



北京理工大学
BEIJING INSTITUTE OF TECHNOLOGY

International Graduate
Student Handbook
来华留学生研究生手册
2020版



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



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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。

2. 阅读申请人保证后，接受注册协议。

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。



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=dcb6abd702034b6f9279a1109747334f&username=\[redacted\]](http://apply.isc.bit.edu.cn/member/active.do?password=3773.com&credential=dcb6abd702034b6f9279a1109747334f&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] **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=dcb6abd702034b6f9279a1109747334f&username=\[redacted\]](http://apply.isc.bit.edu.cn/member/active.do?password=3773.com&credential=dcb6abd702034b6f9279a1109747334f&username=[redacted])

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。

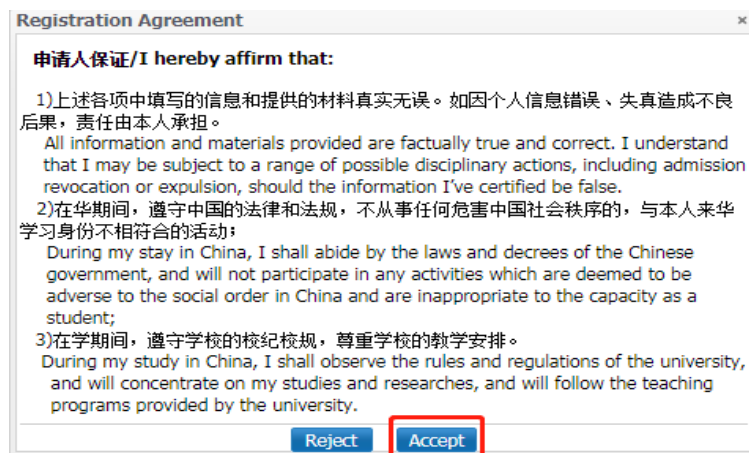
Guide for Binding Study Information to BIT System



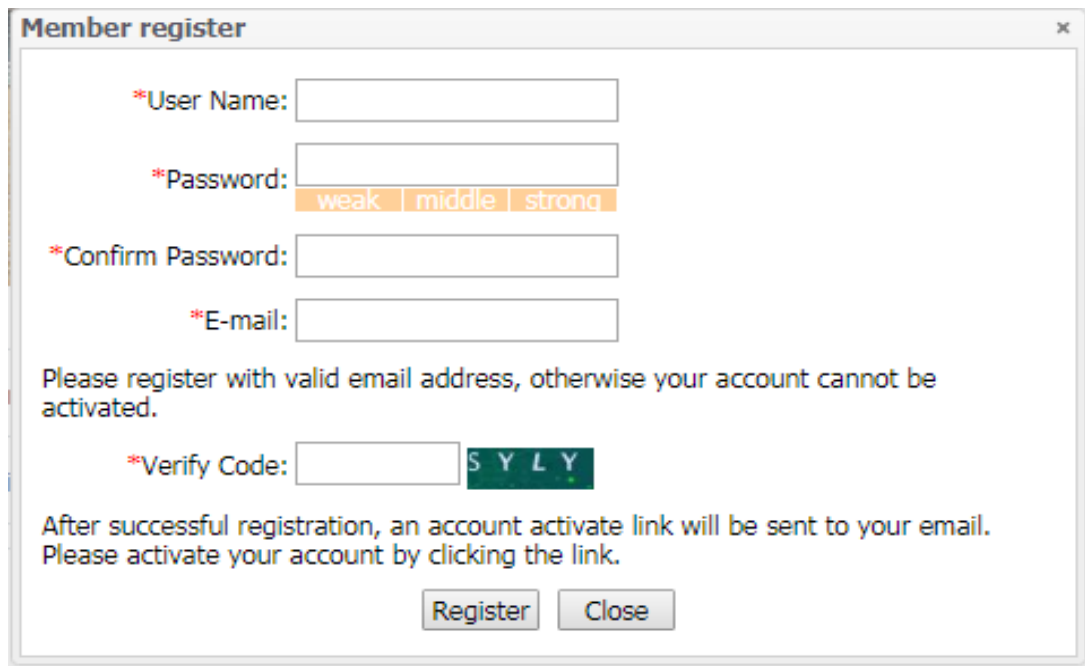
1. Register at <http://apply.isc.bit.edu.cn/>



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.



Member register

*User Name:

*Password: weak middle strong

*Confirm Password:

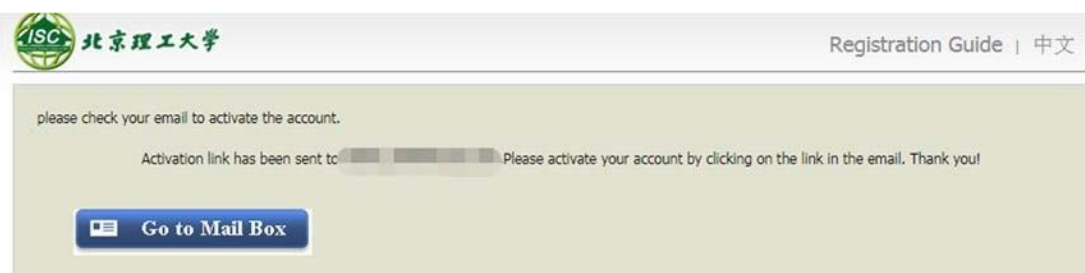
*E-mail:

Please register with valid email address, otherwise your account cannot be activated.

*Verify Code: S Y L Y

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，激活帐号。

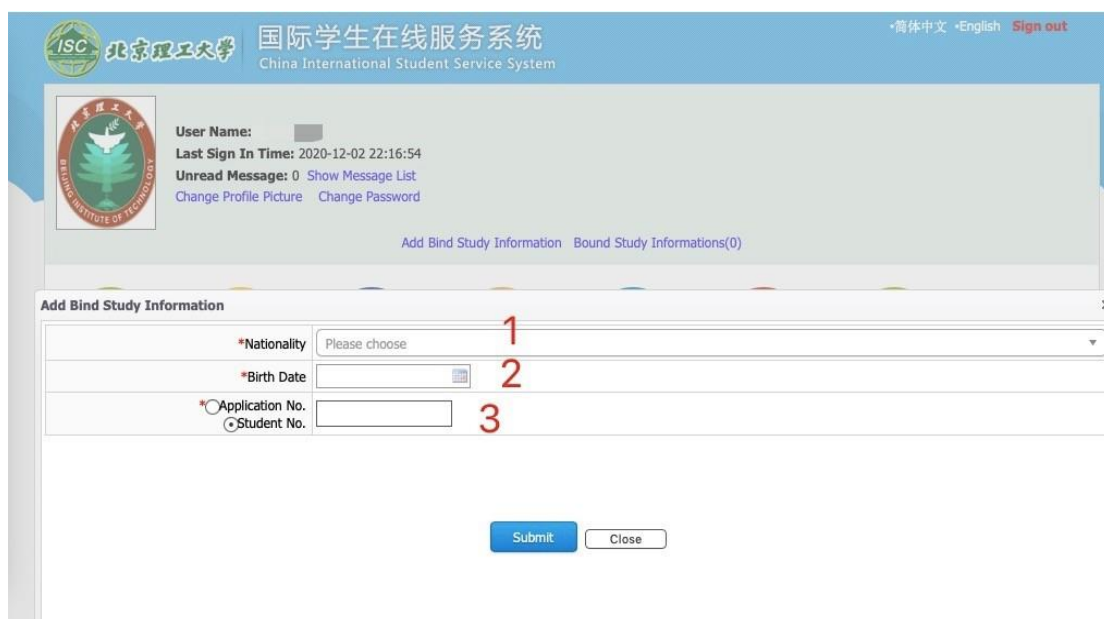
注册激活链接入口：[http://apply.isc.bit.edu.cn/member/active.do?password=3773.COM&credential=f4163de5c491457d83c82079cdc772e1&username=\[redacted\]](http://apply.isc.bit.edu.cn/member/active.do?password=3773.COM&credential=f4163de5c491457d83c82079cdc772e1&username=[redacted])

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.



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.



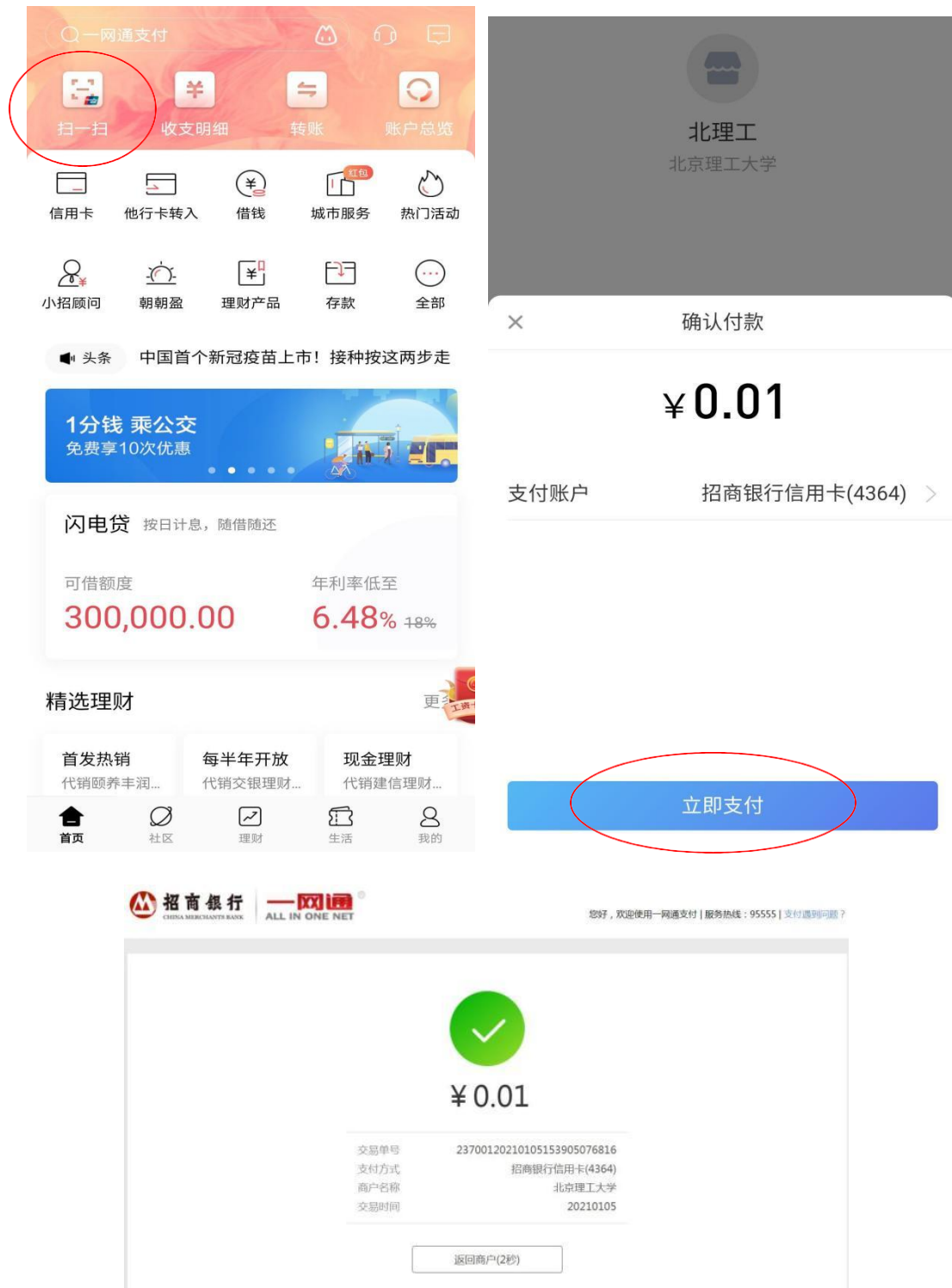


7. 支付方式二：招商银行一网通(By China Merchant Bank App)

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.

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

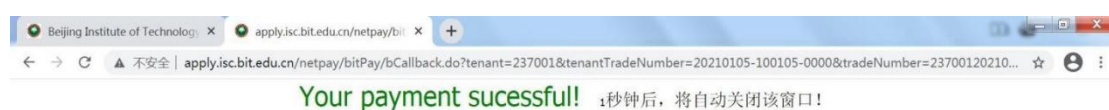
订单详细信息

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

总计 CNY: ¥0.01

取消 确认付款 立即付款

9. 支付完成 (“Your payment successful”)



保险网上支付流程

Guide for Online Insurance Payment

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

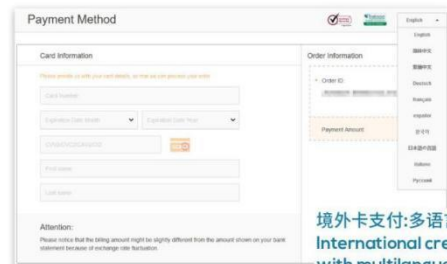


Step.5 支付完成
Payment completed



邮箱留存凭证
Send purchase receipt

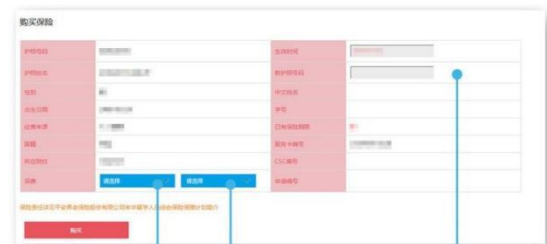
Step.4 支付方式
Payment method



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

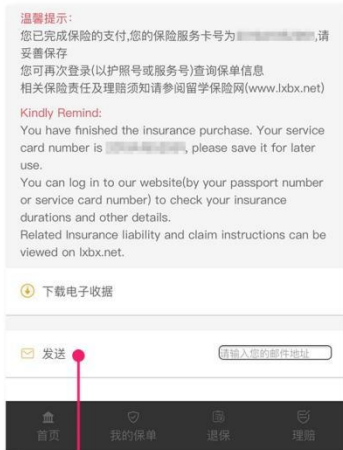


Step.3

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



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
	第二大节	第二小节	08:50 - 09:35
		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
	第四大节	第七小节	14:10 - 14:55
		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 周日	一	二	三	四	五	六	日	月	备注
毕小学 业期	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、完成毕业生管 理、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。
夏(暑假) 学期	二	6	7	8	9	10	11	12	八月	
	三	13	14	15	16	17	18	19	八月	
秋 季 学 期	一	20	21	22	23	24	25	26	九月	
	二	27	28	29	30	31	1	2	九月	
	三	3	4	5	6	7	8	9	九月	
	四	10	11	12	13	14	15	16	九月	
	五	17	18	19	20	21	22	23	九月	
	六	24	25	26	27	28	29	30	九月	
	七	31	1	2	3	4	5	6	九月	
	八	7	8	9	10	11	12	13	十月	
	九	14	15	16	17	18	19	20	十月	
	十	21	22	23	24	25	26	27	十月	
	十一	28	29	30	31	1	2	3	4	十月
十二	5	6	7	8	9	10	11	12	十一月	
十三	12	13	14	15	16	17	18	19	十一月	
十四	19	20	21	22	23	24	25	26	十一月	
十五	26	27	28	29	30	31	1	2	十二月	
十六	2	3	4	5	6	7	8	9	十二月	
十七	9	10	11	12	13	14	15	16	十二月	
十八	16	17	18	19	20	21	22	23	十二月	
十九	23	24	25	26	27	28	29	30	一月	
二十	30	1	2	3	4	5	6	7	一月	
二十一	7	8	9	10	11	12	13	14	一月	
		14	15	16	17	18	19	20	一月	
		21	22	23	24	25	26	27	一月	
		28	29	30	31	1	2	3	二月	
		5	6	7	8	9	10	11	二月	
		12	13	14	15	16	17	18	二月	
		19	20	21	22	23	24	25	二月	
		26	27	28	29	30	31	1	三月	
		2	3	4	5	6	7	8	三月	
		9	10	11	12	13	14	15	三月	
		16	17	18	19	20	21	22	三月	
		23	24	25	26	27	28	29	三月	
		30	1	2	3	4	5	6	三月	
		7	8	9	10	11	12	13	三月	
		14	15	16	17	18	19	20	三月	
		21	22	23	24	25	26	27	三月	
		28	29	30	31	1	2	3	三月	
		4	5	6	7	8	9	10	三月	
		11	12	13	14	15	16	17	三月	
		18	19	20	21	22	23	24	三月	
		25	26	27	28	29	30	31	三月	

