

外国留学生手册

HANDBOOK FOR INTERNATIONAL STUDENTS

2017



中国农业科学院研究生院

GRADUATE SCHOOL OF CHINESE ACADEMY OF AGRICULTURAL SCIENCES

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一、院长致词

亲爱的留学生同学们：

首先，我谨代表中国农业科学院研究生院欢迎你们来到北京，欢迎你们加入中国农业科学院研究生院这个大家庭！

中国农业科学院是中国首批博士学位与硕士学位授予单位，1979年成立研究生院，2007年获得中国政府奖学金院校资格。研究生院依托中国农业科学院的科技教育资源，坚持“立足科研、质量为本、科教兴农”的办学理念，发挥“院所结合、两段式培养”的特色优势，积极服务农业科技创新和教育国际化发展需求，培养了一大批高层次农业专门人才。近年来，研究生院紧密围绕中国农业科学院建设“世界一流科研院所”目标，积极服务“顶天立地”的发展战略，坚持扩大规模与提高质量并举，深入推进研究生教育综合改革，不断扩大招生规模，持续提高培养质量，加快发展国际教育，实现了研究生教育的跨越发展。

留学生教育是中国农业科学院研究生教育的重要组成部分和国际化水平的显著标志。经过多年的发展，研究生院建立了来华留学生教育管理和质量保证体系，实现了留学生规模的快速发展和培养质量的持续提高。目前在校留学生400余人，其中90%为博士研究生，生源来自50个国家。

留学生是校园的一道靓丽风景线。来自世界各地的留学生们带来了不同的文化和民族风俗，丰富了我院的校园文化，增添了校园的国际化色彩。在此，我给大家提出三点希望：一是希望大家认真学习中国文化知识，遵守中国法律法规和研究生院的规章制度，尽快适应新的学习和生活环境；二是希望大家珍惜在研究生院的时光，刻苦学习，团结协作，勇于创新，努力在学业上取得丰硕成果；三是希望大家做到兼容并蓄，相互尊重、相互学习、相互帮助，促进中国与世界各国的友谊与交流。

留学中国是你们人生中的重要经历，也必将成为你们人生的宝贵财富。研究生院将以最大的热忱帮助你们适应新的环境，全力支持你们的学习和科研工作。

最后，祝愿同学们在中国农业科学院愉快学习，健康生活，实现你们的留学梦想！

中国农业科学院党组成员
研究生院党委书记、院长

刘大群 教授

WELCOME SPEECH FROM GSCAAS PRESIDENT

Dear international students,

First of all, I would like, on behalf of Graduate School of Chinese Academy of Agricultural Sciences (GSCAAS), to welcome you all to join the GSCAAS in Beijing.

Founded in 1979, GSCAAS is one of the earliest institutions approved by the Academic Degrees Committee of State Council to confer Master's and Doctoral Degrees. It received the qualification of Chinese Government Scholarship (CGS) Granting Institution in the year of 2007. Based on CAAS high level research advantage and education resources, the school adheres to the schooling philosophy of *'research-based, quality-oriented, agriculture revitalization must be realized through science and education'* and insists to the school's characteristics of *'academy-institute combination, two-phase training'*. GSCAAS actively serves the demands of agricultural science & technology, innovation and the international education, and has cultivated a huge number of high-level agricultural talents. In recent years, the school centers around the CAAS *'world-class scientific research institutes'* ambition, serve the developmental strategy of *'reaching the heavens while keeping the feet on the ground'*. The school insists on expanding the scale and improving quality simultaneously, boosting in-depth comprehensive reform of graduate education, improving the quality of training and accelerating the development of international education, and has realized the leap forward development of graduate education.

International education is an important pole of graduate education and a remarkable symbol of the internationalization for GSCAAS. After years of development, the school has established a well-reputed educational management and quality assurance system for international students, and realized robust development of the student scale and the continuous improvement of training quality. At present, there are more than 400 international students enrolled from 50 different countries, 90% of whom are Ph.D. students.

International student is one of the brilliant highlights on campus. Students from all over the world have brought different cultures and national customs, enriching our campus culture and highlighting its internationalization. Here, I have three suggestions for you:

First, I hope you learn Chinese culture, abide by the Chinese laws and school's regulations, and adapt to the new environment as soon as possible.

Second, I hope that you cherish your time here, study hard in spirit of team work, strive for innovation, and achieve fruitful results in the future.

Third, I hope that all of you to be open-minded and inclusive, respect, help and learn from each other, promote friendship and exchanges between China and your home country.

Studying in China will surely become a remarkable experience and a valuable asset in your life! The graduate school will help you adapt to the new environment with the utmost enthusiasm and fully support both your study and research work.

Finally, I would like to take this opportunity to express my best wishes to all students to enjoy your study in CAAS, to live a well-balanced life, to embrace a wonderful future with your dreams.

Sincerely,

Professor Liu Daqun, Ph.D

Member of the Leading Party Group of CAAS

Party Secretary & President of GSCAAS

二、中国农业科学院研究生院简介

中国农业科学院 1979 年成立研究生院，1981 年经国务院批准成为我国首批博士学位与硕士学位授予单位，2007 年经教育部批准成为中国政府奖学金来华留学生院校，是中国农业领域的一流研究生院。

中国农业科学院依托分布在全国 18 个省（市、自治区）的 40 个研究所，坚持“立足科研，质量为本，科教兴农”的办学理念，发挥“院所结合，两段式培养”的特色优势，经过近 40 年的探索和发展，现已形成包括全日制硕士、全日制博士、非全日制硕士、博士后、来华留学生、中外合作办学、港澳台研究生和继续教育在内的多层次多类型人才培养体系。目前，在读研究生总数 5000 余人，其中普通全日制在读研究生 3800 余人。累计授予博士学位和硕士学位 13000 余人，为我国农业发展和经济建设做出了重要贡献。

中国农业科学院是国家级综合性农业科研机构，担负着全国农业重大基础与应用基础、应用研究和高新技术研究的任务。全院建有 2 个国家重大科学工程，6 个国家重点实验室，32 个农业部重点实验室；16 个国家农作物、畜禽改良中心（分中心）；1 座国家级农作物种质资源长期库、10 座中期库、12 座种质圃；5 个国家工程技术研究中心；5 个国家级野外科学观测试验站，35 个部级质检中心，3 个国家参考实验室，4 个获 OIE 认可的参考实验室；1 座馆藏文献 210 余万册、33 万种的国家农业图书馆。优良的科研设施设备、大量的前沿课题项目、充足的科研经费、丰富的图书文献资源，一流的导师队伍及广泛的国际合作交流，为中国农业科学院研究生教育提供了强大的科技支撑和教育资源。

中国农业科学院现有学科涉及农学、理学、工学、管理学 4 大门类，涵盖 17 个一级学科，其中有生物学、生态学、作物学、园艺学、农业资源与环境、植物保护、畜牧学、兽医学、草学和农林经济管理 10 个博士一级学科授权资格，拥有 51 个博士二级学科；12 个硕士一级学科授权资格，63 个硕士二级学科；另有 2 个专业学位授权资格。中国农业科学院现有两院院士 12 人，研究生导师 1836 人，其中博士生导师 580 人。现有任课教师 450 余人，由我院导师和周边高校及科研机构知名教授专家组成。

研究生院积极服务国家“一带一路”和农业“走出去”战略需求，大力发展留学生教育。实行“全年接受申请，分春秋入学”的招生方式。研究生院向留学生提供中国政府奖学金、北京市外国留学生奖学金、中国农业科学院研究生院奖学金和发展中国家妇女科学组织奖学金等各类奖学金。博士和硕士项目的学习期限通常为 3 年。授课语言大多是英语或中英双语教学。经过多年的发展，研究生院建立了来华留学生教育管理和质量保证体系，留学生教育已成为中国农业科学院研究生教育的重要组成部分。

分和研究生教育国际化水平的显著标志。目前研究生院在校留学生共400余人，其中博士生370人，生源来自亚洲、非洲、欧洲、美洲、大洋洲的50个国家，涵盖40个学科专业，涉及30个研究所。累计毕业留学生195人，其中博士生151人，硕士44人。经教育部批准，研究生院与比利时列日大学和荷兰瓦赫宁根大学合作举办博士教育项目，并与美国、加拿大、德国、澳大利亚、泰国、巴基斯坦、埃及等国家的20多所的大学和科研机构建立了合作关系，国际合作与交流水平不断提升。

中国农业科学院研究生院 1999 年被教育部和国务院学位委员会授予“全国学位与研究生教育管理先进集体”称号，2008 年获“北京地区学位与研究生教育管理先进集体”。2002 年以来，研究生院以农学门类第一名连续荣膺“中国一流研究生院”，在全国研究生院综合竞争力排名中进入前三十强。

中国农业科学院研究生院将秉承“明德格物，博学笃行”院训，追求“高层次、研究型、国际化、有特色”的办学目标，努力把研究生院建设成为国内一流、国际知名的培养和造就高层次农业科技人才的知名院校。

BRIEF INTRODUCTION OF GSCAAS

The Graduate School of CAAS (GSCAAS) was founded in 1979. It is one of the earliest institutions approved by the Academic Degrees Committee of State Council to confer Master's and Doctoral degrees. In 2007, GSCAAS received the qualification of Chinese Government Scholarship (CGS) Granting Institution from Ministry of Education of China. It is one of China's leading graduate schools with its overall competitiveness in agriculture.

Based on 40 institutes which distributed in 18 provinces, municipalities and autonomous regions, GSCAAS adheres to the schooling philosophy of '*research-based, quality-oriented, agriculture revitalization must be realized through science and education*' and insists to the school's characteristics of '*academy-institute combination, two-phase training*'. After nearly 40 years of exploration and development, it has established a successive multi-layer and multi-type education system that covers master's and doctoral degrees, post-doctorate, international students, professional postgraduates and continuing education. At present, total number of postgraduates is more than 5,000, including more than 3,800 full-time postgraduates. GSCAAS has cumulatively awarded more than 13000 doctoral degrees and master's degrees, which has made great contributions to Chinese agricultural development and economic construction.

Chinese Academy of Agricultural Sciences is a national comprehensive agricultural research institution with responsibility for the country's major agricultural basic and application basic, applied research and high-tech research tasks. There are 2 major national facilities, 6 state key laboratories, 32 key laboratories of the Ministry of Agriculture; 16 national centers (sub-centers) for plant, and animal improvement; one long term national gene bank of crop germplasm resources; 10 medium-term national gene banks; 12 national medium-term germplasm nurseries; 5 national engineering research centers of Ministry of Science and Technology; 5 national observation and experiment field station; 35 agro-products quality and safety risk assessment laboratories of MOA; 3 national reference laboratories; 4 OIE reference laboratories; One national agricultural library possesses more than 2.1 million volumes and 330, 000 types of books. Excellent scientific research facilities and equipment, huge number of cutting-edge projects, adequate research funding, rich library and literature resources, first-class scientists & supervisors, extensive international cooperation and exchanges provide graduate education of CAAS a sound scientific and technological support and educational resources.

The programs in GSCAAS are related to four major academic categories of natural sciences, engineering, agriculture and management sciences, including 10 Ph.D. primary disciplines including (biology, ecology, crop science, horticulture, natural resource management, plant protection, animal science, veterinary medicine, grassland science and economics, and management of agriculture and forestry) and 12 Master's degrees primary disciplines. The GSCAAS currently holds 51 PhD programs, 63 Master programs, and 2 professional Master's degrees in agriculture and veterinary medicine. At present, the school boasts 12

academicians of the Chinese Academy of Sciences and Chinese Academy of Engineering, 1836 supervisors including 580 supervisors for Doctoral Programs. Moreover, our faculty has 450 instructors from our institutes, surrounding well-known universities and research institutions.

The graduate school actively serves *'the Belt and Road Initiative'* and the agricultural *'going global'* strategy, to vigorously develop international education. The graduate school is open to applications from international students throughout the year and the enrollment commence in spring and autumn. It offers international students the Chinese Government Scholarship, Beijing Government Scholarship, the GSCAAS Scholarship and GSCAAS- Organization for Women in Science for the Developing World (OWSD) Fellowship, etc. The study of doctorate and master's programs generally lasts three years, and the medium of instruction is mostly English or Chinese and English bilingually.

After years of development, the Graduate School has established a well-reputed educational management and quality assurance system for international students. It has become an important pole of the CAAS postgraduate education and a remarkable symbol of its internationalization. Currently, more than 400 international students, including 370 Ph.D. students, are studying at GSCAAS, involving 40 programs and 30 institutes of CAAS. They come from 50 countries in Asia, Africa, Europe, America and Oceania. The GSCAAS had conferred degrees on 195 graduates in total, including 151 doctoral students, 44 Master students. Approved by the Ministry of Education, GSCAAS has carried out joint Ph.D. programs with the University of Liège in Belgium and Wageningen University in the Netherlands, and established cooperative relationships with more than 20 universities and scientific research institutions in the United States, Canada, Germany, Australia, Thailand, Pakistan, Egypt and the other countries. The level of GSCAAS international cooperation and exchanges has been continuously improved.

In the year of 1999, GSCAAS was honored with the title of National Outstanding Organization for Academic Degrees and Graduate Education Management awarded by the MOE and the Academic Degrees Committee of the State Council. It was also named as an Outstanding Organization for Academic Degrees and Graduate Education Management in Beijing in 2008. The school had been ranked as China's top graduate school in agriculture since 2002, as well as ranked in the top 30 graduate schools in China.

