**Leave Provisions for International Students in Suzhou Vocational University**

Article 1 International students should focus on the studies and actively participate in various activities organized by the university. Those who are unable to take part in educational or teaching activities for some reasons must fulfill the leave formalities.

Article 2 There are three kinds of leave for international students: official leave, sick leave and personal leave. Official leave is granted by colleges and notified to relevant teachers; sick leave and personal leave are submitted by international students themselves and leave formalities should be fulfilled.

Article 3 Leave within one day, written leave permit should be approved and signed by head teacher and student is responsible for notifying relevant teachers. Leave for over one day and less than three days, written leave permit should be approved and signed by head teacher, verified by dean of the college. Leave for more than three days, written leave permit should be approved and signed by head teacher and dean of the college, and be reported to the International College. For those who go abroad, regardless of the length of time, they shall fulfill the relevant procedures the International College.

Article 4 International students who are unable to participate in teaching activities due to emergencies, accidents or physical reasons and fail to fulfill the leave formalities in advance shall promptly inform the head teacher, and the leave formalities shall be completed within three days after approval, otherwise they shall be dealt with as absenteeism. If there is no medical diagnostic certificate or medical leave permit issued by doctors attached to the sick leave permit for more than two days, they shall be treated as absenteeism.

Article 5 International students shall not live outside the university without permission. In case of special circumstances, written leave permit in advance is required. If fraudulent acts are found, corresponding disciplinary measures shall be taken according to the seriousness of the consequences.

Article 6 If an international student leaves Suzhou (excluding leaving China), he or she must fill in the dorm and clearly write down the reasons for leaving the university, the route of travel, the means of transportation, the accompanying personnel, means of contact, etc. He or she is responsible for his or her own safety and personal belongings. If you leave Suzhou for more than one week (including one week), you must obtain a consent letter from your parents or domestic guardians (which can be signed by hand, submitted by photograph and verified by the college). Those who go out without permission shall be punished in accordance with the Regulations on Discipline Violation.

Article 7 International students are required to go back to school on the date set by the university when the new semester begins. If students cannot return on time, they should ask for leave in advance, and must obtain a consent form from their parents or domestic guardians (which can be signed by hand, submitted by photographs and verified by the College). Those who do not ask for leave or leave without permission shall be treated as absenteeism. Those who fail to renew their leave at the end of the leave period or who fail to return to school within the time limit without approval shall be deemed to be absent from school without reason and shall be punished in accordance with the Regulations on Discipline Violation.

Article 8 International students who leave school (still in China) for more than two weeks without justification shall be treated as voluntary dropouts; those who do not return to school within one month (still in their home country) without justification shall be treated as voluntary dropouts; those who are not in school for a cumulative period of three months shall be treated as voluntary dropouts.

Article 9 If students fail to take the exam on time under special circumstances, they need to submit a written application with relevant proofs. Only with the permission of the relevant college can they go through the formalities of exam suspension, and the college personnel shall notify the teachers in charge of the exams. Those who fail to take the exam without permission will be treated as failing and will not be eligible for make-up exams.

Article 10 The International College shall be responsible for the interpretation of these articles.