

Measures for the Administration of Scholarships for International Students in Suzhou Polytechnic Institute of Agriculture (Draft for Comments)

Chapter I General Provisions

Article 1 In order to further promote the international cooperation and exchange work of our institute, improve the management level and training quality of international students, and attract and encourage outstanding international students to study in our institute, these measures are formulated in accordance with the relevant spirit of the *Administrative Measures for School Recruitment and Training of International Students* (Order No.42 of the Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security) and the *Administrative Measures for Scholarships of Jiangsu Government for International Students* (SCZ [2019] No.94), combined with the reality of our institute.

Article 2 Scholarships are set up by the institute with special funds, which are included in the budget management of the institute. They are mainly used to reward and support international students who know China with friendliness and have both moral and academic excellence to study in the institute. Among them, the establishment of the special scholarship is applied by the secondary faculties of international students' specialties according to the actual needs, and is set up by the institute

finance after being approved by the dean's office meeting. Scholarships are jointly managed according to the responsibilities by the Planning and Finance Department of the institute, the Faculty of International Education and the secondary faculties of international students' specialties. The Planning and Finance Department is responsible for fund allocation and budget release, organizing secondary faculties to prepare the annual scholarship budget; the Faculty of International Education is responsible for the budget preparation and implementation of the first academic year of international students in school; the secondary faculties of specialties are responsible for the budget preparation and implementation of the second and third academic years of international students in school.

Chapter II Category, Content, Amount and Quota of Scholarships

Article 3 Categories of Scholarships

Scholarships are divided into Agreement Scholarship, Merit Scholarship and Special Scholarship according to categories.

1. Agreement scholarship

It is provided to full-time international students who apply to study in our institute for a period of 3 academic years. Applicants shall have a degree equivalent to that of a senior middle school in China, with excellent academic performance, and be under 30 years of age in principle.

2. Merit scholarship

Scholarships for outstanding students are selected from among the

students with academic qualifications according to the allocated places each semester.

3. Special scholarship

Long-term and short-term project scholarships set up according to the needs of international student education.

Article 4 Contents of Scholarship

1. Agreement scholarship

Including tuition fees, comprehensive medical insurance fee, excluding international travel expenses, that is, international travel expenses shall be paid by international students themselves.

2. Merit scholarship

In addition to the contents involved in the agreement scholarship, the basic living expenses and accommodation expenses will be subsidized.

3. Special scholarship

It is set up by the secondary faculties of international students' specialties according to the actual educational needs and is mainly used to reward international students who have made outstanding achievements in Literature and art, sports and social practice.

Article 5 Amounts of Scholarship

1. Agreement scholarship

Tuition fees are determined according to the payment amount of the same specialty of domestic students, and the comprehensive medical insurance fee is 800 yuan (person/year).

2. Merit scholarship

Merit scholarships are divided into first, second and third grades. First-class scholarships have living expenses of 7,200 yuan/person/year, and accommodation fee of 1,200 yuan; second-class scholarships have living expenses of 4,500 yuan/person/year, and accommodation fee of 1,200 yuan; third-class scholarships have living expenses of 1,800 yuan/person/year, and accommodation fee of 1200 yuan.

3. Special scholarship of 1000 yuan per item.

Article 6 Scholarship Quota

1. Agreement scholarships are established according to the number of international students in each specialty.

2. The first prize of the merit scholarship shall not exceed 5% of the number of international students in each specialty, the second prize shall not exceed 10% of the number of international students in each specialty, and the third prize shall not exceed 15% of the number of international students in each specialty. The total number of prizewinners shall be controlled within 30% of the total number of international students.

3. In principle, the number of special scholarships shall not exceed 3 items per student per year.

4. The institute can make appropriate adjustments to the number of scholarships every year according to the specific application situation and funding situation.

Chapter III Application, Review and Grant of Scholarships

Article 7 Scholarship application and review

1. Application time

In principle, after the international student has paid the tuition fee, the application for the agreement scholarship shall be recommended by the Faculty of International Education or the applicant shall apply directly to the college. The application deadline is October 8 each year.

From the beginning of the first semester of the second academic year after enrollment, students can apply for merit scholarships of the previous academic year. The Faculty of international Education is responsible for the merit scholarships of the first academic year, and the secondary faculty of the applicant's specialty is responsible for that of the second academic year;

2. Application materials

The application for agreement scholarship must submit the *Application Form for Agreement Scholarship for International Students of Suzhou Polytechnic Institute of Agriculture* and the relevant materials required for registration; As to the merit scholarship, in addition to the *Application Form for Merit Scholarship for International Students of Suzhou Polytechnic Institute of Agriculture*, proof materials such as academic achievement (G2) must be attached. The calculation formula of academic achievement is $G2 = \frac{\sum (X_i \times Y_i)}{\sum Y_i}$. Among them, X_i is the score of each course taking part in the evaluation (using percentile system), and Y_i is the total credits of the corresponding courses. If there is any student who fails the assessment course in this academic year, it will be deemed that the student has failed the academic performance assessment,

that is, he will lose the application qualification for the merit scholarship; The application for special scholarship must submit the *Application Form for Special Scholarship for International Students of Suzhou Polytechnic Institute of Agriculture*, and provide corresponding supporting materials as required.

3. Qualification review

(1) The institute has set up an evaluation team for international student scholarships, headed by the vice-president in charge of foreign affairs, with the dean of each secondary faculty, the director of the foreign affairs office, the director of the finance department and the main principals of relevant functional departments as the deputy team leaders. The evaluation team office is affiliated to the Faculty of International Education. (2) The relevant secondary faculty that recruit international students has set up a secondary faculty scholarship qualification review team, headed by the dean of the secondary faculty, with the deputy dean in charge of studying abroad teaching as the deputy team leader, and the relevant counselors and head teachers as the team members. The review team strictly examines and selects the applicants according to the scholarship application form, study transcripts and certification materials, and publicizes them in the department, and reports them to the institute's scholarship review team for approval after publicity without objection.

