



上海外国语大学
SHANGHAI INTERNATIONAL STUDIES UNIVERSITY

עברית Bahasa Indonesia Čeština संस्कृत
Қазақша Tiếng Việt Polski Kiswahili
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官方微信公众号

留学生手册

A Handbook for International Students
at SISU

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使用说明：本手册以中文为准，英文翻译供参考。

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Instructions: The handbook is written in Chinese and English, and in case of any inconsistencies between the two translations, the Chinese will prevail.

1. 首要事务

1.1 交通

从浦东机场至虹口校园:

- 1) 出租车: 大约1小时车程, 花费200元左右。
- 2) 机场巴士 (大约1.5小时车程, 花费20-30元): 乘坐机场4线至虹口公园 (6:30-23:00), 然后叫出租车至学校。
- 3) 地铁 (大约1.5小时车程, 花费10元左右): 2号线在中山公园换3号线, 然后在赤峰路或虹口体育场站下车, 步行10分钟至学校。

从虹桥机场至虹口校园:

- 1) 出租车: 大约50分钟程, 花费100元左右。
- 2) 地铁 (大约1.5小时车程, 花费10元左右): 2号线在中山公园换3号线, 然后在赤峰路或虹口体育场站下车, 步行10分钟至学校。

从虹桥机场至松江校园:

- 1) 出租车: 大约50分钟程, 花费100元左右。
- 2) 地铁 (大约1.5小时车程, 花费10元左右): 10号线在虹桥路换3号线, 然后在宜山路换乘9号线, 在松江大学城下车后叫出租车至学校。

从浦东机场至松江校园:

出租车: 大约1.5小时车程, 花费280元左右。

1.2 住宿

宿舍地点和电话:

虹口校区宿舍

- 上外迎宾馆(虹口校园图C1): 35054500
- 上外宾馆 (C6): 65318882
- 国际学生楼(R10)
- 专家楼 (C5): 65423070

松江校区宿舍

- 研究生楼 (松江校园图G3): 67701089
- 6期学生公寓: 37691006

入住和退房:

入住时需提交入学通知书、护照、和押金500元左右, 并签订住宿协议。自费学生还要按学期交住宿费。如果学期中途退学, 宿费不退。入住期间一般不能换房间或床位, 除非获得宿舍管理人员同意。退房时, 需事先通知总台, 并在查房后才能取回押金。



1.3 电信和互联网

SIM卡

中国联通: 报到时可现场办理联通SIM卡和套餐服务, 客服电话: 10010。
中国移动和中国电信的SIM卡可在虹口校园周边的电信服务营业厅办理 (大约步行20分钟)
中国电信: 赤峰路606号, 客服电话: 10000
中国移动: 甜爱支路11号, 客服电话: 10086

互联网

校园内有免费WIFI(SISU Free), 用户名为你的学号, 密码为你的护照后六位数字或字母。部分宿舍也提供免费WIFI。

1.4 报到

地点:

- 6号楼1楼 (虹口校园图B6): 长期课程和学历课程
- 2号楼202室 (虹口校园图B2): 寒暑期课程
- 第三教学楼3119室 (松江校园图B3): 松江校园学生

所需材料:

- 护照
- 录取通知书
- JW201/202表
- 临时住宿登记表 (可在学校宿舍前台或住宿地所属警署获取)
- 学费 (可用人民币现金或国内发行的银联卡支付)
- 电子版护照照片
- ◆ 请确保你至少有2套这些重要文件的副本。
- ◆ 如果你在校外住宿, 请于抵达上海后24小时内去住宿地所属警署办理住宿登记。

2. 校园生活

2.1 虹口校园生活

留学生办公室(OISA)和教务办公室(校园图上B2): 2号楼418和419室是教务办公室, 处理各种教学事务, 如分班考试、考勤、请假、休学、退休、成绩单和结业证书等。202-204室是留学生办公室, 为学生提供各种服务和管理。工作时间是周一至周五上午8:30-11:30、下午13:30-17:00。

校园卡: 可用于使用各类校园设施和在校园食堂、餐厅、咖啡店和便利店消费。你可在报到后去1号楼109室(B1)校园卡中心申请, 也可以在那里充值。校园卡中心工作时间是周一至周五上午9:30-12:30、下午14:00-16:30。

食堂(C4, R11): 1楼、2楼都可用餐, 用校园卡或手机支付宝结算。开放时间为: 6:30-8:30, 10:30-13:00, and 16:30-18:00。

图书馆: 需校园卡才能进入。如果你要借书, 还要交一定金额的押金。开放时间为: 8:00-21:30。

上外健身房(C2): 位于健身中心二楼。健身中心一楼是游泳池, 三楼是羽毛球场地。所有设施对公众开放, 需付费使用。锻炼一次60分钟, 大约需要40元(约6美元)。你可以购买1个月、3个月、半年或1年的会员卡, 享受优惠价格。学生购买会员卡, 还可以打8折。开放时间为: 12:00-20:40。

医疗服务(B5): 校医院提供基本医疗服务, 如需更专业的服务, 你应该去附近的医院, 如建工医院(中山北一路666号), 曲阳医院(玉田路333号), 岳阳医院(甘河路110号)和第一人民医院(武进路85号)。开放时间是周一至周五8:00-11:00, 13:00-16:30。

便利店和超市

校园和生活区都有便利店。大超市, 如家乐福、盒马, 离校园都只有30分钟路程。

- 家乐福: 曲阳路560号; 西江湾路388号。
- 盒马生鲜: 曲阳路800号。

购物中心

距离学校最近的购物中心是凯德龙之梦, 既有百货商店也有不少餐馆。此外, 五角场商业区也是个不错的选择。当然, 最有名的还是南京路和淮海路商业区。如果要选择有中国特色的礼品, 可以考虑去豫园(城隍庙)看一看。

- 凯德龙之梦: 西江湾路388号
- 曲阳购物中心: 曲阳路800号。

工商银行

工商银行上外支行就在我校正门边上。如果你想开在银行开户, 你需要带上护照和学生证。这个银行的营业时间是周一至周五9:00-17:00, 银行自助服务机如ATM, CDM则24小时开放。



2.2 松江校园生活

留学生办公室(OISA)在3教楼(B3)119办公室, 为学生提供各种服务和管理。工作时间: 周一至周五上午9:00-11:00、下午13:30-16:00。

校园卡: 可用于使用各类校园设施和在校园食堂、餐厅、咖啡店和便利店消费。你可在报到后去图书馆1楼信息服务中心申请和充值, 同时也可以使用支付宝或者微信进行充值。信息服务中心工作时间是周一至周五上午9:00-11:30, 下午13:30-16:30。

食堂(C1): 1楼、2楼、3楼都可用餐, 用校园卡或手机支付宝结算。另外在松江研究生宿舍附近还有快乐食间的临时就餐点(C2)。开放时间为: 6:30-8:30, 10:30-13:00, and 16:30-18:00。假期时间也会有食堂开放。

图书馆(A1): 需校园卡才能进入。开放时间为: 8:00-21:30。

上外健身房、运动场(A8, S1-S6): 在师生活动中心有乒乓球台(A8)。操场、篮球场、垒球场等都可以进行体育锻炼(S1-S6)。

医疗服务(B5): 校医务室提供基本医疗服务, 如需更专业的服务, 校门对面的上海市第一人民医院能够为你提供最及时的帮助。校医室开放时间是周一至周五8:00-11:00, 13:00-16:30。

便利店、超市和购物中心

校园和生活区都有便利店。大超市都在各大购物中心之中, 如万达广场、五龙商业广场、开元·地中海等, 离校园都只有30分钟路程。

- 万达广场: 松江区广富林路658号。
- 五龙商业广场: 松江区光星路1399号。
- 开元·地中海: 松江区新松江路925号。

工商银行

工商银行在松江区广富林路699弄嘉鸿大厦。如果你想开在银行开户, 你需要带上护照和学生证。这个银行的营业时间是周一至周五9:00-17:00, 银行自助服务机如ATM, CDM则24小时开放。

3. 学在上外

国际学生在我校学习期间除了必须严格遵守《上海外国语大学学生手册》(可在此网页下载<http://www.oisa.shisu.edu.cn/index.php/index/download>)的所有规定, 还需要遵守以下补充规定:

3.1 上海外国语大学国际学生校外住宿管理细则

根据国家《中华人民共和国外国人出入境管理法》和《上海外国语大学国际学生管理办法》, 以及本校相关管理规定, 特制定本细则。

一、国际学生在校外住宿, 须及时办理相关登记手续:

1. 向留学生办公室提交与房东签订的租房合同复印件;
2. 填写《国际学生校外住宿登记表》, 交由留学生办公室签字、盖章;
3. 携带租房合同原件、护照和《国际学生校外住宿登记表》等相关证明材料在入住24 小时之内, 至居住地派出所申领《境外人员临时住宿登记单》;
4. 将《境外人员临时住宿登记单》复印件交至留学生办公室备份存档。
5. 注册报到前已居住校外的国际学生也必须完成以上程序。

二、国际学生在校外住宿地点发生变更的, 应携带租房合同原件、护照和《国际学生校外住宿登记表》等相关证明材料在入住24小时之内, 至居住地派出所申领《境外人员临时住宿登记单》, 并应在变更发生的3个工作日内按照本文第一条规定再次办理校外住宿登记手续。

