

中国科学院金属所研究所留学生手册
International Students Handbook of IMR

中国科学院金属研究所研究生教育处

2023 年 1 月

学生声明

Statement

本人已收到并认真阅读了《中国科学院金属研究所国际学生手册》，将严格遵守中国法律规定和中国科学院金属研究所所有规定。

I have received and carefully studied the required reading for *Hand Book of IMR International Students*. I promise to comply with Chinese laws and the rules and regulations of IMR.

姓名 Name: _____

学号 Student NO.: _____

国籍 Nationality: _____

护照号 Passport No.: _____

签字 Signature: _____

日期 Date: _____

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声明 Statement

一、签证、居留许可 Visa & Residence Permit

1. 国际新生凭录取通知书和签证表（JW201表或202表）等相关材料到中国大使馆或领事馆，申请学习类签证（X签证）入境。

International students should go to Chinese Embassy or Chinese Consulates and apply for a student entry visa (X visa) by Passport, Admission Letter and Visa Application for Study in China (Form JW 201 or JW 202).

2. 国际新生必须在入境后7天内到沈阳市出入境检验检疫局进行体检，然后30天内到沈阳市公安局出入境管理局(皇姑区北陵大街47号)申办学习类外国人居留许可，相关费用自理。超过规定时间，将以非法居留受到中国相关法律法规的惩罚。

International students should go to Shenyang Entry-Exit inspection and quarantine bureau for the physical examination in seven days. Then they should go to the Department of Entry & Exit Administration of Shenyang Public Security Bureau (No.47 Bei Ling Street, Huang Gu district) to apply for the Residence Permit, within 30 days from the date of entry in China. The cost incurred thereof is borne by the student. Those who exceed the specified time will be punished in accordance with relevant Chinese laws for illegal residence.

3. 居留许可到期，还需继续在校学习或延长学习期限的，办理居留许可延长手续。每次延期一般不超过一年。

International students who need to stay in school for a period of time longer than their residence permit expiration date should have their residence permit renewed. Every renewal should not exceed one year.

4. 国际学生居留事由、护照号码等情况发生变化的，须在7日内向沈阳市公安局出入境管理局申请新的居留许可。

International students whose passport number or reasons for residence have changed should apply to the Entry & Exit Administration of Shenyang Public Security Bureau for a new residence permit within 7 days.

5. 国际学生休学、转学、退学、毕业、肄业等学籍变更时，须到沈阳市公安局出入境管理局办理签证或居留许可注销手续。

When the status of international students change because of academic suspension, transfer, withdrawal and graduation, their visas or residence permits must be cancelled at the Entry & Exit Administration of Shenyang Public Security Bureau.

6. 国际学生办理居留许可延期、变更等手续所产生的一切费用由学生本人承担。International students should bear all the cost incurred in renewing or replacing their respective residence permit.

7. 留学生可在居留许可有效期内多次出入境。

International students may enter and exit China for multiple times as long as the residence permits are valid.

8. 留学生遗失护照或换发新护照，应立即向金属所报告，到沈阳市公安局出入境管理局重新办理居留许可，并到派出所进行登记。

International students who have lost their passports should report to Graduate School and go to the Department of Entry & Exit Administration, Shenyang Public Security Bureau immediately for obtaining a certification for the loss, applying for new passports to their embassy or consulate in China, getting new residence permits and update their registration with the police station.

9. 新生办理居留许可需要准备以下文件和材料：

To apply for the residence permit, students need to prepare the following document:

- 1) 境外人员体格检查记录验证证明 The verification certificate of physical examination record for foreigners & overseas Chinese, which is required for students who will study for more than 6 months
- 2) 护照及复印件 Copies of passport
- 3) 留学人员来华签证申请表(JW201表或JW202表)第三联原件 The original

third slip of visa application for study in China (Form JW201 or JW202)

- 4) 录取通知书及复印件 Copies of admission letter
 - 5) 研究生教育处出具的在学证明 Certificate issued by Graduate School
 - 6) 居留许可申请表 The application form of residence permit
 - 7) 临时住宿登记表及复印件 Copies of temporary residence registration form issued by the local police station
 - 8) 中国科学技术大学与金属研究所关系说明 Certificate of the relationship between USTC and IMR
10. 居留许可延期办理需要准备以下文件和材料:

To apply for the extension of residence permit, students need to prepare the following document:

- 1) 护照及复印件 Copies of passport
 - 2) 研究生教育处出具的在学证明 The certificate issued by Graduate School
 - 3) 居留许可申请表 The application form of residence permit
 - 4) 2寸正面免冠照片1张 One 2-inch photo made from the administration
 - 5) 临时住宿登记表及复印件 Copies of temporary residence registration certification issued by the local police station
11. 留学生办理居留许可及签证等费用自理。

Students have to pay all costs for the visa, physical examinations, residence permits and etc.

