
School of Humanities, Shanghai Jiao Tong University

(2021 Fall Semester)

Handbook for International Students Studying Chinese Language

(The Chinese-language document takes precedence over any other translated versions.)



July, 2021

CONTENTS

【Administrative Departments】	2
【Working and School Hours】	2
【Important Network and Systems Information】	2
【Visas and Permits】 (No visa document for online learning students out of China.)	3
【Classes】	4
【Curriculum】	4
【Textbooks】	5
【Exams and Grades】	5
【Teacher Evaluations】	6
【Class Attendance】	6
【Certificate of Course Completion】	6
【Withdrawing from School】	6
【Tuition Refunds】	7
【The HSK Test】	8
【Students Activities】	8
【Tips for Overseas Students】	8
【Campus Network】	8
【Insurance】	8
【Payment Methods】	8
【Regulations on Disciplinary Actions Applicable to International Chinese-language Students】	9
【Campus Map】	11

【Administrative Departments】

事 项	邮件地址	联系电话
网上注册 (online registration)	iso@sjtu.edu.cn linchunhua@sjtu.edu.cn (韩国语) lixiaoxuan@sjtu.edu.cn (日本語) huhaiying2019@sjtu.edu.cn (团队项目-Short term Program)	8621-62932277
签证及费用(visa & fee)	clpvisa@sjtu.edu.cn	8621-62821015
课程及教学(academic affairs)	xwhelen@sjtu.edu.cn	8621-62821076
学生事务(student affairs)	zhjinpo@sjtu.edu.cn	8621-62821017
保险事务 (insurance)	yanjunzhang@sjtu.edu.cn	8621-62932479
学院网站(school website)	https://ichinese.sjtu.edu.cn/zh	
微信公众号(WeChat Account.)	“交大汉语” ichineseSJTU;	

【Working and School Hours】

The school's term and holiday work schedules will be implemented according to the relevant requirements of the university.

Working hours are 08:30-11:00 and 13:00-16:30, from Monday to Friday (excluding Wednesday afternoons).

The daily class schedule is as follows:

Beijing time: 16:00-19:30(4 class hours per day) including 30 minutes of class breaking

(The Academic affairs office of the school will inform students what platform will be used in teaching activity.)

【Important Network and Systems Information】

1.Exit-Entry Administration Bureau of Shanghai Public Security Bureau

1)Exit-Entry Administration Bureau of Shanghai Public Security Bureau (Pudong office)

Address:1500 Minsheng Road, Pudong New District Tel: 68541199

(Metro Line 9: Xujiahui Station to Middle Yanggao Road Station. About 1 hour by taxi.)

2)Shanghai Public Security Bureau, Xuhui District Branch, Exit-Entry Reception Center

Address: No. 999 Nanning Road. Tel: 23037224

(Metro Line 1: Xujiahui Station to Caobao Road Station. About 15 minutes by taxi.)

2.“Registration Form of Temporary Residence”

Following the Article 39 of The Exit and Entry Administration Law of the People's Republic of

China, for foreigners who reside or stay in domiciles other than hotels shall go through the registration formalities with the public security organs in the places of residence within 24 hours after the arrival. Please bring your passport and rental contract to the Xuhui Campus Student Service Center to get the “Registration Form for Off-campus Temporary Accommodation” (《校外临时住宿登记表》). Take this form to the local police station to apply for the “Registration Form of Temporary Residence” for overseas personnel (《境外人员临时住宿登记表》).

You can also finish the residence registration through website:
<https://crjzndg.gaj.sh.gov.cn/24hr> or QR code.

If your address has been changed, please finish the self-help declaration within 24 hours, if you failed to do so, you are responsible for any legalization punishment. Please contact the student service center for other questions. (No.38 on the map) Tel: 8621-62934786



3. Physical Examination (Shanghai International Travel Healthcare Center)

Make an appointment with **Shanghai International Travel Healthcare Center** for a physical examination. Please bring the following to the appointment:

- passport and photocopy of passport;
- study certificate or Student ID Card;
- four 4.5cm by 3.5cm passport photos;
- approximately 600RMB for the physical examination;
- “Foreigner Physical Examination Record”; and
- original copy of blood test results (if any).

