

# Handbook for International Students in Wenzhou Medical College

(2009 Edition)



School of International Studies, Wenzhou Medical College

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# Management of the Students Status for Foreign Students

## Chapter I General Principles

1. Administrative stipulations of the *Management of the Students Status for Foreign Students in the School of International Studies, Wenzhou Medical College* are formulated in order to regulate behaviors of overseas students. The general principle is drawn up in conformity with the *Regulations on the Management of Students in Regular Institutions of Higher Learning in China* issued by the Ministry of Education (2005) and *Management of the Students Status in Wenzhou Medical College* issued by **Wenzhou** Medical College (2007).
2. These Regulations apply to foreign students, especially long-term foreign students.

## Chapter II Enrollment and Registration

3. Those foreign students who have graduated from high school and meet the entrance requirements of **Wenzhou** Medical College can apply for bachelor courses in the School of International Studies, Wenzhou Medical College. Applicants are examined in an overall way and only those who are best qualified are recruited.
4. Foreign students' application materials are firstly examined by the School of International Studies and then are subject to the dean's approval. Foreign

students who are recruited are given admission notice and JW202 visa application form and then they can enter and study in our university.

5. Foreign students who are doing undergraduate courses in other institutions in China or abroad, or those 3-year technical **school** students who have **signed cooperation** agreements with our school can apply for undergraduate courses in the School of International Studies. They can be recruited as students in our school if they are examined and approved. If approved by our school, the credits they have already gained in previous schools can be acknowledged.

6. Foreign students should register and pay their **tuition** fees **before or on** the fixed date. They should also bring their admission **letters**, JW202 visa application **forms** and other **related** documents with them. Students who can not register in time should ask the School of International Studies for leave in **written form**. Leave shall not **exceed** two weeks. Students who fail to register **by** the fixed date without permission or exceed the two weeks time limit will be deprived of the college entrance qualification.

7. The application materials are carefully examined. If any of them contains false information, the student will be deprived of the college entrance qualification or can be dismissed from school.

8. After entrance, students should take the physical **examination** (checkup). Students who are physically qualified and **granted residence permits** will be granted the status as a student of **Wenzhou** Medical College. Students who fail the physical checkup will be deprived of their entrance qualification and then are required to leave the country soon. If diagnosis form the **Second Affiliated Hospital** shows that the unqualified students can recover and reach the health standard after one-year treatment, if ratified by the

school, they will be allowed to retain their entrance qualification for one year. During this year, the students are not granted student status and can not **enjoy** the same **treatment** as regular students.

9. The **academic year** at **Wenzhou** Medical College is **divided** into two semesters: the spring semester and autumn semester. Students who have already obtained their student status in Wenzhou Medical College should go through the formalities of registration in the School of International Studies. They should register with student **cards** for their study qualification **by the deadline** at the beginning of every new semester. Students should register twice every year: one in the spring semester and **the other** in the autumn semester. In the autumn semester, students will only be allowed to register after paying all tuition fees of **the** year. Students who fail to register in time should ask for permission of absence. Students who fail to register in the first two weeks of the new academic year will be treated as withdrawing from **Wenzhou** Medical College on their own accord.

10. The school year for foreign students is limited to 6 years with the possibility of getting an **extension** up to 2 years. Students who **exceed** the maximum school year can not register. If foreign students retain their student status and go back to their own country for military service, the period they do military service does not count.

11. Students who refuse to pay tuition fees or do not meet registration requirements can not register. Students who do not register can not obtain **or retain** their student status in **Wenzhou** Medical College

12. According to the *Insurance Policy for Foreign Students in Regular Institutions of Higher Learning* by the Ministry of Education, all foreign

students should **make provision for** insurance and pay the fees to the insurance company.

### Chapter III Asking for Leave, Class Attendance and Discipline

13. All foreign students should attend all of the stipulated teaching links and abide by study disciplines conscientiously.

14. Class attendance can reflect study attitudes of students and it should be taken as part of the evaluation for their academic performance. With respect to foreign students' regular classes, internship or other practical activities, the School of International Studies can carry out attendance check (**roll call**) in various ways. Those who are absent from classes for more than one-third of the total study hours will be denied the qualification to take the final examination and will be given a mark of '0' for that subject. After restudying in the same subject, the student can attend the make-up examination.

15. Foreign students who can not attend classes due to illness or other acceptable reasons should ask for leave in advance and **given permission** only after getting approvals. For sick leave, the student should submit the hospital **proof** before they get the approval from the School of International Studies. Students who **take** leave without permission from the School of International Studies, take off **days** without **approval**, or surpass the leave time limit allowed by our school will be regarded as being absent from class.

16. Students should attend classes on time ( including lectures, tutorials, seminars , experimental classes and internship ) . Three times of being late or quitting classes earlier will be regarded as one class absence.

17. Foreign students who ask for leave should make **a written** application.

For sick leave, students should submit hospital diagnosis given by the **Second Affiliated Hospital of Wenzhou Medical College**. Those who ask for leave within 7 days should be approved by their administrator; those who ask for leave exceeding 7 days should be examined by the School of International Studies and approved by the dean. If it is impossible to ask for leave in the written form in advance, students can **first** ask for leave orally, and then should be post-registered following the above-mentioned procedures.

18. Students should extend the date if you could not return back to school after expiration of leave, or else, it will be recorded absence from class. Students should report back after the leave **has** expired.

19. Foreign students must hand in their homework on time. Those who do not hand in homework on time will have their marks deducted by the teacher according to the real situation. All work you submit for assessment must be your **own work**.

20. Foreign students **enjoy** Chinese holidays, festivals, winter vacation and summer vacation in accordance with China's unified regulations. Students should **inform the office** and ask for a leave before taking a trip during holidays.

21. Students who break **school** rules will be punished **by warning them of the possibility of expelling them from** school, depending on the **seriousness** of the circumstance. If foreign student violates Chinese **laws** or regulations and a crime is constituted, the **judicial** organ in China **shall investigate** their criminal **responsibility** in accordance with relative **laws**.

