

# **Shenyang Aerospace University**

**International Education College**

**Student Handbook**

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Though the information provided in this document is up to the date at the time of publication, the users are advised to obtain the current amendments (if any) from student administration office of the college.

**Approval**

The handbook has been published under the authority of Dean, International Education College of the university.

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# **Introduction**

International Education College of Shenyang Aerospace University (SAU) is committed to provide a world-class education and campus life. This document describes regulations, practices and procedures regarding teaching, learning, student services, and facilities management applicable to staff and international students of the college. The college is responsible for dealing with student affairs fairly and timely manner in accordance with the procedures mentioned in this document. Students are responsible for adhering to the rules established in this document. The intent of this document is to describe the governance process and ensure that various tasks at the college are carried out objectively and in a timely manner. The procedures and practices mentioned in this document are consistent with primary regulations and policies of the university.

# Chapter 1: Enrollment

New international students admitted to Shenyang Aerospace University (SAU) should enroll at the International Education College within specified time mentioned in the admission letter.

## 1.1. Enrollment Procedure for New Students

### Step I: Apartment Registration

Apartment Management Office

- Check-in and pay 500 RMB for bedding then proceed for registration of finger print.

### Step II: Students Registration

International Students Union Office

- Get the ticket for your queue and wait in the reception room.

Student Administration Office II

1. Enrollment (get Chinese name and student No.).
2. Take photos in the appointed photo shop in the south supermarket. Give them your Chinese name and student number.
3. Fill the Enrollment Form. Documents needed are:
  - i. 2 copies of front page of the passport and 1 copy of the visa page.
  - ii. 4 passport size photos and 7 stamp size photos.
  - iii. Admission Notice.
  - iv. Visa Application Form for Study in China (JW202 Form), Transfer letter is required for transfer student.

4. Fill an application form for internet connection and pay 20 RMB for Dining Card. (Form available from International Students Union Office)

International Students Union Office

- Apply for Student ID Card. (need 1 stamp size photo)

Student Administration Office I

- Show the enrollment form and get invoice for payment. (new students must pay for 1 year tuition and accommodation fees).

### Step III: Class Enrolment

Teaching Administration Office

1. Buy books and get class timetable.
2. For transfer students, please submit your previous study transcripts.

Note: Chinese Language study students must contact the Chinese Language Teaching and Research Office of the college for language level testing, buying books, and to get class timetable.

### Step IV: Fees Payment

General Management Office

- Show the invoice and pay the fees.

Note: All payments must be done through Chinese bank card except for the insurance of 600 RMB which must be paid in cash.

#### **1.1.1. Police Station Registration**

- Students must register at Daoyi Police Station with their passport within 24 hours from the time of arrival.

Note: You can show this sentence to the taxi driver and he/she will take you there. 您好，我想去道义派出所，谢谢！

### **1.1.2. Medical Examination**

Documents needed are:

- Original passport.
- 1 copy of Admission Letter.
- 1 copy of the front page and the visa page of your passport.
- 2 passport size photos.
- 683 RMB for Medical Examination fee and about 100 RMB for transportation.

Note:

1. A night before the scheduled Medical Examination, students must not eat and drink after 10:00 pm until the examination finishes.
2. The office will arrange the date for your Medical Examination and will inform you in advance. Students should bear the transportation fee.
3. The address for the Health Care Centre of Shenyang Entry-Exit Inspection and Quarantine Bureau for foreigners is: No. 433, Da Nan Street, Shen He District. Telephone: 024-24192626 during business hours 8:00—10:00, 13:30—15:00 (Monday to Friday).

### **1.1.3. Requirement of registration for Resident Permit**

1. Original passport
2. 1 copy of the police station registration paper.
3. 1 copy of the front page and the visa page of your passport.
4. 1 original medical result.
5. Official documents and Visa Application Form for Study in China (JW202 Form)
6. 400RMB for within one year and 800RMB for over one year.
7. 20 RMB for photos taken in Immigration Authorities.