2020-2021 学年第二学期

学期	星期 周日	一	二	三	四	五	六	日	月	备注
冬(寒假) 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。
春 季 学 期	二	8	9	10	11	12	13	14	二月	
	三	15	16	17	18	19	20	21	二月	
	四	22	23	24	25	26	27	28	二月	
春 季 学 期	五	1	2	3	4	5	6	7	三月	
	六	8	9	10	11	12	13	14	三月	
	七	15	16	17	18	19	20	21	三月	
	八	22	23	24	25	26	27	28	三月	
	九	29	30	31	1	2	3	清明	三月	
	十	5	6	7	8	9	10	11	三月	
	十一	12	13	14	15	16	17	18	三月	
	十二	19	20	21	22	23	24	25	三月	
	十三	26	27	28	29	30	劳动节	2	三月	
	十四	3	4	5	6	7	8	9	三月	
	十五	10	11	12	13	14	15	16	三月	
	十六	17	18	19	20	21	22	23	三月	
	十七	24	25	26	27	28	29	30	三月	
	十八	31	1	2	3	4	5	6	三月	
	7	8	9	10	11	12	13	三月		
	14	15	16	17	18	19	20	三月		
	21	22	23	24	25	26	27	三月		
	28	29	30	1	2	3	4	三月		
	5	6	7	8	9	10	11	三月		
	12	13	14	15	16	17	18	三月		
	19	20	21	22	23	24	25	三月		
	26	27	28	29	30	31	1	三月		
	2	3	4	5	6	7	8	三月		
	9	10	11	12	13	14	15	三月		
	16	17	18	19	20	21	22	三月		
	23	24	25	26	27	28	29	三月		
	30	1	2	3	4	5	6	三月		
	7	8	9	10	11	12	13	三月		
	14	15	16	17	18	19	20	三月		
	21	22	23	24	25	26	27	三月		
	28	29	30	1	2	3	4	三月		
	5	6	7	8	9	10	11	三月		
	12	13	14	15	16	17	18	三月		
	19	20	21	22	23	24	25	三月		
	26	27	28	29	30	31	1	三月		
	2	3	4	5	6	7	8	三月		
	9	10	11	12	13	14	15	三月		
	16	17	18	19	20	21	22	三月		
	23	24	25	26	27	28	29	三月		
	30	1	2	3	4	5	6	三月		
	7	8	9	10	11	12	13	三月		
	14	15	16	17	18	19	20	三月		
	21	22	23	24	25	26	27	三月		
	28	29	30	1	2	3	4	三月		
	5	6	7	8	9	10	11	三月		
	12	13	14	15	16	17	18	三月		
	19	20	21	22	23	24	25	三月		
	26	27	28	29	30	31	1	三月		
	2	3	4	5	6	7	8	三月		
	9	10	11	12	13	14	15	三月		
	16	17	18	19	20	21	22	三月		
	23	24	25	26	27	28	29	三月		
	30	1	2	3	4	5	6	三月		
	7	8	9	10	11	12	13	三月		
	14	15	16	17	18	19	20	三月		
	21	22	23	24	25	26	27	三月		
	28	29	30	1	2	3	4	三月		



1. 研究生专业 Graduate Programs

硕士研究生招生专业

中/英文授课	中文授课	
航空宇航科学与技术 机械工程 电子科学与技术 信息与通信工程 控制科学与工程 计算机科学与技术 化学工程与技术 化学 法学 MBA	力学 兵器科学与技术 安全科学与工程 动力工程及工程热物理 光学工程 仪器科学与技术 材料科学与工程 生物学 生物医学工程 数学 统计学	物理学 应用经济学 管理科学与工程 工商管理 理论经济学 汉语国际教育 外国语言文学 设计学 教育学

博士研究生招生专业（中/英）

中/英文授课	中文授课	
航空宇航科学与技术 力学 兵器科学与技术 安全科学与工程 机械工程 动力工程及工程热物理 光学工程 仪器科学与技术	电子科学与技术 信息与通信工程 控制科学与工程 计算机科学与技术 材料科学与工程 化学工程与技术 化学 生物医学工程	数学 统计学 物理学 管理科学与工程 应用经济学 工商管理 法学 教育学

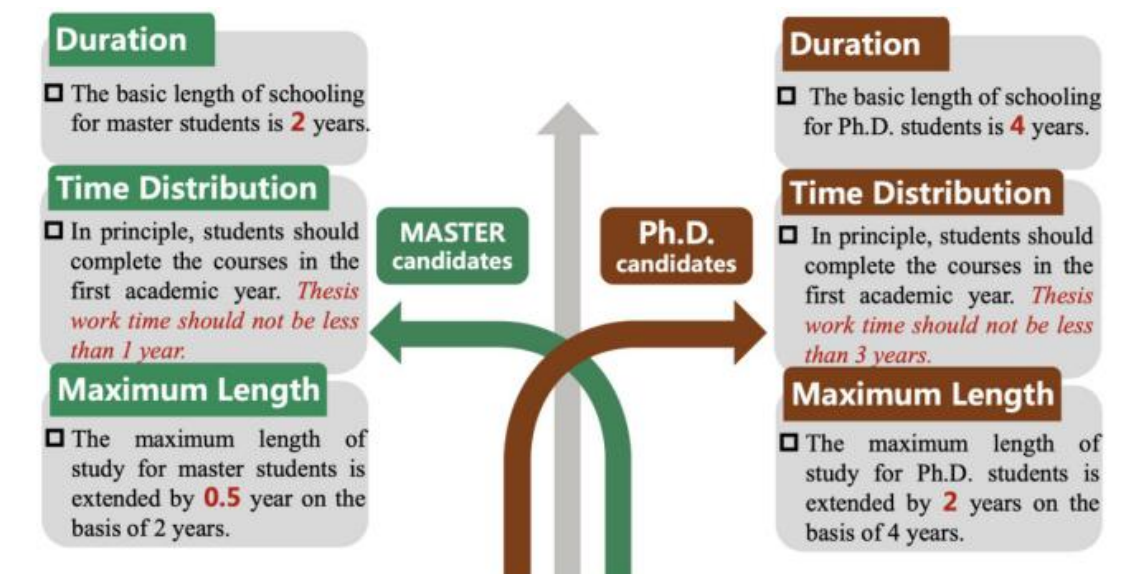
Master Programs

Taught in Chinese/English	Taught in Chinese	
Aeronautics&Space Science and Technology Mechanical Engineering Electronics Science and Technology Information and Communication Engineering Control Science and Engineering Computer Science and Technology Chemical Engineering and Technology Chemistry Law MBA	Mechanics Armament Science and Technology Safety Science and Engineering Industrial and System Engineering Power Engineering and Engineering Thermophysics Optical Engineering Instrument Science and Technology Material Science and Engineering Biology Biomedical Engineering Mathematics Statistics	Physics Applied Economics Management Science and Engineering Business Administration Energy and Climate Economy Theoretical Economics Public Administration Teaching Chinese to Speakers of Other Languages Foreign Languages and Literature Fine Arts Design Study Education

Ph.D. Programs (English/Chinese)

Taught in Chinese/English	Taught in Chinese	
Aeronautics & Space Science and Technology Mechanics Armament Science and Technology Safety Science and Engineering Mechanical Engineering Power Machinery and Engineering Optical Engineering Instrument Science and Technology	Electronics Science and Technology Information and Communication Engineering Control Science and Engineering Computer Science and Technology Material Science and Engineering Chemical Engineering and Technology Chemistry Biomedical Engineering	Mathematics Theoretical Physics Condensed Matter Physics Management Science and Engineering Applied Economics Business Administration Legal Economics Education

2. 学制 Length of Schooling



3. 费用与奖学金 Fees and Scholarship

3.1 硕士生相关费用 Tuition & Fees for International Master Students

项目 Items	费用 Fees
学费 Tuition Fee	中文授课 32000元/年 Chinese-taught program CNY 32000/year
	英文授课 36000元/年 English-taught program CNY 36000/year
	MBA英文授课 49000元/年 MBA in English CNY 49000/year
保险费 Insurance Fee	800 元/年 CNY 800/year
住宿费 Accommodation Fee	良乡留学生公寓 2人间 CNY 900/month
	良乡留学生公寓 4人间 CNY 600/month
	14号学生公寓 4人间 CNY 900/month
	16号学生公寓 4人间 CNY 900/month

3.2 博士生相关费用 Tuition & Fees for International Ph.D. Students

项目 Items	费用 Fees
学费 Tuition Fee	中/英文授课 44400元/年 Chinese/English-taught program CNY 44400/year
保险费 Insurance Fee	800 元/年 CNY800/year
住宿费 Accommodation Fee	良乡留学生公寓 2人间 CNY 900/month
	综合楼留学生公寓 2人间 CNY 1350/ month

3.3. 奖学金简介 Scholarships and their coverage

3.3.1 中国政府奖学金 Chinese Government Scholarship (CSC):



学费、住宿费、综合保险、每月生活津贴（硕士3000元，博士3500元）

Tuition, accommodation, comprehensive insurance and monthly stipend (3,000 CNY for masters, and 3,500 CNY for PhDs)



3.3.2 紫禁城奖学金 The Forbidden City Scholarship:

“一带一路”国家

2019、2020年机械工程硕士项目

学费、住宿费、综合保险、每月3000元生活津贴

The Belt&Road countries

Year 2019, 2020 master program of mechanical engineering

Tuition, accommodation, comprehensive insurance and a monthly stipend of 3,000 CNY

3.3.3 孔子学院奖学金 Confucius Institute Scholarship (CIS):



学费、住宿费、综合保险、每月3000元生活津贴

Tuition, accommodation, comprehensive insurance and a monthly stipend of 3,000 CNY

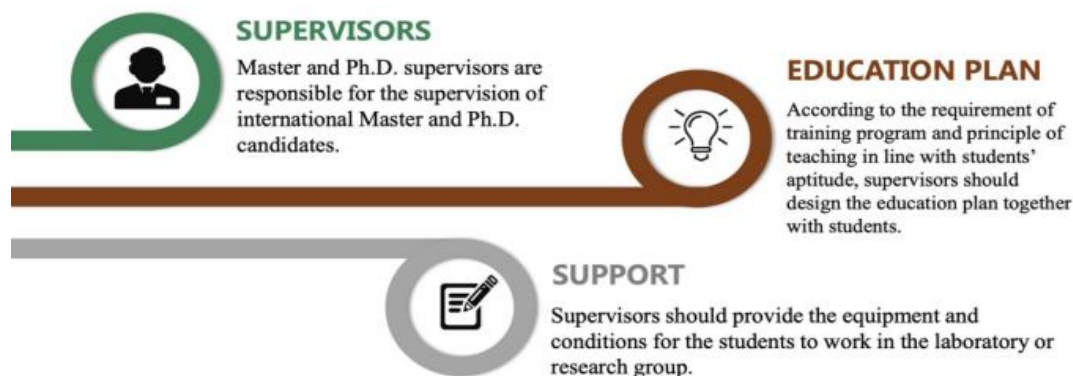
4. 专业学院 Major Schools

宇航学院	School of Aerospace Engineering
机电学院	School of Mechatronical Engineering
机械与车辆学院	School of Mechanical Engineering
光电学院	School of Optics and Photonics
信息与电子学院	School of Information and Electronics
自动化学院	School of Automation
计算机学院	School of Computer Science and Technology
网络空间安全学院	School of Cyberspace and Technology
材料学院	School of Materials Science and Engineering
化学与化工学院	School of Chemistry and Chemical Engineering
生命学院	School of Life Science
数学与统计学院	School of Mathematics and Statistics
物理学院	School of Physics
管理与经济学院	School of Management and Economics
人文与社会科学学院	School of Humanities and Social Science
马克思主义学院	School of Marxism
法学院	School of Law
外国语学院	School of Foreign Languages
设计与艺术学院	School of Art and Design

5. 研究生导师 Supervisors

研究生应该在导师的指导下结合培养方案制定培养计划、选定课程，与导师保持密切联系，按照培养计划参加科研活动和论文写作。需要根据导师的建议安排学期内和假期的学术活动和研究工作。

Graduate students should make training plans and select courses with the graduate school training plan under their supervisors' guidance, maintain close contact with their supervisors, and participate in scientific research activities and academic writing in accordance with the training plan. You are required to arrange your academic activities and research work during the holiday based on your supervisor's suggestion.



