

# 学生声明

## Statement

本人已收到中国美术学院国际教育学院国际学生手册，我将仔细阅读并遵守手册内所有的规定。

I have received the *Student Handbook of International College of China Academy of Art*. I will read and comply with all the provisions stipulated in the Handbook.

学号

Student ID: \_\_\_\_\_

姓名

Name: \_\_\_\_\_

国籍

Nationality: \_\_\_\_\_

护照号码

Passport Number: \_\_\_\_\_

签字

Signature: \_\_\_\_\_

日期

Date: \_\_\_\_\_



**中国美术学院国际学生手册**  
**International Student Handbook of China**  
**Academy of Art**

中国美术学院国际教育学院  
International College, China Academy of Art

2019

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## 入学须知

### 一、新生报到：

1. 新生持护照、《录取通知书》、JW201或JW202表在规定的时间内到中国美术学院国际教育学院报到，按照《录取通知书》的要求交验其他必需的文件，同时准备2寸正面白底免冠照片2张。报到时须填写《中国美术学院国际学生入学登记表》，领取《中国美术学院国际学生手册》。
  - (1) 本科生在国际教育学院报到后还需到所在院（系）报到；参加学生证件照拍摄。（具体时间另行通知）
  - (2) 硕博生分为汉补和非汉补两大类。A、非汉补的研究生在国际教育学院报到后再到所在专业院系报到。B、汉补的国际学生第一学年集中在国际教育学院学习汉语，获得HSK四级180分以上者，第二学年在国际教育学院报道后凭《入系单》再到所在专业院系报到。
  - (3) 进修生在国际教育学院报到。
2. 自费学生报到时须缴清一学年学费和住宿费等，已通过银行汇款者，请出示银行汇款证明。
3. 中国政府奖学金生按《录取通知书》规定时间内报到者，发放当月生活费。
  - (1) 当月15日（含15日）之前注册的，发放全月生活费；15日以后注册的，发放半个月生活费。
  - (2) 寒、暑假生活费照常发放。
4. 新生不能按时报到者，须事先办理书面请假手续，发邮件至国际教育学院，并征得国际教育学院同意。无故逾期两周未报到者，按自动放弃入学资格处理。
5. 国际学生《录取通知书》以盖有中国美术学院公章的为准，其他任何单位或个人出具的

文件均无效。

## 二、新生始业教育

1. 新生入学以后，不得擅自离开学校，国际教育学院及相关部门将组织学生进行为期10天始业教育，每位新生必须准时参加，期间无特殊情况不得请假。

2. 始业教育内容：

(1) 中国的相关法律、法规、治安、交通安全、宗教信仰、禁毒教育等宣讲。

(2) 中国美术学院学籍管理条例解读、图书馆使用规定、学校规章制度的介绍、国际学生手册的学习等。

3. 校园生活须知：

(1) “校园一卡通”使用说明：每位学生入学报到时，都会领取到一张印有自己的姓名及学号的“校园卡”，请同学们妥善保管，每张校园卡内有个人信息，持此卡可以进出学校、图书馆、宿舍等地，同时可以在校园的食堂、便利店消费，此卡也可以充值。

校园卡充值：可以登陆“中国美术学院微服务”微信公众号“校园服务”或至校园网络中心进行充值。

校园卡挂失：若遗失校园卡，请尽快至校园网络中心或登陆“中国美术学院微服务”微信公众号“校园服务”办理挂失。

网络中心校园卡业务工作时间：南山校区9号楼学生食堂一楼（10:00-15:00），象山校区11号楼115室（11:00-13:00）电话：象山校区 0571-87200083。

提示：宿舍有线网络费用暂时不能通过校园卡进行在线充值，必须前往校园网络中心窗口进行充值。费用：45元/月。

- (2) 使用宿舍洗澡热水和饮用热水：需在国际学生宿舍1楼充值。充值时间：每周一、二、四、五：下午16:00——19:00。
- (3) 使用宿舍网络：需到校园网络中心充值缴费：45元/月。使用方法：①用网线连接电脑；②打开浏览器；③自动获取IP地址，输入账户、密码；④账户为“学号”，密码为“护照后六位”。
- (4) 缴纳宿舍电费：①关注微信公众号“中国美术学院微服务”；②点击“校园服务”；③点击“电费充值”；④选择自己寝室号码，进行微信充值。（电费：0.538元/度，请预先充值。学校会于每月28日将电费余额张贴在宿舍一楼公告栏。）
- (5) 使用宿舍洗衣房：宿舍一楼洗衣房可自助使用洗衣机和烘干机，通过支付宝和微信付款。
- (6) 图书馆须知：
- 中国美术学院图书馆网址：<http://lib.caa.edu.cn/>
- 图书馆借阅服务使用指南：<http://lib.caa.edu.cn/Guide.aspx>
- MOOC课程（艺术文献检索与利用）：  
<http://zjedu.moocollege.com/course/detail/1821>
- 特色服务（主要针对研究生）：全球文献查调，咨询电话：0571-87164657、2628897141



### 三、在校生报到：

每学期开学时，在校生须在规定日期内持学生证和护照到国际教育学院报到注册；查验护照号码和居留许可有效期，核对住址、个人信息等，学生证需加盖注册章后方为有效。注册后，在校生分别到所在院（系）报到，领取本学期课程表。

1. 自费学生报到时须缴清一学年学费和住宿费等，已通过银行汇款者，请出示银行汇款证明。（自费生需在上一学年结束前办理居留许可延长者需缴清下一学年学费）
2. 自费生因故不能按时注册者，应事先办理请假手续。否则，按旷课处理；无故逾期两周未报到者，按自动退学处理，已缴学费不退，已办理的居留许可或已延期的签证者，国际教育学院将一并上报杭州市公安局出入境管理局注销签证。
3. 中国政府奖学金生：每学期开学按规定时间内报到注册者发放当月生活费补贴，因故未请假并不按时报到注册者，按旷课处理，以实际报到日期发放奖学金生活费。因个人原因请假超过15天者，停发其离华期间奖学金生活费。
4. 寒、暑假期生活费照常发放。
5. 对休学、退学或结业回国者，奖学金生活费自下个月起停发。
6. 毕业生生活费发放：以学校规定的毕业日期（毕业典礼）后延半个月生活费发放。

## 体检、居留许可及签证

### 一、体检

国际学生来华学习时间在6个月以上者必须递交《外国人体格检查记录》，由浙江国际旅行卫生保健中心对其体检项目予以确认，或入学后延长学习至6个月以上者，必须到浙江国际旅行卫生保健中心进行体检。国际学生只有获得《境外人员体格检查记录》合格，方可办理居留许可。

经体检确认患有我国法律规定不准入境的疾病者，立即办理离境回国。

浙江国际旅行卫生保健中心地址：浙江省杭州市西湖区文三路2号，电话：

0571-87852410

网址：[www.bjzx.ziq.gov.cn](http://www.bjzx.ziq.gov.cn)

公交：密渡桥站（1路、B1、Y8、10路、199路、156路、290路等）、文三路马塍路口站（13路、50路、74路、179路等）

地铁：2号线沈塘桥站C出口

快递查询：<http://www.ems.com.cn/>

### 二、居留许可及签证

1. 持X1签证来校的新生须在入境后30天内向杭州市公安局出入境管理局申办居留许可；  
持X2签证入境者（只能往返中国大陆一次），来华学习在签注有效期内者，入境后无需办理居留许可，若延长学习期限应在签证注明的停留期限届满7日前先向国际教育学院办公室申请延长证明后，再到杭州市公安局出入境管理局申请延长停留期限。逾期者，将以非法居留受到中国相关法律法规的惩罚和相应经济处罚。

2. 在学期间，如原居留许可上填写的项目内容有变更，必须在10日内到市公安局出入境管理局办理变更手续。
3. 在校生应在居留许可有效期结束前一个月，凭本人护照和国际教育学院出具的证明到杭州市公安局出入境管理局办理延长手续。超过有效期仍未办理延长手续者，将以非法居留受到中国有关法律的惩罚，及相应的经济处罚。如遇学期结束，必须在学校放假之前办理，假期一般不予办理。居留许可每年延长一次。
4. 国际学生可在“外国人居留许可”的有效期内多次出入境。
5. 国际学生若遗失护照，应立即向国际教育学院及杭州市公安局出入境管理局报告，领取“护照遗失证明”并向本国驻华使、领馆申请新护照。换发新护照后，应向国际教育学院报告，然后前往杭州市公安局出入境管理局重新办理居留许可等手续。
6. 国际学生毕业或结业离校的学生原则上不予办理学习签证的延长手续。因休学（保留学籍）、退学、开除学籍等各种原因离校，必须到杭州市公安局出入境管理局办理相应居留许可变更手续。
7. 杭州市公安局出入境管理局  
地址：杭州市上城区婺江路169号。  
电话：0571-87071973。  
工作时间：周一到周五（法定节假日除外）上午：8:30—12:00，下午：14:00—17:00  
(夏季：14:30—17:30)；  
周六周日：上午：9:00—12:00，下午：14:00—17:00 (夏季：14:30—17:30)
8. 国际学生必须通过预约办理居留许可和签证等证件。线上预约具体操作如下：
  - (1) 下载警察叔叔APP或关注杭州公安微信号HZPD0571110。
  - (2) 进入出入境预约，选择境外人员，完成账号注册，然后进行实名认证。

- (3) 填写相关信息, 预约办理签证的时间和受理网点。
  - (4) 凭获取的预约号, 在约定的日期、时间段到选定的网点办理签证申请业务。
9. 签证超期: 罚款500元/天, 最高1万元, 责任自负。有签证超期记录的学生, 将影响其当年各类奖学金的评定; 严重者, 将根据校纪校规和国家法律予以严肃处理。
10. 新生办理居留许可需要准备以下文件和材料:
- (1) 国际教育学院出具的办理居留许可证明;
  - (2) 本人护照 (有效护照首页、签证页和最新入境章页的复印件各一张);
  - (3) 《外国留学人员来华签证申请表》(JW201或JW202表) 第三联 (黄色联) 原件;
  - (4) 入学通知书复印件一份;
  - (5) 近期2寸正面白底免冠照片一张;
  - (6) 校内住宿的学生需国际教育学院办公室出具的《境外人员住宿登记表》; 校外住宿的学生需属地派出所出具的临时户口登记单;
  - (7) 持有杭州以外其他城市居留许可的学生需提供原就读学校学习结束的证明、成绩证明和出勤证明 (本科生准备高中毕业证书复印件), 和原居留地公安机关出入境管理部门办理迁出手续证明。
11. 国际学生办理居留许可及签证等的费用自理。
12. 延长居留许达一年以上的学生需要《境外人员体格检查记录验证证明》。

## 自费国际学生缴费及退费规定

1. 国际学生以人民币缴纳学费、住宿费等。
2. 国际学生在每学年开学报到注册时，须缴清一学年学费、住宿费（寒、暑假期间按正常居住对待）及其他应缴纳的费用，否则不予办理注册手续。
3. 经批准休学的自费生，所在学期学费一律不退，可在复学时延用。
4. 国际学生在缴清本学年学费、住宿费之日起7天以内（含七天）向学校提出退学申请者，可退全额学费、住宿费的70%；超过7天，学费、住宿费一律不退。
5. 已办理了学习居留许可者申请退学，应在递交退学申请后三天内到杭州市公安局出入境管理局办理居留许可注销和临时停留签证手续，否则不予退费。
6. 学历生办理延长签证须在本学期结束前一个月提出申请，并缴纳下学期的学费，即可办理延长居留许可或签证。办理了延长居留许可手续之后，若提出不再继续学习，须到杭州市公安局出入境管理局办理学习居留许可注销和临时停留签证手续。学校视学习时间参照第4条办理退费。
7. 根据中国美术学院计划财务处的有关规定，凡退学费、住宿费者，必须交回原始发票，否则不能办理退款手续，请同学们妥善保管好原始票据。
8. 自费、公费学历生在学制内未按时完成学业需要延长学习年限，学费与中国美术学院公示学费标准一致。

## 学籍管理条例

一、国际本科生学历教育培养环节（学籍管理）与中国学生趋同，依照《中国美术学院普通全日制本专科生学籍管理实施细则（修订）》实行。

1. 本科生留级制度：由 2019 级本科生开始，国际学生留级制度取消。
2. 本科生学位授予工作依照《中国美术学院学位授予工作细则（修订）》实行。学生在学校规定年限内，汉语水平考试（HSK）需达到 5 级，否则不予发放毕业和学位证书。

备注：国际学生公共课必修课程：汉语类、体育类、计算机、艺术理论、中国文化、中国概论类及其他课程；免修课程：思政课程、外语课程、综合素质课程及军事训练课程。

二、国际硕博生学历教育培养环节（学籍管理）与中国学生趋同，依照中国美术学院研究生手册学籍管理条例实行。

# 奖学金评审

## 中国美术学院国际学生中国政府奖学金年度评审实施细则

**第一条** 根据中国国家留学基金管理委员会关于国际学生奖学金年度评审制度,中国美术学院作为接受中国政府奖学金生的高等院校和年度评审单位,特制定本实施细则。

**第二条** 年度评审的目的是为了规范来华国际学生奖学金的管理,发挥奖学金的激励作用,提高国际学生努力学习、遵纪守法、团结友好的自觉性、培养品学兼优的人才。

**第三条** 年度评审的对象为所有享受中国政府全额奖学金或部分奖学金的在学人员(以下简称奖学金生,含本科生、硕士研究生、博士研究生、普通进修生、高级进修生等)。

- 1、获准在校学习期限超过一年的奖学金生,每年均需参加一次奖学金评审。
- 2、即将完成学业,继续申请奖学金在华深造的奖学金生,在结束学习的当年,仍需参加奖学金评审。
- 3、因病休学,后又获准复学的奖学金生,根据其休学前和复学后的状况进行评审,其休学期不计入已确定的学习年限。

**第四条** 年度评审内容:

- 1、学习成绩:学年度第一学期的各科考试、考核成绩;第二学期的学习基本情况(含期中考试、考核成绩)。
- 2、学习态度:按时上课,勤奋好学,任课教师或指导教师的评语在良好以上。
- 3、行为表现:遵守中国法律和中国美术学院校纪校规,尊敬师长,积极参加学校活动,爱护公物。
- 4、在校期间的奖惩情况。

**第五条** 年度评审程序：

- 1、年度评审工作的时间：每年4月20日至5月10日。
- 2、由国际教育学院负责向参加年审的政府奖学金生发放年审表格和相关材料，做好说明解释工作；
- 3、由申请下一年度政府奖学金生本人填写《国际学生奖学金年度评审表》第一面，填写后交国际教育学院国际学生科201办公室；
- 4、学习汉语的政府奖学金生，根据其出具成绩单和老师评语，按年度评审内容的要求，评审该生在本学年的情况；
- 5、硕博研究生每月必须向国际教育学院办公室报到一次。
- 6、在各院(系)学习的政府奖学金生由各院(系)出具成绩单、专业导师评语、(中有删去)系主任签字和院系盖章后送国际教育学院国际学生科201办公室；
- 7、进入学位论文阶段的政府奖学金生，由导师写出本学年论文进度及学习情况评语，系主任签字后送国际教育学院国际学生科201办公室。
- 8、由国际教育学院综合所在院(系)和导师(教师)的意见，按教育部的要求，填写评审表第二面，经国际教育学院负责人签字并加盖公章后，于每年5月中旬正式行文上报国家留学基金管理委员会。
- 9、国家留学基金管理委员会于每年6月30日前将评审决定通知学校,并由学校通知申请人。必要时，通知学生派遣国的驻华使馆或派遣单位。

