

HANDBOOK
FOR INCOMING EXCHANGE STUDENTS
INTERNATIONAL
EXCHANGE PROGRAM
SCHOOL OF BUSINESS
SUN YAT-SEN UNIVERSITY

Welcome

Our warmest welcome to you, a new member of the School of Business, Sun Yat-sen University (SoBSYSU) community!

This handbook is specially prepared to help you get the most out of your stay at SoBSYSU and in Guangzhou.

We hope that you will make the best of the opportunities and facilities available to you. We wish you every success in your studies at our School, and a fruitful, enjoyable and memorable campus life!

School of Business, Sun Yat-sen University

School of Business Sun Yat-sen University

International Student Exchange Program (ISEP)

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School of Business Sun Yat-Sen University

International Student Exchange Program (ISEP)

1. About SoBSYSU International Student Exchange Program

1.1 University Profile

Sun Yat-sen University, founded in 1924 by Dr. Sun Yat-sen, is a leading university in South China. It is a multi campus university providing higher education for studies in natural sciences, humanities, social sciences, medicine, technology, management, and other disciplines.

Sun Yat-sen University is located in Guangdong Province, which was the first province to introduce economic reform and development.

At present, the University has 4 campuses with a total area of 6.17 square kilometers situated strategically on both sides of the Pearl River and facing the South China Sea. The Guangzhou South Campus is the main campus which covers an area of 1.17 square kilometers. The East Campus has an area of 1.13 square kilometers. The North Campus covers an area of 0.39 square kilometers. And the Zhuhai Campus which faces the South China Sea covers an area of 3.48 square kilometers. All 4 campuses have landscaped environments with an abundance of trees, gardens and lawns. This creates an ideal environment for personal and social development as well as learning and research.

1.1.1 Guangzhou South Campus



SOUTH CAMPUS

The Guangzhou South Campus is located in Haizhu District, Guangzhou, with a total area of 1.17 square kilometers. The Campus is divided east-westly into three areas of student dormitories and recreational facilities, teaching and research blocks and staff quarters. The buildings have different characteristics among flourishing trees and green lawns. The South Campus mainly hosts disciplines in sciences and the arts, namely, School of

Humanities, School of Foreign Languages, School of Law, School of Political Science and Public Administration, Lingnan College, School of Business, School of Life Science, School of Geographic Science and Planning, School of Environmental Science and Engineering, School of Chemistry and Chemical Engineering, School of Physics and Engineering, School of Information Science and Technology, School of Mathematics and Computational Science, School of Education and School of Communication and Design, as well as the Graduate School, Higher Continuing Education College and Network Education College.

On the Guangzhou South Campus, there is a modern sports center including a stadium, a gymnasium, swimming pools, tennis courts, volleyball grounds and so on. These excellent facilities also serve as a national sports training base for college students.

The address: No. 135, Xingang Xi Road, Guangzhou, zipcode: 510275

1.1.2 Guangzhou East Campus



The Guangzhou East Campus is located at the north end of the university city in Xiaoguwei, Panyu, covering an area of 1.13 square kilometers. It is a significant measure of the Guangdong Party Committee and the Provincial Government to construct the Guangzhou university city, in an effort to implement the strategy of building Guangdong through science and education. Ten universities in the Guangzhou area have their new campuses including Sun Yat-sen University east campus, It opened in September, 2004. The Engineering School and the School of Communication and Design were opened on this campus, and will also contain expansion of some existing disciplines with advantages. All undergraduate programs of the School of Business is accommodated in this campus including undergraduate students' accommodation and education venues.

The address: No.132, Waihuandong Road, University City, Guangzhou, zipcode: 510006.

1.1.3 Guangzhou North Campus



NORTH CAMPUS

The Guangzhou north Campus is located in Dongshan District, Guangzhou, with an area of 0.39 square kilometers. The campus is divided into the teaching and research area, student area and faculty and staff area (Zhushi Village). Roads on campus are lined with trees and small paths lead to quiet places. The North campus comprises mainly of disciplines in the medical science, namely, Sun Yat-sen College of Medical Science, School of Public Health, Guanghua School of Stomatology, School of Nursing, and School of Pharmacology.

The Address: No. 74, Zhongshan Er Road, Guangzhou, zipcode: 510085

1.1.4 Zhuhai Campus



ZHUHAI CAMPUS

The Zhuhai Campus is located at Tang Jia Wan, Zhuhai covering an area of 3.48 square kilometers, and is divided into two areas of the Li Garden and Rong Garden. The Zhuhai Campus lies among hills and faces the sea, with attractive scenery. Currently living and studying on campus are freshmen and sophomores of all disciplines in liberal arts, natural sciences and some medical science, as well as some students of the School of Network Education and Continuing Education. The KEE KWAN Motor Roads Co. provides

transport service between the Guangzhou and Zhuhai Campuses.
The Address: Tang Jia Wan, Zhuhai, zipcode: 519082.

1.2 School's Profile

The School of Business, Sun Yat-sen University (SoBSYSU), founded in 1985, is one of the earliest schools specializing in business administration education and research in China. It consists of six departments, including business administration, marketing, accounting, tourism and hotel management, finance and investment, and management science. The study of business administration has been ratified as a national key construction subject. In addition, tourism management and accounting are both ranked top departments in China.

The School of Business has also been in the forefront of development of new and important national programs. In 1998, the business administration postdoctoral mobile research center was set up. In 2000, the School was the first in China to be entitled to award the doctoral degree in business studies. As a result, the *World Executive Weekly* ranked Sun Yat-sen University among China's top 4 for the "most influential MBA program" for 2007.

The teaching and research faculty at SoBSYSU is comprised of thirty Professors and forty Associate Professors as well as a number of Associate Research Fellows. They are active in Ph.D. research supervision, and a significant number are engaged in numerous state level research projects, on an annual basis. Many teaching staff bring rich practical experience into the classroom. This is because they act as independent directors and management advisors with a wide range of well-known enterprises. In addition, they work closely with these companies on specific in-house research projects.

1.3 About SoBSYSU International Student Exchange Program

The SoBSYSU international student exchange program was launched in 2001. It has since developed partnerships with 17 partners.

These include:

Asia:

Macau University
HK Polytechnic University
Asian Institute of Management, Philippines
Singapore Management University

Australia:

Griffith University, Australia

Europe:

Durham University, UK
Eichstaett-Ingolstadt Katholische Universitat, Germany

Cologne University, Germany
Humboldt-Universität ZU Berlin, Germany
ESC Troyes, France
ESSCA, France
Stockholm University, Sweden
Bocconi University, Italy
GEA College of Entrepreneurship, Slovenia
Aarhus University, Denmark

America:

University of Florida, USA
Wichita State University, W. Frank Barton School of Business . .

1.4 Contact Information for SoBSYSU International Student Exchange Program

**Coordinator, School's International Exchange Programs,
International Student Counselor**

Ms. Connie Yan (Yan Danhong)

Office: N215, School of Business

Email: yandh@mail.sysu.edu.cn

Tel: 86-20-84112697

Fax: 86-20-84036924

(Responsibility Including: Collection of Application from partner schools, reception and help with living and study arrangements in SoBSYSU, School's orientation session, coordination between incoming students and the concerned departments/offices at SYSU, coordination btw SoBSYSU's different educational programs, English academic transcript preparation and mailing.)

Coordinator, IMBA Program

Ms. Annie Ding

Office: N 122, School of Business

Email: happiness233@126.com

Tel: 86-20-84110660

Fax: 86-20-84113626

(Responsibility Including: MBA students' outgoing exchange arrangements, IMBA program's educational administration including course arrangements, course description and study requirements etc.)

Director of International Student Office of SYSU

Mr. William Tan

Office: R101, School of Overseas Educational Exchange (SOEE)

Email: tanjx@mail.sysu.edu.cn

Tel: 86-20-84110819, 84036465

Fax: 86-20-84115621

(Responsibility: Process the acceptance letter and the visa work for all foreign students and the procedure of registration in SYSU)

Tips: If any emergency occurs, you may need to contact the Embassy. Here is a useful website.

Consulates in Guangzhou

http://www.moveandstay.com/guangzhou/guide_embassies.asp

2. Preparation for Study

2.1 SYSU Semesters

2.1.1 Application Deadline

Autumn Semester **May 15**

Spring Semester **November 5**

2.1.2 Registration and Orientation

We have two semesters for an academic year. You are required to register in the University's International Student Office one week before the new semester opens. The spring semester period depends on Chinese lunar year arrangements and is thus subject to change each year.

The School will organize an orientation session on the last date of the University's registration period.

Fall semester: *Sep to Jan, 20 weeks.*

For 2007 fall

University's Registration Dates: between Aug. 27 and 31

School's orientation day: Aug. 31 (9:00 am ~ 11:30 am in SoBSYSU)

Semester Period: Sep.2 to Jan 19

Spring semester: *February/March to July, 20 weeks.*

For 2008 spring

University's Registration Dates: between Feb. 19 and 22

School's orientation day: Feb. 22 (9:00 am ~ 11:30 am in SoBSYSU)

Semester Period: Feb.24 to July 12

Notes:

1. Registration dates are changeable esp. for spring semester. The exact dates for each semester's registration and the School's orientation arrangement will be announced

- together with the acceptance document package.
2. It is suggested that you arrive in Guangzhou a few days earlier than the registration date as it takes time to settle down.
 3. If you have to leave ahead of time, a consent from the coordinator of your home university is also required. Then you should submit an application to the concerned program's coordinator for possibility of arranging a special exam for you ahead of schedule. The application should be made 2 months in advance.

2.1.3 Academic Calendar

2008-2009 Academic Year (2008 Fall and 2009 Spring Semesters)

Time	Event	Students involved
btw Aug. 25 & 29, 2008	Registration at International student Office of the University	All incoming exchange students
Aug. 29	School's orientation session	All incoming exchange students
Sep. 1	Beginning of Course study for 2007 fall semester	All SYSU students
Sep 13 ~ 15	Mid-Autumn Day	All SYSU students
Oct. 1~7	Chinese's National Holiday	All SYSU students and faculty
November 5	Deadline for application of exchange study for Spring Semester	All incoming exchange students
Nov. 12	The University's Anniversary	All SYSU students
Jan. 1	New Year's Holiday	All SYSU students and faculty
Jan 4 ~ 19, 2008	Final-term exams	All SYSU students
Jan 12 ~ Feb. 14	Winter Vacation	All SYSU students and faculty
btw Feb. 13 and 15	Registration at International student Office of the University	All incoming exchange students
Feb. 15	School's orientation session	All incoming exchange students
Feb. 16	Beginning of Course study for spring semester	All SYSU students
April 3 ~ 5	Tomb Sweeping Festival	All SYSU students and faculty
May. 1~3	Labor's Holiday	All SYSU students and faculty
May 15	Deadline for application of exchange study for Fall Semester	All incoming exchange students
June 29~July 12	Final-term exams	All SYSU students

Remarks:

1. The beginning of each spring semester is decided on different date due to Chinese lunar calendar, normally around mid February.
2. IMBA course exams are arranged at the completion of the corresponding course study. Some courses will be provided in different period of the semester. Others will be throughout the whole semester.

