

Preface 序言

We welcome you to Zhengzhou University of Aeronautics and wish you a pleasant stay here. This student handbook will guide you through the procedures and processes upon arrival, covering everything from important regulations to directions to the nearest cafeteria. Additionally, it provides detailed contact information for numerous support services available throughout your studies. Should you have any unanswered questions after reviewing this handbook, please feel free to contact the International Student Office for further assistance.

我们借此机会欢迎您来到郑州航空航天大学，并祝愿您在这里生活愉快。这本学生手册将帮助您了解在抵达学校后办理的手续和程序，从重要的规章制度到如何前往最近的食堂，您都可以在这本手册里找到相关信息。此外，本手册还提供了在整个学习期间提供支持的众多服务机构的详细联系方式。阅读完本手册后，如果您还有任何未解答的问题，请随时联系留学生办公室，以获取更多信息。

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1. On Arrival 入学篇

1.1 Airport Pickup 接机服务

The International Office can provide airport pickup service at Zhengzhou Xinzheng International Airport. If you require this service and multiple individuals will arrive during the same time slot, please complete the form in Attachment 2 and mail it to us one week in advance. This service is only valid upon receipt of a confirmation email from the designated pickup contact. (If only one person requires pickup service, the fee cannot be waived and must be paid to the university representative upon arrival.)

国际处可以在郑州新郑机场提供接机服务，如若需要接机服务，需多人同一时间段到达，请提前一周时间填写附件二表格并邮寄给我们。该服务只有在您收到接站联系人确认的 email 后，方为有效。（如若一人需要接机服务，则费用不能被减免，费用在抵达后交给学校接站代表）

Pick-up-service booking contacts 接机预约邮箱及电话：

E-mail: lddyxf@163.com

Tel.: 0371-61912317

1.2 Admission Information for International Students 来华留学生入学须知

1.2.1 International students must bring along with them the passport, the Admission Notice, the JW202 form and come to the International Office of Zhengzhou University of Aeronautics to

register according to the schedule. The International Students should hand in 4 one-inch passport photos and 4 two-inch photos of themselves for registration. Those who do not come on time must inform the International Office. Those who do not still come two weeks after the commencement of the semester will be immediately disqualified from enrollment.

新生应持护照、入学通知书和 JW202 表在规定时间内到国际处办公室和相关部门、院系报到，办理入学手续。报到时需交近期 1 寸和 2 寸半身正面免冠彩色照片各 4 张。因故不能按时报到者，应提前邮件通知国际处，超过 2 周不报到者，将取消入学资格。

1.2.2 Within 30 days of arrival, international students must undertake a medical examination by Zhengzhou Sanitation and Quarantine Station. The international students should then take their health certificate to Zhengzhou police station to apply for the residency permit. International students who fail in passing the health examination will not be permitted to enroll at the University.

新生报到后，应在 30 天内(或在旅游签证有效期限内)及时到河南国际旅行卫生保健中心进行健康检查或核查，然后持健康检查合格证，在规定时间内，向郑州市公安局申请办理居留证，身体不合格者不予注册。

1.2.3 The students have to pay the fees in full in Chinese

Money RMB, within 7 days after their registration. The students who fail to pay the fees one month after the semester begins will be asked to leave school. Tuition is non-refundable to those who withdraw from school halfway through the semester.

来华留学生在入学报到时，应在七天内交纳各项费用，用人民币支付，一次付清。开学一个月后若还没交清学费将被勒令退学。中途退学者，学费概不退还。

1.2.4 Each academic year of Zhengzhou University of Aeronautics consists two semesters: spring semester and autumn semester, generally, each semester consists 17 weeks; the last two weeks are used for review and exams. September is the beginning of autumn semester, and the spring semester begins from February. At the beginning of each semester, students have to return to the university no later than the official starting date. They have to go through the registration formalities at the International Office of ZUA. If they fail to return on time without asking for permission in advance, they will be punished for absence without asking for leave. If they delay the registration for more than two weeks, they will be automatically considered withdrawn from the university.

郑州航空工业管理学院一学年分为春季和秋季两个学期，一般每学期约 17 周，其中最后两周为复习考试时间。每年 9 月是秋季学期的开始；春季学期一般从 2 月开始。每学期开学，国际学生要按规定时间返校，并在正式开学前一天，到国际处

和相关部门、院系报到办理注册手续。未经请假而不按时到校者，以旷课论处，逾期两周不注册者，按自动退学处理。

Registration Place: Room 220 in Office Building;

报到注册地点：综合楼 220 室

2. Regulations on Going through Various Certificate Procedures for International Students 来华留学生办理相关证件规定

2.1 Regulations on the management of student's identity card.

学生证管理办法

2.1.1 The student's identity card will show that they are students of Henan Polytechnic University. The student's identity card will be issued by the related International Students Office and distributed to every foreign student, after the freshmen finish the registration formalities.

学生证是来华留学生在期间的身份证，学生证在新生入学注册后由留学生办公室统一办理并发给留学生。

2.1.2 When students report and register for each semester, they should go to the International Affairs Office in person with their international student ID card to complete the registration procedures; if they fail to do so, their student ID cards will be invalid.

学生每学期报到注册时，由本人持留学生证到国际处办理注册手续，如未办理注册手续，学生证无效。

2.1.3 If student's identity card is lost, he/she should apply for a new one by himself/herself in the belonged faculty. A new student's identity will be issued by giving one photo and paying 50RMB for service fee and cost of the card.

