

Regulations on Violation of Examination Rules for the Students of International Education School in KMU

Article 1 Students shall obey the examination rules and comply with the arrangements made by the invigilators. The following behaviours are taken as violations of examination rules:

1. Students bring unpermitted materials to the examination room (including mobile phones, Beep-pagers, E-dictionaries, calculators, computers, and other electronic devices) but not switch off these electronic devices and place them at the designated location assigned by the invigilators or supervisors.
2. Students are not seated according to seating arrangement.
3. Students start the exam without permission or continue to write when the exam has ended.
4. During the examination, students peer or glances at others answer sheets or exam materials, whispers, makes or exchanges signals or gestures.
5. Student smokes, makes noise, or disrupts the order of the examination room.
6. Students leave the examination room without permission.
7. Students bring out of the examination room any examination material, such as answer sheet, exam booklet, rough draft, etc.
8. Students use unpermitted stationery or materials. Students write names, ID number, or other marks on places that are not permitted to write.
9. Students violate other examination rules that are not serious enough to be counted as cheating.

Article 2 Students who violate the principle of fairness of examination through various means to obtain or attempt to obtain examination answers and mark are considered as serious violation of the rules of examination. It is regarded as cheating if any of the following occurs:

1. Students bring materials, notes, or devices concern the examination in the attempt to cheat; or write marks, notes or information on their body, desk, chair, etc.
2. Students copy answers from others or assists (through various means) another student in copying answers or materials concern the examination.
3. Students rob or steal others' exam materials or answer sheets, or force another to cooperate with him or her in the attempt to cheat.
4. Students use mobile phone or other electronic devices to exchange information during the examination.
5. Students who take the exam by others or take the exams for others.
6. Students deliberately damage or destroy question booklets, answer sheet, or other exam materials.
7. Students write the names or ID not in accordance with the names or ID of himself or herself.
8. Students exchange, or pass exam materials, including question booklet, answer sheet, rough notes or draft to one another.
9. Students plagiarise others' work on his or her graduation thesis or graduation project.
10. Students keep mobile phone with them when exams are taking
11. Students commit other misconducts that violate the principle of fairness of examination that are serious enough to be counted as cheating.

Article 3 Students are regarded as cheating if any of the following was identified by the invigilators or supervisors during or after an examination. Students will be stopped to continue the examination of the course and the mark for the course will be invalid and also will be given punishment of discipline violation according to the relevant rules:

1. Students use falsified documents, such as faked ID, certificates, etc. to gain qualification to attend an exam or to obtain marks of an exam.

2. The answers of two or more answer sheets of the same exam are highly identical or even the same.
3. Students commit cheating behaviour whilst the order of the examination room has been disrupted.
4. Students commit cheating behaviour with the help of the invigilators or other examination staff and verified after the examination.
5. Other cheating behaviours.

Article 4 In the case that a student has received his or her diploma by means of cheating, his or her exam results shall be cancelled, and the diploma or certificate will be revoked and confiscated. If the student has used the diploma to apply for postgraduate programme, he or she shall be deprived of admission qualification.

Article 5 Cheating through taking examination in someone else's stead or hiring someone to achieve the same end shall bear the following punishments:

1. In the case that this person is a student of Kunming Medical University, he or she shall bear disciplinary action up to academic expulsion depending on the severity of the case
2. In the case that this person is a staff of Kunming Medical University, he or she shall bear administrative punishment up to being dismissed from job position according to his or her department's corresponding regulations.
3. In the case that the person is not a member of Kunming Medical University, the person's misconduct will be reported and he or she will bear the disciplinary action according to the corresponding regulations.

Article 6 Student who commits serious violation of examination rules or cheats shall receive Zero mark, will be given criticism and education and corresponding disciplinary action.

Article 7 Procedures on dealing with violations of examination rules specified in Article 1, Article 2:

1. Invigilators or supervisors shall immediately order the student to cease the cheating behaviour and keep a record of the student's cheating behaviour such as unpermitted items used, and the misconducts that contributed to the violation of rules.
2. Invigilators shall temporary seizure of unpermitted items and fill in the receipt of seized items of the students.
3. Two or more invigilators or supervisors shall stand witness and verify the cheating behaviour, and sign the document of record for archive or further investigation.

