



温州肯恩大学
WENZHOU-KEAN
UNIVERSITY



学生手册

Student Handbook

Updated 2026

温州肯恩大学学生事务部
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WENZHOU-KEAN
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温州肯恩大学学生手册

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学生手册各规章制度知情协议书

Student Handbook Agreement

我已经仔细阅读《温州肯恩大学学生手册》各项规章制度，知晓学校各项制度，及处分会记录档案，我会遵守并服从学校的相关管理。

I have read all the policies in the Student Handbook, understand and abide by all these rules. I will follow up all the policies.

签名 Signature:

学号 Student ID No.:

日期 Date:

紧急联系方式

校园安全：5587 0110

医疗服务：5587 0120

设施维护：5587 0909

网络支持：5587 0707

住宿生活：5587 0128

行政值班：5587 0033

《家庭教育权利和隐私》

《家庭教育权利和隐私》授予学生某些权利、特权和保护，这些权利、特权和保护措施与温州肯恩大学维护的学生个人可识别的教育记录有关。

学生的定义

学生是指在温州肯恩大学上课的全日制本科生、研究生。当一个学生参加学期的第一堂课时，他/她就成为了一名学生。如果学生在第一学期的第一天已经入学或年满 18 岁，则隐私权属于学生；否则，隐私权属于家长或法定监护人，直至学生满 18 岁或入学，以先到者为准。

年度通知

每年至少一次通过电子邮件、在大学生手册和大学网站上公布其

权利。此通知允许在未经学生事先书面同意的情况下发布目录信息（见下文）。此类通知仅规定可以发布目录信息；根据本法，温州肯恩大学没有义务向学生以外的任何一方发布目录信息。

教育记录的定义

教育记录包含与学生直接相关的信息。来自其他机构的记

录也受此规定的约束。教育记录包括但不限于：入学记录、学业记录（来自学术部门以及在注册办集中保存的记录）、健康记录、经济援助记录和学生财务记录、教师教育、职业安排、课程记录、处分程序和类似记录。

教育记录的例外：

教育记录的定义不包括以下内容：

- 个人单独拥有的教学和管理人员的记录或笔记；
- 课堂上的教师笔记或进度记录，除非该信息已经以教育记录的形式存在；
- 教师记录之前同级评分论文的分數；
- 由医生、精神病医生、心理学家或准专业人员保存的与提供治疗有关的信息；
- 由温州肯恩大学安保部门创建或维护的安全、安保和执法记录；
- 与学生出勤率无关的校友记录；
- 任何招生档案中的材料或记录，直到学生被录取并就读于提交材料的温州肯恩大学；
- 父母提交的财务信息；
- 学生放弃检查权的机密信件或建议；
- 不取决于其是否为学生的任何个人的就业记录，前提是该记录仅用于与该个人就业相关。

查阅教育记录的权利

学生有权在学校收到访问请求后 45 天内查阅其教育记录。

当一份记录包含多个学生的信息时，学生需查阅与他或她有关的记录。学生如欲查阅其档案，应向大学注册办提交书面申请，确认他们希望查阅的档案。大学注册主任将安排查阅纪录，并将查阅纪录的时间及地点通知学生。如该等纪录并非由大学注册主任保存，则他或她须将该项要求的正确收件人告知该学生。

副本

大学提供校内学生档案查阅。除成绩单外，学校一般不会提供副本，除非无法取得副本会有效地阻止学生行使其检查和查阅教育记录的权利。

在下列情况下，本校保留拒绝复制记录（包括成绩单）的权利：

- 学生对大学负有未付的经济义务；
- 对学生的纪律处分尚未解决；
- 所要求的教育记录是一次考试或一组标准化试题。（与学生没有直接关系的考试或标准化考试不属于准入规定的教育记录。）

寻求修正的权利

学生有权要求修改其教育记录，以确保其不存在不准确、误导或侵犯学生隐私或其他权利的行为。教师对学生工作的实质性判断，成绩或其他评估，不在质疑信息的范围之内。

学生如认为自己的记录不准确或有误导性，可向负责记录的大学老师写信，要求学校修改记录。请求应清楚地标识要更

改的记录部分，并说明其不准确或误导的原因。如果学校决定不修改学生要求的记录，学校将通知学生该决定，并告知学生他或她有权就修改请求举行听证会。

听证会必须在提出要求后三周内举行，并提前通知学生听证会的时间、日期和地点。

听证会将由无利害关系方的听证官进行。但是，他或她可以是大学的官员。学生将有充分和公平的机会提出与最初要求修改他或她的记录有关的证据。学生可以由他或她选择的个人代表参会，包括律师（费用由学生承担）。

听证会结束后两周内，听证官将根据听证会上提交的证据准备一份书面决定。该决定将包括所提交证据的摘要和作出决定的原因。

如果确定被质疑的信息不存在不准确、误导或侵犯学生隐私权的情况，学校将通知学生，他或她有权在记录中对被质疑信息进行评论，并说明不同意该决定的理由。只要保留有争议的部分，该声明将作为学生教育记录的一部分予以保存。如果校方披露了有争议的部分记录，也必须披露该声明。

个人身份信息的披露

学生有权同意披露其教育记录中包含的个人身份信息，但授权未经同意披露的信息除外（以下为例外情况的代表性列表）。

大学可在未经学生书面同意的情况下披露教育记录：

- 具有合法教育背景的学校教职员工，定义为负责促进大学教育目标的一般或具体责任员工。这包括机构内参与教学、研

究和相关活动的个人，如学术咨询、咨询、学术支持、活动监督、大学官方委员会或俱乐部、财政援助、医疗服务和就业安排。学校教职员是温州肯恩大学雇用的行政、监督、学术、研究或辅助人员职位的人员。这包括董事会成员、大学雇佣或与大学签订合同执行特殊任务的人员，如律师或审计师，以及提供机构服务或职能的机构。也可能包括在官方委员会任职的其他学生，如纪律委员会或申诉委员会，或协助执行其他学校任务。

大学教职员有合法的教育权利，如果他们表现：

- 工作说明中规定的任务；
- 与学生教育有关的任务，包括登记和评分、收取学杂费和计费相关功能；
- 与学生纪律有关的任务；
- 与学生或学生家庭有关的服务或福利，如医疗保健、咨询、就业安置或经济援助或其他援助。

受聘协助大学教职员工作的文书人员也可获准查阅学生档案。所有人员仅限于履行指定职责所需的学生档案部分。大学可按以下方式授权：

- 为上述目的，向参与交叉招生计划的学校、学院或大学的官员。温州肯恩大学目前与在肯恩大学交叉注册的学生交换学术信息；如果增加其他院校，这种安排将自动扩展到包括他们；
- 学生正在参加肯恩课程的中学机构（无论这些课程是在高中校园、大学校园还是其他地方）；
- 学生已申请或申请入学的其他学院或大学的职员。当温州肯恩大学认为适当时，如果教育记录先前已发送给其他机构，

则温州肯恩大学也可以发送更正或附加记录；

- 经大学批准履行其认证职能的认证机构；
- 与学生申请或接受资助有关的任何机构，以确定资助的资格、金额或条件，或执行资助的条款和条件，以及进行大学批准的具有教育价值或与经济援助有关的研究的组织；
- 符合条件的学生的父母，满足该学生是其所得税的受抚养人的条件；
- 教育机构进行研究或开发测试。也可向代表大学进行某些研究的组织发布信息。在这些情况下，信息不得以任何方式使用于识别单个学生；
- 向遵守司法命令或合法发出传票的人发出，并将披露通知发送至学生已知的地址；
- 如果负责记录的职员认为，为了保护学生或其他人的健康或安全，有必要了解这些信息，则向紧急情况下的人员披露；
- 暴力犯罪或非暴力性犯罪的受害者，但仅限于温州肯恩大学进行的惩戒程序的最终结果；
- 向家长说明学生违反了有关使用或持有酒精或管制物品的政策（参见《学生行为准则》中的家长通知以及毒品和酒精政策）；
- 温州肯恩大学指定并在下文讨论的要求提供目录信息的人员。

学生的姓名和 Kean 电子邮件地址将在大学的计算机网络（包括电子邮件服务器和学习管理系统）上提供给教员、教职员工和其他学生。

温州肯恩大学将保存一份记录，记录所有要求从学生教育

记录中向外部机构提供信息的请求。记录将表明提出请求的一方的名称、可能被披露的任何其他方以及该方在请求或获得信息方面的合法利益。学生可查阅此记录。

名录信息

学生名录信息可在未经学生事先同意的情况下发布。温州肯恩大学将以下内容定义为名录信息：

- 学生姓名；
- 学生的身份证号码（但不是密码）；
- 照片、视频或电子图像；
- 学习计划，包括招生院校、专业、未成年人、附属学科、集中度等；
- 水平（本科/研究生）和学年（应届生、二年级、三年级、四年级、研究生等）；
- 学生的入学人数（全日制/非全日制/未提取）和出勤日期；
- 入学状态和日期；
- 荣誉和奖项，包括院长名单和毕业荣誉；
- 论文标题；
- 获得学位（包括授予日期）；
- 以前就读的院校；
- 参加俱乐部、体育或学生活动，包括担任的职务；
- 运动队成员的身高和体重。

联系信息，如本地、永久和/或电子邮件地址，将仅与以下人员共享：（i）荣誉协会或其他学术相关会员资格或奖项，

(ii) 为毕业学生提供以下外部服务的指定供应商：关于购买戒指、年鉴、入学照片的信息，(iii) 大学认为与其运营有关的其他必要的，包括但不限于责任、保险和法律事务。院长名单上的学生名单可以刊登在学生所在地的报纸上。

学校的惯例是不公布学生的年龄或出生日期，除非法律要求，或由调查人员提供学生的确切身份证明。

要保留名录信息，学生必须在学期的第二周结束前向注册办提交一封签名的、注明日期的信件，以提出正式请求。学生们被告知隐瞒信息可能会带来一定的后果。例如，只要保密令生效，学生的名字就不会出现在毕业典礼上，学生的学位也不会向潜在雇主核实。温州肯恩大学不承担任何责任，以遵守学生的指示隐瞒信息。

额外信息

如需更多信息，请联系学校注册办。

温州肯恩大学学士学位授予工作细则

（2024 年修订）

第一章 总 则

第一条 根据《中华人民共和国学位条例》和《中华人民共和国学位条例暂行实施办法》的相关法律规定，结合我校中外合作办学实际情况，特制定本工作细则。

第二条 本工作细则适用于温州肯恩大学所经批准的有权授予学士学位的专业。

第二章 学士学位评定委员会

第三条 学校成立校学士学位评定委员会（以下简称“委员会”）。委员会设主席一人，成员由校长审定。校长职位空缺时，可暂由负责学校行政工作的相关领导审定。委员会下设学位办公室，负责日常工作。

第四条 委员会的职责：

- （一）审定本校有关学位工作的规章制度；
- （二）对申请者做出授予或不授予学位的决定，并可按规定对已授予的学位做出撤销学位的决定；
- （三）审议申请或调整学位授权点，组织和督查学位授权点评估，审议自主设置或者设置学科专业；
- （四）研究和处理授予学位中相关的其他事项；

第五条 委员会的议事规则：

- （一）委员会以投票方式通过决议，需全体成员的 2/3 以

上出席，并经超过全体成员的半数同意方为有效。委员因故本人无法出席的，可书面形式行使投票权；

（二）委员应自觉维护委员会权威和声誉，严格遵守保密制度。

第三章 学位申请人资格审查

第六条 学术水平达到本细则第八条规定者，在到达最长学习年限前可申请相应的学位。但是申请人不得同时向另外一个学位授予单位提出学位申请。

第七条 经审核确已符合本细则第八条规定的，学院和注册办公室联合向委员会提名，经委员会审核同意后，可授予学士学位。未通过审核的申请者，如对审核结果有异议，可向委员会提出书面申诉。经委员会再次审核通过的，可授予学士学位。

第四章 学士学位

第八条 授予学士学位的要求：

（一）完成本科教学培养计划规定的各项要求（包含专业培养计划，国情课、体育课、艺术课等国情素质教育课程及国家规定的其他要求）；

（二）满足美国肯恩大学学士学位授予条件的；

（三）课程学习表明已掌握本学科的基础理论、专门知识和基本技能：

1. 所有课程的累计平均学分绩点高于本专业要求的最低毕业绩点要求。

2. 获得培养计划所规定的毕业学分，通过毕业审核。

（四）具有初步从事科学研究工作或担负专门技术工作的能力。

第九条 有下列情况之一者，不授予学位：

- （一）经审查，不符合本细则第八条规定的；
- （二）经委员会研究决定不授予学士学位的其他情形。

第十条 截至学位评定会议召开时，仍有记过及以上处分和有学术诚信违纪记录的本科生，必须提出书面申请报告，说明受处分的原因及改正情况，交委员会审核是否授予学位。经审核，表决通过者，可授予学士学位。

第十一条 委员会如发现有学位错授、舞弊等严重违反相关法律规定的情况，通过复议，可以做出撤销学位的决定。学生本人若对撤销学位决定不服的，可以向委员会提出书面申诉。委员会应在合理期间给予书面答复。

第五章 附 则

第十二条 委员会做出授予学位的决议后，由学校颁发相应的学位证书，其生效日期为委员会作出决定之日。

第十三条 学位证书遗失不予补发，可给予相应证明。

第十四条 本细则自公布之日起实施，由委员会负责解释。

温州肯恩大学本科生学籍管理规定

（2024 年 5 月修订）

第一章 总 则

第一条 鉴于温州肯恩大学（以下简称“学校”）中外合作办学模式，为维护学校正常的教学秩序，保障学生合法权益，促进学生全面发展，依据《普通高等学校学生管理规定》（中华人民共和国教育部令第 41 号）和《美国肯恩大学本科生手册》（Kean University Undergraduate Catalog）制定本规定。

第二条 温州肯恩大学学生同时在温州肯恩大学和美国肯恩大学注册，具有中美双学籍。学生美国学籍管理根据美国肯恩大学本科生手册相关内容执行。学生中国学籍管理根据《普通高等学校学生管理规定》等有关法律、法规，结合学校中外合作办学特点执行。

第三条 本规定适用全体全日制普通本科学生。自主招生学生，港澳台侨学生、留学生的管理，参照本规定执行，另有特殊规定的按其规定执行。

第二章 入学与注册

第四条 按国家招生规定录取的新生，持录取通知书和有关证件，按学校有关要求和规定的期限到校办理入学手续。因故不能按期入学者，应当在规定的期限内以书面形式向学校请假。未请假或请假逾期者，除因不可抗力等正当事由以外，视为放弃入学资格。

第五条 学校在报到时对新生入学资格进行初步审查，审查合格方可办理入学手续，予以注册学籍；审查发现新生的录取通知、考生信息等证明材料，与本人实际情况不符，或者有其他违反国家招生考试规定情形的，取消入学资格。

第六条 新生可以在规定期限内以书面形式向学校申请保留入学资格。经学校审核同意后予以保留入学资格。保留入学资格期间不具有学籍。保留入学资格期限为一年。保留入学资格时间计入学习年限。新生保留入学资格期满前应向学校申请入学，经学校审查合格后，办理入学手续。审查不合格的，取消入学资格；逾期不办理入学手续且未有因不可抗力迟延等正当理由，视为放弃入学资格。

第七条 应征参加中国人民解放军（含中国人民武装警察部队）的新生可向学校申请保留入学资格，服役期间不计入学习年限。入伍新生可在退役后两年内在高校新生入学期间，持《应征入伍普通高等学校录取新生保留入学资格申请表》和录取通知书，到学校办理入学手续。

第八条 学生入学后，学校在三个月内按照国家招生规定进行复查。复查内容主要包括以下方面：

- （一）录取手续及程序等是否合乎国家招生规定；
- （二）所获的录取资格是否真实、合乎相关规定；
- （三）本人及身份证明与录取通知、考生档案等是否一致；
- （四）身心健康状况是否符合报考专业或者专业类别体检要求，能否保证在校正常学习、生活；
- （五）艺术、体育等特殊类型录取学生的专业水平是否符合录取要求。

复查中发现学生存在弄虚作假、徇私舞弊等情形，确定为复查不合格，取消学籍；情节严重的，学校移交有关部门调查处理。复查中发现学生身心状况不适宜在校学习，经学校指定的二级甲等以上医院诊断，需要在家休养的，可以按照第六条的规定保留入学资格。

第九条 学生入学后三个月内，须根据学校通知登录学信网等相关学籍注册系统自查本人学籍信息，核对姓名、姓名拼音、性别、出生日期、民族、身份证号、层次、专业、学制、学号、入学年份等信息。其中个人信息与实际情况不符者，需提供相关材料（身份证、户口簿、护照等）纸质件至注册办公室申请办理信息更新。

第十条 学校教学每学年分春季、秋季两个学期，春秋学期之间根据需要安排夏季课程和冬季课程。学生应在自报到日起一周内按学校规定办理注册手续，并在规定时间内缴清学费、住宿费等相关费用。

第三章 学业考核与成绩记载

第十一条 学生应根据培养方案完成相应课程和各种教育教学环节（以下统称课程）的学习，取得相应学分。成绩记入成绩册，并归入本人档案。

第十二条 学校采用绩点评估方法来评估学生掌握课程知识的程度和能力，以平均学分绩点来综合评价学生学习质量和水平。课程成绩等级与绩点的对应关系为：A=4.0；A-=3.7；B+=3.3；B=3.0；B-=2.7；C+=2.3；C=2.0；D=1.0；F=0。绩点统计只限于本校课程。

第十三条 学生违反考核纪律或者考试作弊的，按学校相关规定给予处分。

第十四条 每个学期结束后，学校进行学术预警评定。学生出现累计平均学分绩点低于 2.0 将收到学术预警。

第四章 转专业与转学

第十五条 为充分体现“以学生为本”的教育理念，尊重学生个人志向，学生在第一学年有一次自主选择专业的机会，可在学校当年开设的所有专业中选择，但文理类专业与艺术类专业不得互转，学生入学当年招生章程中规定的例外情形参照当年招生章程执行。转专业申请不影响当前学期课程的修读。第一学年后，如有特殊原因申请转专业，需经相关学院和学校教学主管部门根据学生学业成绩以及教学实际情况综合评估决定。转专业后的学生按自主选择的专业培养方案修读课程，进行毕业审核、学位授予资格审核。

第十六条 因患病或有特殊困难、特别需要等原因，无法继续在本校学习的学生，可以申请转学。学生转学按国家有关规定及学校的相关规定办理。

第五章 休学与复学

第十七条 学生申请休学或者学校认为应当休学的，经学校批准，可以休学。

第十八条 学生休学原则上以一学年为单位，申请休学需要提供相关依据，可以申请连续休学一次。在学期和课程结束前两周内，不批准休学申请。

第十九条 休学按以下规定办理：

（一）休学学生应当办理休学手续离校，休学期间，学校保留其学籍，但不享受在校学习学生待遇。休学时间计入学习年限；

（二）休学手续需在学生一站式服务中心办理；

（三）休学期间不能申请转学和转专业；

（四）提交毕业申请后不得申请休学。

第二十条 学生休学期满，应于学期开始前向学生一站式服务中心提出复学申请，经学校复查合格后，方可复学。

第六章 退学与开除学籍

第二十一条 学生有下列情况之一，经学校审核同意后，予以退学处理：

（一）学生本人申请退学的；

（二）休学、保留学籍期满，在一年内未提出复学申请，或者申请复学经复查不合格且不具备继续休学条件的；

（三）经学校指定医院诊断，患有疾病或者意外伤残无法继续在校学习的；

（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无正当事由的；

（六）到达学校规定的最长学习年限仍不能完成学业的；

（七）学业成绩未达学校规定要求的；

（八）学校规定的不能完成学业、应予退学的其他情形。

第二十二条 学生有下列情形之一，学校可以给予开除学籍

处分：

（一）违反宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序的；

（二）触犯国家法律，构成刑事犯罪的；

（三）受到治安管理处罚，情节严重、性质恶劣的；

（四）代替他人或者让他人代替自己参加考试、组织作弊、使用通讯设备或其他器材作弊、向他人出售考试试题或答案牟取利益，以及其他严重作弊或者扰乱考试秩序行为的；

（五）学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为，情节严重的，或者代写论文、买卖论文的；

（六）违反本规定和学校规定，严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序的；

（七）侵害其他个人、组织合法权益，造成严重后果的；

（八）屡次违反学校规定受到纪律处分，经教育不改的；

第二十三条 学生退学的有关问题，按下列规定办理：

（一）学生本人申请退学的，通过学生一站式服务中心办理退学手续。对退学处理的学生，学校出具退学决定书送达本人或监护人处；难以联系的，通过邮件或学校网站公告送达。

（二）退学学生的档案退回其家庭所在地，户口迁回原户籍地或家庭户籍所在地。

第七章 毕 业

第二十四条 学校实行弹性学制，学生可以分阶段完成学业，本科阶段标准学习年限为四年，最长学习年限为十年。

第二十五条 应届毕业生须在学校指定的时间参加学校组织的由新华通讯社中国图片社实施的集体毕业生图像信息采集。因个人原因未能参加集体采集的学生应在指定期限内自行联系新华通讯社中国图片社完成补拍。拍摄完成后，学生须登录学信网核对毕业照，如图像非本人须立刻报告注册办公室。未按时完成毕业生图像采集的，不能按时毕业。

第二十六条 毕业生图像信息经学信网人像比对技术不通过的，须配合学校根据省教育厅要求进行身份复核备案。未能通过身份复核的，移交有关部门处理。

第二十七条 学校实行毕业申请制，学生须在指定的申请期限内提交毕业申请。毕业申请经学生所在学院、中国国情与文化教育学院等相关部门审核，注册办公室复核，学生修完教育教学计划和国家规定内容，达到规定的成绩，获得规定的各项学分和总学分的，准予毕业，由学校颁发毕业证书。毕业资格的审核以学生入学当年的招生信息和人才培养方案为依据。

第二十八条 学生修完教育教学计划规定内容，未达到毕业要求，经申请准予结业，可申请结业证书或开具写实性学习证明。

第二十九条 学生在校学习一年以上（含一年），达不到毕业或结业要求，而又不愿继续在校学习要求退学者，完成退学流程后，可申请开具写实性学习证明。

第八章 学业证书

第三十条 学校按照招生时确定的办学类型和学习形式，以及学生招生录取时填报的个人信息，填写、颁发学业证书。

第三十一条 对违反国家招生规定取得入学资格或者学籍的，学校取消其学籍，不发给学业证书；已发的学业证书，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业证书的，学校予以撤销，并报教育行政部门宣布无效。

第三十二条 学业证书仅制作发放一次。若有遗失或者损坏，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。

第九章 附 则

第三十三条 本规定由注册办公室负责解释。另有特殊规定的按其规定执行。

第三十四条 本规定自公布之日起实施，《温州肯恩大学学生学籍管理规定（2019 年 6 月修订）》（温肯大办〔2019〕37 号）同时废止。

温州肯恩大学学术诚信条例

一、前言

温州肯恩大学充分理解并关注来自同辈、家庭、工作环境、学术过程及社会各方面所带来的压力，并致力于营造一个支持学术诚信且对学术失信行为零容忍的优质学术环境。为此，学校采取了多项措施，以确保全体师生充分了解并遵守《学术诚信条例》，包括广泛分发该条例、在学校官网发布相关内容、在所有教学大纲中明确学术诚信要求，并提供培训以提升全体师生对学术诚信问题的认识。

基于此，学校行政管理人员、理事会成员及教职员工有义务支持学术诚信，确保学校全体师理解以下内容，共同维护学术诚信：

- 什么构成学术诚信
- 如何预防学术失信
- 对学术失信采取何种处罚措施
- 这种处罚会带来什么后果，以及如何执行这些处罚

全体师生应积极参与学术活动，严格遵守《学术诚信条例》。行政管理人员、教职员工、图书馆管理员及学生应做到以下几点：

- 在任何情况下都不得冒用他人身份
- 保护个人学术材料，包括论文、考试及其他学术作业，防止未经许可的访问
- 保护个人访问权限，如电脑密码及图书馆访问码，防止未

经许可使用系统

• 尊重他人智力成果，依照学术规范与教学要求，规范引用他人文字、思想、看法、理论、数据、项目等。

• 确保数据及信息来源真实准确

• 拒绝参与任何违反《学术诚信条例》的活动

• 认真阅读、理解并遵守所选学科的道德规范和临床准则，
以及

• 真实准确地表达自己对材料的掌握情况。

二、学术诚信原则与价值观

温州肯恩大学致力于培养和提升全体师生的知识理性、学术与职业价值观、个人品德和社会责任感。学校提供遵循诚实和学术诚信双重原则的本科及研究生课程。在学校教职员工、行政管理部门、理事会的带领下，这些原则对于确保学校卓越的教学质量及促进学生智力发展至关重要。因此，任何形式的学术失信行为（书面或非书面、媒体或技术形式）都会严重影响学校的使命——为全体师生的最佳发展提供高质量的课程和机会。

学术诚信涵盖五项核心价值特征（参见国际学术诚信中心，<https://academicintegrity.org/resources/fundamental-values>）

诚实：追求真理和知识需要在学习、教学、研究和服务方面保持思想和个人的诚实。

信任：学术机构必须营造相互信任和尊重的氛围，促进思想自由交流。

公平：学校各成员之间的互动都应以明确的标准、惯例和

程序为基础。

尊重：承认学习是一个参与的过程，应尊重各种看法和思想。

责任：一个优质校园要求所有师生承担个人责任，并在面对不当行为时采取行动。

保持高标准的学术诚信是温州肯恩大学全体学生、教职员、行政管理人员和理事会成员的义务和期望。它确保了最高学术标准和行为原则、诚实和真实的应用。个人作品必须反映个人的努力和成就。任何个人、团体或其他实体（例如但不限于生成式人工智能，请参阅下文的人工智能使用规范）的合作成果均须明确声明。未声明此类贡献将被视为学术失信行为，并构成对个人作品的虚假陈述，违反学术诚信原则。

学术与专业团体的构建以各种思想为基石。这些思想历经辩论、调查、测试与应用，其衍生成果体现形式多样，包括但不限于已发表和未发表的作品与资料、展示（口头展示、海报展示等）、研究数据、文章、书籍、计算机程序、展览、表演、艺术创作、音乐、政策及流程。学术界和专业团体利用这些知识材料交流思想，并扩展其知识体系。这些团体中备受赞誉与尊敬的成员，始终会注明所使用材料的来源。

温州肯恩大学学术诚信体现在以下四个方面：

对材料的掌握：温州肯恩大学的所有成员都有责任在准备好的文件或其他学术、研究或专业活动中如实陈述自己对内容和材料的掌握情况。

对资料来源的表述：温州肯恩大学的所有成员都有责任完整、准确、具体、真实地承认他人的作品，包括但不限于他人

的文字、观点、短语、句子或数据。

如实提交作品：温州肯恩大学的所有成员都有责任如实提交数据、学术或创作作品、研究、研究成果、项目或其他学术、研究或专业活动。

资源获取与使用：温州肯恩大学的所有成员都应确保保护自己获取和使用资源的权利，并只参与受版权保护的资源的授权获取和使用，包括遵守开放教育资源（OER）所适用的知识共享许可协议规定的使用条款。

三、人工智能（AI）使用指南

人工智能（AI）是使计算机能够执行通常需要人类智能才能完成的任务的技术，如视觉感知、语音识别、决策和语言之间的翻译。生成式人工智能是一种生成内容的软件，包括文本、图像、模型或其他媒体形式。生成式人工智能（GenAI）包括 ChatGPT、GPT-4、DALL-E、Quillbot、Vertex 等，未来还会有更多类似工具出现。

温州肯恩大学教师会在教学大纲中明确规定人工智能和生成式人工智能在课堂中的使用规范，具体要求可能因课程而异。学生须遵守每门课程教学大纲中的相关规定。

适用于所有课程的人工智能使用总体指导方针如下：

- 原创性：**生成式人工智能创建的内容不能作为学生的原创作品。

- 引用与来源标注：**在允许使用人工智能的课程中，人工智能生成的任何内容都必须像人类作者的想法、文本、演讲或图像一样进行引用和来源标注。这包括使用引号、引文和其他形

式的来源标注，以明确区分学生的原创内容和外部来源生成的材料。

•**诚信：**学生要对自己创作和发布的所有内容负责。人工智能生成的内容可能不准确、具有误导性、是编造的（被称为“幻觉”），或包含受版权保护的材料。因此，如果教师允许使用人工智能，学生必须仔细审查所有人工智能生成的内容，并对提交的所有内容的准确性负责。

•**后果：**教师可使用各种工具和方法来确保人工智能的适当使用，包括：与课堂作业或其他书面作业的比较、集成到Canvas中的人工智能检测工具、通过口头陈述/讨论内容来证明对学习内容的掌握程度，以及其他相关证据形式。违反课程规定和/或未经适当确认的使用行为将受到与违反学术诚信行为相同的规则和后果的制裁。不当使用的后果可能包括作业不及格、课程不及格，和/或根据学校《学术诚信条例》采取进一步的处罚。

温州肯恩大学致力于推动学生走向成功，并支持学生学会正确使用人工智能等关键生活工具。同时鼓励学生利用学校提供的学术支持服务来发展自己的技能，避免依赖生成式人工智能工具。更多信息请访问NTLC（<https://libguides.kean.edu/AI>）。如果学生对课程中人工智能的使用要求存在疑问，应向任课老师寻求解释说明。未向任课老师寻求解释说明不能作为质疑违反学术诚信的抗辩理由。

四、违反学术诚信的类别

根据《学术诚信条例》，学术失信行为主要包含以下四种

类别：作弊、抄袭、伪造和学术不端行为。为帮助全体师生员工（包括学生、教职员工、图书馆管理员和行政管理人员）了解什么会构成学术失信行为，现对上述行为做出如下具体界定：

•**作弊**：通过欺骗手段使他人误认为某人掌握了相关知识或技能的行为。

•**抄袭**：将他人的文字、观点、短语、句子或数据作为自己的作品。例如，复制或改写他人文本但未标注来源。

•**伪造**：捏造是指使用编造的信息或篡改创作或学术作品、研究、研究结果或其他成果。例如，在参考书目或报告中列出未在论文或项目中使用过的来源。

•**学术不端行为**：除上述情况外，其他任何不符合学术规范要求的失信行为。涵盖协助他人进行各类学术失信行为。

除上述类别外，违反学术诚信的行为还可能发生在其他学术环境中。

温州肯恩大学希望全体师生在其工作和展示学术资历时秉持最高的学术诚信标准。

任何违反学术诚信的行为（如作弊、伪造、抄袭、伪造和学术不端行为），都将受到相应的处罚和惩戒。学科特定标准和道德规范也对部分学生（尤其是攻读研究生学位或专业学位的学生）提出了更高的道德要求，且这些标准通常优先于学校规定的一般学术诚信要求。所有学生都应严格遵守学术诚信规范，同时培养尊重他人、富有同理心、勤奋学习、守时负责和友好合作的专业素养。

五、《学术诚信条例》违规处理流程（行政管理人员）

1. 常务副校长或其指定人员在收到存在学术诚信违规行为的书面投诉后，应指派一名或多名事实情况调查员，对被指控的学校行政管理人员的学术诚信违规行为进行审查和调查。被指控的行政管理人员将会收到书面通知，告知其被指控的违规行为的大致性质。

2. 指派的调查员需开展事实情况调查工作，内容包括与被指控人员面谈。在此过程中，应给予被指控人员提供与调查相关的任何证据的机会。同时，调查工作还包括与其他证人面谈。至于对相关文件的审查，调查员享有自由裁量权。

3. 调查结束后，调查员应拟写一份调查报告并提交给常务副校长或其指定人员，报告应包括对事实的调查结果以及关于是否存在学术诚信违规行为的提议。

4. 常务副校长或其指定人员在收到调查报告后，应判定被指控行政管理人员是否存在违规行为，并将其决定以书面形式告知。常务副校长或其指定人员在收到建议书后，有权在做出决定前进行进一步调查。

5. 被指控的行政管理人员在收到决定后，有权向理事会提出申诉。申诉应书面形式提出，并在收到处理结果后的 10 个自然日内提交至理事会。申述书必须说明认为所作决定错误的具体理由。

6. 理事会应审议提交的申诉书及随附的所有证明材料。理事会在收到申诉后，有权自行决定开展额外调查或采取其认为必要的其他措施。

7. 学校关于是否存在学术诚信违规行为的最终判定以理事会做出的申诉裁决为准。

8. 若调查结果显示该行政管理人员确实存在学术诚信违规行为，而该行政管理人员未提起申诉或申诉后违规认定结果仍维持不变的情况下，则应按照学校规定的处罚程序，将相关事宜提交人力资源部门处理。

六、《学术诚信条例》违规处理流程（教职员工、图书馆管理员）

针对教职员工和图书馆管理员的学术诚信违规处理流程待学校与相关代表人员进一步讨论、协商及确定。因此，本章节内容将在未来进行更新。

七、《学术诚信条例》违规处理流程（学生）

遵循学术诚信的学生方能真正融入学术或专业团体。本《条例》旨在帮助学生了解如何实现这一目标。

以下是与学生学术诚信相关的程序规定。全体教师有义务通过讨论学术诚信价值、举报学术失信行为等方式，共同维护《学术诚信条例》的实施。

作为支持学术诚信的第一道防线，教师应确保在每节课上都对《学术诚信条例》进行适当程度的讨论，重点放在与该课程特别相关的内容上。根据学校目录，教师应为每个教学单元编写教学大纲，其中除其他标准和信息外，还应包括课程要求、评价方法以及最终成绩的计算依据。

八、学术诚信违规行为的等级分类

违反学术诚信的行为视情节严重程度分级判定。下文提供

了简要说明、示例和建议的处罚措施。定量基准（课程成绩的百分比）将作为参考，帮助教师和行政管理人员确定恰当的违规等级。这些说明仅针对一般情况，无法涵盖所有可能出现的情形。

第一级违规行为

第一级违规行为包括以下情况：任课老师认为学生的违规行为可能是由于缺乏经验造成的，并且出现违规行为的这项课程作业占该课程总成绩的 10% 以下。第一级违规行为被视为学术问题，而非违纪行为。从本质上讲，第一级违规行为在本科一年级学生中最为常见。

例子：

抄袭

• 引用或脚注不当

建议处罚：补做作业或该课程作业不记分，要求参加有关准备学术论文或学期论文的研讨会，或做一个关于准备学期论文的图书馆工作培训作业。

第二级违规行为

如果任课老师认为学生的行为存在以下一种或多种情况，则定义其为第二级违规行为，包括涉及作弊、抄袭、伪造或学术不端行为：

- 学生的行为违反了学术诚信，但无法归因于经验不足。
- 涉及违规行为的课程作业在本科生课程总成绩占比低于 25%，研究生课程由任课教师自行斟酌（百分比仅作为判定违规等级的参考）。

例子：

作弊

- 未经许可获取学术作业协助（如：他人过度编辑）
- 允许他人抄袭自己作业
- 抄袭他人作业

抄袭

- 非因缺乏经验造成的第一级违规行为
- 直接复制他人文字但未注明出处
- 使用他人的观点、意见或理论（即使这些观点、意见或理论完全用自己的话转述）但未注明出处
- 使用从某一来源获取的事实、统计数据或其他说明性材料，但未说明来源（常识性信息除外）
- 提交计算机程序或学科定义的任何其他创造性作品或知识产权，作为全部或部分复制他人作品的原创作品，但未注明出处。

伪造

- 参考文献或报告中列出未经使用的资源来源

学术不端行为

- 未经任课教师允许，将同一书面作业提交多门课程。

建议处罚：该课程作业成绩不及格。学生还可能被要求与学术指导写作导师见面和/或参加学术研讨会。

《学术诚信违规报告》将被上交至学术事务副校长办公室，并可能作为未来学术诚信违规等级的判定依据。

第三级违规行为

如果任课老师认为学生的行为存在以下一种或多种情况，则定义其为第三级违规行为，包括涉及作弊、抄袭、伪造或学术不端行为：

- 学生再次出现第二级违规行为。

- 涉及违规行为的课程作业在本科生课程总成绩占比等于或高于 25%，研究生课程由任课教师自行斟酌（百分比仅作为判定违规等级的参考）。

例子：

作弊

- 在考试期间使用未经许可的材料（如：教材、笔记本、短信或任何其他未经许可的设备）。

- 在考试期间与他人合作，未经许可提供或接收信息。

- 未经许可访问或使用他人的计算机账户或计算机文件。

抄袭

- 引用或脚注不当

- 引用未注明出处的信息

- 直接复制他人文字但未注明出处

- 使用他人的观点、意见或理论（即使这些观点、意见或理论完全用自己的话转述）但未注明出处

- 使用从某一来源获取的事实、统计数据或其他说明性材料，但未说明来源（常识性信息除外）

- 提交计算机程序或学科定义的任何其他创造性作品或知识产权，作为全部或部分复制他人作品的原创作品，但未注明出处。

伪造

- 提交的学术作品全部或部分由他人代写，允许的团队合作任务除外

- 在实验、研究项目或其他学术活动中编造数据或信息来源

学术不端行为

- 篡改考试答案并声称是任课老师评分不当

- 冒充身份或提供误导性的和虚假的信息，试图盗用他人计算机账户

如果被举报的学生之前已存在第二级违规行为，但提出举报的任课老师并不知道该学生是再次出现第二级违规行为，在这种情况下，学院院长（或指定人员）或学术事务副校长办公室可以决定将上报的该学生的第二级违规行为升级为第三级。此决定可以在第二级违规行为的处罚实施后做出。

建议处罚：留校察看一学期，并在该学生的校内学术诚信档案中注明“留校察看处罚”，同时该课程成绩不及格。《学术诚信违规报告》将被上交至学术事务副校长办公室，并可能作为未来学术诚信违规等级的判定依据。

第四级违规行为

这是最严重的违反学术诚信的行为，包括可能导致对行为人采取法律行动的违规行为。如果任课老师认为学生的行为存在以下一种或多种情况，则定义其为第四级违规行为，包括涉及作弊、抄袭、伪造或学术不端行为：

- 学生的行为公然无视或不尊重学术诚信和/或学校规定。
- 学生的行为属于违法行为。
- 学生的违规行为涉及研究生毕业论文或学位论文，无论

情节轻重或类型。

例子：

伪造

在实验、研究项目或其他与高年级或研究生毕业论文或学位论文有关的学术活动中编造数据或信息来源。

学术不端行为

- 更改、篡改、伪造成绩单，或协助更改、篡改或伪造成绩单，或以此为目的进入学校办公室、建筑物或侵入计算机
- 胁迫他人来获取还未进行的考试信息
- 偷窃、购买、出售、泄露或以其他方式获取任何还未进行的考试信息、学期论文或艺术作品，或未经许可进入学校办公室、建筑物或侵入计算机以获取上述材料
- 代替其他学生或允许他人代替自己参加测验或考试
- 非法创建账户、更改文件或非法获取密码
- 未经许可销毁计算机账户
- 违反该学科的临床或道德准则
- 蓄意破坏他人作品

《学术诚信违规报告》将被上交至学术事务副校长办公室。若被举报的学生之前已存在第三级违规行为，但提出举报的任课教师对此并不知情，在这种情况下，学院院长（或指定人员）或学术事务副校长办公室可能会决定将此次举报的第三级违规行为升级为第四级。此决定可以在第三级违规行为处罚实施后做出。多次出现第二级违规行为，或出现一次第二级违规行为后又出现一次第三级违规行为，仅按第三级违规行为予以处罚。只有多次出现第三级违规行为时，才可将其升级为第四级。

建议的处罚：开除学籍，并在该学生的校内学术诚信档案中注明永久开除。

九、欺诈和购买学术或专业论文

未经许可与他人合作完成课程学分作业（例如向其他学生或论文代写机构购买课程论文并作为自己的论文提交）属于欺诈行为。该行为属于违法行为。《新泽西州法典注释》第18A:2-3 条规定：

“在明知或在有理由知道的情况下，任何人不得为了任何费用或其他报酬而准备、提议准备、导致准备、出售或提议出售任何课程论文、毕业论文、学位论文、文章、报告或其他书面、录音、图像、艺术或其他形式的作业，上述作业的全部或实质部分是为了以学生的名义提交，以满足大学、学院、学会、学校或其他教育机构的学位、文凭、证书、课程或其他学习课程的要求。”

该法律规定，任何违反该规定的人将被处以 1,000 美元的罚款。学生应当了解，学术代写机构通常会：

- 保留其客户的详细信息清单，包括客户姓名、所在学校、购买日期以及所购买材料的类型
- 在收到学院或教师使用正式抬头信笺提出的请求后，向其提供上述客户清单及售出的相关材料副本。

十、退课

学生有权依照学校政策退选课程，但无论学生是否仍在修读该课程，都将追究其学术诚信违规问题并进行处理。如果违

规行为的处理结果是该课程成绩不及格，学生将被重新注册该课程，且课程成绩被记为不及格。

十一、学术诚信违规行为的举报和申诉程序

针对学校《学术诚信条例》中的第二级、第三级或第四级违规行为，任课老师必须提交《学术诚信违规报告表》https://cm.maxient.com/reportingform.php?KeanUniv&layout_id=91。任课老师填写并提交的《学术诚信违规报告表》，如下所述，将作为对学生、系主任、学院院长和学术事务副校长办公室的正式书面通知。所有面向学生的通知均通过 Maxient 数据库发送。学生还将收到发送至其美国肯恩大学邮箱的通知邮件。证明存在违规行为的责任由提出指控的教师承担。

《学术诚信违规报告表》应列明学生和教师的身份信息、课程名称、作业内容及违规行为的具体细节。表格中还需标明违规行为的类别及级别。

对于第二级违规行为，任课教师需与学生面谈并说明指控内容，包括违规等级和建议处罚，并由任课教师直接对第二级违规行为做出处罚。任课教师做出的处罚决定必须记录在《学术诚信违规报告表》中，并上交至系主任、学院院长及学术事务副校长办公室。所有面向学生的通知均通过 Maxient 数据库发送。学生还将收到发送至其美国肯恩大学邮箱的通知邮件。**所有对于第一级和第二级违规行为的申诉都将按照成绩申诉程序处理。**如果学生未提出申诉，该《学术诚信违规报告表》将作为最终记录存档于学术事务副校长办公室。更多关于学术记录存档及相关要求的信息，请参见下文。

关于第三级和第四级违规行为，学生与任课教师之间的沟通仅为信息沟通性质。如上所述，任课教师将与学生面谈并说明指控内容；但任课教师不负责决定对该违规行为的处罚或进一步措施，但可以向学院院长（或指定人员）提出处罚建议。所有面向学生的通知均通过 Maxient 数据库发送。学生还将收到发送至其美国肯恩大学邮箱的通知邮件。所有第三级和第四级违规行为的举报必须先提交至学院院长（或指定人员）办公室进行处理，然后再提交至学术事务副校长办公室。在做出判定之前，涉事学生和任课教师均有权分别与学院院长（或指定人员）进行面谈。学院院长（或指定人员）将对事件进行审查，并根据《学术诚信条例》中对违规等级的规定以及所建议的处罚，做出相应决定。若学院院长（或指定人员）认定学生没有违规行为，则不会采取进一步措施。学院院长（或其指定人员）所做出的处理决定将记录在报告表的相应栏目中。若确认违规，该学生将收到由学术事务副校长办公室发送的处罚通知，确认其将受到的处罚（如：留校察看或开除）。完整填写的《学术诚信违规报告表》及所采取的处罚措施也将抄送给任课教师、系主任以及院长（或其指定人员）办公室。所有由任课教师或学院院长（或其指定人员）做出的处罚决定，必须符合已发布的《学术诚信条例》。

十二、学生对于处罚和指控的申诉

一旦确定了对第三级或第四级违规行为的处罚，学生可以在收到通知之日起十个自然日内向学术事务副校长办公室提出书面申诉，申诉内容可包括对指控或处罚的异议。如果学术诚

信违规指控发生在学期末，将暂时为该课程打上“无成绩（NR）”标记，直到对相关事宜处理结束。学术事务副校长办公室会将所有关于第三级和第四级违规行为的申诉提交至学术诚信委员会进行听证或调解。学术诚信委员会有权维持、修改或撤销学院院长（或指定人员）所做出的指控或处罚决定。如果学生未提出申诉，该《学术诚信违规报告表》将作为最终违规记录，保留在学术事务副校长办公室。

学生提交的书面申诉必须在收到通知之日起十个自然日内完成，且必须包含以下内容：

- 对申诉性质的明确说明
- 对申诉理由的清晰解释
- 对已知事实的简要陈述，并附上相关支持材料
- 对申诉事项的明确说明，例如申诉学术不诚信的指控和/或所处的处分
- 学生目前的邮寄地址、电子邮件地址和联系电话，以便联系。

收到申诉后，学术事务副校长办公室必须召集学术诚信委员会开会处理相关事宜。学术事务副校长办公室还将查阅该学生是否有过往的学术失信记录（如有）。

十三、学术诚信委员会的组成与职能

学术诚信委员会由学校成员选举产生，负责审理所有关于违反学术诚信行为的学生申诉。学术诚信委员会的表决成员包括全职教师（各学院一名，由各学院教师选举产生），两名学生代表（分别由两个学生管理组织推举），两名行政管理人员

或教职员代表（由学术事务副校长指派）。召开申诉会议需达到 60%的表决成员出席，方可构成法定人数。学生事务院长还将指派一名无表决权成员作为观察员，负责监督申诉程序的合规性，并作为学术诚信委员会与学生事务院长之间的联络人。学术事务副校长办公室的代表将召开学术诚信委员会会议，为下一学年选举出学术诚信委员会主席。

学术诚信委员会的决定被视为最终决定，学生只能以程序性错误或实质性错误为由提出申诉。此类申诉必须在学术诚信委员会做出决定后的十个工作日内以水岸形式提交至学术事务副校长。书面申诉必须明确指出所声称的程序性或实质性错误的性质和依据。在做出最终决定之前，学术事务副校长将与学术诚信委员会主席会面，审查学术诚信委员会做出原始决定的依据。若学术事务副校长认定确有程序性或实质性错误发生，可要求学术诚信委员会重新审议其决定。学术事务副校长的裁定为最终决定。

十四、学术诚信委员会审查的其他程序

学术诚信委员会审查的补充程序包括：

•**学生出席学术诚信听证会：**涉事学生将收到邮件通知，告知其申诉将在指定的日期和时间进行审理，并邀请其出席。学生必须提前通知学术诚信委员会秘书是否计划出席听证会，或在无法出席的情况下通知秘书以便重新安排在双方都方便的时间举行。若学生选择不出席，申诉将根据其书面材料进行审理；若会议已按学生方便时间重新安排，而学生仍未出席，则同样将依据书面材料进行审理。

•**教师出席学术诚信听证会：**涉事任课教师将被告知听证会的日期和时间，教师的出席和重新安排程序与学生相同。

•**案件材料：**在听证会安排期间，学术事务副校长办公室将向学术诚信委员会成员及案件直接相关的当事人（即教师与被指控学生）提供保密案件材料以供审阅。

•**顾问出席会议：**学生可在听证会期间有一名顾问陪同在场，提供支持和/或协助。顾问不得向委员会发言或参与听证。顾问可以是律师、父母或监护人。若学生的顾问为律师，学校办公室法务也必须同时出席。

•**听证流程：**学术诚信委员会将先召开内部会议，然后邀请涉事学生和教师分别陈述相关信息。所有要提交给委员会的材料或问题，通常通常须在听证会前三个工作日提交。学术诚信委员会的决定将由学术事务副校长办公室以邮件形式发至学生邮箱。

•**回避制度：**学术诚信委员会成员认为自己与某一案件的涉事人员的熟悉程度可能影响其公正判断，应自行决定是否回避该案审理。

•**时间/证人限制：**学术诚信委员会主席可限制与会证人的数量，或排除无关或冗余信息。

•**听证记录：**学术诚信委员会将接收并审议所有支持或反驳指控的口头及书面证据。

•**替代安排：**若听证会需在学年之外（如暑假期间）召开，而无法达到法定出席人数，可将听证推迟至下一个学期开始后进行；也可要求学生组织或学术事务副校长临时指派合适的替代成员参与，以确保会议顺利进行。

•**投票流程：**学术诚信委员会采取匿名投票方式，建议以出席投票成员的多数意见为准。少数意见可书面形式提交给学术事务副校长。如果出现投票结果平局，投票将继续进行，直到委员会认为必须将僵局情况通知学术事务副校长为止。因此，投票可能跨越多次会议。遇到僵局时，学术事务副校长将做出最终决定。

•**程序问题：**任何程序相关的问题均应提交至学术事务副校长办公室。

•**学术档案/学术记录申请：**如果学生正在接受学术诚信违规调查，由学院院长、学术诚信委员会或学术事务副校长做出的决定将成为学生的内部学术记录。

十五、学术档案和学术记录申请

学术事务副校长办公室负责保存学生学术诚信违规记录档案，档案中包含所有经认定的违反《学术诚信条例》相关的必要和适当的通信及其他文件。对于被标记为“待处理”的案件记录也将予以保存。学生的学术诚信违规记录将按以下规定保存：

•学术诚信违规记录将在学生最后一年在校学习结束后保留七年。

•学校保留延长保存任何学术诚信违规记录的权利。

•涉及开除学籍及申诉的记录将永久保存。

温州肯恩大学收集学生的相关数据和信息以促进学生的教育发展。1974年颁布的《家庭教育权利与隐私法案》和1998年颁布的《高等教育修正案》明确了学生知晓其信息存在、查

阅信息及信息披露条件的权利。如需查阅《家庭教育权利和隐私法》全文，可到注册办领取副本或访问官网：

<https://www.kean.edu/offices/registrars-office/registrars-forms-and-policies/family-educational-rights-and-privacy-act>。

学生行为规范

第一章 学生行为规范

温州肯恩大学是一所教学型的综合性大学，旨在打造一个有利于学术探究的校园环境，并努力培育学生的探索精神与公共意识。它不仅是一个教育机构，也是一个社区。作为校园社区的重要组成部分，学生需遵循我校的《学生行为规范》（以下简称《规范》），并确保其访客也遵循相同标准。这些规范是根据一系列的核心价值观制定的，包括诚信、公平、尊重、公共意识和责任。若学生违反《规范》的相关条款，学校将依照规定程序处理其违规行为。

第一条 学生的定义

为了有效地执行本行为规范，学生的定义为已经被录取的学生和与学校有持续性关系的学生，包括在学校接受本科阶段、研究生阶段、职业教育或继续教育阶段的全日制或非全日制学生。本规范在温州肯恩大学有效施行。此外，学生社团的定义为根据温州肯恩大学学生事务部制定的社团注册或认证标准，被学校认可的学生组织。

学生事务部负责该行为规范的实施和相关程序的执行。

第二章 学生行为处理程序所维护的社区价值观

温州肯恩大学学生行为处理程序旨在于保障校园社区所有成员的利益以及合理地处理违规行为。处分与补救措施旨在促

进学生决策力的培养并帮助学生使其行为符合社区价值观。当学生的行为不符合社区期望时，则其将可能受到相应的教育措施及处分，包括但不限于限制或禁止其参与学生活动的优先权利。学生行为规范处理程序不同于刑事或民事审判程序。学生行为规范赋予学生同等的程序与实质权利。

第三章 学生行为的管辖

温州肯恩大学每年都将提示学生可在官网上查询学生行为规范的相关信息 (www.wku.edu.cn/jgsz/xssw/code-of-conduct/)。纸质的文本也可在学生事务办公室 (SLAC 217) 领取。学生应当阅读并遵守学生行为规范的条款，并尊重学生行为规范的处理程序。本规范及其处理程序适用于学生及学生社团的行为。鉴于本规范基于共同的价值观，其对温州肯恩大学学生的各类行为都有所期许。有鉴于此，本规范适用于发生在校园内的行为、发生在学校主办活动中的行为，以及发生在校园外但已经影响学校重大利益的行为。影响学校重大利益的情形包括：

1. 构成违反相关法律法规的行为。
2. 对自身或他人的安全与健康造成危害或存在威胁。
3. 严重影响自己或者他人的基本权利或财产，或严重破坏社会稳定和/或引起社会秩序混乱。
4. 对学校的教育利益造成了损害。

学生行为规范适用于学生已经注册期间发生的行为，包括假期。

另外，学生行为规范也适用于在温州肯恩大学校园里的访客，社区成员也应当为其访客的不当行为负责。对于访客违规

行为的处分包括但不限于警告、限制进入公寓或校园，更甚者或移交有关部门。同时，访客也受到本规范的保护，可以对社区成员对其实施的违反本规范的行为进行投诉。本规范可对发生在学生毕业前但直到毕业后才被举报的行为进行处理，只要举报时间为违规行为发生之日起的六个月内。另外，只要该学生仍然注册在校，举报没有时间限制。学生一旦发现有违规行为，学校鼓励学生尽快向学生事务部举报。

第四章 违反法律

即使本规范没有明确规定，任何违反法律、法规的行为视同违反本行为规范。若这些违法行为发生在校外但影响学校重大利益的，学生事务部负责人将考虑决定是否启动行为规范程序。若学生违反了任何法律、法规，不管是否已经存在或可能启动民事或刑事诉讼，学校可启动相应的行为规范程序。学校的政策是及时通过行为规范处分程序对行为进行处理，而不是等待外部的刑事和/或民事诉讼结果而延迟学校的相关流程。

第五章 特别条款

第一条 违规未遂

在大多数情况下，温州肯恩大学将企图违反行为规范中所列明的行为也视为已构成违规行为。

第二条 学校主动提起处分程序

必要时，学校保留在没有受害人正式举报情形下，作为申请人主动投诉并提起处分程序的权利。

第三条 恶意举报

温州肯恩大学不会容忍恶意举报的行为。恶意举报行为不仅违反了学生行为规范，而且也可能构成刑事犯罪及民事违法。

第四条 共同违规

当两人及以上共同违规，或者一个组织的成员共同实施违规行为，他们将被视为共同违规。同时，听证会也可能基于团体而共同召开。但是在这种情况下，处分决定将会基于其个人行为而分别作出。

第五条 受害人免责

温州肯恩大学鼓励受害人举报违反学生行为规范的行为和犯罪行为。有时受害人会因为担心被举报有违规行为而不愿向学校进行举报，例如在事件发生时有未成年人饮酒。尽可能多的受害人选择向学校进行举报将使学生社区获得更大的利益。为了鼓励更多的学生进行举报，温州肯恩大学建立犯罪行为或严重违规行为的受害人免于在同一事件中受到处分的制度。