学生证遗失，由来华留学生本人向相关部门提出补办申请，经同意后方可补办，补办学生证的需交照片一张，手续费、工本费 50 元人民币。

2.1.4 Student's identity card can't be altered or lent to others. Any infringement of this rule is at the student's expense.

学生证不准随意涂改或转借他人，如违反由此产生的一切后果由留学生本人负责。

2.1.5 International students must return their student ID cards upon graduation, transfer or withdrawal.

来华留学生在毕业、转学或退学时必须将学生证交回。

2.2 International Students Library Borrowing Regulations 来华留学生图书馆借阅管理办法

2.2.1 Before graduation, transferring or leaving the university, international students should return all books to the University and get stamped, and then they can finish the formalities.

留学生毕业、转学或退学时应先将所借图书及欠款还清，方可办理离校手续。

2.2.2 International students who come to borrow books should transact the formalities at front desk.

外借图书，须到服务台办理借阅手续。请勿将未办理手续的图书带出馆外，否则以偷窃图书论处。

2.2.3 Borrowed books should be returned on time, if

exceeding the lending time limit, international students will be fined by the library.

外借文献应按期归还，超期未还者暂停借阅，每册按图书馆规定处以超期罚款。

2.2.4 When borrowing books, international students should have a look at the possible broken pages, painting or dirty pages. If so, ask the library worker chapter with a sign. When returning books, international students shall pay compensation if the book contains broken pages, painting or dirty pages but without stamp.

借阅文献时应对所借文献全面检查，如发现涂画、污损、缺页等情况，应向工作人员说明，并由工作人员加盖记号章。还书时发现上述情况，如未有记号章，概由读者本人负责，并按规定予以赔偿。

2.3 Regulations on the Management of Residence Card, Passport and Visa 居留证及护照签证管理办法

2.3.1 In order to strengthen the management of visas and residence permits for international students at Zhengzhou University of Aeronautics, in accordance with the “Law of the People's Republic of China on Administration of Exit and Entry” (Order No. 57 of the President of the People's Republic of China) and “Regulations of the People's Republic of China on the Administration of Entry and Exit of Foreigners”(State Council Order No. 637), have hereby formulated these measures.

为加强我校来华留学生签证与居留证件管理，根据《中华人民共和国出境入境管理法》(中华人民共和国主席令第 57 号)和《中华人民共和国外国人入境出境管理条例》(中华人民共和国国务院令第 637 号)，特制定本办法。

2.3.2 The X1 visa is valid within 30 days after the holder enters the country. International students entering China with the X1 visa should apply for a residence permit at least 10 days before the expiration of the visa validity period.

X1 签证在持证人入境 30 天内有效，持 X1 签证入境的来华留学生应在签证有效期截止前至少 10 天申请办理居留证件。

2.3.3 The X2 visa is valid within 180 days after the holder enters the country. International students who enter China with an X2 visa and have a study period of more than 180 days in China should apply for a residence permit at least 10 days before the expiration date of the visa. International students who enter China with an X2 visa and study in China for less than 180 days do not need to apply for a residence permit.

X2 签证在持证人入境 180 天内有效，持 X2 签证入境且在中国学习期限超过 180 天的来华留学生应在签证有效期截止前至少 10 天申请办理居留证件。持 X2 签证入境且在中国学习期限不超过 180 天的来华留学生不需要办理居留证件。

2.3.4 All international students, after entering China or after checking into or changing place of accommodation, must go to

the local police station to apply for accommodation registration and fill in the accommodation registration form for foreigners, within 24 hours of check-in (24 hours is calculated from the moment an international student checked into the place of accommodation). If this registration is not done within the specified time, then the Exit-Entry Administration Department of Public Security Bureau will give a warning and impose a fine of not more than 2,000 yuan.

来华留学生入境后入住或变更住宿地点均需在入住后24小时内（“24小时内”是指来华留学生从住宿之日起计算）前往住地派出所申报住宿登记，填写境外人员住宿登记表。如未在规定时间内办理，公安局出入境管理部门将给予警告，并处以2000元以下罚款。

2.3.5 The accommodation registration for International students who live in University dormitory shall be handled by International Office.

在学校留学生公寓住宿的来华留学生的境外人员住宿登记由管理老师到辖区派出所办理。

2.3.6 International students who take jobs without permit in China, shall be fined between 5,000 and 20,000 yuan; in more serious circumstance, they shall be detained for 5 - 15 days and also be fined between 5,000 yuan and 20,000 yuan.

来华留学生非法就业的，处5000元以上20000元以下罚款；

情节严重的,处5日以上15日以下拘留,并处5000元以上20000元以下罚款。

2.3.7 International students in China who engage in activities that are inconsistent with the purpose of stay or residence, or have other circumstances that violate Chinese laws and regulations, may be viewed not suitable for continued stay or residence in China, and may be subjected to a time limit in which they must leave the country.

If an international student in China violates the provisions of “Law of the People's Republic of China on Administration of Exit and Entry”, and the circumstances are serious and do not constitute a crime, the Ministry of Public Security may impose a deportation. The punishment decision of the Ministry of Public Security shall be final.

Foreigners who are deported, shall not be allowed to enter the country within 10 years from the date of deportation.

来华留学生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。来华留学生违反《中华人民共和国出境入境管理法》,情节严重,尚不构成犯罪的,公安部可以处驱逐出境。公安部的处罚决定为最终决定。被驱逐出境的外国人,自被驱逐出境之日起10年内不准入境。

2.3.8 In principle, ZUA does not accept foreigners as

international students who hold non-X1 or non-X2 visas.

