

武汉理工大学

外国留学生手册

国际教育学院留学生管理办公室

2011 年 9 月印制

各位同学：

你们好！

欢迎你成为武汉理工大学的一员。

为了便于你在学校的学习和生活，我们依据国家和学校的有关政策和规定，编印了《外国留学生手册》，请仔细阅读，并遵照执行。

本手册中之规定如有与国家和学校的相关规定相悖之处，以国家和学校规定为准。

国际教育学院留学生管理办公室系学校外国留学生的综合管理机构，本手册中之规定由留学生管理办公室负责解释。

外国留学生管理办公室

承诺书

我已收到“武汉理工大学外国留学生手册”，承诺仔细阅读该手册全部内容，并遵守中国的法律、法规及学校的规章制度，如果违反以上规定，我愿意承担相应的责任。

承诺人：

日期： 年 月 日

武汉理工大学宿舍家具及电器清单			
家具或电器名称	单人间	双人间	签字确认
床	1	2	
写字桌	1	2	
椅子	1	2	
床头柜	1	2	
衣柜及书柜	1	1	

冰箱	1	2	
空调	1	1	

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入学及日常管理

1. 所有外国留学生须经卫生检疫机关书面认证体检合格并办理有效居留签证及各项入学手续后即正式成为武汉理工大学学生，可获得学生证、校园卡、医疗证等，享受武汉理工大学学生的各项待遇和权利，并应服从学校的教育和管理，承担相应的义务。

2. 留学生在校学习期间的学籍、学位管理及升、留级等，参照中华人民共和国教育部颁发的《全日制普通高等学校学籍管理办法》和学校学籍管理相关规定执行。

3. 留学生应遵守我校的各项规章制度，按时参加考勤。未经允许无故缺课者，以旷课论处。留学生违反校纪、校规，屡教不改者，由有关单位依据校纪、校规提出处理意见，经留学生管理办公室报学校领导核准执行。

4. 留学生入学后，一般不能中途转专业或转学。确需转专业或转学者，中国政府奖学金生除及时办妥《学习事项变更申请表》规定手续外必须出具派遣国（单位）驻华使（领）馆的证明，并经中国国家留学基金委员会及学校教务部门批准同意。自费生需报学校教务部门批准同意。

5. 因健康原因休学期满者，应在 2 个月前将身体恢复健康的医院证明寄达学校。获准同意后，方可来华。入校后须接受复查，不符合健康要求者不得复学。

6. 留学生学习期满毕（结）业离校前（包括转学、休学、退学等）应向留学生管理办公室申请办理离校手续，结清所有费用，交还应交回的图书、证件等，方可携学校出具的证明前往公安机关办理出境手续，并自毕业之日起半月内（学历生一般为 2 月 20 日左右或 7 月 15 日左右）离校回国。

7. 留学生享受我国的节假日及学校的寒暑假待遇。遇留学生派遣国

的重大节日，可根据其本人申请，准假 1—2 天，每学期不超过两次。

8. 留学生假期外出应至少提前一周报留学生管理办公室以备案，并注意途中安全。学期内或假期出国（境）应由本人妥善办理回头签证及居留许可延期手续。

9. 留学生入学及毕业时武汉市内抵、离交通费用由留学生管理办公室负责据实报销，其它个人外出活动交通费自行负责。中国政府奖学金生可以一次性报销来、回程火车票各一张（火车票价在 300 元以上者，报销 300 元整；火车票价在 300 元以下者，据实报销。学生必须在火车票复印件上签字方能报销）。

10. 留学生的学费及应由其本人承担的其它费用应在开学第一周内按“先缴纳、后注册”的原则办理，原则上不允许拖欠。特殊情况，需缓交、减免的，须由个人提出申请并提供相应证明，报学校批准。学费应按年度缴纳，住宿费按学期或学年缴交。学费及住宿费均以人民币支付。凡无故拖延学费一次以上者取消当学年评先评优资格。

11. 留学生因病、因事请假须办理书面请假手续，并经批准后生效。请假在七天以内由院（系）批准，七天以上由留学生管理办公室批准。凡每学期无故缺勤达 10%者书面警告一次，无故缺勤达 20%者通报驻华使（领）馆或有关机构，无故缺勤达 30%者取消年度评优及推荐申报优秀奖学金资格，直至取消学籍；

12. 留学生因故退学、提前结业等，所交学费不予退还。

13. 留学生在校期间如有结婚、生育等应及时报告，超标准住房等一切费用自理。

14. 学校将适时组织留学生开展文娱活动及参观、旅行等。奖学金生在学年度内受过司法机关或学校行政记过以上处分的，不能享受相应学年度学校组织的旅行待遇。

15. 留学生必须严格遵守我国法律、法规，学习期间未经允许不得就业、经商，不得在校内宣读、散发、张贴宣传品。留学生在校内举行 20

人以上较大型活动应至少提前二周提出书面申请，经留学生管理办公室报校领导或上级主管部门批准后方可举行。

16. 个人在校外租用住房，须由本人提出申请，并经留学生管理办公室备案，持房屋出租许可证明报租赁房屋辖区派出所批准。

17. 学习期限为 6 个月以内并持 F 签证入境学生，不需办理居留许可；持 X 签证入境学生，须于入境 30 天内办理居留许可（不办理居留许可并造成签证过期者，根据中国相关法律，将被处以每天 500 元人民币的处罚）。

18. 所有留学生申领校园一卡通须缴纳 30 元人民币的工本费和年费。短期交流生申领校园一卡通须缴纳押金 30 元人民币。离校时办妥离校手续以后退还押金。

奖学金评审与发放

1. 政府奖学金留学生的奖学金标准按国家留学基金管理委员会规定的相应标准发放。

2. 凡在我校学习年限超过一学年的各类奖学金生，每年须接受奖学金评审。学校依据有关规定，组成评审小组对留学生的学习成绩（上一自然年度）、考勤情况（本学期）、学习态度、行为表现等进行综合考核。评审结果将作为本年度评先评优依据并将上报国家留学基金管理委员会等奖学金设立机构，并依据其最终评审结论决定是否继续或中止或恢复奖学金资助。

