

云南经济管理学院 学生管理规定

(修订)

Regulations on Student Management of Yunnan College of Business Management (Revised)

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第一章 总则

Chapter 1 General Provisions

第一条 为维护云南经济管理学院（以下简称“学校”）正常的教学、工作、生活秩序，规范管理、依法治校，根据《中华人民共和国教育法》《中华人民共和国高等教育法》《高等学校校园秩序管理若干规定》《普通高等学校学生管理规定》《高等学校学生行为准则》以及其他有关规定，结合学校实际，制定本规定。

Article 1 To maintain the normal teaching, work and living order of Yunnan College of Business Management (hereinafter referred to as "the College"), standardize management and run the College in accordance with the law, these Regulations are formulated in accordance with the Education Law of the People's Republic of China, Higher Education Law of the People's Republic of China, Several Provisions on the Management of Campus Order in Colleges and Universities, Provisions on the Management of Students in Ordinary Colleges and Universities, Code of Conduct for Students in Colleges and Universities and other relevant provisions, and in combination with the actual situation of the College.

第二条 本规定适用于在学校接受高等教育的全日制本科（含专升本）、专科（高职）学生管理。

Article 2 These Regulations apply to the management of full-time undergraduate (including junior college to undergraduate program) and junior college (higher vocational) students receiving higher education at

the College.

第三条 学校坚持社会主义办学方向，坚持马克思主义的指导地位，全面贯彻国家教育方针；坚持以立德树人为根本，以理想信念教育为核心，培育和践行社会主义核心价值观，弘扬中华优秀传统文化和革命文化、社会主义先进文化，培养学生的社会责任感、创新精神和实践能力；坚持依法治校，科学管理，健全和完善管理制度，规范管理行为，将管理与育人相结合，不断提高管理和服务水平。

Article 3 The College adheres to the socialist orientation of running a school, upholds the guiding position of Marxism, and fully implements the national education policy; it takes fostering virtue through education as the fundamental task, takes ideal and belief education as the core, cultivates and practices core socialist values, promotes fine traditional Chinese culture, revolutionary culture and advanced socialist culture, and cultivates students' sense of social responsibility, innovative spirit and practical ability; it adheres to running the College in accordance with the law, conducts scientific management, improves and perfects management systems, standardizes management behaviors, combines management with education, and continuously improves the level of management and service.

第四条 学生应当拥护中国共产党领导，努力学习马克思列宁主义、毛泽东思想、邓小平理论、“三个代表”重要思想、科学发展观、习近平新时代中国特色社会主义思想，坚定中国特色社会主义道路自

信、理论自信、制度自信、文化自信，树立中国特色社会主义共同理想；应当树立爱国主义思想，具有团结统一、爱好和平、勤劳勇敢、自强不息的精神；应当增强法治观念，遵守宪法、法律、法规，遵守公民道德规范，遵守学校管理制度，具有良好的道德品质和行为习惯；应当刻苦学习，勇于探索，积极实践，努力掌握现代科学文化知识和专业技能；应当积极锻炼身体，增进身心健康，提高个人修养，培养审美情趣。

Article 4 Students shall uphold the leadership of the Communist Party of China, strive to learn Marxism-Leninism, Mao Zedong Thought, Deng Xiaoping Theory, the important thought of "Three Represents", the Scientific Outlook on Development and Xi Jinping Thought on Socialism with Chinese Characteristics for a New Era, strengthen confidence in the path, theory, system and culture of socialism with Chinese characteristics, and establish the common ideal of socialism with Chinese characteristics; they shall foster patriotic thoughts and possess the spirits of unity and unification, peace-loving, diligence, courage and self-improvement; they shall enhance awareness of the rule of law, abide by the Constitution, laws and regulations, observe civic ethics, comply with the College's management systems, and have good moral character and behavior habits; they shall study diligently, dare to explore, practice actively, and strive to master modern scientific and cultural knowledge and professional skills; they shall exercise actively to improve physical and mental health,

enhance personal cultivation and develop aesthetic taste.

第五条 学校尊重和保护学生的合法权利，教育和引导学生承担应尽的义务与责任，鼓励和支持学生实行自我管理、自我服务、自我教育、自我监督。

Article 5 The College respects and protects the legitimate rights of students, educates and guides students to fulfill their due obligations and responsibilities, and encourages and supports students to conduct self-management, self-service, self-education and self-supervision.

第二章 学生的权利与义务

Chapter 2 Rights and Obligations of Students

第六条 学生在校期间依法享有下列权利：

Article 6 During their enrollment at the College, students shall legally enjoy the following rights:

（一）参加学校教育教学计划安排的各项活动，使用学校提供的教育教学资源；

I. Participate in various activities arranged in the College's education and teaching plan, and use the education and teaching resources provided by the College;

（二）参加社会实践、志愿服务、勤工助学、文体体育及科技文化创新等活动，获得就业创业指导和服务；

II. Participate in social practice, voluntary services, work-study programs, cultural, sports, scientific and technological innovation

activities, and obtain employment and entrepreneurship guidance and services;

(三) 申请奖学金、助学金及助学贷款;

III. Apply for scholarships, grants and student loans;

(四) 在思想品德、学业成绩等方面获得科学、公正评价, 完成学校规定学业后获得相应的学历证书、学位证书;

IV. Obtain scientific and fair evaluation in terms of ideological and moral character and academic performance, and obtain corresponding academic certificates and degree certificates after completing the studies prescribed by the College;

(五) 在校内组织、参加学生团体, 以适当方式参与学校管理, 对学校与学生权益相关事务享有知情权、参与权、表达权和监督权;

V. Organize and participate in student organizations on campus, participate in the College's management in an appropriate manner, and enjoy the right to know, participate, express and supervise on matters related to the College and students' rights and interests;

(六) 对学校给予的处理或者处分有异议, 向学校、教育行政部门提出申诉, 对学校、教职员工侵犯其人身权、财产权等合法权益的行为, 提出申诉或者依法提起诉讼;

VI. File an appeal to the College or the education administrative department if they have objections to the handling or disciplinary action imposed by the College; file an appeal or initiate legal proceedings in

accordance with the law against acts of the College or its faculty and staff that infringe upon their legitimate rights and interests such as personal rights and property rights;

(七) 法律、法规及学校章程规定的其他权利。

VII. Other rights stipulated by laws, regulations and the College's charter.

第七条 学生在校期间应当依法履行下列义务：

Article 7 During their enrollment at the College, students shall legally fulfill the following obligations:

(一) 遵守宪法和法律、法规；

I. Abide by the Constitution, laws and regulations;

(二) 遵守学校章程和规章制度；

II. Abide by the College's charter and management systems;

(三) 恪守学术道德，完成规定学业；

III. Adhere to academic ethics and complete the prescribed studies;

(四) 按规定缴纳学费及有关费用，履行获得贷学金及助学金的相应义务；

IV. Pay tuition fees and relevant expenses in accordance with regulations, and fulfill the corresponding obligations for obtaining student loans and grants;

(五) 遵守学生行为规范，尊敬师长，养成良好的思想品德和行为习惯；

V. Abide by student code of conduct, respect teachers, and develop good ideological and moral character and behavior habits;

(六) 法律、法规及学校章程规定的其他义务。

VI. Other obligations stipulated by laws, regulations and the College's charter.

第三章 学籍管理

Chapter 3 Student Status Management

第一节 入学与注册

Section 1 Admission and Registration

第八条 入学

Article 8 Admission

(一) 按照国家招生规定录取的新生，必须持学校发出的录取通知书和学校规定的有关证件，按期到校办理入学手续。因故不能按期入学的，应事先以书面形式向学校办理请假手续，并附相关证明。未经请假或请假逾期的，除因不可抗力等正常事由以外，超过两周未完成入学报到手续的，视为自动放弃入学资格。

I. New students admitted in accordance with national enrollment regulations must hold the admission notice issued by the College and relevant certificates specified by the College, and go through the admission procedures at the College on schedule. Those who cannot enroll on schedule due to special reasons shall apply to the College for leave in writing in advance and attach relevant certificates. Those who fail to apply for leave or exceed the leave period, except for normal reasons such as force majeure, and fail to complete the admission registration procedures within two weeks shall be deemed to have voluntarily waived their admission qualification.

(二) 新生报到时，学校按照招生规定对入学资格进行初审，审

查合格者可以办理入学手续，予以注册学籍。审查发现新生的录取通知、考生信息等证明材料，与本人实际情况不符，或者有其他违反国家招生考试规定情形的，取消入学资格。

II. When new students register, the College shall conduct a preliminary review of their admission qualifications in accordance with enrollment regulations. Those who pass the review may go through the admission procedures and be registered for student status. If the review finds that the new student's admission notice, candidate information and other supporting materials are inconsistent with their actual situation, or there are other circumstances that violate national enrollment examination regulations, the admission qualification shall be cancelled.

（三）新生可以申请保留入学资格。保留入学资格时间原则上为一年，特殊情况经申请批准后最多可保留两年。保留入学资格期间不具有学籍。保留入学资格期间，如有违法行为，或报考其他学校的，取消其入学资格。新生保留入学资格期满前应向学校申请入学，经学校审查合格后，办理入学手续；审查不合格的，取消入学资格；逾期不办理入学手续且未有因不可抗力延迟等正当理由的，视为放弃入学资格。

III. New students may apply to retain their admission qualification. The period of retaining admission qualification is one year in principle, and can be extended to a maximum of two years with approval for special circumstances. Students do not have student status during the period of

retaining admission qualification. If a student commits an illegal act or applies for another school during the period of retaining admission qualification, their admission qualification shall be cancelled. New students shall apply to the College for enrollment before the expiration of the admission qualification retention period; those who pass the College's review may go through the admission procedures; those who fail the review shall have their admission qualification cancelled; those who fail to go through the admission procedures within the time limit without justifiable reasons such as delay due to force majeure shall be deemed to have waived their admission qualification.

1. 新生应征参加中国人民解放军（含中国人民武装警察部队）的，在开学一个月之内，向学校提交《应征入伍普通高等学校录取新生保留入学资格申请表》及《入伍通知书》，方可办理保留入学资格手续。保留期限至退役后两年内，可持退役证明到校办理入学手续。

(i) New students who are recruited into the Chinese People's Liberation Army (including the Chinese People's Armed Police Force) shall submit the Application Form for Retaining Admission Qualification of Newly Admitted Students of Ordinary Colleges and Universities for Military Service and the Military Enlistment Notice to the College within one month after the start of the semester to go through the procedures for retaining admission qualification. The retention period is within two years after discharge from military service, and students may go through the

admission procedures at the College with the discharge certificate.

2. 新生患有疾病，经二级甲等（含）以上医院诊断，证明不宜在校学习的，可办理保留入学资格手续，离校回家治疗。在保留入学资格期内，经治疗康复，应在下一学年开学一周内持二级甲等（含）以上医院出具的病愈诊断证明，由学生本人向学校提出入学申请，经确认后，可按下一级新生报到要求办理入学手续。复查不合格或逾期不办理入学手续者，取消入学资格。

(ii) If a new student suffers from a disease and is diagnosed by a Grade A Class II (or above) hospital as unfit for studying at the College, they may go through the procedures for retaining admission qualification and leave the College for home treatment. During the admission qualification retention period, if the student recovers after treatment, they shall submit an admission application to the College in person with a recovery diagnosis certificate issued by a Grade A Class II (or above) hospital within one week after the start of the next academic year. After confirmation, they may go through the admission procedures in accordance with the registration requirements for new students of the next grade. Those who fail the re-examination or fail to go through the admission procedures within the time limit shall have their admission qualification cancelled.

（四）学生入学后，学校应当在3个月内按照国家招生规定进行复查。复查内容主要包括以下方面：

IV. After students enroll, the College shall conduct a re-examination in accordance with national enrollment regulations within 3 months. The main contents of the re-examination include the following aspects:

1. 录取手续及程序等是否合乎国家招生规定；

(i) Whether the admission procedures and processes comply with national enrollment regulations;

2. 所获得的录取资格是否真实、合乎相关规定；

(ii) Whether the obtained admission qualification is authentic and complies with relevant regulations;

3. 本人及身份证明与录取通知、考生档案等是否一致；

(iii) Whether the student's identity and identity certificate are consistent with the admission notice, candidate file, etc.;

4. 身心健康状况是否符合报考专业或者专业类别体检要求，能否保证在校正常学习、生活；

(iv) Whether the physical and mental health status meets the physical examination requirements of the applied major or major category, and whether the student can ensure normal study and life at the College;

5. 艺术、体育等特殊类型录取学生的专业水平是否符合录取要求。

(v) Whether the professional level of students admitted through special types such as art and sports meets the admission requirements.

复查中发现学生身心状况不适宜在校学习，经学校指定的二级甲等（含）以上医院诊断，需要在家休养的，可以按照保留入学资格办

理。

If it is found in the re-examination that a student's physical and mental condition is unfit for studying at the College, and the student needs to rest at home as diagnosed by a Grade A Class II (or above) hospital designated by the College, the student may go through the procedures for retaining admission qualification.

经复查合格的新生，进行电子注册后即取得学籍。复查不合格者，由学校发出取消入学资格的通知，并将通知送达本人，学生接到通知后一周内办理离校手续。

New students who pass the re-examination shall obtain student status after electronic registration. For those who fail the re-examination, the College shall issue a notice of cancelling the admission qualification and deliver the notice to the student in person, and the student shall go through the withdrawal procedures within one week after receiving the notice.

复查中发现学生存在弄虚作假、徇私舞弊、冒名顶替等情形的，确定为复查不合格，不论何时发现，一经查实，取消学籍。情节严重的，移交有关部门调查处理。

If it is found in the re-examination that a student has committed fraud, favoritism or impersonation, etc., the student shall be determined as failing the re-examination; regardless of when the violation is discovered, once verified, the student's status shall be cancelled. If the

circumstances are serious, the case shall be transferred to the relevant department for investigation and handling.

第九条 注册

Article 9 Registration

(一)每学期开学时,学生应当按学校规定的时间到校缴纳学费,持学生证到所属二级学院办理注册手续。

I. At the start of each semester, students shall go to the College to pay tuition fees at the time specified by the College, and go through the registration procedures at their affiliated secondary School with their student ID cards.

(二)因家庭经济原因或其他原因不能按时注册的,需按照相关规定提出暂缓注册申请报学校审批,否则以旷课处理。

II. Students who cannot register on time due to family economic reasons or other reasons shall submit an application for deferred registration to the College for approval in accordance with relevant regulations; otherwise, they shall be treated as absent from class without reason.

(三)未经请假或请假超过两周不注册者,除因不可抗力等正常事由以外的,取消其注册资格,按自动退学处理,注销其学籍。

III. Those who fail to register without applying for leave or exceeding the leave period by more than two weeks, except for normal reasons such as force majeure, shall have their registration qualification

cancelled, be treated as voluntary withdrawal, and have their student status cancelled.

（四）因保留入学资格、休学、保留学籍申请复学的学生，应按规定到所属二级学院办理相关手续后方可注册。

IV. Students who apply for resumption of studies due to retention of admission qualification, suspension of studies or retention of student status shall go through the relevant procedures at their affiliated secondary School in accordance with regulations before registration.

（五）除经学校审批同意暂缓注册的情况外，未按学校规定缴纳学费或者有其他不符合注册条件的，不予注册，不享受在籍学生教育教学权益，包括课程学习、课程考核等。

V. Except for cases where deferred registration is approved by the College, students who fail to pay tuition fees in accordance with the College's regulations or do not meet other registration conditions shall not be registered and shall not enjoy the education and teaching rights and interests of enrolled students, including course study and course assessment.

（六）学校按照国家有关规定建立完善学生资助体系，为家庭经济困难学生提供教育救助。家庭经济困难的学生可以申请助学贷款或者其他形式资助，办理有关手续后注册。

VI. The College shall establish and improve a student financial aid system in accordance with relevant national regulations to provide

educational assistance to students from financially disadvantaged families. Students from financially disadvantaged families may apply for student loans or other forms of financial aid, and register after going through the relevant procedures.

第二节 学制与学习年限

Section 2 Academic System and Study Duration

第十条 本科学制为四年，专升本学制为二年，专科学制为三年。学校实行弹性学习年限，最长学习年限为学制加两年。

Article 10 The academic system for undergraduate programs is four years, for junior college to undergraduate programs is two years, and for junior college programs is three years. The College implements a flexible study duration, with the maximum study duration being the academic system plus two years.

第十一条 学生应在最长学习年限内完成学业，最长学习年限包含因休学、留级增加的时间。若学生提前修满规定的学分，符合毕业条件的，可申请提前毕业；在规定的学习年限内达不到毕业要求的学生，可申请延长学习年限。提前毕业或延长学习年限者，必须按学校有关规定办理相关手续。

Article 11 Students shall complete their studies within the maximum study duration, which includes the additional time due to suspension of studies or repetition of a grade. If a student completes the required credits in advance and meets the graduation requirements, they may apply for

early graduation; students who fail to meet the graduation requirements within the prescribed study duration may apply for an extension of the study duration. Those applying for early graduation or extension of study duration must go through the relevant procedures in accordance with the College's relevant regulations.

第十二条 对休学创业的学生，学籍可保留至其最长学习年限后一年。

Article 12 For students who suspend their studies for entrepreneurship, their student status may be retained for one year after the maximum study duration.

第三节 课程考核与成绩记载

Section 3 Course Assessment and Academic Record

第十三条 除免试课程外，学生应当参加人才培养方案规定的课程和各种教育教学环节（以下统称课程）的考核。考核成绩记入成绩册，并归入学籍档案。

Article 13 Except for exempted courses, students shall participate in the assessment of courses and various education and teaching links (hereinafter collectively referred to as "courses") specified in the talent training program. The assessment results shall be recorded in the academic record and included in the student status file.

第十四条 课程考核方式由课程教学大纲规定，考核工作及成绩记载具体参照《云南经济管理学院考试管理办法》执行。

Article 14 The course assessment methods shall be specified in the course syllabus, and the assessment work and academic record shall be implemented with specific reference to the Examination Management Measures of Yunnan College of Business Management.

第十五条 具有下列情形之一者，取消其考试资格，不得参加课程考核。取消考试资格的课程中，必修课程需参加重新学习。

Article 15 Students who fall into any of the following circumstances shall be disqualified from the exam and shall not participate in the course assessment. Among the courses for which the exam qualification is cancelled, compulsory courses require re-study.

(一) 单门课程缺课学时累计超过该课程学期授课总学时的三分之一及以上。

I. The cumulative number of absent class hours for a single course exceeds one-third or more of the total teaching hours of the course in the semester.

(二) 作业、实验(训)报告缺交次数累计超过该课程学期作业总量三分之一及以上。

II. The cumulative number of unsubmitted homework or experiment (training) reports exceeds one-third or more of the total homework of the course in the semester.

(三) 课程内的实践性教学环节(含实训、实验)考核不合格或未完成实践性教学环节。

III. Fail to pass the assessment of practical teaching links (including practical training and experiments) in the course or fail to complete the practical teaching links.

第十六条 学分

Article 16 Credits

学分是衡量学生学业的基本计算单位。学生学完某一门课程后，通过考核，成绩合格，即可取得该门课程学分，成绩不合格则不能获得相应学分。

Credits are the basic unit of measurement for students' academic achievements. After a student completes a course and passes the assessment with a qualified score, they may obtain the credits of the course; if the score is unqualified, the corresponding credits cannot be obtained.

