Regulations on Student Discipline of

Shanghai Jiao Tong University

**Chapter I General Regulations**

**Article 1 Purpose and Basis of Formulation**

In order to standardize the identification and treatment of students' discipline violation acts, uphold a good study atmosphere, and maintain the normal order of school running, these Regulations are formulated in accordance with the *Provisions on the Administration of Students in Regular Institutions of Higher Education* issued by the Ministry of Education and relevant laws and regulations, and in combination with the actual situation of our school.

**Article 2 Scope of Application**

These regulations apply to all students in SJTU. UM-SJTU Joint Institute and the School of Continuing Education may, considering the special agreement between SJTU and the relevant partners or the special circumstances of those colleges, formulate specific rules applicable to the students in those colleges according to these regulations, and report them to the Office of Student Affairs and the Legal Affairs Office for filing and review before implementation.

For exchange students from universities and academic institutions at home and abroad, if they violate disciplines during the exchange period, they shall be dealt with according to these regulations.

For students who are enrolled in our school but exchanged in universities and academic institutions at home and abroad, if they violate discipline during the exchange, they shall be dealt with according to these regulations. If the exchange school where they are located has dealt with it, our school will recognize it and put it in the student file.

**Article 3 Definition**

Discipline-breaching acts as mentioned in these Regulations include those that violate laws, regulations, rules, school rules and regulations, and social or academic ethics that students should abide by.

**Article 4 Principles**

For students who violate disciplines, the school should criticize and educate them, and take disciplinary actions according to the seriousness of the circumstance.

Disciplinary action against students should have due process, sufficient evidence, clear basis, accurate characterization and appropriate punishment. Without sufficient evidence or basis, students shall not be given disciplinary actions.

Disciplinary actions given to students should be commensurate with the situation and consequences of students' discipline-breaching acts.

Students' discipline-breaching acts should be dealt with principles of justice, fairness and the combination of education and punishment.

Students have the right to make statements, pleadings and appeals in accordance with the prescribed procedures for the identification and handling of discipline-breaching acts.

**Article 5 Cancellation of Punishment**

Disciplinary actions are irrevocable except when the complaint receiving institution confirms that there are errors, obvious improprieties or other circumstances that entitle the punishments to be revoked.

**Article 6 Termination of Punishments**

Except for the punishment of Expulsion from school, depending on the seriousness of the situation, the punishment given to students is set to an observation period of six to ten months (only applicable to punishments smaller than demerits recording) or a trial period of twelve months (applicable to the punishment of a Probation), which will be lifted after the expiration date prescribed by the school. After the punishment is lifted, students’ honor, prizes and other rights and interests will no longer be affected by the original punishment.

**Chapter II Types and Application of Punishments**

**Article 7 Types of Punishments**

Types of disciplinary punishments, ranging from minor to serious, are as follows:

(1) Warning;

(2) Serious Warning;

(3) Demerit Recording;

(4) Probation;

(5) Expulsion from school.

**Article 8 Observation period of disciplinary punishments**

Except for Expulsion and Probation, different observation periods are set according to the type of disciplinary punishments:

For the punishment of a Warning, a six-month observation period will be set from the date of the punishment; for the punishment of a Serious Warning, an observation period of eight months is set from the date of the punishment; for the punishment of a Demerit Recording, a ten-month observation period is set from the date of the punishment.

According to different situations, students who have received disciplinary punishments, whose observation period has ended or who are in the observation period will be dealt with as follows:

(1) If there are no discipline-breaching acts during the observation period, the student shall apply for the punishment to be terminated, the college (department) shall put forward the proposal of termination, and the Office of Student Affairs shall decide on termination.

(2) If there is any violation of discipline during the observation period, disciplinary action shall be taken according to the regulations, and the observation period of the original violation shall not be combined with the observation period of the new violation. At the expiration date of the punishment, the student shall apply for the punishment to be terminated, the college (department) shall put forward the proposal of termination, and the Office of Student Affairs shall decide on termination;

(3) Under any of the following circumstances, students can apply for early termination of the punishments:

Those who need to graduate and leave school before the observation period expires and perform well during the observation period;

Those who have made outstanding progress or performed significant meritorious service during the period of observation, and at the same time half of the period of observation has passed;

Those who meet the requirements shall apply for the punishment to be terminated, the college (department) shall put forward the proposal of termination, and the Office of Student Affairs shall decide on termination.