Article 8 Grant of Scholarships

According to the needs of scholarship management, the contents of scholarships shall be distributed and managed in the following ways:

1. Tuition fees in agreement scholarships are used for the training and management of scholarship students, as well as organizing or supporting scholarship students to carry out activities such as cultural and sports experiences and visits; the accommodation fees are used for scholarship students to pay the accommodation fees for international students' apartments. The institute does not support the application for self-arranged accommodation temporarily. In the future when the condition permits, the international scholarship students who are allowed to apply for self-arranged accommodation will receive the accommodation fee regularly according to the accommodation fee standards; Comprehensive medical insurance fee is used to cover the medical insurance expenses of scholarship students.

2. Merit scholarships are awarded to scholarship students at one time after the students' applications are approved.

3. Special scholarships will be granted to the scholarship students at one time after the students' applications are approved.

Chapter IV Management and Supervision

Article 9 Management of Scholarship Students Coming to China and after Coming to China

After the scholarship students come to China, they will be jointly managed by the Faculty of International Education and the secondary faculties that are responsible for their specialties. The secondary faculties

shall carefully select, issue and use scholarships, ensure the evaluation and award of scholarships, improve the use efficiency of scholarships, and encourage and guide international students to establish a good image.

1. Scholarship students coming to China

Before every July 30, the Faculty of International Education, together with the Foreign Affairs Office, will send the *Admission Letter for Scholarship Students of Suzhou Polytechnic Institute of Agriculture* and the *Visa Application Form for International Students Studying in China* (JW202 form) to the applicants' units or the applicants.

The admitted scholarship students shall apply to the Chinese embassy or Consulate General for a study visa in China with a valid ordinary passport, a *Visa Application Form for International Students Studying in China*, an *Admission Letter for Scholarship Students of Suzhou Polytechnic Institute of Agriculture* and a *Physical Examination Record for Foreigners*, and apply for registration in China with the above documents.

2. Scholarship agreement

After scholarship students come to the school, they need to sign a scholarship agreement with the Faculty of International Education before they can register. The scholarship agreement includes scholarship contents, scholarship annual review, etc.

3. Medical treatment for scholarship students

Scholarship students who fall ill during their studies should seek medical treatment and go through the claim settlement procedures according to the medical insurance requirements. The expenses beyond the

scope of claims, such as dental implant, dental filling, tooth extraction, glasses, correction of physiological defects, purchase of nutritional supplements and other expenses, as well as the treatment expenses of chronic diseases they have suffered before coming to school, shall be borne by themselves. The medical treatment and other related expenses paid by full-scholarship students for casualties caused by violations of laws and school discipline shall be borne by the parties themselves.

4. Absenteeism and abnormal school leave of scholarship students

Those who leave school without taking a leave or are absent from school for more than half a month or more due to non-health reasons will be deemed to have lost the qualification of this year's merit scholarship review.

5. Suspension, resumption, withdrawal and graduation (completion) of scholarship students

Scholarship students who need to suspend their studies due to serious illness should return to their home countries to recuperate and pay for their own travel expenses. With the approval of the school, the scholarship qualification can be retained for up to one year. If the student is suspended for other reasons, the qualification for the scholarship will not be retained. Upon the expiration of the suspension period, those who fail to meet the requirements or go through the formalities for resumption of schooling will be deemed to have voluntarily given up their studies, that is, they will lose the qualification to enjoy scholarships. For those who drop out of school (graduate) and return to their home countries, the scholarship will be

suspended from the month following the stipulated date of leaving school.

6. Specialty change and study period extension of scholarship students

In principle, scholarship students are not allowed to change their specialty or extend their study period. In case of special circumstances that need to change the specialty or extend the study period, the scholarship student must apply to the secondary faculty to which the specialty belongs. With the approval of the head teacher or counselor, after the primary examination and approval of the faculty to which the specialty belongs and the Academic Affairs Office, it will be reported to the institute leader in charge of foreign affairs for approval. Scholarship students who have been granted an extension will enjoy the tuition fee part of the agreement scholarship during the extended study period, and other expenses will be borne by themselves. Those who change their specialty or extend their study period without approval will be disqualified from enjoying the agreement scholarship.

Article 10 Supervision of Scholarship Use

Relevant secondary faculties shall strictly implement the relevant financial laws and regulations of the country and the institute and the provisions of these Measures, strictly and timely conduct scholarship budgeting, evaluation, management and distribution, so that special funds are used for exclusive use, and must not be withheld, squeezed, or misappropriated. At the same time, they are subject to the supervision and inspection of the financial, auditing, discipline inspection and supervision

departments. Acts of falsification and illegal use will be dealt with in accordance with relevant laws and regulations.

Chapter V Supplementary Provisions

Article 11 Scholarship Students Alumni Work

Faculty of International Education and secondary faculties to which the specialties of scholarship students belong should do a good job in alumni work, strengthen connection with graduates of scholarship students, encourage and support alumni of scholarship students to carry out activities beneficial to the institute and the country.

Article 12 These Measures shall be responsible by the Faculty of International Education for the interpretation.

Article 13 These Measures shall come into force as of the date of promulgation.

Attachments:

1. Application Form for Agreement Scholarship for International Students of Suzhou Polytechnic Institute of Agriculture
2. Application Form for Merit Scholarship for International Students of Suzhou Polytechnic Institute of Agriculture
3. Application Form for Special Scholarship for International Students of Suzhou Polytechnic Institute of Agriculture