2.2 Application Documents

Cover Letter by the Home Institution Coordinator
SoBSYSU Student Exchange Application Form (see Appendix 8.1)
Resume/CV
Two Recommendation Letters from Home University
Study Plan
Academic Transcripts of Records
A Photocopy of Passport
Photos (3 Passport Size Plus 1 with 22mm*32mm for University ID Card)

2.3 Application Process

1. Submit all your application documents by **May 15** for fall semester and by **November 5** for spring semester to:

**Coordinator School's International Exchange Programs,
International Student Counselor**

Ms. Connie Yan (Yan Danhong) 严丹虹

Office: N 215, School of Business, Sun Yat-sen University

No.135 Xingangxi Road, Guangzhou 510275 P.R.C.

Email: yandh@mail.sysu.edu.cn

Tel: 86-20-84112697

Fax: 86-20-84036924

2. Screening: Mid November to Mid December for spring semester
Mid May to Mid June for autumn semester

3. Admission packages

All will be sent to exchange Coordinator of partner universities:

End of December for spring semester

End of June for autumn semester

The admission package will include followings:

Admission Notice

An Application Form for Foreigners Wishing to study in China (JW202)

Steps to be followed for the registration

A Handbook for SoBSYSU Incoming Exchange Students

Notes:

If it is too late for the students to get these formal original acceptance documents, they can get the tourist visa initially and transfer the visa type on their arrival here in Guangzhou with the instructions by International Student Office of SYSU.

2.4 Tuition Fee

Tuition fees are waived by both partner schools according to the student Exchange Program Agreement.

For fee-paying students from student exchange partner universities, the tuition is 30000yuan for one semester and 62200yuan for one year, excluding the cost of textbooks.

2.5 Administration Fee

A documentation preparation fee of RMB 400 is charged by the International Student Office of SYSU.

2.6 Insurance

You are required to buy "Comprehensive Medical Insurance Plan of Foreign Students in China" when you register at the University's Overseas Student Office SYSU. The insurance Premium is 300yuan for half a year and 600yuan for one year, per person. You are strongly suggested to have comprehensive Medical and Travel Insurance before you arrive in China.

Medical Requirements:

(a) Before leaving for China, check with your doctor to what vaccinations you will require to protect yourself from illness. It is a good idea to do this well ahead of your departure, as you may have a reaction to the vaccinations.

(b) If you have an allergic condition, it would be wise to bring your medication with you, also a doctor's prescription for additional medication if required.

The University has a Medical Clinic for minor ailments.

2.7 Academic Arrangements

2.7.1 Course Information

See Appendix 8.2 Course Information.

See Appendix 8.3 Course Selection Sheet

The school offers around 15 ~ 23 courses given in English concerning business, management, finance, marketing and economics in autumn or spring semester for incoming exchange students, covering undergraduate and graduate programs.

Courses given in English may change from time to time. For full details on the updated course listing and course syllabus which will be provided in June for fall semester and in December for spring semester.

The arrangements for previous semesters can be a reference for you before the updated one. But the elective courses will normally be changed due to the different visiting professors we invite for different semesters.

2.7.2 Teaching Location

Sun Yat-sen University at present has 4 campuses with a total area of 6.17 square kilometers sitting respectively on both sides of the Pearl River or facing the South China Sea. The School of Business crosses the south and east campuses. All the School's undergraduate program is taught at the East campus which is in the eastern suburb of Guangzhou City and the school's postgraduate programs are placed in the South campus which is in one of the city's downtown districts— Haizhu District. If the students live close to the south campus, it takes 40 minutes to one hour by shuttle bus or metro from the south campus to the east campus.

See the introduction for all university's four campuses at 1.1 University Profile.

2.7.3 Workload Per Semester

This is the requirement by your home University.

It is recommended that 3 courses are taken as this will give you time to experience living in the local environment and the Chinese Culture.

Each student can select no more than 6 courses.

2.7.4 Teaching Methods

All courses open for incoming exchange students are taught in English with course participation in presentations, projects and case studies concluding with a final examination. There is also the possibility of an internship with a company.

2.7.5 Study Requirements

2.7.5.1. Course Selection

Students are required to sign in and sign out of each course. A course selection sheet is available at Appendix 8.3 Exchange students should sign the form and return it to Ms. Connie Yan (Email: yandh@mail.sysu.edu.cn) before Dec. 30 for fall semester exchange, June 30 for spring semester exchange. Each student has the right to withdraw from a

subject but this must be done before the second lecture and the sign out form must be signed and returned to the teaching office. Some students take this option as they realize that they do not have sufficient foundation knowledge to follow the lectures or other relevant reasons. Since University might differ in credits and teaching hours requirements, it's strongly recommended students should check home universities' requirements carefully before making the choice.

2.7.5.2. Timetable

Each student is provided with a draft class timetable. It will be offered at the end of Dec. for fall semester, and middle of June for the spring semester. Official timetable will be sent when registering. Students must follow the times set out and not be late for class or leave early. Exams are normally held in the last week of each semester, January & July. Students must take the exams on the scheduled date.

2.7.5.3. Leave Application

Absence will not be allowed except in cases of verifiable illness of the student or of death in the immediate family, this policy 'accords to the student's Professor the discretion to accept the excuse and permit make-up work'. More than one unexcused absence from class will always result in the lowering of the student's grade; but professors are free to adopt the supplementary policy of penalizing even one unexcused absence. This policy is extended to all course activities required by the Professor. Any absence(s) because of sickness must be reported to the Coordinator of the corresponding program by the student as soon as possible in order to alert the appropriate Professor. Evidence of illness should be in the form of a written letter, from the doctor or the hospital which indicates the reason for and duration of leave requested and must be handed to the coordinator on the day following the illness or as soon as possible. A leave application form is attached to Appendix 8.4.

See Appendix 8.4 Leave Application Form

2.7.5.4. Class Attendance

Students are required to attend $\frac{2}{3}$ of lectures for each subject otherwise they will fail the subject.

2.7.5.5 Textbook

Textbook list will be handed out with the draft timetable. You can reserve appropriate textbook in due date. We will only hands out the textbook to those who reserved.

2.7.6 Examination Regulations

Written Exam

Please arrive in the examination room 15 minutes before the exam release, present your student identity card at the entrance and put it on your desk during the exam.

During the Written Exam

During the first hour of the exam, an examiner will be present or on call to clarify unclear points in the exam paper, cheating will result in failure. During the exam, students should in no way communicate with each other or with person either in or outside the exam room. If necessary, you can attract the attention of the exam supervisors by raising your hand if you need extra paper or need to go to the toilet. Smoking is forbidden in the examination room. Mobile phones must be shut off.

Handing of Answer Sheets

Answers can not be handed in during the first hour and no one is allowed to leave the exam room during this period. After the first hour, answers can be handed in directly to one of the exam supervisors. Remember to put down your name and your student ID number on the answer sheet. If an exam answer is taken out of the exam room by a candidate, it will not be accepted for marking.

Exam Participation

Students should attend the exam on time. The exam will not be held later or earlier than the scheduled date. If you are unable to participate in or complete the exam because of illness, you may be given permission to take a supplementary. You must get a medical certificate from your doctor on the day of the exam and send it to the international student counselor.

Transcript

Your transcript will be sent by post directly to the International Relations Office of your home university, approximately 2 months after the completion of the semester (a scanned transcript will be sent via email to the International Relations Office of your home university within 1 month after the exam period.). Alternative arrangements for the collection of transcripts may be arranged with the Coordinator of the School's International Exchange Programs, Ms. Connie Yan (Tel: 86-20-84112697). You must provide a letter of authorization if a friend or relative is required to collect or have your transcript posted to them on your behalf.

Grading Scale

Code	Grade	Grade Point
A	Excellent	90-100
B	Good +	80-89
C	Good	70-79
D	Pass	60-69
E	Fail	<60

2.8 Exchange Students Departure Checklist and Feedback Sheet

CHECK THE FOLLOWING ITEMS BEFORE FINISHING EXCHANGE STUDY AT SoBSYSU AND DEPARTURE FOR HOME UNIVERSITY:

1. Confirm your Circulation Record with SYSU Library.

All borrowed books returned and overdue fees paid:

Yes No

2. Return all the materials borrowed from SoBSYSU.

Yes No

3. Email us some photos with statement that you took during your stay in SoBSYSU.

4. Incoming Exchange Student Feedback Sheet

Your feedback about your exchange experience in our school is valuable to us. Please give us as much information as possible so we can improve our service. The Feedback Sheet is expected to be submitted one week before departure from SoBSYSU.

See Appendix 8.6 Incoming Exchange Student Feedback Sheet

3 Preparation for Departure

3.1 How to Get to SYSU

See Appendix 8.7 Campus Map

A Useful card for direction:

I want to go to:

School of Business, Sun Yat-Sen University (located about 150m away from the north university gate in the Binjiangdong Road)

Thank you!

我要到: 广州市中山大学管理学院(在滨江东路中大北门直入约 150 米)

谢谢!

I want to go to:

Zijing Yuan Hotel of Sun Yat-Sen University (located about 100m away from the south university gate in the Xingangxi Road)

Thank you!

我要到: 广州市中山大学紫荆园宾馆(在新港西路中大南门直入右边第一个拐弯口进约 50 米)

谢谢!

I want to go to:

West Gate of Sun Yat-Sen University No. 135, Xingangxi Road Guangzhou

我要到:

广州市新港西路 135 号大院中山大学西校门

谢谢!

I want to go to:

North Gate 200m from School of Business Sun Yat-Sen University Binjiangdong Road
Guangzhou

我要到:

广州市 滨江东路 中山大学北校门

谢谢!

3.1.1 Arrival in Guangzhou

If you take a flight directly into New Guangzhou Baiyun International Airport

(广州白云国际机场 in Guangzhou you can:

1. Take a taxi to Sun Yat-sen University (around RMB 150).
2. Take the airport express bus (RMB 30) and continue with a taxi (RMB 20)

Take the Airport Express Bus to the Rosedale Hotel get off and then take a taxi to Sun Yat-sen University.

3.1.2 Arrival in Hong Kong

The suggestions below will depend on what time your flight arrives in Hong Kong, you may have to stay overnight. Get your travel agent to check out Hotels in Hong Kong as some Airlines give very good rates in Hotels.

If you take a flight to Hong Kong you can:

1. Take the MTR Airport Express train into Kowloon (100HKD) then take a taxi to Hung Hom Railway Station. Trains to Guangzhou stop running at about 21.00. (See train timetable and service at <http://www.kcr.com.hk>.) The Kowloon-Canton Railway will take you to the Guangzhou East Railway Station. (190-230HKD) Take a taxi to Sun Yat-sen University (around RMB 30).

Tips: If you have a lot of luggage you can have it checked through for a fee and reclaim it at Guangzhou station. Watch out for taxi touts at the Railway Station in Guangzhou only take the official Guangzhou City Taxies. The taxi pickup is out the front of the station. Taxies are usually painted blue, red, green and some are yellow. Watch you luggage at the station.

2. Take a bus to Guangzhou. Some bus companies stop at the Garden Hotel and some at the China Hotel (230-250HKD). Then take a taxi to Sun Yat-sen University (RMB 30-35).

