

Shenzhen College of International Education

Staff Handbook

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深圳教育国际交流学院

员工手册

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Section 1: General

1.1 Mission Statement

The aim of SCIE is to enable students to attain knowledge; to develop a comprehensive understanding of the intrinsic values associated with their subjects and their applications in everyday life and to realise their own full potential in preparing for Higher Education.

1.2 College Day

Period times are as follows:

Time	Period
7.50-8.00	Registration
8.00-8.40	1
8.40-9.20	2
9.20-9.30	Break
9.30-10.10	3
10.10-10.50	4
10.50-11.10	Break
11.10-11.50	5
11.50-12.30	6
12.30-14.00	Lunch
14.00-14.40	7
14.40-14.50	Break
14.50-15.30	8
15.30-15.40	Break
15.40-16.20	9
16.20-18.00	Free time
18.00-19.00	Dinner
19.00-21.30	Evening Study
22.30	Lights out

第一部分：总括

1.1 我校旨在帮助学生获取知识，形成对事物内在价值的全面理解，养成良好品格发掘自身潜力，为以后的大学教育做好铺路。

1.2 校园时间表

时间	课节
7.50-8.00	早点名
8.00-8.40	1
8.40-9.20	2
9.20-9.30	课间休息
9.30-10.10	3
10.10-10.50	4
10.50-11.10	课间休息
11.10-11.50	5
11.50-12.30	6
12.30-14.00	午餐休息
14.00-14.40	7
14.40-14.50	课间休息
14.50-15.30	8
15.30-15.40	课间休息
15.40-16.20	9
16.20-18.00	自由活动
18.00-19.00	晚餐休息
19.00-21.30	晚休
22.30	熄灯

1.3 College Year

All timings are approximate and can vary from year to year

Week	Semester 1	Semester 2
0	Staff Induction Week Make Up Exams External Exam Results Student Induction Week	Spring intake induction
1	Sign Up for Extra-curricular Activities	5-a-side football competition
2	Students Union Hustings and Elections	
3	Deadline for Oxbridge Entry	Women's day
4	Basketball Competition (3 weeks)	
5	Deadline for Oxbridge and Medicine UCAS Candidates	Deadline for CIE entry Chinese New Year Party
6		New Year Holiday
7	Deadline for Changing A1 Options New students Outward Bound	New Year Holiday
8	National Day Holiday	New Year Holiday
9		IGCSE Orals
10	Mid semester tests / Reports	
11	Sports Day	Mid Semester Tests (G1 etc) A level Parents Evening
12	Staff Meeting	G level Mock Examinations
13	GL Parents Meeting Student Badminton Competition	A level Mock Examinations G level Parents Meeting
14	A Level Parents Meeting	
15	Staff Badminton Competition	G2 Excursion
16	Arts Festival New Year Performances	Start of IGCSE Exams (approx)
17	Deadline for UCAS Entries	Start of A level Exams (approx)
18		
19	End of Semester Examinations Last chance to drop courses	
20	Christmas Holiday	
21	N/A	
22	N/A	End of Semester Examinations
23	N/A	End of External Examinations Graduation Ceremony and Dinner

Using this basic outline the calendar for the entire year will be constructed.

1. 3 学年

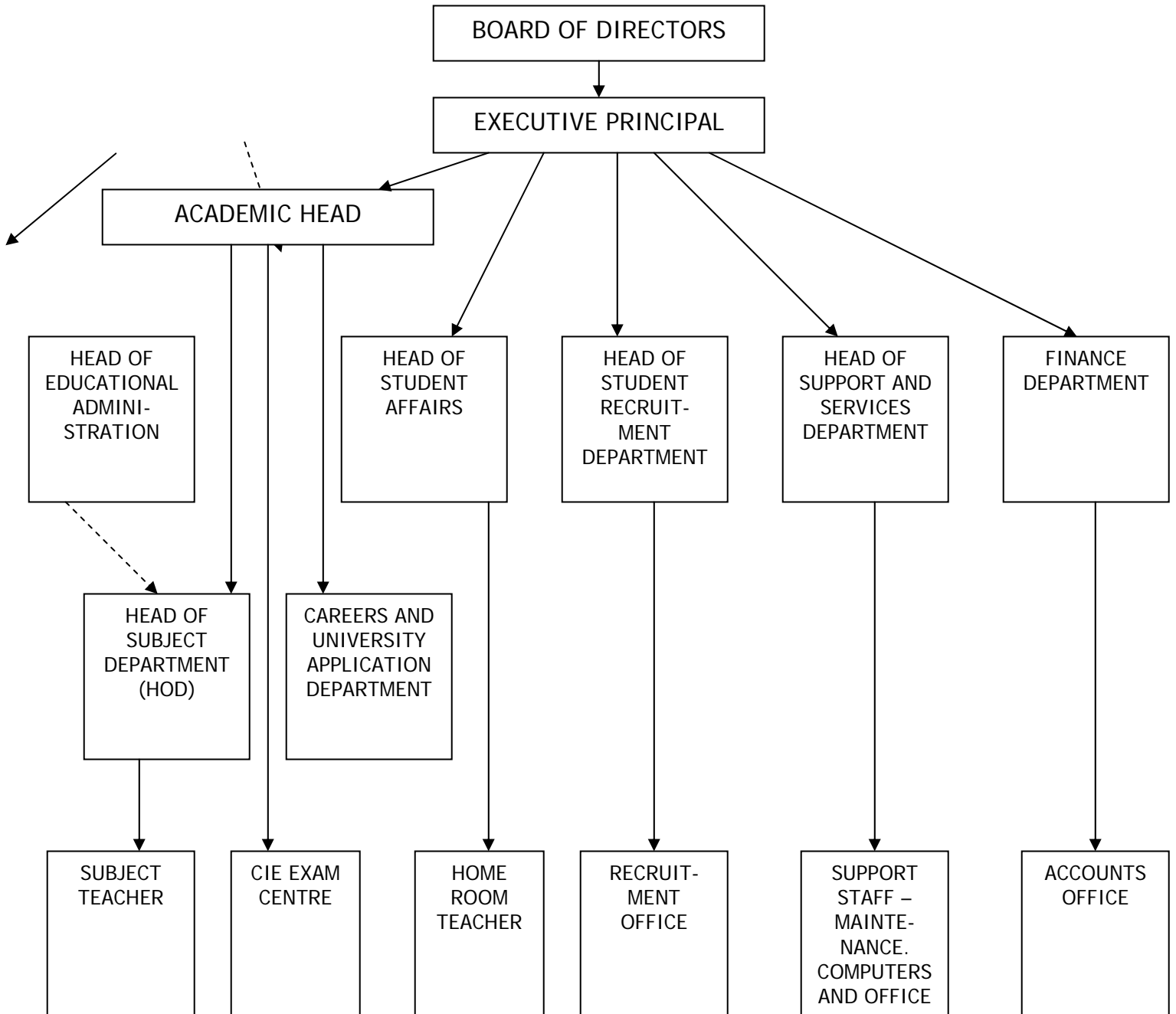
校历时间安排大致相同，因此每年稍做改变便可使用

Week	Semester 1	Semester 2
0	员工归纳工作， 补考 考试成绩 学生归纳周	春季招生
1	课外活动的报名	足球赛
2	学生会的竞选及选举	
3	牛津大学登记截止日期	三八妇女节
4	篮球赛（三星期）	
5	牛津及英国大学报名截止日期	国际考试报名截止日期 新春晚会
6		春节假
7	A1 选课修改截止日期 新生入学确认	春节假
8	十一国庆假	春节假
9		IGCSE 口语考试
10	期中考试	
11	运动会	期中考试(G1 etc) A 年级家长会
12	员工大会	G 年级模拟考试
13	G 年级家长会 学生羽毛球赛	A 年级模拟考试 G 年级家长会
14	A 年级家长会	
15	员工羽毛	G2 拓展
16	艺术展 新年演出	IGCSE 考试开始
17	UCAS 报名截止日期	A 年级考试开始
18		
19	End of Semester Examinations Last chance to drop courses	
20	圣诞假期	
21	N/A	
22	N/A	期末考试
23	N/A	外部考试结束 毕业典礼及聚餐

Using this basic outline the calendar for the entire year will be construct

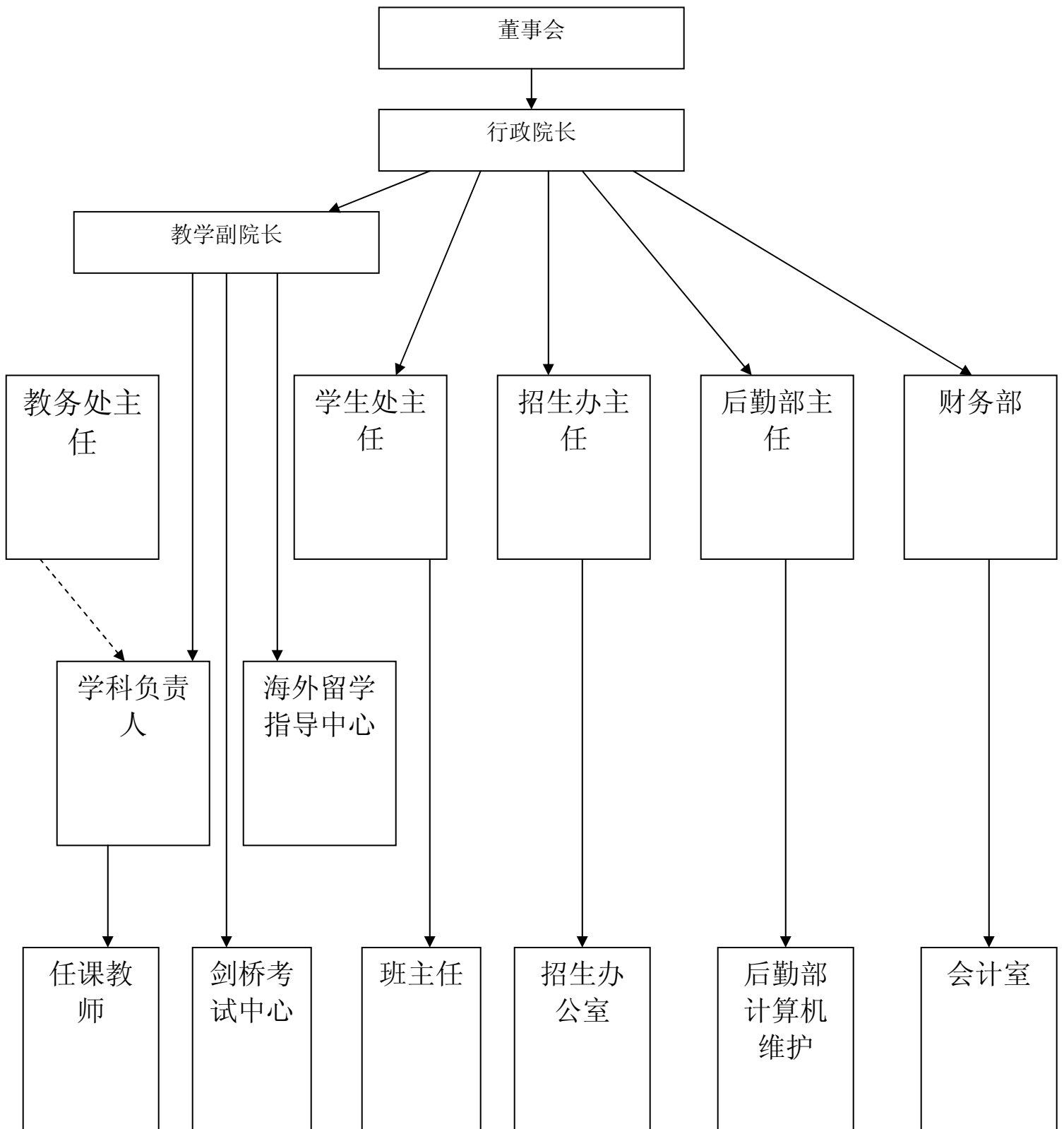
1.4 Management Structure

All staff are immediately responsible to the person directly above them in the management structure. All lines of responsibility lead eventually to the executive principal and the board of directors.



1.4 管理结构

所有员工由直接管理他们的人负责。所有的管理层最后归行政院长及董事会负责。



1.5 Communication

a) Lines of communication:

Staff should try to ensure that all relevant parties are kept informed of pertinent matters. Lines of communication are as shown in the previous diagram and should be followed, i.e. curriculum/academic matters should be referred through the HOD to the Academic Head, if necessary and pastoral matters through the relevant Home Teacher to the Student Affairs Department.

b) Communication with parents:

Generally communication with parents will take place through the Students' Affairs office. However, some parents may wish to consult with the Academic Head, Head of Departments or individual teachers in relation to course details and/or the progress of their children. In these cases parents should make an appointment with the Executive Principal's office to see the person concerned.

As far as possible, all communications with parents should be sent via e-mail. The College will create an individual e-mail address for each parent.

c) Staff notification through email or notice board

Staff will be notified of important information via the following channels:

- An e-mail sent to their school e-mail address
- A notice on the main notice board (outside 203)
- A notice placed on the notice board in the staff room
- A notice written on the blackboard in the staff room
- A notice placed in their pigeonhole

It is important that staff read these notices and make note of the information.

d) Staff meetings:

Staff meetings will take place at least twice per semester. They will be held after school and all staff must attend. A blank agenda will be posted on the notice board two days prior to the meeting and staff may raise any issues. Other meetings will be organised by HODs and SMT to discuss relevant issues at a departmental or year team level.

e) Electronic communication

The college will provide each staff member with their own e-mail address at the college's web site. The college's web site is *www.alevel.com.cn*

Many notifications are made via e-mail and staff should check their accounts as often as possible, at least daily. Many documents can be accessed through shared files on the network.

1. 5 沟通

a) 员工应将相关问题告知相关部门。沟通过程可参照以上结构图，学术问题应通过学科负责人至教学副院长，有关家长的沟通问题应联系其班主任至学生处。

b) 与家长的沟通

大体上与家长的沟通需通过学生处。对于一些希望就学生学习与教学副院长，学科负责人或各别任课教师见面的家长应与副院长办公室预约与相关人会面。与家长的沟通应尽可能通过电邮。学校将为每位家长创建电邮。

c) 员工通知将通过电邮或公告板

员工将通过以下渠道被通知重要信息

- 通过学校电邮发送的邮件
- 通过张贴在 203 外公告板的通知
- 通过员工休息室公告板张贴的通知
- 通过员工休息室写在黑板上的通知
- 通过放置在员工个人信箱的通知

员工应阅读此类信息并记录下内容。

d) 员工大会

员工大会每学期至少举行两次。将会在放学后举行，全体员工需参加。会议两天前在公告板上将会贴出空白的会议日程，员工可在此提出任何问题。其它由学科负责人或学校管理委员会举行的会议将会按学科或年组分别召开。

e) 电子通讯

学校将为每一位员工在学校网站上提供个人的电子邮箱。学校的网址是：www.alevel.com.cn 许多的通知都是通过电邮发送的，因此员工应及时查收个人邮箱。许多文件可通过网络共享。

Section 2: Academic Issues

2.1 Admissions Policy

Student admission to SCIE is by a process of selection. The applicant sends a personal statement to the college. This is followed by written academic tests in Mathematics, English and Science. Finally there is an interview in Chinese and English. On the basis of these, a decision is made regarding the acceptance of each student.

2.2 Curriculum

SCIE has four year groups. In G1 and G2, equivalent to Years 10 and 11 in UK, students study IGCSE. In A1 and A2, equivalent to Years 12 and 13 students study A level. Students have the option of taking A level Mathematics in one year and A level Further Mathematics the following year in A1 and A2 respectively.

In all cases the Examination Board is CIE.

Syllabus codes are as follows:

Subject	IGCSE syllabus code	A level syllabus code
Additional Mathematics	0606	N/A
Accounting	N/A	9706
Art and Design	0400	9704
Biology	0610	9700
Business Studies	0450	9707
Chemistry	0620	9701
ICT/Computing	0417	9691
Economics	N/A	9708
English as a 2 nd language	0510	N/A
Geography	0460	9696
History	0470	N/A
Further Mathematics	N/A	9231
Mathematics	0581	9709
Physics	0625	9702
Psychology	N/A	9698

第二部分 学术问题

2.1 招生政策

学生通过考试择优录取进入我校。候选人首先向我校发送个人简历，接着要通过数学，英语和科学的书面考试，最后要进行中英双语的面试。在此基础上，根据学生的表现录取。

2.2 课程安排

我校分为四个年级。G1 和 G2 相当于英国的 10, 11 年级，学生学习国际考试课程。A1 和 A2 相当于 12, 13 年级，学生学习 A 年级课程。学生可在 A1, A2 分别选修 A 年级数学和进阶数学。

所有的考试委员会都是剑桥考试院

课程代码：

科目	国际课程代码	A 年级课程代码
附加数学	0606	N/A
会计学	N/A	9706
艺术与设计	0400	9704
生物	0610	9700
商学	0450	9707
化学	0620	9701
计算机	0417	9691
经济学	N/A	9708
第二语言英语	0510	N/A
地理	0460	9696
历史	0470	N/A
进阶数学	N/A	9231
数学	0581	9709
物理	0625	9702
心理学	N/A	9698

2.3 Schemes of Work (SOW)

All teachers must produce schemes of work, giving a week by week breakdown of the subject matter to be taught. The scheme of work should include a description of teaching methods used, references to page numbers covered in the main text book and topics taught.

Twice each semester teachers will be asked to check the scheme of work to indicate their progress.

The schemes of work for Semester 1 are due for completion on the first Monday of week 2. Schemes of work for Semester 2 are due for completion at the end of the preceding semester.

2.4 Records of Work (ROW)

At the end of each semester, teachers will be asked to provide a Record of Work. This should be consistent with the SOW' s but omissions or extensions should be noted. ROW's are particularly important in the event of a staff member leaving and provides for continuity of teaching within the syllabus.

2.5 Homework

Students should receive homework each week for each academic subject that they take. Homework should be collected and marked as soon as possible and, in most cases, returned the following lesson. The nature of homework is left to the teacher's discretion.

Since homework has been a problem in the past at SCIE, with many students feeling that they do not wish to hand in the work although they have done it, please insist on work being handed in. Follow up on any homework which is not handed in and report students who repeatedly fail to hand in homework to their home room teacher through the concern form.

Marks for homework should be recorded as part of the general assessment particularly in the first semester.

2. 3 教案

所有的教师都需具备教案，记录每周教授的内容。此教案需包括教学方法，参考书的页码及涵盖的教科书及所教题目的内容。

每学期有两次要检查教师的教案，以查看课程进度。

第一学期的教案要在开学两周的第一个星期一完成，第二学期的教案需在前一学期结束前完成。

2. 4 工作记录

每学期期末教师都需提供工作记录，包括教案在内。工作记录非常重要，尤其在员工离职时对所教授课程的衔接将提供资料。

2. 5 作业

学生每周需完成所学学科的作业。作业应尽早收齐，批改并尽早返回给学生。作业的本质由教师定夺。

以前作业一直是我校的矛盾问题，许多学生即使写了作业也不愿意交；经常性不交作业的学生可把他们的名单用忧虑表发给他们的班主任处理。

作业的分数应作为总体评价的一部分记录在内，尤其在第一学期。

2.6 Progression through the College

a) Entry at G1

Students who enter G1, either in Semester 1 or 2, will follow a scheme of work that will prepare them to take the IGCSE examination. The language content will be a mixture of English and Chinese, depending on the subject and teacher involved. However, it should be borne in mind that the students are working towards UK qualifications in all subjects and therefore an emphasis on English Language is crucial. To progress from G1 to G2 students must gain a C grade or higher in all of the core subjects and at least one option.

b) Entry at G2 level

Students entering G2 in Semester 1 will be expected to take IGCSE in English as a Second Language, Chinese, Mathematics, Physics and Chemistry. In other subjects students will take a Foundation Course of equivalent standard, but concentrating on the content of the AS and A2 examinations. The emphasis of the course should again be language, giving the students the vocabulary and skills that are required for A level study, from a subject viewpoint. These Foundation Courses should be devised by the Department involved. Foundation courses will be assessed in a final exam at the end of the second semester.

Students joining G2 in Semester 2 will do a shortened Foundation course in all subjects with a final exam at the end of the second semester.

c) Requirement for progressing from G2 to A1

Students must obtain a minimum of four IGCSE grade A-C passes or the equivalent, with a pass in English. Students must qualify to take at least four subjects or they will not be admitted to A1, as follows:

1. Students who have taken an IGCSE in the relevant subject must have gained a C grade or above.
- or 2. Students who have not taken IGCSE must pass the final examination of semester 2 of an equivalent standard to IGCSE.
- or 3. Students who fail the final examination may take Make-Up examinations at the start of the A1 year to give them entry to courses.
- or 4. Students must meet an entry requirement laid down by the Department for subjects not studied at IGCSE (e.g. Economics, Psychology); this could include an entry test.

d) Entry at A1

升入 A1

New students who enter A1 in Semester 1 will be assessed in Maths and English. Admission to AS or A level Maths course will be made on the basis of this entry exam.

In other subjects students will take a test, a mixture of Chinese and English, to qualify to take the other courses.

In subjects which students have not studied before, qualification will be on the basis of English and Mathematics results in entry exams and, where appropriate, entry tests.

2. 6 升级

a) 进入 G1

G1 的学生，不论在第一或第二学期进入我校，都需按课程安排参加国际高中课程考试。试卷语言包括中文和英文，这和学科及相关教师有关。然而，需牢记的是我校是以取得英国认可为方向，因此学生仍以英语为重。从 G1 升入 G2 需至少取得所有必修课及一门选修课的 C 或更高的成绩。

b) 升入 G2

升入 G2 的学生第一学生将参加国际高中课程有英语作为第二语言的考试，中文，数学，物理和化学的考试。其它的课程学生需达到相关基础水平的等级，但以 AS 和 A2 考试的内容为重。课程的重点在语言方面的加强，旨在帮助学生达到 A 年级学习所需的词汇和技巧。这些基础课程可由相关学科加以改进。基础课程将在第二学期末的期末考试中考查。在 G2 第二学期入校的学生需在第二学期末的期末考试中参加各科目的缩略考试。

c) G2 升入 A1

学生需至少取得四门国际考试 C 以上或相关的成绩，另外英语也要过关。学生需至少取得学习四门课资格，不然他们将不被允许升入 A1：

1. 国际考试或相关考试需至少取得 C 或以上的成绩。或：
2. 未参加国际考试的学生需通过第二学期的期末考试，这等同于国际考试的等级。或：
3. 未通过期末考试的学生需在 A1 开始前参加补考以获得学习课程的资格。或：
4. 国际考试外的学科，学生必须达到此学科组要求的入读标准，这将包括入读考试。

d) 升入 A1

A1 第一学期入学的新学生将参加数学和英语的考试。能否参加 AS 或 A 级别的数学课程将以此为基础。

学生需参加中英文双语的其它科目的考试。

学生未曾学习过的科目，入学考试将以数学和英语的成绩为考查基础。

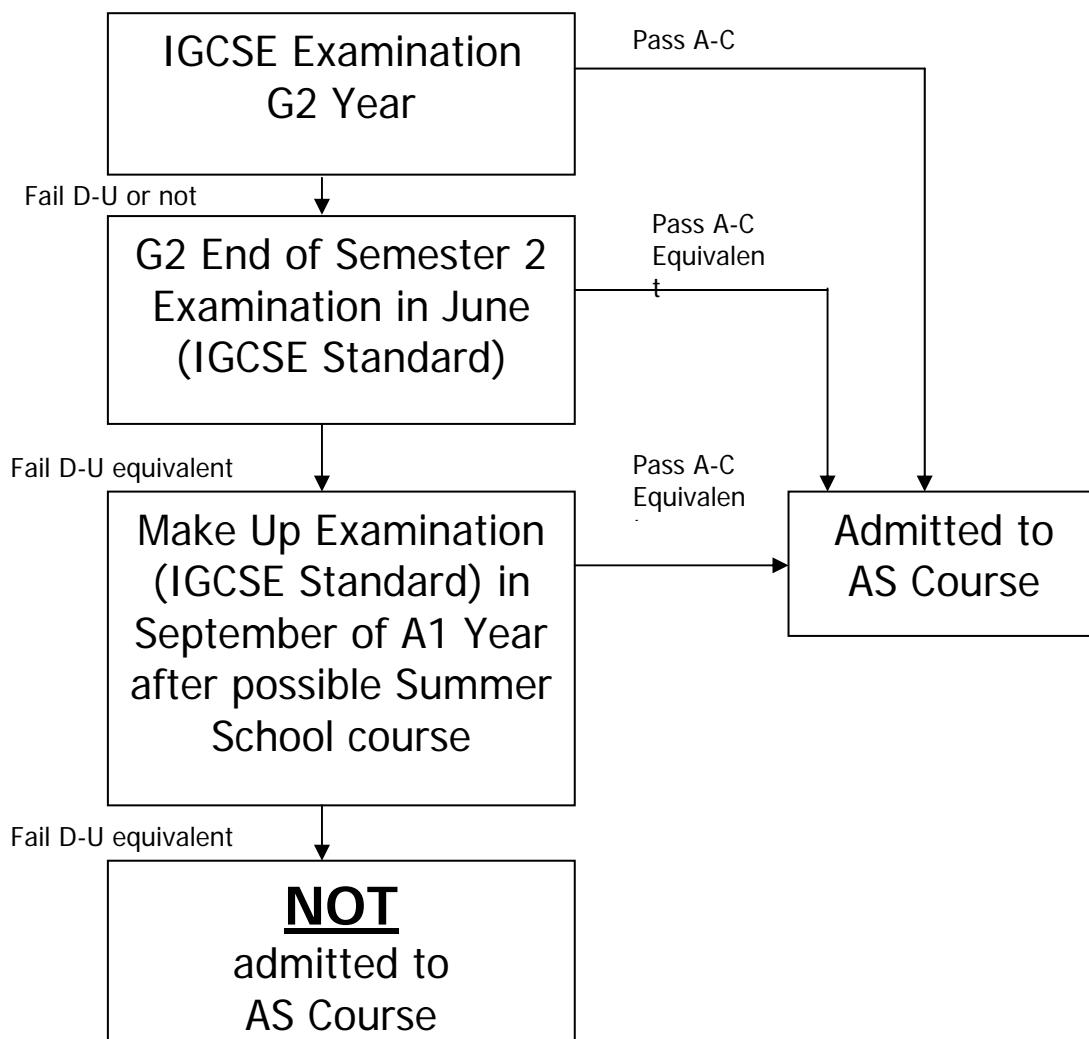
e) Progression from A1 to A2

A grade D or above in AS level is a mandatory requirement for continuing with the A2 course, although a higher grade is advisable. Students whose results prevent them from achieving this will have to retake A1 year and failed AS Examinations. Students with low AS grades may be required to re-sit all the papers the following May/June, rather than just taking the A2 papers. Students entering A2 are required to take English plus a minimum of three subjects, at least two of which must be A levels, and need to end up with the minimum of three full A levels at the end of the A2 year.

Students may be exempt from English classes in A2 assuming that they have met the following criteria:

1. They must have a high enough IELTS score, or equivalent, to meet their requirements.
2. Must provide documentary proof of said score.
3. Must have another course that they wish to take instead, e.g. an extra AS, i.e. not just 4 or 6 extra frees.
4. Must get permission from English Dept, EAO and Academic Head and use the correct form.
5. Only allowed at the start of the year, i.e. no dropping after September.

Flow Chart for Students Progressing from G2 to A1



e)_A1 升入 A2

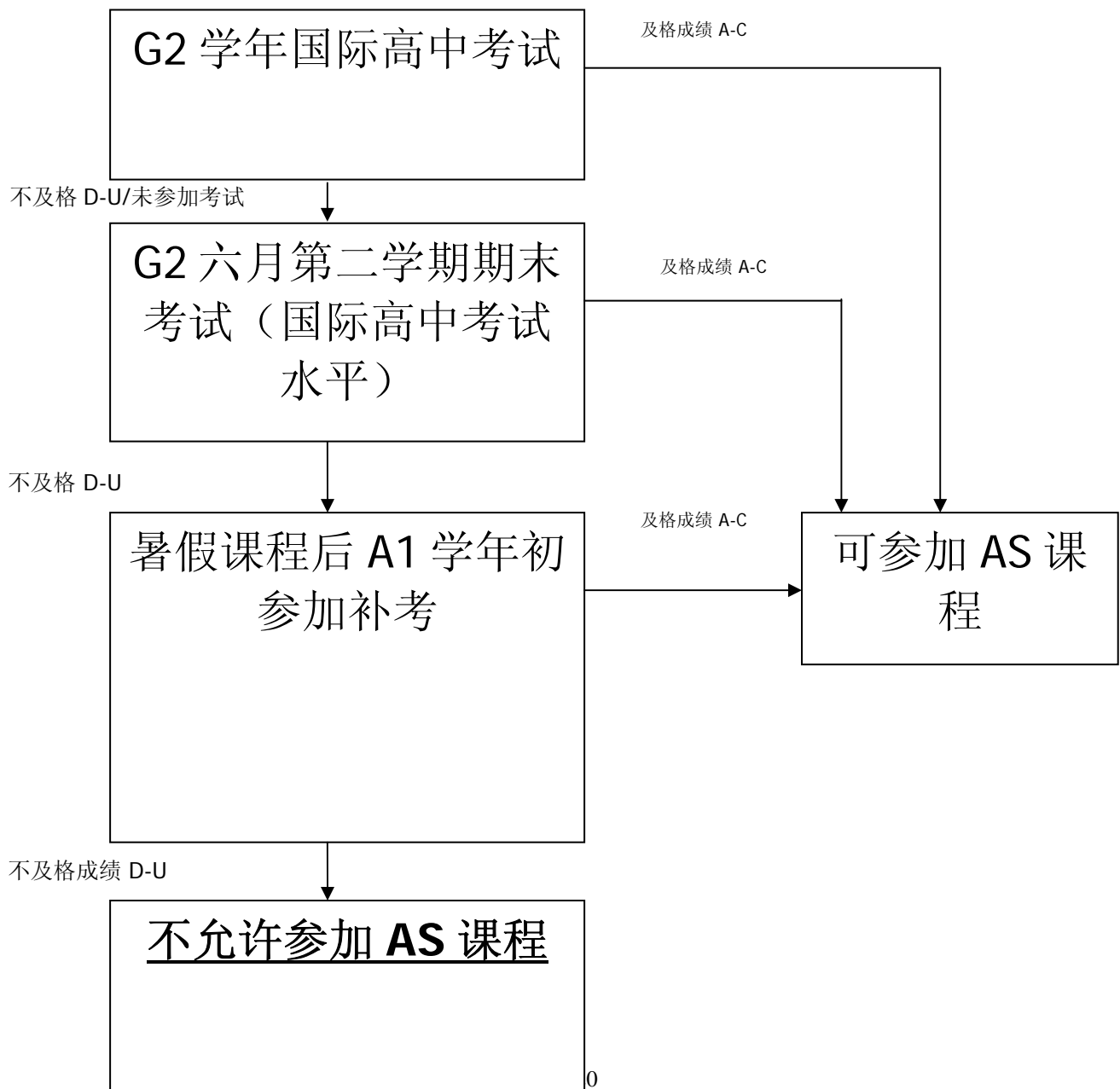
AS 的课程需至少取得 D 或以上的成绩，否则将不能升入 A2。未达到此标准的学生需重修 A1，AS 考试失败。AS 成绩差的学生需在第二年五月或六月重考所有的试卷而不只是 A2 试卷。

升入 A2 的学生需参加英语以及至少三门的课程，其中两门必须是 A 年级，在 A2 结束时必须有三门 A 年级课程。

学生如达到以下标准可在 A2 免上英语课：

1. 取得较高的雅思或相关等级的成绩
2. 有说明此分数的书面证明
3. 需另选一门希望上的课，如 AS。
4. 需取得英语组，教务处，教学副院长的同意，并使用正确的申请表。
5. 此申请只可在学期初进行，九月后不允许任何缺课。

G2 升 A1 流程图



2.7 Student Subject Choices at A-level

A1

Before the start of the year, during the induction program, students make their choices regarding which subjects they are going to take. Students receive a prospectus and lectures describing courses, the level of difficulty, characteristics of previous successful candidates and the application of the subject for further studies. Students must study English and can choose 4 or 5 other choices from the subjects on offer (A-level Mathematics counting as one choice.) Students may not choose fewer than 4 subjects.

In order to be allowed to take the subject, students must have a C grade at IGCSE, achieve an equivalent level in a school-based exam, pass an entry test, or meet entry requirements in English and/or Maths as laid down by the HOD, for subjects not studied before.

Until the end of the month of September students are allowed to change options but after this there is no changing between options allowed.

Dropping – Once students have signed up for the courses they must complete them. The only exception to this rule is after the End of Semester exams in the first semester, when students may be advised or may elect to drop subjects on the basis of poor results. Students may not drop down to less than four subjects (excluding English).

NB – It is important that teachers make clear to the students the consequences of dropping out of courses. In the school reference we must refer to the students' attitude and perseverance. If students drop or elect to do no work in the subject then the school is obliged to recognise the lack of these characteristics in the student.

2. 7 A 年级学生课程选择

学生在年初可选择将要学习的科目，学生可得到科目的内容计划的描述，包括课程的难度，选过此课程学生的特点，选此课程对今后学习的发展。英语是必选科目，在此基础上，学生需另选四至五门，选课不得少于四门

学生必须在 IGCSE 考试中至少得到 C，得到在学校举办考试取得的相关级别，通过入读考试或达到英语组/数学组学科负责人列出的选课条件方可被允许学习从前未选过的科目。

九月末学生可以重新选课，但此后不再允许重选。

退课。学生一旦报读课程就必须完成。唯一的例外是在第一学期末，如果成绩太差他们可能被劝退。学生不可以退到只修四门以下的课程。

老师需向学生说明退课的后果，在学校的成绩单中会体现学生的学习态度及毅力。如果学生退课或不做作业，学校只能认为这是学生缺乏良好学习态度的表现。

A2

Students may elect to continue with any of the subjects in which they met the requirements to continue. In most cases, a D grade at AS is required to continue to A level. In the case of Further Mathematics students must achieve an A grade in A level Mathematics, including an A in Paper 3. Students must take a minimum of three courses plus English. At least two of these courses must be A level courses.

A2

Again the students get until the end of September to make up their minds. Once students have elected to take a course, they may not choose to drop it. This must be made very clear to the students. Once the UCAS form is completed the students must be made aware that they cannot drop these subjects, **regardless of University offers**. However, in exceptional circumstances it should be possible for students to drop the A level after the End of Semester exams in the first semester if they have shown themselves to perform very poorly, assuming they are still taking three subjects and have approval from their University.

Timeline for A level option choices

First Semester	
Until end of September	<ul style="list-style-type: none">• Students may change and drop options at any time during this month• Students must meet entry requirements to be admitted to the course
October	<ul style="list-style-type: none">• Students may not change or drop options once October has begun
December	<ul style="list-style-type: none">• After the End of Semester exams in the first semester students are allowed to drop subjects after consultation with their teachers• Students are not allowed to start new courses• Students are entered for CIE exams
Second Semester	
January	<ul style="list-style-type: none">• In the second semester once students have started courses and are registered for CIE exams they may not drop courses

A2

学生如果达到入读标准可继续此课程的学习。在多数情况下，AS 的成绩需要达到 D。进阶数学学生需在 A 年级成绩取得 A，包括第三页的 A。除英语外，学生需至少选择三门课程，两科至少为 A 年级课程。

同样，学生需到九月末做出最终决定。学生一旦选上所学科目，就不能中途退课。

学生需十分清楚这一点。一旦 UCAS 表格填完，学生就必须明白他们不能退这些课程，不管他们大学得到了什么录取。然而在特殊情况下如果学生第一学期末考试成绩太差他们则可以退出此课程，但他们必须至少选三门课并通知他们申请的大学。

A 年级课程选择时间表

第一学期	
九月末	<ul style="list-style-type: none">在此期末学生可随意重选课。学生需达到课程要求的入读标准
十月	<ul style="list-style-type: none">十月学生不可重选或退课
十二月	<ul style="list-style-type: none">第一学期期末考试后学生可与老师商议退课学生不允许开始学习新课进入 CIE 考试
第二学期	
一月	<ul style="list-style-type: none">第二学期开始学生一旦上课并且在 IGCSE 报名就不允许退课

2.8 Staff Appraisal

Each year staff will be appraised twice. Subject staff will be appraised by HODs and HODs by the Academic Head. Appraisals will take place during the first and second semester. This may include visits by the Academic Head or HOD to individual teachers' classrooms. The purpose of appraisal is to give staff a chance to express their ideas to the management, outline professional goals and to ensure that staff feels their professional needs are being met.

In addition, newly recruited Chinese staff must work a probation period at the end of which they are appraised, including input from staff and students, twice.

2. 8 员工考评

每年员工考评两次。任课教师由学科负责人考评，学科负责人由教学副院长考评，第一学期和第二学期共进行两次。教学副院长或学科负责人将走进班级，此考评的目的是给老师们一些机会说出他们对管理的意见，对自己个人工作目标的描述，并确保满足他们的专业需要。

此外，新录取的中方员工需经过一段试用期，员工和学生将对其考评。

Section 3 Administrative Issues

3.1 Timetable

Allocations of lessons in each year group are as follows:

Subject	G1	G2	A1	A2
Chinese	4 (Core)	2 (Core)	-	-
English	9 (Core)	9 (Core)	6 or 8	4 or 6
Maths	6 (Core)	6 (Core)	6 or 12 for AL, 6 for AS	6 for AL
Further Maths	-	-	-	12
Chemistry	5 (Core)	5 (Core)	6	8
Physics	5 (Core)	5 (Core)	6	8
PE	2	2	2	2
Accounting	-	-	6	6
Art	4 (Opt)	4 (Opt)	6	6
Biology	4 (Opt)	4 (Opt)	6	6
Business Studies	4 (Opt)	4 (Opt)	6	6
Computing	4 (Opt)	4 (Opt)	6	6
Economics	-	-	6	6
Geography	4 (Opt)	4 (Opt)	6	6
History	4 (Opt)	4 (Opt)	-	-
Psychology	-	-	6	-

Each foreign staff member will be timetabled to teach up to 22 periods per week. Local academic staff are timetabled up to 16 periods per week.

Non-academic staff are timetabled up to 20 periods per week.

HODs will be timetabled for less than this, 14-16 periods, whenever possible

第三部分 行政事务

3. 1 时间表

每年的课程分置安排如下：

课程	G1	G2	A1	A2
中文	4 必修	2 必修	-	-
英语	9 必修	9 必修	6 or 8	4 or 6
数学	6 必修	6 必修	6 or 12 for AL, 6 for AS	6 for AL
阶进数学	-	-	-	12
化学	5 必修	5 必修	6	8
物理	5 必修	5 必修	6	8
体育	2	2	2	2
会计学	-	-	6	6
艺术	4 选修	4 选修	6	6
生物	4 选修	4 选修	6	6
商学	4 选修	4 选修	6	6
计算机	4 选修	4 选修	6	6
经济学	-	-	6	6
地理	4 选修	4 选修	6	6
历史	4 选修	4 选修	-	-
心理	-	-	6	-

3.2 Registration

The registration period for home room classes is from 7.50 to 8.00 each morning. This should be carried out by the home room teacher or someone appointed to assist them. It involves marking each student absent or present on a spreadsheet using the criteria outlined below.

- A student that is present should be marked with a stroke. '/'
- Any absent students (not in the form room when their name is called) should be marked with a circle. 'O'
- **There must be no empty spaces left on any day.**
- If the student turns up during registration then place a stroke through the circle. Ø
- If the student later turns up late (after registration) place an 'L' in the circle.
- If the student later receives an excuse for absence place an 'A' in the circle.
- The home room teacher should be vigilant for frequent absences and lateness and also for patterns of absence. If these are detected the Student Affairs Department should be informed.

3.2 点名

每天早上各班级需早点名。班主任或指定协助此事的教师需执行此事。此点名包括以下标准和标识记录的学生出席或缺席

- 学生如果出席需标上/
- 未出席的学生（点名时未在班级）需标上 0
- 任何一天都不得有空白记录
- 如在点名期间学生出现需在圆圈内划线∅
- 如在点名后学生来校需在圆圈内写 L
- 如果学生请假可在圆圈内写 A

班主任应对长期的缺席或迟到有所警觉，若发现以上情况应告知学生处。

3.3 External Examinations

a) IGCSE

IGCSE

In Year G2 students take IGCSE examinations in up to 9 subjects. High ability Mathematics students in Year G1 sit their IGCSE Mathematics at the end of year G1, followed by Additional Mathematics in G2. The IGCSE examinations take place in May/ June each year.

b) AS / A level

Students sit AS exams during their A1 year in up to 5 subjects. This is a certified examination. It counts for 50% of the entire A level course, if the subject is carried on to the A2 level (see below). If not, it is a 100% qualification in itself.

In A1 students may choose to sit A level Mathematics in one year if they meet the entry requirements.

In Year A2, students may carry some or all of the AS subjects to A level, and sit another set of examinations at the end of the academic year, to complete the A level course. A2 students may re-sit AS courses in which they achieved unsatisfactory results at the end of the A2 year.

These examinations all take place in May and June.

The current A-Level examining board is **the University of Cambridge International Examinations (CIE)**.

The same invigilation rules apply as for internal examination invigilation.

c) External Examination Calendar

End December	Registration of Candidates
Mid-January	Students complete exam entry form
May/June	IGCSE / AS / A level examinations
August	Results are published

3. 3 国际考试

a) IGCSE

G2 年级学生将参考 IGCSE 9 门课程。能力较强的学生可在 G1 学年末参加 IGCSE 的数学考试，接着在 G2 学生附加数学。IGCSE 考试每年五/六月开始。

b) AS / A level

学生在 A1 年级参加 AS 的五门考试。占整个 A 年级课程的百分之五十，如果此学科仍在 A2 学年继续学习。在 A1 学生如果达到入读标准他们可以选择参加 A 年级数学考试。

在 A2 学年，学生可将一些或所有 A2 课程继续上至 A 年级，并在学年末参加另一项考试完成 A 年级课程。A2 学生如果成绩不理想可在 A2 学年重新考 AS 的课程。

这些考试均在五月及六月进行。

目前 A 年级的考试委员会是剑桥大学。

监考规则同样适用于校内考试。

C) 国际考试校历

十二月末	候选人报名
一月中旬	学生完成选课考试表
五月/六月	IGCSE/AS/A 年级考试
八月	公布成绩

3.4 Internal Examinations

Internal examinations will take place at Mid-Semester, around mid-October, for G level classes only, and the End of Semester 1 in the last week of December, for all classes. In the second semester, the Mock Examinations will take the place of Mid-Semester examinations in April, for A2, A1 and G2, while G1 will have an assessment at the same time. CIE examinations will take place according to the Cambridge timetables in May and June. End of Semester examinations for G1 will take place in June.

Deadlines will be sent to staff regarding production of examinations. The following rules should be observed when preparing, packing and invigilating internal examinations:

a) Scripts:

- All examination papers should be typed i.e. there should be no hand written material.
- All questions should be numbered. All questions should have a number of marks allocated to it. Pages should be numbered.
- The script should have a front page including:
 - Clear instructions to the candidate.
 - The number of pages in the paper.
 - A list of materials that should have been provided for the examination. (Also not allowed, e.g. calculators)
 - Total time allocated.
 - Total number of marks.Copies of front pages from old examinations are not acceptable.
- Staff must make sure that the pages are clear and will photocopy.
- HODs are responsible for ensuring that all examinations have been prepared, meet the requirements, are photocopied correctly and handed in to the Educational Administration Office by the given deadline.
- HODs should use internal departmental deadlines to ensure that examination papers are prepared on time.

b) Packing:

- HODs must check the photocopy quality.
- HODs must check the number of papers and make sure all pages are present.
- HODs must check paper and all other materials are packed with the examination.
- HODs must fill out the cover sheet correctly and attach to the package.
- HODs must deliver the examinations to the Educational Administration Office
- If the examination is taking place in more than one room there should be one package for each room.
- HODs must ensure that the invigilators are aware of any special instructions.

3. 4 校内考试

校内考试分为学期中大约十月中旬只对 G 年级举行的期中考试，及学期末十二月最后一星期对全校举行的期末考试。第二学期四月份将针对 A1, A2 和 G2 举行模考，G1 与此同时进行考评。国际高中考试将依照剑桥时间表在五月或六月举行。G1 的期末考试将在六月举行。

根据考试将向员工发放截止日期。在准备，装订试卷及监考过程中应遵守以下规定：

a) 原稿

所有的考试卷应打开，不应有手写材料。

- 所有的试题应标有题号，应有每题占据全卷的分数，每页应有页码。

- 原稿应有首页，包括：

对应试者清晰的说明

试卷的总数

考试所需材料，及不可带东西，如计算器。考试所需时间。

试卷总分。

以往考试用过的首页不可再使用。

应确保页数明了并复印。

学科负责人应准备好各科的考试，达到要求，复印正确，并在截止日期前将试卷交到教务处。

学科负责人应在本学科截止日期内准备好一切以确保考试卷按时完成。

b) 装订试卷

- 学科负责人应检查复印质量
- 学科负责人应确保试卷数量
- 学科负责人应确保试卷及其它材料装订完好
- 学科负责人应正确填好封面并打包
- 学科负责人应将试卷交至教务处
- 如果考试在不同教室举行，每个教室应有一包试卷
- 学科负责人应确保监考人清楚具体规则及指导

c) Invigilation:

- An invigilation timetable will be published several weeks in advance of exams.
- Each day's invigilation will be posted on the cover board in the 2nd floor corridor.
- Staff should arrive promptly for invigilation.
- Invigilators must ensure that the examination room is in order before an exam.
- Invigilators must collect question papers early and start the examination on time.
- The number of students starting the exam should be recorded on the cover sheet.
- Invigilators must ensure that all bags, books etc. are left outside the examination room.
- While invigilating staff should be active, moving about and checking for cheating.
- Invigilators must not answer questions which relate to the examination paper.
- Invigilators must ensure that students enter and leave the examination room in an orderly fashion. Students should not enter before the invigilator arrives.
- At the end of the examination invigilators must collect all papers and give them to the relevant staff member. The number of papers collected should be recorded on the front sheet.
- Invigilators must leave the examination room in order.
- There is a separate document available covering exactly how invigilation should be carried out, step by step, as well as a presentation on how to invigilate prepared by the examination board, in case staff have any doubts.

d) Absence from Examinations:

- Arrangements should be made for students with a *bona fide* excuse to either sit a replacement paper (different from the original) or be provided with a predicted grade based on past performance. In order to qualify for this students must provide documentary evidence to support their reason for absence.
- Students without a *bona fide* excuse should be given 0 marks for the paper and their final mark should be calculated accordingly. In the case where a student misses all the papers they should be given an overall mark of 0 and an overall grade of X.

C) 监考

- 监考时间表将在考试前几星期发布
- 每天的监考安排将在二楼公告板上贴出
- 监考人应准时到场
- 监考人应确保考试开始前教室秩序井然
- 监考人应按时开始考试，及时收答题纸
- 封面应注有参考人数
- 监考人应确保所有的书包，书等放在考场外。
- 监考时应四处走动查看是否有舞弊作为。
- 监考人不得回答与试题有关的提问。
- 监考人应安排学生有条理地出入考场，学生不得在监考人来之前进入。
- 考试结束后监考人应收好所有的试卷并将其送至相关教师，封面应记下收到试卷数量。
- 监考人应有顺地离开考场。

考试委员会将编写一件关于监考如何进行的文件。

d) 缺考

- 学生需诚实报出缺考原由，可安排他们参加与原试卷不同的补考或根据以往表现给出预测分数。学生必须出示缺考证明才有资格参加此补考。
- 未有确凿原因的缺考学生试卷只能得 0 分最后的成绩也按此计算。如果一个学生缺席所有的考试，他的总成绩是 0 等级是 X。

3.5 Assessment and Reporting

a) Assessment of academic subjects

Reports will contain the following categories of information:

A2, A1, G2:

Mid Semester 1	Assessment or Test Mark %	Class/Year Average %	Effort comment - 1 word	
End of Semester 1	End of Semester Exam Mark %	Exam Average %	Estimated Grade	Written comment
Mock Semester 2	Mock Exam %	Mock Exam Average %	Mock Grade	
期中考试 1	Mark %	Class/Year Average %	Effort comment - 1 word	
End of Semester 1	End of Semester Exam Mark %	Exam Average %	Estimated Grade	Written comment
Mock Semester 2	Mock Exam %	Mock Exam Average %	Mock Grade	

G1

In semester1, will receive reports in the same format as G2. In the second semester they will receive Mid- and End of Semester reports with the same format as the first semester.

b) General

- Font to be used is Times New Roman (TNR) 12 pt. (English) Song Ti 12 pt. (Chinese) Please spell check.
- A level Mid Semester results are based on at least three tests.
- G level Mid Semester test results are based on single exam sitting.
- All End of Semester and Mock Examinations are based on single exam sitting.
- Effort will be represented as a word: Excellent, Good, Satisfactory, Unsatisfactory. It should reflect effort in class and homework.
- Grades (A-U) are only used to represent IGCSE, AS or A level equivalents.

3.5 考评及成绩单

a) 课程考评

成绩单包括以下信息

A2, A1, G2:

期中考试 1	考试分数 (百分制)	年级平均分	努力程度—一个词汇	
期末考试 1	期末考试分数 %	平均分 %	预测等级	评语
模考 2	模考 %	模考平均分 %	模考等级	
期中考试 1	考评或测验分数 %	班级平均分 %	努力程度-一个词汇	
期末考试 1	期末成绩 %	Exam Average %	预测等级	评语
模考 2	模考成绩 %	模考平均分 %	模考等级	

G1

第一学期与 G2 的成绩单模式相同，第二学期将收到与第一学期相同的期中，期末成绩单

b) 常规

- 使用的英文字体是 TNR 12 号字 中文是 song TI 12 号字体，请确认拼写
- A 年级期中考试成绩至少由三次测验组成
- G 年级期中考试只包括一次考试
- 所有的期末考试和模考都只由单独一次考试决定。
- 努力程度分为以下等级：优秀，好，满意，不满意。代表着课上及作业的努力程度。

A-U 的成绩只代表国际考试，AS 或 A 年级考试。

c) Production of Reports through Mail Merge

- Staff will receive an individualised spreadsheet from Educational Administration to enter their results and comments
-
- Staff should fill in the spreadsheet but not alter any of the formatting
- Data should be entered directly onto the spreadsheet not pasted from other spreadsheets. Staff must take care to ensure that the data is correct.
- Averages should include all students that take the examination. All numbers should be integers. All grades in capital letters.
- Completed spreadsheets should be returned to Educational Administration for merging.

d) Home room teacher comment

- Produced by Home Room Teachers with each written report.
- Should include a mention of all extra-curricular activities in which the students has been involved.
- Some general comment should be made regarding conduct, behaviour, punctuality and attendance (if relevant).
- Some comment should be made regarding contributions to General Studies lessons and other form activities e.g. assemblies, trips.

e) Written Reports

- Official name of student from register. Chinese, Pinyin and English.
- No abbreviations i.e. write in full I am, cannot, does not, examination.
- No symbols: +, &, etc.
- No slang
- Comments in Chinese or English (Chinese preferred)
- Correct punctuation and grammar. Full sentences.
- Subjects start with capital letters: Mathematics, Netball
- Meet published deadlines
- Staff should be positive or try to express negative points in a positive way.
- Reports should not address students, e.g. "Well done!" or "Keep it up!" are not acceptable.
- Comments can be pasted into the spread sheet but staff must ensure that the formatting uses correct fonts with single line spacing and does not alter the format of the table.

C) 通过“文档合并”形成成绩报告单

- 所有的教师都可得到教务处关于每位学生的成绩单，可填上成绩和评语。
- 教师应填写此表格但不可改变格式。
- 所有的数据应填在此表格上，教师应注意数据正确。
- 平均分是包括参加考试的学生，成绩应该整数大写。
- 填好成绩表并交回教务处汇总。

d) 班主任评语

- 每份书面报告班主任需作评语
- 需记录学生参与的课外活动
- 大致评语应包括学生的行为，操守，准时上课及出席率。
一些评语是有关学习情况及其它活动如会议，旅行的表现。

e) 成绩单的书写

- 学生的注册姓名，中文，拼音，和英文名。
- 不可以有缩写。
- 不可以有符号。
- 不可以有俚语。
- 中文或英文的评语。
- 正确地使用标点符号和语法。使用完整的句子。
- 学科开头字母应大写。
- 在截止日期前完成。
- 应以积极的方式评论，即使是写负面评论。
- 不应包括演讲式评语，如：做得好！加油！
- 评语可以通过剪切输入，但必须是正确的字体，单行间隙，而且不能改变表格的格式

3.6 Issue and Collection of Text Books

When books are purchased by the college they should be stamped, numbered if relevant, and recorded by the librarian, then passed on to the relevant department.

It is the responsibility of HODs to keep records of all text books used by their department. All records of books should be made using a spreadsheet based on the class namelist.

- At the start of the year, a record must be made of all text books issued.
- Lists of text books given to the students to keep should be passed on to the librarian who is then responsible for deducting this number of books from the total owned by the college.
- Lists of books which the students need to return should be kept in the department and an electronic copy sent to the librarian to compile a master list.
- Any new student who arrives should be added to the list and their details passed on to the librarian.
- At the end of the year, Departments should collect in text books. Books which have been damaged or written in should be rejected. A list of students that have not returned an acceptable book should be passed on to the librarian, who is then responsible for compiling a master list to send to the Finance Department for billing.
- In the event of a student leaving at any other time, the HOD should collect the book from the student and sign a leaving form. Any outstanding books or other materials should be recorded on the leaving form.

3.6 发放和收集教科书

学校购买的书籍应由图书管理员盖章，记数，然后发送到相关部门。

各学科负责人应记录下其部门使用的书，所有的记录都按班级名册的数据表保存。

- 学期初，应记录下发放的所有教科书。
- 领到教科书的学生名单应交到图书管理员手中，她有责任从学校图书总量中扣除此数目。
- 学生需退还书本的名单应由各科组保存并发至图书馆，图书管理员将整理出一份完整的名单。
- 新到的学生应尽快加入名单中，详细情况应送到图书管理员处。
- 各部门年底应收集教科书，毁坏或有书写笔迹的书籍不可退还。未退还书籍的学生名单将交至图书管理员手中，她将整理好总名单然后交至财务处对这些学生收费。
- 任何时间退学的学生，学科负责人应向其收回教科书或填写退学表，上面写注明退回书籍及材料。

3.7 The Library

The library serves the following functions:

- A place for students to work quietly alone
- A place for students to borrow books
- A place to read magazines and journals

3. 7 图书馆

图书馆执行以下功能：

- 为学生提供可以安静自习的地方
- 学生可以在此借书
- 可在此阅读杂志和期刊

3.8 Reprographics and Equipment

- All reprographic requests should provide sufficient notice to allow them to be completed in time. In urgent cases staff can get special permission from EAO. Staff should follow the regulations set out by the reprographics technician.
- Staff should fill a requisition sheet in which details of numbers of copies, pages to be copied etc. are entered.
- Requisitions of more than 100 pages should receive approval from HODs.
- Wherever possible the amount of copying should be minimised by reducing the size of the page, copying back to back, and retaining copies for reuse.
- Large amounts of copying e.g. most of a book should be outsourced.
- Photocopying of examination papers is to be organised by HODs so as to meet the posted deadlines. Inform the reprographics technician that it is an examination paper.

3.8 复印及设备

- 所有的复印要求都应注明要求以便及时完成。特别紧急的情况下需得到教务处的同意。员工应遵守复印员的规则。
- 员工应填写请求单，上面应写明需复印的页数，哪页需复印等。
- 一百页以上的复印应得到学科负责人的同意。
- 应通过缩略版图，双面复印和重复使用等方面节约纸张，减少复印量。
- 大量的复印如书籍应外包。
- 考试试卷应由学科负责人安排在截止日期前复印好。应告知复印员哪些是考试卷。

3.9 End of Semester/Year Procedures

At the end of each semester subject staff must ensure that:

- Report production deadlines are met.
- A copy of each report is be filed in the Students File.
- Schemes of work for the next term are completed and passed on to HOD.
- Staff appraisal forms are completed and handed to the Head.
- Appropriate Books must be collected

3.9 学期末/年终程序

每学期末教师应确保：

- 成绩单已完成
- 成绩单的复印件放置在学生档案中
- 下学期的教案已完成，并交至学科负责人。
- 员工审批表已完成交至领导。
- 相关书籍已收集完成。

3.10 Students leaving the College

Students leaving the college should collect a form from the Educational Administration. The student must return all text books and other materials and then obtain a signature from each HOD and finally from their form tutor. Once the student has completed the form it should be handed in to the accountant who will process the deposit and direct the School Leaver's Certificate to be produced.

Educational Administration should inform all staff that the student has left. The class list should be updated, and the students file should be transferred to the archive.

3.10 退学学生

退学学生应填写教务处的表单，归还教科书，得到每位学科负责人及班主任的签字同意，最后交到会计处处理学费问题，最后退学生效。

教务处将向全体员工告知此学生已退学。将更新班级名单，学生的档案应转至别处归档。

Section 4 University Applications and Careers

4.1 UCAS Applications

The majority of the work relating to UCAS applications will take place during the 2nd semester of the A1 year. The UCAS coordinator will allocate students into groups with an ex-pat UCAS advisor. It is the responsibility of these advisors to guide students through the application process and ensure that they meet the deadlines laid down by the UCAS coordinator.

The UCAS program will consist of a number of facets:

- Production of personal statements
- Advice on choice of course and university
- Guidance of completion of the UCAS form
- Focus groups in specific subject areas to help with Oxbridge applicants

The UCAS advisors are also responsible for the production of the school reference using the subject reference form. Further details of the UCAS program will be supplied by the UCAS coordinator.

4.2 Subject Reference Forms

After the CIE examinations end, teachers of Year 12 students will be handed subject reference forms to complete. These are intended to help UCAS advisors with the production of references. Please note the following:

- A form must be completed for *each A1 student taught*, regardless of whether they intend to continue the subject to A2 level.
- Teachers should comment on *performance at AS level*, as well as *potential at A level* if relevant. Also an indication should be given if the student has done much better or worse than expected. (e.g. scoring maximum grade in all papers)
- Teachers should complete the form in full sentences, enabling tutors to quote on the reference form.
- Teachers should comment if they feel the student is making an unwise career choice, especially if related to their subject. Students can then be counseled accordingly.
- Teachers should be *honest* and *positive* in their comments.

Predicted grades will be added after the CIE results are published

第四部分 申请大学

4.1 英国大学的申请

A1 学年第二学期将开展英国大学的申请工作。英国大学申请协调人将把学生分组，每组安排一位外籍教师负责咨询工作，他们需要协助学生在申请过程中的各项程序工作并在截止日期前完成工作。

英国大学项目包含以下方面：

个人陈述

关于大学及专业选择的建议

指导完成英国大学申请表格

英国大学指导教师同样有责任编写学校参考。英国大学的详细资料协调人会提供给大家。

4.2 课程推荐信表

国际考试结束后，12 年级的教师需要交上课程推荐信，以便协助英国大学顾问完成参考资料。

需注意以下：

- 必须完成每个 A2 学生的表格，不管他们 A2 是否还将继续学习此学科。
- 教师应对学生 A 年级的表现及潜力予以评论，如果学生表现的比预期更好或更坏也应该有所记录。
- 教师应以完整句式写出评论，以确保指导教师能够在推荐信上有所摘录。
- 如果教师认为学生对于未来的职业计划做出了错误的决定，尤其是与他们的专业有关，那么他们应写出来，可以此向学生劝告。
- 教师应做出积极且诚恳的评语
- 国际考试成绩公布后将加入预测分

4.3 Oxford and Cambridge Applications

Applications for Oxford and Cambridge follow a different schedule to those for other universities. Also, an additional reference is usually required, generally produced by the teacher of the subject for which the student is applying.

Successful candidates will be called for an interview in UK or China. These students will receive coaching in interview technique.

It should be made clear that only the best candidates need apply to Oxford and Cambridge.

4.4 Careers Programme at SCIE

The Careers Programme is designed to give guidance to students in making choices about their future career. This will be achieved by providing information and counseling about university and study options as well as giving information about specific careers and occupations. Staff will work together with the Careers Coordinator by providing expertise and background knowledge in their particular subject area, and by integrating Careers into their subject teaching where applicable.

The Careers Department can provide the following assistance to students at all levels:

- Interviews/counseling/research assistance with individual students regarding careers and further training options.
- Facilitate whole class sessions in the Careers Room and the Computer Lab giving basic guidance on how to use the Internet to research careers.
- Provide assistance with resume writing and preparation for interviews.
- Provide assistance and advice with UCAS applications.
- Assist teachers with careers related instruction in their subject areas.
- Test students for skills/abilities/interests/personality etc and give them a written profile report to help in possible career identification.

4.5 Applications to Non-UCAS Universities

The curriculum of SCIE is based on the UK system of education and assessed by UK examination bodies. It is therefore most aptly suited for applicants applying to Universities in the UK.

However, it is possible for SCIE students with A-level qualifications to gain acceptance to universities in other parts of the World. In some cases they can obtain 'credits' for their A levels and be given concessions in these areas. However, there are often restrictions and compulsory components in many of the modular course offered by American universities, for example, which are not part of the UK scheme. So some care has to be taken when deciding to apply to non-UK Universities in terms of their appropriateness and quality in many cases.

For those students wishing to pursue this option they can be assisted by the Overseas Study Centre, a department within SCIE, which handles this type of application.

4.3 牛津及剑桥大学的申请

牛津与剑桥的申请与其它大学的申请有所不同。需要另外加一份参考资料，由教授学生申请专业的教师书写。成功的申请者将在英国或中国参加面试。学校将向这些面试的学生提供面试技巧指导。

4.4 学校职业咨询

我校的职业咨询是为学生在对未来职业的选择上提供指导，包括为学生提供大学，学科选择及详细的职业选择的信息。全体教师需与职业选择协调人一起合作为学生提供所选专业的专业知识及背景知识，在适当的机会下与他们所教课程结合起来。

职业选择部门将为学生提供以下方面的帮助：

- 面试/咨询/与个别学生就职业选择的调查协助
- 教学生在计算机实验室的帮助下使用网络调查未来职业方向。
- 帮助学生写简历及准备面试
- 就英国大学的申请提供帮助及建议
- 帮助教师关于与学科有关的指导
- 测试学生的技巧/能力/兴趣/性格等方面，帮助学生做出可能的职业鉴别并写出书面报告。

4.5 非英国大学的申请

SCIE 的课程是以英国教育体系为基础，由英国考试委员会审评。因此学生更适合申请英国大学。我校学生同样也可以 A-level 的资格申请其它国家的大学，某些情况下他们可以因 A-level 而占据优势。然而在美国的很多大学他们将受到限制，比如某些不接受英国课程的大学。所以当申请非英国大学时应多方位衡量其合适性与教育质量。

坚持申请英国外大学的学生可获得校内海外留学指导中心的帮助，此部门负责处理这类申请。

Section 5 General Duties of the Teacher

5.1 Attendance, Absence and Lateness

If teachers are going to be absent or late, the office of the principal should be informed as early as possible in advance but at the latest by 7.30 am. If the absence is known about in advance, cover work should be prepared and given to the HOD. In the event of unexpected absence it is the responsibility of the HOD to set cover work for classes. For absences due to illness of more than 2 days in length, a doctor's note must be provided.

Permission for days off for reasons other than illness must be obtained from the Principal in advance. Visits to doctors and dentists should be arranged outside of school time. Staff wishing to make short visits e.g. to the bank should write their names and times in and out on the Absence Board on the second floor. All teaching staff must be present in school during normal working hours: 09.00 – 16.30.

5.2 Subject Teaching

- Teachers must ensure that their lessons are thoroughly planned and that the syllabus is covered in detail so that sufficient notes are provided to fully cover the content and allow the students to revise.
- At the same time staff should vary the teaching styles so as to include, where appropriate, practicals, display work, oral work and presentations, role play etc.
- It is the duty of all members of staff to ensure that they tailor their teaching style to suit all members of the class and all abilities.
- Staff should endeavour to keep up to date with developments in education especially in the UK.
- Staff must ensure that students have sufficient practice and are well versed in exam techniques.
- Staff must maintain good discipline in their classrooms at all times. Students must not be sent out of the room for disciplinary purposes.
- Staff must make sure that all activities that the students are involved in are safe and that the students will come to no harm.
- Staff must ensure that students use a notebook or file and take notes given in class.
- AS and A level syllabi must be completed by 20th March

第五部分 教师的总体职责

5.1 考勤，请假，病假：

教师的请假或迟到情况需尽早告知院办，最晚不超过早 7:30。对于请假的老师，应由其学科负责人安排其课程。个别紧急情况需请假，学科负责人需妥善安排课程。因病请假两天以上者需出示医院证明。

事假应事先向院长请假。看医生或牙医可在工作时间外进行。去银行等事应在二楼公示板---缺席人员一栏上出门及回来的时间。教师在 09.00 – 16.30.期间应在校。

5.2 授课

- 教师应按课程大纲细心备课，提供大纲中所有的知识点以供学生有足够的材料复习。
- 同时教师应在合适时应用不同的教学方法，如实验，作品展示，动手操作，口头作业，演讲，角色扮演等。
- 教师应调整授课方式以适应班级整体水平及能力。
- 教师应时刻关注教育的发展，尤其是英国。
- 教师应确保学生通过考试工程师得到充分的训练及考试技巧。
- 教师应保持班级的良好纪律，学生不得因纪律问题赶出教室。
- 教师应确保学生参与的活动安全无伤害。
- 教师应确保学生上课记笔记。
- AS 和 A 年级课程需在三月 20 日前完成。

5.3 Cover

Cover for absent colleagues will be notified by e-mail. Cover will be placed as far in advance as possible to give staff ample warning. Teachers who know that they are going to be absent should inform their HOD and the appropriate home teacher as soon as possible. HOD's should arrange cover as far as possible within the Department, failing that refer to Educational Administration. Teachers must prepare appropriate cover work which will cause the minimum inconvenience to the covering teacher.

5.4 College Magazine

Each semester the school will produce a school magazine or newspaper, organised by the recruitment department. For all noteworthy events a short report and photographs should be submitted to the magazine committee.

5.5 Classroom Displays

It is the responsibility of each staff member to ensure that their teaching room is well decorated, with examples of students' work neatly displayed. Room displays should be changed regularly. The Home Room Teacher is responsible for maintaining the form notice board (usually at the front of the classroom.)

5.6 Staff Dress

Teachers are in the business of teaching and act as role models for students. As such, their behaviour will exert influence on students. Also, we teachers need to present a professional image to visitors to the school. Therefore teaching staff should dress in a neat and tidy fashion during work hours, appropriate to their standing and authority in the school. They should appear neither unkempt nor overly stylish.

From Monday to Thursday, men should wear a collared shirt, long or short sleeves, but not vest or T-shirt. Trousers should be full length, no jeans or shorts. Footwear should be suitable also, no slippers or sandals.

For women, apparel with too much exposure should be avoided. No miniskirt, strappy tops or jeans should be worn. Makeup should be light. General office wear will be appropriate, but no slippers.

5.7 Recruitment

Teachers may be asked to help the recruitment department by interviewing students and production of entrance exam papers.

5.3 代课

员工请假应尽早通过电邮通知。需请假的教师应告知学科负责人和相关班主任。学科负责人应尽量在本组内安排人代课，如安排不了可上交教务处。请假教师应做足准备工作为代课的难度减到最低。

5.4 校刊

每学期招生办将会做一份学校杂志或报纸。欢迎大家上交值得注意的消息或照片。

5.5 教室布置

所有教师均有责任保持教室布置良好，有学生的作业整洁地展示，教室应有规律地更换布置。班主任负责公告板的布置（通常在班级的前方）

5.6 员工着装守则

教师的工作是教书，是学生的模范。因此，他们的行为将对学生产生影响。我们作为教师应对来校参观者留下良好的职业风范。因此，教师应在工作时间内穿着整洁，与他们在学校的威严相符。既不该不修边幅也不该过分期髦。

从周一至周四，男士应着有领衬衫，长短袖均可，不可穿拖鞋或凉鞋。

女士着装不可过分暴露。禁止超短裙，吊带上衣，或牛仔裤。宜化淡妆。正常的办公室服装即可，但不可穿拖鞋。

5.7 招生

教师应帮助招生办负责面试学生和准备入学考试卷子。

Section 6 Pastoral Issues: Student Affairs

6.1 College Rules for Behaviour and Conduct

1. Students must uphold the good name of the College by being on their best behaviour in public, whether in the school uniform or not.
2. Students are expected to be courteous to the Principal, Academic Head, teaching and non-teaching staff at all times.
3. Home room groups are responsible for the cleanliness of their homerooms. All rubbish should go into the rubbish bin. Students must keep classrooms tidy and clean.
4. All air-conditioners, lights and fans must be switched off when not in use.
5. Students must take care of their personal belongings and valuables and handle all school property with care.
6. Food and drinks must not be consumed in classrooms or laboratories.
7. Mobile phones, walkmans, mp3 players, computer games and playing cards are not allowed in class. Any of these items found in a student possession will be confiscated.
8. Home room messages should be kept on the home room message board only. Students must not take down any notices in the subject message board without teachers' instruction.

6.2 College Rules for Punctuality

1. Students must be punctual for school, lessons, assembly, and other school-organised activities.
2. A student who is late for registration or the flag-raising ceremony will be considered as being late for school. A student who is late for school for three occasions without any valid reasons will be punished as per the schedule and their parents/guardians will be invited to school to discuss the matter. Further action will be taken if the student continues to be late.
3. Students arriving after 7.55 am must sign in at the gate and receive a late slip which they must take to the SAO office to be entered late on the register.
4. HRT must be vigilant for constant late-comers and take action.

第六部分 学生纪律、管理

6.1 校园行为操守规则

1. 学生在公众场合不论是否穿校服都应保持良好行为并维持我校名誉。
2. 学生应对校长，副校长，教师及非教学人员尊敬有礼貌。
3. 各班应保持本班教室的卫生。垃圾应放入垃圾箱，学生应使教室干净整洁。
4. 空调，灯和风扇不使用时应关掉。
5. 学生应照看好个人物品并爱护学校设施。
6. 不可在教室和图书馆饮用食物或饮料。
7. 手机，随身听，MP3，游戏机，纸牌等不得带入教室，一经发现即没收。
8. 班级信息只能贴在信息公告板，未经老师许可不可贴在学习信息板上。

6.2 守时准则

1. 学生需准时来校，上课，出席会议及其它学校组织的活动。
2. 点名或升旗仪式迟到算作正式迟到。三次以上迟到的学生将找到其家长/监护人讨论此事。如果学生继续迟到将采取进一步措施。
3. 早 7:55 后到校的学生需在学校大门处签名并将迟到条送到学生处记录。
4. 班主任应留意经常迟到的学生将采取措施。

6.3 Student Attendance

1. Attendance in school is compulsory. Absence without leave is considered truancy.
2. Attendance at flag-raising ceremony and school assembly is also compulsory. A student who is late for the flag-raising ceremony will be considered late for school.
3. Students wishing to take time off for whatever reason must apply at least two days in advance. An official letter or letter from the parent or guardian must be submitted together with the application.
4. Approval for one day's absence can be granted by HRT.
Approval for 2-3 days absence should be granted by SAO.
Approval for 4 or more days absence can only be granted by the Academic Head's office.
In each case the person granting leave will decide whether the request is valid and should refer the request up the chain if they are unsure.
5. Students on sick leave must submit a note from their parents or dormitory supervisor upon their return. For absences of a week or longer, a medical certificate must be produced.
6. Those applying for early departure from school at the end of semester or year must obtain approval from the Academic Head.
7. A student who wants to go home during school hours must, in the presence of a Head of Department/SAO/Academic Head, contact his/her parent or relative to fetch him home.
8. Students are not allowed to apply for leave for holidays during the school term.
9. A2 students are allowed to leave the campus between 16.40 and 19.00 if they have produced a permission form completed by their parents.
10. Students who are absent for more than 20% of teaching days in an academic year will be forced to repeat the year.

6.4 Flag-raising Ceremony

1. Classes are to assemble at the designated place in the playground when the first signal is given.
2. It is compulsory for teachers and students to stand at attention during the national anthem when the state and school flags are being raised.
3. If you are a Chinese citizen, you should stand at attention and sing the national anthem.
4. Classes can leave the assembly ground in a quiet and orderly manner. only after the instruction is given.

6.5 Class Lessons

1. Students must attend all lessons on the timetable with which they are issued by EAO.
2. Students wishing to change or drop subjects can only do so with the permission of EAO.
3. Teachers should report students who are absent from their classes to SAO using the chit system. These absences will be chased up by HRT.

6.3 学生出勤率

1. 学生必须按时上课，未批准的缺课视为旷课处理。
2. 学生同样必须参加升旗及学校会议，升旗迟到记作点名迟到。
3. 因任何原因要缺课的学生需提前两天请假，在交上申请的同时需出示家长或监护人的正式信件。
4. 一天内请假须经班主任批准。
两至三天请假须经学生处批准。
四天以上请假须经副院长办公室批准。
在以上各种情况中，批准请假的人需要判断其理由是否充足，如果不能肯定，应该上报
5. 请病假回校的学生应上交家长或生活老师的便条，一周以上的病假应出示病例。
6. 在学期末或年末请假提前离校的学生需向副院长请假。
7. 在上课期间请假回家的学生需在学科负责人/学生处/教学副院长在场的情况下，联系其家长或亲戚接其回家。
8. 学生在上学期间不可请假休假。
9. A2 学生如得到家长的同意可在 16: 40 至 19: 00 离校。
10. 一学年缺课率达到 20% 以上的学生需重修此学年。

6. 4 升旗仪式

1. 第一声信号开始后各班须来到操场集合准备升旗。
2. 国旗和校旗升起奏国歌时全体教职工及学生需肃立站好。
3. 中方师生应唱国歌肃立。
4. 仪式结束后，各班应安静地按顺序离开操场。

6. 5 上课

1. 学生应按教务处发下的课程表上所有课。
2. 换课或放弃某课需得到教务处的批准。
3. 教师应用缺课表将学生情况交给学生处。这些缺课将由班主任处理。

6.6 College Disciplinary System

The college is committed to its twin aims of character formation and academic excellence. Our policy of discipline is a positive one which seeks to help build sound character and promote effective learning and development. Corrective action is carried out according to the nature of the offence.

Action taken can include the following:

- **Teacher speaks to student:** Together with the advice given, a change of behaviour or attitude is expected.
- **Personal Detention:** the teacher keeps the student back after school and assigns him/her extra work to do or unfinished work to complete.
- **Supervised Detention:** the HRT or SA counselor retains and supervises the student after lessons in silent study or an assigned task.
- **Referral to teacher counselor:** if the Form Teacher feels that the student's behaviour is due to factors other than poor personal discipline, the matter will be brought up the Teacher Counselor for counseling.
- **Parents/guardians informed:** the HRT or SA counselor to keep them informed of the serious nature of the offence.
- **Principal invites parents/guardians to College** to discuss the matter.
- **Students placed on report.** Must carry around a sheet which all subject teachers should sign and make a comment.
- **Warning letter:** the Principal issues a warning letter to the parents/guardians.
- **Suspension from College:** Depending on the seriousness of the case, the Principal may decide to suspend the errant student from College for a stipulated period of time.
- **Dismissal from College:** If the student still does not make a positive change in behaviour and attitude despite all action taken, the Principal may after due consideration decide to dismiss the student from College.

6. 6 纪律体系

学校旨在培养学生养成良好的品格和取得优秀的学业成绩。纪律旨在创建学生健全性格和有效地学习及发展。将根据学生所犯错误的本质对其改正。

将采取以下措施：

- 老师谈话：给出建议，希望改正其行为。
- 个人留校：老师要求学生在放学后留校做额外作业或未完成的作业。
- 被监督留校：在班主任或学生处的监督下课后留校自习或安排作业。
- 交由心理咨询师：如果班主任认为学生的行为原因并非个人纪律问题，可将其交由心理咨询师处理。
- 通知家长/监护人： 犯错性质较严重时班主任或学生处可通知其家长。
- 校长要求家长/监护人来校讨论处理。
- 记入成绩单。所有任课教师将对其行为写上评语。
- 警告信：校长将向其家长/监护人寄警告信。
- 停课。根据犯错程度，校长将决定犯错学生一段时间的离校停课处理。
- 开除。如果在采取各项措施此生仍未有改进，校长将考虑将其开除出校。

6.7 Violation of College Rules

6.7.1 Misdemeanour - including the following:

- Late in submitting assignments or projects set by teachers
- Sporting unacceptable hairstyle
- Not wearing the proper school uniform
- Leaving the classroom without the teacher's permission
- Not performing classroom duties according to the duty roster
- Inattentive during lessons
- Not punctual for College/lessons/interest clubs /other activities
- Making noise in the classroom
- Spitting or littering
- Jumping a queue
- Absence from College assembly without valid reasons

6.7.2 Minor offence - including the following:

- Ignoring a teacher's instructions
- being rude or inconsiderate to others
- Damaging College property through mischief, Writing on desks
- Not singing the National Anthem or College Song properly
- Being absent from College without official approval

6.7.3 Major Offence - including the following:

- Being rude or defying to teachers
- Bullying fighting and extortion and using abusive language
- Not telling the truth
- Truancy
- Cheating, stealing and immoral conduct
- Vandalism and damaging College property through irresponsible behaviour
- Gambling, drinking alcohol, smoking or taking drugs

6.7 Violation of College Rules

6.7.1 Misdemeanour - including the following:

不良行为

- 迟交作业
- 怪异发型
- 不穿校服
- 未经老师同意离开教室
- 不按职责完成学校任务
- 上课不认真
- 上学/上课/参加活动俱乐部不准时
- 在教室发出噪音
- 随地吐痰，乱扔垃圾
- 插队
- 未有充足原因缺席学校大会

6.7.2 小错误

- 不听老师指导
- 对他人粗鲁
- 蓄意损伤学校公共财产，如在桌上写字
- 升旗时不认真唱国歌
- 未经批准擅自离校

6.7.3 大错误

- 对老师不尊敬
- 打架或使用侮辱性语言
- 说谎
- 逃课
- 欺诈，偷窃等不当行为
- 不负责地破坏学校财物的行为
- 赌博，酗酒，抽烟或吸毒

6.8 The Class Committee

An important structure in the school is the class committee which is made up of a group of students elected by the class under the guidance of the Home Room Teacher. It is one of the important avenues of student leadership in the College and enables students to participate in the daily running of the College.

6.8.1 Objectives

1. To instill a spirit of belonging and to strengthen the cohesiveness of the class.
2. To promote a greater sense of individual responsibility and accountability by encouraging students to serve their classmates and contribute actively to the management of the class.
3. To provide students with an opportunity to develop their leadership potential.
4. To assist the Home Room Teacher in managing routine tasks including cleanliness of the classroom and proper utilisation of class notice boards.

6.8.2 Organisation

Each class will have a class committee comprising the following members:

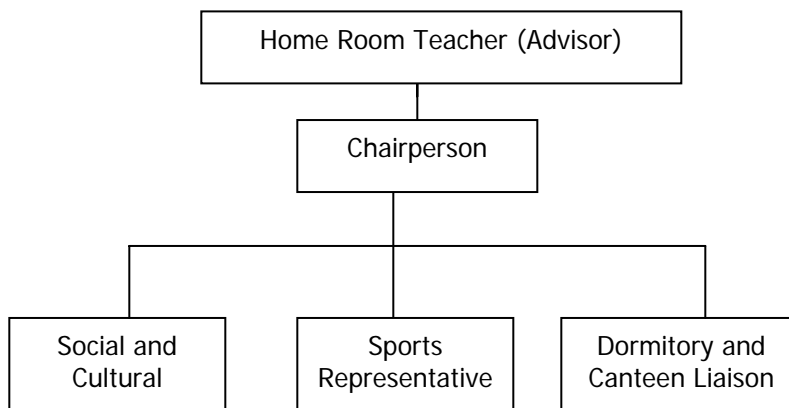
The Chairperson
PE & Sports
Social & Cultural Activities
Dormitory and Canteen Liaison

The Home Room Teacher will serve as the Advisor.

The Committee shall meet at least once a month with the Teacher Advisor to discuss matters pertaining to class rules, discipline, cleanliness, inter-class competition, utilisation of class notice board, student welfare and the like.

Through the Class Committee, students are encouraged to take more responsibility for themselves and given the opportunity to make decisions in matters concerning themselves with the guidance of their HR Teacher.

6.8.3 Class Committee Organisation Structure



6. 8 班委会

学校的一项重要组织机构就是在班主任的指导下由班级选出的班委会，由学生组成。这是学校培养学生领袖精神的重要一部分，同时也保证班级参与学校的每天正常运转。

6.8.1 目标：

1. 灌输学生的归属感及增强班级凝聚力。
2. 通过鼓励学生为同学服务及积极为班组的管理贡献力量提升个人的责任感和义务感。
3. 为学生发展领导潜能提供机会。
4. 协助老师管理日常事务，如清扫教室，使用班组公告板等。

6.8.2 组织

每个班委会由以下成员组成：

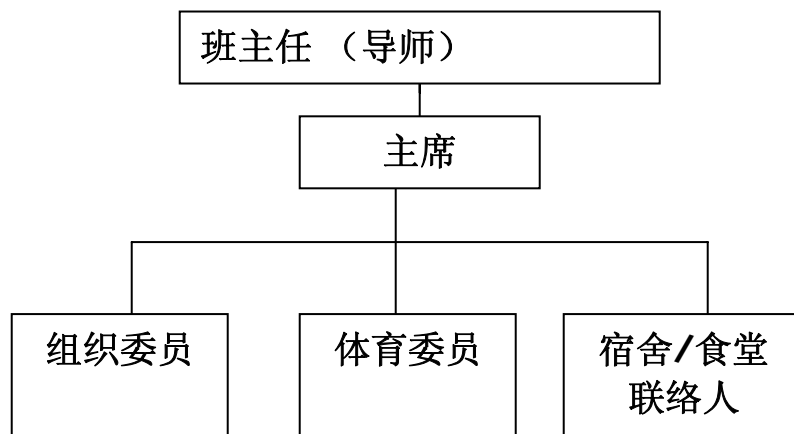
主席
体委
社交 & 文化活动组织委员
宿舍和食堂联络员

班主任作为指导人。

委员会每周与指导老师就班级规则，纪律，卫生，竞赛，班级公告板的使用及学生的福利等见面商讨。

通过班委会可培养学生的责任感并给予机会在班主任的指导下参与与他们相关的班级决策与管理。

6.8.3 班委会组织结构图



6.9 Duties and Responsibilities of Class Committee

6.9.1 Chairperson

1. To arrange and preside over meetings.
2. To lead and supervise the three sub-committees.
3. To coordinate the work of the committee members.
4. To liaise with the Teacher Advisor in all matters.
5. To carry out duties assigned by the Teacher Advisor and other subject teachers.

6.9.2 Sports Representatives

1. To assist the PE teacher in organising PE activities.
2. To select and field teams for inter-class competitions.
3. To liaise the PE Office on all matters pertaining to PE

6.10.3 Social and Cultural Coordinators

1. To coordinate class participation in Special Projects, for example Festival Celebrations, Christmas Celebrations, Teachers' Day Celebrations, Youth Day Celebrations and Community Service.
2. To organise class outings to promote class spirit.

6.10.4 Dormitory and Canteen Liaison Representative

1. Liaise with the dormitory supervisors.
2. Pass information and notices from the dormitory supervisors to class members.
3. represent student views about food and catering.

6.10 Student Development

Shenzhen College of International Education has always been a student-oriented College. The College strongly believes that each and every student can be developed into a good citizen who can realize his potential and contribute to society. Apart from providing for the academic and physical development of student, the College also puts strong emphasis on their mental, emotional and character development through class committees, leadership in Student Union and extra-curricular activities.

6.11 Counselling

A caring environment has always persisted in the College. The Home Room and Subject teachers take the role in identifying and counseling the students.

Teachers can also refer students with problems like family breakdowns, absenteeism, poor work attitudes, poor health and low self-esteem to the school in-house teacher counselor. The teacher counselor will continue to counsel and monitor the students closely until the problems are resolved.

Counseling is carried out in a safe environment in the Counselling Room (214). Sometimes, students may be referred to external agencies for extra help.

6.9 班委员会的责任与职责

6.9.1 主席：

- 1.安排及主持会议
- 2.领导并监督班级的三个小委员会。
- 3.协调委员会成员间的工作。
- 4.在所有问题上与教师顾问保持联络。
- 5.执行教师顾问及其他任课教师安排的任务。

6.9.2 Sports Representatives

体育委员

- 1.协助体育老师组织开展体育活动。
- 2.为班级竞赛活动选择场地。
- 3.与体育组联系有关体育的事宜。

6.10.3 社交文化协调人

- 1.协调班级参加各种活动，如新年晚会，圣诞晚会，教师节庆典等。
- 2.组织班级郊游提升班级团队精神。

6.10.4 寝室及餐厅代表：

- 1.与寝室管理老师联络。
- 2.将生活老师的信息与通知传达给班级成员。
- 3.代表学生传达对于食物和餐厅的看法。

6.10 学生的发展

深圳教育国际交流学院一直是一所以学生为本的学校。我校始终相信每位学生都可以发展成为一个好公民，可以实现他的潜能，为社会作出贡献。除了为学生提供学术和身心发展，学校同样着重于通过班委会，学生会以及课外活动培养学生思想，情感以及性格的良好发展。

6.11 心理咨询师

我校始终坚持创建一种关爱的环境，班主任和其它任课教师充当着提供关注和爱护的监护人。老师可将一些学生的问题，如家庭破裂，缺课，学习态度差等报给学校的心理咨询师。心理咨询师将一直对此生劝告并监督直到问题解决。

心理咨询在 214 咨询室进行，环境舒适且安全。有时学生需到校外机构寻求帮助。

6.12 New Students

The Recruitment Department should inform Educational Administration at least 2 days in advance of the arrival of a new student. Educational Administration will then announce to all staff the arrival of a new student. HODs and relevant teachers should ensure that the new student is supplied with books and all other requirements.

On the student's first day the Home Room teacher should discuss with the student the rules and regulations of the college as laid out in the Student Handbook, give the student their timetable and introduce them to their classmates.

The Recruitment Department should pass on all information obtained from the student to the Educational Administration where a new file will be opened.