学校原则上不接收持有非 X1 和 X2 签证的外国人为留学生。

2.3.9 Before applying for residence permits, international students must pay all tuition, accommodation fees, and insurance premiums in full and provide payment receipts. Otherwise, residence permit procedures will not be processed. International students with an attendance rate below 80% or outstanding tuition/accommodation fees will not be eligible for residence permit extensions. To extend a residence permit, students must apply at the Exit-Entry Administration Department of the Public Security Bureau within 30 days prior to the expiration date of their current permit.

All residence permit applications will be processed collectively by the International Office's foreign affairs specialist, who will accompany students to the Zhengzhou Exit-Entry Administration Office.

办理居留证件前，来华留学生需交清学费、住宿费和保险费并提供缴费凭证，否则不予办理居留许可手续。到课率不足 80%，未缴清学费住宿费的来华留学生，不予办理居留许可延期手续。办理居留许可延期，需在现所持居留许可到期前的 30 日内前往公安局出入境管理部门办理。

各类居留许可由国际处外事专办员统一带领学生前往郑州市出入境管理处办理。

2.3.10 International students who transfer to ZUA from other universities in China and hold a study-type residence permits must go through the procedures for updating their residence permits within 10 days of being accepted by ZUA (also within the validity period of the residence permit). Failure to do so may result in a warning by the Exit-Entry Administration Department of Public Security Bureau and a fine of not more than 2,000 yuan will be imposed.

International students who intend to transfer to other universities must obtain a transfer certificate from the International Affairs Office and apply for a change of residence permit at the Exit-Entry Administration Department of the Public Security Bureau of the place where they are moving to within 10 days after they arrive at the place where they are moving to (within the validity period of the residence permit).

自国内其他高校转学至我校，持学习类居留证件的来华留学生，须在学校接收后的 10 日内（且在居留许可有效期内）办理居留许可变更手续。逾期未办理的将由公安局出入境管理部门给予警告，并处 2000 元以下罚款。

我校拟转学至其他高校的来华留学生，须到国际处开具转学证明，到达迁入地后须在 10 日内（且在居留许可有效期内）到迁入地公安局出入境管理部门办理居留许可变更手续。

2.3.11 International students in China who need to renew

their passports should apply to the Office of International Affairs and the embassy 6 months in advance and apply for a new residence permit from the Exit-Entry Administration Department of Public Security Bureau within 10 days after obtaining the new passport. Those who fail to complete the procedures within the time limit shall be given a warning and shall be punished by the entry and exit department of Public Security Bureau with a fine of not more than 2,000 yuan.

来华留学生护照到期需更换新护照的，应提前6个月向国际合作与交流处和大使馆申请，在拿到新护照的10日内需向公安局出入境管理部门申请新的居留许可。逾期未办理的给予警告，并由公安局出入境部门处2000元以下罚款。

2.3.12 The materials required for first application for study residence permit are as follows:

- (1) "Foreigner Visa Application Form" (JW202).
- (2) Original passport and a copy of the passport data page, photo page, valid visa page, and last entry stamp.
- (3) Invitation letter.
- (4) The original Admission Letter.
- (5) "Health Certificate" issued by Henan International Travel Health Care Center.
- (6) The original and a photocopy of the foreigner accommodation registration form.

(7) Tuition and insurance payment receipts (to be provided before processing).

(8) All the above materials must be submitted to the visa administrator 20 days before the visa expires.

首次申请办理学习类居留证件所需纸质材料如下:

- (1) 《外国人签证证件申请表》(JW202);
- (2) 护照原件以及该护照资料页、照片页、有效签证页、最后 1 次入境章的复印件;
- (3) 学校邀请函;
- (4) 《录取通知书》原件;
- (5) 河南国际旅行卫生保健中心出具的《健康证明》
- (6) 境外人员住宿登记表原件及复印件
- (7) 学费和保险费缴费凭证(需办理前提供)
- (8) 以上所有材料需在签证到期前的 20 日提交到签证专管员手中。

2.3.13 The materials required to apply for the extension of the study-type residence permit are as follows:

- (1) "Foreigner Visa Application Form"(JW202);
- (2) Original passport and a copy of the passport data page, photo page, valid visa page, and last entry stamp;
- (3) University invitation letter;
- (4) The original Admission Letter;
- (5) The original and a photocopy of accommodation

registration form for foreigners;

(6) Tuition, accommodation and insurance payment receipts (to be provided before processing);

(7) Students who postpone graduation should provide an "Application Form for Extension of Study Period";

(8) All the above materials must be submitted to International Office 20 days before the expiration of the residence permit.

申请办理学习类居留证件延期所需材料如下:

- (1) 《外国人签证证件申请表》(JW202);
- (2) 护照原件以及该护照资料页、照片页、有效签证页、最后 1 次入境章的复印件;
- (3) 学校邀请函;
- (4) 《录取通知书》原件;
- (5) 境外人员住宿登记表原件及复印件;
- (6) 学费、住宿费和保险费缴费凭证(需办理前提供);
- (7) 延期毕业的学生需提供《延长学习年限的申请表》;
- (8) 以上所有材料需在居留许可到期前的 20 日提交到国际处。

2.3.14 The spouse and preschool children and other family members of international students need to apply for S1 or S2 visa, but the validity period cannot exceed the validity period of the student visa. In case of special circumstances, the relevant

regulations of the Ministry of Public Security of China will be implemented.