第十七条 学分绩点

Article 17 Grade Points

学分绩点是表示学生学习“质量”的计量单位，是奖学金评定、评优、申请修读辅修专业、学士学位授予等工作的主要依据。每学期学生所修读的课程（含必修、选修）的考核成绩均纳入学分绩点及平均学分绩点的计算之中（若学生修满专业总学分，额外选修的课程学分不纳入平均学分绩点计算范畴）。不同考核方式的课程成绩对应的学分绩点按以下方法计算：

Grade points are the unit of measurement for indicating the "quality"

of students' learning, and are the main basis for scholarship evaluation, selection of excellent students, application for minor programs, and award of bachelor's degrees. The assessment results of the courses (including compulsory and elective courses) taken by students each semester are included in the calculation of grade points and grade point average (GPA) (if a student completes the total credits of the major, the credits of additional elective courses are not included in the calculation of GPA). The grade points corresponding to course scores under different assessment methods shall be calculated in accordance with the following method:

五级计分制	优		良		中		及格		不及格
	A+	A	B+	B	C+	C	D+	D	F
百分 计分制	100-95	94.9-90	89.9-85	84.9-80	79.9-75	74.9-70	69.9-65	64.9-60	60 以下
课程成绩 绩点	4.5	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0

Five-level Grading System	Excellent		Good		Fair		Average		Fail
	A+	A	B+	B	C+	C	D+	D	F
100-point Grading System	100-95	94.9-90	89.9-85	84.9-80	79.9-75	74.9-70	69.9-65	64.9-60	60 以下
Course Grade Points	4.5	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0

课程学分绩点：将一门课程的学分乘以该门课程考核成绩的对应学分绩点，即为该课程所得的课程学分绩点。

Course grade points: Multiply the credits of a course by the corresponding grade points of the course's assessment score, which is the course grade points obtained for the course.

课程学分绩点=课程学分×对应学分绩点

Course Grade Points = Course Credits × Corresponding Grade Points

平均学分绩点：用学生某一阶段课程学分绩点之和，除以该生同期修读的课程总学分数（包括不及格课程的学分数），即为该生此阶段的平均学分绩点。

Grade Point Average (GPA): Divide the sum of the course grade points of a student in a certain stage by the total number of course credits taken by the student in the same period (including the credits of unqualified courses), which is the student's GPA in this stage.

平均学分绩点（GPA）= \sum （课程学分×对应学分绩点）/ \sum 课程学分

GPA = \sum (Course Credits × Corresponding Grade Points) / \sum Course Credits

第十八条 学生参加创新创业、社会实践等活动以及发表论文、获得专利授权等与专业学习、学业要求相关的经历、成果，取得职业资格证书可以折算为学分，计入学业成绩，具体按照《云南经济管理

学院课程置换与学分认定管理办法》进行认定和置换。

Article 18 Students' experiences and achievements related to professional learning and academic requirements, such as participating in innovation and entrepreneurship, social practice activities, publishing papers, obtaining patent authorization, and obtaining vocational qualification certificates, can be converted into credits and included in academic achievements. The specific recognition and conversion shall be implemented in accordance with the Measures for Course Replacement and Credit Recognition of Yunnan College of Business Management.

第十九条 成绩记载

Article 18 Academic Record

(一) 考核成绩一般采用百分制评定；部分实践性课程如毕业论文（设计）、实习等考核成绩采用五级制。

I. Assessment scores are generally evaluated using a 100-point system; the assessment scores of some practical courses such as graduation thesis (design) and internship are evaluated using a five-level system.

(二) 通过补考的成绩按 60 分/及格记载，在成绩表中加“▲”标记；缓考取得的卷面成绩按实际分数记载，并与其他成绩按原比例构成综合成绩；重新学习的成绩按实际成绩记载，在成绩表中加“*”标记；已及格但不满意课程成绩的学生重新学习课程后，以最高成绩记入学生成绩档案。所有成绩按学分绩点的相关要求计算该门课程的学

分绩点。

II. Scores obtained through make-up exams shall be recorded as 60 points/pass, marked with "▲" in the academic record; the paper score obtained through deferred exams shall be recorded as the actual score, and form a comprehensive score with other scores in the original proportion; scores obtained through re-study shall be recorded as the actual score, marked with "*" in the academic record; students who have passed a course but are not satisfied with the score may re-study the course, and the highest score shall be recorded in the student's academic record. All scores shall be used to calculate the grade points of the course in accordance with the relevant requirements for grade points.

(三) 学生因退学等情况中止学业，其在校学习期间所修课程及已获得学分，予以记录。学生重新参加入学考试、符合录取条件，再次入学的，其已获得学分，经学校认定，可予以承认。

III. If a student suspends their studies due to withdrawal or other reasons, the courses they have taken and the credits they have obtained during their enrollment at the College shall be recorded. If a student re-takes the admission exam, meets the admission requirements and enrolls again, the credits they have obtained may be recognized after verification by the College.

(四) 有关考核的其他标记

IV. Other Marks for Assessment

1. 未经请假无故缺考，在“成绩标识栏”标注“缺考”。

(I) For absence from an exam without approval and without reason, mark "Absent" in the "Score Mark Column".

2. 考试违纪学生，在“成绩标识栏”标注“违纪”。

(II) For students who violate discipline in the exam, mark "Disciplinary Violation" in the "Score Mark Column".

3. 考试作弊学生，在“成绩标识栏”标注“作弊”。

(III) For students who cheat in the exam, mark "Cheating" in the "Score Mark Column".

4. 取消考试资格学生，在“成绩标识栏”标注“取消”。

(IV) For students disqualified from the exam, mark "Disqualified" in the "Score Mark Column".

5. 缓考学生，在“成绩标识栏”标注“缓考”。

(V) For students with deferred exams, mark "Deferred Exam" in the "Score Mark Column".

第二十条 缓考、缺考

Article 20 Deferred Exams, Absence from Exams

(一) 申请缓考的范围

I. Scope of Application for Deferred Exams

1. 缓考办理仅限必修考试课程。通识选修课考试、专业选修课考试、期末补考、重新学习考试、毕业论文（设计）答辩、毕业实习和其他国家、省统一组织的考试不办理缓考。

(I) Deferred exams are only applicable to compulsory exam courses. Deferred exams are not available for general elective course exams, professional elective course exams, final make-up exams, re-study exams, graduation thesis (design) defense, graduation internship, and other exams uniformly organized by the state or province.

2.因病缓考，原则上只同意因病确实无法参加考试学生的缓考申请，需附县级及以上医院的证明材料，否则无效。

(II) For deferred exams due to illness, in principle, only applications from students who are truly unable to take the exam due to illness are approved, and supporting materials from county-level or above hospitals must be attached; otherwise, the application is invalid.

3.因学校统一组织参加学科竞赛等与考试时间冲突的，由组织部门提出申请并提供相关证明材料。

(III) If the exam time conflicts with participation in discipline competitions or other activities uniformly organized by the College, the organizing department shall submit the application and provide relevant supporting materials.

4.与参加其他省级及以上考试时间冲突的，需附考试准考证复印件，并只限与个人考试相冲突的学校考试科目。

(IV) If the exam time conflicts with participation in other provincial-level or above exams, a copy of the exam admission ticket must be attached, and the application is only applicable to the College's

exam subjects that conflict with the personal exam.

5.因报名参加各类非学校组织的考试、课外活动等为由所申请的缓考原则上不予批准。

(V) Applications for deferred exams due to registration for various non-College-organized exams or extracurricular activities shall not be approved in principle.

(二) 申请缓考的程序

II. Procedures for Applying for Deferred Exams

1.学生申请缓考，须在课程开考前一周内，填写《缓考申请表》，附各项申请条件所需证明材料。由学生所属二级学院和课程归属学院审核，经学院领导批准同意方可缓考。审批通过的申请表复印件交任课教师，原件交课程归属学院教学科录入教务系统，并在考场名单上标注后存档。

(I) Students applying for deferred exams shall fill in the Application Form for Deferred Exams and attach the supporting materials required for each application condition within one week before the start of the course exam. The application shall be reviewed by the secondary School to which the student belongs and the School to which the course belongs, and can only be approved for deferred exam after the approval of the School leader. A copy of the approved application form shall be submitted to the course teacher, and the original shall be submitted to the teaching office of the School to which the course belongs for entry into

the academic management system, and marked in the exam room list for filing.

2.因情况紧急未能在开考前完成申请的，应及时向辅导员请假，并由辅导员在开考前告知学生所属学院教学科，在本门课程考试开始的两日内（含考试当天）凭相关证明材料补办缓考手续。

(II) If the application cannot be completed before the start of the exam due to an emergency, the student shall ask the counselor for leave in a timely manner, and the counselor shall inform the teaching office of the School to which the student belongs before the start of the exam. The student shall go through the supplementary procedures for deferred exam with relevant supporting materials within two days (including the exam day) from the start of the course exam.

(三) 缓考安排

III. Arrangement for Deferred Exams

1.缓考安排与下学期期初的补考同时进行，缓考取得的卷面成绩与其他成绩按原比例构成综合成绩。补考和缓考均只有一次考试机会。

(I) Deferred exams are arranged simultaneously with the make-up exams at the beginning of the next semester. The paper score obtained through deferred exams and other scores form a comprehensive score in the original proportion. There is only one exam opportunity for both make-up exams and deferred exams.

2.学生若无正当理由提出缓考，任课教师和所属二级学院可以不

予同意。如学生申请缓考未获批准而不参加考试，则该门课程视为缺考，考核成绩按缺考、0分记。

(II) If a student applies for a deferred exam without justifiable reasons, the course teacher and the affiliated secondary School may refuse to approve it. If a student does not take the exam because the application for deferred exam is not approved, the course shall be deemed as absence from the exam, and the assessment score shall be recorded as absence and 0 points.

3.按规定办理缓考手续的学生，由课程归属学院在“成绩标识栏”标注“缓考”。

(III) For students who go through the deferred exam procedures in accordance with regulations, the School to which the course belongs shall mark "Deferred Exam" in the "Score Mark Column".

(四) 缺考

IV. Absence from Exams

学生应当按时参加学校安排的考试，考试前未办理缓考或申请缓考未获批准而擅自不参加考试的，该课程的综合成绩以0分计，由成绩录入教师在“成绩标识栏”标注“缺考”，缺考学生需进行重新学习。

Students shall take the exams arranged by the College on time. If a student fails to go through the deferred exam procedures or does not take the exam without approval after the application for deferred exam is rejected, the comprehensive score of the course shall be recorded as 0

points, and the teacher entering the score shall mark "Absent" in the "Score Mark Column". Students who are absent from the exam shall take re-study.

第二十一条 免听、免修

Article 21 Exemption from Listening, Exemption from Taking

(一) 免听

I. Exemption from Listening

1. 学生上学期平均学分绩点达到 3.5 以上且具备较强自学能力的学生, 可根据选课情况申请下学期课程免听, 但每学期免听课程一般不超过 6 学分。

(I) Students who have a GPA of 3.5 or above in the previous semester and have strong self-study ability may apply for exemption from listening to courses in the next semester according to their course selection, but the number of courses exempted from listening per semester shall generally not exceed 6 credits.

2. 思想政治理论课、军事理论与训练课、通识选修课、集中实践课、含完整实验教学环节的专业必修课、开课学院确定为不宜免听的课程、因违反考场纪律受处分而重新学习的课程等不得申请免听。

(II) Exemption from listening shall not be applied for ideological and political theory courses, military theory and training courses, general elective courses, concentrated practical courses, professional compulsory courses with complete experimental teaching links, courses determined

by the offering School as unsuitable for exemption from listening, and courses taken for re-study due to disciplinary sanctions for violating exam room discipline.

3.经批准免听的学生，仍为该课程在册学生，可不跟班听课，但必须严格要求自己，合理安排时间，按任课教师要求完成自主学习，按时参加平时测验和实践教学环节，参加期末考试，课程考核成绩计算同正常修读标准。

(III) Students approved for exemption from listening are still registered students of the course and may not attend classes with the class, but they must strictly require themselves, arrange time reasonably, complete self-study as required by the course teacher, participate in regular quizzes and practical teaching links on time, and take the final exam. The calculation of course assessment scores shall be in accordance with the normal study standards.

4.不按规定办理免听手续、擅自免听的学生按旷课处理。

(IV) Students who do not go through the procedures for exemption from listening in accordance with regulations or arbitrarily skip classes shall be treated as absent from class.

5.关于免听相关程序详见《云南经济管理学院课程免听、免修管理办法》。

(V) For details on the procedures for exemption from listening, please refer to the Measures for Exemption from Listening and Taking

Courses of Yunnan College of Business Management.

(二) 免修

II. Exemption from Taking

1. 学生成绩优秀，对培养计划规定的课程，经自学已达到课程要求，且已修全部课程的平均学分绩点达到 3.5 及以上，单科成绩无不及格情况；或学有特长的，符合学分置换条件并通过置换申请，可以申请免修。

(I) Excellent students who have reached the course requirements through self-study for the courses specified in the training plan, have a GPA of 3.5 or above for all completed courses, and have no failed scores in any single course; or students with special expertise who meet the credit replacement conditions and pass the replacement application may apply for exemption from taking the course.

2. 思想政治理论课、军事理论与训练课、通识选修课、集中实践课、专业必修课、毕业实习、毕业论文（设计）、辅修课程、双学位课程、重新学习课程、开课学院确定为不宜免修的课程等不得申请免修。

(II) Exemption from taking shall not be applied for ideological and political theory courses, military theory and training courses, general elective courses, concentrated practical courses, professional compulsory courses, graduation internship, graduation thesis (design), minor courses, double-degree courses, re-study courses, and courses determined by the

offering School as unsuitable for exemption from taking.

3. 学生申请课程免修，在获审批同意后，必须参加开课学院统一组织的免修考试（含实验环节要求）。

(III) After a student's application for course exemption is approved, they must participate in the exemption exam (including experimental link requirements) uniformly organized by the offering School.

4. 复学、留级（降级）或者转专业的学生，在原年级或原专业所修读过的课程专业要求与新专业教学计划要求相同，其成绩在 60 分以上（含 60 分）或及格以上（含及格），可以免修相关课程，其成绩作为该门课程成绩记载，并取得相应学分。

(IV) For students who resume studies, repeat a grade (demote) or transfer majors, if the professional requirements of the courses they have taken in the original grade or original major are the same as those in the new major's teaching plan, and their scores are 60 points or above (including 60 points) or pass or above (including pass), they may be exempted from taking the relevant courses. Their scores shall be recorded as the scores of the corresponding courses, and the corresponding credits shall be obtained.

5. 学生因身体疾病或某种生理缺陷不宜上体育课的，应持县级及以上医院证明，申请“编入保健班”，报开课学院审批。并参加学校和体育教师指定的其他体育项目的学习和锻炼，经考核合格给予相应的成绩和学分。

(V) Students who are unsuitable for physical education courses due to physical illness or certain physical defects shall apply for "admission to the health class" with a certificate from a county-level or above hospital and submit it to the offering School for approval. They shall participate in the study and exercise of other sports programs designated by the College and physical education teachers, and obtain corresponding scores and credits if they pass the assessment.

6. 学生因身体疾病或某种生理缺陷不能参加军事理论与训练课程的，应持县级及以上医院证明，报学生发展部批准后，参加其他特定项目训练，经考核合格，给予相应的学分。

(VI) Students who cannot participate in military theory and training courses due to physical illness or certain physical defects shall submit a certificate from a county-level or above hospital to the Student Development Department for approval, then participate in other specific project training, and obtain corresponding credits if they pass the assessment.

7. 在校生（含新生）参军入伍退役后复学或入学，可以免修大学体育、军事理论与训练课程，直接获得学分，总评成绩计为“良”或者“85分”。

(VII) Enrolled students (including new students) who resume studies or enroll after being discharged from military service may be exempted from taking college physical education and military theory and

training courses, directly obtain credits, and have their general evaluation scores recorded as "Good" or "85 points".

8.关于免修相关程序详见《云南经济管理学院课程免听、免修管理办法》。

(VIII) For details on the procedures for exemption from taking, please refer to the Measures for Exemption from Listening and Taking Courses of Yunnan College of Business Management.

第二十二条 学分认定与课程置换

Article 22 Credit Recognition and Course Replacement

(一) 学生通过创新创业实践、专业技能竞赛、职业技能考试、校际交流学习等活动取得成果,达到专业人才培养方案中规定课程或学分要求的,可以通过申请课程置换和学分认定获得学分。

I. Students who have achieved results through activities such as innovation and entrepreneurship practice, professional skills competitions, vocational skills exams, and inter-college exchange studies, and meet the requirements of courses or credits specified in the professional talent training program may obtain credits through applying for course replacement and credit recognition.

(二) 学生在课程重新学习、学籍异动(复学、留级(降级)、转专业等)、境内外校际交流后,因专业人才培养方案调整,所修课程已不再开设的,可以通过申请课程置换和学分认定获得学分。

II. After students take re-study courses, have student status changes

(resumption of studies, repetition of a grade (demotion), major transfer, etc.), or conduct domestic and foreign inter-college exchanges, if the courses they have taken are no longer offered due to the adjustment of the professional talent training program, they may obtain credits through applying for course replacement and credit recognition.

(三) 学生申请学分认定和课程置换, 原则上认定或置换必修课累计不超过 10 学分, 专业选修课累计不超过 6 学分, 通识选修课累计不超过 6 学分。置换课程的教学内容应与被置换课程内容相同或相近, 置换课程的课程性质、教学要求、学分应等于或高于被置换课程。

III. When students apply for credit recognition and course replacement, in principle, the cumulative number of compulsory courses recognized or replaced shall not exceed 10 credits, the cumulative number of professional elective courses shall not exceed 6 credits, and the cumulative number of general elective courses shall not exceed 6 credits. The teaching content of the replacement course shall be the same as or similar to that of the replaced course, and the course nature, teaching requirements and credits of the replacement course shall be equal to or higher than those of the replaced course.

(四) 关于学分认定与课程置换相关程序详见《云南经济管理学院课程置换与学分认定管理办法》。

IV. For details on the procedures for credit recognition and course replacement, please refer to the Measures for Course Replacement and

第四节 辅修与重新学习

Section 4 Minor Program and Re-study

第二十三条 辅修

Article 23 Minor Program

(一)为满足不同层次学生成才的需求,使学有余力的优秀学生,学习掌握更多的知识和技能,学校实行主修与辅修制。主修专业是指学生就读专业,辅修专业是指学生在主修专业以外,修读的其他专业。

I. To meet the needs of students at different levels for development and enable outstanding students with spare capacity to learn and master more knowledge and skills, the College implements a major and minor program system. The major program refers to the program that the student is enrolled in, and the minor program refers to other programs that the student takes in addition to the major program.

(二)学生修满主修专业 2 个学期,且 GPA 达到 2.0 及以上,可申请参加辅修。辅修专业一般安排 30 学分左右课程,辅修学位一般安排 50 个学分左右的课程,修业年限不得超出该专业最长修业年限。学生在校期间只能修读一个辅修专业。

II. Students who have completed 2 semesters of the major program and have a GPA of 2.0 or above may apply for the minor program. A minor program generally arranges about 30 credits of courses, and a minor degree generally arranges about 50 credits of courses. The study

duration shall not exceed the maximum study duration of the program. Students may only take one minor program during their enrollment at the College.

