

高创南非学徒班学习管理办法（试行）

总则（Regulations in-general）

- 一、为 对南 修 在 州工业 业技术学 （以下 “学 ”）学习期 ，参 学 《学 手册》和《国 学 手册》 关 定，增 并执 创南 学徒 学习 办法（ ）如下：
 - I. Based on the Handbook for Students and for International Students in Suzhou Vocational Institute of Industrial Technology (abbreviated to “SIIT” below), these following regulations are supplemented and observed by all the foreign students from South Africa for 2019’ Training & Internship Program.
- 二、学 校对来华 学 律处分，坚持教 和处分 合 原则，坚持学 权 受保 原则。
 - II. For the disciplinary punishment of foreign students, SIIT adheres to the principles of combination of education and punishment, and protecting the students’ rights and interests.
- 三、学 在校学习和 假日期 或校外参加教 实习、 察、 会实 会 动中 有 为，按 定 予 告、严 告、 、 校察 或勒令 学 处分。
 - III. Foreign students who take part in educational practice, investigation, social practice and other social activities during holidays or outside school shall be given warnings, serious warnings, recording of demerit, academic probation or academic dismissal punishments according to regulations.
- 四、学 学 ，应在收到处分决定书之日 7 日内办妥 校手 ，并到 州市公安局出入境 局 注 来华学习 ； 期不办 ，学 强制 予办 。勒令 学 学 ，学 发 学习 明，对学 处分材料，学 完整地归入学 本人档案。
 - IV. Foreign students who have been academic dismissal punishment shall, within 7 days from the date of receipt of the decision on punishment, go through the formalities of leaving school, and cancel their study visas to China in the Exit-entry Administration Bureau of Suzhou Public Security Bureau; if they fail to do so within the time limit, the school shall give them compulsory processing. Foreign students who have suffered academic dismissal punishment shall be issued with a certificate of study by school, and the disciplinary materials of the students shall be fully included in the student's own file.

入学与注册

Enrollment and Registration

- 一、学习时 6 个月 新 ，持以下材料在 定时 内到校报到和注册：有效 护 、来华学习 X1 、录取 书原件、JW202 原件和《外国人体格检查 》、 化 报告（均 原件）及 3 张护 尺寸 、学习 。如无法按时报到，应在开学前征得学 同意。否则，将 为 动 放弃入学 格。
 - I. Registration materials for admitted students who will study for more than 6 months include: valid Passport X1 Visa, original Admission Notice, original JW202, original report on physical examination and blood test, 3 passport photos (3cm x 4cm), tuition and all other associated costs. Students shall register at SIIT before the deadline stated in the Admission Notice. Those who can't register in due time must get the permission from SIIT ahead of the beginning of the semester. Those who fail to register in time and also without SIIT's official

permit will be regarded as giving up the opportunity to enroll in the program.

二、新 报 到 30 天 内 ， 办 外 国 人 居 可 。 开 学 报 到 1 周 内 ， 学 安 排 到 州 出 入 境 检 查 局 中 体 检 。 体 检 不 合 格 ， 取 入 学 格 。

II. After registering in SIIT, students are required to apply for a residence permit at the Suzhou Public Security Bureau. Usually during the first week after enrollment, students are supposed to take a physical examination by Suzhou International Travel Healthcare Center. If the results show that the student cannot study here due to his or her illness or other serious infirmity, enrollment in SIIT is to be cancelled and will have to go back home in due time.

上 与 作 业

Regulations for Classes and Assignments

一、按 时 上 下 ， 备 响 前 入 教 室 ， 不 允 到 、 早 、 旷 。 有 殊 情 况 提 前 假 ， 假 一 天 以 内 ， 主 任 审 核 字 并 任 教 师 。 假 一 天 以 上 、 三 天 以 内 ， 主 任 字 并 分 导 审 核 字 ， 学 校 备 案 。 假 一 周 以 上 ， 所 在 主 任 审 核 字 ， 并 报 学 校 备 案 。 假 出 州 市 ， 无 时 ， 主 任 审 核 字 并 报 学 履 关 手 。

