**Introduction**

International Education College of Liaoning Communication University (LNCU) is committed to provide a world-class education and thriving campus life. This document describes regulations, practices and procedures regarding teaching, learning, students’ services, and facilities management which are applicable to both staff as well as international students of the college. The college is responsible for dealing with students affairs fairly and in timely manner in accordance with the procedures mentioned in this document. Students are required to abide by the rules stated in this document. The intent of this document is to describe the general governance process and ensure that various tasks at the college are carried out objectively and in a timely manner. The procedures and practices mentioned in this document are consistent with primary regulations and policies set by the university.

**Chapter 1: Registration**

**1.1. Registering Procedure for New Students**

For registration, international students are required to go to International Students Administration Office (Zhicun Building Office #209)

and follow the steps mentioned below:

1. Fill in the registration form for the foreign students.
2. Get student Number.
3. Documents needed for registration are:
	* 2 photo-copies of the front page of the passport and 1 photo copy of the visa page.
	* 6 passport size photos.
	* University Admission Notice
	* Visa Application Form for Study in China (JW202 Form). Transfer letter is required for transfer student.
4. Fill an application form for dormitory and internet connection.
5. For Class registration buy the books and get class timetable. Transfer students should submit their previous academic transcripts for proper adjustment. Chinese Language study students must take language level testing and then to get class timetable.
6. Fees payment. All payments must be made either through any Chinese bank card or in cash (RMB only).

**1.1.1. Police Station Registration**

Students must register at Daoyi Police Station with a photo copy of their passport within 24 hours from the time of their arrival in Liaoning Communication University (LNCU).

**Note:** Following sentence in Chinese can be shown to the taxi driver in order to go to DaoyiPolice Station.

您好，我想去道义派出所，谢谢！

**1.1.2. Medical Examination**

Documents needed for medical/ physical examination are,

- Original passport.

- One copy of Admission Letter.

- One copy of the front page and the visa page of student’s passport.

- 2 passport size photos with white background.

- 650 RMB for Medical Examination fee.

**Important Instructions for Medical Examination:**

1. Students should abstain from eating or drinking anything after 10:00 pm, a night prior to the day of scheduled medical examination until the end of physical examination.
2. International Education College will arrange a specific day for Medical Examination and will generally inform the students in advance. Students are required to bear the transportation fee.
3. The address for International Medical Examination Centre of Shenyang Entry-Exit Inspection and Quarantine Bureau for foreigners isNo.433, Da Nan Street, Shen He District. Telephone: 024-24192626. Service hours are 8:00-10:00&13:30-15:00 (Monday to Friday).

**1.1.3 Requirements of application for Residence Permit**

- Original passport.

- One copy of the police station registration paper.

- One copy of the front page and the visa page of student’s passport.

- One original copy of medical examination result.

- Official documents and Visa Application Form for Study in China (JW202 Form)

- 400 RMB fee for up to one year and 800 RMB fee for more than one year.

- 20 RMB for photos taken in Immigration Authorities.

Note:

1. Student Visa (X1 & X2)expires within 30 days of arrival in China. Students must apply for a residence permit along with above mentioned documents within 30 days of their arrival in China.

2. All the necessary documents required for the application of residence permit will not be provided to the students unless all their dues have been cleared & verified, hence the students won’t be able to apply for their residence permit on their own without necessary documents & application for residence permit.

Note: Following sentence in Chinese can be shown to the taxi driver in order to get to Immigration Office.

您好，我想去北陵正门的出入境管理局，谢谢！

**1.2. Registration for continuing students**

Continuing students are obliged to register within the first week of every semester at International Education College. The procedure for the registration is as follows:

1. Register with your passport and student ID card.
2. Pay the tuition, accommodation and other fees.
3. Late registration may be considered only one week after following deadline. Students, who fail to get registered after this period without any prior approved leave, are considered to have left the university voluntarily and their student status will be terminated automatically.