Note:

1. Visa will expire 30 days after upon arrival in China. Students must apply for resident permit before visa expires.
2. Students cannot obtain the official documents for immigration unless they have completed all the payments.
3. Students can apply for courier service to send the passport back to the university from Immigration Authority to this address:  
Shenyang Aerospace University International Students Apartment Room 104  
Person to receive: Mr. David Xu, Mobile: 18624074073
4. You can show this sentence to the taxi driver and he will take you there. 您好，我想去北陵正门的出入境管理局，谢谢！

Total Documents needed are:

Copy of front page of the passport	5	Copy of the visa page	5
Passport size photo	8	Stamp size photo	8
Copy of admission letter	1		

## 1.2. Enrolment for continuing students

Continuing students are required to enroll within the first week of every semester at Student Administration Office of the International Education College. The procedure for the enrollment is as follows:

- a. Enroll with your passport and student ID card
- b. Pay the tuition, accommodation and insurance fees.
- c. Late enrolment may be considered during the following one week after the deadline. Students, who are failed to enroll after

this period without an approved leave, are considered to have voluntarily withdrawn from the University with their student status discontinued, automatically.

## **Chapter 2: Residence Permit Registration**

- 2.1. Students must present their passport and the valid Chinese visa to register. Students who intend to study in China for more than 6 months are required to hold the *X* category Chinese visa. Similarly, students who want to study in China for less than 6 months must hold the *F* category Chinese visa.
- 2.2. Within 30 days of arrival in china, international students must go to the Shenyang Entry-Exit Inspection and Quarantine Bureau for Foreigners with their passport and required documents mentioned in heading I above. If a student is found to have a disease scheduled by quarantine law of China, he or she must leave China immediately.
- 2.3. Students are responsible for keeping the information on their Residence Permit current during their study period. Students should go to the Shenyang Entry and Exit Administration Bureau to record any change of information on their Residence Permit and pay related costs.
- 2.4. Students must register at the local police station within 24 hours of their entry to China. Students must ensure that their visa remains current during their study at the university. Therefore, students must extend their visa at the Shenyang Entry-Exit Inspection and Quarantine Bureau for Foreigners before the visa expires. Student must contact the student administration office of International Education College for the required supporting documents.

- 2.5. Students who wish to continue to study at the university must extend their Residence Permit before the expiry date. The student must submit his/her passport to the student administration office 33 days in advance from the date of expiry of the permit in order to process the renewal documents. The administration office requires 3 working days to process the documents.
- 2.6. Students must obtain permission in writing from student administration office two weeks in advance if they wish to travel outside Shenyang. Leaving Shenyang without the permission will attract appropriate punishment, which may include expulsion from the university.
- 2.7. The university is not obliged to provide any invitation letter to visitors of a student. Students should refer to the relevant China tourism departments for information regarding visits of relatives.
- 2.8. Students who have graduated or have been dismissed from the university must leave China within the designated period, such as validity of resident permit. For students who have been dismissed from the university, the Shenyang Entry-Exit Inspection and Quarantine Bureau for Foreigners will cancel and take back their Residence Permit and/or shorten the period of their visa.
- 2.9. If a student remains absent from the university, for a continuous period of more than 30 days without prior approval from the student administration office, the university will recommend to the concerned government agency for cancellation of his/her resident

permit. The approval will be granted by the student administration office depending on merits of the case.

## **Chapter 3: Identity Documents**

Pertinent documents, such as the Student Identification Card, Certificate of Study and Academic Transcript serve to prove your status as a student at SAU. To apply for the relevant documents, students must follow the appropriate procedures and provide the university with original copies of supporting documents. In order to confirm the student status, students are also required to produce their all academic transcripts and testamurs in original to the student administration office. The original documents must match with the copies of the documents supplied to the university at the time of the admission. Inability to provide these documents may leads to cancellation of the admission. Forging or unauthorized alteration of the documents may cause prosecution by regulatory authorities under Chinese law.

### **3.1. Student Identification Card**

Students should apply for a student identification card to the student administration office with a passport size photograph and the prescribed application form after completing the enrollment. The student ID card should be in possession of student at all times while attending classes or interacting with any office of the university. Students are not permitted to loan or borrow ID cards. In case of loss or damage of student ID card, the student should apply for replacement card as soon as possible. It is required to provide a passport size photograph and processing fee of 10 RMB along with the prescribed

application form for the replacement card.

