

Guidebook for International Students

International School of Chinese Studies (ISCS) Shaanxi Normal University (SNNU)

陕西师范大学国际汉学院留学生指南

学汉语，到师大！

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- ◇ 中国教育部直属的六所师范大学之一，国家“211工程”重点建设大学
- ◇ 国务院侨务办公室在西北地区设立的首家“华文教育基地”
- ◇ 自1965年起开始外国留学生教育，是西北地区最早培养外国留学生的院校之一
- ◇ 对外汉语教学师资力量雄厚，教学质量及社会口碑在陕西地区名列前茅
- ◇ 校园环境优美，学习氛围浓厚，一对一语言学习伙伴助你留学无忧



我是陕STAR，我为师大国际汉学院代言！

Contents

I. Introduction of SNNU	1
II. Introduction of International School of Chinese Studies	1
III. How to arrive at SNNU	2
1. Xi'an Xianyang International Airport:	2
2. Xi'an Railway Station:	2
IV. Registration	2
1. Application	2
2. Time for Registration	3
3. Registration Procedure	3
V. Payment Procedures for Self-paying Students	5
VI. Visa and Health Examination	5
VII. Living and Dining	6
1. Qixiayuan Hotel (Foreign Affairs Service Center)	6
2. Tian Tan Xuan Dormitory	6
3. Living outside campus	7
Dining in Campus	7
VIII. Life on and around campus:	7
1. Shopping:	7
2. Banking:	7
3. Postal Service:	8
4. Sports:	8
5. Internet:	8
6. Wechat:	8
IX. Class Arrangements & Attendance	8
Programs	8
2. Attendance	9
X. Student ID Card, Examinations and Certificate of Completion	9
1. Student ID Card	9
2. Examination	9
3. Check Grades	9
Certificate of Completion	9
XI. Academic Calendar of ISCS	9
1. Spring Semester:	10
2. Autumn Semester:	10
XII. Contact Information & Office Hours:	10
XIII. Rules and Regulations	11

Dear International Students,

Welcome to the International School of Chinese Studies of Shaanxi Normal University. We hope this *Guidebook for International Students* will be of help to you with your study and stay in Xi'an as well as at our university. We wish you a pleasant stay and success in your study.

I. Introduction of SNNU

Founded in 1944, Shaanxi Normal University, known as the “Cradle of Teachers” in Northwest China, is directly administered by the Ministry of Education of China and under the construction plan of China’s national “211 Project”. The university has competitive advantages in areas of Chinese language and literature, mathematics and applied mathematics, English, physics, chemistry, history, geography, political and ideological education, pedagogy, psychology, biological sciences.

The University currently has more than 2800 faculty and staff members, including 1620 full-time teachers. Among the full-time teachers, 88% of them have doctoral or master degrees, specifically 61% of them are doctoral degree holders. There are more than 17800 full-time students of undergraduate levels and 12000 full-time students of postgraduate levels, more than 1000 are international students.

The university’s Yanta and Chang’an campuses cover an area of about 180 hectares or 445 acres. The elegant and beautiful Yanta campus and the modern and grand Chang’an campus have been awarded the “Model Campus” in Shaanxi province. Yanta campus is adjacent to the Big Wild Goose Pagoda of Tang Dynasty, and Chang’an campus is neighbor to the Zhongnan Mountain, earning the university the name of “Garden Campus”. The Yanta campus is near the city’s subway station and the third-ring road and is only 40 minutes drive from the Xi’an Xianyang International Airport. The elegant environment and convenient location make it an ideal place for international students to study and experience Chinese culture.

During its more than 60-year history in education, the University, while rooted in China’s West, has embraced the whole country, developed a school spirit of “Morality, Learning, Aspiration and Action” and has seen itself become firmly established in Western China as an influential top-tier comprehensive teachers training university, as it strives to achieve the goal of building itself to be a major comprehensive research university distinguished by its teacher education.

