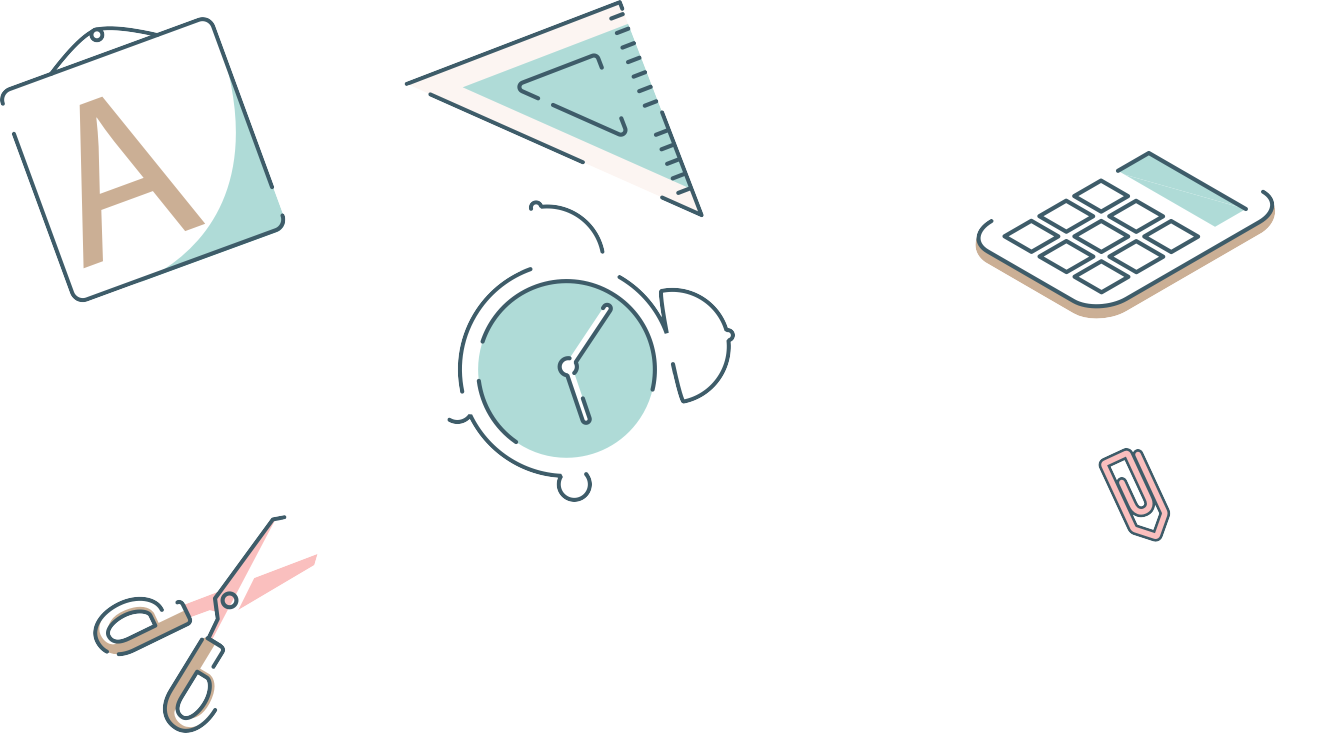
**A letter of Commitment**

I promise that I will never drive gas or oil-powered motorcycle during my study period at Zhejiang Gongshang University (ZJGSU). If I break my promise in the future, ZJGSU can cancel my study and expel me. I will not complain about it.

I promise that I will remember the expiry date of my visa. Two weeks before my visa expires, I will go to College of International Education and inform the working staff of preparing visa extension materials for me. If I forget to inform, which causes visa expiry problem, I myself should take full responsibility.

I promise that I will study the Handbook for International Student of ZJGSU carefully and obey all the laws and regulations of ZJGSU.

**Reminders**

If an international student suspends, withdraws or gets expelled from the university and refuses to perform the normal procedure while avoiding management intentionally without renewing the Stay Visa from Exit and Entry Administration Department of Hangzhou within the given period time, leaves the university without permission or is unreachable, he/she will be regarded as an individual involving in activities that do not coincide with the subject of residence (study). According to the name list submitted by the university, the Exit and Entry Administration Department of Hangzhou will cancel his/her visa or residence permit after which his/her stay will be regarded as illegal residence and he/she will face serious legal consequences.

Name: Date:

Nationality : Passport:

Major :

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Note: In case of any discrepancy between the Handbook's Chinese and English versions, the Chinese version will prevail.

I. Check-in and Enrollment

1. Check-in

New international students will check in at the University on the date as provided in the Admission Notice with materials including a valid passport, the Admission Notice, the Visa Application Form (JW202 Form or JW201 Form) and the Medical Certificate (original). All new students will make proper arrangements for admission on such date.

Those that are unable to check in on time should ask for leave in writing earlier at relevant schools and the Admissions Office for International Students, subject to approval by such schools and filing at the Admissions Office for International Students. The leave time is generally not longer than two weeks. Anyone that fails to ask for leave or exceeds the leave time will be deemed as having waived his or her admission qualification except for any due cause such as force majeure.

2. Physical examination

After registration, new international students must take physical examination at the assigned hospital within one week, and hand in the medical report within two weeks to Admission Office of College of International Education.

2.1 New international students must take physical examination at the assigned hospital within one week after registration. Students who have already done the health examination outside of China shall go to the assigned hospital with the original copy of the health examination report.

2.2 Add: The first floor lobby of Hangzhou Entry-Exit Inspection and Quarantine Bureau, No. 2, Wensan Road, Xihu District, Hangzhou.

(Take Subway Line 1 to Fengqi Road Station, transfer to Line 2 to ShentangQiao Station, and walk 300 meters)

2.3 Please go to the hospital with passport, 5 photos and RMB450 in cash and follow the procedure in the hospital.

2.4 Do not take breakfast before the health examination.

2.5 The result will be picked up by yourself or be post to your address via express mail within 3-5 days. Please leave the work staff this address in Chinese: 杭州下沙高教园区学正街18号浙江工商大学国际教育学院517办公室,Tel：0571-28008687.

2.6 Those who are diagnosed as not qualified for study abroad or do not provide the medical report before deadline will be deprived of the admission and required to leave China within a limited time period.

3. Identity verification on WeChat

3.1 How to verify identity on WeChat

Scan the QR code on the right to know about the process in details.

3.2 Acceptance of identity verification on WeChat

3.2.1. Before applying for residence permits, new students must verify identity on WeChat.

3.2.2. After identity verification, they may make application appointments after background approval in 24 hours.

3.2.3. Those that have verified identity may directly make application appointments.

4. Application for residence permits (excl. X2 Visa)

4.1 Application process

4.1.1. Confirm that tuition fees and residence fees have been paid

4.1.2. Confirm that enrollment and class grouping have been completed

4.1.3. Receive necessary materials at Room 518 of the Foreign Language Building within 5 working days upon enrollment

4.1.4. Make an application appointment at the Public Security Bureau's entry-exit system, and apply with necessary materials and application fees within the given time.

4.2 Application address

Entry-Exit Hall, Hangzhou Xiasha Public Security Bureau (1/F, Hemao Mansion, No.1116 Xingfu South Road)

·Bus route:

A. Take Bus 104 (to Sijiqing Garment Exchange Center) to the intersection of Xueyuan Street and Xingfu South Road and walk 200 meters to the destination.

B. Take Bus 373 to Xiasha Administrative Service Center and walk 385 meters to the destination.

·Metro route:

Take Line 1 to Jinshahu Station, follow signs to A2 exit, walk 250 meters to Xiasha Administrative Center Bus Station, take Bus 376 to the Administrative Service Center and walk 60 meters to the destination.

Working hours: 08:00~12:00, 13:30~17:00, Monday to Friday

4.3 Required materials

4.3.1. Hangzhou International Student Visa and Residence Permit Application Letter

4.3.2. Residence Registration Form (Apartment Residence Registration Form)

4.3.3. Residence Information Confirmation

4.3.4. Student Residence Safety Guarantee

4.3.5. Page 1 of original Passport, customs signature page (seal) for the last entry into China and valid visa page annex.

4.3.6. JW202 Form (yellow page)

4.3.7. Admission Notice

4.3.8. Identity verification on WeChat and Entry-Exit application appointment

4.4 Application fees

RMB 400 (to be paid to the Entry-Exit on collection)

4.5 Application notes

4.5.1. Make appointments for residence permits 3 weeks in advance.

4.5.2. Students will keep a copy of their passports.

5. Payment

International students must pay all fees payable before the date for check-in & enrollment. On such date, they must show their passports and bank remittance documents so that they will be enrolled after being confirmed that their fees have been paid off.

**Note: Payment must be completed within two weeks of school opening.Those that apply for a late tuition fee must submit a written application and be approved by college.**

5.1 Notes to degree students for payment

5.1.1 Charging policy

5.1.1.1 Tuition fees will be paid on a school year-basis and within two weeks after a school year begins.

5.1.1.2 For students who graduate early, their tuition fees will be collected on the basis of the actual schooling time.

5.1.1.3. For students who delay their graduation, their tuition fees will be collected on the basis of the actual delay application time.

5.1.1.4. Graduate students who re-study within the provided schedule (e.g. 2 years or 2.5 years) will be exempted from tuition fees for such re-studying; undergraduate students who re-study within the provided schedule (e.g. 4 years) will be charged with fees in the same manner as public Chinese students and will be exempted from tuition fees for such re-studying during their delay in graduation.

5.1.1.5. Students who need to study Chinese language courses beyond the given education program may sign up for language training courses offered by the School of International Education and will therefore pay fees payable on the basis of converted charges for language students depending on their actual courses.

5.1.1.6. Residence fees will be paid on the basis of their actual residence.

5.1.2 Payment method

5.1.2.1. Any remittance made to the University's account abroad will indicate passport No. or Student ID, with the corresponding remittance document for records.

5.1.2.2. Students who hold VISAs issued at abroad and deposited with foreign currencies will receive cash payment documents at Room 226 of the Planning & Finance Office, settle exchange (to convert foreign currencies into RMB) on corporate counter at an ICBC outlet and directly pay tuition fees. After payment, receipts (cash payment documents) will be submitted to the School.

5.1.2.3. Students who hold VISAs issued in China and deposited with RMB will

1) pay tuition fees on self-service terminals at an ICBC network (limited to ICBC UnionPay Card) by inserting card --- entering password --- selecting "Pay" --- operating as prompted

2) pay by card at Room 226 of the Planning & Finance Office (applicable to any "UnionPay card")

5.1.2.4. Payment by Alipay

Operate as follows: Click on Alipay APP interface → click All on the home page → select Education → select Campus Work → select All in Campus Work (verify later) → click Education Payment → select Zhejiang Gongshang University → enter Student ID → inquire bill → verify amount → pay successfully.

Note: As there are no receipts for Alipay payments, screenshots will be saved for future reference. Daily payment by Alipay is limited to RMB 20,000 and payment by bank cards linked to Alipay should be limited to above RMB 20,000 every time.

5.1.2.5. RMB cash payment

Pay in cash at Room 226 of the Planning & Finance Office

5.1.3. Prepayment of tuition fees for the next year

When full-time foreign students need to pay their tuition fees for the next year due to Visa application and other reasons, they should receive cash payment documents at Room 226 of the Planning & Finance Office and pay tuition fees directly on corporate counter at an ICBC outlet with VISA, UnionPay Card or RMB. After payment, receipts (cash payment documents) will be submitted to the School.

5.1.4. Tuition account information

Account Name: Zhejiang Gongshang University

Account No.: 1202026209008930682-000000002

Bank Name: ICBC Hangzhou High-Tech Sub-Branch

T/T No.: ICBKCNBJZJP

CNAPS CODE: 102331002622

5.2 Notes to language students for payment

5.2.1. Tuition fees and residence fees for the first semester or the first school year will be paid in full to the University's Bank Account and original bank remittance documents should be paid on check-in. No cash payment will be accepted.

5.2.2. Remittance payments paid abroad by new students must indicate **Student Name**, **Major**, **Passport No.** and **Nationality** in the column Remarks.

5.2.3. Students will submit original remittance payment documents at the Admissions Office for Internal Students on check-in, so that their tuition fees will be confirmed.

5.2.4. Students should remit tuition fees and residence fees to the University's account as follows, indicating the following:

Payee: Zhejiang Gongshang University

Bank Name: ICBC Hangzhou High-Tech Sub-Branch, No. 391 Wen Two Road, Hangzhou, China

Bank Account: **1202026209008930682 or 1202026209008930682-000000001**

T/T No.: ICBKCNBJZJP

CNAPS code: **102331002622**

5.3 Payment of tuition fees and residence fees and notes

5.3.1. Tuition fees for different majors:

|  |  |  |
| --- | --- | --- |
| Tuition fees | Undergraduate majors | Economics, Management, Law, Literature: RMB 18,000/school year |
| Science: RMB 20,000/school year |
| Engineering: RMB 24,000/school year |
| Arts: RMB 25,000/school year |
| Majors for master's degree | Economics, Management, Law, Literature: RMB 25,000/school year |
| Science & Engineering: RMB 28,000/school year |
| Arts: RMB 30,000/school year |
| MBA: RMB 42,500/school year |
| Majors for doctor's degree | Economics, Management, Law, Literature: RMB 30,000/school year |
| Science & Engineering: RMB 33,000/school year |
| Arts: RMB 36,000/school year |
| Intensive Chinese (HSK tutorial and preparatory course) | RMB 17,000/school year; RMB 8,500/semester |
| Chinese Language & Culture | RMB 14,000/school year; RMB 7,000/semester (Xiasha Campus: 20 periods/week) |
| Program A: RMB 11,200/school year; RMB 5,600/semester (Jiaogong Road Campus: 16 periods/week)  Program B: RMB 8,400/school year; RMB 4,200/semester (Jiaogong Road Campus: 12 periods/week, no student visas will be provided for such courses) |
| Short term: RMB 600/week (Xiasha Campus)  RMB 500/week (Jiaogong Road Campus Program A)  RMB 375/week (Jiaogong Road Campus Program B) |
| Business Chinese | RMB 18,000/school year; RMB 9,000/semester |

5.3.2. Residence fees:

|  |  |  |
| --- | --- | --- |
| Single room A | RMB 1,100/month/person | Residence will only be provided at Xiasha Campus |
| Single room B | RMB 900/month/person |
| Double room A | RMB 650/month/person |
| Double room B | RMB 400/month/person |
| Quad room | RMB 250/month/person |

**Notes:**

1) No off-campus residence will be allowed as provided by the University. Any special case will be dealt with as per document provisions. See Appendix 5 Administrative Measures for the Student Apartment of Zhejiang Gongshang University.

2) International students should keep apartments tidy and compensate for any public property damaged according to the set price.

**Note: Tuition fees and residence fees for international students have been reported to Zhejiang Provincial Price Bureau for records by the University's Planning & Finance Office.**

6. Comprehensive medical insurance for international students and notes

6.1 The University will provide comprehensive medical insurance for international students who have checked in every semester, including but not limited to:

|  |  |  |
| --- | --- | --- |
| Security responsibilities | Insured amount  (RMB 10000/person) | Deductible/compensation ratio |
| Disease and emergency treatment | 2 | 85% of the accumulative part beyond the deductible RMB 650 to be indemnified for |
| Hospitalization | 40 | No deductible, 100% indemnity |
| Accidental injury/illness, disability | 10 | No deductible, 100% death indemnity, disability to be indemnified for based on rating |
| Accidental injury emergency treatment | 2 | No deductible, 100% indemnity |
| Death aftermath treatment | 20 | No deductible, 100% indemnity |

6.2 All public hospitals in the Mainland of the People's Republic of China are designated hospitals for international students to receive accidental injury outpatient & emergency treatment, disease outpatient & emergency treatment and hospitalization. The University Hospital may serve as a designated hospital for accidental injury outpatient treatment other than for disease outpatient treatment and hospitalization.

6.3 Students should call the insurance company to report cases before treatment. In order to protect your insurance interests, please properly keep all documents and bills in connection with medical treatment in the hospital.

6.4 Students must provide complete materials, including passport copies and visa page copies, medical records copies, original hospital invoices (each treatment date to be the same as the invoice date), cost details, accident certificates and determination materials issued by relevant departments (such as traffic accident responsibility confirmation to be issued by the transport department in case of an accident), discharge summaries or medical records copies, for the purpose of indemnity for comprehensive medical treatment.

7. Textbook fees

Students who need to purchase textbooks should purchase within the given time.

8. Refund-related matters

8.1 Refund of tuition fees

8.1.1. If international students suspend education as approved during the study period, their tuition fees will not be refunded during the suspension period and may be re-used after returning to the University.

8.1.2. International students who have paid off tuition fees but request for refund of their tuition fees due to drop-out, expulsion and transfer will receive the remaining tuition fees calculated on a monthly basis depending on the actual study time (the remaining tuition fees from language students to be refunded as calculated on a weekly basis). Actual studies will start from the school opening date and end on the date for leaving school, with 30 days counted as a month, less than 30 days as a month, and 10 months as a school year.

8.1.3. Students who need to receive tuition fees due to drop-out must leave the University before requesting for refund of tuition fees.

8.1.4. For refund, the refunded currency will only be RMB in cash.

8.1.5. Language students and Business Chinese majors should make appointments one week in advance to request for refund of tuition fees at the Management Office for International Students of the School of International Education within the given time.

8.1.6. Other degree students except Business Chinese majors will request to refund tuition fees at their own schools.

8.1.7. Refund must be requested for in person and may not be done by others except for special circumstances.

8.2 Refund of residence fees and other charges

8.2.1. All international students who have paid off residence fees but need to request for refund will receive the remaining residence fees calculated on a monthly basis depending on their actual residence time. The residence time will start on the date for check-in and end on the date for check-out, with the actual residence days less than one month counted as one month.

8.2.2. Students who need to receive fees due to drop-out must leave the University before requesting for refund of fees.

8.2.3. Students who transfer from the campus to off-campus must transfer from the campus to off-campus before requesting for refund of fees.

8.2.4. All students with refunds must provide the Contact Form issued by the logistic apartment management department.

8.2.5. For refund, the refunded currency will only be RMB in cash.

8.2.6 Language students and Business Chinese majors should make appointments one week in advance to request for refund of residence fees at the Management Office for International Students of the School of International Education within the given time.

8.2.7. Other degree students except Business Chinese majors will request to refund residence fees at their own schools.

8.2.8. Refund must be requested for in person and may not be done by others except for special circumstances.

**Note: Refunds are not accepted during holidays. International students should pay attention to notices issued by their schools in a timely manner. Language students and Business Chinese majors must make appointments at Internal Education Appointment, a WeChat program, and request at the Management Office of the School of International Education.**

9. Internal Education Appointment WeChat miniprogram

9.1 International students who have been enrolled at Zhejiang Gongshang University must enter Internal Education Appointment, a WeChat program, and apply for Visas after linking to cellphones and making appointments online. **Language students and Business Chinese majors must make appointments on Internal Education Appointment to request for payment confirmation, refund of fees, etc. and then apply at the Management Office of the School of International Education.**

9.2 How to add Internal Education Appointment

Enter the system with one of the following methods.

9.2.1 Add by scanning the QR code

The user may enter the system by scanning the following QR code.

Fig. 1 Internal Education Appointment QR Code

9.2.2 Add by Discover

1. Enter WeChat

2. Select Discover -- Miniprogram

3. Click on the upper right corner to search - enter Internal Education Appointment - Search

4. Click Enter

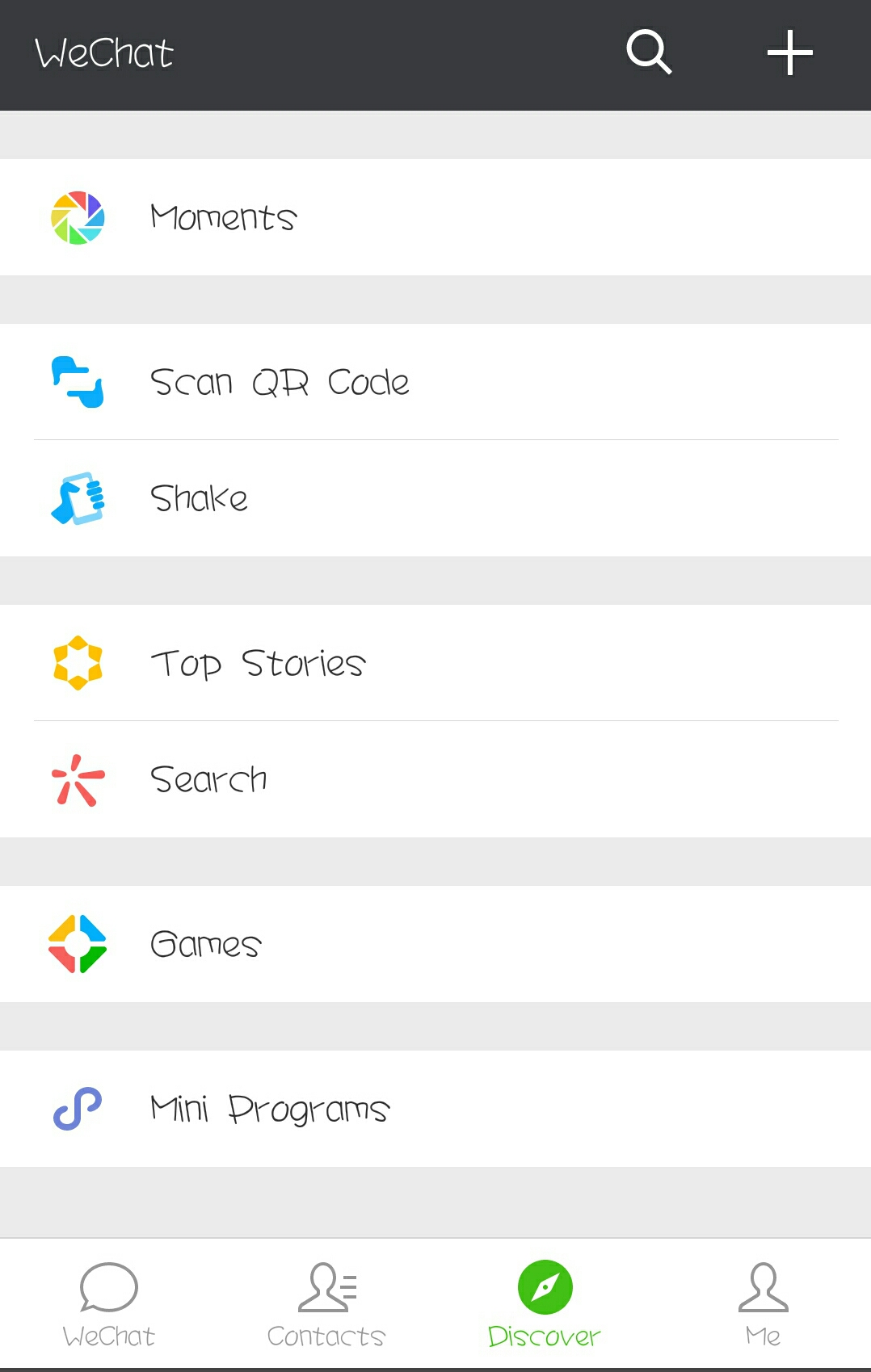
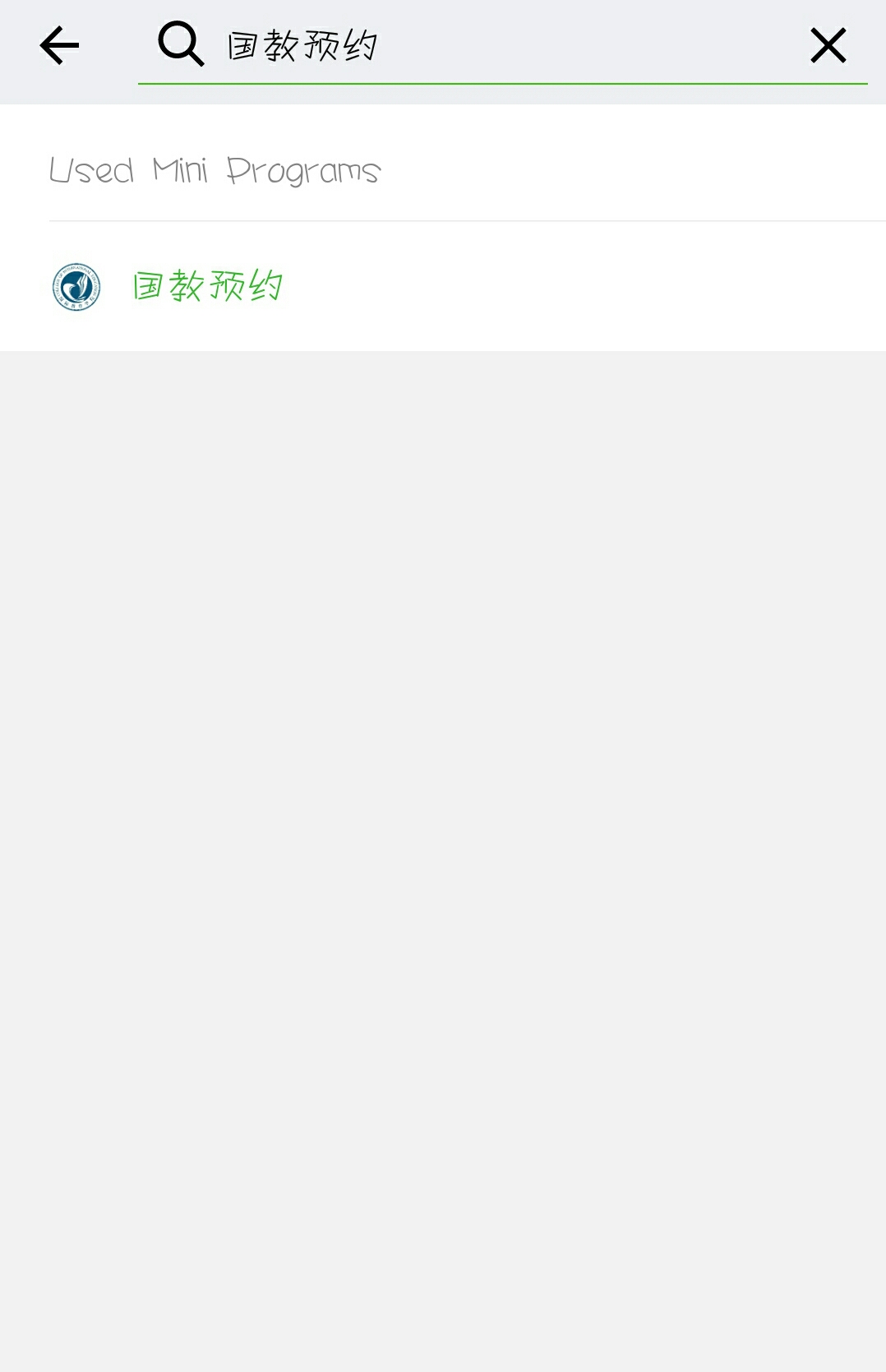
 

