



# HANDBOOK

FOR FOREIGN STAFF OF SUN YAT-SEN UNIVERSITY



Office of International Cooperation & Exchange ,  
Sun Yat-sen University



Sun Yat-sen University  
Guangzhou, China  
510275



This Handbook aims to give our foreign faculty an introduction to Sun Yat-sen University as well as a guideline for them to live and work happily in SYSU and Guangzhou. It is the second edition and we hope that the improved edition can provide more helpful information for our foreign faculty. Ms. Katherine A. Newkirk, our foreign teacher working in SYSU from 2008-2011, has given us tremendous supports and valuable advice in compiling the Handbook and her dedication is highly appreciated.

Wish all our foreign faculty a pleasant life in SYSU and Guangzhou.

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### INTRODUCTION TO SUN YAT-SEN UNIVERSITY



Since its founding in 1924 by the great leader and national hero, Dr. Sun Yat-sen, the university has risen to the forefront of higher education in China. SYSU is widely considered to be the finest university in southern China and among China's top ten and the world's top 200 university. SYSU is a vibrant community of scholarship and learning characterized by its revolutionary spirit.

The University's mission is to advance knowledge and educate students in arts, science, technology, and other academic areas that will best serve the nation and the world in the 21st century. Dr. Sun Yat-sen inscribed in his own handwriting the school motto of "Study extensively; Enquire accurately; Reflect carefully; Discriminate clearly; Practice earnestly."

He originally named the school Guangdong University. The name changed to Zhongshan University in 1926. In the 1930s, there were seven schools in the University, the Schools of

**博学 Study Extensively**  
**审问 Enquire Accurately**  
**慎思 Reflect Carefully**  
**明辨 Discriminate Clearly**  
**笃行 Practise Earnestly**

Arts, Sciences, Law, Engineering, Agricultural Studies, Medicine and Education. In 1935, the University set up the Graduate School and began to enroll graduate students. In the 1950s, the colleges, schools and departments were readjusted nationwide, and Zhongshan University became a

comprehensive university with the liberal arts and sciences as its backbone disciplines. Since the founding of the new China, Zhongshan University has always been one of the national key universities, and is also among the first Chinese institutions to award doctoral and master's degrees and to undertake post-doctoral research. In 2001 Zhongshan University merged with the former Sun Yat-sen University of Medical Sciences and changed its name to Sun Yat-sen University.

Sun Yat-sen University has eight affiliated hospitals and four State Key Laboratories: State Key Laboratory of Optoelectronic Materials and Technologies (OEMT), State Key Laboratory of Biocontrol (SKLBC), The State Key Laboratory of Oncology in South China, and State Key Laboratory of Ophthalmology.

### SYSU BY THE NUMBERS

Doctoral programs	231
Masters programs	287
<u>Undergraduate programs</u>	<u>112</u>
<b>SPECIALTIES &amp; PROGRAMS</b>	<b>630</b>

PhD students	4,573
Master's degree students	11,138
Part-time postgraduates	5,104
Undergraduates	32,111
Overseas students	1,575
Adult education students	14,327
Network students	16,194
<u>Preparatory students</u>	<u>78</u>
<b>STUDENTS</b>	<b>85,100</b>

Professors, research fellows	1,154
Associate professors, fellows	1,814
Technicians & engineers	11,901
<u>Teachers</u>	<u>5,993</u>
<b>FACULTY AND STAFF</b>	<b>13,275</b>

### GUANGZHOU SOUTH CAMPUS

Established by Dr. Sun Yat-sen in 1924, the Guangzhou South Campus is located alongside the Pearl River in the Haizhu District of Guangzhou. South Campus covers a total area of 1.17 square kilometers.

South Campus mainly hosts disciplines in sciences and the arts, namely, the School of Humanities, School of Foreign Languages, School of Law, School of Political Science and Public Administration, Lingnan (University) College, School of Business Management, School of Life Science, School of Geographic Science and Planning, School of Environmental Science and Engineering, School of Chemistry and Chemical Engineering, School of Physics and Engineering, School of Information Science and Technology, School of Mathematics and Computational Science, School of Education and School of



Communication and Design, as well as the Graduate School, Higher Continuing Education College and Network Education College.

Address: No. 135, Xingang Xi Road, Guangzhou, P. R. China 510275

### **GUANGZHOU NORTH CAMPUS**

The Guangzhou North Campus is located in Yuexiu District, Guangzhou, and covers an area of 0.39 square kilometers. North Campus is mainly dedicated to the medical sciences. It was established in 1886 as Boji Medical College. Dr. Sun Yat-sen studied medicine there. Boji College merged with Kung Yee Medical School in 1925 and into Sun Yat-sen University in 2001.