I. Have classes in good time and all the students are supposed to be in class ahead before the bell rings. No delayed attendance, no early withdrawal or absenteeism is allowed. Under special circumstances, ask for a leave in advance with written consent signed by the teacher in charge of the class. Within one day of leave, ask the permission and signature from the teacher in charge who notifies that to their teachers. Within one to three days of leave, they shall be signed by the teacher in charge and signed by their vice dean and also for the record of the college. For more than one week of leave, they shall be examined and signed by their dean and submitted for the record. For those who leave the City of Suzhou, regardless of the duration of time, they shall ask their dean for permission and go to SIIT to carry out relevant procedures.

二、上 期 听 和 做 ， 止 、 吃 东 、 手 机 ， 不 准 与 此 堂 无 关 书 ， 实 实 室 内 止 带 入 品 、 料 。

II. Full attention and note-taking are required in class. Chatting, eating, drinking, cellphone-playing or anything irrelevant to the class is not allowed.

三、守 堂 律 ， 上 期 不 同 意 不 允 意 动 。 有 殊 情 况 可 举 手 意 ， 征 得 任 师 同 意 ， 方 可 动 。

III. Observe class rules. Leaving your seat during class is not allowed without permission.

四、按 时 完 成 和 提 交 作 业 、 实 （ 习 ） 报 告 。

IV. Assignments, lab and practice reports are supposed to be completed and handed in.

核 与

Performance Assessment and Filing

一、学 必 参 加 人 才 培 养 方 案 定 必 修 学 习 。 核 合 格 即 得 定 学 分 。 核 成 和 得 学 分 入 学 档 案 ， 一 式 两 份 ， 学 毕 业 时 一 份 归 入 本 人 档 案 ， 一 份 存 学 档 案 室 。 未 核 准 听 ， 不 得 参 加 ， 不 取 得 学 分 。

I. Students must attend all the courses stipulated by the education plan. Students will get credits after taking

exams and getting passing grades. Grade reports and credits would be filed in students' learning file in two copies, one for students and one for the school. Students are not allowed to take exams or test for those courses taken

without approval from the office, and no credits will be recorded.

二、所有学 必 参加我校 定 核， 核不及格 ， 应予 。

II. All the international students are required to take part in the exam or test. One who fails must take the exam again.

三、因故不 ， 必 于 前提出 假并办 ， 一 与 同时 。 成 按 实 成 入成 册。

III. Students who are not able to attend a test must apply for postponing the test in advance. Supplementary exam usually taken in the same time with re-sit. The grades will be recorded in students' file according to the actual result.

四、必修 有下列情况之一 ， 学 应当 修 ：

(一) 后仍不及格 ；

(二) 实 不及格 ；

(三) 凡擅 或 作弊 ；

(四) 勤 时数 到某 一学期应上 时数 1/3 。

IV. If one of the following situations occurs to the credit course, students are required to retake the course: if the student

1 fails to pass the re-sit;

2 fails the Practical Course;

3 misses a test without permission or who cheats in the exam;

4 misses 1/3 or more classes of any subject in one term.

五、学 完成 修 划、成 合格 ， 发 修 明和成 单。不参加 或成 不合格 ， 只发 学习 明书。

V. Those who have completed their study plan and have passed all the exams will be entitled to a training certificate from SIIT with a grade report. Whereas those who do not take exams or haven't passed the exams will only receive a Certificate of Study.

日常 为 处 Treatment of Daily Misbehaviors

一、学 有下列情形之一，学校可以 予 学处分：

I. Students may be given academic dismissal punishment under any of the following circumstances:

(一) 反中国宪法，反对四 基本原则、 坏安定团 、扰乱 会 序 ；

(1) Violating the Constitution of China, opposing Four Fundamental Principles, undermining stability and unity, and disrupting social order;

(二) 中国法律，构成刑事 ；

(2) Violating Chinese law and constituting criminal offense;

(三) 受到治安 处 ，情 严 、性 恶劣 ；

(3) Being punished in Public Order and Security Administration with serious and abominable nature;