**Chapter 2: Residence Permit Registration**

1. Students must present their passport and a valid Chinese visa to register. Students who intend to study in China for more than 6 months are required to hold the X1 Chinese visa. Similarly, students who want to study in China for less than 6 months must hold an F or X2 category Chinese visa.
2. Within 30 days of arrival in China, international students must go to Shenyang Entry-Exit Inspection and Quarantine Bureau for Foreigners along with their passport and required documents mentioned above. If a student is found to have a communicable disease marked dangerous/ highly communicable by quarantine law of China, he/ she must leave China immediately.
3. Students are required to remain up to date on their own regarding their Residence Permit status. Students are required to go to Shenyang Entry and Exit Administration Bureau to record any change of information regarding their Residence Permit and pay relative costs.
4. Students must register at local police station within 24 hours of their entry to China. Students must ensure that their visa remains up to date during their study at the university. Therefore, students must extend their visa at Shenyang Entry-Exit Inspection and Quarantine Bureau for Foreigners before their visa expires. Student must contact International Education College for the required supporting documents.
5. Students who wish to continue their study at LNCU must extend their Residence Permit before the expiry date. The student must submit his/her passport to the International Education College 30 days in advance from the date of expiry of their residence permit in order to timely process the renewal of documents. International Education College usually requires 3 working days to process the documents.

1. Students must obtain written permission from International Education College two weeks in advance if they wish to travel outside Shenyang. Leaving Shenyang without the permission might lead to appropriate punishment, which may result in expulsion from the university.
2. The university is not obliged to provide any invitation letter to visitors of a student. Students should refer to the relevant Chinese tourism departments for information in the above mentioned context.
3. Students who have graduated or dismissed from the university must leave China within specified time period, for instance within validity time period of residence permit. For students who have been dismissed from the university, Shenyang Entry-Exit Inspection and Quarantine Bureau for Foreigners will cancel and or retrieve their Residence Permit and/or shorten the period of their visa.
4. If a student remains absent from the university, for a continuous period of more than 30 days without prior approval from the International Education College, the university will recommend cancellation of his/ her residence permit to the concerned government agency. The approval will be granted by the International Education College depending on merits of the case.

**Chapter 3: Identity Documents**

Pertinent documents, such as the Student Identification Card, Certificate of Study andAcademic Transcripts serves to prove an individual’s status as that of a student of LNCU. In order to apply for the relevant documents, students must follow the appropriate procedures and provide the university with original copies of supporting documents. In order to confirm the student status, students are also required to produce all of their academic transcripts and certificates in original to the International Education College. The original documents must match with the copies of the documents provided to the university by the student at the time of admission. Inability to do so may lead to cancellation of admission. Forging or unauthorized alteration of the documents may cause prosecution by regulatory authorities under Chinese law.

**3.1. Students Identification Card**

Students should apply for a student identification card at the International Education College with a passport size photograph and filled application form upon completion of the enrollment procedures.The student ID card should be in possession of student at all times while attending classes or interacting with any office of the university. Students are not permitted to lend or borrow ID cards. In case of loss or damage of student ID card, the student should apply for a replacement as soon as possible. To apply for a new replacement card, It is required to provide a passport size photograph and processing fee of 10 RMB along with the filled application form.

**3.2. Certificate of Study**

Students may apply for a Certificate of Study as a proof of their student status, with the International Education College. It usually takes 3 working days for the certificate to be issued.

**Chapter 4: Fees**

**4.1. Payment Regulations**

1. Students must pay for their tuition, accommodation, insurance, and other fees on time.
2. New student must pay tuition fees and accommodation fees in advance for first one year & within three weeks of registration at the international Education College. Students admitted in short term course of less than one year must pay their entire tuition & accommodation fees altogether.
3. Continuing students may choose to pay their annual tuition and accommodation fees in two equal installments, once each semester.
4. Students with less than one year study duration but exceeding one semester must pay the tuition fees for one academic year. Students who have studied for one semester or less are required to pay tuition fees of half an academic year.
5. Continuing students must pay the fees and charges within 30 days of beginning of a semester. Delay in payment may lead to financial penalty and expulsion from the university in extreme cases. Quantum of the penalty will be decided by the International Education College in consultation with the management of International Education College. Furthermore, the documents for residence permit for the defaulters will not be processed.
6. Undergraduate students who have been approved for early graduation are required to pay the full amount of tuition fee that has been fixed for their original designated duration of study.
7. Students who have been granted approval for leave of absence from their study will not receive a refund of tuition fees, accommodation and or any other fees during the period of leave of absence. Fees already paid to cover the period will be credited against their future study.
8. Students who have been expelled from the university will not be eligible to receive any sort of refund. Additionally, the accommodation charges will be recovered on pro-rata basis.