#### Chapter IV Curriculum Examination and Result Record

22. Foreign students should attend all of the examinations of theoretical and practical subjects during their academic years according to the teaching plan. The result records of subjects are based on the 100-mark system, with 60 marks being the standard for pass. The final results are recorded and kept in students' archives. Students who are absent from exams without excuse shall be given a mark of 0 and **put on record**.

23. The final score will be decided **mainly** by the exam and partially by students' daily performance. Score of daily performance **may consist** of attendance, homework, classroom behavior and **experimental work**.

24. The **result of** make-up examination is **either** 'pass' or 'fail'.

25. Students **must strictly** abide by disciplines set by **Wenzhou** Medical College. If **a** student cheats in exam, **is** alien to school **disciplines**, or **is** absent from exams, he/she will be given an invalid score and will be punished by the School of International Studies in accordance with the **seriousness** of the cases.

#### Chapter V Makeup Exams, Restudy Subject and Suspended Exams

26. Students must take makeup exams if they fail the subject. The school of International Studies is responsible for the arrangement of makeup exams. At the beginning of each semester, **preparation** work should be done concerning name list for makeup exam.

27. Students who still fail the subject after two makeup exams should restudy it. Restudying students should attend classes together with the consecutive year students. Students who take make-up exams or restudy shall be subject to the **payment** of fee as **prescribed**.



28. For each failed subject, there can be at most three opportunities for makeup exams (**first:** at the beginning of the **following** semester, **second:** together with the **following** year students and **third:** approaching graduation) and one opportunity for restudy. Makeup exams are usually taken in **the third or fourth week of the following semester.**

29. Exams for restudying courses should be taken together with the consecutive year students who do the corresponding subject instead of being made specially.

30. If there is time clash between makeup exams and regular exams, students should attend regular exams and apply for the postponement of the makeup exams.

31. Students who take leave without permission or **are** absent from exams without permission are regarded as being absent from exams. Foreign students who are caught cheating or being absent from exams without permission will be deprived of the qualification of attending the exam and be given a mark of 'zero' for the subject. The School of International Studies has the final say about whether to grant those students a makeup exam or not.

32. The results of restudy exams are recorded according to the score which is given at the last time. The score of restudy exams count in the final result.

33. Foreign students should attend the exams arranged by the school. **In** principle, suspended exams are usually not allowed. If students can not

attend exams due to **sickness** leave or other particular reasons, they are required to write to the School of International Studies to apply for suspended exams. Foreign students who are ill in hospital or are kept in hospital for observation can apply for suspended exams with a proof from the **Grade II hospital**. The application forms must be submitted to the School of International Studies for **approval**. Students who suspend exams will take the examination together with students who take make-up exams at the beginning of **the following** semester.

34. If foreign students have doubt about the examination result, they can apply for the recheck of examination papers. Those students can write to the School of International Studies within 3 days **of** the beginning of **the following** semester. Students themselves or their parents can not recheck examination papers directly. The School of International Studies formally inform the students of the results of recheck. **Application of recheck of scores is not allowed after the first 3 days of the following semester.**

#### Chapter VI Major Transferring

35. **In principle**, Foreign students are not allowed to transfer to another major. However, if the student has special reasons, he/she should apply by writing to the School of International Studies.

**36.** Under any of the **following circumstances**, students can apply for major transferring, but it is the School of International Studies who make the final decision:

(1) Students who have physiological disease and can not continue classes in the original major, but can continue classes in another major;

(2) Students who have difficulty in learning and the original major becomes barrier to students' personal development;

( 3 ) Students who have talents in some areas and can exercise those talents to the utmost if they transfer to another major;

( 4 ) Students who have other special reasons.

37. Under any of the **following circumstances**, students are not allowed to transfer to another major:

(1) Students who have already started their specialty courses;

(2) Students who should be **expelled** from school;

(3) Students who have no valid reasons.

(4) Students who **do not** have other special reasons.

38. Foreign students should apply for major transferring with their parents' **consent** and bring relative documents with them. Foreign students' application materials are firstly examined by School of International Studies and then are subject to the dean's approval. 🙏

39. Major transferring is not allowed more than once in principle. Students can go through major transferring formalities in the first week of spring semester or autumn semester.

#### Chapter VII **Suspension and Resumption of Schooling**

40. Students should suspend schooling when the **following** conditions occur: students who do not reach the health standard and need treatment for a long time with the proof given by the **grade II hospital**; students who have **hepatitis, tuberculosis** and other infectious diseases; female students who give **birth**; other reasons approved by the School of International Studies.

41. Students who want to suspend schooling should fill out an application form with their parents' **consent** and submit it to the School of International Studies. The school is responsible for verifying. The form will be effective

after the dean's approval. Generally, time for suspending schooling is one year. Students who still can not resume schooling after time expires can apply for school suspension once more. If approved by the School of International Studies, they can suspend schooling for another one year. The total time for suspension of schooling can not exceed two years. The school will retain their student status during the suspending period and that period will not be counted in their **total academic years**.

42. During suspended schooling year, students shall be **treated** in accordance with **the** following regulations:

( 1 ) Students who suspend schooling must go through leaving school **formalities**. Those students should cover travel expenses by themselves. The school will retain their student status for them;

( 2 ) Students who suspend schooling can not **enjoy** the same **treatment** as other students. They also can not be awarded **scholarship**;

( 3 ) Students who suspend schooling due to illness must go back to their own country and receive treatment;

( 4 ) Students and their parents are responsible for their behaviors during the period of schooling suspension.

43. When the schooling suspension expires, the students should apply **to resume** schooling two months before the new semester begins. Students can return to school after getting permission. Students who suspend schooling due to illness should provide a recovery certificate from the hospital. The School of International Studies will check the recovery certificate and inform the students to come to school for a countercheck. If the students fail the countercheck, they will be required to leave school and go back to their own country within one week and cover the travel expenses by themselves. If the students pass the countercheck, they will be arranged

into corresponding classes in the same major. Students who **violate** Chinese laws and regulations are not eligible to **resume schooling**.

