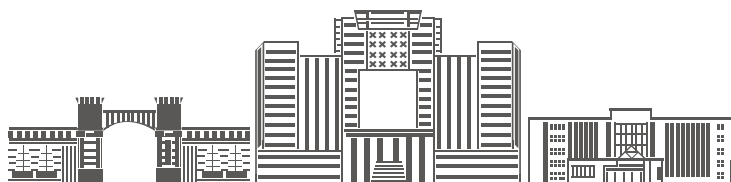


河南工程學院

HENAN UNIVERSITY OF ENGINEERING

外教 手册 Guide Book

自 强 不 息 博 学 精 艺





A WELCOME MESSAGE

Welcome to Henan University of Engineering (HUE)

This handbook, provided by the Office of International Affairs of HUE, is to help our international employees to better adapt to the life and work in China. More useful detailed information can be found in this guidebook.

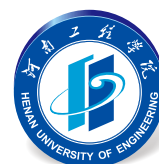
If you need assistance, please do not hesitate to contact with us at 0371- 62508906 or fao2@haue.edu.cn .

Wish you a pleasant stay at HUE and an unforgettable experience in China!

Contents 目录

一、郑州城市简介	01
Introduction to Zhengzhou City	
二、河南工程学院简介	06
Introduction to Henan University of Engineering	
三、在校生活指南	09
Guide to Campus Life	
四、河南工程学院外国专家管理办法	13
Management Measures for Foreign Experts of Henan University of Engineering	
五、河南工程学院外籍教师师德师风行为规范	23
Moral and Ethical Code of Conduct for Foreign Teachers of Henan University of Engineering	
六、中华人民共和国外国人入境出境管理条例	26
Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners	
七、中华人民共和国境内外国人宗教活动管理规定	47
Regulations on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China	

自 强 不 息 博 学 精 艺



一、郑州城市简介

Introduction to Zhengzhou City



◎城市概况

郑州是中国中部地区重要的中心城市，国家历史文化名城，国际性综合交通枢纽城市，中部先进制造业基地、商贸物流中心、对外开放门户和区域性科技创新高地。

City Overview

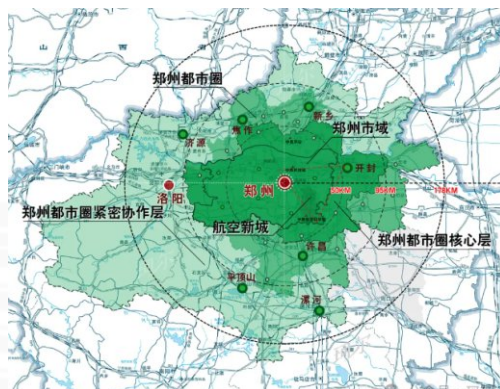
Zhengzhou is an important central city in China, a national historical and cultural city, an international comprehensive transportation hub city, an advanced manufacturing base, a commercial and logistics center, a gateway to the outside world, and a regional hub for scientific and technological innovation

◎地理位置

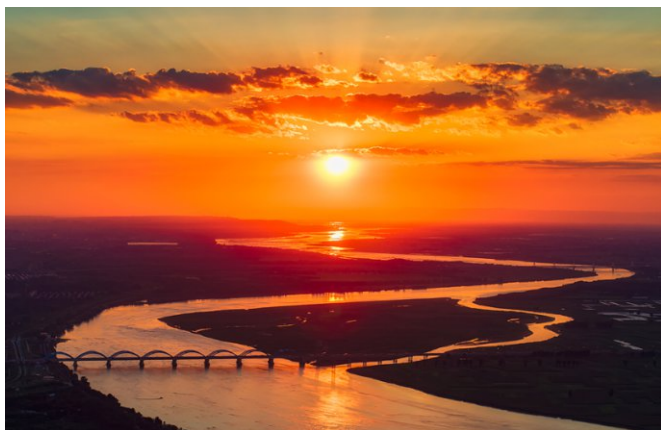
郑州位于中国中部，河南省的腹地，地处黄河中下游南岸，是连接中国东西南北的重要交通枢纽。

Geographical Position

Zhengzhou is located in central China, in the hinterland of Henan Province, on the south bank of the middle and lower reaches of the



Yellow River. It is an important transportation hub connecting different parts of China.



◎气候条件

郑州属于温带季风气候区，四季分明。春季温暖多风，夏季炎热多雨，秋季凉爽宜人，冬季寒冷干燥。年平均气温适中，适宜人居和农作物生长。

Weather and Climate

Zhengzhou belongs to the temperate monsoon climate zone with distinct four seasons. Spring

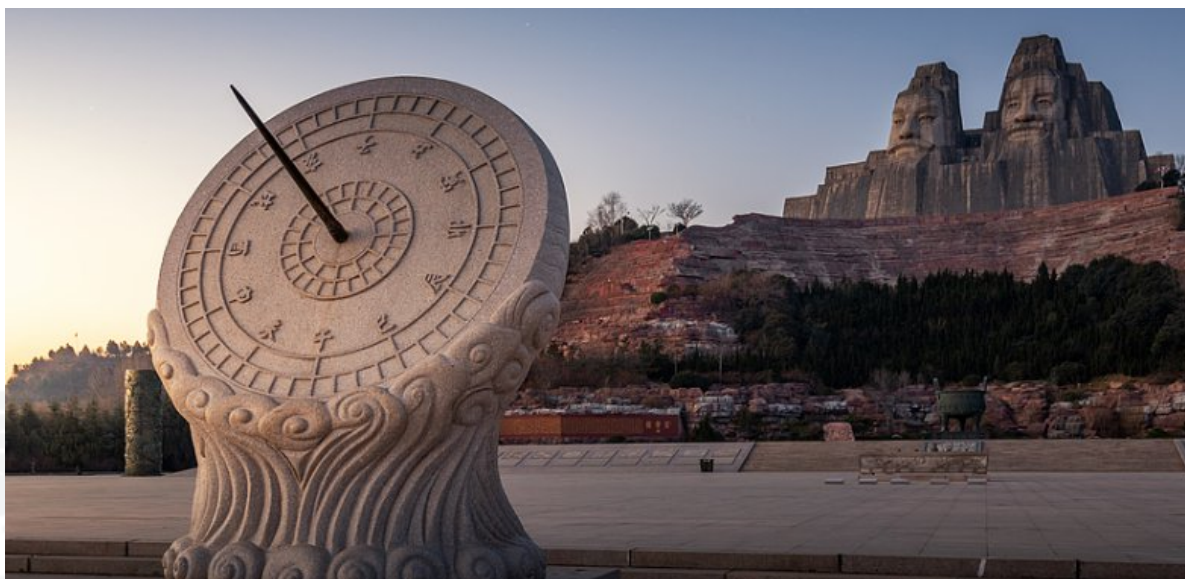
is warm and windy. Summer is hot and rainy. Autumn is cool and pleasant. Winter is cold and dry. The annual average temperature is moderate, suitable for human habitation and crop growth.

◎历史沿革

郑州历史悠久，是华夏文明的重要发源地之一，早在新石器时代晚期就已有先民在此繁衍生息。历史上曾为夏、商、管、郑、韩等朝代的都城，是中国八大古都之一。

Historical Evolution

Zhengzhou has a long history and is one of the important birthplaces of Chinese civilization. As early as the late Neolithic period, our ancestors had already thrived here. In history, it was the capital of dynasties such as Xia, Shang, Guan, Zheng, and Han, and is one of the eight ancient capitals of China.



◎ 交通枢纽

在全国率先建成米字形高铁网，成为全国普通铁路和高速铁路网中唯一的“双十字”中心，2小时高铁圈覆盖国内4亿人口的生活和消费，2小时航空圈覆盖中国90%以上人口和市场。

Transportation Hub

Being the first in the country to build a “米”-shaped high-speed railway network, it has become the only "double cross" center in the national ordinary and high-speed railway networks. The 2-hour high-speed railway circle covers the daily life and consumption of 400 million people in China, and the 2-hour aviation circle covers more than 90% of China's population and market.



◎ 对外开放

持续拓展空中、陆上、网上、海上“四条丝绸之路”，郑州机场货邮吞吐量达70万吨左右，连续多年位居全球货运机场40强；中欧班列形成“23个境外直达站点、8个出入境口岸”的国际物流网络布局，业务遍及30多个国家130多座城市；跨境电商交易额达到1253亿元。

Opening-up

Continuously expanding the “Four Silk Roads” of air, land, internet, and sea, Zhengzhou Airport's cargo throughput has reached about 700000 tons, ranking among the top 40 global freight airports for consecutive years. The China-Europe freight train has formed an international logistics network layout of 23 direct overseas stations and 8 entry and exit ports, with business covering more than 130 cities in over 30 countries; The cross-border e-commerce transaction volume reached 125.3 billion yuan.

◎ 科技创新

汇聚国家级重点实验室14家、省级重点实验室143个，拥有国家级企业技术中心24个、省级企业技术中心379个。全社会研发投入强度达到2.67%，技术合同成交额突破650亿元，在郑院士达到84人，每年吸引留郑大学生20万人以上，城市年轻力指数居全国第五。



Technological Innovation

There are 14 National Key Laboratory, 143 provincial key laboratories, 24 national enterprise technology centers, and 379 provincial enterprise technology centers. The R&D investment intensity of the whole society has reached 2.67%. The technology contract turnover has exceeded 65 billion yuan. The number of national academicians in Zhengzhou has reached 84. It attracts more than 200000 college graduates to work in Zhengzhou every year, and the urban youth index ranks fifth in China.