II. Introduction of International School of Chinese Studies

With more than 40 years history of receiving international students, the International School of Chinese Studies is an important component in the university’s international exchange and cooperation; it is a teaching and research body in the university specializing in the education of international students and the promotion of the Chinese language in the world. The school now has three departments of International Students Education, Teaching Chinese to Speakers of Other Languages and Sinology, admitting Chinese and foreign students for degree and non-degree education in its complete training system of language, undergraduate, master’s programs. It is the “Chinese Education Base of the Overseas Chinese Affairs Office of the State Council”, the first one in Northwest China, and also the designated “Test of Chinese Language Ability for Foreigners” by

the State's Chinese Language Council International (Hanban). Basing on its rich resources, the school has established an Institute of International Sinology and a Center for Training Overseas Chinese Teachers.

The school now has more than 30 full-time teachers and over 100 part-time teachers to meet the need of more than 1000 long-term and short-term international students in both degree and non-degree programs. The full-time teachers all have the Certificate for the Ability to Teaching Chinese as a Foreign Language and more than 60% of them are holding doctoral degrees. Its core teachers all have overseas teaching experience. They have been welcomed and praised by the international students.

The school has two well-equipped classroom buildings with more than 50 classrooms of different sizes, including multimedia classrooms, a computer room, a language lab, a reading room, a reception room, a conference room, and an activity room, etc, capable of accommodating 600 students for class.

The school organizes various extracurricular activities and encourages students to experience the Chinese culture. Classroom instruction is combined with outside classroom language practice activities and cultural study field trips for students' extended achievements. The school holds various activities such as the Chinese Corner and New Year celebrating parties to provide international students with more opportunities to communicate with Chinese people and also to experience the Chinese culture and society. The Student Union, Clubs and Associations also organize various extracurricular entertaining, sports and volunteer activities to provide a platform for the exchange between Chinese and international students and for them to exhibit their talents.

III. How to arrive at SNNU

1. Xi'an Xianyang International Airport:

Xi'an Xianyang International Airport is about 40 kilometers away from the city of Xi'an and about 50 kilometers away from SNNU Yanta campus. Shuttle bus service to downtown Xi'an is available for RMB26 yuan, leaving airport for downtown every half an hour and it takes about one hour. Then you may take a taxi to get to SNNU, Yanta campus for about RMB15 yuan fare. You can take a taxi at the airport to come to SNNU, Yanta campus for about RMB150 yuan fare.

2. Xi'an Railway Station:

Xi'an Railway Station is about 5 km from downtown and about 15 km from SNNU. You may take the double-decker bus No. 603 from railway station to SNNU at one RMB yuan fare only or you may take a taxi at about RMB 20 yuan fare.

IV. Registration

1. Application

All the international students who are willing to study in our university should apply online

first. The website is iso.snnu.edu.cn. You are required to upload your photo and scanned copy of passport to this website. When you fill up the contact information, please make sure to provide a valid mobile phone number and correct address with a zip code. After review and approval, we will send the acceptance letter and JW202 Form if necessary to the admitted students for visa-application.

The application time for spring semester is from November 15 to January 5 of the next year; the application time for fall semester is from May 15 to July 5.

2. Time for Registration

The time for registration begins the 3 working days (weekdays) before the opening day of each semester, which are scheduled on March 1 for spring semester and Sept. 1 for fall semester. It will be postponed to the next Monday if it falls on a weekend. The first day is for placement test in the morning and the classes begin the following day. If you miss the test, just come to the Int'l Students Office and we will assign you to a suitable class. Please finish the registration on time, if you are not able to arrive on time, please notify the international student office one week ahead of time in a written form. If there is no-show without any notification, you will be regarded voluntary withdrawal.

3. Registration Procedure

a. Please come to the *International Students Office* (ISO) on the 2nd floor of Classroom Building No. 2 (Spot A on the map) for registration bringing your passport, 2 photocopies of passport name & photo page, 2 photocopies of visa page **with entry stamp** (all on A4 size papers), and 5 recent photos (2.5 x 3.5cm) (You can get photo taken or passport photocopied at digital photo studios or photocopying shops inside or near the school). Please also bring and return the *Visa Application for Study in China (JW202 Form)* and *Acceptance Letter* we sent to you.

b. Fill in the “*Registration Form*”, read and sign the “*Safety Obligation for International Students*” and pay the tuition, application and registration fee and insurance fee (**in RMB**) to complete your registration. You can pay tuition fee with a *UnionPay* bank card or in cash from Monday to Friday, other fees must be paid in cash. You are recommended to first open a bank account in Xi'an, convert foreign currencies into RMB, and then make your tuition payment to SNNU via Bank Card.