Tips: The bus is not recommended if you have a lot of luggage. You have to clear customs at Shenzhen that means taking all your luggage of the bus to go through customs and then getting all back on the bus.

3.2 Breakdown of Estimated Expenses at the SoBSYSU (RMBYuan)

University Administration Fees	¥400
--------------------------------	------

Off-campus housing (1500-2500/month) (optional)	¥7,500~12500
Books & Supplies (optional)	¥200~300/one course
Comprehensive Medical Insurance Plan of Foreign Students in China	300yuan for half a year and 600yuan for one year, per person
University-card Material cost	¥30
Food and beverages (optional)	¥30~60/per day
Miscellaneous (optional)	¥1,00/per month

3.3 Check List for Packing Some Necessary Items

- Airline Tickets
- Passport with Chinese VISA (Keep several copies, one in each bag)
- Several Photo Copies as well as a Copy on CD
- Acceptance Materials
- SoBSYSU Handbook for Incoming Exchange Students
- Instruction Card for Directions to SYSU
- Identification Card with Picture
- Cash
- Hotel Address
- Emergency Phone Numbers
- Medical Record

3.4 Useful Websites

Sun Yat-sen University: www.sysu.edu.cn

School of Business: www.bssysu.com

MBA Program: www.mbazd.com

EMBA Program: www.embazd.com

For Guangzhou City: www.moveandstay.com/guangzhou/guide_introduction.asp

4. Accommodation

We will make every effort to assist Exchange Students in obtaining on or off-campus accommodation. Unfortunately we cannot accommodate you in the International Student Dormitory, these are reserved for overseas students pursuing a full-time SYSU degree.

4.1 Off-campus Accommodation

Rent:

Rent rates can vary greatly!

The rent usually depends on the standard of the facility and the location of the accommodation.

N partners can share an N- bedroom apartment. (e.g. 2 persons to share a 2 bedroom apartment)

Generally a half-a-year rental is more expensive than a long-term rental.

Rent levels near the campus are as followings:

1 bdr. Apt. with a living room, a bathroom and a kitchen: about ¥1400 ~2000 RMB /month

2 bdr. Apt. with a living room, a bathroom and a kitchen: about ¥3000~5000 RMB /month

3 bdr. Apt. with a living room, a bathroom and a kitchen: about ¥4000~9600 RMB /month

English Tenancy Agreement and the Security Deposit:

You can ask your buddy (See 5.1) for help to find suitable accommodation and we recommend real estate agents who are reliable and able to provide tenancy agreements in English together with English documentation.

Apartment availability can change very quickly and the landlords will not keep the accommodation available for more than one week. Tell your buddy about your expectation and ask him/her to collect some optional locations for you. This can be done one or two weeks before your arrival. Your buddy will be very helpful, so take their advice. On arrival, go to the real estate agents (brokers) to talk to them face to face and view the apartments.

When renting an apartment you usually have to sign a tenancy agreement. In some cases, only one of the partners signs the tenancy agreement, while all of the partners may have to sign in some other cases. Before signing a tenancy agreement, check it to see what is and what is not included in the rent. You will probably be asked to pay in advance the first and last months' rent plus a security deposit equal to one ~three months' rent. The security deposit is held by the landlord or agency and to be returned to you after you leave if it is determined that the property has not been damaged.

It is wise to get a written, signed statement from the landlord as to the condition of the apartment before you move in (normally this will be included in the tenancy agreement), so that you will not be charged for damages for which you are not responsible. As your deposit is separate from your rent, always get a receipt.

Once you sign the tenancy agreement, you are legally bound to pay all the rent and bear all the legal responsibilities. Therefore, if you are the only one to sign the tenancy agreement, you'd better find reliable roommates. If you want to terminate the tenancy agreement before completion date you should notify the landlord 1 month in advance and get your security deposit back.

Before signing the tenancy agreement read it carefully to understand all its conditions.

Broker Fee:

Be careful, either to pay the rent with your personal check after you open your bank account here, or pay in cash and be sure to ask for a receipt at the time you pay.

If you decide to use an agency, you may have to pay from 1/2 to a full month's rent for the service (broker fee). Remember to ask for a receipt and keep this safe with the tenancy agreement. The agency's responsibility is to coordinate between the landlord and the

leaser if there is any problem.

Necessary Furnishing:

Normally the landlord will provide the necessary furnishing (e.g. table, chairs, beds) but you will have to provide your own sheets and towels.

4.2 Hotels and Guesthouses on Campus.

Sometimes it takes one or more days to find suitable rental accommodation. Therefore you will require temporary accommodation. We recommend that you to choose one of the small hotels or guesthouses on campus.

Below it is a list of campus accommodation, you can ask your buddy to reserve it for you..

Zijing Yuan Hotel 紫荆园宾馆 (由中山大学北门或东门入)

This hotel is located 100 meters from the main gate of the South Campus. There are three buildings, Foreign Expert Building, Building One and Building Two with luxurious, standard and cheap rooms available for rent. This hotel also has a restaurant with reservation telephone 84111887, 84110813.

Daily rate for the Foreign Expert Building 紫荆园宾馆专家楼 (由中山大学南门入)

Deluxe double: ¥298 RMB (total 26 rooms)

King-size one-bed: ¥398 RMB (total 7 rooms)

Business suit with 2-bedroom (3-bed): ¥488 RMB (total 5 rooms)

Business suit with 1-bedroom (2-bed): ¥328 RMB (Total 4 rooms)

Single Room: ¥218/130 RMB

Operator at the Experts' Building: 84111888

Daily rate for the Building One 紫荆园宾馆一幢 (由中山大学南门入)

Standard double: ¥168 RMB (total 23 rooms)

Standard single: ¥130 RMB (total 38 rooms)

Operator at the Building One: 84110488

Daily rate for the Building Two 紫荆园宾馆二幢 (由中山大学南门入)

Standard double: ¥198 RMB (total 15 rooms)/ ¥150 RMB (total 7 rooms)

Standard single: ¥130 RMB (total 3 rooms)

Operator at the Building Two: 84111888

Xi Yuan (West District) Guesthouse 西苑宾馆 (由中山大学西门入)

This guesthouse is located 100 meters from the West Gate, and has 200 standard rooms

Daily Room Rate

Business Suit with one bedroom (one bed): ¥480 RMB

Deluxe double: ¥298 RMB

Standard single: ¥150 RMB

Standard double: ¥168 / 238 RMB

3-bed Room: ¥188 RMB

The reception desk: 84112992 or 84112978

Tel: office: 84110987 or 84113995

Wing Kwong Hall (opposite the School of Business) 容光堂宾馆 (由中山大学北门或东门入)

Has a restaurant offering western style food and afternoon tea.

Daily Room Rate

Double room: ¥350 RMB

Single room: ¥250 RMB

Deluxe room (1 bed): ¥300 RMB

Tel: 84112138

Fax: 8620-841112186

E-mail: lnwkh@mail.sysu.edu.cn

SYSU training center 培训公寓 (由中山大学东门入)

Daily Room Rate

¥160-200 RMB for a single room with breakfast included.

Has a Cantonese and a western style restaurant "MAPLE LEAF"

Single room: ¥200 RMB

Double room: ¥190 RMB

3-bed room: ¥210 RMB

Tel: 8620-841110000

Fax: 8620-841110484

5. Campus Life

See Appendix 8.7 Campus Map

5.1 Student Support Services

5.1.1 Buddy Program

Each semester we recruit students in our school to act as buddies for exchange students. Their good command of English as well as wide knowledge of the university and the city make them very good volunteers. They are ready to help you settle into life and study at Sun Yat-sen University.

5.1.2 Internship Application

See Appendix 8.5 Internship Application Form

Our school has a broad relationship with different types of companies and we encourage our students to have internship during their stay at the school. An internship is a learning experience, which allows a student to synthesize his/her academic learning in the field of business with the real-world operations of an organization. The objectives set forth by each intern will involve, in a broad sense, the application of theories and concepts in business and related fields and a critical analysis of their findings. Students will be able to experience different types of jobs. This experience will not only increase self confidence but, most importantly, will help the student decide a career path.

Our school will also offer talented international students the opportunity to apply their ideas and gain practical experience in a real working environment with an internationally competent, dynamic wind power organization, while offering them an opportunity to experience many exciting facets of Chinese culture. Every attempt is made to match the interests of the intern with the needs of the organization. Candidates for the Internship Program are selected on a competitive basis.

Internship assignments may vary in length according to the needs of the organization, however internship will normally last no less than two months and no more than six months.

The internship program operates on a salaried or non-salaried basis will depend on different companies.

Procedural Guidelines for Internships

1. The student must meet the requirements specified in the Study Requirement (See Item 2.7.6) prior to applying for the internship.
2. Have the internship application form printed and signed, attaching a copy of the most recent resume and one recommendation letter by faculty of home institution, all with three copies, then submit to all action departments: Career Development Offices (Room S229 ---for Undergraduate and Academic postgraduates, Room N127---- for MBA), one to Dean's Office Ms Connie Yan for file.
3. If the space provided for the reason of applying for an internship or other statement is not enough for you, please write on a separated paper and attach it to the internship application form.

5.1.3 Elementary Training for Chinese Language and Culture (ETCLC)

The instructors for a Chinese language course are not available in our school, so we invite teachers from the School of Overseas Educational Exchange, to give lectures on Chinese language and culture. These include elementary conversation language and Chinese culture. ETCLC will be arranged once a week with one and a half hour each session. Tuition for this program is waived for the School's incoming exchange students. The participants will only pay for the textbook.

A certificate signed by the instructor will be issued after the participant has successfully completed the training.

5.1.4 Chinese Business and Culture Tours

Over the past few years we have developed and designed many comprehensive study tours for foreign students, consisting of country topic lectures, company visits, local culture tours and face-to-face communications with local students, etc. Universities in the USA and Europe have taken this opportunity to expose their students to the Chinese Business Environment and Culture.

5.1.5 English Language Salon

Every Thursday from 7:30pm to 9:30pm, Ground Floor, Shansi Hall (MBA Building), School of Business, Sun Yat-Sen University, 135 Xingangxi Road, Haizhu District, Guangzhou

5.1.6 Student Counseling

Asking for advice and guidance is quite often the way to prevent something becoming a problem.

Don't hesitate to contact the International Student Counselor if there is a problem or something is worrying you.

For questions related to your studies, courses, exams, transfer of credits to your home institution etc., you can contact the International Student Counselor,

Ms. Connie Yan (Yan Danhong), by email yandh@mail.sysu.edu.cn or in person during office hour at the Office Room N215.

Coordinator of School's International Exchange Programs

International Student Counselor

Ms. Connie Yan (Yan Danhong)

Tel: 86-20-84112697

Fax: 86-20-84036924

Email: yandh@mail.sysu.edu.cn

5.2 Sun Yat-sen University Card(SYSU card)

On enrolment students will be issued with a multi-functional SYSU card. It combines the functions of a Student ID with those of a cash card, which can be used for dining in the university cafeterias. It can also acts as a University library card for admission and borrower privilege and be used for accessing the university's Internet services. It has the function as "Yang Cheng Tong" store-value contactless smart card, the usage and money-recharge channels please see 6.3.1.

Campus cards can be obtained from the SYSU card Center. This is located on the first floor of the Yi Fu Lou Building, which also houses the Industry and Commercial Bank and the Bank of Agriculture.

Please note that when applying for the card students are required to attend the Center, bringing with them their passport and a passport size photograph.

5.3 University Library

5.3.1 Activating Your SYSU Card for Accessing the Library.

1. With SYSU card will be activated on payment of a returnable deposit of RMB 1000.
2. If the SoBSYSU incoming exchange students get the guarantee from the school, the deposit of RMB1000 can be waived. But the students should observe the regulations and return the SYSU card to clear all the information of the card before leaving SYSU..

Tel: 84110889 Ms. Liang

5.3.2 Brief Introduction

Sun Yat-sen University Library has a sub-system of libraries. They comprises of the Main library, the Medical Library, the Fundamental and Reserved library. There are referencing rooms in all departments .The main library has the following vocational departments, Acquisition & Cataloging, Circulation & Reading, Reference and Information, Ancient books Collection, Technical Support and Administration Office of South China Regional Center of CALIS. In addition it houses 15 reading rooms and 1,800 seats for readers/students.

The total collection is more than 4,170,000 volumes, of which Chinese books and periodicals amount to 3,160,000 volumes, there is also about 930,000 books and periodicals in other languages plus 300,000 ancient books. The SYSU card enables students to enter the school's research library to access books in the fields of business, management economics and business language both in Chinese & English. Exchange students can also use all the other facilities of the library, which include copying of material for their studies.

Opening Hour (Monday-Sunday): 7:30am -10:30pm

Tel: (020)84111992

5.3.3 Library Regulations

Important regulations about borrowing books and other materials from the library service are as follows. Your membership may be suspended or cancelled if you fail to comply with these regulations.

REGISTRATION

Your SYSU card, used as a Borrower ID Card must be carried on each visit to the Library and produced on request. Borrowers must bring their Borrower ID Card to the Service Desk each time they wish to borrow.

1. Borrowing Procedures and Limits:

SYSU card holders are entitled to membership of the Library and may borrow books up to 5 vols, 2 of which must be returned not later than 30 days. The return due date will be specified on a sheet in the book. No book may be removed from the Library until its loan has been properly recorded at the appropriate Service Desk. Every book lent out is the responsibility of the borrower until it has been duly returned to the appropriate Service Desk. Books which have been borrowed must not be lent to anyone else.

2. Renewals

Renewals must be done by the borrower himself/herself on or before the due date/ time. A maximum of two renewals may be made on any loan other than from the Reserve Collection. No renewal will be allowed if the item has been requested by another borrower.

3. Fines

Any reader who fails to return a book by the due date will be liable to a fine at rate of RMB1 per day. All borrowers who return loan items late will be subject to an overdue fine. Failure to return books and the non-payment of fines may result in the suspension of borrowing privileges and it may also lead to withholding of the transcript report by the University until the borrower completely settles his or her overdue fines at the Circulation Counter.

4. Loss and Damage

Any mutilation, damage or loss of library materials must be reported to Library staff immediately. Borrowers will be held responsible for loss or damage to any items on loan to their account. Borrowers may be required to pay the full item value plus the shipping and handling fees for the replacement. Lost or damaged materials will continue to be the property of the SYSU Library even if a replacement charge has been paid.

5. Reader Behavior

All readers must obey instructions given by a senior member of staff on duty who is deemed to be acting with the authority of the Director of Library Services

It is an offence for anyone to behave in a manner likely to affect other users adversely (e.g. by disorderly behavior, by making unnecessary noise, by writing in books, or by persistently failing to return books on time). Eating, drinking, smoking and the use of personal radios or cassette players are not permitted; animals (other than guide dogs) may not be brought into any library. Mobile phones should be switched to silent.

5.3.3.1 Book Search

The reader can search for information about the title, location and current status of all the literature and reference material published since 1980. This is stored in the library on any computer connected to the campus net, through the Online Public Access Catalog, called OPAC for short. By typing the title, author, publisher, date of publication, key word or classification number to search OPAC. Hints will show up on the search interface.

The website is <http://library.sysu.edu.cn>.

5.3.3.2 Checking out Books

Book check-out is computerized in the library. Bring the books to be checked out to the counter at the library. The due date will be printed out on the slip at the back of the book. Students can check the records through OPAC.

5.3.3.3 Book Return

Books must be returned within the time limit so as to facilitate circulation. The reader may return the books at the counter, or drop them into the return box (in the hall of the first floor). Only books checked out by the computerized library card can be returned in the box. The books that are checked out by registration and/or from branch libraries cannot be put into the box. The librarians will scan the returned books twice daily to keep records up to date. The computer records will be used as reference if any dispute arises. A fine will be levied on books overdue. If they are returned at the counter, the fine must be paid immediately; if returned through the return box, the computer will automatically calculate the fine and input the record, and the fine must be paid the next time you check out books. Otherwise, the right to check out books will be suspended.

Check out at Inter-campus Libraries

The main library on the South Campus. The North Campus Library and the Zhuhai Campus Library are open to all students in the University, and books may be checked out at inter-campus libraries. There are two methods for inter-campus check-out: first, one may check out book at the library on the other campus directly with one's library card; second, you may register at the library on the campus the information about the books needed, such as the title, author, publisher and call number, etc. The library will retrieve the books from other libraries. Once the books are retrieved, the reader will be notified. When returning such books, please indicate that they are checked out through inter-campus libraries.

Reference and Consultation

There is a reading-room for Chinese reference books on the second floor of the main library on the South Campus and consultation desks on the second floor of the North Campus Library and the third floor of the Zhuhai Campus Library where the librarians on duty can offer help in library use and information search, answering enquiries from the readers, recommending related literature and reference, and providing guidance in using the equipment for retrieving documentation from the library. The reader may call the following numbers for help:

South Campus 84112094;

North Campus 87330405;

Zhuhai Campus 0756-3668031,

Online Search and Database Search

There are terminal displays of the International Online Search in Room 203 of the main

library on the South Campus, offering a search service on over 600 databases of the American DIALOG system, including varieties of literature and reference in different disciplines. The reader may search for indices, abstracts, and may retrieve a whole text. Since its opening in 1987 it has conducted searches on over a thousand topics. This provides comprehensive, accurate and current information for scientific research, achievement appraisal and new product development.

Charges are made according to the variety and quantity of database used, format of record and flow of bytes. The results of search can be obtained immediately.

Contact: 84112094,

E-mail: PUUL08@sysu.edu.cn

The databases on CD and the Internet purchased by the library are open to the faculty and students of the university free of charge. There are over 150 computers on the South, North and Zhuhai Campuses for free searching.

Literature Duplication

There are high-quality copy machines in the libraries on the South, North and Zhuhai Campuses for copying at the stipulated fees. The copy room in the main library also offers quick printing service. Faculty and graduate students may open transfer cards at the copy room of the main library and receive a 10% discount.

Contact: 84110893

5.4 Internet Access

5.4.1 School's Internet Access

With the school's SYSU card or a university ID card, you can access the school's computer lab located in M410 in the MBA building. The opening hours are subject to change but they will be publicized in the lab.

5.4.2 University's Internet Access

The University Library has an International Online Search, offering over 600 databases on the American DIALOG system.

5.4.3 Accommodation's Internet Access

Normally the apartment you rent should be equipped with broadband and internet access and you pay for the service. But you have to check with the landlord about this function.

5.5 Campus Clinic

Primary health care including clinical consultations, medication, first-aid and minor operative treatment, etc

Basic charge: RMB 6 per consultation

Traditional Chinese medicine service is also provided at the clinic.

For some medication and therapy that cannot be provided by the campus clinic, please go to the hospitals outside the university.

Tel: 84113093

5.6 Sports Facility

The University's adjoining sports complex offers students the full range of sports facilities, including a swimming complex, running track, badminton, volleyball, table tennis, basketball, and tennis courts. Consultation of the sports facilities in the South Campus may be done through the office in the Ying Dong Sports Center, which is located in the east of the campus. But booking of different facilities can only be obtained in person.

Tel: 84113122

Swimming Pool

Opening Hour: Daytime: 6:30am-8:00 am, 4:30pm-6:00pm (throughout the year)

Evening: 7:30pm-9:00pm (Only for summer, from July to September)

Charge: Daytime: ¥2 RMB each time with SYSU card; ¥10 RMB each time without SYSU card

Evening: ¥3 RMB each time with SYSU card; ¥10 RMB/Period without SYSU card

Notes: To get the swimming card, a health certificate from the South Campus Clinic must be obtained. A physical examination, including 3 items: blood, skin, and chest X-ray, is required (the exam costs ¥12.50 RMB). After passing the three physical examinations the office in Ying Dong Sports Center will issue a health certificate and SYSU card to apply for the swimming card.

Students are to show the SYSU card to enjoy concessionary rates for swimming.

Tel: 84113286

Gymnasium

Opening Hour: 4:00pm-6:00pm, Monday-Friday

Charge: ¥2 RMB/Period with SYSU card; ¥5 RMB/Period without SYSU card

Or ¥5 RMB for a whole semester

Badminton

Opening Hour: 8:00am-10:00pm, everyday

Charge: ¥30 RMB/hour with the SYSU card

Tennis

Opening Hour: 7:30am-10:30pm

Charge: RMB 20-55/hour according to different types of tennis courts and different timing

5.7 Communicating on campus

Mail Service

The post office on campus is near the No.1 Student Canteen located in the west of the campus. Not only can you post letters and packages there, but you can also buy the telephone cards or transportation IC cards and get its value topped up as required.

Different to mailboxes in Europe and U.S.A, the mailboxes in China are green with only one letter drop. And the postcode of Sun Yat-sen University is 510275.

Remember to write down your address correctly when sending something!

The service time is 8:30am – 6.00pm daily

Telephone Service

There are various kinds of telephone cards sold in stores and supermarkets in the campus. These cards are provided by different telecom providers in China at different rates. Sometimes discount cards are available.

The area code of Guangzhou is (86)20.

Mobile phone

The mobiles sold in China, especially in Hong Kong are cheaper than those in Europe and America. If you want to use your mobile in China, be sure it offers GSM 900/1800 network services.

There are two mobile service providers in China: China Unicom and China Mobile.

And there are two kinds of SIM CARDS: Pre-paid card and Member card which charges a higher fee but has better quality than other discount services.

Tips: Ask your Buddy for advices.

5.8 Food and Beverage on Campus

The No.1 Cafeteria (in the west of the campus and near the campus post office.)

Located next to the Yi-fu Arts Center, it is especially famous for its "Zhongda steamed bread"

Service Hour: Breakfast: 07:00-08:30

Lunch: 11:00-12:30

Supper: 17:00-18:30

Evening Tea: 19:00-22:00

Tel: 84110559

The No.5 Cafeteria (near the east gate.)

Opposite to the Xiong De-long Student Activity Center in the east of the campus.

Service Time: 8:30am - 10:00pm daily

5.10 Leisure

Xiong De-long Student Activity Center

Covering 6800 m², the activity center provides various kinds of facilities including dancing hall, concert hall, studio, etc. There are dancing balls on every Friday, and Saturday evening (7:30pm-10:30pm). The internal rent rate of the dancing hall is RMB 800/4 hours except Friday or Saturday evening.