三、逾期未办理住宿登记手续将被视作超期滞留, 由当地公安机关进行处理。

四、校外住宿学生应遵守住宿地的相关管理规定, 安全文明住宿。

五、校外住宿学生有义务接受学校必要的指导和管理, 包括定期宿舍安全检查和走访。

六、本细则自2021 年9 月1 日起执行, 由留学生办公室负责解释。



3.2 上海外国语大学国际学生校外实习管理细则

为规范我校国际学生从事校外教学实习活动, 根据国家相关规定和《上海外国语大学国际学生管理办法》, 特制定本细则。

一、国际学生校外教学实习活动, 是指国际学生按照学校教育教学计划组织实施的, 不获取任何劳动报酬(车贴、餐贴等补贴除外)的校外实习活动。

二、从事校外教学实习活动的国际学生, 应符合以下条件:

1. 在上海外国语大学学习的全日制学历生和有校间协议的交流生;
2. 持有上海市出入境管理局签发, 包含实习加注信息的学习签证;
3. 不得同时在两个(含)以上单位从事校外教学实习活动;
4. 实习内容应包含在教学计划中并与本人学习专业相关;
5. 不违反中国法律法规和校纪校规。

三、国际学生申请校外教学实习流程:

1. 国际学生从事校外教学实习活动前, 应向留学生办公室提交本专业教学计划和《实习申请表》(需填写实习单位的中文名称和地址)。
2. 向实习单位提交《国际学生教学实习单位指导意见书》, 实习单位应知晓相关法律规定并加盖印章, 提交留学生办公室复印件。
3. 留学生办公室向上海市出入境管理局提交国际学生校外实习信息表, 进行实习备案。
4. 上海市出入境管理局审核备案后, 留学生办公室向申请者出具《国际学生校外实习证明》和《国际学生办证申请函》。申请者应将以上文件及本人护照、《境外人员临时住宿登记单》复印件、《外国人签证证件申请表》提交至出入境管理局办理实习加注。如需同时办理学习类居留许可, 应参考“学习类居留许可”提交其他材料。
5. 短期交流生需要在本市企事业单位实习的, 可依据公安部支持上海科创中心建设出入境政策措施, 为其办理停留期不超过6个月, 出入境次数为零次的S2签证并加注“实习”。
6. 申请者应向出入境管理部门提交校外交流协议和名单(加盖高校国际学生管理部门印章)、企事业单位营业执照或有关登记证明(不含统一社会信用代码的还需提交组织机构代码证)及学院出具的《国际学生校外实习证明》, 其他申请材料应参考“X2”签证提交。
7. 国际学生校外教学实习期间, 如就读院校、实习单位发生变更, 应暂时中断实习, 重新办理实习备案和加注后方可恢复实习; 如护照或居留许可证件发生变更, 无需中断实习, 但应重新办理相关证件、实习备案和加注。
8. 申请周期和收费
实习备案申请周期为14个工作日, 实习加注申请周期为7个工作日。同时办理学习类居留许可和实习加注的, 按居留许可标准收费, 加注手续免费。

四、未按规定办理实习备案和加注手续或超越《国际学生校外实习证明》上所载明时间、地址、单位等范围的实习活动, 为非法就业行为, 本市各级出入境管理部门将根据有关法律法规对违法单位和个人进行处罚。

五、本细则自2021 年9 月1 日起执行, 由留学生办公室负责解释。

3.3 上海外国语大学汉语进修生教学管理条例（节选）

五、课堂纪律与考勤：

1. 留学生应自觉遵守课堂纪律，按时上课，不迟到，不早退，不旷课。
2. 因病、因事不能上课者，应办理请假手续：
 - (1) 因病请假者，须向班主任提交医院病假证明，由班主任交院办。
 - (2) 因事请假三天之内，须向班主任递交请假条，由班主任签字同意并交院办；请假三天以上，须向院办公室请假。
3. 凡未办理请假手续而缺课者，作旷课处理。
4. 一学期内旷课累计达到120学时者，作退学处理。
5. 一学期内缺课（包括病假、事假、旷课）缺课累计达120学时者，不予发放结业证书。
6. 每月公布考勤情况，个人自行核对。如发现考勤记录有出入，即与任课老师联系，经学院办公室核实后予以更正。
7. 留学生按本校的规定放假。

六、考试与成绩：

1. 留学生必须按照教学计划规定的各门课程参加考试。
2. 各门课程的总成绩由平时成绩和考试成绩构成。平时成绩、考试成绩在学期总成绩中所占比例由任课教师根据课程要求决定。
3. 考试成绩采用百分制。
4. 未参加考试者，该次考试成绩以零分计入学期总成绩。
5. 因患病或突发情况不能参加考试者，必须及时向任课教师提出缓考书面申请，并提供相关证明，由任课教师负责安排缓考。缓考成绩按实际成绩记分。
6. 考试作弊者，该次考试成绩以零分计入学期总成绩，不得补考。

七、结业：

1. 汉语精读课的学期总成绩及格，其他各门课程的学期总成绩只有一门不及格，发给结业证书和成绩单。
2. 进修期间某一学期汉语精读课的学期总成绩不及格，或其他各门课程的学期总成绩超过一门不及格，不能获得该学期的结业证书，只能获得该学期的学习证明和成绩单。
3. 因个人原因要求提前结束学习者，不能获得该学期的结业证书，只能获得该学期的学习证明和成绩单。



3.4 上海外国语大学国际学生收费管理办法

第一章 总则

第一条 为规范学校国际学生收费管理，保障学校和受教育者的合法权益，根据国家有关行政事业性收费管理的规定，以及学校学费、住宿费收取管理办法，结合学校国际学生实际情况，特制定本办法。

第二条 本办法适用于在学校接受学历教育和非学历教育的各类国际学生。

第二章 收费类别

第三条 本办法中的收费包括各类国际学生应缴纳的报名费、学费、活动费、住宿费以及其他相关费用。

第四条 报名费是指各类国际学生新生、转校生在申请阶段须一次性缴纳的费用。一经缴纳，不予退还。

第五条 学费是指各类国际学生在校学习期间向学校缴纳的教育成本分担费用。

第六条 活动费是指根据国际学生培养或项目安排的需要用于文化体验、城市参观等方面的费用。

第七条 住宿费是指各类国际学生租住校内国际学生公寓、学校安排的住房等所需缴纳的费用。

第八条 其他费用包括按国家相关规定须缴纳的保险费等代收收费项目，以及按学校相关规定须缴纳的教材费、公寓用水、用电等代收收费项目。

第三章 收费标准

第九条 报名费：每人一次性缴纳450-800元人民币。

第十条 学费

1. 学历项目学费标准根据不同培养层次和不同专业培养成本确定。

2. 非学历项目学费标准根据不同项目的授课内容和要求确定。

第十一条 活动费：学生活动费依据每次活动的成本适当收取。

第十二条 住宿费：与国际学生住宿相关的收费项目由学校后勤根据市场情况及实际成本制定。

第十三条 其他费用：教材费及教学计划之外的实验、实习、专业参观等产生的费用，按照实际成本计价收费。

第四章 收费方法、退费规定

第十四条 国际学生费用以人民币为计价单位。学校收费接受现金或中国境内银行在境内发行的带有“银联”标志的银行卡的转账支付。

第十五条 非学历生可以按学期支付学费，学历生必须按年支付学费。

第十六条 住宿费按天计价。学习一个学期以上（含一学期）的自费国际学生办理入住手续时均须按学期一次性缴清住宿费用。学期中因个人原因退房者，住宿费退费根据住宿协议执行。

第十七条 学费退费

学生退费须提交退费申请和已缴学费发票。退费币种为人民币，只能退现金或退至中国境内银行账户。具体规定如下：

1. 在规定的新学期报到日期前（截止至开学前的最后一个工作日北京时间12:00整）提出申请的，可退还该学期全部学费。

2. 在规定的新学期报到日期后一周内（当周最后一个工作日北京时间12:00前）提出申请的，可退还该学期75%的学费。

3. 在规定的新学期报到日期后一周后提出申请的，该学期学费不退。

4. 因违反法律、中国法律、校纪校规而被退学的学生，学费不予退还。

5. 如因换班(强化班转进修班)申请退还学费差价的，应遵循相似的退费流程和规定：新学期开学前可退还全额差价，开学一周内可退50%，开学一周后不退。

第十八条 本办法自2021年9月1日起施行，由留学生办公室负责解释。

3.5 奖学金生指南

1. 注册和保险

为了确保您的奖学金，您每学年（通常是9月初）必须来我校留学生办公室（虹口校区2号楼204室）签到，孔子学院奖学金生还须在每年春学期（通常是3月初）签到。

生活费：全额奖学金生须通过银行卡领取每月生活费，银行卡必须是上海本地发放的工商银行借记卡。奖学金生应于报到日起5日内将护照姓名、学生证号和银行卡号发送至1478319625@qq.com。

★注：1.您的银行卡号码必须是电脑输入的，不能是图片；2. 如果您提供的银行卡号码有误，可能造成损失，您需对此完全负责。

奖学金生须每月15日前来留学生办公室签到（除了1月、2月、7月和8月），方可获得奖学金。虹口校园在2号楼204室，松江校园在第三教学楼3119室。

如果您因故未按时签到，将不能获得当月的奖学金，但可以在下个月签到时，提交书面申请，予以补发。奖学金通常于每月20-22日左右转账至您的银行账户。根据您的12月和6月的签到情况，1、2月奖学金于1月第二周（10号左右）发放，7、8月奖学金于7月第二周（10号左右）发放。