◎ 宜居之地

建成区绿化覆盖率达到41.6%，建成各类公园游园1200个，人均公园绿地面积15.3平方米，城市宜居指数排名全国第16位。

Livable Place

The green coverage rate of the built-up area has reached 41.6%, with 1200 various types of parks and amusement parks. The per capita park green area is 15.3 square meters, and the urban livability index ranks 16th in China.



二、河南工程学院简介

Introduction to Henan University of Engineering



河南工程学院位于河南郑州，是经教育部批准设立的省属公办普通本科院校。现有龙湖校区、桐柏路校区和南阳路校区等三个校区，占地面积2600余亩，建筑面积111万平方米。图书馆建筑面积3.7万平方米，馆藏图书426万册，其中电子图书176万册。体育馆、室内游泳馆、体育场和学生活动中心等设施齐全。

Henan University of Engineering(HUE) is located in Zhengzhou, Henan Province. It is a provincial public undergraduate institution approved by the Ministry of Education. There are currently three campuses, namely Longhu Campus, Tongbai Road Campus, and Nanyang Road Campus, covering an area of over 2600 acres and a building area of 1.11 million square meters. The library has a building area of 37000 square meters and a collection of 4.26 million books, including 1.76 million e-books. The sports center, indoor swimming pool, sports arena, and student activity center are all well-equipped.

学校共有24个教学单位，开设60个本科专业，以工科为主的办学优势突出，在电子信息、材料与化工、资源与环境、土木测绘、智能制造、工商管理等方面形成了特色明显的学科专业集群。有国家级一流本科专业建设点等国家级、省级本科教学质量工程项目、教学研究项目近300余项。现有教职工1900余人，专任



教师1500余人，其中正高级职称近150人，副高级职称近500人，具有博士学位教师600余人、硕士学位教师近800人。现有国家万人计划领军人才、百千万工程国家级人才、中原学者、国家级及省级优秀教师、中原青年拔尖人才等25人，并聘有包括中国工程院院士、长江学者在内的客座教授和特聘教授100余人。

HUE has a total of 24 teaching units and offers 60 undergraduate majors, with a prominent advantage in engineering education. It has formed a distinctive cluster of disciplines and majors in areas such as electronic information, materials and chemical engineering, resources and environment, civil surveying and mapping, intelligent manufacturing, and business management. There are nearly 300 national and provincial undergraduate teaching quality engineering projects and teaching research projects, including the construction of national first-class undergraduate majors. There are currently over 1900 faculty members and more than 1500 full-time teachers, including nearly 150 with senior professional titles and nearly 500 with associate senior professional titles. There are also over 600 teachers with doctoral degrees and nearly 800 teachers with master's degrees. At present, there are 25 leading talents in the National Ten Thousand Talents Plan, national level talents in the Hundred Thousand and Ten Thousand Project, scholars in Central Plains, national and provincial outstanding teachers, young top talents in Central Plains, and more than 100 guest professors and distinguished professors, including academicians of the CAE Member and Changjiang Scholars.

学校坚持开放办学，加强国际交流与合作，先后与澳大利亚堪培拉大学、美国杜鲁门州立大学、新西兰坎特伯雷大学、澳大利亚伍伦贡大学、英国德蒙福特大学等30多所国外大学和研究机构建立了合作关系，联合开办中外合作办学项目

和校际交流项目；与澳大利亚伍伦贡等大学组建国际联合实验室2个；参与了欧盟伊拉姆斯计划，与西班牙维尔瓦大学开展了交流生项目；与“一带一路”沿线国家马来西亚、韩国等开展了博士培养项目以及大学生海外就业项目；与马来西亚理科大学、中国矿业大学、郑州大学等联合培养硕士研究生。

HUE adheres to open education and strengthens international exchanges and cooperation. It has established cooperative relationships with more than 30 foreign universities and research institutions, including the University of Canberra in Australia, Truman State University in the United States, Canterbury University in New Zealand, University of Wollongong in Australia, and De Montfort University in the United Kingdom, jointly launching cooperative education programs and intercollegiate exchange programs. We have established two international joint laboratories with universities such as Wollongong in Australia. We participated in the EU Erasmus Program and conducted an exchange student program with the University of Vilva in Spain. With countries along the “the Belt and Road” such as Malaysia and South Korea, we have carried out doctoral training projects and overseas employment projects for college students, joint master's programs with Malaysia University of Science and Technology, China University of Mining and Technology, Zhengzhou University.



三、在校生活指南 Guide to Campus Life

◎综合楼

Administrative Building



◎图书馆

Library



◎校医院

Hospital



◎龙源餐厅

Longyuan Canteen



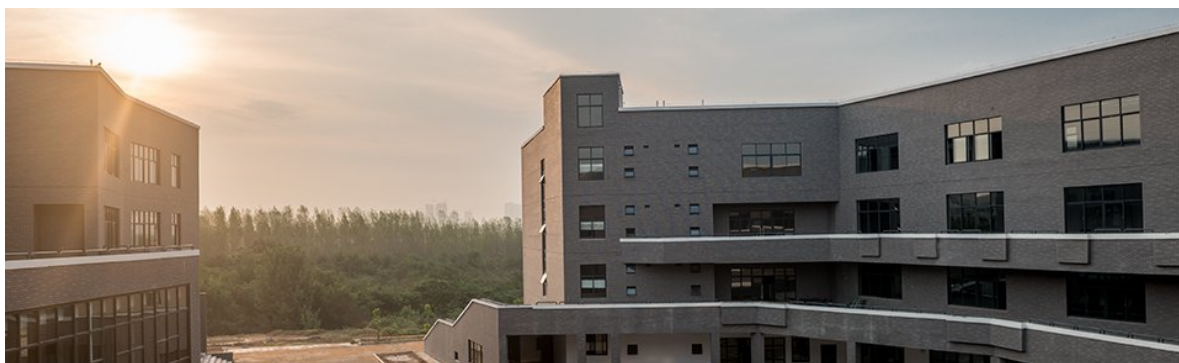
◎厚学餐厅

Hong Xue Canteen



◎七号楼：
商学院
外语学院
管理工程学院

No.7 Building:
School of Business;
School of Foreign Languages;
School of Management Engineering



◎八号楼：国际教育学院、会计学院、艺术设计学院

No.8 Building: School of International Education; School of Accountancy;
School of Art and Design



◎九号楼：人文政法学院、经济贸易学院、服装学院

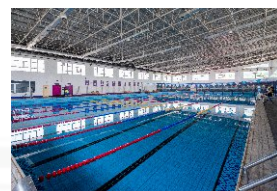
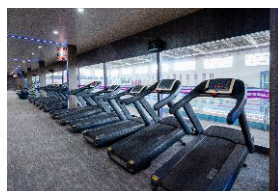
No.9 Building: School of Humanities, Political Science and Law;
School of Economics and Trade;
School of Fashion





◎圣源餐厅
 Shengyuan Canteen

◎西校区生活广场
 Life Plaza



◎西校区 赛亚菲特健身房、游泳馆
 Gym and Indoor Swimming Pool



◎ 计算机学院、
软件学院

School of Computer Science
School of Software

◎ 机械工程学院、
电气信息工程学院

School of Mechanical Engineering
School of Electrical and Information
Engineering



◎ 土木工程学院、
环境与生物工程学院、
资源与安全工程学院

School of Civil Engineering
School of Environment
and Bioengineering
School of Resource and Safety
Engineering

四、河南工程学院外国专家管理办法

第一章 总 则

第一条 为进一步加强学校外国专家管理，更好地推动学校国际化办学进程，引进国外高端人才，建设高水平师资队伍，根据国家和省相关政策文件，结合我校实际，制定本办法。

第二条 本办法适用于在校从事教学科研工作的外籍人士。长期外国专家指在校连续工作 90 日以上，工作内容包括教学、科研的外国专家，须持有工作签证来校工作。短期外国专家指来校访问 90 日（含）以下，工作内容包括短期授课讲学、科研合作、学术交流等的外国专家，原则上须持有访问签证来校访问。

第三条 聘请外国专家应严格遵循“按需设岗，择优选聘，保证质量，用其所长，讲求实效”的原则。

第二章 管理部门

第四条 国际合作交流处是外国专家管理工作的归口部门。

（一）国际合作交流处负责审核、调整用人单位外国专家聘用计划，督促检查聘用效益；负责对外国专家的统一调配和管理；拟定外国专家工作的规章制度；汇总、上报聘请计划和有关材料；办理外国专家聘请手续；负责外国专家的日常生活管理；对外国专家开展国家法律、校纪校规的教育，配合做好国家安全工作等。

（二）用人单位负责外国专家的日常管理、教学科研工作的开展及学术有关活动的安排。

（三）教务处负责外国专家的教学业务工作；科研处负责外国专家的科研业务工作。

（四）保卫处、财务处、后勤管理服务中心，负责外国专家相应的安全保卫、财务管理和后勤服务等工作。

第三章 专家类别

第五条 专业类外国专家：原则上应为在国内外知名高校、科研院所取得博士学位或博士后出站的优秀人员，具有3-5年从事本专业教学和科研

经历。长期聘用者应具有硕士或以上学位、讲师或以上职称，或具有相当的资历；短期聘请者应具有博士学位、副教授或以上职称，并所从事的专业领域具有一定的学术造诣，有得到同行公认的学术成就。

第六条 语言教学类外国专家：原则上应为从事其母语国语言的教学，取得大学学士及以上学位，且具有2年以上的语言教育工作经历的专家。

第七条 项目类外国专家：原则上应为在国外著名高校、科研院所担任副教授及以上专业技术职务或在国际知名企业、机构担任高级职务的专业技术人才，依托国家（省）外国专家项目、国际科研合作项目以及各级各类引才引智项目来校工作的专家。

