



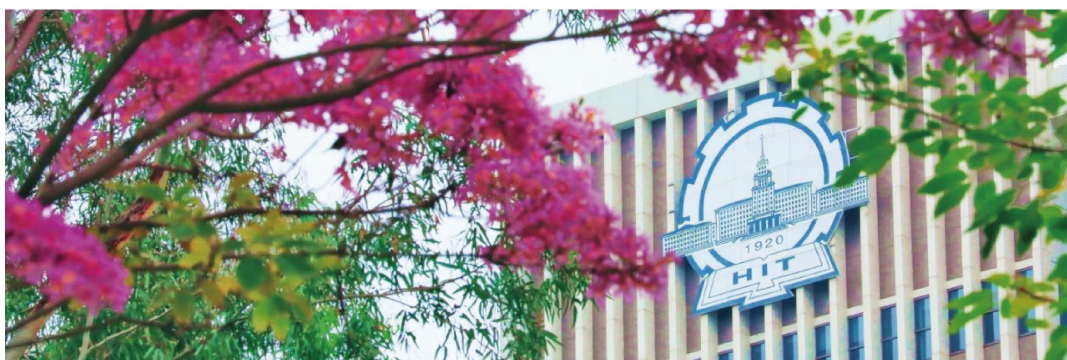
哈爾濱工業大學(深圳)
HARBIN INSTITUTE OF TECHNOLOGY, SHENZHEN

2025

国际学生手册

INTERNATIONAL STUDENT HANDBOOK

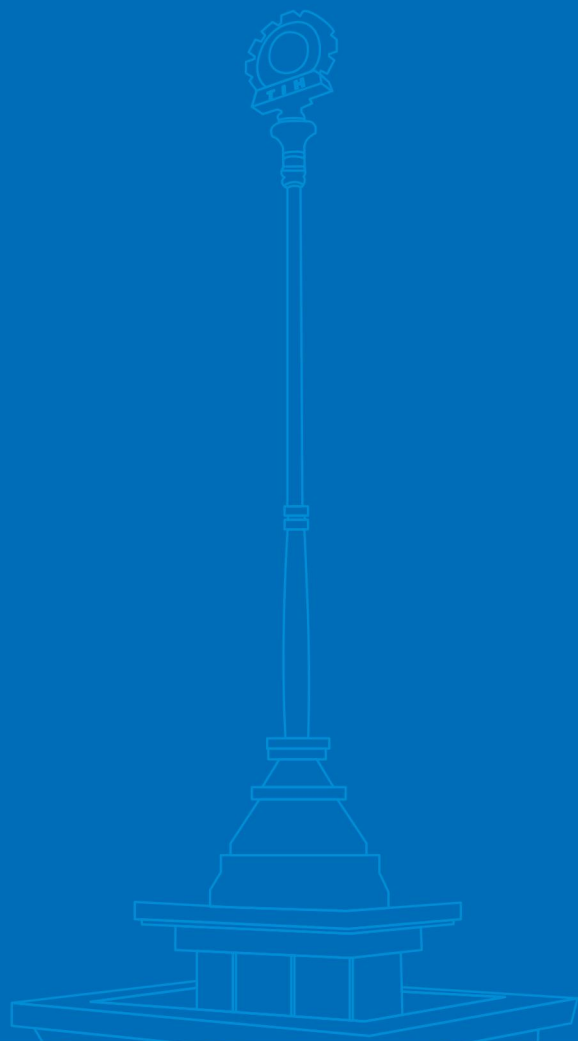
规格严格 功夫到家
STRICTEST STANDARDS GREATEST EFFORTS





哈爾濱工業大學(深圳)
HARBIN INSTITUTE OF TECHNOLOGY, SHENZHEN

功夫到家
規格嚴格



STRICTEST STANDARDS
GREATEST EFFORTS



亲爱的同学：

欢迎你正式加入哈尔滨工业大学（深圳）！

为帮助你全面了解哈尔滨工业大学（深圳）的规章制度，顺利适应学习与生活，我们依据中华人民共和国有关法律、教育部第 42 号令《学校招收和培养国际学生管理办法》及哈尔滨工业大学（深圳）校纪校规，特编订本《国际学生手册》。请务必详阅并严格遵守。

重要说明：

1. 若本手册与国家/学校最新规定冲突，以国家或学校规定为准；
2. 中英文版本如有歧义，以中文版为效力依据；
3. 本手册最终解释权归哈尔滨工业大学（深圳）国际教育中心所有。

祝你在哈工大（深圳）学业精进，成就卓越！

哈尔滨工业大学（深圳）国际教育中心

Dear Student:

Welcome to Harbin Institute of Technology, Shenzhen (HITSZ)!

To help you fully understand HITSZ's regulations and facilitate your academic life, this *International Student Handbook* has been prepared in accordance with:

- ✧ Relevant laws of the People's Republic of China;
- ✧ Ministry of Education Order No. 42: *Administrative Measures for Enrollment and Cultivation of International Students*;
- ✧ HITSZ Student Governance Documents.

Please read carefully and comply with all provisions.

Key Notes:

1. Where conflicts exist between this handbook and updated national/university policies, the latter shall prevail;
2. The Chinese version takes precedence if discrepancies arise in bilingual texts;
3. The International Education Center of HITSZ reserves final authority for interpretation.

We wish you outstanding academic success at HITSZ!

International Education Center

Harbin Institute of Technology, Shenzhen (HITSZ)

国际学生承诺书 International Student Commitment Letter

作为哈尔滨工业大学（深圳）的学生，本人郑重承诺：

As a student of **Harbin Institute of Technology, Shenzhen (HITSZ)**, I solemnly commit to the following:

一、遵纪守法 Compliance with Laws and Regulations

1. 本人将认真研读《哈尔滨工业大学（深圳）国际学生手册》，严格遵守中国法律法规及学校各项规定，尊重中国社会风俗与文化传统。
2. 按时完成学业要求，遵守校园行为规范、住宿管理制度及学术诚信准则。
1. I will thoroughly study the *Harbin Institute of Technology, Shenzhen (HITSZ) International Student Handbook*, strictly comply with Chinese laws and regulations as well as all university policies, and respect Chinese social customs and cultural traditions.
2. I will fulfill academic requirements on schedule and abide by campus conduct codes, accommodation management regulations, and academic integrity standards.

二、宗教与活动规范 Religious and Activity Guidelines

1. 不在校园内开展任何形式的宗教传教活动。
2. 不组织、不参与任何非法宗教组织及活动。
3. 不前往未经政府批准的宗教场所参与活动。
1. Refrain from conducting any form of religious proselytizing on campus.
2. Do not organize or participate in any illegal religious organizations or activities.
3. Do not visit or participate in religious activities at unauthorized religious venues.

三、禁毒承诺 Anti-Drug Commitment

充分认知毒品危害，坚决做到：

1. 不吸食、不携带、不贩卖任何毒品。
2. 不参与任何与毒品有关的违法活动。

Fully aware of the dangers of drugs, I firmly pledge to:

1. Not consume, carry, or sell any drugs.
2. Not engage in any drug-related illegal activities.

四、健康情况告知 Health Declaration

（请如实填写，隐瞒重要信息可能影响紧急医疗救助及学业安排）

1. 既往病史： ☐无 ☐有（请注明：_____）
2. 现患疾病及服药情况： ☐无 ☐有（请注明：_____）
3. 传染性疾病（如结核病、肝炎、HIV/AIDS等）： ☐无 ☐有（请注明：_____）
4. 家族遗传病史： ☐无 ☐有（请注明：_____）
5. 身体残疾或功能障碍（可多选）： ☐视觉障碍 ☐听力障碍 ☐肢体残疾
☐精神/心理疾病 ☐其他（请注明：_____）
6. 其他需说明的身体情况（如严重过敏、慢性病等）： ☐无 ☐有（请说明：_____）

(Please fill in truthfully. Concealing important information may affect emergency medical assistance and academic arrangements.)

1. **Previous Medical History:** ☐ None ☐ Yes (Please specify: _____)
2. **Current Medical Conditions and Medications:** ☐ None ☐ Yes (Please specify: _____)
3. **Infectious Diseases** (e.g., tuberculosis, hepatitis, HIV/AIDS):
☐ None ☐ Yes (Please specify: _____)
4. **Family Genetic History:** ☐ None ☐ Yes (Please specify: _____)
5. **Physical Disabilities or Functional Impairments** (Multiple selections allowed):
☐ Visual impairment ☐ Hearing impairment ☐ Physical disability
☐ Mental/psychological disorders ☐ Other (Please specify: _____)
6. **Other Health Conditions to Declare** (e.g., severe allergies, chronic illnesses):
☐ None ☐ Yes (Please specify: _____)

五、行为守则 Conduct Codes

1. **就业规范:** 在校期间不从事任何形式的非法就业。

2. **住宿安全:**

- ✧ 严格遵守学生公寓管理规定。
- ✧ 不使用违规电器，确保用电安全。
- ✧ 保持居住环境整洁有序。

3. **交通规范:** 无无证驾驶机动车辆（含电动摩托车）。

4. **媒体接触:** 未经学校授权，不接受任何媒体采访。

1. **Employment Regulations:** Refrain from any form of illegal employment during studies.

2. **Accommodation Safety:**

- ✧ Strictly comply with dormitory management rules.
- ✧ Do not use unauthorized electrical appliances; ensure electrical safety.
- ✧ Maintain a clean and orderly living environment.

3. **Traffic Regulations:** Do not operate motor vehicles (including e-motorcycles) without a valid license.

4. **Media Interaction:** Do not accept any media interviews without university authorization.

六、责任承担 Accountability

1. 保证所填健康信息真实完整，同意学校在必要时向医疗机构提供相关信息。

2. 如违反上述承诺或隐瞒重要信息，愿意承担由此产生的一切法律后果及校纪处分。

1. I confirm that all health information provided is accurate and complete, and I consent to the university sharing this information with medical institutions when necessary.

2. I accept all legal consequences and disciplinary actions resulting from violations of this commitment or concealment of critical information.

签字 Signature: _____

护照 Passport No.: _____

日期 Date: 2025年Year __月Month __日Day

国际学生安全守则

全体国际学生须严格遵守本安全守则：

1. 紧急联络

须熟记中国紧急呼叫号码：报警 110、火警 119、交通事故 122、医疗急救 120；同时保存辖区警方联络方式：塘朗派出所（0755-26010777）、西丽派出所（0755-26629999/26620723）、桃源派出所（0755-26781900）、大学城警务室（0755-26033812），须存入手机通讯录。

2. 住宿安全

应保持宿舍卫生与安全，定期清理易燃杂物；离房时务必切断水电、锁闭门窗；个人贵重物品须妥善保管；严禁携带易燃易爆等危险物品进入校园。

3. 交通规范

必须遵守交通法规，严禁无证驾驶、超速行驶、酒后驾车及未佩戴头盔骑行；不乘坐无驾驶牌照或无身份认证的出租车。

4. 健康管理

注意饮食卫生以预防疾病，避免过量饮酒；发生纠纷时须理性沟通，严禁任何形式的暴力冲突；保持规律锻炼，出现焦虑抑郁症状应及时寻求专业心理援助。

5. 网络安全

自觉维护网络文明，不制作、不传播、不关注违法及敏感信息；提升防诈骗意识，购物仅限正规平台，转账前必须多方核实收款人身份。

6. 保险与财务

按规定期限购买医疗保险（咨询专线：4008105119 中英文服务）；优先使用微信/支付宝支付；确需现金交易时，须在 ATM 机操作中遮挡密码；如遇设备故障，立即拨打银行电话（平安银行 95511；中国银行 95566；中国工商银行 95588）。

7. 出行防护

外出旅行须随身携带有效证件，入住正规酒店并锁闭房门；避免前往偏僻区域，建议结伴而行；减少现金携带，尽量使用银行卡支付；遇紧急情况应报警求助，勿轻信陌生人承诺。

8. 应急响应

注意防范身边可能的安全隐患和不稳定因素，保持手机等通讯方式畅通。如遇特殊情况需要帮助，请第一时间与辅导员、班主任/导师联系。

International Student Safety Code

All international students must adhere to this Safety Code:

1. Emergency Contacts

- ✧ Memorize China's emergency numbers:
Police **110** | Fire **119** | Traffic Accidents **122** | Medical Rescue **120**
- ✧ Save local police contacts (Store in your phone):
Tanglang Police Station: **0755-26010777**
Xili Police Station: **0755-26629999 / 26620723**
Taoyuan Police Station: **0755-26781900**
University Town Police Office: **0755-26033812**

2. Accommodation Safety

- ✧ Maintain dormitory hygiene and safety; regularly clear flammable materials
- ✧ **Always cut off utilities and lock doors/windows when leaving**
- ✧ Secure personal valuables
- ✧ **Flammable/explosive materials are strictly prohibited on campus**

3. Traffic Regulations

- ✧ Obey all traffic laws
- ✧ **Strictly prohibited:** Unlicensed driving, speeding, drunk driving, or riding without helmets
- ✧ **Only use licensed taxis** with official identification

4. Health Management

- ✧ Prevent illnesses through food hygiene; avoid excessive alcohol
- ✧ Resolve disputes rationally; **physical violence is prohibited**
- ✧ Exercise regularly; seek professional help for anxiety/depression

5. Cybersecurity

- ✧ Refrain from creating/spreading/accessing illegal/sensitive content
- ✧ Shop only on authorized platforms; **verify payee identities before transfers**

6. Insurance & Finance

- ✧ Purchase medical insurance by deadline (Hotline: **4008105119** bilingual service)
- ✧ Prefer **WeChat/Alipay** payments
- ✧ **Shield PIN** at ATMs; for malfunctions, contact:
Ping An Bank: **95511** | Bank of China: **95566** | ICBC: **95588**

7. Travel Precautions

- ✧ Carry **valid ID**; stay only at licensed hotels with **locked rooms**
- ✧ Avoid remote areas; **travel in groups**; minimize cash; use bank cards
- ✧ **Report emergencies to police**; distrust strangers' offers

8. Emergency Response

- ✧ Stay alert to potential hazards; **keep phones operational**
- ✧ Contact your **student affairs officer or class teacher/ supervisor immediately** for assistance

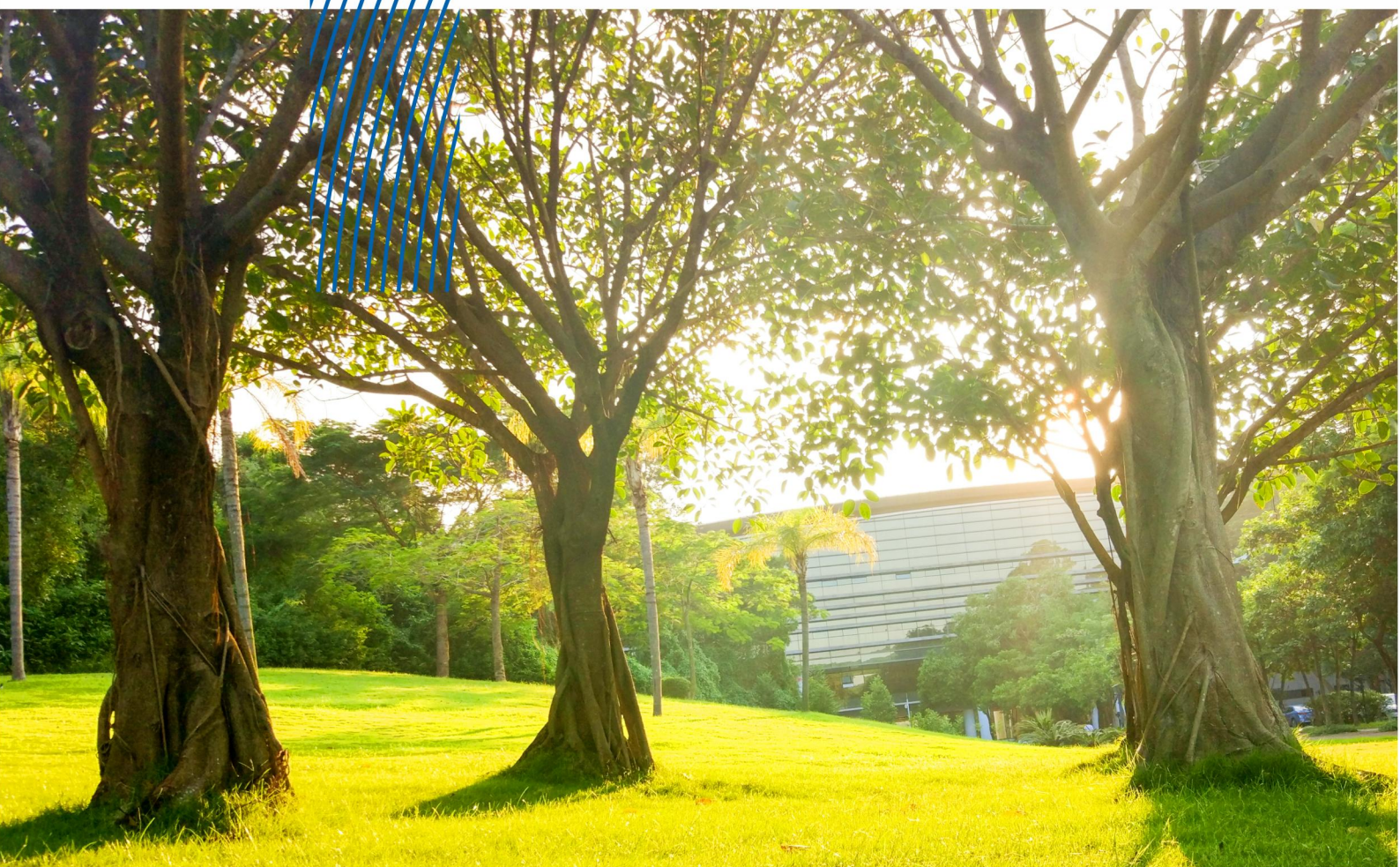
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2025国际学生手册
INTERNATIONAL STUDENT HANDBOOK



入学教育

ORIENTATION PROGRAM

1. 入学教育 Orientation Program

入学教育系国际学生入学的关键环节，对学业发展具有奠基作用。国际教育中心每年秋季学期开展新生入学教育，旨在帮助学生快速适应校园生活、明确学术目标、树立学术规范并强化学习效能。通过系统化培训，深化学生对中国法律法规及校纪校规的理解，促进学术与生活融合。

核心内容涵盖：

- ✧ 校园导览与学业适应
- ✧ 安全法制与校纪校规
- ✧ 校内信息系统使用
- ✧ 签证保险合规流程
- ✧ 国情教育课程体系
- ✧ 奖学金政策与学术榜样
- ✧ 学术资源检索系统操作

学部协同教育内容（各学部组织）：

- ✧ 师生见面会与选导指导
- ✧ 培养方案及选课指导教育
- ✧ 专业安全教育与行为规范养成
- ✧ 法律法规及校纪校规实施细则解读

The Orientation constitutes a critical component of international students' academic commencement, laying the foundation for their educational development. Organized by the International Education Center each autumn semester, it facilitates rapid campus adaptation, clarifies academic objectives, establishes scholarly standards, and enhances learning efficacy.

Core content covers:

- ✧ Campus Orientation & Academic Adaptation
- ✧ Safety Protocols & Regulatory Compliance
- ✧ Campus Information Systems
- ✧ Visa/Insurance Procedural Guidelines
- ✧ National Conditions Education Framework
- ✧ Scholarship Policies & Academic Role Models
- ✧ Academic Resource Retrieval Systems

College coordination includes:

All colleges organize:

- ✧ Faculty-Student Meetings & Supervisor Selection Guidance
- ✧ Curriculum Analysis & Course Selection Tutorials
- ✧ Discipline-Specific Safety Education & Behavioral Norms Cultivation
- ✧ Implementation Guidelines for Laws/University Regulations

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学业发展指南

ACADEMIC SUCCESS GUIDE

2. 学业发展指南 Academic Success Guide

2.1 本科生培养管理 Undergraduate Program Administration

(1) 本科要读多少年? How Long Does It Take to Complete an Undergraduate Degree?

本科生基本修业年限为 4 年或 5 年，最长学习年限为基本修业年限加 2 年，即为 6 或 7 年（应征入伍服役时间除外），学生可在最长学习年限内申请学位。

The standard duration for completing an undergraduate program is 4 or 5 years. However, students have a maximum of 6 years (7 years for architecture) to complete their degree, allowing for an additional 2 years beyond the standard timeframe. This maximum period does not include time spent in military service.

学生如因生病等原因需中断学业或学校认定为应当休学的，应办理休学，单次休学时间不少于六个月、不超过一年，累计休学时间不超过两年，休学时间计入最长学习年限。

If a student needs to suspend their studies due to illness or other qualifying reasons, or if the university determines that a suspension is necessary, they must apply for a suspension. Each suspension shall last no less than six months and no more than one year, with the total duration not exceeding two years. The duration of the suspension will count towards the maximum period of study.

学业优秀的学生，提前学完专业培养方案规定的内容，取得毕业要求的全部学分，可申请提前毕业。具体要求及说明详见《哈尔滨工业大学本科生学籍管理规定》。

Students who excel academically and complete all required credits ahead of schedule may apply for early graduation. For more detailed requirements and guidelines, please refer to the *Regulations for Management of Undergraduate Student Status of Harbin Institute of Technology*.



(2) 本科阶段都要学哪些课呢? Courses to Complete in the Undergraduate Program

◇ 专业培养方案 Program Curriculum

专业培养方案是专业人才培养的指导性方案，包括培养目标、毕业要求、课程体系、教学进程表等内容。按照最新培养方案要求，总学分四年制在 120 学分以内（五年制按比例增加），课程体系框架由公共基础课程、大类平台课程、专业方向课程和自主发展课程组成。自主发展课程为选修课程，是学校实施多元人才培养的重要举措之一，包括文理通识课程、创新创业与社会实践、跨专业发展课程。

The program curriculum serves as a comprehensive framework for talent development within each major. It outlines the program's objectives, graduation requirements, curriculum structure, and teaching schedule. According to the latest curriculum guidelines, a four-year program is limited to a total of 120 credits (with a proportional increase for five-year programs). The curriculum is structured into several components: General Education Courses, Shared Foundation Courses, Major-specific Courses, and Elective Courses for Self-Development. Elective courses for self-development are an important initiative by HIT to foster well-rounded talent. These electives cover a broad range of courses, including liberal arts, innovation and entrepreneurship, social practice, and interdisciplinary studies.

◇ 学年执行计划 Academic Year Execution Plan

学年执行计划是在专业培养方案的指导下，专业每学年实际执行的课程教学计划，是学生每学期选课的基础。学生可登录本研教学管理与服务平台（<http://jw.hitsz.edu.cn/>），在主页右下角“全部功能——公共查询——主修执行计划查阅”菜单下查阅。

This plan outlines the specific courses offered each academic year according to the program curriculum, assisting students in selecting their courses for each term. To access this plan, log into the Undergraduate and Graduate Academic Management and Service Platform (<http://jw.hitsz.edu.cn/>). From the homepage, go to “All

Features—Public Inquiry—Major Execution Plan Inquiry”（全部功能——公共查询——主修执行计划查阅）located at the bottom right corner.

（3）先选课，再上课 Course Selection

✧ 基本要求 Basic Requirements

学校实行全面选课制，在本研教学管理与服务平台完成选课，方能参加课程的学习和考核。未选课直接参加课程学习和考核的，其相应课程成绩无效。

To enroll in classes and participate in assessments, you must complete course selection through the Undergraduate and Graduate Academic Management and Service Platform (<http://jw.hitsz.edu.cn/>). Course attendance or exam participation without proper enrollment will result in invalid grades.

✧ 选课类别 Course Types

选课是分批、分类进行的，请务必留意当学期的选课通知，在规定时间内完成选课，常规选课类别如下：

Course selection is conducted in stages. Please keep an eye on the course selection notices each term and make sure to complete your choices within the specified timeframe. Regular courses are categorized as follows:

选课类别 Course Types	说明 Description
必修课 Required Courses	“挂牌授课”课程（多名授课教师对同一班级开设多个班次）需自行选课，其他必修课由教处置课。 For "listed courses" (where multiple lecturers offer parallel sections of the same course for the same class), students are required to select their preferred section independently. All other required courses will be scheduled by the Office of Academic Affairs.
专业选修课 Major Elective Courses	
创新创业与社会实践 Innovation, Entrepreneurship, and Social Practice	课程类型包括“创新研修课、创新实验课、竞赛指导类课程、创新创业通选课、社会实践课”等，修读这些课程是获取此类学分的途径之一 Includes workshops, lab work, competition coaching, general electives focused on innovation and entrepreneurship, social practice courses. These courses are ways to earn credits in this category.
跨专业发展课 Cross-Major Development Course	
文理通识课 General Education Courses	
MOOC	MOOC 平台上学习指定课程，认定为文理通识学分（累计认定不超过 2 学分） MOOC courses may count as general education credits upon recognition (The cumulative recognition shall not exceed 2 credits).
重修、补修 Retakes and Make-ups	针对特定学生，如有课程时间冲突须办理冲突选课手续 Offered for students with specific needs. If your courses conflict, follow the proper procedures for managing these conflicts.

✧ 选课模式 Course Selection Modes

直选式（先到先得，一般必修课、专业选修课为直选式）

Direct Selection: First-come, first-served; typically for required courses and major electives.

