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Welcome to Hunan Normal University

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Welcome to Hunan Normal University (HNU)!

This guide is mainly for the foreign students who come to Changsha for the first time, to provide as much information as possible to help you acclimatize to the environment.

You are strongly recommended to spare some time to read this guide carefully. Many of your questions are likely to be answered by it. This guide is updated regularly and you are encouraged to submit your questions and suggestions.

Please send your ideas to the maintenance personnel of this guide via email. (<http://www.hunnu.edu.cn/english/Contact/contactus/index.html>)

Guide for Overseas Students on Arrival

Administration and Service Department

The Office of International Exchange and Cooperation (OIEC)

OIEC administrates and services for international students of HNU. The administrative duties of OIEC include students' consultation, admissions, registration, academic record management, visa, residence permit applications, etc. OIEC makes arrangements for foreign students' accommodations on campus, extra-curricular activities, incidental and emergency issues, etc.

Mulan Apartment

Mulan is an apartment designated to host international students on campus. It is managed by a professional property management company.

Chinese Laws and Government Policies on Student Visa

This part contains information about documents and procedures needed for application of legal residence in China. Please do read this chapter carefully to avoid any behaviors breaking Exit & Entry Administration laws and regulations.

Student Visa

According to Chinese laws, foreign students coming to China for study should hold a student visa for entrance. Both Letter of Admission and Visa Application Form for Study in China (Form JW201 or JW202) are necessary for students' application for the student visa in the Chinese embassy or consulate in his/her own country. Generally, students who plan to study in China for over 6 months will be issued an X visa, and those for less than 6 months will be issued an F visa. The Chinese embassy or consulate decides whether to issue a visa or not at its own discretion. NO guarantee is expressed by the university to any student that he/ she will be issued a student

visa.

Hunan Normal University will send the Letter of Admission and Visa Application Form for Study in China (Form JW201 or JW202) to the student after the offer is given. Both the Letter of Admission and Visa Application Form for Study in China (Form JW201 or JW202) are necessary documents for the foreign students to apply for the student visa, and to renew or extend it after enrollment in the university. Therefore students should keep the original copy of these documents and take them to China with them. Scanning copies or photo copies of these documents will NOT suffice for the visa processing.

Proper Using of Student Visa

Normally, a foreign student should apply for the student's visa before his/her entrance into China for study, and enroll in the university in the specified time. Since the student visa has an explicit and definite period of validity, the holder should arrange his/her trip reasonably and enroll in the university on time. Entering China too early or too late may cause several problems. For example, arriving too early may result in the visa expiring in the holiday before the specified enrollment time, when visa issues cannot be processed, subject student to punishment for having an expired visa. Moreover, the university will not be able to provide any service to a student who has not enrolled. Late arrival always complicates the arrangement of the study schedule, particularly causing the student to miss the opportunity for course selection.

If a student fails to enroll for any reason, they must inform the program coordinators in OIEC, and **MUST NOT** use the admission documents to apply for a student visa. As preventative measures against the abuse of student visas, the university will report all the information of the unregistered students to the police station and immigration department after the registration deadline of each semester. Record of this kind may have adverse effects on the further application from this person, and, if the person uses the visa obtained with the admission documents for some other activities, he/she may be investigated, fined, detained or deported as a result of breaking the law.

OIEC strongly object to student' registering in HNU with any kind of visa other than a student visa. In such a case, the student should apply for a residence permit after the registration at the university, which is not only a waste of money and time, but also visas of some particular types cannot be used for the residence permit application. It is likely that the student should be required to return home to apply for the student visa all over again, which will significantly set back the study plan.

It should be noted that if a student holds a visa that has expired at registration, he/she will be refused registration without exception, in accordance with authorization and requirement form relevant government departments. A student with an expired visa is liable and personally accountable for all consequences, such as penalty and punishment from the police, refusal of enrollment, the extra money and time cost for the re-application process of the visa, etc.

Passport, Visa, Residence Permit and Accommodation

Registration

Legal Residence in China

Valid passport and visa/residence permit are necessary for foreigners' stay in China. Residence with expired or fake passport, visa, or residence permit is deemed as illegal, and may lead to warning, fine, arrest or repatriation. Therefore, please pay close attention to the status of your passport, visa, and residence permit, and ensure timely renewal or extension. Division of Entry & Exit under Public Security Bureau (Police) is the authority managing these affairs, similar to the Immigration departments in other countries. Foreigners living in China should also register their address at the local police station. Within 24 hours of moving into a new residence, the foreigner should take the passport to the local police station or other authorized organs with his/her landlord, to obtain a residence registration form. In some international hotels or Mulan Apartment (foreign student dormitory) of HNU, residence registration can simply be processed at the reception desk. Please keep the residence registration form/certificate with the passport carefully and take both of them when going out.

According to the Rules for the Implementation of the People's Republic of China on Control of the Entry and Exit of Aliens, illegal residence in China is a serious violation of the law, and aliens who stay in China illegally will be dealt a warning, fine, detention, or deportation within a specified period of time, as the case may be.

F Visa or L Visa

For Students holding the F visa or L visa issued by Chinese embassies or consulates in foreign countries, the valid period is usually indicated by the number of days they can stay in China.

When foreigners pass the border inspection upon entry, their passports will be stamped with an ellipse-shape entrance stamp, marking the date of entrance. From that date on, they can stay in China for the indicated days. For instance, a student holding a 180-day F visa, enters China on Aug 27th, 2010, will be able to stay until Feb 23rd, 2011 with that visa. (Note: 180 days is several days shorter than 6 months.)

The number of entries for the visa holder is also specified on the F and L visa. The single entry visa issued in other countries cannot be used again after entrance into China. If you enter China with such a visa and need to exit and enter China again, you need to apply for additional entries via the Foreign Student Affairs Office.