3. 非奖学金生参照奖学金生年度评审方法提交年度评审材料。所有留学生年度评审结果纳入年度评先评优体系。

4. 学生应于每月 25 号至次月 5 号前到留学生管理办公室办理本人奖学金签名领取手续。奖学金将于每月 10 日左右由学校财务直接划入学生登记的 personal 银行账户。个人银行账户如有变更应提前书面通知留学生管理办公室。奖学金领取手续必须由本人签名，他人不得代签。未能在规定时间内签名的学生当月奖学金暂停发放。

5. 如学生需要外出实习调研，须在出发前一周提出申请，并经导师及院系和留学生管理办公室同意。调研时间 30 天以内奖学金可照常发放，超过 30 天的一律停发。

6. 奖学金按月发放，不足一月按实际在校天数发给。毕业生奖学金发至毕业之后半个月。凡因休学、退学、结业回国者已经发给的当月奖学金不再收回。

7. 在学校规定的假期内奖学金照发，但未经同意休假逾期不归者，超过期限内奖学金停发。

8. 奖学金生在享受奖学金期间未能完成规定的学业而继续就读者，

如未能继续取得奖学金，超期学习的全部费用由本人自理。

9. 奖学金学生休学期间不享受奖学金生待遇，往返派遣国及原住地的一切费用自理。

10. 学校鼓励留学生在读期间发表高水平学术论文，学校在每年 6 月对在上一年 6 月 1 日至当年 5 月 31 日期间发表过学术论文的研究生根据相关规定给予适当的奖励，留学生须及时将论文发表材料及检索证明提供给留学生管理办公室报研究生院核定。

武汉理工大学留学生公寓管理（试行）

为了加强留学生公寓的管理,为住户提供良好的居住和学习环境,特制订本管理规定。

一、住宿管理规定

1、住户应遵守中国政府法律、法规及学校的各项规章制度。不得在公寓内从事传教及与学生身份不相符的活动。

2、留学生的住宿由国际教育学院留学生管理办公室和后勤集团宿管中心统一安排。未经允许，住户不得私自调换房间。

3、宿管中心给每位住户发放一把房间钥匙和房内物品清单。住户不得将钥匙转交或私配给任何人。离校退房时必须将房间钥匙退还给公寓管理员。否则由此产生的一切经济和法律后果由其本人负责。

4、宿管中心向每位住户提供一套床上用品。床上用品在规定学制内由个人保管和清洗。居住期限在一年以上者离校时可选择将床上用品随身携带自用，居住期限在一年以内者离校时须退还床上用品，如有损坏需酌情赔偿。

5、住户应互相关照、互相谅解。请勿在公寓内大声喧哗，开放大音量收录机、电视等音响设备，应避免影响他人学习和生活。

6、租房不得污损墙壁、地面、天花板、家具等公用物品；不在房间墙壁上，门上钉钉子，也不得在房间内做饭。

7、如房间及房内设施设备需要维修请与公寓管理员联系，由公寓管理员联系专业人员处理，不能自行维修和处理。

8、带家属的住户请照看好自己的孩子，在使用公用设施设备时请注意

礼让其他住户。

9、留学生公寓内的公用电器及公用生活设施只能在指定地点使用，不得带入个人房间。公寓内的公共设备、物品不得转借、自行拆装和损毁；如有丢失和人为损坏，应照价赔偿。

10、自费生每年开学报到时持国际教育学院留学生管理办公室开具的缴费单到学校财务处缴清住宿费。拖欠费用者将被取消校内住宿及年度评先评优资格。

11、未经宿管中心同意住户不得私自留宿任何客人，对违反规定者一经查出，管理人员有权给予批评教育，情节严重者按照学校有关规定给予必要的处分。

12、各类住户均须缴纳 340 元人民币住宿押金，住户离开公寓时经检查无拖欠费用和人为损坏房间内及公用设施设备者住宿押金将全额退还。

二、会客管理规定

1、为了保证留学生正常生活和学习，本公寓的会客时间为：8:00---23:00；来访者应在规定时间内离开。

2、留学生应督促应邀来访者应主动向值班员出示有效身份证件，并认真填写《来访会客登记表》，在征得被访者和宿管人员同意后，方可进入留学生公寓内会客。未带任何证件或拒绝出示证件者，谢绝进入公寓。客人离开时，应由被访问者在会客登记表上签字确认。

3、境外来访者如需临时留宿留学生公寓内时，应先报告公寓管理员并填写《入境人员临时住宿登记表》后，方可与接待人员合住。须单独住宿或舍住三天以上者，应提前报留学生管理办公室并缴纳住宿费用。中国学生及中国来访者不得在留学生公寓内留宿。

4、公寓管理人员有权利和责任对违反留学生公寓管理规定的行为予以纠正并向校保卫部门报告。

三、卫生管理规定

- 1、住户的个人房间由本人清扫。房间清扫出的垃圾应装入垃圾袋，每天早晨 8:00 以前放入楼下垃圾桶，由清洁人员处理。注意保持房间卫生、开窗通风，并做好个人卫生。
- 2、公寓公共部位由宿管中心保洁人员负责清扫。工作人员每天对公共场所清扫二次，楼道扶手每天擦洗一次。公用垃圾桶每天清倒二次。
- 3、请勿在公共场所内随地吐痰、乱丢烟头、纸屑、果皮等，不要在墙壁、家具上刻画，共同维护好大家的生活环境。
- 4、请勿把垃圾、纸屑、塑料袋等杂物投入厕所和下水道内，以免影响自己和他人的生活。
- 5、请勿在公共场所乱涂乱画和随意张贴，不要将废弃物放置于走廊、通道、楼梯间及公共活动场所。阳台上不得悬挂有碍观瞻和妨碍他人的物品。