志愿抽签式（根据志愿顺序和课程容量确定上课名单，一般体育课、文理通识课预选为志愿式）

Lottery: Enrollment is determined by a random draw, based on available spots and students' preferences, usually for physical education and general education courses.

（4）不要错过考试哦！ Don't Miss Your Exams!

✧ 考试资格及安排 Examination Eligibility and Arrangements

学生在校期间要按时参加课程学习，未经批准缺课学时达该门课程总学时的 1/3 及以上者，取消参加该门课程期末考试和补考的资格，只能通过重修取得该门课程学分。

Regular and punctual class attendance is mandatory. If you miss 1/3 or more of class hours without approval, you will be disqualified from final and make-up exams and will need to retake the course to earn credits.

课程考试一般安排在课程结束 1 周后，学生可登陆本研教学管理与服务平台（<http://jw.hitsz.edu.cn/>）-【考试查询】或者本研教学服务 app 查询所选课程的考试时间和地点。

Exams are usually scheduled one week after classes end. To find the times and locations for your exams, please use the [Exam Inquiry] feature on the Undergraduate and Graduate Academic Management and Service Platform (<http://jw.hitsz.edu.cn/>) or the academic service app.

✧ 补考安排 Make-up Exams

课程考核不合格，须参加学校组织的补考，补考课程的总评成绩是否累加平时成绩由课程负责人根据课程具体情况确定。

Students who fail a course assessment are required to take the make-up examination. Whether the final grade for the make-up exam incorporates the regular (continuous) assessment component should be determined by the course lecturer based on the specific status of the course.

独立设置的实验课、实习、课程设计等实践类课程不设补考环节，考核未通过的只能通过重修取得该课程学分。

For independently offered practical courses—such as lab work, internships, and project design projects—make-up exams are not provided. Students who fail these courses must retake them to earn the required credits.

创新研修、创新实验、创新创业、新生研讨、文化素质教育等全校公共选修课程不设补考环节，考核未通过的可再次选修同一门课程，或改选其他课程。

For university-wide general elective courses—such as Innovation Workshops, Innovation Lab Sessions, entrepreneurship, freshman seminars, and cultural literacy education—make-up exams are also not offered. Students who fail may retake the same course or choose a different course as a replacement.



《哈尔滨工业大学本科课程考核与成绩管理办法》

Measures for Undergraduate Course Assessment and Grade Management of Harbin Institute of Technology

✧ 考试纪律及影响 Exam Rules and Consequences

学生参加考试，应提前 10 分钟进入考场，考试开始 15 分钟后不准进入考场，考试开始 30 分钟后方可交卷离开考场。

Please arrive at least 10 minutes before the scheduled start of the exam. Latecomers arriving more than 15 minutes after the exam has begun will not be admitted to the exam room. Once the exam has started, you must remain in the room for at least 30 minutes before submitting your paper and leaving.

被取消课程考核资格的学生、未办理缓考或申请缓考未获批准的学生擅自不参加课程期末考核，总评成绩均按“0 分”“F”或“NP”记，并分别标注“取消资格”、“旷考”，同时取消其参加相应课程补考的资格，只能通过重修取得该课程学分。

Students who are disqualified from taking a course assessment, or who fail to apply for a deferred exam—or whose application is denied—or who are absent from the final examination without approval, will receive a final grade of “0,” “F,” or “NP,” with the reason noted as “Disqualified” or “Absent without approval.” Such students are not eligible for a make-up exam and must retake the course to earn the corresponding credits.

学生须自觉遵守考场纪律。若有违纪或作弊行为，学校将依据《哈尔滨工业大学（深圳）学生考试纪律及考试违纪处分管理办法》进行严肃处理，情节严重的将开除学籍。

You must adhere to the exam rules. Any violations of conduct or instances of cheating will be handled in accordance with the *Measures for Management of Exam Rules and Disciplinary Actions of Harbin Institute of Technology, Shenzhen*, and the ultimate sanction is expulsion from the university.

考试违纪或作弊的，总评成绩按“0 分”“F”或“NP”记，并标注“违纪”或“作弊”，同时取消其参加相应课程补考的资格，处分解除后可通过重修取得该课程学分。

Students found guilty of exam misconduct or cheating will receive a final grade of “0,” “F,” or “NP,” with a corresponding notation of “Violation” or “Cheating.” They will be disqualified from participating in the make-up exam for that course. Once the disciplinary measures have been lifted, they may retake the course to earn the required credits.



《哈尔滨工业大学学生考场纪律及考试违纪处分管理办法》

Measures for Management of Exam Rules and Disciplinary Actions of Harbin Institute of Technology

（5）关于成绩你应该知道的 Understanding Your Grades

✧ 成绩记载方式 Grade Recording

课程考核类型分“考试”和“考查”两种，在专业培养方案中予以规定。课程考核成绩采用百分制、五等级制（A、B、C、D、F）或二等级制（P、NP）记载。

课程学分绩 = 该课程的学分 × 该课程的总评成绩

Course assessments are categorized into two types: “examination” and “evaluation,” as specified in the program curriculum. Course assessment results are recorded on a 100-point scale, five-level scale (A, B, C, D, F), or two-level scale (P, NP).

Total grade points of a course = course credits × course assessment points

$$\text{平均学分绩} = \frac{\sum \text{考试课程学分绩}}{\sum \text{考试课程学分}} - \frac{\sum \text{考查课不及格学分数}}{\text{计算平均学分绩的学期数}}$$

$$\text{GPA} = \frac{\sum (\text{Exam-based course grade points})}{\sum (\text{Exam-based course credits})} - \frac{\sum (\text{Credits of failed evaluation-based courses})}{(\text{Number of the term when the GPA is calculated})}$$

转专业（集群/类）学生在转专业（集群/类）之前的考试课程按原专业（集群/类）执行计划认定，转专业（集群/类）之后的补修课程按考查课计入平均学分绩；降级学生在降级之前的考试课程按原年级执行计划认定。

For students who change majors (or clusters/categories), exam-based courses completed prior to the change are recognized according to the curriculum of their original major (or cluster/category). Make-up courses taken after the change are treated as evaluation courses and included in the GPA calculation. For students who are demoted, exam-based courses completed before the demotion are recognized according to the curriculum of their original grade level.

补考、重修、辅修等课程成绩，以及创新研修、创新实验、创新创业、新生研讨、文化素质教育、外专业课程、研究生课程、跨专业发展课程等课程成绩不计入平均学分绩，其余培养方案中规定的课程（含专业选修课）均参与学分绩计算。

Grades from make-up exams, course retakes, minors, as well as courses such as Innovation Workshops, Innovation Lab Sessions, entrepreneurship, freshman seminars, cultural literacy education, courses of other majors, graduate-level courses, and interdisciplinary development courses are excluded from the GPA calculation. All other courses specified in the curriculum—including major electives—are included in the grade point calculation.

赴外校交流学习期间修读的课程成绩不计入平均学分绩。因外出交流学习确应补修的考试课程，按考查课计入平均学分绩。

Grades earned during exchange studies at other institutions are not counted toward the GPA. However, any exam-based courses that must be retaken due to exchange studies are treated as evaluation courses and included in the GPA calculation.

✧ 成绩查询及复核 Grade Inquiry and Review

学生可登陆本研教学管理与服务平台（<http://jw.hitsz.edu.cn/>）-【成绩类业务】或者本研教学服务 app 查询所选课程的成绩。

To check your course grades, navigate to the [Grade-Based Matter] section on the Undergraduate and Graduate Academic Management and Service Platform (<http://jw.hitsz.edu.cn/>) or use the academic service app.

学生对某门课程成绩有疑问时，可在成绩发布后 5 个工作日内登陆本研教学管理与服务平台（<http://jw.hitsz.edu.cn/>）提出成绩复核申请，开课学院组建复核小组进行成绩复核，并给出结论，审核流程完成后学生可在系统中查看复核结论。

If a student has any concerns about their course grade, they may submit a grade review request through the Undergraduate and Graduate Academic Management and Service Platform (<http://jw.hitsz.edu.cn/>) within five working days of the grade release. The college offering the course will establish a review committee to reassess the grade and provide a final decision. Upon completion of the review process, the student can access the outcome through the platform.

✧ 成绩类申请 Grade-Related Application

学生因代表学校参加大型活动或竞赛（因公）、发生疾病、家庭重大变故等原因不能参加课程期末考核的，可申请缓考；除上述原因外，课程期末考核一般不予缓考。课程的其他考核环节原则上不予缓考。缓考成绩记载方式详见《哈尔滨工业大学本科课程考核与成绩管理办法》。

Students who are unable to attend the final course assessment due to representing the university in major

events or competitions (official duties), illness, or significant family emergencies may apply for a deferred exam. Deferred exams for final assessments are generally not permitted except under these circumstances. Other assessment components of a course are, in principle, not eligible for deferral. Detailed procedures for deferred exams are outlined in the *Measures for Undergraduate Course Assessment and Grade Management of Harbin Institute of Technology*.

满足条件的学生可申请体育课免修或缓修、课程自修等成绩类业务，具体规定详见《哈尔滨工业大学本科课程考核与成绩管理办法》。

Eligible students may also apply for exemptions or deferrals for physical education courses, self-study courses, and related academic matters. Specific provisions are set forth in the *Measures for Undergraduate Course Assessment and Grade Management of Harbin Institute of Technology*.

对于汉语水平已达较高水平、能够熟练使用生活用语和阅读本专业汉语资料能力的国际生，允许其申请免修汉语课程。秋季学期初学校会发布汉语免修工作通知，请按通知要求时间申请免修汉语课程或报名参加汉语免修考试，逾期视为自动放弃。免修审核通过或免修考试成绩达到 85 分以上可直接获得对应课程学分，课程成绩记为“免修”，不参与平均学分绩及绩点计算。免修具体要求详见《哈尔滨工业大学（深圳）国际本科生汉语课程免修办法》。

International students who have achieved advanced Chinese proficiency—demonstrating fluency in daily communication and the ability to read discipline-specific Chinese materials—may apply for exemption from Chinese language courses. At the start of the fall semester, the university will issue a notice regarding the exemption process. Students must submit their exemption application or register for the exemption exam within the specified deadline; late submissions will be considered forfeited. Those who pass the exemption review or score 85 or above on the exemption exam will be awarded the corresponding course credits. The course grade will be recorded as “Exempt” and will not be included in the GPA calculation. For detailed requirements, please refer to the *Guidelines on Exemption from Chinese Language Courses for International Undergraduate Students at Harbin Institute of Technology, Shenzhen*.



《哈尔滨工业大学（深圳）国际本科生汉语课程免修办法》

Guidelines on Exemption from Chinese Language Courses for International Undergraduate Students at Harbin Institute of Technology, Shenzhen

（6）什么是挂科？什么是学业警示？ **Failing a Course and Academic Warning**

课程正考、补考均不合格，则该门课程挂科（必修课挂科需要重修；选修课挂科可重修，也可改选其他课程）。

Failing a Course: A course is failed if both the regular and make-up exams are not passed. Failed required courses must be repeated, while elective courses can be repeated or substituted with other courses.

学业警示：学校会在夏（秋）季学期末和秋（春）季学期初统计学生必修课挂科情况，并进行分级警示。

Academic Warning: The university will review students' performance at the end of the summer (or fall) term and the beginning of the fall (or spring) term. Students who fail required courses will receive warnings based on the severity of their failures.

学业警示 Academic Warning	必修课挂科学分 Failed Credits for Required Courses	预警类型 Warning Types
学校会在夏（秋）季学期末和秋（春）季学期初统计学生必修课挂科情况，并进行分级警示。The university will review students' performance at the end of the summer (or fall) term and the beginning of the fall (or spring) term. Students who fail required courses will receive warnings based on the severity of their failures.	必修课挂科学分 > 20 More than 20	达到退学标准，须办理退学手续 Threshold for dismissal reached. Initiate dismissal process.
	16 ≤ 必修课挂科学分 ≤ 20 16 to 20	达到降级标准，须办理降级手续 Threshold for academic demotion reached. Initiate demotion process.
	12 ≤ 必修课挂科学分 ≤ 15.5 12 to 15.5	达到自愿降级标准，可办理降级手续 Threshold for voluntary academic demotion reached. You can choose to initiate demotion process.

在学期间，降级学习总计只受理一次！

Grade demotion is permitted only once during the entire period of study.

（7）须予以退学处理的情形 Grounds for Mandatory Dismissal

学生有下列情形之一，予以退学处理：

- ✧ 在学期间，必修课程考核不合格学分累计 20 以上（不含 20）。
- ✧ 逾期两周未注册（除因不可抗力等正当事由外）且未履行暂缓注册手续。
- ✧ 休学、保留学籍期满，在期满当学期开学后两周内未提出复学或继续休学申请，或申请复学时经学校复查不合格且未申请继续休学。
- ✧ 经校医院或学校认可的二级甲等以上医院诊断，患有特殊疾病或意外伤残无法继续在校学习。
- ✧ 未经批准连续两周未参加学校规定的教学活动。
- ✧ 在最长学习年限内未完成学业。
- ✧ 学校规定的应予退学的其他情形。

A student shall be subject to mandatory academic dismissal if in any of the following circumstances:


- ✧ Accumulating more than 20 failed credits in required courses during their program of study.
- ✧ Failing to complete semester registration within two weeks after the official deadline without a valid reason (e.g., force majeure) and without completing the necessary procedures for deferred registration.
- ✧ Failing to apply for resumption or an extension of suspension within two weeks after the start of the semester following a suspension or retention of student status; or failing to meet resumption criteria without submitting a request for continued suspension.
- ✧ Being diagnosed with a serious illness, injury, or disability by the HIT Hospital or a Grade II Level A (or higher) hospital recognized by the university, which renders the student unable to continue their studies.
- ✧ Being absent from required academic activities for two consecutive weeks without prior approval.
- ✧ Failing to fulfill academic requirements within the maximum permitted duration of study.
- ✧ Any other circumstances specified by the university that justify withdrawal.

2.2 研究生培养管理 Graduate Program Administration

(1) 研究生要读多少年? How Long Does It Take to Complete a Graduate Degree?

研究生基本修业年限（即学制，各学科学制已在当年招生简章中公布），最长修业年限(含一般休学)、申请学位最长年限如下表所示：

The standard duration of study (the specific duration for each program is detailed in the Graduate Program Prospectus), maximum duration of study (regular suspension included) and maximum duration allowed to complete a degree are shown in the table below:

类别 Type	基本修业年限 (学制) Standard Duration of Study	最长修业年限 (含一 般休学) Maximum Duration of Study (Regular Suspension Included)	申请学位最长年限 Maximum Duration to Complete a Degree	 《哈尔滨工业大学研究 生学籍管理规定》 <i>Regulations for Management of Graduate Student Status of Harbin Institute of Technology</i>
硕士生 Master's Program	2 年 (应用经济学、 工商管理学) 或 2.5 年 2 years (Applied Economics, Business) or 2.5 years	全日制 4 年 非全日制 5 年 Full-time: 4 years Part-time: 5 years	6	
博士生 Doctoral Program	4	6	8	

研究生应在基本修业年限内完成培养方案所规定的学分并通过毕业答辩。研究生达到最长修业年限尚未毕业的，如符合结业条件的可办理结业。结业后，达到学位申请条件的研究生，可在申请学位的最长年限内向学校申请答辩。答辩通过的可用结业证书换发毕业证书，符合学位授予条件的授予学位。

Graduate students must obtain the required credits and successfully defend their thesis or dissertation within the standard study period. If they have not completed the graduation requirements by the end of the maximum study period but have otherwise met all criteria for completion, they may apply for a completion certificate. This certificate allows students who have fulfilled the degree application requirements to schedule their defense within the maximum period allowed to complete their degree. Upon passing the defense, the completion certificate will be replaced with a graduation certificate, and a degree will be awarded if all conferral conditions are met.

学生如因生病等原因需中断学业，应办理休学。休学时间应以半年或一年为期，一般累计不得超过一年。

If you need to interrupt your studies due to illness or other reasons, please apply for suspension. You can suspend for either six months or one year, with the total duration generally not exceeding one year.

(2) 个人培养计划制定与选课 Personal Academic Plan and Course Selection

培养方案中攻读学位总学分要求为：硕士生≥25 学分，博士生≥14 学分。课程体系框架由公共学位课、学科核心课、学科及跨学科选修课、素质提升课和必修环节组成。

Credit Requirements: Master's students: ≥25 credits, Doctoral students: ≥14 credits. The curriculum includes commonly required courses, core courses, elective courses (major-specific and cross-disciplinary courses), self-development courses, and compulsory modules.

培养计划是研究生在导师指导下，根据本学科的培养方案，结合自身特点和兴趣制定的课程（环节）学习、学位论文研究及能力训练计划。

The academic plan is formulated by the graduate student under the guidance of the supervisor, in accordance with the disciplinary training framework and tailored to the student's individual interests and strengths. It outlines the coursework, thesis research, and skills development to be undertaken throughout the plan.

✧ 路径与要求 Procedures and Requirements

学生可登录本研教学管理与服务平台（<http://jw.hitsz.edu.cn/>），在主页右下角“全部功能——培养计划——个人培养计划”菜单制定、修改与查阅。选课前必须先制定个人培养计划，个人计划当中的课程必须全部修完并获得学分。

To create, modify, and check your academic plan, log into the Undergraduate and Graduate Academic Management and Service Platform (<http://jw.hitsz.edu.cn/>) and navigate to “All Features—Academic plan—Personal Academic plan” located at the bottom right corner of the homepage. You must create your personal academic plan before enrolling in any courses. All courses included in the plan must be completed to earn the required credits.

每学期在学校通知要求时间内完成各类课程的选课任务，方能参加课程的学习和考核。

Please complete course selection within the designated period each term to be eligible for course participation and assessments.

未选课直接参加课程学习和考核的，其相应课程成绩无效。

Attending classes or taking exams without proper enrollment will result in invalid grades.

✧ 类别与模式 Course Types and Selection Mode

选课类别 Course Types	选课模式 Selection Mode
学位课（公共学位课、学科核心课） Degree Courses (common courses, core courses) 选修课（学科及跨学科选修课、素质提升课） Elective Courses (major-specific and cross-disciplinary courses, self-development courses)	直选式（先到先得，对于有多个班级的课程，可以选择任意班级，只要时间不冲突即可） Direct Selection (First-come, first-served. For multi-section courses, you can choose any section that does not conflict with your existing schedule)

(3) 不要错过考试哦 Don't Miss Your Exams!

✧ 考试资格及安排 Examination Eligibility and Arrangements

研究生选课成功后，须按要求参加教学计划规定的教学活动（包括作业及实践性教学环节等）和考核，成绩合格方可取得学分。缺课课时累计达 1/3 及以上者，不能参加相应课程的考核，成绩按“0”分记载。

After successfully enrolling in courses, you must participate in all required academic activities, including assignments and practical components, and pass the assessments to earn credits. If you miss 1/3 or more of the total class hours for a course, you will be ineligible to take the course assessment, and your grade for the course will be recorded as a “0”.

课程考试一般安排在课程结束 1 周后，学生可登陆本研教学管理与服务平台（<http://jw.hitsz.edu.cn/>）-【考试查询】或者本研教学服务 app 查询所选课程的考试时间和地点。

Exams are usually scheduled one week after classes end. To find the times and locations for your exams, please use the [Exam Inquiry] feature on the Undergraduate and Graduate Academic Management and Service Platform (<http://jw.hitsz.edu.cn/>) or the academic service app.

✧ 考试纪律及影响 Exam Rules and Consequences

学生参加考试应提前 10 分钟进入考场，考试开始 15 分钟后不准进入考场，考试开始 30 分钟后方可交卷离开考场。

Please arrive at least 10 minutes before the scheduled start of the exam. Latecomers arriving more than 15 minutes after the exam has begun will not be admitted to the exam room. Once the exam has started, you must remain in the room for at least 30 minutes before submitting your paper and leaving.

研究生须自觉遵守考场纪律。若有违纪或作弊行为，学校将依据《哈尔滨工业大学（深圳）学生考试纪律及考试违纪处分管理办法》进行严肃处理，情节严重的将开除学籍。

You must adhere to the exam rules. Any violations of conduct or instances of cheating will be handled in accordance with the *Measures for Management of Exam Rules and Disciplinary Actions of Harbin Institute of Technology, Shenzhen*, and the ultimate sanction is expulsion from the university.

未经批准不参加研究生课程考核者，按旷考处理，成绩按“0”分记入研究生成绩单。Failure to attend an exam without prior approval will result in an absence being recorded, and your grade will be marked as “0” on your transcript.



《哈尔滨工业大学学生考场纪律及考试违纪处分管理办法》

Measures for Management of Exam Rules and Disciplinary Actions of Harbin Institute of Technology

✧ 考试/考评不合格会怎样 What to Do If You Fail Exams/Evaluations

课程考核成绩不合格者，允许其重修。学生需在本研教学管理与服务平台申请重修，并参加该门课程下一次的学习和考核。已完成课程学习的，选择不参加课程学习只参加考试，不记录平时成绩，成绩按卷面分数折合。

If you fail a course assessment, you have the opportunity to retake the course. Here's how the process works: Submit a retake application through the Undergraduate and Graduate Academic Management and Service Platform (<http://jw.hitsz.edu.cn/>). Enroll in and attend the corresponding classes and assessments. If they have completed the classes previously, you may choose to retake only the exam without attending the course sessions. In this case, your grade will be determined solely by your exam score.

在最长修业年限内，研究生学位课程重修或改修后仍有两门次课程不合格者，或综合考评、开题、中期检查等必修培养环节连续两次未通过者，或确因身体、能力等原因无法继续完成学业者，一般应予以退学。

You may face dismissal from the university under any of the following conditions within the maximum duration of study:

- Failing two courses, even after retaking them;
- Failing mandatory training components such as comprehensive evaluation, thesis/dissertation proposal, or mid-term thesis/dissertation report twice;
- Being unable to continue your studies due to health issues, poor academic performance, or other reasons.

（4）关于成绩你应该知道的 Understanding Your Grades

✧ 成绩记载方式 Grade Recording

课程考核方式分“考试”和“考查”两种。学位课程必须进行考试，成绩按百分制评定；选修课可进行考查，成绩可以按百分制评定，也可以按二级分制评定；必修环节按各学科相应要求及考核办法执行，成绩一般以二级分制评定。

Course assessment is conducted through either examinations or evaluations. For degree-required courses, students will be assessed through exams and their grades are based on a 100-point scale. For elective courses, assessments may include both exams and other evaluations, with grades assigned on a 100-point scale for exams and a Pass/Fail scale for other evaluations. Compulsory modules are generally graded on a Pass/Fail basis.

✧ 成绩计算方法 Grade Calculation

两种成绩计算方法：筛选成绩（百分制）、GPA（四分制）

Two calculation methods: Screened Grades (100-point scale), GPA (4-point scale)

GPA（自助服务终端打印）：平均学分绩点（GPA）= $\sum(\text{课程绩点} \times \text{课程学分}) / \sum \text{课程学分}$ 。所有有绩点的学位课成绩参与平均学分绩点（GPA）计算，外国语课程不参与计算。

GPA = $\sum(\text{Course grade points} \times \text{Course credits}) / \sum(\text{Course credits})$. The GPA includes all degree courses where grade points are assigned but excludes foreign language courses.

筛选成绩（由学院开具）：筛选成绩是研究生学业奖学金评定的依据之一，计算方法详见成绩记载管理办法附件，以课程的第一次考试成绩计算筛选成绩，有改修课程的按原课程成绩计算筛选成绩，第一外国语课程不参与计算筛选成绩。

Screened Grades (issued by your college): Screened grades are used to evaluate eligibility for scholarships. These grades are based on the results of the first attempt at relevant courses. If a course is replaced with another course, the original grade is still used in the screened grades calculation, rather than the grade from the substitute course. Grades for first foreign language courses are excluded from the screened grades. For detailed information on the calculation methods, please refer to the attached document Measures for Grade Recording Management.

✧ 成绩查询及复核 Grade Inquiry and Review

学生可登陆本研教学管理与服务平台-【成绩类业务】或者本研教学服务 app 查询所选课程的成绩。

To check your course grades, go to the [Grade-Based Matter] section on the Undergraduate and Graduate Academic Management and Service Platform (<http://jw.hitsz.edu.cn/>) or use the academic service app.

学生对某门课程成绩有疑问时，可在成绩发布后十个工作日内提出成绩复核申请，审核流程完成后学生可在系统中查看复核结论。

If you have questions about your grades, you can request a review within ten working days after the grades are released. Once the review process is complete, you can check the outcome in the system.

✧ 成绩类申请 Grade-Related Application

因故不能参加课程考核者，应在考核前登陆本研教学管理与服务平台提出缓考申请，并提供有关证明，经任课教师同意，所在学院、学部负责人审核，报教务处批准后生效。

If you are unable to attend a course assessment for valid reasons, you must apply for a deferral in advance via the Undergraduate and Graduate Academic Management and Service Platform (<http://jw.hitsz.edu.cn/>), including relevant supporting documents. The application requires approval from the course instructor, the heads of your department and college, and the Department of Academic Affairs.

研究生已修过某门课程并经过考核或通过其它途径掌握了该门课程系统知识，可申请自修，不参加课程听课，直接参加考核。

If you have previously completed a course or acquired equivalent knowledge through other means, you

may apply for self-study. This means you can skip the classes and go directly to the assessment.

