

广州大学外国留学生手册(试行)

International Student Handbook Of Guangzhou University

(Trial version)

广州大学国际教育学院

二零二一年三月

International Education School of Guangzhou University

Guangzhou city, 510006

P.R.China

March, 2021

学生声明

Statement

1.本人已经认真阅读过广州大学外国留学生手册，并愿意遵守所有的规定。
I have already read through the International Student Handbook and I am willing to abide by all the rules and regulations in them.

2.在日常的管理中，我们会通过邮件、电话、微信等方式和同学们取得联系，请同学们及时更新你们的联系方式并告知学校。如果因个人信息提供错误造成的一切后果，由本人承担。

In the daily management, the school will get in contact with students through email, phone, WeChat, etc. Please update your contact information, and inform the school in time. The student shall bear all the consequences caused by the wrong provision of personal information.

签字(Signature): _____

国籍 (Nationality) : _____

护照号码 (Passport Number): _____

学号 (Student Number): _____

专业 (Major): _____

导师 (supervisor) : _____

学生类别 (Student Category) : _____

日期 (Date) : _____

前 言

亲爱的同学们：

欢迎来到美丽而充满活力的广州大学。从今以后，你就是一名广大人了！相信你在广大的留学期间，会得到丰硕的学习成果和最佳的文化体验。为了使你度过一段充实、愉快的学习生活，我们编制这本手册，为你提供一些你在广大学习和生活中所需知道的重要资讯和需要遵守的规章制度，请你仔细阅读。如果有任何的问题或建议，请与国际教育学院学生工作办公室联系（行政东楼后座 506，电话 020-39366100）。

祝你在广大学习愉快！

广州大学国际教育学院

二零二一年三月

Foreword

Dear students:

May we take this opportunity to warmly welcome international students to the beautiful and vibrant campus! Congratulations on being enrolled by our university as our new students!

It is hoped and believed that you will learn a lot of Chinese and get the best Culture experience during your stay here.

There are many things that you will need to know in order to be successful. We are here to help you along your journey. Therefore, we have compiled several resources to provide the important information and regulations which you need to know. Reading it will benefit you most and help you become a well-rounded student.

The handbook should be used as a reference throughout your university life.

The information and content on the handbook was gathered and organized by the office for international students' affairs. If you have any questions, enquiries or advices, please contact us (Address: Rm503, Back Block, Office Building B. Tel: +86-20-39366100).

International Educational School of
Guangzhou University
March, 2021

校训

Motto

博学笃行 与时俱进

To study extensively, practice earnestly and
advance with the times

目 录

一、外国留学生守则	7
二、广州大学外国留学生管理办法	8
三、入学与注册	10
四、学习与考核	11
五、考勤	11
六、奖助学金	12
七、学制、休学与复学	15
八、毕（结）业、肄业、退学	16
九、离校	17
十、校内住宿	17
十一、校外住宿	22
十二、借阅图书	24
十三、签证	24
十四、综合保险	26
十五、广州大学学生违纪处分规定	35
十六、生活指南	74
附则：《中华人民共和国出境入境管理法》	79

一、外国留学生守则

1. 遵守中国政府的有关法律和规定；
2. 遵守学校的各项规章制度；
3. 努力学习，认真完成学习任务；
4. 尊重教师和学校的工作人员；
5. 同学之间互相尊重，团结友好；
6. 锻炼身体，讲究卫生；
7. 尊重中国人民的风俗习惯；
8. 维护和增进各国人民之间的友谊和团结。

I Rules for International Students

1. Abide by the pertinent laws and regulations of the Chinese Government;
2. Observe regulations formulated by the university;
3. Study hard and complete assignments conscientiously;
4. Show respect for faculty members and staff;
5. Preserve fraternal unity among classmates;
6. Pay attention to hygiene and build up a good physique;
7. Respect for the ethics and customs of Chinese people;
8. Maintain and promote friendship and unity among peoples.

二、广州大学外国留学生管理办法

为规范我校外国留学生管理行为，根据中华人民共和国教育部有关文件精神，结合我校外国留学生实际情况，特制定本管理办法。

第一条 经正式录取的我校新生应持有效来华学习签证（X 签证）、《录取通知书》、本人护照按期到国际教育学院和专业所在学院（语言生仅需到国际教育学院）办理入学手续。因故不能按期入学者，应以书面形式（并附有关证明）向国际教育学院和专业所在学院（语言生仅需到国际教育学院）请假，请假时间一般不得超过两周。未经请假、请假未经批准或请假逾期者，除因不可抗力等正当事由外，视为放弃入学资格。

第二条 新生来华后需按照国际教育学院安排到广东国际旅行卫生保健中心进行体检。体检不合格者取消入学资格。不符合中国卫生检疫法规定的健康标准者，应立即离境，一切费用自理。

第三条 留学生（学历生）新生入学后，学校在三个月内按照国家招生规定对其资格进行复查，复查合格者予以注册，取得学籍。

第四条 取得入学资格者，语言生由国际教育学院发给其留学生证，取得学籍者，学历生由所在学院发给其学生证。

每学期开学时，留学生必须按规定时间到国际教育学院和专业所在学院（语言生仅需到国际教育学院）办理注册手续，缴清本学年学费和住宿费的留学生予以注册。

因故不能如期到校注册者，须提前请假并办理暂缓注册手续，否则以旷课论处。对无故不按时注册者（包括无故不缴费注册、请假逾期、休学或保留学籍期满应复学者等），逾期两周以内，给予严重警告至留校察看处分；逾期超过两周，视为放弃学籍，予以退学处理。

经注册后，取得学籍，才有资格参加学校按教学计划安排的所有活动。

第五条 凡因休学、保留学籍或其他原因离校的留学生，未经学校批准，不得复学注册。

第六条 对于未按时注册的在读学生，分别按病、事假或旷课等予以记载和

处理。

第七条 留学生在校期间，按规定必须交纳相关费用，不按时缴费者，不予注册，取消其入学资格。

第八条 留学生必须在校按时参加教学计划规定的课程和学院、学校统一安排、组织的活动。因故不能参加者，须向国际教育学院和专业所在学院（语言生仅向国际教育学院）请假并获得批准。除学校统一安排的校外教学和其它活动外，留学生一律不得擅自离校。学生生病、有事，须履行请假手续。凡未经请假或者请假逾期者，一律以旷课论处。对于旷课的学生，根据旷课时间多少、情节轻重，给予批评教育，直至纪律处分。

第九条 留学生应遵守中华人民共和国的法律法规和政策以及学校的各项规章制度。留学生违反中华人民共和国法律法规和政策，交由有关部门进行处理；违反学校规章制度，按有关规定进行处理，并知照留学生所在国驻华使领馆。

第十条 留学生结业或毕业，须离校前一个星期凭本人学生证到国际教育学院和专业学习所在学院领取《离校手续表》办理离校相关手续，并按要求将离校生名单上报出入境。不办理离校手续而且自行离校的学生，不予发放其在校学习证明，学习成绩单及毕（结）业证书等材料。

第十一条 除本细则其它条款所列退学或开除学籍的情况外，有下列情形之一者，应予以退学：

- （一）留校察看期间，受退学警告；
- （二）无论何种原因，连续三次或累计四次被退学警告；
- （三）因病连续休学两年期满，经体检复查身体不合格；
- （四）经三级甲等或以上医院确诊，患有精神病、癫痫、麻风病及其他严重传染病等疾病，或者意外伤残无法在校继续学习；
- （五）本人申请退学；
- （六）超过最长修读年限；
- （七）其他须给予退学或开除学籍的情形。
- （八）自动退学、作退学处理和被开除学籍的学生，不退还任何费用。

三、入学与注册

学生注册分为新生学籍注册和在校生学期注册两种。

新生学籍注册是按国家招生规定录取的新生，正式取得高等学校学生学籍的一种手续；在校学生注册是对在籍学生新学期学习资格的认定。

凡在我校接受普通高等教育的全日制学生，每学期开学时，应当按学校规定办理注册手续。

新生报到时对学生入学资格进行初步审查，审查合格的办理入学手续，予以注册学籍。审查发现新生的录取通知书、考生信息、申请材料原件、体检报告等证明材料与本人实际情况不符，或者有其他违反国家招生考试规定情形的，取消入学资格。

新生入学后，学校在三个月内按照国家招生规定对其进行资格复查，复查主要内容包括以下方面：

（一）所获得的录取资格是否真实、合乎相关规定；

（二）本人及护照信息与录取通知、考生档案等是否一致；

（三）身心健康状况是否符合报考专业，体检结果（新生来华后需到广东国际旅行卫生保健中心进行体检）是否满足入读要求，能否保证在学校正常学习、生活，是否存在危害其他学生身心健康的情况；

（四）艺术、体育等特殊类型录取学生的专业水平是否符合录取要求。

复查中发现学生存在弄虚作假、徇私舞弊、体检中发现有传染疾病等情形的，确定为复查不合格，取消学籍；情节严重的，移交有关部门调查处理。

超过学校规定期限两周未注册而又无正当事由的学生，视为自愿放弃学籍，学校对其做退学处理。因正当事由不能如期注册的学生，必须在正常注册期间结束前办理暂缓注册申请手续，仍在国外的留学生因通过邮件形式正式申请延缓注册。如未收到相关邮件或证明，逾期注册者，除不可抗力等正当事由外，视为自动放弃入学资格。

四、学习与考核

学历生的学籍与考核根据广州大学本科生和研究生相关管理规定执行。

（一）汉语生报到后应前往教务办（行政东楼后座 506 室）领取课程表，并按照相关指引自行购买教材。如果学院代购教材，一经购买，不予退换。开学后要严格按照课程表规定的时间上课和参加考试。考勤规定按学院相关文件执行。

（二）报到后两周内，留学生有一次机会根据自己的汉语水平申请调整班级，向学生工作办公室和教务办提出书面申请，教务办根据相关规定办理；超过两周将不予受理。

（三）学生在学期结束前递交结业申请表，同时交两张证件照（与护照相同）与护照首页复印件到教务办，照片背面写上名字，以留作结业时制作结业证书。申报表截止日期分别为春季学期：6 月 1 日；秋季学期 11 月 15 日。

（四）不能按时参加考试的学生，必须提前两周书面向教务办提出申请，有一次由教务办另行安排考试时间的机会。

（五）学生在考试过程中，必须遵守考试纪律。如有违纪行为，参照《广州大学学生手册规定》予以处理。

五、考勤

留学生应按时参加学校教学计划规定的课程和学校与国际教育学院统一安排、组织。留学生上课、实习等实行考勤制。因故不能参加者，应事先请假获得批准。未经批准缺席或请假逾期者，视为旷课。

理论课和实践课按实际教学学时计算，社会实践课按每天 4 节计算。

外国留学生在校应遵守以下考勤制度：

（一）遵守学习时间，不得无故迟到、早退或旷课。

（二）学生在学习期间，一般不得请假。遇特殊情况需请假的，应事先履行请假手续，期满要及时销假。

(三) 病假要有医院或学校医务室证明，事假必须提供有关证明材料。

(四) 根据《广州大学学生手册》规定，本科生因故必须请假时，要向学院提出申请并填写《学生请假单》，请假 2 天以内由班主任或者辅导员批准；1 周以内由所在学院及国际教育学院领导批准，同时报教务处备案；1 周以上由所在学院及国际教育学院审查后报教务处批准。

(五) 根据研究生院请假管理规定，研究生请假需填写《广州大学研究生请假审批表》，请假 3 天以内的由研究生导师批准；3 天以上、1 周以内由所在学院及国际教育学院领导批准；1 周以上由所在学院及国际教育学院审查后报研究生院批准。

(六) 事假不超过 2 周，病假需县级以上或者学校指定医院医生证明。一学期内病假累计达 1 个月以上者按学籍管理规定办理休学。

(七) 凡未经请假或未征得准许而缺课者，均按旷课处理，无故迟到、早退 3 次按旷课 1 次处理，无故旷课按规定给予批评教育。

1 一个学期累计旷课 20 学时以内者，学院学生工作办公室将会以书面形式发出第一次警告。

2 连续旷课 21—23 学时者，给予警告处分；31—40 学时者给予严重警告处分；41—50 学时者给予记过处分；累计旷课 51 学时及以上者给予勒令退学处理（届时签证将被取消）。

3 单门课出勤率低于 75%（包括病假和事假），则取消该门课期末考试资格。

4 留学生享受我国法定节假日及学校的寒暑假，各派遣国节假日学校不放假。

5 留学生学习期间不得请假旅游。

6 对无视校级，经常旷课或有不良行为者，视其情节，分别给予警告、严重警告、记过、勒令退学的处分。

以上处分一经决定，将书面通知其本国驻华外交代表机构或派遣单位。

六、奖助学金

根据教育部和广东省教育厅有关来华留学生奖助学金的基本要求，为了吸引

更多优秀外国留学生来广州大学学习，培养来华留学生的荣誉感和认同感，提升广州大学的国际化水平，特设立“广州大学外国留学生奖助学金（一带一路奖助学金）”，具体规定如下：

第一条 广州大学奖助学金经费来源：

广州大学划拨的专项经费；友好机构和个人捐赠的经费。

第二条 广州大学留学生奖助学金适用对象：

学历生：指自费来我校攻读学位（学士、硕士或博士）的外国留学生。国

际交流生：指与我校有友好合作关系的学校或机构推荐到我校进行短期自费学习的外国留学生。

国际交换生：指与我校签署了学生交换协议，并派到学生我校交换学习的外国留学生，其学习期限一般为半年到 1 年。

普通汉语生：指自费来我校学习汉语语言文化的外国留学生，其学习期限一般为半年到 2 年不等。

预科生：指来我校进行一至两年汉语学习，目标是汉语通过 HSK4 级后直接报读我校的外国留学生。

第三条 奖助学金评选时间：

广州大学留学生奖助学金每年评选时间为每个秋季学期。

第四条 申请条件：

1. 申请人须拥有外国国籍，持有有效外国护照并符合在华留学生的相关要求。
2. 申请人为广州大学已录取，本人已报到的在读外国留学生。
3. 申请人对华友好，热爱中国文化，尊敬师长，团结同学，遵纪守法。
4. 申请人学习态度端正，勤奋好学，成绩优良，品行端正，积极参加学校组织的文化活动，没有违反中国法律和违反广州大学校纪行为记录。

第五条 评选程序：

1. 国际教育学院负责发布广州大学留学生奖助学金年度信息。
2. 适用本办法规定的留学生按照规定时间和要求提交《广州大学外国留学生奖助学金申请表》，根据有关规定，学生所在学院和国际教育学院须严格审核申请表，杜绝弄虚作假行为。

3. 国际教育学院组织评审专家进行评审，并将评审结果进行校内公示，公示期为 5 个工作日。

4. 国际教育学院汇总申请表和专家评审结果后报分管校领导审批。

第六条 奖助学金标准：

（一） A 类留学生奖助学金：

适用于奖励我校接受的外国优秀博士研究生，具体标准如下：

1 享受 30000 元人民币/人的奖助学金。（享受广东省政府来粤留学生奖助学金者不适用此条款）

2 享受每月 3800 元人民币的补贴，每年发放 12 个月。返还住宿费、签证费、体检费、保险费。

此两项奖助学金可以同时或分开领取。

（二） B 类留学生奖助学金：

适用于奖励我校接收的外国优秀硕士研究生，具体标准如下：

1 等额返还学费。（享受广东省政府来粤留学生奖助学金者只补足差额部分）

2 每月 2000 元人民币生活补贴，一年发放 12 个月。返还签证费、保险费。

此两项奖助学金可以同时或分开领取。

（三） C 类留学生奖助学金：

适用于奖励我校接受的优秀外国本科生，具体标准如下：

1. 等额返还学费。

2. 每月 2000 元人民币生活补贴，一年发放 12 个月。返还签证费、保险费。

（四） D 类留学生奖助学金： 适用于奖励校际交流的留学生

1. 根据合同条款发放奖助学金。

2. 每月 1500 元人民币生活补贴，返还体检费、签证费。

（五） E 类留学生奖助学金：

适用于汉语生和预科生，具体标准如下： 1.

根据学生学习情况等额或差额返还学费。

2. 每月 1500 元人民币生活补贴，一年发放 12 个月。返还签证费、保险费。

（此款只适用于预科生）

（六） F 类留学生奖助学金：

适用于参加 HSK 考试的本校在读外国留学生，等额返还报名费。

(七) G 类留学生奖助学金：

适用于参加重大活动或表现突出的在读外国留学生，具体标准如下：

1. 奖励 3000 元人民币（参加国家级活动，表现突出并获奖）。
2. 奖励 2000 元人民币（参加省级活动，表现突出并获奖）。
3. 奖励 1000 元人民币（参加市级活动，表现突出并获奖）。

七、学制、休学与复学

本科生学制一般为 4 年（弹性学习年限 3—7 年），部分专业学制 5 年（弹性学习年限 4—8 年）。硕士生学制一般为 2—3 年，博士生一般为 4 年，一般不能延长。特殊情况需由导师向院系提出申请。

(一) 学生有下列情况之一者，应予休学：

1. 因病不能正常学习或患传染性疾病可能影响同学健康；
2. 怀孕；
3. 本科生一学期缺课（含请假）累计达到总学时数三分之一；
4. 因其他特殊原因需暂时中断学业。

休学一般以一年为限，休学期满可继续申请休学一年，但累计不能超过最长学期年限。

休学需填写《广州大学本科生学籍异动申请表》或《广州大学研究生学籍异动申请表》并附相关证明材料向所在学院申请，经教务处或研究生院批准后办理离校。

(二) 复学手续：

1. 学生休学期满，应于开学前向学院提出复学申请；
2. 因伤病休学者需在办理复学手续前 15 日内上交医院“已恢复健康”诊断证明；
3. 休学期间，如有违法乱纪行为，取消复学资格；
4. 复学的学生，原则上编入原专业下一年级学习；

5. 经批准复学学生逾期两周不报到，视为自动放弃。

有关规定全文详见《广州大学普通本科生学籍管理规定》和《广州大学研究生学籍管理细则》。

6. 留学生休学回国，一切费用自理。

八、毕（结）业、肄业、退学

在最长学习年限内，学生修满本专业培养方案规定的各类学分，通过毕业论文答辩，准予毕业。

在最长学习年限内，本科生修读完了人才培养方案规定的各类课程，修满总学分 3/4 以上，准予结业，研究生通过培养方案规定的学习和必修环节，毕业论文未能通过者，准予结业。结业的学生经复读或毕业论文答辩达到毕业要求者，准予毕业。

学生未达到结业要求，但在校学习达到一年以上者，经本人申请，学校发给肄业证书。

学生有下列情况之一者，应予退学：

1. 在最长学习年限内（含休学）未完成学业者；
2. 经医院诊断，因伤病无法继续在校学习者；
3. 休学期满未复学者；
4. 未经请假离校连续两周不参加教学和科研活动者；
5. 超出注册时间两周未注册者；
6. 研究生经培养单位考核认为不宜继续培养者；
7. 本人提出申请要求退学者。

有关规定参照《广州大学普通本科生学籍管理规定》和《广州大学研究生学籍管理细则》执行。

九、离校

留学生毕业或结业，在学期结束后的两周内离校。如有特殊原因推迟离校，需向留学生工作办公室说明原因，征得同意后，可延长半个月，但应按规定缴纳推迟离校期间产生的住宿费、水电费等相关费用。

留学生办理离校手续程序如下：

1 凭本人学生证到国际教育学院留学生办公室领取相关证书。未办理离校手续而擅自离校的学生，学校不予办理其学习证明、学生成绩单及毕（结）业证书等文件。

2 在留学生办公室填写毕业去向，参加毕业生校友信息采集。

3 毕业生须做到文明离校，在退房前将房间打扫干净并将个人物品全部搬离宿舍。

4 毕业生在宿舍前台办理退房手续，结清水电费、住宿费，退还水卡，凭押金收据退还押金。损坏、丢失房间内原有物品，须按规定赔偿。

5 归还借用的图书及物品，并将学生证、图书证等交还留学生工作办公室。

十、校内住宿

为营造一个和谐安全、整洁舒适的留学生学习环境和生活环境，我院根据《广州大学学生住宿管理规定》和留学生的实际住宿情况，制定《广州大学留学生住宿管理规定（暂行）》。入住留学生宿舍的学生需遵守以下规定：

一、入住

1. 留学生宿舍需要提前申请，得到批准后方可入住。无申请者不得入住。最长住宿时间为学校规定的学生最长在校学习年限。

2. 入住时，到前台出示个人护照、录取通知书，提交个人护照复印件、录取通知书复印件。

3. 交纳 500 元人民币押金和至少一个月的住宿费用。

4. 签定《广州大学留学生公寓住宿协议》，并仔细阅读附件《宿舍房间内家

具、物品赔偿价目表》。认真核对房间内的家具和物品，如有缺损，须及时通知服务台。（办理退宿时总台将以此为据清点家具物品）

5. 入住后原则上不予调换房间。如确需换房，在有空余房间的情况下，学生可到宿舍服务台填写并提交《留学生宿舍房间调换申请表》，3个工作日内将有审核结果，如获批准，服务台会通知本人调换房间。原房间若未打扫的，需付100元清洁费。

6. 若学生想要在校外居住，需提前3日提交校外租房申请表到留学生办公室。获得批准后需将租房合同及新的临时住宿登记表提交到留学生办公室。

二、日常生活管理规定

1. 严禁在宿舍楼内从事违反中华人民共和国法律法规的各类活动。

2. 保持宿舍内务干净、整洁，养成良好的卫生习惯。垃圾清扫后倒入垃圾桶内，保持室内走廊及其他公共区域的清洁卫生。认真配合学校和国际教育学院组织的卫生检查。

3. 不得阻碍宿舍管理人员按照规定行使管理权。

4. 禁止私自交换房间，或者将房间私自转让、转租给别人居住。

5. 不得利用宿舍从事任何盈利或者非盈利的经营活动。

6. 损坏房间设施的，需按照原价进行赔偿。

7. 学生应爱护公物，不得人为污染、损坏、私自拆卸、改装设施设备（如污损墙壁和各种设备等）。发现设施设备运行不正常时，及时到服务台报修。

8. 宿舍内统一配备空调，学生可自备台灯、充电器、电脑、电吹风等小家电，禁止使用电磁炉、电冰箱、电热毯、电炉、电锅、电开水器、烤箱、电暖气等大功率电器。其它未列明电器需书面申请，批准后方可使用。禁止私拉电线、私接卫星天线和有线电视线。

9. 保持宿舍楼内安静，不准制造噪音影响别人休息，如斗殴、踢球、大声喧哗、高声放音或制造声音等。

10. 走廊和大厅等公共场所禁止吸烟；宿舍区域内禁止酗酒。

11. 宿舍楼内禁止以任何理由和任何方式骚扰别人。

12. 丢弃垃圾要按宿舍楼的统一规定放入指定场所，倡导垃圾分类。

13. 宿舍楼内不准带入和饲养宠物。

14. 留学生宿舍楼开门时间：6:00-24:00，请在规定时间内进出。禁止晚归。

15. 宿舍提供一套床上用品，其他生活用品由学生自备。床上用品和宿舍卫生由学生负责。

16. 遵守会客规定。来访人员需在前台登记证件，并由被访人陪同进入宿舍。来访人员需在 22:30 前离开宿舍，不得过夜。

17. 入住留学生宿舍应按时交纳住宿费。拖欠住宿费者，除按每天 3%标准缴滞纳金外，学校有权取消其住宿资格。恶意逃费人员将交由司法机关处置。

18. 因工作需要(例如，空调、管道、消防设施等的检查和维修)要进入留学生房间，公寓会提前通过张贴通知等方式告知留学生。在通知规定的时间内，不管留学生是否在房间内，公寓工作人员都将进入房间施工。若学校在寒暑假期间有统一规划的留学生宿舍装修工程，学生需要配合搬迁或临时调换房间，不得拒绝。

