上海海洋大学

**Shanghai Ocean University**

学生管理服务手册

**Student Management Services Handbook**



**2020年8月**

**August, 2020**

# 学生违反校纪校规处理

**Punishment on Violations of Rules and Regulations**

**Article 1** This chapter applies to all the students in Shanghai Ocean University.

**Article 2** Violations of the rules and regulations shall be punished according to the severity, which may be given in the form of a circulated notice or a disciplinary punishment as follows:

1. Warning b. Serious Warning c. Recording of Demerits d. Disciplinary Probation e. Expulsion.

**Article 3** Each sanction save expulsion has a duration in which students in question have their rights limited. Warning, Serious Warning and Recoding of Demerits are set to last for 6 months; Disciplinary Probation for 12 months from the day the punishment is decided. The college where the students in question study will be responsible for assessing their performance. For students who have been included in the graduation plan of the year, the duration will be determined according to their specific situations.

**Article 4** The Duration and Expiration of Disciplinary Sanctions

 (1) If students receive a new sanction during an old one, the new duration shall be the sum of the unexecuted days plus the duration of the new sanction.

 (2) Students shall not enter for the assessment of scholarships, awards and honorary titles and they shall have their scholarships suspended and other corresponding rights limited until the expiration of the sanction.

 (3) Students who perform well within the duration may apply for the expiration of the sanction by themselves after the sanction duration. The application will be considered by related departments and colleges for the approval of the leaders in charge of such departments and colleges in order to end the sanction. After the expiration, students’ rights in honors and awards won’t be limited by the former sanction.

**Article 5** The University insists on the separation of education and religion. No organizations or persons are allowed to practice religion on campus. Those who bring harmful effects by practicing religion and superstition illegally, take part in illegal organizations such as cult groups and who plan, organize, instigate and join in activities that damage college order, public security and social stability shall receive a punishment no lighter than a serious warning according to the severity of the wrongdoing.

**Article 6** Anyone subject to the penalties of the judicial department of the People’s Republic of China will be given sanctions as follows according to the seriousness of their deeds:

 (1) Those who violate the Constitution of People’s Republic of China and disrupt social orders shall face expulsion from the University;

 (2) Those who violate the laws of People’s Republic of China and constitute criminal crimes shall face penalties no lighter than disciplinary probation;

(3) Those who are subject to security and administration punishments no lighter than a serious warning shall face expulsion if what they do is serious and of a vile nature.

**Article 7** Those who damage public property, private belongings and other things shall compensate and be punished according to the severity of the damage.

 (1) Students who cover the surface of buildings and public facilities with graffiti, or posts advertisements shall restore them to the original state. Those who refuse to comply after repeated criticism shall be given a warning or serious warning.

 (2) Those who deliberately damage public property or the property of others shall be given warnings or heavier sanctions.

**Article 8** Those who violate the laws and regulations of the People’s Republic of China on the use of telecommunications and that of the University on internet management, attack or hack into others’ computers or telecommunication systems shall be given warnings or heavier sanctions.

**Article 9** Those who copy, disseminate, sell and organize the viewing of illegal books, periodicals and audio-visual products, log into illegal websites and disseminate illegal textual, audio and video materials shall be given warnings or heavier sanctions.

**Article 10** Students who are involved in morally corrupt activities that undermine the reputation of themselves and the University or harm the public order and social custom shall be given warnings or heavier sanctions; those who menace others, sexually harass and assault others shall be given warnings or heavier sanctions and sent to the police if the offense is serious.

**Article 11** Disobedience to the rules of the University with an arrogant and peremptory attitude as well as dishonesty of all kinds shall be punished with warnings or heavier sanctions.

**Article 12** Drug users and dealers shall be expulsed and sent to the police.

**Article 13** Students involved in physical violence, theft and gambling will be punished according to Chapter VI *The Detailed Rules on the Penalties of Students Involved in Misconducts such as Physical Violence and Theft*.

**Article 14** Excessive drinking of alcohol without causing serious consequences shall be criticized; those who negatively influence the normal education and life order after being drunk shall be punished with warnings or heavier sanctions; violence after drinking shall be punished heavily as in Article 13.

