

无锡职业技术学院国际学生社团与文化活动管理办法

Measures on the Management of International Student Associations and Cultural Activities of Wuxi Institute of Technology

Chapter 1 General Provisions

Article 1 In order to further standardize the management and promote the sound development of international student associations, improve the quality of international students' cultural activities, and strengthen the international atmosphere of the college, the Measures are hereby formulated according to the *Management Measures of Schools in Enrolling and Cultivating International Students, Standard of Higher Education Quality for International Students in China (Trial)* and the specific condition of the college.

Article 2 The term *international student associations* as mentioned in the Measures refers to those established with the approval and under direct administration of the Communist Youth League Committee of the college, affiliated to the School of International Education, and established voluntarily by international students according to their common interests and hobbies. They are mass student organizations that carry out their own activities based on the common will of students and according to the charters of the associations.

Article 3 The principles and activities of the international student associations shall strictly abide by the laws and regulations of the People's Republic of China and the relevant regulations of the college, and shall not affect the normal teaching order and the stable and harmonious campus atmosphere.

Article 4 The Measures are the basic guidelines for international student associations and cultural activities of Wuxi Institute of Technology, and all international students must strictly abide by them.

Chapter II Establishment, Annual Review, Change and Cancellation of Associations

Article 5 The establishment of an association shall meet the following conditions:

(1) The association must obey the guidance and management of the college.

(2) The association shall establish sound regulations and management system.

(3) Association members shall have common interests and hobbies; international students of one single nationality are not encouraged to form associations.

(4) An association shall be jointly initiated by 3 or more international students. The initiator shall be an international student who has the official student status of Wuxi Institute of Technology and has not been punished by college disciplines and regulations, and has the necessary basic qualities and skills and organizational leadership capacity to carry out the activities of the association.

(5) The association shall have at least one on-the-job faculty member of the college as an instructor.

Article 6 Responsibilities of instructors:

(1) Instructors are responsible for the activity management and guidance of the international student associations, and conduct necessary guidance and checks from the perspective of student management.

(2) Instructors need to regularly organize association members to conduct corresponding professional training; hold regular meetings of association members, conduct in-depth communication and exchanges with association members; review changes and activities of associations and carry out management work of associations.

Article 7 The establishment of an association:

(1) To prepare and apply for the establishment of an international student association, the initiator shall submit written application materials to the college, including: a preparatory application (including the reason for establishment, the name and category of the association to be established, the basic information of the initiator and the person in charge, the basic information of the instructor, the planned size of the association and the number of existing members, the method of recruiting members, the main activities and modes of activities, the source of funds for activities, etc.), the draft regulations, and the instructor's confirmation letter.

(2) Within 15 working days after an international student submits an application for the establishment of an association, the School of International Education makes a decision to approve or disapprove the establishment. If not approved, the reasons should be explained to the applicant. International student associations being approved should announce its establishment as soon as possible by making announcement or other means.

(3) All international student associations are administered by the School of International Education.

Article 8 In any of the following circumstances, the establishment of an association shall not be approved:

(1) The principles and activities of the association violates Chinese laws and regulations and relevant regulations of the college;

(2) The college already has a student association of the same or similar nature, and it is not necessary to establish it;

(3) Applying for the establishment of cross-college, cross-regional, and society-oriented associations;

(4) Applying for the establishment of a religious student association;

(5) Making fraudulent applications in preparation for establishment.

Article 9 Any international student association that has not been formally registered or failed to go through the approval procedures will not be recognized by the college, and the parties concerned shall be responsible for the adverse consequences arising therefrom.

Article 10 If an international student association needs to change the person in charge or change other registration items, it should apply to the college for approval of registration change in time.

Article 11 If one of the following circumstances occurs in the association, the college will dissolve the association and cancel its registration:

(1) Violating relevant laws and regulations and college rules, engaging in illegal activities in the name of associations.

(2) The scope and content of the activities are seriously inconsistent with the purpose and articles of the association and cause adverse effect.

(3) More than two-thirds of the registered members of the association agree to dissolve.

(4) The financial situation of the association is in serious disorder.

(5) Being ordered to stop activities for rectification, but failing to make

rectification as required.

(6) No normal association activities for six consecutive months.

(7) Other circumstances that cause dissolution.

Article 12 From the date of cancellation of the international student association, all rights of the association shall be cancelled, and no activities shall be carried out in the name of the association. Re-application for establishment is not allowed within two years. When an association is cancelled, its finances should be handled in accordance with the association's charter under the guidance of the School of International Education.

Chapter III Management of Association Leaders

Article 13 The person in charge of the international student association is included in the training system for the backbone of the student cadre, and the performance of the association will be taken into consideration in the relevant comprehensive evaluation and award.

