



北京理工大学  
BEIJING INSTITUTE OF TECHNOLOGY

International Undergraduate  
Student Handbook  
来华留学生本科生手册  
2020版



北京理工大学留学生中心  
Office of International Students





## 目录

# CONTENTS

### 01 报到注册 Registration

- 03 附件1 国际学生在线服务系统绑定个人信息操作指南 Guide for Binding Study Information to BIT System
- 10 附件2 北京理工大学在线交费指南 Guide for BIT Online Payment
- 15 附件3 保险网上支付流程 Guide for Online Insurance Payment

### 17 学业指南 Academic Guide

- 17 校历 School Calendar
- 19 统一身份认证登陆操作说明 Guide for Activating Central Authentication Service Account
- 36 本科生课表查询 Undergraduate Course Timetables Query
- 38 本科生选课操作指南 Guide for Undergraduate Course Selection
- 44 本科生成绩查询 Undergraduate Course Scores Query
- 46 相关APP下载和学习平台 Apps Download and Learning Portal
  - 46 (1) 北理 i BIT
  - 48 (2) “留学助手” APP ‘Study in China Assistant’ APP
  - 55 (3) 乐学 LEXUE
  - 59 (4) 慕课 MOOC

### 60 管理规定 University Regulations

- 60 北京理工大学本科生来华留学生学籍管理办法  
Management Regulations for BIT International Undergraduate Student Status
- 76 北京理工大学考试纪律 Regulations for Conduct of Examinations
- 80 北京理工大学来华留学生考勤管理规定  
Attendance Management Regulations for BIT International Students
- 86 北京理工大学学生纪律处分规定 (节选) Sanction Rules and Regulations for BIT Students (Excerpts)
- 91 北京理工大学来华留学生校外实习管理规定 (试行)  
Interim Management Regulations for Off-campus Internships for BIT International Students
- 99 北京理工大学来华留学生保险管理实施细则  
Insurance Scheme Management Regulations for BIT International Students
- 104 北京理工大学来华留学生公寓住宿管理办法  
On-campus Accommodation Management Regulations for BIT International Students
- 117 北京理工大学外国留学生校外住宿管理办法  
Off-campus Accommodation Management Regulations for BIT International Students

## **120 生活指南 Life in BIT**

- 120 地图及交通 Maps and Transport
- 120 (1). 学校地图 Campus Map
- 120 中关村校区 Zhong Guan Cun Campus
- 121 良乡校区 Liang Xiang Campus
- 122 (2). 交通 Transport
- 122 校车地点及时刻表 Shuttle bus Stations and Schedule
- 124 地铁 Subway
- 129 住宿 Accommodation
- 129 (1). 住宿地点 Where to Stay
- 129 (2). 住宿登记 Accommodation Registration
- 132 (3). 住宿小提示 Tips for living in the dorm
- 134 网络服务 Internet Service
- 134 WIFI购买流程 WIFI Purchase
- 137 生活指南 Guide for Campus Life
- 137 (1). 食堂与超市 Canteen and Groceries
- 139 (2). 医院及报销方式 Medical Services and Reimbursement
- 141 (3). 校园卡挂失 Reporting Lost Campus Cards
- 142 (4). 失物招领 Lost and Found
- 143 (5). 电卡 Electricity Card
- 144 (6). 洗衣房 Laundry
- 144 (7). 运动场与健身房 Sporting Facilities and Gym
- 145 (8). 电话卡 Mobile SIM Cards
- 145 (9). 打印与照片 Printing and Photocopying Services
- 146 (10). 图书馆借书还书流程 Library Services



# 报到注册方式







# 报到注册

## Registration

**报到时间：2020年9月14日 9:00–17:00（以下均为北京时间）**

在中国境内的学生：

**报到地点：**北京市海淀区中关村南大街5号 北京理工大学留学生中心

（中关村校区14号公寓楼1层）

**在中国境外的学生：**

报到方式：采取线上报到，按5人1组以微信视频会议形式进行，必须打开摄像头。线上报到的分组名单和报到时间将在微信群中发布。

详细报到要求请参考附件1新生入学及注册指南。

### 1. 缴纳学费

学费采用线上缴纳方式。非奖学金生请通过支付系统缴纳1学年学费（缴费流程详见附件2）。完成缴费后将缴费凭证截图上传至在线注册指定栏内。

注：线上付款后耐心等待结果，不要重复操作，以免重复缴费。

### 2. 购买保险

在中国大陆境内的学生，请自行购买平安养老保险股份有限公司“来华人员综合医疗保险保障计划”团体险（购买流程详见附件3）。完成购买后将购买凭证上传至在线注册指定栏内。

注：中国政府奖学金生无需自行购买保险，由学校统一购买。

### 3. 境内学生办理学习签证

在完成以上报到手续后，在中国境内学生及时联系辅导员办理学习签证。请认真阅读学校发的《中国法律及签证有关规定》，了解中国相关法律规定和签证规定，同时牢记本人护照和签证及居留许可有效期，在有效期到期前完成签证办理手续。



**Date: 9:00 am – 5:00 pm (Beijing Time), September 14–15, 2020**

Within China students:

Venue: Office of International Students (1st Floor, No. 14 Student Apartment), Zhong Guan Cun campus, Beijing Institute of Technology, 5 South Zhong Guan Cun Street, Hai Dian District, Beijing

**Outside China students:**

Venue: Face to face registration via video link. The video call will be made by 5 people in a group separately (in Beijing time). Please wait for the call from the 2020 intake wechat group patiently. Also please make sure your camera is on during the call.

Detailed requirement please see Appendix 1 for Guidance of Registration

**1.Tuition fee payment**

Tuition fees are to be paid online. Non-scholarship students shall pay the tuition for one academic year through the payment system (see Appendix 2 for the payment process). After completing the payment, please upload a screenshot of the payment voucher to the designated column of online registration.

**2.Medical insurance purchase**

For students in China, please purchase UniChina International Insurance. "Comprehensive Medical Insurance Protection Plan " group insurance by yourself (please refer to Annex 3 for the purchase process). After completing the purchase, please upload the proof of purchase to the designated column of online registration.

Note: Chinese government scholarship students' (CSC students) medical insurance will be purchased by school.

**3.Study Visa**

After completing the above registration procedures, students in China shall promptly contact the counsellor to apply for study visa. Please read the "Chinese Laws and Visa Regulations" about relevant Chinese laws and visa regulations, and keep in mind the validity period of your passport, visa/residence permit, and complete visa application before your visa expires.

## 绑定个人学习信息操作指南

1. 打开网址 <http://apply.isc.bit.edu.cn> 进行注册。



The screenshot shows a web interface for account management. At the top left, there is a '帐号登录' (Account Login) section. Below it are three input fields: '用户名/Email:' (Username/Email), '密码:' (Password), and '验证码:' (Verification Code). The '验证码:' field contains a CAPTCHA image with the letters 'FEUD'. Below the input fields are two buttons: a green '登录' (Login) button and a white '注册' (Register) button with a red border. At the bottom, there are two links: '找回密码' (Forgot Password) and '重发激活邮件' (Resend Activation Email).

2. 阅读申请人保证后，接受注册协议。



The screenshot shows a dialog box titled '注册协议' (Registration Agreement). It contains the following text:

**申请人保证/I hereby affirm that:**

- 1)上述各项中填写的信息和提供的材料真实无误。如因个人信息错误、失真造成不良后果，责任由本人承担。  
All information and materials provided are factually true and correct. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I've certified be false.
- 2)在华期间，遵守中国的法律和法规，不从事任何危害中国社会秩序的，与本人来华学习身份不相符合的活动；  
During my stay in China, I shall abide by the laws and decrees of the Chinese government, and will not participate in any activities which are deemed to be adverse to the social order in China and are inappropriate to the capacity as a student;
- 3)在学期间，遵守学校的校纪校规，尊重学校的教学安排。  
During my study in China, I shall observe the rules and regulations of the university, and will concentrate on my studies and researches, and will follow the teaching programs provided by the university.

At the bottom of the dialog box, there are two buttons: '拒绝' (Refuse) and '接受' (Accept). The '接受' button is highlighted with a red border.

3. 填写用户注册信息（用户名可以输入中文，英文区分大小写），点击“立即

注册”后，你会收到一封电子邮件，里面包含了激活该账户所需要激活链接。你可以 点击邮件中的激活链接激活账户。

用户注册

\*用户名:  ✓

\*密码:  弱 中 强

\*确认密码:

\*E-mail:  ✓ OK

请用真实邮箱注册，否则无法激活账户。

\*验证码:  AMJJ A M J J

注册成功后，申请人会收到一封电子邮件，里面包含了激活该账户所需要激活链接，申请人可以点击邮件中的激活链接激活账户。

**立即注册** 关闭

4. 页面呈现如下信息时，去注册邮箱查看邮件。

ISC 北京理工大学 注册向导 | ENGLISH

账户注册成功，请尽快激活。

将收到一封注册邮件，请尽快点击邮件中的激活链接，激活账户。

立刻去邮箱认证帐户

5. 注册邮箱会收到主题为“Bit University Online Application System for International Students”的电子邮件，核实用户名和密码，并点击链接激活。

You have already registered on Beijing Institute of Technology Online Application System for International Students by using this Email address. Please ensure that it is your frequently used email address as the University can email you when necessary.

The registered information is as follows:  
User name is [redacted] password is [redacted]  
Please click the link to activate your account.

Entry for activation: <http://apply.isc.bit.edu.cn/member/active.do?password=3773.com&credential=dc66abd702034b6f9279a1109747334f&username...>

For more information, please login on the system. [Beijing Institute of Technology Online Application Platform](#).

您已在“北京理工大学国际学生服务平台”中用此邮箱地址注册。请确认此邮箱为您的常用邮箱，以便您能及时收到学校发送的重要通知。  
您的注册信息为：  
用户名为：[redacted]，密码为 [redacted] 核对用户名和密码  
请点击下面的链接，激活账号。  
注册激活链接入口：<http://apply.isc.bit.edu.cn/member/active.do?password=3773.com&credential=dc66abd702034b6f9279a1109747334f&username...>

详情请登录 [北京理工大学国际学生服务平台](#) 查看

6. 用注册好的账号登录系统，然后点击“添加绑定学习信息”。





7. 如实填写你的1、国籍，2、出生日期，3、学号。然后点击提交



8. 成功绑定个人学习信息。请牢记你的登录账号及密码。

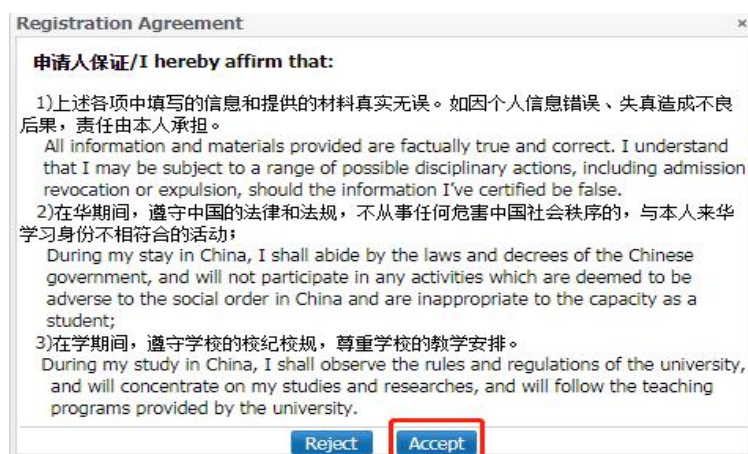
# Guide for Binding Study Information to BIT System



1. Register at <http://apply.isc.bit.edu.cn/>



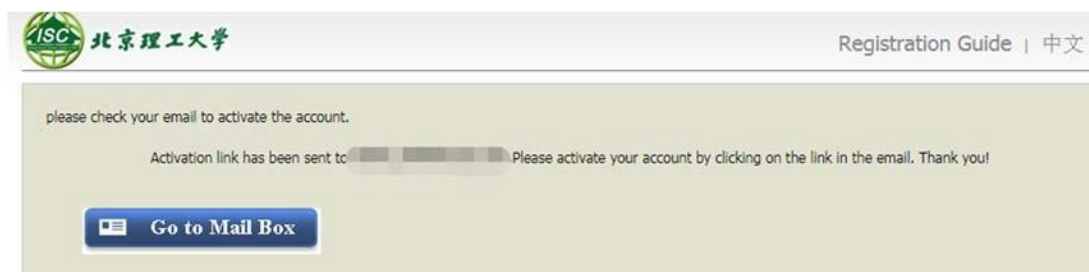
2. Accept the agreement.





3. Put in User name, Password, Confirm Password, E-mail and Verify Code, then click Register button. After successful registration, an account activate link will be sent to your email. Please activate your account by clicking the link.

4. Check your email when you received the information.



5. You will receive an email with the subject "Bit University Online Application System for International Students", and click the link to activate.

You have already registered on Beijing Institute of Technology Online Application System for International Students by using this Email address. Please ensure that it is your frequently used email address as the University can email you when necessary.

The registered information is as follows:

User name is [redacted], password is [redacted]

Please click the link to activate your account.

Entry for activation [http://apply.isc.bit.edu.cn/member/active.do?password=3773.COM&credential=f4163de5c491457d83c82079cdc772e1&username=\[redacted\]](http://apply.isc.bit.edu.cn/member/active.do?password=3773.COM&credential=f4163de5c491457d83c82079cdc772e1&username=[redacted])

For more information, please login on the system. [Beijing Institute of Technology Online Application Platform](#).

您已在“北京理工大学国际学生服务平台”中用此邮箱地址注册。请确认此邮箱为您的常用邮箱，以便您能及时收到学校发送的重要通知。

您的注册信息为：

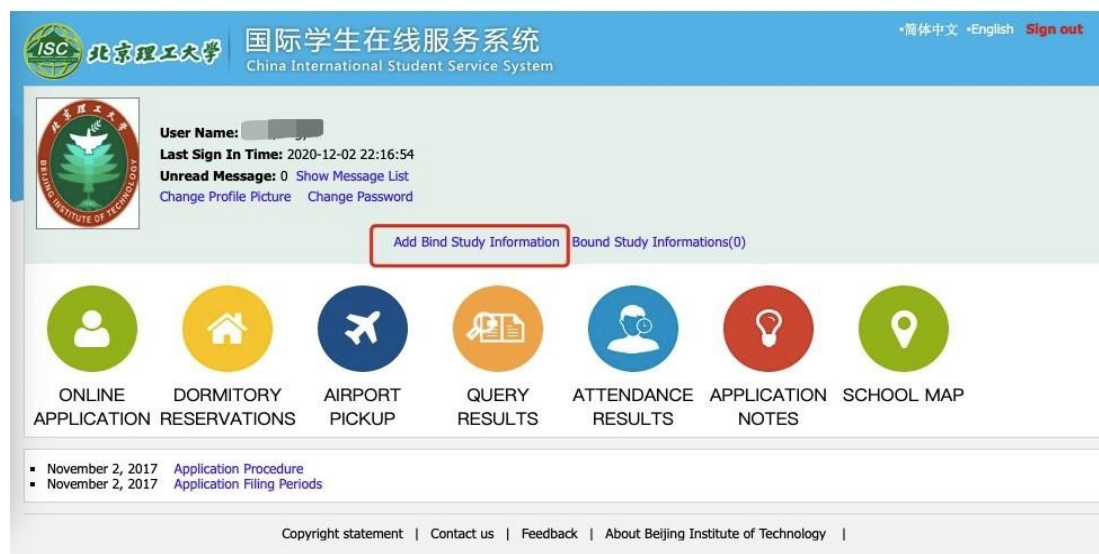
用户名为：[redacted] 密码为 [redacted]

请点击下面的链接，激活账号。

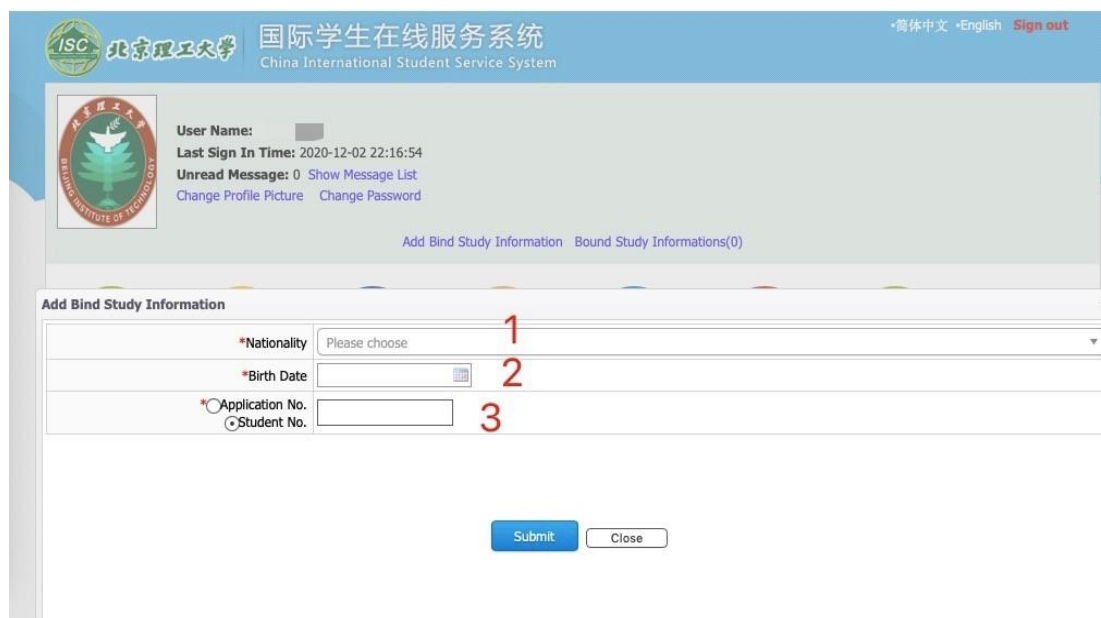
注册激活链接入口：[http://apply.isc.bit.edu.cn/member/active.do?password=3773.COM&credential=f4163de5c491457d83c82079cdc772e1&username=\[redacted\]](http://apply.isc.bit.edu.cn/member/active.do?password=3773.COM&credential=f4163de5c491457d83c82079cdc772e1&username=[redacted])

详情请登录 [北京理工大学国际学生服务平台](#)查看

6. Log into the system by your ID, and click “Add Bind Study Information”



7. Input your 1. Nationality, 2. Birth Date, 3. Student ID number. And click “Submit”



8. Successfully bind your study information. Please don't forget your account ID and password.

ISC 北京理工大学 国际学生在线服务系统 China International Student Service System

语言: 中文 English Sign out

User Name: [redacted]  
Last Sign In Time: 2020-12-02 22:26:13  
Unread Messages: 0 Show Message List  
Change Profile Picture Change Password

Student No.: 18 [redacted] Passport No.: [redacted]  
Chinese Name: [redacted]  
Gender: Male Birth Date: [redacted] Nationality: [redacted]  
Apply Type: Undergraduate Student  
Study Duration: 2019-09-01-2022-07-15  
Department&Major: School of [redacted] on

Add Bind Study Information Bound Study Information(1)

ONLINE APPLICATION DORMITORY RESERVATIONS AIRPORT PICKUP QUERY RESULTS ATTENDANCE RESULTS APPLICATION NOTES SCHOOL MAP

- November 2, 2017 Application Procedure
- November 2, 2017 Application Filing Periods

Copyright statement | Contact us | Feedback | About Beijing Institute of Technology |

Activate Windows  
Go to Settings to activate Windows

## 北京理工大学在线交费指南 Guide for BIT Online Payment

1. 浏览器：Google Chrome
2. 网址：http://apply.isc.bit.edu.cn/

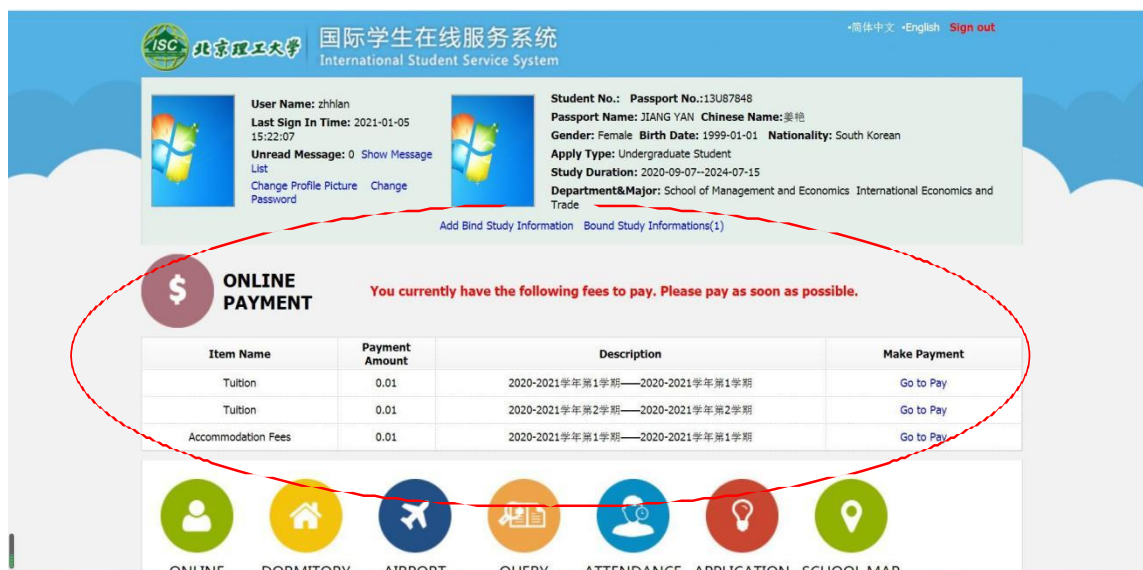


3. 登录(Sign in)



4. 查看待缴费项目并交费(Find “ONLINE PAYMENT” and click “Go to Pay”)





### 5. 确认支付(Click “Check and pay”)

Tuition 2020-2021学年第一学期 Payment Information

Order No.	Pay to	Tuition	Commission Fee	Total	Payment Status
20210105-100105-0000	Beijing Institute of Technology	¥0.01	¥0.00	¥0.01	Unpaid

Check and pay

### 6. 支付方式一：微信支付(By WeChat Pay)

选择“微信支付”，点击“确认支付”。Tick “微信支付” and click “确认支付 (Confirm)”。

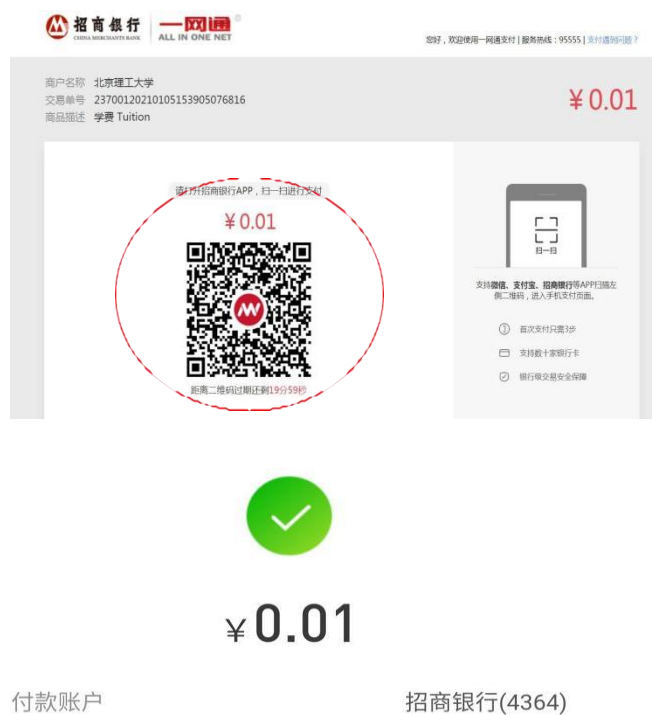
扫码支付，Scan the QR code and pay.



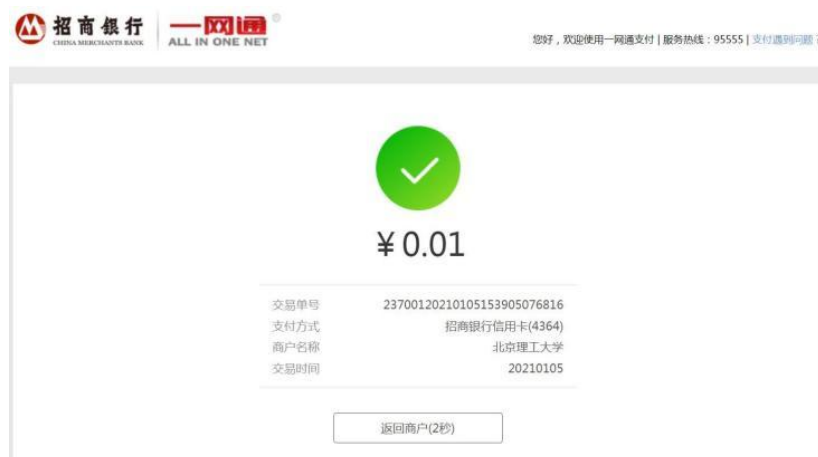
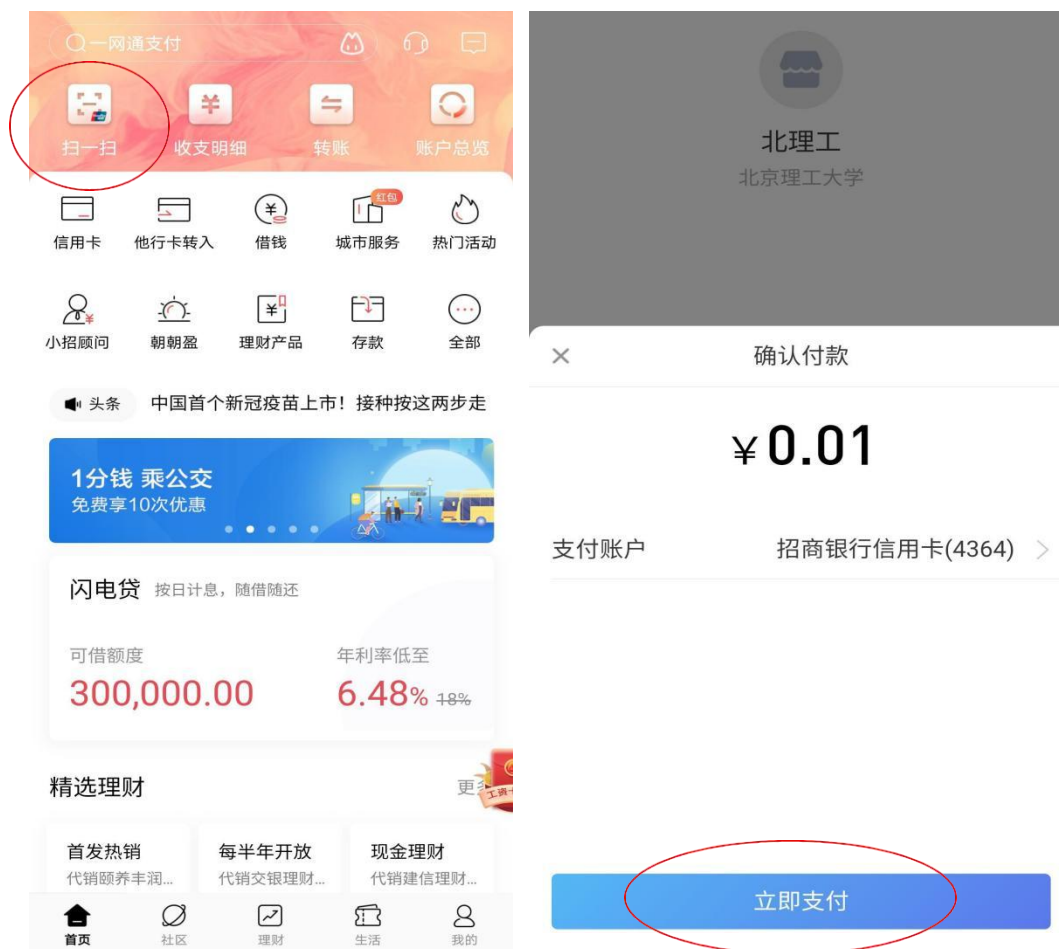


### 7. 支付方式二：招商银行一网通(By China Merchant Bank App)

选择“招商银行一网通”，点击“确认支付”。Tick “招商银行一网通” and click “确认支付 (Confirm)”.



打开招行 APP, 点击扫一扫, 扫描网页上出现的二维码, 然后点击“立即支付”。  
Open China Merchant Bank App and scan the QR code shown on the webpage.  
Click “立即支付” and pay. )



## 8. 支付方式三：国际卡支付(VISA/MASTER/JCB Card...)

选择“万事达外币支付”，点击“确认支付”。Tick “万事达外币支付” and click “确认支付 (Confirm)”.

支付订单

订单号 20210106-237001-2853375350-20181000025

支付内容 住宿费 Accommodation Fees

支付金额 ¥0.01元

付款用户 JIANG YAN姜艳, 20181000025

收款单位 留学生中心

支付方式

- › 万事达支付额度受开户行限制
- › 零钱通单笔无限额; 银行卡支付限额参考[微信支付交易限额官方说明](#)
- › 招行卡单笔限额15万元; 他行卡片依所在银行规定
- 万事达外币支付
- 微信支付
- 招商银行一网通

确认支付

填写银行卡信息。Fill in bank card information.

Beijing Institute of Technology

安全支付

您尚余 9.39, 可缴付这笔款项

卡号 \*

过期月份 \* 过期年份 \*

月 年

持卡人姓名 \*

安全码 \*

卡面背面的 3 位数字

勾选“确认付款”后点击“立即付款”。Tick “确认付款(Confirm)” and click “立即付款(Pay)”.