第六条 助人免责

在学生社区中，我们鼓励学生去帮助那些需要帮助的成员，成为乐于助人的人。当一个学生为了维护校园安全或寻求医疗帮助，将一个醉酒的学生送到校医务中心或其他医疗中心，那么无论是醉酒的学生还是提供帮助的个人，都不会因为（a）自己醉酒或者（b）提供酒精而受到学校行为规范的处理。这个规定仅适用于初次违规，并不会为那些公然或反复违反酒精政策的人提供豁免或保护。

第七条 通知家长的权利

当学生的健康、安全或利益面临风险时，温州肯恩大学保

留通知其家长或监护人的权利。通知家长或监护人的决定将基于相关职员的专业判断而作出。若学生违反了酒精和药物规定，学校也可以通知其家长或监护人。如果温州肯恩大学的学生正在海外留学，温州肯恩大学保留与学生家长联系的权利，以就可能影响学生在留学地继续学习的健康和安全问题进行沟通。

第八条 结果通知

学校听证会的结果将会成为学生学业记录的一部分，并受到《家庭教育权利和隐私》的保护，一般不予公开。然而，存在以下例外情况：

1. 在不当性行为、性骚扰和其他法律、法规所涵盖的事件中，投诉人有权要求以书面形式得知听证会的结果、处分措施以及决定的理由，而且没有任何条件或限制。

2. 学校可对“暴力犯罪”的学生公开其姓名、违规行为和处分，包括有：纵火、盗窃、抢劫、杀人、性侵、攻击，毁灭/毁坏/故意破坏财产和绑架/诱拐。不管结果如何，学校也会将相关信息告知这些违规行为的投诉人。

第九条 申辩

对于被举报违反政策的学生来说，常常试图通过各种理由来为自己的行为申辩，例如处方药物相互作用、自卫、残疾等。学校关于申辩的规定是明确的。如果你在辩护时明确承认了不利于你的事实，那么你的申辩就等于承认了违反了政策。“是的，我们是打架了，但是是他先动手的。”这仍然意味着你参与了打架，违反了学生行为规范。你有可能在受抗抑郁药的影响下侵占了他人财产，但是你确实侵占了他人财产。你的申

辩不会抵消你的行为，但是温州肯恩大学会综合考虑你所申辩的合理性以作出适当的处分。如果你不是主动挑起事端的人，你也会受到处分，但是你的处分可能会比主动挑起事端的人要轻。

第十条 网络违规行为

学生应注意到其在网上的行为，如邮件骚扰，可能会触发相关行为规范的处理程序。学生应当意识到博客、QQ、微博、推特、脸书和类似的在线发布平台都是属于公共空间而不是私人的。学生在网络上发布的违规内容将会被作为学生本人违反行为规范的证据。学校不会定期主动地获取这些信息，但如果相应的信息引起了学校的关注，学校会及时并主动采取措施。

第六章 违规行为

第一条 诚信

温州肯恩大学学生应当在其所有的行为上体现出诚实、正直和尊重事实。违反诚信的行为包括，但不局限于：

1. 造假行为

- (1) 向学校的任何教职工或部门提供虚假信息；
- (2) 伪造、修改或不当使用任何温州肯恩大学的文档、记录和身份识别相关证明；
- (3) 篡改温州肯恩大学学生组织选举结果；
- (4) 教唆、纵容或鼓励他人以不诚实的方式填写任何温州肯恩大学的记录、文件或表格；
- (5) 虚报火警、爆炸、炸弹威胁或其他紧急情况；
- (6) 欺诈-通过欺瞒、谎言或诈骗等方式获取利益或使他人

陷入错误理解，从而对他人造成损害；

(7) 故意地向温州肯恩大学职员提供无效支票或伪造支付凭证付款，或欠付相关款项。

2. 利用自己职位（例如学生助理、学生领袖、学生运动员、学生志愿者）所带来的信任和权利滥用职权。

3. 未经授权或不当使用温州肯恩大学的组织机构名称、图标和图片；所有温州肯恩大学主办的活动应当通过相应的审核流程并获得批准才能进行；所有代表温州肯恩大学的行为应当经过学生事务部负责人或指定人员的批准。

4. 故意或未经他人许可取走学校财产或社区其他成员的私人物品，包括但不限于：

(1) 明知是被盗物品而占有；

(2) 销售或试图销售教科书，除非销售者是该教科书的所有人或已经得到所有人的许可；

(3) 未经允许拿走、试图拿走或保留图书馆的物品或在图书馆展示的物品。

第二条 公平

温州肯恩大学学生崇尚公平，并在他们的一切交往和互动中努力追求公平。违背这一价值观的行为包括但不限于：

1. 限制社区成员或访客的行动自由。

2. 滥用、干扰或未能遵守学校的各项流程，包括行为规范和学术诚信听证会。

3. 违反学校行为规范，包括：

(1) 未参加已安排好的行为规范会议；

(2) 提供虚假、捏造和曲解的信息；

(3)在涉嫌违反行为规范的调查中，刻意隐瞒、忽略或销毁有效信息或证据；

(4)企图阻碍他人参与或使用学生行为规范；

(5)在行为规范处分程序启动之前、程序之中或之后，（使用言语或肢体）骚扰或恐吓行为规范的相关人员；

(6)不遵守校园行为规范的处分决定；

(7)泄露在学校行为规范调查中所取得的保密信息；

(8)通过短信、电话、电子邮件或视频通话等方式，影响或企图影响他人滥用校园行为规范体系。

第三条 社区意识

1. 温州肯恩大学学生应当拥有强烈的社区意识，并在其行为中体现该意识。违反这一价值观的行为包括但不限于：

(1)滥用进入学校建筑物的权限或未经授权进入或使用建筑物，包括擅自进入他人处所；

(2)未经允许或企图进入学校的任何建筑、办公室、建筑工地或其他学校设施；

(3)未经允许持有、使用或复制学校建筑、办公室或设施的钥匙或其他控制出入的手段例如身份证或门卡或密码。

2. 损坏学校场地和/或学生社团所有或租赁的财产，或在场地乱扔垃圾。

(1)未经允许在学校草地上行驶摩托车等机动车辆；

(2)学生活动结束后未能清理留在活动场地的垃圾；

(3)未能保管好社团的设施或相关财物；

(4)故意损坏他人或学校财产；

(5)对租借的或经学校要求设置在校园内的物体进行破坏。

3. 严重破坏或无理干扰学校运行、教学、科研和行政等日常工作，包括其在校内外的社会服务，或其他未经学校授权却在学校或其租赁的场地上进行的活动。

(1) 妨碍或干扰教学正常进行的课堂无序行为；

(2) 对温州肯恩大学校园场地或温州肯恩大学主办的活动造成行人或车辆的通行阻碍；

(3) 参与、领导或煽动校内外的示威游行、骚乱或破坏和干扰学校正常运行的活动，和 / 或侵害到学校其他成员的权利；

4. 不当使用信息技术政策规定的资源，包括不当使用学校的计算机设备、网络、密码、账户或信息。学生使用个人电脑连接校园网络后，使用个人电脑实行违规行为所产生的一切后果由学生个人负责。不当使用包括：

(1) 使用计算机设备发送骚扰或侮辱性的信息；

(2) 使用计算机设备干扰社区成员的工作；

(3) 未经授权查看文件或进入个人或团体的账号；

(4) 使用电子设备干扰学校计算机系统的正常运行；

(5) 匿名或伪造网络新闻或电子邮件信息；

(6) 未经事先允许对磁盘的使用超过限度；

(7) 未经授权传输文件；

(8) 未经授权使用另一人的身份信息、用户名和密码；

(9) 未经授权复制受版权保护的计算机软件程序。

5. 赌博。

6. 持有枪支、爆炸物及其他武器（包括但不限于空气枪/弹丸枪、弹弓、以及用作武器的尖锐工具，如短斧等）。

7. 未经授权在校园内持有危险化学品。

8. 在校园内饲养动物，除非课程需要或作为导盲、支持或治疗使用的动物。

第四条 尊重

温州肯恩大学学生之间应当互相尊重，且尊重学校财产和社区。违反这一价值观的行为包括但不限于：

1. 威胁、恐吓或进行言语和身体上的攻击。

2. 攻击或威胁他人健康和生命安全的行为；和/或任何完全不考虑或无视自己或他人健康和生命安全的行为或会带来潜在危险的行为。

3. 欺凌，意指理性人应当知道会对一人或多人造成生理或精神伤害或恐惧的手势、书面或口头语言、电子信息或身体行为，常包括身体上、精神上或社会地位上的不平衡状态，通常但不一定是反复发生和长期存在的，而且不受法律法规保护的言语或行为。

4. 恐吓（暗示威胁）或胁迫（迫使他人不自愿地进行一项行为）。

5. 歧视性骚扰，包括言语、动作或行为，剥夺他人获得教育或就业机会，仅冒犯或令人厌恶的行为可能会让人感到不适，但要达到违反行为规则的程度，骚扰应是有可能剥夺受保护类别成员的公民权利；温州肯恩大学的受保护类别包括性别、种族、肤色、宗教、年龄、国籍、民族、残疾、退伍军人、性取向和怀孕状况。

6. 欺凌行为，指以危害学生的心理或身体健康作为加入或保持与某个团体关联的条件，无论侵害者是否有意危害学生，也无论学生是否自愿。受害者明示或者暗示的同意不能作为申

辩的理由。对于欺凌行为的冷漠或默许并不能视为中立，这同样属于违规行为。

7. 家庭暴力，包括对家庭成员、室友或其他有亲密关系的人员的身体上的侵害或威胁，或对身体施加侵害使其产生恐惧。

8. 跟踪，是指对社区成员进行重复性的或胁迫性的追赶、跟踪、骚扰和/或干扰其或其家人的安全。

9. 不正当性行为（不正当性行为将移交给有关部门，也可能同时受内部程序处理）。

(1) 性骚扰—基于性或性别的口头或肢体上的不当行为从而干扰或剥夺他人受教育的权利或机会；

(2) 未经同意的性接触；

没有征得同意和/或通过暴力实施的任何故意的性接触，即使是微不足道的接触；

(3) 非自愿性行为是指没有征得同意和/或通过暴力实施的任何性行为（无论何种形式）。

*** 同意的认定**

同意是明示的、主动的和有意愿的允许特定的性行为。沉默不能被视为同意。同意可由语言或行为表示，只要该语言或行为使双方理解为允许该特定的性行为发生。对一种形式的性行为同意不能直接认定为对其他形式的性行为的同意。以前的关系或先前的同意不能意味着对未来的性行为的同意。

(4) 性剥削—发生于学生为了其个人利益或他人的利益（受侵犯的人之外的其他人），对他人实施未经同意或虐待性的性

剥削行为，该行为不另外构成不正当性行为。性剥削行为，包括但不限于：

①使其他学生进行卖淫；

②未经同意，对性行为进行视频或音频录制；

③超过同意的界限（例如让其朋友躲在暗处观看其已获同意的性行为）；

④参与偷窥；

⑤在健身房、更衣室、休息室、寝室等区域秘密拍摄他人的照片或视频；

⑥故意将 STI 或 HIV 病毒传染给其他学生。

10. 猥亵或淫秽的行为：

(1) 在公众场合小便；

(2) 公共场合进行性行为；

(3) 裸奔；

(4) 持有或传播儿童淫秽制品；

(5) 持有或传播任何被社区判定为淫秽色情作品。

11. 不服从学校对于在校内外举办的活动所规定的制度或流程。

12. 不服从学校教职员或执法人员在其职责范围内的指示或当被要求时无法证明其身份。

13. 拒绝对学校安保、教职员工或其他执法人员要求其提供身份证明的要求。

14. 违反温州肯恩大学的规章制度，包括纸质版本或在温州肯恩大学网站上公布的电子版。

15. 在学校的任何无烟区域距离出口的三米内吸烟。

16. 其他不当行为。

第五条 责任

温州肯恩大学学生视高度的责任感为行为榜样。违反该价值观的行为包括但不限于：

1. 有意或无意造成校园火灾，破坏学校或个人财产或造成社区成员人身伤害。

2. 违反有关消防安全措施的规定：

(1) 当火警响起时，没有撤离学校建筑；

(2) 错误使用或损坏或篡改消防设备；

(3) 故意或过失造成学校建筑内消防通道堵塞。

3. 未能阻止已知和明显的违反温州肯恩大学校园制度或法律的学生作为或不作为；或协助他人违反温州肯恩大学校园制度或公共法律。

4. 学校团体明知其成员违反本学生行为规范而未采取预防措施。

5. 除了法律和学校相关酒精政策的允许，使用、持有、制造、销售、运输、分销酒类产品。这包括未成年学生持有/饮用酒精，或向未成年学生提供酒精、导致酒后驾驶及在公共场所醉酒。就本规范而言，分销酒类产品由酒的数量和分销方式来判定。

6. 使用、持有、制造、销售、购买、运输、分销毒品或其他受到限制的危險物品以及吸毒用具，滥用处方药及毒品，除非法律明确允许。就本规范而言，分销药物由其数量、方式和物质来判定。

7. 滥用、误用或分销处方药或非处方药。

8. 进行未经允许的商业行为。国有财产或设施不得用于个人盈利、销售和/或招徕。除参与学校批准的活动，使用学校的设施是禁止的。其包括但不限于，利用教室进行商业行为，利用任何空间进行赌博，或征募、召集学生进行私人商业行为。

9. 其他违反法律、法规的行为。

第七章 学生违规行为处理流程

第一条 一般程序

任何人发现学生违反了以上任何一项行为规范应尽快以口头或书面的形式向学生事务部行规办举报。举报表可在学区办公室或学生事务办公室领取或从网络下载（www.wku.edu.cn/jgsz/xssw/code-of-conduct/）。举报内容需要具体详细，并描述违规行为的严重程度及违反的行为规范的相关部分。书面举报需要包括举报人的姓名、住址及电话信息和所知道的被举报人的所有信息。如果有目击者，需提供目击者的姓名和地址（如知道）；应提供尽可能多的细节。在特殊情况下，可按要求对举报人或目击者的身份进行保护。

第二条 初步调查

收到违规举报或相关报告后，学生事务副校长或指定人员将展开对事件相关情况的调查以确定是否有充分的理由相信相关行为违反了行为规范。

1. 行为规范专员将安排与举报者、违规者、目击者及其他直接相关人员的面谈，并记录谈话内容。

2. 基于举报和相关报告的充分性，行为规范专员将对违规事件展开调查以确认是否需要召开学生行为规范会议、学生行

为规范听证会或转接到更为合适的学生行为规范处理流程。如果行为规范负责人决定该举报并不需要更进一步的处理，将会宣告该事件结束。该情况适用于被举报的行为并未违反行为规范或未有充分证据证明该行为已违反学生行为规范。

3. 临时措施

在调查和后续的听证程序完成前，为了保证被举报人的身心健康、调查的公正性以及学校所有其他人员及财产的安全，学生事务部负责人或指定人员可以根据被举报人的身体和精神状况采取措施。在某些情况下，被举报学生可以上课但需暂停参加所有的课外校园活动。学生事务部负责人或指定人员将会根据该学生可能给校园带来的潜在威胁做出该决定。一旦该项决定生效，除非被允许延长，行为规范听证会将会在 10 个工作日内召集。行为规范听证会程序已在本规定中列明。在临时措施期间，可能会暂时限制学生进入校园或进入学生公寓。在另行通知之前，学校将通过这些措施来暂时限制学生进入校园特定区域或参加特定活动。

鉴于该措施的可行性，学生事务部负责人或指定人员将会在作出该临时措施前召开学生行为规范会议。如果该学生暂时无法遵守该措施，该临时措施将会在其可行时再作出。在学生行为规范会议上，该被举报的学生将有机会向学生事务部负责人或指定人员证明，其在学生行为规范听证会召开前不应当被采取临时措施的原因（例如身份信息错误）。

4. 限制接触措施

学生事务部将会基于报复和/或骚扰可能性的因素，考虑对被举报的学生作出限制或全校性禁止接触措施。禁止接触措施

将同时做出具体规定，罗列可预测的行为，包括面对面接触、谈话、邮件、即时信息或通话。被举报学生可能也将被禁止与举报者朋友及家人接触。

第三条 通知

1. 如果学生事务部负责人或指定人员认为有充分理由相信有违反行为规范的行为发生，将会在收到举报的十个工作日内通过温州肯恩大学邮箱通知被举报的学生。根据调查需要，通知时间可能会被延长。

2. 通知的内容将包括：

(1) 违反的行为规范的具体条款；

(2) 所举报的违规行为处理程序的网站链接；

(3) 要求被举报人对违规行为提供书面解释（如果之前未提供其他书面材料）；

(4) 学生行为规范会议的时间和地点。

3. 如果被举报学生在被合理的通知后未与行为规范专员面谈，行为规范专员将根据所收集的材料做出决定。

第四条 学生行为规范会议

1. 学生事务部负责人或指定人员将与被举报学生召开会议。

2. 在学生行为规范会议上，被举报的学生将会被给予以下权利：

(1) 被告知截至会议时间举报人和其他人员所提供的信息；

(2) 提问及讨论相关信息；

(3) 给予承认举报事项和承担违规责任的机会；

(4) 给予否认相关举报事项的机会；

(5) 被告知违规处理流程和可能受到的处分和补救措施。

3. 作为学生行为规范会议的结果，学生事务部可以做出以下决定：

(1) 驳回对违规行为的投诉；

(2) 将该项违规移送至心理咨询中心进行进一步的评估，其中可能包括与举报人进行调解（不适用于性侵或其他暴力行为）；

(3) 将该项违规移交其他学校行政部门进行处理；

(4) 非正式的解决该投诉或对被投诉人进行处分（开除学籍除外）；如果被举报学生对学生行为规范会议的结果有异议，其有权在收到决定书的 5 个工作日内进行申诉。申诉流程将会在决定书中告知；

(5) 决定召开学生行为规范听证会。

第五条 学生行为规范听证会

学生事务部将通过电子邮件@wku.edu 帐户向举报学生和被举报学生发送学生行为规范听证会的通知。由于所有学生应当定期查阅自己的学校邮箱，因此无论学生是否查阅该邮件，均视为此类通知已经送达。该通知包括以下内容：

1. 举报人的姓名。

2. 举报事项，包括所被违反的规范的具体条目、所适用的行为规范流程和可能受到的处分。

3. 听证会的时间和地点。所有学生行为规范听证会会在日常工作时间内进行安排（上午 9 点-下午 4 点）。

4. 安排证人出席的权利。学校可以安排证人出席或要求举报人和被举报学生联系其证人出席。所有学生证人均应签署保

密协议。举报人和被举报学生均应在听证会召开 48 小时前提供证人名单和预期证词，并且经学生事务部审批确认。

5. 安排顾问出席的权利。该顾问不能以证人或其他身份出席听证会。

6. 出示相关信息和证据的权利。

7. 听证会其他出席人员名单（如有），包括听证会成员以及出于公正的原因提供对听证会成员质询的流程。

8. 至少在听证会召开 3 天前，被举报学生、举报人及其顾问可以查阅学生事务部所收集的举报人、被举报学生、证人陈述以及其他书面性材料。查阅相关文件前需要提前预约。特殊情况下可以提供相应副本。

第六条 听证官

学生行为规范听证会由经过培训的学校教职工或学生事务部指派的顾问主持。

第七条 听证

除直接与违规事件相关的人员外，行为规范听证会是非公开的，对所有校内和社区外的成员保密。举报人和被举报学生各自都有权选择顾问（非证人）并在其协助下进行听证。顾问或法律顾问可仅出席给予建议，而不参与听证会全程。听证官有权要求干扰听证程序的顾问离开。学生事务部将会对听证会进行录音并作保存。

仅听证程序所涉及的人员允许在听证会附近出现。

我们要求参与者和顾问尊重温州肯恩社区成员的尊严和隐私，并根据法律法规，对听证会期间发生的事情采取保密措施。当学校代表举报人、被举报学生或学校召唤学生证人时，

其应该参与听证程序。

听证程序将以以下形式进行：

1. 向听证官介绍所有参与者及顾问。
2. 向录音人员介绍所有参与者及顾问。
3. 听证官将会重述对该学生的举报以及所违反的行为规范条款。
4. 被举报学生将会陈述其是否承担责任, 或对违规行为负责但保留解释。对违规行为负责但保留解释是指该学生承认违规行为, 但认为听证官在决定该起事件时应当考虑相关的因素。
5. 举报人和被举报学生将会根据各自观点进行陈述。听证官可以对陈述设置时限。
6. 学校保留授权学生事务部代表陈述该举报事件的权利。
7. 听证官将有权接受并考量相关记录、文件及书面陈述。
8. 除审议阶段外, 举报人和被举报学生在整个听证程序中均可在场。举报人、被举报学生和学生事务部代表可能会提出需要证人作证, 证人应接受质证。鉴于证人可能被要求对其证词作出说明, 因此将被要求直到听证会结束才能离开。如果证人无法出席, 带有署名的证人证言也被认为有效。任何证言将会在听证会前提供给各方, 同时被举报的学生有充分的机会在听证会上对该证言做出回应。
9. 证人应当分别出席, 并在其证词结束后离场。除非听证官准许, 证人不允许离开听证室附近, 并且在听证会的整个过程中, 证人之间不允许相互交流。
10. 各方均能对对方或证人展开质询, 同时听证官可各方提问是否合适或者要求所有问题都通过听证会官询问。为了确保

听证会的参与者能够在一个安全的环境中进行，我们可能会采取其他适当的措施和安排。举报人和被举报学生可以进行总结性发言。听证官可对发言时间提出限时求。

11. 在听证会结束时，听证官会通知举报人和被举报学生其决定会以书面形式给与适合的相关方。

12. 被举报学生之前的行为规范记录将作为决定处分的考虑因素之一。

13. 除非涉及相关法律、法规的行为，举报人将不会被告知听证结果。

14. 对单项的违规，听证官将会决定被举报学生是否应承担 responsibility。这项决定将基于对所提交信息的评估，以及学生行为规范是否被违反的事实做出。对任一违规，听证官会作出合理的补救措施和/或处分。

15. 适用于法庭的证据规则不适用于本学校内的行为规范处分程序。公平原则适用于行为规范处分程序。

16. 学生事务部负责人或指定人员可在没有对举报事件各方产生实质性影响下，对听证程序进行适当调整。

第八章 补救措施、教育措施和处分

被举报的学生违反行为规范时，可能会实施下列补救措施、教育措施和处分。此外，其他的补救措施和教育措施可能会由听证官依据自主裁量而做出。

第一条 处分

除开除学籍处分以外，一般来说学生处分期限为 6 到 12 个月，到期按学校规定程序予以解除。解除处分后，学生不再受

原处分的影响。

1. 警告。

2. 书面警告，即严重警告一对违规者要求立即停止其行为，并且告知继续的违规行为将会受到更严厉的处分。

3. 记过。

4. 留校察看一告知进一步违规将可能会受到开除学籍的处分。另外，该处分可能会对学生团体的成员资格或参与活动增加额外限制，也可能会要求其进行赔偿和服务。

5. 开除学籍一终止学生学籍，禁止学生使用学校设施和出席、参与学校主办的活动。学生因违反本规范或违反法律法规被学校开除学籍的，其学费和住宿费将不予退还。

第二条 教育措施

1. 暂停住宿资格一取消或限制使用、进入和/或在大学宿舍居住的权限。

2. 设备使用限制一撤销或限制部分大学内设施的使用权限。

3. 恢复原状，即在规定时间内恢复或更换已被损坏、污损、遗失或盗窃的物资。

4. 服务，即要求为社区或大学提供服务。

5. 转介适当的心理或精神健康机构进行评估，强制评估，或提供其他特殊的帮助。

6. 被开除学籍的学生将被通知禁止入校。

7. 作为对与住宿生活或宿舍访问相关的任何限制所采取的措施，将附上一份禁止进入住宿生活区通知。

8. 全校性禁止接触指令：学生事务副校长或指定人员可在

担心报复和/或骚扰行为的情况下,下达相关方之间的全校性禁止接触指令。该指令将附有具体说明,向各相关方明确禁止的行为,包括面对面接触、信件、电子邮件、即时消息或电话等。朋友和亲属也不允许代表任何一方和对方有任何接触。

9. 移交民事或刑事部门:未成年学生被发现违反学校的酒类政策和/或因持有或分销非法药物而受到处分的行为将适用学校家长通知政策。此外,根据《家庭教育权利和隐私》,温州肯恩大学保留根据公开某些学生行为处分的最终结果的权利。该通知可能包括学生违规者的姓名和违规类型,但未经同意,不会透露任何其他涉及人员的学生的姓名,如受害者或证人。

第九章 申诉程序

1. 当事人违反学生行为规范所受到的处分轻于开除学籍的,其可在听证官做出决定后的 10 日内以书面形式向申诉委员会提出申诉。当有下列情况时当事人有权要求重新进行审查:

- (1) 超范围处分;
- (2) 实质性违反程序且影响程序的公正性;
- (3) 听证官表现出明显的偏见;
- (4) 出现在听证时无法提供但会影响决定和处理结果的新信息。

2. 被开除学籍的学生可以在收到听证官决定之日起 10 日内通过书面形式向学生事务副校长或指定人员提出申诉。

3. 被开除学籍的学生在申诉结果做出之前不允许进入校内或上课,除非学生事务部根据特殊情形做出延迟处分的决定。

第十章 申诉委员会

申诉审查委员会是一个由经过培训的教师、职员和学生等组成的机构，其职责是审查所有学生行为会议的申诉。学生事务部会在收到申诉的 10 日内将申诉提交至申诉委员会。向申诉委员会提出的材料将仅限于与行为规范专员及被举报学生提供的支持性文件。如果出现在做出原决定时无法提供的新信息时，申诉委员会可能会将该申诉返回给行为规范专员做进一步评估。

申诉委员会将审查书面证据，决定学生是否应获得下一层级的申诉，或者以申诉委员会的决定为准。如果申诉委员会决定不给予再次申诉机会，行为规范专员的决定将会生效，学生将没有再次申诉的机会。申诉委员会不准予再次申诉的决定将是最终决定。

如果申诉委员会认为应进行申诉，案件将被转交给学生事务副校长进行最终决定。申诉委员会将根据需要召开会议，所有程序对外不公开。

第十一章 对开除学籍的决定的申诉应向 学生事务副校长或指定人员提出

申请申诉需满足以下条件：

1. 超范围处分。
2. 实质性违反程序且影响到程序的公正性。
3. 听证官表现出明显的偏见。
4. 出现在听证时无法提供但会影响决定和处理结果的新信

息。

第十二章 向学生事务副校长或指定人员 提出的申诉

1. 一般情况下，学生事务副校长或指定人员将在 15 天内根据相关证据决定是否接受该申诉，或退回原听证机构重新审查和听证。

2. 如果学生事务副校长或指定人员认为没有足够的依据来改变听证原决定的，将在 15 天内以书面形式通知申诉方。

3. 若申诉维持原听证决定，则不重新进行听证。如果学生事务副校长或指定人员决定听取申诉，仅在有充分的依据证明原听证决定存在明显的错误或申诉有令人信服的理由，其有权决定推翻、维持或变更原听证决定。通常情况下，申诉的处理涉及对申诉请求、听证会记录的审查以及报校领导层并作出最后决定，以确保符合法律要求。

*本规范最终解释权归属学生事务部（2023 年 8 月份修订）

公寓管理规定

第一章 住宿生活中心简介

1. 住宿生活中心服务宗旨

温州肯恩大学学生事务部住宿生活中心致力于打造一个安全、有序的学习型生活社区（书院），住宿生活中心认为住宿生活是整个大学教育过程的重要组成部分，能够为学生提供接触多元文化、获得各种个人学习经历的机会，可以补充和促进他们的学业发展。住宿生活中心将通过举办类型多样的活动及引导学生有效利用现有资源，促进学生最大程度地取得学业上的成功并实现个人目标。

2. 住宿生活中心工作团队

(1) 书院导师（Residence Hall Director）

书院导师，即 RHD，每栋楼配备一至两名，依托学生公寓阵地，主要负责学生的思想政治教育和日常管理服务工作。岗位职责涵盖思想理论教育和价值引领、学生日常事务管理、住宿服务管理、校园危机事件应对、学生骨干培养和团队建设、与相关部门合作开展学风建设、协助心理中心开展心理健康教育相关工作、协助职业发展中心开展职业规划和就业指导及相关服务等。

(2) 住宿服务专员（Housing Specialist）

住宿服务专员主要负责学生寝室安排和调整，统筹包括新生选寝、换寝、毕业生退宿，校外住宿申请等工作，还负责对接后勤、物业等部门协调处理学生寝室设施设备问题。

(3) 书院导生 (Resident Assistant)

书院导生, 即 RA, 一般选拔优秀学生担任, 每层楼配备一名, 协助书院导师开展学生日常管理服务工作, RA 的工作内容包含每月安全卫生检查、居民关怀、协调寝室矛盾、召开楼层会议, 举办社区文化活动等。

(4) 宿管 (Desk Assistant)

各个公寓楼栋均安排了三位置管, 负责公寓内各类设施设备检查及报修、进出管理、访客管理等。

3. 联系方式

住宿生活中心 24 小时紧急联系电话: 55870128

住宿生活中心邮箱: reslife@wku.edu.cn

第二章 室友权利

以下室友权利规定旨在提醒学生对其室友的责任。学生住宿生活是否和谐, 很大程度上取决于室友间的相互理解与体谅。

室友基本权利包括:

1. 在自己的房间阅读和学习不受不正当干扰的权利。不合理的噪音和其他干扰视为侵犯了室友的该项权利。

2. 睡眠时免于噪音、室友访客等因素造成的不正当干扰的权利。

3. 个人私有财产受到尊重的权利。

4. 公寓环境干净、整洁的权利。

5. 不受室友影响下, 自由进出自己的房间和使用设施的权利。

6. 个人隐私权。

7. 在征得室友同意的前提下，接待访客的权利。访客应尊重其拜访的寝室室友和其他学生的权利。

8. 免受恐吓、生理或心理伤害的权利。

9. 申诉的权利。

住宿生活中心职员乐于提供帮助。我们倡导，成熟的成年人要对他人的利益负责。只有学生本身可以保证自身和室友享受这些权利。校园住宿生活可以极大地促进个人成长，为学生的未来提供现实基础。我们鼓励学生独立地或在住宿生活中心职员的帮助下，通过调解或者室友协议解决问题。违反《室友协议》或侵犯室友权利的学生将可能受到纪律处分。

第三章 公寓违纪行为

报告违纪者有责任证明违纪行为发生并提供相关依据。如果证明在寝室或公寓内有违纪行为，被发现违纪行为时的相关人员将会被要求证明其不承担违规责任，这包括学生的室友及访客。

违纪行为具有累计效应，被指控学生以前的违纪行为将作为决定处分的考虑因素之一。当学生屡次或严重违纪时，学校保留通知其家长或监护人的权利。

有以下行为的学生将被要求进行赔偿、被认定违纪或暂停/取消住宿资格：

1. 违反《住宿合同》、《公寓管理规定》、《学生手册》、《学生行为规范》中的政策及流程。

2. 引起火灾或加剧火势。在公寓内携带或存放易燃物品

（无论拆封与否），包括汽油、一切装汽油的容器（无论装有汽油与否）、汽油驱动的交通工具、煤油、烟花、蜡烛或香火、树木（如圣诞树）、霓虹灯、灯串等。

3. 封闭、堵塞走廊、过道进而造成火灾隐患，包括遮挡通道的电子门禁系统、堵塞安全出口、公共区域出入口等。

4. 虚假报告火灾或其他紧急事件，包括在非明显紧急情况下拉响火灾警报、谎报火警的恶作剧、不恰当使用或者破坏消防安全设备（灭火器、自动喷水灭火系统、火灾报警器、烟雾探测器等）。

5. 制造、持有、使用烟火、爆炸物以及其他一切可能伤害他人或引起重大破坏的物品。

6. 持有或使用任何武器，包括但不限于枪支、管制刀具、棍棒、金属管、彩弹枪等，以及其他一切可能伤害他人的物品。

7. 故意破坏、损坏学校或他人财产，或因疏忽造成学校或个人财产损失，包括在公寓内或周边不恰当处理垃圾。

8. 故意造成身体伤害，或意图伤害他人，包括言语威胁、攻击他人、故意引发或者参与肢体冲突等。

9. 从公寓内向窗外或门外抛掷、丢掷物品，或造成物品跌落、将物品传递置于窗外，这包括篮球、垃圾袋、玻璃、塑料瓶、钥匙等无论是否会造成身体伤害的物品。学生可能需要为此支付清洁费用。

10. 通过严重或反复影响他人学业、休息或其他个人生活等方式骚扰他人，包括恶作剧、恶作剧电话、性骚扰、仇恨犯罪、恐吓、网络骚扰、短信以及室友冲突。

11. 持有、使用、售卖、分发及提供大麻、其他受管制的危险物品、违禁药物、毒品或吸毒工具。无论使用与否及其具体用途，学校对毒品等麻醉品持“零容忍”态度，一经发现，将严肃处理。有与毒品等麻醉品有关的可疑气味或物品，也可能被认定为违规行为。

12. 分发、售卖、存有、饮用酒精类饮品或在校园公共场合醉酒，包括但不限于酒精性饮料、装酒容器、酒桶等。

13. 盗窃财产或盗用服务（信用卡、校园卡等），故意占有失窃物品或国有资产。

14. 闯入或未经授权进入任何封闭的或是受保护的公寓空间，包括后勤房间、公共空间、公寓楼屋顶、其他学生房间和其他公寓楼。

15. 向学校职员、警察提供虚假信息，包括伪造和未经授权擅自改变学校或住宿生活中心的文件、在违规行为处理流程中刻意谎报、以欺骗的方式阻碍住宿生活中心职员行使其职责。

16. 当被学校安保人员、拥有授权的学校职员或其他执法人员要求时，拒绝或未能出示校园卡等有效身份证件。

17. 故意、不计后果或是严重干扰住宿生活中心职员及其他学校工作人员开展工作，包括不配合工作人员指令、阻碍工作人员开展行政、纪律管理等正常工作。

18. 未能有效监督访客并确保访客遵守学校的各项制度与规定，无论访客是否主动登记在对应学生名下，学生需要对其访客造成的损失承担责任。

19. 将寝室空间借给他人使用。包括在本人长时间离开时允许访客逗留寝室。禁止未签订《住宿合同》的人员在公寓楼内

或非本人寝室内住宿。

20. 校园内、公寓内、校外住宿区内，禁止任何形式的赌博及为换取住宿特权的贿赂。

21. 留校察看期间违规，包括未能履行附加处分、未能及时缴纳赔偿金、或有违纪行为。

22. 接待访客时未能遵守安全规定和程序，或是访客未经登记，这包括访客尝试闯入和闯入公寓的行为。禁止帮助陌生访客登记或让其跟随进入公寓楼内。

23. 制造噪音或干扰性行为，包括高音量的立体音响、不正常的大声叫喊或其他类型的噪音，或在规定的公寓“安静时间”内干扰他人学习、生活及休息。

24. 违反安全规定和流程、《住宿合同》或公寓通告，包括拒绝在指定时间内登记进入公寓或是堵塞出入口。

25. 向他人出借、借用房间钥匙、校园卡，擅自配钥匙、复制校园卡，不当使用钥匙或校园卡，或将校园卡挂于门口。

26. 不遵守室友共同协商签订的《室友协议》。

27. 篡改、误用学校办公电话、电话系统、有线电视系统、互联网设备、门禁系统、水电系统。

28. 学生和访客在公寓内开展任何性质的且未经授权的商业活动。

29. 在公寓楼内举办收费性质的或宣传性质的派对，或在寝室内召开二十人以上的会议。

30. 未经允许私自改变公寓空间，并带来一定的消防隐患、安全隐患，包括但不限于移动室内家具、安装空调、吊扇、阁楼，涂鸦，添置个人大件家具，加装私人用途锁链，私拉电

线，使用可能改建房间外观或者阻碍设备正常运行的物品，移除纱窗、钻孔等。

31. 在公寓公共空间、院落内及临近公寓的道路上，使用影响他人正常生活作息或有安全隐患的运动器材或娱乐设备，包括但不限于足球、篮球、曲棍球、冰球、棒球等。

32. 在寝室饲养宠物或任何种类动物，除养在鱼缸的鱼以外。鱼缸容量必须不大于 3 升。

33. 恶作剧行为，包括但不限于对他人使用暴力（抓、推等）、破坏他人财产或公共财产。

34. 在公寓楼内抽烟，包含阳台、走廊、庭院等。

35. 辱骂、谩骂、不尊重学校职员或其他学生。

36. 私自移动学校公共空间资产至寝室用于私人使用。

37. 通过窗户、屋顶或紧急出口进出公寓楼，或攀爬公寓外部。

38. 多次在安全卫生检查中不合格。

39. 触发消防报警系统或是其他报警铃。在消防警报响起后逗留，未能及时按疏散流程撤出公寓楼。在公寓内的楼梯平台、开放空间使用易燃物品和制热设备。

40. 运用计算机资源从事非法活动。犯罪和非法使用包括但不限于淫秽、色情作品、威胁、骚扰、盗版、非法下载、诽谤、盗窃和未经授权的访问。

41. 扰乱社会治安的行为，包括阻碍学校正常运行的行为及因使用毒品、麻醉品及饮用酒精制品等产生的行为。

42. 在校园内传播宗教思想、组织或参与宗教活动的，在外组织或参与非法宗教活动的，视情节予以纪律处分。

43. 种族、肤色、性别、国籍、血统、婚姻状况、年龄、性取向、残疾、服兵役、宗教等方面的歧视。

44. 不恰当的暴露身体的行为，包括但不限于未能在公众场合穿着上衣、鞋子或暴露身体的某些部位。

45. 色情、淫秽行为，在公众场合进行排尿、性行为或模仿这些行为，裸奔，在健身房、更衣室、厕所等偷拍他人照片，存有或传播淫秽色情物品。

46. 将个人物品摆放在公共区域，包括走廊、楼道、楼栋大厅等。

47. 未经允许拿走他人放在公寓里的公共冰箱内的物品。

第四章 危险行为

有以下行为的学生会被要求进行赔偿、被认定违纪或暂停/取消住宿资格：

1. 封闭、堵塞房间门、走廊、进出口、楼梯间等。

2. 一切有意的或无意的危害其他学生安全的行为。

3. 改造或装修学生公寓，可能造成消防隐患、身体伤害、安全隐患等行为。

4. 闯入或不当使用屋顶、逃生通道、工作间、一楼和地下室的窗户、储存空间等受限制区域。

5. 抽烟（香烟、雪茄或类似物品），使用易燃材料、明火、蜡烛、香火、打火机、含有汽油的装置等其他制热物品和设备。（除学校提供的设备外）

6. 使用锯子及电动工具等。

7. 房间内私自使用或不当使用微波炉或类似的设备，意图进一步使公寓制热。（除学校提供的设备外）

8. 在公寓内使用轮滑鞋、滑板车、平衡车、自行车、旱冰鞋、电动车或摩托车等。

9. 将纸箱、快递盒等易燃物品大量堆放在公寓楼。

10. 堵塞公共出入口大门。

11. 公寓内禁止任何烹饪行为，除使用茶水间、公共厨房、带厨房的宿舍的设备外。在烹煮食物时，疏于看管，触发消防报警系统或是其他报警铃。

12. 允许他人尾随通过入口大门进入公寓楼。

13. 攀爬公寓楼外墙。

14. 安装依附于公寓楼外墙的硬件，或将物品悬挂在阳台外侧。

15. 改变公寓楼内的插座或是电路。

16. 安装吊扇、空调。

17. 在房间门上安装锁链。

18. 安装阁楼。

19. 在窗台表面、天花板、墙面、地砖上钻孔，刺穿水管。

20. 移除窗户的纱窗。

21. 变更衣柜等家具原始位置。

22. 储存在过道壁橱里的物品必须至少和断路器保持 1 米的距离。

23. 违反消防安全规定，在房间天花板或消防设施（洒水喷头，烟雾探测器）上悬挂物品等。

24. 对寝室墙面或家具进行可能造成破坏或影响消防安全的

装饰、改造等。

第五章 违禁物品

为了全体学生的安全，以下物品在公寓内视为违禁物品。
这些物品可能会被没收，责任学生会受到违纪处理。

1. 毒品、麻醉品，吸毒工具。
2. 酒精性饮料、不论装酒与否的装酒容器、啤酒桶，或类似的不论装酒与否的物品。
3. 水烟、电子烟或其他吸烟装置。
4. 水床。
5. 宠物动物（3 升以下小型鱼缸中的鱼除外）、爬行动物（包括乌龟、蛇、蜥蜴等）和鸟类。
6. 发射设备、CB 无线电。
7. 广播和电视杆或天线(不包括室内天线)。
8. 树木（如圣诞树）。
9. 管制刀具、枪支、武器、彩弹枪、烟花、火药、化学品和鞭炮。
10. 飞镖板。
11. 没有保护措施 of 转叶扇。
12. 煤油灯和其他高度易燃的物品(如含气体装置)。
13. 霓虹标志和灯线(如：圣诞灯)。
14. 非学校提供的家具（如：床）。
15. 卤素灯。
16. 任何种类的机动车及其电池，包括但不限于助动车、电

动车和摩托车。

17. 持有蜡烛、熏香，包括装饰性蜡烛。

18. 可加热电器（如火炉、烤箱、烤面包机、电炉、咖啡机、烘干机、取暖器、烧水壶、熨斗、加热装置等）。

19. 私拉电线或安装插座接头，电源保护装置除外。

20. 任何烹饪设备、500 瓦以上的其他电器（电吹风除外）。

21. 在房间内发现以上违禁物品，会被认定为违反住宿管理规定和合同，可能会导致纪律处分。（设置厨房的宿舍允许在厨房使用 500 瓦以下的烹饪设备，其他电器除电吹风和电烧水壶之外，不得超过 500 瓦。）

第六章 常规制度

第一条 公共厨房使用管理规定

公共厨房对公寓内所有学生开放。厨房内设有监控和烟雾报警器，学生须依据所张贴的指示使用厨房内设备，自觉做到安全、健康、卫生，并遵循以下规定：

1. 爱护并正确使用厨房内所有电器设备，可查阅相关说明书后使用，禁止将公共物品带走。若发现设备故障，请及时至宿管处报修。

2. 厨房设置用于蒸、煮等相对无烟烹饪方式，禁止爆炒煎炸。

3. 节约用水、用电，使用时不可离开，使用完设备后及时关闭。

4. 使用完毕后须规整厨房原貌，包括器具摆放、台面清洁、餐厨垃圾倾倒等，禁止将个人用品留置。

5. 学生可自带炊具（非电器），也可以至宿管处登记借用，借用的炊具归还前须清洁干净。

6. 学校将定期对公共冰箱内物品进行清理。

在公共厨房内的任何违规行为将会根据学生行为规范给予相应处分。居住在设置厨房的宿舍的居民也需要遵守公共厨房的使用管理规定。

第二条 赌博管理规定

禁止学生在住宿生活区或校园内外参与任何形式的赌博，且禁止行贿以获取居住特权。

第三条 访客管理规定

温州肯恩大学目前执行访客进出扫码或纸质登记制度。

公寓楼访客来访管理流程。

为便于理解学校访客管理规定，现给出以下定义：

被访学生是指在公寓楼内分配有寝室并带入访客的学生。

访客是指未在被访学生寝室住宿的学生或其他不住在公寓楼的人员。

违反此条例者将受到纪律处分。

禁止访客进入他人寝室，接待访客统一在各楼栋指定的公共区域。

公寓楼大门开放时间为上午 7 点至晚上 11 点，学生需刷脸进出所居住的公寓楼。晚上 11 点后公寓大门关闭，学生需联系夜间值班宿管进出公寓楼。

校内访客由宿管刷校园通行码，校外访客纸质登记后，可

在上午 8 点后进入被访公寓楼，并于晚上 10 点前离开。被访学生须时时陪同访客，直至访客离开。登记虚假身份信息、在他人寝室违纪留宿的访客（本校学生）及被访学生将受到纪律处分。

第四条 公寓楼进出管理规定

1. 所有人员必须刷脸或者由宿管开门通过公寓正门进出，禁止跨越翼闸。侧门连接了火灾报警系统，仅用于紧急疏散，为保障安全，平日将被关闭。在非紧急情况下，通过窗户或紧急出口进出公寓的学生将收到纪律处分。帮助未经登记的访客开门或帮助访客通过窗户、紧急出口进出公寓（非紧急情况）的学生及访客都将受到纪律处分。

2. 所有校外访客须出示有效身份证件并登记。一经发现访客身份信息作假，将上报学校安保部门。提供虚假身份信息的本校学生访客将受到纪律处分。

3. 每位学生每次至多允许带领 2 位访客进入公寓。在访客离开时，须扫码或者纸质登记离开时间。

4. 所有访客须在晚上 10 点前离开公寓。违纪者将被视为留宿访客并将受到住宿生活中心的纪律处分。学生有责任确保其访客在规定时间内离开公寓。学生及访客须遵循访客条例，并配合后续安保程序。

第五条 未成年访客管理规定

未成年探访应当经过所有室友的同意，若室友不允许，学生应当与未成年访客在大厅或公共空间会面。

以下条款适用于所有年龄低于十八岁的访客：

1. 年龄低于十八岁的访客应当依据访客管理规定在晚上 10

点前离开公寓。

2. 在会面时，学生须时时监管未成年访客。

3. 不得在公寓楼内从事临时照看孩子的工作。

4. 所有访客均须遵守温州肯恩大学各项规章制度及中华人民共和国的所有法规法纪。

第六条 孕期管理规定

所有怀孕且需在住宿生活区住宿的学生须即刻向医务室递交来自其妇产科医生的说明，说明需标注日期并包含以下内容：

1. 保证学生有妇产科医生照看。

2. 预产期。

3. 医生开具的允许在寝室居住的证明。

4. 所有健康问题及可能出现的并发症。

5. 妇产科医生签名。

第七条 钥匙及校园卡管理规定

温州肯恩大学在学生入学时每人发放一张校园卡用于开寝室门，有需要寝室卧室钥匙的学生可至宿管处登记领取，学生应当在退宿换寝资产清查时退还钥匙。钥匙或校园卡丢失将会造成公寓安全安保问题，故禁止在任何情况下转借钥匙和校园卡，或私配钥匙，或复制校园卡，或将校园卡挂于门口，否则将受到纪律处分。若钥匙丢失须立即上报宿管并进行赔偿。若校园卡丢失需及时至一卡通中心挂失补办。

被锁在房门外的学生应当先联系室友开门，若无法联系到室友，可联系宿管。学生若需帮助开门或开锁应当提供身份证明，否则将被拒绝开门。此项服务仅由宿管提供，且禁止滥

用。学生应当随身携带钥匙、校园卡并随手关门。不关房门易造成偷窃或伤害事件，住宿生活中心职员若发现未关门的寝室，将会代为关门。多次未锁门将受到纪律处分。

第八条 室外活动管理规定

温州肯恩大学致力于营造安全、安静、健康、利于高效学习的住宿环境。为避免学生受到噪音及室外运动等噪音干扰，住宿生活区附近任何地方禁止开展户外游戏，尤其是足球、棒球、曲棍球，此类活动可在学校特定运动场地开展，其他如飞盘、跳绳等活动可在住宿生活中心批准后开展。

为确保学生安全，安静时间禁止学生公寓庭院聚集停留。若在安静时间内开展噪音性违纪活动，将会受到纪律处分。

第九条 公共空间管理规定

1. 公共活动室开放时间为上午 8 点至晚上 10 点。

2. 禁止私自移动、占有、改造活动室内设施、物品，或堆放个人物品，损坏公物需照价赔偿。

3. 如需借用活动室举办活动，请提前一周向书院导师申请。

4. 禁止在活动室内大声喧哗、吵闹及其他影响他人正常生活与学习的行为。

5. 学生应当保持室内环境卫生，禁止随地吐痰和乱丢纸屑、果皮、饮料瓶等废弃物，使用完毕，请自觉整理和打扫。

6. 学生应当在离开前关闭电源及门窗。

7. 学生应当正确使用洗衣房中的洗衣机等设备。禁止私自挪动他人衣物。禁止将洗衣房的衣篓等公用物品带走。

8. 禁止在公寓内使用自行车、滑板等任何形式的交通工

具。禁止在公寓楼内进行任何危险性、噪音性的体育活动。

9. 学生应当履行其职责与义务，在规定的开放时间内使用公共空间。

第十条 涂鸦管理规定

禁止在住宿生活区房间或房门等地涂鸦。

第十一条 停车管理规定

住宿生活区禁止停放机动车。自行车及电瓶车可停放在公寓楼指定停车区域。

第十二条 转借钥匙或校园卡的管理规定

禁止将钥匙或校园卡转借他人，否则将受到纪律处分。一经发现转借钥匙或校园卡，将被取消当晚访客探望资格。

第十三条 宠物管理规定 为了给学生提供更健康、更安全、更舒适的生活环境，现制定以下宠物管理规定：

1. 学生禁止在宿舍饲养动物，养在小型鱼缸中(小于 3 升)的鱼类除外。

2. 违反规定私藏或饲养动物的学生将受到纪律处分，并应当在规定时间内将动物带离学校。

第十四条 海报宣传管理规定

所有海报只能张贴在公寓楼的公告板、茶水间的黑板及电梯中的公告板及规定区域。校内学生组织及学校部门可使用公告板。所有海报在发布或张贴前需经住宿生活中心盖章认证，且需满足以下条例：

1. 禁止刊登任何住宿生活区房间号或电话号码。

2. 禁止任何涉及种族、民族、性别、残疾、年龄、宗教、性取向等贬义或带有歧视性的内容。

3. 禁止涉及酒精或色情的内容。

4. 海报图片应当清晰、简洁、恰当，海报文字须为英文或中英双语，且符合上述条例的规定。

5. 须至少提前 24 小时向住宿生活中心申请获批海报的张贴或分发的时间。

6. 申请人或小组张贴海报前应当获得批准并制作适量海报副本(在获得住宿生活中心批准后方可知晓海报数量)。海报副本须在张贴或分发海报前至少两天送交住宿生活中心。

7. 海报须得到住宿生活中心批准并盖章。

8. 禁止在住宿生活区内指定区域外的任何地方张贴海报。禁止在寝室或公共区域内进行对墙体或家具设施有潜在损坏的海报张贴或涂鸦。严禁未经允许在任何楼栋房间门口张贴海报或将海报塞进房门内。

9. 切勿在互联网分享居住地址、电话号码或其他个人信息。若有团体或组织屡次违反该规定，其宣传材料将被禁止张贴或分发。所有不符合上述规定的宣传材料将被即刻清除。

10. 活动结束后 2 周内，活动负责人需将过期海报取下并处理。

第十五条 安静时间管理规定

安静时间管理规定在所有公寓楼内施行，以便能够保持有益于学习和睡眠的氛围。24 小时安静时间将在期末考试期间生效。与此同时，请各位学生尊重理解他人生活学习习惯，实行 24 小时礼貌时间。

安静时间为每天晚上 11:00 至次日早上 8:00。

不同的学生有不同的课程安排和不同的工作时间。他们可

能熬夜学习，需要在白天休息。如果邻居正在休息或学习，请降低音量。如果任何学生要求降低房间或套间里的音量，无论是否在安静时间内，请学生基于 24 小时礼貌时间遵照要求。违规可能会导致纪律处分。

住宿生活是一种集体生活体验，因此，各位学生须意识到他们的行为将影响他人。尤其是高音量和类似干扰。每晚 11:00 后，请学生降低任何立体声或电视设备的音量至静音等不影响他人的状态。严禁在室内或室外使用立体声扬声器、收音机等类似设备播放喧闹音乐。

第十六条 控烟管理规定禁止在住宅设施内的所有地点吸烟，包括阳台、卫生间等。这项规定包括使用任何吸烟设备的行为，包含“无烟”香烟和其他类似设备。所有在住宿生活区内的人员均须遵守这项规定。学生本人和其访客均有责任遵守控烟管理规定。

第十七条 商业管理规定

学校资产或设施不得用于个人利益、销售和/或商业招揽。

这包括但不限于房间的商业化使用，即使用公寓或宿舍进行赌博、招揽学生光顾私人生意。这项规定也包括挨户发放商业传单，如菜单和折扣券。

所有外部企业的材料须经住宿生活中心批准。经审核批准后，材料将会分发给公寓楼活动宣传指定地点。住宿生活中心保留限制不当材料发放的权利。

第十八条 垃圾回收管理规定

学生应当将垃圾带至公寓楼门口的公共垃圾桶。由于不遵守垃圾回收规定、移走大型垃圾箱、在房间的走廊室外、公共

空间或茶水间堆放垃圾均可能会导致纪律处分。

第十九条 住宿安排管理规定

学校根据实际情况安排学生住宿寝室、床位，学生须按指定的寝室、床位对号住宿，空床位属于学校资源，必要时学校会对零星空床位进行资源整合，禁止未经同意擅自调整寝室和床位或占用他人床位（包括空床位及柜子等）及拒绝资源整合等行为，否则可能受到相应违纪处分。

学生应当严格遵守《室友协议》和《住宿合同》中的各项寝室内部规定，否则将被给予纪律处分并要求暂更换寝室。多次因室友矛盾等原因更换寝室的学生将可能被转介心理中心。

第二十条 请假与校外住宿管理规定

1. 学生若因请假不在校住宿，除了向任课老师进行课程请假外，还应当通过 Once 系统进行离校申请，经审批同意后离校。

2. 请假离校学生应当保持通讯畅通，同时，请假离校学生的室友应当关注其动向，倘若发现学生在未告知任何人的情况下夜晚未归且无法联系到本人，或发现已经请假离校的学生未按报告的日期返校且无法联系到本人，则视其为失联状态，应当及时报告住宿生活中心。校方将执行《温州肯恩大学突发事件应急预案》中相关处理办法。

3. 原则上大三及以上学生如有特殊情况可申请校外住宿。计划校外住宿的学生应当向住宿生活中心申请，填写《温州肯恩大学学生申请校外住宿审批表》，并按照规定签署《温州肯恩大学校外住宿学生承诺协议书》，经校外住宿审核委员会审批同意后才可搬至校外住宿。未经批准校外住宿的学生将受到

纪律处分。（研究生校外住宿需向住宿生活中心报备并登记）

4. 终止住宿的学生应当在五个工作日内持相关证明文件在住宿生活中心办理退宿手续，由后勤部门进行水电费结算以及资产核查，若有损坏需照价赔偿。退宿时，学生须带走本人所有个人物品，滞留物品 3 个工作日后将作无主物品处理。