6. 学院干事 School Coordinators

学院	留学生干事	联系电话	办公室地址
宇航学院	刘新福	6891 5067	宇航#403
机电学院	王崇	6891 3959	3#255
机车学院	张倩	6891 2517	1#240
光电学院	高凤新	6891 8440	信息楼2021
信电学院	滕宇嘉	6891 3869	10#214
自动化学院	胡宇航	6891 3189	6#304
计算机学院	胡倩子	6891 4593	软件楼208
材料学院	罗婕	6891 947-603	5#537
化学与化工学院	李亚鑫	8138 1269	良乡校区工业生态楼230
生命学院	肖雯	6891 5956-802	5#7116
数学与统计学院	杨慧磊	8138 4701	南校区理学楼A315
物理学院	周格羽	6891 1355	中楼623
法学院	娜莎	6891 5173	中教1141
管理与经济学院	刘芳芳	6891 2481	主楼336
MBA 中心	王盈盈	6891 8654	主楼118

人文社科学院	郑会俐	81381301	丹枫园721
教育研究院	单捷飞	68912793	中教411
外国语	陈琳	6891 2690	中教508
设计学院	魏元霞	6891 2682	中教1108

School	Coordinator	Landline	Location
School of Aerospace Engineering	Mr. LIU Xinfu	6891 5067	Room 403, Aerospace Building
School of Mechatrical Engineering	Ms.WANG Chong	6891 3959	Room 255, No. 3 Teaching Building
School of Mechanical Engineering	Ms.ZHANG Qian	6891 2517	Room 240, No. 1 Teaching Building
School of Optics and Photonics	Ms.GAO Fengxin	6891 8440	Room 2021, Information Building
School of Information and Electronics	Ms.TENG Yujia	6891 3869	Room 214, No. 10 Teaching Building
School of Automation	Ms.HU Yuhang	6891 3189	Room 304, No. 6 Teaching Building
School of Computer Science and Technology	Ms. HU Qianzi	6891 4593	Room 208, Software Building
School of Materials Science and Engineering	Ms. LUO Jie	68913947 -603	Room 537, No. 5 Teaching Building
School of Chemistry and Chemical Engineering	Ms. LI Yaxin	8138 1269	Room 230, Eco-industrial Building
School of Life Science	Ms.XIAO Wen	6891 5956-802	Room 7116, No. 5 Teaching Building
School of Mathematics	Ms.YANG Huilei	8138 4701	Room 315, Science Building A
School of Physics	Ms.ZHOU Geyu	6891 1355	Room 623, Central Teaching Building
School of Law	Ms. NA Sha	6891 5173	Room 1141, Central Teaching Building
School of Management and Economics	Ms.LIU Fangfang	6891 2481	Room 336, Main Building

MBA Center	Ms.WANG Yingying	6891 8654	Room 118, Main Building
School of Humanities and Social Sciences	Ms.ZHENG Huili	81381301	Room 721, Danfeng Building
Graduate School of Education	SHAN Jiefei	68912793	Room 411, Central Teaching Building
School of Foreign Languages	Ms. CHEN Lin	6891 2690	Room 508, Central Teaching Building
School of Art and Design	Ms.WEI Yuanxia	6891 2682	Room 1108, Central Teaching Building

7. 培养方案 International Graduate Program

Please scan the following QR code.



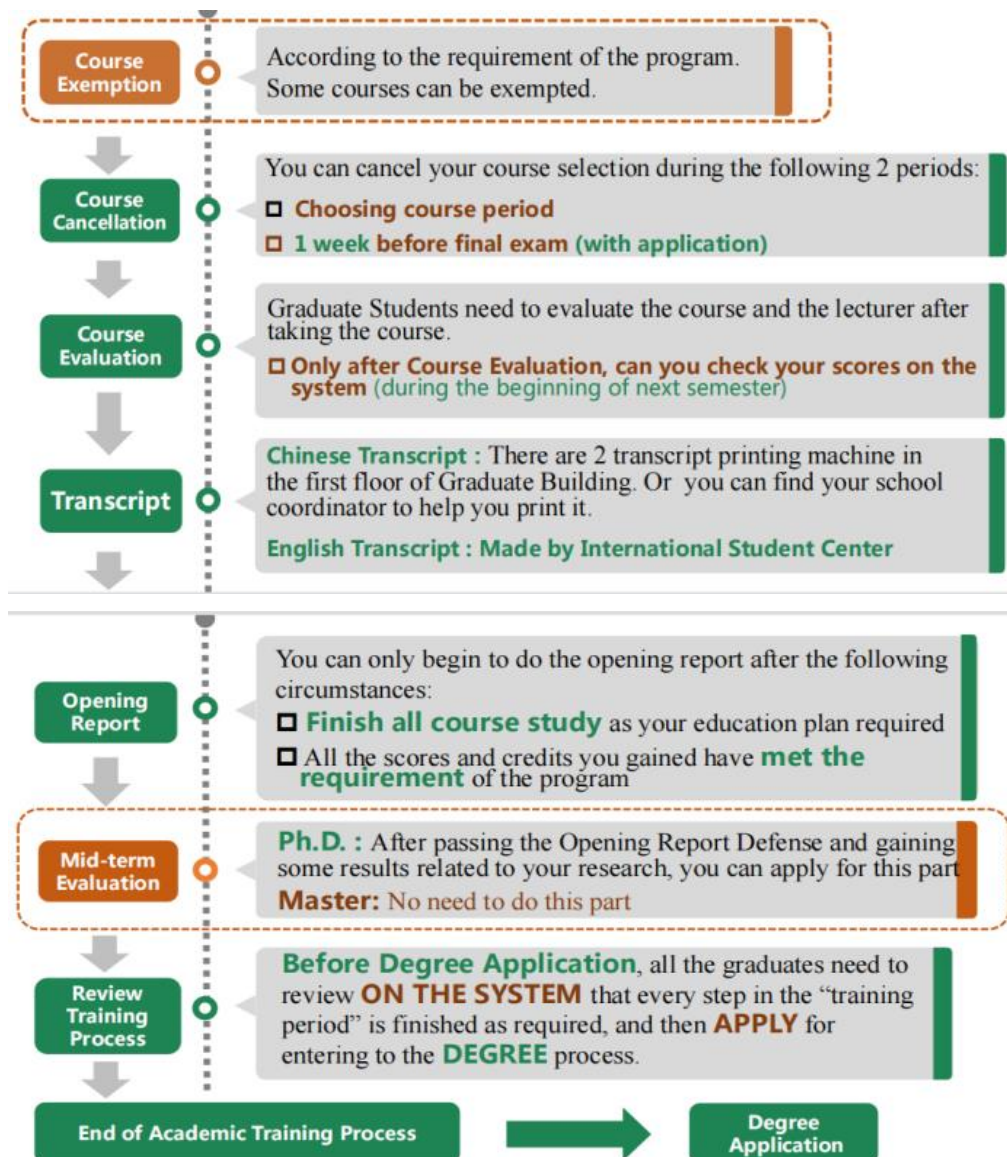
8. 课程和学分 Courses and Credits

http://grd.bit.edu.cn/pygz/pyfa/wjxz_pyfa/154359.htm

Course Classification	Course Code	Course Name	Course Hours	Credits	Semester	Compulsory /Optional	Master/Ph.D.	Credits Requirement
Public Course	3700005	Chinese Language I	96	6	1	Compulsory	Master/Ph.D.	Master=14 Ph.D.=14
	3700006	Chinese Language II	96	6	2	Compulsory	Master/Ph.D.	
	3700002	Outline of China	32	2	1/2	Compulsory	Master/Ph.D.	
Basic Course	1701002	Matrix Analysis	32	2	1/2	Optional	Master/Ph.D.	Master≥2 Ph.D.≥2
	1701003	Science and Engineering Calculation	32	2	1/2	Optional	Master/Ph.D.	
	1701007	Modern Regression Techniques in Data Sciences	32	2	1/2	Optional	Master/Ph.D.	
	Or Different programs can set their own Basic Course						Optional	
Discipline Core Course	Different programs set their own Discipline Core Course					Compulsory /Optional	Master/Ph.D.	Master≥2 Ph.D.≥2
Major Optional	Different programs set their own Major Optional Course					Compulsory /Optional	Master/Ph.D.	Master≥6 Ph.D.≥2
Total Credits					Master≥24 credits		Ph.D.≥20 credits	

9. 培养环节流程 Training Process





10.时间节点 Deadlines

	Master	Ph.D.
Academic Training		
Course Study	During the first academic year	During the first academic year
Literature Review Opening Report	Before week 1 of the 3rd semester	Before week 1 of the 5th semester
Mid-Term Evaluation	—	Before week 1 of the 7th semester
Academic Degree		
Dissertation Pre-Defense	—	Before Review
Dissertation Defense	At least 9 months after the Opening Report	At least 18 months after the Opening Report
Degree Application	The application should be raised in a certain time after the Dissertation Defense	

11. 硕博汉补生及要求 Requirements for One-year Full-time Chinese Language Students

- ❖ 汉补学生课程由留学生中心汉语教研室负责安排。
- ❖ 新生注册后，汉补学生需参加汉语水平分班考试，进入相应班级开始学习。
- ❖ 汉补学生在为期一年的汉语强化学习后需通过中国汉语水平考试四级（HSK4）且成绩需达到200分以上，以确保具备进入专业学习所要求的语言水平。HSK4成绩单应于7月15日之前交到研究生办公室。

❖ The Chinese language teachers provide all Chinese language courses and timetables at the Office of International Students.

❖ You need to take a placement test upon your registration at BIT so that the Chinese language teachers can put you in the right class.

❖ Since the major you applied for is only offered in Chinese, you must pass the HSK4 exam and get a minimum score of 200 after the one-year intensive Chinese language training to ensure that you have the language ability before entering the major school for major studies. The HSK4 transcript should be handed over to the Graduate Office before July 15th.

12. 中国政府奖学金年度奖学金评审

CSC Scholarship Annual Review

每年四月至五月为中国政府奖学金评审阶段。根据中国政府奖学金生的道德品行、学习成绩、学习/科研态度、活动表现四方面情况进行定量打分和定性评价。年度评审工作具体细节将于每年4月份发布。

The CSC scholarship annual review will kick off every April and May, and each CSC scholarship will be evaluated from the following four aspects: Ethics, Academic Performance, Learning/research Attitude, and Activity Performance. Details about how to submit the annual review form will be announced in April.

13.如何查找学术资源

How to find academic resources

<https://kdocs.cn/l/cdnpkY0Xg51u>

[金山文档] 如何查找学术资源.docx

14.相关APP下载和学习平台

App downloading and Learning Portal

1. i北理 iBIT

- 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.*
- 可以进入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）





● 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 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。

2. 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。

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

毕业设计 (论文) 专题培训

为帮助广大应届毕业生顺利完成毕业设计 (论文), 教务部联合教师发展中心、网络中心、图书馆、机械与车辆学院、计算机学院, 特邀请机械与车辆学院孙柏刚老师、图书馆康桂英老师和计算机学院团队开展毕业设计 (论文) 写作专题培训, 系列课程将带大家全面了解毕业设计过程中文献检索、论文写作、数据处理、论文检测、写作规范、论文排版等内容。培训视频将持续更新, 敬请关注~

- 第一期 毕业设计 (论文) 写作培训
- 第二期 数据库检索培训
- 第三期 BIThesis毕设LaTeX模板

乐学使用教程

- 乐学简易使用教程-学生版-v3.0
- 乐学使用简易教程-教师版-v3.0-2
- 教师如何查询课程的选课课号并快速创建班级群聊 (助理App)

我的课程

机器学习初步 (中文)

教师: 李侃

我的课程

课程类别

展开全部

- 培训与指导类 (2)
- 第二学期本科生
- 第二学期研究生

已登录用户

黄泰盛

首次访问: 2018年09月18日 星期二 15:43

提示: 推荐使用Firefox、Chrome浏览器访问本站; 使用Sogou、360、QQ等浏览器时, 请切换至极速模式; 不建议使用IE浏览器

如果您希望将课程放入本站, 请填写申请, 网络信息技术中心收到申请后会尽快为您建立课程空间。

您可以在“乐学使用简明教程”中查看如何使用乐学管理教学活动。

在线用户

140 位在线用户 (3分钟内)

- 上方导航栏搜索框输入相应课程名称点击搜索选择

The screenshot shows the search results for '软件工程基础' (Software Engineering Fundamentals). The page includes a search bar with the query '软件工程基础', a search button, and a list of results. The first result is '第二学期 - 软件工程基础 - 缓考考试' (Second Semester - Software Engineering Fundamentals - Make-up Exam), with a description: '对第一学期《软件工程基础》申请缓考的学生, 进行在线考试。' The second result is '软件工程基础' (Software Engineering Fundamentals), with a description: '软件工程基础本科课程。' The page also features a navigation bar with '乐学' and '搜索' options, and a sidebar with '全站搜索' and '过滤器' sections.

- 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

软件工程基础 高玉金

网络教室 / 课程 / 软件工程基础 高玉金 / 选课选项

选课选项

软件工程基础 高玉金

软件工程基础本科课程。

教师: 高玉金

此课程现在不可自助选课。

继续

- 查询我的课程，点击下方“我的课程”

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！

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

跳至... 03月8日 - 03月14日 ▶

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

3. 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



● 手机端前往应用商店下载中国大学慕课



● 下载成功后选择登录方式后来到账号页，选择我学校云进行认证，认证后才可以平台上以北京理工大学学生的身份进行学习并留下记录，该记录可能有某些要求使用MOOC的课程需要，并且可以学习相应的SPOC课程



你已认证本校学生

北京理工大学

636 课程 333 老师 21158 学生

北京理工大学 (Beijing Institute of Technology) , 是
中华人民共和国工业和信息化部直属的以理工为主干...

主页 校内课程 慕课 老师

最新课程 37



材料科学基础

北京理工大学



国防科技工业管理

- 首页的搜索框可以搜索课程，切换页面到**我的学习**可以看见所添加学习的课程。

- 进入相应的课程可以查看该课程的视频以及需要完成的测验，测验如果不按时完成与乐学提交作业的后果一样，会影响成绩。

我的课程 11

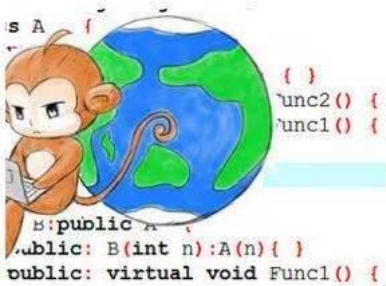
全部 ▾



机器学习初步 (李侃)

北京理工大学

已学22/32课时



程序设计与算法 (一) C++

北京大学

已学33/100课时

3.82分



大学物理不挂科-4小时学完大学物理-电磁学

已更新12课时



Python语言程序设计



首页



我的大学



我的学习



帐号

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机器学习初步（李侃）

北京理工大学 李侃

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机器学习初步 >

公告

课件

考核

讨论

第一章 绪论



第二章 期望最大化算法



第三章 主题建模



第四章 支持向量机



第五章 聚类分析



第六章 概率无向图模型



第七章 概率有向图模型



管理规定



北京理工大学来华留学生研究生学籍管理办法

第一章 总 则

第一条 为规范北京理工大学(以下简称学校)来华留学生研究生学籍管理,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《北京理工大学研究生管理规定》(学校令第132号)、《北京理工大学研究生学籍管理实施细则》(研函〔2019〕84号)和《北京理工大学各类研究生学制》(北理工办发〔2017〕97号)等文件精神,结合来华留学工作实际,特制定本细则。

第二条 本办法所称来华留学生研究生(以下简称研究生)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研究生学历教育的外籍学生。

第二章 入学与注册

第三条 按照国家招收来华留学生的有关规定,由学校录取的新生,应持《北京理工大学录取通知书》、有效普通护照、驻外签证机关签发的XI签证或公安机关签发的学习类居留许可及其他材料,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,应事先向留学生中心学生教育管理办公室提出申请,经批准后可推迟入学。

推迟时间一般不得超过两周。未请假或逾期未报到者,除因不可抗力等正当事由外,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审查,审查合格者办理入学手续,予以注册学籍;未按规定提供证件材料或其他不符合注册条件的研究生不予注册。审查中发现研究生存在弄虚作假行为,取消其入学资格。

