

广东药科大学文件

广药大〔2023〕97号

关于印发《广东药科大学 学生违纪处分办法》的通知

校内各单位、各部门：

《广东药科大学学生违纪处分办法》经学校 2023 年第二十六次校长办公会议和 2023 年第三十二次党委常委会审议通过，现印发给你们，请遵照执行。



广东药科大学学生违纪处分办法

Measures of Guangdong Pharmaceutical University on Disciplinary Punishment of Students

说明：本文件为《广东药科大学学生违纪处分办法》中英文对照版本（不含印发通知页）。英文译文仅供参考，如中英文表述存在歧义或不一致，以中文文本为准。

Note: This document is a Chinese-English bilingual version of the Measures of Guangdong Pharmaceutical University on Disciplinary Punishment of Students (the issuance notice page is not included). The English translation is provided for reference only; in case of any discrepancy or ambiguity between the Chinese and the English text, the Chinese text shall prevail.

第一章 总 则

Chapter I General Provisions

第一条 为了推进依法治校，维护学校正常的教学工作和生活秩序，促进学生健康成长成才，保护学生合法权益，根据《中华人民共和国教育法》《中华人民共和国高等教育法》《普通高等学校学生管理规定》等有关法律法规以及《广东药科大学章程》，结合学校实际情况，制定本办法。

Article 1 These Measures are formulated in accordance with the Education Law of the People's Republic of China, the Higher Education Law of the People's Republic of China, the Provisions on the Administration of Students in Regular Institutions of Higher Education and other relevant laws and regulations, as well as the Charter of Guangdong Pharmaceutical University, and in light of the University's actual circumstances, with a view to advancing the administration of the University in accordance with law, maintaining the normal order of teaching, work and campus life, promoting the healthy growth and development of students, and protecting the lawful rights and interests of students.

第二条 本办法适用对象为在我校接受普通高等学历教育的研究生、本科生（包括已经入学报到，尚处在学籍审查期的新生，以下称学生）。

Article 2 These Measures apply to postgraduate and undergraduate students receiving regular higher education with academic credentials at the University (including newly enrolled students who have registered but are still in the student-status review period; hereinafter referred to as "students").

在本校交流交换的国（境）内外高校及学术机构的学生，在交流交换期间发生违纪行为，依据本规定应当受到处分的，由学校建议其派遣学校处理。对接受高等学历继续教育的学生、港澳台侨学生、国际学生的管理，违纪行为参照本办法处理。

Where students from domestic or overseas universities and academic institutions who are on exchange or visiting programmes at the University commit disciplinary violations during the exchange period and should be subject to punishment under these Measures, the University shall recommend that the sending institution handle the matter. The administration of students receiving continuing higher education with academic credentials, students from Hong Kong, Macao and Taiwan and overseas Chinese students, and international students shall, with respect to disciplinary violations, be handled by reference to these Measures.

第三条 本办法所称违纪行为，包括违反法律、法规、规章的行为；违反校纪校规的行为；违反社会公德或者学术道德的行为。

Article 3 Disciplinary violations referred to in these Measures include acts that violate laws, regulations and rules; acts that violate university discipline and regulations; and acts that violate social morality or academic ethics.

考试违规行为的认定和处理参照学校考试违规处理办法执行。

The identification and handling of examination misconduct shall be governed, by reference, by the University's measures for handling examination misconduct.

第四条 对有违纪行为的学生，学校给予批评教育，并视情节轻重，给予纪律处分。

Article 4 For students who commit disciplinary violations, the University shall give criticism and education and, in light of the seriousness of the circumstances, impose disciplinary punishment.

学校给予学生纪律处分，应当坚持教育与惩戒相结合，与学生违法、违纪行为的性质和过错的严重程度相适应。

In imposing disciplinary punishment on students, the University shall adhere to the combination of education and sanction, and shall ensure that the punishment is commensurate with the nature of the student's unlawful or disciplinary act and the gravity of the fault.

学校给予学生纪律处分，应当证据充分、依据明确、定性准确、程序正当、处分恰当。无充分证据或者处分依据的，不得给予学生纪律处分。

In imposing disciplinary punishment on students, the University shall ensure that the evidence is sufficient, the basis is clear, the characterization is accurate, the procedure is proper and the punishment is appropriate. No disciplinary punishment may be imposed on a student without sufficient evidence or a basis for punishment.

第五条 学生所受纪律处分不可撤销，但在申诉程序中被学生申诉处理委员会确认存在错误、明显不当或者其他应予撤销的情形除外。

Article 5 A disciplinary punishment imposed on a student shall not be revoked, except where, in the appeal procedure, the Student Appeal Handling Committee confirms that an error, an obvious inappropriateness or other circumstances warranting revocation exists.

第二章 纪律处分的种类与应用

Chapter II Types and Application of Disciplinary Punishment

第六条 纪律处分的种类：

Article 6 The types of disciplinary punishment are:

- (一) 警告；
- (1) Warning;
- (二) 严重警告；
- (2) Serious warning;
- (三) 记过；
- (3) Recording of a demerit;
- (四) 留校察看；
- (4) Disciplinary probation;
- (五) 开除学籍。
- (5) Expulsion from the University.

第七条 处分期限及解除

Article 7 Duration and lifting of punishment

警告和严重警告的处分期限为6个月；记过的处分期限为9个月；留校察看的处分期限为12个月。处分期间因故休学的，休学的时间不计入处分期限。毕业班学生受到留校察看处分的，察看期不得少于6个月。处分期限从处分决定书送达之日始计算。

The duration of a warning or a serious warning is 6 months; the duration of the recording of a demerit is 9 months; the duration of disciplinary probation is 12 months. Where a student takes a leave of absence for any reason during the punishment period, the period of leave shall not be counted into the punishment period. Where a graduating-class student is given disciplinary probation, the probation period shall not be less than 6 months. The punishment period shall be counted from the date on which the written decision on punishment is served.

警告、严重警告、记过的处分到期后自动解除。留校察看的解除按本办法第八条执行。

A warning, a serious warning and the recording of a demerit shall be automatically lifted upon expiry. The lifting of disciplinary probation shall be carried out in accordance with Article 8 of these Measures.

第八条 受留校察看处分的学生，由所在单位负责考察。要求受处分的学生每学期至少二次向所在单位主管学生工作的领导或部门负责人递交书面思想汇报。

Article 8 A student placed on disciplinary probation shall be assessed by the unit to which the student belongs. A student who is subject to punishment shall be required to submit a written report on his or her state of mind to the leader of the unit in charge of student affairs or the head of the relevant department at least twice each semester.

留校察看处分的解除，根据下列不同情形处理：

The lifting of disciplinary probation shall be handled according to the following circumstances:

（一）在察看期内没有再发生应当受到纪律处分的行为的，由学生本人申请，经所在单位同意，学生工作部审批，可以按期解除留校察看处分。

(1) Where no act warranting disciplinary punishment occurs again during the probation period, the student may apply, and upon the consent of the unit to which the student belongs and the approval of the Student Affairs Department, the disciplinary probation may be lifted on schedule.

（二）在察看期内有突出表现的，察看期满6个月后，由学生本人申请，经所在单位提出建议，并经相关部门及学生工作部审核，学校分管校领导审批，可以提前解除留校察看处分。

(2) Where the student performs outstandingly during the probation period, upon the expiry of 6 months of the probation period, the student may apply, and upon the recommendation of the unit to which the student belongs, the review of the relevant departments and the Student Affairs Department, and the approval of the University leader in charge, the disciplinary probation may be lifted in advance.

（三）在察看期内有违纪行为，按规定应当给予纪律处分的，可给予开除学籍处分。

(3) Where the student commits a disciplinary violation during the probation period and should be given disciplinary punishment in accordance with the provisions, the punishment of expulsion from the University may be imposed.

第九条 被开除学籍的学生，应当在学校处分决定书或者维持原决定的申诉处理决定书送达之日起15日内办理离校手续。逾期不办理的，由保卫部会同其所在单位责令其

限期离校。离校时，由学校发给学习证明。

Article 9 A student expelled from the University shall complete the departure formalities within 15 days from the date on which the written decision on punishment, or the written appeal decision upholding the original decision, is served. Where the student fails to do so within the time limit, the Security Department, together with the unit to which the student belongs, shall order the student to leave the University within a specified period. Upon departure, the University shall issue a certificate of study to the student.