三、水电使用

1 学校给予学生 8 度电/月、5 吨水/月的免费水电额度，在此范围内学生不需缴纳水电费，超出免费额度的部分则由留学生本人支付。

2 离开宿舍请注意关灯、切断非必须电源。

3 倡导节约用水，保护宝贵的水资源。

4 如留学生未按时缴纳超额水电费，则从其住宿押金中扣除；押金不足以支付时，学校有权取消其住宿资格。恶意逃费人员将交由司法机关处置。

四、退宿

1 毕业生及应离校者，应在学习结束后一周内按规定搬离宿舍，如确因特殊情况不能搬离者，需到留学生工作办公室提交住宿申请，批准后方可付费住宿。

2 办理退房，须提前三天通知服务台，退房时恢复房间原貌并将房间打扫干净，由管理人员清查后方可退房。

3 退房时工作人员发现房间有污损和破坏，或者遗留垃圾和物品等，将被扣除相应押金。

4 退房后或学校取消住宿资格一天后，勿将私人物品滞留在寝室内，否则视为无主物品，学校有权处理。

五、违规处理

留学生宿舍采用积分式管理，满分 10 分，住宿期间被扣的分不清零。违反规定的学生将视情节轻重被扣分，积分扣完则被取消住宿资格，所付房费不予退还。此外，扣分达 3 分时由学院给予警告处分，扣分达 7 分时给予严重警告处分，扣分达 10 分者予以开除学籍处分。受到严重警告处分者，降低奖学金等级或取消奖学金评选资格。

扣分细则如下：

1. 以各种实际行为阻碍宿舍管理人员按照规定行使管理权，一次扣 3-10 分；
2. 私自交换房间，或者私自转让、转租房间，扣 10 分；
3. 利用宿舍从事任何盈利或者非盈利的经营活动，扣 10 分；
4. 在宵禁时间段进出宿舍楼，扣 1 分；
5. 私自更换门锁，扣 3 分；
6. 将宿舍设备或家具搬离宿舍，扣 3 分；
7. 带入或饲养宠物，扣 2 分；被发现后仍不听劝阻，扣 6 分；
8. 随意丢弃垃圾，一次扣 2 分；
9. 因为不关水龙头或使用电器不当而造成财产损失，扣 5 分；
10. 以言语、文字、敲门或恶作剧等形式骚扰他人，一次扣 3 分；
11. 在宿舍公共区域吸烟，扣 1 分；在宿舍公共区域饮酒后行为失当，扣 3 分；
12. 不配合在宿舍楼举办的各类安全及消防活动，一次扣 5 分；无故触动消防报警设备，一次扣 5 分；
13. 各种造成重大火灾事故隐患的行为，如在宿舍存放易燃易爆物品或私自动用消防器材等，扣 8-10 分；
14. 使用违规电器或私拉电线，扣 2-3 分；
15. 以各种形式制造噪音影响他人生活，扣 2-5 分；
16. 违反会客规定，扣 2-4 分；
17. 在走廊或者公共场所摆放个人物品，扣 1-3 分；
18. 恶意损坏公共设施，一次扣 5-10 分。

同时，学生若有以下行为，一经发现，即取消入住资格，并报司法机关处理：

1. 从事违反中华人民共和国法律法规的各类活动；
2. 在宿舍重大事故中不服从管理人员指令；
3. 因为个人原因造成宿舍安全事故（如火灾、漏电、煤气泄漏、水浸、打架致人伤残等）。

如留学生造成财产损失后押金不足以支付赔偿，且拒不缴足赔偿金者，学校有权从其它方面（如该生的奖学金等）补足赔偿款。

本细则自颁布之日起实施，由广州大学国际教育学院留学生事务办公室具体执行，并将根据实际执行情况加以修订。根据需要，本细则将可能被翻译成各种语言的文本，所有文本都以汉语文本为准，解释权归广州大学国际教育学院。

广州大学留学生住宿承诺书

Accommodation Commitment Letter

我是一名广州大学的外国留学生，我承诺已经认真阅读《广州大学外国留学生住宿管理规定（试行）》，并愿意遵守所有的规定。

I am a Guangzhou University student, I commit that I have already read through the Regulation on Apartments for International Students, and I am willing to abide by all the rules and regulations in them.

承诺人签字 (Signed by):

国 籍 (Nationality):

护照号码 (Passport No.):

本科生 Undergraduate 研究生 Graduate 其他 Other

日 期 (Date):

十一、校外住宿

外国留学生在我校学习期间，如果选择在校外住宿，必须得到学生办公室同意并备案。登记住宿地址和联系电话，按规定到居住地所属派出所办理登记手续，申办“外国人临时住宿登记”。在校外住宿的时候要保证住房信息来源可靠，治安条件良好，租赁手续齐全合法，并要让房东持租赁许可证到当地派出所备案。在学习期间内，如果地址和联系方式发生变化，应及时到学生工作办公室重新登记新地址、电子邮件和电话号码。

留学生校外住宿申请流程：

- 1.留学生本人填写《广州大学外国留学生校外住宿申请表》（见下页附件），须经导师签字同意；
- 2.将填写好的《广州大学外国留学生校外住宿申请表》和住房合同提交至行政东后座 506 室国际教育学院学生工作办公室；
- 3.在 24 小时内到居住地所属派出所办理登记手续，申办《境外人员临时住宿登记表》，并将复印件交至国际教育学院学生工作办公室；

对于校外住宿的留学生，国际教育学院会不定期逐一核查住宿登记信息和实际住址是否一致，要求学生按照相关法律法规，及时在公安机关办理住宿登记或变更住宿地址。

广州大学外国留学生校外住宿申请表

APPLICATION FOR OFF-CAMPUS ACCOMMODATION

姓名 Name	(in English) _____ (Family name First name Middle name)				(in Chinese) _____
性 别 Gender	F <input type="checkbox"/> M <input type="checkbox"/>	出生日期 Date of Birth	_____年____月____日 year month date	国 籍 Nationality	
护照号码 Passport No.		居留许可/有效期 Date of Residence Permit	Expiration _____年____月____日 year month date		
学生类别 (Categories of students)	<input type="checkbox"/> 高级进修生(Senior advanced student) <input type="checkbox"/> 硕士研究生(Master's candidate) <input type="checkbox"/> 本科生(Undergraduate) <input type="checkbox"/> 普通进修生 (General advanced student) <input type="checkbox"/> 语言生(Language student) <input type="checkbox"/> 短期文化旅游生(Short-term cultural tour student)				
学习专业 Specialty of Study					
学号 Student ID No.		所在班级 Class No.			
手机号码 Mobile Phone No.		电子信箱 E-mail Address			
计划在广州大学学习时间 Planned Duration of Study at Zhejiang University			从_____年____月 至 _____年____月 (year) (month) (to) (year) (month)		
计划校外住宿时间 Planned Duration of Off-campus Accommodation			从_____年____月____日 至_____年____月____日 from year month date to year month date		
申请校外住宿地址/电话号码 Address/Phone No. of Off-campus Accommodation Place Applied for					
房东姓名 Name of Landlord		房东身份证号码 Personal ID No. of Landlord			
房东电话号码 Phone No. of Landlord		房东电子信箱 E-mail of Landlord			
导师意见 Supervisor's opinion					
住房合同请附在后 Please attach the lease contract with this form. 申请人保证: (1)上述各项中提供的情况是真实无误的; (2)遵守中国政府的法律和规章制度; (3)在校外住宿期间发生的一切安全等问题由自己负责。 I hereby affirm that: (1) All information above is true and correct; (2) I shall abide by the laws and the regulations of the Chinese Government; (3) I guarantee to pay attention to my safety and take all the responsibilities. 申请人签字: _____ 日期:_____年____月____日 Signature: _____ Date: year month day					

十二、借阅图书

进入图书馆，衣冠要整洁，不得穿拖鞋入馆，入馆需凭本人校园一卡通或临时借书证进入。

（一）临时借书证规定

1.汉语生可以到学院学生办公室办理临时借书证，需缴纳 100 元押金。离校时还清所借图书及借书证后，凭押金收据取回押金。

2.凭借书证借书，每证限借 5 册。

3.每次借阅图书期限为 60 天。到期未能归还的，须办理续借手续，否则照章罚款。

4.要爱护图书，不得涂划或损坏。丢失或损坏图书应照章赔偿。

5.借书证只限本人使用，不得转借他人。

（二）一卡通借书规定

1.研究生一次可借图书 30 册，借期 90 天，可续借一次，借期 30 天。本科生一次可借图书 20 册，借期 45 天，可续借一次，借期 30 天。

2.逾期归还的书刊，每册每天需交纳违约金 0.1 元。

3.要爱护图书，不得涂划或损坏。丢失或损坏图书应照章赔偿。

十三、签证

（一）签证政策

1 根据中国有关法律规定，持 X 签证来校的新生应在来华后 30 天内向广州市公安局出入境管理处申办居留许可。超过规定时间，将被处以罚款。

2 持 L 签证的外国留学生要在中国就读，必须转换 L 签证为居留许可。

3 办理居留许可前，必须到指定的医院进行体检。

4 留学生在进入中国 24 校内，向所居住地的派出所登记临时住宿信息。

（二）申请居留许可程序

1. 到住宿地派出所登记住宿信息（小谷围街道派出所）；

2. 新生到校后，需按规定到广东国际旅行卫生保健中心进行体检；
3. 签证照片和回执（可在出入境二楼拍摄）；
4. 签证照片和回执（可在出入境二楼拍摄）；
5. 携带下列文件到广州市公安局出入境管理处六楼办理居留许可，所需材料如下：
 - A. 体检证明；
 - B. 外国留学人员来华签证申请表（JW202 表）；
 - C. 境外人员临时住宿登记表（到达住宿地 24 小时内前往辖区派出所登记）；
 - D. 录取通知书原件；
 - E. 护照原件, 护照复印件（照片页、签证页和最后一次入境签章页复印在一张 A4 纸上）；
 - F. 照片；
 - G. 在留学生工作办公室登陆出入境网站，输入个人信息，获得登记号码，并打印外国人签证申请表；
 - H. 学校证明；
 - I. 转学证明（适用于转学生，由原就读学校的主管部门出具）。
6. 获取居留许可后，再次到住宿地派出所进行登记（小谷围街道派出所）；
7. 获取居留许可后，再次到广州大学留学生工作办公室进行登记。

（三）居留许可延期程序

1. 在留学生工作办公室登陆出入境网站，输入个人信息，获得登记号码，并打印外国人签证申请表；
2. 获取学生证明；
3. 签证照片和回执（可在出入境二楼拍摄）；
4. 携带下列文件到广州市公安局出入境管理处六楼办理居留许可，所需材料如下：
 - A. 最新的境外人员临时住宿登记表（得到新的居留许可后 24 小时内前往辖区派出所登记）；
 - B. 护照原件, 护照复印件（照片页、签证页和最后一次入境签章页复印在一张 A4 纸上）；

C 签证照片及回执（可在出入境管理处 2 楼拍摄）；

D 外国人签证申请表；

E. 学校证明；

办理签证所需信息：

A. 广州市公安局出入境管理处

地址：广州市解放南路 155 号 6 楼

电话：008620 - 83115755、008620 - 83115894 或 008620 - 83115895

B. 广东省检验检疫局

地址：天河东龙口西路 207 号

电话：008620 - 38259306 或 008620 - 38259322

（四）关于随身携带身份证明文件的提示

根据中国法律的规定和公安局的要求，您离开校园或住所外出的时候，请随身携带护照和证明文件，以便警方随时查验。如您遇到警方盘查时，需主动配合，向警方出示护照和证明文件，不得故意阻挠警方执行公务，否则，您将会受到警方处罚。

十四、综合保险

根据中国教育部规定，凡在华学习半年或半年以上的自费外国留学生、交换生必须购买中国大陆保险公司的包括住院医疗和意外在内的综合保险。在我校学习的外国留学生需在每学期或每年入学报到时，向中国平安养老保险股份有限公司购买“来华人员综合保险保障险”。

参加综合医疗保险的留学生医疗门诊费用自理。住院治疗凭发票、护照复印件等向保险公司索赔有关的医疗费、药品费和住院费等。外国留学生办理入院手续时需及时告知学生工作办公室，以便办理有关理赔手续。

违反法律、校纪校规而造成的伤害事故所支付的一切费用，由肇事者自理。

《平安养老保险股份有限公司来华人员综合医

疗保险保障计划简介》细则

投保条件

来华留学生、港澳台学生及华侨学生（华侨身份须由相关单位出具证明），凡身体健康、能正常参加学习的、年龄在 6-69 周岁可参加本保险。

保险责任

在保险期间（从本次保险生效日期到截止日期的期限）内，本公司承担下列保险责任：

1. 身故保险责任

被保险人因意外事故或疾病身故，本公司按约定保险金额给付保险金，保险责任终止。

2. 意外残疾保险责任

被保险人因遭受意外事故，并自事故发生之日起 180 日内因该事故造成《人身保险伤残评定标准及代码》（JR/T0083—2013）（原中国保险监督管理委员会发布，保监发〔2014〕6 号）所列伤残项目的，本公司依照该标准规定的评定原则对伤残项目进行评定，除另有约定外，本公司按评定结果所对应该标准规定的给付比例乘以相对应责任下的保险金额给付意外伤残保险金。如治疗仍未结束的，按事故发生之日起第 180 日的身体情况进行伤残鉴定，并据此给付意外伤残保险金。

被保险人该次意外事故导致的伤残合并前次伤残按照《人身保险伤残评定标准》可评定为较严重项目的，本公司按较严重项目标准给付，但前次已给付的意外伤残保险金（投保前已有或因责任免除事项导致《人身保险伤残评定标准及代码》（JR/T0083—2013）（原中国保险监督管理委员会发布，保监发〔2014〕6 号）所列伤残的，视为已给付意外伤残保险金）应予以扣除。

每一被保险人的意外伤残保险金累计给付金额以该被保险人的保险金额为限，累计给付金额达到其保险金额时，对该被保险人的保险责任终止。

注：《人身保险伤残评定标准及代码》（JR/T0083—2013）（原中国保险监督管理委员会发布，保监发〔2014〕6 号）可登陆中国保险行业协会网站查看。

每一被保险人的意外残疾、意外身故、疾病身故保险金的累计给付金额以

其对应的保险金额为限。

3. 意外伤害医疗保险责任

被保险人因遭受意外事故，并自事故发生之日起 180 日内进行治疗，保险人就其实际支出的合理且必要的医疗费用按 100% 给付意外伤害医疗保险金，累计给付金额以 20,000 元为限。被保险人不论一次或多次发生意外伤害保险事故，保险人均按上述规定分别给付“意外伤害医疗保险金”，但累计给付金额以不超过该被保险人的保险金额为限，累计给付金额达到其保险金额时，对该被保险人的该项保险责任终止。

即：如因磕伤、烧烫伤、崴脚、切菜不小心切着手、猫狗抓咬伤等等造成意外伤害事的；

报销公式：合理费用合计*100%=可报销金额（合理费用合计不含当地社会基本医疗保险规定的自费及部分自费费用）。

4. 门急诊医疗保险责任被保险人因疾病在门诊、急诊进行治疗所发生的合理且必要的医疗费用，在一个保险期间内，就诊日费用限额为 600 元（即：若当日医疗费用超日限额的只能按 600 元计算，当日医疗费用未超 600 元限额的按实际发生金额计算），在日限额的基础上累计超过 650 元免赔额以上的部分按照 85% 比例赔付，累计给付保险金额以 20000 元为限。当累计给付金额达到其保险金额时，对被保险人的该项保险责任终止。门急诊医疗费用包括：普通门诊、急诊、门诊手术、急诊留观、急诊抢救所产生的相关费用；由公立医院或卫生防疫部门提供证明的传染病因隔离期间所产生的相关费用；因与住院同一病因而产生的院前、院后的门诊费用等均归属于门急诊医疗责任范围内。

即：如因发烧、突然腹痛、晕倒、身体某处炎症等等在门诊或急诊进行治疗的；报销公式：（每天在日限额 600 元以内的费用相加-650 元）*85%=可报销费用（合理费用合计不含当地社会基本医疗保险规定的自费及部分自费费用）。

释：

日限额：为每日就诊的最高费用限额。

免赔额：本险种设置 650 元为免赔额（一个保险期间内累计扣一次 650 元），免赔额以下部分不予赔付。

5. 住院医疗保险责任

被保险人因遭受意外事故或疾病，经医院诊断必须住院治疗的，本公司就其实际支出的合理且必要的护工费（限额 200 元/天，最多累计 60 天）、建病历费、取暖费、空调费、床位费、检查检验费、特殊检查治疗费、手术费、药费、治疗费、化验费、放射费等合理医疗费用，按 100%的比例向被保险人给付“住院医疗保险金”。

在一个保期内，被保险人不论一次或多次住院治疗，本公司均根据理赔规则向其给付保险金，每次给付的住院医疗保险金累计相加达到 400,000 元时，该项保险责任终止。

即：因受伤或生病后，经医院诊断必须住院治疗，可申请网络医院住院垫付或自付后申请报销； 报销公式：合理住院费用*100%=可报销费用（合理费用合计不含当地社会基本医疗保险规定的自费及部分自费费用）。注：

(1) 以上所有医疗保险责任所涉及的医疗机构仅限于在中华人民共和国大陆境内的公立医院。但是，若被保险人是在公立医院的分院、外宾病区、VIP 病区、包房、A 等病房、单间、特诊特需病区、特诊特需病房和高干病房等同类病区或病房接受的治疗，则其所有的医疗费用本公司均不予报销。

(2) 以上所有医疗保险责任所涉及的医疗费用只限于当地社会基本医疗保险可报销项目内的费用，自费和部分自费项目本公司均不予报销。

(3) 首次投保或非连续投保的被保险人，自投保之日起 30 日内为等待期（观察期），如等待期内发生住院或疾病门诊的医疗费用，本公司不承担理赔责任。连续投保或被保险人遭受意外事故进行治疗的无等待期。

(4) 以上所有医疗费用，若其它第三方支付了部分或全部费用，我司仅就剩余的、且在当地社会基本医疗保险可报销项目范围内的合理费用予以赔付；但保险责任中所涉及的床位费、护工费、门急诊日限额等限额部分同样受限，如第三方有赔付比例的受限部分按照受限金额为基础扣除已赔付金额，我司只赔付剩余金额，如无赔付比例，受限部分按照当地社会医疗保险的标准，以受限金额为基础扣除此项目的标准金额，赔付剩余金额，并以保险金额为限。

(5) 被保险人在本次投保前发生重大疾病或慢性病的，保险人不承担给付保险金的责任。

责任免除

一、身故及残疾保险责任免除

因下列情形之一导致被保险人身故、伤残的，本公司不承担给付保险金的责任：

- （一）投保人、受益人故意杀害或故意伤害被保险人；
- （二）被保险人故意自伤、自杀、故意犯罪或者抗拒依法采取的刑事强制措施；
- （三）被保险人殴斗、醉酒或受酒精影响，主动服用、吸食或注射毒品；
- （四）被保险人酒后驾驶、无合法有效驾驶证驾驶，或驾驶无有效行驶证的机动车；
- （五）战争、军事冲突、暴乱或武装叛乱；
- （六）核爆炸、核辐射或核污染；
- （七）被保险人妊娠、流产、堕胎、分娩（含剖腹产）、避孕、节育绝育手术、治疗不孕不育症、人工受孕及由以上情形导致的并发症；
- （八）被保险人因整容手术或其他内、外科手术导致医疗事故；
- （九）被保险人未遵医嘱，私自使用药物，但按使用说明的规定使用非处方药不在此限；
- （十）被保险人患艾滋病（AIDS）或感染艾滋病毒（HIV呈阳性）期间；
- （十一）被保险人从事潜水、跳伞、攀岩、蹦极、驾驶滑翔机或滑翔伞、探险、摔跤、武术比赛、特技表演、赛马、赛车等高风险运动；
- （十二）被保险人在中国大陆地区以外身故或造成残疾的；
- （十三）提供虚假投保信息的，外籍专家及外教以学生身份投保的；
- （十四）留学生在勤工助学期间发生的事故。

发生上述情形之一，被保险人身故的，本公司对该被保险人保险责任终止。

二、医疗保险责任（意外伤害医疗、门急诊医疗、住院医疗）免除

因下列情形之一造成被保险人医疗费用支出的，本公司不承担给付保险金的责任：

- （一）投保人、受益人故意杀害或故意伤害被保险人；
- （二）被保险人故意自伤、故意犯罪或者抗拒依法采取的刑事强制措施；
- （三）被保险人殴斗、醉酒或受酒精影响，服用、吸食或注射毒品；

(四) 被保险人酒后驾驶、无合法有效驾驶证驾驶，或驾驶无有效行驶证的机动车；

(五) 战争、军事冲突、暴乱或武装叛乱；

(六) 核爆炸、核辐射或核污染；

(七) 被保险人患先天性疾病、遗传性疾病、既往症（投保前已患疾病或已存在的症状，保险期间非连续的）；

(八) 被保险人患艾滋病或感染艾滋病病毒、性病；

(九) 被保险人怀孕、流产、分娩、不孕不育症治疗、人工受精、产前产后检查；节育、堕胎，及以上原因引起的并发症；

(十) 被保险人因整容手术或其它内、外科手术导致医疗事故；

(十一) 被保险人因牙护理，如洗牙、牙移植、义齿、镶牙、烤瓷牙等发生的医疗费用，以及口腔修复、口腔正畸、口腔保健及美容所发生的费用；（被保险人因龋齿、牙髓病、牙隐裂所引起的补牙、治牙神经、拔牙、阻生齿治疗以及牙周组织疾病，如牙周炎、牙龈炎、根周炎（洁牙治疗除外），所发生的合理医疗费用，属于保险人保险责任范围）；

(十二) 被保险人因矫形、矫正、整容或康复性治疗等所支出的费用；

(十三) 被保险人如体检、疾病普查等项目；各种预防、保健性、疗养、静养或特别护理的诊疗项目；如各种疫苗预防接种、足部反射推拿疗法、健身按摩等项目；

(十四) 被保险人未遵医嘱，私自服用、涂用、注射药物；

(十五) 在中国大陆地区以外发生及中国大陆境内私立医院发生的医疗费用及药店、医疗器材公司所支出的费用；

(十六) 被保险人在中国大陆地区以外发生的意外事故及后续治疗；

(十七) 被保险人支出的电话费、交通费等；

(十八) 专业人员参与的高风险运动及高危竞技类活动，如被保险人从事潜水、跳伞、滑翔伞、滚轴轮滑、滑雪滑冰、蹦极、攀岩、摔跤、柔道、跆拳道、武术、空手道、击剑等高风险运动；

(十九) 提供虚假投保信息的，外籍专家及外教以学生身份投保的；

(二十) 被保险人在医院进行试验性治疗，且以医学实验为目的所产生的相关

费用；

(二十一) 严格按照就诊医院的入院标准就医, 未达到入院指标, 但被保险人按自己意愿住院的费用不予报销；

(二十二) 未提前拨打400电话询诊或未审核通过的相关就诊费用；

(二十三) 留学生在勤工助学期间产生的相关费用。

保障责任	保险金额 (元) RMB	6—69 岁	
		保险费 (元 /人·半年)	保险费 (元/ 人·年)
身故+意外残疾	100000	400	800
意外伤害医疗	20000		
门、急诊疾病医疗 (日费用限 额 600 元, 免赔额 650 元以上的部 分按照 85%赔付)	20000		
住院医疗	400000		

注: 未尽事宜以《平安附加残疾保障团体意外伤害保险(2013版)(D款)》、《平安一年期团体定期寿险》、《平安附加意外伤害团体医疗保险》、《平安住院门诊急诊综合团体医疗保险》、《平安住院团体医疗保险》等条款执行。

以上内容若有争议, 以中文的解释为准。

就医前务必拨打电话 4008105119 进行询诊

尊敬的客户:

您如果了解平安养老保险股份有限公司来华人员综合保险理赔服务事项, 请您仔细阅读如下内容。

(一) 理赔程序

保险事故发生后, 理赔的规范程序:

咨询、报案电话: 4008105119

因疾病或意外事故需就诊, 需直接致电 4008105119, 由救援医生进行健康询诊、就医指导及理赔注意事项说明。如经过询诊且门诊治疗后医生确诊需进一步住院治疗的可向救援公司申请住院垫付, 救援公司与医院沟通确认后决定

是否启动住院垫付程序。凡未经救援公司医生问诊备案且未经门诊诊治而直接入院治疗的（包括病情未达到住院程度却要求门诊医生同意住院治疗的），救援公司不负责住院费用垫付。对于未按照上述程序申请的，个人自行垫支医疗费用的将无法获得赔付。

（二）理赔应备文件

1) 身故或意外伤残

- A. 被保险人护照复印件及签证页复印件
- B. 被保险人伤残时需提供伤残鉴定证明（由指定鉴定机构出具鉴定报告）
- C. 被保险人死亡证明
- D. 被保险人与所有受益人关系证明及受益人身份证明复印件。

E. 如意外事故须提供意外事故证明及相关部门的定性材料（如：交通事故须出具交通部门的交通事故责任认定书，高坠、溺水等须公安机关或相关部门出具事故属意外或自杀的定性材料，饮酒导致事故须出具酒精含量定量报告）

2) 意外伤害医疗

- A. 被保险人护照复印件及签证页复印件
- B. 意外事故经过及证明（如是交通事故须出具交通部门的交通事故责任认定书等）

C. 收费收据原件

D. 相对应每次就诊病历（病例日期须与发票日期一一对应），费用明细，检查、化验报告单复印件

3) 门急诊医疗

- A. 被保险人护照复印件及签证页复印件
- B. 收费收据原件

C. 相对应每次就诊病历（病例日期须与发票日期一一对应），费用明细，检查、化验报告单复印件

如果已满 650 元免赔额，须提交 650 元以下的发票原件、病历、费用明细、检查化验报告单的复印件。

4) 住院医疗

- A. 被保险人护照复印件及签证页复印件

B. 如意外事故须提供意外事故证明（如是交通事故出具交通部门的交通事故责任认定书等）

C. 住院收据原件、费用明细原件

D. 出院小结或住院病历复印件

以上 2) —4) 项特别说明

(1) 每次申请理赔，申请材料中必须附上被保险人中国大陆境内的银行账号及该账号的准确账户信息，包括账户名、账号和开户行信息，可通过存折复印件或银行客户信息表载明以上信息。（详情请拨打 4008105119 进行咨询）

(2) 若一次保险事故分别在两家（包含两家）以上医院就诊，须出具每次就诊的诊断证明书、病历复印件等相关文件。

(3) 就诊医院必须是中华人民共和国大陆境内的公立医院，申请理赔费用应属于当地社会基本医疗保险规定可报销的范围之内的费用。

5) 护工费申请

住院期间医院或护工服务公司出具的护工费发票原件。

理赔材料寄送地址：北京市西城区金融街 23 号平安大厦 9 层（邮编 100033）

收件人：来华项目组

电话：4008105119

本方案为保险产品组合，最新保险简介更新内容，请及时登录留学保险网 www.lxbx.net 网站查阅本彩页供了解产品内容，以上内容的最终解释权归属平安养老保险股份有限公司所有。若有争议，以中文解释为准。

十五、广州大学学生违纪处分规定

Rules on Disciplinary Actions for Students of Guangzhou University

本规定适用于留学生

总则 Chapter One General Provisions

第一条 为了维护学校秩序，树立良好的校风学风，保障学生的合法权益，促进学生德、智、体、美全面发展，根据《中华人民共和国高等教育法》、《普通高等学校学生管理规定》、《高等学校学生行为准则》、《高等学校校园秩序管理若干规定》、《公民道德建设实施纲要》以及其它相关法律法规，结合我校的实际情况，制定本规定。

1. In order to maintain school order, establish a good school spirit and study style, protect the legitimate rights and interests of students, and promote students' morality, wisdom, and the comprehensive development of physical and aesthetics, in accordance with the Higher Education Law of the People's Republic of China, the Regulations on the Management of Students in Regular Colleges and Universities, the Code of Conduct for College Students, the Several Regulations on the Management of Campus Order in Colleges and Universities, and other relevant laws and regulations, combined The actual situation of our school has formulated these regulations.

第二条 本规定适用于具有我校学籍的和已报到入学但学籍尚处于审查期中的全日制普通本科学生、研究生、专科生、留学生、港澳台学生。

成人教育学生、校外二级学院学生可以参照本规定执行。

外校交换生实施违法、违纪行为，依据本规定应当受到处分的，由学校建议其派遣学校处理。

2. These regulations shall apply to our full-time undergraduate students, postgraduates, junior college students, international students, Hong Kong, Macao and Taiwan students who have registered with our school and who have registered for admission

but are still in the review period.

Adult education students and students of off-campus secondary colleges can refer to these regulations.

If exchange students from other schools commit violations of laws or disciplines and should be punished according to these regulations, the school shall recommend the dispatching school to deal with it.

第三条 学生在校内校外实施违纪行为的，依照本规定处理。

3.Students who violate disciplines on and off campus shall be dealt with in accordance with these regulations.

第四条 违纪行为是指学生违反国家法律法规和学校规章制度，对学校秩序或社会具有危害性，依据本规定应当受到处分的行为。

4.Violation of discipline refers to students who violate national laws and regulations and school rules and regulations, are harmful to school order or society, and should be punished according to these regulations.

第五条 学生构成违纪行为的，应当视情节轻重，给予纪律处分。

学校发现学生在校内有违纪行为或者严重精神疾病可能对他人造成伤害的，可以依法采取或者协助有关部门采取必要措施。

5. Students who constitute a violation of discipline shall be given disciplinary sanctions in accordance with the seriousness of the act.Those who student has violated discipline or a serious mental illness in the school may cause harm to others, it may take or assist relevant departments to take necessary measures according to law.

第六条 纪律处分的种类及期限分为:

- (一) 警告，期限为六个月；
- (二) 严重警告，期限为九个月；

- (三) 记过，期限为十二个月；
- (四) 留校察看，期限为十二个月；
- (五) 开除学籍。

6. The types of disciplinary sanctions are divided into:

- (1) Warning, the period is six months;
- (2) A serious warning with a period of nine months;
- (3) Deducted, the time limit is twelve months;
- (4) Stay in school for inspection, the time limit is twelve months;
- (5) Expulsion from school.

第七条 有下列情节之一，从重或加重处分：

- (一) 共同违纪行为起组织或主要作用的；
- (二) 对受害人、检举人、证人进行威胁或打击报复的；
- (三) 提供伪证，或者互相串供，妨碍违纪处理工作的；
- (四) 违纪后拒不改正或者违纪两次及以上的；
- (五) 教唆不满 18 周岁的人实施违法、违纪行为的；
- (六) 同时实施数个违纪行为的；
- (七) 手段极为恶劣，或后果极为严重的。

7. One of the following circumstances shall be given aggravated or aggravated punishment:

- (1) The joint violation of discipline plays an organizational or major role;
- (2) Threatening or retaliating against victims, informants, and witnesses;
- (3) Providing false evidence, or colluding with each other, hindering the handling of violations of discipline;
- (4) Refusing to make corrections after violating discipline, or violating discipline twice or more;
- (5) Instigating a person under the age of 18 to commit illegal or disciplinary actions;
- (6) Performing several disciplinary violations at the same time;
- (7) The methods are extremely bad, or the consequences are extremely serious.

第八条 有下列情节之一，可以从轻、减轻或免除处分：

（一）实施违纪行为后自动向相关单位或学校有关部门如实供述自己的违纪行为的；

（二）有立功表现的；

（三）正当防卫，紧急避险超过必要限度的；

（四）受胁迫或诱骗而违纪的；

（五）在共同违纪中起次要或辅助作用的；

（六）危害后果轻微的；

（七）受害人有过错的；

（八）得到受害人谅解的；

（九）造成损害，积极赔偿的；

（十）有积极退赃，或者积极配合事件调查且有悔改表现，或者平时表现良好且学业优秀等可酌定从轻、减轻处分情节的。

8. In any of the following circumstances, sanctions may be lightened, mitigated or exempted:

(1) After committing a violation of discipline, automatically confess his violation of discipline to the relevant department of the school;

(2) Performing meritorious service;

(3) Proper defense, emergency avoidance exceeds the necessary limit;

(4) Violating discipline due to coercion or deception;

(5) Playing a secondary or auxiliary role in a joint violation of discipline;

(6) The harmful consequences are minor;

(7) The victim is at fault;

(8) Those who are forgiven by the victim;

(9) Causes damage and actively compensates;

(10) Those who actively return the spoils, or actively cooperate with the investigation of the incident and show repentance, or behave well and have excellent academic performance, etc., and the circumstances of punishment can be lightened and mitigated.

第九条 学生中止违纪行为。没有造成危害结果的，应当免除处分；造成危害结果的，可以减轻处分。

9. The student shall stop the violation of discipline. If there is no harmful result, the sanction shall be exempted; if the harmful result is caused, the sanction may be mitigated.

第十条 间歇性精神病人在不能辨认或者不能控制自己行为时造成危害结果，经法定程序鉴定确认的，不予处分。但在其精神正常时实施违纪行为的，应当给予处分。因醉酒而违纪的，不得免除其应承担的违纪责任。

10. Intermittent mental patients who are unable to identify or control their own behaviors cause harmful results, and they shall not be sanctioned if they are identified and confirmed by legal procedures. However, those who violate discipline when they are mentally normal shall be punished. Anyone who violates discipline due to drunkenness shall not be exempted from the responsibility for violation of discipline.

第十一条 学生违反治安管理处罚法，但暂未进入公安机关处罚程序，不影响学校依据本规定给予相应的纪律处分。经学校查证属实，该违纪行为属于为刑法明文规定应当受处罚的行为，但暂未进入刑事司法程序的，不影响学校依据本规定给予相应的纪律处分。已进入公安机关行政处罚程序或刑事司法程序的，不影响学校对其作出相应处分。

11. A student who violates the Public Security Administration Punishment Law, but has not yet entered the punishment procedure of the public security organ, will not affect the school to give corresponding disciplinary sanctions in accordance with these regulations. It is verified by the school that the violation of discipline is an behavior that should be punished in the criminal law, but the failure to enter the criminal justice process does not affect the school to give corresponding disciplinary sanctions in accordance with these regulations. Those who have entered the administrative punishment procedures or criminal justice procedures of the public security organs will not affect the school's corresponding sanctions.

第十二条 在对学生决定处分时，学校应当根据违纪的事实、行为的性质、情节轻重和危害程度等，依照本规定量处，做到程序正当、证据充足、依据明确、定性准确、处分适当。

12. When deciding on sanctions against students, the school shall, in accordance with the facts of the violation of discipline, the nature of the behavior, the severity of the circumstances and the degree of harm, etc., in accordance with these regulations, ensure that the procedures are proper, the evidence is sufficient, the basis is clear, the qualitative accuracy, and the sanctions appropriate.

第十三条 学生行为违纪，但依据本规定第九条、第十条，或者情节显著轻微而免除处分的，可以由学生所在学院或者学校相关部门给予口头批评、院内或校内通报批评或其它书面警示。

13. Students who violate disciplines but are exempted from sanctions in accordance with Articles 9 and 10 of these Regulations, or the circumstances are significantly minor, the student's college or relevant departments of the school may give oral criticism, circulate criticism in the college or school, or other written criticisms. Warning.

第十四条 学校有关部门、单位应认真做好违纪学生的思想教育及心理疏导工作，给予应有的人文关怀，引导其正视处分事实，帮助其改正错误。

14. Relevant departments and units of the school shall earnestly do a good job in ideological education and psychological counseling of students who violate disciplines, give due human care, guide them to face the facts of punishment and help them correct their mistakes.

第十五条 违纪行为造成他人损失的，违纪学生依法承担相应的民事责任。

15. If a violation of discipline causes losses to others, the student who violates discipline shall bear corresponding civil liabilities in accordance with the law.

违纪行为与纪律处分的适用 **Violations of Discipline and Application of Disciplinary Actions**

第十六条 受行政机关、司法机关处罚的，给予以下处分：

（一）被公安机关处以行政拘留或者被人民法院处以司法拘留的，给予记过处分。

（二）被处以刑罚的，视情节轻重，可以开除学籍处分。

16. Those who are punished by administrative or judicial organs shall be given the following sanctions:

(1) Those who are sentenced to administrative detention by the public security organ or judicial detention by the people's court shall be given a demerit penalty.

(2) Those who have been sentenced to penalties may be subject to student status penalties depending on the severity of the circumstances.

第十七条 有下列情形之一，视情节轻重，给予警告、严重警告、记过、留校察看或开除学籍处分：

（一）有违反宪法、反对四项基本原则、破坏安定团结、扰乱社会秩序行为的；

（二）违反《中华人民共和国集会游行示威法》或其它有关法律法规，组织未经批准的游行、示威、集会活动的；

（三）组织、策划或积极参加破坏社会秩序或学校教学、科研、生活秩序活动的；

（四）参加、组织非法社会团体或组织，从事非法活动的；

（五）违反学生社团管理的有关规定，组织成立未经批准的跨校、跨地区团体、学生社团并开展活动，或者以合法学生社团的名义开展非法活动并造成严重后果的；

（六）违反国家法律法规的规定，在学校进行宗教、邪教、封建迷信活动，造成危害后果的；

（七）泄露国家机密的；

(八) 未经批准非法出版刊物的。

17. In any of the following circumstances, depending on the severity of the circumstances, a warning, serious warning, demerit, detention or expulsion from school shall be given:

- (1) Acts that violate the Constitution, oppose the four basic principles, disrupt stability and unity, or disrupt social order;
- (2) Violating the "Law of the People's Republic of China on Processions and Demonstrations" or other relevant laws and regulations, organizing unapproved processions, demonstrations, and flying events;
- (3) Organizing, planning or actively participating in activities that disrupt social order or school teaching, scientific research, and life order;
- (4) Participating in, organizing illegal social groups or organizations, and engaging in illegal activities;
- (5) Violating the relevant regulations on the management of student associations, organizing the establishment of unauthorized inter-school, inter-regional groups, student associations and carrying out activities, or carrying out illegal activities in the name of legal student associations and causing serious consequences;
- (6) Violating the provisions of national laws and regulations, conducting religious, cult, or feudal superstition activities in schools, causing harmful consequences;
- (7) Leaking state secrets;
- (8) Illegal publication of publications without approval.

第十八条 学生学习考勤违纪的，参照《广州大学普通本科生学籍管理规定》、《广州大学研究生学籍管理细则》等，视情节轻重，给予警告、严重警告、记过、留校察看处分。

18. Students who violate disciplines in their study attendance will be given warnings, serious warnings, demerits, and detentions based on the severity of the circumstances in accordance with the "Guangzhou University General Undergraduate Student Status Management Regulations" and "Guangzhou University Graduate Student Status Management Rules".

第十九条 违反考试纪律的，按《国家教育考试违规处理办法》及《广州大学学生考试违规处理办法》严肃处理。

19. Anyone who violates examination discipline shall be dealt with seriously in accordance with the Measures for Handling Violations of the National Education Examination and the Measures for Handling Violations of the Student Examination of Guangzhou University.

第二十条 打架斗殴，寻衅滋事，给予以下处分：

20. Fights, quarrels and quarrels shall be given the following sanctions:

（一）殴打他人或互殴，尚未致伤者，给予严重警告处分；致他人轻微伤者，给予记过处分；致他人轻伤者，给予留校察看处分；致他人重伤者，给予开除学籍处分。

(1) Assault others or each other, and those who have not yet caused any injuries shall be given serious warnings; those who cause minor injuries to others shall be given demerit penalties; those who cause minor injuries to others shall be given detention for probation; those who cause serious injuries to others shall be expelled from school.

（二）策划、怂恿、挑唆、用言词侮辱或其它方式触犯他人而挑起事端者，或者结伙斗殴或勾结校外人员结伙斗殴者，或者斗殴中的首要分子，或持械斗殴者，依据本条第一款规定的致伤情况或等级，加重处分；

(2) Those who plan, instigate, instigate, use verbal insults or other means to offend others to provoke the incident, or those who gang fights or collude with people outside the school, or who are the chief elements in the fight, or those who are armed with a fight, shall be in accordance with the provisions of this Article The condition or grade of injury specified in a paragraph shall be given aggravated punishment;

（三）以“劝架”为名，偏袒一方，激化矛盾或促使事态扩大，未造成打架后果者，给予严重警告处分；

(3) In the name of "persuading a fight" to favor one side, intensify the conflict or promote the situation to expand, without causing the consequences of the fight, a

serious warning shall be given;

(四) 未直接参加打架斗殴，但主动为他人打架提供斗殴器械，且斗殴未造成伤害的，给予严重警告处分。造成伤害的，依本条第一款项予以处分。

(4) Those who did not directly participate in the fight, but took the initiative to provide fighting equipment for others to fight, and the fight did not cause harm, shall be given a serious warning. If harm is caused, it shall be punished in accordance with the first paragraph of this article.

第二十一条 非法占有公私财物，视行为性质与情节，分别给予处分；

(一) 偷盗公私财物，未遂或者在案发前已全额退赃或者在违纪处分决定作出前已获得受害人谅解的，给予警告处分。案发前未全额退赃或者在违纪处分决定作出前未获得受害人谅解的，涉案金额在人民币 500 元以下的，视情节轻重，给予警告或严重警告处分；涉案金额 500 元以上、1000 元以下的，视情节轻重，给予严重警告或记过处分；涉案金额 1000 元以上者，视情节轻重，给予记过、留校察看或开除学籍处分。

(二) 冒领他人汇款或包裹，以偷盗论处。

(三) 侵占公私财物，涉案金额 1000 元以下的，给予警告处分；涉案金额 1000 元以上、3000 元以下的，给予严重警告处分；涉案金额 3000 元以上的，视情节轻重，给予记过、留校察看或开除学籍处分。

(四) 实施诈骗行为的，在违纪处分决定作出前已获得受害人谅解的，给予警告处分。未获受害人谅解的，按本条第三款项规定的涉案金额标准，并结合其他情节之轻重，给予警告、严重警告、记过、留校察看或开除学籍处分。无涉案金额的，执行最高人民检察院和最高人民法院司法解释规定的其他标准。

(五) 偷盗公章、保密文件、档案等物品者，视情节轻重，给予记过或者留校察看或开除学籍处分。

(六) 实施抢劫或哄抢、抢夺、敲诈勒索、绑架行为的，视情节轻重，给予留校察看或开除学籍处分。

(七) 为本条第一款至第六款所列违纪行为提供帮助，或者明知是赃物而购买、窝藏、销毁、转移者，构成共同违纪行为。学校视其行为性质与情节轻重，

给予警告、严重警告、记过、留校察看或开除学籍处分。

21. The illegal possession of public and private property shall be punished separately according to the nature and circumstances of the act;

(1) If the theft of public or private property is attempted, or the full amount has been returned before the incident, or the victim's forgiveness has been obtained before the disciplinary decision is made, a warning shall be given. If the total amount is not refunded before the incident or the victim's understanding is not obtained before the disciplinary decision is made, if the amount involved is less than RMB 500, a warning or serious warning will be given depending on the severity of the case; the amount involved is more than 500 yuan, 1,000 yuan The following, depending on the severity of the circumstances, will be given a serious warning or demerit penalties; for the amount of more than 1,000 yuan involved, depending on the severity of the circumstances, penalties of demerit, detention or expulsion from school will be given.

(2) Pretending to receive remittances or parcels from others, and punished as theft

(3) Infringement of public and private property, if the amount involved is less than 1,000 yuan, will be given a warning; if the amount involved is more than 1,000 yuan but less than 3,000 yuan, a serious warning will be given: if the amount involved is more than 3,000 yuan, demerit or detention will be given depending on the severity Probation or expulsion of student status.

(4) In the case of committing fraud, if the victim's forgiveness has been obtained before the disciplinary decision is made, a warning shall be given. If the victim has not been forgiven, he shall be given a warning, serious warning, demerit, detention, or expulsion from school in accordance with the standard of the amount involved in the third paragraph of this article, combined with the severity of other circumstances. If there is no amount involved, other standards stipulated by the Supreme People's Procuratorate and the Supreme People's Court shall be implemented.

(5) Those who steal official seals, confidential documents, archives and other items will be given penalties for demerit or detention or expulsion from school, depending on the severity of the circumstances.

(6) Whoever commits acts of robbery or looting, snatching, extortion, or kidnapping,

depending on the seriousness of the circumstances, will be subject to detention or expulsion from school.

(7) Providing assistance for the violations listed in paragraphs 1 to 6 of this article, or buying, harbouring, destroying, or transferring the stolen goods, constitutes a joint violation of discipline. Depending on the nature of the behavior and the severity of the circumstances, the school will issue a warning, a serious warning, a demerit, detention, or expulsion from school.

第二十二条 损害公私财物，视情节轻重，给予以下处分：

（一）故意损坏公私财物的，给予严重警告、记过、留校察看或开除学籍处分，并责令赔偿损失。

（二）过失损坏公私财物，赔偿经济损失的，免除处分；拒不赔偿，引发冲突的，视情节轻重，给予警告、严重警告或者记过处分。

22. Damage to public or private property shall be given the following sanctions, depending on the severity of the circumstances:

(1) Anyone who intentionally damages public or private property shall be given a serious warning, demerit, stay in school for probation, or expulsion from school, and be ordered to compensate for the loss.

(2) If negligence damages public or private property and compensates for economic losses, sanctions shall be exempted ; if compensation is refused and conflicts are caused, warnings, serious warnings or penalties for demerits shall be given depending on the severity of the circumstances.

第二十三条 侵害人身权利，视行为性质与情节，给予以下处分：

（一）盗用、冒用他人名义或身份（包括 IP 地址或邮件地址），造成危害后果的，视情节轻重，给予严重警告、记过、留校察看或开除学籍处分。

（二）侮辱、虐待、诽谤、陷害、诬告、非法拘禁或禁闭他人，视情节轻重，给予严重警告、记过、留校察看或除学籍处分。

（三）非法扣留、隐匿、毁弃、冒领或私自开拆他人邮件者，视情节轻重，

给予警告、严重警告、记过或留校察看处分。

(四) 偷窥、偷拍、窃听、散布或以其他方式侵犯他人隐私，视情节轻重，给予严重警告、记过、留校察看或开除学籍处分。

(五) 侮辱妇女或其他猥亵他人的，视情节轻重，给予严重警告、记过或留校察看处分:情节恶劣者，给予开除学籍处分。

23. Infringement of personal rights, depending on the nature and circumstances of the act, the following sanctions shall be given:

(1) Whoever embezzles or fraudulently uses the name or identity of another person (including IP address or email address), causing harmful consequences, depending on the severity of the circumstances, will be given a serious warning, demerit, detention, or expulsion from school.

(2) Insult, abuse, slander, frame, falsely accuse, illegally detain or confine others, depending on the severity of the circumstances, severe warnings, demerits, detentions, or detentions from school shall be given.

(3) Those who illegally detain, conceal, destroy, falsely obtain or open other people's mail will be given warnings, serious warnings, demerits, or detention for probation, depending on the severity of the circumstances.

(4) Peeping, taking pictures, wiretapping, spreading or otherwise infringing on the privacy of others, depending on the seriousness of the circumstances, severe warnings, demerits, detention for probation, or expulsion from school shall be given.

(5) Anyone who insults a woman or other molested others shall be given a serious warning, demerit or detention for probation, depending on the seriousness of the circumstances: if the circumstances are bad, he shall be expelled from school.

第二十四条 伪造、变造、贩卖各类证件、印章和证明文件、证明材料，视情节轻重，给予严重警告、记过、留校察看或开除学籍处分。

24. Forgery, alteration, or sale of various certificates, seals, certification documents, and certification materials, depending on the seriousness of the circumstances, shall be given serious warnings, demerit, detention, or expulsion from school.