Embodying its motto of *'wisdom, virtue, erudition, and discretion'*, GSCAAS has developed into an exceptional, internationally renowned base for cultivating outstanding talents in agricultural fields, seeking after the mission of *'higher-level, research-oriented, internationalized and distinct-featured'* graduate education.

三、法规与校纪/LAWS AND REGULATIONS

- (一) 留学生应遵守中国法律法规和研究生院的规章制度。

The international student (The Student hereafter) should abide by Chinese Laws, Regulations and GSCAAS rules and regulations.

- (二) 留学生应尊重中国的社会公德和风俗习惯，尊敬师长、团结友善。

The Student should respect Chinese social morality and customs, show respect to teachers and seniors, and be united and friendly.

- (三) 研究生院尊重留学生的民族习俗和宗教信仰，但不提供宗教活动场所。学校内不得进行传教、宗教聚会等任何宗教活动。

GSCAAS respects the Student's religions and customs, but would not provide a place for religious services. No religious activities or gatherings are permitted on campus (Both GSCAAS & Research Institutes.)

- (四) 留学生在读期间不得就业、经商或从事其他经营性活动，但可以参加本院组织的勤工助学活动。

The Student is not allowed to work, engage in business or other commercial activities during the period of study. With the approval of the GSCAAS, the student may join the work-study program on campus.

- (五) 留学生应自觉遵守中国治安管理规定，严禁赌博、酗酒、打架斗殴、吸毒、贩毒、卖淫、嫖娼及介绍卖淫、嫖娼等违法行为。严禁无证、酒后驾驶。严禁故意损坏、偷窃、骗取、抢夺公共或他人财物。严禁违规燃放烟花爆竹。

The Student should obey the public security administration in China. Gambling, excessive drinking, fights and scuffles, drug-taking and drug-trafficking and prostitution are illegal act and hence strictly banned. Drunk driving or driving without license is prohibited. No vandalism, theft, fraud, robbing public or personal property. The Student should obey Fireworks Safety Regulations.

- (六) 留学生不得干扰、破坏研究生院和研究所正常的教学、科研和生活秩序。不得擅自散发、张贴宣传品。严禁饲养宠物。严格执行请假制度。禁止在禁烟区吸烟。厉行节约，严禁浪费水、电等。

The Student is not allowed to interfere or violate the normal functioning of teaching, research work, and life order of GSCAAS as well as Research Institutes. No distribution or posting propaganda materials. No pets. Strictly obey the Regulation of Requesting Leave. Smoking is prohibited in non-smoking area. Wasting of water, electricity etc. is prohibited.

- (七) 留学生不得擅自进行社会调查活动，携带试验材料等出入境。

The Student is not allowed to conduct social surveys and carry experimental materials to enter or exit China without official approval in advance.

四、报到与注册/REGISTRATION

(一) 新生/NEW STUDENTS

1. 留学生本人应按《录取通知书》规定的时间报到，并于抵达当天持本人有效护照、《录取通知书》、《外国留学人员来华签证申请表》(201/202 表)、最高学历学位证书及成绩单原件、2 封推荐信原件、8 张 2 寸白底护照照片到国际教育处办理报到手续。经查验材料，发现有弄虚作假的留学生，将取消其入学资格，回国费用自理。
The Student should arrive at GSCAAS during the prescribed period on the Admission Notice and register on the arrival day by providing valid Passport, Admission Notice, Visa Application form (JW201/202), Original Highest Degrees and Academic Transcripts, two Reference Letters and eight passport size photos with 2-inch white background to International Education Office. All provided documents and materials will be verified, false materials will result in cancellation of admission, and the related student should return to his/her home country at own expense.

2. 留学生应交纳申请费(中国政府奖学金国别项目留学生除外)。中国政府奖学金生免交住宿费，需提供交通银行账号，用于生活费的发放。其他奖学金生交纳奖学金内容未包含的相关费用。自费留学生还需交纳本学年的学费和住宿费等。

All of the Students need to pay application fee except CSC Student under Chinese Government Scholarship-Bilateral Program. The CSC students are exempted from accommodation fee, and should provide bank account for monthly allowance. Other scholarship students should pay the fees not listed in the scholarship content. Self-supporting student should also pay the tuition and accommodation fee for the registered academic year.

3. 完成报到手续的留学生领取《外国留学生手册》和《住宿合同》等材料，持《入住通知单》办理入住手续。

After completion of registration procedure, the Student will be provided *Handbook for International Students, Contract of Accommodation* etc., and then take the Check-in Notice to register in the International Students' Dormitory.

4. 留学生应在抵达北京 24 小时内到所属派出所办理住宿登记手续，办理完毕后将《临时住宿登记表》的复印件上交国际教育处(具体见“签证与居留许可”项)。留学生回所后，按相关规定到住宿地所属派出所办理住宿登记。如住宿地址变更，应及时到所属派出所办理住宿登记。

Within 24 hours after arriving in Beijing, the Student should register at the local police station and submit a copy of *Registration Form of Temporary Residence* (hereafter Residence Form) to the International Education Office (refers to the page Visa & Residences Permit for more details). When arriving at the institute, the student should

register at the local police station according to the relevant provisions. If the dormitory address changed, the student should update his/her registration as soon as possible.

5. 留学生必须参加健康认证或体检（具体见“健康认证体检和保险”项）。

The Student should complete the Medical Examination (refers to the page Medical Examination and Insurance for more details).

6. 留学生必须参加新生入学教育。

All of the new Students should attend the Freshmen Orientation organized by the International Education Office.

7. 留学生应向国际教育处提交办理居留许可的各类材料，具体要求见“签证与居留许可”项。

The Student should submit required documents to the International Education Office for applying Residence Permit (refers to the page Visa & Residences Permit for more details).

8. 完成注册的留学生可领取学生证、课表和教材。

After completing all the foresaid procedures, the Student should receive Student ID, Class Timetable and Teaching Materials.

9. 因故未能及时报到的，须事先书面申请，经批准后按要求的时间报到。超过报到时间 2 周末报到的，视作自动放弃入学资格。

Those who are unable to arrive/register before due date should inform International Education Office in written form in advance. With the approval of GSCAAS, the Student should arrive during the updated time. If the Student fails to enroll two weeks after the registration deadline, he/she will be regarded as giving up the admission automatically.

(二) 在校生/CURRENT STUDENTS

1. 自每学期开学之日起，留学生须在两周内持学生证到所在研究所的主管部门办理注册手续，填写《注册登记表》。

From the commencement of each Semester, the current Student should register at the host institute within 2 weeks with Student ID and complete the Registration Form.

2. 因故不能按时注册者，须提前书面请假，未经批准逾期两周以上（含两周）未注册者，以及超过缓注册期限仍未获得注册者，按自动退学处理。未注册者不享有在校生的各项权利。

The Student who is unable to register in time should apply in written form for late registration in advance. Without permission of GSCAAS, those who has not registered or failed to register for more than two weeks (including two weeks), or exceeding the renewed deadline of extension registration, will be treated as drop-out automatically. The unregistered student should not have all the rights of current students.

五、健康认证和保险/MEDICAL EXAMINATION AND INSURANCE

(一) 健康医疗认证/Medical Examination

1. 留学生来华前需按照《外国人体格检查表》的要求在本国进行体检，体检有效期为6个月；新生报到后须到北京市卫生检疫中心办理健康认证或体检。因故未能参加统一办理的，须自行办理体检。

The Student should complete the Medical Examination as required in *Foreigner Physical Examination Form* before applying for a Visa to China. The validity of examination is six months. The international education office will arrange Medical Examination for new students at Beijing International Travel Healthcare Center Haidian Clinic after registration. Those who are unable to attend in group should take the Medical Examination by themselves.

2. 体检时间: 周一至周五上午 8:30 – 11:15

Medical Examination Time: 8:30 – 11:15 from Monday to Friday

验证时间: 周一至周五 8:30 – 11:15; 13:00-16:00

Verification time: 8:30 – 11:15; 13:00-16:00 from Monday to Friday

取证时间: 周一至周五 13:00-16:00

Pick up result time: 13:00-16:00 from Monday to Friday

3. 体检单位: 北京国际旅行卫生保健中心海淀门诊部

地址:北京市海淀区西北旺镇德政路 10 号

Place of Medical Examination: Beijing International Travel Healthcare Center Haidian Clinic.

Address: No.10 Dezheng Road, Xi'bei'wang town, Haidian District, Beijing.

4. 体检需携带的材料及要求:

The Students should bring the documents for Medical Examination as listed below:

- (1) 本人有效护照/Valid Passport
- (2) 1 张 2 寸白底照片/One 2-inch full face recent photo with white background
- (3) 6 个月有效期内本国体检的结果、报告等

The original physical examination results and reports undertaken in his/her home country within 6 months.

- (4) 空腹/Empty stomach (no food and water taken before physical examination)

- (5) 体检费: 已完成所有体检项的, 仅缴纳健康认证费。补检项目按照实际费用支付, 所需费用自理。

Medical Examination Fee: Those who have already completed all of the required items

should only pay for verification. Those students who are required for a make-up examination should afford the fees accordingly.

5. 办理流程/Procedure

- (1) 填写申请表 Fill in the application form
- (2) 登记信息 Data entry at the registration counter
- (3) 交费 Pay the fees
- (4) 体检 Complete the medical examination
- (5) 交回表格 Present the form to the form return counter
- (6) 四个工作日后领取结果 Pick up the certificate after 4 working days.

说明：如果你有最近 6 个月内国外医疗机构签发的健康证明，请在步骤 2 中提交给工作人员。

Note: If you already undertaken a medical examination in your country in the last 6 months, please present the health report including all the related materials to the staff during step two.

6. 体检不合格的留学生，取消入学资格，必须按规定立即离境回国，所需费用自理。
The Student who fails to meet the requirement of health qualification, must return his/her country immediately at own expense and the admission will be automatically cancelled.

(二) 保险/Insurance

1. 保险办理/Insurance

中国政府奖学金生由国家留学基金委统一办理保险，北京市奖学金和研究生院奖学金学历生由研究生院统一办理保险，其他类型奖学金生和进修生由本人办理保险。
Chinese Government Scholarship student's insurance will be covered by China Scholarship Council. Insurance for Students with GSCAAS Scholarship and Beijing Government Scholarship will be covered by GSCAAS. The students with other categories of scholarships and visiting scholars should purchase the insurance themselves.

2. 保障内容 / Contents

(1) 身故保险责任 Death insurance:

被保险人因意外事故或疾病身故的，平安保险公司按约定保险金额给付保险金，保险责任终止。

Ping An Annuity Insurance Company, Ltd. shall pay the stipulated amount of insurance compensation if the Insured person dies of any accident or disease. Insurance liabilities thus terminate.

(2) 意外残疾保险责任 Accidental disability insurance:

被保险人因遭受意外事故，并自事故发生之日起 180 日内因该事故造成《人身保险伤残评定标准》所列伤残项目的，保险公司依照该标准规定的评定原则对伤残项目进行评定，除另有约定外，保险公司按评定结果所对应该标准规定的给付比例乘以相对应责任下的保险金额给付意外伤残保险金。

If the Insured person suffers from any accident which results in any disability listed in the Injury and Disability Assessment Criteria for Personal Insurances within 180 days since the occurrence of the accident, according to the policy Ping An shall pay the insurance money, whose amount shall be calculated based on the multiplication of the sum insured, which is corresponding to insurer's responsibilities, and the proportion that is specified in the "Proportion Table of Disability Degree and Payment" of Ping An Annuity Insurance Company, Ltd.

(3) 意外伤害医疗保险责任 Medical Insurance for Accidental Injury:

被保险人因遭受意外事故，并自事故发生之日起一百八十日内进行治疗，保险人就其实际支出的合理且必要的医疗费用按 100% 给付意外伤害医疗保险金，累计给付金额以 20,000 元为限。被保险人不论一次或多次发生意外伤害保险事故，保险人均按上述规定分别给付“意外伤害医疗保险金”，但累计给付金额以不超过该被保险人的保险金额为限，累计给付金额达到其保险金额时，对该被保险人的该项保险责任终止。

If the Insured person receives medical treatment within 180 days since the occurrence of the accident, the Insurer shall be liable for the payment of the full amount of the reasonable and necessary expenses actually paid by the Insured for the medical treatment, but the accumulative amount of payment shall not exceed the agreed sum insured, which is up to RMB 20,000 limitation. Whether an accidental injury happens to the Insured person for once or several times, the Insurer shall pay the respective "medical insurance for accidental injury" in accordance with the foresaid provisions, but the accumulative amount of payment shall not exceed the Insured person's sum insured. When the accumulative amount of payment reaches the Insured's sum insured, the said insurance liability for the said Insured shall be terminated.