Family members of international students must submit the following materials for relevant procedures:

- (1) "Foreigner Visa Application Form"(JW202);
- (2) Original passport and a copy of the passport data page, photo page, valid visa page, and last entry stamp;
- (3) University invitation letter;
- (4) .Invitation letter issued by the international student;
- (5) "Health Certificate" issued by Henan International Travel Health Care Center (required for the first application);
- (6) The original and a photocopy of the accommodation registration form for foreigners;
- (7) The original and a photocopy of the family relationship certificate (the "Certificate of Family Relationship" such as marriage certificates, birth certificates; should be processed and notarized in the country where you belong, and then certified at the Chinese embassy (consulate) in your country. Certificate of family relationships issued in China will be deemed invalid. Use of family relationship certification for visa extension is only relevant and applicable to couples and preschool children.)
- (8) All the above materials must be submitted to International office 20 days before the expiration of the visa and

40 days before the expiration of the residence permit.

留学生的配偶和学前子女等家属需申请团聚类 S1 或者 S2 签证，但有效期不能超过学生签证的有效期限。如遇特殊情况，将以中国公安部有关规定执行。

留学生家属办理相关手续须提交以下材料：

- (1) 《外国人签证证件申请表》；
- (2) 护照原件以及该护照资料页、照片页、有效签证页、最后 1 次入境章的复印件；
- (3) 学校邀请函；
- (4) 留学生本人出具的邀请函；
- (5) 河南国际旅行卫生保健中心出具的《健康证明》（首次办理需提供）；
- (6) 境外人员住宿登记表原件及复印件；
- (7) 家属关系证明原件及复印件（《家属关系认证书》应在所属国办理并公证，之后到所属国的中国大使馆（领事馆）认证。在中国境内办理的认证书将被视为无效。利用家属关系认证办理签证延期时，其对象为夫妻、学前班子女。）
- (8) 以上所有材料需在签证到期前 20 日、居留许可到期前 40 日提交到签证专管员手中。

2.3.15 If an international student in China finds that their passport is lost, they should follow the procedures below:

- (1) Report the case to the local police station;
- (2) Take the report issued by the police station and the

photocopy of the original passport to the Exit-Entry Administration Department of Zhengzhou Public Security Bureau to apply for the certificate of passport loss report;

(3) Go to your country's embassy or consulate in China to be reissued a new passport;

(4) With the new passport, go to the Exit-Entry Administration Department of Zhengzhou Public Security Bureau to reapply for a residence permit or visa.

来华留学生如发现护照遗失，应按以下程序处理：

(1) 向遗失地派出所报案；

(2) 持派出所出具的报案证明和原护照复印件前往郑州市公安局出入境管理处申领护照报失证明；

(3) 前往本国驻华使、领馆补办护照；

(4) 持新护照前往郑州市公安局出入境管理处补办居留证件或签证。

2.3.16 International students at ZUA should carefully study relevant laws and regulations, go through the procedures for residence permit application, extend or renew in a timely manner as required, and bear the corresponding legal responsibilities arising from failure to complete the procedures within the time limit.

来华留学生应认真学习相关法律法规，按要求及时办理居留证件申请、延期或变更手续，并承担逾期未办理所产生的相应法律责任。

2.3.17 Foreigners who reside illegally shall be given a warning; if the circumstances are serious, they shall be fined 500 yuan per day of illegal stay, with a total amount not exceeding 10,000 yuan, or detained for between 5 and 15 days.

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 500 元，总额不超过 10000 元的罚款或者五日以上十五日以下拘留。

2.3.18 The decisions made by the Exit-Entry Administration Department of the Public Security Bureau to extend or not to extend, renew or reissue ordinary visas, to process or not to process foreigners' residence permits, and to extend or not to extend the period of stay shall be final.

公安机关出入境管理部门作出的不予办理普通签证延期、换发、补发，不予办理外国人停留居留证件、不予延长居留期限的决定为最终决定。

3. Campus Life 校园生活

3.1 Dormitory regulations 留学生公寓管理规定

3.1.1 The apartments provide single and double rooms with common kitchen and laundry. Charges for double room: 600 RMB/month, 2400 RMB/semester, 4800 RMB/academic year; charges for single room: 1200 RMB/month, 4800 RMB/semester, 9600 RMB/academic year. Accommodation fee includes service fee, sanitation fee, room maintenance fee; utility fee, internet fee and other miscellaneous fees are not included.

公寓提供单人间、双人间，设有公共厨房及洗衣房。双人间收费标准：600 元/月、2400 元/学期、4800 元/学年；单人间收费标准：1200 元/月、4800 元/学期、9600 元/学年。住宿费包括服务费、卫生费、房间维护费；不包含水电费、网络费及其他杂费。

3.1.2 International students arriving in China must sign the Zhengzhou University of Aeronautics and Astronautics International Student Dormitory Accommodation Guidelines with the International Office prior to check-in. They must also sign the Dormitory Item Inventory Form at the dormitory duty office. The International Student Office of the International Office is responsible for arranging student accommodations. Within 30 days of check-in, individual dormitory assignments may be adjusted based on actual accommodation conditions upon student

request and approval by the International Office. Adjustments will generally not be made outside this timeframe.