第二十五条 以麻将、扑克、棋牌及其他任何方式（包括网络）进行赌博或者变相赌博者，视情节轻重，给予警告、严重警告、记过或留校察看处分；在公共场所赌博者，或者赌博组织者或赌博场所提供者，或者屡犯者，给予留校察看或开除学籍处分。

25. Those who use mahjong, poker, chess or cards or any other methods (including the Internet) to gamble or gamble in disguise, depending on the seriousness of the circumstances, shall be given warnings, serious warnings, demerits or detention or detention in school; gamblers in public places, or Gambling organizers or providers of gambling establishments, or repeat offenders, shall be subject to detention or expulsion from school.

第二十六条 收藏、制作、复制、传播、观看淫秽音像或图文、网页，或其他非法音频者，视情节轻重，给予以下处分：

（一）在校内外涂写、勾画淫秽或其它不健康的文字、图象的，给予警告、严重警告或记过处分。

（二）组织或参与两人以上收藏、收看、浏览淫秽或其他非法音视频或文字物品、互联网网页的，给予严重警告、记过、留校察看或开除学籍处分。

（三）制作、传播淫秽及其他非法有害物品者，给予记过、留校察看或开除学籍处分，对组织者给予从重处分。

26. Collecting, making, copying, disseminating, viewing obscene audio-visual or written objects, or harmful illegal web pages, depending on the severity of the circumstances, shall be given the following sanctions:

(1) Those who scribble or sketch obscene or other unhealthy words or images inside or outside the school shall be given warnings, serious warnings or demerits.

(2) Those who organize or participate in two or more people watching or browsing obscene or illegal and harmful audio-visual or textual materials or Internet webpages shall be given serious warning, demerit, detention, or expulsion from school.

(3) Those who make or disseminate obscene and other illegal and harmful materials shall be given penalties of demerit, detention, or expulsion from school, and the organizer shall be given serious sanctions.

第二十七条 与他人发生不正当性行为，造成不良影响的，视情节轻重，给予严重警告、记过或留校察看处分。卖淫、嫖娼，给予留校察看或开除学籍处分；引诱、介绍、容留他人卖淫者，给予开除学籍处分。

27. Anyone who engages in unfair sex with others and causes adverse effects shall be given a serious warning, demerit, or detention for probation, depending on the severity of the circumstances. Prostitution and prostitution shall be punished by detention or expulsion from school; those who lure, introduce, or allow others to prostitution shall be punished by expulsion from school.

第二十八条 贩卖、吸食、提供、私藏毒品或违禁药品者，视情节轻重，给予以下处分：

（一）走私、贩卖、运输、制造毒品，给予开除学籍处分。

（二）教唆、胁迫、诱骗他人吸食注射毒品或为他人提供吸毒场所，给予开除学籍处分。28. Anyone who sells, consumes, provides, or hides drugs or illegal drugs shall be given the following sanctions, depending on the severity of the circumstances:

（三）吸食、注射毒品，视情节轻重，给予留校察看或开除学籍处分。

（四）非法使用、购买、藏匿、贩卖违禁药品，视情节轻重，给予警告、严重警告、记过、留校察看或开除学籍处分。

(1) Smuggling, selling, transporting, or manufacturing drugs shall be expelled from school.

(2) Instigate, coerce, or lure others into injecting drugs or provide others with drug-taking places, and impose penalties on expulsion from school.

(3) Taking or injecting drugs, depending on the seriousness of the circumstances, detention or expulsion from school will be imposed.

(4) Illegal use, purchase, concealment, or trafficking of prohibited drugs shall be given warnings, serious warnings, demerits, detentions, or expulsion from school, depending on the severity of the circumstances.

第二十九条 参与传销或变相传销者，视情节轻重，给予警告、严重警告、记过或留校察看处分。组织或胁迫、欺骗、诱使他人参与传销和变相传销者，给予开除学籍处分。

29. Participants in pyramid schemes or disguised pyramid schemes shall be given warnings, serious warnings, demerits, or detention for probation, depending on the severity of the circumstances. Those who organize or coerce, deceive, or induce others to participate in pyramid schemes and disguised pyramid schemes shall be expelled from school.

第三十条 有违法、违章驾驶行为的，视情节轻重，给予以下处分：

（一）酒后驾驶机动车辆的，给予留校察看处分；醉驾的，一律开除学籍。

（二）在校园内无证驾驶机动车辆者，不听劝阻者给予警告或严重警告处分；发生交通事故未造成人员伤亡的，给予记过处分；造成人员伤亡的，视情节轻重，给予留校察看或开除学籍处分。

（三）校园内违章违规驾驶机动车辆者，不听劝阻者给予警告或严重警告处分；造成人员伤亡的，视情节轻重，给予留校察看或开除学籍处分。

30. Anyone who violates the law or the rules of driving shall be given the following sanctions according to the seriousness of the circumstances:

(1) Those who drive a motor vehicle while drunk will be punished by detention for probation; those who drive while drunk will be expelled from school.

(2) Those who drive motor vehicles without a license on campus shall be given warnings or serious warnings if they do not listen to the persuader; if a traffic accident does not cause casualties, they shall be given demerit sanctions; if they cause casualties, they shall be detained for probation depending on the severity of the circumstances. Or expulsion from school.

(3) Those who drive motor vehicles in violation of the rules and regulations on campus shall be given warnings or severe warnings if they do not listen to the persuasion; those who cause casualties, depending on the severity of the circumstances, shall be subject to school probation or expulsion from school.

第三十一条 违反学生公寓管理有关规定，扰乱学生宿舍管理与秩序者，视情节轻重，分别给予以下处分：

（一）未经批准私自调换宿舍门锁造成救险障碍，或将钥匙借给非本宿舍人员使用且导致财产损失的，给予警告、严重警告或记过处分。

（二）有高空掷物、宿舍内派发传单、故意破坏宿舍设施、乱搭乱拉电线等扰乱宿舍管理秩序行为者，对他人正常学习、生活造成影响，给予警告处分；经批评教育不改者，给予严重警告或记过处分。

（三）未经批准擅自调整、占用、骗取、出租校内公共用房或宿舍或床位的，给予警告或严重警告处分；有违法所得的，没收违法所得，并加重处分。

（四）未经批准，留宿校外人员，经批评教育不改且造成不良后果者，给予严重警告、记过或留校察看处分；后果特别严重的，给予开除学籍处分。

（五）在集体宿舍留宿异性或在异性宿舍留宿者，视情节轻重，给予警告、严重警告、记过或留校察看处分；后果特别严重的，给予开除学籍处分。

（六）未经批准，私自在校外租房居住，经劝阻不改者，给予警告、严重警告、或记过处分。

（七）在学生宿舍内饲养宠物且不听劝阻的，给予警告处分。警告处分无效的，给予留校察看或开除学籍处分。

（八）对于明确要求集中住宿的学生，未经批准夜不归宿或经常晚归，经批评教育无效的，给予警告、严重警告或记过处分。

（九）其他违反学生宿舍管理规定的行为，视其情节轻重，给予警告、严重警告、记过或留校察看处分

31. Anyone who violates the relevant regulations on student dormitory management and disrupts the management and order of student dormitories shall be given the following sanctions, depending on the severity of the circumstances:

(1) If the dormitory door lock is exchanged without approval, which causes rescue obstacles, or the keys are loaned to non-residents and cause property damage, a warning, serious warning or demerit penalty shall be given.

(2) Throwing objects from high altitude, distributing flyers in the dormitory, deliberately destroying dormitory facilities, arranging wires indiscriminately, and other behaviors that disrupt the management order of the dormitory, which affects the

normal study and life of others, shall be given a warning; those who do not change after criticism and education , Give a serious warning or demerit.

(3) Anyone who adjusts, occupies, defrauds, or rents out public rooms or dormitories or beds on campus without approval shall be given a warning or serious warning; if there is illegal income, the illegal income shall be confiscated and the punishment shall be increased.

(4) Those who live outside the school without approval and who do not change after being criticized and educated and cause undesirable consequences shall be given a serious warning, demerit or stay for probation; if the consequences are particularly serious, they shall be expelled from the school.

(5) Those of the opposite sex who live in a dormitory of the opposite sex or who live in a dormitory of the opposite sex shall be given warnings, serious warnings, demerit or detention for probation, depending on the seriousness of the circumstances; if the consequences are particularly serious, they shall be expelled from school.

(6) Those who live in a rented apartment outside the school without approval and do not change after persuasion will be given a warning, serious warning, or demerit.

(7) Those who keep pets in the student dormitory and refuse to listen to dissuasion shall be given a warning. If the warning sanction is invalid, a sanction of detention or expulsion from the school shall be imposed.

(8) For students who clearly require centralized accommodation, do not return overnight or often return late without approval, and if the education is not effective after criticism, they will be given a warning, serious warning or demerit.

(9) For other violations of student dormitory management regulations, punishments of warning, serious warning, demerit or detention or detention in school will be given depending on the severity of the circumstances.

第三十二条 违反消防安全管理法规、规定，擅自动用、损坏消防器材、设备者，或者在校园内违章用电、用火、使用危险品造成事故者，视情节轻重，给予警告、严重警告、记过、留校察看或开除学籍处分。造成损失的，责令赔偿损失。

32. Anyone who violates fire safety management laws and regulations, uses or

damages fire-fighting equipment and equipment without authorization, or uses electricity, fire, or dangerous goods on campus to cause an accident, shall be given a warning or serious warning depending on the severity of the circumstances , Demerit, stay in school for probation, or expulsion from school. If losses are caused, they shall be ordered to compensate for the losses.

第三十三条 拒绝、阻扰或妨碍工作人员依法或依校规校纪执行公务的；在校园公共场所不服从管理或不听劝阻，起哄闹事的；酗酒滋事，影响校园秩序的，给予严重警告、记过或留校察看处分；造成严重后果的，给予开除学籍处分。对工作人员以任何方式进行威胁、恐吓、要挟、报复的，加重处分。

33. Refusing, obstructing, or obstructing staff from performing official duties in accordance with the law or school rules; disobeying management or disobeying dissuasion in public places on campus, causing disturbances; violating alcohol and causing disturbances that affect campus order, severe warnings , Demerit or stay in school for probation; if serious consequences are caused, expulsion from school shall be imposed. Threats, intimidation, coercion, or retaliation against staff in any way shall be punished severely.

第三十四条 恶意拨打特种紧急电话或者学校急用值班电话的，视情节轻重，给予严重警告、记过或留校察看处分。

34. Anyone who maliciously dials a special emergency number or the school urgently uses an on-duty phone shall be given a serious warning, demerit, or stay in school for probation depending on the severity of the circumstances.

第三十五条 制造、散布谣言，视情节轻重，给予警告、严重警告、记过或留校察看处分。

35. For creating and spreading rumors, depending on the severity of the circumstances, punishments of warning, serious warning, demerit or detention or detention in school are given.

第三十六条 在校园非法持有国家法律法规明文规定的违禁物品或管制物品的，视情节轻重，给予警告、严重警告、记过、留校察看或开除学籍处分。违禁物品属于本规定第二十八条所列物品的，按该条处分；属淫秽物品，但无本规定第二十六条所列违纪行为的，给予警告处分。

36. Anyone who illegally holds prohibited or controlled items specified by national laws and regulations on campus shall be given a warning, serious warning, demerit, detention, or expulsion from school, depending on the severity of the circumstances. Prohibited items that belong to the items listed in Article 28 of these regulations shall be punished in accordance with that article; if they are obscene items but do not have any violations listed in Article 26 of these regulations, a warning shall be given.

第三十七条 弄虚作假、骗取学校奖学金、助学金、困难补助者，适用本规定第二十一条关于诈骗行为的处分规定。

37. Those who falsify or obtain school scholarships, grants, or subsidies for difficulties shall be subject to the sanctions of fraud in Article 19 of these regulations.

第三十八条 出借学生证、身份证、校园一卡通、IP 或邮件地址等给他人使用，给学校或其他第三人造成损失或其他严重后果的，除赔偿损失外，给予警告、严重警告或至记过处分。

38. If the student ID card, ID card, campus card, IP or email address, etc. are lent for use by others, causing losses or other serious consequences to the school or other third parties, in addition to compensation for losses, a warning, serious warning or To demerit punishment.

第三十九条 违反校园管理规定，组织、参与张贴、散发商业性宣传品、违章设摊设点或组织其他各类营利性活动，经教育不改者，视情节轻重，给予警告、严重警告、记过或留校察看处分。

39. Those who violate campus management regulations by organizing, participating in posting, distributing commercial propaganda materials, setting up booths in violation of regulations, or organizing other profit-making activities, and those who do not

change after education will be given a warning or serious Warning, demerit or detention for probation.

第四十条 违反国家、学校网络管理规定，扰乱网络管理秩序者，视其情节，给予下列处分：

（一）私自为他人提供学校的网络接口，且收受款物的，或造成不良后果的，视情节轻重，给予警告、严重警告、记过、留校察看或开除学籍处分。

（二）通过网络发布各种有害信息，符合本规定的其他条款的，按相应条款的规定给予处分。

（三）制作、故意传播计算机病毒，给予严重警告处分；造成网络系统瘫痪或毁坏者，给予记过、留校察看或开除学籍处分，并责令修复或赔偿损失。

（四）对学校计算机信息系统功能或信息系统中存储、处理、传输的数据和应用程序进行非法删除、修改、增加等，视情节轻重，给予严重警告、记过、留校察看或开除学籍处分。

（五）违反国家有关互联网管理的法律法规或者学校校园网管理的其它规定的，视情节轻重，给予警告、严重警告、记过、留校察看或开除学籍处分。

40. Anyone who violates the state or school network management regulations and disrupts the network management order shall be given the following sanctions according to the circumstances:

(1) Whoever provides the school's network interface for others without permission, and accepts money or property, or causes undesirable consequences, depending on the seriousness of the circumstances, will be given a warning, serious warning, demerit, detention or expulsion from school.

(2) Dissemination of all kinds of harmful information through the Internet that meets other provisions of these regulations shall be punished in accordance with the provisions of the corresponding provisions.

(3) Making or deliberately disseminating computer viruses, and giving serious warnings: Those who cause network system paralysis or destruction will be given penalties of demerit, detention, or expulsion from school, and order repairs or exclusion of compensation for losses.

(4) Illegal deletion, modification, addition, etc. of the functions of the school's computer information system or the storage, processing, and transmission of data and application programs in the information system, depending on the severity of the circumstances, severe warnings, demerits, detention, detention or expulsion from school.

(5) Anyone who violates national laws and regulations on Internet management or other regulations on school campus network management shall be given a warning, serious warning, demerit, detention, or expulsion from school, depending on the severity of the circumstances.

第四十一条 违反公民道德准则和大学生行为准则，品行恶劣，经教育无效者，视情节轻重，给予警告、严重警告、记过、留校察看或开除学籍处分。

41. Those who violate the codes of civic ethics and the codes of conduct for college students, have bad conduct, and have been ineffective after education, shall be given warnings, serious warnings, demerits, detention or expulsion from school, depending on the seriousness of the circumstances.

第四十二条 学生在撰写研究论文或报告中，出现剽窃或伪造数据等作假情形，视情节轻重给予记过及以上处分。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，或者代写论文、买卖论文的，可以给予开除学籍处分。

42. Students who have plagiarized or falsified data in writing research papers or reports, depending on the seriousness of the circumstances, will be given penalties of demerit and above. Academic misconducts such as plagiarism, falsification, or forgery in academic dissertations and publicly published research results may be expelled from students if the circumstances are serious, or those who write or sell papers on behalf of others.

第四十三条 发布代写研究论文或报告信息或代考信息，视情节轻重，给予警告、

严重警告或记过处分。组织学位论文买卖、代写的，给予开除学籍处分。

43. For publishing research papers or report information or test information, depending on the severity of the circumstances, a warning, serious warning, or demerit penalty shall be given. Those who organize the sale of dissertations and write on behalf of them shall be expelled from the school.

第四十四条 入学前已结婚的学生从入学之日起、在校生（含休学、停学学生）自取得合法婚姻之日起 5 个工作日内，应通过班主任、导师或辅导员到所在学院的计生兼职工作人员处，办理备案手续并接受学校的计划生育管理，违者给予记过处分；经批评教育仍不按照规定办理登记手续和接受学校的计划生育管理的，给予留校察看处分。

44. Students who are married before enrollment should go to the college through the head teacher, tutor or counselor within 5 working days from the date of enrollment, and students (including students who are suspended or suspended) from the date of legal marriage. The part-time family planning staff of the country handles the filing procedures and accepts the school's family planning management. Violators will be given demerit sanctions; those who fail to go through the registration procedures and accept the school's family planning management after criticism and education will be given school probation.

第四十五条 违反我国计划生育法律法规，非婚生育、无证生育、境外生育导致学校承担责任、怀孕后拒不接受学校计生依法管理、非法收养的，给予开除学籍处分。

45. Violation of my country's family planning laws and regulations, unmarried childbirth, undocumented childbirth, or overseas childbirth that causes the school to assume responsibility, refuses to accept school family planning management in accordance with the law after pregnancy, or illegal adoption, shall be expelled from school.

违纪处分的程序 **Procedures for Disciplinary Violation**

调查与取证 Section One Investigation and Evidence Collection

第四十六条 违纪事件发生后，学院或学校有关部门应及时完成调查取证工作。

一般性学生违纪事件由学生所在学院调查取证；跨学院（部）的学生违纪事件由学生处、教务处或研究生处主持协商，相关学院调查取证。

46. After the occurrence of a disciplinary violation, the college or relevant departments of the school shall complete the investigation and evidence collection in a timely manner. General student disciplinary violations are investigated and collected by the student's college; cross-college (department) student disciplinary violations shall be negotiated by the Student Office, Academic Affairs Office or Graduate Office, and relevant colleges will investigate and collect evidence.

第四十七条 涉治安或刑事的违纪事件，由保卫处会同学生所在学院调查取证。

应当移交公安机关办理的案件或已被公安机关立案的案件由保卫处会同学生所在学院移交或协助公安机关调查取证。

47. In case of violation of public security or criminal discipline, the Security Office shall investigate and collect evidence together with the student's college. Cases that should be transferred to the public security organs or cases that have been filed by the public security organs shall be transferred by the Security Office together with the student's college or assist the public security organs in investigating and collecting evidence.

第四十八条 调查人员应当保护被调查人员的隐私和其他合法权益。调查人员不得少于两人，且与案件有利害关系的，应当回避。

48. Investigators shall protect the privacy and other lawful rights and interests of the persons under investigation. If there are no fewer than two investigators and they have an interest in the case, they shall withdraw.

第四十九条 调查人员应当对行为或事件发生时间、地点、当事人与涉案人员、行为的全部过程、前因后果、动机、目的、各种情节等事实，进行全面、客观、认真、深入调查和询问。

49. Investigators shall conduct comprehensive, objective, serious, in-depth investigations and inquiries about the time and place of the act or incident, the parties and the persons involved, the entire course of the act, the causes and consequences, motives, purposes, various circumstances and other facts.

第五十条 调查人员应做好调查笔录。调查笔录应当写明调查人、被调查人的基本情况，调查结束后交被调查人核对。笔录中如有错误或遗漏，应允许被调查人进行更正或补充，并由被调查人在更正或补充处签名或盖章。调查笔录经核对无误后，由被调查人逐页签名或盖章并注明日期。被调查人拒绝签名或盖章的，调查人应当在笔录上注明情况，并由两名调查人签名或盖章，或由一名调查人和一名见证人签名或盖章，注明日期。

50. Investigators shall make investigation records. The investigation transcript shall state the basic information of the investigator and the person under investigation, and submit it to the person under investigation for verification after the investigation. If there are errors or omissions in the transcript, the respondent shall be allowed to correct or supplement, and the respondent shall sign or seal the correction or supplement. After the investigation transcript has been verified to be correct, the person under investigation shall sign or seal each page and indicate the date. If the person under investigation refuses to sign or seal, the investigator shall indicate the situation in the transcript and be signed or sealed by two investigators or have one investigator and a witness sign or seal, indicating date.

第五十一条 有关部门应注意收集证据，注明证据的来源和出处，并注意证据的保存。

51. Relevant departments shall pay attention to the collection of evidence, indicate the source and provenance of the evidence, and pay attention to the preservation of the evidence.

第五十二条 下列各项证据，经过查证核实后，可以作为处分违纪学生的依据

- (一) 书证；
- (二) 物证；
- (三) 证人证言；
- (四) 当事人陈述；
- (五) 视听资料；
- (六) 鉴定结论；
- (七) 勘验、检查或现场笔录；
- (八) 司法机关的裁决书、判决书、鉴定书，以及有关部门的决定书等；
- (九) 其他具有证明价值的材料。

52. The following evidences, after verification, can be used as the basis for punishment of students who violate discipline

- (1) Documentary evidence
- (2) Physical evidence
- (3) Witness testimony:
- (4) Statement by the parties
- (5) Audiovisual materials
- (6) Appraisal conclusion
- (7) Investigation, inspection or on-site transcript
- (8) Decisions, judgments, appraisals of judicial organs, and decisions of relevant departments, etc.
- (9) Other materials with proof value

第五十三条 对涉嫌违纪学生进行纪律处分或者其他不利决定之前，学校应当告知学生作出决定的事实、理由及依据，并告知享有陈述和申辩的权利，听取学生的陈述和申辩。违纪学生的陈述和申辩，应以书面形式递交。

53. Before disciplinary action or other unfavorable decision is made against a student suspected of violating discipline, the school shall inform the student of the facts, reasons and basis of the decision, and inform the right of statement and defense, and

listen to the student's statement and defense. The statement and defense of the student who violated discipline should be submitted in writing.

审查与决定 Review and Decision

第五十四条 学院或其他调查部门在发现学生违纪或接到违纪举报后，应当在 10 个工作日内调查取证完毕，并在查明事实的基础上，提出处理建议。重大或复杂案件，经学院或其他调查部门负责人批准，可延长 10 个工作日。

54. The college or other investigation departments shall, after discovering a student's violation of discipline or receiving a report of violation of discipline, complete the investigation and evidence collection within 10 working days, and put forward suggestions for handling based on the facts. Major or complex cases can be extended by 10 working days with the approval of the head of the college or other investigation departments.

第五十五条 学生处、教务处或研究生处接到学院或其他调查部门的调查材料或处理建议后，应当在 7 个工作日内核实完毕并提出初步处理意见。

55. After the Student Office, Academic Affairs Office or the Graduate Student Office receives investigation materials or handling suggestions from the college or other investigative departments, they shall verify the facts within 7 working days and put forward preliminary handling opinions.

第五十六条 学院或其他调查部门应向学生处、教务处或研究生处报送如下材料：

- （一）学院或其他调查部门领导签字、加盖公章的处理建议；
- （二）《广州大学学生违纪拟处理告知单》；
- （三）学院或其他调查部门对学生违纪情况说明的综合性材料；
- （四）调查笔录；
- （五）当事人书面陈述或检讨；
- （六）其他证据材料。

56. The college or other investigation departments shall submit the following materials to the Student Office, Academic Affairs Office or Graduate Student Office:

(1) Handling suggestions signed and stamped by the leaders of the college or other investigation departments;

(2) "Notice of the proposed handling of violations of discipline by Guangzhou University students";

(3) Comprehensive materials explaining the student's violation of discipline by the college or other investigation departments;

(4) Investigation records;

(5) Written statement or review by the parties;

(6) Other evidence materials.

第五十七条 处分的审批程序与权限:

(一) 给予学生留校察看以下处分的, 由学院研究拟定, 送学生处、教务处或研究生处审核, 报主管校领导审批;

(二) 对学生作出取消入学资格、取消学籍、退学、开除学籍或者其他涉及学生重大利益的处理或者处分的由学院提出处理建议, 送学生处、教务处或研究生处确认, 送法律顾问室进行合法性审查, 由校长办公会议或者校长授权的专门会议研究决定。

57. The approval procedures and powers for sanctions:

(1) If the following sanctions are given to students to stay on campus for inspection, they shall be researched and formulated by the college, sent to the Student Office, Academic Affairs Office or Graduate School for review, and reported to the supervisor of the school for approval;

(2)) If a student has been disqualified from enrollment, canceled, withdrawn from school, expelled from school, or other major issues involving the student's Li Yi, the college will propose a handling proposal, send it to the Student Office or the Graduate Office for confirmation, and send it to the Legal Counsel Office for legality The review is determined by the principal's office meeting or a special meeting authorized by the principal.

