

**致天津工业大学外国留学生（新生）的一封信**  
**A Letter to all International Students (New 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，天津工业大学留学生教育相关全体教职工向在我校学习的全体新生表示亲切的问候。

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 new students studying in our University.

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。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。境外同学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。期待我们早日在校园内重逢！

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. 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!

现将有关新生报到注册、上课时间、上课形式、考勤要求、教学和学生工作部门的职责和联系方式做出如下工作通知：

The following notifications are made regarding the registration of new students, class time, class form, attendance requirements, teaching and student work departments' responsibilities and contact information:

一、**报到注册时间**：在中国境外的新生于北京时间2021年9月6日8:20 a.m至2021年9月10日5:00 p.m期间以在线形式完成报到注册（扫二维码加入微信群）。

**Registration time:** Freshmen outside China complete the registration online from 8:20 a.m. on September 6, 2021 to 5:00 p.m. on September 10, 2021, Beijing time (scan QR code to join WeChat groups).

1. 在中国境内的新生按照“一人一策”老师通知时间到学校完成报到注册。

Freshmen in China shall complete their registration at the school according to the time notified by the teacher of “One Person, One Policy” .

2. 所有学生9月10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 10, otherwise they will not be able to complete the registration.

**缴费方法：**

**Payment method:**

(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。

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

(2) 汇款到学校账户（附后）。

Remittance to the school account (attached).

二、**上课时间**：上课时间为北京时间2021年9月13日开始，学生按照课程表上的时间按时上课。课程表将于9月6日-9月10日期间通过各专业微信群发送给同学们，请同学们到时详查。

**The time of courses starting:** The class will start on September 13<sup>th</sup>, 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 from September 6<sup>th</sup> to September 10<sup>th</sup>. Please check it carefully.

### 三、上课形式：

#### Teaching form:

1. 在中国境外新生的课程以在线形式进行，具体使用教学平台及相关软件由任课教师负责通知并组织学生学习平台及软件使用方法，确保课程教学效果。

Courses for new students outside of China are conducted online, and the specific use of the teaching platform and related software shall be notified by the teacher who will organize the students to use the platform and software to ensure teaching efficiency.

2. 在中国境内新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 new 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、实验和实践课程

### Experiment and practice 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、任课教师取得联系，并咨询相关注意事项，在任课教师的指导下，在确保安全的前提下，方可完成实验和实践。

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

2. 确因疫情无法完成实验、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 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.

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。