**第六条** 年度评审决定分为“合格”和“不合格”两种。“不合格”者分为“中止”、“取消奖学金”两种。凡“中止”者，其享受奖学金的资格自下一学年起中止，中止奖学金的期限为一学年。“取消奖学金”者自下一学年开始取消其奖学金资格。

- 1、中止奖学金者，可向学校提出书面申请，在获得学校同意后可自费或者减免



费用留校继续学习。

- 2、中止奖学金后留校学习者，可在中止期满后申请恢复奖学金。申请者须向学校提出书面申请，并由学校按规定审核，同意后，报国家留学基金管理委员会核准。
- 3、中止奖学金后退学离校者，不得申请恢复奖学金。

**第七条** 有下列情形之一，原则上不能通过奖学金年度评审：

- 1、本科生一个学期两门文化课程或一门专业课程经补考仍不合格者。硕士研究生一学期有两门学位课程考试不合格，或有一门学位课程经补考后仍不合格者。
- 2、博士研究生有一门学位课程考试不合格者。
- 3、各类研究生经过中期考核后仍被认为不宜继续培养者或学位论文工作中明显表现出科研能力弱者。
- 4、违反考场纪律作弊者。
- 5、因各种原因被学校给予严重警告以上处分者，或累计受学校书面警告处分两次者。
- 6、因各种原因应退学者。

凡无故不接受年度评审者，取消其继续享受奖学金的资格。

## 中国美术学院浙江省政府奖学金评审实施细则（自费生）

为鼓励和资助有意来浙江省学习、品学兼优，对中国友好的优秀国际学生（自费生），浙江省政府设立“浙江省政府国际学生奖学金”。根据《浙江省政府国际学生奖学金管理办法》进行评选。

### 一、奖学金内容和标准

奖学金分 A、B 两类，用于资助优秀国际学生。

主要用途：缴纳注册费、学费、基本教材费、住宿费、重大疾病与意外事故保险等。奖

励标准：

1.A 类奖学金（研究生）：30000 人民币/年。

2.B 类奖学金（本科生）：20000 人民币/年。

申请人应按照 A 类、B 类奖学金规定的条件，在规定期限内向学校提出书面申请，每学年一次，符合条件的国际学生可连续申请。

### 二、开放专业

中国美术学院开设的全部专业。

### 三、申请人资格

1. 申请人对华友好，身体健康，入学时专业审核优良的外籍新生、在读期间品学兼优的外籍学生

2. 本科生（30 周岁以下）、硕士生（35 周岁以下）和博士生（40 周岁以下）

3. 申请人未同时获得其它各类奖学金资助。
4. 申请者须积极参加浙江省政府和学校组织的各类活动。
5. 申请人须表现良好, 在校内无旷课等违反校规校纪行为, 在校外无违反中国法律法规的行为。
6. 申请人本学年专业成绩平均分达 75 分及以上者。
7. 有以下情况者, 不能申请奖学金:
  - ① 出勤率低于 85%者;
  - ② 成绩出现不及格者。
  - ③ 有欠费记录者。

### **三、申请日期**

每学年第一学期开学第一周由学生提交院系审批, 后由各二级学院统一递交国际教育学院。

### **四、申请所需材料**

所有申请材料一式 2 份, 主要包括:

- 1、《浙江省政府来华留学生奖学金申请表》;
- 2、经公证的学历证明与经专业院系盖章的成绩单的复印件;
- 3、护照复印件;
- 4、健康证明;
- 5、硕士博士研究生需要提交 2 封推荐信。

## 五、申请流程

以个人提交申请的方式，个人若不提出申请，视为放弃，不予参加评选。

1. 登陆网站 <http://admission.caa.edu.cn/>，下载并填写《浙江省政府奖学金申请表》。

(一式 2 份)

2. 每位申请者的材料装在一个档案袋中，交给各专业院系负责老师。

3. 由国际教育学院根据《关于“浙江省政府国际学生奖学金”管理办法》，对申报者的各项条件进行初评、复评，最终推荐出人选名单，交总院主管领导审核批准。

4. 经总院主管领导审定批复的得奖人名单将在校内予以张榜公示一周，并于每年 9 月 15 日前上报浙江省教育厅。

5. 经浙江省教育厅批复，奖学金由总院计划财务处直接打入获奖学生提供的银行账户。

注：

该奖学金每年 9 月评选一次，评审合格者，方能享受该学年奖学金。

详见：<http://admission.caa.edu.cn/>

## 中国美术学院国际学生奖学金评审实施细则（自费生）

为鼓励和资助有意来中国美术学院学习、品学兼优的优秀国际学生,中国美术学院设立“中国美术学院国际学生奖学金”。鉴于我们艺术院校的特殊性,评选条件和评选规则如下:

### 一、奖学金内容和标准

- 1.博士研究生:40000 人民币/年。
- 2.硕士研究生:30000 人民币/年。
- 3.本科生:20000 人民币/年。
- 4.语言进修生(含普通进修生、高级进修生):6000 人民币/年,绘画进修生(含普通进修生、高级进修生):20000 人民币/年,

### 二、申请人资格

1. 申请人须为已获得浙江省政府奖学金的国际学生(含本科生、硕士研究生、博士研究生)。
2. 申请人为中国美术学院国际教育学院在读一年以上(含一年)进修生。
3. 申请人的年龄及条件:①本科生(30周岁以下)、硕士生(35周岁以下)、博士生(40周岁以下)、进修生(不限年龄);②无任何处分及欠费记录者;③根据考试成绩和综合表现进行评审。
4. 申请者须积极参加浙江省政府和学校组织的各类活动。
5. 有以下情况者,不能申请奖学金:
  - ① 出勤率低于85%者;
  - ② 成绩出现不及格者。

### 三、申请日期

每学年第二学期开学第一周由学生提交院系审批,后由各二级学院统一提交国际教育学院。

### 四、申请流程

以个人提交申请的方式,个人若不提出申请,视为放弃,不予参加评选。

1. 登陆网站 <http://admission.caa.edu.cn/>, 下载并填写《中国美术学院国际生奖学金申请表》。(一式 2 份)

2. 每位申请者的材料装在一个档案袋中,交给各专业院系负责老师。

3. 由国际教育学院根据《关于“中国美术学院国际生奖学金”评选的暂行规则》,对申报者的各项条件进行初评,选出推荐人选,交总院主管领导审核批准。

4. 经总院主管领导审定批复的得奖人名单将予以张榜公示,以资奖励。

奖学金由总院计划财务处直接打入获奖学生提供的银行账户。

### 五、申请所需材料

1. 《中国美术学院国际生奖学金申请表》(表格必须经过导师意见签字与专业院系意见盖章)

2. 成绩单(成绩单必须经专业院系盖章)

注:

该奖学金每年 3 月评选一次,评审合格者,方能享受该学年奖学金。

详见: <http://admission.caa.edu.cn/>

## 住宿管理制度

### 一、国际学生宿舍管理办法

根据《中国美术学院学生宿舍（公寓）管理办法》，结合国际学生管理实际，特制定本办法。

第一条 每学期开学注册报到日，应缴纳本学期住宿费，因故不能按时缴纳，须经国际教育学院同意。

第二条 根据中国美术学院国际学生宿舍管理办法，国际生以抽签形式入住。任何人未经国际教育学院同意不得擅自互换房间。

第三条 宿舍只提供与在读国际学生入住，不提供夫妻、子女等家属用房。住宿学生不得在宿舍内留宿非本宿舍人员，一经发现，将按每人每天 200 元罚款。因擅自留宿非本宿舍人员造成其他同学或集体财产损失、人身伤害的，留宿者还将承担连带赔偿责任或法律责任。

第四条 宿舍电费自理，每月学校补贴 10 度电，视季节变化调整补贴度数；热水费自理。国际学生应及时缴纳水电费。

第五条 学生退宿时应：

1. 缴清电费等各项费用；
2. 清理完个人物品、将房间打扫干净恢复原样；
3. 携带房间钥匙、空调遥控器；
4. 到宿舍一楼向管理人员办理退宿手续。

第六条 毕业、结业、退学、转学等，需在规定时间内将所有个人物品搬离宿舍并办理退宿手续。无特殊原因未在规定期限内搬出的或办理退宿手续的，视为违约留宿，将按每天 200 元罚款。

第七条 增强安全意识和法制观念，提高防范能力与自我管理能力。住宿学生应自觉维

护宿舍安全，对外订外卖，寄发快递，须本人在宿舍门口等候领取，寄发。未经允许，值班室有权阻止其入内。

第八条 住宿学生应自觉维护宿舍安全，增强安全意识和法制观念，提高防范能力、自我管理能力和自救逃生能力。

第九条 住宿学生发现火警、火灾等事故时，应及时报警、快速撤离现场。发现刑事、治安等案件时，应保护现场，及时报告保卫部门和宿舍管理部门，并协助处理。

第十条 续住（退住）住宿的学生，在每学期6月份和次学期的12月份办理住（退）申请手续。每学期结束，学校将对学生宿舍进行统一调配，或暑、寒假期间对学生宿舍用途进行调整，在住学生应予以积极配合，服从学校统一安排，不得以任何理由阻挠调整工作。

第十一条 住宿学生应注意防盗安全，妥善保管个人物品；不得将寝室钥匙、宿舍门禁卡借予他人，私自调换或另加门锁；丢失钥匙后要及时报告值班室，由管理部门更换门锁，费用自理。

第十二条 住宿学生应自觉遵守宿舍会客制度和宿舍安全管理制度，自觉配合管理人员的管理。来访客人须在值班室登记，遵守相应的会客管理规定。

第十三条 学生宿舍实行查房制度。宿舍管理人员定期或不定期实施相关检查，维护宿舍公共秩序，保障宿舍公用设施、设备完好。

第十四条 学生宿舍实行传染病申报制度。凡有《中华人民共和国传染病防治法》规定的各类传染病患者，应主动报告楼内管理人员。住宿学生如发现宿舍内有传染性、疾病疑似患者，应及时报告；传染病病人、病源携带者和疑似传染病人，在治愈前或者在排除传染病嫌疑前，应服从学校医院的医疗指导意见，积极配合相关住宿的调整和安排。



- 第十五条 住宿学生应自觉保护公共环境卫生，共同创造文明、整洁、有序的住宿环境。尊重、珍惜工作人员劳动成果，保持走廊“24小时无垃圾”；室内垃圾请直接倒入卫生桶内，袋装垃圾请及时带到指定的垃圾堆放点；危险废弃物放入指定的存放点；自觉爱护宿舍楼道摆放的绿化；禁止在宿舍公共区域吸烟。
- 第十六条 住宿学生应互相尊重，团结友爱，自觉维护公共秩序，遵守作息時間，养成良好的学习生活习惯。
- 第十七条 学生宿舍内禁止经商或其他相关行为。
- 第十八条 住宿学生离宿时应做到遵纪守法、文明离宿，将房间打扫干净。在离宿期间要注意爱护宿舍内公共财产，主动配合工作人员清点公共设施和設備，按规定自觉缴纳所有欠繳或需賠償的费用。
- 第十九条 住宿学生应爱护学校公共财产，妥善使用宿舍楼和寝室內的水电设施、门窗、玻璃、家具、及其他各项设施、設備。
- 第二十条 寝室內个人使用的家具由使用者本人保管，共同使用的家具由宿舍成员共同負。未經宿舍管理部门同意，不得将任何由学校统一配置的家具转借他人，或将自备或其它场所的家具搬入学生宿舍使用，或私自拆卸、移动、损坏、丢弃宿舍内家具及设施设备。
- 第二十一条 各校区宿舍管理部门受学校委托不定期对公用设施、设备进行清点检查和修理。住宿学生如发现设施设备有损坏、丢失等现象，应及时到值班室登记报修。人为损坏的，要照价赔偿，相关责任人須自行承担维修、更换费用。
- 第二十二条 住宿学生应注意安全用电。住宿学生在宿舍内不得安装和使用大功率电器。
- 第二十三条 住宿学生应节约用电用水，杜绝浪费现象。
- 第二十四条 住宿学生寝室布置力求美观大方，格调健康高雅，环境整洁有序。

第二十五条 住宿学生应严格遵守校纪校规、宿舍管理办法和住宿协议等规定，恪守相关文明公约。违纪者将按学校相关规定处理，直至追究相应的经济、法律责任。

第二十六条 宿舍楼内发生违纪行为的，将根据《中国美术学院学生违纪处分暂行规定》给予当事人相应纪律处分，情节严重的还将追究其相关的经济、法律责任。

第二十七条 宿舍内发现有下列行为，学校相关部门有权制止，并视情节轻重给予通报批评或纪律处分，乃至追究法律责任。

#### 1. 影响公共秩序的行为

- (1) 拒绝配合学校卫生、纪律和安全检查。
- (2) 在楼内外乱丢垃圾、乱泼污水或将水倒入垃圾桶内。
- (3) 在墙壁、楼道乱涂乱画，张贴、散发各种海报、传单等。
- (4) 擅自装修寝室，或在墙面上凿进铁钉等硬物。
- (5) 私自移动、拆装家具及设施设备。
- (6) 私自安装大功率电器。
- (7) 在走廊和房间内擅自拉绳晾晒衣物等。
- (8) 饲养宠物。
- (9) 将剩饭菜倒入下水道中，造成堵塞。
- (10) 造成公共用水用电严重浪费。
- (11) 酗酒、赌博、嫖娼、吸毒、贩毒等违法犯罪活动。
- (12) 其他影响公共环境和秩序的行为。

#### 2. 影响安全的行为

- (1) 使用床头灯和充电应急灯。
- (2) 私拉网线、电话线，私调水电表。

- (3) 在门厅、走廊、消防通道、寝室、阳台等处堆放自行车、丢弃杂物等。
- (4) 乱丢烟蒂。
- (5) 攀爬门窗、顶楼、栏杆等危险行为。
- (6) 私自配房门钥匙、调换门锁或将寝室钥匙、门禁卡私借他人。
- (7) 私自调换寝室、床位，占用其它床位，或将床位转租、转借他人。
- (8) 违反门禁管理规定。
- (9) 存放易燃、易爆物品。
- (10) 使用电炉、电热锅、电取暖器等大功率电器及电热毯等易燃物品。
- (11) 在房间内烹饪、烧烤。
- (12) 高空抛物。
- (13) 其他影响公共安全的行为。

### 3. 影响他人学习和休息的不文明的行为

- (1) 在自修时间或就寝时间大声喧哗或进行下棋、踢球、溜冰等其它运动。
- (2) 不尊重他人空间和隐私，不爱惜他人劳动成果。
- (3) 使用电话、电视机、收音机等不注意控制音量或大声喧哗、哄笑、唱歌、嬉闹影响他人学习和休息。
- (4) 有歧视、侮辱、诽谤他人的行为。

### 4. 其他违反学校宿舍管理办法的行为。

第二十八条 宿舍楼顶只用于晾晒衣物，禁止聚会，每天晚上 18:00 将关闭宿舍楼顶；学生可在宿舍 1 楼活动区进行聚会活动。

第二十九条 住宿学生如违反住宿管理条例或住宿协议规定，且屡教不改的，国际教育学院有权取消其住宿资格。待其重新承诺愿意遵守住宿管理条例及住宿协议规定

后，经国际教育学院办公室批准，重新办理住宿手续。

第三十条 本办法由国际教育学院和宿舍管理部门负责解释。

## 二、国际学生校外住宿管理制度

1. 国际学生原则上应在学校宿舍内住宿，确需住宿校外者应先向国际教育学院申请，并按照公安出入境管理部门办理相关校外住宿手续。
2. 办理校外住宿应事先做好以下准备：
  - (1) 租赁房的国际学生应请房东出示《治安许可证》，并与房东签订租赁合同书，并将租赁合同书、房东身份证复印件、联系电话（各一份）交至国际教育学院备案。
  - (2) 住宿宾馆、饭店、租赁公寓房的国际学生应提供宾馆、饭店或所租赁的公寓房物业部门出具的相关住宿期限证明。
  - (3) 亲属处的国际学生：
    - ① 须提供担保人(指借住地户主) 的相关情况(姓名、住址、与被担保人的关系及有效证件) 。
    - ② 担保人须与被担保人签署书面担保书，并承诺：
      - a) 同意被担保人住宿其处；
      - b) 愿意承担相应的法律责任。
3. 办理校外住宿登记手续程序
  - (1) 首先应向国际教育学院相关办公室递交《中国美术学院国际学生校外住宿申请表》，并提供租赁合同等相关材料供审核，经国际教育学院同意才能在校外住宿。