Tel: 84111296

Liang Qiu-ju Hal (Theater)

A theater has regular paid movies weekly on Friday, Saturday and Sunday evening from 7:10pm-9:30pm.

Charge: RMB 10- RMB 20 according to different movies.

Tel: 84115008

6. Living in Guangzhou

6.1 Guangzhou Profile

Guangzhou, the South Gate of China, is a prosperous metropolis full of vigor.

Guangzhou is the Capital City of Guangdong, and the center of its political, economic, scientific, educational and cultural life. Sui (Ears of Rice) is short for Guangzhou and the City of Ram (Yang Cheng) is also an alias of Guangzhou. The kapok is the city flower and the kapok tree is the city tree of Guangzhou.

History: with a history of 2,200 years, regarded as the earliest among the international trade port cities in the world. In ancient times, Guangzhou was the Capital City for three Chinese dynasties: the Nan Yue (South Yue), the Nan Han (South Han) and the Nanming (South Ming). The starting point of the Silk Road on the sea which links China with the Arabian and western countries in trading. It was China's only foreign trade port at sea before the Qing dynasty. Many historic sights including: the Xi Han Nan Yue King's Tomb Museum, the Zhenhai Tower and the Sun Yat-sen Memorial Hall tell us the 2,000-year history of Guangzhou. Today, Guangzhou retains its ancient customs, but is also a large progressive city full of vigor and current fashions.

Location: Located in the middle south of Guangdong Province, north of the Pearl River Delta. It lies close to the South China Sea, Hong Kong, and Macau. Zhujiang (The Pearl River), the third largest river of China, and runs through Guangzhou and is navigable to the South China Sea. Situated in such an excellent geographical region, Guangzhou is called China's South Gate.

Neighboring Areas: Hunan, Jiangxi, Fujian, and Hainan provinces; Guangxi Zhuang Autonomous Region, Hong Kong and Macao.

Area: 7,434 sq km (2870 square miles),

Population: 11 million

Transitory population: 3.7 million

Language: Mandarin (formal language) Cantonese (Dialect)

Mountains: Western Hills, which belong to the Taihang Range; Mt. Jundushan, in the north, which is part of the Mt. Yanshan

Rivers and Waterways: Pearl River (West River, North River, East River), Nanhai, Liuhua Lake, Li Lake, Dongshan Lake

Climatic Features: subtropical humid monsoon climate, hot and rainy

Average Temperature: 21.7degC annually with the highest of 38.7 degC and lowest of 0degC

Rainfall: annual precipitation 1982.7 mm, with rainfall concentrated in spring and autumn

Products: paddy rice, potato, wheat, corn, jowar, silk, sugarcane, earthnut and hemp.

Tropical or Subtropical Fruits: banana, citrus, lichee, and pineapple

Local Highlights: Yue Drama

Famous Guangdong Folk Music: Bubugao and Xiyangyang

Handcraft: Ivory Carving, Sandalwood Fan

Food: Trying Yue Cai (Cantonese Cuisine), one of eight Chinese famous cuisines, is definitely a must in Guangzhou! Eat delicious food with ingredients you have never heard of.

Districts:

Guangzhou is a sub-provincial city. It has direct jurisdiction over ten districts and two county-level cities.

* Yuexiu District

* Liwan District

* Haizhu District (where Sun Yat-sen University's main campus is located)

* Tianhe District

* Baiyun District

* Huangpu District

* Huadu District

* Panyu District

* Nansha District

* Luogang District

County-level cities

* Zengcheng City

* Conghua City

6.2 Currency.

Yuan/RMB is the currency used in China approximately US \$1 = RMB 7.8 Yuan (depending on the daily exchange rate). The smaller units are Jiao and Fen. 1 Yuan = 10 Jiao, 1 Jiao= 10 Fen.

You may want to open a bank account the Bank of China, Industry & Commercial Bank or the Bank of Agriculture they are the most convenient to use. There are many ATM machines near and on the University Campus. Most cards are accepted.

Information on banks in China

<http://www.bank-of-china.com/english/index.shtml>

http://www.icbc.com.cn/e_index.jsp

6.3 Transportation

6.3.1 Get around the City



"Yang Cheng Tong" IC card

Guangzhou has a very efficient and rapidly expanding public transportation system. You are highly advised to purchase a multi-functional **Yang Cheng Tong** (羊城通) store-value contactless smart card, similar to the Octopus Card in Hong Kong. You can have its value refilled in units of RMB 50 or 100 in some laundries and chain stores like 7-11 and or. No photo is required, and cards can be transferred. It can be used not only for public transportation (bus, subway, parking meters and some taxis), but also for public phones and designated shops, places of interests and certain vending machines. The card includes a ¥30 refundable deposit. While you can purchase the cards in many places, returning your card at the end of the trip is a hassle, since service locations are limited. The best place to do so is at the service center at the metro Gong Yuan Qian station. It may be worth simply keeping it as a souvenir.

Since 1 January 2007, the city government has banned motorcycles from the urban area. Motorcycles found violating the ban will be confiscated. The Guangzhou traffic bureau has reported reduced traffic problems and accidents since the motorcycle ban in downtown area.

According to the newspaper China Daily of 6 July 2007, all buses and taxis of Guangzhou will be LPG-fueled by 2010 to promote clean energy for transportation and improve the environment.

By City Buses

There is a comprehensive public bus service that covers Guangzhou and is by far the cheapest way to travel. Depending on the length of travel the average price is about RMB 1-5. Buses that are air conditioned cost RMB 2. But the station instructions are written only in Chinese character, you may need some help at first.

By Subway

With the Guangzhou Metro, opened in 1999, Guangzhou is the fourth city in China to build an underground railway system. Currently there are four lines operational with an ambitious plan to expand rapidly with three lines under construction and four lines that are being planned.

The Guangzhou Metro station at Sun Yat-Sen University is among several stations that serve the city. The network covers much of the city center and is growing rapidly outward. The fare ranges from ¥2 to ¥11. Most of the signs and announcements are also in English. Tickets are bought from vending machines in the stations. Bills or coins from ¥1 - ¥20 are accepted at ticket vending machines. You can change smaller bills at the customer service counter. The ticket is a small plastic token, which you use at the gate entering the platform, and deposit at the exit. Multi-Pass and Yang-Cheng-Tong are also accepted and can be purchased at the customer service counter. (See Appendix 8.8 MTR System Map)

By Taxi

This is the most popular way for foreigners to get around, and it is very affordable. Although widely publicized, many of them actually do not accept Yang Cheng Tong as payment. The taxi hot line is 96900. This comes in handy when you forget your valuables in a taxi. Save your receipt because it contains the taxi's identification number.

By Car

While driving in Guangzhou is an option, drivers unfamiliar with the driving conditions in China's large and densely populated cities should be aware that the experience can be an extremely daunting and even potentially dangerous.

6.3.2 Travel out of Guangzhou

By Plane

Guangzhou's main airport is the New Baiyun International Airport in Huadu District that opened on 5 August 2004 replacing old Baiyun International Airport close to the city centre.

Airport: The New Guangzhou Baiyun International Airport (广州白云国际机场) in the Huadu district is 28 km north from downtown Guangzhou. Services includes both International and Domestic flights.

There is an Airport Express bus: around ¥16-25 RMB /person, to most locations in the city. Taxis cost around ¥150 RMB, inclusive of a ¥15 toll fee, a ¥1 fuel surcharge that is not shown on the fare meter.

Tips for Air Ticket Reservation:

1. It is better to check the flights and destination online, then order your tickets online through airline agents, who will send the tickets to you directly.
2. During slack seasons, you may buy the tickets at 20%–50% discount.

By Train

Bear in mind there are two major train stations in Guangzhou. There are Guangzhou East station and Guangzhou Station.

Guangzhou is connected to Hong Kong by train, bus and ferry services. Express trains depart to Hong Kong from the Guangzhou East railway station and arrive in Hong Kong at the Hung Hom KCR station. They cover the 182 km route in approximately two hours.

Guangzhou East Station (广州火车站)

The Guangzhou East Station (火车站) services routes to Hong Kong, and other popular tourist destinations. Guangzhou-Kowloon Through Train from Hong Kong (Hung Hom station) to Guangzhou East station is operated by KCRC. Trains cover the 182 kilometers from Hong Kong in less than two hours.

Through Train from Hong Kong to Guangzhou

Details concerning the direct train service from Hong Kong to Guangzhou can be found at the following website:

<http://www.kcr.com.hk>

The Guangzhou Station (广州火车站)

This station services routes that go all the way to Harbin. Make sure you know which train station to go to, which is specified on the tickets. Metro line 2 goes the main station.

Tips:

1. It is better to get tickets through hotels or travel agents, although you'll have to pay a service fee.
2. During public holidays, the price may increase by 10%-50 %.
3. Take care of your belongings in the train stations.

By Boat

There is a frequent ferry and hovercraft service to Hong Kong, Macau, and Haikou (Hainan Island) at the Zhoutouzui Ferry Pier (洲头咀码头). There are boats to other mainland cities, such as Xiamen, Shanghai, and Qingdao at the Dashatou Pier (大沙头码头). New Nansha Pier (新南沙客运港) is now open with 6 lines daily traveling between Hong Kong and Guangzhou. The trip takes 75 minutes (HK\$189 for economy class, HK\$284 for first class). Service Time is from 9.30 am and 4.00 pm. However, Nansha is very far from the city center, although there is a bus route available from White Swan Hotel, running three times a day.

Ports:

1. New Nansha Pier (新南沙客运港) in Panyu (40mins Taxi from the center of town)
2. Zhoutouzui Ferry Pier (洲头咀码头)
3. Dashatou Pier (大沙头码头)

Long Journeys between Cities by Bus

Hong Kong to Guangzhou by Bus

Coach services are available to bring passengers from Hong Kong International Airport to several locations in Guangzhou. Among the destinations are recognizable landmarks like Garden Hotel (花园酒店), China Hotel (中国大酒店) etc. The trip takes about 3+ hours and costs 250 HKD. There are also cross border bus terminals throughout Hong Kong. One of the Stations is at Austin Road and Canton Road near Kowloon Park. A one way ticket costs about 100 HKD.

Bus Stations: Provincial Station (省汽车站), Tianhe Bus Station (天河汽车站), Liuhua Station (流花站) and Yuexiu Nan Station (越秀南站).

1. Take care of your belongings as buses are usually crowded,

2. Traffic jams usually occur 8:00am-9:00am

6.4 Time Difference

Although China crosses more than 2 time zones, Beijing time is the standard time for all of China. Beijing time is 8 hours ahead of Greenwich Mean Time (GMT+8:00), 12 hours ahead of New York Time.

6.5 Guangzhou Telephone Service Directory

Guangzhou Useful Numbers

Police: 110

Fire: 119

Hospital: 120

Weather: 121

Traffic Accident: 122

Phone Inquiry: 114

Post Code Inquiry: 184

Fire Station: 83330377

Price Complaint: 83126434

Travel Service: 86687042

Traffic Rescue: 81815166 87765280

Police Station: 83331060

Mayor's Hotline: 83332177

Other Numbers in Guangzhou

Guangdong Price Inspection: 87779181 83507900

Guangdong Customers Commission: 83556833 85596315

Guangdong Justice Report Center: 83321397 83300699

Guangdong Labor Inspection: 83317944 83338306

Guangzhou Health and Quarantine: 83822400

Guangzhou Health Bureau: 81085310

Guangzhou Environment Bureau: 83125088

Guangzhou Tourist Information Center: 86687051

Guangzhou Tourist Urgent Rescue Center: 86666330

Guangzhou Scenic Spots Telephone

Guangzhou Ocean World

Address: within Guangzhou Zoo, 120 Xianlie Zhong Road

Tel: 87611250 87611884

Huangpu Military Academy

Address: Changzhou Island, Huangpu

Tel: 82201082

Sun Yat-sen Memorial Hall

Address: 259, Dongfeng Zhong Road
Tel: 83552030
Guangzhou Grand World Scenic Park
Address: Dongpu, Tianhe District, Guangzhou
Tel: 82308888 8989, 8096
Space Flight Spectacle
Address: Daguan Road, Dongpu, Tianhe
Tel: 82306028
Baiyun Mountain
Address: Baiyunshan Nan Road, Guangzhou
Tel: 87714736

6.6 Greeting in Chinese

It is useful if you can greet and ask for help in Chinese.

Some helpful Chinese expressions with pinyin are in the following:

Hello	Ni Hao (你好!)
Thank You	Xie Xie (谢谢!)
Good Morning	Zao Shang Hao (早上好!)
Good Evening	Wan Shang Hao (晚上好!)
Good Night	Wan An (晚安!)
Sorry	Dui Bu Qi (对不起!)
Very Good	Fei Chang Hao (非常好!)
Dining	Chi Fan (吃饭!)
Sun Yat-sen	Zhong Shan Da Xue (中山大学)

6.7 Electricity

Voltage: 200V-50Hz

6.8 Alcohol

Regulation of Alcohol is not very strict. However drinking and driving is not tolerated. It is up to you on how much you drink in the bars or clubs.

6.9 Smoking

Smoking is permitted in most public places, such as some canteens, restaurants and hotels. But please do not smoke if there is a sign NO SMOKING in certain places, such as hospitals. And smoking is also forbidden in class rooms.

6.10 Drugs

Drugs are strongly forbidden in China. Please remember not to possess or taste drugs anywhere in China, especially in some public places, such as bars and discos that are often inspected by police.

6.11 Religions

Everyone's religion is respected in our country. However, most of the Chinese are not religious especially in Guangzhou. According to China's Regulations on Religion foreigners are not allowed to either to propagate or conduct religious activities in non-religious places.

6.12 Tipping

Giving tips is not habit or custom in China. If you prefer to tip, it is better to give no more than RMB 10.

7. More Information

All information provided in this handbook was correct at the time of printing. However, if you have found that any details have changed, please let us know. Furthermore, if you have any suggestions for inclusion, please contact us.

All enquiries should be directed to

Ms. Connie Yan (Yan Danhong),
Coordinator of School's International Exchange & Programs,
Room: N215, Dean's Office,
School of Business,
Sun Yat-sen University,
No.135 Xingangxi Rd.
Guangzhou, 510275 P.R.China
Tel: 8620-84112697
Fax: 8620-84036924
E-mail: yandh@mail.sysu.edu.cn

8. Appendices

- 8.1 Application Form for Incoming Exchange Students at School of Business SYSU
- 8.2 Course Information
- 8.3 Course Selection Sheet

- 8.4 Leave Application Form
- 8.5 Internship Application Form
- 8.6 Incoming Exchange Student Feedback Sheet
- 8.7 Campus Map
- 8.8 MTR system Map

BACK COVER

School of Business,
Sun Yat-sen University

No.135 Xingangxi Rd.
Guangzhou, 510285, P.R.China

Tel: 8620-84112698

Fax: 8620-84036924

E-mail: yandh@mail.sysu.edu.cn

Website:

School: <http://mns.sysu.edu.cn>

MBA Program: <http://www.mbazd.com>

EMBA Program: <http://www.embazd.com>

Consultant: Yu Hua, Fu Zhengping, Liu Guangyou

Chief Editor: Yan Danhong (Connie Yan)

Artist Editor: Qi Zhiting

Contributors: Alan Kemp, Beverley Williams, Bill Morrissey

Incoming Student Exchange Program Guideline

School of Business, Sun Yat-sen University (SoBSYSU)

Thank you for your interest in our Student Exchange Program at SoBSYSU. Please read the information below BEFORE you fill out Application Form.

1. Eligibility

Exchange students who wish to study at SoBSYSU must be attending an institution that has an active student exchange agreement with SoBSYSU. You can check if your Institution has a student exchange agreement with SoBSYSU from the Office for Student Exchange Programs at your University. The Application Form for the Student Exchange Program, and all other application documents should be forwarded to your university's Office for Student Exchange Programs. Please DO NOT send your applications directly to SoBSYSU.

Free-mover:

For fee-paying students from student exchange partner universities, the tuition is 30000yuan for one semester and 62200yuan for one year, excluding the cost of textbooks.

Language Proficiency

SoBSYSU will offer about 15 courses offered in English including core and elective courses each semester. If the exchange students from non-native-speaking countries, would like to choose classes taught in English, it is preferred they have TOEFL test score above 600 or IELTS test score above 6.0.

Most classes are taught in Chinese at SoBSYSU University. If exchange students choose classes taught in Chinese, you must have HSK test (Chinese Mandarin Test) and test score must be above level six. If you haven't, we cannot ensure that you can understand the classes taught in Chinese and that you can pass the exam and get the credits.

SoBSYSU has two semesters in an academic year. Students are required to register in the University's International Student Office one week before the new semester begins. The spring semester period depends on Chinese lunar year arrangements and is thus subject to change each year. The School's orientation date will be the last date of the University's registration period. It is suggested that you arrive in Guangzhou a few days earlier than the registration date as it takes time to settle down. If you have to leave before the final examinations, you can submit an application to the program's coordinator for arranging the exams ahead of schedule.

Language of Instruction

English language courses are available for international student
Mandarin is the language of instruction in Sun Yat-Sen University.

2. Student Exchange Responsible Unites

There is no formal Students Exchange Responsible Office currently. Ms. Yan Danhong (Connie Yan) in the Dean's office is the main coordinator for the students exchange program. Her responsibility is to complete procedure of incoming enrollment and make the relevant study and living arrangements.

3. Term Dates & Application Procedure

Semester 1(Fall): Early September – Mid January

Application Deadline: May 15

Semester 2(Spring): Early March – Mid July

Application Deadline: November 5

Application Procedure

- Screening: Mid November to Mid December for spring semester

Mid May to Mid June for autumn semester

- Admission packages will be sent to partner universities:

End of December for spring semester

End of June for autumn semester

4. Admission package

The admission package will include followings:

Admission Notice

An Application Form for Foreigners Wishing to study in China (JW202)

Steps to be followed for the registration

A Handbook for SoBSYSU Incoming Exchange Students

5. How to prepare Application Documents?

a. Students complete Application Form for Exchange Study at SoBSYSU

b. Print out application form, get it signed and then given to your exchange coordinator with supporting documentation

c. Exchange coordinator signs Exchange application form

e. Exchange coordinator submits all documentation for each student to our program coordinator Ms Connie Yan.

6. Checklist of Required Application Documents:

Application documents are non-returnable once they have been submitted to SoBSYSU. Please be aware that we may be unable to continue processing your application if you do not submit ALL the required application documents.

- a. Exchange application form
- b. Academic Transcripts of Records
- c. Resume/CV
- d. A Photocopy of Passport
- e. Cover Letter by the home Institution coordinator
- f. Photos (3 Passport Size Plus 1 with 22MM*32MM for University IC card)

7. Where to send your application documents

Please forward your application documents to the student exchange program office at your current university.

8. Visa application

Please apply for an F or X visa in the local Chinese embassy with the Admission Notice, JW202 and physical examination report (if it is needed).

If you hold an X visa, you need to apply for residence permit in the following 30 days after your entry. If you will be in China for more than 6 months, you will have to do physical examination and apply for the residence permit.

9. 2008-2009 Academic Year (2008 Fall and 2009 Spring Semesters)

Time	Event	Students Involved
btw Aug. 25 & 29, 2008	Registration at International student Office of the University	All incoming exchange students
Aug. 29	School's orientation session	All incoming exchange students
Sep. 1	Beginning of Course study for 2007 fall semester	All SYSU students

Sep 13 ~ 15	Mid-Autumn Day	All SYSU students
Oct. 1~7	Chinese's National Holiday	All SYSU students and faculty
November 5	Deadline for application of exchange study for Spring Semester	All incoming exchange students
Nov. 12	The University's Anniversary	All SYSU students
Jan. 1	New Year's Holiday	All SYSU students and faculty
Jan 4 ~ 19, 2008	Final-term exams	All SYSU students
Jan 12 ~ Feb. 14	Winter Vacation	All SYSU students and faculty
btw Feb. 13 and 15	Registration at International student Office of the University	All incoming exchange students
Feb. 15	School's orientation session	All incoming exchange students
Feb. 16	Beginning of Course study for spring semester	All SYSU students
April 3 ~ 5	Tomb Sweeping Festival	All SYSU students and faculty
May. 1~3	Labor's Holiday	All SYSU students and faculty
May 15	Deadline for application of exchange study for Fall Semester	All incoming exchange students
June 29~July 12	Final-term exams	All SYSU students
July 13-August 30, 2008	Summer Vacation	All SYSU students

Remarks:

1. The beginning of each spring semester is decided on different date due to Chinese lunar calendar, normally around mid February.
2. IMBA course exams are arranged at the completion of the corresponding course study. Some courses will be provided in different period of the semester. Others will be throughout the whole semester.

10. Courses Available (IMBA Course + Undergraduate course)

IMBA Core Course

Fall Semester (Sep. ~ Jan.)

Course Number	Course	Teaching Hours	Credit
1202802101	Business English	45	4
1202808105	Managerial Economics	39	3
1202802106	Financial Accounting	39	3
1202802104	Science of Decision-making	39	3
1202802109	Marketing Management	39	3

1202802110 Organizational Behavior 39 3

Spring Semester (March ~ July)

Course Number	Course	Teaching Hours	Credit
1202808102	Business Communication	36	2
1202802111	Human Resource Management	39	3
1202802112	Management Information Systems	39	3
1202802107	Operations Management	39	3
1202802108	Corporate Finance	39	3
1202802113	Strategic Management	39	3

Notes: Core courses given in English listed above for the two semesters in SoBSYSU IMBA program are open to all incoming exchange students' selection. The IMBA elective courses and Undergraduate courses given in English are subject to change for each semester and will be decided two months ahead of each semester. All courses given in English for different programs in SoBSYSU are offered to all incoming exchange students.

11. Grade Conversion

Grading Scale

Code	Grade	Grade Point
A	Excellent	90-100
B	Good +	80-89
C	Good	70-79
D	Pass	60-69
E	Fail	<60

12. Credit Conversion – Pls convert the SoBSYSU credit according to your institution system.

13. Currency & Estimated Expenses

Yuan/RMB, Jiao, and Fen are the currency used in China.

\$1 U.S. dollar = RMB 7.2 Yuan (depending on daily exchange rate)

1 Yuan = 10 Jiao; 1 Jiao = 10 Fen.

Insurance: Although you have bought your own insurance, "Comprehensive Medical Insurance Plan of Foreign Students in China" is required by Chinese Minister of Education, which cost RMB 600yuan, should be paid on registered date to overseas student office in SYSU.

Housing: US\$208 - US \$350/month

Food: US \$175/month

Books: US \$30 to US \$45 per class

11. Need More Help?

For more information, please contact the Office for Student Exchange Programs at your University about the bilateral exchange agreement.

School and University Profile

Sun Yat-Sen University

Sun Yat-Sen University

Sun Yat-Sen University, founded in 1924 by Dr. Sun Yat-Sen, is a comprehensive university in South China, providing higher education programs in natural sciences, humanities, social sciences, medicine, business, technology and management, among other academic disciplines. The multi campus university hosts more than 47,000 students ranging from undergraduate students to doctoral candidates, a large percentage of which are international students. Sun Yat-Sen students enjoy the many benefits of being at a large university, including access to several libraries, a sports complex, a swimming pool, a student activity center, and several cafeterias located around campus. Aside from great facilities, the university also has a great location in the Guangdong province, a historic front for economic reform and development. The University campus is pleasantly positioned on both sides of the Pearl River facing the South China Sea, a geographical advantage that provides Guangdong and Sun Yat-Sen University with a great international history and presence. All four campuses have landscaped environments with an abundance of trees, gardens, and lawns, creating an ideal environment for personal development, social development, learning and research.

School's Profile

The School of Business, Sun Yat-Sen University (SoBSYSU), founded in 1985, is one of the earliest schools specializing in business administration education and research in China. It consists of six departments, including business administration, marketing, accounting, tourism and hotel management, finance and investment, and management. The tourism and hotel management department and the accounting department are top ranked in China. The School of Business has also been in the forefront of new and important national programs. In 1998, the business administration postdoctoral mobile research center was set up. In 2000, the school was the first in China to be entitled to award the doctoral degree in business studies. As a result, the *World Executive Weekly* ranked Sun Yat-Sen University among China's top 4 universities and recognized Sun Yat-Sen in 2007 for the developing "most influential MBA program". The teaching and research faculty at SoBSYSU is comprised of thirty Professors and forty Associate Professors as well as a number of Associate Research Fellows. They are active in Ph.D. research supervision and a significant number are engaged in numerous state level research projects. Teaching staff bring rich practical experience into the classroom.

The school of Business crosses south campus(postgraduate and Ph.D.) and east campus(undergraduate) of the university.

The City

The city of Guangzhou is the third most populous metropolitan area in mainland China. With a population of 6.7 million and an area of 10,000 square miles, the dynamic city of Guangzhou provides inhabitants with endless sightseeing, recreation, and entertainment possibilities. Guangzhou is the capital of Guangdong, China's richest province, and the center of its political, economic, scientific, educational, and cultural life. Aside from its present day importance as a major industrial center and hub of foreign commerce, Guangzhou is one of 24 cities recognized by the Chinese Government as being of historic and cultural importance to China. A rich history of 2,800 years has left behind many places of historic interest and scenic beauty, a vivid witness of Guangzhou's revolutionary past and brilliance. Guangzhou's residents also enjoy a sub-tropical climate with an average year-round temperature of 72 degrees. August, the hottest month, averages 85 degrees, whereas January, the coldest month has an average of 55 degrees. The climate makes Guangzhou a beautiful city with ever-green scenery and flowers blooming all year round. Tourists enjoy the warm weather and the many attractions within the city, including temples, scenic views, hot springs, a zoo, and a number of top ranked restaurants and tea-houses. With beautiful weather, historical significance, and rich city amenities, Guangzhou is one of the most popular destinations in southern China.

Travel Opportunities

The Baiyun airport, in the center of Guangzhou, has regular domestic flights to Beijing, Shanghai, Kunming, and Hong Kong among other destinations. For international flights, travelers can reach almost any country through the Hong Kong International Airport, which is an hour train ride from Guangzhou. Two train locations available in Guangzhou can also provide transport to many Chinese locations, such as Qingdao, Kunming, Xian, and Chengdu. Buses and ships are also available for transport to Hong Kong and other Southern Chinese locations. Transportation within the city of Guangzhou is highly rated since the city has implemented a brand new efficient subway system. Aside from convenient city transport, the subway system has links to Shamian Island and the railway station.

Student Life

The University boasts excellent facilities and services. There are two international student dormitory buildings on the Guangzhou South Campus. At present, international students can choose to live in dormitories with other overseas students or request independent rooms if they desire. There are more choices for off-campus accommodation close to the University for incoming exchange students. The living conditions off-campus are better than the on-campus accommodation.

Students will find plenty of recreational facilities on campus including a sports stadium, a gymnasium, swimming pools, tennis courts, volleyball grounds, and more. The four Campuses all have libraries and computer networks for student use.

Aside from great accommodations, American students enjoy some special services. Upon their arrival they are assigned a Chinese student with a good command of English and a wide knowledge of the University and City. These students are ready to help new students settle into life and study at Sun Yat-Sen University. American students who would like to learn or refine their Chinese also benefit from a language and culture program. Lastly, international business exchange students will enjoy study tours consisting of country topic lectures, company visits, local culture tours, and face-to-face communications with local students. These study tours expose students to the Chinese Business Environment and Culture.

Fee-paying Program

The tuition below are for fee-paying free mover students from student exchange partner universities

China – Sun Yat-sen University – School of Business

CONTACT PERSON: Ms. Connie Yan

FEE PER TERM: RMB30000 yuan (excluding the cost of textbooks.)

FEE PER Year: RMB622000 yuan (excluding the cost of textbooks.)

TEL.: +86-20-84036860

REGISTRATION DEADLINE:

Fall: May 15

Spring: Nov. 5

FAX: +86-20-84112697

E-MAIL: yandh@mail.sysu.edu.cn

ACADEMIC REQUIREMENTS

See "Handbook for SoBSYSU Incoming Exchange Students"

ACCOMMODATION FOR VISITING STUDENTS:

Yes

WEB SITE::

<http://www.sysu.edu.cn>

UNIVERSITY ADDRESS:

Sun Yat-sen(Zhongshan)

University, #135 Xingang Xi Lu, Guangzhou,

510275, Guangdong, P.R. China

DATES SEMESTERS AND EXAMS

Fall: September - January

Spring.: March- July

关于公安局对申办签证照片要求的通知

外国留学生办公室

2008年3月27日

根据广州市公安局出入境管理处的通知,2008年3月10日起,外国人(含无国籍人士)和港澳台居民在我省申办出入境证件时,必须同时提交检测照片回执和纸质相片。与广东省出入境证件数码相片检测中心联网的照相馆可在广东省公安厅出入境政务服务网查询,网址如下:

<http://www.gdcrj.com>

合资格的照相馆:

1. 广州市公安局出入境管理处办证大厅二楼内的照相馆。
2. 阳光彩色冲印,地址:广州市海珠区怡乐路77号之二(学校西门向右走大约1公里)。
3. 广州市海珠区愉景冲印店,地址:海珠区新港西路212号愉景南苑1017号商铺(学校东门向左走2公里左右)。

Notice for the Visa Photos Request by Guangzhou Municipal Public Security Bureau

Office for International Students' Affairs

March 27, 2008

In line with the notice from Division of Aliens & Exit-Entry Administration of Guangzhou Municipal Security Bureau, from 10 March 2008, aliens (including those without nationalities) and citizens of Hong Kong, Macao and Taiwan are required to submit **photos and the receipt of digital photos that have been detected by the detection platform** when applying for visas and exit and entry certificates in Guangdong Province. Names of the photo shops intraneted with the digital photo detection center for exit and entry certificates in Guangdong Province can be found at <http://www.gdcrj.com>

The qualified photo shops:

1. The photo shops at the 2nd floor of the Division of Aliens & Exit-Entry Administration of Guangzhou Municipal Security Bureau.
2. **Sunshine Color Printing**, Address: Part 2 of No. 77, Yile Rd., Haizhu District, Guangzhou.
3. **Yujing Color Printing**, Address: No. 1017 Store at Yujing Nan Yuan, #212 Xingang Rd., West, Haizhu District, Guangzhou

本通知请长期张贴 (This notice should be kept for a long time)

来华留学生综合医疗保险
Comprehensive Medical Insurance Plan of Foreign Students in China

留学生综合保障计划简介
Brief Introduction to the Comprehensive Insurance Plan of Foreign Students

保险责任

Insurance Liabilities

在保险责任有效期内，本公司承担下列保险责任：

This company shall undertake the following insurance liabilities during the period of insurance:

1、身故保险责任：

被保险人因意外伤害事故或疾病(含 SARS)死亡，本公司按约定保险金额给付保险金，保险责任终止。

1.1 Loss of Life Insurance

This company shall pay the stipulated amount of insurance compensation if the Insured dies of any accidental injury or disease (including SARS).

2、残疾保险责任：

被保险人因遭受意外伤害事故，并自遭受意外伤害之日起一百八十日内导致残疾，本公司按照《平安意外残疾附加责任条款》所附“残疾程度与给付比例表”的规定比例乘以约定保险金额给付保险金。

1.2 Disability Insurance

If the Insured suffers from any accidental injury which results in any disability within 180 days since the occurrence of the accidental injury, this company shall be liable for the agreed amount of insurance multiplying the proportion stipulated in the Proportion Table between the Degree of Disability and the Payment attached to Ping An's Additional Liability Clause for Accidental Disability.

被保险人不论一次或多次发生意外伤害保险事故，本公司均按规定分别给付意外残疾保险金，但累计给付金额以不超过约定保险金额为限。

This company shall respectively pay the insurance compensation for accidental disability in accordance with the stipulations no matter the Insured suffers from accidental injury for once or several times, however the accumulative payment hereto shall not exceed the stipulated amount of insurance.

被保险人自意外伤害事故发生并导致残疾之日起一百八十日内由于同一原因死亡，本公司只给付约定保险金额与意外残疾保险金的差额；超过一百八十日死亡，不论是否同一原因所致，本公司按约定保险金额给付保险金，保险责任终止。

If the Insured dies of the same reason within 180 days since the occurrence of accidental injury which results in any disability, this company shall be liable only for the difference between the stipulated amount of insurance and the insurance compensation for accidental disability; if the Insured dies after 180 days, this company shall pay the stipulated amount of insurance no matter the death is caused by the same reason.

3、意外伤害医疗保险责任:

1.3 Accidental Injury Medical Treatment Insurance

被保险人因遭受意外伤害事故, 并自事故发生之日起一百八十日内进行治疗, 本公司就其实际支出的合理医疗费用按 100% 给付意外伤害医疗保险金, 累计给付金额以约定的保险金额为限。

If the Insured receives any medical treatment within 180 days since the occurrence of the accidental injury, this company shall be liable for the actual and reasonable expenses for medical treatment, however the accumulative payment shall not exceed the stipulated amount of insurance.