#### Chapter VIII Go Up in Grade, Stay Down in Grade, Being Removed from or Quitting School

44. For every academic year, students should complete all the curricula set by the teaching plan. After passing all the required examinations (including makeup examinations), **they are promoted to the next grade by the school**.

45. After the first makeup exams, those who have failed more than 4 subjects (including 4 subjects) in one academic year should be demoted to a lower grade. **(will be repeated)**.

46. Students who fail **graduation** design, **graduation thesis** and graduation internship should be demoted to a lower grade.

47. Students who stay down in grade should be transferred to a lower grade. If those students are asked to stay down in grade again, they are required to quit school.

48. **Under** any of the **following circumstances**, students are required to quit school.

( 1 ) After makeup exams, those who still have failed more than 8 subjects (including 8 subjects) in total;

( 2 ) Students who can not finish studies within the maximum schooling year required by the school for whatever reasons;

( 3 ) Students who can not resume schooling within the maximum suspending schooling period;

( 4 ) Students who surpass the registration deadline for more than two weeks without any justified reasons;

( 5 ) Students who can not continue studies due to diseases or disability if diagnosed by appointed hospitals;

( 6 ) Students who conceal medical history and can not continue studies in the major;

( 7 ) Students who are absent from school for **two** weeks without permission;

( 8 ) Students who are discovered cheating on exams more than twice;

( 9 ) Students who are determined to quit school when **persuasion** fails.

49 . Director's meeting will look into the matter of quitting school first before coming to a final **decision**. Students who are asked to quit school are given a formal letter and their signatures are required. If under **special** circumstances, the student refuses to sign his/her name, the School of International Studies can sign for him/her, which shall be witnessed by **two** or more witnesses. Meanwhile, they should report to the **Immigration** Office to cancel their residence permits. If the student **objects to** the school's final decision, he/she can make a **written** request to the School of International Studies for **re-examination**.

50 . Students who are required to quit school should be dealt with in accordance with the following regulations:

( 1 ) Students who have mental disorders and other diseases (including disability) which are inconsistent with the physical checking standards should be **sent** back to their own country by their parents or other relative persons;

( 2 ) Students who quit school are given a letter and an undergraduate certificate according to the school year if they study for **over**

one year;

( 3 ) Students who quit school are required to go through school leaving formalities within one week after the notice.

### Chapter VIII Clinical Practice

51 . Clinical practice is the main part of the whole medical studies. The practice period is one year. In principle, students should choose and contact the hospitals by themselves. Students are allowed to go back to their own countries to serve as an intern .Either public hospitals or private hospitals which are recognized by their governments are acceptable.

52 . If students choose to practice in the affiliated hospitals of Wenzhou Medical College, they should pass the corresponding Chinese Proficiency Test.

53 . Students who fail any two subjects of internal medicine, surgery, pediatrics and gynecology, and fail the makeup exams twice will not be allowed to go for the practice and will be required to restudy the subjects with the following year's students. Students will be allowed to enter the practice stage under the pre-condition that they have passed all the makeup exams.

54 . Before practice, students should attend the intensive training to enhance their clinical skills and pay corresponding training fees and management fees to the school. After the clinical skill training, all the students should pass the skill training exam. Only then, the students can start their clinical practice. The clinical practice fee should be paid to the corresponding hospital in which the students have chosen to carry out their practices.

55 . The clinical practice must be performed strictly according to the practice outlines. Students' summaries and examination results should be recorded. Otherwise, the students will not be allowed to **take** the graduation exam.

56 . After accomplishing practice, students should return to the School of International Studies with the practice hospital's certificate. The students will **take** the graduation exam based on the four subjects of internal medicine, pediatrics, surgery and gynecology.

#### Chapter X Management of the Fees

57 . The tuition fee, insurance fee, accommodation fee and book fee should be paid off within the first two weeks of every academic year. Students who can not pay the fees in time are required to pay penalty based on corresponding regulation of the Management of the Students Status issued by the **Wenzhou** Medical College.

**58** . For expelled students, their tuition fee **cannot** be **refunded**.

#### Chapter XI Certificate, Diploma and Leaving School Rules

59 . After foreign students complete all the provided curriculums with qualified performance and reach the graduation standard, they will be conferred with the diploma.

60 . The undergraduate students can be awarded their bachelor's degrees according to the related contents of the *Temporary Regulations for Degree Awarding of the People's Republic of China*.

61 . The prolonged time of schooling **cannot** be over 2 years than the fixed



length of school year. Those who have been given the maximum extended time but still fail to reach the graduation standards will only be awarded with the certificate of the school completion.

62 . Under any of the [following circumstances](#), students can only be given the certificate of school completion:

( 1 ) Students who still fail the compulsory subject after makeup exams and restudy;

( 2 ) Students who fail the graduation internship, graduation exams or graduation thesis (graduation design) required by the teaching plan.

63 . Students who have no student status can not be awarded any certificate or diploma.

64 . If students lose diploma or certificate, they can write to the School of International Studies with sufficient [proofs](#). [After](#) investigation and verification, the school will provide corresponding certificate which are equally authentic.

65 . Students should leave school after graduation within the required time. Students who leave school (including those who are transferred to another university, quit school, graduate, complete school) should go through the following formalities:

(1) Settle all kinds of fees.

(2) Hand in all the certificates and cards used in the college (including student cards).

(3) Go through all the leaving school formalities according to corresponding regulations.

66 . Students should leave school within one week after graduation (or

finishing the course).

67 . The right of explanation of this handbook belongs to the School of International Studies.

Note:

- The information for this handbook will be updated in the following years.  
For any latest changes, please refer to newer publications.
- For more up-to-date information, please visit the official website of School of International Studies, WMC: <http://www.wzmc.net/sis>
- This handbook is written both in Chinese and English. In case of any inconsistency, the Chinese version shall prevail.