二、报到与注册 Registration

1. 新生持本人护照、《录取通知书》、签证表在规定的时间内到金属所研究生教育处报到，按要求校验学位证书、成绩单等材料原件，填写入学登记表等材料。

Students should register within the specified period at Graduate School with passports, admission letters and visa forms. Submit the original documents such

as degree certificate and transcript for verification as required. Fill out the necessary forms for registration.

2. 因故不能按时报到者，须事先征得金属所研究生教育处的同意。无故逾期两周未报到者，视为自动放弃入学资格。

Those who couldn't register within the specified period must obtain the approval of the supervisors and the permission from Graduate School for registration extension. The admission will be automatically cancelled if the student failed to report within two weeks after the specified admission deadline.

3. 新生按要求参加入学教育和学术道德教育，学习中国的有关法律法规、金属所的规章制度和留学生的学习、工作要求。

After registration, students will be required to attend an orientation and the research ethics education organized by Graduate School, which includes the exposition of relevant Chinese laws and codes of conduct, introduction of on-campus rules and regulations, explanation of studying and living circumstances and etc.

4. 每学期初在校生必须在规定时间内持学生证到研究生教育处报到注册；学生证加盖注册章后方为有效。因故不能按时注册者应事先办理请假手续，否则按旷课处理。无故逾期两周未报到者，按自动退学处理。

Current students have to register at Graduate School with students ID cards at the beginning of each semester. Those who are unable to register on time must report to Graduate School in advance. Otherwise, they are considered as truants. Failure to register within two weeks after the specified deadline will automatically lead to the cancelation of student status.

三、培养要求 Regulations on Academic Studies

1. 学制一般为4年，最长可以延长至8年，到期后仍未达到要求者按肄业办理。延期期间，奖学金支持方式以所获奖学金要求为准。

The duration is from three to eight years. Students can only get the certificates showing that they have studied in IMR if they failed to meet the study requirements at the end of the eighth year. During the extension of studying, the financial support is decided by the regulations of scholarships.

2. 每年有寒暑两个假期，寒假一般在每年的春节，暑假在每年的7-8月，由金属所统一安排。除此之外所有学生享受中国法定的节假日。

There are two vacations each year. Winter vacation usually takes place during Chinese Traditional Spring Festival in January or February and summer vacation is in July or August. There are also some national legal holidays. IMR is responsible for the arrangements of vacations and holidays in detail.

3. 攻读博士学位留学生最低应当修满15学分，其中公共学位课不低于5学分（基础汉语4学分、中国概况2学分），专业学位课不低于4学分（基础课2学分和专业课2学分），必修环节5学分（开题报告1学分，中期检查2学分，学术活动2学分）。公共学位课由中国科学技术大学本部安排教学，专业学位课和必修环节由研究生教育处安排教学。课程考试成绩采用百分制，大于等于60分为通过。课程考试未通过者允许重修，但重修次数累计不得超过2门次。

PhD candidates are required to get at least 15 credits for the degree including 6 credits for Basic Chinese and Chinese Culture, 4 credits for Basic Course of Specialty and Specialized Course and 5 credits for compulsory procedures. Basic Chinese and China panorama teaching plan are made by USTC; basic course of specialty, specialized course and compulsory procedures are made by Graduate School. The evaluation shall be in the forms of exams and performance assessments. Scores of exams will be granted by applying percentage grading system. Pass-marks are ≥ 60 points. If someone fails to pass the test he or she is

allowed to retake the course, but the accumulative total times are no more than twice for one course or one time for two courses.