5. 因任何原因（如怀孕、生理原因、传染性疾病、精神疾病、未选修课程等），凡经专业评估被认定为不适合在学校住宿的学生，必须办理离寝或退寝手续，实行校外住宿。

6. 寒暑假期间，学生须在规定的时间内离开公寓。学校保留因公寓修复维修、紧急状况或任何其他用途时的住宿分配及重新整合分配寝室的权力，居民需配合学校进行寝室调整。

7. 任何入住其他学校学生住宿生活区的学生必须同时遵守对方学校学生公寓相关行为规范以及本行为规范。

8. 学生未经审批外宿将受到住宿生活中心的必要关注或纪律处分。学生应遵守《温州肯恩大学大学生夜间出入管理规定》，违反规定将受到相应纪律处分。

第二十一条 寝室安全与卫生管理规定

为了保持清洁、健康、安全的生活环境，设立寝室安全卫生检查制度，定期消杀制度，从而更好地处理病虫害和房间硬件设施问题。

住宿生活中心将安排定期安全卫生检查，由书院导生负责，此外每学期书院导师和书院导生等将进行寝室安全卫生不定期的随机抽查。卫生检查不合格的寝室将增加卫生检查频率。大多数情况下，检查将在房间内有学生时进行。但如果敲门后没有回应，书院导生或书院导师将直接刷通卡进入房间进行检查。

1. 学生应当保持寝室干净、整洁。各寝室应当根据《室友协议》安排寝室卫生打扫计划。

2. 学生应当及时处理室内垃圾，倾倒入公寓楼指定垃圾集中箱。禁止将垃圾放置于室外走廊、公共区域或长期放置于室内。

3. 严禁在未经许可，对寝室布局、室内家具或设施以及水电网络系统等作任何形式的改造与破坏。

4. 学生应当配合公寓管理人员，接受必须的安全与卫生检查，禁止故意拒绝、阻碍、误导检查，或者拒绝整改。

5. 评优评奖和领导力项目的评选资格也将受到行为规范的制约。住宿生活表现将被记录在档，违规学生将可能失去奖学金申请等资格。

6. 任何违规行为都将引发纪律处分程序，责任学生将受到处分，甚至暂停/取消住宿资格。

第七章 公寓违规行为处理流程

第一条 理念

住宿生活中心致力于温州肯恩大学学生的个人成长与教育。行为规范的设立主要出于帮助学生意识到，集体生活需要遵守管理规定，才可将个人自由最大化，使整体生活更加愉快。

我们坚信，学生生活中的每一次体验都具有教育意义。大学教育不仅要扩展学生的学术知识，还要提升学生的道德和伦理修养，使学生能够在社会中与他人正确相处。此外，大学教育应培养学生的责任意识，加强学生对于自己是社会群体一员

的认识，以及如何在遵守各项规章制度的情况下进行生活。

实质上，行为规范的目的是教育，旨在通过明确社会不可接受的行为来实现此目的，并确保学生适应大学的规章制度，同时满足个别学生的需求。当然，为了让学生深刻意识到过去行为的不合适和行为改变的必要性，可能采取惩罚性措施，甚至给予开除学籍处分。这可能是因为学生的行为公然违反了他或她作为学生的基本责任，或严重损害了社区的权益，或者是学生持续有意地不愿改变自己的行为。

行为规范并不是为了对可接受的行为施加僵硬的标准，而是考虑到每种情况下的个体差异。只有仔细探索学生的动机、了解方方面面的情况后，才会采取措施。涉及学生的任何非典型事件，无论是重大的还是轻微的，都将进行个别化处理。这个观点预先假定，在类似情况下采取的措施可能并不总是一致。一致性是通过个人处理问题的连贯性来确定；如果我们在裁定具体情况时减少对个人因素的考量，那么我们对于相关学生问题的解决方式会更加统一，更加具有教育价值。

因此，预防和再教育是行为规范的两个基本功能。预防功能加强了潜在问题辨别意识，并且在需要帮助的学生陷入困境前给予关注。再教育功能可以协助学生重新调整自己，建设性地重新定位其社会、个人和道德发展观。

住宿生活中心纪律架构旨在概述住宿生活区内行为规范程序，并明确我们对住宿生行为的期望。

第二条 公寓违规处分

违反公寓管理规定或/和相关程序可能导致一系列处分。处分包括但不限于：

1. 警告。

2. 书面警告，即严重警告——对违规者要求立即停止其行为，并且告知继续的违规行为将会受到更严厉的处分。

3. 记过。

4. 留校察看——一告知进一步违规将可能会受到开除学籍的处分。另外，该处分可能会对学生团体的成员资格或参与活动增加额外限制，也可能会要求其进行赔偿和服务。

5. 开除学籍——终止学生学籍，禁止学生使用学校设施和出席、参与学校主办的活动。学生因违反本规范或违反法律法规被学校开除学籍的，其学费和住宿费将不予退还。

第三条 公寓违规教育措施（附加处分）

附加处分是具有教育性质的，目的是帮助学生个人成长和发展，并加强校园建设。一些常见的措施如下：

1. 安全饮酒课程（“选择”）：本课程涉及酒精使用及其对身体和社区的影响等问题，由心理咨询中心监督。强制参与的学生将收到规定日期、时间和地点的书面通知。

2. 禁毒教育课程（“替代处分”）：本课程涉及毒品和/或麻醉品的使用/滥用问题及其对身体和社区的影响。强制参与的学生将收到规定日期、时间和地点的书面通知。

3. 服务性任务/教育项目：特定处分的额外处分或替代处分。此类服务和/或项目需在住宿生活中心的监督下完成。

4. 赔偿：违反相关规定和/或程序须接受相应赔偿。

5. 书面检讨报告：在规定的时间内对自己的违纪行为进行深刻反思并写书面检讨报告。报告要求手写并达到规定字数。

6. 定期面谈/定期检查：在指定的时间内与负责老师进行定

期面谈，或定期接受相关检查。

7. 暂停住宿资格或取消住宿资格：根据违规情况，基于累积的处分或单次违纪，住宿生活中心将暂停学生原寝室住宿资格，要求更换寝室或退宿，流程如下：

(1) 学生接到通知后，必须在 7 天内腾空原寝室。

(2) 调换寝室决定书中规定了学生的新寝室，学生必须在 7 天内完成寝室调换或退宿手续。

请注意，未能完成教育措施（附加处分）可能会导致处分升级。

温州肯恩大学短期病假须知（5-14 天）

学生因病将连续缺课五个工作日但不超过两周（十个工作日），可在 ONCE 系统申请病假。

1. 学生需在 ONCE 系统短期请假申请流程中勾选课程及任课老师信息，并提供三甲医院的医院证明（证明中必须含医生建议休息天数）。

2. 医务室审核医院证明后，系统将请假结果抄送任课老师、学院助理及书院导师。申请通过后，学生需主动与任课老师沟通课程、作业、考试等学术相关事项的解决方案。

3. 春秋学期病假不得超过两次；冬夏课程病假不得超过一次（五个工作日）。

4. 连续请假超过 14 天的学生需办理休学手续。

备注：5 天以内的请假（含事假），请直接与任课老师沟通，并将请假结果抄送书院导师。

温州肯恩大学学生休学、复学、退学须知

1. 入伍学生在退役后 2 年内，可以办理复学手续。

2. 本科生休学原则上以一学年为单位。因身心健康原因休学的本科生需提供二级甲等以上医院的诊断证明及医生的休学建议，休学期限可按长学期计算；复学时需提交二级甲等以上医院的康复证明。

3. 研究生休学以长学期为单位，最长不得超过两个长学期。因身心健康原因休学的研究生需提供二级甲等以上医院的诊断证明及医生的休学建议；复学时需提交二级甲等以上医院的康复证明。

4. 学生在休学期间只享受在读学生的部分待遇和权利。他们不得参加学校组织的任何教育教学活动，也不能进行选课。复学手续完成后，学生可以参与选课，但无法保证完全根据个人偏好进行课程注册。

5. 学期退课截止日期后（身心健康原因除外）不接受退课申请。退课截止日期详情请参阅校历。在学期结束前两周内，不接受休学申请。

6. 春季学期复学申请须在 1 月 1 日前提交；夏季课程复学申请须在 5 月 1 日前提交；秋季学期复学申请须在 7 月 1 日前提交；冬季课程复学申请须在 12 月 1 日前提交。复学申请时需附上所需材料的扫描件。连续休学总时长原则上不应超过两年。休学期满未完成任何手续者将被视为自动退学。

7. 复学返校时，学生需携带休学及复学相关的所有原始材

料。

8. 若学生因任何原因无法亲自签字，学生的家长将代为签署。

9. 学生连续两周以上未参加任何校内教育教学活动的，学校将启动强制退学程序。

10. 我校本科阶段最长学习年限为十年，研究生阶段最长学习年限为六年（含有论文答辩的博士研究生须在七年期限内完成）。休学时间计入学习年限。

11. 退学手续的办理通常需要 30 个工作日。

12. 休学或退学申请提交后，请于五个工作日内完成退宿手续办理。若逾期未办理，学校有权撤销你的休学申请。

本条例最终解释权归属温州肯恩大学学生事务部。

温州肯恩大学学生夜间出入校园管理规定

根据国家教育部制订的《高等学校校园秩序管理若干规定》、《关于禁止高校学生酗酒的通知》及浙江省平安办、省教育厅、省公安厅《关于深化高等学校等级平安校园建设的若干意见》，结合学校的实际情况，为进一步加强校园的安全管理，保护学生的人身安全，维护我校正常的教学、工作和生活秩序，对学生夜间出入校园特作以下规定。

一、学生于 24:00-6:00 期间出入校园必须主动出示有效证件并严格遵守学校登记和检查程序。

二、学生于 24:00-6:00 期间无特殊理由不得出校。因就医或其他特殊情况确需在该时间段外出的，须提前 24 小时提交申请，经学校审批通过后方可出校；突发身体疾病需要外出就医无法提前审批者，应与医务室值班人员报备情况。

三、除经学校审批通过的外出学生，其余学生须于 24:00 前返校。24:00-6:00 之间返回学校视为晚归，6:00 之后返回学校视为夜不归宿。

四、未经审批的夜间出校、晚归、夜不归宿视为违纪。每半年（春夏或秋冬两学期）晚归累计达到三次给予书面警告处分、告知家长并要求学生参加学校行为规范办公室举办的安全健康主题学习班；累计达到三次以上由学校行为规范办公室依据《学生行为规范》作进一步的违纪处理。学生第一次夜不归宿给予书面警告处分、告知家长并要求学生参加学校行为规范办公室举办的安全健康主题学习班；累计达到两次及以上由学

校行为规范办公室依据《学生行为规范》作进一步的违纪处理。

五、学校严禁学生酗酒。若学生醉酒返校，需前往医院接受醒酒治疗。学校行为规范办公室将根据《学生行为规范》对醉酒学生作进一步的违纪处理。学生酗酒后不配合学校工作人员管理、滋事者，视其情节进行严肃处理。

以上规定，希望全体学生自觉遵守，共同维护校园安全。

温州肯恩大学学生事务部
温州肯恩大学后勤部安保中心
温州肯恩大学学生会
2020年12月11日

温州肯恩大学学生志愿服务和实践 管理办法（试行）

为进一步贯彻落实教育部《关于印发〈学生志愿服务管理暂行办法〉的通知》（教思政[2015]1号）、《中共中央国务院关于全面加强新时代大中小学劳动教育的意见》精神，推动学生志愿服务工作科学化、规范化、制度化建设，加强学生志愿服务管理，进一步推进立德树人，提高学生社会实践能力，增强学生社会责任感，深化我校教育教学改革，充分发挥劳动教育育人功能，弘扬劳动精神，教育引导学生尊重劳动，全面推进素质教育、劳动教育和第二课堂成绩单建立，特制订本管理办法：

一、总体目标

“课外志愿服务与拓展实践”的基本内容是以开发大学生人力资源为着力点，进一步整合深化教学主渠道外有助于学生提高综合素质的各种活动、工作项目以及劳动活动。该管理办法旨在帮助广大学生完善智能结构，促进学生在第二课堂的发展，培养学生的综合素质并使其全面成长成才，构建德智体美劳全面培养的高水平育人体系。该实践办法经学校相关职能部门审核认定，纳入中方毕业审核条件之一，学生在大一学年需完成 20 个学时，大二与大三学年完成剩余 20 个学时，大学四年内达到志愿服务与拓展实践时间 40 小时为合格。

二、组织领导

学校成立学生素质拓展认证机构，学生素质拓展的认证机构分三种：

（一）在学生事务部校团委成立校学生素质拓展中心，该中心负责课外志愿服务与拓展实践活动的认证与学时的审核，由学生事务部牵头，教学部、国情中心、英语语言中心、职业发展中心、学生学术支持中心、校友会、国际学习中心、图书馆、招生办公室、后勤部、教育发展基金会、科研办共同参与。

（二）学生素质拓展中心配合学校劳动教育委员会，根据劳动教育实施细则，组织学生参加日常生活劳动。

（三）在校团委指导下的团委学生委员会成立素质拓展部，负责课外拓展或劳动活动的组织与维护。

三、活动体系

“课外志愿服务与拓展实践”包含六个方面。全日制普通本科在校生，不以获得报酬为目的，在思想政治与道德素养、志愿服务与日常生活劳动、文体艺术与身心发展、社团活动与社会工作、科技学术与创新创业、技能培训等六个方面，参与活动并奉献时间和精力、体力、技能等，被视为参与课外拓展与生活劳动。其中，学生需完成 20 学时的“志愿服务与日常生活劳动”，另外 20 学时可在其他五个活动类别中自由选择并完成。

（一）“思想政治与道德素养”主要指学生参加党、团组织相关的活动。

- (1) 参加党章学习坊、时政讨论会等活动。
- (2) 入党积极分子参与校园课外实践活动。
- (3) 团支书参与团支部管理，组织开展团支部活动。
- (4) 团员参与团支部组织的活动等。

（二）“志愿服务与日常生活劳动” 主要指学生组织或参加的校内外社会实践、志愿服务与劳动教育相关的活动等。

(1) 报名参加由校团委或青年志愿者协会组织的各类校园内的志愿者活动等。

(2) 参加与劳动教育相关的主题讲座、参观学习、集体性公益性的体力劳动和服务等。

(3) 参与文明寝室建设，通过每月寝室卫生评比。

(4) 参加校园外公益组织开展的社会志愿服务项目等。

(5) 参加各类社会实践项目。

（三）“文体艺术与身心发展” 主要指学生参与的文体艺术活动和取得的成绩，以及有益于身心健康发展的其它活动。

(1) 参加由校艺术团开展的各类文艺演出活动、比赛，彩排等。

(2) 艺术类社团或个人在校园内有组织的进行文艺表演。

(3) 参加校园内外各类体育竞技赛事并获得成绩。

(4) 参加各文体类赛事或演出获得优秀成绩。

（四）“社团活动与校园工作” 主要指学生组织或参与的社团活动，所担任的学生干部职务及在组织、管理能力方面的锻炼。

(1) 学生组织或社团学生干部参与组织并开展各类校园文化活动。

(2) 学生参与有教育意义的校园文化活动或课外学习工作坊等。

(3) 校园开放日、体验日、校园游览等。

(4) 参与学校开展的咨询会、宣讲会等。

（五）“科技学术与创新创业” 主要指学生课外从事的创新创业活动以及在参加各级各类学术、科技、创业等比赛中取得的成绩。

(1) 参与职业规划大赛，创新创业大赛等活动。

(2) 参加专业学术相关的竞赛。

(3) 参加职业发展中心的组织的寒暑假实习活动（计入劳动教育专业实践劳动学时）。

（六）“技能培训及其它” 主要指学生参加各类技能学习、培训与讲座类活动。

(1) 参加校内开展的各类讲座、研讨会、工作室活动等。

(2) 参加校学术支持中心开展的技能学习工作坊或学习经验分享会等（不包括一对一朋辈辅导）。

(3) 参加由校医务室开展的急救培训等活动。

(4) 参加由英语语言中心开展的英语竞赛等活动。

(5) 参与学校教育基金会组织的各类公益活动。

四、认证与记录

（一）素质拓展中心以温州肯恩大学企业号 One Stop Service（ONCE）系统中的“第二课堂活动平台”模块为平台，统一在该平台进行活动的发布与管理。

（二）学生参加活动体系中具有素质拓展和课外学习意义的校内外活动，需通过温州肯恩大学企业号 One Stop Service（ONCE）系统中的第二课堂活动平台，报名参加活动，进行签到与签退的操作方式记录课外拓展学时，或通过提申请来记录课外拓展学时，具体操作方法：

（1）学校组织的活动：由负责活动的学校部门在系统平台上发布活动，并设置活动管理员。学生可在首页中查看活动并选择合适的活动进行报名，报名成功后，在活动规定的时间，前往活动地点参加。活动开始时，由活动管理员发布签到码供学生签到，期间正常进行活动。活动结束后发布签退码，学生扫码签退后，时间将自动计入个人账号。

（2）校外个人参与的活动：学生自发性的参与校外的各类活动，如符合本制度规定的六个方面，可在课外志愿服务与拓展实践平台中的“校外活动”一项进行申请。可个人申请或与团队进行统一申请，申请时需附上活动组织方提供的参与证明，如实写明日期与时长，活动内容等。提交申请后，由团委素质拓展认证中心进行审批，审批通过后，时间将自动计入系统。

（3）如休学、复学或赴美肯交换期间，可参加校外活动，活动结束后收集证明材料如活动组织方开具的纸质证明、活动照片、活动系统记录截图等，可在 ONCE 系统中的“校外活动申请”中进行时长申请。

（三）所有关于学生参与课外志愿服务与拓展实践的内容都将记录在温州肯恩大学企业号 One Stop Service（ONCE）系统中的“第二课堂活动平台”，并以平台中记录的内容为准。

五、风险防范与管理

学生或学生工作人员在课外志愿服务与拓展实践认定记录中弄虚作假的，校学生素质拓展认证中心将根据学生行为规范与学生守则，给予相应的严肃处理，并予以通报。

本办法自发文之日起执行，由温州肯恩大学学生事务部、团委负责解释。

共青团温州肯恩大学委员会
领导力与服务中心
学生事务部

温州肯恩大学最杰出学生领袖评选方案

为了使學生能够担任學生领袖并担任學生领袖角色服务學生组织和社团，温州肯恩大学特此设立了以下學生领袖标准。这些标准必须在申请成为學生领袖的时候达到并保持到任期结束。

此评选方案用于奖励已展示卓越领导力的學生领袖，鼓励學生承担社会责任。

奖励范围：温州肯恩大学注册的全日制學生。

奖励名额：不超过在校學生人数的 0.5%，每生在校四年内仅可获得一次该荣誉。

奖励办法：學生事务颁发由學生事务副校长签发的荣誉证书，温州肯恩大学纪念品一套。

申请条件：

1. 遵守宪法和法律，遵守学校规章制度，未受到任何书面警告及以上处分；
2. 诚实守信，道德品质优良；
3. 个人在校期间学习成绩优秀，累计 GPA 达到 3.2 及以上，无不及格课程；
4. 申请者需在大学期间担任學生领袖（包括學生组织主席团成员、學生理事、团委部长、社团社长及副社长等）职务总计两个学年及以上，并做出卓越贡献；
5. 勤工助学的學生岗位不在评选范围内；
6. 申请者需提交至少 10 名组织成员的联名推荐信，获得至

少 1 名组织指导老师的推荐信；

7. 最终结果将由学生事务部领导力与服务中心评选委员会严格根据评选标准择优选出。

审核

参加竞选的学生在参选之前需要经过学生事务部领导力与服务中心对其学术表现和行为规范记录进行审核。各学生社团的执行委员会成员的学术表现和行为规范表现需每学期接受审核。其他未列举如若有需要的审核也将进行。

未能达到以上基本标准的学生将不能竞选或继续担任学生领袖。如若候选学生不符合资格，社团负责人和社团指导老师将被告知。学生社团可以根据社团章程或选举政策选举替代人选。

申诉

不符合学生领导力标准的学生不得提出申诉。如果学生认为学生领袖标准存在错误，学生领袖必须在五个工作日内向向学生事务部领导力与服务中心提出申诉。

在就读期间被发现有盗窃或滥用组织公款或学校资产违纪行为的学生在毕业前不能担任任何学生组织领袖。这一决定不接受申诉。

如果学生领袖在任职期间达不到学生领袖标准将被停职。

针对所有学生组织和社团的学生领袖标准如有异议，可书面提交学生事务部领导力与服务中心。是否接受异议或维持原有学生领袖的标准由学生事务副校长决定。学生社团或组织将被告知最终结果。

温州肯恩大学奖助学金管理办法

为激励学生勤奋学习、积极进取、全面发展，温州肯恩大学特此设立各类奖助学金鼓励学生在学术、领导力、社会服务、文化、体育和艺术等方面的发展，并设立助学金资助家庭经济困难学生。

一、奖学金申请条件

1. 奖学金申请人必须为在温州肯恩大学注册的全日制在校学生，不含交换生和访问生（有特殊规定的除外）；
2. 奖学金申请人须遵守法律法规以及学校规章制度；
3. 奖学金申请人需品德高尚。

二、评选程序

1. 宣传奖学金政策、通知并受理申请；
2. 召开奖助学金评选小组会议进行奖助学金评选；
3. 在全校范围内公示候选人，公示期不少于 5 个工作日；
4. 公示无异议后，颁发证书并发放奖学金；
5. 宣传奖学金获得者事迹。

三、奖励办法

1. 颁发获奖证书，并记入个人档案；
2. 颁发奖学金或助学金。

四、评选要求

1. 坚持公开、公正、择优的原则，严格遵守申请条件和程序，保证质量，接受监督；
2. 在评选过程中，如发现有弄虚作假的行为，将取消评选

资格，并根据《温州肯恩大学学生行为规范》进行处理。

五、其它事项

1. 本办法由学生事务部负责解释。

2. 本办法自公布之日起实行，原《温州肯恩大学奖助学金管理办法》停止执行。

附：奖助学金名称

一、国家奖学金

二、国家励志奖学金

三、国家助学金

四、浙江省政府奖学金

五、浙江省政府来华留学生奖学金

六、台湾学生奖学金

七、院长奖学金

八、领导力或公共服务奖学金

九、文化、体育或艺术奖学金

十、海外学习奖学金

十一、一鸣启智创新奖学金

十二、升学奖学金

十三、助学金

各类奖助学金参照相关最新文件执行，请访问我校官网
<http://www.wku.edu.cn/jgsz/xssw/scholarship/>获取更多详细信息。

温州肯恩大学学生资助对象认定办法 (2020 年 8 月修订)

第一章 总 则

第一条 为健全完善学生资助工作制度，全面推进精准资助和应助尽助，根据《教育部等六部门关于做好家庭经济困难学生认定工作的指导意见》（教财〔2018〕16 号）和《浙江省教育厅等八部门关于印发〈浙江省学生资助对象认定办法〉的通知》（浙教财〔2020〕15 号）的要求，结合我校实际，特制定本办法。

第二条 本办法适用于温州肯恩大学注册的全日制在校学生。

第三条 本办法所称的学生资助对象是指学生本人及其家庭所能筹集到的资金难以支付其在校学习期间的学习和生活基本费用的，或难以负担自我发展和综合能力提升的。

第四条 本办法所称的学生资助对象认定，是指学校对提出资助申请的学生，按统一的工作程序和认定办法，核实学生及其家庭实际经济状况，确定是否给予资助的过程。

第五条 学生资助对象认定工作坚持实事求是、客观公平，坚持定量评价与定性评价相结合，坚持公开透明与保护隐私相结合，坚持积极引导与自愿申请相结合，坚持保障性和发展性资助相结合的原则。

第二章 认定工作的组织

第六条 学生事务分管校领导负责领导我校学生资助对象的

认定工作。

第七条 学生事务部具体负责组织、管理我校学生资助对象的认定工作。

第八条 学生事务部成立以住宿生活中心负责人任组长、各楼栋书院导师代表等担任成员的学生资助工作组，负责认定评议工作。

第三章 认定的标准

第九条 学生资助对象认定的标准分为保障型、补贴型和发展型三档。

保障型资助对象，是指学生本人及其家庭所能筹集到的资金，难以支付其在校学习期间的学习和生活基本费用，生活无保障。

补贴型资助对象，是指学生本人及其家庭所能筹集到的资金，能够支付学生部分在校学习期间的学习和生活基本费用，生活费用负担较重。

发展型资助对象，是指学生本人及其家庭所能筹集到的资金能够支付学生在校学习期间的学习和生活基本费用，但在改善学习条件、发展和完善自我能力与素质时还受到家庭经济条件限制。

第十条 学生家庭实际经济状况是确定学生认定结果的依据。具体包括如下因素：

- 1.家庭经济因素。主要包括家庭收入、财产、债务等情况。
- 2.特殊群体因素。主要指是否属于建档立卡贫困家庭学生、最低生活保障家庭学生、特困供养学生、孤儿学生、烈士子女、

家庭经济困难残疾学生及残疾人子女(以下简称“特殊群体”)等情况。

3.地区经济社会发展水平因素。主要指校园地、生源地经济发展水平、城乡居民最低生活保障标准,学校收费标准等情况。

4.突发状况因素。主要指遭受重大自然灾害、重大突发意外事件等情况。

5.学生消费因素。主要指学生消费的金额、结构等是否合理。

6.其它影响家庭经济状况的有关因素。主要包括家庭负担、劳动力及职业状况等。

第十一条 比照认定指标量化表,如果 1、2、3、4、5、6、7、8 等 8 项指标中任何 1 项或任何 2 项指标分值之和在 4 分以上(含 4 分),一般可认定为保障型资助对象;任何 1 项或 2 项指标分值之和在 2 至 4 分(含 2 分),一般可认定为补贴型资助对象;任何 1 项指标分值小于 2 且不为 0,一般可认定为发展型资助对象。学生资助工作组可结合学生家庭实际经济情况和评议结果修订分数。

第十二条 认定为学生资助对象,还需具备以下条件:

- 1.遵纪守法,遵守学校各项规章制度,道德品质良好;
- 2.学习态度端正、生活俭朴;
- 3.积极参加力所能及的勤工助学活动。

第十三条 有下列情形之一的学生,不能认定为学生资助对象:

- 1.学生或监护人未提出或未按规定提出认定申请的(在规

定时间内补报的除外）；

2.学生或监护人提供相关信息不真实的；

3.其他不符合学生资助对象认定要求的情形：月基本生活消费高于学校在校生平均水平，经常在外大额就餐者；有酗酒、赌博等不良习气者；平时有高档消费现象，如购买高档通讯工具、高档娱乐电子产品、高档时装、高档化妆品或高档饰品等奢侈品；经常出入营业性网吧、酒吧等娱乐场所；节假日经常自筹资金外出旅游者；屡次旷课或受到学校纪律处分者；无正当理由在校外租房且费用明显比住校费用高者；同学举报经核实或学生管理部门认定有奢侈消费行为者。

第十四条 符合资助对象认定的基本条件但自愿放弃申请的学生，学生事务部要做好登记，由已成年学生本人或监护人签字确认后存档备查。

第四章 认定的程序

第十五条 提前告知。学生事务部通知学生认定工作事项，宣传相关资助政策，发送认定申请表。

第十六条 学生申请。学生或监护人自愿如实填写申请表，同时提供必要辅助说明材料，提出申请并由已成年学生本人或监护人做出书面承诺，对所填信息的真实性负责（民政等部门已进行相关信息比对的，仅需提供申请表，无需提供辅助说明材料）。

第十七条 学校认定和结果公示。

1.每学年开学时，学生的书院导师根据学生提交的申请材料，对照认定标准，并结合学生日常消费行为，以及影响其家

家庭经济状况的有关情况，认真进行评议，提出认定的建议档次。

其中：特殊群体学生可参考系统数据，结合家庭实际收入情况认定。

2.学生事务部组织学生资助工作组会议，对资助对象名单和认定的建议档次进行审核，并将名单及认定结果以适当的方式，在适当的范围公示 5 个工作日。公示时，严禁涉及学生个人隐私信息，公示期结束及时撤除。

其中：对特殊群体学生，因其家庭情况已在民政、扶贫等部门予以认定，原则上可不再公示。

3.公示无异议后，学生事务部将结果报学生事务分管校领导审批确定。

第十八条 建档备案。学生事务部将确定的学生资助对象名单报上级主管部门确定、汇总。同时，将名单、申请表及有关系统数据、说明材料等按学期整理装订成档案，并按要求及时录入全国学生资助管理信息系统。

第五章 认定工作的管理

第十九条 学生资助对象认定工作每学年进行一次，原则上在新学年开学 60 天内完成。学生资助对象认定工作按照学生家庭经济实际情况进行认定结果复核和动态调整。

第二十条 学校每学年定期对所有学生资助对象进行一次资格复查，并不定期地随机抽选一定比例的学生资助对象，通过信件、电话、实地走访等方式进行核实。如发现有恶意提供虚假信息的情况，一经核实，学校要及时取消学生的认定资格和已获得的相关资助，并追回资助资金。情节严重的，依据有关

规定严肃处理。

第二十一条 加强诚信教育，要求学生或监护人如实提供家庭经济情况，并及时告知家庭经济显著变化情况。如学生家庭经济状况发生显著变化，或发现学生有挥霍、消费不合理等现象，学生事务部将及时做出调整并备案。

第六章 附 则

第二十二条 本办法由学生事务部负责解释。

第二十三条 本办法自发布之日起实施，原《温州肯恩大学家庭经济困难学生认定办法（试行）》（温肯大办〔2018〕24号）同时废止。

温州肯恩大学本科生勤工助学项目 管理办法

（2024年7月修订）

第一章 总 则

第一条 温州肯恩大学勤工助学项目旨在促进学生参与学校的运营和管理，获得相应的劳动报酬，并获得社会实践的机会。

第二条 根据《高等学校学生勤工助学管理办法（2018年修订）》（教财〔2018〕12号）、《浙江省学生资助对象认定办法》（浙教财〔2020〕15号）和《浙江省学生资助资金管理办法》（浙财科教〔2020〕39号）等文件精神，为进一步规范学生勤工助学工作，促进勤工助学活动健康、有序开展，帮助学生顺利完成学业，发挥勤工助学育人功能，培养学生自立自强、创新创业精神，增强学生社会实践能力，结合学校实际，特制定本办法。

第三条 本办法原则上适用于温州肯恩大学注册的全日制普通本科在校生，另有特殊规定的参照其规定执行。

第四条 学生事务部、人力资源部负责各用人部门勤工助学岗位数的核定；各用人部门负责确认岗位人选，学生事务部协助确认岗位人选；各用人部门负责勤工助学学生的管理、培训和考核。

第五条 勤工助学项目应按照学有余力、自愿申请、信息公开、扶困优先、竞争上岗、遵纪守法的原则，在不影响正常教

学秩序和学生正常学习的前提下有组织地开展。

第二章 岗位设置

第六条 勤工助学岗位分固定岗位和临时岗位。固定岗位是指持续一个学期以上的长期性岗位和寒暑假期间的连续性岗位。临时岗位是指不具有长期性，通过一次或若干次勤工助学活动即完成任务的工作岗位。勤工助学项目应在岗位申请获得批准后方可设岗。

第七条 勤工助学岗位既要满足学生需求，又要保证学生不因参加勤工助学而影响学习。学生参加勤工助学的时间原则上每月不超过 40 小时。寒暑假勤工助学时间可根据学校的具体情况适当延长。

第三章 实施流程

第八条 我校勤工助学项目按以下流程开展：

（一）用人部门岗位设置申请

每年秋季学期，学生事务部将向各现有用工部门收集固定岗位需求信息。

需要设置临时岗位的用人部门可提前四周向学生事务部奖助贷办公室申请，经用人部门分管校领导审批通过后，由学生事务部审核，并根据经费、工作等情况提出方案。

勤工助学项目岗位具体根据预算金额、预算执行率、项目运行情况、各部门上报的岗位职责及工作内容等确定。岗位核定与用工应以当年分配的预算限额为基础，合理确定。

（二）确认岗位人选

学生事务部公布岗位信息，并协助确认岗位人选。每年秋季学期，学生事务部根据各部门上报的岗位数和拟使用人数，审批后公布相关信息，进行公开申请。学生按要求向各用人部门申请勤工助学岗位。各用人部门自行组织确认岗位人选，确认后将学生助理名单报学生事务部备案。各用人部门应组织勤工助学学生开展必要的岗前培训，加强勤工助学学生安全教育。

（三）勤工助学酬金发放

各用人部门在下月初的 5 个工作日之内，审核各岗位的工作时间和工作内容，并汇总至学生事务部，由学生事务部审批后报财务部发放。

（四）工作评价

每学年结束学生事务部负责了解学生的工作情况。各部门需要对学生进行工作评价，及时跟踪了解勤工助学项目对学生全面发展带来的影响并提出改进意见。

第四章 经费的管理和薪酬标准

第九条 勤工助学项目经费由学生事务部负责统筹管理和使用，财务部负责财务审核与监督。

第十条 勤工助学固定岗位、临时岗位按每小时 24 元计酬。其中，学生朋辈学术导师岗位为每小时 50 元。固定岗位和临时岗位每小时酬金参照学校当地政府或有关部门规定的最低小时工资标准合理确定。

第五章 管理与考核

第十一条 申请参加勤工助学项目的学生需具备以下条件：

- （一）温州肯恩大学注册的全日制在校本科学生；
- （二）勤奋学习，当前未受到学业预警；
- （三）遵守宪法和法律，遵守学校规章制度，当前未受到书面警告及以上处分，且未违反学术诚信。

第十二条 除学生朋辈学术导师、招生咨询会（宣讲会）助理或在公布信息已明确的岗位外，每位学生原则上不能同时兼任两个或以上岗位。其他有需要兼任两个或以上岗位的，需要经用人单位分管校领导审批同意并报学生事务部备案。

第十三条 岗位工作期限以岗位获批信息为准。原则上优先录用经过认定的学生资助对象。

第十四条 用人单位需确定专人负责本部门学生的日常工作。用人单位须实事求是对学生的勤工助学情况进行考核，不得虚报学生考勤工作量。严格把关学生上岗时间的合理性，不得影响学生正常的生活学习。学生勤工助学工作内容须与申报岗位内容相符，不得挪作他用。

第十五条 学生有下列情形之一的，应终止其勤工助学活动：

- （一）学生违反国家法律法规，或违反学校规章制度受到书面警告及以上处分；
- （二）违反学术诚信及其他弄虚作假行为；
- （三）因特殊原因或身体状况等学校认定不适宜继续从事勤工助学活动。

第十六条 各部门加强勤工助学学生的思想教育，帮助学生树立正确的劳动观。

第六章 其 他

第十七条 本办法由学生事务部负责解释。

第十八条 本办法自 2024 年 8 月 1 日起施行，《温州肯恩大学勤工助学项目实施办法》（温肯大办〔2018〕36 号）同时废止。

注：参照最新文件执行，详情参考官网。

温州肯恩大学本科生资助资金管理办法

（2024年6月修订）

第一章 总 则

第一条 为规范和加强学生资助资金管理，提高资金使用效益，确保资助工作顺利开展，根据《财政部 教育部 人力资源社会保障部 退役军人部 中央军委国防动员部关于印发〈学生资助资金管理办法〉的通知》（财教〔2021〕310号）、《浙江财政厅 浙江省教育厅 浙江省人力资源和社会保障厅关于印发〈浙江省学生资助资金管理办法〉的通知》（浙财科教〔2020〕39号）、《教育部等四部门关于调整完善助学贷款有关政策的通知》（教财〔2023〕4号）等文件精神，结合学校实际，制定本办法。

第二条 本办法所称学生资助资金是指各级财政下拨的专项学生资助资金和我校使用学校经费统筹安排的学生资助资金。

第三条 本办法原则上适用于我校全日制普通本科在校学生，另有特殊规定的按其规定执行。

第四条 本办法所称的学生资助对象是指学生本人及其家庭所能筹集到的资金难以支付其在校学习期间的学习和生活基本费用，或难以负担自我发展和综合能力提升，并且经学校根据《温州肯恩大学学生资助对象认定办法》认定的学生。

第五条 学生资助工作应坚持“实事求是、标准合理”的原则，必须严格工作制度，规范工作程序，做到公开、公平、公正。

第二章 资助范围和标准

第六条 学校建立政府奖助和学校奖助相结合的本科生学生资助体系。政府奖助项目包括国家奖助学金、浙江省政府奖学金、服兵役高等学校学生国家教育资助、国家助学贷款等各级政府部门统一设立的大学生奖助项目。学校奖助项目包括使用学校经费设立的奖助学金项目和勤工助学项目，以及外部团体和个人出资在学校设立的专项奖助学金。

（一）政府奖助项目

1. 国家奖学金

奖励纳入全国招生计划内的温州肯恩大学注册的全日制二年级(含)以上中国籍在校学生中特别优秀的学生。每年奖励人数根据国家名额分配，每生每年 8000 元。

2. 国家励志奖学金

奖励资助纳入全国招生计划内的温州肯恩大学注册的全日制二年级(含)以上中国籍在校学生中品学兼优的学生资助对象。每年奖励人数根据国家名额分配，每生每年 5000 元。

3. 国家助学金

资助纳入全国招生计划内的温州肯恩大学注册的全日制中国籍在校学生中的学生资助对象。资助人数根据国家名额分配。国家助学金分为两档，一档资助标准为每生每年 4500 元，二档资助标准为每生每年 2700 元。全日制在校退役士兵学生全部享受国家助学金，资助标准为每生每年 3300 元。

4. 浙江省政府奖学金

奖励纳入全国招生计划内的温州肯恩大学注册的全日制二

年级(含)以上中国籍在校学生中特别优秀的学生。每年奖励人数根据上级名额分配，每生每年 6000 元。

5. 台湾学生奖学金

奖励在温州肯恩大学就读的中国台湾地区的全日制在校学生。奖励名额根据国家名额分配。特等奖每生每年 8000 元，一等奖每生每年 6000 元，二等奖每生每年 5000 元，三等奖每生每年 4000 元。

6. 浙江省政府来华留学生奖学金

奖励已被温州肯恩大学录取的留学生、温州肯恩大学注册的全日制在校留学生和就读时间在一学期及以上的长期进修留学生。奖励名额根据国家名额分配。A 类奖学金每生每学年 30000 元，B 类奖学金每生每学年 20000 元，C 类奖学金每生每学年 6000 元。

7. 服兵役高等学校学生国家教育资助

对应征入伍服义务兵役、招收为士官、退役后复学或入学的我校学生实行学费补偿、国家助学贷款代偿、学费减免。学费补偿或国家助学贷款代偿金额，按学生实际缴纳的学费或获得的国家助学贷款（包括本金及其全部偿还之前产生的利息）两者金额较高者执行；复学或新生入学后学费减免金额，按学校实际收取学费金额执行。

高等学校新生和在校学生入职期间保留学籍，退出国家综合性救援队伍后允许入学或复学，在学费补偿、助学贷款代偿方面参照高等学校应征入伍服兵役国家资助相关办法享受优待。

学费补偿、国家助学贷款代偿以及学费减免的标准，本科

生每生每年最高不超过 16000 元。超出标准部分不予补偿、代偿或减免。具体依据上级部门相关规定执行。

8. 国家助学贷款

国家助学贷款是由政府主导，金融机构向高校家庭经济困难学生提供的信用助学贷款，帮助解决在校期间的学费和住宿费。包括校园地国家助学贷款与生源地信用助学贷款两种模式。全日制普通本科学生每人每学年申请贷款额度不超过 16000 元。我校家庭经济困难的全日制中国籍学生可申请办理生源地信用助学贷款（需在户籍所在县学生资助管理机构申请办理）。

（二）学校奖助项目

1. 院长奖学金

奖励取得优异学术成绩的学生，包括学业以及科学研究、发明创造等方面表现优秀的学生，鼓励学生追求学术卓越。其中，一等奖学金、二等奖学金、三等奖学金奖励人数为各年级各专业在校学生人数的 2%、5%、10%，科研或创新奖不超过在校人数的 1%。一等奖学金每生每年 10000 元，二等奖学金每生每年 5000 元，三等奖学金每生每年 2000 元，科研或创新奖每生每年 3000 元。

2. 领导力或公共服务奖学金

奖励担任校内外学生领袖并取得优异成绩的学生，以及奖励在校内外社区与志愿服务等活动中表现突出并得到社会认可的学生或学生团体，鼓励学生承担社会责任。个人奖项不超过在校学生人数的 1%，团体奖项不超过团队和社团总数的 5%，每奖项 3000 元。

3. 文化、体育或艺术奖学金

用于奖励积极参加文化、体育或艺术活动并取得优秀成绩的学生，鼓励学生积极参加文化、体育或艺术活动。个人奖项不超过在校学生人数的1%，团体奖项不超过团队和社团总数的5%，每奖项3000元。

4. 海外学习奖学金

用于奖励赴海外高校学习的优秀学生，包括在学业以及科学研究、发明创造等方面表现优异。奖励名额根据每年国家专项拨款进行名额分配。一等奖学金为10000元，二等奖学金为5000元。

5. 校助学金

用于资助因家庭变故或重大疾病等急需资金支持用于继续学业或治疗疾病等的学生。该助学金不公开申请，实行一事一议的制度，资助金额为不超过一年的学费。

6. 勤工助学项目

勤工助学项目旨在促进学生参与学校的运营和管理，获得相应的劳动报酬，并获得社会实践的机会。该项目优先录用学生资助对象。具体依据《温州肯恩大学勤工助学项目实施办法》执行。

7. 社会资助专项奖助学金

社会资助专项奖助学金是企事业单位、社会团体或个人出资捐赠，在我校设立的各项学生资助项目。资助对象、资助标准、申请条件等以各奖助学金章程或评选办法为准。

第七条 各项学生资助政策和标准将根据中央和省有关要求，结合我校实际情况实行动态调整，并依照相关最新政策执

行。

第三章 资金发放、管理与监督

第八条 学生资助资金纳入学校预算管理，设立专项，专款专用。

第九条 学生事务部负责奖学金评审工作的组织与管理，进行基础数据的审核工作，组织学生资助对象认定工作，根据评审结果编制各项奖助学金的发放清册，加强学生学籍、资助信息系统应用，规范档案管理，将学生资助工作材料分年度建档备查。

第十条 财务部负责加强学生资助资金的预算管理，建立健全预算绩效管理机制，做好绩效评价，规范资金发放流程。

第十一条 国家奖学金、国家励志奖学金、浙江省政府奖学金一次性发放给获奖学生。国家助学金应足额按月发放到受助学生手中。

第十二条 申报资助过程中，弄虚作假者，一经核实，应取消资助资格和已获得的相关资助，收回资助资金。情节严重的，依据有关规定严肃处理。

第十三条 在学生资助资金分配和使用过程中滥用职权、玩忽职守、徇私舞弊以及违反规定分配或挤占、挪用、虚列、套取学生资助资金的，按照国家有关法律法规规定追究责任，涉嫌犯罪的，依法移送司法机关处理。

第四章 附 则

第十四条 学校重视对学生资助对象的关心关爱和教育引

导，关注他们的思想、学习和生活，引导学生参与志愿服务、社会实践、学术交流等，促进学生的全面发展与健康成长。

第十五条 学校结合实际，通过勤工助学、校内资助、社会资助等方式完善学生资助体系。按照国家相关标准，从事业收入中安排充足的学生资助经费。

第十六条 鼓励企业、社会团体、个人在本校设立奖学金、助学金。

第十七条 本办法自颁布之日起实施，由学生事务部负责解释。《温州肯恩大学本科生资助资金管理办法（试行）》（温肯大发〔2021〕39号）同时废止。

注：参照最新文件执行，详情参考官网。

温州肯恩大学本科生优秀毕业生评选办法

（2021 年 3 月修订）

为鼓励学生全面发展，学校从应届本科毕业生中评选优秀毕业生并予以表彰。根据有关文件精神，结合我校实际情况，特制定本办法。

一、评选对象

温州肯恩大学全日制普通应届本科毕业生。

二、评选类别及比例

本科生优秀毕业生包括校级优秀毕业生和省级优秀毕业生，总人数不超过应届毕业生总人数的 10%。省级优秀毕业生由学校按有关规定从校级优秀毕业生中择优推荐。

三、评选条件

（一）评选基本条件

1. 模范遵守国家的法律法规以及校纪校规，在校期间未受过任何纪律处分；
2. 品行优良，尊敬师长，关心集体，团结同学，诚实守信，遵守学术道德；
3. 积极参加学业科研、创新创业、志愿服务、校园文化、社会实践等活动，表现良好；
4. 在校期间学习成绩优秀，GPA 达到 3.5 及以上，国情、

体育和艺术课程成绩 C 及以上。

（二）评选优先条件

同等条件下，具备下列条件之一者优先考虑：

1. 获得过校级及以上奖励；
2. 为学校赢得荣誉，发挥典型示范作用；
3. 担任学生干部一学年及以上且工作出色。

四、评选程序

1. 成立由学校相关部门组成的本科生优秀毕业生评选工作委员会，该委员会办公室设在学生事务部；

2. 符合申请条件学生本人按要求提出申请；

3. 本科生优秀毕业生评选工作委员会办公室根据评选基本条件对申请人进行审核；

4. 本科生优秀毕业生评选工作委员会根据优秀毕业生评选条件进行评选；

5. 本科生优秀毕业生评选工作委员会办公室将评选出的优秀毕业生信息在全校范围内公示 7 天；

6. 公示无异议后，学校对校级优秀毕业生予以审定，并向浙江省教育厅推荐省级优秀毕业生。省级优秀毕业生由上级发文，校级优秀毕业生由学校发文。

五、奖励办法

1. 优秀毕业生填写优秀毕业生登记表，存入档案。

2. 颁发荣誉证书。

六、评选要求

1. 坚持公开、公正、择优的原则，严格遵守条件，保证质量，接受监督。
2. 在评选过程中，如发现有弄虚作假的行为，将取消评选资格，并根据《温州肯恩大学学生行为规范》进行处理。

七、其他事项

1. 评选出的优秀毕业生，如在毕业前不再符合优秀毕业生条件或在当年无法正常毕业，取消其“优秀毕业生”荣誉称号。
2. 本办法由优秀毕业生评选工作委员会办公室负责解释。
3. 本办法自公布之日起实施。

温州肯恩大学研究生奖助学金管理办法

（2023 年修订）

第一章 总 则

第一条 根据国家普通高校研究生奖助学金相关管理办法以及美国肯恩大学研究生奖助学金计划，设立温州肯恩大学研究生奖助学金（以下简称“研究生奖助学金”）。

第二条 为加强和规范研究生奖助学金的运行和管理，特制定本办法，本办法自发布之日起开始实行。

第三条 研究生奖助学金由温州肯恩大学教学部负责组织实施，按规定统筹利用财政拨款、学费收入、社会捐助等款项，用于奖励优秀的被录取者和支持表现良好的研究生更好地完成学业。

第二章 奖励标准

第四条 研究生奖助学金奖励对象为温州肯恩大学自主招生的符合本办法相关条件的研究生。

第五条 研究生奖助学金分精英奖学金和助学金两种。

（一）精英奖学金

1. 精英奖学金为鼓励优秀申请者入读温州肯恩大学而设。该奖学金减免 50%、75%、100% 的学费，原则上给予满足 GPA3.2 及以上，科研能力强，标化考试（如 GRE、GMAT 等）成绩突出的候选人。其中，中国及世界名校毕业生优先，申请教育类专业的候选人有丰富工作经验的优先。各专业招生委员会可在

此基础上结合各专业相关考核、面试情况综合而定是否给予精英奖学金及奖学金比例。该奖学金不需要结合助学金岗位工作而定。

2. 住宿费不在精英奖学金享受范围，学校按学生实际住宿情况收取住宿费。

3. 精英奖学金中的学费减免所对应的学分仅限于培养方案中为达到毕业要求必须修读的学分。硕士前置课学分不享受学费减免。学生自身原因修读的其它学分均不享受学费减免。

（二）助学金

1. 助学金分教学助理助学金、科研助理助学金。教学助理指在学校相关院系、部门提供教学辅助的学生；科研助理指在学校相关院系、部门提供科研协助的学生。学生履行助学金岗位相应工作职责，获得一定比例的学费减免及补助，具体标准如下（其中，新生获得 50%及以上学费减免的，原则上需至少以往学习经历 GPA 不低于 3.0，并具有一定科研能力）：

减免学费 比例	对应工时 （科研助理）	对应工时 （教学助理）	每月补助 （春、秋学期）
不减免 学费	不低于 10 小时/周	平均 1 个 班次/学期	硕士 1000 元/月 博士 2000 元/月
	不低于 20 小时/周	平均 2 个 班次/学期	硕士 2000 元/月 博士 4000 元/月

减免 25%学费	不低于 10 小时/周	平均 1 个 班次/学期	硕士 1000 元/月 博士 2000 元/月
	不低于 20 小时/周	平均 2 个 班次/学期	硕士 2000 元/月 博士 4000 元/月
减免 50%学费	不低于 10 小时/周	平均 1 个 班次/学期	硕士 1000 元/月 博士 2000 元/月
	不低于 20 小时/周	平均 2 个 班次/学期	硕士 2000 元/月 博士 4000 元/月
减免 75%学费	不低于 20 小时/周	平均 2 个 班次/学期	硕士 2000 元/月 博士 4000 元/月
减免 100%学费	不低于 20 小时/周	平均 2 个 班次/学期	硕士 2000 元/月 博士 4000 元/月

2. 住宿费不纳入助学金减免范畴，学校按学生实际住宿情况收取住宿费。

3. 夏季、冬季学期和假期因用人院系、部门要求留校的教学、科研助理，助学金标准原则上延续春、秋学期所获的助学金标准来执行，即：夏季学期的助学金标准应与春季学期所获的助学金标准一致；冬季学期的助学金标准应与秋季学期所获的助学金标准一致。

4. 补助每月发放一次。工时不满一个月的，按周薪（一月按照 4 周计）、日薪（一周按照 7 天计）标准核算发放。

5. 教学部每年根据学校年度预算和各院系、部门制定具体

的教学助理、科研助理工作岗位，各院系、部门根据申请者的教育背景、学业水平、科研及工作经验等方面，进行综合评估，来确定助学金获得者名单。

第六条 精英奖学金和助学金如果同时获得，减免学费比例不叠加，仅享受两者中最高减免学费比例。

第三章 评审组织与评审程序

第七条 研究生奖助学金评审工作应坚持公平、公正、公开、择优的原则，杜绝弄虚作假。

第八条 教学部在学术事务副校长的领导下负责对有关研究生奖助学金的重大问题进行决策和指导，统筹协调和监督本校研究生奖助学金的评审工作，核定评审结果，并负责具体评定和管理工作。

第九条 研究生奖助学金评定程序如下：

- （一）学生为学校自主招生的符合本办法相关条件的研究生；
- （二）精英奖学金原则上由各专业招生委员会评审，助学金原则上由各用人单位院系、部门评审；
- （三）学术事务副校长核定；
- （四）人资部备案；
- （五）报党政联席会（或同等效力的决策会议）研究通过；
- （六）学校以发文形式予以公布。

第十条 研究生可于在校学习期间申请相应的助学金岗位。岗位评聘原则上以学年为单位，由用人单位、院系进行评聘，且需接受相应的考核。具体考核方式以各用人单位、院系的通知为准。

第十一条 已获得研究生助学金的老生，每学年需通过学校统一组织的考核。考核通过的，予以继续资助；否则，予以终止。具体考核方式以教学部的通知为准。

第十二条 研究生如果在奖助学金资助期间出现违反温州肯恩大学校纪校规的情况，经教学部核实，撤销该期间的研究生奖助学金资格，补缴被减免的学费等相关费用，停止补助的发放。

第十三条 如对研究生奖助学金评审结果有异议的，可向教学部提出申诉，教学部应及时研究并予以答复；重大问题报党政联席会（或同等效力的决策会议）研究。

第四章 其 他

第十四条 研究生奖助学金根据学生实际在校情况进行评定，学籍异动者按下列规定处理：

（一）研究生休学期间，不享受奖助学金。

（二）终止学籍研究生，不享受奖助学金。

第十五条 研究生赴美国肯恩大学交换期间，不享受温州肯恩大学奖助学金，且不返退、不折现。

第五章 附 则

第十六条 原《温州肯恩大学研究生奖助学金管理办法（试行）（2021 年修订）》中的奖学金、助学金考核，从 2024 年秋季学期开始，也按学年为单位考核。除此之外，其余规定均按老人老办法，新人新办法。

第十七条 本办法自发布之日起施行，由教学部负责解释。

温州肯恩大学研究生学业、学籍管理规定

（试行）

第一章 总 则

第一条 为维护学校研究生教育的正常开展，保障学生合法权益，促进学生全面发展，依据《普通高等学校学生管理规定》（中华人民共和国教育部令第41号）和《美国肯恩大学研究生目录》，结合本校实际，制定本规定。

第二条 本规定适用于全校所有研究生，另有特殊规定的按特殊规定执行。

第二章 录取与入学

第三条 学校按照当年有关研究生招生规定录取研究生，由学校研究生院（筹）发放《温州肯恩大学研究生录取通知书》。

第四条 新生入学时持《温州肯恩大学研究生录取通知书》和有效身份证件，按录取通知书内的期限到校办理入学手续，并按学校相关规定缴费。因故不能按期入学者，应当提前向学校学生一站式服务中心请假，请假期限最长为两周。未请假或请假逾期两周的，除因不可抗力等正当事由以外，视为放弃入学资格。

第三章 学籍与注册

第五条 学校研究生院（筹）在新生报到时对新生入学资格材料进行审查，审查合格的由学校教务部在中国教育部中外合

作办学学生注册系统内注册学籍；审查发现新生的录取通知书、身份证件等与本人实际情况不符的，取消入学资格。

第六条 学生每学期应在学术指导老师的指导下注册课程，并在规定时间内缴纳学费、住宿费等费用。

第四章 学业记录与成绩单

第七条 学校教务部是管理学生学业信息的部门，确保所有学生从入学到毕业之后所有学业记录的真实性。教务部在学籍注册、学业记录、成绩收集和记录、学位证书等职能范围内提供相关信息及服务。

第八条 学生应当完成专业培养方案内的课程及其他学术活动，学业成绩计入成绩单，并由教务部归档。

第九条 学校以平均学分绩点（GPA）来评估学生的学业水平。GPA 由所获得的总绩点除以总学分而得出。

第十条 如果课程的教学大纲中有出勤要求，学生的上课出勤率会成为该课程成绩考核的指标之一。学生因故请假，须事先向任课教师申请批准，并向学生事务部报备。

第五章 转专业与转学分

第十一条 学生自报到注册之日起不得转专业。

第十二条 学生可以申请另一个研究生专业。如申请另一个研究生专业，学生必须提交一份全新的申请，并与该专业的其他申请者一同接受评估。新的申请材料需按所申请专业的入学要求来提交，包括但不限于：官方成绩单、标准化入学测试的官方分数报告单、推荐信以及个人陈述等。