**4.2. Other Fees**

1. Fee for course retake is 200 RMB per credit during the 4 year undergraduate studies. Grant of permission for retaking of courses after the respective undergraduate studies will be decided by the International Education College.
2. Undergraduate students may extend their duration of study to a maximum of 6 years from the standard duration of 4 years. A student seeking extension must apply to the dean of International Education College for approval. The approval will be granted on the basis of merits and circumstances of the applicant. During the extended period, a student will be considered as a part-time student if he or she studies for less than three courses and as a full-time student if he or she studies for three or more than three courses per semester, The part-time student are required to pay 50％of the tuition fees.

**Chapter 5: Academic Regulations**

**5.1. Academic Schedule**

An academic year at the university generally comprises of two semesters (Fig.1).

A spring semester & a fall semester Spring semester starts in the month of March and the fall semester in October.



One Academic year

Two Semesters

|  |  |  |
| --- | --- | --- |
| Spring Semester |  | Fall Semester |
| (March) |  | (September) |
|  |  |  |

**Fig.1.**Structure of an academic year

One semester usually comprises of 20 teaching weeks. Final examinations are usually held in last two weeks of a semester.

**5.2. Designated Duration of study**

A student can study at the international Education College for various higher education degrees, diplomas & certificates (Table 1). The university also provides flexibility in duration of study with prior approval from dean of the college (refer the heading other fees in chapter IV above).

**Table 1.**Duration of study

|  |  |  |
| --- | --- | --- |
| Title of awards | Normal duration | Maximum extended duration |
|  | (years) | (years) |
|  |  |  |
| Bachelor degree | 4 | 6 |
| Non-degree/Diploma/ Certificate. | 1 | 2 |
|  |  |  |

**5.3. Teaching Method**

1. Medium of instruction at the International Education College is English; Therefore, all teaching, assignments and assessments in the classroom as well as in laboratories are carried out in English language.
2. Chinese language courses are also offered to students as a part of their study curriculum .
3. To study in Chinese medium, students must pass Level 6 of the Chinese proficiency Test Hanyu Shuiping Kaoshi (HSK).

**Note**：HSK is a national test for those whose first language is not Chinese. The test isdeveloped and applied by the HSK center of Beijing language and Culture University (BLCU). The test is carried out regularly each year in China and abroad, and it comprises of different levels. The International Education College provides an HSK consulting service for expats in China as well as to people living abroad.

**5.4. Academic Credits and Graduation Requirements**

**5.4.1. Types of courses**

Certain number of credits are required to complete an academic degree/certificate program. Programs may include compulsory andor elective courses, comprising of varying number of credit hours depending on the scope of the course. For undergraduate degree/certificate program16 contact/ teaching hours are considered to be equivalent of one credit.

Compulsory courses are defined as study course which are required to be completed in order to fulfill graduation requirement for the respective program. The college offers various elective courses every semester that are available to all students. Student may choose a number of available elective courses in order to top-up their total credit requirements. Students must apply at the International Education College specifying their choice of elective courses at beginning of the semester. Similarly, if a student wishes to study for any additional credit over and above thecredit requirements of his/her academic program he/ she must obtain an advance approval from the International Education College in this regard.

Non-degree students are free to enroll in any of the courses that have been made available to them as long as they follow the set academic guidelines. Additionally, non-degree program students who wish to select courses form other departments must inform the program administrator of their own department of the selected courses. These students are required to notify the administrator regarding their grades they have received for said courses at the end of the semester.

1. **Graduation requirements for undergraduate students**
	* Total number of required credits.
	* Completion of a graduation thesis/ project.

The number of credits required for majority of undergraduate programs is 160. However, this requirement may vary between majors. Therefore, students are advised to confirm it for their respective major with the International Education College. Additionally, students are encouraged to discuss about their elective course selection and development of their thesis with their tutor.

**5.4.3. Graduation requirements for non-degree program/visiting students**

Non-degree students of any department at LNCU must attend classes which relate to their majors for not less than 6 hours per weeks. Once these courses have been selected, students may enroll in and attend additional courses that are unrelated to their major with prior approval of the head of their respective program. Students may attend additional/ elective courses for not more than 4 hours per weeks. The process for class enrollments is the same as that of undergraduate students.

Non-degree program students need to attend classes for at least 20 hours per week. Students, who remain absent for more than one third of the total required study hours will not be awarded a certificate/ diploma.