第十条 2人以上共同违纪的，根据各人在共同违纪中所起的作用，分别予以处理。

Article 10 Where two or more persons jointly commit a disciplinary violation, they shall be dealt with separately according to the role each of them played in the joint violation.

第十一条 有下列情形之一者，应从重处分：

Article 11 A heavier punishment shall be imposed under any of the following circumstances:

(一) 造成严重后果或者恶劣影响的；

(1) where serious consequences or a grossly adverse impact are caused;

(二) 在校期间曾受过处分，再次违纪的；

(2) where a student who has previously been punished during his or her time at the University commits a disciplinary violation again;

(三) 对调查人、检举人、证人、鉴定人、参与作出处分决定者或者其他相关人员进行诬陷、诱惑、威胁、打击报复，伪造变造证据，指使、贿买他人作伪证或者以其他不正当手段干扰调查处理的；

(3) where a student frames, entices, threatens or retaliates against an investigator, a person who reports the matter, a witness, an expert appraiser, a person involved in making the punishment decision or other relevant persons, forges or alters evidence, instigates or bribes another person to give false testimony, or otherwise improperly interferes with the investigation and handling;

(四) 勾结校外人员来校进行违法违纪活动者；

(4) where a student colludes with persons from outside the University to carry out unlawful or disciplinary activities on campus;

(五) 结伙或共同实施的违法违纪事件的组织者、策划者、为首者及主要参与者；

(5) where a student is the organizer, planner, ringleader or principal participant of an unlawful or disciplinary incident committed by a group or jointly;

(六) 法律、法规、规章和本规定其他条款规定的应当从重处罚或者处分的情形。

(6) other circumstances provided by laws, regulations, rules and other provisions of these Measures under which a heavier penalty or punishment shall be imposed.

第十二条 再次违纪是指下列两种情形：

Article 12 "Committing a disciplinary violation again" refers to the following two circumstances:

(一) 曾被给予警告、严重警告或者记过处分的学生，再次发生违纪行为，按规定应当给予纪律处分的；

(1) where a student who has previously been given a warning, a serious warning or the recording of a demerit commits a disciplinary violation again and should, in accordance with the provisions, be given disciplinary punishment;

(二) 曾被给予留校察看纪律处分的学生，在终止察看后再发生违纪行为，按规定应当给予纪律处分的。

(2) where a student who has previously been given the disciplinary punishment of probation commits a disciplinary violation again after the termination of the probation and should, in accordance with the provisions, be given disciplinary punishment.

第十三条 有下列情节之一，可以从轻处分：

Article 13 A lighter punishment may be imposed under any of the following circumstances:

(一) 实施违纪行为后主动向所在单位或学校有关部门如实供述自己的违纪行为的；

(1) where, after committing the disciplinary violation, the student voluntarily and truthfully confesses his or her disciplinary violation to the unit to which the student belongs or the relevant department of the University;

(二) 有立功表现的；

(2) where the student performs a meritorious act;

(三) 正当防卫，紧急避险超过必要限度的；

(3) where the limits of necessity are exceeded in legitimate self-defence or in an act of necessity to avert danger;

(四) 受胁迫或诱骗而违纪的；

(4) where the student commits the violation under coercion or deception;

(五) 在共同违纪中起次要或辅助作用的；

(5) where the student plays a secondary or auxiliary role in a joint violation;

(六) 危害后果轻微的；

(6) where the harmful consequences are minor;

(七) 受害人有过错的；

(7) where the victim is at fault;

(八) 得到受害人谅解的；

(8) where the student has obtained the victim's forgiveness;

(九) 造成损害，积极赔偿的；

(9) where the student actively compensates for the damage caused;

(十) 有积极退赃，或者积极配合事件调查且有悔改表现的。

(10) where the student actively returns the illicit gains, or actively cooperates with the investigation of the incident and shows repentance.

第十四条 若法律法规对于学生的违法违纪行为可以给予从轻、减轻或者免于处罚的，按相关规定执行。

Article 14 Where laws and regulations provide that a lighter or reduced penalty may be given, or that a penalty may be exempted, for a student's unlawful or disciplinary act, the relevant provisions shall apply.

间歇性精神病人在不能辨认或者不能控制自己行为时造成危害结果，经法定程序鉴定确认的，不予处分。但在其精神正常时实施违纪行为的，应当给予处分。

Where a person with intermittent mental illness causes a harmful result at a time when he or she is unable to recognize or control his or her own conduct, as confirmed through appraisal conducted under statutory procedures, no punishment shall be imposed. However, where such a person commits a disciplinary violation while mentally sound, punishment shall be imposed.

因饮酒而违纪的，不得免除其应承担的违纪责任。

Committing a disciplinary violation as a result of drinking alcohol shall not exempt the student from the disciplinary liability he or she should bear.

第十五条 学生受到违纪处分，尚未解除的，不得给予各类表彰和奖励。解除处分后，学生获得表彰、奖励及其他权益，不再受原处分影响。学生是党员的，给予相应违纪处分的同时，应根据党内法规，给予党纪处分。

Article 15 Where a student has been given a disciplinary punishment that has not yet been lifted, the student shall not be granted any commendation or award. After the punishment is lifted, the commendations, awards and other rights and interests obtained by the student shall no longer be affected by the original punishment. Where the student is a Party member, while the corresponding disciplinary punishment is imposed, a Party disciplinary sanction shall also be imposed in accordance with intra-Party regulations.

学位授予资格是否取消，按照学校普通本科学士学位、硕士学位、博士学位授予的相关规定执行。

Whether the qualification for degree conferral is revoked shall be governed by the University's relevant provisions on the conferral of the ordinary undergraduate bachelor's degree, the master's degree and the doctoral degree.

受到记过以上处分的，取消研究生推免资格。

Where a punishment of the recording of a demerit or heavier is imposed, the student's qualification to be recommended for admission to postgraduate study without taking the entrance examination shall be revoked.

第十六条 学生违反治安管理处罚法，但暂未进入公安机关行政处罚程序，不影响学校依据本规定给予相应的纪律处分。

Article 16 Where a student violates the Law on Public Security Administration Punishments but the administrative penalty procedure of the public security organ has not yet been initiated, this shall not prevent the University from imposing the corresponding disciplinary punishment under these Measures.

经学校查证属实，该违纪行为属于刑法规定应当受处罚的行为，但暂未进入刑事司法程序的，不影响学校依据本规定给予相应的纪律处分。

Where, upon verification by the University, the disciplinary violation is an act punishable under the Criminal Law but the criminal judicial procedure has not yet been initiated, this shall not prevent the University from imposing the corresponding disciplinary punishment under these Measures.

已进入公安机关行政处罚程序或刑事司法程序的，不影响学校对其作出相应处分。

Where the administrative penalty procedure of the public security organ or the criminal judicial procedure has already been initiated, this shall not prevent the University from imposing the corresponding punishment on the student.

第三章 违纪行为

Chapter III Disciplinary Violations

第十七条 对违反刑法、治安管理处罚法等法律法规者，给予下列纪律处分：

Article 17 The following disciplinary punishments shall be imposed on those who violate the Criminal Law, the Law on Public Security Administration Punishments and other laws and regulations:

(一) 被认定构成刑事犯罪且被给予刑事处罚者，给予开除学籍处分；但因防卫过当、紧急避险超过必要限度而构成刑事犯罪，且被判处管制、拘役、有期徒刑缓期执行或者免于刑事处罚的，根据实际情况和现实表现给予留校察看以下处分。

(1) A student who is found to have committed a criminal offence and is given a criminal penalty shall be given the punishment of expulsion from the University; however, where a student commits a criminal offence due to excessive defence or by exceeding the limits of necessity, and is sentenced to public surveillance, criminal detention or a suspended fixed-term imprisonment, or is exempted from criminal penalty, a punishment no heavier than disciplinary probation shall be imposed in light of the actual circumstances and the student's actual conduct.

(二) 依照治安管理处罚法等法律法规的规定，被公安机关处以行政拘留处罚者，给予记过或者留校察看处分；被处以行政拘留以下（不含行政拘留）处罚者，给予记过处分。

(2) A student who is given the administrative penalty of administrative detention by the public security organ in accordance with the Law on Public Security Administration Punishments and other laws and regulations shall be given the recording of a demerit or disciplinary probation; a student who is given a penalty lighter than administrative detention (excluding administrative detention) shall be given the recording of a demerit.

