

Administrative Measures of Beijing Institute of Graphic Communication for Disciplinary Sanctions against International Students

Chapter I General Provisions

Article 1 These Measures are formulated in accordance with the *Education Law of the People's Republic of China*, the *Higher Education Law of the People's Republic of China*, the *Provisions on the Administration of Students in Regular Institutions of Higher Education* (Order No. 41 of the Ministry of Education), the *Administrative Measures for the Enrollment and Cultivation of International Students by Schools* (Order No. 42 of the Ministry of Education, the Ministry of Foreign Affairs, and the Ministry of Public Security), the *Charter of Beijing Institute of Graphic Communication* and other relevant laws and regulations, with reference to the *Regulations of Beijing Institute of Graphic Communication on the Administration of Students* and the *Administrative Measures of Beijing Institute of Graphic Communication for Disciplinary Sanctions against Students*, for the purposes of standardizing the administration of international students of the University, maintaining normal teaching and campus living order of the University, and protecting the legitimate rights and interests of international students.

Article 2 As used in these Measures, “international students” (hereinafter referred to as “Students”) refers to foreign students without

Chinese nationality in accordance with the *Nationality Law of the People's Republic of China* who receive education at the University. The contents related to student status administration apply to international undergraduate and postgraduate students pursuing formal higher education at the University.

Article 3 When imposing any disciplinary sanction on a Student, the University shall adhere to the principles of fairness, impartiality and openness, integrate education with disciplinary punishment, and ensure the sanction is commensurate with the nature and severity of the Student's illegal or disciplinary violation. All disciplinary actions shall be supported by sufficient evidence, clear legal basis, accurate characterization, proper procedures and appropriate sanctions.

Article 4 When determining whether a disciplinary violation falls under "serious circumstances", "vicious nature", "severe consequences" or other circumstances, the University shall comprehensively take the following factors into consideration:

1. The degree of subjective fault of the disciplinary violation, i.e., whether it is intentional or negligent;
2. The means, methods and duration of the disciplinary violation;
3. The actual harmful consequences and social impact caused by the disciplinary violation;
4. Whether the disciplinary violation involves national security, public security or the personal safety of others;

5. Whether the disciplinary violation is a repeated violation or a violation committed after failing to correct the misconduct upon education;

6. Other factors that shall be taken into account.

Chapter II Types and Application of Disciplinary Sanctions

Article 5 For any Student who commits a disciplinary violation, the University may impose criticism and education or disciplinary sanctions based on the severity of circumstances. Disciplinary sanctions in ascending order of severity are as follows:

1. Warning;
2. Serious Warning;
3. Demerit;
4. Probation on Campus;
5. Expulsion from the University.

Where a Student commits an act in violation of the University's rules and disciplines with minor circumstances insufficient for a formal disciplinary sanction, he/she shall be given criticism and education to urge correction of misconduct.

Article 6 A Student shall be given Expulsion from the University under any of the following circumstances:

1. Violating the Constitution of the People's Republic of China and disturbing social order;
2. Committing a criminal offense in violation of Chinese laws and regulations;

3. Receiving an administrative public security penalty with serious circumstances and vicious nature;

4. Sitting examinations for another person, requesting another person to take examinations on his/her behalf, organizing examination cheating, cheating by using communication equipment or other tools, selling examination questions or answers for profit, or committing other serious cheating acts or acts disrupting examination order;

5. Committing serious academic misconduct including plagiarism, tampering or forgery in degree thesis or publicly published research achievements, or engaging in thesis ghostwriting or paper trading;

6. Seriously disrupting the University's education and teaching order, living order and public venue management order in violation of the *Provisions on the Administration of Students in Regular Institutions of Higher Education* and the rules of the University;

7. Infringing upon the legitimate rights and interests of other individuals or organizations and causing severe consequences;

8. Receiving disciplinary sanctions for repeated violations of the University's rules and refusing to make corrections after education.

Article 7 If a Student commits two or more acts that warrant disciplinary sanctions, corresponding sanctions shall be determined separately for each disciplinary violation. Except for Expulsion from the University, where multiple disciplinary violations warrant sanctions of the same category, the consolidated sanction shall be that category, and the sanction period shall be extended, with the maximum extended

period not exceeding 12 months; where multiple disciplinary violations warrant sanctions of different categories, the consolidated sanction shall be the heaviest category among them, and the sanction period shall be extended, with the maximum extended period not exceeding 12 months.

Article 8 All disciplinary sanctions other than Expulsion from the University shall carry a sanction period ranging from 6 to 12 months, starting from the date of issuance of the written sanction decision.

1. Warning, Serious Warning and Demerit generally carry a 6-month sanction period. Upon expiry of the sanction period, the Student's performance during the period shall be comprehensively assessed, and the sanction shall be lifted in accordance with the prescribed procedures of the University.