Address: No. 74, Zhongshan Er Road, Guangzhou, P. R. China 510085



### **GUANGZHOU EAST CAMPUS**

The Guangzhou East Campus was established in 2004 at the north end of the Guangzhou University City in Xiaoguwei, Panyu, and covers an area of 1.13 square kilometers. Guangzhou University City is a major development made by the People's Government of Guangdong Province in an effort to implement the strategy of building Guangdong through science and education.

Address: Xiaoguwei Island, Panyu District, Guangzhou, P. R. China 510006

### **ZHUHAI CAMPUS**

The Zhuhai Campus was established in 2000 along the sea at Tang Jia Wan, Zhuhai City. The campus lies among forested hills and occupies 3.48 square kilometers. Zhuhai Campus is home to the Schools of Tourism, Network Education, and Continuing Education. Also living and studying at Zhuhai are freshmen and sophomores of some disciplines in liberal arts, natural sciences, and medical sciences.

Address: Tangjiawan, Xiangzhou District, Zhuhai, P. R. China 519082

## **OFFICE OF INTERNATIONAL COOPERATION & EXCHANGE**

The Office of International Cooperation & Exchange (OICE) is responsible for promoting international exchange and collaboration with overseas universities and colleges as well as research institutes. OICE's goals are to speed up internationalization of SYSU; to establish relationships and academic exchanges with foreign universities and those beyond mainland China; to participate in international activities for higher education; to arrange documentation for passports; visas for short-term business visits to foreign countries; to receive visiting scholars and guests; to handle programs run by foundations; to manage international and regional academic conferences hosted by the University; to handle affairs concerning students from Hong Kong, Macao and Taiwan; and more

OICE mainly relies on a network of school and departmental administrators to orient, advise, and keep foreign teachers informed.

### **CONTACT**

Office of International Cooperation & Exchange  
Tel: 86)20.8411.1896  
Fax: 86)20.8403.6860  
Email: [adeao@mail.sysu.edu.cn](mailto:adeao@mail.sysu.edu.cn)



Waishi mishu (外事秘书), foreign affairs secretary, is the term to describe the liaison to the University. She is the contact person in the department, the explainer, the problem solver.

## **CREDENTIALS**

Foreign teachers are required to apply for a Residence Permit within 30 days of arriving China. In order to obtain the residence permit, one must first acquire a Z Visa, Registration Form of Temporary Accommodation of Foreigners, Foreign Expert Certificate, and a Health Check-up Certificate.

Aligning everything needed to be fully credentialed to work in China is a process that takes several weeks. Work permit from the provincial government (obtained by OICE) - 30 days; health certificate - 5 work days; foreign expert certificate - 15 work days; residence permit - 5 days.

After obtaining the Residence Permit, make note of the expiration date and plan to notify OICE and start the renewal process 30 days earlier.

### DOCUMENTATION

Begin by making three copies of all of the following. Note that each copy must be on a separate sheet of A4 paper.

- Birth Certificates of any children younger than 18 years old
- Marriage Certificate
- Diploma of your highest degree
- Professional certifications, licenses
- Health and life insurance policy
- CV or Resume
- Passport photo and visa page of each family member
- Four passport photos of each family member
- Authentication certificates for passport photos

### VISA

Working legally in China requires a “Z” Visa from a Chinese embassy or consulate. If you are not close to a Chinese embassy or consulate, you can hire a service to represent you.

OICE recommends that foreign teachers who will work at the University longer than six months obtain a Z Visa for all family members before coming to China. Those who arrive with any other type of visa must leave China for two days to obtain the Z visa. Both Hong Kong and Macau have consular services.

To obtain the Z visa, you will need to provide the Chinese embassy or consulate:

- A passport with at least 6 months validity before the expiration date and at least two blank visa pages
- An “Invitation Letter of Duly Authorized Unit” issued by the University
- A “Work Permit for Aliens” issued by the Chinese Labor Ministry

and obtained by the University

- One completed Visa Application Form (Q1) with
- One attached passport photo

The fees for a Z visa range from US\$30 for citizens of many countries to \$140 for U.S. citizens. The regular visa processing time is four days. At many Chinese embassies, express service (2-3 working days) is available for an additional \$20 and same day rush service for \$30.

Visa requirements sometimes change. Updated information about requirements for the Z visa is available at [www.travelchinaguide.com/embassy/visa/work.htm](http://www.travelchinaguide.com/embassy/visa/work.htm)

### HEALTH CHECK-UP CERTIFICATE

The health check is required for adults only. The fee is 420 yuan and is reimbursable. Before going, ask the contact person or an interpreter to call the clinic to check hours and find out the best time to come to avoid crowds.