第十八条 有下列情形之一，视情节轻重，给予警告以上处分：

Article 18 A punishment of warning or heavier shall be imposed, in light of the seriousness of the circumstances, under any of the following circumstances:

(一) 有违反宪法、反对四项基本原则、破坏安定团结、扰乱社会秩序行为的；
(1) where a student acts in violation of the Constitution, against the Four Cardinal Principles, undermines stability and unity, or disrupts social order;

(二) 违反《中华人民共和国集会游行示威法》或其它有关法律法规，组织未经许可的游行、示威、集会活动的；
(2) where a student, in violation of the Assembly, Procession and Demonstration Law of the People's Republic of China or other relevant laws and regulations, organizes an unauthorized procession, demonstration or assembly;

(三) 组织、策划或积极参加破坏社会秩序或学校教学、科研、生活秩序活动的；
(3) where a student organizes, plans or actively participates in activities that disrupt social order or the University's order of teaching, research and life;

(四) 参加、组织非法社会团体或组织，从事非法活动的；
(4) where a student joins or organizes an illegal social association or organization, or engages in illegal activities;

(五) 违反学生社团管理的有关规定，组织成立未经批准的跨校、跨地区团体、学生社团并开展活动，或者以合法学生社团的名义开展非法活动并造成严重后果的；
(5) where a student, in violation of the relevant provisions on the administration of student associations, organizes and establishes an unapproved inter-school or inter-regional association or student society and carries out activities, or carries out illegal activities in the name of a lawful student association and causes serious consequences;

(六) 违反国家法律法规的规定, 在学校进行宗教、邪教、封建迷信活动, 造成危害后果的;

(6) where a student, in violation of the laws and regulations of the State, carries out religious, cult or feudal superstitious activities at the University and causes harmful consequences;

(七) 泄露国家机密的;

(7) where a student divulges State secrets;

(八) 未经批准非法出版刊物的。

(8) where a student illegally publishes periodicals without approval.

第十九条 故意损坏公私财物者, 除赔偿损失外, 给予下列纪律处分:

Article 19 A student who intentionally damages public or private property shall, in addition to compensating for the loss, be given the following disciplinary punishments:

(一) 损坏公私财物500元以上不足1000元的, 给予警告或者严重警告处分;

(1) where the damage to public or private property is 500 yuan or more but less than 1,000 yuan, a warning or a serious warning shall be given;

(二) 损坏公私财物1000元以上不足2000元的, 给予记过处分;

(2) where the damage to public or private property is 1,000 yuan or more but less than 2,000 yuan, the recording of a demerit shall be given;

(三) 损坏公私财物2000元以上的, 给予留校察看以上处分。

(3) where the damage to public or private property is 2,000 yuan or more, a punishment of disciplinary probation or heavier shall be given.

第二十条 以盗窃、骗取、勒索、哄抢、抢夺、冒领等手段非法占有公私财物的, 按下列情形给予纪律处分:

Article 20 A student who illegally possesses public or private property by means of theft, fraud, extortion, seizure by a crowd, forcible seizure, fraudulent claim or other means shall be given disciplinary punishment according to the following circumstances:

(一) 所涉及价值在500元以下的, 给予警告或者严重警告处分。

(1) where the value involved is 500 yuan or less, a warning or a serious warning shall be given.

(二) 所涉及价值超过500元、1000元以下的, 给予记过处分。

(2) where the value involved exceeds 500 yuan but is 1,000 yuan or less, the recording of a demerit shall be given.

(三) 所涉及价值超过1000元的, 给予留校察看以上处分。

(3) where the value involved exceeds 1,000 yuan, a punishment of disciplinary probation or heavier shall be given.

(四) 破解、仿冒或者伪造校园卡以及其他校内有价支付凭证的, 视情节轻重给予记过以上处分。

(4) where a student cracks, counterfeits or forges a campus card or other on-campus valuable payment vouchers, a punishment of the recording of a demerit or heavier shall be given in light of the seriousness of the circumstances.

2次以上侵犯财产行为进行处理的, 所涉财产的价值应当累计计算。

Where two or more acts of property infringement are handled, the value of the property involved shall be calculated cumulatively.

为本条所列违纪行为提供帮助，或者明知是赃物而购买、窝藏、销毁、转移者，构成共同违纪行为。学校视其行为性质与情节轻重，给予警告、严重警告、记过、留校察看或开除学籍处分。

A person who provides assistance for the disciplinary violations listed in this Article, or who, knowing that the property is illicit goods, purchases, harbours, destroys or transfers such property, commits a joint disciplinary violation. The University shall, in light of the nature of the act and the seriousness of the circumstances, impose a warning, a serious warning, the recording of a demerit, disciplinary probation or expulsion from the University.

第二十一条 打架、斗殴或者故意伤害他人身体的，按下列情形给予纪律处分：

Article 21 A student who fights, brawls or intentionally injures another person's body shall be given disciplinary punishment according to the following circumstances:

(一) 未造成伤害的，给予警告或者严重警告处分。

(1) where no injury is caused, a warning or a serious warning shall be given.

(二) 致他人伤害但尚未造成严重后果的，给予严重警告或者记过处分。

(2) where another person is injured but no serious consequences are caused, a serious warning or the recording of a demerit shall be given.

(三) 持械打架斗殴的，给予记过以上处分。

(3) where a student fights or brawls with a weapon, a punishment of the recording of a demerit or heavier shall be given.

(四) 为他人打架斗殴提供管制刀具等器械的，给予严重警告或者记过处分。

(4) where a student provides another person with a controlled knife or other weapon for fighting or brawling, a serious warning or the recording of a demerit shall be given.

(五) 造成严重后果的，给予留校察看或者开除学籍处分。

(5) where serious consequences are caused, disciplinary probation or expulsion from the University shall be given.

策划、怂恿、挑唆或以其它方式触犯他人而挑起事端者，或者结伙斗殴或勾结校外人员结伙斗殴者，或者斗殴中的首要分子，依据本条第一款规定的致伤情况或等级，从重处分。

A person who plans, instigates, provokes or otherwise offends another person so as to stir up trouble, or who brawls in a group or colludes with persons from outside the University to brawl in a group, or who is a ringleader in a brawl, shall be given a heavier punishment according to the injury situation or level provided in paragraph 1 of this Article.

第二十二条 扰乱学校或者社会管理秩序的其他行为者，按下列情形给予纪律处分：

Article 22 A student who disrupts the University's or society's order of administration by other acts shall be given disciplinary punishment according to the following circumstances:

(一) 使用计算机程序等技术手段恶意选课，或者有其他扰乱教育教学管理秩序的行为，造成不良影响，经批评教育无效的，给予警告处分。

(1) where a student maliciously selects courses by technical means such as computer programs, or commits other acts disrupting the order of education and teaching administration, causing an adverse impact, and fails to correct after criticism and education, a warning shall be given.

(二) 违反校园交通管理规定, 造成不良影响, 经批评教育无效的, 给予警告以上、留校察看以下处分。

(2) where a student violates the campus traffic administration provisions, causing an adverse impact, and fails to correct after criticism and education, a punishment of warning or heavier but no heavier than disciplinary probation shall be given.

(三) 有酗酒行为, 影响他人休息或造成其他不良影响者, 给予记过以上处分。

(3) where a student engages in excessive drinking, affecting others' rest or causing other adverse impacts, a punishment of the recording of a demerit or heavier shall be given.

(四) 擅自散发未经登记、审批的宣传品、印刷品或违章设摊设点组织各类盈利性活动, 造成不良影响, 经批评教育无效的, 给予警告或者严重警告处分; 具有传播非法内容、人身攻击、造谣惑众等情节的, 给予记过或者留校察看处分。

(4) where a student, without authorization, distributes unregistered or unapproved promotional materials or printed matter, or sets up stalls or stands in violation of regulations to organize various for-profit activities, causing an adverse impact, and fails to correct after criticism and education, a warning or a serious warning shall be given; where there are circumstances such as disseminating illegal content, making personal attacks or spreading rumours to mislead the public, the recording of a demerit or disciplinary probation shall be given.

(五) 违反学校保密工作规定, 造成不良影响的, 给予记过以上处分。

(5) where a student violates the University's provisions on confidentiality work, causing an adverse impact, a punishment of the recording of a demerit or heavier shall be given.

(六) 为赌博提供条件或者参与赌博的, 视情节轻重给予记过以上处分。

(6) where a student provides conditions for gambling or participates in gambling, a punishment of the recording of a demerit or heavier shall be given in light of the seriousness of the circumstances.

(七) 故意为他人作伪证, 阻碍调查的, 给予严重警告以上处分。

(7) where a student intentionally gives false testimony for another person and obstructs the investigation, a punishment of serious warning or heavier shall be given.

