

Handbook for International Students

2007 Academic Year

This booklet was produced by International Affairs Office of Jinan University.
Every effort has been made to ensure its accuracy at the time of printing.

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About Jinan University

Jinan University is an ideal place where you could experience excellent academic programs and an enjoyable life. The following facts could bring you a brief impression of the university:

- It is one of the oldest universities in China and one of the 95 key national universities in China.
- It is the 1st university in China that recruits foreign students.
- The number of students totals 31,000 including 9,600 overseas students.
- The university comprises of 20 colleges, 44 departments.
- It offers 61 undergraduate programs, 133 master degree programs and 55 doctoral degree programs.

Academic Affairs

Academic programs

- If you have a good standard of Chinese Language, we could provide you a variety of options to choose, including Literature, Language, Business Management, Science and Technology, Engineering, Pharmacy and Medicine. *For further information, please refer to <http://www.jnu.edu.cn>.*
- If you are interested in learning Chinese language and culture, the College of Chinese Language and Culture is your best choice. The college offers multi-discipline and multi-level courses in varied forms. *For more details, please refer to the Hyperlink <http://hwy.jnu.edu.cn>. See Appendix I for the course list.*
- If you want to have your courses offered in English, the International School is the very place! It offers 6 majors in English including Accounting, Administrative management, International Economy and Trade, Clinical medicine, Pharmacy and Food science and Engineering. *For further information, please refer to <http://ischool.jnu.edu.cn>. See Appendix II for the course list.*

Academic Calendar

The academic year of Jinan University is divided into two semesters: Fall semester and Spring semester. They are 20 weeks each, with the last four weeks of each semester for review and examination.

Fall semester normally begins at the end of August and ends in mid-January; Spring semester starts at the end of February and finishes in mid- July. Since the winter break will include the lunar Chinese New Year, therefore the school academic calendar would be slightly different from year to year. Enclosed please find the academic calendar for the academic year 2007.

Academic Calendar of Spring Semester 2008

Feb.29,2008	Arrival and Registration
March 3, 2008	First Day of Spring Semester Classes
March 3 to March 11, 2008	Choosing/Dropping Courses for Spring Semester
April 28 to May 4	Experience Chinese Culture (Students can take the time to travel around China.)
June 23 to July 4	Two Weeks for Reviews and Teacher Consultation
July 7 to July 18	Two Weeks for Tests and Exams
July 19	Commencement for Summer Holiday Break

Academic Calendar of Fall Semester 2008

August 29, 2008	Arrival and Registration
Sept. 1, 2008	First Day of Fall Semester Classes
Sept.1 to 12, 2008	Two Weeks for Choosing/Dropping Courses for Spring Semester
Oct.1 to Oct 7, 2008	National Day Break
Dec. 22 to 31,2008	Reviews and Teacher Consultation
Jan. 1, 2009	New Year's Day Break
Jan. 5 to 15, 2009	Two Weeks for Tests and Exams
Jan. 16, 2009	Commencement for Spring Holiday Break

Courses and Credits

Courses offered by Jinan University are classified as compulsory and optional.

- Compulsory Courses refer to courses and practical educational program as stipulated in the teaching plans, which include general education courses, rudimentary courses of each discipline, and main courses of each discipline.
- Optional courses refer to courses for students to deepen and widen their study, including optional course of a certain major and free optional courses offered by other colleges or departments.

Standard credits of each academic year are 40 for 4-year undergraduates, 42 for 5-year undergraduates and 43-44 for 6 year undergraduate. Exchange students could take courses of no more than 24 credits each semester. He/she must present letter of agreement from his/her advisor in the home university if exceeding this limit.

Registration & Choosing Classes

The exchange students shall register in the department they study at.

Students must choose courses in accordance with their majors and study plan.

During the class selection period, which is the first two weeks in each semester, students could sit in any classes. They have to go to the websites of academic affairs office within limited time to register for courses they have chosen. No changes may be made after this deadline.

Attendance & Absences

Students should always be in attendance for classes, tests and examinations. If a student needs to miss class, he or she should request an excused absence in advance. Missing class without previously granted excused absence will be considered skipping class. Those, whose unexcused absence exceeds one third of the total classes, will receive a Failing grade for exams.

Examinations

Exchange students must take all quizzes or examinations required by their courses.

If they have to miss an exam, they must ask permission from the department office ahead of time to take a replacement test. Those who were not given permission ahead of time to miss an exam will receive a zero for their grade on that particular exam.

Transcripts

After finishing one's program, Jinan University will give every exchange student an official copy of their transcript. It will be mailed back to the partner university directly. If the students need one more transcript copy for personal collection, they should go to the Academic Affairs Office to submit their request. Anticipate three days for processing. University could only

Academic Resources:

Library facilities

The new Library of Jinan University is located near the South Gate. It holds a collection of more than 1.5 million books, periodicals and other publications. Students are required to show their ID cards at the entrance for security reasons. At one time Students can borrow 5 books for a period of no more than one month by his/her student card. For further information, please refer to <http://lib.jnu.edu.cn/index.asp>

Computer facilities

Every international student dormitory room has an internet connection. Therefore, if you bring a computer, you can conveniently go online in your own bedroom. You can go to the computer center, which is on the 2nd floor of the Science Building, and apply your IP address there. Remember to bring along your computer address. The monthly fee for browsing in Chinese websites is 15 RMB and for International websites is 35 RMB. Actually, you can go to the net immediately after you complete your application. Desktop computer is not provided at the dormitory. It is strongly recommended that you bring a notebook computer with you to China. Jinan University campus also provides wireless internet services. If you use a notebook computer, as long as you have a wireless internet card, you can surf the web wherever you want to!

Living at Jinan University

The campus of Jinan is a safe, comfortable, pleasing and fully functional one. Living on a small-town-like campus, you may even not need to walk out of the campus!

Students Identity Card (normally called campus card)

After enrollment, students have to submit three photos (two-inch full size with red background) to International Affairs Office to apply for their student ID card, which besides identification proof, will also be used to access to university facilities, such as the libraries, dining-halls, and computer rooms.

The production fee for the card is 30 RMB and takes five days to process. Students could go to the Industrial and Commercial Bank on campus, the ID card service office or card recharging service section of the dining hall to recharge their account after they get their cards.

Accommodations

- The dormitory status of main campus is as follows:

A double room: two beds, an air-conditioner, two bookshelves, two wardrobes, two tables and chairs, access to internet, telephone (a telephone card is needed to make phone calls), balcony, toilet/shower access. The housing fee is around 3,000 RMB.

- The dormitory status of College of Chinese Language and Culture is as follows:

A single room: one bed, an air-conditioner, a bookshelf, wardrobe, one table and chair, network, telephone jack, toilet/shower access

Each student shares the same sitting room equipped with water machine, refrigerator, television and some other simple furniture with other students in the same floor. The housing fee is around 6,200 RMB.

Before checking in at the students' dormitory, the occupants have to notice the following items:

1. You may move into the assigned unit on the date and time stated in the assignment letter.
2. You have to sign the room-condition report before moving in. Signature on the report means that you have to be responsible for the damages and missing items.
3. If you live on the main campus, you'd better go to the office located on the first floor of students' dormitory Number 18 to deposit some money for the payment of the electricity before moving in.
4. Tap water is not drinkable in China. Please get boiled water from water heater located on each floor. Students could rent water machine at the service desk of each building.
5. Students should take care of their personal belongings and important credentials, take preventive measures against theft, and keep the door locked each time when going out.

Catering and Dining Facilities

- Students Dining Hall: Neighboring to the Run-Run Shaw gymnasium, the dining hall can house thousands of diners at the same time. The first floor canteen serves a variety of foods at a reasonable price. The bean milk and the bean curd are always favorite choices for many students. The special features of the second floor canteen are dim-sum meals, like baozai fan, zhutong fan, boluo fan, yezi fan, heye fan and Lanzhou noodles. It also serves at night! Good news for our Muslim students is: the Dining hall also has a Muslim restaurant on the first floor!