4. 开题报告、中期检查和学术活动是三个必修环节。开题报告由导师负责安排并组织考核，应当在入学后第二学期结束前完成。中期检查由研究生教育处统一组织，一般在第五学期（10月份）进行。学术活动要求听10次以上的学术报告，做4次以上的学术报告，至少1次为全国性的学术会议报告，应在申请答辩前完成。

Reference survey, mid-term evaluation and academic activities are three required academic activities. Reference survey should be arranged by the supervisor and be done before the end of the second academic term. Mid-term evaluation of thesis report will be arranged by Graduate School and usually it takes place in the middle of October on the 5th academic term. Students have to participate in academic activities and academic reports at least 10 times and are required to make academic reports at least 4 times including at least once on a nationwide basis before the thesis defense.

5. 发表论文情况请见下表。

Paper publication requirements are shown on the following table.

6. 留学生应按时上课，不得迟到、早退和旷课。请假必须征得任课老师的同意。自习时间应保持安静，不得妨碍他人学习。

Students must follow disciplines issued by Graduate School. Attend the classes on time, not be late or absent from classes, or leave early without reason. The teacher's approval must be gotten for asking for the leave on the class. Keep quiet and do not disturb other students in public places.

- 7.

环节 procedures	内容 content	学分 credits	完成时间 deadline
课程学习 Courses	汉语基础 Basic Chinese 汉语文化 China Panorama	6	第二学期前 Before the end of 2 nd semester
	专业基础课、专业课 Basic course of specialty Specialized course	4 for USTC	第二学期前 Before the end of 2 nd semester
开题报告 Reference Survey	文献综述和开题报告 Summary of reference documents and report of selected thesis subject		第二学期前 Before the end of 2 nd semester
中期检查 Mid-term Evaluation	书面和口头汇报论文工作进展情况 Report the research work and be evaluated by your supervisor and the committee		第五学期 In the middle of 5 th semester (October)
年度考核 Annual review	汇报当年工作进展情况和下一年度工作 计划 Report the whole-year research work and be evaluated by the review committee		每学年末 Each end of the academic year
学术活动 Academic Activities	至少参加 10 次学术报告活动，做 4 次学 术报告，至少 1 次在国际会议上做报告。 Participate in academic activities and academic reports at least 10 times, is required to make academic reports at least 4 times including at least once nationally, twice in IMR and once by your arrangement.		学位论文答辩前 Before thesis defense
USTC 学生发表文 章 Paper Publications for USTC students	三种选择： 1. 至少发表两篇 SCI 或 EI 核心期刊的文 章，其中一篇文章属于 SCI 二区期刊； 2. 至少发表一篇文章属于 SCI 一区期刊； 3. 至少发表三篇 SCI 或 EI 核心期刊的文 章，其中两篇文章属于 SCI 期刊； Three options can be chosen: 1. At least publish two papers on the journals which belong to SCI or core EI journals. One of them must publish on SCI-II journals. 2. At least publish one paper on SCI-I journals.		学位论文答辩前 Before thesis defense

	3. At least publish three papers on the journals which belong to SCI or core EI. Two of them must be published on SCI journals.	
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四、奖学金规定 Regulations on Scholarships

四类奖学金请登录网站 <http://isa.ustc.edu.cn/xs/main.asp> 和 <http://isa.ustc.edu.cn/xs/main.asp> 查看详情。

Please visit the website for four scholarships in details:

(<http://isa.ustc.edu.cn/xs/main.asp>) (<http://english.gs.imr.ac.cn/plus/list.php?tid=15>)

奖学金种类 SCHOLARS HIP	奖学金额度/年限 YEARLY STIPEND	奖学金内容 COVERING
CSC	RMB 50,000/year For Four years	免学费、保险费和住宿费 Tuition, medical insurance, accommodation fee 科研津贴、食宿补贴 Research aid, food and accommodation allowance
ANSO	RMB 6000/month in 1 st year RMB 6000/month from 2 nd to 4 th year For Four years	免学费、保险费和首次来华交通费 Tuition, medical insurance, first travel fees 食宿补贴 food and accommodation allowance
USTC	RMB 50,000/year For four years	免学费、保险费和住宿费 Tuition, medical insurance, accommodation fee 科研津贴、食宿补贴 Research aid, food and accommodation allowance
IMR	RMB 50,000/year For four years	免学费 Tuition fee 科研津贴、食宿补贴 Research aid, food and accommodation allowance

五、留学生行为规范 Rules & Disciplines

1. 留学生须遵守中国法律、法规及金属所的规章制度，尊重中国的社会公德和风俗习惯。

Students must obey Chinese laws and comply with rules and regulations issued by IMR. They should respect China's social morals and customs.