（三）修完辅修专业所要求的全部课程并取得相应学分，毕业时由学校发给辅修专业证书。学生在规定时间内未修满辅修专业总学分的，其所得学分可置换主修专业选修课程学分。没有取得主修专业学位的学生不发放辅修专业证书。

III. Students who complete all courses required by the minor program and obtain the corresponding credits shall be issued a minor program certificate by the College upon graduation. If a student fails to complete the total credits of the minor program within the specified time, the credits obtained may be used to replace the credits of the elective courses of the major program. Students who do not obtain the degree of the major program shall not be issued a minor program certificate.

（四）辅修另一专业的学生其主修专业的毕业资格不变，仍要取得主修专业规定的总学分，达到相应的平均学分绩点。

IV. The graduation qualification of the major program for students taking a minor program remains unchanged; they still need to obtain the total credits specified by the major program and reach the corresponding GPA.

（五）关于辅修相关程序详见《云南经济管理学院辅修专业管理办法》。

V. For details on the procedures for the minor program, please refer to the Measures for the Management of Minor Programs of Yunnan College of Business Management.

第二十四条 重新学习

Article 24 Re-study

(一) 学校实行重新学习制度。学生考核成绩不合格的必修课程应参加重新学习。考核成绩合格的必修课程，若学生对已取得的成绩不满意，可申请重新学习该课程，成绩按最高成绩记载。对于缺考、违纪、作弊及被取消考试资格的学生需进行重新学习。选修课程成绩不合格的，可申请重新学习该课程或改选其他课程。

I. The College implements a re-study system. Students shall take re-study for compulsory courses with unqualified assessment scores. For compulsory courses with qualified assessment scores, if students are not satisfied with the obtained scores, they may apply for re-study of the course, and the highest score shall be recorded. Students who are absent from exams, violate discipline, cheat, or are disqualified from exams shall take re-study. For elective courses with unqualified scores, students may apply for re-study of the course or choose other courses instead.

(二) 课程重新学习后，按实际成绩记入学生成绩档案，并按学分绩点的相关要求计算该门课程的学分绩点。

II. After re-study of the course, the actual score shall be recorded in the student's academic record, and the grade points of the course shall be

calculated in accordance with the relevant requirements for grade points.

(三) 课程重新学习必须在学校规定的修业年限内完成。

III. Re-study of courses must be completed within the study duration specified by the College.

第五节 考勤与纪律

Section 5 Attendance and Discipline

第二十五条 学生应按要求修读专业人才培养方案规定的课程，参加学校统一安排的活动。

Article 25 Students shall take the courses specified in the professional talent training program as required and participate in the uniformly arranged activities of Yunnan College of Business Management (hereinafter referred to as "the College").

学生上课和参加实验、见习、实习、论文（设计）、军训、社会实践等，都应实行考勤。

Attendance shall be recorded for students' class attendance and participation in experiments, internships, on-the-job training, thesis (design), military training, social practice, etc.

因故不能参加的，必须事先办理请假手续，凡未经请假、请假未获批准或请假逾期未续假的，均以旷课处理。

Those who cannot participate due to special reasons must go through the leave formalities in advance; those who fail to apply for leave, whose leave application is not approved, or whose leave expires without

applying for an extension shall be treated as absent from class without reason.

第二十六条 请假管理

Article 26 Leave Management

(一) 学生因故不能上课或不能参加教学活动的，应当事先请假并获得批准，病假须持有县级及以上医院出具的正式病情证明。

I. Students who cannot attend classes or participate in teaching activities due to special reasons shall apply for leave in advance and obtain approval; for sick leave, a formal medical certificate issued by a county-level or above hospital must be provided.

请假期满应及时办理销假手续，如请假期满仍不能回校学习的，应及时办理续假手续，并附有关证明。

After the leave expires, students shall go through the formalities for canceling leave in a timely manner; if they still cannot return to the College to study after the leave expires, they shall go through the formalities for extending the leave in a timely manner and attach relevant certificates.

(二) 未经批准擅自离校，或超过准假期限，或先自行离校后请假，一律以旷课论处，并视情节严重给予相应的纪律处分。

II. Those who leave the College without approval, exceed the approved leave period, or leave the College first and then apply for leave shall be treated as absent from class without reason, and given

corresponding disciplinary sanctions according to the seriousness of the circumstances.

达到退学条件者，按自动退学处理。

Those who meet the withdrawal conditions shall be treated as voluntary withdrawal.

(三) 批准请假权限为：

III. The authority for approving leave is as follows:

1. 请假 1 天以内，由辅导员审批；

(I) For leave of 1 day or less, it shall be approved by the counselor;

2. 请假 1 天以上 2 天以内（含 2 天），由辅导员签署意见后，报学院学生科科长审批；

(II) For leave of more than 1 day but less than or equal to 2 days, the counselor shall put forward opinions and then submit it to the head of the student affairs section of the School for approval;

3. 请假 2 天以上 7 天以内（含 7 天），由辅导员和学院学生科科长签署意见后，报学院副书记审批；

(III) For leave of more than 2 days but less than or equal to 7 days, the counselor and the head of the student affairs section of the School shall put forward opinions and then submit it to the deputy secretary of the School for approval;

4. 请假 7 天以上 15 天以内（含 15 天），由辅导员和学院学生科科长签署意见，报学院副书记签署意见后，再报学院教学副院长审批；

(IV) For leave of more than 7 days but less than or equal to 15 days, the counselor and the head of the student affairs section of the School shall put forward opinions, submit it to the deputy secretary of the School for comments, and then submit it to the vice dean of teaching of the School for approval;

5. 请假 15 天以上 39 天以内（含 39 天），由辅导员和学院学生科科长签署意见，报学院副书记审批后，再报学院教学副院长审批，同时报教学工作部部长审批；

(V) For leave of more than 15 days but less than or equal to 39 days, the counselor and the head of the student affairs section of the School shall put forward opinions, submit it to the deputy secretary of the School for approval, then to the vice dean of teaching of the School for approval, and at the same time submit it to the director of the Teaching Affairs Department for approval;

6. 请假超过 40 天（含 40 天）以上者，按休学处理。

(VI) Those who apply for leave of more than 40 days (including 40 days) shall be treated as suspension of studies.

第二十七条 考勤管理

Article 27 Attendance Management

班级集中统一的教学活动（课堂教学、实验等）由任课教师负责考勤，考勤结果是评定学生该门课程平时成绩以及是否可参加期末考试的重要依据之一。

The course teacher shall be responsible for recording attendance for centralized and unified teaching activities of the class (classroom teaching, experiments, etc.), and the attendance result is one of the bases for evaluating the student's usual performance of the course and whether they can participate in the final exam.

其他教学活动由具体组织活动的部门指定人员负责考勤。

For other teaching activities, the department organizing the activities shall designate personnel to be responsible for attendance recording.

各班级应将学生迟到、早退、请假或旷课等情况认真记录，负责人员每周向各二级学院书面报告考勤情况，由各二级学院汇总后每月向学生公布一次考勤情况。

Each class shall carefully record students' lateness, early leave, leave or absence from class; the responsible person shall submit a written report on attendance to each secondary School every week, and each secondary School shall summarize the attendance and announce it to students once a month.

第二十八条 旷课管理

Article 28 Absence from Class Management

在规定的教学时间，课程教学（理论、实验）按课程表内实际授课学时数计旷课时间。

During the specified teaching time, the absence time for course teaching (theory, experiment) shall be calculated according to the actual

teaching hours in the curriculum schedule.

旷课一天按实际授课时数计算，见习、实习、实训、集体活动日旷课一天按 6 学时计算。

One day of absence from class shall be calculated according to the actual teaching hours; one day of absence from internship, on-the-job training, practical training or collective activities shall be calculated as 6 class hours.

旷课时数在同一学期内累计计算，下一学期自动清零重新累计。

The number of absent class hours shall be accumulated within the same semester, and will be automatically cleared and re-accumulated in the next semester.

第六节 转专业与转学

Section 6 Major Transfer and School Transfer

第二十九条 转专业

Article 29 Major Transfer

学生在校学习期间对其他专业有兴趣和专长的，可以申请转专业；

During their study at the College, students who have interest and expertise in other majors may apply for major transfer;

以特殊招生形式录取的学生，国家有相关规定或者录取前与学校有明确约定的，不得转专业。

Students admitted through special enrollment methods shall not transfer majors if there are relevant national regulations or clear

agreements with the College before admission.

休学创业或退役后复学的学生，因自身情况需要转专业的，经转入学院审核同意，学校可优先考虑。

For students who suspend studies for entrepreneurship or resume studies after military service and need to transfer majors due to their own circumstances, the College may give priority to their application if approved by the target School.

（一）本科生大一学年第二学期 14 周，专科生大一学年第一学期 18 周，符合转专业资格条件的学生可申请转专业。

I. Undergraduate students may apply for major transfer in the 14th week of the second semester of the first academic year, and junior college students may apply for major transfer in the 18th week of the first semester of the first academic year, provided that they meet the eligibility criteria for major transfer.

学生在校期间只能申请一次转专业。

Students may only apply for major transfer once during their enrollment at the College.

（二）有下列情形之一者，可按学校的规定申请转专业：

II. Students who fall into any of the following circumstances may apply for major transfer in accordance with the College's regulations:

1. 学生学习期间出现某种疾病或者生理缺陷（不隐瞒既往病史入学者），经县级以上（含县级）医疗单位诊断，证明不能在原专业

学习，但尚能在本校拟转入专业学习的。

(I) Students who develop a certain disease or physical defect during their study (those who do not conceal their past medical history when enrolling), and are diagnosed by a medical institution at or above the county level as unable to study in the original major but still able to study in the target major of the College.

2. 保留入学资格的新生或复学学生，因学校专业调整停办其所录取（学）专业，不转专业无法入（返）校学习的。

(II) New students who retain their admission qualification or students who resume studies, whose admitted (enrolled) major is closed due to the College's major adjustment, and who cannot enroll (return to) the College to study without transferring majors.

3. 确有专业特长（有相关证明），转专业更能发挥其特长，并能满足转入学院的专业课程考核要求的。

(III) Students who indeed have professional expertise (with relevant certificates), and major transfer can better give play to their expertise and meet the professional course assessment requirements of the target School.

4. 经学校批准开设的各类人才改革项目选拔工作，涉及转专业的，按学校批准的管理办法执行。

(IV) Students involved in major transfer in the selection of various talent reform programs approved by the College shall follow the

management measures approved by the College.

(三) 不符合转专业条件的情况如下:

III. The following circumstances do not meet the criteria for major transfer:

1. 普通文史类、理工类专业与艺术类、体育类专业申请互转，
艺术类专业与体育类专业申请互转；

(I) Application for mutual transfer between general liberal arts, science and engineering majors and art, physical education majors, and mutual transfer between art majors and physical education majors;

2. 三校生跨类别转专业；

(II) Cross-category major transfer for students from secondary vocational schools, technical schools and vocational high schools;

3. 专升本、预科学生转专业；

(III) Major transfer for students of junior college to undergraduate programs or preparatory programs;

4. 招生时确定为定向、委托培养者；

(IV) Students admitted as directional or commissioned training students;

5. 应作退学处理者；

(V) Students who should be dealt with as withdrawal;

6. 处于休学、保留学籍期间者；

(VI) Students in the period of suspension of studies or retention of

student status;

7. 欠缴学费者;

(VII) Students who are in arrears with tuition fees;

8. 未解除纪律处分者;

(VIII) Students who have not had their disciplinary sanctions lifted;

9. 在校期间已转过一次专业者;

(IX) Students who have transferred majors once during their enrollment at the College;

10. 国家有相关规定或者录取前与学校有明确约定。

(X) There are relevant national regulations or clear agreements with the College before admission.

(四) 申请转专业的学生，未办理完审批手续前，应参加原所在专业的学习，否则按违反学习纪律处理。

IV. Students applying for major transfer shall continue to study in their original major before completing the approval procedures; otherwise, they shall be treated as violating study discipline.

(五) 当某专业申请转入人数超过可接受人数时，优先满足平均学分绩点高的学生申请。

V. When the number of students applying to transfer into a major exceeds the acceptable number, priority shall be given to students with a higher grade point average (GPA).

转专业学生在校学习时间不得超过学校规定的最长学习年限。

The study duration of students who transfer majors shall not exceed the maximum study duration specified by the College.

(六) 关于转专业相关程序详见《云南经济管理学院学生转专业管理办法》。

VI. For details on the procedures for major transfer, please refer to the Measures for the Management of Student Major Transfer of Yunnan College of Business Management.

第三十条 转学

Article 30 School Transfer

学生一般应当在被录取学校完成学业。

Students shall generally complete their studies at the admitted college.

因患病或者有特殊困难、特别需要，无法继续在本校学习或者不适应本校学习要求的，可以按规定申请转学。

Students who cannot continue to study at the College or cannot adapt to the College's study requirements due to illness, special difficulties or special needs may apply for school transfer in accordance with regulations.

(一) 有下列情形之一，不得转学：

I. Students who fall into any of the following circumstances shall not transfer to another school:

1. 入学未满一学期或者毕业前一年的、处于休学、保留入学资

格期间的；

(I) Those who have enrolled for less than one semester or are in the year before graduation, or are in the period of suspension of studies or retention of admission qualification;

2. 高考成绩低于拟转入学校相关专业同一生源地相应年份录取成绩的；

(II) Those whose college entrance examination scores are lower than the admission scores of the corresponding major of the target school in the same student source area in the corresponding year;

3. 由低学历层次转为高学历层次的；

(III) Those transferring from a lower academic level to a higher academic level;

4. 以定向就业招生录取的；

(IV) Those admitted as directional employment students;

5. 未通过普通高等学校招生全国统一考试或未使用高考成绩录取入学的；

(V) Those who are admitted without taking the National Unified College Entrance Examination or without using college entrance examination scores;

6. 跨学科门类或应予退学的；

(VI) Those transferring across discipline categories or those who should be dealt with as withdrawal;

7. 拟转入学校与拟转出学校在同一城市的；

(VII) Those whose target school and current school are in the same city;

8. 无正当理由的。

(VIII) Those who have no justifiable reason for transferring.

学生确因学校培养条件改变等非本人原因需要转学的，学生提交相关材料报学校，经学校核实情况属实的，学校出具证明由所在地省级教育行政部门协调转学到同层次学校。

If a student really needs to transfer due to non-personal reasons such as changes in the College's training conditions, the student shall submit relevant materials to the College; if the College verifies the situation is true, the College shall issue a certificate, and the provincial education administrative department where the College is located shall coordinate the transfer to a school of the same level.

(二) 转学原则：

II. Principles for School Transfer:

1. 申请转学的学生，应在相同类型、相同录取批次的高校之间进行；原则上在相同或相近专业之间转学，确因特殊原因需转学且转专业的，一般要求至少降一级。

(I) Students applying for school transfer shall transfer between colleges of the same type and same admission batch; in principle, transfer shall be between the same or similar majors; if transfer and major transfer

are required due to special reasons, it is generally required to be demoted by at least one grade.

2. 申请转学的学生高考分数应达到拟转入学校相关专业在生源地相应年份的高考录取分数。

(II) The college entrance examination score of the student applying for school transfer shall reach the college entrance examination admission score of the corresponding major of the target school in the student source area in the corresponding year.

3. 申请转学的学生原则上只能转回生源地高校。

(III) In principle, students applying for school transfer can only transfer back to colleges in their student source areas.

4. 申请转学的学生在“学信网”的学籍状态为“注册学籍”。

(IV) The student status of the student applying for school transfer on the "China Higher Education Student Information Network (CHSI)" shall be "registered student status".

5. 申请转学的学生在转出学校无违纪违规、处分记录。

(V) The student applying for school transfer has no record of violations of discipline or disciplinary sanctions in the current school.

6. 申请转学的学生有正当转学理由，并需出具相关证明材料。

(VI) The student applying for school transfer has a justifiable reason for transfer and needs to provide relevant supporting materials.

(三) 学生转学按以下程序办理：

III. The procedures for student school transfer are as follows:

1. 学生转学由学生本人提出申请，说明理由，并填写《高等学校学生转学申请（确认）表》（一式四份，以下简称《转学申请表》），并提供相应的证明材料等，经所在学校审核同意后，在《转学申请表》上签署意见并盖章。

(I) The student shall submit a personal application for school transfer, explain the reasons, fill in the Application (Confirmation) Form for Student Transfer between Colleges and Universities (in quadruplicate, hereinafter referred to as the School Transfer Application Form), and provide corresponding supporting materials. After the current school reviews and approves, it shall put forward opinions and affix a seal on the School Transfer Application Form.

2. 拟转入学校负责审核转学条件及相关证明，认为符合本校培养要求且学校有培养能力的，经本校招生、学籍管理等相关管理部门同意，院（系）、校两级会议集体研究决定，将转入学生名单、表决情况如实记入会议纪要，由校长签署接收函并在《转学申请表》上签署意见并盖章。

(II) The target school shall be responsible for reviewing the school transfer conditions and relevant certificates; if it deems that the student meets the school's training requirements and the school has the ability to train the student, with the approval of the school's enrollment, student status management and other relevant departments, and through

collective research and decision at the school (department) and college-level meetings, the list of transferred students and the voting situation shall be truthfully recorded in the meeting minutes. The president shall sign the acceptance letter and put forward opinions and affix a seal on the School Transfer Application Form.

3. 转出和拟转入学校对拟转学学生相关信息（主要包括：学生姓名，转出、拟转入学校和专业名称，入学年份，录取分数，转学理由等）通过学校网站进行不少于 5 个工作日的公示。

(III) The current school and the target school shall publicize the relevant information of the student to be transferred (mainly including: student name, name of the current school, target school and major, enrollment year, admission score, reason for transfer, etc.) on the school website for no less than 5 working days.

经公示无异议后，方可出具相关函件。

Relevant letters can only be issued after no objection is received during the publicity period.

4. 转出和拟转入学校出具相关材料：

(IV) The current school and the target school shall issue relevant materials:

转出学校（Current School）：

（1）学生当年招生录取新生名册复印件 1 份，加盖学校招生部门印章；

i. 1 copy of the photocopy of the new student enrollment roster of the student's admission year, affixed with the seal of the school's enrollment department;

(2) 学生已修课程成绩单 1 份，加盖学校教务部门印章；

ii.1 copy of the student's transcript of completed courses, affixed with the seal of the school's academic affairs department;

(3) 学生表现鉴定书 1 份，加盖学校学生管理部门印章；

iii. 1 copy of the student's performance appraisal, affixed with the seal of the school's student management department;

(4) 相关专业所属二级学院研究决定的会议纪要 1 份，加盖二级学院印章；

iv. 1 copy of the meeting minutes of the research decision of the secondary School to which the relevant major belongs, affixed with the seal of the secondary School;

(5) 校长办公会研究决定的会议纪要 1 份，加盖学校印章；

v.1 copy of the meeting minutes of the research decision of the president's office meeting, affixed with the school's seal;

(6) 学校网站对拟转出学生相关信息的公示记录及公示一周证明，加盖学校印章。

vi. The publicity record of the relevant information of the student to be transferred on the school website and the certificate of one-week publicity, affixed with the school's seal.

