

# 棉花研究所留学生请假管理条例

## (2019)

为贯彻落实中国农业科学院研究生院、棉花研究所和地方公安局的有关政策，现就留学生请假事宜作出如下规定：

1. 留学生因病、因事不能正常参加科研工作和其他活动，应至少提前 3 天向导师、研究所、研究生院国际教育处请假，要求留学生填写详细的理由，并附上相应的证明材料。

2. 请假要求：如请假时间在 2 天内，经导师同意即可；请假时间在 3-6 天，须填写请假单，经导师、研究所审核通过后即可批准，请假单由棉花所科技管理处保存；请假时间 7-15 天，须填写请假单，经导师、研究所、研究生院国际教育处审核通过后即可批准，请假单由棉花所科技管理处保存；请假总时间超过 30 天，须填写休学申请表。未经批准离所 2 周或无故擅自逾期不归的，将给予自动退学处理。

3. 延长假期：7 天以上的假期，若需延长，则需要原在假期结束前 3 天重新提交请假单，申请要求同上，每次请假只允许延长假期一次，按照两个假期的叠加时长扣除津贴。新学期注册期间禁止延长假期，否则按未注册处置。

4. 津贴发放：如请假时间在 7 天以内，津贴照常发放，若逾期未归，则需扣除假期以外的津贴；请假时间 7-15 天，停发请假期间相应的津贴，逾期未归，则需扣除超出假期以外的津贴；休学期间停发津贴；未经批准离所者，离所期间停发津贴。

5. 销假：请假时间在 2 天内，假期结束后学生需向导师报到进行

销假；请假时间 3 天（含）以上，学生须在请假日期的最后一天或次日，带返程车票（能证明回所时间的票据）到科技管理处报到销假；休学者按照《留学生管理手册》中相关要求办理复学手续。未按期销假者，按照规定扣除相应的津贴，并取消本学期所有评奖资格。



# Regulations on International Students'

## Leave of Absence of ICR

### (2019)

To implement policies by Graduate School of Chinese Academy of Agricultural Sciences (GSCAAS), Institute of Cotton Research of CAAS (ICR) and local public security bureau, the Science and Technology Administration of the ICR (STA) hereby makes the following regulations on international students' leave of absence.

**1.** International students who are unable to participate in scientific research and other activities because of illness or other things, should take a leave of absence in advance at least 3 days from your supervisor, ICR and International Education Department of GSCAAS. International students are required to fill in detailed reasons and attach corresponding supporting materials.

**2. Leaving approval and request:** Leave forms shall be kept by the STA. Leaving time within 2 days, leaving form can be approved by the supervisor; leaving time during 3-6 days, leaving form must be filled in and approved by the supervisor and ICR; leaving time during 7-15 days, leaving form must be filled in and approved by the supervisor, ICR and International Education Department of GSCAAS, leave forms shall be kept by the STA. If the leaving time exceeds 30 days, students must fill in the application form for suspension. The student who has been absent from the ICR for two weeks without official approval, or has not returned to school in time without justified reasons, will be regarded as drop-out.

**3. Extending vacation:** Students on leave of more than 7 days, if vacation needs to be extended, you should resubmit leaving application 3 days before the end of the original vacation. The application requirements are the same as those mentioned above. Each leaving is allowed to be extended only once. The allowance is based on the overlapping length of the two vacations. Extension of leaving is prohibited during the registration period of every new semester, otherwise it will be treated as unregistered.

**4. Allowance disbursement:** If the leaving time is less than 7 days, the allowance will be paid as usual; if it is overdue, the allowance beyond the vacation will be deducted. If the leave period during 7-15 days and the allowance during the leave will be deducted; if it is overdue, the allowance beyond the vacation will also be deducted. During suspension, the allowance will be discontinued. The allowance shall be suspended during the period of leaving for those who leave the ICR without permission.

**5. Reporting back:** Leaving time is within 2 days, after the end of the vacation, students need to report back to the supervisor. Leaving time for 3 or more than 3 days, students must bring back tickets that can prove the back time to the STA on the last day or the next day of the leave's termination date to report back. Students that have been suspended should go through the formalities for resuming their studies in accordance with the HANDBOOK FOR INTERNATIONAL STUDENTS. The corresponding allowances for those who fail to report back on schedule shall be deducted in accordance with the regulations, and all awards will be disqualified for this semester.

Science and Technology Administration  
Institute of Cotton Research of CAAS