## Detailed Rules of Scholarship Implementation for International Students of Wenzhou Medical College

In order to promote the development of education of international students,

and to encourage and finance excellent foreign students in studies and **behavior**, establish positive style of study, according to the relevant documents of higher authorities, combined with the actual condition of college, **these rules have been formulated**:

#### I Types of scholarship

1. Scholarship is divided into two types: school-**sponsored** scholarships and **social-afforded** scholarship.

(A) school- **sponsored** scholarship is funded by college, such as "yearly scholarship."

(B) **social-afforded** scholarship refers to the scholarships funded by enterprises or individuals, to **reward** outstanding students.

#### II Objects and the basic conditions for scholarship

A) Scholarships **are available** for all full-time undergraduate international students of the college.

B) **International students to be considered for scholarship assessment, must meet the following conditions**:

1. Comply with Chinese laws, regulations and discipline of college; honest, trustworthy and positive.

2. Devote to major, study diligently and get high grades; get complementary reviews from teachers and students.

3. Respect teachers and have great affection for college, unite classmates; participate actively in college's various activities, **physically and mentally healthy**.

4. Class attendance of each **semester should be equal to or more than 90 percent** (in accordance with class attendance record by college evaluation feedback by lecturers)

(C) Anyone who violated discipline and regulations of the school, will be

deprived the qualification **for** scholarship awards evaluation in the academic year.

### III **Assessment** criteria for scholarships

1. Scholarship aim to award all-round developed students in morality, intellect and physics;
2. Ranking the students according to the yearly comprehensive performance (the yearly final ranking pass judgment on students' results of exam accounts for 80%; ideological, political and moral assessment on students' ordinary behaviors accounts for 20%), we **determine** the first prize, second prize and third prize, in which the proportions are 4%, 8% and 16% respectively .
3. In assessment of yearly Scholarship, on the premise of not exceeding the total sum, appropriate adjustments in the ratio and amount can be executed as the case that students with the same grades or **outnumbering** stipulated ratio;
4. The assessment on students' ordinary behaviors is made up of awarded marks and deductible marks. Activities student's participated, which are held by the province, the city, the college and the school, and different rank of prizes will help students get different awarded marks respectively. Deductible marks refer to the marks deducted for the reasons of punishment of students and students' credit records.
5. **At** the stage of internship, students not in the scope of scholarship assessment, performance assessment and award will be stipulated in other rules.

### IV Assessment method for scholarships

The School of International Studies is responsible for all scholarships in over-plan, co-ordination and materials examination. Students Office takes charge

of the specific organization and assessment of scholarships.

(A) Scholarships assessment is performed per year and will be completed in one month as the new academic semester starts.

(B) The Preliminary list of the scholarships will be submitted by Student Affairs Office to the Executive Office of School of International Studies. Considering the views of teachers and students, the result will be published in the school.

(C) Students with scholarship will be awarded certificate and prize by the school.

(D) Student with scholarships will be receded its award and prize and be given corresponding disciplinary punishment if found to deceive and offer false materials on grades and behavior.

V Others

(A) The rule will be implemented in undergraduate international students from the beginning of 2009.

(B) The School of International Studies will be responsible for interpretation of the above rules.

# The Measures on Class Attendance of Students of Wenzhou Medical College

Students are required to participate in all activities organized by school, such as attending class (including experiment class), probation, internships and social practice. Attendance will be checked for all of the above activities. The measures for attendance check will be implemented as follows:

1 Students ask for leave with any reason must carry the procedures of literal leave permission (except **in** case of emergency or acute disease). Asking for leave after **departure** will not be allowed. Those who ask for leave within 7 days should be approved by their administrator; those who ask for leave exceeding 7 days should be examined by the School of International Studies and approved by the dean.

2 Leave after the expiry date, students are required to conduct the procedure of **reporting** back form leave to the administrator. Not returning

as scheduled for special reasons, you should submit proved materials and apply for leave extension. Anyone **who does** not conduct procedures of extension **of leave or takes leave without application of leave being** approved will be counted as on class absence.

**3 When applying for sick leave, applicants must show proof by showing documents issued by Health Care department of the school or hospital. Sick leave applications must be backed with tangible reasons.**

4 Anyone who does not ask for leave or extension leave without the approval will be concluded as class absence. Students late for class or leave early accumulated three times will be considered as one class period absence (counted one semester); Leave without reason, students' absence duration will be counted with the real teaching periods. Teaching internship, training and social practice will be calculated as six class periods per day.

5 Students in absence will be given criticism or disciplinary punishment in accordance with absence in one-third class periods or the actual cases. Students absent from class for one-third of the semester will not be allowed to attend semester examination of this course and should retake this course; Leave beyond one-third class periods of the total semester, students will not allowed to take exams and be suspended his schooling.





# The Classroom Rules for Wenzhou

## Medical College

I Classroom is an important place for teaching and learning, we must be quiet and keep it clean and in order.

II Students are required to abide by discipline of the classroom, not to be late or not leave early. You should be smartly dressed.

III Students should not leave or enter the classroom while the teacher is teaching.

IV In class, you should concentrate on the lectures and raise your hands firstly if you need to clarify something with the teacher. Then with the teacher's permission can you stand up to the ask questions.

V In the study hall, do not raise your voice and affect other students studying.

VI Doors and windows of the classroom and all the indoor equipments should be taken good care of. Do not move or vandalize anything. Students will need to compensate for any damaged items.

VII No smoking indoors, no spitting and littering in the classroom.

# Code of Student Discipline

## Regulations for the Management of Overseas Students Misconduct

### General Discipline

1 In order to enhance the **building** of school spirit and study atmosphere, maintain regular teaching order, optimize learning and living atmosphere and cultivate qualified young talent, this regulation is formulated in accordance to pertinent rules of the Ministry of Education of People's Republic of China and combined with the practice of overseas students.

2 The Code of Student Discipline applies to full-time overseas undergraduate students. The Code of Student Discipline applies to any action of misconduct whether it takes place on or off the College premises. It also applies to actions that are electronic and occur in a virtual environment or through other communication technology methods such as mobile phones.