**Article 15** Smoking in undesignated places shall be criticized and those who still do so after being criticized shall be punished with warnings or heavier sanctions; any damage to the University’s reputation or properties of public and private belongings caused by smoking shall be compensated and the smokers will be punished with warnings or heavier sanctions.

**Article 16** Those who violate the rules in *Dormitory Management for Students* shall be punished according to specific situations.

**Article 17** Students who disobey the school management during their participation in work-study programs, social practice, implementation of garbage sorting or participation in other on-campus and off-campus activities shall be given a warning or above punishments; in addition to compensation for damages, those who seriously damage the school reputation and cause serious damage to the school or other public or private properties due to falsification or irregularities shall be given a serious warning or above punishments.

**Article 18** The attendance management of Degree Students shall be carried out by the Academic College with reference to the *Rules for the Management of Undergraduate Students Academic Affairs of Shanghai Ocean University* or the *Complementary Regulations on Management of Graduate Students Academic Affairs of Shanghai Ocean University*; the attendance management of Non-degree Students qualifications shall be carried out in accordance with the *Regulations on Non-degree Students of Shanghai Ocean University*.

**Article 19** Students in any of the following cases occurring in the tests or non-tests violate the examination disciplines.

(1) Those who are found not obey the designated position of invigilator to take a seat before the examination and fail to listen to advice.

 (2) Those who bring in bags, textbooks, notebooks or bring in own scratch paper, communication devices (such as cell phones, smart watches, etc.) with storage, recording or memory functions, etc. into the examination room in violation of the *Rules* of *Students Tests of Shanghai Ocean University* and fail to listen to advice.

 (3) Those who make loud noises or conversations in the vicinity of the examination location after handing in the examination papers and fail to listen to advice.

 (4) Those who do not hand in the examination paper within the specified time and deliberately delay the exam.

 (5) Those who take the examination papers out of the examination location without permission, refuse to hand in the examination papers, tear the examination papers and other actions.

**Article 20** Students in any of the following cases occurring in tests, non-tests, dissertations, or scientific research are considered cheating.

(1) Those who take exam-related materials.

(2) Those who preset or reserve materials related to the examination course.

(3) Those who talk, spy, copy answer sheets, books, notes, slips of paper, and test papers of others.

(4) Those who take others’ test papers and items related to the content of the examination without reporting to the invigilator or accepting or passing test papers.

(5) Those who pass or accept notes and other information with the content of the examination.

(6) Those who use communication devices during the examination but not exam-related materials.

(7) Those who use communication devices collaboratively for cheating.

(8) Those who exchange examination papers or answer sheets collaboratively.

(9) Those who take the examination for other students.

(10) Those who steal or provide convenience for the stealing of examination papers.

(11) Those who mastermind and execute the exchange of examination papers or answer sheets.

(12) Those who plagiarize, falsify, forge or are found other academic misconduct in the dissertation or publicly published research results, or ghostwrite or trade dissertations.

(13) Those who have their own examination taken by others, organize cheating, use communication devices or other equipment to cheat, sell examination questions or answers to others for profit, and other serious cheating or disrupting the order of the examination.

**Article 21** Those who violate the above-mentioned examination disciplines or cheat in tests, non-tests, dissertations or scientific researches shall have a zero score for the course and shall not be allowed to take the normal make-up examinations, and those who are involved in dissertations shall be required to resubmit their dissertations, and shall be informed to be educated by criticism or given a warning, serious warning, demerit, probation or expulsion depending on the severity of the offenses. Among them:

Those who commit one of the offenses in Article 19 (1) to (5) shall be given the circulated notice of critical education or even a demerit.

Those who commit one of the offenses in Article 20 (1) to (6) shall be put on probation or above.

Those who commit one of the offenses in Article 20 (7) to (9) shall be put on probation or above.

Those who commit one of the offenses in Article 20 (10) to (13) shall be expelled from school.

**Article 22** Any other violations of examination disciplines and cheating shall be carried out with reference to the above articles.