城市 州/省/自治区/直辖市

邮政编码 国家/地区

选择国家/地区

您尚余 8.33, 可缴付这笔款项

订单详细信息

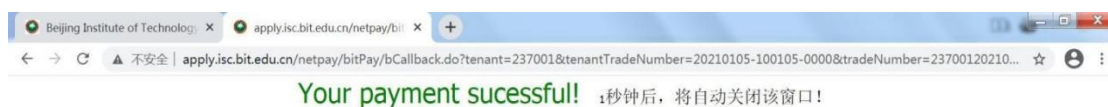
住宿费 Accommodation Fees, 2020-2021 学年第一学期

总计 CNY: ¥0.01

确认付款

取消 立即付款

9. 支付完成 (“Your payment successful”)







来华留学生保险

# Online payment Instruction.

## 网上支付看这里 轻松缴费我帮你



PC端  
PC terminal

### Step. 1

登录留学保险网  
Login to lxbx.net

www.lxbx.net



### Step. 2

输入护照号和验证码  
Passport number  
and verification code



### Step.5

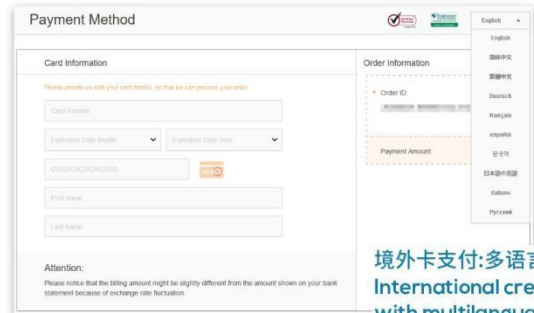
支付完成  
Payment completed



邮箱留存凭证  
Send purchase receipt

### Step.4

支付方式  
Payment method



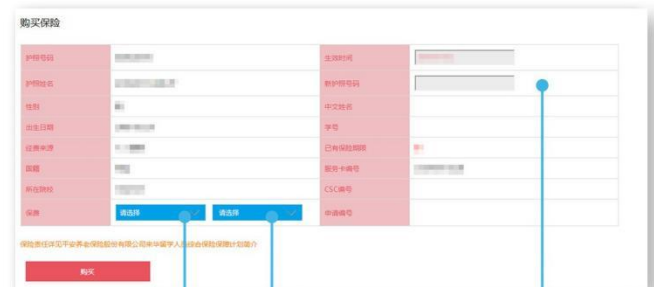
境外卡支付:多语言支持  
International credit cards  
with multilanguage support

### Step.3

购买保险  
Buy Insurance

购买保险

点击购买  
Click to purchase



选择保费  
Choose Insurance  
package

新护照号  
Input new passport  
number here





来华留学生保险

# Online payment Instruction.

## 网上支付看这里 轻松缴费我帮你



手机端  
Mobile terminal

### Step.1

扫描二维码  
Scan the QR Code



### Step.2

输入护照号和验证码  
Passport number  
and verification code

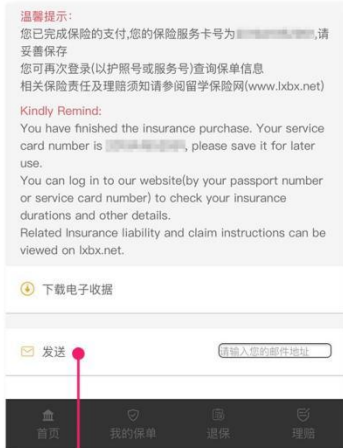


### Step.3

点击购买  
Click to purchase



### Step.5



邮箱留存凭证  
Send purchase receipt

我已阅读并确认保险保障内容及免除责任

请阅读勾选  
By checking this box,  
I acknowledge all the conditions

下一步

点击下一步  
Clicking to continue

保险期间为 [ ] 到 [ ]，是否购买？

否 是

确认保险期限  
Confirm the insurance period  
to purchase

### Step.4

选择保费  
Choose Insurance package



服务支持热线  
Customer Service

400-810-5119



# 学业指南





北京理工大学上课时间表

上 午	第一大节	第一小节	08:00 - 08:45
		第二小节	08:50 - 09:35
	第二大节	第三小节	09:50 - 10:35
		第四小节	10:40 - 11:25
		第五小节	11:30 - 12:15
下 午	第三大节	第六小节	13:20 - 14:05
		第七小节	14:10 - 14:55
	第四大节	第八小节	15:10 - 15:55
		第九小节	16:00 - 16:45
		第十小节	16:50 - 17:35
晚 上	第五大节	第十一小节	18:30 - 19:15
		第十二小节	19:20 - 20:05
		第十三小节	20:10 - 20:55

此作息时间表自2014年9月1日起实行。

党政办公室印发  
2020年6月22日



北京理工大学

2020-2021学年  
教学日历

2020年6月





2020-2021学年第一学期

学期	星期 月/日	一	二	三	四	五	六	日	月	备注
毕小学期	一	29	30	1	2	3	4	5	七月	1. 2020年7月15日结束上半年教学环节、完成毕业生答辩、完成派遣离校工作。 2. 2020年9月4日学生注册。 3. 本科生秋季学期第1-3周(9月7日-9月27日)为实践周。 4. 第20、21周为集中考试周。
	二	6	7	8	9	10	11	12		
	三	13	14	15						
(夏季学期)	一	20	21	22	23	24	25	26	八月	
	二	27	28	29	30	31	1	2		
	三	3	4	5	6	7	8	9		
	四	10	11	12	13	14	15	16		
	五	17	18	19	20	21	22	23		
	六	24	25	26	27	28	29	30		
	七	31	1	2	3	4	5	6		
	八	7	8	9	10	11	12	13		
秋季学期	一	14	15	16	17	18	19	20	九月	
	二	21	22	23	24	25	26	27		
	三	28	29	30	31	1	2	3	十月	
	四	5	6	7	8	9	10	11		
	五	12	13	14	15	16	17	18		
	六	19	20	21	22	23	24	25		
	七	26	27	28	29	30	31	1	十一月	
	八	2	3	4	5	6	7	8		
	九	9	10	11	12	13	14	15		
	十	16	17	18	19	20	21	22		
	十一	23	24	25	26	27	28	29		
	十二	30	1	2	3	4	5	6	十二月	
	十三	7	8	9	10	11	12	13		
	十四	14	15	16	17	18	19	20		
	十五	21	22	23	24	25	26	27		
	十六	28	29	30	31	元旦	2	3		
	十七	4	5	6	7	8	9	10		
	十八	11	12	13	14	15	16	17		
	十九	18	19	20	21	22	23	24		
	二十	25	26	27	28	29	30	31	一月	

2020-2021学年第二学期

学期	星期 月/日	一	二	三	四	五	六	日	月	备注
冬季学期	一	1	2	3	4	5	6	7	二月	1. 2021年2月12日春节。 2. 2021年2月28日学生注册。 3. 4月23日下午、24日全校运动会。 4. 第17、18周为集中考试周。 5. 2021届毕业生毕业设计(论文)答辩、离校时间另行安排。
	二	8	9	10	11	春节	13	14		
	三	15	16	17	18	19	20	21		
	四	22	23	24	25	26	27	28		
春季学期	一	1	2	3	4	5	6	7	三月	
	二	8	9	10	11	12	13	14		
	三	15	16	17	18	19	20	21		
	四	22	23	24	25	26	27	28		
	五	29	30	31	1	2	3	清明		
	六	5	6	7	8	9	10	11		
	七	12	13	14	15	16	17	18		
	八	19	20	21	22	23	24	25		
	九	26	27	28	29	30	劳动节	2		
	十	3	4	5	6	7	8	9		
	十一	10	11	12	13	14	15	16		
	十二	17	18	19	20	21	22	23		
	十三	24	25	26	27	28	29	30		
	十四	31	1	2	3	4	5	6		
	十五	7	8	9	10	11	12	13		
	十六	14	15	16	17	18	19	20		
	十七	21	22	23	24	25	26	27		
	十八	28	29	30	1	2	3	4	七月	



## 统一身份认证登陆操作说明

人员入校后需激活统一身份认证账号、开通上网账号和电子邮箱，统一身份认证账号用于登录校内已整合统一身份认证的系统（如图1）。上网账号用于通过校园网访问校外网络资源，电子邮箱可以收发Email。

图1

新入校人员需自备中国大陆的手机号、微信和银行卡（可选），手机号用于接收验证码，微信用于扫描二维码，银行卡和微信绑定后可以给上网账号充值。

### 一、激活统一身份认证账号并开通邮箱和上网账号：

1. 使用浏览器访问login.bit.edu.cn，点击“注册激活”，输入学号或者工号、姓名、证件号，输入验证码并点下一步（如图2）

图2

2. 输入中国大陆的手机号，点击“发送验证码”，输入接收到的验证码并点击下一步（如图3）



图3

3. 输入非bit.edu.cn后缀的Email账号，点击“发送验证码”，输入接收到的验证码并点击下一步。（此步可跳过）（如图4）



图4

4. 设置密码（如图5），该密码为统一身份认证、上网账号和邮箱的初始密码，之后统一身份认证、上网账号和邮箱的密码可以单独修改。



图5

5. 统一身份认证账号激活完成，上网账号和电子邮箱开通完成。

## 二、上网账号充值：

本科生、研究生、留学生使用上网账号访问校外网络资源的收费标准为基础费用10元/月，教工基础费用为15元/月，基础费用包含100G上网流量，使用流量超过100G后限速，上行流量和下行流量同时计入上网流量，请注意下载工具的上传功能消耗的流量。



1. 登录<http://nsc-mis.info.bit.edu.cn/selfServicePaid>，进行缴费（如图6）。

图6

2. 点击“确认缴费”，（如图7）。

图7

3. 选择支付方式，并且使用相应的APP扫描二维码（如图8）。请不要扫描下图中的二维码，每次充值二维码会自动生成。

图8

4. 网费充值是将金额充值到电子钱包，需要二次划转后转入上网账号。划转网费需登录10.0.0.55 点击“自助服务”（如图9）。



图9

5. 使用上网账号和密码登录自服务（如图10）。

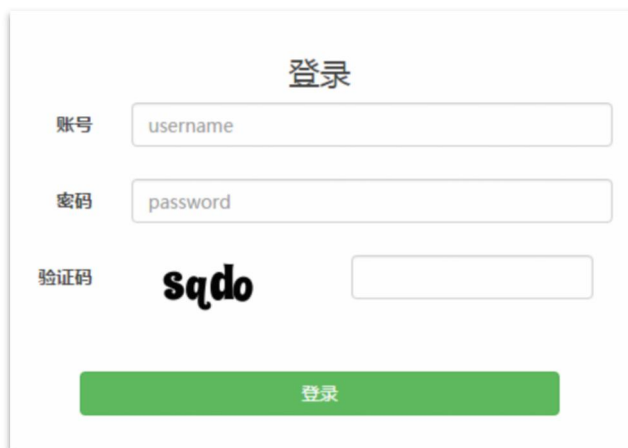


图10

6. 点击“产品充值”，输入续费金额将费用从电子钱包划转到上网账号（如图11、图12），网络使用费用超出上网账号金额后需要再次从电子钱包划转才可以访问校外资源。



图11



图12

### 三、修改统一身份认证密码

1. 用户登录login.bit.edu.cn,点击“忘记密码”（如图13）

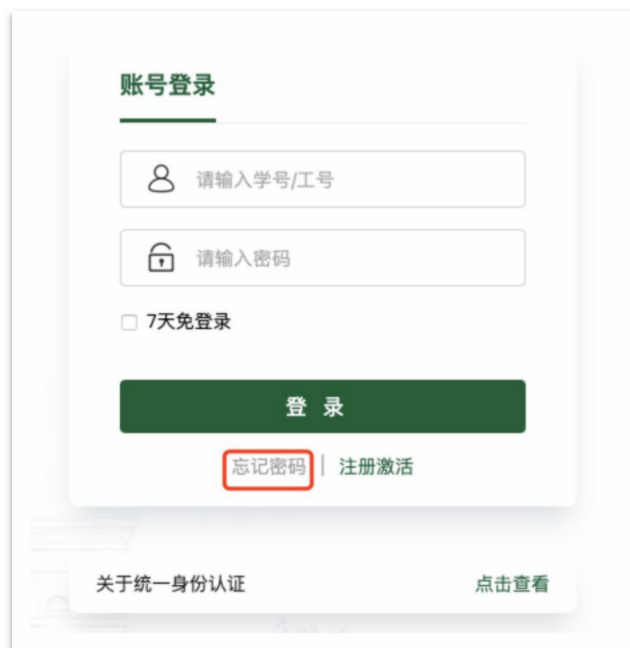


图13

2. 点击“通过手机号重置”（如图14）



图14

3. 输入学号或工号、密保手机并输入验证码（如图15）



图15

4. 输入接收到的验证码，并设置新密码（如图16）。



图16

5. 如系统中无用户手机号，用户无法通过手机找回，请持证件到网络信息技术中心312修改手机号后再次找回密码。

#### 四、修改邮箱和上网账号密码

1. 用户登录login.bit.edu.cn,输入统一身份认证用户名和密码登录（如图17），如用户忘记统一身份认证密码请参照第三部分找回统一身份认证密码。

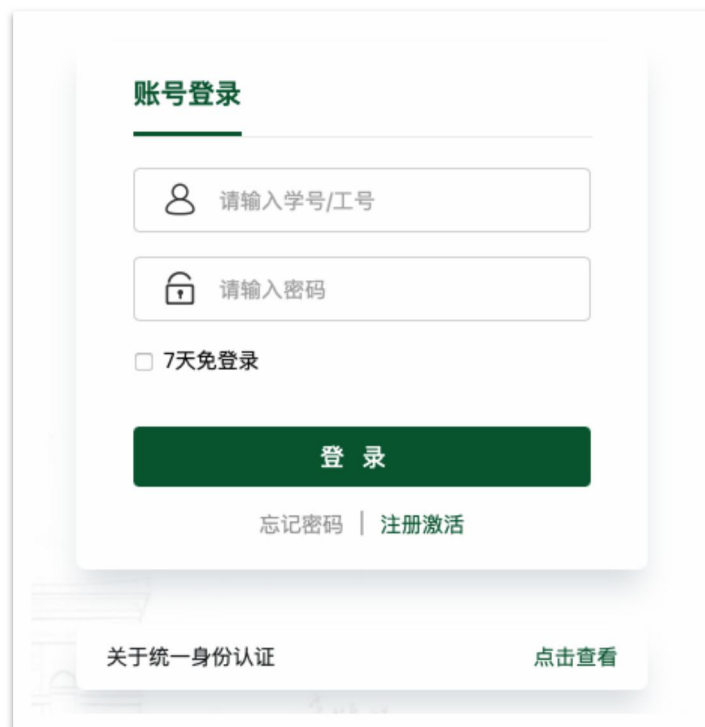


图17

2. 用户如更换过手机号可以自行设置新手机号，（如图18），进入账户设置界

面。



图18

3. (如图19) 点击“重置密码”，可以重设邮箱密码。



图19

4. 点击“发送验证码”，输入接收到验证码，进入新密码设置页面（如图20）。



图20

5. 重新设置邮箱密码（如图21）。

重置上网账号密码

校园网账号

新密码

新密码确认

✓ 确定

图21

## 五、无线网使用说明

学生宿舍区校园无线网广播两个SSID（无线网名称），一个是BIT-Web，适用于笔记本电脑，连接后需登录学校计费网关（余额需大于月租费用）才能访问互联网；一个是BIT-Mobile，主要用于手持终端如手机、Pad等，连接后输入上网账号和用户名就可以直接访问互联网。

## Guide for Activating Central Authentication Service Account

New students & staff should activate unified authentication account, open internet, and email account. The Unified Authentication Account is used for logging in unified authentication on-campus system (see Chart 1), the internet account is for accessing to off-campus network, the email account is to send and receive emails.

Chart 1

New students & staff should prepare Chinese mobile numbers, WeChat ID, and bank cards (optional). The Chinese mobile number is used for receiving verification codes, WeChat is used to scan the QR code, and you can pay an internet fee after binding the bank card with WeChat.

### 1. Activate unified authentication account and open email & internet account.

1.1 Please use the browser to access [login.bit.edu.cn](http://login.bit.edu.cn), click "注册激活", you should enter your information and click "下一步" (next step) (see Chart 2).

A registration form with the following fields and values:

- Name: 赵 [blurred]
- ID or Passport No.: 502024 [blurred]
- Student Number: [blurred]  
enrollCode or badgeNumber
- CAPTCHA CODE: YAZXSJ (with a CAPTCHA image showing YAZXSJ)

Chart 2

1.2 Enter the Chinese mobile number and click “发送验证码”(send verification code), then enter the code that you received and click “下一步” (next step) (see Chart 3).

A form for mobile verification with the following fields and values:

- Mobile: 18800 [blurred] (with a green button: 277second to resend)
- Verify Code: 071971

Chart 3

1.3 Enter the email account without the bit.edu.cn suffix , click“发送验证码” (for the system to send a verification code to your mobile) , then enter the code that you received and click “下一步” (next step) . (This step can be skipped) ( see Chart 4)

A form for email verification with the following fields and values:

- E-mail: [blurred] (with a green button: Send E-mail)
- Verify Code: 750431

Additional text: Please do not use bit.edu.cn

Chart 4

1.4 Set the password (see Chart 5). This is the initial password for the Unified Authentication Account, internet account, and email account. You can modify the passwords afterwards.



Chart 5

1.5 Your unified authentication account has been activated, and your email & internet account is now open.

## 2. Internet fee Top Up:

The basic internet fee is 10 yuan per month for undergraduate students, postgraduate students, and international students, and 15yuan per month for staff, within a 100G net flow threshold. After the 100G threshold, the speed will be limited. Both upstream and downstream flow will be counted in, so please pay attention to the data consumption that download tools consume when uploading.

2.1 Log in <http://nsc-mis.info.bit.edu.cn/selfServicePaid> , (see Chart 6).

Chart 6

2.2 click“确认缴费”(Confirm the payment)(see Chart 7).

欢迎使用在线自助网费充值系统

请核对并确认缴费信息

★ 上网账号: \_\_\_\_\_

★ 学号/工号: \_\_\_\_\_

★ 用户姓名: \_\_\_\_\_

★ 缴费金额: 元(RMB)

确认缴费

Chart 7

2.3 Select the payment method and scan the QR code with the corresponding APP (see Chart 8). Please do not scan the QR code in the figure below. The QR code will be generated automatically each time you recharge.

支付订单

订单号 30300120210825152147917185

支付内容 校园网网费

支付金额 ¥ 元

付款用户

收款单位 网络信息技术中心

请使用微信支付扫码付款

Chart 8

2.4 This top-up method is to prepay the fee in the E-wallet, and you need to transfer the payment into the internet account. Please access 10.0.0.55 and click“自服务”(Self-service)(see Chart 9).

用户名/username

密码/password

忘记密码 客户端下载

登录 自助服务

在线充值 经费卡充值

Chart 9

2.5 Log in with your internet account and password (see Chart 10).

The login form is titled "登录" (Login). It contains three input fields: "账号" (Account) with the placeholder "username", "密码" (Password) with the placeholder "password", and "验证码" (Verification Code) with the placeholder "sqdo". Below the fields is a green button labeled "登录" (Login).

Chart 10

2.6 Click "产品充值" (Product recharge), enter the amount and transfer the money from E-wallet to the internet account (see Chart 11、Chart 12). If the fee inside the account is not enough, you need to transfer money from your E-wallet to your account again to access the off-campus network.

The user information page shows fields for "用户名" (Username), "姓名" (Name), and "状态" (Status) which is "正常" (Normal). At the bottom, there are three buttons: "钱包充值" (Wallet Recharge), "产品充值" (Product Recharge), and "购买套餐" (Purchase Package). The "产品充值" button is highlighted with a red box.

Chart 11

The product recharge form includes fields for "账号" (Account), "电子钱包" (E-wallet) with a value of 0.00, "产品" (Product), and "金额" (Amount). Below these fields are four buttons for amounts: "¥10", "¥20", "¥30", and "¥50". A green "提交" (Submit) button is highlighted with a red box. A提示 (Notice) at the bottom states: "此功能将电子钱包的钱充值到产品中" (This function will recharge the money from the e-wallet to the product).

Chart 12

### 3. Modify the password of unified authentication account:

3.1 Log in“login.bit.edu.cn” and click “忘记密码“（forget the password）（see Chart 13）

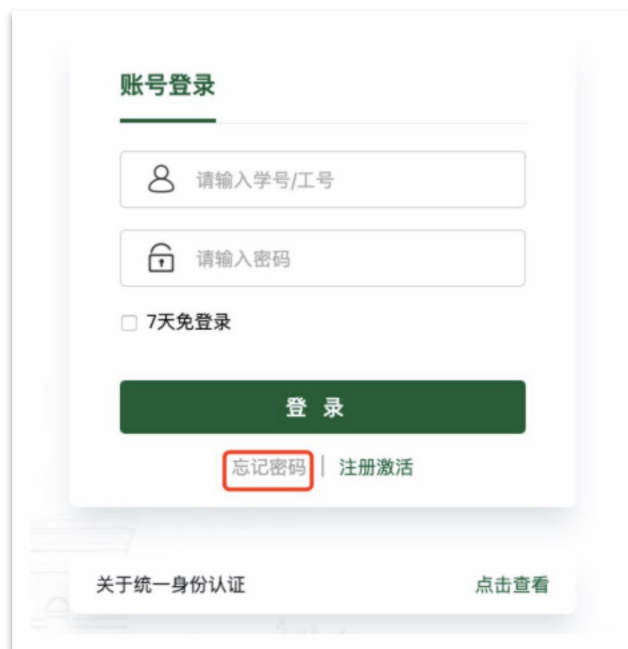


Chart 13

3.2 Click“通过手机号充值”(retrieve password via phone number)(see Chart 14)



Chart 14

3.3 Enter the student/staff number, mobile number, and verification code (see Chart 15).

Chart 15

3.4 Enter the received verification code and set a new password (see Chart 16).

Chart 16

3.5 If your mobile number is not in the system and you cannot retrieve the password, please go to Network Center Room 312 to modify the mobile number with the student card and retrieve the password.

## 4. Modify the email and internet account passwords:

4.1 Please log in “login.bit.edu.cn” and enter the user’s name and password of the Unified Authentication Account (see Chart 17). If you forget the password, please refer to Part III and retrieve it.

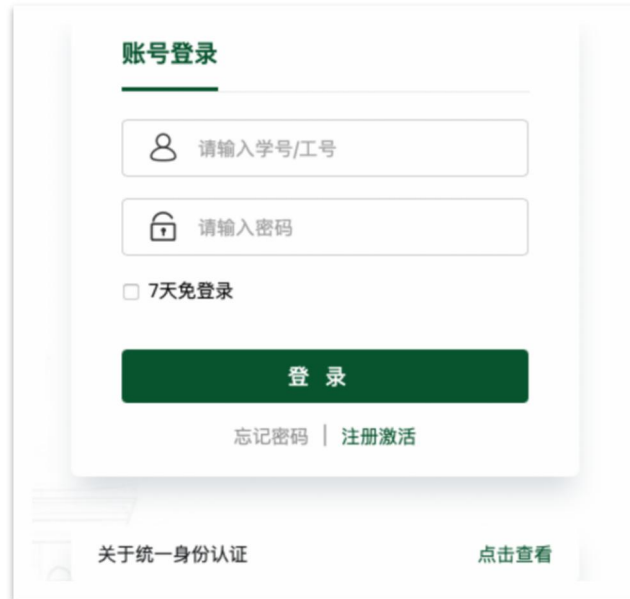


Chart 17

4.2 If you have changed your mobile phone number, you can set a new mobile phone number (see Chart 18).



Chart 18

4.3 (see Chart 19) Click“重置密码” (reset the password), and then you can reset the password of your email account.



Chart 19

4.4 Enter the mobile number and click “发送验证码”(send verification code), enter the code you received, then click to new password page(see Chart 20).

Chart 20

4.5 Reset the password of the email account (see Chart 21).

Chart 21

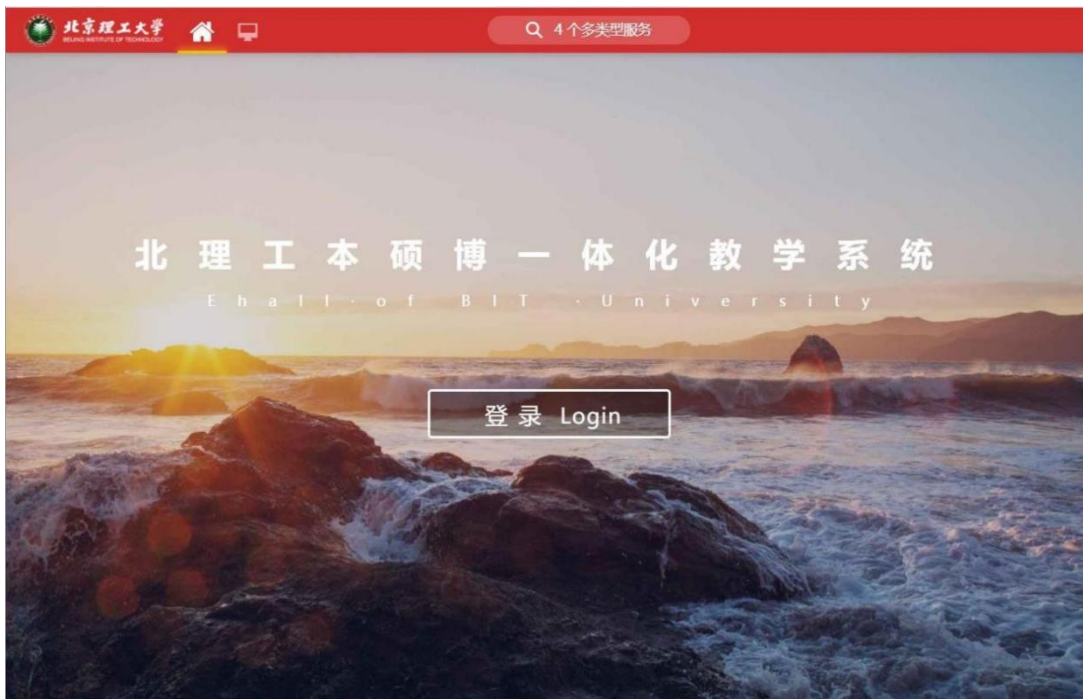
## 5. Instructions for wireless network

The campus wireless network in the student dormitory area broadcasts two SSIDs (wireless network name). One is BIT-Web, which is suitable for laptops. After connecting, you need to log in to the school billing gateway (the balance must be greater than the monthly rent) to access the Internet. The other is BIT-Mobile, which is mainly used for handheld terminals such as mobile phones and pads. After connecting, you can directly access the Internet by entering your internet account and user name.

## 本科生课表查询

### Undergraduate Course Timetables Query

1. 登录北理工本硕博一体化教学系统 <http://jxzxehall.bit.edu.cn>



Log into “Ehall of BIT University” (click the website listed above)

2. 点击**登录 Login** 出现以下界面，使用统一身份认证登录，用户名即校园卡以及校园卡密密码登录，**若未修改初始密码，详见下图右侧说明!!!**

Click “Login” and you should see the page listed below, please use your Unified Identity Authentication account to log in, the username is your ID card number and the password is your ID card password. **If you haven't changed the default password yet, refer to the right**

推荐使用 Chrome、360 浏览器登录)

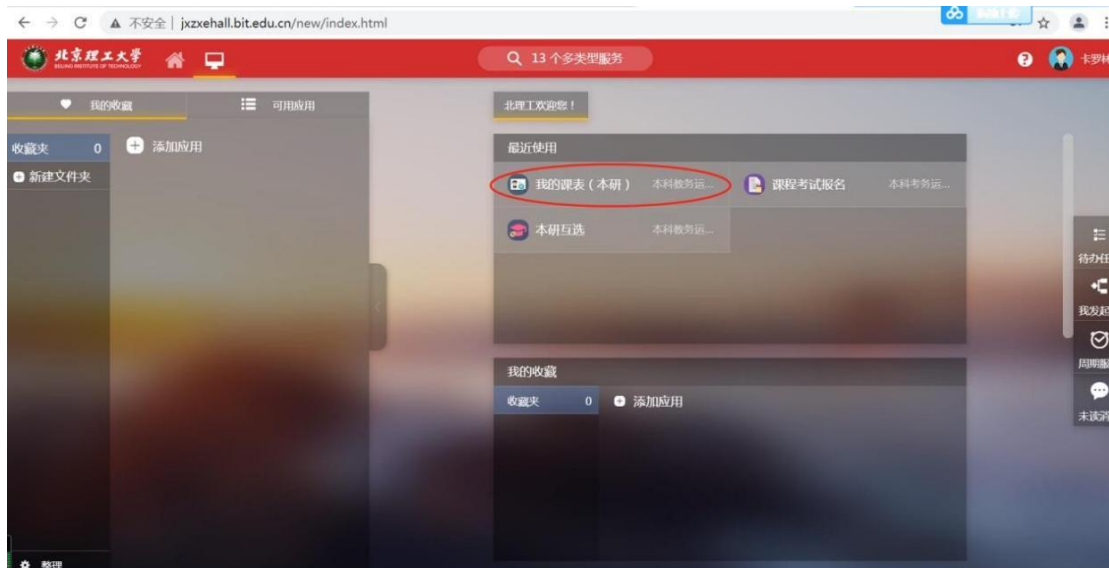
(Chrome and 360 Browser are recommended for login)





### 3. 点击我的课表（本研） 查询课表

Click on “My schedule (Bachelor and Masters)” to view your schedule



# 本科生选课操作指南

## Guide for Undergraduate Course Selection

### 1. 登录选课系统

登录入口地址 Login entrance

address : [http://xk.bit.edu.cn/xsxkapp/sys/xsxkapp/\\*default/index.do](http://xk.bit.edu.cn/xsxkapp/sys/xsxkapp/*default/index.do)

校外需访问 <https://webvpn.bit.edu.cn>连接VPN，查找“本科生选课系统”。登录账号即统一身份认证的学号和密码。

Off-campus access required : <https://webvpn.bit.edu.cn>. Connect to the VPN and look for "Undergraduate Course Selection System". The login account is your Unified ID number and password.



### 2. 选课名词解释

The main explanation of the terminology in the previous section of the course selection system.

#### 2.1 选课轮次名称

Name of course selection rounds

选课轮次是指选课会分阶段进行，一般有三个阶段。其中，第一阶段分为两轮。具体时间可参见教学运行与考务中心官方发布的选课通知。

Course selection rounds refer to the fact that course selection will be carried out in stages, there are generally 3 stages. the first stage is divided into two rounds.

The specific time can be found in the official notice of course selection issued by the

Center for Teaching Operations and Examination Services.



## 2.2 选课模式

Course Selection Mode

选课模式包括预选和正选

The course selection mode includes pre-selection and positive selection.



预选：未超容量课程选课即选中，超容量课程抽签决定选中学生。

正选：先到先得，选课即选中。

Pre-selection: The students will be selected when the courses are not over capacity, and the students will be selected by lottery when the courses are over capacity.

Regular selection: first-come, first-served, the course is selected.

## 3. 选课操作

3.1 登录系统后如下示例图，点击「开始选课」进行选课。选课前或者选课过程中遇到问题，可查看本页面下端常见问题解答。

After logging into the system as shown in the example below, click "Start Course Selection" to select a course. If you encounter any problems before or during the course selection process, you can check the FAQ at the bottom of this page.



### 3.2 界面说明

Interface description.



### 4. 系统推荐课程和体育课选课操作

the system recommended courses and physical education class selection operation.