第十三条 学生如因特殊情况不能继续在本校学习的，可以申请转学去其他高校，由学生本人负责向其他高校申请转学，并在我校办理退学手续。

第十四条 学生最多可以申请转 6 个学分的课程计入目前就读的专业，但需满足以下条件：拟用于转学分的课程需适用目前就读的专业及其课程要求；需专业负责人同意该转学分申请；原课程成绩需达到 B 或以上；需符合下文第十五条 6 年期限内完成学业的要求。拟申请用于转学分的课程，必须在原就读高校（院系）的官方成绩单上，否则不能用于转学分。相关转学分申请表格可从教务部官网获得。

第六章 休学与复学

第十五条 研究生须在六年期限内完成学业（含有论文答辩的博士研究生须在七年期限内完成），且 GPA 为 3.0 及以上。如果学生不能在规定期限内完成学业，可向教务部申请延期。延期申请必须征得专业负责人的同意。相关延期申请表格可从教务部官网获得。

第十六条 学生申请休学的，可以在学生一站式服务中心提出休学申请。

（一）因健康原因休学的，需要提供三级甲等以上医院出具的生理或心理疾病证明。

（二）因非健康原因休学的，需要满足良好的学业状态作为申请休学的先决条件。“良好的学业状态”定义如下：在提出休学申请的前一个学期结束时，GPA 必须达到学校规定的最低要求 2.0 及以上；在校期间已向学校缴清所有相关费用，并已

履行相关义务；未处于学业预警、停学、退学期间内。

第十七条 学校认为应当休学的，经学校批准，由学生一站式服务中心予以办理。

第十八条 要求休学的学生，如果是在学期开始后要求休学的，应在学期最后两周未开始之前提出休学申请。休学期限原则上以一个学期为单位；在特殊情况下，学生事务副校长办公室可以批准学生在休学期满后继续休学一个学期。

第十九条 学生休学期间，学校会为其保留学籍，但不享受在校学习学生待遇。学生休学期满，应于休学期满后的学期开始前一个月向学生一站式服务中心提出复学申请。因健康原因休学的学生如申请复学，应当提交三级甲等以上医院开具的恢复健康诊断证明。经学校复查合格后，予以复学。

第七章 学业预警、退学、重新入学

第二十条 注册在籍的学生，在完成 6 个学分的研究生课程后，GPA 必须达到 3.0 及以上。未能达到这一最低标准的学生，会收到学业预警。学生在完成共计 12 个研究生课程学分后，如果 GPA 仍未能达到 3.0，可能会被要求学业退学。已收到学业预警的学生，如果 GPA 恢复到 3.0 及以上，会被撤销学业预警。但如果在学业预警期内的随后任一学期中，学生的 GPA 仍低于 3.0，会被要求学业退学。

第二十一条 所有学业预警和学业退学处理流程将在秋季和春季学期结束时进行。学业预警相应通知将在秋季和春季学期结束时由学生学术支持中心发出；学业退学相应通知报校务会专题会议（书记、校长）通过后将在秋季和春季学期结束时由

学术副校长办公室发出。

第二十二条 学生对学业退学处理有异议的，有权向学校研究生院（筹）（或学术副校长办公室）的学术标准委员会提出申诉。该委员会将由学校研究生院（筹）院长（或学术副校长指定负责人），以及院长（或学术副校长指定负责人）任命的学校行政人员和授课教师组成。申诉请求必须在退学通知书下达后的 7 个自然日内以书面形式递交到学校研究生院（筹）（或学术副校长办公室）。学术标准委员会可以拒绝受理 7 个自然日以后的申诉请求。学术标准委员会不接受当面申诉。所有申诉请求将在合理的时间内处理，处理结果报校务会专题会议（书记、校长）通过后，由学校正式 信函传达处理结果。被最终裁定作退学处理的学生，学校不再受理再次申诉。

第二十三条 被作学业退学处理的学生，将有机会在随后的两个学期之后申请重新入学。申请重新入学的材料应涵盖所有能提供的支持性文件，包括但不限于：学业提升证明、在其他高校修读课程的证明、推荐信、个人陈述（阐述学业和个人方面的成长）。研究生院（筹）院长办公室（或学术副校长办公室）将对重新入学的申请进行处理，并向学术标准委员会发送建议函告知批准或拒绝重新入学的处理结果。学术标准委员会的处理结果报校务会专题会议（书记、校长）通过。

第二十四条 学术标准委员会保留根据学生的学业表现来裁定学生学业预警和退学的权利。不排除部分研究生专业会有额外的要求或条件。

第二十五条 学生有下列其它情形之一的，学校也可予退学处理。退学相应通知报校务会专题会议（书记、校长）通过后，

由学术副校长办公室发出。

- （一）在学校规定的学习年限内未完成学业的；
- （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；
- （三）未经批准连续两周未参加学校规定的教学活动的；
- （四）超过学校规定期限未注册而又未履行暂缓注册手续的；
- （五）学校规定的不能完成学业、应予退学的其他情形。

学生对以上非学业退学处理有异议的，有权向研究生院（筹）（或学术副校长办公室）提出申诉，申诉请求必须在退学通知书下达后的 7 个自然日内以书面形式递交到研究生院（筹）（或学术副校长办公室）。研究生院（筹）（或学术副校长办公室）可以拒绝受理 7 个自然日以后的申诉请求。研究生院（筹）（或学术副校长办公室）不接受当面申诉。所有申诉请求将在合理的时间内处理，处理结果报校务会专题会议（书记、校长）通过后，由学校正式信函传达处理结果。被最终裁定作退学处理的学生，学校不再受理再次申诉。

第二十六条 在籍的学生本人申请退学的，必须向学校教务部提交书面请求。经审核同意后，按学校规定期限于学生一站式服务中心办理退学手续离校。

第八章 学术诚信

第二十七条 学生必须严格遵守《温州肯恩大学学生学术诚信条例》。一旦出现违反学术诚信的行为，将会受到处罚。具体内容详见《温州肯恩大学学生学术诚信条例》。

第八章 毕 业

第二十八条 所有研究生毕业候选人都必须在 KeanWISE 系

统中完成在线毕业申请才能进行毕业审核。在申请毕业之前，学生应与学术导师交流，以确保自己已达到毕业要求，并且所有课程替换、豁免、转学分和延期都有记录。

第二十九条 每年春季学期结束时都会举行正式的毕业典礼。在秋季学期或夏季学期达到毕业要求的学生可在 1 月和 8 月获得学位。1 月的毕业生和 5 月、8 月的毕业候选人会被邀请参加 6 月举行的毕业典礼。要参加 6 月毕业典礼的学生，必须在同年的夏季学期结束前完成所有必需的课程。

第三十条 如本规定第七条所述，授予学位证书的相关流程应由学校教务部负责处理。

第九章 附 则

第三十一条 本规定由学术副校长办公室通过参考《美国肯恩大学研究生目录》中的“学术标准、政策和程序”章节来负责解释。

第三十二条 本规定自发布之日起生效。

温州肯恩大学学生档案管理办法

第一章 总 则

第一条 学生档案是记载学生在校期间的思想、学习、工作、生活、遵守校规校纪和法律法规等情况的主要材料，是全面考察了解学生在校表现的主要依据。为进一步规范学生档案管理，提高学生档案管理质量和水平，实现学生档案管理的制度化、规范化和科学化，现根据《中华人民共和国档案法》《高等学校档案 管理办法》以及《普通高等学校学生管理规定》的有关规定，结 合学校实际，特制定本办法。本办法适用于温州肯恩大学在校生档案管理。

第二章 学生档案管理机构及其职责

第二条 学生事务部是学校学生档案管理的工作部门，负责学生在校期间产生的档案管理工作。

第三条 学生事务部的档案管理职责是：

- (一) 在校学生档案材料的收集、整理及归档；
- (二) 在校学生档案的查阅；
- (三) 毕业生档案的转递；
- (四) 因故退学、被开除学籍学生档案的转递；
- (五) 遗留档案的管理；
- (六) 其它有关档案管理的事项。

第三章 学生档案包含的内容

第四条 学校学生的档案应包括以下材料：

（一）本科生：

1. 入学前材料：一般包括招生考试考生报名表、体格检查表、高中毕业生登记表以及高中档案的其他档案材料；特定省份需有三表（普通高等学校招生考生报名登记表、普通高等学校招生考生成绩与志愿表、普通高校招生考生体格检查表）；

2. 团建材料：入团志愿书等；

3. 党建材料：入党志愿书等；

4. 高等学校毕业生登记表：一式两份（学生档案袋内存一份，学校档案室归档一份）；

5. 奖励材料：根据上级文件，有明确要求放入个人档案的奖励材料；

6. 处分材料：包括警告、严重警告、记过、留校察看、开除学籍等处分与撤销处分的文件（学生档案袋内存一份，学校档案室归档一份）；

7. 毕业生学籍档案表：一式两份（学生档案袋内存一份，学校档案室归档一份）；

8. 学习成绩单；

9. 退学文件（如有）。

（二）研究生：

1. 入学前材料（自愿上交）；

2. 学习成绩单；

3. 党团建材料（如有）；

4. 毕业生学籍档案表（学生档案袋内存一份，学校档案室归档一份）；

5. 奖励材料：根据上级文件，有明确要求放入个人档案的

奖励材料；

6. 处分材料：包括警告、严重警告、记过、留校察看、开除学籍等处分与撤销处分的文件（学生档案袋内存一份，学校档案室归档一份）。

第四章 学生档案的收集要求

第五条 档案填写及收集要求：

（一）档案材料应完整、文字清晰，并注明承办单位及时间，档案材料不得涂改；

（二）档案材料须由相关部门审查盖章的，应加盖部门章；个人文字材料应有本人签名；

（三）提交材料部门需按学生事务部要求进行整理后，于规定时间内根据移交清单一一核对后签字移交。如遇特殊情况，可酌情延长移交时限。

第六条 档案内容要求：

（一）招生录取材料：根据各省（直辖市、自治区）当年高考录取文件，对有明确要求打印高考投档录取材料放入个人档案的生源省份，需提供“普通高等学校招生考生报名登记表”“普通高等学校招生考生成绩与志愿表”及“普通高校招生考生体格检查表”，由招生就业及校友办公室移交；

（二）团建材料：入团志愿书等相关材料，由学生事务部移交；

（三）党建材料：入党志愿书等相关材料，由中共温州肯恩大学委员会组织部移交；

（四）毕业生登记表：由招生就业及校友办公室移交；

（五）奖励材料：根据上级文件，有明确要求放入个人档案的本科生奖励材料，由学生事务部移交；研究生阶段产生的奖励材料由教学部移交；

（六）处分材料：包括警告、严重警告、记过、留校察看、开除学籍等处分与撤销处分的文件，由学生事务部移交；

（七）学籍档案表、中美方成绩单：由注册办公室移交；

（八）退学文件：自主退学材料由注册办公室移交，行为规范退学材料由学生事务部移交，学术退学材料由学生学术支持与服务中心移交。

第七条 档案审核要求：

新生入学时，其入学前材料(含《入团志愿书》)由学生事务部组织收集，并统一移交至学生事务部档案室进行审核。审核要求：

（一）档案材料是否存在涂改、错装或混装；

（二）档案材料信息是否准确完整，所填写内容、个人照片是否客观真实；

（三）档案材料整理是否符合要求。

第五章 学生档案的保管和使用

第八条 学生档案应在学生事务部档案室集中保管，学生事务部应指定专门的工作人员负责学生档案的管理工作。

第九条 学生档案的保管应严格遵守国家及学校有关档案管理与个人信息保护的规定。

第十条 校内相关部门与校外用人单位等确因工作需要，可以查阅学生档案，查阅学生档案应在学生档案室进行，并进行

查阅登记（见附件 1），单位需携带介绍信。学生不得查阅本人或他人档案。委托他人代办时，必须同时出具委托书、委托人的身份证复印件、代办人身份证原件和身份证复印件。查阅学生档案时，不得涂改、圈划、污损、拆散、抽取、撤换、增添档案材料。

第十一条 查阅学生档案时，不得擅自复制学生档案材料；确因本人或工作需要复印的，经学生事务部审核同意后由学生事务部档案室进行复印并密封装袋及盖章。

第六章 学生档案的转递

第十二条 学生毕业后，学生档案应及时转出。就业、升学的学生档案，应转至新的接收单位；出国留学、参加二次就业、申请不就业学生的档案，转递回学生原籍；学生退学、被开除学籍的，其档案应及时办理退档手续。

第十三条 学生档案应通过 EMS 学生档案专线进行转递，也可由接收单位派专人领取。学生档案一般不允许由本人自带，因特殊情况需要自带的，应由学生本人到档案室办理自带手续（见附件 2），并提交相关证明。在自带档案的过程中发生档案袋开封、档案材料遗失等问题的，由学生本人自行承担责任。

第十四条 学生毕业离校后，学校有关部门应及时将应由学校长期保存的学生档案相关材料移交至学校档案室，毕业生档案信息由学生事务部负责转交给校友办公室。

第七章 学生档案管理的纪律

第十五条 有关单位或个人查阅、借阅学生档案，必须严格

遵守档案管理的各项规定。

第十六条 对违反档案管理的学校工作人员，由主管部门进行批评教育，责令改正；违法行为构成犯罪的，移交司法机关依法处理。

第八章 附 则

第十七条 本办法由学生事务部负责解释。

第十八条 本办法自公布之日开始执行。

附件：1. 档案查阅登记表

2. 档案自带申请表

附件 1

档案查阅登记表				
申请人	姓名		部门/单位	
	电话		查阅时间	
查阅事由				
方式	1. 纸质查阅； 2. 档案复印； 3. 档案抄录			
查阅档案 内容	编号/学号/班级	文件名称		数量
查阅人	签字：日期：			
部门/单位 负责人	签字：日期：			

附件 2

档案自带申请表					
申请人姓名		学号		入学年份	
专业		身份证号			
生源地		联系地址			
联系电话		档案去向			
申请原因 (详细说明)	本人郑重承诺提供的上述各项信息真实准确有效，如果因档案 自带过程中出现档案遗失、损坏、私自开封、单位不接收等情况，本人原因承担一切后果。 申请人签名： 申请日期：				
部门意见	经办人签字/盖章：				

温州肯恩大学国情与文化教育学院中国国情与文化教育系列课程修读要求

一、国情课程

1. 课程设置

国情课程共 14 门，建议于第一、第二学年内完成。

课程编号	课程名称
CNCC 2401	辨与思
CNCC 2402	我与社会
CNCC 2403	古与今
CNCC 2404	文化传承与国际化
CNCC 2405	习近平新时代中国特色社会主义思想概论
CNCC 2406	形势与政策
CNCC2507	国家安全教育
CNCC 1007	汉语一
CNCC 1008	汉语二
CNCC 1009	汉语三
CNCC 1010	汉语四
CNCC 1005	中国概况一
CNCC 1006	中国概况二
CNCC 1011	中国道路与中国模式

注意：为了确保各位同学大四毕业当年的6月底-7月初顺利拿到毕业证、学位证。强烈建议同学们大三秋季学期之前修完国情课。具体修读及学分要求如下：

国情课程修读方案

课程	学生类型						
	统招生 (2023级)	统招生 (2024级)	统招生(自 2025级起)	港澳台侨生 (自2025 级起)	港澳台侨生 (2024级)	港澳台侨生 (2012-2023 级)	国际生(自 2022级起)
国情课	必修6门(辨 与思、我与社会、古与 今、文化传 承与国际化,习近平 新时代中国 特色社会主 义思想概 论,形势与 政策),每门 课2学分, 共12学分	必修6门: 辨与思、我 与社会、古 与今、文化 传承与国际化,习近平 新时代中国 特色社会主 义思想概 论,每门课 3学分,形 势与政策2 学分,一共 17学分	必修7门: 辨与思、我 与社会、古 与今、文化 传承与国际化,习近平 新时代中国 特色社会主 义思想概 论,每门课 3学分,形 势与政策2 学分,国家 安全教育1 学分,一共 18学分。	辨与思、我 与社会、形 势与政策、 习思想免 修;文化传 承与国际化、古与今 选修一门, 国家安全教育必修1学 分,共4学 分。	辨与思、我 与社会、形 势与政策、 习思想免 修;文化传 承与国际化、古与今 选修一门, 共3学分。	辨与思、我 与社会、形 势与政策、 习思想免 修;文化传 承与国际化、古与今 选修一门, 共2学分。	必修7门 (汉语一4 学分,汉语 二4学分, 汉语三4学 分,汉语四 4学分;中国 概况一2学 分,中国概 况二2学 分;中国道 路与中国模 式2学 分),共22 学分。

2. 培养目标测评要求(描述测评内容、测评方式、分数等级、评分标准及注意事项)

①测评内容

任课老师将根据以下标准评定学生并给出分数,评定方式可由以下四部分组成:

- 课堂参与/课后作业(40%);
- 课堂互动讨论/小组任务展示(40%);

- 综合考试或考核（10%）论文/调查报告/创意作业（10%）；

②测评方式

具体如上，在保证学生过程性评价切实完成的基础上，具体组块及比例可由任课教师根据实际情况进行调整。

(A 93~100 分 A-90~92 分 B+86~89 分 B83~85 分 B-80~82 分 C+76~79 分 C70~75 分 D60~69 F60 分以下)

3. 特别注意：学生要做好个人的课程修读管理，避免产生影响成绩等后果。遇下列情况将按以下规则处理，务请同学们认真阅读并遵守。

- 注册课程却全程未修读，按旷课处理，最终成绩记为 F；
- 未在教务部规定时间内退课，且该学期又未继续修读该课程，一律按旷课处理，最终成绩记为 F；
- 无故缺课或请假次数超过总课程次数的 1/3(含 1/3) 时，不能参加期末考试或考核，且最终成绩记为 F；请假但补交作业可按课程考核要求保留当次作业成绩，当次出勤分为 0；无故缺课按旷课处理，当次作业和当次出勤分皆为 0；
- 学生注册的美肯及温肯邮箱是学校和学生联络的官方正式有效的途径，同时是学生接受学校信息通知的重要工具，学生应当及时关注并查询学校发送的通知等信息。如邮箱有问题，或担心自己没有收到邮件等，学生应当及时通过各种途径联系有关部门进行咨询处理，否则产生相关问题及后果由学生自行承担。

二、艺术课程

1. 课程设置

- 学生（含港、澳、台、侨学生）必须在四学年里选修完成 2 个学分艺术课程。1 学分的课程周学时为 75 分钟，总学时 1125 分钟；2 学分的课程周学时为 90-100 分钟。总学时 1350 分钟。（目前已不开设 2 学分课程）注意：为了确保各位同学大四毕业当年的 6 月底-7 月初顺利拿到毕业证、学位证，建议同学们大二之前修完 2 门艺术课（2 学分）；

- 课程类型分为美学和艺术史论类、艺术鉴赏和评论类、艺术体验和实践类。含音乐（音乐鉴赏、中、西方音乐史、吉他等）、美术类（美术鉴赏、书法鉴赏、创意美术等）、舞蹈（舞蹈鉴赏、现代舞、芭蕾等）、民俗文化（当代艺术创造（瓯塑）、茶艺等）、影视传媒（影视鉴赏、播音主持艺术、导演、摄影）等方向的课程。

2. 培养目标测评要求

- 任课老师将根据以下标准评定学生并给予分数：（评定标准可根据任课教师的课程设计进行微调，但评定分数与等级不可修改）

- 出勤率与参与度（15%）。学生因任何原因请假、旷课累计次数超过总课时数三分之一（含三分之一），将取消期末测评资格并直接记期末成绩为 F。

- 课堂互动（15%）

- 课后作业（30%）

- 考核/论文/技能评定（40%）。由任课教师根据课程所需选择合适考核方式（须经艺术教学管理相关人员审核后确定），如讲座、慕课、参观学习后的心得分析/完成指定作品/提交论文试卷等。其中技能考核考察学生独立或共同协作完成

作品的能力，根据具体作品的完成程度及个人进步情况进行评分。

•评定分数与等级：

A 93~100 分 A-90~92 分 B+86~89 分 B83~85 分 B-80~82 分 C+76~79 分 C70~75 分 D60~69 F60 分以下

3. 特别注意：学生要做好个人的课程修读管理，避免产生影响成绩等后果。遇下列情况将按以下规则处理，务请同学们认真阅读并遵守。

•注册课程却全程未修读，则直接作为旷课处理，且最终成绩记为 F；

•未在教务部规定时间内退课，且该学期未继续修读该课程，一律按旷课处理，最终成绩记为 F；

•任何原因请假、旷课累计次数超过总课时数三分之一（含三分之一）不能参加期末考试或考核，且最终成绩记为 F；

•邮箱是学校和学生联络的正式有效的途径，同时是学生接受学校信息通知的重要工具，学生应当及时查询学校发送的通知（学生的美肯及温肯的邮箱）；

•如邮箱有问题，或担心自己没有收到邮件，学生应当及时通过各种途径联系有关部门进行咨询，否则产生相关问题及后果由学生自行承担。

三、体育课程教育大纲

1. 课程设置

•大学体育课为必修（选）课，根据学生的兴趣和爱好，采用“三自主”选课方式，学生(含港、澳、台、侨生)在毕业

前必须修（选）完成 4 个学分的体育课程，每学期为 1 学分（建议入学后两年内完成选修）。同时，学生在入学后需要参加“国家体质健康标准测试”，每年一次。国际生、港澳台侨生免测（注：港澳台侨生如当学期有选修体育课，则需随班测试）；

•体育保健课程：针对部分身体异常、特型和病、残、弱等特殊群体的学生开设体育保健课程（凭三甲医院医疗证明或其他有效证明向国情学院提交申请）。保健课程教学内容主要有康复与保健、健身方法、体育理论知识、适宜健身运动项目等，由体育理论考试、运动参与、平时表现等方面综合评定成绩，成绩评定分“合格”跟“不合格”；

2. 考核方式及评分标准

•上课出勤率（占 20%）：请假见习者不扣分，请假一次扣 2 分，旷课一次扣 4 分，每学期请假和旷课累计次数超过总课时数三分之一（含）者，将不能参加期末技能考试，成绩记 F；

•体质测试（占 30%）：春季学期（男生 1000 米、女生 800 米）、秋季学期（国家体质健康标准测试），评分标准参照《全国普通高校体质健康测试评分表》；

•运动技能考核（占 50%）：由课程组教师统一制定考核内容、标准和办法进行技评与达标考核（详见各教学大纲）；

•最后等级评定：（A93~100 分 A-90~92 分 B+86~89 分 B83~85 分 B-80~82 分 C+76~79 分 C70~75 分 D60~69 F60 分以下）；

3. 特别注意：学生要做好个人的课程修读管理，避免产生

影响成绩等后果。遇下列情况将按以下规则处理，务请同学们认真阅读并遵守。

- 毕业时，学生《国家体质健康标准测试》成绩未达到 50 分者，按肄业处理。因病或残疾学生，凭医院证明向国情中心提交申请，审核通过后可免于执行《国家体质健康标准测试》；

- 体质健康测试免测申请要求

一、申请资格与材料要求

(1) 因伤病、残疾等原因无法参加体质健康测试的学生，可申请免测。申请人须前往国情学院如实填写《免于执行体质健康标准申请表》，并提交由三级甲等医院出具的下列医疗证明材料：门诊病历、诊断证明、疾病检查结果报告单等。

(2) 医疗证明的开具时间须在当次体测通知规定的“免测申请”截止日期前 6 个月内；逾期材料视为无效，申请人须重新检查并提交最新证明。

二、审核与提交规范

为确保审核的真实性与公正性，所有免测申请须严格遵守以下规定：

(1) 必须使用学生本人医保卡或个人就诊卡进行就诊挂号，非本人挂号记录不予认可。

(2) 须同时提供线下与线上医疗证明。除纸质病历、诊断书等材料外，还须提交医院官方平台（如 APP、小程序）可查询的线上就诊记录、检查报告截图等电子凭证，且线上线下信息须一致。

(3) 严禁代开证明。所有医疗证明必须由学生本人就诊取

得，不接受任何形式的代开、代办。一经发现，取消免测申请资格，并按校纪校规处理。

（4）杜绝虚假材料。凡提交虚假或伪造证明者，一经查实，取消免测资格，并依据学生管理规定严肃处理。

- 注册课程却全程未修读，则直接作为旷课处理，且最终成绩记为 F；

- 未在教务部规定时间内退课，且该学期未继续修读该课程，一律按旷课处理，最终成绩记为 F；

- 邮箱是学校和学生联络的正式有效的途径，同时是学生接受学校信息通知的重要工具，学生应当及时查询学校发送的通知（学生的美肯及温肯的邮箱）。

- 如邮箱有问题，或担心自己没有收到邮件，学生应当及时通过各种途径联系有关部门进行咨询，否则产生相关问题及后果由学生自行承担。

温州肯恩大学学杂费管理办法

（2021 年修订）

第一条 为建立健全学校教育收费制度，促进学校教育事业持续健康发展，根据《浙江省普通高校学分制收费管理暂行办法》（浙价费〔2005〕283 号）、《关于高校学分制收费有关问题的通知》（浙价费〔2009〕292 号）等政策精神，结合学校实际情况，特制定本办法。

第二条 本办法适用于所有在校学生。

第三条 学费标准以浙江省发展改革委员会批复或备案的价格为准。

第四条 学费计算方式

（一）本科生学费

本科生学年学费按浙江省发展改革委员会批复的标准按学年定额收取，并定额每学期英文（或其他外语）授课课程学分上限（春季、秋季学期学分上限均为 19 学分，夏季学期学分上限 7 学分，冬季学期学分上限 4 学分）。学生因各种原因一学期所选学分超出额定学分的，应按超额学分数另行缴纳超额学分学费。每学分学费按照“（标准学制总学费/获取温州肯恩大学毕业证、温州肯恩大学学位证以及美国肯恩大学学位证三证所需总学分）”的标准计算。

（二）研究生学费

研究生学费根据向浙江省发展改革委员会备案的价格确定。硕士研究生一次性收取专业总学费，学费所涵盖的学分为

培养计划规定的最低学分数。硕士研究生每学分学费标准为该专业总学费除以该专业培养计划确定的毕业所需最低总学分数。

博士研究生分学期按每学期注册课程的学分数收取。博士研究生每学分学费标准为该专业每年学费除以 21 学分。每学期学费总额=每学分学费标准*注册课程的学分数。

研究生语言课程及前置课程另行收费。

第五条 本科生须于每学年开学 2 周内缴纳学年学费。硕士研究生须于入学后 2 周内缴纳专业总学费。博士研究生须于每学期校历规定的课程注册调整截止日后一周内缴纳该学期学费。

第六条 本科生如果在标准学制年限内未完成学业，可以申请延长学习时间，延时期间不再收取学年学费，而是根据所选课程学分，按学分学费标准缴纳学费。延迟毕业学生须于每学期校历规定的课程注册调整截止日后一周内缴纳该学期学费。

第七条 本科生因各种原因中止、终止学业或转出学籍的，已缴纳的学年学费根据学生实际学习时间折算应交学费，剩余部分退还学生。已缴纳超额学分学费的课程，因中止、终止学业或转出学籍，在校历规定的课程注册调整截止日之前退课的，全额退还相关学分学费；在课程注册调整截止日之后但在退课截止日之前退课的，退还 50%；在退课截止日之后退课的不再退费。

本科生非因中止、终止学业或转出学籍而发生的在课程注册截止日后的退课，已缴纳的学费不予退还。

本科生经批准参加美国肯恩大学交换学习项目，在美肯注

册学习期间的温肯学费不计收，本学年已缴学费的，根据交换学习时间计算退费。

第八条 硕士研究生因各种原因中止、终止学业或转出学籍的，已缴纳的专业总学费根据学生实际修课学分数计算应缴学费，未修学分部分退还学生。中止、终止学业或转出学籍日期在该学期校历规定的课程注册调整截止日之前的，已注册课程不收费；在课程注册调整截止日之后但在退课截止日之前的，收取已注册课程 50% 学费；在退课截止日之后的，全额收取已注册课程学费。

博士研究生因各种原因中止、终止学业或转出学籍的，中止、终止学业或转出学籍在课程注册调整截止日之前的，全额退还已退课程对应的学分学费；在校历规定的课程注册调整截止日之后但在退课截止日之前的，退还 50% 已退课程对应的学分学费；在校历规定的退课截止日之后退课的，不再退费。

研究生赴美国肯恩大学学习交流的情况另行规定。

第九条 住宿费标准以浙江省发展改革委员会备案的价格为准。住宿费一年按 10 月计，假期时间（不含劳动节、国庆节、中秋节等法定节假日短期休假）非当年住宿费涵盖时间。住宿费按学年计算收取，学生须于每学年秋季学期报到日起两周内缴纳。春季学期入学的研究生可于第一学期按学期缴纳半年（即 5 个月）住宿费。

第十条 若确因家庭经济困难或其他原因，无法在规定期限内缴纳或足额缴纳学费的，可按学校相关规定申请缓交或部分缓交学费。

第十一条 学生如逾期未缴学费和住宿费，学校会采取财务

控制措施。

第十二条 课本费等代管费根据学校相关规定代收代付，学生应在规定时限内缴清相关款项，逾期不缴不能享受相关商品或服务。

本办法自发文之日起生效。《温州肯恩大学学杂费管理办法》（温肯大办〔2020〕7 号）同时废止。本办法由学校财务部负责解释。

温州肯恩大学收费管理实施细则

（2021 年修订）

为贯彻落实《温州肯恩大学学杂费管理办法》，明确学校收费管理程序和学杂费收退费计算方法，特制定本实施细则。

一、学费

（一）教务部负责及时提供应缴学费学生清单，控制学生每学期学分上限。财务部负责发布缴费通知、办理学费收缴、核对汇总缴费数据并及时向学校其他相关部门传递逾期未缴费学生名单。

（二）学费缴费截止日过后，财务部将未缴费学生名单提交至教务部、学生事务部、国际学习中心，由上述部门依据学校学费住宿费管理规定，对未缴费学生启动财务控制措施，并同时发邮件通知学生。因学费未缴引起的财务控制措施将影响学生的课程注册、成绩单、奖学金评定以及校际交流活动，即在财务控制措施生效期间，学生不能继续参加所选课程学习，不能获得学校的成绩单及在读证明，不能参加学校奖学金及其他奖励评定，不能参加学校组织的校际交流活动（如美肯交流学习项目等活动）。

（三）补缴学费后，学生可将相应的付款依据（如刷卡回单、银行缴费回单、在线缴费回单打印件等）提交至教务部、学生事务部、国际学习中心，上述部门据此恢复学生的学籍注册和其他权利资格。财务部定期汇总补缴学生名单抄送上述部

门核对。

（四）在符合《温州肯恩大学学杂费管理办法》退费规定的情况下，财务部按规定办理退费。本科生学年学费根据学生实际学习时间计算应缴学费，退还当学年剩余学费。在计算本科应退学年学费时，一学年按 10 个月计。应退学费=学年学费-（学年学费/10）*实际学习时间折算月数（具体计算案例见附录）。

1. 退学、转学以及休学情况下实际学习时间折算月数：实际学习期间起点日为校历秋季学期开学日，截止日为休退学起始日；若休学学生在本学年结束前复学，实际学习期间起点日为复学日，截止日为该学年结束日。实际学习时间以 30 天折算为一个月，不足 30 天的按一个月计算。

2. 赴美国肯恩大学交换学习情况下实际学习时间折算月数：一个学年减去在美肯实际注册学习天数后剩余时间为在温肯学习实际天数，美肯注册学习期间起讫时间以美肯教学日历所注明的日期为准。实际学习时间以 30 天折算为一个月，不足 30 天的，在 1~8 天（含第 8 天）内的按 1/4 个月计算；在 9~16 天（含第 16 天）内的按半个月计算；在 17~24 天（含第 24 天）内的按 3/4 个月计费；超过 24 天的按一个月计算。

（五）学生休学期满复学或美肯交换学习项目结束返回继续学业的，应在返校日起两周内补缴学费。休学学生返校日以教务部提供数据为准，美肯交换学习项目学生返校日以国际学习中心提供的数据为准。教务部于学生返校登记后、国际学习中心于美肯交换交流学习项目时段确定后将包括学生姓名、年级、学号、返校日期（或在美肯学习起讫日期）的信息书面提

交财务部，以便财务部及时计算应缴学费和通知学生缴费。计算应缴学费时实际在学时间确认方式与上款所述保持一致。

（六）除《温州肯恩大学学杂费管理办法》所明确的休学、退学、转学、美肯交换学习项目等情况，其他原因一律不退学费。

二、住宿费

（一）学生事务部负责提供每学年住校学生名单。财务部负责发布缴费通知、办理住宿费收缴、核对汇总缴费数据并及时向学校其他相关部门传递逾期未缴费学生名单。

（二）住宿费缴费截止日过后，财务部汇总超期未缴纳住宿费的学生名单，报送后勤与资产管理部、国际学习中心及学生事务部，启动财务控制措施，并发邮件告知学生。因住宿费未缴引发的财务控制措施下，后勤与资产管理部在收到通知 48 小时内暂停未缴费学生一卡通授权，国际学习中心暂停未缴纳住宿费学生参加校际交流活动资格，学生事务部暂停学生参评奖学金和其他奖励资格。

（三）被暂停一卡通授权的学生可向后勤与资产管理部申请两日临时授权，并于两日内缴清住宿费。若已缴清住宿费，学生可凭相应的付款依据（如刷卡回单、银行缴费回单、在线缴费回单打印件等）至后勤与资产管理部恢复一卡通授权，至其他相关部门恢复其他权利资格。财务部定期汇总补缴学生名单抄送上述相关部门核对确认。

（四）住宿费退费计算方式参照本科生标准学年学费退费执行。退宿日和返校入住日以学生事务部提供的数据为准。若

学生需调换寝室，根据寝室调换申请单上的日期分别计算新、旧寝室应缴纳的住宿费后，与本学年已缴纳的住宿费进行对比，根据差额进行补缴或者退费（具体计算案例见附录）。

（五）除《温州肯恩大学学杂费管理办法》所明确的休学、退学、转学、美肯交换学习项目等情况，其他原因一律不退住宿费。

（六）因特殊原因确需住在校外的，应在当年缴费前向学生事务部提出申请，经业务分管校领导审批后，可不缴纳住宿费。当年缴费以后，即使获批不住宿，也不再退还住宿费。

三、代收费

（一）代收费包括教材费、全国大学生英语等级考试和计算机等级考试按规定应缴的考试费、以及其他学校出于为学生提供方便的目的进行代收代付的费用。

（二）教材费根据学生在教材订购系统确认订购的书本，由教学部生成相应收费名单提交财务部，财务部据以执行代收。学生应于教学部规定的缴费期限内完成教材费缴费。截止日期后，财务部关闭缴费通道，并将未缴费名单抄送教学部，教学部据以取消学生书本订单。

（三）考试费由业务执行部门向学生说明缴费依据、金额和期限，将收费学生名单提交财务部，财务部据以执行代收。学生应在业务部门规定的期限内缴费，截止日期后，财务部关闭缴费通道，并将未缴费名单抄送业务部门。

（四）其他代收代付项目参照上一条流程执行。

四、咨询和申诉

（一）关于缴费过程中遇到的技术问题或费用计算、缴费状态查询问题等请联系财务部 55870513；

（二）关于学籍注册、考试费等问题请咨询教务部 55870163；

（三）关于住宿套型及费用标准问题请咨询学生事务中心 55870128；

（四）关于教材费征订等问题请咨询教学部 55870659；

（五）关于一卡通授权等问题，请咨询后勤与资产管理部 55870922；

（六）对学校收费政策的意见反馈请书面具名提交财务部，财务部根据意见性质提交校领导决策。

五、其他

（一）本细则颁布即日起生效，《温州肯恩大学收费管理实施细则》（温肯大发〔2020〕6号）同时废止。

（二）本细则由财务部负责解释。颁布前的学费和住宿费应退费或应补缴金额不作追溯调整。

附录

学生学费和住宿费计算案例

假定当年校历学年为9月1日至次年6月30日。学年学费为6.5万元，折算每月学费6500元。

一、退学、转学以及休学

1.学生A申请从12月1日起休学至本学年末，则其实际学习期间为9月1日至11月30日，共计91天，折算为4个月，应收学费为 $6500 \times 4 = 26000$ 元，应退学费 $65000 - 26000 = 39000$ 元。

2.学生B申请休学，休学期间为10月20日至3月10日，学生休学时，其实际学习时间为9月1日至10月19日，即49天，折算为2个月，应缴学费为 $6500 \times 2 = 13000$ 元，应退学费52000元；学生复学时，其实际学习时间为次年3月11日至6月30日，即112天，折算为4个月，应补缴学费为 $6500 \times 4 = 26000$ 元。

3.学生C上学年休学后，本学年9月25日返校，实际在学期间为9月25日至6月30日（头尾都计），共计279天，折算为10个月，全额收取当年学费。

二、赴美肯交换学习

1.学生D赴美国肯恩大学交流学习，根据美国肯恩大学校历，学习期间为1月10日至5月20日，学生赴美肯时，其在

温肯实际学习时间为 9 月 1 日-次年 1 月 9 日及 5 月 21 日-6 月 30 日，两段时间共计 172 天，折算为 5.75 个月，应补缴学费为 $6500 \times 5.75 = 37375$ 元。

2. 学生 E 赴美国肯恩大学交流学习，根据美国肯恩大学校历，学习期间为 9 月 1 日至 12 月 1 日，学生返回温肯时，其在温肯实际学习时间为 12 月 2 日至 6 月 30 日，即 211 天，折算为 7.25 个月，应补缴学费为 $6500 \times 7.25 = 47125$ 元。

三、调换寝室

学生 F 本学年的住宿费为 9000 元，折合每月住宿费为 900 元。学生于 2020 年 11 月 2 日调换寝室，新寝室的住宿费为 12000 元，9 月 1 日至 11 月 2 日共计 63 天，折算为 3 个月，则学生应缴住宿费为 $900 \times 3 + 1200 \times (10 - 3) = 11100$ 。因此学生还需补缴住宿费为 $11100 - 9000 = 2100$ 元。

关于温州肯恩大学收费管理实施细则 （2021 年修订）的补充规定

因休学、退学、转学、赴美交换等原因需要在学年中退宿的，应退住宿费根据《温州肯恩大学收费管理实施细则（2021 年修订）》（温肯大发〔2021〕15 号）（以下简称《细则》）规定处理，上述原因以外的特殊情况按以下原则处理：

一、根据学校规定，在指定申请期提出校外住宿申请并得到批准，根据学校规定时间及流程提出春季和夏季学期校外住宿申请，并获得批准的，按实际住宿时间计算应收住宿费，其余预缴部分退还。实际住宿时间从本学年开学日至实际腾退日，30 天计为一个月，不足 30 天按一个月计算。向财务部申请退费时应提交学生事务部批准的退宿申请，并由学生事务部签注实际腾退日期。财务部于腾退截止日期后统一处理本批退费。

二、未在规定申请期间提出申请，但因情况特殊，经学校特批中途退宿，特批情况一事一议，参照《细则》关于休退学的退费计算原则处理。

三、本规定自发文之日起施行，由财务部负责解释，颁布前的住宿费应退费或应补缴金额不作追溯调整。

关于温州肯恩大学学杂费管理办法（2021 年修订）及温州肯恩大学收费管理实施细则（2021 年修订）的补充规定

一、关于休学退费的计算

学生休学时退费计算方法按《温州肯恩大学收费管理实施细则（2021 年修订）》（温肯大发（2021）15 号）实施。

二、关于本科生标准学制年限中已修年限的确认

1. 本科生标准学制年限根据各本科专业的培养方案确定，一般为 4 学年。

2. 学杂费管理办法中的“标准学制年限”概念用于判断复学后是否应仅按学分收费，不作为学生学籍状态的判断依据或具体收费的计算基础。

3. 标准学制年限中已修年限以 0.5 学年为最小单位。考虑到学校教学安排的实际情况，凡完成一个长学期(秋季学期或春季学期)的学习，视为已修 0.5 学年。

4. 在秋季学期中途休学的，本学年在学时间不计入已修年限；在秋季学期结束后休学的，不论是否有在其后的冬季 学期选课，均认定本学年已修 0.5 学年；在春季学期中途休学的，本学年在学时间不计入已修年限，如之前的秋季学期 已经学完，认定本学年已修 0.5 学年；在春季学期结束后休学的，不论是否有在其后的夏季学期选课，如之前的秋季学 期在学，认定本学年已经修满 1 学年，如之前的秋季学期不在学，认定本学年

已修 0.5 学年。

三、关于本科生复学后学费计算

1. 未修满标准学制年限

按第二条原则计算累计已修年限，未满标准学制年限的，在剩余标准学制年限内按学年学费标准计费，具体计费方法根据《温州肯恩大学收费管理实施细则（2021 年修订）》（温肯大发〔2021〕15 号）实施。

2. 已修满标准学制年限

累计已修年限已经达到标准学制年限，但因未达到毕业条件需要继续修习课程的，按所选课程学分计算应缴学费。

本规定自发文之日起施行，由财务部负责解释，颁布前已计算确认和已收取的学费金额不作追溯调整。



WENZHOU-KEAN
UNIVERSITY

Student Handbook
Wenzhou-Kean University

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学生手册各规章制度知情协议书

Student Handbook Agreement

我已经仔细阅读《温州肯恩大学学生手册》各项规章制度，知晓学校各项制度，及处分会记录档案，我会遵守并服从学校的相关管理。

I have read all the policies in the Student Handbook, understand and abide by all these rules. I will follow up all the policies.

签名 Signature:

学号 Student ID No.:

日期 Date:

Emergency Contact

Campus Safety: 5587 0110

Health Service: 5587 0120

Facilities Service: 5587 0909

IT Support: 5587 0707

Residence Life and Housing Center: 5587 0128

Management: 5587 0033

Family Educational Rights and Privacy Policy

The Family Educational Rights and Privacy Policy grants students certain rights, privileges, and protections relative to individually identifiable student education records maintained by Wenzhou-Kean University.

Definition of a Student

A student is defined as a person taking classes at Wenzhou-Kean University. A person becomes a student when s/he arrives to her/his first class of the semester in which the person first enrolls. If the person is fully matriculated or is at least 18 years of age by the first day of the student's first semester, then the privacy rights belong to the student; otherwise, the privacy rights belong to the parent or legal guardian until the student turns 18 or matriculates, whichever comes first.

Annual Notification

Students are notified of their rights at least once each year by email, by publication in the University Catalog and on the University's website. This notification permits the release of directory information (see below) without prior written consent of the student. Such notification provides only that directory information may be

released; Wenzhou-Kean University is not obligated by this law to release directory information to any party other than the student.

Definition of Education Records

Education records are those which contain information directly related to the student. Records originating at another institution are also subject to this provision. Education records include, but are not limited to, records from admission, academic progress (from academic departments as well as those maintained centrally such as in the office of the registrar), health, financial aid and student accounting, teacher education, career placement, course records, disciplinary proceedings, and similar records.

Exclusions from Education Records

The following are excluded from the definition of education records:

- Records or notes of instructional and administrative personnel which are in the sole possession of the individual.
- Faculty notes or progress records in a class unless that information already exists in the form of an education record.
- Grades of peer-graded papers before recorded by faculty member.
- Information maintained by a physician, psychiatrist, psychologist, or paraprofessional used in connection with the provision of treatment.
- Safety, security, and law enforcement records created or maintained by the Wenzhou-Kean University Department of Public Safety.

- Alumni records that are not related to the individual's attendance as a student.
- Materials or records in any admissions files, until the student has been admitted to and has attended the Wenzhou-Kean school or college for which the materials were submitted.
- Financial information submitted by parents.
- Confidential letters or recommendations to which the student has waived rights of inspection.
- Employment records of any individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.

Right to Inspect Education Records

Students have the right to inspect and review their education records within 45 days of the day the University receives a request for access. When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

Students wishing to review their record should submit to the University Registrar a written request that identifies the record(s) they wish to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University Registrar, he or she shall advise the student of the correct official to whom the request should be

addressed.

Copies

The University provides on-campus access to student records. Other than transcripts, the University will not ordinarily provide copies unless inability to obtain copies would effectively prevent the student from exercising his or her right to inspect and review the education record.

The University reserves the right to deny copies of records, including transcripts, in the following situations:

- The student has an unpaid financial obligation to the University.
- There is an unresolved disciplinary action against the student.
- The education record requested is an exam or set of standardized test questions. (An exam or standardized test which is not directly related to a student is not an education record subject to access provisions.)

Right to Seek Amendment

Students have the right to request the amendment of their education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The substantive judgment of a faculty member about a student's work, expressed in grades or other evaluations, is not within the scope of this right to challenge information.

Students who believe their record is inaccurate or misleading may

request that the University amend the record by writing to the University official responsible for the record. The request should clearly identify the part of the record to be changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

The hearing must be held within three weeks of the request and the student notified of the time, date, and place in advance of the hearing. The hearing will be conducted by a hearing officer who is a disinterested party. He or she may, however, be an official of the University. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend his or her records. The student may be represented by an individual of his or her choosing, including an attorney (at the student's expense).

Within two weeks of the conclusion of the hearing, the hearing officer will prepare a written decision based solely on evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If it is decided that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the University will notify the student that he or she has a right to place in the record a statement commenting on the challenged information

and setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the student's education record as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the statement.

Disclosure of Personally Identifiable Information

Students have the right to consent to disclosure of personally identifiable information contained in their education records, except that information which authorizes disclosure without consent (a representative list of exceptions appears below).

The University may disclose education records without written consent of students:

- To school officials with legitimate educational interest, defined as those employees with general or specific responsibility for promoting the educational objectives of the University. This includes individuals within the institution involved in teaching, research, and related activities such as academic advising, counseling, academic support, supervision of co-curricular activities, official University committees or clubs, financial assistance, medical services, and job placement.

A school official is a person employed by Wenzhou-Kean University in administrative, supervisory, academic, research, or support staff positions. This includes members of the Board of Trustees, and

persons employed by or under contract with the University to perform special tasks, such as an attorney or auditor, and an agency or institution that provides institutional services or functions. It may also include other students serving on official committees, such as disciplinary or grievance committees, or assisting another school official in performing his or her tasks.

University officials have legitimate educational interest if they are performing:

- a task that is specified in their job description;
- a task related to a student's education, including registration and grading, and the charging of tuition and fees and billing-related functions;
- a task related to the discipline of a student; or a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid, or other assistance.

Clerical personnel employed to assist university officials in their job performance also may be granted access to student records. Access by all personnel is restricted to that part of the student record necessary for the discharge of assigned duties. The University may grant access as follows:

- To officials at schools, colleges, or universities participating in cross-enrollment programs for the purposes stated in the bullet above. Wenzhou-Kean University currently exchanges academic information with students cross-enrolled at Kean University; if other

institutions are added, this arrangement will be automatically extended to include them.

- To secondary institutions whose students are enrolling in Wenzhou-Kean classes (whether such classes be on the high school campus, the University's campus, or elsewhere).
- To officials of other colleges or universities in which the student has applied to or seeks to enroll. When Wenzhou-Kean University deems it appropriate, Wenzhou-Kean may also send corrected or additional records if education records have previously been sent to another institution.
- To accrediting organizations approved by the University carrying out their accrediting functions.
- To any agency in connection with a student's request for or receipt of financial aid, as necessary to determine eligibility, amount or conditions of the aid, or to enforce the terms and conditions of the aid and to organizations conducting studies approved by the University having educational value or concerning financial aid.
- To parents of an eligible student who claim the student as a dependent for income tax purposes.
- To educational agencies conducting research or for the development of predictive tests. Information may also be released to organizations conducting certain studies on behalf of the University. In these cases, the information may not be used in any way that permits identification of an individual student.
- To persons in compliance with a judicial order or a lawfully issued

subpoena, with a notice of the disclosure being sent to the last known address of the student.

- To persons in an emergency if, in the judgment of an official in charge of the records, knowledge of the information is necessary to protect the health or safety of the student or another person. ·To the victim of a crime of violence or a non-forcible sex offense, but only the final outcomes of the disciplinary proceeding conducted by Wenzhou-Kean University.

- To a parent regarding the student's violation of policies governing the use or possession of alcohol or controlled substances. (See *Parental Notification* in the Student Code of Conduct and also Drug and Alcohol Policy.)

Students' names and Wenzhou-Kean email addresses will be available to faculty, staff, and other students on the University's computer network, including the email server and the learning management system.

Wenzhou-Kean University will maintain a record of all requests for and/or disclosure of information to outside agencies from a student's education record. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party has in requesting or obtaining the information. This record may be reviewed by the student.

Directory Information

Student directory information may be released without the student's prior consent. Wenzhou-Kean University defines the following as directory information:

- student's name.
- student's identification number (but not password).
- photographs, videos, or electronic images.
- programs of study, including colleges of enrollment, majors, minors, collaterals, concentrations, etc., associated with each.
- level (undergraduate/graduate) and class year (freshman, sophomore, junior, senior, graduate, etc.).
- student's enrollment load (full-time/part-time/withdrawn) and dates of attendance.
- matriculation status and date.
- honors and awards, including dean's list and graduation honors.
- titles of theses and dissertations.
- degrees received (including date of award).
- previous institutions attended.
- participation in clubs, sports, or student activities, including position(s) held.
- height and weight of members of athletic teams.

Contact information, such as local, permanent and/or electronic Wenzhou-Kean e-mail addresses, will be shared only with: (i) honor societies or other academic-related memberships or awards, (ii)

designated vendors providing the following external services to graduating students: information about purchasing class rings, yearbooks, commencement photos, cap and gown regalia, and processional cards, and (iii) such others as deemed necessary by the University in connection with its operations, including but not limited to liability, insurance and/or legal matters. The names of students on a dean's list may be published in the student's local newspaper. It is the practice of the University to not release a student's age or date of birth except as required by law or as a validation of positive identification of a student when furnished by a person making an inquiry.

To withhold directory information, students must make a formal request by submitting a signed, dated letter to the Office of the Registrar by the end of the second week of the semester. Students are advised that withholding information may carry certain consequences. For example, as long as a nondisclosure order is in effect, the student's name will not appear in commencement programs and the student's degree will not be verified to potential employers. Wenzhou-Kean University assumes no liability for honoring the student's instructions to withhold information.

Additional Resources

For additional information, contact the University Registrar.

Wenzhou-Kean University Bachelor's Degree Conferral Policy

(Updated January 2024)

Chapter I General Provisions

Article 1 The following regulations have been drafted according to the Regulations on Academic Degrees of the People's Republic of China and Provisional Measures for the Implementation of the Regulations on Academic Degrees of the People's Republic of China, and the actual operation of Sino-foreign cooperative education at Wenzhou-Kean University (WKU).

Article 2 These regulations apply to the conferral of bachelor-level degrees at Wenzhou-Kean University.

Chapter II Bachelor's Degree Conferral Committee

Article 3 The University has established a Degree Conferral Committee (hereinafter referred to as the Committee), led by the Chancellor as chairman. All members of the committee shall be appointed by the chairman. If the position of the Chancellor is vacant, another administrative executive may temporarily fill the role of Chairman. The office of the Committee is responsible for the routine operation.

Article 4 Responsibilities of the Committee:

- (1) Approve the university's regulations regarding Bachelor's degrees.
- (2) Make decisions regarding conferral or revocation of Bachelor's degrees in accordance with regulations.
- (3) Approve the application and/or adjustment of Bachelor degree conferring programs; organize and supervise the evaluation of Bachelor degree conferral programs; and review the establishment of setting up or setting up academic programs.
- (4) Assess, evaluate, and manage the other matters related to Bachelor's degree conferral.

Article 5 Procedures of the Committee:

- (1) Resolution voting is conducted via committee vote. The results of voting sessions shall be valid only when a quorum of members participates. A quorum is defined as a minimum of two-thirds of all members. A proposal requires a simple majority to pass (more than half of all present members). A committee member may submit their vote in writing to the committee office if they are unable to attend the meeting for any reason.
- (2) Members shall conscientiously maintain the authority and reputation of the committee and strictly observe the rules of confidentiality.

Chapter III Review of Degree Applicants' Eligibility

Article 6 Those who have met the academic standards stipulated in Article of Chapter IV (below) within the maximum allowed period

of study are eligible to apply for the conferral of their bachelor's degree. Additionally, applicants shall not simultaneously apply for conferral of a Bachelor's degree from another degree-granting institution, outside of Wenzhou-Kean University and Kean University.

Article 7 The College and the Office of the Registrar shall jointly nominate eligible applicants who meet all requirements stipulated in Article 8. The applicants may be conferred a bachelor's degree upon approval from the Committee. The applicants who fail to obtain committee approval for their bachelor's degree may submit a written appeal to the Committee. Upon review of the appeal, the Committee may reverse their previous decision and approve degree conferral.

Chapter IV Bachelor's Degree

Article 8 Requirements for Conferring Bachelor's Degree

(1) Meet the curriculum requirements of the programs for undergraduate education, including major curriculum, and Chinese Culture and Education courses including Chinese Curriculum, Physical Education and Art Education, and other requirements specified by Wenzhou-Kean University.

(2) Meet all Kean University degree conferral requirements.

(3) Master application of fundamental theories, skills, and knowledge in the major area of academic study, which are shown by meeting the following two conditions:

1. Achieve the minimum Cumulative grade point average (GPA) required by the program.

2. Acquire the minimum number of credits required by the program and pass the graduation audit.

(4) Possess the capability to undertake preliminary scientific research or undertake a specialized and technical job.

Article 9 The degree shall not be conferred under any of the following circumstances:

(1) The degree applicant does not meet the requirements listed in Article 8.

(2) Any other circumstances in which the Committee decides not to confer a bachelor's degree.

Article 10 Any undergraduate student who has an effective formal conduct violation sanction, including a Letter of Reprimand from the University, and/or has an effective academic integrity violation record on the day of the degree conferral meeting, must submit a written statement of explanation to the Committee. The statement shall include a detailed explanation of the reasons for the sanction and subsequent correction actions taken by the student. The applicant may then be conferred a Bachelor's degree upon the review and approval from the Committee.

Article 11 The Committee may revoke a Bachelor's degree after it has been conferred if it is determined that a degree was erroneously conferred, obtained through cheating, or the recipient has violated

applicable laws and regulations. An applicant may appeal the revocation of the degree in writing to the Committee. The Committee shall provide a written response within a reasonable period of time.

Chapter V Supplementary Articles

Article 12 Upon the approval of the Committee, the degree shall be issued by the University with the effective date approved by the University.

Article 13 A bachelor's degree cannot be replaced if lost. The University may provide a certification document.

Article 14 The Policy shall come into effect upon the approval by the Committee. The Committee is entitled to interpret the provisions of the Policy.