来华留学生入住前应当与国际处签署确认《郑州航院留学生公寓住宿须知》，并在留学生公寓值班室签署《宿舍物品配置单》。国际处留学生办公室负责具体安排留学生的住宿，入住后 30 天内，根据住宿实际情况，经学生申请，国际处批准，可进行个别宿舍调整，原则上其他时间不作调整。

3.1.3 All items and facilities within the room are the property of the university and are for the personal use of international students only. Please take good care of all furniture and equipment in the room, and conserve electricity and water. The use of electric stoves or appliances for heating or cooking in the room is strictly prohibited. Do not exchange furniture with other rooms without authorization. Do not damage indoor facilities or bedding. Damaging or losing any public property in the apartment is strictly forbidden. Violators will face serious disciplinary action and will be required to compensate for the value of the damaged items.

房间内一切物品、设施是学校财产，仅供来华留学生本人使用。请爱护室内的各种家具、设备，节约用电、用水。不准用电炉、电器在房间内取暖、做饭。不得随意与其他房间调换家具。不得毁坏室内设施和床上用品。严禁损坏或丢失公寓公共物品，否则将对学生本人严肃处理并根据损坏物品价格赔偿。

3.1.4 The International Student Residence opens at 6:30 and closes at 23:00 daily, and closes 30 minutes later on Fridays, Saturdays, Sundays, and legal holidays.

留学生公寓每日 6:30 开门，23:00 关门，周五、周六、周日、法定节假日推迟 30 分钟关门。

3.1.5 International students residing in dormitories are prohibited from privately transferring, subletting, or accommodating others in their assigned rooms. After moving into the dormitory, students must not lend out their room keys, access cards, or install additional locks. In the event of key loss or lock damage, students must promptly notify the dormitory administrator. Any violation of these rules will result in a formal warning issued to the student.

来华留学生不得将所住公寓房间私自转让、转租或留宿他人。留学生入住公寓后不得转借、私配房间钥匙、门禁卡或另加门锁，钥匙丢失或门锁损坏时应及时告知留学生公寓管理员。如果发现上述行为，将对留学生本人做出警告处分。

3.1.6 Room facilities damaged due to natural wear and tear should be promptly reported to the dormitory manager. International students are prohibited from privately renovating or decorating their rooms, altering the structure, layout, or function of the premises, damaging, dismantling, or modifying apartment equipment, or scribbling on walls or engaging in other acts of

wall damage. If any of the above behaviors are discovered, the international student involved will receive a warning.

属于自然损坏的房间设施，应及时报告寝室管理员。留学生不得在房间内私自装修装饰或者改变房屋结构、布局、功能，不得损坏、拆卸、改装公寓设备，不得在墙壁乱涂乱画或有其他破坏墙面的行为。如果发现上述行为，将对留学生本人做出警告处分。

3.1.7 Activities that disturb others' study or rest are prohibited within the room. Do not disturb others' rest during evening quiet hours by dancing, exercising, excessive drinking, loud talking, playing loud music, etc. Open and close doors quietly. Copying, distributing, or viewing pornographic or obscene publications is strictly prohibited. If any of the above behaviors are discovered, the international student involved will receive a warning.

不得在房间内从事影响他人学习和休息的活动，不要在晚上休息时间影响他人休息，如跳舞、运动、酗酒、大声喧哗、放高声音乐等，房间开关门要轻声。严禁复制、传播、观看色情、淫秽出版物。如果发现上述行为，将对留学生本人做出警告处分。

3.1.8 International students should develop good hygienic habits, schedule kitchen duty every week, set up a person to clean every day, be responsible for kitchen hygiene cleaning and

cleaning services, the kitchen closes at 11:00 p.m. every day, and you should plan in advance for the cooking time.

来华留学生应养成良好的卫生习惯,每周排定厨房值日表,每天设专人打扫,负责厨房卫生清扫和保洁服务,厨房每天晚上 11 点关闭,应提前规划做饭时间。

3.1.9 International students in China who suspect they have contracted or are confirmed to have any infectious disease explicitly listed in the Law of the People's Republic of China on the Prevention and Treatment of Infectious Diseases shall proactively report to the International Student Office of the International Affairs Office.

来华留学生疑似患有或者患有《中华人民共和国传染病防治法》明确规定的各类传染病的,应当主动向国际处留学生办公室报告。

3.1.10 Without registering in the guard room in front of the international students' building, visitors are not allowed to come in international students' building. Visitors are not permitted to stay overnight. If visitors want to stay overnight, they must get the permission of International Office and make registration.

严禁外人未经登记入宿舍内,不准私自在住处留宿来访人员,如需留宿必须征得国际处批准,并办理登记手续。

3.1.11 Cohabitation is forbidden during the period of study. Don't transfer, lease and lend the beds.

在校学习期间，严禁非法同居。禁止转让、出租、出借床位。

3.1.12 International students who leave the university due to the expiration of the accommodation agreement, the revocation of their accommodation status, or withdrawal, suspension or graduation should complete the procedures for checking out within three working days. When checking out, they should ensure that the facilities and articles used in the accommodation are in good condition, the room is clean inside and outside, and the sewage is unobstructed. If it is found that the check-out student has not moved out or applied for staying in the room, and has stayed in another person's room in the apartment, a fine of RMB 100 yuan per day will be imposed on the stayer and the person being stayed in the room.

