



北京大学 深圳研究生院  
Peking University Shenzhen Graduate School

# PKU

Shenzhen

# HANDBOOK



北京大学 深圳研究生院  
Peking University Shenzhen Graduate School

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for International Students

**PKU**

**HANDBOOK**

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## (A.1)

### Visa and Residence Permit Application and Procedures

The visa procedures differ according to the duration of study in China. Students are all required to apply for an X (student) visa before entering China. If the duration of study is no more than six months, students are advised to apply for an X2 visa. If the period is more than six months, students must apply for an X1 visa.

Important: The X1 visa will only be valid for 30 days after your arrival. Students holding an X1 visa must apply for a residence permit within these 30 days in order to obtain a legal status in China.

Once admitted to a graduate program, the respective school will advise students through the visa application procedure. All international students are required to register with the local police on the day of registration or within 24 hours of your arrival. This registration must now be done on WeChat. As for students with an X1 visa, your respective department will guide you through the following steps:

Register with the local police using WeChat on the first day of arrival. Instructions will be provided. Scan the QR code located on your dorm room door. Those living off campus should look for a QR code at their residence, or go to local police station to register.

Obtain a health certificate issued by the Shenzhen International Travel Healthcare Center. The only accredited hospital in Shenzhen is the Kou'an Hospital in Futian District. During the first week of your arrival, your school will arrange your health check. The health examination costs about 500 RMB (subject to change). You will be asked to bring your passport (with a photocopy of the passport photo page) and passport photos.

Take ID pictures at an accredited photo studio – these pictures have a blue background and you will be additionally given a receipt with a barcode. The official receipt is valid for one year and is used to apply for a residence permit. Full-time students can make a photocopy of the receipt for residence permit renewal for their second academic year.

Apply for a residence permit after receiving the health certificate. The cost of a residence permit is 400 RMB per year of study. Your school will accompany you to the Shenzhen Public Security Bureau.





For your application at the Shenzhen Municipal Public Security Bureau you will need the following documents:

- 2 application forms
- Photo receipt
- First time interview form
- 5 types of school documents (Document by education bureau, student name list, Foreign affairs certificate, school business certificate, Guarantee form)
- Passport copies (visa+ recent entry stamp+ photo page)
- Police Registration Form
- Admission letter photocopy
- Jw202 copy
- Health Report (Blue page)

Originals:

- Admission letter
- Jw202 (yellow form, CSC students use JW201 form)
- Passport

(Full-time students) Re-register at the local police station after receiving the residence permit.

Need scan copy of residence permit and police registration form.

(Full-time students) Send copy of residence permit and police registration form to responsible international student teacher at individual's school (i.e. PHBS or STL).

Note: Students need to re-register with police and notify their school under following circumstances:

- When you change your passport;
- When you change your living address;
- When you renew your residence permit/visa.

Note: If you do not live on campus, you must register at your local police station.

## (A.2) Visa Extension (Applicable to X2 visa)

Students should begin the renewal procedure at least one month before the X2 visa expiration date.

## (A.3) Residence Permit

### (A.3.1) Residence Permit Expiration Date

The residence permit will not be effective beyond the expiration date of the passport.

### (A.3.2) Residence Permit Extension

Students that intend to extend their studies must also apply for a residence permit extension at least 30 days before the date of expiration.

### (A.3.3) Internship Notes

Students who would like to do an internship in China must apply for internship notes on their residence permit. Please consult with your respective department about how to add internship notes.

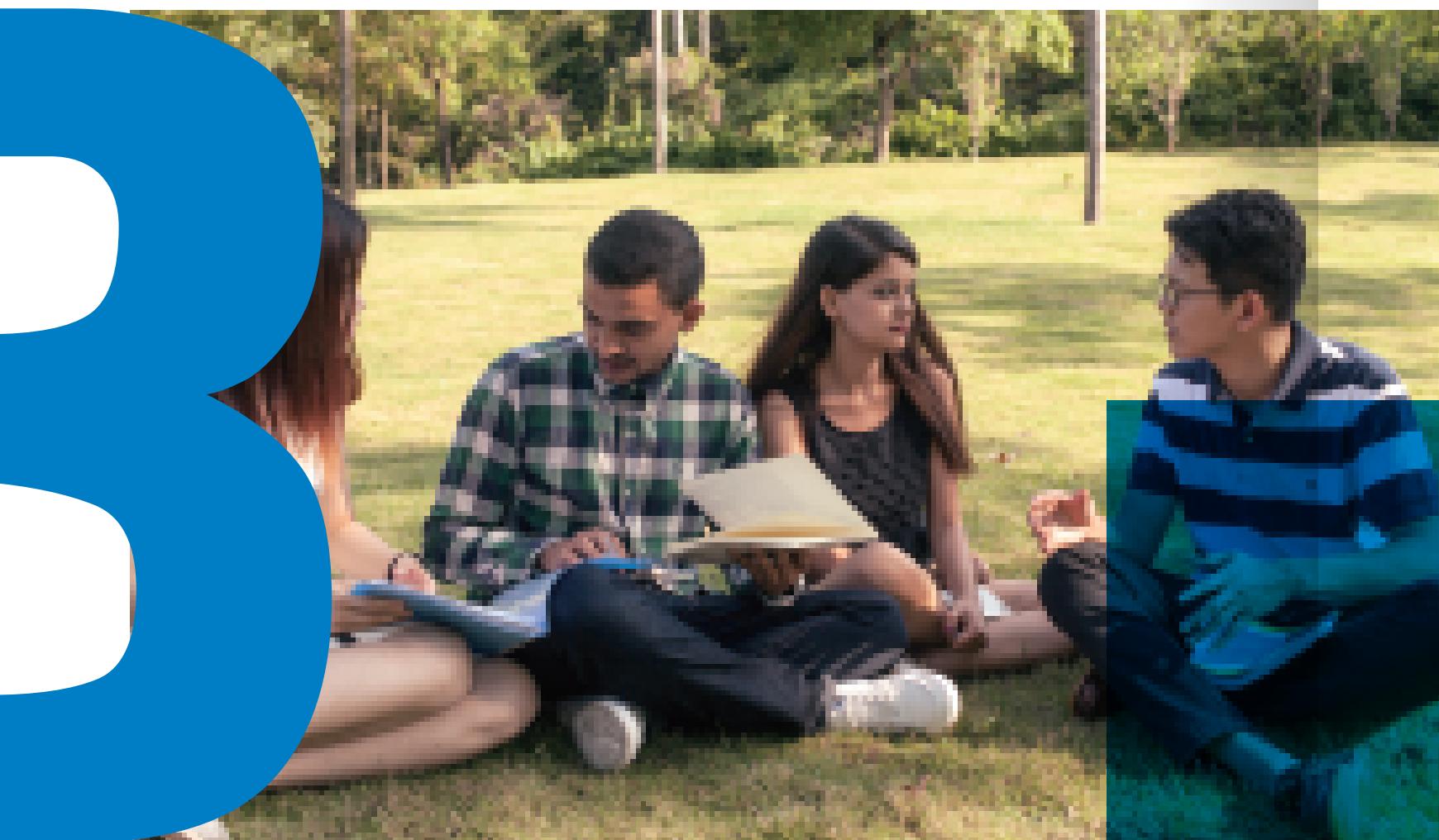
## (A.4) Leaving the Country

International students who have completed their studies are required to leave Mainland China before the expiration date of their visa and residence permit.

## (A.5) Chinese Law and Regulations

The legal rights of international students will be upheld and protected by the Chinese Law. International students are required to obey all the Chinese Laws as well as the PKU Shenzhen's rules and regulations.





## (B.1) Academic Calendar

The PKU Shenzhen academic year is comprised of two semesters: the Fall Semester and the Spring Semester. The duration of each semester is generally 18 weeks, including two weeks of review and finals at the end of each semester. For more details, please refer to the current academic calendar on the PKU Shenzhen website. Quarters 1, 2, and 3 are 11 weeks long (10 weeks of class plus one week for exams). Quarter 4 is 8 weeks long (7 weeks of class plus one week for exams). The summer break begins at the end of June and lasts for eight weeks. The winter break depends on the Chinese traditional lunar calendar and lasts four weeks—ten days before and after Chinese New Year. For more details, please refer to the current academic calendar on the PKU Shenzhen website. Also refer to your specific school's academic calendar for most precise information.