2. Probation on Campus carries a 12-month probation period. A Student under Probation on Campus who behaves well during the probation period may have the probation lifted through prescribed formalities. A Student with outstanding performance may apply for early termination of probation upon personal application and review by the University, provided the actual probation period is no less than 6 months. Any further disciplinary violation during probation shall result in Expulsion from the University.

If a Student under Probation on Campus takes a leave of absence from school for any reason during the probation period, the leave period shall not be counted into the probation period.

3. If the sanction period has not expired by the time a Student completes studies, the sanction period shall terminate on the date of the Student's graduation or completion of study and departure from the University.

Article 9 Any Student subject to a disciplinary sanction shall be disqualified from on-campus scholarships, grants and honor evaluation for the subsequent academic year.

Article 10 A heavier disciplinary sanction shall be imposed on a Student who commits a disciplinary violation under any of the following circumstances:

1. Intentionally concealing, distorting or fabricating facts of the disciplinary violation, or obstructing investigations by relevant departments and units, or refusing to admit misconduct;

2. Threatening, insulting, slandering, framing, retaliating against informants, witnesses or other relevant personnel, or exerting improper influence on them through other means;

3. Organizing, instigating, coercing, inducing, inciting or instructing others to commit disciplinary violations, or playing a principal role in joint disciplinary violations;

4. Committing two or more disciplinary violations concurrently;

5. Having been given a disciplinary sanction during enrollment and committing another disciplinary violation thereafter;

6. Committing a disciplinary violation during foreign-related activities;

7. Collaborating with off-campus personnel to violate laws, regulations and the University's rules and disciplines;

8. Other circumstances that warrant heavier sanctions.

Article 11 A lighter disciplinary sanction may be imposed at the discretion of the University on a Student who commits a disciplinary violation under any of the following circumstances:

1. Voluntarily admitting misconduct and truthfully stating all facts of the disciplinary violation with remorse;

2. Actively reporting and exposing disciplinary violations committed by others;

3. Taking the initiative to assist relevant authorities in investigating and handling disciplinary violations;

4. Voluntarily abandoning the disciplinary violation during its commission or effectively preventing harmful consequences arising from the disciplinary violation.

Chapter III Disciplinary Violations and Corresponding Sanctions

Section 1 Acts Endangering National Security and Public Security and Corresponding Sanctions

Article 12 Any Student who violates Chinese laws, regulations or public security administration provisions and receives penalties from Chinese judicial and administrative authorities shall be sanctioned as follows based on specific circumstances:

1. Any Student who is sentenced to public surveillance, criminal detention, fixed-term imprisonment (including suspended sentences) or

a heavier criminal punishment shall be given Expulsion from the University;

2. Any Student who is subject to administrative detention or judicial detention shall be given Probation on Campus or Expulsion from the University based on circumstances;

3. Any Student who is subject to a public security warning or public security fine shall be given Serious Warning or a heavier sanction based on circumstances;

4. Any Student who is exempted from criminal punishment by a people's court due to a criminal offense shall be given Expulsion from the University; if the circumstances are extremely minor and the Student shows sincere remorse, he/she may be given Probation on Campus;

5. Other illegal acts confirmed by specialized state authorities shall be sanctioned with reference to the provisions of this Article.

Where an act specified in Subparagraphs (2) to (4) of the preceding paragraph also falls under other provisions of these Measures, the sanction prescribed by the heavier provision shall apply; if no other provisions of these Measures apply, the sanctions in the preceding paragraph shall govern.

If a Student has already been given a disciplinary sanction from the University for the same conduct prior to being held criminally liable or receiving a public security penalty, and the original sanction is obviously too lenient or overly severe, the University may decide

whether to revoke the original sanction and issue a new sanction decision based on actual conditions.

Article 13 Any Student who incites ethnic hatred or ethnic discrimination and undermines ethnic unity shall be given Probation on Campus or Expulsion from the University based on circumstances.

Article 14 Violations of the confidentiality system shall be sanctioned separately as follows:

1. Any Student who divulges state secrets of China or steals, photographs, reproduces, arbitrarily discloses or disseminates documents, archives, materials, data and information classified as state secrets of China shall be given Expulsion from the University;

2. Any Student who divulges the University's scientific and technological achievements, technical secrets and other non-public confidential materials shall be given Demerit; if the circumstances are serious, Probation on Campus or Expulsion from the University shall be imposed;

3. Any Student who privately transfers or uses the intellectual property rights of the University without permission shall be given Serious Warning; if the circumstances are serious, Demerit or a heavier sanction shall be imposed.

