



at NYU Shanghai

NYUSPS at NYU SHANGHAI 2019 HIGH SCHOOL ACADEMY STUDENT HANDBOOK

上海纽约大学 2019年高中生夏季学院 学生手册

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Content 目录

<u>WELCOME 欢迎辞</u>	2
<u>FORMS 表格签署</u>	3
<u>NETID ACTIVATION 激活Net ID</u>	3
<u>ESUITE PAYMENT GATEWAY AND TOUCHNET 电子账单及支付平台</u>	4
<u>REFUND 退款政策</u>	5
<u>NYU SHANGHAI ID CARD ACQUISITION AND USAGE 上海纽约大学校园卡领取及使用</u>	5
<u>PACKING LIST FOR RESIDENTIAL STUDENTS 住宿学生的必备物品</u>	6
<u>SCHEDULE 时间表</u>	7
<u>COURSE SYLLABUS 课程大纲</u>	8
<u>ATTENDANCE 出勤</u>	8
<u>ACADEMIC HONESTY 学术诚信</u>	8
<u>ACADEMIC COMMUNITY SUPPORT 学术环境支持</u>	9
<u>ON-CAMPUS DINING 校园饮食</u>	9
<u>GET CONNECTED ON CAMPUS 校园内连接互联网</u>	10
<u>PRINTING SERVICES 打印</u>	11
<u>LOCKERS 储物箱</u>	12
<u>STUDENT CONDUCT POLICY 学生行为规范制度</u>	13
<u>DISCIPLINARY PROCESS 违纪处理流程</u>	24

WELCOME 欢迎辞

Welcome to the NYU School of Professional Studies (NYUSPS) at NYU Shanghai High School Academy (HSA)! We are very pleased that you have chosen to join us this summer. NYUSPS has been running the very popular High School Academy in New York since 2012. In 2016, we launched this successful program at NYU Shanghai, and we have expanded the program this year.

欢迎来到上海纽约大学NYUSPS高中生夏季学院！我们很高兴今年夏天您选择加入我们。2012年以来，NYUSPS在纽约开办了高中生夏季学院项目，深受欢迎。2016年开始，项目在上海纽约大学开设，今年，课程得到了进一步的扩充。

High School Academy is designed to help high school students from around China and the world build skills needed for success in a global academic environment. You have the opportunity to learn from respected teachers who are experts in their fields as you develop skills that will be valuable in China, in the US, and around the world. Participating in the HSA is a very valuable learning experience—one that will help you to succeed in college, in your future careers, and in life.

高中生夏季学院为中国和全球的高中生设计，培养学生在国际学术环境下取得成功所需的技能。您将有机会向受人尊敬的行业专家学习，用那些在中国、美国和全世界都认可的技能，提升自己的能力。参与上海纽约大学NYUSPS高中生夏季学院是一次非常有价值的学习经历——它将有助于您在大学学习、未来职业生涯和人生旅途中取得成功。

Whether you have enrolled in one, two, three, or all four weeks, HSA is an academically rigorous program in which each student's active and respectful participation is highly valued. The program is intensive, involving a variety of classroom activities, homework assignments, and chaperoned program activities that will be intellectually demanding and time-consuming. Students in the program will have the opportunity to contribute to and benefit from participation in a unique community of peers and must be respectful of others and thoughtful about the impact of their actions upon their community. It is very important to understand that your dedication and focus on your academic work is what makes HSA successful.

无论您入读一周，两周，三周，或者全部四周课程，都可以感受到上海纽约大学高中生夏季学院严谨的学术安排。在这里，我们重视学生的积极参与与相互尊重。除传统的课堂教学和课后作业外，我们还安排由专人带领的开拓性活动，激发学生的思维潜能。在就读过程中，作为独特的学术大家庭中的一员，学生们将相互丰富，相互学习，但同时他们必须相互尊重，理解其个人行为对于整个集体的影响。上海纽约大学NYUSPS 高中生夏季学院的办学成功有赖于每位学生对于自身学业的付出和投入。

The rules and policies in this Handbook have been established to optimize the academic, personal, and social experience of all NYUSPS at NYU Shanghai HSA students. Any questions

about the rules, policies, and information included in the Handbook may be addressed to High School Academy at +86 021 2059-5963 or at shanghai.NYUSPS.HSA@nyu.edu.

本手册所作出的规定和政策，基于最大化满足所有上海纽约大学高中生夏季学院学生的需要而制定，包括学术、个人和社交体验。任何有关本手册中的规定、政策和信息的问题，都可以联系高中生夏季学院。电话: +86 021 2059-5963 ；电子信箱:

shanghai.NYUSPS.HSA@nyu.edu

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FORMS 表格签署

In order to participate in the HSA, all students must submit the following completed and signed forms to the High School Academy office. The five (5) forms must be also signed by a parent or legal guardian:

参与上海纽约大学高中生夏季学院，所有学生必须填写、签署以下文件，并且将文件发送到高中生夏季学院办公室。这五份文件也必须由一名家长或法定监护人签署。

- ☐ NYUSPS at NYU Shanghai High School Academy Contract
上海纽约大学NYUSPS高中生夏季学院协议
- ☐ NYUSPS at NYU Shanghai High School Academy Participation Form
上海纽约大学NYUSPS高中生夏季学院学员承诺书
- ☐ NYUSPS at NYU Shanghai High School Academy Emergency Contact Form
上海纽约大学NYUSPS高中生夏季学院紧急联系人信息
- ☐ Authorization for Treatment of a Minor (For students under the age of 18 only)
上海纽约大学 - 向未成年人提供医疗服务授权书（仅针对未满18周岁的学生）
- ☐ Consent to Disclosure of Student Information
学生信息披露同意书

NetID ACTIVATION 激活纽约大学Net ID

Activating your NYU NetID is critical, as it gives you access to many online resources including [NYUHome](#) and the NYU eSuite payment gateway.

NetID是纽约大学学生网上账号，激活账号能够使用包括[NYUHome](#)、NYU eSuite付费系统等在内的纽约大学网上系统和资源。

To activate your NetID 激活步骤:

- 1) Go to <http://start.nyu.edu>
打开链接 <http://start.nyu.edu>
- 2) Enter your NetID
输入Net ID
- 3) Click on the "Start" button and follow the online instructions. Be sure to set a password that you will remember.
点击"Start"并根据网页上的提示操作。请务必记住您所创建的密码。

ESUITE PAYMENT GATEWAY AND TOUCHNET eSuite 和 TouchNet 电子账单及支付平台

eSuite is an integrated e-Bill and online payment web portal that provides students and their invited parents/authorized users with the following services in TouchNet:

- Viewing the student's electronic bill
- Viewing current account activity information
- Making an online payment on a student account

eSuite 是提供电子账单和在线支付的一个平台, 通过TouchNet支付平台为学生及其家长/授权用户提供以下服务:

- 查看电子账单
- 查看当前账户明细
- 通过学生账户进行在线支付

Access the eSuite Payment Gateway by visiting the NYU Albert Student Center. See <http://shanghai.nyu.edu/academics/tuition/esuite-cn> for instructions on how to login.