6.13 Student Council

The Student Union has the following officers:

- Chairperson
- Vice-Chairperson
- Secretary
- Head PE Representative (PE Representatives)
- Head Entertainment Representative (Entertainment Representatives)
- Head Discipline Representative (Discipline Representatives)
- Head Advertisement Representative (Advertisement Representatives)

They are elected by all students during the first month of each academic year.

The role of the Student Union is to organise student activities, give students an opportunity to exhibit their leadership qualities and provide a channel of communication between staff and students. The Student Union falls within the remit of SAO.

6.14 Classroom Rules

1. Do not eat, drink or chew gum in the classroom.
2. Keep all your belongings in your locker. Do not leave them in your homerooms. Do not put your belongings in the space under the desk.
3. Treat furniture and other school property with respect. Any damage will incur costs of replacement or repair.
4. Ensure that you are not late for class. Where possible, arrive at the classroom a few minutes before the lesson has started. Make sure that you do not pack up your belongings and leave until told to do so.
5. Ensure that you bring to class all the necessary equipment for the lesson, including books, notes and stationary. If in doubt ask the teacher what you need to bring.
6. Ensure that the lights, fans and air-conditioners are switched off if you are the last to leave the classroom.
7. Ensure that all rubbish is placed into the bins provided.
8. Do not use the computer and associated equipment when a teacher is not present.
9. Cell phones must be switched off during lessons.
10. Please avoid making excessive noise and disturbing lessons in nearby rooms.

6.12 新生

如果有新生到来招生办需至少提前两天通知教务处。教务处将向全体教职工通知新生的到来。学科负责人和相关老师应为新生准备好书籍和其它所需。

新生第一天到来时，班主任应向其告知学生手册中的校规和管理，给新生课程表，并向班级其它同学介绍新生。

招生办应将此新生所有的信息交到教务处，为其开设新的档案。

6.13 学生会

学生会由以下成员组成：

- 主席
- 副主席
- 秘书
- 体育部长
- 文艺部长
- 纪律部长
- 宣传部长

每学年第一个月由学生选出学生会成员。学生会的作用是为全体学生组织活动，为学生提供展示其领导能力及与其他人沟通的机会。学生会由学生部负责。

6.14 教室准则

1. 教室内不准饮食，喝水或嚼口香糖。
- 2 将所有物品放入个人柜中，不可留在教室里。不可将物品放在书桌里。
- 3 爱护学校财产，任何损坏需赔偿。
4. 需按时上课，尽量在上课前几分钟到达教室。直到下课才可收拾个人物品并离开。
- 5 确保将所需物品带到课堂，如教科书，笔记和文具，如有疑问可咨询老师。
- 6 最后离开教室时须关灯，风扇和空调。
- 7 将垃圾放入垃圾箱。
- 8 教师不在时不可使用计算机及连接设备。
- 9 上课时必须关机。
- 10 不可发出噪声影响隔壁教室。

6.15 Trips and Visits

The following procedure for out of college trips should be followed:

1. Permission must be obtained from HOD, AH and Executive Principal at least two weeks in advance by presenting completed application form.
2. A letter should be sent to parents using given proforma and signed consent form must be received before a student can go on the trip.
3. All bookings should be in the name of SCIE.
4. Staff to student ratio should be at least 1:15. There must be at least one male and one female staff member on co-ed trips.
5. Teachers going on the trip should obtain emergency contact numbers of school leaders in case of an emergency.
6. A list of students with contact phone numbers must be compiled and given to HOD/AH the day before the trip.
7. Prior preparation must be made for students on medication or with special dietary requirements.
8. Students must wear school uniform on the trip.
9. During the trip teachers must ensure that students behaviour does not reflect badly on the school. Rules regarding alcohol, smoking etc. must be applied.
10. A full statement of accounts should be presented to the Finance Department after the trip.
11. After returning, staff and students should be in school at normal time. Students who fail to do so will be precluded from future trips.
12. After returning, please hand Application Form and Parent Consent Form to the Academic Head Office for filing

6. 15 出访

学校出访应遵循以下程序：

1. 应提前两周得到学科负责人，教学副院长及院长的批准并填写申请表。
- 2 寄信给家长在学生出访前得到家长的签字同意表。
- 3 所有的预订都应使用学校的名字。
- 4 教师与学生比例需达到 1：15，至少应有男女教师各一名。
- 5 出访教师应得到学校领导电话紧急情况下可联络。
- 6 学生的联系电话表应在旅行前交给学科负责人/教学副院长。
- 7 应为学生做一些包括药，特别饮食方面的前期准备。
- 8 学生出访期间须穿校服。
- 9 出访期间教师应使学生保持良好操守，不得抽烟喝酒。
- 10 出访后将总花费报至财务部。
- 11 出访后教师和学生按学校正常时间表上课，未能按时上课的学生以后不可参加学校旅行。
- 12 出访后上交申请表和家长同意表至院长办公室归档。

Section 7 Finance

7.1 Expenditure Management

To strengthen the College’s financial management and control expenditure, based on the principles of careful planning, sensible saving where possible and getting the job done, and in reference to relevant government regulations, the guidelines have been produced in consideration of the college’s specific circumstances.

Costs from attending conferences and courses should strictly follow the relevant guidelines. Care should be taken to seek all the necessary approvals before expenditure occurs.

Cost incurred in a day trip should use the Expense Reimbursement Form, and costs incurred on inter-city trips should use the Business Trip Reimbursement Form. Reimbursement to be made through bank accounts should use the Payment Request form. All reimbursements require legal and formal receipts and invoices.

7.2 Reimbursement of Expenses Incurred on Business Trips

7.2.1 Application

Staff going on College business trips need fill out the form, Application For Business Trip, specifying destination, time, reason, expenditure amount, get approvals by Head of Department, Academic Head (if relevant) and Executive Principal. Money not included in the Department Budget will need the approval of they Board. Money spent over and above the allowed amount will not be reimbursed. Costs within the limit listed in Expense Standards will be repaid with official receipts. Costs incurred due to personal reasons will not be covered. If other costs arise unexpectedly, approval should be sought before spending.

7.2.2 Borrowing money.

If money is needed before the trip a ‘Borrowing Slip’ needs to be filled out along with the Application for Business Trip mentioned above, and subject to approval by relevant management. A notice of two days minimum is required.

7.2.3 Expense standards

A. Transport fares. Money will be refunded according to the following scheme

Class	Air	Train	Ship
Principal	refund as spent		
Head of Department	Economy class	Soft Sleeping berth	Second Class
Supervisor	prior approval	hard sleeping berth or soft seat	third class
Other	prior approval	Hard sleeping berth or seat	third class

第七部分 财务处

7. 1 支出管理

为加强学校的财务管理并控制支出，在详细的计划，尽可能的节省并完成工作，以及根据相关政府规定的基础上，根据学校的情况做出了财务支出方针。

参加会议及课程的费用需严格遵守相关支出方针，需注意的是在费用产生前应找出所需证明。

一天的旅行需填写花费补偿表，城市间的旅行应使用出差补偿表。经由银行的帐目应填写付款申请单。所有的花费补偿表需要正式合法的发票及收据。

7. 2 公差花费报销

7.2.1

申请

员工公差需填写申请写注明目的地，时间，原因，花费数额，并得到学科负责人，教学副院长和院长的批准。学科预算外的花销要经过董事会的批准。超出所批金额的花费将无法报销，个人原因引起的花费不予报销。意外花费无法在花费前得到批准。

7.2.2

借钱

出差前如需用钱可填写借据条，由相关管理层批准。至少应提前两天申请。

7.2.3 花费标准

A.旅行花费。按以下标准报销

分类	飞机	火车	船
院长	按花费报销		
学科负责人	经济舱	硬卧	二等
主管/导师	预先核准	硬卧或软席	三等
其它	预先核准	硬卧或软席	三等

Note: Air tickets need Principal's approval and will be arranged by Principal's Office, unless specified otherwise.

B. Local transport at destination: Principal and Department Head – refund as spent. Other: 30 yuan per day

C. Accommodation

Hotel bills: formal receipts and computer printout of itemised costs are needed. Other costs like long distance calls and faxes will be dealt with on their merits.

The following standards will be applied

Class	Beijing, Shanghai, Guangzhou	Other areas
Principal	refund as spent	
HOD	250 yuan/day	200 yuan/day
Supervisor	200 yuan/day	180 yuan/day
Other	180 yuan/day	150 yuan/day

Two or more people, of the same sex, should share twin rooms.

D. Meals: The standard daily allowance is 50 yuan. If meals are included at conference venues there will be no meals expense paid.

7.2.4 Procedure

Reimbursement Form filled out, within a week of return. All receipts should be attached to the Business Trip Application Form, which should be completed, signed by the relevant parties, then submitted to the Finance Office.

注意：机票需得到院长的标准，并由院长办公室安排。

本地交通花费：院长和学科负责人---按花费报销。其他人：30 元每天

住宿：

酒店发票：需计算机打出列出各项花费的正式发票。其它花费如长途，传真，按其金额处理。

按以下标准：

分类	北京 上海 广州	其它地区
院长	按花费报销	
学科负责人	250 元/天	200 元/天
主管/导师	200 元/天	180 元/天
其它	180 元/天	150 元/天

两人或以上，同性别应使用双人房。

用餐：第天的标准补助是 50 元，如果会议安排用餐将不会有用餐花费报销。

7.2.4 程序

旅行回来后一周内填好报销申请单，应附好所有完成的发票，由相关部门签字，送至财务部。

7.3 Reimbursement for Items Purchased

The item should be taken to the stocktaker (or librarian in the case of books), who will issue a 'Goods in' slip. This should then be attached to the Asset Purchase Application Form along with the relevant receipts. The Asset Purchase Application Form should be completed, signed by the relevant parties, including the Academic Head in the case of academic purchases, then submitted to the Finance Office.

7.4 Reimbursement of Local Transportation Cost

Staff on business should use local transport as the first choice. Taxi usage under 50 RMB requires prior approval by the Head of Department, over 50 RMB requires approval by the principal. The start and end points for each journey and reason for taking the journey should be specified on the reimbursement application. The Reimbursement Form should be completed, signed by the relevant parties, then submitted to the Finance Office.

7.5 Reimbursement of Other Costs

Other costs, including telephone calls made for school purposes, spending on entertainment and gifts, should first be approved by the Principal. The Reimbursement Form should be completed, signed by the relevant parties, then submitted to the Finance Office.

7.6 Receipts

All reimbursement requires legal receipts. Apart from salaries or other regular entitlements, all expenditure requiring a refund should have the appropriate and legal documentation, i.e. tax receipts. Accounting paperwork should follow the given format, if words are necessary in Chinese. The name of the customer on the receipts should be Shenzhen College of International Education, with the date, item name, unit, quantity and unit price clearly stated. Figures in Arabic numerals and words should match. All tax receipts should be stamped. Receipts/invoices should be no longer than 30 days old when submitted for reimbursement. If correction of writing is needed, it should be initialed and stamped.

7.7 Personal Loans

In exceptional circumstances, personal loans can be granted, with the approval of the Principal, up to 50% of the next month's salary.

7.3 购买报销

应将购买物品交至存货管理员（如果购买物品为书籍则交至图书管理员）处，将得到存货收条。填好购买申请表，由相关部门签字，如果与学科方面有关的购买应由教学副院长签字，并交至财务部。

7.4 本地旅行花费报销

公差应尽量选择本地交通工具。50元以下花费应由学科负责人预先审核，50元以上需得到院长批准。申请单应注明确始发点与终点及原因。填好申请表，由相关部门签字，并交至财务处。

7.5 其它花费报销

其它包括通讯费在内的花费应首先经过院长批准。填好申请表，由相关部门签字，并交至财务部。

7.6 收据

所有报销需具有正式发票，除工资所有花费申请需出示合理正式的文件，如出租车发票。

7.7 个人借款

个别情况下，经院长批准，员工可申请得到下月工资百分之五十的借款。

Section 8 Support Services

8.1 Maintenance

Any furniture or other fixtures which require repair or replacement should be reported to the Support Services department using the appropriate form. Each job will be logged onto a spreadsheet in the shared file of the Head of Support Services, so that the progress of the job can be monitored. Maintenance of computer facilities in offices and classrooms, plus problems with the computer network, internet and telephone system should be reported through a similar system to the IT department.

8.2 Stationery

Stationery is ordered through individual departments from the support services department through completion of a monthly form.

8.3 Booking Venues

Venues such as the auditorium, large examination rooms, 109, 110, 406, 407 and the dancing studio can be booked through the support services department. Bookings should be made as far in advance as possible by filling in the appropriate booking sheet. Bookings for class use of the IT rooms, 608 and 609 should be made through a similar system under the control of the Head of IT.

8.4 ID and Cafeteria Card

The ID card is required for entry and exit of the college facilities and to identify the holder as an employee of the college. The lunch card allows storage of value for use in the cafeteria. Both are issued by Support services department.

8.5 Security

The Support Services department is responsible for safety and security in the college. Any instances of theft, any issues which might constitute a danger to staff and/or students should be reported to this department.

第八部分 后勤服务中心

8.1 维修

任何需要修理或替换的物品都需使用申请表上交后勤部，工作的一系列流程将在后勤部主任的共享上，以便查阅工作进度。办公室及教室的电脑设施，网络及电话的维护按同样流程上交 IT 部。

8.2 办公文具

办公用具每月按部门订购领取。

8.3 预定场地

大礼堂，大教室，舞蹈室等可通过后勤部预定使用。填好申请表后尽早交到后勤部，608，609 这样的计算机教室的预定按同样流程上交 IT 部负责人。

8.4 员工卡及用餐卡

员工卡在进出学校时使用以辨别持有人身份，用餐卡可在餐厅充值使用，两卡在后勤部领取。

8.5 安全

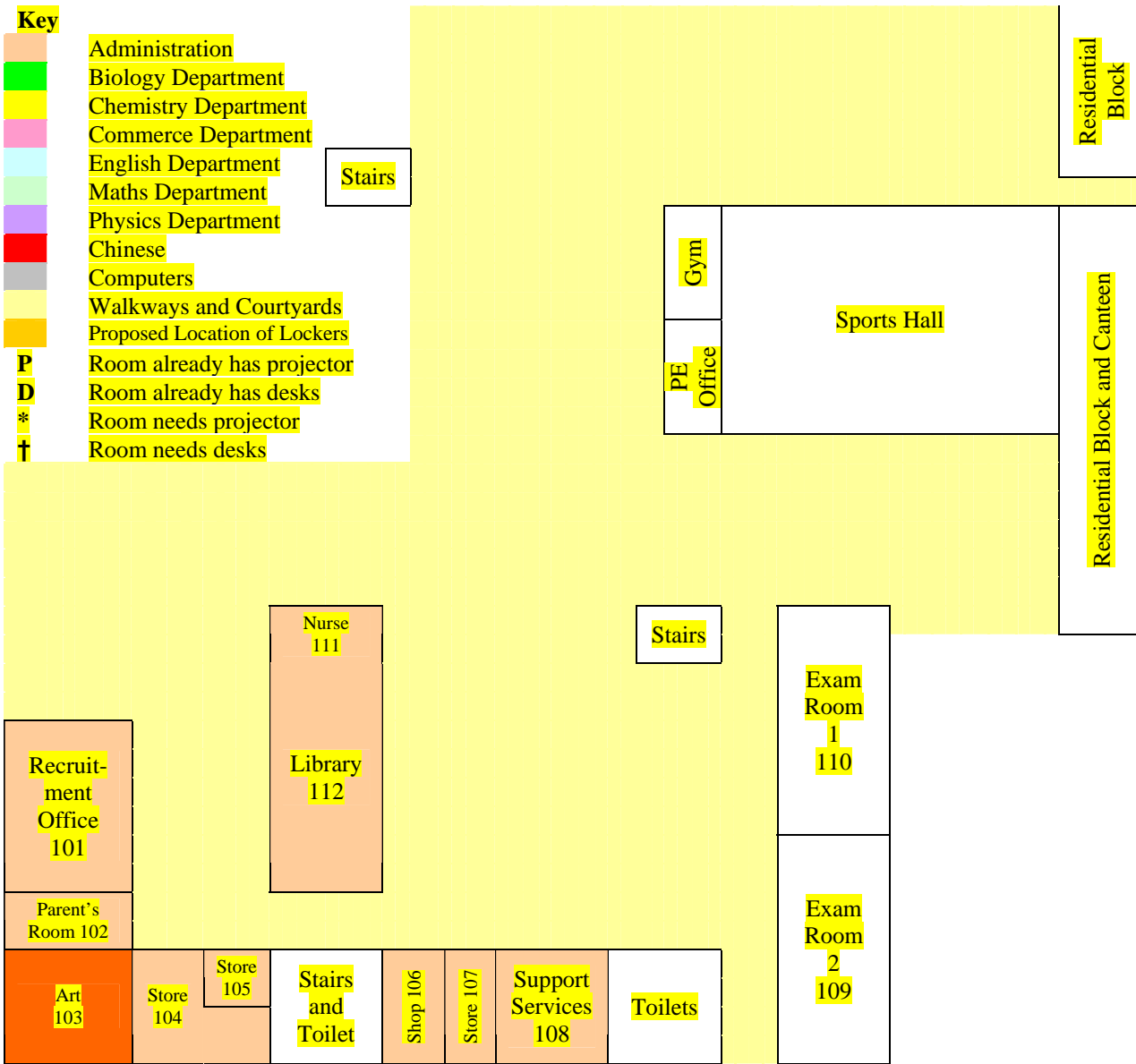
后勤部负责学校的安全，任何危及学校全体师生的行为如偷窃可报至后勤部。

Appendix 1: SCIE Floor Plan

Floor 1

Key

- Administration
- Biology Department
- Chemistry Department
- Commerce Department
- English Department
- Maths Department
- Physics Department
- Chinese
- Computers
- Walkways and Courtyards
- Proposed Location of Lockers
- P** Room already has projector
- D** Room already has desks
- *** Room needs projector
- †** Room needs desks