Article 15 Any Student who unlawfully brings firearms, ammunition, controlled knives, flammable, explosive, toxic, radioactive, corrosive substances, infectious disease pathogens or other dangerous goods onto campus or removes such items from laboratories,

warehouses and other legally designated storage premises without permission shall be given Demerit; if the circumstances are serious, Probation on Campus shall be imposed; if personal casualties or massive property losses are caused, Expulsion from the University shall be imposed.

Article 16 Any Student who smokes, uses open flames, randomly connects wires or uses illegal electrical appliances in teaching buildings, libraries, cafeterias, dormitories and other crowded venues as well as gymnasiums, laboratories and other key fire safety units (parts) of the University and refuses to stop after dissuasion shall be given Warning or Serious Warning; if fire hazards are triggered, Demerit or Probation on Campus shall be imposed; if personal casualties or massive property losses are caused, Expulsion from the University shall be imposed.

Article 17 Any Student who stores electric vehicle batteries, charges electric vehicle batteries or runs wires from campus buildings without permission to charge electric vehicle batteries in teaching buildings, libraries, cafeterias, dormitories and other crowded venues as well as gymnasiums, laboratories and other key fire safety units (parts) of the University shall be given Warning or Serious Warning; if fire hazards are triggered, Demerit or Probation on Campus shall be imposed; if personal casualties or massive property losses are caused, Expulsion from the University shall be imposed.

Article 18 Any Student who commits any of the following acts in violation of fire safety administration provisions shall be given Warning

or Serious Warning; if the circumstances are serious, Demerit or Probation on Campus shall be imposed; if personal casualties or massive property losses are caused, Expulsion from the University shall be imposed:

1. Moving, damaging or misappropriating fire-fighting facilities, equipment, safety signs and directional indicators;
2. Blocking or sealing fire exits, triggering alarm devices without fire, or making false fire alarm reports;
3. Setting off fireworks or burning other articles without approval;
4. Randomly connecting wires or air conditioner power supplies, storing or using inferior electrical appliances, electrical products without 3C certification and other prohibited electrical appliances in dormitories;
5. Obstructing fire engines and fire fighters from performing official duties;
6. Disrupting order at fire scenes;
7. Refusing to participate in fire safety learning and training organized by the University;
8. Other acts in violation of the fire safety management provisions of the University.

Article 19 Other acts endangering national security or public security shall be sanctioned with Warning up to Expulsion from the University based on circumstances, with reference to relevant provisions of this Section.

Section 2 Acts Disrupting Social and Campus Order and Corresponding Sanctions

Article 20 In case of emergencies such as fires, earthquakes and public health emergencies occurring in the local area or the University, any Student who refuses to obey orders, decisions and provisions lawfully issued by the Chinese government or the University and refuses to cooperate with emergency response work shall be given Warning or Serious Warning; if the circumstances are serious, Demerit or Probation on Campus shall be imposed; if such disciplinary violation seriously disturbs public order and causes adverse influence or severe consequences, Expulsion from the University shall be imposed.

Article 21 Any Student who organizes or participates in illegal organizations and activities shall be sanctioned respectively as follows:

1. Any Student who organizes, establishes or joins illegal social organizations, engages in illegal activities or publishes illegal publications shall be given Demerit or heavier sanction;

2. Any Student who violates relevant provisions on student association administration, organizes and establishes unapproved student associations to carry out activities and publish publications, conducts illegal activities under the name of a legal student association, initiates unauthorized fund-raising, accepts sponsorships or collects activity funds or commits other disciplinary violations against the University's student association administration provisions and causes

harmful consequences shall be given Serious Warning or a heavier sanction;

3. Any Student who organizes illegal assemblies or illegal parades shall be given Demerit or a heavier sanction; any Student who participates in illegal assemblies or illegal parades shall be given Serious Warning or a heavier sanction;

4. Any Student who carries out illegal religious activities on or off campus and refuses to stop after dissuasion shall be given a sanction ranging from Serious Warning to Demerit; if such disciplinary violation disturbs public order and causes adverse influence, Probation on Campus or Expulsion from the University shall be imposed;

5. Any Student who organizes or participates in cult activities, feudal superstitious activities or illegal pyramid selling activities shall be given Warning or a heavier sanction;

6. Any Student who, without permission from relevant departments of the University, releases announcements or news or participates in commercial and social activities in the name of the University or contacts external parties and carries out activities on behalf of the University shall be given Demerit or a heavier sanction.

Article 22 Any Student who engages in prostitution, whoring or group licentiousness or organizes, coerces, lures, shelters or introduces others to engage in prostitution or whoring shall be given Expulsion from the University.

Article 23 Any Student who participates in gambling shall be given Probation on Campus; any Student who organizes gambling, provides conditions for gambling for profit or engages in group gambling shall be given Expulsion from the University.

