

## 余家头校区与马房山校区班车时刻表

	余家头校区→马房山校区 (大礼堂前)	马房山校区→余家头校区 (西院飞马广场前)
周一至周五	上午 7: 30; 10: 00	9: 10; 11: 50
	下午 13: 30; 16: 00	15: 20; 17: 30

### ■马房山校区:

- 工商银行地址: 东院教育超市 30 米处  
西院第一行政楼背后 30 米处
- 照相地址: 东院工商银行右侧台阶下 10 米处
- 留学生办公室地址: 东院第四教学楼  
407 办公室 日常事务电话 87608608  
405B 办公室 教学事务电话 87658253 (研究生教学事务)  
87884569 (本科生及非学历生教学事务)  
400 办公室 招生事务电话 87166636

### ■余家头校区:

- 工商银行地址: 理工 2 桥东头 30 米处
- 照相地址: 中国银行右侧 20 米处
- 留学生办公室地址: 留学生楼 1 楼办公室, 电话 86554406

### ■体检验证地址:

湖北国际旅行卫生保健中心, 武汉市洪山区珞狮南路 417 号  
(中建三局武汉中心医院对面)

### ■出入境管理处:

- 1、武汉市公安局出入境管理处武汉市江岸区金桥大道 117 号市民之家  
电话：027-62770000
- 2、武汉市公安局出入境管理处江南受理中心湖北省东湖新技术开发区  
光谷会展中心

■湖北省武汉市楚信公证处（每周一至周六，节假日除外）：

●办理公证所需提供材料：

一未受刑事处分公证：未受刑事处分证明

（注：凡申办未受刑事处分公证书的，须加盖单位保卫部门、公安部门或当事人辖区派出所印章证明。）

一学历/学位公证：

1.学历公证：学历证书；2.学位公证：学历证书、学位证书

一成绩单/在读证明公证：

1.成绩单公证：学历证书和成绩单；2.在读证明公证：在读证明

上述公证办理时限：一周取证

●地址：湖北省武汉市武昌区水果湖广场 B 座 3 楼

●电话：027-87363962、87831068、87304006

●E-mail: gongzheng@hbchuxin.com

●公交车可以乘坐 14、108、411、552、709、701、578 路公共汽车或者 1 路电车到水果湖站下车

■中国高等教育学历证书认证申请办法：

<http://www.chsi.com.cn/xlrz/ct05.shtml>

■中国高等教育学历证书查询办法：

<http://www.chsi.com.cn/xlex/>







## **Wuhan University of Technology Accommodation Regulations for Students**

The dormitory is not only an important place for students to live, but it also is a significant front for developing the students' civilized behaviors. The regulations are made to improve the accommodation management and create a living environment for civilization, safety and harmony.

### **i. Check-in and check-out**

1. In principle, the university shall arrange the lodging for overseas students close to the college where they belong, and the students shall pay the dormitory bill according to the stipulation. If the students do not live in the dormitory for special reasons in midstream, the dormitory bill shall be paid by the actual months (if the students live in the dormitory for less than one month, the students shall pay one month's bill, and 10 months in an academic year is calculated). For those who break the university regulations and move out of the dormitory by themselves without a written application and approval, the university shall not return the dormitory bill to them.

2. The students shall check in at the designated room in time and abide by the university's arrangement. During the summer and winter holidays, the university shall arrange and manage the lodging according to the number of students staying in the university.

3. After the students live in the room, they can not change the room with others without permission, or lend, rent their rooms and beds to others for any reason. If they want to change the room for special reasons, the students shall turn in an application, report it to the overseas students' management office for approval, and then they shall be allowed to change the room. What's more, they have to go to the building keeper for the relevant procedures.

4. Whoever does not live in the dormitory for the following particular reasons can apply for off-campus housing and complete the relevant procedures

by the rules.

- 1) Suffer from infectious diseases;
- 2) Suffer from skin diseases and need live alone for cure;
- 3) The disabled cannot look after themselves, so they ask the parents to accompany them for studying;
- 4) The university's dormitory cannot satisfy the students;
- 5) Need live alone for other exceptional cases.

The students who conform to the special cases above and want to live in off-campus housing, the declaring procedures are as follows:

- 1) The personal application accounts for off-campus housing, house detailed address, contact method, living span, etc.;
- 2) Sick students need to show both the certificate of the first-degree hospital in the county or the city as well as the certificate that the university confirms;
- 3) The relevant departments must confirm other special cases in writing;
- 4) After the examination and approval, the students hold the approved application to the building keeper for the record. When the students move out of the dormitory, the logistics group dormitory management center or property management department assigns the building keeper to check and inspect furniture, articles, equipment, etc. After the students settle extra water and power bills, they can check out; and they will pay the full price for anything damaged.
- 5) After finishing check-out, the students shall go to the overseas students' management office for nullifying the registration of lodging.
- 6) Provide the copies of both leasing contract of off-campus housing and of registration card of temporary accommodation issued by the local police station.

5. The students' major and grade are changed for quitting school, so they are asked to live in another room, or the off-campus accommodation expires, so they want to return the dormitory. They must address their request to the overseas students' management office, go to the building keeper for the

relevant check-in procedures after approval and then they can live in the dormitory.

6. Each student receives a key to the room when they check in. The student must keep the key safe, and can not exchange the lock of the door by oneself. The spare key in the duty room is available only in case of emergency, and the students can borrow it by valid cards like student card.

7. When the students check out, the logistics group dormitory management center or property management department checks and inspect facilities like furniture, etc. After they meet the standard of acceptance checks, the students can check out. They will pay the full price for anything damaged. The students who complete the check-out procedures should leave the dormitory and hand the key back to the guard in the building.

## **ii. Daily Management**

8. The dormitory is supplied with power the whole day. Water and power standards are performed according to the country's and university's related regulations (in accordance with the spirit of NO. 183 Document, Hubei Price [2006]), each student's free quota of water is 3 ton per month, and each student's free quota of power is 8 kwh per month) and the student must pay any extra costs.

9. The gate of the dormitory is closed from 23:00 pm to 6:00 am the following day. Late students are asked to show student card or relevant cards for the registration and then can enter the dormitory after the guard agrees.

10. Students shall care for public property, use all kinds of public facilities in the dormitory and keep them safe in accordance with the regulations. If destroyed naturally, the students shall report to the guard's office for repairs; if destroyed due to human error, the students must pay the full price.

11. The affairs, sanitation and decoration in the dormitory shall be done by the students. Based on the real cases, the students should make a rule for the dormitory and put it on the prominent place and implement it; build a duty-roster system to keep the room clean and tidy, make sure that there are no

ball marks, footprints or scribbles on the wall. The students must sweep the litter in the dormitory beside the corridor before 8:00 in the daytime or after 8:00 in the evening, and the cleaner takes it out. At other times, the students mustn't sweep the rubbish on the sidewalk but put the rubbish into the dustbin.

12. Fire control passageways or public places like the entrances, corridors, and stairs in the dormitory should be kept clear. The students mustn't park bikes and pile up other articles in the areas above. Such transports as bicycles and electric motor cars should be put in order at a given place. Ban the use of motorcar. Once discovered, the traffic police department and the security office shall punish those students according to the related regulations.