Regulations on Undergraduate Student Enrollment Management of Wenzhou-Kean University

(Revised in May, 2024)

Chapter I General Provisions

Article 1 The following regulations are formulated according to the Chapter One: General Provisions

Article 1 The regulations outlined in this document have been drafted in accordance with the Regulations on Administration of Students in Regular Higher Education Institutions (Order No.41 of the Ministry of Education) and Kean Universities' Undergraduate Catalog, with the expressed purpose of carrying forward the university's administration of educational activities, upholding the academic integrity of the institution, securing students' lawful rights, and promoting all-round student development.

Article 2 Students enrolled at Wenzhou-Kean University (hereafter referred to as the University) are dually enrolled at Wenzhou-Kean University and Kean University. In accordance, these regulations have been written to ensure universal compliance with all applicable regulations of Kean University; the National and Provincial authorities in China; the Federal and State authorities in the United States of America; the Middle States Commission on Higher

Education and other accrediting bodies.

Article 3 These regulations apply to all full-time undergraduate students enrolled at Wenzhou-Kean University. Students admitted through the independent admission process, students from Hong Kong, Macao, Taiwan, and international students can refer to this regulation, except where stipulated in other specific policies.

Chapter II: Enrollment Management

Article 4 Newly admitted students shall register with the University with the admission letter and other relevant documents by the deadline specified in their admissions letter and pay prescribed tuition fees. Students who cannot register with the University by the specified date should request a deferral of admission from the University. Failure to do so by the deadline specified in the admission letter, or without a reason deemed valid by the University, will forfeit admission.

Article 5 The admissions qualifications of each new student will be validated when they register at the University. Admissions qualifications that cannot be validated during the new student registration process will be grounds for revocation of the admission offer.

Article 6 An incoming student may apply to defer their admission for up to one year. A student wishing to defer admission must apply to do so by the deadline stated in their admission letter. During the

period of deferred admission, a student is not considered to be enrolled at the University. A student wishing to exercise their option to register at the conclusion of a period of admission deferment must initiate the process with the University. Failure to do so will result in forfeiture of admission upon the expiration of their deferment period. This period will be counted towards this maximum period of study.

Article 7 When an incoming student is recruited to the Chinese People's Liberation Army (including the Chinese People's Armed Police Force), and with supporting documentation, the University will allow the student to defer admission for up to two years following the completion of their military service. This period will not be counted towards the maximum period of study. The student may register during the specified period within two years of completion of their military service with a deferred admission application form and admission letter. The student who applies for Gaokao or postgraduate examination will forfeit admission to the University.

Article 8 New students will be subjected to admission review within three months of registration in accordance with national admission regulations. Admission qualification review can include the following elements:

1. adherence to admission procedures outlined in national admission regulations;
2. validity of student's admission qualifications;

3. authenticity of identification documentation, comparing information from the admissions file against the student's personal archives;
4. fitness of students' health, mental and physical, to participate in their program of study and life at the University;
5. admission qualifications for special admission programs including arts and sports;

A student who is found to have submitted fraudulent documents during the admission process or through illegal channels will be dismissed immediately. Those whose fraudulent behavior is deemed extremely severe will be reported to authorities for investigation. A student who is found unsuited to study for health reasons should request a deferral of admission as stated in Article 6.

Article 9 New students must log in to the national and University's enrollment systems and check their personal information as requested by the University within three months of their enrollment. A student requesting an update of their name, gender, ethnic minority, or identification number must submit appropriate documentation (identification card, household registration book, passport, etc.) to the Office of the Registrar.

Article 10 An academic year is comprised of the Fall and Spring semesters and the Winter and Summer sessions. During the first week of the Fall and Spring semesters, students should register in person in accordance with the regulations of the University. Students

should also pay both tuition and accommodation fees according to the policy of the Department of Finance.

Chapter III: Academic Record and Standing

Article 11 Students shall complete required courses and other academic activities as specified in the curriculum (hereinafter referred to as courses). The results of assessment shall be recorded on the official transcript and filed in their personal archives.

Article 12 The student's overall academic standing is indicated by a grade point average (GPA). GPA is determined by dividing the total grade points earned by the total credits earned. Numerical points for each letter are as follows: A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; D = 1.0; F = 0. GPA is determined based on major specified courses taken at Wenzhou-Kean and Kean University.

Article 13 In addition to other disciplinary action, course assessment results may be invalidated if a student is found to have violated the academic integrity policy in the completion of a course.

Article 14 Matriculated students earning a cumulative grade point average of less than 2.0 after spring and fall semesters are subject to academic probation.

Chapter IV: Change of Major and Domestic Transfer

Article 15 Wenzhou-Kean University offers students the opportunity

to change their major during their freshmen year. Change of major shall not affect the study of the courses of the current term. Students who wish to change their major after the completion of their first academic year shall apply individually. The application will be comprehensively assessed by the University based on the student's academic performance and other administrative considerations. Upon a change of major students must thereafter meet the course requirements outlined in the curriculum plan of their new major and meet all corresponding requirements for graduation.

Article 16 A student admitted through the National College Entrance Examination who encounters special difficulties continuing their enrollment at WKU may apply for domestic transfer. Upon approval of the universities and provincial education administration, a student who applied for transfer shall complete all formal transfer procedures according to regulations.

Chapter V: Long-term leave of absence and Resumption of School

Article 17 Long-term leave of absence may be approved by the University in order to allow a student to retain their enrolled status.

Article 18 Long-term leave of absence is granted with a unit of one academic year and may be extended for one additional consecutive year with an approved application. Leave of absence requests will not be approved in the last two weeks of any semesters and sessions.

Article 19 A long-term leave of absence is initiated and reviewed through the following procedures:

1. Students shall complete the procedure to be granted a long-term leave of absence before taking a leave. During an approved long-term leave of absence period, students do not retain access to services provided by the University. This period will be counted towards this maximum period of study;
2. the long-term leave of absence procedure shall be initiated by the student through the Student One-Stop Service Center;
3. Students on active leave of absence may not apply for domestic transfer or major change;
4. Students may not apply for a leave of absence after submitting their application for graduation.

Article 20 In advance of the expiration of a long-term leave of absence, the student shall apply to resume taking courses through the Student One-Stop Service Center and provide the required documentation and applications.

Chapter VI: Withdrawal and Dismissal

Article 21 A Student approved by the University will be withdrawn from the University under the following circumstances:

1. student-initiated withdrawal;
2. failure to apply or qualify for a return from a long-term leave of absence by the expiration deadline;

3. illness or accidental injuries that prevent the student from continuing study on campus with a supporting diagnosis from a hospital appointed by the University;
4. unapproved leave of absence or failure to take part in required curricular activities continuously for two weeks;
5. failure to register before the specified deadline without an approved exception;
6. failure to meet the graduation requirement within the maximum period of study;
7. unsatisfactory academic performance;
8. other circumstances which disqualify a student from acquiring their degree.

Article 22 Students found to have committed the following will be subject to immediate dismissal:

1. violate the Chinese Constitution;
2. commission of criminal offence;
3. violate the public security administration punishment law, with serious circumstances;
4. engage in any type of identity falsification, organized cheating and other serious cheating, or serious disruption to instructional or examination activity;
5. engage in any type of academic dishonorable activities, such as plagiarism, forgery with serious circumstances, or ghostwriting and purchasing or selling papers;

6. seriously disrupt the University's teaching order, life order, or public place management order;
7. seriously infringe the legal rights of an individual or organization;
8. fail to correct inappropriate behavior after multiple formal warnings.

Article 23 Issues related to dismissal or withdrawal should be processed according to the following regulations:

1. Student shall submit a withdrawal application to the One-stop Service Center for student-initiated withdrawal. The University will issue a written letter of withdrawal or dismissal for non-student-initiated withdrawal. For those who are unable to receive the letter, the decision will be published on the University's website for 15 days and the process is considered as served.
2. Student profile and residency status of a withdrawn or dismissed student shall be returned to the location of household registration.

Chapter VII: Graduation

Article 24 The University offers undergraduate students a flexible study plan which allows them to complete the curriculum in phases. The standard study period is four years, and the maximum period of study is ten years.

Article 25 Senior students must participate in the group degree photographing conducted by the Xinhua News Agency China Pictures and organized by the University at the specified time.

Students who missed the collective photographing for personal reasons should contact Xinhua News Agency China Pictures, and complete the individual photographing within the designated period. Students must log on to the CHSI (Chinese Higher-education Student Information) system and check their degree photos on time. Students who fail to complete the degree photographing on time will be delayed in graduation.

Article 26 If the student's degree photo fails to pass the identity verification, he/she must cooperate with the University and complete the identity recheck process in accordance with the requirements of the Provincial Department of Education. Those who fail to pass the identity recheck will be referred to relevant departments for processing.

Article 27 Student must submit the application for graduation within the period specified by the University. The graduation application will be audited by the responsible college and reviewed by the Office of the Registrar. To graduate and obtain a certificate of graduation, students must earn all the credits and courses required within the allowable period of time, and meet all other standards for graduation.

Article 28 Students who have completed all required courses within the specified time period but fail to meet the requirements of graduation can be issued a certificate of completion.

Article 29 After being enrolled for a minimum of one year, students

who withdraw from the University can be issued a certificate of study.

Chapter VIII: Graduation Certificates

Article 30 Graduation certificates from Wenzhou-Kean University are issued based on granting conditions being met. Graduation certificates shall only be issued using information that has been verified through the admission process, or subsequently updated through a formal procedure.

Article 31 The University will not grant graduation certificates to students who have violated national admission regulations. The University will revoke all academic credentials if a student is found to have obtained them through fraudulent activity, such as cheating, plagiarism, forgery, or other improper means. The University will also report such instances to the provincial education administration and declare any previously issued certificates as invalid.

Article 32 Graduation certificates are issued only once. The University shall, upon students' application and after verification, issue corresponding verification letters to the students whose certificates have been lost or damaged. Such verifications, when issued by the Office of the Registrar at Wenzhou-Kean University, carry equal validity to the original document.

Chapter IX: Supplementary Provisions

Article 33 These outlined regulations are subject to the interpretation of the Office of the Registrar. The office of the Registrar reserves the right to enforce special regulations as necessary.

Article 34 These regulations take effect on May 2024, the previous provisions issued in August 2019 are retired simultaneously.



WENZHOU-KEAN
UNIVERSITY

ACADEMIC INTEGRITY POLICY

Revised Spring 2025

PREFACE

Wenzhou-Kean University is aware of and sensitive to the pressures exerted by peers and family, the work environment, the academic process, and society. The University is committed to creating an environment where academic integrity is supported and dishonesty is not tolerated. To that end, the University has taken steps to ensure that all members of the academic community are fully aware of the Academic Integrity Policy by widely distributing the policy, posting it on the University website, identifying material on all course syllabi, and providing training to increase awareness of Academic Integrity issues among all members of the Wenzhou-Kean University community.

Thus, administrators, staff, Board of Trustees Members, and faculty at Wenzhou-Kean University have an obligation to support academic integrity by ensuring that all members of the University community understand:

- What constitutes academic integrity
- How to prevent academic dishonesty
- What sanctions are imposed for academic dishonesty
- What consequences ensue as a result of such sanctions, and
- What process is used to impose those sanctions

All members of the Wenzhou-Kean Community shall actively engage in the academic process. To ensure compliance with the Academic Integrity Policy, administrators, faculty, staff, librarians,

and students should:

- Represent their identity truthfully in all situations
- Protect their materials, including papers, tests, and other academic exercises, from unauthorized access
- Protect their means of access to resources, including computer passwords and library access codes, from unauthorized use of the system
- Respect the work of others by acknowledging their words, ideas, opinions, theories, data, programs, and other intellectual material in accordance with the guidelines of the discipline or other faculty instruction
- Report data or source information accurately
- Refuse to participate in activities that violate the Academic Integrity Policy
- Read, understand, and comply with the code of ethics and/or clinical code of their chosen discipline, and
- Represent their mastery of material truthfully and accurately.

ACADEMIC INTEGRITY PRINCIPLES AND VALUES

Wenzhou-Kean University is committed to nurturing the growth of intellectual reasoning, academic and professional values, individual ethics and social responsibility among all campus community members. Wenzhou-Kean University provides academically rigorous undergraduate and graduate programs that adhere to the twin

principles of honesty and academic integrity. These principles are essential for ensuring and maintaining excellence in the quality of its academic instructional programs and facilitating the intellectual development of its students, led by the faculty, staff, administration, and Board of Trustees of the University. Therefore, academic dishonesty in any form - written or non-written, media or technology - seriously compromises Wenzhou-Kean University's mission to provide quality programs and opportunities for the optimum development of all students and employees.

Five fundamental values characterize an academic community of integrity (five values itemized below adapted from The Center for Academic Integrity, <https://academicintegrity.org/resources/fundamental-values>).

- **Honesty.** The quest for truth and knowledge requires intellectual and personal honesty in learning, teaching, research and service.
- **Trust.** Academic institutions must foster a climate of mutual trust and respect to stimulate the free exchange of ideas.
- **Fairness.** All interactions among the members of the Wenzhou-Kean University Community should be grounded in clear standards, practices and procedures.
- **Respect.** Learning is acknowledged as a participatory process, and a wide range of opinions and ideas is respected.
- **Responsibility.** A thriving community demands personal accountability on the part of all members and depends upon action in

the face of wrongdoing.

Maintaining high standards of academic integrity is the obligation and expectation of all members of the Wenzhou-Kean community – students, faculty, staff, administrators and Board of Trustees. It ensures the application of the highest academic standards and principles of conduct, honesty and truth. An individual's work must reflect that person's own efforts and achievements. Any collaboration of effort by an individual, groups of individuals, or other entities, such as, but not limited to generated artificial intelligence (please see Artificial Intelligence Expectations below) must be acknowledged. Failure to acknowledge such contributions constitutes an act of dishonesty and a misrepresentation of the individual's work.

Academic and professional communities are built on ideas. These ideas are debated, investigated, tested, and applied. The evidence of these ideas and the work that stems from them includes, but is not limited to: published and non-published works and materials, presentations (oral or poster, etc.), research data, articles, books, computer programs, exhibitions, performances, art, music, policies, and procedures. Academic and professional communities use this intellectual material to communicate ideas and expand their body of knowledge. Reputable and respected members of these communities always acknowledge the sources of the material used.

At Wenzhou-Kean University, the demonstration of academic

integrity falls into four categories:

- Mastery of material** – All members of the Wenzhou-Kean community are responsible for the truthful representation of their mastery of content and material in prepared documents or other academic, research or professional exercises.
- Representation of sources** – All members of the Wenzhou-Kean community are responsible for the complete, accurate, specific, and truthful acknowledgement of the work of others, including, but not limited to, their words, ideas, phrases, sentences, or data.
- Truthful submission of work** – All members of the Wenzhou-Kean community are responsible for the truthful representation of data, scholarly or creative works, research, its findings, projects, or other academic, research or professional exercises.
- Access and use of resources** – All members of the Wenzhou-Kean community shall ensure that they protect their rights to access and use resources and engage only in authorized access and use of copyrighted resources, including adherence to terms of use specified by the Creative Commons licenses assigned to Open Educational Resources (OER).

ARTIFICIAL INTELLIGENCE EXPECTATIONS

Artificial Intelligence (AI) is the technology that enables computers to perform tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making, and

translation between languages. Generative AI is software that generates content, including text, images, simulations or other media. Generative AI (GenAI) includes programs such as ChatGPT, GPT 4, DALL-E, Quillbot, Vertex, and many others to come.

At Wenzhou-Kean University, faculty members specify in their course syllabi how AI and GenAI may be used in their classes. These guidelines may vary from course to course. Students are required to adhere to the specific requirements outlined in each syllabus.

The overarching guidelines for AI use, applicable to all courses, are as follows:

- Originality:** Content created by Generative AI cannot be presented as original student work.

- Citation and Attribution:** In courses where AI use is permitted, any content generated by AI must be cited and attributed just like ideas, text, speech, or imagery from human authors. This includes the use of quotation marks, citations, and other forms of attribution to clearly distinguish between the student's original work and material generated by external sources.

- Integrity:** Students are accountable for any content they create or publish. AI-generated content can be inaccurate, misleading, fabricated (referred to as “hallucinations”), or include copyrighted material. Therefore, if faculty policy permits the use of AI, students must meticulously review all AI- generated content, acknowledging

their responsibility for the accuracy of any work they submit.

•**Consequences:** Faculty may use various tools and methods to ensure appropriate use of AI, including: comparisons with in-class or other written work, AI detection tools integrated into Canvas, demonstrated mastery of learning via the ability to orally present/discuss content, and other relevant forms of evidence. Use contrary to the course policy and/or without proper acknowledgement is subject to the same rules and consequences outlined for integrity violations. Consequences of inappropriate use may include failing the assignment, failing the course, and/or further disciplinary actions as per the University's academic integrity policy. Wenzhou-Kean University is committed to student success and to supporting students as they learn to appropriately navigate key life tools, such as Artificial Intelligence. Students are encouraged to use student academic support services available at Wenzhou-Kean University to develop their skills and avoid reliance on Generative AI tools. More information is available at NTLC (<https://libguides.kean.edu/AI>). Students uncertain about AI use expectations in a course should seek clarification from their instructors. Failure to seek clarification is not an acceptable excuse to challenge an academic integrity violation.

CATEGORIES OF ACADEMIC INTEGRITY VIOLATIONS

Violations of the Academic Integrity Policy generally fall into four

categories: Cheating, Plagiarism, Fabrication, and Academic Misconduct. The following definitions will assist students, faculty, staff, librarians and administrators in understanding what constitutes academic dishonesty, the following definitions are provided:

- Cheating.** Cheating is an act of deception by which a person misrepresents their mastery of the material.
- Plagiarism.** Plagiarism occurs when a person represents another's words, ideas, phrases, sentences, or data as one's own work. For example, copying or paraphrasing text without acknowledging the source is plagiarism.
- Fabrication.** Fabrication refers to the use of invented information or the falsification of creative or scholarly works, research, its findings or other results. Listing sources in a bibliography or other report not used in the paper or project is an example of fabrication.
- Academic Misconduct.** Academic misconduct is any other form of academic dishonesty that does not explicitly fall in one of the above categories. Academic misconduct includes assisting another to commit any act of academic dishonesty.

In addition to the categories described above, academic integrity violations may also occur in other academic contexts.

The University expects all academic community members to employ the highest standards of academic integrity in their work and in representing their academic credentials. Whenever the values of academic integrity are violated (such as cheating, plagiarism,

fabrication and academic misconduct) sanctions and discipline are required actions. Discipline-specific standards and codes of ethics also govern the ethical expectations of some students, particularly those pursuing graduate or professional degrees, and often supersede the University's academic integrity expectations. Students are expected to avoid violations of academic integrity and to model respect, compassion, diligence, punctuality, collegiality, and other characteristics of emerging professionals.

PROCEDURES FOR ACADEMIC INTEGRITY VIOLATIONS INVOLVING ADMINISTRATORS

1. Upon receiving a written complaint alleging an academic integrity violation, the Executive Vice Chancellor or their designee shall assign a fact-finding investigator(s) to review and investigate an alleged academic integrity violation by a University administrator. The accused administrator shall receive written notification advising them of the general nature of the alleged violation.
2. The assigned investigator(s) shall conduct the fact-finding investigation, which shall include an interview of the accused administrator who shall be afforded an opportunity to present any evidence they believe is relevant to the investigation. The investigation also may include interviews of other witnesses and the review of any relevant documentation at the sole discretion of the investigator(s).

3. At the conclusion of the investigation, the investigator(s) shall prepare an investigation report to be submitted to the Executive Vice Chancellor or their designee, which shall include findings of fact and a recommendation regarding whether an academic integrity violation occurred.

4. After receiving the report, the Executive Vice Chancellor or their designee shall determine whether a violation has occurred and advise the administrator in writing of their decision. The Executive Vice Chancellor or their designee shall have the discretion upon receipt of the recommendation to conduct additional inquiries before reaching a decision.

5. Upon receiving the decision, the accused administrator shall have a right of appeal to the University's Board of Trustees. Any appeal shall be in writing and be submitted to the Board of Trustees within ten (10) calendar days after receipt of the decision by the administrator. The appeal must state the specific grounds for any claimed error in the decision.

6. The Board shall consider the written appeal and any supporting documentation submitted with the appeal. Upon receipt of the appeal, the Board shall have the discretion to conduct any other inquiries or take any other action it deems necessary.

7. An appeal decision issued by the Board is the University's final institutional action regarding whether an academic integrity violation occurred.

8. If an investigation results in the finding of an academic integrity violation against the administrator that is not appealed or is sustained after an appeal, the matter will be referred to the Office of Human Resources pursuant to the University's established procedures for disciplinary action.

PROCEDURES FOR ACADEMIC INTEGRITY VIOLATIONS INVOLVING FACULTY, STAFF AND LIBRARIANS

Certain procedures for faculty, staff and librarians require negotiation between the University and designated representatives of the applicable collective negotiations unit(s). Therefore, this section will be updated in the future.

ACADEMIC INTEGRITY FOR STUDENTS

Students who demonstrate academic integrity become a part of their academic or professional community. These guidelines are designed to help the student understand how to achieve that result.

What follows are the procedures related to students. Faculty members are required to support the Academic Integrity Policy by discussing the value of integrity and by reporting academic dishonesty.

As the first line of support, faculty shall ensure that the Academic Integrity Policy is discussed to an appropriate extent in every course section, with emphasis on the elements that pertain particularly to

that class. As stated in the University catalog, faculty shall distribute a syllabus for every course section that includes, among other criteria and information, the course requirements, methods of evaluation, and the basis by which the final grade is derived.

CLASSIFICATION OF ACADEMIC INTEGRITY VIOLATIONS BY OFFENSE

Violations of academic integrity are classified based on the level of seriousness of the behaviors. Brief descriptions, examples and recommended sanctions are provided below. Quantitative benchmarks (percentages of course grades) are offered as guidance to assist faculty and administrators in determining the appropriate level of violation. These are general descriptions and should not be considered as all-inclusive.

Level One Violations

Level One violations consist of those instances when, in the opinion of the instructor, the student's actions may result from inexperience and the activity in which the violation occurs constitutes less than 10% of the grade for the course. Level One violations are considered academic issues and not disciplinary offenses. Inherently, Level One violations would be most common among first-year undergraduate students.

Examples:

PLAGIARISM

- Improper citation or footnote(s)

Recommended Sanction: Make-up assignment or assignment of no credit for work in question, required attendance at a workshop on preparation of academic or term papers, or a library assignment on the preparation of academic or term papers.

Level Two Violations

Level Two violations consist of those instances involving cheating, plagiarism, fabrication, or academic misconduct when, in the opinion of the instructor, one or more of the following conditions exists:

- The student's actions constitute a violation of academic integrity that cannot be dismissed due to inexperience.
- The activity in which the violation occurs constitutes less than 25% of the grade for an undergraduate course or at the instructor's discretion for a graduate or doctoral level course. (Note that percentages are offered as guidance for the appropriate level of violation.)

Examples:

CHEATING

- Unauthorized assistance with academic work (e.g., excessive editorial assistance)
- Allowing another student to copy one's work

- Copying from another student's work

PLAGIARISM

- Level One violations not attributable to inexperience
- Copying another's words directly without acknowledging the source
- Using another's ideas, opinions or theories (even if they have been completely paraphrased in one's own words) without acknowledging the source
- Using facts, statistics or other illustrative material taken from a source without acknowledging the source, unless the information is common knowledge
- Submitting a computer program, or any other creative work or intellectual property as defined by the discipline, as original work which duplicates, in whole or in part, the work of another, without citation

FABRICATION

- Listing of sources in a bibliography or other report not used in that project.

ACADEMIC MISCONDUCT

- Submitting the same written work to fulfill the requirements of more than one course without the explicit permission of the present instructor

Recommended Sanction: A failing grade on the assignment. The

student may also be required to meet with an academic coaching writing tutor and/or attend an academic workshop.

The Academic Integrity Violations Report (AIVR) is sent to the Office of the Vice Chancellor for Academic Affairs and the record may be considered when determining the level of future violations.

Level Three Violations

Level Three violations involve cheating, plagiarism, fabrication, or academic misconduct when, in the instructor's opinion, one or more of the following conditions exists.

- The student's actions are a repeat offense of a Level Two violation.
- The activity in which the violation occurs constitutes 25% or more of the grade for an undergraduate course or at the instructor's discretion for a graduate or doctoral level course. (Note that percentages are offered as guidance for the appropriate level of violation.)

Examples:

CHEATING

- Using unauthorized materials such as a textbook, notebook, text messaging or any other unauthorized device during an examination
- Collaborating with another person during an exam by giving or receiving information without permission
- Unauthorized access to or use of someone else's computer account or computer files.

PLAGIARISM

- Improper citation or footnote(s)
- Citation of information not taken from the source indicated
- Copying another's words directly without acknowledging the source
- Using another's ideas, opinions or theories (even if they have been completely paraphrased in one's own words) without acknowledging the source
- Using facts, statistics, or other illustrative material taken from a source without acknowledging the source, unless the information is common knowledge
- Submitting a computer program, or any other creative work or intellectual property as defined by the discipline, as original work which duplicates, in whole or in part, without citation, the work of another

FABRICATION

- Submitting as one's own any academic work prepared in whole or in part by others, unless the assignment allows students to work collaboratively
- Making up data or source information for an experiment, research project, or other academic exercise

ACADEMIC MISCONDUCT

- Altering test answers and then claiming that the instructor

inappropriately graded the examination

- Misrepresenting oneself or providing misleading and false information in an attempt to access another's computer account

The Dean (or designee) or the Office of the Vice Chancellor for Academic Affairs may determine that a violation reported at Level Two becomes a Level Three in the presence of a prior Level Two violation unknown to the reporting instructor. This determination may be made after the Level Two sanction has already been imposed.

Recommended Sanction: Probation from the University for one semester with a notation of “disciplinary probation” placed in a student's academic file and a failing grade in the course. The student may also be required to meet with an academic coaching writing tutor and/or attend an academic workshop. The Academic Integrity Violations Report (AIVR) is sent to the Office of the Vice Chancellor for Academic Affairs and the record may be considered in the determination of the level of future violations.

Level Four Violations

These are the most serious breaches of academic integrity and include violations that may potentially result in legal action against the perpetrator. Level Four violations consist of those instances involving cheating, plagiarism, fabrication, or academic misconduct when, in the opinion of the instructor, one or more of the following conditions exists:

- The student's actions represent a blatant disregard or disrespect for the expectations of academic integrity and/or University life.
- The student's actions represent a violation of law.
- The student's actions represent any degree or category of infraction relating to a graduate thesis or dissertation.

Examples:

FABRICATION

- Makes up data or source information in an experiment, research project, or other academic exercise related to the senior or graduate thesis or dissertation.

ACADEMIC MISCONDUCT

- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any University office, building or accessing a computer for that purpose
- Coercing any other person to obtain an unadministered test
- Stealing, buying, selling, giving away or otherwise obtaining all or part of any unadministered examination, term papers, or works of art, or entering any University office, building or accessing a computer to obtain said materials without authorization
- Substituting for another student or permitting another to substitute for oneself to take a test or examination
- Creating illegal accounts, changing files or securing passwords illegally
- Destroying computer accounts without authorization

- Violating the clinical or ethical code of the discipline
- Sabotaging of another's work

The Academic Integrity Violations Report (AIVR) is sent to the Office of the Vice Chancellor for Academic Affairs. The Dean (or designee) or the Office of the Vice Chancellor for Academic Affairs may determine that a violation reported at Level Three becomes a Level Four in the presence of a prior Level Three violation unknown to the reporting instructor. This determination may be made after the Level Three sanction has been applied. Multiple Level Two Violations or a Level Two violation followed by a Level Three violation may only be sanctioned at Level Three. Only multiple Level Three violations may be raised to Level 4.

Recommended Sanction: Expulsion from the University and a permanent dismissal notation on the student's academic file.

FRAUD AND PURCHASED ACADEMIC/TERM PAPERS

The unauthorized collaboration with any other person in preparing work offered for course credit, such as purchasing a term paper from another student or from a term paper research company and submitting that paper as one's own is fraud. Such behavior is illegal. New Jersey Statutes Annotated § 18A:2-3 states:

“No person shall, for any fee, or other remuneration, prepare, offer to prepare, cause to be prepared, sell or offer for sale any term paper , thesis, dissertation, essay, report or other written, recorded, pictorial,

artistic or other assignment knowing or under the circumstances having reason to know, that said assignment is intended for submission either in whole or substantial part under a student's name in fulfillment of the requirements for a degree, diploma, certificate, course or courses of study at any university, college, academy, school or other educational institution.”

The law provides a \$1,000 fine for anyone convicted of violating its provision. Students should be aware that academic research companies:

- Keep comprehensive lists of the clients they serve, including the client's name, the school they attend, the date the material was purchased from the company, and the type of material secured.
- Provide copies of these lists and copies of the material sold to the individual purchaser, to any collegiate institution or faculty member, upon request made on official institutional letterhead.

COURSE WITHDRAWAL

Students have a right to withdraw from a course in accordance with University policy, however, academic integrity violations will be pursued and resolved regardless of the student's continued enrollment. If the resolution of the violation results in a failing grade for the course, the student will be re-enrolled in the course and the failing grade will be assigned.

PROCEDURES FOR REPORTING AND APPEALING ACADEMIC INTEGRITY VIOLATIONS

Violations of Level 2, 3, or 4 of the University's Academic Integrity Policy must be reported on an Academic Integrity Violations Report form (AIVR) linked [here](#). Completion and filing of the AIVR form by an instructor, as outlined below, will serve as the official written notification of an Academic Integrity Policy offense to the student, director/department chair, Dean, and Office of the Vice Chancellor for Academic Affairs. All notifications to students are made through our Maxient Database. Students will also receive notification to their Kean-issued email address. The responsibility for demonstrating the existence of a violation shall be upon the faculty member bringing the charges.

The Academic Integrity Violation Report Form identifies the student and instructor involved, the course, course assignment and specific details of the violation. It shall also designate the category and classification of the violation.

In the case of Level 2 violations, the instructor will meet with the student to address the charge, including the level of violation and recommended sanction, and impose the sanction for Level 2 violations. The sanction imposed by an instructor must be recorded on the AIVR form which will be forwarded to the director/department chair, Dean, and Office of the Vice Chancellor for Academic Affairs. All notifications to students are made through our

Maxient Database. Students will also receive notification to their Kean-issued email address. All Level 1 and Level 2 appeals will proceed through the academic program grade grievance procedure. If a student does not appeal, the AIVR form remains on file in the Office of the Vice Chancellor for Academic Affairs as the final record of the violation. Please see below for more information regarding academic files and requests for academic records.

All student/instructor conferences about Level 3 and 4 violations will be informational only. As discussed above, the instructor will meet with the student to address the charge; however, the instructor is not responsible for determining the sanction or action that will be taken in response to these violations, but may.

make a recommendation to the College Dean (or designee). All notifications to students are made through our Maxient Database. Students will also receive notification to their Kean-issued email address. All Level 3 and Level 4 violation reports must be sent to the Dean's (or designee) Office for action prior to filing the report with the Office of the Vice Chancellor for Academic Affairs. The student and the instructor have the right to meet individually with the Dean (or designee) before a decision is made. The College Dean (or designee) will then review the incident and apply a sanction in accordance with the Academic Integrity Policy level of violation and recommended action. No further action will be taken if the Dean (or

designee) finds no violation has occurred. The Dean's (or designee) action will be reported in the appropriate section of the form. A letter will be sent to the student from the Office of the Vice Chancellor for Academic Affairs confirming the disciplinary action taken, i.e., probation or dismissal. A copy of the completed form and the action taken will also be forwarded to the instructor, executive director/department chair and the Dean's (or designee) Office. All sanctions imposed by an instructor or College Dean (or designee) must be in accordance with the published Academic Integrity Policy.

STUDENT APPEAL OF CHARGE OR SANCTION

Once a sanction has been imposed at Level 3 or 4, the student may file a written appeal of the charge or sanction to the Office of the Vice Chancellor for Academic Affairs within 10 calendar days of the date of notification. Should an Academic Integrity Violations charge be made at the end of a semester, a No Record (NR) grade will be assigned until the charge is addressed. The Office of the Vice Chancellor for Academic Affairs will refer all appeals of Levels 3 and 4 violations to the University Appeals Board (UAB) for hearing or mediation. The UAB may uphold, modify, or dismiss a charge or a sanction made by the College Dean (or designee). If a student does not appeal, the Academic Integrity Violation Report form remains on file in the Office of the Vice Chancellor for Academic Affairs as the final record of the violation.

Any written appeal by the student must be filed within 10 calendar days of the date of notification. It must include a:

- Clear explanation of the nature of the appeal
- Clear explanation of the reason(s) for the appeal
- Clear concise statement of the facts as known, with appropriate supporting documentation
- Clear statement of what is being appealed; i.e., the dishonesty charge and/or the sanction imposed and
- Current postal and e-mail addresses and telephone number(s) where the student can be reached.

The University Appeals Board must be convened by the Office of the Vice Chancellor for Academic Affairs upon receipt of an appeal. The Office of the Vice Chancellor for Academic Affairs office will check the student's past record, if any, to see if the student has committed prior acts of academic dishonesty.

COMPOSITION AND AUTHORITY OF THE UAB

The University Appeals Board is a body elected by the University community whose role is to review all student appeals of violations of academic integrity.

The voting members of the UAB consist of one (1) full-time teaching faculty member elected from each academic college by the faculty; two (2) students, one each, appointed by each of the two student governing bodies; and two (2) administrators or staff

members appointed by the Vice Chancellor for Academic Affairs. A quorum of 60% of the voting members is required to consider appeals. The Dean of Students will appoint a non-voting member to serve as an observer. This member is responsible for observing and monitoring procedures and acting as the liaison between the UAB and the Dean of Students. The Office of the Vice Chancellor for Academic Affairs representative will convene a UAB meeting to elect a UAB Chairperson for the next academic year.

The decisions of the UAB are considered final and may be appealed by the student only on the grounds of alleged procedural or substantive error. Appeals will be directed in writing to the Vice Chancellor for Academic Affairs and must be filed within ten (10) business days of the decision issued by the University Appeals Board. The written appeal must identify the nature of the alleged procedural or substantive error on which the appeal is based. Prior to reaching a decision on the appeal, the Vice Chancellor for Academic Affairs will meet with the Chairperson of the University Appeals Board to review the basis on which the UAB reached its decision. If the Vice Chancellor for Academic Affairs determines that a procedural or substantive error occurred, the Vice Chancellor for Academic Affairs may direct the UAB to reconsider its decision. The determination of the Vice Chancellor for Academic Affairs is final.

OTHER PROCEDURES FOR UAB REVIEWS

Additional procedures for UAB reviews include:

- **Student Presence at UAB Meeting:** Students will be notified via email that their appeal will be heard on a specific date and time and an invitation to attend. The student must notify the UAB Board Secretary in advance whether or not they plan to attend the hearing or inform the Board Secretary if the hearing is scheduled when the student cannot attend so that a mutually agreeable date can be scheduled. Should a student not attend by choice, the appeal will be heard based on the written record. Should the meeting be rescheduled for student's convenience and the student fails to attend the meeting, the appeal will be heard based on the written record.
- **Faculty Presence at UAB Meeting:** The involved faculty member will be notified of the date and time of the hearing. The arrangements described above for attendance and rescheduling also apply to the involved instructor.
- **Case Records:** Pending a scheduled appeal meeting, the Office of the Vice Chancellor for Academic Affairs will provide access to confidential case files for review by Board members and the directly involved parties, i.e., the faculty member and the accused student.
- **Advisor Present at Meeting:** An advisor is a person permitted to be present throughout any hearing proceedings to support and/or assist the student. The advisor may not address the Board or otherwise

participate. An advisor may be an attorney, parent, or guardian. A student may have one advisor present during the hearing. If the advisor present is an attorney, legal counsel from University Affairs must also be present.

- Hearing Procedure: The UAB will convene its meetings first and then invite the student and faculty member to present their information. All materials or questions to be introduced must normally be sent to the Board at least three (3) business days before the scheduled hearing. The notification of the UAB's decision will be sent to the student's Kean issued email account by the Office of the Vice Chancellor for Academic Affairs.

- Recusal: Board members will use their discretion concerning cases where familiarity may affect their impartial judgment.

- Time/Witness Limitation: The Board chairperson may limit the number of witnesses to be heard or may exclude irrelevant or unduly repetitious information.

- Hearing Record: The UAB will receive and consider oral and documentary information that support or discredit the charges presented.

- Alternative Actions: If there is a need for the UAB to meet outside the academic year, (e.g., summer months), and a quorum cannot be reached, hearings may be delayed until the beginning of the next academic year, student organization or Vice Chancellor for Academic Affairs, may be asked to elect an alternate member, as

appropriate.

- **Voting Procedures:** The UAB votes may be cast by secret ballot, with the recommendation made on the basis of a majority of voting members present. Minority opinions may be written to the Vice Chancellor for Academic Affairs. In the case of a tie vote, voting will continue until the Board deems that it must notify the Vice Chancellor for Academic Affairs of a deadlock. Thus, voting may span more than one meeting. In the case of a deadlock, the Vice Chancellor for Academic Affairs shall make the final decision.
- **Procedural Questions:** Any procedural questions should be addressed to the Office of the Vice Chancellor for Academic Affairs.
- **Academic File/Academic Records Request:** If a student is engaged in an academic integrity violation review, the decision by the Dean, the UAB, or the Vice Chancellor for Academic Affairs becomes the student's internal academic record.

ACADEMIC FILES AND ACADEMIC RECORDS REQUESTS

The Office of the Vice Chancellor for Academic Affairs will maintain academic integrity violation record files, which contain all necessary and appropriate correspondence and other documentation pertinent to any cases for which a student was found responsible for violating the Academic Integrity Policy. Records of cases designated as “pending” will also be maintained. Student academic integrity violation record files will be maintained as follows:

- Academic integrity violation records will be maintained for a period of seven years after the last year of the student's attendance at the University.
- The University reserves the right to retain any academic integrity violation records for longer periods.
- Records involving expulsions and appeals are kept permanently.

Wenzhou-Kean University collects data and information about students in order to facilitate their educational development. The Family Educational Rights and Privacy Act of 1974 and the Higher Education Amendments of 1998 delineate the rights of students to be informed of the existence of this information, to have access to it, and the conditions under which information about students may be disclosed to others. A copy of the Family Educational Rights and Privacy Act is available in the Office of the Registrar or on their website.

Code of Conduct

I. Student Code of Conduct

Wenzhou-Kean University is committed to providing a campus environment that is conducive to academic inquiry in the university tradition. Wenzhou-Kean is a comprehensive, teaching university that exists to foster inquiry and public discourse. It is also a community. At Wenzhou-Kean, student members of the community are expected to abide by certain standards of conduct that form the basis of the Student Code of Conduct [Code] and ensure that their guests do likewise. These standards are embodied within a set of core values that include integrity, fairness, respect, community, and responsibility. When students fail to adhere to the community standards, appropriate proceedings may be initiated under the Code to address the failure and its consequences.

1. Definition of a Student

For the purposes of enforcing the Code, students are defined as persons who have accepted an offer of admission and who have a continuing relationship with the University, including taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, professional studies, or continuing education. The Code remains in effect at Wenzhou-Kean. In addition,

a University-recognized student organization is defined as any group of Wenzhou-Kean students meeting the criteria for group registration or recognition established by the Office of Student Affairs.

The Office of Student Affairs is responsible for overseeing processes related to the implementation of the Code.

II. The Student Conduct Process Upholds Community Values

The student conduct process at Wenzhou-Kean is intended to protect the interests of all members of the campus community and appropriately address conduct not in accord with the Code. Remedies and sanctions are intended to contribute to the development of student decision-making and to help them bring student behavior into accord with community values. When a student does not conform his/her behavior to community expectations, the student may be subject to appropriate remedies and sanctions including, but not limited to, restriction or loss of the privilege of participating in this community. The student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not necessarily include the same process afforded by the courts.

III. Jurisdiction over Student Conduct

Students at Wenzhou-Kean University are annually provided notification that explains how they may access the Code on the University website (www.wku.edu.cn/jgsz/xssw/code-of-conduct/). The printed document is also available in the Office of Student Affairs (SLAC 217). Students are charged with the responsibility to read and to abide by the provisions of the Code and the authority of the student conduct process. The Code and the student conduct process apply to the conduct of individual students and University-recognized student organizations. Because the Code is based on shared values, it sets a range of expectations for the Wenzhou-Kean student no matter where or when their conduct may take place. Therefore, the Code applies to conduct that takes place on the campus, at University- sponsored events, and off-campus, when the administration determines that the off campus conduct affects a substantial University interest. A substantial University interest is defined to include:

1. Constitutes a violation of relevant laws.
2. Indicates that the student may present a danger or threat to the health or safety of him/herself or others.
3. Significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.
4. Is detrimental to the educational interests of the University. The

Code may be applied to conduct that takes place during the time a person is enrolled as a student, including during intra-semester breaks and between semesters.

Further, the Code applies to guests of community members whose hosts may be held accountable for the misconduct of their guests to the Wenzhou- Kean campus. Sanctions for violations by guests may include but not be limited to a warning, Campus-Wide and Residence Life No Trespass and referral to the relevant authorities. Guests of the University are also protected by the Code, and may initiate grievances for violations of the Code committed by members of the University community against them. The University may address misconduct that occurs prior to, but is not reported until after, the graduation of the offending student, as long as the misconduct is reported within six months of its occurrence. Otherwise, there is no time limit on reporting of violations of the Code, as long as the offending student is still enrolled at the University. Those who are aware of misconduct are encouraged to report it as quickly as possible to Office of Student Affairs.

IV. Violations of the Law

Violations of any applicable laws and regulations are offenses under the Code even where those violations are not explicitly prohibited by this Code. Where such offenses occur off campus, the University may institute conduct proceedings that affect a substantial University

interest, at the discretion of the director of Office of Student Affairs. The University may institute conduct proceedings against a student charged with violation of any applicable laws and regulations without regard to the existence or possibility of civil or criminal legal proceedings. It is the policy of the University typically to pursue the conduct process in a timely manner through its conduct proceedings, rather than to delay campus proceedings for external criminal and/or civil proceedings arising from the same misconduct.

V. Special Provisions

1. Attempted Violations

In most circumstances, Wenzhou-Kean University will treat attempts to commit any of the violations listed in the Student Code of Conduct as if those attempts had been completed.

2. College as Complainant

As necessary, Wenzhou-Kean University reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

3. False Reports

Wenzhou-Kean University will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation,

and it may also violate National criminal statutes and civil defamation laws.

4. Group Violations

When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group, and a hearing may proceed against the group as jointly accused students. In any such action, however, determinations will be made with respect to the involvement of each accused individual.

5. Immunity for Victims

Wenzhou-Kean University encourages the reporting of conduct code violations and crimes by victims. Sometimes victims are hesitant to report to University officials because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to University officials. To encourage reporting, Wenzhou-Kean University pursues a policy of offering victims of crimes and severe conduct offenses amnesty from policy violations related to the incident.

6. Good Samaritan

In a community, students are encouraged to help other members of

the community who are in need; to be Good Samaritans. When a student has assisted an intoxicated student in procuring campus safety and/or professional medical assistance at Health Services, located in Wenzhou-Kean Hall or any other health-care facility, neither the intoxicated student nor the individual(s) who assist them will be subject to formal action through the college conduct process for (a) being intoxicated, or (b) having provided that person alcohol. This applies only to first-time, isolated incidents, and does not excuse or protect those who flagrantly or repeatedly violate University alcohol policies.

7. Parental Notification

Wenzhou-Kean University reserves the right to notify parents/guardians of students when the health, safety or well-being of the student is at risk. The decision to notify parents/guardians will be made according to the professional judgment of the appropriate staff. The University may also notify parents/guardians of dependent students of alcohol and drug policy violations. In the event that a Wenzhou-Kean University student is studying abroad, Wenzhou-Kean University reserves the right to contact parents regarding health and safety concerns that may impact a student's ability to remain at the study abroad site.

8. Notification of Outcomes

The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under- The Family Educational Rights and Privacy Policy. However, Wenzhou-Kean University observes the legal exceptions as follows:

8.1.Complainants in sexual misconduct, sexual harassment, and any other incidents falling under any applicable laws and regulations have an absolute right to be informed of the outcome and sanctions of the hearing, and the rationale for the decision, in writing, without condition or limitation.

8.2.The University may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a University policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The University also will release this information to the complainant in any of these offenses regardless of the outcome.

9. Defenses

It has become common for students accused of policy violations to try to defend their actions with excuses, such as prescription drug interactions, self-defense, disabilities, etc. The University's policy on defenses is clear. Defending your actions is admitting to a policy violation if you expressly admit the facts against you in your defense. "Yes, we fought, but he started it." This still means you had a fight,

and that violates the rules. You may have taken someone's property under the influence of an anti-depressant, but you still took someone else's property. While your defense will not excuse your actions, Wenzhou-Kean University will take into consideration the legitimacy of your defense in addressing the proper sanction. If you were not the aggressor in a fight, you will still be sanctioned, but your sanction may be less than the sanction of the person who started the fight.

10. Misconduct Online

Students are cautioned that behavior conducted online such as harassment delivered by email can subject them to a University conduct action. Students must also be aware that blogs, QQ, Weibo, Twitter, Facebook entries, and similar online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly seek this information, but will take action if and when such information is brought to the attention of University officials.

VI. Offenses under the Code

1. Integrity

Wenzhou-Kean University students exemplify honesty, integrity, and a respect for truth in all of their dealings. Behavior that demonstrates

a lapse of integrity includes, but is not limited to:

1.1 Acts of dishonesty.

(1) Furnishing false information to any Wenzhou-Kean University official, faculty member or office.

(2) Forgery, alteration, or misuse of any Wenzhou-Kean University document, record, or instrument of identification.

(3) Tampering with the election of any Wenzhou-Kean University registered student organization.

(4) Causing, condoning, or encouraging the completion of any Wenzhou-Kean University record, document or form dishonestly.

(5) Initiating a false report or warning of fire, explosion, bomb threat, or other emergency.

(6) Deception - to defraud, lie, or scam to receive something of value or to mischaracterize so as to give a false belief or conclusion about something in a way that is harmful to another.

(7) Knowingly presenting a worthless check or forging a money order in payment to Wenzhou-Kean University or to a member of the Wenzhou-Kean University community acting in an official capacity, or failure to make satisfactory arrangement for the settling of accounts with Wenzhou-Kean University.

1.2 Violations of positions of trust or authority (i.e., student employee, student leader, student athlete, student volunteer) within the community.

1.3 Misuse or unauthorized use of Wenzhou-Kean University and/or

organizational names and images; all Wenzhou-Kean University sponsored activities must be sanctioned through appropriate administrative process; all Wenzhou- Kean University representation must be approved by the director of Office of Student Affairs or designee.

1.4 Intentional and unauthorized taking of the property of the University or personal property of a member of the University community including, without limitation:

- (1) Knowingly possessing stolen property.
- (2) Selling or attempting to sell textbooks unless the seller is the owner of the textbook or has the permission of the owner to do so.
- (3) Taking, attempting to take, or keeping items belonging to the library or items placed in the library for display.

2. Fairness

Wenzhou-Kean University students honor fairness and strive for fairness in all their dealings and interactions. Behavior that relates this value includes but is not limited to:

2.1 Obstruction of freedom of movement by community members or guests.

2.2 Abuse, interference, or failing to comply in Wenzhou- Kean University processes including Conduct and Academic Integrity hearings.

2.3 Abuse of the campus conduct system, including:

- (1) Failure to attend meetings scheduled for conduct code administration purposes.
- (2) Falsification, distortion, or misrepresentation of information.
- (3) Failure to provide, destroying, omitting, or hiding information during an investigation of an alleged policy violation.
- (4) Attempting to discourage an individual's participation in, or use of, the campus conduct system.
- (5) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or after a campus conduct proceeding.
- (6) Failure to comply with the sanction(s) imposed by the campus conduct system.
- (7) Failure to respect the dignity and privacy of fellow Wenzhou-Kean community members by disclosing confidential information obtained during participation in a student conduct proceeding.
- (8) Influencing or attempting to influence (i.e., texting, calling, email, skyping) another person to commit an abuse of the campus conduct system.

3. Community

3.1 Wenzhou-Kean University students honor and value their community.

Behavior that violates this value includes, but is not limited to:

- (1) Misuse of access privileges to University premises or

unauthorized entry to or use of buildings, including trespass.

(2) Unauthorized or attempted entry into any building, office, construction site, or other Wenzhou-Kean University facility.

(3) Unauthorized possession, use, or duplication of keys or other methods of controlled access such as ID or access cards or key codes.

3.2 Damage to or littering Wenzhou-Kean University grounds and/or properties owned or leased by registered student organizations.

(1) Driving motor vehicles on lawn or grounds without permission.

(2) Failure to clean up sidewalk chalk following an authorized student event.

(3) Failure to maintain an organization's facilities and/or surrounding property.

(4) Vandalism, the causing of intentional damage to the property of another or to Wenzhou-Kean University.

(5) Damaging items rented, leased, or placed on the campus at the request of Wenzhou-Kean University.

3.3 Substantial disruption to or unreasonable interference with University operations, teaching, research, administration, other Wenzhou-Kean University activities, including its public service functions on or off campus, or of other authorized non-Wenzhou-Kean University activities when the conduct occurs on Wenzhou-Kean University or leased premises.

(1) Unruly Classroom behavior that impedes instructional pedagogy.

(2) Obstruction of the free flow of pedestrian or vehicular traffic on

Wenzhou-Kean University premises or at Wenzhou-Kean University sponsored or supervised functions.

(3) Participating, leading, or inciting an on-campus or off-campus demonstration, riot, or activity that substantially and/or unreasonably disrupts or interferes with the normal operations of Wenzhou-Kean University and/or infringes on the rights of other members of the Wenzhou-Kean University community.

(4) Inappropriate use of resources as stated in policies on information technology, including misuse of Wenzhou-Kean University computing facilities, equipment, network, passwords, accounts or information. Students who connect their personal computers to the campus network will be held responsible for any violation of this policy that originates from that computer.

Examples of misuse include:

- ① Use of computing facilities to send harassing or abusive messages.
- ② Use of computing facilities to interfere with the work of other community members.
- ③ Unauthorized access to a file or personal or group account.
- ④ Use of computing facilities to interfere with normal operation of the Wenzhou-Kean University computer system.
- ⑤ Anonymous or forged network news articles or E-mail messages.
- ⑥ Disk usage over the allotted limit without prior approval.
- ⑦ Unauthorized transfer of a file.
- ⑧ Unauthorized use of another individual's identification, user-name,

and password.

⑨ Making copies of copyrighted computer software when no written authority to copy the software has been granted.

(5) Gambling.

(6) Possession of firearms, explosives, other weapons (including, but not limited to BB/pellet guns, slingshots, and sharp edged instruments, such as hatchets when used as weapons)

(7) Possession of hazardous chemicals on campus unless legally and properly authorized.

(8) Having animals on campus except as may be required for a class or for use as guide, support, and/or therapy animals.

4. Respect

Wenzhou-Kean University students show respect for each other, for property and for the community. Behavior that violates this value includes, but is not limited to:

4.1 Threatening, intimidation, or severe verbal or physical abuse.

4.2 Assault or other conduct which threatens or endangers the health or safety of any person; and/or any conduct which is marked by utter thoughtlessness or disregard for oneself or others and provides a substantial risk to persons or property.

4.3 Bullying, defined as gestures or written, verbal, electronic, or physical acts that a reasonable person should know will cause physical and/or emotional harm or fear of harm to one or more

individuals, often involving an imbalance of physical, psychological, and/or social power, occurring usually, but not necessarily, repeatedly and over time, and which is not speech or conduct protected by any applicable laws and regulations.

4.4 Intimidation (implied threats) or coercion (pressuring another unreasonably until an act is not truly voluntary).

4.5 Discriminatory harassment, including speech, actions, or conduct which have the effect of depriving a member of the community of educational or employment access, enjoyment, benefits, or opportunities. Merely offensive or annoying behavior may feel like harassment, but to rise to the level of a Code violation, harassment must have the potential to cause a deprivation of the civil rights of a member of a protected class; protected classes at Wenzhou-Kean University include gender, race, color, religion, age, national origin, ethnicity, disability, veteran's status, sexual orientation, and pregnancy status.

4.6 Hazing, defined as behavior that endangers the mental or physical health of a student as a condition for initial or continued affiliation with any group regardless of either the lack of intent to endanger the student or the student's own willingness to participate. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

4.7 Domestic Violence such as actual threat or threatened physical

harm or the infliction of fear of imminent physical harm upon a family member, significant other, household member, or resident sharing a room; violence between those in an intimate relationship to each other.

4.8 Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

4.9 Sexual misconduct (sexual misconduct will be referred to the appropriate external authorities and may be subject to internal processes as well.)

Including:

(1) Sexual harassment -sex or gender-based verbal or physical conduct that unreasonably interferes with or deprives someone of educational access, benefits, or opportunities.

(2) Non-consensual sexual contact:

Any intentional sexual touching however slight, with any object by a person upon another person that is without consent and/or by force*

(3) Non-consensual sexual intercourse any sexual intercourse (anal, oral, or vaginal). However sling with any object by a person upon another person that is without consent and/or by force*

*Consent Defined

Consent is informed, active and voluntary permission for specific sexual activity. Silence, in and of itself, cannot be interpreted as

consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

(4) Sexual exploitation - occurs when a student takes non - consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- ① Prostituting another student.
- ② Non-consensual video or audio-taping of sexual activity.
- ③ Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex).
- ④ Engaging in voyeurism.
- ⑤ Surreptitiously taking pictures and /or videos of another person in a gym, locker room, or restroom, residence halls, etc.
- ⑥ Knowingly transmitting an STI or HIV to another student.

4.10 Lewd or obscene conduct.

- (1) Public urination.
- (2) Sexual acts performed in public.
- (3) Streaking.

(4) Possession or distribution of child pornography.

(5) Possession or distribution of any obscene materials, as defined by the standards of the Wenzhou-Kean University community.

4.11 Failure to follow University special events policies and procedures for University events held on or off-campus.

4.12 Failure to comply with directions of University officials or law-enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

4.13 Failure or refusal to produce a University identification card upon demand by a security officer or other official of the University acting on his/her official capacity or an officer of the law.

4.14 Violation of any Wenzhou-Kean University policy, rule, or regulation published in hard copy or available electronically on the Wenzhou-Kean University website.

4.15 Smoking in any University building or areas designated as non-smoking within three feet of an entrance/exit location.