Article 24 Any Student who illegally possesses drugs, takes or injects drugs or participates in the illegal production, trading or dissemination of drugs and other prohibited medicines shall be given Expulsion from the University.

Article 25 Any Student who engages in illegal business operations, illegal employment or other similar disciplinary violations shall be given Demerit or a heavier sanction; if the circumstances are serious and adverse impacts are caused, Probation on Campus or Expulsion from the University shall be imposed.

Article 26 Any Student who fabricates, publishes or disseminates false, untrue or harmful information or posts and distributes illegal promotional materials shall be given Demerit or a heavier sanction.

Article 27 Any Student who sets up and operates radio stations or other wireless transmitting stations on campus without approval, disturbs campus order by violating relevant provisions, uses radio frequencies without authorization and disrupts radio communication order through unauthorized signal interception, interference or descrambling shall be given Probation on Campus or Expulsion from the University.

Article 28 Any Student who produces, reproduces, transports, disseminates, sells, rents or releases illegal books, illegal audio-visual products, pornographic materials or other illegal written, audio and video content shall be given Probation on Campus or Expulsion from the University.

Article 29 Any Student who commits disciplinary violations disrupting public order of the University shall be sanctioned respectively as follows:

1. Any Student who obstructs faculty and staff from performing management duties in accordance with provisions, undermines the University's management order or disrupts teaching order in classrooms, laboratories or the order of academic exchanges, cultural, sports and other events shall be given Serious Warning; if the circumstances are serious, or the Student commits the same disciplinary violation repeatedly and refuses to stop after dissuasion, Demerit or a heavier sanction shall be imposed;

2. Any Student who disrupts the order of cafeterias, dormitories and other living premises or makes loud noises or holds entertainment activities in public places without approval and refuses to stop after dissuasion shall be given Serious Warning; if the circumstances are serious, or the Student commits the same disciplinary violation repeatedly and refuses to stop after dissuasion, Demerit or a heavier sanction shall be imposed;

3. Any Student who violates campus traffic administration provisions and fails to reform after criticism and education shall be given Warning or Serious Warning; if personal injury or property loss is caused by such disciplinary violation, Demerit or a heavier sanction shall be imposed;

4. Any Student who holds or undertakes large-scale events without required approval procedures or fails to implement safety management measures or conduct events in accordance with approved plans after obtaining approval shall be given Serious Warning; if severe consequences are caused by such disciplinary violation, Demerit or a heavier sanction shall be imposed.

Article 30 Any Student who commits any of the following disciplinary violations against the *Regulations of Beijing Institute of Graphic Communication on the Management of International Student Apartments* shall be sanctioned respectively as follows:

1. Any Student who, without approval, privately changes rooms or beds, breaks into or occupies other Students' rooms or refuses to comply with unified room adjustment arranged by the University shall be given a sanction ranging from Serious Warning to Demerit; any Student who lends or rents out his/her bed shall be given Demerit or a heavier sanction;

2. Any Student who accommodates personnel not enrolled at the University or those without check-in registration at international student apartments shall be given a sanction ranging from Warning to Demerit;

3. Any Student who accommodates a person of the opposite sex or stays in dormitories of the opposite sex shall be given Demerit; if the circumstances are serious, Probation on Campus shall be imposed; if adverse impacts are caused or the Student commits the same disciplinary violation repeatedly, Expulsion from the University shall be imposed;

4. Disciplinary violations against fire safety administration provisions shall be handled in accordance with Article 15, Article 16, Article 17 and other relevant provisions of these Measures;

5. Any other disciplinary violations against the international student apartment management regulations or disrupting apartment management order shall be sanctioned with Warning up to Expulsion from the University based on circumstances.

Article 31 Any Student who commits any of the following disciplinary violations against campus publicity administration provisions shall be given Warning or Serious Warning; if the Student refuses to stop after dissuasion, Demerit or Probation on Campus shall be imposed; if the circumstances are serious, Expulsion from the University shall be imposed:

1. Scribbling, writing or drawing randomly on buildings;
2. Unauthorizedly setting up exhibition booths or publicity stalls on campus, posting and distributing notices, road signs, posters, announcements, circulars, advertisements and other publicity materials,

printed products and hand-drawn works, or hanging banners and scrolls without permission;

3. Intentionally altering, damaging or destroying official notices, announcements, signs and other marks of the University;

4. Registering various media platform accounts in the name of the University or the School of International Education or releasing information via such accounts without approval from relevant departments of the University.

