



上海交通大學
SHANGHAI JIAO TONG UNIVERSITY



人文學院
School of Humanities

国际学生汉语进修手册

Handbook for International Students Studying Chinese Language


(English version)

May, 2023

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【Affairs and Contact】

Affairs	Email	Phone
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)	daixing@sjtu.edu.cn	
学院网站(school website)	https://ichinese.sjtu.edu.cn	
学生活动(Activity)	sjtu_activity@126.com	
微信公众号(WeChat Account.)	“交大汉语” 	
Note: 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).		

【Important Network and Systems Information】

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

Hotline: 12367 ; Web-site: <https://gaj.sh.gov.cn/crj/>

Office hour: Monday – Saturday (8:30 to 16:00)

☐ Exit-Entry Administration Bureau of Shanghai Public Security Bureau (Main office)

1500 Minsheng Road, Pudong New District

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

999 Nanning Road, Xuhui District

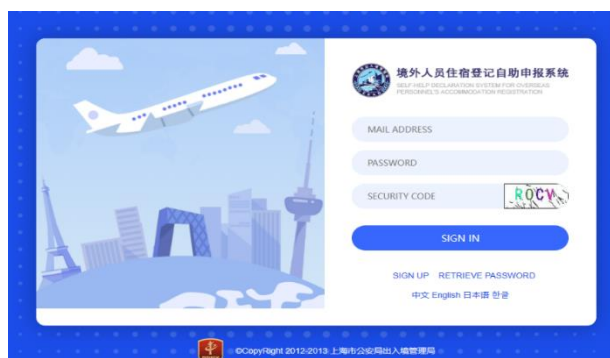
2.Registration Form of Temporary Residence

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. It is your legal obligation and makes an important condition for visa or residence permit application in the future.

To facilitate such work, the Shanghai Police Exit- Entry Administration presents the online self-

registration. Please make sure the information you provide is complete, accurate and true. Any false statement shall result in legal consequences. You are welcome to use :

1. Scanning the following QR code with your mobile phone
2. Log on the web-site at: <https://gaj.sh.gov.cn/crj/24hr>



*Tip: Please follow the above requirements to complete the registration Form of temporary residence within 24 hours if you changed the address.

3.Physical Examination (Shanghai International Travel Healthcare Center)

According to Chinese laws and regulations related to international travelers, incoming international students (≥ 180 days) must take physical examination/verification at a designated agency in China. The Physical Verification Certificate will be used for the application for student's Residence Permit.

Who needs to take the physical examination or verification?

- International students with X1 visa.
- International students with X2 visa, and will be studying for over six months in China.
- International students who apply for residence permit for the first time or have not done the medical check during their study in high school in China.
- International students whose residence permits have expired for 3 months, and have to re-apply for it.

NOTE: For all international students entering on an X1 study visa, to ensure that you can complete your study permit within 30 days, please visit the Shanghai International Travel Health Care Center's website (<https://online.shhg12360.cn/sithc>) and make an appointment for physical examination in advance (the medical examination report will take 4 working days to collect), which will be used to apply for the residence permit of study category.

Documents needed (For reference only):

- Valid regular passport and photocopy of passport
- Admission Notice or Student ID Card
- The whole set of physical examination report for verification (for those who have had physical examination taken in their own country)
- Four 4.5cm by 3.5cm passport photos;
- Around RMB 500 for physical examination or RMB 70 – 400 for verification.

NOTE: Please keep the stomach empty for at least 5 hours. (Except for the water)

Besides, students who need verification of their own physical examination document must

submit: All original copies of physical examination report (hospital sealed) (Physical Examination Record for Foreigners, Blood Test Report, etc.) (If the student has taken physical examination abroad).

The health center shall issue the Certificate of Verification (For Physical Examination Record for Foreigners or Overseas Chinese) to students whose examination record accords with the requirement. If a student does not meet the requirements, (s) he shall make a supplementary examination or carry out a new health examination. After passing the examination, the health center shall issue the Certificate of Verification (For Physical Examination Record for Foreigner or Overseas Chinese).

The Address of the physical examination and verification:

Shanghai International Travel Healthcare Center

15 Jinbang Road, Changning District, Shanghai.

Service Hours: Monday to Friday, 8:00 am - 11:00 am.

Reservation website: <https://online.shhg12360.cn/sithc>

Tel: 86-21-62688851

★ The explanation above is for your reference only. However, please be aware that the regulations are subject to change and you should check with the relevant authorities prior to making arrangements.

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】

The University only accept foreign student study with student visa (X) and residence permit issued by the Public Security Authority. The student visa does not have any work or internship permit, and must attend classes on time and take exams according to the school's curriculum arrangement. If a student drops out, his/her student visa must be cancelled (or shortened) , and then the tuition fee will be refunded according to the relevant regulation.