(4) If the student's progress or meritorious service is found to be fraudulent after the disciplinary punishment is terminated ahead of time due to outstanding progress or significant meritorious service, the college (department) shall propose, the Office of Student Affairs shall make a handling opinion and report it to the school board of directors for approval to revoke the decision of early termination of disciplinary punishments. From the date of revocation of the punishment decision, the unexecuted part of the observation period of the original punishment decision will continue to be executed, and it will be terminated at the expiration date.

**Article 9 Probation**

The school inspects the students who are placed on Probation during the trial period, and the college (department) where the students are located is responsible for the inspection. The inspection period of Probation punishment starts from the date determined by the punishment decision, and the period is generally twelve months. If the student suspends school for some reason during the Probation period, the suspension time will not be included in the inspection period. After the end of the inspection period, the student shall apply for the punishment to be terminated, the college (department) shall put forward the proposal of termination, and the Office of Student Affairs shall decide on termination.

According to different situations, students who are subject to the punishment of Probation will be dealt with as follows:

(1) If no behavior should be disciplined again during the inspection period, the student shall apply for the inspection to be terminated, the college (department) shall put forward the proposal of termination, and the Office of Student Affairs shall give a handling opinion, and the relevant departments will sign it and report it to the school board of directors for approval so that the inspection can be terminated and the punishment can be lifted on schedule;

(2) If there is any violation of discipline during the inspection period, which, according to the regulations, should be given punishments, the college (department) shall put forward the proposal, and the Office of Student Affairs shall give a handling opinion, and after the relevant departments countersign the opinion, it should be submitted to the special meeting authorized by the principal for study and decision, and the student will be expelled from school;

(3) Under any of the following circumstances, the student may apply for the termination of punishment in advance:

Those who need to graduate and leave school before the expiration of the inspection period and have performed well during the period;

Those who have made outstanding progress or performed significant meritorious service and have completed six months of inspection;

Those who meet the requirements shall apply for termination, the college (department) shall put forward the proposal, the Office of Student Affairs shall give a handling opinion, and the relevant departments shall countersign it and report it to pertinent school leaders for approval so that the inspection can be terminated and the punishment can be lifted in advance;

(4) After the expiration of the inspection period, if it is found that the students punished have committed discipline-breaching acts during the test period, the college (department) shall make proposals, and the Office of Student Affairs shall make a handling opinion. After the relevant departments countersign it, it will be submitted to the special meeting authorized by the principal for study and decision, and the decision of lifting the punishment will be revoked and the student involved shall be expelled from school; after terminating the inspection and lifting the punishment ahead of time, if it is found that the student concerned conceals his discipline-breaching acts during the inspection, or if the progress or meritorious performance of the student concerned is fraudulent, the college (department) will make proposals, and the Office of Student Affairs will make a handling opinion. After the relevant departments countersign it, it will be submitted to a special meeting authorized by the principal for study and decision, and the student concerned will be expelled from school.

**Article 10 Expulsion from School**

A student who has been expelled from school shall go through the formalities of leaving school within 30 days from the date of receiving the decision of school punishment or the decision of complaint handling to maintain the original decision. If s/he has not left school within the time limit, the Office of Student Affairs of the student’s college (department) shall be responsible for handling the relevant formalities, and the Office of Campus Safety will, together with the student’s college (department), order him/her to leave school within the time limit. When leaving school, the school will issue a realistic study certificate. The student’s archives shall be returned to their home by the school, the registered residence shall be returned to the original place or the registered place of the student’s home in accordance with the relevant regulations of the state.

**Article 11 Several Violations of Discipline**

Before the decision is made, if there are more than two behaviors that need to be punished, the corresponding punishment shall be determined separately. If the types of punishments determined separately are the same, they should be combined; if the types of punishments determined separately are different, the combined punishment is the heaviest one.

**Article 12 Joint Violation of Discipline**

If two or more students jointly violate discipline, they shall be dealt with separately according to their roles in the joint violation.

Whoever instigates, coerces, deceives or induces others to violate discipline but others do not violate discipline shall be dealt with according to the instigated, coerced, deceived or induced behavior.

**Article 13 Repeated Violation of Discipline**

Re-violation of discipline refers to the following two circumstances:

(1) A student who has been given the punishment of a Warning, a Serious warning or a Demerit Recording once again commits a discipline-breaching act and should be given punishments according to the regulations;

(2) A student who has been given the punishment of Probation commits a discipline-breaching act again after the termination of the inspection period, which shall be given punishments according to the regulations.