若课程有多教学班，点击课程，展开查看可选项目信息，根据上课周次、时间、地点等信息进行选择。

注意：上课时间、地点可能显示不全，请把鼠标放在上课时间、地点处，查看完整的课程安排。

If the course has multiple classes, click on the course, expand to view the available program information, and select according to the class week, time, and location.

Note: The class time and location may not be displayed in full, please mouse over the class time and location to view the complete course schedule.

2021-2022学年1学期 1-19周 良乡校区 切换

是否冲突: --请选择-- 课程性质: --请选择-- 课程类别: --请选择-- 请输入关键字

课程号	课程名称	可选组数	课程类别	课程性质	开课单位	学分	选课说明
100091224	物质科学导论	2	公共基础课程	选修	材料学院	2	

注意此处的选课说明，以免达不到选课要求选错课。Pay attention to the course selection instructions here so that you do not fail to meet the course selection requirements and take the wrong course.

1. 点击展开按钮，出现课程所有教学班卡片。1. Click the Expand button to bring up all the teaching class cards of the course.

2. 教学班卡片包含教学班上课安排、容量、已报人数、选课特殊要求等信息。请先查看课程相关信息，再选课。The class card contains information on class schedule, capacity, number of enrolled students, special requirements for class selection, etc. Please check the information about the course first before you select a class.

3. 单击卡片空白处，弹出选课选项，预选阶段须填写选课志愿等级。Click on the blank space of the card to bring up the course selection option, the pre-selection stage must fill in the voluntary level of the course selection.

#### 4.1 公选课/拓展英语选课操作。

Operation of public/extended English course selection.

公选课选课页面以教学班列表显示。根据教学班信息，选择相应课程即可。

Operation of public/extended English course selection. The public course selection page is displayed as a list of classes. According to the class information, you can select the corresponding course.

Wisedu 选课 Course-Variate 系统推荐课程 方案内课程 方案外课程 校公选课/拓展英语 必修课程 体育课 辅修 全校课程查询 返回主页 退出

2021-2022学年 1学期 1-19周 良乡校区 切换

是否冲突: --请选择-- 是否已选: --请选择-- 选课类别: --请选择-- 课程性质: --请选择-- 请输入关键字

课程编号	课程名称	上课教师	上课时间地点	课容量	已选人数	选课类别	学分	选课说明	操作
100245517101	英国文学	胡晓翠	4-19周 星期四 1-2节 3号 楼330	35	0	专项英语			
100245517102	英国文学						2		
100245529101	看电影研析						2		
100930001125	大学生心理素质发展								
9990026401	智能机器人创意与设计	魏光斌于会忠	8-18周 星期三 11-13节 8号楼1009	60	0	实践训练类课程-科技实验			

注意此处的选课说明，以免达不到选课要求选错课Pay attention to the course selection instructions here so that you do not fail to meet the course selection requirements and take the wrong course.

1. 单击选择按钮，弹出选课选项，预选阶段须填写选课志愿等级。1. Click the Select button to bring up the course selection options. The pre-selection stage must be filled in with the course selection volunteer level.

4.2 系统推荐课程和体育课选课成功后，课程状态显示已选，点击卡片上“退选”按钮可进行退课。公选课退课须在【已选志愿—公选课（已选）】（预选阶段）或【已选课程—已选课程】（正选阶段）中退选。V. After the successful selection of system recommended courses and physical education courses, the status of the courses shows that they have been selected, click the "Withdraw" button on the card to withdraw from the courses. Withdrawal from public courses must be made in [Selected Volunteers - Public Courses (Selected)] (pre-selection stage) or [Selected

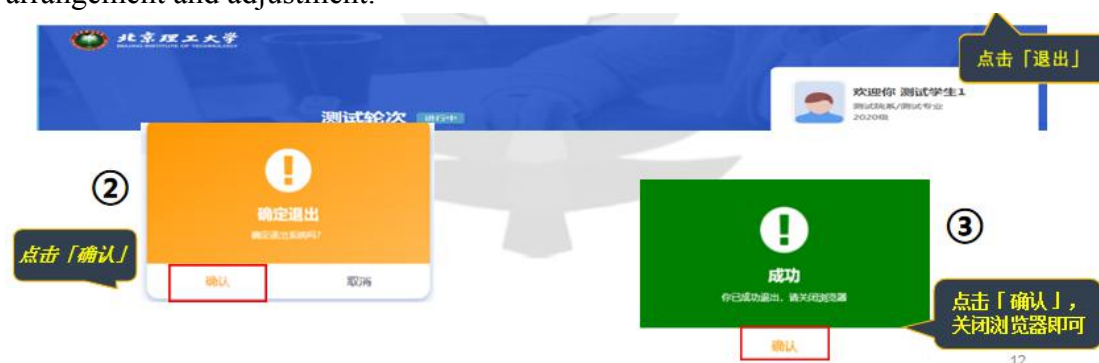


Courses - Selected Courses] (positive selection stage).



4.3 课程选择完成并确认完毕后退出系统即可。本人选课结束之后，建议在在本硕博一体化教学系统（<http://jzxzeshall.bit.edu.cn>）中查看【我的课表（本研）】，以确定最终选课结果和调课情况，以免错过课程安排和调整。

after the course selection is completed and confirmed, you can exit the system. After the course selection is finished, it is recommended to check [My Class Schedule (this study)] in the integrated teaching system (<http://jzxzeshall.bit.edu.cn>) to determine the final course selection result and course transfer so as not to miss the course arrangement and adjustment.



## 5. 选课通知请关注教学运行与考务中心网站和公众号教学运行与考务中心网址 <http://jzxz.bit.edu.cn>

Please pay attention to the website and public number of the Center for Teaching, Learning, Operation and Examination Services for course selection notices

The website of the Center for Teaching, Learning, Operations and Testing is  
<http://jzx.bit.edu.cn>

公众号名称：北理教学中心





# 本科生成绩查询

## Undergraduate Course Scores Query

1. 登录**教务部教学一体化服务平台** [jwms.bit.edu.cn](http://jwms.bit.edu.cn) 校外访问需进入 [webvpn.bit.edu.cn](http://webvpn.bit.edu.cn)  
Log in into the Teaching Integrated Platform at [jwms.bit.edu.cn](http://jwms.bit.edu.cn), and for off-campus students, please use the link [webvpn.bit.edu.cn](http://webvpn.bit.edu.cn)



2. 点击**课程成绩查询**板块  
Click on the **Course Score Query** tab.



### 3. 选择开课时间所对应的学期或直接键入正确课程名称浏览相关成绩

Then select the semester corresponding to the start time of the course or directly enter the correct course name to view the scores.

[首页](#) » [考试成绩](#) » [课程成绩查询](#) » [查询列表](#)

[返回](#)

查询条件: 开课时间【2019-2020-2】

已获得学分: 110.5

未获得学分: 136

序号	开课学期	课程编号	课程名称	成绩	成绩标识	学分	总学时	考试性质	考核方式	课程属性	课程性质	课程归属	课程种类	是否第一次考试	操作栏
1	2019-2020-2	100071002	离散数学II	87		3	48	正常考试	考试	必修	大类基础			是	成绩分析
2	2019-2020-2	100071005	计算理论与算法分析设计	82		3	48	正常考试	考试	必修	专业基础课程			是	成绩分析
3	2019-2020-2	100071013	数字逻辑	83		3.5	56	正常考试	考试	必修	专业基础课程			是	成绩分析
4	2019-2020-2	100072103	数据库原理与...	87		3	48	正常考试	考试	必修	专业课			是	成绩分析

## 相关APP下载和学习平台

### Apps Download and Learning Portal

#### 1. i北理

i北理提供Android iOS Windows Mac等客户端，以及对应的Web端北理云网站 [i.bit.edu](http://i.bit.edu)。可以进入 [ca.bit.edu.cn](http://ca.bit.edu.cn) 下载，移动端APP需使用手机自带浏览器打开（iOS使用Safari浏览器）

#### iBIT

iBIT provides clients such as Android, iOS, Windows, and Mac. The Web client BIT Cloud website is [i.bit.edu](http://i.bit.edu). You can go to [ca.bit.edu.cn](http://ca.bit.edu.cn) to download the mobile APP. It **must be opened with the mobile phone's default browser** (For example, iOS uses Safari browser).





### ● 重要提示

1. 手机号码认证请使用学校电子身份认证注册中心绑定的手机号，号码变更可登录 [my.bit.edu.cn](http://my.bit.edu.cn) 更改（更改手机号后请等待2个小时再下载App。另外，每日每个手机号最多可接收10次验证码，请酌情使用）。

2. iPhone、iPad用户需要先在App Store中搜索并安装iTunes Store，扫码后请使用Safari浏览器打开页面，使用兑换码形式认证安装。如已经兑换过i北理App，请在苹果 App Store 内“已购项目”查找并安装。

3. 安装完成后，打开App，进入登录页面，用户名即认证的手机号码。如该手机号已经注册过钉钉，使用原密码登录即可；如未注册过钉钉，需先点击“注册账号”进行注册，再进行登录。

4. 如进入后不是“北京理工大学”组织，可以点击“工作台”页面的左上部分，切换当前企业到“北京理工大学”，也可以在“设置”-“我的信息”中切换主企业。

### ● Important Notice

1. For mobile phone number verification, please use your phone number bound to the school's electronic identity verification and registration center. You can log in to [my.bit.edu.cn](http://my.bit.edu.cn) to change the number (after changing your mobile phone number, please wait for 2 hours before downloading the App. In addition, every day, The phone number can receive up to 10 verification codes; please use them appropriately).

2. iPhone and iPad users need to first search and install the iTunes Store in the App Store. After scanning the QR code, use the Safari browser to open the page and the redemption code to authenticate the installation. If you have already redeemed the iBeili App, please find it in the "Purchased Items" in the Apple App Store to install it.

3. After the installation is complete, launch the App and enter the login page. The user name is the authenticated mobile phone number. If the mobile phone number has already been registered with DingTalk, you can log in with the original password; if you have not registered with DingTalk, you need to click "Register Account" to register before logging in.

4. If you are not in the "Beijing Institute of Technology" organization after entering, you can click on "Workbench" at the upper left part of the page to switch the current company to "Beijing Institute of Technology," or you can switch the main company by going to "Settings"- "My Information".

## 2. “留学助手”

### ‘Study in China Assistant’ APP

#### 2.1. “留学助手”的下载及安装 (Download and installation of "Study Abroad Assistant")

扫描二维码进行“留学助手”的下载及安装（如图 1）  
(Scan the QR code to download and install "Study Abroad Assistant" (Figure 1))

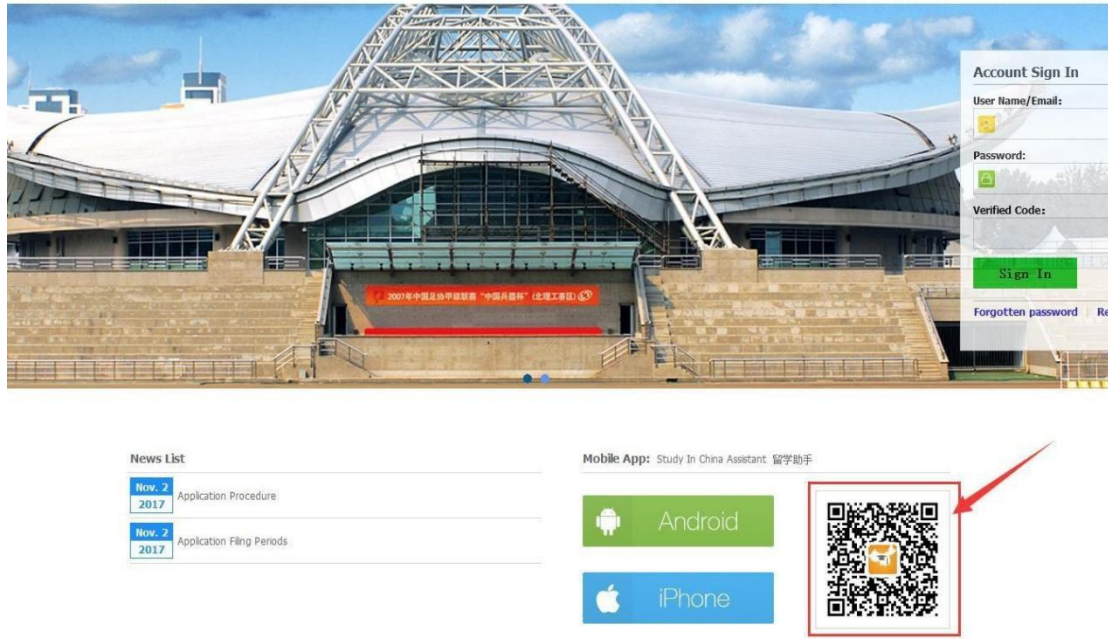


图 1

#### 2.2 进入“留学助手”（如图 2）(Enter "Study Abroad Assistant" (Figure 2))



图 2

## 2.3 进入账户登录页面 (Enter the account login page)

### 2.3.1 手动输入登录地址进入 (Manually enter the login address)

输入我校前台学生端登录地址 <http://apply.isc.bit.edu.cn>, 进入账户登录页面。(如图 3)

Input to enter the account login page. (Figure 3)



图 3

### 2.3.2 扫描二维码进入 (Scan the QR code)

直接扫描学生登录界面二维码, 进入账户登录页面。(如图 4、5)

(Scan the QR code of the student login interface directly to enter the account login page. (Figure 4, 5))



图 4

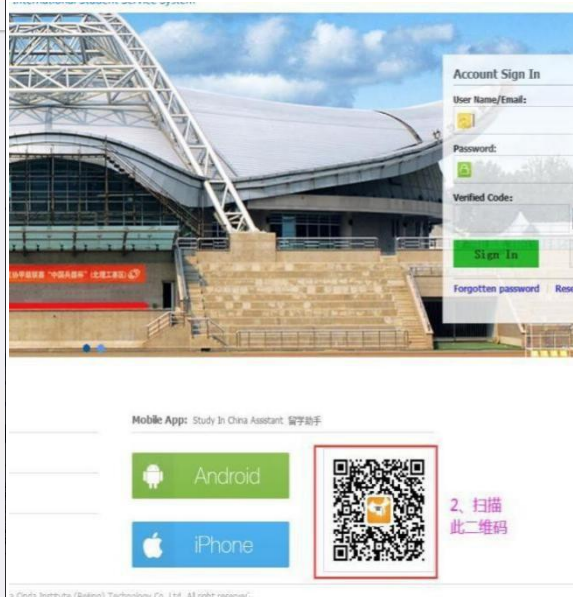


图 5



## 2.4 登录账户 (Login account)

输入网页版系统前台学生登录用户名和密码然后登录系统, 进入学生信息绑定页面。(如图 6) (如果无账号, 可通过“注册用户”功能自行注册, 详见附 1; 如果忘记密码或账号被锁定, 可自行找回密码会解锁账户, 详见附 2)

Enter the login user name and password at the web version of the system and then log into the system to enter the student information binding page. (Figure 6) (If you don't have an account, you can register yourself through the "Registered User" function, see Appendix 1 for details; if you forget your password or your account is locked, you can retrieve the password yourself to unlock the account, see Appendix 2 for details)



图 6

## 2.5 绑定学生信息 (Binding student information)

登录成功后, 请点击“添加绑定学生” (如图 7), 如果此账户有申请记录, 则会显示“待绑学生列表”, 点击学生信息后面的“添加绑定”, 即可完成该学生信息的绑定 (如图8);

After logging in successfully, please click "Add Bound Student" (Figure 7). If the account has an application record, the "List of Students To Be Bound" will be displayed. Click "Add Bound" behind the student information to complete this Binding of student information (Figure 8)



图 7



图 8



如果没有申请记录，系统会直接让学生填写要绑定的学生信息（需填写“申请编号”或“学号”，“出生日期”和“国籍”）（如图 9）；如果该账户之前已经通过网页版绑定过学习信息，则可以直接点击“绑定到手机 APP”。（如图 10）

If there is no application record, the system will directly ask the student to fill in the student information to be bound (the "application number" or "student ID", "date of birth" and "nationality" are required) (Figure 9); if the account has been previously bound through the web version, you can directly click "Bind to Mobile APP". (Figure 10)



图 9



图 10

## 2.6 绑定手机 APP (Binding mobile app)

账户的学习信息绑定正确后，您点击“绑定到手机 APP”（如图 11），“留学助手”重启后，即可进入到应用界面（如图 12）(After the study information of the account is bound correctly, click "Bind to Mobile APP" (Figure 11), and after the "Study Abroad Assistant" restarts, you can enter the application interface (Figure 12))



图 11

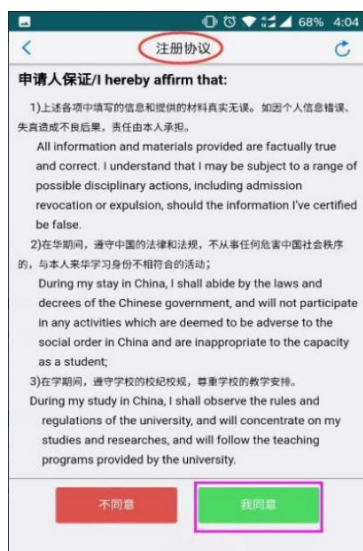


图 12

## 附 1 注册账户 Appendix 1 Account Registration

如果没有登录账户，请点击“注册用户”（如（附）图 1），认真阅读“注册协议”后，点击“我同意”进入用户注册页面。（如（附）图 2）

If you do not have a login account, please click "Registered User" (as shown in (attached) Figure 1), read the "Registration Agreement" carefully, and click "I Agree" to enter the user registration page. (As (attached) Figure 2)



（附）图 1



（附）图 2

填写好用户注册信息后，点击“提交”（如（附）图 3），系统会提示您，用户是否注册成功。如果用户注册成功，系统会提示您自行登录邮箱激活用户（如（附）图 4）；如果用户注册未成功，系统会显示失败原因（如（附）图 5）

After filling in the user registration information, click "Submit" (as shown in (attached) Figure 3), the system will prompt you whether the user registration is successful. If the user registration is successful, the system will prompt you to log in to the mailbox to activate the user (as shown in (attached) Figure 4); if the user registration is unsuccessful, the system will display the failure reason (as (attached) Figure 5).



（附）图 3

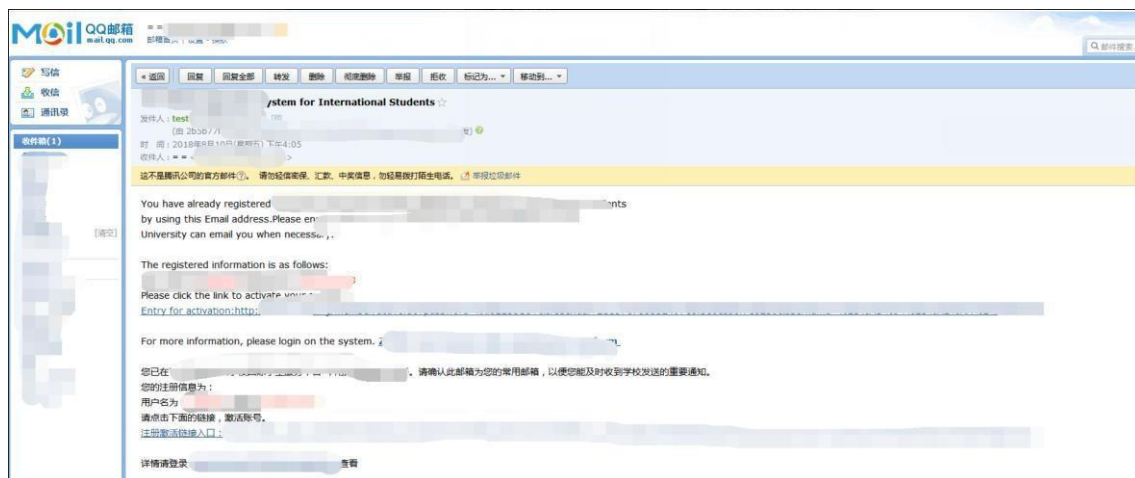


（附）图 4



（附）图 5

用户注册成功并登录邮箱激活账户（如（附）图 6）后，账户即可登录“留学助手”  
After the user has successfully registered and logged into the mailbox to activate the account (as shown in (attached) Figure 6), the account can be logged into the "Study Abroad Assistant")



(附)图 6

## 附 2 找回密码（或解锁账户）

### Appendix 2 Password Retrieval (or account unlocking)

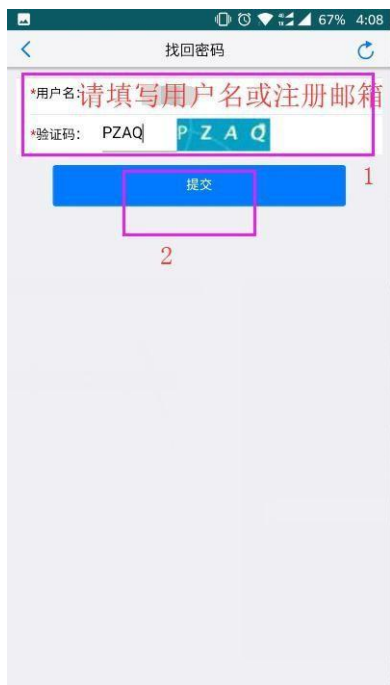
如果您之前有账户，但是密码忘记了（或者登录时提示用户被锁定），可以点击“找回密码？或解锁账户？”进行账户密码的找回（解锁）操作（如（附）图 7）(If you have an account before, but the password is forgotten (or the user is prompted to be locked when logging in), you can click "Retrieve password? Or unlock account?" to retrieve (unlock) the account password (see (attached) Figure 7))



(附)图 7

输入用户名（或 Email）和验证码，点击“提交”，即可将重置后的密码发送到账户注册时的邮箱中（如 (附)图 8、9）

Enter the user name (or Email) and verification code, and click "Submit" to send the reset password to the mailbox when the account was registered (see (attached) Figure 8, 9)



(附)图 8



(附)图 9

### 3. 乐学 (Lexue)

乐学介绍：乐学是一款北理工校内使用的课程资源平台，日常用于学生下载相应课程的课件，并提交相关的作业，在线上教学期间，授课教师会将教学资源发布在乐学平台的网络教室内供学生们学习，以及线上考试下载考卷、考试诚信承诺书使用。

About Lexue: Lexue is a platform used to access different courses and their resources at BIT, it's usually used by students to download the materials used for their classes and to turn in homework. During online courses, teachers will also post recorded lessons on Lexue's virtual classroom platform that students can access. It is also used for testing purposes, such as downloading the exam, and accessing the examination integrity commitment letter.

使用一卡通账号密码登录乐学 <http://lexue.bit.edu.cn/>

Use the Unified Identification username and password to log into Lexue

上方导航栏搜索框输入相应课程名称点击搜索选择

Enter the corresponding course name into the search bar (as shown in the picture above) and click search to look for your class





选择相应课程以及授课老师开的乐学教室, 若有密码则询问老师相应的选课密码进行选课

Choose the corresponding class and teacher, if there is a password required please ask the course's teacher



查询我的课程, 点击下方“我的课程”

To browse through the courses that you have enrolled in on Lexue, click “My Courses” as shown below

## 我的课程

**机器学习初步 (中文) 2021**

教师: 李侃

[我的课程](#)

课程概览

▼ 全部 (除隐藏外) ▼

计算机学院 机器学习初步 (中文)	20% 已完成
计算机学院 汇编语言与接口技术	50% 已完成
计算机学院 编译原理与设计2018级	14% 已完成
计算机学院 计算机体系结构	0% 已完成
计算机学院 计算机网络 (双语)	11% 已完成

显示 所有 ▼

选择相应课程点击进入,查看并点击下载当前教学周对应的课件以及查看并提交作业,作业需在截至日期之前按时提交,如果在提交日期之后提交,老师将无法收到该项作业,平时分将被扣减,会影响期末最终成绩!

Choose the class that you would like to see, from here you can access and download the materials used for this week's class, you can also turn in your homework. Homework should be turned in before the deadline, if submitted after the deadline, the teacher will not receive your work and points will be deducted accordingly, please note that it will affect you final grade!

### 机器学习初步 (中文)

网络教室 / 我的课程 / 第二学期本科生 / 计算机学院 / 机器学习初步 (中文)

新闻通告

新闻通告

公告

03月1日 - 03月7日	文件: 3 网页地址: 1 作业: 1 进度: 3 / 5
03月8日 - 03月14日	网页地址: 1 进度: 0 / 1
03月15日 - 03月21日	网页地址: 1 进度: 0 / 1



## 作业

根据问题，写一份报告《基于机器学习的新冠肺炎疫情分析》。这是一个开放性问题。同学们根据疫情，可以进行分析、预测、防控等。

 问题1.pptx

### 提交状态

提交状态	没有尝试
评分状态	未评分
到期日期	
剩余时间	7天6小时
最后修改	-

添加提交  
您尚未提交

## 4. 慕课 MOOC

中国大学 MOOC 是一个类似于乐学的平台,它的资源相对于乐学更多更加丰富,有些老师在之前已经把自己的精品课程发布在 MOOC 上供大家学习,一般在线下课程中 MOOC 只是作为一种课下的辅助学习手段,如果你觉得这个老师的授课方式方法不适合你,你也可以在 MOOC 内寻找一样的课程进行学习。

电脑端在浏览器内搜索 <https://www.icourse163.org/>

以下介绍手机端的使用操作,电脑端操作与手机端相同

### MOOC

MOOC is another platform that is similar to Lexue, except that it has more diverse resources compared to Lexue, some teachers will put their pre-recorded premium classes on MOOC for students to study. Usually during in-person classes, MOOC is a supplementary way to study a course, if you feel that your teacher's way of teaching is not a good fit for you, you can look up the same course in MOOC and study that way as well.

To access MOOC on computers, search up <https://www.icourse163.org/> in a browser. The instructions below are for using MOOC on your phone, it does not matter whether you use a computer or a phone to access MOOC, the information is the same.





# 管理规定



# 北京理工大学来华留学生本科生 学籍管理办法

## 第一章 总 则

**第一条** 为规范北京理工大学（以下简称学校）来华留学生本科生学籍管理，完善国际化人才培养体系、提高教育培养质量，依据《中华人民共和国外国人入境出境管理法》、《学校招收和培养国际学生管理办法》（教育部、外交部、公安部第42号令）、《来华留学生高等教育质量规范（试行）》（教外〔2018〕50号）等法律法规，参照《北京理工大学本科生管理规定》（学校令第133号）、《北京理工大学本科生学籍管理细则》等相关内容，结合学校来华留学工作实际情况，特制定本办法。

**第二条** 本办法所称来华留学生本科生（以下简称学生）是指根据《中华人民共和国国籍法》不具有中国国籍且在学校接受本科学历教育的外国学生。

## 第二章 入学与注册

**第三条** 按照国家招收来华留学生的相关规定，由学校录取的新生，应持《北京理工大学录取通知书》、普通护照、驻外签证机关签发的X1签证或公安机关签发的学习类居留许可及其他证明材料，按规定日期来校办理注册、缴费等入学手续。因故不能按期报到者，须事先向学校留学生中心提出申请，批准后方可推迟入学。申请推迟时间一般不得超过两周，未请假或请假逾期者，除因不可抗力等正当事由外，均视为放弃入学资格。

**第四条** 学校在报到时对新生入学资格进行初步审查，审查合格者办理入学手续，予以注册学籍；出现个人材料与本人实际情况不符或者存在违反国家有关规定情形的，取消入学资格。

**第五条** 新生入校后，应在规定时间内到指定医疗机构进行体检。因身心状况未达到办理来华签证或居留许可的体检要求，或是不符合我校体检合格标准的，取消入学资格。

**第六条** 新生在体检及观察期间发现患有疾病的，应立即到学校指定的二级甲等及以上综合医院或专科医院接受诊治。若不宜在校学习、但经过治疗在一年内可达到入学体检标准的，暂不予注册，由就诊医院出具诊断证明，经学校留学生中心会同教务部及专业学院研究批准后，可保留入学资格一年。上述学生应在规定期限内离校，否则不予保留入学资格。

新生因其他原因要求保留入学资格的，需提交相关证明材料，由本人申请，所在学院/书院审核，经学校批准，可保留入学资格一年。

新生在保留入学资格期间不具有学籍。保留入学资格的学生须在下一学年新生入学前向学校提出入学申请。因病保留入学资格的学生，应持有中国境内二级甲等及以上综合医

院或专科医院证明，经校医院复查达到入学体检标准的，可按新生入学对待，重新办理入学手续。如未达到入学体检标准或逾期不办理入学手续且未有因不可抗力延迟等正当理由的，视为放弃入学资格。

**第七条** 每学期开学，学生应按照国家规定时间办理注册手续，确认学籍。学生须在每学年第一学期缴齐当年学费、保险费、住宿费后方可注册。未按要求注册的学生，不得参加学校一切教学活动。因故不能按时注册者，必须办理请假或暂缓注册手续，未请假或请假未获批准连续两周以上者，视为放弃学籍，按自动退学处理。

### 第三章 学制与学习年限

**第八条** 参照国家有关规定，本科各专业学制（在校学习时间）一般为四年。学生可以分阶段完成学业，但不能超过学校规定的最长学习年限（含休学）。最长学习年限为学制加两年，时间自学生入校之日起计算。

**第九条** 对来自实行强制兵役制国家（地区）的留学生根据《关于来华留学生保留学籍服兵役有关事宜的通知》（教外司来〔2005〕449号）规定办理。保留学籍的年限不计入最长学习年限。

### 第四章 纪律与考勤

**第十条** 考勤情况是学生学习成绩评定的重要组成部分。各教学单位负责记录学生考勤、出具考勤报告，将考勤情况异常者及时通报留学生中心。

**第十一条** 学生须遵守学校纪律，按时参加教学计划和学校统一安排、组织的各项活动。学生考勤范围包括学校教学计划规定的上课、实验、实习实践、考试、考查以及学校安排的集体活动等，不得迟到、早退或无故缺席。因故不能参加者必须履行请假手续。凡未请假或请假未被批准而擅自缺勤者，均以旷课论处，并根据旷课学时、情节轻重给予批评直至纪律处分。