(八) 组织或者参与违背社会公德、公序良俗和精神文明且可能导致不良后果的活动的, 对初犯者进行批评教育, 教育后不改者, 视情节轻重给予警告以上处分。

(8) where a student organizes or participates in activities that violate social morality, public order and good customs, and spiritual civilization and that may lead to adverse consequences, a first-time offender shall be given criticism and education; where the student fails to correct after education, a punishment of warning or heavier shall be given in light of the seriousness of the circumstances.

(九) 携带、收藏、吸食、注射毒品的, 给予留校察看以上处分;

(9) where a student carries, keeps, takes or injects drugs, a punishment of disciplinary probation or heavier shall be given;

(十) 非法使用、购买、藏匿、贩卖国家明令禁止的精神类药物者, 给予警告以上处分。

(10) where a student illegally uses, purchases, conceals or traffics in psychotropic drugs expressly prohibited by the State, a punishment of warning or heavier shall be given.

(十一) 参与传销、变相传销或者进行邪教活动的, 经批评教育无效的, 给予记过以上处分。

(11) where a student participates in pyramid selling or disguised pyramid selling, or carries out cult activities, and fails to correct after criticism and education, a punishment of the recording of a demerit or heavier shall be given.

(十二) 携带、制作、贩卖、传播非法出版物或者音像制品的, 视情节轻重给予记过以上处分, 为上述行为提供便利条件者, 视情节轻重给予严重警告以上处分。

(12) where a student carries, produces, traffics in or disseminates illegal publications or audio-visual products, a punishment of the recording of a demerit or heavier shall be given in light of the seriousness of the circumstances; where a student provides facilities for the above acts, a punishment of serious warning or heavier shall be given in light of the seriousness of the circumstances.

(十三) 携带、收藏枪支弹药或者弩、匕首等国家规定的管制器具的, 给予记过以上处分。

(13) where a student carries or keeps firearms or ammunition, or crossbows, daggers and other controlled instruments prescribed by the State, a punishment of the recording of a demerit or heavier shall be given.

(十四) 盗窃公章、涉密文件、档案等物品的, 给予留校察看以上处分。

(14) where a student steals an official seal, classified documents, archives or other items, a punishment of disciplinary probation or heavier shall be given.

(十五) 侵犯他人通信自由, 私拆、隐匿、毁弃他人信件或利用互联网侵犯他人通信自由和通信秘密的, 给予警告以上处分。

(15) where a student infringes on another person's freedom of correspondence, opens, conceals or destroys another person's letters without authorization, or infringes on another person's freedom and confidentiality of correspondence by using the Internet, a punishment of warning or heavier shall be given.

(十六) 恶意拨打特种紧急电话或者学校急用值班电话的, 视情节轻重, 给予严重警告、记过或留校察看处分。

(16) where a student maliciously calls special emergency numbers or the University's emergency duty numbers, a serious warning, the recording of a demerit or disciplinary probation shall be given in light of the seriousness of the circumstances.

(十七) 与他人发生不正当性行为, 造成不良影响的, 视情节轻重, 给予严重警告以上处分。卖淫、嫖娼, 给予留校察看以上处分; 引诱、介绍、容留他人卖淫者, 给予开除学籍处分。

(17) where a student engages in improper sexual conduct with another person, causing an adverse impact, a punishment of serious warning or heavier shall be given in light of the seriousness of the circumstances. Where a student engages in prostitution or solicits prostitution, a punishment of disciplinary probation or heavier shall be given; where a student solicits, procures or provides premises for another person's prostitution, expulsion from the University shall be given.

第二十三条 违反消防安全规定者, 给予下列纪律处分:

Article 23 The following disciplinary punishments shall be imposed on those who violate the fire safety provisions:

(一) 违规携带易燃、易爆、危险化学品进入校园或在校园内存放上述物品者, 给予记过以上处分; 造成事故者, 给予留校察看以上处分。

(1) where a student, in violation of regulations, brings flammable, explosive or hazardous chemicals onto campus or stores such items on campus, a punishment of the recording of a demerit or heavier shall be given; where an accident is caused, a punishment of disciplinary probation or heavier shall be given.

(二) 在校园内燃放烟花、爆竹或扔掷燃烧物品者，给予严重警告或者记过处分；引起火灾者，给予留校察看以上处分并赔偿损失。

(2) where a student sets off fireworks or firecrackers or throws burning objects on campus, a serious warning or the recording of a demerit shall be given; where a fire is caused, a punishment of disciplinary probation or heavier shall be given and the student shall compensate for the loss.

(三) 挪用、破坏消防器材、设施者，除照价赔偿外，给予严重警告或者记过处分；因挪用、破坏消防器材、设施而延误灭火或者造成人身伤亡、财产损失的，给予留校察看以上处分。

(3) where a student misappropriates or damages firefighting equipment or facilities, in addition to compensating at the full price, a serious warning or the recording of a demerit shall be given; where the misappropriation or damage of firefighting equipment or facilities delays firefighting or causes personal injury or death or property loss, a punishment of disciplinary probation or heavier shall be given.

(四) 因过失引起火灾者，给予记过以上处分并赔偿损失；故意纵火者，给予开除学籍处分，并送交有关机关处理。

(4) where a student causes a fire through negligence, a punishment of the recording of a demerit or heavier shall be given and the student shall compensate for the loss; where a student commits arson intentionally, expulsion from the University shall be given and the student shall be handed over to the relevant authorities for handling.

(五) 私接电源或者在室内或楼道为电动代步车（电动单车、电动平衡车、电动滑板车等）的蓄电池充电，或者违规存放上述车辆的蓄电池的，给予警告以上处分。

(5) where a student privately connects a power supply, charges the battery of an electric personal transporter (electric bicycle, electric self-balancing scooter, electric scooter, etc.) indoors or in a corridor, or stores the battery of such a vehicle in violation of regulations, a punishment of warning or heavier shall be given.

(六) 占用、堵塞、封闭疏散通道、消防车通道、安全出口或者有其他妨碍安全疏散行为的，经教育不改者，给予警告以上处分。

(6) where a student occupies, blocks or seals off an evacuation passage, a fire engine access or an emergency exit, or commits other acts hindering safe evacuation, and fails to correct after education, a punishment of warning or heavier shall be given.

第二十四条 违反国家或者学校关于网络管理规定的，按下列情形给予纪律处分：

Article 24 A student who violates the provisions of the State or the University on network administration shall be given disciplinary punishment according to the following circumstances:

(一) 利用计算机信息网络制作、复制和传播下列信息者，给予留校察看以上纪律处分：

(1) where a student uses a computer information network to produce, reproduce or disseminate the following information, a disciplinary punishment of probation or heavier shall be given:

1.煽动抗拒、破坏宪法和法律实施的；

1. information inciting resistance to or undermining the implementation of the Constitution and the laws;

2.煽动颠覆国家政权，推翻社会主义制度的；

2. information inciting subversion of State power or the overthrow of the socialist system;

- 3.煽动分裂国家，破坏国家统一的；
3. information inciting the secession of the State or undermining national unity;
- 4.煽动民族仇恨、民族歧视，破坏民族团结的；
4. information inciting ethnic hatred or ethnic discrimination, or undermining ethnic unity;
- 5.捏造或歪曲事实，散布谣言，扰乱社会秩序的；
5. information fabricating or distorting facts, spreading rumours or disrupting social order;
- 6.虚构或者捏造事实损害国家机关信誉或学校声誉的。
6. information inventing or fabricating facts to damage the credibility of State organs or the reputation of the University.

（二）利用计算机信息网络制作、复制、传播封建迷信、淫秽、色情、暴力、凶杀、恐怖信息的，给予记过以上处分。

(2) where a student uses a computer information network to produce, reproduce or disseminate feudal superstitious, obscene, pornographic, violent, homicidal or terrorist information, a punishment of the recording of a demerit or heavier shall be given.

（三）利用计算机信息网络进行赌博、诈骗、教唆犯罪的，给予记过以上处分。
(3) where a student uses a computer information network to gamble, commit fraud or instigate a crime, a punishment of the recording of a demerit or heavier shall be given.

（四）故意或者因重大过失传播计算机病毒，对计算机系统、网络造成损害的，视情节轻重给予严重警告以上处分。

(4) where a student intentionally or through gross negligence spreads a computer virus, causing damage to a computer system or network, a punishment of serious warning or heavier shall be given in light of the seriousness of the circumstances.