Note: Student visas are issued to full-time program students only and not available for part-time courses.

1. 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. The following are required documents (excluding those that may need to be supplemented):

1) “Visa Application Letter for International Students in Shanghai” / 《在沪外国留学生办证申请函》 - (Chinese Government Scholarship students & exchange program students can apply online at APP “交我办”. Self-funded students can apply at the International Student Service

Center of the School of Humanities);

- 2) JW202 Visa Application for Study in China (《外国留学人员来华签证申请表》)(yellow);
- 3) “Admission Notice from SJTU”;
- 4) original passport and the copy of the information page and visa page;
- 5) passport-sized photos (2 inches size);
- 6) original and one additional copy of the “Registration Form of Temporary Residence”(《境外人员临时住宿登记单》);
- 7) “Certificate of Physical Examination Record of Overseas Personnel”(《境外人员体格检查记录验证证明》) issued by the Shanghai International Travel Healthcare Center.

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

Additional entries and exits can be requested once only. Self-funded full-time program students please go to the International Student Service Center of the School of Humanities.

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

Student holding a X2 type visa and staying in Chinese mainland more than 180 days needs to do the Physical Examination before applying for the residence permit of studying.

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 (Room 103B, Lecture Building No.1). They may not adjust class selections on their own. Students may not transfer between different sections of the same class.

【Textbooks】

Any questions, please email to xwhelen@sjtu.edu.cn, or call 8621-62821076

【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.

The 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 each subject teacher who will arrange and notice students. Then final exams are held during the 18th week, and the examination notice will be issued a week before the Final Examination. Full marks for both exams are 100. Students whose absence rate for any course (based on an accumulation of sick leave, personal leave, and/or unexcused absences) exceeds one third of the total number of sessions for that course may not participate in the final exam. If there is the absent of the Examination without authorization or having fraud in the examination, the total semester score record of this examination is 0 points.

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.

【Score percentage conversion grade system reference】

The following table is only for the reference of exchange students. The details still need to be converted according to the original exchange university.

Score percentage	Grade system	Credits	Reference standard for evaluation
[95-100]	A+	4.3	The course passed the examination, and the comprehensive evaluation of the understanding, mastery and application of knowledge is excellent.
[90-95)	A	4.0	
[85-90)	A-	3.7	
[80-85)	B+	3.3	The course passed the examination, and the comprehensive evaluation of the understanding, mastery and application of knowledge is general.
[75-80)	B	3.0	
[70-75)	B-	2.7	
[67-70)	C+	2.3	The course has passed the examination, and the comprehensive evaluation on the understanding, mastery and application of knowledge is basically qualified.
[65-67)	C	2.0	
[62-65)	C-	1.7	
[60-62)	D	1.0	
≥60	P(Pass)	N/A	Pass the exam.
<60	F(Failure)	0	Failed the exam.

【Resit】

1.The Regulations on Resit Examination of Mid-term

1) The students are allowed to take a resit examination within one week of the mid-term examination day, and also allowed to take a resit examination before teacher's mid-term paper

evaluation.

2) The resit examination time can be discussed between the teachers and the students. The specific time is suggested to be 13:30-15:00 (Beijing time). And the examination time of listening course and speaking course are short, and the teacher who teaches that course can discuss with the students within the above time range.

2. The Regulations on Resit Examination of Final-term

The resit examination application time is uniformly arranged on the first week after the Final Exam, and the resit examination time is arranged on the registration date of the next semester (see the notice for the specific time).

The students are only allowed to take the resit examination once.

3. Resit Score

- 1) The resit Examination Score of Mid-term: The Score will be registered as 70% of the actual score.
- 2) The resit Examination Score of Final-term: Those who pass the exam will be recorded as actual results (resit), but the total semester score of this course is registered as 60 points. And those who fail the exam will be recorded as F, and the total semester score of this course also will be registered as F.
- 3) If you are absent from the resit examination after registration, the total semester score of this course is registered as F.

【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) Registration fees will not be refunded.
- 2) Tuition and registration fees for any class that cannot be offered will be fully refunded.
- 3) Students who withdraw from school within two weeks after the start of the semester will receive a refund of 75% of tuition paid.
- 4) Students who withdraw from school during the third week of classes will receive a refund of 50% of tuition paid.
- 5) 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.

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.

【Application jAccount ID】

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.

Step 1: please visit <https://jaccount.sjtu.edu.cn/profile/#/apply>, choose “EN” at the top right corner, then click “Next”;



Step 2: tick the “Accept”, then click “Next”;



Step 3: fill in all the required information, then click "submit" and pay attention to the Captcha(code) changes every time. just copy the red alphabets on the right for the code. For example, on the picture this time the Captcha is "krpoh".