第五十八条 对违纪学生作出处分的，应当出具处分决定书。处分决定书应包括下列事项：

- （一）学生的基本信息；
- （二）作出处分的事实和证据；
- （三）处分的种类、依据、期限；
- （四）申诉的途径和期限；
- （五）其他必要内容。

58. If a punishment is imposed on a student who violates discipline, a written decision shall be issued. The sanction decision should include the following items:

- (1) Basic information of students;
- (2) The facts and evidence of the punishment;
- (3) The type, basis and time limit of the punishment;
- (4) The channels and time limit for appeals;
- (5) Other necessary content.

第五十九条 给予学生警告、严重警告的处分决定书，学校授权学生处、教务处或研究生处签发。给予学生记过、留校察看和开除学籍的处分决定书由学校签发。

59. A written decision to give students a warning or a serious warning shall be issued by the Student Office, Academic Affairs Office or Graduate Student Office upon authorization of the school. The penal decision letter for giving a student a record, staying in school for probation and expelling from school shall be issued by the school.

送达与备案 Service and Filing

第六十条 处分决定书一式三份，一份交受处分学生本人，一份放入学生档案，一份留学校存档。

60. The sanction decision shall be made in triplicate, one for the sanctioned student, one for the student's file, and one for the school to keep on file.

第六十一条 处分决定书必须由学校或学院派出专人送达，另需学生干部到现场作为见证人，受处分的学生应在决定书上签字并注明日期。如受处分学生拒不签收，送达人在送达回证上记明学生拒绝签收事由和日期，送达人和见证人签名或盖章，决定书留受处分学生处，即视为已送达。

61. The sanction decision must be served by a person from the school or college. Student officials are required to be on-site as witnesses. The sanctioned student should sign and indicate the date on the decision. If the sanctioned student refuses to sign for the receipt, the server shall record the reason and date of the student's refusal to sign on the receipt of service, and the addressee and witnesses shall sign or seal, and the decision letter shall be deemed to have been sent to the student office for the sanction Up.

第六十二条 直接送达处分决定书有困难的，还可采取以下方式送达：

（一）留置送达。学校和学院将处分决定书直接送达给被处分学生时，如本人不在，可交其家长或同住成年家属签收。被处分学生家长或者他的同住成年亲属拒绝签收处分决定书时，送达人应当邀请有关人员到场，说明情况，在送达回证上记明拒收事由和日期，由送达人、见证人签名或者盖章；把处分决定书留在当事人的住所或者收发部门，即视为送达。

（二）邮寄送达。直接送达处分决定书确有困难时，也可通过邮局用挂号方式邮寄或快递给被处分学生，邮寄地址为经学生本人确认的送达地址。邮寄送达应附有送达回证。挂号信回执上注明的收件日期与送达回证上注明的收件日期不一致的，或者送达回证没有寄回的，以挂号信回执上的收件日期为送达日期

（三）公告送达。用上述方式无法送达的，利用学校网站、新闻媒体等以公告方式送达，自公告发布之日起，经过两周即视为送达。学校如实记录公告情况并由两名见证人签字。

62. If it is difficult to directly serve the disciplinary decision, the following methods may also be used to serve it;

（1）Retention service. When the school and college directly deliver the punishment decision to the disciplined student, if the student is absent, it can be handed over to the parent or adult family member living with it to sign for it. When the parent of the

punished student or his adult relative who lives with him refuses to sign the sanction decision, the server shall invite the relevant personnel to the scene, explain the situation, and record the reason and date of the refusal on the service receipt, which shall be witnessed by the server The person's signature or seal ; leaving the punishment decision at the party's domicile or receiving and dispatching department shall be deemed to have been served.

(2) Delivery by post. If it is really difficult to directly deliver the punishment decision, you can also send it by registered mail or courier to the disciplined student through the post office. The mailing address is the address confirmed by the student. Delivery by post should be accompanied by a certificate of delivery. If the date of receipt indicated on the receipt of registered mail is inconsistent with the date of receipt indicated on the receipt of service, or if the receipt of service is not returned, the date of receipt on the receipt of registered mail shall be the date of delivery.

(3) Announcement service. If it cannot be delivered by the above-mentioned methods, the school announcement (including online announcement) shall be issued. Two weeks after the announcement is issued, it shall be deemed to have been served. The school truthfully records the announcement and signed by two witnesses

第六十三条 处分决定视情况及时在全校、院（系、所、中心）或班级范围内公布，并书面告知家长，对涉及个人隐私、国家机密等情况的处分决定由学生处或研究生处决定是否公布。对学生开除学籍的处分决定书，必须同时报广东省教育厅和广州市教育局备案。

63. The sanction decision shall be announced within the school, college (department, institute, center) or class in a timely manner according to the situation, and parents shall be notified in writing. The sanction decision concerning personal privacy, state secrets, etc. shall be determined by the Student Office or the Graduate Office Decide whether to publish. The disciplinary decision for expulsion of a student must be reported to the Guangdong Provincial Education Department and Guangzhou Education Bureau for the record.

申诉 Appeal

第六十四条 学生如对处分决定有异议，在接到学校处分决定书之日起 10 个工作日内，可以向学校学生申诉处理委员会提出书面申诉。有关申诉的具体内容、程序和申诉委员会在处理申诉时的处理方式，在《广州大学学生申诉处理办法》中规定。

64. If a student disagrees with the sanction decision, within 10 working days from the date of receiving the school's sanction decision, he may file a written appeal to the school student appeal handling committee. The specific content and procedures of the appeals and the handling methods of the appeal committee when handling appeals are stipulated in the "Guangzhou University Student Appeals Handling Measures."

第六十五条 学生申诉处理委员会对学生提出的申诉进行复查，并在接到书面申诉之日起 15 个工作日内，做出复查结论并告知申诉人。情况复杂不能在规定的限期内做出结论的，经学校负责人批准，可延长 15 日。学生申诉处理委员会认为必要的，可以建议学校暂缓执行有关决定。学生申诉处理委员会经复查，认为做出处理或者处分的事实、依据、程序等存在不当，可以作出建议撤销或变更的复查意见，要求相关职能部门予以研究，重新提交校长办公会或者专门会议作出决定。从处分决定或复查决定送达之日起，学生在申诉期内未提出申诉的，学校不再受理提出的申诉。已过申诉期且未申诉的，处分决定生效时间为《处分决定书》落款之日。处理、处分或者复查决定书未告知学生申诉期限的，申诉期限自学生知道或者应当知道处理或者处分决定之日起计算，但最长不得超过 6 个月。

65. The Student Appeal Processing Committee shall review the appeals submitted by the students, and within 15 working days from the date of receiving the written appeal, make a review conclusion and notify the appellant. If the situation is complicated and cannot be concluded within the prescribed time limit, it can be extended for 15 days with the approval of the school principal. If the Student Appeal Processing Committee deems it necessary, it may suggest that the school postpone the implementation of the relevant decision. Upon review, the Student Appeal Handling Committee finds that the facts, basis, and procedures for handling or sanctions are improper, it can make a

review suggestion for cancellation or change, request relevant functional departments to study, and resubmit to the principal's office or special meeting for decision. From the date of delivery of the punishment decision or review decision, if the student does not file an appeal within the appeal period, the school will no longer accept the appeal filed. If the appeal period has passed and no appeal has been filed, the punishment decision will take effect on the date when the "Disciplinary Decision" is signed. If the handling, sanction or review decision letter does not inform the student of the appeal time limit, the appeal time limit shall be calculated from the day when the student knows or should have known the handling or sanction decision, but the maximum shall not exceed 6 months.

第六十六条 学生如对学校的复查决定有异议，在接到学校复查决定书之日起 15 个工作日内可向广东省教育厅提出申诉。

66. If a student disagrees with the school's review decision, he can appeal to the Guangdong Provincial Department of Education within 15 working days from the date of receiving the school's review decision.

解除处分 Removal of Sanctions

第六十七条 受处分学生在处分期间表现良好，无违规违纪行为的，有效期满后，自动解除处分。处分解除时间以生效《处分决定书》记载为准。

67. Students who have been disciplined perform well during the punishment period and have no violations of rules or disciplines, and the punishment will be automatically released after the expiration date. The time for release of the sanction shall be subject to the record in the effective "Sanction Decision".

第六十八条 受处分学生在处分期间确有明显进步，表现突出者，经本人申请，所在学院审查，学生处、教务处、研究生处审核，报学校批准，可提前结束处分。

68. Students who have been punished have made significant progress during the period of punishment and performed outstandingly. Upon their application, review by the school, review by the Student Office, Academic Affairs Office, and Postgraduate

Office, and report to the school for approval, the punishment may be terminated early.

违纪处分预警、行文、执行 Early Warning, Writing and Enforcement of Disciplinary Actions

违纪处分预管制度 Pre-management system for disciplinary sanctions

第六十九条 学生违纪的预警范围：

（一）学生具有小偷小摸行为，被发现后能主动承认错误，并对自己的行为有较深刻认识者；

（二）对损坏国家或他人财产价值较小（不包括损坏消防、电力、通讯设施、网络系统），未造成较严重后果，且能按价赔偿，并对自己的行为有深刻认识者；

（三）累计旷课达 16 学时者；

（四）不遵守课堂秩序，不尊重教师造成一定影响者；

（五）晚归及开始有夜不归宿现象者；

（六）通宵上网，影响他人学习生活者；

（七）行为偏执，虽然具有违反学校规定的行为，但情节显著轻微，不足以给予处分或者免除处分的。

69. Precautionary Range of Student Violation

（1） Students who have petty theft behaviors, can proactively admit mistakes after being discovered, and have a deeper understanding of their own behavior;

（2） The value of damage to the country or other people's property is small (excluding damage to fire fighting, electricity, communication facilities, and network systems) , does not cause serious consequences, and can compensate at the price, and has a deep understanding of their own behavior;

（3） Those who have been absent from school for 16 hours;

（4） Those who do not abide by the classroom order and do not respect the teachers and cause certain influence;

（5） Those who return late and start to have no return at night;

（6） Those who go online all night and affect others' study and life;

(7) The behavior is paranoid, although the behavior is in violation of school regulations, but the circumstances are significantly minor, and are not sufficient to impose sanctions or exempt sanctions.

第七十条 学生违纪预警的处理与作用

(一) 对在预警范围的学生，辅导员、班主任应做好思想工作，主动与学生谈话并做书面记录；

(二) 可对受到预警的学生在其综合测评分中酌情扣分；

(三) 在核实错误事实的基础上，结合学生对所犯错误的认识，由所在学院派出专人对有关学生提出口头批评、书面警示和通报批评；

(四) 实行学生违纪预警，作用在于提醒学生，尽可能地避免更严重的后果。

70. The handling and function of early warning of students' violation of discipline

(1) For students in the early warning range, counselors and class teachers should do a good job in ideological education, take the initiative to talk to students and make written records;

(2) Students who have received warnings can be deducted points in their comprehensive test scores as appropriate;

(3) On the basis of verifying the wrong facts and combining the students' understanding of the mistakes made, the college will send a special person to give oral criticism, written warnings and circular criticisms to the relevant students;

(4) Implementing early warning of student violations, the function is to remind students to avoid more serious consequences as much as possible.

违纪处分的行文 Writing of Disciplinary Actions

第七十一条 学生违纪，均以广州大学名义行文

71. Students who violate disciplines will all be written in the name of Guangzhou University

第七十二条 行文程序：

（一）给予留校察看以下处分的，由学生所在学院党政联席会拟定处分决定，学生处、教务处或研究生处审核备案，经主管校领导签字后，以“广州大学文件”的形式发文。处分决定及有关材料交学生处、教务处或研究生处备案。

（二）给予开除学籍处分的，由学生所在学院党政联席会提出处理建议，学生处、教务处或研究生处复核，校长办公会或校长授权的专门会议研究决定，经主管校领导签字后，以“广州大学文件”的形式发文。并报广东省教育厅、广州市教育局备案。

72. Writing procedures

(1) Disciplinary measure level under Suspension are handled and authorized by the party and government joint committee of the student's college, and the student office, academic affairs office or graduate student office will review and record, and issue a document in the form of "Guangzhou University Documents" after being signed by the school leader . The disciplinary decision and relevant materials shall be submitted to the Student Office, Academic Affairs Office or Graduate School for the record.

(2)) If the student is given a penalty of expulsion, the student's college party and government joint committee will make a handling proposal, the student office will review, the president's office will study the decision, and after the signature of the school leader, the document will be issued in the form of "Guangzhou University Document". And report to the Guangdong Provincial Education Department and Guangzhou Education Bureau for the record.

第七十三条 文件管理

（一）学生处分决定书及解除处分材料由学生所在学院真实完整的归入学生本人档案。

（二）学生处分文件按照学校文件建档、归档的统一要求，由拟文部门建档、归档。

73. Document Management

(1) The student's sanction decision and dismissal materials shall be included in the student's own file by the college where the student is located.

(2) Student punishment documents shall be filed and archived by the drafting department in accordance with the unified requirements of the school's document filing and filing.

违纪处分的执行 Implementation of Disciplinary Sanctions

第七十四条 对受到警告、严重警告、记过、留校察看处分的学生，取消其当年评奖评优和获得所有奖助学金的资格；是党团员的，由党团组织给予相应党内团内处分。学位授予资格是否取消，按照《广州大学授予学士学位工作细则》、《广州大学研究生学籍管理细则》的相关规定执行。受到记过以上处分的，取消研究生推免资格。

74. For those students who have received warnings, serious warnings, demerits, or staying in school for probation, their qualifications for awards and awards and all scholarships and scholarships for that year will be cancelled ; if they are party members, they will be given corresponding intra-party sanctions by the party league organization. Whether or not the qualification for degree-granting is cancelled, it shall be implemented in accordance with the relevant provisions of the "Detailed Rules for the Granting of Bachelor Degrees by Guangzhou University" and the "Detailed Management Rules for Graduate Students of Guangzhou University". Those who have received the above penalties shall be disqualified for postgraduate exemption.

第七十五条 给予留校察看处分的，留校察看期一般为十二个月，察看期从做出处分决定之日起计算。留校察看期间因故休学或停学的，休学或停学的时间不计入察看期内。受留校察看处分的学生，由所在学院负责考察。要求受处分学生每学期至少二次向所在单位主管学生工作的领导或部门负责人递交书面思想汇报。对受到留校察看处分学生，在察看期内，根据其不同表现，分别处理如下：

(一) 对表现优秀或有先进事迹的，经本人申请或者所在学院提出建议，学生处、教务处、研究生处审核，并报请主管校领导批准，可以提前解除察看期（但察看期不能少于 6 个月）；

(二) 没有违纪行为的, 察看期满, 由学生本人申请, 所在学院提出建议, 学生处、教务处、研究生处审核, 并报请主管校领导批准, 可以按期解除察看期;

(三) 有故意违纪行为, 按规定可以给予任何一种纪律处分的, 均直接给予开除学籍处分; 有过失违纪行为且该行为未达到开除学籍程度的, 可给予相应的纪律处分并延长察看期六个月或十二个月; 虽有违纪行为, 尚不够给予纪律处分的, 视其情节, 可延长察看期限六个月或十二个月; 但察看期限累计不得超过二十四个月。

75. Punishment of suspension is given, the probation period of suspension is generally twelve months, and the probation period is calculated from the day the sanction decision is made. During the period of probation, if there is a suspension or suspension of school for some reason, the time of suspension or suspension will not be included in the probation period. The probation period in school is generally one year, and the probation period is calculated from the day when the sanction decision is made. During the period of probation, if there is a suspension or suspension of school for some reason, the time of suspension or suspension will not be included in the probation period. Students who are sanctioned by detention at school will be inspected by their college. Students who are disciplined are required to submit written thought reports to the leader or department head of the unit in charge of student work at least twice every semester. For students who have been detained for probation, during the probation period, according to their different performances, they will be dealt with as follows:

(1) For those who have outstanding performance or advanced deeds, upon their application or suggestions from the college, the student office, the academic affairs office, and the postgraduate office will review and report to the school leader for approval. The probation period can be cancelled in advance (but the probation period cannot be less than 6 months);

(2) If there is no violation of discipline, the probation period expires, the student himself applies, the college puts forward a suggestion, the student office, the academic affairs office, and the postgraduate office review and report to the school

leader for approval, and the probation period can be terminated on schedule;

(3) Anyone who has deliberately violated discipline and can be given any kind of disciplinary sanctions according to the regulations shall be directly given expulsion; if there is a negligent violation and the behavior has not reached the level of expulsion, he may be given corresponding disciplinary sanctions and prolong the probation period. If half a year or a year is violated and disciplinary action is not enough, depending on the circumstances, the inspection period may be extended for half a year or one year, but the total inspection period shall not exceed two years.

第七十六条 对受到开除学籍处分的学生，自处分决定生效之日起，终止其一切学生待遇，由所在学院督促其 7 日内办理离校手续。学生应按学校要求的期限离校。对受到开除学籍处分的学生可以发给学习证明。

76. For those students who have been expelled from school, all their student benefits shall be terminated from the date when the punishment decision comes into effect, and the school where they are study shall urge them to go through the school leaving procedures within 7 days. Students should leave school within the time limit required by the school. Students who have been expelled from school can be issued with a certificate of study.

第七十七条 学生申诉期间原处理决定不停止执行，但对受到开除学籍处分的学生，向学校提出申诉的，办理离校手续时间延长至学校做出复查决定之日起 7 日内。学校复查后，继续向上级教育主管部门提出申诉的，办理离校手续时间延长至教育主管部门做出复查决定之日起 7 日内。

77. It is non-stopping executing agency action during the period of appeal. However, the time for leaving the school will be extended to 7 days from the date of the review decision making by school, if it is an appeal to school. if it continues to appeal to the higher education authority, the time for leaving the school will be extended to 7 days after the education authority makes the review decision.

附则 Supplementary Provisions

第七十八条 就涉案金额标准，本规定中所称的“以下”，系包含本数；“以上”，则不包含本数。

78. Regarding the standard of amount involved in the case, the term "below" in these regulations includes the number: "above" does not include the number.

第七十九条 本规定由学校授权学生处、教务处、研究生处负责解释。

79. These regulations shall be interpreted by the Student Office, Academic Affairs Office, and Postgraduate Office authorized by the school.

第八十条 本规定从 2017 年 9 月 1 日起执行，原《广州大学学生违纪处分条规定》（2016 年修订）同时废止。

80. These regulations shall come into force as of September 1, 2017, and the Regulations on Disciplinary Violation of Students of Guangzhou University (revised in 2016) shall be annulled simultaneously.

十六、生活指南

（一）广州别名羊城，简称穗，广东省省会。广州是华南地区政治、经济、文化、科技和交通中心。气候温和，一年四季常青，风光旖旎，素有“花城”的美誉。广州市总面积 7434.4 平方公里，总人口 935.28 万人。广州市始建于公元前 214 年，作为一座历史悠久的文化名城，广州同时也是著名的旅游城市。

广州是海上丝绸之路的起点，是中国通往世界的南大门。广州融汇中外文化之精华，形成了独特的岭南文化。岭南画派、岭南建筑、岭南园林、岭南盆景、广东音乐、粤剧、粤菜、粤语以及城市景观、生活习俗等，都体现了岭南文化的风格。

（二）广州大学是一所综合性的高等学校，座落在中国历史文化名城、华

南经济文化中心和改革开放前沿广州市，位于国内一流大学园区--广州大学城的西南端。学校濒临珠江，三面环水，绿草如茵，环境优美，是陶冶情操、读书治学的好地方。

学校办学规模较大，学科门类较全。全校现有普通全日制本科生 20948 人，各类博、硕士研究生 2565 人。学校现有 69 个本科专业，涵盖哲学、法学、教育学、文学、历史学、理学、工学、经济学、管理学、艺术学十大学科门类,设有 26 个学院（部）。学校现有博士点 11 个，有 150 多个可设置的二级学科硕士点；另有教育硕士、工程硕士、体育硕士、艺术硕士、汉语国际教育 5 个专业硕士学位点共 27 个领域（方向）。2010 年 8 月，广州大学被教育部确定为新增开展硕士推免生工作高校。

学校现有大学城、桂花岗两个校区，占地面积 2127 亩，建筑面积 88 万平方米。校本部大学城新校园建有功能齐全、设施先进的教学楼、实验楼、演艺中心、体育馆、图书馆、网络中心和学生公寓。

（三）广州大学图书馆

广州大学图书馆是大学城里最大的图书馆。图书馆开放时间：早上 8 点 30 到晚上的 9 点 50 分。大学城图书馆建筑面积 5.6 万平方米，使用面积 49,361 平方米。截止至 2010 年年底，图书馆拥有纸质图书 265 万册，中文报刊 3364 种 4058 份，外文、港台报刊 223 种。现有光盘 2.5 万张，声像资料 6000 多盘，中文数据库 23 个，外文数据库 36 个，电子图书 60 万种，中文电子期刊 1 万种，外文电子期刊 2 万多种，目前馆藏总藏量在广东省高等学校图书馆中名列前茅，并且印刷型图书以年均 10 万册的速度增长。



图书馆外观

(四) 广州大学饭堂

广州大学共有三个学生食堂和一个美食中心。学生宿舍的左边、中间、右边各有一个学生食堂，分别为梅园餐厅、兰苑餐厅和菊园餐厅。早餐 6: 00-8: 30, 中餐 11: 30-13: 00, 晚餐 5: 00-6: 30。

梅苑 地址:广大生活区梅苑

兰苑 地址:广大生活区兰苑

菊苑 地址:广大生活区菊苑

(五) 广州市内常用购物地址

1. 广州天河购书中心

地址: 天河路 123 号 电话(020)87594208

交通: 地铁 1 号线/3 号线体育西路站; 公交车 B25 体育中心站

2. 北京路步行街

地址: 北京路

交通: 地铁 1 号线/2 号线 公元前站; 公交车 35 路 文德路总站

3. 中华广场

地址: 广州中山三路 33 号

交通: 地铁 1 号线烈士陵园站

(六) 常用网址

1. 广州大学官方网站 <http://www.gzhu.edu.cn/>
2. 广州大学图书馆网站 <http://lib.gzhu.edu.cn/>
3. 广府文化大观网站 <http://lib.gzhu.edu.cn/gfwh/>
4. 中央电视台网站 <http://cctv.cntv.cn/>
5. 中国广州网站 <http://www.guagnzhou.gov.cn>
6. 广州市公安局出入境管理处 <http://www.gzjd.gov.cn>
7. 广州坐车网 <http://www.zuoche.com/gztc/>
8. 8684 广州公交查询网 <http://guangzhou.8684.cn/>
9. 广州地铁查询网 <http://www.gzmtr.com/>
10. 广州大学国际教育学院 <http://portal.gzhu.edu.cn/web/ie>
11. 广州大学国际交流与合作处 <http://portal.gzhu.edu.cn/web/wsc/1>