At the clinic you will undergo tests such as blood and urine samples, chest x-ray, abdomen ultrasound, eye-ears-nose check, blood pressure, weight and height, etc. It is not necessary to fast before the exam. The exam is thorough but not invasive and may take as much as a couple of hours. After the tests, the clinic will issue instructions to return in a few days. On the return visit, you will be shown the certificate. Then the clinic staff will seal one copy in a yellow envelope and a duplicate in a white envelope. Do not open the sealed yellow envelope, which you will deliver later to the Security Bureau.



### REGISTRATION OF ACCOMMODATION

Go to the local police station with an interpreter. Take copies the picture page of each family passports, each person’s visa, and a passport photo of each person. Wait while police prepare Registration Form of Temporary Accommodation of Foreigners. The process normally takes about half an hour.

### PHOTOS

After arriving in China, you will need photos for several steps in the process. Photos come in handy, not only for residence permit process, so buy 8 or more.

Rules govern the size and background, so use a photo store that knows the rules, such as the one near the statue of Sun Yat-sen. A certificate of the photo's authenticity is required as part of the application for residence permit, so be sure to collect and save this along with your receipt from the photography store.

### WORKING PERMIT

In order to obtain the Foreign Expert Certificate, each teacher needs a working permit. Teachers must provide to the OICE:

- Completed application form for working permit
- Two copies of CV or resume
- Two copies of diploma of highest degree
- Two copies of health certificate
- Two copies of contract in English and Chinese
- Two copies of passport photo page
- Two copies of birth and marriage certificates for family members
- Two copies of insurance policy

### FOREIGN EXPERT CERTIFICATE

The Office of International Cooperation will help you process your application. Processing takes 15 work days. For this OICE will need:

- Completed application form for Foreign Expert Certificate
- Copy of passport photo and visa page
- Two photos of each family member
- Sealed health certificate



To extend a Foreign Expert Certificate issued previously, teachers must provide:

- Completed application form
- Copy of new contract
- Original Foreign Expert Certificate
- Copy of insurance policy
- Copies of passport photo page and residence permit

To transfer a Foreign Expert Certificate from another employer in China, teacher must provide the above plus:

- Copy of CV or resume

- Copy of recommendation letter from last employer
- Copy of diploma of highest degree
- Copy of health certificate
- Copy of insurance policy

The teachers should return the Foreign Expert Certificate to their school or department when his contract has been fulfilled.

### RESIDENCE PERMIT

The Residence Permit replaces the Z visa and entitles holders to enter and exit China. It effectively replaces the Z or F visa you recently obtained at great expense of time and money.

Ten or more working days before the Z visa or residence permit expires, submit the following to the contact person to pass on to the OICE which will fill out an online application for a residence permit.

- Copy of your valid passport photo page
- Copy of your visa (or residence permit if you are applying for residence permit extension)
- Copy of the passport page with chop showing the last entry into China
- Copy of "Registration Form of Temporary Accommodation for Foreigners" from the local police station



After reviewing the materials, the OICE will log onto the Guangzhou Public Security Bureau (PSB) website and complete the on-line application for foreign experts.

The PSB will issue an acceptance number which OICE will return to you. Now you are ready to go to the Division of Exit and Entry Administration of Guangzhou Public Security Bureau to apply for the F Visa and Residence Permit.

### AT THE BUREAU - FIRST TIME

Go to the Division of Entry and Exit Administration, Guangzhou Municipal Public Security Bureau. Plan on spending an hour or two on the process.

#### BRING ALONG:

- An interpreter
- Acceptance number procured by OICE
- Passport with visa or residence permit + copies of each
- Passport photo with certification receipt for each family member

- Registration of Temporary Accommodation from the police station
- Foreign Expert Certificate + copy
- Health check-up certificate in a sealed envelope
- Invitation letter provided by the OICE
- Evidence of family relationships: copies of birth and marriage certificates

#### IN ADDITION, FOR ZHUHAI ONLY:

- Certification for running school
- Registration certificate

Your documentation will be checked at one station.

When all is in order, you will go to another station for review and approval.

An officer will give you a receipt and instructions as to when to return to pick up your passport with visa and residence permit (about one week later). Carry receipt and copies of your passport and visa during this time.

### AT THE BUREAU SECOND TIME

Return on the appointed day. At the cashier, pay the fee amount shown on your receipt. Save the receipt for possible reimbursement by the department.

Take proof of payment to another station and pick up your new, improved passport. Carry this with you at all times

You can leave and re-enter China freely while the Residence Permit is valid.



### FACULTY ID CARD

As soon as you arrive, the departmental contact person should help you procure a faculty ID card. You will need to take along a one inch photo. The faculty ID card should be returned to your school or department when you fulfill your contact. With the Faculty ID card, you can procure an Intelligent Card.

### CAMPUS INTELLIGENT CARD

The Campus Intelligent Card (CIC) is your identification card as a foreign expert of the University. Each campus has an office that issues the cards.

The CIC serves as a prepaid cash card at canteens and

supermarkets, and with registration, serves as a library card at the campus library. Separate registration is required for libraries on other campuses. After registering with the athletic department, the CIC can serve as a pass to swimming pools and gyms. The CIC can also hold separate funds for use on Guangzhou public transportation.

To obtain the card visit the SYSU Campus Card Center with an interpreter, and proof of employment provided by your department. This takes about half an hour.

You can add funds to the card at the same office. You can also refill the card from your ATM card. Ask the contact person how and where.



## MONEY AND BANKING

The easiest way to convert foreign money into Chinese Yuan is with an international debit or credit card such as Visa or MasterCard which you can use at most ATMs to draw cash. Check with your card company to find out if they levy a fee for drawing foreign currency and consider opening an account that doesn't have this fee. Also advisable is to notify your card company that you will be traveling in China. Some travelers have had their accounts blocked temporarily when moving from country to country.

Travelers' checks are difficult to cash. Cash can only be converted at Bank of China branches. Not all branches will handle all currencies.

### SALARY

Salaries are usually paid monthly by direct deposit to your bank account. Like other university faculty and staff, foreign teachers are assigned either to group A, paid the 10th of





each month, or to group B, paid on the 15th. Those employed by schools or institutes directly must consult the staff there regarding payment of salaries.

## BANKING

Most daily transactions in China are done in cash. ATM and credit cards are only accepted at a few larger establishments.

You will need to open a bank account and get a Chinese ATM card in order to collect your salary. To open a bank account, go to the bank branch recommended by the contact person. Take an interpreter and your passport with a valid visa (tourist visas are accepted).

Branches on the same bank in different cities usually charge a fee (around 1%) to deposit or withdraw money in city other than the one you opened your account.

To exchange Chinese Yuan to foreign currency, you must take your passport and the money or ATM card to the Bank of China (BOC). There is a limit of US\$500 per day. The Bank of China has some English-speaking staff and the authority to deal with foreign currencies. If you open a foreign currency account at BOC, you will only be able to withdraw your foreign funds at your home branch.

## RECEIPTS

To get reimbursement for purchases requires the right kind of receipt, called a *fa piao*. Ordinary cash register receipts are not recognized. In a department store or shopping mall you may be directed to a separate office or desk to obtain a *fa piao*. There you will present your cash register receipt from which an official will gather information necessary to generate a properly chopped *fa piao*. The process can add ten or fifteen minutes to the shopping experience. Small establishments may be unable or unwilling to provide *fa piao*.

Receipts from taxi meters, inter-campus bus tickets, and receipts from campus hotels and hostels are acceptable *fa piao*.

## INCOME TAX

By law, all foreign experts in China must pay tax on income in excess of 4,800 yuan per month. Income tax is deducted at time of payment. The tax rate is progressive from 15% to 45% depending on income.

Check your country's tax rules. Many countries have signed agreements with China to prevent double taxation as well as tax evasion. For details please contact SYSU's financial department.

## INSURANCE

Regulations require foreign experts & families to carry health and accident insurance. You can purchase insurance in China from international insurers such as AIG.

SYSU does not reimburse insurance premiums, but the university has arranged a minimal insurance policy through the Guangzhou branch of AIG for less than 2,500 yuan per year. The SYSU financial office can also help you pay the premium. For further information, contact OICE. If you wish, you can purchase additional coverage from AIG or other international insurance companies.

## TO AND FROM GUANGZHOU

### BY AIR

The easiest way to come to SYSU is to fly into Guangzhou's Baiyun airport. From there you can take the metro (about \$2) or a taxi to campus (about \$20). The metro operates from 6:00 to 22:30.

At the Guangzhou airport you can draw Chinese currency from an ATM or convert cash to pay for the next leg of the trip.

From the Hong Kong airport take an express bus or minivan to downtown Guangzhou. Different lines follow different routes, but it's easy to get to campus by taxi from most stops, including Hotel Landmark Canton, Jinan University, or the China Hotel. When the bus reaches the border between Hong Kong and the Mainland, passengers leave the bus taking their property, clear customs, and board a different bus for the rest of the trip. Express bus fares from the Hong Kong airport are about \$30. Taxi fare is an additional \$5 or so.

### BY RAIL

Guangzhou is served by a variety of trains from every part of mainland China as well as Hong Kong. The Guangzhou Railway Station in the northeast quadrant is among China's largest and busiest hubs. The Guangzhou East Railway Station offers service to Kowloon, among other destinations. Guangzhou's newest

station is the Guangzhou South Railway Station which hosts the bullet train to and from Wuhan.