第八条 外国专家应符合以下基本条件：对华友好、遵守我国法律法规和学校规章制度，尊重我国传统文化、风俗习惯和道德规范，不散播危害中国国家安全和有损中国声誉的信息，不传播宗教，无犯罪记录和不良嗜好。年龄一般在60岁以下，有较高业务水平，身体健康。

第四章 长期外国专家聘用与管理

第九条 外国专家的聘用纳入学校教师招聘总体计划。各教学科研用人单位应根据学科建设需求、科研基地和平台需求、人才培养需求，制定下一学期的外国专家聘用计划，并于每年5月1日和11月1日前向国际合作交流处提出书面申请，具体包括：聘请目的、聘请人数，外国专家类别、工作任务、工作期限等。

第十条 国际合作交流处根据用人单位的申请，汇总报学校审核批准后，发布外国专家招聘公告，实施外国专家招聘。聘用单位应从师资建设、人才培养和科学研究的实际需求出发，主动引荐优秀专家。

第十一条 长期外国专家必须与学校签订聘用合同。语言教学类外国专家聘用合同原则上使用国家外国专家局标准版聘用合同，与外国专家另行约定的条款以合同附件形式随附。其他类别外国专家聘用合同由国际合作交流处与聘用单位拟定。外国专家聘任期满前一个月，用人单位对外国专家进行聘期考核，如工作表现良好，可以续聘。

第十二条 外国专家管理遵循“谁聘用、谁管理、谁负责”原则。聘用单位作为管理主体，负责外国专家的日常管理和相关教学科研及学术交流等工作安排，根据本单位实际情况向专家提供教学科研必需的工作条件，并及时向专家介绍教学科研的相关管理规定等。聘用单位应将专家编入相应教研室或科研团队，并指定一名政治素质好、业务精通、责任心强的中国教师作为其合作教师协助其做好相关工作。

第十三条 外国专家的课程教学纳入学校课程体系并接受教学督导。

第十四条 外国专家在聘期内原则上不得兼任、接受境内其他企事业单位、学校的任何工作或从事以营利为目的的任何活动。

第十五条 外国专家的薪酬待遇列支参照国家和学校相关规定，按聘用合同执行。

第五章 短期外国专家邀请与管理

第十六条 所有短期外国专家（团组）来访，均需提前填写《河南工程学院短期外国专家来访备案表》，连同专家简历、护照首页，至少提前2周向国际合作交流处报备。

第十七条 原则上邀请单位可直接出具来华邀请函，协助外国专家办理访问签证。如需学校出具来华邀请函，邀请单位须至少提前1个月向国际合作交流处提出申请，国际合作交流处审核通过后负责办理后续手续。

第十八条 外国专家在校进行授课、讲座，举办报告会、研讨会等学术交流活动，须严格按照《河南工程学院关于涉外学术讲座的规定》（河工院国际〔2018〕54号）执行。

第十九条 外国专家来访严格执行“谁邀请，谁负责”原则。

以学术交流为目的的外国专家来访，接待工作由邀请单位具体安排。外国政要、大学校长或著名专家学者率代表团来访，接待工作由国际合作交流处统筹安排。

第二十条 邀请单位应指定专人负责外国专家来校期间的工作和生活安排，确保交流工作的顺利开展并及时做好专家来访的新闻报道工作。

第二十一条 若校外单位邀请我校外国专家前往讲学，应以不妨碍在我校的工作为原则，由专家提出申请，邀请单位审核同意并报国际合作交流处备案。相关费用由专家本人承担。

第二十二条 外国专家来访费用应遵循“谁邀请，谁负担”原则。依托项目来访的专家，应按项目或协议规定从专项经费中支出。

第六章 安全保障

第二十三条 外国专家在华工作期间必须遵守中国的法律法规及我校的校规校纪。外国专家涉及民事纠纷、治安事件及其他案（事）件时，由司法、公安部门依据我国有关法律法规处理。

第二十四条 外国专家不得在任何场所，以任何方式，散布攻击我国政府和政策法规的言论，干涉我国内政；不得以任何方式进行传教活动或宗

教宣传，不得以教学名义在我学生中散发宗教书籍或材料。对违反上述规定者，根据合同和我国有关法律规定处理。

第二十五条 外国专家在我校工作和访问期间，各管理部门应加强安全防范，并配合国家有关安全部门做好保密工作。

第七章 附则

第二十六条 港澳台地区专家、教师参照本管理办法执行。

第二十七条 其他未尽事宜，按照上级有关文件执行。

第二十八条 本办法自文件发布之日起执行，由国际合作交流处负责解释。原《河南工程学院国际交流外籍专家（教师）管理办法（试行）》（豫工院外〔2010〕129号）同时废止。

国际合作交流处
2024年11月15日

Management Measures for Foreign Experts of Henan University of Engineering

Chapter 1 General Provisions

Article 1: In order to further strengthen the management of foreign experts in the university, better promote the internationalization process of the university, introduce high-end foreign talents, and build a high-level teaching staff, this method is formulated in accordance with relevant national and provincial policy documents, combined with the actual situation of our university.

Article 2: These measures apply to foreign nationals engaged in teaching and research work on campus. Long term foreign experts refer to foreign experts who have worked continuously on campus for more than 90 days, including teaching and scientific research, and must hold a work visa to work on campus. Short term foreign experts refer to foreign experts who come to the university for a visit of 90 days or less, including short-term lectures, scientific research cooperation, academic exchanges, etc. In principle, they must hold a visiting visa to visit the university.

Article 3: The hiring of foreign experts shall strictly follow the principle of “setting up positions according to needs, selecting based on merit, ensuring quality, utilizing their strengths, and emphasizing effectiveness”.

Chapter 2 Management Department

Article 4: The Foreign Affairs Office is the centralized department for the management of foreign experts.

(1) The Foreign Affairs Office is responsible for reviewing and adjusting the employment plans of foreign experts by employers, and supervising and inspecting the effectiveness of employment; the unified allocation and management of foreign experts, and drafting rules and regulations for the work of foreign experts; summarizing and submitting the employment application plan and relevant materials, as well as handling the procedures for

hiring foreign experts; and the daily life management of foreign experts, including providing education on national laws, university discipline and regulations to foreign experts, and others like national security work.

(2)The employer is responsible for the daily management of foreign experts, the development of teaching and research work, and the arrangement of academic activities.

(3)The Teaching Affairs Office is responsible for teaching management of foreign experts. The Academic Research Office is responsible for the scientific research work of foreign experts.

(4)The Security Office, Finance Office, and Logistics Management Service Center are responsible for the security, financial management, and logistics services of foreign experts.

Chapter 3 Expert Categories

Article5: Foreign experts in academic teaching and research: In principle, they should be outstanding personnel who have obtained doctoral degrees or postdoctoral fellows from well-known universities and research institutes at home and abroad, and have 3-5 years of teaching and research experience in their respective majors. Long term employees should have a master's degree or above, a lecturer or above professional title, or equivalent qualifications; Short term employers should hold a doctoral degree, associate professor or higher professional title, and have certain academic achievements in their field of expertise, recognized by peers.

Article6: Foreign experts in language teaching: In principle, they should be experts who are engaged in teaching their mother tongue language, have obtained a bachelor's degree or above from a university, and have more than 2 years of experience in language education.

Article7: Project related foreign experts: In principle, they should be professional and technical personnel who hold associate professor or higher professional and technical positions in well-known foreign universities and research institutes, or hold senior positions in internationally renowned enterprises and institutions. They should rely on national (provincial) foreign expert projects, international scientific research cooperation projects, and various talent introduction projects to work at the university.

Article8: Foreign experts shall meet the following basic conditions: being

friendly to China, complying with Chinese laws, regulations, and university rules and regulations, respecting traditional Chinese culture, customs, and moral norms, not disseminating information that endangers China's national security and reputation, not disseminating religion, and having no criminal record or bad habits. The age is generally under 60 years old, with a high level of professional skills and good physical health.

Chapter 4 Employment and Management of Long term Foreign Experts

Article9: The employment of foreign experts shall be included in the overall recruitment plan for university teachers. Each teaching and research employing unit should develop a plan for hiring foreign experts for the next semester based on the needs of discipline construction, research bases and platforms, and talent cultivation. Written applications should be submitted to the Foreign Affairs Office before May 1st and November 1st each year, including the purpose of hiring, the number of hired personnel, the type of foreign experts, work tasks, and work period.

Article10: The Foreign Affairs Office shall compile and submit the applications of the employing units to the university for review and approval, and then issue recruitment notices for foreign experts to implement the recruitment of foreign experts. Employers should proactively recommend outstanding experts based on the actual needs of faculty construction, talent cultivation, and scientific research.

Article11: Long term foreign experts must sign employment contracts with university. In principle, the employment contract for foreign experts in language teaching shall use the standard version of the employment contract of the State Administration of Foreign Experts Affairs, and the terms agreed upon separately with the foreign experts shall be attached in the form of contract annexes. The employment contract for other categories of foreign experts shall be drafted by the Foreign Affairs Office and the employing unit. One month before the expiration of the term of appointment for foreign experts, the employer shall conduct a performance evaluation of the foreign experts. If they perform well in their work, they may be renewed.

Article12: The management of foreign experts shall follow the principle of “whoever hires, manages, and is responsible”. The employing unit, as the management entity, is responsible for the daily management of foreign experts

and the arrangement of related teaching, research and academic exchanges. Based on the actual situation of the unit, it provides necessary working conditions for teaching and research to experts, and timely introduces relevant management regulations for teaching and research to experts. The employing unit should include the experts in the corresponding teaching and research department or research team, and designate a Chinese teacher with good political quality, proficient in business, and strong sense of responsibility as its cooperative teacher to assist them in doing relevant work.

