

## 无锡职业技术学院国际学生考勤管理办法

### Measures on the Management of Student Attendance of Wuxi Institute of Technology

The Measures are formulated in order to foster better academic atmosphere, uphold normal teaching and life order on campus and promote the all-round development of students.

**Article 1** International students shall attend classes on time according to the teaching arrangement. When absent from class for specific reasons, they shall ask for leave. An absence without permission for leave will be deemed as absenteeism.

**Article 2** Attendance is divided into six items: attendance, late arrival, early departure, absenteeism, sick leave, and personal leave.

**Article 3** Procedure of asking for leave

(1) International students shall submit a written report for leave, and if necessary, proofs shall be attached (sick leave should be certified by the college hospital or with signed opinion). When failing to attend class after the expire date of leave, the student shall apply for extended leave.

(2) Requests for leave within 2 days shall be approved by the head teacher or counselor; requests for leave of 3 to 5 days shall be approved by the leaders of the School of International Education; requests for leave of more than 6 days shall be approved by the Student Affairs Office. Under special circumstances, requests shall be reported to the corresponding leader for approval.

(3) If the period of leave coincides with the intensive academic period such as the internship week, curriculum design week and modular courses, the students shall ask for permission of the course teacher. International students who fail to apply for leave in accordance with the prescribed procedures or take leave with incomplete application procedures will be treated as absenteeism.

**Article 4** Handling of absenteeism

International students who have accumulated a certain number of hours of absenteeism within a semester will be dealt with or punished according to disciplinary rules:

(1) Those who are absent from class for less than 10 hours will be given criticism for educational purpose;

(2) Those who are absent from class for 11 to 30 credit hours will be given warnings or serious warnings;

(3) Those who are absent from class for 31 to 50 credit hours will be given a demerit penalty;

(4) Those who are absent from class for more than 51 hours will be put on probation on campus.

**Article 5** Incentive Measures

(1) Those whose monthly attendance rate reaches 100% will be awarded the honorary title of *Attendance Star* of the month.

(2) International students who have been rated as *Attendance Star* for four times in one semester will be rewarded by the college.

**Article 6** The School of International Education is responsible for the interpretation of the Measures.