

南京审计大学国际学院

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 facilitates the administration, coordination and guidance of foreign affairs 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.

Article 7 All majors in NAU accept international students. The plan to establish any new major of diploma education for international students must be submitted to Ministry of Education of PRC for approval.

Article 8 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 9 SIE will examine and verify whether the applicants meet the admission requirements, and organize examinations when necessary.

Article 10 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 11 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 12 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.

Article 13 According to the regulations of NAU, the university will issue graduation certificate (including certificate of completion, certificate of non-completion) or other descriptive certificates for international students, and the English version of the certificate of academic degree for those who obtain one.

Article 14 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 15 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 16 International students can be exempted from political theory course, military training and PE course.

Article 17 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 18 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 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. 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 operational activities. They are allowed to apply for work-study program with the approval of NAU.

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 Security Office.

Article 30 Any form of publication, association, assembly, procession and demonstration of international students within the territory of China must be performed within the limits prescribed by laws and regulations of China. 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 “X” visa or “F” visa when they register. International students registered in NAU for more than six months should apply for “X” 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 “F” 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. International students coming to NAU for short-term study as a group should apply for “F” group visa, and when applying, present *Letter of Invitation* issued by NAU and *Visa Application Form for Study in China* (Form JW202).

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. Students should apply for “X” visa or “F” visa at the Exit-Entry Administration of Nanjing Public Security Bureau after registration. International students who bring Ordinary Passport without “X” visa or “F” visa are required to apply for “X” visa or “F” visa at the Exit-Entry Administration of Nanjing Public Security Bureau.

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 fail to present *Physical Examination*

Record of Foreigners must have a physical examination at Nanjing Entry-Exit Inspection and Quarantine Bureau. Those who are confirmed to carry entry-forbidden diseases by Chinese laws shall leave China for home immediately.

Article 36 International students with “X” 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 ten days.

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 scheduled 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 take over their *Foreigners’ Residence Certificate* or curtail

their stay period in China in accordance with the law.

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*.