四、公寓水电管理规定

- 1、学校对公寓内的用电实现配额管理，公寓用电额每人每月免费额度为：120 度，寒暑假期间留校登记学生每人另外各增加 150 度免费用电额度，超出部分由住户自理。
- 2、请注意节约用电用水。住户用电当月或当年额度节余部分可转入下月或下年继续使用。当月或当年用电超支部分由住户自行到后勤集团水电管理中心购电充值，电价标准为武汉市城市居民用电价格。
- 3、住户应妥善保管好自己 IC 电卡，避免因遗失给自己的生活和学习带来损失和不便。
- 4、住户离校时，应按要求到后勤集团水电管理中心办理退还 IC 电卡手续，自费用电的剩余部分予以退还。

五、安全管理规定

- 1、住户出门时应关掉除冰箱以外的所有电源；房间内禁止使用电炉、

液化气炉、酒精炉、电熨斗等家用电器及任何 800W 以上的大功率电器；否则，由此引起的火灾等安全事故，由本人承担一切责任并负责赔偿。

2、住户离开公寓时应关好门窗，个人贵重物品由个人妥善保管；如遇物品被盗抢或丢失，应做好现场保护并及时向值班人员报告。

3、住户不得将房间钥匙交给他人保管和使用，否则由此引起的个人和公用物品遗失和被盗等一切责任均由本人负责。

4、公寓值班员受理入住留学生日常水电维修等的报告，负责公寓的安全保卫。住户有责任和义务配合公寓值班员的日常管理和检查工作。

5、住户如需举行集中聚会，活动规模在 20 人及以上，须至少提前二周报请国际教育学院批准，并报学校保卫部门备案。

6、学校将定期或不定期组织留学生新生参加保卫部门或公安局出入境管理机关组织的消防演习或安全教育，所以学生不得无故缺席。

重要报警电话：

火警：119 医疗急救：120 盗抢、交通安全：110

武汉理工大学公寓管理中心为留学生公寓的责任管理单位。其管理人员有权对违反上述规定的行为予以纠正。住户如对公寓的管理和服务及其人员的行为有意见，可向武汉理工大学公寓管理中心及国际教育学院投诉。

投诉电话：留学生管理办公室 87658253 13387556113（24 小时）

武汉理工大学公寓管理中心 87651111

留学生医药费报销

一、 适用人员和范围

- 1、 各类留学生可凭本人病历到校医院就诊并享受公费医疗待遇。
- 2、 自行购买或被赠予住院及人身意外保险的学生在校外医院住院的有关费用由中国平安保险公司负责理赔。

二、 医药费报销的有关规定

1. 留学生可持本人的学校病历在校医院看病，除挂号费 100%外，化验检查和药费的 12%由本人承担，其他费用由学校支付。
2. 留学生因病确需转到校外医院进行治疗的，须由本校医生和有关科室主任同意并在其病历上注明和开具转诊单方可外出，并在学校指定的医院治疗。
3. 留学生在校外医院就诊时应先向医生声明公费医疗政策，以便医生酌情用药，否则公费医疗之外的药品费用需由本人承担。
4. 留学生经批准在校外医院看病后，须持就诊医院医生开具的处方回学校取药。如学校不能供应相应的药物，经医生同意可在校外药店买药。买药时请注意向药店索取正规发票，其他类型的药店销售单据学校不予报销。
5. 留学生在校外医院就医的医疗费用由本人先行垫支，医疗费报销享受与中国师生同等待遇，即医疗费费的 20%由本人承担。
6. 奖学金生和被告知学校已为其购买了住院及人身意外伤害保险的学生，如须在校外医院住院，其住院费用或事故赔偿金由中国平安保险公司按有关规定支付。如住院费用太高，个人确实难以事先垫支，可向留学生管理办公室预借，待平安保险公司理赔后归还。住院期间的伙食费、交

通费等费用以及保险公司按规定不予报销的部分由学生本人承担。

三、 医药费报销的时间和程序

为方便留学生报销医药费，经过与校医院协商，留学生在经过校医院同意并按规定在校外医院看完病后，可持校医院病历、转诊单、对口医院病历和发票到校医院找同意其外出治病的医生和医院院长签字，然后持上述票据连同医疗费报销单到公费医疗办公室（西院第二行政楼2楼）办理报销比例手续，于每个月最后一个星期四和星期五到留学生管理办公室按有关规定先行报销。

四、 注意事项

1. 因打架斗殴及自杀、自伤、酗酒、交通肇事、吸毒等造成的伤病，医疗费一律全部自理。
2. 不按学校医院的规定自行就医、自购药品者，所有费用一律全部自理。
3. 挂号费、交通费、会诊费、一次性消耗用品（如一次性注射器）等，费用均自理。
4. 一切先天性疾病、矫形、美容、洁牙、镶牙、配眼镜、各种保健性治疗、学生入学前所患疾病等，治疗费用一律全部自理。

生活指南

1. 武汉理工大学地处武汉市武昌区，两个校区分别坐落在珞狮路 122 号及和平大道 1040 号。校区间相距 17 公里，并有区内班车相互沟通。另可乘市内 804 路、702 路、540 路等公交车往返。

2. 校园内的商业网点即可满足你日常生活购物之需。如有更多的要求，马房山校区附近的中百仓储、亚洲贸易广场、群光广场等以及余家头校区附近的销品茂、徐东平价和麦德龙等大型超市和商场都是你不错的选择，学校门前有多路公交车直达。

3. “一卡通”校园卡将为你在校内的餐饮、购物和医疗提供一种方便的支付方式。首次购买校园卡需支付人民币 30 元成本费，之后你即可随时充值，延续使用，无须另再购买（学习期限超过一年的学生可申请正式“一卡通”，不足一年者可申请临时“一卡通”）。