### **3.2. Certificate of Study**

Students may apply for the Certificate of Study as a proof of their student status with the student administration office. Processing fee for the certificate is 10 RMB and it takes 3 working days for the certificate to be issued.

# Chapter 4: Fees

## 4.1. Payment Regulations

- a. Students must pay for their tuition, accommodation, enrollment, insurance, and text books, etc on time. Please refer to <http://en.sau.edu.cn> for more information.
- b. New student must pay tuition fees and accommodation charges in advance for first one year within three weeks of enrollment at the International Education College. Student who enrolled for short term course of less than one year must pay their fees and charges for the full time. Similarly student holding scholarship must follow the condition of their relevant scholarship regulations mentioned in their admission notice.
- c. Continuing students may choose to pay their annual tuition fees and accommodation charges in two equal installments, one for each semester.
- d. Students whose duration of study is less than one year but exceeds one semester must pay the tuition fees for one academic year. Students who have studied for one semester or less are required to pay the tuition fees for half an academic year.
- e. Continuing students must pay the fees and charges within 30 days of beginning of a semester. The delay in payment may attract financial penalty and expulsion from the university in extreme cases. Quantum of the penalty will be decided by the student administration office in consultation with the



management of the International Education College. Furthermore, the document for resident permit for the defaulters will not be processed.

- f. Undergraduate students who have been approved for early graduation are required to pay the full amount of tuition fee that has been fixed for their original designated duration of study.

## **4.2. Fee Refund Policy**

- a. Students who have been granted approval for leave of absence from their study will not receive a refund of tuition fees, accommodation and other charges during the period of leave of absence. Fees already paid to cover the period will be credited against their future study.
- b. Students who have been approved to withdraw from the university before the beginning of a semester will receive a full refund of tuition fees. Students who withdraw within 15 days of the beginning of a semester will be refunded 80% of tuition fees paid. Students will not be refunded for any processing fees charged by the bank in any circumstances. Tuition fees will not be refunded to a student who withdraws 15 days after commencement of a semester. The accommodation charges will be recovered on pro-rata basis. In case of the withdrawal, other cost incurred by the university for the admission/enrollment process, such as cost of JW201 or JW202 form, etc, will also be recovered from the student.

- c. Students who have been expelled from the university will not be eligible to receive any refund. Additionally, the accommodation charges will be recovered on pro-rata basis.

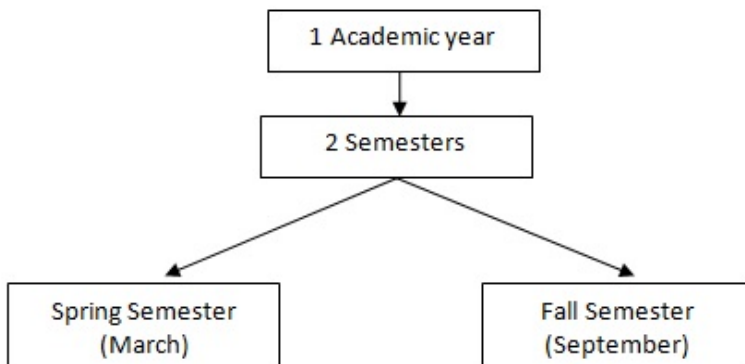
### **4.3. Other Fees**

- a. Fee for course retake is 200 RMB per credit during the 4 year study for undergraduate and 3 year for postgraduate students. Permission to retake of the courses after the respective undergraduate or postgraduate normal period of study will be decided by the teaching administration office.
- b. Undergraduate students may extend their duration of study to a maximum of 6 years from the standard duration of 4 years. A student seeking extension must apply to the dean of International Education College through the teaching administration office for approval. The approval will be granted on the basis of merits and circumstances of the applicant. During the extended period, a student will be defined as part-time student if he or she studies for less than three courses and full-time student if he or she studies for three or more courses per semester. The part-time student will pay 50% of the tuition fees.