13. When the students have access to the dormitory with large parcels and precious articles, they have to register in the guard office in the building. The students can enter or leave after the guard permits.

14. Without the university consent, any entity or individual is prohibited from carrying out commercial publicity, doing business and configuring a service and so on. Once discovered, any entity or individual shall be punished by the security office.

15. The dormitory is the place for students to live, so the following actions shall be prohibited:

- 1) Destroy public facilities in the dormitory;
- 2) Such unsafe activities as swarming, fighting, throwing, smashing and burning;
- 3) Play ball games, skate, and speak aloud in the dormitory and interfere with others' life and learning;
- 4) Pour leftovers and things that easy to block up the pipe into the sink; Pour water, scatter bits of litter and other wastes through the window;
- 5) Burn waste, use appliances like electric stove, redekuaai(a kind of electric heater), cookers, coal furnace, alcohol stove, gas stove in the students' dormitory; join the electrical wires and change a fuse without permission; use fire and power like candles that is liable to endanger facilities and human safety; use "three-no appliances" (no qualification, no product name and no signs of

factory name and address) like inferior chargers and routers;

6) Bring inflammable, explosive and noxious articles to the students' dormitory;

7) Raise pets;

8) Play mahjong or gamble; look for trouble because of drinking; watch and propagate radical and obscene publications; steal or rob public and private property, extort property; fight, make trouble, insult, endanger and humiliate others; propagate feudal and superstitious ideas and organize illegal activities;

9) Lodge relatives and friends, the opposite sex and other outsiders without permission;

10) Other behaviors that break the university's rules.

### **iii. Visiting System**

16. The system of registration is carried out in the students' dormitory. People from other places have to register in the duty office, and then can enter the dormitory after the guard on duty agrees.

17. People from other places have to leave the dormitory before 22:30 in the evening.

### **iv. Supplementary Regulations**

18. Whoever disobeys the regulations shall be punished in accordance with the seriousness of the cases and with The Disciplinary Provisions for Students.

19. The students' working department shall be responsible for interpreting the regulations.

20. The regulations shall come into force on the date of promulgation.

附件一：

## 武汉理工大学学生住宿管理规定

学生宿舍是学生生活的重要场所，是培养学生文明行为养成的重要阵地。为加强学生住宿管理，营造文明、安全、和谐的学习居住环境，特制定本规定。

### 第一章 入住与退宿

**第一条** 普通本科学生原则上以班级为单位集中住校，由学校统一安排住宿，并按规定缴纳住宿费。学生因特殊原因中途停止住宿，其住宿费按实际住宿月份收取（不满一月按一月收取，每学年度按十个月计算）。对违反学校规定自行搬出学生宿舍外住宿的学生，学校不退住宿费。

**第二条** 学生应按入住时指定的房间住宿，并服从学校的调配。寒、暑假期间，学校将视学生留校情况统一安排住宿和管理。

**第三条** 学生入住后不得擅自变更房间，不得以任何理由出借、出租房间或床位。如因特殊原因需要变更房间，须由本人提出申请，经所在学院审核，报学生工作部（处）批准后方可变更，并在计划财务处、后勤集团宿管中心或物业管理部门办理相关手续。

**第四条** 因下列特殊原因，不住学生宿舍的学生，可申请校外住宿，并按规定办理相关手续。

- （1）患传染性疾病的；
- （2）患皮肤病需单独住宿治疗的；
- （3）身患残疾生活不能自理需家长陪读的；
- （4）其他特殊情况，需单独住宿的。

符合上述特殊情况需在学生宿舍外住宿的学生，其申报程序为：

（1）个人申请，说明在外住宿的特殊原因，房屋详细地址，联系方式，住宿期限等；

- (2) 患病学生要有县市一级医院证明和学校医院确认证明;
- (3) 学习成绩情况说明,以学院教学办出具的学生成绩登记表为准;
- (4) 其他特殊情况,须经学校有关部门书面确认;
- (5) 申报时,由学生本人和学生家长共同签字,然后报学院审核;
- (6) 学院要逐一登记,经学院审核研究后,明确签署意见,报学生工作部(处)审批。

(7) 经审批同意后的学生,持审批申请到学生工作部(处)登记备案。搬离学生宿舍时,由后勤集团宿管中心或物业管理部门安排楼栋管理员检查验收家具、物品、设备等并结清超额水电费,方可退宿;若有损坏,照价赔偿。

(8) 办理完退宿手续后,到学校计财处办理学生住宿费注销手续。

**第五条** 因休学、专业和年级等发生异动需调整住宿,或者在学生宿舍外住宿期满等原因要求回到学生宿舍住宿的学生,须持教务处相关文件、所属学院相关证明(在学生宿舍外住宿期满的同学只需要学院证明)到学生工作部(处)办理相关入住手续,方可入住。

**第六条** 学生入住时,每人配备房门钥匙一把,办理入住手续时领取。钥匙必须妥善保管使用,不得自行调换门锁。值班室备用钥匙仅供应急开门使用,学生须凭学生证等有效证件才可借用。

**第七条** 学生毕业办理退宿手续时,由后勤集团宿舍管理中心或物业管理部门组织验收家具等公共设施,验收合格后方可办理退宿手续,如有损坏,应照价赔偿。办理完退宿手续的学生应该搬离学生宿舍,搬离时应将房间钥匙交还到本楼栋门卫处。

## **第二章 日常管理**

**第八条** 学生宿舍日常供电时间为 6:00~23:00,周五、周六及每年 5 月 1 日至 10 月 6 日全天供电。法定节日和遇重大活动等情况时的供电,由学校统一安排。学生在宿舍的用水用电标准按国家及学校有关管理规定执行(根据鄂价费[2006]183 号文件精神,免费额度为用水 3 吨/月·生,

用电 8 度/月·生), 超出部分由学生自己承担。

**第九条** 学生宿舍楼每天 23: 00 至次日 6: 00 关闭大门, 晚归者需出示学生证或相关证件登记后, 经门卫许可方可进入。

**第十条** 学生应爱护公物, 按规定使用宿舍楼和宿舍内各种公共设施, 并应妥善保管。发生自然损坏, 应及时到本楼栋门卫值班室登记报修; 如属人为损坏, 须照价赔偿。

**第十一条** 学生宿舍内务、卫生、美化属于学生自理范围。学生应根据本宿舍实际情况, 制定寝室公约, 张贴在寝室醒目处, 并监督落实; 建立轮流值班制度, 保持宿舍整洁卫生, 做到墙面无球印、脚印, 无乱写字迹和乱贴字句。宿舍清扫垃圾必须在每天 8: 00 前, 或晚上 8: 00 后扫到门口走道旁边, 由清洁工统一清除, 其它时间, 须主动清理到垃圾桶内, 不得清扫到走道上。

