

# Handbook for International Students in **USTB**

## 留学生手册 北京科技大学

● Edited by the International Office of USTB



## **A Brief Introduction to the University of Science and Technology Beijing**

The University of Science and Technology Beijing (USTB) was founded in 1952 following the amalgamation of the best departments in related fields of the five eminent universities as a result of a nationwide reorganization of the higher education system. Over half a century of remarkable growth, it has developed into one of the most influential national key universities under the direct supervision of the Ministry of Education of China. USTB is extremely famous for its study of metallurgy and materials science. While engineering is the focus, it maintains a balanced program of science, management, humanities, economics and law.

In 1997, USTB became one of the first 33 universities in China that are entitled to establish state-approved graduate schools. In the same year it was listed in the first group of universities chosen to be part of China's "211 Project", which is designed to develop a hundred first-rate universities in the 21st century. In 2006, USTB was selected as one of the few pilot universities for the "Platform for National Advanced Disciplines Innovation" program.

True to its motto "Rigorous in learning and Research and Venerating Practice", it pays close attention to the contributions which talented people can be expected to make social and economic development and has constructed its educational practice with a view to training highly qualified professionals.

USTB comprises 13 schools. With a total enrolment of 30,000 students, it offers 44 undergraduate programs, 109 master's programs, 48 doctoral programs and 8 post-doctoral research fields. Besides 12 key national disciplines in the fields of metallurgy, materials science and engineering, mechanical engineering and mining, it is also home to 2 key national laboratories, a national engineering research center and thirteen key ministerial laboratories and research centers.

Among its teaching staff of 17624, there are 402 professors, 550 associate professors, including seven members of the Chinese Academy of Sciences and two members of the Chinese Academy of Engineering, two Chief Experts of National Project 973, 13 members of the Yangtze Scholar Prize Plan, 14 Winners of National Outstanding Young Scientist Foundation awards, two National Distinguished Teachers, three Innovation Teams of the Ministry of Education and 331 Ph.D. supervisors.

In scientific research, USTB hosts two national key laboratories, two national engineering

research centers, two national science and technology platforms and 17 ministerial open laboratories and research centers. USTB is particularly strong at solving technological problems in the modernization of metallurgy and materials production, as well as at developing new technologies in these and other industries. In the two phases of the “211 Project” already completed, USTB has won four First Prize awards in the National Prizes for Progress in Science and Technology, which ranks as a national record. Since 2004 USTB’s research fund has been expanding at the pace of nearly 100 million RMB a year. A total of 17 science projects have won national prizes, which is also a national record. In 2007, USTB became the first and only university under the supervision of the Ministry of Education to be responsible for the “National Major Science and Technology Infrastructure Project”.

USTB is one of the first groups of universities to accept foreign students. Since 1954, several thousand foreign students from 114 countries in Asia, Africa, Europe, and America have taken degrees or completed their studies here. So far, it has cultivated foreign students of various levels and various types, including doctors, masters, undergraduate students, advanced scholars, ordinary trainees, Chinese language students and internship students. A large number of foreign friends have made accomplishments after learning here, which promotes USTB’s international communication and cooperation. So, foreign students who have ambitions are welcome to study in USTB.

## **ADMINISTRATIVE REGULATIONS FOR INTERNATIONAL STUDENTS UNIVERSITY SCIENCE AND TECHNOLOGY BEIJING**

In order to promote USTB's international cooperation and exchanges, and to safeguard the welfare of international students, we have drawn up the following regulations, based on "Regulations for International Students in Colleges and Universities" (Ministry of Education order No.9, The People's Republic of China).

### **Academic Affairs**

#### **I. Registration**

1. Freshmen must register at the International Students Office on time and go through the relevant procedures for which they will need their Letter of Admission and Visa or Residence Application Form. International students who cannot arrive within the specified dates for good reason must apply for leave in advance and state their reasons and the length of time they will be absent in order to secure the approval of the International Students Office. Otherwise they will not qualify for enrolment.
2. After their entry, freshmen must submit a Physical Examination Record for Foreigners to the Beijing International Healthcare Center to have it verified and obtain a Certificate of Verification. If no proof of health can be provided or some items have not been checked, the student will need to undergo a health examination. If as a result of the examination he does not meet the health requirements, he cannot register and must go home at his own expense.
3. If a student's record of physical examination meets the requirements, he must present his Certificate of Verification, his passport and his temporary residence certificate to the Division of Exit and Entry Administration of the Beijing Municipal Public Security Bureau to apply for a residence permit within 30 days of arrival. If this time limit is exceeded, a fine will be imposed in accordance with the relevant regulations.
4. International students other than freshmen should return to the university at the specified time to carry out registration procedures in the International Students Office. Students who are not qualified for registration or who fail to pay their tuition fees without permission will not be allowed to register. Students who do not register on time without applying for leave in advance will be considered to be absent without leave and may not be allowed to continue their studies.
5. Students who have not registered cannot enjoy the rights of registered students of the university.
6. Undergraduate students are generally not allowed to change their major. If a student wants to

change his major or give up his studies, he must submit an application to the university and obtain its approval. If he is a government scholarship student, he should submit an application to the embassy of his native country in China before his embassy consults the China Scholarship Council. The university will go through procedures in accordance with the instructions of the China Scholarship Council. Changes of major will only be processed during the first weeks of June and December.

7. Chinese scholarship students must complete their studies within the specified time limit. If a student needs to extend his deadline, he must submit an application to the university. At the same time his embassy must submit an application to the China Scholarship Council to secure its approval. A student who changes his major, transfers to another university or extends his deadline without permission will lose the right to hold a Chinese scholarship.
8. Fees for international students.

- (1) Chinese Government Scholarship students

For Chinese Government Scholarship students, their scholarships will be deposited into their accounts in the Bank of China every month by the Finance Office of USTB. On completion of their studies, their living allowances will be paid at the end of that month. When they go home during the winter and summer vacations, their living allowances will be paid as usual. For students who do not return on time, their living allowances after the deadline will be canceled. When a scholarship student suspends his studies, he will not receive living allowances until such time as he resumes his studies. Any scholarship student who gives up his studies or loses his qualification to study will lose all his benefits from that day. International Students are responsible for their own travel to and from China, or act according to their agreements.

- (2) Self-financing students

Self-financing students must pay tuition fees in full before the school semester begins. Accommodation fees can be paid either in full at the start of the academic year or in two installments at the start of each semester. In special circumstances students may submit an application to pay accommodation fees late, but no later than the end of the first month, in which case 5% will be added to the fee. Students who drop out of school or who lose their qualification to study will not have their tuition fee returned. Students who enroll or resume their studies in the middle of the semester will be required to pay the fees for the whole semester.

## **II. Class Attendance**

1. International students must attend all their classes, which will be scheduled on weekdays. They have the same holidays and vacations as Chinese students in accordance with the rules of the university. They are not entitled to take days off for important religious activities or festivals of their native countries, although they may ask for a leave on such occasions.
2. International students must attend lessons in accordance with requirements of the syllabus. For any justifiable absence, which may be for no longer than three days, they must ask for leave in advance and obtain the approval of the International Students Office. In case of illness, they must present a medical certificate. If they take a day's sick leave without a medical certificate, they must first obtain the approval of the teacher.
3. Students who are absent from class without leave incur penalties in accordance with the rules of the university. Those who are absent for over 50 hours will be required to give up their studies.
4. International students must complete their studies continuously. Those who need to suspend their studies for justifiable reasons must submit an application in order to do so. Generally, a suspension of study is not granted for more than two years. Those students who obtain approval to suspend their studies must carry out the relevant procedures and leave the university within 15 days of receiving approval. The university will bear no responsibility for any accidents which happen during the period when their studies are suspended. Students who wish to apply to study in other universities during that period must first obtain approval for the suspension of their studies at USTB.
5. When the period of suspension comes to an end, the student must submit an application for resumption of studies one month in advance. Those whose studies have been suspended due to sickness must send a health certificate by post to the International Students Office to prove their recovery from illness. After they arrive in China, they must undergo a physical examination at a designated hospital and obtain the approval of the International Students Office before they go through the resumption procedures. They will then resume their studies at an appropriate level in their major. International students may undertake part-time jobs at USTB but they are not permitted to take other part-time work. Those who contravene this regulation will receive an appropriate penalty, such as a warning, serious warning, recording of the demerit, probation and cancellation of their qualification to study.

### **III. Rewards and Punishments**

1. Students who observe the rules and regulations of the university and achieve good results in their studies will be given commendations and awards. Those who violate USTB's rules and

regulations, damage public property, engage in fights or scuffles or are guilty of any other kind of misconduct will be subject to educational or disciplinary sanctions and required to pay compensation. Those who are guilty of serious breaches of the rules will lose the right to study at USTB.

2. Students who significantly enhance the standing of the university by helping others or by winning prizes will be given oral or written commendation, and may receive an award.
3. Students who do not observe Chinese laws and regulations, endanger our national safety, destroy social order or do harm to others will be punished by the Public Security Bureau and judicial organizations. The university will impose disciplinary sanctions accordingly.

#### **IV. Assessment**

1. International students must complete their studies within the time stipulated by the syllabus and take the appropriate exams. They must select courses online on time and their scores will be submitted online by their teachers.
2. Students who fail exams in compulsory courses or who are absent from those exams must take make-up exams. Students who are absent from make-up exams or cheat in any exams will receive no score for that course.
3. If a student's absence adds up to one third of the total credit hours of a course, or he hands in less than one third of the homework, he will be disqualified from taking the exam. Whether he gets the chance to take the make-up exam will depend on the precise circumstances.
4. Students who have taken all the courses required by the syllabus and obtained the required credits are eligible to graduate and receive a diploma. Students who have qualified for degrees will have their degrees conferred upon them.
5. Chinese language trainees who have completed their studies will be awarded certificates of study.
6. International students who are studying in undergraduate majors are subject to the Academic Regulations of Undergraduate Students of USTB.

#### **V. Leaving the University**

1. Before they leave the University, students should go through all the required procedures, return their student cards and settle any outstanding fees.
2. Students who have graduated or completed their studies should leave the University within 15 days. Those who are unable to leave the University on time may extend the time limit with the approval of the University and live in the University at their own expense.

## **Everyday Life**

### **I. Dormitory Administration and Receiving Visitors**

1. Student rooms are assigned by the University. These rooms may not be occupied by a student's spouse or family members. If a room is needed for such purposes, an application should be made to the International Students Office and, if the application is granted, appropriate fees must be paid. Students are not allowed to change their rooms or accommodate guests.
2. International students should keep quiet in the dormitory and not disturb others' study or rest. They should keep the dormitory clean and tidy. They are responsible for the cleaning of their own rooms.
3. Students should economize on water and electricity. They should not disassemble, re-equip or damage the equipment and facilities in the dormitory. Otherwise they will be required to pay compensation or be punished in accordance with USTB rules.
4. Students should follow the time schedule of the University. If in special circumstances they are not able to return to school on time, they should report to the dormitory executives.
5. Students should observe the rules about receiving visitors. Visitors should go through the regular procedures before paying a visit. In order to safeguard the study and rest of other students, students are not allowed to put up visitors overnight. For special occasions, with the approval of the International Students Office, visitors can register in temporary accommodation with a valid passport or visa, paying the appropriate fees.
6. Students who want to organize activities to celebrate important holidays or other occasions must first obtain the approval of the University. An official in the International Students Office will be assigned to have oversight of and take responsibility for such activities. No one from outside the university may be invited to attend without permission.
7. Students are not allowed to distribute, post or exhibit posters on the campus, or to show films or videos.

### **II. Medical Treatment**

1. According to the USTB regulations on medical treatment, international students can seek medical treatment in the University Hospital or a designated hospital (The Third Hospital of Peking University). Scholarship students should pay the registration fee and take their receipt of medical expenses to the International Students Office to get them reimbursed. Self-financing students must pay their own medical expenses.



2. Dental checks, optical checks, abortions and nourishing tonics are at students' own expense.
3. Students must bear the medical and other relevant expenses caused by conduct, such as fighting and scuffling, which violates USTB rules and/or Chinese law.

These regulations come into effect as of 17 January 2008.

The International Students Office is responsible for their interpretation and explanation.

## **REGULATIONS FOR ACCOMMODATION IN THE INTERNATIONAL STUDENTS DORMITORY**

In order to enforce the administration of the International Students Dormitory in the University of Science and Technology Beijing (USTB), the following rules are made based on the requirements of Beijing Public Security Bureau, *Administrative Regulations for International Students of USTB* and *Administrative Regulations for Students of USTB*.

### **I. Check in**

1. International students enrolled in the university with ordinary passports and valid visa can apply to live in the International Students Dormitory.
2. Students who apply to live in the International Students Dormitory must acknowledge and promise to abide by its regulations.
3. Students should go through the following check-in procedures: 1) Go to the reception desk of the International Students Dormitory and fill in the Registration Form of Temporary Residence. 2) Pay a deposit of ¥500 RMB, get a key to the door and a magnet card for entrance control (with a deposit of ¥50 RMB), and move into the designated room.
4. Self-financing students should pay in full the accommodation fee for the whole semester and the deposit before they move in. When they leave the university, the balance will be settled according to their actual days of accommodation. Students must pay for their damage to the facilities in the room. They should leave their deposit receipts in safekeeping, which will not be reissued if lost. Those who are behind in payment have to pay an overdue fine of 10 RMB per day.

### **II. Everyday Life**

1. Students must observe Chinese laws, regulations and the USTB rules and regulations.
2. They must live in the designated rooms and cannot move to other rooms or occupy rooms without permission. They are not allowed to accommodate visitors. If found, they will be punished in accordance with the relevant regulations.
3. International students should keep quiet in the dormitory. They are not allowed to cause disturbance after excessive drinking or to engage in fights or scuffles. Neither can they speak in a loud voice or play music loudly to disturb others' study or rest. If they want to hold a party, they need to notify the dormitory executives in advance and hold the party in designated places after getting their approval. It's not allowed to preach and hold religious gatherings in the dormitory.
4. Students should take good care of public property. Students are not allowed to post or exhibit

posters or scribble on the walls in their rooms or in public places. They shouldn't disassemble, reequip or damage the equipment and facilities in the dormitory. Otherwise they have to compensate according to the price or will be punished in accordance with the USTB rules.

5. Students should keep the dormitory clean and tidy. They are not allowed to store the odds and end along the corridor, hang articles outside the window or keep pets in their rooms. They are responsible for the cleaning of their own rooms, and are not allowed to throw garbage to the outside of their rooms.

6. Students should economize on water and electricity. Scholarship students are provided with 50 KWH of electricity every month per person. If their consumption exceeds the limit, they have to pay for the extra KWH of electricity. Self-financing students have to purchase electricity at their own expenses.

7. Students must be careful when using electrical appliances. High-powered electrical appliances, such as electric heaters, electric stoves or electric blankets are not permitted.

8. Students are not allowed to store or burn inflammable or explosive substances in their rooms. They are not allowed to move or damage any fire-fighting equipment. When they are away for a long time for internship or travel, they need to turn off the electricity.

9. Students must keep their passports and valuables in safekeeping and should deposit their money into the bank. When they leave the room, they must close the window and lock the door.

10. Students should observe the rule of receiving visitors. Visitors must show their valid credentials (passports, ID cards or student cards), and fill in a form before they enter the dormitory. In order to ensure the study and rest of other students, visitors must leave before 11 p.m. and tell the reception desk when they leave. Students are not allowed to put up their visitors for the night.

11. Students must cooperate with the dormitory executives in administration.

### **III. Check out**

1. When students graduate or want to live off the campus, they need to submit an application to check out to the reception desk first and then get the approval of the International Students Office before they check out. Those who want to live off the campus have to go through the relevant procedures and present the Registration Form of Temporary Residence issued by the Public Security Bureau.