Article 8 Procedures on dealing with violations of examination rules specified in Article 3:

1. Two or more invigilators or supervisors shall stand witness to the misconduct.
2. Invigilators or supervisors shall collect information or materials involved in the cheating.
3. Invigilators or supervisors shall investigate into facts and evidences of misconduct in order to verify the specific misconduct committed.

Article 9 All records of cheating, relevant materials and witnesses to cheating shall be kept in archive at the Section of Students' Affairs after verification.

1.If the disciplinary action is lower or equal to Record of Demerit, the students' cheating records will be publicized after the approval of the International Education School.

2. If the disciplinary action of probation or expulsion is taken, the students' cheating records will be publicized after verified by the vice president in charge and the approval of the administrative department of the university, and should be reported to Yunnan Ministry of Education, and the Kunming Exit and Entry Bureau.

Article 10 The International Education School reserve the right of interpreting Regulations on Violation of Exam Rules and the Regulation comes into force after the release.

Regulations on Leaving the Campus

This regulation is developed to maintain normal teaching and management orders, as well as to enhance administration for the leave of international students to insure the in-campus safety.

Article 1 International students, who ask for leave due to illness, private affairs, or public affairs, shall submit written The Leave Application Form for International Students at Kunming Medical University according to Regulations on Application for Leave and Resumption from Leave.

Article 2 International students who tend to leave the campus (for at least half a day or stay off campus), shall complete The Leave Application Form for International Students at Kunming Medical University, and submit to the teacher on duty or the reception, and report to students' coordinators by phone. Students who failed to complete the due procedures and leave without approval have to bear all the possible consequences.

Article 3 Coordinators shall have the information of students who leave the campus. The information shall be included in the students' attendance check and shall be reported and recorded by Section of Students' Affairs.

Article 4 Coordinators shall report to the head of Section of Students' Affairs about the information of the students who always come back late.

Article 5 Students, who cannot come back within regulated time, shall contact coordinators automatically to inform the place and situation of his/hers, and declare when he/she will be back.

- Article 6** International Education School shall, according to the records of attendance check, be well-informed about the situation of students who stay off the campus; for those who leave without specific reasons, the School shall try to contact them by every possible means. Special situation shall be reported to the university in time.
- Article 7** No matter why the students leave the campus, shall return and report to the Section of Students' Affairs Students who have left for more than 2 weeks without permission will be regarded as withdrawal of school and treated as drop-out according to Regulations on the Studentship Management.
- Article 8** Students shall abide by Chinese laws and regulations and shall not engage in activities against public order and good customs or traffic laws or other regulations.

Regulations on Class Attendance Check

This regulation is formulated with the goal of maintaining all the teaching and administrative affairs in order, adhering to the school disciplines, regulating school life and promoting academic study.

- Article 1** The regulations are applicable to all the classes in the International Education School. All the students are subject to the attendance check.
- Article 2** The attendance will be checked in the class periods.
- Article 3** The attendance will be checked regularly by calling the roll, referring to the records of attendance, etc.
- Article 4** The head teacher, along with other related staff, is responsible for checking the attendance.

Article 5 The attendance check will be arranged according to the timetable of the classes. The attendance will be monitored through random inspection by the head teacher or other related staff of the school.

Article 6 The results and feedbacks of the attendance check will be reported timely to the Section of International Students' Service and the International Education School. The results and feedbacks will be recorded and reported to the leader of International Education School.

Article 7 For those who are absent from class without asking for leave, or being late for or leaving early from classes without proper reasons, certain disciplinary measures will be taken according to the Regulations on the Studentship Management. Please be noted that the class attendance is closely related to the awarding of the scholarship.