(四) 代替他人或 他人代替 己参加 、 作弊、使 备或其他器材伙同他人作弊、 向他人出售 或 案 取利 ，以及其他严 作弊或扰乱 序 为 ；

(4) Substituting others or letting others take exams instead of themselves, organizing cheating, using communications or other equipment to cheat with others, and selling examination questions or answers to others for profit, and other acts of serious cheating or disrupting the order of examinations;

(五) 反《中华人民共和国出境入境法》、《中华人民共和国境内外国人宗教活动管理规定》、《中华人民共和国境内外国人宗教活动管理规定实施细则》、《宗教事务条例》和学校有关规定,严重影响学校教育教学秩序、生活秩序以及公共场所秩序;

(5) Violating the Law of the People's Republic of China on the Control of the Entry and Exit, the Regulations on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China and the school regulations, which seriously affect the order of school's education and teaching, the order of life and the order of administration of public places;

(六) 存放、吸食毒品,或代他人存放毒品、性;

(6) Storing or using narcotic drugs;

(七) 侵害其他个人、合法权,成严重后果;

(7) Infringing legitimate rights and interests of other individuals and organizations, resulting in serious consequences;

(八) 屡次反学校规定受到纪律处分,教不改。

(8) Violating school regulations and are subject to disciplinary action repeatedly, and do not corrected after education.

二、危害社会公共秩序和学校教育教学秩序,承担相应法律责任外,情节,应予处分;对情节特别严重或成严重后果,予勒令退学处分:

II. The students who have endangered the public order of society and the order of school education and teaching, in addition to assuming corresponding legal responsibilities, shall be punished according to the seriousness of the circumstances; if the circumstances are especially serious or have serious consequences, he/she shall be given academic dismissal punishment:

(一) 未按中国法律程序和学校有关规定得批准,和参加大型集会、示威、游行、传活动,又不听劝。

(1) Organizing and participating in large-scale assemblies, processions, demonstrations, strikes, meal strikes, discourses, and other activities without obtaining approval in accordance with Chinese legal procedures and relevant provisions, and refusing to listen to dissuasion.

(二) 印制、张贴、投、散发大小字报或法宣传品,以及其他途径散布反动,散布封建信、教。

(2) Printing, posting, delivering or distributing newspapers in large or small characters or illegal propaganda materials, as well as spreading reactionary speech, feudal superstition, obscenity or cult speech through other means.

(三) 故意学校人员执公务,侮辱、威胁、殴打教工,对教工寻事,构成刑事或反治安定。

(3) Obstructing school administrators in the performance of their official duties intentionally; insulting, threatening or beating faculty members; making troubles with staffs, which constitutes criminal offense or violates the regulations on the administration of public security.

(四) 非法扣、拆、冒他人信件、包裹、汇或其它件。

(4) Illegally withholding, opening, or taking away letters, parcels, bills of exchange or other mail from others.

(五) 侮辱、他人,他人人格和名成损害。

(5) Insulting or slandering others and causing harm to the personality and reputation of others.

(六) 以低 下 侮 他人, 利 手机、 手段 扰他人, 以 恋 为名强 他人与其交往, 对他人 人 和 心名 成损害。

(6) Insulting people of opposite sex with lowly words and deeds, harassing the people of opposite sex by means of mobile phones, Internet and so on, forcing others to interact with them in the name of love, causing harm to the personal reputation of the opposite sex.

(七) 、 中国、 体或 人 , 公安机或学校安全 定, 情 、 数 予 应处分, 并 上交回 款或 。

(7) The students who have stolen or defrauded China, collective or private property shall be punished accordingly, depending on the circumstances determined by the public security organ or the school safety administration, and shall immediately return the stolen money or stolen property.

(八) 款、 , 情不报或以各 方式包庇作案 为 查 成困 。

(8) Harboring stolen money or stolen goods, knowing but not informing, or harboring the crime in various ways to make the investigation difficult.