**第十二条** 学生按中国法定节假日及学校确定的寒暑假放假，逢各国节日学校不予放假。

### 第五章 考核与成绩记载

**第十三条** 学生应按照国家培养计划选课，参加所选必修课、选修课以及实践性教学环节（如实习、实验、课程设计、毕业设计或论文等）的学习与考核。

考核方式分为考试与考查。以考试方式考核的课程原则上要通过考试并结合过程考核综合评定成绩，以考查方式考核的课程可以不组织考试。

考试成绩合格的，取得规定的学分。考核成绩及学分均记入学生成绩记载表，并归入

学籍和本人档案。

**第十四条** 考核成绩不合格的，应当申请重修、补考或重考。

**第十五条** 学生完成本学年规定的课程，经考核成绩合格，予以升级。学生申请降级或学院/书院认为应当降级的，由学院/书院审核，报教务部备案，编入下一年级学习。凡编入下一年级学习者，已经取得学分的课程可以不再重修。

**第十六条** 学校鼓励、支持和指导学生参加社会实践、创新创业活动，建立相关活动记录档案。学生参加创新创业、社会实践等活动以及发表论文、获得专利授权等与专业学习、学业要求相关的经历、成果，可以折算为学分，记入学业成绩。

**第十七条** 参加国内外交流学习的学生，交流期间所获成绩认定按照学校有关规定执行。

**第十八条** 学校对学生学业成绩和学籍档案进行真实、完整的记录和严格的管理，出具学业成绩，对通过补考、重修、重考获得的成绩予以标注。

学生必须严格遵守考核纪律，不得旷考、作弊。凡擅自缺考（即旷考）的，该课程成绩按“0”分记。凡严重违反考核规定或者作弊者，该课程考核成绩记为“无效”，在成绩测算时按“0”分对待，并视其违纪或者作弊情节，给予相应的纪律处分。给予警告、严重警告、记过及留校察看处分的，经教育表现较好，可以对该课程给予补考、重考或者重修机会。

**第十九条** 学生应按时参加教育教学计划规定的活动。不能按时参加的，应当事先请假并获得批准。无故缺席的，根据学校有关规定给予批评教育，情节严重的，给予相应的纪律处分。

**第二十条** 学校对学生集中开展诚信教育，以适当方式记录学生学业、学术、品行等方面的诚信信息，建立对失信行为的约束和惩戒机制；对严重失信行为的，给予相应的纪律处分，对违背学术诚信的，对其获得学位及学术称号、荣誉等作出限制。

## 第六章 专业确认、转专业与转学

**第二十一条** 学校按专业大类录取的学生，根据学科专业特点，在合适的时间进行专业确认和确定专业方向，原则上根据学生本人志愿，按照公示的专业遴选办法对学生进行专业确认。

**第二十二条** 学生在学习期间对其他专业有兴趣和特长的，可以申请转专业。

**第二十三条** 中国政府奖学金生入校后原则上不得变更专业、转学和延长学习期限。有特殊情况需要变更专业、转学和延长学习期限者，须向留学生中心提出申请，报国家留学基金委审批。未经批准而自行变更专业、转学或延长学习期限者，将被取消奖学金的资格。



**第二十四条** 学生转学由本人提出申请，说明理由，经学校和拟转入学校同意，由转入学校负责审核转学条件及相关证明，经转入学校同意，可以办理转学手续。学生转学后应按照要求办理签证及居留许可变更手续。

## 第七章 学业警示

**第二十五条** 学生在学习过程中出现下列情形之一者，学校给予学业警示：

- (一) 一个学期未取得学分数达到本学期要求学分数的1/3及以上；
- (二) 未通过课程学分累计达10-30（不含）学分。其中，10-20（不含）学分为黄色预警；20-30（不含）学分为红色预警。

**第二十六条** 学业警示工作的实施由留学生中心和学生所在学院/书院共同组织，每学期开学第一周将学业警示及具体情况通知学生本人。

## 第八章 降级

**第二十七条** 学生降级应在最长学习年限内。

**第二十八条** 降级工作处理时间为每学期初。

**第二十九条** 受到学业警示，但未达到退学标准的学生，可以向留学生中心和所在学院/书院提交降级书面申请，经审批后可以对其进行降级处理。

**第三十条** 学生降级后，其已获得的学分仍有效，相应的课程可以免修。

**第三十一条** 若降级的学生所学专业不连续招生，视情况可转入学制相同的相近专业。

**第三十二条** 在毕业学期的学生不得办理降级。

## 第九章 休学与复学

**第三十三条** 学生因健康原因需暂停学业，可申请休学。休学时间以一学年为单位。休学时间计入最长学习年限，累计不得超过二年，休学次数最多为二次。

**第三十四条** 学生在校期间有下列情况之一者，应予休学：

- (一) 因病经校医院指定的二级甲等及以上综合医院或者专科医院诊断必须停课休养、治疗时间占一学期总学时1/3以上者；
- (二) 一学期请病假、事假缺课累计超过该学期上课总学时1/3以上者；
- (三) 二级甲等及以上综合医院或精神疾病专科医院诊断患有心理疾病，需要治病修养的；
- (四) 因心理问题已经发生伤害自身或他人安全的行为，或者有伤害自身或他人安全的危险，且拒绝就医的；
- (五) 经留学生中心和所在学院/书院认定为必须休学的其他情形。

**第三十五条** 休学学生应在办理休学手续后离校。学生休学期间，学校保留其学籍，但不享受在校学习学生待遇，留学生本人对在保留学籍期间的行为负责，需办理学习签证

注销手续。中国政府奖学金生在休学期间不享受奖学金待遇。

**第三十六条** 休学期满的学生，应于开学第一周向留学生中心和所在学院/书院申请复学，经复查合格方可复学。因身体疾病或心理问题休学的，持二级甲等及以上综合医院或者专科医院的诊断证明，经校医院或心理健康中心复核，方可复学，仍有疑议的，由学校专题会议研究处理。学生复学后原则上进入低一年级学习。

**第三十七条** 取消学籍和退学的学生不得申请复学。

## 第十章 退学

**第三十八条** 学生有下列情况之一，应接受退学处理：

- (一) 在一学期内所取得的学分低于该学期教学计划规定学分1/3（含1/3）以下的；
- (二) 在学校规定的学习年限内未完成学业且不满足结业条件的；
- (三) 根据学校指定医院诊断，患有疾病或意外伤残不能继续在校学习的；
- (四) 休学、保留学籍期满逾期两周未提出复学申请或申请复学经复查不合格的；
- (五) 未请假或请假未经批准连续两周未参加学校规定的教育教学活动的；
- (六) 超过学校规定期限未注册而又未履行暂缓注册手续的；
- (七) 学校规定的应予以退学的其他情形；
- (八) 本人申请退学。

**第三十九条** 符合第三十八条第一条的学生，学校将视情况给予学生跟班试读或降级的机会。期间，若学生学习成绩依然不达标或发生违纪行为，将立即中止学业，责令退学。

**第四十条** 对学生做出退学处理，具体程序参照《北京理工大学本科生学籍管理细则》，由留学生中心和所属学院/书院共同办理。退学学生应当按照国家和学校有关规定在期限内办理退学手续并离校，同时上报北京市公安局出入境管理总队等部门，办理注销或缩短学习签证手续。

**第四十一条** 学生对退学处理有异议的，可按照《北京理工大学学生校内申诉处理办法》，向学校学生申诉处理委员会提出书面申诉。

## 第十一章 毕业、结业

**第四十二条** 学生在规定的学习年限内修完教育教学计划规定内容，达到毕业要求，准予毕业颁发毕业证书。符合学位授予条件的，颁发学位证书。

**第四十三条** 学生在学校规定的学习年限内，修完教育教学计划规定内容，但未达到学校毕业要求的，准予结业，学校向其颁发结业证书。在最长学习年限内，允许学生在结业后通过旁听或直接参加学校课程考试等方式完成学业，达到毕业要求可换发毕业证书，符合学位授予条件的，可获得学位证书。合格后颁发的毕业证书、学位证书，毕业时间、获得学位时间按发证日期填写。

**第四十四条** 学满一学年及以上时间退学的学生，可获得肄业证书。学习不满一年者

及开除学籍者，向其发放写实性学习证明。

**第四十五条** 学校执行高等教育学籍学历电子注册管理制度，完善学籍学历信息管理办法，按相关规定及时完成学生学籍学历电子注册。

**第四十六条** 学校统一制作并颁发学历证书、学位证书及其他学业证书。证书遗失或损坏，经本人申请，学校核实后出具相应的证明书。证明书与原证具有同等效力。

**第四十七条** 学满四年但未完成学业的，允许其申请延长学习年限，学习年限最长不超过六年。学习年限延长期间，需按时注册并缴纳学费。学满六年仍未完成学业的，终止培养。

## 第十二章 附则

**第四十八条** 本办法由留学生中心负责解释，自2019年12月1日起施行。

**第四十九条** 本办法未尽事宜参照《北京理工大学本科生管理规定》、《北京理工大学本科生学籍管理细则》执行。

# Management Regulations for BIT International Undergraduate Student Status

## Chapter I General Provisions

**Article 1** In order to standardize the management of international undergraduate students status from Beijing Institute of Technology (hereafter referred to as the school), improve the international talent cultivation system and enhance the quality of education, in accordance with the "Law of the People's Republic of China on the Administration of the Entry and Exit of Foreigners", "Administrative Measures for the Enrollment and Education of International Students in Schools" (Order No. 42 of the Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security), "Quality Standards for International Students in Higher Education (for Trial Implementation)" (No. 50 of the Education and Foreign Affairs [2018]) and other laws and regulations, with reference to "Undergraduate Management Regulations of Beijing Institute of Technology" (School Order No. 133), "Undergraduate Status Management Regulations of Beijing Institute of Technology" and other related content, combined with the actual situation, these measures are formulated.

**Article 2** The international undergraduate students in China (hereinafter referred to as students) mentioned in these Measures refer to BIT international undergraduate students without Chinese nationality according to the Nationality Law of the People's Republic of China.

## Chapter II Admission and Registration

**Article 3** In accordance with the relevant regulations of the country for enrolling international students, freshmen admitted by the school should hold the "Beijing Institute of Technology Admission Notice", an ordinary passport, an X1 visa issued by foreign visa authorities, or a study residence permit issued by a public security agency and other certificates materials, come to school on the indicated date to complete enrollment, payment, and other admission procedures. Those who are unable to register on time for some reason must apply to the International Student Center of the school in advance, and admission can be postponed only after approval. Generally, the application delay time should not

exceed two weeks. Those who have not applied for leave or overstayed their leave are considered to have given up their enrollment qualifications except for legitimate reasons such as force majeure.

**Article 4** The school conducts a preliminary review of the enrollment qualifications of first-year students at the time of registration. Those who pass the review will go through the admission procedures and register their student status; if the review finds that the student's personal materials are inconsistent with the actual situation of the student, or other circumstances violate the country's relevant regulations, the enrollment qualification will be canceled.

**Article 5** Upon admission, first-year students should go to a designated medical institution for a physical examination within the specified time. Those who fail to meet the medical examination requirements for a visa or residence permit in China due to their physical and mental condition, or fail to meet the medical examination qualifications of our school, will be disqualified from enrollment.

**Article 6** Newcomers who are found to be ill during the physical examination and observation period should immediately go to a general hospital or specialist hospital designated by the school as Grade A or above for diagnosis and treatment. If one is certified not fit for study at school but can meet the entrance physical examination standard within one year after treatment, registration will not be granted temporarily, and the hospital will issue a certificate of fitness. After the approval of the International Student Center in collaboration with the Academic Affairs Department and the College of Specialized Studies, the students can retain their enrollment status for one year. The afore-captioned students should leave the school within the specified period, to avoid cancellation of their reservation.

First-year students who request to retain their admission qualifications due to other reasons must submit relevant certification materials. The applicants must apply for admission, and the college/academy will review them. Upon approval of the school, they can retain their admission qualifications for one year.

First-year students do not have student status during the period of retention of enrollment qualifications. Students who retain their admission qualifications must apply for admission before enrolling new students in the next academic year. Students who retain their enrollment qualifications due to illness should hold a certificate from a general hospital or specialist hospital of Grade A and above in China. If the school hospital has rechecked and meets the entrance physical

examination standard, they can be treated as freshmen and re-enter the enrollment procedures. Those who fail to meet the enrollment physical examination standards or fail to go through the enrollment procedures within the time limit and have no legitimate reasons such as a delay due to force majeure shall have given up the enrollment qualification.

**Article 7** At the beginning of each semester, students should register and confirm their academic status according to the time specified by the school. Students must pay all tuition, insurance, and accommodation fees for the year in the first term of each academic year before registering. Students who are not registered in accordance with the requirements are not allowed to participate in all teaching activities of the school. Students who cannot register on time for any reason must apply for leave of absence or deferment of registration. Students who have not applied for leave of absence or whose leave of absence has not been approved for more than two consecutive weeks will be deemed to have abandoned their school registration and will be treated as having automatically withdrawn from school.

### **Chapter III School System and Length of Schooling**

**Article 8** With reference to relevant national regulations, the length of the undergraduate majors (study time at school) is generally four years. Students can complete their studies in stages, but they cannot exceed the maximum length of study (including suspension) set by the school. The maximum length of study is the length of schooling plus two years, and the time is calculated from the day the student enters the school.

**Article 9** International students from countries (regions) that implement compulsory military service will be handled in accordance with the "Notice on Matters Relating to the Retention of International Students for Military Service " (No. 449 [2005] by the Department of Education and Foreign Affairs). The number of years of retention of student status is not included in the maximum length of study.

### **Chapter IV Discipline and Attendance**

**Article 10** Attendance is an important part of students' academic performance evaluation. Each teaching unit is responsible for recording student attendance, issuing attendance reports, and promptly reporting irregular attendance to the International Students Center .

**Article 11** Students must abide by the school's discipline and attend the teaching program and all activities arranged and organized by the school on time. The scope of attendance includes classes, experiments, internships, examinations, inspections, and group activities arranged by the school. Students who are unable to attend classes for any reason must take a leave of absence. Anyone absent from class without leave or approval will be punished as absenteeism and will be criticized or disciplined according to the number of hours missed and the seriousness of the case.

**Article 12** Students will be released according to the legal holidays in China and the summer and winter vacations determined by the school.

### **Chapter V Assessment and Record of Achievements**

**Article 13** Students should select courses in accordance with the education plan and participate in the study and assessment of selected compulsory courses, elective courses, and practical teaching sessions (such as internships, experiments, curriculum design, graduation design, or thesis, etc.).

The assessment method is divided into examination and inspection. In principle, the courses assessed by examination must pass the exam and combine the process to assess the results comprehensively, and the courses assessed by the inspection method can be assessed without organizing examinations.

Those who pass the exam will receive the required credits. The assessment results and credits are recorded in the student record sheet, filed in the student's academic record and personal file.

**Article 14** Those who fail the examination should apply for a retake, make-up examination, or re-examination.

**Article 15** Students who have completed the required courses of the school year will be promoted after passing the examination results. If a student applies for downgrading or the college/academy deems it should be downgraded, it shall be reviewed by the college/academy, reported to the Academic Affairs Department for the record, and included in the next year of study. Courses that have already earned credits can not be retaken for those included in the next year of learners.

**Article 16** The school encourages, supports, and guides students to participate in social practice, innovation, and entrepreneurship activities and establish records of related activities. Students participating in activities such as innovation and entrepreneurship, social practice, publishing papers, obtaining patent authorization,



and other experiences and achievements related to professional learning and academic requirements can be converted into credits and recorded into academic grades.

**Article 17** For students participating in exchange studies at home and abroad, the grades obtained during the exchange period will be recognized in accordance with the relevant regulations of the school.

**Article 18** The school keeps authentic and complete records, strictly manages students' academic results and academic records issues students' academic results and marks those obtained through retake, make-up examination, or re-examination.

Students must strictly abide by the code of conduct for the examination. They should neither abscond from the examination nor cheat. Students absconding examinations will be awarded a "0" for the course. Anyone who seriously violates the assessment rules or cheats will be given a "null" grade for the course and will be awarded a "0" in the calculation of the grade and will be given the appropriate disciplinary action depending on the circumstances of the breach or cheating. If a warning, serious warning, demerit, or probation is given, the student may be allowed to retake, make-up examination, or re-examination the course after good behavior.

**Article 19** Students are expected to attend the activities specified in the educational program on time. If they are unable to attend on time, they should request and obtain prior approval for absence. Unexcused absences will be subject to criticism and education in accordance with the relevant school regulations, and in serious cases, appropriate disciplinary action will be taken.

**Article 20** The school intensively conducts integrity education for students, records the integrity information of students in their studies, conducts, and other aspects appropriately, and establishes a restraint and punishment mechanism for untrustworthy behavior. For serious dishonesty behaviors, corresponding disciplinary sanctions will be given, and for those who violate academic integrity, restrictions will be imposed on the degree, academic title, and honors they can obtain.

## **Chapter VI Major Confirmation, Major Transfer and Transfer**

**Article 21** For students admitted by major categories, according to the characteristics of the disciplines, the school will confirm the majors and determine the professional direction of the students at the right time. In principle, according

to the students' wishes, the students' majors will be confirmed in accordance with the publicly announced professional selection methods.

**Article 22** Students interested in and specializing in other majors during their studies can apply to transfer majors.

**Article 23** In principle, Chinese government scholarship students are not allowed to change their majors, transfer, or extend their study period after entering the school. Those who need to change their majors, transfer schools, or extend the study period under special circumstances must apply to the International Student Center and report to the China Scholarship Council for approval. Those who change their majors, transfer schools, or extend their study period without approval will be disqualified from the scholarship.

**Article 24** The transfer of students shall be submitted by the applicant in person, explaining the reasons approved by the school and the school to be transferred, the transferring school is responsible for reviewing the transfer conditions and related certificates, and the transfer procedures can be handled with the approval of the transferring school. After transferring, students should go through the procedures for changing visas and residence permits as required.

### Chapter VII Academic Warning

**Article 25** Students who have one of the following situations in the learning process will be given academic warnings:

(1) Those who have not earned 1/3 or more of the required number of credits for the semester in one semester;

(2) The accumulated credits for failed courses amounted to 10-30 (excluding) credits. Among them, 10-20 (excluding) credits are classified as yellow flags; 20-30 (excluding) credits are classified as red flags.

**Article 26** The implementation of the academic warning work is jointly participated by the International Student Center and the student's college. According to the list issued by the Academic Affairs Office, the academic warning and specific information will be notified to the students in the first week of each semester.

### Chapter VIII Demotion

**Article 27** Students should be demoted within the maximum length of study.

**Article 28** The processing time for demotion is at the beginning of each semester.

**Article 29** Students who have received an academic warning but do not meet the criteria for withdrawal can submit a written application for demotion to the International Student Center and their college. After approval by the supervisor and the school, the student can be demoted.

**Article 30** After a student has been demoted, the credits originally earned remain valid, and the related courses can be exempted.

**Article 31** For students who apply for demotion, if their major is not enrolled continuously, they can transfer to a similar major with the same academic program, as appropriate.

**Article 32** Students who are in the graduation semester are not allowed to be demoted.

### **Chapter IX Suspend and Return to School**

**Article 33** Students who need to suspend their studies due to health reasons can apply for suspension. The suspension period is based on one academic year. The suspension period is included in the maximum length of study, and the total amount of suspension shall not exceed two years. The maximum number of suspensions is two.

**Article 34** Students who have one of the following conditions during the school period shall be suspended from school:

(1) Those who have been diagnosed by a general or specialist hospital of Grade A or above designated by the school's hospital as having to suspend classes for recuperation and whose treatment takes up at least 1/3 of the total number of hours in a semester;

(2) Those who have taken sick leave or absent from school during a semester have accumulated more than 1/3 of the total class hours in the semester;

(3) Those who are diagnosed with a mental illness in a general hospital or a psychiatric hospital of Grade A or above and need to be cured;

(4) Because psychological problems have occurred to harm their safety or the safety of others, or the risk of harming their safety or the safety of others, and refused to seek medical treatment

(5) The International Student Centre and your school have determined that you must suspend your studies for other reasons.

**Article 35** Students who are suspended from school must go through the procedure of leaving school. During the suspension period, the school will retain

the student's academic status, but the student will not be entitled to the same treatment as a student studying at school. International students are responsible for their behaviors during the reservation of their student status, and they need to go through the cancellation procedures of their study visas. Chinese government scholarship students are not entitled to scholarships during the period of suspension.

**Article 36** Students who have completed the suspension period should apply to the International Student Center and their colleges/studies for reinstatement in the first week of the school year, and can only be reinstated after passing the review. Suppose students are suspended from school due to physical illness or psychological problems. In that case, they can resume school only with the diagnosis certificate from the general hospital of Grade IIA or above or the specialized hospital and reviewed by the school hospital or the mental health center, and if there are still doubts, the school will deal with them in a special meeting. In principle, students will enter the lower grade after resuming school.

**Article 37** Students who have canceled their school status and dropped out cannot apply for reinstatement.

## Chapter X Drop out

**Article 38** Students who have one of the following circumstances should be subject to withdrawal:

(1) The credits obtained in a semester are less than 1/3 (including 1/3) of the credits stipulated in the teaching plan of the semester;

(2) Those who have not completed their studies within the school's prescribed length of study and fail to meet the conditions for graduation;

(3) According to the diagnosis of the designated hospital by the school, those who suffer from illness or accidental disability cannot continue to study in school;

(4) Suspended or retained students who fail to apply for reinstatement after the expiration of two weeks or whose application for reinstatement has been reviewed and failed.

(5) Failure to ask for leave or ask for leave without approval and fail to participate in educational and teaching activities prescribed by the school for two consecutive weeks;

(6) Those who fail to register within the prescribed time limit of the school and fail to perform the formalities of deferred registration;

(7) Other circumstances stipulated by the school that warrant withdrawn from school;

(8) The student himself applies for withdrawal.

**Article 39** For students who comply with Article 38, Section 1, the school will allow the students to follow the class for trial or demotion as appropriate. During the period, if the student's academic performance is still not up to standard or violation of discipline occurs, the study will be immediately suspended and ordered to withdraw from school.

**Article 40** For students to withdraw from school, the specific procedures refer to the "Administrative Regulations for Undergraduate Student Status of Beijing Institute of Technology", handled jointly by the International Student Center and the affiliated college/academy. Students who withdraw from school should go through the withdrawal procedures and leave the school within the time limit in accordance with the relevant regulations of the country and the school and at the same time report to the Beijing Municipal Public Security Bureau Exit-Entry Administration Headquarters and other departments to cancel or shorten the study visa procedures.

**Article 41** If students have objections to the handling of withdrawal, they can submit a written complaint to the student complaint handling committee of the school in accordance with the "Measures for the Handling of Student Appeals in Beijing Institute of Technology."

## Chapter XI Graduation and Completion

**Article 42** Students who have completed the required content of the education and teaching plan within the prescribed length of study and meet the graduation requirements are allowed to graduate and be awarded a graduation certificate. Those who meet the requirements for degree-granting will be awarded a degree certificate.

**Article 43** Students who have completed the required content of the education and teaching plan within the school's prescribed study period, but have not met the school's graduation requirements, are allowed to complete the course, and the school will issue a certificate of completion. Within the maximum length of study, students are allowed to complete their studies by auditing or directly participating in school curriculum examinations after graduation. Students who meet the graduation requirements can be exchanged for graduation certificates, and those

who meet the degree-granting conditions can be issued degree certificates. The graduation certificate and degree certificate issued after passing the qualification, the time of graduation, and the time of obtaining the degree shall be filled in according to the date of issuance.

**Article 44** Students who have withdrawn from school after one or more academic years will be awarded a certificate of incompleteness. Those who have studied for less than one year and get expelled will be awarded a realistic study certificate.

**Article 45** The school implements the electronic registration management system for higher education status and academic qualifications, improves the management methods for student status and academic qualifications, and completes the electronic registration of student status and academic qualifications promptly in accordance with relevant regulations.

**Article 46** Academic certificates, degree certificates, and other academic certificates are uniformly produced and issued by the school. If the certificate is lost or damaged, the school will issue a corresponding certificate after verification by the applicant. The certificate has the same effect as the original certificate.

**Article 47** Students who have not completed their studies after four years of study are allowed to apply for an extension of the study period, and the maximum study period shall not exceed six years. To extend the study period, you must register on time and pay tuition fees. Those who have not completed their studies after six years of study will be terminated.

### **Chapter XI Supplementary Provisions**

**Article 48** The International Student Center reserves the right of interpretation of these measures and shall be effective from December 1, 2019.

**Article 49** Matters not covered in these Measures shall be implemented in accordance with the "Administrative Regulations for Undergraduates of Beijing Institute of Technology" and "Beijing Institute of Technology Student Status Management Rules".

## 北京理工大学考试纪律

**第一条** 学生应按照考试规定的时间，于考试开始前15分钟进入考场，**考试开始15分钟以后不得入场。**

**第二条** 学生进入考场，要服从监考人员的安排，按学号顺序在“★”位置就座。学生在考试时应出示本人“一卡通”证件，并将其放在桌面右上角以备监考人员检查核对，“一卡通”丢失者可凭学生证或身份证参加考试。原则上，无有效证件或未取得考试资格者不能参加考试。

**第三条** 除必要的文具和开卷考试科目所允许的工具书和参考书以外，所有书籍、笔记等不得带入考场座位，必须放在监考人员指定的位置。

**第四条** MP3、手机及其它电子通讯器材、电子辞典、计算器等物品原则上不能带入考场，已带入的，要关闭电源放入书包，由监考人员统一管理。

**第五条** 闭卷考试的课程，学生的试题纸、答题纸、草稿纸等考试用纸由监考人员统一发放，并在考试结束时一齐收回，**严禁学生自带纸张。**

**第六条** 半开卷考试的课程，允许学生自带一张A4纸进入考场。A4纸上的内容应是学生自己对课程的理解总结（不得抄袭、复印他人总结的内容）。

**第七条** 学生遇到试题字迹模糊，试题分发错误等问题，可举手示意请监考教师处理，不得询问或试探与解题有关的问题。

**第八条** 学生要自觉维护考场秩序，**考场内不得说话。**

**第九条** 学生应在规定的时间内独立完成答卷，答完的试卷应将卷面朝下放置。考试終了学生应立即停笔，在座位上等待监考人员收卷清点后，方可离场，试题和试卷一律不准带出考场。

**第十条** 学生因病或其他特殊原因不能按时参加考试，必须在考试前向本学院教学办公室提出书面申请缓考（因病须持有校医院证明），学院主管教学领导审批签字后生效。考试结束后递交的病假证明无效。未经申请或申请未准而不参加考试者，按旷考处理。学生旷考，而考场出现写有其名字的试卷，经核实，按代考认定。

**第十一条** **考试中途不得离开考场，如有急事必须交卷才能离场。**中途得急症、突发病不能坚持考试者，经监考教师同意，应立即赴校医院急诊就医，凭当日就医证明到学院教学办公室办理缓考手续，不须休假者不得缓考。

**第十二条** 任何与考试无关的人员不得进入考场，否则按违反考场纪律依据学校相关规定予以处理。

**第十三条** 学生必须严格遵守考场纪律，违反第七章任何一条规定，认定为违纪。

考生有下列情况之一者，应认定为作弊。该门课程总成绩以零分记，按《北京理工大学学生纪律处分条例》处理：

（一）考试中交头接耳，偷看他人试卷或草稿纸的；



- (二) 传接纸条或试卷，索要答案或向他人提供答案的；
- (三) 把答卷或有字迹的草稿纸移向邻座或竖起，为他人偷看提供方便的；
- (四) 在答卷上填写与本人身份不符的姓名、学号等信息的；
- (五) 利用文具盒、衣物或其他用品夹带与考试内容有关的笔记、复习提纲和纸条（不论看与否）等的；
- (六) 在桌面、身上等处写有与考试课程有关内容（不论看与否）的；
- (七) 强拿他人试卷/草稿纸（不论是否抄用）的；
- (八) 考试中直接或以借用工具书、文具、计算器等方式传接答卷或纸条的；
- (九) 未经主考同意使用电子记事本、电子辞典和有文字存储功能的计算器等的；
- (十) 未在监考人员指定的座位参加考试的；
- (十一) 将手机等存储设备或通讯工具带入考场并未放至指定位置的；
- (十二) 以不正当手段要求老师加分或隐瞒违纪作弊事实的。
- (十三) 有其他作弊行为的。

**第十四条** 学生有下列情况之一者，应认定为严重作弊行为。

- (一) 请人代考和代人考试的；
- (二) 使用手机等存储设备或通讯工具作弊的；
- (三) 组织实施作弊的；
- (四) 第二次考试作弊的。

北京理工大学留学生中心

## Regulations for Conduct of Examinations

**Article 1** Invigilators are present at all examinations and are responsible for their proper conduct. Students are required to comply with all instructions issued by an invigilator.

**Article 2** No student will be allowed to enter an examination later than 15 minutes after it has started.

**Article 3** Books, notes, other material containing information pertaining to the examination, pencil cases and calculator covers should be left with other personal belongings, away from the desk area.

**Article 4** Talk or any other form of communication between students is forbidden.

**Article 5** The use of mobile telephones or other electronic devices is not permitted. If a mobile telephone or other electronic device is found on a student during the course of an examination it will be regarded as a disciplinary offence.

**Article 6** In principle, student is not allowed to leave the room during the examination. If any student wishing to leave the examination room temporarily should raise their hand to request permission from an invigilator. Students permitted to leave the room will be escorted by an invigilator. Any student who leaves the room without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return.

**Article 7** Students wishing to leave an examination early must inform the invigilator and must remain in their seat until their examination script has been collected. They must leave the examination room quietly with minimum disturbance both inside and immediately outside the examination room.

**Article 8** At the end of an examination the Chief Invigilator will instruct students to stop writing. Students must remain seated at their desks until all examination scripts have been collected by an invigilator and they are instructed that they may leave.

**Article 9** No examination question paper, answer book or part of an answer book, whether used or not, may be removed from the examination room.

**Article 10** Cheating in an examination will be dealt with as a disciplinary offence under these regulations and the consequence will be a mark of zero to the module. In particular it is a disciplinary offence for a student to:

- (1) Have unauthorized items or texts at his or her desk in the

examination room during the examination

- (2) Make use of unauthorized items or texts during the examination
- (3) Copy from the script of another candidate during the examination
- (4) Dishonestly receive help from another person during the examination
- (5) Dishonestly give help to another person during the examination
- (6) Act dishonestly in any way, whether before, during or after the examination, so as to obtain an unfair advantage in the examination
- (7) Act dishonestly in any way, whether before, during or after the examination, so as to assist another candidate to obtain an unfair advantage in the examination.