# Chapter 5: Academic Regulations

## 5.1. Academic Schedule

An academic year at the university comprises of two semesters (Fig.1). A spring semester starts in the month of March and fall semester in September.



**Fig.1.** Structure of an academic year

One semester: 20 teaching weeks

Final examinations: last two weeks of a semester

## 5.2. Designated Duration of Study

A student can study at the International Education College for various higher education degrees and awards (Table 1). The university also

provides flexibility in duration of study with prior approval from dean of the college (refer the heading *other fees* in chapter IV above).

**Table 1.** Duration of study

Title of awards	Normal duration (years)	Maximum extended duration (years)
Bachelor degree	4	6
Master degree	2-3	5
Non-degree	1	2

### 5.3. Teaching Method

- a. Medium of instruction at the International Education College is English. Therefore, all teaching and assessments in the classrooms and laboratories are carried out in English language.
- b. Chinese language courses are also provided to students as part of their study curriculum.
- c. To study in Chinese medium, students must pass Level 6 of the Chinese Proficiency Test Hanyu Shuiping Kaoshi (HSK).

Note: HSK is a national test for those whose first language is not Chinese. The test is developed and applied by the HSK center of Beijing Language and Culture University (BLCU). The test is carried out regularly each year in China and abroad, and it comprises of different levels. The International Education College provides an HSK-consulting service for people in China and abroad.

## **5.4. Academic Credits and Graduation Requirements**

### **5.4.1. Types of courses**

There is total number of credits required to complete an academic degree/certificate program. The program may include compulsory and/or elective courses, which comprise of a varying number of credit hours depending on scope of the course. The credits are calculated as follows:

- For undergraduate degree/certificate program: 16 contact hours equal to one credit.
- For postgraduate degree/certificate program: 18 contact hours equal to one credit.

Compulsory courses are defined as the course of study, which are required to be completed in order to fulfill graduation requirement for the respective program. The college offers various elective courses every semester that are available to all students. Student may choose a number of available elective courses to top-up their total credit requirements. Students must apply to the teaching administration office specifying their choice of elective courses at beginning of the semester. Similarly, a student must obtain prior approval from the teaching administration office, if the student wishes to study for any additional credit over and above the credit requirements of his/her academic program.

Non-degree students are free to enroll in any of the courses that have been made available to them as long as they follow the academic guidelines. Additionally, non-degree program students who wish to

select courses from other departments must inform the program administrator of their own department of the selected courses. These students are required to notify the administrator of the grades they received for these courses at the end of the semester.

#### **5.4.2. Graduation requirements for undergraduate students**

- Total number of required credits.
- Completion of a graduation thesis/ project.

The number of credits required for most undergraduate programs is 180. However, this requirement may vary between majors. Therefore, students are advised to confirm it for their respective major with the teaching administration office.

#### **5.4.3. Graduation requirements for postgraduate students**

- Total number of required credits (usually 31-33).
- Successful completion of all prescribed examinations and assignments and maintaining a passing grade point average.
- Completion of a graduation thesis/dissertation.

The total credit requirement may vary between majors. Therefore, students are advised to confirm it for their respective major with the teaching administration office. Additionally, students are encouraged to discuss about their elective courses selection and development of the thesis with their tutor.

#### **5.4.4. Graduation Requirements for non-degree program/visiting students**

Non-degree students of any department at SAU must attend the classes which relate to their majors for not less than 6 hours per week. Once these courses have been selected, students may enroll in and attend additional courses that are unrelated to their major with prior approval of the head of their respective program. Students may attend these courses for not more than 4 hours per week. The process for class enrollments is the same as those for undergraduate students.

Non-degree program students need to attend classes for at least 20 hours per week. Students, who remain absent for more than one third of the total required study hours will not be awarded a certificate.

Advanced non-degree program students and research scholars need to contact their program facilitators shortly after their admission to the department and submit their research plan. Advanced non-degree program students may also select courses to their subject if needed.

International students attending classes in English should complete their dissertation in English with an abstract in Chinese language; Students attending classes in Chinese should complete the dissertation in Chinese with an abstract in English language.

Note: International students attending classes in English are required to pass Level 3 of HSK in order to graduate.