(九) 加入 法 , 参加 法 动, 携带有危害中国 会公共利 内容 宗教印刷品和宗教 像制品入境, 在校园内 传教、宗教 会或利 宗教 坏 会 序, 法 会 为 。

(9) Joining illegal organizations, participating in illegal organization activities, or bringing into the country religious printed materials and religious audio-visual products which are harmful to the public interest of China, preaching religion on campus; holding religious gatherings, using religion to disrupt social order, or organizing illegal meetings and processions, etc.

(十) 有其他危害 会公共 序和学校 序 为 。

(10) Other acts that endanger public order and the order of schools.

(十一) 校园内严 携带和存放枪支、弹 和 制刀具 制器具, 一 发 , 予勒令 学处分。

(11) It is strictly prohibited to carry and store firearms, ammunition and other control devices on campus, and if it is found, the students shall be given academic dismissal punishment.

三、有以下情形之一 , 承担 应 法律 任和 任以外, 情 , 予 应处分; 对情 别严 或 成严 后果 , 予勒令 学处分:

III. The students who had the following status, in addition to undertake the corresponding legal and economic liabilities, shall be punished according to the seriousness of the circumstances; if the circumstances are especially serious or have serious consequences, he/she shall be given academic dismissal punishment:

(一) 故意损坏公共或他人 。

(1) Intentionally damaging public or other people's property.

(二) 反 定使 明 , 不听劝 。

(2) Using open fire in violation of regulations and not listening to dissuasion.

(三) 不 劝 , 反 定拉 、 改公 备, 使 、 加 器 具。

(3) Drawing electric wires privately and illegally, transforming public equipment privately or using appliances such as electric stoves and electric heaters and not listening to dissuasion.

(四) 学 在校期 下江河 泊 泳。

(4) Swimming in rivers and lakes privately while they are in school.

(五) 擅 挪 、 损坏 器材或安全 施。

(5) Misappropriating or damaging firefighting equipment or safety facilities without authorization.

(六) 在宿 楼上或其他公共场所故意摔 或其他 品、 坠 。

(6) Deliberately smashing wine bottles or other articles on dormitory buildings or other public places, or falling objects from high altitude.

(七) 有其他 反安全 制度 为 。

(7) Other behaviors of violating the safety management system.

四、坏学校秩序，反宿制度，情，予应处分；对情别严或成严重后果，予勒令学处分：

IV. The students who have destroyed the order of school life and violated the management system of dormitories, shall be punished according to the seriousness of the circumstances; if the circumstances are especially serious or have serious consequences, they shall be given academic dismissal punishment:

(一) 严学晚归、不归。未批准，当天 22:30 后入公寓为晚归（假日推 30 分）；未批准，当天未回公寓居住为不归。一次晚归，予报批。未主任批准晚归 3 次，学不出具学习明。宵未归 1 次且未征得主任批准，予勒令学处分。

(1) It is strictly prohibited for students to return to the apartment late or not to return. Without approval, those who enter the apartment after 22:30 are deemed to be late to return (delayed by 30 minutes in the holiday); not to return to the apartment without approval is deemed not to return. The student who has returned late one time shall be given a notice of criticism. Whoever has returned late 3 times and without the permission from the teacher in charge of the class will not get the training certificate from SIIT. Whoever hasn't come back to dorm for one whole night shall be given academic dismissal punishments.

(二) 未批准，在学宿内宿校外人员，予当事人严告处分。因宿人员成失、或其他法后果，任人承担全损失及关法律任，并予应处分。

(2) The students who let outsiders stay in the student dormitory without approval shall be given a serious warning and disciplinary action. In case of theft, fraud or other illegal and disciplinary consequences caused by residential personnel, the responsible person shall bear all economic losses and related legal liabilities, and shall be punished accordingly.

(三) 宿内存放易、易、剧毒、放射性品。

(3) Storage of flammable, explosive, highly toxic and radioactive items in the dormitory.

(四) 有其他坏学校秩序，反宿制度为。

(4) Other acts that undermine the order of school life and violate the dormitory management system.

注：守寝室：我们寝室，我们家园。

Observe the dorm regulations list below : Our Dorm, Our Home!

