

# **Guideline for International Students of Hainan College of Software Technology**

International Exchange & Cooperation Center  
(2018.3)

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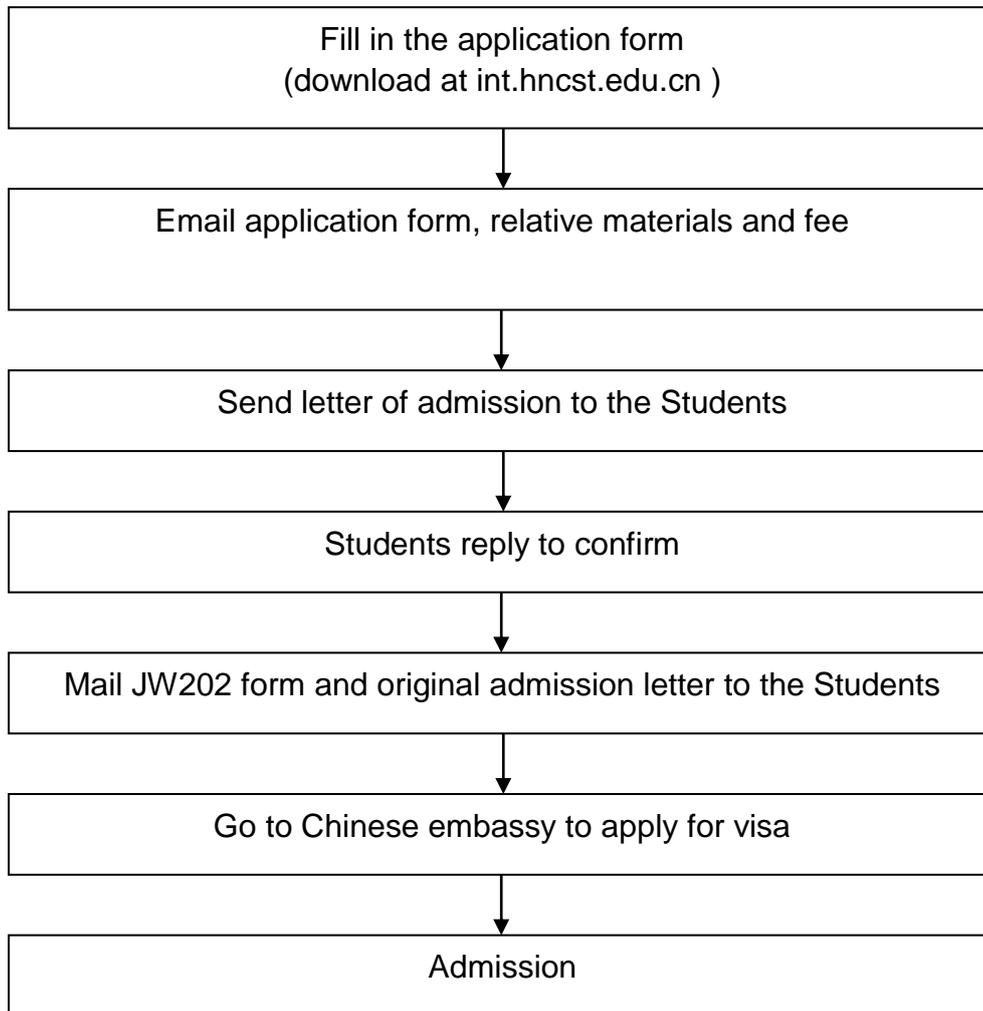
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## I. International Students Admission

### **Necessary Materials:**

- A. Application Form for International Students
- B. Resume (including detailed education background and work experience)
- C. One copy of passport (the photo page)
- D. One copy of your final educational diploma
- E. One copy of your final transcript
- F. Recommendation letters from former teachers (at least two)
- G. One copy of Physical Examination Record(X1 VISA ONLY)
- H. Application fee: RMB 500

# Admission Procedure



## II. Scholarships

### 1. Hainan Provincial Government International Students Scholarship

The “Hainan Provincial Government International Students Scholarship” was established in order to encourage international students to study at our college. Students who intend to study at our college for one full academic year may be eligible to receive up to 15,000 Yuan (CNY).

### 2. HNCST Scholarship

The HNCST Scholarship was created in order to encourage international students to study at our college. Students who plan to attend classes for a minimum of one semester may be eligible to receive up to 7,500 Yuan (CNY).

## III. New Students Registration Procedure

### 1. Registration

- ◆ Register with your Admission Letter, passport, four passport-size pictures, original health report and proof of international health insurance (can be purchased through school)
- ◆ Fill in New Student Registration Form and Security Responsibility Agreement.
- ◆ Receive International Students Handbook.