拟转入学校 (Target School):

(1) 相关专业在生源所在地相应年份的招生录取新生名册复印件 1 份, 加盖学校招生部门印章;

i. 1 copy of the photocopy of the new student enrollment roster of the relevant major in the student source area in the corresponding year, affixed with the seal of the school's enrollment department;

(2) 相关专业在生源所在地相应年份录取最低分数证明 1 份, 加盖学校招生部门印章;

ii. 1 copy of the certificate of the minimum admission score of the relevant major in the student source area in the corresponding year, affixed with the seal of the school's enrollment department;

(3) 相关专业所属二级学院研究决定的会议纪要 1 份, 加盖二级学院印章;

iii. 1 copy of the meeting minutes of the research decision of the secondary School to which the relevant major belongs, affixed with the seal of the secondary School;

(4) 校长办公会研究决定的会议纪要 1 份, 加盖学校印章;

iv. 1 copy of the meeting minutes of the research decision of the president's office meeting, affixed with the school's seal;

(五) 校长签署意见的转学接收函 1 份, 加盖学校印章;

v. 1 copy of the school transfer acceptance letter signed by the president, affixed with the school's seal;

(6) 学校网站对拟转入学生相关信息的公示记录及公示一周证明，加盖学校印章。

vi. The publicity record of the relevant information of the student to be transferred on the school website and the certificate of one-week publicity, affixed with the school's seal.

5. 公示期满无异议者按规定收齐所有转学材料报省教育厅审批，审批通过后由转入学校在学信网办理转学手续。

(V) Those who have no objection after the publicity period shall collect all school transfer materials in accordance with regulations and submit them to the provincial Department of Education for approval; after approval, the target school shall handle the school transfer procedures on CHSI.

(四) 关于转学相关程序严格按照教育部和云南省教育厅转学相关管理规定执行。

IV. The procedures for school transfer shall be strictly implemented in accordance with the relevant management regulations of the Ministry of Education and the Yunnan Provincial Department of Education on school transfer.

第七节 休学与复学

Section 7 Suspension of Studies and Resumption of Studies

第三十一条 学生可以分阶段完成学业，除另有规定外，应当在学校规定的最长学习年限（含休学和保留学籍）内完成学业。

Article 31 Students may complete their studies in stages; unless otherwise specified, they shall complete their studies within the maximum study duration (including suspension of studies and retention of student status) specified by the College.

第三十二条 休学

Article 32 Suspension of Studies

学生在校期间因病、因伤或创业等不能在校学习的，可申请休学，学生休学一般以一年为限。

Students who cannot study at the College due to illness, injury or entrepreneurship during their enrollment may apply for suspension of studies; the period of suspension is generally one year.

期满仍不能复学者，由本人提出申请，经学校批准后可连续休学，但休学时间累计不得超过两年。

If a student still cannot resume studies after the expiration, they may apply for consecutive suspension with the approval of the College, but the cumulative suspension period shall not exceed two years.

学生最多可休学两次，休学期间保留学籍。

Students may suspend studies at most twice, and their student status shall be retained during the suspension period.

学生有下列情况之一者应当休学：

Students who fall into any of the following circumstances shall suspend their studies:

(一) 因病或因伤经二级甲等(含)以上医院诊断须停课治疗或疗养时间在40天(含40天)以上者;

I. Those who need to suspend classes for treatment or recuperation for more than 40 days (including 40 days) as diagnosed by a Grade A Class II (or above) hospital due to illness or injury;

(二) 根据考勤, 在一个学期内因请假(含病、事假)缺课累计超40天(含40天)以上者;

II. Those who have accumulated more than 40 days (including 40 days) of absence from class due to leave (including sick leave and personal leave) in one semester according to attendance records;

(三) 因创业须中途停学的;

III. Those who need to suspend studies midway for entrepreneurship;

(四) 因特殊原因, 学生本人申请或学校认为应该休学者。

IV. Those who apply for suspension due to special reasons or are deemed to need suspension by the College.

第三十三条 学生休学及有关问题, 按下列规定办理:

Article 33 The handling of student suspension of studies and related issues shall comply with the following provisions:

(一) 学生需要休学, 由本人持相关证明向所属二级学院提出申请, 并认真填写《云南经济管理学院休学申请表》, 由所属二级学院提出处理意见, 主管领导审核同意后, 报教学工作部审批, 经批准后

予以休学；

I. Students who need to suspend studies shall submit an application to their affiliated secondary School with relevant certificates, carefully fill in the Application Form for Suspension of Studies of Yunnan College of Business Management; the affiliated secondary School shall put forward handling opinions, and after being reviewed and approved by the supervisor, it will be submitted to the Teaching Affairs Department for approval. Once approved, the student will be granted a leave of absence.

(二) 休学学生应当办理手续离校

II. Students who suspend studies shall go through the formalities and leave the College

学生休学期间，学校为其保留学籍，但不享受在校学习学生待遇，学生休学期间发生意外事故，责任由学生和监护人承担。

During the suspension period, the College retains the student's status but the student does not enjoy the treatment of on-campus students; the student and their guardian shall bear the responsibility for any accident that occurs during the suspension period.

因病休学学生的医疗费按国家及当地的有关规定处理。

The medical expenses of students who suspend studies due to illness shall be handled in accordance with relevant national and local regulations.

学生休学创业期间一切医疗费用、经济纠纷、司法纠纷由学生本

人负责。

Students who suspend studies for entrepreneurship shall be responsible for all medical expenses, economic disputes and judicial disputes during the suspension period.

(三) 休学期满未按规定时间到校办理复学也不申请延长休学期者，取消其复学资格，作自动退学处理，注销学籍

III. Students who fail to return to the College to go through the resumption procedures within the specified time after the suspension period expires and do not apply for an extension of the suspension period shall have their resumption qualification cancelled, be treated as voluntary withdrawal, and have their student status cancelled

第三十四条 保留学籍

Article 34 Retention of Student Status

学生应征参加中国人民解放军（含中国人民武装警察部队）的，应在接到入伍通知两周内向学校申请保留学籍，学校可保留学籍至退役后两年。

Students who are recruited into the Chinese People's Liberation Army (including the Chinese People's Armed Police Force) shall apply to Yunnan College of Business Management (hereinafter referred to as "the College") for retention of student status within two weeks after receiving the enlistment notice, and the College may retain the student status until two years after discharge from military service.

(一) 学校根据学生提供的《应征入伍普通高等学校在校生保留学籍申请表》及《入伍通知书》，办理保留学籍手续，保留学籍期间不享受国家规定的在校学习学生待遇。

I. The College shall handle the formalities for retaining student status based on the Application Form for Retention of Student Status of In-School Students of Ordinary Colleges and Universities for Military Service and the Enlistment Notice provided by the student; during the period of retaining student status, the student does not enjoy the treatment of on-campus students stipulated by the state.

(二) 学生保留学籍期间，与其实际所在的部队、学校等组织建立管理关系。

II. During the period of retaining student status, the student shall establish a management relationship with the organization they actually belong to, such as the military unit or school.

第三十五条 复学

Article 35 Resumption of Studies

复学只针对休学或保留学籍期满需要回校继续学习的学生。

Resumption of studies is only for students who need to return to the College to continue their studies after the expiration of the suspension period or the period of retaining student status.

学生休学期满，应于学期开学一周内持相关证明材料向所属二级学院提出书面复学申请，认真填写《云南经济管理学院复学申请表》，

所属二级学院审核同意，主管领导签字盖章后，报教学工作部审批，经批准后到学籍科办理相关手续。

After the suspension period expires, students shall submit a written application for resumption of studies to their affiliated secondary School with relevant certificates within one week after the start of the semester, carefully fill in the Application Form for Resumption of Studies of Yunnan College of Business Management; after the affiliated secondary School reviews and approves, and the competent leader signs and affixes a seal, the application shall be submitted to the Teaching Affairs Department for approval; after approval, the student shall go to the Student Status Section to handle relevant procedures.

(一) 因病或因伤休学的学生，申请复学时必须持二级甲等(含)以上医院出具的病愈诊断证明或体检康复证明。经学校复查合格，方可复学。

I. Students who suspended studies due to illness or injury must hold a diagnosis certificate of recovery or a physical examination recovery certificate issued by a Grade A Class II (or above) hospital when applying for resumption of studies. They can only resume studies after passing the re-examination by the College.

(二) 学生应征参加中国人民解放军(含中国人民武装警察部队)的，在退役当年或者退役后两年内持退役证明到校办理复学手续。

II. Students who are recruited into the Chinese People's Liberation

Army (including the Chinese People's Armed Police Force) shall go to the College to handle the resumption procedures with the discharge certificate in the year of discharge or within two years after discharge.

(三) 因创业休学的学生，不再创业或具备兼顾创业项目能力的情况下，可申请复学返校继续学习。

III. Students who suspended studies for entrepreneurship may apply to resume studies and return to the College to continue their studies if they no longer engage in entrepreneurship or have the ability to balance entrepreneurship projects with studies.

(四) 复学学生，编入原专业的对应年级学习；如原专业对应年级未招生，则由学校安排到相近专业学习，并按转入专业学费标准缴纳学费。

IV. Students who resume studies shall be assigned to the corresponding grade of their original major for study; if the corresponding grade of the original major is not enrolled, the College shall arrange for them to study in a similar major, and they shall pay tuition fees according to the tuition standard of the target major.

(五) 休学期满的学生在复学手续办结之后，到相应班级学习。

V. Students whose suspension period has expired shall study in the corresponding class after completing the resumption procedures.

第三十六条 学生休学期间，如有严重违法乱纪行为者，取消复学资格，并作自动退学处理。学校对学生休学、保留学籍期间的行为

不承担任何责任

Article 36 Students who commit serious violations of laws or disciplines during the suspension period shall have their resumption qualification cancelled and be treated as voluntary withdrawal. The College shall not bear any responsibility for the behavior of students during the period of suspension of studies or retention of student status

第八节 学业预警与退学

Section 8 Academic Early Warning and Withdrawal

第三十七条 学业预警

Article 37 Academic Early Warning

(一) 课程预警

I. Course Warning

一学期内单门课程旷课累计达到该门课程总学时四分之一的，由任课教师及时报课程所属学院给予学生下达课程预警。

If the cumulative number of absences from a single course reaches one-fourth of the total class hours of the course in one semester, the course teacher shall promptly report to the School to which the course belongs, and the School shall issue a course warning to the student.

若旷课累计达到该门课程总学时的三分之一，将取消该门课程的考试资格，进入重新学习。

If the cumulative number of absences reaches one-third of the total class hours of the course, the student's qualification for the course exam shall be cancelled, and the student shall take re-study.

(二) 学分预警

II. Credit Warning

1. 学生在校修读期间所修课程，学期结束时，学分未修达本学期应修学分 $1/3$ 者，由所在学院给予学业警告，并书面通知学生本人及家长；

(I) If a student fails to obtain 1/3 of the required credits of the semester for the courses taken during the semester, the School to which the student belongs shall issue an academic warning and notify the student and their parents in writing;

2. 学生在校修读期间所修课程，学年结束时，学分未修达计划的 3/4 者，由所在学院给予学业警告，并书面通知学生本人及家长。

(II) If a student fails to obtain 3/4 of the planned credits for the courses taken during the academic year, the School to which the student belongs shall issue an academic warning and notify the student and their parents in writing.

(三) 毕业预警

III. Graduation Warning

1. 至毕业前一年修读学分仍未达到要求者。

(I) Students who still fail to meet the credit requirements one year before graduation.

2. 至毕业前一年学校人才培养方案要求的职业资格等级考试仍未通过的。

(II) Students who still fail to pass the vocational qualification level examination required by the College's talent training program one year before graduation.

3. 不能达到《国家学生体质健康标准》合格要求者。

(III) Students who fail to meet the passing requirements of the

National Student Physical Health Standard.

4. 其它不能达到毕业要求者。

(IV) Other students who fail to meet the graduation requirements.

(四) 学业违纪预警

IV. Academic Disciplinary Violation Warning

1. 学生因考试违纪受到留校察看处分的。

(I) Students who are given the disciplinary sanction of probation in school due to violating discipline in exams.

2. 学生因旷课受到留校察看处分的。

(II) Students who are given the disciplinary sanction of probation in school due to absence from class.

3. 其它因学业违纪情况导致留校察看处分的。

(III) Other students who are given the disciplinary sanction of probation in school due to academic disciplinary violations.

(五) 学业预警相关程序详见《云南经济管理学院学业预警实施办法》。

V. For details on the procedures for academic early warning, please refer to the Implementation Measures for Academic Early Warning of Yunnan College of Business Management.

第三十八条 退学

Article 38 Withdrawal

(一) 学生本人有特殊原因自愿申请退学的，可按学校相关规定办理退学手续。

I. Students who voluntarily apply for withdrawal due to special personal reasons may go through the withdrawal procedures in accordance with the College's relevant regulations.

(二) 学生有下列情形之一者，应予自动退学（终止学籍）处理：

II. Students who fall into any of the following circumstances shall be dealt with as voluntary withdrawal (termination of student status):

1. 应休学却无正当理由而拒办休学手续者；

(I) Those who should suspend studies but refuse to go through the suspension procedures without justifiable reasons;

2. 休学、保留学籍期满，逾期两周不办理复学手续者或复学时经复查不合格者；

(II) Those who fail to go through the resumption procedures within two weeks after the expiration of the suspension period or the period of retaining student status, or fail to pass the re-examination when resuming studies;

3. 未经批准超过两周未报到注册或未参加学校规定的教学活动者；

(III) Those who fail to register for more than two weeks without approval or fail to participate in the teaching activities specified by the

College;

4. 不缴纳学费且不办理暂缓注册手续、未请假及请假逾期未注册超过两周者；

(IV) Those who do not pay tuition fees and do not go through the deferred registration procedures, or fail to register for more than two weeks without applying for leave or after the leave expires;

5. 一学期缺课累计超过一学期修读课程学时总数三分之一以上而不办理休学者；

(V) Those who have accumulated more than one-third of the total class hours of the courses taken in one semester but refuse to go through the suspension procedures;

6. 在学校规定的最长学习年限内未完成学业者；

(VI) Those who fail to complete their studies within the maximum study duration specified by the College;

7. 经学校指定二级甲等医院确诊，患有疾病或意外伤残无法继续在校学习、生活或严重影响本人及他人正常学习生活者；

(VII) Those who are diagnosed by a Grade A Class II hospital designated by the College as having a disease or accidental disability that makes them unable to continue studying and living at the College, or seriously affects their own and others' normal study and life;

8. 本人有特殊原因申请退学者；

(VIII) Those who apply for withdrawal due to special personal

reasons;

9. 因其他原因，学校认为不宜在校继续学习者。

(IX) Those who are deemed by the College as unsuitable to continue studying at the College for other reasons.

第三十九条 退学程序

Article 39 Withdrawal Procedures

(一) 学生本人申请退学者：由学生本人提出书面退学申请，认真填写《云南经济管理学院退学申请表》，家长签字，辅导员、所属学院签署意见，报教学工作部审批；

I. Students who apply for voluntary withdrawal: The student shall submit a written withdrawal application, carefully fill in the Application Form for Withdrawal of Yunnan College of Business Management, with the signature of the parent, the opinions of the counselor and the affiliated School, and submit it to the Teaching Affairs Department for approval;

(二) 学生自动退学者：由辅导员告知学生、家长达到退学标准的相关事实、理由及依据，确认退学的，督促学生及时到校办理退学手续，或由辅导员发起自动退学审批流程，所属学院签署意见，报教学工作部审批。

II. Students who are dealt with as voluntary withdrawal: The counselor shall inform the student and their parent of the relevant facts, reasons and basis for meeting the withdrawal standards; if the withdrawal is confirmed, the counselor shall urge the student to return to the College

to handle the withdrawal procedures in a timely manner, or the counselor shall initiate the voluntary withdrawal approval process, with the opinions of the affiliated School, and submit it to the Teaching Affairs Department for approval.

审批通过后，以《自动退学决定》正式文件通知学生本人及家长，学生拒绝签收的，以留置方式送达；已离校的，采取邮寄方式送达；难于联系、无法送达的可使用校内公示或学校网站、新闻媒体等公告方式送达，以上形式均视为通知已送达。

After approval, the official document Decision on Voluntary Withdrawal shall be issued to notify the student and their parent; if the student refuses to sign for receipt, the document shall be delivered by retention; if the student has left the College, the document shall be delivered by mail; if the student is difficult to contact and the document cannot be delivered, the document may be delivered by on-campus publicity or announcement on the College website, news media, etc.; all the above forms shall be deemed as valid delivery.

第四十条 自动退学学生对学校的退学处理决定有异议的，可在接到《自动退学决定》或公告期满之日起 10 日内，向学校学生申诉处理委员会提出书面申诉。如在申诉期内未提出申诉的，学校不再受理

Article 40 If a student who is dealt with as voluntary withdrawal has objections to the College's withdrawal decision, they may submit a

written appeal to the College's Student Appeal Handling Committee within 10 days from the date of receiving the Decision on Voluntary Withdrawal or the expiration of the announcement. If no appeal is filed within the appeal period, the College will no longer accept the appeal

第四十一条 退学办理

Article 41 Handling of Withdrawal

(一) 退学学生必须在其退学申请审批通过或退学通知送达/公示之日起一周时间内办理完离校手续，离开学校。逾期不办者，学校注销其在校关系。退学后的一切问题，学校不负责解决。

I. Students who withdraw must complete the withdrawal procedures and leave the College within one week from the date of approval of their withdrawal application or the date of delivery/publication of the withdrawal notice. Those who fail to do so within the time limit shall have their on-campus status cancelled by the College. The College shall not be responsible for solving any problems after withdrawal.

(二) 达到退学规定条件者，不允许申请转专业、转学、留级或休学。

II. Those who meet the withdrawal criteria shall not be allowed to apply for major transfer, school transfer, grade repetition or suspension of studies.

(三) 退学、取消学籍、开除学籍的学生，均不得申请复学。

III. Students who have withdrawn, had their student status cancelled

or been expelled from school shall not apply for resumption of studies.

(四) 退学学生已产生的教学费用不予退费。

IV. No refund shall be given for the teaching fees already incurred by withdrawn students.

第四十二条 退学学生，凡学习未满一学年者，可根据学习年限和考核成绩发给学习证明；学习已满一学年及以上者，可根据学习年限和考核成绩发给肄业证明。未经学校批准擅自离校的学生，不发给学习证明或肄业证明。档案、户口退回其家庭户籍所在地

Article 42 For withdrawn students, those who have studied for less than one academic year may be issued a study certificate based on the study duration and assessment results; those who have studied for one academic year or more may be issued a suspension certificate based on the study duration and assessment results. Students who leave the College without the College's approval shall not be issued a study certificate or suspension certificate. Their files and household registration shall be returned to their family's household registration place

第四十三条 学生死亡，监护人需提供死亡证明，经所属学院核实，报教学工作部审批后，由学籍科在“学信网”予以注销学籍

Article 43 In case of a student's death, the guardian shall provide a death certificate; after verification by the affiliated School and approval by the Teaching Affairs Department, the Student Status Section shall cancel the student's status on the "China Higher Education Student

Information Network (CHSI)"

第九节 毕业、结业与肄业

Section 9 Graduation, Completion of Studies and Suspension of Studies

第四十四条 毕业

Article 44 Graduation

具有本校学籍的学生，在学校规定的最长修读年限内，修完教学计划规定的全部课程，成绩合格，获得毕业要求的最低总学分，取得相应职业资格等级证书，在德、智、体、美、劳等方面达到毕业要求，准予毕业，发给毕业证书。

Students with the College's student status who, within the maximum study duration specified by the College, complete all courses specified in the teaching plan with qualified scores, obtain the minimum total credits required for graduation, obtain the corresponding vocational qualification level certificate, and meet the graduation requirements in morality, intelligence, physical fitness, aesthetics and labor education shall be allowed to graduate and be issued a graduation certificate.