2. 留学生的民族习俗和宗教信仰应得到尊重，但留学生在所内严禁进行宗教聚

会、传教等各种宗教活动。具体请参阅《中华人民共和国境内人宗教活动的管理规定》。

The ethnic customs and religious beliefs of students are being respected, but places for religious gathering can't be provided by IMR. Any religious activities, such as religious meeting, preaching, etc, are strictly prohibited on the public places of IMR campus. Details in this regard can be found in "Provisions on the Administration of Religious Activities of Aliens within the Territory of the People's Republic of China".

3. 不准私自在所内张贴、散发宣传品、印刷品。

Unauthorized posting and spreading of propaganda and printed materials on campus are strictly prohibited.

4. 严禁赌博、酗酒、打架斗殴、吸毒、贩毒以及其它干扰所内教学、科研和生活秩序的行为。

Gambling, excessive drinking, physical assaulting, drug taking and trafficking, and any other behaviors that disrupt IMR's education, research and life order are strictly prohibited.

5. 在学期间不得就业、经商，或从事其他经营性活动。

During the school years, students are not allowed to look for any employments, to do business, or engage in any other commercial activities.

6. 根据中国有关保护知识产权的法律规定，留学生在学期间所取得的研究成果原则上归金属所所有，使用或转让须经导师和有关部门同意。

According to Chinese protection law of intellectual property rights, scientific research achievements gained by students studying and practicing in IMR are belonging to IMR principally. Application of IMR's permission must be done before using or transferring research achievements.

7. 留学生在学期间因私离所者，应当事先提出书面申请，经导师同意，研究生教育处批准后方可离所，回所后到研究生教育处销假。未请假、或请假未获

批准、或逾期未归或未销假者按旷课处理。一般因私请假不得超过2周。

If students ask for temporary leave by health reasons or personal matters, the application form of asking for leave must be submitted to Graduate School after getting supervisors' approval. Students have to report to Graduate School soon after coming back. Absenteeism will be considered if leaving without application or with application but not permitted or extension but did not return without any reasons. Absence from school is no more than two weeks in normal conditions. The research aid will be deducted automatically if students asked for leave more than two weeks. The whole stipend will be deducted automatically if students asked for leave more than one month.

8. 留学生违纪处分，参照《中国科学技术大学学生管理规定》和《中国科学技术大学学生纪律处分条例》执行。

Punishing disciplinary students are subject to the graduate punitive principles issued by IMR based on USTC regulations.

9. 工作时间：8:00-12:00 am. 1:30-5:00 pm.

Office hour: 8:00-12:00 am. 1:30-5:00 pm.

六、学位授予 Degree Conferment

根据《中华人民共和国学位条例》的规定，博士学位论文应做出具有系统性、创造性的科研成果。学位申请和授予的具体要求按照中国科学技术大学和中国科学院金属研究所关于研究生学位论文工作的要求执行。

The doctor degree thesis has to make creative research achievements according to “the Regulation of Academic Degree of the People’s Republic of China”. The requirements for degree conferment should be abided by those of USTC and IMR.

七、住宿规定 Accommodation Regulations

International students' accommodation is arranged by Graduate School. International students have to obey the rules according to “Accommodation Regulations for

International Students”.

八、安全制度 Security Tips

1. 交通安全：严格遵守交通规则。右侧通行，过马路应走人行横道。不准超速行驶，不准驾驶摩托车,不准酒后骑车驾车。

Traffic safety: Comply strictly with traffic rules and regulations. Walk on the right of roads. Take the zebra crossing and pedestrian overpass. Drunken driving and overtaking driving are strictly prohibited. Riding a bike cannot carry people.

2. 防盗：外出前应仔细检查室内设施，关好门窗，确保无安全隐患；在外购物、乘坐交通工具时妥善保管好证件、钱物和信用卡等。

Lock doors and close windows when leaving the dorm. Keep valuable articles, credit cards, cash, and passports in a safe place when going out for shopping or taking public transportation.