Fig. 2 Process for Adding Miniprogram

II. Document and Certificate Application Procedure

1. Student ID card

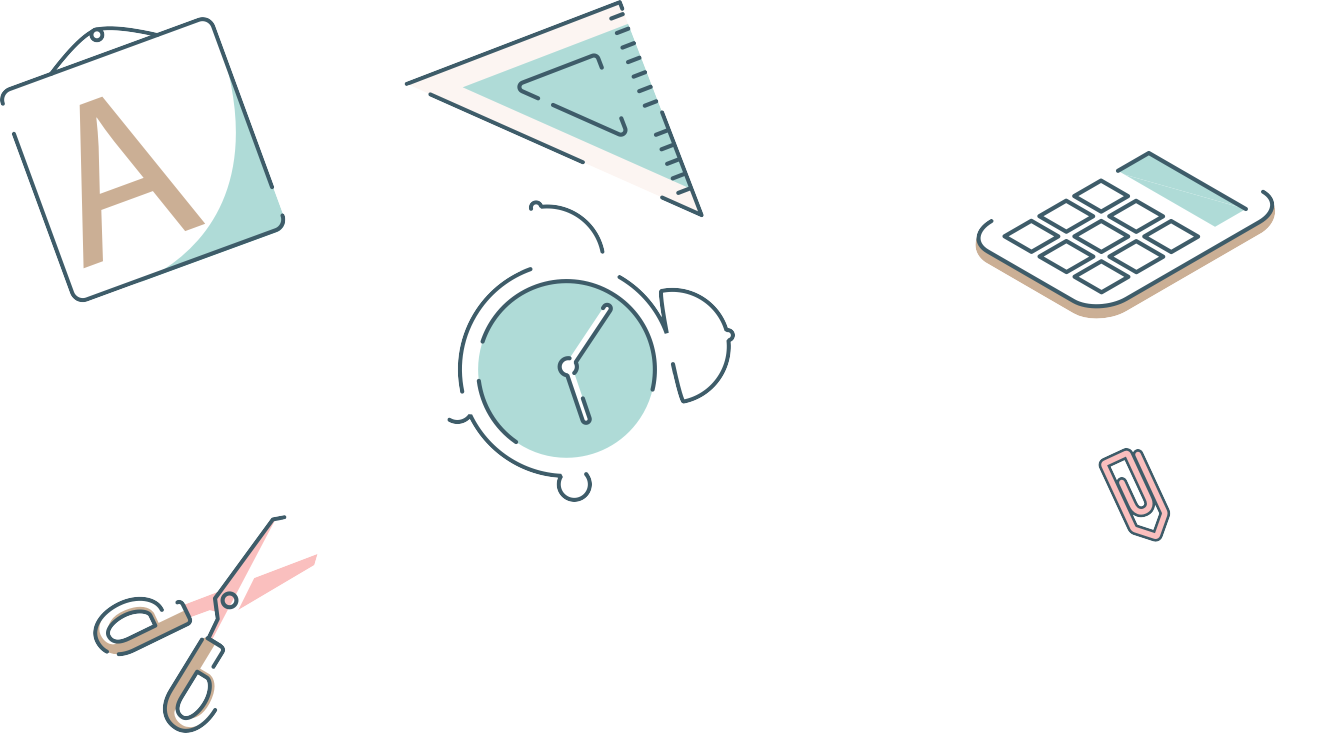
Degree students should receive student ID cards at their own schools.

Language students should apply for student ID cards at the School of International Education.

2. Studying certificate

Degree students should apply at their own schools.

Language students should apply for studying certificates at the School of International Education.



III. Residence Management

Zhejiang Gongshang University international student apartment is located in Jinshagang of Zhejiang Gongshang University. International student apartment building consists of3 buildings now, which are No.3 building, No.4 building and No.11building. There are two optional types, single room and twin room. Totally it can accommodate approximate 1000 people. We offer public kitchens, public laundries and other facilities for free use in some buildings. Besides, you can inquiry any questions for live and study in ZJGSU from apartment receptionists.

Adhering to the core principles of communication, service and creation, we will make great efforts to create safe, harmonious, comfortable, civilized living and studying environment for international students.

1. Phone call

|  |  |  |  |
| --- | --- | --- | --- |
| Apartment Management Department | 28877831 | International Student Apartment | 28877933 B3  28877934 B4  28877971 B11 |
| The Other Phone Numbers | | | |
| campus security | 28877110 | medical emergency | 28877120 |
| hot water service | 400-8899011 | police | 110 |
| fire emergency | 119 | traffic police | 122 |
| Xiao Shan airport | 96299 | taxi reservations | 28811111 |

2. Room type introduction

|  |  |  |
| --- | --- | --- |
| Room types | Room appliances | Charging Standards |
| Single Room A | Air-conditioner ,Refrigerator, TV, Simmons mattress, Desk, Wardrobe, Water heater, Private bathroom, Public kitchen, Public laundry | 1,100 Yuan/month/person  Deposit:1,000 Yuan/person  Water and electricity fees shall be borne by yourself. |
| Single Room B | Bed, Desk, Wardrobe, Water heater, Private bathroom, Public laundry | 900 Yuan/month/person  Deposit: 800 Yuan/person  Water and electricity fees shall be borne by yourself. |
| Double Room A | Air-conditioner ,Refrigerator, TV, Simmons mattress, Desk, Wardrobe, Water heater, Private bathroom, Public kitchen, Public laundry | 650 Yuan/month/person  Deposit: 800 Yuan/person  Water and electricity fees shall be borne by yourself. |
| Double Room B | Bed, Desk, Wardrobe, Water heater, Private bathroom, Public laundry | 400 Yuan/month/person  Deposit: 800 Yuan/person  Water and electricity fees shall be borne by yourself. |
| Quad Room | Bed, Desk, Wardrobe, Water heater, Private bathroom, Public laundry | 250 Yuan/month/person  Deposit: 800 Yuan/person  Water and electricity fees shall be borne by yourself. |

Note: For some old electrical appliances that have passed the warranty period, the University will get rid of them, see notices issued by the University.

3.International student apartment residence process

Check out

Be back to the apartment office. Show the receipt of the room deposit and get stamped

Go to school apartment office (South side of Building 4 in Jinshagang). Show your passport and the check-in form

Get the room deposit form and go to Students’ card service center to pay the room deposit

Get key from your building keeper and check in

**Check in&out procedures for the international student apartment**

Go to office 511 of CIE

Fill in the check-out form in lobby

Check in

Pay water fee and return the key to the service center

Get the deposit back after submitting the original receipt of room deposit to Finance Office

Everything is OK

According to the relevant rules, pay for the damaged or lost facilities

Check the facilities in your room by the building manager

Language Students

Degree Students

4. List of apartment items for international students

Please take care of the property in your room and the public area. Students should compensate for loss or damage in accordance with the cost. Thanks for your cooperation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of the Property** | **Price** | **No.** | **Name of the Property** | **Price** |
| 1 | bed | ￥800 | 17 | air conditioner | ￥3000 |
| 2 | mattress | ￥1000 | 18 | air conditioner remote control | ￥50 |
| 3 | tea table | ￥300 | 19 | air source water heater charge | ￥300 |
| 4 | curtain | ￥120 | 20 | mirror of bath room | ￥200 |
| 5 | TV cabinet | ￥350 | 21 | Tap | ￥200 |
| 6 | wardrobe | ￥750 | 22 | fluorescent lamp | ￥100 |
| 7 | combined wardrobe | ￥1000 | 23 | shower curtain rod | ￥50 |
| 8 | shoe cabinet | ￥900 | 24 | shower curtain | ￥50 |
| 9 | refrigerator | ￥2000 | 25 | door of toilet | ￥300 |
| 10 | TV set | ￥2500 | 26 | lock of lobby | ￥150 |
| 11 | TV remote control | ￥20 | 27 | corridor ceiling lamp | ￥20 |
| 12 | door lock | ￥100 | 28 | combined computer desk | ￥850 |
| 13 | close stool | ￥800 | 29 | chair | ￥150 |
| 14 | screen door of lobby | ￥800 | 30 | electric hair drier | ￥100 |
| 15 | screen door of balcony | ￥300 | 31 | security camera | ￥150 |
| 16 | basin in bath room | ￥150 | 32 | towel rack | ￥50 |

Note:The price above is for each item.

5. Notes to international students for residence

5.1 Check in and check out

5.1.1 When checking in, international students should go to Apartment Management Office with liaison paper for checking in from your school and passport of yourself to get Liaison paper for deposit payment. After paying deposit to finance office, with the receipt, apartment management office will stamp the Liaison paper for checking in, and you should go to the duty hall of international student apartment to check in with it. And you need to sign confirmation slip of interior facilities at the same day you check in.

5.1.2 Now there are five kinds of rooms in international student apartments--single room A, single room B, Double room A, double room B and four-bed room.

5.1.3 Students who are going to graduate, complete the study or apply for Off-campus accommodation should register for checking out 15 days in advance to apartment management office, and take away all personal belongings and return the key of your room within the time limit of acceptance. If unable to check out in time in exceptional circumstances, students should contact your school or apartment management office in time, and negotiate for a settlement. Or your room will be only kept for one week, then your belongings will be considered unclaimed and disposed of by apartment management office.

5.2 Charge and return of deposit

5.2.1 According to different kinds of rooms, there are four kinds of charge standard of accommodation deposit in international student apartments: single room A - 1000 yuan per person, single room B and double room A - 800 yuan per person, double room B and four-bed room -500 yuan per person. Students should go to finance office to pay the deposit in cash with Liaison paper for deposit payment from apartment management office. If in exceptional circumstances, students should sign commitment letter and pay the deposit in cash strictly according to the promised date (usually 3 days), or the apartment office will give punishment to the student.

5.2.2 Students should return deposit to apartment management office and finance department of logistics service center with the receipt in person; deposit will be returned only when students graduate, complete the study or drop out. If students apply for out-campus accommodation, still deposit will be returned only when students graduate, complete the study or drop out. If the student is unable to come in person, power of attorney stamped by the student's school is needed.

5.2.3 When students check out, officers need to check interior facilities well before returning the deposit. If there is any artificial damage checked, deposit will be deducted or refused to return according to the situation.

5.3 Change of room

5.3.1 All campus accommodation international students are required to stay in assigned rooms and may not be allowed to change rooms at will. Our university accepts application for changing room once every semester, at June and December. Degree students altogether have two opportunities to apply for changing room. Students whose study time is one semester or less are not allowed to apply for changing room in principle.

5.3.2 International students should apply to your school, and fill in the application for changing room with the room you want pointed out. With the assent of the director of your school, you can proceed to apartment management office with the application.

5.3.3 New students who need to change room could apply to your school in 15 days after you check in, and the changed liaison paper for checking in needs to be stamped by your school again.

5.3.4 Senior students applying for changing room are not allowed to move into vacant room in principle except single room. The change of accommodation fee of senior students with the kind of room changed is counted from the day you apply for changing room.

5.4 Off-campus accommodation

5.4.1 All international students are required to stay in the international student apartment in principle. Students wanting to live outside campus for specific reasons need to apply to your school and fill in application form for off-campus accommodation，and provide the house lease contract and commit to liabilities of violation of laws and disciplines and safety of person and property. with the assent of the director of your school and the application, you can check out to the apartment management office.

5.4.2 The application forms for off-campus accommodation are in quadruplicate, and will be kept by security department of our university, school of international education, logistics service center and students themselves.

5.4.3 The deposit of students applying for off-campus accommodation will be returned when students graduate or leave our university, and accommodation fee left will be returned in the end of the semester, which is in need of application form for off-campus accommodation.

5.4.4 Students applying for off-campus accommodation are not allowed to move back to the student apartment in principle, if students need to move back for specific reasons, you need to get the signature

of the head of the school and the assent of apartment management office of logistics service center. Students who do not apply for off-campus accommodation with the stipulated procedure are all considered to be campus accommodation.

6.Life Reminders in International Students Apartment

Welcome to international students’ apartment. The following items are some instructions of room facilities. Please comply with them.

6.1 Do not throw rubbish into close stool. You shall afford the maintenance costs if you make the block of the toilet;

6.2 You can control the temperature by the turning the terminator. It would be best to turn it onto scale 3. The damage might be caused by your turning onto the other scale. In addition, if heavy ice found in the upper, you can switch it off. It takes one hour for the ice to be melted. Also, please don’t use hard tools to defrost the ice;

6.3 Simmons mattress can only be used by the covering of bed sheet. Don’t move the mattress onto the floor;

6.4 It is not allowed to move the room facilities. For example, Liquid crystal TV display and bed stock is not allowed to dismantle, and don’t place the furniture into the balcony;

6.5 Be aware of not leaving the kitchen when cooking.

6.6 Please report the damage of your room facilities promptly to the reception. You shall afford maintenance costs because of your delaying of report.

7.Apartment Credit System

7.1 In order to improve management of students apartment, school created a dormitory credit system, using score to measure every student’s performance. The initial score of each semester is 100, the addition and subtraction is according to the students apartment management regulations of provisional Disciplinary Regulations For International Students Of Zhejiang Gongshang University and Logistics Department regulations. The grading is as follow:

|  |  |
| --- | --- |
| -20 | Throw sundries and litters out of balcony (bottles, cigarette butts e.g.) |
| -20 | Damage entrance gates and public facilities (fire-fighting equipment, wash house and public kitchen equipment e.g.) |
| -20 | Let outsiders or the other gender stay overnight. |
| -20 | Use high-power electrical appliances |
| -20 | Use fire in the dormitory |
| -20 | Alcohol and gambling in the room |
| -20 | Brawl in the dormitory building |
| -10 | Drop litters on the corridor, in the public kitchen |
| -10 | Make noise or play loud music |
| -10 | Random wiring and charging of E-bike |
| -10 | Damage furniture |
| -10 | Change the room without permission |
| -10 | Stack sundries in the balcony |
| -10 | Graffiti on the walls |
| -10 | Smoking and Throwing cigarette butts in the dormitory. Smoke the Shisha. |
| -5 | Against access control system |
| -5 | Delay to pay water bill |
| -5 | Drop litters inside room |
| -5 | Push and shove and play football, basketball etc.in the corridor |
| -5 | Use o controlled Knives |
| +10 | Keep dormitory clean and tidy |
| +10 | Return lost properties to owner after picking up |
| +10 | Stop others from violating discipline |
| +20 | Win the title of Outstanding Dormitory |

7.2 School will check the dormitory at the end of each month, we mark during the inspection. Dormitory manager also take note in the daily management. At the end of every semester, the scoring situation will be posted.

7.3 Punishment and Reward:

Any students who get points below 80 will disqualify the application of single room A; below 70 points, students who violate the regulations will be asked to check out and can’t apply anymore; equal or higher than 100, students will get the priority to apply the single room A.

8.Important International Students Apartment Regulations

8.1 Students must return to the dorm before 23 pm every day. It is forbidden to let your visitors stay overnight. Visitors should leave before 22:30 at the same day. It is forbidden to keep pets in the dorm.

8.2 Don’t make big noises or play loud music in the dorm area.

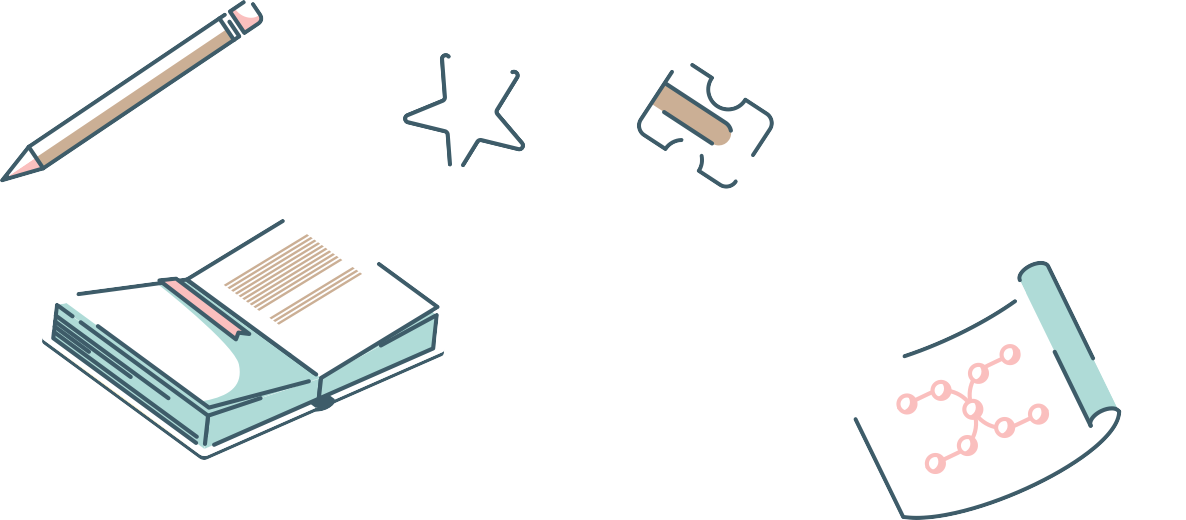
8.3 It is forbidden to throw sundries and litters out of balcony (bottles, cigarette butts e.g.). Do not pile up empty wine bottles or garbage in the corridor or balcony.

8.4 Students are not allowed drink excessively o cause trouble provocatively in the dorm. Students should stay cooperative with dorm managers

8.5 Don’t damage entrance gates and public facilities.

8.6 Illegal acts such as drugs abusing, harassment, gambling, stealing etc in the dorm are strictly.

8.7 Harassment is strictly prohibited

8.8 Use the kitchen equipment and other electric devices carefully.

IV. Student Association and Student Activities

1. Zhejiang Gongshang University AIS Management Rules

# Chapter I General

**Article 1** The association of international students (hereinafter referred to as "AIS"), Zhejiang Gongshang University, is an autonomous organization for international students in Zhejiang Gongshang University. It will carry out activities under the leadership of the University's Party Committee and the guidance and help of the League Committee and the School of International Education to the extent permitted by Chinese Laws pursuant to applicable Chinese laws and regulations.

**Article 2** Major tasks

(1) It will represent and safeguard the legitimate interests and requirements of the vast number of international students at the University, serve students with enthusiasm, strengthen ties between the University and international students, and help and promote the education and management of international students;

(2) With the aim of serving international students wholeheartedly, it will carry out various recreational & sports, studying and public welfare activities, create a positive, healthy and lively campus culture with practical actions, and promote the construction of spiritual civilization at campus;

(3) As required for AIS members, it will develop various self-management, self-education and self-service activities in order to create favorable conditions for AIS members to improve their self-management awareness;

(4) It will develop friendly relations with the University's other organizations and universities, strengthen ties with them, and establish a good image of International students in and out of the University.

# Chapter II Rights and Obligations of AIS Members

**Article 1** All international students at Zhejiang Gongshang University are members of the AIS.

**Article 2** AIS members will have the following rights as provided hereunder:

(1) Equal rights to vote and stand for election;

(2) To supervise all departments and cadres of the AIS and their work through various proper forms and methods;

(3) To participate in various activities organized by the AIS;

(4) To be entitled to request for assistance and protection from the AIS in case of improper treatment received within the AIS and for help from the AIS in case of difficulties encountered by AIS members in studies and life, which must be taken seriously by all departments of the AIS.

Students who have violated the University's rules will not be entitled to the above rights.

**Article 3** AIS members must fulfill the following obligations in the exercise of their rights under the Charter:

(1) To follow Chinese laws and regulations, abide by the University's discipline and rules and comply with rules of AIS.

(2) To support and actively participating in activities organized by various departments of the AIS, implement resolutions made by the AIS, strive to complete all work entrusted by the AIS and maintain the honor of the AIS.

Article 4

(1) The AIS advocates and organizes self-service, self-management and self-education;

(2) The AIS serves as a bridge and link between the University's various departments and international students, and safeguard the legitimate rights and interests of international students;

(3) The AIS carries out cultural activities at campus to enrich the life of international students.

# Chapter III Basic Organization

**Article 1** The AIS consists of one Chairman, three Vice-Chairmen, and six departments, namely, the Office, the Study Department, the Media Department, the Dormitory Management Department, the Sports Department and the Arts Department. Each department has one director, one deputy director and a number of officers. Chairman and Vice-Chairmen form the Presidium. The AIS has an instructor appointed by the School of International Education.

**Article 2** Organizational functions

**Presidium:** Under the leadership of the School of International Education and the executive instructor of the AIS, it will preside over the work of the AIS, execute resolutions on the management of international students made by Zhejiang Gongshang University, formulate the AIS’ work plans, arrange, inspect and supervise the work of the AIS’ various departments, organize training courses for the AIS’ cadres, assess them, strengthen ties & cooperation with associations for Chinese students, and strengthen and expand the influence of the AIS.

**Office:** As a link between the Presidium and various departments and between various departments, it will coordinate between the AIS' various departments, assist the Presidium in daily management, prepare for various meetings, and promote weekly work reports and regular meetings; assist the AIS in executing all documents prepared by the executive instructor in the name of the School and the AIS; know about and handle all information transmission and reporting tasks given by the School and the AIS in a timely manner, do publicity of the AIS; and arrange for AIS members to go on duty. It will file the AIS' documents, assess AIS members and complete daily attendance. It will make the AIS' plans & summaries for every semester and school year and keep detailed records of each regular meeting.

**Arts Department:** It will coordinate to organize various cultural & recreational activities to create a space for international students to develop their talents and enrich the campus culture. It will plan for and organize international students to participate in large cultural evening parties and competitions and allow for artistic exchanges & cooperation with Chinese associations to promote the integration of Chinese and foreign cultures. It will organize students to participate in various cultural & recreational activities, and actively engage in social activities together with other universities. It will create a campus culture & art atmosphere and an active life to energize international students. It will cooperate with the University's relevant departments to actively carry out various cultural & recreational activities.

**Media Department:** It will go down to the frontline of activities, write news, take photos for the AIS, report the AIS' latest dynamics and information, and issue information on the AIS' campus activities through channels including campus network and microblog. It will know in details about the planning for the AIS' various activities, follow up all activities in a timely manner, and promote campus news on such activities. It will record and publicize the AIS' activities through the WeChat platform of the School of International Education, the AIS' WeChat platform and university-level network platform. It will publicize the AIS' activities with the help of external media in order to improve the social awareness and influence of Zhejiang Gongshang University and the AIS. It will write and organize MC scripts, speeches, etc. for large events.

**Dormitory Management Department:** It will seriously cooperate with the University's various departments on the management and service of apartments for international students, and complete tasks assigned by the University as per the University's Convention on Apartments for International Students and applicable administrative rules. It will stick to the dorm inspection system in cooperation with the School's on-duty night teacher for apartments for students in order to prevent emergencies. In case of an emergency, it should cooperate with the University's on-duty personnel to control emergency scenes. It will regularly check the safety and health of apartments for international students, keep records and report problems identified to the University in a timely manner. It will allow for cultural construction for apartments for international students, check their dorms as per relevant systems and assess apartments and announce their results in a timely manner.

**Study Department:** It will organize second-class activities with professional characteristics to stimulate students' enthusiasm for studying; organize exchange meetings for Chinese and foreign students, create Chinese corner, English corner, etc., promote language learning exchanges, improve students' learning awareness, create a good campus learning atmosphere, and organize various learning exchange activities at all levels; it will report to the University on their learning, including supervision of tea-soup work and feedback of teaching information, etc., to promote the reform and development of international education.

**Sports Department:** It will organize various sports activities, enrich extracurricular life of international students, improve the enthusiasm of students to participate in physical exercise, and cultivate the collective cohesion of internal & Chinese students within the AIS, at the University. It will assist the University in holding various sports activities, organizing diversified student sports competitions, improving students' physical fitness, and enriching cultural life at campus.

# Chapter IV AIS Calendar Rules

**Article 1** The Calendar Rules of the AIS, Zhejiang Gongshang University are hereby formulated in order to strengthen the organization and discipline of the AIS, improve efficiency, enhance communications and ensure the smooth and orderly development of the AIS work.

**Article 2** The calendar is a report of the AIS' work for one week, including the work summary for the current week and work arrangements for the next week, which aims to help comprehensively learn about the operation of the whole AIS's work.

**Article 3** The Rules apply to all departments of the AIS.

**Article 4** Calendar submission

(1) Submission time: before 21:00 every Thursday

(2) Submission method: sent to aisoffical@outlook.com

(3) If the calendar is unable to be submitted in time due to any special case, a leave must be asked for to Director of the Office before 12:00, Thursday and it should be submitted to the AIS regular meeting.

(4) The calendar submission time will be as recorded at the e-mail box. In case of no leave, if the submission time is later than 21:00 Thursday but earlier than the regular meeting, then this will be recorded as late submission into department assessment; if the submission time is later than the regular meeting, then this will be recorded as failure of submission no matter the calendar is submitted or not.

**Article 5** Calendar format

(1) All calendars must be prepared in the template issued by the Office. In case that no such template is used or an unauthorized change to template format is made, then this will be recorded as format error into department assessment;

(2) All calendars should be titled Calendar of the XX Department for Week X.

(3) The calendar consists of Summary for This Week and Arrangements for the Next Week, each of which is event-based and will be described in the order of time, place and event.

(4) The calendar should be concise, clear, and free from any grammatical error, wrong word, or wrong character;

(5) In case of any activity name in the calendar, such name will be in full.

**Article 6** Calendar preparation and management

(1) Calendars will be managed by the Office;

(2) Late submission, failure of submission, and format error will be recorded into final assessment.