**Article 23** Cheating in examination shall be identified by the invigilator, specific cases shall be recorded, and the relevant materials shall be compiled, signed and reported to the Teaching Affairs Department or the Graduate School for Degree Students and to the Teaching Affairs Office of College for Non-Degree Students. Cheating in dissertation and scientific research shall be identified by the student’s College and then reported to the Teaching Affairs Department.

**Article 24** Other disciplinary violations to be punished depending on the severity of the offenses.

**Article 25** Students who violate school disciplines and regulations in one of the following cases shall be dealt with as follows:

 (1) Students who may be reduced by one level of punishment include:

a. Those who was indeed coerced or enticed by others and can take the initiative to reveal the case, and has a good attitude in admitting the mistake.

b. Those who can truthfully state the disciplinary actions within the scope of this chapter that the school has not yet grasped, and actively prevent the occurrence of adverse consequences during the investigation and evidence collection period.

(2) Students who shall be aggravated by a level of discipline include:

a. Those who fabricate, cover up, or conceal the facts of a violation of school discipline.

b. Those who interfere with the school’s investigation and verification workers in any way.

c. Those who threaten, intimidate, or retaliate against people concerned.

d. Those who have already been disciplined and violate school discipline again.

e. Those who intentionally commit perjury for others and obstruct the investigation.

**Article 26** Disciplinary Authority

1. For Students to be punished with warning, serious warning, demerit or probation, the Academic College shall make the proposal, and the Students' Affairs Department or the Graduate School shall examine and report to the head of the university for approval; for Students to be punished with expulsion from the university, the Academic College shall make the proposal, and the Students’ Affairs Department or the Graduate School shall examine and report to the General Assembly of the President for discussion and decision.
2. Involving public security cases, the Office of Campus Security shall take the lead in conducting investigations and review disciplinary actions.
3. Involving violating the community disciplines, the Department of Community Management shall take the lead in the investigation and review the disciplinary actions.
4. Involving cheating in examinations, dissertations and scientific research shall be examined by the university-level Teaching Management Department for undergraduate and graduate students respectively for cheating.
5. If the student in violation of discipline is involved in other departments, the relevant Department will conduct an investigation and examine the disciplinary action in conjunction with the Academic College.

Article 27 For students who violate school disciplines and regulations, their applications for withdrawal shall not be accepted until the school has made a decision to deal with them. Relevant Departments and Colleges shall complete the investigation and evidence collection within 3 work days, and make proposals within 5 work days thereafter. For students who violate school disciplines, before making a decision, the College or other Department responsible for making proposals shall inform the student themselves of the facts, reasons and basis for the decision. Students have the right to make statements and arguments within 10 days of receiving the proposals. Relevant Departments and Colleges shall listen to the statements and arguments of students or their agents, collect and provide evidence and materials that reflect the true situation. The school shall issue a written decision on the treatment of students who have violated the rules and regulations, and the College shall send a copy to the students. If the students refuse to sign for it, it will be served by lien; if the students cannot be served and has left the school, the school will send the written decision to the e-mail address reserved by the student, and it will be deemed to be served 15 days from the date of the e-mail.

**Article 28** The school shall issue a notification letter informing the students of the disciplinary decision to impose sanctions on them. The notification letter of disciplinary decision shall include the following:

1. The basic information about the student;
2. The facts and evidences of the disciplinary decision;
3. The type of punishment, basis, duration;
4. The appeal approaches and deadlines;
5. Other necessary materials.

**Article 29** The expel decision sanctions shall be reported to the Administrative Department of Education in the school for record. As for the student processing, discipline and release of disciplinary materials, the school shall file the school paper and students' own archives integrally.

**Article 30** As for the matters concerning the appeals of Students, the university establishes a Student Appeals Committee to accept students’ appeals against the disqualification of admission, the treatment of withdrawal from the university or the punishment of violation or discipline. If students disagree with the treatment of the university, they shall submit a written appeal to the Student Appeals Committee within 10 days from the date of receiving the decision letter of the university. The Student Appeals Committee will make a review conclusion within 15 days from the date of receiving the appeal and inform the complainant. If the situation is complicated and the conclusion cannot be made within the specified period, it may be extended for 15 days with the approval of the school director. If the Student Appeals Committee deems it necessary, it may recommend that the school suspend the decision.