c. **Present your passport for examining the validity of your current visa** and to see if you need a visa extension, **otherwise you may be subject to a fine of RMB500 yuan per day for illegal stay.**

d. Come to the lobby of Classroom Building No. 2 at 8:30AM on the first day of each semester to take the Placement Test where you will be met with our teachers and taken to the classrooms. The Name List of each class and class Schedule will be released in the afternoon or the next morning. Purchase the textbooks of your class at the Reference Room at the east end of 1st floor, but please note it is advisable to try the classes for a day or two to decide if they are really suitable for you before you buy, for **sold textbooks are not returnable or exchangeable.**



报到程序 Registration Procedure

提交《外国来华人员签证申请表（JW202）》、《入学通知书》、健康检查证明及西安居住地派出所签发的“临时住宿登记表” Present "Visa Application for Study in China (JW202 Form)", "Admission Notice", Health Examination Certificate and "Registration Form for Temporary Residence" issued by Xi'an local Police Station

填写“留学生注册登记表”并签名 Fill in and sign the "Registration Form"

交验护照、护照（姓名照片页）复印件 2 张、签证页 2 张（均为 A4 尺寸）和近期 1 寸照片 5 张 Present your passport, 2 photocopies of passport name & photo page, and 2 photocopies of current visa page (all on A4 size papers) and 5 recent photos (2.5 x 3.5cm)

交纳学费、报名注册费和保险费，可银联卡刷卡或现金付学费，其他费用必须付现金 Pay tuition, registration and insurance fee (in RMB). You can pay tuition fee with a UnionPay bank card or in cash, other fees must be paid in cash.

注意事项 IMPORTANT NOTICE:

1. 请交验护照以查看你现持签证的有效期，并了解是否需要办理签证延期手续，否则若是非法超期居留将被罚款每天 500 元。Present your passport for examination of the validity of your current visa and to inquire if you need a visa extension, otherwise you may be subject to a fine of RMB500 yuan per day for illegal stay.
2. 需要将签证延期并转为居留许可的学生必须在西安指定的检查中心进行健康检查取得身体检查报告，或认证国外的健康检查报告。请留意开学第二周的身体检查通知，按时前往参加身体检查。Students who need to extend and change their visas to Residence Permits shall go through health exam to obtain the Health Report or have their Health Examination Certificate verified at designated Examination Center in Xi'an. Please pay attention to the Notice to be put up in the 2nd week after beginning of semester and go to the Center on time.
3. 学生须到住宿地派出所进行住宿登记并将登记表复印件交至留学生办公室。Students must register their lodging information at the local Police Station and present a copy of Registration Form for Temporary Residence to Int'l Students Office.
4. 学生为其配偶子女办理签证延期须提供中国大使馆或领事馆认证的结婚证明、出生证明复印件，并附打印好的翻译件。Students who need to extend their spouses and/or children's visas must provide copies of Marriage /Birth Certificate certified by the Chinese Embassy or Consulate General with typed and printed translations.
5. 新生交够照片后学生证在开学后两周左右发放。New Student's ID Cards will be issued about two weeks after the beginning of the semester when they hand in photos as required.
6. 新生必须参加新生说明会及《外国人入境出境管理法》讲座，日期待通知。New students must attend the Orientation and Lecture on Foreign Administration Regulations (Law on the Entry and Exit of Aliens of PRC) to be notified.

V. Payment Procedures for Self-paying Students

1. Self-paying students are required to pay tuition within two weeks at the latest after the new semester begins. Under special circumstances, a student may apply for the school's permission to delay payment. However, payment may not be delayed beyond one month after the new semester begins. A fine for late payment at five percent of the total payment will be charged.
2. Those who would like to apply for dropping out of school after the payment of tuition, 80% of the tuition will be refunded within two weeks after the new semester begins, 50% of the tuition will be refunded within one month after the new semester begins. No refund will be made one month. No refund will be made for students being expelled from school.
3. Those who live in Tian Tanxuan are required to pay the accommodation fee and the deposit in cash when they register. The fees are required to be paid within 10 days at the latest upon their living at dormitory. Those who delay to pay the accommodation fees will have to pay an additional 5% of the total accommodation fee for one semester. The accommodation fee will be deducted for two months fee (the accommodation fee for one semester $\div 5 \times 2$) if they apply for refund within one month upon their living, the rest of fees will be refunded. If they apply one month after their living, no refund will be made no matter one year or one semester fee they pay.

