**Regulations on the Daily Management of Students of Chongqing Institute of Foreign Studies**

**Chapter I General Provisions**

**Article 1** In order to standardize the management of students, maintain the normal order and life, protect the legitimate rights and interests of students, cultivate all-round development of students, these regulations are formulated in accordance with the Regulations on the Management of Students in Institutions of Higher Education of the Ministry of Education of the People's Republic of China (Order No. 41 of the Ministry of Education of the People's Republic of China) and the Regulations of Chongqing Institute of Foreign Studies.

**Article 2** These Provisions shall apply to the administration of students receiving ordinary higher education and higher vocational training (hereinafter referred to as students).

**Article 3** The Institute focuses on the training of talents, follows the laws of education, constantly improves the quality of education, runs the Institute according to the law, manages strictly, improves and perfects the management system, standardizes the management behaviour; combines management with strengthening education, constantly improves the management level, and strives to cultivate qualified socialist builders and reliable successors.

**Article 4** Students should:

* Study Marxism-Leninism, MAO Zedong thought, the theoretical system of socialism with Chinese characteristics, further study the spirit of the series of important speeches of General Secretary Xi and the new concept and strategy of governance, firmly establish confidence in the road, theory, system, culture of socialism with Chinese characteristics, and set up the common ideal of socialism with Chinese characteristics.
* Establish the common ideal and firm belief in following the path of socialism with Chinese characteristics and realizing the great rejuvenation of the Chinese nation under the leadership of the Communist Party of China;
* Cultivate patriotism and have the spirit of unity, peace, diligence and courage, and unremitting self-improvement;
* Abide by the Constitution, laws and regulations, comply with civic ethics, the Code of Higher Student Conduct (<http://www.moe.gov.cn/jyb_xxgk/gk_gbgg/moe_0/moe_495/moe_1073/tnull_11916.html>), the University management system, and have good morals and behaviour;
* Study diligently, explore bravely, practice actively, and strive to master the modern scientific and cultural knowledge and professional skills;
* Exercise actively to have a healthy body;
* Consciously maintain the reputation of the Institute, pay attention to the development of the Institute, be fair, righteous and selfless and put knowledge into practice.

**Chapter I The Rights and Obligations of the Students**

**Article 1** Students shall have the following rights during their years at the university:

Participate in various activities arranged by the Institute according to the education and teaching plan, and use the educational and teaching resources provided by the Institute;

Participate in social practice, volunteer service and work-study, organize and participate in the activities of student associations, entertainment, sports, technology and cultural innovation, and obtain guidance and services for employment and entrepreneurship;

* Apply for scholarships, grants and student loans;
* Get scientific and fair evaluation in terms of ideological and moral character and academic performance, and obtain corresponding academic certificates and degree certificates after the completion of the academic studies prescribed by the Institute;
* Organize and participate in student groups on campus, participate in university management in an appropriate way, and enjoy the right to know, participate, express and supervise the affairs related to the Institute and students' rights and interests;
* Appeal or complain about the disciplinary sanctions given by the Institute or about the handling of events, file complaints to the Institute or the administrative department of education; file complaints or lawsuits against the infringement of their personal rights and property rights;
* Other rights stipulated in laws, regulations and the Institute’s Articles of Association.

**Article 6** Students shall perform the following obligations according to law during their university period:

* Comply with the Constitution, laws and regulations;
* Observe the Institute's Articles of Association, rules and regulations;
* Study hard, abide by academic ethics, and complete the prescribed studies;
* Pay tuition and relevant fees according to relevant provisions, and fulfil the corresponding obligations if obtaining loan funds and grants;
* Observe students' code of conduct, respect teachers and develop good ideological, moral character and behaviour habits;
* Other obligations stipulated by laws, regulations and the Institute’s Articles of Association.

**Chapter III Management of Student Status**

**Article 7** In accordance with the national enrollment regulations, freshmen who have been officially admitted by the Institute shall report to the Institute with the admission notice within the prescribed time limit and go through the enrollment procedures. If they fail to report on time for some reason, they shall request a leave of absence from the Institute in writing, and the leave time shall not exceed two weeks. Those who have not requested a leave or have overstayed shall be deemed to have given up their admission qualifications except for legitimate reasons such as force majeure.

**Article 8** When registering for enrollment, each school shall conduct a preliminary examination of the freshmen, their identity certificates, admission notices and examinee files, etc. After passing the preliminary examination, students can go through the enrollment procedures and obtain the university status.