Article13: The curriculum taught by foreign experts shall be incorporated into the university curriculum system and subject to teaching supervision.

Article14: Foreign experts shall not, in principle, concurrently hold or accept any work from other domestic enterprises, institutions, university, or engage in any activities for profit during their employment period.

Article15: The salary and benefits of foreign experts shall be disbursed in accordance with relevant national and university regulations and executed in accordance with the employment contract.

Chapter 5 Invitation and Management of Short term Foreign Experts

Article16: All short-term foreign experts (groups) visiting Henan University of Engineering must fill out the “Henan University of Engineering Short term Foreign Expert Visit Registration Form” in advance, along with the expert’s resume and passport front page, and report to the Foreign Affairs Office at least 2 weeks in advance.

Article17: In principle, inviting units may directly issue invitation letters to China to assist foreign experts in obtaining visit visas. If the university needs to issue an invitation letter to China, the inviting unit must submit an application to the Foreign Affairs Office at least one month in advance. After approving the application, the Foreign Affairs Office is responsible for handling the subsequent procedures.

Article18: Foreign experts conducting lectures, presentations, seminars and other academic exchange activities on campus must strictly comply with the “Regulations of Henan University of Engineering on Foreign related Academic Lectures” ([2018] No. 54).

Article19: The principle of “whoever invites foreign experts to visit is responsible” shall be strictly followed. The reception of foreign experts

visiting for academic exchange purposes shall be arranged by the inviting unit. Foreign dignitaries, university presidents, or renowned experts and scholars lead delegations to visit, and the reception work is coordinated and arranged by the Foreign Affairs Office.

Article20: The inviting unit shall designate a dedicated person to be responsible for the work and living arrangements of foreign experts during their visit to the university, ensuring the smooth progress of communication work and timely reporting of expert visits.

Article21: If an external unit invites foreign experts from our university to give lectures, the principle of not hindering their work at our university shall be followed. The experts shall submit an application, and the inviting unit shall review and approve it, and report it to the Foreign Affairs Office for filing. The relevant expenses shall be borne by the experts themselves.

Article22: The visiting expenses of foreign experts shall follow the principle of “whoever invites shall bear the expenses”. Experts visiting based on the project should be funded from special funds in accordance with the project or agreement.

Chapter 6 Security Guarantee

Article23: Foreign experts working in China must comply with Chinese laws and regulations, as well as our university's rules and discipline. When foreign experts are involved in civil disputes, public security incidents, and other cases, they shall be handled by the judicial and public security departments in accordance with relevant laws and regulations of China.

Article24: Foreign experts shall not spread comments attacking the government, policies, and laws of our country in any place or by any means, or interfere in the internal affairs of our country. It is not allowed to engage in missionary activities or religious propaganda in any way, and to distribute religious books or materials among students under the guise of teaching. Those who violate the above regulations shall be dealt with in accordance with the contract and relevant laws and regulations of our country.

Article25: During the work and visit of foreign experts at our university, all management departments should strengthen security measures and cooperate with relevant national security departments to ensure confidentiality.

Chapter 7 Supplementary Provisions

Article 26: Experts and teachers from Hong Kong, Macao, and Taiwan shall follow this management.

Article 27: Other matters not covered shall be handled in accordance with relevant documents from higher authorities.

Article 28: These measures shall come into effect from the date of publication and shall be interpreted by the Foreign Affairs Office. The original “Management Measures for Foreign Experts (Teachers) in International Exchange at Henan University of Technology (Trial)” ([2010] No. 129) are simultaneously abolished.



五、河南工程学院外籍教师师德师风行为规范

1.遵守法律公德。遵守中国法律法规，遵守中国的公序良俗和教师职业道德，遵守教育与宗教相分离的原则，所实施的教育教学活动和内容应符合中国的教育方针和教学基本要求，不得损害中国的国家主权、安全、荣誉和社会公共利益。

2.传播优秀文化。不得通过课堂、论坛、讲座、信息网络及其他渠道发表、转发错误观点，或编造散布虚假信息、不良信息。不得以任何形式进行传教活动或宗教宣传，不得以教学名义在学生中散发宗教书籍或有关材料。

3.潜心教书育人。落实立德树人根本任务，遵循教育规律和学生成长规律，因材施教，教学相长。不得违反教学纪律，敷衍教学，或擅自从事影响教育教学本职工作的兼职兼薪行为。

4.关心爱护学生。严慈相济，诲人不倦，真心关爱学生，严格要求学生，做学生良师益友。不得要求学生从事与教学、科研、社会服务无关的事宜。

5.坚持言行雅正。为人师表，以身作则，举止文明，作风正派，自重自爱。不得与学生发生任何不正当关系，严禁任何形式的猥亵、性骚扰等行为。

6.遵守学术规范。严谨治学，力戒浮躁，潜心问道，勇于探索，坚守学术良知，反对学术不端。不得抄袭剽窃、篡改侵吞他人学术成果，或滥用学术资源和学术影响。

7.秉持公平诚信。坚持原则，处事公道，光明磊落，为人正直。不得在考试、绩效考核、评优评奖等工作中徇私舞弊、弄虚作假。

8.坚守廉洁自律。严于律己，清廉从教。不得索要、收受学生及家长财物，不得参加由学生及家长付费的宴请、旅游、娱乐休闲等活动，或利用家长资源谋取私利。

9.积极奉献学校。履职尽责，贡献聪明才智，为学校国际化发展做贡献。不得损害学校名誉，不得擅自利用学校名义或校名、校徽、专利、场所等谋取个人利益。

10.不得有其他违反中国法律法规或教师职业道德的行为。

Moral and Ethical Code of Conduct for Foreign Teachers of Henan University of Engineering

1. Comply with law and social ethics. One shall abide by Chinese laws and regulations, Chinese public order and moralities and the professional ethics of teachers, abide by the principle of separating education from religion. The educational and teaching activities that are implemented shall conform to Chinese educational policies and basic requirements for teaching, and one shall not harm Chinese national sovereignty, security, honor, or public interests.

2. Promote excellent culture. One shall not publish or forward false views or fabricate and disseminate false or undesirable information through classes, forums, lectures, networks and other channels. Any missionary activities or religious promotion in any form is prohibited, and distribution of religious books or related materials among students in the name of teaching is forbidden.

3. Dedicate to teaching and educating students. One shall implement the fundamental task of education, follow the law of education and student growth, conduct teaching activity according to the student's various background, improve teaching skills through self-learning and teaching process. One shall not violate the teaching discipline, perform perfunctory teaching, or engage in unauthorized and paid part-time job that affects the work of education and teaching at HUE.

4. Care for students. One shall be strict and compassionate, teach students with tireless enthusiasm, care for students whole-heartily, be strict with students, and be good role-model and daily life friends to students. One shall not ask students to engage in matters not related to teaching, research and social services.

5. Adhere to the integrity of words and deeds. As a teacher, one shall set as role-models, behave in a civilized and decent manner, and respect oneself.

One shall not have any improper relationship with students. Any form of indecency and sexual harassment is prohibited.

6.Abide by academic norms. One shall be rigorous in academic research, guard against impetuosity, devote ourselves to seeking truth, dare to explore, adhere to academic conscience, and oppose academic misconduct. One shall not plagiarize, tamper with and misappropriate other's academic achievements, or abuse academic resources and academic influence.

7.Uphold fairness and justice. One shall adhere to principles, be fair and honest. One shall not practice favoritism and fraud in examinations, performance appraisal, reward and award evaluations.

8.Adhere to incorruptness and self-discipline. One shall be strict with yourself and honest in teaching. One shall not ask for or accept the property of students and parents, or participate in banquets, trips, entertainment and leisure activities paid for by students and parents, or use parental resources for personal gain.

9.Contribute to HUE development. One shall fulfill their duties, contribute their wisdom and talents, and make contributions to the internationalization of HUE. It is not allowed to damage the reputation of HUE, and it is not allowed to use the name, the logo, the patent and the place of HUE to seek personal interests without authorization.

10.It is not allowed to engage in any acts that violates Chinese laws and regulations or the teachers' professional ethics.

六、中华人民共和国外国人入境出境管理条例

第一章 总则

第一条 为了规范签证的签发和外国人在中国境内停留居留的服务和管理，根据《中华人民共和国出境入境管理法》（以下简称出境入境管理法）制定本条例。

第二条 国家建立外国人入境出境服务和管理工作协调机制，加强外国人入境出境服务和管理工作的统筹、协调与配合。

省、自治区、直辖市人民政府可以根据需要建立外国人入境出境服务和管理工作协调机制，加强信息交流与协调配合，做好本行政区域的外国人入境出境服务和管理工作。

第三条 公安部应当会同国务院有关部门建立外国人入境出境服务和管理信息平台，实现有关信息的共享。

第四条 在签证签发管理和外国人在中国境内停留居留管理工作中，外交部、公安部等国务院部门应当在部门门户网站、受理出境入境证件申请的地点等场所，提供外国人入境出境管理法律法规和其他需要外国人知悉的信息。

第二章 签证的类别和签发

第五条 外交签证、礼遇签证、公务签证的签发范围和签发办法由外交部规定。

第六条 普通签证分为以下类别，并在签证上标明相应的汉语拼音字母：

（一）C字签证，发给执行乘务、航空、航运任务的国际列车乘务员、国际航空器机组人员、国际航行船舶的船员及船员随行家属和从事国际道路运输的汽车驾驶员。

（二）D字签证，发给入境永久居留的人员。

（三）F字签证，发给入境从事交流、访问、考察等活动的人员。

（四）G字签证，发给经中国过境的人员。

（五）J1字签证，发给外国常驻中国新闻机构的外国常驻记者；J2字签证，发给入境进行短期采访报道的外国记者。

(六) L字签证, 发给入境旅游的人员; 以团体形式入境旅游的, 可以签发团体L字签证。

(七) M字签证, 发给入境进行商业贸易活动的人员。

(八) Q1字签证, 发给因家庭团聚申请入境居留的中国公民的家庭成员和具有中国永久居留资格的外国人的家庭成员, 以及因寄养等原因申请入境居留的人员; Q2字签证, 发给申请入境短期探亲的居住在中国境内的中国公民的亲属和具有中国永久居留资格的外国人的亲属。