Article 14 The requirements for the person in charge of the association:

(1) The person in charge of the association must be an international student of our college with a formal student status;

(2) The person in charge of the association shall be selected from the members of the student association, approved in the group meeting of all association members, and filed with the International Student Association;

(3) When the person in charge of the association leaves office, he or she shall deliver report to all members at the general meeting, and assist the association to complete the change of term of office. The new head of the association should fill in the person-in-charge file for record.

Article 15 Anyone who has one of the following circumstances shall not be the person in charge of the association:

(1) Those who violate Chinese laws and regulations and college rules;

(2) Those who have failed two courses in the previous semester, or those who have failed any course for two consecutive semesters;

(3) Those who are serving as the person in charge of other student associations;

(4) During the period of being the head of the association, the organization of the association is paralyzed, the management is chaotic, and normal activities cannot be carried out, and the head of the association cannot effectively change the current state of the association;

(5) Those who have made huge mistakes when serving as the head of the association and causing serious consequences.

(6) Other circumstances that fail to meet the requirements for the person in charge of an association.

Article 16 Responsibilities of the person in charge of an association:

(1) Safeguard the legitimate rights and interests and reputation of the college;

(2) Abide by Chinese laws and regulations, college rules and regulations;

(3) Abide by the articles of association, safeguard the rights and interests of the association and its members, and ensure the safety of members of the association during activities;

(4) Be responsible for the organization, safety and legality of association activities;

(5) Be responsible for the financial management of the association.

Chapter IV Management of Association Members

Article 17 All international students with the official student status of our college can voluntarily choose to join international student associations, and the maximum number of associations each person can participate in at the same time is not more than 3.

Article 18 All associations must submit the list of members to the college in a timely manner.

Article 19 Members of international student associations shall abide by the articles of the association, implement association decisions, register regularly, actively participate in various activities of the association, and assist in establishing and maintaining the reputation of the association.

Article 20 Members of associations have the obligation to actively participate in association activities. Those who do not participate in association activities for a long time can be withdrawn according to actual situation.

Article 21 Members of international student associations have the right to vote and be elected, and have the right to hold positions in the associations in accordance with the articles of association, and assume corresponding obligations.

Article 22 Members have the power to supervise the work of the association. They can raise doubts about the activities of the association, and the person in charge of the association shall make explanation accordingly.

Chapter V Management of Association Activities

Article 23 Activities organized by associations must abide by Chinese laws and regulations and college rules, and be conducted in accordance with the corresponding approval procedures. All activities shall take the necessary steps to ensure safety and order. Associations are not allowed to conduct commercial activities for profit.

Article 24 Before holding a large-scale event, the association shall submit an application to the instructor and the college as required. After preliminary review and approval, the association shall submit a whole-process activity plan which includes the activity content, process, location, participants, budget and safety plan. The activity can only be carried out after approval and in accordance with the required procedures. After the activity, the person in charge of the association shall make a written summary report to the instructor and the college.

Article 25 The joint activities of more than two (including two) associations shall be approved by their respective instructors, and the joint activity plan shall be submitted to the college for review and approval by the person in charge of the association that hosts the activity.

Article 26 The School of International Education will hold regular meetings of the heads of the associations at the end of each month, report activities of each association of the month, make plans for the next month and handle recent problems on site.

Article 27 If an association intends to carry out cross-college exchange activities or invite personnel outside the campus to participate in activities, it must report to the School of International Education for approval one week before the activity.

Chapter VI Financial Management of Associations

Article 28 Sources of funds for international student association activities:

(1) International student associations may require members to pay a small amount of membership fees at one time. Membership fee standard shall be reported to the college for review and approval, and written into the association charter.

(2) The School of International Education will provide financial support to the activities of higher level or greater influence held by associations in form of project review and approval.

(3) The School of International Education shall bear the work expenses for activities that facilitate the work of the School.

Article 29 International student associations shall formulate strict financial management systems:

(1) Associations shall establish financial income and expenditure account since its establishment. A designated member shall be responsible for the management of the account and disclose the account to the members of the association on a regular basis. The account is subject to the supervision and review of the members of the association and the relevant departments of the college.

(2) The funds for association activities can only be used for the group activities of the association. No one shall seize or appropriate the property of the association, nor shall it be distributed among the members of the association. Head of association and party concerned will be held accountable if there are actions of violation.

Chapter VII Cultural Activities Management

Article 30 International students shall strictly abide by Chinese laws and regulations, college rules and regulations, and respect China's social morals and customs.

Article 31 The School of International Education organizes various activities for international students to understand Chinese society, history and culture, as well as cultural experiences and voluntary service activities that are beneficial to physical and mental health, and also

encourages international students to actively participate in various cultural activities organized by the college and training units.

