbered in Arabic numerals, and ordered by chapters, such as Table 1-1, Table 2-3 etc.

There should be a concise and to-the-point title for each table, and written above the table together with the table number.

Use the “three-line” table. If the table is relatively large and cannot be arranged on one page, it shall be continued on the next page in the form of continued table with column headers, and the numbers in the same column must be vertically aligned.

2.4.3数学、物理符号和化学式 Mathematical and Physical Symbols and Chemical Formulas

正文中的公式、算式或方程式等应编排序号，序号标注于该式所在行的最右边；当有续行时，应标注于最后一行的最右边。公式编号按章顺序编号，如（1.1）（1.2）……。公式引用使用式1、式1.1等，英语文本中用Eq.1，Eq.1.1等。

The formulas, equations etc. in the text should be numbered, and the number should be indicated at the rightmost of formula or equation line; if a formula or equation is longer than one line, the number should be indicated at the rightmost of the last line. The formulas and equations should be numbered based on chapters, such as (1.1), (1.2) etc. Formula references should be numbered as Eq. 1, Eq. 1.1 etc. in English text.

2.5参考文献 References

2.5.1要求：Requirements:

2.5.1.1不能公开的部资料、个人通讯、报纸及未公开发表的文章不能作为参考引文；尽量引用近年发表的处于前沿研究、水平较高与文章内容联系密切的文献，剔除那些发表时间较久、水平偏低、与文章内容联系欠密切的文献。

Documents, personal communications, and newspaper which cannot be publicized, and articles which haven’t been publicly published cannot be used as references; try to ensure that the references cited should be relatively high-level literatures related to frontier research which are published in recent years and have close connection with the thesis contents, and those which have been published for a relatively long time, those whose quality is low, and those that don’t have close connection with the thesis contents should be removed.

2.5.1.2文献的作者3名以内全部列出，若多于3名则列前3名，后加“等”或“et al”，各姓名间加“，”间隔；出版项中附在出版地之后的姓名、州名、国名等以及作为限定语的机关团体名称可按国际公认的方法缩写。

If the number of literature authors is 3 or below, all of them should be listed, or if the number is larger than 3, the first 3 authors should be listed, with “etc.” or “et al” added at the end. Their names should be separated with “,”; the publishing items attached behind the place of publication including name, state name, country name etc. and government agency and organization name used as qualifier can be abbreviated by the means internationally recognized.

2.5.1.3著录数字时，须保持文献原有的形式，但卷期号、页号、出版年、版次等用阿拉伯数字表示。外文书的版次用序数词的缩写形式表示（第1版不著录，其他版本说明需著录）。

The numerals in the literatures should be maintained in their original formats, but the issue number, page number, year of publication, edition etc. should be in Arabic numerals. The edition of foreign books is presented in the abbreviated form of ordinal numerals (the first edition shall not be indicated, and other editions should be indicated).

2.5.2标志代码：Codes:

2.5.2.1文献类型的标识代码： Codes for different literature categories

普通图书 M ；会议录 C ；汇编 G ；报纸N ；期刊J；学位论文D；报告R ；标准S ；专利P；数据库DB ；计算机程序 CP ；电子公告 EBGeneral book: M; conference records: C; collection: G; newspaper: N; journal: J; degree thesis: D; report: R; standard; S; patent: P; database: DB; computer program: CP; and electronic bulletin: EB.

2.5.2.2电子文献载体和标志代码: Electronic literature carriers and codes:

磁带（magnetic tape ）MT ；磁盘（disk）DK；光盘（CD-ROM）CD；联机网络（online）OL Magnetic tape: MT; disk: DK; CD-ROM: CD; and online: OL.

2.5.2.3常用著录格式：正体：必备项目；斜体：任选项目；小号字体：根据实际情况，若有，则注明   Commonly used reference formats: Standardized form: required items; italic: optional items; small font: if any, indicate based on actual conditions.

1. 普通图书General books

[1] PIGGOT T M. The cataloguer’s way through AACR2: from document receipt to document retrieval [M]. London: The Library Association, 1990.

[2] O’BRIEN J A. Introduction to information systems [M]. 7th ed. Burr Ridge, Ⅲ：Irwin, 1994.

[3] ROOD H J. Logic and structured design for computer programmers [M]. 3rd ed. [S.l.]: Brooks/Cole-Thomson Learning, 2001.

②论文集、会议录Collected papers and conference records

[1] ROSENTHALL E M. Proceedings of the Fifth Canadian Mathematical Congress, University of Montreal, 1961[C]. Toronto: University of Toronto Press, 1963.

③科技报告Scientific and technical reports

[1] U.S. Department of Transportation Federal Highway Administration. Guidelines for handling excavated acid-producing trials, PB91-194001[R].Springfield: U.S. Department of Commerce National Information Service, 1990.

④学位论文Degree theses

 [1] CALMS R B. Infrared spectroscopic studies on solid oxygen [D]. Berkeley:

Univ. of California, 1965.

连续出版物析出的文献Literatures from continued publication

 [1] CAPLAN P. Cataloging internet resources [J]. The Public Access Computer Systems Review, 1993, 4(2): 61-66.

**三、学位论文的版式与格式**

**3. Academic Thesis Template and Format**

3.1论文开本及版芯

Thesis paper size and main content area

论文开本大小：A4纸

首页要求：左边距：30mm，右边距：30mm，上边距：30mm，下边距：30mm，页眉边距：23mm，页脚边距：18mm

版芯要求：左边距：30mm，右边距：25mm，上边距：30mm，下边距：25mm，页眉边距：23mm，页脚边距：18mm

Thesis paper size: A4 paper

Requirements of first page: left margin: 30mm, right margin: 30mm, top margin: 30mm, bottom margin: 30mm, page header margin: 23mm, and page footer margin: 18mm.

Requirements of main content area: left margin: 30mm, right margin: 25mm, top margin: 30mm, bottom margin: 25mm, page header margin: 23mm, and page footer margin: 18mm.

3.2论文用中文撰写，采用计算机打印。

The thesis should be written in Chinese, and printed by computer.

3.3标题：论文分三级标题

一级标题：黑体，三号，段前、段后间距为1行

二级标题：黑体，四号，段前、段后间距为1行

三级标题：黑体，小四号，段前、段后间距为1行

上述段前、段后间距可适当调节，以便于控制正文合适的换页位置。

Headings: the headings in the thesis are divided into three levels.

Level 1 headings: boldface, III font, 1-line space before and after the paragraph

Level 2 headings: boldface, IV font, 1-line space before and after the paragraph

Level 3 headings: boldface, small IV font, 1-line space before and after the paragraph

The above-mentioned space before and after the paragraph can be properly adjusted so as to control the proper page change position of the text.

3.4正文字体：正文采用小四号宋体，行间距为20磅；图、表标题采用五号黑体；表格中文字、图例说明采用五号宋体；表注采用小五号宋体。

Text type: Song typeface, small IV font, 20 point font line spacing; figure and table titles: boldface, V font; texts and legend description in the tables: Song typeface, V font; and table notes: Song typeface, small V font.

3.5页眉、页脚文字均采用五号宋体，页码位于页面底端，居中排列。

The texts in the page header and foot are in Song typeface, V font, and the page number is located at the bottom of the page and in the middle of the line.

3.6文中表格均采用标准表格形式（如三线表，可参照正式出版物中的表格形式）。

All forms in the thesis should be standard tables (such as three-line table, and the table formats in official publications may be referred).

3.7文中所列图形应有所选择，照片不得直接粘贴，须经扫描后以图片形式插入。

All figures included in the thesis should be properly selected, and photos cannot be directly pasted, and must be inserted in the form of picture after scanned.

3.8文中英文、罗马字符一般采用Time New Roman正体，按规定应采用斜体的采用斜体。

(8) English and Roman characters in the thesis should be in standardized Time New Roman, and if the italic is required for them, they should be italic.

3.9书脊：上留40mm，下留40mm空白，用五号仿宋体字印上论文题目、毕业年度、作者姓名和学校名称。

Spine: top blank: 40mm and bottom blank: 40mm, and the thesis title, year of graduation, author’s name, and name of university are printed on it in Imitation Song typeface, V font.

3.10标点符号：单个的标点符号，如句号、逗号、分号、顿号、冒号、感叹号等不能放在行首；成双的标点符号，如括号、引号、书名号等的前半部分不能放在行末，后半部分不能放在行首。

Punctuation marks: single punctuations such as full stop, comma, semicolon, slight-pause mark, colon, exclamation mark etc. cannot be placed at the beginning of a line; and for the paired punctuation marks such as brackets, quotation marks, French quotes etc., the first half cannot be placed at the end of a line, and the latter half cannot be placed at the beginning of a line.

**四、学位论文电子文档要求**

**4. Requirements on Electronic Copy of Academic Thesis**

学位论文答辩通过后，学位申请人必须向我校图书馆提交电子版学位论文。提交的电子版学位论文要求如下：

After being qualified in the academic thesis defense, the academic degree applicant must submit the electronic copy of his or her academic thesis to the library of the university. The requirements on the electronic copy of academic thesis submitted are as follows:

电子版学位论文应与印刷本内容一致。因特殊情况出现不一致时，必须给予说明。电子版学位论文应集合为一个由word转换的pdf文档。电子文档的命名格式：“学号+姓名”，如“0911010001张××”。

The contents in the electronic copy of the academic thesis should be consistent with those in the paper copy. For any inconsistency appearing for any special reasons, explanation must be provided. The electronic copy of the academic thesis should be in pdf format converted from word, and named as “student number + name”, such as “0911010001 XX Zhang”.

## 苏州科技大学关于国际硕士研究生“学位论文学术不端行为检测系统”检测结果的处理办法（试行）Measures of Suzhou University of Science and Technology for Handling the International Master Students’ Testing Results in the “Academic Misconduct Testing System for Academic Thesis”

## (Trial Implementation)

**第一条** 为加强我校国际硕士研究生学术道德和学术规范建设，根据《中华人民共和国学位条例》、《教育部关于严肃处理高等学校学术不端行为的通知》（教社科[2009] 3号）、《国务院学位委员会关于在学位授予工作中加强学术道德和学术规范建设的意见》（学位[2010] 9号）和《江苏省学位委员会、江苏省教育厅关于印发<江苏省研究生基本学术规范>的通知》（苏教研[2012] 1号），结合学校实际，特制定本办法。

**Article 1** To further promote international master students’ academic moral integrity and regulate their academic conducts in the university, these measures are hereby formulated in accordance with *Regulations of the People's Republic of China on Academic Degrees*, *Notification of Ministry of Education on Severely Handling Academic Misconducts in Institutions of Higher Education* (JSK No. [2009] 3), *Opinions of the Academic Degree Committee of the State Council on* *Enhancing Academic Moral Integrity and Regulating Academic Conducts in Degree Awarding* (XW No. [2010] 9), and *Notification of Jiangsu Academic Degree Committee and Jiangsu Provincial Department of Education about Issuing Basic Academic codes for master students in Jiangsu Province* (SJY No. [2012] 1), and with the combination of the practical conditions of the university.

**第二条**采取自律与他律相结合的原则防止违反学术规范行为的发生。国际硕士研究生要有学术自律意识，严谨诚实地进行科学研究，要按照培养方案的要求，保证充足的时间进行学位论文写作。

**Article 2** The principle combining self-discipline and heteronomy is adopted to prevent the occurrence of behaviors violating academic codes. International master students should have academic self-discipline consciousness, precisely and honestly conduct scientific research, comply with the requirements in the education programs, and make sure there are sufficient time to write the academic thesis.

**第三条**国际硕士研究生指导教师在学生学位论文工作中，对学术规范性给予指导；在国际硕士研究生申请论文答辩和申请学位前，对学位论文的学术规范性给予审查，防止违反学术规范行为的发生。

**Article 3** The academic advisors of international master students should provide guidance related to academic codes during their academic thesis work; before the international master students apply for thesis defense and for degree, they should review whether their academic thesis conform to the academic codes, thus to prevent the occurrence of behaviors violating the academic codes.

**第四条** 学校采用“学位论文学术不端行为检测系统”等对申请答辩的国际硕士研究生学位论文进行“全文文字复制比”检测，检测内容为除致谢、参考文献之外的论文主体部分，学校以检测报告中“全文文字复制比”值为主要依据对检测结果进行处理，对引用本人已发表论文的内容，不计入复制比。国际硕士研究生须根据学校的统一安排提交论文，其中，在论文评阅前受检测论文的电子稿与论文评阅的纸质稿必须一致，如不一致的，取消本次论文答辩资格；在答辩后、学位评定委员会审议学位授予前进行学位论文的抽查检测，受检测论文的电子稿与论文归档纸质稿必须一致，如不一致的，学位评定委员会不审议其本次学位申请。

**Article 4** University uses the “Academic Misconduct Testing System for Academic Thesis” etc. to test “the full text duplication ratio” of thesis of international master students applying for defense. The tested contents include the main body of the thesis (acknowledgement and references are excluded). The university shall use the “full text duplication ratio” in the testing report as the main basis to handle the testing results. The contents cited from any thesis that has been published by the author are not included in the duplication ratio. International master students must submit their thesis in accordance with uniform arrangement of the university. Before the thesis review, the electronic copy of the thesis to be tested must be consistent with the paper copy for review. If there is any inconsistency, this thesis defense qualification shall be cancelled; The spot test should be conducted after the defense, and before the degree awarding evaluation by the Academic Degree Evaluation Committee. The electronic copy of the thesis to be tested must be consistent with the paper copy of the thesis to be archived. If there is any inconsistency, the Academic Degree Evaluation Committee shall not evaluate related degree application.