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|--|--|
| <p>寝室公 Dormitory public property</p> | <p>护寝室内公，不擅动，拆卸，如有损坏公应价偿，无任承担，则宿人员共同承担 Take good care of the public property in the dormitory, do not move and disassemble. If there is any damage to the public goods, it shall be paid according to the price, and if the person is not responsible for it, the staff of the dormitory shall bear the compensation.</p> |
| <p>器使安全 Safety in the use of electrical appliances</p> | <p>严接、改动及将插板拉到床上使。严使水壶、 、夹板、 、取暖器、微波、咖啡机、 机、榨汁机器备。 使吹，吹使完毕后必及时切断。 It is prohibited to connect, alter wire or pull electric plug board to the bed for use privately. It is prohibited to use electrical equipment including electric kettle, rice cooker, electric stew pot, induction cooker, hair straightener, electric heating pads, heater, microwave oven, coffee machine, soybean milk machine, juicer, etc. Specifying the use of hair dryers, which must be used in the special socket of the corridor of the apartment.</p> |
| <p>水 Utilities</p> | <p>每个学每年 50 吨水，每个学每年 320 度。均学校一充值入水， 。水出分按标准收。 Each student subsidizes 50 tons of water per year and 320 degrees of electricity per year. Subsidies are charged by the school uniformly into the hydropower meters, non-cash</p> |

subsidies. The excess of the utility subsidy shall be charged at the standard rate.

学 公寓内 止使 明 （如 张和杂 以及使 油 、 、 各
有明 器具），严 向 外扔 、 。学 公寓 止存放易 、 易 、 刷
毒 危 品（含 ）。

安全
Fire safety

It is prohibited to use open fire (such as burning paper and sundries, kerosene stoves, alcohol stoves, candles, etc.) in the student apartments, and it is forbidden to throw combustible materials out of the window. It is prohibited to store flammable, explosive, toxic and other dangerous goods (including fireworks and firecrackers) in the student apartments.

学 开寝室 关好 ， 寝室内不宜存放 品和大 ， 下企业实习期 ，
切断寝室 总开关， 品 携带。

产安全
Property safety

Students should close the doors and windows of the dormitory when they leave the dormitory. Valuables and a large amount of cash should not

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|---|---|
| | forbidden. All bad information including obscene, reactionary and superstitious contents should be banned. If it is found, they should be dealt with according to relevant regulations. 水仅 ， 止一切其它形式 使 。 Direct drinking water is limited to drinking, and all other forms of use are prohibited. |
| | 寝室内 止 宿他人（含 同寝室同学） It is forbidden to let outsiders stay in the dormitory (including students of different dormitories) |
| 中文 和书刊 Chinese TV programs and reading materials | 励收 中文 和 中文杂志 You are welcome to watch TV program in Chinese and to read Chinese books,newspapers and magazines. |
| 体有不 时 人和方式 | 一 情况：找 主任或 主任学 助 ， 并 值 校医 。 If you are not feeling well ,teacher in-charge or assistant to teacher in-charge will be ready to help you contact the campus doctor. 急情况：拨打 120 急救 Calling telephone number 120 in an emergency. |
| 公寓关 时 Lockup | 周日---周四： 22:30---次日 6:00 Sunday - Thursday : 22:30---6:00 周五---周六： 23:00---次日 6:00 Friday - Saturday : 23:00---6:00 假日： 23:00---次日 6:00 Festival and holiday : 23:00---6:00 |

治安 定

Security Administration Regulations

一、学 在校学习期 就业、 商或从事其他 性 动 应严格 守中华人民共和国宪法和其他法律、 法 ， 守学校 制度，不得危害中国国家安全，不得从事与 份不 动，不得介入中国内 事务，不得危害 会公共利 ， 坏扰乱公共 序。因 反中国法律 发 刑事及治安案件， 中国公安司法 依法查处， 反校 校 学校按有关 定 处 。

I. Foreign students who have been sentenced to punishment or expelled from the country in accordance with the laws and regulations of China and have been employed in business or engaged in other business activities while studying at school shall be given academic dismissal punishments.