2. 公费医疗

根据校际交流协议，只有少数校际交流生可以在校医务室公费就诊，但需支付10%的费用；其他学生需参加医疗保险，门诊费用超过650元或2000元部分可以向保险公司申请理赔。但是请不要去公立医院只针对外国人开放的“国际医疗中心”，您应该去对所有人开放的“门诊”或“急诊”部。如果您在“国际医疗中心”看病，您将不能报销任何费用。

另外，有些费用是不能报销的，如挂号费、住院伙食费、假牙、补牙、拔牙、假肢矫正费以及体检费用等等。有些药品，如进口药品，也是不能报销的。请务必让医生知道您需要公费医疗报销的药品。如果您需要住院治疗，请先通知留学生办公室。我们将帮助您办理住院手续。

3. 校外住宿

奖学金生应住宿学校宿舍，如需住宿校外，必须首先获得宿舍管理部门的同意，并向留学生办公室提交“住宿校外申请表”，获得许可后方可外住。校外住宿补贴从申请日期下一个月开始和生活费一起发放。

4. 奖学金年度评审

在华学习1学年以上或原定学期期限结束后申请延长奖学金期限的奖学金学生必须参加奖学金年度评审，以便获得下一学年的奖学金。

奖学金生年度评审细则请见<http://www.oisa.shisu.edu.cn>。



3.6 留学生退学、休学、延期毕业流程

一、研究生

1. 退学流程:

- (1) 学生在研究生管理系统(<http://wiseduehall.shisu.edu.cn/new/index.html>)学籍异动栏目提出申请;
- (2) 提请导师及学院（系、部、所）学科点负责人审核;
- (3) 提交留办审核;
- (4) 留办审核发起OA，分管校领导审批;
- (5) 留办报送学籍变更信息至教育部，并通知学生和院系，办理离校手续。

2. 延期毕业、休学流程:

- (1) 学生在研究生管理系统(<http://wiseduehall.shisu.edu.cn/new/index.html>)学籍异动栏目提出申请;
- (2) 提请导师及学院（系、部、所）学科点负责人审核;
- (3) 提交留办审核并确认结果。

二、本科生

1. 国交学院本科生申请休学、退学、延期毕业，必须前往教务办公室（2号楼419室）填写申请表；经审核同意后，将申请表提交至留学生办公室（2号楼204室），并按要求完成缩短签证、退还学生证等手续。
2. 其他院系本科生申请休学、退学、延期，操作流程如下：
 - (1) 学生本人向所在院系提出书面申请；
 - (2) 院系教务部门受理后，发起OA，交教务处审批，并转留学生办公室会签；
 - (3) OA手续完成后，学生可联系留办办理退费、缩短签证，退还学生证等手续。

3.7 国际文化交流学院留学生（本科生）教学管理条例

一、入学与注册

1. 本科留学生的新生必须按时到留学生办公室报到，办理各项入学手续，无故逾期不到者，取消入学资格。
2. 入学手续办完后，由留学生办公室发放学生证。
3. 学生证要妥善保管，严防遗失。如有遗失，应及时向留学生办公室报失、登记。
4. 凡要求补发学生证者，需提出书面申请，并按规定缴纳费用后方可补发。
5. 每学期开学，留学生必须持本人学生证按时到留学生办公室办理注册手续，由留学生办公室在学生证上加盖注册印章，作为已注册凭证。
6. 留学生因故不能如期到校注册，必须提前请假并说明理由（病假凭医院证明、事假凭家长亲笔函件）和请假时间，经同意后可作为事假处理。
7. 办妥注册手续的留学生，必须凭已注册的学生证领取新学期的教材。

二、考勤

1. 留学生必须按学校规定准时上课，不迟到、不早退、不旷课。
2. 迟到、早退累计三次，作旷课一学时处理；迟到、早退一次超过15分钟的，课中无故离开教室的，也作旷课一学时处理。
3. 上课由各任课教师点名记考勤。
4. 因事请假，必须提前先向学院办公室提出书面申请。
5. 因故不能上课者，应该事先请假，特殊原因可以凭相关材料事后补假，补假申请必须在事假截止起的两周内提交学院办公室。

6. 因病请假，须提供校医务室或区级以上医院的病假证明（不包括私人医院）；病假证明提交期限：病假证明必须在病假截止起的一周内提交学院办公室。过期无效。
7. 凡未请假或请假未经批准而未上课者，均视为旷课。

三、退学

退学者，不发成绩证明、结业证明，不办理转学手续。学费根据《退费情况说明》中的标准予以退款。

四、休学

1. 凡因健康原因或其它需要要求休学者，需提供医院证明或相关证明。
2. 要求休学者必须填写休学申请表，并经学院批准同意。
3. 休学期限一般为一年，最长不得超过三年。
4. 休学期满，必须在开学前向留学生办公室提出复学申请，经批准后方可复学。

五、离校

1. 留学生毕业、休学、退学在办理手续后的两周内离校，同时终止留学生身份。

六、考试及成绩

1. 考试形式由主讲教师根据课程性质特点和教学要求确定。
2. 考试分阶段考试(汉语精读课)和期中、期末考试两种。
3. 考试成绩采用百分制。
4. 各门课程学期总成绩为各阶段考试的平均成绩或期中与期末考试平均成绩加平时成绩综合而成。
5. 任何课程缺课超过1/3者(包括事假和病假)，取消该课程的考试资格，成绩作零分计，不得补考。
6. 任何考试迟到超过15分钟者不得进入考场，取消本场考试资格。
7. 阶段、中中和期末考试不单设补考，缺考者该次考试成绩作零分计。各门课程学期总成绩不及格者，可以参加学期补考。
8. 学期补考只设一次，均在下学期开学前进行(具体时间在发成绩单时通知)。学期补考成绩为及格和不及格两种。
9. 学期补考缺席者作自动放弃处理。
10. 四年级毕业考试不设补考。
11. 考试结束后，必须在规定时间内去院办公室领取成绩单，办理完相关手续后方可离校。

七、升级与试读、留级、跳级

一年级

1. 升级与试读
 - (1) 各课程总成绩合格，国贸专业获得HSK五级(205分)证书者、汉语言专业获得HSK四级(210分)证书者，可以升入二年级学习；
 - (2) 各课程总成绩合格，但国贸专业获得HSK五级(180分)证书者、汉语言专业获得HSK四级(195分)证书者，可以进入二年级试读；
 - (3) 试读期为二年级第一学期；
 - (4) 试读结束后，国贸专业仍未获得HSK五级(205分)证书者、汉语言专业仍未获得HSK四级(210分)证书者，取消试读资格，返回一年级下学习。
2. 留级

凡具有以下四种情况中的任何一种必须留级：

- (1) 经补考后，汉语精读课成绩仍然不及格者；
- (2) 经补考后，仍然有两门课(精读课除外)不及格者；
- (3) 汉语精读取消考试资格者或其他课程有两门取消考试资格者；
- (4) 国贸专业未获得HSK五级(180分)证书者、汉语言专业仍未获得HSK四级(195分)证书者；

- (5) 留级者，本科学籍保留一年，转入相应程度的进修班学习一年，考试成绩合格，并获得HSK四级证书，可进入本科二年级学习。

3. 跳级

符合以下条件者，经本人申请、学院批准，可以跳级：

- (1) 汉语言专业一年级第一学期内，获得HSK五级(180)以上证书、汉语精读课所有考试成绩的平均分以及学期总评分都在90分以上、其他各门课程所有考试成绩的平均分以及学期总评分在85分以上者，通过跳级考试，可以在下一学期跳级进入二年级第二学期学习。
- (2) 国贸专业一年级第一学期内，获得HSK六级(180)以上证书、汉语精读课所有考试成绩的平均分以及学期总评分都在90分以上、其他各门课程所有考试成绩的平均分以及学期总评分在85分以上者，通过跳级考试，可以在下一学期跳级进入二年级第二学期学习。
- (3) 汉语言专业一年级第二学期内，获得HSK五级(205)以上证书、汉语精读课所有考试成绩的平均分以及学期总评分都在90分以上、其他各门课程所有考试成绩的平均分以及学期总评分在85分以上者，通过跳级考试，可以在下一学年跳级进入三年级第一学期学习。

二年级

1. 升级与试读

- (1) 各课程总成绩合格，国贸专业获得HSK六级(195分)证书者、汉语言专业获得HSK五级(205分)证书者，可以升入三年级学习。
- (2) 各课程总成绩合格，国贸专业获得HSK六级(180分)证书者、汉语言专业获得HSK五级(180分)证书者，可以升入三年级试读。
- (3) 试读期为三年级第一学期。
- (4) 试读结束后，国贸专业仍未获得HSK六级(195分)证书者、汉语言专业仍未获得HSK五级(205分)证书者，取消试读资格，返回二年级下学习。

2. 留级

凡具有以下四种情况中的任何一种都必须留级：

- (1) 经补考后，汉语精读课成绩仍然不及格者；
- (2) 经补考后，仍然有两门课(精读课除外)不及格者；
- (3) 汉语精读取消考试资格者或其他课程有两门取消考试资格者；
- (4) 国贸专业未获得HSK六级(180分)证书者、汉语言专业未获得HSK五级(180分)证书者。