Guidelines for International Students

1. Observe the relevant policies of China and the regulations of the university.
2. Study hard and complete all the necessary courses required by the university.
3. Advocate respect between classmates and promote unity and friendship among schoolmates.
4. Respect the faculty and staff members of the university.
5. Pay attention to hygiene and take part in physical training.
6. Respect the social customs and habits of the Chinese people; maintain and promote friendship and unity among peoples of all countries.

Regulations on the Evaluation of Model Dormitory

These regulations are formulated to create a safe and harmonious campus, to

strengthen students' sense of civility, to guide students to create neat learning and living environment and to fully play an important role in construction of dormitory culture.

Chapter 1 the Content for the Construction of Model Dormitory

General requirements: Good morals; Rigorous and diligent learning manner; Exemplary in obeying school disciplines and rules; Safe and clean dormitory environment; Healthy cultural activities.

Article 1 Pay much attention to the construction of spiritual civilization in the dormitory

Don't post any uncivilized pictures, portraits or propaganda materials.

Don't watch, listen or spread any pornographic or unhealthy publication.

Don't browse any unhealthy websites.

Article 2 Solidarity and mutual help

1. Dormitory members should develop harmonious relationship and the urge for improvement. Roommates should learn from each other and help each other.

2. Willing to help and care the needy classmates.

Article 3 The learning atmosphere

1. Students should have clear learning purpose, positive learning attitude, and try to create a good learning atmosphere and get excellent grades.

2. Students should often organize learning discussions in the dormitory, willing to help the students who have difficulty in learning.

3. Complete all the homework independently, seriously and carefully, and submit them on time.

Article 4 Comply with disciplines and regulations

1. All the students must comply with all kinds of disciplines and regulations for international students of Kunming Medical University and International Education School.

2. No alcohol, no smoking, no gambling, no littering, no splashing water to the downstairs, no ragging, no violating regulations on electricity use, no brawling and fighting. Don't accommodate others in the dormitory.

3. All the students must have the strong safety concept and self-protection awareness, and comply with all kinds of dormitory management regulations and requirements.

4. All the students must obey the dormitory management; actively cooperate with security department and staff in charge of dormitory management.

Article 5 Keep clean and tidy

1. To establish and carry out the rules of dormitory sanitation duty. Keep clean and tidy in the dormitory.

2. Keep the public places clean and tidy, no spitting and littering.

Article 6 Take good care of public property

1. Keep the public facilities and furniture in good condition, no carving, graffiti, or moving at will.

2. Try to stop the behaviour of damaging the public property.

Article 7 Thrift

1. Students should oppose extravagance and waste, and advocate thrift.

2. Saving water and electricity.

Article 8 Cultural activities

1. To participate actively in all kinds of dormitory culture activities, and try to be outstanding.

2. To organize the healthy recreational sports activities based on the characteristics of each dormitory.

Chapter 2 The Selection and Awarding of Model dormitory

Article 9 The selection methods and procedures

1. The school selection committee of model dormitory will be organized, which be composed of coordinators and dorm teachers.

2. The coordinators should check the students' dormitories with the dorm teachers at least two times each month at random, and to give a mark according to the

3. The model dormitory will be selected one for boys and one for girls once each semester at each batch.

4. At the end of each semester, dorm supervisors will submit appraising result of the dormitory to the Section of Students' Affairs.

Article 10 The rewards

1. The title of "The Model Dormitory" will be granted, and the members of model dormitory will get some awarded marks during comprehensive evaluation of the students.

2. According to Evaluation Framework for Comprehensive Quality of MBBS students of Kunming Medical University, all the members of model dormitory will get some awarded marks.

Article 11 The dormitories with following cases cannot be selected as the model dormitory

1. The dormitory members subjected to disciplinary action or have serious bad behaviors.

2. The accidents caused by the dormitory members;

3. The dormitory members don't obey the management of dorm supervisors, class advisers or the staff of Section of Students' Affairs.

4. The dormitories were notified as unqualified dormitory for one or more than one times.

5. The students who lodging out of the campus do not participate the selection for the model dormitory.

Chapter 3 Supplementary Provisions

Article 12 The right to interpret these measures is reserved by International Education School.

Article 13 These regulations come into force upon promulgation