符合学位授予条件的，颁发学位证书。

Those who meet the degree award conditions shall be issued a degree certificate.

第四十五条 结业

Article 45 Completion of Studies

(一) 具有本校学籍的学生，在规定的最长学习年限内，修完教学计划规定的全部课程，未获得毕业要求的最低学分，学校准予结业，发给结业证书。

I. Students with the College's student status who complete all courses specified in the teaching plan within the maximum study duration specified by the College but fail to obtain the minimum credits required for graduation shall be allowed to complete their studies and be issued a certificate of completion.

(二) 退学、取消学籍、开除学籍者，不发给结业证书：

II. Those who withdraw, have their student status cancelled or are expelled from school shall not be issued a certificate of completion:

(三) 结业学生可以在结业后两年内申请重新学习其未获得学分的课程或补做毕业论文（设计），达到毕业要求者，准予换发毕业证书。

III. Students who have obtained the certificate of completion may apply for re-study of the courses for which they have not obtained credits or supplementary graduation thesis (design) within two years after obtaining the certificate of completion; those who meet the graduation requirements shall be allowed to apply for replacement of the graduation certificate.

符合学位授予条件者，颁发学位证书。

Those who meet the degree award conditions shall be issued a

degree certificate.

毕业证书、学位证书中毕业时间、学位授予时间，按发证日期填写。

The graduation time and degree award time in the graduation certificate and degree certificate shall be filled in according to the date of issuance.

逾期不返校重新学习或结业后两年内重新学习后仍未达到毕业要求者，作永久结业处理，不再换发毕业证书。

Those who fail to return to the College for re-study within the time limit or still fail to meet the graduation requirements after re-study within two years after obtaining the certificate of completion shall be dealt with as permanent completion, and no replacement of the graduation certificate shall be issued.

第四十六条 肄业

Article 46 Suspension of Studies

对退学学生，在校学习一年以上或者取得 45 学分以上者（开除学籍除外），由学校发给肄业证书；

For withdrawn students (excluding those expelled from school), those who have studied at the College for more than one year or obtained more than 45 credits shall be issued a suspension certificate by the College;

在校学习未满一年或未取得 45 学分者，由学校发给学习证明。

those who have studied at the College for less than one year or obtained less than 45 credits shall be issued a study certificate by the College.

对未经学校批准,擅自离校被取消学籍的学生,不发给肄业证书。

Students who leave the College without the College's approval and have their student status cancelled shall not be issued a suspension certificate.

第十节 学业证书管理

Section 10 Management of Academic Certificates

第四十七条 学校按《高等学校学生学籍学历电子注册办法》的规定及时在“学信网”完成新生学籍注册、在校生的学年注册、毕业生的学历注册、在校生学籍异动和信息修改等工作。学生需在“学信网”查询、核实本人身份信息及学籍学历注册信息

Article 47 In accordance with the provisions of the Measures for Electronic Registration of Student Status and Academic Credentials in Colleges and Universities, the College shall promptly complete the registration of new students' status, annual registration of in-school students, academic registration of graduates, changes in student status of in-school students and information modification on the "China Higher Education Student Information Network (CHSI)". Students shall query and verify their personal identity information and student status/academic registration information on the "CHSI"

第四十八条 学校严格按照招生时确定的办学类型和学习形式，以及学生招生录取时填报的个人信息，填写、颁发学历证书、学位证书及其他学业证书。学生在校期间变更姓名、出生日期、身份证号、民族等个人信息的，应当有合理、充分的理由，并提供有法定效力的相应证明文件

Article 48 The College shall fill in and issue academic certificates, degree certificates and other academic certificates in strict accordance with the type of school operation and study form determined at the time of enrollment, and the personal information filled in by students at the time of admission. Students who need to change personal information such as name, date of birth, ID number and ethnicity during their enrollment shall have reasonable and sufficient reasons and provide corresponding legally valid supporting documents

第四十九条 对违反国家招生规定取得入学资格或者学籍的，学校取消其入学资格或学籍，不得发给学历证书、学位证书；已发的学历证书、学位证书，学校依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的，学校依法予以撤销。被撤销的学历证书、学位证书已注册的，学校予以注销并报教育行政部门宣布无效

Article 49 For students who obtain admission qualification or student status in violation of national enrollment regulations, the College shall cancel their admission qualification or student status and shall not

issue academic certificates or degree certificates; the academic certificates and degree certificates that have been issued shall be revoked by the College in accordance with the law. For students who obtain academic certificates or degree certificates through academic misconduct such as cheating, plagiarism, copying or other improper means, the College shall revoke the certificates in accordance with the law. If the revoked academic certificates or degree certificates have been registered, the College shall cancel the registration and report to the education administrative department to declare them invalid

第五十条 毕业证书执行高等教育学历证书电子注册制度，所颁发的毕（结）业证书信息同时上报云南省教育厅和教育部备案。发证日期即为网上验证日期

Article 50 The electronic registration system for higher education academic certificates shall be implemented for graduation certificates; the information of the issued graduation (completion) certificates shall be reported to the Yunnan Provincial Department of Education and the Ministry of Education for filing at the same time. The date of issuance of the certificate shall be the date of online verification

第五十一条 毕业证书、学位证书、结业证书、肄业证书遗失或者损坏不予补发。经本人申请，学校核实后出具相应的证明书，证明书与原证书具有同等效力

Article 51 No replacement shall be issued for lost or damaged

graduation certificates, degree certificates, certificates of completion or suspension certificates. Upon the student's application and verification by the College, a corresponding certificate shall be issued, which has the same effect as the original certificate

第五十二条 对于无学籍的学生不发给任何形式的学历证书

Article 52 No form of academic certificate shall be issued to students without student status

第四章 校园秩序与课外活动

Chapter 4 Campus Order and Extracurricular Activities

第五十三条 学校和学生有义务共同维护校园正常秩序，保障学校环境安全、稳定，保障学生的正常学习和生活。

Article 53 The College and students have the obligation to jointly maintain the normal campus order, ensure the safety and stability of the College environment, and guarantee students' normal study and life.

第五十四条 学校建立和完善学生参与管理的组织形式，支持和保障学生依法、依章程参与学校管理。

Article 54 The College establishes and improves the organizational forms for students to participate in management, and supports and guarantees students' participation in the College's management in accordance with the law and articles of association.

第五十五条 学生应当增强法制观念，严格遵守国家的宪法、法律、法规，遵守公民道德规范，遵守《高等学校学生行为准则》，遵守学校的各项规章制度，创造和维护文明、整洁、优美、安全的学习和生活环境，树立安全风险防范和自我保护意识，保障自身合法权益。

Article 55 Students shall enhance their awareness of the rule of law, strictly abide by the Constitution, laws and regulations of the state, observe civic ethics, comply with the Code of Conduct for Students in Colleges and Universities and all the College's rules and regulations, create and maintain a civilized, clean, beautiful and safe study and living

environment, establish awareness of safety risk prevention and self-protection, and protect their legitimate rights and interests.

第五十六条 学生不得有酗酒、打架斗殴、赌博、吸毒，传播、复制、贩卖非法书刊和音像制品等违法行为；不得参与非法传销和进行邪教、封建迷信活动；不得从事或者参与有损大学生形象、有悖社会公序良俗的活动。

Article 56 Students shall not engage in illegal acts such as excessive drinking, fighting, gambling, drug use, and spreading, copying or selling illegal books, periodicals and audio-visual products; shall not participate in illegal pyramid selling, cult activities or feudal superstitious activities; shall not engage in or participate in activities that damage the image of college students or violate public order and good customs.

学校发现学生在校内有违法行为或者严重精神疾病可能对他人造成伤害的，将依法采取或者协助有关部门采取必要措施。

If the College finds that a student has committed an illegal act on campus or has a severe mental illness that may cause harm to others, it will take or assist relevant departments in taking necessary measures in accordance with the law.

第五十七条 学校坚持教育与宗教相分离原则。任何组织和个人不得在学校进行宗教活动。

Article 57 The College adheres to the principle of separating education from religion. No organization or individual shall conduct

religious activities on the College campus.

第五十八条 学校健全学生代表大会制度，为学生会开展活动提供必要条件，支持其在学生管理中发挥作用。

Article 58 The College improves the student congress system, provides necessary conditions for the student union to carry out activities, and supports it in playing a role in student management.

学生可以在校内成立、参加学生团体。学生成立团体，应当按学校有关规定提出书面申请，报学校批准并实行登记和年检制度。

Students may establish and join student organizations on campus. To establish a student organization, students shall submit a written application in accordance with the College's relevant regulations, obtain the College's approval, and implement the registration and annual inspection system.

学生团体应在宪法、法律、法规和学校管理制度范围内活动，接受学校的领导和管理。

Student organizations shall carry out activities within the scope of the Constitution, laws, regulations and the College's management system, and accept the leadership and management of the College.

学生团体邀请校外组织、人员到校举办讲座等活动，需经学校批准。

Student organizations shall obtain the College's approval if they invite off-campus organizations or individuals to the campus to hold

lectures or other activities.

第五十九条 学校提倡并支持学生及学生团体开展有益于身心健康、成长成才的学术、科技、艺术、文娱、体育等活动。

Article 59 The College advocates and supports students and student organizations in carrying out academic, scientific and technological, artistic, cultural, sports and other activities that are beneficial to physical and mental health and personal development.

学生进行课外活动不得影响学校正常的教育教学秩序和生活秩序。

Students' extracurricular activities shall not affect the normal education and teaching order and living order of the College.

学生参加勤工助学活动应当遵守法律、法规以及学校、用工单位的管理制度，履行勤工助学活动的有关协议。

Students participating in work-study activities shall abide by laws, regulations and the management systems of the College and the employer, and fulfill the relevant agreements for work-study activities.

第六十条 学生举行大型集会、游行、示威等活动，应当按法律程序和有关规定获得批准。对未获批准的，学校依法劝阻或者制止。

Article 60 Students who hold large-scale assemblies, marches, demonstrations and other activities shall obtain approval in accordance with legal procedures and relevant regulations. The College shall dissuade or stop those that have not obtained approval in accordance with

the law.

第六十一条 学生应当遵守国家 and 学校关于网络使用的有关规定，不得登录非法网站和传播非法文字、音频、视频资料等，不得编造或者传播虚假、有害信息；不得攻击、侵入他人计算机和移动通讯网络系统。

Article 61 Students shall comply with the relevant provisions of the state and the College on network use, shall not log on to illegal websites or spread illegal texts, audio or video materials, shall not fabricate or spread false and harmful information; shall not attack or intrude into others' computers and mobile communication network systems.

第六十二条 学校健全学生住宿管理制度。学生应遵守学校关于学生住宿管理的规定。

Article 62 The College improves the student accommodation management system. Students shall comply with the College's regulations on student accommodation management.

第五章 奖励与处分

Chapter 5 Rewards and Disciplinary Actions

第一节 奖励

Section 1 Rewards

第六十三条 学校对德、智、体、美、劳全面发展或在思想品德、学业成绩、科技创新、体育竞赛、文体活动、志愿服务、社会实践等

方面表现突出的学生，授予“三好学生”称号或其他荣誉称号，给予精神鼓励和物质奖励。

Article 63 The College awards the title of "Three Good Students" or other honorary titles, and provides spiritual encouragement and material rewards to students who develop comprehensively in morality, intelligence, physical fitness, aesthetics and labor education, or who have outstanding performance in ideological and moral character, academic performance, scientific and technological innovation, sports competitions, cultural and sports activities, voluntary services, social practice, etc.

第二节 处分

Section 2 Disciplinary Sanctions

第六十四条 学生违反法律法规或者学校各项管理制度，学校应当给予批评教育，并可视情节轻重，给予如下纪律处分：

Article 64 If a student violates laws, regulations or the College's management systems, Yunnan College of Business Management (hereinafter referred to as "the College") shall give the student criticism and education, and may impose the following disciplinary sanctions based on the seriousness of the circumstances:

(一) 警告；

I. Warning;

(二) 严重警告；

II. Severe Warning;

(三) 记过;

III. Record of Demerit;

(四) 留校察看;

IV. Probation in School;

(五) 开除学籍。

V. Expulsion from School.

学生有违纪行为，但情节轻微不足以给予上述处分的，由学生所在学院给予通报批评，督促其改正错误。

If a student commits a disciplinary violation but the circumstances are minor and not serious enough for the above-mentioned sanctions, the School where the student is enrolled shall issue a circular of criticism and urge the student to correct the mistake.

第六十五条 学校给予学生处分，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。

Article 65 When imposing disciplinary sanctions on students, the College shall adhere to the principle of combining education with punishment, and the sanctions shall be commensurate with the nature of the student's illegal or disciplinary acts and the seriousness of the fault.

学校对学生的处分，应当做到证据充分、依据明确、定性准确、程序正当、处分适当。

The College's disciplinary sanctions on students shall be based on

sufficient evidence, clear basis, accurate characterization, proper procedures and appropriate sanctions.

学生对违纪处分有按程序进行陈述、申辩、申诉的权利。

Students have the right to state, defend and appeal against disciplinary sanctions in accordance with procedures.

第六十六条 学生受处分期间，附加给予下列限制：

Article 66 During the period of disciplinary sanction, students shall be subject to the following additional restrictions:

(一) 不得申请学校各类助学金和无偿援助；

I. Shall not apply for various types of financial aid and free assistance of the College;

(二) 不得参评奖学金及各种荣誉称号；

II. Shall not participate in the evaluation of scholarships and various honorary titles;

(三) 受到开除学籍处分的学生，学校发给学习证明。学生在接到处分决定书后 3 个工作日内离校，特殊情况下不超过 7 个工作日。档案、户口退回其家庭户籍所在地。

III. Students who are expelled from school shall be issued a study certificate by the College. Such students shall leave the College within 3 working days after receiving the disciplinary sanction decision, or within 7 working days under special circumstances. Their files and household registration shall be returned to their family's household registration

place.

(四) 学校规定受处分者受限制的其他权益。

IV. Other rights and interests restricted by the College for those under disciplinary sanctions.

第六十七条 除开除学籍处分以外，学生受处分的期限自作出处分决定之日起计算，警告、严重警告、记过的处分期限为6个月，留校察看的处分期限为12个月，到期按学校程序予以解除。

Article 67 Except for the sanction of Expulsion from School, the duration of disciplinary sanctions on students shall be calculated from the date when the sanction decision is made. The duration of Warning, Severe Warning and Record of Demerit is 6 months, and the duration of Probation in School is 12 months. The sanctions shall be lifted in accordance with the College's procedures upon expiration.

解除处分后，学生获得表彰、奖励及其他权益，不再受原处分的影响。

After the disciplinary sanction is lifted, the student's eligibility for recognition, rewards and other rights and interests shall no longer be affected by the original sanction.

第六十八条 违纪学生有下列情形之一且危害后果较轻的，可以从轻处分：

Article 68 A student who commits a disciplinary violation may be given a lighter sanction if they fall into any of the following

circumstances and the harmful consequences are minor:

(一) 能主动承认错误，如实交代错误事实，检查认识深刻，有悔改表现；

I. Voluntarily admit the mistake, truthfully explain the facts of the mistake, have a deep understanding in the self-criticism, and show repentance;

(二) 主动向学校有关部门报告自己的违纪行为，或在违纪行为调查过程中主动交代学校没有掌握的违纪行为的；

II. Voluntarily report their own disciplinary violation to the relevant departments of the College, or voluntarily explain other disciplinary violations not known to the College during the investigation of the disciplinary violation;

(三) 确系他人胁迫或诱骗，认错态度好的；

III. Clearly coerced or induced by others, and have a good attitude of admitting the mistake;

(四) 主动终止违纪行为或采取措施减轻违纪后果的；

IV. Voluntarily terminate the disciplinary violation or take measures to mitigate the consequences of the disciplinary violation;

(五) 其他根据违纪情节、违纪造成的后果等可以从轻处分的。

V. Other circumstances where a lighter sanction may be given based on the circumstances of the disciplinary violation and the consequences caused.

第六十九条 学生违反校规校纪，有下列情形之一，应当从重处分：

Article 69 A student who violates the College's rules and disciplines shall be given a heavier sanction if they fall into any of the following circumstances:

(一) 违纪行为影响恶劣或者严重破坏学校声誉的；

I. The disciplinary violation has a bad impact or seriously damages the College's reputation;

(二) 故意隐瞒、歪曲、捏造事实，以及妨碍有关部门、单位调查、取证，或者拒不承认错误的；

II. Intentionally conceal, distort or fabricate facts, hinder the investigation and evidence collection by relevant departments or units, or refuse to admit the mistake;

(三) 对检举揭发人、证人、工作人员打击报复、威胁恐吓的；

III. Retaliate against or intimidate informants, witnesses or staff;

(四) 教唆、胁迫、诱骗、指使他人违纪的；

IV. Abet, coerce, induce or instigate others to commit disciplinary violations;

(五) 在校期间已受过处分的；

V. Have received disciplinary sanctions during enrollment at the College;

(六) 同时有两种以上违纪行为（含两种）的；

VI. Commit two or more types of disciplinary violations at the same time;

(七) 策划或组织群体违纪的;

VII. Plan or organize group disciplinary violations;

(八) 参加涉外活动违纪的;

VIII. Commit disciplinary violations in foreign-related activities;

(九) 违纪行为造成严重后果;

IX. The disciplinary violation causes serious consequences;

(十) 其他根据违纪情节、违纪后果等可以从重处分的。

X. Other circumstances where a heavier sanction may be given based on the circumstances of the disciplinary violation and the consequences caused.

第三节 违纪行为与纪律处分

Section 3 Disciplinary Violations and Disciplinary Sanctions

第七十条 学生有下列情形之一，学校给予开除学籍处分：

Article 70 Students who fall into any of the following circumstances shall be given the sanction of Expulsion from School by the College:

(一) 违反宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序的；

I. Violate the Constitution, oppose the Four Cardinal Principles, undermine stability and unity, or disrupt social order;

(二) 触犯国家法律，构成刑事犯罪的；

II. Violate national laws and commit a criminal offense;

(三) 受到治安管理处罚，情节严重、性质恶劣的；

III. Be given an administrative penalty for public security with serious and vile circumstances;

(四) 代替他人或者让他人代替自己参加考试、组织作弊、使用通讯设备或其他器材作弊、向他人出售考试试题或答案牟取利益，以及其他严重作弊或扰乱考试秩序行为的；

IV. Take an exam on behalf of others or let others take an exam on one's behalf, organize cheating, cheat using communication devices or other equipment, sell exam questions or answers to others for profit, or commit other acts of serious cheating or disrupting exam order;

(五) 学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为，情节严重的，或者代写论文、买卖论文的；

V. Commit serious academic misconduct such as plagiarism, tampering or forgery in dissertations or published research results, or have others write dissertations for them or buy/sell dissertations;

(六) 违反《普通高等学校学生管理规定》和本规定，严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序的；

VI. Violate the Provisions on the Management of Students in Ordinary Colleges and Universities and these Regulations, and seriously affect the College's education and teaching order, living order and public place management order;

(七) 侵害其他个人、组织合法权益，造成严重后果的；

VII. Infringe on the legitimate rights and interests of other individuals or organizations and cause serious consequences;

(八) 屡次违反学校规定受到纪律处分，经教育不改的。

VIII. Repeatedly violate the College's provisions, receive disciplinary sanctions, and refuse to correct after education.