### (B.1.1) School of Transnational Law Academic Calendar

STL's academic calendar differs from the Peking University Shenzhen campus calendar insofar as it starts earlier and ends later, and operates on a quarter system not a semester system. Quarters 1, 2, and 3 are 11 weeks long (10 weeks of class plus one week for exams). Quarter 4 is 8 weeks long (7 weeks of class plus one week for exams).

## (B.2) Designated Duration of Study

### (B.2.1) School of Transnational Law

For dual degree J.D. and J.M. program, the duration of studies is four years. International students have the option to pursue the J.D. program only and graduate within three years. For the LL.M program, the duration of studies is for two years. The program requires students to complete 36 credits including a graduation thesis.

The LL.M. degree is a two-year program, however the credit and residency requirements can be completed in one year. During the second year students generally focus on writing their thesis and have the flexibility to remain on campus taking additional courses, or travel for field research, internships or work. LL.M courses are taught in English.

### (B.2.2) HSBC Business School

The duration of studies is two years. Students are required to fulfill 54 credits in 19 courses and defend a thesis.

### (B.2.3) Graduating Early and Extension of Studies

Students may apply to graduate early if they have fulfilled their respective graduation requirements prior to their designated time of graduation. Students may also request an extension of their duration of study, but they must apply for the extension before the end of April or November during the second term or the first term. The extension of studies can be for half a year or one year.



## (B.3)

# Academic Credits and Graduation Requirements

### (B.3.1) Type of Courses

- Required courses are the courses that have been determined by the student's program of study that students must complete in order to fulfill their program's graduation requirements.
- Elective courses are the courses which students are free to choose and enroll in according to their personal interests (and their program). Students are advised to arrange appointments with a course administrator from their program who can help them with their course selection.

## (B.4)

# Registration and Course Enrollment Procedures

### (B.4.1) Registration

Students must register in person; no one can register on your behalf. Students must have already paid their tuition fees prior to their registration. You are not eligible to register if your tuition fees have not been paid in full.

The registration period generally takes place during the first week of classes or during new student orientation. If a student cannot register on his/her designated time of registration, he/she is required to apply for a leave of absence ahead of time. For students who fail to register on time and who do not apply for a leave of absence, their absence will be recorded as an act of truancy or as an unexcused absence in their attendance record. Students who have not registered in the two weeks after their designated day of registration will be dismissed from the university.

## (B.5)

# Attendance & Excused Absences

### (B.5.1) Attendance

Attendance is taken and recorded for all lectures, tests, examinations and other forms of academic activities with required attendance. If a student should miss any of the above academic activities, he or she must apply for approval for an excused absence ahead of time. Unexcused absences are considered as acts of truancy. Students who have been absent for

a third (or more) of the total number of a course's classes are not eligible to take the final exam for the course. Furthermore, these students will receive a zero grade for the course.

### (B.5.2) Application for Excused Absences

1. Students asking for leave for one week or less, should receive approval from their school supervisors.
2. Students taking personal leave or sick leave for more than one week of absence should be approved by supervisors and the school's executive person in charge, as well as the Head of Education Administration Office.
3. Graduate students should not ask for personal leave longer than one month cumulatively in one semester, otherwise, graduate students should take a suspension.

### (B.5.3) Postponing Course

Graduate students who are unable to take part in the course final examination should fill in the application form for postgraduate course postponement of Peking University before the examination. If delay is for medical reasons, Peking University hospital certificate must be attached. The application for delayed examination should be submitted before examination and agreed to by the teachers and tutors. Postgraduates who have been granted postponement of the examination can only take the next examination of the course. The school does not arrange postgraduate supplementary examination or postponement of the examination separately.

The student will receive an incomplete "I". After attending the next course examination, the final grade will be input.

Graduate students postpone course need not re-select the course, but should communicate with the teachers at the beginning of the school, explain the situation, according to the teacher's arrangement, participate in the course of learning and assessment.

Failure to apply for a postponed exam or to apply for a postponed exam without permission will result in absenteeism. The course will be marked as "F".



## (B.6) Asking for Leave



### (B.6.1) Withdrawing from PKU Shenzhen

#### Instructions for Withdrawing from PKU Shenzhen:

1. Students need to submit the Form for Leaving School. This can be obtained from the respective school. Students must complete forms from both PKU main campus and PKU Shenzhen Graduate School.

2. The form for leaving school PKU Shenzhen has the relevant departments within PKU Shenzhen and University Town that the student must visit to get stamps to approve the leave.

3. Please consult your school's administrative staff for assistance.

4. Submit the Approval Form to Ms. Yang at the Education Administration Office (H103). Bring your campus card to be cancelled.

5. Prepare four copies of passport size photos (1.78" x 1.38" with a blue background). Please write your student ID number and name on the backside of all photos.

6. Obtain two copies of your transcripts (two different versions). After verifying that the transcript is correct, student will receive stamp of the official seal of the school.

7. Submit the transcripts, photos and completed forms to Education Administrative Office (H103).

8. After receiving a reply from main campus in Beijing, PKU will issue the "Peking University Graduate School Withdrawal Form." Students then need to go to Peking University, Building Red, third floor, room 3112 to receive the Procedural Form. If it is not possible for the student to go to main campus, students may select a representative to do so on his or her behalf. Once the form is completed, students need to return it back to room 3112. The form contains a list of items such as, the student's library card, student card, grants given, accounts and documents.

9. PKU Shenzhen Graduate School will issue school certificates and other related documents to students who meet the necessary requirements.



### (B.6.2) Asking for an Extension of Studies

1. Students need to log in to Peking University's Campus Portal and select the following: Student Occupation/Student Information/Application for New Changes/Extension. After filling in all related information and electronically submitting the approval form for an extension, students need to print a hardcopy version of the approval form. All related parties including students, advisor and respective school's director need to sign the approval form for approval. Please consult your school's administrative staff for assistance.

2. If the international student is from Hong Kong or Macao, he/she needs to have the form signed and stamped on the section "Related Unit's Opinion" and complete the Approval Form according to the form's stated requirements.



3. Proceed to the Financial Service Office (H305) to pay for the extension of study fees (2500RMB per semester). Please write the receipt number and the payment amount on the top right corner of the approval form.

4. Proceed to the Education Administrative Office (H103) to verify the approval form for extension.

5. Go to the Education Administrative Office Director's Office (H104A) to obtain the signature and seal from the Director.

Please submit the original copy of the approval form to the Education Administrative Office (H103). Make a photocopy to submit to the respective school's administration for their records.

The extension for study is measured on a semester basis. Each applicant can apply for extension for one or two semesters. The maximum duration of study for graduate students is no more than five years (including semester breaks).

**Extension of Studies Application Period:** If a student is scheduled to graduate in January, the extension application needs to be submitted before the month of November of the previous year. If a student is scheduled to graduate in July, the extension application needs to be submitted before the month of April. Students will be notified once more when the extension period approaches.

Students who apply for extension their study period shall be responsible for their own housing or be in accordance with the regulations of the relevant school departments.

