

Dear all,

It is our great pleasure to have you here as a member of Nanjing Audit University (NAU). To facilitate your study and life on campus, we have formulated *Nanjing Audit University Handbook for International Students* (referred to as *The Handbook* hereafter) in accordance with relative national regulations and the real situations in NAU. Your close attention to each and every detail of *The Handbook* is eagerly expected and highly appreciated. It is requested that you act in accordance with it.

The right to interpret the rules and regulations in *The Handbook* resides in School of International Exchange (SIE) of NAU.

School of International Exchange, NAU



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# **Nanjing Audit University**

## **Administration Regulations for**

### **International Students**

#### **Chapter One General Provisions**

**Article 1** In order to standardize the administration and enhance the educational level of international students in Nanjing Audit University (NAU), *Nanjing Audit University Administration Regulations for International Students* is hereby formulated in accordance with *Regulations on the Administration of Foreign Students in Colleges and Universities* co-issued by Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security of People Republic of China (PRC), and the real situations in NAU.

**Article 2** The international students herein refer to the foreign citizens who hold foreign passports and are enrolled in NAU for either diploma education or non-diploma education.

**Article 3** The reception and cultivation of international students must be in accordance with national foreign policy and guarantee the national sovereignty, national security and public interest.

#### **Chapter Two Administration Provisions**

**Article 4** School of International Exchange (SIE) is the main responsible administrative department of international student affairs in NAU. The responsibilities of SIE cover: the formulation of policies concerning the acceptance of international students; the enrollment

publicity and the enrollment of international students; the collection and preservation of text files and electronic data of international students; the foreign affairs related to international students; the coordination and guidance of international student affairs in relation to any other department in NAU.

The Graduate School is responsible for the teaching management of international postgraduate students. The Academic Committee is responsible for the teaching management of international undergraduate students.

The Security Office is responsible for the administration and coordination of foreign affairs and security issues in relation to the international students.

The General Affairs Committee is responsible for the accommodations, the provision of daily services, and the management of self catering rooms.

Each academic school or department must designate a person to be in charge of the teaching management of the international students. At the end of each semester or at the time of graduation, he / she must submit the transcript of academic records of international undergraduate students to SIE, and the transcript of academic records of international postgraduate students to the Graduate School and SIE.

### **Chapter Three Enrollment, Admission and Management of Student Status**

**Article 5** NAU provides the international students with diploma education and non-diploma education. The former includes bachelor

program and master program; the latter includes language program and exchange program. According to their sources of funds, international students are classified into: students on scholarship, self-financed students and exchange students.

**Article 6** The enrollment of international students in NAU is not restricted by domestic enrollment plan of PRC. All majors in NAU accept international students.

**Article 7** Foreign citizens who apply for study or further education in NAU must have the appropriate qualifications and meet the admission requirements. Reliable economic security and a guarantor in China are essentially needed.

**Article 8** SIE will examine and verify whether the applicants meet the admission requirements, and organize examinations when necessary.

**Article 9** The admission of international undergraduate students, language students and exchange students will be decided by SIE; the admission of international postgraduate students will be decided by SIE and the Graduate School.

**Article 10** NAU accepts international students admitted by or transferred from other universities with permission from the original admission universities. If the transfer student is on a Chinese Government Scholarship, the transfer must be approved by China Scholarship Council, the student's embassy in China, and his original admission university.

**Article 11** NAU conducts the management of the student status of international students in accordance with relative regulations of China and NAU on student status management. When international students

receive the punishment of expulsion, SIE will bring forward the opinion of punishment, which will be examined and approved by the university, and reported to Jiangsu Provincial Department of Education for record. If they are on a Chinese Government Scholarship, SIE will submit a written report to China Scholarship Council, China Ministry of Finance or China National Audit Office.

**Article 12** According to the regulations of NAU, the university will issue graduation certificate (or certificate of completion) or other descriptive certificates for international students, and the Chinese and English versions of the certificate of academic degree for those who obtain one.

**Article 13** The Academic Committee is responsible for the electronic registration of student status and education level of international undergraduate students; the Graduate School is responsible for that of international postgraduate students.

#### **Chapter Four Teaching Management**

**Article 14** International students for diploma education are supposed to follow the unified curriculum as a rule. On the premise of guaranteeing the teaching quality, the related academic schools are allowed to make appropriate adjustments to the compulsory courses, the optional courses, and the requirements of the academic degree. The adjustment plan must be examined and approved by the Graduate School, the Academic Committee and SIE before its implementation.

**Article 15** International students can be exempted from political theory course, and military training.

**Article 16** According to the curriculum, international students will undergo their internship and social practice together with their Chinese counterparts. The selection of companies providing internships and practice location must be in accordance with relevant provisions concerning foreign affairs.

**Article 17** The regulations concerning attendance and discipline, assessment and transcript of academic records, make-up courses, major-transfer, suspension and resumption of schooling and disciplinary sanction are elaborated on in *Nanjing Audit University Regulations of Administration on Student Status*

## **Chapter Five Scholarship System**

**Article 18** Nanjing Audit University is implementation institute of Chinese Government Scholarship Auditing Master Program. NAU enrolls candidates for Master's degree of auditing on full scholarship.

**Article 19** Newly-enrolled international students with outstanding performance will be recommended as candidates for "Jasmine Scholarship" specially reserved for international students by Government of Jiangsu Province. The "Jasmine Scholarship" has two categories: full scholarship and partial scholarship.

**Article 20** International students with outstanding academic achievement and good conduct will be recommended as candidates for "Nanjing Municipal Government Scholarship for Oversea Students".

**Article 21** NAU has established scholarship specially for international students.

## **Chapter Six Campus Regulations**

**Article 22** The cultivation and management of international students in NAU is in accordance with laws and regulations of China, and rules and regulations of NAU. International students must abide by laws and regulations of China, and regulations and disciplines of NAU. They should show due respect to the social morality and social customs and conventions in China.

**Article 23** International students are encouraged to participate in extracurricular activities organized by Students' Union. They can participate in the celebration of important traditional Chinese festivals on a voluntary basis. NAU will not organize political activities for international students, but will organize public benefit activities for them on a voluntary basis.

