上海财经大学
公费留学生报到必读

Scholarship Student Handbook

Shanghai University of Finance and Economics

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欢迎词

尊敬的各位同学：

非常高兴您已获得奖学金资助，也非常欢迎您来上海财经大学！

我们为您准备了在我校学习所需的必要信息，请您认真阅读。

如有问题或疑问，请径与学院学生科老师或国际学生联合会或国家代表联系，我们将竭诚为您提供服务。

预祝您在财大学习期间愉快！

WELCOME

Dear Sir/Madam,

Shanghai university Finance and Economics(SUFE) is pleased to inform you that you have been awarded the Chinese or Shanghai Government Scholarship.

In this handbook, you will find helpful information to facilitate your studying in our university. Please read it carefully.

If you have any question, you can contact with ICES(International Cultural Exchange School)、ISS(International Student Society)and Country Representative, We all provide the service warmly.

报到注册

1、 来华签证

您来中国学习，一定注意自己的签证有效期，签证必须有效才可以参加学校学习活动。您也要注意自己的护照和签证到期时间，护照到期前自己尽早向本国使馆申请，签证到期最晚两个星期前来学生科办理延长手续。公费生签证最长一次签发不超过一年，毕业学生签证结束时间至当年 7 月 30 日。

办理签证费用自理。

2、 报到注册

公费生需要按照学校入学时间办理报到手续，每年 9 月需在中国政府奖学金来华留学管理信息系统（网址：https://studyinchina.csc.edu.cn/#/login）完成注册。如因故不能按期报到，须向学校请假。未经批准而逾期不报到者，将被按照自动放弃学籍处理，所获得的奖学金资格将被取消。

学校规定每学期都要办理注册手续。如有特殊情况，请向你所在学院（所）提前办理请假手续，并告知上报国际文化交流学院学生科老师。

Registration

1. Visa to China

When you come to China, you must pay attention to the validity period of your visa. The visa must be valid before you can participate in the learning activities. You should also pay attention to the expiry time of your passport and visa. You should extend the student visa ahead of two weeks before the visa expires. The visa is extended not more than one year once, and the graduate visa will end until July 30. Visa fees will be paid by yourself.

2. Registration

You need to go through the registration procedures according to the admission time of the school, and complete the registration in China Government Scholarship Management Information System.

https://studyinchina.csc.edu.cn/#/login

If you fail to register as scheduled, you must ask for leave from the school. Those who fail to register without approval after the deadline will be treated as automatically abandoning their school status, and the scholarship qualification will be cancelled.

The school stipulates that the registration procedures should be completed every semester. In case of special circumstances, please go through the leave formalities in advance to your college (department) and inform the teachers of ICES the student department.

奖学金标准

1、 全额奖学金

◆ 免交注册费、学费、实验费、实习费、基本教材费；

◆ 提供免费校内住宿；遵守学校宿舍管理规定，本科生两人一间、硕士生两人一间、博士生一人一间。未经学院同意，不得随意调换宿舍楼。如自行搬离宿舍，无住宿补贴，房间不予以保留。

◆ 提供奖学金生活费；

中国政府奖学金：本科生：2500 元/月

硕士研究生/普通进修生：3000 元/月

博士研究生/高级进修生：3500 元/月

上海政府奖学金：本科生：2500 元/月

硕士研究生：3000 元/月

博士研究生：3500 元/月

国际中文教师奖学金：

汉语进修生 2500 元/月

本科生：2500 元/月

硕士研究生：3000 元/月

◆ 提供学校门诊医疗服务和来华留学生综合医疗保险；

2、 部分奖学金

◆ 为全额奖学金中的一项或几项内容，具体请见您的录取通知书。

3、 关于生活费的说明：

（1）发放时间：每月 10 日左右，如遇休息日，时间顺延。

（2）发放形式：打入中国银行卡（简称 BOC 卡），注意开户行必须在中国。

- 入学当月，尽快办理 BOC 卡，并将相应的银行卡信息通过链接填好后提交。如未按时交，将影响生活费进卡，请自行负责。
- 如遇银行卡丢失，请第一时间拨打电话挂失，然后再去银行办理新卡，将新卡信息表格于当月 1 日前发送到学生科。未领取的生活费打入新卡发放。
- 请各位同学一定注意保管好自己的银行卡，如丢失将影响到大家的生活。
- 如果您在注册月的十五日（含十五日）之前到校注册，可获得当月全月生活费；十五日以后注册的，可获得当月半个月生活费。奖学金生毕业的，在学校确定的毕业日期后继续发放半个月生活费。休学、退学、肄业及被中止或取消中国政府奖学金资格的，其生活费自批准之日起停发。奖学金生应当严格遵守学校的规定，在学校规定的假期内离境的，生活费正常发放；在学校规定的假期外，因个人原因当月累计请假超过 15 天或连续请假超过 15 天的，扣发一个月生活费；经学校批准参加教学培养计划之外的学术活动离境不超过 15 天的，生活费待学生返校后补发；离境超出 15 天时间的，停发生活费。
- 学校规定的假期内奖学金生活费照发。对于不按时到校注册、非健康原因离校或者旷课，时间超过一个月的学生，停发当月的奖学金生活费。

Scholarship Criteria

1. Full scholarship

- Free of registration fee, tuition fee, laboratory fee, internship fee, basic materials fee; provides free on-campus accommodation; Comply with the school dormitory management regulations, undergraduates two to one room, masters two to one room, doctoral one room. No transfer of residence halls is allowed without the consent of the College. If you move out of the dormitory by yourself, the room will not be retained without accommodation subsidy.
- Scholarship living expenses;

Chinese Government Scholarship:

undergraduate students：RMB 2,500 / month

Postgraduate/General student: 3000 yuan/month

Doctoral students/Advanced students: 3500 yuan/month

Shanghai Government Scholarship:

Undergraduate: 2500 yuan/month

Postgraduate: 3000 yuan/month

Doctoral candidates: 3500 RMB/month

International Chinese Teacher Scholarship:

Undergraduate/Chinese program: 2500 yuan/month

Postgraduate: 3000 yuan/month

provide university outpatient medical services and comprehensive medical

insurance for international students;

2. Partial scholarship

It is one or more of the full scholarships listed in your admission letter.

Description of the cost of living:

1, the release time: about the 10th day of the month, in case of holidays, the time will be postponed.