- (2) 入住后 24 小时内, 持本人护照等有效身份证件去住宿地所在派出所办理临时《境外人员申报临时户口凭证》。
- (3) 持《境外人员申报临时户口凭证》到国际教育学院存档, 并登记住所电话或手机号码等联系方式。
- (4) 变更校外住址的国际学生, 须重新履行上述相关手续。
4. 校外住宿学生因病因事不能来校参加教学活动时, 应按照相关学籍管理规定履行请假手续。
5. 国际学生在校外住宿应注意人身和财产安全, 不使用违章电器, 不违章驾驶摩托车, 遇到可疑人员或紧急情况及时向相关保卫人员或公安部门报告。
6. 国际学生在校外住宿必须严格遵守中国法律条例, 不得从事危害中国国家安全以及违反中国法律和相关治安条例的活动。
7. 国际教育学院将不定期配合公安部门对校外住宿的国际学生进行安全查访, 国际学生应予以积极配合, 不得无理阻拦或拒绝查访。
8. 国际学生校外住宿发生突发情况, 应立即报告公安部门和国际教育学院相关管理老师, 并配合进行处理。

※ 《中国美术学院国际学生校外住宿申请表》可在国际教育学院网站下载:

(<http://admission.caa.edu.cn/>)。

### 三、离校

- 1、退学、毕业或结业离校时, 须到国际教育学院办理相关手续。
- 2、休学、毕业或结业的国际学生应在规定内离校。
- 3、主动申请退学、勒令退学、开除学籍的国际学生必须在临时停留许可签证有效期内离校。

## 安全制度须知

为维护学校良好的学习秩序，保护国际学生的人身安全，保证国际学生能够顺利完成学业，根据中国相关法律、法规及学校的相关规定，特对如下安全事项予以提醒。国际学生如违反以下任何规定或忽略有关提醒，则须对所造成的后果承担相应的责任。

一、 遵守中国的法律、法规，尊重中国的社会公德和风俗习惯。必须按照公安部门的相关规定及时办理居留许可及变更、延期等手续。国际学生触犯中国法律构成犯罪者，按法律规定处罚。

二、 遵守学校校纪校规。违反者视情节轻重按《中国美术学院学生违纪处分办法》(修订)和《中国美术学院校园治安管理规定》等给予处分。

三、 **住宿安全：**同上一章《住宿管理制度》

四、 **交通安全：**

1. 严格遵守交通规章制度，严禁无证驾驶机动车。不准酒后骑车驾车，不准驾驶摩托车、燃油助动车和大功率电瓶车，不准骑车带人，不准超速行驶，不得逆向行驶。在校园内骑车需缓行，在指定区域停车。
2. 电动自行车驾驶规定参照《中国美术学院学生手册》之《中国美术学院电动自行车管理规定（试行）》。
3. 乘坐出租车一定要选择正规出租车公司的出租车，并索取发票。谨慎使用网约车，不要乘坐“黑车”、“摩的”。

五、 **财务安全：**

1. 妥善保管好个人财物，应将多余的现金存入银行，银行账户密码不要告诉他人，贵重物品不要随意存放在教室、图书馆等公共场所。

2. 防范金融诈骗，警惕“网络贷”、“校园贷”等借贷平台，遇到可疑情况及时与老师沟通。换汇一定要去银行，不得在私人商店或个人处换汇。在非正式营业点换汇是违法行为。

## 六、 禁毒管理：

1. 严禁使用，占有，贩卖毒品等涉毒行为。毒品是指鸦片、海洛因、甲基苯丙胺（冰毒）、吗啡、大麻、可卡因以及国家规定管制的其他能够使人形成隐僻的麻醉药品和精神药品。
2. 毒品的主要分类：
  - ①传统类毒品：海洛因、吗啡、鸦片、大麻等。
  - ②合成毒品：冰毒、麻古、摇头丸、开心、神仙水等。
  - ③新精神活性物质：氯胺酮、卡西酮类、色胺类、恰特草、合成大麻素类、芬太尼类、蓝精灵、笑气等。
  - ④以下植物为制造毒品的原料：罂粟、古柯、麻黄草等。
3. 中国美术学院依照法律法规对一切涉毒行为采取零容忍态度。一经发现国际学生有使用、占有及贩卖毒品等涉毒行为，立即开除，并遵照法律法规交由公安机关处理。按照《治安管理处罚法》的规定，吸食、注射毒品的，处十日以上十五日以下拘留，可以并处二千元以下罚款。

## 七、 宗教活动：

我校尊重国际学生的民族习俗和宗教信仰。严禁校内进行宗教聚会、传教等各种宗教活动。具体请参阅《中华人民共和国境内外国人宗教活动的管理规定》。若有学生需要参加宗教活动，须向国际教育学院报备。

外国人不得在中国境内进行下列传教活动：

1. 在中国公民中委任宗教教职人员;
2. 在中国公民中发展宗教教徒;
3. 擅自在宗教活动场所讲经、讲道;
4. 未经批准在依法登记的宗教活动场所以外的处所讲经、讲道, 进行宗教聚会活动;
5. 在宗教活动临时地点举行有中国公民参加的宗教活动, 被邀请主持宗教活动的中国宗教教职人员除外;
6. 制作或销售宗教书刊、宗教音像制品、宗教电子出版物等宗教用品;
7. 散发宗教宣传品;
8. 其他形式的传教活动。



## 国际学生下乡考察费有关规定

根据总院教学院历，每学年各院（系）将安排社会实践课程，各学历生必须参加下乡课程。

### 一、学历生下乡经费规定：

1. 国际学生（本科生、研究生、博士生）根据各所在院系教学安排，完成下乡写生、考察、调研等课程。其下乡经费与各所在院系专业的中国学生下拨经费等同，向各二级院系统一领取。
2. 因个人原因，不能参加下乡实践课程的学生，一律不得领取下乡经费补贴。

### 二、非学历生下乡经费规定：

1. 进入各二级院（系）专业进修学生与各所在院系学生下乡下拨经费标准等同。
2. 国际教育学院外籍普通进修生（含高级进修生）下乡写生课程经费，按国际教育学院规定执行，因个人原因，不参加者，视为放弃。

### 三、经费报销范围：

经费报销范围：以总院计划财务处相关文件为准。

## 保险和医疗

一、 学校各校区设有校医务室，国际学生日常患病可以先到校医务室就诊。

校医务室：象山校区17号楼101，范医师13967150839

南山校区宿舍楼小卖部门口对面，蔡医师19941291196

工作时间：象山校区13:00-16:30，南山校区13:30-16:30（双休、国家法定节假日、寒暑假除外）

二、 如有必要，国际学生可以到校外医院就诊，建议到市内省级或者市级公立医院就诊，就诊时请出示本人护照。

三、 如需要紧急救援，可拨打急救中心电话：120。

四、 国际学生综合保险

根据中国教育部相关文件，在华国际学生必须购买“来华国际学生综合保险”。六个月（含半年）保费400元，六个月以上一年以内保费800元。全额奖学金生和全额交付学费的自费国际学生，可享“来华国际学生综合保险”

详情见网站：<http://www.lxbx.net>（有英、日、俄、越、韩五种语言）。

(1) “来华国际学生综合保险”内容包括：意外伤害医疗、住院医疗、意外残疾及死亡保险责任。就诊医院仅限中华人名共和国大陆境内公立医院。

(2) 特别提示：保险公司新增加疾病门诊责任险，加险不加保费，提供的是门诊医疗2000元以上的责任。为此门诊责任定制了一套全程医疗管理服务，即：当参保学生不舒服需要就诊时，可拨打服务电话4008105119转1（24小时双语支持），取得疾病咨询、治疗建议、网络医院信息、保险理赔指导及住院垫付等服务。

(3) 如因生病或意外需住院治疗，请及时拨打服务电话4008105119转1（24小时

双语支持)。同时告知国际教育学院主管老师,以便处理保险理赔事宜。

- (4) 学生住院治疗期间的医药费先由学生本人垫付,出院时准备好以下材料,再申请保险理赔支付【◇出院小结 ◇医院诊断证明 ◇住院收费收据 ◇住院医疗费用汇总清单 ◇门诊病历及收费收据(若有院前或院后门诊) ◇护照复印件(个人信息页)】。

住院治疗期间可办理第三方垫付服务,学生无需自己垫付所有住院费用,但必须在确定住院前先联系主管老师。

- (5) 我们建议国际学生在杭州市的下列医院门诊就诊:

◇浙江大学医学院附属第一医院(杭州市庆春路79号)

◇浙江大学医学院附属第二医院(杭州市解放路88号)

◇浙江大学医学院附属杭州市邵逸夫医院(杭州市庆春路3号)

◇浙江省中医院(杭州市邮电路54号)

◇杭州市第一人民医院(杭州市上城区浣纱路261号)

◇杭州市第三人民医院(皮肤病专科医院,杭州市西湖大道38号)

◇浙江省人民医院(杭州市下城区上塘路158号)

◇浙江省中医院(杭州市上城区邮电路54号)

- (6) **重点提示:**因打架、斗殴等违反法律、校纪行为导致伤亡事故所支付的医疗及其他相关费用,由当事人自理。

- (7) 在一个保险期内(1学年),门诊医疗费总额超过650元者,可以申请办理650元以上部分的门诊医疗费理赔手续,凭病历、检查项目和用药清单以及医院发票由国际教育学院初审后,寄往北京国际学生保险承保公司办理理赔审核手续,保险公司将按规定审核报销650元以上的部分门诊医疗费。镶牙、补牙、

拔牙、配眼镜、分娩、人工流产、性病、矫正生理缺陷、美容、购买营养补品和其他超出公费医疗支付范围和标准的费用以及治疗来华前已患的慢性疾病的费用，都不在保险范围内，须本人自理。

- (8) 在校学习的国际学生必须要有医疗保险。交流生和按周缴纳学费的进修生，必须自行购买“来华国际学生综合保险”或者其本国的海外医疗保险（需要提供其本国保险公司开具的相关证明。）

## 温馨提醒

- 1、其他更多关于在校生活学习的内容，参见中国美术学院国际教育学院网站：

<http://admission.caa.edu.cn/>→学生服务→新生须知

- 2、国际教育学院 201 办公室联系方式：

电话：0571-87164712（栾老师、李老师） 邮箱：[caaic@163.com](mailto:caaic@163.com)

山北七号宿舍楼 607 办公室联系方式：

电话：0571-87200630（毛老师）

## 声明

1. 本手册内容正式版本用中文表述，并提供相应的英文翻译。当英文翻译与中文版内容有出入时，以中文版为准。
2. 本手册的解释权归中国美术学院国际教育学院。
3. 本手册定稿于 2019 年 7 月 1 日，如政府部门、学校新颁布的法规与本手册有不一致之处，以新颁布的法规为准。
4. 原学生手册作废。

# **ENGLISH TRANSLATION**

# CHAPTER I: Instructions for Admission

## Registration and Enrollment

### I. New students Registration and Enrollment

1. Bring your passport, letter of admission, JW201 or JW202 Form and register at International College of China Academy of Art (Hereafter called CAA) during the designated time. Submit other necessary documents in accordance with the requirements of the letter of admission for verification. Please prepare 2 photos (size: 2 inches) of full face with no hat on and in white background. Entry Form for International students CAA will be filled upon registration. Collect Students' Handbook for Foreign Undergraduate Students.

(1) After registration at International College CAA, foreign undergraduate students will go to register in relevant college or department of your own major. The new students will attend the document photo shooting. (Exact time to be announced).

(2) Postgraduates and doctoral students are divided into two categories: those who need to take Chinese lessons and those who don't take Chinese lessons.

A、 Postgraduates and doctoral students who don't take Chinese lessons will first register at International College, CAA and then go to register in relevant college or department of your own major .

B、 Those who need to take Chinese lessons will study Chinese at International College together in the first school year. If you get more than 180 points of HSK level IV, you will register in your professional department with the Entry Notification after registering at International College in the second academic year.

(3) Visiting scholars register at International College CAA.

2. Upon registration, international students (self-funded) must make full payment of tuition and accommodation fees, etc for the first school year. Please present related bank receipt if you have remitted via bank.

3. International students with China government scholarship who register punctually as per letter of admission will be provided living expenses for that month.

(3) New students who register before Sept. 15 (incl. 15<sup>th</sup>.) will be provided living expenses for the whole month. Those who register after Sept. 15<sup>th</sup> will be provided living expenses for a half month.

(4) Living expenses for winter and summer vacation will be provided as usual.

4. In case you couldn't register punctually, you must go through the written applying formalities in advance. Send an email to International College CAA and obtain

consent from International College. Those who don't register without any proper reason within two weeks will be treated as waiver.

5. Letter of Admission must bear the authorized stamp of CAA. No other documents are valid.

## II. Start-up Education for Freshmen

Freshmen are not allowed to leave school without authorization after admission to school. International College CAA and other related departments will organize a ten-day start-up education for freshmen. Each freshman must attend it, no one may take leave without special reason.

- Content of start-up education: Chinese relevant laws, regulations, public security, traffic safety, religious beliefs, anti-drug education, etc. Interpretation of CAA provisions on school census management, regulations on the use of libraries, introduction of school rules and regulations, study of international students' handbook, etc.

Campus Life Tips:

- Campus Ecard :When you get registered, you will receive a "campus ecard" with your name and school number printed on it. Please keep it safe and sound. Each campus ecard has personal information. With this card, you can enter and go out of the school, library, dormitory and other places. At the same time, you can buy food and other things in the campus canteen and convenience store. This ecard can also be recharged.

Campus ecard recharge: you can log on to the WeChat account "Campus Service of CAA" or go to the campus network center to recharge.

Campus ecard loss report: if you lose your campus card, please go to the campus network center or log on to the WeChat account "Campus Service of CAA" and report it as soon as possible.

Network center campus ecard office hours: 1<sup>st</sup> Fl., Student canteen, BLDG# 9, Nanshan Campus (10:00am--15:00pm); Rm 115, BLDG# 11, Xiangshan Campus (11:00am--13:00pm). Tel:0571-87200083 Both Campuses.

Note:Cable network cost of dormitory can not be recharged online through campus ecard for the time being, you must go to the campus network centre to recharge. Cost: 45 yuan per month.

- Hot water for shower or drink: use Campus Card. The campus card can be deposited at the 1<sup>st</sup> floor of the International Dormitory Building. Office time is Monday, Tuesday, Thursday and Friday from 16:00 to 19:00
- Dormitory Internet access: pay for your Internet fee at the Campus Network Service Center. The cost is RMB 45 per month. How to access: 1)connect your computer with a Ethernet cable; 2)open a web browser; 3) IP address will be automatically assigned. log in with your account and password. Your default account name is your student ID. And your default password is the last 6 digits of your passport number.