4.16 Inappropriate conduct.

5. Responsibility

Wenzhou-Kean University students are given and accept a high level of responsibility as role models. Behavior that violates this value includes, but is not limited to:

5.1 Intentionally or carelessly causing a fire which damages Wenzhou-Kean University or personal property or which causes

injury to any member of the community.

5.2 Failure to follow fire safety procedures:

- (1) Failure to evacuate a building when the fire alarm sounds.
- (2) Misusing, damaging, or tampering with fire safety equipment.
- (3) Intentionally or recklessly obstructing a fire exit in any Wenzhou-Kean University building.

5.3 Action or inaction by a student which fails to discourage a known and obvious violation of Wenzhou-Kean University policy or law; assisting in violation of Wenzhou-Kean University policies or public laws.

5.4 The knowing failure of any organized group to exercise preventive measures relative to violations of this Student Code of Conduct by members.

5.5 Use, possession, manufacture, sale, purchase, transportation, distribution, or being in the presence of alcoholic beverages except as expressly permitted by law and the University's Alcohol Policy. This includes under-age possession/consumption providing alcohol to those under-age, driving under the influence, and public intoxication. For the purposes of the Code, distribution is determined by the quantity of alcohol and/or means of distribution .

5.6 Use, possession, manufacture, sale, purchase, transportation, distribution, or being in the presence of a narcotic, or other controlled dangerous substances, as well as drug paraphernalia, abuse of prescription medications and drugs, except as expressly

permitted by law. For the purposes of the Code, distribution is determined by the quantity of drugs, means, and materials for distribution.

5.7 Abuse, misuse, or distribution of prescriptions or over-the-counter medications.

5.8 Operating a business. State property or facilities may not be used for personal profit, sale, and/or solicitation. Use of any facilities is prohibited unless participating in a University sanctioned event. This includes, but is not limited to, the commercialization of rooms, the use of any space for gambling, or to solicit students or patrons for private businesses.

5.9 Any allegation of violation of any applicable laws or regulations.

VII. Student Code of Conduct Process and Procedures

1. General Process

A complaint against a student for violations of the Code may be made in writing or in person by anyone who feels the Code has been violated. A complaint should be made as soon as possible following the incident. A Complaint Form is available in the Office of Community Standards and Student Conduct and on-line at www.wku.edu.cn/jgsz/xssw/code-of-conduct/. The complainant should include as much detail of the alleged violation as possible and to the degree possible include specific references to that part of the Code that pertains to the complaint. A written complaint should

include the complainant's name, address and telephone number and as much information as is known about the person accused. If there are any witnesses, their names and addresses should also be provided if known; as much detail as possible should be provided. In exceptional circumstances, provisions may be made to protect the identity of reporters and/or witnesses upon request.

2. Initial Investigation

Upon receipt of a complaint the conduct administrator of the Vice Chancellor of Student Affairs or designee will inquire as to the circumstances surrounding the event in question to determine whether there are sufficient grounds to believe that a violation of the Code occurred.

2.1 The conduct administrator will schedule conferences and obtain a written statement from the complainant, accused student, witnesses and/or other persons directly involved in the incident.

2.2 Based upon the sufficiency of the complaint or report filed, the conduct administrator may investigate the circumstances surrounding the incident in question and determine whether it warrants a Student Conduct Conference, a Student Conduct Hearing, or referral to the appropriate student conduct process within the University. If the director determines the complaint does not warrant further action, the matter will be closed. Such determinations are appropriate where the complained conduct does not violate the Code,

and/or when there is insufficient evidence to support a reasonable belief that the Code has been violated.

2.3 Interim Suspension

Pending the completion of the conduct administrator's investigation and subsequent hearing process, for the director of Office of Student Affairs or designee, is authorized to place an accused student on interim suspension for reasons related to his or her physical or emotional safety and well-being, to protect the integrity of the investigation and/or for reasons relating to the safety and well-being of students, faculty, staff, or University property. In some cases, the accused student may be permitted to attend classes but be suspended from all other campus activities. This determination will be made by the director of Office of Student Affairs or designee based upon his/her knowledge of the potential threat posed by the accused student's presence on campus. Whenever such action is taken, a Student Conduct Hearing will be convened within ten (10) days unless an extension is agreed upon. The Student Conduct Hearing process is outlined below. At the time of an interim suspension, a Temporary Campus-Wide Notice of No Trespass or Temporary Residence Life Notice of No Trespass may be issued. These documents identify campus locations and events as off limits to the accused student until further notice.

Subject to the availability of the accused student, the director of Office of Student Affairs or designee will conduct a Student Conduct

Conference prior to imposing an interim suspension. If the student is not available, an interim suspension may be imposed until such time as the accused student becomes available. At the Student Conduct Conference, the accused student will be given the opportunity to demonstrate to the director of Office of Student Affairs or designee a compelling reason (e.g. mistaken identity) why he/she should not be interim suspended pending a Student Conduct Hearing.

2.4 No-Contact Order

The Office of Student Affairs may impose a limited or campus-wide No-Contact Order on an accused student when the fear of retaliation and/or harassment may be present. Specific instructions will accompany the No-Contact Order outlining the expected behavior including face-to-face contact, correspondence, e-mail, instant message or telephone. Friends and relatives may also be prohibited from contact on behalf of the accused student.

3. Notification

3.1 If the director of the Office of Student Affairs or designee determines there is reasonable cause to believe that a violation of the Code has occurred, the accused student will be notified in writing through Wenzhou-Kean University email, within ten (10) business days of receipt of the complaint. The notification time may be longer if necessary to complete the investigation.

3.2 This written notice will include:

- (1) The complaint identifying sections of the Code at issue.
- (2) A link to the website location of the Code and procedures applicable to the complaint.
- (3) A request that the accused student provide a written explanation of the incident (if no prior statement was obtained).
- (4) The date, time, and location of a Student Conduct Conference.

3.3 If the respondent fails to meet with the conduct administrator after being properly notified, the case will be decided on the basis of information gathered by the conduct administrator.

4. Student Conduct Conference

4.1 The director of the Office of Student Affairs or designee will conduct a Student Conduct Conference with the accused student.

4.2 At the Student Conduct Conference the accused student will:

- (1) Be informed of the information provided to date by the complainant and other persons.
- (2) Be given an opportunity to raise questions and discuss the information.
- (3) Be given the opportunity to admit the allegations and accept responsibility for the violation(s).
- (4) Be given the opportunity to deny the allegations.
- (5) Be informed of the process and possible remedies and sanctions that may result.

4.3 As a result of the Student Conduct Conference, the conduct

administrator of the Office of Student Affairs or designee may:

- (1) Dismiss the complaint.
- (2) Refer the complaint to the Wenzhou-Kean Counseling Center for appropriate follow up which may include mediation with the complainant (not applied to sexual assaults or other acts of violence).
- (3) Refer the complaint to the appropriate administrative process within the University.
- (4) Resolve the complaint informally or impose a remedy and/or sanction that does not result in suspension or expulsion; If the accused student does not agree with the decision made at the Student Conduct Conference, the student has the right to appeal the decision to the next level administrator within (5) five business days of receipt of the decision letter. The appeal process will be given in writing at the time of the decision letter.
- (5) Determine that a Student Conduct Hearing is appropriate.

5. Student Conduct Hearing

Notification of a Student Conduct Hearing will be provided by the Office of Student Affairs to the complainant and the accused student by email to the student's official @wku.edu account. All such notice is presumptively delivered whether the student reads their mail/email or not, as all students are required to regularly check their email accounts. The notice will include:

- 5.1 The name of the complainant.

5.2 The nature of the complaint, including the specific code sections alleged to have been violated, applicable conduct procedures and the sanctions that may result.

5.3 The time and place of the hearing. All Student Conduct Hearings will be scheduled during regular business hours (9 a.m. – 4 p.m.).

5.4 The right to have witnesses. The University may arrange for witnesses to be present or assign to the complainant and the accused student the responsibility to contact his/her witnesses and arrange for their participation. All student witnesses are asked to complete and sign a confidential form. No less than 48 hours prior to the hearing, both the complainant and accused student must provide a list of witness names and a statement of their witness' anticipated testimony; all witnesses must be confirmed by the Office of Student Affairs no later than 48 hours prior to the hearing.

5.5 The right to have an advisor. The advisor may not be a witness at the hearing or otherwise participate in the hearing.

5.6 The right to present relevant information.

5.7 The names of others who will be present at the hearing (if known), including the names of the hearing officers; and a copy of the procedure for challenging any of the hearing officers on the basis of partiality.

5.8 Notice that a Document File compiled by the Office of Student Affairs with statements from the complainant, accused student and witnesses and any other documentary information will be available

to the accused student, the complainant, and their advisors for review at least three (3) days prior to the Student Conduct Hearing. An appointment is required to review the Document File. Copies may be made available upon specific request.

6. Hearing Officers

Student Conduct Hearings for violations of the Code will be conducted by a trained member(s) of the University faculty, staff, or consultant designated by the Office of Student Affairs.

7. Conduct of the Hearing

The hearing will be closed to all members of the campus and outside community except those directly involved with the complaint. The complainant and the accused student each have the right to be assisted by an advisor of their choice who is not a witness in the complaint. An advisor or legal counsel may be present to advise only and may not participate. Advisors who interfere with the proceedings can be excused by the hearing officer. An audio recording of the hearing is made and kept by the Office of Student Affairs.

Only persons involved in the hearing process will be permitted in the vicinity of the hearing.

It is expected that participants and advisors will respect the dignity and privacy of Wenzhou-Kean community members and keep private that which transpires during the hearing, in accordance with

applicable laws and regulations. Student witnesses, when called by the University on behalf of the complainant, the accused student, or the University, are required to participate in the hearing process.

The hearing process will be conducted in the following manner:

7.1 All participants and advisors will be introduced to the hearing officer.

7.2 All participants and advisors will be introduced to the audio technician.

7.3 The hearing officer will recite the complaint against the student and all Code sections alleged to have been violated.

7.4 The accused student will state whether he/she is responsible, not responsible, or responsible with an explanation for the alleged misconduct. Responsible with an explanation means the student admits to the actions but believes there were circumstances that should be taken into consideration by the hearing officer in the determination of this complaint.

7.5 Statements regarding their respective positions may be given by the complainant and the accused student. The Hearing Officer may place reasonable time limitations on the statements.

7.6 The University reserves the right to assign a representative of the Office of Student Affairs to present the complaint.

7.7 Relevant records, documents, and written statements may be accepted and considered by the hearing officer.

7.8 The complainant and the accused student may be present

throughout the entirety of the proceeding except for the deliberation phase. The complainant, the accused student and the Office of Student Affairs representative will be able to present witnesses who will be subject to questioning. Witnesses will be asked to remain until the end of the hearing in the event they must be called back for clarification of their testimony. In the event that a witness is unavailable, a signed statement from the witness may be admitted. Any such statements will be shared with the parties prior to the hearing, and the accused student will be given full opportunity to respond to the written statement at the hearing.

7.9 Witnesses will appear separately and will leave the hearing room after their testimony is completed. Witnesses are not permitted to leave the vicinity of the hearing room until permission has been granted by the hearing officer, and witnesses are instructed not to communicate with other witnesses outside the hearing during the proceedings.

7.10 All parties may question each other and the witnesses, and the hearing officer may direct questions as appropriate to any participant, or require that all questions go through the hearing officer. Other accommodations may be utilized to ensure that the hearing is a safe space for participants. The complainant and the accused student may present concluding remarks. The Hearing Officer may place reasonable time limitations on the statements.

7.11 At the conclusion of the hearing, the hearing officer will advise

the complainant and the accused student that his/her determination will be given, in writing, to the appropriate parties.

7.12 The accused student's prior student conduct record will be a factor in determining the appropriate sanction(s).

7.13 The complainant will not be notified of the outcome of the hearing EXCEPT in cases of offense that fall under relevant laws and regulations, once the decision of the hearing officer has been issued.

7.14 For each separate offense, the hearing officer will determine whether the accused student is responsible or not responsible. The decision will be based upon an evaluation of the information presented and a determination as to whether the Code was more likely than not to have been violated. For each violation, the hearing officer will impose an appropriate remedy and/or sanction.

7.15 The rules of evidence applicable to the courts do not apply to Code proceedings of this University community. Fair process applicable to this process is as defined in these procedures.

7.16 The director of the Office of Student Affairs or designee may implement changes to these proceedings as needed that do not jeopardize the material fairness owed to the parties to any complaint.

VIII. Remedies, Educational Outcomes and Sanctions

The following remedies, educational outcomes and sanctions may be imposed when accused students have been found responsible for

violation of the Code. In addition, other remedies and educational outcomes may be fashioned at the discretion of the hearing officer.

1. Sanctions

Generally, sanctions except for Expulsion are for a set period of six (6) or twelve (12) months. After the removal of sanction, a student will no longer be adversely affected by the original sanction.

(1) Warning.

(2) Written Warning (Serious Warning) to the offender that the conduct must stop and any continuation may be a basis for more severe action.

(3) Letter of Reprimand.

(4) Probation - Notice that further violation of the Code may result in expulsion. Also, the decision may place some additional restrictions on membership in student organizations and/or participation in activities or may establish special restitution and service requirements.

(5) Expulsion - Permanent termination of student status and rights to be present on University property and attend, participate in University-sponsored events. Students who are advised to leave the campus or expelled for violation the Code any applicable laws and regulations will not be refunded their tuition fees and accommodation fees.

2. Educational Outcomes

(1) Residence Hall Suspension - Revocation or restriction of privileges for the use of, access to, and/or residence in University Residence Halls.

(2) Facilities Restriction - Revocation or restriction of privileges for the use of some but not all University facilities.

(3) Restitution requiring individuals to restore or replace within a specified time, property which has been damaged, defaced, lost, or stolen.

(4) Service assignment requiring an individual to perform services for the community or the University.

(5) Referral to appropriate psychological or psychiatric service for evaluation, mandated assessment, or other special help.

(6) A Campus-Wide Notice of No Trespass will accompany a sanction expulsion from the University.

(7) A Residence Life Notice of No Trespass will accompany any restriction imposed or related to residential living or visitation of the residence halls.

(8) Campus-Wide No Contact Order: The Vice President of Student Affairs may impose a Campus Wide No-Contact Order between parties when the fear of retaliation and/or harassment may be present. Specific instructions will accompany the Campus-Wide No-Contact Order outlining to all parties the expected behavior including face to face contact, correspondence, e-mail, instant message or telephone.

Friends and relatives are also not permitted to have any contact on behalf of either party.

(9) Referral to civil or criminal authorities.

Underage students found in violation of the University's Alcohol Policy and/or sanctioned for the possession or distribution of illegal drugs will be subject to the University parental notification policy. In addition, Wenzhou-Kean University reserves the right, in accordance with The Family Education Rights and Privacy Policy to make public notification of the final results of certain student conduct actions. Such notification may include the name of the student offender and the type of violation, but will not disclose the names of any other students who were involved as victims or witnesses without their consent.

IX. Appeal Procedures

1. Where an individual is found responsible for a violation of the Code that may lead to a sanction less serious than expulsion, the individual can appeal in writing to the Review Committee for Appeals within ten (10) days from the date of the hearing officer's determination. A person will have the right to request a review based on any of the following grounds:

(1) A sanction that falls outside the sanction range commonly assigned for the offense.

(2) A material deviation from written procedures that jeopardized the

fairness of the process.

(3) A demonstrable bias by the hearing officer.

(4) New information, unavailable at the time of the hearing that could be outcome determinative.

2. In the case of expulsion, the student can appeal in writing to the Vice Chancellor of Student Affairs or designee within ten (10) days of the receipt of the hearing officer's determination.

3. In the case of expulsion, the student will not be permitted to be on campus or attend classes pending the outcome of the appeal unless implementation of the sanction is delayed by the Office of Student Affairs due to extraordinary circumstances.

X. The Review Committee for Appeals

The Review Committee for Appeals is a body consisting of trained faculty, staff and students and etc. whose role is to review all student conduct conference appeals. The Office of Student Affairs will submit the appeal to the Review Committee within ten business days of receipt. Appeals to the Review Committee will be limited to information presented during the meeting with the conduct administrator and supporting documents provided by the respondent and the conduct administrator. If new information, which was reasonably not available at the time of the original decision, is presented, the Review Committee may send the case back to the conduct administrator for further evaluation. The Committee will

review the written challenge and, based on a preponderance of the evidence standard, determine whether or not the student should be granted the next level of appeal or the appeal ends with the Review Committee's decision. If Committee determines that the next level of appeal is not granted, the decision of the conduct administrator will go into effect and the student will have no further appeal opportunities. The Review Committee's decision not to grant the next level of appeal is final.

If the Committee determines that the next level of appeal should take place, the case will be forwarded to the Vice Chancellor of Student Affairs for a final determination. The Review Committee will convene as needed and all proceedings are closed to the public.

XI. Appeal of Expulsion to the Vice Chancellor of Student Affairs or Designee

A person will have the right to request an appeal based on any of the following grounds:

1. A sanction that falls outside the sanction range commonly assigned for the offense.
2. A material deviation from written procedures that jeopardized the fairness of the process.
3. A demonstrable bias by the hearing officer.
4. New information, unavailable at the time of the hearing that could be outcome determinative.

XII. Request for Appeal to the Vice Chancellor of Student Affairs or Designee

1. The Vice Chancellor of Student Affairs or designee will hear the appeal, or return the complaint to the original hearing body for reconsideration or rehearing in light of the basis for the appeal within 15 days normally.

2. If the Vice Chancellor of Student Affairs or designee determines that there is not a sufficient basis to change the decision of the hearing officer, the parties to the complaint will be notified in writing within 15 days.

3. Appeals are deferential to the original hearing decision, and are not intended as a rehearing. If the Vice Chancellor of Student Affairs or designee hears the appeal, he/she may determine that there is a sufficient basis to change the decision of the hearing officer if there is clear error or compelling justification only. If so, he/she may reverse, uphold or modify the decision, or change the sanction. Normally, appeals involve a review of the hearing record, appeal request, and consultation with University Leadership to ensure legal requirements are met. This decision is final.

* Office of Student Affairs reserves all rights for final explanation of the Code of Conduct (Policy updated August 2023).

Community Standards and Procedures

I. Residence Life and Housing Center

1. RESIDENCE LIFE AND HOUSING CENTER MISSION STATEMENT

Residence Life and Housing Center views residence hall living as vital element of the total educational process. Residence Life and Housing Center provides a multicultural opportunity for students. It's an opportunity for students to gain a variety of personal learning experiences to supplement and enhance their academic development. We devote to helping students meet their needs and potential through varied programmings and effective use of available resources.

2. IMPORTANT PERSONNEL FOR RESIDENCE LIFE

(1) Residence Hall Director (RHD)

Residence Hall Director (RHD) is a live-in position and each hall has one or two RHDs. RHDs responsible for the student development and daily operation of a residential hall. RHDs also have the following responsibilities:

- Carry out the mission of Liberal Arts Education in Residential Hall.
- Deal with student affairs management and campus crisis events.
- Cooperate with Student Academic Support Service Center for early identification and intervention of students with academic difficulties.

- Enforce the code of student conduct and adjudicate cases of violations.
- Mediate roommate conflicts and oversee moving-in, moving-out and room change process.
- Assist with general administrative work for student affairs, including scholarships and work-study program.
- Support the counseling service in the residential hall together with the Counselling Center.
- Assist the Career Development Center to carry out service relate to the career planning and employment guidance.

(2) Housing Specialist

Housing Specialist is responsible for room allocation, including accommodation arrangement for freshmen, daily check-in, check out and room change, Off-Campus housing approval, assets management and other issues related to student accommodation experience.

(3) Resident Assistant (RA)

Resident Assistant (RA) is an undergraduate student who live in the residence hall to help students with both academic and personal concerns, build a positive community on their floor and within the residence hall, and facilitate intercultural exchange.

(4) Desk Assistant (DA)

Each residence hall arranges with three DAs to be responsible for residence hall entry and the repairment service of facilities and

equipment in the apartment.

3. CONTACT

24-Hour Emergency Call: +86 577 55870128

Email: reslife@wku.edu.cn

II. Roommates' Bill of Rights

The following Roommates' Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate. Your enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration that you demonstrate toward each other.

Basic rights of a roommate include:

1. The RIGHT to read and study in one's room free from undue interference. Unreasonable noise and other distractions inhibit this RIGHT.
2. The RIGHT to sleep without undue disturbance by noise, guest of roommate(s), etc.
3. The RIGHT to expect that a roommate will respect one's personal belongings.
4. The RIGHT to a clean environment in which to live.
5. The RIGHT to free access to one's room and facilities without pressure from the roommate.
6. The RIGHT to privacy.

7. The RIGHT to host guests (with agreement of your roommate[s]) with the understanding that guests are to respect the rights of the host's roommate(s) and other hall residents.
8. The RIGHT to be free from fear of intimidation and physical or emotional harm.
9. The RIGHT to address grievances.

Your Residence Life staff is available for assistance. Remember, to be a mature adult is to accept responsibility for the welfare of others. Only you can assure that you and your roommate(s) enjoy these rights. The personal growth that can be gained by living in a campus community can be enormously enriching and a realistic ground for the future. Students are encouraged to work out and resolve problems with the help of staff members through mediation or roommate/suitemate contracts, if the need arises. Students who violate Roommate Agreement or roommates' rights repeatedly may also be subject to disciplinary action.

III. Community Standards Policy Violations

While the burden of proving that a violation was committed, and where it was committed, always rests with the presenter, once a violation is proven to have occurred in a resident's room or apartment, any relevant people must then prove that they were not responsible for having committed the violation. This includes any roommates and guests of the resident student.

Each violation has a cumulative effect, and a person's previous violations during the course of the semester, as well as the previous semester, will be considered when sanctions are prescribed. The university reserves the right to contact parents when students commit violations repeatedly or seriously. Residents who participate in these practices are subject to restitutions, disciplinary action and/or suspension/termination of the housing contract:

1. Violations of Residence Life policies and procedures published in the Residence Hall Contract, Community Standards and Procedures, the University Student Handbook, and the University Code of Conduct.
2. Setting or fueling a fire of any size. Possession of highly flammable materials (whether it is opened or not) inside the residence halls, including gasoline, gas can or container (whether containing fuel or empty), gas-powered vehicles, kerosene, fireworks, candles or incense, live Christmas trees, neon signs, and strings of lights.
3. Blocking hallways or walkways in any residence hall area so as to cause a fire hazard. This includes blocking the electrical panels and propping open entrance or exit doors.
4. A false report of a fire or other emergency, including pulling a fire alarm station when no safety emergency is evident; yelling "fire" or similar as a prank; and misusing or damaging fire safety equipment (i.e., fire extinguishers, sprinkler system, fire pull boxes, smoke

detectors, and similar).

5. Possession, in the presence of, use, attempted use or manufacture of fireworks, explosives, or any substance with the potential to injure others or damage property.

6. Possession, in the presence of, attempted use and or use of any weapon, e.g. gun, knife, bat, metal pipe, paintball gun, etc. or the use of any object as a weapon to hurt or maim someone.

7. Intentionally or recklessly destroying, damaging or defacing University or others' personal property. Negligent destruction, damage or defacement of University or private property. This includes improperly disposing of trash in or around the residence halls.

8. Intentionally or recklessly causing physical harm, or immediate expectation of physical harm, to any person including verbal threat, assault/battery, and intentionally or recklessly provoking and/or engaging in physical fights.

9. Participating in throwing, dropping, projecting or causing to fall from a residence hall room or window any object whatsoever whether it may cause physical harm or not, such as basketballs, garbage bags, glass or plastic bottles, keys, etc. This also includes the passing of any items or similar out of a window. The resident may also be charged for clean up if applicable.

10. Harassing any person in such a way as to seriously or repeatedly interfere with that person's academic pursuits, sleep,

and/or other personal pursuits. This includes malicious pranks, prank phone calls, sexual harassment, hate crimes, threats, online harassment, text messaging, and roommate conflicts.

11. Possession, use, sale, distribution, being in the presence of or providing marijuana or any controlled dangerous substance or illegal drug and/or drug paraphernalia. The Residence Life and Housing Center and the University makes no distinction between whether it has or has not been used, or its intended purpose. The Residence Life and Housing Center and the University has a "Zero Tolerance Policy" for drug/narcotic violations and students found in violation will be dealt with severely. Suspicious odors or items relating to drugs/narcotics, may also be subject to disciplinary action.

12. Distribution, sale, possession, or being in the presence of alcoholic beverages or public intoxication. This includes but is not limited to beverages, containers empty or full, kegs, and beer balls.

13. Theft of property or services (credit cards, University identification card, etc.); knowingly possessing stolen property, including state property.

14. Breaking into or entering any locked/secured residence hall space, including maintenance closets, utility rooms, residence hall roof, another resident's room/apartment, or any residence hall building.

15. Providing false information to University officials or police. This includes forgery or unauthorized alteration of Residence Life and

Housing Center or University documents; lying in a disciplinary proceeding; lying to a Residence Life and Housing Center staff member so as to substantially interfere with the performance of his or her duties.

16. Failure or refusal to produce a University/College identification card upon demand by a Security Officer or other official of the University acting in his/her official capacity or officer of the law.

17. Intentionally, recklessly, or substantially interfering with University officials, including Residence Life and Housing Center officials, in the performance of their duties. This includes failure to comply with staff directives, or preventing staff from conducting their normal duties in handling administrative and disciplinary matters.

18. Failure to monitor a guest's behavior and adherence to policies and/or procedures, regardless of whether the guest is registered under the resident's name. Residents will also be held responsible for damages caused by their guests.

19. Loan of residence hall space. This includes allowing guests to stay in your room/apartment in your absence for an extended period of time. Additionally, individuals who have not signed a Residence Hall Contract are not permitted to reside in the residence halls or other rooms.

20. Gambling of any kind is not permitted in the University residence halls nor anywhere on campus, or in off-campus

residences. Bribery for Residence Life privileges is also forbidden.

21. Violations of conditions of Residence Life and Housing Center Probation, including failure to complete a service project/sanction, failure to pay a fine, or committing a policy violation while on Residence Life and Housing Center Probation.

22. Failure to comply with published security policies and procedures regarding guest visitation and improper sign-in procedures. This also includes attempting to trespass or trespassing. You may not sign in a stranger or allow a stranger to follow you into a residence hall.

23. Noisy or disruptive behavior, including a stereo at high volume, excessive yelling or other types of noise, or violations of established floor/hall quiet hours that interfere with another person's or a group's free exercise of academic or personal pursuits, or the ability to sleep or study.

24. Violation of safety and security policies and procedures, the Residence Hall Contract and/or posted in any of the residence halls. This includes refusing to sign in during designated times, or propping open doors.

25. Duplicating, misusing, lending or borrowing of room or apartment keys, or WKU ID cards to or from anyone, including roommates/apartment mates. Hanging the WKU ID cards at the door.

26. Violation of a written agreement with one's roommate or apartment mates.

27. Tampering with/misuse of University office phones, telephone system, cable system or internet service, access control system or hydropower system.

28. Unauthorized sales/solicitation activity; use of residence hall space to conduct a private business enterprise, whether legal or illegal. Residents are not permitted to use the apartments or rooms for any commercial purposes whatsoever. Solicitation by residents or guests is forbidden.

29. No paid parties, advertised parties, or meetings of more than twenty (20) people per apartment/room (as per fire safety code) are allowed in the residence halls.

30. Unauthorized modification/furnishing of residence hall space that may contribute to a fire hazard or unsafe condition. This includes removing furniture, installation of any air conditioner, ceiling fan, or loft, painting, any personal furniture, the installation of a personal lock or chain, use of materials that damage the surfaces of the room or prevent equipment from working properly. This also includes removing screens, drilling holes, etc.

31. Use of any sports/recreational equipment in any common area in the residence halls, quad area, and/or roadways adjacent to the residence halls. Anything affects residents' living and safety environments. This includes, but is not limited to, football, basketball, lacrosse, hockey, baseball, and any type of skating or cycling.

32. Harboring a pet or stray animal of any kind. Only fish kept in a tank or aquarium are allowed in the residence halls. The tank must not exceed three (3) liters.
33. Prankish behavior of any kind. This includes, but is not limited to, the use of undue force on someone, e.g. grabbing, pushing or shoving, or vandalizing a person's property, or state property.
34. Smoking, of any kind, is prohibited in all residential facilities, including balconies, corridors, courtyards and so on. Smoking is only permitted a minimum of three (3) feet from any facility entrance.
35. Use of abusive or profane language and/or disrespect to University staffs or other students.
36. Removing original furnishings from any apartment/room or placing any outside (non-University or University) furnishings for personal needs.
37. Entering or leaving the building through the windows, roof doors or emergency exits and climbing or scaling the exterior of the building. This may result in termination of the housing contract.
38. Repeated failure of the monthly extermination and inspection policies and procedures. This may result in termination of the housing contract.
39. Activating the fire alarm system or the trouble alarm. Failure to evacuate the building during evacuation procedures including fire alarm evacuations. The use of flammable materials and heat

producing appliances in public areas of residence hall(s).

40. Using computer resources for illegal activities. Criminal and illegal use may include, but is not limited to, obscenity, pornography, threats, harassment, copyright infringement/illegal downloading, defamation, theft, and unauthorized access.

41. Disorderly conduct – including conduct which interferes with the operation of the University, and/or conduct resulting from drug/narcotic usage and/or alcohol consumption.

42. Organizing or participating in illegal religious activities on or off campus will result in disciplinary sanctions, depending on the circumstances.

43. Discrimination against any person on the basis of race, color, sex, national origin, ancestry, marital status, age, or sexual orientation, disability or liability for service in the armed forces, religion.

44. Indecent exposure and/or actions. These include but are not limited to failure to wear shirts or shoes, and/or public exposure of body parts.

45. Lewd or obscene acts are deemed as public urination, sexual acts or simulated acts performed in public, streaking, surreptitiously taking pictures of another person in a gym, locker room, or restroom, and/or possession or distribution of pornography or any obscene materials as defined by the standard of University community.

46. Placing personal items in public areas, including corridors, stairwells, lobbies and so on.

47. Taking items from public refrigerators in the halls without permission.

IV. Dangerous Practices

Residents who participate in these practices are subject to restitutions, disciplinary action and/or termination of the housing contract.

1. Any blocking or preventing the use of room doors, hallways, exit doors and/or stairwell, etc.
2. Any action that consciously or unconsciously compromises the security of residents.
3. Any construction or modification of the residence hall that may contribute to a fire hazard, physical danger or unsafe condition.
4. Any entering or misusing restricted areas such as roofs, fire escapes, workrooms, first floor or ground floor windows or storage areas.
5. Any use of flammable materials, smoking (cigarettes, cigars, or similar), open flames, candles, incense, lighter, other heat producing materials (in addition to the equipment provided by the residence hall(s)) , devices such as kerosene lamps or devices containing gas.
6. Any use of power tools, saws, etc.
7. Using Microwave ovens or the like inappropriately (in addition to the equipment provided by the residence hall(s)) in an attempt to help further heat the apartment.

8. Any use of roller blades, scooters, balance bikes, bicycles, roller-skates, or motorcycles/motorbikes within the residence halls.
9. Storing overmuch flammable materials (cardboard boxes, express boxes, etc) in a residence hall.
10. Propping open entrance or exit doors.
11. Cooking is prohibited in residence halls, except using ovens in pantries, community kitchens and suits with a kitchen. Leaving food cooking unattended resulting in activation of the fire alarm system or trouble alarm system.
12. Allowing others to follow you into a residence hall through an entrance door.
13. Climbing or scaling the exterior wall of a residence hall.
14. Nstalling or attaches to the exterior of a residence hall; hanging any objects out of balcony.
15. Altering electrical outlets or circuits in residence hall rooms.
16. Installing ceiling fans or air conditioners.
17. Installing locks or chains on room doors.
18. Installing lofts.
19. Drilling into windowsill surfaces, ceiling, walls, or floor tiles, or puncturing insulation on pipes.
20. Removing screens from windows.
21. Moving wardrobes from their original location.
22. Items stored in the hallway closet must be at least 1 meter from the circuit breaker.

23. Any fire safety violation including hanging items from the room ceiling or fire equipment (sprinkler, smoke detector).
24. Any change or decoration that may damage apartment furniture, walls, etc, or cause fire hazard.

V. Items Prohibited

For the safety of all resident students, the following items are prohibited in the residence halls. These items may be confiscated and disciplinary action will be taken.

1. Drugs/narcotics and/or drug/narcotic paraphernalia.
2. Alcoholic beverages, alcohol containers empty or full, and kegs of beer, "beer balls," or similar that are empty or full.
3. Hookahs, electronic cigarettes, and or other tobacco smoking devices
4. Waterbeds.
5. Pet animals, reptiles (including tortoise, snakes and lizards) and birds.
6. Transmitting equipment/CB radios.
7. Radio and TV masts or aerials (indoor antennas excluded).
8. Live Christmas trees.
9. Controlled knives, firearms, weapons, paintball guns, fireworks, explosives, chemicals, and firecrackers.
10. Dart boards.
11. Unprotected circulating fans.

12. Kerosene lamps and other highly flammable substances (such as gas-containing devices).
13. Neon signs and strings of lights (e.g., Christmas lights).
14. Furniture such as bed, etc., other than those provided by the University.
15. Halogen lamps.
16. Motor vehicles and their batteries of any kind, including, but not limited to, mopeds, motorcycles, and motorbikes.
17. Possession of candles or incense, including decorative candles.
18. Electrical heat producing appliances (e.g., stoves, George Foreman grills, toaster ovens, hot plates, coffee makers, dryers, heaters, kettles, irons, heating units), except the equipments which are provided by school.
19. Extension cords or outlet adaptors; except for surge protectors.
20. Any cooking equipment, or any other appliances over 500 watts, hair dryers are not included.
21. If any of these items are found in your room it will constitute a violation of the Residence Hall Contract and Agreement and may result in a referral for disciplinary action. (Except for the students in the dormitories with kitchens are allowed to use cooking equipment under 500 watts in the kitchens. And the other electrical appliances shall not exceed 500 watts, except for the hair dryer and the electric kettle.)

VI. General Policies

1. COMMUNITY KITCHEN POLICY

Each Community Kitchens is for the use of all residents who resident in the building. Security cameras and smoke alarms are equipped in the public kitchen. Students are allowed to use all appliances within the kitchen according to the posted instructions. Students should use the kitchen safely, healthily, sanitarily and adhere to the following rules:

- (1) Use electrical equipment correctly and carefully according to the operation manual. Do not take any public property away. Students should report any appliances that do not work to the Desk Assistant.
- (2) Kitchen can only be utilized for Non-smoking cooking, such as steaming and boiling. Frying is strictly prohibited in the kitchen.
- (3) Students should save water/electricity and turn off the power in time after usage. Do not leave the kitchen while you are cooking.
- (4) Students must clean the kitchen after usage, including rearranging the kitchen utensils, cleaning the table, dumping the kitchen garbage, etc. Do not leave behind personal belongings in the kitchen.
- (5) Students can either use their own non-electric cooking utensils or borrow utensils from the Desk Assisatnt (Keep the utensils clean before you return).
- (6) The university will conduct regular clean-ups of items in public refrigerators.

Any violation will lead to sanction according to the Student Code of Conduct. Residents who live in the suits with a kitchen should also abide by the community kitchen policy.

2. GAMBLING POLICY

Gambling of any kind is not permitted in the University residence halls or anywhere on campus or in off-campus residences. Bribery for residence life privileges is also forbidden.

3. GUEST POLICY

Wenzhou-Kean University practice a paperwork-based guest monitoring system now.

Residence Hall Security Procedures for Guests

For the purposes of the University visitation policy:

A resident student is defined as a student who lives in the residence halls at Wenzhou-Kean University.

A resident host is defined as a student who is assigned to a residential space in a particular hall and signs in a guest or resident visitor.

A resident guest is defined as a student or non-resident who is not assigned to the room in which the resident host lives. Violations of any desk/security policies and/or procedures will be subject to disciplinary action.

Resident guests are prohibited from entering other students' dorms.

All resident guests must be received in designated public areas of each hall.

Residence halls will open at 7:00 a.m., and close at 11:00 p.m.

Resident students should enter their residence halls utilizing their ID card. Students who come back later than 11:00 p.m. should contact the Desk Assistant on duty to enter the residence halls.

Resident guests from other halls must be signed in to the residence hall by the resident host between the hours of 8:00 a.m. and 10:00 p.m. The resident host is required to present their ID card to the Desk Assistant and register relevant information.

Resident guests must be escorted by the resident host at all times. The resident host is expected to escort his/her resident visitor upon exiting the residence hall. Resident guests who are found to be registering fake information or living illegally in an apartment not assigned to him/her will be subject to disciplinary action, which will also subject their hosts to disciplinary action.

4. RESIDENCE HALL ENTRY

(1) All guests must using ID card enter and exit the building via the front door only. Jumping over the gate is prohibited. Side exits are for emergency use only, and are wired into the fire alarm system. These doors are locked for your protection. Residents permitting persons to enter or leave the building through windows or

emergency exits will subject the apartment resident(s) to disciplinary action. The same applies to residents and/or guests found propping open doors and any resident or guest caught entering the apartment in this manner. Repeated offenses may result in dismissal from the residence halls.

(2) Any guests outside of campus must present valid ID card and log in personal information. Any resident guest caught with fake identification will be subject to disciplinary action. The fraudulent identification will be reported to the security department.

(3) Each resident is permitted a maximum of two (2) guests at any one time. When the guest is ready to leave, he or she must register departure time.

(4) All guests must be signed out by 10:00 p.m. Failure to comply with this policy will be considered an overnight guest and result in disciplinary action by the Residence Life and Housing Center. Residents are responsible for making sure that their guests leave by the designated time period. The host and visitor are all responsible for following the security procedures and the guest policy.

5. VISITING CHILDREN

Use of the Visiting Children Policy should be with mutual agreement of all roommate(s). In the event the roommate(s) does not consent, students and their child guest may meet in lounges or other common areas.

The following policy is in place for all guests under the age of eighteen (18):

- (1) Guests under the age of eighteen (18) are permitted to visit before 10:00 p.m. in accordance with the Guest Visitation Policy.
- (2) While visiting, minors must always be under the supervision of the hosting parties. Failure to adequately supervise minor guests may result in termination of housing privileges for a period of not less than one semester.
- (3) Babysitting is not permitted in any residential facility.
- (4) All guests must abide by all Wenzhou-Kean University regulations and law of the PRC.

6. PREGNANCY POLICY

Any resident who is pregnant and wishes to live in a residence hall must submit a note from her obstetrician to the Health Services Office as soon as possible. The note must be dated and must include:

- (1) Confirmation that the student is under the care of an obstetrician.
- (2) Expected date of delivery.
- (3) Permission from the physician to reside in the residence hall.
- (4) Any other health problems or complications if applicable.
- (5) Signature of the obstetrician.

The Director of Residence Life and Housing Center, the Residence Hall Director, and the Resident Assistants need to be advised of the pregnancy should an unexpected medical emergency arise when the

Health Services Office is closed.

7. KEY AND ID CARD POLICY

In Wenzhou-Kean, one ID Card is issued to each resident upon arrival to the residence halls to open the apartment door. Residents can obtain the room key from the Desk Assistant if necessary. The room key must be returned upon termination of the Residence Hall Contract.

The loss of a key or an ID card creates a security problem for the individual apartment/room and building. Under no circumstances can keys or ID cards be loaned or reproduced. The lending, or duplicating of keys or ID cards, or hanging the ID cards at the door, is a violation of the Violations of Residence Life policies and procedures and will subject the resident to disciplinary action. Lose any or all of room keys, students must report it immediately to the Desk Assistant and make amends. Lose ID cards, students must report it immediately to the Campus Card Center and make up a new card.

Any student locked out of his or her apartment/room should first attempt to contact a roommate or apartment mate. If he or she is unavailable, the resident may sign-out apartment/room keys through the Desk Assistant. during the hours of 7:00 a.m. to 11:00 p.m. The resident must provide proper identification if a door is to be opened; otherwise the staff member may refuse access. This service is a

courtesy performed by the Desk Assistants and should not be abused. Students requiring three or more lockouts during a semester will be referred for disciplinary action in the interest of safety for the community, the lock will be changed and the associated costs will be assessed to the resident.

Students are expected to carry their keys and keep their doors locked at all times. Doors that are left unlocked may also be an invitation to theft or injury. Doors left unlocked will be locked by the Residence Life and Housing Center staff. Repeated failure to lock doors may result in disciplinary action.

8. OUTDOOR ACTIVITY POLICY

Wenzhou-Kean University residence halls provide housing accommodations for students for the main purpose of facilitating academic learning. A quiet and healthy living environment is required for effective study. Often residents, as well as nearby community neighbors, experience unacceptable negative effects from loud music and/or unruly behavior in the outdoor area or sports playing in the quad walkways. It is expected that the University should provide a reasonably quiet and safe study environment for the residents.

To control high volume and unruly behavior in the residence hall outdoor areas during the academic year, no one will be permitted to play outdoor games, specifically football, baseball, lacrosse or field

hockey, in the residence hall quad or on any roads and/or pathways adjacent to any residential facilities. These sports may be played in the University recreational facilities, athletic fields. Any other sports such as Frisbee, jump rope, etc., will be allowed at the discretion of the Residence Life and Housing Center staff. In order to ensure student safety and security within the residence hall community area, no one will be permitted to gather and remain in the Residence Hall Courtyard areas during quiet hours. When individuals are found creating high volumes and/or engaging in unruly behavior in the outdoor area in quiet hours, they will be subject to disciplinary action.

9. COMMON ROOM AND PUBLIC AREA POLICY

- (1) Common rooms open from 8:00 to 22:00.
- (2) Any unauthorized movement of possession, transformation or stacking personal properties is not allowed, and there will be a compensation if damage occurs.
- (3) Please fill-in the Activity Sign-up Sheet at designated RHD Offices ONE week in advance if throwing activities.
- (4) Neither talking loudly, nor making unreasonable noise is allowed in the common room.
- (5) Please keep the room clean and tidy, energy-saving, and put away equipment as leaving. No littering or spiting is allowed.
- (6) Please switch the power off, and close doors and windows when

leave.

(7) Student should properly use the washer in the laundry room. Unauthorized movement of others' clothes is prohibited. Do not take any public property away.

(8) Any means of transportation, including bicycles and skateboards in the residence hall are prohibited. Any dangerous or noisy sports activity in the residence hall is prohibited.

(9) Residents should comply with professional staff to conduct their normal duties and follow the opening hours of common rooms.

10. PAINTING POLICY

The painting of rooms or doors is prohibited in the residence halls.

11. PARKING POLICY

No cars are allowed to park in the residential community. Bicycles and electrical scooters could be parked in the designated parking areas of residence halls.

12. PASSING YOUR KEYS OR COUGAR ID CARD

Giving your key and/or ID Card to any person is a violation of policy. The passing of such items will subject the violator to disciplinary action including the possible termination of their Residence Hall Contract. If found passing your key and/or ID card, guest privileges will be forfeited for that evening.

Residents who pass their ID Card to other residents or guests are subject to disciplinary action and possible termination of the Residence Hall Contract.

13. PET POLICY

In order to provide for the health, safety and welfare of all residential students, the following pet policy has been established.

- (1) Students are not permitted to have animals on campus except for fish that are contained in a 3 liter tank.
- (2) Failure to comply with this policy will result in disciplinary action against the owner or keeper of the pet and removal of the animal within the time stipulated.

14. POSTING AND ADVERTISING PROCEDURES

Posting of any type of publicity in the residence hall areas is limited to the encased bulletin boards on each floor and Pantry's blackboards as well as elevator bulletin boards (nothing may be hung on individual apartment/room front doors). The encased bulletin boards are available to all University-recognized student groups and campus offices. All postings must be approved and stamped by the Residence Life and Housing Center prior to distribution. The following guidelines and criteria are necessary for approval to post or distribute publicity in the residence halls:

- (1) No residence hall room numbers or residence hall telephone

numbers may be advertised.

(2) Discriminatory or derogatory material based on race, ethnic origin, gender, disability, age, religion or sexual orientation will not be accepted or tolerated.

(3) There must be no mention of alcohol or sexually explicit material.

(4) Graphics should be clear, concise, appropriate, and in accordance with the previously stated items and the description should all be in English or Chinese-English bilingual.

(5) Publicity should be brought to the Residence Life and Housing Center at least 24-hours prior to the requested posting or distribution date for approval.

(6) It is the responsibility of the requesting person or group to take the approved publicity and make the appropriate number of copies needed for posting or distribution in each residence hall (this information is available in the Main Office AFTER the publicity has been approved). Copies must be returned to the Residence Life and Housing Center at least two (2) days prior to the requested posting or distribution date for posting by the Residence Life staff.

(7) Publicity must be officially approved and stamped by an Residence Life and Housing Center designee.

(8) No Publicity Should Be Posted Anywhere Other Than In The Designated Areas In Each Residence Hall.

Nothing Should Be Slid Under Room/apartment Doors Or Posted On The Front Doors Of Any Building.

(9) Don't share your address, phone number and any other personal information online.

(10) Within 2 weeks after the end of the event, the person in charge of the event must remove the expired posting and dispose of it. If a group or organization is found to have repeatedly disregarded this policy, their material may be banned from posting. All material that does not comply with the above regulations will be immediately removed.

15. QUIET HOURS POLICY

The following hours have been established as quiet hours in all residence halls so that an atmosphere conducive to studying and sleeping can be maintained. 24-hour quiet hours will be in effect for the final exam period. It is expected that consideration for others will be exercised at all times.

•**Quiet Hours:** Every day - 11:00 p.m. - 8:00 a.m.

Some students have different class schedules and different work hours. They may work late into the night and need to rest during the daytime. If a neighbor is resting or studying, keep the volume level down. If any resident requests that the volume level in a room or apartment be lowered, residents are requested to comply regardless of whether it is during quiet hours or not, as 24-hour courtesy hours are always in effect. Noncompliance may result in disciplinary action.

The residential complex is an experience in community living, and as such, individual students must be aware of the ways in which their behavior affects others. This is particularly true of high volumes and other disturbances. It is expected that after 11:00 p.m. residents lower the volume of any stereo or television equipment so that it is not discernible. Loud music from stereo speakers, radios, and the like heard outside a resident's room or apartment, indoors or out, is strictly prohibited.

16. SMOKING POLICY

Smoking is prohibited in all locations within the residential facilities, including balconies, toilets, etc.

This policy includes the smoking of all devices including “smokeless” cigarettes and other similar devices. Any individuals wanting to smoke in the residential area are required to adhere to these guidelines. It is the responsibility of all members of the residential community and their guests to comply with this policy.

17. SOLICITATION POLICY

State property or facilities may not be used for personal profit, sale, and/or solicitation. This includes, but is not limited to, the commercialization of rooms, the use of apartment(s) or traditional residence hall rooms for gambling or to solicit students as patrons for private businesses. This also includes door-to-door distribution of

business flyers, such as menus and discount coupons. All outside businesses must bring materials for distribution to the Residence Life and Housing Center for approval and distribution. Following approval, all items will be distributed to the building community centers. The Residence Life and Housing Center reserves the right to restrict the distribution of inappropriate materials.

18. TRASH AND RECYCLING POLICY

Students should take trash to the community dustbins placed outside the residence halls. A conduct hearing may be implemented for either lack of compliance with recycling, removing large bins from trash rooms, leaving trash outside of your room in hallways, common rooms or pantries.

19. ROOM ASSIGNMENT POLICY

Accommodation arrangement is based on the actual situation of university. Vacant beds are university property. Student Affairs Office will carry on resource integration to empty bed when needed. Moving to another room or residence hall without authorization, occupying residence hall space assigned to another resident (including empty beds and cabinets) or reject resource integration are prohibited and may subject to disciplinary action.

Students who do not follow all the rules of Roommate Agreement and Residence Hall Contract will be subject to disciplinary action or

asked to move to another room. If students change rooms repeatedly because of roommate conflicts, they will be transferred to the Counseling Center or considered as not suitable to live in the community.

20. ASK FOR LEAVE AND OFF-CAMPUS HOUSING POLICY

(1) Students should ask their professors for leave first, and apply for off-campus through ONCE system and then leave the campus after the approval.

(2) Student who asks for leaves should keep reachable; roommates of his/her should keep in touch with this student. Student is regarded as Lost of Contact when he/she spends night out without telling others and unreachable, or he/she doesn't come back to the campus on time as his/her report of leaving and unreachable, Residence Life and Housing Center should be informed immediately.

(3) Junior or Senior students could apply to Residence Life and Housing Center if he/she wants to live off campus under special circumstances. Students should submit relevant forms and get approval from Living Off Campus Approval Committee and their parents. Living off campus without permission will be subject to disciplinary action. (Graduate students should report and register with Residence Life and Housing Center if he/she wants to live off campus).

(4) Student who terminates campus residence should put on records to Residence Life and Housing Center within five working days.

Property, electricity and water fees will be settled by Assets Management Department accordingly. Students who have dropped out the campus residence have to move out personal properties as soon as possible. Any personal belongings will be disposed of as castoff or items without an owner after three working days.

(5) Student who has been professionally assessed as not eligible to live on campus residence because of healthy issues (exp. Pregnancy, physical sickness, infectious disease, and mental sickness, do not register for courses) must live off campus.

(6) Students should leave campus by the time specified before vacations. The University reserves the right to make room/apartment assignments and re-assignments in any case, the resident shall cooperate with university to make adjustment.

(7) Students who stay in residence area of other universities must obey the policies of both sides.

(8) Students who lives off-campus without application will receive necessary attention and sanctions from Residence Life and Housing Center. Students are expected to abide by the Wenzhou Kean University Regulations on the Students' Access to the Campus at Night. Failure to comply with the regulation will subject to disciplinary action.

21. ROOM HEALTH AND SAFETY INSPECTION POLICY

The mandatory suite/room inspection is established for the purpose of maintaining a living area that is clean, healthy and safe. It is

important not only to maintain a pleasant living and study environment for you but also an essential measure to keep pests away and identify maintenance issues and faults so that they can be rectified.

Residence Life and Housing Center will schedule and conduct regular inspections. Inspectors are Resident Assistants (RAs), Residence Hall Directors (RHDs) and so on. There will also be formal unannounced health and safety random inspections conducted by RAs and RHDs irregularly. Rooms failed inspection may be inspected more frequently. Inspection will be mostly conducted with high possibility that there are residents in rooms. But if there is no responses after the inspectors knock the door, the inspectors will enter your room to conduct inspection.

(1) Students should keep the room clean and tidy, and schedule the cleaning plan according to the Roommate Agreement.

(2) Students should take daily indoor waste materials to the garbage room. Laying the garbage on the corridor, public areas or perpetually inside the room is prohibited.

(3) Unauthorized modifying of the dormitory layout, indoor furniture, facilities, water, circuit, network system, etc. is strictly prohibited.

(4) Students should comply with professional staffs to conduct compulsory, regular sanitation inspection. Intentionally refusing, interfering, misleading the university officials to conduct their

normal duties is prohibited.

(5) The regulations of scholarship/award/prize and leadership program of the University will also be subjected to Student Code of Conduct. The performance in the residence halls will be documented and residents may lose eligibility of scholarships application and student programs.

(6) Any violation of Student Code of Conduct will invoke the process of disciplinary investigation, and liable students will receive sanctions or even lose eligibility of living on campus.

VII. Community Standards Process and Procedures

1. DISCIPLINARY PHILOSOPHY

The Residence Life and Housing Center strongly is dedicated to the personal growth and education of Wenzhou-Kean University students. The primary reason a disciplinary system exists is to help resident students realize that groups of people living together need policies; not to restrict, but rather to maximize personal freedom and to make life generally more pleasant.

We strongly believe that every experience in a student's life can be educational. A student's education at the University is not limited to an expansion of his or her academic knowledge, but should include the development of an appropriate moral and ethical code that allows him or her to function properly in society. Furthermore, a student's education should include an awareness of his or her responsibilities

to others and how he or she is cognizant of his or her status as a member of a social group and how to live within the rules necessary for proper functioning of that and other groups in society. In essence, the goal of student discipline is education. It is intended to serve this purpose by identifying socially unacceptable behavior and to ensure that the student adapts to the norms of the University community while simultaneously providing for the needs of the individual student. Of course, to impress upon the student the inappropriateness of his or her past behavior and the need for appropriate behavioral change, punitive action may be necessary. As a last resort, expulsion may also become necessary in certain cases. This may be the case when the student's conduct is either a flagrant violation of his or her fundamental responsibilities as a student, or presents a serious detriment to the welfare of the University community, or is of a continuing and intentional nature indicative of the improbability of the student's willingness to make the necessary behavioral modification.

Such an approach is not designed to impose rigid standards for acceptable behavior, but to give consideration to individual differences in each case. Action is taken only after careful exploration of the motivation of the student, as well as of the circumstances surrounding the situation. Any atypical incident, whether major or minor, that involves students will be treated individually in terms of unique problems for the student and the

University community. This point of view presupposes that actions taken in apparently similar cases may not always appear to be consistent. Consistency is determined in this situation by the concept of individual solutions to problems; that education is more personally valuable if it is tailored to particular situations in which individual interests may be overlooked.

Therefore, prevention and re-education are the two basic functions of discipline. Prevention necessitates an awareness of potential areas of trouble and a concern with helping students before they get into difficulty. Re-education involves assisting the student to reorient and redirect himself or herself constructively with respect to his or her social, personal and ethical development.

The Residence Life and Housing Center disciplinary structure is designed to outline the procedures used in the residential area and to clarify the expectations we hold concerning student behavior on campus.

2. RESIDENCE LIFE AND HOUSING CENTER SANCTIONS

Violations of Residence Life and Housing Center policies and/or procedures may result in a resident having to face a range of administrative sanctions. The sanctions include, but are not limited to:

(1) Warning

(2) Written Warning (Serious Warning) to the offender that the

conduct must stop and any continuation may be a basis for more severe action.

(3) Letter of Reprimand

(4) Probation - Notice that further violation of the Code may result in expulsion. Also, the decision may place some additional restrictions on membership in student organizations and/or participation in activities or may establish special restitution and service requirements.

(5) Expulsion - Permanent termination of student status and rights to be present on University property and attend, participate in University-sponsored events. Students who are advised to leave the campus or expelled for violation the Code any applicable laws and regulations will not be refunded their tuition fees and accommodation fees.

3. RESIDENCE LIFE AND HOUSING CENTER EDUCATIONAL OUTCOMES (SUPPLEMENTAL)

Alternative sanctions may be educational in nature so as to assist the students in fostering more of their own personal growth and development as well as to enhance the community at large. Some common alternative sanctions are as follows:

(1) Alcohol Education Class ("Choices"): this class addresses issues surrounding the use of alcohol and its effects on the body as well as the community. The class is supervised by the Counseling

Center. Students mandated to attend will receive written notification of dates, times, and locations.

