



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 as required, s/he shall request a leave in accordance with the relevant guidelines. The student must meet the preparatory courses requirements 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，按相关新生推迟报到细则进行申请。学生需满足预备学期相关要求，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 China 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，或者有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 vacation until 1 week before beginning 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.

每个学期开始前，若学生未能如期返校，需至少提前 1 周请假或提出休假¹（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. 此处“休假”为以色列理工学院对应规定中的英文名词“vacation”的直译，在本中文规定中特指保留学籍的“休学”状态。为避免措辞与理解混乱，“vacation”在下文中均翻译为“休学”。



1.4 A student can apply for a preservation of the admission qualification under special circumstances (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 3 days and within 14 days during teaching weeks shall be addressed to the Undergraduate Studies Office (hereinafter referred to as “UG Office”) for approval with the *Request Form for A Short Leave from Studies* which can be found on the Moodle site.

Supporting documents shall be submitted if necessary.

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。在教学周内，任何超过 3 天且不超过 14 天的请假，应向本科教学办公室提出申请审批。学生申请需完整填写请假申请表并连同相关证明文件（如需）一起提交至，具体申请表可在 Moodle 下载。

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 Academic Advisor 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 the UG Office 2 weeks before the end of any semester.

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



Heads of the Study Programs , the UG Dean and Vice Chancellor (hereinafter referred to as “VC”) 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。

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 his/her Program Academic Advisor 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 academic 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 Vacation and Resuming of Studies

休学与复学规定

3.1 Students in good academic condition can apply for a vacation once during their studies at GTIIT, for one full academic semester or one full academic year. Applications should be submitted until one week before the beginning of the semester. The maximum study period of 6 years includes the vacation period. Urgent requests during the semester or the exam period may be considered only with valid justifications, such as serious health issues. Students not in good academic condition cannot apply for a vacation. Urgent requests for one full academic semester or one full academic year away from school may be considered only in rare cases with valid justifications, such as serious health issues, and if approved it will be considered as suspension².

在学习期间，学术状况优良的学生可以申请一次休学，休学时长为一个完整的学期或者一个完整的学年。休学申请应在学期开始一周前提交。最长修业年限为6年，其中包括休学保留学籍时间。在学期中或考试期间提出的紧急休学申请，只有在学生提供充分理由（如严重的健康问题）及相应证明文件的情况下给予考虑。学术状态不佳的学生不得申请休学。只有在特殊情况下，如有充分理由（如严重健康问题），可能考虑为一个完整学期或一个完整学年的休学。若申请获批，学生将被视为休学。

3.2 Under normal circumstances, a student can ask for a vacation for several reasons, including:

通常情况下，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；
- c. Physical or mental health;
个人身心健康问题；

2. 此处翻译为“休学”，但注意与“vacation”特指的休学意义有所不同。此处特指学术状态不佳的学生休学申请获批的特殊休学情况。



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 Vacation

休学申请指引

If a student is thinking about asking for a vacation, s/he can refer to the GTIIT Rules and Regulations about the related provisions and choose to discuss his/her options confidentially with Program Academic Advisor 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术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 ask for a vacation must:

学生申请休学，需：

a. Meet with the Program Academic Advisor to discuss the issue of vacation.

与其所在专业的学习顾问面谈休学问题。

b. Complete the Request Form for Vacation, 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 vacation 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 vacation 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 vacation 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 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。

3.7 Length of Vacation

休学期限

- a. Maximum length of vacation is one full academic year.

本人申请休学的期限最长为一个完整的学年。

- 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。



3.8 Extending the Vacation

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 vacation at least 10 days before the agreed return date. The cumulative vacation 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。

3.9 Resuming of Studies

复学

- a. To resume studies students should submit to the UG Office the Request Form for Resuming of Studies that is available on Moodle site, together with supporting documents (if needed). Application should arrive no later than 2 weeks before the beginning of the semester (approved return date). Without this request, studies will be automatically terminated by the end of the vacation period.

学生申请复学需向本科教学办公室提交复学申请表，具体申请表可在 Moodle 下载。如有相关证明文件，请一并提供。学生需在学期开始（或批准的复学时间）两周前提交复学申请。如学生未在规定时间内提交复学申请，该生将在休学期满后被退学。

- b. All questions and inquiries for supporting documents from the UG Office (if needed) should be requested at least 4 weeks before the beginning of the semester (approved return date).

学生如对复学有任何问题或对本科教学办公室所要求的支持文件（如有）有疑问，需在学期开始（或批准的复学时间）四周前提出。

- c. The request for resuming of studies will be pending the approval of the Head of the Study Program and 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。



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 no longer wishes to return but leave the University after the vacation period, s/he is recommended to speak first with his/her Program Academic Advisor 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 should complete the check list for leaving the school and leave the University within 7 days. S/he can leave the University only after completing the check list 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 日内办理离校手续并离校。

- 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。

- b. Does not return to studies at the determined time when the vacation 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 vacation.

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 credits 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申请颁发肄业证书。

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 vacation or termination accordingly.

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 certificate. A student who has meet the degree-granting requirement will be issued the GTIIT degree diploma and the Technion degree diploma.

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 (hereinafter referred as “MOE courses”) required by the China 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 Department.

对于港澳台学生，经本科教学办公室和学生事务处批准，可将中国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 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.

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。



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邮编 Post Code: 515 063

电话 Tel: 86-754-8807 7073

6. Academic Certificate Management

学业证书管理

6.1 If a certificate of graduation or a degree diploma 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。