(九) R字签证, 发给国家需要的外国高层次人才和急需紧缺专门人才。

(十) S1字签证, 发给申请入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满18周岁的子女、配偶的父母, 以及因其他私人事务需要在中国境内居留的人员; S2字签证, 发给申请入境短期探亲的因工作、学习等事由在中国境内停留居留的外国人的家庭成员, 以及因其他私人事务需要在中国境内停留的人员。

(十一) X1字签证, 发给申请在中国境内长期学习的人员; X2字签证, 发给申请在中国境内短期学习的人员。

(十二) Z字签证, 发给申请在中国境内工作的人员。

第七条 外国人申请办理签证, 应当填写申请表, 提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

(一) 申请C字签证, 应当提交外国运输公司出具的担保函件或者中国境内有关单位出具的邀请函件。

(二) 申请D字签证, 应当提交公安部签发的外国人永久居留身份确认表。

(三) 申请F字签证, 应当提交中国境内的邀请方出具的邀请函件。

(四) 申请G字签证, 应当提交前往国家(地区)的已确定日期、座位的联程机(车、船)票。

(五) 申请J1字及J2字签证, 应当按照中国有关外国常驻新闻机构和外国记者采访的规定履行审批手续并提交相应的申请材料。

(六) 申请L字签证, 应当按照要求提交旅行计划行程安排等材料; 以团体形式入境旅游的, 还应当提交旅行社出具的邀请函件。

(七) 申请M字签证, 应当按照要求提交中国境内商业贸易合作方出具的邀请函件。

(八) 申请Q1字签证, 因家庭团聚申请入境居留的, 应当提交居住在中国境内的中国公民、具有永久居留资格的外国人出具的邀请函件和家庭

成员关系证明，因寄养等原因申请入境的，应当提交委托书等证明材料；申请Q2字签证，应当提交居住在中国境内的中国公民、具有永久居留资格的外国人出具的邀请函件等证明材料。

（九）申请R字签证，应当符合中国政府有关主管部门确定的外国高层次人才和急需紧缺专门人才的引进条件和要求，并按照规定提交相应的证明材料。

（十）申请S1字及S2字签证，应当按照要求提交因工作、学习等事由在中国境内停留居留的外国人出具的邀请函件、家庭成员关系证明，或者入境处理私人事务所需的证明材料。

（十一）申请X1字签证应当按照规定提交招收单位出具的录取通知书和主管部门出具的证明材料；申请X2字签证，应当按照规定提交招收单位出具的录取通知书等证明材料。

（十二）申请Z字签证，应当按照规定提交工作许可等证明材料。

签证机关可以根据具体情况要求外国人提交其他申请材料。

第八条 外国人有下列情形之一的，应当按照驻外签证机关要求接受面谈：

- （一）申请入境居留的；
- （二）个人身份信息、入境事由需要进一步核实的；
- （三）曾有不准入境、被限期出境记录的；
- （四）有必要进行面谈的其他情形。

驻外签证机关签发签证需要向中国境内有关部门、单位核实有关信息的，中国境内有关部门、单位应当予以配合。

第九条 签证机关经审查认为符合签发条件的，签发相应类别签证。对入境后需要办理居留证件的，签证机关应当在签证上注明入境后办理居留证件的时限。

第三章 停留居留管理

第十条 外国人持签证入境后，按照国家规定可以变更停留事由、给予入境便利的，或者因使用新护照、持团体签证入境后由于客观原因需要分团停留的，可以向停留地县级以上地方人民政府公安机关出入境管理机构申请换发签证。

第十一条 在中国境内的外国人所持签证遗失、损毁、被盗抢的，应当及时向停留地县级以上地方人民政府公安机关出入境管理机构申请补发签证。

第十二条 外国人申请签证的延期、换发、补发和申请办理停留证件，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

第十三条 外国人申请签证延期、换发、补发和申请办理停留证件符合受理规定的，公安机关出入境管理机构应当出具有效期不超过7日的受理回执，并在受理回执有效期内作出是否签发的决定。

外国人申请签证延期、换发、补发和申请办理停留证件的手续或者材料不符合规定的，公安机关出入境管理机构应当一次性告知申请人需要履行的手续和补正的申请材料。

申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在中国境内合法停留。

第十四条 公安机关出入境管理机构作出的延长签证停留期限决定，仅对本次入境有效，不影响签证的入境次数和入境有效期，并且累计延长的停留期限不得超过原签证注明的停留期限。

签证停留期限延长后，外国人应当按照原签证规定的事由和延长的期限停留。

第十五条 居留证件分为以下种类：

- （一）工作类居留证件，发给在中国境内工作的人员；
- （二）学习类居留证件，发给在中国境内长期学习的人员；
- （三）记者类居留证件，发给外国常驻中国新闻机构的外国常驻记者；
- （四）团聚类居留证件，发给因家庭团聚需要在中国境内居留的中国公民的家庭成员和具有中国永久居留资格的外国人的家庭成员，以及因寄养等原因需要在中国境内居留的人员；
- （五）私人事务类居留证件，发给入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满18周岁的子女、配偶的父母，以及因其他私人事务需要在中国境内居留的人员。

第十六条 外国人申请办理外国人居留证件，应当提交本人护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料，本人到居留地县级以上地方人民政府公安机关出入境管理机构办理相关手续，并留存指纹等人体生物识别信息。

（一）工作类居留证件，应当提交工作许可等证明材料；属于国家需要的外国高层次人才和急需紧缺专门人才的，应当按照规定提交有关证明材料。

（二）学习类居留证件，应当按照规定提交招收单位出具的注明学习

期限的函件等证明材料。

（三）记者类居留证件，应当提交有关主管部门出具的函件和核发的记者证。

（四）团聚类居留证件，因家庭团聚需要在中国境内居留的，应当提交家庭成员关系证明和与申请事由相关的证明材料；因寄养等原因需要在中国境内居留的，应当提交委托书等证明材料。

（五）私人事务类居留证件，长期探亲的，应当按照要求提交亲属关系证明、被探望人的居留证件等证明材料；入境处理私人事务的，应当提交因处理私人事务需要在中国境内居留的相关证明材料。

外国人申请有效期1年以上的居留证件的，应当按照规定提交健康证明。健康证明自开具之日起6个月内有效。

第十七条 外国人申请办理居留证件的延期、换发、补发，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

第十八条 外国人申请居留证件或者申请居留证件的延期、换发、补发符合受理规定的，公安机关出入境管理机构应当出具有效期不超过15日的受理回执，并在受理回执有效期内作出是否签发的决定。

外国人申请居留证件或者申请居留证件的延期、换发、补发的手续或者材料不符合规定的，公安机关出入境管理机构应当一次性告知申请人需要履行的手续和补正的申请材料。

申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在中国境内合法居留。

第十九条 外国人申请签证和居留证件的延期、换发、补发，申请办理停留证件，有下列情形之一的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请：

（一）未满16周岁或者已满60周岁以及因疾病等原因行动不便的；

（二）非首次入境且在中国境内停留居留记录良好的；

（三）邀请单位或者个人对外国人在中国境内期间所需费用提供保证措施的。

外国人申请居留证件，属于国家需要的外国高层次人才和急需紧缺专门人才以及前款第一项规定情形的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请。

第二十条 公安机关出入境管理机构可以通过面谈、电话询问、实地调查等方式核实申请事由的真实性，申请人以及出具邀请函件、证明材料的

单位或者个人应当予以配合。

第二十一条 公安机关出入境管理机构对有下列情形之一的外国人，不予批准签证和居留证件的延期、换发、补发，不予签发停留证件：

- (一) 不能按照规定提供申请材料的；
- (二) 在申请过程中弄虚作假的；
- (三) 违反中国有关法律、行政法规规定，不适合在中国境内停留居留的；
- (四) 不宜批准签证和居留证件的延期、换发、补发或者签发停留证件的其他情形。

第二十二条 持学习类居留证件的外国人需要在校外勤工助学或者实习的，应当经所在学校同意后，向公安机关出入境管理机构申请居留证件加注勤工助学或者实习地点、期限等信息。

持学习类居留证件的外国人所持居留证件未加注前款规定信息的，不得在校外勤工助学或者实习。

第二十三条 在中国境内的外国人因证件遗失、损毁、被盗抢等原因未持有效护照或者国际旅行证件，无法在本国驻中国有关机构补办的，可以向停留居留地县级以上地方人民政府公安机关出入境管理机构申请办理出境手续。

第二十四条 所持出境入境证件注明停留区域的外国人、出入境边防检查机关批准临时入境且限定停留区域的外国人，应当在限定的区域内停留。

第二十五条 外国人在中国境内有下列情形之一的，属于非法居留：

- (一) 超过签证、停留居留证件规定的停留居留期限停留居留的；
- (二) 免办签证入境的外国人超过免签期限停留且未办理停留居留证件的；
- (三) 外国人超出限定的停留居留区域活动的；
- (四) 其他非法居留的情形。