### 2. Payment at Financial Office

- ◆ Pay tuition and accommodation fees at Financial Office. Tuition and fees paid by international students shall be settled in RMB. (Please visit [int.hncst.edu.cn](http://int.hncst.edu.cn) to get details for the tuition and other fees)
- ◆ Return the receipt to the Office of International Exchange & Cooperation Center.

### 3. Accommodation and register with local police

- ◆ Check in with the help of the mentor at Student Apartment.
- ◆ Hand in passport to the mentor, who is in charge of register for you within 24 hours of entry to China as required.

### 4. Acquirement of textbooks and schedule

- ◆ Collect textbooks and schedule in the Office of Foreign Languages & Tourism Department (1006).
- ◆ Please attend all classes regularly as required.

### 5. Physical Check and Residence Permit

- ◆ Students with X1 visa must take health check in People's Hospital of Qionghai and apply for residence permit at Hainan Public Security Bureau within 30 days of arrival with physical check result.

#### Relevant Information:

- ◆ People's Hospital of Qionghai: No.33, Fuhai Road, Qionghai. Tel: 0898-62830705
- ◆ The Entry and Exit Administration of Hainan Public Security Bureau: No.28, Hongmianxi Road, Haikou. Tel: 0898-68580612

## IV. Comprehensive Insurance for Foreign Students

International students studying in China over six months are required to buy INSURANCE (<Comprehensive Insurance for Foreign Students>). Please pay for the insurance at the beginning of the semester.

There are two plans provided by insurance company. The fees are as follows:

**Plan1** Insurance for 6 months costs 300RMB, while insurance for 6 months to a year costs 600RMB

**Plan2** Insurance for 6 months costs 400RMB, while insurance for 6 months to a year costs 800RMB

For more information regarding the insurance package, please check the 2<sup>nd</sup> item in the Insurance Liability and Claims Guide (《保险责任与理赔指南》) This guide is available on [www.lxbx.net](http://www.lxbx.net) in multiple languages.

### Tips:

- 1) When visiting the hospital, remember to bring along your passport and insurance card.
- 2) Always keep your medical records, detailed expenditure receipts and examination and laboratory reports as they will come in handy when filing for claims.
- 3) If you have any other queries, please call 4008105119#1. They provide health consultation services, medical guidance and will be able to explain more about insurance claims.

- ◆ *It's not compulsory for the students studying in China less than 6 months to buy insurance. But we suggest that you should buy insurance for your own safety.*

## V. Administrative Regulation

### I. Semesters Arrangement

The school year is divided into two semesters; Spring and Fall semesters.

A semester usually lasts 20 weeks, of which the last 2 weeks are set aside for revision towards examinations. The school year starts in September, which is also the start of the fall semester while the spring semester usually starts in February.

If you want to have a detailed and concrete outline of the arrangement of the semester, please consult yearly academic calendar.

There will be a winter and summer vacation every year. The summer vacation lasts 2 months, normally from the beginning of July to the end of August. The winter vacation lasts 4 to 6 weeks, normally from the beginning of January to the end of February (according to Lunar calendar).

### II. Class Attendance

1. Attendance is generally checked for all lectures, examinations and other academic activities.
2. Students should study conscientiously and be punctual in attending class. Truancy, lateness, and leaving class early are not permitted. 5 minutes late for the class or leaving the class before it is over will be regarded as absence.
3. Students should request for sick leave or personal leave, he/she must apply for excused absence in advance. The subject teacher may approve leave for one day only. The student should hand in an application to mentor or IECC for leaving more than one day. The leave is only validated when approval is obtained. Unexcused absences are considered as acts of truancy.
4. While asking for leave, students should inform the mentor about their destination and duration for safety and protection while they are away.

5. Students who play truant with number of classes within a semester will receive corresponding punishment:

- ◆ those with number of classes up to 3: Oral warning
- ◆ those with number of classes up to 6: Written warning
- ◆ those with number of classes up to 9: Record a demerit
- ◆ those with number of classes up to 12: Observation at school
- ◆ those with number of classes up to 15: Exclusion
- ◆ those who leave school by himself will be responsible for their own action and will be dealt with truancy by school as 6 classes a day and will be punished according to the above-mentioned provisions.