3 Undertaking of disciplinary punishment is based on the principle of **justice**, adequate evidence, clear **understanding**, accurate determination and appropriate punishment. When determining the penalty to be applied, consideration will be given to:

- [a] The seriousness of the misconduct
- [b] The student's previous disciplinary record.
- [c] The conduct of the student following the misconduct.
- [d] If the misconduct has been admitted.
- [e] Any mitigating factors as applicable.

4 Students who have any misconduct during vacation or participation in teaching practice; inspection and social practice etc will be punished according to this regulation.

5 Sanctions as following:

- i. Oral warning
- ii. Written warning
- iii. Disciplinary probation
- iv. Eliminate student status

**Students** whose violation against regulation of WZMC is not severe, enough for disciplinary punishment **will** receive oral warning from the corresponding school in order to supervise and urge correction.

6. Disciplinary probation begins with the receipt of notification of punishment decision and its term lasts for one year. Disciplinary probation of senior students exists until **they leave** school.

Time of **school suspension** will not be counted into probation.

According to different performance during probation, proposal is as following:

- i. Students without any misconduct can submit application

when probation expires. After being discussed by management department of school and approved by school conference, probation will be **terminated**.

ii. Students who have misconduct worthy of written warning (**during the time of probation**) or above will be expelled.

iii. Students whose misconduct is inadequate for written warning (**during the time of probation**) will be punished with an extension of probation for half or one year depending on severity, besides corresponding penalty. The total term of probation should not exceed two years.

7 The expelled students should go through leaving-school procedures within seven days following the punishment decision. **Anyone who exceeds the time limit should be transferred to college for procedure**. The expelled students will be granted certification of study by college.

8 In the case of **undertaking** one of the following acts, heavier sanction will be imposed:

- a) Hide facts after misconduct or recognize misconduct in bad manners
- b) Retaliate on or threat prosecutor, witness and relevant personnel
- c) Organizer or conductor of mass violation
- d) Violate school discipline repeatedly
- e) Take a second offence after being punished
- f) Other behaviors that should be punished seriously

9 In the case of following situations, punishment can be mitigated:

- a) Confess misconduct initiatively
- b) Cooperate in investigation, verification or providing vital

evidence and clues. Unveil other's illegal behavior or violation of discipline and verified true.

- c) Coerced or induced by others
- d) Other situations could mitigate punishment

10 Students' punishment could be mitigated after being identified as limited capability of bearing legal responsibility by police or judicial authority.

11 Students **undertaking** one of the following acts will be expelled:

- a) Violate law of People's Republic of China and form criminal offence
- b) Violate Regulations of the PRC on Administrative Penalties for Public Security and case is serious
- c) Replaced by others or replace others in exam, organize cheating, utilize communication equipment for cheating and other serious cheating behavior
- d) Plagiarize other's research work **in a serious manner**.
- e) Violate school regulation and have a severe impact on teaching order, living order as well as public administration order. Invade individual's or organization's legal rights and lead to serious results
- f) Violate school regulation and receive sanction repeatedly but fail to make **corrections**.

12 Administrative jurisdiction and procedure of punishment

- a) Disciplinary probation or below will be discussed and kept on file by Student Affairs Office, and publicized after being examined and approved by school leaders.

- b) Initial view on disciplinary probation and exclusion from school will be proposed after discussion **by** Student Affairs Office. View proposed by school will be publicized with the decision of **president's** conference. Decision of exclusion from school will be kept on file in school and municipal police office.
- c) Teaching administration department is in charge of the investigation into violation and cheating in exam and transferring relevant materials to student's affair department after **stating their** view.
- d) Pertinent departments should initiate investigation within its jurisdiction after discovering student's misconduct and inform the security department timely if necessary. Security department should **state their** views on its security cases and render materials to Student Affairs Office.
- e) Student Affairs Office should **state their** view on undeniable misconduct within 10 workdays following collection of materials.
- f) Before the decision of sanction, school should inform the student of reality, reason and basis and hear the statement and appeal of student or agent. Student or agent can put forward statement and appeal to Student Affairs Office in 3 university workdays following the receipt of notification.
- g) All letters of sanction **decisions** are in name of school and sent to students who need to **sign**. Student's affair department should keep records **in case** students refuse to sign or can not sign for special reasons. More than 2 personnel (including 2) should sign to testify. Letter of sanction decision will be kept in student's archives (**records**).
- h) Sanction decision will be notified within campus. Student Affairs Department of student's school has the responsibility to inform parents if needed. If sanction content concerns with state secrets or privacy, the student's affair department decides its publicity.

### 13 Appeal by the punished

- a) If students object to the disposition decision, students can submit written appeal to the student's appeal committee of school within 3 university **working** days following the receipt of letter of disposition decision. Overdue appeal will not be accepted.
- b) The student's appeal committee of school will review the appeal and inform the student of the conclusion of the review in 15 university **working** days following the receipt of the written petition for appeal. School will investigate again for the change of sanction.
- c) In **case** of disagreement with the decision of review, students should bring forward written petition for appeal within 15 university workdays following the receipt of the decision of review.

14 Above this punishment and below this punishment mentioned in this regulation include this punishment itself.

### SPECIFIC PROVISIONS

15 Any behavior that violates fundamental principles of the constitution; participating in any illegal religion activities or organizations to commit crimes; organizing, planning ,conducting or fanning the flames of sedition that disturbs social orders and endangers state security; illegally organizing demonstrations to disrupting stability and unity.

a. If the case is minor and having little damage, the student will be given demerits or be under probation.

b. If the case is serious and **causes bad** influences or making no improvement **on** education, the student will be expelled from the college.

16 Students, **who have** been punished by judicial , administrative law-enforcement departments for **actions** against national laws and regulations, will be disciplined at the discretion of our school as below:

a. Been sentenced to be controlled, criminal detention, imprisonment or **correction** through labor, the student **in question** will be expelled from the college,

b. Been sentenced to administrative detention, the student **in question** should be given demerits or be under probation regarding the **severity** of the cases

c. Been punished **by the police for penalties** such as warning, fining and so on, the student should be given a severe warning or be given demerits regarding the **severity** of the cases.