(3) All calendar-related information and time will be as recorded at the email box. In case of any objection, log onto the AIS email box for verification with the witness of the Office personnel.

The AIS, Zhejiang Gongshang University reserves the right of final interpretation of the Rules.

The Rules will take effect on the date of issuance.

# Chapter V Regular Meeting System

**Article 1** The following meeting system is hereby formulated in that regular meeting are to be held to make summaries and plans to ensure that the AIS work will be carried out more smoothly. The AIS meeting is divided into general regular meeting, regular chairman meeting, director-level meeting, and internal working meetings of each department.

II. Form of meeting

**Article 2** General meeting:

2.1. Participants: All members of the AIS, Zhejiang Gongshang University;

2.2. Meeting time: 5 pm on every Friday

2.3. Meeting contents: To summarize work for the current period and arrange work tasks for the next period. All departments should promptly report all problems identified in work, propose feasible suggestions for solving problems and difficulties, and make recommendations on work for the next stage.

**Article 3** Regular chairman meeting:

3.1. Participants: Members of the Presidium, and directors of all departments, of the AIS, Zhejiang Gongshang University

3.2. Meeting time: 5 pm on Friday in every odd week

3.3. Meeting contents:

(1) The Presidium of the AIS, Zhejiang Gongshang University summarizes work for the current stage and report the work plan for the next stage;

(2) The Presidium of the AIS, Zhejiang Gongshang University makes work arrangements

(3) Directors of all departments report work for the current period and work plans

**Article 4** Regular director meeting:

4.1. Participants: Members of the AIS, above deputy director of each department, of Zhejiang Gongshang University

4.2. Meeting time: To be confirmed as required upon request by the organizing department director to the Deputy Vice-Chairman in charge and approval by the Chairman

4.3. Meeting contents:

(1) All department directors at the AIS report their own work

(2) The Deputy Vice-Chairman in charge and department directors of the AIS, Zhejiang Gongshang University, make arrangements for the next period

**Article 5** Director-level meeting

5.1. Participants: Members of the AIS, above (including) director of each department, of Zhejiang Gongshang University

5.2. Meeting time: 7:30 pm on Friday in every even week

5.3. Meeting contents:

(1) All department directors report on work for the current period;

(2) The Presidium makes work arrangements for the next period

**Article 6** For irregular meetings, the Presidium will call the necessary members to arrange and resolve temporary or urgent issues.

**Article 7** Meeting requirements:

7.1. The AIS meetings should follow the principles of efficiency, pragmatism and practical solutions;

7.2. Every meeting must have an agenda: summary of work for the current period, work arrangements for the next period and discussion of matters to be discussed;

7.3. To learn about problems arising out of work and discuss for corrections;

7.4. To study the thoughts of students, learn about hot issues that concern students and formulate guiding measures.

**Article 8** Meeting discipline requirements:

8.1. Participants should sign in and must not be absent or late without permission. Anyone that is unable to come due to special matters should strictly follow the meeting leave system or will be deemed as absence; those that are absent or late will be punished accordingly as per the AIS system.

8.2. All meetings will be recorded by the Office and meeting minutes will be collated and filed.

8.3. All members present at the meeting should bring notebooks and pens and keep records.

8.4. Various meetings may be held temporarily in case of emergencies and will later be reported to the Vice-Chairman in charge. Meeting minutes should be submitted to the Office for records.

8.5. During the meeting, participants should consciously turn off, mute, or adjust into vibrate, their mobile phones to ensure that the meeting will be held normally.

8.6. Free speech is encouraged at the meeting, provided that it is serious, effective, and concise.

IV. Supplementary

**Article 9** This system will enter into force on the date when it is issued. The AIS, Zhejiang Gongshang University reserves the right of final interpretation.

Chapter VI Regulations for Taking Leave of Absence from Meetings

**Article 1** The Regulations are formulated in order to enhance discipline of AIS members, improve efficiency and quality of AIS meetings, ensure serious meetings, regulate the leave system as well as provide original materials for the appraisal of members.

**Article 2** The Regulations are applicable to all AIS members to ask for leave.

**Article 3** No one shall be absent from the chairman regular meeting.

**Article 4** Leader Directors of each department shall submit leave request in person to vice-chairmen in charge, and then put in it to the chairman to take a review before the request is granted; the request shall be rejected if the reason for leave failed to pass the review.

**Article 5** Other officers shall submit leave request to respective Directors in person and then put in it to vice-chairmen in charge to take a review before the request is granted; the request shall be rejected if the reason for leave fails to pass the review.

**Article 6** The requests must be submitted to the AIS Office for filing before the meeting. The Office is entitled to supervise the requests.

**Article** **7** Whoever being absent from meetings without applying for leave or without being allowed to leave shall be punished subject to the penalty provisions of the *AIS Appraisal Regulations.*

**Article 8** If the applier makes up the reason for taking leave or the chairman, or vice-chairmen and Directors fail to perform their duties of review, the person directly responsible shall be punished subject to the penalty provisions of the *AIS Appraisal Regulations.*

**Article 9** The Regulations shall take effect as of the date of the promulgation, and the Student Associations of Zhejiang Gongshang University reserves the right of final interpretation of the Rules.

# Chapter VII Appraisal Regulations of AIS Departments

**Article 1** Appraisal of all members and departments shall be taken every semester in order to improve the association: cadres shall fulfil their role properly, enhance their prestige and motivate members to work as well as receive the oversight of them, thus playing the leading role better and acting as positive role models. On the other hand, all members shall consistently practice the right ethical behavior.

**Article 2** The Regulations are formulated to promote the development of all departments and enhance the discipline of AIS as well as increase exchanges among departments, thus promoting the mutual development of all departments. The Regulations are applicable to all departments of AIS.

**Article 3** Essentials of Department Appraisal

(a) The appraisal score shall be given by three parties: departments, the Presidium and AIS Executive Instructors:

1. Departments mutual appraisal accounts for 30%

2. The EB appraisal accounts for 30%

3. Executive Instructor appraisal accounts for 40%

(b) Two departments with the highest scores shall win the "excellent departments" title

(c) General executive department: School of International Education

(d) Assistance department: School of International Education Office AIS Office

**Article 4** Detailed Rules of Appraisal

(A) Department Mutual Appraisal (30%)

1. Modes: the mutual appraisal consists of daily quantitative assessment and annual department summary report, of which the former accounts for 20% and the later accounts for 10%.

1.1 Daily Appraisal (20%)

1.1.1 All departments shall submit annual work plans to Office in a timely manner

1.1.2 Attendance of activities

1.1.3 Venue borrowing (apply for borrowing venues five days in advance)

1.2 Annual Department Report (10%)

1.2.1 Introduction to department member structure

1.2.2 Introduction to department annual activities

(B) Presidium Appraisal (30%)

1. Cooperation (cohesion of departments, assistance given to other departments and cooperation with other departments)

2. Activity plan (long-term brand activity plan, overall activity plan, and activity influence)

3. Member management (the division of work in the activity, organization and deployment of members at the activity site)

(C) Executive Instructor Appraisal (40%)

1. Internal construction (operation of the association mechanism, recording of internal materials)

2. Work plan: (efficiency of daily work, contribution to the well operation of the association)

# Chapter VIII Appraisal Regulations of AIS Members

**Article 1** The Appraisal Regulations of AIS Members, in combination with that of departments, is aimed at improving the ability of all members by appraising the performance of them and motivate them to make more contributions to the association. The appraisal of AIS members consists of two parts: Director appraisal and member appraisal.

**Article 2 Director Appraisal**

(1) The association shall select two outstanding ones among all Directors and the Presidium is responsible for the selection;

(2) All members shall participate in the voting.

**Article 3 Officer Appraisal**

**a. Procedures**

(1) One officer shall be recommended by his/her own department to participate in the election of "outstanding officers" in the association. All department Directors shall be responsible for the election.

(2) The elected officer shall fill in the *Recommendation Form for "Outstanding Officers" of Association of International Students* (see Annex) and submit it to the AIS Office.

(3) The AIS Office shall count all members’ attendance times at meetings and activities.

**b. Introduction**

1. **Mutual appraisal**: Other officers in the same department shall score them, which accounts for 45% of the total score.

2. Cadres appraisal: Leaders of the department shall assess the overall performance of the elected officer in the semester, accounting for 55%;

3. Scores of the above two parts shall be added and the "disciplinary deduction points" of the semester shall be subtracted from the sum. The final score will be taken as the appraisal score of the officer in this semester.

**Article 6** Detailed Rules for Cadre Appraisal shall be found in Annex 1: *Detailed Rules for Cadre Appraisal of Association of International Students of Zhejiang Gongshang University*

**Article 7** Detailed Rules for Officer Appraisal shall be found in Annex: *Rules for Member Appraisal of Association of International Students*.

**Article 8** The AIS, Zhejiang Gongshang University reserves the right of final interpretation of the Rules..

The Regulations shall take effect upon its promulgation.

# Chapter IX Subsidy Regulations for AIS Members

**Article 1** In accordance with the *Appraisal Regulations of AIS Department and the Appraisal Regulations of AIS Members*, we shall award those qualified members to improve their morale as well as spark their interests in participating in activities. This subsidy system is specially formulated in accordance with relevant regulations and the characteristics of AIS.

**Article 2** Scope of Application

The Regulations are applicable to all AIS members

**Article 3** All qualified members of AIS shall enjoy the following subsidy policies

1. Subsidy for telephone bills: ceiling of RMB 100 (taking part in the activity of "charge 100, get 300 for free" at school)

2. Payments for services rendered:

Members participating in activities shall be paid in terms of the scale, duration and time of the activities.

① Scale of an activity: members participating in activities organized by other schools and associations shall not be paid by AIS; The specific service fee and subsidy shall be determined by the organizer of the activity. Service fees shall be given only to members participating in activities organized by School of International Education or AIS.

② Duration of an activity: the AIS subsidy shall only be offered in principle for activities lasting more than 4 hours.

③ Time of an activity: members attending activities in school time (Monday to Friday) shall not be paid in principle, depending on the scale of the activity. Members shall be paid when participating in large activities held by AIS on weekends and the service fees are paid according to the standards for Chinese school work assistants.

④ Cultural tour: a cultural tour will be organized for qualified members once a year, so that members can work with great enthusiasm after relaxing themselves.

3. Priority to apply for scholarship: for those who pass the appraisal, the School of International Education and AIS shall jointly issue a written certificate and report it to the scholarship evaluation committee of each school as the proof for giving them priority to scholarship application.

**Article 4** RMB 200 shall be given to those who pass the appraisal and win the title of "excellent department”. Rewards are used as funds for departmental activities.

**Article 5** RMB 200 shall be given to those who pass the appraisal and win the title of “excellent director”.

**Article 6** RMB 100 shall be given to those who pass the appraisal and win the title of "excellent officer".

**Article 7** The AIS, Zhejiang Gongshang University reserves the right of final interpretation of the Rules.

**Article 8** The Regulations shall take effect as of the date of promulgation.

# Chapter X AIS Regulations for Renewal and Election

**Article 1** In order to ensure the sound development of AIS, outstanding members with ability, expertise, prestige and sense of responsibility will be elected as leaders in the annual election, thus promoting the comprehensive, coordinated and sustainable development of the association by refining the structure of student cadres and improving their abilities to organize and coordinate activities, manage their members as well as take part in social practice. The Regulations are hereby formulated.

(1) The renewal of AIS cadres shall be conducted under the supervision of the Youth League Committee of ZJGSU and the School of International Education in line with the principles of fairness, equity, openness and democracy.

(2) The election fully respects the wishes of members and truly elects those supported and trusted by the majority as leaders, laying a good foundation for a leader team that is united, active, outstanding and reliable.

**Article 2** The term of AIS cadres is one year, and they shall leave their posts at the end of the term. It is necessary for previous cadres to register again for another tenure. They can be re-elected for one year, up to two consecutive terms.

**Article 3** During the duration, cadres are permitted to resign if there is any justifiable reason. A written application shall be required for resignation, which shall be discussed and passed by the Presidium and approved by the School of International Education before resignation.

**Article 4** The transition of AIS will take place from late September to early October each year. The Presidium members and Directors shall be elected through public campaigning.

**Article 5** Number of AIS members shall be counted up after renewal election to determine the number of new recruits to be received by each department in next spring.

**Article 6** Positions

There are 4 members of the Presidium and 8 Directors of departments.

**Article 7** Conditions for Registration

Candidates must fulfil the following conditions:

1. Presidium: current or former chairman or vice-chairmen or leaders of each department; department Directors; all members of each department.

2. Excellent grades, good conduct, no violation of school regulations, and no failure course;

3. Comprehensive quality, strong sense of responsibility and strong ability of organization, writing and oral expression;

4. Students with outstanding results and personal specialty shall be given priority under the same circumstances;

For those with outstanding ability and performance, their election standards and criteria shall be broadened with the approval of School of International Education.

**Article 8** Election Procedures and Modes

In line with the principles of openness, equality, competition and merit-based election, we shall elect those with both ability and political integrity. The election procedures include registration, qualification appraisal, campaign speech, interview, investigation, publicity and formal employment.

(1) Registration

Students shall fill in the application form attached a one-inch photo (an electronic version is recommended) and a work plan written in person (please refer to the Annex for requirements of the work plan). Submit above materials to adviser Zhang Yuanxun (Office 520, foreign language building), and send the electronic application form to kevinzhang@zjgsu.edu.cn.

(2) Qualification Appraisal

Candidates shall be reviewed and approved by School of International Education. AIS advisers shall review the materials put in by applicants and elect those who meet the requirements to participate in the follow-up election.

(3) Campaign Speech

Contents:

1. personal information;

2. the understanding of target positions and the work plan in the future;

3. personal competitive advantage;

4. others.

Form: a speech within 5 minutes (PPT allowed)

# Chapter XI Recruitment Regulations of AIS

**Article 1** The *Recruitment Regulations of AIS* is formulated in order to manage the recruitment, improve the sound development of the association as well as protect the rights and interests of all members.

**Article 2** The recruitment shall be managed and supervised by Youth League Committee of ZJGSU and School of International Education to keep the campus in order during the recruitment and protect the rights and interests of students.

**Article 3** The recruitment shall be carried out after the renewal election.

**Article 4** Only students officially enrolled by ZJGSU are permitted to be recruited by AIS.

**Article 5** Recruitment would be on a voluntary basis and no one shall force students to join the association by any means.

**Article 6** The association shall be practical and realistic, honest and trustworthy, and shall not exaggerate or make false promises in its publicity activities to attract new members.

**Article 7** AIS shall recruit new members in spring and autumn, which will be held after the opening ceremony in spring and autumn.

**Article 8** Specific Arrangements for Recruitment

1. Arrangements: before the opening ceremony of the spring and autumn semester, AIS advisers, the Presidium and Directors shall determine the wanted number of new members and the interview time according to the existing members of the association.

2. The Media Department is responsible for the creation of new posters and leaflets, while Dormitory Management Department is responsible for poster posting and giving out leaflets.

3. Publicity and registration shall cost one week.

4. Office is responsible for sorting out application forms after the registration.

5. The Presidium meets with Directors of each department to determine the interview list.

6. Office shall inform the shortlisted students to take part in the interview.

7. Publicity of interview results.

8. Training of new members.

**Annex *Detailed Rules for Cadre Appraisal of Association of International Students of Zhejiang Gongshang University***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Items | Modes | Scope | Contents | Scores |
| Department Appraisal | Department Mutual Appraisal (30%) | Daily Appraisal (20%) | Venue borrowing (apply for borrowing venues five days in advance) |  |
| Annual Department Report (10%) | Introduction to department member structure |  |
| Introduction to department annual activities |
| Presidium Appraisal (30%) |  | Attendance of activities |  |
| All departments shall submit annual work plans to Office in a timely manner |  |
| Cooperation (10 %) | Cohesion of departments, assistance given to other departments and cooperation with other departments |  |
|  |
| Executive Instructor Appraisal (40%) | Internal Construction | Operation of the association mechanism, recording of internal materials |  |
| Work Plan | Efficiency of daily work, contribution to the well operation of the association |  |
|  |  | Activity Plan (10 %) | Long-term brand activity plan, overall activity plan, and activity influence |  |
|  |  | Member Management (10%) | The division of work in the activity, organization and deployment of members at the activity site |  |

2. List of Major Student Activities

|  |  |  |  |
| --- | --- | --- | --- |
| NO. | Time | Name | Responsible Department |
| 1 | Winter vacation | Welcome Chinese New Year Series 1 - Winter Cup Basketball Match | Sports Department |
| 2 | Winter vacation | Welcome Chinese New Year Series 2 - New Year's Greeting Party | Arts Department |
| 3 | Winter vacation | Welcome Chinese New Year Series 3 - Lantern Festival | All |
| 4 | March 8 | International Women's Day | Arts Department |
| 5 | April | AIS Recruitment | Office |
| 6 | April-May | "President Cup" Soccer Match | Sports Department |
| 7 | April or May | Chinese Corner | Study Department |
| 8 | Mid April-Mid May | Civilized Dormitory Appraisal | Dormitory Management Department |
| 9 | May | International Nationality Cultural Festival | Arts Department |
| 10 | Mid May | Sports Meeting | Sports Department |
| 11 | May | Stay in China | Sports Department |
| 12 | September | AIS Day | Office |
| 13 | September | Insurance Publicity | Dormitory Management Department |
| 14 | End of September | AIS Recruitment | Office |
| 15 | End of September | Fire Safety Day | Dormitory Management Department |
| 16 | October | Welcome Party (Masquerade Party) | Arts Department |
| 17 | October | Chinese Culture Month | All |
| 18 | November | Debating Competition | Study Department |
| 19 | December | The 4th International Student Calligraphy Competition | Study Department |
| 20 | Mid November | AIS Renewal | Office |
| 21 | Early December | Dream Trip to Zhejiang | All |
| 22 | Early December | Exit or Entry the Country | All |
| 23 | End of December | AIS magazine | Media Department |

V. Scholarships

International students (current) can applied for two scholarships: Scholarship for Excellent International Students and Zhejiang Gongshang University Scholarship for International Students.

1. Scholarship for Excellent International Students

The scholarship is set up to award excellent international students among degree students of grade 2 (inclusive) or above or graduate students of grade 2 (inclusive) or above who meet the application requirements. Award standard:

Undergraduate: RMB 18,000/person; Graduate: RMB 30,000/person

2. Zhejiang Gongshang University Scholarship for International Students

The scholarship is set up to award outstanding enrolled degree students or enrolled Chinese language students who meet the application requirements. Award amount:

1) Types of scholarships and the amount for enrolled degree students

First Prize, 70% of Tuition fees;

Second Prize, 50% of Tuition fees;

Third Prize, 30% of Tuition fees.

2) Types of scholarships and the amount for enrolled Chinese language students

Scholarship for Outstanding Student: RMB 3,000

Scholarship of Diligent Study: RMB 2,000

Scholarship of Arts and Sports Activities and Social Service: RMB 1,500

Scholarship for HSK Front-runner: RMB 1,000

3. Application Duration:

1) Apply for Scholarship for Excellent International Students: each June;

2) Apply for Zhejiang Gongshang University Scholarship for International Students: each May (May and December for enrolled Chinese language students) The specific time shall be subject to the notice of ZJGSU.

4. Application and Appraisal Procedures

1) The School of International Education issues the notice and procedure (application form is subject to specific notice);

2) International students may ask for relevant information and submit applications to their schools;

3) According to the regulations of the *Administrative Measures for Scholarships for International Students of Zhejiang Gongshang University*, all schools shall check the qualifications and conditions of applicants and then submit the list of recommended candidates;

4) The School of International Education reviews the validity of the recommended list submitted by each school;

5) The appraisal and management committee of international student scholarship shall appraise all candidates and determines the final list of scholarship winners;

6) The final list shall be publicized on the school website.

5. Application Conditions and Required Materials

For detailed information please refer to Appendix 6, *Administrative Measures for Scholarships for International Students of Zhejiang Gongshang University.*

VI. Formalities for School Leaving

1. Language Students Leave School

Language students shall go through the formalities for leaving school at office 511 of the School of International Education 15 days earlier than the last final examination of the semester. If you want to continue your study in the following semester, you shall pay the accommodation fee for the next semester before the deadline thus you can retain your room.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **姓名/Full Name** |  | | **国籍/Nationality** | |  |
| **班级/Class No.** |  | | **护照号/Passport No.** | |  |
| **手机号码/Phone No.** |  | | **性别/Gender** | |  |
| **原因Reasons** | 转校 /transfer  休学/ Suspension  退学/Drop out  结业/Completion | **房型**  **Room Types** | Single A Double A  Single B Double B  Quad room | | |
| **楼Block No.** |  | **房 Room No.** |  |
| **Checkout Date** | Day \_\_\_\_\_\_\_\_\_\_ Month \_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Departments** | **Offices** | **Procedures** | | | |
| **①国际生管理办**  **Student Affairs Office** | **CIE Office 511** | 经办人意见\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  签字:\_\_\_\_\_\_\_\_\_\_\_\_ 时间： 年 月 日 | | | |
| **②公寓管理部**  **Logistics Department** | **Dormitory Receptionist** | 房间设施是否完好 水费是否付清  卫生情况是否良好 宿舍钥匙是否交回  经办人意见\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  签字:\_\_\_\_\_\_\_\_\_\_\_\_ 时间： 年 月 日 | | | |
| **Logistics Department Office** | 1.宿舍信息是否变更  2.是否扣费 扣\_\_\_\_\_\_\_\_\_\_费\_\_\_\_\_元  3.退回押金\_\_\_\_\_\_\_\_\_\_元  4.是否开具住宿情况说明  经办人意见\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  签字:\_\_\_\_\_\_\_\_\_\_\_\_ 时间： 年 月 日 | | | |
| **③国际生培养办**  **Academic Affairs**  **Office** | **CIE Office 515** | 1.是否已登记  2.转校证明 学习证明 其他证明\_\_\_\_\_\_\_\_  经办人意见\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  签字:\_\_\_\_\_\_\_\_\_\_\_\_ 时间： 年 月 日 | | | |
| **④国际生管理办**  **Student Affairs Office** | **CIE Office 518** | 1.离校：是否购买机票  机票时间：­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.是否作签证变更处理  签证有效期至\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  经办人意见\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  签字:\_\_\_\_\_\_\_\_\_\_\_\_ 时间： 年 月 日 | | | |
| **CIE Office 520** | 1.是否开具退费情况说明  2.是否开具领款收据  经办人意见\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  签字:\_\_\_\_\_\_\_\_\_\_\_\_ 时间： 年 月 日 | | | |

2. Degree Students Leave School

For degree students，you just follow the procedures as follow:

The university electronizes the school departure procedures of international graduates in order to guarantee the departure of international graduate students going on smoothly and the procedures for school departure more standardized.

**6.1 Procedures**

6.1.1Degree graduate students can visit the website and log in: http://10.11.99.245/lxxt/index.html to check the examined and verified situations from different departments, such as the library, Office of Budget & Finance, Meal Card Center, Dormitory Management Center, Visa Management Office and Student Affairs Office.

6.1.2 Library, Meal Card Center, Dormitory Management Center and Student Affairs Office can examine and verify at the same time without orders.

6.1.3 Only after these four departments: library, Meal Card Center, Office of Budget & Finance and Dormitory Management Center had finished examining and verifying, Visa Management Office could examine and verify.

6.1.4 Those graduate students who are examined and verified by the departments mentioned above are able to acquire graduate and degree certificates.

**6.2 Instructions for Use**

6.2.1 Degree graduate students：

Degree graduate students can enter the school departure system through the website: http://10.11.99.245/lxxt/index.html (Note: only available for checking).

Account: the student number; initial password: stu123456.

6.2.1.1 Interface of students





After logging in, the management situations of every department and section will be displayed. Provided that some sections might fail to examine and verify, graduate students can consult related departments.

6.2.1.2 Students need to confirm the following:

Library: Students need to check whether all borrowed books are returned. Provided that examining and verifying might fail, students can go to the Consultation Desk on the first floor of the library for help.

Meal card: Students need to check whether there are abnormal arrears. Provided that examining and verifying might fail, students will need to go to the Student Affairs Hall (Building 35) to consult.

Dormitory management: All keys need to be returned. Studentsalso need to check whether the public property in the dormitory maintains its original design.For any further questions, please go to the Department of Apartment Management in Jin Sha Gang Student Residence.

Office of Budget &Finance: Students need check whether all the fees have been paid up.Students who have not paid up all fees should go to office 226 to finish unsolved payment. The office 226 is located on the second floor of the administrative building.

Visa Management Office: Students need to check the date of expiry on their visas. Provided that the date is beyond graduation period, please come to office CIE518 for inquiry.

Colleges: Students need to check whether the graduation paper materials meet the requirement and all borrowed equipments are returned.

6.2.2 Relevant departments and college administrators

System operators of departments and colleges please visit the website: http://10.11.99.245/lxxt/ to operate. Details can be found in the operation manual.

**6.3 The way of receiving graduation certificate and degree certificate**

Before the distribution of graduation certificate and degree certificate, system operators of each college need to clickbe ‘verified and qualified’ in school departure system of Student Affairs Office.