VI. Visa and Health Examination

1. The ISO prepares required visa approval documents for registered international students without extra handling charge, but the students are required by the *Xi'an Public Security Bureau* to go to the *Visa Office* of its *Division of Exit-Entry Administration* in person to present the application documents for visa extension or conversion and pay visa fee (usually RMB 400 yuan for less than one year and 800 yuan for less than two years, starting from the date of documents presentation), and the visa is extended for the period of time as covered by the tuition payment receipt.

Visa Office, Entry & Exit Administration of the Xi'an Public Security Bureau

Add: 2 F, JiaoJin Zhidui Zhihui Zhongxin Dalou (Command Center Building of Xi'an Traffic Police), Xi Xie Qi Lu (southwest corner of the intersection of Taibai Nanlu and Keji Lu), opening from Monday to Friday 9:00 AM—5:00PM

2. Please also prepare by yourself the copies of the name/photo page and visa page (and /or customs entry stamp page) of passport, tuition payment receipt, Registration Form of Temporary Residence and your photos.
3. Students who are expected to extend the visa and/or change current visa to a student visa must have the Health Examination at the designated examination center: ***Shaanxi International Travel Health Care Center***. Please note that those who have done it for visa applying purpose before entering China must take the examination report to the center for verification, which may be recognized wholly and new report required for visa extension will be issued. If it is recognized partially or rejected, the examination must be done again, partially or wholly. The full examination fee is RMB396 yuan and you pay less for partial

examination or issue of new report. Take one A4 size passport copy and four white-background photos (3.5 x 5.3cm) with you. You go there in the mornings **without eating breakfast** and take your report back three working days later in the afternoon.

Shaanxi International Travel Health Care Center

Add: No. 10, Han Guang Lu, Building of Shaanxi Entry-Exit Inspection & Quarantine Bureau morning (Monday to Friday)

Take Bus No. K631 to Tang Cheng Hotel stop & walk about 400m northward

4. Present your passport and the whole set of approved visa documents obtained from the ISO to the Visa Counter on the 2nd floor, get the “Visa Fee Notice & Certificate” after the documents are accepted by the visa officer, go to the Visa Fee Counter on the 1st floor and pay the visa fee to get the “Visa Fee Notice & Collection Voucher” stamped, give back the stamped Visa Fee Certificate to the visa counter and you can come back with the Visa Fee Certificate in about 2 weeks to get your passport back with the extended new visa. Students who need to extend their spouses, parents and/or children’s visas must provide copies of Marriage/Birth Certificate, etc. verified by Chinese embassy or consulate with typed and printed Chinese translations.
5. At the end of semester, if students wish to continue their study next semester and need to extend visas, they should come and apply to the ISO at least 7 to 10 working days before the expiration of their current visas (but must before the beginning of winter or summer vacation).

VII. Living and Dining

1. Qixiayuan Hotel (Foreign Affairs Service Center)

Qixiayuan Hotel (Foreign Affairs Service Center) is a 3-star hotel located within the Yanta campus. Students may stay there for favorable rates, and are required to pay monthly and pay a 30-day deposit of RMB 1200 yuan at the rate of RMB40/day/bed when checking in. When checking out, the rent is re-calculated according to the actual length of stay (RMB 40 yuan /day/bed or 80 yuan /day/room for in twin-bed room for staying for full semester or longer, or RMB 90 yuan /day/bed or 180 yuan /day/room for shorter stay). Please ask for a copy of the Hotel Registration Note from the Front Desk, which copy is required for visa extension.

2. Tian Tan Xuan Dormitory

Tian Tan Xuan Dormitory is an independent yard with about 40 rooms exclusively for international students. The rooms are furnished with 4 beds, Air-conditioner, Internet Access, Wardrobe and Desks. You can live with one roommate and live with three roommates. The cost is different. If you choose to live with one roommate, the cost is 2600yuan/person/semester or 4800yuan/person/year. If you choose to live with 3 roommates,

the cost is 1400 yuan/person/semester or 2500 yuan/person/year.

