

无锡职业技术学院国际学生校外教学实习管理办法

Measures on the Management of Off-campus Internship of International Students of Wuxi Institute of Technology

In order to standardize the off-campus internship of international students in the college and improve the management level of international students, in accordance with the *Exit and Entry Administration Law of the People's Republic of China*, *The Regulations of the People's Republic of China on the Administration of Entry and Exit of Foreigners*, *Regulations on the Administration of Students in General Institutions of Higher Education*, *Management Measures for Enrollment and Cultivation of International Students*; and other laws and regulations, and in light of the actual situations of the management and service of international students, the Measures are hereby formulated.

Article 1 The term “off-campus internship” in the Measures refers to off-campus internship activities carried out by international students in accordance with the education and teaching plan of the college without any labor remuneration (except for car allowances, meal allowances, accommodation and other relevant internship subsidies) .

Article 2 The off-campus internship unit, position and duration shall be determined by the college, and shall be organized and implemented in accordance with the principle of on-campus learning as the main task and off-campus internship as a supplement. For off-campus internship projects in batches, the college designates full-time teachers to be responsible for the organization and coordination.

Article 3 The college shall not arrange or authorize students to participate in toxic, harmful and dangerous production operations.

Article 4 International students engaged in off-campus internship activities must purchase insurance covering the internship activities.

Article 5 International students participating in off-campus internship activities shall meet the following conditions:

1. Degree seeking students and exchange students (except language students) studying in colleges and universities shall be over 18 years old and meet the physical conditions required for off-campus internship activities;
2. Holding a valid residence permit for study in China, and the remaining valid residence time shall be more than six months;
3. Complying with Chinese laws and regulations and college rules and regulations, be of good character and good performance, have no criminal record or violation of laws and disciplines, and have no bad living habits or history of mental illness;
4. The off-campus internship shall be in line with the training/training plan and is related to the major studied;
5. Students shall pass the Chinese proficiency test HSK level 4, with good academic performance, and shall not fail in course examinations;
6. Having participated in comprehensive international student insurance and purchased off-campus internship insurance;
7. All tuition and fees for the academic year have been paid;
8. Having gone through the confirmation procedures of the *Physical Examination Records for Foreigners* in accordance with the relevant national regulations or having undergone a physical examination and passed the test.

Article 6 International students shall engage in off-campus internship activities. In principle, internship shall be carried out in the last year of the college, and the internship time shall not exceed the time of on-campus study.

Article 7 Before engaging in off-campus internship activities, the college shall submit the student information, internship plan, internship unit and other information in writing to the exit and entry administration of local public security authority for record, and carry out the procedure of placing notation for off-campus internship of international students after gaining approval of the record filling.

Article 8 International students engaged in off-campus internship activities shall take their personal valid passports, permit of residence, approval from the college for off-campus internship, a certificate or written agreement issued by relevant units for accepting off-campus internships, a copy of the employer's business license (photocopy), a copy of the ID card, contact

information and other materials of the person in charge of the employing unit. Students should apply to the Exit-Entry Administration Department of the public security organ where the school is located within 10 days in accordance with relevant regulations to apply for adding the employer, duration and other relevant information about off-campus internships on the residence permit. Off-campus internship activities are not allowed without off-campus internship-related notation on the residence permits.

International student who changes the off-campus internship unit and time limit should apply to the exit and entry administration department of the public security organ within 10 days to apply for a change of information with a new agreement and a letter of certification from the college.

International students who terminate off-campus internship activities due to reasons such as the termination of the agreement by the internship unit shall submit a written report to the college within ten days, and go to the exit and entry administration department of the public security organ for change of notation.

Article 9 International students participating in off-campus internship must take their passports and other relevant identification documents with them, so that the public security organs can check them at any time.

Article 10 If an international student is under any of the following circumstances, the school will cancel its off-campus internship qualification and report to the exit and entry administration department of the public security organ in a timely manner:

1. Violating national laws and regulations or college management policies;
2. Students with inferior moral character and whose actions violate social order and good customs, and cause adverse effects;
3. Unable to complete off-campus internship activities for some reason;
4. Other circumstances that are determined by the college as inappropriate for off-campus internship.

Article 11 If the off-campus internship of international students exceeds the scope of the position or the prescribed time limit, the exit and entry administration department of the public security organ shall investigate and give punishments according to law.

Article 12 If the Measures conflict with relevant national laws and regulations,

the national laws and regulations shall prevail.

Article 13 The School of International Education is responsible for the interpretation of the Measures.