(4) 门急诊医疗保险责任 Outpatient and Emergency Medical Insurance:

被保险人因疾病在门诊、急诊进行治疗所发生的合理且必要的医疗费用，在一个保险期间内，就诊日费用限额为 600 元（即：若当日医疗费用超日限额的只能按 600 元计算，当日医疗费用未超 600 元限额的按实际发生金额计算），在日限额的基础上累计达到 650 元（起付线）以上的部分保险人按照 85% 的比例予以赔付，累计给付保险金额以 20000 元为限。当累计给付金额达到其保险金额时，对被保险人的该项保险责任终止。

If the Insured person receive outpatient or emergency medical treatment because of illness and actually incur reasonable and necessary expenses for medical treatment, within the insurance time, the daily limit for outpatients is RMB600. On the precondition of not exceeding the daily limit, should the daily medical cost is less than RMB600; the actual cost shall be used for calculation. if the daily medical expenses and cost is more than RMB600, the Insurer only cover RMB600 per day. For medical expenses exceeding the starting line of RMB650, their remaining amount after deducting RMB650 will be

reimbursed at a percentage of 85%, and the accumulative payment shall not exceed the limit of RMB20000. The insurance liability shall be terminated once the accumulative amount of payment reaches the sum insured.

3. 联系方式/ Contact Information

留学保险项目组全国 24 小时客户专线:400-810-5119

保险项目组业务联系电话:010-66015396

客服邮箱: lxbx@lhgj.net; lxbx@lxbx.net

传真: 010-66217668

邮编: 100033

地址: 北京市西城区金融大街 23 号平安大厦 10 层 1019 室

网址: www.lxbx.net。

Insurance Program Service phone: 400-810-5119 (24 hours available)

Insurance program office phone: 010-66015396

Customer service email: lxbx@lhgj.net, lxbx@lxbx.net

Fax: 010-66217668

Post code: 100033

Address: Room 1019, 10 floor, Pingan building, Financial street 23, Xicheng District, Beijing.

Website: www.lxbx.net

六、奖学金/SCHOLARSHIPS

(一) 奖学金类型和内容 /SCHOLARSHIP TYPES & CONTENTS

1. 中国政府奖学金（高校研究生项目、国别双边项目等）

CHINESE GOVERNMENT SCHOLARSHIP (CGS-Chinese University Program, CGS-Bilateral Program, etc.)

中国政府奖学金内容包括：

The CHINESE GOVERNMENT SCHOLARSHIP includes:

- (1) 学费和校内住宿费

Tuition fees and accommodation on campus

- (2) 奖学金生活费：人民币元/月（硕士研究生：3000；博士研究生：3500）

Monthly Living Allowance: RMB Yuan/Month

(Master Student: 3,000; Ph.D. Student: 3,500)

- (3) 外国来华留学生综合医疗保险

Comprehensive Medical Insurance

2. 北京市政府外国留学生奖学金

BEIJING GOVERNMENT SCHOLARSHIP (BGS)

北京市奖学金内容为获奖留学生获奖学年的学费。

BGS will cover the tuition fee of the awarding academic year.

3. 中国农业科学院研究生院奖学金/GSCAAS SCHOLARSHIP

中国农业科学院研究生院奖学金内容包括：

The GSCAAS scholarship includes:

- (1) 学费和校内住宿费

Tuition fees and accommodation on campus

- (2) 奖学金生活费：人民币元/月（硕士研究生：3000；博士研究生：3500）

Monthly Living Allowance: RMB Yuan/Month

(Master Student: 3,000; Ph.D. Student: 3,500)

- (3) 外国来华留学生综合医疗保险 Comprehensive Medical Insurance

4. 中国农业科学院研究生院-发展中国家妇女科学组织奖学金

GSCAAS-OWSD FELLOWSHIP

中国农业科学院研究生院-发展中国家妇女科学组织奖学金内容包括在学期间的学费、生活费、国际旅费等。

The GSCAAS-OWSD fellowship includes tuition fee, food and living allowance, international airfare etc.

5. 外国政府、组织、院校奖学金

FOREIGN GOVERNMENT/ORGANISATION/UNIVERSITY SCHOLARSHIP

由外国政府/组织/院校提供，奖学金内容视具体项目而定。

The International scholarship is provided by the foreign government/organization/university, the contents are diverse depending on the specific program.

(二) 奖学金年度评审/ANNUAL REVIEW OF SCHOLARSHIP

1. 每年4月国际教育处组织开展奖学金年度评审工作。

The Office will organize the Annual Review of Scholarship (hereafter Annual Review) in April each year.

2. 所有在研究生院学习一学年以上或原定学习期限结束后申请延长学习期限的留学生均需参加年度评审。中国政府奖学金生填写《中国政府奖学金年度评审表》，其他的留学生填写《外国留学生年度评审表》。

The Student whose study period is longer than one academic year or extension study application is submitted, should attend the Annual Review. CSC student need to fill out the *Form for Annual Review of Chinese Government Scholarship Status*, while others use the *Form for Annual Review for Foreign Student*.

3. 年度评审的内容包括课程学习、论文研究进展、学习态度、考勤情况、行为表现和奖惩情况。

The contents of the Annual Review include course study, thesis research progress, learning attitude, attendance, behavior, reward and punishment.

4. 评审合格者可继续享受下一学年奖学金资格；评审不合格者，将被取消或终止下一学年的奖学金资格，同时取消其他各类奖项的参评资格。

Those who passed the Annual Review should be consequently awarded the scholarship for the next academic year. For those who failed to pass, the scholarship should be cancelled or terminated, and the qualifications of applying for other awards will also be ended.

5. 有下列情况之一的，将被中止下一学年中国政府奖学金资格或其他类别奖学金资格：
Under any of the following circumstances, the CSC scholarship or other type of scholarship should be cancelled or disqualified for the eligibility for the next academic year.

(1) 未按规定完成课程学习的；

Failure to completing the required course study.

(2) 开题、中期考核未通过的；

Failure to passing the Opening Report or Mid-term Assessment;

(3) 违反院规院纪受到学校处分的。

Have been given any disciplinary punishments due to violation of Rules and Regulations of GSCAAS.

6. 奖学金资格被中止但计划继续学习的留学生，须本人提出书面申请，提供在华事务担保，经研究所和研究生院批准后，方可继续学习，经费自理。

Once the Scholarship has been cancelled or terminated, the Student can only continue his/her study self-funded at GSCAAS after he/she submitted the Application Form for continue-studying and Guarantee Letter, and got formal approvals from the Research Institute and GSCAAS .

7. 被中止奖学金的留学生，自下一学年开学起停发奖学金；中止期满前，留学生本人可书面提出申请，参加当年的年度评审，评审合格的，报奖学金主管部门批准，可恢复下一年度的奖学金资格。

Scholarship suspension will start from the following academic year once the scholarship has been cancelled or terminated; prior to the expiration of suspension, the Student may submit application for attending Annual Review in writing, if he/she passed the Annual Review, with the approval of the authorities in charge of scholarship, the scholarship of the following academic year may resume.

8. 有下列情况之一的，取消奖学金资格。

Under any of the following circumstances, the scholarship will be cancelled or terminated.

- (1) 违反中国法律法规的；

Violating Chinese laws and regulations;

- (2) 受到留校察看或者开除学籍处分的；

Having been given a disciplinary punishment of academic probation or expulsion from academic status;

- (3) 在校学习期间累计两次未通过年度评审的；

Annual Review was disqualified for two times during the study at GSCAAS;

- (4) 未经批准不参加年度评审的留学生。

Not attending the Annual Review without approval.

9. 需要转学的中国政府奖学金生，由研究生院负责其年度评审及评审材料的转送。

GSCAAS will be in charge of the Annual Review of the students who applies for transfer to other university as well as the handling of materials.

10. 申请延长奖学金期限的奖学金生，须参加年度评审。评审未通过的，奖学金期限不得延长。经批准可延期继续学习，学习经费自理。

The Student who applies to extend Scholarship should attend Annual Review. It will result in disapproval of scholarship extension if he/she failed to pass. However, the student may continue the study self-funded with approval of GSCAAS in advance.

七、费用及规定/FEES & RULES

(一) 研究生院以人民币为计费货币，不收取其他类型的货币。

GSCAAS accepts Chinese currency RMB Yuan ONLY.

(二) 留学生须按时足额缴纳各项费用，奖学金生按奖学金内容免缴相关费用。因特殊情况需缓交的，须书面提出申请，报经研究生院同意。擅自不交的，将给予劝退处理。

The Student must pay the fees in full on time as required. Fee exemption should follow the contents of specified scholarship differently. For the deferred payment, the Student should submit the application in writing with specific reasons to GSCAAS, postponed payment without approval might result in drop-out automatically.

(三) 费用类别/Fee Category

1. 申请费/Application Fee

(1) 进修生：400 元；学历生：600 元

Visiting Scholar: 400 Yuan; Degree Student: 600 Yuan

(2) 除中国政府奖学金国别生外，所有经申请我院入学的留学生均需交纳申请费。

All the newly enrolled Students (including CSC Student of Chinese Government Scholarship-Chinese University Program) are required to pay Application Fee. Student of Chinese Government Scholarship Bilateral Program is excluded.

2. 学费/Tuition Fee

(1) 标准 Standard

硕士研究生/普通进修生：30000 元/学年

Master's Degree/ Visiting Scholar: 30,000 Yuan/Year

博士研究生/高级进修生：40000 元/学年

Ph.D. Degree/Senior Visiting Scholar: 40,000Yuan/Year

(2) 超过 1 学期但不足 1 学年的，按 1 学年学费标准交纳；1 学期或不足 1 学期的，按半学年的学费标准交纳。

The Student should pay tuition fee for a full academic year if study period is longer than one semester, but pay tuition fee for half academic year if study period is less than one semester.

(3) 交纳规定 Regulations of Payment

① 须在每学期注册时交纳学费

Tuition fee should be paid at the time of registration

② 无故不交纳学费者，将被取消入学资格；已入学的，将给予劝退处理。

The student who fails to pay tuition fee on time without approval, should be withdrawn admission. The Student who has already registered without paying tuition fee, should be treated as drop-out.

③ 经批准同意缓交学费的，缓交期不得超过 2 个月。超过缓交期仍未缴纳的，将劝退处理；

With the official permission of delayed tuition payment from GSCAAS, the deferment period should not be over two months. The student who did not pay the tuition prior to the expiration of deferment period, should be treated as drop-out.

④ 经批准延期毕业的，延期期间的学费须按学费标准交纳。

With the official approval of deferred graduation, tuition fee should be paid accordingly for the extended study period.

⑤ 经批准休学的，已缴纳的休学期间的费用不退，复学后可延续使用；

With the official approval of suspension of schooling, the fees which have already paid for the study suspension period will not be returned, and could be used when the Student resumes school.

⑥ 经批准退学的，根据其离校手续完成的时间退还已交纳本学期学费。

The Student, who is approved to drop-out, could be refunded the paid-tuition based on the timetable below:

时间/Period	退还比例/Refundable Ratio
学期开始前	100%
Prior to semester registration	100%
学期开始后 1 个月内 75%	75%
Within one month after semester begins	75%
学期开始后 2 个月内	50%
Within two months after semester begins	50%
学期开始后 3 个月内	25%
Within three months after semester begins	25%
学期开始 3 个月后	0%
Three months after semester begins	0%

3. 住宿费/Accommodation Fee

(1) 在研究生院公寓住宿的中国政府奖学金生，免交住宿费。经批准自行安排校外住宿的，按 CSC 标准提供住宿补贴。

The CSC student, living in GSCAAS International Student Dormitory, will be waived fee for accommodation; For those who live outside of campus, GSCAAS will provide accommodation subsidy according to CSC standards.

(2) 未经批准不按时交纳住宿费的，取消其住宿资格。

The Student, who fails to pay accommodation fee on time without permission in advance, will result in disqualification of accommodation.

(3) 经批准缓交住宿费的，需在批准的期限内按时交纳。

If the student gets the official permission of delayed payment of accommodation from

GSCAAS, he/she needs to pay the fee on time within the approved deferment period.

- (4) 京外所的留学生回所后的住宿由研究所负责安排，相关费用按照各研究所的规定执行，其中中国政府奖学金生免交住宿费。

The student, who carries out research in Research Institute outside of Beijing, will be arranged a dormitory by host institute. Related expenses should be paid in line with regulations of the Research Institute. The CSC Student will be exempted for accommodation fee.

- (5) 京外留学生来京参加研究生院组织的活动的，由国际教育处安排住宿，其中中国政府奖学金生免费，其他奖学金生按住宿标准收费。

GSCAAS will arrange accommodation for students outside Beijing, when attending the activities organized by GSCAAS. The CSC student is free of charge. The other scholarship student should pay dormitory fee according to the standards.

- (6) 全额交纳学费的外国奖学金生和自费学习的留学生，减半收取住宿费。

The Student, who is self-supported or financed by foreign scholarship, has already paid the full tuition, will be eligible for half payment of accommodation.

4. 生活费/Living Allowance

- (1) 生活费按照奖学金类型的标准及支付渠道，按月发放。中国政府奖学金生、研究生院奖学金生、北京市奖学金生及“一带一路”奖学金生生活费发放标准为：

The standard of living allowance for CSC scholarship, GSCAAS Scholarship, Beijing Government Scholarship and “The Belt and Road Initiative” Scholarship:

博士生：3500 元/月；硕士生：3000 元/月

Ph.D. Student: 3500 Yuan/Month; Master Student: 3000 Yuan/Month

- (2) 转出、退学、毕业及年度评估不合格被取消下一年度奖学金资格的，自下月停发月生活费。

Due to the Transfer, Drop-out, Graduation and Disqualification of Annual Review, the Student's scholarship for the following academic year will be discontinued, and whose monthly allowance is halted from the next month.