17 Students are forbidden to hinder public orders of normal work, teaching, living etc. If any **bad** influence is caused, the student will be given the following punishments regarding the **severity** of the cases:

a. Students are not allowed to disorder teaching, living and so **on by stopping** classes, holding students' strike on classes or meals etc. The student who have violated this regulation will be given demerits and even **be** expelled regarding the **severity** of the cases.

b. Students are forbidden to kick up a row, laugh at or humiliate teachers in class or violate the classes' disciplines. **Students who have violate this regulation will be given a warning or severe warning regarding the severity of the cases.**

c. Students, who influence others' study and rest by using stereotypes or kicking up a row in public places as classroom and dormitory etc. and are deaf to all advices, will be given a warning or severe warning.

d. Indulging in alcohol, the student will be given a warning or severe warning regarding the **severity** of the cases.

e. Students are not allowed to accommodate other people without the permission of our school. If so, the student will be given a warning or severe warning and even be given demerits regarding the **severity** of the cases.



f. Students are not allowed to kick up a row, set off firecrackers, throw bottles , chairs out of the windows or cast burning things on campus. If any **bad result** is caused, the student should be given a severe warning or be given demerits in accordance with the severity of the cases.

g. Students are not allowed to disobey the administration of school's staff or even insult and curse them. **Students who violate** this regulation will be given a warning or be given demerits in accordance with the **severity** of the **case**.

h. Students, who violate rules and regulations by using high power or naked light or electric apparatus such as electric bar, electric heater and so on, will be given a **serious warning**; **especially** if a fire alarm or a fire disaster **is** caused because of this kind of **behavior**. In addition to **paying** for the loss and damage, those students will be given punishment no less **severe** than getting demerits in accordance with the **severity** of the **case**.

18 **Students**, who violates our nation's, group's or other **people's rights**, will be given **the** following punishments in accordance with the **severity** of the case.

a. Students are forbidden to hide, damage or open **letters of others**. **Any** student who violates this regulation, in addition to **paying** for the loss, will be given no less severe than a severe warning in accordance with the **severity** of the case.

b. Students are forbidden to forge , change , draw or **use a fake name** , or transfer to others any certifications or any **paper of proof**. The student who violates this regulation will be given no less severe than a severe warning in accordance with the **severity** of the **case**.

c. Students are forbidden to carve or falsify official seal, change or forge the record card, and even forge the **signature** of teachers on personal purpose. The student who violates this regulation will be given no less

severe than getting demerits regarding the **severity** of the **case**.

19 **Any** student, who illegally hide , sell or take any psychotropic drugs, will be punished no less **severe** than giving demerits.

20 Students are not allowed to plan or participate in fighting with each other. **Any** student who violates this regulation will be given following punishments in accordance with the **severity** of the **case**.

- a. Students, who use insulting words or other ways to **stir up trouble** and lead to **fighting**, although not hitting people, will be given a warning or be given demerits regarding the **severity** of the **case**.
- b. Students, who hit people but not hurt them, will be given a warning or be given demerits.
- c. Students, who hurt others slightly, will be given no less severe than **getting** demerits.
- d. Students, who hurt others severely, will be dismissed from college.
- e. Students, who hit people with arms, will be under probation or expelled from college regarding the **severity** of the **case**.
- f. Students, who plan or encourage others to fight, will be given no less severe than getting demerits regarding the **severity** of the **case**.
- g. Students, who offer arms to others, will be given no less severe than getting demerits regarding the **severity** of the **case**.
- h. Students, who fight with people out of college, will be given no less severe than getting demerits regarding the **severity** of the **case**.
- i. Students, who gang together, cause **bad** influences , although no **fighting happened due to being** dissuaded in time. The leader will be under probation, and participators will be given a warning or severe warning. If students **fight** and **cause** severe consequences, the leader will be expelled and participators will be given a severe warning or even expelled.

j. Students, who possess or control tools (such as dagger, prism drawknife , bayonet etc.) in private, will be given a severe warning or a bad behavior record.

21. Students are not allowed to use any way to illegally possess , steal , swindle the national , group's or private property. Students who violate this regulation will have to pay for the loss and be punished according to the relevant provisions of the police office. Besides, they will be given the following punishments regarding the differences of the cases.

a. If the stolen goods worth less than 500 RMB, the student will be given a warning or a bad behavior recording.

b. If the stolen goods worth more than 500 RMB (including 500 RMB) and less than 1500 RMB, the student will be given a bad behavior recording or under probation.

c. If the stolen well worth more than 1500 RMB or repeatedly or banded commit the crime and cause severe economic damages or do harm to the society, the student will be expelled.

d. Although getting no goods, students, who is conformed to be a robber by the security department or the police office, will be given demerits or be under probation.

e. Student should give back the picked up goods. The student, who illegally possesses lost property or other people's property, will be given a warning or severe warning according to different cases.

f. Students are not encouraged to buy stolen or any unidentified goods. If so, the student will be given a warning or severe warning regarding the severity of the cases.

g. Students who swindle , scramble or blackmail public or private property will be given no less than a bad behavior recording regarding the severity of the case.

h. Students who steal the documental seal or files will be given no less than a bad behavior recording regarding the severity of the **case**.

Students are not allowed to offer information or tools to the burglar or conceal or hide the robber. **Students who have violate** this regulation will be treated as same as a burglar.

22. **Any** student, who **damages** public properties on purpose, in addition to pay the original price for the loss, will be given the following punishments regarding the **severity** of the **case**.

a. If the price is less than 500 RMB, the student will be given **severe warning**.

b. If the price is more than 500 RMB (including 500RMB), the student will be **given demerits or be under probation**.

c. If not on purpose, the student will receive lenient punishment or **punishment will be cancelled**.