Step 4: If received this feedback from service@sjtu.edu.cn, that means you opened jAccount ID.(Normally about 1 to 2 days, you will receive this letter by email.)

Dear user:
Welcome to the unified identity authentication (jAccount) of Shanghai Jiao Tong University, your account has been opened. The service has been opened as follows:
FTP
JBox
E-Mail
Proxy
Wireless
When using the above services encounter problems, please send email to service@sjtu.edu.cn, or call the network information center (Tel: 021-34206060).
Special tips, Network Information Center, Shanghai Jiaotong University, Shanghai is Shanghai Jiaotong University email account and unified identity authentication account only legitimate management persons, network information center will not mail requires the user to provide the password information.

【How can I Enter Campus】

First, download app "交我办" with your mobile phone. Then, on its first page, click the icon of "思源码", and scan the QR code at the campus entrances and you can enter the campus. When you are going to exit campus, you need to scan this QR code too. By the way, you can also use the QR code in campus canteen as long as you can pay by your wechat account.

step 1	step 2
	 

【Sports Venue/Field Reservation】

Please log on to app “交我办” of SJTU to make a reservation, and steps as follows:

step 1	step 2	step 3	step 4	step 5
				

【The HSK Test】

Please log on 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 school wechat account “交大汉语”, public notice, wechat of class group or email.

【Insurance】

- According to relevant regulations of the Ministry of Education of the People's Republic of China and the "Regulations on the Management of International Students at Shanghai Jiao Tong University (SJTU)", international students studying in Chinese mainland are required to have insurance. For self-funded international student studying Chinese language at school of humanities SJTU, whatever the insurance product will be, it should cover the period of studying and can be used in Chinese Mainland. **It is recommended that international students purchase insurance before entering Chinese Mainland to ensure that the insurance is in effect at the time of entry.** Student must bring and show the proof of purchased insurance when registering on the registration day of the new semester (Chinese version or English version).
- If international student purchase insurance product of Chinese Mainland, advice is here:
 - Purchase on the specialized website: www.lxbx.net
 - Insurance name: “800 yuan Insurance plans for International students” (For information on the specific terms, insurance liability, and claim application, please log in to <http://dl.lxbx.net/#laihua>.)
 - Insurance premium: RMB 800/year, or RMB 400/half year
 - Instructions for online payment by PC terminal or by Mobile terminal, please see: dl.lxbx.net/#wangzhi. **Student can purchase insurance one week on web before the registration day of the new semester** (web: www.lxbx.net/login?redirect=/plan, put into “passport No” and “verification code”).

Special note: This insurance does not cover medical expense claims outside Chinese Mainland. If you are sick or have an accident, please call the insurance company's service hotline at 4008105119 (24-hour, bilingual service) as soon as possible. (If there is a hiatus period in insurance, any illness or accident that occurred during the previous insurance period and the hiatus period, even if treated during the new insurance period, will be considered a past illness and cannot be compensated. Therefore, please pay and renew the insurance timely to ensure the continuous validity of the insurance.)

3. Any questions on the mentioned information here, one can email to zhjinpo@situ.edu.cn or call 86-21-62821017

【Student ID Card】

The school will make Student ID Cards for all international Chinese-language students who registered on time. ID cards can be used in cafeterias, bathrooms, and libraries.

Student ID Cards are activated once funds are added. Students can top up their cards in the lobby of the No. 1 Graduate Student Building on the Xuhui Campus.

Students must enter a password if they want to spend more than 30 RMB per day using their Student ID Cards. The initial password of the card is 123456.

Students who fail to apply at the time stated or lose their student ID card must go to the Student ID Card Center and pay a fee of 20RMB to get a Student ID Card.

The Student ID Center is on the 1st Floor of the Lecture Building 3 (No. 14 on the Xuhui Campus map).

Office hours are 8:30-11:00 and 13:30–16:30.

【Tips for Studying Abroad】

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.

【Payment Methods】

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

1. 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 HXXXXXXXXXX, 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 (HXXXXXXXXXX) at <http://applychinese.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. Remittance

If you are not eligible for online payment, please make a remittance using the following information on time (ATM transfer is not allowed). Please notes tuition, the student name, student number and the amount in the remittance details. Please consider exchange rate changes and fees charged by the Correspondent/ intermediary bank when making an international remittance.