- Pay for electricity fee: 1) follow CAA official Wechat service account “CAA Wechat Service Center” (“中国美院微服务”); 2) Press “校园服务”; 3)press “电费充值”; 4) enter your room number and deposit through WeChat Pay ( the cost is RMB 0.538 per kWh, and is prepaid. Your balance will be posted on the billboard on the 1<sup>st</sup> floor of dormitory, on the 28<sup>th</sup> of each month)
- Self-serviced laundry room: washers and dryers are available, and accepts both Alipay and WeChat Pay.
- Library:
  - (1) CAA library website: <http://lib.caa.edu.cn/>
  - (2) Library service guide: <http://lib.caa.edu.cn//guide.aspx>
  - (3) MOOC course (how to use Art Index search)  
<http://zjedu.moocollege.com/course/detail/1821>
  - (4) Featured service (mainly for graduate student): international archive search service. Tel: 0571-87164657, 2628897141

### III. Current Students Registration

At the beginning of every term, current students must register and enroll in International College CAA at the stipulated time with your students' ID to be stamped for enrollment. Your personal information such as passport No., residence validity, residence address, communication, etc will be checked. ONLY AFTER that may you go to register at the different college or department of your own major and collect your curriculum for this term.

1. Upon registration, international students(self-funded) must make full payment of tuition and accommodation fees, etc for the first school year. Please present related bank receipt if you have remitted via bank. Tuition fees for the following school year will have to be paid when the residence permit is extended before the end of the previous school year.

2. Those who are unable to register on time for some reason should go through the formalities of asking for leave in advance. Otherwise, you will be treated as absence from school. If you fail to register for two weeks overdue for no reason, you will be treated as waiver. Tuition fees paid are not refundable. The International College will inform the Entry and Exit Administration of Hangzhou Public Security Bureau to cancel your visa, even though you have paid your tuition fee, or have applied for a residence permit or extended visa.

3. Students with Chinese government scholarship : those who register within the prescribed time at the beginning of each semester, shall be paid living expenses for that month. Those who do not register on time for any reason, shall be treated as absence, scholarships and living expenses shall be paid on the actual date of registration. Those who take leave for more than 15 days for personal reasons shall be suspended to pay scholarships and living expenses during their absence.

4. Living expenses for winter and summer vacation will be provided as usual.

5. The scholarship and living expenses will be terminated from the next

month for those who are suspended, drop-out or return their home country with course complete.

6. The scholarship and living expenses will be provided for a half month more after the graduation date.

## **CHAPTER II: Physical Examination, Residence Permit & Visa**

### **1. Physical Examination**

Foreign undergraduate students who will study in China for more than 6months MUST hand in "Foreign Travelers' Physical Exam Record" . Zhejiang International Travelers' Health Center is responsible for its confirmation. Those who get your study time extended for more than 6months, after entering CAA, MUST have a physical exam in Zhejiang International Travelers' Health Center. ONLY when the international students obtain your "Certificate for Foreigners' Physical Exam Record Verification" are you able to apply for Residence permission.

Those who get certified with the diseases that are NOT allowed to enter China according to Chinese laws must leave China immediately upon the confirmation.

Address of Zhejiang International Travelers' Health Center: No.2 Wensan RD. Xihu District Hangzhou, Zhejiang  
Tel: 0571-87852410

Website: [www.bjzx.ziq.gov.cn](http://www.bjzx.ziq.gov.cn)

Traffic:

Bus stop: Mi Du Qiao( Bus No. 1, B1, Y8, No.10, No.199, No.156, No.290), or

Bus stop: Wen San Rd Ma Teng Rd Cross ( Bus No.13, No.50, No.74, No.179)

Subway: Exit C at Shen Tang Qiao Station of Line 2

EMS service: <http://www.ems.com.cn/>

### **2. Residence Permit & Visa**

(1) New students with visa X1 MUST go to report to the Exit-Entry Administration of Hangzhou Municipal Public Security Bureau within 30 days after entering China to apply for residence permit.

Those with X2 visa (only one time entry and exit from mainland China) but whose study period is within the visa validity, do not need to apply for a residence permit after

entering the country. If those with visa X2 will extend your study , you MUST apply for extension at the International College CAA within 7 days before your visa validity. Then you must go to the Exit-Entry Administration of Hangzhou Municipal Public Security Bureau to apply for extension. Those who stay in China after the visa deadline will be punished according to Chinese laws and have to pay fine by yourselves.

- (2) During your study in CAA, if there is any change of the content in your residence permission, you MUST go to Exit-Entry Administration of Hangzhou Municipal Public Security Bureau to apply for relevant change within 10days.
- (3) Within one month before your residence permission is due, you MUST go to Exit-Entry Administration of Hangzhou Municipal Public Security Bureau to apply for extension with your passport and the certificate issued by International College CAA. If you fail to do so, you will be punished for illegal residence according to Chinese laws and have to pay fine by yourselves. If your deadline happens to coincide with the end of a term, you MUST make it before vacation. No certificate is available from International College CAA during the vacation. The extension of residence is one year each time.
- (4) International students may enter and leave China multiple times during the validity of the residence permit.
- (5) In case your passport is lost, you MUST report to International College and Exit-Entry Administration of Hangzhou Municipal Public Security Bureau instantly so that you can obtain the “Passport Loss Certificate”. Then you may apply for your new passport in the embassy or consulate of your country in China. When a new passport is issued to you, you MUST report to International College and then go to Hangzhou Municipal Public Security Bureau to apply for a new residence permit.
- (6) Students who are graduated or have your course completion WILLNOT be allowed to apply for extension. International students who leave CAA(holding of school census )for suspension, drop-out, or dismissal of school census MUST go to Exit-Entry Administration of Hangzhou Municipal Public Security Bureau to go through necessary formalities like residence change permission,etc.
- (7) Exit-Entry Administration of Hangzhou Municipal Public Security Bureau  
Add: NO.169, Wujiang Road, Shangcheng District, Hangzhou(near Kunpeng Road).  
Tel: 0571-87071973  
Office hour:  
Monday to Friday (except official holidays)  
Morning: 8: 30-12: 00  
Afternoon: 14: 00-17: 00(Summer: 14:30-17: 30)  
Saturday and Sunday  
Morning: 9: 00-12: 00  
Afternoon: 14: 00-17: 00(Summer: 14:30-17: 30)
- (8) International students MUST first make an appointment for residence permit application on the official website as follows:
  - (a) download APP “JingCha Shushu” or link with WeChat A/C No: HZPD0571110 in

- your mobilephone.
- (b) Enter “Exit and Entry Appointment”→Choose “Foreigners”→ Register a new A/C→Get it certified with your true ID.
  - (c) Fill in the forms to make appointment for your application time and police office details.
  - (d) Go to the designated police office at the appointed time with the appointment No. to apply for your residence permission.
  - (9) Residence Overdue fine: RMB500 per day. Maximum RMB10,000. In case it happens, you MUST pay it by yourself.  
Students with such record will have negative influence in assessment of various scholarships that year. If the record turns out severe, the student will be punished according to the provisions of CAA or even legal punishment will be given.
  - (10) Documents and materials to apply for residence permit of new students:
    - (a) Certificate issued by International College CAA for residence permit;
    - (b) Passport (with copies of passport first page, visa page and page with entry visa stamp, one copy for each page);
    - (c) The original yellow page(third page) of Visa Application Form for International students in China(JW201 or JW202);
    - (d) One copy of letter of admission CAA
    - (e) One photo of 2inches of full face with no hat on in white background;
    - (f) Students who live on campus CAA MUST present “Registration Form of Foreigners' Accommodation” issued by International College CAA. Students who live outside campus CAA MUST present an extra “Registration Form of Temporary Residence(HuKou) ” issued by the local police station.
    - (g) Students who have residence permission of other cities than Hangzhou MUST submit the proof of study end, the certificate of achievement and attendance certificate of the former school.( Undergraduate students need to present copy of high school diploma); the residence removal formalities certificate of the entry and exit administration department of original public security there.
  - (11) International students MUST pay for the necessary charges of residence permit by yourselves.
  - (12) Students who extend your residence for more than one year need to verify your Foreign Travelers' Physical Exam Record and get verification proof.

## **CHAPTER III. Payment & Refund for Self-funded International students**

1. International students will make all payments in RMB.
2. International students(Self paid) MUST first pay year tuition and dormitory charges for the whole academic year(including winter and summer vacation) and other necessary payments when you come to register and enroll at the beginning of every academic year. Otherwise no enrollment will be made.
3. When a foreign student(Self paid) is allowed to suspend, the tuition for that term willNOT be refunded but applicable when you renew your school census.
4. When a foreign student(Self paid)submit your drop-out application within 7days of registration and enrollment after payments made, you MAY be permitted to drop out and get refund 70% of dormitory fees and the tuition. If you apply after 7days, NO tuition or dormitory fees will be refunded.
5. The applicant with residence permission who applies to drop out MUST go to Exit-Entry Administration of Hangzhou Municipal Public Security Bureau to cancel the residence permission within 3days of his drop-out application. Otherwise no tuition will be refunded.
6. International students studying for degrees MUST apply for residence extension one month before the end of this term. Only AFTER the tuition for the next term is paid can the residence extension be consented. If the drop-out application is put forward after residence extension is permitted, you MUST go to Exit-Entry Administration of Hangzhou Municipal Public Security Bureau to sign off the residence extension. CAA shall pay off the fees according to Article 4 for the time of study.
7. According to the relevant provisons of CAA"s Planning Finance Office, those who get tuitions and dormitory fees refunded MUST return the original invoices, otherwise NO refund is available. You MUST reserve the original documents well.
8. International students studying for degrees including those with scholarships and self-funded ones, who fail to complete the studies within the normal time will need to extend your study years. Your tuition fee is consistent with the standard tuition fee of CAA.

## **CHAPTER IV. Administration Rules for International students' School Census**

1. School Census management of international undergraduates is similar to that of Chinese students, and is implemented in accordance with the rule details for the implementation of School Census Management of Full-time College Students in China Academy of Art (revised).

(1) Undergraduate repetition system: starting from class 2019, the international student repetition system is abolished.

(2) The award of degree to undergraduate shall be carried out in accordance with the Rule Details for the Award of Degrees in China Academy of Art(Revision).

International students must achieve Level 5 of the Chinese proficiency test (HSK) within the prescribed years, otherwise no diploma or degree certificates will be issued.

Note:

Compulsory courses for international students in public courses: Chinese, physical education, computer, art theory, Chinese culture, Introduction to China and other courses; exempted courses: politics, foreign language, comprehensive quality courses and military training.

2. School Census management of international students studying for degrees is the same as that of Chinese students, and it is implemented in accordance with the Regulations of Administration of School Census for Foreign Graduate Students of CAA.

Attachment 1: Administration Measures for International Graduate Students' Census of CAA (The excerpts of Key Contents)

## **CHAPTER V. Scholarship Appraisal**

### **Annual Scholarship Appraisal Measure of Executive Details for China Government Scholarship to International students CAA**

- I. According to the annual scholarship appraisal system of China National Scholarship Management Committee, CAA, as the receiving institute of students of China National Scholarship and the annual scholarship appraisal unit, hereby drafts this Measure of Executive Details:
- II. The purpose of the annual scholarship appraisal is to administrate China National Scholarship properly so that its encouragement function will work well and improve the self-discipline of the international students to work hard, be law-abiding, friendly and grow to be competent and well-informed people of excellent personality.
- III. Target students of the annual scholarship appraisal are all the international students who are provided total amount or part amount of China National Scholarship(hereafter called “scholarship students” including undergraduate students, graduate students for MA, graduate students for PhD, common visiting scholars, advanced visiting scholars, etc)
  1. Scholarship students who are permitted to study in CAA more than one year will attend the annual scholarship appraisal.
  2. Scholarship students who will complete your studies soon and continue to apply for scholarship for further study in China will attend the annual scholarship appraisal in the year when your studies finish.
  3. Scholarship students who are suspended due to diseases and resumptions are permitted will be reviewed according to your status before suspension and after resumption with the suspension NOT included in the fixed school year limit.
- IV. Content of the annual scholarship appraisal
  1. Performance: exam or test results of the courses in the first term of the school year; the general study situation of the second term(incl. results of the mid-term exam or test)
  2. Attitude: Be punctual to attend class, diligent with remarks of Good or Better from the teachers and tutor.
  3. Behavior: Obey Chinese Laws, CAA regulations and disciplines, respect teachers, attend CAA activities willingly, take care of public property.

4. Award or punishment given in CAA.

V. The procedure of annual scholarship appraisal:

1. Time: 20th April to 10<sup>th</sup> May every year.
2. International College CAA will distribute annual scholarship appraisal forms and necessary materials to those who attend the appraisal. International College CAA is also responsible for interpretation.
3. Scholarship students who apply for China National Scholarship of the next year MUST fill the first page of “Annual Scholarship Appraisal Form for International students” by yourselves and submit it to Room 201, the International students Branch, International College CAA.
4. Scholarship students who learn Chinese that year will be reviewed as per the content and requirements of annual scholarship appraisal based on the school report card and remarks of the teachers.
5. Graduate students MUST report to the Office of International College CAA once a month.
6. All departments and colleges will offer school report card and remarks of the tutors for international students with signature of the deans and authorised stamps, and submit to Room 201, the International students Branch, International College CAA.
7. The tutors will make their remarks of that year for the scholarship students who have begun to write dissertation, with signature of the deans and submit to Room 201, International College CAA.
8. International College CAA will fill the second page of “Annual Scholarship Appraisal Form for International students” according to the review of the departments and colleges as well as the tutor's remarks. Then the Appraisal Form will be signed by the dean of International College CAA and stamped. A formal document and the Appraisal Form will be submitted to China National Scholarship Management Committee before May 20 every year.
9. China National Scholarship Management Committee will inform CAA its decision after assess, CAA will then inform the scholarship students, when necessary, will also inform the Embassy or Consulate of the sending state of the scholarship students.

VI. Annual Scholarship Appraisal decision is of pass or failure. For those who fail, your qualification of scholarship will be terminated or cancelled from the next year. This termination is one year. Cancellation starts from the next academic year.

1. Those whose scholarships are terminated may apply to CAA with written application. When permitted, you can continue to study in CAA with exempt or pay total fees at your own expenses.
2. Those whose scholarships are terminated but continue to study in CAA may apply to resume scholarships when the termination comes to an end. Written application MUST be submitted and reviewed by CAA accordingly. If CAA agrees, the application will be submitted to be cosented by China National Scholarship



Management Committee.

3. Those whose scholarships are terminated and leave CAA will NOT be acceptable for resumption.

VII. Annual Scholarship Appraisal will fail if the applicant is found one of the following situations:

1. Undergraduate students who fail in two cultural courses or a professional course in a semester and still fail in make-up examination. Graduate students for MA fail in exams of two courses, or fail in make-up exam of one course.
2. Graduate students for PhD fail in exam of one course for degree.
3. Foreign graduate students for MA or PhD are regarded NOT fit for further education as per midterm assessment or whose research ability is weak as assessed during dissertation work period.
4. Anyone who cheats in exams and tests.
5. Those who are given such punishment as “Serious Warning” or even worse ones or two "Written Warnings" by CAA.
6. Those who drop out for various reasons.

All those who refuse to accept Annual Scholarship Appraisal without any reason will be terminated for your qualification of scholarship.

## **Scholarship Appraisal Measure of Executive Details for Zhejiang Provincial Scholarship to International students(self-funded) CAA**

In order to encourage and subsidize excellent international students(self-funded), well-informed and of excellent personality and friendly to China, who come to study in Zhejiang Province, Zhejiang Provincial Government has set up “Zhejiang Provincial Scholarship to International students.” They will be elected as per “Scholarship Administration Measures for Zhejiang Provincial Scholarship to International students”.

### **I. Scholarship Content and Standard:**

Three categories of A, B.