3. Living outside campus

You may move out of Qixiayuan to rent / share an **off-campus apartment/flat** at the nearby residential communities through local real estate agents, but the university does not provide this service. You should take your lease contract and passport to register and obtain the “Registration Form of Temporary Residence” at the local police station supervising the area of your current address (the local one supervising the area of our university is the *Ming De Men Police Station*, at the entrance of Xi Ba Li Cun along Chang’an Nan lu. If you live beyond this area, you may find the local police station to get your residence registered). You must present a copy of the Form to the ISO for registration and another copy is required for visa extension. Any change in residence must be registered again at the local police station and the ISO, or you will be fined by the police.

Dining in Campus

You can eat at the Chinese Cuisine and Western Restaurant of Qixiayuan Hotel, whether or not you are staying in it. You may also eat at the several Students Canteens (Dining Halls) on campus (including a Moslem canteen), where you will need a Campus Card. We will make campus cards for the new students when you register at the beginning of the semester. You need pay us 20 yuan for making the campus card which we will give to the Campus Card Center. Normally, you will get the card one week after you pay the 20. After you get the card, you need to deposit some money at the window at the southwest corner of 1st floor of Xuezi Canteen (XueZi ShiFu) as prepayment in order to buy food. Of course there are many restaurants around the campus for you to choose from.

VIII. Life on and around campus:

1. Shopping:

There are several big supermarkets adjacent to SNNU, such as “CRC Vanguard” located just 200m north of the SNNU main entrance and the “Lotus Center”. The “Metro” supermarket requires membership card and a *Letter of Introduction* is obtainable at the ISO for you to apply for it.

2. Banking:

There are several banks adjacent to SNNU: Bank of China, Industrial and Commercial Bank of China, Bank of Communications, Agriculture Bank of China, China Construction Bank and Postal Savings. You can exchange foreign currency at Bank of China (with your passport and a copy of it). If you want open an account in one of the Banks, please take your passport there and around 50 yuan for the service. The scholarship students must open an account in Bank of China on Shida Road.

3. Postal Service:

There is a Post Office located in the middle of Shida Lu (Road), where you can send letters and parcels, EMS, as well as remit money. It also provides Postal Savings service and West Union remittance service.

4. Sports:

In the university, there is a comprehensive gymnasium, which contains badminton courts in it. There are also outdoor swimming pools, tennis courts, basketball playgrounds, football fields and the like. International students can use these facilities according to the relevant rules.

5. Internet:

You could use Wifi on campus, you will be given the account number and password after you get the campus card and you could change the password afterwards.

6. Wechat:

The Wechat public platform of International Students Office is: XianISO
 The Wechat public platform of Shaanxi Normal University is: snnuweixin
 The notices, news, activities, information will be released via Wechat public platform.
 Please download the app Wechat and pay attention to the two public platforms.

IX. Class Arrangements & Attendance

Programs

We have two different programs: the Regular Program and the Sunrise Program. The Regular Program opens to students from all countries. The textbooks are in Chinese and it is also the language of classroom instruction. There are 4 compulsory classes each morning from 8:00 AM to 12:00 noon, Monday to Friday. The Elective courses, such as Taijiquan, Calligraphy and Folksongs, etc. during 2:30 to 4:30 are open to application in the 1st week and starts in the 2nd when there are 8 applicants or more.

The Sunrise Program uses the 5-volume textbook “*Chinese Made Easier*” compiled mainly in English and only opens to students whose native language is English or who is proficient in English, and applicants must contact the program coordinator at ISO (*International Students Office*) for their approval of admission.

2. Attendance

The students are checked attendance for class and must attend classes regularly. Leave of Absence on sickness or other personal affairs must be submitted before or after the absence. Attendance is taken into account in the final grades and too much absence from class may result in not only disqualification for final exams, but also as serious as penalty or cancellation of student visa from the police.