三年级

1. 升级与试读

- (1) 各课程总成绩合格，国贸专业获得HSK六级(205分)证书者、汉语言专业获得HSK六级(180分)证书者，可以升入四年级学习。
- (2) 各课程总成绩合格，汉语言专业仅获得HSK五级(210分)证书者，可以进入四年级试读。
- (3) 试读期为四年级第一学期。试读结束仍未获得HSK等级要求者，取消试读资格，返回三年级下学习。

2. 留级

凡具有以下四种情况中的任何一种必须留级：

- (1) 经补考后，汉语精读课成绩不及格者；
- (2) 经补考后，其他课程中仍有两门不及格者；
- (3) 汉语精读取消考试资格者或其他课程有两门取消考试资格者；
- (4) 汉语言专业未获得HSK五级(210分)证书者。

四年级

四年级第一学期经试读，汉语言专业仍未获得HSK六级(180分)者，取消试读资格返回三年级下学习。



八、毕业与结业

- 1. 四年级各课程总成绩合格，国贸专业获得HSK六级(220分)证书、汉语言专业获得HSK六级(205分)且学位论文通过者，可以获得毕业证书和学士学位证书。
- 2. 四年级各课程总成绩合格，只要具有以下两种情况中的任何一种，只能获得毕业证书，不能获得学位证书：
 - (1) 虽论文通过，但汉语言专业未获得HSK六级(205分)证书者，国贸专业未获得HSK六级(220分)证书者；
 - (2) 符合HSK等级证书和分数的要求，但论文未通过者。
- 3. 毕业时，只要具有以下情况中的任何一种，只能获得结业证书，不能获得毕业证书：
 - (1) 四年级第一学期汉语精读课补考成绩不及格者；
 - (2) 四年级第二学期汉语精读课毕业考试不及格者；
 - (3) 汉语精读取消考试资格者或其他课程有两门取消考试资格者；
 - (4) 在我校国际文化交流学院学习的四个年级中，各门课程(含选修)累计五门以上(含五门)不及格或被取消考试资格者；在我院学习的三个年级中各门课程(含选修)累计四门以上(含四门)不及格或被取消考试资格者；在我院学习的两个年级中各门课程(含选修)累计三门以上(含三门)不及格或被取消考试资格者。

九、本科四年级复读生学习课程的规定

四年级未毕业者，可提出复读申请，经学院批准，可复读。具体规定如下：

- 1. 必须重修四年级的全部必修课程。
- 2. 如原四年级选修课成绩合格，可以免修。未合格者，须重修。未选修者，须选修。
- 3. 原毕业论文已获通过者，不需重新撰写毕业论文。
- 4. 原毕业论文未写者或未通过者，必须撰写毕业论文。
- 5. 复读生不参加优秀毕业生和优秀论文的评选。

十、本校进修生和外校学生插班条件

- 1. 获得HSK五级(180分)证书者，可以插入国贸专业一年级第二学期。
- 2. 获得HSK六级(180分)证书者，有一学年相应的汉语学历，提供成绩证明，成绩合格者，可以插入国贸专业二年级第一学期。
- 3. 获得HSK四级(195分)证书者可以插入汉语言专业一年级第二学期。
- 4. 获得HSK五级(180分)证书者，有一学年相应的汉语学历，提供成绩证明，成绩合格者，可以插入汉语言专业二年级第一学期。
- 5. 插班还需通过插班考试。

4. 实用信息

4.1 警察和出入境办公室

校园公安派出所

虹口校园

电话：35373270 地点：5号楼205室 (B5)

松江校园

电话：67799343 地点：松江区文汇路560号

学校周边出入境办公室（办公时间：周一至周五9:00-11:30 & 13:30-16:30）

上海市出入境管理局

浦东民生路1500号 联系电话：28951900, 68541199

虹口出入境管理局

虹口区中山北一路1230号 联系电话：23032526

松江出入境管理局

地址: 乐都西路867~871号

4.2 实用电话号码

校园电话：

留学生办公室：35372961, 35372963

松江留学生办公室联络处：67703076

教务办公室(虹口校区)：35373197, 35373198

紧急情况电话

火警：119

警察：110

急救：120

出租车预约电话

锦江：96961

强生：62580000



4.3 校园班车

班车时刻表 (虹口至松江):

发车时间	发车地点	日期
06:30	中心喷水池	周一至周五
07:15	中心喷水池	周一至周五
08:00	中心喷水池	周末
08:15	中心喷水池	周一至周五
11:30	中心喷水池	周一至周五
16:15	中心喷水池	周一至周五
19:00	中心喷水池	周日

班车时刻表 (松江至虹口):

发车时间	发车地点	日期
06:40	2号楼东门	周一至周五
12:20	2号楼东门	周一至周五
15:00	2号楼东门	周一至周五
16:00	2号楼东门	周末
16:35	2号楼东门	周一至周五
18:30	2号楼东门	周一至周五
20:40	2号楼东门	周一至周四

4.4 安全须知

- 1. 在学期间，必须遵守中国的法律法规，若出现违法行为将被处以行政或刑事处罚（警告、罚款、拘留、掀起离境、驱逐出境等）。
- 2. 尽量避免深夜外出，特别是不要深夜独自前往酒吧等娱乐场所。
- 3. 交通安全：因为中国的交通规则允许机动车在遇到红灯时也可以右转，因此，行人在绿灯亮起准备过马路时应该先左右看看是否有机动车靠近，确认没有后再过马路。不骑无牌照的摩托车、助动车，过马路不要闯红灯。
- 4. 财产安全：在宿舍时，请随手关门、锁住贵重物品，防止上门偷窃，不随便带领陌生人或不认识的朋友进入房间；外出时，注意保管好手机和钱包等贵重物品。如果放在包里，请将包背在前面，不要背在后面。
- 5. 不酗酒，不打架。碰到同学大家要及时劝阻，不认识的人打架不要围观。
- 6. 放假后不回国的同学要时常和家属取得联系，如果要到距离上海很远的地方旅行请告知家属或朋友。
- 7. 注意电器及煤气使用安全。无论住宿校内或者校外的学生，必须注意用火和用电安全。住宿校外的学生须保持厨房（特别是煤气热水器附近）及浴室门窗通风良好。住宿校内的同学不要在房间内使用电水壶、电磁炉等大功率电器产品，如果发现有人在宿舍房间内使用违禁电器，将由宿舍管理方予以暂时保管，直至从宿舍退房后才可归还学生。
- 8. 一旦遇到发生火灾，请立即拨打119报警电话。不要尝试自己灭火，应采取必要安全措施，迅速撤离火场。

如果遇到陌生人以各种理由借手机打电话或借钱，可不予理睬。如果物品遗失或被盗，请及时拨打110报案。如果捡到他人遗失物品，请交给警察，不要私自处理。不要把个人信息（住址、电话）轻易告知他人。不要轻易相信网上、电话、短信的信息，以免上当受骗。

1. First Things First

1.1 Transportation

From PVG Airport to Hongkou Campus:

- 1) Taxi: costs about RMB 200 and takes about one hour.
- 2) Airport Shuttle Bus (costs about RMB 20–30 and takes about 1.5 hrs.): Get to Lu–Xun Park which is quite close to the SISU campus by shuttle bus line 4 of the PVG airport (PVG airport→Lu–Xun Park, 6:30–23:00), and hail a taxi thereafter for SISU.
- 3) Metro (costs about RMB 10 and takes about 1.5 hrs.): Take the line 2 at the airport and transfer to line 3 at Zhongshan Park Station. Get off at Hongkou Football Stadium Station or Chi Feng Road Station and take a walk of 10 minutes to get to SISU.

From Hongqiao Airport to Hongkou Campus:

- 1) Taxi: costs about RMB 100 and takes about 50 minutes.
- 2) Metro (costs about RMB 10 and takes about 1.5 hrs.): Take the line 2 at the airport and transfer to line 3 at Zhongshan Park Station. Get off at Hongkou Football Stadium Station or Chi Feng Road Station and take a walk of 10 minutes to get to SISU.

From Hongqiao Airport to Songjiang Campus:

- 1) Taxi: costs about RMB 100, takes about 50 minutes.
- 2) Metro (costs about RMB 10 and takes about 1.5 hrs.): Take the line 10 at the airport, transfer to line 3 at Hongqiao Road Station, and then to line 9 at Yishan Road Station. Get off at Songjiang University Station and hail a taxi thereafter for SISU.

From Hongqiao Airport to Songjiang Campus:

Taxi: costs about RMB 280 and takes about 1.5 hrs.

1.2 Dormitory / Residence Life

Location and Contact Phone:

Dorms on Hongkou Campus

- SISU Guesthouse (C1 on Hongkou Campus map): 35054500
- SISU Hotel (C6): 65318882
- Hall for International Students (R10)
- Hall for International Experts (C5): 65423070

Dorms on Songjiang Campus

- Hall for Graduate Students (G3 on Songjiang Campus map): 67701089
- Student Apartment (6th batch)

Check in /out of the dormitory

When you check in at the reception, you will be asked for a deposit of about ¥500, your admission notification forms, and your passport. After signing the Rental Agreement, you will be given your room key. Self-pay students are also required to pay their rent on a semester basis at this time. Rent is non-refundable. If you check out midway into the semester, you won't get it back. You are not allowed to change rooms or beds unless you have got permission from the dormitory administration. When you check out, you must first contact the reception for room inspection and cash your deposit.

