## Nanjing Medical University International Students Association Regulations

**Chapter 1: About the association**

## Article 1: Association name

## This Association is named “Nanjing Medical University International Student Association,” Association abbreviated as “NMUISA”.

## Article 2: Aim of International Student Association

## (1) In accordance to and as permitted by the laws of the People’s Republic of China, to organize for the international students various activities pertaining to but not limited to academics, scientific research, sports, arts and culture, language and cultural exchange, and community service. All organized activities will have as objective a comprehensive development of international student studying at Nanjing Medical University.

## (2) In accordance to and as permitted by the rules and regulations of Nanjing Medical University, in accordance to “a spirit of excellence” as advocated by our university’s motto, to promote cultural exchange and communication among international students from different backgrounds and Chinese students.

## (3) Help the University and schools in maintaining strict teaching discipline, erudite learning and healthy living environment.

## (4) Arrange international students into small teams to help solve some frequently encountered problems by other students, such as those related to studies, and campus life.

**Chapter 2: Key Members of Student Association**

## Article 3: Eligibility

## International students of Nanjing medical university, full-time undergraduates, post graduate students and doctoral students at school.

## Article 4: Member rights

## Key members of this association enjoy the following privileges:

## (1) Understand and execute affairs of the Association.

## (2) Promote efficient working conditions and supervise the work of students working on a project.

**Chapter 3: Establishment and development**

Article 5: Goals

(1) Short-term goals:

Assumption of responsibility by different departments; effective delegation to and running of the Association under the supervision and guidance of Student Affairs Office teachers.

(2) Mid-term goals: Fill in key positions in the Association; efficiently develop a chain of commands to run the Association; build co-operative professional relationships with teachers and other clubs on campus; promote cultural exchange between international and Chinese students.

(3) Long-term goals: Enlarge the scale of the key members of International Student Association, continuously summarize and improve the work of International Student Association, and basically achieve self-management and mutual assistance among international students.

**Chapter 4: Department and duties**

Article 6: Structure of the student association

The Association consists of 7 departments: the presidium, the general affairs department, the academic affairs department, the daily affairs department, the sports department, the arts and culture department and volunteer service department. The presidium consists of the president, and two vice-presidents. The president is the head and Chief Executive Officer of the student Association. The vice-president is acting president, and second in command of the student Association. Each department consists of the director and four members. The director of the department is in charge of his team of members, delegation of duties and project management. Team members work together to bring the project to completion.

Article 7: Duty of the presidium

The presidium is the main decision making head of the student Association and are responsible for all member activities and on-going projects.

Duty of the presidium: to cooperate with college work, and strive to cultivate unity between students; to cultivate a friendly and hardworking atmosphere dedicated to academic excellence and self-development of the whole student body; to reflect on and report in a timely manner to SIE the suggestions and opinions of students; to co-ordinate the work in between the different departments of the Association; to guide and direct the work of each department; to host student meetings; to arrange major events and empower students to work.

Article 8: Duty of general affairs Department

Administration and planning; to assist and guide members with their jobs and tasks; to convey information within the Association and to other related persons; to arrange meetings; to mediate between the presidium and the other departments. To assist in deployment of personnel, convey important notices; to draft activity reports; budgeting.

Article 9: Duty of academic affairs department

Improve academic and exam performance of students; supervise studies, check attendance, assist students in subject related topics and Chinese language. Plan academic exchanges and encourage scientific research to develop hands-on practical skills. Guide and encourage students to represent the school in academic related competitions, e.g. Reading Review Competition, National Clinical Skills Competition. Apart from that, Help Student Affairs Office collect students’ scholarship supporting documents and calculate quality scores.

Article10: Duty of daily affairs department

Help students solve problems encountered in their daily schedule; guide students with frequently asked questions; receive new students and drop off to stations; plan, organize and guide students with procedural tasks such as those required by banks, the visa office, the physical exams office, and on campus one-stop office; accompany the sick to ease hospital related procedures and collect relevant documents for medical insurance; organize regular Safety and Hygiene Inspection of dorm.

Article11: Duty of sports department

Organize sports activities and competitions; to coordinate students and volunteers for smooth operation of all sporting events.

Article12: Duty of arts and culture department

Plan and organize activities surrounding but not restricted to arts, literature, and music; to communicate with other clubs, organize workshops and competitions to improve the life skills of the students.

Article13: Duty of volunteer service department

Help organize volunteer activities and so the summery work.

**Chapter 5: Selection of key members**

Article14: Election procedure

The School of International Education will notify the establishment of the NMUISA. Eligible candidates may apply by filling the application form and submitting all the required documents. SIE will dispatch a small team to review all applications, and potential key members will be interviewed. Each member will be elected and hold office for a period of one-year.

**Chapter 6: Funds**

Article15: Procedure of application for funds

Application for funds should be made by the director of department to the general affairs department. After review, the general affairs department will write a budget plan for a specific activity and submit to Student Affairs Office of School of International Education. Review and approval will be signed by the heads of School of International Education.