第二十六条 聘用外国人工作或者招收外国留学生的单位，发现有下列情形之一的，应当及时向所在地县级以上地方人民政府公安机关出入境管理机构报告：

- (一) 聘用的外国人离职或者变更工作地域的；
- (二) 招收的外国留学生毕业、结业、肄业、退学，离开原招收单位的；
- (三) 聘用的外国人、招收的外国留学生违反出境入境管理规定的；
- (四) 聘用的外国人、招收的外国留学生出现死亡、失踪等情形的。

第二十七条 金融、教育、医疗、电信等单位在办理业务时需要核实外国人身份信息的，可以向公安机关出入境管理机构申请核实。

第二十八条 外国人因外交、公务事由在中国境内停留居留证件的签发管理，按照外交部的规定执行。

第四章 调查和遣返

第二十九条 公安机关根据实际需要可以设置遣返场所。

依照出境入境管理法第六十条的规定对外国人实施拘留审查的，应当在24小时内将被拘留审查的外国人送到拘留所或者遣返场所。

由于天气、当事人健康状况等原因无法立即执行遣送出境、驱逐出境的，应当凭相关法律文书将外国人羁押在拘留所或者遣返场所。

第三十条 依照出境入境管理法第六十一条的规定，对外国人限制活动范围的，应当出具限制活动范围决定书。被限制活动范围的外国人，应当在指定的时间到公安机关报到；未经决定机关批准，不得变更生活居所或者离开限定的区域。

第三十一条 依照出境入境管理法第六十二条的规定，对外国人实施遣送出境的，作出遣送出境决定的机关应当依法确定被遣送出境的外国人不准入境的具体期限。

第三十二条 外国人被遣送出境所需的费用由本人承担。本人无力承担的，属于非法就业的，由非法聘用的单位、个人承担；属于其他情形的，由对外国人在中国境内停留居留提供保证措施的单位或者个人承担。

遣送外国人出境，由县级以上地方人民政府公安机关或者出入境边防检查机关实施。

第三十三条 外国人被决定限期出境的，作出决定的机关应当在注销或者收缴其原出境入境证件后，为其补办停留手续并限定出境的期限。限定出境期限最长不得超过15日。

第三十四条 外国人有下列情形之一的，其所持签证、停留居留证件由签发机关宣布作废：

- （一）签证、停留居留证件损毁、遗失、被盗抢的；
- （二）被决定限期出境、遣送出境、驱逐出境，其所持签证、停留居留证件未被收缴或者注销的；
- （三）原居留事由变更，未在规定期限内向公安机关出入境管理机构申报，经公安机关公告后仍未申报的；
- （四）有出境入境管理法第二十一条、第三十一条规定的不予签发签

证、居留证件情形的。

签发机关对签证、停留居留证件依法宣布作废的，可以当场宣布作废或者公告宣布作废。

第三十五条 外国人所持签证、停留居留证件有下列情形之一的，由公安机关注销或者收缴：

- （一）被签发机关宣布作废或者被他人冒用的；
 - （二）通过伪造、变造、骗取或者其他方式非法获取的；
 - （三）持有人被决定限期出境、遣送出境、驱逐出境的。
- 作出注销或者收缴决定的机关应当及时通知签发机关。

第五章 附则

第三十六条 本条例下列用语的含义：

（一）签证的入境次数，是指持证人在签证入境有效期内可以入境的次数。

（二）签证的入境有效期，是指持证人所持签证入境的有效时间范围。非经签发机关注明，签证自签发之日起生效，于有效期满当日北京时间24时失效。

（三）签证的停留期限，是指持证人每次入境后被准许停留的时限，自入境次日开始计算。

（四）短期，是指在中国境内停留不超过180日（含180日）。

（五）长期、常驻，是指在中国境内居留超过180日。

本条例规定的公安机关出入境管理机构审批期限和受理回执有效期以工作日计算，不含法定节假日。

第三十七条 经外交部批准，驻外签证机关可以委托当地有关机构承办外国人签证申请的接件、录入、咨询等服务性事务。

第三十八条 签证的式样由外交部会同公安部规定。停留居留证件的式样由公安部规定。

第三十九条 本条例自2013年9月1日起施行。1986年12月3日国务院批准，1986年12月27日公安部、外交部公布，1994年7月13日、2010年4月24日国务院修订的《中华人民共和国外国人入境出境管理法实施细则》同时废止。

Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners

Chapter 1 General Provisions

Article 1 These Regulations are formulated in accordance with the Exit and Entry Administration Law of the People's Republic of China (hereinafter referred to as the Exit and Entry Administration Law), for the purpose of regulating the issuance of visas and provision of services to, and administration of affairs of, foreigners who stay or reside within the territory of China.

Article 2 The State establishes a mechanism for coordinating the services and administration in respect of the entry and exit of foreigners, in order to improve the overall arrangement, coordination and cooperation in this field.

The people's governments of provinces, autonomous regions, and municipalities directly under the Central Government may, where necessary, establish mechanisms for coordinating the services and administration in respect of the entry and exit of foreigners, in order to increase exchange of information and facilitate coordination and cooperation, and provide services and administration within their respective administrative regions.

Article 3 The Ministry of Public Security shall, in conjunction with the relevant departments of the State Council, establish a platform of information concerning the services and administration in respect of the entry and exit of foreigners in order to share information in this field.

Article 4 In issuing visas and in administering the stay and residence of foreigners within the territory of China, the Ministry of Foreign Affairs, the Ministry of Public Security and other departments of the State Council shall, on their portals and websites and at the places where exit or entry applications are accepted, make available the laws and regulations on the administration of the entry and exit of foreigners and other information that foreigners need to know.

Chapter 2 Categories and Issuance of Visas

Article 5 The scope and measures for issuance of diplomatic, courtesy and official visas shall be specified by the Ministry of Foreign Affairs.

Article 6 Ordinary visas are divided into the following categories and shall be marked with corresponding letters in the Chinese phonetic alphabet:

(1) The C visa is issued to crewmembers performing duties on board an international train, aircraft or vessel, and the accompanying family members of vessel crewmembers, and vehicle drivers engaged in international transportation services;

(2) The D visa is issued to persons who come to China for permanent residence;

(3) The F visa is issued to persons who come to China for exchanges, visits, study tours or other relevant activities;

(4) The G visa is issued to persons who transit through China;

(5) The J1 visa is issued to resident foreign journalists of permanent offices of foreign news agencies in China; the J2 visa is for foreign journalists who come to China for short-term news coverage;

(6) The L visa is issued to persons who come to China for travel; persons who come to China for group travel can be issued Group L visas;

(7) The M visa is issued to persons who come to China for commercial trade activities;

(8) The Q1 visa is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who apply for residence in China for family reunion, as well as for persons who apply for residence in China for fosterage or other purposes; the Q2 visa is for relatives of Chinese citizens living in China, or relatives of foreigners with permanent residence status in China, who apply for a short-term visit;

(9) The R visa is issued to foreigners of high talent who are needed, or specialists who are urgently needed, by the State;

(10) The S1 visa is issued to the spouses, parents, children under the age of 18 or parents-in-law of foreigners residing in China for work, study or other purposes who apply for a long-term visit to China, as well as for persons who need to reside in China for other personal matters; the S2 visa is for family members of foreigners staying or residing in China for work, study or other

purposes who apply for a short-term visit to China, as well as for persons who need to stay in China for other personal matters;

(11) The X1 visa is issued to persons who apply for long-term study in China; the X2 visa is for persons who apply for short-term study in China; and

(12) The Z visa is issued to persons who apply for work in China.

Article 7 A foreigner applying for a visa shall fill out the application form, and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

(1) To apply for the C visa, the applicant shall submit the letter of guarantee provided by a foreign transportation company or the letter of invitation provided by the entity concerned in China;

(2) To apply for the D visa, the applicant shall submit the form issued by the Ministry of Public Security confirming his or her permanent residence status;

(3) To apply for the F visa, the applicant shall submit the invitation letter provided by the inviting party in China;

(4) To apply for the G visa, the applicant shall submit a through ticket (air, road, rail or sea) to another country or region with the date and seat number on it;

(5) To apply for the J1 or J2 visa, the applicant shall go through the formalities of examination and approval in accordance with the Chinese provisions on news coverage by permanent offices of foreign news agencies in China and by foreign journalists, and submit the relevant application material;

(6) To apply for the L visa, the applicant shall, as required, submit travel plans and itinerary and other material; in the case of a group tour, the applicant shall also submit the letter of invitation provided by the travel agency;

(7) To apply for the M visa, the applicant shall, as required, submit the letter of invitation provided by the commercial or trade partner in China;

(8) To apply for the Q1 visa, in the case of applying for residence in China for family reunion, the applicant shall submit the invitation letter provided by the Chinese citizen living in China or by the foreigner with permanent residence status in China and proof of family relationship; and in the case of applying for entry for fosterage or other purposes, the applicant shall submit such certification documents as a power of attorney; to apply for the Q2 visa, the applicant shall submit such certification documents as the letter of invitation provided by the Chinese citizen living in China or by the foreigner with

permanent residence status in China;

(9) To apply for the R visa, the applicant shall meet the qualifications and requirements set by the competent authorities of the Chinese government for inviting persons of high talent or urgently needed specialists, and the applicant shall, in accordance with relevant provisions, submit the relevant certification documents;

(10) To apply for the S1 or S2 visa, the applicant shall, as required, submit the invitation letter provided by the foreigner staying or residing in China for work, study or other purposes and proof of family relationship, or the certification documents required for dealing with personal matters in China;

(11) To apply for the X1 visa, the applicant shall, in accordance with relevant provisions, submit the admission notice issued by the admission institution and the certification documents provided by the competent authority; to apply for the X2 visa, the applicant shall, in accordance with relevant provisions, submit such certification documents as the admission notice issued by the admission institution; and

(12) To apply for the Z visa, the applicant shall, in accordance with relevant provisions, submit the work permit and other certification documents.