- (3) 新生在 3 月 15 日或者 9 月 15 日之前报到的发放本月全额生活费，3 月 15 日或 9 月 15 日之后报到的发放半月生活费。

The students arriving before March 15 or September 15 should get the stipend for the whole month. Those who arrive after March 15 or September 15 should get the half stipend for the month.

- (4) 留学生在休学期间或者因个人原因请假期间奖学金停发，返校注册后恢复发放。

The scholarship should be terminated during the period of suspension or leaving for personal reasons, and should be recovered while the student returns to school with valid registration.

5. 签证、居留许可费用/Fee for Visa and Residence Permit

留学生本人自理签证、居留许可费用；委托公司代办的，代办费自理。

The Student should pay the fee for visa and residence permit, including the fees from Agency Company.

6. 教材费/Learning Materials Fee

留学生免交研究生院开设的《中国概况》、《中国文化》和《汉语》等课程的教材费，其他教材费用留学生自理。

The Student is exempted from the learning materials fee for the courses as below: *China Survey, Chinese Culture/Comprehensive & Conversational Chinese*, but should pay for the cost for other learning materials.

7. 证照费用/ Fees for Student ID and charges

(1) 学生证补办：10 元

Reissuing the Student ID: 10 Yuan

(2) 成绩单办理：5 元/份（免费提供 3 份）

Issuing transcripts: 5 Yuan/Copy（free charge for 3 copies）

8. 其他/Others

(1) 留学生按照公寓管理规定交纳水费、电费、网费等费用。

The Student should pay for expenses of water, electricity and internet etc., according to the Regulations of International Students Dormitory.

(2) 经批准来华的留学生家属，所有费用自理。

The Student should pay all of the related expenses for his/her approved family members in China.

八、签证和居留/VISA & RESIDENCE PERMIT

- (一) 留学生须持学习签证入境，持其他签证的，不得入校学习。

The Student should apply for X visa to enter China. Other visas are not accepted for studying in GSCAAS.

- (二) 留学生自入境起 24 小时内，必须持本人有效护照到所属派出所办理住宿登记手续。入住留学生公寓的到大钟寺派出所办理，校外住宿的到住宿地派出所办理。办理完毕后上交《临时住宿登记表》复印件给国际教育处留存。

The student should register at local Police Station of the living area within 24 hours after entering China. The student staying at international student dormitory should register at Dazhongsi Police Station; other students residing outside of campus should register at Local Police Station, and submit the copy of Residence Form to the International Education Office right after the registration.

- (三) 留学生必须办理居留许可手续，可自行前往北京市公安局出入境管理处办理，也可委托公司代办，费用自理。新生持 X 签证入境后，需在 1 个月内首次申请居留许可，材料包括护照、录取通知书原件、签证申请表（201 或 202 表）、住宿登记复印件、在华体检报告、1 张 2 寸白底照片、签证费。

老生可在居留许可到期前 2 个月申请延期，国际教育处每年 6 月和 11 月组织留学生集中办理居留许可。居留许可延期材料包括护照、住宿登记复印件、1 张 2 寸白底照片和费用。

Within 30 days after entering China, the student should apply for Residence Permit with Passport, Visa Application Form (JW201/202), Admission Notice, Certificate of Verification for Medical Examination and Residence Form at own expense. The Student could complete this procedure at Beijing Public Security Bureau in person or by agent through the Office.

Senior student should apply for renewal of resident permit 2 months before valid date. Graduate school will arrange group application for renewing resident permit in June and November per year. The documents for renewal of resident permit include passport, copy of temporary resident certificate, one 2-inch photo with white background and visa fee.

- (四) 留学生离境时，本人须提前 24 小时到派出所取消住宿登记；变更住址时，需到新住宿地派出所办理临时住宿登记手续，上交《临时住宿登记表》复印件给国际教育处留存。

The Student should cancel the residence permit before leaving China. In the case of changing accommodation, prior shifting to new address, the Student should re-apply for the Residence Permit and submit a copy of new Residence Permit to the International

Education Office.

- (五) 居留许可有效期一般为一年或在护照有效期内。居留许可到期前必须离境，需要继续学习的，必须在居留许可到期前至少一个月办理延期手续。

The validity of Residence Permit is one year in general or before expiry date of passport. The Student should leave China before the expiry date of Residence Permit. The student should apply for extension at least one month prior to the expiry of the residence permit, if he/she wants to continue the study at GSCAAS.

- (六) 护照和居留许可内容发生变更的，留学生须在十日内办理变更手续。

The Student should submit the application for any change of the contents of Passport and Residence Permit within 10 days.

- (七) 留学生迁移时，须在十日内办理居留许可迁移手续。

The Student should apply for the transfer of the Residence Permit within 10 days if he/she shifts to other places.

- (八) 留学生应密切注意自己护照和签证/居留许可的有效期，及时办理延期手续，避免出现过期等违法违规的行为。

The Student should be aware of the validity of Passport, Visa and Residence Permit, and complete the renewal procedure in time to avoid any illegal conducts due to expiration.

- (九) 留学生如有新护照，请在第一时间通知国际教育处，并在 10 日内将签证更新到新护照上。

If the student gets a new passport, he/she should inform International Education Office immediately, and update visa or resident permit to new passport within days.

- (十) 留学生入院学习 6 个月后方可申请家属来华陪读，并提供经费、住宿安排等证明。经批准后，国际教育处出具办理家属签证说明函。家属签证不得超过留学生本人的签证/居留许可期限。

Family visit applications can only be considered six months after the student's arrival when providing statements of financial support and arranged accommodation etc. The International Education Office will issue the Approval Statement for applying for S visa, which is less than the Student's validity of Visa or Residence Permit.

九、学籍和学业指导/STUDENTSHIP AND STUDY GUIDE

(一) 学期安排/SEMESTER ARRANGEMENT

1. 每学年分为春季和秋季两个学期，春季学期为3月1日至7月15日，秋季学期为9月1日至次年的1月15日，具体时间以研究生院校历为准。

There are two semesters in every academic year, spring semester usually from March 1st to July 15th, and autumn semester usually from September 1st to January 15th of the following year. The exact dates of each semester should be decided by GSCAAS.

2. 每年7月16日至8月31日为暑假，寒假为1月16日至2月28日，具体时间以研究生院校历为准。留学生回所后的假期按照所在研究所的规定执行。

Summer vacation is usually from July 16th to August 31st, Winter vacation is usually from January 16th to the end of February. The exact dates of each semester should be decided by GSCAAS. The student should obey the vacation arrangement of host institute during the period of thesis research.

(二) 学制/STUDY DURATION

1. 博士研究生基本学制为3年，特殊情况经批准后可延长1-2年，累计在学期不超过5年（含休学）。达到最长在校学习年限者须办理离校手续，不再保留学籍。

The basic study duration of Ph.D. student is 3 years. It could be extended one or two years with the relevant approvals in the special cases, and the maximum duration is 5 years (including suspension). The student should go through the leaving procedures without keeping the studentship when he/she reaches the maximum study duration.

2. 硕士研究生基本学制为3年。由研究生本人申请，提前完成研究生培养方案规定的学习任务并通过学位论文答辩者，经批准后可提前1年毕业。特殊情况经批准后可延期1年毕业，累计在学年限不超过4年（含休学）。达到最长在校学习年限者须办理手续，不再保留学籍。

The basic study duration of Master student is 3 years. The student, who has finished the requirements of study and passed the Thesis Defense, could apply for early graduation one year ahead, and also one year study extension is allowed after the relevant approvals. The maximum study duration is 4 years (including suspension). The student should go through the leaving procedures without keeping the studentship when he/she reaches the maximum study duration.

(三) 课程与学分/CURRICULUM & CREDIT

1. 硕士生课程总学分不低于28学分，博士生课程总学分不低于20学分。留学生回所后的课程学分计算参照国内学生的标准执行。

Master students should complete minimum 28 credits, while Ph.D. students no less than

20 credits. The credits in the host institute should refer to the standards of Chinese postgraduates.

2. 第一学期：留学生参加在研究生院的集中课程学习。课程包括《初级综合汉语》、《汉语会话》、《中国概况》、《农业科技进展专题》、《试验设计与统计分析》、《SPSS 统计分析》等课程。留学生还必须参加研究生院组织的 2 次社会实践并提交活动报告。留学生取得 HSK 证书 3 级及以上或相关同等证明者，可申请免修汉语课程。经批准免修不免试课程者，在考试通过后可获得相应课程的学分。

First semester: the student should finish the courses organized by GSCAAS, including *Primary Comprehensive Chinese, Conversational Chinese, Specific Topics on Agricultural Progress, Experimental Design & Statistical Analysis, Statistical Analysis with SPSS* etc. In addition, the student should attend the Social Practice organized by GSCAAS at least two times. The student who has reached the HSK Class 3 and above, or relevant equivalent certificates, could apply for exemption in Chinese Courses. With official approval, the student could apply for course exemption and get the credits of exempted course accordingly when he/she passed the final examination.

3. 第二学期至毕业：留学生回所进行课程学习和论文研究工作，在导师和指导小组的指导下，结合课题研究和本人情况制定论文研究计划。博士研究生回所课程包括《专业 seminar》、《学科综合考试》、《经典文献阅读》及至少一门专业课。硕士研究生回所课程包括《专业汉语》、《专业 seminar》及其他专业课。经批准的校外选修课程可计入总学分，须提供盖有该校研究生管理部门公章的成绩单，以及其他证明学习成绩合格的材料。

From the second semester to the graduation: the student should carry out the courses and research work, and make the study plan under the guidance of the supervisor and the steering group. The Doctoral courses in host institute include *Classical literature review, Seminar on Discipline, Comprehensive Examination on Discipline*, and at least one professional course.

For master degree, the courses include *Professional Chinese, Seminar on Discipline* and other professional courses. With the approval of International Education Office, the student could study the courses in other universities and get the credits, with the formal stamped transcript and other valid materials.

4. 留学生课程授课语言为英语。具有中文基础的留学生，可选修研究生院开设的中文授课课程。

The medium of instruction is English. The students who are good at Chinese are encouraged to register in courses offered in Chinese.

(四) 考勤和请假/ATTENDANCE AND LEAVE

1. 留学生必须按时参加课程学习，自觉遵守课堂纪律。因故不能上课者，需提前向国

际教育处或相应的教学主管部门和任课教师请假。

The student should attend courses on time, and obey the class disciplines. The class absence should get the approval from International Education Office or other relevant departments and teachers in advance.

2. 留学生因病、因事等不能正常参加科研工作和其他活动，请假 2 天之内须事先向导师请假，请假 7 天以内须递交书面申请和相关证明，报研究所批准。凡请假超过 1 周者，须报研究生院国际教育处批准。

The Student, who cannot conduct research work and other activities due to sickness or any personal affairs, should get the permission of supervisor for leave no longer than two days and the written approval of host institute for leave no longer than one week respectively. The application of leave for more than one week should be forwarded to International Education Office for official approval.

3. 无论因论文研究需要还是个人原因，需要出境或离开所在地前往其他地方的留学生，均须提前向国际教育处递交经导师和研究所签字同意的《请假单》，经研究生院批准后方可离开。学生返校后应立即到国际教育处销假，重新办理住宿登记手续。未经批准离校 2 周或无故擅自逾期不归的，将给予自动退学处理。

The Student, who intends to travel inside or outside China, either due to the need of research work or personal affairs, should submit the Request of Leave duly signed by the supervisor and stamped by the Research Institute to the International Education Office in advance. The Student could only leave the school with approval of GSCAAS. Right after return to the school, the student should report to the Office and host institute and renew residence permit at the local Police Station. The student who has been absent from school for two weeks without official approval, or has not returned to school prior to the expiration date without justified reasons, will be regarded as drop-out automatically.

(五) 考试和成绩/EXAMINATION AND TRANSCRIPT

1. 留学生须参加所选课程的考试。考试方式采用笔试（开卷、闭卷）、课程论文或课堂报告等形式。出勤、课堂表现、作业、测验、考试、课程论文、读书报告、学习总结、学术报告等均可作为课程成绩的组成部分。

The student should attend the examination of registered courses. The written test (open/close-book), research paper, class report and other proper forms will be taken. The final score may consist of class attendance and performance, homework, quiz, examination, reading report, study summary, academic report and so on.

2. 缺课 1/3 以上者取消该门课程的考试资格。

Those who absent one-third of class hours or more will be disqualified the final examination.

3. 课程考试成绩采用百分制，60分及格，课程成绩合格方可获得学分。

Centesimal system (Hundred-Marks System) is adopted, of which 60 is the pass point. Passing marks are mandatory for earning credits.

4. 考试不及格者，允许重修，课程成绩注明“重修”字样。因故不能参加考试的，应在考试之前提出缓考申请，经批准后可随下一学期的学生考试。留学生缺考的课程以“缺考”登记成绩。

The student who failed in the examination is allowed to retake, but the result will be marked as “rebuild”. If someone could not take the exam on time for any reasons, he/she should apply for delayed exam ahead of time, and then attend the examination with approval in the following semester. The score of the absent exam will be marked as “absent” in the final marks.