X. Student ID Card, Examinations and Certificate of Completion

1. Student ID Card

Student ID Card will be made and issued about two weeks after the opening day of each semester, as long as you have submitted enough photos as required. For those who apply and register later, the card will be issued two weeks after registration. Students who happen to lose their student ID cards are required to go through certain procedures so that the university may issue them the new ones. For this purpose, the students should go to the International Students Office, where they have to fill out an application form explaining where, when and how the card was lost, provide a passport-sized photo and pay a service fee.

2. Examination

There are final exams but no mid-term exams, with class performance counting in the final grades. According to our Rules on Examinations, students who are absent from more than one thirds of classes or not complying with other requirements are not permitted to take the exams.

3. Check Grades

You could check the results via the website: <http://iso.snnu.edu.cn/>, click Query Results, the account is your student ID number, the password is your birthday date, the format is YYYYMMDD, e.g. 19890524.

Certificate of Completion

Certificate of Completion is available after successful completion of required courses and exams and by application with one photo (3.5x5.3cm) sent to the *International Students Office* at least two weeks before the date of leaving school. The students who fail or do not take the exams can apply for a descriptive Certificate of Study.

XI. Academic Calendar of ISCS

1. Spring Semester:

- a. The 3 days before March 1: Students arrival, registration and fee payment; March 1: placement test;
- b. The 1st week after March 1: Class starts; Orientation and Lecture given by foreign administration police officer on Foreign Administration Regulations (*Law on the Entry and Exit of Aliens of the People's Republic of China*) for new students
- c. April: ISCS sports meeting in early April and SNU sports meeting around 20, April
- d. May 1: one day “May 1st Labor Day” holiday
- e. Four Saturdays during the semester: Language practice activities (field trips)
- f. The 2nd week before spring vacation: final exams
- g. The 1st or 2nd week of July: Summer vacation starts

2. Autumn Semester:

- a. The 3 days before Sept 1: Students arrival, registration and fee payment; Sept 1: placement test;
- b. The 1st week after Sept 1: Class starts; Orientation and Lecture on Foreign Administration for new students
- c. Oct. 1 to Oct 7: 7-day “National Day” holiday (“Golden Week”)
- d. Four Saturdays during the semester: Language practice activities (field trips)
- e. The 3rd or the 4th week of December: Christmas & New Year Evening Party
- f. The 2nd week before winter vacation: final exams
- g. The 1st or 2nd week of January of the following year: Winter vacation starts

XII. Contact Information & Office Hours:

Postal Address

P.O. Box 2, Shaanxi Normal University, No. 199, Chang'an Nanlu, Xi'an, 710062, China

International Students Office (ISO)

Tel (电话): 86-29-85303761 Fax (传真): 86-29-85303653 E-mail: iso@snnu.edu.cn

Mr. Lin Fenghui 蔺丰辉 Mobile (手机): 18009241504

Mr. Huang Lu 黄璐 Mobile (手机): 13259736596

General Office

Tel (电话): 86-29-85308874 Fax (传真): 86-29-85303653 E-mail: hxyuan@snnu.edu.cn

Mr Dong Juncheng 董军成 13991308307

Office Hours: 08:00–12:00am 14:30–17:30pm (Monday–Friday)

Emergency Numbers: Police 110; Fire 119; Ambulance 120

XIII. Rules and Regulations

Regulations of Management and Penalty on the International Students'

Dormitory in Shaanxi Normal University

This regulation is formulated in accordance with the relevant rules and documents of the government and the university, for the purpose of creating a civilized, comfortable, clean and well-organized living environment for the international students, and to maintain good orders for study and daily life. All the students who live on campus shall observe the following regulations:

General Principles

1. Students must abide by the Laws and Regulations of People's Republic of China. If there is any behavior against the law, the violators will be sent to the Legal Organs in accordance with the relevant laws and regulations.
2. Students must abide by the rules and regulations formulated by the university; obey the management of the faculty members and staff. The violators will be punished like warning, demerit recording, academic probation, visa cancellation and expulsion in accordance with the severity of the behavior.

