**关于做好清明、五一及端午假期调停课的通知**

**Notice on the Arrangements of Qingming Festival, May Day Holiday, and Dragon Boat Festival**

各教学单位：

根据淮阴工学院《关于2017年上半年部分节假日放假调休安排的通知》，为做好2017年清明节、五一节和端午节的前后教学工作，现将节假日期间的调停课安排通知如下：

**一、放假时间与调停课安排：**

Holiday Time and Arrangement of the Suspended Classes:

1. 清明节：4月2日（星期日）至4日（星期二）放假调休，共3天。4月1日（星期六）正常上课，补上4月3日（第8周周一）的课程。

Qingming Festival (Tomb Sweeping Day): 3 days off (2nd, 3rd, 4th April). According to the school academic calendar, you’ll have class on April 1 (Saturday) according to April 3 (Monday)’s timetable.

2. 劳动节：5月1日（星期一）放假，与周末连休，共3天。  
May Day Holiday (Labour Day): 3 days off  (29th April, 30th April, 1st May)

3. 端午节：5月28日（星期日）至30日（星期二）放假调休，共3天。5月27日（星期六）上班，补上5月29日（第16周周一）的课程。

Dragon Boat Festival: 3 days off (28th, 29th, 30th May). According to the school academic calendar, you’ll have class on May 27 (Saturday) according to May 29 (Monday)’s timetable.

如在上述放假时间内离开学校必须履行请假手续。

If you leave school during the above holidays time, fulfilling the leave formalities is a must.

留学生请假条 Written request for leave (超链接)

凡是利用假期离开学校外出者，需到国际教育学院填写假期去向表。一年累计2次不填写者，将无资格参加奖学金的评定并给予相应处分。

Students, who want outgoing during the holidays, must fill in Vacation Outgoing Form in Faculty of International Education. The qualifications of the scholarship candidate are cancelled and the punishments are judged for these students have not filled in Vacation Outgoing Form for two times during one academic year.

外国留学生未请假或请假未获准而擅自离校，或假期期满不按时返校，或续假未获准而逾期不归，均按旷课论处。对旷课的外国留学生，依据《淮阴工学院外国留学生违纪处分条例》的有关规定处理。

Punishments are judged as absenteeism for these students who leave school without leave application or permission, don’t return back to school when the leave expire, or without the permission for the application of extending the leave. The absenteeism student is punished according to *HYIT Discipline Punishment Criterion for International Students*.

**二 、安全须知**：

Safety Tips:

1. 人身安全 Personal Safety

（1）假期中保持通讯畅通，在留学生微信群中及时汇报个人情况，互相关心同学的近况。

Keep in touch during the holidays. Keep teachers updated on your life in Wechat Group and concern about the current situation of classmates.

（2）时时刻刻做到遵纪守法，不饮酒过量，不斗殴滋事，不与不认识的人同行，不接受陌生人送的食品饮料，外出时尽量结伴同行。

Obey law and discipline all the time. Do not drink too much. Do not fight or make trouble. Do not trust stranger easily or go with them. Do not eat the food from strangers. Go in company with friends when you go out.

2. 住宿安全Accommodation Safety

校内住宿学生遵守宿舍管理制度，不校外过夜，不留宿访客、不私拉电线、不使用大功率电器等。校外住宿人员注意用电用火安全，杜绝消防事故的发生。

Students who stay in campus must obey the Rules of Dormitory Management. You cannot stay overnight outside school or provide accommodation for visitors or strangers. It is not allowed to implicate or wiring electric wires. Do not use high-power electrical appliance in dorms. Students who stay outside campus need to use fire and power carefully, preventing the occurrence of accidents.

3. 交通安全Traffic Safety

中国的道路交通情况非常复杂，同学们外出时一定注意交通安全、做到遵守交通规则，不打黑车、不骑摩托车和无证电动自行车、不酒后驾驶、不骑车带人。

Student must pay attention to traffic safety since road traffic in China is very complicated. You should obey the traffic rules and don’t take unlicensed taxis or motorcycles or electric bicycle. Do not drunk driving or carry persons when you ride a bike.

4. 财物安全 Property Safety

同学们在乘车、购物、参加各种聚会时请注意保管好自己钱包、证件等贵重物品，出门锁好门窗，不要因为自己的粗心大意丢东西，也不要给小偷可乘之机，造成不必要的麻烦和损失。

Students must take good care of your wallets, documents and other valuables when you take buses, go shopping or take part in parties. Lock the doors when you are out. Do not lose things because of your carelessness and do not give the thief an opportunity, and avoid unnecessary troubles and losses.

5. 防范网络、电信诈骗 Take Precaution of Internet & Telephone Fraud

现在不法分子的诈骗形式手段多种多样，留学生群体非常容易上当受骗，根据警官总结，网络诈骗主要存在以下几种形式：

Criminals have many varied means of fraud to deceive international students, which are:

1） 利用QQ盗号和网络游戏交易进行诈骗；

Swindle through purloining QQ password and online games

2） 网络购物诈骗；Swindle through online shopping

3） 网上中奖诈骗；Swindle through winning a prize online

4） “网络钓鱼”诈骗；Phishing scam

5） 订购机票、火车票诈骗；Swindle through buying air or train tickets

6） 针对大学生毕业生就业、在校生兼职的诈骗；Swindle through offering part-time jobs

7） 针对各种资格、等级考试的网络诈骗；

Swindle through offering information about exams

8） 针对学术论文的最新形式网络诈骗。

Swindle through providing academic papers

防范电信诈骗，要牢记8个“凡是”:

Be careful of the following situations to prevent internet & telephone fraud:

1） 凡是自称公检法要求汇款的；

Request you to remit as public security organs

2） 凡是叫你汇款到“安全账户”的；

Request you to remit money to other’s bank account

3） 凡是通知中奖、领取补贴要你先交钱的；

Request you to pay before winning a prize or getting allowance

4） 凡是通知“家属”出事要先汇款的；

Request you to remit when telling you about the accident of your family

5） 凡是在电话中索要个人和银行卡信息及短信验证码的；

Request you to provide your personal information, bank card information or verification code of your message

6） 凡是让你开通网银接受检查的；

Request you to dredge your internet bank

7） 凡是自称领导（老板）要求打款的；

Request you to remit as your leader(or boss, teacher, friend)

8） 凡是陌生网站（链接）要登记银行卡信息的

Request you to offer your bank card information in unfamiliar website

需要同学们注意的方面还有很多，但是只要大家提高自我保护意识，遇到危险请及时拨打老师电话或者110寻求警察的帮助，相信每个人都可以顺利完成期末考试，度过一个喜庆、快乐、安全的假期！

There are many other points for attention. We hope you will enjoy a happy and safe winter vacation as long as everyone has self-protection awareness and call for help by dialing teachers or police when you run into danger.

国际教育学院

School of International Education

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