Main usage: pay for enrollment, tuition, basic textbooks, dormitory, insurance of critical illness and accidents, etc.

1. Scholarship A(Graduate student): RMB30,000 per year.
2. Scholarship B(Undergraduate student): RMB20,000 per year.

Applicants should submit written application to CAA during the designated time as per conditions of above categories A or B. The scholarship is applied every school year. The applicants conformed to conditions may apply successively.

## **II. This Scholarship is for all majors of CAA.**

### III. Qualification of applicants

1. Foreign freshmen applicants who are friendly to China, in good health, excellent in major at the time of admission, and who are good in morality and study well during your studies.
2. Undergraduate students must be under 30 years of age, graduate students for MA must be under 35 years of age, graduate students for PhD must be under 40 years of age.
3. Applicants who are NOT offered other scholarships at the same time.
4. Applicants need to take part in all kinds of activities organized by Zhejiang Provincial government or CAA actively.
5. Applicants are required to perform well, no absence from class, no other violations of school rules or regulations, and no violations of Chinese laws or regulations outside the school.
6. The average professional score of the applicant of the current academic year is 75 or above.
7. You cannot apply for a scholarship on the following conditions:
  - (a) Attendance is below 85 per cent.
  - (b) Failure in exams and tests.
  - (c) Record of arrears.

### IV. Application Date:

In the first week of every term of every academic year.

### V. Application Materials:

All application materials in duplicate, mainly including:

1. Application Form for Scholarship of Zhejiang Provincial Government for International students to China.
2. A copy of the notarized academic certificate and the transcripts stamped by the professional college or department.
3. Photocopy of passport.
4. Certificate of health.
5. Graduate students for MA or PhD need to submit 2 letters of recommendation.

### VI. Application Procedure:

Please submit applications personally. If you do not apply, you will be deemed to have given up and will not participate in the selection.

1. Please login <http://admission.caa.edu.cn/> to download "Application Form of Zhejiang Provincial Scholarship to International students." Fill it and make two copies.

2. Please pack your materials in one file bag and hand it to the teacher in charge in your professional college or department.
3. International College, CAA will review the applicants firstly as per "Scholarship Administration Measures for Zhejiang Provincial Scholarship to International students" and a second review will be made before selections made for CAA leaders to assess and consent.
4. The list of applicants who are consented by CAA leaders, of whom get selected will be posted in the campus for a week and be submitted to Zhejiang Education Department before Sept. 15<sup>th</sup> every year.
5. With the approval of the Zhejiang Provincial Department of Education, the scholarship is directly transferred into the bank account provided by the award-winning students by the Planning and Finance Office of CAA

Note:

This scholarship is assessed and approved every September. Applicants with approval will be provided this scholarship of that school year.

For details, please refer to  
[http://aite.at0086.cn/site/cn/scholarship\\_cn/show-5071.html](http://aite.at0086.cn/site/cn/scholarship_cn/show-5071.html)  
<http://admission.caa.edu.cn/>

## Scholarship of China Academy of Art

Rule details for the Implementation of International Student Scholarship Appraisal in China Academy of Art (self-funded students)

In order to encourage and subsidize excellent international students(Self-paid), well-informed and of excellent personality and friendly to China, who come to study in China Academy of Art, CAA has set up "China Academy of Art Scholarship to International students." Depending on the special situation of an art institute as ours, the scholarship selection condition and rules are as below:

### **I. Scholarship Content and Standard:**

1. Scholarship to graduate student for PhD: RMB40,000 per year.
2. Scholarship to graduate student for MA: RMB30,000 per year.
3. Scholarship to undergraduate student: RMB20,000 per year.
4. Scholarship to long term visiting scholar(incl. ordinary visiting scholar and advanced visiting scholar) : RMB6,000 per year. Visiting scholar of painting (incl. ordinary visiting scholar and advanced visiting scholar): RMB20,000 per year.

### **II. This Scholarship is for all majors of CAA.**

### III. Qualification of applicants:

1. Applicants who are offered Zhejiang Provincial Scholarship already (including undergraduates, graduates of MA and doctorate graduate students).
2. The applicant is a graduate student of International College, CAA who has been studying for more than one year (including one year).

### 3. Age & conditions:

- ① Undergraduate students (under 30 years of age), graduate students for MA (under 35 years of age), graduate students for PhD (under 40 years of age).
  - ② You must NOT have any record of any punishment or payment arrearage.
  - ③ Will be elected according to the score ranking and comprehensive performance.
4. Applicants should take part in all kinds of activities organized by Zhejiang Provincial government or CAA actively.
  5. You cannot apply for a scholarship on the following conditions:
    - (a) Attendance is below 85 per cent.
    - (b) Failure in exams and tests.

### IV. Application Date:

In the first week of the second term of every academic year, you will submit application to your professional college or department for examination and approval. Then your application will be submitted to International College, CAA.

### V. Application Procedure:

Please submit applications personally. If you do not apply, you will be deemed to have given up and will not participate in the selection.

1. Please login <http://admission.caa.edu.cn/> to download "Application Form of China Academy of Art Annual Scholarship to International students." Fill it and make two copies.
2. Please pack your materials in one file bag and hand it to the teacher in charge in your professional college or department.
3. International College, CAA will review the applicants firstly as per Provisional Rules for the selection of International Scholarship for International students of CAA before selections made for CAA leaders to assess and consent.
4. The list of applicants who are consented by CAA leaders will be posted in the campus.

The scholarship will be directly transferred into the bank account provided by the award-winning students by the Planning and Finance Office of CAA.

### VI. Application materials:

1. "Application Form of China Academy of Art Annual Scholarship to International students." Agreed by tutor with signature and stamped by department or college of your major.
2. Your transcripts stamped by the professional college or department.

Note:

This scholarship is assessed and consented every March. Applicants with consent will be provided this scholarship of that school year.

For details, please refer to <http://admission.caa.edu.cn/>

## **CHAPTER VI. Administration Measures of Accommodation for International students CAA**

According to “Administration Measures of Civilization Construction of Students' Dormitory CAA” along with the administration practice, we hereby stipulate the administration measures.

1. Accommodation payment for this term **MUST** be paid on the registration and enrollment date every term. Those who do**NOT** make the payment **MUST** get permission from International College CAA.
2. International students will reside in the form of lottery. No accommodation or room change without agreement of International College CAA is allowed.
3. Dormitory is available only for international students. No room for husband and wife couple or children in the dormitory. No non-accommodated person is allowed to reside in the dormitory. Upon discovery, a fine of 200 yuan per person per day will be imposed. If there is property loss or injury hencecaused, the responsible student will be responsible for relevant duty such as but not limited to compensation or even legal responsibility if there is any financial loss or human injuries.
4. Electricity fees are paid by students with 10 kilowatt subsidy by CAA. It may be adjusted according to seasonal variation  
Hot water fees are paid by students. International students should pay for fees of water and electricity in time.
5. When check-out, students should:
  - (a) Pay off all expenses, such as electricity charges;
  - (b) After cleaning up your personal belongings, clean the room and restore it to the original status;
  - (c) Carry the room key and air conditioning remote control;
  - (d) Then go to the first floor of the dormitory to check out with the managing staff.

6. Upon graduation, completion, drop-out and transfer, all personal items shall be removed from the dormitory and check-out procedures be done within the specified time. If you fail to move out within the prescribed time limit or go through the formalities of check-out for no special reason, you shall be deemed to be staying in breach of contract and shall be fined RMB200 per day.
7. Enhance safety awareness. Be aware of laws and legal principles. Consciously safeguard dormitory safety. Improve your ability of prevention and self management. Accommodated students MUST wait at the dormitory gate for your ordered takeout and expressed parcels (incl. to be picked up) by yourselves. No one will enter the dormitory without agreement of the duty room.
8. Residential students should consciously maintain the safety of dormitory. Be aware of laws and legal principles. Consciously safeguard dormitory safety. Improve your ability of self management and self rescue capability.
9. In case that fire accident, etc. occurs, students must report to police instantly and come out as quickly as possible. In case that criminal and public security cases, etc. occur, students must protect the site and report to the security department and dormitory administration department instantly and co-operate with them where necessary.
10. Students who continue to stay in (out) shall apply for accommodation in June and December of the second semester. At the end of each semester, CAA will make a unified allocation of the student dormitory, or make some adjustments during the summer and winter holidays. The resident students should actively cooperate, obey the unified arrangement of CAA, and shall not obstruct the adjustment for any reason.
11. Accommodated students should pay attention to theft prevention and safety, properly keep personal belongings; do not lend dormitory keys and dormitory access cards to others, do not change or add door locks privately; report to the duty room as soon as possible after key loss, change the door lock by the management department but you MUST pay for the expenses.
12. Students MUST obey the guest visiting system and security administration system of the dormitory, co-operate with the administration staff consciously. Visitors MUST register in duty room and obey the visiting guests' administration provisions.
13. Room check system is executed in students' dormitory. The dormitory administration staff will check the rooms periodically or irregularly, maintain public order in the dormitory as well as the public equipment and appliances to function well.

14. Infectious disease declaration system is executed in students' dormitory. Patients with infectious disease as per "The Prevention Act of Infectious Diseases of the People's Republic of China" MUST report to the administration staff actively. In case persons with seemingly infectious disease are found in the dormitory, report MUST be made immediately. Patients with infectious disease, carriers of certain diseases and persons with seemingly infectious disease MUST obey the medical instruction of CAA hospital and co-operate for accommodation adjustment and arrangement when necessary before recover or doubts eliminated.

15. Students MUST protect public environment sanitary consciously to keep the dormitory civilized, clean and in good order. Respect and cherish the labor results of the working staff. No rubbish is allowed in corridors day and night. Personal trash MUST be left in the dustbins. Bagged garbage MUST be put at the designated place punctually. Hazardous garbage MUST be put in the designated storage. Take good care of the green plants in the corridors. No smoking is allowed in public places.

16. Students MUST respect and be friendly to each other. Maintain public order consciously and keep daily routines of rise and rest to develop fine living and study habits.

17. No business or similar work is allowed in the dormitory.

18. When students need to go out, you must clean the room and co-operate with the staff to check the public equipment and appliances, pay all the charges in case there is arrearage or compensation.

19. Students MUST take care of public property, all the water and electricity equipment, doors and windows, glass, furniture and other equipment and appliances.

20. Personal furniture MUST only be used by the student yourself. Furniture for public usage MUST be well kept by all the dormitory members. No borrowing, disassembly, moving, damaging and abandoning of the dormitory furniture or equipment is allowed. No private furniture or furniture from other places is allowed to be moved into the dormitory.

21. Dormitory administration department will check, inspect and repair the public equipment irregularly as entrusted by CAA. Students who find damage or loss of equipment MUST register to the duty room for repair. If it is damaged artificially, the person responsible MUST pay the whole amount for compensation or pay for the charges of repair or change.

22. Students MUST be careful with electricity. No high-power electrical appliance is allowed to be installed or used in the dormitory.

23. Students MUST not waste water or electricity.

24. Dormitory decoration MUST be beautiful and dignified with elegant style, clean and in good order.

25. Students MUST strictly obey the provisions and rules of CAA, dormitory administration measures, accommodation agreement, civilization conventions, etc. Those who violate them will be punished according to related provisions of CAA including economic and legal duties when necessary.

26. In case violations of provision occur in the dormitory, the responsible person will be punished as per “Temporary Provisions for Students' Violation of Provision CAA” including economic and legal duties when necessary.

27. If any of following behavior happens in the dormitory, relevant department CAA is authorized to terminate it and publicly criticize the relevant person, or punishment be made to him including economic and legal duties when necessary.

A. Behaviors that disturb the public order:

- (1) Refusal to co-operate in the inspections of sanitary, disciplines and security.
- (2) Littering inside and outside the dormitory building, splitting wastewater everywhere or pour it into the dustbin.
- (3) Doodles painted on the wall or in the corridor, post all kinds of advertisements and leaflets, etc.
- (4) Decorate the room privately, or make holes in the wall to put in iron nails, etc.
- (5) Move or disassembly furniture or other equipment and appliances.
- (6) Install high-power electrical appliance.
- (7) Hang clothesline in the corridors and rooms without permission
- (8) Keep pets.
- (9) Throw leftovers into the drainage and make it clogged.
- (10) Waste much public water or electricity.
- (11) Excessive drinking, gambling, go whoring, drug abuse and trafficking, etc.
- (12) Any other behavior that offends public environment and order.

B. Behaviors that influence safety:

- (1) Bedside lamp and rechargeable emergency LED lamp.
- (2) InterNet cable and telephone cable connected without permission, reset water meter or electricity meter without permission.
- (3) Leave bicycles and trashes, etc. in the doorway, corridors, emergency passages, room or balcony.
- (4) Littering cigarette ends.
- (5) Climbing windows, onto the roof or railings, etc.
- (6) Make duplicate keys, change door locks or lend room key to others without permission.
- (7) Change room or bed with each other without permission, occupy others' beds, or lend or rent bed to others without permission.
- (8) Violation of access control regulations.
- (9) Store flammable or explosive materials.



- (10) Use electric oven, electric pot, high-power electrical appliance electric blanket, etc.
- (11) Cook or barbecue in the room.
- (12) Throwing objects from high floors.
- (13) Other behaviors that endanger public safety.

C. Behaviors that influence others' rest and study:

- (1) Make loud noise or play games like chess, balls, skating, etc during study or rest time.
- (2) Disrespect for the space and privacy of others. Damage the labor working of others.
- (3) Talk too loudly on the phone, make too loud sounds from TV, radio, speaking, laughing, singing or playing with big noise, etc that disturbs others' study and rest.
- (4) Discriminating, insulting and slander behaviors.

D. Other behaviors violating the Dormitory administration measures CAA.

28. Dormitory roof is for drying clothes only. No party there is allowed. It is shut off at 18:00pm every evening. Students may gather and have parties in the activity area on the first floor of the dormitory.

29. Students who violate the terms in “Accommodation Agreement of Students' Dormitory CAA” or the Dormitory administration measures CAA. and don't correct their behavior will be cancelled qualifications to accommodate in the dormitory by International College CAA. After they make new commitment to obey above mentioned provisions, they may check in again with consent of International College CAA.

30. International College CAA and the dormitory administration department are responsible for interpretation of administration measures.

## **Administration System of Residency Outside School for**

### **International students CAA**

I. International students are generally accommodated in CAA dormitories. In case there is necessity, application MUST be made first to International College CAA, then go to apply for residence permission from Hangzhou Exit-Entry Administration of Public Security Bureau.

II. Below formalities are necessary to reside outside campus:

1. International students who rent civil houses MUST ask the host to show “Security Permission” and sign renting contract. Then one copy of the renting contract and ID

- copy of the host **MUST** be submitted to International College CAA for archives.
2. Students who live in hotels and rental apartment must provide relevant residency certificate.
  3. Students who live in houses of their relatives:
    - (1) The guarantors'(ie. host of the house) name, address and their relationship with the students **MUST** be provided along with valid certificate.
    - (2) The guarantor and the guarantee **MUST** sign written guarantee letter and commit that:
      - a. agree to provide lodging to the guarantee;
      - b. be responsible for legal responsibilities.

### III. Procedures to apply for residency outside campus:

1. Application Form of International students to Accommodate outside Campus CAA **MUST** be submitted to International College CAA, renting contracts, and other relevant materials, etc for assess. With approval from International College CAA, **THEN** students can start to reside there.
2. Within 24hours of residing, Application for Temporary Household Registered Residence **MUST** be applied in the local police office with the passport and other valid identity documents, etc.
3. Submit the Application for Temporary Household Registered Residence to International College CAA for archives, and register the communication telephone or mobile numbers.
4. International students who change residency address outside the campus **MUST** go over all the formalities again.