Punishment Specification

1. Dorm room & Public Property:
 - (1). Students who want to change their rooms are required to submit a written application to get permission from the international students office. Anyone who changes rooms without permission must move back to the original room and be recorded warning punishment.
 - (2). Students should protect the public property. If there is any damage on public property caused by inappropriate behaviors of students, they must pay twice the price of the repair fee and be punished demerit recording. In serious cases, the students will be directly expelled from the university.
2. Daily Routines:
 - (1). Students should not disturb others' rest. (Rest time: 12:30~14:30、23:30~6:30 next morning). Behaviors like shouting aloud, playing music instrument at rest time are prohibited. The offenders will be punished as a warning if they don't stop.
 - (2). Please keep the room clean and tidy. Keeping pets, parking vehicles randomly, piling up wastes, spitting, littering, and burning stuff in the dormitory area are not allowed. We will examine the dorm room randomly. The rooms which fail the examinations should be

rectified. The offenders will be punished if they don't rectify in time.

- (3). Students should go back to the dormitory before 23:00. Students who come back after 23:00 should present a valid student ID card and register first. The offenders will be punished if he or she violates more than 3 times. Climbing over the wall or the gate is prohibited, otherwise the offenders will be punished.
- (4). Students are not allowed to put up a visitor for the night in his/her room. The violators will be recorded. If someone puts up a visitor of the opposite sex for the night, he or she will be severely punished. In serious cases, they might be expelled from school or sent to the police.
- (5). It is prohibited to connect the electricity lines in the room. High-power electricity appliances like electric cooker, electric blanket are not allowed to use in the room. Those who use these appliances will be punished and the devices will be collected. The violation results in serious consequences, If the unapproved electric devices catch fire, the one who uses them will compensate for all the loss and be expelled from our university and even sent to the police.
- (6). Riding motorcycle (including electric motor) is forbidden in campus. International students are not allowed to possess or buy such vehicles. Those who violate the rules will be fined 200 yuan and submit their vehicle. Those who don't obey the regulation and ride the vehicle running away will be directly expelled.

3. Illegal and Criminal Activities:

- (1) No entering the room by breaking the window, trespass the others' rooms and using extra padlocks. Those who do so will be fined 100 yuan. In serious cases, students who do so will be fined more and be punished as weighty warning. Those who repeatedly do so will be expelled and sent to the police.
- (2) Hazardous products like fireworks, crackers, petrol oil, and controlled cutting tools cannot be kept in dormitory; Otherwise the owner will be fined 100 yuan and given a warning punishment. If the possession of hazardous product causes severe consequence, the owner must compensate all the loss and be expelled from our university as well as sent to the police.
- (3) Activities like doing business, pyramid selling and religious activities are forbidden in the dormitory area. Those who violate this rule will be severely punished. In serious

cases, they will be expelled directly and sent to the police.

- (4) Activities like stealing, storing and watching pornographic products, hiding, taking and dealing drugs, prostitution in dormitory are illegal. Those who do anything like that will be directly expelled and sent to the police.
- (5) Drinking alcohol, gambling and fighting in dormitory are forbidden. The one who does so will be expelled from our university and sent to the police.

4. Punishment Supplementary Articles

- (1) Students who fail to submit the fine in 3 days will be rejected to register for the next semester.
- (2) Students who have been punished for 5 times will be expelled directly from the university.
- (3) We will report to the Xi 'an public security bureau of exit and entry administration for canceling the visa or shortening the residence permission of the students who have been expelled from our university. At the same time, we will report to the Education Department of Shaanxi Province that other universities in Shaanxi should not accept the students we expelled.