**第十二条** 学生宿舍楼出入口、走廊、楼梯等公共场所或消防通道, 应保持通畅。不得在以上地方停放自行车和堆放其它物品。自行车、摩托车等交通工具应按指定位置摆放整齐。

**第十三条** 携带大件行李及贵重物品进出学生楼时, 必须到本楼栋门卫值班室登记, 征得门卫同意后方可进出。

**第十四条** 未经学校同意, 任何单位或个人不允许在学生宿舍区内进行各种商业宣传、经商、服务等活动, 一经发现, 报送保卫处处理。

**第十五条** 学生宿舍里是学生集体生活的场所, 应禁止以下行为:

1. 损坏宿舍楼和宿舍内各种公共设施;
2. 聚众起哄、打、扔、摔、砸、烧等不安全行为;
3. 在学生宿舍内从事打球、溜冰、大声喧哗等影响和妨碍他人生活和学习的活动;
4. 将剩饭、剩菜以及容易堵塞水管之物倒入池内; 从窗户向外泼水、抛果皮、纸屑及其他垃圾杂物;
5. 燃烧废弃物、使用煤油炉、酒精炉、液化气炉、电炉、热得快、

电饭煲等用具；私拉电线、私自换保险；使用蜡烛等其他可能危害公共设施及人身安全的用火、用电；使用劣质充电器、路由器等“三无”（没有质量合格证明、没有产品名称、没有厂家厂址标识）电器；

6. 将易燃、易爆、有毒物品等危险品带入学生宿舍；

7. 饲养宠物；

8. 打麻将或赌博行为；酗酒滋事；观看、传播反动、淫秽出版物；盗窃或抢劫公私财物，敲诈勒索钱财；打架斗殴、寻衅滋事，攻击侮辱他人，危害他人人身安全，侮辱他人人格；传播封建迷信思想及非法组织活动；

9. 私自留宿亲友、异性及其他外来人员。

10. 其它违反学校规定的行为。

### 第三章 会客制度

**第十六条** 学生宿舍采取会客登记制度，非本楼人员进楼必须先到该楼栋值班室登记，经值班人员同意后方可入内。

**第十七条** 女生宿舍楼实行封闭管理，男性不得进入。男生宿舍楼晚上 21:00 之后，女性不得进入；晚 21:30 之前，女性必须离开男生寝室。

### 第四章 附则

**第十八条** 凡违反本规定的，将视情节轻重根据《学生违纪处分办法》给予相应纪律处分。

**第十九条** 本规定由学生工作部（处）负责解释。

**第二十条** 本规定自公布之日起执行。

# **Wuhan University of Technology Discipline and Punishment Criterion for Students**

## **i.General Principles**

1.According to the Provisions on the Students' administration of Regular Institutions of Higher Education issued by Department of Education and the reality of our university, the provisions were made to keep our university's teaching order and life order, build the good atmosphere of college and study as well as teach students to obey the law.

2.For students who break the rule and the law, we have to criticize and educate them, until give them a disciplinary punishment in accordance with the provisions.

3.On dealing with students breaking rules, we have to adhere to both education and punishment; Disciplinary treatment shall be implemented on the basis of the stipulated process and the facts as well as conform to the nature and situation of actions of breaking rules and the degree of faults.

4.The principles are applied to treat undergraduates in full-time education at Wuhan University of Technology.

## **ii.Types of Disciplinary Punishment**

5.Types of disciplinary treatment are divided into:

- 1) Warning
- 2) Severe warning
- 3) Record a demerit
- 4) Probation
- 5) Expulsion

6.Disciplinary probation expires in one year starting from the date of the decision. Whoever has no disciplinary behavior but shows signs of repentance during the disciplinary probation, disciplinary probation shall be cancelled on time. For those who behave better and do model deeds, disciplinary probation

shall be cancelled ahead of time. For those who show no signs of repentance during the disciplinary probation, disciplinary probation shall be extended for six months by the university.

Whoever is given punishment as more than warning during the disciplinary probation shall be dismissed from the university.

### **iii. Discipline and Disciplinary Treatment**

7. Whoever endangers national security speech and has reactionary behavior shall be treated as follows according to the circumstances:

1) For those who do not cause serious consequences and may correct their mistakes after persuasion, they are given a black mark. For those who preserve their errors after persuasion, they shall be dismissed from the university.

2) For those who cause serious consequences, they shall be dismissed from the university.

3) For those who break the law and the rule, destroy stability and unity, disturb social order as well as endanger state security, they shall be dismissed from the university.

8. Whoever plans, organizes and instigates others to riot as well as destroys stability and unity, disturbs social order shall be treated as follows according to the circumstances:

1) For those who instigate others to riot and disturb social order, they shall be given a black mark, until they shall be dismissed from the university.

2) For those who organize and take the lead in stirring up trouble as well as destroy stability and unity, they shall be given a black mark, until they shall be dismissed from the university.

9. Those who break the law and the rule and are punished by the public security and judicial departments shall be treated as follows according to the circumstances:

1) Those with a security warning shall be given a serious warning or a black mark;

2) Those with a security detention shall be given a disciplinary probation

or dismissed from the university.

3) Those who break the law and lead to a criminal offence shall be dismissed from the university.

10. Those who look for trouble and fight shall be treated as follows according to the circumstances:

1) Those who don't strike a blow but tease, insult and threaten others, disturb others' normal life and learning, and cause trouble shall be given a warning or serious warning;

2) Those who strike a blow at others shall be given a warning or serious warning;

3) Those who bring others slight injury shall be given punishment as more than a black mark;

4) Those who bring others minor injury shall be given punishment as more than a disciplinary probation;

5) Those who bring others serious injury shall be dismissed from the university;

6) Those who participate the gang fight shall be given a serious warning or a black mark; those who lead or strike a blow at others shall be given punishment as more than a disciplinary probation; those who bring others some injuries shall be dismissed from the university;

7) Those who tempt and organize others to fight shall be given punishment as less than a black mark; for those who cause serious consequences, they shall be given punishment as more than a disciplinary probation.

8) Those who favor either side under the pretext of "mediate a quarrel" and make the affairs worse shall be given a serious warning or a black mark;

9) Those who provide the weapon for others to fight shall be given punishment as more than a serious warning according to the consequences produced;

11) Those who begin the fight and strike a blow at others with tools shall be punished seriously; those who invite people inside and outside the university to look for trouble and fight shall be given increasing punishment; those who

threaten , racketeer and revenge the beaten person or witness shall be punished seriously;

12)For the insider who gives false testimony to others on purpose or those who pose difficulty in investigation, they all shall be given a serious warning or a black mark;

13)Besides punishing the offenders according to the provisions above, they shall compensate for the economic loss for the victims and pay the medical and other necessary expenses for them; those who refuse to pay the expenses above or do not pay then in time shall be punished seriously; if the offenders are more than two people, the college security department shall rule the compensation share in accordance with the specific situation;

14)The called “slight injury”, “minor injury”, and “serious injury” in the article are concluded by the forensic corroboratory department, and forensic appraisal fees shall be borne by the offenders.