23. Students are forbidden to participate in gambling or disguised gambling **by** any means. **Neither should students** offer place , capital , or tools for gambling. The student who ignores this regulation will be given the following punishments regarding the **severity** of the **case**.

a. Students who **offer place** , capital or tool for gambling will be given a warning.

b. General **participants** or the head offenders will be given a severe warning. The leader will be given demerits. If the case is very serious and has **a bad** influence, the student will be under probation or expelled from college.

c. **Subsequent offenders** will be under probation or expelled from college.

d. **For consequences such as fighting, caused by the gambling, sanctions for fighting will apply and offenders be punished severely.**

24 **Anyone** who **participates** in illegal pyramid sales (if not serious) will be **given serious warning**; if serious, will be given as under probation.

25 **For receiving, making or spreading** the pornographic articles or other illegal goods, **punishment will be given as below**:

Those who read the pornographic magazines, websites and videos, will be given **a** written warning. If they show no sign of correction after education, they will be put under probation and given even severe punishment regarding **the severity of the case**.

26. **Students who** seriously violate public order and good customs will be given punishment as below:

a. To molest, insult, **cause** obscenity, send **harassment message** or **use** other means to seriously annoy others, will be given written warning or be put under probation regarding **the severity of the case**.

b. Prostitution and **going to whorehouse will be treated as serious and offending students will be** put under probation or to be expelled from school.

27 **Students who violate rules, through the use of Internet,** will be given punishment as below:

a. Confounding the right and wrong and make up jumble saying and spread the saying which damage the legitimate interests of the school and others, **offending students** will be given written warning or be put under probation;

b. **Making and spreading computer viruses, purposely using any kind of hacking software or Emails to attack programs or damaging computer system and network,** will be given punishment ranging from being put under

probation and above regarding the **severity of the case**.

c. **Students** who give speech which obstruct the social stability and China's national security will **be put under probation and also receive some of the punishments stated above**.

d. **Students who violate rules in** National Computer Internet Management Regulations; will be given written warning **and some of the punishments stated above, regarding the severity of the case**.

28 **Students** who are absent from activity under the school teaching plan without asking for leave or **without approval shall be punished** as below

1. If one has accumulative total more than 10 periods within one semester, a verbal warning shall be given as punishment;

2. If one has accumulative total more than 20 periods, a written warning shall be given as punishment;

3. If one has accumulative total more than 30 periods, he/she shall be put under probation as punishment.

29 **Students who violate examination rules (or) and are caught in cheating shall be given punishment with regards to the diversity of the situation**.

I **Students who** violate the exam rules shall be normally given the verbal warning **and serious** violators shall be given written warning as punishment.

II. **Those who violate the rules and regulations will be given the punishment of being put under close observation in school**.

a. **Giving out** information like name, student ID No. etc which are not in accordance with oneself;

b. Take something that is forbidden in the exam to the examination room , for example textbook, notebook or some electronic devices (cell phone, electronic dictionary, etc.) with some examination information **on** it

and so on;

c. **Pass** on something during the examination or exchange the question paper , answer **sheet** , draft paper and other things with each other;

d. Copy or assist copying the answers of exams or the materials related to the exam contents;

e. Destroying test papers, answer sheets or exam **materials** purposely

f. **Write** any words and symbols related with the exam contents on the exam desks or your body.

**III. Those who violate as below shall be put under probation or even be expelled from school:**

a. Find the replacements attend the tests for you or replace the other student to attend the tests;

b. Use the telecommunication equipment during the exam (including carrying the mobile and keep the mobile power on);

c. Join the collective cheating involving more than three persons;

d. Rob or steal the test paper, answer sheet of others or force upon others to provide convenience for the copying of oneself

**IV. Those who have done the violations as below shall be given the punishment as removal from school:**

a. Organize more than three persons to join collective cheating;

b. Cheat for second time.

**V. Other cheating behavior can be judged as punishment according to Article II, Article III and Article IV regarding the different severity.**

30 Those who have violated the academic discipline and damage the lab instrument and equipment can be given punishment regarding the different situations as below:

I. Magnify the scientific contents, economic value and social effect of one's research achievement; To increase the number of personal academic achievement, make two or more achievements published which have no material difference, thus result in ill effect;

II. Those behaviors shall be given punishment ranging from warning to giving demerits;

a. Copy the contents and words from other's works; possess oneself of other's works by changing the appearance; use other's achievement in published works without giving clear indication;

b. Put one's signature in the works which he/she has not taken part in; Change signature secretly or change the signing procedure by wrongful means; privately publish, publicize or transfer the cooperative research achievement without permission from other copartners;

c. Fill and provide the false academic achievement; counterfeiting and transforming the experts' opinions, certificate or other materials which testify one's academic capability;

d. Makeup and falsify the test result or statistical information;

e. Present or sell the experiment materials to others without permission;

f. Damage the lab instrument and equipment purposely which affect the normal research work or result in the serious economic loss of the lab;

g. Leak/reveal the secret of research work of the lab.

31 Those who give perjury for the violation behaviors shall be given written warning or put under close observation in school.

32 Other violation behaviors which are not listed in this regulation shall be judged according to concerned articles in this prescription.



33 The right of explanation belongs to School of International Studies.

## Examination Rule of Wenzhou

### Medical College

1. Candidates should enter the examination classroom ten minutes early. Candidates should not take the **examination** on account of 30 minutes' late. Candidates should not leave the examination classroom within 30 minutes at the beginning of the exam and 10 minutes at the end of the exam.

2. Candidates should bring admission card and student card with them, and be seated according to the number or **assigned** by the examination supervisor. Candidates should put the admission card and student card on the upper left-hand side.

3. The examination room should be kept quiet. Candidates should not smoke, make noise or influence classroom order. Candidates can put up hands **if have** any questions. Candidates can query if the **print** is too small for them, but they should not ask any questions related to the contents of the exam paper.

4. Candidates should not bring mobile phone, beeper, cell phone and other electronic devices into classroom. Candidate should also not bring devices like electronic dictionary and calculator with them.

5. Candidates should carry **stationery** with them. Candidates should not borrow stationery from other students without the classroom supervisor's

approval.