### **III. Examinations**

1. International students must attend all classes defined by the teaching plan and pass all the examinations.
2. The examinations are graded with 100 point system of which the passing score is 60%, i.e. 60 points out of 100 points. The final score is composed of the final examination (60%), internal assessment (30%) and performance during semester including class attendance (10%).
3. For each subject, minimum class attendance requirement for participating in the final examination is 80 % of the total academic hours, including theory and practical.
4. Whoever fails to participate in the final examination without permission from the school will be regarded as absent and will be awarded '0' marks. Furthermore, they will not be allowed to take the make-up examination and will have to study the course again after repaying for the study.
5. Teachers will evaluate and mark the exam papers respectively and grade students. Marked papers will not be given back to the students. Written application may be submitted to the school for re-checking the marks in case of dissidence in the score within the first week of the next semester.

6. Those who fail in final semester examinations are allowed to sit for make-up test, but the final result in the mark-sheet will be marked as “Make-up Examination”. Failure in the make-up test will result in restudying the course whose fee should be borne by the student.

7. The score of make-up exams will be recorded as follows: If the score is 60 or more, it will be recorded as 60. If less than 60, it will be recorded as the exact mark. The make-up record will also be kept in the personal file.

8. If inevitable circumstances, during examination period, refrains a student from participating in the examination, the student should write an application for postponing the exam. If permission is granted, he/she will be allowed to take part in the make-up test and the record will not be marked as “Make-up Examination”. However, he/she will not be given a make-up examination if he/she fails. He/she will have to restudy the subject as those who fail in the make-up examination.

9. International Students must finish assignments conscientiously, independently and in time. Those who fail to submit two fifths of the assignments or who are absent from class (theory and practical) for more than 20% of the total classes in a subject without good reasons will be barred from taking the final semester examination. The mark in that particular subject (theory or practical) will be recorded as “0” and no “Make-up examination” will be allowed. They will have to restudy the subject together with those who fail in the make-up examination after paying the restudy fee.

10. The student must observe the rules of the examination room and must not promote cheating during examination. Once cheating is found, he/she will be asked to leave the exam hall and the paper will be marked “0”. “Cheating in Examination” will be marked out in the Student Academic Record and there will be no Make-up examination. He/she will have to restudy the subject as those who fail in the make-up examination. The alleged student will be punished according to the seriousness of the cheating and/or promoting cheating.

## 11. Examination Rules

- ◆ Students should arrive at the examination room 15 minutes before the examination. Having been admitted to the examination room, students are not allowed to leave without permission from the invigilator. No students are permitted to enter the examination room 15 minutes after the examination has started. Students are not permitted to leave the examination room during the first 30 minutes of each examination.
- ◆ Students must leave all the study materials and bags in the front of the examination room.
- ◆ Students must keep absolute silence in the examination room.
- ◆ During the examination, students must keep their mobile phones and other electronic devices OFF and put them in the assigned place.
- ◆ Students must write their roll number and names on the examination paper first.
- ◆ Students must not cheat or assist cheating: they must not communicate by word of mouth or other body languages with other students. They must not borrow any stationery (e.g. pens, rulers, erasers, calculators, etc.) from others during the examination. They must not peep at other students' papers or change papers with others. They must not bring in test-related papers to the test room. If the above-mentioned behavior(s) is/are found, his/her result will be marked as "zero" and a written warning will be given.
- ◆ Students must use black or dark blue ball-point pens for writing answers. Examination papers completed by pencils or red pens will be null (examination questions which require drawing pictures excluded).
- ◆ Students must not raise any questions to the invigilators during the examination.
- ◆ Students must observe the prevailing non-smoking rule in the examination room. Food and drink are not allowed.

- ◆ Students must remain seated at the end of the examination. Students must not communicate with other students while all completed examination papers are being collected by the invigilators.
- ◆ Students must not talk or discuss outside the examination room after submitting their papers in advance, because this may disturb other students who are still sitting for the examination.

#### **IV. Suspension and Resumption of Studies**

- ◆ International students who ask for leave for 3 weeks or more due to personal affairs or serious illness will be asked to suspend their studies.
- ◆ If a student gets three written warnings in his/her academic years, he/she should be suspended as a regulatory punishment.
- ◆ The status of 'student' will be retained for one, at most, two years during suspension. When suspension is due, the student should ask for resumption of studies two weeks before the start of a new academic year.
- ◆ Total suspension time for a student should not exceed two years.
- ◆ Once suspension decision is made, the student should leave HNCST within 10 days.
- ◆ During suspension, the student should take sole responsibility of his/her expenses and safety.
- ◆ Those who fail to resume study at scheduled time will be regarded as "drop-out".
- ◆ Those who did anything against the law or regulations will be refused to resume study in HNCST.