二、学校尊 学 俗习惯和宗教信仰，但不提供举 宗教 动 场所。不得在中国境内（包括校内） 成 宗教 、办事机构或 动场所，也不 在中国政府 定 场所之外 宗教 动，不得在中国公民中发展教徒、委任宗教教 人员或从事传教 动。不得成 或参加 法 ，不得 各 以反 华为 动。学 应尊 中国公民 俗习惯和宗教信仰。不得强 交友、 取他人信息。

II. Our SIIT respects the customs and religious beliefs of overseas students, but does not provide places for religious activities. It is forbidden to establish religious organizations and agencies or activities in China, nor outside the place as designated by the Chinese government for religious activities. Overseas students should not involve in religious faculty appointment, nor engaged in missionary activities. They shall not establish or participate in illegal organizations or carry out all kinds of activities aimed at fighting China. International students should respect the customs and religious beliefs of Chinese citizens. Overseas students shall not make friends or ask for other people's information by force.

三、学 不得有 、打架斗殴、 博、吸毒，传播、复制、 卖 法书刊和 像制品 反治安 定 为；不得参与 法传 ；不得从事或 参与有损大学 形 、有损中国 会公德 动。

III. In addition to the liability for compensation for damages incurred by the students involved in the fighting, gambling, drug taking, students with any of the following acts shall be given academic dismissal punishments:

(一) 学 参与打架 有关 任人， 依法承担损害 偿 任外，下列 为 ， 予勒令 学处分:

(1) 持械伤人 ， 后果严 ； (2) 他人 伤以上 ； (3) 为他人打架提供凶器 ， 成伤害 ； (4) 校外人员殴打他人 。

(1) those who hold the weapons to hurt others, and cause serious consequences; (2) those who cause minor injuries or more to others; (3) those who provide weapons for others to fight and cause the injury; (4) those who gather outsiders to beat others.

(二) 学 以任何形式参与 博或变 博 ， 或为他人提供 博场所、 或 具 ， 、强 、引 他人 博，情 严 ， 予 学处分: (1) 多次 博 ； (2) 博引 打架、斗殴或 成其他后果 ； (3) 博 为 中国法律,受刑事或 政处 。

Any forms of gambling are prohibited, once it is founded, the students shall be dealt with in accordance with the following provisions:

The students with the following conditions caused serious consequence shall be given academic dismissal punishments, such as participating in gambling or disguised gambling in any form; providing gambling sites, gambling capital or gambling equipment for others; or organizing, forcing or inducing others to gamble:

(1) participating in gambling for many times,

(2) having been engaged in fight, brawl, or other consequences caused by gambling.

(3) committing gambling in violation of Chinese law and is subject to criminal or administrative punishment.

四、 学 严 携带和存放枪支、弹 、和 制刀具 制 品器具。严 、保存、传播暴恐 。 严 容 、教唆、 、 、携带、 卖、吸 各 毒品 (含大)。

IV. Students are prohibited from carrying and storing guns, ammunition, knives and other controlled items. It is strictly prohibited to watch, save and disseminate violent and terrorist audio and video. It is strictly prohibited to tolerate, abet, coerce, induce, carry, sell or smoke any kind of drugs (including marijuana).

五、 学 实施 法占有、 、 公 为 ， 如数偿 和按公安机关有关 定处 外:

(1) 价值在三千元人民币以上 ， 予 学处分; (2) 多次作案、 伙作案 ， 予 学处分。

V. The student whoever commits the act of illegal possession, theft or fraud of public or private property, in addition to repaying the property in full and punishing it in accordance with the relevant provisions of the public security organ.

(1) shall be given academic dismissal punishments if the value of theft is more than RMB 3,000 Yuan.

(2) shall be given academic dismissal punishments if committing the crime for many times.

