



广东以色列理工学院

Guangdong Technion-Israel Institute of Technology

中国广东汕头市大学路241号

241 Da Xue Road, Shantou,

Guangdong, China

邮编 Post Code: 515 063

电话 Tel: 86-754-8807 7073

Regulations of Student Status Management

学籍管理规定

1. Students Enrollment and Registration

入学与注册

1.1 If the student is unable to come to the university on the moving-in day, s/he shall request a leave from Student Affairs Department, which shall be implemented in accordance with the New Students Guide. The student must meet the preparatory courses requirement stipulated in *GTIIT Rules and Regulation* to start studying in the first semester. In extreme events the Dean of Undergraduate Studies (hereinafter referred to as “the UG Dean”) should be consulted.

新生因故未能按期报到的，按《入学指南》推迟报到细则执行。学生需满足《广东以色列理工学院本科教学规章制度》中预备学期相关要求，方可正式开始第一学期的学习。若有极端特殊情况，需经本科生院院长批准。

1.2 If one's admission notice, examinee information or other credentials is found not in accordance with the personal information; or one is found to be with other circumstances in violation of Chinese national provisions, his/her admission qualification will be canceled.

若报到审查发现新生的录取通知书、考生信息等证明材料与本人实际情况不符，或者其他违反国家招生规定情形的，取消该生入学资格。

1.3 At the beginning of each semester, if a student plans not to return to school on time, s/he shall request a short leave or suspension of studies at least **2 weeks** before the first day of the semester. Students who fail to pay the tuition fee or do not return to school on time without sufficient evidence, may be faced with disciplinary actions.



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每个学期开始前，若学生未能如期返校，需至少提前 2 周请假或提出休学申请。逾期未缴纳学费或无故未能按时返校者，可能面临纪律处分。

1.4 A student can apply for a preservation of the admission qualification under special circumstances (a health problem, financial difficulty, etc.) to the Admissions Office for a maximum of one academic year if s/he cannot start studying in the admission year. The student will not have a student status during this preservation period.

如遇特殊情况（如个人身体状况、家庭经济原因等）未能如期报到者，可向招生办公室申请保留入学资格 1 年。保留入学资格期间不具有学籍。

1.5 Students are expected to attend all scheduled classes for which they have registered unless the attendance in the classes is not compulsory. In case it is compulsory, the students shall ask for leave in advance from their course lecturers. If an absence is due to conditions beyond control and the students wish to establish that fact in order to justify the need for make-up tasks (e.g. homework, assignments), they must present the reasons for the leave together with supporting documents to the course lecturers for approval of the absence. Any leave longer than 7 days requests the approval from the Head of the Study Program. Any leave that lasts for more than 14 days shall acquire approval the Head of the Study Program and from the UG Dean.

学生应按照其选修课程的要求进行课程学习，不可随意旷课，除非该门课程不强制学生出勤。若该门课程要求学生必须出勤，学生应当提前向授课教师请假。若遇特殊情况缺勤，且希望通过补充学习任务（如作业、项目）者，需向授课教师说明缺勤原因及提供证明材料并获得批准。学生请假超过 7 天的由其所在专业的系主任审批；超过 14 天的，还应当报专业系主任及本科生院院长审批。



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2. Guidelines for Transferring between GTIIT Degree Programs

转专业规定

2.1 Because of the dependence of courses on pre-requisites, transferring to another study program may typically lead to requiring (an) extra semester(s) to complete the degree. For any extra semester, full tuition must be paid.

因大部分专业课程设置先修课程，故转专业通常需要额外学期以完成拟转入专业的学习要求。 学生需全额缴纳四年学制以外学期的学费。

2.2 Students cannot transfer to another study program within the first semester.

学生入学未满一学期不得转专业。

2.3 Students under unsatisfactory academic standing cannot transfer to another study program, except at the end of the first semester.

学业情况不佳的学生允许在第一学期末申请转专业， 其余学期不允许转专业。

2.4 Students who wish to transfer to another study program are recommended talking to the Program Counselor for better understanding of the study program.