(七) 常用地址及电话

1. 广州市番禺小谷围派出所

地址：大学城商业南区中心大街南 28

电话：020-34720110；020-34726907；020-31282110；020-34723959

交通：381 路 商业中心南站

2. 广州市公安局出入境管理处

地址：广州市解放南路 155 号 6 楼

电话：008620 - 83115755、008620 - 83115894 或 008620 - 83115895

交通:地铁 1 号线公元前站

地铁 2 号线海珠广场站 B3 出入口下.走约 510 米到解放南路 155 号

3. 广东出入境检验检疫局

地址：天河北龙口西路 207 号广东出入境检验检疫局

联系电话：008620-38259300、008620-38259309

预约电话：87537322

交通：乘坐 33 路汽车至岗顶站下车或乘地铁至岗顶 A 出口

4. 广州大学国际教育学院学生工作办公室

地址：行政东楼，后座 503

电话：020-39366100

5. 广州大学国际教育学院教务办公室

地址：行政东楼，后座 502

电话：020-39366242

6. 广州大学国际交流与合作处

地址：行政西楼后座 618

电话： 020-39366230

(八) 常用电话

中国电话区号：0086

广州电话区号：020

匪警电话：110

医疗急救：120

火警电话：119

天气查询：12112

交通事故：122

时间查询：117

邮政查询：11185

交通查询：96900

附则：《中华人民共和国出境入境管理法》

《中华人民共和国出境入境管理法》已由中华人民共和国第十一届全国人民代表大会常务委员会第二十七次会议于 2012 年 6 月 30 日通过，现予公布，自 2013 年 7 月 1 日起施行。

《中华人民共和国出境入境管理法》

目录

第一章 总则

第二章 中国公民出境入境

第三章 外国人入境出境第

一节 签证

第二节 入境出境

第四章 外国人停留居留

第一节 停留居留

第二节 永久居留

第五章 交通运输工具出境入境边防检查

第六章 调查和遣返

第七章 法律责任

第八章 附则

第一章 总则

第一条 为了规范出境入境管理，维护中华人民共和国的主权、安全和社会秩序，促进对外交往和对外开放，制定本法。

第二条 中国公民出境入境、外国人入境出境、外国人在中国境内停留居留的管理，以及交通运输工具出境入境的边防检查，适用本法。

第三条 国家保护中国公民出境入境合法权益。

在中国境内的外国人的合法权益受法律保护。在中国境内的外国人应当遵守中国法律，不得危害中国国家安全、损害社会公共利益、破坏社会公共秩序。

第四条 公安部、外交部按照各自职责负责有关出境入境事务的管理。

中华人民共和国驻外使馆、领馆或者外交部委托的其他驻外机构（以下称驻外签证机关）负责在境外签发外国人入境签证。出入境边防检查机关负责实施出境入境边防检查。县级以上地方人民政府公安机关及其出入境管理机构负责外国人停留居留管理。

公安部、外交部可以在各自职责范围内委托县级以上地方人民政府公安机关出入境管理机构、县级以上地方人民政府外事部门受理外国人入境、停留居留申请。

公安部、外交部在出境入境事务管理中，应当加强沟通配合，并与国务院有关部门密切合作，按照各自职责分工，依法行使职权，承担责任。

第五条 国家建立统一的出境入境管理信息平台，实现有关管理部门信息共享。

第六条 国家在对外开放的口岸设立出入境边防检查机关。

中国公民、外国人以及交通运输工具应当从对外开放的口岸出境入境，特殊情况下，可以从国务院或者国务院授权的部门批准的地点出境入境。出境入境人员和交通运输工具应当接受出境入境边防检查。

出入境边防检查机关负责对口岸限定区域实施管理。根据维护国家安全和出境入境管理秩序的需要，出入境边防检查机关可以对出境入境人员携带的物品实施边防检查。必要时，出入境边防检查机关可以对出境入境交通运输工具载运的货物实施边防检查，但是应当通知海关。

第七条 经国务院批准，公安部、外交部根据出境入境管理的需要，可以对留存出境入境人员的指纹等人体生物识别信息作出规定。

外国政府对中国公民签发签证、出境入境管理有特别规定的，中国政府可以根据情况采取相应的对等措施。

第八条 履行出境入境管理职责的部门和机构应当切实采取措施，不断提升服务和管理水平，公正执法，便民高效，维护安全、便捷的出境入境秩序。

第二章 中国公民出境入境

第九条 中国公民出境入境，应当依法申请办理护照或者其他旅行证件。

中国公民前往其他国家或者地区，还需要取得前往国签证或者其他入境许可证明。但是，中国政府与其他国家政府签订互免签证协议或者公安部、外交部另有规定的除外。

中国公民以海员身份出境入境和在国外船舶上从事工作的，应当依法申请办理海员证。

第十条 中国公民往来内地与香港特别行政区、澳门特别行政区，中国公民往来大陆与台湾地区，应当依法申请办理通行证件，并遵守本法有关规定。具体管理办法由国务院规定。

第十一条 中国公民出境入境，应当向出入境边防检查机关交验本人的护照或者其他旅行证件等出境入境证件，履行规定的手续，经查验准许，方可出境入境。

具备条件的口岸，出入境边防检查机关应当为中国公民出境入境提供专用通道等便利措施。

第十二条 中国公民有下列情形之一的，不准出境：

- （一）未持有效出境入境证件或者拒绝、逃避接受边防检查的；
- （二）被判处刑罚尚未执行完毕或者属于刑事案件被告人、犯罪嫌疑人的；
- （三）有未了结的民事案件，人民法院决定不准出境的；
- （四）因妨害国（边）境管理受到刑事处罚或者因非法出境、非法居留、非法就业被其他国家或者地区遣返，未满不准出境规定年限的；
- （五）可能危害国家安全和利益，国务院有关主管部门决定不准出境的；
- （六）法律、行政法规规定不准出境的其他情形。

第十三条 定居国外的中国公民要求回国定居的，应当在入境前向中华人民共和国驻外使馆、领馆或者外交部委托的其他驻外机构提出申请，也可以由本人或者经由国内亲属向拟定居地的县级以上地方人民政府侨务部门提出申请。

第十四条 定居国外的中国公民在中国境内办理金融、教育、医疗、交通、电信、社会保险、财产登记等事务需要提供身份证明的，可以凭本人的护照证明其身份。

第三章 外国人入境出境

第一节 签证

第十五条 外国人入境，应当向驻外签证机关申请办理签证，但是本法另有规定的除外。

第十六条 签证分为外交签证、礼遇签证、公务签证、普通签证。

对因外交、公务事由入境的外国人，签发外交、公务签证；对因身份特殊需要给予礼遇的外国人，签发礼遇签证。外交签证、礼遇签证、公务签证的签发范围和签发办法由外交部规定。

对因工作、学习、探亲、旅游、商务活动、人才引进等非外交、公务事由入境的外国人，签发相应类别的普通签证。普通签证的类别和签发办法由国务院规定。

第十七条 签证的登记项目包括：签证种类，持有人姓名、性别、出生日期、入境次数、入境有效期、停留期限，签发日期、地点，护照或者其他国际旅行证件号码等。

第十八条 外国人申请办理签证，应当向驻外签证机关提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，按照驻外签证机关的要求办理相关手续、接受面谈。

第十九条 外国人申请办理签证需要提供中国境内的单位或者个人出具的邀请函件的，申请人应当按照驻外签证机关的要求提供。出具邀请函件的单位或者个人应当对邀请内容的真实性负责。

第二十条 出于人道原因需要紧急入境，应邀入境从事紧急商务、工程抢修或者具有其他紧急入境需要并持有有关主管部门同意在口岸申办签证的证明材料的外国人，可以在国务院批准办理口岸签证业务的口岸，向公安部委托的口岸签证机关（以下简称口岸签证机关）申请办理口岸签证。

旅行社按照国家有关规定组织入境旅游的，可以向口岸签证机关申请办理团体旅游签证。

外国人向口岸签证机关申请办理签证，应当提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，按照口岸签证机关的要求办理相关手续，并从申请签证的口岸入境。

口岸签证机关签发的签证一次入境有效，签证注明的停留期限不得超过三十日。

第二十一条 外国人有下列情形之一的，不予签发签证：

- （一）被处驱逐出境或者被决定遣送出境，未满不准入境规定年限的；
- （二）患有严重精神障碍、传染性肺结核病或者有可能对公共卫生造成重大危害的其他传染病的；
- （三）可能危害中国国家安全和利益、破坏社会公共秩序或者从事其他违法犯罪活动的；
- （四）在申请签证过程中弄虚作假或者不能保障在中国境内期间所需费用的；
- （五）不能提交签证机关要求提交的相关材料的；
- （六）签证机关认为不宜签发签证的其他情形。

对不予签发签证的，签证机关可以不说明理由。

第二十二条 外国人有下列情形之一的，可以免办签证：

- （一）根据中国政府与其他国家政府签订的互免签证协议，属于免办签证人员的；
- （二）持有效的外国人居留证件的；
- （三）持联程客票搭乘国际航行的航空器、船舶、列车从中国过境前往第三国或者地区，在中国境内停留不超过二十四小时且不离开口岸，或者在国务院批准的特定区域内停留不超过规定时限的；
- （四）国务院规定的可以免办签证的其他情形。

第二十三条 有下列情形之一的外国人需要临时入境的，应当向出入境边防检查机关申请办理临时入境手续：

- （一）外国船员及其随行家属登陆港口所在城市的；
- （二）本法第二十二条第三项规定的人员需要离开口岸的；
- （三）因不可抗力或者其他紧急原因需要临时入境的。

临时入境的期限不得超过十五日。

对申请办理临时入境手续的外国人，出入境边防检查机关可以要求外国人本人、载运其入境的交通运输工具的负责人或者交通运输工具出境入境业务代理单位提供必要的保证措施。

第二节 入境出境

第二十四条 外国人入境，应当向出入境边防检查机关交验本人的护照或者其他国际旅行证件、签证或者其他入境许可证明，履行规定的手续，经查验准许，方可入境。

第二十五条 外国人有下列情形之一的，不准入境：

- （一）未持有效出境入境证件或者拒绝、逃避接受边防检查的；
- （二）具有本法第二十一条第一款第一项至第四项规定情形的；
- （三）入境后可能从事与签证种类不符的活动的；
- （四）法律、行政法规规定不准入境的其他情形。

对不准入境的，出入境边防检查机关可以不说明理由。

第二十六条 对未被准许入境的外国人，出入境边防检查机关应当责令其返回；对拒不返回的，强制其返回。外国人等待返回期间，不得离开限定的区域。

第二十七条 外国人出境，应当向出入境边防检查机关交验本人的护照或者其他国际旅行证件等出境入境证件，履行规定的手续，经查验准许，方可出境。

第二十八条 外国人有下列情形之一的，不准出境：

- （一）被判处刑罚尚未执行完毕或者属于刑事案件被告人、犯罪嫌疑人的，但是按照中国与外国签订的有关协议，移管被判刑人的除外；
- （二）有未了结的民事案件，人民法院决定不准出境的；
- （三）拖欠劳动者的劳动报酬，经国务院有关部门或者省、自治区、直辖市人民政府决定不准出境的；
- （四）法律、行政法规规定不准出境的其他情形。

第四章 外国人停留居留

第一节 停留居留

第二十九条 外国人所持签证注明的停留期限不超过一百八十日的，持证人凭签证并按照签证注明的停留期限在中国境内停留。

需要延长签证停留期限的，应当在签证注明的停留期限届满七日前向停留地县级以上地方人民政府公安机关出入境管理机构申请，按照要求提交申请事由的相关材料。经审查，延期理由合理、充分的，准予延长停留期限；不予延长停留期限的，应当按期离境。

延长签证停留期限，累计不得超过签证原注明的停留期限。

第三十条 外国人所持签证注明入境后需要办理居留证件的，应当自入境之日起三十日内，向拟居留地县级以上地方人民政府公安机关出入境管理机构申请办理外国人居留证件。

申请办理外国人居留证件，应当提交本人的护照或者其他国际旅行证件，以及申请事由的相关材料，并留存指纹等人体生物识别信息。公安机关出入境管理机构应当自收到申请材料之日起十五日内进行审查并作出审查决定，根据居留事由签发相应类别和期限的外国人居留证件。

外国人工作类居留证件的有效期最短为九十日，最长为五年；非工作类居留证件的有效期最短为一百八十日，最长为五年。

第三十一条 外国人有下列情形之一的，不予签发外国人居留证件：

- （一）所持签证类别属于不应办理外国人居留证件的；
- （二）在申请过程中弄虚作假的；
- （三）不能按照规定提供相关证明材料的；
- （四）违反中国有关法律、行政法规，不适合在中国境内居留的；
- （五）签发机关认为不宜签发外国人居留证件的其他情形。

符合国家规定的专门人才、投资者或者出于人道等原因确需由停留变更为居留的外国人，经设区的市级以上地方人民政府公安机关出入境管理机构批准可以办理外国人居留证件。

第三十二条 在中国境内居留的外国人申请延长居留期限的，应当在居留证件有效期限届满三十日前向居留地县级以上地方人民政府公安机关出入境管理机构提出申请，按照要求提交申请事由的相关材料。经审查，延期理由合理、充分的，准予延长居留期限；不予延长居留期限的，应当按期离境。

第三十三条 外国人居留证件的登记项目包括：持有人姓名、性别、出生日期、居留事由、居留期限，签发日期、地点，护照或者其他国际旅行证件号码等。

外国人居留证件登记事项发生变更的，持证件人应当自登记事项发生变更之日起十日内向居留地县级以上地方人民政府公安机关出入境管理机构申请办理变更。

第三十四条 免办签证入境的外国人需要超过免签期限在中国境内停留的，外国船员及其随行家属在中国境内停留需要离开港口所在城市，或者具有需要办理外国人停留证件其他情形的，应当按照规定办理外国人停留证件。

外国人停留证件的有效期最长为一百八十日。

第三十五条 外国人入境后，所持的普通签证、停留居留证件损毁、遗失、被盗窃或者有符合国家规定的事由需要换发、补发的，应当按照规定向停留居留地县级以上地方人民政府公安机关出入境管理机构提出申请。

第三十六条 公安机关出入境管理机构作出的不予办理普通签证延期、换发、补发，不予办理外国人停留居留证件、不予延长居留期限的决定为最终决定。

第三十七条 外国人在中国境内停留居留，不得从事与停留居留事由不相符的活动，并应当在规定的停留居留期限届满前离境。

第三十八条 年满十六周岁的外国人在中国境内停留居留，应当随身携带本人的护照或者其他国际旅行证件，或者外国人停留居留证件，接受公安机关的查验。

在中国境内居留的外国人，应当在规定的时间内到居留地县级以上地方人民政府公安机关交验外国人居留证件。

第三十九条 外国人在中国境内旅馆住宿的，旅馆应当按照旅馆业治安管理的有关规定为其办理住宿登记，并向所在地公安机关报送外国人住宿登记信息。

外国人在旅馆以外的其他住所居住或者住宿的，应当在入住后二十四小时内由本人或者留宿人，向居住地的公安机关办理登记。

第四十条 在中国境内出生的外国婴儿，其父母或者代理人应当在婴儿出生六十日内，持该婴儿的出生证明到父母停留居留地县级以上地方人民政府公安机关出入境管理机构为其办理停留或者居留登记。

外国人在中国境内死亡的，其家属、监护人或者代理人，应当按照规定，持该外国人的死亡证明向县级以上地方人民政府公安机关出入境管理机构申报，注销外国人停留居留证件。

第四十一条 外国人在中国境内工作，应当按照规定取得工作许可和工作类居留证件。任何单位和个人不得聘用未取得工作许可和工作类居留证件的外国人。

外国人在中国境内工作管理办法由国务院规定。

第四十二条 国务院人力资源社会保障主管部门、外国专家主管部门会同国务院有关部门根据经济社会发展需要和人力资源供求状况制定并定期调整外国人在中国境内工作指导目录。

国务院教育主管部门会同国务院有关部门建立外国留学生勤工助学管理制度，对外国留学生勤工助学的岗位范围和时限作出规定。

第四十三条 外国人有下列行为之一的，属于非法就业：

（一）未按照规定取得工作许可和工作类居留证件在中国境内工作的；

（二）超出工作许可限定范围在中国境内工作的；

（三）外国留学生违反勤工助学管理规定，超出规定的岗位范围或者时限在中国境内工作的。

第四十四条 根据维护国家安全、公共安全的需要，公安机关、国家安全机关可以限制外国人、外国机构在某些地区设立居住或者办公场所；对已经设立的，可以限期迁离。

未经批准，外国人不得进入限制外国人进入的区域。

第四十五条 聘用外国人工作或者招收外国留学生的单位，应当按照规定向所在地公安机关报告有关信息。

公民、法人或者其他组织发现外国人有非法入境、非法居留、非法就业情形的，应当及时向所在地公安机关报告。

第四十六条 申请难民地位的外国人，在难民地位甄别期间，可以凭公安机关签发的临时身份证明在中国境内停留；被认定为难民的外国人，可以凭公安机关签发的难民身份证件在中国境内停留居留。

第二节 永久居留

第四十七条 对中国经济社会发展作出突出贡献或者符合其他在中国境内永久居留条件的外国人，经本人申请和公安部批准，取得永久居留资格。

外国人在中国境内永久居留的审批管理办法由公安部、外交部会同国务院有关部门规定。

第四十八条 取得永久居留资格的外国人，凭永久居留证件在中国境内居留和工作，凭本人的护照和永久居留证件出境入境。

第四十九条 外国人有下列情形之一的，由公安部决定取消其在中国境内永久居留资格：

- （一）对中国国家安全和利益造成危害的；
- （二）被处驱逐出境的；
- （三）弄虚作假骗取在中国境内永久居留资格的；
- （四）在中国境内居留未达到规定时限的；
- （五）不适宜在中国境内永久居留的其他情形。

第五章 交通运输工具出境入境边防检查

第五十条 出境入境交通运输工具离开、抵达口岸时，应当接受边防检查。对交通运输工具的入境边防检查，在其最先抵达的口岸进行；对交通运输工具的出境边防检查，在其最后离开的口岸进行。特殊情况下，可以在有关主管机关指定的地点进行。

出境的交通运输工具自出境检查后至出境前，入境的交通运输工具自入境后至入境检查前，未经出入境边防检查机关按照规定程序许可，不得上下人员、装卸货物或者物品。

第五十一条 交通运输工具负责人或者交通运输工具出境入境业务代理单位应当按照规定提前向出入境边防检查机关报告入境、出境的交通运输工具抵达、离开口岸的时间和停留地点，如实申报员工、旅客、货物或者物品等信息。

第五十二条 交通运输工具负责人、交通运输工具出境入境业务代理单位应当配合出境入境边防检查，发现违反本法规定行为的，应当立即报告并协助调查处理。

入境交通运输工具载运不准入境人员的，交通运输工具负责人应当负责载离。

第五十三条 出入境边防检查机关按照规定对处于下列情形之一的出境入境交通运输工具进行监护：

- （一）出境的交通运输工具在出境边防检查开始后至出境前、入境的交通运输工具在入境后至入境边防检查完成前；
- （二）外国船舶在中国内河航行期间；
- （三）有必要进行监护的其他情形。

第五十四条 因装卸物品、维修作业、参观访问等事由需要上下外国船舶的人员，应当向出入境边防检查机关申请办理登轮证件。

中国船舶与外国船舶或者外国船舶之间需要搭靠作业的，应当由船长或者交通运输工具出境入境业务代理单位向出入境边防检查机关申请办理船舶搭靠手续。

第五十五条 外国船舶、航空器在中国境内应当按照规定的路线、航线行驶。

出境入境的船舶、航空器不得驶入对外开放口岸以外地区。因不可预见的紧急情况或者不可抗力驶入的，应当立即向就近的出入境边防检查机关或者当地公安机关报告，并接受监护和管理。

第五十六条 交通运输工具有下列情形之一的，不准出境入境；已经驶离口岸的，可以责令返回：

- （一）离开、抵达口岸时，未经查验准许擅自出境入境的；
- （二）未经批准擅自改变出境入境口岸的；
- （三）涉嫌载有不准出境入境人员，需要查验核实的；
- （四）涉嫌载有危害国家安全、利益和社会公共秩序的物品，需要查验核实的；
- （五）拒绝接受出入境边防检查机关管理的其他情形。

前款所列情形消失后，出入境边防检查机关对有关交通运输工具应当立即放行。

第五十七条 从事交通运输工具出境入境业务代理的单位，应当向出入境边防检查机关备案。从事业务代理的人员，由所在单位向出入境边防检查机关办理备案手续。

第六章 调查和遣返

第五十八条 本章规定的当场盘问、继续盘问、拘留审查、限制活动范围、遣送出境措施，由县级以上地方人民政府公安机关或者出入境边防检查机关实施。

第五十九条 对涉嫌违反出境入境管理的人员，可以当场盘问；经当场盘问，有下列情形之一的，可以依法继续盘问：

- （一）有非法出境入境嫌疑的；
- （二）有协助他人非法出境入境嫌疑的；

(三) 外国人有非法居留、非法就业嫌疑的；

(四) 有危害国家安全和利益，破坏社会公共秩序或者从事其他违法犯罪活动嫌疑的。

当场盘问和继续盘问应当依据《中华人民共和国人民警察法》规定的程序进行。

县级以上地方人民政府公安机关或者出入境边防检查机关需要传唤涉嫌违反出境入境管理的人员的，依照《中华人民共和国治安管理处罚法》的有关规定执行。

第六十条 外国人有本法第五十九条第一款规定情形之一的，经当场盘问或者继续盘问后仍不能排除嫌疑，需要作进一步调查的，可以拘留审查。

实施拘留审查，应当出示拘留审查决定书，并在二十四小时内进行询问。发现不应当拘留审查的，应当立即解除拘留审查。

拘留审查的期限不得超过三十日；案情复杂的，经上一级地方人民政府公安机关或者出入境边防检查机关批准可以延长至六十日。对国籍、身份不明的外国人，拘留审查期限自查清其国籍、身份之日起计算。

第六十一条 外国人有下列情形之一的，不适用拘留审查，可以限制其活动范围：

- (一) 患有严重疾病的；
- (二) 怀孕或者哺乳自己不满一周岁婴儿的；
- (三) 未满十六周岁或者已满七十周岁的；
- (四) 不宜适用拘留审查的其他情形。

被限制活动范围的外国人，应当按照要求接受审查，未经公安机关批准，不得离开限定的区域。限制活动范围的期限不得超过六十日。对国籍、身份不明的外国人，限制活动范围期限自查清其国籍、身份之日起计算。

第六十二条 外国人有下列情形之一的，可以遣送出境：

- (一) 被处限期出境，未在规定期限内离境的；
- (二) 有不准入境情形的；
- (三) 非法居留、非法就业的；
- (四) 违反本法或者其他法律、行政法规需要遣送出境的。

其他境外人员有前款所列情形之一的，可以依法遣送出境。

被遣送出境的人员，自被遣送出境之日起一至五年内不准入境。

第六十三条 被拘留审查或者被决定遣送出境但不能立即执行的人员，应当羁押在拘留所或者遣返场所。

第六十四条 外国人对依照本法规定对其实施的继续盘问、拘留审查、限制活动范围、遣送出境措施不服的，可以依法申请行政复议，该行政复议决定为最终决定。

其他境外人员对依照本法规定对其实施的遣送出境措施不服，申请行政复议的，适用前款规定。

第六十五条 对依法决定不准出境或者不准入境的人员，决定机关应当按照规定及时通知出入境边防检查机关；不准出境、入境情形消失的，决定机关应当及时撤销不准出境、入境决定，并通知出入境边防检查机关。

第六十六条 根据维护国家安全和出境入境管理秩序的需要，必要时，出入境边防检查机关可以对出境入境的人员进行人身检查。人身检查应当由两名与受检查人同性别的边防检查人员进行。

第六十七条 签证、外国人停留居留证件等出境入境证件发生损毁、遗失、被盗抢或者签发后发现持证人不符合签发条件等情形的，由签发机关宣布该出境入境证件作废。

伪造、变造、骗取或者被证件签发机关宣布作废的出境入境证件无效。

公安机关可以对前款规定的或被他人冒用的出境入境证件予以注销或者收缴。

第六十八条 对用于组织、运送、协助他人非法出境入境的交通运输工具，以及需要作为办案证据的物品，公安机关可以扣押。

对查获的违禁物品，涉及国家秘密的文件、资料以及用于实施违反出境入境管理活动的工具等，公安机关应当予以扣押，并依照相关法律、行政法规规定处理。

第六十九条 出境入境证件的真伪由签发机关、出入境边防检查机关或者公安机关出入境管理机构认定。

第七章 法律责任

第七十条 本章规定的行政处罚，除本章另有规定外，由县级以上地方人民政府公安机关或者出入境边防检查机关决定；其中警告或者五千元以下罚款，可以由县级以上地方人民政府公安机关出入境管理机构决定。