5. 凡违反考试纪律者，视其违纪情节给予批评教育、取消考试成绩和相应纪律处分，考试抄袭、作弊者，该门课程以零分计，并视情节轻重，给予警告、严重警告、记过、留校察看直至开除学籍处分。

The student who violates examination discipline will face penalty of criticism, examination cancelling, and other disciplinary actions as per violation. Plagiarism and cheating will lead to “0” mark in the exam, and additional punishment will be followed depending on the seriousness, the punishments include warning, serious warning, demerit, probation, and even expulsion.

(六) 学籍异动/CHANGES OF STUDENTSHIP

1. 休学与复学/SUSPENSION, RESUMPTION

(1) 学历生在学期间原则上不得休学。因病未能正常学习的，应办理休学或退学手续并回国治疗。经批准休学的保留其学籍。在读期间最多休学2次，累计不得超过1年。恢复健康的，应提前1个月向国际教育处提出书面申请和本国具有资质的医院出具的健康证明，经批准后办理复学手续，入境后还需要到指定的医院体检，确已康复的，可恢复学习，否则，应继续休学或退学。

In general, the degree student should not apply for suspension. Only due to sickness resulting unable to study, the student could apply for suspension or drop-out for further medical care in home country. GSCAAS will keep the student studentship during the approved suspension period.

Application of suspension cannot exceed two times, and not more than one year accumulatively. When the health condition recovered, he/she should provide a written application for resumption, with the health certificate issued by qualified hospital of the home country. After getting the approval from GSCAAS, the student should check again at the appointed hospital in China. With assured recovery, the student could start the further study and research again, otherwise suspension remains or drop-out will be

required accordingly.

(2) 获准休学的奖学金生，自休学之日起，其奖学金资格自动中止；获准复学后，其奖学金资格将自动顺延，但顺延期限不得超过其休学期。

The scholarship will be halted from the date of suspension approval. After approval of school resumption, the scholarship will be postponed accordingly. The period of postponement could not be longer than the approved suspension period.

2. 退学/DROP-OUT

留学生有下列情况之一的，按退学处理。自退学之日起，留学生奖学金资格自动取消，应在退学后 1 周内离校，费用自理。

Any of the following circumstances will result in expulsion/drop-out. From the effective date of expulsion/drop-out, the scholarship will be cancelled automatically. The student should leave school in one week at own expense.

(1) 因个人原因要求退学的；

Drop-out for personal reasons.

(2) 休学期满未及时申请复学的；

Not applying for resumption on time by the expiration of school suspension.

(3) 按本校留学生培养规定相关条款终止培养的；

Terminating the training in accordance with the relevant training rules for the international students.

(4) 开学 2 周内未按学校规定办理注册手续，而又无正当事由的；

Failure to register in 2 weeks after the semester begins, without justified causes.

(5) 未经批准离校，连续 2 周末参加学校规定的教学、科研活动的；

Leaving school without prior permission, absent in courses and research work more than 2 weeks.

(6) 触犯中国法律法规被处以拘留以上处罚的；

Having been subjected to administrative detention or above in term of violation of Chinese laws and regulations.

(7) 严重违反院规、院纪的；

Serious breach of GSCAAS's rules and regulations.

(8) 患有严重精神障碍、传染性肺结核病或者其他严重传染性疾病等，经治疗仍不适合继续学习的。

Suffering from mental illness, infectious tuberculosis or other infectious disease etc., which is still unsuitable for continuous study after medical treatment.

(9) 超过规定最长学习年限者；

Exceeding the maximum study duration.

(10) 其他。

Other reasons could be considered as resulting expulsion/drop-out.

3. 转学、转专业、转导师/TRANSFER, CHANGE OF MAJOR AND SUPERVISOR

- (1) 留学生申请转学，须本人提出书面申请，提供接受学校同意函后办理转学手续。从外校转入我院的，按照留学生新生申请程序和要求办理，符合接受条件的，国际教育处出具同意接收函。

The student, who requests to transfer from GSCAAS, should submit a written application and acceptance letter from the receiving university. The student, who transfers into GSCAAS, should follow the admission procedure. The International Education Office will issue acceptance letter for the admitted postgraduates.

- (2) 特殊情况下，学历生可申请更换专业或变更导师，填写《更换专业申请表》或《导师变更表》，经研究生院批准后，由国际教育处办理相关变更手续。

Under some special circumstances, the degree student could apply for major or supervisor change, by submitting the filled *Application Form for Changing Major or Application Form for Changing Supervisor*. After getting the approval from GSCAAS, the International Education Office will handle the change accordingly.

- (3) 进修生申请为学历生的，须按照留学生新生申请程序和要求办理。

The visiting scholar who intends to be a degree student should follow the admission procedure.

(七) 论文研究与答辩/RESEARCH & THESIS DEFENSE

1. 留学生在导师的指导下，开展课题研究，完成课程学习、开题报告、中期考核、学术活动和发表论文等培养环节。培养环节按照国内全日制研究生的要求实行趋同管理。

The student should carry out course study and research under the guidance of respective supervisor, and complete all the required procedures for graduation, including course study, opening report, mid-team assessment, academic activities and paper publishing etc. The training procedures should be implemented and evaluated in accordance with the requirements for the Chinese postgraduates.

2. 博士留学生在申请论文答辩前须以第一作者、第一单位发表一篇与学位论文内容有关的 SCI /EI/ SSCI 论文。硕士留学生在申请论文答辩前须以第一作者、第一单位发表一篇与学位论文内容有关的论文。因特殊情况不能按时发表论文者，须提出申请并由导师做书面说明，经研究所和研究生院批准后视同达到发表论文的要求。各培养单位可结合实际情况制定不低于本办法的论文发表要求。

In general, the student should publish one paper related to his/her thesis work before applying for the thesis defense. The student and host institute should be indicated as the first author and the first affiliation respectively. For Ph.D. student, the publication should also be on the SCI/EI/SSCI journal list.

The student, who could not publish the required paper on time, should provide written

application and the supervisor's explanation letter. After getting permission from the host institute and GSCAAS, it could be considered to meet the requirement of publication. The host institutes are encouraged to formulate its publication requirements which should not be less than the criterion of GSCAAS.

3. 留学生学位论文可使用中文或英文撰写，但须有中文题目和中文摘要，论文格式与国内研究生趋同。

The Graduation Thesis should be written either in Chinese or English with an abstract in Chinese. The format should refer to the standards of the Chinese postgraduates.

4. 留学生须在发表论文及学位论文中注明奖学金资助类型。

The student should indicate his/her scholarship type in his/her publication and thesis.

5. 留学生完成所有培养环节后可申请进行论文答辩，具体要求按照《中国农业科学院学位授予实施细则》的有关规定执行。

The student, who has already completed all the training requirements, is allowed to apply for thesis defense, the procedures and requirements should be in accordance with the *Implementation Regulation on Academic Degree Conferral of GSCAAS*.

6. 留学生答辩时须用汉语进行自我介绍并报告论文摘要。通过答辩的留学生，应及时向研究所学位评定委员会提出学位申请并提交相关材料，包括学位论文（纸质版 6 本及电子版）、学位申请表（2 份）、论文评阅书（1 套）、答辩委员会签名表、答辩报告书（2 份）、答辩表决票（1 套）、答辩记录、在校期间发表学术论文情况表及发表学术论文复印件。经研究所学位评定委员会审核通过后，由研究所研究生管理部门统一提交学位办。

During thesis defense, students should deliver self-introduction and Thesis Abstract in Chinese. Those who have successfully defended their theses, should apply for award of degree to the Academic Degree Evaluation Committee of Research Institute in time, and provide their defending materials including 6 hard copies of Thesis and its Electronic version, two copies of application form for degree conferral, one set of thesis evaluation documents, signature of Examining Committee Members, two copies of defending report, votes of Examining Committee, recording paper of thesis defense, a list of publication and copies of published papers during study at GSCAAS. After the approval of the Academic Degree Evaluation Committee of Research Institute, the host institute should submit the above required materials to the Degree Office of GSCAAS for further evaluation and degree conferral.

十、毕业和证书/GRADUATION AND CERTIFICATE

- (一) 学历留学生必须完成留学生培养规定的课程学习、培养环节和学位论文工作，通过资格审查后可申请答辩，通过答辩后准予毕业，颁发毕业证书；通过院学位评定委员会审定后，授予相应学位，颁发学位证书。完成课程学习或答辩未通过的留学生，由本人提出书面申请和相关证明，经研究生院批准，相应出具结业证书、肄业证书或学业证明。

Degree Students should complete the required courses, training procedures and thesis work. The student, who passed the qualification review, can apply for a thesis defense and then can be granted a graduation certificate after his/her successful defense. Degree certificate shall be awarded with the approval of the CAAS Academic Degree Evaluation Committee.

By submitting written application with relevant documents, the student who failed to pass the defense, or completed partial course work, would be issued a Certificate of Completion or Certificate of Incompletion with the prior approval of GSCAAS.

- (二) 进修生完成学习计划的，需提交导师和研究所签字盖章的进修报告，发给结业证书。

The visiting scholar who has completed the required research plan should submit a research report signed by the supervisor and stamped by the research institute for the issue of Certificate of Completion.

- (三) 证书上留学生姓名应与其护照信息一致并按照名、姓的顺序书写。留学生本入学注册时应向国际教育处书面告知并签字确认其个人信息，以保证其签证、住宿、奖学金评审、开题、中期、成绩单、毕业证、学位证书等材料上个人信息的一致。

The name of student on certificates should be consistent with his/her passport and follow the order of first name and last name. The student should confirm his/her personal information and signed at the International Education Office during the enrollment, to ensure student's name in compliance with the name on his/her visa, accommodation sheet, scholarship review, thesis proposal, mid-term assessment, transcript, diploma, degree certificate and other materials.

- (四) 毕业生在毕业典礼后可在国际教育处领取中文毕业证书、中文学位证书及相应英文翻译件。授予博士学位的留学生，在公示期间内如有异议，经核实不符合学位授予条件者，按规定取消其已授予的博士学位。

After graduation ceremony, the graduates will receive a Chinese diploma, a Chinese degree certificate and the corresponding English translations at the International Education Office.

The student who has been granted a Ph.D. degree should go through a publicity period. If any objection has been raised and verified during the publicity period,

his/her granted doctorate will be cancelled in accordance with relevant degree regulations.

(五) 证书应由本人领取。特殊情况下委托他人代领的，须本人事先向国际教育出提交委托书及委托人护照首页复印件，委托人领取证书时须出示本人护照。

Certificates should be received by students themselves. In case of any special circumstances, certificates could be received by a client (on student's behalf). The student should in advance submit a letter of authorization and a copy of the client's passport to the International Education Office and the client need to show his/ her passport to pick up the student's certificates.

十一、住宿/ACCOMMODATION

- (一) 留学生要严格遵守留学生公寓管理办法，服从管理安排，加强人身和财产安全，爱护公寓内设施设备，按时交纳住宿费等各项费用。

The Student should strictly observe rules in terms of International Student Dormitory, follow the room arrangement, take care of the related facilities, personal security and property safety, and pay related fees on time.

- (二) 留学生持入住通知单到培训服务中心办理房卡，入住指定房间。未经允许，不得擅自调换房间。室友要相互体谅，相互尊重，和谐相处。

The student should bring Check-in Notice to the Logistic Service Center for room key. No room change allowed without permission. Roommates shall be friendly to each other for mutual understanding and harmony.

- (三) 留学生公寓用于研究生院在校留学生住宿，不提供家属住宿。

International student dormitory is for the international student of GSCAAS ONLY. It is not available for student's family.

- (四) 加强安全用电，严禁违规使用电器，房间内严禁抽烟、做饭。带卫生间的房间每月电量为 80 度，7-8 月增加至 130 度，超额部分需留学生自理。不带卫生间的房间每月电量为 50 度，7-8 月增加至 90 度，超额部分需留学生自理。

The student should have the awareness of Electricity Safety. Use of electrical appliances, smoking, and cooking inside the room are strictly prohibited.

The room with shower has 80 KWH electricity quotas each month, and it will be increased to 130 KWH in July & August; The room without shower has 50 KWH electricity quotas each month, and it will be increased to 90 KWH in July & August. The student should pay for the excess quota.

- (五) 房间内不得会客。留学生公寓一楼设有会客区域，开放时间为 9:00 至 22:00。

No visitor is allowed into the room, the reception area for visitor is located on the 1st floor. Open time is 9:00-22:00.

- (六) 公寓开放时间为 6:00-24:00，请严格遵守。因特殊情况在公寓关闭后出入者，须进行登记并做出说明。

The Dormitory's Opening Hours are 6:00-24:00. Please strictly obey the regulation. The student who can't return to the dormitory on time should clarify and register at the reception.

- (七) 留学生应定期打扫公寓内房间，保持卫生整洁。

The student should regularly clean the room and keep it clean and tidy.

- (八) 留学生公寓一楼厨房开放时间为 6:30-22:30，请注意遵守厨房管理规定，保持整

洁，注意用气/火安全。

The kitchen is located at the 1st floor of the dormitory and its Opening Hour are 6:30-22:30. Please obey the rules of Kitchen management, maintain the kitchen clean and tidy, and be cautious of fire /gas safety.

