

Duke Kunshan University Guardianship Guidance

Based on the guardianship requirements in the Decree No. 42 jointly issued by the Chinese Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security effective July 1st, 2017, Duke Kunshan University (“**DKU**”) has developed this guidance (this “**Guidance**”) in support of safeguarding minor students and legal compliance.

This Guidance applies to all international students:

- whose age is under 18 upon their enrollment at DKU; and
- whose parents or legal guardians in their home countries are not domiciled in China and will not come to China and live with them. (the “**Minor Student**”)

In accordance with Chinese laws and regulations, DKU will not be responsible for legal custody of the Minor Student. Neither will DKU take on the usual rights, responsibilities and authority that parents have in relation to their minor children, nor will DKU act in *loco parentis* towards the Minor Student. It is mandatory and a condition of admission to DKU for parents/legal guardians of the Minor Student to authorize in writing temporary guardianship to either Chinese citizens or foreigners who are currently domiciled in China and will be domiciled in China for the tenure of their guardianship (the “**Temporary Guardian**”).

The parents or legal guardians of the Minor Student shall sign the *Authorization for Temporary Guardianship* to appoint the Temporary Guardian and confirm his/her acceptance of the requirements set out in this Guidance. The Minor Student shall, upon enrollment, submit to DKU the signed *Authorization for Temporary Guardianship* and supporting documents. The supporting documents include the following:

- photocopy of Chinese citizen’s identification card and Household Register (Hukou certificate), if the appointed Temporary Guardian is a Chinese citizen; or
- photocopy of non-Chinese citizen’s passport and China residence permit if the appointed Temporary Guardian is a non-Chinese citizen.

All the aforesaid documents shall be submitted to DKU for examination and archive purposes and will be provided to the Chinese Exit & Entry Administration authority if required when the X type student visa is converted into residence permit after the Minor

student enrolls at DKU.

The Temporary Guardian shall fulfil his/her duties and responsibilities arising from the authorization of the Minor Student's parents/legal guardians, protect the personal, property and other lawful rights and interests of the Minor Student and educate and care for him/her. The Temporary Guardian shall supervise the Minor Student in observing Chinese laws and regulations, DKU's policies, procedures, rules and guidelines. The Temporary Guardian shall keep close contact with DKU and cooperate with DKU in the safety, education, management and protection of the Minor Student. The Temporary Guardian's fulfilment of his/her duties and responsibilities in accordance with Chinese laws and regulations shall be protected by law. If the Temporary Guardian fails to fulfil his/her duties or responsibilities arising from the authorization of the Minor Student's parents/legal guardians or infringes upon the lawful rights and interests of the Minor Student, he/she will be held responsible.