## **5.5. Attendance and Leave Request**

### **5.5.1. Attendance**

Students are required to attend all activities of the prescribed courses:

- a) Attendance of required educational activities, including lectures, examinations and tests is monitored by the college.
- b) Students need to request for a leave with reasonable purpose, in advance for an expected absence. If not requested or the request has not been approved, the absence will be treated as an absence without leave.
- c) 80% attendance is mandatory for all courses. Students who fail to achieve 80% attendance in each individual course will not be allowed to appear in the final examination/assessment of that course.
- d) Students must attend all practical classes associated with a course. Absence without approved leave, the course results will be considered cancelled.

### **5.5.2. Leave Request**

Students must seek approval for leave of absence from their respective tutors on the prescribed leave application form. A doctor's certificate is required to substantiate a sick leave of more than two consecutive days. Similarly, a convincing reason must be provided while seeking leave of absence caused by unavoidable personal issues. Student must apply for a leave of absence in advance. To this end, a student must inform his/her respective tutor by a positive communication method, such as sending a text message or in writing prior to proceeding for the leave. Within one week of joining the classes after a leave of absence, the



student must apply to the tutor for approval of the leave on the prescribed application form. No leave of absence will be approved after expiry of the one week period. The approved leave application form must be handed over to the respective lectures by the student.

### **5.5.3. Limitations on the Application for Leave of Absence**

- a. Students whose sick leave period exceeds one third of the total course hours during one semester should apply for suspension from their programs' departments and the International Education College. Students who recover fully may resume their study in a later semester at SAU by providing a medical certificate. Students who are still unable to conduct normal study after treatment may be dismissed from the university.
- b. Non-degree program students will be considered as dismissed from the university when the period of absence exceeds a month.
- c. Students who have been absent for two weeks without providing notification will be dismissed from the university.

### **5.5.4. Absence for Off-Campus Research Activities**

Students involved in off-campus research work must complete and submit the appropriate application form to the program department and the International Education College for approval. Students may leave for off-campus research only after obtaining prior approval of their research supervisor, respective program department, and the International Education College. Students are advised to observe

relevant Chinese regulations and laws (if any) pertaining to foreign researchers during their off-campus activities.

## **5.6. Assessment and Evaluation**

### **5.6.1. Examinations/Tests**

Students must attend all the examinations and tests for their courses. Students who miss an examination or test due to unavoidable circumstances, such as medical conditions or emergency situations must apply for a leave of absence to the teaching administration office for approval in advance to sit for a replacement test (Makeup examination) and as well pay RMB 100 per course. The teaching administration office will consider the application according to merits of the application in other situations. A student whose application is not approved for the replacement test (Makeup examination) will receive a zero grade for that test and he/she will have to pay RMB 200 per credit to retake the course. A student who fails an examination/test and he/she needs to appear in a makeup examination as a result will have to pay RMB 200 per course.

### **5.6.2. The Grading System**

Grades are given in the form of percentages. The passing grade is 60%. However an aggregate of 65% marks or a GPA grade 3 is necessary to fulfill the graduation requirements. Compulsory courses are graded in percentage of marks and elective courses are rated at the following five levels: Excellent, Above average, Average, Pass and Fail. Assessment for each course may constitute of multiple components, for example,

multi-choice question, short answer questions, essays, assignment, oral presentations, or any combination of these. Currently, the following structure for the assessment is followed:

Type of assessment and weighting for course that has a final written examination:

- Final (End of Semester) Examination: 40%
- Mid Term Examination: 20%
- Quiz/Oral Presentation: 20%
- Attendance: 20%

Type of assessment and weighting for course that has no final written examination:

- Final Report or Project: 30%
- Homework: 20%
- Quiz/Oral Presentation: 20%
- Attendance: 30%

Students, who failed in their regular examination, need to appear for makeup examinations at beginning of next semester. The highest attainable score for a makeup examination is capped at 75%. For the replacement test (for students whose application was approved by the teaching administration office to miss a regular examination/test) and course-retake, the highest attainable score is capped at 85%. Students

who fail four or more courses within a semester will not be allowed to enroll to the next level of study. A student who has a total of 10 or more failed courses at beginning of a semester will be downgraded by one semester (this will be checked and recorded at the beginning of each semester. i.e. on 1<sup>st</sup> March and 1<sup>st</sup> September every year). Similarly, if a student has 15 or more failed courses at the beginning of a semester (i.e. on 1<sup>st</sup> March or 1<sup>st</sup> September of an academic year) will not be eligible to continue study at the university.