第七十一条 学生违反国家有关法律法规，受到治安管理处罚的，给予以下处分：

Article 71 Students who violate relevant national laws and regulations and are given administrative penalties for public security shall be given the following disciplinary sanctions:

(一) 被处以警告处罚的，给予警告处分；

I. Those given a warning penalty shall be given a Warning;

(二) 被处以罚款处罚的，视其情节给予警告或者严重警告处分；

II. Those given a fine penalty shall be given a Warning or Severe Warning based on the circumstances;

(三) 被处以拘留五日以下处罚的，给予记过处分；

III. Those given a detention penalty of less than 5 days shall be given a Record of Demerit;

(四) 被处以拘留五日以上十日以下处罚的，给予留校察看处分；

IV. Those given a detention penalty of 5 to 10 days shall be given Probation in School;

(五) 被处以拘留十日以上处罚的，给予开除学籍处分。

V. Those given a detention penalty of more than 10 days shall be given Expulsion from School.

第七十二条 有下列行为之一的，给予严重警告处分；情节严重的，给予记过或留校察看处分；由此造成严重后果的，给予开除学籍处分：

Article 72 Those who commit any of the following acts shall be given a Severe Warning; if the circumstances are serious, they shall be given a Record of Demerit or Probation in School; if serious consequences are caused, they shall be given Expulsion from School:

(一) 移动或者破坏消防设施或者各种安全、指示标志的；

I. Move or damage fire-fighting facilities or various safety or indicator signs;

(二) 堵塞消防通道、无火情况下触发报警装置、谎报火情的；

II. Block fire-fighting passages, trigger alarm devices without fire, or falsely report a fire;

(三) 阻碍消防车辆、人员通行的；

III. Hinder the passage of fire-fighting vehicles or personnel;

(四) 扰乱火灾现场秩序的；

IV. Disrupt the order of the fire scene;

(五) 在重点防火单位或者场所擅自使用明火的；

V. Use open flames without permission in key fire prevention units

or places;

(六) 在宿舍、教室、图书馆、体育馆等场所私拉乱接电线或者违章使用电器不听劝阻的。

VI. Randomly connect wires or use electrical appliances in violation of regulations in dormitories, classrooms, libraries, gymnasiums and other places and refuse to be dissuaded.

第七十三条 利用计算机信息网络和现代通讯工具等方式实施下列行为者，视情节轻重给予相应的纪律处分，其中构成违法或者犯罪的，报公安机关处理，其本人承担相应法律责任。

Article 73 Those who commit any of the following acts by means of computer information networks and modern communication tools shall be given corresponding disciplinary sanctions based on the seriousness of the circumstances. If the act constitutes an illegal act or crime, the case shall be reported to the public security organ, and the person shall bear corresponding legal responsibilities.

(一) 捏造或者歪曲事实，故意传播虚假信息、恶意攻击信息或其他不当言论者，视情节轻重，给予记过及以上处分；

I. Those who fabricate or distort facts and intentionally spread false information, malicious attack information or other inappropriate remarks shall be given a Record of Demerit or heavier sanction based on the seriousness of the circumstances;

(二) 冒用他人名义发布恶意信息，或用其他方式侵犯他人人格

权（生命权、身体权、健康权、姓名权、肖像权、名誉权、荣誉权、隐私权、婚姻自主权）者，视情节轻重，给予记过及以上处分；

II. Those who issue malicious information in the name of others or infringe on others' personality rights (right to life, right to body, right to health, right to name, right to portrait, right to reputation, right to honor, right to privacy, right to marry freely) by other means shall be given a Record of Demerit or heavier sanction based on the seriousness of the circumstances;

（三）明知他人利用信息网络实施犯罪，为其犯罪提供互联网接入、服务器托管、网络存储、通讯传输等技术支持，或者提供广告推广、支付结算等帮助行为的，视情节轻重，给予留校察看或开除学籍处分；

III. Those who clearly know that others use information networks to commit crimes and provide technical support such as Internet access, server hosting, network storage and communication transmission for the crimes, or provide help such as advertising promotion and payment settlement shall be given Probation in School or Expulsion from School based on the seriousness of the circumstances;

（四）非法买卖“两卡”（电话卡、银行卡）者，视情节轻重，给予留校察看或开除学籍处分；

IV. Those who illegally trade "two cards" (phone cards and bank cards) shall be given Probation in School or Expulsion from School based

on the seriousness of the circumstances;

(五) 实施网络赌博行为者，视情节轻重，给予留校察看或开除学籍处分；

V. Those who commit online gambling shall be given Probation in School or Expulsion from School based on the seriousness of the circumstances;

(六) 盗窃、挪用电子货币的，或者借助网络实施诈骗者，或者通过电子商务实施诈骗者，给予开除学籍处分；

VI. Those who steal or embezzle electronic money, commit fraud via the Internet, or commit fraud through e-commerce shall be given Expulsion from School;

(七) 故意登录非法网站，或通过境内外非法网站制作、散布、传播暴恐视频，视情节轻重，给予留校察看或开除学籍处分；

VII. Those who intentionally log on to illegal websites, or produce, spread or disseminate violent and terrorist videos through domestic or foreign illegal websites shall be given Probation in School or Expulsion from School based on the seriousness of the circumstances;

(八) 诋毁、损害国家机关和学校声（信）誉以及企事业单位、社会团体和其他组织的声（信）誉的，视情节轻重，给予记过及以上处分。

VIII. Those who slander or damage the reputation of state organs, the College, enterprises, public institutions, social organizations and other

organizations shall be given a Record of Demerit or heavier sanction based on the seriousness of the circumstances.

第七十四条 煽动或者组织聚众闹事的，给予留校察看处分。其中具有暴力、侮辱、诽谤、迷信等严重情节的，或者由此严重扰乱社会秩序的，给予开除学籍处分。

Article 74 Those who incite or organize mass disturbances shall be given Probation in School. If the act involves serious circumstances such as violence, insult, slander or superstition, or seriously disrupts social order, the offender shall be given Expulsion from School.

第七十五条 煽动、策划非法集会、游行、示威，不听劝阻的，给予留校察看处分；情节严重的，给予开除学籍处分。

Article 75 Those who incite or plan illegal assemblies, processions or demonstrations and refuse to be dissuaded shall be given Probation in School; if the circumstances are serious, they shall be given Expulsion from School.

第七十六条 在校内进行宗教活动，不听劝阻的，给予严重警告或记过处分；造成严重不良影响的，给予留校察看或开除学籍处分。

Article 76 Those who conduct religious activities on campus and refuse to be dissuaded shall be given a Severe Warning or Record of Demerit; if serious adverse effects are caused, they shall be given Probation in School or Expulsion from School.

第七十七条 组织、教唆、胁迫、诱骗、煽动他人参与非法传销

或进行邪教、封建迷信活动的，给予留校察看或开除学籍处分；参与非法传销或进行邪教、封建迷信活动的，给予记过直至开除学籍处分。

Article 77 Those who organize, abet, coerce, induce or incite others to participate in illegal pyramid selling or cult activities or feudal superstitious activities shall be given Probation in School or Expulsion from School; those who participate in illegal pyramid selling or cult activities or feudal superstitious activities shall be given a Record of Demerit up to Expulsion from School.

第七十八条 谎报警情的，除承担法律责任外，给予记过处分，造成不良后果的，给予留校察看或开除学籍处分。

Article 78 Those who falsely report a police case shall be given a Record of Demerit in addition to bearing legal responsibilities; if adverse consequences are caused, they shall be given Probation in School or Expulsion from School.

第七十九条 明知是赃物仍为其保存、转移、处理以及窝藏罪犯或者为其匿灭罪证，视情节轻重给予留校察看或开除学籍处分；提供伪证或者组织他人提供伪证，妨碍调查处理工作正常进行的，除按有关规定处理外，给予记过及以上处分。

Article 79 Those who knowingly preserve, transfer or dispose of stolen goods, harbor criminals or destroy evidence for them shall be given Probation in School or Expulsion from School based on the seriousness of the circumstances; those who provide false evidence or organize others

to provide false evidence and hinder the normal progress of investigation and handling shall be given a Record of Demerit or heavier sanction in addition to being handled in accordance with relevant provisions.

第八十条 吸食、注射或者参与非法制造、买卖、传播毒品或者其他禁用药品的，视情节轻重，给予留校察看或者开除学籍处分。

Article 80 Those who take or inject drugs, or participate in the illegal manufacture, sale or spread of drugs or other prohibited drugs shall be given Probation in School or Expulsion from School based on the seriousness of the circumstances.

第八十一条 学生有酒后驾驶机动车行为的，视情节轻重，给予记过直至开除学籍处分；有醉酒驾驶机动车或其他危险驾驶行为的，给予留校察看或开除学籍处分。

Article 81 Students who drive a motor vehicle after drinking alcohol shall be given a Record of Demerit up to Expulsion from School based on the seriousness of the circumstances; those who drive a motor vehicle while intoxicated or commit other dangerous driving acts shall be given Probation in School or Expulsion from School.

第八十二条 煽动民族仇恨、民族歧视，或者在出版物、计算机信息网络中刊载民族歧视、侮辱内容的，给予留校察看处分；情节严重的，给予开除学籍处分。

Article 82 Those who incite national hatred or discrimination, or publish content that discriminates against or insults ethnic groups in

publications or computer information networks shall be given Probation in School; if the circumstances are serious, they shall be given Expulsion from School.

第八十三条 将枪支、弹药、管制刀具或者易燃、易爆、有毒、放射性、腐蚀性物质或者传染病病原体等危险品擅自带入学校或者带出实验室、仓库等规定保管场所，造成严重公共安全隐患的，给予记过处分；情节严重的，给予留校察看或开除学籍处分。

Article 83 Those who without permission bring dangerous goods such as firearms, ammunition, controlled knives, flammable, explosive, toxic, radioactive, corrosive substances or infectious disease pathogens into the College or take them out of designated storage places such as laboratories and warehouses, causing serious public security hazards, shall be given a Record of Demerit; if the circumstances are serious, they shall be given Probation in School or Expulsion from School.

第八十四条 学校或者所在地区发生火灾、地震、疫情或其他突发公共事件等紧急情况时，不服从政府或者学校依法发布的命令、决定、规定，且不听劝阻的，给予记过处分；情节严重的，给予留校察看或开除学籍处分。

Article 84 During emergencies such as fires, earthquakes, epidemics or other public emergencies occurring in the College or the local area, those who disobey the orders, decisions or regulations legally issued by the government or the College and refuse to be dissuaded shall be given a

Record of Demerit; if the circumstances are serious, they shall be given Probation in School or Expulsion from School.

第八十五条 故意编造虚假内容、发表不实言论或传播有害信息，破坏社会和校园稳定、有损学校声誉或侵犯他人名义的，视情节轻重，给予记过直至开除学籍处分。

Article 85 Those who intentionally fabricate false content, make false remarks or spread harmful information, disrupt social and campus stability, damage the College's reputation or infringe on others' reputation shall be given a Record of Demerit up to Expulsion from School based on the seriousness of the circumstances.

第八十六条 学生有下列行为之一的，给予严重警告处分；情节较重的，给予记过处分；由此造成严重后果的，给予留校察看或者开除学籍处分；其中构成违法或者犯罪的，报公安机关处理，其本人承担相应法律责任。

Article 86 Students who commit any of the following acts shall be given a Severe Warning; if the circumstances are relatively serious, they shall be given a Record of Demerit; if serious consequences are caused, they shall be given Probation in School or Expulsion from School; if the act constitutes an illegal act or crime, the case shall be reported to the public security organ, and the student shall bear corresponding legal responsibilities.

(一) 弄虚作假，谎报家庭经济状况，骗领奖助学金、困难补助

的；

I. Practice fraud, falsely report family economic status to defraud scholarships, grants or hardship subsidies;

(二) 盗用、冒用、伪造、倒买、倒卖他人(含单位)各种证、卡、账号和密码(含网络用户的账号和密码)的；

II. Embezzle, usurp, forge, resell or traffic others' (including units') certificates, cards, accounts and passwords (including network user accounts and passwords);

(三) 转借学生证、校园卡、请假条或者其他仅限校内个人使用的证、卡、账号和密码(含网络用户的账号和密码)并造成不良后果的；

III. Lend student ID cards, campus cards, leave slips or other certificates, cards, accounts and passwords (including network user accounts and passwords) that are for personal use only on campus and cause adverse consequences;

(四) 盗窃公章、保密文件、档案等物品的；

IV. Steal official seals, confidential documents, archives and other items;

(五) 私自涂改、伪造证件、证书、证明、公章的；

V. Privately alter or forge certificates, diplomas, proofs or official seals;

(六) 伪造、篡改或者冒用学校文件或者各项审批记录的；

VI. Forge, tamper with or usurp the College's documents or various approval records;

(七) 谎报丢失及冒名补办证件的。

VII. Falsely report the loss of a certificate and apply for a replacement in another person's name.

第八十七条 有下列行为之一的，给予警告或者严重警告处分；情节较重的，给予记过或者留校察看处分；由此造成严重后果的，给予开除学籍处分：

Article 87 Those who commit any of the following acts shall be given a Warning or Severe Warning; if the circumstances are relatively serious, they shall be given a Record of Demerit or Probation in School; if serious consequences are caused, they shall be given Expulsion from School:

(一) 写恐吓信或者以其他方法威胁他人人身安全的；

I. Write threatening letters or use other methods to threaten others' personal safety;

(二) 公然侮辱他人或者捏造事实诽谤他人的；

II. Publicly insult others or fabricate facts to slander others;

(三) 发送淫秽、侮辱、恐吓或者其他信息，干扰他人正常生活的；

III. Send obscene, insulting, threatening or other information to interfere with others' normal life;

(四) 偷窥、偷拍、窃听、散布或者以其他方式侵犯他人隐私的；

IV. Peep, secretly photograph, eavesdrop, spread or infringe on others' privacy in other ways;

(五) 猥亵他人的，或者在公共场所故意裸露身体，情节恶劣的；

V. Indecently assault others, or intentionally expose their body in public places with vile circumstances;

(六) 纠缠或者骚扰他人，影响他人正常生活、学习的；

VI. Pester or harass others and affect others' normal life and study;

(七) 有校园暴力或霸凌、欺凌行为的；

VII. Commit campus violence or bullying acts;

(八) 有其他干扰他人正常生活行为的。

VIII. Commit other acts that interfere with others' normal life.

第八十八条 学生有策划或参与打架、结伙打架或者殴打他人行为之一的，视其情节、性质、后果，给予以下处分，其中构成违法或者犯罪的，报公安机关处理，其本人承担相应法律责任。

Article 88 Students who plan, participate in fights, gang fights or assault others shall be given the following disciplinary sanctions based on the circumstances, nature and consequences of the act. If the act constitutes an illegal act or crime, the case shall be reported to the public security organ, and the student shall bear corresponding legal responsibilities.

(一) 凡动手打人或故意伤害他人身体者，给予记过处分；致使

他人轻微伤者，除赔偿伤者医疗及其相关费用外，给予留校察看处分；致使他人轻伤及以上的，除赔偿伤者医疗及其相关费用外，给予开除学籍处分；

I. Those who strike others or intentionally injure others' bodies shall be given a Record of Demerit; those who cause minor injuries to others shall be given Probation in School in addition to compensating for the medical and related expenses of the injured; those who cause minor injuries of Grade II or above to others shall be given Expulsion from School in addition to compensating for the medical and related expenses of the injured;

（二）凡持械、持刀、持枪危害他人者，或在打架、斗殴过程中使用刀具、器械等者，给予开除学籍处分；

II. Those who endanger others with weapons, knives or guns, or use knives or instruments during fights or brawls shall be given Expulsion from School;

（三）为他人打架提供凶器，视其后果，给予留校察看及以上处分；

III. Those who provide weapons for others to fight shall be given Probation in School or heavier sanction based on the consequences;

（四）组织、邀约他人打架或聚众闹事者，给予留校察看处分；情节严重，造成严重后果者，给予开除学籍处分；

IV. Those who organize or invite others to fight or gather to make

trouble shall be given Probation in School; if the circumstances are serious and serious consequences are caused, they shall be given Expulsion from School;

(五) 虽未动手打人, 但参与或造成事态扩大者, 视情节、性质、后果给予记过及以上处分;

V. Those who do not strike others but participate in or expand the incident shall be given a Record of Demerit or heavier sanction based on the circumstances, nature and consequences;

(六) 以“劝架”为名偏袒一方, 致使事态扩大者, 给予留校察看处分, 造成重大影响或人身伤害的给予开除学籍处分;

VI. Those who take sides in the name of "mediating a fight" and expand the incident shall be given Probation in School; those who cause major impact or personal injury shall be given Expulsion from School;

(七) 参与打架两次以上(含两次)者, 给予开除学籍处分;

VII. Those who participate in fights twice or more shall be given Expulsion from School;

(八) 打架事件处理终止后又实施打击报复行为者, 给予开除学籍处分。

VIII. Those who take retaliatory acts after the handling of a fight incident is completed shall be given Expulsion from School.

第八十九条 侮辱、诽谤、威胁、恐吓、殴打教师者:

Article 89 Those who insult, slander, threaten, intimidate or assault

teachers:

(一) 侮辱、诽谤、威胁、恐吓教师者视情节给予记过及以上处分；

I. Those who insult, slander, threaten or intimidate teachers shall be given a Record of Demerit or heavier sanction based on the circumstances;

(二) 殴打教师者，给予留校察看或开除学籍处分；情节严重的，给予开除学籍处分并报公安机关处理。

II. Those who assault teachers shall be given Probation in School or Expulsion from School; if the circumstances are serious, they shall be given Expulsion from School and the case shall be reported to the public security organ.

第九十条 故意损害国家、集体和他人财物，有以下情形之一的，除按有关规定处理外，视其情节轻重给予以下处分：

Article 90 Those who intentionally damage the property of the state, collectives or others and fall into any of the following circumstances shall be given the following disciplinary sanctions based on the seriousness of the circumstances in addition to being handled in accordance with relevant provisions:

(一) 故意违反实验、实习操作规程，给国家、学校、个人造成损失的，给予严重警告及以上处分；

I. Those who intentionally violate experimental or internship

operating procedures and cause losses to the state, the College or individuals shall be given a Severe Warning or heavier sanction;

(二) 故意损毁校园建筑物或者学校重要形象标志、标识及其他公共设施、设备或者文物的，给予严重警告及以上处分；

II. Those who intentionally damage campus buildings, important image signs or logos of the College, other public facilities or equipment, or cultural relics shall be given a Severe Warning or heavier sanction;

(三) 故意损毁校园内的通信、信息网络等公共服务设施设备，违反管理规定私自搭接电缆线路、安装交换机、路由器或者其他通信终端设备，给校园网络造成严重影响的，给予严重警告及以上处分。

III. Those who intentionally damage public service facilities such as communication and information networks on campus, or privately connect cable lines, install switches, routers or other communication terminal equipment in violation of management regulations, causing serious impact on the campus network shall be given a Severe Warning or heavier sanction.