IV. When international students with residency outside the campus are not able to attend school activities due to illness or other affairs, they **MUST** ask for leave as per relevant administration provisions of school census.

V. International students with residency outside the campus **MUST** pay attention to their own safety and take care of their belongings, don't use electric appliances which violates Chinese laws, don't drive motorcars and violate the traffic rules. When in emergency, they **MUST** report to the relevant security staff and police immediately.

VI. International students with residency outside the campus **MUST** obey Chinese laws and provisions strictly, **MUST** not join any activities that are harmful to the national security of China or violate Chinese laws and relevant provisions about security.

VII. International College CAA will make irregular safety inspections on international students with residency outside the campus together with security department. International students **MUST** be co-operative without refusal.

VIII. In case some accident happens to international students with residency outside the campus, instant reports **MUST** be made to local office of Hangzhou Public Security Bureau as well as the relevant teacher of International College CAA and

co-operation be made.

- ※ In case some accident happens to international students with residency outside the campus, instant reports MUST be made to local office of Hangzhou Public Security Bureau as well as the relevant teacher of International College CAA and co-operation be made.

## **Departure**

1. Relevant formalities MUST be made in International College CAA when leaving school due to drop-out, graduation or course complete.
2. International students MUST leave school within stipulated time upon suspension, graduation or course complete.
3. International students MUST leave school within validity of temporary residence permission upon drop-out, ordered quit-school or expulsion.

# **CHAPTER VII. Notes on the Security System**

In order to maintain a good learning order on the campus, protect the personal safety of international students, and ensure that international students can successfully complete your studies, in accordance with the relevant laws and regulations of China and the relevant provisions of CAA, the following safety matters are reminded. International students who violate any of the following provisions or ignore the relevant reminders shall be held liable for the consequences.

1. Observe Chinese laws, acts and provisions of CAA. Respect Chinese social morality and customs. Residence permission, change or extension, etc MUST be obtained punctually as per relevant stipulations of public security department. International students who violate Chinese law constitute criminals, shall be punished in accordance with the provisions of the law.
2. Abide by the rules and regulations of CAA. Violators shall, depending on the circumstances, be subject to the Measures for Disciplinary Violations for Students of

CAA (Revised) and Regulations on the Administration of Campus Public Security of CAA, etc. shall be punished.

**3. Accommodation security:** as per Chapter VI "Accommodation Administration System".

**4. Traffic:**

(a) Traffic rule system MUST be abided strictly. No driving after drinking. No motorcycles, no fuel powered scooters or electromobile of high power. Ride bicycles to yourself ONLY. Speed limit MUST be observed. Do not drive backwards. Ride bikes on campus slowly. Park in designated areas.

(b) Ride E-Bikes as per the Regulations on the Administration of E-Bikes in the Student Manual of CAA (trial version) .

(c) Choose registered taxis and ask for receipts. Don't take "black taxi" or "Mo Di(motor taxi)".

**5. Financial security:**

(a) Take good care of your personal belongings, you should deposit excess cash in banks and never tell others your bank account passwords. Valuables should not be stored in classrooms, libraries and other public places.

(b) Prevent financial fraud. Beware of cheating like "network loan", "campus loan" and other lending platforms. If you have such doubts, communicate with teachers on time. Change currency in banks ONLY. Don't change in private shops or with other people. It is illegal to change currency in informal business places.

**6. Drug Control:**

(a) Drug-related acts such as the use, possession and trafficking of drugs are strictly prohibited. Drugs refer to opium, heroin, methamphetamine (methamphetamine), morphine, marijuana, cocaine and other drugs and psychotropic substances controlled by the state.

(b) Main categories of drugs:

① Traditional drugs: heroin, morphine, opium, marijuana, etc.

② Synthetic drugs: meth, maguo, MDMA,Happy, GHB, etc.

③ New psychoactive substances: ketamine, casidone, tryptamine, Catha edulis Forssk, synthetic marijuana, fentanyl, Smurf(flunitrazepam), nitrous oxide, etc.

④The following plants are raw materials for drug manufacture: opium poppy, coca, ephedra, etc.

(c) CAA tolerates NO drug-related acts in accordance with laws and regulations. In case that international students are found to have engaged in drug-related acts such as use, possession and trafficking, you will be dismissed and handed over to the police in accordance with laws and regulations. As per the provisions of the Law on penalties for Public Security Administration, those who take or inject drugs shall be detained for not less than 10 days and not more than 15 days, and may also be fined not more than RMB2,000.

**7. Religious activities:**

CAA respects the national customs and religious beliefs of international students. It is strictly prohibited to carry out religious gatherings, missionary and other religious

activities on the campus.

**Please refer specifically to the Regulations of the People's Republic of China on the Administration of Religious Activities of Foreigners within the Territory of PRC.** If you need to participate in religious activities, you must report to the International College CAA for archives.

Foreigners are not permitted to have the following missionary activities within the territory of China:

- (a) Appoint religious staff among Chinese citizens;
- (b) Convert Chinese citizens.
- (c) Lecture or preach in religious places without authorization.
- (d) Preach and hold religious gatherings in not-legally-registered religious places without permission.
- (e) Hold temporary religious activities with the participation of Chinese citizens except for the Chinese religious staff who is invited to host them.
- (f) Produce or sell religious books, religious audio-visual products, religious electronic publications and other religious supplies.
- (g) Dissemination of religious propaganda materials.
- (h) Other forms of missionary activities.

## **Chapter VIII      Regulations of Fees for Field Research**

According to CAA school calendar, all departments and colleges will arrange social practice courses every year which demand undergraduate and graduate students of MA & PhD to attend.

### **I. Regulations on the funds:**

1. Foreign undergraduate and graduate students of MA & PhD will go to the countryside to make sketches, researches, etc. as per the school calendar of different department or college. The cost will be the same as that of Chinese students. Please collect it in your department or college.
2. Students who are unable to attend for personal reasons, shall not receive such funds..

### **II. Funds for foreign visiting scholars:**

1. It is the same as that of the Chinese students if you are registered in different department or college.
2. The funds for foreign visiting scholars(including advanced visiting scholars) who are registered in International College CAA shall be implemented according to the

provisions of International College. Those who don't attend for personal reasons shall be deemed as abandonment.

### III. Funding scope of research fees:

As per the provisions of CAA Planning and Finance Office.

## Chapter IX Insurance and Medical Care

1. There is school infirmary on different campuses. International students should go there first for daily medical care.

School infirmary:

Xiang Shan campus: Room 101, BLDG#17

Dr. Fan: 13967150839

Nan Shan campus: Opposite to Shop 1<sup>st</sup> Fl. of dormitory

Dr. Cai: 19941291196

Open: 13:00pm--16:30pm

Not available on weekends, national holidays, summer and winter vacations.

2. When necessary, international students may go to hospitals outside campus. Public provincial or municipal hospitals are recommended. Passports MUST be shown when receiving medical care in hospitals.

3. Emergency call for medical care: 120.

4. Comprehensive Insurance for international students:

As per requirement of relevant documents of China National Department of Education, international students in China MUST purchase “Comprehensive Insurance of International students in China”. Premium RMB400 for 6months (incl. a half year) and RMB800 for more than 6months but less than one year. This insurance is available to international students with full scholarship and international students who pay full tuition by yourselves. Please refer to details in the website: <http://www.lxbx.net> (English, Japanese, Russian, Vietnam, Korean available).

(1) “Comprehensive Insurance of International students in China” covers: Liability for accidental injury, medical treatment, hospitalization, accidental disability and death insurance. The hospital is restricted to the public hospitals in the mainland of the Republic of China.

(2) Special reminding:

The insurance company has increased the liability insurance for outpatient service,

providing responsibility of out-patient medical care of more than RMB2000 with a customized full range of medical management services. Those who have purchased this insurance may call 4008105119 Ext.1 (24hours two languages service) when necessary to consult about disease treatment, hospital information, insurance claim guidance, hospitalization payment in advance, etc.

(3) Please call 4008105119 Ext.1 (24hours two languages service) for hospitalization is necessary when ill or due to accident. Meanwhile please notice the relevant teacher in International College CAA so as to handle insurance claims.

(4) Students will pay for the medical fees during hospitalization and then claim insurance with below materials:

Hospital discharge summary, hospital diagnosis certificate, admission fee receipt, summary of hospitalization expenses, outpatient medical records and its fees receipts (If there is a pre-hospital or post-hospital medical treatment), copy of passport (page of personal information).

Third party payment service in advance can be applied during hospitalization so that students will NOT pay for the medical fees during hospitalization, but they MUST contact with relevant teacher for this BEFORE hospitalization is confirmed.

(5) International students are recommended to go to below hospitals in Hangzhou for outpatient medical treatment:

No.1 Affiliated Hospital of Zhejiang University School of Medicine

Add: No.79 QingChun Rd.

No.2 Affiliated Hospital of Zhejiang University School of Medicine

Add: No.88 JieFang Rd.

ShaoYiFu Hospital, Hangzhou, Affiliated Hospital of Zhejiang University School of Medicine

Add: No.3 QingChun Rd.

Zhejiang Provincial Traditional Chinese Medical Hospital

Add: No.54 YouDian Rd.

Hangzhou No. 1 People's Hospital

Add: No.261 HuanSha Rd, Shangcheng District

Hangzhou No. 3 People's Hospital (Specialized in Dermatology)

Add: No.38 XiHu Avenue

Zhejiang Provincial People's Hospital

Add: No.158 ShangTang Rd, Xiacheng District

(6) Special Reminding:

Medical treatment and other related fees paid for hurting or death caused by violation of laws and school provisions such as quarrels and fighting, etc will be on born by yourselves.

During one insurance period (one school year), those whose total amount of out-patient medical treatment exceeds RMB650 can apply insurance claim for the

amount exceeding RMB650 with medical record, inspection reports, medicine list and hospital invoices approved by International College CAA and mailed to the insurance underwriting company for international students in Beijing to go through the claims review procedures. The insurance company will reimburse for the out-patient medical treatment amount which exceeds RMB650. EXCEPT for denture, tooth filling, tooth extraction, glasses, giving births to children, artificial abortion, venereal disease, correction of physiological defects, beauty products, nutrition supplements and other fees that are NOT included in the scope and standard of public medical payment and other fees of medical treatment for the chronic diseases which occurred before entry in China. They are NOT included in the insurance and MUST be born by yourselves.

(7) International students studying in CAA MUST purchase medical insurance. Visiting scholars MUST buy “Comprehensive Insurance of International students in China”, or overseas medical insurance of their home countries(relevant evidence document MUST be submitted from that insurance company.)

## Reminding:

1. Please visit the official website of International College CAA for further information about campus life in CAA:

<http://admission.caa.edu.cn/>→学生服务→新生须知

2、 Office of International College CAA, Room 201:

Tel: 0571-87164712 (Mr Luan, Mr Li)

Email: [caaic@163.com](mailto:caaic@163.com)

Room 607, #7 BLDG Dormitory, Shanbei Campus:

Tel: 0571-87200630 (Mr Mao)

## Statement

1. The official version of this handbook is in Chinese. English version is provided. When there is a discrepancy between the English and the Chinese version, the Chinese version shall prevail.

2. International College CAA reserves the right of interpretation.



3. This handbook was finalized on July 1, 2019. In case that the new regulations promulgated by CAA or Chinese government are inconsistent with this handbook, the newly promulgated regulations will prevail.
4. Former versions of students' handbook is valid no more.

## **Attachment:**

### **Administration Measures for International Graduate Students' Census of CAA (The excerpts of Key Contents)**

#### **Attendance and Leave**

Above affairs are implemented with reference to "Executive Details of Measures for School Census Administration of Graduate Students of CAA".

I. International students with scholarship of China government who leave China for more than fifteen days(except normal holidays) during the term for PERSONAL reasons will NOT be provided with living expenses. If such a student applies to go abroad to do research concerning his or her study, normal living expenses will be provided after the tutor agrees with signature and consented by relevant department or college with stamp.(There MUST be explicit writing from tutor to notice that the overseas research is conformed with the study of the student. )

II. Written application MUST be filled to ask for leave and it will be effective after being consented. If NOT consented, it will be regarded as absent. Formal certificate from hospital MUST be presented to ask for leave for being ill.

III. Consent Procedure:

1. Fill in the Application Form for leave of Graduate Students CAA
2. With the tutor's agreement, the application will be signed by the Dean of different department or college of your own major. Then please present this form to the International College CAA to be consented by the person responsible. If the leave is more than two weeks, with the International College consent, it will be presented to the Graduate Students' Affairs Office CAA to be checked and consented by them. If a public course is involved in the leave, the application will be presented to the Teaching Division of Social Science to be checked and kept in archives.

3. The graduate students who have been consented for leave MUST check in punctually with their tutors, different department or college offices and the International College. Those who fail to do so will be treated as absent beyond the time of leave.

#### **Change of Tutor, Major and School**

Usually graduate students are NOT allowed to change tutor, major or school. It is implemented with reference to "Executive Details of Measures for School Census

Administration of Graduate Students of CAA”.

If an international student with scholarship of China government wants to transfer to other colleges or universities, he or she **MUST** give up the qualification of scholarship of China government, then he or she is able to be transferred there as a self-supported student.

### **Suspension and Resumption**

Suspension and resumption of international students are implemented with reference to “Executive Details of Measures for School Census Administration of Graduate Students of CAA”. Suspended international students should go back their home countries for rest. The travel charges and other cost during suspension will be paid by themselves. International students with scholarship of China government will **NOT** be provided the scholarship during suspension.

Special Reminders:

#### **I Suspension**

1. When absent from class for more than one third or more class time due to leave, suspension is needed.

#### **2. Suspension limit:**

Generally one suspension is one school year. But suspension limit **MUST NOT** be more than two school years when accelerated. International students with scholarship of China government are allowed to have only **ONE** suspension. If the suspension is more than one school year, the scholarship of China government will be cancelled.

#### **3. Suspension limit:**

Suspension application **IS NOT** acceptable after enrollment in the last school year for reasons other than disease.

#### **4. Suspension Procedure:**

① Suspension application **MUST** be put forward by the International student himself. Please fill in the Application Form for leave of Graduate Students CAA. Explain the reasons (If it is due to disease, the hospital diagnosis certificate **MUST** be attached for CAA hospital staff to verify and make suspension suggestion).

② After suspension application is consented by the tutor and dean of department or college of your major with signature and stamp, it will be presented to the International College for consent. Then it is presented to the Graduate Students’ Affairs Office CAA for consent. **ONLY** all the procedure is finished can the student be suspended.

③ The suspension application of international students with scholarship of China government will be presented to China National Fund Committee for international students in written form by the International College CAA. The verification and consent from China National Fund Committee for international students is needed.

5. Suspended international students **MUST** go through all necessary formalities and leave China within 10 days after its consent. No tuition is charged during suspension. The school census is retained. No CAA resources can be used. Before leaving CAA, international students **MUST** cancel their residence permission.

6. CAA is **NOT** responsible for the suspended international students. If there is any illegal behavior or offensive activity against acts and provisions are found, the

resumption qualification is cancelled and school census dismissed.

7. International students with scholarship of China government will NOT be provided scholarship including living expenses from the second month when suspension comes into effect.

## II Resumption

When it is 2weeks before the suspension end, international students MUST present resumption application to the relevant department or college of their major. Those who get suspended because of disease MUST present diagnosis certificate of recover by a Class-A hospital of Second Grade in China ( hereafter referred as GII hospital ). When he is given a second physical exam by a GII hospital designated by CAA and get confirmed that he is able to go on with normal study, the Graduate Students' Affairs Office CAA will consent the application. ONLY after that can the international students be resumed of his study in CAA.