《哈尔滨工业大学研究生课程学习及成绩记载管理办法》

Measures for Management of Graduate Course Study and Grade Recording of Harbin Institute of Technology



对于汉语水平已达较高水平、能够熟练使用生活用语和阅读本专业汉语资料能力的国际生，允许其申请免修汉语课程。秋季学期初学校会发布汉语免修工作通知，请按通知要求时间申请免修汉语课程或报名参加汉语免修考试，逾期视为自动放弃。免修审核通过或免修考试成绩达到 85 分以上可直接获得对应课程学分，课程成绩记为“免修”，不参与平均学分绩及绩点计算。免修具体要求详见《哈尔滨工业大学（深圳）国际研究生汉语课程免修办法》。

International students who have achieved advanced Chinese proficiency—demonstrating fluency in daily communication and the ability to read discipline-specific Chinese materials—may apply for exemption from Chinese language courses. At the start of the fall semester, the university will issue a notice regarding the exemption process. Students must submit their exemption application or register for the exemption exam within the specified deadline; late submissions will be considered forfeited. Those who pass the exemption review or score 85 or above on the exemption exam will be awarded the corresponding course credits. The course grade will be recorded as “Exempt” and will not be included in the GPA calculation. For detailed requirements, please refer to the *Guidelines on Exemption from Chinese Language Courses for International Undergraduate Students at Harbin Institute of Technology, Shenzhen*.



（5）如何申请硕士学位？ How to Get a Master's Degree?

硕士研究生学位论文过程管理考核及授予学位时间表

Master's Thesis Process Management, Assessment, and Degree Conferral Schedule

学制	开题报告	中期检查	授予学位
2 学年制	第二学年秋季学期 9 月完成	第二学年春季学期开学初 3 周内完成	第二学年春季学期 6 月
2.5 学年制		第二学年末完成	第三学年春季学期 3 月或秋季学期 12 月
备注：具体时间要求以校区教务处通知为准。			

Program Duration	Thesis Proposal	Mid-Term Report	Degree Conferral
2 years	By September of the 2nd academic year (fall term)	Within the first 3 weeks of the spring term of the 2nd academic year	By June of the 2nd academic year (spring term)
2.5 years		By the end of the 2nd academic year	By March (spring term) or December (fall term) of the 3rd academic year
Note: Specific timing requirements are subject to notices from the Department of Academic Affairs of HITSZ.			

学位申请相关制度查阅网址

Scan to check the rules and regulations on degree application



Step1: 论文开题、中检合格 Thesis Proposal, Mid-Term Report

Step2: 答辩资格审核 Eligibility Review for Thesis Defense

- ✓ 完成培养计划修满相应学分，完成全部培养环节并通过；
- ✓ 完成与硕士学位论文或者实践成果有关的学术研究工作或者专业实践工作；
- ✓ 学术学位申请人须撰写学位论文，专业学位申请人须完成学位论文或者实践成果；
- ✓ 满足所在学科、专业攻读学位期间取得成果要求。
- ✓ Completion of the academic plan with all required credits earned and all nodes in the plan successfully passed.
- ✓ Completion of academic research or professional practice related to the master's thesis or practical project.
- ✓ Academic degree candidates must submit a master's thesis, while professional degree candidates must complete either a thesis or a practical project.
- ✓ Fulfillment of the academic achievement requirements set by the relevant discipline or major during the study period.

Step3: 预审 Pre-Defense Review

分委员会组织三至五位专家进行预审。学术学位与专业学位分类进行，专业学位至少应有一位行业专家参与预审。审查硕士学位论文或者实践成果是否满足本学科或专业的要求。

The subcommittee convenes a panel of three to five experts to conduct the review, with separate procedures for academic and professional degrees. For professional degrees, the panel must include at least one industry expert. The review evaluates whether the master's thesis or practical project meets the standards and requirements of the respective discipline or major.

Step4: 专家评阅 Expert Review

按照专家评阅实施细则，组织 2 名专家对学位论文或者实践成果进行评阅。学生需依照专家评阅意见对学位论文或者实践成果进行认真详细地修改或者补充，撰写修改说明。

In accordance with the implementation guidelines, two experts are appointed to review the master's thesis or practical project. The student is required to carefully revise or supplement the work based on the reviewers' feedback and submit a detailed statement outlining the changes made.

Step5: 答辩 Thesis Defense

由五位硕士生导师、高级专业技术职称（或相当水平）的专家组成答辩委员会，专业学位答辩委员会委员中应不少于一位行业专家。评议学位论文或实践成果答辩是否达到所在学科、专业要求的学术水平或专业水平。答辩通过可获得毕业证书。

The defense committee is composed of five members, including master's supervisors and those holding senior professional titles (or possess equivalent qualifications). For professional degree candidates, the

committee must include at least one industry expert. The committee evaluates whether the thesis or practical project meets the academic or professional standards of the respective discipline or major. A successful defense qualifies the student for graduation and conferral of the diploma.

Step6: 学位评定委员会审核 Degree Evaluation Committee Review

经学院学位评定分委员会、校区学位评定分委员会、校学位评定委员会审核通过后，授予硕士学位并颁发学位证书。离校手续办理完成后可领取毕业证、学位证书。

The master's degree is conferred and the degree certificate issued upon approval by the college's degree evaluation subcommittee, the campus degree evaluation subcommittee, and the university degree evaluation committee. Students may collect their graduation and degree certificates after completing all required departure procedures.

(6) 博士研究生培养过程考核什么? What is Assessed During the Doctoral Training Process?

博士研究生过程管理考核时间表

Timeline for Doctoral Student Process Management and Evaluation

综合考评 Comprehensive Evaluation	开题 Thesis Proposal	中期 Mid-Term Report	 学位申请相关制度查阅网址 Scan to check the rules and regulations on degree application
第 1 学年末 End of the 1st academic year	1.5 年内 Within 1.5 years	2.5 年内 Within 2.5 years	

Step1: 综合考评 Comprehensive Evaluation

评价博士研究生对本学科系统的基础理论与专业知识的掌握及从事科学研究综合能力。包括导师考评和学科考评两部分，学科考评一般包括基础专业知识、科研素质与潜力考核。

The comprehensive evaluation assesses doctoral students' understanding of fundamental theories, specialized knowledge in their discipline, and overall ability in research. The evaluation is composed of two parts: supervisor evaluation and discipline evaluation. Discipline evaluation typically involves a thorough examination of the student's foundational professional knowledge, research ability, and potential for future scholarly contributions.

Step2: 开题报告 Thesis Proposal

博士研究生应进行广泛的调查研究、阅读文献资料，了解学科现状和动向，尽早确定课题方向，制定论文工作计划。博士研究生向学科评议小组汇报博士学位论文“为什么做？做什么？怎么做？”。

Doctoral students are expected to conduct comprehensive research, review relevant literature, and stay abreast of current trends in their field to define their research direction and develop a dissertation work plan. During the proposal defense, students must address critical questions such as: "Why is this research necessary? What will be studied? How will it be conducted?"

Step3: 中期检查 Mid-Term Review

主要检查论文工作是否按照开题报告预定内容及进度安排进行；论文工作进展以及工作态度、精力

投入；已完成内容和已取得的阶段性成果；目前存在或预期可能出现的问题；下一步工作计划和研究内容。

The mid-term review evaluates the progress of the dissertation work based on the content and timeline outlined in the dissertation proposal. It assesses the dissertation's development, the student's work attitude and dedication, the work completed so far, and any preliminary results obtained. In addition, the review identifies any existing or potential challenges and sets out the next steps and research goals moving forward.

(7) 博士研究生如何申请学位？ How to Get a Doctoral Degree?

Step1: 满足博士论文答辩条件 Eligibility for Doctoral Dissertation Defense

申请答辩前应完成：培养计划中规定的全部课程，且考试成绩合格；发表了相应的学术论文及取得了相应的学术成果；博士学位论文。

To qualify for the dissertation defense, you must complete all courses in your personal training plan with passing grades, publish relevant academic papers, achieve the required academic outcomes, and complete your dissertation.

Step2: 学位论文预答辩 Preliminary Defense

学位论文初稿完成后，经导师审阅认可，由学生向所在学科点提出预答辩申请。

Once the first draft of your dissertation is completed and approved by your supervisor, you may apply for a preliminary defense with your department.

Step3: 学位论文专家评审 Expert Review

预答辩通过后，学位论文需进行同行专家评审。我校博士学位论文的同行专家评审采用匿名评审方式。

After successfully passing the preliminary defense, the dissertation will be evaluated by experts in the same field. At HITSZ, this review is conducted anonymously to ensure impartiality.

Step4: 学位论文正式答辩 Formal Defense

答辩委员会由7名博士生导师或相当于教授专业技术职称的专家组成，答辩一周前提交答辩申请，博士学位论文答辩一般应公开进行。

The formal dissertation defense is conducted by a committee of 7 experts, all of whom are either doctoral supervisors or hold professional titles equivalent to professors. The application for the defense must be submitted at least one week in advance. The defense is generally conducted publicly.

Step 5: 博士学位授予审核 Degree Conferral Review

经校本部对应学科学位评定分委员会、校学位评定委员会审核，达到博士学位论文要求的，授予博士学位，离校手续办理完成后可领取学位证书。

Your degree will be conferred after a review and approval by the HIT's degree evaluation subcommittee for your discipline and the university's Academic Degree Evaluation Committee. You can collect your degree certificate upon completion of all departure procedures.

学位申请相关制度查阅网址

Scan to check the rules and regulations on degree application



(8) 须予以退学处理的情形 Grounds for Mandatory Dismissal

研究生有下列情形之一且本人未申请退学的，学校予以退学处理：

If a graduate student meets any of the following conditions but does not voluntarily apply for withdrawal, the university will initiate dismissal procedures:

- ✧ 达到学校规定的基本修业年限，未在学校规定期限内提交延长修业年限申请，或者申请延长修业年限但未获批准者；
- ✧ Fails to apply for an extension of the study period after reaching the standard duration without meeting the graduation requirements, or having an extension application denied;
- ✧ 在学校规定的最长修业年限内未毕业或者未结业者；
- ✧ Fails to graduate or complete their program within the maximum duration allowed;
- ✧ 未请假或者请假未获批准，逾期两周未注册者（因不可抗力等正当事由除外）；
- ✧ Fails to register for an academic term within two weeks after the deadline without an approved leave (except in cases of force majeure);
- ✧ 擅自离校超过两周、假满逾期两周不返校或未经批准连续两周未参加学校规定的教学、研究活动者；
- ✧ Is absent from the university for over two weeks without approval, or fails to return within two weeks after an approved leave ends, or does not participate in required academic or research activities for two consecutive weeks without approval;
- ✧ 在一个学期内请假累计超过 1 个月以上而又未按规定办理休学手续者；
- ✧ Accumulates more than 1 month of leave in a term without an approved application for a leave of absence;
- ✧ 休学、保留学籍期满在学校规定期限内未提出复学申请或者申请复学经复查不合格且未办理继续休学手续者；
- ✧ Fails to apply for resumption or fails to qualify for resumption after the suspension or retention of student status period ends without applying for an extension;
- ✧ 保留入学资格期满在学校规定期限内未提出入学申请者；
- ✧ Fails to apply for registration for formal studies after the deferred admission period ends;
- ✧ 未按学校规定按时缴纳学费者；
- ✧ Fails to pay tuition on time as required by the university;
- ✧ 学位课经重修或改修后仍有两门次课程不合格者；
- ✧ Fails two or more retaken or substituted courses;
- ✧ 综合考评（测评）、开题、中期检查等设置有学分的必修培养环节连续两次未通过且未以其他方式分流者；
- ✧ Fails required academic components such as comprehensive evaluations, thesis/dissertation proposal, or mid-term report of thesis/dissertation twice without being transferred to another program;
- ✧ 因业务基础差或其他原因，经学校认定难以坚持完成学业者；
- ✧ Is unable to complete their studies due to poor academic performance or other reasons as confirmed by the university;
- ✧ 经校医院诊断或确认，身体条件不便、患有疾病或者意外伤残无法继续在校学习者；
- ✧ Is diagnosed or confirmed by HIT Hospital as having physical conditions, illnesses, or disabilities that render them unable to continue studying on campus;
- ✧ 档案存在弄虚作假、缺少关键材料等情况者；
- ✧ Has false or incomplete documents in their student archives;
- ✧ 未经学校批准到其他学校注册学生学籍或攻读学位者；
- ✧ Registers as a student or pursue a degree in another university without approval from HIT;
- ✧ 因其他原因，经学校认定应当退学者。
- ✧ Any other reasons deemed by HIT as grounds for dismissal;

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INTERNATIONAL STUDENT HANDBOOK



奖学金管理规定

SCHOLARSHIP REGULATIONS

3. 奖学金管理规定 Scholarship Regulations

3.1 中国政府奖学金管理规定 CSC Scholarship Regulations (*China Scholarship Council*)

3.1.1 奖学金资助标准 Scholarship Funding Standards

中国政府奖学金全额奖学金资助标准为：

- (1) 免交注册费及学费
- (2) 提供免费公寓住宿
- (3) 学生在华保险由学生先行垫付
- (4) 奖学金生进行超出学校教学计划的实验或实习，超出费用自理。
- (5) 提供奖学金生生活费，标准为（人民币/月）：硕士研究生/普通进修生 3000 元；博士研究生/高级进修生 3500 元

The Chinese Government Scholarship full scholarship standards:

- (1) Exemption from registration fees and tuition fees
- (2) Free dormitory accommodation
- (3) Students pay for insurance in China in advance
- (4) Scholarship students shall cover any additional costs incurred for experiments or internships that exceed the university's teaching plan.
- (5) Stipend is granted to students at the following rates (CNY Yuan per month): Master's students: CNY 3,000; Doctoral students: CNY 3,500

3.1.2 奖学金管理办法 Scholarship Management Approach

(1) 奖学金新生报到后，须在 9 月 15 日前办理平安银行卡用于每月生活费接收。未能如期办理者，该月生活费次月发放。

New CSC scholarship students must complete the application for a Ping An Bank card by September 15 after registration to receive their stipend. Those who fail to do so on time will receive their stipend in the following month.

(2) 每学期开学，奖学金学生于当月十五日（含十五日）之前注册报到，发给全月奖学金生活费；十五日以后注册报到，发给半个月奖学金生活费。

For new semester registration, students who register before (and on) the 15th will enjoy the whole stipend amount of that month; those who register after the 15th will receive half.

(3) 奖学金生活费自奖学金学生入学之日起逐月定期发放，每月月末发放当月生活费，且不可预支。中国政府奖学金学生需按管理规定在每月 10 日至 15 日期间到辅导员老师处确认签到，不可代签，未能如期签到者，暂时停发当月生活费。奖学金生在学期间请假累计超过 15 天或连续请假超过 15 天，扣发一个月生活费（学校规定假期除外）。经学校批准参加教学培养计划之外的学术活动离境不超过 15 天，生活费待返校后补发；离境超过 15 天的，生活费停发。学校规定的假期期间，学生无需签字，生活费正常发放。

The stipend will be allotted monthly to the students from registration. The stipend will be allocated at the end of each month and cannot be paid in advance. According to the regulations, Chinese Government Scholarship students should register in person at their student affairs officer from 10th to 15th of every month. Students who fail to register will have their stipend suspended. CSC students leave school more than 15 days or more than 15 consecutive days of leave. One month's stipend will be deducted (except university holidays). The

stipend will be reimbursed upon returning to university if the student has been absent from China for no more than 15 days after attending academic activities other than the teaching and training plan approved by the university. Stipends will be suspended for those who leave China for more than 15 days. For more than 15 days due to personal reasons (except for university holidays), the stipend will be stopped during his/her away from university. During the holidays, a living allowance will be allotted regularly.

(4) CSC 学生不得同时享受中国各级政府和录取院校设立的其他奖学金(不含各类一次性奖励金)的资助。对于刻意隐瞒资助情况的,一经发现,其中国政府奖学金资格将予以取消,并退还已领取的中国政府奖学金。

CSC Scholarship students cannot enjoy other scholarships (excluding one-time rewards) established by Chinese governments and admission institutions. For those who deliberately conceal the funding situation, their Chinese government scholarship qualification will be canceled and the Chinese government scholarship they have received will be returned once discovered.

(5) 毕业生的奖学金生活费发放至学校确定的毕业日期后半个月。对休学、退学或结业回国者,奖学金生活费自办理离校之日起停发。

Graduates will receive a stipend until fifteen days after the graduation date set by HITSZ. For scholarship students who suspend education for a leave of absence, reinstatement, or withdrawal, the stipend will be terminated from the date of applying for leaving school.

(6) 中国政府奖学金生搬离公寓后,将于次月开始享受外住补贴,补贴标准:硕士研究生:700元/月;博士研究生:1000元/月。

Chinese Government Scholarship students would be subsidized from the following month after moving out of university-operated housing. The subsidy standards are as follows (CNY Yuan per month): Master's students: CNY 700 /month; Doctoral students: CNY 1,000 /month.

3.1.3 奖学金年度评审 Annual Evaluation of Scholarships

中国政府奖学金年度评审是指对享受中国政府奖学金来校学习的国际学生每年进行一次的综合评价,决定其是否具有继续享受或者恢复享受中国政府奖学金的资格。

The annual assessment of Chinese government scholarships refers to the comprehensive review of international students who enjoy Chinese government scholarships to study at the university once a year to determine whether they have the qualifications to continue to enjoy or resume the Chinese government scholarships.

✧ 评审范围 Category of Students

(1) 在我校学习一学年以上且下一学年继续享受中国政府奖学金的学生;

Students who have studied at our university for more than one academic year and continue to enjoy Chinese government scholarships in the next academic year;

(2) 无法按原计划毕业,申请延长奖学金期限的奖学金生;

Scholarship students who cannot graduate as planned and apply for an extension of the scholarship period;

(3) 上一学年年度评审不合格被中止奖学金资格或减免部分奖学金的学生。

Students who have been disqualified from the annual evaluation of the previous academic year and have been suspended from the scholarship or have part of the scholarship reduced.

✧ 申请延期 Application for Extension

申请延长奖学金资助期限的博士研究生,需通过所有课程考核、开题评审和中期检查考核,经本人申请、导师和学校审核合格后才可参评。

Doctoral students applying for the extension of the scholarship period shall pass all the course assessments, opening reviews, and mid-term inspections. They can participate in the evaluation only after they have passed the examination of their application, supervisor, and the university.

其他相关规定，请参照《哈尔滨工业大学中国政府奖学金年度评审实施办法》。

For other relevant provisions, please refer to the *Measures for Implementing the Annual Evaluation of Chinese Government Scholarships at the Harbin Institute of Technology*.

3.1.4 奖学金延期有关要求 Requirements for Scholarship Extension

(1) 因奖学金期限届满未能毕业而申请延长奖学金期限的博士奖学金生，均须如实填写《中国政府奖学金生延长奖学金期限申请表》并上报所在学院和国际教育中心。

Ph.D. CSC student who fails to graduate and applies for an extension of the scholarship period due to the expiration of the scholarship period shall truthfully fill in the application form for an extension of the scholarship period of the Chinese government scholarship and report it to the school and IEC.

(2) 申请延长奖学金期限的奖学金生，均须参加国家留学基金委组织的中国政府奖学金年度评审。对无故不参加奖学金年度评审或奖学金评审未通过的学生，奖学金期限不予延长。

All Ph.D. CSC students who apply for an extension of the scholarship period shall participate in the annual evaluation of the Chinese government scholarship organized by the China Scholarship Commission. For students who do not participate in the yearly evaluation of the scholarship or fail to pass the scholarship evaluation without any reason, the scholarship period shall not be extended.

(3) 中国政府奖学金研究生如在奖学金终止时仍不能毕业，凭本人申请和导师意见可向国际教育中心提出转为自费攻读学位，经审核批准后，学生需缴纳学费，保险费及公寓费，延期期限为半年或一年。

If the Chinese government scholarship graduate student still cannot graduate upon the termination of the scholarship, he/she can apply to the International Education Center for a degree at his / her own expense based on his / her application and the supervisor's opinions. After examination and approval, the student shall pay tuition, insurance, and apartment fees. The extension period is half a year or one year.

3.1.5 休学、复学及违反规定的处理办法 Guidelines for Study Suspension, Resumption, and Noncompliance Handling

✧ 休学 Suspension

(1) 学校根据国家有关规定对国际学生进行学籍管理。CSC 学生如因病需要休学的，学生本人须提出书面申请，并提供相关证明材料（如公立医院的检查证明，证明材料需为中文或英文）。

The university manages the academic status of international students in accordance with relevant national regulations. CSC students who need to suspend their studies due to illness must submit a written application along with supporting documents (e.g., medical certificates from public hospitals, which must be in Chinese or English).

(2) 获准休学的学生，自休学之日起，其奖学金资格自动中止，学生应按照规定尽快回国，旅费自理。奖学金生除因病外，其他原因休学者，其奖学金资格不予保留。

As students get authorized suspension, the scholarship qualifications would be automatically suspended from the suspension date. According to the regulations, you should return as soon as possible and cover the travel expenses. Scholarship qualifications would not be retained for suspending students for any reason except illness.

(3) 休学时间一般以半年或一年为限，奖学金期限相应延长。

The suspension time is generally half a year or one year, and the scholarship will extend accordingly.

✧ 复学 Resumption

休学的奖学金生在休学期满前至少两个月，向学校提出书面复学申请并附上相关材料（如医院出具的康复证明等）。批准复学学生的奖学金期限将自动顺延，顺延期限不得超过其休学期限。

At least two months before the expiration of the suspension, CSC students should submit applications for resumption, as well as other relevant materials (such as rehabilitation proof issued by the hospital). After the resumption is approved, students' scholarship term will be postponed automatically, but the postponement time limit should not exceed the suspension period.

✧ 中止奖学金 Suspending Scholarship

有下列情况之一者，中止其享受中国政府奖学金资格一年：

If any of the following circumstances happen, students' qualification for Chinese government scholarships will be suspended for one year:

(1) 因考核成绩不合格留级或者降级的；

Degraded or detained students due to failures in academic examinations;

(2) 所修课程连续两年未达到规定学分的；

Not meeting required course credits for two consecutive years;

(3) 受到留校察看处分的。

Students who got disciplinary probation.

被中止享受中国政府奖学金资格者，自下一学期开学起停发其奖学金，但本人可按照学校有关规定申请自费留校继续学习。终止期满前，经本人申请，可以参加当年的年度评审，如评审合格，经基金委批准后，可以自下一学期起恢复奖学金。

Once disqualified from the Chinese Government Scholarship, the student's scholarship would be terminated from the next semester. However, students may apply to continue studies in HITSZ as self-funded. Before the termination, students can participate in the annual review of the year after application. If students are evaluated as qualified and receive approval from CSC, they may regain their scholarship from the next semester.

✧ 取消奖学金 Canceling Scholarship

有下列情况之一者，取消其享受中国政府奖学金的资格：

If any of the following circumstances happens, the students' qualification of Chinese government scholarship will be permanently canceled:

(1) 收到勒令退学或者开除学籍处分的；

Students who have been ordered to drop out or expelled from HITSZ;

(2) 在校学习期间累计两次未通过年度评审的；

Two times failures in annual reviews during their studies at HITSZ;

(2) 无正当理由不参加年度评审的。

Absence in the annual review without a warrant.

被取消享受中国政府奖学金资格者，从发布之日起停发其奖学金，其享受中国政府奖学金的资格不得再恢复。

Once disqualified from the Chinese Government Scholarship, the student's scholarship will be terminated immediately, and their qualification will not be recovered.

3.1.6 毕业回国机票申请 Application for Post-Graduation Airfare

根据中国政府与部分国家政府达成的双边协议，中方向部分发展中国家来华奖学金生提供学成回国国际机票。有关申请方法如下：

According to bilateral agreements reached between the Chinese government and some governments of other countries, China provides international airfare for students from developing countries who come to China to receive scholarships and return home after completing their studies. The relevant application methods are as follows:

预计在奖学金期限到期当年毕业的学生使用个人 CSC 号登录基金委网站填写个人信息及回程机票信息，提交至学校审核。学校完成审核后，由基金委购票，并将电子客票行程单通过电子邮件的方式发送至学生及学校。

Students who are expected to graduate in the year when the scholarship period expires will use their personal CSC account to log in to the website of the Foundation Committee to fill in their personal information and return flight ticket information, and submit them to the school for review. After the school completes the review, the foundation committee will purchase tickets and email the electronic ticket itinerary to the students and the school.

行程应为自学校所在城市或临近离境口岸城市出发至其本国首都的机票。

The itinerary should be a flight ticket departing from the city where the school is located or near the port of departure to its home capital.

因国际航班的班次问题，无法完全满足学生对出发时间等行程安排的要求，具体航班信息以实际可购机票为准。

Due to international flight scheduling issues, it is impossible to fully meet students' requirements for departure time and itinerary arrangements. The specific flight information is based on the actual available tickets.

因学生个人原因调整行程产生的退、改签机票等相关费用由学生自理。

Any expenses related to refunds or rescheduling of flight tickets due to personal reasons of the student shall be borne by the student.

3.2 省市奖学金 Provincial/Municipal Scholarships

3.2.1 广东省政府来粤奖学金 Guangdong Government Outstanding International Student Scholarship

新生来粤奖学金采取学校推荐制，每年 9 月新生报到后，由学校根据已报到学生的入学申请材料情况进行推荐。

The Guangdong Scholarship for new students operates on a College/University recommendation basis. After new students arrive in September, the Colleges (for graduate students) / University (for undergraduate students) will review their application materials and recommend candidates. Specific details will follow via official notification from the Colleges/University.