（五）非法进入计算机信息网络或使用计算机信息网络资源，或将计算机信息网络功能及计算机信息网络中存储、传输的数据和应用程序进行窃取、删除、修改或增加的，给予记过以上处分。

(5) where a student illegally accesses a computer information network or uses computer information network resources, or steals, deletes, modifies or adds the functions of a computer information network or the data and application programs stored or transmitted in a computer information network, a punishment of the recording of a demerit or heavier shall be given.

（六）故意或者因重大过失传播虚假信息或者侵犯他人名誉、隐私的信息的，视情节轻重给予严重警告以上处分。

(6) where a student intentionally or through gross negligence disseminates false information, or information infringing on another person's reputation or privacy, a punishment of serious warning or heavier shall be given in light of the seriousness of the circumstances.

（七）利用计算机信息网络泄露国家秘密，或泄露学校处于保密阶段的科研项目的有关资料、数据、图（照）片者，给予记过以上处分。

(7) where a student uses a computer information network to divulge State secrets, or divulges the relevant materials, data or pictures (photographs) of a University research project that is at a confidential stage, a punishment of the recording of a demerit or heavier shall be given.

（八）利用网络、自媒体等平台组织为违法违纪行为提供帮助者，视情节轻重，给予警告以上处分。

(8) where a student uses a network, self-media or other platform to organize the provision of assistance for unlawful or disciplinary acts, a punishment of warning or heavier shall be given in light of the seriousness of the circumstances.

（九）参与网络裸聊者，视情节轻重，给予警告、严重警告、记过或留校察看处分，有证据证实参与裸聊属被胁迫的，可免于相应的处分；胁迫他人裸聊，或者组织裸聊的，给予开除学籍处分。

(9) where a student participates in online nude chatting, a warning, a serious warning, the recording of a demerit or disciplinary probation shall be given in light of the seriousness of the circumstances; where there is evidence proving that the participation in nude chatting was under coercion, the corresponding punishment may be exempted; where a student coerces another person into nude chatting or organizes nude chatting, expulsion from the University shall be given.

第二十五条 侵害他人人身权利，视行为性质和情节，给予以下处分：

Article 25 A student who infringes on another person's personal rights shall be given the following punishments in light of the nature of the act and the circumstances:

（一）盗用、冒用他人名义和身份（包括他人生物信息、IP地址或者邮箱地址），造成危害后果的，视情节轻重，给予严重警告以上处分。

(1) where a student misappropriates or fraudulently uses another person's name and identity (including another person's biometric information, IP address or email address), causing harmful consequences, a punishment of serious warning or heavier shall be given in light of the seriousness of the circumstances.

（二）侮辱、虐待、诽谤、陷害、诬告、非法拘禁或禁闭他人，视情节轻重，给予严重警告以上处分。

(2) where a student insults, maltreats, defames, frames, falsely accuses, illegally detains or confines another person, a punishment of serious warning or heavier shall be given in light of the seriousness of the circumstances.

（三）非法扣留、隐匿、毁弃、冒领或私自拆开他人邮件者，视情节轻重，给予警告以上处分。

(3) where a student illegally withholds, conceals, destroys or fraudulently claims another person's mail, or opens another person's mail without authorization, a punishment of warning or heavier shall be given in light of the seriousness of the circumstances.

（四）偷窥、偷拍、窃听、散布或以其他方式侵犯他人隐私，视情节轻重，给予严重警告以上处分。

(4) where a student peeps, secretly photographs, eavesdrops on, disseminates or otherwise infringes on another person's privacy, a punishment of serious warning or heavier shall be given in light of the seriousness of the circumstances.

（五）侮辱妇女或猥亵他人的，视情节轻重，给予严重警告以上处分。

(5) where a student insults a woman or commits indecent assault against another person, a punishment of serious warning or heavier shall be given in light of the seriousness of the circumstances.

第二十六条 对违反宿舍管理规定者，给予下列处分：

Article 26 The following punishments shall be imposed on those who violate the dormitory administration provisions:

（一）在学生宿舍私拉电线或安装大功率用电设备，经批评教育不改的，给予警告以上处分。

(1) where a student privately installs wiring or high-power electrical equipment in a student dormitory and fails to correct after criticism and education, a punishment of warning or heavier shall be given.

（二）在宿舍区内从事影响他人学习、休息的活动，经批评教育不改的，给予警告以上处分。

(2) where a student engages in activities affecting others' study or rest in the dormitory area and fails to correct after criticism and education, a punishment of warning or heavier shall be given.

（三）在宿舍区内养动物等，影响宿舍生活环境，经批评教育不改的，给予警告以上处分。

(3) where a student keeps animals or the like in the dormitory area, affecting the living environment of the dormitory, and fails to correct after criticism and education, a punishment of warning or heavier shall be given.

（四）在宿舍区内高空掷物等，违者给予严重警告以上处分，造成不良后果的，给予留校察看以上处分。

(4) where a student throws objects from a height in the dormitory area or commits similar acts, a punishment of serious warning or heavier shall be given; where adverse consequences are caused, a punishment of disciplinary probation or heavier shall be given.

（五）在学生宿舍留宿异性或在异性宿舍留宿的，给予记过以上处分。

(5) where a student allows a person of the opposite sex to stay overnight in a student dormitory, or stays overnight in a dormitory of the opposite sex, a punishment of the recording of a demerit or heavier shall be given.

（六）未经批准，任何人不得在学生宿舍区内经商、贩卖、推销、张贴广告、派发传单、悬挂标语横幅等，不听劝阻和拒不清除的，给予警告以上处分。

(6) without approval, no person may engage in business, selling, sales promotion, the posting of advertisements, the distribution of leaflets or the hanging of slogans or banners in the student dormitory area; where a student ignores dissuasion and refuses to remove the items concerned, a punishment of warning or heavier shall be given.

（七）禁止以任何方式攀爬（阳台、窗户）进入宿舍，经批评教育不改者，给予警告以上处分。

(7) entering a dormitory by climbing (through a balcony or window) in any manner is prohibited; where a student fails to correct after criticism and education, a punishment of warning or heavier shall be given.

（八）转租、转借、骗取房间或床位的，给予严重警告以上处分。

(8) where a student sublets, lends out or fraudulently obtains a room or a bed, a punishment of serious warning or heavier shall be given.

（九）宿舍走廊、楼梯、平台等公共区域不得摆放鞋子、鞋柜等个人物品，屡劝不改者，给予警告以上处分。

(9) personal items such as shoes and shoe cabinets shall not be placed in public areas such as dormitory corridors, staircases and platforms; where a student repeatedly fails to correct after being advised, a punishment of warning or heavier shall be given.

（十）其他违反学校学生宿舍管理办法的行为，视情节轻重，给予严重警告以上处分。

(10) where a student commits other acts violating the University's measures for the administration of student dormitories, a punishment of serious warning or heavier shall be given in light of the seriousness of the circumstances.

第二十七条 学生违反学校考勤管理规定的，给予下列处分：

Article 27 A student who violates the University's attendance administration provisions shall be given the following punishments:

一学期内旷课累计学时在30学时（含）以下者，所在单位给予通报批评；一学期内旷课累计学时达到31~40学时者，给予警告处分；一学期内旷课累计学时达到41~50学时者，给予严重警告处分；一学期内旷课累计学时达到51~60学时者，给予记过处分；一学期内旷课累计学时达到61~80学时者，给予留校察看处分；一学期内旷课累计超过80学时（2周）的，给予自动退学处理。（以上学时数由学生所在单位核准）

Where the cumulative class hours of absence in one semester are 30 hours or less, the unit to which the student belongs shall give a public notice of criticism; where the cumulative class hours of absence reach 31 to 40 hours, a warning shall be given; where the cumulative class hours reach 41 to 50 hours, a serious warning shall be given; where the cumulative class hours reach 51 to 60 hours, the recording of a demerit shall be given; where the cumulative class hours reach 61 to 80 hours, disciplinary probation shall be given; where the cumulative class hours of absence exceed 80 hours (2 weeks) in one semester, the student shall be treated as having automatically withdrawn from the University. (The above class hours shall be verified by the unit to which the student belongs.)

旷课1天，按课程表实际授课时间计；人才培养方案规定的实践性教学环节，每天按4学时计；学生实习期间，每天按8学时计。

One day of absence shall be counted according to the actual teaching hours in the timetable; for the practical teaching segments prescribed in the talent training programme, each day shall be counted as 4 class hours; during a student's internship, each day shall be counted as 8 class hours.