4. 校内外都有多家银行为你提供服务，如果你用汉语交流有较大困难我们推荐你选择招商银行，该行大部分员工都能用英语交流。

5. 如外出旅行需要知道何处有购买机、车、船票，请问留学生的老师或公寓管理和服务人员，或请他们帮助联系。

6. 外出时请注意交通和饮食安全，最好不要在太小或不太洁净的地方用餐。乘车租车应按计价器付费。如遇到困难需要求助请拨打电话：

市内报警求助：110； 校内报警求助：87651110

留学生管理办公室 24h :13387556113

7、外出旅行或办事时请注意保管好自己的贵重物品，购物时尽量少带现金，多用银行卡支付，以免被盗造成经济损失。

余家头校区与马房山校区班车时刻车

	余家头校区→马房山校区 (运动场南端)	马房山校区→余家头校区 (飞马广场前)
周一至周五	上午 7: 30; 10: 10	9: 20; 11: 50
	下午 13: 30; 16: 30	15: 20; 17: 30

马房山校区：

工商银行地址：东院教育超市 30 米处

西院第一行政楼背后 30 米处

照相地址：东院工商银行右侧台阶下 10 米处

留学生办公室地址：马房山校区：东院第四教学楼 407 办公室，电话
87658253

余家头校区：

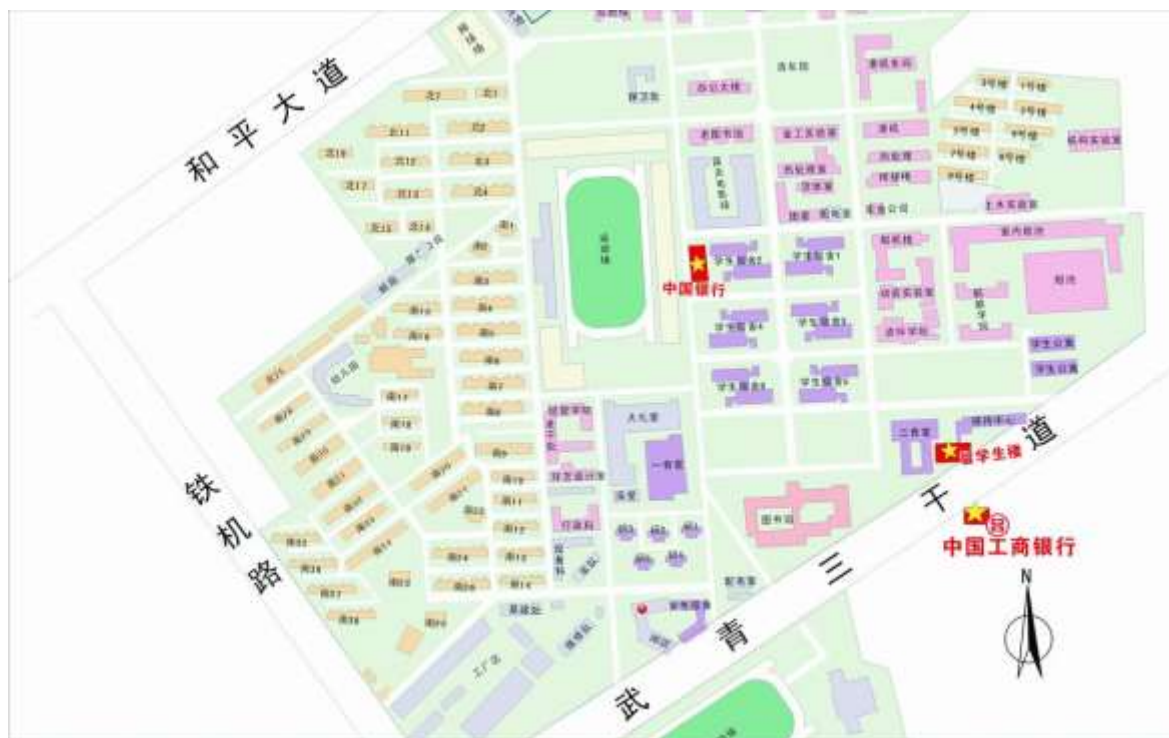
工商银行地址：理工 2 桥东头 30 米处

照相地址：中国银行右侧 20 米处

留学生办公室地址：余家头校区：留学生楼 1 楼办公室，电话 86554406

卫生检疫地址：湖北国际旅行卫生保健中心，武汉市洪山区珞狮南路 417 号（中建三局武汉中心医院对面）

出入境管理处：1.武汉市公安局出入境管理处湖北省武汉市胜利街 306 号
2.武汉市公安局出入境管理处江南受理中心湖北省东湖新技术开发区光谷会展中心





Wuhan University of Technology

The Handbook

for the International Students

Dear International Students,

You are warmly welcome to study at and be a member of Wuhan University of Technology. For the purpose of helping you in your study and living in the university, we edit and print this handbook in accordance with the relative regulations and policies. Please read it and obey the rules carefully.

Should the regulations written in this handbook have any conflict with the state or university regulations, please take the latter as the standard.

The International Students Office of the School of International Education is the overall administrative agency authorized to manage international student affairs of the University, who has the final right of explanations on the regulations.

Letter of Commitment

I have received “the Handbook for International Student of Wuhan University of Technology”, and here promise to read this book thoroughly, to obey Chinese Laws and regulations and rules of the university. I am willing to undertake the responsibility related with the laws and rules if I break them.

