

# 南方科技大学文件

南科大〔2019〕21号

## 关于印发《南方科技大学海外学生短期来访 资助暂行管理办法》的通知

全校各单位：

经学校研究决定，即日起发布实施《南方科技大学海外学生短期来访资助暂行管理办法》，现予以印发，请各单位遵照执行。

特此通知。



2019年2月28日

# 南方科技大学海外学生短期来访资助 暂行管理办法

## 第一章 总 则

第一条 为进一步扩充我校海外学生队伍，提高校园的多元化和国际化程度，加大力度鼓励各院系吸引优秀国际生源来我校学习交流，同时有助于我校更好地开展国际生招生工作，结合我校目前海外学生短期来访的需求及实际情况，制定本办法。

第二条 资助对象为被我校录取并来我校学习交流不超过一年的短期访问海外学生（以下简称“访问学生”），且原则上应为年满 18 周岁并已在境外高等院校注册学籍的在读本科生。

## 第二章 资助范围及额度

第三条 全校各院系、研究中心内具有助理教授及以上资质的研究课题组、实验室 PI（以下简称“导师”）招收的访问学生均可申请该资助。

第四条 获资助的学生须满足以下基本条件。

- (一) 学习成绩优秀，专业水平突出；
- (二) 英语水平良好；
- (三) 应通过我校申请院系组织的面试或考核；
- (四) 身心健康；
- (五) 遵守中国的法律法规和学校的规章制度。

第五条 针对符合条件的海外访问学生，我校将根据其在南科大学习交流的时长给予相应资助，每位学生可获得 2500 元/月的生活补贴。如学生居住在校外则可获得最多 3000 元/人/月的住宿补贴，如学生申请到校内宿舍，则不提供住宿补贴。短期学生住宿问题由院系自行安排解决，如在校外租房则在申请向学生发放补助时由院系向财务提交租房合同等凭证后，根据合同或其他凭证中的房租价格向学生发放不超过 3000 元/人/月的住宿补贴。

### 第三章 资助申请流程

第六条 课题组或教授个人应在确定招生计划后，将招收人数、访问目的、学习时长、预计来华时间等汇总至院系，由院系统一填写《南方科技大学海外学生短期来访资助申请表》（以下简称“申请表”）。《申请表》应经由所在院系负责人审批，如果涉及修课，须征得教学工作部批准后提交至国际合作部。

第七条 国际合作部审批通过后则统一将资助金额划拨至申请院系。

第八条 该资助以院系为单位统一组织申报，每年于上年年底及当年年中各受理一次当年度的资助申请，具体申报时间等内容以国际合作部发布的通知为准。

### 第四章 经费使用与管理

第九条 海外学生短期来访资助金额将根据院系提交的申请

额度直接划拨至各院系，由院系根据招生实际情况向访问学生发放资助金。

第十条 各院系应根据实际情况认真制定招生计划及相关预算，经费一经批复，须严格按照本办法的规定和财务制度规范使用，不得超预算开支。批复后的预算原则上不再调整。

第十一条 院系负责人及访问学生的导师对交流项目经费使用的合法性、合理性和真实性负责，严格遵守财务与会计制度，自觉接受财务、教育、审计等部门的监督检查。

第十二条 学生导师应在交流结束后两个月内撰写交流成果报告并提交给国际合作部，国际合作部对经费使用效益进行应有的评估，结果作为次年预算安排和调整的重要依据。

## 第五章 附则

第十三条 本办法为中英双语，如若发生歧义，以中文版本为准。本办法由国际合作部负责解释。

第十四条 本办法由校长办公会批准，自公布之日施行。

附件：1.南方科技大学海外学生短期来访资助申请表  
2.海外学生短期交流成果报告模板



第二部分 相关部门审批

PART II: TO BE COMPLETED BY REVIEWING UNITS

<p>教学工作部意见 (如涉及修课) Office of Education Affairs (if applicable)</p>	
<p>国际合作部意见 Global Engagement Office</p>	

## 附件 2

# 海外学生短期交流成果报告模板

## Template for the Report about Short-Term Exchanges of the Overseas Students

所属院系 School/Department		导师姓名 Advisor's Name	
学生姓名 Student's Name		访问目的 Visiting Purpose	
访问时长 Visiting Length		学习专业或 研究课题 Major or Research Topic	
<p>(请从学生的学术水平、考勤情况、学习的课程、参与的科研项目、获得的学习及交流成果等方面撰写详细报告，字数不少于 600 字)</p> <p>(Please write a detailed report of no less than 600 words concerning the student's academic level, attendance, courses taken, research projects participated in and the studying and exchange achievements, etc.)</p>			
导师意见及			