X visa

The X visa issued by Chinese embassies or consulates in foreign countries is usually only for single entry and valid for 30 days after entrance. The holder should apply for a residence permit for study in 30 days. Usually, physical examination report and blood test report certified by the

Inspection and Quarantine authority are necessary for application of residence permit. Please consult the staff in Foreign Student Affairs Office for detailed information if necessary.

Residence Permit

The valid time of the Residence Permit is indicated on the permit in the form of expiration date. Before the expiration date of a residence permit, its holder can enter or exit China for multiple times without having to apply for another visa.

Extension of Visa/Residence Permit

A foreigner who needs to extend his/her stay in China after the expiration of his/her visa/residence permit should apply for an extension before the expiration date. Otherwise a fine will be imposed (RMB 500 per day and RMB 5,000 at most).

DO NOT OBLITERATE YOUR DOCUMENTS

The passport and visa are both important legal documents, and under no circumstance shall the holder obliterate their contents, write or stamp anything on their pages. Obliteration of their content may have potential security risks and is usually considered as a sign of disrespect. Once found out, the holder may be refused a new visa or entrance into China, or even be fined. Since unauthorized obliteration of this documentation normally indicates that the holder be engaged in other illegal or illicit activities, a further investigation on the holder may also be conducted by authorities. If any student arriving at the university holds a passport with unauthorized obliteration, he/she will not be admitted.

Suggestion & Tips on Visa Issues

In case of incidents or mistakes occurring in you travel, following suggestions and tips are provided to prepare you for such situations.

Keep a Copy of Important Documents

We suggest that every student keep a photocopy of all important documents, such as passport, visa, residence permit, letter of admission, JW201/JW202 form and residence registration. Keeping scanned copies of those documents on your email account—e.g., sending yourself an email with the scans attached—is a good way to access the documents in case one loses the hard copy scans or even the original documents. The scans may not suffice in some official circumstances, but it can help you a lot when you need some important information, such as your passport number or visa number.

Losing your Passport

Once you find that your passport is lost, report to the nearest police station immediately and keep

the receipt issued by the police. If you lost your passport on campus of HNU, you can report to the police station on campus. Then come to OIEC with a photocopy of your passport and valid visa, residence permit to obtain an introduction letter and other necessary documents. After that, you can go to the Division of Entry and Exit of the Changsha Municipal Public Security Bureau to get a document proving you have reported the loss of your passport, and apply for a new passport or other travelling certificate in your country embassy or other authorized diplomatic mission in Changsha. Once you get a new passport, return to OIEC as soon as possible to apply for a new visa and residence permit. During this time, do keep all the documents in a safe and secure place, for only they can prove your identity.

Renewal of Passport

Once your passport has expired, the visa and residence permit will become invalid too. So if your stay in China shall exceed the expiry date of your passport, you should apply for a new passport as soon as possible.

Change Place of Residence

If you want to change your place of residence, some processes, which tend to be ignored, are necessary. As soon as you move into a new place, the first thing is to register in the local police station. Then, you should come to OIEC with your new residence permit to update relevant information on your visa in 10days. Otherwise, you will get into trouble when you renew your visa next time.

The Processing for Student Visa

According to the regulations and procedures laid down by the Division of Exit and Entry, Changsha Municipal Public Security Bureau (the authority of immigration), a student intending to apply for, change, or renew the student visa should firstly apply to the OIEC.

Pre-Arrival

When Shall I Arrive?

It is suggested that students arrive on the days of registration indicated on the Letter of Admission.

Try not to be ahead or behind of schedule. Coming too early may causes some problems, for example, the apartment may not have enough rooms, or the OIEC is still on holiday and not able to accept registrations. What's more, because of your early entrance, the valid time of your visa is not enough for your study, causing unnecessary troubles to apply for extension of your stay.

The work time for OIEC is 8:00-12:00, 14:30-17:30, public holidays and school holidays excluded. You had better arrive at the university in the work time of OIEC, so that you can register on your arrival. However, don't worry if you fail to arrive on time because of flight

timetable or other reasons. If you have reserved a room in the dormitory, you can check-in at the reception (24 hours on duty) of Mulan Apartment and register on the next work day of OIEC.

From Changsha International Airport to HNU

Taxi

At the gate of arrival, you can take a taxi to the Mulan Apartment of Hunan Normal University. Under normal traffic conditions, the expense for the trip is about RMB 120. It will cost more if you arrive at night or run into traffic jam. If you cannot speak Chinese at all, you can print out the address below beforehand and show it to the taxi driver, which is recommended. You can also ask the driver to call 82741688 or 88872992, the reception of Mulan Apartment (dormitory) for more information.

The address in Chinese is : 湖南师范大学麓山路 36 号木兰楼(湖南师范大学图书馆斜对面, 电话 88872992)

Shuttle Bus

The Airport Shuttle Buses connect the city and the airport. You can take the bus to its final station, before you can take a taxi to reach the campus. The ticket fee for the shuttle bus and the taxi are RMB 16.5 Yuan and RMB 15. This is only recommended for the students who have little luggage and are quite familiar with the Changsha City.

From Railway Station to HNU

If your train stops at Changsha Railway Station (the old one), you can take bus line Tourism 1 (旅 1), line Lishan, or Line 202 to reach HNU, or you can take a taxi, which will cost you about RMB 25. If your train stops at Changsha South High-Speed Railway Station (the new one), you can take bus line 63, or line 66 to HNU, or you can take a taxi, which may cost you about RMB 60. Bus fees normally cost you RMB 1or 2.