第七十一条 有下列行为之一的，处一千元以上五千元以下罚款；情节严重的，处五日以上十日以下拘留，可以并处二千元以上一万元以下罚款：

- （一）持用伪造、变造、骗取的出境入境证件出境入境的；
- （二）冒用他人出境入境证件出境入境的；
- （三）逃避出境入境边防检查的；
- （四）以其他方式非法出境入境的。

第七十二条 协助他人非法出境入境的，处二千元以上一万元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五千元以上二万元以下罚款，有违法所得的，没收违法所得。

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

第七十三条 弄虚作假骗取签证、停留居留证件等出境入境证件的，处二千元以上五千元以下罚款；情节严重的，处十日以上十五日以下拘留，并处五千元以上二万元以下罚款。

单位有前款行为的，处一万元以上五万元以下罚款，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

第七十四条 违反本法规定，为外国人出具邀请函件或者其他申请材料的，处五千元以上一万元以下罚款，有违法所得的，没收违法所得，并责令其承担所邀请外国人的出境费用。

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并责令其承担所邀请外国人的出境费用，对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

第七十五条 中国公民出境后非法前往其他国家或者地区被遣返的，出入境边防检查机关应当收缴其出境入境证件，出境入境证件签发机关自其被遣返之日起六个月至三年以内不予签发出境入境证件。

第七十六条 有下列情形之一的，给予警告，可以并处二千元以下罚款：

- (一) 外国人拒不接受公安机关查验其出境入境证件的；
- (二) 外国人拒不交验居留证件的；
- (三) 未按照规定办理外国人出生登记、死亡申报的；
- (四) 外国人居留证件登记事项发生变更，未按照规定办理变更的；
- (五) 在中国境内的外国人冒用他人出境入境证件的；
- (六) 未按照本法第三十九条第二款规定办理登记的。

旅馆未按照规定办理外国人住宿登记的，依照《中华人民共和国治安管理处罚法》的有关规定予以处罚；未按照规定向公安机关报送外国人住宿登记信息的，给予警告；情节严重的，处一千元以上五千元以下罚款。

第七十七条 外国人未经批准，擅自进入限制外国人进入的区域，责令立即离开；情节严重的，处五日以上十日以下拘留。对外国人非法获取的文字记录、音像资料、电子数据和其他物品，予以收缴或者销毁，所用工具予以收缴。

外国人、外国机构违反本法规定，拒不执行公安机关、国家安全机关限期迁离决定的，给予警告并强制迁离；情节严重的，对有关责任人员处五日以上十五日以下拘留。

第七十八条 外国人非法居留的，给予警告；情节严重的，处每非法居留一日五百元，总额不超过一万元的罚款或者五日以上十五日以下拘留。

因监护人或者其他负有监护责任的人未尽到监护义务，致使未满十六周岁的外国人非法居留的，对监护人或者其他负有监护责任的人给予警告，可以并处一千元以下罚款。

第七十九条 容留、藏匿非法入境、非法居留的外国人，协助非法入境、非法居留的外国人逃避检查，或者为非法居留的外国人违法提供出境入境证件的，处二千元以上一万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款，有违法所得的，没收违法所得。

单位有前款行为的，处一万元以上五万元以下罚款，有违法所得的，没收违法所得，并对其直接负责的主管人员和其他直接责任人员依照前款规定予以处罚。

第八十条 外国人非法就业的，处五千元以上二万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款。

介绍外国人非法就业的，对个人处每非法介绍一人五千元，总额不超过五万元的罚款；对单位处每非法介绍一人五千元，总额不超过十万元的罚款；有违法所得的，没收违法所得。

非法聘用外国人的，处每非法聘用一人一万元，总额不超过十万元的罚款；有违法所得的，没收违法所得。

第八十一条 外国人从事与停留居留事由不相符的活动，或者有其他违反中国法律、法规规定，不适宜在中国境内继续停留居留情形的，可以处限期出境。

外国人违反本法规定，情节严重，尚不构成犯罪的，公安部可以处驱逐出境。公安部的处罚决定为最终决定。

被驱逐出境的外国人，自被驱逐出境之日起十年内不准入境。

第八十二条 有下列情形之一的，给予警告，可以并处二千元以下罚款：

- （一）扰乱口岸限定区域管理秩序的；
- （二）外国船员及其随行家属未办理临时入境手续登陆的；
- （三）未办理登轮证件上下外国船舶的。

违反前款第一项规定，情节严重的，可以并处五日以上十日以下拘留。

第八十三条 交通运输工具有下列情形之一的，对其负责人处五千元以上五万元以下罚款：

- （一）未经查验准许擅自出境入境或者未经批准擅自改变出境入境口岸的；
- （二）未按照规定如实申报员工、旅客、货物或者物品等信息，或者拒绝协助出境入境边防检查的；
- （三）违反出境入境边防检查规定上下人员、装卸货物或者物品的。

出境入境交通运输工具载运不准出境入境人员出境入境的，处每载运一人五千元以上一万元以下罚款。交通运输工具负责人证明其已经采取合理预防措施的，可以减轻或者免于处罚。

第八十四条 交通运输工具有下列情形之一的，对其负责人处二千元以上二万元以下罚款：

- （一）中国或者外国船舶未经批准擅自搭靠外国船舶的；
- （二）外国船舶、航空器在中国境内未按照规定的路线、航线行驶的；
- （三）出境入境的船舶、航空器违反规定驶入对外开放口岸以外地区的。

第八十五条 履行出境入境管理职责的工作人员，有下列行为之一的，依法给予处分：

（一）违反法律、行政法规，为不符合规定条件的外国人签发签证、外国人停留居留证件等出境入境证件的；

（二）违反法律、行政法规，审核验放不符合规定条件的人员或者交通运输工具出境入境的；

（三）泄露在出境入境管理工作中知悉的个人信息，侵害当事人合法权益的；

（四）不按照规定将依法收取的费用、收缴的罚款及没收的违法所得、非法财物上缴国库的；

（五）私分、侵占、挪用罚没、扣押的款物或者收取的费用的；

（六）滥用职权、玩忽职守、徇私舞弊，不依法履行法定职责的其他行为。

第八十六条 对违反出境入境管理行为处五百元以下罚款的，出入境边防检查机关可以当场作出处罚决定。

第八十七条 对违反出境入境管理行为处罚款的，被处罚人应当自收到处罚决定书之日起十五日内，到指定的银行缴纳罚款。被处罚人在所在地没有固定住所，不当场收缴罚款事后难以执行或者在口岸向指定银行缴纳罚款确有困难的，可以当场收缴。

第八十八条 违反本法规定，构成犯罪的，依法追究刑事责任。

第八章 附则

第八十九条 本法下列用语的含义：

出境，是指由中国内地前往其他国家或者地区，由中国内地前往香港特别行政区、澳门特别行政区，由中国大陆前往台湾地区。

入境，是指由其他国家或者地区进入中国内地，由香港特别行政区、澳门特别行政区进入中国内地，由台湾地区进入中国大陆。

外国人，是指不具有中国国籍的人。

第九十条 经国务院批准，同毗邻国家接壤的省、自治区可以根据中国与有关国家签订的边界管理协定制定地方性法规、地方政府规章，对两国边境接壤地区的居民往来作出规定。

第九十一条 外国驻中国的外交代表机构、领事机构成员以及享有特权和豁免的其他外国人，其入境出境及停留居留管理，其他法律另有规定的，依照其规定。

第九十二条 外国人申请办理签证、外国人停留居留证件等出境入境证件或者申请办理证件延期、变更的，应当按照规定缴纳签证费、证件费。

第九十三条 本法自 2013 年 7 月 1 日起施行。《中华人民共和国外国人入境出境管理法》和《中华人民共和国公民出境入境管理法》同时废止。

Order of the President of the People's Republic of China

No. 57

The Exit and Entry Administration Law of the People's Republic of China, adopted at the 27th meeting of the Standing Committee of the Eleventh National People's Congress of the People's Republic of China on June 30, 2012, and is hereby promulgated and shall come into force as of July 1, 2013.

Exit and Entry Administration Law of the People's Republic of China

(Adopted at the 27th meeting of the Standing Committee of the Eleventh National People's Congress on June 30, 2012)

Contents

Chapter I General Provisions

Chapter II Exit and Entry of Chinese Citizens

Chapter III Entry and Exit of Foreigners

Section 1 Visa

Section 2 Entry and Exit

Chapter IV Stay and Residence of Foreigners

Section 1 Stay and Residence

Section 2 Permanent Residence

Chapter V Border Inspection of Transport Vehicles Exiting/Entering

China

Chapter VI Investigation and Repatriation

Chapter VII Legal Liabilities

Chapter VIII Supplementary Provisions

Chapter I

General Provisions

Article 1 In order to regulate exit/entry administration, safeguard the sovereignty, security and social order of the People's Republic of China, and promote foreign exchanges and opening to the outside world, this Law is hereby formulated.

Article 2 This Law is applicable to the administration of exit and entry of Chinese citizens, entry and exit of foreigners, stay and residence of foreigners in China, and the exit/entry border inspection of transport vehicles.

Article 3 The State protects Chinese citizens' legitimate rights and interests of exiting and entering the country.

The legitimate rights and interests of foreigners in China shall be protected by laws. Foreigners in China shall abide by the Chinese laws, and shall not endanger China's national security, harm public interests and disrupt social and public order.

Article 4 The Ministry of Public Security and the Ministry of Foreign Affairs shall, within the scope of their respective responsibilities, be responsible for administering exit/entry affairs.

Embassies and consulates of the People's Republic of China and other institutions stationed abroad entrusted by the Ministry of Foreign Affairs (hereinafter referred to as "the visa-issuing authorities abroad") shall be responsible for issuance of entry visas to foreigners. Exit/entry border inspection authorities shall be responsible for carrying out exit/entry border inspection. Public security organs under local people's governments at or above the county level and their exit/entry administrations shall be responsible for the administration of the stay and residence of foreigners.

The Ministry of Public Security and the Ministry of Foreign Affairs may, within the scope of their respective responsibilities, entrust exit/entry administrations of public security organs or foreign affairs departments under local people's

governments at or above the county level to accept foreigners' applications for entry, stay and residence in China.

In the administration of exit/entry affairs, the Ministry of Public Security and the Ministry of Foreign Affairs shall strengthen communication and cooperation, cooperate closely with relevant departments under the State Council, and exercise functions and powers and bear liabilities within the scope of their respective responsibilities in accordance with the law.

Article 5 The State shall establish a uniform exit/entry administration information platform to share information among relevant administrative departments.

Article 6 The State shall establish exit/entry border inspection authorities at the ports open to foreign countries.

Chinese citizens, foreigners as well as transport vehicles shall exit or enter China via the ports open to foreign countries, or via the places approved by the State Council or by the departments authorized by the State Council under special circumstances. Personnel and transport vehicles that exit or enter China shall be subject to exit/entry border inspection.

Exit/entry border inspection authorities shall be responsible for relevant administration work in the restricted zones of ports. On the basis of the need for safeguarding national security and maintaining the order of exit/entry administration, exit/entry border inspection authorities may conduct border inspection on the belongings of the persons who exit or enter China. When necessary, exit/entry border inspection authorities may conduct border inspection on the goods carried by transport vehicles that exit or enter China. However, exit/entry border inspection authorities shall notify the Customs of such inspections.

Article 7 Upon approval by the State Council, the Ministry of Public Security and the Ministry of Foreign Affairs may, on the basis of the need for exit/entry administration, set forth regulations on the collection and keep of fingerprints and other biometric identification information of the persons who exit or enter China.

Where foreign governments have special regulations on issuing visas to Chinese citizens or the exit/entry administration of Chinese citizens, the Chinese government may, as the circumstances require, take corresponding and equivalent measures.

Article 8 Departments and institutions that are responsible for the exit/entry administration shall take practical measures, constantly improve service and administration, enforce laws impartially, provide convenient and efficient service and ensure the security and conveyance of the exit/entry procedures.

Chapter II

Exit and Entry of Chinese Citizens

Article 9 Chinese citizens who exit or enter China shall, in accordance with the law, apply for passports or other travel documents.

Chinese citizens bound for other countries or regions shall obtain visas or other entry permits from destination countries, unless the Chinese government has signed visa exemption agreements with the governments of those countries, or otherwise stipulated by the Ministry of Public Security and the Ministry of Foreign Affairs.

Chinese citizens who exit or enter China as seamen or work on foreign ships shall apply for seamen's certificates in accordance with the law.

Article 10 Chinese citizens who travel between the Mainland and the Hong Kong Special Administrative Region, between the Mainland and the Macao Special Administrative Region, and between the Mainland and Taiwan Region, shall apply for exit/entry permits in accordance with the law, and abide by the relevant provisions of this Law. The specific administrative measures shall be stipulated by the State Council.

Article 11 Chinese citizens who exit or enter China shall submit their exit/entry documents such as passports or other travel documents to the exit/entry border inspection authorities for examination, go through the prescribed formalities, and may exit or enter upon examination and approval.

For ports that meet relevant conditions, exit/entry border inspection authorities shall provide convenience such as special lanes for the exit and entry of Chinese citizens.

Article 12 Under any of the following circumstances, Chinese citizens are not allowed to exit China:

- (1) Hold no valid exit/entry documents, or refuse or evade border inspection;
- (2) Are sentenced to criminal punishments, the execution of which have not been completed, or are suspects or defendants in criminal cases;
- (3) Are involved in unsettled civil cases and not allowed to exit China upon decision of the people's courts;
- (4) Are subject to criminal punishment for impairing border administration, or are repatriated by other countries or regions due to illegal exit from China, illegal residence or illegal employment, and the No-Exit-from-China period has not expired;
- (5) May endanger national security or interests, and are not allowed to exit China upon decision by competent departments under the State Council; or
- (6) Other circumstances in which exit from China is not allowed in accordance with laws or administrative regulations.

Article 13 Chinese citizens residing abroad who desire to return to China for permanent residence shall, prior to the entry, file applications with Chinese embassies or consulates or other institutions stationed abroad entrusted by the Ministry of Foreign Affairs. They may also file such applications to the overseas Chinese affairs departments under the local people's governments at or above the county level of the proposed places of permanent residence on their own or via their relatives in China.

Article 14 When handling financial affairs or affairs involving education, medical treatment, transportation, telecommunications, social insurance or property registration, where identity certificates are required, Chinese citizens residing abroad may provide their passports for proof of identity.

Chapter III

Entry and Exit of Foreigners

Section 1

Visa

Article 15 In order to entering China, foreigners shall apply to the visa-issuing authorities stationed abroad for a visa, except as otherwise provided for in this Law.

Article 16 Visas are categorized as diplomatic visa, courtesy visa, official visa and ordinary visa.

Diplomatic or official visas shall be issued to foreigners who enter China for diplomatic or official reasons; and courtesy visas shall be issued to foreigners who are given courtesy due to their special status. The scope and measures for issuing diplomatic, courtesy and official visas shall be stipulated by the Ministry of Foreign Affairs.

Appropriate types of ordinary visa shall be issued to foreigners who enter China due to non-diplomatic or official reasons including work, study, family visit, travel, business activities and talent introduction. The types of ordinary visa and relevant issuance measures shall be stipulated by the State Council.

Article 17 The registered items of a visa shall include visa type, name, sex, date of birth, number of allowed entries, validity period of entry and duration of stay of the holder, date and place of issuance, as well as passport number or other international travel documents number.

Article 18 Foreigners who apply for visas shall submit their passports or other international travel documents, as well as information of specific application matters, to the visa-issuing authorities stationed abroad. They shall go through relevant formalities and accept interviews in accordance with the requirements of the visa-issuing authorities stationed abroad.

Article 19 Where foreigners applying for visas need to provide written invitations issued by entities or individuals within China, the applicants shall provide such invitations in accordance with the requirements of the visa-issuing authorities abroad. Entities or individuals that issue written invitations shall be liable for the fidelity of the contents.

Article 20 Foreigners who need to enter China urgently for humanitarian reasons, or are invited to enter China for urgent business or rush repair work, or have other urgent needs, and hold materials that prove the competent departments' approval of their applying for visas at port, may apply for port visas with the visa-issuing authorities entrusted by the Ministry of Public Security at the ports (hereinafter

referred to as “port visa authorities”) which are approved to issue port visas by the State Council.

Travel agencies that organize inbound tourism in accordance with relevant State regulations may apply for group tourist visas from port visa authorities.

Foreigners who apply to port visa authorities for visas shall submit their passports or other international travel documents, as well as relevant information of specific application matters. They shall go through relevant formalities in accordance with the requirements of the port visa authorities, and enter China at the ports where they apply for visas.

Visas issued by port visa authorities shall be single entry and the duration of stay shall not exceed 30 days.

Article 21 Under any of the following circumstances, visas shall not be issued to foreigners:

- (1) Was deported, or was repatriated upon decision, and the No-Entry-into-China period has not expired;
- (2) Is suffering from serious mental disorders, infectious tuberculosis or other infectious diseases that may severely jeopardize the public health;
- (3) May endanger China’s national security or interests, or disrupt social and public order, or engage in other illegal or criminal activities;
- (4) Resort to fraudulent acts in visa application or cannot guarantee expected expenditures during their stay in China;
- (5) Fail to submit relevant information required by the visa-issuing authorities; or
- (6) Other circumstances in which visa authorities consider a visa should not be issued.

The visa-issuing authorities are not required to give reasons for refusing the issuance of a visa.

Article 22 Under any of the following circumstances, foreigners may be exempt from applying for visas:

- (1) So exempted based on the visa exemption agreements signed by the Chinese government with the governments of other countries;
- (2) Hold valid foreigners’ residence permits;

(3) Hold connected passenger tickets and are in transit to a third country or region by an international aircraft, ship or train via China, will stay for not more than 24 hours in China without leaving the port of entry, or will stay in the specific zones approved by the State Council within the prescribed time limit; or

(4) Other circumstances stipulated by the State Council in which visas may be exempted.

Article 23 Where foreigners under any of the following circumstances need to enter China temporarily, they shall apply to exit/entry border inspection agencies for going through the formalities for temporary entry:

(1) Foreign seamen and their accompanying family members disembark at cities where the ports are located;

(2) Persons specified in Subparagraph (3) of Article 22 of this Law need to leave ports; or

(3) Foreigners need to enter China temporarily due to force majeure or for any other urgent reason.

The duration of stay for temporary entry shall not exceed 15 days.

For foreigners who apply for going through the formalities for temporary entry, exit/entry border inspection authorities may require such foreigners, the persons in charge of the transport vehicles used for such foreigners' entry or the agencies handling the exit/entry business for transport vehicles to provide necessary guaranty measures.

Section 2

Entry and Exit

Article 24 Foreigners who enter China shall submit their passports, other international travel documents, visas or other entry permits to the exit/entry border inspection authorities for examination, go through the prescribed formalities, and may enter upon examination and approval.

Article 25 Under any of the following circumstances, foreigners shall not be allowed to enter China:

(1) Hold no valid exit/entry documents, or refuse or evade border inspection;

- (2) Are involved in any of the circumstances specified in Subparagraph (1) through (4) of the first paragraph of Article 21 of this Law;
- (3) May engage in activities not conform to the types of visa after entering China; or
- (4) Other circumstances in which entry is not allowed in accordance with laws or administrative regulations.

Exit/entry border inspection authorities are not required to give reasons for denying an entry.

Article 26 Exit/entry border inspection authorities shall order foreigners who are denied entry in China to return, and shall force the return of those who refuse to do so. While waiting for return, those foreigners shall not leave the restricted zones.

Article 27 Foreigners who exit China shall submit their exit/entry documents including passports or other international travel documents to the exit/entry border inspection authorities for examination, go through prescribed formalities, and may exit upon examination and approval.

Article 28 Under any of the following circumstances, foreigners shall not be allowed to exit China:

- (1) Are sentenced to criminal punishments, the execution of which are not completed, or suspects or defendants in criminal cases, except those who are sentenced and transferred under relevant agreements between China and foreign countries;
- (2) Are involved in unsettled civil cases and are not allowed to exit China upon decision of the people's courts;
- (3) Are in arrears of paying off labor remuneration and therefore are not allowed to exit by decision of the relevant departments under the State Council or of the people's governments of provinces, autonomous regions or municipalities directly under the Central Government; or
- (4) Other circumstances in which exit shall not be allowed in accordance with laws or administrative regulations.

Chapter IV

Stay and Residence of Foreigners

Section 1

Stay and Residence

Article 29 Where the duration of stay specified in a visa held by a foreigner does not exceed 180 days, the holder may stay in China within the duration specified therein.

Where the duration of stay needs to be extended, the visa holder shall file an application with the exit/entry administration of public security organ under the local people's government at or above the county level in the place of his stay seven days prior to the expiry of the duration specified in the visa, and shall submit information of specific application matters in accordance with relevant requirements. If upon examination, the reasons for extension are appropriate and sufficient, such extension shall be granted; if an extension is denied, the foreigner shall leave China on the expiry of the duration.

The accumulated length of extension shall not exceed the original duration of stay specified in the visa.

Article 30 Where visas held by foreigners specify that foreigners need to apply for residence permits after entry, such foreigners shall, within 30 days from the date of their entry, apply to the exit/entry administrations of public security organs under local people's governments at or above the county level in the proposed places of residence for foreigners' residence permits.

Applicants for foreigners' residence permits shall submit their passports or other international travel documents, as well as relevant information of specific application matters, and provide biometric identification information such as fingerprints. The exit/entry administrations of public security organs shall, within 15 days upon the date of receipt, conduct examination and make a decision thereupon. Based on the purpose of residence, those administrations shall issue the appropriate types of foreigners' residence permits with the duration.

The validity period of a foreigner's work-type residence permit shall be 90 days at the minimum and five years at the maximum; and the validity period of a non-work-type foreigner's residence permit shall be 180 days at the minimum and five years at the maximum.

Article 31 Under any of the following circumstances, a foreigner's residence permit shall not be issued:

- (1) The visa held does not belong to the type for which a foreigner's residence permit should be issued;
- (2) Resorts to fraudulent acts in application;
- (3) Fails to provide relevant supporting materials in accordance with relevant regulations;
- (4) Is not eligible to reside in China because of violation of relevant Chinese laws or administrative regulations; or
- (5) Other circumstances in which the issuing authority considers a foreigner's residence permit should not be issued.

Foreigners with expertise and foreign investors who conform to relevant State regulations or foreigners who need to change their status from stay to residence for humanitarian or other reasons, may undergo the formalities for obtaining foreigner's residence permits upon approval by the exit/entry administrations of public security organs under local people's governments at or above the city with districts.

Article 32 Foreigners residing in China who apply for the extension of the duration of residence shall, within 30 days prior to the expiry of the validity period on their residence permits, file applications with the exit/entry administrations of public security organs under local people's governments at or above the county level, and submit relevant information of specific application matters in accordance with relevant requirements. If upon examination, the reasons for extension are appropriate and sufficient, an extension shall be granted; if an extension is denied, the foreigner concerned shall leave China on the expiry of the validity period specified in their residence permits.

Article 33 The registered items of a foreign residence permit shall include name, sex, date of birth, reason for residence and duration of residence of the holder, date and place of issuance, passport number or other international travel documents number.

Where the registered item in a foreigner's residence permit has changed, the holder shall, within 10 days from the date of change, apply to the exit/entry administration of public security organ under the local people's government at or above the county level in the place of residence for going through the formalities for alteration.

Article 34 Where visa-exempt foreigners need to stay in China longer than the visa-free period, or foreign seamen and their accompanying family members need to leave the cities where the ports are located, or under other circumstances in which foreigners' stay permits should be applied for, they shall apply for such permits in accordance with relevant regulations.

The maximum validity period of a foreigner's stay permit shall be 180 days.