2, the form of issuance: transfer to the Bank of China card (referred to as BOC card), note that you must make the bank card in China.

In the month of enrollment, apply for the BOC card as soon as possible, fill in the corresponding bank card information form (form link will be sent separately through wechat group). If not submit on time, will affect the cost of living into the card, please be responsible for it.

If you lose your bank card, please call the bank to report the loss as soon as possible, and then go to the bank to apply for a new card, and send the new card information form to the Student Affairs Department before the first day of the same month. The unclaimed living expenses are credited to the new card.

Please take good care of your bank card. If it is lost, it will affect your life.

If you register at the school before the 15th (inclusive) of the registration month, you will get the full monthly living expenses of the month; Those who register after 15 days can get half of the monthly living expenses of the same month. After graduation (subject to the graduation date

determined by the school), you will also receive half a month's living expenses. Those who suspend, withdraw, drop out of school or are suspended or disqualified from receiving the Chinese government scholarship shall stop receiving their living expenses from the date of approval. Scholarship recipients must strictly adhere to institutional regulations.

Those departing during officially designated leave periods will receive regular living allowances. For personal reasons, if a student accumulates over 15 days of leave or takes consecutive leave exceeding 15 days outside of approved vacation periods, one month's living allowance will be withheld. Students approved by the school to participate in academic activities beyond their curriculum may leave for up to 15 days. Living allowances will be retroactively issued upon their return to campus. For departures exceeding 15 days, living allowances will be suspended.

The allowance for scholarship during the holidays stipulated by the university will be provided as normal. For students who do not register at school on time, leave school for non-health reasons or absenteeism for more than one month, the current month's scholarship living expenses will be suspended.

Notice for registering the bank card information

登记银行卡信息的通知

This notice for scholarship students who need get the living allowance from the university.

这份通知是发给需要得到生活费的学生。

NOTE:

登录网址：https://laihua.sufe.edu.cn

Please log in the website

选择“学生用户”

Choose student account, the first one



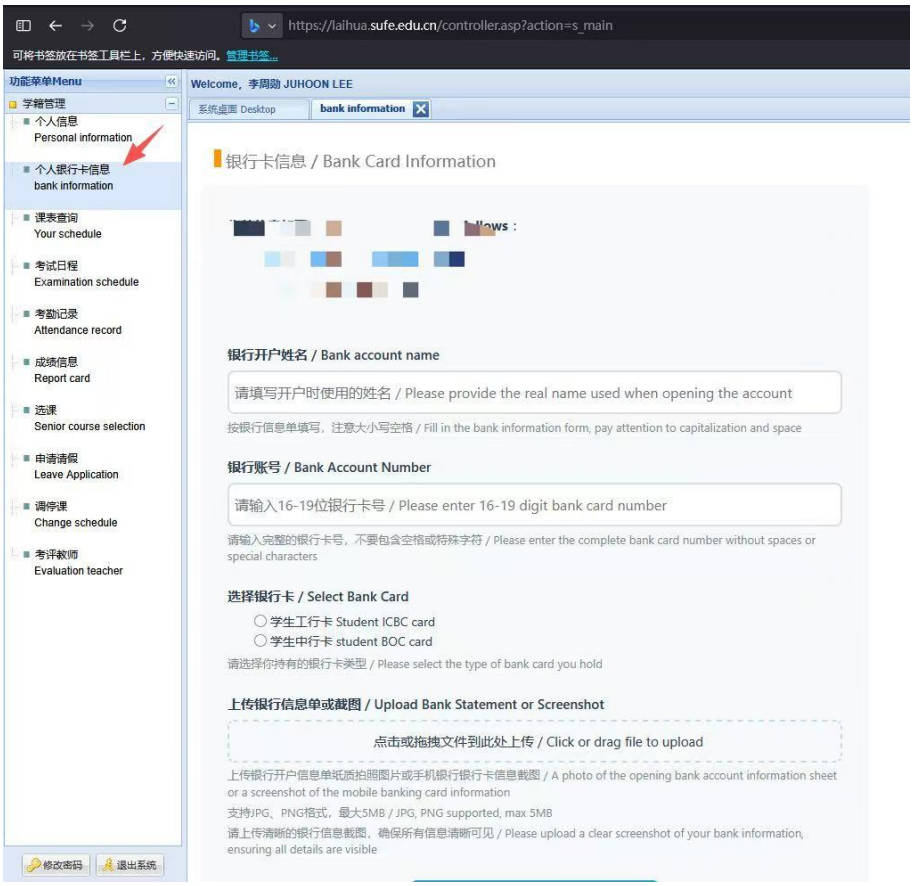
登录名：学号

User name: student number

密码：生日（年月日）8 位

Password: birth day (yearmonthday)only 8 figure

登录成功后显示如下：After successful login, the following is displayed:



然后点击个人银行卡信息 Then click on your personal bank card information

注意：

1、 按照提示输入信息，请一定要认真填写，如果输入错误，将无法收到生活费。

2、 生活费发放银行卡只接受在中国境内办理的中国银行和中国工商银行，别的银行无法发放。

Attention：

1. Enter the information as prompted. Please fill in carefully. If you enter the wrong information, you will not receive the living expenses.

2. The bank card for living expenses can only be issued by the Bank of China and Industrial and Commercial Bank of China, which are handled in China. Other banks cannot issue it.



这部分请看一下样张：Take a look at the sample for this section:

Example1 例子 1:

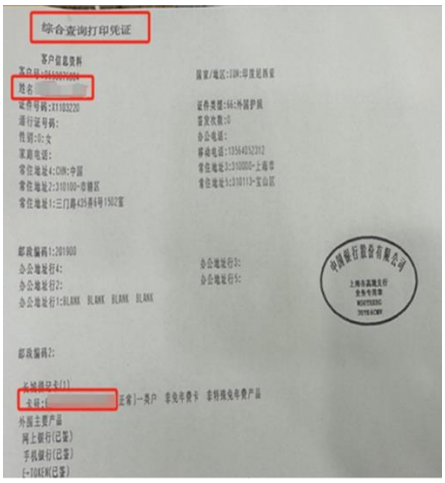
Srceenshot of Mobile banking 手机银行截图



Or Example2 例子 2:



Or Example3 例子 3:



如果你找不到以上材料，请去上海的任何一家中国银行或是中国工商银行都可以免费打印“银行卡信息单”。请一定保证上传的照片有开户名和银行卡号，还必须是本人的银行卡，并且清晰上传。If you can not find the above materials, please go to any Bank of China or Industrial and Commercial Bank of China in

Shanghai to print the "card information sheet" free of charge. Please make sure that the photo uploaded has the account name and bank card number, must be your own bank card, and upload clearly.