对于在读学生，申请时间为每年 7 月，申请者需满足以下基本条件：须为全日制在读国际学生且年龄不超过 40 周岁；遵纪守法，无违规违纪记录，品学兼优并获得师生认可；当前学年所有必修课程成绩达到良好及以上等级（依据 HITSZ 成绩评定标准：本科生 ≥ 75 分，研究生 ≥ 77 分）；且未同时享受其他同类奖学金（如中国政府奖学金、深圳大运奖学金等）。

For current students, applications open annually in July. Eligibility criteria include:

- ✓ Full-time international students under 40 years old
- ✓ Compliance with laws and university regulations, with excellent academic and personal conduct recognized by faculty and peers
- ✓ Achieve a minimum grade of "Good" in all required courses during the current academic year (as defined by HITSZ: ≥ 75 for undergraduates, ≥ 77 for graduate students)
- ✓ No concurrent receipt of similar scholarships (e.g., CSC Scholarship, Shenzhen Universiade Scholarship)

各学部/学院将结合专业特点制定具体实施细则，会在评选前公布。

Colleges/Schools will publish detailed implementation rules aligned with disciplinary requirements before evaluations.

3.2.2 深圳大运奖学金 Shenzhen Universiade Scholarship

大运奖学金申请时间为每年 4 月。申请者需满足以下条件：品学兼优、身心健康，对中国友好；在中国高校就读本科二年级及以上，且持续就读满 1 学年；"一带一路"国家学生或修读中国文化、深圳科技相关专业者将获优先考虑；已获得同类奖学金（如国家留学基金、广东省政府奖学金）或处于延期毕业状态的学生不符合申请资格。

Applications are accepted each April. Eligible candidates must:

- ✓ Demonstrate academic excellence, good health, and goodwill toward China
- ✓ Be undergraduate sophomores or above with ≥ 1 year of continuous enrollment in China
- ✓ Priority given to students from Belt & Road countries or majors related to Chinese culture/Shenzhen's tech sector
- ✓ Excludes recipients of similar scholarships (e.g., CSC, Guangdong Scholarship) or students on delayed graduation

扫码查看 2025 年度遴选公告（仅供参考）：

Scan to view the 2025 Selection Guidelines (for reference only):



3.3 校区奖学金 HITSZ Scholarships

3.3.1 新生奖学金 Entrance Scholarship

学校为录取的国际学生设立新生奖学金，奖学金等级将在录取通知书中明确标注。该奖学金发放周期为第一学年（入学当年 9 月至次年 8 月）。自第二学年起，学校将根据学生上一学年的学业成绩和综合表现重新评定学业奖学金等级。

HITSZ awards entrance scholarships to admitted international students, with levels specified in the Admission Notice. The scholarship covers the first academic year (September–August). From the second year, academic scholarships will be reassessed based on prior-year grades and overall performance.

3.3.2 学业奖学金 Academic Scholarship

学校设立学业奖学金以激励国际学生勤奋学习、追求卓越。该奖学金评选将综合考量学生的学业表现（以专业排名为主要依据）、学术成果、综合素质、社会责任感及校园文化活动参与度等各方面表现。

各学部/学院将根据学科专业特点制定具体的评审实施细则。学业奖学金的评选标准和执行方案可能根据实际情况进行年度调整。

This scholarship promotes academic diligence and excellence. Selection criteria holistically evaluate: Academic performance (primarily major ranking); Research achievements; Comprehensive competencies; Social responsibility; Participation in campus activities.

Colleges/Schools will formulate discipline-specific implementation rules. Evaluation standards may adjust annually per institutional needs.

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学费管理规定

TUITION MANAGEMENT REGULATIONS

4. 学费管理规定 Tuition Management Regulations

国际学生收费标准根据国家有关规定及我校实际情况制定，统一对外公布，由财务处负责收费。

The tuition standards for international students are established in accordance with relevant national regulations and the university's actual conditions, publicly announced in a unified manner, and administered by the Finance Office.

(1) 新生未经批准逾期两周不交学费，不能取得学籍，视为放弃入学资格；其他学生未按学校规定缴纳学费等其他不符合注册条件的不予注册。

New students who fail to pay tuition fees within two weeks of the deadline without approval shall not be granted student status and will be deemed to have relinquished their admission eligibility. Other students who do not settle tuition payments or fail to meet registration requirements per university regulations shall be denied registration.

(2) 自费生（非 CSC 学生）来华时，必须有可靠的财政保证，以支付在华学习期间的各项费用。

Self-funded students (non-CSC) should provide financial support certificates to cover all expenses while studying in China.

(3) 自费生（非 CSC 学生）因个人原因退学或被开除学籍者，已交学费原则上不予退还。

Self-funded students (non-CSC) who withdraw or are expelled due to personal reasons will not be eligible for tuition refund in principle.

(4) 自费生（非 CSC 学生）应在规定的时间内一次付清学费，学费以人民币支付，否则不予注册学籍，不予办理签证延期手续。

Self-funded students (non-CSC) must pay the full tuition fee in RMB within the stipulated period. Failure to do so will result in denial of student registration and visa extension procedures.

(5) 学习期满申请继续学习者，应在规定时间内缴纳学费、保险费、住宿费，否则不予办理签证延期手续。

Students applying for extended study must pay tuition fees, insurance premiums, and accommodation costs within the specified timeframe, otherwise their visa extension applications will not be processed.

(6) CSC 学生若要求选修超出指定专业教学计划以外的课程、实验或实习，所需费用由其本人自理。

CSC scholarship students who choose to take courses, experiments, or internships beyond their designated academic program requirements shall bear all associated costs personally.

重要提示：学校不会通过聊天工具、短信或电话等方式要求学生缴纳任何费用，警惕任何要求转账、汇款等涉及钱款的行为。

Official Warning: The university will NEVER request any payments through messaging apps, text messages, or phone calls. Remain vigilant against any requests for money transfers.

扫描右侧二维码查看学费支付指引。

Scan the QR code on the right for Tuition Payment Guide.



2025国际学生手册
INTERNATIONAL STUDENT HANDBOOK



住宿管理规定

ACCOMMODATION MANAGEMENT REGULATIONS

5. 住宿管理规定 Accommodation Management Regulations

5.1 学校管理公寓住宿 University-Operated Housing

5.1.1 入住资格与流程 Eligibility & Procedures

预定要求: 国际学生须于来校报到前完成公寓预定, 预定时应缴纳相当于两个月住宿费的押金及六个月住宿费。

Reservation Requirements: International students must complete apartment reservation prior to campus arrival by paying a security deposit equivalent to two months' accommodation fees plus six months' advance rent.

入住办理: 学生须于开学报到注册时持有效护照、签证页复印件及付款凭证至公寓管理处办理入住手续, 并于入住后的 24 小时内通过公安局网站或前往派出所办理《境外人员临时住宿登记表》。

Check-in Procedures: Students must present valid passports, visa copies, and payment receipts at the Housing Office during registration to complete check-in. The *Registration Form of Temporary Residence for Visitors* must be applied for either online via the Public Security Bureau website or in-person at local police stations within 24 hours of occupancy.

扫码获取《临时住宿登记指南》

Scan for *Temporary Residence Registration Guide*



费用规则: 所缴住宿费不予退还的情形包括: 私自离校、因违纪被开除学籍或触犯刑律无法继续学业; 日常水电网络费用须依据所在公寓楼宇管理规定缴纳。

Fee Regulations: Accommodation fees are non-refundable in cases of unauthorized departure, expulsion due to disciplinary violations, or criminal offenses terminating studies; utility payments (electricity / water / internet) must comply with building-specific regulations.

5.1.2 公寓管理规范 Residential Regulations

已入住公寓学生需要在规定时间内缴纳住宿费用, 逾期 7 天未缴纳, 且公寓管理方已书面正式告知学生相关要求后, 将由公寓管理方会同学生所在学部(院)对于未按期缴费在补缴后清退。

Resident students must pay accommodation fees by the specified deadline; failure to settle the payment within 7 days after receiving a formal written notice from the dormitory administration will result in eviction upon arrears settlement in coordination with the student's academic College (School).

所有学生宿舍的房间由学校统一调配, 国际学生不可随意更换房间。如需更换, 应先向所在学部(院)提出书面申请, 按实际情况决定是否予以更换非空房间的床位, 并仅提供一次在同一公寓区域内的一次换房机会。校方有权要求学生合房, 且学生必须遵从校方的安排。为确保新生入住稳定, 原则上新生办理入住十天内不允许调房, 第一学期不允许跨房型调房。

The International Student Dormitory will arrange room allocations. Students may not change rooms without permission. If students want to change rooms, they must apply to their College (School). Changes are decided case by case and may only be done once in the same dorm area. The university has the right to make room changes with which students must cooperate. To ensure a stable living environment for new students, room changes are generally not permitted within the first ten days after move-in. Cross-room-type relocations are not allowed during the first semester.

国际学生要严格履行作息时间及会客制度，会客时间：周一至周日 9:00-21:30。学生宿舍不得擅自留宿来访客人，且禁止男女混居。

Students should strictly obey the daily schedule and visiting regulations. Reception Hours: Monday to Sunday 9:00 AM - 9:30 PM. It is forbidden to accommodate any visitors overnight. Mixing of male and female students is also prohibited.

住宿期间需遵守寝室的作息时间，按时起床和就寝，中午 12:00-14:00 或夜间 23:00 至次日早 7:00 应保持安静，不进行影响他人休息的活动，如大声讲话、玩游戏等。

During your stay, you must adhere to the dormitory schedule by waking up and going to bed on time. Maintain quiet hours from 12:00-14:00 at noon and 23:00 at night to 7:00 the next morning.—avoid loud conversations, gaming, or any activities that may disturb others.

住宿期间自觉做好寝室内公共及个人空间的整理和清洁，共同维护公共区域环境卫生，积极配合环境卫生安全检查。

During your stay, ensure tidiness in both shared and personal areas, maintain cleanliness in common spaces, and comply with hygiene and safety inspections.

宿舍内严禁烹饪及使用电炉子、电饭锅、冰箱、电磁炉等高功率的或具有明火的设备。

It is forbidden to cook and use electric stoves, rice cooker, refrigerators, stoves, or other high-powered or flame equipment in the dorm.

严禁在公寓内抽烟及饮酒。

Smoking and alcohol consumption are strictly prohibited in the dormitory.

严禁在公寓内进行传教、宗教聚会等宗教活动。

Religious activities such as proselytization, religious gatherings, and other forms of religious observance are strictly prohibited within residential apartments.

住宿学生疑似患有或者患有《中华人民共和国传染病防治法》明确规定的传染病的，应当主动向所在学部（院）报告，在治愈或排除传染风险前，应根据医院指导意见，配合进行相应的住宿调整。学生发现学生公寓内有疑似患有前款所述传染性疾病的，应当及时向所在学部（院）及安全保卫部（处）/总务处报告。

Any resident student suspected or confirmed to have contracted infectious diseases specified in the *Infectious Disease Prevention and Treatment Law of the People's Republic of China* shall proactively report to their affiliated academic college/school. Prior to full recovery or elimination of transmission risks, the student must cooperate with necessary accommodation adjustments as advised by medical authorities.

Students discovering individuals in university apartments suspected of carrying the aforementioned infectious diseases shall immediately report to their academic college/school and the Security Office/General Affairs Department.

住宿期间，学生不得未经批准留宿非本宿舍人员或增加住宿人员；不得留宿异性或在异性宿舍留宿；不得租借、转卖床位。

Students are not permitted to host unauthorized guests, accommodate members of the opposite sex, or rent/transfer dormitory beds during their stay.

住宿学生应自觉遵守中国法律法规、学校规章制度以及宿舍管理规定。

Student residents shall conscientiously abide by Chinese laws and regulations, the university's rules and policies, as well as dormitory management provisions.

公寓管理详情可参阅《哈尔滨工业大学深圳校区学生公寓住宿管理办法》。

For details on apartment management, please refer to *Harbin Institute of Technology, Shenzhen (HITSZ) Student Apartment Accommodation Management Measures*.



5.2 校外自行租房 Private Off-Campus Housing

5.2.1 租房资质与备案 Leasing Qualifications & Registration

学生须优先选择校园周边社区租房，与持有效《房屋产权证》的房东签订正规《租房合同》。

Students must prioritize housing near campus and sign formal *Lease Contracts* with landlords holding valid *Real Estate Ownership Certificate*.

入住 24 小时内，须持合同及护照由房东协助在公安局网站或前往辖区派出所办理《境外人员临时住宿登记表》。

Within 24 hours of occupancy, complete *Temporary Residence Registration* either online via the Public Security Bureau website or in-person at local police stations with landlord assistance using contract and passport.

签订合同后 3 日内，将《租房合同》及《住宿登记表》交辅导员留存，并签署《校外租房安全责任承诺书》。

Submit *Lease Contract* and *Residence Registration* to your student affairs officer for filing within 3 days, and sign the *Private Off-Campus Housing Safety Liability Commitment*.



扫码获取《临时住宿登记指南》

Scan for *Temporary Residence Registration Guide*



扫码下载《校外租房安全责任承诺书》

Scan to download *Private Off-Campus Housing Safety Liability Commitment*

5.2.2 安全管理责任 Safety Compliance Obligations

信息报备义务：学生确定或变更校外租房时，须立即向学部提交有效租房合同、房东/中介联络信息及新住址证明，并于国际学生服务平台 (<https://hitsz.at0086.cn/Student>) 更新备案信息。

Reporting Obligations: Students must immediately submit valid lease contracts, landlord/agent contacts, and new address proofs to their faculty upon housing confirmation/relocation, and update records in the International Student Portal (<https://hitsz.at0086.cn/Student>).

社区行为准则：须严格遵守社区作息时间，尊重中国风俗习惯；禁止制造噪音、扰民及与中国居民发生冲突。

Community Conduct Standards: Compliance with community schedules and Chinese customs is mandatory; noise pollution, disturbance, or conflicts with residents are strictly prohibited.

风险自担声明：校外租房属个人行为，房东相关事务及居住安全责任由学生自行承担，学校不介入处理。

Liability Disclaimer: Private off-campus housing constitutes a personal choice; students assume full liability for landlord disputes and safety risks without university involvement.

违规后果：未履行住宿登记或居留变更手续者，公安机关将依法处罚并影响签证办理。

Consequences of Violation: Failure to register residence or report changes will result in penalties by public security authorities and visa processing restrictions.

国际学生校外自行租房安全承诺书

本人_____, 男/女, _____籍, 护照号: _____,
学号: _____, 联系电话: _____。

作为哈尔滨工业大学(深圳)的学生, 本人郑重承诺:

1. 自觉遵守中国的法律法规和校规校纪, 遵守社会公德、尊重中国人民的风俗习惯, 不利用承租房屋进行非法的和任何损害社会公共利益的活动, 不在中国境内(包括学校内)成立宗教组织, 设立宗教办事机构或活动场所, 不在中国公民中发展教徒或进行传教活动。
2. 租房应签署正规的租房协议, 遇到困难, 及时向当地公安部门和辖区管理部门请求帮助。
3. 注意加强自己的人身和财产安全。自觉接受当地公安部门和辖区管理部门的监督和管理。自行承担在校外住宿的安全管理责任。
4. 在抵达住宿地 24 小时内到辖区所在地派出所办理登记手续, 逾期不登记, 将自行承担相应后果。
5. 如居住地发生变更时, 及时将新地址、联系方式通知辅导员老师。如发生事故或意外, 第一时间与辅导员老师联系。

校外住房详细信息:

房主姓名: _____房主联系电话: _____

房屋地址: _____

承诺人签名: _____ 20__年__月__日

(注: 本承诺书一式两份, 学生和辅导员各持一份。)

International Student Private Off-Campus Housing Safety Liability Commitment

I, name, gender, nationality, passport number, student number, mobile number, as a student of HITSZ, hereby solemnly commit to the following:

1. Conscientiously comply with China's laws, regulations, university rules and disciplines, observe public morals, respect the customs and habits of the Chinese people, and refrain from using leased premises for any illegal activities or acts that harm public interests. No religious organizations, offices, or activity venues shall be established, nor shall believers be recruited or religious propagation conducted among Chinese citizens within China (including on campus).
2. When renting a property, a formal lease agreement shall be signed. In case of difficulties, promptly seek assistance from local public security authorities or district management departments.
3. Strengthen personal and property safety precautions. Voluntarily accept supervision and administration by local public security authorities and district management departments, and assume full responsibility for safety management of off-campus accommodation.
4. Complete registration procedures at the local police station in the district within 24 hours of arrival at the accommodation. Failure to register within the time limit shall result in the individual bearing corresponding consequences.
5. In the event of a change in residence, promptly notify the student affairs officer of the new address and contact information. In case of accidents or emergencies, contact the student affairs officer without delay.

Landlord Name: _____ Landlord's Contact Number: _____

Rental Address: _____

Commitment Maker's Signature: _____

Date: _____

(Note: Issued in duplicate; student and student affairs officer each retain one copy.)

2025国际学生手册
INTERNATIONAL STUDENT HANDBOOK



签证与居留许可办理

VISA &
RESIDENCE PERMIT

6. 签证与居留许可办理 Visa & Residence Permit

6.1 申请来华签证 Entry Visa Application

来华学习的国际学生须向本人国籍国或者居住国的中国使（领）馆申请办理（X1 字或 X2 字）签证。申请来华留学签证时须提供我校发放的录取通知书、《外国来华留学人员签证申请表》（JW202/JW201 表）以及其他使（领）馆指定的材料。

International students who study in China should apply for an X1 or X2 visa at the local Chinese Embassy or Consulate with Admission Notice, Visa Application Form (JW202/JW201) and other relevant documents required by the local Embassy or Consulate.

✧ **X1 字签证：**长期学习（在华学习时间 180 天以上）的国际学生须持 X1 字签证入境，持 X1 字签证入境的国际学生，须在入境后 30 日内办理学习类居留许可，逾期未办理则构成非法居留。

X1 visa: X1 Visa is issued to international students undertaking long-term study in Mainland China (more than 180 days). Students holding an X1 visa must apply within 30 days after entry for a residence permit; otherwise, it constitutes illegal detention.

✧ **X2 字签证：**短期学习（在华学习时间 180 天以下）的国际学生可持 X2 字签证入境。签证超期即构成非法居留。

X2 visa: X2 Visa is issued to international students who will study for fewer than 180 days. Staying in China after a valid visa expires constitutes illegal detention.

国际学生来华学习须持普通护照及学习（X1 字或 X2 字）签证入境。若国际学生持其他类型签证，可能无法正常在校学习，国际学生本人承担因此而导致的全部后果。

International students studying in China must possess ordinary passports with either visa for study (X1 or X2 type). International students who hold other types of visas may not be able to enroll normally, and they need to bear the consequences of this situation on their own.

6.2 首次申请居留许可 First-Time Residence Permit Application

持学习（X1）签证的国际学生应于入境起 30 天内向深圳市公安局申请办理居留许可，逾期不办者，责任自负，罚款自理。

International students with X1 visa shall apply for Residence Permit from Shenzhen Municipal Public Security Bureau (Immigration Office) within 30 days after arrival in China. Late applicants are deemed to be guilty for illegal stay and imposed the penalty prescribed by the law.

需提交出入境的材料：

- ✧ 外国人签证证件申请表
- ✧ 外国人体格检查记录复印件（验原件）
- ✧ 临时人员住宿登记表复印件（验原件）
- ✧ 广东省外国人签证照片检测回执及其蓝底照片 1 张
- ✧ 有效护照原件，护照首页复印件、当前签证或居留许可页复印件、最新入境章页复印件
- ✧ 录取通知书
- ✧ JW202 表
- ✧ 首次在深圳办理居留许可情况调查表（学习类）
- ✧ 担保函

Documents to be submitted in the Immigration Office:

- ✧ Visa and Residence Permit Application Form
- ✧ Physical Examination Record for Foreigners (both the original copy and the photocopy)
- ✧ Registration Form of Temporary Residence for Visitors (both the original copy and the photocopy)
- ✧ Receipt of Visa Photograph for Foreigners in Guangdong Province and 1 printed blue-background ID photo
- ✧ Valid passport, copies of passport personal information page, valid visa and latest entry stamp pages
- ✧ Admission Notice
- ✧ JW202 Form
- ✧ Qualification Interview for Residence Permit (Student Visa)
- ✧ Letter of Guarantee

申请指南 Application Guide

第一步：在深圳市公安局官网或通过“深圳公安”公众号预约，填写相关信息，预约本人合适的时间。预约成功后，下载 PDF 申请表。

Step 1: Make an appointment on the website <http://ga.sz.gov.cn/> or through “Shenzhen Gongan” Wechat official account. Fill in the relevant information and schedule a suitable time for yourself. After successfully making the appointment, please download the form in PDF.

第二步：凭准备好的材料前往指定地点领取盖章后的申请表及担保函。

Step 2: Present the prepared materials at the designated office to collect the stamped Application Form and Letter of Guarantee.

第三步：持相关材料在预约时间前往深圳市公安局南山分局出入境办证大厅办理。

Step 3: Bring relevant documents and go to Shenzhen Immigration Office at the scheduled time.

地址：广东省深圳市南山区南山大道 3018 号

办公时间：周一至周五 9:00-12:00, 14:00-18:00

咨询电话：0755-12367

Address: 3018 Nanshan Avenue, Nanshan District, Shenzhen (The bus station is Nanshan Public Security Bureau)

Office Hour: Monday to Friday 9:00-12:00, 14:00-18:00

Tel: 0755-12367

重要提示 IMPORTANT

- ✧ 首次办理需要面谈。
- ✧ 有特殊情况需要提交其他材料的，请配合公安机关提供。
- ✧ 审核与制证约 10 至 15 个工作日，证件办好后，公安局将通知学生本人取证。
- ✧ 办理一年期（360 天）的费用为 400 元。
- ✧ For first-time residence permit applications, qualification interview is required.
- ✧ If there are special circumstances requiring submission of other documents, please provide as required by the PSB.
- ✧ The processing time is about 10 to 15 working days. The PSB will notify the student to collect in person when it's ready.
- ✧ Fees: CNY400 per year (within 360 days)

取到护照后，请将居留许可页面拍照上传至国际学生管理系统（信息更新→居留许可更新），并持护照到居住地派出所更新《临时住宿登记表》。

After receiving your Residence Permit, please update the information of your residence permit in International Student Service System (Information Update → Residence permit), and go to the local police station where you are accommodated to renew the *Registration Form of Temporary Residence* within 24 hours.

请微信扫描右侧二维码获取更详细的指引：

Please scan the QR code on the right via WeChat for detailed guidance.



6.3 申请居留许可延期 Residence Permit Extension

国际学生须注意自己的居留许可有效期。国际学生因居留许可过期导致非法居留是违法行为，应当受到处罚。居留许可即将到期的国际学生，需要延长居留许可期限的，须在有效期满前 30 天到深圳市公安局网站申请延期。

International students should pay attention to the validity of their residence permits. Staying in China with an expired residence permit is a violation of law, and will be penalized. International students with residence permit should apply for extension on the official website of Public Security Bureau of Shenzhen Municipality 30 days in advance of the expiration date.

根据深圳市公安局出入境管理部门相关要求，办理居留许可延期的国际学生，需有较高的出勤率（将体现在学校出具的担保函上），并保持一定的学科通过率。

According to the relevant requirements of the Exit-Entry Administration Department of Shenzhen PSB, International students who apply for the extension of their residence permit are expected to have a high attendance rate (will be shown on the *Letter of Guarantee*) and maintain a certain pass rate in their subjects.

国际学生办理居留许可延期时，须先交纳保险费和学费。

When applying for the extension of residence permit, international students must pay the insurance and tuition fees in advance.

申请居留许可延期文件及流程与首次申请基本相同，但需要成绩单，不需要《外国人体格检查记录体检》与《首次在深圳办理居留许可情况调查表》。成绩单请在 T2/T3/T4/T5/T6 教学楼大厅或 H 栋 6 楼的自助一体机自行打印。

The documents and procedures for applying for extension of residence permit are basically same as those for the first time, except for the transcript is required, and *Physical Examination Record of Foreigners* and the *Qualification Interview for Residence Permit* are not required. Please print your transcript on the self-service printer at the lobby of T2/T3/T4/T5/T6 teaching building or on the 6th floor of Building H.

居留许可延期后，请于 24 小时内在国际学生服务平台及居住地派出所更新居留许可信息。

Within 24 hours of receiving your renewed residence permit, please update your residence permit information in the International Student Service System and the local police station.

6.4 停留签办理 Stay Permit Application

国际学生因退学、休学、结业或毕业发生学籍变动时，须按学校规定办理离校手续，并在学籍状态变更获批后 10 日内，持相关证明至出入境管理部门将居留许可换发为停留签证（有效期≤30 天）。未按时办理手续者，学校将向深圳市出入境管理部门申报注销其居留许可，由此产生的一切法律责任由学生

本人承担。

When an international student's enrollment status changes (due to withdrawal, suspension, program completion, or graduation), the student **must**:

(1) Complete departure procedures according to university regulations;

(2) **Within 10 days after the status change is approved**, apply at the Immigration Office to replace the Residence Permit with a Stay Permit (valid for ≤30 days).