- Minghu Restaurant: The Minghu Restaurant, on the north bank of the Ming Lake, provides morning tea, supper, lunch, supper and evening tea. Most of the family-style foods are a little more than 10 yuan a dish. Prices for the morning tea and night tea are 3-5 yuan per dish. Also available are Karaoke rooms: at least 100 yuan per room open 8: 30PM – 11:30 PM. If you want to reserve an independent room, you can call the Reservation number: 85221315, 85220443

- Guesthouse Restaurant: The prices are similar to Minghu Restaurant. It also serves mainly Cantonese cuisine. Independent rooms are also available. Reservation number: 85221315, 85220443
Reservation Number: 85221321, 85220139

Minghu Business Service Center: you almost could find anything you need for daily life!

1st Floor:

Bakery: There is a Besta Bakery on the first floor selling bread and cakes.

Bank: You can open your new account, exchange currency, recharge your students ID card, and have any transaction with money matters at the Chinese Commercial and Industrial Bank. It also has a self-help bank and ATM Machines around the corner.

Supermarket: Xing'an Supermarket sells fresh vegetable and fruits, food and beverage, cloths and some other daily necessities.

2nd Floor:

Book stores: The Jinan University Press has a bookstore on the second floor selling books, magazines and periodicals. A book bar is also attached to the store.

Computer and Internet services: The IP shops in the corner sells components of computers, E-commercial dictionaries, cell phones and different types of cards.

Copy and Printing: Many students have their paper copied or printed in the Copy and Print Shop in the corner.

Herbal Tea: The Wang Laoji Herbal Tea Shop serves traditional Cantonese herbal tea

Laundry room: Lavender Laundry Shops provides dry washing.

Mail room: A branch of the postal office provides mailing service

Photo studio: photo taking and films development for both film and digital cameras are available in the Kodak Photo Studio

3rd Floor

Café and bar: The Ivory Tower Western Restaurant serves western snacks and meals.

Hair Salon: There are a number of beauty salons where you can have the haircut.

Maintenance Shop for Household Electrical Appliances: You can buy bulbs, plugs, lamp holders and some other hardware items here.

Music and Movies: A music CD and movie DVD shop is on the 3rd floor.

Currency Exchange & Other Banking Services

Ren Min Bi (RMB) is the only accepted currency in China. There are two banks on campus: the Industrial and Commercial Bank of China (ICBC) at the Minghu Business Center and the Construction Bank of China near the West Gate. Currency exchange and savings account services are available in ICBC. Bring your passport with you if you want to exchange.

Business hours of banks are usually from 8:30 a.m. to 5:00 p.m.

Sports facilities:

Athletics are a major component of student life at Jinan University. Many alumni have won awards at international and domestic games, including the Olympic Games.

The Run Run Shaw Gymnasium of the university and the Gymnasium of Zhuhai College are both built in line with the standards for international competitions. The university also has standard stadiums for track and field events, courts for basketball, volleyball, tennis and table tennis and a swimming pool as well. All students may practice and participate in numerous sports in the university. Facilities offered include for example tennis, fitness, swimming, football, basketball, volleyball, badminton etc. Please be notified that using of sports facilities are **not included in the tuition fee**. Please find below the charge items for using the facilities for your reference.

Sports Facilities	Charge fee	Entrance Requirements	Remarks
Outdoor tennis court	From 30 to 50 RMB per hour	Buy entrance ticket at the door of Run Run Shaw Gymnasium	Reservation is needed for weekends. (Booking Tel: 85220439)
Indoor badminton court	From 25 to 35 RMB per hour	Buy entrance ticket at the door of Run Run Shaw Gymnasium	Reservation is needed for weekends. (Booking Tel: 85220439)
Indoor table tennis court	From 8 to 15 RMB per hour	Buy entrance ticket at the door of Run Run Shaw Gymnasium	Reservation is needed for weekends. (Booking Tel: 85220439)
Fitness room	3 RMB for each entrance or 40 RMB per semester	Show your campus card to buy the entrance ticket at the door of Run Run Shaw Gymnasium	
Swimming pool	5 RMB for each entrance	Show your swimming card and buy the entrance ticket at the door of swimming pool	Procedures for applying for your swimming card: 1. Submit the health certificate and one photo to the campus clinic 2. Get the approval notice from the clinic 3. Submit the notice to the staff at the entrance of swimming pool 4. Collect your

Medical Facilities

Exchange students have to buy medical insurance before coming to China. When purchasing insurance, you should ask the insurance company in detail how to use your medical insurance and whom to contact during your study in China.