**Article 14 Lenient or mitigated sanctions**

Discipline-breaching acts in any of the following circumstances shall be given a lighter or mitigated punishment:

1. The discipline-breaching acts are minor;
2. The discipline-breaching acts are still in the preparation stage or although it has entered the implementation stage, the students voluntarily give up without causing harmful results, except as otherwise provided by laws, regulations and school rules;
3. The student is coerced or deceived by others;
4. The student is under the age of 18 when violating discipline, or unable to fully recognize and control their behavior due to mental illness;
5. The student takes the initiative to bear the civil liability stipulated in Article 18 of these Regulations and get the victim's understanding.

**Article 15 Heavier Punishment**

Discipline-breaching acts in any of the following circumstances shall be given a heavier punishment:

1. Causing serious consequences or adverse effects;
2. Deliberately causing difficulties in the investigation, creating obstacles, and obstructing evidence collection;
3. Framing, tempting, threatening, retaliating or exerting influence by other improper means on investigators, prosecutors, witnesses, expert witnesses, or other relevant personnel who are involved in making disciplinary punishments;
4. Playing a major role in the joint violation of discipline, except those specified in Item 7 of Article 33 of these Regulations;
5. Repeated violating disciplines;
6. Refusing to bear the civil liability stipulated in Article 18 of these Regulations.
7. Other situations stipulated in the laws, regulations, rules and other Regulations of these Regulations.

**Article 16 Influence Award Evaluation**

Students who are subject to disciplinary punishments are not entitled to all kinds of scholarships (including scholarships aimed at helping the needy), awards and recommended projects or honorary titles in SJTU from the date when discipline-breaching acts occur to the date when the punishment is lifted.

**Article 17 Influence on Academic Degree**

If a student is punished for violating academic integrity, his/her degree shall be awarded in accordance with the relevant Regulations of *Shanghai Jiao Tong University Undergraduate Management Regulations*.

**Article 18 Civil Liability**

Students who violate the rights of the state and the school due to discipline-breaching acts shall bear corresponding civil liabilities according to the following circumstances:

1. If economic losses are caused, the student shall bear the responsibility of returning property and compensating for losses;
2. If the reputation is damaged, the student shall apologize, minimize the influence and restore the reputation;
3. If the campus environment is damaged, the student shall restore it to the original state or compensate for the losses;
4. If there are other infringements, the student shall bear civil liability according to relevant civil laws;

The responsibilities of returning property, compensating for losses, apologizing, restoring the original state, etc. stipulated in this article can be dealt with together as appropriate in the disciplinary decision, and can also be applied independently when students who violate discipline are exempted from disciplinary punishments. However, what has been dealt with or is being dealt with in relevant judicial procedures and state administrative procedures will not be dealt with repeatedly.

**Chapter III Discipline-breaching Acts**

**Article 19 Violation of the Constitution**

Those who violate the national constitution, oppose the Four Cardinal Principles, undermine stability and unity, and disrupt social order will be expelled from school.

**Article 20 Criminal Offence.**

If a student commits a criminal offence, s/he shall be expelled from school. However, if the criminal offence is caused by excessive defense and emergency avoidance, and is sentenced to public surveillance, criminal detention, or fixed-term imprisonment with a suspension of execution or exemption from criminal punishment, punishments minor than Probation shall be given to the student according to the actual situation and actual performance.

**Article 21 Administrative or Judicial Punishment**

For students who violate state laws and regulations, and are subject to administrative or judicial punishments like administrative or judiciary detention, but do not commit a criminal offence, depending on the seriousness of the situation, s/he shall be given punishments heavier than demerit recording. Those who are punished for influencing public security, if the circumstances are serious or the influence is egregious, may be expelled from school.

**Article 22 Application of Concurrence**

If the discipline-breaching acts do not constitute the illegal and criminal cases listed in Articles 19, 20 and 21, other Regulations of this chapter shall be applied to give corresponding disciplinary punishments.

**Article 23 Fighting**

Those who fight or intentionally injure others' bodies shall be given disciplinary punishments according to the following circumstances:

1. Those who have not caused harm shall be given a Warning or Serious Warning;
2. Those who cause harm to others but have not caused serious consequences shall be given a Serious Warning or Demerit Recording;
3. Those who fight with weapons shall be given punishments above the Demerit Recording;
4. Those who provide knives or other instruments for others to fight shall be given the punishment of a Serious Warning or Demerit Recording;
5. Those who cause serious consequences shall be given the punishment of in-school Probation or Expulsion;
6. If the party injured in the fight is at fault for the occurrence of the incident, they shall also be given punishments above Serious Warning if there are acts such as first strike, verbal insult or provocation.

