

# 致天津工业大学全体外国留学生（在校生）的一封信

## A Letter to all International Students (Registered Students) of

### Tiangong University

亲爱的同学们：

Dear students:

大家好！

Hello everyone!

新的学期即将开始之际，天津工业大学有关留学生教育全体教职工向在我校学习的全体留学生表示亲切的问候。

As the new semester is about to begin, all faculty and staff related to the education of international students in Tiangong University would like to express cordial greetings to all the international students studying in our University.

学校领导十分关心全体在校留学生的人生安全和学业情况，目前国际新冠疫情仍然严峻，在中国境外的留学生还无法回到学校上课，同学们仍需耐心等待。我们以微信、邮件等形式进行沟通交流，解决课程教学、实习实践等问题。

University leaders are very concerned about the life safety and academic conditions of all international students at the University. The current situation of COVID-19 pandemic is still severe. International students outside China cannot return to school and still need to wait patiently. We can communicate in the form of WeChat, email, etc., to solve problems such as course teaching and internship practice.

中国境外的同学们，虽然你们目前不在中国，但学校和老师们一直挂念着你们。请继续做好自我防护，培养良好的生活习惯，以积极的心态科学应对疫情，遇到困难及时通过班导师与学校沟通，学校会尽可能为同学们提供帮助。

Dear international students, although some of us are not in China at present, we all care about you every day. Please keep doing a good job of self-protection, developing good habits, and fighting against COVID-19 with a positive attitude and the spirit of science. Should there be any difficulty, please contact the teachers immediately and we will try our best to help you.

学校也在时刻关注国家海关政策，有新消息将第一时间通知大家，请同学们

理解和配合。请严格遵守所在地的防疫规定，避免不必要的出行，在保证安全的情况下健康学习，快乐生活。

Tiangong University has also been paying close attention to policies of General Administration of Customs and you will be notified should there be any update. We hope you would understand the necessary measures taken and cooperate with the prevention and control work of the university. Students outside Chinese mainland are supposed to strictly abide by the local epidemic prevention regulations, avoid unnecessary travel and carry out various activities in a safe state. We hope that you may enjoy a healthy learning experience and a happy life. And we also look forward to our reunion at Tiangong University soon!

下面通过书信的方式通知同学们在开学期间和学习过程中注意的事项。具体如下：

The following is to inform students of the matters needing attention during the beginning of the semester and the learning process. Details are as follows:

一、**报到注册时间**：2021年秋季学期报到注册时间为北京时间 2021年9月1日--9月3日，上午9:00 --下午17:00。

**Registration time:** The registration time for the Autumn semester of 2021 is from September 1st to September 3rd, 2021, from 9:00 a.m to 17:00 p.m, Beijing time.

1. 在中国境外在校生以在线形式完成报到注册（按照班主任的通知要求）。

Students outside China should complete the registration online (according to the notification requirements of the class teacher).

2. 在中国境内在校生在规定的时间内到学校完成报到注册。

Students who are currently in China should arrive at the school to complete the registration within the required time.

3. 所有学生9月30日之前完成全部缴费，否则将无法完成注册。

All students will complete the payment before September 30, otherwise they will not be able to complete the registration.

**缴费方法：**

(1) 扫描二维码（附后），使用微信、支付宝或中国建设银行卡支付。

(2) 汇款到学校账户（附后）。



**Payment method:**

(1) scan the two-dimensional code (attached), use WeChat, Alipay or China Construction Bank card to pay.

(2) Remittance to the school account (attached).

二、上课时间：2021年秋季学期整体上课时间为北京时间2021年8月30日开始，学生按照课程表上的时间按时上课。课程表将于8月28日前通过微信群发给同学们，请同学们到时记得查收。

**The time of courses starting:** The overall class time for the Autumn semester of 2021 will start on August 30th, 2021, Beijing time. Students should attend classes on time according to the schedule. The course schedule will be sent to the students through WeChat group before August 28th, please remember to check it.

**三、上课形式:****Teaching form:**

1. 在中国境外在校生的课程以在线形式进行，具体使用课程软件由任课教师通知，并组织学生上课。

Courses for students outside China are conducted online, and the specific software used in class will be notified by the teacher who will organize students to attend the class.

2. 在中国境内在校生的课程根据专业要求可线上或线上线下混合式形式进行。课程教学形式由任课教师通知，并组织学生上课。

Courses for students in China can be conducted online or in a mixed form of online and offline according to professional requirements. The teaching form of the course is notified by the teacher who will organize students to attend the class.