六、 学 使 机或手机 动 ， 利 制作 刊 、 像制品或 ， 建 ； 互 号上 、使 法手段 互 取有价支付凭 或 实施 为 ， 予 学处分; 利 机攻击校外 ， 成 或其他严 后果 ， 予 学处分。

VI. Foreign students with any of the following conditions shall be given academic dismissal punishments: using mobile terminals such as computers or mobile phones to make pornographic publications, obscene audio and video products, and establishing pornographic websites by using the Internet; stealing Internet accounts to surf the Internet, using illegal means to steal valuable payment certificates through the Internet or commits fraud; using computer technology to attack computer systems, network systems inside and outside the school, resulting in system paralysis or other serious consequences.

七、 学 机动 出入校 时， 主动减 下 推 ， 按 定地 停放 。不得 无 无 、 外地 或假 、 标 摩托 、 动 。学 在校内 (包括宿 区) 不得 机动 。

VII. It should take the initiative to slow down and get off the vehicle when students ride in and out of the school gate of non-motor vehicles, and park the vehicle at the prescribed place. It is not allowed to drive motorcycles

or electric vehicles without a license plate, without a license plate, without a foreign license plate or with a fake license plate. Students are not allowed to drive motor vehicles on campus (including residential areas).

八、未 先按法律 序和有关 定 得批准 ， 学 不得举 大型 会、 、 威 动。

VIII. It is not allowed to hold large gatherings or demonstrations for students who have not been approved in advance in accordance with the legal procedures and relevant regulations.

九、 学 开 州市， 事先书 告 主任， 主任 汇报， 同意后， 方可外出。

IX. It must inform the head teacher in writing in advance and report to the head teacher level by level when you leaves Hangzhou.

十、乘出 时 向 员 取发 ， 以便查找 忘 品；在商店 买 大 品时应向售 员 取发 ， 以便发 时， 凭发 向商店 换或 。

X. When taking a taxi, you should ask the driver for the invoice to find the forgotten items. When purchasing a large amount of goods in a store, you should ask the salesman for the invoice, so as to replace or return the goods to the store with the invoice when quality problems are found.

充 明

Additional Remarks

一、 学学 中国法律构成 ， 按法律 定处 ； 反校 校 ， 其情 按学 《学 处 实施 则》和《校园 序 干 定》 ， 予处分。各 处 处分一 决定， 向当事人 宣布外， 学 将书 其本国 华外交、代 机构或其国内 单位。必 止在校学习 ， 应 即回国。

I. International students who violate Chinese laws and constitute crimes shall be punished according to the law; those who violate school discipline and school regulations shall be punished according to the "Regulations on Discipline Violation of Students in Suzhou Vocational Institute of Industrial Technology" and "Regulations on School Public Security Management in Suzhou Vocational Institute of Industrial Technology" according to the seriousness of the violation. Once the penalties have been decided, the school will notify its diplomatic and representative offices in China or its domestic dispatching units in writing, in addition to announcing them to the parties concerned. It is necessary to terminate the learners in school and return home immediately.

二、保卫处协同“校园 务室”， 一时 处 发事件， 保 校园安全 定。

II. The security department, together with "Campus Police Branch", is always ready to deal with emergencies at the first time and ensure the safety and stability of the campus.

三、本手册内容正式 中文 ， 并提供 应 文 ， 当 文 与中文 内容有出入时， 以中文 为准。

III. The official edition of this manual is expressed in Chinese and provided with corresponding English translations. When there is any discrepancy between the English and Chinese versions, the Chinese version shall prevail.

四、本办法 权归 州工业 业技术学 。

IV. The right of interpretation of all these regulations listed above shall be vested in Suzhou Vocational Institute of Industrial Technology.

以上所有 定， 无异 ， 字 ， 并严格执 。

If you fully understand and accept all the above-mentioned codes of conduct, please sign and confirm.