11. Whoever breaks the test discipline shall be dealt with according to Treatment of the Examination Discipline.

12. Leave school without permission and take French leave (deduct festivals and vacations from the running days, calculated at 4 credit hours a day, if the actual hours is more than this number , calculate in terms with the actual hours ). Those whose absence from school is up to 20 hours shall be given a warning or serious warning; those who have 30 hours’ absence from school shall be given a black mark; those who have 40 hours’ absence from school shall be given punishment as more than a disciplinary probation;

13. Besides recovering the stolen money and goods or compensating for the loss, whoever encroaches on public and private property by improper means such as stealing, extortion, fraud and false claim shall be treated as follows according to the seriousness of circumstances:

1) Whoever involves less than 400 Yuan in the case shall be given punishment as less than a serious warning;

2) Whoever involves between 400 Yuan and 1000 Yuan in the case shall be given a black mark;

3) Whoever involves over 1000 Yuan in the case shall be given punishment as more than a disciplinary probation;

4) Those who intimidate, cheat or rob others shall be punished severely, until they shall be dismissed from the university;

5) The provisions above also applies to deal with those who commit a crime several times during the university according to the accumulative value involved in the case, and they shall be punished severely, until be dismissed from the university;

6) Those who buy stolen goods, provide the conditions for hiding and selling stolen goods when they know the source of the stolen goods shall be given punishment as less than a disciplinary probation; if the circumstances are serious, they shall be dismissed from the university;

7) Those who steal seals, important documents and files shall be given punishment as more than a black mark according to the circumstances.

14. Those who destroy public and private property on purpose shall be given the following treatments besides compensating for the loss by rule:

1) If the value of public and private property the student destroys is less than 400 Yuan, he or she shall be warned;

2) If the value of public and private property the student destroys is between 400 Yuan and 1000 Yuan, he or she shall be warned seriously;

3) If the value of public and private property the student destroys is more than 1000 Yuan, he shall be given a black mark or dismissed from the university according to the circumstances.

15. Besides confiscating the mahjong, those playing mahjong on campus or in life area shall be warned; if they do it again, they shall be warned seriously or given a black mark according to the circumstances.

16. Those who take part in gambling or provide the casino, gambling money and gambling equipment shall be treated respectively as follows:

1) Whoever takes part in gambling shall be given punishment as more than a black mark according to the circumstances.

2) Those who provide the casino, gambling money and gambling

equipment shall be given punishment as more than a serious warning according to the circumstances;

3) Those taking part in gambling repeatedly or the main organizers of gambling shall be given punishment as more than a disciplinary probation according to the circumstances.

17. Whoever seriously violates ethics and the university's related provisions shall be treated respectively as follows:

1) Whoever spreads unhealthy words or speech bad for unity, slanders, frames up, insults and threatens others shall be given a warning or serious warning; those who cling to their mistakes after persuasion shall be given a black mark; those who cause bad consequences shall be given punishment as more than a disciplinary probation;

2) Whoever scribbles filthy language and delineates filthy pictures shall be given a serious warning or a black mark; Whoever watches filthy books and periodicals and audio-video products in public places such as on campus and in life areas shall be given a black mark or disciplinary probation; those who spread, copy and sells filthy books and periodicals and audio-video products shall be given punishment as more than a disciplinary probation;

3) Whoever has uncivilized behaviors on campus and in life areas and perseveres them after persuasion shall be warned or seriously warned according to the circumstances.

4) Those who molest insult and provoke the opposite sex with bad language and actions or force the opposite sex to fall in love shall be seriously warned or dismissed from the university according to the circumstances.

5) Those who peek furtively, take photos in secret or spread others' privacy shall be given punishment as less than a disciplinary probation, those who cause bad consequences shall be given punishment as more than a disciplinary probation ;

6) Those who drink and dance with a guest shall be given punishment as more than a black mark;

7) Those who share a bed with a opposite sex in the students' dormitory or

lodge the opposite sex or stay in the dormitory of the opposite sex shall be given punishment as more than a disciplinary probation;

8) Whoever has unmarried sex shall be given punishment as more than a disciplinary probation;

9) Whoever involves in prostitution, drug taking and selling drugs shall be dismissed from the university;

10) Whoever is engaged in or participate activities harming the image of college students or detrimental to social ethics shall be given punishment as less than a disciplinary probation, if those activities cause baneful influence, participants shall be punished seriously;

11) Whoever sends filthy, insulting or threatening or other messages which disturb others' normal life shall be given punishment as less than a disciplinary probation, if those activities cause serious consequences, participants shall be given punishment as more than a disciplinary probation.

18. Besides compensating for the loss, whoever has the following actions that infringe the rights of the university and others and that cause some consequence shall be treated as follows according to the circumstance:

1) Whoever looks for trouble on campus or in life area because of drinking or disturb public order shall be given punishment as less than a disciplinary probation according to the circumstances;

2) Whoever breaks the rules of power management but adheres to their errors after persuasion shall be given punishment as less than a disciplinary probation according to the circumstances; whoever causes grave consequences because of using power for security violation shall be given an increasing punishment;

3) Whoever uses the flammable appliances such as electric stove, cookers, coal furnace, alcohol stove, gas stove in the students' dormitory shall be given punishment as less than a disciplinary probation according to the circumstances; whoever causes the fire accidents shall be given an increasing punishment;

4) Whoever uses articles like candles that are of great hidden danger to security in the students' dormitory shall be given punishment as less than a

disciplinary probation according to the circumstances; whoever causes grave consequences shall be given an increasing punishment;

5) Whoever keeps pets in the dormitory shall be given punishment as less than a disciplinary probation according to the circumstances; Multiple offenders shall be given an increasing punishment;

6) Whoever prevents college's administration personnel from carrying out their duties according to the rules of the university shall be given punishment as less than a disciplinary probation according to the circumstances;

7) Whoever hides, destroys and secretly dismantles others' letters with minor circumstances shall be given punishment as less than a disciplinary probation according to the circumstances; Whoever has grave circumstances shall be dismissed from the university;

8) Whoever carries and keeps dangerous and controlled articles, throws things downstairs or burns debris, which impedes public security, shall be given punishment as less than a disciplinary probation according to the circumstances;

9) Whoever deliberately destroys bulletins, notices and signs issued by the university and party and government leading offices shall be given punishment as less than a disciplinary probation according to the circumstances;

10) Whoever withholds information from the university, deliberately gives false testimony or is in collusion, which hinders the investigation of the university when surveyed, shall be given punishment as less than a disciplinary probation according to the circumstances;

11) Whoever causes security accidents because the administration personnel are off duty in the students' dormitory corridor shall be given punishment as less than a disciplinary probation according to the circumstances;

12) Whoever rents a room outside the university or does not come back to the dormitory without the college's permission shall be given punishment as less than a disciplinary probation according to the circumstances;

13) Whoever rents, lends the student's bed or dormitory to others or lodges

the visitors in their dormitory without the college's permission shall be given punishment as less than a disciplinary probation according to the circumstances;

14)Whoever is not at the management personnel's disposal of the lodging on summer and winter holidays shall be given punishment as less than a disciplinary probation according to the circumstances;

15)Whoever deliberately creates and propagates computer virus, launches attacks on internet sites or enters unlawfully others' computers and exercises deconstructive operation so as to endanger network shall be given punishment as less than a disciplinary probation according to the circumstances; if the circumstances are serious, they shall be dismissed from the university;

19.Whoever forges, buys and sees or uses the forged and altered documents, certificates, documentary evidences of state organs, state-owned companies, enterprises, institutions and people's organizations or employs trickery shall be given punishment as more than a black mark; whoever causes influence or consequences shall be given punishment as more than a disciplinary probation.