**Article 24** After getting approval from NAU, international students can establish organizations such as fraternities or sonorities on campus. They can organize activities within the limits prescribed by laws and regulations of China. The organization must be subject to the leadership and management of NAU.

**Article 25** NAU will show due respect to ethnic customs and religious beliefs of international students. In accordance with law in China, NAU will not provide places of religious activities. Any form of religious preaching and religious parties is strictly prohibited on campus.

**Article 26** International students are not allowed to obtain employment, start businesses, or participate in any other form of activities that are not compliant with their Visa types. They can apply for work-study program with the approval of NAU within the sphere

permitted by law.

**Article 27** International students living on campus must abide by *Nanjing Audit University Regulations on Accommodations of International Students*.

## **Chapter Seven Social Management**

**Article 28** NAU will cooperate with relevant government departments to strengthen the work of social management concerning international students.

**Article 29** International students are allowed to live off campus, but they must bring their passports to the Public Security Bureau for temporary residence registration within 24 hours. They must notify the departments they belong to and SIE of their off-campus residential address in detail and contact details. SIE shall report the above information to the relevant organizations.

**Article 30** Any form of publication, association, and assembly of international students within the territory of China must be performed within the limits prescribed by laws and regulations of China. These activities should not be done before being approved by the Public Security Bureau. Religious activities within the territory of China must be performed within the limits prescribed by *Regulations on Religious Activities of Foreigners in People's Republic of China*.

**Article 31** International students shall obey relevant Chinese rules when bringing or mailing articles to enter or exit China.

**Article 32** According to *Interim Provisions on the Purchase of Insurance by Foreign Students in Colleges and Universities* issued by

Ministry of Education, international students enrolled in our university are required to buy comprehensive insurance for foreign students.

## **Chapter Eight Entry-Exit and Residence Formalities**

**Article 33** International students should bring Ordinary Passport with “X1” visa or “X2” visa when they register. International students registered in NAU for more than six months should apply for “X2” visa from China’s Overseas Visa Office, and when applying, present *Visa Application Form for Study in China* (Form JW201 or JW202), *Letter of Admission* issued by NAU, and *Physical Examination Record For Foreigners*. International students registered in NAU for no more than six months should apply for “X2” visa from China’s Overseas Visa Office, and when applying, present *Visa Application Form for Study in China* (Form JW201 or JW202), and *Letter of Admission* issued by NAU.

**Article 34** Diplomatic Passport, Service Passport, Official Passport or other special passports, as well as Diplomatic Visa, Service Visa, and Courtesy Visa will postpone the registration. Students are required to change it to Ordinary Passport or to submit application to Foreign Affairs Office of Jiangsu Province and Public Security Bureau of Jiangsu Province, with the note issued by the Diplomatic agency of their home country to renounce privilege and exemption during the study in China.

**Article 35** International students registered in NAU for more than six months must go to Nanjing Hygiene and Quarantine Office for the confirmation of the *Physical Examination Record of Foreigners* within the required period. Those who are confirmed to carry entry-forbidden

diseases by Chinese laws shall leave China for home immediately.

**Article 36** International students with “X2” visa for entry are required to apply for *Foreigner’s Residence Permit* at the Exit-Entry Administration of Nanjing Public Security Bureau within thirty days after entering China. If any changes are to make on the residence permit, students are required to change it at the Exit-Entry Administration of Nanjing Public Security Bureau within the required time.

**Article 37** Those who would transfer to other cities of China are required to go through relevant procedures at the Exit-Entry Administration of Nanjing Public Security Bureau.

**Article 38** Those who would undergo a temporary exit during school time are required to go through relevant procedures at the Exit-Entry Administration of Nanjing Public Security Bureau. Extension of visa and residence permit should be done before the expiry date, if they continue to study or stay in China.

**Article 39** International students must exit within the required time after they graduate from school, wind up their studies, graduate without a diploma, or quit school. When international students are ordered to quit school or expelled by the university, SIE will inform the Entry-Exit Administration of Nanjing Public Security Bureau in time, which will terminate their *Foreigners’ Residential Permit* or curtail their stay period in China in accordance with the law, and they are required to leave China within 7 days.

## **Chapter Nine Supplementary Provisions**

**Article 40** Contents of *Nanjing Audit University Administration*

*Regulations for International Students* (referred to as *The Regulations* hereafter) are implemented at the day of promulgation. If any inconsistency occurs between *The Regulations* and former regulations concerning international students of NAU, *The Regulations* shall prevail.

**Article 41** SIE reserves the right to explain the unaccomplished matters relevant to *The Regulations*.

# Nanjing Audit University

## Regulations of Administration on Student Status

### Chapter One Enrollment and Registration

**Article 1** Newly enrolled international students need to register at the Management Office of International Students (MOIS) on the date stated on the *Letter of Admission*, and undergo the following enrollment procedures:

1. In accordance with *Exit and Entry Administration Law of the People's Republic of China*, international students should bring their passports to the Public Security Bureau for temporary residence registration within 24 hours after entry.

2. Submit the passport, *Letter of Admission*, five copies of 2-inch bareheaded color photos, *Visa Application Form for Study in China* (Form JW201 or JW202) and *Physical Examination Record for Foreigners*.

3. Pay for the tuition and other fees, and complete the registration.

**Article 2** In accordance with *Exit and Entry Administration Law of the People's Republic of China*, international students should go in for physical examination at authorized institutions or hospitals. Those who pass the physical examination should apply for residential permit at Nanjing Public Security Bureau before the visa expires. Those who are found to be carrying entry-forbidden diseases by Chinese laws he/she shall immediately leave Nanjing Audit University for home country.

**Article 3** International students who have studied over one semester in NAU need to return to the university in time when the new semester starts, and pay for the tuition and other fees. They should take the Student Identity Card to the MOIS for registration, and it is only valid with a registration stamp on it. International students who delay their registration for more than two weeks (inclusive) will be discontinued schooling automatically.

**Article 4** The Student Identity Card should be preserved with care, and not be altered or transferred. Students should report to the MOIS in case of loss. Those who are in need of a re-issue of the Student Identity Card are required to file a written application and pay for the cost of labor according to the related regulation.