The campus medical facilities are very convenient. The school clinic provides medical service during the office hour. (Monday to Friday: 8:00 - 12:00 AM 2:30 - 4:30 PM) (Tel: 85220127) The first affiliated hospital of Jinan University, a hospital of the highest standard in China, is located next to Medical School Building and it is 24-hours open. Emergency call for the hospital is 85228512 or 38688102.

Phone Services

All the students' dormitories provide phone services. Students have to buy "201 phone card" or "200 phone card" to use the phones in their rooms. The easiest and cheapest way to make international phone calls is to use an IP phone card. It is easily found at the campus shops and canteens. The rates would vary from country to country. Normally calling back to the United States costs 2 RMB per minute if you call between 9pm and 7am, and 2.4 RMB per minute if you call at any other time. You can ask the vendors for the most recent rates of calls to other countries. Please follow the instructions on the back of the IP card. When prompted for the number you wish to call, dial two zeros +(international country code)+(area code)+(phone number). For instance, make a call to the United States or Canada, dial 001+(area code)+(phone number).

Mailing Services

There is a post office section located on the second floor of Minghu Service Building (on campus) as well as a main post office near the West Gate. You could mail letters and packages there.

To get registered letters, please bring personal identification (student ID card or passport) To the mail office, the first floor of Administrative Building .

To get posted packages, please bring personal identification (student ID card or passport) to the mail office, the first floor of Administrative Building. You will be given a package notice, which you should bring together with your identification to the main post office to obtain your package.

Notes

Most of the exchanges students could be waived tuition fee (some accommodation fee also) as per the agreement between Jinan University and Partner University. However they still have to cover some related expenses by themselves.

1. Student ID card fee. (30 RMB)
2. Text books and related teaching materials. (Around 200 RMB)
3. Physical exam, resident permit application and visa application (about 500 RMB totally)
4. Water and electricity fee of the dormitory

Academic advisor and Host student Program

In order to help you know more about Jinan University and engaged in the new campus life smoothly, we provide host students program for exchange students. Before you arrive in Guangzhou, we would assign a student to be your host and provide you his/her name and email for correspondence. The host will serve as your excellent guide and resource throughout your stay at Jinan University. Regarding the academic affairs, each exchange student could obtain the guidance from the academic advisor after they arrive in Guangzhou.

How to Get to Guangzhou?

By plane:

The easiest way to reach Jinan University is to fly in Guangzhou directly. The city's Baiyun International Airport, located in Huadu District, is 40 kilometers from the university. There is a taxi ramp outside the entrance to the airport. It will cost you around 120 RMB from the airport to the campus. You can also take the Airport Express shuttle bus, which takes about 22 RMB, to the downtown and then take a taxi to the university. Line II connects the airport with Guangyunlou, which is near the North Gate of the university and Line VI goes to Jinhan Station of Zhujiangxincheng, which is close to the South Gate of the university. There are also buses between the university and the said two stations. From the West Gate to Guangyunlou: Bus 177, 178 and 194; From the South Gate to Jinhan Station: 292, 562, 517 and 43.

By train:

Guangzhou Railway station is the largest and busiest one in the southeast part of China. It connects with all big- and medium-sized cities in China. There are two railway stations in Guangzhou; the old one in the west and the new one in the east. The eastern railway station is the hub station for trains commuting between Hong Kong and Guangzhou. So if you comes by train from Hong Kong, the East Station would be your destination. You could take bus NO.177 or 515 to the West Gate of Jinan University. You also could take taxi. The fee would be around 16 RMB.

Procedures for arriving at the university

Prior to your arrival please inform the International Affairs Office of Jinan University your arrival information including the flight or train number, the arrival destination and time. We would arrange picking up. Students shall arrive no more than three days before the deadline of registration. If students arrive in advance, they have to be responsible for their own accommodation.