## (B.7) Transferring Majors

### (B.7.1) Transferring Majors Restrictions

Graduate students may not transfer to another major if they have one of the following circumstances:

- a. Graduate student pursuing a professional degree hopes it be converted to an academic degree;
- b. Graduate student enrolled from special enrollment channels who needs to abide the relevant regulations in China or has a clear agreement with the school before admission;
- c. The graduate student has entered school for less than one semester or has less than one school year left before graduation;

#### (B.7.1.a) Application and approval process:

(1) The graduate student needs to fill in and submit the application for major transfer in the school portal. The specific path is: 校内门户登录—业务办理—研究生院—填写学籍异动申请—选择“转专业”( intra-campus portal registration—business processing—graduate school—filling in the application for student status change—select “major transfer”), then fill in and print out the relevant forms. If you apply for major transfer due to health reasons, you must attach a

diagnosis certificate issued by the Health Department of Peking University Hospital;

- (2) The instructor from the original major and the director of the original department both need to show agreement and issue their opinions on the approval form for major transfer;
- (3) The major the student planned to transfer into would assess the applicant. And for major transfer between different department or subjects, the postgraduate student must participate in the “National Masters Admissions Examination” of the related major in that transfer year and satisfy the admission requirement; after the students passes the assessment, the instructor and the director of the department of the major planned to transferred into would issue their opinions on the approval form;

- (4) Submit the “Peking University Postgraduate Approval Form for Major Transfer” with issued opinions together with other materials to the graduate school, get it approved by the Graduate School Cultivating Office and the Presiding Chancellor of the Graduate School, who would report to the higher educational administrative department for approval;
- (5) After the application for major transfer is approved, the graduate student shall apply for the extension of the length of study within one week, and the extension length shall be suggested by the instructor.



## (B.8) Grades and Honors

### (B.8.1) Examinations

Students must be present for all course quizzes and exams. If a student is going to miss an exam/quiz, he or she must apply for an excused absence, gain permission from his or her program department ahead of time, and schedule a makeup test/quiz. Students who are not given prior permission to miss an exam/quiz will receive a zero grade for that particular missed exam/quiz.

### (B.8.2) Grading System

Individual schools may have independent grading systems; please consult the respective school's academic student handbook and staff for more details.

Grades are given in the form of letters and percentages. The passing grade for PKU Shenzhen is considered D (60%). All grades for academic credits will be reported. Classroom participation and performance, homework, quizzes and midterm exams may all be considered towards the cumulative final grade. The grade received for the final exam only makes up a part of the final grade.

### (B.8.3) Viewing Grade

Students can view their grade in the PKU Portal.

### (B.8.4) Grade Correction

If the graduate student disagrees with the course results, he or she may submit a written application for verification results to the Academic Affairs Office of the department within one month of the start of the semester. The examination papers will be reviewed by the instructor and the academic staff of the department in the Academic Affairs Office.

### (B.8.5) Academic Code of Honor

Students who have committed acts of academic dishonesty such as cheating during exams and plagiarism will be investigated and penalized according to the school's regulations (see section B.10 for more details). Graduate students who are caught cheating during exams will also receive a zero for that particular course. Additionally, they will be penalized for their academic dishonesty. Individual schools may have further consequences; please consult your school's academic handbook for more details.



## (B.9)

### Procedures for Obtaining Academic Documents

Documents can be printed from the PKU Self-Service Terminals on the first floor of the H Building. The Self-Service Terminals are accessible 24/7. Authentic copies of the following documents can be printed:

- Transcripts
- Proof of Enrollment
- Proof of Scholarship
- Proof of Graduation
- Proof of Diploma

Current students may print the first copy of the Proof of Enrollment for free.

Users may pay for relevant fees with a campus card or Unionpay card.

Students can have documents sealed in the Education Office (H103).

#### (B.9.1) Sign in for Self-Service Terminals

Current students should enter their student ID as username and 8digit birthday for password (YYYYMMDD). Graduated students should enter their student ID as username and last 6 digits of Certificate of Graduation or Diploma number to sign in.



## (B.10)

### Academic Sanctions, Probation and Expulsion

#### (B.10.1) Overview of the Academic Disciplinary Policy

1. Graduate students must obey and observe all of the Peking University rules and regulations. Extracurricular activities should never disturb campus life or the learning environment.
2. Students who have not upheld the university's Academic Code of Honor, committed truancy, committed vandalism, been involved in physical fights and violated any other school regulations will be given a warning, reprimanded, receive a demerit on their record, put on probation, suspended or expelled, depending on the severity of the offense.
3. The consequences for students who have been put on probation will be removed if the student shows signs of improvement within a year. Students who do not display any sign of improvement within the given time constraints will be dismissed from the university.
4. If the student's violation is quite severe, the student's parents, their country's embassy or its representative organizations (in China) will be informed about the charges and the punishments.
5. If an international student has committed a crime/an illegal act, the Chinese Public Security Administration will be responsible for handling his/her offense and he/she will be convicted according to the Chinese Law. In addition, the university will enact the appropriate university punishments.
6. Individual schools may have additional sanctions for academic misconduct. Please consult the individual school's student handbook for more information.



#### (B.10.2) Terms of Expulsion

Graduate students shall be expelled if they have committed one of the following:

1. Violate any Chinese laws; severely disrupt campus life or the learning environment, or endanger other students.
2. Commit a criminal offence.
3. Receive a punishment due to violations of the administration's regulations or demonstrate bad character.
4. Ask another student to take an exam of his or her behalf, take a test for another student, be involved in organized cheating, cheating by use of electronics or have a second cheating offense.
5. Plagiarism or copying other's research results.
6. Violate the regulations of the university that severely impact the learning or living environment.
7. Repeatedly violate university regulations.
8. Absent from school for 50 classes (without taking a formal leave of absence) will result in expulsion from academic status. The following actions will be taken if a student misses more than 10 classes:
  - 10-19 classes absent: warning
  - 20-29 classes absent: severe warning



29-39 classes absent: record a demerit

More than 40 classes absent: academic probation

9. Involved in a serious situation that requires multiple disciplinary violations.

10. Students who are expelled from the university must complete PKU Shenzhen's official leaving procedures (see section B.14.1).

All scholarships will be revoked, and the expelled student may not apply for reinstatement.

#### [\(B.10.3\) Policy on Cheating and Plagiarism](#)

##### [\(B.10.3.a\) Cheating](#)

Students who have committed acts of academic dishonesty such as cheating during exams and plagiarism will be investigated and penalized according to the school's regulations. Graduate students who are caught cheating during exams will also receive a zero for that particular course. Additionally, they will be penalized for their academic dishonesty. Individual schools may have further consequences; please consult your school's academic handbook for more details.

1. Students who use mobile phones after the start of the exam, use calculators without permission, look at other's test papers will result in a warning, severe warning or a demerit in

accordance with the seriousness of the case.

2. Students looking at other's test papers, copying and exchanging the exam information will be put on academic probation.

3. Students who plagiarize their coursework will be given a demerit in accordance with the seriousness of the case.

4. Changing exam scores shall be regarded as cheating and the student will be given a demerit in accordance with the seriousness of the case.

##### [\(B.10.3.b\) Plagiarism](#)

1. If plagiarism is found in publicly published articles, probation or expulsion from the university will be enacted in regard to the seriousness of the case and the student's own attitude.

2. If plagiarism is found in an academic dissertation or thesis, the student will be expelled after an investigation. The student may be able to complete the remaining coursework if there are no serious consequences, but the student will have a demerit on his or her academic record.

3. For degree awarding of students who have had disciplinary sanctions taken against them, please contact the Education Administration Office (H103) for more information.

#### [\(B.10.3.c\) Probation and Expulsion Procedure](#)

1. In the event that a graduate student is given a warning, serious warning, demerit, probation, expulsion and other sanctions, a meeting with the department and school will be held to evaluate the situation. The dean of the graduate school will sign his or her comments and submit the issue to the Graduate School Training Office. The graduate school will then give out suggested sanctions and report the situation to the school deans and senior administration.

2. In the event that a graduate student is given expulsion, the sanction decision should be approved by the school's dean and the senior administration and submitted to the Beijing Municipal Education Commission.

3. After the sanction decision has been approved, the school will issue a written notice to the student. If the notice cannot be delivered, the public notice will be issued and the notice will be considered as delivered.

#### [\(B.10.3.d\) Appeals](#)

1. If a graduate student does not agree with the sanction decision, he or she can appeal with a written complaint to the Students Complaint Handling Committee after receiving the school disciplinary decision within the prescribed period of time. The Students Complaint Handling Committee will review the student's complaint. If the appeal is accepted by the committee, the Student Complaint Handling Committee will submit the appeal to the school and re-examine the decision.

2. If the graduate student does not agree with the disciplinary decision after it has been re-examined, he or she can appeal with a written complaint to the local provincial administrative department of education after the re-examined decision is received (within 15 working days).