**Article 5** International students are required to purchase a comprehensive insurance for foreign students, and they are required to present the insurance documents to School of International Exchange.

## **Chapter Two Attendance**

**Article 6** International students should observe the classroom discipline, and attend classes on time. They should not be late, leave earlier or skip classes.

**Article 7** Arbitrary exit or entrance of the classroom during class hours is not allowed. Eating and other behaviors that disrupt the normal order of class are not allowed.

**Article 8** Teachers of various courses shall keep a record of class attendance, submit the record to School of International Exchange on a monthly basis. This record serves as an evidence for the final assessment

of the relevant course.

**Article 9** International students who cannot attend class due to sickness or personal affairs shall fill out the form of “Nanjing Audit University Form of Leave Request”, and get the approval. Failing to attend class without asking for a leave or without approval will be regarded as absenteeism. Classes skipped during the leave of absence will not be made up.

1. Those who ask for a sick leave should present the medical record and the sick leave certification of the hospital to gain the permission from School of International Exchange regardless of the number of days on the condition that the number of days requested for leave is no bigger than that described on the sick leave certification. Absence due to a sick leave shall not influence the final assessment of the relevant courses;

2. Absence due to personal affairs shall be kept in record and the record serves as an evidence for the final assessment of the relevant course, but the absence will not be regarded as absenteeism.

**Article 10** If the cumulative number of class hours of absenteeism within a single semester reaches the following numbers, the international students shall face disciplinary sanctions as follow:

1. More than 10 class hours (inclusive) of absenteeism will lead to a disciplinary sanction of WARNING;

2. More than 20 class hours (inclusive) of absenteeism will lead to a disciplinary sanction of SERIOUS WARNING;

3. More than 30 class hours (inclusive) of absenteeism will lead to a disciplinary sanction of DEMERIT RECORDING;

4. More than 40 class hours (inclusive) of absenteeism will lead to a

disciplinary sanction of DISCIPLINARY PROBATION;

5. More than 50 class hours (inclusive) of absenteeism will lead to a disciplinary sanction of EXPULSION.

Each class hour equals 40 minutes.

### **Chapter Three Leave Record and Leave Request**

**Article 11** For the safety and management of international students, international students are required to go through the formalities of taking a record of leaving school or making a leave request if they are leaving Nanjing for other places either in or outside China.

**Article 12** Record of leaving school. International students should go to the superintendent of the dormitory for the form of “Nanjing Audit University Record of Leaving School during Vacation/Holiday for International Students”, and leave it with the superintendent after filling it out. It doesn’t need to be approved.

**Article 13** Leave request. International students must contact relevant departments and teachers to make proper academic arrangements before making the request. They should go to School of International Exchange for “Nanjing Audit University Form of Leave Request” and fill it out in quadruplicate. After being approved, the white copy goes to School of International Exchange, the green copy to the superintendent of the dormitory, the yellow copy to your relevant school (for graduates, the Graduate School), and the blue copy to the international students themselves to be presented to the teachers in class. International students should not leave Nanjing before the leave request is approved.

**Article 14** In situations below, international students are required to take a record of leaving school:

1. International students leave on weekends, public holidays (including leaving after 17:00 on Friday or the day prior to the beginning of public holidays), and the destination is within the Chinese territory (Hong Kong, Macau and Taiwan not included);

2. International students leave during summer or winter vacations, and the destination is any place outside Nanjing.

**Article 15** In situations below, international students are required to make a leave request:

1. International students leave on weekends, public holidays, and the destination is outside the Chinese territory or in Hong Kong, Macau or Taiwan;

2. International students leave on weekdays, and the destination is any place outside Nanjing;

3. International students leave on weekends, public holidays, but part of their stay outside Nanjing is on weekdays. In this situation, the number of days at weekends or in public holidays will be calculated into the number of days requested for leave.

4. International students are unable to return on time for registration at the beginning of the semester. In this situation, they should make the leave request a week before the beginning of the semester. They should provide the softcopy of “Nanjing Audit University Form of Leave Request”. The maximum number of days requested should be smaller than the number of days allowed for overdue registration in accordance with “Nanjing Audit University Regulations of Administration on

Students Status”.

**Article 16** Approving formalities. International students can leave after the leave request is approved. If the destination is within the Chinese territory (Hong Kong, Macau and Taiwan not included), 1-to-3-day leave (weekend included) should be approved by School of International Exchange; 4-day (or more) leave (weekend included) should be approved by President of Nanjing Audit University (specifically, Vice President in charge of School of International Exchange). If the destination is outside the Chinese territory or in Hong Kong, Macau, and Taiwan, the leave request should be approved by both School of International Exchange and President of Nanjing Audit University (specifically, Vice President in charge of School of International Exchange) regardless of the number of days requested.

**Article 17** International students are required to plan their trips in advance, and make the leave requests at least a week before leaving. Those who fail to make the leave requests promptly shall not receive prompt approval. Emergent situations will be handled with timely reply.

**Article 18** The Management Office of International Students reserves the right to deny the leave requests if the international students refuse to offer proper reasons.

**Article 19** If international students leave without taking a record of leaving school or making a leave request, or leave before the leave request is approved, they shall receive disciplinary sanctions as follow:

1. Leaving for more than 1 day but less than 3 days (inclusive) will lead to a disciplinary sanction of WARNING;
2. Leaving for more than 3 days but less than 7 days (inclusive) will

lead to a disciplinary sanction of **SERIOUS WARNING**;

3. Leaving for more than 7 days but less than 11 days (inclusive) will lead to a disciplinary sanction of **DEMERIT RECORDING**;

4. Leaving for more than 11 days but less than 14 days (inclusive) will lead to a disciplinary sanction of **DISCIPLINARY PROBATION**;

5. Leaving for more than 15 days (inclusive) will lead to a disciplinary sanction of **EXPULSION**.

The number of days mentioned above includes the weekend and public holidays.