Beijing Institute of Technology  
Office of International Students

# 北京理工大学来华留学生考勤管理规定

## 第一章 总则

**第一条** 为规范来华留学生（以下简称留学生）考勤制度，加强对留学生日常行为管理，确保教学工作的有序进行，根据《北京理工大学本科生管理规定》（北京理工大学令第133号）、《北京理工大学本科生学籍管理细则》（北理工办发【2019】75号）和《北京理工大学纪律处分规定》（北理工发【2019】25号），特制定本管理办法。

**第二条** 留学生须遵守学校纪律，按时参加教学计划规定以及学校统一安排、组织的各项活动。所有教学及活动都要登记考勤，留学生必须按时参加，不得迟到、早退或无故缺席。

## 第二章 请假与审批

**第三条** 留学生因病不能坚持学习和参加其他活动，需提供学校指定的二级甲等及以上综合医院或专科医院诊断证明，办理病假手续。

病假期满仍不能坚持学习者，学校指定的二级甲等及以上综合医院或专科医院诊断证明可办理续假，加上原请假时间不得超过一学期的三分之一。

**第四条** 留学生一般不准予事假，因特殊情况必须请事假时，须提交有效证明，一学期内事假不得超过两周，并不予补课。

**第五条** 留学生在校期间因特殊原因需离京、离境者，必须向留学生中心和所在学院请假，请假期满须到留学生中心学生教育管理办公室办理销假手续。

**第六条** 留学生病假、事假，请假2日以内者由辅导员或班主任批准，请假3日内及以上须提交书面申请，由辅导员或班主任签批后，交留学生中心和学院备案。研究生须同时向导师提出申请并获得许可，否则按无故旷课处理。

**第七条** 未请假或请假未经批准连续两周未参加学校规定的教育教学活动的，予以退学处理。

**第八条** 留学生按中国的节假日规定及学校规定的寒暑假放假，各国的节日学校不予放假。

## 第三章 学历生课程考勤

**第九条** 学历生课程考勤采取留学生辅导员或班主任考勤抽查制。

辅导员根据其所负责学生的课表，每周抽查至少一门课程。抽查中发现留学生旷课两次以上予以书面警告，课程学习期间，无故旷课超过1/3学时予以书面警告；无故旷课超过1/2学时不得参加该课程的考试，应予重修。

**第十条** 令闻书院开设的课程（汉语、中国概况、微积分等）由任课老师记录学生考勤，每两周将学生的出勤情况报告辅导员或班主任。课程学习期间，无故旷课超过1/3学

时予以书面警告；无故旷课超过1/2学时不得参加该课程的考试，应予重修。

**第十一条** 研究生考勤采用双向反馈制，导师或学院科研助理主要记录组会或讨论等参与情况，留学生辅导员主要记录学生活动和月签到等情况并汇总。考勤记录与奖学金年度评审、评奖评优挂钩。

#### 第四章 非学历生课程考勤

**第十二条** 非学历生参加预科、汉语等课程学习时，无故旷课10节由班主任约谈；旷课超20节，由班主任及教研室主任约谈；旷课超40节约谈并出具书面警告；旷课超60节不予发放结业证书。

如有以下情形者将勒令退学：连续三天旷课；一个月累计旷课20节；累计旷课80节。

#### 第五章 中国政府奖学金生生活签到

**第十三条** 中国政府奖学金生每月须在规定时间内前往留学生中心学生教育管理办公室指纹签到。有特殊原因无法按时签到的，须向留学生中心提前说明情况。

在学校规定的假期内请假离境的，生活费正常发放；

因个人原因当月累计请假超过15天或连续请假超过15天的，停发一个月生活费；

经学校批准参加教学计划之外的学术活动离境超过15天的，生活费待学生返校后补发；

未经批准离境超出15天时间的，停发生活费。

#### 第五章 文化体验和学生活动考勤

**第十四条** 留学生报名参加由学校组织的各类文化体验或学生活动，需按时参加。因故不能参加者，需至少提前1天通知辅导员。

无故缺席将被列入黑名单，一年内不得参加所有相关活动。

#### 第六章 附则

**第十五条** 本规定未尽细则，参照《北京理工大学本科生学籍管理细则》（北理工办发【2019】75号）和《北京理工大学纪律处分规定》（北理工发【2019】25号）执行。

**第十六条** 本办法自公布之日起实施，由留学生中心负责解释。

# Attendance Management Regulations for BIT International Students

## Chapter one General

**Article 1** In order to standardize the attendance system for international students (hereinafter referred to as international students), strengthen the daily behavior management of international students, and ensure the orderly progress of teaching work, in accordance with the "Beijing Institute of Technology Undergraduate Management Regulations" (Beijing Institute of Technology Order No. 133), "Beijing The Regulations for the Management of Undergraduates of the University of Science and Technology (Beijing Institute of Technology [2019] No. 75) and the "Regulations on Disciplinary Actions of the Beijing Institute of Technology" (Beijing Institute of Technology [2019] No. 25) are hereby formulated.

**Article 2** International students must abide by school discipline and participate in the teaching plan regulations and various activities organized and organized by the school on time. All teaching and activities must be registered for attendance. International students must neither be late, nor leave early, nor absent without reason.

## Chapter two Leave and approval

**Article 3** International students who cannot persist in studying and participating in other activities due to illness must provide a diagnosis certificate from a general hospital or specialist hospital designated by the school as Grade A or above and go through the procedures for sick leave.

For those who cannot continue to learn after the expiration of the sick leave, the school's designated Grade A or higher general hospitals or specialist hospitals can apply for renewal of leave, plus the original leave time shall not exceed one-third of the semester.

**Article 4** International students are generally not allowed to take personal leave. If they have to take personal leave due to special circumstances, they must submit a valid certificate. The personal leave shall not exceed two weeks in a semester, and no make-up classes are allowed.

**Article 5** International students who need to leave Beijing or leave the country for special reasons during their stay at the school must apply for leave

from the International Student Center and their college. If the leave is over, they must go to the Student Education Management Office of the International Student Center to complete the leave procedures.

**Article 6** The international students who ask for sick leave and personal leave within 2 days should be approved by the counselor or class teacher. If the leave is 3 days or more, a written application must be submitted. After the counselor or class teacher signs and approves, it will be submitted to the International Student Center and the college for record. Graduate students must apply to the supervisor simultaneously and obtain permission. Otherwise, they will be treated as playing the truant.

**Article 7** Anyone who fails to apply for leave or fails to participate in educational and teaching activities prescribed by the school for two consecutive weeks without asking for leave shall be subject to withdrawal.

**Article 8** International students have holidays in accordance with China's national calendar, the school's winter and summer vacations. No holidays will be given based on various countries' holidays.

### **Chapter three Attendance for degree students**

**Article 9** Attendance for academic degree students adopts a random check system for the attendance of foreign student counselors or class teachers.

The counselor randomly checks at least one course per week based on the student's class schedule he is in charge of. During the random inspection, international students who were absent from class more than twice will be given a written warning. During the course of study, students who were absent from school for more than 1/3 of a class hour will be given a written warning; students who were absent from class for more than 1/2 class hour are not allowed to take the exam for the course and should be retaken.

**Article 10** In the courses offered by Lingwen Academy (Chinese, General Situation of China, Calculus, etc.), the teacher records the student attendance and reports the student's attendance to the counsellor or class teacher every two weeks. During the course of study, a written warning will be given for unexcused absenteeism for more than 1/3 of the class hour; If the student is absent without permission for more than 1/2 of the classes shall not be allowed to take the examination of the course and should be retaken.

**Article 11** A two-way feedback system is adopted for postgraduate



attendance. The tutor or college research assistant mainly records the participation in group meetings or discussions, and the international student counsellor mainly records and summarizes student activities and monthly sign-in. Attendance records are linked to scholarship annual reviews, awards, and merits.

#### **Chapter four Course attendance for non-degree students**

**Article 12** For non-degree preparatory programs, , such as Chinese language and other courses, the class teacher will address students who abscond up to 10 periods ; while those absconding more than 20 periods will be questioned by the class teacher and the head of the teaching and research section; a written warning will be served to any student absconding more than 40 periods; absentees will not be allowed to receive the certificate of completion for more than 60 periods.

Students under the following circumstances will be ordered to withdraw from school: three consecutive days of absenteeism, a total of 20 absenteeisms in one month; and a total of 80 absenteeisms during the entire program.

#### **Chapter five Chinese Government Scholarship Student Life thumb-printing**

**Article 13** Chinese government scholarship students must go to the Student Education Management Office of the International Students Center to sign in at the specified once every month. If a student cannot thumb-print on time for special reasons, such must inform the the International Student Center in advance.

Living expenses will be paid normally if you take a leave of absence during the school holidays;

If the cumulative leave of absence exceeds 15 days in the current month due to personal reasons or the continuous leave of absence exceeds 15 days, the monthly living allowance will be suspended until they report back to school;

Approved by the school to participate in academic activities not included in the teaching and training program and leave the country for more than 15 days, the living allowance will be repaid after the student returns to the school;

If you leave the country for more than 15 days without approval, the payment of living expenses will be suspended until you return.

#### **Chapter six Cultural experience and attendance of student activities**

**Article 14** International students who sign up to participate in various cultural experiences or student activities organized by the school must attend on time.

Those who cannot participate for some reason must notify the counsellor at least 1 day in advance.

Unexcused absences will be blacklisted and will not be allowed to participate in all related activities within one year.

### **Chapter seven Bylaws**

**Article 15** The detailed rules not contained in this regulation shall be implemented with reference to the "Beijing Institute of Technology Undergraduate Student Status Management Regulations" (Beijing Institute of Technology [2019] No. 75) and the "Beijing Institute of Technology Disciplinary Regulations" (Beijing Institute of Technology [2019] No. 25).

**Article 16** This method shall be implemented from the date of promulgation, and the International Students Center shall be responsible for the interpretation.

# 北京理工大学学生纪律处分规定（节选）

## 第二章 处分的种类和适用

**第五条** 学生应当遵守国家的法律法规和学校的各项规章制度，自觉接受学校的管理。对违反纪律的学生，学校应当给予批评教育，并可视情节轻重，给予如下纪律处分：

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

**第六条** 警告、严重警告、记过的期限为六个月，留校察看的期限为一年。纪律处分期限，自处分决定生效之日起计算。处分期间休学的，处分期中断。复学后，处分期继续计算。

**第七条** 侵害他人名誉的，应当赔礼道歉；损坏国家、集体或他人财产的，应当赔偿；破坏校园环境、卫生或设施的，应当负责恢复原状或者赔偿损失。

**第八条** 凡受纪律处分者，同时给予以下处理：

- （一）获得表彰、奖励或助学贷款、助学金的，由学生纪律处分委员会讨论决定是否停发或收回；
- （二）获得免试推荐研究生资格的，予以取消；
- （三）已担任助管、助教或担任党团支部、班级、学生组织、学生社团等骨干职务的，予以撤销；
- （四）因学术不端行为获得学术及品行奖励、荣誉、证书、称号等的，予以收回。

**第九条** 受留校察看以下处分的学生，如提出解除处分申请，由学生所在学院/书院负责考察，纪律处分委员会负责审核批准。在处分期间无违纪行为的，经本人提出申请后，可按期解除处分；有明显进步表现的，可提前解除处分，提前解除处分的申请应由学生所在学院/书院提出。纪律处分解除后，因处分同时被剥夺或限制的权益不再受原处分的影响。

**第十条** 学生违反纪律，有下列情形之一，可以从轻处分：

- （一）情节显著轻微；
- （二）属于初犯，能主动承认错误，如实交待错误事实，检查认真深刻，确有悔改表现；
- （三）确系他人胁迫或诱骗，并能主动揭发，认错态度好；
- （四）其他可以从轻处分的情形。

**第十一条** 学生违反校规校纪，有下列情形之一，应当从重处分：

- （一）造成严重后果；

- (二) 故意隐瞒、歪曲或捏造事实，妨碍有关部门、单位调查；
- (三) 对有关人员打击报复、威胁或恫吓；
- (四) 在校期间曾受过一次处分，再次违纪；
- (五) 拒不承认错误；
- (六) 同时有两种（含）以上违纪行为；
- (七) 违纪群体中的为首者、组织者、策划者、煽动者；
- (八) 伙同校外人员，违反法律法规、校规校纪；
- (九) 造成人身伤害，不积极施救或不及时支付相关治疗费用和赔偿；
- (十) 其他应予从重处分的情形。

### 第三章 违反纪律行为的认定和处分

#### 第三节 侵犯公私财产的行为

**第二十二条** 有下列侵犯公私财物行为之一，被依法免于刑事处罚或未受治安管理处罚的，视情节轻重，给予记过以上处分：

- (一) 偷窃、骗取、抢夺、侵占公私财物的；
- (二) 敲诈、勒索公私财物的；
- (三) 故意损坏公私财物的；
- (四) 破坏公共设施的。

**第二十三条** 明知是赃物而窝藏、销毁、转移、使用或买卖的，被依法免于刑事处罚或未受公安部门处罚的，视情节轻重，给予严重警告以上处分。

**第二十四条** 擅自倒卖或非法转让学校科技成果的，视其情节、后果，给予记过以上处分。

**第二十五条** 私自转借、涂改、出租、转让、抵押、伪造校园卡、学生证等个人证件的，视情节轻重及影响程度给予警告以上处分。

# Sanction Rules and Regulations for BIT Students (Excerpts)

## Second Chapter Types of Sanctions and its Application

**Article 5** Students should abide by laws and regulation of the country, rules and regulation of the school, and voluntarily accept management of school. For students who violated the rules, the school should give criticism and education. According to the severity of student's misconduct, the school could take sanction as below:

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

**Article 6** Warning, severe warning and demerit record lasts for a period of 6 months, whereas school probation lasts for a period of 1 year. The period of sanction start from the 1<sup>st</sup> day of the sanction has come into effect.

The period of sanction will suspend when the students is in school suspension, and will resume running from the day when student is back to school.

**Article 7** Person who deframe others' reputation should make apology; who damage assets of country, collective or individual should give compensation; who disrupt school's environment, facility and cleanliness should take responsibility of restoring or compensating the loss.

**Article 8** Whoever receives sanction, will receive additional penalty as below simultaneously:

- (1) Those who received award, scholarships or student loan will be withdrawn or suspend upon Student Disciplinary Committee's decision;
- (2) Those who received postgraduate qualification with recommendation will be cancelled;
- (3) Those having the position of research assistant, teaching assistant, or in a backbone position of the league and party branch, class, student's association, will be revoked;

(4) Those award, reward, certificate, honour, and title received by using academic misconduct will be taken back;

**Article 9** If students with warning, severe warning or demerit record sanction request to end his/her penalty, the student's school is responsible to do inspection and Student Disciplinary Committee will be in charge of the approval of request. After the request of student, if the student has no misconduct behaviour within the period of sanction, the penalty will be dismissed as scheduled; Those with significant improvement, penalty can be dismissed in advance, the request of dismissal needs to be proposed by the student's school. After the sanction is dismissed, the affected benefits and rights of student is restored.

**Article 10** Student that violated discipline under situation as below can be punished leniently:

- (1) Light consequences
- (2) First-offense, admit mistakes proactively and honestly confess the context of mistakes, intend to repent from mistakes
- (3) Confirmed the cause of misconduct is threatened and inveigled, report it proactively, admit mistake sincerely
- (4) Other situation that can consider lenient penalty

**Article 11** Student that violated discipline under situation as below can be punished heavily:

- (1) Severe consequences
- (2) Fabricating and concealing mistakes, and impeding the investigation of related department intentionally.
- (3) Threaten or take revenge on investigators or witness
- (4) Recidivist, not first offense
- (5) Refuse to admit mistake
- (6) Two or more wrongdoings as mentioned above
- (7) Leader of misconduct group, planner or instigator
- (8) Misconduct with people off campus
- (9) Result in human casualties, without proactive first aid or without in-time medical payment/compensation
- (10) Other situation that can consider severe penalty

### **Third Chapter Disciplinary Offences and Sanctions**

### Section III Violation Act of Public and Private Property

**Article 22** Any act of violating public and private property as below, that exempt from criminal penalty according to Criminal Law, or exempt from administrative penalty according to Security Administration Penalty Law, will be given penalty as mentioned above according to the situation's severity:

- (1) Theft, fraud, rob, misappropriation of public and private property
- (2) Extortion and blackmail of public and private property
- (3) Intentionally damage public and private property
- (4) Disrupt public facilities

**Article 23** Shelter, destroy, transfer, use or trade spoils with full awareness, that exempt from criminal penalty according to Criminal Law, or exempt from administrative penalty according to Security Administration Penalty Law, will be given penalty as mentioned above according to the situation's severity.

**Article 24** Unauthorised reselling or illegal transferring of school's technological achievement, will be given penalty as mentioned above according to the situation's and consequences' severity.

**Article 25** Lend, modify, rent, transfer, mortgage, forge ID like school campus card, student book and etc. without authorisation, will be given penalty as mentioned above according to the situation's severity.



# 北京理工大学来华留学生校外实习管理 暂行规定

为进一步提高学校国际化人才培养质量，提升来华留学生（以下简称学生）实践能力、专业素养和综合素质，助其开阔视野、拓展知识面，增强学生的实际工作能力和适应社会能力，根据国家相关政策法规，结合学校来华留学工作实际，制定本规定。

## 一、国家政策规定

根据《中华人民共和国外国人入境出境管理条例》第三章第二十二条规定：持学习类居留证件的外国人需要在校外勤工助学或者实习的，应当经所在学校同意后，向公安机关出入境管理机构申请居留证件加注勤工助学或者实习地点、期限等信息。持学习类居留证件的外国人所持居留证件未加注前款规定信息的，不得在校外勤工助学或者实习。需自行找实习单位进行实习的外国留学生需要根据要求申请居留证件加注实习地点、期限等信息。

根据《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第42号）第三章第二十条规定：高等学校按照教学计划组织国际学生参加教学实习和社会实践，选择实习、实践地点应当遵守国家有关规定。

## 二、实习的分类

### （一）实习的种类

实习分为专业实习和毕业实习。

专业实习是根据学生所在专业的教学计划和培养环节要求，由培养单位组织开展的教学实践活动。

毕业实习是根据学生所在专业的培养方案，为毕业论文撰写和毕业后走上工作岗位奠定基础的教學实践活动。旨在锻炼和巩固学生综合运用所学的基本技能及专业知识，培养学生独立分析和解决实际问题的能力。

### （二）实习的形式

实习的形式分为集中实习和自主实习。

集中实习是指学生在校外固定的实习基地集中进行实习。一般由学生所在专业学院统一组织，实习指导教师带队具体负责实习的实施。

自主实习是指学生自主联系单位自主进行实习。实习内容应与所学专业知识和掌握的基本技能密切关联。

## 三、实习的组织与管理

### （一）学院统一组织

1. 学生所在专业学院统一组织开展的实习主要是专业实习，以集中实习的形式开展。
2. 专业学院根据培养方案、教学计划及培养环节要求，统一组织学生外出实习，并

负责实习期间的日常管理工作。

3. 实习期间，学生应严格遵守实习纪律和实习单位的规章制度、操作规程及安全要求，服从实习单位和带队老师的管理。

4. 此类实习一般为实习实践类课程，原则上无需在居留证件上加注实习；如有涉及签证、居留许可等外事事宜，由留学生中心协助办理。

5. 因单位性质要求或另有规定无法接收留学生实习的，由学生所在专业学院另行安排，可采取其他形式替代。确有困难不能安排的，经与留学生中心协商，由留学生中心安排至其他单位实习；专业学院须对学生的实习成绩予以认可，实习学分有效。

## （二）学生个人申请

此类实习以毕业实习为主，形式多为自主实习。部分专业的培养方案和教学计划中对要求学生开展外出实习的，参照此类实习进行管理。

### 1. 申请资格

- （1）在我校正式注册的学历生，以及学习时间为一学年的交换生（汉语交换生除外）；
- （2）申请人成绩良好，学业进展顺利；
- （3）需征得所在专业学院、导师和留学生中心的同意；
- （4）实习单位和实习内容原则上应与申请人所学的专业或课程相关。

### 2. 申请流程

（1）学生需填写《北京理工大学办理居留证件加注实习申请表》（附件1），学院（及导师）签署意见后，交至留学生中心；

（2）学生需提供实习单位开具的《同意接收来华留学生实习的函》（附件2）或其它实习证明，应注明实习时间、地点和实习内容等信息；

（3）留学生中心对相关材料进行审核；审核通过后出具《中华人民共和国外国人签证证件申请表》和校外实习同意函；

（5）学生向北京市公安局出入境管理局提交居留证件加注实习的申请，申请材料包括：

- ① 《中华人民共和国外国人签证证件申请表》，应加盖留学生中心和实习单位公章；
- ② 《临时住宿登记表》；
- ③ 留学生中心出具的校外实习同意函；
- ④ 实习单位出具的同意接收函；
- ⑤ 出入境要求提供的其他材料

### 3. 校外实习注意事项

（1）学生在实习期间接受学校和实习单位的双重管理，须严格遵守中国法律法规、校纪校规和实习单位的规章制度；

（2）实习单位不得向学生发放实习工资或其他报酬；

（3）每次办理居留证件加注实习的期限不得超过六个月，实习期限不得超过居留许

可有效期，不得超过在校学习期限；

（4）若学生在实习期间出现学习成绩下降、学业进展缓慢、学籍发生异动或导师提出中止要求等情况，应立即向实习单位提出中止实习的申请，在得到实习单位同意后及时返回学校，并办理相关居留证件手续；

（5）学生不得随意变更实习单位，如变更实习单位，应提前向学校提出申请，获批后重新办理居留证件加注手续方可变更；

（6）学生在实习期间出现违法、违纪、违规等情况，学校将根据学生纪律处分有关规定给予相应处分。

#### **四、附则**

本规定自2020年3月1日起开始施行，由留学生中心负责解释。

## Interim Management Regulations for Off-campus Internships for BIT International students (Trial)

In order to further improve the quality of international talent cultivation, enhance the practical ability, professionalism and comprehensive quality of international students (hereinafter referred to as students), help them broaden their horizons and expand their knowledge base, and strengthen their hands-on skills, and ability to adapt to society, these regulations are formulated in accordance with the relevant national policies and regulations combined with the actual situation of the school.

### ***I. National policies and regulations***

According to Chapter 3, Article 22 of the Regulations of the People's Republic of China on the Entry and Exit of Foreigners, foreigners holding study-type residence permits who need to work off-campus for study or internship should apply to the Exit-Entry Administration of the public security authorities for their residence permits to be annotated with information on the location and duration the internship after the consent of their schools. Foreigners holding study residence permits that are not endorsed with the information specified in the preceding paragraph are not allowed to work off-campus for study or internship. Foreign students who need to secure an internship on their own are required to disclose the location and duration of the internship while applying for a residence permit.

According to Chapter 3, Article 20 of "Measures for the Admission and Training of International Students in Schools" (Decree No. 42 of the Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security), higher education institutions shall organize international students to participate in teaching internships and social practice according to the teaching plan, and the choice of internship and practice sites shall comply with the relevant national frameworks.

### ***II. Classification of internships***

#### (1) Types of internship

The internship is categorized into professional and graduation internship.

The professional internship is a teaching practice organized by the training institution according to the teaching plan and training requirements of the student's major.

The graduation internship is a teaching and practical activity that lays the foundation for the writing of the graduation thesis and for the workplace after graduation according to the training program of the student's specialty. It aims to orchestrate and consolidate the basic skills professional knowledge, and attitudes students acquired , and foster their analytical and independent problem-solving skills.

#### (II) Form of internship

The form of the internship is classified into centralized and self-directed internship.

The centralized internship means that the students are concentrated in a fixed internship base outside off-campus. It is usually organized by the student's faculty of study and the internship supervisor is responsible for the implementation of the internship.

Self-directed internships are those in which students contact institutions on their own. Notwithstanding this, the content of the internship should be closely related to the professional knowledge and the basic skills acquired.

### ***III. Organization and management of the internship***

#### (I) Uniform organization of the college

1. The internship organized by the college of the student's specialty is mainly a professional in nature, carried out in the form of a centralized internship.

2. According to the training and teaching plan requirements, the college organizes students to go out for internships and is responsible for the daily management during the internship.

3. During the internship, students should strictly abide by the discipline of the internship, the rules and regulations of the internship institution, operating procedures, and safety requirements, and obey the management of the internship institution and the lead teacher.

4. This type of internship is generally a practical course. In principle, there is no need to add an internship on the residence certificate; if foreign affairs

such as visas, residence permits, etc. are involved, the International Student Center will assist in handling them.

5. If it is not possible to accept international students for internships due to the nature of the institution or other regulations, the college of the student's specialty will arrange the internship in another way or can take other forms instead. Should it be difficult to arrange, the International Student Center will arrange an internship with another institution after consultation; the college must recognize the student's internship results and the credits as valid.

#### (II) Individual student application

This type of internship is mainly based on graduation internships, mostly in the form of independent internships. The training programs and teaching plans of some majors require students to carry out internships, and they shall be managed with reference to such internships.

#### **1. Eligibility for application**

(1) Academic students officially registered in BIT and exchange students who study for one academic year (except Chinese exchange students);

(2) Applicants have good grades and are making good progress in their studies;

(3) They must obtain a written consent from their faculty, supervisor, and International Student Center;

(4) The internship institution and the content of the internship should be related to the applicant's specialty or course in principle.

#### **2. Application procedure**

(1) Students should fill in the "Application Form for Residence Permit with Internship Note of Beijing Institution of Technology" (Annex 1) and submit it to the International Student Center after the college (and supervisor) has signed it;

(2) Students should provide the "Letter of Acceptance of Internship for International Students in China" (Annex 2) or other internship certificates issued by the internship institution, which should indicate the time, place, and content of the internship;

(3) The International Student Center will review the relevant materials before it can issue the " Visa Application Form for Foreigners of the People's Republic of China" and an off-campus internship approval letter;

(5) The student submits an application for an internship with a residence certificate to the Exit-Entry Administration of Beijing Municipal Public Security

Bureau. The application materials include:

① "Visa Application Form for Foreigners of the People's Republic of China" bearing the official seal of the International Student Center and the internship institution;

② "Registration Form for Temporary Accommodation";

③ Letter of consent for off-campus internship issued by the International Student Center;

④ Letter of consent for acceptance issued by the internship institution;

⑤ Other materials required for entry and exit

### **3. Precautions for off-campus internships**

(1) During the internship period, students accept the dual management of the school and the internship institution, and must strictly abide by Chinese laws and regulations, school discipline and school rules, and the precepts of the internship institution;

(2) The internship institution shall not issue internship salaries or other remuneration to students;

(3) The duration of the internship shall not exceed six months each time the residence permit is endorsed, and the duration of the internship shall not exceed the validity of the residence permit or the duration of study at the school.

(4) If a student's academic performance declines during the internship, slow academic progress, changes in student status, or a request for suspension from the supervisor, they should immediately apply to suspend their internship, return to school in a timely manner after receiving the consent of the internship institution, and go through the relevant residence permit procedures.

(5) Students are not allowed to change their internship institution at will. If they change their internship institution, they should apply to the school in advance and re-apply for the apostille procedure on their residence permit after approval.

(6) If students break the law, discipline, or violate the rules during the internship, the school will impose appropriate sanctions according to the relevant provisions of student disciplinary sanctions.

### ***IV. Supplementary provision***

This regulation will be effected from March 1, 2020, and the International Student Center reserves the right of interpretation.



Attachment:

1. Application form for internship with residence permit for foreign students in China
2. Letter of agreeing to accept the internship of international students in China
3. Internship Commitment (Chinese-English bilingual)

# 北京理工大学来华留学生保险管理实施细则

**第一条** 为规范学校来华留学生（以下简称留学生）保险管理，完善突发事件应急处理机制，保障留学生的合法权益，根据《学校招收和培养国际学生管理办法》（教育部、外交部、公安部第42号令）、《高等学校要求外国留学生购买保险暂行规定》（教外司来〔2007〕1078号）、《关于规范我高等学校中国政府奖学金生购买综合医疗保险的通知》（教外司来〔2020〕569号）等相关政策文件要求，结合学校实际，特制定本细则。

**第二条** 学校实行留学生全员保险制度，凡在学校正式注册的留学生，必须按照国家有关规定进行投保，购买学校指定的留学生综合保险。

**第三条** 留学生应在注册前完成保险购买手续，并确保在校学习期间处于保险的有效期内。对未按规定购买保险的，应限期投保；逾期不投保的不予注册学籍。

**第四条** 凡奖学金协议条款中明确规定提供医疗保险内容的，由学校统一为此类奖学金生购买综合保险；无明确规定的，由奖学金生自行购买；校际交换生、自费生的保险由本人自行购买。

**第五条** 为保障留学生享受的保险保障标准一致，学校选择平安养老保险股份有限公司的“来华人员综合医疗保险保障计划”为我校留学生的综合保险险种。

**第六条** 凡涉及“来华人员综合医疗保险保障计划”的具体事宜，须根据平安养老保险股份有限公司发布的具体条款执行。可登录网站 [www.lxbx.net](http://www.lxbx.net) 或拨打 24 小时服务热线400-810-5119了解详细信息。

**第七条** 留学生可通过微信、支付宝、境外银行卡（VISA /MASTER储蓄卡等）三种方式购买保险。在线投保流程请见附件1。

**第八条** 国际学生有关理赔说明请见附件2申请理赔。

**第九条** 本细则自2020年9月1日起施行，由留学生中心负责解释。

附件： 理赔说明

## Insurance Scheme Management Regulations for BIT International Students

**Article 1.** In order to standardize the insurance management of international students in China (hereinafter referred to as international students), improve the school's emergency response mechanism to deal with emergencies, and protect the legitimate rights and interests of international students, in accordance with the "Administrative Measures for the Enrolment and Training of International Students in Schools" (Order No. 42), "Regulations of Higher Education Institutions on Requiring Foreign Students to Purchase Provisional Insurance" (Department of Education and Foreign Affairs [2007] No. 1078), "Notice on Regulating the Purchase of Comprehensive Medical Insurance by Chinese Government Scholarship Students in Colleges and Universities" (Department of Education and Foreign Affairs [2020] No. 569), this method is specially formulated in accordance with the actual situation of the school.

**Article 2.** Our school implements a full insurance system for international students. International students must purchase comprehensive insurance for international students designated by the school during their studies.

**Article 3.** International students must apply for insurance in accordance with relevant national regulations and school requirements. Those who fail to purchase insurance in accordance with the regulations shall apply for the insurance within a specified period of time, and those who fail to apply for the insurance shall not be registered.

**Article 4.** Chinese Government Scholarship students, Confucius Institute Scholarship students, etc., where the scholarship provides for medical insurance, the school will handle the purchase of comprehensive insurance for international students. For those students under other types of scholarships, if the terms and conditions of their scholarships are not clear, the international students themselves shall bear the insurance costs for inter-school students just like the self-sponsored students.

**Article 5.** To ensure that the international students enjoy the same insurance protection standards, our school chooses the "Comprehensive Medical Insurance Protection Plan for People Coming to China" of Ping An Pension Insurance Co.,

Ltd. as our school's designated comprehensive insurance coverage for international students.

**Article 6.** All specific matters related to the "Comprehensive Medical Insurance Protection Plan for People Coming to China" shall be implemented in accordance with the specific terms and conditions of Ping An Pension Co., Ltd. The students can log in to the website [www.lxbx.net](http://www.lxbx.net) or call the 24-hour service hotline 400-810-5119 for more information.