Guide for school life

Accommodation

On-campus Accommodation

The Mulan Apartment of Hunan Normal University provides rooms for foreign students choosing to live on campus. The reception, 24 hours on duty, is experienced in providing services for foreign students. For those who come to Changsha for the first time, living here is quite a good choice. It's really a difficult task to find an appropriate apartment as soon as you arrive, especially when you also need to furniture it and settle all the things down. The supporting facilities, such as cafeterias, banks, post office, super market, are all in vicinity of the

apartment block. Our Foreign Student Affairs Office is Room 227B in this building. Since there are not enough rooms for all the students to live on campus, students must book rooms beforehand, following the guide sent in the admission package.

Students living in the Mulan Apartment should comply with the administrative regulations. For instance, lighting fire, including using candles, is strictly prohibited in the rooms; students are not allowed to host other people overnight in the rooms; etc.

International Student Dorm

Dorm Regulations

1. Foreign students studying in Hunan Normal University are arranged to live in International Student Dorm. Without the permission of the International Student Office, students are not allowed to live off campus.
2. Students need valid ID cards (passports) for registration and designation of rooms. Students may choose to live alone or with a classmate. Once assigned a specific room, the student cannot exchange it with another student at will or take another room without permission.
3. Generally no lodging arrangement is made for the spouse or other family members of an international student. In case of special needs, family members can, with approval from the International Student Office, share rooms with the hosting students, but extra rent has to be paid.
4. Students should check the furniture and equipments in the room against the list provided by the administrator when moving into the rooms before signing his or her name on the list. Property damages and losses should be compensated at original prices.
5. During a student's absence in dormitory for traveling or leaving for his/her home country, his/her room is not allowed to be lent to others.
6. Visiting family members or friends in need accommodation should first present proper documents (passport) to go through the accommodation procedures at the International Student Office and bear the relevant costs. Students are not allowed to put up a guest for the night, to transfer, or rent his or her bed (room) to someone else.
7. It is the students' responsibility to keep their rooms clean. Posting propaganda materials, for example, slogans or paintings, at public places are not allowed. Students should not place objects in the corridor, toilets, or washing rooms. Bicycles (or motorcycles) should be parked at designated places.
8. Students should lock the door after them; deposit big sums of cash in the bank; special precautions should be taken against theft of valuables.
9. Raising poultry or keeping pets in the dorm is not allowed. Violators who do not heed warnings will get their pets confiscated by the International Student Office.
10. A quiet atmosphere should be maintained in the dorm. Students are not allowed to indulge themselves in drinking, gambling, or dancing parties.
11. Precautions must be taken against gas or electricity related accidents. The water boiler should be unplugged before taking a shower. TV should also be unplugged after watching.

Use of Electrical Appliances

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1. To ensure safety of the International Student Dorm, use of electric or kerosene heaters are banned. Violators shall get their appliances confiscated. The students are responsible for accidents arising from using the above mentioned appliances. Cigarette lighters and kindling for various purposes should be put out promptly.
 2. If there is something wrong with electric lights or circuit, students should report the case to the Janitor's Office so that electricians can be called to examine and fix them. Students are not allowed to disassemble or fix them.
 3. The amount of electricity international students can use for free is limited to 300kw/month per room; students shall pay for the over-limit part.

Receiving Visitors

1. Visitors must produce ID cards and fill visitors' cards before entering the International Student Dorm. Violators are liable to check-ups by the dorm staff and, under certain circumstances, or to questioning by university security or local PSB officers. Visitors should leave the building before 23:00.
2. Teachers should show their ID cards or give due reasons to the dorm staff to be admitted to see their students.
3. Visitors are not allowed to stay overnight with the hosting students. Foreign visitors may, under special circumstances, stay overnight in the dorm with approval from the International Student Office, but they should fill proper forms and pay the usual rate before being designated to rooms.
4. Students must observe the rules of study and rest. They should return to the dorm before 23:00 (from Sunday to Thursday) and 24:00 (from Friday to Saturday), after which time the main gate shall be locked. For special late admissions, contact the Janitor's Office in advance.
5. Visiting Hours: weekdays 8:00-22:00. Weekends: 8:00-23:00 (excluding time for class). The building staff is entitled to urge visitors to leave on time.

Internet

Internet Access on Campus

To use Internet on Hunan Normal University campus, you need a cable (meeting the international standard RJ45) to connect your computer (with network card) to the network port in your room. Configure your computer to "Obtain the IP address automatically" or "Use DHCP Protocol to Obtain an IP Address" or some similar options. Then you need to cancel any proxy or dial configuration in your web browser. Then you can have access to network sources in Hunan Normal University. If you do not know how to do it, there are more detailed instructions in the following paragraphs.

Off-campus Accommodation

If you failed to reserve a room in the dormitory, and find an appropriate apartment off-campus, you can move there after getting approval from Foreign Student Affairs Office. Don't forget to obtain a Temporary Residence Registration Form issued by the local police station. Ask your

landlord to accompany you to the local police station or other authorized organ with your passport.

The Temporary Residence Registration Form is another important certificate besides your visa. Keep it with your passport in a safe place. Both of the two documents are necessary if you need to apply for a new visa, visa extension, additional entry or residence permit.

Before you sign the contract or pay the rental, make sure that the owner of the apartment or house property is able to process the accommodation registration for you. Otherwise you stay is illegal. Moreover, you need to renew the Temporary Residence Registration Form if you have moved to new place, changed your passport, or renewed your visa. If you live in Mulan Apartment, the reception will take care of all these things for you; but you need to manage them all by yourself if you live off campus.