**Article 24 Infringement on Property**

Those who illegally possess the property of the State, the university or others by means of theft, fraud, extortion or false claim shall be given disciplinary punishments according to the following circumstances:

1. If the value involved is below 200 yuan, a Warning or Serious Warning shall be given;
2. If the value involved exceeds that of 200 yuan and is below that of 600 yuan, a Serious Warning or Demerit Recording will be given;
3. If the value involved exceeds that of 600 yuan, and is below that of 1,000 yuan, a Demerit Recording or in-school Probation will be given;
4. If the value involved exceeds that of 1,000 yuan, a punishment above in-school probation will be given;
5. Students who crack, counterfeit or forge campus cards and other payment vouchers will be given punishments above the Demerit Recording according to the seriousness of the circumstances

If more than two acts of property infringement should be dealt with, the value of the property involved shall be calculated cumulatively.

**Article 25 Damage to property**

Those who intentionally damage public or private property shall be given disciplinary punishments according to the following circumstances:

1. Causing damage to public and private property worth more than 1,000 yuan and less than 2,500 yuan, a warning or serious warning shall be given;
2. Causing damage to public and private property worth more than 2,500 yuan and less than 5,000 yuan, a serious warning or demerit recording shall be given;
3. Causing damage to public and private property worth more than 5,000 yuan, punishments above in-school Probation shall be given.

**Article 26 Violation of Examination Discipline**

Those who violate the examination discipline shall be given disciplinary punishments according to the following circumstances

1. Those who violate the discipline in the examination shall be given a warning or serious warning according to the circumstances and attitude.
2. Those who seriously disturb the order of the examination room or the examination workplace shall be given the punishment above in-school Probation.
3. Those who cheat in the exam shall be given disciplinary punishments according to the following circumstances:
4. Those who pass or exchange examination materials such as examination papers, answer sheets and manuscript papers without permission shall be given the punishment of in-school Probation;
5. Those who seize others' examination papers or other examination materials, force others to provide convenience for their plagiarism, and deliberately destroy examination papers or other examination materials shall be given punishments above in-school Probation;
6. Students who make others take the examination for them or take examinations for others, organize cheating, introduce cheating, use equipment or other equipment with communication function to cheat, obtain examination papers or answers by improper means, sell examination questions or answers to others for profits, or commit other serious cheating behaviors shall be expelled from school; those who cheat by using equipment or other equipment with communication function but can prove that they did not use the network or communication function will be given the punishment of in-school Probation;
7. Other cheating behaviors in exams would be given punishments above demerit recording according to the circumstances and the attitude;
8. Those who violate examination disciplines or cheat in participating in national or regional examinations organized by the state or local government or its authorized organs shall be punished in accordance with the Regulations applicable to such examinations and shall be punished in accordance with the current Regulations.

**Article 27 Violation of Academic Integrity**

Those who violate academic integrity shall be given disciplinary punishments according to the following circumstances:

(1) If the published research results or academic papers used to apply for academic degrees violate academic ethics, the student shall be given the punishment of in-school Probation according to the seriousness of the situation. In any of the following circumstances, the student shall be expelled from school:

1. buying or selling dissertations;
2. writing a dissertation by or for others;
3. organizing the sale and ghostwriting of dissertations;
4. having academic misconduct such as plagiarism, tampering and forgery in dissertations and published research results, and having serious circumstances.

(2) Those who violate academic ethics by tampering with academic achievements or obtaining achievements by improper means shall be given a punishment of demerit recording or above according to the seriousness of the situation.

(3) Other behaviors that violate academic integrity shall be executed according to the *Code of Academic Integrity of Students of Shanghai Jiao Tong University*, etc. If the circumstances are serious, the student shall be given punishments of warning or above after being confirmed by relevant departments.