住宿协议到期、被取消住宿资格以及因退学、休学、毕业等原因离校的留学生，应在三个工作日内办妥退宿手续。退宿时应保证使用的住宿设施和物品完好、房间内外清洁和下水道畅通。如发现退房学生未搬离也未申请继续留宿，且在公寓内他人房间留宿的，将对留宿者及被留宿者各按 100 元人民币/天处以罚款。

3.1.13 In principle, students who live on campus are not allowed to change rooms. If there are special circumstances that require a room change, please apply to the office, and the

administrators will decide whether or not to grant it depending on the circumstances; otherwise, it will be considered as a disciplinary offense and will be punished.

在校住宿的学生原则上不允许调换房间，如有特殊情况需要调换房间，请向办公室提出申请，由管理人员视具体情况决定是否给予办理，否则，将视为违纪予以处罚。

3.1.14 Students are required to follow the instructions and recommendations of the Dormitory Administrator. Teamwork, assistance and cooperation should be given to the dormitory staff when they are inspecting, providing maintenance or other necessary work in the students' rooms. Quarrelling, offending and maltreatment to the Dormitory Administrator are not allowed.

服从管理人员管理，严格遵守各项宿舍管理的规章制度，主动地、积极地配合管理人员工作，不得顶撞辱骂捉弄管理人员。

3.1.15 The dormitory disciplinary procedures are executed according to the "Regulations on Disciplinary Punishment for International Students of Zhengzhou Institute of Aviation Industry and Management", and the dormitory disciplinary appeals are handled according to the "Measures for Handling Appeals of Students of Zhengzhou Institute of Aviation Industry and Management".

宿舍违纪处理程序依据《郑州航空工业管理学院留学生违

纪处分规定》执行，宿舍违纪申诉处理依据《郑州航空工业管理学院学生申诉处理办法》执行。

3.2 Regulations on the Management of International Students' Life in China 来华留学生生活管理规定

3.2.1 When international students travel to open areas in China during holidays, they should explain their destination to the teachers of the International Exchange and Cooperation Office. When traveling, they should abide by the relevant regulations of the Public Security Bureau and take care of all travel procedures and expenses themselves. According to the regulations of the Public Security Bureau of China, it is not necessary to apply for a travel permit when traveling to open cities and regions. When traveling to non-open areas of China, you must apply for a travel permit. Unauthorized travel to non-open areas is illegal.

来华留学生利用节假日到中国境内开放地区旅行时，应该向留学生办公室老师说明去向。旅行时要遵守公安局的有关规定，一切旅行手续和费用均需自理。根据我国公安局的规定，到开放城市和地区不需办理有关旅行证。到我国非开放地区旅行，必须办理有关旅行证。擅自到非开放地区属非法行为。

(1) With the “notice of leaving school”, the students who want to leave school (including, suspending from school, dropping out of school, and graduating from school) should go to the related department to go through leaving formalities.

(2) Students who has obtained approval for suspension, graduated or completed their studies must move out of the school within two weeks.

(3) Students who has withdrawn or are dismissed or expelled from schooling must leave school within one week after the notification of withdrawal, dismissal or expulsion is received.

(4) Students who are supposed to leave school but still linger at the university shall be responsible for anything that happens to them.

离校:

(1) 来华留学生离校(包括转学、休学、退学、毕业), 应持“离校通知书”到相关部门办理离校手续。

(2) 休学、毕业或结业的来华留学生需在两周内离校。

(3) 退学、勒令退学、开除学籍的来华留学生需在一周内离校。

(4) 该离校但仍以各种理由滞留在学校者, 滞留期间所发生的各种事情由学生自行承担。

3.2.2 The international students should abide by the Chinese law, decrees and other correlative regulations, the international students should not take any actions or say anything that is harmful to the friendship and interest between two countries.

在华学习期间应遵守中华人民共和国的法律、法令和有关规定, 不散布、不做有损于中国人民利益和两国人民友好的言

论和行为。

3.2.3 The school respects the national customs and religious beliefs of international students. With the approval of the school, international students may celebrate the important traditional festivals of their home countries in the places designated by the school, but they may not have any content that is against our country or any words or deeds that are against public morality, and it is strictly forbidden to carry out missionary and other religious activities on the school campus.

学校尊重来华留学生的民族习俗和宗教信仰,经学校批准,国际学生可在学校指定地点庆祝本国重要传统节日,但不得有反对我国的内容或违反公共道德的言行,且严禁在校内进行传教和其它宗教宣传活动。

3.2.4 The international students may volunteer to attend any activities organized by Henan Polytechnic University, such as term beginning and graduation ceremony, sport games, labor, art activities and so on.

来华留学生可自愿参加学校组织的群众性活动,如:开学、毕业典礼、运动会、劳动及文艺活动等。

3.2.5 If the international students want to organize any extracurricular activities, they must report to the International Office. After getting approval, they may conduct these activities. If necessary, the International Office will offer assistance.

来华留学生组织任何有中国师生参加的课外活动，需事先报告国际处，经批准方能举行，必要时可予以协助。

3.2.6 The international students should fetch and post packages by themselves. For the special reason, International Office will offer the assistance, but the fees should be paid by international students.

来华留学生自行取、寄包裹，特殊情况国际处可以协助，费用自理。

3.2.7 During the winter and summer vacations, if you leave school to go back to your home country or go to other places for traveling and visiting, you have to report the reason, time of leaving and returning to school, destination and way to the International Office one week before leaving school, and return to school on time; if you can't return to school on time due to special circumstances, you have to inform your teacher in time.