Signature:

Date:

The list of the furniture and electricity equipment			
Name of the furniture or electricity equipment	Single-room	Double-room	Signature
Bed	1	2	
Table	1	2	
Chair	1	2	
Bedside cupboard	1	2	
Wardrobe and bookcase	1	1	
Refrigerator	1	2	
Air-conditioner	1	1	

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Wardrobe and bookcase	1	1	
Refrigerator	1	2	
Air-conditioner	1	1	

International Students Office

Wuhan University of Technology

1. Enrollment and Teaching Schedule

1) After handing in the verified certificate authorized by Hubei Provincial Bureau of Exit – entry and Quarantine, the residence permit authorized by Wuhan Public Security Bureau, and finish the registration procedure, the students are regarded the students of Wuhan University of Technology. They will get the student card, campus card and medical book from the International Students Office. They enjoy the same rights as that Chinese students have and take corresponding obligations as well.

2) The approval of student status, awarding of degree, continuing of study or repetition of some year's study should be managed strictly in accordance with the “Regulation on Administration of Students Status at Higher Learning Institutions” from the Ministry of Education of China and related regulations and rules of the university.

3) The international students should obey the rules and regulations and check on Attendance Record on time. Those who have certain record of absence without reasonable excuse will receive punishment. If he continues to violate such rules or/and regulations he shall receive for his misbehavior an oral or written warning from the university administrative organs. In more serious cases such students with high record of misbehavior shall be punished with the confirmation of the International Students Office.

4) After registration, the Chinese Government Scholarship students should not change their majors or transfer to other universities. If he insists on a transfer, he must obtain the written permit from his native embassy in China and from the academic office in our university when finishing all the procedures in the “Application of the Study Affair Alteration”. The Chinese Scholarship Council will check and decide if he can change.

5) When applying for resuming his study, those students who have been permitted a leave due to sickness should mail two months in advance a valid Certificate of Health Recovery issued by an authorized hospital. Only by holding such a Certificate can he return to China and he must receive a physical examination at the university. If the health condition approves not to be good for study, he cannot resume his study.

6) After completing or winding-up study (normally it is around 20th February or 15th June for degree candidates) in our university (including transmission, approved leave, or termination of study), the international students should go through the departure formalities, complete all due expenses, and return all the books and cards. After obtaining the Certificate of Approval from the university the students may go to the Public Security Bureau to deal with the exit formalities, and return to their own country within 15 days.

7) All international students may enjoy Chinese holidays, and university vacations. He can also have 1 or 2 days off on accounts of his native important holidays. But he can only ask for such a leave twice a semester.

8) If the international student plans to travel outside in Wuhan for more than one full day during a holiday, he is supposed to report his schedule to the International Students Office at least one week in advance. If he travels outside China during the holidays or within the semester, he should deal with his return visa and with the extension of residence permit validity by himself.

9) The International Students Office will pay for the fee for the international student's arriving in and departure from our university when he arrives for the first time and when he graduates. The expenses for individual traveling will be borne by him. The scholarship holder could get trip subsidy once from the entry port to Wuhan and from Wuhan to the leaving port with the truly transportation cost in the ticket which the student should sign his name on the copy, while the maximum CNY 300yuan.

10) The international students, when paying tuition and other fees, should follow the principle of "paying before, and registering next" in the first week of a new semester. The paying of tuition and fees cannot be delayed. If he has to

pay later or less, he must provide an application form and a confirmation letter to the offices of the university concerned. The tuition should be paid once a year. The accommodation fee should be paid once a semester or once a year. Only Chinese currency is acceptable. The qualification of student to apply a scholarship that year will be canceled if the tuition fee has not been paid or paid delayed without a reason.

11) The international students should submit a written report for absence on account of sickness or other excuses. If the absence is shorter than 7 days, he should get the permission from his school or department; if it is longer than 7 days, he should get the permission from the International Students Office. The student will be warned in written form for absence 10% of the total classes, forward reported to related embassy or related organizations for absence 20% of the total classes, and withdraw the qualification to apply distinction scholarship or any other scholarships, even cancel the recognized status as a student in our university for absence 30% of the total classes.

12) The tuition will not be refunded if the international student asks for leaving school or completing the study ahead of time.

13) The extra accommodation fees must be borne by the scholarship holders, who get married or have baby which should be reported to the international student office on time during the stay here.

14) The university will organize some activities, visits and tours for the international students. But those, who have had bad records or have failed in two or more courses, will not be counted in.

15) The international students should strictly obey the rules and regulations. Without permission, they shouldn't find jobs, do business, nor spread brochures. If they want to organize any activity with over 20 persons involved, they should submit a written application at least two weeks in advance, and get the permission from the International Students Office before the activity.

16) If the international student wants to rent an apartment outside the campus, he should submit an application and leave a record both from the International Students Office and from the local police station while showing

the leasing license.

17) Those students who come to China with a F visa could stay for 6 months without applying a Residence Permit Visa if his or her study duration is within 6 months; those who with a X visa should apply Residence Permit Visa in 30 days after entering China, or they will be charged CNY 500 Yuan per day after the visa expired.

18) All the international students should pay CNY 30 Yuan if he is trying to applying a campus card. The short-term visiting or exchange student should pay CNY 30 Yuan as deposit if he or she would like to apply for a campus card and the deposit will be return back when he finishes all the leaving procedure.

2. Scholarship Evaluation and Management

1) The allowance of each month for Chinese Government Scholarship holder will be provided based on the standard regulated by CSC.

2) In accordance with the Measures for the Annual Review of Chinese Government Scholarship Status, all the international students who have been approved to study at WUT for more than one year must participate in the Annual Review. The university will undertake the review comprehensively of those aspects of the scholarship students such as the study performance, attitude towards study, attendance, and daily conduct. The Annual Review result will be forward told to the CSC and the related scholarship organizations that will make the final decision to maintain suspend or withdraw the scholarship for the following year.

3) The self-sponsored student should submit the annual performance inspection documents as well as the scholarship student, and the inspection result of all the student should be considered in the annul honor competition.