Failure to comply will result in:

✧ The university reporting the Residence Permit cancellation to the Immigration Office;

✧ The student bearing all legal consequences arising therefrom.

持下列文件自行前往深圳出入境管理局办理：申请表无需学校盖章，学籍变动证明需完成离校手续后至教务处领取。

Submit these documents **IN PERSON** at Shenzhen Exit-Entry Administration: No university stamp on the form; status proof available **AFTER** departure procedures.

【所需文件 Documents Required】

✧ 外国人签证申请表（深圳公安官网预约填写 <http://ga.sz.gov.cn/>）

Visa Application Form (Book appointment via ga.sz.gov.cn)

✧ 广东签证照片回执及小 2 寸蓝底照片 1 张

Guangdong Photo Receipt + 35×45mm Blue Photo

✧ 护照原件与复印件（含个人信息页/居留许可页/入境章页）

Original Passport + Copies (Bio page/Residence Permit/Entry Stamp)

✧ 境外人员临时住宿登记表（派出所签发）

Temporary Residence Registration (Issued by police station)

✧ 学籍变动证明（教务处出具：休学/退学/结业/毕业文件）

Enrollment Status Change Proof (e.g. Suspension/Withdrawal/Completion/Diploma)

【办证地址 Address】 南山区南山大道 3018 号南山公安分局出入境办证大厅

No. 3018 Nanshan Avenue, Nanshan District

【咨询电话 Contact】 0755-12367

6.5 居留许可加注勤工助学申请指引 Residence Permit Endorsement for “Work to Support Study”

勤工助学是指国际学生利用课余时间，在深圳市域内通过合法劳动取得合理报酬，用于改善学习和生活条件的实践活动。不包括校区按照教学计划组织国际学生参加的教学实习和社会实践。

“Work to Support Study” refers to legitimate off-campus work activities undertaken by international students within Shenzhen during non-academic hours to earn reasonable compensation for improving study/living conditions. This excludes curricular internships and social practices organized by the university.

✧ 申请条件 Eligibility Criteria

国际学生申请校外勤工助学居留许可加注，须同时满足以下条件：持有效学习类居留许可且剩余有效期不少于 6 个月；已在哈尔滨工业大学深圳校区连续就读满一学年；上一学期平均出勤率不低于 80% 且必修课程成绩合格；勤工助学单位须已在深圳市公安局出入境管理局完成备案登记。

Applicants must: hold a valid study residence permit (≥6 months remaining); have completed one consecutive academic year at HITSZ; maintained ≥80% attendance and passing grades in core courses last semester; ensure employer registration with Shenzhen Exit-Entry Administration.

✧ 办理流程 Application Procedures

学生须首先与备案用人单位签订《勤工助学聘用协议》，并填写《校外勤工助学申请表》；经所在学部（学院）辅导员审核签字、加盖学部（学院）公章（研究生需导师同意，本科生需教务确认）后，提交至国际教育中心备案；获批后 10 日内，持校区担保函、用人单位担保函、在读证明及成绩单等材料，赴深圳市公安局出入境管理局申请居留许可加注。

Step 1: Sign Work to Support Study Agreement and complete Application Form.

Step 2: Obtain student affairs officer approval and college/school seal (supervisor consent for graduates/academic secretary confirmation for undergraduates).

Step 3: Submit to International Education Center.

Step 4: Within 10 days, apply at immigration office with both university and employer guarantee letters, enrollment proof, and transcripts, etc

✧ 权利义务 Rights and Obligations

获准加注学生学期中每周工作不超过 8 小时，寒暑假每周不超过 16 小时；加注有效期不得超过居留许可期限且最长不超 1 年。学生应自行承担勤工助学期间的人身财产损失风险，如遇劳动纠纷须及时向学院及公安机关报告。

Approved students may work ≤ 8 hrs/week during semesters (≤ 16 hrs/week during holidays). Endorsement validity ≤ 1 year and not exceeding residence permit duration. Students assume personal/property risks and must report labor disputes to school/authorities.

✧ 违规责任 Consequences of Violation

凡发生学业终止、违纪行为、提供虚假信息或勤工助学影响学业者，校区将撤销其勤工助学资格并通报公安机关；未获加注擅自工作者视为非法就业，将依法承担法律责任。

Violations (academic termination, misconduct, fraud, or academic impacts) result in eligibility revocation and authority notification. Unauthorized work constitutes illegal employment with legal liabilities.



获取完整指引及申请表格
Full guidelines and forms available via scan.



居留许可加注勤工助学常见问答
Q&A for "Work to Support Study"

6.6 护照丢失补办 Passport Replacement due to Loss

当你发现护照遗失后，请务必立刻按照以下步骤办理相关手续：

If you lose your passport in China, please follow the directions listed below:

(1) 立即向丢失地派出所报案，取得报案证明。

Immediately report to the police station where you lost it, and obtain a receipt of case report.

(2) 凭上述文件到深圳市公安局出入境管理部门开具遗失证明。

Go to the Exit-Entry Administration Department of Shenzhen PSB to get a certificate of passport loss.

(3) 从领取护照遗失证明之日起的 30 日内，凭该证明前往本国驻华使馆申请新护照。

Apply for a new passport with certificate of passport loss at your country's embassy in China within 30 days.

(4) 取得新护照 24 小时内，携带新护照及遗失证明重新办理《临时住宿登记表》，并到深圳市公

安局申请办理新的居留许可。

Within 24 hours of receiving your new passport, renew *Registration Form of Temporary Residence* with the certificate of passport loss and new passport, and apply for a new residence permit via the Official website of Shenzhen PSB.

(5) 新的居留许可办理后，国际学生本人持护照到居住地派出所更新《临时住宿登记表》。

After the new residence permit is issued, go to the local police station to renew *Registration Form of Temporary Residence*.

注：国际学生在中国境内丢失补办护照而未在规定时间内（10 日）办理新的居留许可的，构成非法居留。

Note: If international students fail to apply for new residence permit within specified time (10 days) after the new passport is issued, it is deemed to be a violation of law. After the loss of passport, keep a newly issued passport without a new valid visa or residence permit is also a violation of law.

6.7 护照换发 Passport Renewal

护照是您国籍所属国签发的法定身份证明。在华期间，请确保护照始终有效。每次入境或申请签证前，请确认护照有效期不少于 6 个月。

Your passport is the official identification document issued by your country of nationality. You must ensure it remains valid throughout your stay in China. Before each entry to China or visa application, confirm that your passport has at least 6 months of validity.

在中国境内换发护照时，请通过您国籍国的驻华使领馆办理，建议至少提前两个月提交申请。取得新护照后 24 小时内，请前往居住地派出所更新《临时住宿登记表》，并登录国际学生服务平台（<https://hitsz.at0086.cn/student>）更新护照信息。

To renew your passport within China, contact the embassy or consulate of your country. It is advised to apply at least two months before expiration. Within 24 hours of receiving your new passport:

- ✓ Update your *Temporary Residence Registration* at the local police station.
- ✓ Log in to the International Student Service Platform (<https://hitsz.at0086.cn/student>) to update your passport details.

请在旧护照居留许可到期前，持新旧护照前往出入境管理部门办理居留许可转移手续（详见本章 6.3 节）。

Before the residence permit in your old passport expires, bring both old and new passports to the Exit-Entry Administration to transfer the permit (see Section 6.3 for procedures).

居留许可延期后，请于 24 小时内在国际学生服务平台及居住地派出所更新居留许可信息。

Within 24 hours of receiving your renewed residence permit, please update your residence permit information in the International Student Service System and the local police station.

6.8 注意事项 Important Notes

(1) 国际学生入境后须在 24 小时内到居住地的公安派出所进行登记，取得《住宿登记表》。变动地址、更换护照、更换签证或者居留许可、出境后再入境住宿、登记到期时，应当及时进行重新登记。国际学生未及时登记或未及时重新登记，即构成非法居留。未登记导致超期者将受到公安机关的处罚上限 2000RMB。

International students must register at the local police station within 24 hours of entering the country and obtain the *Registration Form of Temporary Residence*. In any of the following cases, the Registration Form of Temporary Residence should be updated: 1) There is any change to the individual's address, passport, visa, or

residence permit; 2) Re-entry into China from abroad; 3) The Registration Form has expired. International students who fail to register in time will be treated as illegal residents with a penalty of a maximum of 2,000 RMB from the public security bureau.

(2) 新生入学时，如持有在中国境内其他学校办理的居留许可，须同时提供上述学校开具的结束学习证明或者转学证明。

If any newly admitted student holding residence permit issued by other Chinese universities, he/she needs to provide a study completion or transfer certificate from the previous university.

(3) 国际学生在华办理签证和居留许可有效期不得超过学习期限。国际学生结束学习后，应当于签证或居留许可到期前离境，否则构成非法居留。

The validity of a visa or residence permit for international students will not exceed the period of their studies. After completing their studies, international students should leave China before their visa or residence permit expires. Residing in China after a visa or residence permit expires is illegal.

(4) 国际学生在华期间如出现违法违纪等行为，学校有权上报公安机关取消其在华签证、居留许可。

For international students who violate laws in China, the university has the right to report to the public security bureau to cancel their visa or residence permit.

(5) 学校不提供家属陪读支持。家属需申办居留许可的，应由国际学生向辅导员提交书面申请，经辅导员签字后，国际教育中心出具相关证明。家属须自行备齐其他材料办理手续，其居留许可有效期不得超过该国际学生的许可期限。

国际学生须提交以下纸质材料：亲属有效护照原件及复印件（首页、当前签证页、最新入境章页）；经认证的亲属关系证明（注：境外机构出具的证明须经中国驻外使领馆认证；非中文版本须附使领馆或翻译公司盖章的译文）。

The university does not provide spousal/dependent accompaniment support. For family members requiring residence permits, international students must submit a written application signed by their student affairs officer. Upon approval, the International Education Center will issue supporting documentation. Families must independently complete procedures with required materials, with their permits' validity not exceeding that of the student's permit.

Required Documentation: Original valid passport of family member + copies (bio page, current visa, latest entry stamp); Notarized kinship certification (Note: Documents issued abroad require authentication by Chinese embassies/consulates. Non-Chinese versions must include certified translations bearing official seals.)

(6) 学校依照国家法律法规及深圳市出入境管理部门的要求为准执行各项签证及居留许可政策。

The university proceeds all types of visa and residence permits according to laws in China and requirements of the Exit-Entry Administration Department of Shenzhen PSB.

(7) 变更联系方式 Change in Contact Information

电话和邮箱是我们与你联系的主要途径，如你在校学习期间变更了手机号码或邮箱地址，请及时在国际学生服务平台更新，以免错过重要通知。

Phone and email are the main ways to contact you. If you change your cell phone number or email address during your term of study at HITSZ, you MUST update it on International Students Service System (<https://hitsz.at0086.cn/student>) as soon as possible to avoid missing important notifications.

6.9 法规提示 Penalties for Violation of Rules and Regulations

根据《中华人民共和国出境入境管理法》，外国人有如下情形的，给予处罚：

According to *Regulations of the Exit and Entry Administration Law of the People's Republic of China*, the arising of any of the following situations will subject foreign nationals to penalties:

(1) 外国人非法居留的，给予警告；情节严重的，处每非法居留一日五百元，总额不超过一万元的罚款或者五日以上十五日以下的拘留。

Foreign nationals who reside in China illegally shall be given a warning; in serious circumstances, they shall be imposed with a fine of 500 RMB per day, with a maximum of 10,000 RMB in total or be detained for no less than five days but no more than 15 days.

(2) 外国人拒不接受公安机关查验其出境入境证件的，或拒不交验居留证件的，或居留证件登记事项发生变更，未按照规定办理变更的，或冒用他人出境入境证件的，或未按照法律规定办理住宿登记的，给予警告，可以并处两千元以下罚款。

Under any of the following circumstances, a warning shall be given, and a fine of no more than 2,000 RMB may also be imposed: ① Foreign nationals refuse to verify their IDs for exit/entry by public security departments; ② Foreign nationals refuse to submit their residence permits for verification; ③ Foreign nationals fail to renew residence permit when there is any change in the registered items; ④ Foreign nationals in China use other IDs for exit/entry; ⑤ Foreign nationals fail to go through the accommodation registration formalities according to rules and regulations of the laws.

(3) 外国人在中国境内有违法行为的，依照法律规定，可以处限期离境、遣送出境或者驱逐出境。遣送出境的外国人，一至五年内不准入境；驱逐出境的外国人，十年内不准入境。

Foreigners engaging in illegal or criminal activities must leave China within a certain time limit, or they may be repatriated or deported. Repatriated foreigners shall not be allowed to enter China within 1-5 years from the date of repatriation. Deported foreigners shall not be allowed to enter China within 10 years from the date of deportation.

(4) 外国人从事与停留居留事由不相符的活动，或者有其他违反中国法律、法规规定，不适宜在中国境内继续停留居留情形的，可以处限期出境。

Foreigners engaging in activities inconsistent with their visa types or any illegal or criminal activities must leave China within a certain time limit.

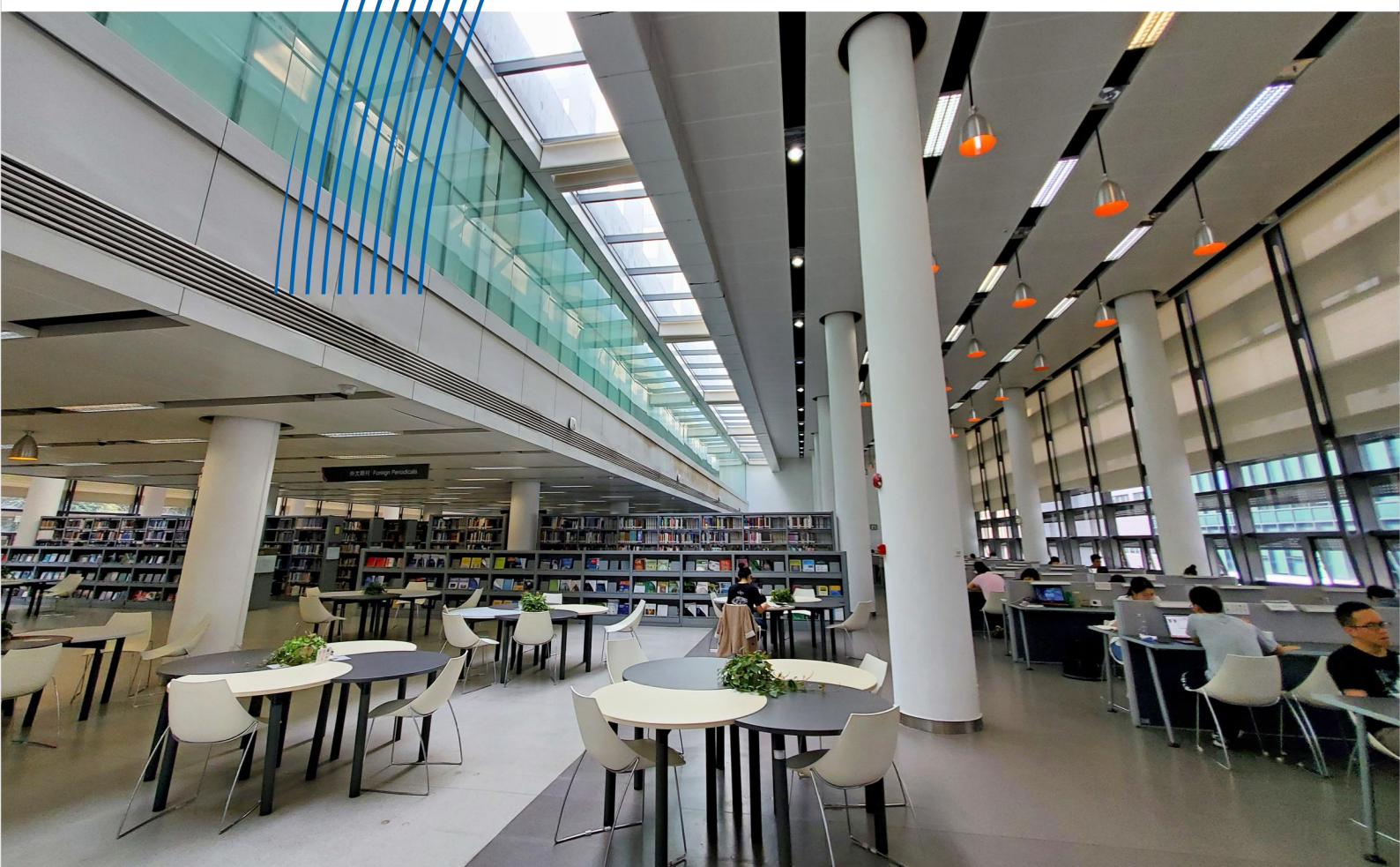
(5) 外国人非法就业的，处五千元以上二万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款。

Foreigners who work illegally will be fined 5,000 RMB to 20,000 RMB; those with severe situations will be detained for 5 days to 15 days and a fine of 5,000 RMB to 20,000 RMB.

本指南仅供参考，如有变动，请以《中华人民共和国外国人入境出境管理条例》最新规定为准。

This guide is for reference only. Please refer to the latest provisions of the *Regulations of the People's Republic of China on the Administration of the Entry and Exit of Foreigners* for updates.

2025国际学生手册
INTERNATIONAL STUDENT HANDBOOK



数字校园服务指南

DIGITAL CAMPUS SERVICES GUIDE

7. 数字校园服务指南 Digital Campus Services Guide

7.1 统一身份认证平台 Unified Identity Authentication Platform

(1) 什么是统一身份认证? What is Unified Identity Authentication?

统一身份认证是您在学校的"主账号", 可用于登录选课系统、校园网等大多数校内服务。您的学号和密码就是统一身份认证的登录凭证。

Your Unified Identity Authentication is your "main campus account" - use the same username (your student ID) and password to access most school systems like course registration and campus Wi-Fi.

(2) 如何使用统一身份认证? How to use Unified Identity Authentication?

统一身份认证访问提示 Unified Identity Authentication Access Notice

⚠ 访问前必须关闭所有 VPN, 否则将无法成功认证!

Turn off all VPNs before accessing, otherwise authentication will fail!

新生的统一身份认证账号即为学号, 用户第一次登录使用需要进行【账号激活】操作。手机或者电脑浏览器访问 <https://ids.hit.edu.cn>, 点击页面左下方【账号激活】, 阅读激活须知后进入激活流程。

For new students, the Unified Identity Authentication account is your student ID. To activate your account for the first time: Go to <https://ids.hit.edu.cn> using your mobile or computer. Click the "Activate" button at the bottom left of the page. Follow the instructions to complete activation.

校验信息 Authenticate

⚠ 姓名、护照号必须与国际学生系统 (IS 系统) 完全一致 (包括大小写和空格), 证件类型: 选择“护照号”或“其他”

Name and passport details must exactly match IS System records (case and space sensitive). ID type: Choose "Passport" or "Other Card"

绑定手机 Bind phone

⚠ 若无中国大陆手机号可暂时跳过 → 获得号码后必须及时补绑

No Chinese number? Skip temporarily → Must bind when you get one

设置密码 Set Password

⚠ 必须包含: 至少 8 位长度, 大小写字母/数字/特殊符号中至少 2 种组合

Requirements: Minimum 8 characters, 2+ character types (Aa/0-9/!@#)

激活后操作 After Activation

✓ 立即用学号+新密码测试登录

Test login with new credentials

✓ 及时绑定个人邮箱 (密码找回必备)

Bind email immediately (for password recovery)

安全须知 Security Notice

! 绝不透露账号密码 (学校不会索要)

Never share credentials (university will never ask)

! 绑定信息 (手机号/邮箱) 是找回密码的唯一途径, 请确保可用

Password recovery requires your bound phone number/email - keep them accessible

(3) 忘记密码怎么办? What to do if you forget your password?

忘记密码可以通过手机或者电脑浏览器访问 <https://ids.hit.edu.cn>, 点击登录页面【忘记密码?】功能通过绑定的手机号或邮箱进行找回。

If you forget your password, visit <https://ids.hit.edu.cn> via mobile or computer browser, click "Forgot Password?" on the login page, and retrieve it using your bound phone number or email.

(4) 遇到问题联系谁? Who to contact for issues?

服务电话 Hotline: 0755-26033737

服务地址 Visit: T4-308

服务邮箱 Email: services@hit.edu.cn

统一身份认证用户手册

HIT Unified Identity Authentication Platform User Guide:

<http://en.hitsz.edu.cn/info/1143/1524.htm>

请微信扫描右侧二维码获取:

Scan the QR code on the right via WeChat to access:



7.2 校园网 Campus Network

(1) 什么是校园网? What is Campus Network?

校园网是覆盖全校的无线网络, 可用于选课、访问图书馆电子资源等。需购买套餐后使用。

The campus-wide Wi-Fi supports course registration, library databases, etc. A paid subscription is required.

(2) 如何办理校园网? How to apply for Campus Network?

新生注册当天, 网络运营商将在报到现场为国际学生提供校园网办理服务。请根据需要自行选择合适的运营商和合适的套餐。

On the day of registration, network operators will provide campus Wi-Fi services for international students at the registration site. Please choose the appropriate operator and package according to your needs.

(3) 如何连接校园网? How to connect to Campus Network?

⚠ 重要提示: 连接校园网前必须关闭 VPN, 否则将无法成功访问!

Important: You must turn off all VPNs before connecting to campus Wi-Fi, otherwise access will fail!

有线网用户 Wired Network Users

第一步: 浏览器输入 <https://net.hitsz.edu.cn>, 弹出认证系统页面。

第二步: 点击【统一身份认证】输入统一身份认证用户名和密码即可连接到校园网。

Step1. Open your browser and enter <https://net.hitsz.edu.cn>. The authentication page will appear.

Step2. Click "Unified Identity Authentication", then enter your username (student ID) and password to connect.

无线网用户 Wireless Network Users

第一步: 连接 WIFI, 选择哈工大深圳校园无线网 (SSID:HITSZ)。

第二步: 浏览器输入 <https://net.hitsz.edu.cn>, 弹出认证系统页面。

第三步: 点击【统一身份认证】输入统一身份认证用户名和密码即可连接到校园网。

Step1. Connect to Wi-Fi. Select the Wi-Fi signal 'HITSZ'.

Step2. Open a browser and enter <https://net.hitsz.edu.cn>. The authentication page will appear.
Step3. Click "Unified Identity Authentication", then enter your username and password to connect.

(4) 遇到问题联系谁? Who to contact for issues?

若校园网出现问题, 请联系运营商。或者通过以下方式联系我们。

Contact your provider if you have any problems with the Wi-Fi. You can also contact us directly via:

服务电话 Hotline: 0755-26033737

服务地址 Visit: T4-308

服务邮箱 Email: services@hit.edu.cn

校园网使用说明 Campus Wi-Fi Service:

<http://en.hitsz.edu.cn/info/1143/1427.htm>

请微信扫描右侧二维码获取:

Scan the QR code on the right via WeChat to access:



7.3 校外访问校内资源 Accessing Campus Resources Off-Campus

当您在校外访问图书馆资源、选课等校内资源时, 需先登录 aTrust 客户端, 客户端登录成功后, 即可正常访问。

When accessing library resources, course selection, or other campus resources off-campus, you need to log in to the aTrust client first. After successful login, you can access these resources normally.

aTrust 平台用户手册 HITSZ aTrust Platform User Guide:

<http://en.hitsz.edu.cn/info/1143/1555.htm>

请微信扫描右侧二维码获取:

Scan the QR code on the right via WeChat to access:



7.4 学校邮箱 HIT Student Email

(1) 如何登录使用学校邮箱? How to log in and use student email?

学校面向全校师生免费提供电子邮箱服务。哈工大学生邮箱以"@stu.hit.edu.cn"为后缀。邮箱的用户名和初始密码均为: "您的学号@stu.hit.edu.cn", 学号有字母的, 字母为小写, 首次登录会强制修改密码。请通过哈工大电子邮件系统 (<https://mail.hit.edu.cn>) 进行登录。

HITSZ provides free email services to all students and staff. HIT Student Email uses the suffix "@stu.hit.edu.cn". The initial username and password are both "your student ID@stu.hit.edu.cn" (letters in lowercase). You will be required to change the password upon first login. Visit <https://mail.hit.edu.cn> to log in.

(2) 手机双因子认证及客户端登录 Two-factor authentication and client login

邮箱服务 HIT Student Email Service:

<http://en.hitsz.edu.cn/info/1143/1426.htm>

请微信扫描右侧二维码获取:

Scan the QR code on the right via WeChat to access:



(3) 忘记邮箱密码怎么办? What to do if you forget email password?

在邮件系统登录页点击忘记密码, 使用绑定的手机号找回密码。

On the email login page, click "Forgot Password" and retrieve it using your bound phone number.

(4) 遇到问题联系谁? Who to contact for issues?

服务电话 Hotline: 0755-26033737

服务地址 Visit: T4-308

服务邮箱 Email: services@hit.edu.cn

7.5 校园卡 Campus Card

(1) 校园卡的用途 Functions of Campus Card

深圳大学城校园卡具有金融、图书馆、食堂用餐等各项校园服务功能。校园卡分为实体卡和电子卡, 均可用于大学城园区内(包括清华园区和北大园区)的消费活动。

A campus card can have various campus service functions such as banking, library, cafeteria dining, etc. The campus card has physical and electronic versions, both can be used for consumption activities within the University Town (including Tsinghua Campus and Peking Campus).