2. Students need to inform the dormitory three days in advance before they check out. They cannot make a duplicate of the key without permission. They need to move out all their personal belongings and keep the room tidy. When they check out, they need to bring their receipt of the last payment as well as the deposit receipts to the reception desk, settle the balance and

return the key. Those who are no longer the official students of the university must move out before the deadline, or their articles will be at the disposal of the dormitory administration.

#### **IV. Passport and Visa Administration**

1. The administration rules for passport and visa will be enforced according to the administration regulations issued by the Public Security Bureau.
2. Students should take the initiative to go through the visa / passport renewal procedures before the expiry date. If one's visa or passport expires, he will be deprived of the right of accommodation.
3. It is necessary to report and register at the reception desk after one's visa or passport is renewed.
4. It is necessary to register the contact information when international students are away from the university for three days or more for travel or going home. If students are away for over ten days without earlier notice, their temporary residence will be suspended. Students have to register again after they come back.

# **Regulations for Scholarships for International Students at the University of Science and Technology Beijing(USTB)**

## **Chapter I General Provisions**

### **Article 1**

To promote the process of internationalization of higher education in the university, to attract more talented International Students and foster their enthusiasm for learning, to train them to the highest levels, to reward the most talented and to provide incentives for all, and to instill in all students a love of learning and high moral character, we issue the following Regulations.

### **Article 2**

The assessment of the awards mentioned in these Regulations will meet the highest standards of openness, justness and fairness.

## **Chapter II Chinese Government Scholarships (CGS)**

### **Article 3**

A Chinese Government Scholarship is a full or partial scholarship offered to International Students by the Chinese Ministry of Education in accordance with educational exchange agreements or understandings signed between national governments, institutions, schools and relevant international organizations. The Chinese Ministry of Education entrusts the China Scholarship Council with the selection and daily affairs of students eligible for the Chinese Government Scholarship.

### **Article 4**

- 1、 Students sponsored by the Chinese Government Scholarship who intend to study in USTB should submit an application through the relevant departments or the Chinese Embassy in their country. Applications should be submitted between January and April. For more specific details relating to time and method of application, please visit <http://www.csc.edu.cn>.
- 2、 Those who want to apply for the Master's and Doctoral Degrees can apply directly to the University of Science and Technology Beijing. The application period will be from January to April each year.

## **Chapter III**

## **Beijing Government Scholarships (BGS)**

### **Article 5**

Beijing Government Scholarships are funded by the Beijing municipal government and pay the tuition fees of outstanding students from Beijing or the University in Beijing. The International Students Office of the University of Science and Technology Beijing (USTB) is responsible for the evaluation and selection of those students who intend to study in USTB or who are currently studying in USTB.

### **Article 6**

#### Application Procedures

1. International Students who apply for admission in the fall to pursue a Bachelor's or Master's degree should complete the Foreign Students Scholarship Application Form of USTB and submit it together with other application materials to The International Students Office.
2. International Students who are currently studying in undergraduate or postgraduate programs in USTB should complete the Foreign Students Scholarship Application Form of USTB and submit it together with their school report card to The International Students Office.

## **Chapter IV**

### **USTB Scholarships (USTBS)**

### **Article 7**

USTB Scholarships have been established to encourage and reward outstanding International Students who come to study in USTB. The scholarships are available to all registered degree students or non-degree students.

### **Article 8**

#### USTB Chancellor's Scholarship

USTB Chancellor's Scholarship Program is established by the University of Science and Technology Beijing (hereinafter referred to as USTB) is offered to the top excellent students who want to apply for the master program and Ph. D Program in USTB. The enrollment is directly managed by the international office of USTB. The international office is responsible for the enrollment and the routine management.

Note: 1. In principle, the courses will be taught in Chinese, Scholarship students are required to take one-year remedial Chinese language course and pass the examinations prior to the major study if their Chinese language level is not qualified. If students take one-year Chinese language course, the duration of the scholarship will be extended for one year.

2. Some courses can be taught in English.

3. Duration for scholarship specified at the time of admission can NOT be extended in principle.

(1) Duration of Scholarship

Only the admission in the Fall Semester (September) is accepted.

Master's Degree Students 2-3 academic years

Doctor's Degree Students 3-4 academic years

(2) Application CRITERIA & ELIGIBILITY

1. Applicants must be non-Chinese citizens in good health.

2. Applicants must not be university students in Chinese universities at the time of application.

3. Education background and age limit:

- Applicants for master's degree studies must have bachelor's degree and be under the age of 35.

- Applicants for doctoral degree studies must have master's degree and be under the age of 40.

(3) VALUES OF SCHOLARSHIP

- Exempt from registration fee, tuition fee, fee for laboratory experiment, fee for internship, and fee for basic learning materials, free accommodation on campus;

- Living allowance: Monthly living allowance is granted to the students through the host institution at the following rates (CNY Yuan per month):

- Master's degree students: CNY 1,700 Yuan

- Doctoral degree students: CNY 2,000 Yuan

- One-off settlement subsidy after registration;

- Fee for outpatient medical service, Comprehensive Medical Insurance and Benefit Plan for International Students in China.

(4) APPLICATION DOCUMENTS

The applicants must fill in and provide the following documents truly, correctly and completely (induplicate)

1. Application Form for Chancellor's Scholarship (filled in Chinese or in English,

2. Highest diploma (notarized photocopy). University students or applicants employed shall provide proof of studying or employment on application. Documents languages other than Chinese or English must be attached with notarized translations in Chinese or English.

3. Academic transcripts (notarized photocopy): Transcripts in languages other than Chinese or English must be attached with notarized translations in Chinese or English.

4. Study or research plan: in Chinese or in English, no less than 800 words.

5. Recommendation letters: Two letters of recommendation in Chinese or English from professors or associate professors.

6. Applicants for music studies are requested to submit a CD of the applicants' own works. Applicants for fine arts must submit a CD of the applicants' own works (including two sketches, two color paintings and two other works).

7. Photocopy of Foreigner Physical Examination Form (The original copy should be kept by the applicant.). The medical examinations must cover all the items listed in the Foreigner Physical Examination Form. Incomplete records or those without the signature of the attending physician, the official stamp of the hospital or a sealed photograph of the applicants are invalid. Please select

the appropriate time to take medical examination due to the 6-months validity of the medical results.

Applicants are required to submit their application documents to the USTB undertaking this program.

5. Recommendation letters: Two letters of recommendation in Chinese or English from professors or associate professors.

6. Applicants for music studies are requested to submit a CD of the applicants' own works. Applicants for fine arts must submit a CD of the applicants' own works (including two sketches, two color paintings and two other works).

7. Photocopy of Foreigner Physical Examination Form (The original copy should be kept by the applicant.). The medical examinations must cover all the items listed in the Foreigner Physical Examination Form. Incomplete records or those without the signature of the attending physician, the official stamp of the hospital or a sealed photograph of the applicants are invalid. Please select the appropriate time to take medical examination due to the 6-months validity of the medical results.

Applicants are required to submit their application documents to the USTB undertaking this program.

Application Deadline: May 30, each year.

#### (4) APPROVAL AND NOTIFICATION

1. University of Science and Technology Beijing will review all applications and provide the nominations for agreement.

2. University of Science and Technology Beijing will review the documents and issue Visa Application Form for Study in China (JW202) to the qualified nominees.

3. University of Science and Technology Beijing will send the final Admission Notice and Visa Application Form for Study in China (JW202) to the qualified nominees by the end of June, 2010.

4. Regulations for international students under the Chancellor's Scholarship Program will apply to the students under this scholarship scheme. Scholarship students are not allowed to change their institutions as well as their academic programs or the duration of study specified in the Admission Notice.

Note:

1) Costs of the laboratory experiment or internship that beyond the university's arrangements should be self-afforded.

2) Fee for basic learning materials ONLY covers the necessary learning materials prescribed by the host institution, and other textbooks and materials shall be self afforded.

3) Scholarship students shall receive their monthly living allowance after registration. New students who register before 15th (15th included) of the registration month will get the full amount of the living allowance of that month, and those who register after 15th will get half amount. The graduates will get a living allowance for another 15 days after the graduation date set by the university. The allowance will be terminated from the next month after students suspend their studies, drop school or complete schooling from the university. Monthly living allowance covers school holidays. Scholarship students who missed the monthly living allowance during holidays could be reimbursed upon return on campus. The allowance will be suspended for one month if students do not register on time without permission from the university in advance, leave for



non-health reasons or are absent from the university over a month. Students who have to suspend their studies for health reasons should go back to their home countries for treatment. The international travel expenses should be covered by the students themselves. With the university's approval, the scholarship status can be reserved for up to one year, and their living allowances will be suspended during their leave. The scholarship status will not be reserved for those who suspend their studies for other reasons.

4) New students will get a one-off settlement subsidy upon their arrival in China

- CNY 1,000 Yuan for new students who will study in China up to one academic year

- CNY 1,500 Yuan for new students who will study in China above one academic year

5) Fee for outpatient medical service refers to the outpatient expense in the institution's hospital or the hospitals appointed by the institution. The students are required to share a certain percentage of expense in accordance with the institution's relevant regulations.

6) Comprehensive Medical Insurance and Benefit Plan for International Students China is provided by USTB for the scholarship students in China against hospitalizing for serious diseases and accidental injuries. The university or the appointed medical assistance agencies provide advancement service for insurance expenses, and claim for compensation with relevant payment receipts from the insurance company according to the stipulated insurance articles. For scholarship students, the individual claim will not be accepted by the insurance company.

7) International travel expenses: self-afforded.

## **Article 9**

### USTB Excellent International Students Scholarship

This scholarship has been established to encourage and reward the outstanding full-time international students in USTB. The award could be 5000 RMB, 3000 RMB and 1000 MB.

The application period is from 10 October to 30 October. The applicants should meet the following requirements:

1) Full-time registered in USTB over one semester

2) To be friendly to China, and obey the Chinese laws and University rules and regulations

3) Working hard in the study with less than 10% of absence for the class

4) High morality and to be popular with students and teachers

5) To be active in the students activities and be obedient to the international students rules and regulations.

## **Chapter V**

The International Students Office of USTB is responsible for the interpretation and application of the above Regulations.

# Orientation Guide to USTB

## 1. Insurance

USTB requires all international students to purchase medical insurance for the period of their stay. Two kinds of insurance are needed: unexpected injury insurance and hospitalization insurance. For China Government Scholarship students, who enjoy free medical care, the Chinese government will provide insurance for them according to the relevant regulations. Other students must purchase insurance at their own expense.