**6.4 Technical Support**

College of International Education: Ye Cheng. Office Telephone: 28008680

VII. Laws and Regulations and School Rules

All international students must abide by laws and regulations of China and school rules and respect China's social morality and customs. Please refer to following Annexes for details:

Appendix 1 *Exit and Entry Administration Law of the People’s Republic of China*

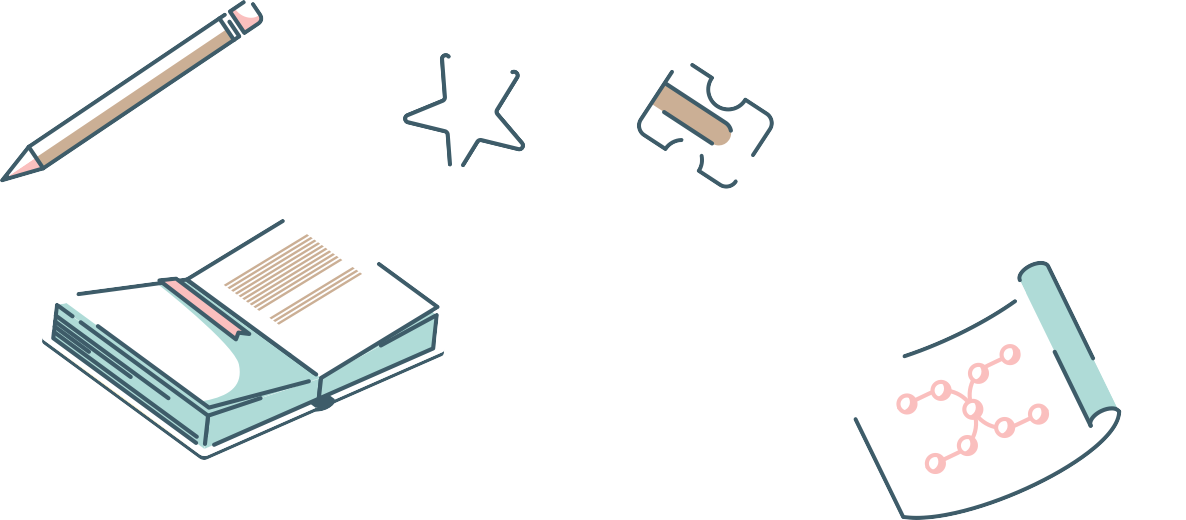
Appendix 2 *Implementing Rules of the Administrative Provisions on Religious Activities of Aliens within the Territory of the People's Republic of China*

Appendix 3 *Law of the People's Republic of China on Penalties for the Violation of Public Security Administration*

Appendix 4 *Provisional Disciplinary Regulations for International Students of Zhejiang Gongshang University*

Appendix 5 *Administrative Measures for International Student Dormitory of Zhejiang Gongshang University*

If a student violates any Chinese law, his/her school status may be dismissed and he/she will be barred from leaving the country if the circumstances are serious.



VIII. Safety Precautions

1. Traffic safety: Abide by traffic regulations. It is forbidden to ride or drive after drinking. Motorcycles, fuel-powered mopeds and high-power mopeds are not permitted to ride. Don't give ride to others. No speeding.

2. Fire prevention in dormitory: It is forbidden to use high-power electrical appliances and store dangerous goods in apartments. Do not connect wires privately, or use prohibited electrical appliances.

3. Theft prevention: Lock doors and windows before leaving your room; keep your certificates, wallets and other properties well when shopping or using public transport. It is forbidden to put others up in dorms.

4. Alcohol abuse is prohibited in apartments.

5. No smoking: Smoking is strictly prohibited in public places such as classrooms, restaurants and elevators.

6. Prevention of influenza and other infectious diseases: Please report and go to the doctor in time for any illness or serious diseases.

7. Prevention of natural disasters: Be prepared for natural disasters both inside and outside school.

8. Be kind to others and live a healthy and united life.

9. Do not carry large amounts of cash with you.

IX. Living in Hangzhou

Hangzhou is the center of politics, economy, culture, science and education of Zhejiang. It is located in the most developed area of China and the traffic here is really convenient.

As one of the seven ancient capitals, Hangzhou is a historical and cultural city famous for tourism. In the 13th century, Italian traveler Marco Polo praised the city as "the richest and most splendid city in the world”. Hangzhou is famous for the beautiful West Lake. It is said that "there is Paradise above, Suzhou and Hangzhou are below", that is the best praise given to this city. The West Lake was inscribed on the World Heritage List in 2011.

The e-commerce industry is flourishing in Hangzhou and Alibaba, a world-renowned e-commerce company, is located here.

1. Banking Services

1.1 ATM / Bank Card

ATMs are readily accessible in China. Some banks cooperate with foreign banks but usually only saving account of check can be opened. So please leave some checks to your parents in case they need to remit to you. At the same time, please keep some cash with you in case of unforeseeable needs.

1.2 Credit Card

There are five international credit cards: Master card, Visa card, Diners card, American express card and JCB. And all above cards can be used in most hotels, restaurants, large department stores and some small companies in China. However, more shops only accept cash.

1.3 Local Bank Accounts

You may open a foreign currency/RMB account with local banks. You may choose Bank of Communications, Industrial and Commercial Bank of China and Bank of China (traveler’s cheque is available). You may withdraw money with your passport or bank card applied in Hangzhou. You may withdraw money from your bank card when travelling. And be sure to carry enough cash in case of emergency. We accept tuition or other fees remitted from ICBC.

1.4 Foreign Currency Exchange

Offering official interest rates and charging reasonable handling fees, banks are the best place to exchange foreign currencies. Some big hotels and international airports also offer such services. You must carry your passport to exchange foreign currencies. Since if you exchange with bank cards from ATMs, you may not be able to find real-time and accurate exchange rates, or you don't know how much the service fees are (some charge high and some low). So check your receipt carefully to avoid being charged more. It is recommended to check the exchange rate carefully before leaving your country.

Keep your receipts when converting to renminbi. Since the government stipulates that if you convert foreign currencies into renminbi last time, you are allowed to convert only 50% of the converted renminbi into foreign currencies this time, so the last receipt shall be provided. You can exchange small amount of renminbi to dollars at most branches of banks.

\* Never change foreign currencies through informal channels in case lose your money. This is an illegal act and you will be punished.

1.5 Protect Your Money

Protect your money. Do not put too much cash in your dormitory. You can purchase traveler's checks. Take care of your belongings in public places.

2. Medical Services

2.1 School Medical Service Information

Address of the school hospital (Xiasha Campus): No.1 complex building of Qianjiang Wan Student Residence

2.2 Other Big Hospitals in Hangzhou

* **The Oriental Hospital**

The hospital is located at Xiasha University Town. And is a branch of Zhejiang Provincial Hospital of TCM.

Tel: +86-0571-86911001, 86919300

Address: No. 9 the 9th Avenue

* **Sir Run Run Shaw Hospital**

The hospital is a branch of Zhejiang University School of Medicine and some nurses, doctors and other staff can speak English.

Tel: +86-571-86090073

VIP reception and reservation number: 8606016

Address: No. 3 Qingchun East Road

* **Sir Run Run Shaw Hospital Xiasha Campus:**

Address: No. 368 Xiasha Road

Website: www.srrsh.com

* **The First Affiliated Hospital, Zhejiang University**

This is the international clinic of the First Affiliated Hospital, Zhejiang University. It is not only the largest hospital in Zhejiang, but also has one of the best surgical departments in China.

Tel: +86-571-87236166

Address: No. 79 Qingchun Road

Website: www.zy91.com

* **The Second Affiliated Hospital of Zhejiang University School of Medicine**

The internal medicine department in this hospital is one of the best in China.

Tel: +86-571-87783777

Address: No. 88 Jiefang Road

website: www.z2hospital.com

3. Holidays

Students will have vacations on the following holidays in one school year:

New Year’s Day: January 1

Labor Day: May 1

National Day: October 1

Qingming Festival: April 5

Dragon Boat Festival: the fifth day of the fifth lunar month

Mid-autumn Festival: the fifteenth day of the eighth lunar month

4. Transportation

It is convenient to take subways, public bicycles and buses in Hangzhou. Please read the following introduction:

4.1 Buy a Public Transport Card

You can buy a public transport card at any ticket window of subway station. It will cost you only RMB 20. You can take buses, rent public bicycles, take subways, park cars, take taxis, and even shop at some convenience stores with this card. You can top up it at ticket windows of subway stations, large bus stops or convenience stores. Most buses in Hangzhou are self-service buses so you won't get changes. So please take changes with you or use the public transport card when you take buses.

Note: you have to pay RMB 200 deposit before using public bicycles.

4.2 Taxis

Taxis in Hangzhou will offer you the best service in China. The fee is calculated according to the distance travelled. The starting price is RMB 11 for the first 3 kilometers. After 3 kilometers, you will be charged another RMB 2.5 for each kilometer.

4.3 Use DiDi or Uber

Uber is a popular app worldwide, but DiDi is more popular in China. You can take a private car on DiDi.

4.4 Baidu Maps Will Be Your Good Friend in Travelling

Baidu Maps is the Google Maps in China and can be used without VPN.

4.5 Bicycles

Riding bicycles is good for your health. Bicycles are common to see in Hangzhou and you will see many cyclists on the road.

5. Tourist Attractions

* **Dawn on the Su Causeway in Spring (Sudi Chunxiao)**

Sudi Chunxiao tops the list of Ten Scenes of West Lake. Su Causeway (Sudi) served as a building used to dredge the lake in ancient times. Verdant willows and pinky peach trees are planted along the Su causeway. The causeway is about 500 meters west to the west bank of the lake and covers an area of about 9.66 hectares. You may admire the "misty willow and bridge" while strolling in the picturesque scenery of lake and mountain along the causeway. It has been the best place to view the whole picture of the lake since ancient times.

* **Curved Yard and Lotus Pool in Summer (Quyuan Fenghe)**

Quyuan Fenghe is one of the Ten Scenes of West Lake. It is 22 meters west to the northern end of Su Causeway and covers an area of about 0.06 hectares. It is the best place to view lotuses in summer.

* **Moon over the Peaceful Lake in Autumn (Pinghu Qiuyue)**

Pinghu Qiuyue is one of the Ten Scenes of West Lake. Located in the southeast corner of Gu Shan (Solitary Hill), and the south of western Bai Causeway, it is one of the best places to enjoy the panoramic view of the lake. It covers an area of about 0.16 hectares. It is the best place to view the clear lake and the bright moon in autumn night.

* **Remnant Snow on the Bridge in Winter (Duanqiao Canxue)**

Duanqiao Canxue is one of the Ten Scenes of West Lake. Located at the east end of the Bai Causeway in the north of the lake, the Broken Bridge, covers an area of about 2.61 hectares. The Bai Causeway is located at the middle of the lake and divided it into two parts, the south part and the north part. Therefore, standing on the causeway, you will view the whole picture of southern and northern lake. The snow-coated bridge in winter is the most beautiful.

* **Fish Viewing at the Flower Pond (Huagang Guanyu)**

Huagang Guanyu is one of the Ten Scenes of West Lake. It is 197 meters northwest to Yingbo Bridge at Su Causeway, between Small South lake and Xili Lake, and covers an area of about 0.25 hectares. You will see hills in private garden, flowers in clear pool and some special animals and plants composing a lively picture of nature.

* **Orioles Singing in the Willows (Liulang Wenying)**

Liulang Wenying is one of the Ten Scenes of West Lake. It is about 50 meters north of the gate pool of Qianwang Temple on the east bank of west lake and covers an area of about 0.54 hectares. You will view the willow forest along the lake.

* **Three Ponds Mirroring the Moon (Santan Yinyue)**

Santan Yinyue is one of the Ten Scenes of West Lake. It is a famous water garden with a range of about 6.67 hectares at the southwestern Xiaoyingzhou Island and the southern part of the island. Viewing the moon, pagoda and the lake in the moonlight, you may deep in meditation

* **Two Peaks Piercing the Clouds (Shuangfeng Chayun)**

Shuangfeng Chayun is one of the Ten Scenes of West Lake. It consists of the two peaks in the west of the West Lake and the spots along Hongchun Bridge in the northwest corner of the West Lake. You will enjoy the mist-shrouded mountains around the lake here.

* **Leifeng Pagoda in the Sunset (Leifeng Xizhao)**

Leifeng Xizhao is one of the Ten Scenes of West Lake. It is located at the Xizhao Hill on the south bank of the Lake, covering about 12.19 hectares. You may come here to view the mountain and old pagoda when sunset.

* **Evening Bell Ringing at the Nanping Hill (Nanping Wanzhong)**

Nanping Wanzhong is one of the Ten Scenes of West Lake. It is located at the Nanping Hill on the south bank of the Lake and covers an area of 2.91 hectares. It shows the beautiful scenery when the bell in the Jingci Temple at the northern foot of Nanping Mountain reverberating through the Lake.

6. Hangzhou Food

6.1 Chinese Food

* **Wonton**

Wonton, also known as yuntun, is very common in southern China. Wontons are made by spreading a square dough wrapper, placing a small amount of meat and vegetables in the center, and compressing the wrapper's edges together with the fingers. Wontons are usually boiled in broth.

* **Xiaolongbao**

Xiaolongbao was originated in Wuxi, a city in Jiangsu Province. This type of Chinese steamed bun is popular all over the country, especially in Hangzhou and Tianjin.

* **Noodles With Beef**

The main ingredients are beef and noodles made from beans. It is served in broth, usually with other ingredients, such as shrimps, mushrooms, peppers, etc.

* **Pan Fried Dumplings**

In short, it is fried dumplings, but its skin is more crisp than common dumplings.

* **Shengjian**

It is a type of small, pan-fried baozi and is a popular breakfast.

* **Pian Er Chuan Noodles**

This is a specialty in Hangzhou cooked with local vegetables, bamboo shoots and meat.

* **Cat's Ear**

Though named as that, it's not a dish made of cat's ear. It’s a kind of wheaten food shaped into cat's ear and cooked with pork, peppers, prawns and vegetables.

6.2 Hangzhou Specialties

* **Longjing Prawns**

Longjing prawns is a specialty of Hangzhou. The prawns are first soaked in Longjing tea, then coated with egg white and fried at last. The flavor of this healthy dish is light and fragrant.

* **Jiaohua Ji**

It means "beggar's chicken". This dish is perfect for foreigners. You will find a whole roasted chicken after breaking the crispy clay wrapped it.

* **Dongpo Pork**

Dongpo Pork is another specialty in Hangzhou. Named after Su Dongpo, it is made by pan-frying and then red cooking pork belly.

XI. Living in ZJGSU

1. Library

The library is the literature and information center of ZJGSU. It is an important informatization base and an academic institution serving teaching and scientific research. There are libraries in both Xiasha and Jiaogong Road campus. The one in Xiasha covers an area of 42,000 square meters and the other one covers 16,000 square meters. Our literature service system includes not only the two libraries, but also nearly 20 reference rooms in different schools. The libraries collections comprise 4.31 million books, including 2.63 million paper books and 1.68 million electronic ones. The libraries also subscribe 1,882 Chinese newspapers and periodicals, 76 foreign newspapers and periodicals, and 65 electronic literature databases. Electronic literature resources include more than 16,000 Chinese electronic full-text periodicals, about 19,000 foreign electronic full-text periodicals, and about 1.65 million Chinese and foreign master and doctoral thesis.

2. Dining Halls

There are three dining halls in Xiasha campus, which are Xingyun, Liushui and Qingfeng, and two in Jiaogong Road, which are Xinlan and Shenglan. All dining halls provide midnight snacks and Moslem food.

3. Mail Service

If you need to post something, please read the following information of post offices:

* Xiasha Gao Jiao Post Office:

Add: No.1-20 Xuelin Street

Tel: 86912743

Opening Hours: 9:00-16:30

* Xiasha Post Office

Add: near the IBIS Hotel on No. 6 Street, Xiasha

Tel: 86910024

Opening Hours: 8:30-17:00

Express delivery is also available in Hangzhou. Please read the following information:

China Post EMS www.ems.com.cn Tel: 11185

DHL www.cn.dhl.com/publish/cn/zh.high.html Tel: 800-810-8000

Fedex www.fedex.com/cn/ Tel:800-988-1888 (useful numbers, free) 400-886-1888 (mobile phones, no long-distance call fees)

TNT www.tnt.com/country/zh\_cn.html Tel: 800-820-868

4. School Hospitals

There are two hospitals in both Xiasha and Jiaogong Road campus. The one in Xiasha is located at No.1 complex building of Qianjiang Wan Student Residence. There are departments of internal medicine, surgery and stomatology, rooms of emergency, injection, transfusion, pharmacy, clinical laboratory, radiation, physiotherapy, health care and public expense appraisal. And it has been equipped with various medical facilities, including urine and blood analyzer, digital six channel ECG machine, fully automatic blood pressure monitor, suctioning, ultrasonic atomizer, ZM-DR (A) type digital X-ray photography system, simple respiratory sac, etc.

The one in Jiaogong Road is located at the west building on the 1st floor of No. 2 administrative building at east campus. There is clinic, nursing room and pharmacy.

The school hospitals serve for all faculty and students of ZJGSU. Their main work includes outpatient service, disease prevention, health care, health education, prevention and control of infectious diseases, management and auditing of school medical expenses, medical insurance for teachers and students and work for the red cross society of school.

5. Sports Venues

There are various sports venues, teaching facilities and equipment which can fully support daily teaching, training of high-level sports team, daily exercise and activities of sports association. Our existing sports buildings cover 128,828 m2. There is a stadium that can accommodate 11,200 people; a sports center covering an area of 26,918 m2; nine venues, including a swimming hall (a standard pool and one pool for practice), a basketball hall (three courts), a volleyball hall (three courts), two table tennis halls (40 tables), two aerobics halls, a fitness hall and a badminton hall (nine courts); The outdoor playground in Xiasha campus includes two track-and-field grounds with 400m all-weather running track (including a football field covered by artificial grass), a special football field (with artificial grass), 17 PU basketball courts, 14 PU volleyball courts and 7 PU tennis courts; the stadium at Jiaogong Road campus includes a gym, a table tennis hall, a fitness hall and an aerobics hall, etc. There is also a 250m track, 13 basketball courts, 5 volleyball courts and a quality ground serving as the first professional quality development training base in Xiasha Higher Education Park.

**Appendix 1 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)

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**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.

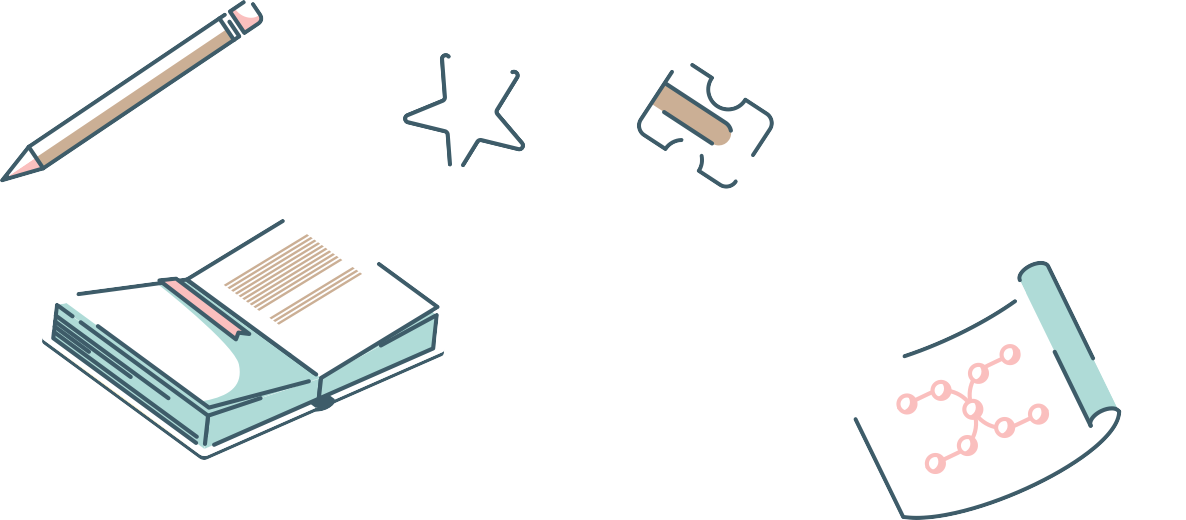
Foreigners refer to persons without Chinese nationality.

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.



**Appendix 2 Implementing Rules of the Administrative Provisions on Religious Activities of Aliens within the Territory of the People's Republic of China**

(Promulgated by Order of the State Administration for Religious Affairs No.1 on August 11, 2000 and amended in accordance with the Decision of the State Administration for Religious Affairs on Revising the Implementing Rules of the Administrative Provisions on Religious Activities of Aliens within the Territory of the People's Republic of China promulgated by Order of the State Administration for Religious Affairs No.9 on November 29, 2010)

Article 1 The Implementing Rules of the Administrative Provisions on Religious Activities of Aliens within the Territory of the People's Republic of China (hereinafter referred to as the "Rules") are formulated in accordance with the Provisions on the Administration of Religious Activities of Aliens within the Territory of the People's Republic of China.

Article 2 Aliens within the territory of the People's Republic of China are referred to those who are within Chinese territory without Chinese nationalities pursuant to the Nationality Law of the People's Republic of China, including the long-term resident personnel in China and those staying in China for short-term visits.

Article 3 Religious activities of aliens within Chinese territory are referred to the religious ceremonies that aliens conduct or participate according to their own religious belief customs, the contacts with Chinese religious bodies, sites for religious activities and religious personnel in respect of religion, and other relevant activities.

Article 4 The People's Republic of China respects the freedom of religious belief of aliens within Chinese territory, and protects and administrates the religious activities of aliens within Chinese territory in accordance with law.

The People's Republic of China protects friendly contacts and cultural and academic exchanges of aliens within Chinese territory with Chinese religious circles in respect of religion in accordance with law.

Article 5 Aliens may participate in religious activities at Buddhist monasteries, Taoist temples, mosques, churches lawfully registered within Chinese territory according to their own religious beliefs.

Article 6 At the invitation of Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government, aliens visiting China as religious personnel may preach and expound the scripture at lawfully registered sites for religious activities.

At the invitation of Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government, and after the approval by the departments of religious affairs of the people's governments at or above the provincial level, aliens entering China as other status may preach and expound the scripture at lawfully registered sites for religious activities.

Foreign religious personnel who are invited to preach and expound the scripture at the lawfully registered sites for religious activities shall abide by the administrative rules of these sites and respect the belief customs of the personnel of these sites.

Article 7 The collective religious activities of aliens within Chinese territory shall be conducted at the Buddhist monasteries, Taoist temples, mosques and churches recognized by the departments of religious affairs of the people's government at or above the county level, or at the temporary sites appointed by the departments of religious affairs of the people's governments of provinces, autonomous regions or municipalities directly under the Central Government.

Where aliens within Chinese territory collectively conduct religious activities at temporary sites, they will be administrated by the departments of religious affairs of the people's governments at or above the county level.

Article 8 The friendly contacts and cultural and academic exchanges of aliens with Chinese religious circles shall be conducted via Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government.

Article 9 Foreign religious organizations that have no corresponding legitimate Chinese religious organizations within Chinese territory and their members must get the consent from the departments of religious affairs of the people's governments at provincial level and the approval from the State Administration of Religious Affairs before conducting contacts in the name of these organizations or as religious personnel with relevant departments of the Chinese Government or Chinese religious circles.

Articles 10 Consented by Chinese religious bodies, aliens within Chinese territory may invite Chinese religious personnel to conduct such religious ceremonies as baptism, wedding, funeral, Taoist or Buddhist rites according to their respective religious customs. Among these ceremonies, the aliens conducting wedding must be the men and women who have already established a marriage relationship in accordance with law.

The Chinese religious personnel are referred to those who have been recognized and recorded by lawfully registered religious bodies.

Article 11 Consented by national religious bodies or relevant religious bodies at the level of province, autonomous region or municipality directly under the Central Government, and approved by the departments of religious affairs of the local people's governments at or above the provincial level, aliens entering Chinese territory may carry religious articles used in religious cultural and academic exchanges in accordance with relevant programs and agreements of religious cultural and academic exchanges.

Where the religious articles conform to the stipulations of the previous paragraph and the relevant provisions of the Chinese customs, they shall be passed by the customs based on the certificates issued by the departments of religious affairs of the people's governments of provinces, autonomous regions and municipalities directly under the Central Government or the State Administration for Religious Affairs.

Article 12 The following religious printed matters, religious audio-visual products and other religious articles are prohibited from being brought into Chinese territory:

1. the articles that exceed rational personal use, and do not belong to the category as stipulated in Article 11;

2. the contents of these articles are detrimental to Chinese national security and the public interests of Chinese society.

Where the religious printed matters, religious audio-visual products and other religious articles are found to be those mentioned in the previous paragraph, the case shall be dealt with by the customs in accordance with law.

Where the religious printed matters, religious audio-visual products and other religious articles which violate the stipulations of the first paragraph have been brought into Chinese territory or transported into Chinese territory by other means, once being found, they shall be dealt with by the departments of religious affairs or other related departments of the people's governments at or above the county level in accordance with law.

Article 13 The enrollment quota or capital for study abroad provided to China by foreign organizations or individuals for the purpose of training religious personnel shall be accepted by Chinese national religious bodies on the basis of need, and the personnel for study abroad shall be selected and dispatched by Chinese national religious bodies as a whole plan.

Foreign organizations or individuals may not recruit students within Chinese territory for their study and training abroad as religious personnel without permission.

Article 14 Aliens who intend to come to China for studying at Chinese religious institutions must conform to the stipulations set by the Provisions on the Administration of Accepting Foreign Students by Chinese Institutions of Higher Learning, and get approval from Chinese national religious bodies.

Article 15 Aliens who intend to come to China for teaching at Chinese religious institutions must be subject to the Methods of Engaging Foreign Professionals by Religious Institutions.

Article 16 Aliens who conduct religious activities within Chinese territory shall abide by Chinese laws and regulations.

Aliens may not interfere in the establishment and change of Chinese religious bodies or sites for religious activities, the selecting, appointing and changing of religious personnel by Chinese religious bodies, nor may they interfere in or manipulate other internal affairs of Chinese religious bodies.

Within Chinese territory, aliens may not establish religious organizations, institute religious offices, set up sites for religious activities, run religious institutions or hold religious classes in any names or forms.

Article 17 Aliens may not engage in the following missionary activities within Chinese territory:

1. appointing religious personnel among Chinese citizens;

2. developing religious followers among Chinese citizens;

3. preaching and expounding the scripture at the sites for religious activities without permission;

4. preaching and expounding the scripture or conducting religious gathering activities at the places outside the lawfully registered sites for religious activities;

5. conducting religious activities with Chinese citizens at the temporary sites for religious activities, except that the Chinese citizens are Chinese religious personnel who are invited to preside over the religious activities;

6. producing or selling religious books and journals, religious audio-visual products, religious electronic goods or other religious articles;

7. distributing religious propaganda materials;

8. other missionary activities.

Article 18 Where the international religious organizations, offices and their members intend to contact or conduct other related activities with Chinese religious bodies, sites for religious affairs and religious personnel, they shall make applications to the departments of religious affairs of the people's governments at or above the provincial level in advance. The contact or other related activities may be conducted only after approval by the departments of religious affairs of the people's governments at or above the provincial level.