The visa authority may, in light of specific cases, require a foreigner to submit additional application material.

Article 8 In one of the following circumstances, a foreigner shall be interviewed as required by the visa authority abroad:

- (1) The applicant applies for entry into China for residence;
- (2) Information about the applicant's personal identity or his or her purpose of entry requires further verification;
- (3) The applicant has a record of being denied entry into China or ordered to exit China within the prescribed time limit; or
- (4) Other circumstances where an interview is necessary.

Where the visa authority abroad requires relevant departments or entities in China to help with the verification of relevant information, the latter shall cooperate.

Article 9 Where the visa authority, upon examination, deems the applicant to be eligible for being issued a visa, it shall issue to the applicant the appropriate category of visa. Where the applicant needs to obtain a residence permit after entry, the visa authority shall specify on the visa the time limit for

applying for such permit after entry.

Chapter 3 Administration of Stay and Residence

Article 10 Where, after entry with a visa, a foreigner changes his or her purpose of stay or is granted entry conveniences in accordance with relevant provisions of the State, or where a foreigner starts using a new passport or needs to stay separately from his or her tour group after entering China with a group visa due to objective reasons, the applicant may apply to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay for a change of visa.

Article 11 Where the visa of a foreigner in China is lost, damaged, destroyed, stolen or robbed, the applicant shall, in a timely manner, apply to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay for reissuance of the visa.

Article 12 To apply for extension, change or reissuance of a visa, or for a stay permit, a foreigner shall fill out an application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

Article 13 Where a foreigner's application for extension, change or reissuance of a visa, or for a stay permit, meets the acceptance provisions, the exit and entry administration authority of the public security organ shall issue a receipt of acceptance valid for a period of time not exceeding 7 days, and make a decision on whether to issue the visa within the validity period of the receipt of acceptance.

Where the procedures followed or material submitted by a foreigner for extension, change, or reissuance of a visa or for issuance of a stay permit does not conform to relevant provisions, the exit and entry administration authority of the public security organ shall, in a one-off manner, notify the applicant of the procedure(s) to be followed and the material to be supplemented and corrected.

During the period of time when the applicant's passport or other international travel documents are retained for processing his or her application for a visa or permit, the applicant may stay in China legally on the strength of the

receipt of acceptance.

Article 14 The decision made by the exit and entry administration authority of the public security organ to extend the duration of stay specified in a visa is only valid for the current entry and does not affect the number of entries or the validity period of the entry specified in the visa. However, the total period of extension shall not exceed the original duration of stay specified in the visa.

When the duration of stay specified in the visa is extended, a foreigner shall adhere to the purpose specified in the original visa and stay within the extended duration of stay.

Article 15 Residence permits are divided into the following types:

- (1) The residence permit for work is issued to persons who work in China;
- (2) The residence permit for study is issued to persons who pursue long-term studies in China;
- (3) The residence permit for journalists is issued to resident foreign journalists of permanent offices of foreign news agencies in China;
- (4) The residence permit for reunion is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who need to reside in China for family reunion, and to persons who need to reside in China for fosterage or other purposes; and
- (5) The residence permit for personal matters is issued to spouses, parents, children under the age of 18 or parents-in-law of foreigners residing in China for work, study or other purposes, who apply for long-term visit to China, as well as for persons who need to reside in China for other personal matters.

Article 16 A foreigner applying for a residence permit shall submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application, go through the relevant formalities in person with the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the proposed places of his or her residence, and provide biometric identification information such as fingerprints thereto.

- (1) To apply for a residence permit for work, the applicant shall submit such certification documents as a work permit; in the case of a person of high talent who is needed or, a specialist who is urgently needed, by the State, the applicant shall submit relevant certification documents in accordance with relevant provisions;

- (2) To apply for a residence permit for study, the applicant shall, in accordance with relevant provisions, submit such certification documents as a letter indicating the duration of study provided by the admission institution;
- (3) To apply for a residence permit for journalists, the applicant shall submit the letter provided and the Press Card issued by the competent department;
- (4) To apply for a residence permit for reunion, the applicant shall submit proof of family relationship and certification documents relating to the purpose of application; if the applicant needs to reside in China for fosterage or other purposes, he or she shall submit such certification documents as a power of attorney; and
- (5) To apply for a residence permit for personal matters, in the case of a long-term visit, the applicant shall, as required, submit such certification documents as proof of kinship and the residence permit of the foreigner to be visited; to apply for entry to deal with personal matters, the applicant shall submit the documents certifying the need to reside in China.

When applying for a residence permit valid for more than 1 year, a foreigner shall, in accordance with relevant provisions, submit his or her health certificate. A health certificate is valid for six months beginning from the date of issue.

Article 17 To apply for extension, change or reissuance of a residence permit, a foreigner shall fill out an application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

Article 18 Where a foreigner's application for a residence permit or for extension, change or reissuance of a residence permit meets the acceptance provisions, the exit and entry administration authority of the public security organ shall issue a receipt of acceptance valid for a period not exceeding 15 days, and make a decision on whether to issue the visa within the validity period of the receipt of acceptance.

Where the procedures followed or material submitted by a foreigner for a residence permit or for extension, change or reissuance of a residence permit does not conform to relevant provisions, the exit/entry administration authority of the public security organ shall, in a one-off manner, notify the applicant of the procedure(s) to be followed and the material to be supplemented and corrected.

During the period of time when the applicant's passport or other international travel documents are retained for processing his or her application for a residence permit, the applicant may reside in China legally on the strength of the receipt of acceptance.

Article 19 In one of the following circumstances, the inviting entity or individual, the relative of the applicant or the specialized service agency concerned may apply for extension, change or reissuance of a visa or residence permit, or apply for a stay permit on behalf of the applicant:

- (1) The applicant is under the age of 16 or over the age of 60 or it would unduly inconvenience the applicant due to illness or other reasons;
- (2) The applicant's current entry is not his or her first entry into China and the applicant has a good record of stay or residence in China; or
- (3) The inviting entity or individual has guaranteed to cover the necessary expenses of the applicant incurred in China.

If the applicant is a person of high talent who is needed, or a specialist who is urgently needed, by the State, or is in the circumstance prescribed by subparagraph (1) of the preceding paragraph, the inviting entity or individual, the relative of the applicant or the specialized service agency concerned may apply for a residence permit on his or her behalf.

Article 20 The exit and entry administration authority of the public security organ may verify the purpose of application through such means as interview, telephone inquiry and on-the-spot investigation, and the applicant as well as the entity or individual that has provided the letter of invitation or certification documents shall cooperate.

Article 21 In one of the following circumstances, the exit and entry administration authority of the public security organ shall not approve the application for extension, change or reissuance of a visa or residence permit, or the application for a stay permit, submitted by a foreigner:

- (1) The applicant fails to provide material supporting his or her application in accordance with relevant provisions;
- (2) The applicant has knowingly falsified information in the application process;
- (3) The applicant is not eligible for staying or residing in China due to violation of relevant Chinese laws or administrative regulations; or
- (4) Other circumstances where it is not appropriate to approve the applicant's

application for extension, change or reissuance of a visa or residence permit, or for issuance of a stay permit.

Article 22 Where a foreigner holding a residence permit for study intends to engage in off-campus work-study or internship, he or she shall, upon the approval of the school, apply to the exit and entry administration authority of the public security organ to have such information as the location and duration of the work-study program or internship placement specified in his or her residence permit.

A foreigner holding a residence permit for study shall not engage in any off-campus work-study or internship unless the information prescribed in the preceding paragraph is specified in his or her residence permit.

Article 23 A foreigner who does not hold a valid passport or other international travel documents due to loss, damage, destruction, theft, robbery or other reasons and cannot get the said passport or documents reissued by the relevant institution of his own country stationed in China may apply for exit formalities to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay or residence.

Article 24 A foreigner whose area of stay is specified in his exit and entry documents or a foreigner who is approved temporary entry into China with restrictions on area of stay by the exit and entry border inspection authority shall stay in the specified or restricted area.

Article 25 In one of the following circumstances, a foreigner shall be deemed to be residing in China illegally:

- (1) The applicant's stay or residence exceeds the duration specified in his or her visa, stay permit or residence permit;
- (2) The applicant overstays the visa-free period and fails to obtain a stay permit or residence permit;
- (3) The activities of the applicant go beyond the restricted area of stay or residence; or
- (4) Other circumstances where foreigners reside illegally.

Article 26 Upon discovery of one of the following circumstances, the entity that employs a foreigner or admits a foreign student shall, in a timely manner, report to the exit and entry administration authority of the public security organ of the local people's government at or above the county level:

- (1) A foreigner employed resigns or changes employment location;
- (2) A foreign student admitted has graduated, completed his or her course(s) or study, has quit school, or has left the school ungraduated;
- (3) A foreigner employed or a foreign student admitted violates the provisions on administration of exit and entry; or
- (4) A foreigner employed or a foreign student admitted dies, disappears or other serious circumstances arise.

Article 27 Where necessary, finance, education, medical, telecommunications or other entities may, for business purposes, apply to the exit and entry administration authority of the public security organ for verifying the information of a foreigner's identity.

Article 28 The stay or residence permits for foreigners who need to stay or reside in China for diplomatic or official purposes shall be issued and administered in accordance with the provisions of the Ministry of Foreign Affairs.

Chapter 4 Investigation and Repatriation

Article 29 Public security organs may establish places for repatriation in light of actual needs.

A foreigner who is to be detained for investigation in accordance with the provisions of Article 60 of the Exit and Entry Administration Law shall be sent to a detention house or a place of repatriation within 24 hours of his or her detention.