Shanghai International Travel Healthcare Center:

- Address: 15 Jinbang Road, Changning District, Shanghai
- Tel: 8621-62688851 Reservation
- Website: <https://online.shhg12360.cn/sithc>

4. School Teaching Management System

Web address: <http://202.120.5.252:8848>

Students can use this system to request a leave of absence, check attendance records, view exam results, etc. The login system requires a user name (the 10-digit Student ID number) and a temporary password (the last six numbers or characters of the passport number).

5. University Financial Management System

Web address: <http://www.jdcw.sjtu.edu.cn/>

For electronic receipt, please contact to clpvisa@sjtu.edu.cn

【Visas and Permits】 (No visa document for online learning students out of China.)

1. Student Visas without permission to work or take internships

Students who withdraw from the school must first cancel or shorten the duration of their student visas before requesting a possible refund of tuition.

2.Application for Residence Permits for Foreign Students with X1 Visas

After registration, international students with X1 Visas need to apply for the “Residence Permit for Foreign Students” at the Exit-Entry Administration Bureau of Shanghai Public Security Bureau (or at the Exit-Entry Reception Center of any district) within 30 days after entry. Bring the following required documents to your appointment:

- 1) “Visa Application Letter for International Students in Shanghai” (《在沪外国留学生办证申请函》);
- 2) JW202 Visa Application for Study in China (《外国留学人员来华签证申请表》);
- 3) “Notice of Admission from SJTU”;
- 4) passport and passport-sized photos;
- 5) original and one additional copy of the “Registration Form of Temporary Residence”(《境外人员临时住宿登记单》); and
- 6) “Certificate of Physical Examination Record of Overseas Personnel” (《境外人员体格检查记录验证证明》) provided by the Shanghai International Travel Healthcare Center.(Foreign health records need to be confirmed by the Center. An appointment is necessary for a physical examination.)

3.Application for additional entries and exits under the X2 Visa

Additional entries and exits can be requested once only. Please go to the International Student Service Center of the School of Humanities(ISSCSH).

4.Extension of Residence Permits for Foreign Students and X2 Visa extensions

In order to facilitate applications for visa extensions for those international students wishing to continue their studies for an additional semester, the school will issue a “Notice on Application for Semester Extension and Study Completion” (《汉语学期延长和申请结业的通知》) in the 12th week of classes and, at the same time, will announce the registration date for the following semester. Three conditions must be met.

- 1) The number of absences shall not exceed one third of the total number of class sessions for classes that record attendance.
- 2) The average score of midterm examinations should be at least 60 based on the weighted mean method.
- 3) Students must not exceed 54 years of age.

Students who meet these conditions can apply for study extensions and visa extensions during the 14th and 15th week of the semester. (If the application is late, a registration fee of 450 RMB will apply.)

【Classes】

After entering the school, new students will take a Chinese-language test to determine level placement. After placement, they should attend classes on time based on their class schedules. During the first week of formal instruction, students may apply to adjust their class selections at the Academic Affairs Office (xwhelen@sjtu.edu.cn). They may not adjust class selections on their own. Students may not transfer between different sections of the same class.

【Curriculum】

Level	Subject & Class	Promotion level after	Expected HSK level after
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	hours	qualification	learning	
			learners from the Chinese character cultural sphere	learners from the non Chinese character cultural sphere
Primary level 1	精读 8, 口语 8, 听力 4	Primary level 3	1-2	
Primary level 2	精读 8, 口语 8, 听力 4	Primary level 4	2-3	
Primary level 3	精读 8, 口语 8, 听力 4	Medium level 1	3-4	3
Primary level 4	精读 8, 口语 6, 阅读 2, 听力 4	Medium level 2	4	3-4
Medium level 1	精读 6, 口语 4, 阅读 4, 听力 4, 写作 2	Medium level 3	4-5	4
Medium level 2	精读 6, 口语 4, 阅读 4, 听力 4, 写作 2	Advanced level 1	5	4-5
Medium level 3	精读 6, 口语 4, 阅读 4, 听力 4, 写作 2	Advanced level 1	5-6	5
Advanced level 1	精读 4, 口语 4, 阅读 4, 听力 4, 写作 4	Advanced level 2	6	5-6
Advanced level 2	精读 4, 口语 4, 阅读 4, 听力 4, 写作 4	Advanced level 3	6	6
精读(Intensive reading), 口语(Speaking), 阅读(Reading), 听力(Listening) 写作(Writing)			(For reference)	

【Textbooks】

Any questions, please email to xwhelen@sjtu.edu.cn.

【Exams and Grades】

Final semester grades for each class are made up of three parts: class performance (30%), the midterm exam (30%), and the final exam (40%). Midterm exam scores are a significant factor in determining whether student visas are extended.

Class performance is based on attendance rates, attentiveness in class, homework completion and quality, etc. Full marks are 100. Midterm exams are held during the 9th week of each semester, and final exams are held during the 18th week. Full marks for both exams are 100. Students whose absence rate for any class (based on an accumulation of sick leave, personal

leave, and/or unexcused absences) exceeds one third of the total number of sessions for that class may not participate in the final exam.

For international students with one-year, study-type residence permits, the following rules apply: students at the elementary level who fail two or more classes during a semester may not advance to higher-level classes in the subsequent semester; students at the intermediate or advanced level who fail three or more classes in a semester may not advance to higher-level classes in the subsequent semester.

【Teacher Evaluations】

From the 9th to the 16th week of the semester, international students can log into the school's Teaching Management System (<http://202.120.5.252:8848>) to evaluate their teachers. Only those students who have completed their teacher-evaluation questionnaires will be able to view their midterm and final exam grades.

【Class Attendance】

1. During the period of study, students who are temporarily unable to attend classes must request leave through the school's online Teaching Management System (<http://202.120.5.252:8848>). Students who fail to attend class without requesting leave or whose leave request is not approved will accrue unexcused absences. Attendance will be recorded on the transcript.
2. After the official start of the semester, students will receive a first email warning from the school when total unexcused absences reach 30 class hours. They will receive a second warning when total unexcused absences reach 50 class hours. In addition, names of such students will be reported to the school. If total unexcused absences reach 60 class hours, students will be subject to disciplinary measures and asked to withdraw. Exchange students and scholarship students, at or above the university level, who are in violation of attendance policies will be reported to the university's International Student Center. The Center will handle the situation in accordance with its policies.
3. The school will begin disciplinary and expulsion processes for students who miss 106 class hours due to an accumulation of sick leave, personal leave, and/or unexcused absences.

【Certificate of Course Completion】

Students who complete the course can apply for a certificate via email xwhelen@sjtu.edu.cn during the 15th week of the semester. Certificates will be issued on the last day of the term. Students who require a certificate but fail to apply for one can re-apply during the 15th week of the following semester. To receive a certificate, minimum standards apply:

- 1) The absence rate for each course should not exceed 1 / 3;
- 2) The weighted average score of the courses taken in the semester should reach 60 or above;
- 3) The student may not violate any laws or regulations.

Any questions, please email to xwhelen@sjtu.edu.cn

【Withdrawing from School】

Students holding Residence Permits for Foreign Students must terminate their permits before leaving the school. Students holding X2 Visas who withdraw midway through studies must

shorten the duration of their X2 Visas accordingly. The process of withdrawing from the school requires several steps.

- 1) Email to clpvisa@sjtu.edu.cn to complete procedures to adjust the visa.
- 2) Within five working days of withdrawal, bring the “Receipt of Visa Processing for Foreigners” 《外国人签证证件受理回执(RECEIPT)》 (provided by Exit-Entry Administration Bureau of Shanghai Public Security Bureau) to the school’s Academic Affairs Office. Without completing this step, students will not be able to receive any tuition refund, certificate of study, or other materials. Further, their names will be reported to the Exit and Entry Administration and Service Center of the university and placed on a blacklist.
- 3) Documents such as “Proof of Studies”, “Proof of Departure from the University”, or an “Official Academic Transcript”, if required, may be picked up at the Academic Affairs Office, please email to xwhelen@sjtu.edu.cn .