**Article 7.** International students can apply and pay online for insurance either through : WeChat, Alipay, or overseas bank cards (VISA/MASTER, savings cards, etc.). Please purchase your insurance before entering China. Please refer to the online insurance process (Attachment 1).

**Article 8.** About international students applying for refunds please refer to the instructions for claims settlement in Attachment 2.

**Article 9.** These measures will be effected from September 1, 2020, and the International Students Center reserves the right of interpretation.

Attachment: Claims Description

附件 Attachment

理赔说明 Insurance claims

来华留学生保险

网上支付保险费流程

全程医疗管理服务电话:

400 810 5119

服务流程----全程医疗管理



理赔应备:

按要求备齐下列资料→邮寄到保险公司

所需材料 申请项目	护照复印件及 签证页复印件	医院发票原 件	病历复印件(每次 就诊病历日期与 发票日期相对应)	费用明细	意外事故 证明	出院小结或 住院病历复 印件	银行存折复印 件或银行卡客 户信息表
意外门诊	需要	需要	需要		需要		需要
疾病门诊	需要	需要	需要				需要
住院(因意外)	需要	需要		需要	需要	需要	需要
住院(因疾病)	需要	需要		需要		需要	需要

注意事项:

1. 就诊前务必拨打电话 400 810 5119 进行寻诊。
2. 意外事故需提供意外事故证明及相关部门的定性材料(如: 交通事故必须出具交通管理部门的交通事故责任认定书等)。
3. 银行账户信息必须包括账号、账户名和开户行信息。

理赔材料寄送地址: 北京市西城区金融街 23 号平安大厦 9 层(邮编 100033)  
收件人: 留学保险项目组                      电话: 400 810 5119

欢迎关注来华留学生保险微信服务号



Online Premium Payment Procedure --Insurance for Overseas Students in China

Whole Process Health Service Hotline: 400 810 5119

Service Procedure—Whole Process Health Management



Claim Settlement Preparation:

Prepare below documents according to requirements--- send these documents to insurance company through

Required Document	Copy of passport and visa page	Original Invoice from hospital	Copy of medical record (the date of each medical care should correspond with date in invoice)	Cost breakdown	Accident Statement	Copy of discharge summary or copy of hospitalized medical record	Copy of Bank deposit book or client information table for bank card
Application Item							
Accident outpatient	Required	Required	Required		Required		Required
Illness outpatient	Required	Required	Required				Required
Inpatient (accident)	Required	Required		Required	Required	Required	Required
Inpatient (illness)	Required	Required		Required		Required	Required

Note:

1. Before seeing a doctor, please call 4008105119 for medical advice;
2. For accidents, accident reports or qualitative documents from relevant authorities (for example, traffic accident responsibility definition issued by traffic authority for traffic accident);
3. Bank account information needs to cover account name, number and opening bank information.

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

收件人：留学保险项目组

电话：400 810 5119

Welcome to follow our Wechat Service Number for updated information about insurance for overseas



更多内容可登录：[http://www.lxbx.net/ajax/lanmu\\_ajax-16.html](http://www.lxbx.net/ajax/lanmu_ajax-16.html) 查看。For more information, please visit: [http://www.lxbx.net/ajax/lanmu\\_ajax-16.html](http://www.lxbx.net/ajax/lanmu_ajax-16.html)

# 北京理工大学来华留学生公寓住宿 管理办法

## 第一章 总则

**第一条** 为规范来华留学生（以下简称留学生）公寓管理，营造文明、安全、整洁、舒适的学习和生活环境，保障学校和学生的合法权益，根据《学校招收和培养国际学生管理办法》（教育部、外交部、公安部第42号令）、《来华留学生高等教育质量规范（试行）》（教外〔2018〕50号）、《北京理工大学学生公寓管理办法》《北京理工大学学生纪律处分条例》等规定，结合学校来华留学工作实际，制定本管理办法。

**第二条** 办法所指北京理工大学留学生公寓包括中关村校区14号楼、16号楼、综合楼留学生公寓和良乡校区留学生公寓。

**第三条** 留学生中心是留学生公寓的归口管理部门。

## 第二章 预订、入住与退宿

**第四条** 北京理工大学注册在籍的各类留学生均有资格申请入住学校留学生公寓。由留学生本人申请，留学生中心批准，留学生公寓管理人员统筹安排入住。

**第五条** 留学生办理入住时需签署《北京理工大学来华留学生校内住宿文明公约》，缴纳押金100元。办理手续后入住指定房间，未经辅导员和公寓管理人员批准不得自行调换。

**第六条** 学习期限为一学期以上（含一学期）的留学生预订时按学期一次性缴清住宿费用，缴费期限为开学之日至学期末（以学校对外公布校历为准）。学习期限不足一学期的留学生按日缴费。

**第七条** 住宿期间，因留学生个人原因提前退房或因违反相关规定被取消公寓住宿资格，原则上不退还已缴纳住宿费。

**第八条** 因毕业、结业、退学、休学等原因离校、以及申请退宿的留学生，须到公寓前台办理退宿手续。经公寓管理人员确认后，退还押金。



### 第三章 护照、签证和住宿登记

**第九条** 留学生办理入住手续时，必须提供合法、有效的护照和签证，并依照《中华人民共和国出境入境管理法》，办理住宿登记。

**第十条** 留学生住宿期间必须持有合法有效的护照和签证。护照和签证延期、换发或者有其他变更的，必须重新办理住宿登记手续。因个人原因造成签证过期未及时登记的，公寓有权暂停其住宿资格，直至完成登记为止。

**第十一条** 入住留学生因外出等各种原因暂离公寓超过24小时的，须告知公寓前台，并在返回公寓后重新办理住宿登记手续。

### 第四章 住宿管理

**第十二条** 入住公寓的留学生应自觉维护公寓安全，有义务劝阻、制止和报告损害公寓安全的不良行为，严格遵守学校有关管理规定，服从公寓工作人员管理，不得在公寓内进行各种违反国家法律法规、校规校纪的活动。

**第十三条** 入住公寓的留学生应增强安全意识，提高防范能力和自我管理能力，提高自救保护和逃生能力。

**第十四条** 入住公寓的留学生应遵守下列管理规定：

（一）服从公寓管理人员的引导和管理

（一）公寓实行会客登记制度，来访人员凭有效身份证件登记后方可进入公寓。会客来访时间为8:00至20:00。来访者须由被访者领入，被访问者离开公寓时，访客须同时离开。非会客时间或未经登记，入住公寓的留学生不能容留他人在公寓内停留。

（二）中关村校区公寓开放时间为：

星期一至星期五 06:00—24:00；

星期六至星期日 06:00—02:00<sup>+</sup>。

良乡校区公寓开放时间为：星期一至星期日 06:00—24:00

因特殊情况晚归的，需提前向辅导员和公寓管理人员申请报备。

（三）严禁攀爬公寓外墙、阳台、门窗，不得登上公寓楼顶；

（四）严禁在公寓内饲养各种动物及其他危险生物；

（五）严禁在公寓内吸烟、打架斗殴、酗酒、赌博、吸毒贩毒；

（六）严禁向公寓楼外抛洒物品，遗弃烟头；

（七）保持公寓楼内安静，严禁大声喧哗、哄闹，使用电视、音响、电脑等设备时不得影响公寓内其他居住人员；

（八）严禁在公寓内组织或参与非法宗教活动；



(九) 尊重公寓工作人员，不得出现侮辱、推搡、殴打工作人员等不文明行为；

(十) 其他学校各项管理规定中的禁止行为。

**第十五条** 保证消防安全，公寓内各场所禁止以下行为：

- (一) 擅自挪动、乱用、破坏消防器材和设施；
- (二) 在公寓楼内吸烟；
- (三) 个人物品或垃圾占用公共空间和消防通道；
- (四) 燃放烟花爆竹、焚烧杂物、存放易燃易爆物品；
- (五) 房间内使用电炉、电饭锅（良乡公寓除外）、电暖气、液化气炉等容易引发火灾的器具；使用无3C认证的劣质插座及电器等；
- (六) 私拉电线或私接电路；
- (七) 其他可能危及人身、财产安全或造成安全隐患的行为。

**第十六条** 保证财产安全，保护个人财务：

- (一) 不在宿舍内存放大额现金，要妥善保管贵重物品；
- (二) 妥善保管宿舍钥匙，不得将钥匙借与他人，严禁私自调换门锁或另加门锁；
- (三) 发生钥匙丢失的情况，应及时报告公寓管理人员；
- (四) 临时借用备用钥匙，须凭有效证件到公寓前台办理借用手续，并在规定时间内归还；

(五) 学生公寓内禁止携带或存放各种有毒有害、腐蚀性、放射性，易燃易爆等危险品；禁止私自存放和使用公安部门规定的违禁物品和管制刀具。

(六) 正确使用房内设备和公共设施，发现损坏及时报修。因使用不当等人为因素造成公共财物损失的，责任人须照价赔偿。若损坏原因不清，责任不明的，由本室人员共同赔偿。发现房间冰箱内食品杂乱，卫生环境差，将收回冰箱，不再为该房间配置冰箱；

(七) 宿舍内各种设施、物品、家具等，只供楼内住宿人员使用，不得污染、损坏、迁移、拆装；严禁在家具、墙壁上刻画、涂写；

(八) 未经留学生中心批准，不得在公寓内张贴、散发宣传品或传单。禁止商贩和学生在公寓内进行经营、推销活动。

**第十七条** 辅导员和公寓管理人员定期、不定期对公寓楼内房间和公共区域实行各类检查，对于发现违反住宿管理规定的行为和安全隐患，留学生中心将采取必要措施予以制止和消除，对学校开展的各类检查工作，留学生应予以配合。

**第十八条** 入住公寓的留学生有义务监督和举报各种违法、违规行为，发现可疑人员，及时报告辅导员、公寓管理人员或学校保卫部门，并保护好现场。

**第十九条** 入住公寓的留学生发现火警、火灾等灾害事故时，要保持冷静，并及时采取报警、撤离现场、灭火等有效措施；发生刑事、治安等案件时，要注意保护现场，及时报告辅导员、公寓管理人员或学校保卫部门，并协助处理。

**第二十条** 公寓定期组织入住留学生消防和应急演练，入住公寓的留学生应积极配合、参与。

## 第五章 违规处罚

**第二十一条** 入住公寓的留学生有违反规定的，处罚依据情节轻重，分为口头警告、书面警告和取消住宿资格。涉及违纪的，由留学生中心依据《北京理工大学学生纪律处分规定》做出违纪处分决定。涉及违法的，按照相关法律法规依法处理。

**第二十二条** 对于首次晚归或首次违法住宿规定情节较轻者，给予口头警告。

**第二十三条** 留学生在公寓内出现以下违规行为，给予当事人书面警告：

- （一）违反消防安全管理制度，造成安全隐患，尚未导致人身财产损失的；
- （二）违反护照、签证、住宿登记管理规定；
- （三）未经批准私自调换房间、私自将钥匙转借他人、配钥匙、更换门锁的；
- （四）违反访客规定，在公寓内容留他人的；
- （五）在公寓内吸烟、喝酒、向楼外抛洒或投掷物品；
- （六）无故夜不归宿或晚归两次的；
- （七）私自拆卸、改装或挪用公寓内家具、设备实施；
- （八）在家具、墙壁上刻画、涂写的；
- （九）已经给予口头警告，再次出现违规行为的。

**第二十四条** 留学生在公寓内出现如下违规行为，取消当事人住宿资格：

- （一）公寓内从事违法犯罪活动的；
- （二）有导致公寓内出现火情，火灾行为的；
- （三）恶意毁坏公共物品和房内设施致设施设备受损严重的；
- （四）拖欠住宿费，在接到催费通知单五个工作日后仍未缴费的；
- （五）拒绝签署《北京理工大学国际学生校内住宿文明公约》的；
- （六）无故晚归三次的；
- （七）已经给予书面警告，再次出现违规行为的；
- （八）其它经留学生中心确认为严重违规的行为。

**第二十五条** 入住外国留学生被取消公寓住宿资格的，将对当事人送交书

面

通知；无法送交的，在公寓内进行书面公告。当事人须在书面通知或者公告后五日内搬离公寓。当事人拒不搬离的，可以禁止其进入公寓，并指定两名以上工作人员清理其个人物品，造成的损失由当事人自行承担。

## 第六章 附则

**第二十六条** 本办法由留学生中心负责解释。自2019年3月1日起施行。

# On-campus Accommodation Management Regulations for BIT International Students

## Chapter 1 General

**Article 1** In order to regulate the dormitory management of international students in China (hereinafter referred to as international students), create a civilized, safe, clean, and comfortable learning and living environment, and protect the lawful rights and interests of schools and students, in accordance with the "Administrative Measures for School Enrollment and Training of International Students" (Ministry of Education, Order No. 42 of the Ministry of Foreign Affairs and the Ministry of Public Security), "Quality Standards for Higher Education for International Students in China (Trial)" (Jiaowai [2018] No. 50), "Administrative Measures for Student Apartments of Beijing Institute of Technology," and "Regulations on Disciplinary Actions for Students and Students of Beijing Institute of Technology" And other regulations, in accordance with the actual work of the school to study in China, formulate this management method.

**Article 2** The international student dormitories of Beijing Institute of Technology referred to in the Measures include Building 14 and Building 16 of Zhongguancun Campus, International Student Apartment of Comprehensive Building, and International Student Apartment of Liangxiang Campus.

**Article 3** The International Student Center is the central management department of the International Student Dormitory.

## Chapter 2 Reservation, check-in and check-out

**Article 4** All kinds of international students registered in Beijing Institute of Technology are eligible to apply for admission to the school's international student dormitory. The application is made by the international student, approved by the International Student Center, and

the international student dormitory management staff will make overall arrangements for check-in.

**Article 5** When checking in, international students need to sign the "Convention of Civilization on Campus Accommodation for International Students of Beijing Institute of Technology" and pay a deposit of 100 yuan. Occupants are prohibited from changing from their designated rooms after check-in; without the approval of the counselor and the apartment management personnel,

**Article 6** International students whose study period is at least one semester are required to make a one-time refundable room deposit (subject to the school calendar announced by the school). to access the room keys. International students who get accommodated for less than one-semester pay daily fees.

**Article 7** During the stay, if the international student leaves early due to personal reasons or is disqualified from apartment accommodation due to violation of relevant regulations, in principle, the paid accommodation fee will be forfeited.

**Article 8** International students who leave the apartment upon graduation, , withdrawal, suspension, etc., as well as voluntary withdrawal, must report to the apartment front desk to complete the clearance procedures. After confirmation by the apartment management, the deposit will be refunded.

### **Chapter 3 Passport, visa, and accommodation registration**

**Article 9** International students must provide valid legal visas and passports when checking in and register their accommodation in accordance with the Exit and Entry Administration Law of the People's Republic of China.

**Article 10** International students must hold a valid visa during their stay. All occupants need to update their registration details with relevant offices upon passport and visa extension, renewal, or other changes.. Failure to renew the visa and delayed updates to the accommodation records, inconsistent with the local immigration policy and relevant school regulations due to personal reasons may warrant suspension from

campus accommodation until the registration is completed.

**Article 11** International students who temporarily leave the apartment for more than 24 hours must inform the front desk of the apartment and re-register for accommodation after returning to the apartment.

#### **Chapter 4 Accommodation management**

**Article 12** International students staying in the apartment should consciously maintain the safety of the apartment, have an obligation to dissuade, stop and report bad behaviors that damage the apartment, strictly abide by the school's relevant management regulations, obey the management of the apartment staff, and must not violate national laws, regulations, school rules, and school discipline activities in the apartment.

**Article 13** International students staying in apartments should enhance their safety awareness, improve prevention and self-management capabilities, and improve self-rescue protection and escape capabilities.

**Article 14** International students staying in apartments should abide by the following management regulations:

(1) Obey the guidance and management of apartment managers

(2) The apartment implements a guest registration system. Visitors can enter the apartment after registering with a valid ID. The reception time is from 8:00 to 20:00. The visitor must be led in by the host, and when the host leaves the apartment, the visitor must leave at the same time., International students staying in the apartment cannot entertain their guests in the apartment during non-visiting time or without registration.

(3) The opening hours of Zhongguancun campus apartments are:

Monday to Friday 06:00-24:00;

Saturday to Sunday 06:00-02:00<sup>+1</sup>.

The opening hours of Liangxiang campus apartments are:

Monday to Sunday 06:00-24:00

If a student will return late on special circumstances, they must file application with the counselor and register with the front desk prior to departure.

(4) It is strictly forbidden to climb the exterior walls, balconies, doors and windows and the roof of the apartment;

(5) It is strictly forbidden to keep all kinds of pets, and other dangerous creatures in the apartment;

(6) Smoking, fighting, drinking, gambling, and drug trafficking in the apartment are strictly prohibited;

(7) It is strictly forbidden to throw objects outside the apartment building through the windows and abandon cigarette butts;

(8) Keep the apartment building quiet, sounds from any source in one's room must not affect other residents in the apartment negatively;

(9) Organizing or participating in illegal religious activities in the apartment is strictly prohibited;

(10) Respect the apartment staff, and do not insult, push, beat, and other uncivilized behaviors;

(11) Prohibited behaviors in other school management regulations.

**Article 15** To ensure fire safety, the following behaviors are prohibited in all places in the apartment:

(1) Unauthorized movement, misuse, or destruction of fire-fighting equipment and facilities;

(2) Smoking in an apartment building;

(3) Personal belongings or garbage occupy public space and fire exits;

(4) Setting off fireworks and firecrackers, burning sundries, storing inflammable and explosive materials;

(5) Use electric stoves, rice cookers (except Liangxiang Apartments), electric heaters, liquefied gas stoves, and other appliances that are prone to fire in the room; use inferior sockets and appliances without 3C certification;

(6) Private wire or private circuit installation;

(7) Other behaviors that may endanger personal and property safety or cause safety hazards.

**Article 16** Ensure property safety and protect personal assets:

(1) Do not store large amounts of cash in the dormitory, and keep your valuables properly;

(2) Keep the keys of the dormitory properly, do not lend the keys to others, and it is strictly forbidden to change the door lock or add another door lock without permission;

(3) In the event of key loss, report to the apartment management in time;

(4) To borrow a spare key temporarily, you must go through the borrowing procedure at the front desk of the apartment with a valid identification and return it within the specified time;

(5) It is forbidden to carry or store all kinds of toxic, harmful, corrosive, radioactive, inflammable and explosive, and other dangerous goods in the student apartment; it is forbidden to store and use prohibited items and controlled knives specified by the public security department without permission.

(6) Use the equipment and public facilities in the room correctly, and report for repairs if any damage is found. If public property losses are caused by human factors such as improper use, the responsible person shall compensate at a price. If the cause of the damage is unclear and the responsibility is unclear, the staff in this room shall jointly compensate. It is found that the food in the refrigerator in the room is messy, and the sanitary environment is poor. The refrigerator will be taken back, and the refrigerator will no longer be configured for the room;

(7) Various facilities, articles, furniture, etc. in the dormitory are only for the use of the residents in the building, and shall not be polluted, damaged, moved, disassembled or disassembled; it is strictly forbidden to portray or scribble on the furniture and walls;

(8) Without the approval of the International Student Center, no publicity materials or flyers may be posted or distributed in the apartment. It is forbidden for vendors and students to conduct business and sales activities in the apartment.

**Article 17** Counselors and apartment management personnel conduct various inspections on the rooms and public areas in the apartment building regularly and irregularly. The International Student Center will take the necessary measures to stop and eliminate any accommodation management regulations violations and hidden safety



hazards. International students should cooperate with all kinds of inspections.

**Article 18** International students staying in apartments are obliged to supervise and report various violations of laws and regulations. If suspicious persons are found, they should promptly report to the counselor, apartment management, or school security department and protect the scene.

**Article 19** International students staying in the apartment should remain calm when discovering fire and other disasters. Take effective measures such as alarming, evacuation, and fire fighting in time; when criminal or public security cases occur, they should protect the scene and report to the counselor, apartment management, and/ or school security department in time. They have the responsibility to assist in handling The situation.

**Article 20** The apartment regularly organizes fire-fighting and emergency drills for international students who live in the apartment. International students who live in the apartment should actively cooperate and participate.

### **Chapter 5 Violation penalty**

**Article 21** If an international student living in an apartment violates the regulations, the punishments are divided into verbal warnings, written warnings, and cancellation of accommodation qualifications based on the severity of the circumstances. If a violation of discipline is involved, the International Student Center will decide on the violation of discipline in accordance with the "Regulations on Disciplinary Measures for Students of Beijing Institute of Technology". Any violation of the law shall be dealt with in accordance with relevant laws and regulations.

**Article 22** For those who return late for the first time or who violate the regulations for the first time in a minor accommodation, a verbal warning will be given.

**Article 23** If an international student has the following violations in the apartment, a written warning will be given to the party concerned:

- (1) Violating the fire safety management system, causing potential

safety hazards, and not causing personal and property losses;

( 2 ) Violation of passport, visa, and accommodation registration management regulations;

( 3 ) Unauthorized exchange of rooms, private transfer of keys to others, distribution of keys, and replacement of door locks;

( 4 ) Violating visitor regulations and leaving others in the apartment;

( 5 ) Smoking, drinking, throwing or throwing objects outside the apartment;

( 6 ) Not returning home at night or twice late for no reason;

( 7 ) Unauthorized dismantling, modification or misappropriation of furniture and equipment in the apartment;

( 8 ) Portrayed and scribbled on furniture and walls;

( 9 ) Has been given a verbal warning, and the violation has occurred again.

**Article 24** If an international student violates the following in the apartment, the person's accommodation qualification will be canceled:

( 1 ) Engaging in illegal or criminal activities in the apartment;

( 2 ) Have caused fire in the apartment;

( 3 ) Malicious destruction of public goods and facilities in the house causing serious damage to equipment and facilities;

( 4 ) The accommodation fee is in arrears, and the fee has not been paid five working days after receiving the reminder notice;

( 5 ) Refusing to sign the "Civilization Convention on Campus Accommodation for International Students of Beijing Institute of Technology";

( 6 ) Three times late for no reason;

( 7 ) Written warnings have been given, and violations have occurred again;

( 8 ) Other behaviors confirmed by the International Student Center as serious violations.

**Article 25** If an international student living in an apartment is disqualified from apartment accommodation, a written letter will be sent to the party concerned

**NB**; if it cannot be delivered, a written announcement will be made in the apartment. The parties must move out of the apartment within five days after the written notice or announcement. If the party refuses to move out, he may be prohibited from entering the apartment, and two or more staff members shall be appointed to clean up his personal belongings, and the institution shall not be liable for the losses incurred.

### **Chapter 6 By-laws**

**Article 26** This measure is effective from March 1, 2019, and the international student center of the school is responsible for the interpretation.

# 北京理工大学外国留学生校外住宿 管理办法

为加强学校来华留学生（以下简称“留学生”）校外住宿管理，根据《普通高等学校学生管理规定》、《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第42号）、《来华留学生高等教育质量规范（试行）》（教外〔2018〕50号）等和《北京理工大学学生纪律处分条例》等有关规定，结合学校来华留学工作实际，制订本办法。

**第一条** 本办法适用于学校注册在籍的留学生。

**第二条** 留学生可选择校内或校外住宿。在校外住宿的学生须在开学前两周提前向留学生中心管理办公室提出申请，未经批准不得擅自在校外住宿。

**第三条** 原校内公寓住宿者搬离公寓前应办理退宿手续，结清费用，并于退宿后24小时之内在新居住地属地派出所办理住宿登记。未办理退宿者，留学生中心不批准其在校外住宿。

**第四条** 留学生在校外住宿仅限于北京市范围内，不得在外地居住。

**第五条** 校外住宿留学生应自觉遵守中国法律法规和北京理工大学相关规定，及时为本人和家属办理、更新住宿登记。

**第六条** 校外住宿留学生应第一时间向辅导员报告登记校外住址。住址、住宿登记或联系方式发生变化时，需及时联系辅导员更新相关信息。

**第七条** 校外住宿留学生应服从所在社区管理，主动向社区居委会报备。

**第八条** 校外住宿留学生及其家属在校外住宿期间的人身和财产安全由本人负责。

**第九条** 留学生中心与社区和出入境管理部门联动，不定期对校外住宿学生开展各类走访和排查工作，校外住宿留学生应予以配合。

**第十条** 本办法由留学生中心负责解释。自2019年3月1日起施行。

## Off-campus Accommodation Management Regulations for BIT International Students

In order to strengthen the management of off-campus accommodation for international students in China (hereinafter referred to as "international students"), according to the "Regulations on the Management of Students in Ordinary Colleges and Universities", "Administrative Measures for the Enrollment and Training of International Students in Schools" (Order No. 42 of the Ministry of Education, Ministry of Foreign Affairs, and Ministry of Public Security), "Quality Standards for Higher Education for International Students in China (Trial)" (for foreign students) [2018] No. 50) and other relevant regulations such as the "Regulations on Disciplinary Actions for Students of Beijing Institute of Technology". These regulations are formulated concomitant with the actual work of the school's study in China.

**Article 1** This approach applies to international students registered in the school.

**Article 2** International students can choose to live on or off-campus. Students who live off-campus must apply to the International Student Center Management Office two weeks before the start of the semester, and they are not allowed to live off-campus without approval.

**Article 3** Before moving out of the apartment, the residents of the original campus should go through the check-out procedures, settle the expenses, and register with the local police station in the new place of residence within 24 hours after check-in. For those who have not checked out, the International Student Center will not approve them to live off-campus.

**Article 4** International students' off-campus accommodation is limited to Beijing, and they are not allowed to live in other places.

**Article 5** International students who live off-campus should consciously abide by Chinese laws and regulations and relevant

regulations of Beijing Institute of Technology, and timely update their residence registration for themselves and their family members

**Article 6** International students who live off-campus should report their off-campus residential address to the counselor as soon as possible. When a student's address, accommodation registration, or contact information changes, s/he must update the counselor with relevant information.

**Article 7** International students who live off-campus should regularly report to the community committee and abide by the norms of the host community.

**Article 8** The personal and property safety of off-campus international students and that of their family members is their sole responsibility.

**Article 9** The International Student Center cooperates with the community and immigration management departments to carry out various visits and investigations for off-campus residential students from time to time. Students residing off-campus should judiciously cooperate with officers on such duties.

**Article 10** This measure is effective from March 1, 2019, and the International Student Center of the school reserves the exclusive right to interpretation.