An orientation is arranged for exchange students in the first week of their arrival. It would be a good start for getting used to the new surrounding and culture.

How to Get Around?

Shuttle bus Schedule between the main campus and College of Chinese Language and Culture:

Depart from Main campus (Run Run Shaw Gymnasium)

7:35 9:40 11:45 14:20 16:50

Depart from College of Chinese Language and Culture (Teaching Building)

7:50 10 : 20 12:10 14:55 17:15

By bus

The following are public bus routes accessible directly outside the campus :

West Gate: 242, 210, 269, 33, 41, 515, 177, 17, 135, 224, 235, 248, 307, 34, 214, etc.

The first affiliated Hospital Gate: 540, 518, 547, 541, 245, 284, 261, 18, 40, 43, etc.

South Gate: 243, 517, 27, 542, 550, 137, 36, 138, 227, 23, 548, etc.

How to Apply?

Regarding the exchange students program, we only accept the applications sent by the partner universities (See Appendix III for the application form). The potential students have to submit their documents directly to their home university. It will differ in the number of incoming students we receive referring to the agreement between the two universities.

Required documents for Enrollment

Application form (see the appendix I)

Academic transcript in English

Certificate of health

Passport copy (photo page)

Immigration Affairs:

Visa and resident permits

1. Different Kinds of Chinese Visas

Exchange students to China must bring a current passport and either a study visa ("X") or a visiting visa ("F") [for students studying for less than 6 months]. If a student has come with a different visa, he or she must promptly change it to a study visa.

2. procedures for visa application and resident permit

Within ten days of entry into China, Students should bring their current passport, passport photos ,proof of physical examination to International Affairs Office and fill out a visa/residence permit form. The office would collect all the above mentioned materials to Guangzhou Municipal Public Security Bureau to process the application.

If your visa expires and did not extend it promptly, you are considered an illegal resident and

imprisonment.

Before Returning to Home Institution

Procedures for leaving the university

The international students finishing their program of study should note the following procedures for exiting the university:

1. Settle all financial affairs with the university departments.
2. Return the books you borrowed to the university library
3. Leave all the beddings and utensils of your dormitory before checking out.
4. All international students must leave the university within 7 days of completion of their study program.

Students activities on Campus

- **“Northern Light” Singing Competition** : It is one of the biggest functions held by the Students Union. Every year, they choose the best ten singers from the whole university.
- **“International Folk Dance” Competition** : This is an annual dance competition with every college or faculty invited to perform the national dances of different countries or regions.
- **“South Star” Literature Competition** : Students from different regions with different backgrounds and cultures perform on the same stage.
- **“Midsummer Night” Graduation Ball** : A farewell party for the graduates. All students are welcome.
- **“New Year Concert”** : To celebrate the New Year, a concert with professional musical instruments is held.
- **“Tug-of-war” competition (of the International School)** :It is held every year for new students. Through this activity, students get to know more about each other and friendship is developed.
- **Sports Meet of the University** : It is held every year for the students and staffs of the university.
- **“Overseas Chinese Students Cup” (Ball Game)** held every year for overseas Chinese students from all regions to participate in ball games including football, basketball, badminton and table – tennis, etc.
- **“Student Union’s Cup” Basketball Match** : A basketball match between faculties held every other year.
- **“Jinan Inter College Debate”** : An inter college debate held annually. Our school chooses the best debaters for the inter – school debate and prepares them for the National University Debate.
- **“School Forum”** : Famous professors or experts are invited to give lectures in our school.

Know more about the city you live in

Guangzhou, located in the north of the Pearl River Delta, is the third largest city in China after Shanghai and Beijing. It is the biggest metropolis in South China and the capital city of the province of Guangdong. Since ancient times, Guangzhou has been an important trading center as well as a busy port. The China Commodity Import and Export Fair is held twice a year here. The city has a population of more than 10 million.

The climate of Guangzhou is sub-tropical. The average year-round temperature is 22C. August is the hottest month, with an average temperature of 28C. January is the coldest month, with an average of 13C. The rainy season falls between April and August. Average annual rainfall is 1,720 mm.

Like Athens of Greece and Rome of Italy, Guangzhou also has a history of more than 2,800 years.