## 2. Medical Care

If you feel unwell, you should see a doctor at the University Hospital, which provides good medical service. Besides the University Hospital, there are many first class hospitals to choose from, such as the Third Hospital of Peking University, which is not far from USTB, Beijing Union Medical College Hospital, Beijing Hospital, the China-Japan Friendship Hospital and Tongren Hospital.

For state-financed students, only medical expenses incurred in the University Hospital and the Third Hospital of Peking University can be reimbursed.

USTB Hospital

Address: near the South Gate on the campus

Tel: **62332539**

The Third Hospital of Peking University

Address: No.49, North Huayuan Road, Haidian District

Tel: 6201-7691

Beijing Union Medical College Hospital

Address: No. 1, Shaifuyuan, Dongcheng District

Tel: 6529-5812

Beijing Hospital

Address: No. 1, Dahua Road, Dongdan, Dongcheng District

Tel: 6513-2266

China-Japan Friendship Hospital  
Address: East Yinghua Road, Hepingjie Beikou  
Tel: 6422-1122 or 6422-2969

Friendship Hospital  
Address: No. 95, Yong'an Road, Xuanwu District  
Tel: 6301-4411

Tongren Hospital  
Address: No. 2, Chongwenmen Neidajia  
Tel: 6512-9911

For the Beijing Emergency Medical Center, please dial 120 or 999.

### **3. Library**

The USTB library is open to international students, who can obtain access to the books and journals there with their library cards. Library cards are checked by library staff on entry to the library. Library staff are always available to answer any questions about borrowing books or making use of library resources.

Books may only be borrowed for a month, after which they need to be renewed. If your books are overdue, you will incur a penalty, which will vary according to length of time overdue.

### **4. Safety**

Beijing has good public security. It's safe to study in USTB and live in Beijing. However, you still need to take care.

Personal belongings and property should be stored safely and money should be deposited in the bank. You are advised not to take your passport or large amounts of money with you unnecessarily. A student card is sufficient proof of identity on campus and in Beijing. If you keep your valuables in your room, please lock the door and close the windows when leaving the room. Please also turn off the water and gas when leaving the room.

When you go off campus, please observe the traffic rules and ensure your personal safety.

In an emergency, please call the police immediately and also report to the International Students Office. The teachers here are ready to help you.

**PUBLIC EMERGENCY NUMBERS:**

POLICE: 110    FIRE: 119    TRAFFIC: 122    FIRST AID: 120 or 999

You may dial these numbers free of charge from any phone, including IC card phones and pay phones. You may dial any of these numbers directly without inserting a card or coins.

**USTB CAMPUS EMERGENCY NUMBERS:**

CAMPUS 110: 62334999    CAMPUS POLICE: 62332380

**5. Accommodation**

International students may choose to live either off campus or in the International Students Dormitory on campus.

If you choose to live in the International Students Dormitory, you must observe the regulations of the dormitory.

If you choose to live off campus, you need to register at the nearest police station. When renting a house or apartment, you need to complete all the necessary legal procedures. You need to ask the owner of the house to accompany you to the local police station in order to register. The owner should also inform the neighborhood committee that he has rented the house or apartment to you. In sum, you need to make sure that the house or apartment is rented legally.

If you change your address and contact details during the course of your study, you must tell the International Students Office your new address, phone number and e-mail address. We may need to send you important notices and contact you in case of emergency. So we need to have your exact contact information immediately to hand. Your details will be kept confidential and not distributed to third parties.

**6. Facilities**

International students may dine in either of the canteens on the campus: Wanxiuyuan and Hongboyuan. In and around the campus there are many restaurants and fast-food outlets, which generally charge more than the canteens. You can purchase food and daily necessities in the Wu-mart stores or in the grocery market on the north side of the campus.

USTB boasts other convenient facilities on campus: for example, a post office, a bank, a bookstore, a laundry and a photo studio. There is also a stadium and the Olympic gymnasium.

**7. Post and Telecommunications**

1) Post.

There is a post office on the campus.

Incoming mail will be delivered to your room or to the School of Foreign Studies. Please tell your family and friends your exact address, either in English or in Chinese. For example:

Mr. John Williams  
305 International Students Dormitory  
University of Science & Technology Beijing  
Beijing, 100083  
People's Republic of China

or

中国 北京 100083  
北京科技大学 留学生公寓 305 房间  
约翰·威廉姆斯 先生

The following is the format you should use on envelopes. For example:

100083
北京 北京科技大学留学生公寓330房间
雅克 先生 收
南京大学大学留学生楼515室阿里
邮政编码: 210093

If you live off campus, please ask the owner of your rented house or apartment for your exact address and post code.

## 2) Telephone.

The rooms in the International Students Dormitory are equipped with 201 card phones. You need to insert a 201 card in order to use the phone.

When making international calls, you can save a lot of money by using an Internet Phone Card.

If you use a mobile phone, you should set it in the “silence” or “vibration” mode before entering the library, classrooms or other public areas in order to avoid disturbing others.

## 8. Internet service

In USTB a lot of important information is posted on the Internet. Students have easy access to the Internet in the rooms in the International Students Dormitory. You may also go to a cybercafé for Internet access.