3. If the graduate student does not appeal the complaint in the stated time period, the university will no longer accept any appeals after this period.

## (B.11) Dropping Out of School

A graduate student who has one of the following circumstances shall be dropped out of school (abridged):

- (1) If the compulsory course or the restricted elective course is failed, the accumulated 2 courses are still failed after attempting to make up.
- (2) It is difficult to adhere to the completion of the school due to poor business foundation or other reasons;
- (3) The thesis cannot be completed and the research obviously poor;
- (4) Those who have accumulated more than one month of leave during the semester and have not completed the formalities for suspension;
- (5) Diagnosed by Peking University Hospital, it is difficult to persist in learning due to illness or accidental disability, and cannot be cured within one year;
- (6) If the student is not registered for 2 weeks and has not fulfilled the suspension registration procedure;
- (7) Within the prescribed length of study, all the learning tasks specified in the academic program have not been completed.

### (B.11.1) Student Drop Out

Graduate student who applies for drop out from school should get the consent of the advisor, the responsible person in charge of the department shall sign the opinion, and the graduate school training office shall review it and report it to the presiding director of the graduate school for approval.

Graduate students who have dropped out of school must go through the formalities of leaving school within 2 weeks of the withdrawal of the approval of the withdrawal and the decision to withdraw from school;

## (B.12) Advance Graduation

The graduate students who have completed all the credits specified in the training plan and have achieved good results in the required courses, may apply for graduation in advance if they have completed the dissertations and all the procedures specified in the training plan.

The applications for graduation in advance shall be submitted by the graduate students. With the consent of the tutor and the approval of the head of the department in charge, the applications shall be submitted to the training office of the graduate school for review three months before the expected graduation, and to the predecessor of the graduate school for approval.

## (B.13) Suspension of Study

### (B.13.1) Applying for Suspension of Study

Graduate students can apply for suspension of study because of a problem of health, entrepreneurship or other reasons after the approval of the University. The suspension is generally based on the semester. If the graduate students are unable to return to study after the expiration of the term, they can continue to apply for suspension. If the suspension is due to entrepreneurship, the total time of suspension shall not exceed 2 academic years. For other reasons, the total time of suspension shall not exceed 1 academic year.

Graduate students shall apply for suspension if they are under one of the following circumstances:

- (1) Those who are unfit to study in school for health reasons, after being diagnosed by Peking University Hospital and proved to

need recuperation and can be cured in a short period of time;

- (2) Those who have asked for leave accumulated more than one month within one semester;
- (3) Those who have been pregnant or have been delivered before the semester and need to take maternity leave more than one month from the date of registration;
- (4) Those who need to suspend their studies in order to increase their professional practice experience and entrepreneurship;
- (5) Those who are unable to adhere to normal learning, and the tutor and the department believe the students must be suspended.

If the graduate students apply for suspension of study, they shall apply in writing (with a medical certificate from Peking University Hospital Health Care Department attached if the suspension is due to sickness). With the consent of the tutor and the head of the department in charge, the application shall be submitted to the training office of the graduate school for review and to the predecessor of the graduate school for approval. In other cases, the tutor and the head of the department in charge propose the opinions to the training office of the graduate school for review, and to the predecessor of the graduate school for approval. Graduate students who have taken a suspension of students shall manage the formalities of leaving school. During the period of suspension, they do not receive financial benefits.



## (B.14) Leaving Procedures for Graduating Students (Receiving a Graduate Degree and Certificate)

### (B.14.1) Leaving Procedures

Graduate students who are expecting to receive their graduation certificates during the spring should follow the necessary procedures and submit the following materials:

1. PKU Shenzhen Graduating Students Form—Complete the PKU Shenzhen Graduating Students Form (School Check-out Form). Forms must be stamped with each respective department's official seal and then need to be submitted to the Education Administration Office (H103).
2. Thesis—submit your thesis (electronic version) and receive a receipt for acknowledging acceptance (receipt portion).
3. Student Book (Red Book)—the Education Administration Office will cut a corner in the passport sized photo and stamp the book. There will be a penalty of 40RMB in the event of losing the certificate.



## (B.15) Cost of Studies

All charges (tuition and fees) are to be paid in RMB. If the tuition is sent by electronic transfer, the Financial Service Office can accept transfers in USD and EUR. The amount will be calculated into RMB on the date of registration.

4. In the event of entrusting another person (nominee) to receive the certificate, the nominator's (owner) needs to provide his or her signature on the letter of authorization. A photocopy of IDs for both nominator and nominee must be submitted. The nominee has to bring along his or her original ID on the day of receiving the certificate.

5. The scheduled time for receiving degree certificates will be notified by the individual schools. The designated location will be based on each school's reported location. Certificates for PKU Shenzhen are expected to be received by the Education Administration Office (H103) in mid-July.

### [\(B.14.2\) Receiving the Degree or Certificate](#)

#### [\(B.14.2.a\) Degree or Certificate Qualifications](#)

The certificate of graduation as well as the master's degree will only be rewarded to the students who have successfully completed their program and fulfilled their graduation requirements.

#### [\(B.14.2.b\) English Version of the Degree of Certificate](#)

Since all of the degrees are issued by the main campus of PKU in Beijing, PKU Shenzhen does not currently provide any certificate or degree in English. However, some schools do provide an English Version for their students. For an English degree, students must request an English Version from PKU through the Education Administration Office in Shenzhen or contact the respective department or school for more information.



### [\(B.15.1\) Payment Procedures](#)

1. International Students are required to pay all fees including accommodation and deposit, insurance, internet and tuition by the student registration date (set annually by the university). PKU Shenzhen must receive the payment by the registration date. All incoming international students will receive an invoice in mid-July detailing their payment.

2. In order to receive payment by the registration date, all international students are required to pay their school fees by electronic transfer. Since international transfers can take up to two weeks to be received, international students must send proof of their electronic transfer of funds by the date announced by PKU Shenzhen (prior to the registration date) to the corresponding school.

3. In addition to a proof of payment, all international students are required to submit the following information in order to confirm their payment:

- Name of account
- Student ID number
- Last 4 digits of the account number
- Amount of transfer
- School
- Major

4. Only students who submit proof of transfer payment will be guaranteed housing on campus.

5. Electronic transfers must be submitted to following account:

Bank Name: Ping An Bank  
 Bank Address: Shenzhen Ping An Bank Building 1099  
 Shennan Center Rd., Shenzhen, China 518031  
 Recipient: Peking University Shenzhen  
 Recipient Address: University Town of Shenzhen, Xili, Shenzhen, China 518055  
 Account Number: 0142100325105  
 SWIFT Code: SZCBCNBS

6. Please note the school fees will be based on exchange rates in effect on the day registration at PKU Shenzhen. However, because PKU Shenzhen is requiring payment in advance, you may send an approximate amount on the determined date. Any differences in the amount due to exchange rate fluctuation will be settled through a final accounting on the registration date during which you may be required to make up the difference through a small payment or may receive a reimbursement in case of over-payment.

7. If your payment has not been received by the registration date, you will need to obtain approval from the Director of the Education Administration Office to enroll as a student of PKU Shenzhen.



## (C.1) Peking University's Scholarship Awards for Academic Excellence

### (C.1.1) Basic Requirements

- 1.Candidates must be full-time students; they must not be on a leave of absence or suspended from school.
- 2.Obey all Chinese laws and university rules, register on-time and obtain an excellent academic standing.
- 3.Prerequisites for graduate students: display academic excellence, a great research ability and innovation. Doctorate students who apply for scholarships must have published their thesis at Peking University and also been published in an official publication for their department at Peking University.

### (C.1.2) Values of Scholarships

- 1.Doctorate Academic Excellence Scholarship:  
Scholarship Award awarded to the top 5 students: 10,000RMB  
Scholarship Award awarded to the top 10 students: 5,000RMB
- 2.Master's Academic Excellence Scholarship:  
Scholarship Award awarded to the top 15 students: 4,000RMB  
Note: International students who also receive scholarships from the Chinese government cannot receive an additional scholarship. In the event they are awarded an academic scholarship, they will only receive a certificate of honor and a souvenir.