第九十一条 窃取或者以其他非法方式获取个人信息，非法出售或者非法向他人提供个人信息的，视其情节轻重，给予严重警告及以上处分。

Article 91 Those who steal or obtain personal information by other illegal means, or illegally sell or provide personal information to others shall be given a Severe Warning or heavier sanction based on the

seriousness of the circumstances.

第九十二条 冒用他人名义从事违法违规或者其他不正当行为，给他人造成名誉或者经济损失的，给予记过处分；造成严重后果的，给予留校察看或开除学籍处分。

Article 92 Those who engage in illegal or disciplinary violations or other improper acts in the name of others and cause reputation or economic losses to others shall be given a Record of Demerit; if serious consequences are caused, they shall be given Probation in School or Expulsion from School.

第九十三条 隐匿、毁弃、非法占有、私自开拆或者以其他方式非法处理他人邮件、快递者，给予警告或严重警告处分；造成严重后果的，给予记过及以上处分。

Article 93 Those who conceal, destroy, illegally possess, privately open or illegally handle others' mails or couriers shall be given a Warning or Severe Warning; if serious consequences are caused, they shall be given a Record of Demerit or heavier sanction.

第九十四条 将他人奖学金、助学金或公款（包括学生活动经费、班会费、社团会员费等）占为己有或挪用者，给予记过及以上处分。

Article 94 Those who embezzle or misappropriate others' scholarships, grants or public funds (including student activity funds, class funds, club membership fees, etc.) shall be given a Record of Demerit or heavier sanction.

第九十五条 故意损坏公、私财物的，除赔偿外，视其情节轻重，给予严重警告及以上处分；故意损坏消防设备、安全设施的，除赔偿外，给予记过及以上处分。

Article 95 Those who intentionally damage public or private property shall be given a Severe Warning or heavier sanction based on the seriousness of the circumstances in addition to compensation; those who intentionally damage fire-fighting equipment or safety facilities shall be given a Record of Demerit or heavier sanction in addition to compensation.

第九十六条 盗窃、诈骗、哄抢、敲诈勒索公私财物，视其情节轻重，给予记过及以上处分。

Article 96 Those who steal, defraud, loot or extort public or private property shall be given a Record of Demerit or heavier sanction based on the seriousness of the circumstances.

第九十七条 一学期内旷课学生视其情况给予以下相应处分：

Article 97 Students who are absent from class within a semester shall be given the following corresponding disciplinary sanctions based on the circumstances:

(一) 旷课 11—19 学时者，给予警告处分；

I. Those who are absent from class for 11-19 class hours shall be given a Warning;

(二) 旷课 20—29 学时者，给予严重警告处分；

II. Those who are absent from class for 20-29 class hours shall be given a Severe Warning;

(三) 旷课 30—39 学时者，给予记过处分；

III. Those who are absent from class for 30-39 class hours shall be given a Record of Demerit;

(四) 旷课 40—59 学时者，给予留校察看处分；

IV. Those who are absent from class for 40-59 class hours shall be given Probation in School;

(五) 旷课 60 学时及其以上者，给予开除学籍处分。

V. Those who are absent from class for 60 or more class hours shall be given Expulsion from School.

第九十八条 未经批准，擅自离校者视情况给予以下相应处分：

Article 98 Students who leave the College without permission shall be given the following corresponding disciplinary sanctions based on the circumstances:

(一) 连续离校天数为 3 天以下的，给予警告处分；

I. Those who leave the College without permission for 3 consecutive days or less shall be given a Warning;

(二) 连续离校天数为 3 天至 5 天以下的，给予严重警告处分；

II. Those who leave the College without permission for 3 to less than 5 consecutive days shall be given a Severe Warning;

(三) 连续离校天数为 5 天至 7 天以下的，给予记过处分；

III. Those who leave the College without permission for 5 to less than 7 consecutive days shall be given a Record of Demerit;

(四) 连续离校天数为 7 天至 14 天以下的, 给予留校察看处分;

IV. Those who leave the College without permission for 7 to less than 14 consecutive days shall be given Probation in School;

(五) 连续离校天数为 14 天及以上的给予开除学籍处分;

V. Those who leave the College without permission for 14 or more consecutive days shall be given Expulsion from School;

擅自离校每 24 小时计算为 1 天, 连续天数的计算中不计周六、周日、法定节假日和学校规定的假期。

Each 24-hour period of unauthorized leave shall be counted as one day, and Saturdays, Sundays, legal holidays and holidays specified by the College shall not be included in the calculation of consecutive days.

第九十九条 学生考试违纪、作弊的, 按《云南经济管理学院考试违规处理办法》处理。

Article 99 Students who violate discipline or cheat in exams shall be handled in accordance with the Measures for Handling Exam Violations of Yunnan College of Business Management.

第一〇〇条 学生有下列违反学术规范行为之一的, 给予以下处分:

Article 100 Students who commit any of the following acts violating academic norms shall be given the following disciplinary sanctions:

（一）学生购买、出售毕业论文（设计）或者组织毕业论文（设计）买卖的；由他人代写、为他人代写毕业论文（设计）或者组织毕业论文代写的；剽窃他人作品和学术成果的；伪造数据的；有其他严重毕业论文（设计）学术不端行为的，按《云南经济管理学院本科毕业论文（设计）学术不端行为认定及处理办法》执行。

I. Students who purchase, sell dissertations (designs), organize the trading of dissertations (designs), have others write dissertations (designs) for them, write dissertations (designs) for others, organize dissertation writing, plagiarize others' works and academic achievements, forge data, or commit other serious academic misconduct in dissertations (designs) shall be handled in accordance with the Measures for the Identification and Handling of Academic Misconduct in Undergraduate Dissertations (Designs) of Yunnan College of Business Management.

（二）学生的科研项目存在抄袭、篡改、伪造等行为的，经核实，予以通报批评，终止或撤销相关科研项目，取消2年申报资格，撤销相关学术奖励或荣誉称号；撤销所置换的学分；如触及相关法律法规根据相关规定追究其法律责任和经济责任。

II. If a student's scientific research project involves plagiarism, tampering or forgery, after verification, the student shall be given a circular of criticism, the relevant scientific research project shall be terminated or cancelled, the student's eligibility for application shall be cancelled for 2 years, the relevant academic rewards or honorary titles

shall be revoked, and the replaced credits shall be revoked; if the act violates relevant laws and regulations, the student shall bear legal and economic responsibilities in accordance with relevant provisions.

(三) 对以作弊、剽窃、抄袭等学术不端或者其他不正当手段获得学历证书、学位证书的，学校依法予以撤销。

III. The College shall revoke academic certificates or degree certificates obtained through academic misconduct such as cheating, plagiarism or copying, or other improper means in accordance with the law.

第一〇一条 涂改、伪造成绩单、签字、印章、推荐信或者其他有关学业、学术水平证明的，视情节轻重，给予严重警告及以上处分。

Article 101 Those who alter or forge transcripts, signatures, seals, recommendation letters or other certificates related to academic performance or academic level shall be given a Severe Warning or heavier sanction based on the seriousness of the circumstances.

第一〇二条 在各种体育竞赛中有服用违禁药物等欺骗行为的，视情节轻重，给予严重警告及以上处分；由他人代替或者代替他人参加各种体育竞赛的，视情节轻重，给予严重警告及以上处分。

Article 102 Those who commit deceptive acts such as taking prohibited drugs in various sports competitions shall be given a Severe Warning or heavier sanction based on the seriousness of the circumstances; those who take part in various sports competitions on

behalf of others or let others take part in sports competitions on one's behalf shall be given a Severe Warning or heavier sanction based on the seriousness of the circumstances.

第一〇三条 严禁学生酗酒。酗酒及酗酒闹事、打架斗殴的，有下列情形的给予相应处分，其中构成违法或者犯罪的，报公安机关处理，其本人承担相应法律责任。

Article 103 Students are strictly prohibited from drinking excessively. Those who drink excessively, cause disturbances due to excessive drinking, or fight shall be given corresponding disciplinary sanctions based on the following circumstances. If the act constitutes an illegal act or crime, the case shall be reported to the public security organ, and the student shall bear corresponding legal responsibilities.

(一) 酗酒的一经发现，给予警告处分；

I. Those found drinking excessively shall be given a Warning;

(二) 酗酒闹事的，给予记过处分；

II. Those who cause disturbances due to excessive drinking shall be given a Record of Demerit;

(三) 酗酒闹事扰乱校园秩序的给予留校察看处分；

III. Those who cause disturbances due to excessive drinking and disrupt campus order shall be given Probation in School;

(四) 酗酒闹事、打架斗殴，造成他人人身财产损失的，除承担经济赔偿外，给予开除学籍处分；

IV. Those who cause disturbances due to excessive drinking, fight and cause personal or property losses to others shall be given Expulsion from School in addition to bearing economic compensation;

(五) 因酗酒发生伤害他人事件者，除承担医疗费及其相关费用外，给予开除学籍处分。

V. Those who cause injuries to others due to excessive drinking shall be given Expulsion from School in addition to bearing medical and related expenses.

第一〇四条 有下列扰乱学校公共秩序行为之一的，给予以下处分：

Article 104 Those who commit any of the following acts disrupting the College's public order shall be given the following disciplinary sanctions:

(一) 未经批准，在教学楼、宿舍楼等公共场所喧哗或者举行娱乐活动，妨碍他人工作、学习和休息，且不听劝阻的，给予严重警告处分；情节严重的，给予记过至留校察看处分；

I. Those who make noise or hold entertainment activities in public places such as teaching buildings and dormitory buildings without approval, hinder others' work, study and rest, and refuse to be dissuaded shall be given a Severe Warning; if the circumstances are serious, they shall be given a Record of Demerit up to Probation in School;

(二) 严重扰乱课堂、实验室等场所教学秩序或者食堂、宿舍等

生活场所秩序不听劝阻的，给予严重警告处分；情节严重的，或者屡次扰乱上述场所的教学秩序、生活秩序，不听劝阻的，给予记过直至开除学籍处分；

II. Those who seriously disrupt the teaching order of classrooms, laboratories and other places or the living order of canteens, dormitories and other places and refuse to be dissuaded shall be given a Severe Warning; if the circumstances are serious, or if they repeatedly disrupt the teaching order or living order of the above-mentioned places and refuse to be dissuaded, they shall be given a Record of Demerit up to Expulsion from School;

（三）从门窗向外抛掷物品，扰乱校园秩序的，视情节、后果轻重，给予严重警告及以上处分；

III. Those who throw objects out of doors or windows and disrupt campus order shall be given a Severe Warning or heavier sanction based on the circumstances and consequences;

（四）故意撕毁学校重要通知、通告、文件的，给予严重警告及以上处分；

IV. Those who intentionally tear up important notices, announcements or documents of the College shall be given a Severe Warning or heavier sanction;

（五）未经批准，学生团体邀请校外组织、人员到校举办讲座活动，给予警告及以上处分；

V. Student organizations that invite off-campus organizations or individuals to hold lectures on campus without approval shall be given a Warning or heavier sanction;

(六) 举（承）办大型活动，未按要求进行报批的，或者虽经批准，不按要求采取必要的安全管理措施的，给予举（承）办活动的负责人严重警告处分；由此造成不良后果的，根据情节轻重，给予其记过至开除学籍处分；

VI. The person in charge of organizing or undertaking a large-scale activity who fails to apply for approval as required, or fails to take necessary safety management measures as required even after approval shall be given a Severe Warning; if adverse consequences are caused, the person shall be given a Record of Demerit up to Expulsion from School based on the seriousness of the circumstances;

(七) 私自将校外人员带进学校影响学校正常秩序者，给予警告或严重警告处分；

VII. Those who privately bring off-campus personnel into the College and affect the normal order of the College shall be given a Warning or Severe Warning;

(八) 组织、煽动学生罢课的，给予记过及以上处分；

VIII. Those who organize or incite students to boycott classes shall be given a Record of Demerit or heavier sanction;

(九) 其他破坏校园正常秩序，侵犯他人合法权益的，根据情节

轻重，给予警告及以上处分。

IX. Those who commit other acts that disrupt the normal campus order and infringe on others' legitimate rights and interests shall be given a Warning or heavier sanction based on the seriousness of the circumstances.

第一〇五条 有下列行为之一的，给予警告处分；情节较重的，给予严重警告处分：

Article 105 Those who commit any of the following acts shall be given a Warning; if the circumstances are relatively serious, they shall be given a Severe Warning:

(一) 在非指定地点发布通知、路标、海报、启事、通告等各类宣传品，不听劝阻的；

I. Post notices, road signs, posters, notices, announcements and other promotional materials in non-designated places and refuse to be dissuaded;

(二) 在课桌、厕所以及校内建筑物等公共场所刻划、涂画以及损坏草坪、花卉树木的；

II. Scratch or paint on public places such as desks, toilets and campus buildings, or damage lawns, flowers and trees;

(三) 擅自散发未经登记、审批的商业宣传品，不听劝阻的；

III. Distribute unregistered and unapproved commercial promotional materials without permission and refuse to be dissuaded;

(四) 将宠物带入教室、办公室、实验室、宿舍等场所，不听劝阻的；

IV. Bring pets into classrooms, offices, laboratories, dormitories and other places and refuse to be dissuaded;

(五) 在宿舍、教室、图书馆或者其他禁止吸烟的地方吸烟，不听劝阻的；

V. Smoke in dormitories, classrooms, libraries or other non-smoking areas and refuse to be dissuaded;

(六) 在校内无照经营，或者未在学校指定地点设摊转卖个人物品的。

VI. Engage in unlicensed business on campus, or set up stalls to resell personal items at non-designated places of the College.

第一〇六条 有下列行为之一的，对当事人或者学生团体负责人给予警告处分；情节严重的，给予严重警告处分；造成不良后果的，给予记过或者留校察看处分：

Article 106 Those who commit any of the following acts shall result in the party concerned or the person in charge of the student organization being given a Warning; if the circumstances are serious, a Severe Warning; if adverse consequences are caused, a Record of Demerit or Probation in School:

(一) 未注册成立学生团体，以学生团体名义从事各种活动的；

I. Engage in various activities in the name of a student organization

without registering the organization;

(二) 已注册成立的学生团体成员和负责人, 严重违反社团管理规定的;

II. Members or persons in charge of registered student organizations who seriously violate the association management regulations;

(三) 未经审批擅自组织募捐、收取活动经费、协会会费的。

III. Organize fund-raising or collect activity funds or association membership fees without approval.

第一〇七条 有下列行为之一的, 给予警告或者严重警告处分; 情节严重的, 给予记过处分; 从中谋取个人利益的, 给予留校察看或者开除学籍处分:

Article 107 Those who commit any of the following acts shall be given a Warning or Severe Warning; if the circumstances are serious, a Record of Demerit; if they seek personal interests from the act, Probation in School or Expulsion from School:

(一) 未经批准擅自以学校名义对外发布公告、新闻, 或者擅自代表学校做出承诺, 或者擅自代表学校在社会上参加活动的;

I. Issue announcements or news in the name of the College, make commitments on behalf of the College, or participate in social activities on behalf of the College without approval;

(二) 在个人的商业活动中, 公开在招牌、广告、海报、文件等有关宣传材料上使用学校的名称或者标识, 造成不良影响的;

II. Use the College's name or logo in promotional materials such as signs, advertisements, posters and documents in personal commercial activities and cause adverse effects;

(三) 未经批准擅自以学校、院(系)等机构或者学生组织的名义在社会上活动,造成不良影响的;

III. Engage in social activities in the name of the College, schools (departments) or student organizations without approval and cause adverse effects;

(四) 泄露学校和有关部门秘密,给予记过处分;造成不良后果者,给予开除学籍处分。

IV. Those who disclose the secrets of the College and relevant departments shall be given a Record of Demerit; those who cause adverse consequences shall be given Expulsion from School.

第一〇八条 学生在学生公寓有违纪行为的,参照《云南经济管理学院学生公寓管理规定》处理。

Article 108 Students who commit disciplinary violations in student apartments shall be handled with reference to the Regulations on Student Apartment Management of Yunnan College of Business Management.

第一〇九条 品行不端正,道德败坏者,给予下列处分:

Article 109 Those with improper conduct and bad morality shall be given the following disciplinary sanctions:

(一) 在校园内恋爱或与异性交往时行为不文明,经劝阻无效者,

视情节给予警告或严重警告处分；

I. Those who behave uncivilly when in a relationship or interacting with the opposite sex on campus and refuse to be dissuaded shall be given a Warning or Severe Warning based on the circumstances;

(二) 以低级下流语言、动作调戏、侮辱、挑逗异性的，或强行追逐异性谈恋爱的，视情节给予严重警告直至开除学籍处分；

II. Those who tease, insult or provoke the opposite sex with vulgar language or actions, or forcibly pursue the opposite sex for a relationship shall be given a Severe Warning up to Expulsion from School based on the circumstances;

(三) 玩弄异性，品质恶劣经教育仍不悔改的，给予记过处分；情节恶劣，造成严重后果的，给予留校察看或开除学籍处分；

III. Those who play with the opposite sex, have bad character and refuse to reform after education shall be given a Record of Demerit; if the circumstances are vile and serious consequences are caused, they shall be given Probation in School or Expulsion from School;

(四) 插足他人家庭，破坏他人婚姻，造成不良影响的，给予留校察看或开除学籍处分。

IV. Those who interfere in others' families and destroy others' marriages and cause adverse effects shall be given Probation in School or Expulsion from School.

第一一〇条 从事陪酒、陪舞等类服务的，给予记过及以上处分；

卖淫、嫖娼的，引诱或者介绍他人卖淫、嫖娼的，给予开除学籍处分。

Article 110 Those who engage in services such as accompanying drinking or dancing shall be given a Record of Demerit or heavier sanction; those who engage in prostitution, or induce or introduce others to engage in prostitution shall be given Expulsion from School.

第一一一一条 制作、运输、复制、出售、出租、发布或者播放淫秽书刊、图片、影片、音像制品等淫秽物品的，或者登陆非法网站、利用计算机信息网络、电话以及其他通讯工具传播非法文字、音频、视频资料的，给予留校察看处分；情节严重的，给予开除学籍处分。

Article 111 Those who produce, transport, reproduce, sell, rent, distribute or play obscene items such as obscene books, pictures, films and audio-visual products, or log on to illegal websites, or spread illegal text, audio or video materials by means of computer information networks, telephones or other communication tools shall be given Probation in School; if the circumstances are serious, they shall be given Expulsion from School.

第一一二条 凡在校内外以各种方式聚众和参与赌博、变相赌博者，视情节给予记过及以上处分，为首者从重处分。为赌博提供条件者，按参与赌博论处。

Article 112 Those who gather or participate in gambling or disguised gambling in various ways on or off campus shall be given a Record of Demerit or heavier sanction based on the circumstances, and

the ringleader shall be given a heavier sanction. Those who provide conditions for gambling shall be treated as participants in gambling.