The terms Residence Permit and Temporary Residence Registration Form are usually confusing to foreign students. Residence Permit is actually a kind of visa for foreigners who will stay in China for study or work purpose. It is issued by the Division of Entry and Exit (the counterpart of Immigration Department in other countries), and usually adhered to the passport of the holder. Temporary Residence Registration Form is the registration of a foreigner's living address, usually issued by the local police station and it is a separate form. To foreigners living in China, the absence of either of them results in illegal stay. Usually the staff in the office use the term Accommodation Registration instead of Temporary Residence Registration Form to avoid ambiguity.

Food and Drinks

We believe that you must have tasted Chinese cuisine before you came to China. You will certainly have much more, cheaper and original choices here. We are not going to introduce all the delicious cuisines all across China, because you will have enough time to experience them by yourself. The more important thing is to tell you how to feed yourself while you just get settled down after a tiring long journey.

Canteen Card

Normally, after you arrive at the university, you can apply for a Canteen Card in the Food & Beverage Service Center with your Letter of Admission or an introduction letter from OIEC. The card is rechargeable and most student cafeterias only accept it for payment. A 15% of commission fee is charged. Only a few cafeterias accept cash, but fortunately these ones are really close to your apartments. There are over 10 cafeterias on the campus, providing meals of Chinese, western and Muslim. The open time of the student cafeteria is 6:30 - 9:00 for breakfast, 11:00 -13:00 for lunch and 17:00 - 19:00 for supper. Some also serve food at night before 22:00.

Arrange your Meal on Arrival

If you arrive too late at night, or you do not have enough time to apply for the Canteen Card, you may not be able to have meals in the cafeterias. One solution is to buy some food in the student supermarket, which serves late into night until 23:00. You can find breads, cakes, hamburgers, instant noodles and other quick served food and drinks. Microwave oven is also available for heating food. There is an electrical kettle in your room to boil water.

If you arrive so late that even the student supermarket has closed, and you really need to eat something, you can take a taxi or walk to a Mcdonald's to the east of the campus. But it is l very difficult to find a taxi at midnight at Mulan apartment, and it is a 2 kilometers walk, and you may get lost on the campus. This is why we suggest you avoid late arrival when you are planning your trip. But if such an event occurs due to the delay of your flight or any other unexpected reasons, it is recommended that you have some food in the restaurant at the airport.

It is important to note that you should not drink the water from the tap directly. DO boil it before you drink it. Due to the difference between the sanitary standards of China and other countries, drinking water directly from the tap may cause illness to foreigners.

Moreover, if you have food allergies, pay close attention to the ingredients of foods you intend to consume.

After the first several days after settling down here, we believe that you can find cuisines from all parts of China and all corners of the world. The more familiar you're with Changsha, the more you can enjoy the delicious foods in the city.

Medical Insurance and Emergency Medical Aid

Medical Insurance

During their study in China, foreign students must subscribe a medical insurance policy, to pay for the medical expense of accidental injuries and hospitalization. Students without medical insurance policy will be rejected.

The policy recommended by the Ministry of Education is the Comprehensive Insurance & Protection Scheme for Foreigners Staying in China. It covers the basic medical expenses for accidental injury and hospitalization in public hospitals in mainland of China. Emergency Medical Assistance is also provided by the policy, whose detailed information is available on registration. This policy is compulsory and prerequisite to undergraduate and graduates.

If you are a short-term (less than 3 months) student and insist on using your own medical insurance, you are to make a statement, confirming your policy reaches the standard of the policy provided above. Moreover, you should also file necessary information and contact information of the medical assistance service in China, so that the university can ask for medical assistance

service for you when you are not able to call for help by yourself.

Contact Person in Emergency

Every student must leave the contact information of his/her family, as the contact person in emergency. THIS INFORMATION IS VERY IMPORTANT. According to our service regulations, if a student's life is in danger because of accident or disease, the university will provide assistances at the very first place. Meanwhile, we will also contact the embassy of the student's country to ask them to contact the student's family. In China, according to the law, without approval from patient's family, some medical treatments, such as surgical operation, cannot be conducted. Therefore, accurate family contact information will save a lot of time and work, which is very important in emergency. For the same reason, if the registered contact information changes during your study here, you should update it. Prevention is always better than cure.

Medical Services

Medical services are provided for international students by campus hospital as well as the Central Hospital and the People's Hospital in the city. You can choose a hospital according to your personal needs. The medical expense is the student's responsibility.

Campus Hospital:

Address: Hunan Normal University

Emergency Phone Number: 0731-88872335

The Fourth Hospital of Chang Sha Municipality:

Address: 70# Lushan Rd., Changsha, Hunan, China

Phone: 0731-8888120

Xiang Ya Hospital:

Address: 87# Xiangya Rd., Changsha, Hunan, China

Phone: 0731-84328888

Xiang Ya Third Hospital:

Address: 138# Tongzipo Rd., Changsha, Hunan, China

Phone: 0731-88638888, 88618120

Chang Sha Emergency Center

Phone Number: 120

Transportation

The city public bus system provides convenient and reliable transportation service, taking you to and from downtown. However, in a fast growing city like Changsha, bus routes are subject to slight changes, which require your due attention.

Taxis are available 24 hours a day. Bicycles are a convenient means of transportation preferred by students. Having a durable bike when you study at Hunan Normal University can be helpful.

Remember to lock your bike when it is not in use. Students should take special precautions against theft of valuables while you are taking a bus or taxi.

Riding bicycles and walking are the most common ways of transportation. If you often travel on campus, or go off-campus for shopping or entertainment, you are suggested to buy a bicycle and learn to ride it. In China, traffic is on the right side of the road, the same as in the North America and the European Continent. Students from the United Kingdom, Australia, and Japan should pay special attention to divergence in this aspect. A valid Chinese driving license is required for driving cars in China. Driving licenses from foreign countries won't suffice. For sake of students' safety, driving motorcycle is not allowed on campus. Drunk driving is strictly forbidden. If you encounter an accident, rescue the injured in the first place and call the police, remember the vehicle number, and protect the scene of accident. Minor accident can be settled through negotiation of the two sides. Never run away after causing an accident, for doing this may turn the accident into a crime, and you will be responsible for all the liabilities.

According to the rules of the local Traffic Safety Committee, the foreign students driving a car on campus should register their driver licenses and vehicle licenses in OIEC, and accept further driving education and traffic administration.

Financial Service

Currency Exchange

The currency of the People's Republic of China is Renminbi (RMB). The basic unit of RMB is Yuan, and the fractional currency is the Jiao (or Mao). The Jiao is 0.1 of a Yuan. The face values of banknotes are 100 Yuan, 50 Yuan, 20 Yuan, 10 Yuan, 5 Yuan, 1 Yuan, 5 Jiao, and 1 Jiao. The face values of coins are 1 Yuan, 5 Jiao, and 1 Jiao.

Since exchange of RMB is still under control, you may not be able to get RMB out of China. We suggest you change some money into RMB cash on your arrival at the airport. Several hundred of RMB is sufficient for daily cost in your first days in China. Carrying a large sum of cash is risky to your safety. Many bank outlets in Changsha provide foreign currency exchange service. You can change your money into RMB conveniently. You are suggested not to change money at unauthorized place, for you may get forged bank notes. The following currencies can be easily exchanged into RMB: pound sterling, Hong Kong dollar, U.S. dollar, Euro, Japanese yen, Canadian dollar, Australian dollar, etc. There is, a branch of Bank of China in vicinity of our campus at Lu Shan Road, providing currency exchange and savings account services. To exchange currency or open a bank account, it is required that your passport or Residence Permit should be presented. Consult the teller if you have any questions. Never exchange money on the street to avoid cheating. At the banks, you can directly deposit the following 7 currencies: pound sterling, Hong Kong dollar, US dollar, Euro, Japanese yen, Canadian dollar, and Australian dollar.

Branch of Bank of China:

Service Phone Number: 0731-88852003

Bank Card

Cards issued by many international finance systems can be used on ATMs in China. The most widely accepted ones are VISA and Master Card. Some others, such as American Express, Diners, Discovery, JCB are also acceptable, but only on a much smaller number of ATMs. Therefore, we suggest you take a VISA card to China.

Living Information

Library Services

Hunan Normal University Library has a collection of over 3,000,000 books. Books and documents can be borrowed by showing your library card. Please feel free to ask for assistance from the librarians if you have any problems.

The loan period for books is one month and loan renewal is available either in person at the library reception or through the library's website (<http://lib.Hunnu.edu.cn>). An overdue charge may incur if the books are not returned in time.

Library Card

To apply for a library card, students need to show their Student ID card and hand in a one-inch (2.54X3.62cm) photo to the International Students Office. A processing fee and a deposit are required.

Once logged into the library website, you can request a reservation or renewal, or check the status of your book loan. You can also ask on the website for assistance from the librarians if you have any problem using the library card.

If your library card is lost, please report to the Library Card Processing Office immediately.

Return your library card and get back your deposit by the time of graduation or completion of your study program.

Mail Service

Near Zhishan Building, there is a mailroom taking care of incoming and outgoing mail. They deal with ordinary mail, registered letters, airmail and domestic express deliveries. You can choose services based on your personal needs.

Your mail address is: Office of International Cooperation and Exchange, Hunan Normal University, 36# Lu Shan Road, Changsha City, Hunan Province, P. R. China

Zip Code: 410081

If there is any important mail for you, a notification will be given on the bulletin board outside the mailroom. Go to OIEC and we will let you know whether it is a letter, package, or remittance

(money order).

For registered letters, please collect them in OIEC by showing your Student ID Card or passport.

For packages, you will be given a Package Notice after you produce your Student ID Card or passport. Then, with the Package Notice and your identification document, you can go to the Post Office to get your package.

For cashing money orders, please go to OIEC with your personal identification document (Student ID Card or passport) to fetch your remittance bill. Then present your remittance bill and personal identification document to staff of post office on campus to get your cash.

Train & Plane Tickets

Train tickets can be purchased at the Changsha Railway Station. You can also book tickets from the ticket office on the main campus. Service fee is charged. (Phone: 0731-88872486). You can book plane tickets from any travel company in Changsha.

Holidays

International students enjoy the same holidays as Chinese students. The university does not schedule foreign holidays.

The academic calendar lists all school holidays. The International Student Office gives information on coming holiday on its bulletin board in advance. Besides winter break and summer break, prominent Chinese holidays are included:

January 1st	New Year's Day	lunar January 1st	Yuan Day
May 1st	Labour Day	about April 4th	Tomb-sweeping day
October 1st	National Day	lunar May 5th	Dragon Boat Festival
lunar Dec. 30th	Spring Festival	lunar August 15th	Mid-autumn Festival

Extracurricular Activities

Hunan Normal University offers a wide range of extracurricular activities to ensure a thriving campus life.

There is an active student union, societies, and associations, which enrolls new members in September every year. They have a busy calendar of social, sporting, and cultural activities, in which all international students and Chinese students alike are welcome to take part.

OIEC, College of International Chinese Language and Culture, and other colleges occasionally

sponsor activities and events.

Sports facilities such as basketball courts, volleyball courts, tennis courts, a swimming pool, as well as a gymnasium are open to all students, though fees are charged for some of the equipment.

Travel in China

China has a rich cultural and natural heritage, which is worth enjoying and seeing.