4) From 25th of every month to 5th of the second month, , the scholarship holders should go in person to the International Students office to sign on the Scholarship Award Form for drawing the scholarship. The allowance will be deposited directly into the registered bank account of the student by the Financial Department around the 10th date of each month. If there is a change

of the account, the student should report in written form to the International Students Office. The holder himself should sign for the drawing of the Scholarship Award, and no substitution is allowed.

For a safe transference of the allowance, the bank account and the security code should be kept well. In case the deposit book or card is lost or stolen, the owner should report immediately about the loss to the bank where the account is opened, and to the International Students Office about the new account number.

5) If someone who is going to have an internship or do the research within 30 days outside of Wuhan and can not sign for the allowance on time, the allowance can be provided as usual only if he or she submits a written application letter advance in a week to the international student office with the permission and signature of the department dean and supervisor. If it is over 30 days, and the allowance will be suspended.

6) Allowance would be delivered every month, and it would be delivered based on exact days staying at university if the scholarship holder could not stay for the whole month. Allowance would only be accounted for 15 days after graduation. And for those who quit, be suspended or finish the study, the allowance would not be returned if it is already delivered.

7) The international students may enjoy the allowance during the legal holidays and the university vacations, except those who do not return to study on time after the holiday or vacation ends.

8) Those who cannot accomplish the study within the stipulated period should be responsible for his living expenses during the excessive study time.

9) Those who terminate the study shall not enjoy the scholarship during the period of termination and take responsibility for the ticket for around trip.

10) The university encourages the international student to publish their academic papers with high quality during their study and awards them for those who hand in the index certificate of the published paper and related documents in famous journal in that academic year to the International Students Office. The International Students Office would report to the Post-graduate Office

every June.

3. The Accommodation Management of the International Apartment

In order to provide a good environment for living and study, we make the regulations as follows:

Regulations of Accommodation

1. All the students living in the International Students' Apartments should obey the laws, regulations and rules of Chinese government and our university. No conducts that are not suitable for a student's status are allowed.

2. The Apartment Management Center and International Student Office are both in charge of the room arrangement. Once a room is assigned to a student the student himself cannot change the room without permission from the above-mentioned two departments.

3. Each student will be provided a room key and the list of the articles in the room by Apartment Management Center. Either leave or copy the key to any other people is not allowed. The key has to be returned to the housekeeper before leaving our university. Otherwise the person concerned has to be fully responsible for the economic and legal consequence.

4. Each student will be provided one set of bedclothes. The bedclothes are kept and cleaned personally during the registered length of school. Those whose resident period is over one year can take the bedclothes away when leaving our university. Those whose resident period is less than one year must return the bedclothes to the housekeeper before leaving our university. Compensation will be occurred if there is any damage to the bedclothes.

5. Students should be friendly with each other and mutual understanding. Please don't speak aloud in the apartment. While using recorder or other sound sets the students should control the sound so low that it would not affect others' study and rest.

6. Please don't scribble or nail on the public places, such as walls, floors,

doors or furniture, etc. Cooking is forbidden in inner room.

7. If there is something wrong with the equipment and appliance allocated in the apartment, please contact the housekeeper. The housekeeper will send the professional technician to repair. Any maintenance or processing by oneself is not allowed.

8. Please take care of the children and be full responsible for their safety. Please be comity with each other when using public facilities.

9. The public facilities in the apartment can be used only in the pointed place. Please don't take them into private room. Please don't lend, destroy, take apart and install the equipments and appliances allocated in the apartment. Should it happens, the person concerned should be fined according to its value. (Reference to the Equipment and Price List).

10. Those self-funded students should go to the Financial Office to pay off the tuition and lodging fee with the Payment Notice issued by International Student Office when they register for each academic year. If someone who is in arrears with the payment, the qualification to study and to apply scholarship or rewards at WUT will be cancelled.

11. Please don't accommodate any person without permission of the Apartment Management Center. If someone violates the rule, the housekeeper has the right to stop or inform the related office of WUT. Those who refuse advice and insist on violating the rule will be punished according to the concerned regulations of WUT.

12. All the international students should pay RMB 340 Yuan as deposit for accommodation and facilities before they check in. The deposit will be returned if no damage to the room and facilities is occurred and all the fees are cleared.

Regulations on Receiving Guests

1. For the sake of guaranteeing the students' normal study and rest, visitors can only be received at a proper time between 8:00 and 23:00. No guest is allowed to stay inner the building outside of the time limit.

2. All visitors should actively show their valid Identity Card to the person on duty under the inspection of the room owner, and fill in the “Guest Receiving Form” honestly before they are allowed to enter the building. Those who don’t carry any certificate or refuse to show their Identity Card or fill in the form are required to leave immediately. When the guests leave, the visited party must sign on the Form for confirmation.

3. In case any foreign guest needs to stay for night temporally, he must report in advance to the housekeeper for permission and fill in “Registration Form of Temporary Residence for People from Abroad”. Without the permission from the housekeeper, no foreign visitors can stay or share the room with the being visited. If a foreign guest intends to live in a separate room or stay for more than 3 days, he needs to report to the International Student Office and pay for the accommodation in advance. And under any occasions, no Chinese students or visitors are permitted to stay in the International Student Apartments for overnight.

4. The housekeeper has the right and responsibility to correct the violations according to **the regulations on the Accommodation Management of International Apartment** and report to the Security Office of WUT.

Regulations of Sanitary Issues

1. The host should clean his own apartment. The rubbish must be gathered into the garbage bag and be put into the trash can for cleaners to collect it.

2. The cleaners are responsible for cleaning the public places of international student building. The cleaners should clean the public places twice a day, the handrail once a day, and the public dustbins twice a day.

3. It is prohibited to spit in the public. Please don’t litter in the public with cigarette ends, waste paper, etc. Please don’t scribble or nail on the walls, floors or furniture, etc. All students are expected to protect everybody’s environment.