#### **Chapter Four Course Performance Appraisal and Assessment**

**Article 20** International students should take course exams and be assessed in accordance with the curriculum.

**Article 21** The form of final assessment of each course will be decided by the academic school or department that offers the course, and announced to the international students at the beginning of each course.

**Article 22** The final course grade will be presented in the form of centesimal system. Those whose final course grade is above 60 can pass the course and obtain the corresponding credits.

**Article 23** If any of the following situations occurs, the international students involved shall not be allowed to take part in the final examination nor make up for the examination. They have no choice but to take the course again.

1. The class hours of absence (including sick leave, absence for personal affairs and truancy) add up to one third of the total class hours of the course in the semester.

2. The number of undone assignments (including experiment reports) amounts to one third of the required number.

3. Plagiarize others' assignments and experiment reports, and not rectify their behaviors after education.

**Article 24** International students who desert examinations or violate examination rules will be recorded zero in the course grade and are deprived of the right to have a make-up examination.

**Article 25** Students who fail a course may take the make-up examination organized by the university at the beginning of the next semester. If they pass the make-up examination, the final course grade will be recorded as 60. Otherwise, they have to take the same course again if it is compulsory, and may change to other appropriate courses if it is optional.

**Article 26** International students who do not take the examination due to personal affairs are regarded as giving up the examination and the score of the examination will be zero.

**Article 27** Students who are 30 minutes late for the examination are not allowed to take the examination and will be regarded as deserting the examination.

**Article 28** There is no make-up examination for the final examinations of the final semester of schooling. No make-up examinations will be available for exchange students.

**Article 29** Students who cannot take the examination in the designated time due to sickness or other emergencies have to file a written application to the MOIS in advance. Relative certifications are needed. They may take the deferment examination with permission and

the grades will be given as usual.

**Article 30** Cheaters in the examination will lose the grade as well as the qualification for a make-up examination. The score of the examination will be zero and a disciplinary sanction will be given to them depending on the seriousness of the case.

## **Chapter Five Status Modification**

### **Article 31** Study Period Extension

1. International students who need to extend the study period should file a written application to the School of International within the required time. After gaining the approval of the university, they may proceed with the procedures of study period extension.

2. Those who do not work hard enough according to the record of attendance, or violate the laws and decrees of China or the rules and regulations of Nanjing Audit University cannot apply for study period extension.

### **Article 32** Suspension and Resumption of Schooling

1. International students who need to suspend schooling out of health or other reasons should provide the medical certification and relevant certifications, fill out the application form for suspending schooling and submit it to NAU for approval.

2. The suspension period is one academic year on usual (one semester in special circumstances) and two academic years at most.

3. When the suspension period is due, international students should apply to the MOIS for resumption of schooling at least one month in advance and resume schooling after gaining approval.

4. International students who suspend schooling due to sickness should mail the health certificate at least one month in advance to the MOIS, and resume schooling after gaining approval.

5. When the suspension period is due, failing to resume schooling within the designated time will be regarded as discontinuing schooling.

**Article 33** Schooling Discontinuation

1. Any of the following situations will lead to schooling discontinuation:

(1) Those who are found to be carrying entry-forbidden diseases by Chinese laws and those who fail to recover from a severe injury after two years of suspension of schooling;

(2) Those who leave the school for 15 days or above without making leave record or request or applying for suspension of schooling, and those who fail to register within the required time and with no proper reason;

(3) Those who fail to resume schooling when the suspension period is due, or fail the qualification check when applying for resumption of schooling when the suspension period is due;

(4) Those who exceed the prescribed time limit of schooling (schooling suspension period included);

(5) Those who are absent for more than 50 class hours (inclusive) in total in one semester;

(6) Those who fail to get enough credits within the required time;

(7) Those who fail to pay for the tuition fee and accommodation fee within the required time;

(8) Those who apply for schooling discontinuation on their own.

2. International students who apply for schooling discontinuation on their own should file a written application to School of International Exchange in advance and leave the university within a week.

**Article 34** If any of the following situations occurs, the international students involved will be ordered to discontinue schooling or expelled.

1. Those who break the laws and decrees of China and commit a crime;

2. Those who seriously violate relevant rules and regulations of NAU, causing serious consequences.

## **Chapter Six Course Completion and Graduation**

**Article 35** At the end of schooling, international degree students taught in Chinese who pass all the required courses, obtain the HSK Level 5 Certificate and pass the graduation thesis can get the Certificate of Graduation and the diploma.

**Article 36** At the end of schooling, international degree students taught in English who pass all the required courses and pass the graduation thesis can get the Certificate of Graduation and the diploma.

**Article 37** At the end of schooling, international degree students who fit into one of the following situations can only get the transcript but not the Certificate of Graduation:

1. Those who fail to complete all courses in the curriculum.

2. Those who fail to meet the requirements of graduation and will not apply for study period extension.

**Article 38** International students who want to finish the schooling

ahead of schedule due to personal reasons may get the transcript of previous semester(s).

### **Chapter Seven Leaving**

**Article 39** International students who have completed the courses, graduated or discontinued schooling should go through the school-leaving procedures at the MOIS within 10 days and leave in time; students that are ordered to discontinue schooling or expelled should leave the school in 5 days.

### **Chapter Eight Supplementary Provision**

**Article 40** Unsettled issues in this regulation shall be handled in the light of relevant provisions in *Nanjing Audit University Regulations of Administration on Undergraduate Students* and *Nanjing Audit University Regulations of Administration on Postgraduate Students*.

# Nanjing Audit University

## Regulations on International Student Scholarship

### Chapter One General Rules

**Article 1** In order to attract international students to pursue their study and research at Nanjing Audit University (NAU) and to expand NAU international students' body and scale, NAU sets up Nanjing Audit University International Student Scholarship, the purpose of which is to ensure and assist excellent international students' pursuit of study at NAU.

**Article 2** This "Regulations" applies to both 1) registered full-time international undergraduates, post-graduates and one-year (and above) non-diploma students, and 2) applicants to NAU, but excluding students and applicants from Hong Kong SAR, Macau SAR and Taiwan, China.