有意向转专业的学生， 建议咨询专业学习顾问以便更好地了解转入专业。

2.5 Students who wish to transfer study program must:

学生申请转专业， 应当：

- a. Complete the *Request Form for Transferring between GTIIT Degree Programs* can be found on the MOODLE site and submit it to UG Office **2 weeks before the end of any semester.**



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完整填写 Moodle 上提供的转专业申请表，并于学期结束前 2 周提交至本科教学办公室。

- b. Transferring after completing one semester is based on admission data, GPA, and available places in the requested program. Transferring after completing two semesters is based on GPA, good academic standing, and available places in the requested program.

完成第一学期课程后申请转专业的，申请需由高考录取数据、GPA 和拟转入专业接收名额决定。在完成两个学期课程后申请转专业的，申请需由 GPA、学业情况和拟转入专业接收名额决定。

- c. The decision of students transferring between GTIIT degree programs will be made after grades from the current semester examinations are received and after approval of both program heads, the UG Dean and VC's authorization.

学生转专业的最终决定会在学期成绩公布后，由拟转入专业与转出专业系主任、本科生院院长与分管学术事务副校长审批。

- d. If the transfer is approved, it will be in effect from the beginning of the following semester.

如学生转专业申请通过，自下一学期开始生效。

2.6 The students name list of those transferring between GTIIT degree program will be published on the school official website 5 working days. If no objection is received following the publication, the UG Office will update the students' information in the China Higher Education Students Information (CHSI) System and notify the Guangdong education department.

转专业学生名单应当于学校官网公示 5 个工作日，若公示无异议，本科教学办公室将在学信网更新转专业学生信息，并报送广东省教育厅备案。



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2.7 Studying courses from another program without transferring:

学生申请修读其他专业课程，需：

- a. With permission from the his/her Program Counselor or the Head of the Study Program, a student may register for a course from another program.

经本专业学术顾问或系主任批准，学生方可注册本专业外其他专业的课程。

- b. Permission will be granted based on GPA, the timetable, and whether the student also meets his/her own program's course requirements.

审核条件为：学生 GPA、课程安排表以及学生是否达到本专业学业要求。

- c. The student must meet all the requirements of the course (not just sit in the final exam) and its pre-requisites.

学生需达到选修课程的全部要求(不仅限于参加期末考)及完成该课程的先修课程。

3. Guideline for Suspending and Resuming Studies

休学与复学规定

3.1 The maximum study period is 6 years including the suspension period.

学校规定最长修业年限为 6 年（包括休学保留学籍期间）。

3.2 A student can suspend his/her studies for several reasons, including:

学生有以下列情形之一的，可以申请休学：

- a. Studying difficulties;

学习困难；

- b. Financial difficulties;

家庭经济问题；



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c. Physical or mental health;

个人身心健康问题;

d. Personal affairs;

个人事务;

e. Other reasonable circumstances.

其他合理情况。

3.3 A student shall be suspended from school under the situations that the University deems it appropriate to suspend which can refer to the GTIIT regulation such as GTIIT Undergraduate Studies – Rules and Regulations and GTIIT ACADEMIC STUDENT DISCIPLINARY REGULATIONS, etc.

根据《广东以色列理工学院本科教学规章制度》、《广东以色列理工学院学生学术纪律规范》等学校规定，符合学校认为应当休学者，予以休学。

3.4 Obtaining Guidance regarding Suspension

休学申请指引

If a student is thinking about suspending his/her studies, s/he can refer to the GTIIT Rules and Regulations about the related provisions and choose to discuss his/her options confidentially with Program Counselor or Student Advisor from Student Affairs Department. Relevant information can be founded on Moodle- Undergraduate Studies site.

如学生有意申请休学，可参考广东以色列理工学院相关规章制度，咨询其所在专业的学习顾问或学生事务处辅导员。相关信息可从 Moodle-本科教学页面获得。

3.5 Students Who Wish to Request Suspension must:

学生申请休学，需：



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- a. Meet with the Program Counselor to discuss the issue of suspending studies.

与其所在专业的学习顾问面谈休学问题。

- b. Complete the *Request Form for Suspending Studies*, which can be found on the MOODLE site and submit it to the UG Office together with supporting documents if needed.