(2) 办理校园卡、登录电子卡及充值 How to apply campus card, use e-card and recharge

详见校园卡服务 Campus Card Service:

<http://en.hitsz.edu.cn/info/1143/1414.htm>

请微信扫描右侧二维码获取:

Scan the QR code on the right via WeChat to access:



(3) 遇到问题或遗失联系谁? Who to contact for issues or loss?

深圳大学城校园服务中心 University Town of Shenzhen Campus Service Hall

地址: 深圳大学城图书馆 A 区一楼

Address: The first floor of Area A of the University Town Library, Lishui Road, Nanshan District, Shenzhen.

联系电话 Contact number: 0755-26033746

平安银行大学城支行 Ping An Bank University Town Branch

地址: 深圳大学城图书馆 A 区一楼

Address: The first floor of Area A of the University Town Library, Lishui Road, Nanshan District, Shenzhen.

联系电话 Contact number: 0755-86244092

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校园生活服务

CAMPUS SERVICES

8. 校园生活服务 Campus Services

8.1 证明材料打印 Document Printing Services

校区在籍生均可在 T2、T3、T4、T5、T6 教学楼大堂以及 H 栋 6 楼的自助服务终端打印中 / 英文成绩单、成绩证明、在读证明等。

Enrolled students can print transcripts (in Chinese/English), credit and grade certificates, and enrollment certificates at self-service terminals located in the lobbies of T2, T3, T4, T5, and T6 of Lecture Halls, as well as on the 6th floor of Building H.

8.2 学生证办理 Student ID Card Processing

学生证是学生的身份证明，学生入学取得正式学籍后由学校统一办理、发放学生证。学生证限本人使用，不得转借他人，姓名等信息不得随意涂改，每学期应按通知要求加盖注册章。如学生证丢失或损坏，可向教务部申请补办，补办时需提供 1 张 1 寸照片。

Your student ID is your official identification at HIT and will be issued by the university after your formal enrollment. It is for your personal use only and must not be loaned, altered, or shared. Each term, it is required to be stamped with the registration seal to remain valid. If your student ID is lost or damaged, you can request a replacement from the Department of Academic Affairs. You will need to provide a 2.5 cm x 3.5 cm photo.

8.3 日常上自习及教室借用 Daily Self-Study & Classroom Booking

同学们可前往无课教室、教学楼公区、图书馆等场地上自习，具体请留意各教学楼一楼大堂公告或本研教学管理与服务平台中的【空教室查询】。

You are welcome to use classrooms that are not reserved for scheduled classes, as well as public areas of lecture halls and libraries, for self-study. For information on specific locations, please refer to the announcements posted in the lobbies of lecture halls or visit the [Classroom Availability] (【空教室查询】) section on the Undergraduate and Graduate Academic Management and Service Platform.

如需使用教室进行学生活动（如班级活动等），学生可登录本研教学管理与服务平台提交教室使用申请，经教师审批后，教务部审批分配教室。教室申请和使用需符合相关要求，未经预订，任何人不得私自占用教室。

To use classrooms for student activities such as group events or class meetings, submit a classroom use application through the Academic Management and Service Platform. Once approved, the Department of Academic Affairs will assign the appropriate classroom. Classroom usage must comply with relevant requirements. Unreserved use of classrooms is not permitted.



8.4 图书馆 Library

深圳大学城图书馆（深圳市科技图书馆）作为清华大学深圳国际研究生院、北京大学深圳研究生院、哈尔滨工业大学深圳校区共同拥有的图书馆，面向深圳市民开放，是国内第一家兼具高校图书馆和公共图书馆双重职能的图书馆。

Shenzhen University Town Library (Shenzhen Science and Technology Library), a library jointly owned by Tsinghua University Shenzhen International Graduate School, Peking University Shenzhen Graduate School, and Harbin Institute of Technology, Shenzhen (HITSZ), is open to Shenzhen citizens and is the first library in China that has the dual functions of a university library and a public library.

微信扫描下方二维码可关注深圳大学城图书馆公众号进行预约、续借、查询借阅状态等多项操作。

You may reserve, renew and check the status of books from the official account of University Town of Shenzhen Library by scanning the code below.

图书馆开放时间:

周一到周日

7:30-22:00（二、三层阅读区）

7:30-22:00（阅读区，We-space）

8:40-22:00（二、三楼接待处）

除夕，第一天，第二天：闭馆

其他国家假日，冬季假期：9:30-17:30（图书馆主楼）

咨询电话号码： 0755-88866634

投诉电话号码： 0755-26032359

Library Opening Time:

Monday to Sunday:

7:30-22:00 (Reading area on the second and third floors)

7:30-22:00 (Reading area, We-Space)

8:40-22:00 (Second and third floor reception)

New Year's Eve, First Day, Second Day: Closed

Other National Holidays, Winter Holidays: 9:30--17:30 (Main library building)

Consulting Telephone Number: 0755-88866634

Complaint telephone Number: 0755-26032359

图书馆微信公众号的公共二维码:

Library Wechat public QR code:



8.5 医疗服务 Health Care Services

大学城社康中心向所有大学城内的学生开放。当你感到身体不适时，可以持校园卡前往。你也可以前往周边的医院，比如平山社康中心，南方科技大学附属医院，深圳大学总医院。

University Town Community Health Center is accessible to all students in the University Town. If you feel ill, you may bring your campus card to the health center. You may also visit the neighboring hospitals, such as Pingshan Community Health Center, Southern University of Science and Technology Hospital, and Shenzhen University General Hospital.

特别提醒：所有国际学生都需要购买医疗保险，请在就诊前详细了解保险的范围和使用方法。建议就诊前先拨打平安保险 24 小时理赔及救援咨询电话:400-810-5119，拨号后请按“1”键（提供中英文双语服务）。

Please be reminded that while all international students are required to be medically insured, it is important for you to be clear about your medical coverage plan when seeking for professional treatment. It is advised that you inquire from your insurance company regarding the coverage of your insurance plan and its validity. It is recommended to call their 24-hour hotline prior to getting medical treatments: 400-810-5119. After dialing the number, please press the key “1” to be directed to the correct department (Note: Chinese/English bilingual service is offered).

医院地址及联系电话 Hospital address and contact number

大学城社康中心 University Town Community Health Center

地址：校园内 Address: On campus

工作时间：9:00-17:00（周一至周五）

Working hours: 9:00-17:00 (Monday to Friday)

电话 Tel: 0755-2603 3167/ 0755-2603 3165

24 小时紧急呼叫电话 24-hour emergency call: 0755-2673 0255

平山社康中心 Pingshan Community Health Center

地址：南山区平山村 Address: Pingshan Village, Nanshan District

电话 Tel: 0755-2651 5639

南方科技大学附属医院 Southern University of Science and Technology Hospital

地址：南山区留仙大道 6019 号 Address: 6019 Liuxian Avenue, Nanshan District

电话 Tel: 0755-2523 2188

深圳大学总医院 Shenzhen University General Hospital

地址：南山区学院大道 1098 号 Address: 1098, Xueyuan Avenue, Nanshan District

电话 Tel: 0755-2183 9999

8.6 生活设施与服务 Facilities

8.6.1 餐厅 Canteens

食堂主要分布在大学城生活区，哈工大深圳校区共计四个食堂，供餐时间为：早餐 07:00-09:00，中餐 11:00-13:00，晚餐 17:00-19:00。食堂提供大众餐、风味特色窗口、自选餐等。同时师生可在大学城内另两所高校（清华、北大）食堂用餐。

Canteens are located in the living area of University Town. There are four canteens in HITSZ Campus. The dining hours are as follows: breakfast from 07:00 to 09:00, lunch from 11:00 to 13:00, and dinner from 17:00 to 19:00. The canteens offer a selection of set meals, specialty meals, and self-selected meals. Additionally, teachers and students can also dine in the canteens of the other two universities (Tsinghua University and Peking University) in University Town.

校园卡可在大学城所有食堂使用。使用时，在工作人员输入消费金额后，你只需用卡片轻触收银机的读卡区域即可完成支付。支付成功后，屏幕会显示卡内余额。

Campus cards can be used in all canteens in University Town. When using the card, wait for the staff to input the correct amount through the machine, then place your campus card on the designated area. The account balance will be reflected on the screen after a successful payment.

如果使用电子卡，只需用微信手机端搜索“深圳大学城校园卡”微信小程序登录，选择“付款码”即可扫码消费。

To use electronic campus cards, simply search for “University Town of Shenzhen Campus Card” on WeChat Mini Program of WeChat, select “Payment” to scan the code for payment.



8.6.2 照相馆 Photo Studio

国际学生办理居留许可需要特定尺寸的照片（35*45mm）与回执，学校周边有很多照相馆，你可以选择去任意一家。下面提供的照相馆仅供参考。

International students need photos of a specific size (35 * 45mm) and the photo receipt to apply for a residence permit. There are many photo studios around campus, you can go to any photo studio. The following one is just for your reference.

地址：新广发照相馆，平山村 341-2 号（维也纳酒店附近）

Address: XinGuangFa Photo Studio, No. 341-2, Pingshan County (near Vienna Hotel)

8.6.3 打印服务 Printing Service

图书馆和 T2、T3、T5 教学楼有自助打印机可供使用。可使用微信扫描打印机上的二维码进入“窝趣云”小程序，选择左上角的英文版，根据页面提示进行打印。费用标注在打印机上。

There are self-service printers in both the library and Building T2/T3/T5. You can use WeChat to scan the QR code on the printer to enter the WeChat Mini Program “Woqu Cloud”, and click on the English version in the upper right corner of the page, then you can print your own documents by following the instructions. The price is on the printer.

8.6.4 节假日 Holidays

国际学生享受与中国学生相同的节假日。其他国家的节假日，学校不放假。

All international students enjoy the same school holidays as Chinese students. The university does not schedule any school breaks for foreign holidays/celebrations.

校历上有当年的假期安排。

Students may find the university's holiday schedule in the academic calendar.

除寒暑假（含春节）以外，中国的节日主要有：

The following holidays are the prominent holidays (winter and summer vacations are not included):

1 月 1 日 January 1	元旦 Yuan Dan (New Year Holiday)
4 月 5 日 April 5	清明节 Qingming Festival
5 月 1 日 May 1	劳动节 Labor Day
农历五月五日 In June	端午节 Dragon Boat Festival
农历八月十五 In September or October	中秋节 Mid-Autumn Festival
10 月 1 日 October 1	国庆节 National Day

8.7 课余生活 Leisure Activities on Campus

8.7.1 运动和锻炼 Sports and Exercise

免费：田径场（足球场）、排球场、篮球场、网球场（需预约）、活动中心（一楼：羽毛球，三楼：乒乓球）、健身房（经管楼）

Free: Track and field (soccer field), volleyball court, basketball court, tennis court (reservation is required), recreation center (1st floor: badminton, 3rd floor: table tennis), gym (Building M).

收费：大学城体育中心（羽毛球、游泳池、网球场、健身房），具体价格以场馆门口公示为准。

Fee-charging: University Town Sports Center (badminton, swimming pool, tennis court, gym), the specific price is subject to the publicity at the gate of the venue.



8.7.2 学生社团 Student Association

学校社团丰富多样，每年 9 月社团会进行纳新，欢迎大家选择感兴趣的社团加入。

There are all kinds of student associations in HITSZ. These associations recruit new members in September every year. Students are encouraged to be active in their university life by getting involved in associations that they are interested in.

社团简介请在校区英文官网查看：

Please refer to the official website for the club introduction:

http://en.hitsz.edu.cn/Campus/Clubs___Organizations.htm

2025国际学生手册
INTERNATIONAL STUDENT HANDBOOK



重要须知

ESSENTIAL NOTICES

9. 重要须知 Essential Notices

9.1 宗教活动管理规范 Religious Activities Compliance Guidelines

国际学生在中国学习期间，严格遵守《中华人民共和国境内外国人宗教活动管理规定》及《中华人民共和国境内外国人宗教活动管理规定实施细则》等相关法律法规，互相尊重不同文化、宗教和习俗的禁忌。

International students should strictly obey the regulation of *Foreigners Religious Activities Management In the People's Republic of China* and *Detailed Measures for Foreigners Religious Activities Management In the People's Republic of China* and respect different cultures, religions, and customs during study in China.

中华人民共和国尊重在中国境内的外国人的宗教信仰自由，依法保护和管理境内外国人的宗教活动。

People's Republic of China respects the freedom of religion of foreigners by protecting and managing foreigners' religious activities according to related laws and regulations.

外国人在中国境内进行宗教活动，应当遵守中国的法律、法规，在中国境内规定的宗教活动场所参加宗教活动。严禁在校园内传教、宗教聚会。

Foreigners who launch religious activities should obey China's rules, regulations, and laws. They can only participate in religious activities in authorized places. Spreading knowledge related to religions or religious gatherings inside the campus is forbidden.

禁止携带超出个人自用合理数量的宗教印刷品、宗教音像制品和其他宗教用品，一经发现，由相关部门依法进行处理。严禁在校内散发宗教宣传品，不得在公共空间张贴或悬挂有关宗教的图画、文字或饰品。

Press work, including videos and other stuff related to videos with the amount exceeding personal use, is forbidden. Once found out, related persons would be sent to authorities and dealt with according to laws. Spreading propaganda materials inside the campus is forbidden. Religious pictures, words, and accessories are not allowed to be put obviously in the public area.

外国人在中国境内不得以任何名义或形式成立宗教组织、设立宗教办事机构、设立宗教活动场所或者开办宗教院校、举办宗教培训班。

Foreigners should not set up religious organization, public religious area or schools for any reason or form inside China.

外国人不得在中国境内进行下列传教活动：

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

Foreigners are not allowed to proceed with the following religious spreading

- (1) Appointing religious staff among Chinese citizens inside China;
- (2) Educate new religious staff in China;
- (3) Spreading religious knowledge in public areas;

- (4) Spreading religious knowledge or gathering outside the authorized area without permission;
- (5) Chinese citizens participate in religious activities except for the Chinese who are authorized to organize the activity;
- (6) Publishing or selling religious periodicals, radios or videos, and other electronics and religious products;
- (7) Spreading religious products;
- (8) Spreading religious knowledge.

境内外国人违反宗教相关管理规定进行宗教活动，构成违反《中华人民共和国外国人入境出境管理法》、《中华人民共和国治安管理处罚条例》等法律法规的，由公安机关依法予以处理；构成犯罪的，由司法机关依法追究刑事责任。

Foreigners who disobey the rules and regulations of religious management and participate in religious activities will be sent to the security authorities if it is considered a crime against the *Law of Emigration Immigration Administration of the People's Republic of China* and *Rules of Public Security Management of the People's Republic of China*.

9.2 非法务工禁令 Prohibition of Illegal Employment

为加强对国际学生工作的规范管理，根据《中华人民共和国教育法》、《中华人民共和国高等教育法》、《中华人民共和国外国人入境出境管理法》和《学校招收和培养国际学生管理办法》，国际学生在校学习期间可以参加勤工助学活动，但不得就业、经商，或从事其他经营性活动，一经发现此类情况，公安机关将依据法律进行处罚，直至注销签证，遣返回国。

请严格遵守上述规定，以确保在华学习顺利。

According to the *Education Law of the People's Republic of China*, the *Higher Education Law of the People's Republic of China*, the *Exit-Entry Administration Law of the People's Republic of China*, and the *Administrative Measures for Enrollment and Cultivation of International Students*, international students are permitted to engage in “work to support study” programs during their academic period, but are expressly forbidden from taking up employment, conducting business operations, or participating in any other for-profit activities. Any violation of these regulations will be dealt with according to law by public security authorities, which may include visa cancellation and deportation.

Please strictly comply with these provisions to ensure a smooth study experience in China.

9.3 电信诈骗防范指引 Telecom Fraud Prevention Guide

电信诈骗是利用电话、短信、微信等方式编造虚假信息、虚假身份、各种谎言进行诈骗犯罪，是当前诈骗犯罪的主流方式。在此，提醒同学们一定要提高警惕，加强自我防范。遇到此类情况时要沉着冷静，切实做到“三不一要”：

△不轻信：不要轻信来历不明的电话和手机短信，不管不法分子使用什么花言巧语，都不要轻易相信，要及时挂掉电话，不回复手机短信，不给不法分子进一步布设圈套的机会。

△不转账：学习了解银行卡常识，保证自己银行卡内资金安全，绝不向陌生人汇款、转账。即使是熟人，也要在汇款前先通过电话联系等方式仔细确认。

△不透露：巩固自己的心理防线，不要因贪小利而受不法分子或违法短信的诱惑。无论什么情况，都不向对方透露自己及家人的身份信息、存款、银行卡等情况。

如有疑问，可拨打 110 求助咨询，或向亲戚、朋友、同事回拨电话核实、当面核实。

Telecom fraud refers to criminal activities conducted through phone calls, text messages, WeChat, and other channels, where perpetrators fabricate false information, assume fake identities, and employ various

deceptive tactics. It currently represents the predominant form of fraudulent crime. We hereby remind all students to remain vigilant and strengthen self-protection awareness. When encountering such situations, stay calm and adhere to the "Three Don'ts & One Must" principle:

⚠ Don't Trust Easily

- ✓ Do not trust calls or text messages from unknown sources.
- ✓ Regardless of how persuasive the scammer's story may sound, hang up immediately and do not respond to text messages.
- ✓ This prevents scammers from further ensnaring you.

⚠ Don't Transfer Money

- ✓ Familiarize yourself with basic bank card security knowledge.
- ✓ Never transfer money or make payments to strangers.
- ✓ Even for acquaintances, always verify their identity via phone call or other means before any transaction.

⚠ Don't Disclose Information

- ✓ Strengthen your psychological defenses; do not fall for small gains offered by scammers or fraudulent messages.
- ✓ Under no circumstances disclose personal or family identity information, savings, or bank card details.

One Must: If in doubt, call 110 for assistance or verify through relatives/friends/colleagues via a separate call or in person. (Always verify suspicious requests through official or trusted channels before taking any action.)

9.4 医疗保险须知 Medical Insurance Requirements

根据中国相关规定和学校要求，所有国际学生必须购买中国境内医疗保险。请务必在开学注册时登录 www.lxbx.net 完成保险购买，并保存好购买凭证。中国政府奖学金生需先行垫付保费，后续会予以补发。未按时购买保险者将面临退学或不予注册的后果。

All international students must purchase medical insurance in China as required by Chinese regulations and university policies. Please complete your insurance purchase at www.lxbx.net during registration and keep the payment receipt. CSC scholarship students should pay the premium first and will be reimbursed later. Those who fail to purchase insurance on time may face dismissal or registration cancellation.

在使用保险时请注意：发生意外伤害或需要住院治疗时，请立即通知辅导员老师。保险仅在生效期内有效，非生效期发生的事故需自行承担责任。即使办理休学、退学或转学，已购保险在中国境内仍然有效。

Important Notes:

- ✧ In case of accidents or hospitalization, notify your student affairs officer immediately for claims assistance.
- ✧ The insurance is only valid during the coverage period—you are fully responsible for incidents occurring outside this period.
- ✧ The policy remains effective in China even if you suspend/terminate studies or transfer schools.

就医时请核对医疗文件姓名与护照一致，并前往平安保险指定医院就诊。保险期间门诊日限额 600 元，医疗费超过 650 元部分按 85%比例赔付，累计最高 2 万元。

For Medical Claims:

- ✧ Ensure the name on medical documents matches your passport exactly.
- ✧ Visit only Ping An Insurance designated hospitals (list available on their official website).

◇ Outpatient daily limit: RMB 600; costs exceeding RMB 650 are reimbursed at 85%, up to RMB 20,000 total.

保险信息以保险公司公布的信息为准，更多信息请参考以下方法查询：

电话：400-810-5119-1

网站： www.lxbx.net

微信公众号：来华留学保险（或扫描右侧的二维码）

Please refer to the following means for more information:

Tel: 400-810-5119-1

Web: www.lxbx.net

WeChat Subscription Account: Insurance for International Students(or scan the QR code on the right)



附录：政策法规与实用信息

Appendix: Policies & Practical Information

哈尔滨工业大学学生考试纪律及考试违纪处分管理办法

Measures for Management of Exam Rules and Disciplinary Actions of Harbin Institute of Technology

第一章 总 则

Chapter I General Provisions

第一条 为严肃考风考纪，维护学校各类考试的公平、公正，依据《国家教育考试违规处理办法》（教育部令第33号）、《普通高等学校学生管理规定》（教育部令第41号）以及有关法律、法规，结合学校实际，制定本办法。

Article 1 These Measures are developed to maintain integrity and fairness in exams at Harbin Institute of Technology (HIT), in accordance with the *Regulations on Handling Violations in National Education Examinations* (Order No. 33, Ministry of Education), *Regulations on Student Management in Regular Higher Education Institutions* (Order No. 41, Ministry of Education), and other relevant laws and regulations, while also taking into account the specific context of HIT.

第二条 本办法所称考试是指学校及学院、学部或其他开课单位（以下统称学院）组织的与学生学业有关的各种形式的考核，包括闭卷笔试、开卷（半开卷）笔试，口试、答辩、实际操作，提交课程论文（报告）、设计作品及其他各类作业等。

Article 2 In these Measures, the term "exam" refers to any form of assessment of students' academic performance organized by HIT, its colleges, schools, faculties, or other academic units (collectively referred to as "colleges"). This includes closed-book written exams, open-book or limited-book written exams, oral exams, defenses, practical assessments, term papers/reports, designs, and other types of coursework.

第三条 本办法适用于具有我校学籍的学生。

Article 3 These Measures apply to all students enrolled at HIT.

第二章 考场纪律

Chapter II Exam Rules

第四条 学生参加统一安排考试地点的考试，须遵守以下考场纪律：

（一）参加考试时，须持带有本人清晰头像的校园卡或学生证或身份证等有效身份证件原件，并放置在桌面明显位置。

（二）考试开始15分钟后不准进入考场；允许提前交卷的，考试开始30分钟后方可交卷离开考场。

（三）进入考场后，须服从考试工作人员（主考、监考、巡考等）安排，按要求就座。

（四）考试开始前，须主动检查桌面、书桌膛、考试座位周围。若发现与考试内容相关的资料或字迹，须及时向考试工作人员报告。

（五）考试开始前，除主考教师另有规定外，须将考试必备用品以外的所有物品（具有存储和通讯功能的电子设备、教材、笔记、参考资料、空白纸张、自备草稿纸等）按考试工作人员要求集中放置。

（六）考试过程中，不得向他人借用文具、计算器等。特殊情况须经考试工作人员同意。开卷（半开卷）考试过程中，不得向他人借用任何资料。

（七）考试过程中，不得左顾右盼、旁窥他人试卷或默许他人旁窥自己的试卷，不得交头接耳、互打暗号或手势，不得干扰考试工作人员工作，不得擅自离开考场。特殊情况（急需去洗手间等）须经考试工作人员同意。

(八) 允许提前交卷的, 须按要求将试卷、答题卡、答题纸、草稿纸等交给考试工作人员, 随后立即离开考场。

(九) 考试结束即刻停止答题, 并遵照考试工作人员指定的方式交卷。交卷过程要保持安静, 不得大声喧哗、左顾右盼。在考试工作人员允许后, 方可离开考场。

(十) 不得擅自将试卷、答题卡、答题纸、草稿纸等带出考场。

(十一) 非当场考生不得进入考场参加考试。

(十二) 其他由考试工作人员作出的考场纪律要求。

Article 4 Students attending exams at designated venues must observe the following rules:

(1) Students must bring a valid form of identification with a clear photo (e.g., campus card, student ID booklet, or national ID card) and place it visibly on their desk.

(2) Students may not enter the exam room more than 15 minutes after the exam begins. If early submission of exam paper is permitted, students may leave the room only after 30 minutes have passed since the exam started.

(3) Upon entering the examination room, students must follow the seating arrangement directed by the exam staff (chief examiner, invigilators, etc.).

(4) Before the exam begins, students must check their desk and surrounding area for any unauthorized materials or notes. Any such items must be immediately reported to the exam staff.

(5) Unless otherwise specified by the chief examiner, all items not required for the exam (e.g., electronic devices with storage or communication capabilities, textbooks, notes, reference materials, and any personal papers) must be placed in a designated area as instructed by the exam staff.

(6) During the exam, students are not permitted to borrow stationery, calculators, or any other materials from others. Special permission from the exam staff is required in exceptional cases. For open-book (or limited-book) exams, borrowing materials from others is strictly prohibited.

(7) Students must not look at other students' exam papers, allow others to see theirs, whisper, use hand signals, or cause any disruption. Leaving the exam room during the exam is only allowed in emergencies (such as an urgent need to use the restroom) and must be approved by the exam staff beforehand.

(8) To leave the exam early (if permitted), students must submit their exam paper, answer sheet, scratch paper, etc. to the exam staff as instructed, and leave the room immediately.

(9) When the exam ends, students must stop writing immediately and follow the exam staff's instructions to submit their papers. During the submission process, students must keep silence and avoid talking or looking around. Students may leave the exam room only after receiving permission from the exam staff.

(10) Students are not allowed to take any exam papers, answer sheets, scratch papers, etc. out of the exam room.

(11) Only students scheduled for the exam room are allowed to enter.

(12) Students must comply with any additional instructions or requirements from the exam staff regarding the exam.