**Article 3** The total amount of annual Nanjing Audit University International Student Scholarship comprises of two parts: ten percent of the total tuition paid by the international students in an academic year and the fund provided by NAU. Nanjing Audit University International Student Scholarship has four categories: **Full Scholarship**, **Partial Scholarship**, **Individual Scholarship** and **HSK Excellence Scholarship**. Nanjing Audit University International Student Scholarship is annually awarded. The scholarship of different categories is deposited to the NAU designated accounts of international students' after the grant of the scholarship.

**Article 4** The evaluation of the international students' application for Nanjing Audit University International Student Scholarship is based on the principles of "*transparency, fairness and impartiality*". The scholarship candidates and their applications are evaluated by Nanjing Audit University International Student Scholarship Committee.

## **Chapter Two Eligibility for Application**

### **Article 5 Eligibility for Application**

1. Applicants for Nanjing Audit University International Student Scholarship should maintain a friendly attitude towards China, abide by Chinese laws and decrees and conform to NAU rules and regulations.

2. Applicants for Nanjing Audit University International Student Scholarship should be citizens of foreign nationality and be both physically and mentally healthy.

3. International students of post-graduates, undergraduates and language students pursuing their study at NAU with a minimum stay of one year are eligible for the application for Nanjing Audit University International Student Scholarship.

4. Applicants maintain a positive and enthusiastic attitude towards learning, complete all the required courses and attain the required credits without failure of any course examination in an academic year.

5. Winners of national, provincial and municipal government scholarship are not eligible for NAU **Full Scholarship** and **Partial Scholarship**.

**Article 6** Nanjing Audit University International Student Scholarship winners engaged in classes conducted in the Chinese

language, in case that they do not meet the Chinese language requirements of their major upon their arrival, should attend the Chinese language program on campus with a minimum time of one year before taking HSK examination and getting the required HSK certificate. For international students participating in the Chinese language program, their eligibility for Nanjing Audit University International Student Scholarship respectively and automatically lasts for one more year.

### **Chapter Three Category, Criteria and Quotas**

#### **Article 7** Category

**Full Scholarship:** 30,000 *yuan* RMB for post-graduate per year and 17,000 *yuan* RMB for undergraduate per year.

**Partial Scholarship:** 10,000 *yuan* RMB for post-graduate per year, 8,000 *yuan* RMB for undergraduate per year, and 5,000 *yuan* RMB for language student (one-year minimum stay) per year.

For **Full Scholarship** and **Partial Scholarship** winners, the scholarship will be deposited into the winners' accounts designated by NAU consecutively for ten months (excluding February and August) after NAU official release of the scholarship winners list. Applicants for **Full Scholarship** are not eligible for **Partial Scholarship** in an academic year, and vice versa.

**Individual Scholarship:** **Individual Scholarship** aims to award those who have achieved outstanding performance in academic study and academic contest, as well as to encourage those who intend to apply to NAU for their degree study or language study. **Individual Scholarship** includes three types, namely, **Academic Performance**

**Scholarship, Academic Contest Winner Scholarship and Excellent Freshmen Scholarship. Individual Scholarship** applicants are eligible for other types of Nanjing Audit University International Student Scholarship.

1. **Academic Performance Scholarship** Criteria: 1) the applicant's average score for all the required courses in an academic year must be eighty or above, 2) the applicant's score for any individual required course in an academic year must be no less than seventy, 3) the applicant's absence (including sick-leave, private affair leave, truancy) from class in an academic year must be no less than thirty class hours. **Academic Performance Scholarship** is respectively granted to ONE post-graduate and ONE undergraduate for the first-class, ONE post-graduate and ONE undergraduate for the second-class and ONE post-graduate and ONE undergraduate for the third-class, solely based on the applicants' GPA ranking, with respective amount of 1,000 *yuan* RMB, 700 *yuan* RMB, and 500 *yuan* RMB.

2. **Academic Contest Winner Scholarship** Criteria: applicants who have in the previous academic year participated in academic contest and have won awards at national, provincial and NAU levels are eligible for **Academic Contest Winner Scholarship**. National contest first-class, second-class, and third-class winners are respectively awarded 1,000 *yuan* RMB, 900 *yuan* RMB, and 800 *yuan* RMB. Provincial contest first-class, second-class, and third-class winners are respectively awarded 700 *yuan* RMB, 600 *yuan* RMB, and 500 *yuan* RMB. NAU contest first-class, second-class, and third-class winners are respectively awarded 300 *yuan* RMB, 200 *yuan* RMB, and 100 *yuan* RMB.

3. **Excellent Freshmen Scholarship** Criteria: for high school or university graduates of foreign countries intending to apply to NAU for degree study or language study, applicants are required to provide the notarized evidence of the most recent academic diploma/certificate and academic transcripts with the official stamp of the transcript provider. The **Excellent Freshmen Scholarship** is in the form of ten percent tuition waiver of this scholarship winner when approved by NAU.

**HSK Excellence Scholarship:** NAU launches **HSK Excellence Scholarship** in an effort to encourage international students to take HSK test and to get satisfactory scores. **HSK Excellence Scholarship** aims to award NAU international students who have passed and been conferred the certificate of HSK Level 4, Level 5 and Level 6, with respective scholarship of 500 *yuan* RMB, 600 *yuan* RMB, and 700 *yuan* RMB.

Applicants for **HSK Excellence Scholarship**, apart from satisfying Article 5, Chapter 2, are also required to meet the following conditions:

(1) The HSK certificate provided by the applicant must be issued after the applicant has registered at NAU and participated in the NAU Chinese language program.

(2) Applicants must submit THE APPLICATION FORM FOR NANJING AUDIT UNIVERSITY SCHOLARSHIP and the photocopy of relevant certificate.

(3) Reapplication for the same level of **HSK Excellence Scholarship** is not accepted.

(4) Applicants, applying for one particular level of **HSK Excellence Scholarship**, must be the ones who have not received that one particular level of HSK certificate before their registration at NAU or the ones who

have no command of the Chinese language at all when registering at NAU.

#### **Article 8 Quotas**

The annual quotas for post-graduate **Full Scholarship** exceeds no more than ten percent of the total number of post-graduates that academic year.