For international students, a visa is always needed for traveling in China. Take good care of your identity documents and valuables. Without special permission, some areas are off-limit. Violators would be punished by the public security authorities in accordance with relevant laws.

Students may travel at weekends, holidays, and winter and summer vacations. For traveling information, please refer to the website of China National Tourism Administration: <http://www.cnta.com/>

Safe Life Guide & Everyday Law

Self-protection

1. For safety reasons, if you live alone in your apartment off-campus, do not let strangers enter your apartment easily. If someone claims that he/she is coming to collect the water, electricity, or gas fees, and asks you to make the payment, do check the identification of the person and call the property management or the landlord to confirm. There are cases in which foreigners are cheated out of money by frauds with false identification.
2. In public places, especially in the crowd, on buses and subways for example, do not check or count your money or other valuable belongings, which will attract thieves. Do not hang valuable electronics such as cell phones or mp3 players on your neck, as they usually become the target of robbery.
3. In the event of robbery or mugging, you are advised to give your belongings to the robber or mugger when your belongings grabbed. Resisting puts you in danger of injury. Call for help and call the police as soon as possible.
4. Update your address and telephone kept in OIEC, and leave the contact information of OIEC with your family. Remind your family and friends to ask OIEC for help when if they cannot contact you. Generally, if a student is in emergency, the university will be informed by the police or hospital at the first place. As soon as informed, the university will send staff to assist and inform the embassy to contact the student's family. Your family must also be vigilant to avoid becoming victims of fraud. Sometimes frauds pretend to be policeman or hospital personnel, and call the family of a foreign student, asking them to transfer money for medical treatment (if posing as hospital personnel) or bail (if posing as policemen). If your family cannot contact you, they should call the university and the embassy first to confirm your situation.
5. Pay close attention to fire safety. Items with flames, such as candles, gas stoves, kerosene stoves, high-power electric heating equipments, combustibles, and explosives are all strictly

banned in the student dormitory. Be very careful when using fire, gas and electric heating equipment in your apartment off-campus. Do not smoke in bed. Do not use candle or mosquito repellent incense in the mosquito net or near curtains.

6. Addiction to alcohol is disapproved here. Excessive alcohol is harmful to your health, and the loss of mind due to drunkenness easily causes injury, conflicts, violent incidents, or sexual assault.

In case of emergency or other troubles, call the police immediately. Don't forget to report to the International Students Office, whose staff may be of assistance.

Emergency Phone Numbers:

Theft: 110

Fire: 119

Traffic Accident: 122

Medical Emergency: 120

On-Campus 24-hour Emergency: 0731-88872110

You can dial these numbers for free from any phone including public IC card phones and pay phones (no need to use an IC card or coins).

Everyday Life and Laws on Public Security

1. The following behaviors will be penalized as prescribed in the Law of Punishments in Public Order and Security Administration: gang fighting, chasing, heading off others, or other disorderly behavior; deliberately damaging, stealing, defrauding, snatching public or private properties; disturbing the order of government organs, social organizations; disturbing the order of station, port, airports, shopping malls, parks, exhibition halls or other public places.

2. Drug crime is severely punished by the Chinese government. Drug trading, trafficking, carrying, holding, taking and injecting are all crimes. Death penalty is applicable to the serious drug-related cases.

3. Prostitution and brothels all illegal. Violation in this respect may result in warning, a fine of RMB 5,000, or detention.

4. According to Chinese law, foreign students cannot work, engage in trade, or operate other business activities during their study in China.

5. Obey the local administrative regulations of other local communities, societies, companies, institutions, etc. Do not break into private area or disturb the peace.

6. The freedom of religion of foreigners within Chinese territory is respected and protected by the law. Religious activities are allowed only in designated religious sites. Missionary activities are strictly forbidden on campus. Foreigners shall not establish religious organizations, set up religious offices, sites for religious activities, or run religious institutions, nor may they develop followers, appoint religious personnel or engage in other missionary activities.

Principals

As a famous university in China, Hunan Normal University has a high level on moral and behaviour to its students all the time. At the same time, the university takes strict measures to keep security. The foreign students should obey all the laws and principals and behave well. Anyone who breaks the principals will be punished even expelled from school. Behavior is a very important part of valuation in the school.

Expenses

Costs listed in this handbook are given in Renminbi (RMB). Please consult the newest university publication.

Tuition and Related Expenses

Tuition for One Academic Year:

Social/Human	Undergraduate	Master student	Doctoral student
	RMB	RMB	RMB
Sciences	17000/year	20000/year	22000/year
Sciences	19000/year	22000/year	24000/year
Arts	25000/year	30000/year	33000/year

Language Program and Culture Program (including educational travel expenses):

Long term: 8500 Yuan/term, 16000 Yuan/semester

Short term: 3000 Yuan/4 weeks; 800 Yuan/week

Freshmen should pay register fee apart from tuition fee.

The tuition fee does not cover the costs of textbooks, food, non-planned experiments, travels, researches, investigations, etc. Costs for specially arranged training programs are to be discussed and agreed upon beforehand.

Payment of Tuition

1. Students having studied more than one semester but less than a year should pay full tuition of a year. Those having studied for a whole semester or less should pay half a year's tuition.
2. Tuition payment should be made before the deadline, which is the last day for registration.
3. Students pursuing a degree with the approval to graduate ahead of time should pay the tuition for the whole length of the program.
4. Students who want a deferred payment should file an application and submit it to the Head of International Students Office.

Tuition Refund

1. In case a leave of absence is permitted, the tuition already paid is not refundable, but can be extended to the semester in which the student returns to resume study.

2. Students who are permitted to leave school or to have their student status canceled can apply for a refund according to the following standards:

Time of Departure	Proportion of Tuition to be Refunded
Before Registration	100%
Within 30 Days after Commencement Date	50%
Later than 30 Days after Commencement Date	No Refund

(Note: The semester Commencement Date falls on Monday of the first week of the semester.)