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 (HXXXXXXXXXX) Tuition, NAME & STUDENT NO. (HXXXXXXXXXX)

【Regulations on Disciplinary Actions Applicable to International Chinese-language Students】

I. 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.

II. 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.

III. 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.

IV. 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.

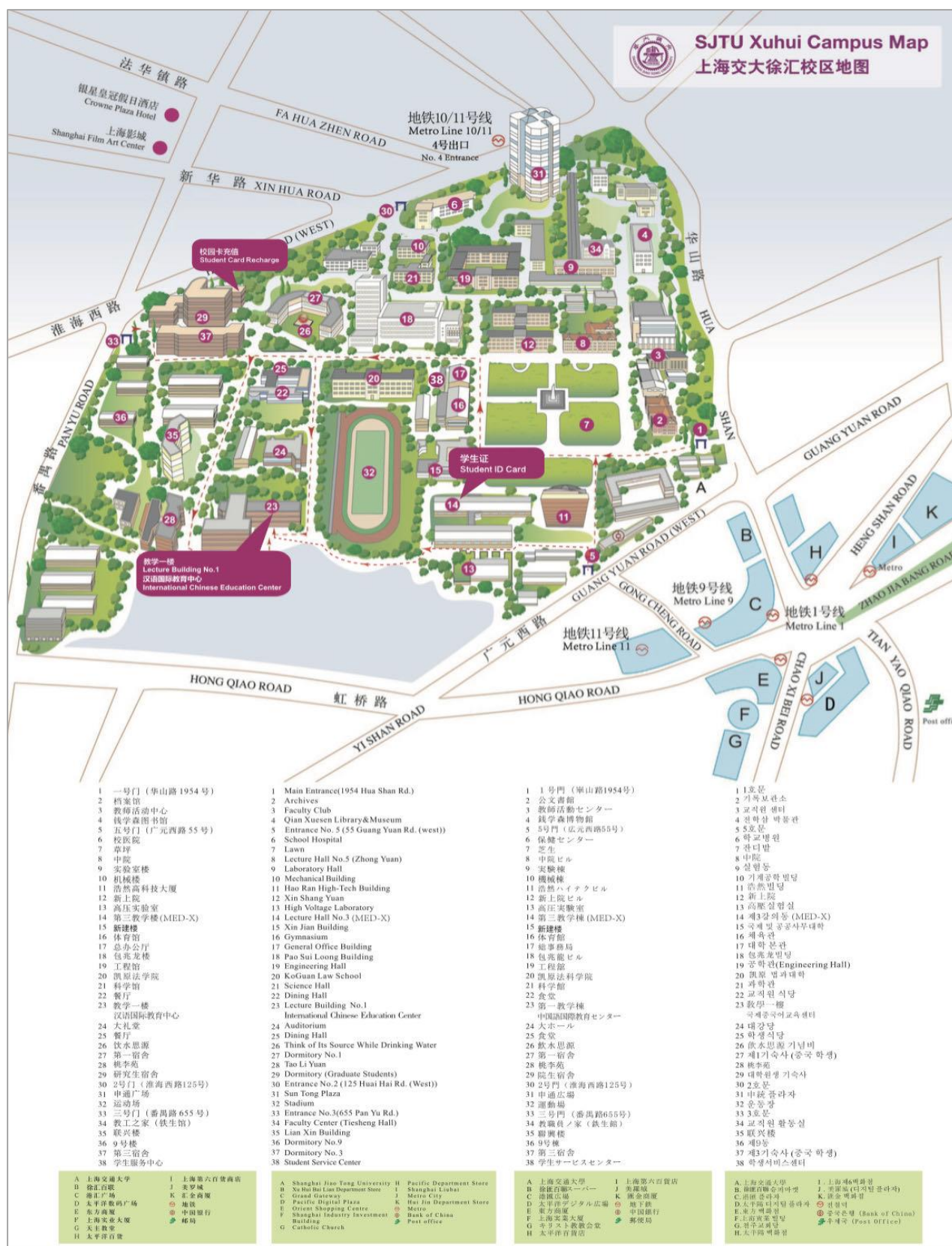
【How to Apply for Certificate of no Criminal Record】

For international student studying Chinese, if you need a certificate of no criminal record for the period of study at our school, you can go to Room 301 of the Security Office of Xuhui campus of the university apply for it. of course, you can entrust others to do it. Please provide your passport and student ID card (photos are also acceptable).

Address: Security Office of Xuhui campus, Shanghai Jiaotong University, No.55, Guangyuanxi Road, Xuhui District, Shanghai, PRC (location: near Guangyuanxi Rd. entrance, see No.5 on campus map,)

Contact: Ms. Liu or Mr. Ding **Tel:** +86 21 62932352

【Campus Map】



For more information about SJTU campus: <http://map.sjtu.edu.cn>

(For the handbook, the Chinese-language document takes precedence over any other translated versions. School of Humanities at SJTU reserves the right to determine the official interpretation of this handbook.) ■