The annual quotas for undergraduate **Full Scholarship** exceeds no more than twenty percent of the total number of undergraduates that academic year.

The annual quotas for **Partial Scholarship** exceeds no more than thirty percent of the total number of the international students whose stay at NAU is more than one academic year (including one academic year).

The annual quotas for **Excellent Freshmen Scholarship** exceeds no more than forty percent of the total number of freshmen enrolled in an academic year whose stay is more than one academic year (including one academic year).

The annual quotas for **Individual Scholarship (Academic Performance Scholarship, Academic Contest Winner Scholarship and HSK Excellence Scholarship)** will be determined by School of International Exchange, NAU in accordance with the actual situation.

### **Chapter Four Application Procedure and Evaluation**

#### **Article 9 Time of Application**

The time of application for Nanjing Audit University International Student Scholarship is from 1 September to 10 October. International

students apply for Nanjing Audit University International Student Scholarship on the basis of academic year (September to July) in accordance with the category and criteria of different types of scholarship. Qualified international students can apply each academic year during their study at NAU.

**Article 10** Necessary Documents for Application

Applicants for Nanjing Audit University International Student Scholarship are required to submit to School of International Exchange, NAU the following documents:

1. Two copies of The Application Form for Nanjing Audit University International Student Scholarship.
2. One photocopy of the applicant's passport.
3. Notarized evidence of the most recent academic diploma/certificate in Chinese and English.
4. Notarized official academic transcripts in Chinese and English.
5. Applicants for post-graduate study are required to submit one copy of Personal Plan for Study in Chinese or English when applying for the first time.
6. Applicants for post-graduate study are required to submit two Letters of Recommendation in Chinese or English.

When applying for the second time, the aforementioned documents item 2 to item 6 are exempted. The deadline for submitting application is 15 October. All the submitted documents by the applicants are not refunded.

**Article 11** Application Handling and Evaluation

Administration Office of School of International Exchange, NAU is

authorized to accept the application for Nanjing Audit University International Student Scholarship, to arrange Nanjing Audit University International Student Scholarship Committee to review and evaluate all the applications and to release the annual Nanjing Audit University International Student Scholarship winners, as well as the other managerial work relating to Nanjing Audit University International Student Scholarship. Before the official release of Nanjing Audit University International Student Scholarship winners, there is a five-working-day public notification period. The winners are granted certificates of Nanjing Audit University International Student Scholarship.

### **Chapter Five Scholarship Winners Management**

**Article 12** Nanjing Audit University International Student Scholarship winners, in principle, are not to transfer to another major or another university without due reason. In case any Nanjing Audit University International Student Scholarship winner needs to transfer, s/he is required to submit transfer application in person to Administration Office of School of International Exchange, NAU. Any transfer, without NAU official approval, of Nanjing Audit University International Student Scholarship winner will result in the deprivation of the relevant scholarship s/he is granted. The scholarship winner wishing to transfer and later being approved will be terminated his/her scholarship the following month his/her transfer is in effect.

**Article 13** Having to suspend their schooling due to serious illness, Nanjing Audit University International Student Scholarship

winners should return home for treatment. Approved by NAU for the suspension, the scholarship winners' qualification can be maintained as long as one year, but the scholarship will be temporarily terminated during the suspension period. Having to suspend their schooling due to other personal reasons, the scholarship winners' qualification will not be maintained. When Nanjing Audit University International Student Scholarship winners withdraw from NAU, their scholarship will be completely terminated the following month their withdrawal becomes effective.

**Article 14** When violating Chinese laws and decrees and consequently penalized or violating NAU rules and regulations and consequently leading to punishment, Nanjing Audit University International Student Scholarship winners' qualification will be completely terminated the day penalization or punishment is in force.

**Article 15** The following behaviors, such as failure to register as scheduled on NAU academic calendar, leaving school irrelevant to health reasons or without permission, truancy five days in a month, will result in termination of one-month scholarship.

**Article 16 Excellent Freshmen Scholarship** winners will be asked to return home immediately if they are found to suffer from certain diseases that Chinese laws and decrees consider inappropriate to enter China. **Excellent Freshmen Scholarship** winners' qualification is automatically terminated and the students are responsible for their own cost to return to their home countries.

## **Chapter Six Supplementary Provision**

**Article 17** School of International Exchange, NAU is responsible for the explanation of this "Regulations". This "Regulations" becomes effective from September, 2015.

Nanjing Audit University

15 June, 2015

# **Nanjing Audit University**

## **Regulations on Payment of Tuition Fee of Self-Financed International Students**

*Nanjing Audit University Regulations on Payment of Tuition Fee of Self-Financed International Students* is hereby formulated in accordance with *Adjustment of the Financial Cost Standard for International Students* issued by P.R.C. National Education Commission and P.R.C. National Development Planning Commission, and the real situation of NAU.

1. Self-financed international students registered in NAU are classified into two categories: students for diploma education and students for non-diploma education. The former includes undergraduate and postgraduate students; the latter includes language students and exchange students. The tuition fee for international students shall be priced and settled in RMB.

2. International students for diploma education and those on non-diploma programs for more than one year (inclusive) shall pay the tuition fee by the academic year. Short-term international students shall pay the tuition fee by the semester or the agreed period.

3. International students shall pay the tuition fee of an academic year during registration period. The deadline of payment is the last day of registration according to regulation of NAU. Those who cannot pay the tuition fee due to a special reason, should apply for delaying payment to SIE in advance and sign the agreement of Late Payment of

Tuition Fee. Delaying payment requires a 5% fine of the tuition fee.

International students who refuse to pay the tuition fee within 15 days after the deadline will be regarded as giving up student status and will be deprived of registration qualification.

4. If any dropout or school transfer is approved within the first two weeks of an academic year, 80% of the tuition fee will be refunded. No refund will be made two weeks after the academic year starts.