20.Whoever causes bad influences for plagiarizing or copying others' research results shall be given punishment as more than a warning; if the circumstances are serious and the influence is baneful, they shall be dismissed from the university;

21.Whoever engages in unapproved commercial activities on campus which disrupts the normal teaching and life as well as adheres to their errors after persuasion shall be given punishment as warning until they shall be recorded a demerit. Whoever engages in illegally commercial activities or works part time illegally off campus, once verified, shall be given punishment as probation until they shall be expelled from the school.

22.Whoever sets up or take part in unlawful organizations on campus or outside the university shall be given punishment as more than a disciplinary probation according to the circumstances.

23.Whoever carries out superstitious activities on campus or outside the

university and does not yield to persuasion shall be given punishment as more than a serious warning; if the circumstances are serious or causes grave consequences, they shall be given punishment as more than a disciplinary probation .

24. Whoever conducts religious activities on campus or outside the university shall be given punishment as more than a serious warning; if the circumstances are serious or causes grave consequences, they shall be given punishment as more than a disciplinary probation.

25. Whoever is criticized by circulating a notice three times shall be given punishment as warning; whoever breaks the rules again shall be given punishment as more than a serious warning.

26. Whoever was punished for breaking the rules or disobeys the rules again before receiving the punishment shall be given an increasing punishment until they shall be dismissed from the university. Whoever has several disciplinary offences shall be given an increasing punishment based on the most serious punishment among them.

27. Whoever breaks campus rules and disrupts campus normal order that are excluded in the provisions shall be punished according to the related articles or regulations for college's files as well as reports them to the party committee for approval and execution.

#### **iv. Application Rules and Procedure**

28. Based on the facts, we must make the provision the standard and have proof to exercise disciplinary punishment that is accurate, appropriate and normal. The following evidences are all valid:

- 1) Textual evidence;
- 2) Material evidence;
- 3) Witness and testimony;
- 4) The statement of the client;
- 5) Video materials;
- 6) Expert conclusion;

- 7) Records of the on-site investigation and records made on the scene;
- 8) Expert conclusion, written orders and written judgment made by other relevant authorities according to law.

29. Whoever causes light harmful consequences shall be punished lightly in one of the following circumstances:

- 1) Whoever confesses one's mistakes, faithfully tells the truth, has a profound understanding and shows signs of repentance;
- 2) Whoever assists in investigation and performs major meritorious service;
- 3) Whoever is intimidated or enticed by others;

30. Whoever has one of the following circumstances shall be punished severely:

- 1) Deliberately hides the important cases and hinders the investigation of the college after breaking the rule;
- 2) Invite people outside the college to participate in the discipline;
- 3) Threaten or revenge the prosecutor, witness and agent;
- 4) Have serious circumstances and a baneful influence.

31. Whoever is punished by breaking the rules shall be given the following punishments:

- 1) Cancel all qualifications of applying excellent students, rewards and subsidies in that semester on the date of being punished;
- 2) If the offenders are student cadres, cancel their qualifications in that semester on the date of being punished;
- 3) If the offenders are party members and league members, advise the party or league organizations to give them a disciplinary punishment accordingly.

32. The division of rights on disciplinary punishment:

1) Besides the fact that the teaching office deals with the test discipline according to the test discipline treating measures, the students' office is mainly responsible for treating offenses of undergraduates in full-time education all over the university; the postgraduates' administration office is

mainly responsible for treating offenses of postgraduates in full-time education all over the university; the university's administration office is in charge for handling other kinds of offences;

2)The university authorizes the college where the students belong to give and decide the punishment as a serious warning and less than it as well as to report to the competent department for the record;

3)For the punishment as a black mark, the college where the students belong studies disposition and reports it to the competent department for approval and decision;

4)Disposition of disciplinary probation is both proposed by the college where the students breaking rules belong and checked by the competent department;

5)When the disciplinary probation expires, the student files a written application, the class where the student breaking rules belong appraises it democratically, the college studies disposition and reports it to the competent department for check, and to the competent leader of the university for approval;

6)The college where the students breaking rules belong propose disposition for dismissal from the university, the competent department checks the disposition, the competent leader of the university censures and the conference of university presidents decides after research.

### 33.The procedures of exercising disciplinary punishment:

1) Investigate and collect evidence. After the student breaks the rules, the college shall report it to the competent department or actively assist in the investigation of the related departments in time, promptly collect the evidence of student violating discipline and collate the relevant materials;

2)Form the draft disposition. For the offense is clear or that is clearly investigated, the college should give a draft disposition of it according to the provision within five working days;

3)Listen to the agent's statement and argument. Before deciding a punishment, the competent department shall tell the agent the relevant facts,

reasons and bases on the punishment to be given. And listen to the agent's statement and argument. After that, arrange the written record into a written report, classify the written record and the written report (the student that will be punished signs on the written record, if the student refuses to do it, the person responsible for the report has to present a written description ) as the punishment materials attached on the report of punishing the student;

4) Make a written judgment on punishment. When treating a student, we shall have a proper procedure, and enough evidence, clear basis and accurate and appropriate punishment. The punishment of the student shall write in a formal way in accordance with the document management and issue a written judgment on punishment that shall record the brief process of the action of violating discipline, the base of punishment and the right to appeal.

5) Deliver a written judgment on punishment. After deciding a punishment, the college shall deliver it to the student and the student signs for it. If the student refuses to sign for it or can not sign for it because of special cases, the personnel of the college shall record it, so the punishment is effective;

6) Publish a written judgment on punishment. Promptly publish a written judgment on punishment according to the circumstances.

7) File and keep punishment materials. A written judgment on punishment and the related original materials submit to the competent department of the university that puts the relevant materials in the university document file and the student's file. The written judgment on dismissal form the university shall report to Hubei Provincial Education Department and China Scholarship Council or their Embassy in China for the record.

34.If the student has any objection to the punishment, the student can put forward a written appeal to the college appeal committee within five working days on the date of receiving the written judgment. The punishment shall continue to be executed during the appeal.

35.One punishment goes into effect, the student dismissed from the university has to go through the procedures of leaving university and leave China within 10 working days. The file and residence registration return the

place where the student's residence is registered. If the student fails to do so within the time limit, the student will shoulder the consequences.

### **V. Supplementary Provisions**

36. The terms "more than", and "less than" as mentioned in the present provisions all include the figure itself.

37. The Students' Affairs department and the School of International Education shall be responsible for interpreting the provisions.