3. After registration, a new student wanting to drop out cannot get the refund of his/her tuition for the first semester.

4. In all cases, 10% of the refund will be charged as service fees, payable only in RMB. [According to China's accounting regulations, the original receipt of a payment should be returned if a refund is to be granted. Otherwise the refund can and will be refused. It's therefore important to keep the original receipt of payments.]

Housing Expenses

International students living in the International Student Dorm should pay for their housing. Failure to pay in time will result in a surcharge of 5% of the rent.

Room Rates: (per room per night)

	Less than One Month	One - three months	Over three months
Rate	¥120	¥80	¥40

Room Deposit: Student who lives in Mulan Apartment are required to pay a room deposit of ¥1000 and room rental for one semester or one year.

Electricity and Water Usage: Students shall bear the cost of electricity and water consumption. The current charge for electricity is ¥0.61 / kilowatt-hour, and water is ¥1.88/ton. (For water, you should buy water card at the reception. A single card costs ¥18.8, i.e., 10 tons of water.) Any adjustment of the price will be informed in advance.

Academic

Academic Schedule

Hunan Normal University operates on a two-semester academic calendar. Both the fall and spring semesters last about 18 weeks, with the last two weeks of each set aside for revision and examinations. The fall semester commences in early September as the start of an academic year, and the spring semester begins in early March.

The summer vacation starts from the end of June and lasts about 6 weeks. The five week winter vacation, however, varies in its time arrangement from year to year in order to coincide with the Chinese New Year festival, i.e. the winter vacation usually extending from 10 days before the

Chinese New Year to 10 days after it.

For specific details of the semester schedules, please refer to the academic calendar of the university.

Duration of Program

The duration of undergraduate programs and graduate programs are respectively four years and three years. For visiting students and research scholars, their programs can be arranged in a variety of ways to meet their specific needs.

Students may apply for early graduation or for extension of their study. Undergraduates may extend their study up to a total of six years. Graduate students can have extension up to five years.

Credits

Shortly after arrival, international students will be advised on the courses to take and the number of credits to earn in order to graduate from their programs. Generally, international and Chinese undergraduates will attend the same lectures and fulfill the same academic requirements for graduation.

Compulsory, Elective, and Practical Courses

Compulsory Courses are courses students must take to graduate, including those related to their majors and those for universal knowledge.

Elective Courses are offered by individual departments for free selection, including general elective courses and major-specific elective courses.

Practical Courses are about graduation thesis, project, and internship.

Since different departments have their specific requirements, advisors are available from these departments to provide students with information and advice about selection of electives and designing of their study plans.

Graduation Requirements for Undergraduates:

Completion of a specific number of courses, as well as a graduation thesis or a graduation project as required.

Academic Requirements for Visiting Students:

Students must complete all of the courses included in their program. Students missing one third of the classes are not entitled to a certificate of completion of their program.

Registration and Course Offerings

Registration

Registration should be made within the first week of every semester. Present your student ID card and payment receipt for full tuition to register in person. No one can register on your behalf.

Undergraduates register at their departments and visiting students register at the International College Chinese Language and Culture.

Those who, without approved leave, have failed to register within two weeks after the deadline are considered to have voluntarily dropped out from the university, with their student status automatically discontinued.

Choices of Courses

Undergraduates are to choose their courses in accordance with their study plan. Visiting students are to have classes as arranged by the International College Chinese Language and Culture.

Attendance & Excused Absences

Attendance

It is obligatory for students to attend all lectures, tests, examinations, as well as other academic activities. If attendance is impossible, a leave of absence must be approved in advance. Unexcused absences will be penalized in accordance with the rules of the university.

Those who miss more than a third of the total number of lectures required for a course are not entitled to take the final examination and will flunk in that course.

How to Request a Leave of Absence

1. For an approved leave of absence, international undergraduate students should fill out the "Leave Request Form" at their respective departmental office, and visiting students at the International College of Chinese Language and Culture (ICCLC).
2. The form should be signed and stamped by the department or college, and be filed with the office.
3. Once your request has been approved, please let the International Students Office know your reason for absence and your arrangements during your absence, so that the office will know how to contact you when necessary.

Acceptable Reasons for Leave

1. Sick leave: With regard to absence due to illness, a doctor's note is needed. Sick leave for no more than a week should first be approved by the person taking care of international student affairs in the department or college. Sick leave exceeding a week should first get the approval from the responsible person in charge of international student affairs of the department or college. Those who do not obtain the necessary approval are considered truant.
2. Leave for Personal affairs: Visiting students who want a leave for less than a week need to seek permission from the staff of ICCLC. If the leave is more than a week, only the Head Administrator of the College can grant the permission. For undergraduates requesting leave for personal reasons, see "Hunan Normal University Handbook for Students."

Maximum Length of Leave

1. An international undergraduates who are to take a sick leave for more than a third of a semester should apply to the department, the Dean's Office, and the International Students Office for suspension of study. During the leave the student should return to his home country for treatment. If coming back with a doctor's note proving his/her recovery, the student can resume his or her study. If no recovery is foreseeable in near future after a period of leave, the student may choose to withdraw.
2. Average visiting students whose accumulated absences exceed a month have to withdraw from school.
3. Undergraduates whose accumulated absences have exceeded a third of a semester's time and who have not asked for suspension are deemed as withdrawing from school.

Examinations & Grading

Examinations

International students are required to take all tests and examinations in their courses. If for some reason they are unable to take an exam or test, they should submit, in advance, a written request for leave to the teaching affairs offices of their respective departments and also to International College of Chinese Language and Culture. They should also apply for the opportunity to take a make-up exam or test. Those who have missed an exam or test without an approved leave will receive a zero for that exam or test.