第二十八条 违反计划生育政策法规者，按国家、省、市计划生育的法律法规处理。

Article 28 Those who violate the policies and regulations on family planning shall be dealt with in accordance with the laws and regulations of the State, the province and the city on family planning.

第二十九条 有下列有违诚信的行为者，给予下列处分：

Article 29 A student who commits any of the following acts of bad faith shall be given the following punishments:

（一）将个人身份证、学生证、校园卡及其他证件或证明给他人使用，造成不良影响的，给予严重警告以上处分。

(1) where a student gives his or her personal identity card, student card, campus card or other certificates or certificates of proof to another person for use, causing an adverse impact, a punishment of serious warning or heavier shall be given.

（二）在各项考评、干部竞选、综合测评中弄虚作假的，给予严重警告以上处分。

(2) where a student practises fraud in various assessments, elections of student cadres or comprehensive evaluations, a punishment of serious warning or heavier shall be given.

（三）私自涂改、伪造证件、证明及学习成绩单或签字的，给予记过以上处分。

(3) where a student, without authorization, alters or forges a certificate, a certificate of proof, an academic transcript or a signature, a punishment of the recording of a demerit or heavier shall be given.

(四) 为逃避缴纳学费、住宿费或为获得各项资助, 提供虚假信息的, 给予记过以上处分。

(4) where a student provides false information in order to evade the payment of tuition or accommodation fees or to obtain various forms of financial aid, a punishment of the recording of a demerit or heavier shall be given.

(五) 在毕业生就业、体格检查等活动过程中, 违反诚信原则, 造成不良后果的, 给予严重警告以上处分。

(5) where a student, in the course of activities such as graduate employment or physical examination, violates the principle of good faith and causes adverse consequences, a punishment of serious warning or heavier shall be given.

(六) 在参加各项学术科技竞赛、申报各类学术成果或获取相关资格、公开发表研究成果、撰写及提交评审学位论文等过程中, 有剽窃、抄袭、篡改、伪造等学术不端行为的, 视情节及后果给予记过以上处分。

(6) where a student commits academic misconduct such as plagiarism, copying, tampering or forgery in the course of participating in various academic and scientific competitions, applying for various academic achievements or obtaining relevant qualifications, publicly publishing research results, or writing and submitting a degree thesis for review, a punishment of the recording of a demerit or heavier shall be given in light of the circumstances and consequences.

(七) 盗用他人证件或证明的, 给予严重警告以上处分; 给他人造成经济损失的, 应依法予以赔偿。

(7) where a student misappropriates another person's certificate or certificate of proof, a punishment of serious warning or heavier shall be given; where economic loss is caused to another person, compensation shall be made in accordance with law.

(八) 以营利为目的, 组织或参与网络刷单的, 给予警告以上处分。

(8) where a student organizes or participates in online order-brushing for profit, a punishment of warning or heavier shall be given.

(九) 非法持有他人手机卡、电话卡、物联网卡、银行卡、对公账户、结算卡、非银行支付机构账户的, 或出售、出租上述卡或账户的, 给予严重警告以上处分。

(9) where a student illegally holds another person's mobile phone card, telephone card, IoT card, bank card, corporate account, settlement card or non-bank payment institution account, or sells or rents out the above cards or accounts, a punishment of serious warning or heavier shall be given.

第三十条 违反学校根据《中华人民共和国传染病防治法》中甲类传染病, 或乙类按甲类管理的传染病等规定而制定的学校传染病管理办法, 包括私自外出未报备, 或返校未主动申报, 或故意隐瞒行程、隐瞒疾控通知不及时报告学校, 或不遵守学校传染病防控相关规定, 经批评教育不改的, 给予警告及以上处分。

Article 30 A student who violates the University's measures for the administration of infectious diseases, formulated in accordance with the provisions of the Law of the People's Republic of China on the Prevention and Control of Infectious Diseases concerning Class A infectious diseases or Class B infectious diseases managed as Class A infectious diseases, including leaving the University without authorization without reporting, failing to make a voluntary declaration upon returning to the University, intentionally concealing travel history or disease control notices and failing to report them to the University in a timely manner, or

failing to comply with the University's relevant provisions on the prevention and control of infectious diseases, and who fails to correct after criticism and education, shall be given a punishment of warning or heavier.

第三十一条 凡被学院等有关部门、单位通报批评两次仍不悔改者，给予警告处分。

Article 31 Any student who has been given a public notice of criticism twice by a college or other relevant department or unit and still fails to repent shall be given a warning.

第三十二条 违反实验室管理规定者，给予下列纪律处分：

Article 32 A student who violates the laboratory administration provisions shall be given the following disciplinary punishments:

（一）违反国家和学校规定，制造、买卖、储存、运输、邮寄、携带、使用、提供、处置剧毒化学品、易制毒（爆）化学品、麻醉药品、精神药品、放射性物质、致病性病原微生物，擅自将危险化学品带离保管场所的，给予严重警告以上处分，触犯法律的，送交有关机关处理。

(1) where a student, in violation of the provisions of the State and the University, manufactures, trades in, stores, transports, mails, carries, uses, provides or disposes of highly toxic chemicals, drug (explosive) precursor chemicals, narcotic drugs, psychotropic drugs, radioactive substances or pathogenic microorganisms, or takes hazardous chemicals out of the place of custody without authorization, a punishment of serious warning or heavier shall be given; where the law is violated, the student shall be handed over to the relevant authorities for handling.

（二）未采取必要的措施导致危险物品（包括剧毒化学品、易制毒（爆）化学品、麻醉药品、精神药品、放射性物质、致病性病原微生物）被盗或遗失，或发生上述情况，未立即上报学校有关部门的，给予严重警告以上处分，触犯法律的，送交有关机关处理。

(2) where a student fails to take necessary measures, resulting in the theft or loss of dangerous articles (including highly toxic chemicals, drug (explosive) precursor chemicals, narcotic drugs, psychotropic drugs, radioactive substances and pathogenic microorganisms), or, where the above situation occurs, fails to immediately report it to the relevant department of the University, a punishment of serious warning or heavier shall be given; where the law is violated, the student shall be handed over to the relevant authorities for handling.

（三）违反操作规程，或冒险作业，或指使或强令他人违反实验室操作规程、冒险作业，导致发生实验室安全事故，造成人员伤亡或给学校、他人财产造成损失行为，给予警告以上处分并赔偿损失，触犯法律的，送交有关机关处理。

(3) where a student violates operating procedures, works in a risky manner, or instructs or forces another person to violate laboratory operating procedures or work in a risky manner, resulting in a laboratory safety accident and causing personal injury or death or loss to the property of the University or of another person, a punishment of warning or heavier shall be given and the student shall compensate for the loss; where the law is violated, the student shall be handed over to the relevant authorities for handling.

（四）未经许可擅自启用被封实验室，或管理失误造成他人可随便进出被封实验室，或得知他人私自启封被封实验室，未及时采取措施并及时报告相关部门的，给予警告以上处分。

(4) where a student, without permission, activates a sealed laboratory without authorization, or causes others to be able to enter and leave a sealed laboratory freely as a result of a management failure, or, upon learning that another person has unsealed a sealed laboratory without authorization, fails to take timely measures and report to the relevant department in a timely manner, a punishment of warning or heavier shall be given.

(五) 不服从、不配合政府部门、学校职能部门、学校实验室安全检查组及本单位日常安全管理和检查的；或接到口头或书面整改通知，拒不整改的，给予警告以上处分。

(5) where a student does not obey or cooperate with the daily safety administration and inspection of a government department, a functional department of the University, the University's laboratory safety inspection team or the unit to which the student belongs; or, upon receiving an oral or written notice of rectification, refuses to rectify, a punishment of warning or heavier shall be given.

(六) 有违反实验室管理规定的其他行为，经批评教育无效，或造成不良影响或后果的，视情节轻重给予警告以上处分。

(6) where a student commits other acts violating the laboratory administration provisions, and such acts are not corrected after criticism and education, or cause an adverse impact or consequences, a punishment of warning or heavier shall be given in light of the seriousness of the circumstances.

第四章 纪律处分的程序与权限

Chapter IV Procedures and Authority for Disciplinary Punishment

第一节 调查与取证

Section 1 Investigation and Evidence Collection

第三十三条 违纪事件发生后，学生所在单位应及时完成调查取证工作。相关业务归口管理职能部门应积极协助学生所在单位完成调查取证工作。

Article 33 After a disciplinary incident occurs, the unit to which the student belongs shall complete the investigation and evidence collection in a timely manner. The relevant functional department with centralized responsibility for the corresponding business shall actively assist the unit to which the student belongs in completing the investigation and evidence collection.