In the International Students Office, you should register at the Reception Desk and rent a MODEM in order to obtain ADSL service. For the campus net, you need to take your meal card to open an account at Card's Service ...

Please visit the following websites for information.

USTB: <http://2009.ustb.edu.cn>

International Office: <http://oice.ustb.edu.cn>

Academic Affairs: <http://teach.ustb.edu.cn>

Graduate School: <http://gradnate.ustb.edu.cn>

China Scholarship Council: <http://www.csc.edu.cn>

## 9. Currencies and Banks

Renminbi (RMB) is the only currency in circulation in China. Other major currencies, such as British pounds, HK dollars, US dollars, Euros, Japanese yen and Australian dollars, can all be converted into RMB.

Foreign currencies deposited in the following seven credit cards can be converted into RMB at designated places:

American Express	Master Card
VISA	Dinner's Club Card
JCB	Million Card
Federal Card	

You can open a renminbi savings account or foreign currency account by showing a passport and visa in the savings offices of the Bank of China, the China Construction Bank and China Post, which are on campus, or in the Merchant's Bank, the Industrial and Commercial Bank of China and Bank of Beijing, which are off campus. In these banks you can deposit money in the seven following currencies directly: British pounds, HK dollars, US dollars, Euros, Japanese yen, Canadian dollars, Australian dollars.

customer service for Bank of China: 95566

website: <http://www.bank-of-china.com>

customer service for Industrial and commercial Bank of China: 95588

Website: <http://www.icbc.com.cn>

customer service for Construction Bank of China: 95533

Website: <http://www.ccb.com.cn>

## **10. Transportation**

USTB is an important transportation hub and is very conveniently placed.

Please remember to take good care of your valuables when taking public transport.

The following buses stop near the campus:

The West Gate (Chengfu Lukou Nan) : 26、331、375、392、484、562、632、753;

The East Gate (Zhixin Qiao Xi) : 386、696、751、740、944、983、Yuntong113;

The South Gate (Xueyuan Qiao Dong) : 47、660、Te 9、Yuntong 109;

The North Gate (Keji Daxue Beimen): 307、484、630、957、快 2;

For the route of each bus, please search the website: <http://www.bjbus.com>.

Traveling by taxi is very convenient in Beijing. Taxis are available day and night. Fares start at 10 yuan during the day and 11 yuan from 11 p.m. until 5 a.m. They are calculated at a rate of 2 yuan per kilometer after the initial 3 kilometers. A card above the dashboard displays the driver's photo and name and the name and telephone number of the taxi company. Remember always to take the receipt, as it can be used to identify the taxi if you lose something.

The Beijing subway system currently consists of several underground rail lines and light rail lines. The most used lines are Line 1 (the east-west line), Line 2 (the loop line), Line 5, Line 10, Line 13 and the Light Rail Line from Dongzhimen to Beijing International Airport. The nearest stations are "HUIXIN DONGQIAO BEIKOU" on Line 5, "MUDANYUAN" on Line 10 and "WUDAOKOU" on Line 13.

Many people in Beijing ride bicycles to go to work or study. You may wish to buy a second hand bicycle when studying at USTB.

If you have any questions or problems during your studies, please feel free to call the International Students Office: 62332942, 62332943, 62332531.

## **11. The process for students visa**

According to the regulations and procedures of the Division of Exit and Entrance, Beijing Municipal Public Security Bureau (the authority of immigration), student who want to apply for change to or renew the student's visa should firstly apply to the FSAO, and the designated visa agency - Trade Link International Commercial Service - will collect the application information into the network system for free. After the application gets approved by the authority of immigration, the agency will print out the valid visa application form for student's visa. With all

the procedures above accomplished, the student may choose to go to the visa center and apply for the visa by himself/herself, or pay a commission fee to appoint the agency to accomplish the rest things.

The procedures for student's visa differ from those for other types. Therefore without the approval of FSAO and the collection of your information, DO NOT go directly to the visa center. It's only a meaningless waste of your time and energy and will not at all help process your application correctly. Don't take it for granted that you are wise on the visa affairs. It will only make more troubles if you take it granted Since all the information about visa affairs are subject to the official notice from the authority of exit and entrance administration, FSAO will never process the visa affairs according to the information from any other sources unless it is authenticated and confirmed officially. If anybody, including a policeman, provides any information about the visa affairs that is different from that provided by FSAO, please remember the exact identification and contact of that person (i.e., the name, the police number and the telephone). FSAO will confirm with the authority but will still insist on the official source until the new policy is confirmed



# 北京科技大学留学生安全责任书

## THE SAFETY ADMINISTRATION REGULATION THE UNIVERSITY OF SCIENCE AND TECHNOLOGY BEIJING

为保证良好的学习环境，使留学生能顺利完成学业，免受各种意外伤害，根据中国法律、法规和学校相关规定，特制订下列安全责任范围：

In order to standardize the safety administration regulations, create a civilized, healthy, safety and comfortable studying and living environment, and protect the rights and interests of students, avoid accidents, THE UNIVERSITY OF SCIENCE AND TECHNOLOGY BEIJING (USTB) makes the rules based on Administration Regulations for Student of USTB and Administration Regulations on Chinese Laws.

1、遵守中国法律法规、学校规章制度；尊重中国礼仪和习俗；

International students should observe Chinese laws, regulations and the USTB rules and regulations and disciplines, respect Chinese social morality and customs.