Where, a foreigner cannot be repatriated or deported immediately due to weather, his or her health or other reasons, he or she shall be detained in a detention house or a place of repatriation with relevant legal instruments.

Article 30 Where a foreigner's scope of activities is to be restricted in accordance with the provisions of Article 61 of the Exit and Entry Administration Law, a written decision on such restriction(s) shall be issued. The foreigner subject to the restriction(s) shall report to the public security organ at the designated time and, without approval of the decision-making organ, he or she shall not change his living residence or leave the restricted area.

Article 31 Where a foreigner is to be repatriated in accordance with the provisions of Article 62 of the Exit and Entry Administration Law, the organ

that makes the decision on his or her repatriation shall, in accordance with law, decide on the specific duration of time in which the said foreigner shall not be allowed to enter China.

Article 32 A foreigner who is subject to repatriation shall bear the related expenses. If he or she is not able to do so, the entity or individual that employed him or her shall bear the expenses in the case of illegal employment; in other circumstances, the entity or individual that has guaranteed to cover the expenses of the foreigner during his or her stay or residence in China shall bear the expenses.

Repatriation of foreigners shall be carried out by the public security organs of the local people's governments at or above the county level or the exit and entry border inspection authorities.

Article 33 Where it is decided that a foreigner will exit China within a certain time limit, the decision-making authority shall, after cancelling or confiscating his or her original exit and entry documents, go through the formalities for his or her stay in China and set the time limit for his or her exit. The time limit shall not exceed 15 days.

Article 34 In one of the following circumstances, the visa, stay permit or residence permit held by a foreigner shall be declared null and void by the issuing authority:

- (1) His or her visa, stay permit or residence permit is lost, damaged, destroyed, stolen or robbed;
- (2) The time limit for his or her exit, repatriation or deportation from China has been decided, and his or her visa, stay permit or residence permit has not been confiscated or cancelled;
- (3) The original purpose of residence has been changed, but he or she fails to report to the exit and entry administration authority of the public security organ within the prescribed time limit and fails to do so even after the said organ has given a public notice thereon; or
- (4) Circumstances in which a visa or residence permit shall not be issued as prescribed by the provisions of Article 21 or Article 31 of the Exit and Entry Administration Law.

Where the issuing authority is to declare a visa, stay permit or residence permit null and void in accordance with law, it may do so on the spot or through a public notice.

Article 35 In one of the following circumstances, the visa, stay permit or residence permit held by a foreigner shall be cancelled or confiscated by a public security organ:

- (1) The issuing authority declares it null and void, or it is being used fraudulently by someone else;
- (2) It is forged, altered, or obtained by fraud or other illegal means; or
- (3) The holder has been decided on a time for exit, repatriation or deportation from China.

The authority that makes a decision on cancellation or confiscation of a visa, stay permit or residence permit shall, in a timely manner, notify the issuing authority.

Chapter 5 Supplementary Provisions

Article 36 Meaning of terms in these Regulations:

- (1) The number of entries specified in the visa means the number of times that the visa holder may enter China within the validity period of the entry specified in the visa;
- (2) The validity period of the entry specified in the visa means the valid period of time during which the visa holder may enter China. Unless otherwise specified by the issuing authority, a visa is valid from the date of issuance until Beijing time 24:00 on the expiring day;
- (3) The duration of stay specified in the visa means the period of time during which the visa holder is allowed to stay in China after each entry. It begins from the next day of entry;
- (4) Short-term means staying in China for a period not exceeding 180 days (including 180 days); and
- (5) Long-term or resident means residing in China for a period exceeding 180 days.

The period of time for examination and approval or the validity period of the receipt of acceptance of the exit and entry administration authority of the public security organ in these Regulations is calculated in terms of working days, excluding legal holidays.

Article 37 With the approval of the Ministry of Foreign Affairs, the visa authorities abroad may entrust local institutions with services, such as receiving of visa application material, data input and consultancy.

Article 38 The format of visas shall be prescribed by the Ministry of Foreign Affairs in conjunction with the Ministry of Public Security. The formats of stay permits and residence permits shall be prescribed by the Ministry of Public Security.

Article 39 These Regulations shall be effective as of September 1, 2013. The Rules on the Implementation of the Law of the People's Republic of China on the Entry and Exit of Aliens, approved by the State Council on December 3, 1986, promulgated by the Ministry of Public Security and the Ministry of Foreign Affairs on December 27, 1986, and revised by the State Council respectively on July 13, 1994 and April 24, 2010, shall be repealed simultaneously.



七、中华人民共和国境内外国人 宗教活动管理规定

第一条 为了保障中华人民共和国境内外国人的宗教信仰自由，维护社会公共利益，根据宪法，制定本规定。

第二条 中华人民共和国尊重在中国境内的外国人的宗教信仰自由，保护外国人在宗教方面同中国宗教界进行的友好往来和文化学术交流活动。

第三条 外国人可以在中国境内的寺院、宫观、清真寺、教堂等宗教活动场所参加宗教活动。经省、自治区、直辖市以上宗教团体的邀请，外国人可以在中国宗教活动场所讲经、讲道。

第四条 外国人可以在县级以上人民政府宗教事务部门认可的场所举行外国人参加的宗教活动。

第五条 外国人在中国境内，可以邀请中国宗教教职人员为其举行洗礼、婚礼、葬礼和道场法会等宗教仪式。

第六条 外国人进入中国国境，可以携带本人自用的宗教印刷品、宗教音像制品和其他宗教用品；携带超出本人自用的宗教印刷品、宗教音像制品和其他宗教用品入境，按照中国海关的有关规定办理。

禁止携带有危害中国社会公共利益内容的宗教印刷品和宗教音像制品入境。

第七条 外国人在中国境内招收为培养宗教教职人员的留学人员或者到中国宗教院校留学和讲学，按照中国的有关规定办理。

第八条 外国人在中国境内进行宗教活动，应当遵守中国的法律、法规，不得在中国境内成立宗教组织、设立宗教办事机构、设立宗教活动场所或者开办宗教院校，不得在中国公民中发展教徒、委任宗教教职人员和进行其他传教活动。

第九条 外国人违反本规定进行宗教活动的，县级以上人民政府宗教事务部门和其他有关部门应当予以劝阻、制止；构成违反外国人入境出境管理行为或者治安管理行为的，由公安机关依法进行处罚；构成犯罪的，由司法机关依法追究刑事责任。

第十条 外国组织在中华人民共和国境内的宗教活动适用本规定。

第十一条 侨居国外的中国公民在中国境内，台湾居民在大陆，香港、

澳门居民在内地进行宗教活动，参照本规定执行。

第十二条 本规定由国务院宗教事务部门负责解释。

第十三条 本规定自发布之日起施行。



Regulations on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China

Article1 These provisions are formulated in accordance with the constitution in order to ensure the freedom of religious belief of aliens within the territory of the People's Republic of China and to maintain the public interests of the society.

Article2 The People's Republic of China respects the freedom of religious belief of aliens within Chinese territory and protects friendly contacts and cultural and academic exchanges of aliens with Chinese religious circles in respect of religion.

Article3 Aliens may participate in religious activities at Buddhist monasteries, Taoist temples, mosques, churches and other sites for religious activities within Chinese territory. Aliens may preach and expound the scripture at Chinese sites for religious activities at the invitation of Chinese religious bodies at or above the level of province, autonomous region and municipality directly under the central government.

Article4 Aliens may hold religious activities attended by aliens at the sites for religious activities approved by the department of religious affairs of the people's government at or above the county level.

Article5 Aliens within Chinese territory may invite Chinese religious personnel to conduct such religious ceremonies as baptism, weddings, funerals, Taoist and Buddhist rites.

Article6 Aliens entering Chinese territory may carry religious printed matter, religious audio-visual products and other religious articles for personal use; if the amount of such religious printed matters, religious audio-visual products and other religious articles is greater than for personal use, it shall be dealt with in accordance with the provisions of the Chinese customs.

Religious printed matter or religious audio-visual products whose contents are

detrimental to the public interests of Chinese society are forbidden to bring into Chinese territory.

Article7 Aliens within Chinese territory shall recruit the persons to study abroad to be trained as religious personnel, or come to study or teach at Chinese religious institutions in accordance with the relevant provisions of China.

Article8 Aliens who conduct religious activities within Chinese territory shall abide by Chinese laws and regulations, shall not establish religious organizations, set up religious offices, sites for religious activities or run religious institutions within Chinese territory, not may they develop followers, appoint religious personnel or engage in other missionary activities.

Article9 Where aliens conduct religious activities that violate these provisions, the departments of religious affairs and other related departments of the people's government at or above the county level shall dissuade or stop them; where those activities violate the control of the entry and exit of aliens or administration of public security, the public security organs shall punish them in accordance with the law; where a crime is constituted, they shall be investigated for their criminal responsibility by the judicial organs.

Article10 These provisions are applicable to religious activities of foreign bodies within Chinese territory.

Article11 Chinese citizens residing abroad within Chinese territory, Taiwan residents on the mainland, the residents of Hong Kong and Macao in the inland shall conduct religious activities with reference to these provisions.

Article12 The department of religious affairs of the state council shall be responsible for the interpretation of these provisions.

Article13 These provisions shall enter into force as of the date of promulgation.

2025年3月
MARCH 2025



了解更多请登录学校网址 > <http://www.haue.edu.cn>

学校地址 University address

河南省郑州市新郑龙湖祥河路1号
Address: No.1, Xianghe Road, Xinzheng Longhu,
Zhengzhou City, Henan Province

学校电话 (国际合作交流处) Office phone number (Foreign Affairs Office)

+86-0371-62508906
+86-0371-62508970

电子邮件 Email

fao2@haue.edu.cn