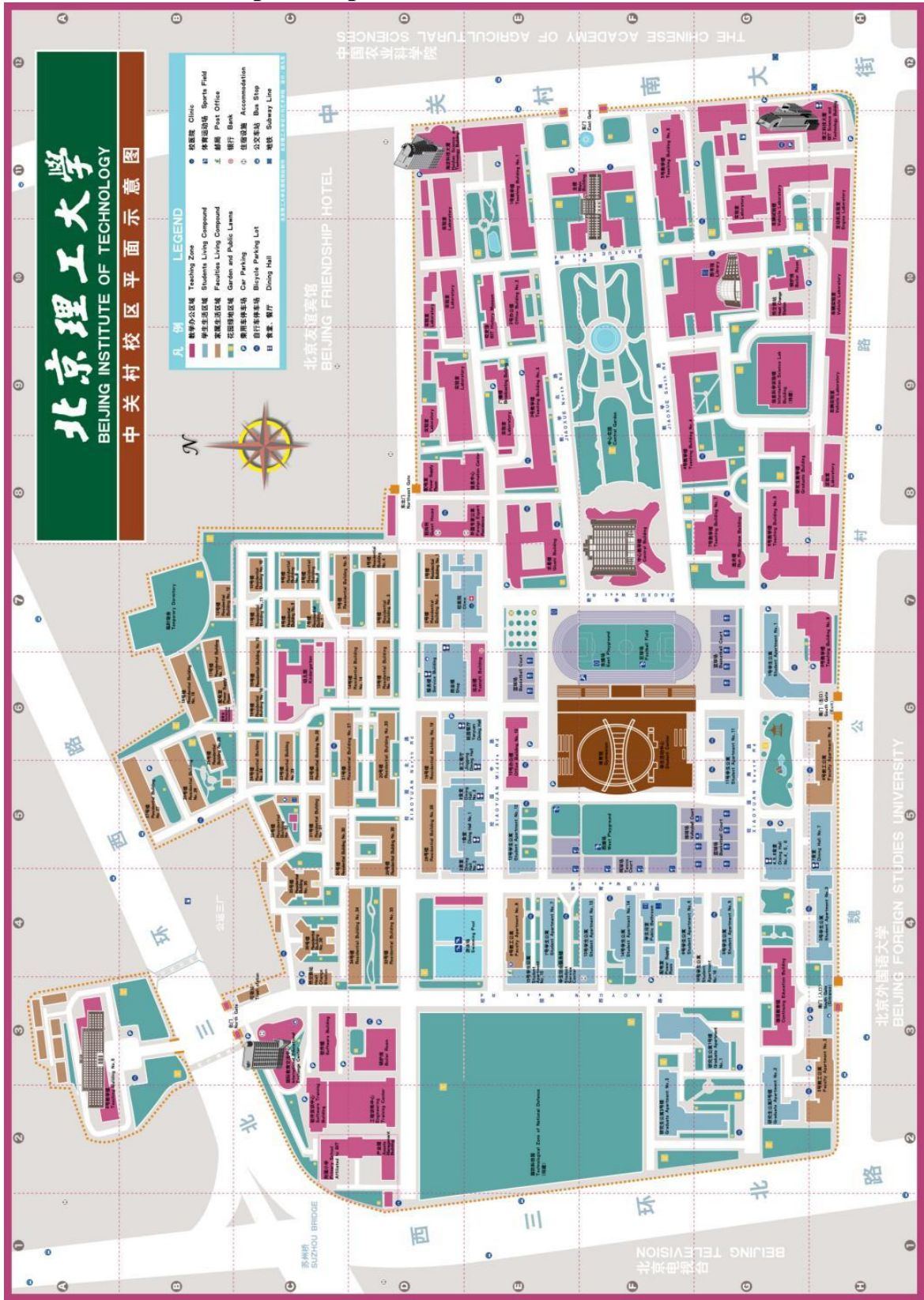
# 生活指南



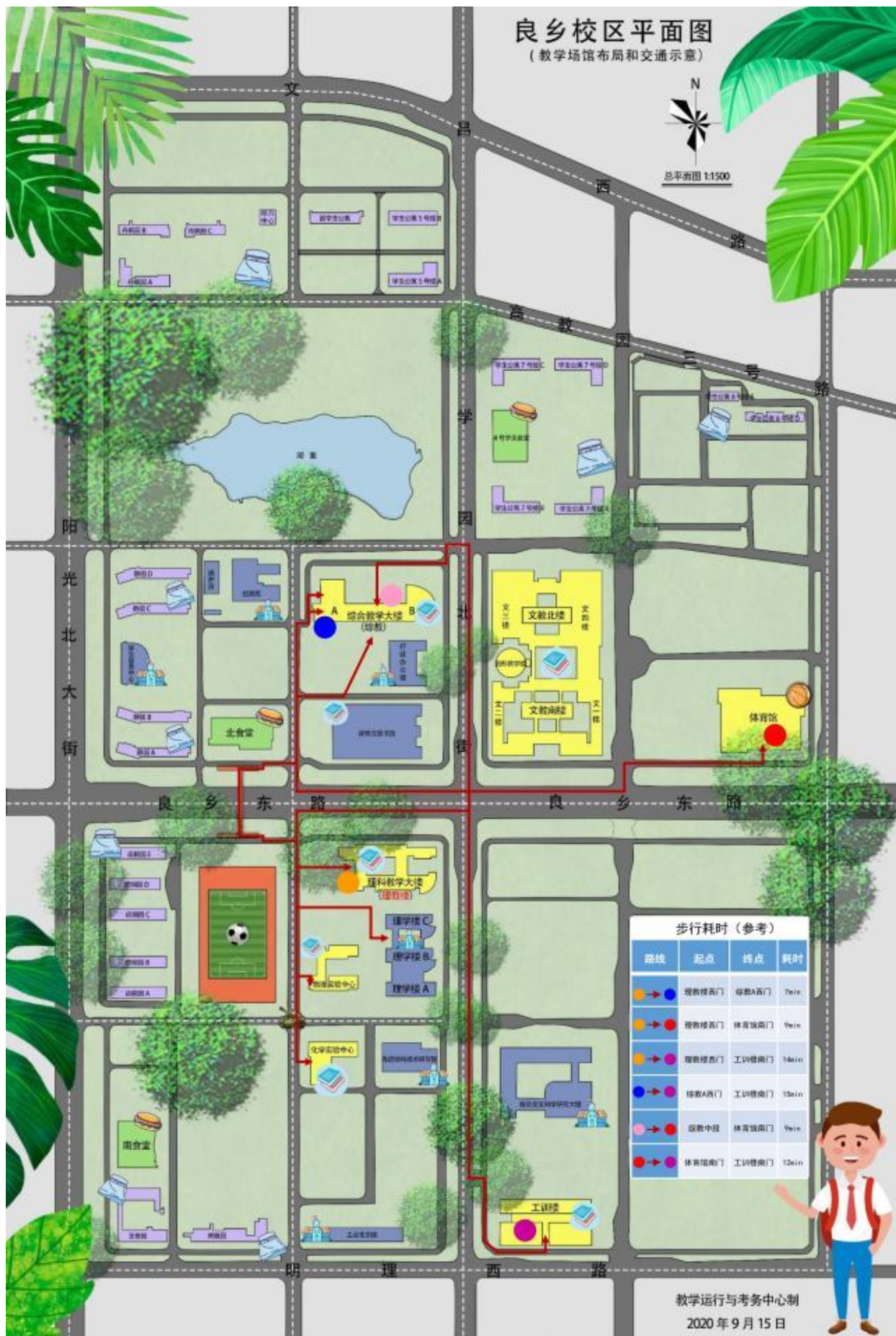


# 1. 地图及交通 Maps and transport

## (1) 学校地图 Campus Map







## (2) 交通 Transport

### A. 校车地点及时刻表 Shuttle bus Stations and Schedule

a. 师生上车地点: Boarding place for teachers and students

- 中关村校区候车点: 留学生公寓西侧 (校园西路)

Zhongguancun campus waiting point: west side of international student apartment (campus West Road)

- 良乡校区候车点: 北区校医院前 (教师候车点)

南区化学实验中心旁广场 (师生候车点)

Waiting point of Liangxiang Campus:

in front of North District School Hospital (waiting point for teachers only)

Square next to South District Chemical Experiment Center (waiting point for teachers and students)

b. 校车停靠点 School bus stop

- 中关村校区班车停靠点: Shuttle bus stop of Zhongguancun Campus:

留学生公寓西侧 west side of international student apartment

- 良乡校区班车停靠点: Shuttle bus stop of Liangxiang Campus: :

① 良乡校区北侧东院西门外 West gate of east courtyard in the north of Liangxiang Campus

② 良乡校区北院 (良乡东路9号院) 校医院东侧 North Hospital of Liangxiang Campus (No. 9 Hospital of Liangxiang East Road) east of the hospital

③ 良乡校区南院 (良乡东路8号院) 坦克东南角 South courtyard of Liangxiang Campus (courtyard 8 of Liangxiang East Road) southeast corner of tank

c. 良乡校区班车停车顺序: Bus parking sequence of Liangxiang Campus:

班车到站停车及发车顺序为①→②→③

The sequence of the shuttle bus is ①→②→③

## d. 校车时刻表:

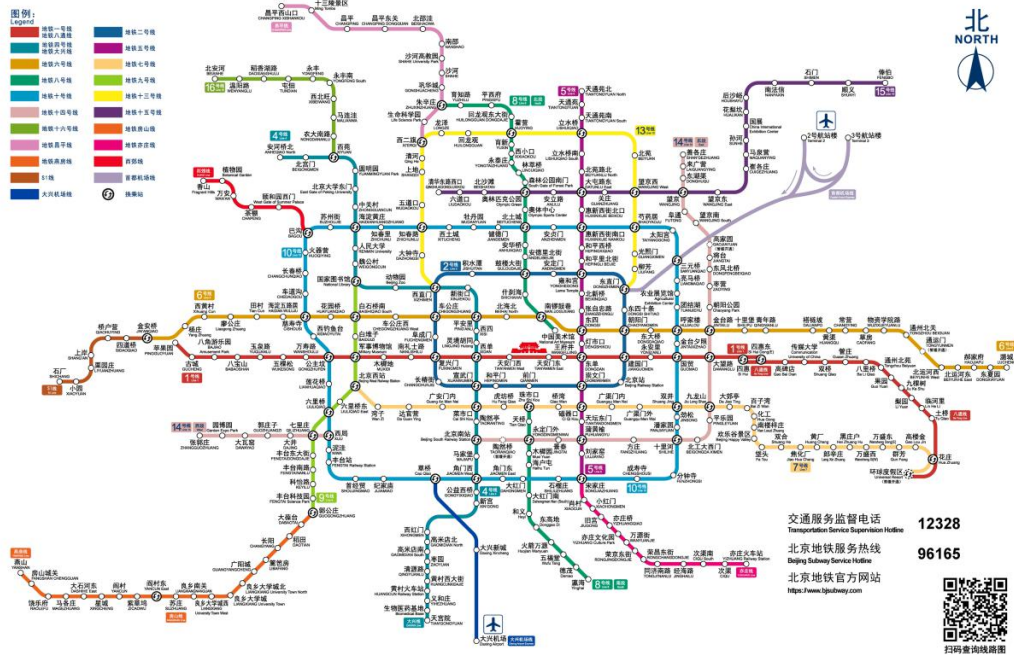
校车时刻表

星期	始发站	时间	数量	终点站
工作日班车				
中关村校区--良乡校区				
一至五	中关村	6:40	1 辆	良乡
		7:50	1 辆	
		8:00	1 辆	
		<b>8:30</b>	<b>1 辆 (丝路彩虹)</b>	
		10:10	1 辆	
		<b>11:50</b>	<b>1 辆 (丝路彩虹)</b>	
		12:00	1 辆	
		12:30	1 辆	
		13:50	1 辆	
		16:10	1 辆	
		<b>17:00</b>	<b>1 辆 (丝路彩虹)</b>	
		17:20	1 辆	
		<b>18:00</b>	<b>1 辆 (丝路彩虹)</b>	
		18:30	1 辆	
20:00	1 辆			
21:10	1 辆			
一至五	良乡	6:20	1 辆	中关村
		<b>6:50</b>	<b>1 辆 (丝路彩虹)</b>	
		<b>7:30</b>	<b>1 辆 (丝路彩虹)</b>	
		8:00	1 辆	
		10:10	1 辆	
		12:00	1 辆	
		12:30	1 辆	
		<b>13:00</b>	<b>1 辆 (丝路彩虹)</b>	
		13:50	1 辆	
		<b>15:20</b>	<b>1 辆 (丝路彩虹)</b>	
		16:10	1 辆	
		17:20	1 辆	
		18:00	1 辆	
		19:00	1 辆	
		20:00	1 辆	
		21:10	1 辆	
中关村校区--西山实验区				
一至五	中关村	8:00	2 辆	西山
	中关村	14:00	1 辆	西山
	西山	16:30	2 辆	中关村
	西山	21:00	1 辆	中关村
中关村校区--房山(阎村)				
一至五	中关村	8:10	1 辆	阎村
一至五	阎村	16:00	1 辆	中关村
中关村校区、良乡校区--西三旗、回龙观				
一至五	回龙观	6:30	1 辆 (经西三旗)	中关村
		6:40	1 辆 (经西三旗)	
一至五	中关村	16:50	1 辆 (经西三旗)	回龙观
		17:20	1 辆 (经西三旗)	
一至五	回龙观	6:20	1 辆 (经西三旗)	良乡
一至五	良乡	18:00	1 辆 (经西三旗)	西三旗

周末及法定节假日班车				
周六、日 及法定节 假日	中关村	7:30	1 辆	良乡
		10:10	1 辆	
		13:30	1 辆	
		18:30	1 辆	
		20:00	1 辆	
	良乡	6:30	1 辆	中关村
		7:30	1 辆	
		8:30	1 辆	
		14:30	1 辆	
		18:30	1 辆	
	周六、周 日	中关村	8:00	1 辆
西山		16:30	1 辆	中关村

B. 地铁 Subway

 北京城市轨道交通线网图  
Beijing Rail Transit Lines





① 可乘坐往返于徐特立图书馆和良乡大学城北站的摆渡车(免费)。

摆渡车运行时间: 6: 30-22: 40

停运时间: 11: 05-11: 30及17: 45-18: 10 (司机用餐)

Operation time: 6: 30-22: 40

Close time: 11: 05-11: 30 and 17: 45-18: 10 (dinner break)

严格按固定时间发车, 时间间隔20分钟, 固定时间, 如下表格:

Take the shuttle bus between Xu Teli Library and Liangxiang University town north (free of charge). Departure in every 20 minutes and timetable is as below

②从南校区小南门出来往东走约500米就能看见良乡大学城地铁站

From the south gate of south campus, walk about 500 meters to east and you can see the LiangXiang University Town station.

③从南校区北门或北校区南门出来往东走1.1公里就能看见良乡大学城北地铁站

From the north gate of south campus or the south gate of north campus, walk about 1.1 kilometers to east and you will see the LiangXiang University Town North station.

摆渡车时刻表		摆渡车时刻表	
——徐特立图书馆 发		——良乡大学城北 发	
第一班	06:30	第一班	06:40
第二班	06:50	第二班	07:00
第三班	07:10	第三班	07:20
第四班	07:30	第四班	07:40
第五班	07:50	第五班	08:00
第六班	08:10	第六班	08:20
第七班	08:30	第七班	08:40
第八班	08:50	第八班	09:00
第九班	09:10	第九班	09:20
第十班	09:30	第十班	09:40
第十一班	09:50	第十一班	10:00
第十二班	10:10	第十二班	10:20
第十三班	10:30	第十三班	10:40
第十四班	10:50	第十四班	11:00
第十五班	11:30	第十五班	11:40
第十六班	11:50	第十六班	12:00
第十七班	12:10	第十七班	12:20
第十八班	12:30	第十八班	12:40
第十九班	12:50	第十九班	13:00
第二十班	13:10	第二十班	13:20
第二十一班	13:30	第二十一班	13:40
第二十二班	13:50	第二十二班	14:00
第二十三班	14:10	第二十三班	14:20
第二十四班	14:30	第二十四班	14:40
第二十五班	14:50	第二十五班	15:00
第二十六班	15:10	第二十六班	15:20
第二十七班	15:30	第二十七班	15:40
第二十八班	15:50	第二十八班	16:00
第二十九班	16:10	第二十九班	16:20
第三十班	16:30	第三十班	16:40
第三十一班	16:50	第三十一班	17:00
第三十二班	17:10	第三十二班	17:20
第三十三班	17:30	第三十三班	17:40
第三十四班	18:10	第三十四班	18:20
第三十五班	18:30	第三十五班	18:40
第三十六班	18:50	第三十六班	19:00
第三十七班	19:10	第三十七班	19:20
第三十八班	19:30	第三十八班	19:40
第三十九班	19:50	第三十九班	20:00
第四十班	20:10	第四十班	20:20
第四十一班	20:30	第四十一班	20:40
第四十二班	20:50	第四十二班	21:00
第四十三班	21:10	第四十三班	21:20
第四十四班	21:30	第四十四班	21:40
第四十五班	21:50	第四十五班	22:00
第四十六班	22:10	第四十六班	22:20
第四十七班	22:30	第四十七班	22:40
停运时间 (司机就餐): 11:05—11:30 17:45—18:10		停运时间 (司机就餐): 11:05—11:30 17:45—18:10	

摆渡车时刻表

**上车点：**徐特立图书馆门前广场；良乡大学城北站地铁站（A2口）

**发车规律：**每20分钟一班，循环发车。

Boarding point: the square in front of xuteli library; Liangxiang University North subway station (entrance / exit A2)

Departure Law: one shift every 20 minutes, cyclic departure.

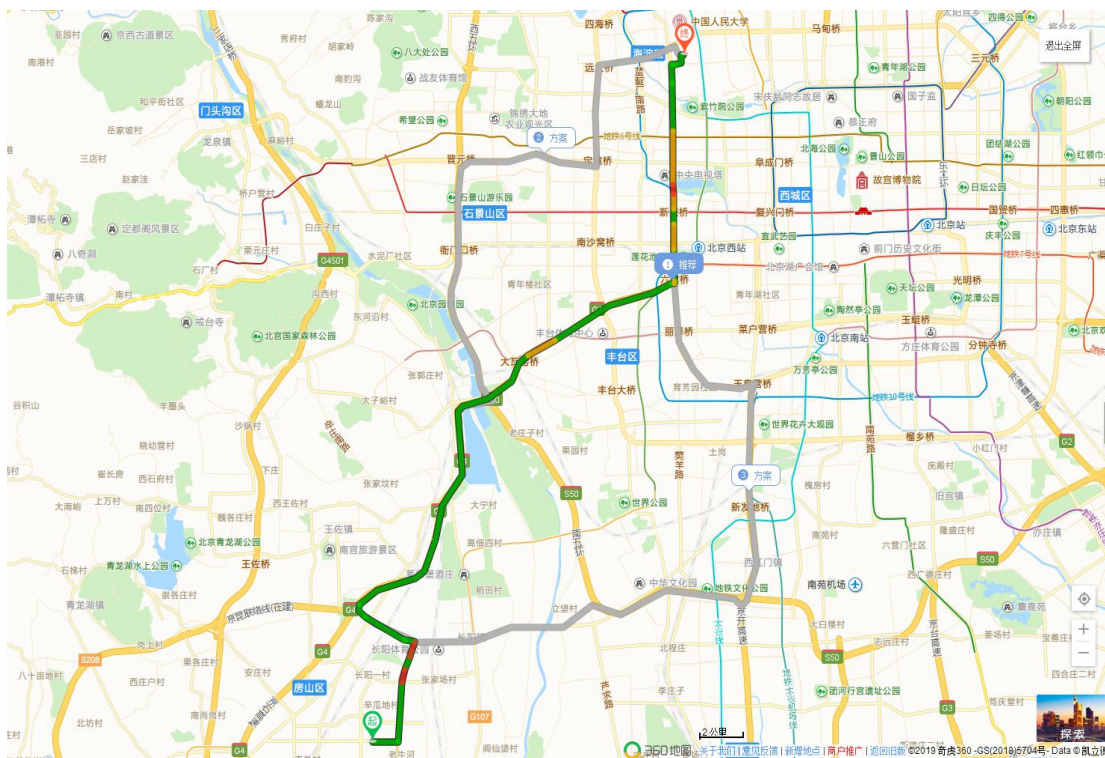
### C. 常用线路及地图 Common routes and maps

#### ● 良乡校区——中关村校区

Liangxiang Campus——Zhongguancun Campus

**自驾：**约36公里，车程50分钟；途经：长于大街—G4京港澳高速—三环

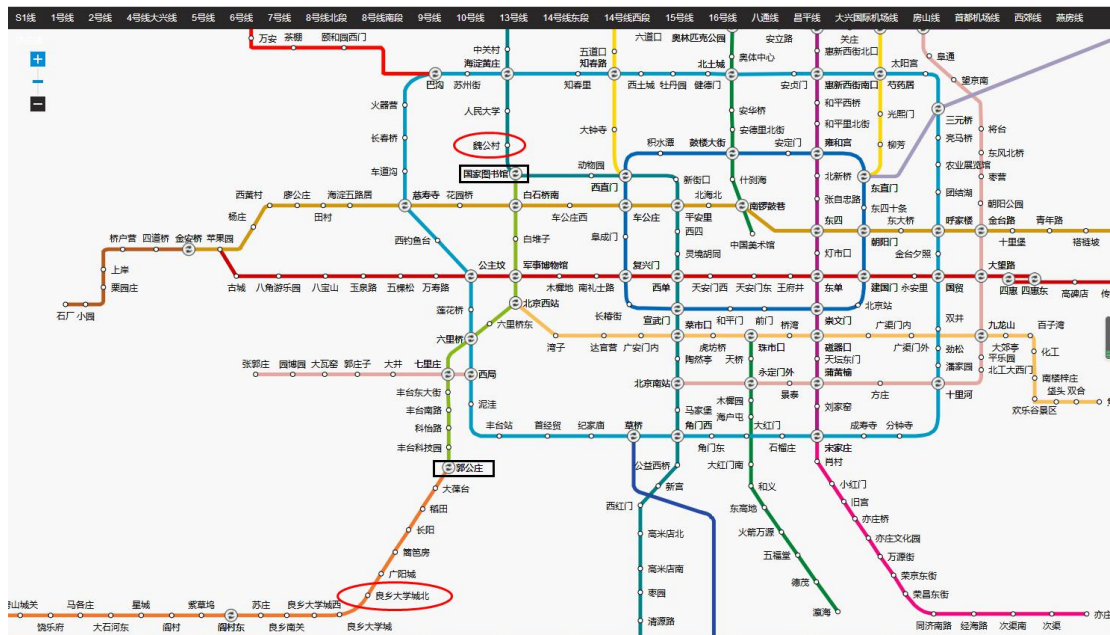
Self driving: about 36 km, 50 minutes' drive; Route: Changyu Street - G4 Beijing Hong Kong Macao Expressway - Third Ring Road



**地铁：**校园摆渡车至房山线（良乡大学城北站A2口上车）—（郭公庄换乘）9号线—（国家图书馆换乘）4号线（魏公村A口下车步行约270米）；约1小时10分钟，地铁交通费7元。

## Subway:

Catch the campus shuttle bus from North gate of the campus to Liangxiang University City north subway station. Get in through entrance A2 of Liangxiang University City North) to catch the Fangshan subway line (to Yancun) - transfer to line 9 (at Guogongzhuang) - Transfer to line 4 at National Library. Get off at entrance a of Weigongcun (Weigong Village entrance A/D and walk about 270 meters); The whole trip takes about 1 hour and 10 minutes, and the subway transportation fee is 7 yuan.



## ● 火车站（北京南站/北京西站）——良乡校区

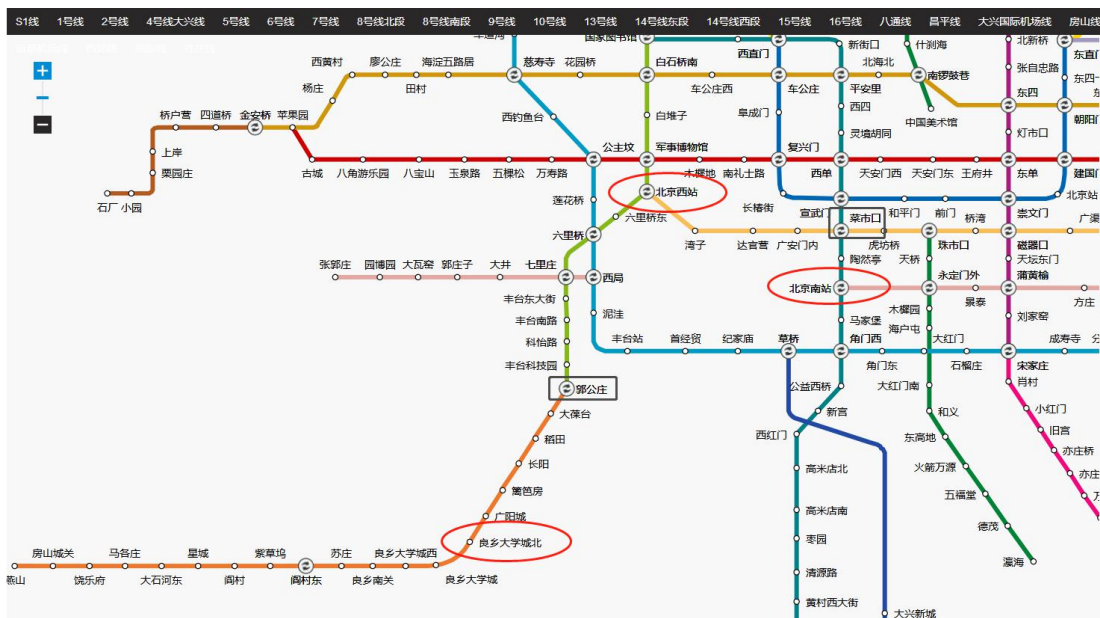
Railway station (Beijing South Railway Station / Beijing West Railway Station) - Liangxiang Campus

**地铁：**4号线（北京南站上车）—（菜市口换乘）7号线—（北京西站换乘）9号线—（郭公庄换乘）房山线（良乡大学城A2口下车）—校园摆渡车；北京南站至良乡校区约1小时30分钟，地铁交通费7元；北京西站至良乡校区约40分钟，地铁交通费6元。

Subway: Line 4 (get on at Beijing South Railway Station) - (transfer at Caishikou) line 7 - (transfer at Beijing West Railway Station) line 9 - (transfer at Guogongzhuang) Fangshan Line (get off at entrance A2 of Liangxiang University City north) - campus ferry;



It takes about 1 hour and 30 minutes from Beijing South Railway Station to Liangxiang campus, and the subway transportation fee is 7 yuan; It takes about 40 minutes from Beijing West Railway Station to Liangxiang campus, and the subway transportation fee is 6 yuan.



● 飞机场——良乡校区

Airport-Liangxiang Campus

房山线良乡大学城北站到郭公庄转地铁9号线到国家图书馆转4号线到西直门转2号线到东直门再乘坐机场线。

From Liangxiang University Town North subway station of Fangshan line to Guogongzhuang station. Then transfer to subway line 9 from Guogongzhuang until National Library station. Then transfer to subway line 4 until Xizhimen. Then transfer to subway line 2 until Dongzhimen. Finally, transfer to the Airport line.

## 2. 住宿 Accommodation

### (1) 住宿地点 Where to stay

中关村校区：14号公寓楼（共6层，网球场西侧）

良乡校区：留学生公寓（共11层，北湖北侧）

Zhongguancun Campus: No.14 apartment building (total 6 floors, west side of tennis court)

Liangxiang Campus: International Students Apartment (total 11 floors, north side of North Lake)

### (2) 住宿登记 Accommodation registration

- 在良乡校区内住宿的同学，需通过房山出入境 APP 或者房山出入境的登记链接，自行办理住宿登记，并下载住宿登记表。请注意，“住宿地址”必须含有房间号。Students staying in Liangxiang Campus need to register through the registration link of Fangshan Immigration App or Fangshan Immigration, Download the accommodation registration form. Please note that the "accommodation address" must contain your room number.
- 在良乡校区外住宿的同学，需持房屋合同、房产证、本人护照等文件，前往所属地派出所，办理住宿登记，领取并保管住宿登记表。If you are staying outside of the Liangxiang campus, you must go to your local police station with your housing contract, real estate certificate, passport (with a valid visa), etc., for your accommodation registration, Ensure you receive and keep the accommodation registration form.
- 办理住宿登记有严格的时间和流程要求。根据中国相关法律规定，未在规定时间内办理或未按流程办理导致办理不成功者，将会受到行政处罚，包括行政警告、罚款（最高 2000 元人民币）等，情节严重者将被遣返回国。同时，学校也将给予相应的处分，包括严重警告、记过、留校察看，直至开除学籍。There are strict time and process requirements for lodging registration. According to the relevant Chinese laws, those who fail to do so within the specified time or fail to follow the process and thus are unsuccessful will be subject to administrative penalties, including administrative warnings, fines (up to RMB

2,000), and in serious cases, repatriation. The university will also impose appropriate sanctions, including serious warnings, demerits, probation, up to expulsion from the university.

**注意:**

- 出现以下情况时, 须及时更新 (即重新办理) 住宿登记:

In case of the following circumstances, the accommodation registration shall be updated (i.e. re handled) in time:

① 办理新的签证、签注、居停留证件的 24 小时内; Within 24 hours of visa renewal, visa endorsement, or residence and stay document.

② 居住地址变更的 10 日内; Within 10 days of a change of residence address.

③ 回国后重新入境, 护照上增加了新的入境章, 在返回居住地的 24 小时内; Re-entry after returning to China with a newly stamped passport, within 24 hours of returning to the place of residence.

④ 在中国更换新护照的 10 日内。Within 10 days of replacing your passport in China.

- 更新住宿登记时, 需先核销现有住宿登记, 再重新提交登记申请。具体操作流程: 进入界面点击—“信息核销”—填写“离开时间”和“拟前往地”—提交。When updating your accommodation registration, you need to de-register your existing accommodation from the system before resubmitting your registration application. Procedure: Enter the interface and click - "Information cancellation" - fill in the "time of departure" and "intended destination" - submit.
- 提交后出现审核不通过或一直处于“等待审核”状态, 须本人携带护照和手机前往拱辰派出所现场办理。If the application is not approved or is in the status of "waiting for review" after submission, you must bring your passport and cell phone to Gongchen Police Station for on-site processing.

“房山出入境APP” 办理登记后的登记表 (sample)

**住宿登记表**  
Accommodation Registration Form

英文姓 Surname	英文名 First Name	性别 Sex	男
中文姓名 Name in Chinese	国家/地区 Country/Region	出生日期 Date of Birth	1994-11-17
证件类型 Type of Certificate	普通护照 Certificate No.	签证类别 Type of Visa	居留证件 (JL)
签证有效期 Valid Visa	2019-08-20 抵达时间 Date of Arrival	2019-07-15 离开时间 Date of Departure	2019-08-20
住房种类 Housing Status	集体宿舍 Address	北京市房山区韩家湾大街3号 理工大学南	

离开现住地时请在APP内自助核销



派出所办理登记后的登记表 (sample)

No. **0274166** **住宿登记表** 表(三)  
Accommodation Registration Form

英文姓 Surname	英文名 First Name	性别 Sex	男
中文姓名 Name in Chinese	国籍 Nationality	出生日期 Date of Birth	1994-11-17
证件类型 Type of Certificate	普通护照 Certificate No.	签证类别 Type of Visa	居留证件
签证有效期 Valid Visa	2016-11-19 抵达时间 Date of Arrival	2016-08-26 离开时间 Date of Departure	2016-11-19
住房种类 Housing Status	集体宿舍 Address	北京市房山区韩家湾大街3号 理工大学南 王高虎68918272	

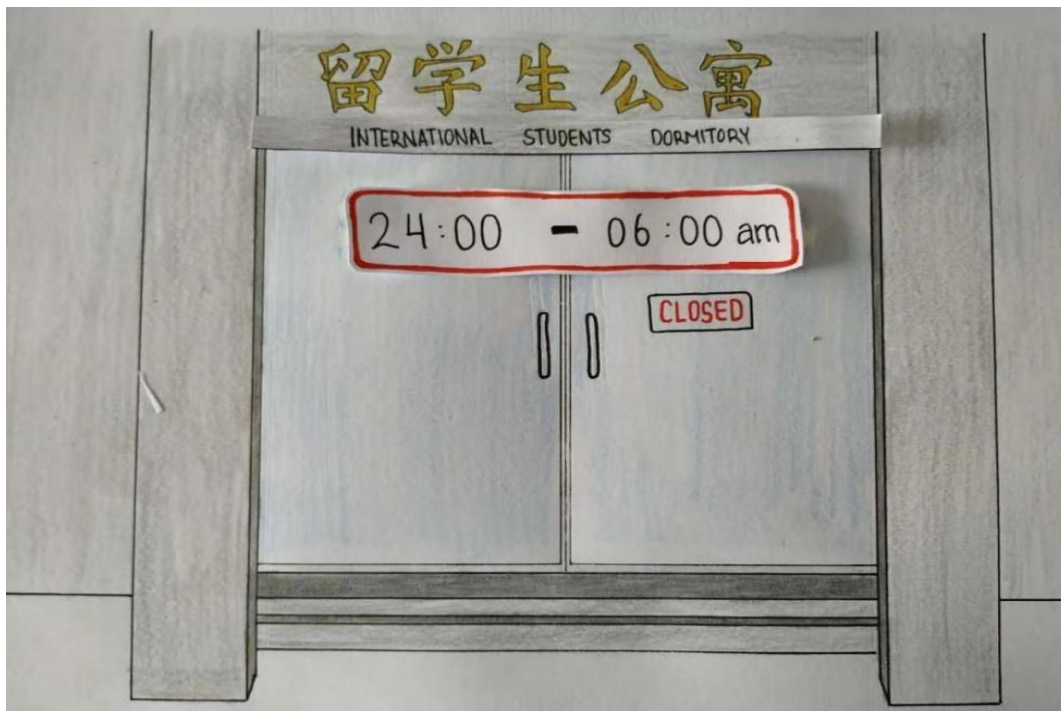
派出所联系电话:

离开时请将此表交回派出所



(3) 住宿小提示 Tips for living in the dorm

- A. 请按照《北京理工大学来华留学生公寓住宿管理办法》的要求，按时回留学生公寓休息。 Please go back to the international students' apartment in time in compliance to the regulations for the administration of accommodation of international students in China of Beijing University of technology.



- B. 做饭时请不要离开厨房。 Please don't leave the kitchen while cooking.





C. 请保持公寓卫生。Please keep the apartment clean.



D. 请保持公寓楼内安静，严禁大声喧哗、哄闹。使用电视、音响、电脑等设备时不得影响公寓内其他居住人员。Keep the apartment building quiet. It is strictly prohibited to make noise and bustle. The use of TV, audio, computer and other equipment should not disturb other residents in the apartment.