Advanced non-degree program students and research scholars need to contact their program facilitators shortly after their admission to the department and submit their research plan. Advanced non-degree program students may also select courses relevant to their subject if needed.

International students attending classes in English should complete their dissertation in English with an abstract in Chinese language; Students attending classes in Chinese should complete the dissertation in Chinese with an abstract in English language.

Note：International students attending classes in English are required to pass Level 3 of HSK in order to graduate.

**5.5. Attendance and Leave Request**

**5.5.1. Attendance**

Students are required to attend all activities in relevance of their chosen courses:

1. Attendance of required educational activities, including lectures, examinations andtests monitored by the college.
2. Students need to request for a leave with justified reason, in advance for an expected absence. If not requested or their quest has not been approved, the absence will be treated as an absence without leave.
3. 80% attendance is mandatory for all courses. Students who fail to achieve80% attendance in each individual course will not be allowed to appear in the final examination/assessment of that course.
4. Students must attend all practical classes associated with certain course. Failure to do so will result in cancellation of result.

**5.5.2. Leave Request**

Students must seek approval for leave of absence from their respective tutors on the prescribed leave application form. Similarly, a convincing reason must be provided while seeking leave of absence caused by unavoidable personal issues. Student must apply for a leave of absence in advance. No leave of absence will be approved after one week period. The approved leave application form must be handed over to the respective lecturers/ tutors by the student.

**5.5.3. Limitations on the Application for Leave of Absence**

a. Students whose sick leave period exceeds one third of the total course hours during one semester should apply for suspension from their programs at concerned departments and at the international Education College. Students who recover fully may resume their study in a later semester at LNCU by providing a medical certificate. Students who are still unable to conduct normal study even after treatment, may get dismissed from the university.

1. Non-degree program students will be considered as dismissed from the university when the period of absence exceeds a month.
2. Students who have been absent for two weeks without providing notification will be dismissed from the university.

**5.5.4. Absence for Off-Campus Research Activities.**

Students involved in off-campus research work must complete and submit an appropriate filled application form to the program department and the international Education College for approval. Students may leave for off-campus research only after obtaining approval from their research supervisor, respective program department, and the international Education College. Students are advised to observe relevant Chinese regulations and laws (if any) pertaining toforeign researchers during their off-campus activities.

**5.6. Assessment and Evaluation**

**5.6.1. Examinations/Tests**

Students must attend all the examinations and tests for their courses. Student who miss an examination or test due to certain unavoidable circumstances such as medical conditions or emergency situations, must apply for a leave of absence at the International Education College for approval in advance to sit for a replacement test (Makeup examination); cost of which is RMB100 per course. International Education College will consider the application according to merits of the application in other situations. A student whose application is not approved for the replacement test (Makeup examination) will receive a zero grade for that test and he/she will have to pay RMB200 per credit to retake the course. A student who fails an examination/test and he/she needs to appear in a makeup examination as a result will have to pay RMB200 per course.

**5.6.2. The Grading System**

Grades are given in the form of percentages. The passing grade is 60%. However an aggregate of 65% marks or a GPA grade3 is necessary to fulfill the graduation requirements. Compulsory courses are graded in percentage of marks and elective courses are rated at the following five levels: Excellent, Above average, Average, Pass and Fail. Assessment for each course may constitute multiple components, for example, multiple-choice questions, shortanswer questions, essays, assignments, oral presentations, or any combination of these. Currently, the structure for assessment is,

Type of assessment and weighting for course that has a final written examination:

* Final (End of Semester)Examination: 40%
* Mid Term Examination: 20%
* Quiz/Oral Presentation: 20%
* Attendance: 20%

Type of assessment and weighting of course that has no final written examination:

* Final Report or Project: 30%
* Homework: 20%
* Quiz/Oral Presentation: 20%
* Attendance: 30%

Students, who fail in their regular examination, need to reappear for makeup examinations at beginning of consecutive semester. The highest attainable score for a makeup examination is capped at 75%. For the replacement test (for students whose application got approved by the International Education College to miss a regular examination/test) and course-retake, thehighest attainable score is capped at 85%. Students who fail four or more courses within a semester will not be allowed to enroll to the next level of study. A student who has a total of 10 or more failed courses at beginning of a semester will be downgraded by one semester (this will be checked and recorded at the beginning of each semester. i.e. on 1st March and 1st September every year). Similarity, if a student has 15 or more failed courses at the beginning of a semester (i.e. on 1st September of an academic year) will not be eligible to continue his/ her studies at LNCU.