登录纽约大学学生系统NYU Albert就可以进eSuite支付平台。您可以点击以下链接查看英文版操作指南: <http://shanghai.nyu.edu/academics/tuition/esuite-cn>。

Approximately 24 hours after course registration, a balance will appear on your NYU student bursar account. A bill notification, with detailed payment instructions, will then be generated and forwarded to the personal email address we have on file for you. Note that you will not be able to make a payment without activating your NetID. And you do not need to receive a bill in order to make a payment. You can always view your student account, and pay anytime, by visiting the NYU Albert Student Center.

通常课程注册完成24小时后, 您就可以在自己的NYU学生学费账号 (bursar account) 中看到账单。账单通知, 连同详细的付款指南, 将会随之生成并发送到您留给我们的邮箱。请注意, 若不事先激活Net ID将无法进行付费。您并不需要等待电子账单提醒才进行付费。您可以随时登录NYU Albert, 进入学生中心 (Student Center) 并进行支付。

REFUND 退款政策

Program withdrawal requests must be submitted in writing to shanghai.NYUSPS.HSA@nyu.edu. If you withdraw from a course at least 14 calendar days before the first day of class, you are entitled to a 100 percent tuition refund and housing refund (if applicable). If you withdraw by the end of the first day of class, you are entitled to a 75 percent tuition refund but no housing refund. After the first day of class for your scheduled course, there is no refund.

如果您想退出夏季学院，您必须发送申请邮件至shanghai.NYUSPS.HSA@nyu.edu。在所选课程开课日14天前申请退课，可获得学费与住宿费（如果选择了住校）全额返还；开课第一天结束前申请退课，可获得75%的学费返还，不返还住宿费；上课第二天开始学费与住宿费均不予返还。

NYU SHANGHAI ID CARD ACQUISITION AND USAGE 上海纽约大学校园卡领取及使用

Safety is important at NYU Shanghai. As such, we require all community members to carry a valid NYU Shanghai ID while on campus and to present it upon request to NYU Shanghai administration. You will need your NYU Shanghai ID to gain access to the academic building and to the residence hall. If you submitted a proper ID card photo (white background) by the deadline, and if you have paid your fees, you will receive your NYU Shanghai ID card at the mandatory student orientation day.

上海纽约大学非常重视校园安全。正因如此，我们要求所有上海纽约大学成员在校时携带有效校园卡，在行政部门提出要求时，随时出示校园卡。您需要通过刷卡才能进出校园或者宿舍区。如果您已经付款，并且在规定日期前给我们发送ID照片（白底），您将在开学报道日获得您的ID卡。

Your NYU Shanghai ID card will have current term access rights and will only be activated for use during the time you are a student with the HSA. The card making costs RMB 100, which will be included in your tuition. If you choose to continue studying at NYUSPS at NYU Shanghai, you can use the same card. **The replacement of IDs for lost cards must be purchased for 100 RMB.**

本卡仅在您入学NYUSPS高中生夏季学院期间有效。在此期间，您的校园卡都将处于激活状态。卡费为100元，包括在学费内。如您选择之后继续在上海纽约大学NYUSPS学习，您可使用同一张校园卡。**校园卡丢失补办需另外支付100元工本费。**

In addition to granting you access to the building, your NYU Shanghai ID card has the ability to be loaded with money for dining at the NYU Shanghai cafeteria or using the printer. To add a dining allowance, please visit the card loading office or the loading machine on level B1. Please note that getting a refund of any extra funds left on the card can only be completed Monday through Friday. The office is closed on weekends and will not issue any refunds on Saturdays or Sundays.

除了进出校园，您还能在校园卡内充值以便在食堂就餐或使用学校打印机。食堂充值请至地下一层B10室 或使用自助充值机。如果离校前卡里有余额需要退款，必须在工作日办理，办公室周末休息。

PACKING LIST FOR RESIDENTIAL STUDENTS 住宿学生的必备物品

Following is a packing list for students living in NYU Shanghai residential hall. Students can bring their own personal belongings based on individual need. Please do not bring any items prohibited in this document. The Office of Student Life reserves the right to require the immediate removal of any inappropriate object in residential hall.

对于居住在上海纽约大学宿舍的学生，以下是打包物品清单。学生可以根据自己的需要携带必备的个人用品。请不要携带任何违反本手册规定的物品。学生生活处有权处理不适于宿舍区内使用的物品。

- Clothes: general summer outfits & rain gear (Temperature in Summer: 30 - 35°C)
衣服：普通夏季衣服以及雨具 (夏季气温：30 - 35°C)
- Toiletries: tooth brush, toothpaste, body wash, shampoo & conditioner, laundry detergents, towels, etc.
洗漱用品：牙刷，牙膏，沐浴露，洗发露&护发素，洗衣粉，毛巾等等。
- Cosmetics & Hygiene: sunblock, hand sanitizer, lotions/facial moisturizer, makeup, disinfectant wipes, vitamins, nail manicure set, etc.
化妆品和卫生用品：防晒霜，护手霜，润肤乳/面霜，化妆品，湿纸巾，维生素，指甲钳等等。
- Electronics: laptop, mobile phone, battery charger, etc.
电子产品：笔记本电脑，手机，充电器等等。
- Other things you will need: lamps (only non-halogen bulbs), slippers, hangers.
其他必需品：小台灯（非卤素灯），拖鞋，晾衣架。
- Medication: students currently taking prescribed medications (e.g. antibiotics, antidepressants, asthma medication) should bring enough medication to last through through the entire HSA. Students are expected to be able to take medications on their own without the help of other students, the PA, or other HSA or University staff.
药品：如果您正在服用处方药（例如抗生素、抗抑郁药、哮喘药），请携带足够参与项目期间使用的剂量。要求学生能够自己服药，不需要其他同学、项目助理或者其他工作人员的帮助。

HSA SCHEDULE 高中生夏季学院时间表

Sunday Afternoon 周日下午

- Check into residence hall in Jinqiao area (for residential students only)
在金桥宿舍报道 (仅针对住宿学生)
- Orientation in academic building on Century Avenue
(mandatory for all students)
入学说明会, 世纪大道教学楼 (所有学生务必参加)

Monday - Friday 周一至周五

- 8:00 Shuttle from residence hall to academic building
(for residential students only)
班车从宿舍出发前往教学楼 (仅针对住宿学生)
- 9:00 - 12:00 Class time
课程时间
- 12:00 - 13:00 Lunch
午餐
- 13:00 - 17:00 Class time
课程时间
- 17:00 - 18:00 Dinner
晚餐
- 18:00 - 20:00 Extracurricular activities
课外活动
- 20:15 Shuttle from academic building to residence hall
(for residential students only)
班车从教学楼出发前往宿舍 (仅针对住宿学生)
- 23:00 Curfew (for residential students only)
宵禁 (仅针对住宿学生)