第三章 考试违纪行为的认定

Chapter III Violations of Exam Rules

第五条 学生不遵守考场纪律, 有下列行为之一的, 认定为考试违纪:

(一) 提前占座, 不服从考试工作人员调动。

(二) 携带考试必备用品以外的物品进入考场且未放置在指定位置。

(三) 不遵守考试时间, 提前或延后答题。

(四) 考试过程中, 未经考试工作人员同意借用文具、计算器等。

(五) 故意损毁试卷、答题卡、答题纸等。

(六) 擅自将试卷、答题卡、答题纸、草稿纸等带出考场。

- (七) 未经考试工作人员同意, 在考试过程中擅自离开考场。
- (八) 在考场内喧哗, 干扰其他考生作答或干扰考试工作人员工作。
- (九) 拒绝、妨碍考试工作人员履行管理职责。
- (十) 其他违反考场纪律但尚未构成作弊的行为。

Article 5 Students who engage in any of the following behaviors will be considered in violation of exam rules:

- (1) Reserving a seat before the exam and refusing to follow seating assignments made by exam staff.
- (2) Bringing unnecessary items into the exam room and failing to place them in the designated area.
- (3) Starting the exam before or after the designated time.
- (4) Borrowing stationery, calculators, or other items during the exam without prior approval from the exam staff.
- (5) Deliberately damaging the exam papers, answer sheets, or scratch paper.
- (6) Taking any exam papers, answer sheets, scratch papers, etc. out of the exam room without permission.
- (7) Leaving the exam room during the exam without permission from the exam staff.
- (8) Making noise, disturbing other students, or interfering with the work of the exam staff.
- (9) Refusing to cooperate with or hindering the exam staff in performing their duties.
- (10) Any other actions that violate exam rules but do not constitute cheating.

第四章 考试作弊行为的认定

Chapter IV Cheating in Exams

第六条 学生违背考试公平、公正原则, 有下列行为之一的, 认定为考试作弊:

- (一) 在考试座位及附近涂写与考试内容相关的文字、公式等。
- (二) 在闭卷考试中以任何形式夹带、携带与考试内容相关的资料或者存储有与考试内容相关资料的电子设备。在开卷(半开卷)考试中携带、使用规定范围以外的资料, 或互相传递任何资料、纸张等。
- (三) 与他人交换试卷、答题卡、答题纸、草稿纸等; 抄袭他人, 或让他人为自己抄袭提供方便, 或为他人抄袭提供方便, 或通过手势暗号传递信息等。
- (四) 提交的试卷、答题卡、答题纸等, 被认定为雷同; 提交的课程论文(报告)、设计作品及其他各类作业等, 被认定为抄袭。
- (五) 使用电子设备或其他器材收发信息实施作弊。
- (六) 抢夺、窃取或损坏他人试卷、答题卡、答题纸等或者胁迫他人为自己抄袭提供方便。
- (七) 代替他人或让他人代替自己参加考试, 撰写课程论文(报告)、设计作品及其他各类作业等。
- (八) 以不正当手段获得或者试图获得试题、试题答案、考试成绩。
- (九) 向他人出售考试试题、试题答案。
- (十) 组织考试作弊。
- (十一) 其他严重违背考试公平、公正原则或扰乱考试秩序的行为。

Article 6 Students who engage in any of the following behaviors that violate the principles of fairness and integrity during exams will be considered as cheating:

- (1) Writing notes, formulas, or any exam-related information on or near the exam seat.
- (2) Bringing materials related to the exam content or electronic devices with exam-related information into a closed-book exam. In open-book or limited-book exams, bringing in materials beyond the allowed scope or exchanging any unauthorized materials with others.
- (3) Exchanging exam papers, answer sheets, scratch papers, etc., with others; copying from others, allowing others to copy from you, assisting others in cheating, or using hand signals or codes to communicate exam-related information.

(4) Submitting an exam paper, answer sheet, or scratch paper that is very similar to another student's work, or submitting a plagiarized term paper/report, design work, or other coursework.

(5) Using electronic devices or other tools to send or receive information for cheating purposes.

(6) Stealing, taking, or damaging another student's exam paper, answer sheet, or scratch paper, or pressuring others to facilitate cheating for you.

(7) Taking an exam on behalf of someone else or allowing someone else to take your exam; writing a term paper/report, design work, or other coursework for someone else.

(8) Gaining or attempting to access exam questions, answers, or results through improper means.

(9) Selling exam questions or answers to others.

(10) Organizing or facilitating cheating during the exam.

(11) Any actions that severely undermine the fairness or integrity of the exam, or interfere with its proper conduct.

第五章 考试违纪及作弊行为的处理

Chapter V Handling of Exam Rule Violations and Cheating Actions

第七条 学生在考场参加考试时，出现违纪或作弊行为，考试工作人员要认真履行职责，做好证据采集工作，禁止当事学生继续参加考试，在试卷上标注“违纪”或“作弊”字样，当场填写《哈尔滨工业大学学生考试违纪登记表》并要求学生确认事实和签字。考试结束后，将《哈尔滨工业大学学生考试违纪登记表》和相关证据送交本科生院/研究生院。

其他情形下，发现学生有考试违纪或作弊行为，学生所在学院要成立工作组，对学生考试违纪或作弊行为进行调查。调查结束后，形成结论性报告，填写《哈尔滨工业大学学生考试违纪登记表》并要求学生确认事实和签字。结论性报告和《哈尔滨工业大学学生考试违纪登记表》一同提交本科生院/研究生院。

本科生院/研究生院依据事实和学校有关规定程序进行处理，并告知学生有陈述和申辩的权利。

Article 7 If a student is found violating exam rules or cheating during an exam, the exam staff must immediately take appropriate action. This includes collecting evidence, preventing the student from continuing the exam, marking the exam paper of the student with the notation “Violation” or “Cheating”, filing out the *Student Exam Violation Record of Harbin Institute of Technology*, and having the student confirm the details and sign the record. Once the exam is over, the *Student Exam Violation Record* and all relevant evidence should be submitted to the Undergraduate School or Graduate School.

If a violation or instance of cheating is discovered after the exam, the student's college should form a task force to investigate the matter. After the investigation, prepare a report, fill out the *Student Exam Violation Record*, and have the student confirm the details and sign the record. Both the report and the *Student Exam Violation Record* should be submitted to the Undergraduate School or Graduate School.

The Undergraduate School or Graduate School should review the case based on the facts and applicable regulations, and inform the student of their right to provide a statement or defense.

第八条 对学生考试违纪及作弊的处分如下：

（一）对考试违纪者，视情节轻重，给予警告、严重警告或记过处分，处分期限为 6 个月。

（二）依据本办法第六条第一至第四款认定的考试作弊者，给予留校察看处分，处分期限为 12 个月。

（三）依据本办法第六条第五至第十一款认定的考试作弊者，给予开除学籍处分。

Article 8 Disciplinary actions for exam rule violations and cheating:

(1) Students who violate exam rules will face disciplinary actions, such as a warning, serious warning, or demerit, depending on the severity of the violation. These actions will remain in effect for six months.

(2) Students found to have engaged in cheating, as outlined in Articles 6(1) to 6(4) of these Measures, will be placed on probation for 12 months.

(3) Students found to have committed more serious forms of cheating, as described in Articles 6 (5) to (11), will be expelled from the university.

第九条 对考试违纪或作弊的学生作出警告、严重警告、记过、留校察看处分决定的，报分管校领导批准。作出开除学籍处分决定的，报分管校领导审核，由校长办公会议或者校长授权的专门会议研究决定。处分程序和学生申诉按《哈尔滨工业大学本科生学籍管理规定》《哈尔滨工业大学研究生学籍管理规定》《哈尔滨工业大学学生违纪处分办法》以及《哈尔滨工业大学学生申诉处理办法》中有关条款执行。

Article 9 Decisions to issue a warning, serious warning, demerit, or probation for exam rule violations or cheating must be approved by the corresponding university leader. The decision to expel a student must be reviewed by the corresponding university leader and then discussed and finalized by the Presidential Executive Council or a special meeting authorized by the president. Disciplinary procedures and student appeals should follow the guidelines outlined in the *Regulations for Management of Undergraduate Student Status of Harbin Institute of Technology*, *Regulations for Management of Graduate Student Status of Harbin Institute of Technology*, *Student Disciplinary Measures of Harbin Institute of Technology*, and *Measures for Handling Student Appeals of Harbin Institute of Technology*.

第六章 考试违纪及作弊行为的加重处理

Chapter VI Tougher Consequences for Repeated Rule Violations and Cheating

第十条 受留校察看处分且尚未解除的学生，再次发生考试违纪或作弊行为的，给予开除学籍处分。

Article 10 A student on probation who commits another exam rule violation or engages in cheating again will be expelled from the university.

第十一条 受记过及以下处分且尚未解除的学生，再次发生考试违纪的，给予留校察看处分，处分期限追加 12 个月；受记过及以下处分且尚未解除的学生，又发生考试作弊的，给予开除学籍处分。

Article 11 Students who have received a demerit or lesser disciplinary action that has not yet been lifted will face the following consequences for repeat offenses: (1) If they commit another exam violation, they will be placed on a probation of 12 months in addition to the original penalty period; (2) If they cheat on an exam again, they will be expelled.

第十二条 屡次考试违纪或作弊，经教育不改的，给予开除学籍处分。

Article 12 A student who repeatedly violates exam rules or engages in cheating, despite repeated education and warnings, will be expelled from the university.

第七章 考试违纪及作弊处分的解除

Chapter VII Lifting of Disciplinary Actions

第十三条 受到警告、严重警告、记过处分的学生，处分期满或毕业时予以解除。

Article 13 Disciplinary actions, such as warnings, serious warnings, or demerits, will be lifted once the penalty period expires or upon graduation.

第十四条 受到留校察看处分的学生，在处分期限到期前一周或毕业时，可申请解除处分。学生须书面提出解除处分申请，所在学院签署考察意见，经学院党政联席会议审议通过后，提交本科生院/研究生院复核。复核无异议，报分管校领导批准后，可按期或提前解除学生处分。

如经所在学院考察或本科生院/研究生院复核认为学生不应按期解除处分，则处分期限可延长，延长期限不超过 6 个月。

Article 14 A student under probation may apply to have their penalty lifted one week before the probation period expires or upon graduation. The student must submit a written request to have the penalty lifted. This request must first be reviewed by their college and approved at the Party-Administration Joint Meeting, after which it will be forwarded to the Undergraduate or Graduate School for further review. If there are no

objections during the further review, and the corresponding university leader gives approval, the penalty may be lifted as scheduled or earlier.

If the student's college or the Undergraduate/Graduate School decides that the penalty should not be lifted as scheduled, the penalty may be extended. However, the extension must not exceed 6 months.

第八章 附 则

Chapter VIII Supplementary Provisions

第十四条 本办法由本科生院、研究生院负责解释，未尽事宜按照国家、学校有关规定执行。在我校培养但不具有我校学籍的学生发生考试违纪或作弊行为的，学校将学生考试违纪或作弊行为通报至其学籍所在学校或其所在单位，由其学籍所在学校或其所在单位进行相应处理。

Article 15 The Undergraduate School and Graduate School are responsible for the interpretation of these Measures. Any issues not covered in this document will be resolved in accordance with relevant national laws and university policies. For students studying at our university who do not hold official student status here, any incidents of exam rule violations or cheating will be reported to their home institution for appropriate action.

第十五条 本办法自发布之日起施行。原《哈尔滨工业大学学生考试纪律及考试违纪处分管理办法》（哈工大本〔2020〕143号）同时废止。

Article 16 These Measures take effect as of the date of issuance. The previous *Measures for Management of Exam Rules and Disciplinary Actions of Harbin Institute of Technology* (No. 143 [2020], HIT Undergraduate) is hereby repealed.



哈尔滨工业大学（深圳）学生违纪处分办法

Student Disciplinary Measures of Harbin Institute of Technology, Shenzhen

第一章 总 则

Chapter I General Provisions

第一条 为保证正常的教育教学秩序，规范对学生的管理，保障学生合法权益，依据教育部《普通高等学校学生管理规定》(教育部令第41号)等有关法律法规的规定，按照《哈尔滨工业大学学生违纪处分办法》(哈工大学〔2023〕4号)，结合校区实际情况，制定本办法。

Article 1 These Measures are developed to ensure the smooth operation of education and teaching, regulate student management, and protect students' legal rights and interests, in accordance with relevant laws and regulations, including the Ministry of Education's *Regulations on Student Management in Higher Education Institutions* (《普通高等学校学生管理规定》) (Order No. 41, Ministry of Education) and the *Student Disciplinary Measures of Harbin Institute of Technology* (《哈尔滨工业大学学生违纪处分办法》) (No. 4 [2023], HIT Students), taking into account the specific context of Harbin Institute of Technology, Shenzhen (hereinafter referred to as HITSZ).

第二条 对有违反法律、本办法及学校、校区其他纪律行为的学生，校区应当给予批评教育并可视情节轻重给予纪律处分。校区给予学生处分，坚持教育与惩戒相结合，与学生违法、违纪行为的性质和过错的严重程度相适应。校区对学生的处分，应当做到程序正当、证据充分、依据明确、定性准确、处分适当。

Article 2 For students who violate the law, university rules, or campus rules, HITSZ should provide constructive criticism and, depending on the severity of the offense, take appropriate disciplinary actions. Disciplinary actions should aim to both educate the students and hold them accountable, ensuring that the response is fair and appropriate to the nature and seriousness of the misconduct. All actions must follow due process, be supported by adequate evidence, be clearly justified, and correspond in severity to the nature of the violation.

第三条 本办法适用于校区接受普通高等学历教育的本科生、研究生（以下简称学生）。

Article 3 These Measures apply to undergraduate and graduate students (hereinafter referred to as "students") enrolled in regular higher education programs at HITSZ.

第二章 处分的种类和运用

Chapter II Types of Disciplinary Actions and Their Application

第四条 纪律处分种类分为：

1. 警告；
2. 严重警告；
3. 记过；
4. 留校察看；
5. 开除学籍。

Article 4 Types of disciplinary actions:

1. Warning;
2. Serious Warning;
3. Demerit;
4. Probation;
5. Expulsion.

第五条 有下列情形之一的，可以在原给予处分的基础上视情节减轻处分：

Article 5 A disciplinary action may be mitigated under the following circumstances:

1. 违纪后，主动承认错误，并及时采取补救措施者；

(1) The student voluntarily confesses to the violation and takes immediate actions to correct it;

2. 有立功表现者。

(2) The student demonstrates meritorious conduct.

第六条 有下列情形之一者，在原给予处分的基础上加重处分：

Article 6 A disciplinary action may be aggravated under the following circumstances:

1. 违纪后，认错态度极差、拒不接受教育或屡教不改者；

(1) The student displays a very poor attitude towards admitting wrongdoing, refuses to accept guidance, or repeatedly violates rules despite previous warnings;

2. 故意造成调查困难者；

(2) The student deliberately obstructs the investigation process;

3. 对检举人、证人或工作人员威胁恐吓，打击报复者；

(3) The student intimidates or retaliates against whistle-blowers, witnesses, or staff.

4. 其他应予从重处分的情形。

(4) Any other circumstances that warrant a more severe penalty.

第七条 受留校察看处分的学生，在察看期间，表现良好者，可按期解除；有立功表现者，可提前解除察看；经教育不改或在察看期间又有违纪行为者，则给予开除学籍的处分。

Article 7 A student placed on probation may have it lifted at the scheduled time if improved behavior is demonstrated during the probation period. If the student shows meritorious conduct, the probation may be lifted early. However, if the student fails to correct their behavior or commits further violations during this time, they will face expulsion.

第三章 违法、违纪、违规行为及处分

Chapter III Violations and Disciplinary Actions

第八条 学生有下列行为的，造成严重后果或经教育仍坚持不改者，给予开除学籍处分：

Article 8 Students who engage in the following behaviors, resulting in serious consequences or who persist in their actions despite corrective efforts, will be expelled:

1. 反对四项基本原则的；

(1) Opposing the Four Cardinal Principles;

2. 煽动、策划、组织非法集会、游行、示威、罢课等行动或起骨干作用的；

(2) Inciting, planning, or organizing illegal assemblies, marches, demonstrations, or class boycotts, or playing a key role in such activities;

3. 非法制作、复制、书写和组织张贴、散发标语、传单、大小字报、海报等，破坏安定团结的；

(3) Illegally producing, copying, writing, and organizing the posting or distribution of slogans, flyers, hand-written/printed posters, etc., that undermine stability and unity;

4. 制造和故意散布谣言煽动群众，造成严重后果的；

(4) Creating and intentionally spreading rumors to incite the public, resulting in serious consequences;

5. 参加各种反动、邪教组织的。

(5) Participating in reactionary or cult organizations;

6. 违反校区规定受到纪律处分3次及以上，经教育不改的，可以给予开除学籍处分。

(6) Having received 3 or more disciplinary actions for violations of HITSZ regulations and failing to correct their behavior despite being warned or counseled.

第九条 学生有触犯国家法律行为，构成刑事犯罪，被依法追究刑事责任的，给予开除学籍处分。

Article 9 Students who violate national laws and commit criminal offenses, and are subsequently held criminally responsible under the law, will be expelled.

第十条 学生有危害国家安全，危害公共安全，侵犯他人人身权利、民主权利，侵犯财产，妨害社会管理秩序，依照《中华人民共和国治安管理处罚法》的规定，被依法给予治安管理处罚或应给予治安处罚的，给予记过或留校察看处分，情节严重、性质恶劣的，给予开除学籍处分。

Article 10 Students who endanger national security, public security, disrupt social order, or infringe on the personal, democratic rights, or property of others will face administrative or public security penalties under the *Law of the People's Republic of China on Penalties for Administration of Public Security* (《中华人民共和国治安管理处罚法》). Such students may receive a demerit or be placed on probation. In serious or egregious cases, the students will face expulsion.

第十一条 学生在读期间，以任何形式参与赌博或变相赌博者，按下列规定分别给予处分：

Article 11 Students engaged in gambling or similar activities in any form will be subject to the following penalties:

1. 对提供赌博场所、赌资或赌具者，视情节轻重给予警告、严重警告或记过处分；

(1) Those who provide gambling venues, funds, or equipment may receive a warning, serious warning, or demerits, depending on the severity.

2. 对观看赌博者给予警告处分；

(2) Those who merely watch gambling will receive a warning.

3. 对一般参与者给予严重警告或记过处分；对组织赌博者给予记过或留校察看处分；对情节特别严重，影响恶劣者，给予开除学籍处分；

(3) Participants in gambling may receive a serious warning or demerits, while organizers could face demerits or probation. In more severe cases, expulsion will be imposed.

4. 对多次参与赌博屡教不改者，给予开除学籍处分；

(4) Those who repeatedly engage in gambling despite warnings will be expelled.

5. 因赌博引起打架、斗殴或造成其他不良后果者，参照本条例有关条款加重处分。

(5) If their participation in gambling leads to physical altercations or other negative consequences, penalties will be escalated in accordance with the relevant provisions in this document.

第十二条 对其他个人或组织进行侮辱、诽谤或滋扰，侵害其他个人或组织合法权益者，视情节轻重，给予警告、严重警告、记过或留校察看处分；经教育仍坚持不改者给予开除学籍处分。

Article 12 Students who insult, defame, or harass others, thereby infringing on their legal rights and interests, will face a warning, serious warning, demerits, or probation, depending on the severity. If they refuse to correct despite being warned or counseled, they will be expelled.

第十三条 收听、观看、阅读淫秽品者，视情节轻重给予严重警告、记过、留校察看处分；制作、复制、出租或者传播淫秽品者，视情节给予记过、留校察看处分；性质恶劣，受到治安处罚的学生，给予开除学籍处分。

Article 13 Students who listen to, watch, or read obscene materials will face serious warnings, demerits, or probation, depending on the severity. Those who produce, copy, rent out, or distribute such materials will face demerits or probation. In severe cases where students receive public security penalties, they will be expelled.

第十四条 有侵犯他人隐私及人身权利，未受公安、司法部门处罚者，视情节轻重给予严重警告、记过或留校察看处分；经教育仍坚持不改者给予开除学籍处分。

Article 14 Students who invade others' privacy or infringe on their personal rights, but who are not penalized by law enforcement or judicial authorities, may face a serious warning, demerits, or probation, depending on the severity. If they refuse to correct despite being warned or counseled, they will be expelled.

第十五条 对于进行色情陪侍活动未受公安、司法部门处罚者，视情节轻重给予记过、留校察看直至开除学籍处分。

Article 15 Students involved in sex work, without legal penalties from law enforcement or judicial authorities, will receive demerits, probation, or expulsion, depending on the severity.

第十六条 打架斗殴者，按下列规定处理：

Article 16 Students involved in physical altercations may face the following penalties:

1. 肇事者(不守秩序、不听劝阻、用语言挑逗、用各种方式触及他人者):

1. Instigators (who disrupt order, ignore warnings, provoke others verbally, or touch others in any way):

(1) 虽未动手打人，但造成打架后果者，视情节给予警告、严重警告、记过或留校察看处分；

(1) While not directly involved in the physical altercation, individuals who contribute to instigating the situation will receive a warning, a serious warning, demerits, or probation, depending on the severity of their actions.

(2) 动手打人未伤及他人者，视情节给予记过或留校察看处分；

(2) If they physically assault someone but no injury occurs, they will receive demerits or probation, based on the severity.

(3) 致他人受伤害者，视情节给予记过、留校察看或开除学籍处分；

(3) If they cause injury to others, they will receive demerits, probation, or expulsion, depending on the severity.

(4) 聚众斗殴为首者、组织者，视情节轻重，给予留校察看或开除学籍处分。

(4) If they are the leader or organizer of a group fight, they will face probation or expulsion, depending on the severity.

2. 打架者:

2. Direct Participants:

(1) 动手打人未伤及他人者，给予警告或严重警告处分；

(1) If they physically assault someone but no injury occurs, they will receive a warning or serious warning.

(2) 致他人伤害者，视情节给予记过、留校察看或开除学籍处分。

(2) If they cause injury to others, they will receive demerits, probation, or expulsion, depending on the severity.

3. 参与者:

3. Direct Participants:

对以“劝架”为名，偏袒一方，促使殴打事态发展并产生后果者，给予严重警告或记过处分。

Those who, under the guise of "mediation," take sides and escalate the situation, leading to consequences, will face a serious warning or demerits.

4. 伪证者:

4. False Testimony:

(1) 虽未参与打架但故意为他人作伪证，并使调查造成困难者，给予严重警告或记过处分；

(1) Those who do not participate in the fight but intentionally provide false testimony to obstruct the investigation will receive a serious warning or demerits.

(2) 参与打架者犯此款，加重一级处分。

(2) Those involved in the physical altercation who provide false testimony will face escalated penalties.

5. 为他人打架提供器械者:

5. Providing Weapons:

(1) 未造成严重后果者，给予警告、严重警告、记过或留校察看处分；

(1) If no severe consequences arise, those who provide weapons will receive a warning, serious warning, demerits, or probation.

(2) 造成严重后果者，给予留校察看或开除学籍处分。

(2) If no severe consequences arise, those who provide weapons will receive a warning, serious warning, demerits, or probation.

6. 在打架过程中，持械打人者，加重一级处分。

6. Those using weapons in the physical altercation will face escalated penalties.

第十七条 学生有下列违反消防安全管理行为的，给予警告、严重警告、记过或留校察看处分，情节严重、屡教不改的，给予开除学籍处分：

Article 17 Students who violate fire safety regulations will face a warning, serious warning, demerits, or probation. If the violation is severe or repeated without correction, expulsion will be applied. The violations include:

1. 违章用电用火，造成安全隐患的；

1. Using electricity or fire in violation of regulations, creating safety hazards.

2. 违章用电或其他违章行为造成火警、火灾事故的；

2. Using electricity or engaging in other violations of regulations, causing fire alarms or fire accidents.

3. 因过失引起火灾的；

3. Causing a fire due to negligence.

4. 故意损毁、擅自挪用消防设施的。

4. Intentionally damaging or unauthorized misappropriation of firefighting facilities.

第十八条 违反校区住宿及宿舍管理相关规定，对他人正常学习、生活造成严重影响，经批评教育不改者，视情节轻重，给予警告、严重警告、记过处分。

Article 18 Students who break dormitory rules and seriously disrupt others' study or daily life, and who fail to correct their behavior after being warned or counseled, will receive a warning, serious warning, or demerits, depending on the severity of the situation.

第十九条 对于在异性寝室留宿者、将异性留宿寝室者，视情节给予警告、严重警告、记过或留校察看处分；情节严重者，给予开除学籍处分。

Article 19 Students who stay in a dormitory designated for the opposite sex, or who allow members of the opposite sex to stay in their dormitory, will face disciplinary action, including a warning, serious warning, demerits, or probation, depending on the severity of the violation. In severe cases, expulsion will be applied.

第二十条 学生拒绝、阻碍校区管理人员依法或依校规执行公务者；以各种理由，对教师或校区工作人员寻衅滋事者；隐匿、毁弃或私拆他人邮件等扰乱校区正常教学、生活秩序者，视情节给予警告及以上处分。

Article 20 Students who refuse to cooperate with campus management staff in the performance of their duties, provoke faculty or staff for any reason, or disrupt the normal operations of the campus, such as by hiding, damaging, or opening others' mail without permission, will receive a warning or higher-level penalty, depending on the severity.