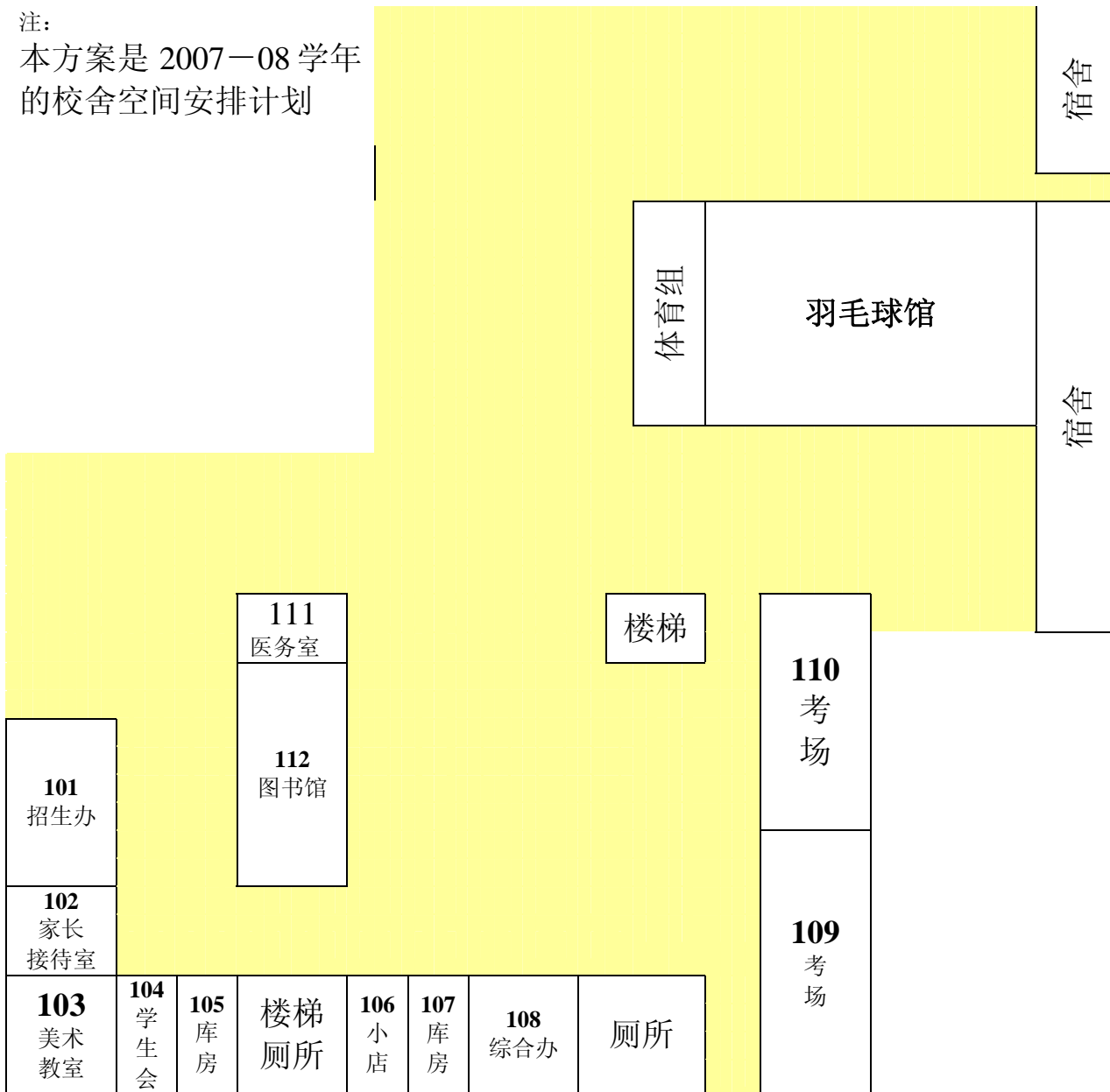
Notes:

- 104 Scheduled to become Sick Bay
- 111 Scheduled to become part of Library

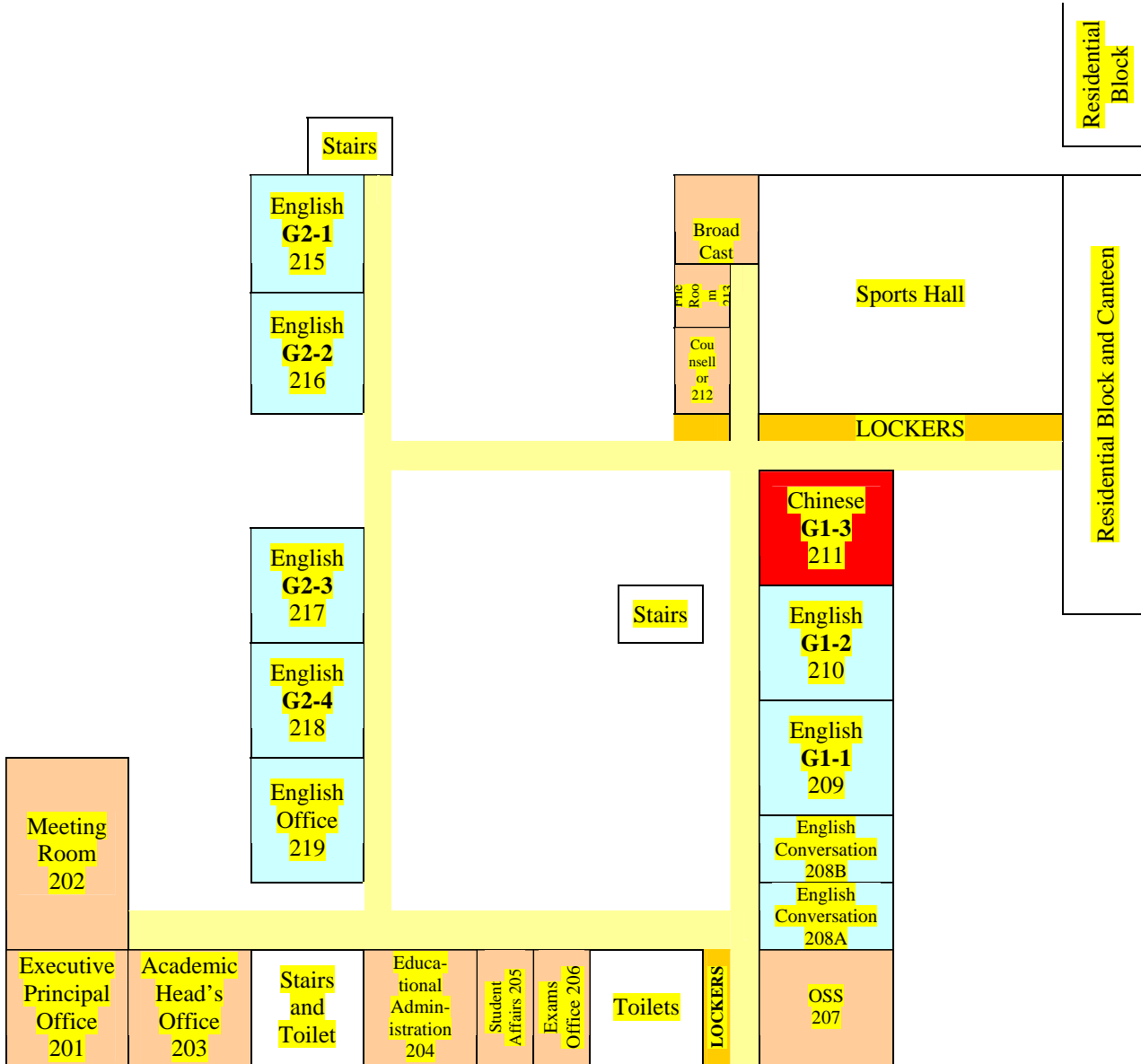
SCIE 学校用房平面图 (Floor 1)

2007.2.1. (定稿)

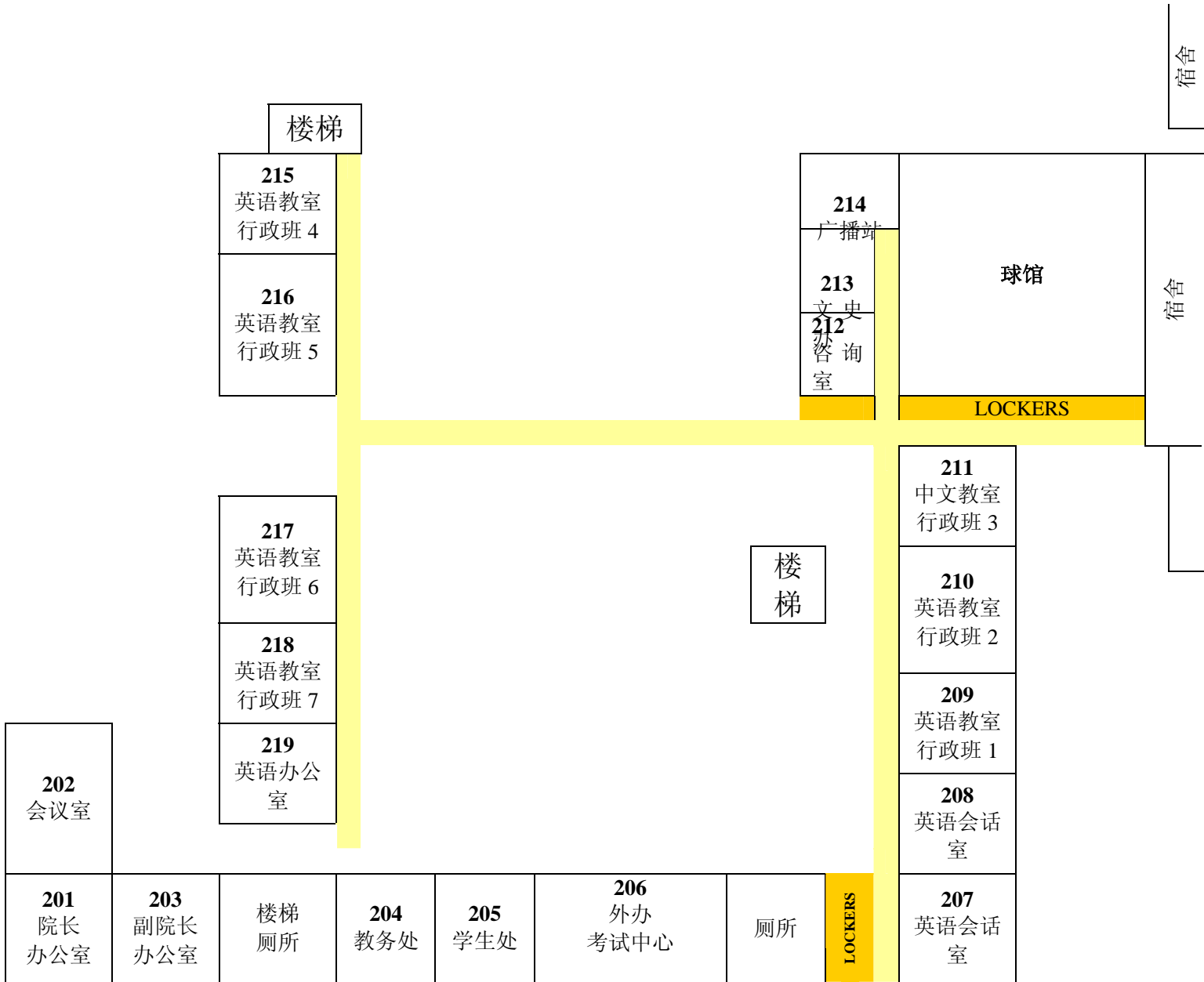
注：
本方案是 2007—08 学年的
校舍空间安排计划



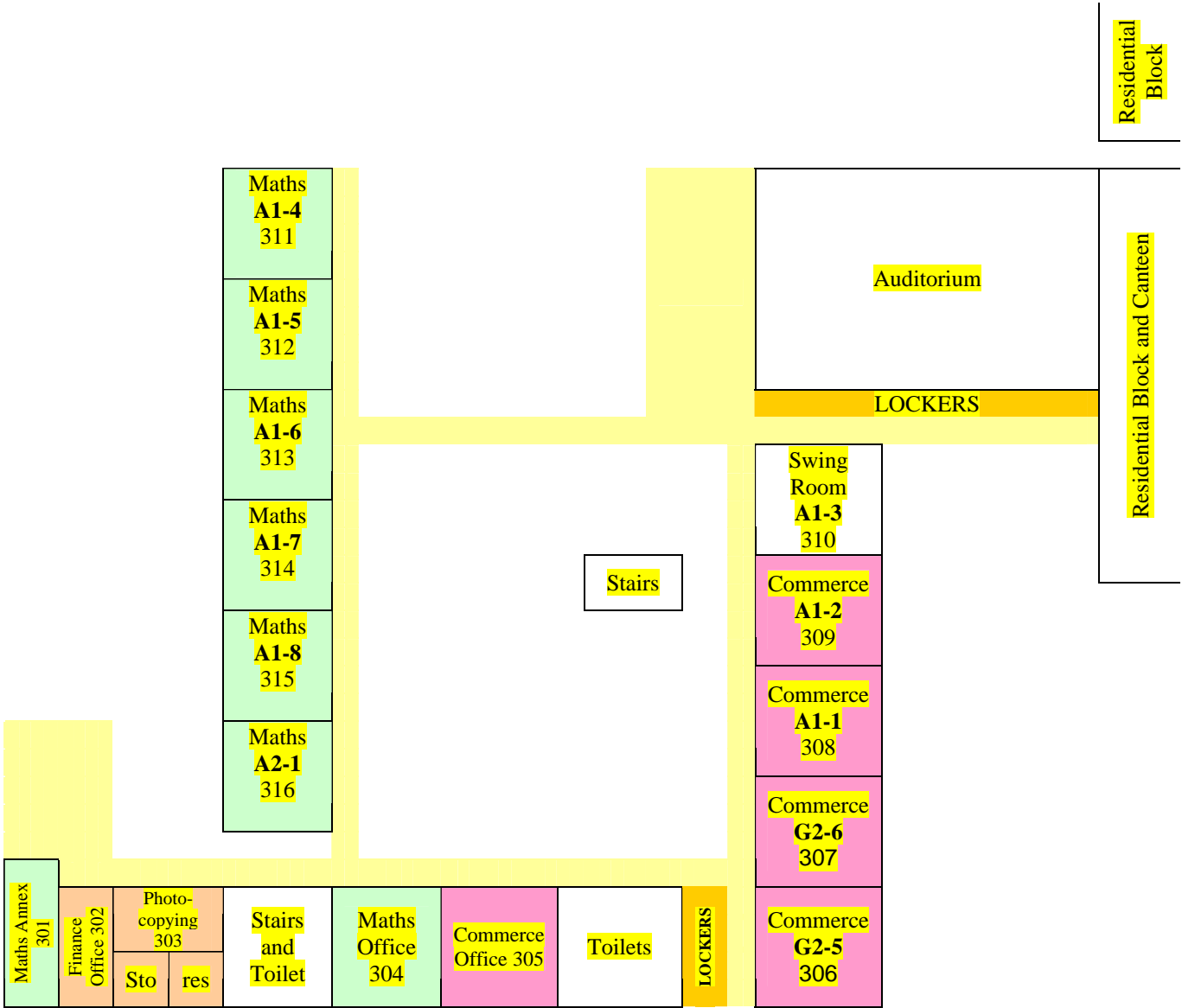
Floor 2



SCIE 学校用房平面图 (Floor 2)