(2) Drugs/Narcotics Education Class ("Alternatives"): this class addresses issues surrounding the use/abuse of drugs and/or narcotics and their effects on the body as well as the community. Students mandated to attend will receive written notification of dates, times, and locations.

(3) Community Service/Educational Projects: are assigned in addition to, or in lieu of, a specified sanction. Such service and/or projects may be completed under the supervision of Residence Life and Housing Center personnel.

(4) Fines/Restitution: fines for violated policies and/or procedures or restitution of damage to property.

(5) Reflection Paper: should be handwritten and with given word number. Students should reflect on their behaviors and submit the paper within stipulated time.

(6) Regular Interview/Inspection: students should have regular conversations with designated staffs and be inspected regularly.

(7) Residence Hall Contract Suspension / Termination – dormitory transfer or termination of the Residence Hall Contract will be imposed as a result of a progression of sanctions, or immediately, depending upon the violation. The processes are as follows:

- Resident is notified that their Residence Hall Contract has been suspended or terminated and they must vacate their current space

within 7 days. The new dormitory is stated in the Dormitory Transfer Decision Letter and resident must complete the procedure of dormitory transfer within 7 days.

- The period of termination is stated in the Decision Letter and students may reapply for housing at the termination of their housing suspension and/or completion of sanctions. Assignments will be made if space is available.

Please be aware that failure to complete a supplemental sanction may result in further disciplinary action.

Notes for Short-Term Sick Leave (5-14 Days) at Wenzhou-Kean University

Students absent from class for five consecutive class days but fewer than two weeks (ten class days) due to medical reasons may request a Short-Term Sick Leave through ONCE system.

1. Students must select their courses and faculty information on the ONCE application form and provide a medical certificate from a hospital classified Grade III Level A. The document must include the doctor's recommended number of days off.
2. The Health Center verifies the submitted hospital documentation. Once the leave is approved, relevant instructors, college assistants, and residence hall director are notified without disclosure of the student's medical information. Students are required to proactively communicate with their instructors to discuss and arrange accommodations for missed classes, assignments, and examinations.
3. The number of sick leave in spring and autumn semester shall not exceed twice; The number of sick leave in summer and winter courses shall not exceed once (5 working days).
4. Students absent from classes for more than fourteen consecutive days must apply for a Long-Term Leave of Absence through ONCE system.

Note: If students absent from class for fewer than 5 days (including personal leave), students should communicate directly with the course instructor and copy the result to their Residence Hall Director.

Guidelines for Leave of Absence, Dismissal, Withdrawal, and Return at Wenzhou-Kean University

1. Enlisted students may apply to return to the University within a period of two years after completion of military service.
2. The standard Leave of Absence for undergraduate students is typically for one academic year. Undergraduate students taking a leave of absence for physical or mental health reasons must provide medical certificates and leave recommendations from hospitals above Grade II Level A, with the leave duration considered as a long semester. A recovery certificate from hospitals above Grade II Level A is required for readmission.
3. The Leave of Absence for graduate students should be in units of long semester and should not exceed two long semesters at most. Graduate students taking a leave of absence for physical or mental health reasons must provide medical certificates and leave recommendations from hospitals above Grade II Level A. A recovery certificate from hospitals above Grade II Level A is required for readmission.
4. During the Leave of Absence, students are only entitled to some benefits and rights of actively enrolled students. They are not allowed to participate in any educational activities organized by the

university, including course registration. Upon completion of the return to school procedures, students are eligible for course registration, but there is no guarantee that courses available for registration will align with individual preferences.

5. Except in cases of physical or mental health reasons, course withdrawal requests submitted after the withdrawal deadline will not be accepted. Refer to the academic calendar for specific withdrawal deadline dates. Leave of Absence applications are not accepted during the last two weeks of the semester.

6. Applications for returning to school for the Spring Semester must be submitted before January 1st; for the Summer Session, before May 1st; for the Fall Semester, before July 1st; and for the Winter Session, before December 1st. Scanned copies of required documents must be attached with the re-enrollment application. The total duration of a continuous Leave of Absence should not exceed two years in principle. Failure to complete any formalities upon the expiration of the Leave of Absence period will be considered as an automatic withdrawal from the university.

7. Upon returning to campus for re-enrollment, students are required to bring the original documents related to their Leave of Absence and return to school.

8. If the student is unable to sign for any reasons, the student's parents will sign on behalf of the student.

9. If a student fails to participate in any on-campus educational

activities for two consecutive weeks or more, the university will initiate the compulsory dismissal procedure.

10. The maximum period of study for undergraduate students is ten years. The maximum period of study for postgraduate students is six years (doctoral students whose programs require a dissertation defense must complete their studies within seven years). Periods of Leave of Absence are included in the maximum period of study.

11. The process for withdrawal typically takes about 30 working days.

12. Please complete the dormitory check-out procedures within five working days after submitting a Leave of Absence or Withdrawal application. If you fail to complete the procedures on time, your application may be cancelled by the university.

The right of final interpretation of this code belongs to the Office of Student Affairs.

Regulations on the Students' Access to the Campus at Night

To further strengthen the safety management, ensure the safety of students and maintain the campus's normal teaching, work and life order, combining with the actual situation of the University, the Regulations on the Students' Access to the Campus at Night are hereby formulated in accordance with Provisions on the Management of Campus Order in Higher Education Institutions, Notice on the Prohibition of Alcoholism for Students in Higher Education Institutions issued by State Education Commission of the PRC, as well as Opinions on Further Creating a Safe Campus in Higher Education Institutions issued by Education Department, Public Security Bureau, Safety Department of Zhejiang Province.

I. Any student who enters or leaves the campus from 0:00 am-6:00 am must show the valid identity card and strictly follow the established registration and inspection procedure.

II. Students are not permitted to leave the campus with no reasons from 0:00 am-6:00 am. Students with sound reasons are required to submit applications 24 hours in advance and get approved if they will leave campus during this period. Students in healthy emergency circumstances not able to apply in advance are required to report the situation immediately to the on-duty staff of Health Center.

III. Students are required to return to the campus before 0:00 am, except for the ones with the approval. Returning to the campus between 0:00 am and 6:00 am is considered the act of late return, while returning after 6:00 am is considered the act of staying out all night.

IV. Any student who leaves or enters the campus after 0:00 am before 6:00 am without the approval will be found responsible for violating the rules. Students will be given Written Warning, parental notification and required to attend health and safety classes once the act of late return has reached three times within half an academic year. Violations more than three times will result in further sanctions, which will be decided by the Office of Community Standards and Student Conduct based on the Student Code of Conduct. Students will be given Written Warning, parental notification and required to attend health and safety classes once they have been found in the act of staying out all night for the first time. More than twice will result in further sanctions, which will be decided by the Office of Community Standards and Student Conduct based on the Code.

V. Alcoholism is strictly forbidden for students in the university. Students who are found getting drunk should go to hospital for treatment. Intoxicated students refuse to cooperate with the staff or obstructed the staff while he/she performs his/her duties, appropriate proceedings toward the intoxicated students will be initiated by the staff of the Office of Community Standards and Student Conduct

under the Code.

Wenzhou-Kean University is committed to providing a safe campus environment for all members. Students are expected to abide by the regulations above and jointly maintain campus safety.

Policies for Co-curricular Volunteer Service and Expanding Practice of Wenzhou Kean University

(Trial)

In order to further implement the spirit of the Ministry of Education "Notice on Printing and Distributing <Interim Measures for the Administration of Student Volunteer Service>" (Education, Ideological and Political Affairs [2015] No.1), and "Opinions of the CPC Central Committee and The State Council on Comprehensively Strengthening Labor Education in Universities, Primary and Secondary Schools in the New Era"; promote the scientific, standardized and institutionalized construction of student volunteer service work; strengthen the management of student volunteer service; further promote moral education, improve students' social practice ability; enhance students' sense of social responsibility; deepening the education and teaching reform in our school; give full play to the educational function of labor education; carry forward the spirit of labor; educate and guide students to respect labor; and comprehensively promote quality education, labor education and the establishment of the second classroom transcripts, these administrative policies are specially enacted:

I. The overall goal

The basic content of "Co-curricular Volunteer Service and Expanding Practice" is to focus on developing the human resources of college students and further integrate and deepen the various activities, work projects and labor activities that help students improve their comprehensive quality. The management method aims to help students to improve the intelligent structure, promote the development of students in the second classroom, cultivate students' comprehensive quality and make them comprehensively grow up, and build a high-level education system of moral, intellectual, physical, aesthetic and labor comprehensive training. The practice method has been examined and recognized by the relevant functional departments of the University and is recognized as one of the conditions for Chinese graduation audit. Students are required to complete 20 credit hours in their freshman year, and the remaining 20 credit hours in the following three years. In order to meet the graduation requirement, students need to complete 40 hours in total of volunteer service and extended practice within the four years in the university.

II. The Organization and Leadership

The School has set up a student quality expansion certification institution, and the certification body of student quality extension is divided into three levels:

(A) The Youth League of Committee establishes Students All-round Development Center, the Center is responsible for co-curricular volunteer service and development practice certification and credit audit, led by Student Affairs and participated by the Academic Department, Chinese Curricular Center, English Language Center, Career Development Center, Student Academic Support Center, Alumni Office, International Learning Center, Library, Admission Office, Logistics Department, Education Development Foundation, and Scientific Research Office.

(B) The Student All-round Development Center shall cooperate with the Labor Education Committee of the School to organize students to participate in daily labor activities according to the entries of the labor education implementation policies.

(C) The Student All-round Development Department is established by the Youth League Student Committee under the guidance of the Youth League Committee, responsible for the organization and maintenance of co-curricular expansion or labor activities.

III. Activity System

"Co-curricular voluntary service and development practice" includes six aspects. Full-time undergraduate students, without any monetary incentive, participate in the following six categories--the Political and Moral Development, Volunteer Service and Daily Labor Activities, Sports, Art and Comprehensive Development,

Community Activities and Social Work, Sci-tech Academic Innovation and Entrepreneurship, and Skill Training -- and dedicate their time, intelligence, physical strength, and skills. Such activities are considered as participation in co-curricular development and daily labor activities. Students are required to complete 20 credit hours of "Volunteer Service and Daily Labor Activities", and they can complete the rest 20 credit hours in the other five activity categories.

(A) "Political and Moral Aptitude" mainly refers to students' participation in activities related to the Party and Youth League Organizations as follows,

(1) Participating in the study workshop of Party Constitution, and the discussion of current political events etc.

(2) The Party Activist Candidates to participate in extra-curricular activities on campus.

(3) The Youth League secretaries to participate in the management of the League branches, and to organize and carry out the League branch activities.

(4) The Youth League members to participate in the activities organized by the Youth League branches.

(B) "Volunteer Service and Daily Labor Activities" mainly refers to the students' participation in civic engagement activities both in and out of the campus, volunteer services and the activities related to labor education. Such activities include:

- (1) Signing up for campus volunteer activities organized by the school Youth League Committee or the Youth Volunteer Association.
- (2) Participating in labor education-related keynote speeches, visits and study, and the mass and public welfare themed physical labor and services, etc.
- (3) Participating in the creating of dormitory civilization, and pass the monthly dormitory sanitation appraisal.
- (4) Participating in social volunteer service projects carried out by public welfare organizations off-campus.
- (5) Participating in various civic engagement projects.

(C) "Sports, Art and Comprehensive Development" mainly refers to the sports and art activities that students participate in and their achievements, as well as other activities conducive to the health of physical and mental development. Such activities includes:

- (1) Participating in various kinds of artistic performances, competitions and rehearsals carried out by the school art troupe.
- (2) Art societies or individuals to conduct organized artistic performances on campus.
- (3) Participating in various sports events inside and outside the campus and receive awards.
- (4) Participating in various recreational and sports competitions or performances and receive awards.

(D)"Community Activities and Social Work" mainly refers to the community activities organized or participated by the students,

student cadres' positions, and the practice in improving organization and management skills. It can be divided into the following four categories:

- (1) Student organizations or cadres of the student clubs to participate in organizing and carrying out various campus recreational activities.
- (2) Students to participate in educational recreational activities on campus or extra-curricular workshops, etc.
- (3) Campus Open Day, experience day, campus tour, etc.
- (4) Participating in the school's consultation meeting and information sessions.

(E)"Sci-tech Academic Innovation and Entrepreneurship"

mainly refers to the innovation and entrepreneurship activities that students are engaged in after class, and the achievements made in participating in various academic, science and technology, and entrepreneurship competitions at various levels. It includes:

- (1) Participating in career planning competitions, innovation and entrepreneurship competitions, and other activities.
- (2) Participating in professional and academic competitions.
- (3) Participating in the internships during summer and winter vacations, which are organized by the Career Development Center (regarded as the credit hours for labor education practice)

(F)"Skill Training and Other Activities" mainly refers to students' participation in various skills, training activities and lectures. It includes:

- (1) Participating in various lectures, seminars and studio activities on campus.
- (2) Participating in workshops for skill-honing, or meetings for sharing learning experience, which are held by the University's Academic Support Center (excluding one-to one peer tutoring).
- (3) Participating in the first-aid training and other activities organized by the University's Health Center.
- (4) Participating in English competitions and other activities carried out by the English Language Center.
- (5) Participating in various public welfare activities organized by the University's Education Foundation.

IV. Verification and Records

(A) The Quality Development Center takes the "Second class" module in the Enterprise Number One-Stop Service (ONCE) system as the platform to unify the release and management of activities.

(B) Students participating in activities inside and outside the school which are characterized with the significance of quality development and extra-curricular learning in the activity system, shall sign up for activities, check in and out to record extra-curricular credit hours, or apply to record extra-curricular credit hours, through Wenzhou Kean University's official One Stop Service (ONCE) system of "Second class" platform. Operational instructions for the System are as follows:

(1) Activities organized by the School: the school departments responsible for the activities will publish the activities on the system platform, and assign the activity administrator. Students can check the activity details on the home page and select the desired activity to register. After successful registration, students should participated in the activities at the specified venue and time. At the beginning of the activity, the activity administrator will post the check-in QR code for students to sign in, Students shall participate in the activities as required. After the activity, the check-out QR code will be posted. After the students scan the QR code to check out, the activity time will be automatically counted in their personal accounts respectively.

(2) Activities participated by individuals off campus: Students who choose to participate in off-campus activities. Which fall into the six categories of the activities mentioned above, can apply for the entry of "off-campus activities" in the extra-curricular volunteer service and development practice platform. Students can apply as individuals or teams. When applying students should attach the participation certificate provided by the activity organizers, and truthfully specify the date, duration, and content of the activity, etc. After the application is submitted, the Quality Development Verification Center of the Youth League Committee will review and approve. After the approval, the time spent on the activities will be automatically recorded in the system.

(3) During leaves of absence, resumption of studies, or participation

in Exchange programs, students may engage in off - campus activities. Upon completion, they must submit supporting documentation - such as paper-based verification from the organizing entity, activity photographs, or system record screenshots - through the "Off-Campus Activity Application" module in ONCE to request credit hours.

(4) Details and information of students' participation in extra-curricular volunteer service and extended practice will be recorded in the "extra-curricular volunteer service and development practice" platform in the official One Stop Service (ONCE) system of Wenzhou Kean University, and the contents recorded in the platform shall prevail.

V. Risk Prevention and Management

Students or staff who cheat in the records of the extra-curricular volunteer service and development practice identification records, will receive punishment and warnings by the School's Student Quality Extension Verification Center, according to the terms on the Student Code of Conduct.

These policies shall be complied with from the date of issuance, and the Student Affairs Department and the Youth League Committee shall be responsible for the interpretation.

The Communist Youth League Wenzhou Kean University

Committee

The Leadership & Services Center

Department of Student Affairs

On March 31st, 2022

Student Leadership Criteria

Wenzhou-Kean University has established the following criteria in order for students to be eligible to hold leadership positions and serve in leadership roles in student groups and organizations. These criteria must be met at the time of application to become a student leader and must be upheld throughout a student leader's entire term of office.

This program aims to reward students who have demonstrated outstanding leadership with outstanding achievements and encourage students to take social responsibility.

Reward Range: The program is open to full-time registered students at Wenzhou-Kean University. Reward quota: No more than 0.5% of total students at Wenzhou-Kean University. Each student can only receive this reward once during four academic years.

Reward method: Student Affairs will issue a certificate of honor issued by Vice-Chancellor of Student Affairs, a WKU souvenir set.

Application Conditions:

1. Applicant must comply with laws and regulations, and Student Code of Conduct, and never receives written warning or above;
2. Applicant must be honest and excels in virtue;
3. Individual applicant must have outstanding academic performance with GPA of 3.2 or above without failed courses;

4. Applicant are required to serve as student leader, including student organizations executive board member, Student Trustee, League Secretary, president or vice president of student groups, at least two academic years in total and who have outstanding achievements.
5. Work-study student leaders are not included in the selection.
6. Applicants are required to submit a joint recommendation letter from at least 10 members of the organization and at least one recommendation letter from a student organization advisor.
7. The final result will be selected by Center for Leadership and Service of Student Affairs Selection Committee in strict accordance with the selection criteria.

Selection of Officers

Student groups and organizations must elect/select executive board members in accordance with each organization's student group structure and purpose statement (ex: Constitution, Bylaws, Charter, etc...) or election policy.

Review Process

The academic standing and disciplinary status of each prospective student leader shall be reviewed by the Center for Leadership and Service, Student Affairs Office prior to the selection/election of new student leaders. The academic standing and disciplinary status of each student group and organization executive board member will

be reviewed at the conclusion of each academic semester and/or student group recognition period. Additional checks may be conducted as needed.

Students who do not meet the minimum standards outlined in this policy shall not be eligible to assume or continue to serve in any leadership position. The group president and advisor will be informed if any candidate does not meet the eligibility requirements. Student groups will be advised that they may begin the process to elect/select a replacement in accordance with their organization's student group structure and purpose statement (ex: Constitution, Bylaws, Charter, etc...) or election policy.

Appeal Process

Students who do not meet the Student Leadership Criteria may not submit an appeal. If the student believes the Student Leadership Criteria violation to be an error, the student leader must submit a written letter of reconsideration to Center for Leadership and Service, Student Affairs Office outlining the believed error within five (5) business days of the violation notice. Students found responsible through the campus student conduct process of theft or misuse of organizational funds or University property will not be permitted to hold leadership positions within any recognized student group for the remainder of time they are enrolled at the University. This decision may not be appealed.

In the event that a student leader does not meet the Student Leadership Criteria during the term of their office, he/she will be removed from his/her position.

Requests for exceptions to the student leadership criteria for all recognized student group, organization and government leadership positions must be submitted in writing to the Center for Leadership and Service, Student Affairs Office. A recommendation to either allow the exception or uphold the Student Leadership Criteria will be forwarded to the Vice President for Student Affairs for final determination. The student group or organization will be notified of the final outcome.

Scholarship and Grant Guidelines at Wenzhou-Kean University

To encourage academic excellence and support all - round development of students, Wenzhou-Kean University sets up scholarship and grants program to acknowledge excellence in academic achievements, sports, art, social services, leadership of the students.

1. Qualifications

- (1) Applicant must be full-time currently registered Wenzhou-Kean University students, not including exchange or visiting students (except for special regulations);
- (2) Applicant must comply with laws and regulations, and *Student Code of Conduct*;
- (3) Applicant must excel in virtue.

2. Procedure

- (1) Students submit the application for evaluation;
- (2) Candidates will be selected by the Scholarship and Grant Evaluation Group;
- (3) The selected candidates will be publicized for at least 5 working days;
- (4) After publicity without objection, the selected candidates will be awarded certificate and scholarship;

(5) The achievements of the recipients will be published.

3. Rewards

(1) Recipients will get certificates and the award will be kept in student personal file;

(2) Recipients will be awarded scholarship or grant.

4. Principles

(1) The selection follows the principles of transparency, fairness and excellence, complies with qualification and procedures to ensure quality and accept supervision.

(2) Candidates with fraud behaviors may invoke the investigation of *Student Code of Conduct*.

5. Others

(1) The Guideline is interpreted by Student Affairs Office;

(2) The Guideline shall enter into force as of the date of promulgation. The Scholarship and Grant Guidelines at Wenzhou-Kean University 2017 is abolished while this guideline takes effect.

List of Scholarship and Grant:

1. National Scholarship
2. National Endeavor Fellowship
3. National Stipend
4. Zhejiang Province Government Scholarship
5. Zhejiang Provincial Government Scholarship for Foreign Students
6. Taiwan Student Scholarship

7. Dean's Scholarship
8. Leadership or Public Services Scholarship
9. Culture, Sports or Art Scholarship
10. Study Abroad Scholarship
11. Inn Inspiration and Innovation Scholarship
12. Academic Progression Scholarship
13. Grant

Wenzhou-Kean University scholarships and grant are implemented in accordance with the latest policy. Please visit our official website <http://www.wku.edu.cn/en/org/student-affairs/scholarship/> for more information.

Note: Shall be implemented in compliance with the latest official documents. Please refer to the official website for detailed information.

Wenzhou-Kean University Guideline for Recognition of Students in Need of Financial Assistance

(Modified in 2020)

Chapter 1 General Principles

1. In order to improve the student financial aid services and comprehensively promote precise funding and assistance, in accordance with the Advice on the Recognition of Students from Families with Financial Difficulties Published by Ministry of Education of the People's Republic of China and Other Five National Departments (2018 Version) and the Guideline for Recognition of Students in Need of Financial Assistance Published by Zhejiang Provincial Department of Education and other Seven Zhejiang Provincial Departments (2020 Version), Wenzhou-Kean University has formulated this guideline for recognition of students in need of financial assistance.
2. This guideline is applicable to currently full-time registered Wenzhou-Kean University students.
3. The students in need of financial assistance mentioned in this guideline refer to the students and their family have difficulties in covering the basic cost of studying and living on campus, or cannot afford self-development and comprehensive ability improvement.

4. The recognition of students in need of financial assistance mentioned in this guideline refers to the process by which the university verifies the actual financial conditions of the students and their families and determines whether or not to offer financial assistance qualification to students who apply for student financial schemes.

5. The recognition of students in need of financial assistance follows the principles of seeking truth, being objective and fair, insisting on the combination of quantitative evaluation and qualitative evaluation, insisting on the combination of openness and transparency and protecting privacy, insisting on the combination of active guidance and voluntary application, and insisting on the combination of guaranteed subsidy and development-oriented grant.

Chapter 2 Organization of Recognition

6. The Vice Chancellor for Students Affairs is responsible for leading the accreditation of students in need of financial assistance.

7. Office of Students Affairs is responsible for the organization and management of the recognition of students in need of financial assistance.

8. The Residence Life and Housing Center, Office of Student Affairs, establishes a Student Financial Aid Working Group composed of Coordinator (as group leader) and representatives of each Residence Hall Director to be responsible for the identification and evaluation

for recognition of students in need of financial assistance.

Chapter 3 Standards

9. The standards for the recognition of students in need of financial assistance are divided into three levels: guaranteed students in need of financial assistance, subsidized students in need of financial assistance and development funding students in need of financial assistance.

(1) Guaranteed students in need of financial assistance refer to the students whose funds supported by their family or society financial aid schemes cannot cover their tuition and basic living cost and support their life.

(2) Subsidized students in need of financial assistance refer to the students whose funds supported by their family or society financial aid schemes can cover their tuition and basic living cost, but its affordability to pay for the cost of living is lower than the average.

(3) Development funding students in need of financial assistance refer to the students whose funds supported by their family or society financial aid schemes can cover their tuition and basic living cost, but their family economic conditions limit their improvement in the learning condition and comprehensive development.

10. The actual economic status of the student and their family is the basis for determining the result of the recognition of students in need of financial assistance, including the following factors:

(1) Family economic factors, including household income, property, debts, etc.

(2) Special group factors. Special group, recognized by the government, refers to students from impoverished families, students from families with minimum living standards, students with special difficulties, orphans, children of martyrs, disabled students from families with financial difficulties, and children of the disabled (hereinafter referred to as "special groups").

(3) Factors in the level of regional economic and social development, including the economic development level, the minimum living standard of urban and rural residents, and the tuition and basic living cost.

(4) Incident factors, which mainly refers to situations such as suffering from major disasters and major emergencies.

(5) Personal consumption factors, which mainly refers to whether the amount and structure of student consumption are reasonable.

(6) Other related factors that affect the economic status of the family, including family burden, labor force and occupational status.

11. The quantification table of recognition indicators is adopted. If their sum of the scores of any one or any two of the eight indicators is 4 points or more (including 4 points), these students can generally be recognized as students with special financial need; their sum of the scores of any one or any two of the eight indicators is 2 to 4 points (including 2 points), these students can generally be

recognized as students with financial need; with any indicator with a score less than 2 and not 0, these students can generally be recognized as the students with common financial need. The student financial aid working group can revise the scores based on the real financial situation of the student's family and the evaluation results.

12. To be identified as students in need of financial assistance, the following conditions must also be met:

- (1) Comply with laws and regulations, and Student Code of Conduct, and excel in virtue;
- (2) Have a positive learning attitude and lead a frugal lifestyle;
- (3) Actively participate in Work-Study Program.

13. Students in one of the following circumstances cannot be recognized as the students in need of financial assistance:

- (1) The student or guardian has not applied for recognition as required (except for those who have made a supplement within the specified time);
- (2) The relevant information provided by the student or guardian is untrue;
- (3) Other situations that do not meet the requirements for students in need of financial assistance:

students whose monthly basic living expenses are higher than the average level of our students, and those who often have expensive meals in restaurants; students who have bad habits such as alcohol abuse and gambling; students who are proved to have inappropriate

luxury consumption; students frequently visits entertainment venues; students have frequent self-funded travel during holidays; frequent absenteeism or receive written warnings or above; students who rent a house off-campus without a valid reason and the cost is obviously higher than the cost of living on campus; students have inappropriate luxury consumption, which is proved or determined by the student management department.

14. Students who meet the eligibility of students in need of financial assistance but give up their applications shall be recorded by Office of Student Affairs, which shall be signed by the adult students or their guardians and filed.

Chapter 4 Procedures

15. Notice in advance. Office of Student Affairs informs the students of application details and sends the application forms to them.

16. Students apply. Students or their guardians voluntarily fill in the application form truthfully, and provide necessary supporting materials. The adult students or guardians make a written commitment to the application and are responsible for the authenticity of the information (where the civil affairs department and other government departments have conducted relevant information comparison, only the application forms are required).

17. Evaluation and publicity.

(1) At the beginning of each academic year, Residence Hall

Directors shall review the applications submitted by the students, and put forward approval suggestions in accordance to the recognition standards, the students' daily consumption behavior and the relevant circumstances that affect their family's economic status. Students of special groups will be evaluated based on their actual family economic status while their information provided by student financial aid system is taken for reference.

(2) Office of Student Affairs organizes the Student Financial Aid Working Group Meeting to review and evaluate the applications, and publicize the list of students recognized as students in need of financial assistance in an appropriate way for 5 working days. When publicizing, it is strictly prohibited to involve students' private information, and the name list shall be removed in time after the publicity period. For special group students, because their family situation has been recognized by civil affairs, poverty alleviation and other departments, in principle, publicity is not required for them.

(3) After publicity without objection, Office of Student Affairs will report the results to the Vice Chancellor for Students Affairs for approval.

18. File the working material. Office of Student Affairs shall report the information of students in need of financial assistance to the higher administration as required. At the same time, the list, application forms, relevant system data, explanatory materials, etc. will be filed in every semester, and be reported to the National

Student Financial Aid Management Information System as required.

Chapter 5 Management

19. The recognition of students in need of financial assistance shall be carried out once every academic year, and generally shall be completed within the first 60 working days of the academic year. The recognition of students in need of financial assistance shall be reviewed and dynamically adjusted according to the actual economic situation of the student's family.

20. Office of Student Affairs conducts a regular review of the qualification of all students in need of financial assistance every academic year by randomly selecting a certain percentage of students, and checking their qualification through letters, telephone calls, and on-site visits. If any malicious provision of false information is discovered and verified, the qualification will be canceled promptly and the related funding shall be recovered. For severe dishonesty cases, the university will handle it seriously according to relevant regulations.

21. It is necessary to strengthen integrity education and require students or their guardians to truthfully provide family financial status information and promptly report the significant changes in the family economy. If there is any significant change in financial situation, or the student is found to be profligate, or the student has unreasonable consumption, etc., Office of Student Affairs will make

adjustments and file it for the record.

Chapter 6 Others

22. This guideline is interpreted by Office of Student Affairs.

23. This Guideline shall enter into force as of the date of promulgation. The Wenzhou-Kean University's Guideline for Identification of Students from Families with Financial Difficulties (Trial Version) issued on August 7th, 2018 is abolished while this guideline takes effect.

Note: Shall be implemented in compliance with the latest official documents. Please refer to the official website for detailed information.

Wenzhou-Kean University Undergraduate Work-Study Program Policy

(Modified in 2024)

Chapter 1 General Principles

Article 1 The Wenzhou-Kean University Work-Study Program is created to encourage students to participate in the university's operation and management. The program allows students to gain valuable working experience while getting paid.

Article 2 In order to further standardize the management of the Work-Study Program, to help students successfully complete their studies, to cultivate students' independence, innovation, and entrepreneurship, and to enhance students' social practical abilities, the Wenzhou-Kean University Undergraduate Work-Study Program Policy is formulated on the merits of the University and in accordance to the Work-Study Program Policy in Higher Educational Institutions in China (published in 2018) , the Zhejiang Province Guideline for Recognition of Students in Need of Financial Assistance (published in 2020) and the Zhejiang Province Student Financial Aid Funds Management Policy (published in 2020).

Article 3 These measures are applicable to currently registered full-time Wenzhou-Kean University undergraduates. Other special regulations shall be implemented as required.

Article 4 The Office of Student Affairs and the Office of Human Resources are responsible for determining the number of Work-Study positions. The employing departments recruit students and the Office of Student Affairs coordinates with the recruitment. Each employing department is responsible for managing, training, and assessing Work-Study students.

Article 5 The Work-Study Program shall be carried out in accordance with the principles of availability, voluntary application, information transparency, prioritizing assistance to the needy, competitive selection, and compliance with laws and regulations. It should be conducted in an organized manner without affecting the normal teaching order and students' regular learning.

Chapter 2 Position Setting

Article 6 The Work-Study Program holds both long-term positions and temporary positions. The long-term position refers to the position that lasts more than one semester, and the continuous positions during summer and winter break. The temporary position refers to the position that is not permanent, and the tasks can be completed through one or several times of work-study activities. The positions of Work-Study Program shall be set only after the relating application has been approved.

Article 7 The Work-Study positions shall meet the needs of students while ensuring that their participation does not affect their studies. In

principle, students' involvement in the Work-Study positions should not exceed 40 hours per month. The duration of Work-Study positions during winter and summer break can be extended appropriately according to the specific conditions of the university.

Chapter 3 Implementation Process

Article 8 The Work-Study Program is conducted according to the following process:

8.1 Position Set Up

In each Fall Semester, the Office of Student Affairs will collect the information on the demand for long-term positions from the employing departments.

The employing departments that need to set up temporary positions can apply to the Financial Aid Office of Student Affairs four weeks in advance. After getting approval from the employing departments' university leadership, the Office of Student Affairs will review and propose the program in accordance with the budget and job description, etc.

The positions of the Work-study Program are specifically determined according to the budget amount, budget execution rate, program operation, and the related position information. It shall be reasonably determined on the basis of the budget limit allocated for the year.

8.2 Recruitment

The Office of Student Affairs publishes position information and

assists in confirming candidates. In every fall semester, the Office of Student Affairs will publish recruitment information to students for public application after approval based on the reported position information, and coordinates with the recruitment. Students could apply for positions as required. The employing departments shall organize the interview for their candidates and report the name list of student assistants to the Office of Student Affairs. Each employing department shall organize the necessary pre-job training for the students and strengthen the safety education for the students.

8.3 Payroll

Each employing department shall review the working hours and work contents of each position within 5 working days at the beginning of the next month and summarize them to the Office of Student Affairs. After the approval by the Office of Student Affairs, it will be submitted to the Office of Financial Service for payment processing.

8.4 Work Evaluation

At the end of each academic year, the Office of Student Affairs is responsible for collecting and realizing the students' work performance. Each department needs to evaluate the work of the students, follow up the impact of the Work-study Program on the overall development of the students and put forward suggestions for improvement.

Chapter 4 Management of Funds and Salary Standard

Article 9 The funding for the Work-Study Program is managed and allocated by the Office of Student Affairs, and the Office of Financial Service shall be responsible for the financial audit and supervision.

Article 10 The long-term positions and temporary positions in the Work-Study Program shall be paid at a rate of 24 RMB per hour. Among them, the hourly wage for academic peer tutors (or coaches) is 50 RMB per hour. The salary standard for the long-term positions and temporary positions shall be reasonably determined with reference to the minimum hourly wage standard stipulated by the local government or relevant departments.

Chapter 5 Management and Assessment

Article 11 Students applying to participate in the Work-Study Program shall meet the following requirements:

- (1) Currently registered full-time Wenzhou-Kean University undergraduate students;
- (2) Diligent in studies and not currently under academic probation;
- (3) Comply with laws and regulations, and *Student Code of Conduct*, and currently not being subjected to written warnings and above, and with no violations of academic integrity.

Article 12 Except for the Student Peer Tutors, Enrollment Consultation Assistants and the positions that have been clarified in

the published information, each student is generally not allowed to hold two or more assistant positions at the same time. If there is a need for a student to hold two or more assistant positions at the same time, it needs to be approved by the responsible university leadership in charge of the employing department, and it also needs to be reported to the Office of Student Affairs.

Article 13 The working period of the Work-Study positions is based on the approved information of the post. In principle, priority is given to applicants identified as students in need of financial assistance.

Article 14 Each employing department shall have the person responsible for the daily management of Work-study Program students. The employing department shall assess the students' work attendance and shall not falsely report the amount of students' attendance. The employing department shall strictly control the reasonableness of students' working hours and shall not affect students' normal life and study. The contents of students' work and study work shall be consistent with the declared positions and shall not be used for other purposes.

Article 15 Students shall terminate their work-study activities under one of the following circumstances:

- (1) Violating laws and regulations, or violating university rules and regulations, and subject to written warnings and above;
- (2) With violation of academic integrity and other fraudulent

behavior;

(3) For special reasons or physical condition, etc., it is not suitable for the students to continue to participate in work-study activities.

Article 16 All departments shall strengthen the ideological education of the students and help them to establish a positive concept of labor.

Article 17 This policy shall be interpreted by the Office of Student Affairs.

Article 18 This policy shall be implemented from August 1, 2024. The "Wenzhou-Kean University Work-Study Program Implementation" ([2018] No. 36) shall be repealed at the same time.

Note: Shall be implemented in compliance with the latest official documents. Please refer to the official website for detailed information.

Wenzhou-Kean University Undergraduate Student Financial Aid Funds Management Policy

Chapter 1 General Principles

Article 1 In order to strengthen the management of student financial aid funds, improve the efficiency of the use of funds, and ensure the quality of the student financial aid work, the Wenzhou-Kean University Undergraduate Student Financial Aid Funds Management Policy is formulated on the merits of the University and in accordance to the National Student Financial Aid Funds Management Policy (published in 2021), the Zhejiang Province Student Financial Aid Funds Management Policy (published in 2020), Notice of the Ministry of Education and Four Other Departments on the Adjustment and Improvement of Policies Related to Student Loans (published in 2023) and other official policies.

Article 2 The term “Student Financial Aid Funds” mentioned in this guideline refers to the funds allocated by the departments of finance at all levels for student financial aid, and the funds arranged by our university's funding for student financial aid.

Article 3 These measures are applicable to currently registered full-time Wenzhou-Kean University undergraduates. Other special

regulations shall be implemented as required.

Article 4 The term “students in need of financial assistance” mentioned in this guideline refers to the students and their families who have difficulties in covering the basic cost of studying and living on campus, or cannot afford self-development and comprehensive ability improvement, and have already completed the recognition process in according to the Wenzhou-Kean University Guideline for Recognition of Students in Need of Financial Assistance.

Article 5 The student financial aid work shall follow the principles of truthfulness and reasonableness, implement the related policies and procedures, and be open, fair and just.

Chapter 2 Scope and Standards

Article 6 The current undergraduate student financial aid system combines government financial aid and university financial aid. The government financial aid includes the national scholarships and grants, Zhejiang Province Government Scholarship, national student financial aid for military service, national student loans, and other financial aid programs established by government departments at all levels. The university financial aid includes scholarships and grants set up with school funds and Work-Study Program, as well as the student financial aid programs set up by external groups and private sources.

6.1 Government Financial Aid

6.1.1 National Scholarship

The National Scholarship is to reward extraordinary students among the full-time sophomore or above Chinese students registered in Wenzhou-Kean University who are enrolled by the National College Entrance Examination. The number of awards each year is allocated according to the national quota, 8,000 yuan per student per year.

6.1.2 National Endeavor Fellowship

The National Endeavor Fellowship aims to reward students with virtue and academic excellence. The fellowship is open to the full-time sophomore or above Chinese students registered in Wenzhou-Kean University who are enrolled by the National College Entrance Examination. The number of awards each year is allocated according to the national quota, 5,000 yuan per student per year.

6.1.3 National Stipend

The National Stipend aims to sponsor students with financial difficulty. The stipend is open to full-time Chinese students registered in Wenzhou-Kean University who are enrolled by the National College Entrance Examination. The number of recipients follows the policy of the government. The National Stipend is divided into two levels. The first level is 4,500 yuan per student per year, and the second level is 2,700 yuan per student per year. All full-time students of retired soldiers are entitled to the National Stipend at a rate of 3,300 yuan per student per year.

6.1.4 Zhejiang Province Government Scholarship

The Zhejiang Province Government Scholarship is to reward extraordinary students among our full-time sophomore or above Chinese students registered in Wenzhou-Kean University who are enrolled by the National College Entrance Examination. The number of recipients follows the policy of the government, 6,000 yuan per student per year.

6.1.5 Taiwan Student Scholarship

The Taiwan Student Scholarship awards full-time students from Taiwan, China studying at Wenzhou-Kean University. The award quota is allocated according to the national quota. The special prize is 8,000 yuan per student per year, the first prize is 6,000 yuan per student per year, the second prize is 5,000 yuan per student per year, and the third prize is 4,000 yuan per student per year.

6.1.6 Zhejiang Provincial Government Scholarship for Foreign Students

The Zhejiang Provincial Government Scholarship for Foreign Students awards international students who have been admitted to Wenzhou-Kean University, the full-time international students registered at Wenzhou-Kean University, and outstanding international students enrolled in long-term (at least one semester) non-degree programs. The award quota is allocated according to the national quota. The type A scholarship is 30,000 yuan per student per academic year, the type B scholarship is 20,000 yuan per student per

academic year, and the type C scholarship is 6,000 yuan per student per academic year.

6.1.7 National Student Financial Aid for Military Service

Tuition compensation, national student loan reimbursement, and tuition reduction or exemption are implemented for students who are enlisted for compulsory military service, recruited as non-commissioned officers, and students who return to school or are enrolled in school after retirement. The tuition compensation or national student loan reimbursement amount shall be executed according to the higher amount of the student's actual tuition paid or the national student loan (including the principal and the interest accrued before full repayment). For students returning to school or enrolled in school after retirement, the amount of tuition reduction or exemption is based on the actual amount of tuition collected by the school.

Freshmen and students retain their status as students during their military service and are allowed to enter or return to school after they retire from the China Comprehensive Fire and Rescue Force. For the tuition compensation and student loan compensation, freshmen and students enrolled in China Comprehensive Fire and Rescue Force could apply for the national student financial aid for military service as well.

The standard for tuition compensation, national student loan reimbursement, and tuition reduction or exemption is no more than

16,000 yuan per student per year for undergraduates. There will be no compensation, reimbursement, reduction or exemption for parts exceeding the standard. This is based on the relevant provisions of the higher authorities.

6.1.8 National Student Loan

National student loans are conducted by the government and provided by financial institutions to college students with financial difficulties to help solve their tuition and accommodation fees during the school period, including national student loans on campus and student loans in the region of source of students. Full-time undergraduate students could apply for a loan of no more than 16,000 yuan per academic year. Full-time registered Chinese students with financial difficulties can apply for student loans in the region of the source of students (they need to apply to the student financial aid management agency of the county where their household registration is located).

6.2 University Financial Aid

6.2.1 Dean's Scholarship

The Dean's Scholarship aims to reward students with outstanding academic achievement, including high GPA, research and innovation. The scholarship is open to currently full-time registered students at Wenzhou-Kean University. The number of first-, second-, and third-class scholarship for high GPA are 2%, 5% and 10% of each major per class respectively. The number of scholarship for research and

innovation is 1% of total students at the most. And the rewards of the first-, second-, and third-class scholarship are 10,000 RMB, 5,000 RMB and 2,000 RMB respectively, the reward of scholarship for research and innovation is 3,000 RMB.

6.2.2 Leadership or Public Services Scholarship

The Leadership or Public Services Scholarship aims to reward students (individual student or group students) who demonstrate outstanding leadership with outstanding achievements in public services. The scholarship is open to current full-time registered students at Wenzhou-Kean University. The number of scholarship for individual is 1% of the total students at the most, and the number of scholarship for group students is 5% of the total teams and student groups at the most. The recipient will be awarded a 3,000 RMB scholarship.

6.2.3 Culture, Sports or Art Scholarship

The Culture, Sports or Art Scholarship aims to reward students who actively participate in cultural, sports and art activities with outstanding achievements. The scholarship is open to full-time registered students at Wenzhou-Kean University. The number of scholarship for individual is 1% of the total students at the most, and the number of scholarship for group students is 5% of the total teams and student groups at the most. The recipient will be awarded a 3,000 RMB scholarship.

6.2.4 Study Abroad Scholarship

The Study Abroad Scholarship aims to reward outstanding students who participate in study abroad program with outstanding academic achievement, research and innovation. The scholarship is open to full-time students registered at Wenzhou-Kean University. The number of scholarship recipients is allocated according to the state funding every year. The recipient will be awarded a 10,000 RMB first-class scholarship or a 5,000 RMB second-class scholarship.

6.2.5 Grant

Wenzhou-Kean University Grant program aims to sponsor students with financial difficulty because of domestic calamity or major disease during their study at Wenzhou-Kean University. The grant is not open for public application, and the number of recipient and the amount of the grant will be discussed case by case and should not exceed one-year tuition fee.

6.2.6 Work-Study Program

The Work-Study Program aims to encourage students to participate in the university's operation. The program provides students an opportunity to gain valuable working experience while getting paid. Students with financial difficulty have the priority to be employed. It is implemented in accordance with the Wenzhou-Kean University Work-Study Program Implementation.

6.2.7 Student Financial Aid Programs Set Up by External Groups and Private Sources

The student financial aid programs set up by external groups and

private sources are special student aid projects established in Wenzhou-Kean University with donations from enterprises, public institutions, social groups or individuals. The eligibility, funding standard, application conditions, etc. are subject to the guideline or appraisal method of each scholarship and grant.

Article 7 The student financial aid policies and standards will be dynamically adjusted according to the relevant requirements of the central and provincial governments, combined with the actual situation of the university, and implemented in accordance with the latest relevant policies.

Chapter 3 Payment, Fund Management and Supervision

Article 8 The student financial aid funds shall be incorporated into the university budget management, and special funds shall be set up for specific purposes.

Article 9 Office of Students Affairs shall be responsible for the organization and management of the review of scholarships, conduct the review of basic data, organize the recognition of students in need of financial assistance, compile the issuance list of scholarships and grants based on their review results, and strengthen the application of student status and student financial aid management systems. Office of Students Affairs shall also strengthen the file management, and file student financial aid work materials annually for future reference.

Article 10 Office of Financial Service shall strengthen the budget management of student financial aid funds, establish the budget performance management and evaluation mechanism, and standardize the expense claim process.

Article 11 The National Scholarship, National Endeavor Fellowship, and Zhejiang Province Government Scholarship will be issued to the recipients at one time. National Stipend is distributed to the students on a monthly basis.

Article 12 If any malicious provision of false information is discovered and verified, the qualification for student financial aid will be canceled promptly and the related funding shall be recovered. For severe dishonesty cases, the university will process it seriously according to relevant regulations.

Article 13 Anyone who abuses his power, has wilful dereliction of duty, practices favoritism, and violates regulations in the distribution and use of student financial aid funds shall be investigated in accordance with the relevant laws and regulations. Anyone suspected of committing a crime shall be reported to the judicial authority for processing.

Chapter 4 Additional Requirements

Article 14 All departments shall attach importance to the care and education of the students in need of financial assistance. To encourage the overall development and healthy growth of these

students, it is suggested to pay more attention to their thinking, learning and life, and guide them to participate in voluntary service, social practice, academic exchanges, etc.

Article 15 According to the practical condition, Wenzhou-Kean University shall improve the student financial aid system through the Work-Study Program, university financial aid, donation by external groups and private sources, etc. Student financial aid funds shall be arranged from the revenue in accordance with the relevant official regulations and policies.

Article 16 Encourage enterprises, social organizations and individuals to establish scholarships and grants in Wenzhou-Kean University.

Article 17 This policy shall be implemented from the date of promulgation, and shall be interpreted by Office of Student Affairs. The "Management Measures for Undergraduate Financial Aid Funds of Wenzhou-Kean University (Trial)" [2021] No. 39) is hereby repealed simultaneously.

Note: Shall be implemented in compliance with the latest official documents. Please refer to the official website for detailed information.

Wenzhou-Kean University Outstanding Graduates Selection Guideline for Undergraduate Student

These provisions are formulated in order to encourage current students to become well-rounded, and in recognition of their excellence.

I. Selection Scope

Full-time graduating undergraduate students of Wenzhou-Kean University.

II. Selection Categories and Proportion

Outstanding graduating undergraduates include Outstanding University-level Students and Outstanding Provincial-level Students. The number of these students should not exceed 10% of all graduates. Selections of Outstanding Provincial-level Students should be based on the regulations of Education Department of Zhejiang Province. Outstanding Provincial-level Students are selected and recommended by the university from Outstanding University-level Students in accordance with relevant regulations.

III. Selection Criteria 3.1 Basic Selection Criteria

3.1.1 Comply with laws and regulations, and *Student Code of*

Conduct, and never receives disciplinary sanctions during their undergraduate careers in WKU;

3.1.2 Respect faculty members, maintain good relationship with fellow students, behave well, be honest and highly aware of academic ethics and integrity;

3.1.3 Actively participate in academic research, innovation and entrepreneurship, volunteer service, campus culture, social practice and other activities, and perform well;

3.1.4 Outstanding academic performance, with a GPA of 3.5 or above, and a grade of C or above in Chinese National Conditions & Culture Education, Physical Education and Art Education.

3.2 Preferential Selection Criteria

3.2.1 Have received university-level or above awards and honors;

3.2.2 Major contribution to the university, or win honor for the university;

3.2.3 Leadership experience for one academic year or above, and with outstanding work.

IV. Selection Process

4.1 The Outstanding Graduates Selection Committee for Undergraduate Student is comprised of related departments. The Office of Selection Committee is set up in Student Affairs Office.

4.2 Graduates who meet the application requirements should submit application to the Selection Office.

4.3 The Outstanding Graduates Selection Committee for

Undergraduate Student should review applications based on the basic selection criteria.

4.4 The Outstanding Graduates Selection Committee for Undergraduate Student should select the best candidate of the year following the selection criteria.

4.5 The candidate list shall be published within the campus and reviewed by the public for 7 days.

4.6 If with no objection, the university will approve the result of the Outstanding University-level Graduates selection and recommends the Outstanding Province-Level Graduates to Education Department of Zhejiang Province. The Outstanding Province-Level Graduates Award is issued by government department, and School-level Outstanding Graduates Award is issued by the university.

V. Rewards

5.1 The Outstanding Graduates' Registration Form will be filled by outstanding graduates and stored in their files.

5.2 Honor certificate awarded.

VI. Selection Principles

6.1 The selection follows the principles of openness, impartiality and fairness, and complies with qualification and procedures to ensure quality and accept supervision.

6.2 During the process of selection, students with fraud behaviors

may invoke the investigation of *Student Code of Conduct*.

VII. Other Matters

7.1 For those who have already been awarded with the outstanding graduate title, should they fail to perform in accordance with selection criteria or to graduate regularly, their titles shall be revoked.

7.2 This guideline is explained by the Outstanding Graduates Selection Committee for Undergraduate Student.

7.3 This guideline shall enter into force as of the date of promulgation.

Wenzhou-Kean University Graduate cholarship and Assistantship Policy

(Modified in 2023)

Chapter I General Provisions

Article 1 Wenzhou-Kean University (WKU) Graduate Scholarship and Assistantship (hereafter Graduate Scholarship and Assistantship) is set up in accordance with related national-level policies on graduate scholarship and assistantship for higher education institutions and Kean University graduate scholarship and assistantship programs.

Article 2 In order to strengthen and standardize the operation and management of Graduate Scholarship and Assistantship, this policy is hereby formulated and shall come into effect as of the date of promulgation.

Article 3 WKU Office of Academic Affairs (OAA) is responsible for implementing the Graduate Scholarship and Assistantship policy and making overall use of financial resources according to related regulations, such as government financial appropriation, tuition, and donations, to reward top admitted candidates and support graduate students to succeed academically.

Chapter II Application Prerequisites and Scholarship / Assistantship Criteria

Article 4 Graduate Scholarship and Assistantship is awarded to students who are admitted to WKU and meet the requirements in this policy.

Article 5 The University offers two types of Graduate Scholarship and Assistantship, which are graduate fellowship and graduate assistantship (Graduate Scholarship and Assistantship is a generalized term in this policy, and fellowship is a type of Scholarship).

5.1 Graduate Fellowship

5.1.1 The graduate fellowship is established to encourage outstanding candidates to enroll in the graduate programs at WKU. A tuition waiver of 50%, 75% or 100% will be granted to candidates who meet the following criteria: GPA of 3.2 or above, strong research ability, and outstanding performance on standardized exams (e.g. GRE, GMAT, etc.). Priority will be given to graduates of renowned universities across China and abroad, and to candidates of educational programs who have extensive work experience. The admission committee of each program may decide whether to offer fellowship and the percentage of fellowship based on relevant evaluation and interview results. This fellowship does not require a candidate to work in an assistantship position.

5.1.2 Dorm fee cannot be waived by this fellowship. Students should pay for the dorm fee as needed.

5.1.3 This fellowship only waives tuition of credits in fulfillment of

graduation required by each program curriculum. Tuition of pre-requisite courses of master's programs cannot be waived. Any additional credits taken by students due to personal reasons cannot be waived.

5.2 Graduate Assistantship

5.2.1 Graduate Assistantship is categorized as Graduate Teaching Assistantship (GTA) and Graduate Research Assistantship (GRA). A graduate teaching assistant refers to a student who provides academic services to related offices/colleges/departments. A graduate research assistant refers to a student who provides research services to related offices/colleges/departments. Students who fulfill the corresponding job responsibilities for these positions will receive a certain percentage of tuition waiver and stipend according to the following standards. (New students who receive a tuition waiver of 50% or more are required to have a GPA of no less than 3.0 and have certain research abilities.)

Percentage of Tuition Waiver	Workload required (GRA)	Workload required (GTA)	Monthly Stipend (Spring and Fall Semesters)
No tuition waiver	Minimum 10 hours per week	Average 1 section per semester	Master's students: 1,000 RMB per month; doctoral students: 2,000 RMB per month
	Minimum 20 hours per week	Average 2 sections per semester	Master's students: 2,000 RMB per month; doctoral students: 4,000 RMB per month

Wenzhou-Kean University Graduate cholarship and Assistantship Policy

25% tuition waiver	Minimum 10 hours per week	Average 1 section per semester	Master's students: 1,000 RMB per month; doctoral students: 2,000 RMB per month
	Minimum 20 hours per week	Average 2 sections per semester	Master's students: 2,000 RMB per month; doctoral students: 4,000 RMB per month
50% tuition waiver	Minimum 10 hours per week	Average 1 section per semester	Master's students: 1,000 RMB per month; doctoral students: 2,000 RMB per month
	Minimum 20 hours per week	Average 2 sections per semester	Master's students: 2,000 RMB per month; doctoral students: 4,000 RMB per month
75% tuition waiver	Minimum 20 hours per week	Average 2 sections per semester	Master's students: 2,000 RMB per month; doctoral students: 4,000 RMB per month
100% tuition waiver	Minimum 20 hours per week	Average 2 sections per semester	Master's students: 2,000 RMB per month; doctoral students: 4,000 RMB per month

5.2.2 Dorm fee cannot be waived by this assistantship. Students should pay for the dorm fee as needed.

5.2.3 Graduate teaching/research assistants who are required to stay on campus by their hiring offices/colleges/departments during Summer/Winter semesters or during holidays will – by principle – receive the same graduate assistantship as they have during Spring/Fall semesters. In other words, such students' graduate assistantship during Summer should be consistent with that of Spring, and such students' graduate assistantship during Winter should be consistent with that of Fall.

5.2.4 The stipend for a graduate assistantship is awarded on a monthly basis. Stipend less than one month is awarded by weekly flat rate (monthly stipend divided by 4) and daily flat rate (weekly flat rate divided by 7).

5.2.5 OAA is responsible to plan for graduate teaching and research assistant positions with each office/college/department based on WKU's annual fiscal budget. Each office/college/ department is responsible for determining the list of graduate assistantship recipients by conducting a comprehensive evaluation based on applicants' educational background, academic level, research and work experience, etc.

Article 6 If both graduate fellowship and graduate assistantship are offered, the percentage of tuition waiver do not accumulate. Only the higher percentage of tuition waiver between the two will be applied.

Chapter III Graduate Scholarship/Assistantship Review Procedures

Article 7 The review procedures of Graduate Scholarship and Assistantship must adhere to the principles of fair, just, open and merit. Fraudulent behaviors are strictly forbidden.

Article 8 Under the leadership of the Vice Chancellor for Academic Affairs, OAA is responsible for managing related work on Graduate Scholarship and Assistantship, including coordinating and

supervising the Graduate Scholarship/Assistantship review procedures and verifying the review results.

Article 9 The procedures for awarding Graduate Scholarship and Assistantship are as follows:

9.1 Students must be graduate students admitted by independent admissions at WKU and meet the relevant criteria stated in this policy.

9.2 By principle, Graduate Scholarship is evaluated and reviewed by the admission committee of each program, and Graduate Assistantship is evaluated and reviewed by the hiring offices/colleges/departments.