第五条 新生入校后,应在指定时间到指定医疗机构进行体检,身心状况未达到办理学习类居留许可的体检要求,以及不符合学校体检标准的,取消其入学资格。

第六条 新生体检发现患有疾病的,经学校指定的二级甲等及以上综合医院或专科医院诊断不宜在校学习的,暂不予注册。根据医院出具的诊断证明,经学校研究批准,可保留入学资格一年。此类研究生应在规定期限内离校,否则不再保留入学资格。

因病保留入学资格的研究生，在入学前1个月，由本人向留学生中心提交复学申请及当地医院出具的诊断证明，经批准后可办理入境手续。入境后，在学校指定医院复查合格后，可办理入学手续；复查不合格者，取消入学资格并限期离境。

新生因其他原因暂不能入学的，本人提出申请和相关证明材料，经留学生中心和所在学院审核批准，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。保留入学资格的研究生须在入学前1个月向学校申请入学。

保留入学资格的研究生，保留期满后仍不能入学或入学后资格审查不合格者，取消入学资格。

第七条 研究生应按学校规定时间办理注册手续，未注册的研究生，不得参加学校一切教学活动。因故不能如期注册者，必须提前办理请假或暂缓注册手续，无故逾期两周未注册者，视为放弃学籍，按自动退学处理。

第八条 自费研究生注册时须缴齐当年学费、保险费、住宿费。

第三章 学制与学习年限

第九条 硕士研究生基本学制为2年，最长修业年限在此基础上增加0.5年。博士研究生基本学制为4年，最长修业年限在此基础上增加2年，时间自入校之日起计算。

第四章 转导师、转学科（专业）与转学

第十条 研究生在学期间原则上不得转导师，因特殊原因确需更换导师的，应符合以下规定：

- （一）转入导师应具备研究生所在学科（专业）当年的招生（指导）资格；
- （二）研究生在校期间原则上只允许更换一次导师；
- （三）研究生结业后原则上不允许更换导师。

第十一条 研究生在学期间原则上不得转学科（专业），因特殊原因确需转学科（专业）的，应完成以下程序：

（一）研究生跨学院转学科（专业）的，由本人提出申请，经留学生中心、转出学院和导师同意，通过转入学院和新导师考核并同意接收后，由留学生中心报研究生院备案。

（二）研究生在本学院内转学科（专业）的，应由本人提出申请，经留学生中心、导师同意，所在学院审核通过后，由留学生中心报研究生院备案。

第十二条 研究生在学期间原则上不得转学，因特殊原因需要转学的，由本

人提出书面申请，经留学生中心、所在学院和导师同意，提交转入院校接收函，经批准后转出，并由学校报北京市公安局出入境管理局办理签证变更手续。

第十三条 中国政府奖学金生转学科（专业）、转学相关事项应符合学校和
国家留学基金委相关规定。

第五章 考核与成绩记载

第十四条 研究生应当参加学校本学科专业培养方案规定的课程和各种教育教学环节（以下统称课程）的考核，考核成绩记入成绩单，并归入学籍档案。

第十五条 研究生应按照培养方案规定的进度开展学习和科研，导师应对研究生的培养活动进行考核。未达到培养要求不能在学制内毕结业的研究生，可与导师共同提出延期申请，但不能超出学校规定的最长学习年限。

第十六条 学校对研究生学业成绩和学籍档案严格管理，真实、完整地记载、出具研究生学业成绩，对通过重修获得的成绩予以标注。

研究生严重违反考核纪律或者作弊的，该课程考核成绩无效、记为零分，并视其违纪或者作弊情节，给予相应纪律处分。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，可以给予该课程重修机会。

研究生因退学等情况中止学业，其在校学习期间所修课程及已获得学分予以记录。

第六章 请假与考勤

第十七条 研究生须遵守学校纪律，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，所有活动都要登记考勤，研究生必须按时参加，不得迟到、早退或无故缺席。不能按时参加的，应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。奖学金生考勤记录与奖学金年度评审、评奖评优挂钩。

第十八条 研究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，凭学校指定的二级甲等及以上综合医院或专科医院提供的诊断证明可办理续假，加上原请假时间不能超过一个月。

第十九条 研究生一般不准予事假，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。

第二十条 研究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，填写并提交《北京理工大学留学生研究生请假申请表》，经导

师、学院、留学生中心审签批准，提交留学生中心备案，请假期满须办理销假手续。

第二十一条 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，并由留学生中心报北京市公安局出入境管理局办理签证变更或限期离境手续。

第二十二条 研究生按中国的节假日规定及学校规定的寒暑假放假，各国的节日不予放假。

第二十三条 研究生考勤采用双向反馈制，导师或学院科研助理记录组会等学术活动的参与情况，研究生辅导员记录文体等活动和月签到的情况并汇总。

第七章 休学与复学

第二十四条 研究生在校期间有下列情况之一者，应当休学：

（一）因身心健康问题不宜在校学习，经指定医院诊断，校医院复核，认为需休养、治疗者；

（二）一学期内请病假累计超过一个月者；

（三）一学期内请事假累计超过一个月者；

（四）不能坚持正常学习，导师和所在学院认为必须休学者；

（五）因心理问题发生伤害自身或危害他人安全的行为，或者有伤害自身或他人安全的危险，而且拒绝就医者；

（六）因其他特殊原因，本人申请或学校认为必须休学者。

第二十五条 研究生休学申请时间以学期为单位（从休学申请之日起，到本学期结束，计为休学一学期），每次申请限一个学期。预计休学期满后仍不能复学者，可在期满前10个工作日提出继续休学申请，累计休学时间不得超过两学期。

第二十六条 休学研究生须办理离校离境手续，由留学生中心报北京市公安局出入境管理局办理签证变更或限期离境手续。

休学期间，研究生不得参加校内教学与培养活动，学校保留其学籍，研究生本人对在此期间行为负责。中国政府奖学金生休学期间奖学金暂停。

第二十七条 研究生应当在休学期满1个月前向留学生中心和所在学院提出复学申请，提供相关证明材料，复核合格后可复学。因心理问题休学的研究生提出复学，按照《北京理工大学学生心理问题相关学籍处置工作细则》办理。

第二十八条 中国政府奖学金生休学、复学相关事项应符合学校和国家留学基金委相关规定。

第八章 退学与取消学籍

第二十九条 研究生有下列情形之一，学校可予退学处理：

（一）在学业进展过程中出现下列情况之一：

学业、成绩未达到学科专业及学校规定的培养要求，由导师提出，经学院审核，学科责任教授小组或学院教授委员会考核，明显缺乏科研能力和培养前途的；

重新开题仍未通过评审或第二次中期考核仍未通过的；

达到学校规定的最长学习年限时，仍未能按照学校和所在学科专业的要求完成培养方案规定的内容的。

（二）休学、保留学籍期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格的；或未提出继续休学申请，或申请继续休学但未能获得批准，且不提出复学申请的；

（三）根据校医院或指定医院诊断，患有疾病或者意外伤残不能继续在校学习的；

（四）未经批准连续两周未参加学校规定的教学活动的；

（五）超过学校规定期限未注册而又未履行暂缓注册手续的；

（六）本人申请退学的；

（七）学校规定的不能完成学业、应予退学的其他情形。

第三十条 被退学研究生应在学校规定期限内办理退学手续，并由留学生中心报北京市公安局出入境管理局办理限期出境手续。

第三十一条 中国政府奖学金生退学、取消学籍相关事项应符合学校和国家留学基金委相关规定。

第九章 提前毕业与超基本学制管理

第三十二条 研究生提前达到学校毕业要求的，可以申请提前毕业。硕士研究生原则上不允许提前毕业，博士研究生提前毕业时间不得超过一年。

研究生提前毕业应由本人至少距拟申请的毕业日期前一年提出申请，填写并提交《北京理工大学留学生研究生学籍异动申请表》，经导师同意、所在学院和留学生中心审核通过后，由留学生中心将研究生的申请材料和审核意见进行不少于五个工作日的公示，公示无异议的，由留学生中心报研究生院批准。提前毕业的研究生由留学生中心报北京市公安局出入境管理局办理签证变更手续。

申请提前毕业的研究生，届时不能完成学业的，学校根据研究生学业的实际完成情况，给予结业或肄业处理。

第三十三条 研究生如未能在基本学制规定的年限内完成学业，可进行超基本学制的申请以适当延长学习时间，但不得超过学校规定的最长学习年限，延期毕业申请原则上以学期为单位，相关事项按学校有关规定执行。申请延期仍不能完成学业者，学校根据研究生学业的实际完成情况，给予结业或肄业处理。

第三十四条 中国政府奖学金生延期相关事项应符合学校和国家留学基金委相关规定。

第十章 毕业、结业与肄业

第三十五条 研究生在学校规定学习年限内，修完教育教学计划与培养方案规定内容，成绩合格，达到学校毕业要求的，准予毕业，并发放毕业证书。

符合学位授予条件的，按照国家相关法规和《北京理工大学学位授予工作细则》等规定颁发学位证书。

第三十六条 研究生在学校规定学习年限内，修完教育教学计划与培养方案规定内容，但未达到学校毕业要求的，可准予结业，发放结业证书。

获得结业证书的硕士研究生，在结业离校后一年以内，满足毕业条件后，可申请换发毕业证书。获得结业证书的博士研究生，在结业离校后两年以内，满足毕业条件后，可申请换发毕业证书。

审查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。

对退学的研究生，学校发放写实性学习证明。

第三十七条 研究生毕业、结业、肄业（退学）后应按学校规定办理离校手续，由留学生中心报北京市公安局出入境管理局办理签证变更或限期出境手续。

第十一章 学业证书管理

第三十八条 学校严格按照招生时确定的办学类型和学习形式，以及研究生招生录取时填报的个人信息，填写、颁发学历证书及其他学业证书。

第三十九条 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研究生学籍学历电子注册。

第四十条 申请结业证书换发毕业证书，申请人本人应将结业证书原件交回后领取毕业证书。

第四十一条 对违反学校和国家招生规定取得入学资格或者学籍的，或在报考录取过程中弄虚作假者，一经发现，学校应当取消其学籍，不得发给学历证书、学位证书；已发的学历证书、学位证书，学校依法予以撤销。对以作弊、剽窃、

抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的，按照国家相关法规和《北京理工大学关于学术不端行为认定和处理规定》、《北京理工大学学位授予工作细则》等规定依法撤销学位，并报教育行政部门宣布无效。

被撤销的学历证书、学位证书已注册的，学校予以注销并报教育行政部门宣布无效。

第四十二条 学历证书和学位证书遗失或者损坏，经本人申请，学校核实后出具相应的证明书。证明书与原证书具有同等效力。

第十二章 附 则

第四十三条 本细则由留学生中心负责解释，自2019年10月1日起施行。

第四十四条 本细则未尽事宜参照《北京理工大学研究生管理规定》、《北京理工大学研究生学籍管理实施细则》执行。

Management Regulations for BIT International Graduate Student Status

Chapter I General Provisions

Article 1 In order to regulate the management of graduate student status of international students in Beijing Institute of Technology (hereinafter referred to as the school), in accordance with the "Law of the People's Republic of China on the Administration of the Entry and Exit of Foreigners" and "Administrative Measures for the Enrollment and Education of International Students in Schools" (No. Order No. 42), "Quality Standards for International Students Coming to China for Higher Education (for Trial Implementation)" (Jiaowai [2018] No. 50) and other laws and regulations, refer to "Beijing Institute of Technology Graduate Management Regulations" (School Order No. 132), "Beijing Institute of Technology The Implementation Rules for the Management of Graduate Student Status" (Yan Han [2019] No. 84), "Various Graduate Education System of Beijing Institute of Technology" (Beijing Institute of Technology [2017] No. 97) and other documents combined with the actual situation, these measures are formulated.

Article 2 The International graduate students in China (hereinafter referred to as graduates) as mentioned in these Measures refers to international students who do not have Chinese nationality according to the Nationality Law of the People's Republic of China and are receiving graduate education in the university.

Chapter II Admission and Registration

Article 3 In accordance with the relevant regulations of the country for enrolling international students, entrants admitted by the school should hold the "Beijing Institute of Technology Admission Notice", a valid 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 each new student 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 relevant regulations of the country, the student will be disqualified.

Article 5 Upon admission, new students should go to a designated medical institution for a physical examination within the specified time. Those who fail to meet the minimum medical examination requirements for visa or residence permit in China or the medical examination qualifications of BIT, will be disqualified from enrollment.

Article 6 New students found not in vibrant health during the physical examination will not be registered if they are certified as not fit for studying by a general hospital or specialist hospital designated by the

school. According to the medical report issued by the hospital and subsequently approved by the school, the offer of admission can be reserved for one year. The afore'captioned students shall leave the school within the prescribed time limit. Otherwise, their reservation will be canceled.

Graduate students who have reserved their admission status due to illness can apply to the International Student Center for resumption upon production of a valid medical certificate of fitness issued by the local hospital a month before admission. When the school verifies the certificate's authenticity, the concerned students may go through the entry procedure after approval.

After entering the country, the student can apply for admission after passing the medical review at the hospital designated by the school; if the student fails the review, the student will be disqualified and leave the country within a stipulated ultimatum.

If a student is temporarily unable to enroll due to other reasons, shall submit an application and relevant certification materials. The qualifications for admission can be retained for one year after being reviewed and approved by the International Student Center and the college.

Graduate students who cannot enroll after the expiration of the reservation period or who fail to pass the qualification examination after enrollment will be disqualified.

Article 7 Graduate students should go through the registration procedures according to the time specified by the school. Unregistered graduate students are not allowed to participate in all teaching activities of the school. Those who cannot register as scheduled for any reason must apply for leave or postpone the registration procedures in advance. Those who fail to register within two weeks without reason will be deemed to have given up their student status and will be treated as an

automatic withdrawal.

Article 8 Self-funded graduate students must pay the full amount of tuition, insurance, and accommodation fees for the current year at the time of registration.

Chapter III Academic Structure and Duration of Study

Article 9 The basic academic system for master's degree students is 2 years, and the maximum length of study is 6 months. The basic academic system for doctoral students is 4 years, and the maximum length of study is increased by 2 years. The time is calculated from the day of admission.

Chapter IV Change supervisor, change of discipline (major), and transfer of studies

Article 10 In principle, graduate students are not allowed to change supervisors during their study period. If they need to change their supervisor due to special reasons, the following requirements should be met:

(1) The changing supervisor should have the qualifications for enrollment (guidance) of the discipline (major) where the graduate student is located in that year;

(2) In principle, graduate students are allowed to change their supervisors once during their study period;

(3) In principle, it is not allowed to change supervisor after completing the graduate course.

Article 11 In principle, graduate students are not allowed to change disciplines (majors) during the study period; if they need to change disciplines (majors) for special reasons, they should complete the following procedures:

(1) Suppose the graduate student changes the discipline (major) across colleges. In that case, the applicant shall apply for it with the approval of the International Student Center. After passing the transferred college assessment and new supervisor acceptance, the International Student Center will report to the Graduate School for the record.