签名 Opinions and signature of the advisor	
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# Temporary Regulation about Managing Subsidies for Overseas Students' Short-Term Visits to the Southern University of Science and Technology

## Chapter I General Principle

**Article I** To Increase the number of international students in our university, make our university more diverse and international, better encourage each school/department to attract excellent international students for a study abroad and exchange program and facilitate the enrolment of international students, we have formulated this regulation based on the current demand of overseas students for our university and the actual situation.

**Article II** Our university will provide subsidies to those overseas visiting students who are admitted by SUSTech and to study here for less than one year (hereafter called “visiting students”). In principle, they should be undergraduates who have reached the age of 18 and have been registered in an overseas institution of higher learning.

## Chapter II Scope and Quota of Subsidy

**Article III** These visiting students can apply for the subsidy, who are enrolled by principal investigators (PI) of any research project teams or laboratories with the qualification of assistant professor or above in each school/department or research center in our university (hereafter called “advisors”) can apply for the subsidy.

**Article IV** A student who is qualified for the subsidy must meet the following basic conditions:

- a. Have a good academic performance.
- b. Be proficient in English.
- c. Must pass an interview or assessment organized by applicant units of our university.
- d. Be physically and mentally sound.
- e. Must obey the laws and regulations of China and the rules and regulations of our university.

**Article V** As to overseas visiting students satisfying the above conditions, our university will grant a subsidy based on their length of study. Every visiting student can receive a living allowance of 2500 yuan/month. The students living off campus can receive an accommodation allowance up to 3000 yuan/person/month; if the students are arranged to live in the dormitories on campus, the accommodation allowance will not be granted. The accommodation issue for short-term visiting students shall be solved by each

school/department itself. If the students rent houses off campus, the school/department must submit tenancy agreements and other certificates to the financial department when it applies for the accommodation allowance up to 3000 yuan/person/month. The allowance should be granted based on the accommodation fees in the tenancy agreements and other certificates.

### **Chapter III Subsidy Application Process**

**Article VI** After confirming the enrollment plan, the research group or the professor shall report the information about number of enrolled students, visiting purpose, the length of study and estimated arrival time to the respective school/department. The school/department should fill in the *Application Form for a Visiting Student Scholarship of the Southern University of Science and Technology* (hereafter called the “application form”). The *application form* shall be approved by the head/dean of the school/department and if it includes coursework, it shall be approved by the Teaching Affairs Office. The school/department shall then submit the *application form* to the Global Engagement Office.

**Article VII** After the *application form* is approved by the Global Engagement Office, the subsidy will be allocated to each

applying school/department.

**Article VIII** The application for subsidy shall be made only through each school/department. The subsidy applications for each year will be accepted at the end of the previous year and in the middle of the current year respectively. For the application timeline or other details, please see the notification issued by the Global Engagement Office.

#### **Chapter IV Use and Management of Funds**

**Article IX** The subsidies for short-term students will be allocated to each school/department according to the application quota. The school/department will then grant subsidies to the visiting students based on the actual enrollment situation.

**Article X** Each school/department shall prepare enrollment plans and budgets based on the actual situation. Once the budget is approved, it must be used according to the present regulation and the financial rules and within the estimated expenditure limit. The approved budget shall in principle not be readjusted.

**Article XI** The head/dean of the school/department and advisors of the visiting students shall be responsible for legitimate and actual use of the funds for the exchange program, strictly comply with financial and accounting systems and voluntarily

accept oversight by financial, education and auditing departments.

**Article XII** The advisor shall write a report about the exchange within two months after the exchange activity is concluded and submit it to the Global Engagement Office. The Global Engagement Office shall assess the utilization benefit of the expense and the assessment results shall serve as an important basis for budget planning and adjustment for the next year.

## **Chapter V Bylaws**

**Article XIII** This regulation is in English and Chinese. If there is any discrepancy, the Chinese version shall prevail. Further explanation of this regulation is reserved by the Global Engagement Office.

**Article XIV** This method shall be approved by the President's Executive Cabinet and be enforced as of the date of its publication.

Attachments:

1.Application Form for Visiting Student Scholarship of Southern University of Science and Technology

2.Template for the Report about Short-Term Exchanges of the Overseas Students