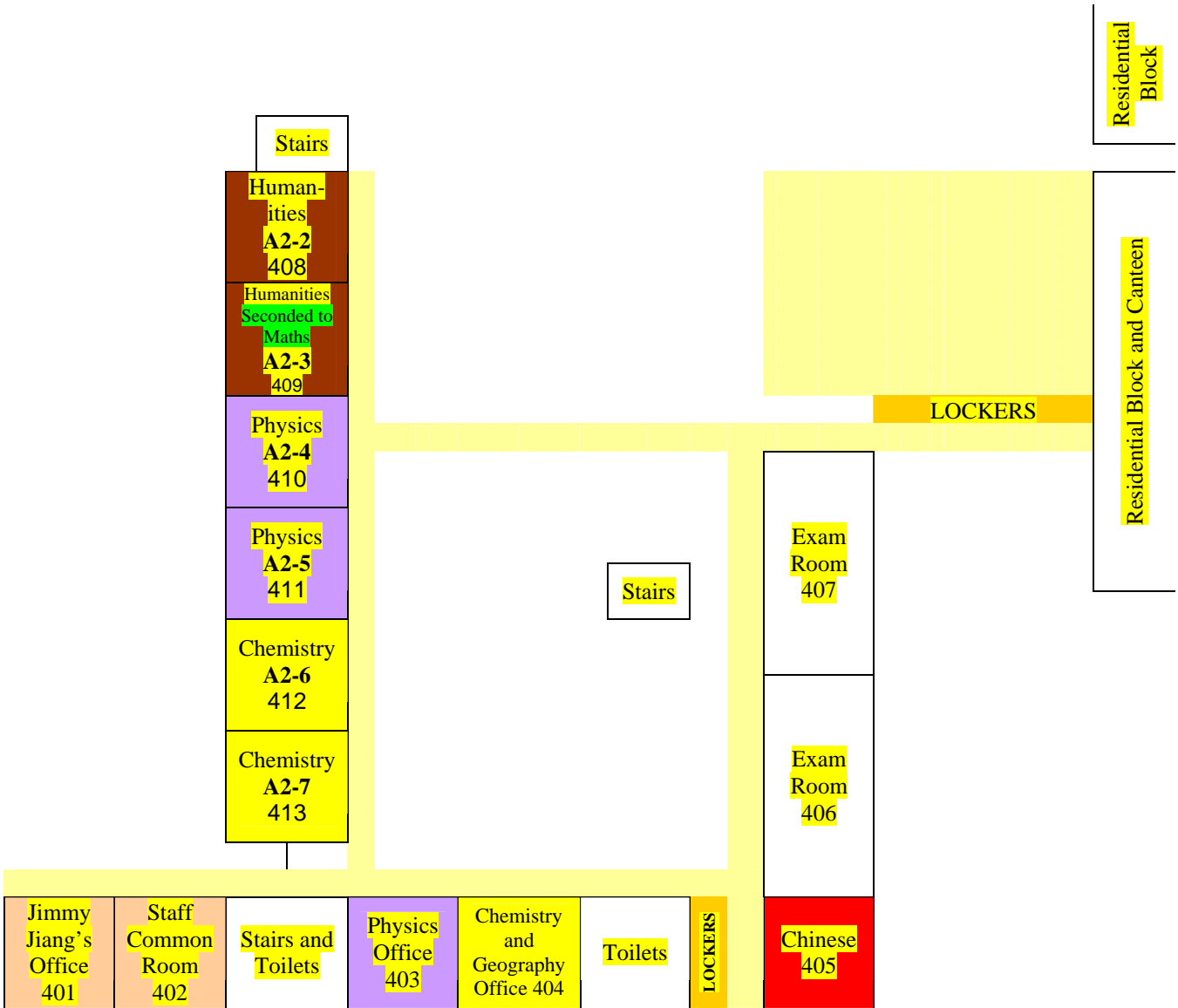
Floor 3



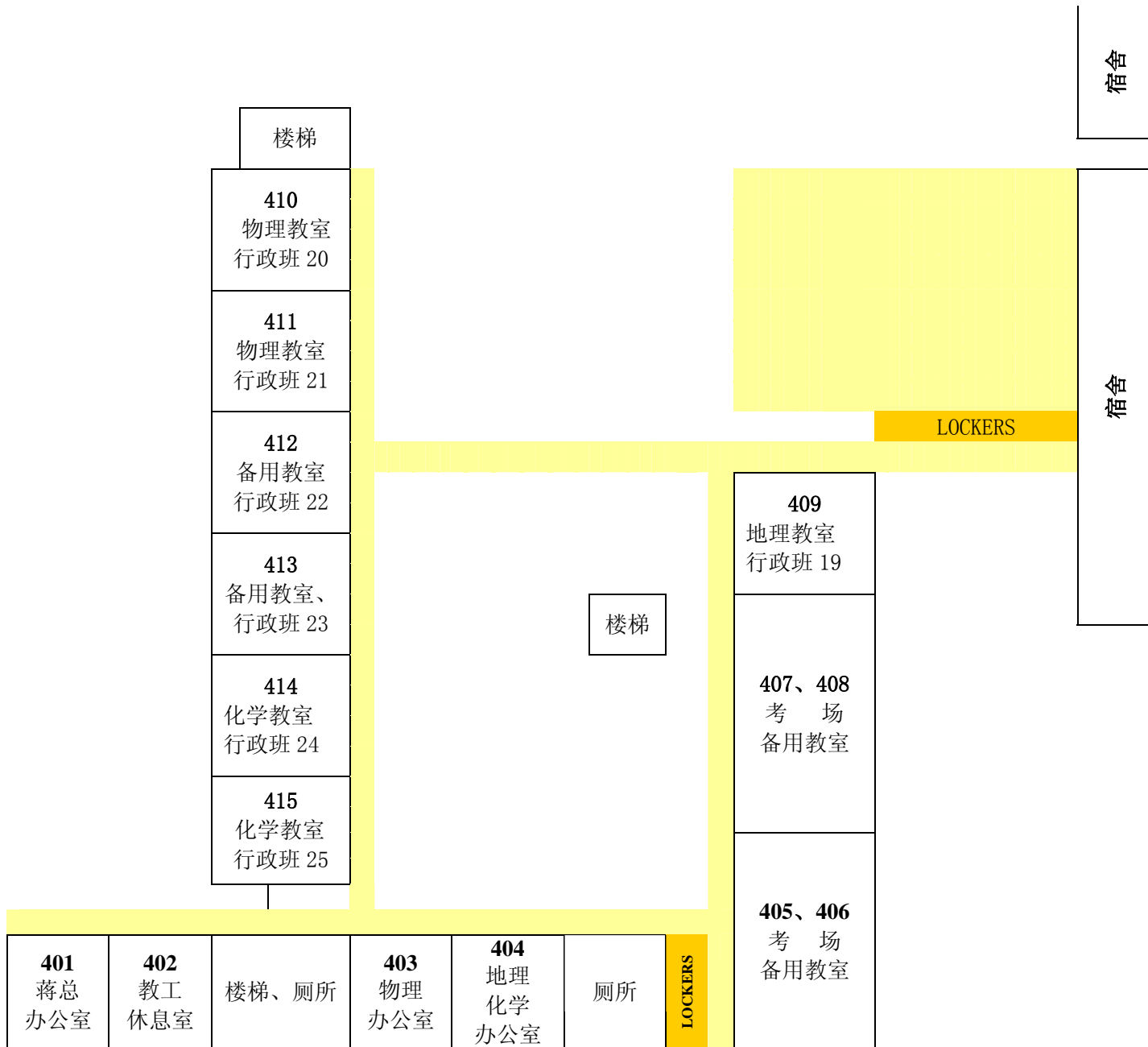
SCIE 学校用房平面图 (Floor 3)



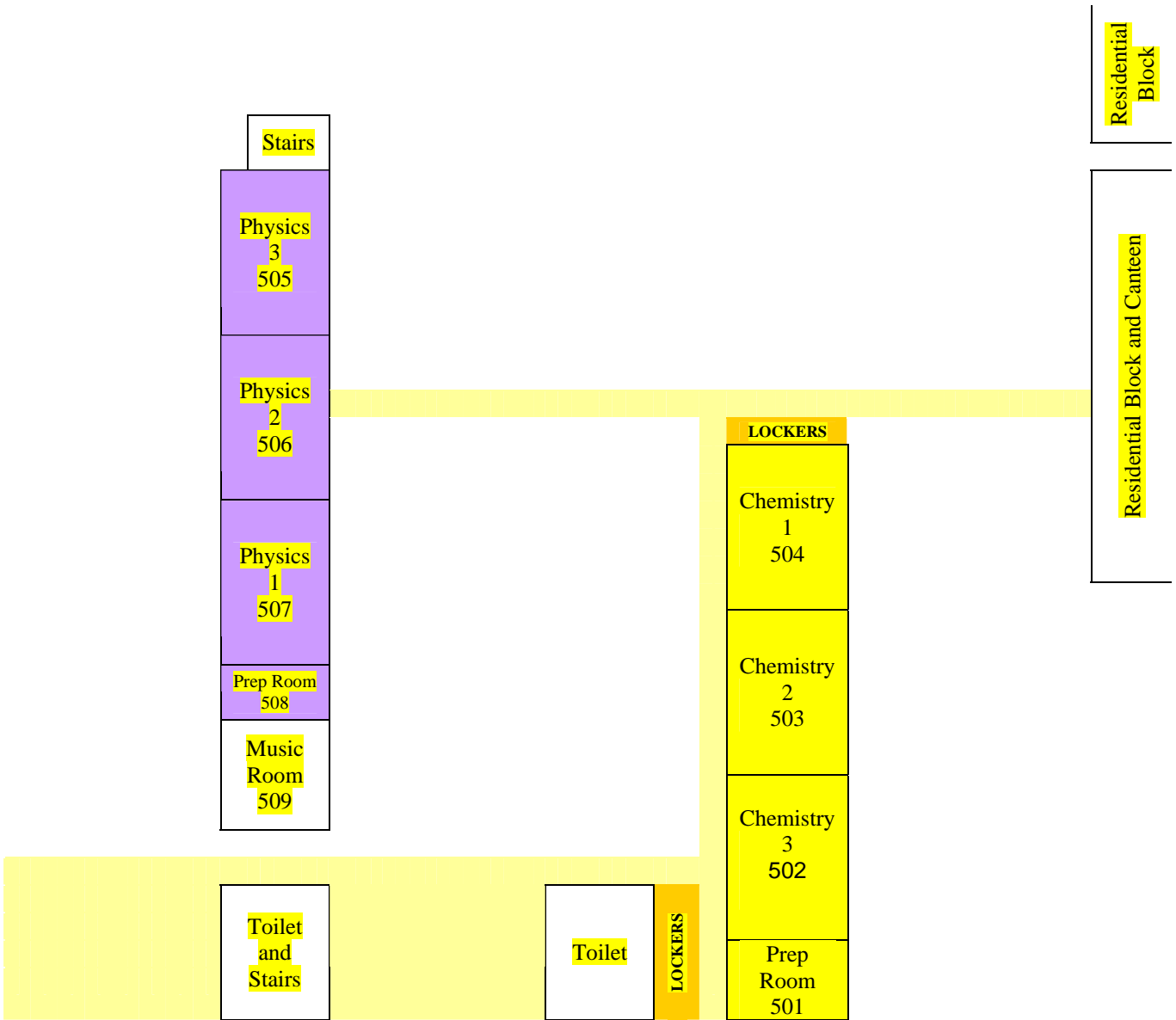
Floor 4



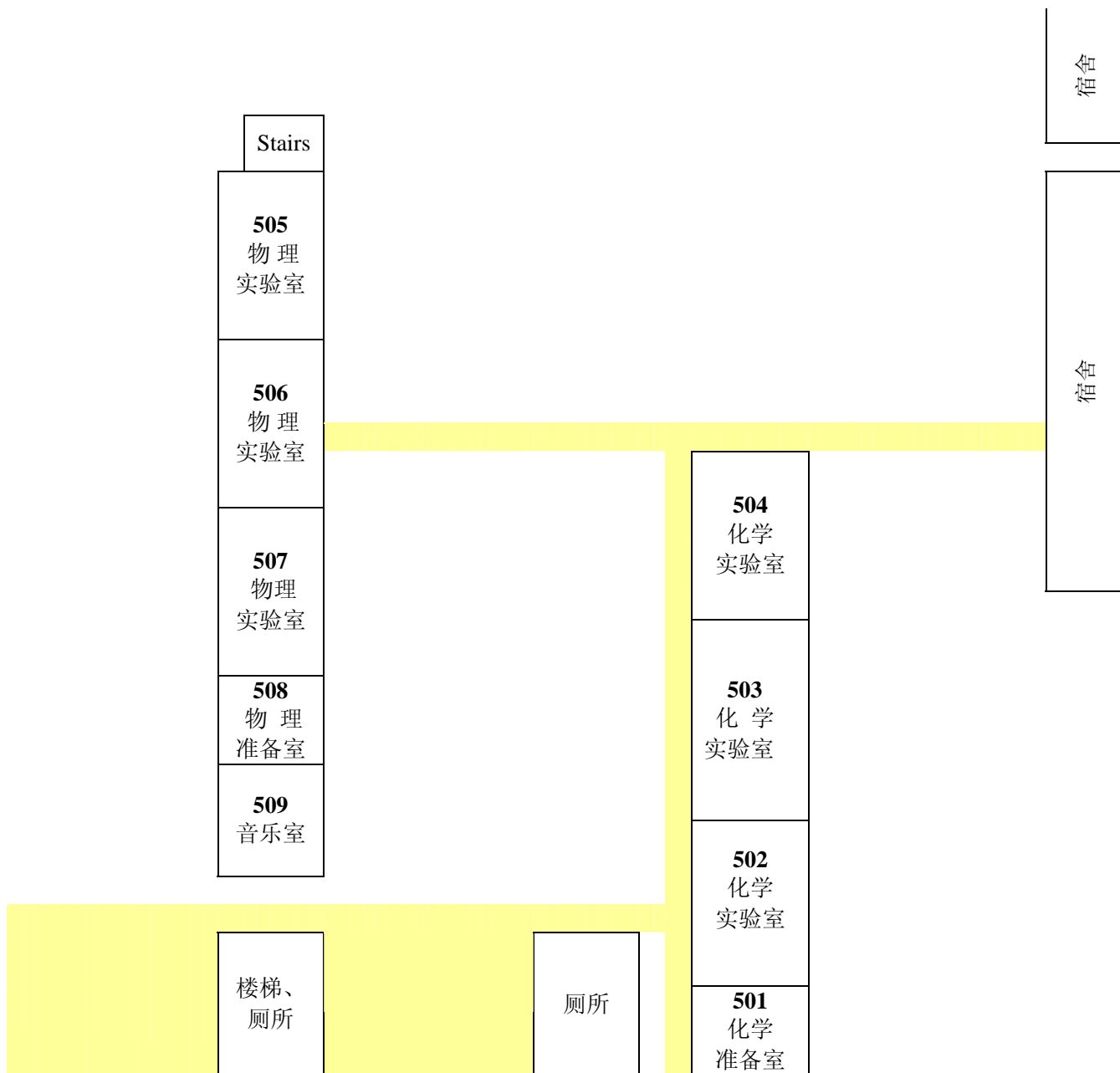
SCIE 学校用房平面图 (Floor 4)



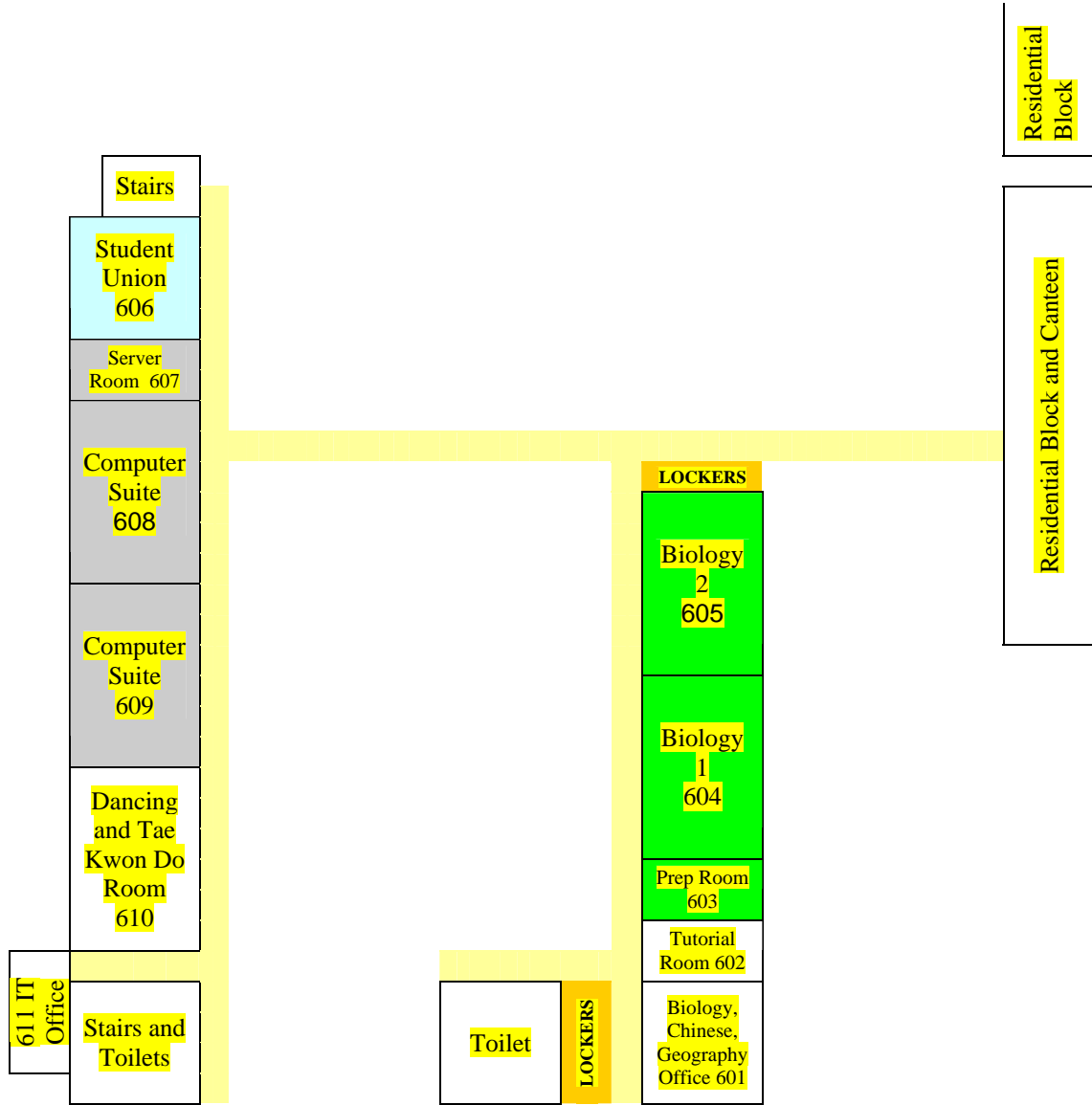
Floor 5



SCIE 学校用房平面图 (Floor 5)



Floor 6



SCIE 学校用房平面图 (Floor 6)