**第五条**国际硕士研究生学位论文在“学位论文学术不端行为检测系统”检测结果中有下列情形之一的属违反学术规范行为：

**Article 5**International master students whose testing results in the “Academic Misconduct Testing System for Academic Thesis” include any of the following circumstances shall be deemed as violating the academic codes:

1.引用、转述他人研究成果不注明出处；

Citing or paraphrasing others’ research achievements, but failing to indicate the source;

2.抄袭、剽窃、侵吞和篡改他人学术成果；

Copying, plagiarizing, misappropriating or altering others’ academic achievements;

3.“学位论文学术不端行为检测系统”检测结果中“全文文字复制比”值超过35%；

The “full text duplication ratio” in the testing results in the “Academic Misconduct Testing System for Academic Thesis” exceeds 35%;

4.其他违背学术界公认的学术规范行为或规定的学术机构认定的不规范学术行为。

Other behaviors violating the academic codes generally accepted in the academic world or behaviors identified as academic misconducts by specified academic institutions.

**第六条**导师根据“学位论文学术不端行为检测系统”检测结果，对国际硕士研究生违反学术规范行为予以认定和处理。

**Article 6** The supervisors shall identify and handle international master students’ behaviors violating the academic codes based on the testing results in the “Academic Misconduct Testing System for Academic Thesis”.

**第七条**学位论文评阅前进行“学位论文学术不端行为检测系统”检测的结果认定与处理。

**Article 7** Identification and handling of testing results in the “Academic Misconduct Testing System for Academic Thesis” should be conducted before the academic thesis review.

1.检测结果的认定：

Identification of testing results:

1.1“全文文字复制比”值在35%以下：由导师结合文字复制比等相关情况，负责学术规范的审查和认定，根据认定结果，直接送审评阅。

Thesis with “full text duplication ratio” below 35%: the supervisors are responsible for the review and identification of academic codes based on relevant conditions such as full text duplication ratio, and directly submit them for review based on the identified results.

1.2“全文文字复制比”值在35%-50%之间者，导师可作出论文直接送审评阅或取消本次答辩资格的处理意见。

Thesis with “full text duplication ratio” of 35%-50%: the supervisors can give the handling suggestions, such as directly submitting them for review and appraisal, or cancelling their qualification of this defense.

1.3“全文文字复制比”值在50%以上者，取消本次答辩资格。 Thesis with “full text duplication ratio” above 50%: directly cancel their qualification of this defense.

2.检测结果的处理：

Handling of testing results:

2.1直接送审评阅。按照学校和培养单位的安排，进行论文送审评阅。

Directly submit them for review. Conduct the thesis review in accordance with the arrangement of the university and the host institutions.

2.2取消本次答辩资格。国际硕士研究生须在导师指导下对论文进行全面修改或重新撰写论文，半年后重新申请论文答辩。如重新申请答辩的学位论文经认定仍存在违反学术规范行为的，不再受理该生的论文答辩申请。

Cancel their qualification of this defense. International master students must comprehensively modify or re-write their thesis under their supervisors’ guidance, and reapply for thesis defense half a year later. If there is still any behavior violating academic codes and identified in the academic thesis for reapplication of defense, the master’s application for thesis defense shall no longer be accepted.

**第八条**学位论文在答辩后、学位评定委员会审议学位授予前，研究生部进行“学位论文学术不端行为检测系统”的抽查检测，如“全文文字复制比”值超过35%的，中止本次学位申请、答辩无效。

**Article 8** After the academic thesis defense, and before the degree awarding evaluation made by the Academic Degree Evaluation Committee, the Graduate Department should conduct the spot test in the “Academic Misconduct Testing System for Academic Thesis”, and if the “full text duplication ratio” exceeds 35%, the degree application shall be suspended, and the defense becomes invalid.

**第九条**对学位论文违反学术规范行为的当事人，根据《江苏省研究生基本学术规范》、《苏州科技大学研究生学术道德规范》等有关规定作出相应的处理。

**Article 9** Students involved in the behavior violating academic codes in the academic thesis shall be punished correspondingly in accordance with relevant provisions in the *Basic Academic Codes for master students in Jiangsu Province*, the *Academic Codes of Ethics for master students in Suzhou University of Science and Technology* etc.

**第十条**国际硕士研究生指导教师对研究生的学位论文负有指导责任，国际硕士研究生学位论文如因指导教师失察而出现违反学术规范行为的，根据相关规定作出相应的处理。

**Article 10**International master students’ academic advisors should be responsible to guide master students to complete their academic thesis. If there is any behavior violating academic codes in international master students’ academic thesis due to the academic advisors’ negligence, such academic advisors shall be punished correspondingly in accordance with relevant provisions.

**第十一条**“学位论文学术不端行为检测系统”检测结果的认定与处理决定由所在学院及时送达当事人。

**Article 11**Schools should timely deliver the decisions about the identification and handling of testing results in the “Academic Misconduct Testing System for Academic Thesis” to the parties involved.

**第十二条**本规定自2018年9月起施行，由研究生部负责解释。

**Article 12** These provisions take into effect from September, 2018, and the Graduate Department reserves the right to interpret them.

## 苏州科技大学关于国际硕士研究生发表学术论文要求的规定

## Provisions of Suzhou University of Science and Technology on Requirements of International Master Students’ Academic Thesis Publishing

根据我校实际情况，对国际硕士研究生申请学位的学术成果基本要求修订如下：

In accordance with the practical conditions of the university, the basic requirements on academic achievements used by international master students to apply for degree are amended as follows:

**第一条**学术学位国际研究生申请硕士学位对学术成果的基本要求

**Article 1** Basic requirements on academic achievements used by academic international master students to apply for master degree

鼓励以第一作者发表学术论文1篇；International master students are encouraged to publish 1 academic paper as the first author;

**第二条**以上学术成果条件是学校对国际研究生申请硕士学位时提出的基本要求，各学院可根据学科自身特点、学科建设与评估需要提出更高要求，并制定相应的实施细则，报研究生部备案。

**Article 2** The above-mentioned academic achievements are the basic requirements raised by the university to international master students when they apply for master degree, and each school can raise higher requirements in accordance with the characteristics of disciplines and the demands of discipline construction and assessment, establish corresponding detailed rules for implementation, and then report to the Graduate Department for the record.

**第三条**相关界定

**Article 3** Relevant delimitation

学术成果均须以苏州科技大学为第一署名单位。

In the above-mentioned academic achievements, Suzhou University of Science and Technology should be the first undersigned institution.

**第四条**支撑材料要求

**Article 4** Requirements on supporting documents

学院应指派专人对国际硕士研究生学术成果的支撑材料进行收集、审核和归档，并由学院学位评定分委员会对其有效性进行认定。

Schools should specially assign staff to collect, review and file the supporting documents for international master students’ academic achievements, and the school Academic Degree Evaluation Sub-committees should confirm their validity.

1.国际硕士研究生以学术论文形式提出学位申请时，须提交相关学术论文成果的期刊原件（审核后返还）和复印件（包括封面、目录、论文全文、封底）；International master students who file the application for degree in the form of academic thesis must submit the original periodical in which relevant academic thesis achievements are published (which shall be returned after review) as well as the copies (including cover page, table of contents, full text of the thesis, and back cover);

**第五条**学术成果存在弄虚作假，经校学位评定委员会批准，撤销其已授学位。

**Article 5** If any master student employs trickery in his or her academic achievements, after approved by the University Academic Degree Evaluation Committee, his or her degree which has been awarded shall be cancelled.

**第六条**本规定自2018年9月起施行。

**Article 6** These provisions take into effect from September, 2018.

**第七条**本规定由苏州科技大学研究生部负责解释。

**Article 7** Suzhou University of Science and Technology reserves the right to interpret these provisions.

## 苏州科技大学国际硕士研究生优秀硕士学位论文评选奖励办法

## Measures of Suzhou University of Science and Technology for Appraising, Selecting and Awarding International Master Students’ Excellent Master Degree Thesis

根据《江苏省优秀博士、硕士学位论文项目实施与管理办法》（苏教研[2012]3号）的有关规定，结合我校实际，特制定本办法。

In accordance with relevant provisions in the *Excellent Doctoral and Master Degree Thesis Program Implementation and Management Method in Jiangsu Province* (SJY No. [2012] 3), and with the combination of practical conditions of the university, these measures are hereby formulated.

**一、评选目的Appraisal and Selection Objective**

校优秀国际硕士研究生硕士学位论文的评选旨在进一步激发研究生的创新意识和指导教师的精品意识，强化研究生学位论文撰写阶段的培养指导，促进研究生培养质量的提高。

The appraisal and selection of excellent international master degree thesis of the university aim to further motivate master students’ consciousness of innovation, and academic advisors’ consciousness for the best, strengthen the training and guidance in the phase of master students’ academic thesis writing, and promote the quality of master education.

**二、评选原则 Appraisal and Selection Principle**

注重创新、严格筛选、科学公正、宁缺毋滥。

Lay emphasis on innovation, strictly screen, be scientific and just, and put quality before quantity.

1. **评选时间、范围和数量Appraisal and Selection Time, Scope and Quantity**

每年的十二月，在上年秋季学期和本年春季学期毕业国际硕士研究生的硕士学位论文中进行校级优秀学位论文的评选，每次评选的指标不超过获得硕士学位人数的10%。

In December of every year, appraise the master degree thesis of international master students graduating in the fall semester of last year, and the spring semester of this year, and select the university-level excellent academic thesis. The target of each appraisal and selection is that the excellent academic thesis should not exceed 10% of the total number of master students awarded with master degree.

**四、校优秀国际硕士学位论文的基本条件Basic Conditions for University-level Excellent International Master Degree Thesis**

1.学位论文的选题新颖，具有一定的理论意义或实际应用价值；论文在科学理论、专门技术或研究方法上有创新；论文严格遵循学术规范，佐证材料翔实，推理严密，数据可靠，表达准确。

The academic thesis topic selected should be of novelty, and of some theoretical significance or practical application value; there is innovation in scientific theory, know-how, or research method in the thesis; and the thesis should strictly conform to academic codes, with full and accurate supporting documents, precise reasoning, reliable data, and accurate expression.

2.学位论文的作者须以第一作者发表1篇以上与学位论文相关的英文学术论文。

The author of academic thesis must publish 1 or more English academic papers related to the academic thesis as the first author.

3.学位论文的评阅成绩为优良、答辩成绩为优秀。

The review result of the academic thesis should be good, and the defense result should be excellent.

**五、评选程序 Appraisal and Selection Procedures**

1.申请者经导师同意，并获得答辩委员会推荐后，需填写《苏州科技大学优秀硕士学位论文推荐表》，并提交论文及相关材料；

After agreed by the supervisor, and recommended by the defense committee, the applicant should fill in the *Excellent Master Degree Thesis Recommendation Form of Suzhou University of Science and Technology*, and submit the thesis and relevant documents;

2.学院学位评定分委员会负责审查申请者所提交材料的真实性，并对照校优秀硕士学位论文的基本条件，对申请进行审核；在充分讨论的基础上，根据评选指标，采用无记名投票方式进行表决，学位评定分委员会会议要有三分之二以上委员出席方为有效，获二分之一以上委员同意者，即为获得学院推荐，学位评定分委员会签署意见后报研究生部。

The school Academic Degree Evaluation Sub-committee is responsible to verify the authenticity of documents submitted by the applicant, and review the application based on the basic conditions for university-level excellent academic thesis; on the basis of sufficient discussion, they shall make decisions by secret ballot in accordance with the appraisal and selection target. The school Academic Degree Evaluation Sub-committee meeting is deemed as valid if over two thirds committee members attend the meeting, and the academic thesis agreed by over a half committee members are the excellent academic thesis recommended by the school. After commented and signed by the school Academic Degree Evaluation Sub-committee, such academic thesis shall be reported to the Graduate Department.

3.研究生部审核无异议后，进行为期三天的公示；无异议者，由校学位评定委员会审议；审议采用无记名投票方式进行表决，校学位评定委员会会议要有三分之二以上委员出席方为有效，获二分之一以上委员同意者，即为通过，由学校发文予以公布。

After reviewed by the Graduate Department and no objection is raised, the academic thesis shall be publicized for three days; those to which no objection is raised shall be evaluated by the University Academic Degree Evaluation Committee; the evaluation results shall be determined by secret ballot. The University Academic Degree Evaluation Committee is deemed as valid if over two thirds committee member attend the meeting, and the academic thesis agreed by over a half committee members are excellent academic thesis. The university shall issue a document to publicize it.

**六、组织与管理Organization and Management**

1.评选工作，在校学位评定委员会领导下，由研究生部负责组织实施。

The Graduate Department is responsible to organize and implement the appraisal and selection under the leadership of the University Academic Degree Evaluation Committee.

2.在公示期内，任何单位或个人，如发现论文存在剽窃、作假或论文的主要研究结论不能成立等问题，以书面方式提出异议。提出异议的书面材料应包括异议论文的题目、作者姓名、异议内容，支持异议的具体证据或科学依据。研究生部受理异议材料并对提出异议的单位或个人予以保密。在公示期结束之日起5日内异议事项仍未处理完毕的论文不提交校学位评定委员会审议。

During the period of publicity, any unit or person identifying problems such as plagiary, trickery, untenable main research conclusion etc. in any academic thesis can raise an objection in writing. The written documents used to raise the objection should include title of the thesis with objection, author name, content with objection, and specific evidence or scientific basis supporting the objection. The Graduate Department shall receive the documents used to raise the objection, and keep the unit or person confidential. If the objection is not solved within 5 days after the date when the period of publicity ends, the thesis shall not be submitted to the University Academic Degree Evaluation Committee for evaluation.

3.推荐参加江苏省优秀硕士学位论文评选的论文，原则上在校优秀学位论文中择优产生。

In principle, the academic thesis recommended to participate in the appraisal and selection of Jiangsu provincial excellent master degree thesis should be selected the best from the university-level excellent master degree thesis.

4.获奖的学位论文在任何时候如被发现有剽窃作伪现象、作假或论文的主要研究结论不能成立等严重问题，一经认定，校学位评定委员会将撤销已授表彰并予以公告，同时追回论文作者及其指导教师已获得的奖励，并对已授予的硕士学位按有关规定进行处理。

If any serious problem such as plagiary and faking phenomenon, trickery, untenable main research conclusion etc. is identified in any academic thesis winning a prize at any time, once such problem is confirmed, the University Academic Degree Evaluation Committee shall cancel the award granted and make an announcement, and revoke the awards granted to the thesis author and his or her academic advisor, and the master degree which has been awarded shall be handled in accordance with relevant provisions.

**七、奖励标准Award Standards**

学校设立专项奖励基金，对江苏省优秀硕士学位论文、校优秀硕士学位论文获得者及其指导教师进行表彰奖励。

The university establishes a special award fund to commend and award winners of Jiangsu provincial excellent master degree thesis and university-level excellent master degree thesis, as well as their academic advisors.

**八、附则Supplementary Provisions**

本规定自2018年9月起施行，由研究生部负责解释。

These provisions take into effect from September, 2018, and the Graduate Department reserves the right to interpret them.

# 第三篇

# 学生管理

# Part III Student Management

## 苏州科技大学国际硕士研究生的权利与义务

**International Master Students’ Rights and Obligations**

**第一条**国际硕士研究生在校期间依法享有下列权利：

**Article 1**International master students in the university are entitled to the following rights according to laws:

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；

Participate in all kinds of activities arranged in education and teaching programs of the university, and use teaching and education resources provided by the university;

2.在思想品德、学业成绩等方面获得科学、公正评价，完成学校规定学业并符合相关规定的获得相应的学历证书、学位证书；

Obtain scientific and fair evaluation on moral character, academic performance etc., and students who complete the courses specified by the university and conform to relevant provisions can obtain corresponding academic certificates and degree certificates;

3.在校内组织、参加学生团体，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；

Organize and participate in student organizations in the university, participate in university management in a proper way, and have the right to be informed of, participate in, express their opinions on, and supervise the affairs related to the university’s and students’ rights and interests;

4.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；

Students who have any objection to the handling or punishment determined by the university can file an appeal to the university and the administrative department for education, and if the university or its department and staff have any behavior infringing students’ legal interests and rights such as personal right, property right etc., they can file an appeal or a lawsuit according to laws;

5.法律、法规及学校章程规定的其他权利。

Other rights specified in laws, regulations, and university statutes.

**第二条**国际硕士研究生在校期间依法履行下列义务：

**Article 2**International master students in the university should fulfill the following obligations according to laws:

1.遵守宪法和法律、法规；

Comply with constitution, laws, and regulations;

2.遵守学校章程和规章制度；

Comply with university statutes, rules and regulations;

3.恪守学术道德，完成规定学业；

Abide by academic morality and complete specified courses;

4.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；

Comply with students’ code of conduct, respect teachers, and develop good moral characters and behavioral habits;

5.法律、法规及学校章程规定的其他义务。

Other obligations specified in laws, regulations, and university statutes.

## 苏州科技大学国际硕士研究生奖学金评定管理办法(试行)

## SUST Postgraduate Scholarship Assessment and Management Method(Trial)

**第一章总则**

**Chapter 1 General Provisions**

1. 为鼓励和吸引更多优秀国际学生来我校学习，根据学校实际，制定本办法。

**Article 1** This method is implemented for the purpose of attracting academically promising international students for further study in SUST.

1. 本办法用于资助国际学生来我校进行硕士研究生学历教育、攻读硕士学位。

**Article 2** The fund mentioned in this method is used to subsidize students’ postgraduate education.

1. 奖学金资助期限分汉语补习（预科）和专业学习两个阶段。预科年限为1年；专业学习阶段年限2～3年。

**Article 3** The funding period covers two stages of study, both preparatory language study (one year) and professional study (2-3years).

**第二章评选办法**

**Chapter 2 Assessment methods**

1. 申请人须具备下列条件：

**Article 4** The requirements to meet for application:

（一）持有外国国籍的公民（原为中国公民，移民外国后作为国际学生来华者，按教育部有关文件要求）；

（二）自愿遵守中国法律和学校规章制度；

（三）无违法违纪记录；

（四）学习态度端正，成绩优良，身心健康；

（五）申请攻读硕士学位者须持有学士学位证书；

（六）原则上未在中国同时获得其它同类奖学金。

1 Non-Chinese citizen;

2 Abide by the laws and regulations of PRC as well as SUST;

3 No criminal record;

4 Mentally positive and healthy;

5 Holding bachelor’s degree;

6 Holding no similar scholarships of other programs.

**第五条**奖学金包括下列资助、奖励内容：学费、住宿费、生活补助、一次性安置费。学校每年11月公布下年度奖学金内容及标准。

**Article 5** The scope of funding covers tuition fee, accommodation, living subsidy and one-time settlement fee. The contents and standards of this scholarship will be renewed and publicized each year on November.

**第六条**奖学金分为A等和B等。A等奖学金包括学费、住宿费、生活补助、一次性安置费。B等奖学金包括学费、住宿费。

**Article 6**The scholarship is categorized into two types: Type A scholarship covers tuition fee, accommodation, living subsidy and one-time settlement fee; Type B scholarship covers tuition fee and accommodation.

**第七条**申请A等奖学金就读我校汉语授课学位课程者须持有汉语水平考试（HSK）四级及以上证书。入学时未持有HSK四级及以上证书者可申请B等奖学金，录取后来校接受汉语补习（预科）；如预科阶段结束并通过HSK四级考试，可申请A等奖学金进入专业学习阶段；预科阶段结束未通过HSK四级考试、但通过HSK三级考试者，可申请B等奖学金进入专业学习，同时继续自行补习汉语参加HSK四级考试，通过者可自下一学年开始申请A等奖学金。获B等奖学金1年内未能通过HSK三级考试，或两年内未能通过HSK四级考试者，则取消其奖学金资格。

申请A等奖学金就读我校英语授课学位课程者于入学次年需根据上学年综合考核等定重新审核A等奖学金资格。考核等定C等及以上（大于等于70分）者继续享受A等奖学金；考核等定D等（60-70分之间），降为B等奖学金；考核等定D等及以下（低于60分）者则取消其奖学金资格。

英语为母语或官方语言的申请人可申请A等奖学金或B等奖学金就读我校英语授课硕士学位课程。英语非母语或官方语言者如申请奖学金就读我校英语授课硕士学位课程，须提交相关英语能力证明材料（如雅思、托福成绩或接受英语教育年限及历年成绩单等），或参加我校组织的面试。

**Article 7**Students applying for the courses taught in Chinese language will need to hold HSK 4 certificate for applying for Type A scholarship while there’s no need of Chinese language certificate for Type B scholarship applicants. Those who succeeded in applying for Type B scholarship will need to go through preparatory Chinese language study for one year. After finishing the language course, students will be required to take HSK again. Those who pass HSK 4 will be eligible for Type A scholarship in the next stage of professional study. Those who pass HSK 3 will continue the next stage of study entitled with Type B scholarship and if they pass HSK 4 the next year, they can still apply for Type A scholarship for the rest of the studying period. After preparatory study, if Type B scholarship applicants fail to pass HSK 3 in one year or HSK 4 in 2 years, they will be assessed as disqualified for the scholarship.

Students applying for the courses taught in English language with Type A scholarship will need to participate in the annual scholarship qualification assessment according to their academic results of the year before. Those who are graded in level C (with scores no less than 70) will continue to be eligible to Type A scholarship next year; those who are graded in level D (with scores no less than 60 while less than 70) will be entitled to Type B scholarship for the next year’s study; those who are graded in level D (with scores less than 60) will be deemed as disqualified for any scholarship.

Applicants from non-native English speaking countries or with other languages as their official language shall provide English language certificate (e.g. IELTS, TOFEL or transcript) or attend the language interview organized by the University in applying for courses taught in English.

**第八条**申请奖学金须提供以下材料（一式两份，以中文或英文填写，其中申请A等奖学金就读汉语授课硕士学位课程者必须以中文填写）。

**Article 8** Documents need to be provided (in duplicate, completed in either English or Chinese, Type A scholarship applicants for courses taught in Chinese language are required to fill in the forms in Chinese).

**（一）**完整填写的《苏州科技大学国际学生奖学金申请表》；

**（二）**完整填写的《苏州科技大学来华留学申请表》及必要附件（附件中相关证明材料原件如为中文或英文以外的语言，须附上一式两份经公证的中文或英文译本）。

1 Application Form for International Students’ Scholarship of SUST;

2 Application Form for International Students in SUST.

(If the attached supporting documents is written in languages other than English, an authorized translated version in English will be required).

**第九条**奖学金申请时间与评审程序

**Article 9** Application time and procedure

（一）申请与受理：申请者应在每年6月30日前提交第八条要求的申请材料。材料不齐备或者过期的申请材料均不予受理，申请材料概不退还。

（二）初审与审核：国际合作交流处对申请材料进行初审，将符合条件的申请材料送研究生部和相关学院审核，汇总部门、学院意见后提交学校学生国际交流工作小组组织评审。

（三）评审与公布：学校学生国际交流工作领导小组对申请者进行会议评审，必要时可组织视频面试，审定录取学生名单及类别，国际合作交流处公布获得奖学金的国际学生名单，并书面告知获得奖学金的国际学生。

（四）录取与通知：每年7月30日前，学校将《苏州科技大学录取通知书》和《外国留学人员来华签证申请表》（JW202表）等入学材料寄给申请者。

1 Applying

Application documents need to be prepared subjecting to all requirements listed in Item 2.4 and submitted before 30th of June. Incompletion of the documents or overdue application will be off the docket and won’t be sent back;

2 Preliminary assessment

Preliminary assessment will be done by International Office and the selected applications will be submitted to other related departments for further assessment. The final judgement will be made by the working group of international affairs of the university;

3 Review and publication

Review of the application will be made by the leading group of international affairs and interviews will be arranged after the publication of the preliminary enrollment list;

4 Enrollment

Admission letter and JW202 form will be mailed to eligible applicants before 30th July.

**第三章管理办法**

**Chapter 3 Management regulations**

**第十条**报到和注册

**Article 10**Registration

（一）申请人在确认获得奖学金后，须持《苏州科技大学录取通知书》、《外国留学人员来华签证申请表》（JW202表）和《外国人体格检查记录》原件和复印件，及本人有效护照到其本国或地区的中国使领馆或签证办公室申请来华学习签证（0），并按规定日期自行前往苏州科技大学报到。

（二）奖学金生入学时应按规定交纳奖学金范围以外的费用，如注册费、综合保险费等。

（三）奖学金生因个人原因不能按时报到入学，可申请延期入学，延长期不超过1个月（如需重新制作《外国留学人员来华签证申请表》，需重新缴纳注册费）；到期未报到入学者，视为放弃奖学金和入学资格；未经允许逾期报到入学者，视为放弃奖学金。

（四）奖学金生来华1周内须至苏州出入境检验检疫局进行健康检查。拒不体检或体检后查出患有中国法律规定不得入境及本校规定不适合继续学业的疾病者，应于体检日或确诊日后的3日内离境回国。所获得的奖学金和入学资格自动取消，体检及回国费用自理。

（五）奖学金生报到后2周内，学校将对其入学资格和奖学金资格进行复审（申请材料原件、体检合格报告），复审合格者应于入境后3周内至苏州市公安局出入境管理处办理学习居留许可，办理居留许可的有关费用自理。

（六）奖学金生均须入住苏州科技大学国际学生公寓（两人一间），未经批准在校外住宿者视为放弃奖学金生资格。确有特殊原因经批准在校外住宿者，视为放弃奖学金中的住宿费。

1 Applicants shall bring both the original and printed copies of Admission Letter, JW202 form and Foreigner Physical Examination Form, holding valid passport to Chinese embassy in their original countries to apply for student visa (o) and come to SUST for registration before due date;

2 Fees not covered in the scholarship shall be taken care of by students themselves at the time of registration;

3 An extension of utmost one month in registration due date can be made under exceptional circumstances;

4 Health check shall be done in one week after arriving in China as is required by the entry inspection and quarantine bureau; Students rejecting to do the required physical examination or receiving a disqualified report from the hospital will be required to leave China in 3 days after the date of official notice from the hospital with health check cost and air ticket taken care of by themselves;

5 Reexamination of applicants’ qualification will be done on two weeks after registration (providing original copy of the application documents and a qualified physical check report from hospital as is required in 3.1.4). Eligible applicants after the reexamination shall go to the police station to make residence permit;

6 Scholarship applicants are required to take the accommodation provided by the university (two students sharing one room). The request of living outside will be deemed as abandoning the accommodation part of scholarship with no refund.

**第十一条**奖学金发放

**Article 11**Issuance of scholarship

享受奖学金者，免交学费（如要求进行超出学校教学计划的实验或实习，所需费用由本人自理）、住宿费；生活补助每年发放10个月（不包含2、8月，限A等奖学金获得者），每月中旬发放；入学安置费于通过入学资格复审后发放（限A等奖学金获得者）；因请假等原因停止学习者，当月在校达到和超过15天发给全月生活费，不足15天发给半个月生活费；休学、停学、退学或结业回国者，申请获批当月按照上述规定结算生活费，次月起停止发放生活费。

Scholarship will cover the tuition fee (during the school period according to the school curriculum), accommodation, 10month/year living subsidy issued in the middle of each month (February and August excluded). Settlement fee will be issued after reexamination of applicants’ qualification (only entitled to Type A scholarship applicants). In the case of asking for leave, staying at school for no less than 15 days/month will be subject to no deduction of the monthly subsidy while for less than 15 days in a month, half of one month subsidy will be deducted. In the case of suspension of schooling, subsidy will be issued till the month of official permission.

**第十二条**奖学金的中止和取消

**Article 12** Suspension and cancellation of scholarship

（一） 有下列情形之一者，中止奖学金资格：考核成绩不合格留级或者降级；所修课程连续两年未达到规定学分；受到留校察看处分；未通过年度评审。

被中止享受奖学金资格者，不再发放奖学金，但本人可申请自费留校继续学习。被中止奖学金期间，经本人申请，可参加本学年的奖学金年度评审。如评审合格，经学校批准，可自下一学年起恢复奖学金资格。

**（二）**有下列情形之一者，取消享受奖学金资格：获得奖学金的学生未经批准逾期不报到者，按自动放弃入学资格处理，所获得的奖学金资格自动取消；受到勒令退学或者开除学籍处分；在校学习期间累计两次未通过年度评审；无正当理由不参加年度评审；触犯中国法律法规受到行政或刑事处罚；参加非法社团组织。

被取消奖学金资格者，自决定生效之日起不再发放其奖学金，其享受奖学金资格不得恢复。

1 Suspension of scholarship will be sentenced under the following circumstances: fail to pass the exams, unable to get enough credit for two consecutive years, school disciplinary probation, fail to pass annual scholarship qualification reassessment;

Students with suspension of scholarship can choose to continue study in SUST at their own cost and apply for the scholarship for the next year.

2 Cancellation of scholarship will be sentenced under the following circumstances: fail to register before the due date without obtaining exception permission, expulsion from school, fail to pass annual scholarship qualification reassessment for two consecutive years, refuse to participate in annual scholarship qualification reassessment without permission, breach Chinese law, participate in illegal groups;

Students with cancellation of scholarship will not be able to apply for recovery of the issuance of scholarship.

**第十三条**获得奖学金的国际硕士研究生，每年9月须按规定参加奖学金年度评审。评审不合格者，将被中止或取消其享受奖学金的资格。评审内容包括学习成绩、学习态度、考勤情况、行为表现和奖惩情况等。

**Article 13** Annual scholarship qualification reassessment is required for scholarship applicants in September. The unqualified candidates will subject to suspension or cancellation of scholarship. The evaluation includes the scope of school record, learning attitude, attendance, behavior, rewards and punishments.

**第十四条**获得奖学金的国际硕士研究生，原则上不得变更专业和导师。如有特殊情况确需变更专业或导师，须经所在学院、研究生部批准。

**Article 14** Unless obtaining exceptional permission under special circumstances, scholarship applicants shall not change their supervisors.

**第十五条**奖学金的放弃、保留和延期

**Article 15** Waiver, reservation and extension of scholarship

（一）学生因个人原因申请延期入学，如延长期超过1个月少于1年，可申请保留入学资格，其奖学金资格则予以取消；未经允许超期报到者，视为放弃奖学金。

（二）奖学金生因患严重疾病、医疗机构建议休学者，应回国休养，回国旅费自理；经学校同意，奖学金资格可保留1年。奖学金生因其他原因休学，其奖学金资格不予保留。

（三）未经批准自行变更专业或导师，其奖学金资格不予保留。

（四）奖学金生不能在规定的教学计划及时限内完成学业，可申请延长学习期限。延长期限不超过1年，延长期间不享受奖学金。

1 Students in need of extension of registration date (more than one month and less than one year) can apply for retainment of student status thus keep the scholarship;

2 Students who need to go back to their original countries due to health problems shall get the permission from school and apply for one year’s retainment of scholarship (air tickets taken care of by students themselves);

3 Change major or supervisor without permission will be deemed as abandoning scholarship;

4 Students who fail to meet the standards for graduation can apply for utmost one year’s extension of schooling without scholarship.

**第四章附则**

**Chapter 4 Appendix**

**第十六条**本办法由国际合作交流处负责解释。

**Article 16** International Office of SUST is responsible for the interpretation of this method.

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## 苏州科技大学国际硕士研究生违纪处分规定

## Provisions of Suzhou University of Science and Technology on Punishment on International Master Students Violating Disciplines

**第一章总则**

**Chapter 1 General Provisions**

**第一条**为了维护学校正常的教育教学秩序和生活秩序，保障学生合法权益，根据《中华人民共和国教育法》、《中华人民共和国高等教育法》、教育部《普通高等学校学生管理规定》以及有关法律、法规、规章，结合学校的实际情况，制定本规定。

**Article 1** To maintain the normal order of education, teaching and daily life in the university, and guarantee students’ legal rights and interests, these provisions are formulated in accordance with the *Education Law of the People's Republic of China*, the *Higher Education Law of the People’s Republic of China*, the *Provisions on the Administration of Students in Regular Institutions of Higher Education* issued by Ministry of Education, as well as relevant laws, regulations and rules, with the combination of practical conditions of the university.

**第二章纪律处分的种类和适用**

**Chapter 2 Categories of Disciplinary Punishments and Their Application**

**第二条**对有违法、违规、违纪行为的国际学生，应当给予批评教育，并可视情节轻重、认错态度、悔改表现等，给予如下纪律处分：

**Article 2**International students whose behaviors violate laws, regulations, or disciplines should be criticized and educated, and be given the following disciplinary punishments based on the seriousness of cases, attitude to admit their mistakes, repentance etc.:

1. 警告； Warning;
2. 开除。 Expulsion.

**第三章违纪行为及处理**

**Chapter 3 Behaviors Violating Disciplines and Their Handling**

**第一节危害中华人民共和国国家安全、公共安全的行为**

**Section One Behaviors Endangering National Security and Public Security of the People’s Republic of China**

**第三条**有下列情形之一的，给予退学处分：

**Article 3** Students under any of the following circumstances shall be given the punishment of expulsion:

1.违反中华人民共和国宪法，反对中华人民共和国国家根本制度、破坏安定团结、扰乱社会秩序的；

Violating Constitution of the People’s Republic of China, opposing the national fundamental system of the People’s Republic of China, destroying its stability and unity, and disturbing its social order;

2.危害中华人民共和国国家安全，煽动颠覆中华人民共和国国家政权，破坏中华人民共和国国家统一的；

Endangering the national security of the People’s Republic of China, inciting people to overturn the state political power of the People’s Republic of China, and destroying the national unification of the People’s Republic of China;

3.煽动民族仇恨、民族歧视，破坏中华人民共和国民族团结的;

Inciting ethnic hatred and ethnic discrimination, and destroying the ethnic unity of the People’s Republic of China;

4.传播、组织观看暴力恐怖、邪教音视频的。

Spreading and organizing to listen to/watch audios/videos of violence, terrorism, and heresy.

**第四条**有下列情形之一的，给予警告处分：

**Article 4** Students under any of the following circumstances shall be given the punishment of warning:

1.携带或持有匕首、三棱刀、弹簧刀或者其他管制刀具，不主动上缴的；

Carrying or possessing daggers, three-square tools, flick knifes or other controlled knifes, but refusing to voluntarily turn in;

2.将枪支、弹药或易燃、易爆、有毒、有放射性等危险品擅自带出规定保管场所的；

Taking guns, ammunitions, or inflammable, explosive, toxic, and radioactive hazardous articles out of the specified storage area without authorization;

3.将有传染性或对周围环境将产生破坏的生物或物质擅自带出规定保管场所的；

Taking creatures or substances which may be infectious or endanger surrounding environment out of the specified storage area without authorization;

4.擅自在宿舍饲养各类动物，影响公共卫生及安全的；

Raising any animal in the dormitory without authorization, which affects public hygiene and security;

5.未经批准在重点防火单位或场所使用明火，且不听劝阻的；

Using open flame in any key fire prevention unit or place without approval, and refusing others’ dissuasion;

6.故意毁坏消防器材、用电设施、安全警示标志标识或安全管理系统的。

Intentionally destroying fire-fighting equipment, electricity facilities, safety warning signs, or security management systems.

**第二节侵犯他人人身权利的行为**

**Section Two Behaviors Infringing Other People’s Personal Rights**

**第五条**寻衅滋事、打架斗殴，未被司法机关追究责任的，视其情节和危害程度分别给予下列处分：

**Article 5** Students trying to pick a quarrel, fight and brawl, but not investigated by the judiciary authority shall be given the following punishments respectively based on the seriousness of cases and the extent of harm:

1.打架斗殴参与者，尚未造成人身损害者，给予警告处分；造成人身损害或其他严重后果者，给予退学处分；

Students who participate in fighting and brawling, but don’t cause personal injury shall be given the punishment of warning; those who cause personal injury or other serious consequences shall be given the punishment of expulsion;

2.引发打架斗殴的挑拨者、教唆者，给予警告处分；

Students who are provocateurs and instigators triggering fighting and brawling shall be given the punishment of warning;

3.聚众打架斗殴的组织者、策划者，给予警告处分，情节严重者给予退学处分；

Students who are organizers and planners of group fighting and brawling shall be given the punishment of warning, and in serious cases, they shall be given the punishment of expulsion;

4.持械打架斗殴者，给予警告处分；为他人打架提供器械者，给予警告处分；

Students who participate in armed fighting and brawling shall be given the punishment of warning; and those who provide arms for others’ fighting shall be given the punishment of warning;

5.在现场起哄或以“劝架”、“调解”为名，偏袒一方，致使事态恶化的，给予警告处分。

Students who gather together to stir up the trouble, or are inclined to one side in name of “mediation” and “conciliation”, which results in the aggravation of the situation, shall be given the punishment of warning.

**第六条**侮辱、诽谤、诬告、陷害他人，或威胁他人安全、或恶意骚扰他人，其行为尚未构成刑事犯罪者，给予警告处分。

**Article 6** Students who insult, slander, smear, or frame others, or threaten others’ safety, or maliciously harass others, but whose behaviors haven’t constitute a criminal offense shall be given the punishment of warning.

**第七条**用信函、电话、短消息、电子邮件等方式，或者用QQ、微信等即时通讯工具恐吓、威胁他人安全，干扰他人正常生活的，给予警告处分。

**Article 7**Students who intimidate or threaten others’ security, or disturb others’ normal life by means of letter, telephone, short message, email etc. or instant messaging tools such as QQ, WeChat etc. shall be given the punishment of warning.

**第八条**通过语言、文字、行为等方式对他人进行性骚扰的，给予警告处分；在浴室、卫生间等场所进行偷窥、猥亵等行为的，给予退学处分。

**Article 8** Students who sexually harass others by means of language, text, behavior etc. shall be given the punishment of warning; and those who peep or act indecently toward others in the places such as bathroom, toilet etc. shall be given the punishment of expulsion.

**第九条**妨碍他人通讯自由，故意隐匿、毁弃、非法占有或非法处理他人的信函、通知单据、电子邮件或快递包裹等的，给予警告处分；给他人造成较大损失的，给予退学处分。

**Article 9** Students who hinder others’ freedom of communications, or intentionally hide, destroy, illegally possess or illegally dispose others’ letters, notification documents, emails, express parcels etc. shall be given the punishment of warning; and those who cause relatively large losses to others shall be given the punishment of expulsion.

**第十条**盗用、冒用他人名称、姓名，或者将非法获取的公民个人信息出售、非法提供给其他人，侵犯他人权益、造成不良后果或损失者，给予警告处分，情节严重者，给予退学处分。

**Article 10** Students who steal or illegally use others’ titles or names, or illegally sell and provide citizens’ personal information illegally obtained to others, or infringe others’ rights and interests and cause adverse consequences or losses shall be given the punishment of warning, and in serious cases, they shall be given the punishment of expulsion.

**第三节侵犯公私财产、知识产权的行为**

**Section Three Behaviors Infringing Public and Private Properties and Intellectual Properties**

**第十一条** 用盗窃、诈骗、敲诈勒索等方式侵占公私财产的，除追回赃款、赃物或赔偿损失外，视情节轻重，分别按以下规定给予处分：

**Article 11** For students who embezzle public and private properties by means of stealing, swindling, racketeering etc., in addition to recovering the illicit money and stolen goods, or compensating for losses, they shall be given the punishments in accordance with the following provisions respectively based on the seriousness of cases:

1.作案总价值不满人民币2000元，且未受到刑事处罚的，给予警告处分；

If the total value involved in the case is less than RMB 2,000 yuan, and the involved student is not given any criminal punishment, he or she shall be given the punishment of warning;

2.多次作案或作案总价值达到人民币2000元以上的，视其情节轻重，给予退学处分；

If any students commit crimes repeatedly, or the total value involved in the case exceed RMB 2,000 yuan, he or she shall be given the punishment of expulsion based on the seriousness of the case;

3.作案手段恶劣，或用敲诈勒索等方式，或团伙盗窃、诈骗公私财物，或屡教不改者，无论案值多少，给予退学处分；

If any student adopts malicious means to committee a crime, or racketeers others, or participates in group stealing, swindles public and private properties, or refuses to correct his or her mistakes after repeated education, no matter how much the value involved in the case is, he or she shall be given the punishment of expulsion;

4.参与分赃、销赃者，按共同违纪处理。

Any student sharing or disposing the stolen goods shall be punished as disciplinary violation together.

**第十二条** 侵占、私分、冒领国家、集体或私人财物，金额不满人民币2000元且拒不退还的，给予警告处分；金额达到人民币2000元以上且拒不退还的，给予退学处分。

**Article 12** For students who embezzle, secretly share, or false claim national, collective or private properties, if the value is less than RMB 2,000 yuan and they refuse to return, they shall be given the punishment of warning; if the value exceeds RMB 2,000 yuan and they refuse to return, they shall be given the punishment of expulsion.

**第十三条**故意毁坏公私财物，造成较大损失的，除赔偿损失外，给予退学处分。

**Article 13** For students who intentionally destroy public or private properties, and cause relatively large losses, in addition to compensation for such losses, they shall be given the punishment of expulsion.

**第十四条** 未经许可，盗用、私自转让、擅自许可他人使用学校、他人知识产权；或泄露学校、他人科技成果、专有数据、技术秘密；或有其他违反知识产权管理规定的行为，使学校、他人权益受到损失的，给予警告处分。造成严重后果的，可给予退学处分。

**Article 14** Students who embezzle, privately transfer, or permit others to use the university or others’ intellectual properties without authorization; or reveal the university or others’ scientific and technological achievements, proprietary data, or technical secrets; or have other behaviors violating provisions on intellectual property management and cause losses of the university or others’ rights and interests shall be given the punishment of warning, and those causing severe consequences shall be given the punishment of expulsion.

**第十五条**违反实验、实习操作规程，违反学校有关消防、安全管理规定，过失给中华人民共和国、学校或他人人身、财产造成损失的，给予警告处分。

**Article 15** Students who violate experiment and practice operation procedures, or violate the university’s provisions on fire prevention and safety management, and cause personal injuries or property losses to the People’s Republic of China, the university or others shall be given the punishment of warning.

**第四节损害中华人民共和国国家、学校声誉或利益的行为**

**Section Four Behaviors Damaging Reputation or Interests of the People’s Republic of China and the University**

**第十六条**故意泄漏中华人民共和国国家机密文件、伪造证件、欺骗组织、包庇嫌疑人员等尚未构成犯罪的，给予退学处分。

**Article 16** Students who intentionally reveal classified documents of the People’s Republic of China, forge documents, deceive the organization, harbor suspects etc., but don’t constitute a crime shall be given the punishment of expulsion.

**第十七条**在涉外活动或出国（境）学习交流期间损害中华人民共和国国家、学校声誉或利益的，给予退学处分。

**Article 17** Students who damage reputation or interests of the People’s Republic of China and the university during foreign-related activities or during the period of learning exchange in foreign countries (regions) shall be given the punishment of expulsion.

**第十八条** 有下列情形之一的，给予警告处分：

**Article 18** Students under any of the following circumstances shall be given the punishment of warning:

1.未经允许在商业活动中，公开在招牌、广告、海报、文件等有关宣传材料上盗用、冒用学校的名称或标识，造成不良影响的；

Publically usurping or illegally using the name or logo of the university on relevant promotional documents such as signboard, advertisement, poster, document etc. in commercial activities without permission, which causes adverse impacts;

2.擅自以学校、学校内设机构、部门或学生组织等名义对外发布公告、新闻、作出不负责任承诺、或参加对外活动，造成不良影响的；

Issuing announcements or news, or making irresponsible commitments, or participating in external activities in the name of the university, organizations and departments established in the university, or student organizations etc. without authorization, which causes adverse impacts;

3.有其他损害学校声誉或利益的行为，造成不良影响的。

Having behaviors damaging reputation or interests of the university, which causes adverse impacts.

**第五节违反学习、学术纪律的行为**

**Section Five Behaviors Violating Study and Academic Disciplines**

**第十九条** 违反学校考试纪律规定，不服从考试工作人员的安排与要求，构成考试违纪的国际学生，经教育、劝阻无效者，给予警告处分。

**Article 19**International students who violate the university’s examination disciplines, refuse to obey examination personnel’s arrangements and requirements, and constitute a disciplinary violation, but refuse to make corrections after education and dissuasion shall be given the punishment of warning.

**第二十条** 违背考试公平、公正原则，以不正当手段获得或者试图获得试题答案、考试成绩，构成考试作弊者，情节严重的，给予退学处分。

**Article 20** Students who violate the principle of examination equity and fairness, obtain or try to obtain answers or scores by improper means, and are deemed as cheating in examination shall be given the punishment of expulsion in serious cases.

有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，可给予退学处分。

Students who take examinations for others or ask others to take examinations for them, organize cheating in examinations, cheat with communication equipment or other devices, sell examination papers or answers to others for profits, and have other serious cheating behaviors or behaviors seriously disturbing examination order may be given the punishment of expulsion.

**第二十一条** 累计两次以上（含两次）考试违纪者，给予警告处分；考试作弊达两次者，给予退学处分。

**Article 21** Students who have violated the examination disciplines twice (including twice) accumulatively shall be given the punishment of warning; and those who have cheated in examination twice accumulatively shall be given the punishment of expulsion.

**第二十二条**考试违纪或作弊行为以教务部门或研究生管理部门的认定为准。

**Article 22** The behaviors violating examination disciplines or the cheating behaviors shall be subject to the identification by the academic affairs department or the master management department.

**第二十三条**在各类体育竞赛中服用违禁药物的，给予警告处分；有其他欺骗行为，造成不良影响的，给予退学处分。

**Article 23** Students who take forbidden drugs in all kinds of athletic contests shall be given the punishment of warning; and those who have other cheating behaviors and cause adverse impacts shall be given the punishment of expulsion.

**第二十四条**一学期内旷课达10学时的，给予警告处分；处分后再次旷课达10学时的，给予警告处分；第三次旷课达10学时，给予退学处分。

**Article 24** Students who have been absent from school for 10 credit hours shall be given the punishment of warning; those who have been absent from school for 10 credit hours after the above-mentioned punishment shall be given the punishment of warning; and those who have been absent from school for 10 credit hours for the third time shall be given the punishment of expulsion.

**第二十五条**涂改、伪造成绩单、签字、印章、推荐信或其他有关学业、学术水平证明等的，给予警告处分。

**Article 25** Students who alter or forge transcript, signature, seal, letter of recommendation, or other certificates related to educational and academic level etc. shall be given the punishment of warning.

**第二十六条** 学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为，情节严重的，给予开除学籍处分。为他人代写学位论文、出售学位论文或者组织学位论文买卖、代写的，可以给予开除学籍处分。

**Article 26** Students who have academic misconducts such as plagiary, manipulation, forgery etc. in their academic thesis or research achievements published shall be given the punishment of expulsion in serious cases. Students who ghostwrite academic thesis for others, sell academic thesis, or organize sales and purchase, or ghostwriting of academic thesis may be given the punishment of expulsion from academic status.

**第二十七条** 有学术不端行为的，除给予相应纪律处分外，将按照相关条例给予相应的学术处理。

**Article 27** In addition to corresponding disciplinary punishments, students who have academic misconducts shall be given corresponding academic punishments in accordance with relevant regulations.

学术不端行为以学术委员会的认定为准。Academic misconducts are subject to the identification by the Academic Committee.

**第六节扰乱社会、学校管理秩序的行为**

**Section Six Behaviors Disturbing Social and University Management Order**

**第二十八条**扰乱社会管理秩序，有下列情形之一者，视情节轻重和悔改态度，给予退学处分：

**Article 28** For students disturbing social management order, under any of the following circumstances, they shall be given the punishment of expulsion based on the seriousness of cases and their attitudes toward repentance:

1.违反《中华人民共和国游行示威法》或其他有关法律、法规，组织、参加未经批准的游行示威活动；组织、策划和参与扰乱社会秩序或破坏学校正常的教学、生活秩序的活动；

Violating the *Law of Procession and Demonstration of the People's Republic of China* or other relevant laws and regulations to organize or participate in procession and demonstration activities without approval; organize, plan and participate in activities which disturb social order or destroy the normal order of teaching and life in the university;

2.在线上、线下公开发表反对中华人民共和国国家根本制度、四项基本原则的言论；编造或者传播虚假、有害信息，混淆视听，制造混乱；

Publicizing opinions of opposing the fundamental system and the four fundamental principles of the People’s Republic of China online and offline; making up or spreading false and harmful information to confuse the public and make a mess;

3.组织、成立、加入非法社会团体或组织，从事非法活动；组织开展未经批准的社会政治活动。

Organizing, establishing or participating in illegal social groups or organizations, and engaging in illegal activities; or organizing and carrying out unapproved social political activities.

**第二十九条** 违反互联网管理规定者，根据不同情况，给予下列处分：

**Article 29** Students who violate provisions on internet management shall be given the following punishments as the case may be:

1.危害网络安全，制作、传播计算机病毒或利用网络攻击、侵入他人计算机或移动通讯网络系统的，给予退学处分；造成网络及管理系统毁坏或造成较大经济损失的，给退学处分；

Students who endanger network security, make or spread computer virus, or hack into others’ computer or mobile communication network system by network attack shall be given the punishment of expulsion; and those who cause damage to network and management system, or cause relatively large economic losses shall be given the punishment of expulsion;

2.利用信息网络侵害他人姓名权、名称权、名誉权、荣誉权、肖像权、隐私权，或者恶意攻击他人造成一定危害者，给予退学处分；雇佣、组织、教唆或者帮助他人发布、转发网络信息侵害他人合法权益的，给予警告处分；

Students who make use of information network to infringe others’ right of name, right of title, right of honor, right of portraiture, and right of privacy, or maliciously attack others and cause some harm shall be given the punishment of expulsion; those who hire, organize, instigate or help others to publish or forward network information to infringe others’ legal rights and interests shall be given the punishment of warning;

3.登录非法网站、传播非法文字、音频、视频，造成不良影响的，给予退学处分。

Students who log in illegal websites, or spread illegal texts, audios and videos, and cause adverse impacts shall be given the punishment of expulsion.

**第三十条** 学校尊重国际学生的民族习俗和宗教信仰，但国际学生不得在中国传教，不得在校园内举行宗教仪式或进行宗教聚会等活动，违反者，给予警告处分直至开除学籍处分。

**Article 30** The university respects national customs and religious beliefs of international students. However, international students are not allowed to preach in China, hold religious ceremonies or hold religious parties on campus. Students who violate this rule shall be given the punishment from warning to expulsion from academic status.

**第三十一条** 扰乱学校管理秩序、社会公共秩序的，分别处理如下：

**Article 31** Students who disturb management order of the university or public order of the society shall be punished as follows respectively:

1.拒绝、妨碍中华人民共和国国家工作人员或学校管理人员依法或依校规执行公务者，给予警告处分；

Students refusing or hindering national staff of the People’s Republic of China or administrative staff of the university to perform their official duties according to laws or university provisions shall be given the punishment of warning;

2.在公共场所聚众喧哗、打砸、焚烧物品，不听劝阻者，给予警告处分；

Students who gather a crowd to make a noise, smash or burn goods in public places, and refuse others’ dissuasion shall be given the punishment of warning;

3.扰乱教育教学管理秩序的行为，造成不良影响的，给予退学处分；

Students whose behaviors disturb educational and teaching management order, and cause adverse impacts shall be given the punishment of expulsion;

4.违反校园交通管理规定，造成不良影响的，给予警告处分；

Students who violate provisions on campus traffic management and cause adverse impacts shall be given the punishment of warning;

5.违反学校社团相关管理规定的，视情节轻重给予警告处分；

Students who violate management provisions related to university associations shall be given the punishment of warning based on the seriousness of cases;

6.擅自发布、散发、张贴未经登记、审批的广告、海报等宣传品、印刷品，造成不良影响，且不听劝阻的，给予警告处分；

Students who publish, distribute and post up unregistered and unapproved propaganda documents and printing documents such as advertisement, poster etc. without authorization, cause adverse impacts, and refuse others’ dissuasion shall be given the punishment of warning;

7.违反校园管理规定，组织、参与各类营利性活动或违章设摊者，视其情节，给予警告以上处分；使用学校提供的宿舍、校园网络等教育资源，从事个人商业活动，严重影响他人生活学习，且不听劝阻的，给予退学处分；

Students who violate campus management provisions to organize or participate in all kinds of profitable activities or break rules and regulations to set up stalls shall be given the punishment above warning as the case may be; and those who make use of educational resources such as dormitory, campus network etc. provided by the university to engage in personal commercial activities, cause adverse impacts on other people’s life and study, and refuse others’ dissuasion shall be given the punishment of expulsion;

8.从事非法传销或其他非法经营活动，造成不良影响，且不听劝阻的，给予退学处分；组织或诱使他人参与非法商业活动，给予退学处分；

Students who engage in illegal pyramid schemes or other illegal business activities, cause adverse impacts, and refuse others’ dissuasion shall be given the punishment of expulsion; and those who organize or seduce others to participate in illegal business activities shall be given the punishment of expulsion;

**第七节违反社会公德及违法、犯罪的行为**

**Section Seven Behaviors Violating Social Morality, Breaking Laws, and** **Committing Crimes**

**第三十二条**违反社会公德或有违法行为的，分别处理如下：

**Article 32** Students whose behaviors violate social morality or break laws shall be punished as follows respectively:

1.从事或者参与有损大学生形象、有悖社会公序良俗活动的，给予警告处分；

Students who engage in or participate in activities which may damage school students’ image or be contrary to public order and good custom of the society shall be given the punishment of warning;

2.在男女交往中，行为失范，造成不良影响或后果者，视情节给予警告处分；

Students who have unethical behaviors in the interaction between women and men, and cause adverse impacts or consequences shall be given the punishment of warning based on the seriousness of cases;

3.观看淫秽书刊、声像制品和色情网站的，给予警告处分；观看暴恐声像制品，给予退学处分，情节严重的，给予退学处分；复制、制作、持有、传播、贩卖或聚众观看反动、淫秽、迷信及其他非法音像制品、非法出版物者的，视情节轻重，给予退学处分。

Students who read obscene publications, listen to obscene audios, watch obscene videos, or browse pornographic websites shall be given the punishment of warning; those who listen to and watch violence and terrorism audios and videos shall be given the punishment of expulsion in serious cases. Those who copy, make, possess, spread, sell or gather a crowd to listen to, watch or read reactionary, obscene, superstitious, and other illegal audios, videos and publications shall be given the punishment of expulsion based on the seriousness of cases;

4.参与任何形式赌博或变相赌博者，给予警告处分；屡教不改、赌资较大，情节严重的，给予警告处分；组织者给予退学处分，情节严重者，给予警告处分；

Students who participate in gambles or disguised gambles in any forms shall be given the punishment of warning; if any student refuses to correct their mistakes after repeated education, and the involved gamble funds is relatively large, he or she shall be given the punishment of warning in serious cases; students who organize gambles shall be given the punishment of warning in serious cases;

5.接受或提供色情服务、介绍他人接受或提供色情服务，给予警告处分；卖淫、嫖娼或者介绍卖淫、嫖娼的，给予退学处分；

Students who accept or provide erotic service, or introduce others to accept or provide erotic service shall be given the punishment of warning; those who engage in prostitution and go whoring or introduce others to engage in prostitution and go whoring shall be given the punishment of expulsion;

6.吸食、持有毒品，视情节轻重，给予退学处分；凡有贩毒行为的，给予退学处分。

Students who use or possess drugs shall be given the punishment of expulsion based on the seriousness of cases; and those who engage in drug trafficking behaviors shall be given the punishment of expulsion.

**第四章纪律处分程序**

**Chapter 4 Disciplinary Punishment Procedures**

**第三十三条** 国际学生违纪行为的调查：

**Article 33** Investigation on international students’ behaviors violating disciplines:

1.涉及违法和校园治安方面的，由保卫处负责，学生所在学院参与；涉及违反考试纪律、考试作弊、学术不端行为的处分，研究生由研究生管理部门负责；其它违纪行为，由学生所在学院负责调查，可能受到警告处分的，由学生工作部门、研究生部管理部门负责，学生所在学院配合，其他有关部门参与。

The Security Office is responsible for, and schools which the students involved belong to participate in investigations on behaviors violating laws and campus security; Graduate Department is responsible for punishment on master students’ behaviors violating examination disciplines, cheating in examinations, and academic misconducts; schools are responsible for investigations on their students’ other behaviors violating disciplines, and if the students may be given the punishment of warning, the investigations should be led by the student affairs department and the master management department, cooperated by their schools, and participated by relevant departments.

2.调查工作应当在七日内完成。调查结束后，牵头调查的职能部门应当将调查的详细情况、证据材料、学生书面检查、本部门建议处理意见等一并移交国际硕士研究生所在学院并通报学生工作处。

An investigation should be completed within seven days. After the investigation, the functional department in charge of it should hand over detailed investigation information, supporting documents, written examination related to the student, the department’s handling suggestion etc. to the school which the involved international master student belongs to, and report to Students’ Affairs Office.

3.违纪学生所在学院，要根据学生违纪事实和学校有关规定，在听取有关部门对错误性质的认定意见及处理建议，提出处分的初步意见，按照处分权限报有关单位研究决定。

The school which the student violating disciplines belongs to should give the preliminary punishment suggestions in accordance with the fact the student violates disciplines and relevant provisions of the university after reviewing relevant department’s identification on the mistake nature and its handling suggestions, and then report to relevant organizations for review and decision based on punishment authority.

**第三十四条**违纪处分的审批权限：

**Article 34** Authority limit for reviewing and approving punishment of disciplinary violations:

1.警告处分由国际学生所在学院学生工作领导小组讨论决定，相关职能部门确认，由学院出具处分决定书；

The punishment of warning is determined through discussion by the leading group of student affairs in the school which the involved international student belongs to, and confirmed by relevant functional departments, and the school shall issue a letter of punishment decision;

2.退学处分由国际学生所在学院党政联席会议讨论提出处理意见，相关职能部门确认定性，相关学生主管部门审核，报分管校领导批准，由学校作出处分决定并发文；

For the punishment of expulsion, the party-government meeting of the school which the involved international student belong to gives its handling suggestion through discussion. After relevant functional departments confirm its nature, it shall be reviewed by relevant competent department of student affairs, and reported to the university leader in charge of it for approval. The university shall make the punishment decision and make an announcement;

3.开除学籍处分由学生所在学院党政联席会议讨论提出初步处理建议，会同校学生工作部门形成处分意见后，报学校法律事务部门进行合法性审查。审查通过后，经分管校领导同意，报校长办公会议研究决定。同时，报江苏省教育厅备案。

For the punishment of expulsion from academic status, the party-government meeting of the school which the involved student belong to gives the preliminary handling suggestion through discussion. After combined with the punishment suggestion given by the university student affairs department, they shall be reported to the university legal affairs department to review its legality. After review, if agreed by the university leader in charge of it, it shall be reported to the president office meeting for final decision, and submitted to Jiangsu Education Department for the record.

**第三十五条**在对违纪国际学生做出处分决定之前，学生所在学院要负责安排人员与其谈话，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。学生所在学院、有关职能部门应当充分听取拟处分学生的陈述和申辩。

**Article 35** Before an international student who violating disciplines are given any punishment, the school which the student belongs to should arrange a person to have a talk with him or her, and inform him or her of the fact, reason and basis related to the proposed punishment, as well as his or her right of representation and defending. The school which the student belongs to and relevant functional departments should sufficiently listen to the students’ representation and defending.

**第三十六条**对国际学生作出处分，应当出具处分决定书。处分决定书应当包括下列内容：

**Article 36** If an international student is given any punishment, a letter of punishment decision should be issued. The letter of punishment decision should include the following contents:

1.国际学生的基本信息；

The international students’ basic information;

2.作出处分的事实和证据；

Fact and evidence based on which the punishment is decided;

3.处分的种类、依据、期限；

Category, basis and valid period of punishment;

4.申诉的途径和期限；

Appeal approach and deadline;

5.其他必要内容。

Other necessary contents.

处分决定书下达之日起的三个工作日内，由相关学院送达学生本人。处分决定书送达之日起，处分决定生效。

The letter of punishment decision should be delivered to the student involved by relevant school within three business days after the date when the letter of punishment decision is issued. The letter of punishment decision takes into effect on the date of service.

**第三十七条**国际学生对处分决定有异议的，可以在收到处分决定书之日起10日内，向学校学生申诉处理委员会提出书面申诉。学生在申诉期内未提出申诉的，学校不再受理其提出的申诉。

申诉期间不暂停决定的执行。

**Article 37** If the international student has any objection to the punishment decision, he or she should submit a written appeal to the Student Appeal Handling Committee of the university within 10 days after the date when the letter of punishment decision is received. If the student fails to do so before the appeal deadline, the university shall not accept his or her appeal.

During the appeal period, the implementation original decision remains in force.

**第五章附则**

**Chapter 5 Supplementary Provisions**

**第三十八条**有关国际学生违纪行为发生在本规定生效前，而又在本规定生效后处理的，应依本规定的程序按照原规定处理，如按本规定处理更有利于学生的，按本规定处理。

**Article 38** If an international student’s behavior violating disciplines happens before these provisions take into effect, but is handled after these provisions take into effect, it shall be handled in accordance with the procedures specified in these provisions and in accordance with the contents in the previous provisions. If the handling in accordance with these provisions is more beneficial to the student, it shall be handled in accordance with these provisions.

**第三十九条** 本规定所述“以上”、“以下”，均指包含本级在内。

**Article 39** The terms including “above” and “below” in these provisions include the level mentioned before “above” and “below”.

**第四十条** 本规定由研究生部负责解释。

**Article 40** The Graduate Department reserve the right to interpret these provisions.

**第四十一条** 本规定自2018年9月1日起施行。

**Article 41** These provisions take into effect from September 1st, 2018.

## 苏州科技大学国际硕士研究生学生申诉处理办法

## Measures of Suzhou University of Science and Technology on International Master Students’ Appeal Handling

**第一章总则**

**Chapter 1 General Provisions**

**第一条**为维护学生的合法权益，规范本校学生申诉处理程序，保证学校处理行为的客观、公正，根据教育部《普通高等学校学生管理规定》和相关法律法规，制定本办法。

**Article 1** To protect students’ legal rights and interests, regulate student appeal handling procedures of the university, and guarantee the objectivity and fairness of the university’s appeal handling behaviors, these measures are formulated in accordance with *Provisions on the Administration of Students in Regular Institutions of Higher Education*, and relevant laws and regulations.

**第二条**本办法适用于全校接受普通高等学历教育的本科生、研究生。

**Article 2** These measures are applicable to undergraduates and master students receiving general higher education in the university.

**第三条**本办法所称的申诉，是指国际硕士研究生对学校作出的涉及本人利益的行政处理决定不服，向学校提出重新审查的意见和要求。

国际硕士研究生申诉处理的范围包括涉及学生本人利益的行政处理或处分，如取消入学资格、取消学籍、违纪处分、退学处理、撤销学历学位证书等。

**Article 3** The term “appeal” in these measures refers to the suggestion or request for reexamination raised by an international master student who has any objection to the administrative handling of the university in which his or her interest is involved.

The scope of international master student appeal handling include administrative handlings or punishments in which students’ interests are involved, such as cancelling admission qualification, cancelling academic status, punishment of disciplinary violation, punishment of expulsion, revoking academic and degree certificates etc.

**第四条**国际硕士研究生提出申诉应持严肃、认真、诚实的态度；学校受理国际硕士研究生的申诉应坚持公开、公正、实事求是和有错必纠的原则。

**Article 4** International master students should file appeals in a serious, conscientious and honest manner; and the university should handle international master students’ appeals in the principle of publicity and fairness, based on facts, and correct mistakes whenever discovered.

**第二章申诉机构**

**Chapter 2 Organization for Appeal Handling**

**第五条**国际合作交流处负责受理国际硕士研究生对处理或者处分决定不服提出的申诉。

**Article 5** International Office is to accept appeals raised by international master students when they have any objection to any handling or punishment decision.

**第六条**国际合作交流处办公室设在行政楼。

**Article 6** International Office is located in the administration building.

**第三章申诉的提出和受理**

**Chapter 3 Raising and Accepting Appeals**

**第七条**国际硕士研究生对学校的处理或者处分决定有异议的，可以自处理、处分或者复查决定书送达之日起10日内，向国际合作交流处提出书面申诉。学生在申诉期内未提出申诉的视为放弃申诉，学校不再受理其提出的申诉。

**Article 7**International master students who have any objection to handling and punishment decisions of the university can file a written appeal to International Office of the university within 10 days after the date when the letter of handling, punishment or re-examination decision is served. The student who fails to file an appeal within the appeal period shall be deemed as to waive his or her right of appeal, and the university shall not accept his or her appeal.

**第八条**国际硕士研究生向国际合作交流处提交的申诉书应包含以下内容：

**Article 8** The letter of appeal submitted by international master students to International Office should include the following contents:

1.申诉人的姓名、班级、学号、申诉人的通讯地址和联系方式等基本情况；

The complainant’s basic information including name, class, student number, mailing address, contact information etc.