寒暑假期间离校回国或去其他地方旅游参观，须在离校前一周将事由、离返校时间、目的地、途径等报告国际处，并按时返校，因特殊情况不能按时返校者，须及时告知老师。

3.2.8 During the period of study, it is forbidden for international students to obtain employment, be in business, or take any other activities for making profit, but international students may take part in the work for study activities which are organized by university.

来华留学生在校学习期间不得就业、经商，或从事其他营利性活动，但可以按学校规定参加勤工助学活动。

3.2.9 Strictly comply with traffic rules and regulations. Do not ride motor-cycles, fuel-powered moped and high-power battery bikes. Driving a motor-vehicle without license, driving a car after drinking, driving rapidly on campus and carrying someone else while biking are all strictly prohibited.

严格遵守交通规章制度，不使用摩托车、燃油助车和大功率电瓶车。严禁无照驾驶机动车，严禁酒后开车，严禁在校园内快速开车，严禁骑车带人。

3.2.10 Do go to a bank for currency exchange; do not exchange currency with a private store or an individual. Currency exchange with an unauthorized store is an unlawful act.

换汇一定要去银行，不要在私人商店或个人处换汇。在非正式营业点换汇是违法行为。

3.2.11 To take a taxi, do choose one affiliated to an accredited taxi firm and ask for a receipt.

乘坐出租车一定要选择正规出租车公司的出租车，并索取发票，不要打“黑车”。

3.2.12 Do not set off fireworks and firecrackers or barbecue food on campus or in a dormitory.

不得在校园内燃放烟花爆竹，不得在校园内进行烧烤。

3.2.13 Swimming at non-accredited swimming places like

river, lake, and reservoir is strictly prohibited. Do not travel around a place in threatening natural conditions.

严禁到江、河、湖泊等非正规游泳场游泳，不到自然条件险恶的地方游玩。

4. Safety and Welfare 安全健康

4.1 Traffic Safety 交通安全

4.1.1 Code of Conduct 行为准则

(1) Cycling under the influence of alcohol is prohibited or you will face significant penalties.

(2) It is prohibited to ride with a person on a bicycle, wear a helmet when riding on the road, and obey the rules of the road.

(3) Two vehicles traveling side-by-side are prohibited.

(4) Bear in mind that don't talk on the cell phone, don't use earphone, don't hold an umbrella when riding and be slow or stop when turning a corner or turning from path to the main road.

(5) When you are caught and penalized by a police officer for violating a traffic rule, you should cooperate with the officer, even if you say "I don't know".

(6) International students of ZUA are not allowed to ride motor vehicles on campus.

(7) On your way to or from class or when you go out, obey traffic rules, keep to the right, cross the street by using the crosswalk, and follow the road signs.

(8) Don't play balls and roller skate on the main road; Don't frolic on the road.

(9) Don't use the motor lane when going through the campus gates.

- (1) 禁止酒后骑车，否则将面临重大处罚。
- (2) 禁止骑车带人，骑车上路时佩戴头盔，遵守交通规则。
- (3) 禁止两辆车并排行驶。
- (4) 骑车时，不打手机。骑车时，不戴随身听等的耳机、头戴耳机。雨天不打伞骑车。雨天需要骑车时，要穿上雨衣。拐弯时或是从小路上大道时，要慢行、或停一下。
- (5) 违反交通规则被警官发现、处罚时，应配合警官工作，即使说“不知道”也无济于事。
- (6) 来华留学生在校内不得驾驶机动车和摩托车。
- (7) 上、下课的路上或外出时，要遵守交通规则，靠右通行，穿过马路要走人行横道，按照道路标志线行走。
- (8) 不要把道路当做运动场，打球、滑旱冰等；不要在道路上嬉戏打闹。
- (9) 进出校门，请遵守学校交通规则，控制车速。

4.1.2 Accident Handling 发生事故后的应对办法

(1) Confirm the injury condition and call 120 for ambulance if it is severe. Try to rescue the injured and protect the accident spot. Call 110 and 122 for help. Insurance premium could not be paid if there is no accident certificate written by police.

(2) Confirm the name, address, and contact information of the other party to the accident.

(3) If you already have insurance, contact your insurance

company.

(4) If you are injured, even if it is not very serious, make sure you go to the hospital for a checkup afterward, as some accidental injuries can take a while to kick in.

(5) After an accident, please contact your school's teachers as promptly as possible. Since difficulties in language communication make misunderstandings more likely, the intervention of teachers is an important measure to ensure the safety of international students.

(1) 确认自己或是对方的伤害状况，严重时叫救护车(电话号码:120)，抢救伤人、保护现场，及时拨打110、122等求助电话。不向警察申报事故，就无法及时获得救助和保障，在申请支付保险金时，也无法获得交通事故证明书。

(2) 确认事故对方的姓名、住址、联系方式。

(3) 如果已经办理了保险，要与保险公司联系。

(4) 如果受了伤，即使不很严重，过后也一定到医院检查，因为有些事故伤害，需要一段时间后才发作。

(5) 发生意外事故后，请尽可能及时与学校的老师联系，因为语言交流方面的困难，使误会更容易产生，因此，老师的介入是留学生的安全得到保障的重要措施。

4.1.3 When international students come to China to travel by motor vehicles, they should always take regular cabs or buses, and never take illegal black cabs, otherwise, in case of traffic

accidents causing injuries, the legitimate rights and interests of international students will not be adequately protected by the law and will be easily infringed upon as the black cabs are not registered with the relevant authorities.