4、住院医疗保险责任:

1.4 Hospitalization Medical Insurance

被保险人因意外伤害事故或因疾病(含 SARS), 经医院诊断必须住院治疗, 本公司就其实际支出的护理费(限额 100 元/天)、床位费(限额 100 元/天)、手术费、药费、治疗费、化验费、放射费、检查费等合理医疗费用, 按 100% 给付“住院医疗保险金”, 累计给付金额以约定的保险金额为限。

If the Insured must be hospitalized through diagnosis for any accidental injury or disease (including SARS), this company shall be liable for the actual and reasonable expenses for medical treatment including nursing fee (limited to RMB100 Yuan per day), bed fee (limited to RMB100 Yuan per day), expenses for operation, medicine, treatment, laboratory test, radiation and examination, however the accumulative payment shall not exceed the stipulated

5、团体高额医疗费用保险责任:

1.5 Group Major Medical Expenses Insurance

被保险人因疾病(含 SARS)或意外伤害住院治疗而导致的在保险期间发生的合理且必要的医疗费用以及在保险期间内发生并延续至保险合同到期日后一个月内的合理且必要的住院医疗费用(包括床位费(限额 100 元/天)、药费治疗费、护理费、护工费(限额 100 元/天)、检查检验费、特殊检查治疗费、救护车费和手术费), 在累计超过起付线(人民币 6 万元)时, 本公司对起付线以上至封顶线(人民币 40 万元)的部分按 100% 给付住院医疗保险金。

As for the reasonable and necessary expenses for the medical treatment hereto occurred during the period of insurance as well as the expenses for hospitalization medical expenses (including the bed fee (limited to RMB100 Yuan per day), expenses for medicine, nursing fee (limited to RMB100 Yuan per day), treatment, laboratory test and examination, special examination and treatment, ambulance and operation) which is occurred during the period of insurance and extended into one month after the expiration of the insurance agreement, if the Insured is hospitalized for any disease (including SARS) or accidental injury, this company shall be liable for the amount of insurance compensation exceeding RMB60,000 Yuan but limited to RMB400,000 Yuan.

注: 以上所有医疗机构仅限于中华人民共和国大陆境内的公立医院。医疗费用范围只限于符合当地社会基本医疗保险规定报销范围的项目和费用, 但承担乙类药品的自负费用。

Note: All the foregoing medical organizations shall be limited to the public hospitals established within the board of the People's Republic of China; The scope of medical treatment expenses shall be limited to the items and expenses which can be reimbursed in accordance with the local regulations on social basic medical insurance. However the expenses for the B-class medicine shall be paid by themselves.

责任免除

Liability Exemption

身故及残疾责任免除

Liability Exemption for Loss of Life and Disability

因下列情形之一，造成被保险人身故、残疾的，本公司不负给付保险金责任：

This company shall be exempted from the insurance liabilities for the loss of life and disability of the Insured for any of the following circumstances:

- 一、投保人或受益人的故意行为；
- 二、被保险人犯罪、吸毒、殴斗、酒醉、自残或自杀；
- 三、被保险人酒后驾驶或无照驾驶；
- 四、被保险人怀孕、流产或分娩；
- 五、被保险人患有爱滋病或其它性病。
- 六、战争、军事行动、内乱或武装叛乱；
- 七、核爆炸、核辐射或核污染；
- 八、专业人员参与的高风险运动及高危竞技类活动。

发生上述情形，被保险人身故的，本公司对该被保险人保险责任终止，并在扣除手续费后退还该被保险人的未到期保险费。

1. any intentional act of the applicant for insurance or the beneficiary;
2. criminal act, addiction to narcotic, fighting, drunkenness, self-injury or suicide of the insured;
3. driving while intoxicated or driving without license of the insured;
4. pregnancy, miscarriage or childbirth of the insured;
5. AIDS or other VD of the insured;
6. War, military action, civil rebellion or armed revolt;
7. Nuclear explosion, radiation or pollution;
8. High-risk sports and athletic activities by the professionals;

If any of the foregoing circumstances happens resulting in the death of the Insured, this company shall end the insurance liabilities and return the immature insurance premium after the deduction of the commission.

医疗责任（意外伤害医疗、住院医疗、高额医疗费用）免除

Liability Exemption for Medical Treatment (accidental injury medical treatment, hospitalization medical treatment and major medical expenses)

因下列情形之一造成被保险人支出的医疗费用，本公司不负给付保险金责任：

This company shall be exempted from the insurance liabilities for any of the following circumstances:

- 一、投保人、受益人对被保险人故意杀害、伤害；
- 二、被保险人故意犯罪或拒捕、自杀或故意自伤；
- 三、被保险人殴斗、醉酒，服用、吸食或注射毒品；
- 四、被保险人酒后驾驶、无照驾驶及驾驶无有效行驶证的机动车辆；
- 五、被保险人因整容手术或其他内、外科手术导致医疗事故；
- 六、被保险人因矫形、整容或康复性治疗等所支出的费用；
- 七、被保险人支出的挂号费、膳食费、陪住费、取暖费、交通费等；
- 八、当地社会基本医疗保险或公费医疗管理部门规定的自费项目和药品；
- 九、被保险人未遵医嘱，私自服用、涂用、注射药物；
- 十、战争、军事行动、暴乱或武装叛乱；
- 十一、核爆炸、核辐射或核污染。
- 十二、首次投保前的既往症、精神疾病、艾滋病、性病、先天性或遗传性疾病及其并发症；
- 十三、在中国大陆地区以外发生的医疗费用。

1. intentional killing or injure the insured by the applicant or the beneficiary;
2. criminal act or arrest resistance , suicide or intentional self-injury of the insured;
3. fighting, drunkenness, drug taking, addiction or injection of the insured;
4. driving while intoxicated or without license or driving motor-driven vehicle without valid driving certificate of the insured;
5. medical accident occurred during the cosmetic operation or other physician or surgery operations of the insured;
6. the expenses for orthopaedic, cosmetic operation or rehabilitating treatment of the insured;
7. registration fee, expenses for board, accompanying accommodation, heating and traffic of the insured;
8. items and drugs at private expense stipulated by the local departments in charge of the social basic medical insurance or medical treatment on public expense;
9. taking, coating or injecting drugs not in conformity with doctor's advice;
10. war, military act, rebellion or armed revolt;
11. nuclear explosion, radiation or pollution;
12. previous disease, mental disease, AIDS, VD, congenital or hereditary disease and the complications before the first application for insurance;
13. medical treatment expenses occurred out of the board of the People's Republic of China;

注：未尽事宜以《学生平安一年定期保险条款》、《平安意外残疾附加责任条款》、《平安附加学生意外伤害医疗保险条款》、《平安附加学生幼儿住院医疗条款》《团体高额医疗费用保险（B）款》的规定为准。

Note: other matters that are not stipulated in this plan shall be governed by the Ping An's One-Year Fixed Insurance Clause for the Student, Ping An's Additional Liability Clause for Accidental Disability, Ping An's Insurance Clause for Additional Student's Accidental Injury Medical Treatment, Ping An's Clause for the Additional Hospitalization Medical Treatment of the Student and the Children and the Clause (B) for Group Major Medical Expenses Insurance.

来华人员保险投保与理赔指南

A Guide for People Coming to China to Insure and Claim

尊敬的平安保险公司客户：

您如果了解中国平安人寿保险股份有限公司来华人员综合保险理赔服务内容，请您仔细阅读下列内容。

Respectful clients of Ping An Insurance Company:

If you would like to know services for settlement of claims of comprehensive insurance for people coming to China, please read this guide carefully.

理赔程序

保险事故发生后，理赔的规范程序

Procedure of settling claims: On occurrence of the insured incident, the standard procedure for settling the claims are as follows:

1、直接向平安保险北京分公司理赔部报案。

电 话：(010) 66210383、66213388——83101 慈霞女士或冯伟先生；

1.1 Report to the claim settlement department of Beijing branch of Ping An Insurance Company directly by telephoning to Ms. Ci Xia or Mr. Feng Wei on (010) 66210383 or 66213388——83101;

2、理赔应备文件：

1.2 Documents to be presented for settlement of claims:

① 团体一年定期寿险

Group term life insurance of one year

A. 被保险人护照复印件；

Copy of passport of the insured;

B. 被保险人伤残时需提供伤残鉴定证明（由司法或劳动部门出具）；

Disability assay certificate in case the insured is disabled (provided by judicial or labor department);

C. 被保险人死亡需提供死亡证明；

Death certificate of the insured;

D. 如发生交通事故，需出具公安交通部门的事故证明；

Proof of accident provided by the communications department of the police in case an traffic accident occurs;

E. 被保险人死亡时提供受益人身份证明复印件；

Copy of the beneficiary's identity proof in case the insured is dead;

F. 死亡赔付需提供受益人亲笔签字认可的保险分配方案的文件；

Insurance distribution scheme signed and ratified by the beneficiary in death compensation;

G. 被保险人保险卡复印件；

Copy of the insurance card of the insured.

② 团体意外伤害附加医疗

Annexed medical treatment to group accidental injury

- A. 被保险人护照复印件;
Copy of passport of the insured;
- B. 意外事故经过及证明 (若是交通事故则需出具公安交通管理部门事故证明);
Process of the accident and its proof (A proof of accident provided by the communications department of the police has to be presented in case a traffic accident occurs);
- C. 医院诊断证明、病历本以及门诊收据、药费处方、超声波、CT、X光片、核磁等辅助检查报告单;
Diagnoses certificate and the medical records and medical examination receipt, diagnoses with medical charge, assist examination record of ultrasonic, CT, X-ray, nuclear and magnetic etc.
- D. 被保险人保险卡复印件;
Copy of the insurance card of the insured.

③ 团体住院医疗

Group medical treatment in hospital

- A. 被保险人护照复印件;
Copy of passport of the insured;
- B. 意外事故经过及证明;
Process of the accident and its proof;
- C. 医院诊断证明以及住院收据住院明细文件原件;
Original copy of diagnoses certificate and receipt and detailed documents for hospitalization;
- D. 被保险人保险卡复印件;
Copy of the insurance card of the insured

④ 每次赔案文件中须附上被保险人或学校指定的银行帐号,并本人签字或学校盖章。

Account number of the insured or the school in designated bank and the signature or school's seal is to be annexed to each of the claim settling documents.

注:

- 1、若一次保险事故分别在两家(含)以上医院就诊,须出具相应医院诊断证明书、病历本等相关文件。
- 2、就诊医院为公立二级(含)以上医疗机构。
- 3、保险公司理赔完成后将加盖本公司公章的医药费分割单同赔款一同寄至申请人,以报销余下部分医药费。

4、材料寄送地址：

北京市西城区金融大街 23 号平安大厦 2 层 团险理赔 慈霞（或冯伟）收
邮编：100032

Notes:

Where in one insured incident, the insured has to be treated in two or more hospitals, diagnoses certificate from those aforesaid hospitals and the medical records and other documents in respect thereof shall be presented.

The insured shall get treatment in hospitals which are public medical institutions and at least in second rank.

After the insurance company settles a claim, dividable medical charge bill sealed by the insurance company and the indemnity will be sent to the applicant so as to compensate the remaining medical charge.

All documents shall be sent to Ms. Ci Xia (or Mr. Feng Wei) of Group Claim Settlement Department of Second Floor, Ping'an Mansion, No.23 of Financial Street, Xicheng District, Beijing

Postal Code: 100032