说明：

1、How to make the Boc bank card 怎么办理银行卡

You need take your original passport, admission letter and chinese real-name mobile number. 你需要携带护照原件、录取通知书和在中国的电话号码

BOC address near the university（学校附近的中国银行）

(Note: You also can go to the other BOC to make BOC bank card):

中国银行上海市五角场支行

BANK OF CHINA SHANGHAI WUJIAOCHANG SUB-BRANCH

地址：国宾路 30 号 ADDRESS:NO.30, GUOBIN ROAD

电话 TEL：（021）65112021/55270867

营业时间： 周一-周五 9:00-17:00，周日 9:30-16:30

BUSINESS HOUR: MON.-FRI. 9：00-17：00，SUN. 9：30-16：30



Attention 注意:

1、AFTER OBTAINING YOUR NEW VISA, PLEASE BRING YOUR RESIDENCE PERMIT TO THE BANK. WE WILL THEN UPDATE YOUR ACCOUNT INFORMATION.

得到新的签证后，请到银行更新你的信息。

2、When you can get the living allowance:什么时候可以得到生活费

Generally every month 10th or so, so about 10th ,Oct.,.

But because the new students need time to make the bank card , you can get Sept.and Oct. living allowance. On about Oct.,15th.Please plan your finances ahead of time.一般每月 10 号左右，但是很多新同学需要时间办理银行卡，所以你在 10 月 15 号左右可以收到 9 月和 10 月的生活费，请提前做好财务规划。

3、When will the system be completed？什么时候完成系统填报？

请大家务必在 9 月 23 日前完成系统填报，并经过老师审核通过，否则要等到 11 月 10 日收到生活费了。Please be sure to complete the system before September 23 and pass the teacher's review, otherwise you will have to wait until November 10 to receive the living expenses.

学习

奖学金生被录取后，原则上不得变更学校、类别、专业、授课语言、奖学金期限等学籍信息。如因不可抗力或其他客观因素导致学籍信息确需变更的，学生须在规定时间内通过管理系统提出申请，经学校审核同意后报国家留学基金委审批。其中，申请集中受理时间为 9 月 1 日至 10 月 31 日，逾期不予受理。

（一）专业变更

1. 对因特殊原因导致奖学金生申请变更学习专业的，须经奖学金申请受理机构同意，并通过拟转入专业的语言能力及学术能力考核。除涉及专业学制年限变化外，原则上专业变更后奖学金期限不予延长。

2. 对高校自主招生项目学生仅可在项目批复专业范围内调整专业，且仅限一次；。

3. 预科生结业考核未达到原录取专业学习要求的，经专业院校审核同意后，可变更学习专业。

（二）修业年限变更

奖学金生录取时确定的专业修业年限原则上不得变更。如有客观原因确需变更的，应出具所在高校的证明文件，报国家留学基金委审批。

（三）学生类别变更

1、学历生申请提高学习层次的，须提交相应学历证明并通过所在高校学术考核；申请降低学习层次的，原则上不予受理。

2. 由学历生变更为进修生的，须征得奖学金申请受理机构同意认可。

3.高校自主招生项目学生申请变更学生类别以各项目具体要求为准。

（四）授课语言变更

1.本科生授课语言须为中文，不得申请变更为英文或其它外语授课。

2．录取时为英文授课的研究生或进修生，经考核，其中文水平达到了学校申请条件，可申请变更为中文授课。

3.录取时中文授课的研究生或进修生（无需中文补习），经学校考核，其英文或其他外国语水平符合相关专业学习要求的，可申请变更英文或其他授课语言。

4．奖学金生在学期间变更授课语言仅限一次，奖学金期限不予延长。

（五）中文补习

1．录取中文授课的学生，经过一年中文补习（或预科）后仍未达到专业学习要求的，需自费重修一年。自费重修一年后仍未能达到要求的，将取消其奖学金资格。

2．录取时尚未获得、但入学后出具了符合入学标准的中文水平证明或 CSCA 测试成绩证明的学生，经学校测试达到专业学习要求的，可申请取消中文补习或预科学习。

3．录取时授课语言为中文的研究生或进修生，申请变更为英语或其他外国语授课的，经学校测试达到专业学习要求的，其中文补习安排将予以取消。

（六）奖学金期限延长

1．本科生和硕士研究生的奖学金期限原则上不予延长。

2．博士研究生如已通过奖学金年度评审、开题报告和中期审核，可通过就读高校于奖学金期满当年 4 月 1 日至 5 月底前向国家留学基

金委提出延长奖学金期限申请，获得批准后方可延长，奖学金期限最多延长一年。

（七）转学

1．原则上奖学金生应在被录取高校完成学业。学生因学校培养条件改变等非本人原因需要转学，或因气候原因需转入其他地区就读的，可申请转学，学校应提供相关证明材料，医院诊断证明须由三甲医院出具。有下列情形之一，不得转学：

（１）入学未满一学期或者毕业前一年的；

（２）由低学历层次转为高学历层次的；

（３）拟转入或转出学校任何一方不同意其转学的；

（４）系高校自主招生项目录取的；

（５）无正当转学理由的。

2．奖学金生应在集中受理时间内提出申请，所在学校审核通过后出具同意转出函，转入院校由学生自行联系并获得同意转入函。转入学校对学生的学术水平和在学表现进行充分了解和审核同意后，出具盖有校章的同意转入函。研究生还需经拟转入专业导师同意。

3．奖学金生须经申请受理机构同意，并经国家留学基金委审核批准后，方可转学。转学后奖学金期限不予延长。奖学金资助期间限转学一次。

（八）休学、复学

1．奖学金生在学期间申请休学的，经学校审核同意后于学生休学前两周内报国家留学基金委备案。休学时间原则上最长一年，休学期间

奖学金暂停发放。

2. 休学后申请复学的学生，应在休学期满一个月前向学校提出复学申请，经学校审核同意后，于学生到校两周内报国家留学基金委备案。复学后奖学金期限顺延。

（九）开除学籍和退学

奖学金生因个人原因提出退学，经奖学金院校审核后， 两周内报国家留学基金委备案。

Study

Upon admission, scholarship recipients shall, in principle, not be permitted to alter any of their academic record details, such as the institution, category, major, teaching language, or duration of the scholarship.Where it becomes necessary to amend a student's enrollment status due to force majeure or other objective circumstances, the student shall submit an application through the management system within the prescribed time frame; upon review and approval by the school, the application shall be forwarded to the China Scholarship Council for final approval.The centralized application submission period is from September 1 to October 31; applications submitted after this deadline will not be accepted.

