

Attachment 2

SBC Notice on 2016-2017 Leaving Clearance (Applicable to Y4 Graduates, Y2 2+2/2+1+1 and Y3 3+1 Students)

Students are required to follow the procedures before leaving SBC in 1617 academic year. Students must first go to Student Management Department (Y2 students please go to Room 203 in Teaching Building; Y3&Y4 students please go to Room 115 in Teaching Building) to obtain the *SBC Clearance Form*, and then follow the detailed instructions below. After completing all the procedures described therein, students must submit the form to the Registry Department (Room 101, Teaching Building). Detailed leave school clearance procedures are as follows:

1. Cancellation of Library Account

SBC library, Fuxing Road Campus

All leavers are required to go to the SBC library reception desk during working hours (9:00-16:00) to confirm the books unreturned and to settle related fees before June 12th. Students must present the student card and a clearance form to the library receptionist. After completing this procedure, students can neither borrow any books from nor use any library resources.

For SBC library photocopy card refunding, leavers can go to the Lobby in Teaching Building from 10:30 to 12:00 and 13:00 to 16:00 on every Tuesday and Thursday before June 12th.

USST Library, Jungong Road Campus

The USST library applies a centralized cancellation processing system. If students return all borrowed books and settle all fines before June 15th, the USST library will cancel their library account automatically. If there still are books unreturned to the library and fines unpaid at this time, students must go to the USST library lobby on the first floor during working hours (8:00-16:30) before June 15th in order to obtain clearance.

2. Financial Settlement

Students who still have unpaid tuitions fee, accommodation fees, textbook fees and other relevant fees must go to the Finance Department (Room 204, Administration Building) during working hours (9:30-16:00) to settle payments before May 19th.

Direct entry students please go the Finance Department (Room 204, Administration Building) during 9:30 and 16:00 to finish the payment.

Dual-degree students who have unpaid tuition fees, accommodation fees, USST textbook fees and other relevant fees have to deposit enough money into their Agriculture Bank of China bank account before deadline. The USST Finance Department will deduct the fees afterwards. Students can check your detailed payment information on the Finance Information Center of the USST website. Dual-degree students who have unpaid SBC textbook fees have to go to the SBC Finance Department (Room 204, Administration Building) to settle the payment before May 19th during working hours (9:30 to 16:00). Dual-degree students will have your textbook fees refunded directly to the Agricultural Bank of China debit card. Should you have any questions on the textbooks, please go to Gaoji Bookstore, USST (Room 118 in Third Teaching Building, USST, Jungong Road Campus).

Smart Card balance refund: leavers can bring your Smart Cards to the Smart Card Center in the canteen to get the balance refunded during working days (11:00-12:45) before June 15th.

Leavers do not need to return the Smart Card to SBC; instead, the IT Department will cancel accounts for all leavers from October. You can go to IT department to apply for the extension if needed.

3. Dormitory Check-out Procedures

Dual-degree students living in the dormitory (including graduates) must start check-out procedures in 2 working days after the final exam have finished and no later than 12:00 of June 14th; Dual-degree students must start check-out procedures no later than 16:00 of June 14th.

Students must return the keys and air conditioner remote control to their dorm teachers and obtain a signature on the designated form.

Students must go to the Accommodation Resources Office on working days (9:30-17:00, every Monday to Friday) with the signed form to have the dorm property checked. After the form has been signed by the Accommodation Resources Office, students can go to Facility Department (Room 104, Teaching Building) to continue with the remaining procedures.

The Facility Department will start to clean up dormitory rooms from the morning of June 15th, and will cut off the electricity and water supply on the day at 17:00.

If Year 4 graduates want to stay in the dormitory till the graduation ceremony, you must submit a written application to the Accommodation Resources Office during working days 9:30-17:00 (Tel. 64742183) and before June 14th, late applications will not be granted; after graduation ceremony, graduates must leave the dorm no later than July 31st. The Accommodation Resources Office will arrange rooms for applicants and collect all the relevant fees accordingly.

Students who will participate in CET exams, social practice etc. and want to extend staying in dorm must apply to Accommodation Resources Office personally before the June 14th; students who need to take revision and resit don't need to apply, College will arrange accommodation.

4. Membership Credentials Transfer (applicable to all Chinese students)

Graduates who are members of the Chinese Communist Party must go to the relevant programme office for transferal of their membership credentials, starting from May 30th. For detailed information, please go to the Student Management Department.

5. USST will arrange for Residence Transfer (i.e. Hukou transfer) and the distribution of dispatch fees for Dual-degree students. Further notices will be announced by Student Management Department.

6. SBC Mailbox of graduates and 2+2, 3+1 leavers will be terminated at the beginning of October.

7. Awards Ceremony and Certificates Conferring (applicable to all graduates)

All Graduates who have successfully completed your study and achieved academic requirements will attend the Awards Ceremonies. Degree Certificates will be conferred in the Ceremonies; all USST Degree and Graduation Certificates will be also conferred together to the Dual-degree Graduates in the Ceremonies.

The Awards Ceremony for Graduates majoring in Electrical and Electronic Engineering (EEE) and Mechanical Engineering (ME) will be July 27th in SBC Campus;

The Awards Ceremony for Graduates majoring in Events Management (EVM) will be July 27th in SBC Campus;

The Awards Ceremony for Graduates majoring in Business Management (BM) will be July 28th in SBC Campus.

All the arrangements are detailed in the attachments.

