

# 浙 江 师 范 大 学

## 研 究 生 留 学 生

### 实 习 手 册

Internship Manual for International Graduate Students of ZJNU



姓名 Name: \_\_\_\_\_ 性别 Gender: \_\_\_\_\_

国籍 Nationality: \_\_\_\_\_ 护照号 Passport No.: \_\_\_\_\_

学院 College: \_\_\_\_\_ 专业 Major: \_\_\_\_\_

学号 Student ID No.: \_\_\_\_\_ 年级 Grade: \_\_\_\_\_

导师 Supervisor: \_\_\_\_\_

浙江师范大学研究生学院、国际处制

二〇一五年一月

# 说 明

## NOTICE

1. 本手册专供研究生留学生使用。填表一律使用钢笔，要求字迹清楚，保持完好。

2. 实习者请认真阅读并签署《浙江师范大学研究生留学生实习安全承诺书》并上交所在学院留学生管理老师。

3. 学生实习结束后请实习单位在手册上填写意见并上交给所在学院。

4. 奖学金生到中国境外实习期间停发奖学金生活费，且不予补发。

5. 本手册于 2015 年开始使用。

1.This manual is for international graduate students.Please fill the form by black pen clearly and neatly.

2. Please read and sign the “The security Commitment by International Graduate Students from ZJNU during Internship ” seriously and submit it to the counsellor of college.

3.After the termination of internship please ask internship unit to fill the comments in this manual. Submit the manual to college when come back to school.

4. Scholarship student who has his/her Internship outside China would not get the monthly allowance.

5.This manual comes into effect in 2015.

实习情况表 Internship Form

姓名 Name:			
电话 Phone:		E-mail:	
学生类别: <input type="checkbox"/> 中国政府奖学金 (CSC Scholarship) <input type="checkbox"/> 浙江省政府奖学金 (ZJ Government Scholarship) <input type="checkbox"/> 自费 (Self-Financed)		<input type="checkbox"/> 孔子学院奖学金 (CIS Scholarship) <input type="checkbox"/> 浙江师范大学奖学金 (ZJNU Scholarship) <input type="checkbox"/> 其他 (Others)	
入学时间 Date of Enrollment: _____年 yy____月 mm____日 dd			
毕业时间 Date of Graduation: _____年 yy____月 mm____日 dd			
实习时间 Duration of internship: _____年 yy____月 mm____日 dd 至 to _____年 yy____月 mm____日 dd			
实习单位 Internship Unit:			
实习地址 Internship adress:			
实习单位联系人 Internship Contacts:		联系电话 Contact no.:	E-mail:
实习计划 Internship Plan:			
导师 (学位点负责人) 意见 Supervisor (Head of MA Program) 's Comments	签名/Signature: _____年 yy____月 mm____日 dd	辅导员意见 Counsellor's Comments	签名/Signature: _____年 yy____月 mm____日 dd
学院 (机构) 意见 College (Institution)'s Comments	签名/Signature: 盖章/Seal _____年 yy____月 mm____日 dd		
研究生学院意见 The Graduate Teaching Department's comments	签名/Signature: 盖章/Seal _____年 yy____月 mm____日 dd		
国际处意见 The Division of International Exchange and Collaboration's Comments	签名/Signature: 盖章/Seal _____年 yy____月 mm____日 dd		

实习内容 Internship Content:

实习单位意见  
Internship Unit's Comments:

签名/Signature:  
盖章/Seal

\_\_\_\_\_年 yy\_\_月 mm\_\_日 dd

学院或导师组对实习结果审核评定意见:  
College or Supervisor group's comments towards the internship result:

签名/Signature:  
盖章/Seal

\_\_\_\_\_年 yy\_\_月 mm\_\_日 dd

**浙江师范大学研究生留学生实习安全承诺书**  
**Security Commitment by International Graduate Students**  
**from ZJNU during Internship**

本人已认真阅读了学校的相关留学生管理规定，并认真填写了《浙江师范大学研究生留学生实习手册》，履行了规定的外出实习手续。

本着对自己负责的态度，现郑重承诺：

一、本人在实习期间，遵守实习所在国（地区）各项法律法规。注意个人人身及财产安全、交通安全，增强安全防范意识，在实习期间的一切安全责任自负。

二、本人及时向所在学院（机构）提供详细准确的实习地址、联系电话（包括变动后的地址及电话），保持通信畅通，以便联系。

三、本人保证返校后及时到学院报到。

I have carefully read all the provisions concerning the management of international students from ZJNU, completed Internship manual for International Graduate Students of ZJNU, and gone through the formalities for Internship application as specified by ZJNU.

To acknowledge my own responsibility during my internship, I hereby state that:

(1) During my internship, I will observe the laws and regulations of the country that I stay, develop a greater awareness of security, take care of myself and property, and pay attention to traffic safety. I will assume full liability for the security of myself and property.

(2) I will provide detailed and valid information on time about my residence and means of contact (including address, phone numbers, etc.) to my college/school/institute to ensure smooth communication.

(3) I promise to report immediately to my college/school/institute upon my return to ZJNU.

承诺人（签名）：

Promisor's Signature:

年 月 日

yy mm dd