第二十一条 对于利用计算机及移动通讯网络等手段故意制作、复制、传播有害信息，盗取他人帐号、密码和信息资料进行违法、违纪活动，危害网络系统安全运行者和危害信息安全者，或在网络发表不当言论、引发舆情或造成负面影响的，视其情节轻重，给予警告及以上处分；造成严重后果者，给予开除学籍处分。

Article 21 Students who use computers or mobile networks to intentionally create, copy, or spread harmful information, steal others' accounts, passwords, or personal information, engage in activities that threaten the security of the network or information systems, or make inappropriate online comments causing

public disturbances or a negative impact, will face a warning or higher-level penalty, depending on the severity. In cases resulting in serious consequences, expulsion may be applied.

第二十二条 对于违反保密规定, 泄露国家秘密未受公安、司法机关处罚者, 视情节给予严重警告、记过或留校察看处分; 造成严重后果或恶劣影响者, 给予开除学籍处分。

Article 22 Students who violate confidentiality regulations and disclose state secrets without facing legal penalties from law enforcement or judicial authorities will receive a serious warning, demerits, or probation, depending on the severity. If it causes severe consequences, expulsion will be applied.

第二十三条 对于伪造证明、涂改或伪造证件等弄虚作假行为者, 视情节给予严重警告、记过、留校察看或开除学籍处分。

Article 23 Students who forge certificates, alter or fabricate documents, or engage in other fraudulent activities will face a serious warning, demerits, probation, or expulsion, depending on the severity.

第二十四条 学生有其他扰乱公共秩序, 危害公共安全, 侵犯人身权利、财产权利, 妨害社会管理等行为, 尚不够给予治安处罚的, 或被公安机关训诫并要求校区进行批评教育的, 给予警告、严重警告、记过或留校察看, 直至开除学籍处分。

Article 24 Students who engage in behaviors that disrupt public order, endanger public safety, infringe on personal or property rights, or interfere with social management, but do not meet the threshold for public security penalties, or who are reprimanded by public security authorities and required to undergo corrective measures by HITSZ, will face a warning, serious warning, demerits, probation, or expulsion.

第二十五条 对于学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为, 视情节给予严重警告、记过、留校察看或开除学籍处分。为他人代写论文、买卖论文或组织论文代写的, 给予开除学籍处分。

Article 25 Students involved in academic misconduct, such as plagiarism, falsification, or fabrication of theses, dissertations, or published works, will face a serious warning, demerits, probation, or expulsion, depending on the severity. Students who write papers for others, buy or sell papers, or organize ghostwriting will be expelled.

第二十六条 学生考试违纪与作弊的认定与处理按照《哈尔滨工业大学(深圳)本科生学籍管理规定》《哈尔滨工业大学研究生学籍管理规定》《哈尔滨工业大学(深圳)学生请假管理办法》《哈尔滨工业大学深圳校区学生考试纪律及考试违纪处分管理办法》的有关规定执行。

Article 26 The identification and handling of exam rule violations, including cheating, will follow the relevant provisions outlined in the following regulations: *Regulations for Management of Undergraduate Student Status of Harbin Institute of Technology, Shenzhen* (《哈尔滨工业大学(深圳)本科生学籍管理规定》), *Regulations for Management of Graduate Student Status of Harbin Institute of Technology* (《哈尔滨工业大学研究生学籍管理规定》), *Measures for Student Leave Management of Harbin Institute of Technology, Shenzhen* (《哈尔滨工业大学(深圳)学生请假管理办法》), and *Measures for Management of Exam Rules and Disciplinary Actions of Harbin Institute of Technology* (《哈尔滨工业大学深圳校区学生考试纪律及考试违纪处分管理办法》).

第二十七条 违反校园公共秩序, 违反《高等学校学生行为准则》《哈尔滨工业大学(深圳)全媒体管理办法》《哈尔滨工业大学深圳校区学生社团建设管理实施细则》以及本办法没有列举的违法、违规、违纪行为应给予处分的, 可参照本办法中相类似条款给予处分。

Article 27 Disruptions of campus public order, as well as breaches of the *Code of Student Conduct for Higher Education Institutions* (《高等学校学生行为准则》), *Measures for Omnimedia Management of Harbin Institute of Technology, Shenzhen* (《哈尔滨工业大学(深圳)全媒体管理办法》), the *Rules for Development and Management of Student Clubs of Harbin Institute of Technology, Shenzhen* (《哈尔滨工业大学深圳校区

学生社团建设管理实施细则》), and any other violations of laws, regulations, and rules not explicitly covered in this document, shall be subject to penalties. In such cases, similar provisions in this document may be applied to determine the appropriate response.

第二十八条 凡是受到校区纪律处分的学生, 处分期内不得申报奖学金及各种荣誉称号, 原则上不得申请国家助学贷款和各类困难资助。

Article 28 Students who have received disciplinary actions are ineligible to apply for scholarships or honorary titles during the penalty period. In general, they are also ineligible for national student loans or other forms of financial aid.

第四章 处分权限及期限

Chapter IV Disciplinary Authority and Duration

第二十九条 对学生违法、违规、违纪事件的调查处理并作出纪律处分的部门如下:

Article 29 The departments responsible for investigating student violations and imposing disciplinary actions are as follows:

1. 对本科生或研究生考试违纪作弊的处分, 由教务部等教学管理部门负责, 处理结果报学生工作部(处)/团委备案。

1. The Department of Academic Affairs, along with other academic management departments, is responsible for handling exam rule violations or cheating by undergraduate or graduate students. The results of these cases must be reported to the Department (Office) of Student Affairs/Communist Youth League Committee (CYLC).

2. 学位留学生违规、违纪事件由所在学院(研究院)调查取证, 经国际事务处审核, 形成书面材料报送学生工作部(处)/团委处理。

2. For violations by degree-seeking international students, their faculty / school is responsible for the investigation. After review by the Office of International Affairs, the investigation results should be submitted to the Department (Office) of Student Affairs / CYLC for further processing.

3. 其他违纪处理由学生工作部(处)/团委负责。给予学生警告、严重警告、记过、留校察看、开除学籍处分, 需由学院(研究院)详细调查, 形成处分材料, 经学院(研究院)党政联席会议讨论提出处分建议, 根据学生违纪情况, 报学生工作部(处)/团委等相关部门审核。经审核无异议的警告、严重警告、记过、留校察看处分报分管学生工作的校区领导批准; 校区对学生作出开除学籍处分决定报分管学生工作的校区领导批准, 由校区校长办公会或者校区校长授权的专门会议研究决定。处分决定由校区统一下发文件。

3. The Department (Office) of Student Affairs / CYLC is responsible for handling other violations. Warnings, serious warnings, demerits, probation, and expulsion are subject to a thorough investigation by the relevant faculty / school. An investigation report should be prepared and reviewed at the Party-Administration Joint Meeting of the Faculty / School, here recommendations on disciplinary actions are made based on the investigation results. Depending on the nature of the violation, the case should then be forwarded to Department (Office) of Student Affairs / CYLC for further review. If there are no objections, actions like warnings, serious warnings, demerits, and probation should be submitted to the HITSZ leadership overseeing student affairs for approval. For expulsion cases, the decision should first be approved by the same leadership and then reviewed by the HITSZ Presidential Executive Council or another designated council for a final decision. The disciplinary decision will be formally issued through an official notice.

第三十条 校区要及时对学生违规、违纪事件调查并作出处理。学院(研究院)发现学生违规、违纪事件后, 及时调查取证, 调查取证完成后的 20 个工作日内向相关职能部门提交处分建议。情况复杂、性质严重、查证确有难度的, 可书面向相关职能部门提出延期申请。对受到公安、司法部门处罚的学生, 在公安、司法部门处罚书送达后及时作出相应处理。

Article 30 Student violations must be investigated and addressed promptly. When a faculty / school identifies a violation, it should immediately investigate and gather evidence. A disciplinary recommendation must be submitted to the relevant administrative departments within 20 working days of completing the investigation. If the case is complex, serious, or difficult to investigate, the faculty / school may request an extension in writing. For students who have been penalized by law enforcement or judicial authorities, HITSZ must take appropriate action as soon as the official penalty notice is received.

第三十一条 凡被给予开除学籍处分的学生，由校区发给学习证明，并在最终处分决定后 10 个工作日内办完离校手续。对超出规定时间不办理离校手续者，校区为其办理离校手续，并将其户口、档案退回其家庭户籍所在地。

Article 31 Students who are expelled will receive a certificate of attendance and must complete the necessary departure procedures within 10 working days of the final disciplinary decision. If they fail to complete these procedures within the designated time, HITSZ will handle the departure process for them and return their hukou and archives to their family's registered address.

第三十二条 处分的期限从作出处分决定之日起计算。处分期限内因故休学或保留学籍的，休学或保留学籍的时间不计入处分期。

除开除学籍处分以外，给予学生处分一般应当设置 6 到 12 个月期限。解除处分后，学生获得表彰、奖励及其他权益，不再受原处分的影响。

Article 32 The duration of a disciplinary action begins on the date the decision is made. If a student is on a suspension during the disciplinary period, the duration of the suspension will not count toward the penalty period.

Except for expulsion, disciplinary actions generally last between 6 to 12 months. Once the penalty period ends, the student's eligibility for awards, recognition, and other rights will be restored.

第五章 处分程序

Chapter V Disciplinary Procedures

第三十三条 在对学生作出处分之前，学生工作部（处）/团委或教务部等教学管理部门应当告知学生作出决定的事实、理由及依据，并由学院（研究院）告知学生享有陈述和申辩的权利，被告知后学生可在 3 个工作日内陈述和申辩。

Article 33 Before making a disciplinary decision, the Department (Office) of Student Affairs/CYLC, or the Department of Academic Affairs and other relevant academic management departments must inform the student of the facts, reasons, and basis for the decision. Their faculty / school must also notify the student of their right to provide a statement or defense. After receiving the notification, the student may submit their statement or defense within 3 working days.

第三十四条 校区对学生作出处分决定后，学院（研究院）应指定一名送达人向违纪学生直接送达处分决定书并要求学生填写送达回证。违纪学生拒绝填写回证时，送达人应邀请两名见证人说明情况，在送达回证上记明拒收事由和日期，由送达人、见证人签名或者盖章，把处分通知书留在学生的住所，即视为留置送达；已离校的，可以采取邮寄方式送达；难于联系、直接送达有困难的，应在校区专门橱窗中发布公告的形式或在校区网站、新闻媒体发布公告的形式送达处分通知书，自公告发出之日起 30 日即视为公告送达。

Article 34 Once a disciplinary decision has been made, the student's faculty / school must designate a person to deliver the decision to the student directly and require the student to sign an acknowledgment of receipt. If the student refuses to sign, the deliverer should invite two witnesses to confirm the situation. The reasons for refusal, along with the date, must be noted on the acknowledgment of receipt, and the deliverer and witnesses should sign or stamp it. The disciplinary notice will then be left at the student's residence, which will be considered as official delivery. If the student has left the campus, the decision may be sent by mail. If the

student is difficult to contact or direct delivery is not possible, the notice can be posted on a designated bulletin board or announced on the website of HITSZ or through campus news media. In this case, the notice will be considered delivered 30 days after the announcement.

第三十五条 学生对处分有异议的，在接到校区处分决定书之日起10日内，可以向校区学生申诉处理委员会提出书面申诉，有关申诉的规定依据《哈尔滨工业大学深圳校区学生申诉处理办法》办理。

Article 35 If the student disagrees with the disciplinary decision, they may submit a written appeal to the Student Appeals Committee within 10 days of receiving the decision. The appeal will be handled in accordance with the *Student Appeal Procedures of Harbin Institute of Technology, Shenzhen* (《哈尔滨工业大学深圳校区学生申诉处理办法》).

第三十六条 处分决定均由各学院（研究院）负责装入学生本人档案。

Article 36 Disciplinary decisions will be recorded in the student's personal archives by their faculty / school.

第三十七条 记过及以下处分在处分期满或者受处分学生毕业时予以解除。

受到留校察看处分的，留校察看期满前一个月内或者毕业时，由本人申请，所在学院（研究院）党政联席会议讨论研究提出建议，经相关职能部门研究同意，且受处分学生至留校察看期满或毕业前无新的违规行为发生的，校区按留校察看期满当日或毕业前解除其留校察看处分。

Article 37 Demerits or lower-level disciplinary actions will be lifted once the penalty period ends or when the student graduates.

For students placed on probation, the probation may be lifted either within one month before the probation period ends or at graduation, upon the student's request. This request should be reviewed by their faculty's / school's Party-Administration Joint Meeting. If no further violations have occurred, and after approval by the relevant administrative departments, the probation will be lifted on the last day of the probation period or at graduation.

第六章 处分材料

Chapter VI Disciplinary Documentation

第三十八条 违纪学生的处分材料包括：违纪学生的交待及检查材料、主要旁证材料、公安部门或校区保卫部门书面材料、处分告知书、处分决定书、处分送达回证和学生申诉复查结论。

Article 38 The disciplinary documentation for a student who has violated rules should include the following: The student's statement and self-reflection materials; Key supporting evidence; Written records from law enforcement or campus security; Notice of disciplinary action; Notice of disciplinary decision; Acknowledgment of receipt of the disciplinary notice; Outcome of any appeal or review.

第三十九条 处分决定书内容包括：

1. 学生的基本信息；
2. 作出处分的事实和证据；
3. 处分的种类、依据、期限；
4. 申诉的途径和期限；
5. 其他必要内容。

Article 39 The disciplinary decision notice should include the following details:

1. The student's basic information;
2. The facts and evidence that led to the disciplinary action;
3. The type, basis, and duration of the disciplinary action;
4. Information on the appeal process, including the deadline for submitting an appeal;
5. Any other necessary details.

第四十条 学生处分决定书、学生申诉复查结论及解除处分材料，应真实完整地归入校区文书和学

生本人档案。

Article 40 The disciplinary decision notice, appeal review outcome, and materials related to the lifting of any disciplinary action must be accurately and fully recorded in both HITSZ's records and the student's personal archives.

第七章 附 则

Chapter VII Supplementary Provisions

第四十一条 非学历教育专业学位学生、非全日制专业学位学生等学生处分办法由相关管理单位参照本办法，结合实际，制定本单位学生违纪处分办法，并报校区审核、备案。

Article 41 Disciplinary procedures for students in non-degree programs and part-time professional degree programs will be developed by the relevant departments in alignment with the principles outlined in this document, while being adapted to their specific context. The procedures must be submitted to the relevant departments for review and record keeping.

第四十二条 本办法由校区学生工作部（处）/团委负责解释。

Article 42 The Department (Office) of Student Affairs/CYLC is responsible for interpretation of this document.

第四十三条 本办法自发布之日起施行。原《哈尔滨工业大学（深圳）学生违纪处分办法》[哈工大（深圳）〔2020〕63号]废止。

Article 43 This document takes effect as of the date of issuance. The previous *Student Disciplinary Procedures of Harbin Institute of Technology, Shenzhen* (No. 63〔2020〕HITSZ) is hereby repealed.



重要法律法规 Key Laws and Regulations

《中华人民共和国出境入境管理法》

Exit and Entry Administration Law of the People's Republic of China



中文版



English Version

《中华人民共和国禁毒法》

Narcotics Control Law of the People's Republic of China



中文版



English Version

《中华人民共和国传染病防治法》

Law of the People's Republic of China on Prevention and Treatment of Infectious Diseases



中文版



English Version

《中华人民共和国宗教事务条例》

Regulation on Religious Affairs



中文版



English Version

《中华人民共和国治安管理处罚法》

Public Security Administration Punishments Law of the People's Republic of China



中文版



English Version

《中华人民共和国道路交通安全法》

Road Traffic Safety Law of the People's Republic of China



中文版



English Version

学期设置 Chinese Academic Year

哈尔滨工业大学深圳校区有三个学期，分别为秋季学期、春季学期、夏季学期。秋季学期是新学年的开始，一般从9月到次年1月初，春季学期一般从2月底到6月，夏季学期一般在7月。每个学年有两个长假：寒假和暑假。寒假通常与中国的春节相关联。

HITSZ has three semesters: Fall semester, Spring semester and Summer semester. Fall semester is the beginning of a new academic year, generally starts from September to January of the following year. Spring semester generally starts in late February to June, and Summer semester falls on July. There are two long holidays in each academic year: Winter Vacation and Summer Vacation. Winter Vacation usually covers Spring Festival.

每学期校历周历发布渠道 Semester schedules available via:

- ✓ 官网 Official Website: <https://www.hitsz.edu.cn/page/id-89.html>
- ✓ 扫码直达 QR Code Scan:



上课时间表 Class Schedule

			本科生上课时间 Undergraduate	研究生上课时间 Graduate
上午 Morning	第一大节 Period 1	第 1 节 Session 1	8:30 - 9:20	8:00 - 8:50
		第 2 节 Session 2	9:25 - 10:15	8:55 - 9:45
	第二大节 Period 2	第 3 节 Session 3	10:30 - 11:20	10:00 - 10:50
		第 4 节 Session 4	11:25 - 12:15	10:55 - 11:45
下午 Afternoon	第三大节 Period 3	第 5 节 Session 5	14:00 - 14:50	
		第 6 节 Session 6	14:55 - 15:45	
	第四大节 Period 4	第 7 节 Session 7	16:00 - 16:50	
		第 8 节 Session 8	16:55 - 17:45	
晚上 Evening	第五大节 Period 5	第 9 节 Session 9	18:45 - 19:35	
		第 10 节 Session 10	19:40 - 20:30	
	第六大节 Period 6	第 11 节 Session 11	20:45 - 21:35	
		第 12 节 Session 12	21:40 - 22:30	

温馨提醒: 上午本、研错峰上课，研究生 8:00 上课，本科生8:30 上课。本、研下午及晚上上课时间相同。

Note: Undergraduate and graduate classes have different start times in the morning. Graduate classes begin at 8:00 AM, while undergraduate classes start at 8:30 AM. Afternoon and evening times are the same for both.

常用联系方式 Essential Contacts

服务事项 Services	联系方式 Contacts
学业支持 Academic Support 培养方案/ 学籍/ 学位/ 选课/ 考试/ 成绩 Curriculum/ Student Status/ Degrees/ Course Selection/ Exams/ Grades	学部教学秘书 College Academic Secretary 具体联系方式见各学部公告 For specific contacts, refer to college announcements
	教务部 Department of Academic Affairs due@hit.edu.cn
日常事务 Daily Affairs 请假/ 活动/ 紧急事务 Leave/ Events/ Emergencies	学生工作联系人 Student Affairs Officer 具体联系方式见各学部公告 For specific contacts, refer to college announcements
签证事务 Visa & Residence Permit	国际教育中心 International Education Center (H719) isc@hit.edu.cn
住宿服务 Accommodation	智谷公寓 Zhigu Apartment 0755-86629128 zhigu_apartment@qq.com 平山公寓 Pingshan Apartment 0755-22677059 2486375926@qq.com
技术服务 IT Services 账号服务/ 校园网/ 学校邮箱/ 校园卡 Campus Accounts/ Network/ HIT Email / Campus Card	网络与计算中心 Network and Computing Center (T4308) 0755-26033737 services@hit.edu.cn
保险理赔 Insurance Claims	保险公司 Insurance Company 400-810-5119 (按 1 英文服务 Press 1 for English service)
招生事务 Admissions	国际事务处 Office of International Affairs (H721) admissions@hit.edu.cn



哈工大深圳校区英文官网
HITSZ English Website

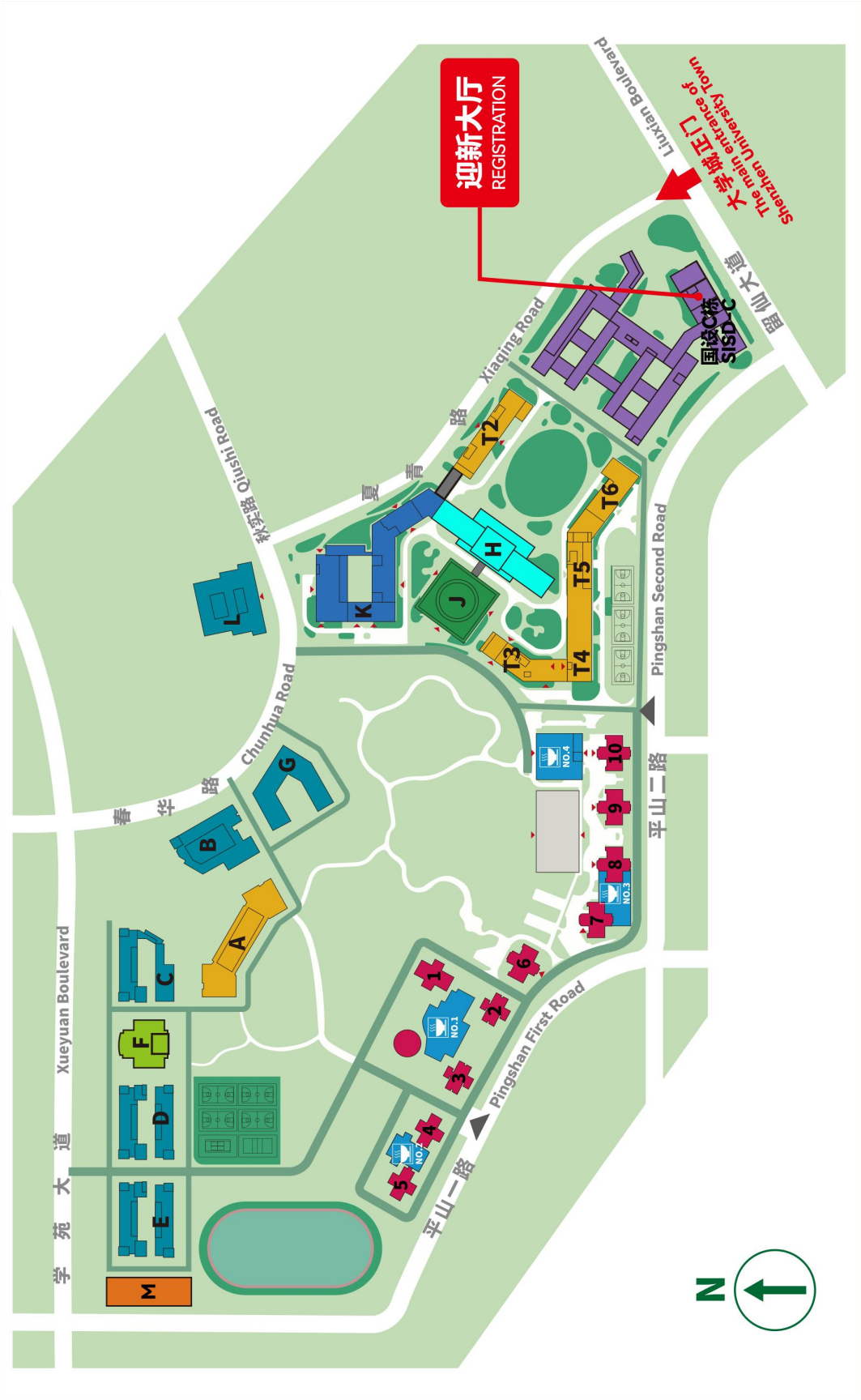


教务部网址
Website of Department of Academic Affairs



国际事务处网址
Website of Office of International Affairs

校园地图 Campus Map



A	教学楼I(A栋) Teaching Building I (Building A)	M	经管楼 (M栋) Economics and Management Building (Building M)
B	社科楼 (B栋) Social Science Building(Building B)	T2	教学楼II(T2栋) Teaching Building II (Building T2)
C	机电楼 (C栋) Mechatronic Engineering Building(Building C)	T3	教学楼III(T3栋) Teaching Building III (Building T3)
D	材料楼 (D栋) Materials Science Building(Building D)	T4	教学楼IV(T4栋) Teaching Building IV (Building T4)
E	水木楼 (E栋) Civil & Environmental Building(Building E)	T5	教学楼V(T5栋) Teaching Building V (Building T5)
F	学术楼 (F栋) Academic Building(Building F)	T6	教学楼VI(T6栋) Teaching Building VI (Building T6)
G	理学楼 (G栋) Sciences Building(Building G)	SISD-C	深圳国际设计学院C栋 Shenzhen International School of Design,Building C
H	主楼 (H栋) Main Building(Building H)	1-4	荔园1号-4号食堂 Liyuan Canteen No.1-No.4
J	活动中心 (J栋) Recreation Center(Building J)	1-10	荔园1号-10号学生公寓 Liyuan Student Apartment No.1-No.10
K	实训楼 (K栋) Experiment Building(Building K)		
L	信息楼 (L栋) Info-Tech Building(Building L)		

规格严格 功夫到家

STRICTEST STANDARDS GREATEST EFFORTS



Study at HITSZ

联系我们

哈尔滨工业大学（深圳）国际教育中心

电话: +86-755-21678909 / 21678893 邮箱: isc@hit.edu.cn

通讯地址: 中国广东省深圳市南山区深圳大学城哈工大校区H719

邮政编码: 518055

CONTACT US

International Education Center, Harbin Institute of Technology, Shenzhen (HITSZ)

Tel: +86-755-21678909 / 21678893 Email: isc@hit.edu.cn

Address: H719, HIT Campus, Shenzhen University Town, Nanshan District,
Shenzhen, Guangdong, China

Zip: 518055