**Article 28 Violation of Attendance Discipline**

Those who can't participate in the activities stipulated in the education and teaching plan on time shall ask for leave and obtain approval in advance, except for the force majeure and other reasons that can't be attributed to them. Those who are absent without proper reason and approval shall be given disciplinary punishments according to the following circumstances:

1. Students who miss more than 12 credit hours and less than 32 credit hours without authorization in a semester shall be given the punishment of a Warning；
2. Students who miss more than 32 credit hours and less than 48 credit hours without authorization in a semester shall be given the punishment of a Serious Warning；
3. Students who miss more than 48 credit hours and less than 60 credit hours without authorization in a semester shall be given the punishment of a Demerit Recording；
4. Students who miss more than 60 credit hours without authorization in a semester shall be given the punishment of in-school Probation;

Those who leave school without asking for leave and fail to participate in the teaching activities stipulated by the university for two consecutive weeks shall be subject to the relevant Regulations in the *Undergraduate Management Regulations of Shanghai Jiao Tong University* or the *Graduate Management Regulations of Shanghai Jiao Tong University.*

Absent without permission from the activities stipulated in the teaching plan of the school, such as intensive practice, military training, design or dissertation writing, is calculated as 6 credit hours per day; absence from other activities arranged by the school without permission will be counted as 4 credit hours per day.

**Article 29 Violations in Medical Institutions**

Those who violate the discipline of the medical institution or the professional ethics of medical staff during their internship or clinical rotation in hospitals and other medical institutions shall be given disciplinary punishments according to the following circumstances:

1. If the hospital decides to terminate the internship, practice or clinical rotation due to violation of the discipline, the student shall be given the punishment of in-school Probation or above;
2. Students who coerce or insult patients or violate the regulations of women's physical examination shall be given the punishment of in-school Probation or above;
3. Those who violate the discipline of medical institutions, the professional ethics of medical staff or internship disciplines and cause adverse effects or consequences shall be given the punishments of serious warning or demerit recording; if the consequences are serious, the above punishment shall be in-school Probation or above.

**Article 30 Violation of Student Dormitory Management Regulations**

Those who violate the regulations of dormitory management shall be given disciplinary punishments according to the following circumstances:

1. Those who use electricity in violation of regulations and charge through overhead wires, and refuse to accept criticism and education, shall be given the punishment of serious warning or above;
2. Those who negligently or intentionally cause fire due to the illegal use of electricity or other illegal acts shall be given punishments of demerit recording or above according to the seriousness of the consequences;
3. Those who accommodate the opposite sex or stay in the dormitory of the opposite sex shall be given the punishment of demerit recording; if the consequences are serious, the student shall be given the punishment of in-school Probation or above;
4. Those who need to leave the dormitory due to reasons such as suspension from school or going abroad but do not move out of the dormitory on time, causing serious impacts, shall be given a punishment of warning or above;
5. Those who bring the battery of electric mobiles into the building and refuse to accept criticism and education shall be given the punishment of warning;
6. Those who have other behaviors in violation of the regulations of dormitory management and refuse to accept criticism and education or cause adverse effects or consequences; shall be given punishments of warning or above.

**Article 31 Violation of Laboratory Management Regulations**

Those who violate the laboratory management regulations shall be given disciplinary punishments according to the following circumstances:

1. Those who damage or lose instruments and equipment due to improper operation shall be given punishments of warning or above according to the seriousness of the consequences;
2. Those who illegally purchase, store or dispose of chemical dangerous goods and their wastes, radioactive materials, pathogenic microorganisms or other dangerous goods shall be given punishments of demerit recording or above according to the seriousness of the consequences;
3. Those who use wires without permission, use electrical equipment with potential hazards or improperly operate instruments and equipment to cause fire accidents shall be given punishments of demerit recording or above according to the seriousness of the consequences;
4. The use of experimental animals shall comply with the permit system. Individuals shall not purchase, raise or use experimental animals without permission. Those who violate the regulations shall be given the punishments of demerit recording or above according to the seriousness of the consequences;
5. Other acts in violation of laboratory management regulations, which are not stopped after criticism and education, or cause adverse effects or consequences, shall be given punishments of warning or above according to the seriousness of the consequences.