3. 火警电话：119；医疗急救电话：120；报警电话：110；

Calls are 119 for Fire, 120 for Health emergency and 110 for Security.

4. 饮食卫生：不在没有卫生许可证的摊点购买饮料和食品，烹饪时注意安全。

Do not buy beverage and food from a stand without hygienic license. Have food washed clean and keep safe when cooking.

5. 防自然灾害：遇雷击、暴雨等灾害性天气注意自我防护，确保人身安全。

Pay attention to self-protection measures and ensure personal safety in case of disastrous weather like lightning stroke and rainstorm.

6. 遇到突发情况，请保持冷静，及时报所保卫处或研究生教育处相关老师。

In case of emergency, please remain self-possessed while contacting security departments as well as Graduate School.

九、保险、医疗 Insurance and Medical Treatment

1. 金属所内设有卫生所，留学生日常生病可以到卫生所就诊。

IMR has a clinic on the north of campus. Students can go to see the doctors for

common health problems.

2. 如有必要，留学生可以到所外医院就诊。根据卫生所大夫建议到北部战区总医院、医大一院、医大二院、辽宁省人民医院等公立医院就诊。

If necessary, students can go to the provincial or municipal public hospitals in Shenyang for further examination.

3. 留学生在学期间，必须购买医疗保险，每年每人的综合保险费用为800元。关于来华留学生综合保险方案详见www.lxbx.net。留学生患有急病或者大病时，先拨打保险公司电话4008105119登记，然后办理住院手续，出院后申请保险公司补偿。住院前未登记者无法获得补偿。

During the school years, students are compulsory to pay RMB 800 per year for medical insurance, which is arranged by IMR. Details can be visited on the website: www.lxbx.net. Please call 4008105119 for registration when you go to see the doctor in hospital for emergency or serious illnesses. Students have to pay medical treatment expenses first and then get the reimbursement from Pingan insurance company. No reimbursements can be gotten if students didn't call the insurance company before living in the hospital.

- a) ANSO、CSC 和 USTC 奖学金获得者在资助年限范围内免交保险费；超过规定资助年限及范围的，保险费由其本人承担。

TWAS, CSC and USTC scholarship awardees are entitled free of charge for medical insurance. However, the charge has to be paid by students if students exceed the period of scholarships limits.

- b) IMR 奖学金获得者保险费自理，在每学年开学初上交。

IMR scholarship awardees have to pay RMB 800 per year for medical insurance at the first of each academic year.

4. 因打架、斗殴等违法、违纪行为导致伤亡事故所支付的医疗及其他有关费用，由当事人自理。

Medical expenses incurred as a result of students' criminal or disciplinary

offences such as physical fights and assaults shall be covered by the offenders themselves.

十、离所 Leaving IMR

1. 留学生毕业、休学、退学或结业离所时，须到研究生教育处网站上下载《离所通知单》，结清所有费用，交还所借物品。

Students who are going to leave IMR due to graduation, suspension or dismissal must submit the deregistration form to Graduate School, settle all payments, and return borrowed articles or equipment.

2. 毕业、休学或结业的留学生应在毕业答辩或休学、结业获批准两周内注销居留许可并离所。

Students who have obtained approval for graduation, suspension or completion their studies must cancel their residence permit and leave IMR within two weeks.

3. 退学、勒令退学、开除学籍的留学生必须在一周内注销居留许可并离所。

Students who are withdrawn, dismissed or expelled from schooling must cancel their residence permit and leave IMR within one week after the notification of withdrawal, dismissal or expulsion is received.

4. 对于离所但仍以各种理由滞留在所者，滞留期间所发生的各种情况由学生自行承担。金属所将及时通知公安机关出入境管理部门注销其学生身份和居留许可。

Students who are supposed to leave but still linger at IMR shall be responsible for anything that happens to them. IMR will notify the Department of Exit-Entry Administration to cancel their student identity and residence qualification in China.

十一、声明 Statement

1. 本手册的所有内容以《中国科学技术大学研究生手册》为准。

This handbook is subject to Graduate Student Handbook of USTC.

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