(2) Suppose the graduate student changes the discipline (major) within colleges. In that case, the application should be submitted by the applicant, agreed by the International Student Center and the supervisor, approved by the college, then submitted by the International Student Center to the Graduate School for records.

Article 12 In principle, graduate students are not allowed to transfer during their studies, students who need to transfer to another school for special reasons need to submit a written application by themselves, with the consent of the International Student Center, the college, and the supervisor, submit the acceptance letter of the transferring institution and transfer out after approval, then the school will report to the Exit-Entry Administration of Beijing Public Security Bureau for visa change procedures.

Article 13 Chinese government scholarship students should comply with the relevant regulations of the school and the China Scholarship Council in matters related to the transfer of disciplines (majors) and studies.

Chapter V Assessment and Record of Achievements

Article 14 Graduate students shall participate in the assessments of the courses and various education and teaching session (hereinafter collectively referred to as courses) stipulated in the training program of the school's discipline, and the assessment results shall be recorded in the transcript filed in the academic records.

Article 15 Graduate students should carry out learning and scientific research in accordance with the schedule stipulated in the training plan, and the supervisor should evaluate the training activities. Graduate students who do not meet the training requirements and cannot complete their studies within the academic system can apply for an extension with their supervisors, but they cannot exceed the maximum length of study set by the school.

Article 16 The school strictly manages the academic results and academic records of graduate students, records and issues the academic results of graduate students truly and completely, and marks the grades obtained through retakes.

If a graduate student severely violates the assessment discipline or cheats, the course assessment result is invalid and recorded as zero, the corresponding disciplinary sanctions will be given depending on the circumstances of the violation or cheating. Those who have been given warnings, serious warnings, demerits, and detention for probation, have performed well after education and may be allowed to retake the course.

If a graduate student discontinues the study for reasons such as withdrawal, the courses taken and the credits earned during the studies will be recorded.

Chapter VI Absence and Attendance

Article 17 Graduate students must abide by the school's discipline and participate in the activities stipulated in the teaching plan and organized by the school on time, and all activities must be registered for attendance. If you cannot attend on time, you should ask for leave in advance and get approval. If you are absent without any reason, you will be criticized and educated according to the relevant regulations of the school. If the situation is serious, disciplinary action will be taken. The

attendance record of scholarship students is linked to the annual evaluation of scholarships, awards, and merits.

Article 18 Graduate 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.

Those who cannot continue to learn after the sick leave is over can apply for renewal of leave with the diagnosis certificate provided by the school's designated Grade A and above general hospital or specialist hospital, plus the original leave period cannot exceed one month.

Article 19 Graduate 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 one semester and will not be made up.

Article 20 Graduate students who need to leave Beijing or the country due to special reasons, they must ask for leave from the International Student Center and their college, fill out and submit the "Application Form for Leave of Absence for International Graduate Students of Beijing Institute of Technology," which is approved by their supervisors, colleges and the International Student Center, then submit it to the International Student Center for registration and must cancel the leave after the leave period.

Article 21 Those who have not asked for leave or have not participated in the educational and teaching activities specified by the school for two consecutive weeks without asking for leave will be subject to withdrawal, and the International Students Center will report to the Exit-Entry Administration of Beijing Municipal Public Security Bureau for visa change or leave within a time limit.

Article 22 Graduate students will be granted holidays in accordance with the Chinese holiday regulations and the school's winter and summer

vacations and will not be granted holidays in various countries.

Article 23 A two-way feedback system is adopted for the attendance of graduate students. The supervisor or faculty research assistant records the participation in academic activities such as group meetings, and the graduate counselor records and summarizes the activities such as cultural and sports activities and monthly sign-in.

Chapter VII Suspension and Reinstatement

Article 24 A graduate student who has one of the following conditions shall be suspended from school:

(1) Those who are unsuitable for studying in school due to physical or mental health problems, who have been diagnosed by a designated hospital and reviewed by the school hospital as requiring recuperation and treatment;

(2) Those who have taken sick leave for more than one month in a semester;

(3) Those who have asked for personal leave for more than one month in a semester;

(4) Those who are unable to continue their normal studies, the supervisor and the college deems it necessary to suspend the student;

(5) Those who have committed acts that harm themselves or endanger the safety of others or are in danger of harming themselves or others due to psychological problems and refuse to seek medical treatment;

(6) Due to other special reasons, students apply, or the school considers that they must suspend their studies.

Article 25 The application time for graduate students to apply for suspension is based on semester (from the date of application for suspension to the end of the semester, it is counted as one semester of

suspension), and each application is limited to one semester. If you cannot resume your studies after the expiration of the suspension period, you can apply for further suspension 10 working days before the expiration of the suspension period, and the total suspension period cannot exceed two semesters.

Article 26 The suspended graduate students must go through the procedure of leaving the school, and the International Student Center will report to the Exit-Entry Administration of Beijing Public Security Bureau for visa change or deadline departure.

During the suspension period, graduate students are not allowed to participate in teaching and cultivation activities on campus, the school retains their academic status, the graduate students themselves are responsible for their actions during this period. The scholarship for Chinese government scholarship students is suspended during the period of suspension.

Article 27 The graduate students should apply to the International Student Center and their colleges for reinstatement one month before the expiration of the suspension period and provide relevant supporting documents. After passing the review, they can be reinstated. Graduate students who are suspended for psychological problems propose to resume their studies in accordance with the " Rules for the Handling of Student Status Related to Psychological Problems of Beijing Institute of Technology".

Article 28 The suspension and reinstatement of Chinese government scholarship students should comply with the relevant regulations of the school and the China Scholarship Council.

Chapter VIII Withdrawal and Cancellation of Academic Status

Article 29 A graduate student may be withdrawn from the school for

any of the following reasons.

(1) One of the following situations occurred in the course of academic progress:

(a) Those whose academic performance and grades do not meet the training requirements of the discipline, proposed by the supervisor, reviewed by the college and evaluated by the discipline's responsible professorial team or the college's professorial committee, and lacking in scientific research ability and training prospects;

(b) Those who have failed to pass the evaluation even after reopening the topic or have failed the second mid-term examination;

(c) When the maximum length of study specified by the school is reached, the content specified in the training program has not been completed in accordance with the requirements of the school.

(2) At the expiration of the period of suspension or retention of school status, the application for reinstatement is not submitted within the time limit specified by the school or the application for reinstatement is unqualified after review; or the application for continued suspension has not been submitted, or the application for continued suspension has not been approved, and the application for reinstatement has not been submitted;

(3) According to the diagnosis of the school hospital or the designated hospital, the student is unable to continue studying at school because of illness or accidental disability;

(4) Failing to participate in the teaching activities prescribed by the school for two consecutive weeks without approval;

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

(6) The student applies for withdrawal from the school;

(7) Other circumstances stipulated by the school that cannot complete their studies should be withdrawn from school.

Article 30 Graduate students who are dropped out of school should go through the withdrawal procedures within the time limit set by the school, and the International Students Center shall report to the Exit-Entry Administration Bureau of Beijing Municipal Public Security Bureau to go through the procedures for leaving the country within the time limit.

Article 31 The matters related to the withdrawal and cancellation of student status of Chinese government scholarship students shall comply with the relevant regulations of the school and the China Scholarship Council.

Chapter IX Early graduation and extension basic academic management

Article 32 Graduate students who meet the school's graduation requirements in advance can apply for early graduation. In principle, master's students are not allowed to graduate early, and doctoral students cannot graduate more than one year in advance.

Graduate students who graduate early should apply at least one year before the graduation date to be applied for, fill out and submit the "Application Form for Graduate Student Status Change of Beijing Institute of Technology", after the supervisor agrees, the college and the International Student Center approve, the International Student Center will publicize the application materials and review opinions of the graduate students for no less than five working days. If there is no objection, the International Student Center will report to the Graduate School for approval. The International Student Center will report graduate students who graduate early to the Exit-Entry Administration Bureau of Beijing Municipal Public Security Bureau for visa change procedures.

For graduates who apply for early graduation and cannot complete their studies by then, the school will give them a completion or dismissal according to the actual completion of the graduate studies.

Article 33 If graduate students do not complete their studies within the time limit specified by the basic academic system, they can apply for an extension to the basic academic system to extend the study time appropriately. However, they shall not exceed the maximum length of study specified by the school. The application for extension of graduation is in principle based on the semester, and the relevant matters shall be implemented in accordance with the relevant regulations of the school. For those who cannot complete their studies after applying for an extension, the school will give them a course completion or dismissal according to the actual completion of the graduate studies.

Article 34 Matters related to the extension of Chinese government scholarship students should comply with the relevant regulations of the school and the China Scholarship Council.

Chapter X Graduation, completion and non-completion

Article 35 Graduate students who have completed the educational teaching plan and training program within the school's prescribed study period, passed the grades, and met the school's graduation requirements will be granted graduation and issued a graduation certificate.

Those who meet the requirements for degree conferment will be issued degree certificates in accordance with the relevant national regulations and the Rules for Degree Conferment of Beijing Institute of Technology.

Article 36 Graduate students who have completed the required content of the education and teaching plan and training program within the school's prescribed study period, but have not met the school's

graduation requirements, may be approved and issued a certificate of completion.

Postgraduates who have obtained the certificate of completion may apply for a renewal of the certificate within one year after leaving school and meeting the graduation requirements. A doctoral student who has obtained a certificate of completion may apply for a renewal of the certificate within two years of leaving school after completing the course and meeting the graduation requirements.

For the graduation certificate and degree certificate issued after passing the examination, the time of graduation and the time of obtaining the degree shall be filled in according to the date of issuance.

For graduate students who withdraw, the school will issue a realistic study certificate.

Article 37 After graduation, completion, or non-completion (withdrawal), the graduate students should go through the procedures of leaving the school according to the school's regulations. The International Student Center will report to the Exit-Entry Administration of Beijing Municipal Public Security Bureau for the visa change or deadline exit procedures.

Chapter XI Academic Certificate Management

Article 38 The school fills out and issues academic certificates and other academic certificates in strict accordance with the type of schooling and form of study determined at the time of enrollment and the personal information filled in at the time of admission to graduate school.

Article 39 The school implements the electronic registration management system for higher education status and qualifications, improves the management methods for student status and qualification information, completes the electronic registration of graduate students'

status and qualifications in a timely manner in accordance with relevant regulations.

Article 40 To apply for a certificate of completion in exchange for a certificate of graduation, the applicant should personally return the original certificate of completion and receive a certificate of graduation.

Article 41 For those who have obtained admission qualifications or academic status in violation of the school and national enrollment regulations, or those who have falsified in the admission process, once found, the school shall cancel their academic status and shall not issue academic certificates or degree certificates; the issued academic certificates or degree certificates shall be revoked by the school according to the law. For academic misconducts such as cheating, plagiarism, or other improper means to obtain academic certificates, degree certificates, in accordance with relevant national regulations and the "Beijing Institute of Technology on the Recognition and Handling of Academic Misconduct Regulations," "Rules of Beijing Institute of Technology on the Awarding of Degrees" and other provisions stipulate that the degree shall be revoked in accordance with the law. It shall be declared invalid by the education administrative department.

If the revoked academic certificate or degree certificate has been registered, the school shall cancel it and report it to the education administrative department to declare it invalid.

Article 42 If the academic certificate or degree certificate is lost or damaged, the corresponding certificate will be issued after verification upon the application. The certificate has the same effect as the original certificate.

Chapter XII Supplementary Provisions

Article 43 These rules are interpreted by International Students

Center and shall be effective from September 1, 2019.

Article 44 For matters not covered in these rules, please refer to the "Regulations on the Management of Graduate Students of Beijing Institute of Technology" and the "Implementation Rules for the Management of Graduate Students of Beijing Institute of Technology".

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。有特殊情况无法按时签到的，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 1st 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, hat 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 Unauthorized 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 authorization, 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规定（试行）

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技能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

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.

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 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 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

理赔说明 Insurance Claims Description

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 / Application Item	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
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 查看。For more information, please visit:
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⁺。

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备设施受损严重的；
- (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)" (Jiao wai [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 Zhong guan cun Campus, International Student Apartment of Comprehensive Building, and International Student Apartment of Liang xiang 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 Zhong guan cun campus apartments are:

Monday to Friday 06:00-24:00;

Saturday to Sunday 06:00-02:00⁺¹.

The opening hours of Liang xiang 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 Liang xiang 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.

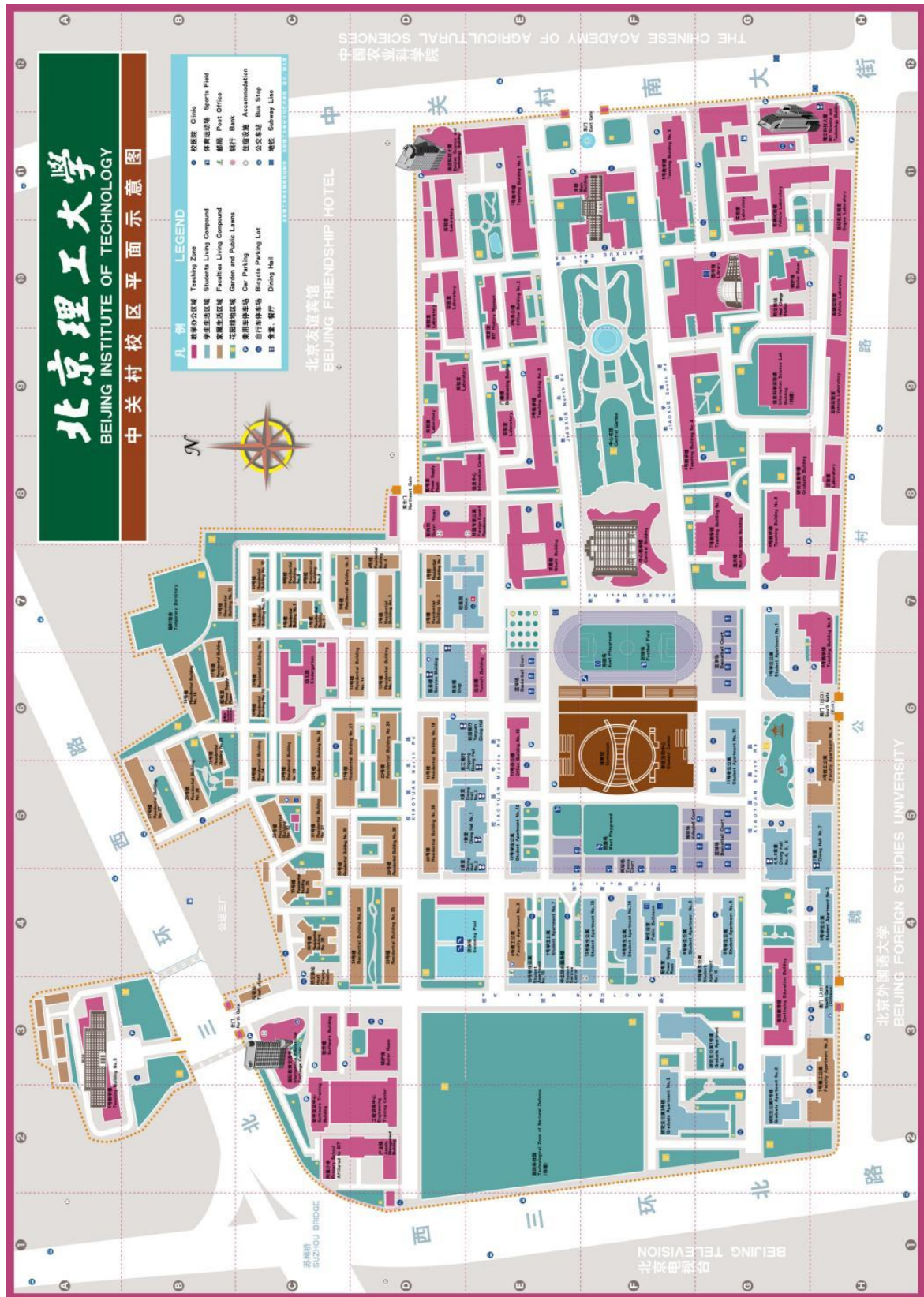
Article 10 This measure is effective from March 1, 2019, and the International Student Center of the school reserves the exclusive right to interpretation.