Article 19 Where aliens within Chinese territory conduct religious activities that violate the Rules, the departments of religious affairs and other related departments of the people's governments at or above the county level shall stop them in accordance with law.

Where religious activities conducted by aliens within Chinese territory violate the Rules as well as the Law of the Control on the Entry and Exit of Aliens of the People's Republic of China and the Regulations on Administrative Penalties for Public Security, the aliens shall be dealt with by the public security organs in accordance with law; where such activities constitute crimes, the aliens shall be investigated for their criminal liability by the judicial organs in accordance with law.

Article 20 The Rules are applicable to the religious activities conducted by foreign organizations within Chinese territory.

Article 21 The State Administration for Religious Affairs shall be responsible for the interpretation of the Rules.

Article 22 The Rules shall enter into force as of the date of promulgation.

**Appendix 3 Law of the People's Republic of China on Penalties for the Violation of Public Security Administration**

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Chapter I General Provisions

Article 1 The Law of the People's Republic of China on Penalties for the Violation of Public Security Administration (hereinafter referred to as the "Law") is formulated in order to maintain the order of public security, safeguard public safety, protect the lawful rights and interests of citizens, legal persons and other organizations and regulate and guarantee the performance of the duties for public security administration by public security organs and people's police in accordance with law.

Article 2 A person who disturbs public order, endangers public safety, infringes on the rights of person and property or hampers social administration, which is harmful to the society and which, as provided in the Criminal Law of the People's Republic of China, constitutes a crime, shall be investigated for criminal liability in accordance with law; and if such an act is not serious enough for criminal punishment, the public security organ shall impose on him a penalty for the violation of public security administration in accordance with the Law.

Article 3 The provisions of the Law are applicable to the procedure of penalties for the violation of public security administration; and to cases for which no such provisions are stipulated in the Law, the relevant provisions of the Law of the People's Republic of China on Administrative Penalties shall apply.

Article 4 The Law shall apply to acts committed against the public security administration within the territory of the People's Republic of China, except as specifically otherwise provided for by any laws.

The Law shall be apply to acts against the public security administration committed aboard ships or aircrafts of the People's Republic of China, except as specifically otherwise provided for by any laws.

Article 5 A penalty for the violation of public security administration shall be based on facts and fit the nature and circumstances of the act committed against the public security administration and the extent of harm done to the society.

Penalties for the violation of public security administration shall be imposed openly and impartially, human rights shall be respected and safeguarded, and the dignity of citizens shall be protected.

The principle of combining education with penalty shall be upheld in dealing with cases of public security.

Article 6 People's governments at various levels shall make comprehensive improvement of public security and take effective measures to resolve social conflicts, enhance social harmony and maintain social stability.

Article 7 The department of public security under the State Council shall be responsible for the administration of public security throughout the country. The public security organs of the local people's governments at or above the county level shall be responsible for the administration of public security within their respective administrative areas.

Jurisdiction over the cases of public security shall be determined by the department of public security under the State Council.

Article 8 Where an act against the public security administration causes harm to another person, the person committing such act or his guardian shall bear civil liability in accordance with law.

Article 9 In respect of acts against the public security administration, such as brawling and damaging or destroying another person's property, which are caused by civil disputes, if the circumstances are relatively minor, the public security organ may dispose of them through mediation .Where the parties concerned reach an agreement through mediation by the public security organ, no penalties shall be imposed. Where no agreement is reached through mediation or the agreement, although reached, is not executed, the public security organ shall, in accordance with the provisions of the Law, impose penalties upon the persons committing the acts against the public security administration and notify the parties concerned that they may, in accordance with law, bring a civil action before a people's court in respect of the civil disputes.

Chapter II Types of Penalties and Their Application

Article 10 Penalties for acts against the public security administration are classified into the following types:

1. Warning;

2. Fine;

3. Administrative detention; and;

4. Revocation of licenses issued by public security organs

To a foreigner who acts against the public security administration, leaving the country within a time limit or deportation attached to a penalty may be applicable.

Article 11 Contraband seized in dealing with cases of public security such as drugs and pornographic objects, gambling devices, money for gambling, devices used for ingesting or injecting drugs, and the instruments owned and directly used by the persons in their acts against the public security administration shall be taken over, and shall be disposed of in accordance with relevant regulations.

The money and things of value obtained through acts against the public security administration shall be recovered and returned to the victim; and where there is no victim involved, they shall be registered and sold by auction or disposed of according to the relevant regulations of the State, and all the proceeds therefrom shall be handed over to the State Treasury.

Article 12 If a person who has attained to the age of 14 but not to the age of 18 commits an act against the public security administration, he shall be given a relatively light or mitigated penalty; and if a person who has not attained to the age of 14 commits such an act, he shall not be penalized, but his guardian shall be instructed to subject him to strict discipline.

Article 13 Where a mentally disordered person commits an act against the public security administration at the time when he is unable to recognize or control his own conduct, he shall not be penalized, but his guardian shall be instructed to keep a strict guard on him and to subject him to medical treatment. Where an intermittently insane person commits an act against the public security administration while in normal mental condition, he shall be penalized.

Article 14 Where a blind or deaf-mute person commits an act against the public security administration, he may be given a relatively light or mitigated penalty, or shall not be penalized.

Article 15 Where an intoxicated person commits an act against the public security administration, he shall be penalized.

Where an intoxicated person in a drunken state may cause danger to himself or threatens another person's personal safety or property or public safety, protective measures shall be taken to restrain him until he sobers up.

Article 16 Where a person commits two or more acts against the public security administration, decisions shall be made separately but executed concurrently. Where penalties of administrative detention are concurrently executed, the maximum term of such detention shall not exceed 20 days.

Article 17 Where an act is committed jointly against the public security administration, the persons committing such act shall be penalized separately, depending on the role played by each of them in the act.

Where a person instigates or coerces another person to act against the public security administration, or lures the person into such act, he shall be penalized according to the seriousness of the act committed as a result of his instigation, coercion or luring.

Article 18 Where a unit commits an act against the public security administration, the persons directly in charge and the other persons directly responsible shall be penalized in accordance with the provisions of the Law .Where other laws or administrative regulations provide that penalty shall be imposed on a unit for the same act, the unit shall be penalized in accordance with the provisions thereof.

Article 19 The penalty to be imposed on a person who commits an act against the public security administration shall be mitigated, or no penalty shall be imposed on him, under any of the following circumstances:

1. The adverse effects are extremely minor;

2. The person takes the initiative to remove or lessen the adverse effects, and gains the victim's forgiveness;

3. The act is committed under the coercion or luring by another person;

4. The person surrenders himself to the police and truthfully states his illegal act to the public security organ; or

5. The person has performed meritorious service.

Article 20 Under any of the following circumstances, a heavier penalty shall be imposed on a person who commits an act against the public security administration:

1. The adverse effects relatively serious;

2. The person instigates or coerces another person to commit an act against the public security administration, or lures the person into such act;

3. The person retaliates against the reporter, accuser, informant or witness; or

4. The person has been subjected to penalty for his act against the public security administration within the past six months.

Article 21 Under any of the following circumstances, the penalty of administrative detention shall not be executed against the person who has committed an act against the public security administration, although such a penalty should be imposed on him/her in accordance with the provisions of the Law:

1. The person has attained to the age of 14 but not to the age of 16;

2. The person has attained to the age of 16 but not to the age of 18, and such act is committed for the first time;

3. The person is over 70 years old; or

4. The person is pregnant or breastfeeds her own baby who is not one year old.

Article 22 Where an act committed against the public security administration is not discovered by the public security organ within six months, the person committing such act shall no longer be penalized.

The period of time specified in the preceding paragraph shall be counted from the date the act is committed against the public security administration; and if such act is continual or continuing, the period of time shall commence to run from the date on which the act ends.

Chapter III Acts Against the Public Security Administration and Penalties

Section 1 Acts Disturbing Public Order and Penalties

Article 23 A person who commits any of the following acts shall be given a warning or be fined not more than CNY200; and if the circumstances are relatively serious, he shall be detained for not less than five days but not more than 10 days and may, in addition, be fined not more than CNY500:

1. Disturbing the order of government departments, public organizations, enterprises or institutions, thus making it impossible for work, production, business operation, medical care, teaching or scientific research to go on normally but not having caused serious losses;

2. Disturbing the public order at stations, ports, wharves, airports, department stores, parks, exhibition halls or other public places;

3. Disturbing the public order on board of buses, trolleybuses, trains, ships, aircrafts and other means of public transportation;

4. Illegally intercepting or forcibly boarding or holding on to motor vehicles, ships, aircrafts and other means of public transportation, thus hampering the normal operation of the means of public transportation; or

5. Disrupting the order of elections conducted in accordance with law

Where the acts mentioned in the preceding paragraphs are committed by a crowd, the ringleader shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than CNY1,000.

Article 24 A person who commits any of the following acts, thus disturbing the order of such large-scale activities of a mass character as cultural and sports activities, shall be given a warning or be fined not more than CNY200; and if the circumstances are serious, he shall be detained for not less than five days but not more than 10 days and may, in addition, be fined not more than CNY500:

1. Entering the arena by force;

2. Setting off fireworks, firecrackers or other Articles in the arena in violation of regulations;

3. Displaying such articles as humiliating slogans and streamers;

4. Joining with other persons in attacking a referee, player or any other worker;

5. Throwing odds and ends into the arena and turning a deaf ear to the order to stop; or

6. Other acts disturbing the order of large-scale mass activities.

A person on whom the penalty of detention is imposed because he disturbs the order of a sports competition may, at the same time, be ordered not to enter a stadium or gymnasium to watch a competition of the same sport within 12 months; if he enters a stadium or gymnasium in violation of the order, he shall be forcibly brought out of the spot.

Article 25 A person who commits any of the following acts shall be detained for not less than five days but not more than 10 days and may, in addition, be fined not more than CNY500; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than CNY500:

1. Intentionally disturbing public order by spreading rumors, making false reports of dangerous situations and epidemic situations or raising false alarms or by other means;

2. Disturbing public order by putting in fake hazardous substances such as explosive, toxic, radioactive and corrosive substances or pathogens of infectious diseases; or

3. Disturbing public order by threatening to set fire, set off explosions, or put in hazardous substances.

Article 26 A person who commits any of the following acts shall be detained for not less than five days but not more than 10 days and may, in addition, be fined not more than CNY500; and if the circumstances are relatively serious, he shall be detained for not less 10 than days but not more than 15 days and may, in addition, be fined not more than CNY1,000:

1. Gang fighting;

2. Chasing or intercepting another person;

3. Taking or demanding by force or willfully damaging and occupying public or private property; or

4. Other provocative acts.

Article 27 A person who commits any of the following acts shall be detained for not less than 10 days but not more than 15 days and may, in addition, be fined not more than CNY1,000; and if the circumstances are relatively minor, he shall be detained for not less than five days but not more than 10 days and may, in addition, be fined not more than CNY500:

1. Organizing, instigating, coercing, inducing or inciting another person to engage in activities of cults, superstitious sects, or secret societies, or making use of cults, superstitious sects, secret societies, or superstitious activities to disturb social order and harm the health of another people; or

2. Disturbing social order and harming the health of another person by masquerading under the name of religion or qigong.

Article 28 A person who, in violation of State regulations, intentionally interferes with the normal operation of the radio business, or brings about harmful interference with the normal operation of radio stations and refuses to take effective measures to eliminate such interference after the competent department points out the fact, shall be detained for not less than five days but not more than 10 days; and if the circumstances are serious, he shall be detained for not less than 10 days but not more than 15 days.

Article 29 A person who commits any of the following acts shall be detained for not more than five days; and if the circumstances are relatively serious, he shall be detained for not less than five days but not more than 10 days:

1. In violation of State regulations, invading a computer information system, which causes harm to the system;

2. In violation of State regulations, deleting, changing, increasing or interfering with the functions of a computer information system, which makes it impossible for the system to operate normally;

3. In violation of State regulations, deleting, changing or increasing the stored, processed or transmitted data and the application program of a computer information system; or

4. Intentionally making up or transmitting such destructive programs as computer virus, which adversely affects the normal operation of a computer information system.

Section 2 Acts Impairing Public Security and Penalties

Article 30 A person who, in violation of State regulations, manufactures, buys, sells, stores, transports, mails, carries, uses, provides or disposes of hazardous substances such as explosive, toxic, radioactive and corrosive substances or pathogens of infectious diseases shall be detained for not less than 10 days but not more than 15 days; and if the circumstances are relatively minor, he shall be detained for not less than five days but not more than 10 days.

Article 31 A person who fails to report, as required by relevant regulations, when such hazardous substances as explosive, toxic, radioactive and corrosive substances or pathogens of infectious diseases are stolen, robbed or lost shall be detained for not more than five days; and if he intentionally conceals the fact, he shall be detained for not less than five days but not more than 10 days.

Article 32 A person who illegally carries such implements under control according to State regulations as firearms and ammunition, or crossbows and daggers shall be detained for not more than five days and may, in addition, be fined not more than CNY500; and if the circumstances are relatively minor, he shall be given a warning or be fined not more than CNY200.

A person who illegally carries such implements under control according to State regulations as firearms and ammunition, or crossbows and daggers to a public place or aboard a public transportation means shall be detained for not less than five days but not more than 10 days and may, in addition, be fined not more than CNY500.

Article 33 A person who commits any of the following acts shall be detained for not less than 10 days but not more than 15 days:

1. Stealing or destroying oil or gas pipeline installations, electric power and telecommunications facilities, radio and TV facilities, and water conservancy and flood control engineering facilities, or such public utilities as ones for hydrological monitoring, hydrographic survey, meteorological monitoring and weather forecast, environmental monitoring, geological monitoring and seismologic monitoring;

2. Moving to another place or destroying boundary tablets and markers of the national border and other boundary markers and installations, or marking installations of territorial land and waters; or

3. Conducting illegal activities affecting the alignment of the national border (frontier) line, or constructing facilities which hamper national border (frontier) administration.

Article 34 A person who steals, damages or moves to another place without permission aviation facilities in use, or enters by force the control cabin of an aircraft shall be detained for not less than 10 days but not more than 15 days.

A person who uses implements or tools aboard an aircraft in use, which may impair the normal function of the navigation system, and turns a deaf ear to dissuasions shall be detained for not more than five days or be fined not more than CNY500.

Article 35 A person who commits any of the following acts shall be detained for not less than five days but not more than 10 days and may, in addition, be fined not more than CNY500; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than CNY500:

1. Stealing, destroying or moving to another place without permission railway facilities, equipment, rolling stock appendages or safety markers;

2. Placing obstacles on railway lines, or intentionally throwing things to trains;

3. Digging holes or quarrying and taking sand along railway lines, on bridges or in culverts; or

4. Privately setting up road junctions or level crossings on railway lines.

Article 36 A person who enters railway shelter networks without permission or walks, sits or lies down on railway lines, or rushes across railway lines when a train is approaching, which endangers traffic safety, shall be given a warning or be fined not more than CNY200.

Article 37 A person who commits any of the following acts shall be detained for not more than five days or be fined not more than CNY500; and if the circumstances are serious, he shall be detained for not less than five days but not more than 10 days and may, in addition, be fined not more than CNY500:

1. Installing or using electrified wire nettings without permission, or installing or using them at variance with the regulations on safety;

2. Failing to place covers, fences or warning signs for ditches, wells, ridges and holes when engaging in construction at places where vehicles and pedestrians pass, or intentionally destroying or moving to another place the covers, fences or warning signs; or

3. Stealing or destroying such public utilities as well covers on road surfaces and lighting facilities.

Article 38 Where an accident endangering safety may occur during such large-scale mass activities as cultural and sports activities held in violation of relevant regulations, such activities shall be ordered to stop, and the participants shall be immediately evacuated; the organizer shall be detained for not less than five days but not more than 10 days and shall, in addition, be fined not less than CNY200 but not more than CNY500; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than CNY500.

Article 39 Where the manager of a hotel, restaurant, cinema, theater, entertainment center, sports ground, exhibition hall or other places for public activities violates regulations on safety, so that an accident endangering safety may occur at such a place, and refuses to rectify after a public security organ orders him to do so, he shall be detained for not more than five days.

Section 3 Acts Infringing upon Rights of the Person and of Property and Penalties

Article 40 If a person commits any of the following acts, he shall be detained for not less than ten days but not more than 15 days and shall, in addition, be fined not less than CNY500 but not more than CNY1,000; and if the circumstances are relatively minor, he shall be detained for not less than five days but not more than ten days and shall, in addition, be fined not less than CNY200 but not more than CNY500:

1. Organizing or coercing persons who have not attained to the age of 16 or who are disabled to give terrifying or inhumane performances, or luring such persons into giving such performances;

2. Forcing another person to work by means of violence or threat or other means; or

3. Illegally restricting another person's freedom of the person, illegally breaking into another person's house or illegally making a body search of another person.

Article 41 A person who coerces another person to go begging, lures such person into begging or uses the person in begging shall be detained for not less than ten days but not more than 15 days and may, in addition, be fined not more than CNY1,000.

A person who continually pesters or forcibly begs from another person or begs by other irritating means shall be detained for not more than five days or be given a warning.

Article 42 A person who commits any of the following acts shall be detained for not more than five days or be fined not more than CNY500; and if the circumstances are relatively serious, he shall be detained for not less than five days but not more than ten days and may, in addition, be fined not more than CNY500:

1. Writing letters of intimidation or threatening the personal safety of another person by other means;

2. Openly humiliating another person or slandering another person by fabricating stories;

3. Framing up another person by fabricating stories in an attempt to make the person subject to criminal investigation or to penalty for the violation of public security administration;

4. Threatening, humiliating or beating up a witness or his close relative or retaliating against either of them;

5. Repeatedly dispatching pornographic, humiliating, intimidating or other information to disturb the normal life of another person; or

6. Peeping, secretly taking photos, eavesdropping, or spreading the privacy of another person.

Article 43 A person who beats up another person, or intentionally hurts the body of another person shall be detained for not less than five days but not more than ten days and shall, in addition, be fined not less than CNY200 but not more than CNY500; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than CNY500.

A person who commits any of the following acts shall be detained for not less than ten days but not more than 15 days and shall, in addition, be fined not less than CNY500 but not more than CNY1,000:

1. Gang fighting and hurting another person;

2. Beating up and hurting a disabled person, pregnant woman, or a person who has not attained to the age of 14 or who is over 60 years old; or

3. Beating up and hurting another person for more than two times, or beating up and hurting more than two persons once.

Article 44 A person who molests another person or intentionally exposes his/her body in a public place, if the circumstances are abominable, shall be detained for not less than five days but not more than ten days; if a person molests a mentally disabled person, or a person suffering mental disorder, or a person who has not attained to the age of 14, or commits such act with other serious circumstances, he shall be detained for not less than ten days but not more than 15 days.

Article 45 A person who commits any of the following acts shall be detained for not more than five days or be given a warning:

1. Maltreating a family member, who demands handling of the matter; or

2. Abandoning a supported person who cannot look after himself

Article 46 A person who forcibly buys or sells commodities, forces another person to provide services or to accept services shall be detained for not less than five days but not more than ten days and shall, in addition, be fined not less than CNY200 but not more than CNY500; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than CNY500.

Article 47 A person who incites national hatred or national discrimination, or publishes contents about national discrimination or humiliation in publications or computer information networks shall be detained for not less than ten days but not more than 15 days and may, in addition, be fined not more than CNY1,000.

Article 48 A person who claims under false pretences, hides, destroys, discards, stealthily opens or illegally examines the mail of another person shall be detained for not more than five days or be fined not more than CNY500.

Article 49 A person who steals, defrauds, forcibly seizes, openly robs, racketeers or intentionally destroys public or private property shall be detained for not less than five days but not more than ten days and may, in addition, be fined not more than CNY500; and if the circumstances are relatively serious, he shall be detained for not less than ten days but not more than 15 days and may, in addition, be fined not more than CNY1,000.

Section 4 Acts Impeding Social Administration and Penalties

Article 50 A person who commits any of the following acts shall be given a warning or be fined not more than CNY200; and if the circumstances are serious, he shall be detained for not less than five days but not more than ten days, and may, in addition, be fined not more than CNY500:

1. Refusing to carry out the decision or order issued in accordance with law by the people's government in a state of emergency;

2. Obstructing the staff member of a government department from performing his duties in accordance with law ;

3. Obstructing the passage of such vehicles as fire engines, ambulances, engineering emergency trucks and patrol wagons on emergency duties; or

4. Forcibly breaking through a warning belt or area set up by a public security organ.

A person who obstructs the people's police from performing their duties in accordance with law shall be given a heavier penalty.

Article 51 A person who pretends to be a staff member of a government department or uses another false identity to practice fraud shall be detained for not less than five days but not more than ten days and may, in addition, be fined not more than CNY500; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than CNY500.

If a person cheats people by passing himself off as a member of the army or the police, he shall be given a heavier penalty.

Article 52 A person who commits any of the following acts shall be detained for not less than ten days but not more than 15 days and may, in addition, be fined not more than CNY1,000; and if the circumstances are relatively minor, he shall be detained for not less than five days but not more than ten days and may, in addition, be fined not more than CNY500:

1. Forging, altering, buying or selling official documents, certificates, testimonial papers or seals of a government department, people's organization, enterprise, institution or other organization;

2. Buying, selling or using forged or altered official documents, certificates or testimonial papers of a government department, people's organization, enterprise, institution or other organization;

3. Forging, altering, reselling train or bus tickets, ship tickets, air tickets, admission tickets for theatrical performances or sports competitions, or other negotiable bills or vouchers; or

4. Forging or altering a certificate of vessel registration, buying, selling or using a forged or altered certificate of vessel registration, or altering the number of a vessel engine.

Article 53 Where a vessel, without permission, enters or berths at the waters or islands, which the State forbids or restricts, the leading person of the vessel and the person to be held responsible shall each be fined not less than CNY500 but not more than CNY1,000; and if the circumstances are serious, they shall each be detained for not more than five days and shall, in addition, be fined not less than CNY500 but not more than CNY1,000.

Article 54 A person who commits any of the following acts shall be detained for not less than ten days but not more than 15 days and shall, in addition, be fined not less than CNY500 but not more than CNY1,000; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than CNY500:

1. Continuing to engage in activities in the name of a public organization after it is banned because, in violation of State regulations, it engages in activities without registration;

2. Continuing to engage in activities in the name of a public organization after its registration is cancelled in accordance with law; or

3. Without a license, operating a business for which, according to State regulations, a license issued by a public security organ is required.

The act mentioned in Subparagraph 3 of the preceding paragraph shall be banned.

If a business operator who has obtained a license from a public security organ violates the relevant administrative regulations of the State and the circumstances are serious, the public security organ may revoke its license.

Article 55 A person who incites or engineers an illegal gathering, parade or demonstration and refuses to listen to dissuasions shall be detained for not less than ten days but not more than 15 days.

Article 56 If a worker of the hotel industry fails to register the name or the type and number of the identification certificate of a lodging guest in accordance with relevant regulations, or knowingly fails to stop a lodging guest from bringing hazardous substances into the hotel, he shall be fined not less than CNY200 but not more than CNY500.

If a worker of the hotel industry fails to report to the public security organ when he clearly knows that a lodging guests is a criminal suspect or is wanted by the public security organ, he shall be fined not less than CNY200 but not more than CNY500; and if the circumstances are serious, he shall be detained for not more than five days and may, in addition, be fined not more than CNY500.

Article 57 Where a house lessor leases out his house to a person without an identification certificate, or fails to register the name or type and number of the identification certificate of the lessee in accordance with relevant regulations, he shall be fined not less than CNY200 but not more than CNY500.

If a house lessor fails to report to the public security organ when he clearly knows that the lessee is making use of the house for criminal activities, he shall be fined not less than CNY200 but not more than CNY500; and if the circumstances are serious, he shall be detained for not more than five days and may, in addition, be fined not more than CNY500.

Article 58 A person who, in violation of the provisions of the law on prevention and control of pollution by the noise emitted in the course of social activities, makes noise to impair the daily life of another person shall be given a warning; and if he fails to make amends after the warning, he shall be fined not less than CNY200 but not more than CNY500.

Article 59 If a person commits any of the following acts, he shall be fined not less than CNY500 but not more than CNY1,000; and if the circumstances are serious, he shall be detained for not less than five days but not more than ten days and shall, in addition, be fined not less than CNY500 but not more than CNY1,000:

1. Where the worker of a pawnshop is concerned, failing to examine the relevant certificates or to go through the formalities of registration in dealing with the Article pawned, or failing to report to the public security organ when he clearly knows that the pawner is criminal suspect who violates the law and the Article is something stolen;

2. In violation of State regulations, purchasing waste and old equipment specially used for railways, oilfields, power supply, telecommunications, mineral mines, water conservancy and survey as well as urban public utilities;

3. Purchasing stolen goods searched for in the circular of a public security organ, or suspected stolen goods; or

4. Purchasing of other articles prohibited by the State.

Article 60 A person who commits any of the following acts shall be detained for not less than five days but not more than ten days and shall, in addition, be fined not less CNY200 but not more than CNY500:

1. Hiding, transferring, selling off or destroying the property or thing of value detained, sealed up or frozen by administrative law enforcement organs in accordance with law;

2. Forging, concealing or destroying evidence, or providing false testimony or giving false information about a case, which affects the administrative law enforcement organ in dealing with the case in accordance with law;

3. Knowingly harboring, transferring or selling stolen goods for another person; or

4. Criminals who are legally put under surveillance, deprived of political rights or are on probation or are serving a sentence out of prison for the time being and persons against whom criminal compulsory measures are legally taken, conduct any act that violates laws, administrative regulations or the regulatory and administrative provisions of the relevant ministries of the State Council.

Article 61 A person who assists in making arrangements for another person illegally to cross, or transports another person across the national border (frontier) shall be detained for not less than ten days but not more than 15 days and shall, in addition, be fined not less than CNY1,000 but not more than CNY5,000.

Article 62 A person who provides conditions to another person for illegally crossing the national border (frontier) shall be detained for not less than five days but not more than ten days and shall, in addition, be fined not less than CNY500 but not more than CNY2,000.

A person who illegally crosses the national border (frontier) shall be detained for not more than five days or be fined not more than CNY500.

Article 63 A person who commits any of the following acts shall be given a warning or be fined not more than CNY200; and if the circumstances are relatively serious, he shall be detained for not less than five days but not more than ten days and shall, in addition, be fined not less than CNY200 but not more than CNY500:

1. Cutting, smearing or deliberately damaging by other means cultural relics, scenic spots or historic sites protected by the State; or

2. In violation of State regulations, conducting such activities as blasting and excavation in the vicinity of historic and cultural sites under State protection, which threatens the safety of cultural relics.

Article 64 A person who commits any of the following acts shall be fined not less than CNY500 but not more than CNY1,000; and if the circumstances are serious, he shall be detained for not less than ten days but not more than 15 days and shall, in addition, be fined not less than CNY500 but not more than CNY1,000:

1. Driving another person's motor vehicle without permission; or

2. Driving without obtaining a driver's license or without permission another person's aircraft or motor vessel

Article 65 A person who commits any of the following acts shall be detained for not less than five days but not more than ten days; and if the circumstances are serious, he shall be detained for not less than ten days but not more than 15 days and may, in addition, be fined not more than CNY1,000:

1. Intentionally destroying or defacing the grave of another person's, or damaging or discarding the remains or ashes of another person's; or

2. Placing a corpse at a public place, or disturbing another person's normal life or work order due to the placing of a corpse and refusing to listen to dissuasion.

Article 66 A prostitute or a person who goes whoring shall be detained for not less than ten days but not more than 15 days and may, in addition, be fined not more than CNY5,000; and if the circumstances are relatively minor, she or he shall be detained for not more than five days or be fined not more than CNY500.

Any person who at a public place touts for prostitution or invites another person for whoring shall be detained for not more than five days or be fined not more than CNY500.

Article 67 A person who seduces, shelters or introduces another person to engage in prostitution shall be detained for not less than ten days but not more than 15 days and may, in addition, be fined not more than CNY5,000; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than CNY500.

Article 68 A person who produces, transports, duplicates, sells or lends pornographic materials including books, periodicals, pictures, movies and audio-video products, or disseminates pornographic information by making use of computer information networks, telephones or other means of communications shall be detained for not less than ten days but not more than 15 days and may, in addition, be fined not more than CNY3,000; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than CNY500.

Article 69 A person who commits any of the following acts shall be detained for not less than ten days but not more than 15 days and shall, in addition, be fined not less than CNY500 but not more than CNY1,000:

1. Arranging for broadcasting pornographic audio or video tapes;

2. Arranging for or giving obscene performances; or

3. Joining a crowd in licentious activities.

A person who provides conditions to people while clearly knowing that they are engaged in the activities specified in the preceding paragraph shall be penalized in accordance with the provisions of the preceding paragraph.

Article 70 A person who provides conditions for gambling for the purpose of making profits, or participates in gambling with a relatively big amount of money, shall be detained for not more than five days or be fined not more than CNY500; and if the circumstances are serious, he shall be detained for not less than ten days but not more than 15 days and shall, in addition, be fined not less than CNY500 but not more than CNY3,000.

Article 71 A person who commits any of the following acts shall be detained for not less than ten days but not more than 15 days and may, in addition, be fined not more than CNY3,000; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than CNY500:

1. Illegally cultivating opium poppies of less than 500 plants or a small number of mother plants of other narcotic drugs;

2. Illegally buying, selling, transporting, carrying or possessing a small quantity of the seeds or seedlings of the mother plants of narcotic drugs, such as the opium poppy, which have not been inactivated; or

3. Illegally transporting, buying, selling, storing or using a small quantity of opium poppy shells.

A person who commits the act specified in Subparagraph (1) of the preceding paragraph uproots the plants, of his own accord, before they are ripe shall not be penalized.

Article 72 A person who commits any of the following acts shall be detained for not less than ten days but not more than 15 days and may, in addition, be fined not more than CNY2,000; and if the circumstances are relatively minor, he shall be detained for not more than five days or be fined not more than CNY500:

1. Illegally possessing opium of less than 200 grams, heroin or methamphetamine of less than 10 grams or a small amount of other narcotic drugs;

2. Providing another person with narcotic drugs;

3. Ingesting or injecting narcotic drugs; or

4. Coercing a medical worker to prescribe narcotic drugs or psychotropic substances or cheating the worker into doing the same

Article 73 A person who instigates, lures or cheats another person to or into drug ingestion or injection shall be detained for not less than ten days but not more than 15 days and shall, in addition, be fined not less than CNY500 but not more than CNY2,000.

Article 74 When the public security organ investigates and deals with drug ingestion or injection, gambling, prostitution or whoring activities, a worker of the hotel industry, catering trade, cultural and recreational industry, taxi trade, etc. providing the information to a person who commits a crime in violation of law shall be detained for not less than ten days but not more than 15 days.

Article 75 A person who raises animals, which disturbs the daily life of another person, shall be given a warning; if he fails to make amends after the warning is given, or connives at his animals, scaring another person, he shall be fined not less than CNY200 but not more than CNY500.

A person who unleashes his animal to hurt another person shall be penalized in accordance with the provisions of the first paragraph of Article 43 of this Law.

Article 76 Where a person who commits an act specified in Articles 67, 68 and 70 refuses to make amends despite repeated admonition, compulsory educational measures may be adopted in accordance with State regulations.

Chapter IV Procedure of Penalties

Section 1 Investigation

Article 77 A public security organ shall, in a timely manner, accept a case reported, accused or informed of, or the voluntary surrender of a person who acts against the public security administration, as well as cases of acts against the public security administration transferred by another administrative department or judicial organ, and have the case registered.

Article 78 After accepting a case reported, accused, or informed of or a voluntary surrender, which the public security organ considers to be an act against the public security administration, it shall immediately conduct investigation; otherwise, it shall notify the reporter, accuser or informant, or the person who surrenders himself to the police of the fact and explain the reasons.

Article 79 Public security organs and the people's police shall investigate cases of public security in accordance with law. Extorting confessions by torture or collecting evidence by such illegal means as intimidation, enticement or deception is strictly prohibited.

Evidence collected by illegal means shall not be taken as the basis of penalty.

Article 80 When public security organs and the people's police deal with cases of public security, which involve State secret, commercial secret or individual privacy, they shall keep the secret.

Article 81 Where a people's policeman comes under any of the following circumstances when dealing with a case of public security, he shall withdraw; and the person who commits an act against the public security administration, the victim, their statutory representative shall have the right to demand the policeman's withdrawal:

1. Being a party or a close relative of the party to the case;

2. He or a close relative of his has an interest in the case; or

3. Having other relations with a party to the case which may affect the impartial handling of the case.

The withdrawal of a people's policeman shall be decided by the public security organ which he belongs to; and the withdrawal of a leading person of a public security organ shall be decided by the public security organ at the next higher level.

Article 82 Where it is necessary to summon a person who commits an act against the public security administration for investigation, the matter shall be subject to approval by the leading person of the department that handles the case under a public security organ, and a summons shall be used. Where a person committing an act against the public security administration is discovered on the spot, he may be summoned orally after the people's policeman shows his work certificate, which shall be noted in the written record of interrogation.

The public security organ shall notify the person summoned of the reasons for and the basis of the summons. Any person who refuses to accept a summons without justifiable reasons or evades a summons may compulsorily be summoned.

Article 83 Immediately after the person who commits an act against the public security administration answers the summons, the public security organ shall conduct interrogation and investigation, which shall not exceed eight hours; and if the circumstances are complicated and, in accordance with the provisions of this Law, a penalty of administrative detention may be applied, the time for the interrogation and investigation shall not exceed 24 hours.

The public security organ shall, without delay, notify the family members of the person summoned of the reasons for the summons and the place of detention.

Article 84 The written record of interrogation shall be checked by the interrogated; and if the latter does not have the ability to read, the written record shall be read out to him If there are omissions or errors in the record, the interrogated may request supplements or corrections to be made. When the interrogated confirms that the written record is free of error, he shall sign or affix his seal on it, and the people's policeman who does the interrogation shall sign the record as well.

If the interrogated requests, of his own accord, to provide written materials on the matters interrogated, permission shall be given; and when necessary, the people's policeman may also request the interrogated to write down the materials himself.

When a person who commits an act against the public security administration and who has not attained to the age of 16 is to be interrogated, his parents or guardian shall be notified of the need to be present.

Article 85 To interrogate a victim or other witness, the people's policeman may do it in the unit which he belongs to or at the place where he lives; and when necessary, the people's policeman may also notify the victim or witness that he comes to the public security organ to provide testimony.

When a people's policeman interrogates a victim or other witness outside of the public security organ, he shall show his work certificate.

The provisions of Article 84 of this Law are, at the same time, applicable to the interrogation of a victim or other witness.

Article 86 If the person committing an act against the public security administration, the victim or other witness who is deaf-mute is interrogated, assistance shall be provided by persons who have a good command of the sign language, which shall be noted clearly in the written record of the interrogation.

If the person committing an act against the public security administration, the victim or other witness who is not familiar with the spoken or written language common in use in the locality is interrogated, interpreters shall be provided, which shall be noted clearly in the written record of the interrogation.

Article 87 The public security organ may inspect the place, Articles and person related to an act against the public security administration. For such inspection, there shall be two policemen at least, and they shall show their work certificates and the certificating document for inspection issued by public security organ under the people's government at or above the county level. Where it is really necessary to conduct inspection immediately, the policemen may, upon showing their work certificates, conduct inspection on the spot; however, to inspect the domicile of a citizen, they shall show the certificating document for inspection issued by the public security organ under the people's government at or above the county level.

Inspecting the person of a woman shall be done by female workers.

Article 88 A written record of the inspection shall be made, which shall be signed by or affixed with the seals of the inspectors, the inspected and the witnesses; and if the inspected refuses to sign his name, the people's police shall state the fact clearly in the written record.

Article 89 For handling a case of public security, the public security organ may seize the articles that are related to the case and need to be taken as evidence; and it shall not seize the property lawfully possessed by the victim or the bona-fide third party, but shall have such property registered. It shall not seize articles that are not related to the case.

The number of the articles seized shall be checked accurately together with the witnesses on the spot and the person who possesses those articles, and a list of such articles shall be prepared in duplicate on the spot, which shall be signed by or affixed with the seals of the inspectors, witnesses and the possessor, and of which one copy shall be given to the possessor and the other shall be attached to the file of case for the reference.

The articles seized shall be preserved properly and not be used for other purposes; and the Articles unsuitable to be kept for a long period of time shall be disposed of in accordance with relevant regulations. The articles proved to be unrelated to the case upon investigation shall be returned immediately; the articles that belong to the lawful property of another person upon verification shall be immediately returned after they are registered; and if at the expiration of six months nobody lays claim to such property or there is no way of identifying the obligees, the articles shall be publicly sold by auction or be disposed of in accordance with the relevant regulations of the State, and the proceeds therefrom shall be handed over to the State Treasury.

Article 90 Where it is necessary to solve the special problems in dispute in a case for the purpose of finding out the truth of the case, persons with special knowledge shall be designated or invited to make appraisal; and after appraisal, the experts shall write down their opinions and sign their names.

Section 2 Decision

Article 91 Penalties for the violation of public security administration shall be decided on by public security organs under the people's government at or above the county level, among which, a warning or a fine of not more than CNY500 may be decided on by local police stations.

Article 92 With regard to a person, before the decision on a penalty of administrative detention is made, a compulsory measure for restricting his freedom of person has been adopted, the period of time for such measure shall be offset. One day of restricted freedom of person shall be offset against one day of administrative detention.

Article 93 In investigating and handling a case of public security, the public security organ may, in the absence of statements made by the offender, make a decision on a penalty for the violation of public security administration, when the facts of the case can be proved by other evidence. However, where there are only statements made by the offender but no other evidence to prove the facts, the decision on a penalty for the violation of public security administration shall not be made.

Article 94 Before making a decision on a penalty for the violation of public security administration, the public security organ shall notify the person who commits an act against the public security administration of the facts, reasons and basis for such penalty, as well as of the rights he enjoys in accordance with law.

A person who commits an act against the public security administration shall have the right to make statements and defend himself. The public security organ must fully listen to the opinions of the said person and shall review the facts, reasons and evidence put forth by the person; and if the facts, reasons or evidence put forth by the person are tenable, the public security organ shall accept them.

The public security organ shall not impose a heavier penalty on the person who commits an act against the public security administration because the person has made his statements or defended himself.

Article 95 After the investigation into a case of public security is concluded, the public security organ shall make a decision, on the merits of the case, as follows:

1. If the illegal act has certainly been committed for which a penalty for the violation of public security administration should be imposed in accordance with law, a decision to such an effect shall be made in light of the seriousness of the circumstances and actual situation;

2. If no penalty should be imposed in accordance with law , or the fact about the illegal act are untenable, a decision on no penalty shall be made;

3. If the illegal act is suspected of being a crime, the case shall be transferred to a competent organ which shall investigate the criminal responsibility in accordance with law; or

4. When finding that the person who commits an act against the public security administration has committed other illegal acts, it shall, while making a decision on penalty for the said act, notify the relevant administrative department in charge for handling the case.

Article 96 When the public security organ makes a decision on penalty for the violation of public security administration, it shall make a written decision on such penalty In the written decision the following shall clearly be stated:

1. The name, sex, age, title and number of identity card, and address of the person penalized;

2. Facts and evidence of the illegal act committed;

3. Type and basis of the penalty;

4. Means for executing the penalty and the period of time of the penalty;

5. Channels and time limit for making an application for administrative reconsideration or for bringing an administrative suit in case that a person is dissatisfied with the decision on penalty; and

6. Name of the public security organ that makes the decision on penalty and the date on which such a decision is made

The seal of the public security organ that makes the decision on penalty shall be affixed to the written decision.

Article 97 The public security organ shall read out the written decision on penalty for the violation of public security administration to the person penalized, and hand it over to him on the spot; and where there is no way of reading it out to such person on the spot, the written decision shall be served on the person within two days. Where a decision on penalty of administrative detention is made, the family members of the person penalized shall be notified without delay.

Where there is a victim in the case, the public security organ shall send a duplicate of the written decision to the victim.

Article 98 Before deciding to revoke the license or to impose a fine of not less than CNY2,000 as a penalty for the violation of public security administration, the public security organ shall notify the person who commits an act against the public security administration that he has the right to demand the holding of a hearing; and where the said person demands a hearing, the public security organ shall, in a timely manner, hold the hearing in accordance with law.

Article 99 The period of time for the public security organ to handle a case of public security shall not exceed 30 days from the date it accepts case; and where it is a major and complicated case, the period of time may be extended for another 30 days upon approval by the public security organ at the next higher level.

The time for making evaluation in order to find out the facts about a case shall not be counted into the period of time for handling a case of public security.

Article 100 Where the facts about the act committed against the public security administration are clear and the evidence is irrefutable, for which a warning is to be given or a fine of not more than CNY200 is to be imposed, the decision on such a penalty for the violation of public security administration may be made on the spot.

Article 101 Where a decision on a penalty for the violation of public security administration is made on the spot, the people's policeman shall show his work certificate to the person who commits an act against the public security administration, and fill out a written decision on the penalty. The written decision on the penalty shall, on the spot, be handed over to the person penalized; and where there is a victim in the case, the duplicate of the written decision shall be sent to him.

In the written decision on the penalty mentioned in the preceding paragraph shall clearly be stated the name of the person penalized, the illegal act, the basis for the penalty, the amount of the fine, the date, place, and the title of the public security organ, and the written decision shall be signed by or affixed with the seal of the people's policeman who handles the case.

Where the decision on a penalty for the violation of public security administration is made on the spot, the people's policeman who handles the case shall, within 24 hours, report the matter for the record to the public security organ which he belongs to.

Article 102 Where the person penalized is not satisfied with the decision on penalty for the violation of public security administration, he may apply for administrative reconsideration or bring an administrative suit in accordance with law.

Section 3 Execution

Article 103 The person on whom the penalty for administrative detention is imposed upon decision shall be delivered by the public security organ to the house of detention for execution of the decision it made.

Article 104 The person on whom a fine is imposed as a penalty shall pay the fine to a designated bank within 15 days from the date he receives the written decision on the penalty. However, under any of the following circumstances, the people's policeman may collect the fine on the spot:

1. If the amount of the fine imposed is not more than CNY50 and the person penalized has no objection to the fine;

2. If in an outlying area, or on water, or in a place not easily accessible where the public security organ or the people's policeman makes a decision on a fine in accordance with the provisions of this Law, the person penalized makes such a proposal because it is really difficult for him to pay the fine to the designated bank; or

3. If it is difficult to enforce the penalty unless the fine is collected on the spot, because the person penalized has no permanent dwelling place in the locality.

Article 105 The people's policeman who collects a fine on the spot shall, within two days from the date he collects the fine, hand the fine over to the public security organ which he belongs to; if a fine is collected on the spot on water or aboard a train, he shall, within two days from the date he arrives at the port or railway station, hand the fine over to the public security organ which he belongs to; and the public security organ shall, within two days from the date it receives the fine, hand the fine over to the designated bank.

Article 106 When a people's policeman collects a fine on the spot, he shall produce to the person penalized a voucher for the fine which is uniformly printed and issued by the finance department of the people's government of a province, autonomous region, or municipality directly under the Central Government; and if no such voucher is produced, the person penalized shall have the right to refuse to pay the fine.

Article 107 Where a person penalized who refuses to accept the decision on a penalty of administrative detention applies for administrative reconsideration or bring an administrative suit, he may apply to the public security organ for a deferred enforcement of the administrative detention If the public security organ believes that such deferment will not create danger to the society, and after the person penalized or his close relative proposes a guarantor who conforms to the conditions provided for in Article 108 of this Law, or after the bail is paid at the rate of CNY200 per day for the administrative detention, the decision on the penalty of administrative detention shall be deferred from enforcement.

Article 108 A guarantor shall meet the following conditions:

1. Being not involved in the case concerned;

2. Enjoying political rights, and his freedom of person being not restricted;

3. Having a permanent registered residence or a local permanent domicile; and

4. Having the ability to perform the obligations of a guarantor

Article 109 A guarantor shall guarantee that the person guaranteed will not escape from the enforcement of the penalty of administrative detention.

Where the guarantor fails to perform his obligations, so that the person guaranteed escapes from the enforcement of the penalty of administrative detention, the public security organ shall impose on him a fine of not more than CNY3,000.

Article 110 Where a person on whom the penalty of administrative detention is imposed upon decision escapes from the enforcement of the penalty after payment of the bail for deferred execution of the administrative detention, the bail shall be confiscated and handed over to the State Treasury, and the decision already made on the penalty of administrative detention shall be executed all the same.

Article 111 Where the decision on penalty of administrative detention is withdrawn, or the penalty of administrative detention begins to be executed, the bail collected by the public security organ shall be returned to the payer without delay.

Chapter V Law Enforcement Supervision

Article 112 Public security organs and the people's police shall handle cases of public security in accordance with law and in an impartial, strict and highly efficient manner, and enforce laws with civility, and they shall not engage in malpractices for private gain.

Article 113 In handling cases of public security, public security organs and the people's police are forbidden to beat, abuse, mistreat or humiliate the persons who commit acts against the public security administration.

Article 114 In handling cases of public security, public security organs and the people's police shall voluntarily accept supervision by the society and citizens.

Where a public security organ and people's policeman fails to strictly enforce laws in handling cases of public security or commits an act in violation of laws or discipline, any unit or individual shall have the right to report to or lodge an accusation before a public security organ or the people's procuratorate or an administrative supervisory organ; and the organ that receives such report or accusation shall, without delay, handle it in compliance with its duties.

Article 115 When executing the penalty of a fine in accordance with law, the public security organ shall, in accordance with the provisions of relevant laws and administrative regulations, separate the decision-making on fines from the collection of fines; and all the fines collected shall be handed over to the State Treasury.

Article 116 If when handling cases of public security, a people's policeman commits one of the following acts, he shall be given an administrative sanction in accordance with law; and if a crime is constituted, he shall be investigated for criminal responsibility in accordance with law:

1. Extorting a confession by torture, or physically punishing, maltreating or humiliating another person;

2. Exceeding the period of time set for interrogation, investigation and verification, thus restricting the freedom of person;

3. Failing to carry out the system of separating the decision on fines from the collection of fines or failing to hand the fines collected or the property confiscated over to the State Treasury in accordance with the provisions or failing to dispose of such property in accordance with law;

4. Privately dividing, seizing, misappropriating or intentionally damaging the money or things of value collected or seized;

5. In violation of regulations, using or failing to return the property or things of value to the victim;

6. In violation of the provisions, failing to return the bails in a timely manner;

7. Taking the advantage of the position to accept or receive the property or things of value from another person or seek other benefits;

8. Failing to produce a voucher for a fine collected on the spot or failing to truthfully fill out the amount of a fine;

9. Failing to dispatch the police to the scene as soon as receiving a request for stopping an act against the public security administration;

10. Sending secret messages to a person who violates the law or commits a crime, when investigating and handling activities against the public security administration; or

11. Other acts involving engagement in malpractices for personal gain, abuse of power or failure to perform the statutory duties in accordance with law.

Where in handling cases of public security, a public security organ commits one of the acts mentioned in the preceding paragraph, the persons directly in charge and the other persons directly responsible shall be given appropriate administrative sanctions.

Article 117 Where public security organs and the people's police unlawfully exercise their functions and powers and infringe upon the legitimate rights and interests of citizens, legal persons or other organizations, they shall make apologies; and where damages are caused, they shall bear the responsibility for compensation in accordance with law.

Chapter VI Supplementary Provisions

Article 118 The figures used following the terms of "not less than", "not more than" or "within" in this Law include these figures themselves.

Article 119 This Law shall come into effect on March 1, 2006. The [Regulations of the People's Republic of China on Administrative Penalties for Public Security](https://hk.lexiscn.com/law/content.php?content_type=T&origin_id=1626363&provider_id=1&isEnglish=Y&crid=7d75224a-abc2-496a-a7c2-50e1cc0eb003&prid=f49f61c9-a88a-4826-b2e7-b307d3eb7bce" \t "_blank) which were promulgated on September 5, 1986 and reissued after being revised on May 12, 1994 shall be repealed at the same time.

**Appendix 4 PROVISIONAL DISCIPLINARY REGULATIONS**

**FOR INTERNATIONAL STUDENTS OF**

**ZHEJIANG GONGSHANG UNIVERSITY**

**Chapter 1 General Provisions**

Article 1 For the objectives of reinforcing the educational, teaching and living order, promoting the morality, intellect, fitness and virtue of international students, and safeguarding a good environment for their study and living, Provisional Disciplinary Regulations for International Students of Zhejiang Gongshang University (hereinafter refer to as “these Regulations”) are formulated according to the Provisions on the Administration of Students in Regular Institutions of Higher Education, Regulations on Enrollment of International Students by China’s Institutes of Higher Learning, other relevant laws and administrative regulations, and in the light of the actual circumstances of Zhejiang Gongshang University (hereinafter refer to as “ZJGSU”).

Article 2 These Regulations are applicable to all international students of formal registrations at the ZJGSU.

Article 3 ZJGSU shall govern these Regulations pursuant to due process, clear substratum, accurate evaluation, valid sufficient evidence and punishment of appropriate proportionality.

Article 4 4.1 Where ZJGSU takes disciplinary action under these Regulations to deal with alleged misconduct or offenses that are subsequently found to have occurred, the degree of disciplinary action shall be commensurate with the facts, nature, gravity of the circumstances, seriousness of consequence and the adverse effect of culpability.

4.2 Types of disciplinary action include warning, serious warning, record of demerit, conduct probation and expulsion from ZJGSU.

4.3 Where ZJGSU takes disciplinary action under these Regulations to deal with alleged misconduct or offenses that are subsequently found to have occurred but the circumstances are obviously minor and the harm done is not serious, the case can be transferred to School of International Education or a student’s faculty for correctional service in the form of counseling or reprimand.

**Chapter 2 Specific Provisions**

Article 5 In the case of any one of the following deviant behaviors listed in this following sub-articles that endangers the security of the People’s Republic of China, undermines public and economic order, the severity of disciplinary action should commensurate with the seriousness of case nature but record of demerit or a heavier disciplinary action shall apply.

5.1 Whoever organizing, plotting or instigating to endanger the security of the People's Republic of China, undermining social and economic order or disrupting public order in the campus of ZJGSU.

5.2 Whoever infringing against Law of the People’s Republic of China on Assemblies, Processions and Demonstrations or other relevant laws, organizing or participating in unapproved assembly, processions or demonstration.

5.3 Whoever causing chaos by disseminating or spreading information that infringing against law of the State or administrative regulation of ZJGSU.

5.4 Whoever organizing, establishing or joining illegal group or institution, publishing or disseminating illegal publications or promotional items.

5.5 Whoever organizing or developing unapproved sociopolitical activities, academic activities or affiliating with unapproved salon, club or activities of similar nature.

5.6 Whoever organizing or establishing unapproved student society, commencing activities and printing publications thereafter, or engaging in illegal activities under the cover of legitimate student society, or having any other deviant behavior in breach of administrative regulation for association and causing serious damaging consequence.

5.7 Whoever organizing or participating in religious activities in the campus of ZJGSU.

Article 6 ZJGSU may take the disciplinary actions listed in this article against an international student who is liable to be punished by a law enforcing agent for infringement against law, regulations or administrative rules of the State, or to be pursued criminal liabilities by judicial authorities.

6.1 Any student who is warned, fined or confiscated illegal gains, serious warning or record of demerit shall apply.

6.2 Any student who is detained administratively by the state organ, academic probation or a heavier disciplinary action shall apply.

6.3 Any student who is found guilty of a criminal offense, expulsion from ZJGSU shall apply.

Article 7 The disciplinary actions listed in this article are applicable to a student’s deviant behavior of theft or deception of public or private property.

7.1 In the case of the value involved is below the monetary amount of 600 yuan, serious warning or a lighter disciplinary action shall apply.

7.2 In the case of the value involved is above the monetary amount of 600 yuan, record of demerit or a heavier disciplinary action shall apply.

7.3 In the case of conspiracy to commit property offense listed in this article, the calculation of amount for each conspirator is the total amount involved divided by the number of conspirators. The amount for the ringleader is fixed at the total amount involved as an aggravating factor.