**Article 9** After entering the Institute, the Institute shall review the freshmen’s documents within three months in accordance with the national enrollment regulations, and for those who fail the review, their enrollment qualifications will be cancelled. Those who are admitted by way of fraud or favoritism shall have their admission qualification or university status cancelled, and their files shall be returned to their original location. If the circumstances are more serious, their cases shall be reported to relevant departments for investigation.

The review content mainly includes the following aspects:

* Whether the admission procedures are in accordance with the national enrollment regulations;
* Whether the admission qualification obtained is true and in accordance with relevant provisions;
* Whether the student’s identity certificate is consistent with the admission notice and the examinee's file;
* Whether the student’s physical and mental health meets the requirements of physical examination of the major or professional category, and whether the student can ensure normal study and life at the university, with any necessary institutional support and adjustments deemed necessary for their success as permitted by law;
* Whether the professional level of admitted students of art and sport types meet the admission requirements.

**Article 10** Freshmen may apply for reservation of admissions qualifications, and those who reserve their admissions qualifications do not have university status and cannot enjoy the rights of university students.

* Freshmen who are enlisted for the Chinese People's Liberation Army (including the Chinese People's Armed Police Force) shall apply to the Institute Admissions and Employment Office for retaining the admissions qualifications until two years after retirement from the Army;
* For freshmen suffering from ill health who are diagnosed as not suitable for retaining admission at university or for other reasons, their cases shall be reviewed by the school of the student and, if approved, put on the record of the Academic Affairs Office and their enrollment can be deferred for one year.
* When the time limit for retaining the admissions qualification is reached, the student shall report to the Institute with their valid documents and relevant supporting materials. After passing the Institute’s re-examination, the student shall go through the enrollment procedures at the university status management department of the Academic Affairs Office. Those who fail to pass the re-examination or fail to go through the enrollment procedures within the time limit, their admissions qualifications shall be cancelled.

**Article 11** At the beginning of each semester, students shall report to their respective schools at the time prescribed by the Institute and go through the registration procedures within two weeks. Those who do not meet the registration conditions or do not pay the tuition fees cannot register. Those who cannot register as scheduled shall go through the leave-taking procedures and postpone the registration. Students who have not asked for leave or do not register for more than two weeks (including two weeks) shall be deemed to have given up their university status and have withdrawn from the university.

Students from families in financial difficulties can apply for hardship loans or request to postpone the payment of tuition fees.

**Article 12** The Institute implements flexible learning years, which allows students to complete their studies in stages, and the maximum length of study is 6 years (including suspension and retention). Those who exceed this period shall not be registered. Students who suspend their studies to start a business can appropriately extend their study period, but the maximum study period shall not exceed 8 years.

**Chapter IV Attendance and Leave Management**

**Article 13** Attendance should be recorded for classes, examinations, experiments, practice, social investigation, internships, military training, and current affairs and political study stipulated in the training program. Students who are unable to attend must ask for leave in advance. Absences without approved leave or permission should be recorded as unexcused absences.

Teachers may, in accordance with the principles of the Provisions （5.4 Attendance Requirements）and the characteristics of the course and the number of students, may use different methods to take attendance (such as roll call, sign in, etc.) and assess students' regular grades/usual performance based on their attendance. The instructor should report to students’ absences to their respective schools in time, and the teacher (counselor) should collect the information and report it to the Teaching affairs Secretary for record.

Teachers can deal with absenteeism found by the whole-course attendance check or random check according to the *Regulations of Chongqing Institute of Foreign Studies on the Treatment of Students' Violation of Disciplines* and *Regulations of Chongqing Institute of Foreign Studies on the Management of Students' Attendance Rate*.

Students should participate in all the activities stipulated in the teaching plan and arranged by the Institute. Attendance should be taken in students' classes, internships, experiments, practical training, graduation design (thesis) and so on. Those who do not participate in teaching activities without permission or have asked for leave but overstayed without justifiable reasons shall be regarded as being absent. Students whose total amount of absences reaches in the following cases shall be given criticism or subject to appropriate disciplinary actions (counted as 6 hours a day, namely 4 hours in the morning and 2 hours in the afternoon):

(1) Be Given a notice of criticism for an accumulated absences of less than 10 class hours;

(2) Be given a warning for a total of 20 class hours of absence;

(3) Be given a serious warning for a total of 30 class hours of absence;

(4) Be given a demerit for absenteeism of 40 class hours;

(5) Be put on university probation for a total absenteeism of 50 class hours (for more information about probation, please refer to the section “More information on demerit and probation” below);

(6) For a total of more than 60 class hours of absences, according to Article 19 of the Regulations on the Administration of Students in Ordinary Institutions of Higher Learning under the Ministry of Education, the student will be subject to corresponding disciplinary actions depending on the situation, and in the worst case, the student may be expelled from the Institute.