### **5.6.3. Examination/Test Code of Conduct**

A student who found guilty of academic dishonesty, such as cheating during an assessment, plagiarism, etc, in relation to their dissertation will be penalized according to the university regulations. The student will receive zero grades for that course and he/she may lose their eligibility to receive a degree from the university. A student caught cheating twice will be expelled from the university. Having someone else as a substitute in an assessment or taking an examination/test for others will also be punished accordingly, for example suspension or expulsion from the university.

## **5.7. Change of Major/Transfer to Other Universities**

Students who have been admitted to study for undergraduate or postgraduate degrees may be permitted to transfer to other majors only by obtaining approval from office of the Dean of the International Education College in writing. Transfer to other universities in China is not permitted.

## **5.8. Suspension/Resumption/Withdrawal**

In case of suspension of a student due to a leave of absence, student-status of the affected student will be retained for a period of one year from the date of the suspension. If the student fails to resume study after the suspended period or unable to provide convincing evidence with a realistic plan to resume study will be considered as withdrawal from the university.

Similarly, a student who is dismissed from the university must leave the University within 15 days from the date of dismissal and he/she will not be allowed to enroll in the university.

## **5.9. Completion of Program, Certificate and Degree**

The certificate of graduation and degrees will be awarded to students who successfully complete their enrolled programs and have fulfilled their graduation requirements. Undergraduate students who have not fulfilled their program's academic requirements by the end of their study period will receive only a certificate of completion. The same applies to graduate students who failed to defend their thesis. Students who withdraw from the university after having completed at least one year of a course are eligible to receive a certificate of higher education provided they meet the withdrawal policy conditions. Visiting students and research scholars who have successfully completed their programs at SAU will receive a certificate of achievement.

Every student will be issued with a transcript upon completion of his/her study. Students may apply for additional copies of the transcript to Teaching Administration Office of the International Education College. The processing fee for each copy of the transcript is 10 RMB and it takes 3 working days to issue.

### **5.10. Procedures for Departing from the University**

Graduating students are required to obtain a form for leaving the university from the Student Administration Office of International Education College one week before their graduation day. Students are required to present their Student ID when collecting the form. In addition, students need to complete the following procedures before leaving:

1. Cancel your student Identification Card
2. Cancel your library accounts
3. Settle all financial dues
4. Checkout from student accommodation, if living on-campus
5. Collect transcript, certificate, and degree

Students must leave the university within 7 days after their graduation or the completion of their study unless otherwise agreed by the university. Failure to complete the above procedures may delay the departure.

## Chapter 6: Local Laws and Regulations

- 6.1. Students must observe Chinese laws and regulations and do nothing which can harm national security and interests of China. Students are also expected to respect Chinese social morality and customs.
- 6.2. Students must abide by regulations and policies of the university.
- 6.3. SAU respects students' national conventions and religions, but the university will not provide a place for religious service. No religious activities or gatherings are permitted on the campus.
- 6.4. Driving a motorcycle on campus is forbidden.
- 6.5. Distribution or posting of propaganda materials is forbidden on campus.
- 6.6. Gambling, excessive drinking of alcohol, spreading rumors, slandering, fighting, taking illicit drugs and drug trafficking are strictly prohibited at the university.

Note: Refer the following links for more details about laws in China:

- [http://www.jobschina.org/China\\_Library\\_Index/LINK\\_PAGE/China\\_Law/china\\_law.html](http://www.jobschina.org/China_Library_Index/LINK_PAGE/China_Law/china_law.html)
- <http://english.gov.cn/index.htm>
- <http://english.gov.cn/service/immigration.htm>

# **Chapter 7: Scholarships and Rewards**

## **7.1. Types of scholarship**

The University sets apart 5% of the total international students' fee every year for funding towards scholarships to outstanding international students. The scholarships are categorized as follows:

- (a) First Prize: RMB 300 per month for a semester. The prize is available to 5% of the total number of students in a class.
- (b) Second Prize: RMB200 per month for a semester. The prize is available to 10% of the total number of students in a class.
- (c) Third Prize: RMB150 per month for a semester. The prize is available to 40% of the total number of students in a class.