9.3 The Vice Chancellor for Academic Affairs verifies the Graduate Scholarship/Assistantship results.

9.4 The Office of Human Resources archives the results.

9.5 The University Leadership Meeting approves the results.

9.6 The University publicly announces the results through formal documentation.

Article 10 Graduate students can apply for assistantship positions during their study on campus. By principle, the evaluation and appointment of the assistantship positions should be conducted by the hiring offices/colleges/departments on an academic-year basis. The evaluation rubrics are subject to the notification of the hiring offices/colleges/departments.

Article 11 Graduate students who have already been awarded the assistantship should be re-evaluated each academic year. Students who pass the re-evaluation will continue to be awarded the assistantship. If not, the assistantship will be canceled. The re-evaluation notification will be announced by OAA.

Article 12 Graduate students who have already been awarded the Graduate Scholarship or Assistantship but are found fraudulent behaviors which are verified to be true by OAA during the awarding period, they will be deprived of Graduate Scholarship and Assistantship, and they will need to re-pay the amount of waived tuition and relevant fees. Stipend will also be canceled.

Article 13 Any student disagrees with the results of Graduate Scholarship or Assistantship, he/she can appeal to the OAA, and OAA should investigate the appeals and reply timely. If any significant issues occur, such issues should be reported to the Leadership Meeting for discussion.

Chapter IV Miscellaneous

Article 14 Graduate scholarship/assistantship are assessed based on students' actual academic situations. Students with changes in their academic status are handled according to the following regulations:

14.1 During the period of leave of absence, no scholarship/assistantship is granted.

14.2 Graduate students whose academic status is terminated do not

receive scholarships/assistantships.

Article 15 Graduate students who are exchange students to Kean USA will not be awarded Graduate Scholarship and Assistantship during exchange period, and such scholarship/assistantship will not be refunded or cashed.

Chapter V Supplementary Provisions

Article 16 Starting from Fall 2024, the evaluation and re-evaluation of Graduate Scholarship and Assistantship in the *Wenzhou-Kean University Graduate Scholarship and Assistantship Policy (Interim) (Modified in 2021)* will also be conducted on an academic-year basis. Apart from this, all other terms in the policies will be implemented by “new policy for new students,previous policy for previous students” .

Article 17 This provision shall take effect from the date of its issuance. OAA is responsible for the explanation of this policy.

Regulation on Graduate Student Academic Management and Registration at Wenzhou-Kean University

(Interim)

Chapter 1 General Provisions

Article 1 This Regulation is formulated in compliance with the Regulations on Student Management for Higher Education Institutions (namely the Order No.41 from the Ministry of Education of China) and Kean University Graduate Catalog, combined with the status-quo at Wenzhou-Kean University (WKU), with the purpose to ensure the University's smooth operation of graduate education, secure students' lawful rights, and promote all-round student development.

Article 2 This Regulation applies to all graduate students at Wenzhou-Kean University, except stipulated by specific articles.

Chapter 2 Admissions and Enrollment

Article 3 The WKU Graduate College (in preparation) of the University is the executive body to issue the Acceptance Letter for Wenzhou-Kean University Graduate Program to admitted students according to the University's admissions policy of the year.

Article 4 Newly admitted students should enroll with the Acceptance Letter and other relevant identification documents before the deadline specified in the Letter, and pay prescribed tuition

and fees. Students who cannot enroll on time due to special reasons should apply to the Student One-Stop Service Center of the University for postponement of enrollment. The maximum of postponement period is two weeks. Those who fail to enroll by specified deadline without approved postponement or fail to enroll within the two-week postponement period without valid reasons such as force majeure will be deprived of the admission.

Chapter 3 Matriculation Status and Registration

Article 5 New admitted students' admission qualification documents will be reviewed by the WKU Graduate College (in preparation), and the Office of the Registrar will register them into the National Student Registration System of Chinese- Foreign Cooperatively-Run Institutions. If students are found mismatching with their Acceptance Letter and/or other relevant identification documents, they will be deprived of the admission.

Article 6 Students should register for courses under the guidance from their academic advisors. Students should also pay both tuition and fees within specified payment period.

Chapter 4 Academic Record and Transcript

Article 7 The official purveyor of student academic information, the Office of the Registrar, maintains the integrity of all student records from the time of matriculation to beyond graduation. The Office of the Registrar provides information of enrollment, academic records,

grade collection and recording, degree diplomas, and other information within the service areas.

Article 8 Students shall complete required courses and other academic activities as specified in the curriculum. The academic results shall be recorded in transcripts and archived in the Office of the Registrar.

Article 9 Students' overall academic standing is indicated by a grade point average (GPA). GPA is determined by dividing the total grade points earned by the total credits earned.

Article 10 Attendance can be a component of grading of any course if so stated in the syllabus. Students are responsible for receiving approval from their instructors and informing the Office of Student Affairs in advance of the reasons for their absence.

Chapter 5 Change of Major and Credit Transfer

Article 11 Students cannot change their majors automatically during their graduate study at the University.

Article 12 Students can apply to the admission of another graduate program. To do so, a student must submit a new application to the intended program and the application will be evaluated along with other applicants. Individuals may be required to submit copies of documents evidencing the completion of the program's admissions requirements. This includes, but is not limited to, copies of official transcripts, official score reports from standardized admissions tests, letters of recommendation, and narrative statements.

Article 13 If students cannot continue their study at the University due to exceptional circumstances, they may apply to other higher education institutions for transferring. The students themselves shall be responsible for the application process for transfer, and the students shall withdraw from the University.

Article 14 A maximum of six credits may be transferred providing that: the course(s) are applicable to the program to which it is being applied; is approved by the program coordinator, the grade is “B” or better, and the course(s) fall within the six- year time limit requirement for completion of programs. No course may be transferred unless documented on an official transcript from the college or university at which the course was taken. Transfer Request forms are available online at the official webpage of Office of the Registrar.

Chapter 6 Leave of Absence and Reactivation

Article 15 A graduate program must be completed within a six-year time limit (seven-year for the doctoral programs considering defending for dissertation), with a cumulative grade point average of 3.0 or higher. If circumstances prevent a student from completing a program within the required six-year time frame, an extension may be considered upon submission of a formal request to the Office of the Registrar. Students must consult with their program coordinators for approval. The request form is available online at the official webpage of Office of the Registrar.

Article 16 Students request leave of absence at the Student One-Stop Service Center.

16.1 Medical leaves shall be processed based on appropriate evaluation report by a hospital of Grade III Level A or above.

16.2 Non-medical leaves shall be processed based on good standing. Good standing is defined as follows: a cumulative grade point average at the completion of the semester prior to a request for leave of absence that meets the minimum academic requirements of the University (2.0 or higher); all financial and other obligations to the University have been met in full; and there is no disciplinary probation/suspension/dismissal in effect.

Article 17 If the University decides a student should leave, the Student One-Stop Service Center should process the student's leave of absence accordingly.

Article 18 Students who request a leave of absence after a semester has begun should do so no later than two weeks prior to the end of the semester. The ordinary length of a leave of absence is a semester. In unusual circumstances, the Office of the Vice Chancellor for Student Affairs may approve a renewal of leave for the semester immediately following.

Article 19 Students on leave of absence shall remain as matriculated students in the National Student Registration System of Chinese-Foreign Cooperatively-Run Institutions, but they will not be treated as active students. Students on leave of absence shall apply for reactivation no later than one month prior to the beginning of the

following semester at the Student One-Stop Service Center. Reactivation from medical leaves shall be processed based on an appropriate evaluation report proving full recovery by a hospital of Grade III Level A or above. Students will be reactivated only after the University's review and approval.

Chapter 7 Academic Probation, Dismissal, Withdrawal and Reinstatement

Article 20 After a graduate student attempts six total graduate credits as a matriculated student, a 3.0 cumulative GPA must be achieved. Failure to meet this minimum may result in the student being placed on Academic Probation. Upon completion of 12 attempted graduate credits, if a student fails to achieve a cumulative GPA of 3.0, the student may be academically dismissed from the University. If the student achieves a cumulative GPA of 3.0 or higher, they will be removed from academic probation. However, if at any time during subsequent semesters the student falls below a cumulative 3.0 GPA, they will be academically dismissed from the University.

Article 21 All academic probation and/or dismissal will occur at the completion of the fall and spring academic semesters. All notices of academic probation will be sent out by the Student Academic Support Center at the completion of fall and spring academic semesters; all notices of dismissal will be sent out by the Office of Vice Chancellor for Academic Affairs at the completion of fall and

spring academic semesters after the dismissal decision is reported to the WKU Administration Meeting – Special Session with the WKU Chair of the Board and the WKU Chancellor.

Article 22 If a student is academically dismissed from the University, the student is entitled to appeal the dismissal to the Academic Standards Committee of the WKU Graduate College (in preparation) (or the Office of the VCAA). This Committee will be comprised of the Dean of WKU Graduate College (in preparation) (or VCAA's designee), as well as administrators and faculty members appointed by the Dean (or VCAA's designee). The appeal must be submitted in writing to the Office of the Dean of the WKU Graduate College (in preparation) (or the Office of the VCAA) within seven calendar days of the letter of dismissal. Failure to adhere to this time frame can result in the Committee's refusal to hear the appeal. No in-person appeals will be accepted. All appeals will be reviewed within a reasonable time frame and the Committee's decision will be communicated via an official letter from the University after the decision is reported to the WKU Administration Meeting – Special Session with the WKU Chair of the Board and the WKU Chancellor. The University will not accept any further appeal after the final decision.

Article 23 If students are academically dismissed from the University, they will have the opportunity to apply for reinstatement no earlier than two subsequent semesters. Included with the application for reinstatements should be any supporting

documentation which can include, but is not limited to: proof of academic growth, in the form of taking non-matriculated courses at another college/university, letter(s) of recommendation, and a personal statement expressing the student's growth, both academically and personally. The reinstatement appeal will be reviewed by the Office of the Dean of the WKU Graduate College (in preparation) (or the Office of the VCAA) and a recommendation will be sent to the Academic Standards Committee as to grant or deny reinstatement. The Committee's decision shall be reported to the WKU Administration Meeting – Special Session with the WKU Chair of the Board and the WKU Chancellor.

Article 24 The Academic Standards Committee reserves the right to make decisions regarding academic probation and dismissal based on a student's academic performance at their discretion. Some graduate programs may have additional requirements and/or conditions.

Article 25 The University can dismiss students if the following circumstances occur. Notices of dismissal will be sent out by the Office of Vice Chancellor for Academic Affairs after the dismissal decision is reported to the WKU Administration Meeting – Special Session with the WKU Chair of the Board and the WKU Chancellor.

25.1 The students do not complete their studies within the time limit for completion of programs required by the University.

25.2 The students do not apply for reactivation/reinstatement within a regulated timeframe after the leave of absence period has passed,

or the students do not pass the review of reactivation/reinstatement application.

25.3 The students do not attend any academic activities as requested by the University for two consecutive weeks without permission.

25.4 The students do not register within a regulated timeframe and do not apply for postponement either.

25.5 The students do not fulfill other requirements which lead to dismissals.

If a student is non-academically dismissed from the University, the student is entitled to appeal the dismissal to the WKU Graduate College (in preparation) (or the Office of the VCAA). The appeal must be submitted in writing to the WKU Graduate College (in preparation) (or the Office of the VCAA) within seven calendar days of the letter of dismissal. Failure to adhere to this time frame can result in refusal to hear the appeal. No in-person appeals will be accepted. All appeals will be reviewed within a reasonable time frame and the decision will be communicated via an official letter from the University after the decision is reported to the WKU Administration Meeting — Special Session with the WKU Chair of the Board and the WKU Chancellor. The University will not accept any further appeal after the final decision.

Article 26 Matriculated students who wish to withdraw from a program must submit their request to the Office of the Registrar in writing. After the request of withdrawal is approved, the students need to complete relevant procedures of withdrawal at the Student

One-Stop Service Center and leave the University.

Chapter 8 Academic Integrity

Article 27 Students must comply with the Wenzhou-Kean University Academic Integrity Policy - Students. Whenever academic integrity violation occurs, sanctions are imposed. Students shall refer to the policy for details.

Chapter 9 Graduation

Article 28 All graduate degree candidates must complete an online graduation application in KeanWISE to be considered for graduation. Before applying for graduation, students should communicate with their academic advisor to be sure they are on track to graduate, and that all substitutions, waivers, transfer credits, and extensions are on record.

Article 29 Formal commencement exercises are held each year at the close of the spring semester. Diplomas also are available in January and August for students who complete degree requirements during the fall semester or the summer session. January graduates and May and August candidates will be invited to participate in the formal June commencement ceremony. To participate in the June commencement ceremony, all required coursework must be completed by the end of Summer session of the same year.

Article 30 The awarding of degree diplomas shall be processed by the Office of the Registrar, as stated in Article 7 of this Regulation.

Chapter 10 Supplementary Provisions

Article 31 The Office of the Vice Chancellor for Academic Affairs is responsible for the explanation of this Regulation by reference to the Academic Standards, Policies and Procedures of the Graduate Catalog.

Article 32 This Regulation shall come into effect as of the date of promulgation.

Measures for Wenzhou-Kean University Student Archives Management

Chapter 1 General Provisions

Article 1 Student archives are the primary materials documenting a student's ideological development, academic performance, work, daily activities, and their adherence to university regulations, discipline, and laws and regulations during their time at the university. They serve as the key basis for a comprehensive evaluation and understanding of a student's performance at campus. To further standardize the management of student archives, improve their quality and efficiency, and promote an institutionalized, regulated, and science-based practices, these measures are hereby formulated in accordance with the *Archives Law of the People's Republic of China*, *Regulations on the Management of Archives in Higher Education Institutions*, and *Regulations on the Administration of Students in Regular Higher Education Institutions*, and in conjunction with the actual situation of the university. These measures apply to archives management for all currently enrolled students at Wenzhou-Kean University.

Chapter 2 Student Archives Management Authority and Its Responsibilities

Article 2 The Office of Student Affairs is the department responsible

for managing student archives at the university. It oversees the administration of all student-related archival documents generated during their time at the university.

Article 3 The responsibilities of the Office of Student Affairs in archives management include:

1. Collecting, organizing, and filing archival materials of enrolled students;
2. Providing access to the archives of enrolled students for review;
3. Transferring the archives of graduates;
4. Transferring the archives of students who withdraw or are expelled;
5. Managing legacy archives;
6. Handling other matters related to archives management.

Chapter 3 Contents of Student Archives

Article 4 Student 's archives at the university shall include the following materials:

1. For undergraduate students:
 - 1.1 Pre-enrollment materials: Generally include candidate's admission examination registration forms, physical examination forms, high school graduate registration forms, and other related high school archival materials. Three forms are required for specific provinces, include general higher education enrollment candidate registration form, general higher education enrollment candidate results and preferences form, and general higher education

enrollment candidate physical examination form);

1.2 Communist Youth League Building Materials: e.g., Application Form for Joining the Communist Youth League;

1.3 Party Building Materials: e.g., Application Form for Joining the Communist Party of China;

1.4 Registration Form for Graduates of Higher Education: Two copies (one kept in the student's personal file, one archived in the university's Archive Office);

1.5 Award Materials: Only those awards explicitly required to be included in the personal file by the higher-level authorities;

1.6 Disciplinary documents: Including records related to warnings, serious warnings, demerits, probation, expulsion from school, and revocation of disciplinary actions. Two copies (one kept in the student's personal file, one archived in the university's Archive Office).

1.7 Graduate Academic Records Form: Two copies (one kept in the student's personal file, one archived in the university's Archive Office);

1.8 Academic transcripts;

1.9 Withdrawal documents (if applicable).

2. For postgraduate students:

2.1 Pre-enrollment materials (voluntary submission);

2.2 Academic transcripts;

2.3 Communist Youth League Building Materials and Party Building Materials (if applicable);

2.4 Graduate Academic Record Form: Two copies (one in the student's personal file, one archived in the university's Archive Office);

2.5 Award Materials: Only those awards explicitly required to be included in personal file by higher-level authorities;

2.6 Disciplinary documents: Including records related to warnings, serious warnings, demerits, probation, expulsion from school, and revocation of disciplinary actions. Two copies (one kept in the student's personal file, one archived in the university's Archive Office).

Chapter 4 Collection Requirements for Student Archives

Article 5 Requirements of Archives Completion and Collection:

1. Archival materials shall be complete and legible, with the handling unit and date clearly indicated. No alterations shall be made to the archival materials.

2. Archive materials requiring verification and stamping by relevant departments must bear the departmental stamp. Personal written materials shall bear the signature of the individual concerned.

3. Department submitting materials shall organize them in accordance with the requirements set by the Office of Student Affairs. Materials must be verified item by item against the transfer checklist and signed off upon transfer within the prescribed time frame. In special circumstances, the transfer time limit may be extended as appropriate.

Article 6 Requirements of Archival Content

1. Admission and Enrollment Documents: In accordance with the annual College Entrance Examination Admission Documents of the respective provinces (municipalities directly under the central government and autonomous regions), students from provinces that explicitly require the inclusion of printed College Entrance Exam Admission and Enrollment Materials in personal files must submit the following: the General Higher Education Enrollment Candidate Registration Form, the General Higher Education Enrollment Candidate Results and Preferences Form, and the General Higher Education Enrollment Candidate Physical Examination Form. These documents shall be transferred by the Office of Admissions, Career, and Alumni.
2. Communist Youth League Building Materials: Materials such as the Application Form for Joining the Communist Youth League shall be transferred by the Office of Student Affairs.
3. Communist Party Building Materials: Materials such as the Application Form for Joining the Communist Party of China shall be transferred by the Organization Department of the Party Committee of the Wenzhou-Kean University.
4. Graduate Registration Form: The form shall be transferred by the Office of Admissions, Career, and Alumni.
5. Award Materials: Undergraduate award materials explicitly required to be included in the personal file according to higher-level regulations shall be transferred by the Office of Student Affairs.

Award materials for postgraduate students shall be transferred by the Office of Academic Affairs.

6. Disciplinary Materials: Records related to warnings, serious warnings, demerits, probation, expulsion from school, and revocation of disciplinary actions shall be transferred by the Office of Student Affairs.

7. Academic Records and Transcripts (Chinese and American): Transferred by the Office of Registrar.

8. Withdrawal Documents: The Office of Registrar shall transfer materials for voluntary withdrawal, the Office of Student Affairs shall transfer materials for disciplinary withdrawal, and the Student Academic Support and Retention Center shall transfer materials for academic withdrawal.

Article 7 Archival Review Requirements:

Upon enrollment, the Office of Student Affairs is responsible for collecting all pre- enrollment materials for new students (including the Application Form for Joining the Communist Youth League), and submitting them collectively to the Archives Room of the Office of Student Affairs for review.

Review Requirements include:

1. Whether there are any alterations, misplacements, or mixed contents in the archival materials;
2. Whether the information in the archival materials is accurate and complete, and whether the content and personal photographs are truthful and authentic;

3. Whether the organization of the archival materials complies with the required standards.

Chapter 5 Custody and Utilization of Student Archives

Article 8 Student archives shall be centrally stored in the Archives Room of the Office of Student Affairs. The Office of Student Affairs shall designate specialized staff to manage them.

Article 9 The custody of student archives shall strictly comply with national and institutional regulations regarding archives management and personal information protection.

Article 10 Relevant departments within the institution and external employers may access student archives when required for work purposes. Access to student archives shall take place within the Archives Room and be registering using the Archives Access Registration Form (see Appendix I). The requesting unit is required to present an introduction letter. Students are not permitted to view their own or others' archives. If an individual is authorized to handle matters on someone's behalf, they must provide an authorization letter, a copy of the authorizing person's ID card, and both the original and a copy of the authorized person's ID card. Altering, marking, damaging, disassembling, removing, replacing, or adding any archival materials is prohibited during their review.

Article 11 When accessing student archives, unauthorized duplication of archival materials is strictly prohibited. If duplication is necessary for personal or work-related purposes, it must be

reviewed and approved by the Office of Student Affairs. The duplication will then be carried out by the Archives Office under the Office of Student Affairs, who will seal the copies in an envelope and affix an official stamp.

Chapter 6 Transfer of Student Archives

Article 12 Upon graduation, student archives shall be transferred in a timely manner.

For students who are employed or pursuing further education, their archives shall be transferred to the new receiving institution. For students studying abroad, returning the labor market, or applying for non-employment status, their archives shall be transferred back to their place of origin. For students who withdraw or are expelled, procedures for the return of their archives shall be processed without delay.

Article 13 Student archives shall be transferred via the EMS Student Archives Special Line or collected in person by an authorized representative of the receiving institution. Students are generally not permitted to retrieve and carry their archives. In exceptional circumstances where personal collection is necessary, the student must visit the Archives Office in person to complete the required procedures (see Appendix II) and submit relevant documentation. The student shall bear full responsibility for issues arising during personal handling, such as unsealing of the archive envelope or loss of archival materials.

Article 14 Following a student's graduation and departure from the university, relevant departments shall promptly transfer the student's archival materials that require long-term retention to the Archives Office. The Office of Student Affairs is responsible for transferring graduate archives to the Office of Alumni Affairs.

Chapter 7 Discipline in Student Archives Management

Article 15 Relevant units or individuals must strictly comply with all regulations of archives management when accessing or borrowing student archives.

Article 16 University staff who violate archives management regulations shall be subject to criticism and education by the competent authorities and required to rectify their actions. If the violation constitutes a criminal offense, the case shall be referred to judicial authorities for legal proceedings.

Chapter 8 Supplementary Provisions

Article 17 These regulations shall be interpreted by the Office of Student Affairs.

Article 18 These regulations shall come into effect as of the date of issuance.

Appendices: 1. Archives Access Registration Form

2. Application Form for Personal Collection of Archives

Appendix 1

Archives Access Registration Form				
Applicant	Name		Department /Unit	
	Tel		Access Time	
Purpose of Access				
Method	1.Paper-based Access 2.Document photocopying 3.Document Transcription			
Content of Accessed Archives	Serial Number / Student ID / Class	Document Name		Quantity
Archives Reviewer	Signature:		Date:	
Department /Unit Supervisor	Signature:		Date:	

Appendix 2

Application Form for Personal Collection of Archives					
Applicant Name		Student ID		Year of Enrollment	
Major		Identification Number			
Place of Origin		Address			
Contact Number		Destination of Archives			
Purpose of Application (Detailed Description)	I solemnly declare that the above information is true, accurate, and valid. In the event of loss, damage, unauthorized opening of the archives, or refusal of acceptance by the receiving institution during the handling process, I shall bear full responsibility for all consequences. Applicant's Signature: Application Date:				
Department's Comments:	Signature/Seal of the Handling Staff:				

Wenzhou-Kean University Chinese Culture College CCC Courses

I. Chinese National Conditions & Culture (CNCC) Curricula

1. Course Offerings

No.	Course Title
CNCC 2401	Arguing and Thinking
CNCC 2402	Social Concerns
CNCC 2403	Approaching History
CNCC 2404	The Inheritance and Internationalization of Chinese Culture
CNCC 2405	Xi Jinping Thought on Socialism with Chinese Characteristics for a New Era
CNCC 2406	Situation and Policies
CNCC2507	National Security Education
CNCC 1007	Chinese I
CNCC 1008	Chinese II
CNCC 1009	Chinese III
CNCC 1010	Chinese IV
CNCC 1005	China Panorama I
CNCC 1006	China Panorama II
CNCC 1011	China's Path & China's Model

Strong Recommendation :

CNCC Courses Requirements

Courses	Students						
	Mainland students (Class of 2023)	Mainland students (Class of 2024)	Mainland students (From 2025)	HK, MO, TW, and Oversea Chinese Students(From 2025)	HK, MO, TW, and Oversea Chinese Students(Class of 2024)	HK, MO, TW, and Oversea Chinese Students (From 2012 to 2023)	International Students (From 2022)
CNCC	12 credits in total: CNCC1001 (2 credits) CNCC1002 (2 credits) CNCC1003 (2 credits) CNCC1004 (2 credits) CNCC1012 (2 credits) CNCC1013 (2 credits)	17 credits in total: CNCC2401 (3 credits) CNCC2402 (3 credits) CNCC2403 (3 credits) CNCC2404 (3 credits) CNCC2405 (3 credits) CNCC2406 (2 credits)	18 credits in total: CNCC2401 (3 credits) CNCC2402 (3 credits) CNCC2403 (3 credits) CNCC2404 (3 credits) CNCC2405 (3 credits) CNCC2406 (2 credits) CNCC2507 (1 credit)	4 credits in total: CNCC2401, CNCC2402, CNCC2405, CNCC2406(Exemption); CNCC2403, CNCC2404(Either is Mandatory); CNCC2507(Mandatory)	3 credits in total: CNCC2401, CNCC2402, CNCC2405, CNCC2406(Exemption); CNCC2403, CNCC2404(Either is Mandatory);	2 credits in total: CNCC1001, CNCC1002, CNCC1012, CNCC1013(Exemption); CNCC1003, CNCC1004 (Either is Mandatory);	22 credits in total: CNCC1005, CNCC1006, CNCC1007,CNCC1008, CNCC1009,CNCC1010, CNCC1011

In order to ensure every senior student will get a Diploma and Degree certificate in time (the end of June or the beginning of July), strongly recommend students should finish all the CNCC courses before their Junior Fall Semester.

2. Assessment Requirements

- Attendance & Course feedback (40%)
- Interactive discussion/presentation (40%)
- Quiz (10%)
- Paper or Creative work (10%)

A93~100 A-90~92 B+86~89 B83~85 B-80~82 C+76~79 C70~75 D60-69 F60

3. Attention: Students should do a good job in the management of their courses to avoid grades effects or other negative consequence. The following cases will be handled according to the corresponding rules. Please read them carefully and follow

them strictly. Thanks for your cooperation.

- If students registered for the course but failed to attend the whole course and will be treated as absenteeism directly. As a result that the final scores will be recorded as F;
- If students did not drop the course within the time set by Registrar Office, and did not continue the course in that semester, they will be treated as absenteeism directly. As a result that the final scores will be recorded as F;
- The students whose number of unexcused absences or requests for leave exceeds 1/3 of the total number of classes (including 1/3) unable to attend final exams or assessments and the final scores will be recorded as F; If students asked for leave but handed in the homework later, the corresponding homework score could be kept according to the course assessment requirements but the corresponding attendance score would be 0; Absence without reason will be treated as absenteeism and the score for homework & attendance is 0.
- Email is a formal and effective way for WKU to communicate with students. As an extremely important tool for students to receive notifications and information from WKU, students have to check their Emails in time (including KU Emails and WKU Emails). If there are some problems with email or worry about have not received the email, students must ask some relevant departments for help or consultation through various ways. Otherwise, students have

to bear the relevant consequences by themselves without any accountability.

II. AE Curricula (AY 2020)

1. Course Offerings

Students (Including students from Hong Kong, Macao, Taiwan and Oversea Chinese Students) are required to take a total of 2 credits in AE within four years (Spring or Fall). Each 1 credit course takes 75 minutes every week, total class hour is 1125 minutes; each 2-credit course lasts 90-100 minutes per week. Total class hours 1350 minutes. (No 2-credit courses are offered at present).

Note: In order to ensure that all students successfully get their graduation certificates and degree certificates from the end of June to early July of the year when they graduated from the senior year, it is recommended that students complete 2 AE courses (2 credits) before their sophomore year.

The types of courses are divided into Aesthetics and Art History, Art appreciation and criticism, Artistic experience and practice, the content of course include music (guitar, ukulele, electric piano, music appreciation, etc.), art (creative arts, art appreciation, floral design, beauty makeup, etc.), dance, modern dance, body art, ballet, dance appreciation, etc.), folk (creation of contemporary art, Chinese tea ceremony, etc.), film and television media, film and television appreciation, the art of broadcasting and hosting), etc.

2. SLO Assessment Requirements

Each instructor is responsible for evaluating students based on following criteria and giving them scores: (The evaluation standard can be fine-tuned according to the curriculum design of the teacher, but the score and grade cannot be modified)

Attendance and performance (15%). Students who miss more than one third of the total number of courses for any reason will be disqualified from the final assessment and will be given a final grade of F.

- Participance (15%)

- Homework (30%)

Assessment/thesis/Skill assessment (40%). Appropriate assessment methods shall be selected by the course teachers according to the course requirements (to be determined after the review of relevant art teaching management personnel), such as lectures, MOOCS, analysis of experience after visiting and studying/completion of assigned works/submission of paper papers, etc. Among them, the skill assessment examines the students' ability to complete their works independently or collaboratively, and scores them according to the degree of completion of specific works and personal progress.

- Registered courses but not participating in the whole course will be deemed as absenteeism and the final score will be recorded as F; If he/she fails to withdraw from the course within the time specified by the Academic Affairs Department and does not continue to study the

course in that semester, he/she will be treated as absenteeism and the final score will be recorded as F.

•Assessment Score and grade:

A 93~100 A-90~92 B+86~89 B83~85 B-80~82 C+76~79 C70~75
D60-69 F60

3.Other Instructions: Students should do a good job in the management of their courses to avoid grades effects or other negative consequence. The following cases will be handled according to the corresponding rules. Please read them carefully and follow them strictly. Thanks for your cooperation.

•If the registered course is not taken, it will be treated as absenteeism and the final score will be marked as F.

•Students who fail to drop the course within the time set by the Register Office and fail to continue the course in that semester will be treated as absenteeism, and the final score will be recorded as F. If the accumulated time of asking for leave or absent from class for any reason exceeds one third of the total class hours (including one third), the students cannot take the final exam, and the final score will be marked as F.

•Email is a formal and effective way for university to communicate with students. It is also an important tool for students to receive notifications of school information. Students should timely check the emails sent by the university (both WKU mail and Kean mail). ·If there is a problem with the mailbox, or students worry that they have

not received the mail, they need to timely contact the relevant departments through various ways for consultation. Otherwise, relevant problems and consequences will be borne by the students themselves.

III. PE Curricula

1. Course Offerings

- Physical education is a required (elective) course. Students (including those from Hong Kong, Macao, Taiwan, and overseas Chinese backgrounds) must complete a total of 4 credits in PE before graduation. One credit is awarded per semester. It is recommended that students complete the requirements within the first four semesters after enrollment. Students are also required to take the National Student Physical Fitness Standard Test once a year after enrollment. International students and those from Hong Kong, Macao, and Taiwan are exempt from this test. However, if enrolled in a PE course during the semester, they must participate in class-based fitness testing.
- Health and Rehabilitation Courses: These courses are offered to students with physical conditions, disabilities, or chronic health issues. A valid medical certificate from a Class-A tertiary hospital or other valid certificates must be submitted to the Center for National Conditions for approval. The course covers rehabilitation exercises, fitness methods, theoretical knowledge of sports, and suitable

exercise options. Students are evaluated based on written exams, participation, and regular performance, and are graded as either “Pass” or “Fail.”

2. SLO Assessment Requirements

- Attendance and performance (20%). Students who ask for leave will not be penalized, 2 points will be penalized once for asking for leave, and 4 points will be penalized once for absent from class. Those who ask for leave or absent from class for more than one third of the total class hours in each semester will be unable to take the final skills examination, and their scores will be marked F.

- Physique test (30%). For the spring semester (1000 meters for male students, 800 meters for female students) and the fall semester (National Physical Health Standard Test), the scoring standards shall refer to the National Physical Health Test Score Table for Ordinary Colleges and Universities.

- Skill Test (50 %). Teachers of the course group shall formulate the assessment contents, standards and methods to carry out the technical assessment and the assessment of meeting the standards (see the syllabus for details).

- Assessment Score and grade:

A 93~100 A-90~92 B+86~89 B83~85 B-80~82

C+76~79 C70~75 D60~69 F60

3. Other Instructions: Students should do a good job in the

management of their courses to avoid grades effects or other negative consequence. The following cases will be handled according to the corresponding rules. Please read them carefully and follow them strictly. Thanks for your cooperation.

- Students who fail to get 50 points in the National Physical health Standard test at graduation will be treated as school non-completion. If a student is ill or disabled, he/she should submit an application to the CCC with the hospital certificate. After it is approved, he/she will be exempted from the National Physical Health Standard Test.

- Requirements for Exemption from Physical Health Test

I. Eligibility and Required Documents

(1) Students who are unable to participate in the Physical Health Test due to illness, injury, disability, or other legitimate reasons may apply for an exemption. Applicants must go to the Guoqing College (or the designated office) to truthfully complete the Application Form for Exemption from the Physical Health Test Standards, and submit the following medical documentation issued by a Class A Tertiary Hospital: outpatient medical records, diagnostic certificates, laboratory or examination reports, etc.

(2) The medical documentation must be issued within six (6) months prior to the exemption application deadline specified in the respective physical test notification. Documents older than six months will be considered invalid, and the applicant must undergo a re-examination and submit updated documentation.

II. Verification and Submission Standards

To ensure authenticity and fairness in the review process, all exemption applications must strictly comply with the following rules:

(1) All medical visits must be registered using the student's own medical insurance card or personal outpatient card. Records registered under another person's name will not be accepted.

(2) Both offline and online medical proofs must be provided. In addition to paper medical records, diagnostic certificates, etc., applicants must submit electronic credentials such as screenshots of online visit records or test reports queryable via the hospital's official platform (e.g., mobile app, mini-program). The online information must be consistent with the offline documents.

(3) Proxy-obtained certificates are strictly prohibited. All medical documentation must be obtained by the student in person through their own medical consultation. Any form of proxy-obtained or agent-handled certificates will not be accepted. Once discovered, the applicant's exemption eligibility will be revoked and the case will be dealt with according to university regulations.

(4) Falsified documents are unacceptable. Any submission of false or forged medical proofs, once verified, will result in disqualification from exemption and disciplinary action in accordance with the university's student conduct rules.

•If the registered courses are not taken, it will be directly treated as absenteeism, and the final score will be marked as F.

- Students who fail to drop the course within the time set by the Register Office and fail to continue the course in that semester will be treated as absenteeism, and the final score will be recorded as F.
- Email is a formal and effective way for university to communicate with students. It is also an important tool for students to receive notifications of school information. Students should timely check the emails sent by the university (both WKU mail and Kean mail).
- If there is a problem with the mailbox, or students worry that they have not received the mail, they need to timely contact the relevant departments through various ways for consultation. Otherwise, relevant problems and consequences will be borne by the students themselves.

Measures for Tuition and Fees at Wenzhou-Kean University

(Modified in 2021)

Article 1 To regulate and improve the charging system of the University, and promote the sustainable and healthy development of the University's cause of education, these measures are formulated with the actual conditions of the University's operation taken into consideration.

Article 2 These measures are applicable to all students at Wenzhou-Kean University.

Article 3 The rates of tuition fee are subject to the price approval or acceptance by Zhejiang Provincial Development and Reform Commission.

Article 4 Calculation method of tuition fee

(1) Regular tuition fee of undergraduate students shall be charged by academic year according to the price approved by Zhejiang Provincial Development and Reform Commission, with caps of credits of courses taught in English or other foreign languages for the semesters. The caps are stipulated as follows: a maximum of 19 credits is allowed for spring or fall semesters without extra charge, 7 for summer semester, and 4 for winter semester). A student will be charged for extra credits if he/she takes credits over the caps. The rate of tuition fee per credit is calculated by dividing the total tuition

fee within the standard length of study for each major by the total credits required for obtaining the diploma of Wenzhou-Kean University, the degree certificate of Wenzhou-Kean University and the degree certificate of Kean University.

(2) The tuition fee of graduate students shall be determined according to the price recorded with Zhejiang Provincial Development and Reform Commission. The tuition fee of Master Degree Program shall be charged entirely upfront, which cover the number of credits equal to the required minimum credits for graduated as stated in the program academic plan. The rate of tuition fee per credit for Master Degree Program is calculated by dividing the total amount of the program's tuition by the total credits required by the professional training plan.

The tuition fee of Ph.D./Doctorate Degree Program shall be charged by semester according to the credits registered. The rate of tuition fee per credit for Ph.D./Doctorate Degree Program is calculated by dividing the total amount of the program's annual tuition by 21 credits. Tuition fee per semester = the rate of tuition fee per credit * credits registered for the semester.

Language courses and prerequisite courses for postgraduate students shall be charged separately.

Article 5 Undergraduate students shall pay the regular tuition fee within 2 weeks of the beginning of each academic year. Master Degree Program students shall pay the total tuition fee within 2 weeks after enrollment. Ph.D./Doctorate Degree Program students

shall pay tuition fees for each semester within one week after the deadline for course registration adjustment specified in academic calendar.

Article 6 If undergraduate students do not complete their studies within the standard length of the program, they may extend the study. During the extension period, credit-based charge of tuition will be applied in the replacement of regular academic –year-based method, and the amount of tuition due for each semester is the credits registered times the price per credit. The students shall pay their tuition due within one week after the deadline for the course registration adjustment specified on the academic calendar.

Article 7 For undergraduate students who suspend or terminate their studies or transfer to another university, the paid regular tuition will be refunded proportionately according to the length of their actual enrollment; The paid extra tuition will be 100% refunded if the suspension or termination happens before the deadline for course registration adjustment specified on the academic calendar; or 50% if after the deadline for course registration adjustment but before the deadline for withdrawal, or non-refundable if after the deadline for withdrawal.

In cases other than a suspension termination of study or transfer to another university, a withdrawal of a course after the deadline of course registration adjustment leads to no refund.

For undergraduate students who are approved to participate in Study-Abroad Program to Kean University USA, WKU waives its

tuition for the period when the students are on the program. If the tuition fees have been paid, the refund shall be calculated according to the length when the students are on the program.

Article 8 For Master Degree Program students who suspend or terminate their study or transfer to another university, the total paid tuition fees shall be calculated according to the actual credits registered, and the remaining shall be refunded. If the date of suspension, termination of study or transfer is before the deadline for course registration and adjustment stipulated in the academic calendar of the current semester, tuition for the currently registered credits shall be re100% funded together with the amount for the credits untaken; 50% of the tuition fee will be refunded for the currently registered credits after the deadline for course registration adjustment but before the deadline for withdrawal; and no refund for the currently registered credits after the deadline for withdrawal specified in the academic calendar.

For Ph.D./Doctorate Degree Program students who withdraw a course, the tuition fee for the corresponding credits shall be 100% refunded if the withdrawal occurs before the deadline for course registration adjustment specified in academic calendar; 50% is refunded if after the deadline for course registration adjustment but before the deadline for withdrawal, and no refund if after the deadline for withdrawal.

The situation of postgraduate students participating in exchange programs at Kean University will be regulated separately.

Article 9 The rates of accommodation fees are subject to the price recorded with Zhejiang Provincial Development and Reform Commission, and the rates are charged base on a 10-month duration. The summer and winter breaks are not covered by the annual accommodation fee. The accommodation fee is charged by academic year. Students shall pay within two weeks after the registration date of the fall semester of each academic year. Graduate students enrolled in the spring semester can pay half of the academic year (that is 5 months) accommodation fee upon enrollment.

Article 10 Students who are unable to pay all their tuition fees in time due to financial difficulties may apply for a postponement of tuition fee according to relevant regulations of the University.

Article 11 Overdue tuition and fees will result in a financial hold placed on the student's account.

Article 12 Escrow fees such as textbook fees are collected and paid in compliance with relevant regulations of the University. Students shall pay off these fees by the stated deadlines, otherwise, they shall not receive goods or services covered by such fees.

The measures take effect upon releasing. *Measures for Tuition and Fees at Wenzhou-Kean University* issued in 2020 is abolished at the same time.

The measures are interpreted by the Office of Financial Services.

Implementation Rules of Tuition and Fees at Wenzhou-Kean University

(Modified in 2021)

This document is compiled in compliance with “Measures for Tuition and Fees at Wenzhou-Kean University”, and to specify procedures of calculation, collection and refund of tuition and fees.

1. Tuition

1.1 The Registrar's Office is responsible for providing the list of enrolled students in each academic year and monitoring credits the students take over the caps each semester. The Office of Financial Services is responsible for issuing the payment notice, collecting the tuition, checking the data summary, and timely transmitting the list of overdue students to other relevant departments of the University.

1.2 After the tuition payment deadline, the Office of Financial Services shall submit a name list of overdue students to the Registrar's Office, Student Affairs and International Learning Center to initiate a Financial Hold on those students' accounts in accordance with the “Measures for Tuition and Fees at Wenzhou-Kean University”, and meanwhile notify those students via email. A Financial Hold resulting from overdue tuition has an impact on students' course registration, issuance of transcript, scholarship and

other awards, and intercollegiate exchange activities, which means during the Financial Hold, a student will be deregistered the courses, or denied request for an official transcript or certification of enrollment by the Registrar's Office, and disqualified to apply for scholarships or other awards, or participate in intercollegiate exchange activities organized by the university (such as Study-Abroad Program at Kean USA).

1.3 Student should present payment receipts (such as credit card receipt, bank payment receipt, online banking payment receipt, online payment receipt and etc.) to the Registrar's Office, Student Affairs and International Learning Center after they pay the overdue tuition so that the above departments can remove the restrictions on the students' registration and other rights. The Office of Financial Services shall send the details of those payments to the above departments on a regular basis to ensure that all data are updated in time.

1.4 When an occasion of refund occurs, which is stipulated in "Measures for Tuition and Fees at Wenzhou-Kean University", the Office of Financial Services shall calculate and process the refund. As for regular tuition fee for undergraduate students, tuition fee is charged according to the actual length of the student's enrollment, and the remaining balance for the current academic year is refunded. When calculating the refund of regular tuition fee, an academic year is assumed to cover the length of 10 months. Tuition fee to be

refunded = regular tuition of an academic year - (regular tuition of an academic year / 10) * actual length of enrollment converted to months (see Appendix for specific calculation cases).

A) Actual length of enrollment converted to months under circumstances of drop-out, transfer and suspension: The starting date of actual enrollment period is the opening day of the fall semester as the academic calendar specifies, and the ending date is the day of suspension or termination of enrollment. If the students return to the University before the end of the current academic year, the remaining days after deducting the suspension period from one academic year are the actual length of enrollment. The actual length of enrollment is converted from days to months, by dividing the number of days by 30 and rounding up the result.

B) Actual length of enrollment converted to months under circumstance of attending Study-Abroad Program at Kean USA: The starting date and the ending date of the period of studying at Kean University is subject to the date indicated in the academic calendar of Kean University. The actual length of enrollment at Wenzhou-Kean University is calculated by deducting the period studying at Kean University from one academic year (10 months) and will be converted from days into months, with “a month” defined as 30 days. In the circumstance where the number of days converted is less than a full month (30 days), 1 to 8 days shall be counted as a quarter of a month; 9 to 16 days shall be counted as a half month; 17 to 24 days

shall be counted as 3 quarters of a month; over 24 days shall be counted as a month.

1.5 Students shall pay the outstanding tuition within two weeks after they are back to the University. Source data of enrollment shall be provided by the Registrar's Office for students on suspension, and by International Learning Center for the student on Study-Abroad Program at Kean USA, in calculation of the tuition due. The Registrar's Office shall submit the information (including name, grade, ID and return date) of the returning student to the Office of Financial Services when a student returns from the suspension, and the International Learning Center shall submit the information (including name, grade, ID and the beginning and ending dates of the study plan) of the students attending the Study-Abroad Program at Kean USA when the program plan is finalized, thus the Office of Financial Services can calculate the chargeable tuition and fees accordingly and notify the students to pay in a timely manner. The calculation method of tuition payable is the same as that of tuition fee refundable. When calculating the tuition fee payable, the calculation method of actual enrollment time shall be consistent with that mentioned above.

1.6 Tuition is not refundable except for termination or suspension of enrollment, transfer to another university, or attending Study-Abroad Program at Kean USA as specified in "Measures for Tuition and Fees at Wenzhou-Kean University".

2. Accommodation Fee

2.1 Student Affairs is responsible for providing the list of students living on campus in each academic year. The Office of Financial Services is responsible for issuing the payment notice, collecting accommodation fee, checking the data summary, and timely transmitting the list of overdue students to other relevant departments of the University.

2.2 After payment deadline, the Office of Financial Services shall send a name list of overdue students to Logistics and Assets Management, Student Affairs and International Learning Center to initiate a Financial Hold on those students' accounts, and meanwhile notify the students via email. The Financial Hold resulting from overdue accommodation fee shall lead to Logistics and Assets Management suspending the campus card authorization of the students within 48 hours after being notified, International Learning Center withholding these students' qualification for participating intercollegiate exchange activities, and Student Affairs withholding these students' qualification for scholarships or other awards.

2.3 Students whose card authorizations are suspended may apply for a temporary two-day authorization and pay the overdue accommodation fee during this period. Student should present payment receipts (such as credit card receipt, bank payment receipt, or online banking payment receipt, etc.) to Logistics and Assets

Management to remove the suspension on their card, and to other two departments to remove restraints on their relevant rights. The Office of Financial Services shall send the details of those payments to relevant departments on a regular basis to ensure that all data are updated in time.

2.4 Policy on the calculation of refundable or outstanding accommodation fee is in the same principle as that of tuition. The check-in and/or check-out dates provided by Student Affairs shall be adopted in the calculation. If students need to change their dormitories, accommodation fees of the new and old dormitories shall be calculated respectively according to the date on the application form and compared with the accommodation fees already paid for that academic year to get to the balance due or refundable (see Appendix for specific calculation cases).

2.5 Accommodation fee is not refundable except for termination or suspension of enrollment, transfer to another university or attending Study Abroad Program as specified in “Measures for Tuition and Fees at Wenzhou-Kean University”.

2.6 For students who really need to live off campus due to special reasons, they shall apply to Student Affairs before the payment of the current year and get approval from the member of the university leadership in charge of the business, so as to get exempted from the accommodation fee. Once the accommodation fee is paid, it is not refundable even though the student is approved to live off campus.

3. Escrow Fees

3.1 Escrow fees include textbook fee, CET examination fee, NCRE examination fee and other escrow fees collected and paid in total to another organization for the purpose of facilitating the students' campus life and study.

3.2 Textbook fee is collected by the Office of Financial Services according to the statement produced by Academic Affairs on the basis of students' orders placed in Textbook ordering system. Students shall pay textbook fee by the stated deadline. After the deadline, the Office of Financial Services shall shut the charging system and send a name list of overdue students to Academic Affairs, and Academic Affairs shall cancel those students' orders.

3.3 Examination fees are collected by the Office of Financial Services according to the statement produced by the departments handling the organization of the examinations. Those departments shall notify the students of the details of payable and the deadline. Students shall pay examination fee by the stated deadline. After the deadline, the Office of Financial Services shall shut the charging system and provide a name list of overdue students to the relevant departments.

3.4 Other escrow fees are collected in the same procedure as described in Rule 3.3.

4. Consultation and Complaint

4.1 If a student has any technical questions in making payment, or questions regarding calculation and status during payment, he/she may contact The Office of Financial Services at 55870513.

4.2 If a student has any questions regarding registration and examination fees, he/she may contact The Registrar's Office at 55870163;

4.3 If a student has any questions regarding the flat arrangement or amount of accommodation fee, he/she may contact Student Affairs at 55870128;

4.4 If a student has any questions regarding textbook ordering, he/she may contact Academic Affairs at 55870659;

4.5 If a student has any questions regarding campus card authorization, he/she may contact Logistics and Assets Management at 55870922;

4.6 If a student has any suggestion or complaint regarding the policy and the implementation rules, he/she may submit to The Office of Financial Services a written complaint carrying his/her real identity. The Office of Financial Services shall forward suggestion or complaints as appropriate to the university leadership for further decision.

5. Others

5.1 These rules take effect immediately upon releasing. The

Implementation Rules of Measures for Tuition and Fees at Wenzhou-Kean University issued in 2020 is abolished at the same time.

5.2 The rules are interpreted by The Office of Financial Services. No retrospective adjustment shall be made to refundable/outstanding tuition or accommodation fee that have been settled before this document is issued.

Appendix:

Assumption: the academic year is from September 1st of the current year to June 30th of the following year. Regular tuition fee of academic year for undergraduate students is 65,000 Yuan, which is 6,500 Yuan per month.

1. Circumstances of drop-out, transfer and suspension

Student A applies for suspension starting from December 1st to the end of the academic year. His/her actual enrollment shall be from September 1st to November 31th, that is, 91 days in total, converted to 4 months. The chargeable tuition shall be $6,500 \times 4 = 26,000$ Yuan and the refundable amount shall be $65,000 - 26,000 = 39,000$ Yuan.

Student B applies suspension for the period from October 20th to March 10th. When he/she suspends, his/her actual enrollment shall be from September 1st to October 19th, that is, 49 days in total, converted to 2 months. The chargeable tuition shall be $6,500 \times 2 = 13,000$ Yuan and the refundable amount shall be $65,000 -$

13,000=52,000 Yuan. When he/she returns to the University, his/her actual enrollment shall be from March 11th to June 30th, that is, 112 days in total, converted to 4 months. The chargeable tuition shall be $6,500 \times 4 = 26,000$ Yuan.

Student C suspended last academic year and returns to the University on September 25th this academic year. His/her actual enrollment period shall be from September 25th to June 30th (including both the beginning day and the ending day), that is, 279 days in total, converted to 10 months. Full regular tuition fee shall be charged.

2. Circumstance of Attending Study Abroad Program

Student D studies at Kean University for the period from January 10th to May 20th (according to the academic calendar of Kean University). His/her actual enrollment days shall be calculated by deducting days studying at Kean University (131 days) from the total days of the academic year (303 days), that is, 172 days in total, converted to 5 months and 22 days, that is, 5.75 months. The chargeable tuition shall be $6,500 \times 5.75 = 37,375$ Yuan and the refundable amount shall be $65,000 - 37,375 = 27,625$ Yuan.

Student E studies at Kean University for the period from September 1st to December 1st (according to the academic calendar of Kean University). His/her actual enrollment days shall be calculated by deducting days studying at Kean University (92 days) from the total

days of the academic year (303 days), that is, 211 days in total, converted to 7 months and 1day, that is, 7.25 months. The chargeable tuition shall be $6,500 \times 7.25 = 47,125$ Yuan.

3. Circumstance of Change Dormitories

Student F paid 9,000 Yuan for his original dormitory for one academic year, but he moved to another dormitory priced 12,000 Yuan on Nov. 2nd , 2020. The chargeable period of the original dormitory is from Sep. 1st to Nov. 2nd , that is, 63 days in total, converted to 3 months. The chargeable accommodation fee shall be $900 \times 3 + 1200 \times (10 - 3) = 11,100$ Yuan. The student needs to pay extra 2,100 Yuan in total.

Supplementary Provisions on Implementation Rules of Tuition and Fees at Wenzhou-Kean University

(Modified in 2021)

This supplementary policy is published to clarify the relevant refund matters for students who check out the student resident halls during the academic year upon approval due to special circumstances.

Those who need to check out during the academic year due to termination or suspension of enrollment, transfer to another university or attending Study Abroad Program, the accommodation fee should be refunded according to the "Implementation Rules of Tuition and Fees at Wenzhou-Kean University (Modified in 2021)", special circumstances other than the above reasons shall be handled according to the following principles:

1. An application for off-campus accommodation is submitted within the specified application period according to relevant university regulations, and gets approved.

For an approved application of off-campus accommodation in spring through summer semesters, the accommodation fee shall be calculated based on the actual accommodation time, and the rest prepaid shall be refunded. The actual length of accommodation is converted from days to months, by dividing the number of days by

30 and rounding up the result. When applying to the Office of Financial Services for the refund, the properly approved check-out application shall be presented, which shall also bear a note on the actual check-off date by the Office of Student Affairs. The Office of Financial Services will process the refund requests for this period altogether after the deadline of the check-out date.

2.If a student files an application of check-out beyond the predefined timetable under an extraordinary circumstance and gets approval, the refund ability of the accommodation fee shall be determined on a case-by-case basis. Calculation method of refund for drop-out and suspension in the "Implementation Rules of Tuition and Fees at Wenzhou-Kean University (Modified in 2021)" shall be referred to in these cases if the fee is refundable.

3.This policy shall come into effect on the date of issuance. The Office of Financial Services is responsible for the interpretation and explanation of this policy. No retrospective adjustment shall be made to the past refund requests that have been settled or to the on-the-process refund requests filed before the issuance date of this policy.

A Supplementary Policy on the Calculation of Tuition for Suspension and Resumption of Undergraduate Students

This policy is stipulated to clarify the principle of calculation for the tuition payable of the students who return to school after suspension of schooling pursuant to the *Measures for Tuition and Fees at Wenzhou-Kean University (Modified 2021)* and its implementation rules.

1. Calculation of tuition refund upon suspension of schooling

The refundable amount upon a student's suspension of schooling shall be calculated as specified in the *Implementation Rules of Tuition and Fees at Wenzhou-Kean University (Modified 2021)*.

2. Recognition of the completed years in the standard length of study for the undergraduate students

2.1 The standard length of study for undergraduate programs is determined according to the academic scheme of each program, generally 4 academic years.

2.2 The concept of standard length of study in the regulations on tuition is used to determine whether a student with a suspension record should be charged only by credits after resumption of schooling, not as a reference to the student's registration status or the calculation basis for a particular student's tuition due.

2.3 The minimum unit of completed years out of the standard length of study is 0.5 academic year when it comes to determination of a specific case. Taking into consideration of the actual situation of the university's academic activity arrangement, 0.5 academic year is recognized as completed when a student finishes the study of one long semester (fall semester or spring semester).

2.4 When a student suspends schooling in the middle of the fall semester, this fall semester is not included in the completed years. When a student suspends schooling after the end of the fall semester, 0.5 academic year is recognized as completed in the current academic year, regardless of whether the student takes courses in the following winter semester. When a student suspends schooling in the middle of the spring semester, this spring semester is not included in completed years, and 0.5 academic year is recognized as completed in the current academic year if the prior fall semester was completed. When a student suspends schooling after the end of the spring semester, regardless of whether one takes courses in the subsequent summer semester, 1 academic year is recognized as completed in the current academic year if the student finished the prior fall semester study, or 0.5 academic year is recognized as completed if otherwise.

3. Calculation of tuition for undergraduate students after resumption of schooling

3.1 The standard length of study has not been fully taken

cumulatively When a student's accumulative length of completed study is less than the standard length of study, as calculated per Article 2, the tuition shall be charged by academic year until the standard length of study is fully taken, and after that, the tuition shall be charged by credit. The detailed calculation of the payable for specific cases shall be in accordance with the Implementation Rules of Tuition and Fees at Wenzhou-Kean University (Modified in 2021).

3.2 The cumulative length of study has reached the standard length of study.

When a student's accumulative length of completed study has reached the standard length of study, yet one must continue taking courses for not meeting the graduation requirements, the tuition payable shall be calculated by credit thereafter.

This policy shall come into effect on the date of issuance. The Office of Financial Services is responsible for the interpretation and explanation of this policy. No retrospective adjustment shall be made to the past tuition that has been calculated and confirmed or that has been collected before the issuance date of this policy.