(1) Major change

1. Where a scholarship recipient wishes to change their study program due to special circumstances, such change must be approved by the scholarship application processing authority, and the recipient must also pass the language and academic proficiency assessments required for the intended program.Except in cases where there are changes to the duration of the academic program, the duration of the scholarship shall, in principle, not be extended following a change of major.

2. Students participating in university independent recruitment programs may only change their major within the scope of the program-approved majors, and such a change is permitted only once.

3. If a preparatory student's final assessment does not meet the academic requirements for their originally admitted major, they may change their major upon review and approval by the respective educational institution.

(2) Change in Duration of Study

The duration of study for the major selected by the scholarship recipient at the time of admission shall, in principle, not be altered.Where changes are indeed necessary due to objective reasons, a certification document issued by the applicant's university shall be submitted to the China Scholarship Council for approval.

(3) Change of student category

1. Students with existing academic qualifications who wish to upgrade their educational level must submit the corresponding academic qualification documentation and pass the academic assessment conducted by their institution; applications to downgrade their educational level will, in principle, not be accepted.

2. For students whose status is changed from "academic student" to "advanced study student," the consent and approval of the scholarship application processing authority must be obtained.

3. For students applying to university independent enrollment programs, the change of student category shall be subject to the specific requirements of each program.

(4) Teaching language change

1. Undergraduate courses must be taught in Chinese; students may not apply to have the course language changed to English or any other foreign language.

2. Graduate or continuing education students enrolled in programs taught in English may, upon assessment, apply to switch to a program taught in Chinese if their Chinese language proficiency meets the university's admission requirements.

3.Graduate or continuing education students enrolled in programs taught in Chinese (who do not require additional Chinese language training) may, upon assessment by the university, apply to change their teaching language to English or another foreign language, provided that their proficiency in English or another foreign language meets the academic requirements for their respective programs.

4. Scholarship recipients may change the teaching language during their study period only once; the duration of the scholarship shall not be extended. (5) Chinese tutoring

1. Students admitted to the program taught in Chinese who, after completing one year of Chinese language preparatory courses (or a preparatory program), still do not meet the requirements for their major studies shall be required to retake the course for one additional year at their own expense.If, after one year of self-funded remedial study, the student still fails to meet the required standards, their scholarship eligibility will be

revoked.

2. Students who have not yet obtained a certificate of Chinese language proficiency or a CSCA test result demonstrating compliance with the admission requirements at the time of enrollment, but who subsequently submit such a certificate upon enrollment, may apply to have their Chinese language remedial or preparatory studies waived, provided that they have met the academic requirements for their major as assessed by the university.

3. For graduate or continuing education students enrolled in programs taught in Chinese who apply to switch to programs taught in English or another foreign language, if they meet the academic requirements as determined by the university's assessment, their requirement to take Chinese language remedial courses shall be waived.

(6) Extension of the scholarship period

1. The duration of scholarships awarded to undergraduate and postgraduate students shall, in principle, not be extended.

2. Doctoral students who have successfully passed the annual scholarship review, the thesis proposal submission, and the mid-term review may apply to the China Scholarship Council (CSC) – through their respective universities – for an extension of their scholarship period between April 1 and the end of May in the year the scholarship expires. The extension shall be granted only upon approval; the maximum extension period shall be one year.

(7) School transfer

1. In principle, the scholarship students should complete their studies at the admitted school. Students who need to transfer to another school due to reasons other than personal conditions such as changes in school training conditions, or need to transfer to other areas due to climatic reasons can apply for transfer. The school should provide relevant certification materials, and the hospital diagnosis certificate should be issued by the third-class A hospital. No transfer shall be allowed under any of the following circumstances:

(1) Less than one semester enrolled or one year before graduation;

(2) Change from a low education level to high education level;

(3) Any party who intends to transfer or transfer out of the school does not agree to the transfer;

(4) Department admitted by the independent enrollment program of colleges and universities;

(5) No justifiable reason for school transfer.

2. Scholarship students should apply within the centralized acceptance time. After the approval, the school will approve and issue the transfer letter. After the transferred school fully understands and reviews the academic level and academic performance of the students, it will issue a transfer letter of approval with the school seal. Graduate students also need to obtain the consent of the proposed professional supervisor.

3. Scholarship students must be approved by the application accepting institution, and approved by the China Scholarship Council. The scholarship period will not be extended after school transfer. The scholarship period is limited to one transfer.

(8) Suspension and resumption of school

1. Scholarship students who apply for suspension during the study period shall be reported to China Scholarship Council for record within two weeks before the suspension after being examined and approved by the university. In principle, the suspension time is up to one year, and the scholarship is suspended during the suspension period.

2. Students who apply for resumption of school after suspension should apply to the school one month before the expiration of suspension. After the approval of the school, they should report to China Scholarship Council for record within two weeks after the arrival. The scholarship term will be extended after the resumption of school.

(9) Expulsion and withdrawal

The scholarship student should drop out due to personal reasons and be submitted to the China Scholarship Council for record within two weeks after being reviewed by the scholarship institution.

奖学金生年度评审

奖学金生每年须参加奖学金年度评审。评审内容包括学习成绩、学习科研态度、考勤情况、行为表现、参与活动情况、奖惩等。

奖学金评审时间为每年 3 月末 4 月初，须按时参加学校组织的奖学金评审大会，按照要求完成自评部分。学校组织评审小组进行综合审定，并交评审意见提交给上级部门。评审结果将于 9 月公布。

奖学金生严重违反中国法律（如：喝酒打架闹事等）和校纪校规（如：考试作弊等），评审不合格。如学生经常未经请假随意旷课，评审不合格。

评审合格者，下一学年度方可继续享受奖学金。评审不合格，下一学年奖学金资格将被中止或取消。若您的奖学金资格被中止，您可继续在校学习，但学费、住宿费、教材费等所有费用均须由本人自理，待下次评审合格后，您可申请恢复奖学金资格；若您的奖学金资格被取消，您将不能再次获得奖学金。

奖学金生在校应严格要求自己，在自费学生中起到表率作用，积极参加学校活动，努力学习，顺利完成学业。

关于各类奖学金评审的具体信息，学校将另行通知。

Annual Review of Scholarship Students

Scholarship students are required to participate in the annual scholarship review every year. The review includes academic performance, attitude towards study and research, attendance, behavior, participation in activities, rewards and punishments, etc.