## Drop-out

Drop-out of international students is implemented with reference to “Executive Details of Measures for School Census Administration of Graduate Students of CAA”.

Special Remindings(excerpts ):

I Drop-out will be a MUST when ONE of below happens:

1. International students for MA:

① Two or more courses failure in one term ( incl. make-up exam );

② Three or more courses failure during the whole study period ( incl. make-up exam );

③ Not enough scores are obtained within the stipulated time;

2. International students for PhD:

One major course failure ( incl. retaking it and make-up exam );

3. Suspended international students who DONOT come to CAA for resumption when it is 2weeks before their suspension end.

4. International students who are diagnosed by the designated hospital to be seriously ill or get damaged accidentally so that they are NOT able to continue their study in CAA;

5. International students who do NOT enroll punctually and do NOT ask for leave in two weeks.

II Drop-out procedure:

1. International students who drop out MUST finish all necessary formalities and leave CAA and China within above mentioned time when the drop-out decision is informed to them with written document.

2. International students who drop out MUST cancel their residence permission. If it is NOT cancelled within 10days, CAA will report to Exit-Entry Administration of Hangzhou Municipal Public Security Bureau to sign off the residence permission. Meanwhile CAA school census, etc will also be signed off. No study certificate will be issued.

3. International students with scholarship of China government:

The scholarship including living expenses will NOT be provided from the second month when the drop-out or course complete occurs.

## School System

The school system and school year limit of international students are implemented

with reference to “Executive Details of Measures for School Census Administration of Graduate Students of CAA”.

#### Special Reminders:

1. The basic school system for international students for MA or PhD is 3 ( three ) years with an exception of 4(four) years for those who learn Chinese in the first year.
2. The longest possible school year limit for international students for PhD with 3(three) years basic school system is 6 (six) years. The longest possible school year limit for international students for PhD with 4 (four) years basic school system is 7(seven) years.
3. The longest possible school year limit for international students for MA is 5(five) years.
4. Tuition of total amount MUST be paid to CAA when the school year is extended.
5. International students for MA or PhD who are NOT able to finish their study even with the longest possible school year limit will be dropped out. One application to extend is for ONE year extension ONLY. The longest extension will NOT be allowed to be more than two years.
6. International students with China government scholarship:
  - (1) International students for MA with scholarship from China government: If extension is applied, the student’s qualification of scholarship from China government will be terminated and shifted to be self-supported.
  - (2) Extension of international students for PhD with scholarship from China government:
    - ① Conditions:  
50% (fifty percent) or more of the PhD graduation dissertation is finished, the tutor’s consent with signature as well as consent with signature and stamp of the department or college of their major.
    - ② Time:  
Before the end of April every year, submit Application Form of Extension for China Government Scholarship to International College CAA. The Form can be downloaded in the website of International College CAA.
    - ③Extension limit:  
International students for PhD of China Government Scholarship can apply for one year as the longest possible extension.

#### **Graduation, Course Complete and School Non-completion**

Graduation, Course Complete and School Non-completion of international students for MA or PhD are implemented with reference to “Executive Details of Measures for School Census Administration of Graduate Students of CAA”.

The degree diplomas of international students for MA or PhD will be applied and distributed by different college of major while their graduation diplomas will distributed by International College CAA.(The English version of both diplomas will be printed and distributed by International College CAA)

International students for MA or PhD of China Government Scholarship will be provided scholarship including living expenses for a half month more after the graduation date fixed by CAA. For those who make course complete, scholarship including living expenses will NOT be provided from the second month when the course complete formalities are done.

## Education Arrangement

International students will be divided into two groups according to their Chinese level upon admission. Those who are qualified in Chinese will be studying in different departments or colleges. Those who are NOT qualified will study Chinese within the International College CAA for the first year and go to different departments or colleges since the second year.

### I. Education Plans

All students will apply to the education plans assigned by CAA for student of MA or PhD. as soon as you are in different departments or colleges.

Each one will have your own education plan which can be traced by route as: education—choosing direction in the graduate students for [MA or PhD system of CAA website](#). The plan has two parts: one is of literary and the other of curriculum. The academic thoughts and education requirements are in the first part. All the necessary courses are listed in the curriculum.

There are more than one “research directions” for one education plan. Please link the fixed “research directions” as per admission so that your own education plan will be formed.

### II. Curriculum System:

There are common courses, professional courses and complementary courses.

#### 1. Common courses

There are compulsory and elective ones. Compulsory ones include politics, foreign language and guide for dissertation writing as per arrangement. Elective ones belong to liberal art and are selective for students. Please refer to Item8 for common courses for international students.

#### 2. Professional courses

Most of them are compulsory courses. Few elective ones are available. There are basic ones and those for research directions. The time and venue are arranged as per notice of different departments and colleges.

#### 3. Complementary courses

They are for those recruited as the same educational level or interdisciplinary, or those whose tutors regard weak in academic basis. These students will be given complementary basic professional courses. Students of the first two types will be confirmed by the Graduates’ Office, CAA while the third type be confirmed by the tutors. Those who need to take them will join the class of the juniors according to time and venues noticed by related departments or colleges.

### III. Make Your Personal Education Plan

As per education system of CAA, Each graduate student of MA or PhD MUST make your personal education plan according to your education plan, ie. to select ALL the necessary courses which belong to your research direction.

Only after “present” your personal education plan(please pay attention that “save” ISNOT “present”) can you be able to select courses. Otherwise you will not be able to fulfill selecting courses in the website system including public common courses.

Basic routine:

Choose “Research direction”---click to select your courses---“save”---“present”(Please wait until it shows “present successful”).

Your personal education plan is based on the professional education plan of your major. It is also the basis of your graduation appraisal. In case you DONOT finish all the courses in your personal education plan, you willNOT be able to graduate. Therefore it is our suggestion that you be cautious with the course selection in your personal education plan and not to add those which are not related to your graduation demands.

#### IV. Course selection

**Curriculum arrangement of CAA is as follows:**

- (1) Common compulsory courses:  
Arranged by Graduate Office, CAA.
- (2) Common elective courses:  
Selected by students
- (3) Professional Courses(including compulsory and elective) : Arranged by departments and colleges.
- (4) Complementary courses: will be noticed by departments and colleges. Join class with undergraduate students.
- (5) You can check all your courses programme in “my course”, including all the courses in your personal education plan or your own selected courses besides your plan.
- (6) Routine to select a common elective course:  
First you need to “present successfully”your personal education plan.  
Enter the website system with your personal account: “my course”---“course search(courses offered by Graduate Office)”---check common elective courses for this term. You are allowed to select maximum two common elective courses each term. In case you fail to select, please wait until the next term.

#### International Student Courses

The course study and exams for international students for MA or PhD are as follows:

##### I. Course System:

1. All the courses of international students who learn Chinese in the first year will be arranged by International College CAA.
2. Courses of international students studying the majors are divided into:  
Common compulsory courses, Common elective courses, Professional compulsory courses, Professional elective courses and Remedial courses.
  - (1) Common Courses
    - ① Common compulsory courses: Chinese I, Chinese II, Guide for Dissertation Writing, Chinese Culture or Basic Facts of China.
    - ② Common elective courses: no less than 4courses with 8scores.

Common compulsory	Course	Hours	Scores	Term	Assess
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	Chinese I	54	3	1	Exam
	Chinese II	54	3	2	Exam
	Chinese Culture or Basic Facts of China	54	3	2	Test
	Guide for Dissertation Writing	54	3	2	Test

(2) Professional courses:

① Professional compulsory courses:

Basic Professional courses and Professional courses

② Professional elective courses

## II Requirement of courses:

1. International students for MA:

Common compulsory courses: 12 scores.

Common compulsory courses, please refer to The Arrangement of Common Compulsory Courses for international students of CAA;

Common elective courses: no less than 4 courses with 8 scores.

Professional courses: please refer to your personal education plan.

2. International students for PhD:

Common compulsory courses: 6.5 scores.

Common elective courses: no less than 4 courses with 8 scores.

Professional courses: please refer to your personal education plan.

## III Time Arrangement:

The first and half years for international students after Chinese language learning are for course study when all common courses are arranged in the first term. All courses MUST be completed before the graduation year and be qualified without failure in exams or tests.

### Chinese Exemption of International Students

Please refer to Provisions for Chinese and Foreign Language Exemption of International Students, CAA.

#### I Exempted Course: Chinese

#### II Conditions of Exemption:

HSK Grade V, Total score: more than 210 (incl. 210).

Validity: within two years.

**III** Please apply to the Graduate Students Affairs Office CAA for exemption within the first week of each term. No application will be accepted after that.

**IV Exemption of learning and tests:**

75 is the score to be consented for exemption.

**V Application:**

1. Download The Exemption Form for International Students in the official website for graduate students CAA and fill all the necessary blanks.

One filled Form is accepted for exemption application.

2. Original Certificate of HSK Grade V and one copy of it.

**Degree Grant**

**I Dissertation Proposal Time:**

Usually it is between Feb. and April of the fourth school year. International students whose courses are given in Chinese language MUST write your papers and dissertation in Chinese. Those whose courses are given in English MUST write your papers and dissertation in English.

**II Requirement of words' total number of dissertation:**

Different departments and colleges have their own demands about the length of dissertation. You MUST check it in your education plan. Generally it is as below:

1. International students for PhD of theory: More than 80,000 (eighty thousand) words.
2. International students for PhD of Practice: More than 60,000 (sixty thousand) words.
3. International students for MA of theory: More than 30,000 (thirty thousand) words.
4. International students for MA of practice: More than 15,000 (fifteen thousand) words.

**III Electronic detection of Dissertation:**

1. Time: Jan. 1st to 10th of the fifth term after major study begins in different department or college.

2. Version for electronic detection: final version of dissertation whose subject and structure are conformed to the proposal with 80% written words completed.

**IV Pre-defense: mainly for international students for PhD.**

1. Time:

Dec. (of the previous year) to end of March (of the last school year) of the fifth term after major study begins in different department or college. While the dissertation has passed the electronic detection but before the blind trial, pre-defense will be organized by different department or college.

2. Requirement of pre-defense:

International students for MA or PhD MUST have finished all the courses in the personal education plans and passed the exams and tests, obtained enough total scores.



The dissertation is of final version with 100% written and has passed the tutor's review.

3. Those who pass the pre-defense will continue to submit for trial while those who fail will stop its dissertation application.

#### **V Dissertation blind trial**

1. Time: Within the first 2weeks of the 6th term after major study begins in different department or college. The Graduate Students Affairs Office CAA will post the list of graduate students' dissertations for blind trial and will collect them no later than Mar. 20th via different department or college.

2. Dissertations for blind trial must be submitted with three manuscripts.

3. If the conclusion of one blind trial is unqualified for the dissertation, a second review will be organized. If it does NOT pass the second review, no oral defense will be held. If failure conclusions of two or more blind trials happen, the dissertation MUST be modified or a new proposal be made.(Modification time for international students for MA is no less than 6months. For international students for PhD is no less than one year.)

#### **VI Oral Defense**

1. Time: No later than 10th May of the sixth term after major study begins in different department or college.

2. No MA or PhD degree will be granted to those who fail in the oral defense. If the defense committee decide to agree for the dissertation modification, the student will finish modification within a year and a second oral defense will be organized.

#### **VII Second oral defense**

Those who will make a second oral defense

1. Will NOT graduate this year and Must apply for extension.

2. The second oral defense will go through the whole procedure starting from the electronic detection.

3. If the international students for MA have reached their longest possible school year limit of 5years, NO second oral defense will be acceptable. If the international students for PhD have reached their longest possible school year limit of 6years, NO second oral defense will be acceptable.

#### **VIII Text Demands of HSK :**

4. International students whose courses are given in Chinese MUST pass in Chinese HSK Level 5 before graduation.

5. International students whose courses are given in English MUST pass in Chinese HSK Level 3 before graduation. This rule is applied to students entered in 2019.

6. In case you are qualified with other conditions for graduation except for Chinese HSK Level 5. You may apply to Degree Assessment Committee, CAA for your degree if you pass Chinese HSK Level 5 within 3 years according to this rule.

### **Main Steps of CAA Arrangement for International Students Education and Administration**

#### **Special Reminders:**

As per education plans for graduate students and in order to be practical after major study begins in different department or colleges , below form is made(international students who learn Chinese in their first year, please refer to relevant arrangement of the International College CAA)

Time	Process	Content
1st term (Sept.)	Check in & Enrollment	<p>① New students complete registering in our official website and check in on spot with letter of admission, other necessary documents and payment receipts, etc.</p> <p>② Within three months of entering CAA, new students who pass the qualification re-evaluation will be enrolled formally. After that enrollment will be made at the beginning of every term.</p>

1st term (1st week)	Entrance Education Of different colleges and CAA	Including special subject report for new students, preach of academic morality and study tradition construction, explanation of CAA rules
	Course selection	Please login the graduates' administration system to select your courses according to the selection notice and guide issued by the Graduate Students Affairs Office

<p>During Time</p> <p>School</p>	<p>Course Study</p>	<p>① Make personal tutoring plan with your tutor as per your education plan. Input it into the system and get it checked.</p>
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② Complete common compulsory courses (Please refer to design plan of common compulsory courses )& common elective courses(no less than 4courses with 8scores). All common courses MUST be completed in the first year. Professional courses will be finished in different education unit within the first two years. All the courses MUST be finished before dissertation proposal, or before pre-defense.