Article 35 Where ordinary visas, stay or residence permits held by foreigners need to be reissued due to damage, loss, theft, robbery or other reasons in compliance with relevant State regulations after foreigners enter China, those foreigners shall apply for a reissue with the exit/entry administrations of public security organs under local people's governments at or above the county level in the places of stay or residence in accordance with relevant regulations.

Article 36 Decisions made by the exit/entry administration of public security organ on rejecting applications for visa extension or reissuance, or on not issuing foreigners' stay or residence permits or not extending the duration of residence shall be final.

Article 37 Foreigners who stay or reside in China shall not engage in activities not corresponding to the purpose of stay or residence, and shall leave China prior to the expiry of the prescribed duration of stay or residence.

Article 38 Foreigners having reached the age of 16 who stay or reside in China shall carry with them their passports or other international travel documents, or foreigners' stay or residence permits, and accept the inspection of public security organs.

Foreigners who reside in China shall, within the prescribed time limit, submit foreigners' residence permits to public security organs under local people's governments at or above the county level in the places of residence for examination.

Article 39 Where foreigners stay in hotels in China, the hotels shall register their accommodation in accordance with the regulations on the public security administration of the hotel industry, and submit foreigners' accommodation registration information to the public security organs in the places where the hotels are located.

For foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after the foreigners' arrival, go through the registration formalities with the public security organs in the places of residence.

Article 40 For foreign infants born in China, their parents or agents shall, within 60 days after they are born, on the strength of the birth certificates, go through the formalities for stay or residence registration for them with the exit/entry administrations of public security organs under people's governments at or above the county level in the places of their parents' stay or residence.

For foreigners who decease in China, their relatives, guardians or agents shall, in accordance with relevant regulations, on the strength of the death certificates, report their death to the exit/entry administrations of the public security organs under local people's governments at or above the county level to cancel their stay or residence permits.

Article 41 Foreigners who work in China shall obtain work permits and work-type residence permits in accordance with relevant regulations. No entities or individuals shall employ foreigners who have no work permits or work-type residence permits.

The administrative measures for foreigners working in China shall be stipulated by the State Council.

Article 42 The competent department of human resources and social security and the competent department in charge of foreign experts affairs under the State Council

shall, in conjunction with relevant departments under the State Council, formulate and regularly adjust the guiding catalogue for foreigners working in China based on the needs for economic and social development as well as the supply and demand of human resources.

The competent department of education under the State Council shall, in conjunction with relevant departments under the State Council, establish an administrative system for foreign students working to support their study in China and set forth regulations on the scope of jobs and the limit of work time for such foreign students.

Article 43 Any of the following acts of foreigners shall be deemed unlawful employment:

(1) Work in China without obtaining work permits or work-type residence permits in accordance with relevant regulations;

(2) Work in China beyond the scope prescribed in the work permits; or

(3) Foreign students work in violation of the regulations on the administration of foreign students working to support their study in China and work beyond the prescribed scope of jobs or prescribed time limit.

Article 44 On the basis of the need for maintaining national security and public security, public security organs and national security organs may impose restrictions on foreigners and foreign institutions from establishing places of residence or work in certain areas; and may order that established places of residence or work be relocated within a prescribed time limit.

Without approval, foreigners shall not access foreigner-restricted areas.

Article 45 Entities that employ foreigners or enroll foreign students shall report relevant information to local public security organs in accordance with relevant regulations.

Citizens, legal persons or other organizations who find foreigners illegal enter, reside or work in China shall duly report such matter to the local public security organs.

Article 46 Foreigners applying for refugee status may, during the screening process, stay in China on the strength of temporary identity certificates issued by public security organs; foreigners who are recognized as refugees may stay or reside in China on the strength of refugee identity certificates issued by public security organs.

Section 2

Permanent Residence

Article 47 Foreigners who have made remarkable contribution to China's economic and social development or meet other conditions for permanent residence in China may obtain permanent residence status upon application approved by the Ministry of Public Security.

The administrative measures for examination and approval of foreigners' permanent residence in China shall be stipulated by the Ministry of Public Security and the Ministry of Foreign Affairs in conjunction with relevant departments under the State Council.

Article 48 Foreigners who have obtained permanent residence status may reside or work in China on the strength of permanent residence permits, and exit or enter China on the strength of their passports and permanent residence permits.

Article 49 Where foreigners fall under any of the following circumstances, the Ministry of Public Security shall decide to cancel their permanent residence status in China:

- (1) Endanger China's national security or interests;
- (2) Are deported;
- (3) Obtain permanent residence status in China by fraudulent acts;
- (4) Fail to reside in China for the prescribed time limit; or
- (5) Other circumstances in which foreigners are not eligible to reside in China permanently.

Chapter V

Border Inspection of Transport Vehicles Exiting/Entering China

Article 50 Transport vehicles that exit or enter China shall be subject to border inspection when leaving or arriving at ports. Border inspection of entering transport vehicles shall be conducted at the first arriving port in China; border inspection of exiting transport vehicles shall be conducted at the last port when they leave China. Under special circumstances, border inspection may be conducted in places designated by competent authorities.

Without the permission of exit/entry border inspection authorities in accordance with prescribed procedures, transport vehicles that exit China shall not embark or disembark passengers, or load and unload goods or articles between exit inspection and exit, and nor shall transport vehicles that enter China do so between entry and entry inspection.

Article 51 Persons in charge of transport vehicles or agencies handling the exit/entry business for transport vehicles shall, in accordance with relevant regulations, report to the exit/entry border inspection authorities in advance on the entering or exiting transport vehicles' time of arrival at or departure from the port and the places of stay, and truthfully declare information including staff, passengers, goods and articles.

Article 52 Persons in charge of transport vehicles or agencies handling the exit/entry business for transport vehicles shall provide cooperation in exit/entry border inspection, and shall immediately report any violations of this Law found thereby and give assistance in the investigation and handling of such violations.

Where transport vehicles that enter China carry persons who are not allowed to enter China, the persons in charge of the transport vehicles shall be responsible for their leaving.

Article 53 Exit/entry border inspection authorities shall supervise transport vehicles that exit or enter China under any of the following circumstances:

- (1) Between exit border inspection and exit for transport vehicles that exit China, and between entry and entry border inspection for transport vehicles that enter China;
- (2) When foreign ships navigate in China's inland waters; or
- (3) Other circumstances in which supervision is necessary.

Article 54 Persons who need to embark on or disembark from foreign ships for reasons such as goods loading or unloading, maintenance operations or visit shall apply to exit/entry border inspection authorities for boarding pass.

Where a Chinese ship needs to berth alongside a foreign ship, or a foreign ship needs to berth alongside another foreign ship, the captain or the agency handling the exit/entry business for relevant transport vehicles shall apply to the exit/entry border inspection authority for going through formalities for berth.

Article 55 Foreign ships and aircrafts shall navigate according to prescribed routes.

Ships and aircrafts that exit or enter China shall not access areas outside the ports open to foreign countries. The aforesaid ships or aircrafts that access such areas due to unforeseeable emergencies or force majeure shall immediately report to the nearest exit/entry border inspection authority or local public security organ, and accept supervision and administration.

Article 56 Under any of the following circumstances, transport vehicles shall be not allowed to exit or enter China; those that have left ports may be ordered to return:

- (1) Exit or enter China without examination and approval when leaving or arriving at port;
- (2) Change the port of exit or entry without approval;
- (3) Are suspected of carrying persons who are not allowed to exit or enter China and therefore need to be inspected and verified;
- (4) Are suspected of carrying articles endangering national security or interests or disrupting social or public order and therefore need to be inspected and verified; or
- (5) Other circumstances in which transport vehicles refuse to subject themselves to exit/entry border inspection authorities' administration.

After the circumstances specified in the preceding paragraph disappear, exit/entry border inspection authorities shall immediately release relevant transport vehicles.

Article 57 Agencies handling the exit/entry business for transport vehicles shall file records with exit/entry border inspection authorities. For agents engaging in such

a business, the entities they work for shall file relevant records for them with exit/entry border inspection authorities.

Chapter VI

Investigation and Repatriation

Article 58 Measures for on-the-spot interrogation, continued interrogation, detention for investigation, movement restriction and repatriation prescribed in this Chapter shall be enforced by public security organs under local people's governments at or above the county level or by exit/entry border inspection authorities.

Article 59 Persons suspected of violating the regulations on exit/entry administration may be interrogated on the spot; upon on-the-spot interrogation, the aforesaid persons may be interrogated in continuation in accordance with the law under any of the following circumstances:

- (1) Are suspected of illegally exiting or entering China;
- (2) Are suspected of assisting others in illegally exiting or entering China;
- (3) Are foreigners suspected of illegally residing or working in China; or
- (4) Are suspected of endangering national security or interests, disrupting social or public order, or engaging in other illegal or criminal activities.

On-the-spot interrogation and continued interrogation shall be conducted in accordance with the procedures prescribed in the People's Police Law of the People's Republic of China.

Where public security organs under local people's governments at or above the county level or exit/entry border inspection authorities need to summon the persons suspected of violating the regulations on exit/entry administration, they shall handle the matter in accordance with the relevant regulations of the Law of the People's Republic of China on Penalties for Administration of Public Security.

Article 60 Where foreigners involved in any of the circumstances specified in the first paragraph of Article 59 of this Law cannot be cleared of suspicion after on-the-spot interrogation or continued interrogation and therefore need to be further investigated, he may be detained for investigation.

When detaining a foreigner for investigation, the authority concerned shall present a written decision on detention for investigation and shall interrogate the detained foreigner within 24 hours. Where the aforesaid organ finds that a foreigner should not be detained for investigation, it shall immediately release him from detention for investigation.

The period of detention for investigation shall not exceed 30 days; for complicated cases, the period may be extended to 60 days upon approval by the public security organs under the local people's governments at the next higher level or by the exit/entry border inspection authorities at the next higher level. For foreigners whose nationalities and identities are unknown, the period of detention for investigation shall be calculated from the date when their nationalities and identities are found out.

Article 61 Under any of the following circumstances, detention for investigation is not applicable to foreigners, however, their movements may be restricted:

- (1) Suffer from serious diseases;
- (2) Are pregnant or breast-feeding their own infants under one year of age;
- (3) Are under 16 years of age or have reached the age of 70; or
- (4) Other circumstances in which detention for investigation should not be applied.

Foreigners whose movements are restricted shall subject themselves to investigation as required, and shall not leave the restricted zones without approval of public security organs. The period of movement restriction shall not exceed 60 days. For foreigners whose nationalities and identities are unknown, the period of movement restriction shall be calculated from the date when their nationalities and identities are found out.

Article 62 Under any of the following circumstances, foreigners may be repatriated:

- (1) Are ordered to exit China within a prescribed time limit but fail to do so;
- (2) Are involved in circumstances in which they are not allowed to enter China;
- (3) Illegally reside or work in China; or

(4) Need to be repatriated for violation of this Law or other laws or administrative regulations.

Other overseas personnel who fall under any of the circumstances prescribed in the preceding paragraph may be repatriated in accordance with the law.

Repatriated persons shall not be allowed to enter China for one to five years, calculating from the date of repatriation.

Article 63 Persons who are detained for investigation or who are to be repatriated upon decision but cannot be repatriated promptly shall be held in custody in detention houses or places of repatriation.

Article 64 Foreigners dissatisfied with the measure imposed on them in accordance with this Law, such as continued interrogation, detention for investigation, movement restriction or repatriation, may apply for administrative reconsideration in accordance with the law, and the administrative reconsideration decision shall be final.

Where other overseas personnel dissatisfied with the decision of repatriation imposed on them in accordance with this Law apply for administrative reconsideration, the provisions in the preceding paragraph are applicable.

Article 65 Where persons are not allowed to exit or enter China upon decisions made in accordance with the law, the decision-making authorities shall duly inform the exit/entry border inspection authorities of such decisions in accordance with relevant regulations; where the circumstances in which the persons are not allowed to exit or enter China disappear, the decision-making authorities shall duly cancel the aforesaid decisions and inform exit/entry border inspection authorities of the cancellation.

Article 66 On the basis of the need for safeguarding national security and maintaining the order of exit/entry administration, exit/entry border inspection authorities may, when necessary, search the persons entering and exiting the country. Personal Search shall be conducted by two border inspectors who are the same sex as the persons subject to the search.

Article 67 In such cases that the exit/entry documents such as visas or foreigners' stay or residence permits are damaged, lost or stolen, or that after the issuance of such documents, the holders are found not eligible for being issued such documents, the issuing authorities shall declare the aforesaid documents void.

Exit/entry documents which are forged, altered, obtained by fraudulent means or are declared void by issuing authorities shall be invalid.

Public security organs may cancel or confiscate the exit/entry documents prescribed in the preceding paragraph or used fraudulently by persons other than the specified holders.

Article 68 Public security organs may seize the transport vehicles used to organize, transport or assist others in illegally exiting or entering China as well as the articles needed as evidence in handling the cases.

Public security organs shall seize banned articles, documents and data involving state secrets, as well as tools used in activities violating the regulations on exit/entry administration, and handle them in accordance with relevant laws or administrative regulations.

Article 69 The authenticity of exit/entry documents shall be determined by the issuing authorities, the exit/entry border inspection authorities or the exit/entry administrations of public security organs.

Chapter VII

Legal Liabilities

Article 70 Unless otherwise provided for in this Chapter, the administrative penalties prescribed in this Chapter shall be decided by the public security organs under local people's governments at or above the county level or the exit/entry border inspection authorities. Penalties involving the imposition of warnings or fines of not more than RMB 5,000 yuan may be decided by the exit/entry administrations of public security organs under local people's governments at or above the county level.

Article 71 Persons who commit any of the following acts shall be fined not less than RMB 1,000 yuan but not more than RMB 5,000 yuan; where circumstances are serious, such persons shall be detained for not less than five days but not more ten

days and may also be fined not less than RMB 2,000 yuan but not more than RMB 10,000 yuan.

- (1) Exit or enter China with forged, altered or fraudulently obtained exit/entry documents;
- (2) Exit or enter China using others' exit/entry documents;
- (3) Evade exit/entry border inspection; or
- (4) Illegally exit or enter China in any other way.

Article 72 Persons who assist others in illegally exiting or entering China shall be fined not less than RMB 2,000 yuan but not more than RMB 10,000 yuan; where circumstances are serious, they shall be detained for not less than 10 days but not more than 15 days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan, and the illegal gains, if any, shall be confiscated.

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000 yuan, with the illegal gains confiscated if there are any; and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

Article 73 Persons who obtain exit/entry documents such as visas or stay or residence permits by resorting to fraudulent acts shall be fined not less than RMB 2,000 yuan but not more than RMB 5,000 yuan; where circumstances are serious, they shall be detained for not less than 10 days but not more than 15 days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan.

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000 yuan; and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

Article 74 Persons who issue written invitations or other application materials to foreigners in violation of this Law shall be fined not less than RMB 5,000 yuan but

not more than RMB 10,000 yuan, with the illegal gains confiscated if there are any, and shall also be ordered to bear exit expenses of the invited foreigners.

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000 yuan, with the illegal gains confiscated if there are any, and shall also be ordered to bear exit expenses of the invited foreigners; the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

Article 75 Where Chinese citizens are repatriated due to illegally going to other countries or regions after exiting China, exit/entry border inspection authorities shall confiscate their exit/entry documents. Exit/entry document issuing authorities shall refuse to issue new exit/entry documents to such citizens for a period ranging from six months to three years calculating from the date of their repatriation.

Article 76 Under any of the following circumstances, a warning shall be given, and a fine of not more than RMB 2,000 yuan may also be imposed:

- (1) Foreigners refuse to accept examination of their exit/entry documents by public security organs;
- (2) Foreigners refuse to submit their residence permits for examination;
- (3) Persons concerned fail to go through the formalities for foreigners' birth registration or death declaration in accordance with relevant regulations;
- (4) Foreigners fail to go through the formalities for altering registration in accordance with the relevant regulations when there is any change in the registered items in their residence permits;
- (5) Foreigners in China use others' exit/entry documents; or
- (6) Persons concerned fail to go through registration formalities in accordance with the provisions in the second paragraph of Article 39 of this Law.

Hotels that fail to process accommodation registration for foreigners shall be punished in accordance with the relevant provisions of the Law of the People's Republic of China on Penalties for Administration of Public Security; hotels that fail to submit foreigners' accommodation registration information to public security

organs shall be given a warning; where circumstances are serious, such hotels shall be fined not less than RMB 1,000 yuan but not more than RMB 5,000 yuan.

Article 77 Foreigners accessing foreigner-restricted areas without approval shall be ordered to leave promptly; where circumstances are serious, such foreigners shall be detained for not less than five days but not more than ten days. The text records, audio-visual data, electronic data and other articles illegally obtained thereof by the foreigners shall be confiscated or destroyed, and the tools used for the aforementioned purposes shall be confiscated.

Foreigners or foreign institutions refusing to execute decisions made by public security organs or national security organs ordering them to relocate within a prescribed time limit shall be given a warning and be relocated mandatorily; where circumstances are serious, relevant responsible persons shall be detained for not less than five days but not more than fifteen days.

Article 78 Foreigners who reside in China illegally shall be given a warning; where circumstances are serious, they shall be imposed with a fine of RMB 500 yuan per day, with a cap of RMB 10,000 yuan in total, or be detained for not less than five days but not more than 15 days.

Where guardians or other persons responsible for guardianship fail to perform the guardian obligation and result in foreigners below 16 years of age residing in China illegally, the said guardians or other obligated persons shall be given a warning and may also be fined not more than RMB 1,000 yuan.

Article 79 Persons harboring or hiding foreigners who illegally enter or reside in China, or assisting such foreigners in evading inspection, or providing, in violation of the law, exit/entry documents for foreigners who illegally reside in China shall be fined not less than RMB 2,000 yuan but not more than RMB 10,000 yuan; where circumstances are serious, such persons shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan, with the illegal gains confiscated if there are any.

Entities engaging in any of the acts prescribed in the preceding paragraph shall be fined not less than RMB 10,000 yuan but not more than RMB 50,000 yuan, with the illegal gains confiscated if there are any; and the persons in charge of the entities who are directly responsible and other persons directly responsible shall be punished in accordance with the provisions in the preceding paragraph.

Article 80 Foreigners who work in China illegally shall be fined not less than RMB 5,000 but not more than RMB 20,000 yuan; where circumstances are serious, they shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan.

Persons who introduce jobs to ineligible foreigners shall be fined RMB 5,000 yuan for each job illegally introduced to one foreigner, with a cap of not more than RMB 50,000 yuan in total; and entities that introduce jobs to ineligible foreigners shall be fined RMB 5,000 yuan for each job illegally introduced to one foreigner, with a cap of RMB 100,000 yuan in total; and the illegal gains, if any, shall be confiscated.

Individuals or entities that illegally employ foreigners shall be fined RMB 10,000 yuan for each illegally employed foreigner, with a cap of RMB 100,000 yuan in total; and the illegal gains, if any, shall be confiscated.

Article 81 Where foreigners engage in activities not corresponding to the purposes of stay or residence, or otherwise violate the laws or regulations of China, which makes them no longer eligible to stay or reside in China, they may be ordered to exit China within a time limit.

Where a foreigner's violation of this Law is serious but does not constitute a crime, the Ministry of Public Security may deport them. The penalty decision made by the Ministry of Public Security shall be final.

Deported foreigners shall not be allowed to enter China within 10 years calculating from the date of deportation.

Article 82 Under any of the following circumstances, relevant persons shall be given a warning and may also be fined not more than RMB 2,000 yuan:

(1) Disrupt the administrative order of the restricted zones of ports;

(2) Foreign seamen or their accompanying family members disembark without going through the formalities for temporary entry; or

(3) Embark on or disembark from foreign ships without obtaining boarding passes.

Persons who violate Subparagraph (1) of the preceding paragraph may be detained for not less than five days but not more than ten days if the circumstances are serious.

Article 83 Where transport vehicles fall under any of the following circumstances, the persons in charge of the transport vehicles shall be fined not less than RMB 5,000 yuan but not more than RMB 50,000 yuan:

(1) Exit or enter China without examination and approval, or change the ports of exit or entry without approval;

(2) Fail to truthfully declare information of staff, passengers, goods or articles, or refuse to assist in exit/entry border inspection; or

(3) Embark or disembark passengers, or load or unload goods or articles in violation of the regulations on exit/entry border inspection.

Transport vehicles that exit or enter China carrying persons who are not allowed to exit or enter China shall be fined not less than RMB 5,000 yuan but not more than RMB 10,000 yuan for each aforesaid person carried. Where the persons in charge of the transport vehicles prove that they have taken reasonable preventative measures, they may be given mitigated penalties or be exempt from penalties.

Article 84 Where transport vehicles fall under any of the following circumstances, the persons in charge of the transport vehicles shall be fined not less than RMB 2,000 yuan but not more than RMB 20,000 yuan:

(1) Chinese or foreign ships berth alongside foreign ships without approval;

(2) Foreign ships or aircrafts fail to navigate according to the prescribed routes in China; or

(3) Ships and aircrafts that exit or enter China access areas outside the ports open to foreign countries.

Article 85 Where staff members performing the duty of exit/entry administration commit any of the following acts, they shall be given disciplinary sanctions in accordance with the law:

- (1) In violation of laws or administrative regulations, issue exit/entry documents such as visas or stay or residence permits to foreigners who do not meet the prescribed conditions;
- (2) In violation of laws or administrative regulations, examine and allow the exit or entry of persons or transport vehicles that do not meet the prescribed conditions;
- (3) Divulge personal information gained in exit/entry administration work and infringing the legitimate rights and interests of relevant parties;
- (4) Fail to turn over in accordance with relevant regulations to the State Treasury the fees, fines or illegal gains or property that are collected or confiscated in accordance with the law;
- (5) Privately share, encroach on or misappropriate the funds or articles confiscated or seized or the fees collected; or
- (6) Other failures in performing statutory duties in accordance with the law, such as abuse of power, dereliction of duty, or resorting to malpractice for personal gain.

Article 86 In the case of violation of regulations on exit/entry administration and that a fine of not more than RMB 500 yuan should be imposed, the exit/entry border inspection authorities may make a penalty decision on the spot.

Article 87 Persons or entities that are fined for violation of regulations on exit/entry administration shall pay their fines in the designated banks within 15 days from the date of receiving the written decision on penalty. Where it is difficult to collect fines after a fine is imposed because the person or entity subject to penalty has no fixed domicile in the place where the fine is imposed or it is difficult to pay fine to the designated bank at the port, the fine may be collected on the spot.

Article 88 Where a violation of this Law constitutes a crime, criminal liabilities shall be investigated in accordance with the law.

Chapter VIII

Supplementary Provisions

Article 89 Definitions of the following terms mentioned in this Law:

Exit refers to leaving the Chinese mainland for other countries or regions, for the Hong Kong Special Administrative Region or the Macao Special Administrative Region, or for Taiwan Region.

Entry refers to entering the Chinese mainland from other countries or regions, from the Hong Kong Special Administrative Region or the Macao Special Administrative Region, or from Taiwan Region.

Foreigners refer to persons without Chinese nationality.

Article 90 Upon approval by the State Council, provinces and autonomous regions bordering on neighboring countries may, in accordance with the boundary administration agreements signed by China with relevant countries, formulate local regulations or local government rules to regulate the association of residents in border areas of the two countries.

Article 91 Where there are other regulations on the administration of the entry/exit, stay or residence of the members of foreign diplomatic and consular missions in China, or the entry/exit, stay or residence of other foreigners who enjoy diplomatic privileges and immunities, these regulations shall prevail.

Article 92 Foreigners who apply for exit/entry documents such as visas or foreigner stay or residence permits or apply for document extension or alteration shall pay visa fees or document fees in accordance with relevant regulations.

Article 93 This Law shall come into force as of July 1, 2013. The Law of the People's Republic of China on the Entry and Exit Administration of Foreigners and the Law of the People's Republic of China on the Entry and Exit Administration of Chinese Citizens shall be annulled simultaneously.