**5.6.3. Examination/Test Code of Conduct**

A student who is found guilty of academic dishonesty, such as cheating during an assessment, plagiarism, etc., in relation to their dissertation will be penalized according to the university regulations. The student will receive zero grades for that course and he/she may lose their eligibility to receive a degree from the university. A student caught cheating twice will be expelled from the university. Having someone else as a substitute in an assessment exam or taking an examination/test instead of others will also be punished accordingly, for example suspension or expulsion from the university.

**5.7. Change of Major or/Transfer to Other Universities**

Students who have been admitted to study for undergraduate degree programs may be permitted to transfer to other majors offered by LNCU, only by obtaining approval from office of the Dean of the International Education College in writing. Transfer to other universities in China is not permitted.

Students who have been admitted to study for non-degree programs are not permitted to transfer to other universities, the transfer letter is only offered upon completion of their courses

**5.8. Suspension / Resumption / Withdrawal**

In case of suspension of a student, he/ she will be retained for a period of one year from the date of his/ her suspension. If the student fails to resume study after the suspended period or remain unable to provide convincing evidence with a realistic plan to resume study, he/ she will be considered as withdrawn from the university.

Similarly, a student who is dismissed from the university must leave the University within15 days from the date of dismissal and he/she will not be allowed to enroll in the university again.

**5.9. Completion of Program, Certificate and Degree**

The certificate of graduation and degrees will be awarded to those students who successfully complete their enrolled programs and have fulfilled their graduation requirements. Undergraduate students who have not fulfilled their program's academic requirements by the end of their study period will receive only a certificate of completion. Students who withdraw from the university after having completed at least one year of a course are eligible to receive a certificate of higher education provided they meet the withdrawal policy conditions. Visiting students and research scholars who have successfully completed their programs at LNCU will receive a certificate of achievement.

Every student will be issued a transcript upon completion of his/her studies. Students may apply for reception of additional copies of transcript(s)at International Education College. The processing fee for each copy of the transcript is10 RMB and it usually requires 3 working days for the issuance.

**5.10. Procedures for Departure from the University.**

Graduating students are required to obtain a form of leaving the university from the International Education College one week before their graduation day. Students are required to present their Student ID when collecting the form. In addition, students need to complete the following procedures before leaving:

1. Cancellation of student Identification Card
2. Cancellation of library accounts
3. Settle all financial dues
4. Checkout from student accommodation, if living on-campus.
5. Collect transcripts, certificates, and degree.

Students must leave the university within7 days of their graduation or upon the completion of their study unless otherwise agreed by the university. Failure to complete the above procedures may delay the departure.

**Chapter6: Local Laws and Regulations**

1. Student must observe Chinese laws and regulations and should abstain from doing anything which can harm national security and interest of China. Students are also expected to respect Chinese social moral codes and customs.

Student must abide by regulations and policies of university.

2. LNCU respect students’ national conventions and religions, but the university will not provide a place for religious services. No religious activities or gatherings are permitted on the campus.

3. Driving a motorcycle on campus is forbidden.

4. Distribution or postage of propaganda materials is forbidden on campus.

5. Gambling, excessive drinking of alcohol, spreading rumors, slandering, fighting, taking illicit drugs and drug trafficking are strictly prohibited at the campus.

**Note**：Refer the following links for more details about Chinese laws:

* <http://www.jobschina.org/China_Library_Index/LINK_PAGE/China_Law/china_law.html>
* <http://english.gov.cn/index.htm>
* <http://english.gov.cn/service/imm_lar.htm>

**Chapter7: Scholarships and Rewards**

**7.1. Types of scholarship**

The university has set apart 5% of the total international students’ fee every year for the sole purpose of funding scholarships to the outstanding international students. The scholarships are categorized as follows:

1. First Prize: RMB300 per month for a semester. The prize is available for 5% of the total number of students in a class.
2. Second Prize: RMB200 per month for a semester. The prize is available for 10% of the total number of students in a class.
3. Third Prize: RMB100 per month for a semester. The prize is available to 40% of the total number of students in a class.