5. The Table below shows the standards of tuition fee for international students.

<b>Classification</b>	<b>Discipline / Major</b>	<b>Tuition Fee (Unit: RMB yuan per school year)</b>
Bachelor Program (4 years)	Bachelor of Management	16,800
	Bachelor of Economics, Engineering, Law, or Science	16,000
	Bachelor of Arts	15,000
Master Program (3 years)	Master of Management and Master of Economics, including 17 specialties	30,000 (taught in English) 26,000 (taught in Chinese)
Professional Master Program (2 years)	Master of Auditing (Maud) / Master of Professional Accountancy (MPAcc) / Master of Finance (MSF)	30,000 (taught in English) 26,000 (taught in Chinese)
Language Program		13,000

# **Nanjing Audit University**

## **Regulations for International Students to Buy Insurance**

**Article 1** The increasing number of international students studying in China calls for an optimal study environment, a sound and safe campus, an ideal mechanism for handling emergencies, and the protection of the legitimate rights and interests of international students. In order to meet the needs above, the International Division of Ministry of Education of People's Republic of China promulgated *Interim Provisions on the purchase of insurance for foreign students in Colleges and Universities* (No. [2007] 1078) in 2007. This Regulation is formulated in accordance with the Provisions in the document and the real situations of NAU.

### **Article 2** Scope of Application

a. All international students registered in Nanjing Audit University for 3 months or more are required to buy the Group Comprehensive Insurance for International Students designated by the university.

b. International students registered in Nanjing Audit University for less than 3 months can either buy the Group Comprehensive Insurance for International Students designated by the university, or buy insurance overseas or in life insurance companies in mainland China authorized by the China Insurance Regulatory Commission. The insurance should include medical insurance for personal accident at least. Students who have bought valid insurance should provide certification at registration.

**Article 3** Fee for the Comprehensive Insurance for International Students designated by the university should be paid along with the tuition fee.

**Article 4** For the sake of the same insurance protection standards for all international students at the university, Nanjing Audit University chooses insurance company with the bidding from education authorities to buy Comprehensive Insurance for International Students.

**Article 5** All detailed affairs relating to the Comprehensive Insurance for International Students should follow the specific terms formulated by the relevant insurance company.

**Article 6** Provisions of this Regulation are implemented from July of 2016. SIE reserves the right to explain the unaccomplished matters relevant to this Regulation.

# Nanjing Audit University

## Apartment Regulations for International Students

### Chapter One General Provisions

**Article 1** In order to strengthen the management of the apartment of international students, ensure the safety of the lives and properties of international students in the apartment, and maintain the normal order of the apartment of international students, *Nanjing Audit University Apartment Regulations for International Students* is hereby formulated.

**Article 2** All international students living in apartment shall abide by the regulations. Any violation can result in penalties by SIE in accordance with the regulations.

**Article 3** The apartment of international students herein refers to the international student community in Chengyuan College House of Pukou Campus.

### Chapter Two Accommodation Rules

**Article 4** International students registered in NAU can apply for living in the apartment of international students. They should present their valid certifications (passport or residence permit) and *Residence Certificate* issued by SIE for the checking-in formality.

**Article 5** Two international students share one room. Those who expect to live alone shall file a written application to SIE for permission and will be required to cover the accommodation fee of the unoccupied

bed only when there are rooms available. Self-financed international students are required to pay the accommodation fee of the whole academic year in a lump sum. Those who fail to pay the accommodation fee within the required dates will be denied the entry to the apartment of international students by SIE and will be required to pay the overdue accommodation fee. Those who need to check out halfway, the accommodation fee shall be refunded by the following standards: for those who check out within the first half of the academic year, half of the accommodation fee shall be refunded; for those who check out within the latter half of the academic year, the accommodation fee shall not be refunded.

**Article 6** International students should live in the rooms (or beds) designated by NAU and they should not change their rooms (or beds) arbitrarily without permission. They can apply for room move only once after checking in.

**Article 7** International students should not accommodate others in their apartment rooms. NAU does not provide accommodations for their spouse or relatives.

**Article 8** International students should ensure the security of the apartment. They should keep their personal belongings safe, and guard against fire, theft, online fraud and phone fraud.

**Article 9** The superintendents of the apartment of international students are authorized to supervise the daily affairs of international students in the apartment. Routine inspection of the apartment of international students will be conducted by SIE and the superintendents of the apartment. SIE will circularize a reminder or warning and keep a

record of indecent behaviours in the apartment.

### **Chapter Three Public Property Management**

**Article 10** Before lodging, international students need to check the list of the items equipped in their rooms and sign on the list for confirmation. NAU does not provide bedding items. International students can purchase bedding items at the Apartment Affair Office or purchase their beddings on their own.

**Article 11** Pre-installed facilities in the apartment and rooms are public properties of NAU. If any damage occurs, those who are responsible should repair it and replace it with a new one of the same brand and model. If any irreversible damage occurs, those who are responsible should compensate for it according to the current price of the damaged item. If it is impossible to locate the person who is responsible for the damage, the loss shall be compensated by those who share the room. If natural damage or malfunctioning occurs, they can bring the item to the Apartment Affair Office to change a new one. Before checking-out due to a room move or leaving school, the public properties in the apartment shall be examined.

**Article 12** The self-catering rooms of the apartment of international students are shared places. International students are expected to guard against fire, keep the rooms clean and tidy, and use the public facilities properly.

### **Chapter Four Codes of Apartment Conduct**

**Article 13** International students should keep quiet in the apartment area. To ensure a quiet environment for study and rest, international

students are expected to produce no noise from 22:30 to 6:30 from Sunday to Thursday, and from 23:30 to 8:00 on Saturday and Sunday. They should not conduct activities which affect the study and rest of others in the apartment. Music or video for personal entertainment should be kept at a proper volume in their own apartment rooms. They should not disturb others.

**Article 14** International students should come back to their own apartments for rest before 23:00. They should not stay out all night or go out for holidays without asking for a leave. Violators to this shall hold themselves responsible.

**Article 15** Illegal activities are strictly prohibited in the apartment. Slogans and posters that endanger the national security of People's Republic of China and the teaching, management and normal order of NAU are strictly prohibited.

**Article 16** Storage, watching and circulation of books, videos, and network information that endanger the national security and disrupt the normal social order of People's Republic of China are strictly prohibited in the apartment.

**Article 17** Religious activities within the territory of China must be performed within the limits prescribed by *Regulations on Religious Activities of Foreigners in People's Republic of China*.