2.申诉的事项、事实和理由（附有关证明材料）及要求；

Matter to be appealed, facts and reasons (with relevant supporting documents attached), and requirements;

3.提出申诉的日期；

Date when the appeal is filed;

4.申诉人的签名或盖章。

The complainant’s signature or seal.

递交申诉书时，申诉人还须同时提供学校作出的处理或者处分决定书。

While submitting the letter of appeal, the complainant also must provide the letter of handling or punishment decision issued by the university.

**第九条**国际合作交流处接到申诉书后，及时对申诉人的资格和申诉条件进行初步审查处理，区分情况，分别作出如下处理：

**Article 9** After receiving a letter of appeal, International Office should timely preliminarily review the complainant’s qualification and appeal conditions, to distinguish the situation, and handle as follows respectively:

1.符合申诉条件的，予以受理，同时告知申诉人；

If the appeal conditions are met, accept the appeal, and inform the complainant at the same time;

2.对于不属于申诉范围的，5日内告知申诉人不予受理；

If the appeal is not included in the scope of appeal, inform the complainant within 5 days that the appeal is not accepted;

3.对于申诉书内容不完整的，要求申诉人补充材料，5日内未补齐材料的视为放弃申诉。

If the contents in the letter of appeal is incomplete, ask the complainant to make up documents, and the complainant who fails to make up documents within 5 days shall be deemed as to waive the appeal.

**第四章申诉的处理**

**Chapter 4 Appeal Handling**

**第十条**研究生部对学生提出的申诉进行复查，并在接到书面申诉之日起15日内作出复查结论并告知申诉人。情况复杂不能在规定限期内作出结论的，经校长批准，可延长15日。

**Article 10** The Graduate Department reexamine the appeal raised by the student, and inform the complainant of the reexamination conclusion within 15 days after the date when the written appeal is received. If the reexamination conclusion cannot be made within the specified period due to the complicated situation, after approved by the president, the period can be extended for 15 days.

**第十一条**研究生部经复查，认为作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，要求相关职能部门予以研究，重新提交校长办公会或者专门会议作出决定。

**Article 11** If after reexamination, the Graduate Department thinks that the facts, basis, or procedures etc. based on the handling or punishment decision made are improper, it can give the reexamination suggestion to cancel or change the decision, ask relevant functional departments to investigate, and resubmit it to the president office meeting or special meeting for decision.

**第十二条**研究生部应当将复查决定书及时送达申诉人。申诉人拒绝签收的，可以以留置方式送达；已经离校的，可以采取邮寄方式送达；难于联系的，可以利用学校网站、新闻媒体等以公告方式送达。

**Article 12** The Graduate Department should timely deliver the letter of reexamination decision to the complainant. If the complainant refuses to sign for receiving, it can be delivered by leaving it at the prescribed address; if the complainant has left the university, it can be delivered by mail; and if the complainant is difficultly reached, it can be delivered by announcement on university website, news media etc.

**第十三条**国际硕士研究生对复查决定仍持有异议的，在接到学校复查决定书之日起15日内，可以向江苏省教育厅提出书面申诉。

**Article 13**International master students who still have objection to the reexamination decision can file a written appeal to Jiangsu Education Department within 15 days after receiving the letter of reexamination decision issued by the university.

**第十四条**在申诉和复查期间，原处理决定继续有效。对于取消入学资格、退学处理以及开除学籍处分的处理决定，研究生部可建议学校暂缓原处理决定的执行。

**Article 14** During the period of appeal and reexamination, the original decision remains in force. For handling decisions such as cancelling admission qualification, punishment of expulsion, and punishment of expulsion from academic status, the Graduate Department may suggest the university to postpone the execution of original handling decision.

**第十五条**处理、处分或者复查决定书未告知国际硕士研究生申诉期限的，申诉期限自学生知道或者应当知道处理、处分决定之日起计算，但最长不得超过6个月。

**Article 15** If the appeal period is not indicated in the letter of handling, punishment or reexamination decision, the appeal period should start from the date when the international master student knows or should know the handling or punishment decision, but shall not exceed 6 months.

**第十六条**国际硕士研究生认为学校及其工作人员违反本规定，侵害其合法权益的；或者学校制定的规章制度与法律法规和《普通高等学校学生管理规定》抵触的，可以向江苏省教育厅投诉。

**Article 16** If international master students think the university or its staff violate these provisions, and infringe their legal rights and interest, or the rules and regulations of the university conflict with laws, regulations and the *Provisions on the Administration of Students in Regular Institutions of Higher Education*, they can make complaints to Jiangsu Provincial Department of Education.

**第五章附则**

**Chapter 5 Supplementary Provisions**

**第十七条**本办法由研究生部会负责解释。

**Article 17** The Graduate Department reserves the right to interpret these measures.

**第十八条** 本办法自2018年9月1日起施行。

**Article 18** These measures take into effect from September 1st, 2018.

## 苏州科技大学国际硕士研究生学术道德规范

## Academic Codes of Ethics for International Master Students in Suzhou University of Science and Technology

**第一章总则**

**Chapter 1 General Provisions**

**第一条**根据教育部《关于加强学术道德建设的若干意见》的有关精神，结合我校实际，制定本规范。

**Article 1** In accordance with relevant spirit in the *Some Opinions on Strengthening Academic Morality Construction* by the Ministry of Education, and with combination of the practical conditions of university, these codes are formulated.

**第二章研究生基本学术道德规范**

**Chapter 2 master students’ Basic Academic Codes of Ethics**

**第二条** 学术规范是保障学术研究活动正常有序进行的一系列规则、制度和行为准则的总称，研究生在各项科学研究和学术活动中，必须遵守学术规范的基本要求，包括：

**Article 2** Academic codes are the generic term of a series of rules, systems, and codes of conduct to guarantee the normal and ordered implementation of academic research activities. In all kinds of scientific research and academic activities, the basic requirements of academic codes which master students must comply with include:

1.自觉维护知识产权，尊重他人劳动成果和技术权益。

Consciously protect intellectual properties, respect others’ achievements and technical rights and interests.

2.严格遵守相关专业领域的基本写作、引文和注释规范。

Strictly comply with basic writing, citation and annotation standards in relevant professional fields.

3.坚持文责自负，对学位论文和其他自主发表的学术著作独立承担法律责任。

The author should takes sole responsibility for his or her articles, and independent assume legal liabilities related to his or her academic thesis or other academic writings independently published.

4.发现有违反学术道德的行为要劝阻和制止，对严重违反者要及时向学校举报。

Dissuade and stop behaviors violating academic morality, and in serious cases, timely report it to the university.

5.遵守实验室的相关规章制度，规范操作，规范使用实验器材和原料。

Comply with relevant rules, regulations, and standard operation instructions related to laboratories, and use experimental equipment and raw documents in accordance with relevant standards.

6.学术界公认的其他规范。

Other codes generally accepted in the academic world.

**第三条** 国际硕士研究生在科学研究、学术活动、发表文章和学位论文答辩中，严禁有下列行为：

**Article 3** In international master students’ scientific research, academic activities, paper publishing, and academic thesis defense, the following behaviors are prohibited:

1.侵占、抄袭、剽窃他人的学术观点和学术成果（包括论文成果、技术报告、软件程序和研究数据等）。

Embezzle, copy, or plagiarize others’ academic perspectives and academic achievements (including thesis achievements, technical reports, software programs, research data etc.).

2.篡改、伪造原始研究数据（包括实验数据、调查数据和软件计算结果等），或隐瞒不利数据从而用于伪造创新成果和新发现。

Alter or forge original research data (including experimental data, survey data, software computation results etc.), or hide unfavorable data thus to forge new achievements or new discoveries.

3.请他人代写文章或代他人写文章，在撰写学位论文、其它拟发表论文的过程中存在不正当交易行为者。

Ask others to ghostwrite papers or ghostwrite papers for others, or make improper transactions during the writing of academic thesis, or other papers to be published.

4.填报、提供虚假的学术经历、学术成果、证书等学术能力证明材料；伪造指导教师、专家或领导的签名用于提供推荐信及其它评定（或审批）意见；以不正当手段影响研究成果鉴定、学位论文评阅、学位论文答辩等。

Fill in and submit, or provide false academic experiences, academic achievements, certificates, and other documents used to prove their academic abilities; forge academic advisors, experts, or leaders’ signatures to create the letter of recommendation, or other evaluation (or approval) suggestions; or impact research achievement appraisal, academic thesis evaluation, academic thesis defense etc. by improper means.

5.发表学术论文时未经别人同意使用别人署名，或未经项目负责人同意标注资助基金项目。

Sign others’ names in the academic thesis publications without their consents, or cite supporting funding projects without the consent of project leaders.

6.发表学术论文一稿多投。

Repetitive publication of the same academic thesis.

7.违反实验操作规定，故意损坏实验器材或原料，或私自将危险性实验用品带出实验室等违反实验安全的行为。

Violate experiment operation instructions, intentionally damage experiment equipment or raw documents, or privately take hazardous experimental documents out of laboratories, or other behaviors violating experiment safety.

8.违反有关保密规定，将保密事项对外泄露。

Violate relevant confidentiality provisions, and reveal confidential matters to others.

9.其他偏离学术规范要求的行为。

Other behaviors deviating from requirements in the academic codes.

**第三章国际硕士研究生指导教师的相关职责**

**Chapter 3 Relevant Responsibilities of International Master Students’ Academic Advisors**

**第四条** 导师是国际硕士研究生学位论文和学术论文（著）审查的第一责任人。对于研究生的学位论文和拟发表的学术论文（拟出版的学术论著），导师要切实履行审查责任，特别是对自己作为作者之一的论文，对论文进行严格认真地审查，做到实事求是，科学求真。

**Article 4**Supervisors are the first person responsible for reviewing international master students’ academic thesis and academic papers (writings). They should earnestly fulfill their responsibility of reviewing master students’ academic thesis and academic papers to be published (academic writings to be published), especially those papers whose authors include themselves. They should strictly and earnestly review them, and make sure to seek truth from facts and science.

**第四章对违反学术道德规范行为的认定和处理**

**Chapter 4 Identification and Handling of Behaviors Violating Academic Codes of Ethics**

**第五条** 研究生部负责审查并认定有关研究生学术道德行为的事实。根据需要，研究生部可聘请相关学科专家组成鉴定组，具体负责有关学术道德问题的调查和鉴定，并向学校有关部门提出相应的处理建议。

**Article 5** The Graduate Department is responsible to review and identify facts related to master students’ academic moral behaviors. As needed, the Graduate Department can hire an appraisal team composed of relevant discipline experts to specifically handle the investigation and identification of relevant academic moral problems, and put forward corresponding handling suggestion to relevant departments of the university.

**第六条** 国际硕士研究生如发生违反学术规范的行为，一经查实，并视情节、后果及本人态度进行处理：

**Article 6** If international master students have behaviors violating academic codes, once verified, they shall be handled based on the seriousness of cases, consequences, and the involved students’ attitude:

1.对情节轻微者，给与批评教育；。

Be criticized and educated in minor circumstances;

2.对严重违反学术道德者，给予警告或退学处分。

Those severely violating academic morality shall be given the punishment of warning or expulsion.

3.违反学术道德特别严重而触犯法律者，移送司法机关依法追究法律责任。

Those severely violating academic morality, and breaking the law shall be referred to judiciary authority that will investigate their legal liabilities.

4.已结束学业并离校后的研究生，如果在校期间存在严重违反学术规范的行为，一经查实，撤消其当时所获得的相关奖励、毕业证书和学位证书。

If master students who have completed their courses and left the university had behaviors severely violating academic codes when they were in the university, once such behaviors are verified, relevant awards granted at that time, the graduation certificate and the degree certificate shall be revoked.

**第七条** 对违反学术道德规范的国际硕士研究生的处分决定应及时送达当事人，若无法送达当事人，应在适当的范围内发布公告。当事人在接到学校处分（处理）决定书之日起5个工作日内，可以向学校申诉处理委员会提出书面申诉；对复查决定有异议的，在接到学校复查决定书之日起15个工作日内，可以向江苏省教育厅提出书面申诉。在申诉和处理期间，原决定继续有效。

**Article 7** The decision of punishment on an international master violating academic codes of ethics should be delivered to the master in time. If it cannot be delivered, it should be announced within proper scope. The involved master can file a written appeal to the Student Appeal Handling Committee within 5 business days after receiving the letter of punishment (handling) decision of the university; and the involved master who has any objection to the reexamination can file a written appeal to Jiangsu Education Department within 15 business days after receiving the reexamination decision of the university. During the appeal and handling period, the original decision remains in force.

**第五章附则**

**Chapter 5 Supplementary Provisions**

**第八条** 本规范自发布之日起执行，由研究生部负责解释。

**Article 8** These codes take into effect from the date of issuing, and the Graduate Department reserves the right interpret them.

## 苏州科技大学国际硕士研究生宿舍管理规定

## Provisions of Suzhou University of Science and Technology on International master students’ Dormitory Management

为了加强我校国际硕士研究生宿舍管理，根据《普通高等学校学生管理规定》等相关文件，特制定本规定。To strengthen international master students’ dormitory management of the university, these provisions are hereby formulated in accordance with relevant documents including the *Provisions on the Administration of Students in Regular Institutions of Higher Education*.