第三十四条 如涉治安或刑事的违纪事件，由保卫部会同学生所在单位调查取证。应当移交公安机关办理的案件或已被公安机关立案的案件由保卫部会同学生所在单位移交或协助公安机关调查取证。

Article 34 Where a disciplinary incident involves public security or criminal matters, the Security Department, together with the unit to which the student belongs, shall conduct the investigation and evidence collection. Where a case should be transferred to the public security organ for handling, or a case has already been filed by the public security organ, the Security Department, together with the unit to which the student belongs, shall transfer the case or assist the public security organ in the investigation and evidence collection.

第三十五条 调查人员应当保护被调查人员的隐私和其他合法权益。调查人员不得少于两人，且与案件有利害关系的，应当回避。

Article 35 Investigators shall protect the privacy and other lawful rights and interests of the persons under investigation. There shall be no fewer than two investigators, and any investigator who has an interest in the case shall withdraw.

第三十六条 调查人员应当对行为或事件发生时间、地点、当事人与涉案人员、行为的全部过程、前因后果、动机、目的、各种情节等事实，进行全面、客观、认真、深入调查和询问。

Article 36 Investigators shall conduct a comprehensive, objective, conscientious and in-depth investigation and inquiry into the facts, such as the time and place of the act or incident, the parties and the persons involved, the entire process of the act, its causes and consequences, the motive, the purpose and the various circumstances.

第三十七条 调查人员应做好调查笔录。调查笔录应当写明调查人、被调查人的基本情况，调查结束后交被调查人核对。笔录中如有错误或遗漏，应允许被调查人进行更正或补充，并由被调查人在更正或补充处签名或盖章。调查笔录经核对无误后，由被调查人逐页签名或盖章并注明日期。被调查人拒绝签名或盖章的，调查人应当在笔录上注明情况，并由两名调查人签名或盖章，或由一名调查人和一名见证人签名或盖章，注明日期。

Article 37 Investigators shall keep a record of the investigation. The investigation record shall state the basic information of the investigator and of the person under investigation, and shall be handed to the person under investigation for verification after the investigation is completed. Where there are errors or omissions in the record, the person under investigation shall be allowed to make corrections or supplements, and shall sign or affix his or her seal at the place of correction or supplement. After the investigation record has been verified as correct, the person under investigation shall sign or affix his or her seal on each page and indicate the date. Where the person under investigation refuses to sign or affix his or her seal, the investigator shall note the situation in the record, and two investigators shall sign or affix their seals, or one investigator and one witness shall sign or affix their seals, indicating the date.

第三十八条 有关部门应注意收集证据，注明证据的来源和出处，并注意证据的保存。

Article 38 The relevant departments shall pay attention to collecting evidence, indicating the source and origin of the evidence, and attending to the preservation of the evidence.

第三十九条 下列各项证据，经过查证核实后，可以作为处分违纪学生的依据：

Article 39 The following types of evidence, after verification and confirmation, may serve as the basis for punishing a student who has committed a disciplinary violation:

- (一) 书证；
(1) documentary evidence;
- (二) 物证；
(2) physical evidence;
- (三) 证人证言；
(3) testimony of witnesses;
- (四) 当事人陈述；
(4) statements of the parties concerned;
- (五) 视听资料；
(5) audio-visual materials;
- (六) 鉴定结论；

(6) expert conclusions;

(七) 勘验、检查或现场笔录;

(7) records of inquest, examination or on-site inspection;

(八) 司法机关的裁决书、判决书、鉴定书, 以及有关部门的决定书等;

(8) rulings, judgments and expert opinions of judicial organs, as well as decisions of the relevant departments, etc.;

(九) 其他具有证明价值的材料。

(9) other materials of probative value.

第四十条 对涉嫌违纪学生进行纪律处分或者其他不利决定之前, 学校应当告知学生作出决定的事实、理由及依据, 并告知享有陈述和申辩的权利, 听取学生的陈述和申辩。违纪学生的陈述和申辩, 应以书面形式递交。

Article 40 Before imposing disciplinary punishment or other adverse decisions on a student suspected of a disciplinary violation, the University shall inform the student of the facts, reasons and basis for the decision, and inform the student of the right to make statements and defences, and shall hear the student's statements and defences. The statements and defences of a student who has committed a disciplinary violation shall be submitted in writing.

第二节 审查与决定

Section 2 Review and Decision

第四十一条 学生所在单位应当在10个工作日内完成调查取证, 并在查明事实的基础上, 依据本办法规定提出处理意见。重大或复杂案件, 经所在单位负责人批准, 可延长10个工作日。

Article 41 The unit to which the student belongs shall complete the investigation and evidence collection within 10 working days and, on the basis of the ascertained facts, propose a handling opinion in accordance with these Measures. For major or complex cases, the period may be extended by 10 working days with the approval of the person in charge of the unit to which the student belongs.

调取取证涉及其他单位、部门的职权职责的, 相关单位、部门应协助及配合学生所在单位。

Where the collection of evidence involves the functions and responsibilities of other units or departments, the relevant units and departments shall assist and cooperate with the unit to which the student belongs.

第四十二条 学生所在单位应向相关业务归口管理的职能部门、法治工作部门、学生工作部报送如下材料:

Article 42 The unit to which the student belongs shall submit the following materials to the functional department with centralized responsibility for the corresponding business, the legal affairs department and the Student Affairs Department:

(一) 学生所在单位或其他调查部门领导签字、加盖公章的处理建议;

(1) a handling recommendation signed by the leader of the unit to which the student belongs or of the other investigation department and affixed with the official seal;

(二) 《广东药科大学学生违纪拟处理告知单》;

(2) the Notice of Proposed Handling of Student Disciplinary Violation of Guangdong Pharmaceutical University;

(三) 学生所在单位或其他调查部门对学生违纪情况说明的综合性材料;
(3) comprehensive materials of the unit to which the student belongs or of the other investigation department explaining the student's disciplinary violation;

(四) 调查笔录;
(4) the investigation record;

(五) 当事人书面陈述或检讨;
(5) the written statement or self-criticism of the party concerned;

(六) 其他证据材料。
(6) other evidentiary materials.

第四十三条 学生工作部、相关职能部门以及学校法治工作部门接到学生所在单位或其他调查部门的调查材料或处理建议后, 应当在7个工作日内核实完毕并提出审核意见。

Article 43 Upon receiving the investigation materials or handling recommendation from the unit to which the student belongs or from the other investigation department, the Student Affairs Department, the relevant functional departments and the University's legal affairs department shall complete verification and propose review opinions within 7 working days.

第四十四条 对学生作出违纪处分的, 按照以下审批程序与权限处理:

Article 44 Where a disciplinary punishment is imposed on a student, it shall be handled in accordance with the following approval procedures and authority:

(一) 由学生所在单位提出处理意见;
(1) the unit to which the student belongs proposes a handling opinion;

(二) 相关业务归口管理职能部门审核;
(2) the relevant functional department with centralized responsibility for the corresponding business reviews it;

(三) 由学校法治工作部门进行合法性审查;
(3) the University's legal affairs department conducts a legality review;

(四) 给予学生警告、严重警告、记过处分的, 经学生工作部审核, 分管校领导审批通过后, 以学校名义发文; 给予学生留校察看、开除学籍处分的, 经学生工作部、分管校领导审核, 报校长办公会研究决定通过后, 以学校名义发文。

(4) where a warning, a serious warning or the recording of a demerit is imposed on a student, after review by the Student Affairs Department and approval by the University leader in charge, a document shall be issued in the name of the University; where disciplinary probation or expulsion from the University is imposed on a student, after review by the Student Affairs Department and the University leader in charge, and upon deliberation and decision by the President's Administrative Meeting, a document shall be issued in the name of the University.

第四十五条 对违纪学生作出处分的, 应当出具处分决定书。处分决定书应包括下列事项:

Article 45 Where a punishment is imposed on a student who has committed a disciplinary violation, a written decision on punishment shall be issued. The written decision on punishment shall include the following particulars:

- (一) 学生的基本信息;
(1) the student's basic information;
- (二) 作出处分的事实和证据;
(2) the facts and evidence on which the punishment is based;
- (三) 处分的种类、依据、期限;
(3) the type, basis and duration of the punishment;
- (四) 申诉的途径和期限;
(4) the channels and time limit for appeal;
- (五) 其他必要内容。
(5) other necessary content.