**Article 32 Violation of Network Administration Regulations**

Those who use computer networks and violate the regulations of the state or schools on network management shall be given disciplinary punishments according to the following circumstances：

1. Those who intentionally or negligently spread false information or infringe upon the reputation or privacy of others shall be given punishments of warning or above according to the seriousness of the circumstances;
2. Those who intentionally produce, publish or disseminate information prohibited by laws and regulations, or commit other acts endangering the security of computer information network shall be given punishments of warning or above according to the seriousness of the circumstances;
3. Those who cause information leaks, leading to adverse effects or consequences shall be given punishments of serious warning or above according to the seriousness of the circumstances;
4. Those who invade the computer information system, steal or falsifies the system functions, application programs or data stored, processed and transmitted in the system, or cause the loss or damage of these data and application programs, shall be given a serious warning or above according to the seriousness of the case;
5. Those who intentionally or negligently spread computer viruses and cause damage to computer systems or networks shall be given punishments of serious warning or above according to the seriousness of the circumstances;
6. Those who intentionally or due to gross negligence spread inappropriate information including obscenity, instigation of illegal and criminal activities, teaching illegal and criminal methods or cheating methods in examinations shall be given punishments of serious warning or above according to the seriousness of the circumstances;
7. Other acts that violate the regulations of the state or the school on network management and cause adverse effects or consequences shall be given punishments of warning or above according to the seriousness of the circumstances.

**Article 33 Other Acts that Disturb the Order of School or Social Administration**

Any other act that disturbs the order of the school or social management shall be given disciplinary punishments according to the following circumstances:

1. Those who use computer programs or other technical means to maliciously select courses or engage in other acts that disturb the order of education and teaching administration, and whose education is criticized as ineffective, shall be given the punishment of warning; those who cause adverse effects or consequences shall be given punishments of serious warning or above;
2. Those who fraudulently obtain financial aid such as awards and grants, hardship allowances, student loans, or are awarded honorary titles or enjoy other preferential policies shall have their honors revoked, the money they have received returned, and be given the punishment of warning or serious warning;
3. Students who lend their student cards and other certificates, and refuse to accept education or criticism, or have caused adverse effects or consequences, shall be given punishments above warning and below demerit recording; those who have caused adverse effects or consequences through unauthorized counterfeit acts such as using the name of others shall be given punishments of warning or above; those who embezzle, alter or forge student ID cards or other certificates shall be given punishments of serious warning or above;
4. Those who violate the regulations on campus traffic management and refuse to accept education and criticism shall be given the punishment of a Warning; those who cause adverse effects or consequences shall be given punishments above serious warning according to the seriousness of the circumstances;
5. Those who have alcohol abuse and refuse to accept criticism and education shall be given the punishment of a Warning; those who cause adverse effects or consequences shall be given punishments above a Serious Warning according to the seriousness of the circumstances;
6. Those who, in violation of the principle of separation of religion and education, conduct missionary or religious activities on campus, and refuse to accept education and criticism shall be given punishments above a Warning; those who cause adverse effects or consequences shall be given punishments above a Serious Warning according to the seriousness of the circumstances;
7. Those who organize unregistered or unapproved organizations and associations and carry out activities, or organize students' activities or assemblies without approval, or organize fundraising, receive sponsorship, collect activity funds or association dues without approval, and cause adverse effects or consequences, shall be given the punishment of a Warning or a Serious Warning according to the seriousness of the circumstances; those who have caused considerable damage to students’ physical and mental health or economy shall be given punishments above the Demerit Recording;
8. Those who distribute or publicize materials and printed materials without registration and approval and refuse to accept criticism and education shall be given a Warning; those who cause adverse effects or consequences, shall be given the punishment of a Serious Warning; those who spread illegal content, make personal attacks, spread rumors and confuse people, etc. shall be given the punishment of a Demerit Recording or in-school Probation;
9. Those who violate the confidentiality regulations of the school and cause adverse effects or consequences shall be given punishments above a Serious Warning;
10. Those who deliberately make false testimony for others, or conceal facts and obstruct the investigation shall be given punishments above a Serious Warning;
11. Those who sexually harass others through language, words, pictures, behaviors, etc. shall be given the punishment of a Serious Warning or above. Those who peep, secretly take photos or spread others' privacy shall be given punishments above a Demerit Recording.

Those who engage in or participate in other activities that damage the image of college students, go against social morality or public ethics and good customs shall be given punishments above Serious Warning according to the seriousness of the circumstances;

1. Those who provide conditions for gambling or participate in gambling shall be given punishments above Serious Warning according to the seriousness of the circumstances;
2. Those who take drugs shall be given punishments above the Demerit Recording;
3. Those who participate in illegal pyramid selling or engage in a cult and feudal superstitious activities, and refuse to accept criticism and education will be given the punishment of demerit recording; those who cause adverse effects or consequences shall be given the punishment of in-school Probation or above;
4. Those who produce, sell or disseminate illegal books and periodicals, electronic publications or audio and video products shall be given punishments above demerit recording according to the seriousness of the circumstances;
5. Those who publicize, recommend, organize and guide others to participate in illegal financial services without approval shall be given punishments above demerit recording according to the seriousness of the circumstances; those who illegally involve in financial business using other people's identities shall be given the punishment of in-school Probation according to the seriousness of the circumstances;
6. Those who steal the official seal, confidential documents, archives and other articles shall be given the punishment of in-school Probation or above;
7. Other acts that disturb the order of school or social management and cause adverse effects or consequences, depending on the seriousness of the consequences, shall be given the punishment of warning or above.