- (九) 留学生公寓五楼设有阅览室，开放时间为：非假期周末开放 9:00-11:00/16:30-18:30，假期一、三、五开放 9:00-11:00/16:30-18:30)。欢迎留学生赠送本国的书籍。

The Student Library is located at 5th floor of the dormitory. The Open Hour for weekends during semester: 9:00-11:00/ 16:30-18:30; The Open Hour for Monday/Wednesday/Friday during semester breaks: 9:00-11:00/ 16:30-18:30. The Students are welcomed to donate books of their own country.

- (十) 院外住宿的留学生应遵守相关管理规定。租房时应签订租房合同，并将复印件交国际教育处留存，做好与房东的沟通协商，注意人身安全，查验设施，及时交费，避免发生矛盾。

The Student who chooses not to live in the dormitory should obey the related rules. The student, who rents an apartment, should sign a rental contract and provide a photocopy of the rental contract to International Education Office. To avoid any conflict, the student should be cautious of personal safety, inspect the inside facility closely, pay the rent on time, and maintain good communication with the landlord.

- (十一) 留学生公寓仅用于在校留学生住宿，不允许留宿其他人员，违者取消住宿资格并视情节给予纪律处分。

The dormitory is ONLY provided to the GSCAAS registered student. No other person is allowed to sleep over in the dormitory. The violator will be canceled the qualification of accommodation and be punished in accordance with the seriousness of the case.

- (十二) 留学生离院时，凭国际教育处开具的《退宿通知单》到留学生公寓办理退宿手续，整理好房间，带走自己的物品，清除垃圾，将门禁交回一楼值班室，经房间检查后，方可退宿。

When leaving school, the student should go through the formalities with the check-out form from International Education Office, and throw away rubbish, keep room clean and tidy, bring all of your personal belongings, and return key to the duty room for inspection before final check-out.

- (十三) 损坏公寓设施设备的，要照价赔偿，情节严重的，要承担相关责任。

For any damaged facilities or lost items in dormitory, the student should indemnify accordingly, and bear the relevant responsibility under serious circumstance.

- (十四) 留学生在在国内学生公寓住宿时，须严格遵守国内生宿舍管理规定，实行与

国内学生趋同管理。

The student should obey the management and regulation of the dormitory if he/she lives in Chinese student dormitory.

(十五) 留学生回研究所后的住宿由研究所负责安排。留学生应遵守研究所学生宿舍管理的规定。

The institute should arrange dormitory for international students when they return to the host institute. The student should follow the dormitory rules of the host institute.

十二、家属陪读/FAMILY VISIT

- (一) 留学生本人在读 6 个月以上，在院表现良好，承诺不影响学习、经费自理的，并已安排好家属的住宿，方可申请其配偶和孩子来华陪读。不接受留学生其他亲属和人员的来华申请。

The student who has already studied at GSCAAS over 6 months, behaved well, promised not to influence the study, and covered all of the related expenses and has already arranged accommodation, will be eligible for applying for spouse and children visit to China. Application for other relatives and person will not be acceptable.

- (二) 留学生负责教育在华家属遵守中国的法律、法规和院规、院纪，负责其在华的正常生活，保障其安全。申请所需材料：家属申请表、护照复印件、家属保险、亲属关系证明、承诺书

The student is responsible for guiding his/her approved family members to observe Chinese Laws & Regulations and GSCAAS Rules & regulation, assure their decent living standards, security and safety. Application documents include application form, copy of passport, family insurance, family relationship and commitment letter.

- (三) 留学生家属不得在华工作或经商，留学生本人负责其子女的入托、上学等事宜安排，学生本人负责其家属在华的所有费用。

The Student's approved family members should not work or engage in any business deal, and the student is responsible for arranging accompanied children's kindergarten or school in China. The student should undertake any related costs for the family visiting in China.

十三、学生组织与活动/STUDENT ASSOCIATION AND ACTIVITIES

- (一) 研究生院研究生会下设留学生分会，留学生分会设立主席和副主席各 1 人，文艺委员、体育委员、学习委员和生活委员各 1-2 人。留学生分会在研究生院研究生会和国际教育处共同指导下开展工作。国际教育处负责组织留学生分会的选举，原则上每年选举 1 次。

The international student union will be set up under the student union of GSCAAS. The branch union consists of a chairperson and a vice-chairperson, one or two secretaries in different departments, including Entertainment Department, Sports Department, Study Department and Life Department. The branch union will work under the guidance of the postgraduate union of GSCAAS and international education office. In general, the office will organize the election of the union annually.

- (二) 留学生按班级设立班委，成员由班长、副班长、学习委员、文艺体育委员组成。班委协助国际教育处和留学生分会做好班级日常管理工作。

Every class will elect class committee: monitor, vice-monitor, representative of study, representative of entertainment and sport. The committee will assist the international education office and the branch union on the daily class management.

- (三) 学生经研究生院批准，可在学校内成立留学生联谊社团，并在中国法律、法规规定的范围内活动，接受研究生院的指导和管理。

The students could build student communities with the approval of GSCAAS, and organize activities in accordance with Chinese laws and regulations, and under the guidance and management of GSCAAS.

- (四) 研究生院/研究所为留学生组织了丰富多彩的文体活动，如社会实践、运动会、友好班级、元旦联欢和新年联欢等，请留学生们积极参加。

GSCAAS and host institute will organize various cultural and sports activities, including social practice, sports events, friendship class, New Year celebration etc. Please take an active part in all the activities.

十四、突发事件处置/EMERGENCY INSTRUCTION

- (一) 留学生在日常学习生活应遵守纪律，听从安排，服从管理，提高安全意识，做好安全预防工作。

The student should abide by the disciplines in their study and daily life, obey the arrangement, do a good safety job in mind and actions.

- (二) 发生自然灾害、刑事、治安、意外伤亡、疾病和卫生类等突发事件时，请留学生保持冷静，第一时间报警，并与导师、研究所管理部门和国际教育处及时沟通，做好配合工作，注意自身安全。

The student should keep calm and be safety-conscious during the occurrence of natural disasters, criminal and public security cases, accidents, illness and health events, call the police immediately, contact supervisor, institute and international education office , and follow their instructions, pay high attention on own safety.

- (三) 研究生院和研究所留学生管理部门应高度重视留学生在华安全和权益，在出现突发事件时立即启动应急处理程序，及时向上级主管部门汇报，做好应急处置工作。

Both GSCAAS and the host institute should pay high attentions to the safety and right of international students, start response plan immediately in front of the emergency, report to the higher authority in time, and do the best in emergency disposal.

十五、奖励和处分/REWARD AND PUNISHMENT

- (一) 学业优秀，品德优良，表现突出的留学生，根据国家和研究生院的规定，给予表彰奖励。除另有规定的外，留学生表彰奖励与国内普通全日制研究生趋同。

The student, who has good moral character and excellent academic performance, will be awarded according to the rules in CSC and GSCAAS. The award should be the same as the Chinese postgraduates unless it is otherwise provided for in any regulation.

- (二) 违反中国法律法规和院规院纪的留学生，视情节轻重，给予相应处分。处分种类包括警告、严重警告、记过、留校察看和开除学籍。处分程序与国内普通全日制研究生趋同。处理结果按规定上报教育部和北京市教育主管部门，并视情况通知留学生本国驻华使馆。

The student, who violates and breaches Chinese Law and Regulation as well as rules of GSCAAS, should be given a punishment of warning, serious warning, demerit, probation, and even expulsion, depending on the seriousness of case. The procedure of punishment should be in line with the regulations of the Chinese postgraduates. The results of the punishment will be reported to the Ministry of Education and corresponding educational authorities in Beijing, and also notify the embassy in China in some serious cases.

十六、离校/LEAVE SCHOOL

- (一) 因学习结束、休学、转学、退学、回国等原因离校的，请留学生本人于离校前 7 天内到国际教育处办理离校手续，离校手续办理完毕后 7 天内离校。

The student should go through the formalities of leaving school at the International Education Office at least one week before departure, in the case of graduation, completion of study, suspension, transfer, drop-out etc. The student with the official approval should leave GSCAAS in 7 days.

- (二) 在校留学生未办理离校手续而擅自离校 2 周以上的，将按照自动退学处理。

The student who leave school for more than 2 weeks without official approval should be deem to voluntary withdrawal.

十七、校友/ALUMNUS

- (一) 请毕业生认真填写毕业后联系信息，留下相关联系方式。

Please fill in the contact information sheet before the graduation ceremony.

- (二) 请毕业生与国际教育处、导师、研究所保持联系，及时更新本人的相关信息，了解中国农业科学院的发展，促进双方的交流与合作。

Please keep in touch with the International Education Office, the supervisors and the host institute to update personal information, to understand the development of CAAS and to promote bilateral cooperation.

- (三) 国际教育处将加强校友信息收集，协助办理校友回校事宜，做好沟通和跟踪服务工作。

The International Education Office is responsible for alumni information collection and tracking, homecoming day arrangement and other services.

十八、校园服务/CAMPUS SERVICES

(一) 留学生管理部门/Administration for the International Student

1. 国际教育处 / International Education Office, GSCAAS

负责办理留学生招生录取、课程学习、培养、毕业、签证、奖学金、住宿安排、学生活动、日常管理等相关事宜。

Handling the Student' enrollment, curriculum, training, graduation, visa, scholarship, accommodation arrangement, student activities, routine administration.

地址：研究生院办公楼 325 室

Add: Room325, GSCAAS Office Building

电话/ Phone:010-82107123/62193793/82109747

传真//Fax: 010-82106609

邮箱/E-mail: studyincaas@caas.cn

2. 学位办公室 / Degree Office, GSCAAS

负责留学生论文答辩及学位授予。

Responsible for thesis defense and issuing degree certificate.

地址：研究生院办公楼 313 室

Add: Room 313, GSCAAS Office Building

电话/ Phone: 010-62190397

3. 培训服务中心 / Logistic Service Center, GSCAAS

负责留学生公寓管理。

Handling management of International Student Dormitory.

地址：研究生院办公楼 323 室 /

Add: Room 323, GSCAAS Office Building

电话/Phone: 010-82108849

安全保卫/ Campus Security: 010-82109430

4. 财务处 /Financial Office

负责中国政府奖学金生生活津贴发放、办理缴费手续等。

Responsible for the living allowance for the CGS students and the formality of payment, etc.

地址：研究生院办公楼 420 室

Add: Room 420, GSCAAS Office Building

电话/Phone: 010-82106610

5. 各研究所留学生管理部门 / Administration for International Student at Research

Institute

负责留学生在所期间的课程学习、课题研究、培养环节、学位答辩、住宿、学生活动、日常管理。

In charge of curriculum, research project, training, thesis defense, accommodation, student activities and routine administration.

(二) 出入境管理/Entry and Exit Administration

1. 北京市公安局出入境管理处

Division of Exit-Entry Administration, Beijing Public Security Bureau

负责办理留学生签证/居留手续。

Dealing with visa/resident permit application

地址：北京市东城区安定门东大街 2 号

Add: No. 2 Andingmen East Street, Dongcheng District, Beijing,

电话/Phone: 010-84020101

2. 大钟寺派出所 / Dazhongsi Police Station

负责办理留学生住宿登记。

Deals with temporary residence registration for international student.

地址：农科院东门旁农业展示园内 Add: National Agricultural Science & Technology Demonstration Park by East Gate of CAAS

电话/Phone: 010- 82588372

报警电话：010-82588372

(三) 学习、生活/Study & Life on Campus

1. 教学楼 / Teaching Building

留学生在研究生院期间的课程学习。

For course study at GSCAAS.

电话/Phone: 010-62199879

2. 留学生宿舍 / International Student Dormitory

电话/Phone: 010-62192812

3. 留学生厨房/International Student Kitchen

留学生公寓一楼/1st floor of International Student Dormitory

开放时间/Open Hour: 6:30-22:30

4. 学生餐厅、穆斯林餐厅 / Student Cafeteria、Muslim Cafeteria

地址：研究生院办公楼地下

Add: Ground floor of Office Building/GSCAAS

开放时间/Open Hour:6:30-9:30; 11:00-13:00; 17:00-19:00.

5. 邮政/Post Office

研究生院周边有友谊宾馆邮局、魏公村邮局和双榆树邮局可办理各类邮政业务。

There are Friendship Hotel Post Office, Weigongcun Post Office and Shuangyushu Post Office available in the neighborhood of GSCAAS.

6. 上门取件快递服务/Express Delivery, Courier Service

中国邮政/EMS: 11183

联邦快递/FedEx: 8009881888(Fixed Line); 4008861888(Cell Phone)

圆通/Yuantong: 021-69777888

申通/Shengtong: 95543/4008895543

顺丰/Shunfeng: 400-811-1111

韵达/Yunda: 400-821-6789

7. 电信/Telecommunication

中国移动 / China Mobile

网址: <http://www.10086.cn/bj/>

中国联通 / China Unicom

网址: <http://www.chinaunicom.com.cn/>

中国电信 / China Telecom

网址: <http://www.189.cn/>

(四) 体检、医疗/Medical Examination & Medical Treatment

1. 体检: 北京国际旅行卫生保健中心海淀门诊部 / Beijing International Travel Healthcare Center Haidian Clinic

地址: 北京市海淀区西北旺镇德政路 10 号

Add: No.10 Dezheng Road, Xibeiwang Town, Haidian District

电话/Phone: 010-82403675

乘车路线:农科院西门-北大东门/清华西门/中关村北站, 982 路公交车西北旺镇政府下。

Bus Route: CAAS West Gate – Beida East Gate/Qinghua West Gate/Zhongguanyuan Bei – Bus 982 – Xibeiwang Town Administration.