When a student’s absences reach 20, 30 and 40 hours respectively, each school shall take appropriate disciplinary action and keep a record of the disciplinary documents in the school; for absences of 50 or 60 hours, each school shall timely report the list to the Acdemic Affairs Office, which shall give probation or expulsion according to the procedures.

More information on demerit and probation:

A demerit is a general penalty for students who violate school rules and disciplines (the general penalty period is one year). During the penalty period, the student receiving the penalty will not be eligible to apply for any awards.

For serious disciplinary violations, probation imposed a period of observation (usually one year). If a student is on good behaviour while on probation, he/she may apply for a change in his/her probation status by submitting a petition once his/her observation period is over, and the Institute will decide whether to cancel the penalty based on the student's daily performance. If the student violates university rules again while on probation, she/he will be directly expelled. Students on probation are allowed to attend classes, but being on observation means they are at risk of being expelled.

**Article 14** Students are not allowed to take a leave of absence without justifiable reasons. If they need to take leave for justifiable reasons, they shall fulfill the following relevant leave-taking procedures and be approved step by step:

(1) Submit a written petition stating the reasons for the leave;

(2) Submit relevant supporting documents according to different circumstances:

For personal leave, submit proof of personal leave;

For sick leave, submit proof of illness issued by the Institute infirmary or a designated hospital;

For official leave, submit proof of office leave issues by the school.

(3) The approval authority and procedures for student leave-taking are as follows:

* Leaves for less than half a day shall be approved for half a day by the class supervisor;
* Leaves for more than half a day and less than three days should be commented on and signed by the class supervisor and submitted to the dean of the school for examination and approval;
* Leaves for more than three days to less than seven days should be commented on and signed by the class supervisor and the school dean and submitted to the Director of Acdemic Affairs Office for examination and approval; for examination and approval;
* Leaves for less than one third of the semester of seven days shall be commented on and signed by the class supervisor, the dean of the school and the Director of Students Affairs Office and submitted to the president in charge for examination and approval.

Those who ask for leave for more than one-third of the current semester must apply for suspension.

**Chapter V Campus Order and Extracurricular Activities**

**Article 15** The Institute should constantly strengthen the campus management, and students should jointly maintain the normal order of the campus and ensure the normal study and life of all students.

**Article 16** The Institute has established and continues to improve organizational forms for students to participate in democratic management, and supports and guarantees students' participation in democratic management in accordance with the law through openness of university affairs and proposals from student representatives.

**Article 17** According to the regulations of the Ministry of Education, students should consciously abide by the norms of civic ethics and the university management system, and create a civilized, tidy, beautiful and safe learning and living environment. No alcoholism, fighting, gambling, theft, or drug use is permitted. Students should not spread, copy, or sell illegal books, they shall not publish, print or distribute propaganda materials without the approval of the Institute; they shall not participate in illegal pyramid selling, cults or feudal superstition activities; they shall not engage in or participate in activities that damage the image of school students, university reputation and social ethics.

**Article 18** No organization or individual is allowed to carry out extremist religious activities in the Institute.

**Article 19** Students may organize and participate in student associations on campus. To set up a society, students shall comply with the *Regulations on the Management of Student Societies of Chongqing Institute of Foreign Studies*, submit a written application to the Youth League Committee of the Institute for approval. Student associations shall carry out activities within the scope permitted by the Constitution, laws, regulations and the Institute management system, and accept the leadership and management of the Institute. Student organizations may invite people from outside the Institute to give lectures and other activities, subject to the approval of the Institute.

**Article 20** The Institute encourages and supports students and student associations to carry out academic, technological, artistic, recreational, and sports activities that are beneficial to physical and mental health.

Students' extracurricular activities shall not interfere with the normal education and teaching order and life order of the Institute.

**Article 21** The Institute encourages, supports and guides students to participate in social practice, social services and work-study activities, and conducts specific organization and implementation in accordance with relevant documents.

**Article 22** Students holding large gatherings, parades, or demonstrations must be approved in accordance with legal procedures and relevant regulations. If approval is not granted, the Institute will dissuade or stop it according to the law.

**Article 23** Students who use computer networks must follow relevant provisions of the State and the university regarding network use. Do not log on illegal websites or spread harmful information. To abide by the convention and access the Internet in a civilized way, see the *Regulations of Chongqing Institute of Foreign Studies* on Campus Safety Management ([https://www.cqifs.edu.cn/article\_6955.htm](https://www.jxut.edu.cn/info/1133/20058.htm)l).