完整填写休学申请表并连同相关证明文件一起提交至本科教学办公室，具体申请表可在 Moodle 下载。

- c. Upon VC authorization, the student will receive an official letter from the UG Office. The letter will include the start date of suspension of studies and the date when the University expects the student to resume studies and any other conditions for his/her return.

经分管学术事务副校长批准后，学生将收到本科教学办公室签发的休学证明，内容包括休学开始时间、复学时间及其他复学相关条件。

- d. Any case in which a student does not participate in classes or leaves the University without official approval, will not be considered as suspension in retrospect.

任何学生未经批准缺勤或擅自离校的，不可认定为休学行为。

- e. After receiving the official letter from the UG Office, a student can leave the University only after completing the check list for suspending his/her studies within 7 days. A student cannot resume his/her studies before the agreed return date without special circumstances.

学生需在收到本科教学办公室发布的休学通知之日起，7 日内办理离校手续。无特殊情况不得提前复学。

3.6 If the student is under unsatisfactory academic standing, s/he will need to discuss the request first with the Counselor, followed by meeting the academic committee for the final decision.

学业情况不佳的学生申请休学，需与学习顾问讨论休学事宜后，经学术委员会讨论决定。



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3.7 Staying Registered as a Student

保留学籍

Students must remain registered with the status as “student” while they are away from the University. Maintaining the registration is free and allows students to keep the University email account and have access to the University computer network. The University is not responsible for accidents that occur during the suspension period.

学生休学期间，学校免费为其保留学籍，并保留邮箱及校园网账户。学生在休学期间发生的任何意外，学校概不负责。

3.8 Length of Suspension

休学期限

- a. Maximum length of self-suspension is 12 months.

本人申请休学的期限最长为 12 个月。

- b. For the leave of less than two weeks-see 1.5 above.

对于申请离校时间少于两周的，参考本规定 1.5。

3.9 Extending the Suspension Period

延长休学期

If a student cannot return to studies on the agreed return date, s/he must contact the UG Office for extending the suspension period at least 10 days before the agreed return date. The cumulative suspension period shall be less than 2 years.

若学生未能在规定返校时间返校，应当在返校日期至少 10 天前向本科教学办公室申请延长休学期间。学生累计休学时间不得超过 2 年。



3.10 Resuming Studies

复学

- a. Before the agreed return date for resuming studies, a student should contact the UG Office to confirm his/her return. The student should complete the *Request Form for Resuming Studies* which can be found on the MOODLE site and submit it to the UG Office together with supporting documents if needed 10 days before the return date. In case the student does not return to the studies at the determined time his/her student status will be revoked.

学生复学前，应当在休学期满 10 天前向本科教学办公室申请复学，并提交复学申请表及相关证明材料。申请表格可在 Moodle 下载。如学生未能如期返校，将按退学处理。

- b. The student may need to prove that s/he is fit to study, or meet any other conditions that have been set before his/her suspension. The student should do this well before the agreed return date, and provide any evidence s/he is requested for.

学生需证明自己已达到要求的学习条件，或符合休学前规定的其他复学条件，并在复学日期前提供相关证明文件。

- c. If a student suspended his/her studies due to physical or mental health issues s/he will be required to provide medical evidence that s/he is fit to return to studies.

如学生因身体或心理问题休学，复学时需提供相关医学证明，证明其适合返校学习。

- d. The request for resuming studies should be pending the approval of the Head of the Study Program, the UG Dean and VC authorization.

学生复学申请需经其所在专业系主任，本科生院院长及分管学术事务副校长审核同意。



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4. Guideline for Permanent Dropout from University-Termination Studies

退学规定

4.1 Termination of Studies

退学

- a. If a student has decided to terminate studies or already suspended his/her studies and no longer wishes to return but leave the University, s/he is recommended to speak first with his/her Program Counsellor or Student Advisor from Student Affairs Department.

学生决定退学，或休学后决定不再返校，建议先咨询其所在专业的学习顾问或学生事务处辅导员。

- b. The student needs to complete the *Request Form for Termination of Studies*, which can be found on the MOODLE site and submits it to the UG Office.