### 3. 网络服务 Internet Service

#### (1). Wifi 购买流程 WIFI Purchase

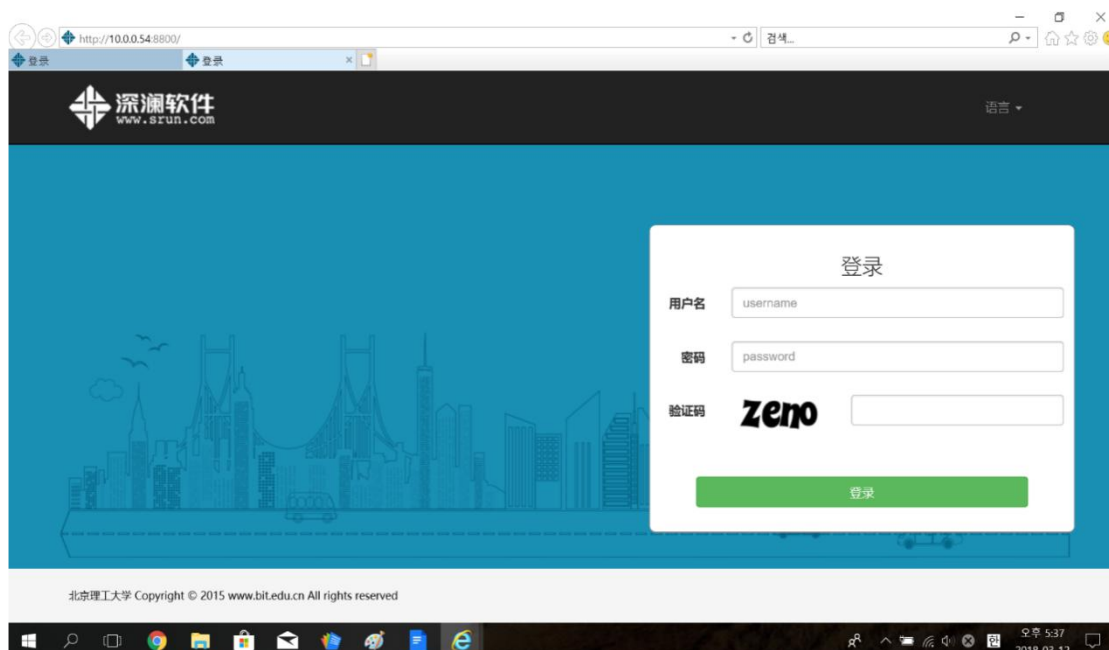
所需物品：学生证，微信支付

You need: Student ID card, Wechat Payment activated

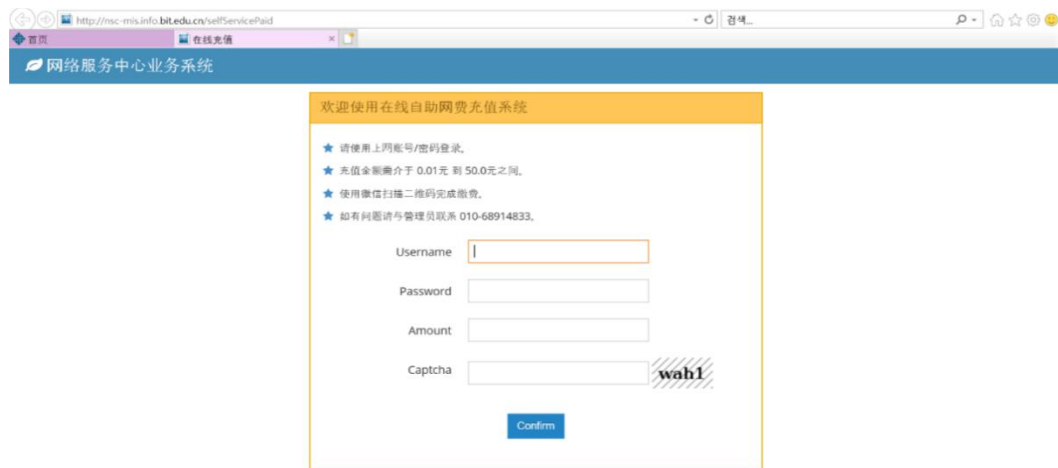
A. 打开浏览器，搜索 10.0.0.55 enter 10.0.0.55 in the browser



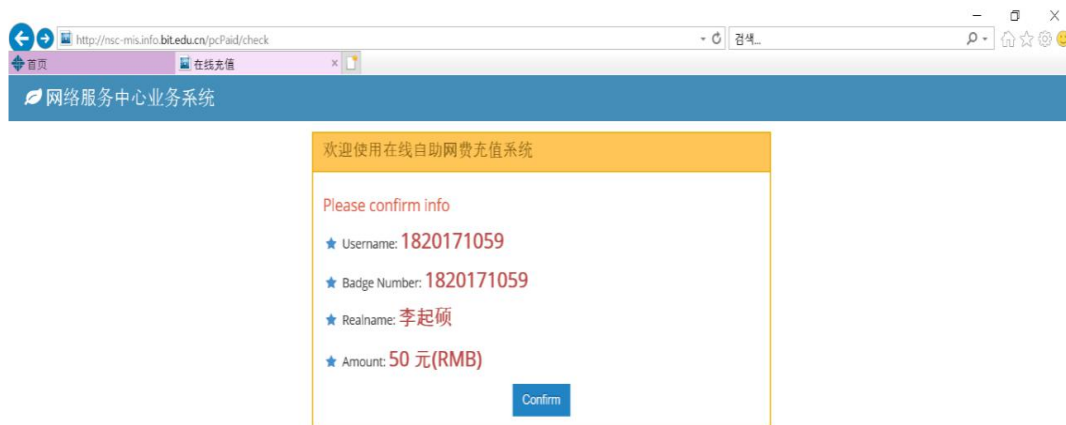
B. 点击“自服务” Click on “Self service”



## C. 点击注册 Registering

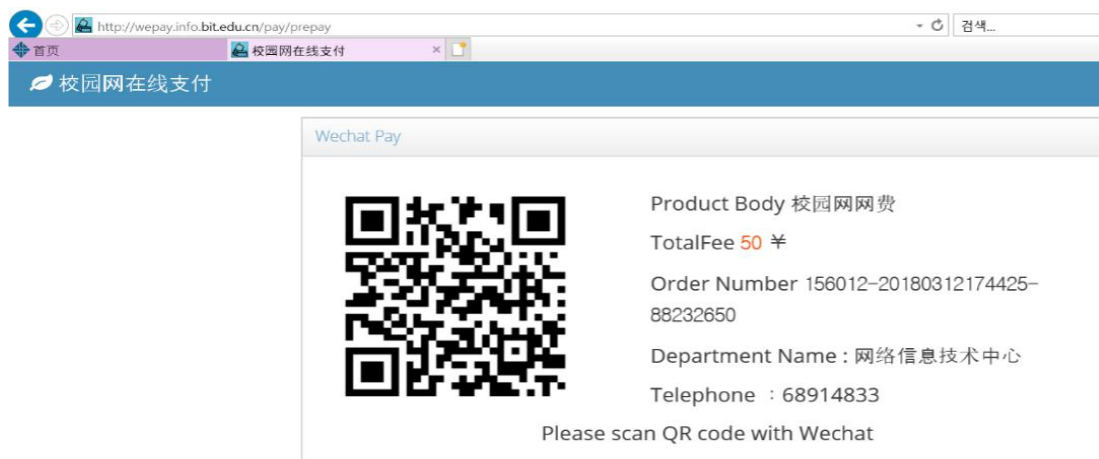


## D. 点击“钱包充值”（最高可充值50元）Click on “wallet recharge” (up to 50 yuan)



## E. 输入学号、密码，填写金额和验证码即可。

Username: write your student number, enter your password, fill in the amount and verification code.





F. 如上图所示点击“确认”  
Click "confirm"



G. 使用微信支付 Use Wechat to pay

H. 重新回到图片所示页面点击产品续费

Go back to the page shown in the picture and click on "Renewal of product"



I. 输入想要充值的金额(1元1GB) (一般一个月使用 15元) 输入后, 充值完成

Enter the amount you want to recharge (CNY 1 for 1GB ) (usually CNY 15 a month)

Click on "Recharge", it's done

## 4. 生活指南 Guide for Campus Life

### (1). 食堂与超市 Canteen and Groceries

#### A. 中关村校区

食堂：2 食堂，3 食堂，4 食堂，5 食堂，6 食堂，清真食堂，京工食堂，教工食堂等其他餐馆

Canteen: 2 canteen, 3 canteen, 4 canteen, 5 canteen, 6 canteen, halal canteen, Jinggong canteen, Faculty canteen and other restaurants

#### B. 良乡校区

食堂：北食堂，清真食堂，南食堂，东食堂。

Canteens: North canteen, halal canteen, South canteen and East canteen.



#### 超市：

- 美联福超市：学生服务中心地下

学校最大的超市，里面有一些快餐档口和药店。

- 南食堂一层

这四家超市基本都有水果，冰淇淋，饮料，零食，文件等商品。

- 麦叔的铺子

这个新开的超市，位于东区甘棠园D地下，还可以买到关东煮和冰淇淋

**Groceries:**

- MLF Supermarket : underneath the Student Service Center

The largest supermarket in the campus. There are also some fast food stall and a pharmacy inside this supermarket.

- The first floor of the South Cafeteria

These four supermarkets basically have fruits, ice cream, drinks, snacks, documents and other goods.

- Uncle Mak's Shop

This newly opened supermarket is located on the ground floor of Gan Tong Yuan D in the East District, where you can also buy kanto and ice cream



## (2). 医院及报销方式 Medical Services and Reimbursement

**中关村校区：**14号教学楼旁边（请携带学生证前往）

Zhongguancun campus: near the No.14 Building. (Remember to bring your student ID Card when you go to the clinic.)

电话号Tel: 6891-3910

**良乡校区：**北校区综合教学楼的西边。

Liangxiang Campus: in the middle of the North Campus, west of the General Teaching Building.

### ① 工作时间：

周一到周五9:00--11:00和12:00--17:00为正常门诊，挂号房、药房正常上班。Working hours: Monday to Friday 9:00 - 11:00 and 12:00 - 17:00 are normal outpatient clinics, and the registration office and pharmacy are open normally.

周一到周五8:00--9:00和17:00--20:00为简易门诊，挂号房、药房不上班，由医生和护士统一负责。Monday to Friday 8:00 - 9:00 and 17:00 - 20:00 are simple outpatient clinics, the registration room and pharmacy are closed, and the doctors and nurses are unified.

### ② 就医程序：

到校医院的柜台用校园卡登记挂号和就医，之后用微信或者支付宝支付医药费。Procedure: Go to the counter of the university hospital and register for medical treatment with your campus card, then pay the medical fee by WeChat or Alipay. Please remember to queue up when necessary.

**校外就医：**良乡医院

Off-campus: Liangxiang Hospital

就医程序：在门看急诊需自付医药费，后申请报销。住院手术可自行联系保险公司进行提前垫付。请保存好病例，底单，发票，并致电4008105119，进行保

险报销咨询。具体可报销项目请参考保险公司说明书。

Procedure: You need to pay for your own medical expenses for outpatient and emergency treatment, and then apply for reimbursement. For inpatient surgery, you can contact your own insurance company for advance payment. Please keep the case, and invoice. Call4008105119 for insurance reimbursement consultation. Please refer to the insurance company's manual for specific reimbursable items. Consult the ISC for advice before going to any other hospital. Some hospitals may not be approved for medical cover and reimbursements.



校园AED

校区	安装位置
中关村校区	主楼一层大厅南侧
中关村校区	中心教学楼一层大厅门口南侧
中关村校区	2号办公楼216房间
中关村校区	新食堂一层大厅
中关村校区	远志楼一层大厅西侧
中关村校区	体育馆北厅过道
中关村校区	附小教学楼门口
良乡校区	南校区食堂一层大厅
良乡校区	校医院门诊部一层
良乡校区	体育馆一层大厅



### (3). 校园卡挂失 Reporting Lost Campus Cards

校园卡如丢失，可前往卡务中心进行挂失补办。学生需携带护照并填写表格，补办新卡费用为20元。

If you lose your campus card, you can go to the Card U Center for a lost and replaced card. You need to bring your passport and fill in the form. The fee for replacing a new card is 20 RMB.

**中关村校区：**留学生公寓东侧，浴室白楼106

电话：68915068

Zhongguancun Campus: East of International Students Apartment, Bathroom White Building 106

Tel: 68915068

**良乡校区：**学生服务中心一层，学生事务大厅，挂失补办窗口

电话：81384704

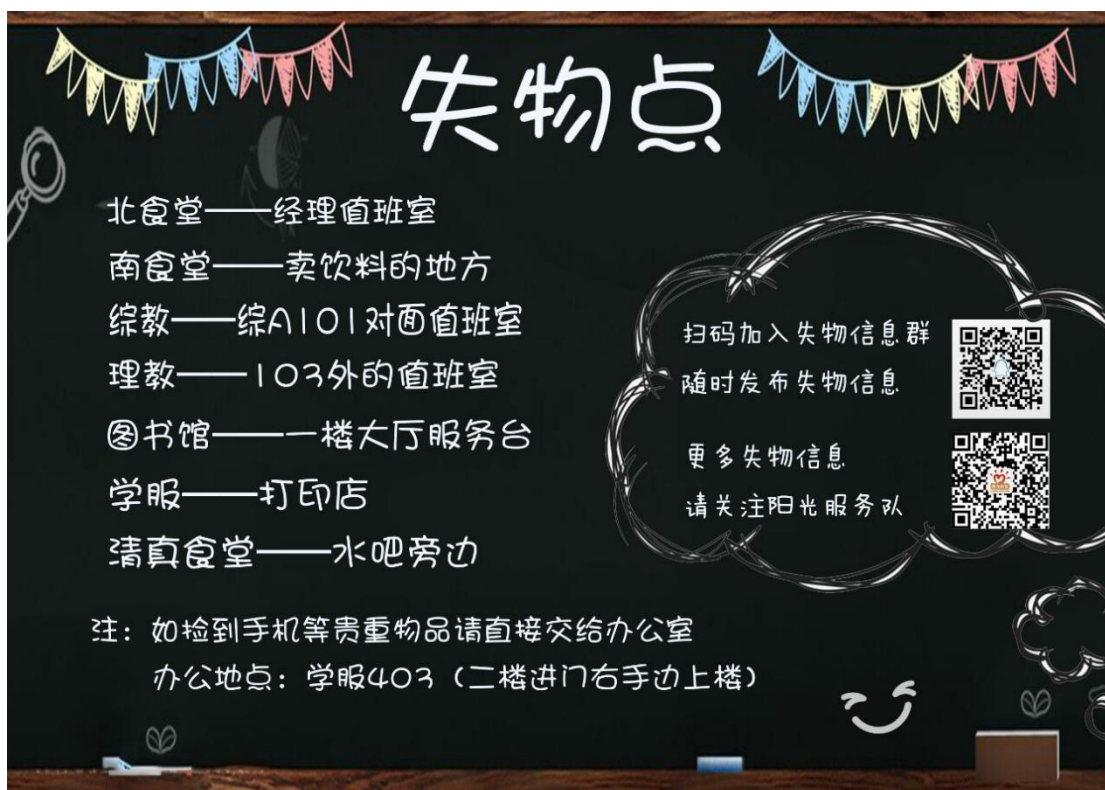
Liangxiang Campus: Student Affairs Hall, Student Service Center, 1st floor, Lost and Found Replacement Window

Tel: 81384704



#### (4). 失物招领 Lost and Found

失物招领信息如图 Lost & Found Instruction



### Lost and Found Claiming Office

- ☞ North Canteen-Manager Office
- ☞ South Canteen- Beverages Stall
- ☞ Comprehensive building-office opposite 综A101
- ☞ Science teaching building -office outside 103
- ☞ Library- 1<sup>st</sup> floor service counter
- ☞ Student service center-printing shop
- ☞ Muslim canteen-beverage stall

Scan QR code to join lost& found group chat , to receive latest info about lost items.



For more lost items info, please follow 阳光服务队



Note: If valuables like phones are found please hand it to the student service center office(403) directly. Go up the stairs from the right side of the 2<sup>nd</sup> floor.

### (5). 电卡 Electricity Card

请与你的室友协商用电。电费一经购买，无法退还。

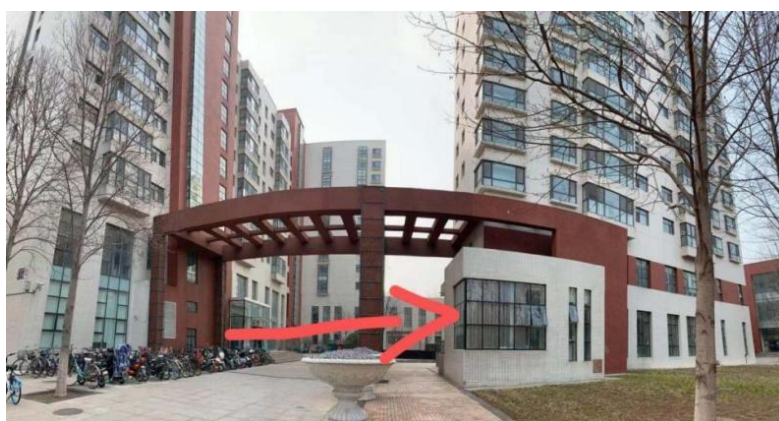
Please negotiate with your roommate about electricity. Once purchased, the electricity charge cannot be refunded.

**办理地点：**中关村-前台

良乡-良乡南区至善园教室公寓 1 楼

Buying place: Zhongguancun - front desk

Liangxiang - 1st floor, zhishanyuan, South District, Liangxiang



**办理时间：** 7:30am-5:00pm

Service time: 7:30am-5:00pm

**价格：** 0.58 元/千瓦时

Price: 0.58 yuan / kWh

**注意：** 充值成功后，需将卡插入卡槽。

Note: after successful recharge, insert the card into the card slot.



**(6). 洗衣房 Laundry**

**地点：**留学生公寓1层

Location: 1<sup>st</sup> floor, international student apartment

**开放时间：**6:00am-11:50pm

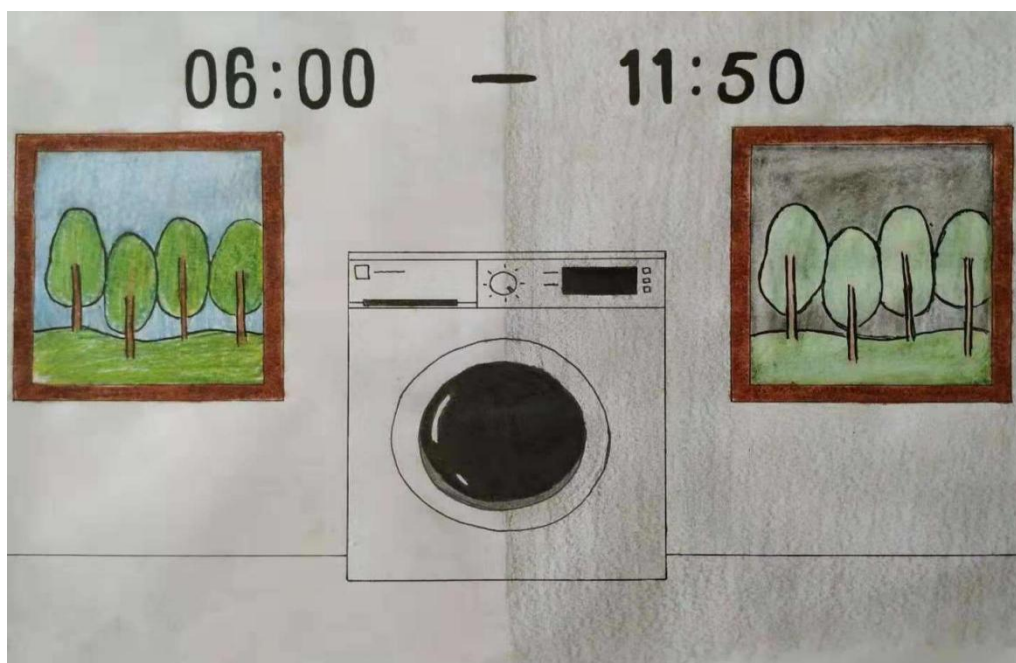
Opening hours: 6:00am-11:50pm

**使用方式：**手机扫码支付洗衣费。

Usage: mobile phone scanning code to pay laundry fee.

**注意：**洗衣和烘干后，请尽快取走衣物。

Note: Others will need the same laundry machines, so, please pick up the clothes as soon as possible after washing and drying.



**(7). 运动场与健身房 Sporting Facilities and Gym**

**室外体育设施：**足球场，网球场，篮球场，排球场

Outdoor sports facilities: soccer field, tennis court, basketball court, volleyball court

**室内体育设施：**中关村校区体育馆，良乡校区体育馆（需提前预约，并支付费用。）

Indoor sports facilities: Zhongguancun campus gymnasium, Liangxiang campus gymnasium (advance reservation and payment are required.) You can book gymnasium facilities online using your mobile app. Liangxiang swimming pool offers free services for new students for the first month.

#### (8). 电话卡 Mobile SIM Cards

**电话卡：**中国联通、中国移动、中国电信电话卡。

Phone card type: Phone cards for China Unicom, China Mobile and China Telecom

**良乡校区办理点：** 学生服务中心1楼办理。

Liangxiang campus processing point: 1st floor of the Student Service Center

#### (9). 打印与照片 Printing and Photocopying Services

**打印店和证件照店：** 良乡校区学生服务中心2层

Print store and photo ID store: 2nd floor of Student Service Center of Liangxiang Campus

**自助打印/自助拍照：** 良乡校区学生服务中心1层

Self-service printing/Self-service photo-taking: 1st floor of Student Service Center of Liangxiang Campus



## (10). 图书馆借书还书流程 Library Services

### 第一步 Step 1

1. 进入北理工企业微信号 Enter the micro-signal of BIT



2. 点击图书馆 Select 'library'



3. 选择常用服务内的“书目检索”是否有自己所需要的书籍。

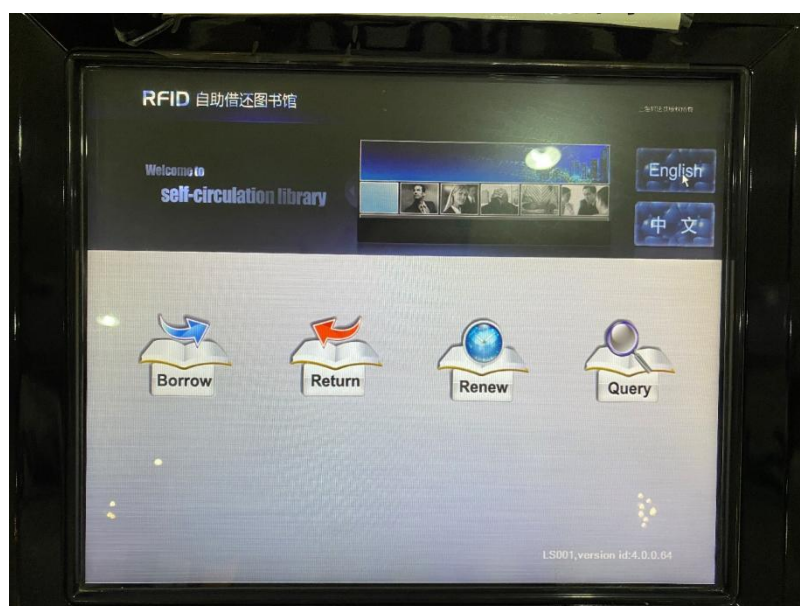
Select "bibliographic search" in the common services to see if the book you need is available.



## 第二步 Step 2

1. 前往徐特立图书馆一楼寻找“自助借还图书馆”，该设备支持中英双语，默认为中文，以下操作示范均为英文。

Go to the first floor of the XuTeLi Library and look for the "Self Checkout Library", which supports both Chinese and English, the default is Chinese, the following operation demonstrations are in English

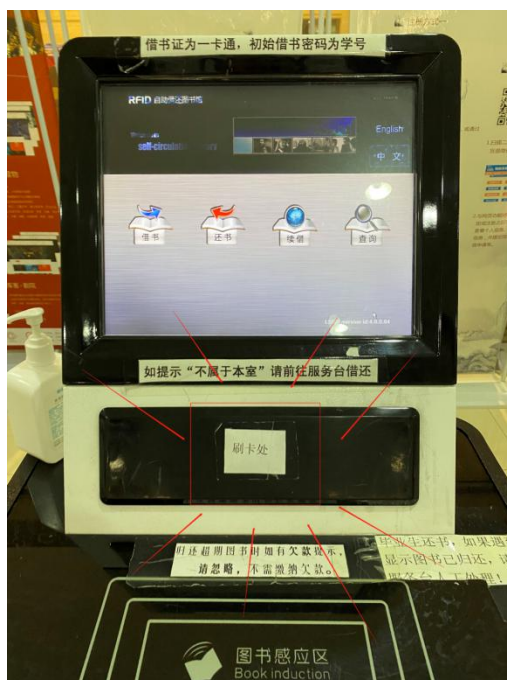


2. 点击 Borrow



3. 借书证是校园卡, 初始借书密码为学号, 扫描学生卡以及图书编号的地方如下图所示, 刷卡处已用红圈标出

The library card is a campus card, the initial borrowing code is the student number, the place where the student card and the book number are scanned is shown below. (Here you can appreciate why it is necessary report and replace your card immediately after losing it. The swipe area has been marked with a red circle)

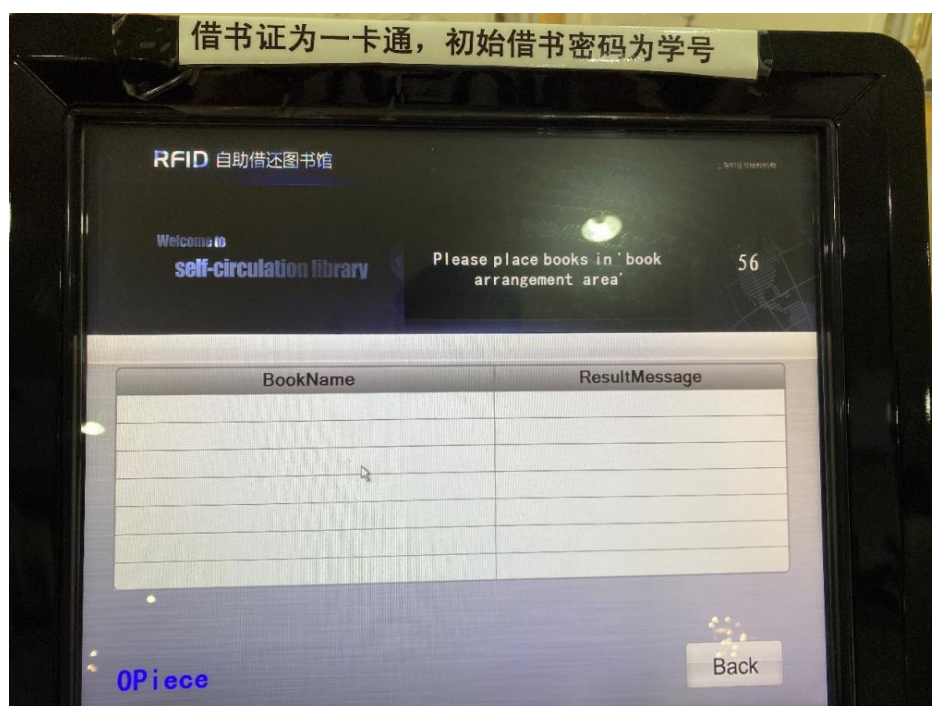






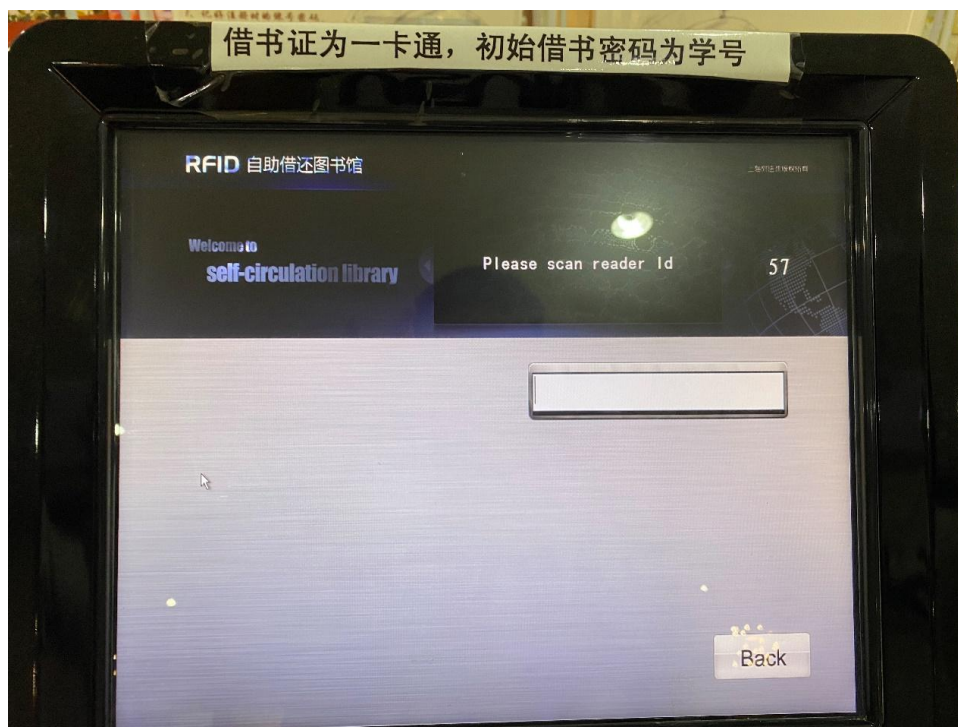
4. 点击 Return, 并将图书放在图书感应区上识别, 识别成功后根据系统提示完成进一步操作

Click Return, and place the book on the book induction area to identify, and then follow the system prompts to complete further operations after successful identification



5. 点击 Renew 或 Query,都需要扫描学生卡后进行下一步操作

Click Renew or Query, both need to scan the student card and then proceed to the next step



**提示: Tips:**

1. 系统若提示“不属于本室”，可以前往一楼大厅服务台办理借还书手续
  2. 借阅图书若不按时归还还有被拉入黑名单的风险，如需续期请及时前往机器办理，归还超期图书时如有欠款提示，请忽略，不需缴纳欠款
  3. 毕业生还书，如果遇到显示图书已归还，请前往一楼大厅服务台人工处理。
1. If the system indicates that the book does not belong to this room, you can go to the service desk in the 1st floor lobby to check for the book.
  2. If you do not return the borrowed books on time, you may be booklisted . If you need to renew the books, please go to the system in time to do so.
  3. If graduates return books, please go to the service desk on the first floor if the books have been returned.