6. Candidates should not bring books, notebooks and review outlines (no matter whether they are related to the contents of the examination paper or not) into classroom. Candidates should not carry other materials which are not required. Those who have already brought them are required to put in the assigned place. Handbags or schoolbags are not allowed to be brought into the seat.

7. No cheating behaviors are allowed. Candidates who are caught cheating will be dealt with according to relative terms in Examination Violation Penalty for Candidates in Wenzhou Medical College and Violation Penalty for Students in Wenzhou Medical College.

8 . If under any of the [following circumstances](#), candidates are required to leave the examination classroom and are disqualified for the exam.

(1) Candidates do not bring required documents.

(2) Candidates are not seated according to the number or are not seated in the assigned place required by the classroom supervisor.

(3) After the exam paper is distributed, candidates still refuse to listen to the classroom supervisor's advice and continue violating exam discipline.

9. The examination paper, answer sheet, writing paper are distributed by classroom supervisors together and are collected after the exam is over. Candidates can not bring them outside exam classroom. Candidates are not allowed to bring writing paper by themselves. If candidates finish the exam before required time, they should put up hands to sign the classroom supervisor first and then leave the classroom after their paper

is collected. After the exam is over, candidates should stop writing and wait for the classroom supervisor's collection. Candidates are not allowed to buy time after the examination finishes. Candidates are also not allowed to talk loudly in the exam classroom or near the exam classroom.

10. Candidates are not allowed to leave the exam classroom for any reason without permission, or else they will be regarded as giving up the exam. If candidates urgently need to leave the exam classroom, they should put up hands and get the classroom supervisor's permission first.

## Examination Violation Penalty for Candidates in Wenzhou Medical College

1 . Students should **observe** examination **discipline** and comply **with** the directions **and** arrangements made by classroom supervisors. If under any of the **following circumstances**, students are regarded as violating examination disciplines:

( 1 ) Students bring documents that are not allowed (see Examination Rule of Wenzhou Medical College), including mobile phone that is not switched off and is not put in the assigned place;

( 2 ) Students do not sit in the assigned seat;

( 3 ) Students start writing before the exam starts or continue writing when the exam time is over;

( 4 ) Students look at other's answers, whisper, make signals or gestures;

( 5 ) Students make noise, smoke or influence classroom order in the exam classroom or near the exam classroom;

( 6 ) Students leave the exam classroom without getting the classroom supervisor's permission during the examination;

( 7 ) Students bring examination paper, answer sheet or writing paper outside the examination classroom;

( 8 ) Students answer questions with pens or paper that are not allowed; students write down name, students number in the place that are not required; or students make other signals in the exam paper;

( 9 ) Students violate other exam disciplines but do not commit cheating behaviors.

2. Students should take examinations according to the [principle](#) of fairness and justice. They also should not get the exam's answers and results by improper [means](#). If under any of the [following circumstances](#), students are regarded as cheating:

( 1 ) Students bring relative materials or electronic devices that are relative with the exam; or students write down letters that are relative with the exam on the desk, body or near the seat;

( 2 ) Students copy or assist copying other's answers or letters that are relative with the contents of the exam;

( 3 ) Students rob or steal other's exam papers, answers, or students force upon others to provide convenience for the copying of themselves;

( 4 ) Students use communication equipment during the exam or their mobile phone is not switched off;

( 5 ) The students replace someone to take exams or someone replace the student to take exams;

( 6 ) Students destroy examination paper, answer paper or other exam materials deliberately;

( 7 ) Students fill in information like name, student card number that are not in accordance with themselves;

( 8 ) Students pass or exchange question paper, answer paper or draft paper with each other;

( 9 ) Students [plagiarize](#) other's works in [graduation thesis](#);

( 10 ) Students commit other cheating behaviors.

3. If under any of the [following circumstances](#) found by the classroom supervisor during or after exam, students are regarded as cheating:

( 1 ) Students forge cards, certificates, [archives](#) or any other documents to get the qualification for the exam or score;

( 2 ) In the [process](#) of paper marking, more than two students' answers (including two) are found the same for the same subject in the same examination room;

( 3 ) Many Students cheat on the exams due to the mess and disorder of exam disciplines;

( 4 ) The classroom supervisor assist cheating and is verified after the exam;

( 5 ) Students commit other cheating behaviors; students who violate term 4 or term 5 are given relative penalty and their score of the exam is invalid.

4. If students commit any of the behaviors in term 3, they are not allowed to continue the exam. Their score for the exam is invalid and should be given relative penalty. Students who violate [Regulations](#) on Administrative Penalties for Public Security will be sent to the local public security organ. Students who commit crime shall be [investigated](#) for responsibilities in accordance with the [Criminal](#) Law.

5. If students cheat during the exam and thereby get their mark, corresponding certificate or qualifications, their certificates are regarded as invalid and shall be [confiscated](#). If students have already been admitted to school under that circumstance, their entrance qualification and students status will be deprived.

6. Students who replace someone or are replaced by someone to take exams are dealt with severely and even can be dismissed from school. Other members shall be subjected to administrative sanctions and even can be dismissed from employment. The school provides their personal information publicly to the corresponding unit according to their record of cheating behaviors.

7. If students violate the exam disciplines seriously or cheat on the exam, their score for the subject is 0. Those students are given relative penalty in accordance with the seriousness of the cases. Students who cheat during the makeup exam or restudy exam, they are not allowed to take the last makeup exam which is [before graduation](#).

# THE OATH OF A MEDICAL STUDENT

The moment I step into the hallowed medical institution , I pledge solemnly :

I will volunteer myself to medicine with loyalty to the people.

I will scrupulously abide by the medical ethics, respect my teachers and discipline myself.

I will strive diligently for the perfection of technology and for all-round development of myself.

I am determined to strive diligently to eliminate man' s suffering , enhance man' s health conditions and uphold the chasteness and honor of medicine.

I will heal the wounded and rescue the dying, regardless of the hardships.

I will always be in earnest pursuit of better achievement. I will work all my life for the development of the medical enterprise as well as mankind's physical and mental health.

I make these promises solemnly, freely, and upon my honor.