学生需在 Moodle 下载退学申请表并在填写完整后提交给本科教学办公室。

- c. Upon VC authorization, the student will receive an official letter from the UG Office. A student can leave the University only after completing the check list for leaving the school within 7 days.

经分管学术事务副校长批准后，学生将收到本科教学办公室签发的退学证明。学生需在收到本科教学办公室发布的退学通知之日起，7 日内办理离校手续。

- d. A student cannot resume his/her studies after termination of studies.

退学后学生不再允许返校。

4.2 A student will be permanent dropped out from the school if s/he meets one of the followings:

学生有下列情形之一的，予以退学处理：

- a. Cannot complete the degree requirements within the maximum study period including any suspension of studies.

未在规定的修业年限内（含休学、保留学籍）完成学业。



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- b. Does not return to studies at the determined time when the suspension period ends.

未在休学期满如期返校的。

- c. Does not return to school for studies 5 days after the first day of the semester without asking for a leave or request for suspension of studies.

开学 5 日内未返校注册，且未请假或申请休学的。

- d. Situations that the University deems it appropriate to terminate his/her studies which can refer to the GTIIT regulation such as GTIIT Undergraduate Studies – Rules and Regulations and GTIIT ACADEMIC STUDENT DISCIPLINARY REGULATIONS, etc.

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4.3 Certificate of Attendance

肄业证书

The UG office will issue, upon request, a certificate of attendance for students who have studied for more than one year but failed to meet the requirements for graduation and terminate their studies, but wish, nonetheless, to get credit for courses they have successfully completed.

对于办理退学的学生，已修满一学年以上课程但不能满足毕业条件的，本科教学办公室可按需颁发肄业证书。

4.4 Fees, Scholarship or Other Financial Issues

学费、奖学金及其他财务问题

Students should approach the Scholarship Committee and Finance Department with regard to tuition fees, scholarship or any other financial issues related to suspension or termination accordingly.



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有关学费、奖学金或其他与休退学相关的财务问题，学生需咨询学校奖学金委员会与财务部门。

5. Graduation

毕业

5.1 A student who has completed an approved study program, passed all the required courses and acquired the minimum credits required by the study program within the maximum study period, achieve the graduation requirement will be issued the GTIIT graduation diploma. A student who has meet the degree-granting requirement will be issued the GTIIT degree certificate and the Technion degree certificate.

学生在规定的学习年限内修完人才培养计划规定的课程，成绩合格并满足最低学分要求，达到学校毕业条件的，学校准予毕业，颁发广东以色列理工学院毕业证书。符合学位授予条件的，颁发广东以色列理工学院学位证书和以色列理工学院学位证书。

5.2 For Hong Kong, Macao, Taiwan students, the Ideological and Political courses (MOE courses) required by the Ministry of Education can be replaced by other courses about the China's national conditions with the approval of the UG Office and Student Affairs.

对于港澳台学生，经本科教学办公室和学生事务处批准，可将教育部规定的思想政治理论课替换为符合中国国情的其他课程。

5.3 For International students, the Ideological and Political courses (MOE courses) can be exempted in accordance with relevant regulations.

国际学生按照国家相关规定可免修思想政治理论课。

5.4 A student who has studied all the required courses but failed to gain the required credits by the study program within the maximum study period will be issued the GTIIT Certificate of Completion.



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学生在规定的学习年限内修完所有人才培养计划要求的课程但未修满规定学分的，可颁发广东以色列理工学院结业证书。

6. Academic Certificate Management

学业证书管理

6.1 If a diploma of graduation or a degree certificate is lost or destroyed, the University will issue a corresponding certificate upon verification only if the student applies for. Such certificate shall have the same legal force as the original one.

毕业证书或学位证书遗失或者损坏的，经学生本人申请，学校出具相应的证明书。该证明书与原证书具有同等效力。

6.2 If a student changes his/her name, date of birth or other personal information that needs to be filled in the certificate, s/he shall provide corresponding documents with legal force to prove the change of his/her personal information.

学生更改姓名、出生日期等需填写在证书上的个人信息的，应提供有法律效力的相应证明文件。