姓名 Print Name:

名 Signature:

年 月 日

创南 学徒 实习 办法 ()

为 对 创南 学徒 实习期 和生活和工作 , 参 公司 关 定, 增 并执 实习 制度如下:

In order to increase the scientific management of the interns from South Africa, the following additional regulations concerning living and production management are issued and enforced in the light of the company's regulations governing production and life :

生活 制度 Regulations of Living Management

1. 开宿 时关 电、水、空调, 注意 安全。
When leaving the dormitory, turn off the lights, air-conditioning, consciously save electricity, pay attention to the safety of electricity.
2. 整 好 己内务, 保持各方 卫 生, 包括宿 房、 廊以及公共厕所。
Clean up your house and maintain all aspects of hygiene, including dormitories, corridors and public toilets.
3. 自 护公 共, 不得在宿 台、地 上乱写乱 画, 止 损坏墙壁。
Self-conscious care of public property, not in dorm balcony, on the floor scribbling, no damage to the walls.
4. 在 工 作 室、宿 房 做 到 节 水, 水 后 及 时 关 水 头。
In the workshop, dormitory to save water, turn off the faucet after using water.
5. 厅 就 餐 时, 排 队 就 餐, 不 得 浪 费 食 物, 工 人 师 傅; 餐 后 收 拾 好 桌 面 卫 生。
When dining, consciously queue up, do not waste food, after the meal, clean up the table top hygiene.
6. 晚 上 休 息 后 止 在 异 性 宿 房、 宿 房。
Stay in the opposite sex dormitory is prohibited after the evening rest.
7. 平 时 无 特 殊 情 况 止 意 外 出。
Usually does not have the special circumstance forbids to go out at will.
8. 止 在 宿 房 内 及 廊 道、大 声 喧 哗, 严 禁 在 宿 房 举 办 会 议 及 一 切 影 响 他 人 活 动。
Do not drink alcohol in dormitories and corridors. Do not hold parties and other activities in hostels.

生 产 制 度 Regulations of Production Management

1. 生 产 工 作 时, 循 安 全 一 原 则, 按 要 求 操 作。
Follow the first principle of safety and operate according to the requirements.
2. 按 时 上 下 班, 止 迟 到、早 退、无 故 旷 工。
Commute to and from work on time, prohibit late, leave early, absenteeism without reason.
到: 实 习 生 于 工 厂 定 上 班 时 推 到 岗 则 为 到;
Late: Interns are deemed to be late if they arrive later than the scheduled time in the workshop
早 退: 实 习 生 早 于 工 厂 定 下 班 时 提 前 离 岗 则 为 早 退;
Leave early: Interns are deemed to leave early if they leave earlier than the factory stipulation time.

旷工：实习 无故不出勤或 假未 批准擅 不出勤或 岗 为旷工。

Absenteeism: Interns are deemed to be absenteeism if they absent from work without reason or leave without permission.

3.严格 守各 制度。

Strictly observe the rules and regulations of each workshop.

4. 保持工作 洁卫 ，不 地吐 ，不乱扔垃圾。

Self-conscious to keep the workshop clean and clean, not spitting, not littering.

5.必 妥善保 企业 仪器、 备及其他 产。使 备时， 场指导员 可再操作，并严格按 标准作业 序 操作。

The instruments, equipment and other property of the enterprise must be kept properly. When using equipment, must pass the site instructor's permission to operate again, and strictly according to the standard operating procedure.

6. 因故无法上 ，应先向实习 人员 假。 人同意后，再向 导 假。未按 假 擅 勤 ， 为旷工。

If you are unable to work for some reason, you should first ask the intern manager for leave of absence. After the intern manager agrees, ask for leave of absence from the workshop leader again. Absence from work without leave in accordance with the procedure shall be regarded as absenteeism.

7.对于 到、早 ， 次 予 告，二次 予 处分；对于旷工 ，予以 处分。对于多次 、 不服从 ，屡教不改 ，予以开 ，工厂不 开具“工厂实习 明”， 州工业 业技术学 不 发“ 业 书”。

For those who are late and leave early, the first time they get a warning, the second time they get a demerit recording. For absenteeism, they get a demerit recording. For those who have violated discipline many times and refused to obey the management, they should be expelled, factory does not issue a "factory practice certificate", SIIT does not issue a "certificate of completion."

以上所有 定， 无异 ， 字 ， 并严格执 。

If you fully understand and accept all the above-mentioned codes of conduct, please sign and confirm.

姓名 Print Name:

名 Signature:

年 月 日