Scholarship evaluation time is at the end of March and early April every year. Students must attend the scholarship evaluation conference organized by the school on time and complete the self-evaluation part as required. The school organizes an evaluation team to conduct comprehensive evaluation and submit the evaluation opinions to the superior department.

Scholarship students seriously violate Chinese laws (such as drinking, fighting, etc.) and school regulations (such as cheating in exams, etc.), and fail to pass the evaluation. If students are often absent from class without leave, the assessment will fail.

Successful applicants will continue to enjoy the scholarship in the next academic year. Failure to pass the evaluation will result in suspension or cancellation of the scholarship for the next academic year. If your scholarship is suspended, you can continue to study in the university, but all expenses such as tuition, accommodation and materials must be borne by yourself. After the next assessment, you can apply for reinstatement of the scholarship. If your scholarship is revoked, you will not be able to receive the scholarship again.

Scholarship students should be strict with themselves at school, set an example among self-funded students, actively participate in school activities, study hard, and successfully complete their studies.

Specific information about scholarship evaluation will be notified separately.

中国政府奖学金年度评审工作评审内容及评分标准

中国政府奖学金年度评审内容包括道德品行（30 分）、学生成绩（30 分）、学习/科研态度（20 分）、参加校内外活动表现（20 分），共计 100 分。原则上 60 分及以上为奖学金评审合格，60 分以下为奖学金评审不合格。具体评审内容、标准及评分如下：

1.道德品行（30 分）

考核项目及分值	考核内容	考核分值	考核部门
道德品行（30 分）	遵守中国各项法律及法规	15 分	留学生所在院（所）
	遵守学校各项规章制度及规定	10 分	
	具有规则与法制意识及国际理解力、符合国际学生基本规范和能力素养	5 分	

2.学习成绩（30 分）

考核项目及分值	考核内容	考核分值	考核部门
学习成绩(30 分)	上一年度或上一学期的各科考试、考核成绩	上一年度或上一学期的所有课程成绩的平均分*30%	留学生所在院（所）

说明：

（1）博士研究生在年度评审期间如课程已结束，则根据学生论文开展进度完成情况综合评分。

（2）休学学生则根据休学前学习成绩进行评分。

3.学习态度/科研等情况（20 分）

考核项目及分值	考核内容		考核分值	考核部门
学习/科研态度(20 分)	研究生	对待学校的态度	3 分	留学生所在院（所）
		对待教师的态度	3 分	
		对待学习材料的态度	3 分	
		对待课程学习的态度	6 分	
		对待科研创新的态度	5 分	
	本科生	对待学校的态度	3 分	
		对待教师的态度	3 分	
		对待学习材料的态度	3 分	
		对待课程学习的态度	8 分	
		对待科研创新的态度	3 分	
	非学历学位生	对待学校的态度	3 分	
		对待教师的态度	3 分	
		对待学习材料的态度	3 分	
		对待课程学习的态度	9 分	
		对待科研创新的态度	2 分	

说明：

（1）具体考核标准：

对待学校的态度（3 分）：热爱学校，对学校历史与现状有一定了解等；

对待教师的态度（3 分）：尊敬老师，对老师有礼貌，善于请教老师，做到和导师积极良好的沟通等；

对待学习材料的态度（3 分）：有较强学习动机，能有效利用学习资源，如图书馆、自习室等；

对待课程学习的态度（8 分）：学习目标明确，掌握学习计划，有良好的的学习习惯，上课出勤率高，按时上下课，按时提交作业等。

对待科研创新的态度（3 分）：有创新精神，体现出一定的科学研究能力等。

4.参加校内外活动等情况（20 分）

考核项目及分值	考核具体内容	考核部门
参加校内外活动等情况	实践与志愿服务类	留学生所在院（所）
	学联与社团活动类	
	学术报告与讲座类	
	学科与文体竞赛类	
	创新创业与科研类	

说明：

1、本科生活动分：

以《上海财经大学本科留学生第二课堂(实践教育)学分认定及实施办法》为基准，以二课学分为依据，计算方法：实际完成二课学分/应完成学分*20=本学年活动分。

2、研究生活动分：根据研究生参加教学实习、学术报告讲座、校内外活动比赛等综合评分。

3、非学历学位生活动分：根据预科生和商务汉语系举办的各项活动综合评分。

上 海 财 经 大 学

“上海市外国留学生政府奖学金”在校生年度评审办法

（2019 年 5 月修订）

第一条 为加强对上海市外国留学生政府奖学金的管理，发挥上海市外国留学生政府奖学金的效益和作用，根据上海市教育委员会沪财教〔2015〕55 号《关于进一步完善上海市外国留学生政府奖学金资助体系和提高资助标准的通知》和沪教委外〔2015〕77 号《关于印发“上海市外国留学生政府奖学金申请办法”的通知》，实施上海市外国留学生政府奖学金年度评审（以下简称年度评审），特制定本办法。

第二条 年度评审是指通过对享受上海市外国留学生政府奖学金资助来校学习的外国留学生（以下简称奖学金生）每年进行一次综合评价，决定其是否具有继续享受或者恢复享受上海市外国留学生政府奖学金资格。

第三条 年度评审工作由我校“上海市外国留学生政府奖学金”评审委员会（以下简称评审委员会）工作小组组织实施，依据年度评审办法对参加评审的的奖学金生提出“合格”或者“不合格”的初审意见，以及继续提供奖学金或者警告、中止、取消奖学金的初审建议，最终由评审委员会审议确定、公示后执行。

