

Measures for Treating Examination Discipline Breaches of International Students of JHUN

Article 1 In order to maintain the teaching order of the university, cultivate the student's honesty awareness and create good education environment, we especially carry out this specific document according to *Higher Education Law of People's Republic of China, Provisions on the Administration of Students in Regular Institutions of Higher Education* issued by Ministry of Education and other relevant documents, and the virtual situation of the university.

Article 2 Students' violating disciplines in examinations shall be divided into two types as violating regulations and cheating. The student violating discipline shall be given the punishment of Warning, Serious Warning, Demerit Record, Retention under Observation or Expelled from University respectively depending on the student's specific behavior and the seriousness.

Article 3 The student who conducted one of the following behaviors shall be accounted violating regulations and shall be given the punishment of Warning.

- 1) Taking any **article not** included in the allowed into the examination room, or not putting the bags, books, notebooks, materials, communication tools, etc. in the appointed position (open examination excluded);
- 2) Taking the examination not on the appointed seat;
- 3) If there is some content or material relevant to the specific course on the surface of or inside the desk or beside the student's seat written or put by others, the student didn't check before examination or did check but not report to the examination supervisor;
- 4) Not writing the name and roll number in the appointed position;
- 5) Not writing the answer in the appointed position;
- 6) Other behaviors slightly violating the examination regulations.

Article 4 The student who conducted one of the following behaviors shall be accounted violating examination regulations and his/her exam result is invalid and he/she shall be given the punishment of Serious Warning.

- 1) Insisting on entering the examination room to take examination without the Student Card;
- 2) Answering the questions of the examination before the signal of commence emitted or keeping on answering questions of the examination after the signal of completion emitted;
- 3) Entering the examination room by force despite of being late excess the stipulated time limit;

- 4) Peeping, whispering, sending secret signals, or motioning to each other, or marking on the examination paper;
- 5) Making noise, smoking, or conducting other behavior which will affect the order of the examination area;
- 6) Not refusing to give the answer sheet or draft paper or not reporting to the examination supervisor immediately when others ask for;
- 7) Presuming to leave the examination room during the period of examination without obtaining the agreement of the examination supervisor;
- 8) Taking the exam paper, answer paper (including answer card, answer sheet, etc. the same below) and draft paper out of the examination room;
- 9) Other behavior violating the examination regulations but does not belong to Cheating.

Article 5 The student who conducted one of the following behaviors shall be accounted cheating and he/she will get zero for the specific course and the student shall be given the punishment of Demerit Record.

- 1) Plagiarizing or assisting others to plagiarize the answers of the test questions or materials relevant to the exam content;
- 2) Returning to correct the answers after handing in the test paper;
- 3) Destroying the test paper, answer sheet or exam material on purpose;
- 4) Other cheating behavior which are not so serious.

Article 6 The student who conducted one of the following behaviors shall be accounted cheating; the student will get zero and have to re-study for the specific course without a chance for re-exam. The student shall be given Retention under Observation.

- 1) Exchanging the test paper, answer sheet, or draft paper, or presuming to exchange seats;
- 2) Demanding, robbing, or stealing others' test paper, answer sheet, or draft paper, or forcing others to facilitate his/her plagiarizing;
- 3) Changing the exam result by malfeasant means after the examination;
- 4) Filling in the answer sheet with name, roll number, and other information not according to the student's true identity;
- 5) Obtaining the qualification to take the examination or the result of the examination of a specific course through counterfeiting ID cards, certificates, and other documents;
- 6) Using telecommunicating equipment in the exam;
- 7) Violating the examination regulations for the second time;
- 8) Other cheating behaviors which are comparatively serious.

Article 7 The student who conducted one of the following behaviors shall be accounted

cheating; the student will get zero for the specific and shall be given the punishment of Expelled from University.

- 1) Asking others to replace him/her in examination or substituting for others in examination;
- 2) Organizing cheating;
- 3) Using telecommunicating equipment to cheat in the examination;
- 4) Cheating in the examination for the second time in this university;
- 5) Other cheating behavior which is rather serious.

Article 8 The student who conducted one of the following behaviors shall be given the punishment of at least Retention under Observation depending on the seriousness and the student's repentant attitude; if the student's behavior violating *the Law of People's Republic of China on Public Security Administration and Penalties*, the student will be transacted by the Department of Public Security of the university and the local police station; those students whose offences are serious enough to constitute a crime shall be prosecuted for criminal responsibility according to law by justice organs. The student conducting one of the following behaviors will get zero of the specific course.

- 1) Disturbing the order of the exam area or exam working area on purpose;
- 2) Refusing or obstructing the examination staff from implementing the administrative responsibility;
- 3) Threatening, insulting, slandering, or framing against the examination staff or other students;
- 4) Other behaviors disturbing the administration order of the exam area.

Article 9 The procedures of dealing with the student violating examination regulations:

- 1) The examination staff should stop the student violating disciplines in the exam in time, and suspend his/her examination (the student will be permitted to continue with the exam if his/her behavior belongs to what are mentioned in **Article 3**), and write down the fact in *The Record of Examination* and temporarily detain the cheating materials and tools and so on. *The Record of Examination* should be signed by the examination supervisor and inspector for confirmation. After the examination, the supervisor or inspector should submit the relevant materials to the School of International Education;
- 2) The School of International Education should arrange at least two teachers to investigate, collect and keep the relevant evidence, and account the student's disciplinary offence and submit the relevant materials to the teaching office of the School of International Education;
- 3) For the students who shall be given the punishment of Warning, Serious Warning, Demerit Record or Retention under Observation, the School of International Education should handle it and make a record of it.

Article 10 The document of punishment decision should be sent in time to the student or their agent and the student or their agents should sign after receiving it. If the student or their agent refuses to receive and sign, the college should write down the time when the student is informed of punishment decision, the place and the excuse why they refuse to receive the document and ask the two teachers on the spots to sign. For those students whose written punishment decision can't be delivered directly, their written punishment decision will be announced in bulletin in the university, and after it has been announced for 14 days, it will be considered as having been delivered to the students.

Article 11 The School of International Education should sort out and file the punishment decision, evidence materials which certify the student's violating regulations, the statement of repentance by the student, relevant investigation materials, the statement and defence by the student or their agent and the record of delivering the punishment decision.

Article 12 This document is applied to all the international students who possess the student status of Jiangnan University.

Article 13 The School of International Education is responsible for the explanation of this document.