Saturday Morning 周六上午

- 8:00 Shuttle from residence hall to academic building
(For residential students only)
班车从宿舍出发前往教学楼 (仅针对住宿学生)
- 9:00 - 12:00 Final Project Presentation
课程项目最终展示
- 12:00 Closing ceremony and luncheon
(Mandatory for all students; Parents welcomed)
结业式和午餐 (所有学生务必参加, 欢迎家长参加)

Saturday Afternoon 周六下午

- Residence hall check out (for residential students only)
退宿 (仅针对住宿学生)
- Optional activity for continuing students
继续住宿学生自由活动

COURSE SYLLABUS 课程大纲

You will be given a syllabus for each course you take during HSA. There is a lot of very important information in the course syllabus, so be sure to read it very carefully and ask questions about anything you don't understand. The syllabus will contain information on how to contact your instructor; what the goals of the course are; what kinds of assignments you will do and how they will be assessed; and important policies pertaining to your course, NYUSPS, and NYU Shanghai. You will also be given a schedule or calendar for each course with information about what you will learn, how to prepare, and what assignments are due each class day. This schedule might be included in the syllabus or given to you as a separate document.

在您就读上海纽约大学NYUSPS高中生夏季学院期间，您所选择的每门课程都会分发教学大纲。课程大纲上有很多非常重要的信息，所以一定要非常仔细地阅读，如有任何问题请随时提出。教学大纲包含任课老师的联系方式，课程的目标，课堂任务，评估标准，以及上海纽约大学和NYUSPS关于课堂的政策。您还将获得每门课程的时间表或日历，其中包含您将学习的内容、预习的要求，以及每节课的作业信息；这个日程表会列入教学大纲，或是作为单独的文件发放。

ATTENDANCE 出勤

All HSA students are required to attend and be punctual for all classes and take part in activities. If you do need to miss class due to illness or other emergency, you must let the program assistant know immediately. You should also let your teacher(s) know as soon as possible. You can then talk to a classmate to find out what you missed, get copies of any handouts, find out what homework was assigned, and so forth.

所有学生都必须准时参加所有的课程及活动。如果你因身体不适或其他紧急情况而缺课，你必须立即告知项目助理，并尽快告知任课老师。你可以向同学询问所缺课程的内容，领取讲义，了解老师布置的作业，等等。

ACADEMIC HONESTY 学术诚信

Academic honesty is required of all students. Upon submitting academic work in writing, online, or in person, a student is declaring that work to be a product of her/his own thoughts and study, stated in his/her own words, and produced without assistance with the exception of proper citation of and reference to other sources. Engaging in academic misconduct may result in possible dismissal from HSA without refund.

所有学生都必须遵守学术诚信。无论您是通过书面形式、网络上传或是当面提交学术成果，都需要用自己的语言表达自己的想法，恰当引用参考资料并标注来源，不得抄袭他人作品。作弊或者违反校纪校规将会被开除且不得申请学费退款。

The review of alleged academic violations and the imposition of any resulting disciplinary decisions are at the discretion and responsibility of the instructor, academic department, and/or school of the course in which the misconduct takes place but may involve consultation with NYUSPS at NYU Shanghai HSA and/or University staff.

相关任课教师和学术部门有责任对违反学术诚信的学生进行调查，并有权做出处理决定。在处理过程中，有可能会咨询上海纽约大学NYUSPS高中生夏季学院/学校的相关员工。

ACADEMIC COMMUNITY SUPPORT 学术环境支持

Students are expected to respect the work of their fellow students; to refrain from soliciting or using the work of others (see Academic Honesty); and to afford their peers the time, environment, and space needed to study successfully. Students should not disrupt or interfere with the work of another student nor behave in a way that may negatively affect another's ability to complete work. Taking study breaks and forming study groups are welcomed; playing music loudly around someone trying to study or keeping your roommate or neighbors awake late at night, however, are examples of disrespectful academic behavior towards others.

学生要相互尊重学习成果；不索取或使用他人学术作品(见学术诚信)；并且保证彼此所需的学习时间、环境和空间。学生不应该扰乱他人学习,或影响他人完成功课。学生可以在课间休息时相互交流,或建立学习小组。然而,当周围同学学习时,你大声地播放音乐;或者打扰到室友、邻宿晚上的休息,这些都是对别人不尊重的行为。

ON-CAMPUS DINING 校园饮食

The Canteen on level B1 offers breakfast, lunch, and dinner with a variety of Chinese, Western, vegetarian, and Halal food options. Sandwiches, cakes, fruit, coffee, and other snacks and drinks can be purchased at the 2F Café. You can also choose to eat nearby the campus or use a food delivery service for more options.

地下一层的食堂提供早餐、午餐和晚餐。选择众多,包括中式菜品、西式菜品、素食以及清真餐。三明治、蛋糕、水果、咖啡和其它饮品可在二楼咖啡店购买。如果需要更多选择,也可以叫外卖,或者到校园附近就餐。

Dining Hall Hours (Monday – Friday)

食堂营业时间(周一至周五)

- Breakfast 8:00 – 9:30
早餐 8:00 – 9:30

- Lunch 11:00 – 14:00
午餐 11:00 – 14:00
- Dinner 16:00 – 18:30
晚餐 16:00 – 18:30

Dining hall is closed on all weekend (Sat & Sun).
周末食堂关闭

2F Café Hours

二楼咖啡店营业时间

- 8:30 – 17:00 (Monday through Friday)
8:30 – 17:00 (周一至周五)

GET CONNECTED ON CAMPUS 校园内连接互联网

1. Find the wireless SSID named “**nyushanghai-nyusps**” in the WiFi list for your device(s). Click to connect.

在你设备上的无线网络列表中，找到名为“**nyushanghai-nyusps**”的无线网络，点击进行连接。

2. Enter the WiFi password “**!NYU4class@**” then click “Join” or “Connect”.

输入无线网络密码 “**!NYU4class@**” 然后点击“加入”或“连接”。

3. A login window, similar to the one below, will appear. If the the window does not appear, open your web browser and try to connect to any website. You will then be redirected to a login window.

连接后会自动显示如下图所示的登录窗口，如果该窗口未能显示，请打开你的Web浏览器并尝试连接任意网站，之后你将会被重定向到该登录窗口。

4. Enter your mobile phone number in the first blank, then click on the button to get your authentication passcode.

在帐号一栏中输入你的手机号，然后点击“获取验证码”按钮。

5. A 6-digit authentication passcode will be send to your mobile phone via SMS.

一个6位数的安全验证码会通过短信发送到你的手机上。

6. Enter the authentication passcode into the second blank, then click on the button under it to get connected.

在“密码”一栏中输入你收到的安全验证码，然后点击“连接WiFi”。



Phone Number Wechat

手机号码(Phone Number)

验证码(Code) 获取(Get Code)

连接 Wi-Fi(Connect Wi-Fi)

NYU Shanghai Information Technology

PRINTING SERVICES 打印

Available Printing Services (Color/Black & White)
打印服务（彩色/黑白）

- Printing in color or black & white
从电脑上进行彩色或黑白打印
- Photocopying in color or black & white
彩色或黑白复印
- Scanning of documents to email
扫描文稿并通过电子邮件发送

To use the NYU Shanghai Print Services with your personal computer, please download and install the appropriate driver below.

在自己的计算机上使用上海纽约大学打印服务，点击下面的链接以下载并安装合适的打印驱动。

- [Mac OS X \(10.7 or later\)](#)
- [Windows 32 bits](#)
- [Windows 64 bits](#)

Prerequisites Necessary for Usage
安装前需要满足的系统要求：

1. You must be connected to the WiFi “nyushanghai-nyusps”.
已连接到名为“nyushanghai-nyusps”的无线网络。

Install Printer Driver 安装打印驱动

1. Download the installer file onto your computer.
下载安装包文件到你的计算机。
2. Extract the downloaded file to your desktop.
将安装包内的文件解压缩到桌面。
3. Double-click the extracted installer icon on the desktop, then click on the “install” to initiate the installation process.
双击桌面上解压缩出来的安装文件图标以运行安装程序。
4. When the installation process is complete, check your list of printers to confirm the NYU_Shanghai_Print_Service printer has been added to the list.
安装过程完成后，查看计算机的打印机列表，确认名为“NYU_Shanghai_Print_Service”的打印已添加到打印机列表。

Print/Photocopy Grant and Rate 打印帐号：

All HSA students are eligible to print, scan, and copy using the NYU Shanghai Print System. In order to use NYU Shanghai printing services, you must load your NYU Shanghai ID card with funds prior to use. Please follow the process below to add a balance and to recharge whenever needed. No balance is needed when using the scanning function.

当前在册的上海纽约大学NYUSPS高中生夏季学院的学生，都可以使用上海纽约大学的打印系统进行打印。打印前学生必须在上海纽约大学校园卡中充值。使用扫描功能不会扣除卡内的费用。

You will be able to print/photocopy documents from any of the printers listed below in the NYU Shanghai Campus Building. The rate for printing/photocopying is 0.09 RMB B/W; 1.2 RMB Color per page (A4, one side).

你可以在下列任意一台位于上海纽约大学教学大楼内的打印机上进行打印/复印操作，打印/复印的费率如下：黑白 0.09元；彩色1.2元 每页（A4纸，单面）

LOCKERS 储物箱

Classrooms and public spaces at NYU Shanghai remain open throughout the day, and NYU Shanghai is not responsible for any lost or stolen items. It is therefore important to take care of

your personal belongings at all times. Through a special agreement with NYU Shanghai Campus and Facilities, NYUSPS at NYU Shanghai has reserved a limited amount of lockers for HSA students to use for the week. Policies, procedures, and other general information about reserving and using lockers will be communicated to you before the course started.

上海纽约大学的教室与公共空间白天全天开放，上海纽约大学NYUSPS不对学生丢失的物品承担任何责任。因此，在校园中时刻保管好个人物品非常重要。我们已与校园运营部达成协议，成功预定部分储物柜，供上海纽约大学NYUSPS学生以星期为单位租用。我们会在开课前告知租用步骤以及相关规定。

STUDENT CONDUCT POLICY 学生行为规范制度

NYUSPS AT NYU SHANGHAI HSA STUDENT CONDUCT EXPECTATIONS 上海纽约大学NYUSPS高中生夏季学院学生行为规范

NYU Shanghai is committed to the overall educational and personal development of its students and views the NYU Shanghai community facilities as an important environment for learning and personal growth. Every member of the NYU Shanghai community is expected to uphold certain general responsibilities to ensure that the NYU Shanghai environment is a safe, respectful and constructive venue for living and learning. Every member of the community is expected to uphold certain general responsibilities to ensure the growth and development of NYU Shanghai's mission, including but not limited to:

上海纽约大学致力于为学生提供全面的教育体验和个人成长空间，大学的各项设施是实现这个目标的物质基础。上海纽约大学的每一位成员均有义务爱护大学的设施，从而为学习生活营造出安全、舒适与相互尊重的环境。为确保上海纽约大学实现其办学任务，每一位成员均应承担起相应责任，包括但不限于：

1. Respecting all members and policies of the NYU Shanghai and Shanghai communities.
尊重上海纽约大学和上海市的所有人员和相关制度。
2. Respecting the customs, culture, and laws of Shanghai and the People's Republic of China (PRC).
遵守中华人民共和国和上海市的各项行为规范、文化传统和法律法规。
3. Respecting the physical facilities of NYU Shanghai, including the furnishings, equipment, and grounds. NYU Shanghai facilities include any buildings owned, controlled, operated, used, or shared by NYU Shanghai.
爱护上海纽约大学的设施，包括家具、设备和校园。上海纽约大学的设施包括由大学拥有、控制、管理、使用或共同使用的楼房。
4. Respecting the diverse lifestyles, opinions, and pursuits of the individual members of the community.
尊重大学每一位成员的生活方式、个人观点和人生追求。

5. Informing NYU Shanghai administrators or the Department of Public Safety about behavior that is disrespectful to community standards as well as situations that infringe on the safety of the community.

及时向上海纽约大学工作人员或公安局报告不符合社区行为规范或危害社区安全的行为。

To achieve this goal, NYU Shanghai reserves the right to review all alleged violations of the following student behavior policies and to initiate disciplinary action and impose sanctions when appropriate. Students will be held accountable for violations of the following policies whether committed by themselves or by their guests. Students found to be present while a violation is occurring may be considered participants and may also be subject to disciplinary action. Prohibited items may be confiscated and discarded.

上海纽约大学有权审查学生针对以下大学制度的违规行为，并采取相应的纪律处分措施。无论是学生本人还是其访客违规，大学均会追究学生的个人责任。违规行为发生时在场的学生将被视为违规行为参与者，有可能会受到相应的纪律处分。大学将没收并丢弃一切违禁物品。

NYUSPS AT NYU SHANGHAI HSA STUDENT BEHAVIOR POLICY

上海纽约大学NYUSPS高中生夏季学院学生行为准则

1. Community Standards Violations. The following actions are violations of this document:

违反社区标准的行为。 以下行为将被视为违规行为：

- A. Behavior that is disrespectful to any member, policy, culture, or custom of the Shanghai community or of any community where a student is studying, conducting research, interning, working, participating in an NYU Shanghai activity or otherwise representing NYU Shanghai.
在上海纽约大学就读、开展研究、实习、工作、参与上海纽约大学举办的活动或者代表上海纽约大学活动时作出的针对上海或其他地区任何人、制度、文化或习俗的不敬行为。
- B. Actions that violate any law or regulation of Shanghai and/or the PRC or of any location where a student is studying, conducting research, interning, working, participating in an NYU Shanghai activity or otherwise representing NYU Shanghai.
在上海纽约大学就读、开展研究、实习、工作、参与上海纽约大学举办的活动或者代表上海纽约大学活动时作出的违反中华人民共和国和上海市法律法规的行为。
- C. Failure to maintain acceptable standards of personal hygiene or room cleanliness to the extent that such failure interferes with the general comfort, safety, security, health or welfare of a member or members of the NYU Shanghai community.
未能保持必要的个人卫生或房间整洁，妨害大学其他人员的生活、健康、安全或福利。
- D. Keeping or caring for pets or animals in any NYU Shanghai facility.
在大学设施内饲养宠物或其它动物。

- E. Unauthorized solicitation, recruitment for membership, subscription, polling, posting, canvassing or commercial sale of products, services, or tickets in NYU Shanghai facilities.
在大学范围内未经授权兜售商品、服务或门票，招揽会员、开展意见调查、张贴传单或从事推销等活动。
- F. Smoking indoors, on balconies, or in facilities entryways. Smoking devices, including but not limited to pipes, bongs, electronic smoking devices, and hookahs, are not permitted indoors, on balconies, or in facilities entryways.
在室内、阳台或大楼入口处吸烟。不得在室内、阳台或大楼入口处使用任何吸烟工具，包括但不限于烟管、烟斗、电子烟和水烟等。
- G. Conducting a private business enterprise from any NYU Shanghai facility or using NYU Shanghai resources to conduct private business.
在大学设施内运作私人商业机构、或使用大学资源开展私人商务活动。
- H. Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the outside of a building or the inside of the building which may be viewed outside of one's room.
未经授权在大楼外墙或楼内房间外张贴、篆刻、涂画任何标语、广告、告示或任何文字表达、旗帜或横幅。
- I. Affixing in any NYU Shanghai facility signage, advertisements, notices, or other lettering, flags or banners using permanent means that leave marks, holes, or removes paint.
在大学标识上张贴广告、告示或其它文字、旗帜或横幅，且在标识上永久性留痕、穿洞或使标识褪色。
- J. Attaching or hanging any projections (radio or television antennas, dishes, awnings, etc.) to the outside walls or windows of an NYU Shanghai facility.
在大学设施外墙或窗外悬挂任何突出物体（收音机或电视天线、碟形信号接收器、遮阳棚等）。
- K. Filming or videotaping in or into any area of any NYU Shanghai facility without authorization.
未经授权在大学设施内拍摄或录制视频。
- L. Gambling in NYU Shanghai facilities.
在上海纽约大学设施内赌博。
- M. Using the name or any abbreviation, logo, trademark, torch symbol, or any other indicia of "New York University," "NYU Shanghai" or school or unit of NYU or NYU Shanghai without first obtaining written permission from the NYU administration.
未获得事先书面许可情况下使用上海纽约大学、其学院或部门的名称或任何简写、标志、商标、火炬标志、或任何类似表述或图像。
- N. Using skateboards, rollerblades, or any other "coasting" devices in NYU Shanghai facilities.
在大学设施内使用滑板、溜冰鞋或任何滑行工具。

2. Health and Safety Violations. The following actions are violations of this document:

妨害公共健康与安全的违规行为： 以下行为将被视为违规行为：

- A. Possessing flammable decorations, appliances, or other property that may be deemed a fire hazard.
拥有易燃装饰品、家电或其它有起火隐患的物品。

- B. Being in violation of fire safety policies as established in this document.
违反本手册防火安全制度的行为。
- C. Causing a fire or false alarm.
导致火警或消防警铃误鸣的行为。
- D. Possessing or storing a motorized vehicle—gas, electric, or otherwise—at NYU Shanghai, including, but not limited to, the campus building and the dormitory. Motorcycles, electric bicycles, or scooters are not permitted to be used by NYU Shanghai students for travel to and from an NYU Shanghai facility.
在校内拥有或存放任何机动、天然气驱动或电力驱动驾驶车辆，包括但不限于校园大楼和宿舍。学生不得使用摩托车、电单车或小型摩托滑板车作为来回大学的交通工具。
- E. Possessing weapons, including but not limited to knives, mace, explosives, fireworks, firearms, or ammunition. Only knives provided by NYU Shanghai for use in the kitchen are permitted in NYU Shanghai provided housing and no knives are permitted to be in student rooms in NYU Shanghai-provided housing.
拥有武器，包括但不限于刀具、棍棒、爆炸物、烟花、枪支或弹药。在宿舍厨房里只能使用由大学提供的刀具，且刀具不得带入宿舍房间。
- F. Throwing and/or causing objects or any substance to be directed from, into, or onto windows, doors, balconies, terraces, ledges, roofs or other areas.
向窗户、门、阳台、露台、窗台、房顶或其它区域扔砸物品的行为。
- G. Possessing, using or distributing an alcoholic beverage in violation of alcohol policies as established in this document.
违反本手册规定拥有、饮用或提供酒精饮料。
- H. Being in the presence of a violation of the alcohol policies as established in this document.
发生酒精违规事件时在场。
- I. Possessing, using, or distributing an illegal or controlled substance and/or related paraphernalia in violation of substance policies as established in this document.
违反本手册规定拥有、使用或提供非法或管控药物及相关物品。
- J. Being in the presence of a violation of the substance policies as established in this document.
发生违禁药物违规事件时在场。
- K. Possessing unauthorized furniture or being in violation of outside furniture policies as established in this document.
拥有未经许可的家具，或违反本手册有关外来家具的规定。
- L. Tampering with devices and furnishings in an NYU Shanghai facility.
不当使用上海纽约大学仪器设备和家具的行为。
- M. Failure to present a valid ID card or properly identify oneself when entering an NYU Shanghai facility or when requested to do so by any authorized staff member.
进入上海纽约大学大楼、或在授权人员要求时未能出示有效证件。
- N. Unauthorized access or use of restricted areas in or about an NYU Shanghai facility, including but not limited to roofs, ledges, terraces, basements, storage areas or emergency exits.
擅自进入或使用上海纽约大学的限制性区域，包括但不限于天台、窗台、露台、地下室、储物间或紧急出口。

- O. Unauthorized entry into any part of an NYU Shanghai facility, or contributing to such unauthorized entry of another individual. This includes fraudulent attempts (misrepresentation, using false identification, etc.) to enter or to allow another individual to enter any part of an NYU Shanghai building.
擅自进入上海纽约大学的特定区域，或协助他人在未经授权的情况下进入该等区域，包括通过虚假陈述、使用虚假证件等进入或协助他人进入海纽约大学区域。
- P. Fraudulent use of NYU ID. Fraudulent use includes but is not limited to:
以欺骗性手段使用纽约大学的学生证，包括但不限于：
 - i. Giving or lending of NYU ID to any other individual.
向他人提供或出借学生证。
 - ii. Using one's NYU ID to "tap in" another individual through NYU Shanghai turnstiles.
刷自己的学生卡帮助他人通过大学的十字转门。

3. Substance Abuse and Alcohol 药物滥用和酒精饮料

- A. The possession or use of cigarettes and other tobacco products, e-cigarettes, or vaporizers by HSA students is strictly prohibited, regardless of the age of the student.
严禁高中生夏季学院任何年龄的学生拥有或吸用香烟、其它烟草制品、电子烟或喷雾烟。
- B. The possession or use of alcohol by HSA students is strictly prohibited.
严禁高中生夏季学院学生持有或者饮用酒精饮料。
- C. The possession or illegal use of a controlled substance or the possession of related paraphernalia by HSA students is strictly prohibited.
严禁高中生夏季学院学生持有或非法服用管制类药品或持有相关服用器具。
- D. Smoking, consuming alcohol, illegal drug use, and the use of other abusive substances (e.g., unprescribed medications) are strictly prohibited at any time during HSA and at any location on or off campus. Violations of this policy are grounds for dismissal from the HSA without refund.
严禁高中生夏季学院学生在校内外任何地点吸烟、饮酒、服用毒品或滥用其它药物(如非处方药)。违反本规定的学生将会被高中生夏季学院取消就读资格,且不退还任何费用。

4. Smoke-Free Campus Policy 无烟校园制度:

NYU Shanghai is a smoke-free campus. Consistent with the goal of creating a healthful and comfortable environment for all members of the NYU Shanghai community, smoking, including cigarettes, cigars, pipe tobacco, and use of electronic cigarettes, is prohibited at all times on the University campus, including in all of its buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, plazas, vestibules, loading docks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway or ventilation system and on any other NYU Shanghai owned, controlled, or shared property. Signs will be posted at each building's entrances and displayed in prominent, visible areas to inform all individuals entering or occupying NYU

property that smoking is prohibited.

上海纽约大学为无烟校园。为了让上海纽约大学所有成员拥有健康和舒适的生活学习环境，全天禁止在大学设施之内吸烟，包括香烟、雪茄、烟斗和使用电子烟。有关设施区域包括但不限于大学所有大楼、宿舍及其露天区域、医疗室、实验室、教室、私人办公室、阳台、活动间、隔间、装卸间，邻近或阻碍大楼出入口、门廊或通风设施的区域，以及其它任何由上海纽约大学拥有、控制和共同使用的区域。每幢大楼的出入口和醒目位置会张贴标识，提醒进出校园的人员禁止吸烟。

5. Community Space Policy The following actions are violations of this document:

公共区域的行为准则 以下行为将被视为违规行为：

- A. Inappropriate use of NYU Shanghai property or space not assigned to an individual.
以不当的方式使用上海纽约大学的财产，或使用未经指派的区域。
- B. Limiting the ability of others to use communal property or space by:
通过以下手段阻止他人使用公用财产或公共区域：
 - i. Leaving personal belongings in communal areas unattended.
将个人物品放在公共区域，并不加看管。
 - ii. Taking communal items into one's room; locking communal space; or otherwise limiting other individuals' access to communal items or space.
将公用物品拿到自己的房间；为公共区域上锁；或限制他人进入或使用公用物品或区域。
 - iii. Failure to clean up communal spaces or items after use in a way that limits others' use of the space.
使用公共区域后未能妥善清理，影响他人使用。
 - iv. Behaving in a disruptive or abusive manner in communal spaces.
在公共区域作出干扰他人或不敬的行为。

NYUSPS AT NYU SHANGHAI HSA RESIDENCE HALL POLICY **上海纽约大学NYUSPS高中生夏季学院宿舍行为准则**

1. Residence Hall Administrative Violations **宿舍违规行为**

- A. Violating any stipulation of the Student Housing License during the license period:
入住期间违反《学生宿舍使用条例》的行为：
<https://shanghai.nyu.edu/page/reslife-policies>
- B. Moving to another room or residence hall without authorization.
擅自搬到另一个宿舍间或宿舍楼。
- C. Occupying residence hall space assigned to another resident.
霸占分配给他人的住宿空间。
- D. Installing an unauthorized lock on a bedroom, bathroom, or suite door.
对房间、洗手间或套间擅自安装门锁。

- E. Violating the short-term or overnight guest policies.
违反访客或晚间留宿的规定。
- F. Inadequately securing one's residence hall room and/or failure to lock room doors.
未能妥善关好房间门窗。
- G. Subletting a residence hall room, suite. Allowing an individual to reside in a residence hall without authorization.
将宿舍转租。未经授权让他人留宿。
- H. Failing to properly complete the check-in/out procedure.
未能妥善完成入住搬出手续。
- I. Unauthorized possession or use of a key to property or premises owned, used, and/or operated by NYU Shanghai.
未经授权获得或使用上海纽约大学所拥有、使用和/或经营的设施、场所的钥匙。
- J. Duplicating a residence hall key for any reason.
出于任何原因复制宿舍钥匙。
- K. Unauthorized painting, construction, or other modification in a residence hall room or common area.
在宿舍房间或公共区域内擅自涂画、加建或改建。
- L. Permitting an unauthorized individual to reside in NYU Shanghai housing.
让未获得授权的人员在宿舍留宿。
- M. Residing in any space not assigned to them by NYU Shanghai.
在上海纽约大学指派以外的房间住宿。
- N. The removal of any NYU Shanghai furnishings without prior approval from the Office of Student Life.
未经学生生活办公室事先批准移除大学设施内的任何家具。

2. Guest and Visitation Policies for Residence Halls 宿舍访客与留宿制度

Students are not allowed to have guests in their residence halls, including family members and HSA commuter students. Visitors will not be permitted past residence hall security and must meet residential students in the building lobby. Students will not be allowed to sleep over in other students' rooms.

学生不得在宿舍接待客人,包括家属和高中生夏季学院的走读生。学生必须在宿舍楼大堂接待访客,访客将不得通过宿舍安保。学生不得在其他同学的宿舍内留宿。

Overnight Visits: Overnight visits are not permitted. Non-hall guests are not permitted in NYU Shanghai residence halls between 11:00 PM and 8:00 AM. This definition is subject to change at the discretion of the Office of Student Life. Exceptions to these Guest and Visitation Policies must be approved in advance by the Office of Student Life.

访客留宿：禁止访客在宿舍留宿。外来访客在晚上11点至第二天早上8点期间不能进入大学宿舍。学生生活办公室有权更改有关规定。例外情况必须事先通过学生生活办公室的批准。

3. Sound Policy for Residence Halls 宿舍的音量控制

Residents are expected to keep sound to reasonable levels and to comply with requests to reduce sound levels that are intrusive. Use of amplifiers or P.A. systems in the residence halls is prohibited. Pianos are not permitted in residence hall rooms. Musical instruments may be played only in designated practice areas. Such space may not be available in all residence halls.

Contact the residence hall staff if you have any questions about these guidelines. Residents must observe quiet hours between 11:00 PM and 8:00 AM and 24-hour quiet hours during NYU Shanghai designated examination periods. Student Government with the approval of the Residence Hall Director may specify other quiet hour periods.