If there are any changes regarding the above arrangements, the SBC will inform students through the official SBC website.

SBC sincerely hopes that all 2017 graduates could successfully complete these graduation procedures, and wishes you a bright and promising future!

Registry

Sino-British College, USST

May 2017

附件 2:

上海理工大学中英国际学院 2016-2017 学年离校手续安排 (适用于大四毕业生, 大二 2+2/2+1+1 及大三 3+1 离校生)

各位离校生, 以下为学院 2016-2017 年度各项离校手续办理的具体安排, 请认真阅读并遵照执行。所有学生办理离校手续时第一步必须前往学生管理部(大二学生: 教学楼 203 室; 大三、大四学生: 教学楼 115 室) 领取《离校单》后按照流程办理, 办理结束后必须将《离校单》交至教务处(教学楼 101 室)。以下为每个步骤的详细指导:

1、办理图书馆手续

SBC 图书馆(复兴路)

所有离校生必须于 6 月 12 日前的 9:00-16:00 到图书馆前台确认已归还借阅图书和缴清逾期的借阅费后凭本人学生证和离校单办理离校手续。离校手续完毕后将不能在图书馆借阅图书和使用图书馆资源。

关于 SBC 图书馆复印卡退费事宜, 即日起至 6 月 12 日前可在每周二和周四的上午 10:30-12:00, 下午 1:00-4:00 期间至教学楼大厅办理退费。

上海理工大学图书馆(军工路)

图书馆采取系统集中自动注销方式办理离校手续。6 月 15 日前, 图书已还清、没有逾期费未付的毕业生, 图书馆将予以集中自动注销; 凡借阅图书未归还、逾期费未付的毕业生, 请于 6 月 15 日前周一至周五的 8:00-16:30 到上海理工大学图书馆一楼大厅办理结清手续。

2、办理财务结算

所有学生如有欠交或缺交学费、住宿费、教材费等相关费用请于 5 月 19 日前缴清。

自主招生离校生请于工作日 9:30 至 16:00 到行政楼 204 财务处缴纳。

双学位离校生请将全部欠款费存入个人农行卡内, 上海理工大学财务处将统一扣款, 欠费情况可在信息门户“财务查询”模块查询。如有欠交或缺交英方课教材费用请于截止期前的工作日内到行政楼 204 财务部缴纳。统招学生中方课教材费余额将退回毕业生农行卡内, 如有疑问, 可到高机书店(军工路校区第三教学楼 118 教室) 查询。

如学生一卡通仍有余额, 请于 6 月 15 日之前(办理时间: 工作日 11:00-12:45) 到食堂卡务中心办理余额退款。

离校学生无需交还 SBC 一卡通, IT 部门将于 10 月初对离校学生的一卡通账户信息进行统一注销, 如因复读等情况需要延期请到 IT 部进行办理。

3、办理退宿手续

自主招生住校学生(包含毕业生)必须在各自专业期末考试结束后的两个工作日内(最后一批考试学生不晚于 6 月 14 日中午 12:00 之前)到宿资办办理离校手续; 统招毕业学生最晚必须于 6 月 14 日 16:00 前到学院宿资办办理离校手续; 退宿时必须将房间各类钥匙, 空调遥控器归还给晚上点名的生活老师, 生活老师必须出具签收单。

学生凭生活老师的签收单前往宿资办(工作时间为: 周一至周五 9:30-17:00, 法定假日除外) 办理宿舍资产确认, 宿资办签字后, 学生可前去教学楼 104 行政部继续离校流程。

学校后勤将于 6 月 15 日上午开始清理自主招生宿舍, 并且在当日 17:00 关闭宿舍楼的所有水电。

大四学生由于参加毕业典礼, 而晚于 6 月 14 日离校的(参加毕业典礼大四学生最晚离校日期为 7 月 31 日), 可以向宿舍资源管理办公室(联系电话 64742183) 提交书面申请, 申请提交时间为: 周一至周五 9:30-17:00, 法定假日除外, 截止 6 月 14 日, 逾期概不受理)。宿资办根据宿舍资源情况将此批学生集中安排住宿, 所有和住宿相关的费用另行结算。

如因四六级考试、社会实践等原因留校, 需另行申请暑期住宿; 补课补考的学生学院会统一安排, 不必申请。

4、办理党团组织关系转移

5 月 30 日起, 毕业生党员到各学院办理党组织关系转移手续, 详情请咨询辅导员办公室。

5、关于统招学生的户口迁移以及派遣费领取，由上海理工大学总部统一安排，具体细则由辅导员办公室另行通知。

6、所有毕业学生和 2+2, 3+1 离校学生的学院邮箱将于 10 月初统一关闭，请知悉。

7、毕业典礼和证书发放：

所有顺利完成学业并达到学术要求的毕业生将参加学院举办的毕业典礼，并当场领取学位证书；统招毕业学生的中方毕业证书及学士学位证书将和英方学位证书一起发放。

电子专业和机械专业毕业生毕业典礼时间为 7 月 27 日，在中英国际学院举行；

会展经济与管理专业毕业生毕业典礼时间为 7 月 27 日，在中英国际学院举行；

工商管理专业毕业生毕业典礼时间为 7 月 28 日，在中英国际学院举行。

详情请见附件。

以上安排若有变化，学院将通过学院网站通知学生。

希望 2017 届全体毕业生和离校生文明、有序地办理好各项手续，并预祝同学们暑假愉快！

教务部
上海理工大学中英国际学院
2017 年 5 月