第四条 年度评审对象为我校在校学习一学年以上的奖学金生，及申请恢复享受奖学金生资助的学生。

第五条 年度评审内容为：

1．中国法律法规及校纪校规的遵守情况，奖惩情况；

2. 学习成绩，包括上一年度的各科考试、考核成绩；

3. 学习态度和行为表现。

第六条 年度评审不合格的处罚建议为：

1、有下列情况之一者，对其奖学金生资格给予警告：

（1）课程不及格率在 30%-40%（含 40%）之间；

（2）受到学校警告或严重警告纪律处分。

被警告奖学金资格者，学期中需接受约谈。

2、有下列情况之一者，中止其享受奖学金生资格一年：

（1） 课程不及格率在 40%-50%（含 50%）之间；

（2） 受到学校记过或留校察看纪律处分；

（3） 第二次受到奖学金评审警告。

被中止享受奖学金生资格者，自 8 月 1 日起奖学金停发，本人可按照学校有关规定申请自费留校继续学习。中止期满前，经本人申请，可参加当年的年度评审，如评审“合格”，经批准可自下一学年起恢复其奖学金资生格。

3、有下列情况之一者，取消其享受奖学金生资格：

（1） 课程不及格率超过 50%；

（2） 受到学校开除学籍处分；

（3）申请恢复奖学金，本次评审仍“不合格”；

（4） 无正当理由不参加年度评审的。

被取消享受奖学金生资格者，自 8 月 1 日奖学金停发，其奖学金生资格不得再恢复。

第七条 年度评审按以下程序进行：

1．每年春季学期期初，奖学金评审工作小组组织召开奖学金生年度评审动员会。

2. 奖学金生须如实填写并提交《上海市外国留学生政府奖学金年度评审表》。

3．奖学金评审工作小组汇总年度评审材料并组织相关部门初审。

4．每年春季学期结束前，校评审委员会审定评审报告，审定结果公示一周。

第八条 本办法经评审委员会审议通过，由评审委员会负责解释。

第九条 本办法自公布之日起施行。

国际中文教师奖学金年度评审办法

(2026 年)

第一条 为充分发挥国际中文教师奖学金的使用效益和激励作用，做好 2026 年度奖学金学历生评审工作（ 以下简称年度评审），根据《国际中文教师奖学金管理办法（修订）》的规定，结合实际，制定本办法。

第二条 年度评审是指对奖学金学历生进行每年一次的评审工作，参加年度评审的奖学金生包括国际中文教育专业博士生、国际中文教育专业硕士生、国际中文教育专业本科生，汉语+职业技术教育本科生、汉语+职业技术教育硕士生五类。 留学期间，本科生和博士生参加 3 次评审，硕士生参加 1 次评审，符合条件者方可继续享受下一学年奖学金，评审结果分为全额奖学金、部分奖学金、停发奖学金。

第三条 接收院校负责依据本办法组织实施年度评审工作。有关省、自治区、直辖市教育厅（教委）负责本地区奖学金生年度评审的协调工作。

第四条 接收院校应全面考核奖学金生的学习成绩、 中文能力和综合表现，并在考核评比的基础上提出评审建议：提供全额奖学金、部分奖学金或停发奖学金。

一、学习成绩

本科及硕士奖学金生：考查范围包括本学年第一学期课程期末考试成绩和第二学期课程期中考试成绩。继续享受全额奖学金资格

者，各科平均成绩原则上不低于“优秀”水平（ 85 分）；享受部分奖学金资格者，各科平均成绩原则上不低于“ 良好”水平（ 80 分），其中成绩低于“ 良好”水平的科目不超过 2 门且不得有不及格科目。博士奖学金生须按学年提交导师评价。

二、中文能力

1. 国际中文教育专业

硕士奖学金生：原则上不低于 HSK（六级）180 分，HSKK（高级）60 分或 HSK（七级）。

本科奖学金生历次要求分别为：原则上第一次不低于 HSK（五级）180 分、第二次不低于 HSK（五级）240 分、第三次不低于 HSK（六级）180 分或 HSK（七级）；每年须参加 HSKK（ 中级）及以上考试，成绩报告作为参考。

博士奖学金生：原则上入学第二年需参加一次 HSK 考试，成绩须达到 HSK（七级）；或不低于 HSK（ 六级）240 分， HSKK（高级）70 分。

2. 汉语+职业技术教育专业

硕士奖学金生：原则上不低于 HSK（ 五级）240 分、HSKK（高级）60 分或 HSK（七级）。

本科奖学金生历次要求分别为：原则上第一次不低于 HSK（ 四级）240 分、第二次不低于 HSK（五级）210 分、第三次不低于 HSK（五级）240 分或 HSK（七级）；每年须参加 HSKK（ 中级）及以上考试，成绩报告作为参考。

签有合作协议的，按协议相关规定执行。

三、综合表现

考查范围包括学习成绩、学习态度、行为表现、研究开展情况（博士奖学金生）和考勤情况等。学校依据学生综合表现给予的评审建议是评定学生是否继续享受奖学金的重要参考因素。

第五条 有下列情况之一者，停发其国际中文教师奖学金：

1. 触犯法律法规及校规并受到处分的；
2. 各科平均成绩未达到良好水平的；
3. 申请转学或休学的；
4. 不参加年度评审的;
5. 无故不参加 HSK 和 HSKK 考试；
6. 停发奖学金的其他情况。

第六条 在学习期限内，被停发奖学金和获得部分奖学金的学历生如达到优秀或良好水平，可在下次年度评审中获得全额或部分奖学金资格。

第七条 凭“ 汉语桥” 获奖证书申请入学的学历生参加年度评审时，由接收院校结合本校教学培养计划参照上述标准执行。

第八条 评审程序

1. 接收院校将评审相关内容以适当方式周知当年须参加评审的学历奖学金生，为学生及时参加 HSK 和 HSKK 考试创造条件。
2. 接收院校须在奖学金系统中组织评审工作，并按要求上传签字盖章后的评审表等材料。

3. 语合中心根据接收院校线上提交的材料，委托专家组审核确定评审意见。评审结果将于 7 月底前后在系统中发布，并由接收院校告知参加评审的学历奖学金生。接收院校应将停发奖学金生的情况通报奖学金生推荐机构。

教育部中外语言交流合作中心

2026 年 1 月

国际文化交流学院

“上海财经大学本科留学生新生奖学金”在校生年度评审办法

（2025 年 6 月）

第一条 为加强对上海财经大学本科留学生新生奖学金的管理，发挥新生奖学金的效益和作用，根据《国际文化交流学院“上海财经大学本科留学生新生奖学金”评选办法》，实施“上海财经大学本科留学生新生奖学金”在校生年度评审（以下简称年度评审），特制定本办法。