第一一三条 破坏计算机系统或计算机数据资料，视其情节轻重，给予记过及以上处分。造成严重后果的，报公安机关处理，学校给予开除学籍处分。

Article 113 Those who damage computer systems or computer data shall be given a Record of Demerit or heavier sanction based on the seriousness of the circumstances; if serious consequences are caused, the case shall be reported to the public security organ, and the College shall give Expulsion from School.

第一一四条 盗窃他人计算机信息资料者，给予记过及以上处分。情节严重的、造成重大损失的报公安机关处理，学校给予开除学籍处分。

Article 114 Those who steal others' computer information materials shall be given a Record of Demerit or heavier sanction; if the circumstances are serious or major losses are caused, the case shall be reported to the public security organ, and the College shall give Expulsion from School.

第一一五条 在学校发生严重违纪违法事件现场，不制止、不报告者，给予通报批评；不配合学校相关部门、公安机关调查、处理的，给予记过处分；有意歪曲事实真相，给调查、处理工作造成阻力、损失或造成不良影响的，给予留校察看或开除学籍处分。

Article 115 Those who fail to stop or report serious disciplinary or illegal incidents on campus shall be given a circular of criticism; those who fail to cooperate with the College's relevant departments or public security organs in investigation and handling shall be given a Record of Demerit; those who intentionally distort the truth and hinder the investigation and handling work, cause losses or adverse effects shall be given Probation in School or Expulsion from School.

第一一六条 私自翻越学校围墙、门窗、阳台者，给予严重警告及以上处分；造成安全事故或严重后果的，除由本人承担责任外，视情节给予留校察看或开除学籍处分。

Article 116 Those who climb over the College's walls, doors, windows or balconies without permission shall be given a Severe Warning or heavier sanction; those who cause safety accidents or serious consequences shall bear the responsibility themselves, and be given Probation in School or Expulsion from School based on the circumstances.

第一一七条 不听劝阻、不服从教育，擅自到江、河、湖、塘、坝等非正规游泳场所游泳者，给予警告处分；造成安全事故的由本人承担责任。

Article 117 Those who refuse to be dissuaded or educated and swim in non-regular swimming places such as rivers, lakes, ponds and dams without permission shall be given a Warning; those who cause safety

accidents shall bear the responsibility themselves.

第一一八条 明知自身患有传染性疾病却隐瞒病情，由此造成严重后果的，给予记过及以上处分，构成犯罪的依法追究刑事责任。

Article 118 Those who knowingly suffer from an infectious disease but conceal their condition and cause serious consequences shall be given a Record of Demerit or heavier sanction; if the act constitutes a crime, they shall be pursued for criminal responsibility in accordance with the law.

第一一九条 妨碍学校教职员工按照规定实施管理，破坏学校管理秩序的，给予警告或严重警告处分；情节严重的，给予记过或留校察看处分。

Article 119 Those who hinder the College's faculty and staff from implementing management in accordance with regulations and disrupt the College's management order shall be given a Warning or Severe Warning; if the circumstances are serious, they shall be given a Record of Demerit or Probation in School.

第六章 违纪处分程序和审批权限

Chapter 6 Procedures for Disciplinary Sanctions and Approval

Authority

第一二〇条 违纪处分程序如下：

Article 120 The procedures for disciplinary sanctions are as follows:

(一) 调查取证

I. Investigation and Evidence Collection

一般由违纪学生所在学院负责学生违纪事件的调查和取证，职能部门已掌握违纪事实和证据的，应将有关情况和材料反馈至违纪学生所在学院。

In general, the School where the disciplinary student is enrolled shall be responsible for investigating and collecting evidence of the student's disciplinary violation. If the functional departments have already mastered the facts and evidence of the disciplinary violation, they shall feed back the relevant information and materials to the School where the disciplinary student is enrolled.

涉及两个学院以上的或重大违纪事件，由学生发展部牵头，协同有关部门和相关学院组成联合调查组进行调查。

For disciplinary violations involving more than two Schools or major disciplinary incidents, the Student Development Department shall take the lead and cooperate with relevant departments and Schools to form a joint investigation team for investigation.

调查工作应当在7个工作日内完成，情况特殊需要延长的，经学校学生工作委员会批准可延长7个工作日。

The investigation shall be completed within 7 working days; if an extension is needed due to special circumstances, it may be extended by another 7 working days with the approval of the College's Student Work

Committee.

调查取证过程中，与学生有利害关系或者直接涉及违纪事件的当事人应当回避。

During the investigation and evidence collection, parties who have an interest in the student or are directly involved in the disciplinary incident shall recuse themselves.

调查结束后，学院或调查组应当将调查报告、相关证据和初步处理建议一并报学校主管部门：

After the investigation, the School or investigation team shall submit the investigation report, relevant evidence and preliminary handling suggestions to the College's competent department:

1. 违纪涉及学籍管理规定、学习纪律、学术诚信纪律方面的，报教学工作部；

(I) If the disciplinary violation involves student status management regulations, study discipline or academic integrity discipline, submit to the Teaching Affairs Department;

2. 违纪涉及思想、品德、纪律、行为或其他方面的，报学生发展部。

(II) If the disciplinary violation involves ideology, morality, discipline, behavior or other aspects, submit to the Student Development Department.

(二) 学校审核

II. College Review

对于应处以警告、严重警告、记过、留校察看处分的违纪事件，由学校学生发展部或教学工作部根据学院或调查组提供的调查报告、相关证据和初步处理建议进行审核、报分管校领导审定。

For disciplinary incidents that require sanctions of Warning, Severe Warning, Record of Demerit or Probation in School, the College's Student Development Department or Teaching Affairs Department shall review the case based on the investigation report, relevant evidence and preliminary handling suggestions provided by the School or investigation team, and submit it to the vice president in charge for final approval.

给予学生开除学籍处分时，由学校学生工作委员会研究，经法律顾问进行合法性审查后，提交校长办公会研究决定。

When imposing the sanction of Expulsion from School on a student, the case shall be studied by the College's Student Work Committee, reviewed for legality by the legal advisor, and then submitted to the president's office meeting for decision.

受开除学籍处分的学生，报省教育厅备案。

Students who are expelled from school shall be reported to the Yunnan Provincial Department of Education for the record.

(三) 处分告知

III. Sanction Notification

在对学生作出处分决定之前，应当书面告知拟处分学生调查所认

定的其违纪事实、处分的种类、依据、期限，申诉的途径和期限等必要内容，告知拟处分学生享有陈述和申辩的权利，听取学生的陈述和申辩，并认真做好记录。

Before making a disciplinary sanction decision on a student, the College shall inform the student to be sanctioned in writing of the necessary contents, including the disciplinary facts identified in the investigation, the type, basis and duration of the sanction, and the channels and time limit for appeal. The student to be sanctioned shall also be informed of their right to statement and defense; the College shall listen to the student's statement and defense and keep a careful record.

拟处分学生应当在记录上签字；拒绝签字的，由记录人做出文字说明。

The student to be sanctioned shall sign the record; if the student refuses to sign, the recorder shall make a written explanation.

（四）发文公布

IV. Issuance and Publication

学生处分决定以学校名义行文。

The disciplinary sanction decision on a student shall be issued in the name of the College.

学生违纪涉及学籍管理规定、学习纪律、学术诚信纪律方面的，学生处分决定书由教学工作部起草，加盖学校公章后下发；

If the student's disciplinary violation involves student status

management regulations, study discipline or academic integrity discipline, the disciplinary sanction decision shall be drafted by the Teaching Affairs Department, affixed with the College's official seal and then issued;

学生违纪涉及思想、品德、纪律、行为或其他方面的，学生处分决定书由学生发展部起草加盖学校公章后下发。

If the student's disciplinary violation involves ideology, morality, discipline, behavior or other aspects, the disciplinary sanction decision shall be drafted by the Student Development Department, affixed with the College's official seal and then issued.

处分决定自作出之日起生效。

The disciplinary sanction decision shall take effect from the date of issuance.

处分决定书应当包括以下内容：

The disciplinary sanction decision shall include the following contents:

1. 学生的基本信息；

(I) The student's basic information;

2. 作出处分的事实和证据；

(II) The facts and evidence for making the sanction;

3. 处分的种类、依据、期限；

(III) The type, basis and duration of the sanction;

4. 申诉的途径和期限；

(IV) The channels and time limit for appeal;

5. 其他必要内容。

(V) Other necessary contents.

(五) 处分送达

V. Sanction Delivery

处分决定书应当在处分决定做出后 7 个工作日内由学生所在学院送达受处分学生本人，并由其在回执上签字。

The disciplinary sanction decision shall be delivered to the sanctioned student in person by the School where the student is enrolled within 7 working days after the decision is made, and the student shall sign the receipt.

如学生本人拒绝签字，则由送达人在回执上说明拒绝签字的情况，并由在场的两名见证人签字证明。

If the student refuses to sign, the deliverer shall explain the situation of the refusal to sign on the receipt, and two witnesses present shall sign to confirm.

若受处分学生未在学校，由学院以邮寄方式将处分决定书按违纪学生提供的地址邮寄给其本人。

If the sanctioned student is not on campus, the School shall mail the disciplinary sanction decision to the student at the address provided by the student.

若信件退回，则在回执上做好记录，并由两名见证人签字证明。

If the letter is returned, a record shall be made on the receipt, and two witnesses shall sign to confirm.

若学生拒绝签收的，可以以留置方式送达。

If the student refuses to sign for receipt, the decision may be delivered by retention.

若受处分学生难于联系的，可以利用学校网站、新闻媒体等以公告方式送达。

If the sanctioned student is difficult to contact, the decision may be delivered by public announcement through the College's website, news media, etc.

公告送达应当在学校指定的公告栏上张贴公告，或者在学校指定的网站上发布公告。

Service by public announcement shall be conducted by posting an announcement on the notice board designated by the College or publishing an announcement on the website designated by the College.

自公告发布之日起，经过 60 日，即视为送达。

Sixty days after the announcement is issued, it shall be deemed as delivered.

学校工作人员应当如实记录公告送达的过程，并由两名见证人签字证明。

The College's staff shall truthfully record the process of service by public announcement, and two witnesses shall sign to confirm.

第一二一条 各二级学院对违纪学生拟定初步处理意见时要做到违纪事实清楚，材料详实准确，运用条款适当，处分级别适合。

Article 121 When formulating preliminary handling opinions for disciplinary students, each secondary School shall ensure that the facts of the disciplinary violation are clear, the materials are detailed and accurate, the provisions applied are appropriate, and the sanction level is suitable.

否则，主管部门有权提出异议要求重新审议或提请学生工作委员会研究，直接对违纪者作出处分决定。

Otherwise, the competent department has the right to raise objections and request re-deliberation, or submit the case to the Student Work Committee for study and make a disciplinary sanction decision on the violator directly.

第一二二条 学校对学生的处分自处分决定做出之日起生效；处分后续工作中与受处分学生权益直接相关的，应当自决定书送达之日起执行。

Article 122 The College's disciplinary sanction on a student shall take effect from the date of the sanction decision; matters in the follow-up of the sanction that are directly related to the rights and interests of the sanctioned student shall be implemented from the date of delivery of the decision.

第一二三条 学生违纪处分的有关材料，包括原始材料、处分决定书、送达回执等，统一由学生发展部整理保存在文书档案中。

Article 123 Relevant materials of student disciplinary sanctions, including original materials, disciplinary sanction decisions and delivery receipts, shall be uniformly organized and stored in the document archives by the Student Development Department.

对学生的处理、处分及解除处分材料，应当真实完整地归入学生本人档案。

Materials related to the handling, sanction and lifting of sanction for a student shall be truthfully and completely included in the student's personal file.

第一二四条 违纪学生是共产党员、共青团员的，二级学院须将情况通报所在院（系）党团组织。

Article 124 If the disciplinary student is a member of the Communist Party of China or the Communist Youth League of China, the secondary School shall inform the Party and League organizations of the student's department of the situation.

第七章 处分的解除

Chapter 7 Lifting of Disciplinary Sanctions

第一二五条 为鼓励违纪学生改过自新、积极进取，按照教育与管理相结合的原则，受处分的学生符合有关规定的可以申请解除处分。

Article 125 To encourage disciplinary students to reform and start anew, and to pursue progress actively, in accordance with the principle of combining education with management, students who have received

disciplinary sanctions may apply for the lifting of the sanctions if they meet the relevant provisions.

第一二六条 解除处分的范围与对象

Article 126 Scope and Objects of Lifting Sanctions

(一) 解除处分的范围，包括以下几种：

I. The scope of lifting sanctions includes the following types:

1. 警告； 2. 严重警告； 3. 记过； 4. 留校察看。

(I) Warning; (II) Severe Warning; (III) Record of Demerit; (IV)

Probation in School.

(二) 解除处分的对象

II. Objects of Lifting Sanctions

受警告、严重警告、记过处分后满 6 个月的或受留校察看处分后满 12 个月的学生可以申请解除处分。

Students who have received a Warning, Severe Warning or Record of Demerit for 6 months, or Probation in School for 12 months may apply for the lifting of the sanction.

第一二七条 解除处分的基本条件

Article 127 Basic Conditions for Lifting Sanctions

(一) 对所犯错误性质、后果和危害性有深刻认识，并有改正错误的实际表现；

I. Have a deep understanding of the nature, consequences and harm of the mistake committed, and have practical performance in correcting

the mistake;

(二) 勤奋学习, 遵守教学秩序, 学习成绩优秀或有明显的提高;

II. Study diligently, abide by teaching order, and have excellent academic performance or obvious improvement in academic performance;

(三) 受处分后无违纪违规行为;

III. No disciplinary violations after receiving the sanction;

(四) 表现良好, 能积极参加公益劳动、志愿服务、社会实践等各种集体活动, 具有良好的个人行为习惯。

IV. Behave well, actively participate in various collective activities such as public welfare labor, voluntary services and social practice, and have good personal behavior habits.

第一二八条 解除处分申报审批程序

Article 128 Application and Approval Procedures for Lifting Sanctions

(一) 个人申请。申请解除处分的学生向所在学院提交书面申请, 说明解除处分的原因和所具备的条件。并附原处分决定文件的复印件、反映本人有突出表现的相关材料和所获荣誉证书的原件及复印件等;

I. Personal Application. Students applying for the lifting of sanctions shall submit a written application to their affiliated School, explaining the reasons for applying for the lifting and the conditions they meet. They

shall also attach a copy of the original sanction decision, relevant materials reflecting their outstanding performance, and the original and copies of the honorary certificates they have obtained;

(二) 学院党政领导对申请解除处分学生进行研究, 提出初步意见并报学生发展部或教学工作部;

II. The Party and administrative leaders of the School shall study the application of the student applying for the lifting of sanctions, put forward preliminary opinions and submit them to the Student Development Department or Teaching Affairs Department;

(三) 学生发展部或教学工作部审核学院初步意见, 报分管校领导审定;

III. The Student Development Department or Teaching Affairs Department shall review the preliminary opinions of the School and submit them to the vice president in charge for final approval;

(四) 以学校红头文件发文同意解除。

IV. Issue an official document (red-headed document) in the name of the College to approve the lifting of the sanction.

第八章 学生申诉

Chapter 8 Student Appeals

第一二九条 学校成立学生申诉处理委员会, 负责受理学生对处理或者处分决定不服提起的申诉。

Article 129 The College shall establish a Student Appeal Handling Committee, which is responsible for accepting appeals filed by students who disagree with the handling or disciplinary sanction decisions.

学生申诉处理委员会主任由分管学生工作校领导担任，副主任由分管教学工作校领导担任，委员由教学工作部、学生发展部、学生中心、校团委、负责纪检监察、法律事务的相关部门负责人，教师代表、学生代表组成。

The director of the Student Appeal Handling Committee shall be the vice president in charge of student affairs, the deputy director shall be the vice president in charge of teaching affairs, and the members shall include the heads of the Teaching Affairs Department, Student Development Department, Student Center, School Youth League Committee, and relevant departments in charge of discipline inspection and supervision and legal affairs, as well as teacher representatives and student representatives.

第一三〇条 学生对学校的处理或者处分决定有异议的，可以在接到学校处理或者处分决定书之日起 10 日内，向学校学生申诉处理委员会提出书面申诉。

Article 130 If a student disagrees with the College's handling or disciplinary sanction decision, the student may file a written appeal to the College's Student Appeal Handling Committee within 10 days from the date of receiving the College's handling or disciplinary sanction decision.

第一三一条 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。

Article 131 The Student Appeal Handling Committee shall review the appeal filed by the student and make a review conclusion and inform the appellant within 15 days from the date of receiving the written appeal.

情况复杂不能在规定限期内作出结论的，经学校负责人批准，可延长 15 日。

If the situation is complex and a conclusion cannot be made within the specified time limit, it may be extended by another 15 days with the approval of the College's person in charge.

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。

If the Student Appeal Handling Committee deems it necessary, it may suggest that the College suspend the implementation of the relevant decision.

第一三二条 学生对复查决定有异议的，在接到学校复查决定书之日起 15 日内，可以向云南省教育厅提出书面申诉。

Article 132 If the student disagrees with the review conclusion, the student may file a written appeal to the Yunnan Provincial Department of Education within 15 days from the date of receiving the College's review decision.

第一三三条 自处理、处分或者复查决定书送达之日起，学生在

申诉期内未提出申诉的视为放弃申诉，学校不再受理其提出的申诉。

Article 133 From the date of delivery of the handling, sanction or review decision, if the student fails to file an appeal within the appeal period, it shall be deemed that the student has waived the right to appeal, and the College will no longer accept the student's appeal.

处理、处分或者复查决定书未告知学生申诉期限的，申诉期限自学生知道或者应当知道处理或者处分决定之日起计算，但最长不得超过6个月。

If the handling, sanction or review decision does not inform the student of the appeal period, the appeal period shall be calculated from the date when the student knows or should know the handling or sanction decision, but shall not exceed 6 months at most.

第一三四条 学生认为学校及其工作人员违反本规定，侵害其合法权益的；或者学校制定的规章制度与法律法规和本规定抵触的，可以向云南省教育厅投诉。

Article 134 If a student believes that the College or its staff have violated these Regulations and infringed upon their legitimate rights and interests, or that the rules and regulations formulated by the College are inconsistent with laws, regulations and these Regulations, the student may file a complaint with the Yunnan Provincial Department of Education.

第九章 附则

Chapter 9 Supplementary Provisions

第一三五条 本规定未尽事宜，由学校根据国家或上级相关规定研究处理，并根据实际需要作明文修订或制订若干实施细则。

Article 135 For matters not covered in these Regulations, the College shall study and handle them in accordance with relevant national or higher-level provisions, and make explicit revisions or formulate several implementation rules according to actual needs.

第一三六条 本规定从发布之日起执行，由教学工作部、学生发展部负责解释。

Article 136 These Regulations shall come into force from the date of issuance and shall be interpreted by the Teaching Affairs Department and the Student Development Department.

原《云南经济管理学院学生管理规定》（云经管院〔2017〕87号）废止。

The former Student Management Regulations of Yunnan College of Business Management (Yunnan College of Business Management〔2017〕Document No. 87) shall be repealed.