**Article 34 Repeated Violation of Discipline**

Those who have repeatedly violated the regulations of the university and received disciplinary punishments and refused to make amends after education shall be expelled from school.

**Chapter IV Procedures and Limits of Disciplinary Punishments**

**Article 35 Division of Responsibilities**

The Office of Student Affairs is responsible for the disciplinary punishment of students, and relevant colleges (departments) and departments have the obligation to cooperate according to these Regulations and other relevant regulations. If the violation of examination discipline or academic ethics is involved, the Honor Council of the university or college (department) may provide consultation advice.

**Article 36 Departments that Investigate and Collect Evidence**

According to the different types of disciplinary violations, the following departments shall be responsible for investigation and evidence collection:

1. If an undergraduate student is involved in a disciplinary violation listed in Article 26, 27, 28 or 29 of these Regulations, the Office of Undergraduate Education and the relevant college (department) shall investigate and collect evidence; if the student involved is a graduate student, the Graduate School and the relevant school (department) shall investigate and collect evidence;
2. Students involved in disciplinary violations listed in Article 30 of these Regulations shall be investigated and have the evidence collected by the dormitory management department and relevant colleges (departments);
3. Students involved in disciplinary violations listed in Article 31 shall be investigated and have the evidence collected by the Office of Asset Management and Office of Laboratory Facilities Management and relevant colleges (departments);
4. Students involved in disciplinary violations listed in Article 32 shall be investigated and have the evidence collected by the Network & Information Center and relevant colleges (departments);
5. Students involved in other violations of discipline shall be investigated and have the evidence collected by the Office of Campus Safety, relevant departments and colleges (departments). The relevant departments shall collect evidence in a timely and comprehensive manner in the process of investigation and evidence collection.

If there is any dispute about the duty or authority of the relevant departments to investigate and collect evidence, it shall be designated by the Office of Student Affairs.

**Article 37 Time Limit for Investigation and Evidence Collection**

If a student violates the examination discipline, the Office of Undergraduate Education or the Graduate School shall send the evidence to the Office of Student Affairs within 2 working days after the examination of the course. If the school (department) finds that the student violates the examination discipline, the evidence will be sent to the Office of Undergraduate Education or Graduate School within 1 working day from the date of discovery. The Office of Undergraduate Education or Graduate School will review the evidence and then send it to the Office of Student Affairs

If a student is involved in other disciplinary violations, the department responsible for investigation and evidence collection shall investigate the facts and collect evidence within 10 working days after the discovery of the disciplinary violations, and submit the investigation and evidence to the Office of Student Affairs.

If in the process of investigation and evidence collection, identification and inspection are required, the time of identification and inspection is not included in the investigation time limit. If the investigation and evidence collection require the cooperation of other organizations or institutions outside the school, it may not be restricted by the above time limit.

**Article 38 Evidence**

The following evidence, after verification, may be used as the basis for disciplinary punishment：

(1) documentary evidence;

(2) physical evidence;

(3) testimony of witnesses;

(4) statements by the parties;

(5) audio-visual materials;

(6) identification conclusions;

(7) written records of inspection and on-the-spot investigation;

(8) explanatory materials provided by relevant departments of the university;

(9) other evidence.

Facts confirmed by effective judicial judgments, rulings, decisions and administrative punishment decisions need not be investigated separately, and the corresponding judicial or administrative documents shall be directly used as evidence.

**Article 39 Examination of Evidence**

The Office of Student Affairs will review the evidence within 2 working days after receipt of the evidence. If the evidence is complete and conforms to the prescribed form, it shall be handed over to the relevant college (department); if the evidence is incomplete or does not conform to the prescribed form, it shall be returned to the investigation and evidence collection department for supplementary investigation, and the period of supplementary investigation shall not exceed 5 working days.