7.4 In the case of degrading modus operandi or habitual offender,expulsion from ZJGSU shall apply. In the case of participating in handling or the disposal of pilferage, the culpability for the disciplinary action of ZJGSU is commensurated with that listed at articles 7.1, 7.2 and 7.3.

Article 8 The principal offender who masterminds or plots an inchoate offense of assault occasioning actual bodily harm, battery or provocation shall not only be liable for paying criminal damage but also the disciplinary actions listed hereunder in this article.

8.1 Whoever provokes or plots battery and/or physical assault shall be punished by academic probation. If the circumstances are serious, expulsion from ZJGSU shall apply.

8.2 Whoever participates in battery, assault occasioning actual bodily harm or actsa precipitator for aiding and abetting such deviant behaviors by providing instrument shall be warned seriously or be taken heavier disciplinary action according the seriousness of case nature.

Article 9 Whoever uses mahjong, poker, internet for gambling or activities of similar nature shall be punished by confiscation of gambling paraphernalia and betting money. Record of demerit or heavier disciplinary action shall also be taken according to the circumstances. In the case of habitual gambler or ringleader as an aggravating factor, heavier disciplinary action shall apply.

Article 10 The disciplinary actions in this article shall be taken against those who use computer, mobile terminal, internet or publications for illegal activities.

10.1 Whoever spreads anti-People’s Republic of China rumors and provides information illegally to organization outside the territories shall be expelled from ZJGSU.

10.2 Whoever disseminates pornographic or degrading materials including books, periodicals, movies, video-audio tapes and pictures, if the circumstances are serious, shall be warned seriously or be liable to heavier disciplinary action under these Regulations according to the circumstances.

10.3 Whoever gathers at computer room or other public area for shows of pornographic or degrading audio-video products including movies and video-tapes shall be punished by record of demerit or heavier disciplinary action.

10.4 Whoever disseminates illegal books, magazines, periodicals, audio-visual products or electronic publications shall be liable to disciplinary action of academic probation or heavier disciplinary action.

10.5 Whoever has the deviant behavior of internet bullying, uploads and disseminates pornographic articles, photos or untrue information on internet shall be liable to serious warning or heavier disciplinary action.

10.6 Whoever uses telecommunication or internet to spread rumors or information disrupting public order shall be liable to academic probation or heavier disciplinary action.

10.7 Whoever steals Internet Protocol Address, user account and threatens internet security shall be liable to serious warning or heavier disciplinary action.

Article 11 Whoever infringes the Exit-Entry Administration Law of the People's Republic of China shall be liable to record of demerit or heavier disciplinary action according to the circumstances.

Article 12 Whoever engages in business activities or takes up unapproved unemployment shall be liable to record of demerit or heavier disciplinary action.

Article 13 Whoever molests, harasses or insults another person shall be liable to record of demerit or heavier disciplinary action according to the circumstances.

Article 14 Whoever sells, carries, takes dangerous drugs or provides accommodation to another person for taking dangerous drugs shall be expelled from ZJGSU.

Article 15 Whoever gathers with other peoples for licentious indecent activities shall be liable to serious warning or heavier disciplinary action. Whoever arranges gathering for licentious indecent activities shall be expelled from ZJGSU.

Article 16 Whoever falls under any of the following categories in this article shall be expelled from ZJGSU:

( a ) going whoring or engaging in prostitution;

( b ) procuring other persons to engage in prostitution;

( c ) luring other persons into or shelters prostitution;

( d ) arranging for or forces another person to engage in prostitution;

( e ) recruiting or transporting persons for an organizer of prostitution or otherwise assisting in organizing prostitution; or

( f ) any behavior which brings ZJGSU into disrepute.

Article 17 Students are responsible for abiding by the On Campus International Student Dormitory Regulations as well as these Regulations. Whoever infringes On-Campus International Student Dormitory Regulations shall be taken disciplinary action according to the following circumstances:

17.1 ( a ) Whoever has unapproved sleepover shall be warned or be taken heavier disciplinary action according to circumstances.

17.1 ( b ) Whoever has off-campus housing arrangement without prior approval of ZJGSU shall be warned seriously or be taken heavier disciplinary action according to the circumstances.

17.1 ( c ) Whoever accommodates overnight guest in on-campus international student dormitory shall be warned seriously or be taken heavier disciplinary action according to the circumstances.

17.1 ( d ) In the case of accommodating an overnight guest of opposite sex, academic probation or heavier disciplinary action shall apply.

17.2 Unauthorized fire, chemicals, explosives, or highly combustible materials that are potentially dangerous or damaging to the buildings of ZJGSU are strictly prohibited in and around the on campus dormitory facilities. Whoever has such deviant behavior shall be warned seriously or be taken heavier disciplinary action according to the circumstances. In the case of fire disaster caused by deviant behavior falling under anyone of the preceding categories mentioned in this article 17 ( 2 ) or any misbehavior impair safety on University premises, record of demerit or heavier disciplinary action shall apply.

17.3 Whoever infringes any provision of On-Campus International Student Dormitory Regulations shall be warned seriously or be taken heavier disciplinary action according to the circumstances.

Article 18 Except where otherwise indicated in students’ course materials or absence with good cause and approval, all students are expected to attend all elements of study program, such as lectures, seminars, practicals, laboratory work, language classes, performances, fieldwork, tests and examinations. Absence without good course and approval for a total of ten sessions in terms of actual contact hours will be reprimanded. The disciplinary action for whoever falls under any of the categories mentioned in the following sub-articles shall commensurate with the total number of absent sessions.

18.1 In the case of absence of a total number of 10 to 29 sessions or continuous absence of less than one week , warning or serious warning shall apply.

18.2 In the case of absence of a total number of 30 to 49 sessions or continuous absence of 1 to 2 weeks, record of demerit or academic probation shall apply.

18.3 In the case of absence of more than 50 sessions or continuous absence of longer than 2 weeks, expulsion from ZJGSU shall apply.

Article 19 Whoever infringes any regulation stipulated in Zhejiang Gongshang Univeristy Laboratory Biosafety Manual shall be warned seriously or be taken heavier disciplinary action.

19.1 Whoever is disobedient to the order of ZJGSU, teaching staffs or laboratory staffs shall be warned or be taken heavier disciplinary action.

Article 20 A student who violates any rule of Zhejiang Gongshang University Test Security in a test, an examination or supplementary examination shall be warned seriously or be taken heavier disciplinary action. If a student is found to have cheated in an examination or supplementary examination, as stipulated in ZJGSU Examination Rules, academic probation or expulsion from ZJGSU shall apply.

Article 21 In the case of plagiarism, plagiarizing others' research results or any other misbehavior violating academic integrity, record of demerit or heavier disciplinary action shall apply.

Article 22 Whoever damages public property maliciously shall be required to pay damage and taken appropriate disciplinary action according to the circumstances.

22.1 Whoever scribbles on walls, furniture or any other public property of ZJGSU, or posting bills without prior approval shall be warned or be taken heavier disciplinary action.

22.2 Whoever maliciously damages public property or plants in the campus of ZJGSU shall be warned seriously or be expelled from ZJGSU if the circumstances are especially flagrant.

22.3 Under these Regulations, the imposition of a disciplinary penalty shall not prevent ZJGSU from seeking to recover compensation from the international student or international students for the costs of any repairs to University property.

Article 23 Whoever insults, libels, falsely accuses, invents stories to implicate another person with the intention of having him investigated for culpability, intimidates, assaults occasioning actual bodily harm, or damages other person’s property shall be warned or be taken heavier disciplinary action according to the circumstances.

Article 24 In the case of damaging, opening or illegitimate possession of another person’s postal letter, record of demerit or heavier disciplinary action shall apply.

Article 25 Whoever forges, alters, impersonates, steals, transfers official document, certificate or seal shall be taken disciplinary actions under the following categories.

25.1 In the case of counterfeiting International Student Identity Card, library card, document of identity, official documents, or falsification of records or any other data held in hard copy, soft copy or any format, record of demerit or heavier disciplinary action shall apply. In the case of counterfeit negotiable securities, academic probation or heavier disciplinary action shall apply.

25.2 In the case of unauthorized alteration, impersonation, usurping the documents listed at Article 25.1 leading to execrable consequence, warning or heavier disciplinary action shall apply.

25.3 In the case of unauthorized transfer of the documents listed at Article 25.1 leading to adverse consequences, serious warning or heavier disciplinary action shall be administered according to the circumstances.

25.4 Whoever steals, carves or makes endorsement of an official seal without authorization, embezzles, counterfeits, or alters official documents or record file shall be punished by academic probation or heavier disciplinary action.

Article 26 Whoever violates any provision of the Road Traffic Safety Law of the People's Republic of China, Regulation on the Implementation of the Road Traffic Safety Law of the People's Republic of China, Local Traffic Safety Regulation or the ZJGSU Regulation Governing the Campus Traffic Safety Management shall be punished as follows:

26.1 Whoever violates and refuses to abide by the law and regulations listed at Article 26, disregards dissuasion and warning against it, and continues to drive his motor vehicle or electric bike in the campus of ZJGSU shall be warned seriously.

26.1.1 In the case of minor traffic accident, serious warning or record of demerit shall apply.

26.1.2 In the case of serious consequences, academic probation or expulsion from ZJGSU shall apply.

26.2 Whoever has the act of motor vehicle theft or electric bike theft inside the campus of ZJGSU and drives it without leaving the area of ZJGSU, or drives a motor vehicle in the campus of ZJGSU without a valid driving license shall be warned seriously. In the case of traffic accident of whatever nature, academic probation or expulsion from ZJGSU shall apply.

26.3 Whoever drives his motor vehicle or electric bike into the campus of ZJGSU as a trespasser shall be served warning or stern warning.

26.4 Whoever drives his motor vehicle or electric bike in the campus of ZJGSU and is found to have the deviant behavior(s) of speeding, and/or driving or motorbiking in a direction not allowed by these Regulations, ignores dissuasion, or rides an overweight electric bike in the campus of ZJGSU shall be warned or be taken heavier disciplinary action according to the circumstances.

Article 27 Whoever has the following disruptive behavior and causes adverse effects shall be punished according to the circumstances.

27.1 Record of demerit or stern warning shall be served for disruptive behavior affecting educational or life order, which includes, but not limited to , committing a nuisance, throwing bottles or other dangerous objects, abuse of alcohol in restaurant, cafe, canteen, dormitory or public area, or any other unwanted conduct in the campus.

27.2 Where an international student covers up crime, conceals his knowledge of commission of crime, acts as a perjurer, purchases or uses spoils with the knowledge of its criminality, he shall be served stern warning or be taken heavier disciplinary action. Where an international student aids, abets, procures the commission of crime or violation of these Regulations, receives or sells spoils, he shall be served stern warning or be taken heavier disciplinary action.

27.3 Where a student has the deviant behavior of picking a quarrel and making trouble, Vexatious suit or bad manners, he shall be served stern warning or be taken heavier disciplinary action.

27.4 Whoever refuses or obstructs any functionaries of the state organ or staff of ZJGSU from performing their official duties according to law or administrative regulations of ZJGSU shall be punished by record of demerit. Any student who obstructs teacher or administrative staff from work by violence, menace or any other unreasonable means shall be punished by conduct probation or expulsion from ZJGSU.

27.5 Anyone who disrespects the customary practices of ethnic groups, stirs up hatred or discrimination among ethnic groups shall be warned sternly or be taken heavier disciplinary action under these Regulations.

Article 28 Anyone who has the following aggravating factor shall be taken heavier disciplinary action under these Regulations.

28.1 Where a student does not confess to the facts of his deviant behavior candidly and denies the liabilities thereof, obstructs a staff’s handling of a disciplinary case by counterfeiting, concealing or destroying any evidence, or providing any false testimonies, giving any false information about the case in question, or knowingly abusing complaint procedure or appeal procedure with poor manners.

28.2 Intimidating, assaulting, insulting, beating or revenging upon the whistleblower, witness or his close relatives.

28.3 Ringleader, organizer or core member in collective deviant behavior

Article 29 Where a students has twice been punished under these Regulation, if he thrice violates any provision of these Regulations, he shall be regarded as a habitual violator. Expulsion from ZJGSU shall apply.

Article 30 Punishment under these Regulations may be lighter or mitigated under the following conditions:

30.1 The act of voluntarily delivering oneself up to the administrative decision of ZJGSU and truthfully confessing one's violation of these Regulations after one has violated any provision of these Regulations.

30.2 Any violator of these Regulations who performs such meritorious services as exposing a deviant behavior committed by another. The meritorious services should be verified true through investigation.

30.3 The act of actively assisting investigation and producing important clues for solving disciplinary or criminal cases.

30.4 Adverse consequence or damages is avoided or mitigated for the violator’s truthful confession and active assistance in investigation.

30.5 The violator is persistently a law-abiding international student whose crimes against law or infringement against these Regulations are relatively minor.

Article 31 If a student violates these Regulations at a time when he is unable to recognize or control his own conduct, upon verification and confirmation through legal procedure, his punishment and liabilities should be lighter, mitigated or exempted according to the circumstances.

**Chapter 3 The power for disciplinary action, student disciplinary proceedings and administrative procedure for campus justice**

Article 32 Authority and disciplinary proceedings for the punishment of international students

32.1 The student’s respective faculty or school shall deal with any alleged breach of these Regulations for which the disciplinary action is record of demerit or lighter. Following preliminary investigation, such faculty or school shall have the discretion to refer this student disciplinary case together with its recommendations for the endorsements of School of International Education, International Office and any other relevant departments, and the Office of Students Affairs for final determination. In the case of preliminary investigation carried out by a functional department, this department shall seek the determination of Office of Students Affairs at the earliest opportunity together with the evidence recommendations which has been endorsed by the School of International Education, International Office and the student’s respective school.

32.2 Where the alleged student disciplinary action relates to the punishment of academic probation, it should be investigated by the relevant functional department for collecting evidence and making recommendations. In consultation with School of International Education , International Office and the student’s respective school for endorsements, the relevant functional department shall submit the case to officer-in- charge of external affairs and student affairs for final decision subsequent to seeking the determination of Office of Students Affairs.

32.3 Where the alleged student disciplinary case relates to the punishment of expulsion from ZJGSU, disciplinary proceedings should be initiated by the relevant functional department (or School of International Education) for investigation, evidence collection and making recommendations. After seeking endorsements of School of International Education, International Office and the student’s respective school and the determination of Office of Students Affairs, the case shall be referred to the officer-in-charge of external affairs and student affairs and the the Principle Office Meeting for final decision.

Article 33 Special regulation for student disciplinary offenses which are also subject to criminal investigation and other misconducts

33.1 Where an international student commits an offense under Public Security Administration Punishments Law of the People’s of China and / or the Criminal Law of the People’s Republic of China, the security department of ZJGSU shall liaise with, assist and co-ordinate with the investigation of public security authority and /or judicial authority. When the criminal proceedings have concluded, the security department of ZJGSU shall seek the determination of Office of Students Affairs after securing the consent of School of International Education, International Office and the student’s respective school for decision on whether ZJGSU should instigate disciplinary action, taking into account the outcome of criminal proceedings.

33.2 Where an international student commits a criminal offense under Exit and Entry Administration Law of the People’s Republic of China, School of International Education shall liaise with, assist and co-ordinate with the investigation of public security authority. School of International Education shall seek the the determination of Office of Students Affairs after the endorsements of International Office and the student’s respective school, taking into account the outcome of criminal investigation of public security authority.

33.3 Where an international student has the misconduct of obstruction, disruption of, or improper interference with classroom management, the code of educational administration, disciplinary control in an examination hall or breaches of academic integrity including acts of plagiarism, collusion, cheating, making written answers available to another person for copying, or any other form of academic dishonesty or breaches of academic integrity in examination or test, such misconduct shall render an international student liable to very severe penalties under these Regulations. Academic Office (or Graduate College)shall instigate investigation and submit the findings to Office of Students Affairs for determination under these Regulations after the endorsements of International Office and the student’s respective school.

33.4 For allegations of an international student’s infringement against any provision of On Campus International Student Dormitory Regulations , School of International Education and Logistics Service Center of ZJGSU shall investigate and submit the findings to Office of Students Affairs for determination after the endorsements of International Office and that student’s respective school.

33.5 Where more than one student and one school of ZJGSU are involved in a disciplinary action case under these Regulations, the relevant functional departments shall investigate and submit findings to Office of Students Affairs for determination after endorsements of School of International Education, International Office and students’ respective schools.

33.6 In the case of an international graduate student’s infringement against any provision of these Regulations, Graduate School shall follow.

33.7 Under special circumstances, Office of Students Affairs or Graduate School has the authority to instigate direct investigation of a student’s misconduct under these Regulations and recommend disciplinary action of appropriate proportionality.

Article 34 Before an international student is penalized under these Regulations, he or his authorized representative or agent should be allowed to state whether there are extenuating circumstances linked to the alleged misconduct and/or alleged offense that need to be considered in deciding whether he should be penalized under these Regulations. He is required to show relevant supporting evidence for those extenuating circumstances.

The relevant department(s) and/or school(s) of ZJGSU should make decision on disciplinary sanction within ten ZJGSU business days following the conclusion of the disciplinary investigation.

Article 35 In any case in which an international student is penalized under these Regulations (hereinafter refer to as the “offender”), a written notification of disciplinary decision (hereinafter refer to as “the written notice”) should be sent to the student.

Article 36 The international student’s respective school should by hand deliver the written notice to the offender, who should sign against his receipt of it. In the case of an offender’s refusal to sign, the messenger should append his signature, mark “refused to sign” and the time of this incident on the written notice. In the case of special circumstances which prevent direct dispatch to that offender by hand, mail or posting notice, any other reasonable means for the delivery of written notice to the offender is acceptable and shall be deemed to have completed the procedure for serving the written notice on the offender under these Regulations .

Article 37 The original copy of notice of disciplinary decision and all the relevant documents and evidences in original form should be kept in the archives of ZJGSU and not removable. The offender’s respective school should log a copy of notice of disciplinary decision into that his personal file.

Article 38 38.1 An offender may lodge a complaint against a disciplinary sanction where the sanction is grossly disproportionate to the alleged offense in his opinions.

38.2 Notice of the decision on the disciplinary sanction taken and the particulars of offender under these Regulations should be posted in the schools and campus of ZJGSU. School of International Education should report the case details to the university management according the procedure stipulated.

38.3 Upon the expiry of minimum one year before the graduation of an offender, he can submit petition to ZJGSU for re-consideration to change the sanction/decision taken.

38.4 Any international student to whom the disciplinary action of expulsion from ZJGSU under these Regulations is taken no longer has academic registration at ZJGSU with immediate effect. His reciprocal duty-and-right relationship with ZJGSU is dissolved at once. School of International Relations shall inform Public Security Bureau for their decision on compulsory departure from the People’s of China upon expiry of the offender’s limitation of stay in the People’s Republic of China. Within three days upon the offender’s receipt of written notice of disciplinary decision at Article 36, he should complete the procedural formalities for curtailment of academic registration of ZJGSU and leave the campus and premises of ZJGSU within three days. Any offender expelled from ZJGSU must refrain from visiting the university premises and/or campus thereafter unless engaged in official business approved in writing by at least a relevant school and/or functional department in advance. Where an offender expelled from ZJGSU visits the university premises and/or campus without prior written approval at this article 38.4, he is deemed to be a trespasser and is liable to civil and/or criminal liabilities.

Article 39 Decision to curtail the period of conduct probation

39.1 Conduct probation lasts for one year only. In the case of an international student complying with prescribed condition of good conduct and taking initiative to abide by ZJGSU regulations and discipline, the disciplinary sanction of conduct probation terminates automatically upon expiry of the specified one year period. In case of extension or curtailment of the conduct probation based on the offender’s compliance with prescribed conditions of conduct probation, the offender’s respective college and School of International Education should submit application to Office of Students Affairs for consideration.

39.2 Where an offender to whom the order of conduct probation is being enforced re-violates any provision of these Regulations, he shall be expelled from ZJGSU.

39.3 Conduct probation shall be curtailed automatically in case of graduation or voluntary cessation of academic registration of ZJGSU.

**Chapter 4 Supplementary regulations**

Article 40 Where an international visiting student for short term or language study at ZJGSU violates any provision of these Regulations, International Office, in consultation with the School of International Education, shall investigate under these Regulations and notify the violator’s respective academic institution of the investigation outcome, disciplinary decision and evidence for the substantiation of it.

Article 41 These Regulations are applicable to ZJGSU students from Hong Kong, Macau and Taiwan.

Article 42 In these Regulations, “above the monetary amount” and “below the monetary amount” mean “at or above the monetary amount” and “at or below the monetary amount”. The currency and unit are Renminbi and yuan respectively.

Article 43 In the case of any matter not covered above, ZJGSU Regulations for Student Discipline and Punishment shall apply.

Article 44 Office of Students Affairs of ZJGSU is responsible for the ultimate interpretation of these Regulations.

Article 45 These regulations come into force with immediate effect from the date of promulgation.

**Appendix 5 Administrative Measures for the International Student Apartment of Zhejiang Gongshang University (Draft for Comment)**

**Chapter I General Provisions**

Article 1 The international student apartment is a public place for international students to live and study while they are studying in school. It is not only a residential place for international students, but also an important part of the school education and teaching place. It is the second class in which international students receive education, understand humanities, feel life, and irradiate their minds. In order to standardize and strengthen the accommodation administration of the international student apartment and create a harmonious, safe, neat and comfortable learning and living environment, the Measures are hereby formulated according to the Provisions on the Administration of International Students of Zhejiang Gongshang University.

Article 2 All secondary colleges shall be responsible for the administration and education of international students; the international education college shall be responsible for the administration and education of non-academic foreign students and night patrols of dormitories of international students; the logistics service center shall be responsible for asset management and property management in the international student apartment building (including daily cleaning in public areas of the international student apartment and janitor management).

Article 3 In order to optimize the allocation of student accommodation resources, Zhejiang Gongshang University (the "University") may adjust the accommodation of international students. International students living in the student apartment thereof shall consciously obey and actively cooperate with the adjustment of dorm room. The University shall authorize the security department, the student affairs department, the international education college and the logistics service center to carry out necessary supervision and administration of the public safety and living order of the international student apartment.

**Chapter II Check in and Adjustment**

Article 4 The international education college shall submit the list of check-out international students to the logistics service center one month before the vacation after the closing of each semester; all cultivation colleges of academic international students shall submit the list of check-out international students thereof; the international education college shall submit the list of check-out non-academic international students; the logistics service center shall provide the international education college with the information on the available housing of the international student apartment and the table of beds condition in the next semester within one week after the holiday.

Article 5 The international education college shall, according to the table of beds condition provided, conduct the beforehand arrangement of accommodation for new international students in the new semester. This work shall be completed three days before the registration of freshmen, and the pre-arranged accommodation plan shall be submitted to the logistics service center and all secondary colleges.

Article 6 For those freshmen who need to stay in the international student apartment, their college shall issue accommodation contact sheets at the time of their registration. The logistics service center shall arrange freshmen to check in the international student apartment according to the pre-arranged accommodation plan and accommodation contact sheets of the international education college.

Article 7 The international education college shall submit the occupancy status of all international student apartments to the logistics service center after the summary thereof within one week from the date of registration.

Article 8 For students who are enrolled on a rolling basis and are not included in the pre-arranged accommodation plan, they will be arranged to check in according to the accommodation contact sheets issued by the international education college.

Article 9 When moving into a dorm room, an international student must pay a deposit of RMB before going through the check-in procedures and procedures for the examination and verification of indoor facilities, and may obtain the key of a dorm room after signing the Check List of Indoor Facilities of the International Student Apartment.

Article 10 An international student shall not be allowed to change its dorm room at will after checking in the apartment. The University will accept the application for dormitory adjustment once in the first month of each semester. Students who study for one semester or less shall not be allowed to apply for dormitory adjustment. Where international students living in the international student apartment do need to change their dorm rooms, it can be dealt with in the following ways: in case of the application for room exchange, the transfer-out student and the transfer-in student must reach an agreement through negotiation, and shall report the same to the international education college for filing and go through the procedures for adjusting accommodation, after the joint signing by and approval by their respective colleges and the logistics service center. in case of an application for a currently unoccupied room, the applicant shall make an application in person (if there are two persons living in the same room, they shall make the application at the same time), and shall report the same to the international education college for filing and go through the check-in procedures after its secondary college and the logistics service center jointly signed on the application for adjusting accommodation. where there is only one person who lives in a double room (except that the University does not arrange other student to live in the double room) and refuses to accept the check-in arrangement of other student, the person shall coordinate with other student in checking in within the time limit of one month after the start of the semester. In case of exceeding one month, the person shall pay the double-room fees (subject to the latest standards for fees).

**Chapter III Check out**

Article 11 Where a freshman fails to pay the accommodation fee one month after checking in, it shall be subject to the check-out treatment with the deduction of deposit.

Article 12 For a student who checks out for reasons such as graduation, transfer to another school, withdrawal from school, health and so forth, it shall go through the check-out procedures by virtue of the certificate jointly signed by its college and the international education college. When going through the check-out procedures, the student must pay up the accommodation fee, utilities fee and other fees, keep the household appliances, furniture and sanitary wares in the dorm room in perfect condition, and keep indoor and outdoor areas clean and sewer unblocked, and return the key and other public properties. After the logistics service center conducts an examination and issues the check-out sheet, the student may handle the refund with the planning finance office of the University, and report the same to the international education college for filing.

Article 13 Where an international student requires checking out and applies for off-campus accommodation, it must apply to its college, and may handle the check-out procedures after the joint signing by and approval by its college and the international education college as well as the submission to the logistics service center for filing.

Article 14 For personal belongings left in the dorm room for reasons such as changing dorm rooms, leaving school after graduation, dropping out of school and so forth, they shall be treated as unowned belongings after 7-day notice, and the losses incurred thereby shall be borne by the students themselves.

Article 15 Where an international student fails to continue its study in our school due to graduation, transfer to other school, dropping out of school or other reasons, its deposit may be refunded without interest at the time of its checking out, on the premise of no damage to the facilities and equipment upon examination and of no delay in payment. Where any person falls under the following circumstances, the University will deduct the corresponding deposits: if the person fails to pay the relevant maintenance and renovation fees after artificially damaging the apartment building and dormitory facilities and equipment; if the person violates Chinese laws and school rules and regulations resulting in the cancellation of its accommodation qualification.

