

# 国际部高中学生推荐信管理办法（试行）

（2023年3月）

为规范国际部高中的学生推荐信流程管理，结合学部实际，特制定本办法。

**第一条** 学生应首先联系相关老师开具推荐信。在得到任何一位老师的许可后，上网填写《国际部高中推荐信申请》。

**第二条** 学生应至少在截止日期前三周提交推荐信申请（如遇假期向前顺延）。

**第三条** 在线提交申请后，国际部中学升学办公室与财务部门在两个工作日内核查学生是否缴清学费，核查申请填报是否符合规范。

如未缴清学费，或申请填报不符合规范，国际部中学升学办公室发送邮件给学生，告知申请不予受理及其原因。

如已缴清学费，且申请填报符合规范，国际部中学升学办公室发送邮件告知学生申请已经受理，并发送邮件给推荐老师，请老师按时出具推荐信，并告知出具推荐信相关要求。

**第四条** 学校教职员工不得在未接到国际部中学升学办公室邮件告知的情况下向外部单位发送推荐信。不得将推荐信发给接收单位以外的相关人员，特别是学生、家长和中介机构。

**第五条** 原则上每位学生不得要求超过三位教师出具推荐信，包括一封校长/班主任/顾问推荐信和两封学科推荐信。

**第六条** 本管理办法自发布之日起实施，由国际部中学升学办公室负责解释。

## **IDHS Measures for the Issuance of Recommendation Letters**

(for Trial Implementation)

(March 2023)

The following measures have been formulated to standardize the management of recommendation letters in the International Division High School (IDHS) in view of the practical needs of academic departments.

1. Students should first contact teachers about writing a letter of recommendation. After obtaining the teacher's permission, they should submit the online IDHS Recommendation Letter Request.
2. Students should submit the online Recommendation Letter Request at least three weeks before the recommendation deadline (in case of holidays, it should be submitted earlier).
3. After an online request is received, the College Counseling Office (CC Office) will check that the request is properly filled out and will check with the financial department that the student has paid all tuition fees. This will happen within two business days.
  - 3.1 If the tuition fee is not paid or the request was not properly filled out, the CC Office will notify the student by email that his or her request was rejected and give the reasons for the rejection.
  - 3.2 If the tuition fee has been paid and the request is properly filled out, the CC Office will send an email to the student informing the request has been approved, and then to the teacher requesting that he/she write the recommendation letter and providing any relevant requirements on time.
4. No faculty or staff members shall send recommendation letters to external units without receiving an email notification from the CC Office. No faculty or staff members shall send recommendation letters to stakeholders other than the receiving unit, especially students, parents and any third party.
5. No student shall ask more than three teachers to issue recommendation letters, including one counselor/principal and two subject recommendation letters.
6. These measures shall take effect as of the date they are announced. The CC Office is responsible for explaining these measures.