1.3 Telecommunications and Internet

SIM Card:

China Unicom: You can buy a China Unicom SIM card with service package on the spot during the registration period. Customer service hotline: 10010

China Mobile and China Telecom SIM cards are available in their stores near the campus (20-minute walk from Hongkou Campus) :

China Telecom: 606 Chifeng Road; Customer service hotline: 10000

China Mobile: 11 Tian'ai Branch Road; Customer service hotline: 10086



Internet:

Free WIFI service (SISU Free) is provided on campus with your student ID number as User Name and last six digits/letters of your passport number as Password.
Some dormitories also provide free access to the internet.

1.4 Registration

Where:

1. Ground floor of building 6 (B6 on Hongkou campus map) for semester-long programs or degree programs on Hongkou campus.
2. Room 202 of building 2 (B2 on Hongkou campus map) for summer / winter programs.
3. Room 3119 of building 3 (B3 on Songjiang campus map) for all programs on Songjiang campus.

What you should bring:

1. Passport
 2. Admission Notice
 3. JW201/2 02 form
 4. Registration Form for Temporary Residence (which is available at the dorm reception or local police station)
 5. Tuition fees (can be paid in RMB cash or with a domestically issued China UnionPay bank card)
 6. A digital passport photo
- ◆ Make sure you would keep at least 2 copies of these important documents.
 - ◆ If you live off campus, you must register at the local police station within 24hs upon your arrival.

2. Living at SISU

2.1 Living on/around Hongkou Campus

Office of International Student Affairs (OISA) & the Academic Administration Office (B2 on Campus Map): Room 418 and 419 of building 2 is the Academic Administration Office, where teaching affairs such as placement tests, attendance, sick leaves, suspension, drop-out, certificates and academic transcripts etc. are handled. Room 202–204 is OISA, which provides a variety of services to and assumes the management of international students. Office hours are 8:30–11:30 and 13:30–17:00, Monday through Friday.

Campus Card: It is used for access to campus facilities and in canteens, stores, and cafes on campus. It can be applied after the registration and is rechargeable at the Campus Card Center (CCC) on the ground floor of Building 1 (B1). Open hours of CCC are 9:00–12:30 and 2:00–16:30, Monday through Friday.

Canteen (C4, R11): Meals are provided both on the first and the second floor, with payment being settled via campus card or Ali Pay on the cellphone. Open hours are 6:30–8:30, 10:30–13:00, and 16:30–18:00.

Library (A1): You need a campus IC card to get access to the library. If you want to borrow books from the library, you need to pay a certain amount of money as deposit. Open hours are 8:00–21:30.

SISU Gym (C2): It is located on the second floor of the campus stadium, which is open to the public and charges for using its facilities. You can also pay for swimming and playing badminton there. For a 60-minute workout, it typically charges 40 yuan (about 6 USD). You certainly can apply for membership of one month, one season, half a year or one year at more affordable prices. Moreover, as a student, you are offered a 20% discount. Open hours are 12:00–20:40.

Medical Care (B5): School clinic provides basic medical care. For better medical services, you should go to nearby hospitals such as Jiangong Hospital (No. 666, No.1 North Zhongshan Road), Qiyang Hospital (No.333, Yutian Road), Yueyang Hospital (No.110, Ganhe Road), and No.1 People's Hospital (No.85, Wujin Road). Open hours at hospital are from Monday to Friday, 8:00–11:00, 13:00–16:30.

Convenience Store & Supermarket:

Convenience stores are available on campus and in the residential areas. Supermarkets, such as Carrefour, and Fresh Hema, are within 30-minute walk from the campus.

- Carrefour: No.560, Qiyang Road; No. 388 West Jiangwan Road.
- Fresh Hema: No. 800, Qiyang Road

Shopping Mall:

The shopping center near the campus is Hongkou Plaza, where many department stores and restaurants can be found. Wujiaochang business district is also a good choice. Of course, the most famous is still Nanjing Road and Huaihai Road business district. If you want to get some gifts with Chinese characteristics, you can go to Yuyuan Garden and Chenghuang Temple.

- Hongkou Plaza: No. 388, West Jiangwan Road.
- Qiyang Shopping Center: No. 800, Qiyang Road

ICBC (Industrial and Commercial Bank of China):

An ICBC branch office is located just next to the main campus gate. To open a bank account there, you need to present your passport and student ID. Business hours are from 9:00 to 17:00 Monday through Friday. Self-service facilities, such as ATM, CDM etc., are also available and open day and night.



2.2 Living on/around Songjiang Campus

Office of International Student Affairs (OISA): located in room 119 of building 3 (B3 on Songjiang Campus map). Working hours are 9:00–11:00 & 13:30–16:00, Monday through Friday.

Campus Card: It can be used for access to various campus facilities and to make purchases in campus canteens, restaurants, coffee shops and convenience stores. You can go to the Information Service Center on the first floor of the library to apply for and recharge after registration. You can also use Alipay or WeChat to recharge. Information Service Center is open 9:00–11:30 & 13:30–16:30, Monday through Friday.

Canteen (C1): you can have meals on the 1st, 2nd and 3rd floors with payment being settled via campus card or Ali Pay on the cellphone. There is also a diner (C2) near the graduate halls of residence. Opening hours are 6:30–8:30, 10:30–13:00, and 16:30–18:00. Canteens are also open during the holidays.

Library: your campus card is required for entrance. Opening hours: 8:00–21:30.

Stadium & Playgrounds (A8, S1–S6): you can play table tennis in the Activity Center (A8) and do all sorts of sports at the Stadium and on the playgrounds (S1–S6).

Medical Services (B5): The university clinic provides basic medical services. If you need more professional services, you can go to the Shanghai First People's Hospital which is just across from the university main gate. The university clinic is open from 8:00 to 11:00, 13:00 to 16:30, Monday to Friday.

Convenience Stores, Supermarkets and Shopping Centers

There are convenience stores on campus and in the living areas. Supermarkets can be found in major shopping centers, such as Wanda plaza, Wulong commercial plaza and new century·Mediterranean, which are all only 30-minute walk from the campus.

Wanda plaza: No. 658 Guangfulin road, Songjiang district.

Wulong commercial plaza: No. 1399, Guangxing road, Songjiang district.

New century·Mediterranean: No. 925, Xinsongjiang road, Songjiang district.

Industrial and Commercial Bank (ICBC)

ICBC branch office in Songjiang district is located at lane 699 Guangfulin road. If you want to open an account in the bank, you need to bring your passport and student ID card. The working hours of the bank are 9:00am to 5:00pm, from Monday to Friday. The bank self-service machines such as ATM and CDM are open 24 hours a day.

3. Studying at SISU

During their stay at SISU, international students must strictly observe the regulations and rules listed in the SISU Students' Book (available at <http://www.oisa.shisu.edu.cn/index.php/index/download>) as well as the following complementary ones:

3.1 Detailed Rules on Off-campus Housing

In accordance with the Law of the People's Republic of China on the Control of the Entry and Exit and the Administrative Measures for the Enrollment and Cultivation of International Students as well as other relevant regulations of the school, we have made the following rules to regulate the off-campus housing of international students:

1. To live off campus, international students must follow the registration procedure below timely:
 - 1) Submit the copy of the rental contract signed with the owner of the house to Office of International Student Affairs;
 - 2) Fill in the off-campus Accommodation Registration Form for the International Students of Shanghai International Studies University and submit it to Office of International Student Affairs for signature and stamping;

- 3) Take the original rental agreement, your passport, and the off-campus Accommodation Registration Form for the International Students of Shanghai International Studies University to the local police station of residential place to receive the Registration Form of Temporary Residence for Visitors within 24 hours;
- 4) Submit the copy of Registration Form of Temporary Residence for Visitors to the International Student Service Centre for archiving.
- 5) The off-campus housing international students who have lived off-campus before the registration at the university must also complete the above procedure.
2. In case of any change to the address of the accommodation, the international students shall take the original rental agreement, passport and off-campus Accommodation Registration Form for the International Students of Shanghai International Studies University to the local police station of the residential place within 24 hours to receive the Registration Form of Temporary Residence for Visitors, and re-handle the procedure for off-campus housing in accordance with the Article I of the rules within three (3) working days after the change happens.
3. Those who have an overdue procedure for off-campus housing will be deemed as overdue stay which will be dealt with by the local police station.
4. The off-campus housing students shall obey the relevant local management rules and accommodate in a safe and civilized way.
5. The off-campus housing students have obligations to receive the instructions and administration by the school, including periodical dormitory safety inspection and visit.
6. The rules herein come into effect from September 1, 2021 and should be explained by Office of International Student Affairs.

3.2 Detailed Rules on Off-campus Internship

In accordance with relevant regulations of the State and the Administrative Measures for the Enrollment and Cultivation of International Students, we have made the following rules to regulate the off-campus internship of international students.