38. The provisions shall come into force on the date of propagation.

附件二：

# 武汉理工大学学生违纪处分办法

## 第一章 总则

**第一条** 根据教育部《普通高等学校学生管理规定》，为维护学校教育教学秩序和生活秩序，建设良好的院风和学风，教育学生养成遵纪守法的优良品质，结合我校实际情况，制定本办法。

**第二条** 对有违法、违规、违纪行为的学生，必须依照规定给予批评教育直至纪律处分。

**第三条** 处理违反纪律的学生，坚持教育与处分相结合的原则；实施纪律处分应当按规定的程序进行，以事实为依据，与违纪行为的性质、情节和过错的严重程度相适应。

**第四条** 本办法适用于武汉理工大学普通全日制本科学生违法、违规、违纪行为的处理。

## 第二章 纪律处分的种类

**第五条** 纪律处分的种类分为：

- (一) 警告；
- (二) 严重警告；
- (三) 记过；
- (四) 留校察看；
- (五) 开除学籍。

**第六条** 留校察看的期限从处分决定之日起计算，期限一般为一年。

对在留校察看期间没有违纪行为并有悔改表现者，可以按期解除留校察看。

对有突出表现或先进事迹者，可以提前解除留校察看。

对察看期间无悔改表现者，由学校作出延长留校察看的决定，延长期

限一般为六个月。

对察看期间有构成警告以上违纪处分行为者，给予开除学籍处分。

### 第三章 违纪与纪律处分

**第七条** 有危害国家安全的言论、行为反动者，视情形分别处理如下：

（一）未造成严重后果，经教育尚能改正者，给予记过或留校察看处分。经教育坚持不改者，给予开除学籍处分；

（二）造成严重后果者，给予开除学籍处分；

（三）违反国家法律、法规，破坏安定团结、扰乱社会秩序、危害国家安全者，给予开除学籍处分。

**第八条** 策划、组织、煽动闹事，破坏安定团结、扰乱社会秩序者，视不同情况分别给予下列纪律处分：

（一）唆使、煽动他人闹事，扰乱社会秩序者，给予记过直至开除学籍处分；

（二）组织、带头闹事，破坏安定团结者，给予记过直至开除学籍处分。

**第九条** 违反国家法律、法规，受到公安司法部门处罚者，视其处罚情况分别处理如下：

（一）被处以治安警告者，给予严重警告或记过处分；

（二）被处以治安拘留者，给予留校察看或开除学籍处分；

（三）触犯国家法律，构成刑事犯罪者，给予开除学籍处分。

**第十条** 寻衅滋事或参与打架斗殴者，视情节分别处理如下：

（一）虽未动手打人，但用语言或行为挑逗、侮辱、威胁他人，妨碍他人正常学习和生活，引起事端者，给予警告或严重警告处分；

（二）动手打人者，给予警告或严重警告处分；

（三）致他人轻微伤者，给予记过以上处分；

（四）致他人轻伤者，给予留校察看以上处分；

（五）致他人重伤者，给开除学籍处分；

（六）结伙斗殴的一般参与者，给予严重警告或记过处分；为首者或动手殴打的主要责任者，给予留校察看以上处分，造成他人伤害者，给予开除学籍处分；

（七）怂恿、策划他人打架斗殴者，给予记过以下处分，后果严重者，给予留校察看以上处分；

（八）以“劝架”为名，偏袒一方，促使事态扩大或造成他人伤害者，给予严重警告或记过处分；

（九）为他人打架提供凶器者，视造成的后果，给予严重警告以上处分；

（十）先动手打人者，从重处分；持械打人者，从重处分；邀约校内、外人员寻衅滋事、打人、斗殴者，加重处分；对被打人、证人进行威胁、要挟、敲诈勒索、报复者，加重处分；

（十一）知情人故意为他人作伪证或给调查造成困难者，给予严重警告或记过处分；

（十二）凡打架斗殴，除按上述规定处理外，肇事者要赔偿受害者的经济损失并承担医疗及其它必要费用；拒绝或者不按时交纳上述费用者加重处分；肇事责任人为两人以上，由学校保卫部门根据具体情况裁定各人的赔偿份额；

（十三）本条所称“轻微伤”、“轻伤”、“重伤”均由法医鉴定部门作出结论，法医鉴定费用由肇事方承担。

**第十一条** 违反考试纪律者，按《考试违纪处理办法》处理。

**第十二条** 未经批准擅自缺课或离校（擅自离校，连续天数中扣除规定的节假日，每天按4学时计算，实际学时超过此数时，按实际学时计算），一学期内旷课累计达20学时者，给予警告或严重警告处分；一学期内旷课累计达30学时者，给予记过处分；一学期内旷课累计达40学时者，给予留校察看以上处分。

**第十三条** 以偷窃、勒索、诈骗、冒领等不正当手段和途径侵占公私

财物者，除追回赃款、赃物或令其赔偿损失外，视情节轻重分别处理如下：

（一）涉案价值 400 元以下者，给予严重警告以下处分；

（二）涉案价值 400 元至 1000 元者，给予记过处分；

（三）涉案价值 1000 元以上者，给予留校察看以上处分；

（四）有胁迫、威逼、诱骗、抢夺等情节者加重处分，直至开除学籍；

（五）在校期间多次作案者，按累计涉案价值适用以上条款，并根据情节加重处分，直至开除学籍；

（六）明知赃物而购买或提供销赃窝赃条件者，给予留校察看以下处分，情节严重者，给予开除学籍处分；

（七）偷窃印章、重要公文、档案等物品者，视其情节给予记过以上处分。

**第十四条** 故意损坏公私财物者，除按规定赔偿外，给予下列纪律处分：

（一）损坏公私财物价值在 400 元以下者，给予警告处分；

（二）损坏公私财物价值在 400 元以上，1000 元以下者，给予严重警告处分；

（三）损坏公私财物价值在 1000 元以上者，视情节轻重，给予记过直至开除学籍处分。

**第十五条** 在校园、学生生活园区内打麻将者，除收缴麻将外，给予警告处分；再犯者，视情节给予严重警告或记过处分。

**第十六条** 参与赌博或为赌博提供赌场、赌具、赌资者，视情节轻重分别处理如下：

（一）参与赌博者，视情节给予记过以上处分；

（二）为赌博提供赌具、赌场、赌资等条件者，视情节给予严重警告以上处分；

（三）屡次参与赌博者或赌博活动的主要组织者，视情节给予留校察看以上处分。

**第十七条** 严重违反道德规范和学校有关规定者，分别处理如下：

（一）传播、散布不健康或有害于团结的言论，或造谣、诬陷、侮辱、谩骂或威胁他人者，给予警告或严重警告处分；经批评教育不改者，给予记过处分；造成不良后果者，给予留校察看以上处分；

（二）涂写污秽语言，勾画污秽图像者，给予严重警告或记过处分；在校园、学生生活园区等公共场所观看淫秽书刊和音像制品者，给予记过或留校察看处分；传播、复制、贩卖淫秽书刊和音像制品者，给予留校察看以上处分；