4. It is prohibited to throw garbage, wastepaper, plastic bags and other wastes into toilets and sewers in order not to cause troubles to yourself and

others.

5. It is prohibited to scribble and paste any posters in public places. It is also prohibited to pile any wastes in the corridors or any other public space. It is not allowed to hang anything that may be unsightly and disturbing.

Regulations of Electricity and Water

1. The University provides the international students with an electricity subsidy that is 120kwh per person. And each student will get extra 150kwh for the winter and summer holiday. The tenant needs to pay for the exceeded quota.

2. Please save on electricity and water. Should there be any surplus of the current quota of electricity they can be transferred and added up to that for the next month or next year. Any extra consumption of electricity over the quota will be paid by the student residing in that room and it can be bought in the Center of Water and Electricity Administration. The price for the extra consumption of electricity will be charged according to the existing price list for local residents.

3. The electricity IC card for the specific meter shall be well kept by the student himself in order to avoid causing troubles to your study and life here.

4. Please return the electricity IC card to the Center of Water and Electricity Administration when you check out. The Center will refund the surplus of the electricity bought by the student himself.

Regulations of Security Issues

1. Before leaving the apartment, the host must turn off all the electricity except that of the refrigerator. Please don't use electric stoves, LPG or LNG stoves, alcohol stoves, electric irons and any other kinds of electric appliances with the power over 800W. If a fire was aroused by improper use of the above-mentioned appliances, the host must be responsible for all the loss.

2. Please lock the door and windows before leaving. The private

belongings and valuables must be taken good care of by the host. When anything is lost, please keep the scene well and inform the housekeeper in time.

3. Don't leave your keys to any other people. The person concerned must be fully responsible for the case of theft if he doesn't take good care of the keys.

4. The housekeeper is responsible for the security of the apartment and accepting the requests of daily maintenance. The housekeeper should examine the implementation of the regulations regularly. All the students are obligatory to cooperate with the housekeeper on the implementation of the regulations.

5. When the participants of a get-together in the international student building are over 20, the students must get permission for the get-together from International School and it must be reported to the Security Office of the University two weeks in advance..

6. The university will organize the new international students to attend the fire drill and security education held by the local security or the entry and exit administration. Without legal reason, the students can not be absent.

Emergency calls:

Fire number: 119 First -aid number: 120 The local police: 110

The Apartment Management Center of Wuhan University of Technology is responsible for the management of international student apartment. The staff of the Center is authorized to correct the behaviors violating the above regulations. Any opinions of the apartment management, its service and the staff can be put forward to The Apartment Management Center of Wuhan University of Technology or International Office.

Hot-line:

The Residence Hall: 87651111

International Students Office: 87658253 13387556113(24hrs)

The Reimbursement of Medical Service

1. Categories of Person's Enjoying Socialized Medicine

The Socialized Medicine is enjoyed by the International Students under enrollment. The students, who take hospitalization, could be reimbursed by China Ping An Insurance Company by having received the insurance covering the cost of hospitalization and personal accident.

2. The Regulation on Applying for the Reimbursement of Curatorial Fee

1) When seeing a doctor in the school hospital with his/her school medical record, the student should pay off for registration and 12 percent of the fees for, testing and medicine, with the school paying the rest.

2) A certification of transferring must be obtained from the doctor in the campus if the patient really needs to be transferred to the hospital appointed by the university to be treated outside the campus.

3) Before receiving a diagnosis and a treatment, the student should inform the doctor that he/she is restrained for the socialized medicine so as that the doctor can give medicine accordingly, otherwise the student have to pay the medicine, which is not on the list of socialized medicine.

4) Once approved to see the doctor outside the campus, the student must go back to the school hospital to get the medicine with the prescription written by the doctor he/she visited. The student, having the doctor's permission, may also buy medicine at the drugstore outside the campus if the school hospital can not provide the needed medicine. When buying the medicine, the student must not forget to ask for the formal invoice from the

drugstore since the other types of receipts should not be used to apply for reimbursement.

5) If treated in the hospital outside the campus, the student should pay in advance the fee-for-service personally. 20 percent of the fee must be borne by the student, of which the rate is the same as that of Chinese teachers and students.

6) If the student needs to be in hospital outside the campus, China Ping An Insurance Company will pay for hospitalization according to stipulations. If the expense for hospitalization is too high to be borne by the student, he/she may borrow money in advance from the International Student Office, and then return after he/she receives the money from China Ping An Insurance Company.

3. The Time and Procedure for Applying for the Reimbursement

Teachers and students can only apply for the reimbursement of curatorial fee in the last week per quarter. To make it convenient for the international students, he/she may, unlike the Chinese students who themselves should apply for reimbursement in the school hospital, apply for in advance reimbursement in the International Students Office with his/her school medical record, certification of transferring hospital, medical record of the visited hospital and formal invoices which bear the signature of the head of the hospital and the doctor who agreed him/her to see a doctor outside the campus. All the documents above and Medical expense reimbursement paper should be signed by the head of the Public Health Service Office. The students could bring signed paper to get reimbursement the last Thursday or Friday of every month from International Students Office.

4. The students must bear all the fee-for-service under the following conditions

1) The disease caused by fighting, suicide, self-injury, bibulosity, traffic

accidents and drug addiction, etc.

2) Seeing a doctor and buying medicine not according to the rules and regulations of the school hospital.

3) Registration fee, traveling expenses, consultation fee, one-off expendable such as one-off injector, etc.

4) Congenital diseases, plastic surgery, cosmetic surgery, teeth cleansing, putting a false tooth, health care treatment, students who have caught disease before the enrollment, etc.

Guide to the Life in WUT

1. Wuhan University of Technology is located in Wuchang, Wuhan, Hubei Province. There are two main campuses. One is situated on Mafangshan, 122# Luoshi Road, and the other is in Yujiatou, 1040# Heping Avenue, 17 kilometers away from the former. The regular bus service is available between these two campuses, besides you could also take the public buses No.804, No.702 or NO.540 etc.