**(C.1.3) Selection of Award Winners**

With recommendations from the student's department, a panel from the Division for International Students office, the Dean's Office, and the Office of Graduate Studies, will select deserving students from the candidates and reported to the president of the university for final approval.

**(C.1.4) Selection Process Schedule**

## 1. Mid-September

Individual departments make recommendations of candidates for awards. A list of candidates will be posted in each department to receive further suggestions from the department. In Mid-October individual departments will report their final candidate lists and supplementary information to the Division for International Students Office.

## 2. Supplementary information includes:

- International student academic excellence proposal form
- Transcript (including GPA of required classes for undergraduates)
- Two letters of recommendation from professors of the student's department (not necessary for undergraduates)

## 3. Published thesis

## 4. Mid-October

Panel reviews candidate proposals and makes selections. The panel then presents this list to the office of the president for approval.

## 5. Mid-November

Scholarships are officially offered to students.

**(C.2)****Department Scholarships****(C.2.1) PHBS Scholarships**

The HSBC Business School offers half and full tuition scholarship for academic outstanding students. PHBS offers full tuition scholarships up to 120,000 RMB. In addition, once admitted, students may apply for the following funding opportunities at PHBS: research assistantship, teaching assistantships, or English instruction assistantships.

**(C.2.2) STL Scholarships**

The most popular scholarship is the Chinese government scholarship, which covers 30,000 RMB a year towards

tuition, the majority of housing expenses, a monthly living stipend of 3,000 RMB and health insurance.

Another option is the Belt and Road Scholarship, administered through STL, which covers 25% of the tuition for the LL.M. program. Students are eligible if they are citizens of countries associated with China's Belt and Road Initiative.

Other scholarship information is available through the STL website.

**(C.2.3) Chinese Government Scholarships**

The Chinese Government provides students with a large number of scholarships. Please visit the China Scholarship Council website for more details about eligibility and requirements: <http://www.campuschina.org/>.



# D



## (D.1) Insurance

All students, enrolled at a Chinese university are required to be medically insured throughout their entire planned period of study by a local Chinese insurance company. International insurance plans will not be accepted. Insurance is also strongly recommended if you have an F-Visa. The health plan must provide medical coverage for accidental injuries and hospitalization. Recipients of the Chinese Government Scholarship will have their health plan provided by the government; all other students must purchase their own insurance.

PKU Shenzhen has a partnership with Ping An Insurance and we strongly recommend Ping An Insurance as recommended by the Ministry of Education for its affordable pricing and broad coverage. Unless specifically arranged, this plan is included in the invoice before arrival at the university. The price of the regular plan is 800 RMB/year. Students who are not medically insured or who fail to provide the university with the required insurance documents are not allowed to register as PKU Shenzhen students.

In the case of a medical incident, students should call: 400-810-5119 (English speaking; applicable to all those who have purchased insurance through PKU Shenzhen/PingAn partnership).

## (D.2) Housing

### (D.2.1) Dormitory Rules and Regulations

In order to maintain a safe study and living environment, all students should abide by the following rules and regulations:

1. The Campus Service Center is in charge of arranging accommodation for graduate students, faculty members, international faculty members and international students according to annual recruitments and availability.
2. Students need to present their admission notification, and accommodation fee receipt when registering at campus service center. For International Students, this step will be completed during new student registration. Students can move in the dormitory after registration or by the arrangements made by the school. Please refer to section D.2.2 for details.
3. It is not permitted to privately switch room numbers and/or bed numbers. Empty rooms and beds are managed by the Campus Service Center; a request must be submitted to the Campus Service Center to change rooms or beds. Students should cooperate with the given room arrangements.
4. Students should empty their bed, desk and cabinet and clean the room within three days after they finish all leaving procedures (for temporary and permanent leave). When checking out, students need to return their AC remote, as well as bring their Campus Card to deactivate room access.



5. Students are responsible for their use of facilities and equipment in the building. Residents are responsible for compensation of any damages. All furniture is property of PKU Shenzhen and University Town. The student is responsible for any damage or loss of item.

6. Residents should respect the public areas and maintain personal hygiene habits. Trash and unsightly pictures are not permitted in the stairwell and hallway. Cooking is not permitted in the room.

7. Keep a careful eye on your belongings. Use caution when using electrical appliances in your room. It is not permitted to keep poison, inflammables and explosives. Public drunkenness, gambling, fighting and other reckless behavior are not permitted in the dorms and/or on campus. Residents must keep noise and voices at an appropriate level.

8. It is not permitted to post pornographic pictures. Any forms of business activities are not allowed. Residents may not raise animals in their room. Residents are not permitted to keep bicycles in their rooms or in the hallway.

9. The fire code is strictly enforced. Due to safety reasons, residents are not permitted to have hot plates or heaters or private wiring. Residents will be charged for damages caused by their violation of the rules and regulations.

10. No overnight guests are permitted.

11. It is not permitted to rent your bed or room to others. Your situation will be reported to the Student Affairs Office and your tenancy will be terminated according to the severity of the situation.

12. The Campus Service Center is dedicated to managing the dormitory and responsible for maintenance and daily service. Any violation of these rules that are brought to the attention of the Campus Service Center will be investigated accordingly.

13. For further details, please refer to the Peking University Shenzhen Graduate School Housing Agreement (section D.2.3). Any resident who fails to abide by the dormitory rules and regulations will be penalized according to Disciplinary Sanctions for Student Conduct (section D.12).

#### (D.2.2) Dormitory Payment

1. Standard fees are charged annually and are subject to change. The term of the contract is from check-in in late August until the scheduled check-out date in early July. Graduating students and first-year students who are not continuing to live on campus must check out by July. Exact dates will be announced.

2. Students must pay the annual accommodation fee prior to checking into the dormitories. The annual payment for single rooms is 12000RMB/year/person (subject to change).

3. Forms of payment: Bank transfer or on-site payment in RMB.

4. First year students can pay the dormitory fee at the Campus Service Center (Building 4) or send an electronic transfer to the Financial Service Office (H307). Please note all first year international students must pay by electronic transfer prior to their arrival.

#### (D.2.3) Housing Agreement

In accordance with national law, regulations of the city of Shenzhen, regulations of Shenzhen University Town and PKU Shenzhen, the university and the student voluntarily agree to the terms stated in the housing agreement.

##### 1. Check-in

1.1 Students agree to check-in according to their housing application or the arrangements made on their behalf by the school.

1.2 Students deferring or graduating cannot arrange for on-campus accommodation.

##### 2. Payment

2.1 According to the terms of this agreement, students should pay the full amount of their accommodation fees prior to the registration date and check-in. First year students should pay a housing refundable deposit.

2.2 The accommodation fee must be submitted every academic year. Students should pay the full amount for the academic year in one payment and bring the accommodation fee receipt to Education Administration Office for further verification. Students who check in for less than a semester or check out early should pay full amount for the semester. Students who want to change from a double room to a single room should pay the full amount for the single room. Payment cannot be refunded.

2.3 The accommodation fee is based on national standards for one academic year. First year international students'

accommodation fee includes the academic year and the summer holidays provided the student has paid the following year's rent by the designated date. For second year, graduating international students, or students that will not continue the rental agreement, the accommodation fee provides housing for the academic year until the check-out date after the graduation ceremony (following the PKU Shenzhen Academic Calendar). The official checkout date is to be announced.

2.4 Internet, telephone service, water and electricity are not included in the accommodation fee.

2.5 The cold water fee will be processed upon check-out or change of room and deducted from the initial housing deposit.

2.6 Daily maintenance of facilities are outlined in the Campus Maintenance Procedure Regulations (See page 34, section D.4 or consult the Campus Service Center (Building 4) for more details).

##### 3. Termination of Tenancy

3.1 The term of residence starts from the date of this agreement is signed to check-out as stipulated above. This agreement is automatically terminated after check-out.

3.2 Graduating students and first year students not continuing their housing contracts need to check out by the check-out date as stated by PKU Shenzhen in the Academic Calendar. If the student does not complete checkout within 72 hours of deadline, the student will be automatically checked out. The university has the right to deal with any items still in the room, and the initial deposit will not be returned.