（三）在校园或学生生活园区内行为不文明，经劝阻无效者，视情节给予警告或严重警告处分；

（四）以低级下流语言、动作调戏、侮辱、挑逗异性者，或强行追逐异性谈恋爱者，视情节给予严重警告直至开除学籍处分；

（五）偷窥、偷拍或传播他人隐私者，视其情节给予留校察看以下处分，造成严重后果者，给予留校察看以上处分；

（六）有陪酒、陪舞等不良行为者给予记过以上处分；

（七）在学生宿舍男女同床者，或留宿异性或在异性宿舍留宿者，给予留校察看以上处分；

（八）发生非婚性行为者，给予留校察看以上处分；

（九）参与卖淫、嫖娼、吸毒、贩毒者，给予开除学籍处分；

（十）从事或参与有损大学生形象、有损社会公德的活动者，视情节给予留校察看以下处分，造成恶劣影响者，加重处分；

（十一）发送淫秽、侮辱、恐吓或其它信息，干扰他人正常生活的，视其情节给予留校察看以下处分，造成严重后果者，给予留校察看以上处分。

**第十八条** 有下列侵犯学校 and 他人正当权益行为，造成一定后果者，除赔偿损失外，视情节分别处理如下：

（一）在校园、学生生活园区内酗酒滋事，或有其他扰乱公共秩序行

为者，视其情节给予留校察看以下处分；

（二）违反学校用电管理规定，经批评教育不改者，视其情节给予留校察看以下处分；因违章用电造成严重后果者，加重处罚；

（三）在学生宿舍使用电炉、热得快、电饭煲、煤炉、酒精炉、液化气炉等燃器具者，视其情节给予留校察看以下处分；造成火警、火灾等事故者，加重处罚

（四）在学生宿舍违章使用蜡烛等具有重大隐患的物品者，视其情节给予留校察看以下处分；造成严重后果者，加重处罚；

（五）在学生宿舍饲养宠物者，视其情节给予留校察看以下处分；屡教不改者加重处分；

（六）阻碍、干扰学院管理人员依校规执行公务者，视其情节给予留校察看以下处分；

（七）隐匿、毁弃或私拆他人邮件情节较轻者，视其情节给予留校察看以下处分；情节严重者，给予开除学籍处分；

（八）在校园内保存携带管制及危险物品，或向楼下乱扔东西，或乱烧杂物等妨碍公共安全者，视其情节给予留校察看以下处分；

（九）故意损毁学校、党政部门发布的公告、通知标牌者，视其情节给予留校察看以下处分；

（十）学生在接受学校调查时知情不报或故意作伪证或有串供行为，妨碍学校调查者，视其情节给予留校察看以下处分；

（十一）学生在宿舍楼道治安值班不到位而造成治安责任事故者，视其情节给予留校察看以下处分；

（十二）学生未经学院同意擅自在外租房住宿或未经批准夜不归宿者，视其情节给予留校察看以下处分；

（十三）学生擅自出租、出借学生宿舍或床位，或未经批准在学生宿舍私自留宿外来人员者，视其情节给予留校察看以下处分；

（十四）寒、暑假期间不听从学院住宿安排和管理者，视其情节给予

留校察看以下处分；

（十五）故意制作和传播计算机病毒，或进行网络攻击、非法入侵他人计算机系统、实施破坏性操作等危害网络安全者，视其情节给予留校察看以下处分；情节严重者，给予开除学籍处分。

**第十九条** 伪造、买卖或者使用伪造、变造的国家机关、人民团体、企业、事业单位或者其他组织的公文、证件、证明文件者，或有其他弄虚作假行为者，给予记过以上处分；造成影响或后果者，给予留校察看以上处分。

**第二十条** 剽窃、抄袭他人研究成果造成不良影响者，给予警告以上处分；情节严重、影响恶劣者，给予开除学籍处分。

**第二十一条** 在校园内从事未经批准的经商活动，扰乱正常教学、生活秩序，经批评教育不改者，给予警告直至记过处分。

**第二十二条** 在校内或跨校建立、参加非法组织者，视情节给予留校察看以上处分。

**第二十三条** 在校内或跨校进行封建迷信活动不听从劝阻者，给予严重警告以上处分，情节严重或造成严重后果者，给予留校察看以上处分。

**第二十四条** 在校内或跨校进行宗教活动者，给予严重警告以上处分，情节严重或造成严重后果者，给予留校察看以上处分。

**第二十五条** 累计受到三次通报批评者，给予警告处分；如再有违纪现象者，给予严重警告以上处分。

**第二十六条** 已受纪律处分或在待处分期间再次违纪者，加重处分，直至给予开除学籍处分。同时有数种违纪行为者，按其数种违纪行为中应当受到的最高处分基础上加重处分。

**第二十七条** 其他有本办法中未具体列举的违反校园管理制度、扰乱校园正常秩序行为者，参照本办法有关条款或学院有关文件规定给予纪律处分，报党政联席会审批执行。

#### 第四章 纪律处分运用规则和程序

**第二十八条** 实施纪律处分必须有证据证明，以事实为根据，以本办法为准则，定性准确，处分适当，行文规范。以下各项均为有效证据：

- (一) 书证；
- (二) 物证；
- (三) 证人证言；
- (四) 当事人的陈述；
- (五) 视听资料；
- (六) 鉴定结论；
- (七) 勘验笔录、现场笔录；
- (八) 其他有权部门依法作出的鉴定性结论、裁定书、判决书等。

**第二十九条** 违纪行为危害后果轻微，有下列情形之一者，可以从轻处分：

- (一) 主动承认错误，如实交待错误事实，检查认识深刻，有悔改表现的；
- (二) 积极主动协助调查，有重大立功表现的；
- (三) 由于他人胁迫或诱骗的。

**第三十条** 有下列情形之一者，从重处分：

- (一) 违纪后故意隐瞒重要情节，妨碍学院调查的；
- (二) 邀约院外人员来院参与违纪行为的；
- (三) 对检举人、证人、经办人威胁或打击报复的；
- (四) 情节严重，影响恶劣的。

**第三十一条** 受到纪律处分者，附加给予下列处理：

- (一) 从处分之日起，取消当学年一切评先、奖励及福利性补助和申请资格；
- (二) 担任学生干部者，从处分之日起取消其当学年学生干部任职资格；
- (三) 受处分者是党、团员的建议党、团组织给予相应纪律处分。

### **第三十二条 给予纪律处分的职权划分:**

(一) 除考试违纪由教学办按《考试违纪处理办法》处理外, 全校在籍全日制普通本科学生违纪处分的主管部门为学生工作处; 全校在籍全日制研究生违纪处分的主管部门为研究生院研究生管理处, 其他各类型违纪处分的主管部门为其学籍的主管部门;

(二) 严重警告及以下处分, 学校授权违纪学生所在学院处理并作出处分决定, 报相应的主管部门备案;

(三) 记过处分, 由违纪学生所在学院研究处理意见后报相应的主管部门审批并作出处分决定;

(四) 留校察看处分由违纪学生所在学院提出处理意见, 相应的主管部门审核;

(五) 留校察看处分察看期满, 由学生本人提出书面申请, 违纪学生所在班级民主评议, 学院研究处理意见后报相应的主管部门审查, 并报主管校领导审批;

(六) 开除学籍处分, 由违纪学生所在学院提出处理意见, 相应的主管部门审核, 主管校领导审查, 校长会议研究决定。

### **第三十三条 实施纪律处分的程序:**

(一) 开展调查取证。学生违纪事件发生后, 学院应及时报告并进行调查或主动协助有关部门开展调查, 及时收集学生违纪证据, 并整理有关材料;

(二) 形成拟处分意见。对事实清楚或已调查清楚的学生违纪事件, 学院应当在五个工作日内, 根据本办法的规定作出拟给予纪律处分的处理意见;

(三) 听取当事人的陈述和申辩。处分决定作出之前, 应当告知当事人拟给予处分的有关事实、理由和依据, 并听取学生的陈述和申辩。学生陈述和申辩之后, 根据笔录整理成书面报告, 该书面报告和笔录原件(拟受处分学生应在笔录上签字, 如果拒绝签字, 由主笔人写出文字说明)归