5. Execution

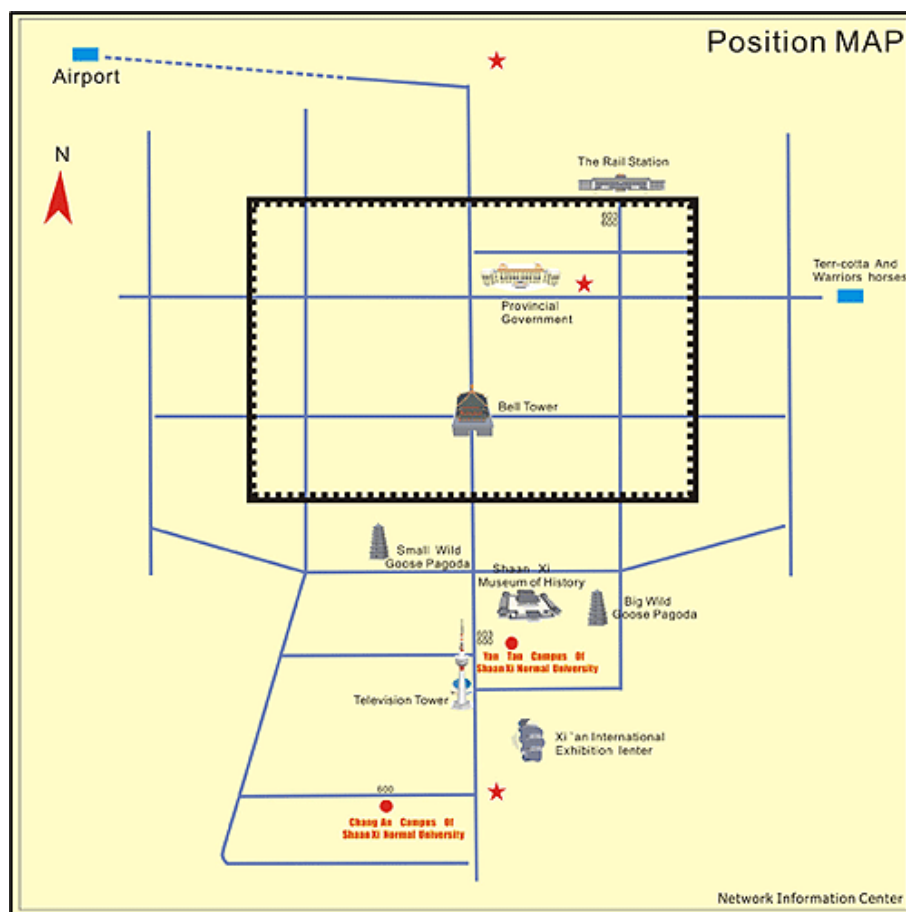
- (1) The daily routine affairs will be managed by the dorm supervisors, supported by the ISO.
- (2) The dorm supervisors and teachers in ISO have the right to stop and record the wrong behaviors of students and report to our school. If the students do not accept the management and behave themselves rude and offensive, we will severe the punishment grade.
- (3) This set of regulations will be in effect from the day of issue. The International School of Chinese Studies has the power of interpretation. It has the right to add supplement and amendment on it.

Shaanxi Normal University
International School of Chinese Studies
September 18, 2013

Please see the regulation about attendance and exams in International School of Chinese Studies below:

Regulations on Attendance and Exams

1. Students are eligible for exams when they attend at least two thirds of their classes. Anyone who attends less than two thirds of their classes, whatever the reason, is not allowed to take any exam.
2. The Scores of each student is comprised of two parts: the during semester performance counting for 30% and the final exams counting for 70%, the former is given by the teachers in assessment of the student's attendance, class performance and assignments.
3. Students should only take exams in their own class (at the level they are in). No one is allowed to take exams at lower levels. For example, students in class 3 are not allowed to take exams for class 2.
4. Students are required to take the exams at designated time and dates. If Language Students with good reasons require an earlier exam to be given ahead of the designated date, he or she should apply to the International Students Office, pay the exam fee after approval and then take the exam at the specified new date and time. This exam cannot be more than two weeks earlier than the original schedule. Degree students and Scholarship students are not allowed to take earlier exam.
5. If a student can not take the exams at the end of this semester, he or she can apply and pay the exam fee to the International Students' Office in order to take the make-up exams at the end of the first month of the following semester.
6. If a student fails any exam, he or she may apply and pay the exam fee to the General Office in order to take the make-up exams at the end of the first month of the following semester.
7. A student gets a Certificate of Completion when he or she passes the exams (a score of 60 or more). If a student fails any exam, he or she can get a Certificate of Study, but not a Certificate of Completion.
8. Students should follow the Examination Rules strictly. In closed-book exams, students are not allowed to talk to each other, ask others the answers, copy answers from others or books, or use dictionaries (including electronic dictionaries or mobile phone dictionaries). The student will be warned for the first offense, and will be disqualified for the exam if caught for the second time. If anyone is caught as a surrogate exam-taker, this person and the person surrogated for will all be disqualified from the exams and all their exam results will be cancelled.



• Location Map of SNNU 陕西师范大学位置图