3.3 Students should move out of the dormitory immediately after checking out. Any items left in the rooms are at the disposal of the university.

3.4 Students need to gain approval from their respective school if they defer their enrollment for more than one year, if they return to Beijing campus, or if they check out before the end of the current academic year.

3.5 Students will be required to pay the annual accommodation fee for new academic year if they fail to check out before the date of new academic year as set by the Peking University.

#### 4. Rights and Responsibilities of the University

4.1 The university should provide students with accommodation that is suitable for their personal and academic life by ensuring that all facilities maintain adequate safety standards.

4.2 During the term of the agreement, the university reserves right to make any dormitory adjustments that may be necessary due to the number of rooms available and maintenance. Adjustments may include, but are not limited to, change of room or the addition of a roommate. If students fail to cooperate following a formal notice, the university can terminate the service or charge an accommodation fee according the standard of single room.

4.3 The university has right to terminate the student resident when the student severely violates any dormitory rule or regulation. In the situation where a student has severely violated a rule, the accommodation fee is non-refundable.

#### 5. Rights and Responsibilities of the Student

5.1 Students have right to propose suggestions with regard to the management and service of the university. The student has right to require the university to make corrections if the mismanagement of the university has a severe impact on the student's life and study.

5.2 Students must abide by all Chinese National Laws, all regulations and rules of Peking University, and follow all instructions given by PKU Shenzhen staff.

5.3 Students can apply for change of bed or room at the Campus Service Center. Students will be only allowed to change their room or bed only if there is valid reason for the change.

5.4 Students can keep their room reservation provided no



unexpected circumstances occur; otherwise, students should accept the university's housing arrangement.

5.5 Upon check-out, students should leave their room in a clean and orderly condition. Otherwise, a cleaning fee will be deducted from the deposit. At this time, any damages will also be deducted from the deposit. The standard for payment for damages is calculated according to University Town Maintenance's criteria.

#### (D.2.4) Loss of Room Key

In the event of a lost dormitory key, students can go to the Campus Service Center (first floor of Building 4) to get a replacement key. If you are to lose or misplace your key after hours, please call the staff on duty at 2603-5317. Please only call this number after hours in the event of an emergency.



## (D.3) Dormitory Check-In and Check-Out Procedures

#### (D.3.1) Dormitory Check-In

1. According to the regulations of PKU Shenzhen, all students must sign the accommodation agreement and sign to receive the electricity and water cards, key, and AC remote. The accommodation fees must be paid prior to check-in.
2. Continuing students need to prepay the accommodation fees before the returning student registration day. The cold water fee also must be paid before the start of the second semester.

#### (D.3.2) Dormitory Check-Out

1. Any outstanding fees should be paid including the cold water fee.
2. All dormitory key cards, water cards, and AC remote control must be returned to the Campus Service Center.
3. After an overall cleaning and inspection of the room, students must sign to confirm the check-out procedure has been completed. If in a shared room, the water/electricity cards, AC remote control can be returned by the last student to check-out.
4. If there are any damages to the room, the student is responsible to pay compensation according to price as stipulated by University Town.

You can register your issues at the Campus Service Center, and the staff will inform University Town maintenance or you can call the 24 hour service hotline directly: 26032915. Any repairs to the air conditioner and water heater and should be registered for repair at the Campus Service Center.

After registration, students will have a confirmed time in which they will wait in their room for the maintenance crew. Students must then sign on their name on the maintenance registration form to confirm.

International students may also call their assigned Campus Community Advisor (CA) for assistance in scheduling a small-scale maintenance appointment. Students must be present in the room for the maintenance appointment for liability purposes.

## (D.4) Maintenance

University-wide Hotline: 2603 2915

## (D.5) Student Mail

International letters and parcels can be picked up at Building C 107

International parcels and letters can be sent to:

Name

Building/Room number

Peking University Shenzhen Graduate School (school/building)

2199 Lishui Road, Nanshan District

Shenzhen, People's Republic of China, 518000

Newspapers and magazines personally subscribed should be signed in by the recipient.

Mail Delivery to Building 4 Mailroom

Registered mail and magazines subscribed by individual schools is sorted by school.



## (D.6) Campus Card

### (D.6.1) Functions

Your campus card is issued by the University Town in partnership with Ping An Bank. Students will receive their campus cards during the first week of orientation. The card serves as your campus ID card and serves many functions:

-functions as a debit card. You can deposit money onto the card that can be withdrawn at ATMs and used for transactions at major stores and restaurants.

-has separate campus account that serves as an "electronic purse." You can put money onto this account to use at any University Town cafeteria, store or restaurant (except for NYPD). Note: This account is required to make purchases at the cafeteria and pay for electricity. See instructions below for transferring money to this account.

-allows you to borrow books at the University Town Library  
-allows you to enter your dormitory building. Your card will only allow access to your building.  
-for scholarship students, your stipend will be wired to this account

### (D.6.2) Loss of Card

If you lose your campus card or it doesn't seem to work please go to counter 12 at the University Town Campus Service Center (House in the same building as Ping An Bank) to apply for a new card. In case of loss, call 961202 (Ping An Bank, service in English).

University Town Campus Card Center (Ping An Bank)  
Address: University Town Campus Service Center, southern wing of the Library by Ping An bank  
Opening hours: 8:30 am-12:00pm and 2:00-5:00 pm (From Monday to Friday)  
Tel.:2603 3746

### (D.6.3) Transferring Money to your Electronic Purse

There are campus card recharging machines on the first floor of H Building, the second floor of the cafeteria, outside the door of the first floor cafeteria, outside the Campus Service Office and on the first floor of dormitory three. You can use these machines to transfer money from your Ping An Bank account to your campus electronic purse. Your electronic purse can be used at the cafeteria, the convenience stores and the campus restaurants (except for NYPD).

### Instructions for Depositing Money on your Campus Electronic Purse

1. Insert your card into the machine
2. Select Transfer Service
3. Select "Transfer to Campus Account"
4. Enter your PIN (same PIN as the ATM)
5. Select the desired amount to transfer
6. Confirm the amount
7. Wait for the success message "交易成功".
8. Remove your card



## (D.7) Library Services

### (D.7.1) UTSZ Library

The University Town Library of Shenzhen offers free wireless and broadband Internet (with your login and password). Your campus card gives you access to all services and facilities. The campus library catalog is online. You can also access your own account and manage your books borrowed (you can renew them up to two times online or book them in advance).

Opening Hours:

Monday to Sunday: 8:40-22:00

The reading area on the second floor opens at 7:30 am.

During public holidays: 10:00-18:00.

Website: <http://lib.utsz.edu.cn/>

Tel: 2603 2355 or 8886 6634

### (D.7.2) Shenzhen Library

This very modern library offers free access to a collection of 1.8 million books, magazines, video and audio records, together with a wide range of electronic documents. It receives almost one million visitors a year. To apply for a library card, you must have a valid ID.

Opening Hours:

Tuesday to Sunday: 9:00 - 21:00

During public holidays: 12:00 - 18:00

Website: <http://www.szlib.gov.cn>

Tel: 8284 1211 8284 1212

#### (D.7.3) Peking University Internet Resources

The Library of Peking University has a wide variety of Internet resources, such as databases, e-books and e-journals, theses and dissertations, multimedia resources, etc. In order to access these resources, you must set up the VPN network on your computer: consult your department's system administrator.

Website: <http://www.lib.pku.edu.cn>



## (D.8) Emergency and Security

### Services

The University Town Campus is very safe. There are 24-hour security guards stationed at each campus gate and at various locations on campus. Nevertheless, here are a few recommendations to ensure your safety:

#### (D.8.1) Precautions Against Theft

Don't carry large sums of cash and don't leave them in your dormitory. Deposit cash into your bank account. Keep bank cards, passbooks and ID cards in different locations. Do not use your birthday or your ID number as your password and do not give your password to anyone.