	<p>Training for Innovation and Research /Academic Activities</p>	<p>① Innovation and Research Activities will take place as per personal education plan, tutoring plan or the tutor’s requirement. Attend academic lectures and report, go to the countryside to collect folk images and other social practice.</p>
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		<p>② Please login the graduates' administration system to input your research and innovative achievements punctually whenever your thesis is published, important exhibition and competition attended, related subject projects (incl. funded ones) hosted or attended are completed. Meanwhile present original documents with copies to your tutor and academic secretary to be reviewed.</p>
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<p>2nd term (Mar. to 10th April)</p>	<p>Graduate Students for PhD report about research plan</p>	<p>Please refer to “Administration and Subsidy Acts of Graduate Students for PhD report meeting about research plan CAA”(Trial version). Graduate Students for PhD of first year MUST attend the report meeting. Subsidy will be offered to excellent projects.</p>
<p>End of 3rd Term (Nov. to 10th Jan.)</p>	<p>Mid-term Assess(Mainly for Graduate Students for PhD)</p>	<p>① Graduate Students for PhD are evaluated comprehensively to see if they are ready for dissertation, graduation innovation (design) ability. Mainly via course scores, research capability evaluation, structure of graduation innovation in the form of comprehensive narration.</p> <p>② Mid-term Assess passed. Dissertation proposal will follow. If first Mid-term Assess failed, a second one will follow with an extension. If both assesses failed, diversion will be made or study stopped.</p>



4th Term (Feb. to April)	Dissertation Proposal	<p>① Please refer to “Principles and Requirements, related duties of Graduate Students Dissertation”. Proposals will be made before the end of April. Second time proposals will finish before the end of May. If both proposals fail, extension must be applied.</p>
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		<p>② Course assessment will be made in early 4th term. Course study reminding will be issued. Graduate students <b>MUST</b> be qualified with all courses before entering the last year.</p>
		<p>③ When proposal reviews are passed, the all units must present List of Dissertation Proposal Report(incl. Dissertation Proposal Report Evaluation) with signatures and stamps, etc.</p>

<p>5th Term (10-20th. Oct.)</p>	<p>Enrollment Image Collection of Graduate Students</p>	<p>To be used in diplomas and degree certificates. All graduate students who intend to graduate the current year MUST attend. Please refer to notice in the official website of graduate students CAA for details.</p>
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<p>4th--5th Term(Feb. to Dec. incl. summer vocation)</p>	<p>Dissertation writing and graduation innovation(design)</p>	<p>No change when dissertation thesis is decided. Please write and print as per “Principles and Requirements, related duties of Graduate Students Dissertation”</p>
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5th Term ( Jan. 10th.)	Electronic Detection of Dissertation	① Dissertations to attend electronic detection <b>MUST</b> be final version, ie. be conformed to the thesis and structure of proposal. Min. 80% writing <b>MUST</b> be completed.
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		<p>② Dissertations <b>MUST</b> be agreed to attend electronic detection by tutors with signatures before presentation.</p>
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		<p>③ Results of Electronic Detection will be treated as per “Electronic Detection of Dissertation and Treatment Measures of Graduate Students CAA”. Graduate Students who fail in Electronic Detection (incl. the second one) MUST apply for extension. No defense will occur to them.</p>
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<p>5th Term (Dec. to Mar. end of the next year)</p>	<p>Pre-defense</p>	<p>Assessment of graduation qualification</p>	<p>①Login the graduate administration system to make self check if all courses as per personal education plan be completed and their requirements be reached. Academic secretary will assess and clarify all courses. For the graduate students whose majors demanding academic paper, assessment and confirmation <b>MUST</b> be made.</p>
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			<p>② Graduate students <b>MUST</b> fill their achievements of paper publishing, subject research, awards for their creations, etc. Education unit will assess those necessary items and Graduates Students Affairs Office will make a double check.</p>
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			<p>③ Review and publish list of graduation qualification. Those who fail in the qualification review MUST apply for extension.</p>
		<p>Pre-defense</p>	<p>① The organization of Pre-defense is the same as formal defense.</p>

			<p>② Pre-defense will take place ONLY when all required courses in personal education plan are completed, qualified and enough total scores are obtained while dissertation final version is finished and agreed by tutor with signature.</p>
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			<p>③Electronic detection of dissertation will follow ONLY when pre-defense is passed. If it fails in pre-defense, the degree application will be terminated and either extension be applied or course completed.</p>
Winter vocation	Dissertation modification		<p>Modify dissertation as per opinions and suggestions raised by tutor and other related teachers or experts during pre-defense.</p>

<p>6th Term(the first 2weeks )</p>	<p>Dissertation Blind Trial</p>	<p>① Dissertations to attend blind trial MUST be printed and bound (3copies for PhD, 3copies for MA and electronic version be attached). Collected by all units, then present to Graduate Students Affairs Office CAA.</p>
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		<p>② Dissertation to attend blind trial MUST be agreed by tutor with signature.</p>
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6th Term(April)	Result Feedback of Dissertation Blind Trial	Result of dissertation blind trial MUST first be reported to tutor and treated as per “Dissertation Blind Trial and Treatment Measures of Graduate Students CAA(trial version).” If dissertation fails in blind trial, extension MUST be applied and NO oral defense is allowed in the current year.
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<p>6th Term(10th May)</p>	<p>Dissertation Oral Defense</p>	<p>① All units will make arrangement for dissertation oral defense two weeks before and login the website of graduate students administration system.</p> <p>② Graduate students MUST present formal manuscript of dissertation to the defense committee to review two weeks before oral defense. Defense notice MUST be posted ahead of time.</p>
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		<p>③ Within a week of oral defense, all units <b>MUST</b> submit defense record, decision and votes with signatures and stamps, etc.</p>
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<p>6th Term(before 20th May)</p>	<p>Elect Excellent Dissertation</p>	<p>All units will organize election as per “Excellent Dissertation Election Measures of Graduate Students for MA or PhD, CAA.” and recommend to Graduates Students Affairs Office.</p>
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	<p>6th Term (10th May) Submit Degree Application and Present Final Manuscript of Dissertation</p>	<p>① Graduate students of the current year will fill in “Degree Application Form”; Graduate students of the previous yeas will fill in “Application Form for Degree Supplement”of two copies and other necessary materials (download in the website of graduate student administration system)</p> <p>② Graduate students of the current year submit final manuscript of dissertation (electronic version attached, 4paper copies, 1more copy for excellent dissertation candidate)</p>
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	<p>End of Research Project subsidized by “Graduate Students of PhD Research Plan”</p>	<p>Graduate Students of PhD who get subsidized fill in “Statistical Chart of Research Project subsidized by “Graduate Students of PhD Research Plan” with supportive materials and submit them to the Graduate Students Affairs Office.</p>
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	<p>Graduation students complete personal information</p>	<p>Login the official website of graduate students administration system and put in graduation information, dissertation thesis and its key words, etc and update them.</p>
<p>6th Term(May 20th. to 10th. June)</p>	<p>Graduation Works Exhibition</p>	<p>① Graduation works are finished and attend the graduation works exhibition week. Every graduation student MUST attend the graduation works exhibition week.</p> <p>② Excellent graduation works elected and awarded.</p>

6th Term (10th. to 20th. June)	Degree Assess Committee Meeting	① Dissertation exhibition one or two days ahead of time.
		② Review and pass the list of those to be granted degrees, elect excellent dissertation.

## Attachment 2:

Information routine for main provisions for graduate students of MA and PhD, CAA:

①. Website: [grs.caa.edu.cn/](http://grs.caa.edu.cn/)

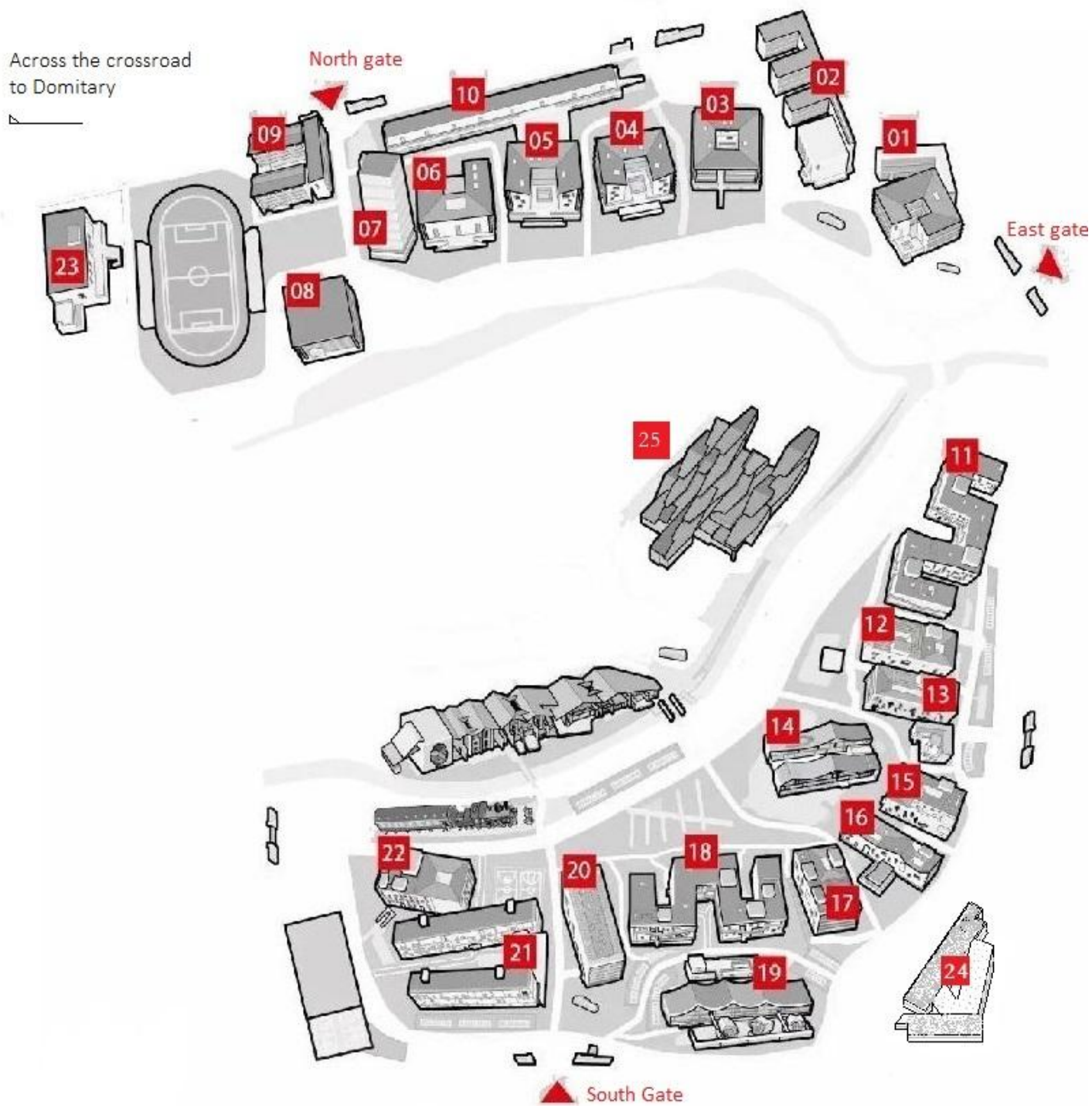
(main management documents are in “office hall” in the middle of webpage. This website is for issuing teaching notices, course selection, test and exam grade information and various forms download.)

② Website for graduate students of MA and PhD, CAA: [grsinfo.caa.edu.cn](http://grsinfo.caa.edu.cn)

③ Wechat website for graduate students of MA and PhD, CAA: 中国美术学院研究生会

④ Handbook for graduate students of MA and PhD, CAA of previous versions.

# 校园地图 · 象山校区 XiangShan Campus of CAA



## 1.图书馆

Library

## 2.公共教室/小剧场

Public Lecture Room/Theatre

3—4.影视与动画艺术学院/0571-87200508

The school of Media and Animation/Office: Room 309

5—6.雕塑与公共艺术学院/0571-87200311

The school of Sculpture and Public Art/Office: Room 207, Building 5

## 7.创业楼

Business Building

## 8.体育馆

Gymnasium

9.艺术管理与教育学院/0571-87200368

The school of Art Education and Management/Office: Room 202

10.雕塑与公共艺术学院/0571-87200311

The school of Sculpture and Public Art

11.实验教学管理部文创中心

Department of Experimental Teaching Management

12—15.建筑艺术学院/0571-87200605

The school of Architecture/Office: Room 109, Building 14

16.国际教育学院

International College/Office: Room 201.

17.行政机关

Administrative Office Management

18—19.设计艺术学院/0571-87200238

The school of Design/Office: Room 307, Building 18

20.体育馆

Gymnasium

21.食堂/0571-87200829

Student Canteen/Office: Room 308

22.学生宿舍

Student Dormitories

23.手工艺术学院/0571-87200332

The school of Manual Art/Office: Room 305

24.中国设计博物馆

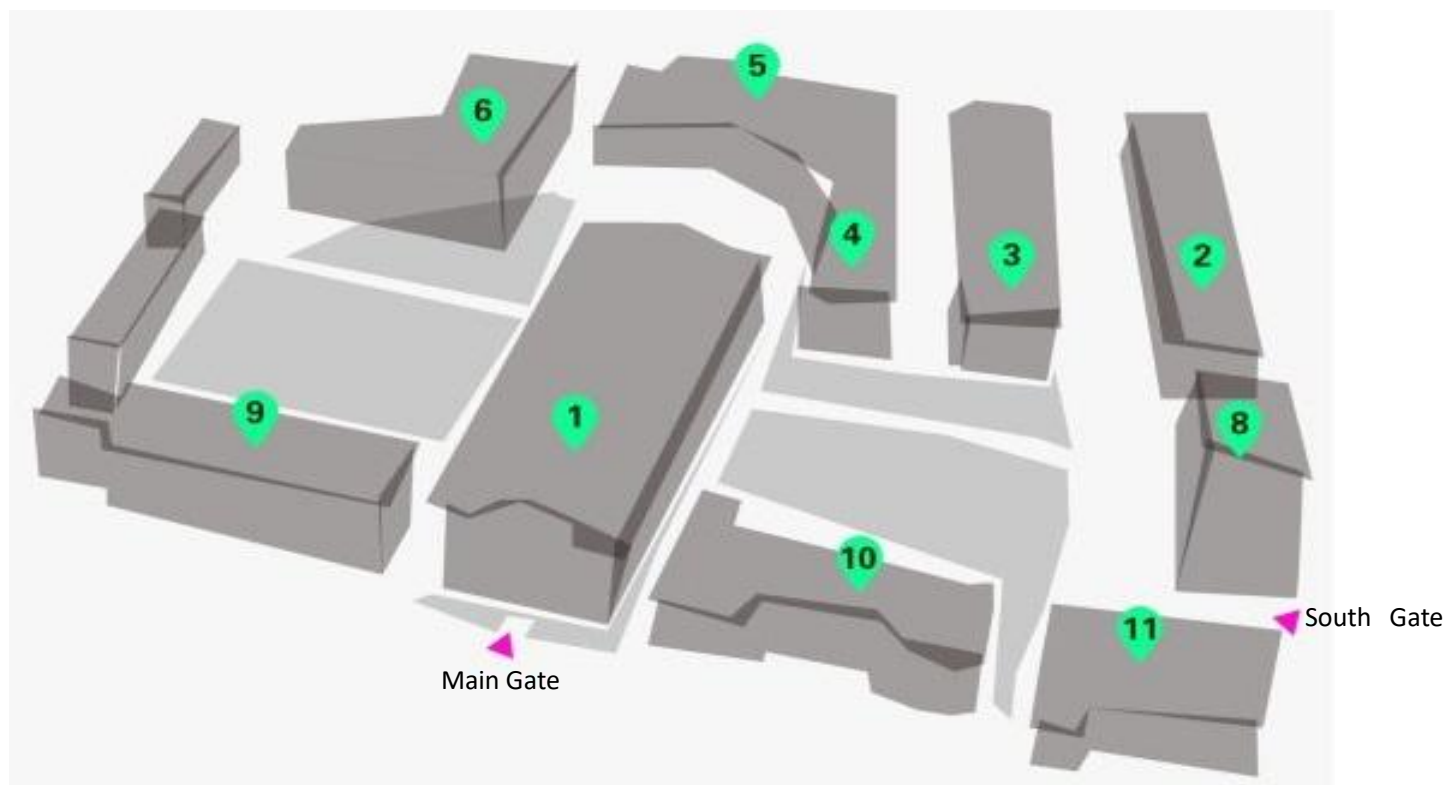
China Design Museum

25.中国美术学院民艺博物馆

Crafts Museum of CAA



## 校园地图 · 南山校区 NanShan Campus of CAA



1.图书馆/行政机关（1A&1A209-财务处）、艺术人文学院（1B-5&6楼）/中德学院（1B-4楼）、学工部/教务处/研究生处（1B-2楼）、学术报告厅（1楼中庭）

Library/Administrative Office Management(1A&1A209-Finance Office),  
The school of Art and Humanities（1B-5th&6th floor）/Chinesisch-Deutsche  
Kunstakademie(1B-4th floor),Students' Affairs Division/Dean's Office/Graduate Office(1B-2nd  
floor),Academic Hall (The hall in the middle of the ground floor)

2.中国画与书法艺术学院/0571-87164660

The school of Chinese Painting and Calligraphy/Office: Room 310

3.绘画艺术学院/0571-87164665

The school of Painting/ Office : Room 409

4.跨媒体艺术学院/0571-87164810

The school of Inter-Media/Office : Room 207

5.体育馆

Gymnasium

6.绘画艺术学院/0571-87164810

The school of Painting

8. 行政机关

Administrative Office Management

9. 学生食堂（地下）

Student Canteen(Underground)

10. 中国美术学院美术馆

CAA Art Museum

11. 潘天寿纪念馆

The Pan Tianshou Memorial