Article 32 Any Student who violates relevant provisions of the State and the University when using computer networks and commits disciplinary violations shall be sanctioned respectively as follows:

1. Any Student who intentionally creates, disseminates or utilizes destructive programs such as computer viruses, or deletes, modifies, adds to or interferes with the functions of computer information systems thereby rendering computer information systems and computer networks unable to operate normally shall be given Demerit or a heavier sanction;

2. Any Student who, without permission, attacks or intrudes into other parties' computer network information systems and mobile communication network systems or steals others' IP addresses or accounts shall be given Serious Warning or a heavier sanction;

3. Any Student who transfers or lends his/her University network account to others for improper purposes shall be given Serious Warning or a heavier sanction;

4. Any Student who logs onto illegal websites and fails to make corrections after education shall be given Serious Warning or a heavier sanction; any Student who participates in online nude chatting shall be given Demerit or a heavier sanction; any Student who coerces others into nude chatting or organizes nude chatting shall be given Expulsion from the University;

5. Any Student who organizes or participates in online click farming for profit shall be given Serious Warning or a heavier sanction.

Article 33 Any Student who commits one of the following disciplinary violations shall be given a sanction ranging from Demerit to Expulsion from the University:

1. Stealing official seals or forging, altering or tampering with official seals, certificates and licenses;

2. Altering or forging transcripts, signatures, seals, recommendation letters or other certifications related to academic status and academic performance;

3. Forging, tampering with or falsely using official documents or records of the University;

4. Committing other disciplinary violations of fraud and falsification.

Article 34 Any other personal conduct that constitutes a disciplinary violation disrupting on-campus or off-campus order shall be sanctioned with Warning up to Expulsion from the University.

Section 3 Acts Infringing Personal Rights and Interests as well as Public and Private Property and Corresponding Sanctions

Article 35 Any Student who engages in fights, picks quarrels and provokes troubles and commits disciplinary violations that disrupt public order shall be sanctioned respectively as follows:

1. Instigators. Any Student who stirs up disputes or intensifies conflicts without physical assault but causes consequences due to such disciplinary violation shall be given Serious Warning or a heavier sanction; any Student who initiates physical assault shall be given Demerit or a heavier sanction;

2. Planners. Any Student who plans a fight without causing consequences shall be given Serious Warning; if consequences are caused by such disciplinary violation, Demerit or a heavier sanction shall be imposed;

3. Participants in a Fighter. Any Student who commits assault first without causing physical injury shall be given Demerit; any Student who causes minor injury or slight injury verified by a statutory institution shall be given Probation on Campus; any Student who causes serious injury verified by a statutory institution shall be given Expulsion from the University. Any student who commits assault subsequently (excluding legitimate defense) without causing physical injury shall be given Warning or Serious Warning; any Student who causes minor injury or slight injury verified by a statutory institution shall be given Demerit; any Student who causes serious injury verified by a statutory

institution shall be given Probation on Campus or Expulsion from the University. Any Student who engages in armed affray or instigates on-campus and off-campus personnel to participate in group fighting shall be given Probation on Campus or Expulsion from the University, regardless of the severity of circumstances.

4. Any Student who retaliates against others after the fight incident has ended shall be given Probation on Campus or Expulsion from the University;

5. Any Student who provides weapons for fights without causing consequences shall be given Serious Warning or Demerit; if consequences are caused by such disciplinary violation, Probation on Campus or Expulsion from the University shall be imposed;

6. Any Student who provides false testimony shall be given Demerit or a heavier sanction;

7. Any Student who gets intoxicated, picks quarrels and provokes troubles or engages in fights after drinking and disrupts on-campus or off-campus order through disciplinary violations shall be given Demerit or a heavier sanction;

8. Any Student who settles a fight incident privately without following formal procedures during incident handling shall be given a sanction one level higher than the corresponding standard sanction for the disciplinary violation.

Article 36 Any Student who publicly insults others, fabricates facts to slander or frame others or infringes upon others' reputation

through other disciplinary violations shall be given Warning or Serious Warning; if the circumstances are relatively serious, Demerit or Probation on Campus shall be imposed; if severe consequences are caused, Expulsion from the University shall be imposed.

Article 37 Any Student who commits one of the following disciplinary violations infringing upon others' personal and personality rights and disrupting others' normal life shall be given Warning or Serious Warning; if the circumstances are relatively serious, Demerit or Probation on Campus shall be imposed; if severe consequences are caused, Expulsion from the University shall be imposed:

1. Spying on others, secretly photographing others, eavesdropping on others, disseminating others' private information or infringing upon others' privacy through other disciplinary violations;
2. Molesting others or intentionally exposing private body parts in public places;
3. Sending obscene, insulting or other information to disturb others' normal life;
4. Invading others' study and living premises without permission, pestering or harassing others and interfering with their normal study and life;
5. Intimidating others or threatening others' personal safety;
6. Other disciplinary violations disturbing others' normal life.