## **7.2. Rewards**

Additionally, the following rewards are available to students who attain high achievements in study and extra-curricular activities including service to the university or community:

- a. Outstanding Class Cadre Prize: RMB100 per month for a semester awarded to an outstanding class-monitor.
- b. Progressive Study Prize: RMB100 per month for a semester awarded to students who made significant academic progress in his/her previous semester study.
- c. Technological Activity Prize, RMB100 per month for a semester.
- d. University Service Award, RMB100 per month for a semester.
- e. Outstanding Social Activity Prize, RMB50 per month for a semester.
- f. Full Attendance Award, RMB50 per month for a semester.



Note: The scholarships and rewards may be awarded concurrently.

### **7.3. Criterion for scholarships and rewards**

In order to qualify for a scholarship or reward a student must fulfill the following conditions; the applicant

- I. Must apply for scholarships/rewards on the prescribed application form at beginning of a semester to the student administration office.
- II. Must enroll for the semester on or before the due date of enrollment.
- III. Must be a self-sponsored student, who is registered for an undergraduate or postgraduate degree program for one or more years and he/she has not applied for temporary leave or extension of study.
- IV. Must have a clean record without any pending misconduct or rule violation case against him/her;
- V. Shall be upright in study, diligent and have an outstanding academic record in previous semester.
- VI. The First Prize Scholarship applicants shall have an aggregate of 85% marks with not less than 80% marks in each course in previous semester.
- VII. Second Prize Scholarship applicants shall have an aggregate of 80% marks with not less than 75% marks in each course in previous semester.
- VIII. Third Prize Scholarship applicants shall have a minimum of 70% marks in each course in previous semester.
- IX. An applicant for other rewards shall have a minimum of 65% marks in each course in previous semester.

## **7.4. Evaluation Procedures**

The university establishes an International Students' Scholarship Appraisal Committee to evaluate applications for scholarships/rewards. The committee is composed of related program leadership and management of International Education College. Criterion values for the evaluation are set as below:

- academic record: 90%
- Conduct and daily performance: 10%

Initial appraisal shall be done by the student administration office based on relevant class tutor and lecturers. The office submits its recommendations to the committee. The student administration office is responsible for advising about outcome of the applications to the students. An applicant must be provided with details of evaluation outcome about his/her application by the student administration office, if requested by the applicant. The applicant may appeal to the dean of International Education College, if he/she not satisfied with the outcome within 10 working days from the date he/she receives the outcome details.

## **Chapter 8: Misconduct**

The university views misconduct, violation of relevant rules, regulations, procedure, and instructions seriously. SAU handles these issues in holistic manner using following disciplinary actions:

- Counseling
- Warning
- Putting under close observation
- Suspension
- Expulsion.

The university may choose to inform a student's country embassy, agent, and parents about the disciplinary actions taken against the student. Students who are kept under observation must demonstrate a significance progress within a year in order to normalize their status. Those who do not indicate improvement will be expelled.

## **Chapter 9: Life on Campus**

### **9.1. Living Facilities**

Food and daily necessities are available in the supermarkets on campus. Other facilities include a campus-hospital, post office, telephones, internet, laundry, studios, gym, and theater. Students may have meals in the student canteens or self-cater in their own apartments. The international students' apartments are equipped with a furnished kitchen at every floor.

### **9.2. Medical Services**

The university hospital provides basic medical service for students. Hospitals #739 and 242 are located at a short distance from SAU. Telephone number of Shenyang Emergency Centre is 120. The university requires all international students to hold a medical insurance policy. Before seeing a doctor, students should contact their insurance company to inquire about their insurance cover and reimbursement procedure.