"Eating in Guangzhou" has become a popular saying both at home and abroad. Cantonese cuisine is good in color, fragrance, taste and presentation.

Guangzhou is a beautiful city with evergreen scenery and flowers blooming all year round.

The city boasts many tourist attractions, like White Cloud Mountain, Yuexiu Park, Guangzhou Zoo, Chen Clan Temple, Six Banyan Temple and Flowery Pagoda, Dr. Sun Yatsen Memorial Hall, etc.

Frequently Used Telephone Numbers

School Clinic	8522 0127
Fire Services	119
First Aid	120
Traffic Accident	112
Dial the time	117
Weather Report	121
Ticket-booking	11185
Jinan Security	8522 0055
Jinan Emergency	8522 0110
Shipai Police Station	8522 0427
Electricity / Plumbing Repairs	8522 0117
Network Centre	8522 0511
Emergency Dept, Affiliated Hospital	8522 6025
Lost & Found Number Bank of	8336 3888

Lost & Found Number China
Construction Bank

8553 9388

Lost & Found Number China
Industry & Commercial Bank of
China

8555 3888

Health care center of Guangdong
International Travel

38259300 81219513

Guangzhou Municipal Public
Security Bureau Entry-Exit
Department

96110 83115755

For further Information, Please contact:

International Affairs Office

Tel:86-20-85220457

Fax:86-20-85221395

Email: ogjil@jnu.edu.cn

Admission Office

Tel:86-20-85220130

Fax:86-20-85221340

Email: ozsb@jnu.edu.cn

Student Affairs Office

Tel:86-20-85222317

Fax:86-20-85220043

Email: oxsc@jnu.edu.cn

International School

Tel/Fax:86-20-85226662

Email: ointscl2@jnu.edu.cn

College of Chinese Language and Culture

Tel:86-20-87205925

Fax:86-20-87205945

Email: ohy@jnu.edu.cn

Appendix I

Course List offered at College of Chinese Language and Culture

Appendix II

Course List offered at International School

Appendix IV

JINAN UNIVERSITY APPLICATION FOR ADMISSION

Note: Please type or print in block letters in English.

1. Name in Full:

(Vernacular) _____
Last Name First Name Middle Name (if any)

(English) Mr./Ms. _____
(Last Name) (First Name) (Middle Name)

2. Marital Status (check one): Single____ Married____ 3. Gender (check one): Male____ Female____

4. Nationality:_____ 5. Date of Birth: (DD)____ (MM)____ (YY)____

6. Place of Birth:_____

7. Permanent Address:_____

8. Mailing Address:_____

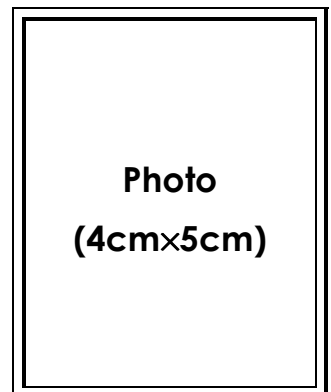
9. E-mail Address:_____

10. Telephone:_____

11. Passport Number:_____

12. Present Occupation:_____

13. Program of study at Jinan University (These programs are designed for foreign students to study, please choose only one program):



- A. Chinese Language () B. International Economy and Trade () C. Accounting ()
 D. Clinical Medicine () E. Pharmacy () F. Food Science and Engineering ()

14. Education (Academic history starting from junior middle school):

※Please write name, address, phone number, fax number, and e-mail address of all schools attended from junior middle school to highest education obtained.

Dates (From-To)	Name of School	Address	Tel	Fax	E-mail	Required Years of Study	Major	Diploma or Degree

15. Language Proficiency

Languages	Excellent	Good	Fair	Poor
Chinese				
English				

16. Person to be notified in the applicant's home country in case of emergency:

Name in Full: _____

Address: _____

Telephone, Telex or Fax No: _____

E-mail: _____

I declare that the information contained above is accurate and true. If there is any falsity in the submitted materials, I will take a full responsibility.

Applicant's Name: _____

Applicant's Signature: _____

Date of Application: _____

Appendix IV Campus Map