Article 38 Any Student who commits one of the following disciplinary violations infringing upon others' personal information

security shall be given Warning or Serious Warning; if the circumstances are relatively serious, Demerit or Probation on Campus shall be imposed; if severe consequences are caused, Expulsion from the University shall be imposed:

1. Using others' identities to engage in illegal acts or disciplinary violations or other improper acts and causing reputational or economic losses to others;

2. Collecting others' letters, mails or other property by falsely claiming ownership, concealing, destroying, opening without permission, illegally possessing or handling them through other illegal disciplinary violations;

3. Stealing or obtaining others' personal information through other illegal channels, illegally selling or illegally providing others' personal information to third parties.

Article 39 Any Student who commits disciplinary violations of stealing, defrauding, seizing, extorting, falsely claiming or embezzling public or private property shall bear corresponding legal liabilities in accordance with law and be given the following sanctions respectively:

1. Where the monetary value involved is RMB 1,000 or less, Warning or Serious Warning shall be imposed based on the severity of circumstances; where the monetary value involved exceeds RMB 1,000 but is less than RMB 2,000, Demerit or Probation on Campus shall be imposed based on the severity of circumstances; where the monetary value involved exceeds RMB 2,000, Probation on Campus or Expulsion

from the University shall be imposed based on the severity of circumstances;

2. Any Student who provides information or tools for disciplinary violations or covers up violations, shelters offenders, disposes of stolen goods or engages in other related acts shall be given Demerit or a heavier sanction;

3. Any Student whose disciplinary violation causes substantial economic losses or social harm or who commits such disciplinary violations repeatedly shall be given Expulsion from the University.

Article 40 Any Student who intentionally damages public or private property shall bear corresponding legal liabilities and compensate for all losses at full price in accordance with law. If the circumstances are minor, a sanction ranging from Warning to Demerit shall be imposed; if the circumstances are serious, Probation on Campus shall be imposed; if substantial losses or adverse public impacts are caused, Expulsion from the University shall be imposed.

Article 41 Any other personal conduct that infringes upon others' personal rights and interests or public and private property shall be sanctioned with Warning up to Expulsion from the University.

Section 4 Violations of Admission, Study, Academic and Examination Disciplines and Corresponding Sanctions

Article 42 Any Student who conceals or falsely reports information or submits false supporting documents in admission application materials shall be given Expulsion from the University.

Article 43 Any Student who is unable to participate in activities specified in the education and teaching plan shall apply for leave in advance and obtain approval, unless the absence is caused by force majeure or other reasons not attributable to the Student. Any unapproved absence without justifiable reasons shall result in the following disciplinary sanctions:

1. Any Student who is absent from classes for 12 class hours (inclusive) accumulatively in one semester shall be given Warning;

2. Any Student who is absent from classes for 13 class hours (inclusive) to 24 class hours (exclusive) accumulatively in one semester shall be given Serious Warning;

3. Any Student who is absent from classes for 24 class hours (inclusive) to 36 class hours (exclusive) accumulatively in one semester shall be given Demerit;

4. Any Student who is absent from classes for 36 class hours (inclusive) or more accumulatively in one semester shall be given Probation on Campus;

5. Any Student who leaves campus without leave or with an unapproved leave application for fewer than 5 working days shall be given Serious Warning; any Student who does so for 5 to 10 working days shall be given Demerit. Any Student who fails to participate in teaching activities prescribed by the University for two consecutive weeks without approval shall be given Expulsion from the University.

Unauthorized absence from centralized internships, curriculum design, thesis writing and other activities stipulated in the University's teaching plan shall be counted as 6 class hours per day; unauthorized absence from other activities arranged by the University shall be counted as 4 class hours per day.

Article 44 Any Student who is repeatedly late or leaves early without justifiable reasons in violation of attendance rules shall be given Warning; if the circumstances are serious and the Student refuses to make corrections despite repeated education, Serious Warning shall be imposed.

Article 45 Any Student who commits any of the following disciplinary violations during an examination shall be given criticism and education and be ordered to make corrections on the spot:

1. Failing to place prohibited items (including but not limited to schoolbags, books, notebooks, review outlines, self-provided scratch paper, etc.) at designated positions when examination papers are distributed;

2. Failing to sit at the assigned seat when examination papers are distributed;

3. Borrowing articles from or lending articles to others without permission during the examination;

4. Mobile phones ringing during the examination;

5. Wearing headphones (including but not limited to earphones for mobile phones, MP3 players and other electronic devices) during the

examination, except for standard headphones required for foreign language listening tests;

6. Failing to fill in name, student ID or examination number as required after the examination start signal is issued;

7. Other disciplinary violations that require timely correction and criticism and education.

Article 46 Any Student who commits any of the following disciplinary violations during an examination shall have his/her examination paper invalidated with a zero score and be given criticism and education:

1. Answering examination questions with writing tools other than blue or black ink;

2. Submitting an examination paper without filling in name, student ID or examination number.

Article 47 Any Student who commits any of the following disciplinary violations during an examination shall be given Warning with a zero score recorded for the examination:

1. Starting to answer questions before the examination start signal or continuing to answer after the examination end signal;

2. Committing disciplinary violations listed in Article 45 and failing to correct such acts after criticism and education;

3. Other disciplinary violations warranting Warning.

Article 48 Any Student who commits any of the following disciplinary violations during an examination shall be given Serious Warning with a zero score recorded for the examination:

1. Providing convenience for others to peek or copy answers during the examination;
2. Allowing others to take his/her answer sheet or scratch paper without reporting to the invigilator;
3. Peeking at others' papers, whispering to others, or exchanging secret signals or gestures during the examination;
4. Using non-prescribed paper to answer examination questions;
5. Writing name, student ID or examination number outside the designated area on the examination paper, or marking other identifying information on the answer sheet;
6. Leaving the examination room without permission during the examination;
7. Taking examination papers or answer sheets (including answer cards, answer booklets, etc.) out of the examination room;
8. Other disciplinary violations warranting Serious Warning.

Article 49 Any Student who commits any of the following cheating disciplinary violations during an examination shall be given Demerit with a zero score recorded for the examination:

1. Bringing unauthorized materials into the examination, including placing written materials related to the examination content around, carrying electronic devices such as mobile phones storing relevant

materials, or having examination-related content written on the body or surrounding objects;

2. Seizing or stealing other Students' examination papers or answers during the examination;

3. Exchanging examination papers, answer sheets or scratch paper during the examination;

4. Carrying mobile phones, smartwatches and other electronic or communication devices during the examination;

5. Passing or receiving examination answers through various means during the examination;

6. Identical answer sheets found by teachers during paper marking, which are verified to be acts of cheating;

7. Disrupting the order of examination rooms or marking venues;

8. Other disciplinary violations warranting Demerit.

Article 50 Any Student who commits any of the following cheating disciplinary violations during an examination shall have his/her examination terminated immediately, be given Probation on Campus or Expulsion from the University, and get a zero score for the examination; if such disciplinary violations violate laws and regulations, the case shall be transferred to relevant competent authorities:

1. Filling in a name, student ID, examination number or other identity information inconsistent with one's own identity on the answer sheet, which warrants Probation on Campus;

2. Intentionally destroying examination papers, answers or examination materials, which warrants Probation on Campus;

3. Taking examinations on behalf of another person or asking another person to take examinations on one's behalf, which warrants Expulsion from the University;

4. Participating in the theft or sale of examination questions or answers, which warrants Expulsion from the University;

5. Purchasing stolen examination questions or answers, which warrants Probation on Campus;

6. Cheating with communication equipment or other devices, or organizing examination cheating via communication software and tools, which warrants Expulsion from the University;

7. Other serious cheating or examination order-disrupting acts warranting Probation on Campus or Expulsion from the University.

Article 51 Any Student who commits any of the following violations of academic and research provisions shall be sanctioned respectively as follows:

1. Acts violating academic norms such as plagiarism, appropriation, tampering and falsification in course assignments, scientific research reports, competition works or other unpublished academic achievements, which warrant sanctions ranging from Serious Warning to Probation on Campus based on the severity of circumstances;

2. Committing academic misconduct such as trading, having others write or writing degree theses for others or engaging in plagiarism,

appropriation, tampering and falsification in degree theses or publicly published research results during the period of enrollment, which warrants Expulsion from the University;

3. Other violations of academic norms, which warrant sanctions ranging from Warning to Expulsion from the University based on the severity of circumstances.

Chapter IV Authority and Procedures for Handling Disciplinary Violations

Article 52 The School of International Education shall be the administrative department responsible for imposing sanctions for Students' disciplinary violations.

Where the University intends to impose Expulsion from the University on a Student, the School of International Education shall notify the Student in writing of the right to apply for a hearing prior to issuing the sanction decision. If the Student submits a written hearing application within 5 working days upon receiving the written notice, the School of International Education shall organize a hearing. Failure to submit an application within the time limit shall be deemed a waiver of the right to a hearing.

The hearing shall be organized by the School of International Education, and the hearing moderator shall be an investigator uninvolved in the case. Hearings shall be open to the public, except where personal privacy is involved. Written records of the hearing shall be kept, and hearing conclusions shall serve as reference basis for

making the sanction decision. A Student's waiver of the hearing right shall not prevent the School of International Education from issuing a sanction decision in accordance with these Measures.

Article 53 Before imposing Expulsion from the University on a Student, legality review shall be conducted in advance. A special meeting authorized by the President shall review the case and put forward sanction proposals, which shall be submitted to the University's leadership in charge of international students and foreign affairs for approval before filing with the higher education administrative department.