2. 农科院门诊部 / CAAS Clinic

地址: 农科院内

Location: CAAS campus

工作时间: 周一至周五: 8:00-11:30; 13:30-17:00

Working Hour: Monday- Friday 8:00-11:30; 13:30-17:00

电话: / Phone: 010-82109661

3. 海淀医院 / Haidian Hospital

地址: 北京市海淀区中关村大街 29 号

Add: No.29 Zhongguancun Street, Haidian District, Beijing

电话: 010-82619999 / Phone: 010-82619999

(五) 银行 / Banks

1. 中国政府奖学金生开户: 交通银行

Opening Bank Account for CSC student: Bank of Communication

地址: 北京市海淀区学院南路 55 号 6 号楼 1 层

Add: 1st Floor of No.6 Building, No. 55 Xueyuan South Road, Haidian District, Beijing

电话/Phone: 010-62119839

2. 周边还有中信银行、中国银行、农业银行等。

China Citic Bank, Bank of China, and The Agricultural Bank of China are also available in the neighborhood of CAAS.

(六) 法定节假日 / National Public Holidays

节假日/Festival	日期/Date	假期/Duration
元旦	1 月 1 日	放假 1 天
New Year's Day:	1 st January	One-day holiday
春节	农历新年	放假 7 天
Spring Festival	1 st January in Lunar calendar	Seven-day holiday
清明	4 月 5 日	放假 1 天
Tomb-Sweeping Day	5 th April	One-day holiday
国际劳动节	5 月 1 日	放假 3 天
International Labor Day:	1 st May	Three-day holiday
端午节	农历五月初五	放假 1 天
Dragon Boat Festival	5 th May in Lunar Calendar	One-day holiday
中秋	农历八月十五	放假 1 天
Mid-Autumn Festival:	15 th August in Lunar Calendar	One-day holiday
国庆	10 月 1 日	放假 7 天
National Day	1 st October	Seven-day holiday

(七) 体育场所 / Sports Field

留学生可在规定的时间内使用院内的篮球场、乒乓球和羽毛球。

Basketball, Table Tennis and Badminton Court are available at the specific time on campus of CAAS.

开放时间/Open Hour: 17:00-18:30

(八) 常用电话 / Useful Phone Numbers

查询台 / Directory Enquiries: 114

天气预报 / Weather Forecast: 12121

火警 / Fire Alarm: 119

匪警 / Police Emergency Call: 110

公安短信报警 / Public Security SMS Alarm: 12110

急救中心 / Emergency Medical Center: 120

红十字急救台 / Red Cross First Aid Station: 999

交通事故 / Traffic Accident: 122

水上求救专用 / SOS on Water: 12395

森林火警 / Forest Fire Alarm: 12119

报时服务 / Time Service: 12117

(九) 交通 / Transportation

地铁或公交总站有售市政交通一卡通。

Beijing Yikatong (Transport Card) could be purchased at the subway station or bus terminal.

1. 公交车 / Bus Transportation

北京公交网/Website for Beijing Public Transportation: <http://www.bjbus.com>

农科院西门 / West Gate of CAAS:

Bus 26,209,332,320,653,697,651,660,689,717, 808, 814,85, 特4, 特6, 运通105, 运通106, 运通205

农科院南门 / South Gate of CAAS: Bus: 运通103, 651, 660, 849

农科院东门 / East Gate of CAAS: Bus 319, 601, 86

2. 地铁 / Subway Station

网址/Website: <http://www.bjsubway.com/cczn/dtskb/>

农科院西门: 4号线魏公村站东北口出或人民大学站东南口出

Subway Station by West Gate of CAAS: Weigongcun Station (North-east Exit/B Exit), Line 4 or Renmin University Station (South-east Exit/ C Exit), Line 4

3. 出租车 / Taxi

可招手停车或电话预约。请乘坐正规出租车，下车时注意索要发票。

Taxi will be available on phone reservation or stop on request on street. Please take licensed Taxi and request for invoice.

电话/Phone: 96103

4. 北京国际机场 / Beijing Capital International Airport

共有 3 个航站楼/ There are three airport terminals.

网址/Website: <http://www.bcia.com.cn/>

电话/Phone: 96158

4. 北京火车站 / Beijing Railway Stations

共有北京站、北京西站、北京南站、北京北站等 4 个火车站。

There are four railway stations:

Beijing Railway Station, Beijing West Railway Station, Beijing South Railway Station and Beijing North Railway Station

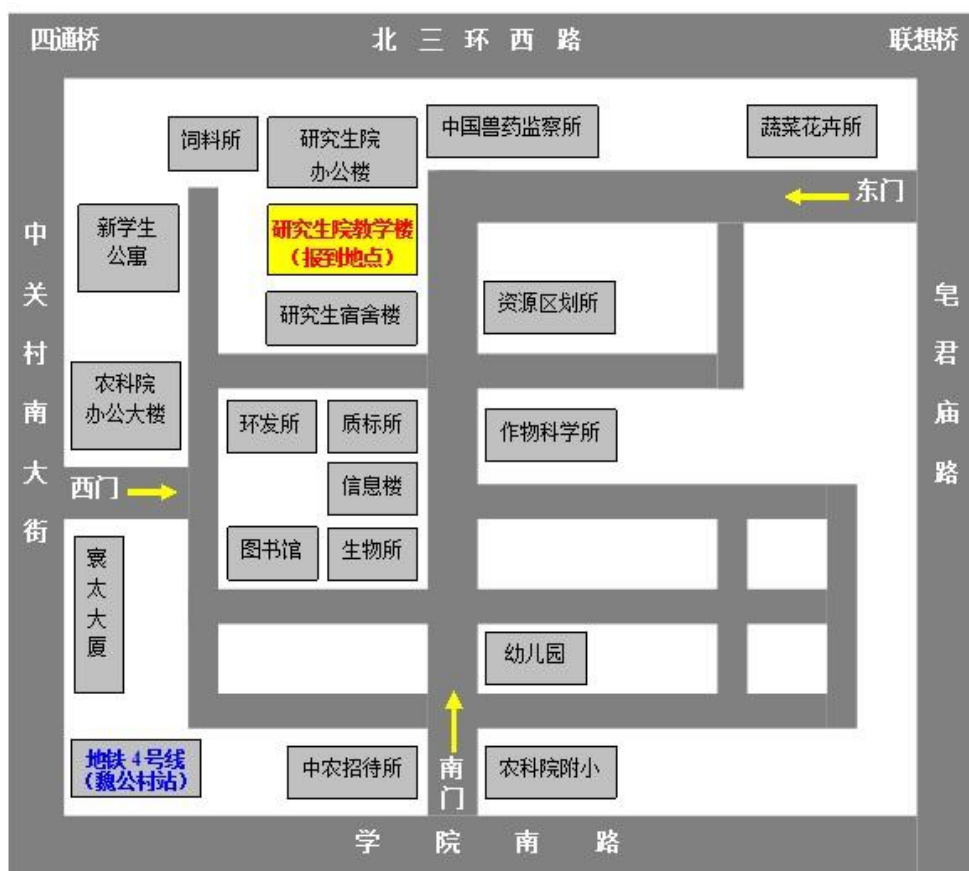
网址/Website: <http://www.12306.cn/mormhweb/>

电话/Phone: 12306

购票地址：百成科技楼一层（南门外）

Purchasing railway ticket: 1st floor of Baicheng Building (Outside of South Gate of CAAS)

十九、校园示意图/MAP OF CAMPUS



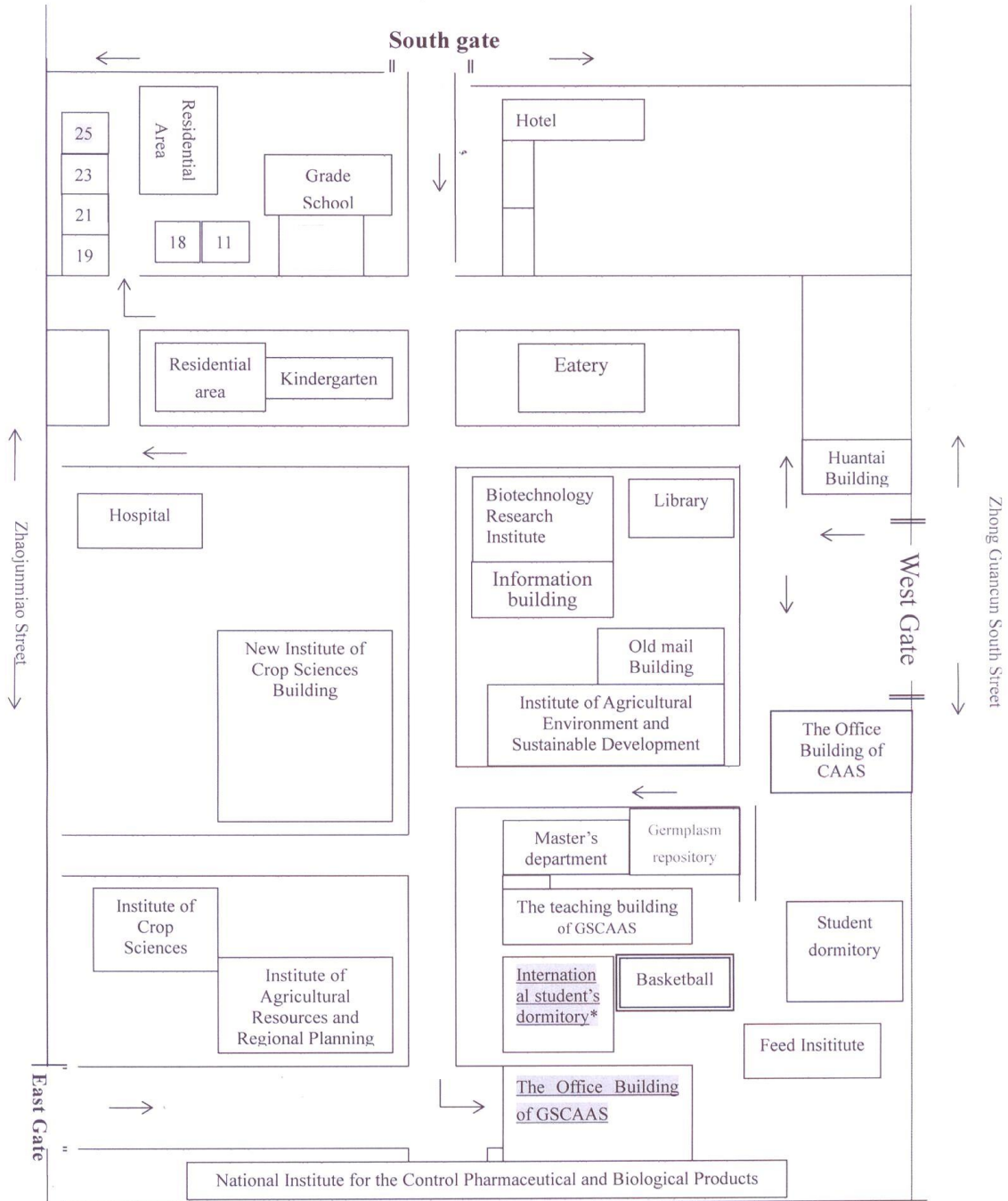
乘车路线

北京站：乘坐**地铁2号线 (内环)** (或**地铁2号线 (外环)**)，在**西直门站**下车，换乘**地铁4号线** (安河桥北方向)，在**魏公村站**下车 (东北口出)，步行至中国农学院**西门**即到

北京西站：乘坐**地铁9号线** (国家图书馆方向)，在**国家图书馆站**下车，换乘**地铁4号线** (安河桥北方向)，在**魏公村站**下车 (东北口出)，步行至中国农学院**西门**即到

