

The Regulations of Registration and Issuing for International Scholarship Students, Shanghai Jiao Tong University (Abridged)

I. Regulations of Registration

- i. **Semester's Signing:** Scholarship students are required to sign within 5 working days from the registration day, please bring student card to International Student Centre.
- ii. **Monthly Signing:** From the second month after semester's signing, it is required for scholarship students to go to the college and sign monthly (normally from 10th to 15th each month, within 5 working days only, not including weekends).

iii. Regulations of Particular Cases:

1) In principle, those who miss the deadline of registration, it is not allowed to make up for registering later, and the scholarship will be suspended.

2) Semester's Signing:

- a) Those who can NOT register on time because of illness, it is required to inform of the college, submit a certificate from the hospital and an explanation letter approved and signed by college and professor; ISC will review all the documents collected by the college.
- b) Those who can NOT register on time because of attending academic research, such as international seminar, project business trip, it is required to inform of the college, submit an explanation letter approved and signed by college and professor; Before 4th, January, 2019, the college submit all the documents to ISC for reviewing.

Except these two situations mentioned above, no other special case is acceptable by ISC (because of personal reasons, flight tickets etc.), after receiving the documents ISC releases the result to the college within 10 working days, students can get result from the college.

For all scholarship students:

Registration from Feb.24-Mar.1 will get Mar.-Apr. living subsidy before Mar.31.

Late registration from Mar.2-Mar.31 will deduct March living subsidy and will get the scholarship later.

Students who register after two weeks, please register in your own school and take your school registration certificate (the sticker) first, then sign your scholarship in International Student Center.

- 3) Monthly Signing:** Those who can NOT sign on time monthly, it is required to report and submit related documents to the college, after verifying the college sign instead of student before the deadline of registration.

II. Regulations of Distribution

Time of distribution refers to 'The Regulations of Registration and Issuing for International Scholarship Students, Shanghai Jiao Tong University'.

III. Notes

1. If scholarship students break the disciplines of university, the scholarship is suspended or canceled depending on the punishment level (implemented from the next month of the school's issuance date), as follows:
 - 1) Warning: scholarship is suspended for three months
 - 2) Serious Warning: scholarship is suspended for six months
 - 3) Record a Demerit: scholarship is stopped a year
 - 4) Detention: scholarship is canceled

5) Expulsion: scholarship is canceled

2. All the international scholarship students should obey International Student Accommodation Regulatory Rules of Shanghai Jiao Tong University and other related regulations of accommodation subsidies for the international scholarship students. The living subsidies of those who live in the dormitories but refuse to pay accommodation fee will be withheld for the deduction of the accommodation fee.
3. Standard of accommodation subsidy refers to ‘The Regulations of Registration and Issuing for International Scholarship Students, Shanghai Jiao Tong University’.
4. Those who suspend, quit or graduate study in advance, it is required to return the rest of accommodation subsidies to the university, accommodation subsidies are suspended during the study suspension.
5. Those who have doubts about scholarship distribution (living, accommodation etc.), could contact with ISC within two weeks after the scholarship was deposited, there’s no acceptance of any application of checking and making up later.
6. All rights reserved by International Student Centre.

The Schedule of Signing from September, 2018 to June, 2019 refers to ‘The Regulations of Registration and Issuing for International Scholarship Students, Shanghai Jiao Tong University’.

The Schedule of Signing from February, 2019 to June, 2019

Signing	Time	Place	Scholarship for
Spring, Semester’s Signing, 2018-2019	24 th February~1 st , March, 2019	Registration Venue / Room 807, New Administration Building B	March & April, 2019
April, 2019, Signing Monthly	10 th ~16 th , April, 2019	College	May, 2019
May, 2019, Signing Monthly	10 th ~16 th , May, 2019	College	June, 2019
June, 2019, Signing Monthly	10 th ~14 th , June, 2019	College	July & August, 2019

Time of Distribution

Months	Dates
January and February: will be granted together	Before 10 th , January
March and April: will be granted together after Semester’s Signing	Before 20 th , March
May and June: will be granted monthly	Before 10 th of Each Month
July and August: will be granted together	Before 10 th , July
September and October: will be granted together after Semester’s Signing	Before 30 th , September
November and December: will be granted monthly	Before 10 th of Each Month