All three of these stations are connected to the Metro and well served by taxis.

### TICKETS

For tickets for air and train travel within China, local travel agents can often get lower fares than available on the Internet. There is a ticket booth in central South Campus just north of Liang QiuJu Tang Auditorium. Workers there may not have much English. Your departmental contact person can also recommend an English speaking travel agent, or negotiate on your behalf.

Once the itinerary has been worked out, you will pay in cash. Paper tickets will be delivered a few hours later.

Train tickets do not go on sale until a few days before the journey. The travel agent can tell you when tickets will become available.



## TRANSPORTATION - GUANGZHOU

### METRO AND BUS

Guangzhou has very good bus and metro service. Fares range from 1-5 yuan. Air-conditioned buses are 2 yuan. Service times vary by line, with 6:30 a.m. - 21:30 p.m. being typical. Online Map sites can provide route advice. For best results, paste in the address in characters.

The university Intelligent Card can pay metro and bus fares. The card tracks the transit account separately from the campus account. To buy transportation credits, take your card to any 7-11 store and hand it to the clerk along with, say, 100 yuan.

Family members who don't have university ID cards can purchase pre-paid transit pass cards at any metro station. Cards cost 35 yuan (refundable). With a Guangzhou



transit pass card, the first 15 metro fares per month are discounted by 5% and further journeys are discounted 40%. To put credit on the card, take it to a 7-11 store and hand it to the clerk along with the amount of cash to add.

### FERRY

Outside the North Gate is a dock for the ferry which leaves on every hour and half hour for a leisurely float to two points on the north side of the river, west of South Campus. The fare is 1-2 yuan, payable with cash, transit card or loaded campus ID. It stops first at a point near Beijing Walking Street and then at a point near Shamian Island.

### TAXIS

Tipping is not done.

The quality of taxis and taxi drivers varies wildly. Yellow taxis are reputedly best, because they are driven by locals very familiar with the city. Red taxis are good too. Green taxis may be driven by green drivers - guys who've been in town about as long as you have.

Always take a receipt to facilitate collecting lost property or reporting (rare) problems.

For important trips the contact person can call a day ahead and order a taxi to pick you up.

It's OK to ask the driver to turn down the radio or to open or close the windows. It's more relaxing to look out the side than the front window.

To get to your destination, if possible, print out or write down the destination in large characters (drivers tend to be far sighted). Or, ask someone to send a text to your mobile in Chinese, and then show it to the driver. Or, call the destination and hand your mobile to the driver.

To get home, always carry a card showing your home address.

### BICYCLES

Bicycles are a good way to get around campus. Two shops on South Campus offer air and minor repairs. In the west district, a shop near the north end of the playing field also rents bikes by the week or month. There are shops selling new and used bicycles outside campus between the south and east gates.

Bicycle theft is common, so many people use two locks from different vendors.

## TRANSPORTATION - ZHUHAI

### GOLF CART

A number of quiet, battery powered mini-buses circulate around the Zhuhai campus. The fare is 1 yuan. The carts do not follow fixed routes. One can hail down a golf cart or ask an interpreter to phone them.

### TAXI

Taxis rarely drive through the Zhuhai campus. To request a taxi, ask someone to call in advance. You can also catch a taxi by walking out to the "East Gate" where the highway passes between campus and the sea.

Tipping is not done.

### BUSES

Buses to central Zhuhai pass the East Gate where the highway passes between campus and the sea. In addition, two bus routes originate at the campus of the college just west of SYSU's library. Fares are 1-2 yuan. You can purchase a pre-paid transit card on the top floor of the Jusco building in central Zhuhai.

### BICYCLES

Bicycles are a good way to get around campus. A shop opposite the supermarket sells and repairs bikes. Bicycle theft is common, so many people use two locks from different vendors.



## TRANSPORTATION AMONG CAMPUSES

Coaches between campuses are efficient, clean and quiet.

### SOUTH CAMPUS AND ZHUHAI

With ID, the fare is 35 yuan. On South Campus, the station is near the South Gate, opposite the School of Foreign Languages. In Zhuhai, station is under teaching building A. The trip takes 1-1/2 to 2 hours and buses run about hourly between 7:30 and 20:00. From Guangzhou, after stopping at SYSU Zhuhai campus,

bus continues directly to the Macau border crossing in the Gong Bei district of Zhuhai. Around holidays, tickets become scarce.

Ticket are available at the station a few days ahead. The contact person can call the ticket office and reserve a seat (020.8411.3811). To buy a reserved ticket, go to the ticket office at least 15 minutes before departure time knowing the seat number.