来华留学生日常乘坐机动车出行，一定要乘坐正规出租车或者公交车，千万不要乘坐非法黑出租，否则发生交通事故造成伤害时，由于黑出租没有在有关部门进行登记，留学生的合法权益得不到法律的充分保障，容易受到侵害。

4.2 Safety Awareness 安全意识

4.2.1 Prevention of Thieving 提高防盗意识

(1) Close the window and lock the door when leaving the dormitory.

(2) Lock the door for nap at noon or sleep at night.

(3) Do not leave study items and other valuables in classrooms, libraries, sports fields, etc. Important items should be kept in lockers and locked for safekeeping.

(4) Cell phone, purse and other valuables shall not be put into the pockets of outdoor wear to prevent theft or loss.

(1) 离开宿舍后，要关好门窗。

(2) 早上、中午、晚上睡觉时，要关好宿舍房门。

(3) 不要把学习物品及其它贵重物品放于教室、图书馆、运动场等场所，应把重要物品放在柜子里并上锁保管。

(4) 不要把手机、钱包等贵重物品放在外衣口袋中，易

被扒窃，也容易滑落遗失。

4.2.2 Prevention of Fire 提高火灾防范意识

(1) Do not use large electrical appliances in the dormitory rooms without authorization. High-power electrical appliances refer to all electrical appliances other than air conditioners, electric water heaters, and personal computers, desk lamps, and small electric fans uniformly provided in the dormitory, including but not limited to:

① Electric cooking appliances such as heaters, electric cups, electric kettles, electric stoves, induction cookers, electric rice cookers, ovens, electric cookers, electric pie pans, microwave ovens, and so on.

② Electric heaters, electric fans, electric blankets, irons, hairdryers, electric curling (straightening) irons and other appliances with electric heating functions.

③ Home appliances such as refrigerators, washing machines and dryers.

④ Batteries for electric vehicles (battery-powered mobility devices such as electric bicycles, electric motorcycles and electric tricycles);

⑤ Appliances with a rated power of 1000W or more (the rated power of multi-stall appliances is determined by the power of the highest stall);

⑥ No national 3C certification (China Compulsory Certification, China Compulsory Certification, abbreviated CCC) electrical appliances and equipment, transformer equipment;

⑦ Other equipment determined by the educational authorities and the fire department to be unsuitable for use in the dormitory.

(2) When you leave a room, turn off electrical appliances promptly and place electrical outlets in a safe area, not on the bed.

(3) Don't litter lit cigarette stub.

(4) Master the usage of fire extinguisher. Be calm to handle tiny flame and use fire extinguisher to put out a fire.

(5) Master the methods to escape from fire hazard. Evacuate from the scene of fire orderly to prevent the occurrence of secondary harm.

(1) 不要在宿舍房间违章使用大功率电器。大功率电器指除宿舍内统一配备的空调、电热水器以及个人电脑、台灯、小电扇以外的所有电器，包括但不限于：

① 热得快、电热杯、电热水壶、电炉、电磁炉、电饭锅、烤箱、电煮锅、电饼铛、微波炉等电炊器具；

② 电暖气、电暖扇、电热毯、电熨斗、电吹风、电卷(直)发器等一切具有电加热功能的器具；

③ 电冰箱、洗衣机、烘(甩)干机等生活家电；

④ 电动车（电动自行车、电动摩托车和电动三轮车等以电池为动力的代步工具）电池；

⑤ 额定功率 1000W 以上的电器(多档位电器额定功率以最高档位功率确定)；

⑥ 无国家 3C 认证的(中国强制性产品认证, China Compulsory Certification, 英文缩写 CCC) 电器及设备、变压设备；

⑦ 教育主管部门和消防部门认定为不适合在宿舍使用的其他设备。

(2) 离开房间时, 要及时关闭用电器, 插座要摆放在安全区域, 不要放在床上。

(3) 不要随便乱丢未熄灭的烟头。

(4) 掌握灭火器的使用方法。遇到火灾事故, 尤其是火灾初期, 要保持冷静, 学会处置初级火情, 利用就近的灭火器进行扑灭。

(5) 遇到火灾事故时, 掌握火灾逃生的方法。保持有序撤离, 严禁发生次生危害。

4.2.3 Prevention of Accidental Injury 预防意外伤害事故发生:

(1) Drinking could trigger argument and injury everywhere.

(2) Do not swim in the lakes on the campus.

(1) 禁止酒后滋事。如发现此类情况, 将按照学校校规校纪严肃处理。

(2) 禁止在学校景观湖中游泳。

4.3 Medical Treatment and Insurance 医疗及保险

4.3.1 The students who suffer illness can visit the doctors in the affiliated hospital or any other hospitals in Jiaozuo at their own expense. If there is urgent need, emergency telephone is available: 120.

来华留学生患病可到校医院或其它医院就诊，一切费用自理。如有紧急需要，可拨打急救电话：120。

4.3.2 International students are required to purchase the "Comprehensive Insurance for International Students" on the day they arrive in China to begin their studies, and they are responsible for all expenses.

来华留学生必须在到达中国开始留学之日起购买“来华留学生综合”保险，一切费用自理。

4.4 Useful Contacts 常用电话

International Office 国际处:

0371-61912323, 61912317

Security Office 保卫处:

0371-61916110

University Health Service 校医院:

0371-60632730

Logistics Service 后勤维修:

0371-61913110

Information management center 信息中心:

0371-61912710, 0371-61912714 (无线网)