Article 32 International students can voluntarily participate in various legal social welfare activities as long as they do not affect their academic studies. International students shall report to the School of International Education at least one week before participating in the activities.

Article 33 If the training unit or the relevant department of the college arranges international students to participate in off-campus activities, it should file a record with the School of International Education in writing at least one week in advance, and organize students to participate in relevant event after filing for record.

Article 34 If international student associations need to rent on-campus venues to hold proper activities, they should submit an application in writing to the School of International Education at least one week in advance. The application shall specify the activity purpose, location, scale, participants, content, budget and fund sources. After approval, the School of International Education can assist international students to contact the on-campus venue for rental.

Article 35 When carrying out various cultural and sports activities, international students should take care of the public facilities in the venue and maintain the sanitation of the venue; after activities, the venue should be cleaned in time; if the public facilities are damaged due to human factors, they should compensate according to the price.

Article 36 According to the *Provisions on the Administration of Religious Activities of Foreigners Within the Territory of the People's Republic of China*, the college does not provide any place for international students to hold religious ceremonies, and it is strictly prohibited from conducting missionary, religious gatherings and other religious activities in the college.

Article 37 The counselors of the School of International Education are responsible for guiding international student activities, and assisting relevant units in planning, organizing and carrying out various international student activities.

Article 38 Activities organized by international students, when involving students outside the campus, shall be filed at the School of International Education at least one week in advance, detailing the circumstances of off-campus participants or groups, the purpose, location, scale, content and budget and source of funding.

Article 39 Organizing unit of the activity shall be responsible for the

safety, travel, accommodation, etc. of international students; if the event organizer conceals the real content of the event, or the organizer organizes international students to participate in the event without the approval of the School of International Education, all the consequences arising therefrom shall be borne by the organizing unit and the student himself or herself.

Article 40 For extracurricular activities that require international students to live off-campus, the event organizer should report to the School of International Education, and arrange international students to stay in hotels with foreign-related qualifications or report to the local police station in accordance with relevant laws and regulations.

Article 41 Student activities adhere to the principle of "budget first, expenditure later". Activity funds are mainly used for necessary expenses incurred during international student activities.

Article 42 Student activities shall be carefully organized, practice the principle of thrift and pragmatism. Activity funds must be used for specific purpose only, and shall not be misappropriated or used for other affairs irrelevant to international student activities. It is forbidden to distribute personnel subsidies in any disguised form.

Article 43 The School of International Education is responsible for the authenticity, reasonability, and legal compliance of international student activities, and has the right to decline the application that are false, unreasonable, and illegal. If the organizer continues to hold the event without approval, it will bear the corresponding consequences.

Article 44 Funds for international student activities should be used strictly in accordance with college regulations. Necessary expenses incurred in student activities shall acquire corresponding formal invoices. Except for financial receipts of the college, other types of receipts will not be reimbursed.

Article 45 Generally, the reimbursement of international students' activity funds follows the case-by-case approach. In principle, the same activity item is not allowed to be reimbursed for multiple times, and the reimbursement procedures should be completed within two weeks after the end of the activity. Article 19 Activities hosted by international students require summaries; activities organized by different departments of the college shall be implemented in accordance with the relevant regulations of the college.

Article 46 The scope of reimbursement for international students participating in off-campus social practice activities includes round-trip

transportation expenses, accommodation expenses, office supplies, etc. Among them, the round-trip transportation expenses and accommodation expenses shall be subject to the relevant regulations of the college on travel expenses management, and student travel subsidies shall not be reimbursed.

Article 47 For each activity, one person shall be designated to be responsible for the activity (generally the person in charge of the international student association or activity initiator) and one instructor (generally the international student counselor, mainly responsible for the financial affairs of the activity). The person in charge of the activity and the instructor cannot be the same person. After verifying the budget, both should sign in the relevant form. To carry out international student activities, an activity approval form should be filled in advance, and a detailed activity plan (including but not limited to a activity proposal) should be attached.

Article 48 Within two weeks after the end of the activity, the person in charge of the activity should submit the following materials to the School of International Education for filing: (1) International Student Activities Summary Form; (2) Video, audio and picture materials during the activity. The School of International Education shall collect, organize, file and keep the relevant activity materials. The archived materials are not limited in form, which can be in written paper or electronic form.

Chapter VIII Reward and Punishment System

Article 49 The School of International Education will evaluate the international student associations every academic year, select and award outstanding international student associations, excellent international student association instructors, excellent activities of international student associations, and active participants of international student associations.

Article 50 International student associations in violation of these provisions shall be given a warning and rectification within a time limit, or even their registration qualification shall be revoked, depending on the seriousness of the case.

Chapter IX Supplementary Provisions

Article 51 The School of International Education is responsible for the interpretation of the Measures.