### SOUTH AND EAST CAMPUS

Weekdays, an express shuttle bus travels between Wenke Dalou Building in South Campus and the teaching building of East Campus approximately every hour from 7:10-18:10 taking about 30 minutes and costing 3 yuan. The GZ Metro also connects South and East Campus. During heavy traffic periods, the metro may be faster. East Campus is near University Town North station.

### SOUTH AND NORTH CAMPUS

Shuttle and mini-bus service operates between North and South Campuses Monday-Friday only. Service starts from the Wenke Dalou Building. Shuttles run between 7:40 and 17:35. The service is free for faculty. The GZ Metro also connects North and South Campuses. North Campus is near the Martyrs' Park metro station.

## COMMUNICATIONS

### MAIL - RECEIVING

Letters and packages sent from abroad may arrive at any of several different post offices. Give out your address in both English and Mandarin. Be sure to specify the area within campus, as buildings in different areas of campus have the same number.

When you get notice that mail awaits you at a post office, find out which post office. Take the notice and your passport to the post office. Don't wait too long. Packages may be sent back after 30 days.

### MAIL - SENDING

Post offices sell boxes and provide packing tape. There is no need to seal packages ahead of time as everything will be opened and examined by officials. Allow plenty of time for the process.

Items with electric cords may not be mailed.

### TELEPHONES

The (country) and area codes of Guangzhou are (86)20.

Mobile phone service in the region of SYSU is very good and inexpensive. Mobile phones even work on the subway. China's two mobile service providers are China Unicom and China Mobile. Each has thousands of outlets.

For phones equipped with GSM 900/1800 network services, all you need to do is buy a SIM card, which procures a phone number and some air time. Chinese SIM cards offer much lower rates than most foreign SIM cards. For more air time, buy cards in amounts of 50 yuan or 100 yuan from post offices, stores and newsstands. Some shopkeepers will even put the time onto the phone for you. To add the option to make international calls at fairly low rates, buy an international calling card.

To use a "smart phone" and access the internet using 3G, may require a quick set-up at the phone store and purchase of a 30-day prepaid data plan. Prices for data transfer range from 20 yuan for 200MB to 200 yuan for 5,000MB of data. Only China Unicom is compatible with iPhone.

Land lines in campus apartments cannot make long distance calls. To use a land line to make long distance or international calls, requires an international calling card.

Many foreigners use Skype or Google Talk to for overseas video chats. The software is free to download. Video chats are free. Skype charges small fees to call telephones; Google Talk does not call mobile phones or land lines.



### ELECTRICITY

Many Chinese wall sockets accept two-pronged "Type A" devices found in the US as well as three-pronged "Type C" or "Type F" plugs standard in Germany. Adapters, if needed, are easily found and inexpensive in China.



### INTERNET

Libraries, most classrooms, and departmental offices have computers with internet. Wi-Fi is not universally available on campuses.

To get internet service in a campus apartment, visit the campus networking office. Take along an interpreter, ID, and 50 yuan. Those who do not yet have an ID card will need confirmation of employment. But first, experiment with the network cable in the apartment. It may already be connected. University rules do not allow other service providers for campus apartments.

## CAMPUS AMENITIES

### LIBRARIES

The university library system boasts more than 4,170,000 volumes, of which books and periodicals in languages other than Chinese account for more than 930,000 items. The collection contains more than 300,000 ancient texts.

Each campus of SYSU has a library with some English books, periodicals, and journals. Libraries are typically open 7:30-22:30. To check out books from the library, take campus ID to the library and open an account.

The Library has a website with limited English services where it offers online access to ebooks and journals. To access these, you will need to go to the library and get help to open an account to get a user name and password.

SYSU Library: <http://library.sysu.edu.cn/web/EN/home>



### MUSEUMS

South Campus has a museum of biology and a museum of the history of Dr. Sun Yat-sen.

### GIFT SHOP

In a well restored historic Chinese home and garden is a gift shop offering SYSU branded merchandise including tea sets, jewelry, and backpacks. The gift shop is opposite the No. 1 Student Canteen in the central area of South Campus.

### PERFORMING ARTS

On South Campus, the Liang QiuJu Auditorium shows popular films most weekends. In addition live theater, opera, music and dance performances take place there from time to time.



### TICKETS

Tickets for movies and performances are sold in a ticket booth in central campus just north of Liang QiuJu Tang Auditorium. In addition, the booth sells train and airline tickets.

### STUDENT ACTIVITY CENTER

Covering 6800 square meters, the activity center offers a variety of leisure facilities including dance hall, concert hall, and studios. Dances are held Friday and Saturday evenings from 7:30-10:30pm.

### SWIMMING POOL

To enjoy one of SYSU's swimming pools, you will need to activate an account on the Campus Intelligent Card special ID card. To activate the card for swimming card, take the card and a copy of your health certification to the athletic office on your campus and pay a fee. Once activated, you can use the card to pay admission of 3-5 yuan and enter the pool.