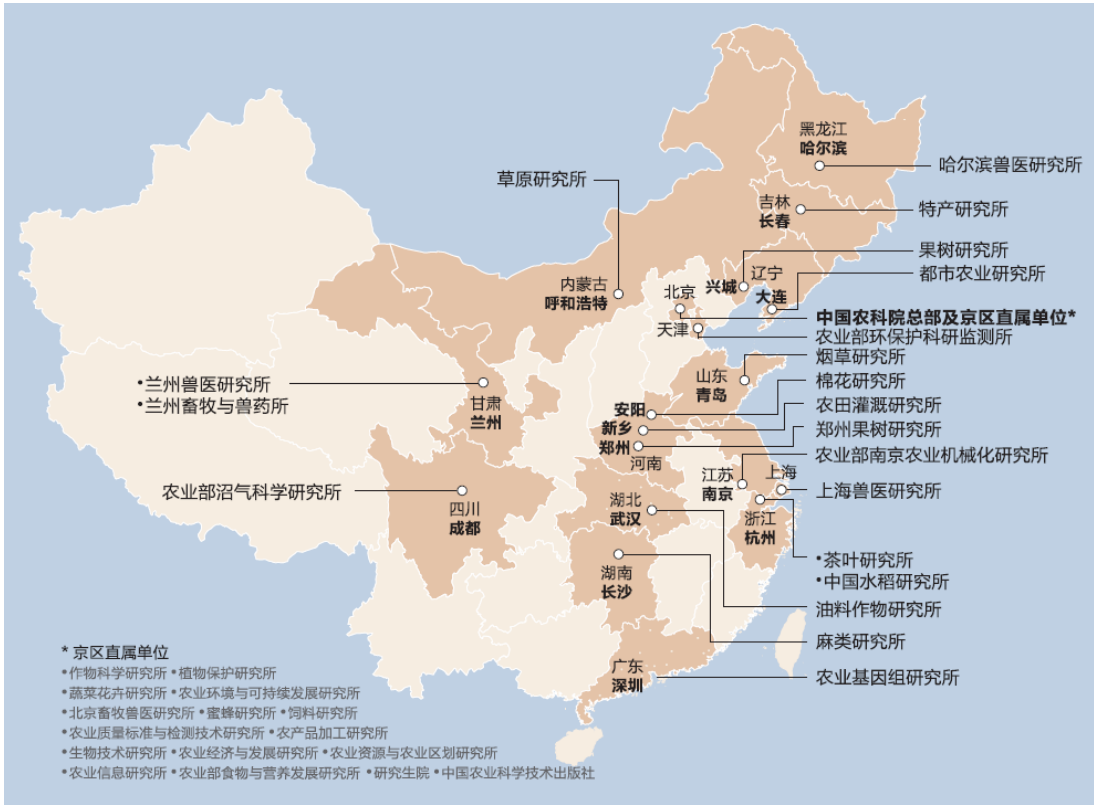
北京南站：乘坐**地铁4号线** (安河桥北方向)，在**魏公村站**下车 (东北口出)，步行至中国农学院**西门**即到

The Graduate School of the Chinese Academy
of Agriculture Science



New Police Station
(Near East Gate)

二十、中国农业科学院研究所分布图



DISTRIBUTION OF CAAS INSTITUTES



二十一、中国农业科学院各研究所名录

RESEARCH INSTITUTES, CAAS

1. 作物科学研究所/Institute of Crop Sciences(ICS, CAAS) <http://icscaas.com.cn/>
2. 农业资源与农业区划研究所/Institute of Agricultural Resources and Regional Planning(IARRP, CAAS) <http://www.iarrp.cn>
3. 农业环境与可持续发展研究所/Institute of Agro-Environment and Sustainable Development(IEDA, CAAS) <http://www.ieda.org.cn/>
4. 蔬菜花卉研究所/Institute of Vegetables and Flowers(IVF, CAAS) <http://www.ivfcaas.ac.cn/>
5. 饲料研究所/ Feed Research Institute (FRI, CAAS) <http://www.caasfri.com.cn/>
6. 生物技术研究所/ Biotechnology Research Institute (BRI, CAAS) <http://www.bricaas.cn>
7. 农业经济与发展研究所/Institute of Agricultural Economics and Development(IAED, CAAS) <http://www.iae.org.cn/>
8. 农业信息研究所/ Agricultural Information Institute (AII, CAAS) <http://aii.caas.cn>
9. 农业部食物与营养发展研究所/ Food and Nutrition Research Institute (FNRI) <http://www.ifnd.org.cn/>
10. 农业质量标准与检测技术研究所/Institute of Quality Standard and Testing Technology for Agro-Products (IQSTAP, CAAS) <http://www.iqstap.com/>
11. 植物保护研究所/Institute of Plant Protection(IPP, CAAS) <http://www.ipccaas.cn/>
12. 北京畜牧兽医研究所/Institute of Animal Sciences (IAS, CAAS) <http://iascaas.net.cn/>
13. 农产品加工研究所/Institute of Food Science and Technology (IFST, CAAS) <http://www.foodcaas.ac.cn/>
14. 蜜蜂研究所/Institute of Apiculture Research(IAR, CAAS) <http://iar.caas.cn/>
15. 环境保护科研监测所/ Agro-Environmental Protection Institute, Ministry of Agriculture (IAP, MOA) <http://www.aepi.org.cn/>
16. 农田灌溉研究所/Farmland Irrigation Research Institute (FIRI, CAAS) <http://www.firi.org.cn/>
17. 郑州果树研究所/ Zhengzhou Fruit Research Institute (ZFRI, CAAS) <http://www.zzgss.cn/>
18. 棉花研究所/Institute of Cotton Research (ICR, CAAS) <http://www.cricaas.com.cn/>

19. 油料作物研究所/ Oil Crops Research Institute (OCRI, CAAS)
<http://www.oilcrops.com.cn/>
20. 麻类研究所/Institute of Bast Fiber Crops(IBFC, CAAS) <http://www.chinaibfc.com/>
21. 中国水稻研究所/China National Rice Research Institute (CNRRI)
<http://www.chinariceinfo.com/>
22. 茶叶研究所/ Tea Research Institute (TRI, CAAS) <http://www.tricaas.com/>
23. 沼气科学研究所/ Biogas Institute of Ministry of Agriculture (BIOMA)
<http://www.biogas.com.cn/>
24. 烟草研究所/Institute of Tobacco Research of CAAS(ITR, CAAS)
<http://www.tric.cn/>
25. 特产研究所/Institute of Special Animal and Plant Sciences(ISAPS, CAAS)
<http://www.caastcs.com/>
26. 果树研究所/Institute of Pomology (IP, CAAS) <http://www.ipcaas.com/>
27. 上海兽医研究所/ Shanghai Veterinary Research Institute (SHVRI, CAAS)
<http://www.shvri.ac.cn/>
28. 哈尔滨兽医研究所/Harbin Veterinary Research Institute(HVRI, CAAS)
<http://www.hvri.ac.cn/>
29. 兰州兽医研究所/Lanzhou Veterinary Research Institute(LVRI, CAAS)
<http://www.chvst.com/>
30. 兰州畜牧与兽药研究所/Lanzhou Institute of Husbandry and Pharmaceutical
Sciences(LIHPS, CAAS) <http://www.lzmy.org.cn/>
31. 草原研究所/Institute of Grassland Research(IGR, CAAS) <http://www.gricaas.net/>
32. 南京农业机械化研究所/Nanjing Research Institute For Agricultural Mechanization,
Ministry of Agriculture (NRIAM, MOA) <http://www.nriam.com/>
33. 深圳农业基因组研究所 Agricultural Genomics Institute at Shenzhen(AGISZ,
CAAS) <http://www.agis.org.cn/>

二十二、中国农业科学院学位授权点一览表

Master and Ph.D. programs in the Graduate School, CAAS

学科门类 Disciplines	一级学科名称及代码 Primary Disciplines	二级学科名称（专业名称）及代码 Secondary Disciplines
理学（07） Natural Science	大气科学（0706） Atmospheric Sciences	气象学（070601） Meteorology
	*生物学（0710） Biology	*生理学（071003） Physiology
		*微生物学（071005） Microbiology
		*生物化学与分子生物学（071010） Biochemistry and Molecular Biology
		*生物物理学（071011） Biophysics
		*生物信息学（0710Z1） Bioinformatics
	*生态学（0713） Ecology	*农业生态学（0713Z1） Agroecology
		*设施农业与生态工程（0713Z2） Protected Agriculture and Ecological Engineering
		*农业气象与气候变化（0713Z3） Agricultural Meteorology and Climate Change
	工学（08） Engineering	农业工程（0828） Agricultural Engineering
*农业水土工程（082802） Agricultural Water-soil Engineering		
农业生物环境与能源工程（082803） Agricultural Bio-environment and Energy Engineering		
环境科学与工程（0830） Environmental Science and Engineering		环境科学（083001） Environmental Science
		环境工程（083002） Environmental Engineering
食品科学与工程（0832） Food Science and Engineering		食品科学（083201） Food Science
		粮食、油脂及植物蛋白工程（083202） Cereals, Oils and Vegetable Protein Engineering
		农产品加工及贮藏工程（083203） Processing and Storage of Agricultural Products
		农产品加工装备（0832Z1） Agricultural Products Processing Equipment

农学 (09) Agriculture	*作物学 (0901) Crop Science	*作物栽培学与耕作学 (090101) Crop Cultivation and Farming System
		*作物遗传育种 (090102) Crop Genetics and Breeding
		*作物种质资源学 (0901Z1) Crop Germplasm Resources
		*农产品质量与食品安全 (0901Z2) Agro-product Quality and Food Safety
		*药用植物资源学 (0901Z3) Medicinal Plant Resources
		*农产品加工利用 (0901Z4) Agro-products Processing and Utilization
		*作物土壤机械工程学 (0901Z5) Agricultural Mechanical Engineering
		*园艺学 (0902) Horticulture Science
	*蔬菜学 (090202) Vegetable Science	
	*茶学 (090203) Tea Science	
	*观赏园艺 (0902Z1) Ornamental Horticulture	
	*农业资源与环境 (0903) Agricultural Resource and Environment Science	*土壤学 (090301) Soil Science
		*植物营养学 (090302) Plant Nutrition
		*农业水资源与环境 (0903Z1) Agricultural Water Resource and its Environment
		*农业遥感 (0903Z2) Agricultural Remote Sensing
		*农业环境学 (0903Z3) Agricultural Environmental Science
	*植物保护 (0904) Plant Protection	*植物病理学 (090401) Plant Pathology
		*农业昆虫与害虫防治 (090402) Agricultural Entomology and Pest Control
		*农药学 (090403) Pesticide Science
		*杂草学 (0904Z1) Weed Science
		*入侵生物学 (0904Z2) Invasion Biology
		*转基因生物安全学 (0904Z3)

		GMO Safety
		*生物防治学 (0904Z4) Biological Control
	*畜牧学 (0905) Animal Science	*动物遗传育种与繁殖 (090501) Animal Genetics, Breeding and Reproduction
		*动物营养与饲料科学 (090502) Animal Nutrition and Feed Science
		*特种经济动物饲养 (含: 蚕、蜂等) (090504) Special Animals Rearing (including Silkworms, Honeybees, etc.)
		*畜禽环境科学与工程 (0905Z1) Environmental Science & Engineering of Livestock and Poultry
	*兽医学 (0906) Veterinary Medicine	*基础兽医学 (090601) Basic Veterinary Science
		*预防兽医学 (090602) Preventive Veterinary Science
		*临床兽医学 (090603) Clinical Veterinary Science
		*中兽医学 (0906Z1) Chinese Traditional Veterinary Science
		*兽药学 (0906Z2) Veterinary Pharmaceutics
	林学 (0907) Science of Forest	野生动植物保护与利用 (090705) Wildlife Conservation and Utilization
	*草学 (0909) Grassland Science	*草地资源利用与保护 (0909Z1) Utilization and Conservation of Grassland Resources
		*饲草遗传育种与种子科学 (0909Z2) Forage Genetics, Breeding and Seed Science
*饲草生产加工及利用 (0909Z3) Forage Production and Utilization		
管理学 (12) Management Science	管理科学与工程 (1201) Management Science and Engineering	
	*农林经济管理 (1203) Economics and Management of Agriculture and Forestry	*农业经济管理 (120301) Agricultural Economics & Management
		*农业技术经济 (1203Z3) Agro-technical Economics
		*农业信息管理 (1203Z4) Agricultural Information Management
		*产业经济 (1203Z5) Industrial Economics
		*农业信息分析学 (1203Z6)

		Agricultural Information Analytics
	图书情报与档案管理（1205） LIS & Archives Management	情报学（120502） Information Science
	* <u>信息技术与数字农业（99J1）</u> <u>Information Technology and Digital Agriculture</u>	
	* <u>区域发展（99J2）</u> <u>Regional Development</u>	

备注：

1. 共有 51 个博士学位授权点和 63 个硕士学位授权点。；
2. 带“*”的为博士学位授权点和硕士学位授权点，未标“*”的为硕士学位授权点。

Notes:

1. In total, 51 Doctoral degree programs and 63 Master's degree programs;
2. Programs marked “*” are Doctoral and Master's degree programs while programs without marked “*” are only Master's degree programs.

二十三、手册说明/NOTICE TO THE HANDBOOK

(一) 本手册供外国留学生、导师和管理人员使用。

The handbook is for use of international students, supervisors and administrative staffs.

(二) 本手册采用中文和英文 2 种语言。如有异议，以中本版本为准。

The handbook is available in both Chinese and English. If there is any discrepancy between the Chinese and English version, the Chinese version shall prevail.

(三) 如国家和研究生院有政策调整，国际教育处将及时发布通知并按新政策执行。

If there is any modification of policy and regulation, the International Education Office shall notify in time for implementation accordingly.

(四) 本手册由国际教育处负责解释。

The International Education Office is responsible for explanation and clarification of the handbook.

研究生院国际教育处

The International Education Office, GSCAAS

2017 年 9 月 15 日/ 15 September 2017

中国农业科学院研究生院国际教育处
北京市中关村南大街12号 邮编：100081
邮箱：studyincaas@caas.cn
电话：86-10-82107123
网站：http://www.gscaas.net.cn

International Education Office
The Graduate School of Chinese Academy of Agricultural Sciences (GSCAAS)
No. 12 Zhongguancun Nandajie, Haidian District, Beijing 100081, China
E-mail: studyincaas@caas.cn
Tel : 86-10-82107123
http://www.gscaas.net.cn