**7.2. Reward**

Additionally, the following rewards are available to students who attain high achievements in study and extra-curricular activities including service to the university or community:

a.Outstanding Class Cadre Prize: RMB100 per month for a semester, awarded to an outstanding class-monitor.

b.Progressive Study Prize: RMB100 per month for a semester, awarded to students who will show significant academic progress as compared to his/her previous semester study.

c.Technological Activity Prize: RMB100 per month for semester.

d.University Service Prize: RMB100 per month for a semester.

e.Outstanding Social Activity Prize: RMB50 per month for a semester.

f.Full Attendance Award: RMB50 per month for asemester.

**Note:** The scholarships and rewards may be awarded concurrently.

**7.3. Criterion for scholarships and rewards**

In order to qualify for a scholarship or reward a student must fulfill the following conditions,

1. Must apply for scholarships/rewards on the prescribed application from at the beginning of a semester to the International Education College.
2. Must enroll for the semester on or before the due date of enrollment.
3. Must be a self-sponsored student, who is registered for an undergraduate program for one or more years and he/she has not applied for temporary leave or extension of study.
4. Must have clear record without any previous misconduct or rule violation case against him/her.
5. Shall be upright in study, diligent and have an outstanding academic record in previous semester.
6. The First Prize Scholarship applicants shall have an aggregate of 85% marks with no less than 80% marks in each course in previous semester.
7. Second Prize Scholarship applicants shall have an aggregate of 80% marks with no less than 75% marks in each course in previous semester.
8. Third Prize Scholarship applicants shall have a minimum of 70% marks in each course in previous semester.

I. An applicant for other rewards shall have a minimum of 65% marks in each course in previous semester.

**7.4. Evaluation Procedures**

The university has established an International Students’ Scholarship Appraisal Committee to evaluate applications for scholarships/rewards. The said committee is run by leaders & managers of the relevant programs along with those of International Education College. Criterion values for the evaluation are set as below:

* Academic record:90%
* Conduct and daily performance:10%

Initial appraisal shall be done by the International Education College derived from feedback of concerned class tutor(s) and lecturers. The office than submits its recommendations to the committee. International Education College is responsible for giving advice regarding outcome of applications to the students. An application should be submitted by the student with details of evaluation outcome in regards to his/her application by the International Education College, if requested by the applicant. The applicant may appeal to the Dean of International Education College, if he/she receives dissatisfying outcome.

**Chapter 8: Misconduct**

The university takes misconduct, violation of relevant rules, regulations, procedures, and instructions very seriously. LNCU handles these issues in holistic manner using following disciplinary actions:

* Counseling
* Warning
* Putting under close observation
* Suspension
* Expulsion

University may choose to inform a student’s country embassy, agent, and or parents about the disciplinary actions taken against the student. Students who are kept under observation must demonstrate a significant progress within a year in order to normalize their status. Those who remain unable to do so will be expelled from the university.

**Chapter9: Life on Campus**

**9.1. Living Facilities**

Food and daily necessities are available in the supermarkets located on campus. Other facilities include a campus-hospital, post office, telephones, internet, laundry, studios, gym, and a theater. Students may have meals in the student canteens or self-cater in their own apartments. The international students’ dormitory is equipped with a furnished public kitchen at every floor.

**9.2. Medical Services**

The university hospital provides basic medical service for students. Hospital #739 and 242 are located at a short distance from LNCU. Telephone number of Shenyang Emergency Center is 120. The university requires all international students to hold a medical insurance policy. Before seeing a doctor, students should contact their insurance company to inquire about their insurance coverage and reimbursement procedure.

**9.3. Library Services**

LNCU library has a collection of more than 2 million books. Certain books in English language are also available as well. Students may borrow books and materials from the library using their library card. Students are also required to present their library card or students ID card to library staff in order to enter the university library. Materials not returned by the due date need to be renewed or else an overdue charge will be levied.

**9.4. Sports Activities and Students Organizations**

Sports facilities such as basketball, volleyball and tennis courts are available on campus free of charge to all students. LNCU offers a wide range of extracurricular activities to promote a thriving campus life. Activities are also sponsored/organized occasionally by the InternationalEducation College and faculties.

**9.5. Mail Service**

There is a Post Office on campus offering services, such as ordinary, registered, airmails, and domestic special delivery mails.

**9.6. Phone and Internet Service**

The international student apartments are connected with telephone and internet lines.