Pool Hours:

SOUTH CAMPUS: 7:30-9:00, 16:30-18:00, and 19:30-21:00  
ZHUHAI: 6:30-8:00, 17:00-18:30, 19:30-21:00  
EAST: 6:30-10:00, 12:00-14:30, 17:30-18:30, 19:30-21:00  
NORTH: 6:00-7:15, 16:15-17:30, 19:30-21:00

### GYMNASIUM:

The Ying Dong Sports Center on South Campus offers gyms for body-building, standard tennis court, Badminton court, and basketball court on the 1st floor. On the second floor are rooms for taekwondo training and table tennis training.

Fees: Badminton - 30 yuan/hour; Basketball 3 yuan/person/2 hours; Table tennis: 10 yuan/hour; Tennis with a card, you can reserve a tennis court for a specific hour each week: for 90 yuan, 120 yuan, or 150 yuan/semester. Gymnasium hours: 8:00-22:00



### CLINICS

Campus clinics offer primary health care including clinical consultations, medication, and first-aid. The clinic also offers Traditional Chinese Medicine. Staff may not have much English.

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

### ACCOMMODATIONS

The University offers a variety of accommodations for foreign visitors from basic to comfortable. Most hotels and hostels do not have English speaking staff. It is possible to rent a room for a few hours in order to take a nap or shower and use the internet.

### SOUTH CAMPUS

Zi Jing Yuan Hotel, near the South Gate is the most comfortable and has some English speakers on staff. The restaurant at Zi Jing Yuan serves good Cantonese food and dim sum every morning. It also houses a canteen for foreign teachers and students.

Xi Qu Guesthouse near the West Gate is the most economical South Campus hostelry. Rooms range from 150-498 yuan per night. Staff does not have English.

Wing Kwong Hall in central campus near the school of business has a western style restaurant as well as about 30 guest rooms from 250-350 yuan per night.

Near the East gate is the SYSU Training Center with about 100 rooms from 180-236 yuan per night. It has a Cantonese and western restaurant. The SYSU Training Center is about a 10 minute walk from the Lujiang Metro station.

Heishiwu Guest House is in an old brick home, where many historic leaders of China have stayed. Prices for its five rooms range from 280-380 yuan per night. Heishiwu does not offer internet access.

### OTHER CAMPUSES

**NORTH CAMPUS** offers about 90 rooms at the Academic Exchange from 230-360 yuan per night. Rooms do not have internet access. Academic Exchange is about 20 minutes' walk from the Dongshan Metro Station.

**ZHUHAI** has a hostel near the center of campus at Li Garden number 2. With faculty ID, the room rate is 30 yuan per night. The hostel does not provide soap or towels, and hot water is available only in the evening.

**EAST CAMPUS** offers two apartments for teachers in the No. 1 and No. 2 buildings in the Gezhi Yuan area. There is also a hotel near the Guangzhou Higher Education Megacenter shopping mall called Guangzhou University Business Hotel.



## DINING

### CAMPUS CANTEENS

Each campus has a number of student canteens which offer plentiful, varied, inexpensive, and nutritious food. Service is generally "cafeteria style", though students do not always queue. Some stalls offer cooked-to-order noodle soup; others do

custom stir fry.

It's easiest to purchase food in canteens with the campus intelligent card, which you swipe across a card reader after the server punches in the amount, usually 8 yuan or less. Those who don't have a card must first buy tickets from the cashier to pay servers. Tickets are only valid in the same canteen on the date purchased.

### RESTAURANTS

In addition to canteens, South Campus has a number of restaurants with sit down dining. The Cantonese restaurant at Zi Jing Yuan Hotel serves good dim sum every morning from 7:00-10:00 (cash only)

Three restaurants on South Campus serve both Chinese and western food (cash only). South Lawn and Wing Kwong Hall are in central campus on the east side of the main boulevard between the north and south gates. Nearer the north gate, on the lower level of the Management Education Building, overlooking a lake is Ming Tien Coffee Tea Lounge, which also serves both western and Chinese dishes.

Halal Food is available on east side of South Campus at The Moslem Restaurant next to Dong Yuan Restaurant. On the Zhuhai Campus, halal food is on offer on the second floor of the Li Yuan canteen.



### SHOPPING AND SERVICES

Inside South Campus are two supermarkets offering fresh fruit, packaged food, sundries, liquor, and house wares. The larger supermarket is in the student residential area about 100 meters from the northeast gate. Nearby along the same shopping street are the campus book store and computer accessories shop. The smaller supermarket is on the west side of campus.