**Chapter 7: Rewards**

Article16: Additional points and scholarship

The performance of all key members of the student council will be reviewed and graded by SIE and the equivalent points will be added to their profiles when applying for scholarship (added points will be no less than excellent leadership quality points of Current Scholarship Regulation). Key members with excellent performance will be awarded individual certificates of honor.

**Chapter 8: Supplementary provisions**

Article17: Interpretation and amendments

The final interpretation of the articles belongs to Nanjing Medical University School of International Education Student Affairs Office. These regulations come into effect from the date of publication of the document.

Student Affairs Office

School of International Education

Nov 8, 2018

**南京医科大学留学生联谊会章程**

**第一章 总则**

第一条 本会全称为“南京医科大学留学生联谊会”，英文全称为Nanjing Medical University International Student Association，英文缩写为NMUISA。

第二条 留学生联谊会宗旨

（1） 遵守中华人民共和国法律法规，组织留学生开展学习、科研、文体、对外交往及志愿服务等多种活动，促进留学生全面发展。

（2） 遵守南京医科大学校规校纪，倡导良好的学风班风，促进留学生之间、留学生与中国学生之间的团结互助。

（3）协助学校和学院维持良好的教学秩序和学习生活环境。

（4）组织留学生开展互帮互助、校园公益劳动等自我服务活动，协调和帮助留学生解决学习和生活中遇到的问题。

**第二章 会员**

第三条 具有南京医科大学学籍的全日制本科生、硕士研究生和博士研究生为留学生联谊会会员。

第四条 会员享有以下权利：

（1）知晓本会事务；

（2）监督本会工作；

第三章 **成立及发展规划**

第五条 成立之初目标为留学生联谊会完成人员配备，在国际教育学院学生工作办公室的指导下，各部门撰写部门工作职责，各项工作开始运转；中期规划是经过磨合期，留学生联谊会的成员合作逐渐默契，各部门的工作效率更高，尝试与校内其他学生社团开展联谊活动，增进留学生与中国学生的交流与相互了解。长期规划是按需适度提高留学生联谊会的骨干规模，不断总结和完善留学生联谊会的工作，基本实现留学生自我管理。

**第四章 机构及工作职责**

第六条 留学生联谊会设主席团、总务部、学习部、生活部、体育部、文艺部和志愿服务部组成。主席团设有主席1人，副主席2人。各部设部长1人，干事4人。

第七条 **主席团**的职责是配合学院工作，努力培养留学生团结、友好、勤奋、致力学业的良好精神面貌；及时向国际教育学院相关办公室反映学生的意见和建议，关注学生的学习、生活及等情况；指导留学生联谊会各部门的工作，主持留学生联谊会例会，协调各部工作；负责组织安排留学生联谊会各项工作及重大活动。

第八条 **总务部**主要从事行政、策划、宣传和外联工作。协助留学生联谊会主席团处理联谊会日常事务；协调各部门关系，促进留学生联谊会各项工作的顺利开展；做好各项会议的通知、记录和考勤登记；协助调配人手、传达通知；管理留学生联谊会各项开支，做到账目公开、透明；为各项活动提供后勤保障。

第九条 **学习部**主要负责促进学生的学风和考风，督促学生的学习，上课考勤，并实现留学生专业课以及汉语学习上的互助，举办一些校内和校际间留学生参加的学术交流活动；鼓励留学生常去实验室参观、学习， 多动手；引导留学生参加国内外的各类赛事，锻炼自己。

第十条 **生活部**主要通过留学生自助，实现解决留学生日常生活方面的问题，如新生接待(接站、体检、办理居留许可、办理银行卡、办理手机SIM卡等)、留学生生病陪同及住院留学生理赔材料的收集、宿舍报修、宿舍安全卫生检查和评比等。

第十一条 **体育部**负责留学生各项体育活动、体育竞赛等方面活动的组织、协调等工作。

第十二条 **文艺部**负责留学生各项文艺活动的组织、协调等工作，丰富留学生课余生活。

第十三条 **志愿服务部**负责志愿活动统筹安排及后期总结工作。

**第五章 骨干成员选拔**

第十四条 主席团成员和各部部长人员的选拔，由国际教育学院学生工作办公室发布成立留学生联谊会的通知，通过留学生自愿申请，国际教育学院评议小组结合申请材料以及学生的面试表现，审议后确定。各部干事由主席团、部长推荐与评议组评议结合的方法确定最终人选。主席团和各部部长实行任期制，每届任期1年。

**第六章 经费申请及使用**

第十五条 留学生联谊会各部的日常活动经费及大型活动经费，由各部部长提交活动方案及经费预算，由总务部汇总后提交国际教育学院学生工作办公室，经学院领导审批后方可使用。

**第七章 奖励规则**

第十六条 国际教育学院对留学生联谊会骨干成员实行绩效管理，对绩效考核合格的留学生，在评选奖学金时给予适当加分（分值不低于现行奖学金评选办法中组织与管理能力素质分中优秀等级的分值）；对表现突出的留学生骨干及会员，颁发留学生联谊会先进个人荣誉证书。

**第八章 附则**

第十七条 本章程的解释权归南京医科大学国际教育学院学生工作办公室所有。本章程自发布之日起施行

留学生工作办公室

国际教育学院

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