### **9.3. Library Services**

The library of SAU has more than 2 million books (written in Chinese language) in its collection. Library does have some books written in English language too. Students may borrow books and materials from the library using their library card. Students are also required to present their library card or student ID card to library staff in order to enter the

university library. Materials not returned by the due date need to be renewed or else an overdue charge will be levied.

## **9.4. Sports Activities and Student Organizations**

Sports facilities such as basketball, volleyball and tennis courts are available on campus free of charge to all students. SAU offers a wide range of extracurricular activities to promote a thriving campus life. Activities are also sponsored/organized occasionally by the International Education College and faculties.

## **9.5. Mail Service**

There is a Post Office on campus covering services, such as ordinary, registered, airmails, and domestic special delivery mails.

## **9.6. Phone and Internet Service**

The international student apartments are connected with telephone and internet lines. WiFi is also available in certain apartment buildings.

## **9.7. Emergency/Security Services**

Student ID card is usually a valid proof of identity within SAU and Shenyang. However, some establishments, such as bank or government agencies require a passport as an ID proof. Following emergency numbers may be used for relevant emergencies:

- Crimes: 110
- Fire: 119
- Traffic accidents: 122.

## **9.8. Holidays**

The university does not observe any international or religious holidays. Holidays and vacations are listed in the university calendar.

## **9.9. Travelling**

Students may travel during weekends, holidays, and vacations. No leave for travel is permitted for working days during teaching weeks.

# **Chapter 10: Accommodation**

## **10.1. General conditions**

1. All students are required to live in the international student apartment buildings.
2. Students are required to sign an Accommodation Contract with the International Education College.
3. No lodging arrangement is made for a spouse or other family members.
4. The college will cease to provide housing for students whose status at the university becomes invalid. Those in that situation should leave the apartment within the time require by the college.
5. Students must comply with the regulations of the international student apartment buildings. Any student breaching the regulations will face disciplinary action

## **10.2. International student apartment regulations**

1. International student apartment buildings are open from 6:00 AM to 23:00 PM.
2. Students are required to return to the apartment before 23:00 PM.
3. Abide by the visiting rules. Visitors should present their ID document and register at reception before they enter an apartment, and leave before 21:00 PM. Visitors are not allowed to stay in the apartments overnight.
4. Do not make noise. Activities that affect others, such as dancing,

shouting, alcohol-drinking, and loud music are forbidden.

5. Actions that violate Chinese laws and SAU regulations are forbidden.
6. Students are not allowed to transfer by themselves or sublet rooms to others.
7. Those who are dismissed from SAU should leave the university within the prescribed time limit. The apartment management office in consultation with the student administration office has rights to deal with the belongings left in rooms.
8. Students shall pay the charges, such as room rent, phone, water, and power bills on time. The rent should be paid as a lump sum at the beginning of an academic year or semester.
9. Apartment key should be kept and used only by the owner.
10. No moving or detaching indoor facilities is allowed. Students are expected to keep everything in order and clean. Throw things through windows are prohibited. Rubbish should be put in the designated places.
11. Pets are not allowed in the apartment buildings.
12. Destroying, detaching or changing the equipment and electric wires in the rooms and the buildings are not allowed. Any damage or loss shall be compensated by the person who caused it. The responsible students should pay for the maintenance costs, and if there is no definite one, the roommates should share the costs. The students must report to the reception when they find any damage.
13. Comply with the rules of using water and power. Electric appliances, such as electric stove, electric heater, electric rice



cooker, privately joined wires, etc, are strictly forbidden in the apartments. Storage of flammable items, explosives, and other dangerous goods in rooms are prohibited.

14. Accommodation deposits will not be refund unless the occupant vacates the accommodation. Students are expected to cooperate with the apartment management staff when they enter the rooms for inspection or maintenance.
15. Students are forbidden to change or install locks in rooms by themselves.
16. Smoking is not allowed in the buildings and covered areas. Heavy fine applies in case of violation.
17. Room rent commences from the date of enrollment for new students. Continuing students must pay according to their academic year/semester.
18. If a room is not fully occupied by required number of students for five days, the occupant will be asked to share another room with other students.
19. Students are not allowed to use any electrical equipment over 300 watts in a room.