1. In accordance with the school's teaching plans, international students should carry out off-campus internship without getting any remuneration (except for traffic allowance, meal allowance, etc.).
2. To engage in off-campus internship, international students must meet the following conditions:
 - 1) They shall be full-time degree students or students on an exchange program;
 - 2) They shall hold a study visa which contains internship information and is issued by Shanghai Entry and Exit Administration Bureau;
 - 3) They shall not carry out internship at two or more enterprises / institutions;
 - 4) The contents of internship shall be related both to the teaching plans and to the major of the students;
 - 5) They shall not violate the Chinese laws and the school's regulations.
3. The procedure for international students to apply for off-campus internship:
 - 1) Students should first submit to Office of International Student Affairs (OISA) the major-related teaching plans and the Internship Application Form (the Chinese name and address of the host enterprise / institution must be noted).
 - 2) After they get the Instructions for International Student Teaching in Practice Unit from OISA, they should submit it to the host enterprise / institution for stamping and get a copy of the Instructions back to OISA.
 - 3) OISA should then submit the Information Form to Shanghai Entry and Exit Administration Bureau for archiving.
 - 4) When the archiving is done, OISA will issue to the applicant Certificate of Off-campus Internship for International Students and Application Form of Certificate Handling for International Students. The applicant could then take the above documents, passport, copy of Registration Form of Temporary Residence for Visitors, and Visa/Stay Permit/Residence Permit Application Form to Shanghai Entry and Exit Administration Bureau. For handling the residence permit, the student also needs to submit other materials in reference of the 'Residence permit'.
 - 5) If the short-term exchange students need to practice in a local enterprise or institution,

Shanghai Entry and Exit Administration Bureau can issue a S2 visa for zero exit and entry with internship information added and duration of stay less than 6 months for them according to the policies and measures of the Ministry of Public Security on exit and entry to support the construction of Shanghai Technology Innovation Center.

- 6) The applicant shall submit the inter-school agreement and name list (stamped with the seal of the International Student Administration Department), Business License or the relevant proof of the enterprise (excluding Certificate of Organization Code is necessary if the license does not have the uniform social credit code.) and the Certificate of Off-campus Internship for International Students to the exit and entry administration. Other application materials shall be submitted in reference of 'X2' visa.
- 7) In case of any change to the school and practice unit when the international student is teaching off-campus, the student shall suspend the internship and re-handle the procedure of archiving and adding internship information before continuing the internship. In case of any change to the passport or the stay permit, the international student does not have to suspend the internship but needs to re-handle the procedure of archiving and adding the relevant certificate and internship information.
- 8) Duration and Charge
It takes 14 working days to archive the internship information and 7 working days to get a visa with that information. If a residence permit and a visa with internship information are applied at the same time, only the residence permit will be charged.
4. Unregistered or misregistered internship is illegal and will be punished by the Exit and Entry Administration according to relevant laws and regulations.
5. The rules herein come into effect from September 1, 2021 and should be explained by Office of International Student Affairs.

3.3 Rules on Teaching Administration for Non-degree Students on Chinese Language Programs (Excerpted)

5. Discipline and Attendance
 - 1) Students are expected to conscientiously abide by the academic disciplines and attend the course on schedule. Don't be late, leave early or be absent.
 - 2) Students are required to ask for leave for personal reasons
 - (1) Students who ask for leave due to sickness should give the Academic Office their sick - leave certificate.
 - (2) A leave of no more than 3 days should be permitted by class teacher. A leave of more than 3 days should be permitted by the Academic Office.
 - 3) A student who misses class without permission will be regarded as truancy.
 - 4) A student who is absent for more than one third of total course hours in one semester will be dropped.
 - 5) A student who misses more than one third of total course hours in one semester (for sickness, personal affairs, or absence from class) will not be given the certificate.
 - 6) Students can check their attendance every month. If there is something wrong, students can ask their teacher to check and correct it through the Academic Office.
 - 7) Students have holidays in accordance with the university calendar.
6. Examinations and Results
 - 1) Students must take the course examination determined by the teaching plan.
 - 2) The grades for each course are composed of test scores and ordinary achievements.
 - 3) Test scores are given by a hundred-mark system..
 - 4) If a student doesn't take the course examination, the result will be a score of zero.
 - 5) If the student could not take the examination because of special reasons or sickness, an application for delayed examination and relevant certificates should be presented to the teacher immediately. The delayed examination will be arranged by the teacher, and the test score will be given accordingly.

- 6) If anybody cheats in the examination, he/she cannot apply for a make-up examination and the result of this course examination will be a score of zero.

7. Completion of Study and Certificate

- 1) Students must pass comprehensive Chinese and may fail only one course in order to get certificates and transcripts..
- 2) Students cannot get certificate if they fail comprehensive Chinese or two other courses.
- 3) Students cannot receive certificate if they decide to finish their studies early for personal reason.

3.4 Measures for Regulating Charges for International Students

Chapter I General Provisions

Article 1 In light of the reality and in accordance with the regulations and rules of the state and the university on the management of administrative fees including tuition fees, accommodation fees, etc., we have formulated the following measures to regulate charges for international students and to protect the legitimate rights and interests of the university and the students,

Article 2 The measures herein are applicable to all international students receiving academic education or non-degree education.

Chapter II Type of fees

Article 3 The fees as referred herein include the registration fee, tuition fee, activity fee, accommodation fee and other relevant fees payable by international students.

Article 4 The registration fee refers to the one-time fee that all freshmen or transfer students must pay during their application stage. Once paid, it is not refundable.

Article 5 The tuition fee refers to the educational cost- sharing fees paid by international students during their study on campus.

Article 6 The activity fee refers to the expenses spent on cultural experience and visits etc. to meet the needs of training the students or arranging the program.

Article 7 The accommodation fee refer to the fee that international students must pay for renting students' apartments or for housing arranged by the university.

Article 8 Other fees include the insurance premiums and other collection charges which have to be paid according to related state regulations, and teaching material fees, utility fees of the dormitory, or other fees that have to be paid according to school regulations.

Chapter III Charging Standard

Article 9 Registration fee: CNY 450-800

Article 10 Tuition fee.

(I) The tuition standard for degree programs is determined according to the training cost of different levels and different majors.

(II) The tuition standard of non-degree programs is determined according to the teaching content and requirements of different programs.

Article 11 Activity Fee

The activity fee shall be properly charged according to the cost of each activity

Article 12 Accommodation Fee

Fees related to the accommodation of international students shall be determined by the Logistics Support Department according to the market and the cost.

Article 13 Other Fees

Fees that are not included in the teaching plan and spent on teaching materials, experiments, internship, and professional visits shall be calculated and charged according to the cost.

Chapter IV Charging and Refunding

Article 14 All fees must be charged and paid in CNY. All fees should be paid in cash or with a domestically issued bank card with the mark of "Union-pay".

Article 15 Non-degree students can pay tuition by semester, whereas degree students must pay on a yearly basis.

Article 16 The accommodation fee is charged daily. Self-financed international students who will

study for more than one semester (including one semester) must pay by semester and in a lump sum. If any student intends to check out during a semester, the refund of his /her payment is subject to the lease.

Article 17 Tuition refund

Students who wish to discontinue their study and receive a tuition refund will need to submit a refund application form and return to school their original payment receipts. Whether they could get the refund is subject to the following conditions:

1. If the application is submitted before the registration day of a new semester (technically by 12.00pm Beijing time of the last working day), they will get a full tuition refund of the semester.
2. If the application is submitted within a week into a new semester (technically by 12.00pm Beijing time of the last working day of that week), they will get a 75% tuition refund of the semester.
3. If the application is submitted later than one week into a new semester, they won't get any refund.
4. Students who are expelled from school due to violations of regulations / laws won't get any refund.
5. If students wish to change courses and receive a refund of tuition difference, for example, from the intensive Chinese language course to the regular Chinese language course, they should follow similar refund procedures and terms: a full refund before the starting of a new semester, 50% refund within a week into the new semester, and no refund after a week into the new semester.

Article 18 The measures herein come into effect from September 1, 2021 and should be explained by Office of International Student Affairs.

3.5 Guidelines for Scholarship Students

1. Registration

To ensure your scholarship status, you MUST check in and sign up in September every year at the Office of International Student Affairs (OISA, room 203 of building 2 on Hongkou Campus). Confucius Scholarship students must also sign up for spring semesters (usually at the beginning of March).

2. Monthly Allowances

Monthly allowances are to be paid by wire transfer, so it is essential that an ICBC (Industrial and Commercial Bank of China) debit card issued in Shanghai be prepared beforehand. Key information including your passport names, student ID number, and bank card number should be sent by email to 1478319625@qq.com within FIVE DAYS from the date of registration.

★Please be noted 1) your bank card number must be typed rather than pictured; 2) you are solely liable for any possible losses as a result of an inaccurate bank card number you might have provided.

To get the allowances in time, you must check in at OISA before 15th of each month except January, February, July, and August. The location is room 203 of building 2 on Hongkou campus and/or room 3119 of building 3 on Songjiang campus.

Fail to check in timely and you would not get the allowance for the month. But you can apply for a make-up pay by submitting the Letter of Request when you come to sign for the following month. Usually, you can get the allowances on 20th – 22nd of the month. Subject to your check-in in the previous month, the transfer of allowances for January & February is to be made in the second week of January (about January 10th) and that for July & August in the second week of July (about July 10th).

3. Public Medical Service

In accordance with the agreement between universities, only a few exchange students may have the privilege of seeing a doctor in the school clinic by paying 10% of the total expenses. Most scholarship students should seek medical service in a state-run hospital and get part of the expenses reimbursed (except for the initial 650 yuan or 2000 yuan which is non-repayable) by claiming to the insurance company. Please be advised NOT to go to the International Health Centre of a hospital, which is open only to foreigners, you ought to go to the Outpatient Department or Emergency Department (in an emergent case), which is open to both foreigners and domestic people, to see a doctor. If you go to the International Health Center, you won't get any reimbursement.

In addition, some fees such as fees for registration, inpatient board, false tooth, tooth fill-in, tooth

pull-out and physical deficiency correction, physical examination etc. are not repayable. Some drugs, such as imported ones, are not repayable too. Make sure the doctor knows you need drugs which are payable to the Public Medical Insurance System.