第二条 年度评审是指通过对享受“上海财经大学本科留学生新生奖学金”资助的来华留学生（以下简称奖学金生）每年进行一次综合评价，决定其是否具有继续或者恢复“上海财经大学本科留学生新生奖学金”的资格。

第三条 年度评审工作由国际文化交流学院“上海财经大学本科留学生新生奖学金”评审工作小组（以下简称评审工作小组）组织实施，小组成员名单见附件。国际文化交流学院国际教育教学中心和学生科依据年度评审办法对参加评审的奖学金生提出“合格”或者“不合格”的初审意见，以及继续提供奖学金或者警告、中止、取消奖学金的初审建议，最终由评审工作小组审议确定，公示后执行。

第四条 年度评审对象为获得国际文化交流学院“上海财经大学本科留学生新生奖学金”学生，包括申请恢复奖学金资助的学生。

第五条 年度评审时间为每年 4 月至 6 月。

第六条 年度评审内容为：

1．中国法律法规及校纪校规的遵守情况，奖惩情况；

2. 学习成绩，包括上一年度的各科考试、考核成绩；

3．学习态度和行为表现。

第七条 年度评审不合格的处罚建议为：

1、有下列情况之一者，对其奖学金资格给予警告：

（1）课程不及格率在 30%-40%（含 40%）之间；

（2）受到学校警告或严重警告纪律处分。

被给予警告者，学期中需接受约谈。

2、有下列情况之一者，中止其奖学金资格一年：

（1） 课程不及格率在 40%-50%（含 50%）之间；

（2） 受到学校记过或留校察看纪律处分；

（3） 第二次受到奖学金评审警告。

被中止奖学金资格者，不再享受下一学年奖学金资助。中止期满前，经本人申请，可参加当年的年度评审，如评审“合格”，经批准可自下一学年起恢复其奖学金资格。

3、有下列情况之一者，取消其奖学金资格：

（1） 课程不及格率超过 50%；

（2） 受到学校开除学籍处分；

（3） 申请恢复奖学金，本次评审仍“不合格”；

（4） 无正当理由不参加年度评审的。

被取消奖学金资格者，其奖学金资格不再恢复。

第八条 年度评审按以下程序进行：

1．每年春季学期期初，奖学金评审工作小组组织召开奖学金生年度评审动员会。

2. 奖学金生须如实填写并提交《国际文化交流学院本科留学生新生奖学金年度评审表》。

3．奖学金评审工作小组汇总年度评审材料并组织相关部门初审。

4．每年春季学期结束前，奖学金评审工作小组审定评审报告，审定结果公示五个工作日，公示无异议后发布结果。公示期间有异议者，应以书面形式报评选工作小组申诉，工作小组核实情况并书面反馈复核结果。

第九条 本办法经国际文化交流学院党政联席会审议通过后实施，由国际文化交流学院负责解释。

第十条 本办法自公布之日起施行。

附：

国际文化交流学院“上海财经大学本科留学生新生奖学金”在校生年度评审工作小组（简称“评审工作小组”）成员名单

组长：国际文化交流学院行政负责人

副组长：国际文化交流学院分管院领导

成员：相关学院（系、所）分管副书记；国际文化交流学院

国际教育教学中心、教学督导、学生科负责人

医疗与保险

中国国家留学基金委为您提供中国平安养老保险股份有限公司的来华人员综合保险。

政府奖学金生每年 9 月开学报到时，可以领取《平安养老保险股份有限公司来华人员综合保险保障计划简介》。如果您在华学习期间护照号码、姓名等个人信息发生变化，请及时通知学生科。否则您在医疗保险理赔时，会遇到问题。保险理赔具体内容请参见《平安养老保险股份有限公司来华人员综合保险保障计划简介》，也可查询网站 www.lxbx.net。

Medical service & Insurance

China Scholarship Council provides you with comprehensive insurance for Ping An Pension Insurance Co., Ltd.

Government scholarship students can receive the Brief Introduction of the Comprehensive Insurance Guarantee Plan when the semester starts in September every year. If your passport number, name and other personal information changes during your study in China, please inform the student affairs office in time. Otherwise, you will encounter problems in your health insurance claims. For the details of insurance claims, please refer to the Brief Introduction of The Comprehensive Insurance Guarantee Plan for Ping An Pension Insurance Co., LTD. You can also check the website www.lxbx.net.

上海财经大学公费留学生校外住宿补贴规定

（2016 年 9 月）

根据国家留学基金委对于中国政府奖学金生住宿费的有关规定，“中国政府奖学金生享受学校免费宿舍，一般为双人间或经学校批准，选择校外住宿的，可按月或季度获得学校发放的住宿费。”我校决定于 2016 年 9 月开始对于校外住宿的公费留学生实行住宿补贴。具体内容如下：

一、补贴对象

在校的中国政府奖学金生、孔子学院奖学金生、上海政府奖学金生 A 奖

二、补贴标准

本科生（预科生）、硕士研究生（普通进修生）：700 元人民币/月

博士研究生（高级进修生）：1000 元人民币/月

三、补贴费发放流程

1、补贴费由学校按月发放，进中国工商银行卡（与生活费相同的卡）。

2、发放以完成退宿手续开始，当月十五日（含十五日）之前完成手续的，发给全月住宿费；十五日以后完成手续的，发给半个月住宿费；毕业生的住宿费发至学校确定的毕业之日以后的半个月。

四、补贴申请流程

1、公费留学生在学生科填写《外国留学生校外住宿申请表》；

2、经学院同意后，到所在宿舍办理退宿手续；

3、24 小时内到租住地派出所办理《临时住宿登记单》。

五、补贴注意事项

1、奖学金生在校期间只享受一次校外住宿补贴。

2、原则上奖学金生放弃学校免费住宿而享受校外住宿补贴后就不能再次享受学校提供的校内住宿。

3、奖学金生休学期间不享受校外住宿补贴。

4、其他项目奖学金生按照项目标准执行。

Regulations on off-campus accommodation compensation for scholarship students at SUFE

(Oct, 2016)

According to Regulations on Housing Fee Compensation for Chinese Government Scholarship Student by Chinese Government Scholarship Council (CSC): "CSC students shall have a free dormitory room provided by receiving school (usually a double room or arranged by school). Students who choose to live off-campus can monthly or quarterly get housing compensation from school." Our school have decided to implement a regulation concerning housing compensation for CSC students. Detail contents are as follow:

1. Object of Application

- Chinese Government Scholarship Students
- Confucius School Scholarship students
- Shanghai Government A-Type Scholarship Students

2. Compensation Standard

Undergraduates (Including Pre-school Students), Postgraduates (Including Exchange Students): 700RMB/Month

Doctoral Student (Including Advanced Exchange Students): 1000RMB/Month

3. Procedure of Grant

1). Compensation fee is monthly granted by school directly to your ICBC card (Same with the living allowance card).