Scattered throughout the campus are banks, hair salons, phone stores, copy shops, and convenience stores. The convenience store behind the School of Foreign Languages, near the foreign students' dormitory carries many foreign snacks and a few items not available in supermarkets such as butter and cream cheese. Two bicycle repair shops also serve South Campus.

Outside the small northwest gate is a large fresh market.

Outside the west gate is Parknshop, a large supermarket.

The Zhuhai campus has a commercial center with supermarket,

computer repair, gift store, book store, bakery, hair salon, post office cum copy shop, and phone shop. Fresh fruit and other common goods are available at lower prices outside the north gate of the Zhuhai campus.

East Campus is near a large commercial area serving University City with shopping, dining, and cinemas.

North Campus is in the center of Guangzhou near all amenities of the city.

### CHINESE LESSONS

Instruction in reading, writing, and speaking Chinese is offered through the School of Teaching Chinese as a Foreign Language. Classes are free for foreign teachers, but not for family members. You can also arrange to meet regularly to practice Chinese with a student from the school as a language partner.

## TEACHING

### CALENDAR

SYSU has two eighteen-week semesters, one before the Spring Festival and the other after.

Each regular semester consists of seventeen weeks of instruction and one week for final exams. In addition, the university operates a four-week term after the spring semester. About ten weeks of vacation are divided between January and February and August and September.



### HOLIDAYS

Holiday	Date	No Classes
New Year's Day	Jan 1	1 Day
Spring Festival	Variable	3 Days
Intn'l Women's Day	Mar 8	1/2 Day, Women Only
Labor Day	May	3 Days
Chinese Youth Day	May 4	1/2 Day, Youth <28
Intn'l Children's Day	Jun 1	1/2 Day, Children Only
National Day	Oct 1	3 Days

Around certain holidays, classes may be rearranged. So, for example, cancelled Wednesday classes may be made

up on Saturday, and Thursday classes on Sunday before or after the holiday. Details of the revised schedule may not become available until a week or two ahead of the changes.

Work with your departmental contact person to rearrange classes in order to celebrate holidays important in your culture.

### STUDENTS

In order to win admission to SYSU, students undergo a grueling three-year course of preparation for the *gao kao*, the college entrance exam. The *gao kao* score is the only criterion for admission. Having passed that hurdle, some students feel entitled to relax when they get to college.



Before starting college, students request their majors, but may not be assigned to a department they want. Majors are assigned before students arrive at university. Students are also assigned three to five roommates of the same major. Underclassmen within a major all take virtually the same courses. Living and studying together in this way forms them into tightly knit cadres.

Each class has a "class monitor". The monitor is the student in charge of arrangements and communication. A teacher can, for example, ask the class monitor to make copies, communicate with officials, or call for help with computer issues.

Be sure to make it clear to the class monitors that you want them to notify you in case of changes to the schedule or class cancellations, as for weather.

### HANDOUTS

For handouts, you can make copies at your departmental office. Students will be charged for the copies. You can also have copies made at a private copy shop on campus. Such shops often have better equipment than the academic offices.

## TECHNOLOGY

Most classrooms are equipped with Windows computers, projectors, and speakers. Many are using older versions of Windows Office, so be sure to save documents and presentations in compatibility mode. Classrooms in Zhuhai are also equipped with telephones that students can use to call for technical assistance.

## GRADES

Hold a conversation with your academic supervisor about grading in your department. Ask what range of grades is expected. Some schools or departments do not give failing grades under any circumstances.

Some students go abroad or exchange with other universities in China. They may miss weeks or months of your class. Yet because they are expected to stay on track with their classmates, still expect to earn credit for the course. Discuss with your chair or dean how to handle such cases.

## CONTACT NUMBERS

The telephone numbers below may be used *in case of emergency only* to report problems in English.

110 Police  
119 Fire  
120 Hospital Emergency

In addition, local information in English is available at these phone numbers.

121 Weather  
122 Traffic

SYSU Office of International Cooperation and Exchange:

86)20.8411.1897 or  
86)20.8403.6467

## DIRECTIONS

Following are directions to University locations written in Chinese. You can show these to taxi drivers and others to say where you want to go.

South Campus Main (South) Gate

我要到：广州市新港西路135号中山大学南门。  
中大正门。

South Campus North Gate

我要到：中山大学 南校区 北门。

South Campus West Gate

我要到：中山大学 南校区 西门。

Zijing Yuan Hotel

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

Zhuhai Campus guest house

我要到：唐家湾,中山大学 珠海校区招待所

East Campus

我要到：广州小谷围，中山大学东校区(在大学城北端的)

North Campus North Gate

我要到：广州市东风东路中山大学北校区北门

North Campus South Gate

我要到：广州市中山二路中山大学北校区南门