



安徽工业大学

Anhui University of Technology

安徽工业大学留学生文明礼仪规定

留学生的一言一行，特别是在大庭广众的表现，无不折射出祖国的影子和本人的文化道德修养，做人堂堂正正的标准，言谈举止严谨有度，会为自己的祖国赢得荣誉。

为了留学生的整体形象，实现规范化管理，根据留学生学习生活的实际，特制定安徽工业大学留学生文明礼仪标准。

第一条：留学生要注意培养和保持良好的学生形象，衣冠整洁卫生，不许敞胸露怀、脚穿拖鞋，衣帽要端庄、要不猥琐、不邈邈、不脏不乱。

第二条：留学生举止要礼貌，尊敬老师，进入办公室要先敲门，要服从师长的教导，服从学校管理人员的统一管理。

第三条：留学生言语要文明，不许使用粗鲁言语，举止动作要文明大方，举止要有礼貌。

第四条：遵守课堂纪律，对连续迟到、早退、无故旷课，在课堂上做与学习无关的事情，例如：听音乐、睡觉、相互交谈、说笑等影响他人的举止，对多次警告无效者，按规定给予警告处分直至开除学籍。

第五条：留学生遵守学校规定的作息时间和上课时间，每天晚 11 点之后停止喧闹、放音乐、制造噪音，违反者按照规定给予处罚。

第六条：对于在宿舍、办公室、教室等公共场所，大声喧哗影响他人学习和休息，不听劝阻，后果严重的，视情节给予处罚、处分。

第七条：严禁平日，尤其在节假日酗酒滋事，造成不良后果者，给予警告直至开除学籍处分。

第八条：严禁在公共场所吸烟，留学生教室、实验室及其教学楼道、电梯内严禁吸烟，同时禁止在校园行走时吸烟。

第九条：对于干扰、阻碍国家工作人员或学校管理人员依法或按照校纪校规执行公务的，视情节轻重给予警告及其以上处分。

第十条：对于挑逗滋事、打架、斗殴以及盗窃他人和公共财物的按照规定给予警告，情节严重者按照中国法律处罚。

第十一条：对于参与吸毒、贩毒，或为吸毒提供方便者，视情节轻重和造成后果的严重程度，按中国法律处罚。

第十二条：留学生必须自觉遵守安徽工业大学管理制度，爱护公共财产，自觉维护教室、实验室、图书馆、宿舍、食堂、体育馆、运动场、校园、以及其他公共场所的秩序，不得任意搬动、损坏一切物品和设施，否则按照规定给予处罚。

第十三条：留学生不得有赌博、传播、复制、贩卖非法书刊有损社会的行为，

视情节按中国法律处罚。

第十四条：留学生进行课外活动不得影响学校正常教学秩序和生活秩序，各种体育活动，联系学校体育部，在学校操场进行。

第十五条：任何组织和个人不得在学校举办宗教或传教活动。

第十六条：留学生举办各种集会、聚餐、文体活动要征得学校的同意，对于未获批准的，学校有权阻止或制止。

第十七条：留学生使用计算机网络，应当遵守学校关于网络使用有关规定，不得登陆非法网站、传播有害信息。

第十八条：留学生必须遵守考场纪律。违反考试纪律或者作弊的，该课程成绩记为无效，并视其情节给予批评教育和相应的纪律处分。情节严重者给予警告、记过直至开除学籍处分。

第十九条：不准在宿舍、教室大声播放音乐、广播，以免影响他人上课和休息。

第二十条：不允许驾驶无牌照机动车招摇过市。





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Regulations on Manners & Etiquette for AHUT International Students

It is well known that our words and actions matter a great deal and they are the embodiment of our native nation and our moral culture and educational background. As international students we can also win honor for our motherland by displaying good manners and conveying a good image to people, especially in public.

Therefore, rules of manners and etiquette for AHUT international students have been worked out to help international students to keep good manners.

Article One: All international students shall maintain a good image and have a neat appearance and tidy clothes. No one is allowed to have his shirt unbuttoned and his chest bared. Male students are not permitted to have long hair and all students are forbidden to wear slippers outside, in class or in public and wear their hats askew.

Article Two: International students shall be polite, respect teachers and accept teachers' advice by following their instructions. And students shall knock on the door before enter teacher's office.

Article Three: International students should talk and behave politely. No rude language is allowed. Students should keep civilized and good manners. Bad habits and undesirable customs must be eradicated in China.

Article Four: All the international students must comply with class discipline and are not allowed to do anything irrelevant to the class teaching content whilst in class, such as listening to music, sleeping, whispering to others, disturbing other students, etc. If a student is caught doing any of the above, he / she shall be given a warning that will go on their record. If they fail to correct their mistakes, serious punishment will be given and they will ultimately be expelled from the university. Those who defy discipline, are always late for class, consecutively leave class early and are absent from class without any reason will be given a warning punishment. If they turn a deaf ear to the warning, a serious warning and finally expulsion from the university will follow.

Article Five: Students must obey the work—and—rest schedule, attend class punctually and stop outdoor activities and sports before eleven o'clock at night. Any violators will receive punishment based on the rules and regulations.

Article Six: Talking loudly in public places is forbidden, such as in the classroom, dormitory, office building, etc. those who refuse to listen to persuasion and cause severe disturbance to others will be dealt with strictly.

Article Seven: Students will be given serious warning or be dismissed from the

university if their affrays result from addictive drinking, particularly on festivals or holidays.

Article Eight: No smoking in public, labs, corridors or elevators. No smoking while walking on campus as well.

Article Nine: Those who interfere with the performance of duties by national staff, school administrators or others will be given punishment according to the University rules.

Article Ten: Those who make affrays, start fights or steal other's belongings will be punished according to the Public Security Law of China.

Article Eleven: Students involved in using drugs, selling drugs or who provide this kind of service will be punished severely according to the Law of China.

Article Twelve: Students must consciously observe the rules and regulations, protect public property and maintain the regulations of libraries, classrooms, labs, dormitories, dining halls, gymnasiums, sports—ground, campus and other public sites. Students should not randomly move or damage the property or equipment of the University. If caught committing this kind of offence, the student will be given a strict penalty.

Article Thirteen: Gambling, promulgating or selling illegal or obscene books and periodicals is strictly prohibited. Any offender will be dealt with according to the Law of China.

Article Fourteen: Any activities after class must not disturb the regular teaching and life order of the University. It is possible to have sports activities on the sports ground by contacting the Physical Education Department in advance.

Article Fifteen: No person or organization is allowed to do missionary work on campus.

Article sixteen: Any students' rally, massive get—together, dining, recreational and sports activities must get permission from the University's authorities. If the University disapproves, it has the right to stop these activities.

Article seventeen: When utilizing the computer network, students must obey the relevant regulations, must not enter illegal websites or spread harmful information.

Article Eighteen: When attending exams, anyone who is found cheating will have his mark annulled and concurrently will be criticized and publicized. They will be dealt with according to the seriousness of his case—warning, discredit recording or dismissal from the University.

Article Nineteen: Students cannot play music or other programs loudly so as to interfere with others in the classroom and dormitory apartment.

Article Twenty: No students are permitted to purchase and ride large motorbikes that make a loud noise and that “swagger” through the campus and streets.