

Attachment 2

SBC Notice on 2017-2018 Leaving Clearance (Applicable to Y4 Graduates, Y1 1+3&Y2 2+2/2+1+1 and Y3 3+1 Students)

Students are required to follow the procedures before leaving SBC in 1718 academic year. Students must first go to Student Management Department (Y1&Y2 Free Entry students and all Y1-Y4 International students please go to Room S201 in Teaching Building; Y3&Y4 Dual Registered students & Free Entry students please go to Room S202 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 S101, Teaching Building). Detailed leaving 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 10:30 to 12:00 and 13:00 to 16:00) to confirm the books unreturned and to settle related fees before June 4th. 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 library nor use any library resources.

For SBC library photocopy card refunding, leavers can go to the Lobby in Teaching Building(IT Department S102) 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 April 28th.

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

Dual Registered 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 Registered 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 Registered 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 must return the Smart Card or temporary 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

Free Entry 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 4th; Dual Registered 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.

The Facility Department will start to clean up dormitory rooms from the morning of June 5th, and will cut off the electricity and water supply on the day at 9:00.

If Year 4 graduates want to stay in the dormitory till the graduation ceremony, you must submit a written application to the Accommodation Office during working days 9:30-17:00 (Tel. 64741305) and before June 1st, late applications will not be granted; after graduation ceremony, graduates must leave the dorm no later than July 31st. The Accommodation 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 Office personally before the June 5th; 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. Further notices will be announced by Student Management Department.

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

6. Dual Registered students should submit relevant final year project materials to registry before leaving. Checking SBC email box and notice on SBC webpage to follow up blind review, duplicate checking and excellent dissertation least once at one day is also necessary.

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

8. 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 Registered Graduates in the Ceremonies. If some Dual Registered students hope to take their USST graduation certificate in advance, please phone 021-64375950 among 19th -24th July during workdays.

- The Awards Ceremony for Graduates majoring in Electrical and Electronic Engineering (EEE) and Mechanical Engineering (ME) will be July 25th in SBC Campus;
- The Awards Ceremony for Graduates majoring in Events Management (EVM) will be July 25th in SBC Campus;

- The Awards Ceremony for Graduates majoring in Business Management (Sheffield) will be July 26th in SBC Campus.
- The Awards Ceremony for Graduates majoring in Business Management (Sheffield Hallam) will be July 26th 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 2017-2018 学年离校手续安排 (适用于大四毕业生, 大一 1+3, 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 2017-2018 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(大一、大二计划外自主招生学生以及大一至大四国际生: 教学楼 S201 室; 大三、大四计划外自主招生和计划内双学位学生: 教学楼 S202 室) 领取《离校单》后按照流程办理, 办理结束后必须将《离校单》交至教务部(教学楼 S101 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 4 日前的 9:00-12:00, 下午 1:00-4:00 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如有问题请咨询 IT 部(教学楼 S102), 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 4 月 28 日前缴清。

计划外自主招生离校生请于工作日 9:30 至 16:00 到财务部(行政楼 204) 缴纳。

计划内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财务部(行政楼 204) 缴纳。计划内双学位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。

离校学生需至 IT 部(教学楼 S102) 交还 SBC 一卡通或临时卡, 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于 9 月 30 日前到 IT 部进行办理, 逾期后果自负。

3、办理退宿手续

计划外自主招生住校学生(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4日中午12:00之前到宿管办(第五宿舍旁)办理离校手续;计划内双学位学生最晚必须于6月14日16:00前到学院宿管办办理离校手续;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宿管办生活老师,生活老师必须在离校单上签名。

学校后勤将于6月5日早上开始清理自主招生宿舍,并且在当日9:00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5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),可以向宿舍管理办公室(联系电话021-64741305)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,截止于6月1日,逾期概不受理)。宿管办根据宿舍资源情况将集中安排此批学生住宿。

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(具体相关事宜宿管办将另行通知);补课补考的学生学院会统一安排住宿,不必申请。

4、办理党团组织关系转移

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、关于计划内双学位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、计划内双学位毕业生须在离校前交齐毕业设计相关材料给教务部(教学楼S101),并实时查看邮箱及学院公告,跟进毕业论文后续事宜,如盲审查重、优秀毕业论文评选等。

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

8、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;计划内双学位毕业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。计划内双学位学生若需提前领取中方毕业证书,请于7月19日-7月24日工作时间拨打021-64375950咨询证书领取的具体时间。

- 电子专业和机械专业毕业生毕业典礼时间为7月25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25日,在中英国际学院举行;
- 工商管理专业(谢菲尔德合作项目)毕业生毕业典礼时间为7月26日,在中英国际学院举行。
- 工商管理专业(谢菲尔德哈勒姆合作项目)毕业生毕业典礼时间为7月26日,在中英国际学院举行。

以上安排若有变化,学院将通过学院网站通知学生。

希望2018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
2018年4月