**Article 40 The Statement of Students and the Proposal of Colleges**

The relevant colleges (departments) shall, within 7 working days from the date of receiving the evidence, learn about the situation of the students concerned, listen to the statements of the students concerned, form a written conversation record signed and confirmed by both parties, and make written disciplinary suggestions.

If the student or the agent fails to make a statement within the time limit without justifiable reasons, it shall be deemed as a waiver of rights.

After the college (department) makes a written punishment proposal and affixes the official seal of the college (department), it will be submitted to the Office of Student Affairs together with the evidence, students' written statements, students' written conversation records or students' waiver statements.

**Article 41 Decision on the Punishment**

The Office of Student Affairs shall make the punishment decision within 5 working days after receiving the punishment proposal from the relevant college (department). The content of the punishment decision shall include the fact of disciplinary violation, the reasons and basis for the proposed punishment, and the rights of the student concerned including defense. The written decision of the punishment shall be sent to the student concerned. If the student has no objection or after a defense hearing a resolution shall be formed, and then the punishment decision shall be formed after being countersigned by the relevant college (department) and department and reviewed by the Legal Affairs Office.

**Article 42 Meeting of Student Integrity Committee of the University**

The student who received the decision on the proposed punishment has the right to apply for a hearing from the college within 3 working days from the date of receiving the decision on the proposed punishment; if academic integrity is involved, students can apply for a hearing to the School Student Integrity Committee in the form of writing. The application shall clarify the specific matters that the student concerned requests the meeting to discuss, and be accompanied by reasons for defense, and evidential materials could be attached.

The Office of Student Affairs shall, within 5 working days from the date of receiving the application for hearing, organize a meeting of the Student Integrity Committee to listen to the consultation opinions and prepare the meeting minutes. If the proposed punishment decision needs to be altered, it shall be submitted to the Legal Affairs Office for examination together with the meeting minutes of the school-level Integrity Committee. The procedures for the meeting of the Student Integrity Committee of SJTU shall be implemented in accordance with the *Articles of Regulation of SJTU Student Integrity Committee*.

**Article 43 Decision on Punishment**

After being examined by the Legal Affairs Office and approved by the school leaders, the Party offices shall issue the punishment decision. The punishment decision shall include the following contents:

(1) Basic information of students;

(2) Facts and evidence of the decision;

(3) Type, basis and time limit of the punishment;

(4 Means and time limit for the appeal;

(5) Other necessary contents.

If a student is to be expelled from school, the punishment decision shall be submitted to a special meeting authorized by the principal for discussion and decision after the legal affairs office conducts a legal review. The Office of Student Affairs or Graduate School should submit the decision of expulsion to the Shanghai Municipal Education Commission for filing and recording.

**Article 44 Delivery**

The punishment decision shall be delivered to the disciplined student by the student affairs department of the relevant college (department) within 5 working days from the date of issuance of the decision, and the student shall sign for the receipt. If the student refuses to sign, the staff of the college (department) shall explain the situation of refusal on the receipt, which shall be signed by two witnesses present. For those who have left school, the decision can be delivered through the mail; if it is difficult to contact the student or the decision can't be delivered, it can be published on the website of the Student Work Guidance Committee, and the announcement will be deemed as served after 15 consecutive days.

**Article 45 Appeal**

If a student has any objection to the punishment decision, he or she may submit a written appeal to the School Student Complaint Handling Committee within 10 working days from the date of receiving the decision. The appeal procedure shall be implemented in accordance with the *Regulations of Shanghai Jiao Tong University on the Administration of Student Complaints*.

If the discipline-breaching student still disagrees with the decision of complaint handling, he or she may submit a written complaint to the Shanghai Municipal Education Commission within 15 days from the date of receiving the decision of re-examination.

**Article 46 Filing**

Materials for disciplinary punishments and the termination of punishments shall be truly and completely included in the school documents and personal files.

**Chapter V Supplementary Regulations**

**Article 47 Explanation**

The term "above" and "below" as used in these Regulations shall, unless otherwise specified, include this number or this level; "exceeding" or "insufficient", unless otherwise specified, shall exclude this number or this level; "Again" means the second time; "Repeated" means the third time or more.

**Article 48 Effective time**

These Regulations shall take effect as of September 1, 2022. The former *SJTU Regulations on Student Disciplines* shall be abolished at the same time.

**Article 49 Right of Interpretation**

The Office of Student Affairs is responsible for the interpretation of these Regulations.