学生应把音量控制在合理的范围，并在收到投诉后将音量降低。禁止在宿舍内使用扬声器或广播系统。禁止在宿舍房间内使用钢琴。只能在特定区域内使用乐器。并非所有宿舍楼都设有乐器间。详情请咨询宿舍工作人员。入住学生必须遵守晚上11点至第二天早上8点的肃静要求，并在大学考试阶段遵守每天24小时的肃静要求。学生会在征得宿舍主任的批准后可执行额外的肃静时段。

4. Communal Kitchen Policy for Residence Halls 宿舍公用厨房管理规定

Almost every floor of the NYU Shanghai residence hall has a communal kitchen for use by the residents of that floor. On floors where there is not a kitchen, students will have access to the kitchen on the floor above or below. The use of the kitchen is a privilege that can only be offered as long as it is used in a manner that does not compromise the health, safety, and well-being of the NYU Shanghai residential community.

上海纽约大学宿舍楼几乎每一层都设有公用厨房供学生使用。若所在楼层不设厨房，学生可使用楼上或楼下的厨房。使用过程中不得妨害上海纽约大学宿舍区人员的安全和身心健康。

- A. Students may not remove any kitchen items that have been provided by NYU Shanghai from the kitchen to which they are assigned for any reason. These items include, but are not limited to: hotplates, microwaves, kitchen knives, and communal cleaning supplies.
学生不得出于任何目的移动由上海纽约大学提供的物品，包括热锅、微波炉、刀具、和公共洗涤材料。
- B. Students are responsible for cleaning up for themselves after using the kitchen and appliances. Students may be charged for any additional costs NYU Shanghai incurs by having to clean the kitchen or replace damaged appliances.
厨房和炉具使用后需要自行清理。若清理不当或造成炉具损坏，上海纽约大学将收取相应费用。
- C. Students are responsible for the safe use of the kitchen. If a floor causes the fire alarm to activate multiple times from kitchen use, the kitchen may be closed.
以安全的方式使用厨房。如果某层的厨房在使用过程中多次引起消防警铃响起，则大学将关闭厨房。
- D. Misuse, theft or unauthorized use of another's personal property or belongings left in the kitchen, including food, is strictly prohibited, even if one intends to return the property or replace the food.
严禁摆弄、盗窃或擅自使用遗留在厨房的他人物品，包括食物，即使有归还的意愿。

5. Furniture Policy for Residence Halls 宿舍家具规定

NYU Shanghai maintains a strict outside furniture policy to ensure fire safety and protect the cleanliness of the rooms. Additionally, outside furniture can contribute to pest problems. All rooms are furnished appropriately for its occupants with a desk and chair, dresser, and bed.

Furniture (including mattresses) may not be removed from student rooms of original assignment without proper authorization from the Residence Hall Director. Furniture may not be assembled atop bricks, bookcases, or other structures not originally designed to support it. Lofted or bunked beds may only be assembled or disassembled by Facilities staff and manufacturer installers/movers assigned by the university. No student or other person or entity may install or construct lofts or bunk beds in a room.

出于消防和保持宿舍整洁的考虑，上海纽约大学严禁入住学生使用外来家具。此外，外来家具也可能引起虫害问题。所有宿舍房间均配备必要的家具，包括桌椅、衣柜和床。未经宿舍主任批准不得擅自移动家具，包括床垫。不得在非承重结构上（如砖结构、书架等）摆放家具重物。高架床和双层床的安装拆卸必须由大学工作人员和指定外部人员完成。严禁任何学生或个人在房间内安装高架床和双层床。

Outside furniture is prohibited in the residence halls except for the following items:

除以下物品外，禁止把其他外来家具带进宿舍：

- A. Desk chairs that do not have any fabric or upholstery
无布料面的桌椅
- B. Lamps (only non-halogen bulbs)
电灯（非卤素灯）
- C. Media stand, bookcase, or nightstand in which the total dimensions of each piece do not exceed 2 meters. Total meters can be calculated by adding the longest width, the longest height, and the longest depth together when fully extended (such as legs or sides).
尺寸不超过2米的电视音响架，书架，直立架。将家具完全伸展后的长宽高加在一起便可算出尺寸。

Additional limitations/requirements: 其他限制/要求：

- A. Do not bring in items noted above, which are dirty or has been discarded (such as furniture left on the street). Such dirty or dilapidated items may have pests such as bedbugs and will not be allowed in the residence hall even if it meets guidelines.
禁止将肮脏和被丢弃的上述家具物品带入宿舍，以避免引起虫害，如床虱子。
- B. No upholstered furniture or furniture that requires cushions are allowed for any reason. This includes, but is not limited to dish/butterfly chairs, couches, futons, etc. Please consult with your roommate in making any decisions to bring in outside furniture. Also, it is recommended that you wait until you have stayed in your room for several nights before deciding to bring items.
禁止使用有布料面和布料面软垫的任何家具，包括但不限于飞碟形或蝴蝶形座椅、沙发、沙发床等。带入外来家具前请先与室友交换意见。此外，建议在房间住几天以后再考虑是否需要自带家具。
- C. Residents are responsible to remove outside furniture from their room when they move out of the building or they will be charged for its removal. Residents will be charged for any outside furniture that causes pest problems. Student Life may amend these guidelines at any time and reserves the right to require the immediate removal of any outside furniture for any reason.
搬出宿舍时请务必清走自带家具，否则会被罚款。如果自带家具造成虫害，也会被罚款。学生生活办公室可随时更改有关导则，并有权要求学生马上清走自带家具。

6. Fire Safety Policy for Residence Halls 宿舍楼的消防安全规定

In general, residents are expected to maintain adequate standards of cleanliness to avoid fire hazards, and must not obstruct sidewalks, entrances, passages, heating/air conditioning vents, fire escapes, elevators, lobbies, stairways, corridors or halls with personal property. **The following items are prohibited in the residence halls and will be confiscated:**

为预防火灾发生，入住学生务必确保宿舍的整洁，不得在过道、入口、通道、空调通道、消防通道、电梯、大堂、楼梯、走廊等区域堆放个人物品。**严禁携带以下物品进入宿舍楼，一经发现将处以没收：**

- A. Flammable decorations
易燃装饰品
- B. Natural or artificial evergreens
天然或人工的长青植物
- C. Electric heaters, electric blankets/pads, air conditioners, or refrigerators
电炉、电热毯、空调机或冰箱
- D. Microwaves, rice cookers, water kettles, or any other cooking appliance that is not provided by NYU Shanghai. (Coffee makers may be purchased by residents, but only stored and used in the communal kitchen for use by everyone. NYU Shanghai takes no responsibility for lost, stolen or damaged appliances.)
微波炉、电饭煲、煮水壶、及其他上海纽约大学并未提供的家电（学生可购买咖啡机，但只能摆放在公用厨房供全体使用。上海纽约大学对遗失、被盗或损坏的家电一律不负责。）
- E. Grills, hot plates/burners, toasters, toaster ovens, or any other type of open flame or heating coil device
烤炉、热锅、烤面包机、炉具、或任何其他明火或加热炉具
- F. Halogen lighting equipment
卤素照明设备
- G. Candles or incense
蜡烛或香
- H. Explosives, fireworks, firearms, or ammunition
爆炸物、烟花、枪支或弹药
- I. Any other object found to block easy egress from a resident's room as deemed by Residential Life staff
宿舍工作人员认为阻碍出入房间的物体
- J. Power strips plugged into other power strips
插入其他电线板的电线板
- K. The use of any high-powered appliances (over 800 watts) in the common spaces
在公共区域使用高功率（超过800瓦）家电
- L. Appliances plugged into outlets on the resident floor hallways
插到宿舍公共走廊插座的家电

Students found in possession of prohibited items will be subject to student conduct action and sanctioned accordingly. If you have any questions or concerns regarding fire safety, please contact your Residence Hall Director.