If you need to stay in hospital for operations, please inform OISA beforehand. We can help you go through the check-in formalities.

4. Scholarship students are bound to live in the dormitory. If they need to live off campus, they must first get approval from the management of the dormitory and then submit to OISA the "Letter of Request for Living off Campus". Only when they have received permission from OISA could they move out of the dormitory and get the housing allowance from the next month of their application.

5. Annual Review of Scholarship Status

Scholarship students who have been studying in China for more than one academic year or who apply for the extension of scholarship upon the termination of planned study period MUST go through the Annual Review in order to ensure their scholarships in the following academic year.

For detailed information about the Annual Review, please visit our website at <http://www.oisa.shisu.edu.cn>



3.6 How to extend / suspend your study and how to withdraw from the school?

For postgraduate students:

1. How to withdraw from school?

- 1) Apply to your supervisor for suspension of study via the Management System for Postgraduate Students on <http://wiseduehall.shisu.edu.cn/new/index.html>.
- 2) Request and acquire permission from your supervisor and the head of the faculty where you are studying.
- 3) Ask OISA to file a request to the provost for approval.
- 4) Upon approval, OISA will change your registration in the Ministry of Education and notify you and the faculty of the result.

2. How to extend / suspend your study?

- 1) Apply to your supervisor for suspension of study via the Management System for Postgraduate Students on <http://wiseduehall.shisu.edu.cn/new/index.html>.
- 2) Request and acquire permission from your supervisor and the head of the faculty where you are studying.
- 3) Confirm the result of your application with OISA.

For undergraduate students:

1. If students of the School of Chinese Studies and Exchange want to suspend, extend, or drop out of their study, they should fill in an application form in the Teaching Affairs Office (room 419 of building 2). Once their request is approved, they should submit the form to OISA (room 204 of building 2) and complete such formalities as change of visa, return of student ID, etc.
2. If students of other schools or departments want to suspend, extend, or drop out of their study, they should follow the procedure below: 1) submit a written application to the faculty; 2) the faculty files a request via the OA system to the Registrar's Office and OISA for approval; 3) Once approved, the student will be notified to complete such formalities as change of visa, return of student ID, etc.

3.7 Regulations on Teaching Administration for International Students (Undergraduate Students) at the School of Chinese Studies and Exchange

I. Admission and Registration:

1. Undergraduate freshmen must report to Office of International Student Affairs on time and go through all admission procedures. Those who are late for no reason will be disqualified.
2. Student id card will be issued by the Office of International Student Affairs after the admission procedure.
3. The student id card shall be kept properly and prevent from loss. In case of loss, please report it immediately to the Office of International Student Affairs.
4. Those who requests for new student id card shall submit a written application and pay the fee as required.
5. At the beginning of each semester, international students must register to Office of International Student Affairs with their student ID card within the required time, and the student id card will be stamped with registration seal by the Office of International Student Affairs to serve as the proof of registration.
6. If international students cannot register as scheduled, he/she must ask for leave in advance and state the reason (doctor's note for sick leave and parental letter for personal leave) and time of leave, which can be treated as personal leave after approval.
7. International students who have completed the registration procedure must present their registered student id card to get the textbooks for the new semester.

II. Attendance:

1. According to the university's regulations, international students must attend the classes regularly, and must not be late, leave early or be absent from class.
2. Being late or leaving early from class for a total of three times will be treated as absent for one academic hour. Being late or leaving early for more than 15 minutes, or leaving the classroom for no reason will be also treated as absent for one academic hour.
3. The class attendance will be recorded by each class teacher.
4. If you need to ask for leave, you must submit a written application to the college office in advance.
5. Those who are unable to attend class for some reason should ask for leave in advance. For special reasons, students can make up for the leave afterwards with relevant materials. The application for making up the leave must be submitted to the college office within two weeks after the end of the personal leave.
6. In case of sick leave, a sick leave letter from the campus clinic or hospital at or above the district level (excluding private hospitals) is required. The sick leave letter must be submitted to the college office within one week after the end of the sick leave. Late submission will be disqualified.
7. Those who fails to attend classes without leave or approval of leave will be considered as absent from class.

III. Withdrawal

Students who withdraw from the program will not be issued with certificates of completion and transcript, and will not undergo transfer procedures. Tuition fees will be refunded according to the criteria set out in the "Refund Policy".

IV. Suspension

1. Students who request to suspend their studies due to health reasons or other needs, a doctor's note or relevant documents shall be provided.
2. Student who request to suspend their studies must fill the suspension application form and obtain the approval from college.
3. The suspension period is generally one year, and the maximum period shall not exceed three years.
4. Upon the expiration of the suspension period, students must apply to the Office of International Student Affairs for reinstatement before the semester begins, and study may be resume only after approval.

V. Termination

International students should leave the university within two weeks after graduation, suspension or withdrawal, and their status as international student will be terminated.

VI. Examinations and Results

1. The form of exam shall be determined by the lecturer according to the nature of the course and teaching requirements.
2. The exam is divided into stage review, midterm, and final exam.
3. Exam results are counted on a 100– point basis.
4. The semester result of each course is based from the average grade of each stage review or average grade of midterm and final exam plus the regular grade.
5. If student absence rate in any course is more than 1/3 (including personal leave and sick leave), he/she will be disqualified to take the course exam, the score will be zero, and no makeup exam will be provided.
6. Student who is late for the exam for more than 15 minutes is not allowed to enter the examination room and will be disqualified for taking the exam.
7. There will be no makeup exams for stage review, mid–term, and final exam. Students who fail to take the exam, their exam scores will be zero. Students who fail in any course can take the semester makeup exam.
8. Semester makeup exam are only available once, and will be held before the start of next semester (the specific time will be notified when the transcript is issued). The semester makeup exam will be graded as passing or failing.
9. Student who is absent from the semester makeup exam will automatically be treated as quitting the exam.
10. There is no makeup exam for the senior graduation exam.
11. After the exam, you must go to the college office to get the transcript within the specified time and complete the relevant procedures before leaving the university.

VII. Go up a grade and Academic probation, Grade retention, and Grade skipping

Freshmen

1. Go up a grade and Academic probation
 - 1) Those who have passed all courses and obtain HSK Level 5 certificate (205 points) for international trade major and HSK Level 4 certificate (210 points) for Chinese language major may proceed to the second year of study.
 - 2) Those who have passed all courses and obtain HSK Level 5 certificate (180 points) for international trade major and HSK Level 4 certificate (195 points) for Chinese language major may be admitted to second year on probation.
 - 3) The probation period is within the first semester of the second year.
 - 4) After the academic probation, those who have not obtained HSK Level 5 certificate (205 points) for international trade major and HSK Level 4 certificate (210 points) for Chinese language major will be disqualified from the probation and return to first year of study.

2. Grade retention

Students with one of the following four conditions must repeat the grade:

- 1) Those who still fail the Chinese Intensive Reading Course after the makeup exam;
- 2) Those who fail two courses (except intensive reading course) after makeup exam;
- 3) Disqualified candidates for Chinese Intensive Reading Course or two other courses;
- 4) Those who have not obtained the HSK Level 5 certificate (180 points) for international trade major and HSK Level 4 certificate (195 points) for Chinese language major.
- 5) For those who need to repeat the grade, the undergraduate degree will be retained for one year. Students will be transferred to the appropriate level of advanced study for one year, and may only proceed to the second year of study after passing the advanced study exam and obtain HSK Level 4 certificate.

3. Grade skipping

Students who meet the following requirements can skip the grade upon their application and approval by the college:

- 1) For Chinese language major, if the student obtains a certificate of HSK Level 5 (180) or above, the average grade of all Chinese intensive reading exams and the semester result are above 90, and the average grade of all exams in other courses and the semester result are above 85 during the first semester of the first academic year, he/she may proceed to the second semester of the second academic year after passing the grade skipping exam.
- 2) For international trade major, if the student obtains a certificate of HSK Level 5 (180) or above, the average grade of all Chinese intensive reading exams and the semester result are above 90, and the average grade of all exams in other courses and the semester result are above 85 during the first semester of the first academic year, he/she may proceed to the second semester of the second academic year after passing the grade skipping exam.
- 3) For Chinese language major, if the student obtains a certificate of HSK Level 5 (205) or above, the average grade of all Chinese intensive reading exams and the semester result are above 90, and the average grade of all exams in other courses and the semester result are above 85 during the first semester of the first academic year, he/she may proceed to the second semester of the third academic year after passing the grade skipping exam.

Sophomore

1. Go up a grade and Academic probation

- 1) Those who have passed all courses and obtain HSK Level 6 certificate (195 points) for international trade major and HSK Level 5 certificate (205 points) for Chinese language major may proceed to the third year of study.
- 2) Those who have passed all courses and obtain HSK Level 6 certificate (180 points) for international trade major and HSK Level 5 certificate (180 points) for Chinese language major may be admitted to third year on probation.
- 3) The probation period is within the first semester of third year.
- 4) After the academic probation, those who have not obtained HSK Level 6 certificate (195 points) for international trade major and HSK Level 5 certificate (205 points) for Chinese language major will be disqualified from the probation and return to second year of study.

2. Grade retention

Students with one of the following four conditions must repeat the grade:

- 1) Those who still fail the Chinese Intensive Reading Course after the makeup exam;
- 2) Those who fail two courses (except intensive reading course) after makeup exam;
- 3) Disqualified candidates for Chinese Intensive Reading Course or two other courses;
- 4) Those who have not obtained the HSK Level 6 certificate (180 points) for international trade major and HSK Level 5 certificate (180 points) for Chinese language major.