**Article 24** To and improve establish the student accommodation management system, students must abide by the Institute's regulations on student accommodation management, consciously maintain the accommodation order and implement self-management. See the Regulations on Student Dormitory Management of *CIFS* [(https://www.yunzhijia.com/yzj-info/doc/detail?id=623163acc730001695abe&sync\_networkid=5ae221e8e4b05c4b7f05c7c2)](https://xgc.jxut.edu.cn/info/1012/2855.htm) for details.

**Chapter VI Assessment and achievement record**

**Article 25** Students shall conscientiously abide by the Code of Conduct for Students of Higher Learning and the University rules and discipline. Model compliance shall be praised and rewarded; offenders shall be criticized and educated; if serious, corresponding disciplinary actions shall be given according to the circumstances.

The assessment and appraisal of students' ideological and moral character should be based on the Code of Conduct of Students of Higher Learning (<https://www.pzxy.edu.cn/xsc/info/1022/1403.htm>) as the main basis, and carried out in the form of personal summary and democratic evaluation of teachers and students. Individual summary and appraisal should be carried out to carry forward strengths and overcome weaknesses.

**Article 26** Students shall participate in the assessment of the courses stipulated in the Institute’s training plan and various education and teaching links (hereinafter referred to as the courses). The assessment results of the courses, credits and resit of the courses shall be recorded into students' report cards and put into their university status records.

**Article 27** The talent training plan of each major in the Institute is a guiding teaching plan, each course shall be recognized as one unit according to the teaching plan, and the courses offered by each school are divided into compulsory courses and elective courses.

(1) Compulsory courses include public basic courses, professional courses and professional basic courses;

(2) Electives include public elective courses, professional limited courses and optional professional courses.

**Article 28** In situations when students fail the course examination, for required courses and professional limited courses, they can take a make-up examination or apply to retake the course; for public elective courses and professional elective courses, they can retake the same course or take another elective course. If a student’s examination qualification for a course has been cancelled, he/she is not allowed to take a make-up examination of that course, but can apply for clearing examination. Passing the make-up or clearing examination can enable him/her to get the credits for that course. The application for retaking the course should be made by the student him/herself and submitted to the Academic Affairs Office for the record with the consent of the dean of the school.

**Article 29** Students applying for retake shall refer to the *Measures for the Management of Curriculum Retake of Chongqing Institute of Foreign Studies* (https://www.yunzhijia.com/yzj-info/doc/detail?id=60d28b595c41e40001d18cc0&sync\_networkid=5ae221e8e4b05c4b7f05c7c2). The courses for which students apply to retake will not be counted into the course credit score in the condition of retention. The qualified retake courses will not be included in the resit course score in the degree qualification examination conditions.

**Article 30** Students who obtain a valid qualification certificate sufficient to prove the requirements of a certain (or several) course may apply for exemption. Students need to go through the procedures of exemption, and report to the Academic Affairs Office for the record after the review of the school.

The following courses cannot be applied for exemption: Introduction to the Basic Tenets of Marxism, Mao Zedong Thought and Theoretical System of Socialism with Chinese Characteristics Introduction, Outline of Modern Chinese History, Moral and Legal Basis, Situation and Policies, Mental Health Education, College English, English Reading and Writing, English Listening, Experiment, Practical Training, etc.

**Article 31** If a student is unable to take an examination due to illness, s/he must apply to his/her school to postpone the examination and submit it to the Academic Affairs Office for approval, together with supporting documents from a designated hospital. Except for emergency illness and other special circumstances, the application for postponement of the examination is not allowed before or after entering the examination room. For students who have been approved to defer the examination, their scores will be calculated according to the scores of the actual examination.

**Article 32** Those who are approved of a deferred examination but are absent without any reasons shall not be given another chance to resit. Students will be criticized by a school-level notice if they are absent for 1-2 course examination. Students will be criticized by the Institute if they are absent for 3-5 course examinations. Students who miss 6 or more course examinations will receive a warning.

**Article 33** If a student seriously violates the examination discipline or cheats in an exam, the examination result of the course will be recorded as invalid, and she/he will not be allowed to resit. The student will be criticized, educated and given disciplinary action according to the R*egulations on Examination Management of Chongqing Institute of Foreign Studies* according to their violation of discipline or cheating.

**Article 34** Students should participate in the activities stipulated in the talent training program and organized by the Institute on time. Students’ attendance is taken in classes, experiments, practical training, internships, military training, and public service work. If a student cannot attend a class for some reason, she/he should apply for a leave of absence according to relevant regulations, otherwise, it will be regarded as absenteeism.