

# ibs student handbook

**Mission:** We strive to be recognized as an International Business School in China featured by multilingualism, cross-culture and multi-region, cultivating future business talents with global vision and social responsibility.

**Vision:** To be an international business school that bridges China to the rest of the world by providing a platform of learning for future business leaders and practitioners through shared understanding of global business practices, culture and language.

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# **Chapter One: BFSU Academic Regulations for International Undergraduate Students**

## **I. Enrollment & Registration**

- 1.1 According to National and University regulations, students who successfully pass entrance examinations or meet entry requirements are eligible to be admitted to BFSU.
- 1.2 New students who are formally admitted to BFSU will receive instructions from the BFSU Overseas Students Affairs Office regarding the enrollment procedure. Students should follow these instructions carefully in order to complete their enrollment at the allocated time and location and pay their tuition fees. If students are unable to register during the stipulated enrollment period, an application for enrollment extension should be logged at the BFSU Overseas Students Affairs Office, accompanied by the relevant documentation. Once approved, enrollment may be postponed for up to 15 days. If the application for an extension is not approved or not logged, students who do not register in the prescribed enrollment period will be regarded as absent. Students who are absent for more than two weeks, without a reasonable excuse will have their admission revoked.

### Required documents for registration:

- Admission notice, JW201/202 Form, Passport
  - All students holding an X visa must present the original copy of their physical examination record.
  - Original International health insurance certificate.
- 1.3 At the beginning of each semester, senior students must register for re-enrollment during the enrollment period as prescribed by the BFSU Overseas Students Affairs Office. The following documents **MUST** be presented to register: student ID card, passport, residence permit and receipt of payment for tuition fees. If students are

unable to register during the stipulated enrollment period, an application for enrollment extension should be logged at the BFSU Overseas Students Affairs Office, accompanied by relevant documentation. Once approved, enrollment may be postponed to an agreed upon date. If the application for an extension is not approved or not logged, students who do not register in the prescribed enrollment period will be regarded as absent. Students who are absent for more than two weeks, without a reasonable excuse will have their admission revoked.

Under the following circumstances, students will not be allowed to register:

Students have failed their grade, leading to enrollment cancellation;

Students contravene Chinese laws or University regulations, leading to expulsion from the university.

1.4 Students who wish to continue their studies and know in advance that they will be unable to attend the following semester's registration, need to submit to the IBS International Student Affairs Office an application for suspension of registration during the semester preceding registration. Once the application has been approved and necessary fees are paid, the student will be exempted from registering at the beginning of the new semester. If a student is unable to complete courses after registering for them, he/she should submit to the IBS International Student Affairs Office an application for suspension of schooling. Once the application is approved, the student will be deregistered from discontinued courses.

1.5 University tuition fees are to be prepaid on a yearly basis, whereas accommodation fees are paid every term. The amount due for tuition is calculated according to the academic credits a student wishes to enroll for. Fees are payable to the University Finance Department in denominations of CNY/RMB, US Dollar, Euro or Japanese Yen. Students should ensure that the value of foreign currency translates into the correct CNY/RMB value and prepare for bank fees and exchange rate fluctuations.

Overdue payments will draw a 5% penalty charge within the first two weeks after registration. Students who fail to pay tuition fees in full after two weeks will have their enrollment revoked.

- 1.6 Students who wish to discontinue their studies due to personal reasons may submit a withdrawal application at the IBS International Student Affairs Office. If the withdrawal is logged within two weeks from the start of the semester, up to 80% of paid tuition may be refunded. If the withdrawal is logged within 4 weeks from the start of the semester, up to 50% of paid tuition may be refunded. If the withdrawal request is not submitted after 4 weeks of the start of the semester, no refund is payable.

## **II. Major and Credit Point Regulation**

- 2.1 BFSU administers all academic courses for international degree students according to a credit system. Students are required to complete all course requirements within a specific period of time and pass their examinations in order to earn the course-related credits and graduate. Course credits are used as a universal measure of course complexity and duration. Bachelor degree students have to earn 146 credits during the fulfillment of their degree. Once a student has earned all necessary credits for a particular degree course, including the compulsory 4 credits for thesis defense, the student will be awarded with a bachelor's degree certificate from the University.
- 2.2 Students must comply with all course requirements and complete core courses, as well as elective courses in order to be awarded a degree.
- 2.3 Courses in all professional teaching modules are divided into core courses (which include basic courses, specific courses and language courses) and elective courses. All courses are administered according to the credit system.

## **III. Elective Courses and Exemptions**

- 3.1 Students must register their selection of elective courses online at Academic Records System within two weeks after the start of class in order to earn the applicable credits. Failure to register online within the first two weeks will lead to ineligibility in taking exams.
- 3.2 Students are not allowed to enroll for elective courses that clash with their core courses. Certain elective courses may have prerequisites that require them to be taken

in sequence. Students will only be allowed to continue on with the specialization elective courses once all prerequisites are met.

- 3.3 Students are permitted to change their selected elective courses within two weeks after the start of class. After two weeks no changes will be allowed and students must attend the initial selection of courses. If a student doesn't receive approved application for leave and is absent from the first three classes, he/she will fail the course.
- 3.4 Students who register for extra courses in addition to the required number of courses will be charged additional tuition fees.
- 3.5 Students repeating a grade may be exempted from retaking the elective courses that they had already passed.
- 3.6 Credits obtained from studying at another university may be transferred to BFSU once they have been assessed and approved by the BFSU Academic Affairs Department.
- 3.7 Students who hold HSK 4 certificate could apply for Chinese exemption within the first two weeks of each semester. Students who apply late will be denied but have to apply next semester.(The HSK requirement is HSK3 for students enrolled before 2013fall semester).
- 3.8 Students who apply for Chinese exemption don't need to attend the class but have to attend the final exam since August 2012.
- 3.9 The exemption applies from the semester when students file exemption application to the 6th semester, but not apply to the failed courses before receiving the HSK certificate.

#### **IV. Attendance and Discipline**

- 4.1 Students are required to attend all classes, the internship and relevant activities organized by BFSU. If a student fails to attend class and does not excuse himself/herself from class before the start of the period, he/ she will be marked as unexcused absence without any exemption. The attendance record of a course starts from the first week of a semester.

#### 4.2 Disciplinary measures for unexcused absence:

- Up to 10 credit hours of unauthorized absenteeism per semester: Reprimand;
- 11 to 20 credit hours of unauthorized absenteeism per semester: Censure;
- 21 to 30 credit hours of unauthorized absenteeism per semester: Disciplinary probation;
- 31 to 40 credit hours of unauthorized absenteeism per semester: Compulsory suspension;
- Two weeks of continuous absence from class: Dismissal from school

4.3 The application for a leave of absence shall be submitted at least 3 days before students leave school (except emergency cases). Any late application for leave shall not be accepted (hospital receipt or doctor's note shall be provided for sick leave after students return to class). Students need to apply for a leave of absence at the IBS Student Affairs Office. If students are not able to go to the office in person, they need to call the office or send e-mails.

4.4 When a student applies for sick leave from the University, he/she should provide a doctor's note provided by qualified medical institution to explain student's health condition and necessity of taking rest. A doctor's note is also required when applying for sick leave for a third party (friend). If the duration of the term of the sick leave applied for exceeds one week, the IBS International Student Affairs Office needs to be contacted for approval. Students returning to class from sick leave need to report to the Office.

- Students are allowed to take a leave from classes in case of the the following situations. .Illness of the student
- Bereavement for death in the immediate family
- Activities Participation on behalf of BFSU or IBS
- Emergencies recognized and approved by the IBS Student Affairs Office
- Examples of unacceptable reasons for an Absencecare as follows:
  - Trips
  - Birthday or other personal celebrations
  - Internship/Jobs

- 4.5 If students need to leave China during the semester, they need to explain the reasons in a written form, and submit it to the IBS Student Affairs Office. Based on the time of requested leave, approval is needed from various level of school authorities.
- Excused absence not exceeding one week: Get approval from the IBS International Student Affairs Office.
  - Excused absence exceeding one week: Get approval from the IBS dean and the BFSU Overseas Student Affairs Office. Students shall report to the Office when they return to class.
- 4.6 Students who are late for class, or leave class before the end of the period will be recorded accordingly. To be late for a class or to leave class ahead of time is disruptive to the lecture and the classmates. Late arrival and early departure of more than 5 minutes shall be regarded as an absence of one academic hour. Three separate occasions of being late for less than 5 minutes will also be regarded as an absence of one academic hour.
- 4.7 Students are not allowed to leave a class assembly during a lesson without permission from the lecturer. Students who leave a classroom for less than 10 minutes without the lecturer's permission will be marked as late. Should he/she leave for more than 10 minutes during a lesson and without permission, it will be regarded as being absent for one academic hour.
- 4.8 Students deemed to intentionally disrupt class will be asked to leave the classroom and consequently be marked absent. However, some lecturers will welcome that students raise their hands and ask questions. This will not be disruptive at all and it may even help other classmates to better understand the lecturers' material.

## **V. Regulations for Internship**

- 5.1 These Regulations apply to students who have secured an internship in the third year of their study at Beijing Foreign Studies University (BFSU) International Business School (IBS) and need to take it in the first semester of the final year. The allowed

Internship period is normally one semester. Upon the completion of the internship, students shall return to school to attend required academic activities.

- 5.2 Students must submit leave application and complete required procedures with IBS Students Affairs Office before the end of the second semester of their third year study. After obtaining approval from the IBS Students Affairs Office, students may proceed to conduct registration at BFSU Overseas Student Affairs Office for the new semester before their departure for internship.
- 5.3 Students must return to school to register for the new semester if they have not submitted any leave application and completed required procedures for internship. If students don't register in person within the first two weeks of the new semester, they may have their admission revoked and be dismissed from university.
- 5.4 Students shall obtain all required credits for taught courses before they start their internship. They need to cancel their internship plan if they fail to obtain required credits for all taught courses. Under the circumstance that students fail any course in the second semester of the third year, their internship permission will be revoked and students must come back to school to retake the exam. Students will receive disciplinary punishment including dismissal from school if they refuse to return to complete the required credits for the taught courses.
- 5.5 Students shall take the following steps to get approval of the leave application of doing internship (also see the attached flowchart).

Step 1: Students must provide written evidence of an internship offer. The internship offer needs to be sent in the printed version addressed to IBS, BFSU. The internship offer should 1) be printed on the official letterhead paper of the hosting institution; 2) indicate the internship period and responsibilities; 3) include the institution's seal and its contact information.

Step 2: Students need to read through and sign a commitment letter.

Step 3: Students need to submit a "BFSU-SolBridge Undergraduate Internship Leave Application Form along with the internship offer and the commitment letter to IBS Academic Affairs Office first and then to IBS Student Affairs Office.

Step 4: Students need to go to the BFSU Overseas Students Affairs Office with the



approved leave application form and finish the whole registration process for the internship semester(s) before the end of their second semester of the third year.

Students can find the template of the commitment letter and the “BFSU-SolBridge Undergraduate Internship Leave Application Form” on the IBS website.

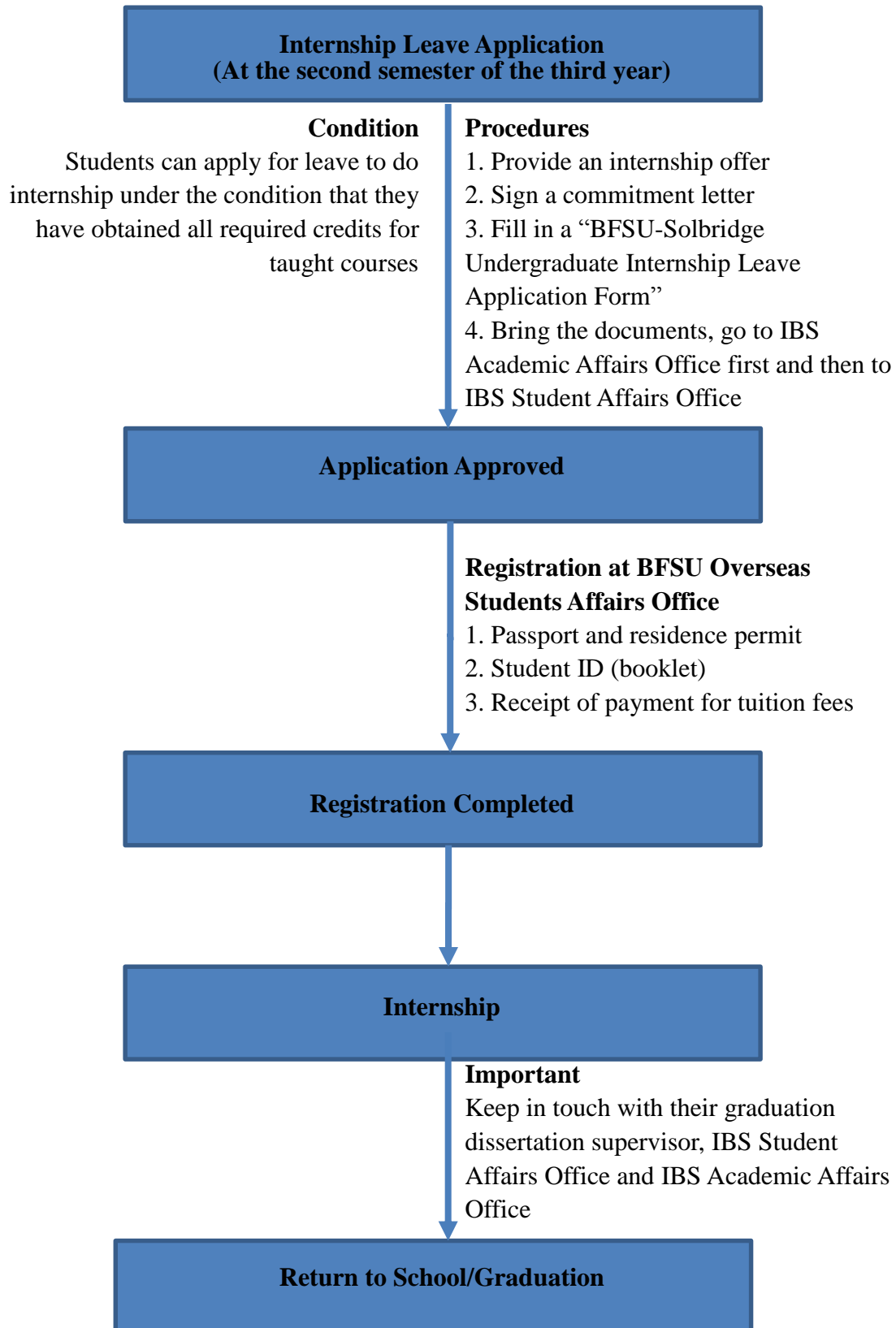
5.6 Students shall return to school when internship ends according to the date specified in the application form. Failure to do so may lead to disciplinary punishment including dismissal from the university.

5.7 Students are reminded to follow the requirements during the internship period.

- Students shall leave their personal up-to-date contact information to IBS Student Affairs Office. Students need to give timely reply to any email or telephone communication from the school. Technical problems won't be considered as a reasonable excuse for students' unilateral disappearance. Students need to provide a doctor's note provided by qualified medical institution if they fail to contact with the school because of any health related issues.
- The definition of “unilateral disappearance” is that students don't respond to email or telephone communication from school in a timely manner during the internship period. Starting from the day when an e-mail or other types of messages is sent or a call is made to request a reply from the student, the unilateral disappearance days will be counted.
- Students need to keep in touch with their graduation dissertation supervisors, IBS Student Affairs Office and IBS Academic Affairs Office. Students must also get approval from their supervisors that they will complete the required tasks for the graduate dissertation during their internships. Students will receive disciplinary punishment from school if any staff or supervisor reports (i) a disappearance (more than 5 days) case of a student with evidence (ii) that the student is not performing the required tasks for his or her graduation thesis research project.
- Disciplinary punishment steps for student's unilateral disappearance are as follows:
  - Reprimand- 5 days

- Censure- 6-10 days
- Disciplinary probation- 11-20 days
- Compulsory suspension- 21-30 days
- Dismissal from school- More than 30days
- The disciplinary punishment record will be printed on student's final transcript of the program before students graduate from BFSU if they receive any of the disciplinary punishment above during their study at IBS, BFSU.

## Internship Leave Application Procedures



## **VI. Performance Evaluation**

- 6.1 Students are required to sit for all of their registered subject exams and other assignments in order to receive a grade. Once all course requirements are met and exams are passed, students will be awarded the appropriate credit points.
- 6.2 If a compulsory/core course is failed, students will have an opportunity to take the requirement assessments or exams at the beginning of the next semester. Students who do not take this opportunity will be regarded as having failed the course and no credit points will be awarded for that course subject. Students who fail the re-exam need to repeat the entire course with expenses. If the re-exam is passed successfully the appropriate credit points will be awarded.
- 6.3 Re-exams do not apply to elective courses. Once an elective course is failed, students need to repeat the entire course, or choose an alternative elective course. Tuition fees will be charged accordingly.
- 6.4 Students will be allocated a zero-score and forfeit the opportunity of a re-exam if they do not attend the initial exam, or are found guilty of exam fraud and serious misconduct. In addition to a zero score, disciplinary action will be taken by the University in cases where students are guilty of academic misconduct.
- 6.5 Students who are absent (both excused and unexcused absence) for 1/3 or more of their classes in any particular subject will not be allowed to sit for exams and need to repeat the entire course. In addition, disciplinary action may be taken by the University accordingly.
- 6.6 Forms of assessments for degree students include written and oral tests, papers, or report. Degree students need to satisfy all course requirements and pass the final exam in order to complete a course. The final exam generally carries the most weight in determining the grade awarded to a graduate. However, other components, such as class participation may be considered equally important. It is the students'

responsibility to make sure that he/she is aware how all courses are assessed and students can ask the lecturer if they need clarification.

- 6.7 Exams are graded according to a percentage scale, where the maximum score is 100 and a pass mark is 60.
- 6.8 The Academic Affairs Office is in charge of exam results and academic transcripts. No changes will be made to score results once they have been submitted to the Academic Affairs Office.

## **VII. Passing and Repeating Courses**

- 7.1 Students are allowed to pass on to a following grade once they satisfy all course requirements including passing all the courses for that grade.
- 7.2 Students who fail four or more compulsory/core courses in one semester will not be allowed to retake the exams but need to repeat the entire grade.
- 7.3 When repeating a grade, students need to repeat all the same compulsory courses, including ones previously passed. For these courses, the comparatively higher score result will be recorded. But they can change their choice of elective courses.
- 7.4 Students will only be allowed to repeat a particular grade once, and in total only two grade repetitions are allowed during the course of the degree.
- 7.5 Students who have higher proficiency are not allowed to attend lower proficiency levels class.

## **VIII. Suspension, Withdrawal and Resumption of Schooling**

- 8.1 No tuition is payable during the term of suspension of studies if students hasfiledan application before the Mid-term examination week. The tuition fee will be transferred to the new semester of students' return. Should students file application for suspension after the mid-term examination week, no refund will be made and students have to pay tuition upon his/her return to school during the new semester registration

week. Students who intend to be absent from class for more than 1/3 of all lectures shall request to have their studies suspended under the following circumstances:

- Prolonged illness or injury that requires a suspension of studies (doctor's diagnosis and application with student's signature necessary).
- Official military service.
- Other approved reasons.

8.2 Preparation: A Suspension Application Form, a Request for Suspension Letter and supportive documents of the reasons for suspension. The application won't be accepted if a student fails to provide the required documents.

8.3 Procedures:

- Download and print out a "Suspension Application Form" from the IBS website.
- Submit a Request for Suspension Letter together with the supportive documents to the IBS International Students Affairs Office. The application letter explains suspension reasons in details. The supportive documents must be authentic and valid. (see Template 1)
- The suspension application will be accepted after the Acting Dean of IBS and the Director of Academic Affairs Office approve and sign the Suspension Application Form.
- The approved Application Form will be kept by the BFSU Overseas Student Affairs Office. The Form will be made 3 copies, one for the Academic Affairs Office of IBS, one for the IBS International Student Affairs Office, and one for the student.

8.4 Time of suspension application: One month before the date of suspension (except accidents and sudden illness). Otherwise the application won't be accepted. The maximum term of suspension of studies granted will not exceed one academic year at a time. If students wish to suspend their studies for more than a year, a separate application for suspension should be submitted once the first term of suspension expires. Students can apply for suspension no more than two times. Only for the

purpose of official military service will suspension terms of more than two years in total be granted. The maximum suspension of studies for military service is three years.

Students who are absent from class for two weeks or more without prior approval will be considered to have abandoned their studies and withdrawn from the University.

8.5 When students resume their studies following a suspension of studies, they need to apply for resumption of studies and submit relevant documents to the ISAO before attending classes (at least 3 months before the new semester begins). The university may require returning students to sit for an entry exam in certain instances. Students who fail the entry exam will not be allowed to continue their studies. If suspension was due to illness or injury, students shall provide documentation to support their claim. Once the application form is approved, students can submit application fee to apply for a new JW202 letter at the BFSU Overseas Student Affairs Office.

8.6 Students who make themselves guilty of serious misconduct or violations of University regulations and State laws during their suspension will be prohibited from resuming their studies.

8.7 Students should personally apply for suspension and resumption of their studies.

8.8 Students will be required to withdraw from the University, or have their admission canceled under the following circumstances:

- Failing to register within two weeks from the start of the term without prior permission
- Failing to apply for resumption of studies within allotted time period once suspension term has expired
- Failing to provide supportive documents for the resuming application from suspension
- Failing to earn at least half the required credits every term
- Failing to graduate from University within 6 years (suspending years included) without proper justification
- Suffering from mental illness, epilepsy, leprosy or any other similar serious

medical condition. (Serious medical conditions will be confirmed by school authorized hospital.)

- Failing the same grade twice
- Failing to pay tuition fees in full within allocated time
- Recurrent violations of University regulations and rules
- Applying for withdrawal of student's own accord

8.9 Once a student withdraws from University, or has his/her admission canceled, the student will not be allowed to apply for resumption of studies.

8.10 Students who apply for withdrawal from the University will receive a Letter of Withdrawal, along with documentation stating the period of studies and grades obtained (not issued for study periods of less than one year). Students who are expelled from the University, or abandon their studies without notice will not be issued any of the above documentation.

## **IX. Graduation and Completion of Courses**

9.1 Students who meet the following requirements are permitted to graduate and be awarded a graduation certificate.

- Students with proper student status who earn required credits within the allocated period of time.
- Students who successfully complete all courses and teaching requirements.

9.2 Students who fail to successfully complete a degree course, but manage to earn credits for 80% of the course load will be issued a Certificate of Partial Completion of the course.

9.3 Students will not be eligible to graduate under the following circumstances and will be issued with a Course Completion Certificate:

- Failing to earn required amount of credits (including elective courses)
- Failing the final exams for compulsory courses more than 7 times over the four years.



- Earning two or more demerits during the course of their studies

9.4 Students with a Course Completion Certificate may apply to sit for a re-exam in the following year. If the re-exam is passed successfully the students will be issued a Graduation Certificate stating the later date of graduation.

9.5 Diplomas and Graduation Certificates will only be awarded to students with proper student status in BFSU. Students who lost their Graduation Certificate may apply for a new one at the BFSU Academic Affairs Department. Only confirmation letters will be issued for lost Degree Certificates.

## **X. Breaches of Discipline**

10.1 Disciplinary steps for absenteeism are as follows:

- Reprimand-Absence of 10 academic hours in total;
- Censure – Absence of 11- 20 academic hours in total;
- Disciplinary probation - Absence of 21 - 30 academic hours in total;
- Compulsory suspension- Absence of 31 - 40 academic hours in total;
- Dismissal–Absence of two consecutive weeks without proper permission.

10.2 Students who are absent (both excused and unexcused absence) from more than 1/3 of classes for any course will not be allowed to sit for the final exam of the course.

10.3 Students who violate BFSU rules and regulations and make themselves guilty of serious misconduct will be expelled from the University.

10.4 Students who violate State laws and regulations will be penalized according to relevant university discipline rules and regulations.

The rules and regulations contained within this document pertain to international students studying at BFSU and are not intended to be exhaustive. The BFSU Academic Affairs Department reserves the right of interpretation and explanation.

# **Chapter Two: BFSU Student Conduct Code and Discipline Regulations**

## **I. Introduction**

- 1.1 As the core mission of the University is to give thorough instruction, conduct research and disseminate knowledge to advance learning, Beijing Foreign Studies University (BFSU) is committed to ensuring a safe, civil, learning and working environment in which the dignity of every individual is respected.
- 1.2 All members of the University community—students, faculty and staff—share responsibility for its growth and continued welfare. Choosing to join the Beijing Foreign Studies University means that each student has to abide by the code of conduct of the University. By enrolling at the University, students accept the responsibility to become fully acquainted with the University’s regulations and to comply with the University’s authority. The University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to respect the rights, privileges, and property of others; and to observe national laws and University regulations.

## **II. Definitions**

- 2.1 Student: includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate or graduate studies.
- 2.2 Faculty member: means any person hired by BFSU to conduct lectures or teaching activities or who is otherwise considered by BFSU to be a member of its faculty.
- 2.3 University official: includes any person employed by the university, performing assigned administrative or professional responsibilities.
- 2.4 University premises: includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets

and sidewalks).

- 2.5 Student Conduct Board: means persons authorized by the University to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rules violation has been committed.
- 2.6 Appellate Board: means any person or persons authorized by the Vice president of the University to consider an appeal from a Student Conduct Board's determination as to whether a student has violated the Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator.
- 2.7 The term —shall: is used in the imperative sense.
- 2.8 The term —may: is used in the permissive sense.

### **III. Student Conduct Code Authority**

- 3.1 This Student Conduct Code applies at all locations of the University, including any affiliated accommodation buildings.
- 3.2 The Dean of the faculty and the Director of (International) Students Affairs Office determine which Student Conduct Administrator shall be authorized to deal with the matter.
- 3.3 Decisions made by the Student Conduct Board shall be final, pending the appeal process.

### **IV. Proscribed Conduct**

#### 4.1 Jurisdiction of the Student Conduct Code

The Student Conduct Code shall apply to conduct that occurs on university premises, at university sponsored activities, in distance/on-line courses and events, and to off-campus conduct that affects the university Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Conduct that occurs before classes begin or after classes end, as well as during the academic year and during periods between terms of

actual enrollment (and even if his/her conduct is not discovered until after a degree is awarded), is subject to the Student Conduct Code.

#### 4.2 Conduct – Rules and Regulations

The following examples are indicative of the types of behavior that conflict with the community standards that the University values and expects of students, but it is not intended to be exhaustive. Engaging in or attempting to engage in any of these behaviors subjects a student to the disciplinary process and sanctions.

##### 4.2.1 Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty (refer to ACADEMIC AWARD AND TRANSGRESSION REGULATIONS).
- Furnishing false information to any university official, faculty member, or office.
- Forgery, alteration, or misuse of any university document, record, or form of identification.

##### 4.2.2 Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises. Creating noise or other disturbances on campus or in student life areas sufficient to disrupt the normal functioning of campus activities including classroom instruction.

##### 4.2.3 Any conduct which threatens or endangers the health or safety of any person including but not limited to, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, stalking.

##### 4.2.4 Sexual advances, requests for sexual favors or other behavior of a sexual nature that is unwelcome and sufficiently severe or pervasive that it interferes with a person's academic or professional performance or creates an intimidating, hostile or offensive educational or employment environment. The behavior can be verbal, non-verbal or physical. Examples include sexual innuendo, spreading sexual rumors, sexual put-downs and jokes, remarks of a sexual nature about a person's clothing or body,

offensive written notes or emails, sexual propositions, insults or threats, leering, whistling, suggestive or insulting sounds and gestures, and touching someone's body when unwelcome.

- 4.2.5 Attempted or actual theft of and/or damage to property of the university or property of a member of the university community or other personal or public property, on or off campus.
- 4.2.6 Failure to comply with any directions of university officials or law enforcement officers acting in performance of their duties and/or failure to provide identification to these persons when requested to do so.
- 4.2.7 Unauthorized possession, duplication, or use of keys/keycards/security mechanisms to any university premises or unauthorized entry to or use of university premises.
- 4.2.8 Violation of any university policy, rule, regulation, contract or agreement.
- 4.2.9 Violation of any state laws.
- 4.2.10 Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances that are prohibited by law.
- 4.2.11 Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- 4.2.12 Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- 4.2.13 Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the university or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his/her prior knowledge, or without his/her consent when such a recording is likely to cause injury or distress. This includes, but is not limited

to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

4.2.14 Theft or other abuse of computer and other electronic facilities and resources, including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Use of another individual's identification and/or password.
- Use of computing facilities and resources to interfere with the work of another student, faculty member or university Official.
- Use of computing facilities and resources to send obscene or abusive messages.
- On-line harassment of members of the university community.
- Use of computing facilities and resources to interfere with normal operation of the university computing system.
- Use of computer facilities and resources in violation of copyright laws.
- Any violation of any university computer use policy.

4.2.15 Abuse of the Student Conduct Code System, including but not limited to:

- Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting as part of the Student Conduct Code System.
- Falsification, distortion, or misrepresentations of information before a Student Conduct Board.
- Disruption or interference with the orderly conduct of Student Conduct Board proceeding.
- Attempting to discourage an individual's participation in, or use of, the Student Conduct Code System.
- Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.

- Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
- Failure to comply with the sanction(s) imposed under the Student Conduct Code.
- Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

4.2.16 Violation of Accommodation Regulations: Violation of accommodation regulations where the violation also involves some aspect of this Student Conduct Code, may subject the student to disciplinary procedures under this Student Conduct Code.

#### 4.3 Violation of Law

4.3.1 University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code.

4.3.2 When a student is charged by local or state authorities with a violation of law, the university will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

#### 4.4 University Discipline Procedure

4.4.1 The University views the disciplinary process as a learning experience which aims to promote growth and understanding of one's responsibilities and privileges within the University environment. To this end, the disciplinary process attempts to balance an understanding and knowledge of students and their needs with the needs of the academic community. It reaffirms the principle of student freedom that is coupled with an acceptance of responsibility for one's actions and the consequences of such actions.

4.4.2 Investigation of reported student misconduct: after a complaint is made or a case is reported, the Dean of the faculty and the Director of (International) Students Affairs Office shall designate a Student Affairs Administrator to conduct proper investigation

into the complaint/case. Throughout all phases of investigation, all parties will take reasonable steps to maintain the anonymity of the student(s) charged with misconduct.

4.4.3 Temporary suspension. In an emergency, the Dean may temporarily suspend a student. Examples of emergencies include situations where the student poses a danger of inflicting bodily harm upon himself/herself or others, of inflicting serious emotional distress on others, or creating a substantial disruption of school activities including classroom instruction.

4.4.4 Judgment of the misconduct: After proper investigation, the designated Student Affairs Administrator shall report the findings to the Dean of the faculty and Director of (International) Students Affairs Office of the University. The Dean and/or Director will make a judgment to the report and determine the actions to be taken accordingly. If, in the judgment of the Dean and the Director, the report appears to warrant disciplinary action, the Director of the (International) Students' Affairs Office with the written agreement of the student, may impose any of the sanctions provided herein. Such agreement must be reached within seven calendar days of the receipt by the student of written notice of the Director's recommended sanction.

4.4.5 Five disciplinary actions for misconduct as follows may be adopted by disciplinary authority according to the severity of misconduct behavior against Student Behavior Policy and Campus Order:

(BFSU saves all rights of interpretation and explanation for the below actions.)

- Reprimand: Reprimand to the student that a violation of specified University policies or campus regulations has occurred and that continued or repeated violations of University policies or campus regulations may be cause for further disciplinary action. The reprimand is part of the student's school record, but is not recorded upon the student's University transcript.
- Censure: Written notice to the student that a violation of specified University policies or campus regulations has occurred and that continued or repeated violations of University policies or campus regulations may be cause for further disciplinary action. The censure is part of the student's school record and is



recorded upon the student's University transcript.

- **Disciplinary probation:** A status imposed for a specified period of time (usually 1 year) during which a student must demonstrate conduct that conforms to University standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of suspension or dismissal. The Disciplinary probation is part of the student's school record and is recorded upon the student's University transcript. Students who receive a disciplinary probation may not be able to be granted the academic degree before graduation.
- **Compulsory Suspension:** The student may be suspended from the university activities for a determinate period with permission to return at the end of that period. The suspension is part of the student's school record and may be recorded upon the student's University transcript. Students who are subject to Compulsory Suspension shall not be able to be granted the academic degree before graduation.
- **Dismissal:** Termination of student status for an indefinite period. Readmission to the University after dismissal may be granted only under exceptional circumstances.

4.4.6 If, in the judgment of the Dean and Director, the report appears to warrant disciplinary action and the student does not agree to the sanction recommended by the Director, the charges against the student shall be referred to the Student Conduct Board and an appeal procedure may be followed.

#### 4.5 Record of disciplinary actions

4.5.1 Student disciplinary case records will be filed in the student's disciplinary file and maintained in the IBS International Student Affairs Office consisting of the record of disciplinary actions and evidence.

4.5.2 The record of disciplinary action required the student's signature on it to make the record valid. If the student refuses to accept the final decision and sign on the record of disciplinary action, a notice of the disciplinary action will be made

(student's name remains confidential) for seven calendar days after the student is informed of the relevant decision. After the seven days, the record of disciplinary action is valid.

4.5.3 When the student is dismissed or his or her admission is revoked, a notation will appear on the academic transcript that the student has been dropped due to disciplinary action and is not eligible to enroll.

#### 4.6 Appeal of disciplinary actions

4.7.1 A student may appeal to the Vice president of the University in charge of International Student Affairs a decision reached by the Dean and the Director in respect of an alleged breach of academic integrity.

4.7.2 An appeal shall be in writing and shall be made no later than seven calendar days after the student is informed of the relevant decision.

4.7.3 The Vice president, if he/she considers the appeal to have merit, shall convene a hearing of the Appellate Board to discuss the appeal within 15 working days. The Committee shall either:

- Uphold the decision reached by the relevant Dean/Director or the Vice President (Academic), as appropriate; or
- Direct the relevant Dean/Director or the Vice President (Academic) to take one of the alternative courses of action as appropriate.

4.7.4 The decision reached by the Appellate Board in respect of an appeal launched shall be final.

## **Chapter Three: Academic Award and Transgression**

### **Regulations**

#### **Procedure for Dealing with Breaches of Assessment Regulations**

##### **—Academic Misconduct**

<b>Name of regulation:</b>	Procedure for Dealing with Breaches of Assessment Regulations– Academic Misconduct
<b>Purpose of regulation:</b>	To define academic misconduct and to serve as a guideline for proper disciplinary action and remedial procedures
<b>Regulation applies to:</b>	All International students enrolled at International Business School, BFSU

## **I. Introduction**

- 1.1 Assessment is the means by which the University tests whether a student has achieved the objectives of an academic course of study and the standards of an award. It is of great importance that students are assessed fairly and on equal terms with each other for the same award. Any attempt by a student to gain unfair advantage over another student in the completion of assessment, or to assist someone else to gain an unfair advantage, is cheating and constitutes academic misconduct.
- 1.2 The University has a duty to ensure that the highest academic standards are maintained in the conduct of assessment. Proper supervision of this duty is essential to uphold both the legitimate interests of International Business School students, as well as the University's reputation. Alleged academic misconduct which threatens the integrity of the University's assessment procedures and the maintenance of its academic standards is viewed as a serious offence and will be thoroughly investigated.
- 1.3 The obligation to adhere to principles and standards of professional conduct, as well as University regulations, lie with registered students.. Failure to meet these standards may lead to a student not gaining professional recognition from qualification standards assessment bodies outside the University, irrespective of the student's academic performance.
- 1.4 International Business School reserves the right to use appropriate software to detect academic misconduct (such as plagiarism).

## **II. Definition**

Academic misconduct is defined as any attempt by a student to gain an unfair advantage in any academic course assessment.

It may be demonstrated by one of the following:

- 2.1 AIDING AND ABETTING a student in any form of dishonest practice.

- 2.2 BRIBERY – paying or offering incentives to another person to obtain access to examination or test papers prior to the event, or to obtain a copy of a coursework assignment in advance of its distribution to all students concerned.
- 2.3 COLLUSION – where two or more students collaborate without prior permission to produce a piece of work which is intended to be an individual assignment, and then present the results as if it was an individual student’s work. Where students are encouraged by their lecturer to work together on an assignment, such group activity is regarded as approved collaboration. Where the requirement is for the submitted work to be solely that of the individual, collaboration is not permitted. Students who improperly work collectively in these circumstances are guilty of collusion.
- 2.4 COMMISSIONING or assigning another person to complete an assignment which is then submitted as their own work or making their work available for commissioning, whether for monetary or other gain or not.
- 2.5 COMPUTER FRAUD – the use of the material of another person stored on a computer or any other digital device as if it were their own.
- 2.6 DUPLICATION – the inclusion of coursework which has already been submitted for any other assessment within International Business School or elsewhere e.g. submitting the same piece of coursework for two different modules.
- 2.7 FALSE DECLARATIONS in order to receive special consideration by Examination Boards.
- 2.8 FALSIFICATION OF DATA – the presentation of data in projects based on work declared to have been carried out by the students which have been invented by the student or altered or copied or obtained by other unfair or improper means.
- 2.9 MISCONDUCT IN EXAMINATIONS OR TESTS such as:
- taking crib notes or other unauthorized material concealed in any manner into an examination or test
  - taking into an examination or test an unauthorized computer disk containing pre-coded data
  - the use of an unauthorized dictionary

- the use of unauthorized material stored in the memory of a pre-programmable calculator, watch, organizer, mobile telephone, or any other digital device
- obtaining an advance copy of an 'unseen' written examination or test paper
- communicating or trying to communicate in any way with another student during an examination or test
- copying or attempting to copy from another student sitting the same examination or test
- Pretending to be somebody else where another person sits an examination or test in the place of the actual student or a student is knowingly impersonated by another
- leaving the examination or test venue to refer to concealed notes
- taking rough notes, stationery, scripts or examination or test papers which indicate that they are not to be removed, from the examination or test venue.

2.10 PARAPHRASING - the changing or rearranging of the order of sentences, with or without references at the end of the work.

2.11 PLAGIARISM is defined as the representation of another person's work, without acknowledgement of the source, as the student's own for the purposes of satisfying formal assessment requirements. Examples of plagiarism are:

- the use in a student's own work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the source;
- the summarizing of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement;
- the use of ideas or intellectual data of another person without acknowledgement of the source, or the submission or presentation of work as if it were the student's own, which are substantially the ideas or intellectual data of another person;
- copying the work of another person or student;
- the submission of work, as if it were the student's own, which has been obtained from the internet or any other form of information technology;
- the submission of coursework making significant use of unattributed digital images such as graphs, tables, photographs, etc. taken from books/articles, the internet or from

the work of another person;

- the submission of a piece of work which has previously been assessed for a different award or module or at a different institution as if it were new work;
- allowing or being involved in allowing a student to copy another's work including physical or digital images.

### **III. Penalties and Procedure**

#### 3.1 Coursework

- For a first case of proven academic misconduct, a Grade Point 0 will be issued for the concerned assignment. Students may be allowed a reassessment for the assignment and have the Grade Point capped at 60. A written warning will be issued to the student.
- For a second case of proven academic misconduct, whether in the same academic year or subsequent academic year, a Grade Point 0 will be issued for the entire module. Students will not be allowed a reassessment for any part of the module. A Censure letter will be issued to the student and the record will appear on the student's transcript.
- For a third case of proven academic misconduct, whether in the same academic year or subsequent academic year, a Grade Point 0 will be issued for the entire module and students will not be allowed a reassessment or a replacement module. Students will also be subject to Disciplinary Probation and the record will appear on the student's transcript.

#### 3.2 Examinations or Tests

Academic misconduct (cheating) in University Examinations is treated as a serious offence. One or any combination of the following penalties may be imposed upon offenders:

- Ban from entering a particular examination
- Examination results declared inadmissible.

- Formal reprimand and requirement to sit for re-examination at a later date.
- Results of re-examination will be capped at pass mark, which is 60.
- Formal reprimand and examination results for entire academic year declared inadmissible. Candidate may repeat the year, bearing full costs. Results for entire year are capped at pass mark.
- Formal reprimand and official Censure letter.
- Formal reprimand and official Disciplinary probation letter.
- Formal reprimand and official Compulsory Suspension letter.
- Expulsion from University with all examination results declared inadmissible.

A University teacher, tutor or other staff member who suspects that a breach of academic integrity in coursework has taken place should first discuss the matter privately with the student concerned and, where appropriate, with the Internal Examiner of the relevant course. If a mutually acceptable resolution is not possible, the staff member should report the alleged breach of academic integrity to the Dean/Director of the relevant academic unit and to the Registrar. Should the alleged breach of academic integrity occur in a setting which is formally invigilated, such as an examination, the incident should be noted in the invigilator's written report. On receipt of a report that alleges a breach of academic integrity, the Dean/Director of the relevant academic unit shall review the case and recommend one or more of the actions stated in the above.



## **Chapter Four: Examination Regulations**

The following examination regulations are intended to maintain discipline and integrity during University academic evaluations.

### **I. Before Examinations**

- 1.1 If students are unable to attend an examination on time, they shall apply for Deferment of Examination at least one day before the examination date. Applications for deferment shall be submitted in person to the IBS International Student Affairs Office prior to the initial examination date. If students submit the application after the examination, the application won't be accepted by the Office. Relevant documentation and (medical) certificates must accompany the application and only once the application has been approved may students attend the deferred examination.
- 1.2 Students who apply for Deferment of Examination due to illness are required to submit medical records and certificates stating the nature of their illness. If the illness was diagnosed by a hospital or medical center other than the BFSU Health Center, a sick note from BFSU Health Center is also required.
- 1.3 In principle, applications for Deferment of Examination will not be approved for reasons concerning personal affairs.
- 1.4 The following materials can be collected from Room 981 by chief invigilators before examinations if needed:
  - Examination Rules
  - Examination record form (attendance record)
  - Draft Paper (if necessary)

### **II. During Examinations**

- 2.1 All invigilators should be in examination rooms 20 minutes before the start of examinations in order to carry out preparations.

- 2.2 Invigilators must inform students that they will not be allowed to leave the room during the examination and urge students to visit the washroom before the start of examinations.
- 2.3 Invigilators will ask students to place their **Student ID** on the left top corner of their desk for verification.
- 2.4 Invigilators must warn students not to use or handle their mobile telephones during the examination. All electronic mobile devices should be muted or powered off and left out of sight and reach. Leaving mobile telephones on desks during an examination will be regarded as a violation of Examination Rules.
- 2.5 Schoolbags, study materials and any other notes and excess baggage or clothing must be placed in an assigned area, either in the front or at the back of classrooms. Invigilators should remind students not to bring any materials or baggage to their seat if it is not necessary or allowed to be used during the examination. Where paper is provided for draft writing, students should write their student ID number on it and hand it in along with their examination papers at the end of the examination. Draft papers may not be torn up. Invigilators must verify actual attendance and absentees during examinations.
- 2.6 Students must enter examination rooms on time. Students who are more than **15** minutes late for the examination will not be allowed into the room and will be marked absent. Examination papers may not be submitted within the first **30** minutes from the start of the examination.
- 2.7 During examinations, no eating, smoking, or any form of communication (verbal or non-verbal) between students is allowed. Students who wish to ask a question to the invigilator must quietly raise their hand and wait for the invigilator to approach them. No examination papers (both question and answer sheets) may leave the room. After submitting examination papers, students must leave examination rooms immediately and quietly.
- 2.8 When a student is suspected of having violated any examination regulations or having assisted someone in examination fraud, such person will be disqualified from

examinations; have his/her examination papers and Student ID collected; and be dismissed from the examination room. Serious violations of examination regulations include (but are not limited to) copying, or attempting to copy or view another student's writing; consulting notes or any electronic device that may be used to store data; talking to, trying to draw attention from, or disturbing other students; and taking an examination on behalf of someone else, or assisting another person in doing so.

2.9 Students are not allowed to leave examination rooms during examinations. If a student leaves the room during an examination session or after having received examination papers the student's papers will be collected and he/she will not be allowed to continue with the examination. Once a student enters the examination room he/she relinquishes the right to apply for deferment of that examination. Early termination of an examination due to illness will not be considered as grounds for deferment.

2.10 Invigilators will strictly adhere to examination regulations without exception and no unauthorized departure from examination rooms will be allowed. During examinations, no talking, reading (other than examination papers), consulting notes, or distracting behavior will be permitted.

### **III. After Examinations**

Chief Invigilators are required to fill out and hand in examination record forms (one document for each examination room) after examinations.

### **IV. Infringement of Examination Regulations**

A Candidate, whom an invigilator believes to be using unfair means (including unauthorized aids, copying or communicating with others) will be treated in accordance with the School's Academic Awards and Transgression Regulations.

## **Chapter Five: BFSU Dormitory Policies for International Students**

- I.** Each dormitory resident is required to conduct himself/herself in a manner that is conducive for fellow residents to study, live and sleep. Each resident agrees to not disturb this environment, and also agrees to demonstrate reasonable efforts to resolve roommate and/or residence hall problems.
- II.** Please do not switch rooms with other students without notifying the guest service office.
- III.** No Cooking: Cafeterias at BFSU and the dormitories provide wholesome meals three times a day. Students are not permitted to cook, or use gas cookers in their bedrooms.
- IV.** Cleanliness: Residents are required to make reasonable efforts to maintain proper personal cleanliness and hygiene for the community's welfare. Rooms must be kept clean and neat at all times, and empty food and beverage containers must be disposed of properly.
- V.** Smoking is not allowed anywhere inside dormitory buildings. Smokers are requested to properly dispose of cigarette butts and to not litter outside the dormitory.
- VI.** Student Belongings: Students are responsible for the safekeeping of their own belongings during the term and intersession. BFSU will take no responsibility for lost personal items.
- VII.** Flammable and hazardous liquids and gases are not to be used or stored in dormitory rooms. Gas and electrical heating appliances are also prohibited.
- VIII.** No pets are allowed in dormitories.
- IX.** Damage: Students who accidentally or intentionally damage any dormitory property will be required to make restitution for repairs.
- X.** Students should observe fire and safety laws and procedures at all times and not damage or tamper with fire and safety equipment in dormitories. If a student is found to be responsible for causing a fire in dormitory, serious repercussions (including

legal action) may follow.

- XI.** Room Key Card: A refundable deposit of CNY 50 will be charged for the dormitory room key card. An additional charge of CNY12 will be levied for a replacement card in case of loss or theft of the original. The dormitory service counter should be notified of any lost cards as soon as possible.
- XII.** Tampering with, disabling or modifying the operation of room doors and door locks is prohibited.
- XIII.** When students leave on holiday, they must inform the front desk by themselves and accomplish due procedures.
- XIV.** We hope all students will abide by regulations and guidelines in order to create an ordered, harmonious, and pleasant living environment for everybody.

## Chapter Six: Scholarship Policies

### I. BFSU-SolBridge Scholarship Specifications (Trial)

#### 1.1 Principle

Scholarships are awarded to encourage academic excellence and reward outstanding performance in academic, extracurricular and research activities. Scholarships are limited and qualified applicants will be screened according to a range of predetermined criteria. The decision of the University Scholarship Assessment Committee is final and no deliberation shall be entered into once results are announced.

#### 1.2 Scholarship Tiers and Award Amounts

The following scholarship tiers will be available to qualified students:

- Undergraduates:

*First tier scholarship:*

CNY 10, 000 /Academic Year (Awarded to 5% of students every year);

*Second tier scholarship:*

CNY 8, 000 /Academic Year (Awarded to 10% of students every year);

*Third tier scholarship:*

CNY 5, 000 /Academic Year (Awarded to 15% of students every year);

- Postgraduates:

*Scholarship:*

CNY 12, 000/Academic Year (Awarded to 5% of students every year);

CNY 10, 000/Academic Year (Awarded to 10% of students every year);

#### 1.3 Applicant requirements

1.3.1 Only degree-seeking students enrolled at BFSU-SolBridge (or students who have been granted admission to a degree course) are eligible for BFSU-SolBridge scholarships. Scholarship applicants should at all times adhere to the following conditions in order to guarantee their candidacy:

- Abide by national laws and University regulations and avoid bringing the

University's name and reputation into disrepute.

- Be actively involved in academic and extracurricular activities and promote healthy camaraderie among fellow students.
- Maintain a high level of academic performance in all enrolled courses and regularly attend classes.
- Be available for administrative class duties and occasional promotional activities for University programs.

1.3.2 Students may have scholarships revoked and become ineligible for further financial rewards in the following instances:

- Students violate national laws or University regulations and receive a written Censure letter or other forms of penalties during their study in BFSU.
- Students repeat courses due to weak academic performance during the assessment year.
- Students fail to acquire necessary credits during assessment year.
- Students are not allowed to take final exams, fail or are absent in the final exams for any compulsory course (with the exception of being sick) during assessment year.

1.4 Assessment Organizations

- Acting Dean of BFSU-SolBridge will lead the Scholarship Assessment Committee and take responsibility for scholarship evaluation and overall management.
- Under leadership of acting dean, International Student Affairs Office will implement and supervise the process of scholarship assessment.
- Scholarship assessment aims to be just, fair and open, and adhere to predetermined regulations and standard procedure.

1.5 Assessment methods

- Assessment of scholarships is based on integrated assessment result of students.
- Scholarships of different tiers cannot be awarded to the same student.

1.6 Regulations

- Scholarships are assessed once a year. On the 6th and 7th academic week of the first term of each academic year, scholarships for the preceding year will be assessed.

- Scholarship will be assessed strictly in accordance with above-mentioned regulations. When applying for scholarship, students of same grade/major have to meet the same requirements with no exception.
- The final list of exhibitors will be reviewed by the International Student Committee. The list will then be posted on notice board for 3 days, along with the Scholarship Assessment Committee leader's contact information.
- After 3 days' announcement, the financial team of the International Student Office will verify the scholarship amount before transferring the awarded money to exhibitor's bank account.
- Funds earmarked for scholarships are not to be utilized for any other purpose.

## II. BFSU-SolBridge Integrated Assessment System

### 2.1 Weighted Elements

**Example:**

**Overall Assessment Grades =**

Average Grades of Academic Year (80%) + Attendance (10%) + Extra Points (10%)

### 2.2 General requirements

- Under the guidance of Scholarship Assessment Committee, International Student Affairs Office will implement the system.
- For bachelor degree students, overall assessment grades will be ranked from high to low during first three years of study. Assessment will not be carried out in the final year of studies.
- For master degree students, overall assessment grades will be ranked from high to low in the first year of study. Assessment will not be carried out from the second year onwards.

### 2.3 Implementation

#### 2.3.1 Assessment of Average Grades of Academic Year(AGAY)

AGAY is calculated using a student's academic transcript results issued by the



Academic Affairs Office. All original student transcripts from the Academic Affairs Office will be stored at the International Student Affairs Office.

International Student Affairs Office will calculate AGAY as follows:

- Multiply the total score of compulsory Chinese courses by 80% to get a adjusted total score;
- Add the grades of compulsory core courses with the adjusted Chinese total grades of the assessment year
- Calculate average grades of combined courses
- Multiply the average grades by 80% to get AGAY

If the student fails the final exam for any compulsory course, he/she will not qualify for a scholarship.

### 2.3.2 Attendance Assessment

The class attendance value is calculated according to Attendance Record Charts. The International Student Affairs Office will collect and keep all Attendance Record Charts provided by teachers.

- International Student Affairs Office calculates the Attendance Rate of students for the assessment year (Actual Attendance/Full Attendance), and then multiplies the Attendance Rate with 10. The result will be submitted as the Attendance Grade of Overall Assessment Grades.
- If a student is absent from a compulsory course for 1/3 or more of all lectures, he/she will not be allowed to take the final exam or make-up exam of this course and have to pay to retake the course. If a student is absent from 1/3 or more of classes for a selective course, the course will be regarded as canceled and no credits will be awarded to the student.

**Note:** Arriving late for class for 3 times will be considered as one absence.

### 2.3.3 Calculation of Extra Points

Extra Points are divided into THREE parts: extra points for being a student leader; extra points for attending activities and seminars, and a deduction of extra points (in case of disciplinary action against student.)

- Specification for Extra Points, please refer to file:“BFSU-SolBridge 2010—2011 Integrated Assessment System: Extra Points”
- The extra points (including original application forms and final results) should be verified by International Student Affairs Office. Extra points should be no more than 10 in total.

#### 2.4 Notes

- Updates and modifications to the Integrated Assessment System will be announced on the official BFSU-SolBridge website. Students of each class must check at all times.
- Scholarship application form is necessary for applying scholarship. Applicants need to submit their written application form together with other proof documents to International Student Affairs Office before deadline.
- Final assessment grades will be written in the form of “00.00” and ranked from high to low. In case of two or more final grades being equal, the grades will be ranked according to the decimals “00.0000”. If the final grades are completely equal, they should be ranked respectively in detailed parts: AGAY, Attendance and Extra Points.

### III. BFSU-SolBridge Integrated Assessment System: Extra Points

Extra Points are divided into THREE parts: extra points for being a student leader; extra points for attending activities and seminars, and a deduction of extra points (in case of disciplinary action against student).

#### 3.1 Extra Points for Being Student Leader

3.1.1 Student leadership in organizations or clubs assigned by BFSU need to be verified and acknowledged by International Student Affairs Office.

3.1.2 Student class leadership or leadership in BFSU-SolBridge Student Union will be rewarded as follows:

Title	Point Allocation	Rating Authority
(Vice-)President of Student Union	0—3Points	International Student Affairs Office

(Vice-)Minister of a department in Student Union	0—2.5Points	International Student Affairs Office
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(Vice-)Monitor of a class	0—2.5Points	Classmates(Average Points will be submitted)
Member of class council	0—2 Points	Classmates(Average Points will be submitted)

**Notes:**

- The International Student Affairs Office holds the right to review and interpret rating results.
- If a student holds more than one position, points cannot be accumulated. Only the highest rating will be submitted.
- Leaders in each class include: ONE monitor, ONE vice-monitor, (positions for monitor and vice-monitor should be occupied by a male and female student concurrently); Members of the class council are: ONE member in charge of activities and ONE member in charge of studies.

### 3.2 Extra Points for Attending activities and seminars

#### 3.2.1 For students who attended activities and seminars organized by IBS:

- The International Student Affairs Office need to make sure every student is aware of the activities and seminars that can be counted as extra points listed in the appendix before collecting their application forms. The activities and seminars are variable each term. The maximum of extra points in this part is 7.
- International Student Affairs Office calculate the Activities and Seminars Participation Rates of applicants during the assessment year (Number of activities and seminars participated/Number of all activities and seminars), and then multiply this figure with 7 to get extra points for this part.

#### 3.2.2 For students who attended activities organized by BFSU:

Fundamental principles of this section are the same as above-mentioned ones. The International Student Affairs Office may adjust principles to be in line with the “extra

points” section for BFSU-SolBridge and to assure all students are informed of adjustments.

### 3.2.3 For students who attended activities organized by official authorities off campus

We encourage students to attend various kinds of activities off campus, especially the ones organized by official authorities acknowledged by BFSU. If students attended activities in a personal capacity, the extra points will not be approved by BFSU-SolBridge. Basic information of the activities should be provided when applying for extra points. The International Student Affairs Office will verify the validity of any such activities.

**Notes:**

- The Student Affairs Office holds the right to review and interpret rating results.
- The name of specific sports games should be provided if students attended activities such as sports events.
- Additional extra point items: Students attending competitions in the name of BFSU and winning prizes: International level competition--3 points; National level competition--2 points; City-level competition--1 point.

### 3.2.4 Deduction of extra points (in case of disciplinary action against student)

For students who are facing disciplinary action by the University, the deduction of extra points will be calculated according to the following chart.

Reprimand	Censure	Disciplinary probation	Compulsory Suspension	Dismissal from BFSU
1 Point	2 Points	3 Points	4 Points	-

**Notes:**

- Extra points (including deduction) should be no more than 10 in total.
- The International Student Affairs Office has the right to interpret and modify specifications if necessary. Any queries, suggestions or misgivings are welcomed. Final extra points will be published in IBS building. International Student Service Office need to make sure every student is aware of the principles to assure the process of assessment is just, fair and open.

## **Chapter Seven: Outstanding Student Leader Award**

### **I. Principle**

- 1.1 The Outstanding Student Leader Award is set up to recognize students who have taken leading roles and devote themselves unselfishly to serving the university and the school community through involvement in various public services. Up to 2 students from each class level who, through their leadership and involvement, have contributed to the campus culture in a positive way during the previous year, will be selected to receive the award.
- 1.2 Outstanding Student Leader Award Amounts: Recipients of this award are eligible for a scholarship with CNY 2,000.

### **II. Requirements**

- 2.1 To be eligible for the Outstanding Student Leader Award, students should meet the following requirements in order to guarantee their candidacy:
  - Current full-time degree-seeking student enrollment status at IBS.
  - Abide by national laws and University and school's regulations and avoid bringing the University and school's name and reputation into disrepute during their study at IBS.
  - Have worked as student representative or president, vice president, board member or active member in the IBS Union for one year from fall semester.
  - Obtain average grades of 70 or above for the compulsory core courses for the assessed academic year.
  - Must have passed all courses and never took make-up exams and retook courses in their study at IBS.

### **III. Assessment Organization**

- 3.1 The Outstanding Student Leader Award Assessment Committee is composed of the Acting Dean, the Academic Affairs Office Director of BFSU-SolBridge, the IBS Student Affairs Office Director, and staff representative.
- 3.2 The Acting Dean will lead the Outstanding Student Leader Award Assessment Committee and take responsibility for the overall management.
- 3.3 Under the leadership of the Acting Dean, the IBS International Student Affairs Office will implement and supervise the process of the Outstanding Student Leader Award Assessment.

#### **IV. Assessment Procedures**

The Outstanding Student Leader Award Assessment is conducted on the 6th and 7th academic week of the fall semester each year. The Award is presented to up to two students from each class level.

- Step 1: Download an “IBS Outstanding Student Leader Award Application” from the IBS website, follow the instructions and submit an application form, a personal statement and a resume to the IBS International Student Affairs Office.
- Step 2: The Outstanding Student Leader Award Assessment Committee will select the eligible candidates who will then receive an interview.
- Step 3: During the interview, the candidates are required to make a presentation on his or her participation in the school activities and administrative class duties.
- Step 4: The Outstanding Student Leader Award Assessment Committee will make the final decision of the award recipients based on candidates’ resume, personal statement and presentation.
- Step 5: The Award recipients will be announced and the award be granted.

## **Chapter Eight: Outstanding Graduate Award**

### **I. Principle**

The Outstanding Graduate Award recognizes the International Business School (IBS) graduating seniors who have demonstrated extraordinary performance in leadership, academic achievement, school extracurricular activities and school spirit while attending IBS.

### **II. Requirements**

Seniors must graduate in the same semester in which they are nominated as candidates of the Outstanding Graduate Award. Graduating seniors must at all times adhere to the following requirements in order to guarantee their candidacy:

- Abide by national laws and University and school's regulations and avoid bringing the University and school's name and reputation into disrepute in their study at the IBS.
- Complete the requirements for his or her undergraduate degree during the current academic year.
- Must have passed all courses and never took make-up exams and retook courses in their study at the IBS.
- Attend the University Undergraduate Graduation Ceremony.

### **III. Assessment Organization**

- The Acting Dean of BFSU-SolBridge will lead the Outstanding Graduate Award Selection Committee and take responsibility for the overall management.
- Under leadership of the Acting Dean, the IBS International Student Affairs Office will implement and supervise the process of the Outstanding Graduate Award assessment.
- An Outstanding Graduate Award Selection Committee composed of all graduating seniors present and the IBS International Student Affairs Office will vote for the

candidates.

#### **IV. Assessment Procedures**

- 1) **Step 1: Academic Performance Ranking:** Top 20% of the graduating seniors ranked by average grades of four years' compulsory core courses will be nominated for the Outstanding Graduate Award candidates. If a candidate fails to meet the requirements in "II. Requirements" above, he or she will lose the candidacy and the vacancy will be filled in by a graduate senior after the Top 20%.
- 2) **Step 2: Class Selection:** Candidates will go through a class selection. All graduating seniors present of the graduating class and the IBS International Student Affairs Office will vote. Each graduate senior present casts one vote. The Office cast two, three, four or five votes for a class of 11~20, 21~30, 31~40 or 41~50 students respectively and so on. Classmates and the Office must take into considerations following criteria for Outstanding Graduate Award recipients when they vote:
  - Maintain a high level of academic performance in all enrolled courses and regularly attend classes.
  - Involve actively in academic and extracurricular activities and promote friendship among fellow students.
  - Carry class administrative duties well and occasional promotional activities for University programs.
- 3) **Step 3: Result of the Class Selection:** Top 50% of the candidates who win most votes from the classmates and the Office will be the recipients of the Outstanding Graduate Award.
- 4) The Outstanding Graduate Award recipients will be announced at IBS and be recognized at the graduation ceremony



## **Chapter Nine: BFSU Degree Granting Regulations for International Bachelor Students**

In accordance with the guiding principles and the relevant provisions of Granting Trial on Foreign Students Degrees in Institutions of Higher Learning by the State Council Academic Degrees Committee ( promulgated on 24<sup>th</sup>, Oct., 1991 ), we hereby disclose regulations concerning the granting of BFSU bachelor degrees to international undergraduates.

- I.** The duration of studies for an undergraduate degree is four years. This period of studies may be extended according to circumstances, but shall not exceed six years in total. During the extension, students have to pay the tuition fee according to the university requirements.
- II.** BFSU international undergraduates who successfully complete all course requirements and pass final exams within the approved term of studies will be granted a graduation certificate by the University, provided no pending or outstanding disciplinary action against the student.
- III.** The granting of a bachelor's degree is subject to students' successful defense of thesis and earning relevant credits.
- IV.** International undergraduates may not be granted a bachelor's degree under one or more of the following circumstances:
  - 4.1 Students' accumulated number of make-up exam reaches 7 or more during the entire course of studies; Students who hold HSK certificate and have 7 or more than 7 make-up exam marks before graduation must attend the Chinese class if he/she chooses to retake the Chinese class for the semester(s) when he/she has not received the HSK certificate.
  - 4.2 Students have 2 or more grade repetitions;
  - 4.3 Student is subject to disciplinary action of being allowed stay in school on probation.

- 4.4 Students that are subject to Compulsory suspension, and shows no marked improvement after six months of earning demerit
- 4.5 Student fails to qualify for writing the graduation thesis.
- V.** According to provisions of national degree-granting regulations, BFSU has the right to grant degrees in academic fields of Literature, Management and Economics.
- VI.** The Bachelor's Degree shall be granted to students upon their graduation. Students who fail to earn the bachelor's degree due to one or more of the listed conditions will not be awarded any supplementary certificates.
- VII.** Any students who are not granted a bachelor's degree due to failing an exam, or thesis evaluation (including oral thesis defense) may retake the exam, revise and re-submit their thesis, and redo their oral thesis defense within one year of their original graduation date. Students who successfully qualify for a bachelor's degree after following this process will be granted a degree by the University. The degree issue date stated on the certificate will reflect the true date of issue.
- VIII.** The BFSU Academic Degree Evaluation Committee reserves all rights to clarify and modify this policy.

# **Chapter Ten: Beijing Foreign Studies University**

## **International Undergraduates Graduation Thesis Guide**

### **I. Objective and Requirements for Undergraduates Graduation Thesis**

- 1.1 The Graduation Thesis is the final important academic assignment for students to complete in order to graduate from University. It is also a comprehensive practice for them to study realistic problems and apply fundamental theories, professional knowledge and general skills. Our objective is to cultivate and test students' independent abilities to identify, analyze and solve problems.
- 1.2 The Graduation Thesis requires students to solve professional practical problems by employing fundamental theories and basic skills. To guarantee the quality of BFSU undergraduates' graduation theses, all schools and majors have to follow respective teaching plans, cultivate students' academic writing and research skills in accordance with their aptitude, emphasize students' independent problem solving abilities, and broaden students' scope of knowledge while developing creative thinking.

### **II. Requirements for Eligibility to Compose Graduation Thesis**

- 2.1 Earn all required credits within prescribed schooling years.
- 2.2 Successfully pass the final graduation examination.
- 2.3 Follow the teaching plans and meet listed requirements below:
  - Students majoring in languages must obtain average grades of 75 or above for compulsory core courses from the 5th semester to the 8th semester.
  - Students majoring in non-language must obtain average grades of 70 or above for compulsory core courses from the 5th semester to the 8th semester.

### **III. Principles of Topic Selection**

- 3.1 Selection of topics for the graduation thesis has to comply with teaching objectives and orientation of the major. Topics selected should be in accordance with students' major, be covered by core courses of the major, and be of theoretical and practical value and reflect students' creative thinking.
- 3.2 Graduation thesis topics should be as specific as possible; avoiding general and vague subjects, to help ensure students finish composing the thesis on time.
- 3.3 Schools, departments and the academic affairs office director are required to maintain a strict standard on reviewing topics for graduation theses to ensure accuracy, profundity and extent of the content. Each student should compose his/her own graduation thesis. If it is necessary for two or more students to collaborate, their supervisor should submit a report to the Academic Affairs Committee or Graduation Thesis Guidance Team for approval. However, it is mandatory for each student to undertake part of the thesis writing.
- 3.4 A method of combining students' self-selection and supervisors' guidance is adopted in selecting graduation thesis topics. Students write a draft thesis under guidance of a teacher specialized in the particular field of study. The thesis supervisor's opinion should be consulted before finalizing the assignment. Once the topic is set, no change is allowed to be made in principle.
- 3.5 Students eligible for composing graduation theses should determine the topics of their graduation theses before the end of the 7<sup>th</sup> semester. A proposal, table of content, abstract, list of references and literature review should also be prepared for submission to the Academic Affairs Committee or Graduation Thesis Guidance Team for approval.

#### **IV. Content and Format Requirements**

- 4.1 Content Requirements
  - Content should follow proper ideology and avoid contentious political and religious statements

- The thesis should link theory with practice, provide proper and sufficient arguments and clear logic, and use standard, fluent language.
- Students should complete their theses independently. Plagiarism is strictly forbidden.

#### 4.2 Academic Criteria

- The thesis should be written in Chinese or English according to specific requirements. The body of the Chinese thesis should contain no fewer than 5,000 Chinese characters (about five A4 pages). The body of the English thesis should contain no fewer than 6,000 English words (about 20 A4 pages). Upon submission, an abstract with no fewer than 500-800 Chinese characters, or 400-700 English words should be enclosed.
- Sources of quotation should be clearly indicated at the end of the thesis, along with references (including names of the author, book/article, publishing house, year of publication, etc.). The minimum number of references is determined by each school, based on characteristics of different majors.
- A4 sized paper is the only acceptable paper for the graduation thesis to be printed on. Theses in Chinese have to be printed with Simplified Chinese Version Microsoft Office Word, rather than with the traditional Chinese version or the Chinese version in a foreign language platform. The Song typeface is required. English theses have to be printed in Times New Roman font. Font size for the title should be 16, in bold; font size for body should be 12. Font size for subtitles will be prescribed by each school. Line spacing should be 1.5. Page margins should be set as windows default.
- “Beijing Foreign Studies University Graduation Thesis” should be printed on a yellow cover page for Chinese theses; a white cover page should be used for English theses (printed on A4 paper).
- A hardcopy and softcopy must be handed in together when submitting the final version of the graduation thesis.

#### 4.3 Binding Sequence

- Chinese Front Cover (offered by university)
- English Front Cover
- Beijing Foreign Studies University Bachelor Thesis Guidance Manual
- Table of Contents
- Abstract in Chinese/English
- Body
- References
- Back Cover (offered by university)

## **V. Graduate Thesis Supervision**

- 5.1 Undergraduate graduation theses should be supervised by teachers academically titled as lecturer (or higher academic title), or teachers with Master's or Doctor's Degrees or with certain scientific research background or working experience.
- 5.2 Number of theses for supervisors: A minimum of two theses for each Lecturer (or teacher with Master's or Doctor's Degree); A minimum of three theses for each Associate professor (or teachers with higher academic titles). In principle, each supervisor should not supervise more than 8 undergraduate final theses.
- 5.3 Supervisors should teach students in accordance with their aptitude, attach importance to cultivating students' comprehensive abilities and set high standards and strict requirements for students to adhere to scientific principles and academic norms.
- 5.4 Supervisors must hear students' detailed ideas about thesis writing at least once.
- 5.5 Supervisors should guide students in reviewing literature in Chinese or other languages in accord with thesis requirements.
- 5.6 Supervisors should guide students through the process and method of thesis research and writing (key sentences writing—table of content designing—draft—finalization) to ensure that students complete thesis writing successfully and accordingly.

- 5.7 Supervisors should provide students with timely answers to questions regarding the process of thesis writing, two opportunities to have a direct discussion, and detailed revision opinions.
- 5.8 Supervisors should always pay attention to the phases of thesis writing for each student and conduct regular check-ups and supervision.
- 5.9 Supervisors should guide students in preparing for their thesis defense.
- 5.10 Supervisors should be prudent in reviewing theses and filling out the 'International Undergraduate Students Graduation Thesis Guide Manuel', which includes supervisors' comments on topic selection, literature review, the first draft, the final thesis, grading and so forth.
- 5.11 As reflection of the supervisors' guidance, the 'International Undergraduate Students Graduation Thesis Guide Manuel' should be reviewed and updated throughout the whole process.
- 5.12 The 'International Undergraduate Students Graduation Thesis Guide Manuel' should be filled out in pen with neat and clear writing.

## **VI. Graduation Thesis Defense**

- 6.1 The graduation thesis defense is arranged after students have had their theses revised two to three times (at least two times) by supervisors.
- 6.2 Defense ratio: 20% of International Undergraduate students will be required to defend their theses. The scope of defense attendants is decided by schools or departments. It is suggested that authors of distinguished papers or suspected unqualified papers partake in the defense.
- 6.3 Defense Arrangement: Each school (department) should set up several defense teams according to these topics, with no fewer than three members in each team. A team leader will be nominated by the School's (department's) Academic Degree Committee. The School's (department's) Academic degree committee should report the list of members of each team to the Academic Affairs Office before the defense.

- 6.4 Defense Content: Students will state the intention and purpose of the topic selection, key theory and summary of the thesis, references and so on (language used should be the same as that used in writing the paper). The defense team will raise at least two questions. Language used to answer these questions will be decided by school (or department). The time limit for each defense is 20 minutes.
- 6.5 Follow-up work: the defense team will come to an agreement through discussion after the defense. The team leader should direct team members to carefully fill out the 'defense' part of the 'International Undergraduate Students Graduation Thesis Guide Manuel', e.g. defense record, comments of the defense team, defense grade, etc.

## **VII. Assessment of the Thesis**

- 7.1 There are four grade levels for undergraduates' graduation theses: Distinction, Good, Pass and Fail (note: International Business School grades undergraduates' graduation theses out of 100).
- 7.2 It is the supervisor's responsibility to fill out the 'final thesis' part of the 'International Undergraduate Students Graduation Thesis Guide Manual' with comments, remarks and grades after reviewing the final thesis paper. The defense team will comment on and grade the defense. The final grade will be given by the school's (department's) Academic Degree Committee, by averaging the two grades mentioned above. This is the grade that will be recorded in the 'final result of the thesis' part of the 'International Undergraduate Students Graduation Thesis Guide Manuel'.
- 7.3 Distinction theses should be reviewed strictly by the supervisor who is also required to carefully fill out the 'BFSU distinction thesis application form' with comments and recommendations, highlighting why the thesis stands out from the rest. As for the suspected unqualified theses, the supervisor should also provide explanatory comment (in attached papers).



- 7.4 All theses graded as Distinction or Fail and Subject to Dispute in the final assessment should be re-evaluated and discussed by the school (department) academic degree committee. A secret ballot may be adopted to decide the final result.

### **VIII. Selection of distinction graduation theses**

- 8.1 Criteria: Distinction theses should meet the following conditions:

- A new and interesting research topic or opinion on a certain topic has been presented in the thesis.
- The Topic is selected scientifically; the argument is made creatively and supported with sufficient evidence; the presentation of the ideas is clear; the logic is strict; the analysis is innovative and in depth; the conclusion is convincing; a certain academic level is attained; insightful views and creativity is exhibited.
- The language use is accurate and clear. No grammatical and spelling mistakes.
- The whole structure of the thesis is complete. Each part is organized rationally and the format is correct. Proper binding is appreciated.
- During thesis defense, the narration is precise and insightful, expression is fluent; professional theory is well understood; fundamental knowledge is firm and strong; the research method is fresh and the defense result is distinctive.

- 8.2 Quota: The number of excellent graduation theses should not exceed 8% of the total amount of International Undergraduate theses.

- 8.3 Award: The student awarded with an excellent graduation thesis will be presented with a “BFSU excellent international undergraduate students’ graduation thesis” certificate.

- 8.4 Selection method and organizational leadership:

The selection of distinction graduation theses is lead by the president in charge of university teaching affairs. The Department of Academic Affairs Office is responsible for the overall process. Each School’s (Department’s) Dean who is in charge of school

(department) teaching affairs will lead the selection on school (department) level. The list of excellent graduation theses is generated via the following process: Supervisors nominate theses according to the selection method, taking consideration of the performance in thesis assessment and defense. Supervisors then fill out the 'BFSU distinction thesis application form', and submit it to the graduation thesis guide team for review. Once determined, the list will be forwarded to the Teaching Affairs Department of the University and on to the University Degree Committee for final confirmation.

## **IX. The conservation of graduation thesis**

- 9.1 A hardcopy of the international undergraduate graduation thesis could be archived and kept by each school (department) for five years.
- 9.2 The softcopy of the thesis will be collected by each school (department) and submitted to the university education and technology center to burn CDs, which will be delivered to the Academic Affairs Department to submit to the school library.
- 9.3 The 'International Undergraduate Students Graduation Thesis Guide Manuel' should be completed by each school (department) and be archived and conserved by the Academic Affairs Department.
- 9.4 The graduation thesis should be handed in duplicate. One copy is kept in with the school (department) and the other copy is kept with the 'bachelor degree application name list of BFSU' in the student's transcript record.

**This regulation is valid from year 2015.**

## Contact List

### I. IBS

Academic Affairs Office 010-88816844 (Room 921) [ibsbba@126.com](mailto:ibsbba@126.com) Ella Zhang  
(Courses, Textbooks and Grades)

International Student Affairs Office 010-88818230 (Room 981)

[ibs-service@bfsu.edu.cn](mailto:ibs-service@bfsu.edu.cn)

Ellen Crystal Ma

Yiming Liu

Bill Sun

Marketing Office

010-88816563 (Room 907)

### II. University

Overseas Student Affairs Office 010-88810671

Bai Lou 010-88816479/88816881

Guojiao Lou 010-88817800

## **Student Rules and Regulations Sign Page**

I confirm that I have read, understand, and agree to abide by the rules and regulations that are stated in the Student Handbook of International Business School, Beijing Foreign Studies University.

**Student ID:**

**Student Name (Print):**

**Grade:**

**Student Signature:**

**Date:**