2) Compensation shall start in the same month after students finish their dormitory check-out procedure. If a student check out from dormitory before 15th then full housing compensation will be granted for this month; if later than 15th, then half amount of the money will be granted. For graduating students, housing compensation fee will be granted for extra 15 days after the official graduation day.

4. Procedure of Application

1). Scholarship Students shall come to ICES Student Affairs Office to fill an application form 《Off-campus accommodation application form for SUFE government scholarship students》.

2). With the agreement of school, students shall go check out their dormitory.

3). Finish residence registration procedure with new address within 24 hours at local police station.

5. Supplement Agreement

1). Scholarship student can only apply for this compensation one time

during the studying period.

2). Once students move out and get this compensation, the dormitory room will not be reserved, and principally students can not move back again.

3). Compensation will not be granted if a student is in suspension period.

4). Other scholarship students shall be compensated according to regulations respectively.

回国机票

根据中国政府与部分国家政府达成的双边协议或谅解，中方向部分发展中国家来华留学的奖学金生提供学成回国国际机票，留学基金委于每年发给院校的新生分配名单的国际机票栏中明确注明是（往返或回国）否（自理）为学生提供回国机票，有关申请办法如下：

（一）为进一步规范管理，以确保学生按期归国和避免机票的无故延期或过期失效等现象的发生，留学基金委将根据各校上报的《中国政府奖学金生回国国际机票申请单》为学生订购回国机票。

（二）申请国际机票的规定和要求：

1、留学基金委根据航班情况向申请人提供从中国出境口岸城市返回其本国首都的最经济航线的经济舱飞机电子客票。

2、学生如需绕道回国，需多支付的机票款由学生本人自理，行李超重费亦由学生本人自理。

3、申请人所希望的乘机日期须在学校规定的毕（结）业离校期限内。如因故更改乘机日期和航线，须在航班起飞之日前三天征得留学基金委同意后，自行前往指定的购票地点办理变更手续并负担相应的手续费。

4、申请人因故放弃使用机票，需在航班起飞之日前三天通知国家留学基金委，不得自行办理退票手续。

5、申请人因遗失机票造成的后果及损失均由本人负责。留学基金委将不再为其提供机票。

6、留学基金委提供的国际机票自出发之日期起三个月内有效，

逾期未使用的机票按自动放弃处理。

7、留学基金委每年 5 月 31 日前受理毕业生回国机票的申请。

（三）对申请延长奖学金期限或申请“优秀外国留学生奖学金”但尚未获准的学生，暂不填写《中国政府奖学金回国国际机票申请单》。凡被批准延长奖学金期限或获得“优秀外国留学生奖学金”者，国际机票顺延至完成学业时使用。

注明：上海市政府奖学金生除外

Application for Airline ticket of travel home for Students under Chinese Government Scholarship

According to agreement between Chinese government and governments of some countries, Chinese government provides airline ticket of travel home for scholarship students from some developing countries after their graduation. On the list of scholarship students Chinese Scholarship Council gives SUFE each year, there will be clearly written if Chinese government provides the ticket of travel home.

Procedure of application for ticket of travel home:

A. In order to prevent any problems from happening to the ticket such as postponement or overdue invalidation, Chinese Scholarship Council will book the airline ticket of travel home for students according to the *Application Form for Airline ticket of travel home for Students under Chinese Government Scholarship* submitted by universities.

B. Requirement for application for airline ticket of travel home.

1. Chinese Scholarship Council will book the electronic economic ticket of the least expensive airline from exit-port of China to the capital of the student's home country.

2. If the students need to travel home via other places, they pay for the extra expense of the airline ticket. The students also pay for the fee for luggage exceeding the weight limit.

3. The date of airline chosen by the students should be within the time limit of leaving university after graduation. If the students change the date of travel or airline, they should contact Chinese Scholarship Council for approval three days before the flight. Only then can they go to the designated ticket service to change the ticket by paying service fee.

4. If the applicants give up the airline ticket, they should contact Chinese Scholarship Council three days before the flight. They are not allowed to refund airline ticket by themselves.

5. The applicants are responsible for losing airline ticket and Chinese Scholarship Council will not provide another ticket for those who have lost their tickets.

6. International airline ticket provided by Chinese Scholarship Council will be valid for 3 months. If one does not use it within 3 months, the ticket will be considered as given up.

7. Application for airline ticket of travel home should be submitted to Chinese Scholarship Council before May 31st each year.

C. Those who are applying for scholarship extension or "Distinguished International Student Scholarship" will not apply for the ticket temporarily. Those who have successfully extended their scholarship or obtained "Distinguished International Student Scholarship" will apply for the airline ticket when they finish their study in China.

NOTE: Shanghai government students are not included.

毕业信息分享

欢迎您在毕业回国后与我们分享您的最新情况，如您的工作、您的成果等。国家留学基金管理委员委建立了“CSC 校友”微信公众号，欢迎您关注，CSC 将定期更新一些职业发展和举办活动的信息，您一定会感兴趣，我们也欢迎您积极参与。

欢迎您的加入和参与！

Graduation Information Sharing

You are welcome to share your latest information with us after graduation, such as your work and your achievements. The Government Scholarship Fund Management Committee has established the "CSC 校友" official account, welcome to your attention, CSC will regularly update some information about career development and activities, you will be interested, we also welcome you to participate.

Welcome to your participation and participation!

帮助

如果您在华学习期间遇到困难或问题，请您即时与学校的留学生管理部门联系，我们会给予您帮助和指导。您也可以径与国家留学基金委联系，他们将竭诚为您提供帮助。

When You Need Help

You can turn to the International Students Office of your host university for help and guidance. You can also consult the CSC. We will be willing to help.