**第一章机构及其职能**

**Chapter 1 Organization and Its Functions**

**第一条** 后勤服务总公司负责国际硕士研究生宿舍的日常管理工作，为住宿国际硕士研究生国际硕士研究生提供物业和后勤保障服务，教育和引导国际硕士研究生健康成长。

**Article 1** Logistics Service Head Company is responsible for daily management of international master students’ dormitories, to provide property and logistics support service for international master students living in dormitories, and educate and guide international master students’ healthy growth.

**第二章常规管理**

**Chapter 2 Routine Management**

**第一节国际硕士研究生入住、离校**

**Section One Students’ Check-in and Check-out**

**第二条** 国际硕士研究生入学报到时，应按规定足额交纳住宿费。

**Article 2** International master students should pay full amount of accommodation fee at the time of registration as required.

**第三条** 国际硕士研究生凭交费收据领取宿舍钥匙等生活用品，并按指定宿舍和床位住宿，不得擅自调换。若须调换的，应事先向学院提出申请，由学院同意并提出调整方案，经后勤服务总公司审核同意后，方可调换。

**Article 3**International master students should collect articles for daily use such as dormitory keys with the receipt of accommodation fee, and live in designated dormitories and beds which cannot be changed without permission. Any student who has to change his or her dormitory or bed should firstly file an application to his or her school. After the school agrees the application, it should propose an adjustment plan which should be then reviewed and agreed by Logistics Service Head Company before the change is made.

**第四条** 住宿国际硕士研究生离校前应搞好室内卫生，个人衣物要归放整齐，现金和贵重物品随身带走，并关好门窗，上好插销，关闭宿舍内水、电开关。

**Article 4**International master students living in dormitories should clean their dormitories, tidy up their personal clothes and other articles, take away cash and valuables, close windows and doors, slide bolts, turn off water and electricity switches in the dormitories before leaving the university.

**第五条** 毕业生应在规定的时间内办理离校手续，并应将宿舍打扫干净，做到文明离校，未经允许不得滞留在校内。

**Article 5** Graduates should handle the procedures for leaving the university within the specified time, and clean their dormitories before civilly leaving the university. They are not allowed to stay in the university without permission.

**第六条**因其他原因离校的国际硕士研究生，参照毕业生离校的要求执行。

**Article 6**International master students who leave the university for other reasons should also meet the requirements on graduates leaving the university.

**第二节水电管理**

**Section Two Water and Electricity Management**

**第七条**国际硕士研究生宿舍应做到节约用电，人离灯熄；节约用水，随用随关。住宿国际硕士研究生水电费用自理（新建宿舍按省物价部门批文执行）。宿舍水电实行一卡通“预充值付费”使用方式，超额用水电的宿舍应及时充值交款，否则，水电将自动停止供应。

**Article 7**International master students living in dormitories should save electricity, and turn off the light while leaving; save water, and turn off the tap immediately after use. International master students living in dormitories need to pay water and electricity fee themselves (the newly constructed dormitories shall be subject to the approval document issued by provincial price control management department). The “prepaid” all-in-one card is used for water and electricity use in the dormitories, and the dormitories using excessive water and electricity should timely top up the card, otherwise the water and electricity supply shall be automatically stopped.

**第八条** 宿舍供电时间：全天24小时。

**Article 8** Electricity supply time of the dormitories: 24 hours a day

**第三节日常管理**

**Section Three Routine Management**

**第九条** 国际硕士研究生应自觉遵守作息制度，按时起床、归宿、就寝、熄灯；熄灯后进、出宿舍的国际硕士研究生须出示身份证、学生证、一卡通等有效证件，说明原因，并进行登记后方可出入宿舍。

**Article 9**International master students should consciously comply with work and rest time arrangement, and get up, return to dormitory, go to bed, and turn off the light in time; International master students who enter or leave dormitories after the light is turned off must show their valid certificates such as ID card, student ID card, all-in-one card etc., explain the reason, and register before entering or leaving dormitories.

**第十条**禁止燃放鞭炮、敲打器物、砸公物、喧闹、起哄，禁止进行妨碍他人休息的娱乐活动。

**Article 10** Fireworks, percussion instruments, smashing public properties, making a noise, kicking up a fuss, and entertainment activities disturbing others are prohibited.

**第十一条** 国际硕士研究生亲友来访，应出示身份证等有效证件，经管理人员允许，并进行登记后方可进入宿舍区。

**Article 11** Relatives and friends of an international master student paying a visit should show their valid documents such as ID card, and after approved by the administrative staff, and registering, they are allowed to enter the dormitory area.

**第十二条**国际硕士研究生应爱护并妥善保管公物、设施。若宿舍设备、设施受到人为损坏而无法查清责任人的，则由全室人员共同承担赔偿费用。

**Article 12**International master students should cherish and properly keep public properties and facilities. If the dormitory equipment and facilities are artificially damaged, but the person who should be liable for it cannot be identified, the compensation costs shall be assumed by all roommates.

**第十三条** 国际硕士研究生之间应团结友爱，文明交往，不得进入异性宿舍。

**Article 13**International master students should be friendly and united, and have civilized communications. Males are not allowed to enter females’ dormitories, vice versa.

**第十四条** 禁止在宿舍区内进行促销、经商、散发宣传广告等活动（含网上商业活动）。

**Article 14** Activities such as promotion, doing business, distributing advertisement etc. (including online commercial activities) are prohibited in the dormitory area.

**第十五条** 禁止乱扔杂物、摔瓶子、泼水及其它不文明举止。

**Article 15** Littering, throwing bottles, splashing water and other uncivilized behaviors are prohibited.

**第十六条** 禁止国际硕士研究生将影响公共卫生和安全的各类动物带进宿舍。

**Article 16**International master students are prohibited to bring any animal which may impact public hygiene and safety to dormitories.

**第十七条**自行车必须在指定地点停放。

**Article 17** Bikes must be parked at the designated place.

**第十八条** 禁止在宿舍内收藏、传播、观看危害中华人民共和国国家安全或扰乱社会生活秩序或不健康的书刊、影碟、网上信息。不得参与非法传销和进行邪教、封建迷信活动。不得聚众、宣传宗教，不得在公共场所进行宗教活动。

**Article 18** It is prohibited to collect, spread, and read or watch publications, online information and videos which endanger the national security of the People’s Republic of China, or disturb the life order of the society, or are unhealthy. It is not allowed to participate in any illegal pyramid schemes, or conduct any heresy or feudalistic superstitious activities. It is not allowed to gather a crowd to propagandize religions, or carry out religious activities in public places.

**第十九条** 禁止成立非法组织，举行非法集会，在线上、线下公开发表危害中华人民共和国国家安全或扰乱校园教学、管理、生活秩序的言论；编造或者传播虚假、有害信息，混淆视听，制造混乱。

**Article 19** It is prohibited to establish illegal organizations, organize illegal assemblies, publish opinions online or offline which endanger the national security of the People’s Republic of China, or disturbing campus teaching, management, and life order; make up or spread false or harmful information to confuse the public and make a mess.

**第二十条** 国际硕士研究生不得夜不归宿。国际硕士研究生在校期间内离校必须事先向学院请假。国际硕士研究生不得擅自到校外租房住宿，特殊情况者应事先报请所在学院批准，并办理相关手续。因擅自在校外住宿所发生的一切后果自负。

**Article 20**International master students are not allowed to stay out all night. International master students who want to leave the university while studying in the university must ask for leave from their schools. International master students are not allowed to rent houses off campus without permission. In special cases, they should firstly report to their schools for approval, and handle relevant procedures. If students rent houses off campus without permission, all consequences caused by it shall be assumed by themselves.

**第二十一条**国际硕士研究生患传染病时，必须及时告知学院或宿舍管理员，并遵照校医院的规定到指定地点住宿或者离校（入院）治疗。

**Article 21**International master students suffering from infectious disease must timely inform their schools or dormitory supervisors, and should stay in designated location or leave the university for treatment (hospitalized) as required by the university hospital.

**第二十二条** 国际硕士研究生不得私自留宿外来人员。

**Article 22**International master students are not allowed to accommodate a guest for the night without permission.

**第二十三条** 国际硕士研究生宿舍内务应做到室内家具和生活用具按规范化要求摆放，宿舍布置力求清洁卫生，健康美观。

**Article 23** The indoor furniture and articles for daily life in international master students’ dormitories should be placed in accordance with standardized requirements, and the dormitory decoration should be clean, sanitary, healthy and beautiful.

**第四节安全管理**

**Section Four Safety Management**

**第二十四条**国际硕士研究生应提高警惕，自觉做好安全防范工作。发现治安、刑事案件时，在场国际硕士研究生应保护好现场，及时报告校保卫处、国际硕士研究生工作处及后勤服务总公司等有关部门，并协助处理。

**Article 24**International master students should raise their vigilance, and consciously complete safety protection work. When any public security or criminal case happens, international master students on site should protect the scene, timely report it to relevant departments such as the University Security Office, Students’ Affairs Office, Logistics Service Head Company etc., and provide assistance to handle it.

**第二十五条**国际硕士研究生应自觉遵守宿舍用电规定，禁止私接和移动供电、通讯线路。注意宿舍内用电安全，室内无人时要切断电源。禁止私拉电线、乱接电源；禁止在宿舍使用电磁炉、电热杯、电水壶、热得快、电熨斗、电热毯、电饭煲等电器。发现火警、火灾等灾害事故时，应及时采取报警、撤离现场、灭火等有效措施，将损失降到最低点。

**Article 25** International master students should consciously comply with provisions on electricity use in the dormitories, and are not allowed to secretly connect or change power supply and communication lines. Pay attention to electricity safety in the dormitories, and cut off the power when there is nobody in the room. It is prohibited to connect electric wires or connect power supply without permission. It is prohibited touse electric appliances including induction cooker, electric cup, electric kettle, quick heater, electric iron, electric blanket, electric cooker etc. in the dormitories. When disaster accidents such as fire alarm, fire disaster etc. happen, timely adopt effective measures such as calling the police, evacuating from the scene, putting out fire etc., to minimize loss.

**第二十六条**国际硕士研究生应保管好自己的贵重物品、现金和信用卡，发现形迹可疑者应及时报公寓管理人员和校保卫处。

**Article 26** International master students should properly keep their own valuables, cash and credit cards, and if identifying any suspicious people, timely report to the apartment management staff and the University Security Office.

**第二十七条**国际硕士研究生应保管好自己的钥匙，发现丢失应及时向公寓管理人员报告。禁止私配他人钥匙。

**Article 27**International master students should properly keep their own keys, and for any loss identified, timely report to the apartment management staff. It is prohibited to secretly make a new key by using other people’s key.

**第二十八条** 禁止在宿舍内使用明火（包括抽香烟、点蜡烛、生火炉、酒精炉、煤油炉等）、焚烧纸张杂物。

**Article 28** It is prohibited to use open flame (including cigarette, lighting a candle, lighting a stove, spirit stove, kerosene stove etc.), or burn papers or sundries in the dormitories.

**第二十九条**禁止翻窗、翻墙、攀爬阳台、撬门、踹门等行为。

**Article 29** The behaviors such as climbing over window, climbing over wall, climbing over balcony, prying door, kicking door etc. are prohibited.

**第三十条** 禁止将管制刀具（匕首、砍刀）、枪支、炸药、雷管等带进宿舍；禁止在宿舍存放强酸、强碱以及易燃、易爆和有毒化学用品；禁止携带危害安全的棍棒等其它钝器。

**Article 30** It is prohibited to bring controlled knifes (dagger and chopper), guns, explosives, detonators etc. into the dormitories; it is prohibited to store strong acid, strong base, or inflammable, explosive and toxic chemicals; and it is prohibited to carry other blunt tools such as stick which are harmful to security.

**第三十一条** 禁止擅自挪用、破坏消防器材。

**Article 31** It is prohibited to move fire-fighting equipment without authorization or destroy them.

**第三十二条** 宿舍电路因超负荷跳闸或电器损坏，应及时报修，禁止国际硕士研究生擅自检修电路。

**Article 32** If any electric circuit in the dormitory trips because of overload, or any electric appliance is damaged, timely report for repair. International master students are prohibited to inspect the electric circuit without authorization.

**第三章自我管理**

**Chapter 3 Self-management**

**第三十三条**学校鼓励和支持国际硕士研究生通过制定宿舍管理公约，实施自我管理。

**Article 33** The university encourages and supports international master students to implement self-management by establishing dormitory management agreements.

**第四章附则**

**Chapter 4 Supplementary Provisions**

**第三十四条** 本规定适用于全校国际硕士研究生。

**Article 35** These provisions are applicable to all kinds of international master students living in the dormitories including students from Hong Kong, Macao and Taiwan, Chinese residing abroad, and overseas students.

**第三十五条** 本规定由后勤服务总公司负责解释。

**Article 36**Logistics Service Head Company reserves the right to interpret these provisions.

**英文版本与中文版本倘出现任何歧义，概以中文版本为准。**

**If there is any inconsistency or conflict between the English and Chinese versions, the Chinese version shall prevail for all purposes.**