

Living Guidance for International Students of JHUN

Article 1

Students can go to the library to borrow and read books with the campus card but the card can be used by the owner only and cannot be conveyed to others.

Article 2

The book borrowed should be renewed if the student wants to keep it for a longer time. Or he will be fined according to excess days.

Article 3

Take good care of books. No blemish, damage or loss. If so, there will be compensation or fine.

- 1) Functions of the library: the student may borrow or read books or magazines, get access to internet for searching information and documents and study by themselves.
- 2) Open time: 7.30 A.M.—10.00 P.M.
- 3) The student should be neatly dressed. Slippers are prohibited. Please keep quiet.

Article 4

If foreign students go abroad (including Hongkong, Macao and Taiwan) to visit relatives or travel, he should go to Wuhan Police Station to do procedures for visa with his effective certificates or certificate from the School of International Education a week ahead. This visa can be used one time only. And international students should return to the university in the valid time of the visa.

Article 5

All the activities of the student are on the purpose of study and friendship. Each student is responsible for the good environment of the university. The student should not do any activity that will disturb the social order and violate rights and interests of others or compromise China's safety and advantages.

Article 6

Celebrations or parties can be held in the appointed place and the students should ask for permission from the School of International Education at least 2 days ahead. The activities could

not be held without the permission.

Article 7 Insurance

A comprehensive medical insurance system has been implemented for international students in China. The medical insurance consists of accidental injury and hospitalization insurance. It is compulsory for self-financing international students to purchase an insurance plan meeting the standards designated by the Ministry of Education. The university will not register an international student if he/she does not purchase this insurance.

The university selects Comprehensive Insurance & Protection Scheme for Foreigners Staying in China of Ping An Annuity Insurance Company, Ltd as the default group insurance scheme for international students. The plan consists of death and accidental disability insurance liability (RMB 100,000), medical treatment for accidental injury insurance liability (RMB 20,000) and hospitalization medical treatment insurance liability (RMB 400,000). The price is RMB 800 per person per year.

IMPORTANT: The insurance liability and liability exemption are all subject to the statement of the insurance plan.

Medical organizations which are involved in all the foregoing medical liabilities are limited to the public hospitals within the borders of mainland China; the medical expenses incurred in a sub-branch of a public hospital, ward area for foreigners, ward area for special treatment and needs, ward for special treatment and needs, ward for high-ranking officials, or similar ward area or ward shall be excluded from the insurance. Please contact the administrative office for the School of International Education to ensure the selected hospital is covered under the designated insurance plan.

List of Documents of Insurance Compensation Applying (applied when insurance purchased through the University)

- 1) Medicine List;
- 2) Medical Record;
- 3) Diagnosis Certificate & Certificate of Discharging Hospital;
- 4) Application of Insurance Compensation;
- 5) Photocopy of passport;
- 6) Traffic Accident Conclusion from Traffic Police-station.

Note: In case of traffic accident, if the other party is fully responsible, he/she should pay all medical fees, while the insurance company will pay NO compensation, unless the Traffic Police-station provides a certificate to prove that the other party could not afford to pay the medical fees.

Article 8 Medical Service

Should you require medical services, please go the university hospital first and then go to certain hospitals according to the doctor's advice.

(If necessary) Please retain any medical receipts (with red stamp) for insurance compensation.

Certain hospitals:

1) The University Hospital

Add: on campus

2) Wuhan Union Hospital (West Branch)

Add: No. 58 Shenlong Avenue, Economic and Technological Development Zone, Caidian District, Wuhan, Hubei Province

Tel: 86-27-84289599

3) Wuhan Union Hospital (Hankou Main Branch)

Address: No. 1277 Jiefang Avenue, Wuhan, Hubei Province

Tel: 86-27-85726114

Article 9 Security Service

The security environment of Wuhan is good. Studying in Jiangnan University and living in Wuhan is comparatively safe. But we still suggest you pay attention on some matters.

First of all, please take care of your passport and property. Don't take the passport and a big amount of money with you in daily life. Student's Card can certify your identity on campus and in Wuhan City. If you put valuables in your room, please lock the door properly. Before leaving the room, please turn off all the electricity and water, and lock the door and window.

When you go out please observe the traffic rules and regulations and take care of yourself.

Once there is danger, make sure to call the police in time, and report to the teacher of your college at the same time. They will try their best to help you.

Some telephone numbers on necessity:

- 1) Robber alarm: 110
- 2) Fire alarm: 119
- 3) Traffic accident: 122
- 4) Ambulance: 112

The above telephone numbers can be called free of money on any phone

- 5) School of International Education: 86-27-84224336

Article10 Postal Service

If you want to receive other's letter, please tell them your address in English or Chinese accurately.

Example:

Mr./Ms XXXX
School of International Education,
Jiangnan University
No. 8, Sanjiaohu Rd., Wuhan Economic & Technological Development Zone,
Hubei, 430056, People's Republic of China

When you send a mail within China, the format of the envelope should be: left and above is the receiver's Zip Code and address, the receiver's name is in the middle, right and bottom is the sender's address, name and Zip Code.