Article 54 The procedures for handling Students' disciplinary violations are as follows:

1. Where a Student is suspected of illegal or criminal acts, he/she shall be promptly transferred to the public security organ. For a Student's disciplinary violations, the School of International Education may conduct an investigation jointly with relevant departments and schools of the University as appropriate. The following types of evidence may, upon verification, serve as the basis for imposing sanctions on Students who have committed disciplinary violations:

- (1) Documentary evidence;
- (2) Physical evidence;
- (3) Witness testimony;
- (4) Statements of the party concerned;
- (5) Audio-visual materials and electronic data;

- (6) Appraisal conclusions;
- (7) Investigation records and on-site records;
- (8) Appraisal conclusions lawfully issued by other relevant authorities.

Facts confirmed by effective judicial judgments, rulings, decisions and administrative penalty decisions do not require separate investigation, and the corresponding judicial or administrative documents may be directly used as evidence.

2. Investigators shall interview the Student to verify facts based on collected evidence and hear the Student's statements and defense.

3. A written sanction decision shall be issued based on verified disciplinary violation facts and in accordance with these Measures. The sanction decision shall contain the following information:

- (1) Basic personal information of the Student;
- (2) Facts and evidence supporting the sanction;
- (3) Type, basis and period of the sanction;
- (4) Channels and time limit for filing an appeal;
- (5) Other necessary information.

4. Sanction handling decisions, sanction notices and other relevant documents shall be served directly to the Student. If the Student refuses to sign for receipt, service by leaving the document at the scene shall be adopted. If the Student has left campus, service by post or email shall be adopted. If the Student is hard to contact, service by public announcement on the University's official website or news media shall

be adopted, and service shall be deemed completed 30 working days after the announcement is released.

5. The School of International Education shall issue a sanction decision within 30 working days from the date of filing an investigation into a disciplinary violation. If the case is complex and requires an extension, the time limit may be extended by 15 working days upon approval by the person-in-charge of the School of International Education, and the reasons for the extension shall be informed to the Student concerned.

Article 55 Any staff participating in handling disciplinary violations shall recuse himself/herself voluntarily, and the Student concerned may apply for his/her recusal, under any of the following circumstances:

1. Being a close relative of the Student concerned;
2. Having an interest in the disciplinary violation case;
3. Having other relationships that may affect impartial handling of the disciplinary violation case.

Article 56 A Student dissatisfied with a sanction decision for a disciplinary violation may submit a written appeal to the University's Student Appeal Committee within 5 working days upon receiving the sanction decision (excluding circumstances caused by force majeure). Appeal procedures shall follow the University's relevant provisions on student appeal administration. Failure to submit an appeal within the time limit shall be deemed acceptance of the sanction decision.

Article 57 Where a Student is given Expulsion from the University, the School of International Education shall issue a study certificate. The Student shall complete all campus departure procedures within 5 working days from the effective date of the sanction decision and independently go through residence permit procedures at the exit and entry administration department of the public security organ. If the Student fails to complete such procedures within the time limit, the School of International Education shall report the relevant information to competent authorities and the exit and entry administration department of the public security organ in accordance with provisions, and the public security organ shall handle the case in accordance with law.

Chapter V Supplementary Provisions

Article 58 These Measures shall apply by reference to non-degree students, newly admitted students who have completed enrollment registration but are still in the student status review period, and international students participating in short-term exchange programs at the University.

Article 59 Any Student who commits illegal acts or disciplinary violations during off-campus teaching internships, graduation internships, field investigations, social practice, exchange programs and other activities organized or approved by the University shall be subject to disciplinary sanctions with reference to these Measures.

Article 60 For any disciplinary violation not enumerated in these Measures, corresponding sanctions shall be imposed with reference to similar provisions of these Measures based on the nature, severity and consequences of the disciplinary violation; however, the imposed sanction shall not exceed the maximum sanction prescribed under the referenced similar provisions. If any previous provisions on disciplinary sanctions against international students issued by the University conflict with these Measures, these Measures shall prevail. These Measures shall be revised and supplemented in a timely manner in light of the latest regulations issued by the Ministry of Education and Beijing Municipal Education Commission as well as the actual conditions of the University.

Article 61 The School of International Education shall be responsible for interpreting these Measures.

Article 62 The English version of these Measures is a translation for the reference of international students. In case of any inconsistency between the Chinese and English versions, the Chinese version shall prevail.

Article 63 These Measures shall come into force on the date of promulgation. The *Administrative Measures of the School of International Education, Beijing Institute of Graphic Communication for Disciplinary Sanctions against International Students (Yin Yuan Fa [2023] No.33)* shall be abolished simultaneously.