2、按照北京市公安局外国人出入境管理处的规定办理居留许可申请、变更和延期手续；

Visa's application, alteration and extension should follow the regulations of Division of Exit & Entry Administration of Beijing Municipal Public Security Bureau.

3、在校外住宿的留学生需到住处所在派出所办理住宿登记；

If you live off the campus, you should alter your Residence Permit and make a change of your living address at the Public Security Office.

4、在租住房屋中使用电炉、电热毯等大功率电器，或使用明火使需小心谨慎，注意预防火灾；严谨在租住房屋中存放易燃易爆、剧毒化学危险品等不安全物品；

Electric appliances such as electric stove for cooking, heating must be careful in the room. Rules concerning fire precautions must be observed. No fire and incense is allowed in the room. Inflammable and explosive substances, Hazardous Chemical Materials and other dangerous products are not allowed in the room.

5、离开租住房屋时请锁门、关好窗户，不要将房间钥匙交给他人；

Remember to lock the door and close the windows when leaving the room. Do not give the key to others.

6、保管好个人财物，现金要存放在银行；在公共场所贵重物品不要随意放置；

Keep your personal belongings and property safely, deposit your money in bank and remember to take good care of your valuables in public place.

7、留学生不得做与其身份不相符的事情，不得到国际处留学生办公室批准，不得在校内外兼职和打工；

International students should focus on their studying, and any full-time, part-time job is not allowed if no permit of international office.

8、在银行兑换外币是安全的，在其他非指定场所兑换外币违法；

It is illegal making money exchange exclude banks.

9、中国政府尊重外国人的宗教信仰，但外国人在中国传教是非法的，请不要参加教堂和合法宗教机构以外的其他非法宗教集会；

Chinese government respects international students' national conventions and religions, but propagandizing religions is illegal. Do not attend illegal religious activities or gatherings.

10、严禁购买或驾驶无牌照车辆，严禁无证驾驶，严禁酒后驾驶，严禁超速驾驶；

Purchasing or driving unlicensed illuminates the vehicles, non-license driving, after alcohol driving and overspeed driving are strictly prohibited.

11、节假日，包括国家法定假日，以及寒暑假、公休日等，留学生要外出旅行，必须通知留学生办公室，并详细登记去向及联系方式；外出时，请注意安全，并妥善保管护照、钱包及贵重物品等；

It is necessary to inform the international office and register the contact information when international students travel on public holidays, summer or winter vacations; Keep yourself safe and improve safety and self-defense awareness outside the campus, especially take good care of your passport, wallet and valuables.

12、不要到江河、湖、水库等危险区域游泳，不要去其他危险地区；

Do not swim in dangerous area of river, lake and reservoir; do not go to dangerous places.

13、禁止赌博、酗酒、打架等严重影响社会安全及学校秩序的行为；

Also forbidden are gambling, excessive drinking, fights and scuffles, taking drugs and drug trafficking, and other misconduct that may disturb the normal order of teaching, research work, daily life and the public order.

14、住在留学生公寓的留学生须遵守留学生安全通告（见后附《留学生公寓安全通告》）；

International students living in International Students Dormitory must obey the safety regulations of the dormitory (see the attached “SAFETY REGULATIONS FOR FOREIGN STUDENTS IN APARTMENT”).

15、本责任书适用于北京科技大学所有留学生，自公布之日起开始执行。

These Rules shall go into effect as of the date of promulgation.

## **SAFETY REGULATIONS FOR FOREIGN STUDENTS OF THE UNIVERSITY OF SCIENCE AND TECHNOLOGY BEIJING**

In order to maintain a good learning and living environment at USTB and to protect the safety and welfare of foreign students and the interests of the university, foreign students are required to observe all the Chinese laws and rules and the following obligations and regulations of USTB.

1. Student rooms are assigned by the university and two students are arranged in one room. These rooms may not be occupied by a student's spouse or family members. Students are not allowed to change their rooms or accommodate guests. Visitors must register at the Information Desk.
2. Gambling, excessive drinking, fighting are prohibited.
3. Cooking in the room is strictly prohibited.
4. Setting fire to paper or other materials is strictly prohibited. High-powered electrical appliances, such as electric stoves, electric heaters and electric blankets are not permitted.
5. Smoking is prohibited in the building and in the room.
6. Playing music in high volume, which may disturb the study and life of other students is prohibited.
7. Foreign students must be responsible for their personal belongings, and lock the door when leaving the room.
8. Electrical appliances should be switched off when leaving the room.
9. When going out at night, students must register with the guard.
10. Students who will take a leave for more than 24 hours should register at the Reference Desk.

Any students who do anything against the regulations or illegally will be punished both by USTB in accordance with the university regulations and by the Police in accordance with the relevant Chinese laws. USTB would consider the situation while the regulations offending behaviour occurs and the student may be penalized by cancelling the scholarship, fined, warning, serious warning, recording the demerit, probations, ordered to give up and cancelling the qualification of studying. The student who is cancelled the qualification of studying may impose a penalty by ordering him to leave the country within a certain time or may expel him from the country. Anyone who

causes serious accidents because of not abiding by the above regulations is not the responsibility of USTB.

International Office

University of Science and Technology Beijing

I undertake to abide by the above regulations.

Signed by .....

Date .....

Every international student in USTB must sign the document above.

Wishing you a happy and fruitful life in USTB!