**Chapter IV Expenses Related to the Accommodation**

Article 16 The international student apartment shall be subject to the system for charge for accommodation. The accommodation fee shall be charged according to the charging standard set by the University. If the charging standard stipulated by the University changes, the changed charging standard shall prevail. The payment of the accommodation fee shall be responsible by the college where the payer belongs to. The logistics service center shall be responsible for the payment of the deposit.

Article 17 Payment and refund of the accommodation fee. The student who has not graduated must pay the accommodation fee for the next academic year before the end of the semester and register with the logistics service center; otherwise, it will be deemed to check out; when registering every academic year, a freshman must pay the accommodation fee for one academic year to the financial department, while long-term language learners must pay the one-semester accommodation fee. In case that a student falls under special circumstances, after the approval of the dean in charge of the college which the student belongs to, the student shall report to the planning finance office of the University and the logistics service center for filing. For the off-campus accommodation and dropping out of the University to return home, only the accommodation fee of the next semester will be refunded, while the accommodation fee of the current semester will not be refunded; the accommodation fee for those who have checked out due to the violation of laws and disciplines will not be refunded; the accommodation fee for those who fail to go through the check-out procedures and voluntarily leave the dormitory will not be refunded.

Article 18 International students must pay water and electricity charges to the logistics service center on time during their stay. Dormitory electricity utilization shall be subject to the prepaid system. The University will give each dorm room seven-day electricity on credit. In case of failure to pay the electric charge after seven days, the electric circuit will cut off automatically; the expenses for electricity provided for the student on credit will be deducted when the student prepays the electric charge. the remaining electric charge will be refunded after the student leaves the dormitory; The water fee shall be paid according to the actual water consumption after meter reading; a student shall buy the hot water card by itself with respect to the use of hot water. During the stay, if there is any man-made damage to dormitory facilities and equipment, the students shall pay the relevant maintenance and renewal fees.

**Chapter V Apartment Management**

Article 19 After the international students move in, the key of the dorm room shall not be lent or privately equipped. In case of loss thereof, it shall promptly be reported to the duty room so as to replace the lock cylinder, and the relevant expenses shall be borne by the parties concerned. International students living in the dormitory shall not be allowed to increase or decrease or change the door lock without authorization. The spare key of the dorm room shall be uniformly kept by the watch keeper of the apartment and shall not be misused. When the door control of the apartment building is in use, the students shall voluntarily swipe their cards at the time of entering or leaving.

Article 20 International students living in the international student apartment shall consciously abide by the work and rest system of the student apartment. The lights-out and power-off time shall be subject to relevant notices and regulations of the University. The work and rest time during holidays and major events shall be announced separately. International students who go in and out during non-working hours must show their valid certificates to the apartment staff on duty, which shall be filed by the logistics service center and fed back to their colleges. Where international students living in the international student apartment temporarily go out for accommodation, a written application must be submitted to its college in advance, and be submitted to the logistics service center for the record filing after being signed by the dean in charge of the college and stamped and approved by the college.

Article 21 It is strictly prohibited to use open flames, and store and use inflammable, explosive, corrosive, toxic and harmful articles endangering the public safety in the dormitory of international students. At the same time, international students living in the international student apartment shall not have the following behaviors: purchase or use inferior electrical appliances, smoke in places with no smoking signs, throw cigarette butts, smoke in beds and place desk lamps, drill holes or drive nails on the wall without authorization, connect wires without authorization, and enter the distribution room of the apartment without authorization. All international students living in the international student apartment shall attach great importance to the safety of electricity and fire. If they leave the dormitory for a long time, they shall unplug the electrical plug and cut off the power supply of all sockets.

Article 22 International students living in the international student apartment shall consciously keep the passageway, entrance and exit of the apartment unblocked. Bicycles and other transportation means shall voluntarily stop at designated parking places and shall not carry them upstairs to the dorm room.

Article 23 The public kitchen and related electrical appliances and kitchenware thereof shall be properly used as required. When using electrical appliances and kitchenware, the student must pay attention to safety and stay on the site, and pay attention to ventilation. After use, the student must cut off the power supply in time and clean up and remove oil dirties in time.

Article 24 When finding fire danger and other emergencies in the apartment, international students living in the international student apartment shall take effective measures such as calling the police, evacuation from the scene and participation in fighting and rescue in a timely manner based on the principles of protecting personal safety and reducing property losses.

Article 25 International students living in the international student apartment shall consciously abide by the reception system of the apartment. After 10:00 PM, receiving visitors shall not be allowed in principle. Usually, the visiting guests can enter the apartment only after their valid certificates have been checked by the watch keeper and they have gone through the relevant registration procedures.

Article 26 International students living in the international student apartment shall attach great importance to self - prevention, and take strict precautions against internal and external theft. They shall consciously develop the good habit of locking the door when sleeping and leaving the dorm rooms. They shall properly keep key, cash, passbook, computer and other items at ordinary times. It is not appropriate to store large amounts of cash and other valuables in the dorm room. For large articles moving in or out the apartment, procedures for registration shall be consciously handled with the duty room of the apartment.

Article 27 Without approval, international students living in the international student apartment shall not engage in lease, business activities and donation activities. In the international student apartment, commercial advertisements shall be prohibited to be distributed and foreign personnel shall be prohibited to sell or purchase goods. Students shall have the obligation to observe, cross-examine and promptly report any suspicious person found in the apartment. When criminal and public security cases are discovered, the scene shall be protected and the relevant administrative departments of the University shall be promptly reported.

Article 28 International students living in the international student apartment shall consciously keep the apartment environment quiet and tidy. It is strictly prohibited to throw beer bottles and other sundries to downstairs of the apartment building and its surroundings, throw things or pour water outside doors and windows, spit and spit chewing gum anywhere, post notes, slogans, leaflets and unhealthy pictures and texts at will, defile or decorate walls, doors and windows, furniture, etc. without authorization, place washstand, sanitary tools and other sundries and hang clothes in the corridor, climb balconies and rooftops, and place or hang sundries in balconies and on rooftops. Garbage shall be sorted and put into bags and delivered to designated locations downstairs in a timely manner; the toilet shall prevent bad smell and blockage, and prevent forgetting to turn off the faucet. It is prohibited to put wrappers and long hair into pools and toilets to avoid blockage of sewer pipes. During the epidemic disease spreading period, the students shall strengthen the self-discipline and actively cooperate with the relevant departments of the University in taking isolation measures in accordance with the laws. In the apartment and dorm room, activities affecting the normal rest of others shall not be conducted, and pets or other animals shall not be brought in or raised.

Article 29 During their stay, the students shall not discard, lease, increase or decrease, dismantle and transfer the facilities in the dorm room and public areas. All public properties in the apartment shall be carefully used and properly kept. In case of the discovery of damage of the facilities in the dorm room, it shall be promptly reported to the duty room of the apartment for repair. The loss caused by the belated repair shall be borne by the party concerned.

Article 30 The logistics service center will regularly inspect the safety and health and the service condition of facilities and equipment in the dorm room of international students jointly with the security department, the student affairs department, the international education college and colleges which the students belong to, and the inspection time will be notified in advance; Within the time specified in the notice, two or more staff members will enter the room for inspection. In case of emergency (such as fire, medical first aid, emergency rescue, etc.), the staff members may enter their rooms without informing affected students, and dorm residents shall understand and cooperate.

Article 31 Where a student violates the provisions on the administration of the international student apartment, punishment methods shall be divided into written warning, informed criticism and cancellation of its accommodation qualification according to the seriousness of the case. If a student's behavior involves violation of discipline, it shall be subject to the punishment of discipline violation according to the Regulations of Zhejiang Gongshang University on Sanction against Student's Violation. For any public or other property losses, or personal injury and property losses of the party concerned caused by the violation of administration provisions, the party concerned shall bear all relevant responsibilities.

Article 32 Where a student violates the provisions on the administration of the international student apartment, the logistics service center will give a written warning to the party concerned. If a student receives written warning twice during living in the apartment, it shall be criticized in a circular.

Article 33 Where a student commits any of the following acts in the apartment, it shall be disqualified from living in the apartment. During living in the apartment, it engages in illegal and criminal activities; it sets the dorm room of international students as a venue for religious activities in violation of Chinese laws and regulations; it privately transfers or rents beds or borrows the room to others; it seriously hinders the normal work of the staff of the University by evading, concealing, resistance, impediment or other ways; its personal behaviors cause fire hazard and other serious damage to equipment and facilities in the apartment, kitchen and laundry room; it has been punished by a public security authority and judicial authority due to its violation of laws in the apartment building, and its circumstances of the case have not yet resulted in the school expulsion; it has been criticized in a circular by the apartment management department of the logistics service center twice (inclusive) or more; it intentionally damages public property and refuses to pay fees; its behaviors and habits are identified by the apartment management department of the logistics service center, the international education college, its college and the security department not to be suitable for living in the apartment building.

Article 34 Where a student is disqualified from living in the apartment, the party concerned, the college thereof and the international education college shall be notified in writing; in case of a face-to-face delivery of the notice to the party concerned, the notice shall be announced in the apartment. The party concerned must move out of the apartment within 5 days after receiving the written notice or announcement; if the party concerned refuses to move away, the apartment management department of the logistics service center will cut off the water and power supply and inform the college which the party concerned belongs to and the international education college of the mandatory expelling imposed on the party concerned after the expiration of the stipulated period. If a student who has been disqualified from living in the apartment fails to handle the check-out procedures and leave the University, the apartment management department of the logistics service center shall designate two or more staff members to clean up its personal belongings. Any loss arising therefrom shall be borne by the party concerned who has been disqualified from living in the apartment.

Article 35 Students in violation of regulations in the apartment building shall pay the expenses for the damaged property according to the maintenance standards except for being punished according to the seriousness of the case; in case of the damaged goods unable to be maintained, double compensation shall be made according to the price of the damaged goods.

**Chapter VI Supplementary Provisions**

Article 36 International students living in the international student apartment shall abide by the rules and regulations of the university relating to them at the same time.

Article 37 The Chinese version of the Measures shall prevail, and the Measures shall be construed by the International Education College and the logistics service center.

Article 38 The Measures shall come into force as of the date of promulgation.

**Appendix 6 Administrative Measures for Scholarships for International Students of Zhejiang Gongshang University**

Administrative Measures for Scholarships for International Students of Zhejiang Gongshang University

**Chapter I General Provisions**

Article 1 Zhejiang Gongshang University (hereinafter referred to as the "University") hereby sets up Scholarships for International Students of Zhejiang Gongshang University and formulated the Administrative Measures for Scholarships for International Students of Zhejiang Gongshang University (hereinafter referred to as the "Measures"), in order to further improve the internationalization of our university, attract more international students to study and engage in scientific research in our university, and create a positive, good study and life atmosphere for international students.

Article 2 The Scholarships for International Students of Zhejiang Gongshang University are available to outstanding undergraduates, master's candidates and doctoral candidates (hereinafter referred to as "degree students") who intend to apply for studying or have been studying in the University and students who have been studying Chinese for one or more semesters.

Article 3 The evaluation of scholarships for international students adheres to the principles of "openness, fairness, impartiality and merit".

**Chapter II Types of Scholarships**

The Scholarships for International Students of Zhejiang Gongshang University are divided into four categories: scholarship for existing degree students, scholarship for degree freshmen, scholarship for existing students studying Chinese and scholarship for freshmen studying Chinese.

Article 4 The applicants for the scholarship for existing degree students are international degree students who have already been studying for a degree in the University. The classes and awarded amounts are as follows:

1. the amount of the first-class scholarship is 70% of the annual tuition fee;

2. the amount of the second-class scholarship is 50% of the annual tuition fee; and

3. the amount of the third-class scholarship is 30% of the annual tuition fee.

Total amount of scholarship: 8% of the total annual tuition fee income from existing international degree students. The annual tuition fee income is calculated based on the tuition fee income receivable in the scholarship evaluation year.

The proportion of the first, second and third-class scholarships for existing degree students is 20%, 30% and 50%, respectively, of the above total amount of scholarship.

In colleges with less than 10 existing degree students, the amount and number of students entitled to the scholarship shall be determined by the evaluation committee according to the specific situation during the evaluation.

Article 5 Applicants for the scholarship for degree freshmen are newly admitted international degree students with excellent academic records or outstanding performance in other aspects. The classes and awarded amounts are as follows:

1. the amount of the first-class scholarship is 100% of the annual tuition fee;

2. the amount of the second-class scholarship is 70% of the annual tuition fee; and

3. the amount of the third-class scholarship is 40% of the annual tuition fee.

Total amount of scholarship: 8% of the total annual tuition fee income from newly admitted international degree students. The annual tuition fee income is calculated based on the tuition fee income receivable in the scholarship evaluation year.

Applications for the scholarship for degree freshmen shall be evaluated before enrollment. Considering that there is a certain enrollment probability for freshmen, the total amount of scholarship shall be calculated accordingly based on the tuition income estimated based on the average enrollment rate in the previous two years.

The proportion of the first, second and third-class scholarships for degree freshmen is 20%, 30% and 50%, respectively, of the above total amount of scholarship.

Article 6 Applicants for the scholarship for existing students studying Chinese are existing students studying Chinese at their own expenses with excellent academic records or outstanding performance in other aspects. The scholarship for existing students studying Chinese is divided into scholarship for outstanding students, scholarship for academic diligence, scholarship for arts and sports and public welfare and HSK scholarship.

The scholarship for outstanding students: applicants are students studying Chinese who have correct learning attitude, work assiduously, have an average score of over 90 points (inclusive) in each course, and actively participate in various arts and sports activities, public welfare activities and social practice activities and whose attendance rate is over 90% within one semester.

The scholarship for academic diligence: applicants are students studying Chinese who work hard, have an average score of over 85 points (inclusive) in each course, and whose attendance rate is over 95% within one semester.

The scholarship for arts and sports and public welfare: applicants are students studying Chinese who actively participate in arts and sports competitions organized by the country, province, city and the University, have excellent moral quality, are enthusiastic about social public welfare, actively participate in all kinds of work of the University such as student associations, and have outstanding performance in the construction of campus civilization. Priority will be given if they obtain awards and are recognized by the University.

The HSK scholarship: it is mainly available to students studying Chinese who have passed HSK 4 to 6 examinations. Those who pass HSK equivalent grades for the second time will no longer be awarded. The evaluation starts with high grades and high scores in the case of the same grades.

Eligible students may apply for any of the scholarship for outstanding students, scholarship for academic diligence or scholarship for arts and sports and public welfare, and the HSK scholarship.

The amounts and proportions awarded are as follows:

The scholarship for outstanding students: the amount of scholarship is CNY3,000, and the total amount of scholarship is 2% of the tuition fee income from existing students studying Chinese;

The scholarship for academic diligence: the amount of scholarship is CNY2,000, and the total amount of scholarship is 2% of the tuition fee income from existing students studying Chinese;

The scholarship for arts and sports and public welfare: the amount of scholarship is CNY1,500, and the total amount of scholarship is 3% of the tuition fee income from existing students studying Chinese;

The HSK scholarship: the amount of scholarship is CNY1,000, and the total amount of scholarship is 1% of the tuition fee income from existing students studying Chinese;

The tuition fee income from the above existing students studying Chinese shall be calculated based on the tuition fee income receivable in the scholarship evaluation semester.

Article 7 Applicants for the scholarship for freshmen studying Chinese are newly admitted students studying Chinese at their own expenses with excellent academic records or outstanding performance in other aspects.

The classes and awarded amounts of the scholarship for freshmen studying Chinese are as follows:

1. the amount of the first-class scholarship is CNY4,000;

2. the amount of the second-class scholarship is CNY3,000; and

3. the amount of the third-class scholarship is CNY2,000.

Total amount of scholarship: 8% of the total annual tuition fee income from students studying Chinese at their expenses. The tuition fee income is calculated based on the tuition fee income receivable in the scholarship evaluation semester. Applications for the scholarship for freshmen studying Chinese shall be evaluated before enrollment. Considering that there is a certain enrollment probability for freshmen, the total amount of scholarship shall be calculated accordingly based on the tuition income estimated based on the average enrollment rate in the previous two years.

The proportion of the first, second and third-class scholarships for freshmen studying Chinese is 20%, 30% and 50%, respectively, of the above total amount of scholarship.

The scholarship for students studying Chinese is evaluated once per semester.

**Chapter III Conditions for Applying for Scholarships**

Article 8 Conditions for applying for scholarships for international students of Zhejiang Gongshang University are as follows:

1. abide by the laws and regulations of the People's Republic of China;

2. abide by the discipline and regulations of Zhejiang Gongshang University;

3. applicants who have been studying in the University shall work hard and obtain a good or better average score (subject to the final examination results of the course (results of the supplementary examination and the re-examination of the course are not used as the basis for calculation), and there is no absence of examinations), or have outstanding performance in other aspects. Applicants newly applying for scholarships of the University shall have a good or better average score (based on the academic transcript in the previous stage provided by them) or have outstanding performance in other fields.

4. if an applicant who has been studying in the University fails to pay the tuition fee and accommodation fee of the previous year in full as required, and his or her attendance rate during his or her study in the University does no reach 80%, his or her qualification for applying for scholarships in the current year shall be cancelled.

**Chapter IV Measures for Applying for Scholarships**

Article 9 An applicant for the scholarship for degree students who has been studying in the University shall submit the following application materials to the college to which he or she belongs by the end of each May:

1. Application for Scholarships for International Students of Zhejiang Gongshang University, which shall be filled out in Chinese or English;

2. personal statement, which shall be written in Chinese or English and the content of which shall include his or her personal study plan, research plan and application reason;

3. evidentiary materials for various awards and superior evaluation (if any);

4. published academic papers or achievements (if any); and

5. a photocopy of his or her passport.

Article 10 An applicant for the scholarship for degree freshmen who newly applies for studying in and is admitted by the University shall submit the following application materials to the International Education College by the prescribed time (see the measures for applying for scholarships published annually for details):

1. Application for Scholarships for International Students of Zhejiang Gongshang University, which shall be filled out in Chinese or English;

2. certificate of the highest educational background. If the applicant is a graduating student, he or she shall submit the expected graduation certificate issued by the school where he or she is studying, and after arriving at the University, supplement an official certificate of educational background. If the certificate is a version other than a Chinese or English version, it shall be accompanied by a Chinese or English version;

3. transcript corresponding to the highest educational background. If the transcript is a version other than a Chinese or English version, it shall be accompanied by a Chinese or English version;

4. personal statement, which shall be written in Chinese or English and the content of which shall include his or her personal study plan, working experience, application reason and study and research plan;

5. evidentiary materials for his or her Chinese or English proficiency;

6. an applicant studying for a master's or doctor's degree shall submit letters of recommendation from two professors or associate professors, which shall be written in Chinese or English;

7. published academic papers or achievements (if any);

8. health certificate; and

9. a photocopy of his or her passport.

Article 11 An applicant for the scholarship for existing students studying Chinese shall submit the following application materials to the International Education College by the end of each May or December:

1. Application for Scholarships for International Students of Zhejiang Gongshang University, which shall be filled out in Chinese or English;

2. personal statement, which shall be written in Chinese or English and the content of which shall include his or her personal study plan and performance in the University and application reason;

3. materials such as various awards and superior evaluation, recognition certifications and HSK certificates, (if any);

4. a photocopy of his or her passport.

Article 12 An applicant for the scholarship for freshmen studying Chinese shall submit the following application materials to the International Education College by the prescribed time (see the measures for applying for scholarships published annually for details):

1. Application for Scholarships for International Students of Zhejiang Gongshang University, which shall be filled out in Chinese or English;

2. certificate of the highest educational background. If the applicant is a graduating student, he or she shall submit the expected graduation certificate issued by the school where he or she is studying, and after arriving at the University, supplement an official certificate of educational background. If the certificate is a version other than a Chinese or English version, it shall be accompanied by a Chinese or English version;

3. transcript corresponding to the highest academic degree. If the transcript is a version other than a Chinese or English version, it shall be accompanied by a Chinese or English version;

4. personal statement, which shall be written in Chinese or English and the content of which shall include his or her personal study plan, working experience, application reason and study plan;

5. health certificate; and

6. a photocopy of his or her passport.

**Chapter V Evaluation of Scholarships**

Article 13 The University sets up an Evaluation and Management Committee for Scholarships for International Students (hereinafter referred to as the "Evaluation Committee"), which is composed of the University's leader in charge of foreign affairs, who is the chief member, and heads of departments such as the Discipline Inspection and Supervision Office, Student Affairs Department, Office of Teaching Affairs, International Exchange and Cooperation Office and International Education College. The Office of the Evaluation Committee is set up under the International Education College and is specifically responsible for organizing and coordinating the evaluation and management of scholarships for international students.

Article 14 The evaluation criteria for academic performance of applicants for the scholarship for existing degree students: the weighted average of academic performance in the latest academic year shall be calculated according to the weighted average method, with credits as the weight.

The evaluation criteria for academic performance of applicants for the scholarship for existing students studying Chinese: the arithmetic average of academic performance in the latest semester is calculated according to the arithmetic average method.

The academic performance of applicants for the scholarship for freshmen shall be calculated based on the relevant description of the transcript provided and the percentile system converted from performance grades.

Article 15 The International Education College is responsible for the organization for the application and recommendation of the scholarship for freshmen and the scholarship for students studying Chinese. Secondary colleges are responsible for the organization for the application and recommendation of the scholarship for existing degree students in the colleges.

Secondary colleges shall examine the qualifications and conditions of applicants for the scholarship for existing degree students and evaluate their quality. The quality of international students is evaluated by reference to the relevant provisions of the measures for the evaluation of student quality of Zhejiang Gongshang University. Each college shall rank the students according to the comprehensive quality evaluation scores of students, and recommend the corresponding candidates within the scope of the total amount of scholarship. Considering the particularity of international students, the moral quality evaluation in the comprehensive quality evaluation index system does not involve the assessment of political quality. The results of physical education or physical fitness test under the physical quality evaluation criteria for students in the physical and mental quality evaluation are calculated based on the score for exemption from physical education (65 points).

The International Education College examines the qualifications and conditions of applicants for the scholarship for existing students studying Chinese, evaluates their study, arts and sports, public welfare and HSK examination results, rank the applicants according to the evaluation scores, and recommend the corresponding candidates within the scope of the total amount of scholarship.

For international freshmen, considering that the students have not entered the University for study yet, they are ranked according to their academic performance in the previous stage, and the corresponding candidates are recommended within the scope of the total amount of scholarship.

Article 16 Different colleges shall collect information such as the list of recommended students, comprehensive evaluation results, ranking of results, and types and grades of recommended scholarships to the Office of the Evaluation Committee, which shall report such information to the Evaluation Committee in a unified manner. The Evaluation Committee shall review the list of recommended students and finalize the list of scholarship winners.

Considering the uncertainty of freshmen in enrollment, substitutes shall be determined at 30% of the scholarship winners during evaluation. Different colleges may also report the substitutes when submitting the list of recommended existing students for the scholarship according to the actual situation.

Article 17 The scholarship evaluation results shall be publicized on the University's website. The information published shall include: the name, nationality, gender, student category, major and award grade of the winner.

The publicity period shall not be less than 5 working days. The specific time of publicity and the ways and means to raise objections shall be indicated at the same time whenever the scholarship evaluation results are publicized.

If an international student has an objection to the preliminary scholarship evaluation results, he or she may make representations to the Evaluation Committee during the publicity period, and the Evaluation Committee shall reply within 3 working days.

The evaluation results of the scholarship for freshmen and the scholarship for students studying Chinese shall be notified to the winners by the International Education College in a formal manner. The evaluation results of the scholarship for existing degree students shall be notified to the winners by the colleges to which the winners belong in a formal manner.

Article 18 The International Education College is responsible for the preparation for the payment of the scholarship for freshmen and the scholarship for students studying Chinese. Colleges to which students belong are responsible for the preparation for the payment of the scholarship for existing degree students. The specific payments shall be made by the Accounting and Financial Division of the University. The scholarship obtained by a student will be used to pay the tuition fee and accommodation fee for the current academic year first (deducted by the University directly from the student's scholarship), and the balance, if any, will be directly credited to the student's bank card. The scholarship certificate shall be produced by the Office of the Evaluation Committee in a unified way. The production costs shall be covered by the escrow funds for international students of the University, and the specific payments shall be made by the colleges to which the students belong.

Article 19 If a scholarship winner withdraws from the University for any reason within the duration of the scholarship, the scholarship will be suspended. If the scholarship has already been paid, the student shall refund the rest of the scholarship. The refundable amount of scholarship shall be calculated by month based on his or her actual study time. The starting time for actual study is the starting date of the semester when the scholarship is awarded, and the closing time is the date when the school-leaving formalities are handled (completed). 30 days will be converted into one month. If the period is less than 30 days, it will be counted as one month. An academic year will be counted as 10 months. If a scholarship winner violates the relevant Chinese laws or regulations of the University, upon discussion and decision by the Evaluation Committee, he or she will be disqualified from the scholarship, or the scholarship will be suspended, or the scholarship having already been paid will be recovered.

Article 20 For the needs of the management of international students, each college may set up supporting implementing rules for the specific implementation of the Measures, which will be implemented specifically after being adopted upon discussion at the university level.

**Chapter VI Supplementary Provisions**

Article 21 The Measures shall apply mutatis mutandis to the recommendation and evaluation for Chinese Government Scholarship and Zhejiang Provincial Government Scholarship for International Students.

Article 22 The international students who win the Chinese Government Scholarship and the Zhejiang Provincial Government Scholarship for International Students shall not enjoy the Scholarship for International Students of Zhejiang Gongshang University at the same time in the current year. For example, if the results of the Chinese Government Scholarship are announced after the evaluation of the Scholarship for International Students of Zhejiang Gongshang University, and an international student wins the Chinese Government Scholarship, he or she shall give up the qualification for the Scholarship for International Students of Zhejiang Gongshang University and the college to which the student belongs will determine an alternative student.

Article 23 The Measures shall be construed by the Office of the Scholarship Evaluation Committee.

Article 24 The Measures shall come into force as of the date of promulgation, and the original Measures for the Evaluation of Scholarships for International Students of Zhejiang Gongshang University (Zhe Shang Da Wai [2012] No.301) shall be abolished simultaneously.