上海交通大学留学生奖学金签到及发放规定（精简版）

一、 签到规定

1. **学期签到:** 奖学金生本人每学期报到注册日起一周内持校园卡至留学生发展中心签到。
 2. **月签到:** 完成学期签到的第二个月起实行月签到, 奖学金生本人一般在每月 10 日到 15 日的工作日内 (如遇节假日顺延) 到所在学院留学生奖学金工作负责老师处签到。
 3. **签到细则:**
 - 1) 奖学金签到原则上不能补签、补发; 逾期不签到, 奖学金停发。
 - 2) **学期签到请假:**
 - a) 因病无法按时签到, 需告知学院, 并递交医生证明, 院系及导师签字、盖章同意书, 院系收齐材料后递交留学生发展中心审核。
 - b) 因参加国际会议、出差或科研项目等教学活动无法按时签到, 需告知学院并递交情况说明书由导师签字同意, 相关材料由院系收齐审核后于 2019 年 1 月 4 日前统一递交留学生发展中心审核。
- 除 (a)、(b) 情况外留学生发展中心不接受其它任何原因 (个人事假、机票原因等) 奖学金补签、补发申请; 留学生发展中心收到材料 10 个工作日将结果反馈院系, 由院系告知学生。

所有奖学金生:

3 月 1 日前报到, 发放 3-4 月生活费。

3 月 2 日-3 月 31 日报到, 只发放 4 月生活费, 且延后发放。

开学两周后报到的学生, 须持学院提供的报到注册凭证, 留学生发展中心才予以奖学金签到。

- 3) **月签到请假:** 学生首先报告院系并提交相关申请材料, 院系审核通过后于月签到截止日前代为签到。

二、 发放规定

发放月份和时间详见《上海交通大学留学生奖学金签到及发放规定》

三、 说明

- 1、奖学金留学生如受到学校纪律处分, 奖学金将视处分等级停发或取消 (自学校印发处分决定书下一个月起实行), 具体如下:
 - 1) 警告: 奖学金停发三个月
 - 2) 严重警告: 奖学金停发半年
 - 3) 记过: 奖学金停发一年
 - 4) 留校察看: 奖学金取消
 - 5) 开除学籍: 奖学金取消
- 2、奖学金生住宿遵照《上海交通大学国际学生公寓住宿管理办法》及各类奖学金住宿补贴发放相关规定。已获得住宿补贴, 但未按规定缴纳住宿费并拒不搬离宿舍的, 将扣发生活费, 直至抵扣全部住宿费。
- 3、各类奖学金住宿补贴标准详见《上海交通大学留学生奖学金签到及发放规定》。
- 4、奖学金生如办理休学、退学或提前毕业, 必须退还提前发放的住宿费, 休学期间住宿费停发。
- 5、奖学金生对奖学金发放 (生活费、住宿费等) 如有质疑, 请在奖学金发放到账后两周内提出申请, 逾期不再接受任何原因的补签补发。
- 6、本规定最终解释权归留学生发展中心。

2018年9月至2019年6月签到安排详见《上海交通大学留学生奖学金签到及发放规定》

2019年2月至2019年6月月签到时间表

签到	时间	地点	发放月份
2018-2019 春季 学期签到	2019年2月24 日—3月1日	报到注册地点 闵行：新行政楼 B807 徐汇：总办公厅 208	2019年3/4 月
2019年4月签 到	2019年4月10 日—16日	学院	2019年5月
2019年5月签 到	2019年5月10 日—16日	学院	2019年6月
2019年6月签 到	2019年6月10 日—14日	学院	2019年7/8 月

发放时间

月份	发放时间
1/2 月将合并发放	1月10日前
3/4 月将于学期签到后一并发放	3月20日前
5/6 月将单月发放	每个月10日前
7/8 月将合并发放	7月10日前
9/10 月将于学期签到后一并发放	9月30日前
11/12 月将单月发放	每个月10日前

留学生发展中心
2018年12月25日