Keep a close watch of your valuable items (mobile phone or Smartphone, camera, jewelry, etc.) and do not leave them in visible places; if possible, lock your boxes and drawers. The last student who leaves the dormitory room should lock the door and close the window. You should also lock the door at night before going to bed to prevent burglary. Keep your articles with you at all times when you are in public places such as the dining room, the library, the classrooms and the gymnasium. Loss of items in the gymnasium in particular is

very common. If you witness a burglar or a fraud in the dormitory, try to secure the location. Immediately report the incident to the police station or the Student Affairs Office, or directly send the suspect(s) to the Security Department.

Watch out for salesmen. You are strongly advised not to let them in and then report their presence to a security guard.

#### (D.8.2) Fire Prevention

PKU Shenzhen organizes regular fire drills, and sessions to learn how to use fire extinguishers, please attend them and use this opportunity to learn basic gestures and processes. Do not start a fire or use large power electric appliances like electric cookers, instant immersion heaters and electric rice cookers, which can cause fire easily. Pulling electric lines is strictly forbidden.

#### (D.8.3) Snakes

The campus is located in a somewhat remote location, next to a mountain and a wildlife park. Hence animal life on campus is quite diverse, from exotic birds to bull frogs. Poisonous snakes may hide in the deep grass or wet places. Do not enter the grass or forest, especially at night. Try to walk on the main roads.

#### (D.8.4) Sunstrokes

In summer, the temperature in Shenzhen can reach 40°C (104°F), even at the end of August, when the new term begins. Students should beware of sunstrokes. Apply sun screen with a high protection factor and do not hesitate to protect your head with an umbrella or a hat. Avoid staying under the sun between 10 am and 4 pm. It is recommended to drink between 1.5 and 2 liters of water a day.

#### (D.8.5) Accidents

Avoid walking close to construction sites and carefully watch your children. There are many constructions ongoing on campus.

Our school is remotely located, so try to be accompanied when you go out. Students must comply with the daily schedule of the school and try not to go out alone at night. If you are locked out, you can receive an extra key from the Campus Service Center (Building K). In Shenzhen, follow all traffic rules and be particularly cautious on the road.

In case of emergency, promptly call the police and report to the Student Affairs Office or your department's program, where the staff can be of assistance.

#### (D.8.6) Emergency Numbers

Police: 110

University Town 24 hours Security Guard: 2603 2948

University Town Police Office: 2603 3812

Tanglang Police Station: 2655 2833 or 2601 0777

Fire: 119

Medical Emergency: 120

Student Service Office: 2603 2729



## (D.9) IT Services

### (D.9.1) Internet Maintenance

If you encounter a problem with the campus network, campus systems or mail systems, please contact the IT Department for assistance:

Service E-mail: [its@pkusz.edu.cn](mailto:its@pkusz.edu.cn)

Service Hotline: 2603 5565 or 2603 5563

Office: A103

Service website: <http://its.pkusz.edu.cn>

Service Hours: Monday-Friday

8:00am-12:00pm 1:30-5:30pm

### (D.9.2) Applying for an Email Address

New students will receive their e-mail address from the IT Office during orientation. After launching the mail system, you can login directly with the following information:

Username: Student ID Number(180\*\*\*\*\*)

Password: Last 6 digits of your passport number

Address ending: @pku.edu.cn

Activate the account at: [its.pku.edu.cn](https://its.pku.edu.cn). After activation change your default password. After you change the password and activate the email, you can sign into your inbox at: <https://mail.pku.edu.cn/>

### (D.9.3) Internet Payment

For new students, your internet account is your campus card number. You can log in to the system with your student ID number. There will be free temporary internet set up for the first two weeks. Within the first two weeks, you must go to the internet kiosk (by Ping An Bank) and fill out a form to set up your account. You can also choose to pay with cash or with your campus card, for one or multiple months. Basic 4M speed is 20 rmb/month

## (D.10) Bank and Foreign Currency Exchange

### (D.10.1) Chinese Currency

The currency in China is the Chinese Yuan (CNY), also called renminbi (RMB). A particularity of RMB is that it cannot be freely exchanged: you cannot exchange RMB outside China, or at a very poor rate. There is also a limit to the amount of RMB you can change back to your currency, even in China. Although ATMs are now widespread in China, the coverage by the VISA, MasterCard and other international networks is still low, and many stores and restaurants will only accept cash.

### (D.10.2) Bank Transfers

Wire money transfers can take up to one month (and at least one week) to be processed, so make sure that you have money available while you wait for your transfer. You will first need to open a bank account in China (your Campus Card has a Ping An debit account attached). There are several banks near PKU Shenzhen where you can set up a bank account, at either a Chinese or an international bank (Standard Chartered, HSBC Premier, Citi Bank and Bank of East Asia). On campus, there is a local bank, Ping An bank and Ping An Bank and Bank of China ATMs.

### (D.10.3) Traveler's checks

Many banks in Shenzhen accept Traveler's Checks in USD; however, it takes generally more than 40 working days to process them.

### (D.10.4) Chinese Debit and Credit Cards

It is nearly impossible for foreigners to get a Chinese credit card. However, you can easily get a Chinese debit card. Most Chinese debit cards belong to the "Union Pay" network, which is not typically accepted outside of China. Many students transfer money to their Chinese debit card to be able to easily withdraw money in China without incurring fees. You can use a debit card at most larger Chinese stores, to withdraw money from ATMs, and to shop online from Chinese companies.

## (D.11) Applying to Use a Classroom

1. Complete the classroom application form
2. Get the signature of the administrative teacher of the graduate school or the teacher of each faculty
3. Get the permission of the academic administration and the allocation of the classroom
4. Submit the classroom application form to the office of the administration of the classrooms
5. Submit the reason of reapply of the classroom
6. Ready to apply again?
7. If there is any change after the allocation of the classroom: (Usage of the classroom or reservation cancellation). Get the reply of the academic administration and send an e-mail to the office of classroom administration
8. Submit the reason for cancellation



## (D.12)

# Disciplinary Sanctions for Student Conduct

### (D.12.1) Physical Violence

1. Students will be given a written warning for verbally insulting others or using inappropriate ways to pick a fight without physically hitting others. This is to prevent further actions that may lead to physical fights and/or cause further trouble to arise.
2. A serious warning will be given to students involving himself/herself in physical fights with others (may lead to expulsion from school).
3. Students who take part in encouraging others to fight will be given disciplinary sanctions more severe than a warning depending on the severity of the offense.
4. Students who provide weapons to encourage others to be involved in a fight will be given disciplinary sanctions more severe than a warning. If the other party is seriously injured, the student will be put on probation.
5. During a school disciplinary investigation, students who purposely provide false evidence to hinder further investigation will be given disciplinary punishment more severe than a warning.
6. The guilty party is liable to compensate for any monetary losses of the victim(s).

### (D.12.2) Damage to Campus Facilities

Students who damage public and/or private property will be

given the following sanctions (depending on the severity of the offense):

1. Damage to public and/or private property due to negligence that amounts to 500RMB or more in value will result in fines for the incurred losses and receiving a formal warning.

2. Intentional damage to public or private property will result in fines for the incurred losses and receiving a serious warning.

3. Intentional damage to historical relics or any old growth trees will result in a serious punishment.

### (D.12.3) Violation of Privacy

1. Destroying or opening private letters for personal gain which results in adverse effects to the other party will result in compensation and receiving a warning.
2. Using the internet, mobile phone text messages and other methods to distribute false or inappropriate information towards another person will result in severe sanctions.

### (D.12.4) Threats and Harassment

Students, who insult, scold or intimidate others who do not change their behavior after a warning from the school will receive a disciplinary warning. If that student has caused adverse effects that are intolerable, he or she will be given a severe warning.



### (D.12.5) Betting and Gambling

Students who organize or participate in any gambling activities will be given the following sanctions depending on the severity of the offense:

1. Students playing mahjong, poker or any other games to gamble, will be given a warning and the game will be confiscated.
2. Students who organize any gambling or related activities will be placed on probation.

### (D.12.6) Illegal Business

Students who are involved in smuggling, trafficking or any other illegal business that violates Chinese laws will be penalized according to the law and school regulations depending on the severity of the offense (sanctions range from a warning to expulsion).