被发现拥有以上明令禁止物品的学生将按照学生纪律处分管理办法进行处理。关于消防安全有任何疑问，请联系宿舍主任。

7. Curfew Policy 宵禁规定

Students must be checked in at their residence hall by 11:00 p.m. By 11:30 p.m., students must be in their designated rooms. The Program Assistant (PA) will monitor the residence hall at these times. No exceptions or requests to extend curfew will be accepted unless the student is on a university-sponsored event.

学生必须在晚上 11 点前回到宿舍报到,且在 11:30 前回到各自房间。项目助理将在该时段内查房及核对人数。除非是参加学校组织的活动,本宵禁规定不得有任何例外。

NYU SHANGHAI NON-ACADEMIC DEPARTMENT VIOLATIONS 上海纽约大学非学术性违规行为

All NYUSPS at NYU Shanghai HSA Students are expected to abide by all NYU Shanghai department policies and other related guidelines, policies and procedures. If any discrepancy exists between provisions of department policies and this document, the provisions of this document will apply. Policies and other related guidelines may be available here:

<https://shanghai.nyu.edu/campuslife/community-standards/>. Violations of non-academic department policies may be subject to the NYU Shanghai Student Conduct Process. These policies include, but are not limited to the policies listed below:

上海纽约大学NYUSPS高中生夏季学院的学生必须遵守上海纽约大学所有部门的制度和其
它相关制度和导则。如果部门制度和手册相冲突，则以手册为准。制度可以通过以下
网址获取：<https://shanghai.nyu.edu/campuslife/community-standards/>。针对非学术性违规行为将按照上海纽约大学学生纪律处分办法进行处理。相关制度包括但不限于：

- A. NYU Shanghai Residential Life
《上海纽约大学宿舍制度》
- B. NYU Shanghai Visa & Immigration Policies
《上海纽约大学签证和移民管理制度》
- C. NYU Shanghai Library Policies
《上海纽约大学图书馆管理制度》
- D. NYU Shanghai IT Policies
《上海纽约大学IT管理制度》
- E. NYU Shanghai Athletic and Fitness Center Policies
《上海纽约大学体育和健身中心管理制度》
- F. NYU Shanghai Student Clubs and Organizations Policies
《上海纽约大学学生俱乐部和组织管理制度》
- G. NYU Shanghai Public Safety Policies
《上海纽约大学公共安全制度》
- H. NYU Shanghai Campus and Facilities Policies
《上海纽约大学校园和设施管理制度》

I. NYU Shanghai Finance Policies
《上海纽约大学财务管理制度》

DISCIPLINARY PROCESS 违纪处理流程

NYUSPS at NYU Shanghai HSA has a zero tolerance policy with respect to the possession or use of cigarettes, vaporizers, alcohol, and illegal drugs and substances (including paraphernalia). Any student determined to have violated these policies will be immediately dismissed from HSA without refund. All other policy violations will be addressed in accordance with NYUSPS at NYU Shanghai HSA adjudication processes set forth in the NYUSPS at NYU Shanghai HSA Handbook, and may result in a variety of sanctions depending upon the circumstances of the violation ranging from a warning to dismissal from HSA without refund.

上海纽约大学NYUSPS高中生夏季学院，对于违规持有或使用香烟、喷雾烟、酒精饮料、毒品和其他管制药品(及服用器具)，采取零容忍政策。任何违反这些规定的学生将被高中生夏季学院立即取消就读资格，且不退还任何费用。其他违规行为将依据本手册所述的违规行为裁定流程进行处理，并根据违规事实的严重性给予处分，处分形式从警告，到取消就读资格并不退还任何费用。

INVESTIGATION AND ADJUDICATION OF ALLEGED VIOLATIONS 涉嫌违规行为的调查和裁定

NYU Shanghai assumes that all students are capable of accepting responsibility for their actions. Students will be held accountable for any violation of NYUSPS at NYU Shanghai HSA and University rules and policies. It is important to note that students found present while a violation is occurring may be considered participants and may be subject to disciplinary action along with the principal violator(s). The NYUSPS at NYU Shanghai HSA conduct process is as follows:

上海纽约大学认为所有的学生都有能力为自己的行为负责。学生如若违反高中生夏季学院和大学的规范制度，将会被追究责任。必须注意的是，违规行为发生时在场的学生将被视为违规行为参与者，有可能会和主要违规者一起接受相应的纪律处分。上海纽约大学NYUSPS高中生夏季学院违规行为处理流程如下：

Report or formal complaint: Students and HSA or University staff document things that they observe, hear, smell, or are otherwise made aware of through an incident reporting process. Any person may file a report or discuss a complaint with staff.

举报和正式投诉：学生和高中生夏季学院或学校的工作人员记录他们所看到、听到、闻到或者是其它通过事件报告过程让他们察觉到的内容。任何人都可以向工作人员书面举报或投诉。

Investigation: HSA and/or University staff will review all such reports and may interview students connected with the case. Students are expected to cooperate with the interview process. Based upon the information available to the staff, should the staff determine that no violation occurred, the case will be closed. In the event it is determined that a violation did occur, the case will be referred to a senior HSA and/or University administrator for final review and a determination as to disciplinary actions that are deemed to be necessary and appropriate.

调查：高中生夏季学院或者大学工作人员将审查举报内容，可能会约谈相关的学生。学生需配合约谈。基于所获得的信息，如果工作人员确认没有发生违规行为，则将终止调查；如果工作人员确认发生了违规行为，调查将移交高中生夏季学院或者大学的高级行政管理人员进行最终审查，并给出必要且合适的纪律处分决定。

Final Review: The student will receive official notification of the final decision via email. Serious violations will most likely lead to dismissal from the HSA without refund. Disciplinary decisions are final and cannot be appealed.

最终审查结果：违规学生将通过邮件收到关于最终审查结果的正式通知。严重违规行为将面临取消就读资格并不退还任何费用的处分。处分决定不接受上诉。