If a student disagrees with the review decision, he/she may submit a written appeal to the Shanghai Municipal Education Commission within 15 days of receiving the school’s review decision.

**Article 3**1 Students who are expelled from school shall be provided with study certificates by the Teaching Affairs Department or the Graduate School. Students should normally go through the visa cancellation procedure and leave the university within 10 work days. In case of irresistible factors, the departure may be delayed appropriately, but not more than 15 days.

**Article 3**2 Matters not covered in this chapter shall be carried out in accordance with the relevant documents and spirit of the Ministry of Education of the People’s Republic of China.

 关于学生打架、偷窃等行为的处分

 **Punitive Actions on Students for Fighting, Stealing, etc.**

Disciplinary offenses such as fighting and stealing by students that are not yet sufficient for criminal punishment and public security punishment shall be dealt with in accordance with the following articles：

**Article 1** Students who commit perpetrating, planning, participating, perjuring, and providing apparatus in fights and brawls shall face following punitive actions respectively.

 (1) Perpetrators

a. Those who do not do anything but caused the fight, shall be given a warning or serious warning;

b. Those who do not injure others shall be given a serious warning;

c. Those who cause minor injury to another person shall be given a demerit or put on probation;

d. Those who cause a minor injury to another person shall be put on probation or above;

e. Those who cause serious injury to another person shall be punished by expulsion from school;

f. Those who are armed shall be given a demerit or above, depending on the consequences;

g. Those who have been disciplined for fighting, shall be expelled from school;

h. If, after the conflict has subsided, one of the parties concerned seeks to argue with the other party and causes trouble, he/she shall be punished as a provocateur and shall be given a serious warning or a demerit; if a fight has results, he/she shall be given a demerit or above;

i. Those who gather others or plan to fight with others will be given a demerit or above depending on the offenses.

 (2) Participants

a. Those who participate in a fight will be dealt with in accordance with the disciplinary articles of the perpetrator;

b. Those who take sides in the name of “persuading” to promote the development of the fight, causing adverse consequences, shall be given a demerit or above depending on the offenses.

 (3) Perjurers, those who commit perjury and cause difficulties in investigation shall be given a serious warning or a demerit.

 (4) Those who provide equipment

a. Those who provide equipment without causing consequences shall be given a demerit or probation;

b. Those who cause injuries to others shall be put on probation or above, depending on the severity of the injuries.

 (5) Those who commit two of the above offenses, retaliates against others or leads a gang brawl, shall be punished more severely.

 (6) Those who involve in a fight outside the school shall be subject to an additional level of disciplinary action; those who go outside of school to fight or brawl will be subject to a heavier disciplinary action.

 (7) In addition to the above disciplinary actions, those who have caused injuries to others are required to compensate the victims for medical expenses, nutrition, lost wages and other losses.

**Article 2** In addition to returning stolen money or goods or compensating for losses, those who illegally appropriate state, collective or personal property shall be dealt with according to the following articles depending on the offenses.

 (1) Those who illegally take possession of others’ goods and refuse to return them shall be given a warning and above.

 (2) Those who commit crimes worth less than RMB 500 yuan shall be given a warning or put on probation depending on the offenses; those who commit crimes worth RMB 500 yuan or more shall be put on probation or above depending on the offenses; those who commit repeated crimes shall be put on probation or above.

 (3) Those who steal the official seals, confidential documents, archives, private documents and important bills and other items shall be given a warning or above.

(4) Those who are repeatedly taught for minor theft but refuse to correct their behaviors shall be expelled from school.

**Article 3** Those who gamble shall be punished with a warning or above depending on the offenses.

**Article 4** Those who forge, alter, fraudulently collect or steal various documents or certificates, or privately open or destroy others’ mail, shall be given a warning or above depending on the severity of offenses.