2. The commercial network on campus could provide you with daily necessities. Moreover Zhongbai Supermarket and Asian Plaza Department Store are close to the Mafangshan Campus, and Shopping Mall, Xudong Supermarket and Metro Supermarket are near the Yujiaotou Campus. There are several public buses for you to get there.

3. “Campus Card” can provide you a convenient payment for meal at every canteen, shops and hospitals on both campuses. You have to pay RMB30 Yuan as the pledge of a campus card, and then deposit as much money as you like whenever you want.

4. There are many kinds of banks that could offer banking service. If you find some difficulties in communication, we recommend you the China Merchants Bank, where most of the staff can speak English.

5. If you need to know some information about traveling, such as where to buy the tickets, please don't hesitate to turn to the International Students Office to the staff at the Property Management Center.

6. Please take care while traveling. You'd better not have meals at some unclean restaurants, and pay attention to the taxi meter when paying for the fares. In case of any emergency, please call:

The Local Police: 110

Or the University Security Office: 027—87651110

International Students Office: 13387556113(hrs)

7. Please take care of your valuables when you are traveling or on business, please try not to take much cash and pay with your bank card so as to avoid robbery.

Mafangshan Campus:

Industrial and Commercial Bank of China in East Campus: 30 meters from
Education Supermarket

Industrial and Commercial Bank of China in West Campus: 30 meters behind
President Building

Photo shop: 10 meters away from the right side of Industrial and Commercial
Bank of China in East Campus

International Students Office: Room 407, No.4 Teaching Building. Contact
number: 87658253

Yujiatou campus:

Industrial and Commercial Bank of China: 30 meters away from east part of
NO.2 LIGONG Bridge

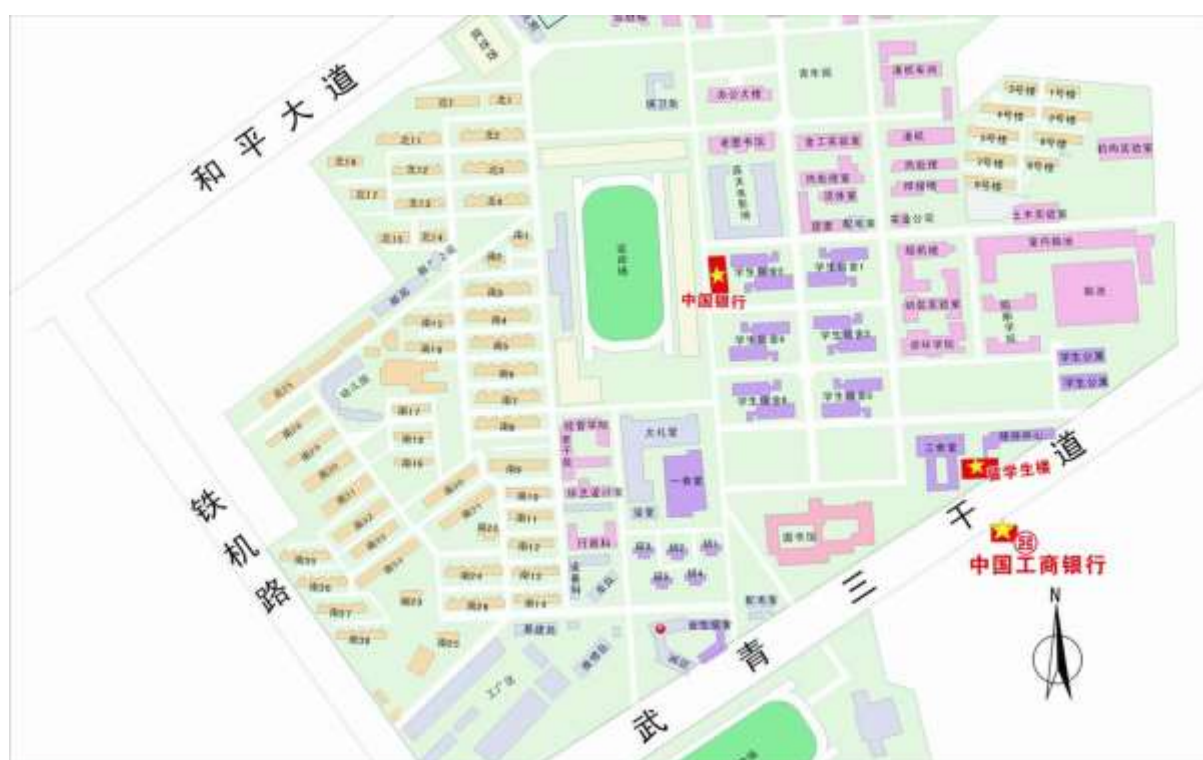
Photo shop: 20 meters away on the right side of the Bank of China

International Students Office: The first floor of the Foreigner Students'
Apartment, phone number: 86554406.

Verified Medical Care Certificate: Hubei Provincial Bureau of Exit – entry and
Quarantine- No.417, Luoshi South Road, Hongshan District,
Wuhan

Public Security Bureau/Immigration Office: 1. Wuhan city Public Security
Bureau Exit-Entry Administration Department-No. 306,
Shengli Street, Wuhan

2. Jiangnan Branch of Wuhan city Public Security Bureau
Exit-Entry Administration Department, Wuhan Science
Technology Conference Exhibition Center, East Lake Hi-Tech
Development Zone





The Timetable of School Buses Running between Yujiatou Campus and Mafangshan Campus

	Departure Time At East of the Sports Ground On Yujiatou Campus	Demarture Time At the Flying Horse Square on Mafanshan Campus
Monday to Friday	7:30 am 10:30 am	9.20 11.50
	13.30 16.30	15.30 17.30