Junior

1. Go up a grade and Academic probation

- 1) Those who have passed all courses and obtain HSK Level 6 certificate (205 points) for international trade major and HSK Level 6 certificate (180 points) for Chinese language major may proceed to the fourth year of study.
- 2) Those who have passed all courses and obtain HSK Level 5 certificate (210 points) for Chinese language major may be admitted to fourth year on probation.
- 3) The probation period will be the first semester of fourth year. Those who were unable to obtain the required HSK certificate at the end of probation, will be disqualified from the probation and return to third year of study.

2. Grade retention

Students with one of the following four conditions must repeat the grade:

- 1) Those who still fail the Chinese Intensive Reading Course after the makeup exam;
- 2) Those who fail two courses (except intensive reading course) after makeup exam;
- 3) Disqualified candidates for Chinese Intensive Reading Course or two other courses;
- 4) Chinese language major students who have not obtained HSK Level 5 certificate (210 points)

Senior

Students who have not obtained HSK Level 6 (180 points) in the first semester of the probation, will be disqualified from the probation and return to their third year of study.

VIII. Graduation and Completion:

1. Those who have passed all four-year courses and obtain the HSK 6 certificate (220 points) for international trade major and HSK Level 6 certificate (205 points) for Chinese language major, and who have also passed the dissertation defense can receive a graduation certificate along with bachelor's degree certificate.
2. Student who have passed all four-year courses and have either of the following two conditions can only receive a graduation certificate but not the degree certificate:
 - 1) Those who have passed the dissertation defense but have not obtained HSK Level 6 certificate (205 points) for Chinese language major and HSK Level 6 certificate (220 points) for international trade major;
 - 2) Those who have meet the HSK requirements, but have not passed the dissertation defense.
3. Upon graduation, students who have one of the following conditions can only receive a certificate of completion, but not a certificate of graduation:
 - 1) Those who fail the makeup exam of Chinese Intensive Reading Course in the first semester of the fourth academic year;
 - 2) Those who fail the makeup exam of Chinese Intensive Reading Course in the second semester of the fourth academic year;
 - 3) Disqualified candidates for Chinese Intensive Reading Course or two other courses;
 - 4) For Students of the School of Chinese Studies and Exchange, those who have failed or been disqualified for more than five courses (including elective courses) within the four years of study; those who have failed or been disqualified for four or more courses (including elective courses) within the three years of study; those who have failed or been disqualified for more than three courses (including elective courses) within the two years of study.

IX. Regulations on Senior Student Retention Study

Students who have not graduated can apply for re-study, and must be approved by the college. The specific study regulations are as follows:

1. Students must repeat all required courses of the fourth-year study.
2. If the students have passed the elective courses of the fourth-year study, they can be exempted from taking those courses again.
3. Students who have passed the dissertation defense, do not need to rewrite the dissertation.
4. Students who have not written or passed the dissertation defense, must submit, or rewrite a dissertation.
5. Retention students are not qualified for the selection of excellent graduates and excellent dissertation.

X. Conditions for advanced and transfer students from other universities

1. Students who have obtained HSK Level 5 certificate (180 points) may pursue the international trade major, and start from the second semester of first academic year.
2. Students who have obtained HSK Level 6 certificate (180 points), with one academic year of corresponding Chinese language education background, provided with proof of achievement and transcript that meets the requirement, may pursue the major in international trade and start from the first semester of second academic year.
3. Students who have obtained HSK Level 4 certificate (195 points) may pursue the Chinese language major and start from the second semester of first academic year.
4. Students who have obtained HSK Level 5 certificate (180 points), with one academic year of corresponding Chinese language education background, provided with proof of achievement and transcript that meets the requirement, may pursue the Chinese language major and start from the first semester of second academic year.
5. Advanced and transfer students are required to pass the placement test.

4. Useful Information

4.1 Police & Immigration

Campus Police

Hongkou Campus:

Tel: (021)35373270 Location: Room 205 of building 5 (B5)

Songjiang Campus:

Tel: (021)67799343 Location: 560 Wenhui road, Wongjiang district

Immigration Offices around SISU (Open hours: 9:00–11:30 & 13:30–16:30, Monday to Friday)

Shanghai Exit–Entry Administration Bureau (Headquarters)

Location: 3rd floor, No. 1500 Minsheng Road, Pudong New District; Tel: 28951900, 68541199

Shanghai Exit–Entry Administration Bureau (Hongkou Branch)

Location: 1230 North Zhongshan Number One Road; Tel: 23032526

Shanghai Exit–Entry Administration Bureau (Songjiang Branch)

Location: 867 ~ 871 Ledu West Road

4.2 Useful Phone Numbers

Campus Numbers:

Office of International Student Affairs (OISA): 35372961, 35372963

OISA on Songjiang Campus: 67703076

Academic Administration Office (Hongkou Campus): 35373197, 35373198

Emergency Numbers:

Fire: 119

Police: 110

Ambulance: 120

Cab Booking Numbers:

Jingjiang: 96961

Qiangsheng: 62580000

4.3 Inter-campus Shuttle Bus

Shuttle Bus Time Table (from Hongkou to Songjiang):

Departure Time	Departure Location	Date
06:30	Beside the central fountain	Monday – Friday
07:15	Beside the central fountain	Monday – Friday
08:00	Beside the central fountain	Weekends and Holidays
08:15	Beside the central fountain	Monday – Friday
11:30	Beside the central fountain	Monday – Friday
16:15	Beside the central fountain	Monday – Friday
19:00	Beside the central fountain	Sunday

Shuttle Bus Time Table (from Songjiang to Hongkou):

Departure Time	Departure Location	Date
06:40	East gate of Building 2	Monday – Friday
12:20	East gate of Building 2	Monday – Friday
15:00	East gate of Building 2	Monday – Friday
16:00	East gate of Building 2	Weekends and Holidays
16:35	East gate of Building 2	Monday – Friday
18:30	East gate of Building 2	Monday – Friday
20:40	East gate of Building 2	Monday – Thursday

4.4 Safety Reminders

Shanghai is a very safe city, compared with other large cities around the world. There is very little violent crime, and even less directed to foreigners. However, the following points are worth your attention:

1. Traffic safety: According to Chinese traffic rules, vehicles are allowed to turn right on a red light, so when the light turns green, always look out to make sure no vehicle is approaching before crossing the streets. Be aware that motorists, bicyclists, and motorcyclists will most likely not stop for you, but try to find the shortest way around you. Avoid making direct eye contact with motorists, because if you do, he assumes you will stop for him. Bus drivers are also quite aggressive and make wide turns, so being aware of the surroundings is the best policy. Running a red light or jaywalking is very dangerous. If you want to drive a bike or scooter, make sure to acquire a license plate at the local police station beforehand.
2. A big issue in Shanghai is pickpocketing. When walking around pedestrian boulevards and outdoor shopping areas no pocket and no bag is safe. You should take standard precautions with wallets in the buttoned front pocket, camera, and purse straps around the neck (not hanging off the shoulder) and keeping your passport separate from your wallet. Again, being aware of the surroundings is the best policy. Police and security are present in the city in navy uniforms, and the police can be reached by dialing 110. People's Square, Yu Garden, the Bund, and the pedestrian part of Nanjing Road are the areas where you should exercise the most caution.
3. Avoid going out late at night, especially going alone to places of entertainment like night clubs, bars, etc.
4. In the dormitory, always keep the door closed and lock up any of your valuables. Do not bring in any stranger or unacquainted person.
5. Do not get drunk. Do not fight. Do not stand by and watch when strangers are fighting.
6. During vacations, students who do not go back home should often contact their family members and keep them apprised.
7. Safe use of electric devices and gas. Students who live on and off campus must pay careful attention to the safe use of electric devices and gas. Students living off campus should keep ventilation of kitchen (especially the one near gas water heater) and bathroom, while those on campus MUSTN'T use high-power electric appliances such as electric kettle, electromagnetic oven in the room. If these appliances are found in the room, they will be taken away and kept in the dormitory management department until the end of the semester /program. Students may claim them back when checking out of the dorm.
8. If case of fire, report to the reception of the dorm or dial 119 immediately. Do not try to put out the fire on yourself. You should adopt necessary safety measures and evacuate rapidly.
9. Scams: Unsuspecting one can also become the victim of scams, taking money under false pretenses. There are all sorts of scams: scams on the street, scams on western-looking men, scams in bars, taxi scams, shopping scams. "Never go with any stranger anywhere" that is the one effective rule against scams. Never means not once. Stranger means anyone who introduced themselves to you in a public place, or who you have known for less than 24 hours. Anywhere means a physical location, such as a market or store, massage parlor, tea house, art gallery, bar or night club, Chinese medicine store, or car which does not have a taxi meter and taxi license with photo.

Most of these scams happen at tourist spots around People's Square, East Nanjing Road and on the Bund. Shanghainese are very friendly and always willing to help if you ask them, but they rarely approach a foreigner out of the blue and begin talking.

In general, ignore anyone who approaches you and speaks English on the street. Just keep on walking without noticing them and 20m farther, they are gone. This is not being unfriendly, but avoiding a scam. Almost all Chinese are reserved with foreigners, except those who want their picture taken with you. Anyone else who "comes on strong" is most likely selling (at great profit) or scamming.