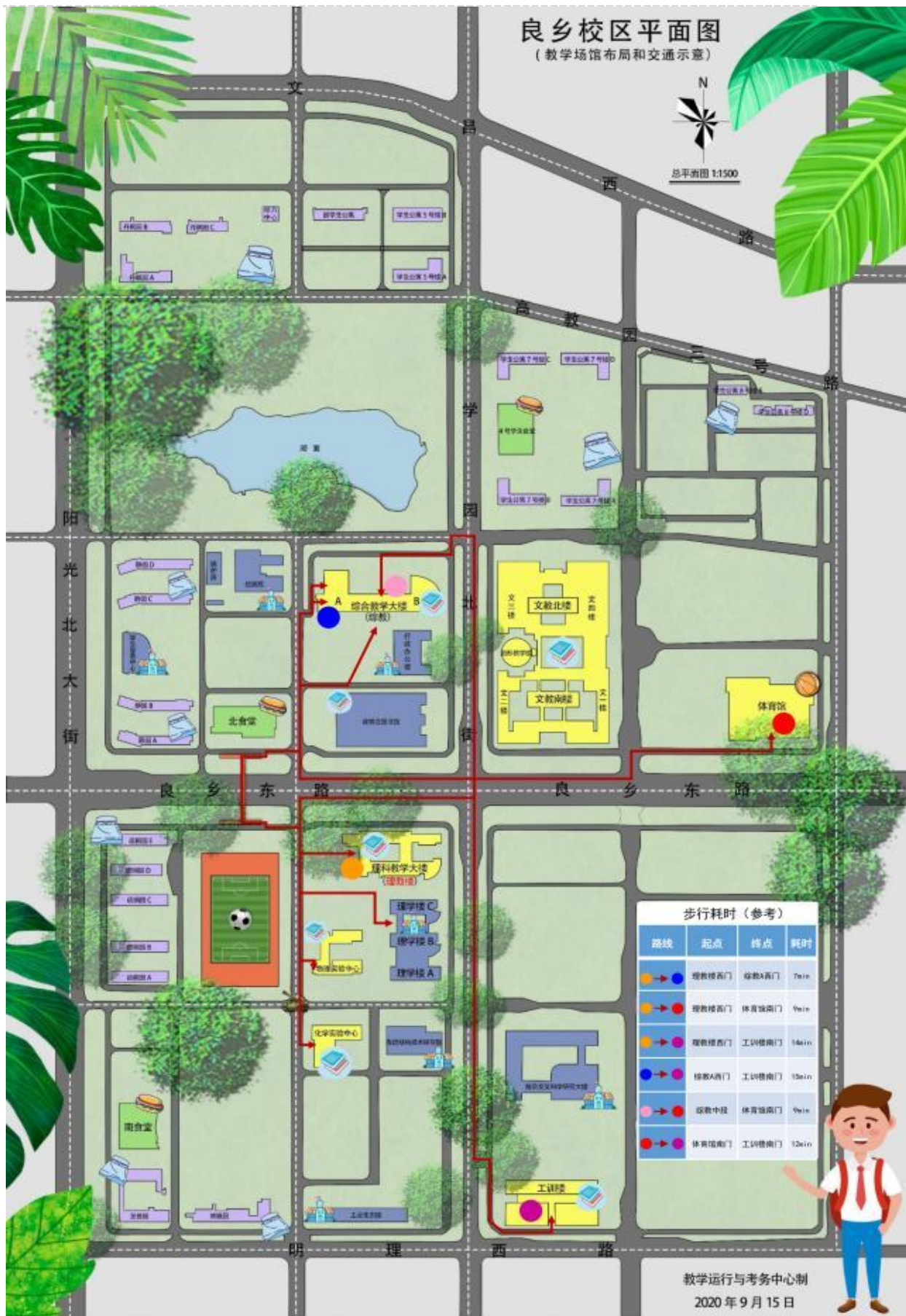
生活指南



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:

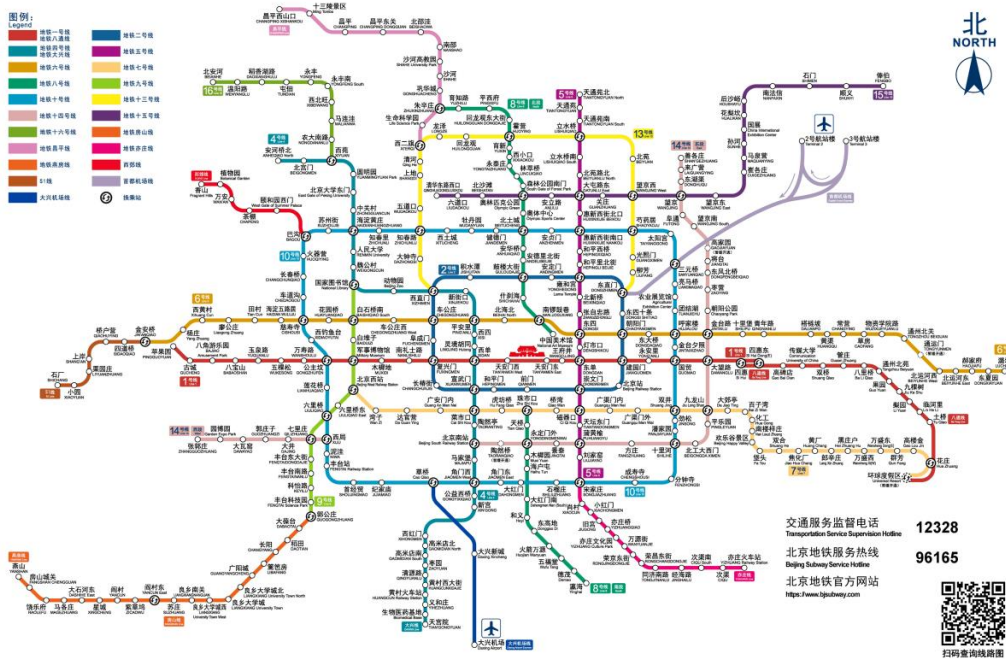
校车时刻表

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	
		8:30	1 辆 (丝路彩虹)	
		10:10	1 辆	
		11: 50	1 辆 (丝路彩虹)	
		12:00	1 辆	
		12:30	1 辆	
		13:50	1 辆	
		16:10	1 辆	
		17:00	1 辆 (丝路彩虹)	
		17:20	1 辆	
		18:00	1 辆 (丝路彩虹)	
		18:30	1 辆	
20:00	1 辆			
21:10	1 辆			
一至五	良乡	6:20	1 辆	中关村
		6:50	1 辆 (丝路彩虹)	
		7:30	1 辆 (丝路彩虹)	
		8:00	1 辆	
		10:10	1 辆	
		12:00	1 辆	
		12:30	1 辆	
		13:00	1 辆 (丝路彩虹)	
		13:50	1 辆	
		15:20	1 辆 (丝路彩虹)	
		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
	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	第三十九班	20:20
第四十一班	20:30	第四十班	20:40
第四十二班	20:50	第四十一班	20:40
第四十三班	21:10	第四十二班	21:00
第四十四班	21:30	第四十三班	21:20
第四十五班	21:50	第四十四班	21:40
第四十六班	22:10	第四十五班	22:00
第四十七班	22:30	第四十六班	22:20
		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.

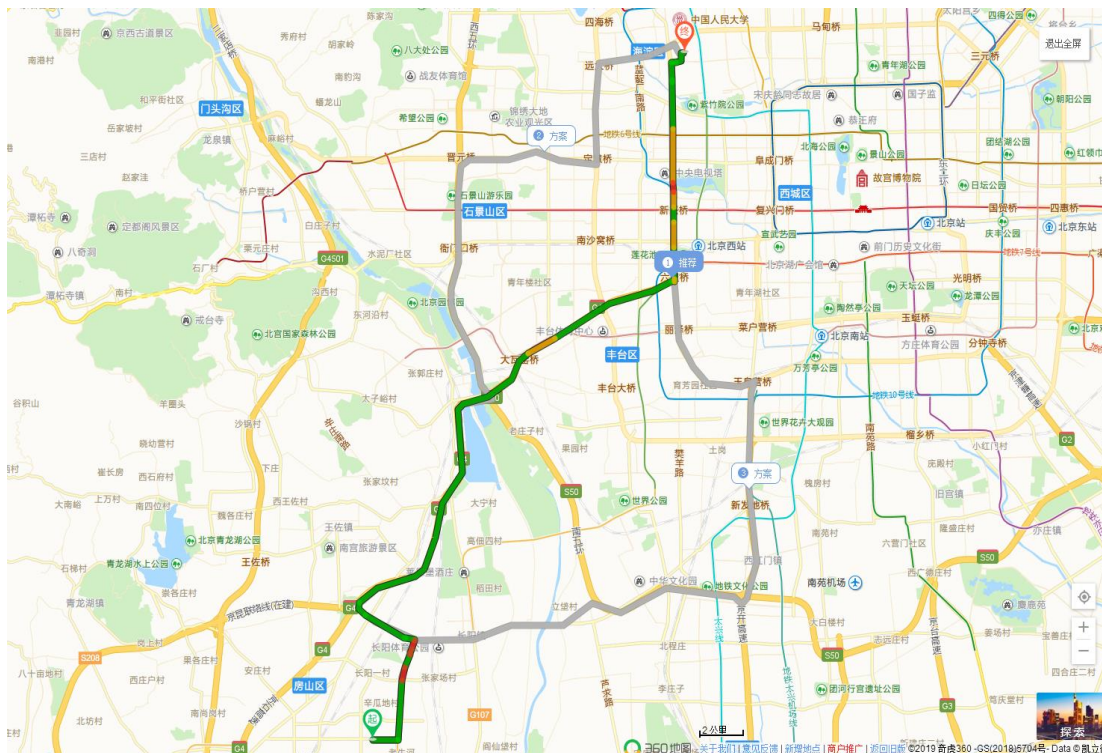
C.常用线路及地图 Common routes and maps

● 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）；

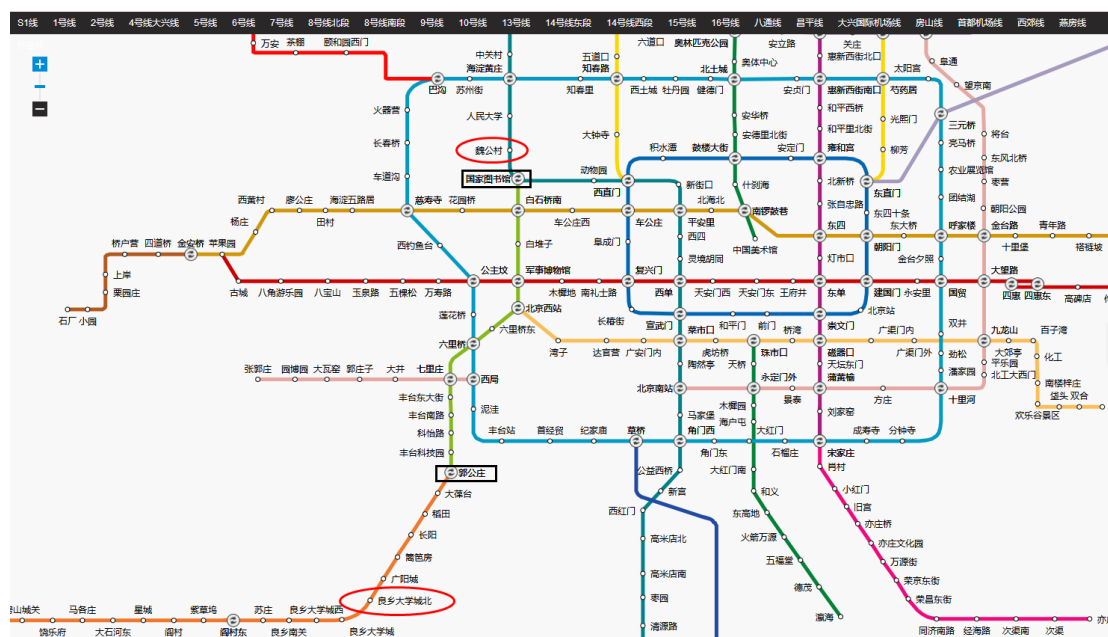
约1小时10分钟，地铁交通费7元。

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 Fang shan subway line (to Yan cun)—transfer to line 9 (at Guo gong zhuang) - Transfer to line 4 at National Library. Get off at entrance a of Wei gong cun (Wei gong 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

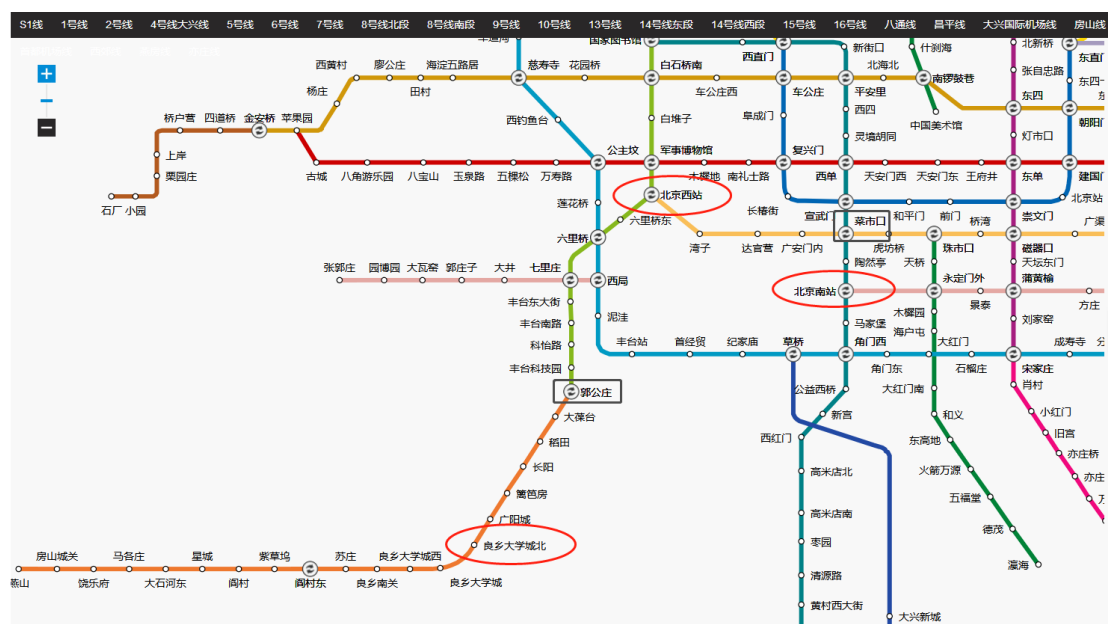
地铁：4号线（北京南站上车）—（菜市口换乘）7号线—（北京西站换乘）9号线—（郭公庄换乘）房山线（良乡大学城北A2口下车）—校园摆渡车；

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）

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

Liang xiang 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 Liang xiang Campus need to register through the registration link of Fang shan Immigration App or Fang shan 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 Liang xiang 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	证件号码 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
住房种类 Housing Status	集体宿舍	住址 Address	北京市房山区韩庄新村良乡东路13号 理工大学留学生出境管理中队

离开及住宿时请在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	1992-03-32
证件类型 Type of Certificate	证件号码 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
住房种类 Housing Status	集体宿舍	住址 Address	北京市房山区韩庄新村良乡东路13号 王高虎68918272

派出所联系电话:

(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.