(Sample)

4 3 0 0 5 6

湖北省，武汉经济技术开发区，三角湖路 8 号，
江汉大学国际教育学院
School of International Education, Jiangnan University,
No. 8, Sanjiaohu Rd., Wuhan Economic & Technological Development
Zone, 430056, Hubei, China
威廉姆斯 先生 收 Mr. Williams

XXXX 大学国际学生公寓 515 室阿里
Room 515, International Students Apartment, XXXX University

邮票
Stamp

How to write the address on a letter from you: For letters to foreign countries, you can write down the address according to the international format. If the envelope is written in other languages besides English or French, please clearly write down the name of the destination country and city in Chinese, English or French.

Article 11 Currency and Banking

In China, we can only use RMB. The basic unit of RMB is Yuan and downer is Jiao and Fen. Currently, main currency in circulation includes: 100 Yuan, 50 Yuan, 20 Yuan, 10 Yuan, 5 Yuan, 1 Yuan, 5 Jiao, 2 Jiao, 1 Jiao.

Exchange money

Pound, Hongkong dollar, Dollar, Euro, Yen, Canadian Dollar, Australian Dollar and so on can

change to RMB.

These foreign currencies can exchange in these special section:

- VISA Card;
- Master Card;
- American Express;
- Dinner's Club Card;
- JCB Card ...

Currency exchange could be done in the Bank of China. Please bring your passport and residence permit with you.

Article 12 After school Activity

Foreign students may join the recreational and sports activities organized by the Student Union of *Colorful Wind*; foreign students may join celebration activities for important festivals in China voluntarily.

Foreign students could use the playground and stadium on campus, sometimes at your own cost. Please do not interrupt the other students' study and rest, and operate the equipment and facilities properly.

Article 13 Traveling in China

The foreign students can travel in their spare time at the weekends, on Festival Days or in vacation.

Please take you passport and residence permit; meantime please keep the IDs and valuable things properly.

For traveling, please choose the place which is open to foreigners in China. Without permission, please do not go to the place which is not open to foreigners. If not confirm with the items as above, they will be punished by police station according the "The Law of Foreigners Management in PRC".

Article 14 Transportation

- 1) Buses: Bus 208 to the school gate (RMB 2/person)
- 2) Metro Line 3 to vicinity of the school.
- 3) Taxi: The starting fare is RMB 10/12.
- 4) Booking the tickets of train and airplane: You can also go to the train station or ticket agency to buy the tickets directly. Or you can also book the train ticket online: www.12306.cn

Article 15 Traffic Security

- 1) You should conform to the Chinese laws and regulations on traffic.
- 2) Students are strictly prohibited from riding any type of motorcycles (including mopeds).
- 3) When riding a bicycle (including the Mobike), please ride along the right side of the road. Don't chase after each other.
- 4) When crossing the road, please choose the pedestrian crossing line and watch out for vehicles. Don't cross the road when the traffic light is red.
- 5) When driving the cars, please drive in the right traffic lane. Don't drive at an excessive speed.

Article 16 Self-protection

- 1) If you don't feel well, please go to see the doctor as soon as possible. If you don't know how to find a doctor, you can ask your friends, relatives or teachers for help.
- 2) Be sure to take your insurance card along with a card with the telephone number of your emergency contact (your guardian, your teacher or your friend).
- 3) Don't travel alone; travel in pairs or groups as a safety precaution. Remember to keep contact with your relatives, teachers or classmates during your travel for reasons of safety. Use additional caution when going out at night.
- 4) When you are in a crowded place such as bus station, railway station, take care of your belongings. We suggest you keep your bag (with a zipper) in front of you to prevent pickpocketing.
- 5) Don't put your bags in the basket of the bicycle when you are riding, this creates an easy opportunity for thieves.
- 6) Take care of your personal belongings especially in places such as classrooms, library, dining halls, or sporting/recreation areas. Ask your friends to watch your belongings for safekeeping when you can't take your personal belongings with you.
- 7) Don't enter your ATM password while other people are around you. Instead, cover the key pad when pressing your code. Please call the bank immediately if there is something wrong with the ATM. Do not leave the ATM until the problem has been solved.

Contact number of banks in China:

Bank of China: 95566

Industrial and Commercial Bank of China: 95588

China Construction Bank: 95533

Bank of Communications: 95559

Agricultural Bank of China: 95599

Article 17 Fire Prevention

- 1) All high-power appliances are forbidden to use in your apartment (for example: space heaters, microwaves, ovens or rice cookers). Make sure you turn off all the electrical power outlets and the gas before you leave the room or go to bed.
- 2) Smoking and lighted candles are forbidden in the apartments.
- 3) Don't move or break the fire hydrants and don't block the emergency exit in the stairways.
- 4) Don't use open flames beside easily combustible and explosive things. Don't set off fireworks on campus or in the apartment. Never mix the combustible and explosive gases such as oxygen and hydrogen together.
- 5) Once you notice a fire, please call the 119 immediately, and try to put out the fire with water or fire extinguisher.

Article 18 Fraud Prevention

- 1) Don't lend your passport, student card or credit cards to anyone.
- 2) Don't provide your personal information to others.
- 3) Don't trust strangers easily or lend money to someone you don't know very well.
- 4) Don't respond to the information on unfamiliar websites, short text messages sent to you or solicitation calls.
- 5) Please ask your teacher for help when you are in trouble.