【Tuition Refunds】

All Chinese-language students of the School of Humanities must present the following documents to clpvisa@sjtu.edu.cn to initiate the refund process: “Receipt of Visa Processing for Foreigners” 《外国人签证证件受理回执(RECEIPT)》 (provided by Exit-Entry Administration Bureau of Shanghai Public Security Bureau); receipt of tuition payment and refund confirmation letter from the School of Humanities (provide the school with details from a Chinese bank account); and letter from the School of Humanities confirming withdrawal. Refunds are subject to various regulations.

1. For full-time, long-term Chinese-language students
 - 1) Registration fees will not be refunded.
 - 2) Students who have prepaid for the next semester are eligible for a full refund of that semester’s tuition only if they apply to withdraw before the current semester’s graduation ceremony.
 - 3) Students who apply to withdraw within the period starting with the graduation ceremony of the previous semester and ending after the first two weeks of the new semester are eligible for a 75% refund of tuition paid.
 - 4) Students who apply to withdraw during the third week of the new semester are eligible for a 50% refund of that semester’s tuition.
 - 5) No refunds will be given after the third week of the semester.
 - 6) Students who have paid for elective courses are not eligible for refunds of elective-course tuition.
2. For part-time Chinese-language students
 - 1) Tuition and registration fees for any class that cannot be offered will be fully refunded.
 - 2) Students who withdraw from school within two weeks after the start of the semester will receive a refund of 75% of tuition paid.
 - 3) Students who withdraw from school during the third week of classes will receive a refund of 50% of tuition paid.
 - 4) Students who withdraw from school after the third week of classes are not eligible for tuition refunds.
3. Students expelled from the school for violating school regulations are not eligible for tuition refunds for that semester.

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4. Applications for tuition refunds must be made during normal business hours.
 5. Please fill the refund form in the current year. The refund will not be processed after expiration.

【The HSK Test】

Please log in to the following website for information on the HSK Test:

<http://www.chinesetest.cn/index.do>

【Students Activities】

The school will organize several activities during the semester. Details will be provided further via email and WeChat.

【Tips for Overseas Students】

The personal safety of international students and the security of their property is always a top priority. International students must abide by the law and be personally responsible for what they say and do in China. Studying at the university implies agreement with and acceptance of relevant university rules and regulations. After enrollment, please promptly provide your class adviser with your valid telephone number, email address, and emergency contacts in China. This will help ensure that the school's management system is up to date. During the period of overseas study, students in distress should call one of the following numbers: for emergencies, call 110; to summon an ambulance, call 120; to report a fire, call 119; Xuhui campus emergencies, call 62932300.

【Campus Network】

Non-degree international students are eligible for the jAccount at Shanghai Jiao Tong University. More details, please login my.sjtu.edu.cn (English version) to sign up for the jAccount.

【Insurance】

According to the pertinent regulations of the Ministry of Education and of the school, all international students must have insurance. International students must purchase insurance in accordance with relevant national regulations and school requirements. Students who haven't yet purchased required insurance, must do so by the deadline. Students who fail to purchase insurance by the deadline will not be admitted to the school. Returning students who are not covered by the required insurance must withdraw from the school and will not be allowed to register. Any questions, you can email to: zhjinpo@sjtu.edu.cn.

Insurance premiums are 400RMB for 6 months of coverage or 800RMB for 12 months of coverage.

For insurance consultation or claims, call 400.810.5119.

For more information about insurance plans, insurance services, claims, etc., please visit <http://en.lxbx.net/>.

【Payment Methods】

1. Payment is due at the time of registration. According to the “Notice of Admission from SJTU”, all tuition and fees for the semester shall be paid in one lump sum using a bank card. Students who use a “UnionPay” card issued abroad must pay an additional service fee of 2.5%. Students who use an international card (limited to VISA, Master card, JCB, and American Express) must pay an additional service fee of 1.9%-3.5%.

2. Online payment (only for students with student ID H2009099XXXX, which can be found in the attached Admission Notice) To pay online via WeChat, Alipay or credit card, please re-login with your student ID (H2009099XXXX or H2109029XXXX) at <http://apply.sjtu.edu.cn>. The password is the last six numbers of your passport number. For students whose student ID is not HXXXXXXXXXX, please pay by other methods.