**Article 18** International students shall keep their apartment rooms clean and tidy. They shall not scribble on walls, or keep pets in the apartment.

**Article 19** Excessive drinking, gambling, and taking drugs are strictly prohibited in the apartment. Commercial activities without

permission are strictly prohibited.

**Article 20** International students should not move or destroy fire fighting equipments and safety monitoring facilities. Violators should compensate for the loss and are subject to penalties from the Security Office of NAU.

**Article 21** International students should pay attention to the safety in utilizing electricity in the apartment. The last person to leave the apartment room should disconnect the power. Making private wires or using electric furnace, induction cooker, electric frying pan, electric heating stick, electric warmer and other high-power electric equipments is strictly prohibited. Superintendents are authorized to confiscate the electric facilities mentioned above and give the students critical education or disciplinary sanction (in a serious case) when international students are found using them in the apartment. Those who cause fires or other serious consequences shall undertake corresponding legal responsibilities.

**Article 22** Open fire (from candles, alcohol stove, kerosene stove, coal brazier, cigarette, etc.) and burning paper are strictly prohibited.

**Article 23** International students should pay attention to the safety when cooking in self-catering rooms. Those who operate the facilities inappropriately shall be responsible for property loss and casualties. They are obliged to clean the self-catering rooms after using them.

## **Chapter Five Regulations for Visitors**

**Article 24** Visitors are required to bring forth their valid identifications and visit within the visiting time after taking a record at

the reception area. Both sides of the visit shall strictly abide by the rules. Superintendents are authorized to interrogate disobedient visitors who skip the visiting formality and enter the apartment rooms without permission. They may also notify the school guard or public security organs under serious circumstances.

**Article 25** The visiting time is 12:00-22:00 on weekdays, and 8:30-22:00 on weekends and public holidays. Outside the visiting time, the superintendents have the right to ask the guests to leave. International students are not allowed to meet guests during class hours.

# Entry Formalities

## I. Temporary Accommodation Registration

1. After arriving at the university for the first time, international students should bring their passports to the Public Security Bureau for temporary residence registration within 24 hours.

2. If international students' friends or relatives need to live in the school, they should bring forth their passports and fill in the *Registration Form of Temporary Residence*.

3. International students should do the registration and reporting in time. Anybody who breaks the rules will face due punishment from the Public Security Bureau.

## II. Physical Examination

1. International students who will stay for half a year or more in the university have to undergo a physical examination in the Healthcare Center of Jiangsu International Travel (No. 39 of Chuangzhi Road, Jianye District, Nanjing). They may also present the original reports of physical examination and blood test done by public hospitals in their own countries (reports from private hospitals shall be notarized by public notary offices) and the reports shall not be valid unless they are examined and verified by Healthcare Center of Jiangsu International Travel. Supplementary examination shall be made by the Healthcare Center if non-compliant items are found.

2. The students who pass the physical examination made by Healthcare Center of Jiangsu International Travel can process the admission and residence permit procedures. Those who fail the physical

examination shall be denied.

3. Fees of the physical examination and notarization will be borne by the international students themselves.

4. During the stay in the school, if the student is found to be carrying entry-forbidden diseases by Chinese laws he/she shall immediately leave Nanjing Audit University for home country.

### **III. Passport and Residence Permit Management**

1. International students coming to our school to study for one year or more should enter China with “X” visas. They should come to the Exit-and-Entry Administration of Nanjing Public Security Bureau to apply for residence permits within 30 days after their entries. All fees and expenses will be paid by the students themselves.

2. International students applying for residence permits should present the following documents:

a. Original and valid regular passport and visa and one photocopy of them;

b. Original *Visa Application Form for Study in China* (JW202 Form or JW201 Form);

c. *Registration Form of Temporary Residence*;

d. Official letters issued by our school;

e. Original *Record of Medical Examination of Foreign Nationals* issued by Healthcare Center of Jiangsu International Travel;

f. Properly-completed *Visa and Residence Permit Application Form for Foreign Nationals* affixed with a 2-inch bareheaded photograph with a white background.

3. During their time of study, if the residence permit needs to be

extended or altered, the students have to apply to the SIE 10 days in advance. They can transact related formalities only after gaining the approval of SIE.

4. International students should pay attention to the expiry date of their passports and residence permits. The students have to contact the embassy of their countries at least one month in advance to have the passports extended before expiry date. If the residence permits need to be extended or altered, the students have to go to the Exit-and-Entry Administration of Nanjing Public Security Bureau 10 days in advance with a certificate issued by NAU. If the students need assistance, they may inform the MOIS 10 days in advance. Violation to this will lead to penalty by Public Security Bureau in accordance with the regulations.

5. Passports should be carried alone while the students are travelling. If the passport is lost, he/she shall report to the local Public Security Bureau, which will issue a Certificate of Loss. Then the student can go to his/her embassy (consulate) with the Certificate of Loss to apply for a new passport.

6. Students who finish their study should leave China before their residence permits expire.

## **VI. Supplementary Directions on Applying Visa for Relatives**

If international students' friends or relatives need to live in the school, they need to present Certificate of Relative Relationship issued by Chinese embassies or consulates in their home country and visa processing certificate issued by the university. With these they can apply for residence permit at the Exit-and-Entry Administration of Nanjing Public Security Bureau.

Those who fail to present Certificate of Relative Relationship can only transact “L” visa valid for no more than six months. It can be extend two times at most. Those who hold Passport for Public Affairs with visa-free entry cannot have a visa extension.

**Welcome to Nanjing Audit University!**  
**May *the Handbook* bring you a GOOD time in NAU!**

# Letter of Commitment

As an international student enrolled in Nanjing Audit University, I hereby solemnly make the following commitments.

I have received *Nanjing Audit University Handbook of International Students*. I promise to read closely each and every detail of it. I shall obey the laws and regulations of China, and the rules and regulations of Nanjing Audit University.

**I will hold myself responsible if I do anything in violation of the commitments above.**

Please read the letter carefully and transcribe the words in bold in the line below, and sign your name.

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Signature:

Date of Commitment: