

## 昆明学院留学生宿舍考勤制度

### **International Students Dormitory Attendance Regulations of Kunming University**

按照教育部留学生管理“深化改革，加强管理，保证质量，积极稳妥发展”的要求，为了在昆明学院留学生宿舍中建立良好的风气，坚决杜绝学生晚出晚归或夜不归宿的不良现象，创建整洁、有序、安全、文明的住宿环境，特制定本制度。

In accordance with the international students management requirements made by the Ministry of Education, namely, “deepening reform, strengthening management, ensuring quality and developing actively and steadily”, the following regulations are hereby formulated in order to establish a good climate in the dormitories of Kunming University, resolutely eliminate the bad phenomenon of students leaving and returning late or not returning at night, and create a clean, orderly, safe and civilized accommodation environment.

#### **一、宿舍考勤规定 Dormitory attendance regulations**

留学生宿舍每天晚上 23:30 关门，24:00 熄灯，早上 6:30 开门。留学生均应按照要求在每天 23:30 前输入第一次指纹，次日 06:30 后输入第二次指纹（共需输入指纹 2 次）。指纹考勤机安装在南苑 14 栋、北苑 11 栋一楼门厅处。指纹考勤机会自动记录：考勤天数、出勤天数、迟到次数、缺勤天数。

The dormitory building closes at 23:30 and opens at 06:30; lights

turns off at 24:00. International students should input their first fingerprint before 23:30 and the second fingerprint after 06:30 the next day (twice each day). The fingerprint attendance machine is installed in the first floor lobby of dormitory building NO. 14 in Nan Yuan and NO. 11 in Bei Yuan. Fingerprint machine may automatically record the total times of attendance, attendance days, lateness times, and absence days.

### **1、考勤天数 the total times of attendance**

每月按 30 天或 31 天计算，周末也要打考勤。如有特殊情况需要提前或推迟进出宿舍的，学生提前需向所在院系的值班教师说明原因，值班教师向宿舍值班人员说明情况、学生出示证件后方可进出。

Each month is calculated on a 30-day or 31-day basis. Attendance is also required on weekends. If there are special circumstances that need early or late access to the dormitory, students should explain the reasons to the teachers on duty in School of International Education in advance. The teachers on duty should explain the situation to the dormitory staff, and the students can only enter and exit after showing their certificates.

### **2、出勤天数 attendance days**

留学生每月的出勤天数由国际学院负责月末在指纹机中导出，月初公示，每四个月汇总一次。需要说明的是，逢中国的国家法定假日、学校寒暑假，应按照国家所发文件执行放假天数。在放假期间，学生应按要求签署“假期流向表”，凡是申请了假期留校的学生还需签署“住宿申请表”“安全责任承诺书”，严格执行宿舍考勤制度，

查考勤的频率由正常教学时间每月 1 次上升为每周 1 次。

The School of International Education is responsible for exporting the number of attendance days per month in fingerprint machine at the end of the month, publicizing it at the beginning of next month, and summarizing it every four months. It should be pointed out that the number of days of China's national legal holidays, winter and summer vacations is to be decided by the documents issued by the University. During the holidays or vacations, students should sign the "Flow Chart" as required. Students who apply for staying on campus during the holidays or vacations should also sign the "Application Form for Accommodation" and the "Commitment Letter for Safety Responsibility". This *Dormitory Attendance Regulations* will be strictly enforced as usual, and the frequency of attendance check-up will be increased from once a month to once a week.

### 3、迟到次数 lateness times

按照本规定，学生晚于 23:30 输入指纹，既被认定为“迟到”，教学院系和国际学院有理由认定该生属于“晚归”。如确有特殊情况的，按照“考勤天数”相关规定处理。

According to this *Dormitory Attendance Regulations*, students who input fingerprints later than 23:30 are deemed to be "late", and the School of International Education has reasons to believe that the students belong to "night out". If there is any special case, it shall be

handled in accordance with the relevant regulations of "attendance days".

#### 4、缺勤天数 absence days

(1) 输入指纹后离开学校，未回宿舍就寝的，无论次日是否输入指纹，认定为“夜不归宿”；

Those who leave school after inputting fingerprints and do not go back to their dormitories to spend the night, regardless of whether they input their fingerprints the next day or not, are deemed to be "sleepovers";

(2) 23:30 前未输入指纹，次日 06:30 后输入指纹的，认定为“晚出”或“夜不归宿”；

Those who do not input their first fingerprints before 23:30, and input their second fingerprints after 6:30 the next day, are deemed to be “night out” and “sleepovers”;

(3) 两个时段均未输入指纹的，认定为“缺勤”；

Those who do not input their fingerprints in both periods, are deemed to be “absence”;

(4) 如确有特殊情况的，按照“考勤天数”相关规定处理。

If there are any special cases, they shall be handled in accordance with the relevant regulations of "attendance days".

## 二、宿舍考勤相关处理规定

### **Relevant processing regulations for dormitory attendance**

国际学院坚持主张留学生应在学校宿舍统一住宿和管理，便于同学之间相互交流并积极融入中国、适应在云南的生活和学习。如确有特殊情况需到校外住宿的，需向国际学院提出申请，相关表格及流程可到博识楼 2209 办公室咨询。

The School of International Education encourages international students to live and manage their lives in the dormitories of the University in a uniform way so as to facilitate the exchanges between students, actively integrate into China and adapt to life and study in Yunnan. If there are any special cases that need to accommodate off campus, the student needs to apply to the School of International Education. The relevant forms and procedures can be consulted at the Office 2209 of the Boshi Building.

《中华人民共和国出入境管理法》规定留学生在学校以外的其他住所住宿的，应当在入住后 24 小时内由本人或者留宿人，向居住地的公安机关（注：昆明学院周边区域为昌宏路派出所或阿拉派出所）办理登记，否则将对学生的签证申请和出入境造成负面影响。未按要求办理校外住宿申请的学生将移交出入境管理部门进行处理。申请校外住宿的同学，同住校生一样，严格考勤。

The Law of the People's Republic of China on Entry and Exit Management stipulates that students living in other places outside schools should register with the public security organs of their places of residence (Note: Changhong Road Police Station or Ala Police Station in the

vicinity of Kunming University) within 24 hours after their admission, otherwise it will have a negative impact on students' visa application and entry and exit. Students who fail to apply for off-campus accommodation as required will be handed over to the entry-exit administration for processing. Students applying for off-campus accommodation should be on strict attendance as students living on campus.

### 处理规定：Processing Regulations

考勤名称 Attendance kinds	每 4 个月数量 Times of every 4 months	处 分 Punishment	奖学金 Scholarship Deduction	居留许可 Permitting Residence Consequences
晚出 Night out	3 次 3 times	通报批评 criticism		
	4 次及以上 4 times or more	警告及以上 warning or above	酌情扣减 Discretionary deduction	缩短延期 Shortening
晚归 Night in	3 次 3 times	通报批评 criticism		
	4 次及以上 4 times or more	警告及以上 warning or above	酌情扣减 Discretionary deduction	缩短延期 Shortening
夜不归宿 Sleepovers	2 次 twice	通报批评 criticism		
	3 次及以上 3 times or more	警告及以上 warning or above	取消资格 Disqualification	缩短延期或 取消许可 Shortening or canceling
缺勤 Absence	2 次 twice	通报批评 criticism	酌情扣减 Discretionary deduction	
	3 次及以上 3 times or more	警告以上 warning or above	取消资格 Disqualification	缩短延期或 取消许可 Shortening or canceling

### 三、其他规定

#### Other Regulations

指纹考勤机安装的南苑 14 栋、北苑 11 栋一楼门厅处均安装有实

时监控设备，凡试图破坏监控、指纹考勤机以达到逃避学校留学生宿舍考勤制度处理规定的，根据《学生手册》，按照破坏公共财产论处，初犯者给予**留校察看**处分，累犯者给予从重或加重处分；凡试图通过不正当手段找人代替或代替他人考勤者，给予**留校察看**或以上处分；对违纪后，认错态度不好或无悔改表现的、对宿舍管理人员及检举人威胁打击报复的学生，同样给予从重或加重处分。

Real-time monitoring equipment is installed in the first floor lobby of dormitory building NO. 14 in Nan Yuan and NO. 11 in Bei Yuan where fingerprint attendance machines are installed. Those who attempt to destroy the monitoring and fingerprint attendance machines to escape the regulations of attendance system in the dormitories will be punished based on the *Student Handbook* and been deemed as damaging to public property. The first offender will be given school probation, and the recidivist shall be given a heavier or aggravated punishment. Those who attempt to substitute or substitute others for their attendance by improper means shall be punished by school probation above. Those who have a bad attitude or no repentance after violating this *Regulations* and who threaten to retaliate against dormitory staffs and informants will also be severely or aggravatedly punished.

本规定从即日起执行，未尽事宜以学校《学生手册》相关管理规定为准。

These regulations shall be implemented from now on. Unfinished

matters shall be governed by the relevant administrative regulations of the *Student Handbook*.

昆明学院国际学院

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The School of International School of Kunming University

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