### (D.12.7) Intellectual Property and Copyrighted Materials

Students who are involved in any kind of forging or altering of documents, falsifying documents or the fraudulent use of documents or certificates will be given the following sanctions:

1. Creating a fake student card, library card and other documents or committing a similar kind of forgery will suffer disciplinary sanctions.

2. Altering, falsifying and the fraudulent usage of all kinds of documents that result in adverse effects to another party will suffer severe sanctions and punishments.

3. Borrowing any kinds of certificate that causes adverse effects to another person will be given warning or suffer a penalty.

4. In order to achieve personal gain by doing any of the following acts shall be penalized depending on the severity of the offense:

- i. Forging stamps
- ii. Forging education transcripts
- iii. Forging teacher's signatures
- iv. Creating false awards certificates, certificates, graduation certificates and other relevant documents

## (D.13) Student Associations

### (D.13.1) Overview

There are currently 57 student associations, including athletic, culture, music and academic associations. See a complete list of student associations in the Campus Life Guide. Student associations typically recruit new members every September. The Association Management Division in Youth League is responsible for supervising all the associations (e-mail: shetuan@sz.pku.edu.cn).

### (D.13.2) Joining a Student Association

Every September, shortly after the beginning of semester, all the student associations will take part in the Student Association Fair by Mirror Lake. In addition, Student Associations will be actively recruiting new members by putting up posters and booths during the first month(s) of the new semester. If interested, you can join in any association by contacting the group directly and providing your personal contact information to the association managers. Please note that some academic associations are quite selective in choosing their members. An interview may be required and not all students are selected.

### (D.13.3) Forming a New Student Association

The Association Management Division (Youth League) is responsible for supervising all the student associations. If you want to form a new student association, you need to apply to the Management Division (shetuanpkusz@126.com). The management division will provide detailed requirements to you.

### (D.13.4) Applying for Funding for an Event Hosted by a Student Association

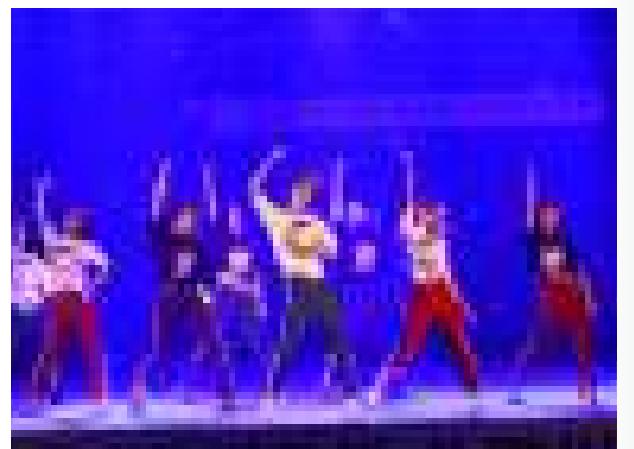
All student associations need to apply to the Association Management Division and submit budget plan for an event. The Youth League Supervisor will review the application and distribute the funding for the event.

### (D.13.5) Rules of Operation

There are further detailed instructions for operation, which are provided by the Management Division. All student associations must obey all local Chinese laws and campus policies, and stand for the interests of students. Student associations are not permitted to be for-profit organizations.

### (D.13.6) Awards for Student Associations

Awards for outstanding student associations are held by the division every June. Student associations are required to provide adequate written materials to the division for reviewing and evaluation. Associations with top scores will be awarded by the title "Top Ten Student Association" and receive some monetary rewards.



## (D.14) Student Internship Work Study

### (D.14.1) Application Requirements

1. Student internships are primarily given based on students' financial need.
2. Students must demonstrate a good attitude, good health, enthusiasm, patience, conscientiousness; possess strong communication and service skills, organization, strong writing skills, and comprehensive analysis ability. In addition, students must demonstrate strong self-discipline; be independent thinkers and be in excellent academic standing (within the top 60% students performing in his or her class).

### (D.14.2) Rate

1. Compensation Standard  
Full-time student interns work an average of 15 hours per week, sometimes including Saturdays, Sundays and public holidays. Full-time interns receive a monthly salary 1200 RMB. Part-time student interns are paid an hourly rate of 20 RMB per hour. The student manager of the D building dance studio receives a salary 400 RMB per month.

### 2. Payment method

Full-time student interns are paid on a monthly basis whereas part time student assistants are paid upon completion their work assignment or as stipulated by their department. For interns to receive their salaries, the respective department is responsible for submitting a signed form to the Student Service Office for approval.

### (D.14.3) Awards and Punishments

1. Student interns who receive an "Outstanding" evaluation from the Student Service Office and their respective department will be awarded the "Peking University Shenzhen Graduate School Outstanding Student Assistant" award as well as some other rewards.

2. Students who perform poorly by not completing their assigned tasks or repeatedly not participating in the training activities given by their department will be penalized. Furthermore, they will not pass the evaluation for continuing their internship for the upcoming semester/module. Thus, they will no longer be appointed as a student intern.

### (D.14.4) Regulations

#### (D.14.4.a) Duties

Student interns are divided into full-time and part-time positions. Full-time positions continue for more than a month including the summer term. Part-time positions are short term positions that assist in carrying out one or more tasks. Job responsibilities are listed as follows:

1. Fulfill their duties based on the requests of their respective departments.
2. Assist their respective departments in their day-to-day work.

#### (D.14.4.b) Evaluations

1. First, student interns are hired upon the request of the respective department. The respective department will list the tasks that need to be completed by the student intern and submit their request to the Student Service Office for recruitment. The student will sign the Peking University Shenzhen Graduate School Work Study Agreement.
2. Student's accumulated working hours of more than 60 hours will be assessed by Student Service Office and their respective department in terms of their participation and quality work. The student will be given a grade of "Excellent, Pass or Fail." Students will be evaluated once every semester.

## (D.15) Community Service

PKU Shenzhen encourages students to participate in community service projects. The following projects are ongoing and open to all students:

### (D.15.1) Long Lian She Qu English Corner

(龙联社区英语角)

Service Objective: Long Lian She Qu students

Service Tasks: Prepare and deliver English lessons for students.

Service Hours: Wednesdays 4:00-6:00pm

Contact: 吴海伦 (Wu Hailun) 15562285900



### (D.15.2) New Sunlight Recovery Clinic

(新阳光病房活动)

Service Objective: Companionship for youth with leukemia

Service Tasks: Play games, do art projects, teach English with the children.

Service Hours: Tuesdays and Saturdays – flexible hours

Contact: 赵晓燕 (Zhao Xiaoyan) 13809867239



### (D.15.3) Long Lian She Qu Elderly

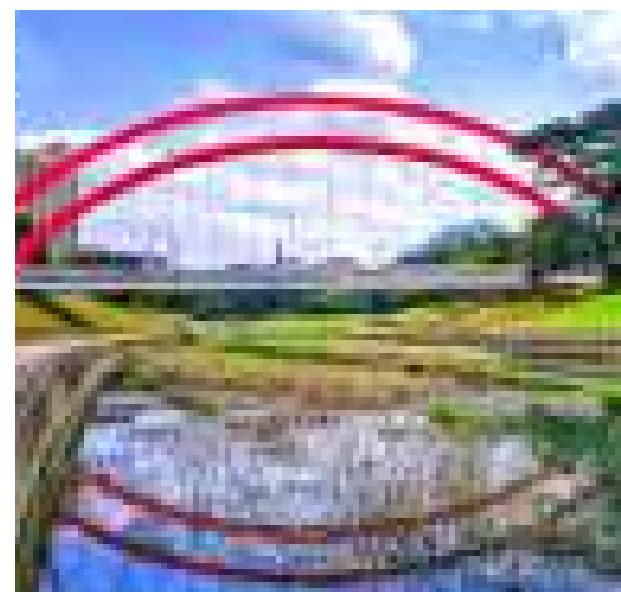
(龙联社区敬老活动)

Service Objective: Long Lian She Qu Elderly Community

Service Tasks: Various activities.

Service Hours: 1 time per month

Contact: 李兴龙 (Li Xinglong) 18813199227



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