**9.7. Emergency/Security Services**

Students ID card is usually a valid proof of identity within LNCU and Shenyang. However, certain establishments, such as bank or governments agencies requires passport as an ID proof. Following emergency numbers may be used for relevant emergencies:

* Crimes:110
* Fire:119
* Traffic accidents:122

**9.8. Holidays**

The university does not observe any international or religious holidays. Holidays and vacations are listed in the university calendar.

**9.9. Traveling**

Students may travel during weekends, holidays, and during vacations. No leave for travelling is permitted during working days and or during teaching weeks.

**Chapter 10: Accommodation**

**10.1. General conditions**

1．All students are required to live in the international student dormitory.

2．Students are required to sign an Accommodation Contract with the International Education College.

3．No lodging arrangement is made for a spouse or other family members.

4．The college will cease to provide housing for students whose status at the university becomes invalid. Such students should leave the apartment within the time specified by the college.

5．Students must comply with the regulations of International Students Dormitory. Any student found in breach of the set regulations will face disciplinary action.

**10.2 International student apartment regulations**

1. International student dormitory will stay open from 6:00 - 23:00

2．Students are required to return to the apartment before 23:00.

3．Visitors should present their ID document(s) and register at reception before they enter any apartment and are required to leave before 21:00PM.Visitors are not allowed to stay in the apartments overnight.

4．Silence should be maintained in International Students Dormitory. Activities that affect others, such as dancing, shouting, alcohol-drinking and loud music are forbidden.

1. Actions that violate Chinese laws and LNCU regulations are strictly forbidden.

6．Students are not allowed to transfer rooms by themselves or sublet rooms to others.

7．Those who are dismissed from LNCU should leave the university within the specified time limit. The International Education College reserves all rights to deal with the belongings left in rooms.

1. Students shall pay the charges, such as room rent, phone, water and power bills on time. The rent should be paid as a lump sum at the beginning of an academic year or semester

9．Apartment key should be kept and used only by the owner of the apartment.

10．No moving or detaching of indoor facilities is allowed. Students are expected to keep everything in order and clean. Throwing stuff/ rubbish out through windows is strictly forbidden. Rubbish should be put in the designated place.

11．Pets are not allowed in the apartment buildings.

12．Destroying, detaching or changing the equipment and electric wires in the rooms and the buildings are not allowed. Any damage or loss shall be compensated by the person who caused it. The responsible students should pay for the maintenance costs, and if there is no definite one, the roommates should share the costs. The students must report to the reception when they find any damage.

13．Comply with the rules of using water and power. Electric appliances, such as electric stove, electric heater, electric rice cooker, privately joined wires etc, are strictly forbidden in the apartments. Storage of flammable items, explosives and or other dangerous goods in rooms is strictly forbidden.

14．Accommodation deposits will not be refunded unless the occupant vacates the accommodation. Students are expected to cooperate with the apartment management staff when they enter the rooms for inspection and or maintenance.

15．Students are forbidden to change or install locks in rooms by themselves.

16．Smoking is not allowed in the buildings and covered areas. Heavy fine applies in case of violation.

17．Room rent commences from the date of enrollment for new students. Continuing students must pay according to their academic year/semester.

18．If a room is not fully occupied by required number of students for five days, the occupant will be asked to share another room with other students.

19．Students are not allowed to use any electrical equipment over 300 watts in a room.

N.B: Off-campus residence application must be with the permission of LNCU.

**Ten prohibits on campus**

International students of LNCU are required to obey Chinese laws and LNCU rules and regulations:

1. Students must attend classes regularly and maintain your attendance above 90%.
2. LNCU will not grant any kinds of personal leave except for sick leave. Students should show prescription
3. Anything that violet China’s national security and interests is prohibited；
4. Drug taking, drug trafficking, gambling, theft, alcohol abusing and brawling and other offenses are prohibited；
5. Holding religious activities are prohibited；

4. Organizing or attending illegitimate gatherings, spreading rumors are prohibited；

5. Driving a vehicle without license is prohibited, riding a motorcycle or a electric scooter on campus is prohibited；

6. Using open fires or smoking inside apartment is prohibited, using electric stove, electric heater, electric blanket, electric mug or other electric heating device is prohibited；

7. Using prohibited knife in the apartment is prohibited. Please keep your knife at a proper place；

8. Making large noise, playing musical instrument and music with high volume or sub-woofer loudspeaker is prohibited；

9. Raising pets, parking bicycles and staking garbage is prohibited in the apartment；

10. Guest staying in the dormitory is prohibited；