Code of Conduct

Cheating or plagiarism in examinations, quizzes, and independent work will be severely punished according to the university regulations. Undergraduates caught cheating on an exam of a course will receive a zero for that course and will face disciplinary action, along with the deprivation of the bachelor's degree. A student caught cheating twice will be expelled. Having someone else substitute for you in an exam or taking an exam in someone else's name will also result in suspension of study or even expulsion.

Grading

Grades are indicated by the 100-mark system. The bottom line for passing is 60. Students with a grade of 60 to 100 for a course taken will earn credit.

For some courses the pass-fail system is adopted. A grade of pass is to receive credit.

Classroom participation, performance, homework, tests, the mid-term exam, and the final exam grades all count toward the cumulative final grade.

If a student fails a compulsory course or a controlled elective course, he or she has to retake the course. If a student failed an elective course, he/she may choose whether or not to retake it.

Graduation, Completion of Program & Degrees

Undergraduates who have completed all the required courses and earned all the required credits will receive a diploma and earn a bachelor's degree.

Undergraduates who have not earned all the required credits by the end of their study program will only receive a certificate of attendance.

Undergraduate students who withdraw from school after having completed at least one year of study will receive a certificate of incompleteness if the proper departure procedures are followed.

Visiting Students will receive a study completion certificate when their program is completed.

Awards and Penalties

Students will be commended and awarded for good discipline and academic excellence.

Students misbehaving, skipping class, damaging public facilities, fighting, or committing any other ill deed will be warned or reprimanded, given a demerit record, put under close observation, suspended, or expelled, all depending upon the severity of the situation.

An international student under close observation can have the observation status removed if marked progress is made within a year, or be dismissed if no progress is shown.

Not only the student, but also his/her country's embassy in China, and/or the representative organization, sending organization, parents, will be notified of the punishment imposed on the student, depending upon the situation. If a student commits an egregious deed or breaks the law, the public security administration will deal with the case according to Chinese law, and the university will also enforce adequate punishment.

Identification Documents

These Identification Documents must be issued by relevant departments. During the study in Hunan Normal University, these documents are important to your life and rights protection. International students should prepare related materials to get these documents within the time stipulated.

All Identification Documents should not be altered, or you will be punished according to rules of Hunan Normal University.

Student Identification Card

Students are issued with a Hunan Normal University Student ID Card after registration.

Undergraduate students get the card from the Dean's Office. If lost, a new one can be obtained from the teaching affairs office of their department.

Visiting students can pick up their ID card from the International College of Chinese Language and Culture. If it is lost, a new one will be re-issued by the same office. For a second card,

however, a 2-inch copy of your photo is needed with a processing fee of 50 RMB yuan.

Your student ID card should accompany you at all times. Lending or borrowing the card is prohibited. Get a new one at once if it is lost.

Student Verification Document

Hunan Normal University will provide a Student Verification Document upon request. Undergraduates apply for it at the Dean's Office, while visiting students at the International College of Chinese Language and Culture.

Transcript

International students receive an overall transcript upon graduation or completion of their program.

Departure

When leaving campus upon graduation or completion of study program, international students are required to go to the International Students Office with their student ID to get a “Departure Form” a week in advance, and do as the Form directs:

- 1) Cancel your student ID card.
- 2) Take the “Departure Form” to the library for cancellation of your library card.
- 3) Settle your financial issues with the university accountant.
- 4) Complete check-out procedures for those living in the International Student Dorm.
- 5) Visiting students should go to the International College of Chinese Language and Culture a week in advance to hand in a 2-inch photo for them to prepare your certificate.
- 6) Undergraduates may pick up their transcript and degree certificate at the Dean's Office or department office, and visiting students may do so at the International College of Chinese Language and Culture.
- 7) All international students must leave the university within 15 days of graduation or completion of the study program.
- 8) Leaving the university without going through the above procedures will result in ineligibility to receive his or her transcript, diploma, or certificate.

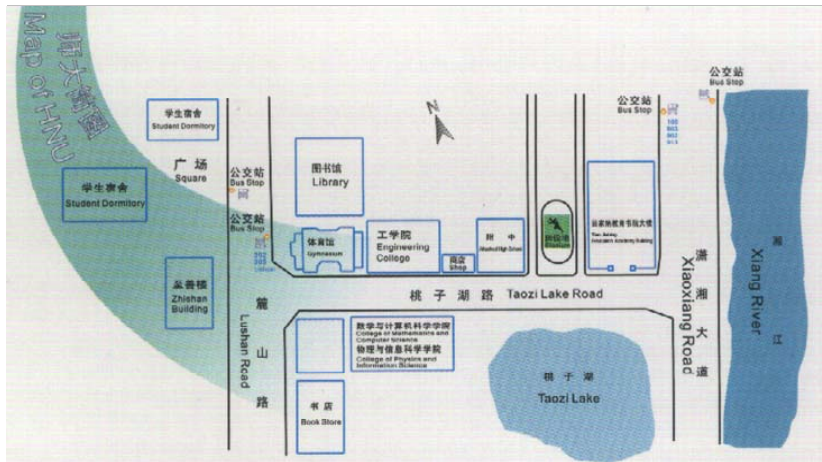
Appendix

Campus Phone Numbers

Departments	Phone Number
International Office of Cooperation & Exchange(Mulan Apartmen)	88872992, 82741687
School Medical Center	88872355
Teaching Affair's Office	88872217
Security	88872900
Graduate Student's Office	88872804

College of International Chinese Language & Culture
Library

88872250
88872425



Campus Map