入学生处分材料，作为学生处分报告的附件；

（四）作出处分决定书。对学生的处分，应当做到程序正当、证据充分、依据明确、定性准确、处分适当。给予学生的处分应按相应的公文管理办法正式行文，出具处分决定书。处分决定书应载明违纪行为的简单经过、处分的依据和学生享有的申诉权利；

（五）处分决定书的送达。处分决定作出之后，由学院将处分决定书送达给学生本人，由学生本人签收。拒绝签收或因特殊情况不能签收的，由所在学院送达的工作人员记录在案，处分决定同样有效；

（六）处分决定书的公布。处分决定视情况及时公布；

（七）处分材料的归档和管理。处分决定书及相关原始材料一律交学校主管部门，学校主管部门负责将有关材料归入学校文书档案和学生本人档案开除学籍的处分决定书同时报湖北省教育厅备案。

**第三十四条** 学生对处分决定有异议的，在接到处分决定书之日起 5 个工作日内，可以向学院学生申诉处理委员会提出书面申诉。申诉期间，不停止处分决定的执行。

**第三十五条** 被开除学籍的学生，在处分生效后 5 个工作日内必须办完离校手续并离校，档案、户口退回其家庭户籍所在地，逾期不办者，其后果由学生本人承担。

## 第五章 附则

**第三十六条** 本办法所称“以上”、“以下”均包括本数。

**第三十七条** 本办法由学生工作部（处）负责解释。

**第三十八条** 本办法自公布之日起施行。

## Appendix 3:

# Illegal and Undisciplined Case Summary

## I. Punishment for fighting

In October, 2013, three undergraduates enrolled in 2013 and an undergraduate enrolled in 2010 at a university had physical altercations with a student in another university due to romantic entanglement. Then they four rushed to the student's dormitory and wounded him. All the students involved were severely criticized by the university and deprived of the qualifications to be assessed as excellent students of the year. Meanwhile, they had to compensate the injured party for the financial losses and medical costs according to the regulations of the public security department. One of the four was persuaded to be withdrawn from the university.

In December of the same year, a female undergraduate enrolled in 2013 at a university crashed into the girl dormitory in another university and used the blade to cut the girl just because she suspected that the girl had romantic entanglement with her boyfriend. The public security department seriously criticized and educated her and ordered her to bear all the medical expenses that the injured party paid in hospital. Additionally, she was deprived of the qualifications to be assessed as excellent students the same year.

## II. Drunken Driving Accidents

In June, 2014, an undergraduate enrolled in 2012 at a university drank a lot in the bar and drove home. On the way home, he had an accident and was wounded in the face, causing two girls injured in the same car.

The student was taken to the hospital and treated surgically in time. He had to bear his own and the other two girls' medical expenses. Inviting suspicion of drunken driving, the public security department gave him 6 months of administrative detention. After the punishment came into effect, he was deprived of the qualification of study at the university and was expelled from the country.

### **III. Malicious extension of visa and leaving the country over due**

At the end of 2013, a master degree candidate enrolled in 2011 at a university was demanded to extend visa in a stipulated time and leave the country immediately since he defaulted on the tuition of last semester. However, the student held the minds of fluke, made up every excuse and refused to go through procedure of visa extension, in the end causing the malicious extension of visa. The public security exit-entry administration gave him an administrative detention, ordered him to leave the country within the given time, and forbade him to enter the country in 5 years according to the law.

### **IV. Punishment for Theft**

From March to April, 2014, a foundation year student enrolled in 2013 at a university stole into a foreign students' dormitory to steal many times, such as precious articles such as laptops, digital cameras, mobile phones. After the judicial organs investigated the event carefully and transacted it according to the law, the student was sentenced to 3 months of fixed-term imprisonment. While serving the sentence, he was deprived of the qualification of study at the university, and he was expelled from the country and was banned to enter the country in 5 years.

### **V. Fatal accidents resulting from drunkenness**

In March, 2014, an adult doctor degree candidate enrolled in 2012 at a university drank continually for four hours in the dormitory on campus and in the bar off campus. In the early morning, he returned the dormitory on campus from the bar alone. Unluckily, he fell down and died on the way to the dormitory, which brought huge pain to his pregnant wife and the young children.

### **VI. Punishment for Harassing Others**

In December, 2013, a master degree candidate enrolled in 2013 at a university insulted and coddled a lady off campus after drinking. As a result, he was fined Yuan 500 by the public security department according to the law as well as was given a serious warning by the university where he studied.

附件三：

## 违法违纪案例汇总

### 一、打架斗殴处罚

2013年10月，某校三名2013级本科生和一名2010级本科生因情感纠葛与其他高校的一名学生发生肢体冲突，冲到对方宿舍将对方打伤。所有涉案留学生受到所在学校严厉的批评并自动丧失所在年度评先评优资格，并按照公安部门规定赔偿受害方财务损失和医疗费用合计人民币2万元，其中一名学生被劝退。

同年12月，某校一名2013级本科女生因怀疑另一所高校女同胞与其男友产生感情纠葛，擅自闯入她人女生寝室，用刀片将该女生身上多处划伤。经公安机关严肃批评和教育，责令该生承担受害人在医院的所有医疗支出，并被取消当年评先评优资格。

### 二、醉酒驾驶肇事

2014年6月，某校一名2012级本科生从酒吧大量饮酒后开车返回住所途中，遭遇车祸，造成自己面部受伤，并造成同车两名女生受伤。

该生被紧急送往医院进行了手术治疗并自行承担本人及其它同乘人员全部医疗费用。因涉嫌醉驾，该生受到公安交管部门依法作出的行政拘留6个月处罚。处罚生效后，该生在校学习资格将被取消，并驱逐出境。

### 三、签证恶意超期限期离境

2013年底，某校2011级一名硕士研究生因恶意拖欠上一学年学费被责令限期续办签证后立即离境。但该生抱有侥幸心理，编造各种理由拒不办理相关手续，造成签证恶意超期。公安出入境管理管理部门依法对其作出行政拘留处罚、责令其限期出境，五年不许入境中国。

#### 四、偷盗处罚

2013年3月至4月期间，某校一名2013级预科留学生多次潜入某留学生宿舍楼实施盗窃行为，窃走多名留学生的笔记本电脑、数码照相机、手机等贵重物品。经司法机关缜密侦办并依法审理后，该生被判处3个月有期徒刑。服刑期间该生学习资格被取消，服刑期满后被司法机关驱逐出境，五年不许入境中国。

#### 五、醉酒致死事件

2014年3月，某校2012级一名成年博士留学生四小内在校内宿舍和校外酒吧连续饮酒，凌晨独自一人从酒吧返回校内宿舍的途中不幸坠落倒地意外身亡，给其有孕在身的妻子以及多名未成年的子女造成巨大伤痛。

#### 六、骚扰他人的处罚

2013年12月，某校一名2013级硕士研究生因酒后在校外对一名女士言语侮辱和强行搂抱等不当行为，被公安机关依法处以伍佰元罚款，被所在学校给予该生严重警告处分。