#### **V. Transfer**

1. Transfer will be allowed before the start of a new semester. The student can start the procedure from the mid-term of each semester.
2. Transfer Procedures:
  - ◆ The student who wants to transfer writes an application to IECC.

- ◆ The transfer application should be confirmed by the applicant's parents by mail or fax.
- ◆ The receiving college or university should provide a proof giving their agreement to the transfer.
- ◆ After completion of the above procedures, a Transfer Permit will be given to the applicant.
- ◆ Once the Transfer Permit is given, the applicant's Residence Permit in Hainan will be terminated. The applicant must apply for new Residence Permit in the city where he/she studies.

## **VI. Award, Counseling and Punishment**

### 1. Award

- ◆ Students observing school regulations and laws and excellent in studies deserve honor with the title of 'Excellent Student'. The college will give such students Certificate of Merit at the end of each academic year.
- ◆ The student whose result of a major subject is more than 90 and ranks the top will be awarded the honor of Excellent Student in Single Subject. IECC will issue this student a Certificate of Merit as an encouragement.
- ◆ The students who have full class attendance will be awarded a Certificate of Full Attendance by IECC.
- ◆ IECC shall issue oral and/or written compliments to those students doing something good on or off campus.

### 2. Counseling

Any student who often skips classes or does not follow other regulations of HNCST will receive counseling from mentor. The mentor will kindly remind him/her to correct his /her behavior and write a promise. If such behavior continues after being pointed out and counseled, the alleged student will face the consequences according to the seriousness of his/her case.

### 3. Punishment

- ◆ The following misconducts are subject to school disciplines in terms of warning, written warning, record a demerit, observation at school and exclusion from school: breaching school disciplines; damaging public properties; fighting and hooliganism; drinking liquors and taking unauthorized drugs; students who leave Qionghai City without permission from IECC; other wrong doings.
- ◆ The disciplinary measures against him/her may be lifted if the student has clearly corrected his/her misconduct within a semester. If he/she fails to correct his/her misconduct while on probation, then he/she will be ordered to leave HNCST.
- ◆ Once the decision for the above-mentioned punishment is made, the student concerned will be notified and action is taken immediately.
- ◆ The student who is suspended or expelled must leave school within 10 days.

## VI. Behavior Norms

1. The students should obey and follow the laws, policies, rules and regulations of the Chinese government and accept the arrangements of Hainan College of Software Technology.
2. Respect the custom, culture, religious belief, traditions and habits of the Chinese people and the students from different countries.
3. The important celebration such as assembly and pageant for Independence Day of homeland may be held under organization of the teachers and with the permission. Please note the written application should be submitted to IECC one week in advance.
4. Any loud noise include music is forbidden in public (especially in dorm) for fear to affect others' regular life and study.
5. Observe study disciplines. Smoking or eating during class is prohibited.
6. Obey the traffic rules and pay attention to the traffic safety.
7. Part time job without permission is not allowed for International Students.
8. Imploring sex workers, illicitly cohabiting or using illegal drugs is subject to face legal actions and will be expelled from the college and the country.
9. All Chinese National Holidays and the school's summer and winter vacations are applicable to international students as well except for some special arrangements. The International Students can apply one week ahead for one or two days off for their own important national holidays, which must be approved by the school.
10. Do not make noise in your classroom, bedroom, dining-hall and public areas. Maintain peace and friendly behavior towards each other and become an ideal student representing your country in China.
11. Dial 110 to ask for the help in the urgency circumstance of the security of life and property. Ask for help from the mentor in non-emergency situation. The students who dial 110 for non-emergency situation will get punishment

according to Chinese laws and regulations of school.

## VII. Dormitory Regulations

1. Foreign students are not allowed to live out of HNCST campus without the permission. They should live in the designated rooms on campus.
2. Close the door and windows after leaving your room, keep valuables properly, and deposit your money.
3. Turn off the entire switch to avoid the fire when leaving.
4. Please check the corresponding facilities in the apartment before check-in and sign the list of facilities. International students should take care of all facilities in the dormitory. Compensation for the loss and damage of any facilities should be borne by the students.
5. Students are not authorized to lease out their designated rooms.
6. Students cannot exchange rooms or keep visitors overnight without permission.
7. Two or more students shall equally share a room. When one roommate leaves, IECC has the right to make new arrangement. Students may live alone in a room either by paying full room fee or by acquiring the permission in special cases.
8. Foreign student rooms should be maintained neat, clean and peaceful. Don't put sundries on public place. Any activities that disturb other students shall face punishment.
9. It is urged that students should take care of their important personal documents and the keys of their rooms.
10. The garbage should be collected and carried in a plastic bag and should be deposited in the dustbin. Dumping garbage such as fruit peels into the toilet is forbidden.
11. Students must abide by the college schedule. All students must be back to the dormitory before 11:00 p.m.
12. Gambling, excessive drinking and other activities affecting other people's

health and the public order are forbidden in the apartment. Business activity is also forbidden in the apartment.

13. Boys are not allowed to enter girls' dormitory and vice versa.
14. Electricity and water should be conserved. Electric appliances such as electric heater, microwave oven, etc. are not permitted within dormitory. Any damages caused by the misuse of such high-voltage electrical appliances should be compensated by the troublemaker. The troublemaker should also bear the sole legal responsibility if the behavior has violated the law.
15. Students should cooperate well with the dormitory staff.
16. Students are barred from changing door locks.
17. Combustibles, explosive substance, unauthorized liquors and drugs are absolutely forbidden in the dorm. Once found, such materials will be confiscated and the student who possesses them will face regulatory actions.
18. Decorating, destroying or changing the room structure and function is forbidden.
19. Should not post or distribute posts or advertisements in the apartment without permission.
20. Pets are forbidden in the apartment.
21. Improve fire controlling awareness. Destroying or moving the firefighting equipment is forbidden.
22. Before leaving the college, students should make sure that everything in the room is in order and the keys should be returned to IECC.

## VIII. Completion

1. The certificate of completion will be awarded to those students who have completed and passed all compulsory and elective subjects according to the teaching curriculum offered by HNCST.
2. The students who are going to leave the college should observe the following formalities:
  - ◆ Settle all outstanding accounts.
  - ◆ Return furniture and beddings.
  - ◆ Return textbooks.
3. The international students who have completed courses should leave within 10 days.

## IX. Living Services

### 1. Meals

There are two dining rooms on campus. You can pay in cash or by meal card. Meal card can be got with the help of the mentor.

### 2. Transportation

There are buses of No. 1, 2, and 7 to the downtown and railway station. Bus fare is 1 or 2 Yuan.

### 3. Bank

The nearest bank is Agricultural Bank. You can open bank accounts in RMB with your passport. To exchange currency, please go to Bank of China by Bus No.2 or No.7. Please consult the mentor for more information.

### 4. Internet Services

If you want to have access to Internet in your room, please contact China Telecom with the help of the mentor. It will take about 5 days after you pay for the fees.

### 5. Hospital

HNCST Clinic provides medical services to international students. People's Hospital of Qionghai is the nearest hospital. You may go to see the doctor there if necessary. It takes around 10 minutes to walk there.

### 6. Communication

- ◆ Telephone number of IECC Office: 31690908
- ◆ Mailing Address: No.128. Fuhai Road, Qionghai City, Hainan Province, P.R.C.

### 7. Holidays

In addition to winter and summer holidays, traditional festivals in China are: New Year's Day, Spring Festival, Qingming Festival, Labor's Day, the Dragon Boat Festival, Mid-Autumn Day and National Day. Chinese

students and foreign students enjoy the same holidays. The college will not give days off for international students' traditional holidays.

## **8. Tour**

Students may travel in China to places open to foreigners during holidays. All the regulations of the Public Security Bureau should be observed during traveling.

Search on the following websites to know more information about traveling in Hainan:

<http://www.haikouschool.com/restaurant-travel-guide.htm> (英文版)

<http://www.hiholiday.com/> (海南旅游网)

<http://www.cnzozo.com/hainan/jianjie/> (走遍中国旅游网)

[http://www.lvyou114.com/nav/nav\\_class.asp?classid=24](http://www.lvyou114.com/nav/nav_class.asp?classid=24) (山水旅游黄页-海南)

<http://food.gogocn.com/?city=114> (海口美食网)

<http://dt.hnemap.com/digitalmap.asp?model=hnmap.gev>

## X. Important Notice

### **Please Remember the Following Address and Phone Numbers:**

1. Correspondence Address:

International Cooperation & Exchange Office

Hainan College of Software Technology,

No. 128, Fuhai Road, Qionghai, Hainan Province 571400

P.R. CHINA

Tel: (0898)-31690908

Fax: (0898)-31690925

E-mai: jingyang880@163.com

2. Emergency calls:

Ambulance (first-aid): 120

Emergency (police): 110

Emergency (fire): 119

3. Please take good care of your passport, resident permit, credit card, cash, computer and valuables.

6. Please leave quickly when you get entangled with strangers. In case of emergency, please dial 110 to seek help from police.

7. Ask the traffic policeman for help when you lose your direction.

*Wish you a happy and memorable study and stay in HNCST and China!!*