第三节 送达与备案

Section 3 Service and Filing

第四十六条 处分决定书一式三份，一份交受处分学生本人，一份放入学生档案，一份留学校存档。

Article 46 The written decision on punishment shall be made in triplicate: one copy shall be given to the student who is punished, one copy shall be placed in the student's file, and one copy shall be kept in the University's archives.

第四十七条 处分决定书必须由学校或学生所在单位派出专人送达，另需学生干部到现场作为见证人，受处分的学生应在决定书上签字并注明日期。如受处分学生拒不签收，送达人在送达回证上记明学生拒绝签收事由和日期，送达人和见证人签名或盖章，决定书留受处分学生处，即视为已送达。

Article 47 The written decision on punishment must be served by a designated person dispatched by the University or by the unit to which the student belongs, and a student cadre is also required to be present as a witness; the student who is punished shall sign the decision and indicate the date. Where the student who is punished refuses to accept service, the person serving the document shall note on the receipt of service the reason for and the date of the student's refusal to accept service, the person serving the document and the witness shall sign or affix their seals, and the decision shall be left with the student who is punished, which shall be deemed to constitute service.

第四十八条 直接送达处分决定书有困难的，还可采取以下方式送达：

Article 48 Where direct service of the written decision on punishment is difficult, the following methods of service may also be adopted:

(一) 留置送达。学校或学生所在单位将处分决定书直接送达给被处分学生时，如本人不在，可交其家长或同住成年家属签收。被处分学生家长或者他的同住成年亲属拒绝签收处分决定书时，送达人应当邀请有关人员到场，说明情况，在送达回证上记明拒收事由和日期，由送达人、见证人签名或者盖章；把处分决定书留在当事人的住所或者收发部门，即视为送达。

(1) Service by leaving. Where the University or the unit to which the student belongs serves the written decision on punishment directly on the punished student but the student is not present, it may be delivered to the student's parent or an adult family member living with the student for signature. Where the parent of the punished student or his or her adult relative living together refuses to accept service of the written decision

on punishment, the person serving the document shall invite the relevant persons to be present, explain the situation, note the reason for and the date of the refusal on the receipt of service, and have the person serving the document and the witness sign or affix their seals; leaving the written decision on punishment at the residence of the party concerned or at the mail room shall be deemed to constitute service.

(二) 邮寄送达。直接送达处分决定书确有困难时，也可通过邮局用挂号方式邮寄或快递给被处分学生，邮寄地址为经学生本人确认的送达地址。邮寄送达应附有送达回证。挂号信回执上注明的收件日期与送达回证上注明的收件日期不一致的，或者送达回证没有寄回的，以挂号信回执上的收件日期为送达日期。

(2) Service by post. Where direct service of the written decision on punishment is genuinely difficult, it may also be sent to the punished student by registered mail or by express delivery through the post office, the mailing address being the address for service confirmed by the student himself or herself. Service by post shall be accompanied by a receipt of service. Where the date of receipt indicated on the receipt for the registered letter is inconsistent with the date of receipt indicated on the receipt of service, or where the receipt of service is not returned, the date of receipt indicated on the receipt for the registered letter shall be the date of service.

(三) 公告送达。用上述方式无法送达的，利用学校网站、新闻媒体等以公告方式送达，自公告发布之日起，经过两周即视为送达。学校如实记录公告情况并由两名见证人签字。

(3) Service by public announcement. Where service cannot be effected by the above methods, service may be effected by public announcement on the University's website, in the news media or by other means; two weeks after the date of publication of the announcement, service shall be deemed to have been effected. The University shall truthfully record the circumstances of the public announcement, and two witnesses shall sign.

第四节 申诉

Section 4 Appeals

第四十九条 学生如对处分决定有异议，在接到学校处分决定书之日起10日内，可以向学校学生申诉处理委员会提出书面申诉。有关申诉的具体内容、程序和申诉处理委员会在处理申诉时的处理方式，在《广东药科大学学生申诉处理办法》中规定。

Article 49 Where a student objects to the decision on punishment, the student may, within 10 days from the date of receiving the University's written decision on punishment, submit a written appeal to the University's Student Appeal Handling Committee. The specific content and procedures of appeals, and the manner in which the Student Appeal Handling Committee handles appeals, are prescribed in the Measures of Guangdong Pharmaceutical University for Handling Student Appeals.

第五十条 学生申诉处理委员会对学生提出的申诉进行复查，并在接到书面申诉之日起15日内，作出复查结论并告知申诉人。情况复杂不能在规定限期内作出结论的，经学校申诉处理委员会主任批准，可延长15日。学生申诉处理委员会认为必要的，可以建议学校暂缓执行有关决定。

Article 50 The Student Appeal Handling Committee shall review the appeal submitted by the student and, within 15 days from the date of receiving the written appeal, make a conclusion of review and inform the appellant. Where the circumstances are complex and a conclusion cannot be made within the prescribed time limit, the period may be extended by 15 days with the approval of the director of the University's appeal handling committee. Where the Student Appeal Handling Committee deems it necessary, it may recommend that the University suspend the execution of the relevant decision.

学生申诉处理委员会经复查，认为做出处理或者处分的事实、依据、程序等存在不当，可以作出建议撤销或变更的复查意见，要求相关职能部门予以研究，重新提交校长办公会作出决定。

Where, after review, the Student Appeal Handling Committee considers that the facts, basis, procedures or other aspects of the handling or punishment are improper, it may make a review opinion recommending revocation or modification, request the relevant functional department to study the matter, and resubmit it to the President's Administrative Meeting for decision.

从处分决定或复查决定送达之日起，学生在申诉期内未提出申诉的，学校可以不予受理提出的申诉。

Where, from the date of service of the decision on punishment or the decision on review, the student fails to submit an appeal within the appeal period, the University may decline to accept any appeal submitted thereafter.

第五十一条 学生申诉期间原则上不停止执行原处理决定，但对受到开除学籍处分的学生，向学校提出申诉的，办理离校手续时间延长至学校做出复查决定之日起7日内。

Article 51 In principle, the execution of the original handling decision shall not be suspended during the appeal period; however, where a student who has been given the punishment of expulsion from the University submits an appeal to the University, the time for completing the departure formalities shall be extended to within 7 days from the date on which the University makes the decision on review.

第五章 附 则

Chapter V Supplementary Provisions

第五十二条 本办法所述“以上”、“以下”，除特殊说明外，均指包含本数或者本级在内；“超过”、“不足”，除特殊说明外，均指不含本数或者本级在内。

Article 52 In these Measures, "or more" and "or less" mean, unless otherwise specified, inclusive of the stated figure or level; "exceeding" and "less than" mean, unless otherwise specified, exclusive of the stated figure or level.

第五十三条 凡本办法尚未列举的其他违法违纪行为，确应给予纪律处分的，可根据其违法违纪事实的性质、情节、后果和所造成的影响，按相关的规章制度处理或比照本办法中最相类似的条款，给予处分。

Article 53 Any other unlawful or disciplinary act not enumerated in these Measures that should indeed be subject to disciplinary punishment may, according to the nature, circumstances, consequences and impact of the unlawful or disciplinary facts, be handled in accordance with the relevant rules and regulations or be punished by reference to the most analogous provision of these Measures.

第五十四条 凡是法律法规等上位文件对于学生处分另有规定的，按照相关规定执行。

Article 54 Where laws, regulations and other higher-level documents provide otherwise on the punishment of students, the relevant provisions shall apply.

第五十五条 本办法由学生工作部协同教务部、研究生院、保卫部、实验室与设备管理部负责解释。

Article 55 These Measures shall be interpreted by the Student Affairs Department together with the Academic Affairs Department, the Graduate School, the Security Department and the Laboratory and Equipment Management Department.

第五十六条 本办法自发文之日起施行，原《广东药科大学学生违纪处分办法》(广药大〔2017〕125号)同时废止。

Article 56 These Measures shall come into force on the date of issuance, and the former Measures of Guangdong Pharmaceutical University on Disciplinary Punishment of Students (Guangyao Da [2017] No. 125) shall be repealed simultaneously.

印发信息

Issuance Information

公开方式：主动公开

Means of disclosure: voluntary disclosure

广东药科大学党政办公室 2023年10月16日印发

Issued by the Party and Administration Office of Guangdong Pharmaceutical University on 16 October 2023

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Proofreader: Liang Weixiong