3. Overseas remittance

Please make a remittance using the following information. (Please write the student name and remittance amount clearly.)

名称(NAME):	上海交通大学(SHANGHAI JIAO TONG UNIVERSITY)
银行账号(A/C NUMBER):	439059226890
银行(BANK):	中国银行上海交通大学支行 (BANK OF CHINA, SHANGHAI JIAOTONG UNIVERSITY SUB-BRANCH)
银行地址(BANK ADD):	中国上海市东川路 800 号(NO.800 DONG CHUAN ROAD,SHANGHAI, CHINA)
银行代码(SWIFT CODE):	BKCHCN BJ300
电话号码(TEL NO):	0086-21-54747180
邮编(POST (CODE):	200240
备注(NOTES):	学费,姓名+学号(Tuition, NAME & STUDENT NO.)

【Regulations on Disciplinary Actions Applicable to International

Chinese-language Students】

1. These regulations are in accordance with the “International Student Management Regulations of Shanghai Jiao Tong University”(《上海交通大学国际学生管理规定》(沪交外[2014]129号)); the “Measures for the Reception and Teaching Management of Non-degree International Students ,SJTU”(《上海交通大学非学位国际学生的接收与教学管理办法》(沪交外[2014]127号)); and the “Student Handbook, SJTU(2018 Edition)”(《上海交通大学学生手册》(2018版)). In addition, they were formulated under the guidance of the university’s International Student Center and International Student Service Center and in conjunction with the actual circumstances of full-time international Chinese-language students at the School of Humanities. The university's Students Affairs Division and Legal Affairs Office has reviewed and consented to these regulations and will supervise their implementation.

2. As used in these regulations, the term “international Chinese-language students” refers primarily to long-term and short-term, self-funded, non-degree, international Chinese-language students who are enrolled by the International Office of the School of Humanities at SJTU and who hold study-type visas, such as the X1 Visa (or Residence Permit for Study) or the X2 Visa. All such international Chinese-language students enrolled at the school are assumed to have

acknowledged and accepted these regulations.

3. All such international Chinese-language students enrolled at STJU's School of Humanities must abide by the laws of the People's Republic of China, respect the customs and habits of the Chinese people, conscientiously maintain friendly relations among students of all countries, respect the different races, religions, customs, and habits of students from all countries, abide by the rules and regulations of Shanghai Jiao Tong University, and study earnestly in accordance with teaching plans and arrangements.

4. Disciplinary Violations and Penalties

International Chinese-language students at the School of Humanities exhibiting the following behaviors will be issued a "Disciplinary Action Report for International Chinese-language Students" (《汉语进修留学违纪处分告知单》) and be expelled without the possibility of a refund for the current semester. Such students will not be readmitted in the future; and, moreover, they will be reported to the Exit and Entry Administration and Service Center of the university, which will record the circumstances of the violation.

1. Students who exhibit any of the following behaviors, and, after criticism and education, refuse to change the behavior and continue to display a bad attitude:

- 1) fighting and brawling causing adverse effects or personal injury;
- 2) illegally possessing other people's belongings (through theft, fraud, extortion, or fraudulent claims);
- 3) destroying the university's public property and refusing to pay compensation;
- 4) disrupting teaching or examinations;
- 5) drinking excessively with associated negative effects; or
- 6) deliberately insulting teachers or students (including insults to religions, politics, beliefs, and customary practices).

2. Students for whom any of the following situations apply:

- 1) accumulating 60 class hours of unexcused absences;
- 2) accumulating 106 class hours of overall absences (including sick leave, personal leave, and/or unexcused absences); or
- 3) failing to register within three weeks of the beginning of the semester without the approval of the school.

3. Trafficking, disseminating, or producing obscene, pornographic, or reactionary printed materials, electronic publications, or audio-visual products

4. Engaging in drug related activity (including using or trafficking drugs)

5. Gambling

6. Violating regulations regarding religious activities on campus

7. Receiving public security, administrative, or judicial penalties from the People's Republic of China or concealing the existence of any such penalties

The above regulations will take effect on September 1, 2019.

【Campus Map】



(The School of Humanities at Shanghai Jiao Tong University reserves the right to determine the official interpretation of this handbook.)■