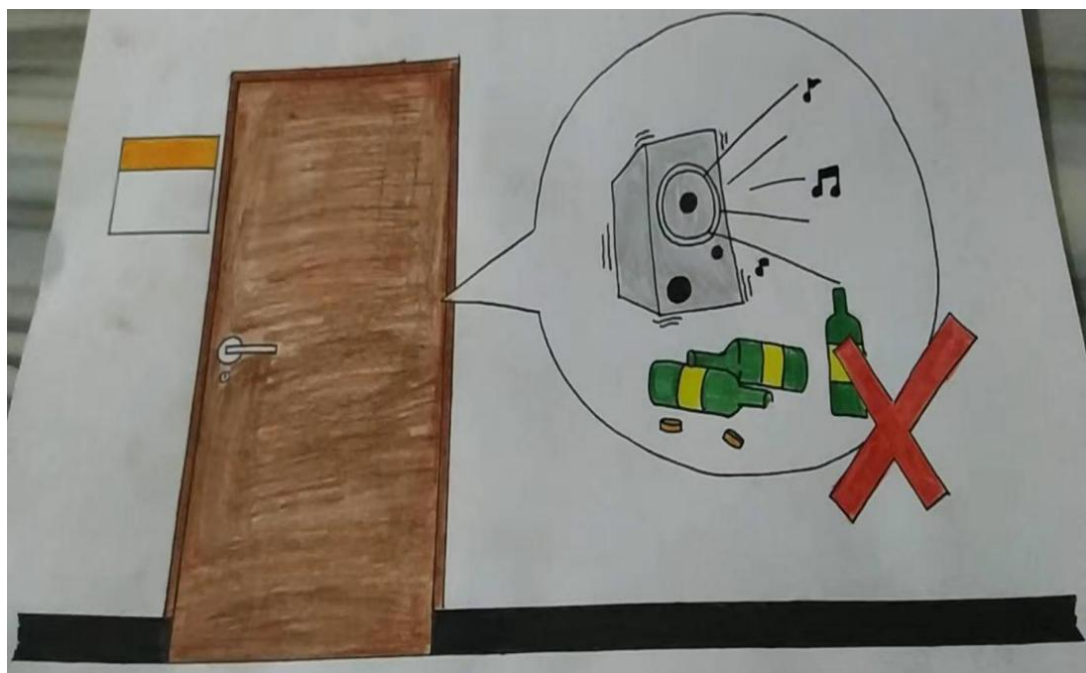
B. 做饭时请不要离开厨房。 Please don't leave the kitchen while cooking.



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

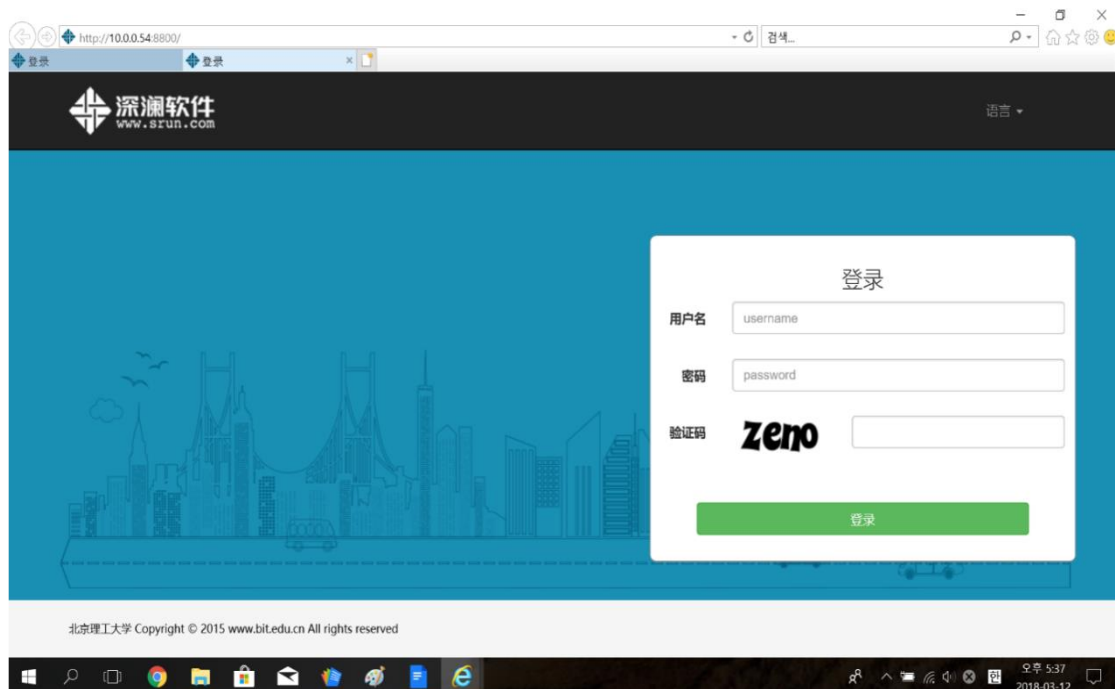
所需物品: 学生证, 微信支付

You need: Student ID card, Wechat Payment activated

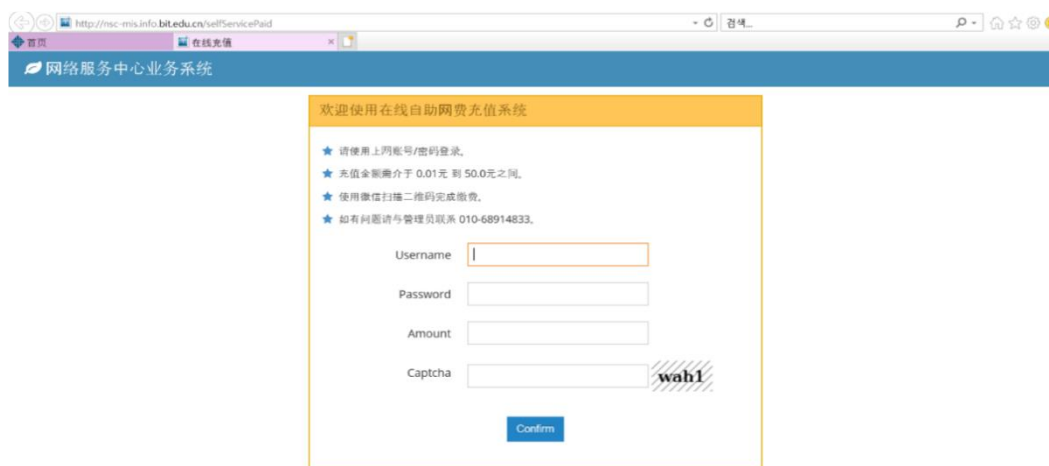
A. 打开浏览器, 搜索 10.0.0.55 enter 10.0.0.55 in the browser



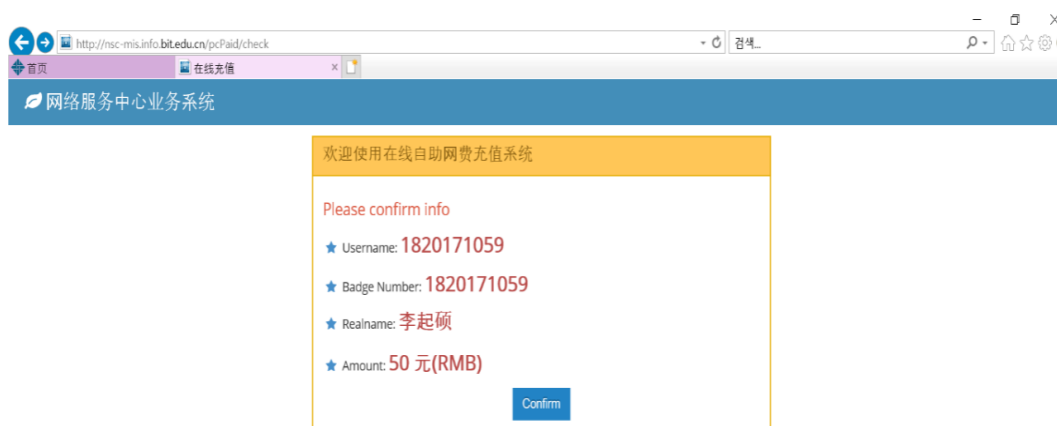
B. 点击“自服务” Click on “Self service”



C. 点击注册 Registering

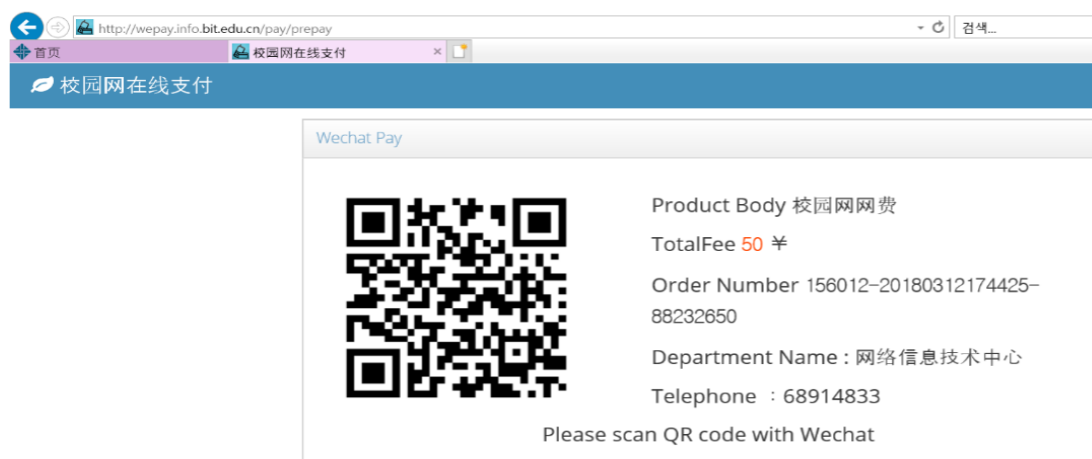


D. 点击“钱包充值”(最高可充值 50 元) Click on “wallet recharge” (up to 50 yuan)



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

Shops:

- 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）

Zhong guan cun 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。

Liang xiang 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: Liang xiang 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. Call 4008105119 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



校园AED

(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

Zhong guan cun 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

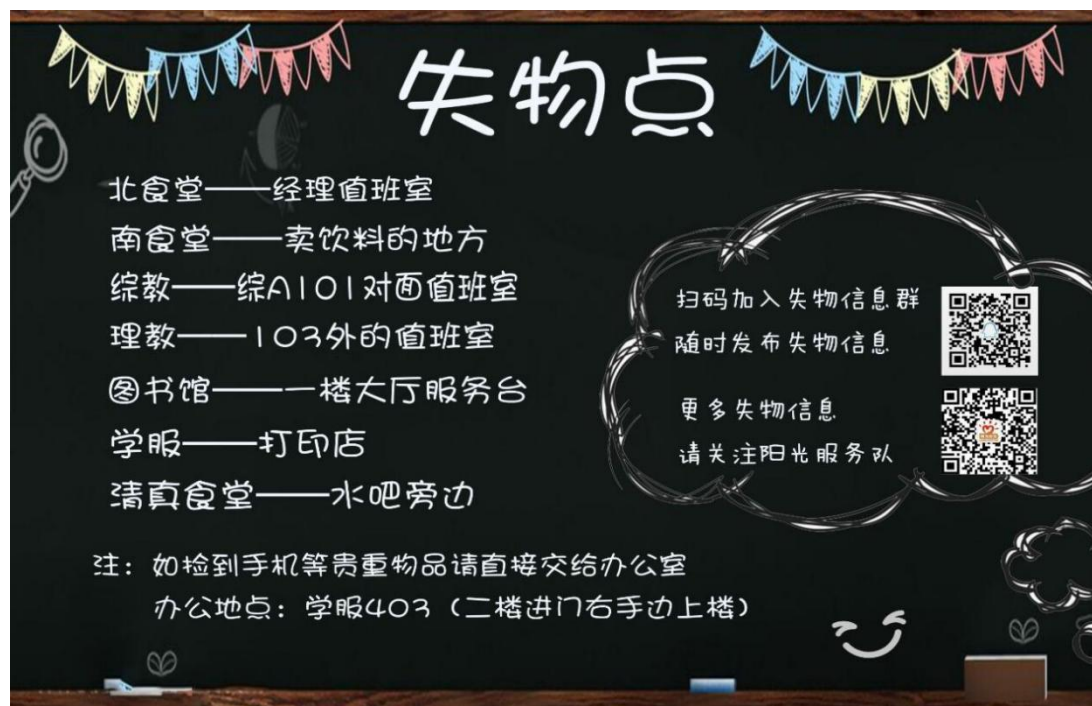
Liang xiang Campus: Student Affairs Hall, Student Service Center, 1st floor, Lost and Found Replacement Window

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- 1st 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 2nd 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。

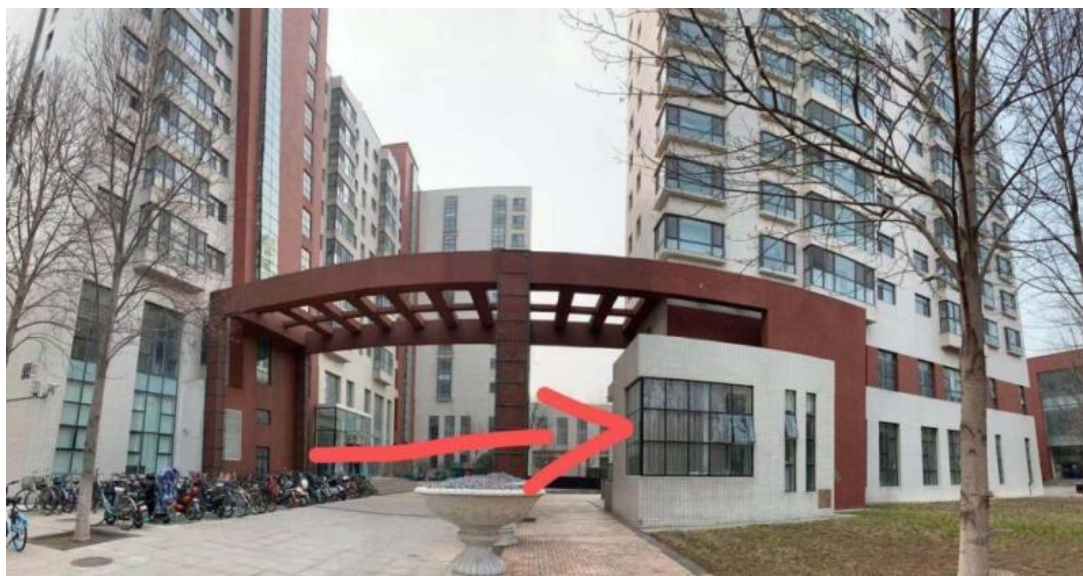
Please negotiate with your roommate about electricity. Once purchased, the electricity charge cannot be refunded.