**四、课程出勤要求:****Course attendance requirements**

1. 全体留学生按照学校课程要求按时上课，要做到不迟到、不早退、不旷课。

All international students should attend classes on time in accordance with the school curriculum requirements, and must not be late, leave early, and absent from class.

2. 开学后学生如有正当理由或因网络问题无法继续学习，提前与任课教师

沟通，提出申请解决问题，因网络技术原因不能正常上课的可申请休学。

After the new semester begins, if students have valid reasons or are unable to continue their studies due to network problems, they should communicate with the teacher in advance and apply to solve the problem. Those who cannot attend classes normally due to network technology can apply for suspension.

3. 教学过程中严格要求留学生按时上课，如无故缺课率达到本课程的 30% 将取消该生的考试资格；旷课累计超过 30 学时（含）将按照《天津工业大学外国留学生违纪处分管理规定》给予相应的纪律处分直至开除学籍；因条件不允许造成缺课或旷课的，建议其休学，建议后仍不休学的按退学处理。

During the teaching process, international students are strictly required to attend classes on time. If the unexcused absence rate reaches 30% of the course, the student's exam qualification will be cancelled. According to "Administrative Regulations for Punishment of Discipline Violation against Overseas Students of Tiangong University (Version 2019)", if the absenteeism exceeds 30 hours (inclusive), appropriate disciplinary sanctions will be given until expulsion from the school. Those who are absent due to poor conditions, it is recommended that they should suspend school, and those who do not suspend school after the suggestion shall be expelled from school.

### 五、实习实践和实验课程

#### **Internship practice and experimental courses**

1. 留学生如需在境外完成实习实践教学任务，务必提前与专业学院负责老师、任课教师和导师取得联系，并咨询相关注意事项，在任课教师和导师的指导下，在确保安全的前提下，方可完成实验和实习实践。

If students need to complete practical tasks abroad, they must contact the teacher in charge, class teacher and tutor of the major school in advance, and consult relevant precautions. Under the guidance of the teacher and the premise of ensuring safety, students can complete the experiment and internship practice.

2. 确因疫情无法完成实习、实验、实践任务，学生可申请备案后，待返校后完成相关实践任务。

If it is true that the internship, experiment and practical tasks cannot be completed due to the COVID-19 pandemic, students can apply for the record and complete the relevant practical tasks after returning to school.



## 六、留学生管理办公室提示

### Tips from International Student Affairs Office

中国境内的同学们，敬请遵守法律法规的规定，积极配合中国政府有关部门以及学校在特殊时期采取的相关管理规定、健康状况申报、检验、医学隔离观察、控制措施等。持天津工业大学返校生健康监测承诺书，绿色健康码，（如有旅行史请提供核酸检测阴性结果报告），报道注册。

Dear all who are in China this semester, please abide by the provisions of laws and regulations, actively support the work done by relevant government departments and school in this special period, such as relevant regulations compliance, health status report, inspection, medical isolation observation, control measures, etc. Please fill in and bring TGU student health monitoring commitment and Green Health Code (The students who have travel record please also bring Negative certificate of nucleic acid test) when you come back to our university to complete the registration.

全球新冠疫情仍然严峻的情况下，希望同学们做好日常防护措施，保护好自己健康的同时，按照学校的要求做好上课准备，按时完成课程学习。

While the global COVID-19 pandemic is still severe, I hope that students will take daily protective measures to protect ourselves, and at the same time prepare for class in accordance with the requirements of the school, and complete the courses on time.

请大家时刻关注学院发布的相关信息，在大家的共同努力下，我们坚信一定能够赢得胜利！

Please always pay attention to the relevant information released by the school. With the joint efforts of everyone, we firmly believe that we will be able to win!





Bank :

INDUSTRIAL AND COMMERCIAL BANK OF CHINA

TIANJIN TANGJIAKOU BRANCH

ADDRESS: NO. 399, BINSHUI XI ROAD, XIQING

DISTRICT, TIANJIN 300387, P.R. OF CHINA

天津市西青区宾水西道 399 号

SWIFT CODE: ICBKCNBJTJN

A/C NO. 0302040509007512329

IN A/C WITH TIANJIN POLYTECHNIC UNIVERSITY

注：汇款单注明学生姓名及护照号码。