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: Zhong guan cun - front desk

Liang xiang - 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: 1st 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: Zhong guan cun campus gymnasium, Liang xiang campus gymnasium (advance reservation and payment are required.) You can book gymnasium facilities online using your mobile app. Liang xiang 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。

Liang xiang 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 Liang xiang 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 Liang xiang 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。

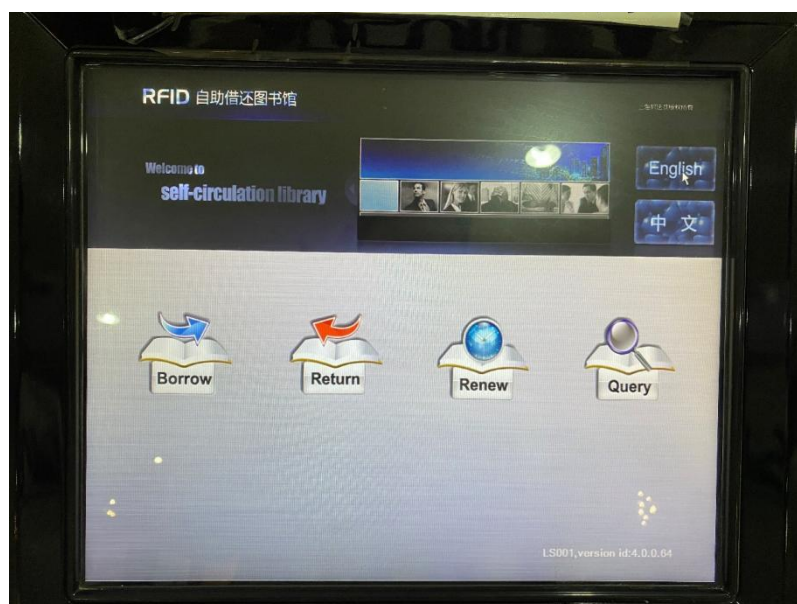
Select "bibliographic search" in the common services to see if the book you need is available.



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

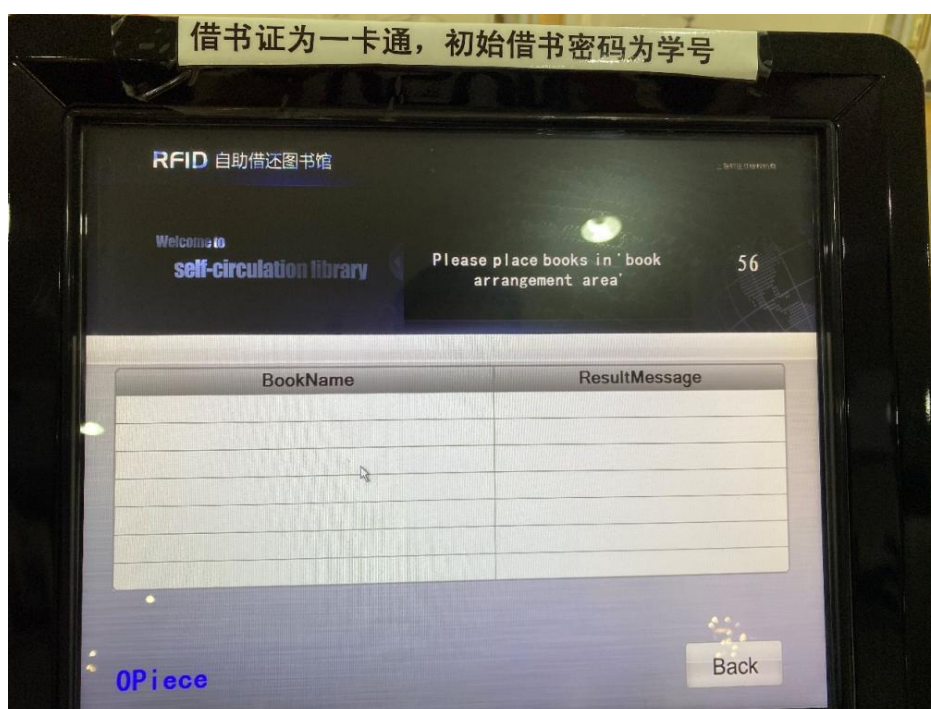
The library card is a campus card, the initial borrowing code is the student number, the place where the student card and the book number are scanned is shown below. (Here you can appreciate why it is necessary report and replace your card immediately after losing it. The swipe area has been marked with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





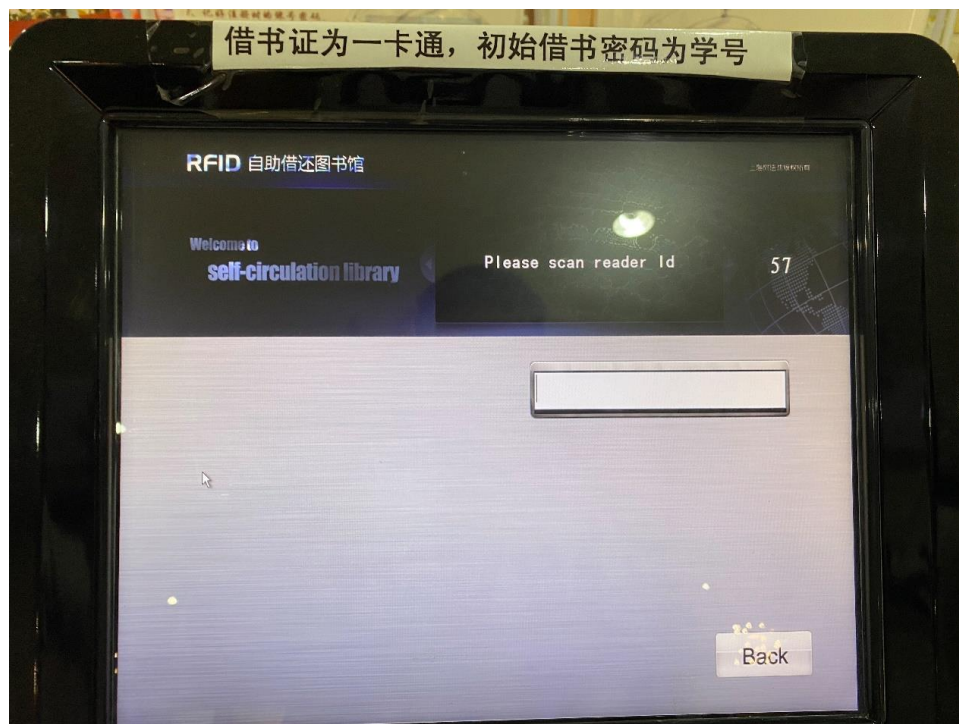
4. 点击 Return,并将图书放在图书感应区上识别,识别成功后根据系统提示完成进一步操作

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.

(11) 统一身份认证登陆操作说明**Guide for Activating Central Authentication Service Account**

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。

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

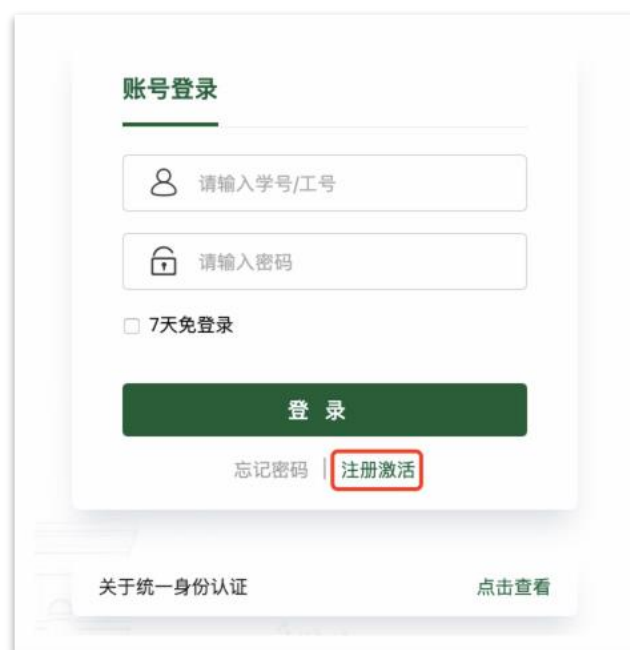


图1

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：

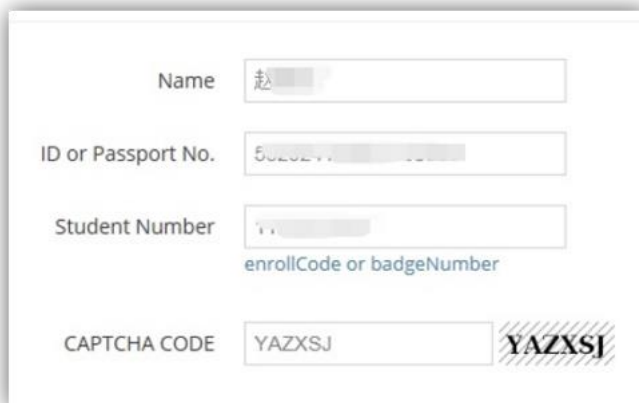
1、使用微信扫码入校时收到的二维码、姓名、证件号和学号会自动输入，手动输入验证码并点下一步（如图2）

New students & staff should prepare Chinese mobile number, WeChat ID and bank card (optional). The Chinese mobile number is used for receiving verification

code, WeChat is used to scan the QR code, and you can pay internet fee after binding the band card with WeChat.

I. Activate unified authentication account and open email & internet account.

1. Please scan the QR code that you received at registration in WeChat, your name, ID or passport number and student number will be filled in automatically, you should enter the CAPTCHA CODE and click “下一步” (next step) (see Chart 2).



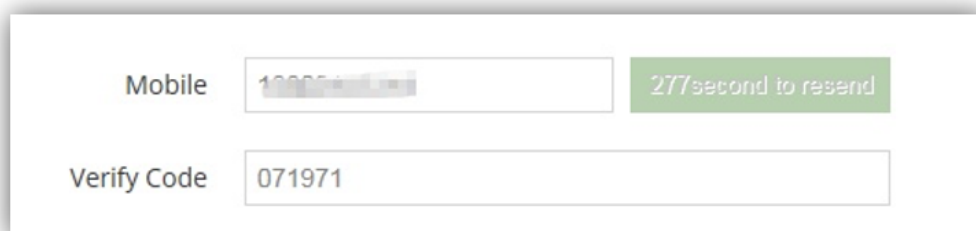
The image shows a registration form with the following fields and values:

- Name: 赵
- ID or Passport No.: 5020211
- Student Number: 11
- enrollCode or badgeNumber: (empty)
- CAPTCHA CODE: YAZXSJ

图2

2、输入中国大陆手机号，点击发送验证码按钮，输入接收到的验证码并点击下一步（如图3）

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).



The image shows a form with the following fields and values:

- Mobile: 13005111111
- 277second to resend
- Verify Code: 071971

图3

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

3. Enter the email account not suffix with bit.edu.cn, click“发送验证码” (send verification code) then enter the code that you received and click “下一步” (next step) .(This step can be skipped) (see Chart 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。

4. Set the password (see Chart 5). This is the initial password for unified authentication account, internet account and email account. You can modify the passwords afterwards.

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。

5. Your unified authentication account has been activated and email & internet account is now open.

二、修改统一身份认证密码

II. Modify the password of unified authentication account:

1、用户登录login.bit.edu.cn, 点击忘记密码（如图6）

1. Log in“login.bit.edu.cn” and click “忘记密码” (forget the password) (see Chart 6)



图6

2、点击通过手机号找回（如图7）

2. Click“通过手机号找回”(retrieve password via phone number)(see Chart 7)



图7

3、输入学工号、手机并输入验证码（如图8）

3. Enter the student/staff number, mobile number and verification code (see Chart 8).

图8

4、输入接收到验证码，并设置新密码（如图9）。

4. Enter the received verification code and set a new password (see Chart 9).

图9

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

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 student card and retrieve the password.

三、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10），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。

III. Modify the email and internet account passwords:

1. The users log in “login.bit.edu.cn”, enter user’s name and password of unified authentication account (see Chart 10). If you forget the password please refer to Part III and retrieve.



图10

2、如手机号码为空请设置手机号，点击右上角的账户设置（如图11），进入账户设置界面

2. If the mobile number is empty, please fill in. Click“账户设置”(set up account) at upper right corner(see Chart 11), enter the page of account set-up.



图11

3、进入“校园网络”页面，点击重置密码可以重设上网账号密码，进入“学校邮箱”页面，可以重设邮箱密码（如图12）

3. Enter “校园网络”（the campus network）page, click “重置密码”(reset the password) then you can set a new password for internet account. Enter “学校邮箱”(campus mailbox) page, then you can reset a password for email account(see Chart 12).

账号状态	账号安全	校园网络	学校邮箱	微信企业号
------	------	------	------	-------

校园网络	
校园网账号	*****
账户状态	正常
操作	重置密码

图12

4、点击发送验证码，输入接收到验证码，进入新密码页面（如图13）。

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 13).

短信验证	
为确保您的信息安全，我们需要确认后续操作由您本人完成。	
新手机号	<input type="text"/> 发送验证码
验证码	<input type="text"/>
确定	

图13

5、重新设置上网账号或者邮箱密码（如图14）。

5. Reset the password of Internet and email account (see Chart 14).

重置上网账号密码	
校园网账号	<input type="text"/>
新密码	<input type="text"/>
新密码确认	<input type="text"/>
确定	

图14